



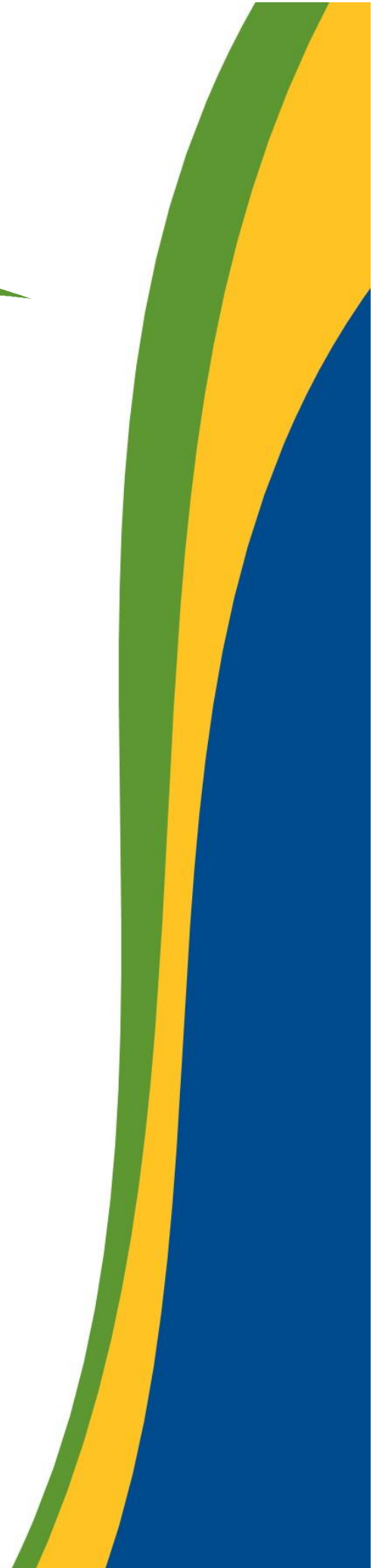
Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting

20 March 2024



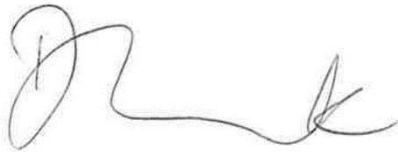
NOTICE PAPER
Ordinary Council Meeting
20 March 2024

President and Councillors

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

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

Yours faithfully



Debbie Terelinck
Chief Executive Officer

DISCLAIMER

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

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

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

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

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

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

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

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1 DECLARATION OF OPENING

2 OPENING PROCEDURES

2.1 ACKNOWLEDGEMENT OF COUNTRY

President C R Antonio will invite Cr A J Mencshelyi to present the Acknowledgement to Country.

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

2.2 RECORDING OF COUNCIL MEETINGS

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

3 ATTENDANCE

3.1 ATTENDEES

Council:

Shire President

Deputy Shire President

Councillors

C R Antonio

A J Mencshelyi

J E G Williams

M P Ryan

M I Girak

L C Biglin

D A Hughes

C M Poulton

H J Appleton

Staff:

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Corporate Services

Acting Executive Manager Community Services

Governance Coordinator

Governance Officer

D Terelinck

P Devcic

C B Hunt

C J Young

J R Byers

B J Hadlow

T P Van Beek

3.2 APOLOGIES

Nil.

3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Nil.

4 DISCLOSURE OF INTERESTS

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Mid-Year Budget Review	13.2.1	President C R Antonio	Impartiality	Members of community groups requesting funding are known to President Antonio.
		Cr H J Appleton	Impartiality	Members of community groups mentioned in the budget review are known to Cr Appleton.
		Cr L C Biglin	Impartiality	Cr Biglin is currently the secretary/treasurer of the Wundowie

				Progress Association Committee.
		Cr M I Girak	Impartiality	Members of community organisations mentioned in the mid-year budget review are known to Cr Girak.
		Cr A J Mencshelyi	Impartiality	Members of Wundowie Progress Association are known to Cr Mencshelyi and there is an allocation for Wundowie Museum.
		Cr C M Poulton	Impartiality	Members of mentioned community groups are known to Cr Poulton.
		Cr J E G Williams	Impartiality	Wundowie Progress Association are requesting unbudgeted funding & members of the association are known to Cr Williams, including one as a fellow Councillor.
Review of Local Planning Strategy	13.4.2	Cr L C Biglin	Impartiality	Cr Biglin is the owner of a lot in proposed rezoning area.
		Cr C M Poulton	Impartiality	Cr Poulton's family has a business and land in the area.

5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

<u>Visitations and Consultations</u>	
22/02/2024	Avon Region LiveLighter Aged Care Games Official Opening - Northam
23/02/2024	Avon-Midland Local Government Zone Meeting - Gingin
24/02/2024	Burgers in Bakers Judging Competition – Bakers Hill
27/02/2024	Triple M Weekly Radio Interview
02/03/2024	Lions Community Markets - Northam
02/03/2024	Cancer for a Cure fundraising - Northam
04/03/2024	Labour Day Holiday
05/03/2024	Triple M Weekly Radio Interview
05/03/2024	Wheatbelt OASG – Debrief for January Storm event and power losses - Online
09/03/2024	Wagin Woolarama
11/03/2024	AROC Governance Group Meeting - Toodyay
12/03/2024	Meeting with ABC regional reporter - Northam
19/03/2024	Triple M Weekly Radio Interview
<u>Upcoming Events</u>	
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
29/03/2024	Good Friday
31/03/2024	Easter Sunday
01/04/2024	Easter Monday
02/04/2024	Triple M Weekly Radio Interview
06/04/2024	Lions Community Markets - Northam
09/04/2024	Triple M Weekly Radio Interview - Northam
16/04/2024	Triple M Weekly Radio Interview - Northam

Operational Matters:

From February 2024, the Forum and Ordinary Council Meetings are being livestreamed with recordings available for later viewing by interested members of the public.

The recordings are available by the Shire of Northam's Youtube Channel – as per the following link –

<https://www.youtube.com/@shireofnortham8266/streams%20>

You will find the meetings under the “Live” tab. This allows everyone access to the Shire of Northam meetings.

Events Calendar:

I have kept the following two links in for anyone interested in either.

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](#)

Perusing the Shire of Northam Website, there are continually plenty of both Community and Shire-led events to be able to participate in. This include, but are not limited to – Varying activities at both the Wundowie and Northam Libraries, Senior and Modified Volleyball at the Northam Recreation Centre, Lego at Wundowie, the Northam Theatre Group Play – Snagged and Wheatbelt's Got Talent in Northam and the Bakers Hill Family Fair and Fun Run – to name a few

Strategic Matters:

With current High Fire Dangers prevalent, the restricted burning period has been delayed until the 15th of March 2024. The change from prohibited to restricted burning period will re-assessed closer to this date.

6 PUBLIC QUESTIONS

7 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Name: Ms. S Lloyd

Meeting Taken on Notice: Council Forum Meeting – 14 February 2024

Item Name: Proposed Gymnasium, Child Care Centre & Group Dwellings – 380 Fitzgerald Street.

Question 1: Which Shire staff members and Councillors are currently on the working party that have defined and are monitoring the Northam Shires priority Early Childhood Education and Care strategy?

Response 1: The Shire has a Council "Plan for the Future" that has outcomes focused on a happy, healthy and connected community however does not specifically have a Early Childhood Education and Care Strategy. The Shire is unaware of any working party that oversees an Early Childhood Education and Care Strategy. The <https://www.education.gov.au/early-childhood> states 'State and territory governments are responsible for the health, safety, wellbeing and educational outcomes of children.'

Question 2: Can Shire explain their placing restrictions on some family day care operators to only operate between the hours of 7 am to 7 pm restricting care options available to families at her service, when they have over the same timeframe approved services without minimum and ongoing Out of school hours care requirements that must be met and maintained for the business to continue to operate or put restrictions in place and said services have subsequently all failed the communities expectations and since closed and why council are seemingly currently considering rezoning residential land for a childcare centre for 60 children?

Response 2: The proposed childcare centre on Fitzgerald St is part of a larger development of a property zoned Mixed Use. The Shire of Northam Local Planning Scheme No. 6 lists childcare centres as a 'permitted' use in the zone, which

means the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.

Hours of operation can be imposed on land uses to manage potential amenity impacts, and in the case of family day care centres that are incidental uses to the use of the property as a residence are generally located in a residential zone, the hours of operation are imposed on a case-by-case basis to manage any potential noise and/or car parking impacts.

Question 3: Can the shire clarify what considerations have been made in the shire's early childhood education and care strategy for the partnership of locals currently investing significant financial and human resources to open a new 68-place childcare centre in Northam and what protections are in place to support these LOCAL residents already significantly engaged, and who are preparing to provide services for our community?

Response 3: From a planning perspective, competition between similar businesses is not a matter for consideration. Valid planning considerations include land use and amenity issues but not competition.

Any childcare facilities would normally be undertaken by private organisations or individuals that have childcare as their primary business.

8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 PETITIONS

Local Government Act 1995 s6.10

Shire of Northam Standing Orders Amendment Local Law 2018

(1) A petition is to –

- (a) be addressed to the President;
- (b) be made by electors of the district;
- (c) state the request on each page of the petition;
- (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
- (e) contain a summary of the reasons for the request; and Page 13
- (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.

- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council has considered the issues raised in the petition.

8.2 PRESENTATIONS

Local Government Act 1995 s6.11

Shire of Northam Standing Orders Amendment Local Law 2018

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

8.3 DEPUTATIONS

Local Government Act 1995 s6.9

Shire of Northam Standing Orders Amendment Local Law 2018

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

9 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

10 CONFIRMATION OF MINUTES

**10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING
HELD 21 FEBRUARY 2024**

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 21 February 2024, be confirmed as a true and correct record of that meeting.

10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 13 MARCH 2024

RECOMMENDATION

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



Shire of Northam

Notes

Council Forum Meeting

13 March 2024

Council Forum Meeting Notes
13 March 2024



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**Council Forum Meeting Notes
13 March 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 15 March 2024.

**DEBBIE TERELINCK
CHIEF EXECUTIVE OFFICER**

Received Notes

These notes were received at an Ordinary Meeting of Council held on 20 March 2024.

Signed:

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

Council Forum Meeting Notes
13 March 2024



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**Council Forum Meeting Notes
13 March 2024**



1 DECLARATION OF OPENING

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

2 OPENING PROCEDURES

2.1 ACKNOWLEDGEMENT OF COUNTRY

President C R Antonio invited Cr A J Mencshelyi to present the Acknowledgement to Country.

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

2.2 RECORDING OF COUNCIL MEETINGS

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

3 ATTENDANCE

3.1 ATTENDEES

Council:

Shire President

Deputy Shire President

Councillors

C R Antonio

A J Mencshelyi

J E G Williams

M P Ryan (entered at
5:33pm)

M I Girak

L C Biglin

C M Poulton

H J Appleton

Staff:

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Corporate Services

Acting Executive Manager Community

Services

Governance Officer

D Terelinck

P D Devcic

C B Hunt

C J Young

J R Byers

T P Van Beek

**Council Forum Meeting Notes
13 March 2024**



3.2 APOLOGIES

Staff:

Governance Coordinator

B J Hadlow

3.3 APPROVED LEAVE OF ABSENCE

Cr D A Hughes has been granted leave of absence from 11 March 2024 to 15 March 2024 (inclusive).

3.4 ABSENT

Nil.

Council Forum Meeting Notes
13 March 2024



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.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Mid-Year Budget Review	13.2.1	President C R Antonio	Impartiality	Members of community groups requesting funding are known to President Antonio.
		Cr H J Appleton	Impartiality	Members of community groups mentioned in the budget review are known to Cr Appleton.
		Cr L C Biglin	Impartiality	Cr Biglin is currently the secretary/treasurer of the Wundowie Progress Association Committee.
		Cr M I Girak	Impartiality	Members of community

Council Forum Meeting Notes
13 March 2024



				organisations mentioned in the mid-year budget review are known to Cr Girak.
		Cr A J Mencshelyi	Impartiality	Members of Wundowie Progress Association are known to Cr Mencshelyi and there is an allocation for Wundowie Museum.
		Cr C M Poulton	Impartiality	Members of mentioned community groups are known to Cr Poulton.
		Cr J E G Williams	Impartiality	Wundowie Progress Association are requesting unbudgeted funding & members of the association are known to Cr Williams, including one as a fellow Councillor.
Review of Local Planning Strategy	13.4.2	Cr L C Biglin	Impartiality	Cr Biglin is the owner of a lot in proposed rezoning area.
		Cr C M Poulton	Impartiality	Cr Poulton's family has a business and land in the area.

Cr M P Ryan entered the meeting at 5:33pm.

5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

6 PUBLIC QUESTIONS

Nil.

7 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

**Council Forum Meeting Notes
13 March 2024**



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.

10 CONFIRMATION OF MINUTES

**10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING
HELD 21 FEBRUARY 2024**

Nil.

10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 13 MARCH 2024

Nil.

10.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 28 FEBRUARY 2024

Nil.

**11 ITEMS BROUGHT FORWARD FOR THE CONVINIENCE OF THOSE IN THE
PUBLIC GALLERY**

Nil.

Council Forum Meeting Notes
13 March 2024



12 REPORTS OF COMMITTEE MEETINGS

12.1 COMMUNITY SAFETY COMMITTEE MEETING HELD 20 FEBRUARY 2024

Clarification was sought in relation to:

- There is conflicting information that has been provided, in one section it shows that there has been an increase in crime in the Wheatbelt, however the Police representative at the meeting advised that there has been a reduction in crime, why is this?

Cr A J Mencshelyi, as the Chairperson of that meeting, advised that the figures shown in the report were provided through WALGA and only up to a specified date, while the Police representative provided an update based on the latest crime statistics.

12.2 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD 29 FEBRUARY 2024

Nil.

13 OFFICERS REPORTS

13.1 CEO'S OFFICE

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

MOTION / COUNCIL DECISION

Minute No: C.4956

Mover: Cr M P Ryan

Seconder: 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) (E) of the Local Government Act 1995, meet behind closed doors to discuss agenda item 13.1.1 Lease of Reserve 3303 and 11596 – Northam Harness Racing Club, as this is a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government.

CARRIED 8/0

**Council Forum Meeting Notes
13 March 2024**



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

Against: Nil.

Reason for Motion:

Cr M P Ryan requested for Council to move behind closed doors to refer to a report received previously by Council, confidentially and behind closed doors.

MOTION / COUNCIL DECISION

Minute No: C.4957

Mover: 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 J E G Williams, Cr M P Ryan, Cr M I Girak, Cr L C Biglin, Cr C M Poulton and Cr H J Appleton.

Against: Nil.

Clarification was sought in relation to:

- Have we executed a lease since 2015? Why not?

The Chief Executive Officer advised that the reason that a new lease was not entered in to at that time was due to the Harness Club expressing their intent to seek to have the reserve vested in the Club rather than progressing a new lease.

- Should they have been paying lease fees during this time?

The Chief Executive Officer advised that this would be taken on notice.

- What is the plan for the old tip site adjacent to the proposed lease area and does this present any hazards to the club?

The Executive Manager Development Services advised that the majority of what is thought to be the old tip site is outside of the

Council Forum Meeting Notes
13 March 2024



proposed lease area and as such it is not considered that this will be an issue in relation to the proposed lease area.

- How long ago was the tip rendered defunct?

The Executive Manager Development Services advised that this was closed approximately 40 years ago.

- Is that sufficient time for the soil to have consolidated?

The Executive Manager Development Services advised that while that is usually enough time for the soil to have consolidated, floods in the area may have exposed some of the buried material.

- In regard to the potential contamination of the site and the Club requesting the Shire to investigate, what would the fee be for this and is it something that we would consider?

The Executive Manager Development Services advised that an investigation was undertaken a number of years ago. It is likely the cost of any future investigations will not be insignificant.

- Is there a sub-lease arrangement for the facility with the organisation that operates the dog racing or how does this work?

The Chief Executive Officer advised that this would be taken on notice.

- What was the rent paid under the previous lease?

The Chief Executive Officer advised that this would be taken on notice.

- What maintenance has the Shire undertaken at the site since the lease expired or did the maintenance arrangements continue as per the previous lease? And does the Harness Club have insurance?

The Chief Executive Officer advised that as per Council Policy the club would be required to hold public liability insurance and would need to provide that to the Shire. The question regarding maintenance arrangements will be taken on notice.

13.2 CORPORATE SERVICES

**Council Forum Meeting Notes
13 March 2024**



President Antonio declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as members of community groups requesting funding are known to President Antonio.

Cr H J Appleton declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as members of community groups mentioned in the budget review are known to Cr Appleton.

Cr L C Biglin declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as Cr Biglin is currently the secretary/treasurer of the Wundowie Progress Association Committee.

Cr M I Girak declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as members of community organisations mentioned in the mid-year budget review are known to Cr Girak.

Cr A J Mencshelyi declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as members of the Wundowie Progress Association are known to Cr Mencshelyi and there is an allocation for Wundowie Museum.

Cr C M Poulton declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as members of mentioned community groups are known to Cr Poulton.

Cr J E G Williams declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as Wundowie Progress Association are requesting unbudgeted funding & members of the association are known to Cr Williams, including one as a fellow Councillor.

13.2.1 Mid-Year Budget Review

Clarification was sought in relation to:

- With regards to the \$50,000 for the CCTV upgrades, what are we going to be upgrading to?

The Executive Manager Corporate Services advised that the Shire has developed a CCTV Strategy that has been presented to the Community Safety Committee and subsequently adopted by Council. The Strategy includes a 3-stage plan with Stage 1 to consider improvements to connectivity and reliability and mobile CCTV solutions for events and hot spots, with the Shire's contribution to leverage funding from other sources. The current system is overloaded and has a latency problem.

Council Forum Meeting Notes
13 March 2024



- In terms of the cameras that we are likely to be replacing, when will this occur?

The Executive Manager Corporate Services advised that replacement of the existing cameras is included in Stage 2. Stage 1 will be dealing with the latency issues and mobile solutions.

The Chief Executive Officer advised that in regard to the mobile cameras, there is capability for license plate recognition and it is proposed that a draft Policy be developed and considered by Council prior to implementing this technology.

- In regards to the \$20,000 for repair to damaged cameras, do we need to proceed with this if they will be replaced anyway?

The Executive Manager Corporate Services advised that this is to repair connectivity issues from damage that occurred during the latest storms.

- The report also mentions a CCTV Road Safety Trial where we will be reimbursed for some cameras, is this a part of the CCTV plan?

The Executive Manager Corporate Services advised that this trial will be run through the Road Safety Commission and is related to road safety black spots rather than the CCTV Strategy. The intent of the non-enforcement camera is to monitor driver behaviour to inform appropriate road safety treatments.

The Executive Manager Engineering Services confirmed these details and advised that the trial is 100% funded by the Road Safety Commission and that the Shire of Northam has been selected as the only rural shire to participate in the program across the nation.

- Are these cameras integrated into our system and can they be used for multiple purposes?

The Executive Manager Engineering Services advised that the intent for this camera is very specific to driver behaviour and it de-identifies the information by removing the license plate and facial features, similar to the cameras used in the Google cars. These are stand-alone cameras and not connected to any other CCTV network. The camera will be in place for a 3 month trial.

- Who will be responsible for storing the information and data captured by this camera in relation to driver behaviour?

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The Executive Manager Engineering Services advised that the Road Safety Commission are the primary user, with the Shire as the client. This means that when an incident occurs, the Shire will get access to a 12 second snippet that is de-identified, with access through a portal to the cloud-based storage.

- In regard to the amount set aside to digitalise 23 boxes of records, do we consider that enough money to cover all records? And how will the records be managed after the digitalisation?

The Chief Executive Officer advised that this cost is based on a quote that has been procured from companies that provide this type of service. The intention is to have an easily accessible catalogue online for staff to use to access the records upon request.

- What is the allocation for an after-hours call out service for?

The Executive Manager Corporate Services advised that the call out service is for weekends and after-hours calls relating to matters generally dealt with by the Rangers and Works and Services areas, such as downed trees. The intention of the service is to be the first point of contact for customers after-hours and triage calls in the first instance. The call centre will have a list of priority issues and they will allocate to staff accordingly. It is expected that implementing the service will provide an improved customer experience and better value for money.

- In regards to item 3, the development of grant application, business cases and social media and communications plans, is there a social media and communications plan proforma template that we could use?

The Chief Executive Officer advised that it is possible to use templates however the intention is also to seek expertise on how the Shire is best placed to leverage our communication and social media channels.

- In regard to item 5, the additional funding of \$8,500 for the Avon town pool, is there a specific reason for that?

The Executive Manager Corporate Services advised that the additional funds are needed for the increased cost development plan for the maintenance of the town pool and the vegetation.

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- In regard to the call out centre, it says that we need an additional \$6,000, when the current yearly operational costs are between \$12,000 and \$15,000, is the \$6,000 on top of this amount?

The Executive Manager Corporate Services advised that the \$6,000 is the anticipated cost of the service for the remainder of the 2023/24 financial year. The annual cost will be between \$12,000 and \$15,000. It is likely that there will be cost savings in terms of staff expenses, however that will be calculated at a later date.

- Regarding item 11, the allocation of funds for the rangers to utilise a noise monitor, would this be our unit, or would it be on lease? And how would the protection of the asset be managed?

The Executive Manager Corporate Services advised that the noise monitor unit is leased and the intention is to continue the lease after the success of the recent trial.

- Regarding item 17, the down grading of the value of a vehicle, was there a reason that the car had issues, and can we seek reimbursement if the cost?

The Executive Manager Corporate Services advised that the reason for the issue is unknown and the vehicle in question was allocated to the Community Emergency Services Manager. A new vehicle had been ordered however there was an 8 to 10 month lead time, which was exceeded. Unfortunately the old vehicle had engine issues 2 weeks before the new vehicle arrived and was out of warranty.

- Regarding item 33, what is wrong with the roundabout? Why is it being reworked?

The Executive Manager Engineering Services advised that this is a part of the black spot funding. This particular roundabout has created driver confusion, the line marking was not suitable for the purpose and there were also design restraints. The new design will assist with pre-deflection and slowing down traffic.

- If this is part of the black spot funding, would it be 100% reimbursed?

The Executive Manager Engineering Services advised that the understanding is that it would be 50% funded.

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- Regarding the new contract for cleaning, is there a reason that it had to go out to tender and it is only for Northam town locations?

The Executive Manager Engineering Services advised that the current tender is expiring and a new tender is required. This tender is for town site buildings and ablution facilities.

- Is there a separate tender for other localities?

The Executive Manager Engineering Services confirmed this is correct.

- In regard to item 25, which areas and trees are we looking at, are we aware of this yet?

The Executive Manager Development Services advised that it is part of the project scope. Several areas around the RV park and the river are likely to be considered.

- In regard to the footpath program, why has some of the items increased significantly?

The Executive Manager Engineering Services advised that there were some scoping issues at the time as well as increased material charges.

- What does the budget impact of \$2.8 million mean?

The Executive Manager Corporate Services advised that this impact is exactly the same as it was prior to the budget review. Certain items were moved around in the budget to result in a nil impact.

- It stated that the total comprehensive income on the budget is down, what does this mean?

The Executive Manager Corporate Services advised that this means that it has actually reduced the operating budget overall leaving the Shire in a better financial position.

- The figure of \$70,000 for flood damage revenue, is this the total figure that the Shire had recouped?

The Executive Manager Corporate Services confirmed that this was a reimbursement for some emergency works that were

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undertaken. It is expected that may be opportunity for further works to be recouped.

13.2.2 Monthly Financial Report for The Period Ending 29 February 2024

Clarification was sought in relation to:

- The percentage for the year to date rates outstanding is increasing, is this the case?

The Executive Manager Corporate Services advised that the final instalment notices for the year have been issued and once payments have been received, this will provide a better understanding of the rates income. There have been an additional 100 payment arrangements entered into this year so it is expected that the outstanding rates may be higher than previous years.

13.2.3 Accounts & Statement of Accounts - February 2024

Nil.

13.3 ENGINEERING SERVICES

13.3.1 RFT 08 of 2023 - Cleaning of Northam Townsite Public Buildings

Clarification was sought in relation to:

- The report notes that an attachment has been included, however there are no attachments on the item, can this be included?

The Executive Manager Engineering Services advised that this will be included for the Ordinary Council Meeting.

13.4 DEVELOPMENT SERVICES

13.4.1 Proposed Partial Road Closure - Clackline-Toodyay Road, Clackline

Clarification was sought in relation to:

- Have we left sufficient road width on the road to Toodyay, considering the East-link is expected to go through this area?

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The Executive Manager Development Services advised that the East-Link would not affect this part of the road, however it is considered that there is sufficient road width regardless.

Cr L C Biglin declared an "Impartiality" interest in item 13.4.2 Review of Local Planning Strategy, as Cr Biglin is the owner of a lot in proposed rezoning area.

Cr C M Poulton declared an "Impartiality" interest in item 13.4.2 Review of Local Planning Strategy, as Cr Poulton's family has a business and land in the area.

13.4.2 Review of Local Planning Strategy

Clarification was sought in relation to:

- If we proceed with this, will this become the new Local Planning Scheme 7?

The Executive Manager Development Services advised that this is the overarching Strategy. Once this is adopted, relevant amendments to the current Local Planning Scheme 6 will be considered.

- Is the document that has been provided the same as Council have done previous workshops on with staff?

The Executive Manager Development Services confirmed this is correct.

- What is the likely timeframe from now?

The Executive Manager Development Services advised that if Council endorses the recommendation at the Ordinary Council Meeting, the Strategy will be submitted to the Department of Planning, Land and Heritage and the Western Australian Planning Commission (WAPC) for it to go through their endorsement process that could take between 4 to 8 weeks. Once the Strategy has been endorsed by the WAPC, the Shire can start considering relevant amendments to the Town Planning Scheme. This will likely be an ongoing process for at least another 12 to 18 months.

The Executive Manager Corporate Services left the meeting at 6:33pm.

- In regard to the regional centre with the R80 zoning, would that allow the businesses on the main street of the town centre to be converted for occupation purposes?

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The Executive Manager Development services confirmed that there is potential for this.

The Executive Manager Corporate Services returned to the meeting at 6:35pm.

- Would the R80 zoning allow for multi-story dwellings?

The Executive Manager Development Services confirmed this is correct.

- Given that we are in a seismic area, is that fraught with danger?

The Executive Manager Development Services advised that any developments would be required to comply with the relevant building codes.

- As the Northam town centre was classified as a historical or heritage precinct, that has limited us in making changes in the past, so how would the zoning fit with the future direction of the Shire to allow multi-story buildings?

The Executive Manager Development Services advised that the Shire has an overarching local heritage policy for parts of Fitzgerald Street and the CBD, and any new development or any demolition has to comply with the policy and be assessed under the heritage guidelines.

13.4.3 Alterations to existing Tesla peaking station

Clarification was sought in relation to:

- Will the new development be less noisy than the diesel generators?

The Executive Manager Development Services advised that there has been an acoustic assessment conducted which indicates that the new system would be less noisy, noting there has not been any noise complaints received by the Shire relating to the current system.

- Under the noise abatement act, are they not supposed to generate above 80 decibels?

The Executive Manager Development advised that it does depend on different factors in terms of land zoning, etc. The acoustic assessment is attached to the report.

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- The report notes that the development will have to slightly encroach on the 20 metre road set back, would this be a concern?

The Executive Manager Development Services advised that this is not foreseen as being an issue.

- Given the value of the development, what kind of income or revenue does this generate for the Council?

The Executive Manager Development Services advised that this question would be taken on notice.

- Is there any risk of explosion due to the lithium batteries?

The Executive Manager Development Services advised that this question would be taken on notice.

- Is this the location of the old bushman tank site?

The Executive Manager Development Services advised that the old bushman tank site is located a few blocks from the site.

- If the batteries are prone to explosion, which could cause a fire, then would the statement that says that a bush fire management plan is not applicable still be correct?

The Executive Manager Development Services advised that it is not a bush fire prone area and as such does not meet the requirement for a bush fire management plan.

- If the batteries are going to be located in shipping containers, would that not negate the risk of an explosion causing fire?

The Executive Manager Development Services advised that this would be addressed as part of the previous questions taken on notice for this item.

13.4.4 South West Native Title Settlement - Land List 1469

Clarification was sought in relation to:

- Assuming that the red triangle indicated on the map of attachment 13.4.4.2 is the parcel of land referred to, below that there is a thin yellow boundary, is this an easement or a road?

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The Executive Manager Development Services advised that it is a road reserve that has not been constructed.

- If this area of land is allocated to someone, would they be able to access the parcel of land through this reserve?

The Executive Manager Development Services advised that if the land is allocated to someone and they were to seek development approval, then one of the conditions is likely to include the development of this road.

- Is there any methodology behind how these parcels of land are being selected?

The Executive Manager Development Services advised that the Shire is not aware of the methodology behind this.

- Do we have any indication of how close they are to the quota of land that they are trying to accumulate?

The Executive Manager Development Services advised that the Shire is unaware of this.

- It is indicated that lot 306 has a church boundary on that land. Is that a functioning church?

The Executive Manager Development Services clarified that there is no building on that land; it is just zoned as church land.

- Is there any requirement to notify the adjoining property owners?

The Executive Manager Development Services advised that the Shire would notify the adjoining property owners if the land was to be transferred.

- We have put objections in previously with some of the properties, has there been any feedback to date on what is going to happen to the properties that we have already said yes or no to?

The Executive Manager Development Services advised that this question would be taken on notice.

- The Shire of Gingin have reportedly refused all requests, do we know if there has been any pushback that they have received?

**Council Forum Meeting Notes
13 March 2024**



The Executive Manager Development Services advised that we are unaware of any correspondence or feedback they may have received. It is a decision of Council whether or not to support the requests.

13.5 COMMUNITY SERVICES

Nil.

14 MATTERS BEHIND CLOSED DOORS

Nil.

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 6:55pm.

10.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 28 FEBRUARY 2024

RECOMMENDATION

That Council receive the notes from the Strategic Council meeting held on Wednesday, 28 February 2024.

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

12 REPORTS OF COMMITTEE MEETINGS

12.1 COMMUNITY SAFETY COMMITTEE MEETING HELD 20 FEBRUARY 2024

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Community Safety Committee meeting held on 20 February 2024.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Accepts the Community Safety & Crime Prevention Plan update as provided.
2. The area at the rear of the library and Old Town of Northam building between the carpark, the Avon River, and Avon Bridge as the top area for activation as per Priority Action 1.1.3 of the Council Plan.
3. The types of activations are to focus on,
 - a. Outdoor fitness
 - b. Art, and
 - c. The environment
4. The annual Community Safety Forum listed in Priority Action 1.1.7 in the Council Plan does not take place in 2023/2024 and the Committee consider other options for future years.
5. Receives the agency updates as provided.



Shire of Northam
Heritage, Commerce and Lifestyle

Minutes
Community Safety Committee
20 February 2024

Community Safety Committee Minutes
20 February 2024



DISCLAIMER

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

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

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

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

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

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

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

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1 DECLARATION OF OPENING

The Deputy Presiding Member, Cr A J Mencshelyi, declared the meeting open at 11.05 am.

2 ACKNOWLEDGEMENT OF COUNTRY

Cr A J Mencshelyi gave acknowledgement of Country.

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

3 ATTENDANCE

3.1 ATTENDEES

Committee Members:

Shire of Northam Delegate

Northam Police Station

Department of Education

DLGSC

Youth Agency Representative - PCYC

Nyoongar Cultural Representative

Chamber of Commerce

Community Representative

Holyoake Wheatbelt

Cr Attila Mencshelyi

SSgt Ross Eastman

Sharon Bray

Kim Sharpe

Jane Atterby

Elizabeth Benning

Theresa Lee

Elizabeth Hoek

Jessica Daniels

Committee Ex – Officio Members

Manager Community Development & Tourism

Acting Executive Manager Community Services

Department of Communities –

Housing Authority

WA Country Health

Jaime Hawkins

Jan Byers

Christine Frank

Marie Forster

Staff:

Community Development Administration Officer

Alison Quin

**Community Safety Committee Minutes
20 February 2024**



Guests:

WA Police Force – Wheatbelt District Office
Northam Town Team
Northam Town Team

SSgt Martin Glynn
Esther Bliss
Lindsay Newland

3.2 APOLOGIES

Chief Executive Officer
Shire of Northam Delegate
Northam Roadwise
Department of Communities - Child Protection
& Family Support
Local Drug Action Group
Wundowie Police Station

Debbie Terelinck
Julie Williams
Kirsten Arthur
Rose Power
Sgt Aaron Honey

3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Senior Ranger
Bridgeley Church of Christ
WA Country Health Service – Wheatbelt

Kellee Walters
Kym Edwards
Danielle MacTaggart

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4 DISCLOSURE OF INTERESTS

Nil.

5 CONFIRMATION OF MINUTES

**5.1 CONFIRMATION OF MINUTES FROM THE COMMUNITY SAFETY COMMITTEE
MEETING HELD 21 NOVEMBER 2023**

RECOMMENDATION / COMMITTEE DECISION

Minute No: CSC.120

Moved: Jane Atterby

Seconded: Elizabeth Hoek

**That the minutes of the Community Safety Committee meeting held on
Tuesday 21 November 2023 be confirmed as a true and correct record of
that meeting.**

CARRIED 9/0

For: Cr A Mencshelyi, SSGT R Eastman, S Bray, K Sharpe, J Atterby, E Benning, T
Lee, E Hoek, J Daniels.

Against: Nil

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6 COMMITTEE REPORTS

6.1 Community Safety & Crime Prevention Plan Update

File Reference:	1.3.12.1
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 update the committee on the Community Safety and Crime Prevention Plan actions.

ATTACHMENTS

1. Crime Statistics Attachment [6.1.1 - 2 pages]

A. BACKGROUND / DETAILS

This report aligns with the four focus areas of the Community Safety & Crime Prevention Plan 2022 – 2026.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 1: A safe community.

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

Priority Action: Nil.

Performance Area: People.

Outcome 1: A safe community.

Objective 1.2: Provide accessible and safe public spaces.

Priority Action: Nil.

Performance Area: People.

Outcome 2: A caring and inclusive community.

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Objective 2.1: Actively engage with young people to understand and meet their needs.

Priority Action: Nil.

Performance Area: People.

Outcome 2: A caring and inclusive community.

Objective 2.2: Improve support for vulnerable groups, including people who are at risk, seniors, and those with disability.

Priority Action: Nil.

Performance Area: People.

Outcome 2: A caring and inclusive community.

Objective 2.3: Showcase and celebrate diversity.

Priority Action: Nil.

B.2 Financial / Resource Implications

There is a 2023/2024 Council Budget allocation of \$6,800 for Community Safety Initiatives

B.3 Legislative Compliance

Nil

B.4 Policy Implications

Nil

B.5 Stakeholder Engagement / Consultation

There has been ongoing engagement and consultation with stakeholders of the Community Safety & Crime Prevention Plan.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Community Safety Initiatives run over budget	Possible (3) x Insignificant (1) = Low (3)	Check budget regularly and check expenditure. Apply for increased budget allocation if likely to require additional funds.
Health & Safety	Crime rates increase & the plan does not improve community safety.	Possible (3) x Minor (2) = Moderate (6)	The Committee & Shire staff work in close partnership with local Police and other agencies to implement

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			targeted strategies to reduce crime & anti-social behaviour.
Reputation	Community safety is an area of public concern. The Community Safety & Crime Prevention Plan is not deemed to improve safety.	Possible (3) x Medium (3) = Moderate (9)	Cross agency Community Safety and Crime committee work together to implement strategies to reduce community crime and anti-social behaviour.
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Focus Area 1: Building Partnerships & Internal Capacity

- Objective 1.1. Action 3: The Committee is to be informed of the latest crime statistics and trends to ensure they maintain an up to date understanding of the issues within the Shire of Northam and to identify areas of concern.
 - Shire of Northam crime statistics for July – December 2023 are provided in the attachment.
 - Monthly figures on the reports of crime within the Shire of Northam boundaries are compiled and supplied to the Shire by the WA Local Government Association (WALGA) based on the figures received from the WA Police. Data excludes family and domestic assaults.
 - The data show that offences are up slightly from the previous year to date. Most significantly drug offences and stealing offences. The WA Police Force representatives have previously spoken to the Committee that an increase in drug offences should not always be viewed as a negative as it is an indication of action being taken and people being caught. Stealing (shoplifting) has been a recent focus of local Police.
 - An update is provided in Item 6.3 Agency Updates from the Northam & Wundowie Police Stations.

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- Objective 1.1. Action 4: Identify relevant existing networking or advisory groups and connect with these to collaborate on activities to target specific issues (for example youth offending).
 - The third Northam Community Wellbeing planning meeting was held on 12th February. Three priority focus areas were determined by the group. The Community Wellbeing Plan is closely aligned with the community safety committee and is an established sub-group of the Safety Committee. A further update on the development of the new Community Wellbeing Plan will be provided by Jessica Daniels in Item 6.3 Agency Updates.

Focus Area 2: Safer Places & Spaces

- Objective 2.1 Actions 4 & 5: Implement additional CCTV infrastructure in line with the Shire of Northam CCTV Needs Analysis and adopt innovative technology.
 - As recommended at the previous meeting there will be a request to Council to consider an allocation of \$50,000 for the implementation of the CCTV audit report. This will include a lighting audit for the purpose of better viewing of CCTV footage and provides the opportunity to include the priority areas identified at the meeting held 20 June 2024, as per action 5.
 - Quotes are currently being sought for a mobile CCTV unit.

Focus Area 3: Community Education & Awareness

- Objective 3.1, Action 1: Implement annual program of communications and messaging regarding community safety & crime prevention informed by data and yearly events, such as a targeted campaign on home burglary and theft prevention around the Christmas / New Year holiday period.
 - Community Safety Corner articles have resumed for 2024 in the Northam Advertiser. Thank you to Committee members who have agreed to contribute.
 - The February article featured the announcement of Northam becoming a Roadwise Council & back to school road safety. March will focus on illegal dumping, as part of a statewide campaign and tie into Clean Up Australia Day, which is Sunday 3 March. The topics for April & May are yet to be determined.
 - Where practical the primary message from the Community Safety Corner will be turned into a radio advert featured for the month, with the concluding line "This message is an initiative of the Shire of Northam Community Safety Committee."

Focus Area 4: Antisocial Behaviour

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- Objective 4.1, Action 1: Support campaigns to increase parental/carer responsibility for ensuring that their children do not participate in antisocial behaviour.
 - Interagency Back to School Day was held in Bernard on 30 January lead by the Dept. Of Education. This is a fun interactive day for parents/caregivers and students to promote and encourage school attendance. School supplies for disadvantaged students are now provided through the schools.
- Action 3: Partner with the Northam Chamber of Commerce to drive the "Keeping Kids in School" Program
 - Chamber of Commerce distributing information and the Keeping Kids in School poster to businesses. Will work with Youth Policing Officers to schedule a time to drop in to businesses to promote the program and listen to their issues and concerns, as this was well received by businesses when conducted in early 2023.
- Action 4: Integrate and align with the priority objectives within the Northam Youth Wellbeing Plan.
 - The Northam Youth Wellbeing Plan has now been finalised and the new Community Wellbeing Plan is currently being developed, as mentioned above. Based on the consultation and data provided the new plan will not have a youth focus but will still be aligned with community safety. Jessica Daniels will discuss the development of the plan in Item 6.3, Agency Updates.
- Action 7: Promote the Department of Local Government, Sport & Cultural Industries Kidsport Program and investigate additional measures to engage at risk children and youth in sport.
 - The Shire of Northam is participating in a Kidsport pilot program in partnership with DLGSC, that subsidises the cost of a season pass to our local pools. The program seeks to increase physical activity and water awareness of children aged 5 – 18.
- Action 12: Proactively support the Northam Liquor Accord amongst all licensed premises to ensure responsible service of alcohol within the Shire of Northam.
 - Contact has been made with Police Officers from Liquor Enforcement and arrangements are being made to schedule a meeting in the near future to re-establish the liquor accord.

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RECOMMENDATION / COMMITTEE DECISION:

Minute No: CSC.121

Moved: Ross Eastman

Seconded: Theresa Lee

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

- 1. That Council accepts the Community Safety & Crime Prevention Plan update as provided.**

CARRIED: 9/0

For: Cr A Mencshelyi, SSGT R Eastman, S Bray, K Sharpe, J Atterby, E Benning, T Lee, E Hoek, J Daniels.

Against: Nil

DISCUSSION

Cr A J Mencshelyi asked is Action 7 a targeted program.

Ms Jaime Hawkins: Yes

Ms Sharon Bray asked could Jane Atterby and PCYC be recognised for organising the Back to School Event.

Ms Jaime Hawkins apologised for the oversight of not including.

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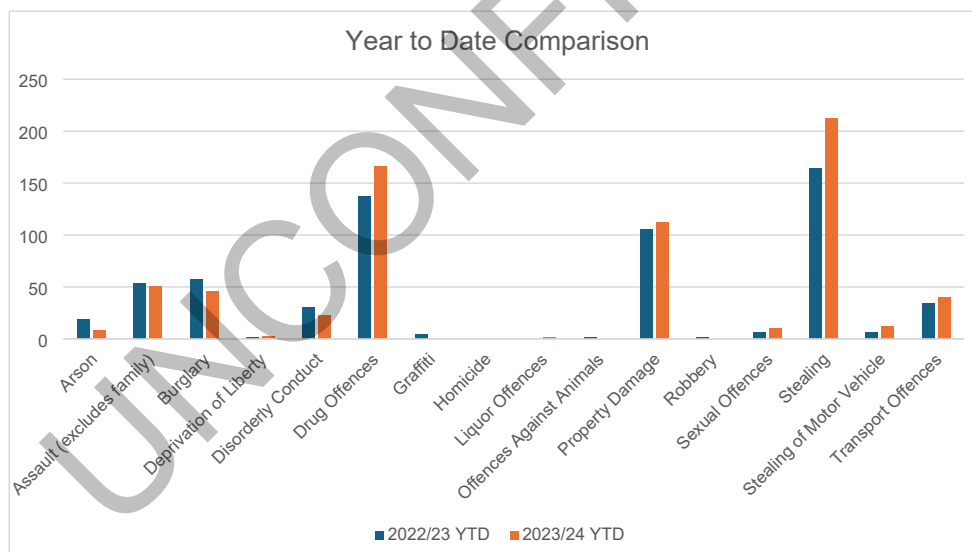
Crime Category	Crime Type	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	TOTAL
Arson	Cause bushfire	0	1	0	2	0	0	3
Arson	Cause damage by fire	0	1	0	2	1	1	5
Arson	Other fire related offences	0	0	0	0	0	0	0
Assault	Non-family	7	3	10	8	11	12	51
Burglary	Dwelling	5	6	2	4	2	7	26
Burglary	Non-Dwelling	2	4	5	6	1	2	20
Deprivation of Liberty	Deprivation of Liberty	0	0	2	0	0	0	2
Deprivation of Liberty	Kidnapping / Child Stealing	0	0	0	0	0	0	0
Disorderly Conduct	Disorderly behaviour	1	5	7	2	3	4	22
Disorderly Conduct	Disorderly gathering	0	0	0	0	0	1	1
Drug Offences	Cultivate or manufacture drugs	1	1	1	0	3	0	6
Drug Offences	Drug dealing	1	0	4	0	1	3	9
Drug Offences	Drug possession	8	13	12	14	17	18	82
Drug Offences	Possession of drug paraphernalia	9	14	14	7	7	6	57
Drug Offences	Other drug offences	0	3	3	0	1	5	12
Graffiti	Graffiti	0	0	0	0	0	0	0
Homicide	Murder	0	0	0	0	0	0	0
Liquor Offences	Liquor Offences (Licensee)	0	0	0	0	0	0	0
Liquor Offences	Liquor Offences (other)	0	0	0	0	0	1	1
Offences Against Animals	Offences Against Animals	0	0	0	0	0	0	0
Property Damage	Criminal Damage	11	9	8	9	12	12	61
Property Damage	Damage	6	8	14	10	5	8	51
Robbery	Business	0	0	0	0	0	0	0
Robbery	Non-business	0	0	0	0	0	0	0
Sexual Offences	Historical sexual offences	1	0	0	1	0	0	2
Sexual Offences	Recent sexual offences	0	0	1	1	5	1	8
Stealing	From dwelling	8	2	5	5	7	4	31
Stealing	From motor vehicle (contents or parts)	2	10	2	7	5	2	28
Stealing	From retail premises or place (shoplift)	15	17	15	14	27	22	110
Stealing	From other premises or place	10	5	10	8	9	1	43
Stealing of Motor Vehicle	Stealing of Motor Vehicle	1	1	1	3	2	4	12
Transport Offences	Driving Causing Bodily Harm	1	0	0	1	0	1	3
Transport Offences	Drunk/Drug Driving	2	2	0	0	0	3	7
Transport Offences	Driver's Licence Offences	4	2	2	1	0	2	11
Transport Offences	Fail to stop or give way	0	0	1	0	0	1	2
Transport Offences	Unsafe Driving	2	1	3	5	0	1	12
Transport Offences	Vehicle licence offences	0	2	0	1	0	0	3
Transport Offences	Seatbelt/Helmet Offences	2	0	0	0	0	0	2
Transport Offences	Non-vehicle Offences	0	0	0	0	0	0	0
Transport Offences	Fail to Assist (Accident)	0	0	1	2	1	0	4
TOTAL (No. of counts)		99	109	123	113	120	122	686

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YEAR TO DATE COMPARISON

OFFENCE CATEGORY	2022-23 YTD	CURRENT YTD	PERCENTAGE CHANGE
Arson	19	8	-57.9%
Assault (excludes family)	53	51	-3.8%
Burglary	57	46	-19.3%
Deprivation of Liberty	1	2	100.0%
Disorderly Conduct	30	23	-23.3%
Drug Offences	137	166	21.2%
Graffiti	4	0	-100.0%
Homicide	0	0	0%
Liquor Offences	0	1	#DIV/0!
Offences Against Animals	1	0	-100.0%
Property Damage	105	112	6.7%
Robbery	1	0	-100.0%
Sexual Offences	6	10	66.7%
Stealing	164	212	29.3%
Stealing of Motor Vehicle	6	12	100.0%
Transport Offences	34	40	17.6%



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6.2 Review of Community Safety Actions in Council Plan

File Reference:	1.3.12.1
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 seek input from the Committee on the Council Plan regarding:

- Targeted place activations and projects
- Hosting of a 'Community Safety and Crime Prevention Forum.'

To ensure priority actions and their outcomes continue to align with the community's needs and are achievable within the time and budget allocated in the Council Plan.

ATTACHMENTS

1. Road Safety Commission General Event Grant Application Guidelines [6.2.1 - 5 pages]
2. Road Safety Commission General Project Grant Application Guidelines [6.2.2 - 5 pages]

A. BACKGROUND / DETAILS

The Shire of Northam Council Plan was implemented in 2022, Outcome 1 within the plan addresses the aims and priority action in providing 'a safe community.'

These actions were aligned within the 'Community Safety & Crime Prevention Plan.'

Officers are seeking input from the Committee to deliver the following Council Plan priority actions in 2023/24:

1.1.3. Develop a program to facilitate and support targeted place activations and projects across the Shire on an annual basis, based on intelligence from the Community Safety and Crime Prevention Committee.

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1.1.7. Provide an annual community safety and crime prevention forum.

This item was brought to the Committee meeting held 21 November 2023. Following discussion, it was resolved that, "the Community Safety Committee provides input at the February 2024 meeting on the priority areas/locations and targeted programs, and the feasibility of delivering a Community Safety & Crime Prevention Forum in future years to guide the Shire's approach to delivering on these initiatives."

An email was sent to the Committee a week ago to remind members to consider the priorities prior to this meeting.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 1: A safe community.

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

Priority Action: Nil.

Performance Area: People.

Outcome 1: A safe community.

Objective 1.2: Provide accessible and safe public spaces.

Priority Action: Nil.

B.2 Financial / Resource Implications

There is a Council Budget allocation of \$6,800 for Community Safety Plan Initiatives.

B.3 Legislative Compliance

Nil

B.4 Policy Implications

Nil

B.5 Stakeholder Engagement / Consultation

Community consultation was undertaken for the development of the Council Plan and Community Safety & Crime Prevention Plan.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	There is not enough money in the community safety budget to implement all these actions	Likely (4) x Medium (3) = High (12)	Committee to consider and prioritise actions.
Health & Safety	Not identifying appropriate areas for targeted activations or community need can reduce the successfulness of the overall outcome.	Possible (3) x Minor (2) = Moderate (6)	Undertaking engagement at this committee will assist in positive and successful outcomes.
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/a

B.7 Natural Environment Considerations

Nil

C. OFFICER'S COMMENT

This item was first brought to the Committee for discussion at the meeting held 21 November 2023.

With a current budget of \$6,800 and limited staff time & resources, Officers do not believe that actions 1.1.3 - Develop a program to facilitate and support targeted place activations and projects across the Shire on an annual basis, based on intelligence from the Community Safety and Crime Prevention Committee and 1.1.7 - Provide an annual community safety and crime prevention forum, listed in the Council Plan are achievable.

Action 1.1.3 was included in the plan based upon the premise that 'activation' of a place will encourage more people to be in and around that area and will increase passive surveillance of anti-social behaviours and could lead to a decrease in its occurrence.

Shire Officers seek the following input from the Committee:

- What is the top priority area/location for activations?
Examples: Bernard Park, Youth Precinct, Recreation Centre, Village Green, outer Northam, such as West Northam & Avonvale, and

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outlying communities like Wundowie & Bakers Hill.

- What types of activations would the Committee like to focus on within the program?
Examples: public art, community gardens, play equipment, targeted activities based around sport and recreation, mental health and wellbeing, and for specific groups or ages i.e., youth, early childhood development activities.

Officers also seek Committee input into whether an annual community safety forum is still required (Action 1.1.7) or would another method of information delivery be more suitable?

Previous attempts to hold a forum have been unsuccessful due to scheduling conflicts with other events, and collaboration with other agencies has not been successful due to competing priorities, resources, and timing. The Road Safety Commission grants suggested by the Committee's former Roadwise Representative to assist with the delivery of a forum are currently open for applications of up to \$5,000 for events or \$25,000 for projects. The grant guidelines can be found in the meeting attachments.

MOTION / COMMITTEE DECISION:

Minute No: CSC.122

Moved: Jane Atterby
Seconded: Elizabeth Hoek

That the Committee suspend the following Standing Orders:

**8.5 - members to indicate their intention to speak (requirement to stand); and
8.9 – speaking twice.**

CARRIED: 9/0

For: Cr A Mencshelyi, SSGT R Eastman, S Bray, K Sharpe, J Atterby, E Benning, T Lee, E Hoek, J Daniels.

Against: Nil

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MOTION / COMMITTEE DECISION:

Minute No: CSC.123

Moved: Elizabeth Hoek

Seconded: Theresa Lee

That the Committee resume the following Standing Orders:

8.5 - members to indicate their intention to speak (requirement to stand); and
8.9 – speaking twice.

CARRIED: 9/0

For: Cr A Mencshelyi, SSGT R Eastman, S Bray, K Sharpe, J Atterby, E Benning, T Lee, E Hoek, J Daniels.

Against: Nil

RECOMMENDATION:

That the committee provide:

- 1) The top priority location for activation,
- 2) Clear direction on the types of activations to focus on within the program, and
- 3) Determine the preferred method to provide information if not through an annual forum.

MOTION / COMMITTEE DECISION

Minute No: CSC.124

Moved: Theresa Lee

Seconded: Sharon Bray

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

- 1) The area at the rear of the library and Old Town of Northam building between the carpark, the Avon River, and Avon Bridge as the top area for activation as per Priority Action 1.1.3 of the Council Plan.
- 2) The types of activations are to focus on,
 - a. Outdoor fitness
 - b. Art, and
 - c. The environment

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d. Working collaboratively with the Bilya Koort Boodja Centre, Avon Valley Environmental Society, Northam Town Team & Avon Valley Art Society

3) The annual Community Safety Forum listed in Priority Action 1.1.7 in the Council Plan does not take place in 2023/2024 and the Committee consider other options for future years.

CARRIED: 9/0

For: Cr A Mencshelyi, SSGT R Eastman, S Bray, K Sharpe, J Atterby, E Benning, T Lee, E Hoek, J Daniels.

Against: Nil

Reason for Change to the Officer's Recommendation:

The Community Safety Committee formed the view that the priority area for activation was the area at the rear of the library and that the Community Safety Forum was not achievable.

DISCUSSION

Activation Areas

Ms Esther Bliss: Would like an indication of what are the anti-social areas?

SSGT Ross Eastman: Bernard Park/Soundshell & shopping areas

Ms E Bliss: What top three areas for activation?

SSGT Ross Eastman: Bernard Park, Skate Park area, licenced premises, events

SSGT Martin Glynn: Bernard Park, Fitzgerald St, Carpark Shopping Centre's.

Ms Jamie Hawkins: Behind library to Avon Bridge

Cr Attila Mencshelyi: Suggested Library, Skate Park, Withnell block is an eyesore.

Activation Ideas

Ms Esther Bliss: Murals, Rubic's Cube, inviting walking space.

Ms Marie Forster: Exercise equipment behind library

Ms Esther Bliss: Need shade in parks.

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Ms Christine Franks: Metal seating too hot need shade & water

Ms Esther Bliss: Has provided feedback to the Streetscape Project for functionality to be considered.

Ms Jaime Hawkins: Streetscape Project is currently open for public comment please provide feedback.

Ms Esther Bliss: Would like to see Fitzgerald St have pedestrian crossings, especially Northam Boulevard Crossing. St Joseph's School crossing Wellington St, Riverside Hotel corner traffic lights.

Ms Christine Franks: Small car bays on Wellington Street along the section of the Boulevard Shopping Centre so we don't have to edge around large vehicles.

Ms Sharon Bray: Youth precinct hot spot. Hold a youth type event for Youth Week.

Ms Marie Forster: mural on the blank wall of the pizza shop on the Village Green involve kids from community to create messaging/engaging space. Roadwise, Healthways, interactive wall. If painting isn't a possibility consider lighting projection.

Ms Elizabeth Hoek: Library to RV Park & parks needs to be brightened up for safety. Activate areas with exercise equipment & work in partnership with the BKB.

Ms Jan Byers: Everybody seems to be talking about the same points, so maybe we could consolidate this meeting in some way . We do have a meeting with a group regarding river and bridges soon.

Ms Esther Bliss: Northam Town Team first meeting for year on 1st March 5.30pm at Dome all get together.

Ms Christine Frank: Moving pictures/lights for different events.

Marie Forster left the room 11.58am

Ms Theresa Lee: Shire of Northam mobile light show.

Ms Elizabeth Hoek: Outdoor projector.

Marie Forster returned to meeting 12.00pm

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Community Safety Forum

SSGT Martin Glynn: Trying to schedule a forum with cross representation very hard. Not the best option.

Ms Sharon Bray: Community don't come out for a forum.

Ms Elizabeth Hoek: Tried over years hasn't happened. Piggyback off another event like Turn Up in Blue with safety magnets.

Elizabeth Benning left room 12.03pm

Ms Sharon Bray: Worth supporting Cuppa with A Cop.

Ms Jaimie Hawkins: Can we have an agreement not achievable?

Ms Esther Bliss: Suggest a speed dating format with networking with groups.

Ms Jan Byers: Many options coming forward heard a lot of great ideas. Community Forum not achievable will consider other options for future years.

Elizabeth Benning returned to room 12.05pm

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Event Grant Application Guidelines



Overview

The Government of Western Australia has made funds available from the Road Trauma Trust Account (RTTA) for community initiatives that assist in promoting road safety messages across the State. The Road Safety Community Grant Program supports the development and implementation of sustainable projects and one-off community activities related to road safety.

Event Grants

Road Safety Event Grants aim to support community to contribute to increased road safety awareness and understanding. This is achieved by supporting community advocacy to promote safer road use and driver behaviour and share road safety information to make every journey safe. Groups can apply for an Event Grant to implement road safety activities and promotions at a community attended event. There are two event grant rounds per year: **January & July**

Timing

Applications must be submitted three months prior the planned event or project start date after the grant round closes. *For example, if the grant round closes January, your proposed event must start on or after April.* (Unless prior arrangement of special circumstances)

Event grant applications are assessed upon closure of the grant round.

Grant amount

Event Grants are available for up to \$5,000 (exc gst). As a guide, the grant amount is dependent on the impact, scope and reach of the road safety promotion, number of people engaged and the inclusion of supporting activities, community engagement and policies.

Who Can Apply?

- Community groups and clubs (not for profit)
- Not for profit organisations
- Local government
- Health organisations
- Schools
- Service clubs
- Youth development groups
- RoadWise committees and
- Organisations or groups that encourage active community participation in the planning and implementation of road safety programs.

Individuals, profit-making organisations and Government organisations are not eligible to apply.

Grants Officer: The Events and Grants Officer is available to assist you. If you have queries or would like further clarification on funding guidelines, please [contact the Grants Officer](#) by email.

Please note, these guidelines may be subject to change.

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Event / Activity Grant Criteria

Eligibility

- Applying organisations must have an ABN
- Applicants must **choose a road safety message to promote**. All promotion of the event, including invitations, must include the chosen road safety message
- If the event includes fundraising, a brief budget outline describing how the grant funds will be used to support the event and road safety message, must be attached to the application.
- Organisations that abide by relevant State and Federal legislation, as applicable; for example, in respect to Working with Children Screening, Criminal Record Checking and Liquor Control

Criteria:

Applicants should consider the criteria below in developing their submission.

1. Consider how your event/ activity might contribute or deliver against key performance indicators within the [Driving Change Strategic Framework document](#).
2. Demonstrate how your organisation proposes to engage the public and raise awareness of your chosen road safety message at the event or during the activity
3. Identify strategies or assets that will facilitate achievement of the targeted KPIs within the [Driving Change Strategic Framework document](#).
4. Consider how your event/activity may increase knowledge, changing attitudes or behaviours associated with road safety
5. Demonstrate how your event/activity addresses a gap in current road safety awareness and/or initiatives to improve road safety behaviours
6. Consider clear relevance to the identified target group and/or how the event/activity has significant reach (*i.e. number of event participants*)
7. Identify an appropriate promotion/advertising plan relevant to the chosen road safety message
8. Develop an applicable budget that translates as good value for money
9. Consider how your organisation has demonstrated skills and experience to deliver the project and manage identified risks.

Grant Expenses:

To support each application, some examples of acceptable budget items are listed below. Applicants should identify these (as appropriate):

- ✓ marketing and communications, social media boosting, advertising
- ✓ third-party project evaluation fees
- ✓ external photography/videography, animation and graphic design
- ✓ road safety education resources (FAQs, activities, booklets, guides)
- ✓ stationery project resources (for example, pens, paper)
- ✓ third-party printing costs (FAQs, posters, banners, newsletters, surveys, etc.)
- ✓ external facilitators/trainers/presenters
- ✓ driver training programs that support disadvantaged or at-risk people to gain their driver's licence.¹
- ✓ first-aid officer/traffic management fees
- ✓ staging/audio visual/lighting
- ✓ costs associated with community engagement activity
- ✓ venue hire and catering (within reason)
- ✓ gazebos/tables/chairs/traffic cones
- ✓ hire equipment

✓ ¹ Such programs may include a driver training component, excluding defensive driver training

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- ✓ third-party services
 - ✓ travel and accommodation if it can be clearly **demonstrated that these are an integral part of a developmental or promotional program**
- Other expenses may be considered on a case by case basis.*

Supporting policies / examples

Below are some examples of road safety supporting policies that could be included in your application:

- **Drink driving**
 - Implementation of a responsible service of alcohol policy
 - Serve only low strength alcohol
 - Free water available
 - Food available
 - Promotion for participants to plan their way home (e.g. message is included in the invite)
 - Implementation of the Skipper program
 - Promotion of alternative forms of transport
 - Promotion of alternative transport subsidies for participants
 - Provision for participants to stay overnight (i.e. camping areas).
- **Fatigue**
 - Event finishes at a reasonable time (i.e. before midnight)
 - Provision for participants to stay overnight (i.e. camping areas)
- **Safer vehicles**
 - Implementation of a workplace road safety policy.
 - Promote the selection of ANCAP and 5-star safety ratings of vehicles.
- These supporting policies are approved by the Road Safety Commission. You may develop your own supporting policies for approval by the Commission through the application process.

Logos and artwork

The Road Safety Commission must approve each use of government logos and campaign artwork in all media releases, promotion, advertising and merchandise.

Banner and signage

It is a requirement to either display a banner provided by the Road Safety Commission or produce a banner with the artwork supplied by the Road Safety Commission. An additional \$300 is available to develop your own banner to use at the event and future events should you wish to do so. If you require a banner to be sent to you, please submit a request to the Grants & Events Officer three weeks before the event to grants@rsc.wa.gov.au.

Application process

Identify road safety concerns in your area. Gather information and statistical data from a range of sources such as the [Road Safety Commission website RoadWise](#), Local Government or [Main Roads](#). Use data to identify the causes of crashes in your area. Find out more about the road safety issue/s of concern.

Useful websites:

- <https://www.wa.gov.au/organisation/road-safety-commission>
- <https://www.mainroads.wa.gov.au>
- Obtain the support of relevant local community members and organisations for your event.
- Read the *Evaluation Report* and *Acquittal Form* and note the record requirements and conditions.

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- Consult with the local [Road Safety Advisor at RoadWise](#) to discuss the proposed road safety event.
- Consult with the Road Safety Commission Grants & Events Officer to discuss the proposed road safety event.
- Complete the [application form](#)

Invoicing and funding

If your grant application is successful, you are required to:

- submit an invoice within one month of notification of a successful grant application
- send invoices to finance@rsc.wa.gov.au and CC to grants@rsc.wa.gov.au

Invoice must state the following:

Grant ID number and Event/Project name
Organisation ABN
Organisation address
Grant amount excl. GST

Please address the invoice to:

Western Australia Police Force
Road Safety Commission
PO BOX 6348
East Perth, WA 6892
WA Police ABN: 91 724 684 688

If the above details are not included the invoice will be returned.

Acknowledgement of the Government of Western Australia's support

Grant conditions require the mandatory acknowledgement of the Government of Western Australia's support in all communications relating to the event by:

1. including a statement that the event is supported by the Government of Western Australia's Road Safety Community Grants Program
2. displaying the approved Road Safety Commission logo
3. promotion of relevant Road Safety campaigns and related imagery.

Relevant road safety promotional material will be supplied by the Community Grants Officer upon approval of the grant application.

Evaluation and acquittal

Successful applicants will be required to submit a report within one month of the conclusion of the event.

The report must include:

- the number of attendees
- photographs of promotional signage in place
- visual evidence (e.g. photos, links to social media content and website with screenshots where appropriate) of the promotional elements outlined in your application as part of your evaluation
- a list of the policies implemented
- a financial acquittal of grant funding, including receipts where appropriate.

Exclusions:

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Funding will **NOT** be provided for:

- events which do not offer opportunities for road safety promotion and which do not reach relevant target groups
- applications received by the Road Safety Commission with a lead-up time of **less than three months** before the planned event start date. *For example, if the grant round closes January and your proposed event is prior to April.* (unless prior arrangement of special circumstances)
- any activity which does not occur in Western Australia or is not of direct benefit to road safety in Western Australia
- any activity with a proven negative impact on road safety
- organisations that have not fulfilled previous grant requirements, including evaluation and acquittal reports in the required timeframes (until these have been finalised or an arrangement or agreement has been reached with the Commission)
- direct wages/services (Third parties are considered e.g. photographer, graphic designer)
- capital works projects and major equipment items (e.g. buildings, cars, sunshades, computers) including maintenance expenditure **unless it is demonstrated that these are an integral part of a developmental or promotional program**
- applications that do not demonstrate the **potential** to increase knowledge, build awareness and capability and change attitudes and behaviours to improve road safety
- road engineering
- roadside message display signs (Message boards inside event grounds are permitted)
- events that include “defensive” driver training courses²
- applications where the primary focus is fundraising
- applications which request funds for retrospective payments and for deficits
- applications that do not itemise and describe how the funding will be allocated
- applications that do not have a contribution from the organiser, whether financial or in-kind
- the grant is for commercial enterprise or commercial product development
- applications that do not support the findings of current and credible road safety research and statistics, where appropriate. These can be accessed through the [Road Safety Commission](#) website or local data provided by a local [Road Safety Advisor at RoadWise](#), Local Government and [Main Roads](#)
- applications that fail to outline appropriate road safety promotion methods (advertising, social media, PA announcements and Road Safety Commission acknowledgements, road safety messaging and logos)
- Organisations that do not support and/or abide by relevant State and Commonwealth legislation, as applicable; for example, in respect to Working with Children Screening, Criminal Record Checking and Liquor Control.

The Road Safety Commission, at its discretion, can choose not to fund events where the main sponsor is promoting alcohol or reckless behaviour.

² The Commission will consider applications for driver training programs that support disadvantaged or at-risk people to gain their driver's licence. Such programs may include a driver training component, excluding defensive driver training.



Project Grant Application Guidelines



Overview

The Government of Western Australia has made funds available from the Road Trauma Trust Account (RTTA) for community initiatives that assist in promoting road safety messages across the State. The Road Safety Community Grant Program supports the development and implementation of sustainable projects and one-off community activities related to road safety.

Project Grants

Project grants are available for groups to submit an application to implement road safety projects. These projects can run up to 12 months and should comprise of road safety activities that can be sustained after the funding period. The amount funded is based on the assessment of the application and is judged on individual merit. There are two Project grant rounds per year: **January & July**

Timing

Applications must be submitted three months prior the planned event or project start date after the grant round closes. *For example, if the grant round closes January, your proposed project must start on or after April.* (Unless prior arrangement of special circumstances)

Project grant applications are assessed upon closure of the grant round.

Grant amount

Project Grants are available for up to \$25,000 (exc gst). As a guide, the grant amount is dependent on the impact, scope and reach of the road safety promotion, number of people engaged and the inclusion of supporting activities, community engagement and policies.

Who Can Apply?

- Community groups and clubs (not for profit)
- Not for profit organisations
- Local government
- Health organisations
- Schools
- Service clubs
- Youth development groups
- RoadWise committees and
- Organisations or groups that encourage active community participation in the planning and implementation of road safety programs.

Individuals, profit-making organisations and Government organisations are not eligible to apply.

Grants Officer: The Grants and Events Officer is available to assist you. If you have queries or would like further clarification on funding guidelines, please [contact the Grants Officer](#) by email.

Please note, these guidelines may be subject to change.

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Attachment 6.2.2



Project Grant Criteria

Eligibility

- Applying organisations must have an ABN
- Applicants must **choose a road safety message to promote**. All promotion of the project, including invitations, must include the chosen road safety message
- Organisations that abide by relevant State and Federal legislation, as applicable; for example, in respect to Working with Children Screening, Criminal Record Checking and Liquor Control

Criteria:

Applicants should consider the criteria below in developing their submission.

1. Consider how your project might contribute or deliver against key performance indicators within the [Driving Change Strategic Framework document](#).
2. Demonstrate how your organisation proposes to engage the public and raise awareness of your chosen road safety message during the project
3. Identify strategies or assets (contributed by the applicant / organisation) that will facilitate achievement of the targeted KPIs within the [Driving Change Strategic Framework](#)
4. Consider how your project may increase knowledge, changing attitudes or behaviours associated with road safety
5. Demonstrate how your project addresses a gap in current road safety awareness and/or initiatives to improve road safety behaviours
6. Consider clear relevance to the identified target group and/or how the project has significant reach (*i.e. number of project participants*)
7. Consider and provide evidence of how the activities being implemented will have a prolonged (sustained) effect on the target group
8. Identify an appropriate promotion/advertising plan relevant to the chosen road safety message
9. Develop an applicable budget that translates as good value for money
10. Consider how your organisation has demonstrated skills and experience to deliver the project and manage identified risks.

Grant Expenses:

To support each application, *some* examples of acceptable budget items are listed below. Applicants should identify these (as appropriate):

- ✓ marketing and communications, social media boosting, advertising
- ✓ third-party project evaluation fees
- ✓ external photography/videography, animation and graphic design
- ✓ road safety education resources (FAQs, activities, booklets, guides)
- ✓ stationery project resources (for example, pens, paper)
- ✓ third-party printing costs (FAQs, posters, banners, newsletters, surveys, etc.)
- ✓ external facilitators/trainers/presenters
- ✓ driver training programs that support disadvantaged or at-risk people to gain their driver's licence.¹
- ✓ first-aid officer/traffic management fees
- ✓ staging/audio visual/lighting
- ✓ costs associated with community engagement activity
- ✓ venue hire and catering (within reason)
- ✓ gazebos/tables/chairs/traffic cones
- ✓ hire equipment

✓ ¹ Such programs may include a driver training component, excluding defensive driver training

Community Safety Committee Minutes
20 February 2024

Attachment 6.2.2



- ✓ third-party services
 - ✓ travel and accommodation if it can be clearly **demonstrated that these are an integral part of a developmental or promotional program**
- Other expenses may be considered on a case by case basis.*

Supporting policies / examples

Below are some examples of road safety supporting policies that could be included in your application:

- **Drink driving**
 - Implementation of a responsible service of alcohol policy
 - Serve only low strength alcohol
 - Free water available
 - Food available
 - Promotion for participants to plan their way home (e.g. message is included in the invite)
 - Implementation of the Skipper program
 - Promotion of alternative forms of transport
 - Promotion of alternative transport subsidies for participants
 - Provision for participants to stay overnight (i.e. camping areas).
- **Fatigue**
 - Project / activity commences and finishes at a reasonable time (i.e. before midnight)
 - Provision for participants to stay overnight (i.e. camping areas)
- **Safer vehicles**
 - Implementation of a workplace road safety policy.
 - Promote the selection of ANCAP and 5-star safety ratings of vehicles.
- These supporting policies are approved by the Road Safety Commission. You may develop your own supporting policies for approval by the Commission through the application process.

Logos and artwork

The Road Safety Commission must approve each use of government logos and campaign artwork in all media releases, promotion, advertising and merchandise.

Banner and signage

If you require a banner to be sent to you, please submit a request to the Grants and Events Officer 3 weeks prior to project / activity through grants@rsc.wa.gov.au. An additional \$300 is available to develop your own banner to use during the project and for future should you wish to do so.

Application process

Identify road safety concerns in your area. Gather information and statistical data from a range of sources such as the [Road Safety Commission website RoadWise](#), Local Government or [Main Roads](#). Use data to identify the causes of crashes in your area. Find out more about the road safety issue/s of concern.

Useful websites:

- <https://www.wa.gov.au/organisation/road-safety-commission>
- <https://www.mainroads.wa.gov.au>
- Obtain the support of relevant local community members and organisations for your project.
- Read the Declaration and Acceptance of Grant Terms and Conditions (on application)
- Read the *Evaluation Report* and *Acquittal Form* and note the record requirements and conditions.

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Attachment 6.2.2



- Consult with the local [Road Safety Advisor at RoadWise](#) to discuss the proposed road safety project.
- Consult with the Road Safety Commission Grants & Events Officer to discuss the proposed road safety project.
- Complete the [application form](#)

Invoicing and funding

If your grant application is successful, you are required to:

- submit an invoice within one month of notification of a successful grant application
- send invoices to finance@rsc.wa.gov.au and CC to grants@rsc.wa.gov.au

Invoice must state the following:

Grant ID number and Event/Project name
Organisation ABN
Organisation address
Grant amount excl. GST

Please address the invoice to:

Western Australia Police Force
Road Safety Commission
PO BOX 6348
East Perth, WA 6892
WA Police ABN: 91 724 684 688

If the above details are not included the invoice will be returned.

Acknowledgement of the Government of Western Australia's support

Grant conditions require the mandatory acknowledgement of the Government of Western Australia's support in all communications relating to the project by:

1. including a statement that the project is supported by the Government of Western Australia's Road Safety Community Grants Program
2. displaying the approved Road Safety Commission logo
3. promotion of relevant Road Safety campaigns and related imagery.

Relevant road safety promotional material will be supplied by the Community Grants Officer upon approval of the grant application.

Evaluation and acquittal

Successful applicants will be required to submit a report within one month of the conclusion of the project. The report must include:

- the number of participants
- photographs of promotional signage in place or proof of acknowledgement of RSC grant
- visual evidence (e.g. photos, links to social media content and website with screenshots where appropriate) of the promotional elements outlined in your application as part of your evaluation
- a list of the policies implemented
- a financial acquittal of grant funding, including receipts where appropriate.

Exclusions:

Funding will **NOT** be provided for:

- projects which do not offer opportunities for road safety promotion and which do not reach relevant target groups

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Attachment 6.2.2



- applications received by the Road Safety Commission with a lead-up time of **less than three months** before the planned project start date. *For example, if the grant round closes January and your proposed project is prior to April.* (unless prior arrangement of special circumstances)
- any activity which does not occur in Western Australia or is not of direct benefit to road safety in Western Australia
- any activity with a proven negative impact on road safety
- organisations that have not fulfilled previous grant requirements, including evaluation and acquittal reports in the required timeframes (until these have been finalised or an arrangement or agreement has been reached with the Commission)
- direct wages/services (Third parties are considered e.g. photographer, graphic designer)
- capital works projects and major equipment items (e.g. buildings, cars, sunshades, computers) including maintenance expenditure **unless it is demonstrated that these are an integral part of a developmental or promotional program**
- applications that do not demonstrate the **potential** to increase knowledge, build awareness and capability and change attitudes and behaviours to improve road safety
- road engineering
- roadside message display signs (Message boards inside project / activity grounds are permitted)
- projects that include “defensive” driver training courses²
- applications where the primary focus is fundraising
- applications which request funds for retrospective payments and for deficits
- applications that do not itemise and describe how the funding will be allocated
- applications that do not have a contribution from the organiser, whether financial or in-kind
- the grant is for commercial enterprise or commercial product development
- applications that do not support the findings of current and credible road safety research and statistics, where appropriate. These can be accessed through the [Road Safety Commission](#) website or local data provided by a local [Road Safety Advisor at RoadWise](#), Local Government and [Main Roads](#)
- applications that fail to outline appropriate road safety promotion methods (advertising, social media, PA announcements and Road Safety Commission acknowledgements, road safety messaging and logos)
- Organisations that do not support and/or abide by relevant State and Commonwealth legislation, as applicable; for example, in respect to Working with Children Screening, Criminal Record Checking and Liquor Control.

The Road Safety Commission, at its discretion, can choose not to fund projects where the main sponsor is promoting alcohol or reckless behaviour.

² The Commission will consider applications for driver training programs that support disadvantaged or at-risk people to gain their driver's licence. Such programs may include a driver training component, excluding defensive driver training.

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The Presiding Member, Cr A J Mencshelyi, adjourned the meeting at 12:10 pm in accordance with the Shire of Northam Standing Orders Local Law 2018 15.1.

Northam Town Team Guest Esther Bliss Left meeting at 12.25pm

The Presiding Member, Cr A J Mencshelyi, resumed the meeting at 12:26 pm in accordance with the Shire of Northam Standing Orders Local Law 2018 15.1.

6.3 Agency Updates

File Reference:	1.3.12.1
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 provide an opportunity for staff, and external groups/agencies to discuss pertinent matters relating to the safety of the local community.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

A benefit of committees such as the Community Safety Committee is the ability for external groups to provide an update on initiatives, challenges and opportunities that the local community is facing, relaxing the burden of reporting such updates during Council meetings.

Relevant external groups and agencies may present pertinent matters of discussion related to the area of community safety & crime prevention, as well as any other programs or activities relating to external groups/agencies.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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Performance Area: People.

Outcome 1: A safe community.

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

Priority Action: Nil.

Performance Area: People.

Outcome 1: A safe community.

Objective 1.2: Provide accessible and safe public spaces.

Priority Action: Nil.

Performance Area: People.

Outcome 2: A caring and inclusive community.

Objective 2.1: Actively engage with young people to understand and meet their needs.

Priority Action: Nil.

Performance Area: People.

Outcome 2: A caring and inclusive community.

Objective 2.2: Improve support for vulnerable groups, including people who are at risk, seniors, and those with disability.

Priority Action: Nil.

Performance Area: People.

Outcome 2: A caring and inclusive community.

Objective 2.3: Showcase and celebrate diversity.

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

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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

N/A

MOTION / COMMITTEE DECISION

Minute No: CSC.125

Moved: Ross Eastman
Seconded: Sharon Bray

That the Committee suspend the following Standing Orders:

8.5 - members to indicate their intention to speak (requirement to stand); and
8.9 - speaking twice.

CARRIED: 9/0

For: Cr A Mencshelyi, SSGT R Eastman, S Bray, K Sharpe, J Atterby, E Benning, T Lee, E Hoek, J Daniels.

Against: Nil

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MOTION / COMMITTEE DECISION

Minute No: CSC.126

Moved: Ross Eastman
Seconded: Sharon Bray

That the Committee resume the following Standing Orders:

- 8.5 - members to indicate their intention to speak (requirement to stand); and**
- 8.9 - speaking twice.**

CARRIED 9/0

For: Cr A Mencshelyi, SSGT R Eastman, S Bray, K Sharpe, J Atterby, E Benning, T Lee, E Hoek, J Daniels.

Against: Nil

COMMITTEE DECISION:

Minute No: CSC.127

Moved: Ross Eastman
Seconded: Theresa Lee

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

- 1. That Council receives the agency updates as provided.**

CARRIED: 9/0

For: Cr A Mencshelyi, SSGT R Eastman, S Bray, K Sharpe, J Atterby, E Benning, T Lee, E Hoek, J Daniels.

Against: Nil

WA Country Health, Health Promotions Officer Ms Marie Foster

- Increased training for staff in family & domestic violence.
- Health promotion plan in central region

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- Health data on Australia Early Development – child health indicators available for Northam will email to Jaime to share via email.

Holyoake Wheatbelt Jess Daniels

- Community Wellbeing Plan 2 – 3 year strategic plan separate from the public health plan, local issues, challenges that Shire of Northam sees and develop a plan to address this.
- Priority areas come from community perceptions, data, mapping exercises.
- Short term outcomes under priority areas:
 - School attendance & increase food security
 - Healthy behaviours – reduce vaping & more education on alcohol consumption.
 - Health seeking & scoping cultural awareness
- Chair of Local Drug Action Team eligible to apply for \$20,000 from the Australian Drug Foundation. There is a youth focus to fund activities with consultation with young people.
- FASD training with Health Care workers
- Pulse of Wheatbelt survey results will send to Jaime Hawkins to email to committee.

Marie Forster left meeting 12.30

Department of Communities – Housing Authority Christine Frank

- Working with public housing tenants to help them to be good tenants, and good neighbours.
- Lack of housing, limit to get into housing is low, have to be a pensioner, one income household. There is a lot of homelessness, and this is likely to continue for some time. Public housing is transitional not forever.

Youth Agency Representative, Northam PCYC Jane Atterby

- Back to School Event not as many as last year as it was a hot day.
- Adjust focus for next year.
- January School holiday program poor involvement. Planning for April holidays.
- Blue Light pool party, 130 kids, would like to do another. Thank you, Shire of Northam.
- Programs back up and running.
- Stepping Stones back on 5th March
- Many young people dropping in, but the centre is unfunded for this.

WA Police Force Wheatbelt District Office – SSGT Martin Glynn

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- Blue Light Pool party lots of volunteers made it easier.
- Moorditj working out of PCYC – at risk kids getting into activities & time on country. 25 kids wheatbelt wide. Doesn't require funding just involvement.
- Maybe invite them to Community Safety meeting to introduce themselves.

Northam Police Station SSGT Ross Eastman

- Station crime stats are static. Reduction in crime in Northam. Stealing, damage & drug offences are the main ones. Most offences are committed by the regular people who reside in Northam & are known to Police.
- Emergency management issues due to recent fire & storm. Northam was minimal.
- New CCTV AI embedded into it. Going to visit City of Cockburn. Looking for Shire of Northam to invest.
- A few changes being implemented at Northam Police Station, this will not affect community.

Northam Town Team Guest Lindasy Newland

- Northam Town Teams meeting on 1 March. 5.30pm at Dome.
- Avon Valley Arts Society Youth Program booked out in two days.
- Youth Week Grant Town Team & Northam Ag Society collaborating at Jubilee Pavilion for children to design animal designs for painting.

Community Representative Elizabeth Hoek

- Kidsport. Not a lot of understanding, schools don't understand.
- Lifeguards, support in training in controlling kids.
- Fire bans text message – specific key points at the beginning. Link to what you can & cannot do.
- Eadine Springs fire information sign needs updating.

Northam Chamber of Commerce Theresa Lee

- Conduit between business, Shire & community – collaborative goal to improve the community, to encourage people to live, work in Shire of Northam.
- Northam Women in Business mentorship to boost women in business or women wanting to get into business.
- Wheatbelt Futures Forum 1 May, in collaboration with Wheatbelt Business Network. More information to come.

Shire of Northam Delegate Cr Attila Mencshelyi

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Nil

Department of Education Sharon Bray

Nil

Department of Local Government Sport & Culture Kim Sharpe

- Kids Regional Pool Program – Midwest, Gascoyne & Wheatbelt. Northam & Wundowie involved.
- Families with health care or pension card. Separate to Kidsport. Cost of a seasonal pass or what is left of season subsidised.
- Back to School event with PCYC – Culture Through Sport Stephen Michael Foundation.

7 URGENT BUSINESS APPROVED BY DECISION

Nil.

8 DATE OF NEXT MEETING

21 May 2024, 11 am at the Northam Recreation Centre.

9 DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr A J Mencshelyi declared the meeting closed at 1.13pm.

"I certify that the Minutes of the Community Safety Committee Meeting held on Tuesday 20 February 2024 have been confirmed as true and correct record."

_____ Presiding Member

_____ Date

12.2 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD 29 FEBRUARY 2024

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Audit & Risk Management Committee meeting held on 29 February 2024.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Acknowledges the update regarding Rates debt and Sundry debt.
2. Endorses the Compliance Audit Return for the period 1 January to 31 December 2023 as presented in Attachment 6.2.1.
3. Notes the findings of the Compliance Audit Return as presented in Attachment 6.2.2.
4. Authorises the CEO to submit the report to the Department of Local Government, Sport and Cultural Industries.
5. Sets the prescribed fee for the External Independent Member for attendance of Audit and Risk Management Committee Meetings only, at \$305.00 on a per meeting basis.
6. Authorises the CEO to go out for an expression of interest for a suitably qualified External Independent Member for the Audit and Risk Management Committee and provide a recommendation to the May 2024 meeting.
7. Receives the February 2024 update on the Compliance Calendar as provided in the Attachments 6.4.1 and 6.4.2.
8. Receives the February 2024 update as provided in Attachment 6.5.1 in relation to the progress made towards the Privacy and Responsible Information Sharing (PRIS) Action Plan.
9. Receives the February 2024 update on the Shire of Northam Risk Register.
10. Approves the category "Reputation" risk register as presented with the following amendments:
 - a. MC00032 - Change the frequency of sign off from 112 months to 12 months.
 - b. MC00004 - Change the frequency of sign off to 12 months to match the treatment.
 - c. MC00013 - Change treatment to: "Conduct random audit of 10 ICSs per month to ensure compliance with the relevant management process."

- d. MC00007 - Remove from section R00031.
 - e. MC00013 - Remove from section R00031.
 - f. MC00007 - Remove from section R00033.
 - g. MC00009 – Change treatment to “Conduct random audit of 10 purchases per month to be performed to ensure compliance with the relevant management process.”
 - h. MC00083 - Remove treatment.
 - i. MC00084 - Remove treatment.
 - j. R00034 – Remove Risk and associated treatment MC00085.
 - k. MC00087 – Remove treatment.
 - l. MC00102 - Change treatment to “Conduct review of Fraud Control Plan every 2 years (refer OAG 2019/20 Report 5 – Fraud Prevention)”
11. Receives the February 2024 update as provided in Attachment 6.8.1 in relation to the progress made towards the Regulation 17 Action Plan.
12. Receives the update as provided in Attachment 6.9.1 in relation to the progress made towards the ICT Strategic Plan.



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Audit & Risk Management Committee

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

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

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

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

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

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

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

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1 DECLARATION OF OPENING

The Presiding Member, Cr A J Mencshelyi, declared the meeting open at 5:30 pm.

2 ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Cr A J Mencshelyi, 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

Committee

Presiding Member
Shire President
Councillors

A J Mencshelyi
C R Antonio
H J Appleton
M I Girak
M P Ryan

Staff:

Chief Executive Officer
Executive Manager Corporate Services
Governance Coordinator
Governance Officer

D J Terelinck
C B Young
B J Hadlow
T P Van Beek

3.2 APOLOGIES

Nil.

3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Nil.

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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.

Nil.

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5 CONFIRMATION OF MINUTES

**5.1 CONFIRMATION OF MINUTES FROM THE AUDIT AND RISK MANAGEMENT
COMMITTEE MEETING HELD 11 DECEMBER 2023**

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.277

Moved: Cr M P Ryan

Seconded: Cr H J Appleton

That the minutes of the Audit and Risk Management Committee Meeting held on 11 December 2023 be confirmed as a true and correct record of that meeting.

CARRIED 5/0

For: Cr A J Mencshelyi, President C R Antonio, Cr H J Appleton, Cr M I Girak and Cr M P Ryan

Against: Nil

6 COMMITTEE REPORTS

6.1 Debt Recovery

File Reference:	N/A
Reporting Officer:	Mia Miller (Management Accountant)
Responsible Officer:	Colin Young (Executive Manager Corporate Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

The purpose of this report is to provide an update on the Shire of Northam's outstanding Rates debt and Sundry debt.

ATTACHMENTS

Nil

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29 February 2024**



A. BACKGROUND / DETAILS

Debt owed to the Shire of Northam arises due to various processes. Rates debt arises through the Shire's issuing of annual Rates Notices. Sundry debtors are created when an invoice is issued for goods or services provided by the Shire. Infringements are issued for (non) compliance matters, and those that remain unpaid after three months are referred to Fines Enforcement Registry (FER) for collection.

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 Shire is responsible for the upfront court filing and service fees for accounts referred to debt collection. However, solicitor's fees are now only billed once the ratepayer pays the Shire or the account is withdrawn. Under the Local Government Act 1995, these costs are recoverable.

B.3 Legislative Compliance

The Local Government Act 1995 Section 6.56(1) allows a Council to recover money owed to the Council and associated costs. 6.56. (1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.

B.4 Policy Implications

F4.8 Rates Hardship Policy

B.5 Stakeholder Engagement / Consultation

Rates Notice issued August 2023, Final notice Issued October 2023, additional letters, emails and calls to follow up debt has commenced January 2024.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action

**Audit & Risk Management Committee Minutes
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Financial	\$25,001 - \$250,000	Medium (3) x Possible (3) = Moderate (9)	Adherence to debt management policy and procedures.
Health & Safety	N/A	N/A	N/A
Reputation	Low impact, low news item	Insignificant (1) x Possible (3) = Low (3)	Ensure debt management procedure is transparent.
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 Manage Rates Recovery and Debt Management procedures for the Shire's rate and service charges and sundry debt are currently under review. These procedures will take into consideration Policy F4.8 Rates Hardship Policy (if applicable) and be in compliance with the Local Government Act 1995.

Actions undertaken for rates and service charge recovery for 2023/2024 have commenced and the Rates Officer is making reasonable effort to contact ratepayers who have not responded to the Rates Notice or Final Demand. These actions are phone calls, emails and if required posted correspondence. The next step will be to refer cases for debt collection to the Shire's debt collection agent. This will be determined on a case-by-case basis.

As an ongoing measure to recover outstanding rates and charges and reduce overall rate debt, the Shire enters into special payment arrangements other than the two and four instalment options for outstanding rates and service charge debt. These are negotiated on an individual basis with ratepayers who may be experiencing financial difficulty. The Shire's expectation of an acceptable payment arrangement is to have the outstanding debts, and further rates as become due, recovered within two financial years. Since January the Shire has entered 51 new payment arrangements and it is our intention to review existing special arrangements annually.

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Actions undertaken for sundry debt recovery are of an ongoing nature. The Debtors Officer reviews outstanding debtors weekly to identify overdue accounts. The accounts are followed up by email, phone and posted correspondence until paid. In the rare occasions that the debtor is unresponsive, the next step is to refer cases for debt collection to the Shire's debt collection agent. This is also determined on a case-by-case basis and considers the nature of the debt and value.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.278

Moved: Cr M P Ryan

Seconded: Cr H J Appleton

That the Audit & Risk Management Committee endorses the following recommendation being presented to Council:

- 1. That Council acknowledges the update regarding Rates debt and Sundry debt.**

CARRIED 5/0

For: Cr A J Mencshelyi, President C R Antonio, Cr H J Appleton, Cr M I Girak and Cr M P Ryan

Against: Nil

Clarification was sought in relation to:

- In terms of debt recovery and the cost of the debt recovery, what is our budget for that and how are we tracking?

The Executive Manager Corporate Services advised that our budget is \$100,000 and this would be on the rates. Technically we will always recover the costs.

- Is the cost incurred by use included in the total figure?

The Executive Manager Corporate Services confirmed this is correct.

- If we sell, would we get priority in recovering costs over the ATO?

The Executive Manager Corporate Services advised that this is correct. The priority goes to the Local Government, then Water Corporation, then the ATO.

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6.2 Compliance Audit Return 2023

File Reference:	1.6.1.6
Reporting Officer:	Britt Hadlow (Governance Coordinator)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

This report is to provide information to assist Council in the adoption of the 2023 Compliance Audit Return (CAR).

ATTACHMENTS

1. Shire of Northam - 2023 Compliance Audit Return [6.2.1 - 25 pages]
2. Shire of Northam - 2023 Compliance Review Report [6.2.2 - 3 pages]

A. BACKGROUND / DETAILS

Under the *Local Government (Audit) Regulations 1996*, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December of each year. The certified return should be submitted to the Department of Local Government, Sport and Cultural Industries by 31 March each year.

The CAR must be:

1. Be reviewed by the Audit & Risk Management Committee;
2. Presented at a meeting of the Council;
3. Be adopted by the Council; and
4. Recorded in the minutes of the meeting at which it is adopted.

In relation to the year 2023, a copy of the return is to be submitted for Council Member perusal, comment and adoption prior to 31 March 2024. It is necessary for the Shire President and the Chief Executive Officer to sign off the return as a certified copy.

The 2023 Compliance Audit Return has been completed by an external consultant, Australian Audit due to Council requiring the CAR to be audited by an external consultant every 3 years.

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The compliance review process provides Council and the Chief Executive Officer with an additional element of accountability through a check of internal management systems, procedures and record keeping and this demonstrates the Shire's emphasis on improving its governance and compliance, and demonstrating best practice.

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

Budget expenditure for an external consultant to carry out the audit.

B.3 Legislative Compliance

Local Government Act 1995;

Local Government (Functions and General) Regulations 1996;

Local Government (Administration) Regulations 1996;

Local Government (Elections) Regulations 1997;

Local Government (Audit) Regulations 1996;

Local Government (Rules of Conduct) Regulations 2007.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Australian Audit, a WALGA preferred supplier was engaged to undertake the CAR audit for 2023.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Financial misconduct occurring in the Shire.	Possible (3) x Major (4) = High (12)	Conduct required audits and report to Council.
Health & Safety	N/A		

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Reputation	Poor Governance and Finance management.	Possible (3) x Major (4) = High (12)	Conduct required audits and report to Council.
Service Interruption	N/A		
Compliance	Non-compliance with relevant legislation.	Possible (3) x Medium (3) = Moderate (9)	Adopt the Compliance Audit Return by 31 March. Undertake a monthly internal audit. Have CAR audited externally every 3 years.
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

Each year the Shire strives to improve the services it provides to both external and internal stakeholders. The 2023 CAR audit result of 99% is an increase from the 2022 CAR which was 97% compliant.

This year there were 11 categories with a total of 94 questions.

The 2023 CAR audit states that the Shire has 99% compliance overall. There was one non-compliance which is as follows:

- F&G Reg 11A(1) & (3)

Did the local government comply with its current purchasing policy adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A (1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?

Comment: The Shire does comply with the procurement policy which is in line with the *Local Government (Functions and General) Regulations 1996, regulations 11A (1) and (3)* in relation to the supply of goods or services. However, based on the Shire's monthly monitoring there have been occasions where purchase orders have not been approved prior to a supplier invoice being received.

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This finding is common across local governments; however, the Shire is actively attempting to mitigate the risk relating to non-compliance with the purchase order process through monthly procurement audits and ongoing staff training.

The final CAR and findings from the return can be found in Attachments 6.2.1 and 6.2.2.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.279

Moved: President C R Antonio

Seconded: Cr M I Girak

That the Audit & Risk Management Committee endorses the following recommendations being presented to Council:

That Council:

- 1. Endorses the Compliance Audit Return for the period 1 January to 31 December 2023 as presented in Attachment 6.2.1.**
- 2. Notes the findings of the Compliance Audit Return as presented in Attachment 6.2.2.**
- 3. Authorises the CEO to submit the report to the Department of Local Government, Sport and Cultural Industries.**

CARRIED 5/0

For: Cr A J Mencshelyi, President C R Antonio, Cr H J Appleton, Cr M I Girak and Cr M P Ryan

Against: Nil

Clarification was sought in relation to:

- Is it always the same person not getting the Purchase Orders in before the invoice is received?

The Executive Manager Corporate Services clarified that is not any one person.

- Is it possible to have the Gift Register set up as a fillable Smartsheet form?

The Chief Executive Officer confirmed that this can be created.

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Attachment 6.2.1

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Compliance Audit Return Form - Starter Portal

[Home \(/\)](#) / [Compliance Audit Return \(/CAR/\)](#) / **Compliance Audit Return Form**

Compliance Audit Return Form

Start ✓

Details ✓

Commercial Enterprises ✓

Delegation ✓

Disclosure of Interest ✓

Disposal of Property ✓

Elections ✓

Finance ✓

IPR ✓

Employees ✓

Conduct ✓

Other ✓

Tenders ✓

Documents ✓

Review

Finalise

Print

Details

Local Government

Northam, Shire of

Created By

Britt Hadlow

Year of Return

2023

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Compliance Audit Return Form - Starter Portal

Status

Draft

Commercial Enterprises by Local Governments

1. Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023? *

N/A

☒ Add comments

Please enter comments *

No major trading activities were completed in 2023

2. Has the local government prepared a business plan for each major land transaction that was not exempt in 2023? *

N/A

☒ Add comments

Please enter comments *

No major trading activities were completed in 2023

3. Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023? *

N/A

☒ Add comments

Please enter comments *

No major trading activities were completed in 2023

4. Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023? *

N/A

☒ Add comments

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Compliance Audit Return Form - Starter Portal

Please enter comments *

No major trading activities were completed in 2023

5. During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority? *

N/A

☒ **Add comments**

Please enter comments *

No major trading activities were completed in 2023

Delegation of Power/Duty

1. Were all delegations to committees resolved by absolute majority? *

Yes

☒ **Add comments**

Please enter comments *

OCM Minutes 21/06/2023 - Website. Council approved 2023-24 Delegations OCM 21/6/2023.

Only Grant Committee has delegation (decision making).

2. Were all delegations to committees in writing? *

Yes

☒ **Add comments**

Please enter comments *

MOU available on request.

Delegation Register on website: <https://www.northam.wa.gov.au/documents/11673/delegated-authority-register-2023-24>

3. Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995? *

Yes

☒ **Add comments**

Please enter comments *

Delegation Register on website: <https://www.northam.wa.gov.au/documents/11673/delegated-authority-register-2023-24>

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Compliance Audit Return Form - Starter Portal

4. Were all delegations to committees recorded in a register of delegations? *

Yes

☒ Add comments

Please enter comments *

Attachment.

5. Has council reviewed delegations to its committees in the 2022/2023 financial year? *

Yes

☒ Add comments

Please enter comments *

OCM Minutes 21 June 2023

6. Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995? *

Yes

☐ Add comments

—

7. Were all delegations to the CEO resolved by an absolute majority? *

Yes

☒ Add comments

Please enter comments *

OCM Minutes 21 June 2023

8. Were all delegations to the CEO in writing? *

Yes

☒ Add comments

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Compliance Audit Return Form - Starter Portal

Please enter comments *

MOU available on request. Outlined in the 2023-24 Delegations Register listed on shire website.

<https://www.northam.wa.gov.au/documents/11673/delegated-authority-register-2023-24>

9. Were all delegations by the CEO to any employee in writing? *

Yes

☒ **Add comments**

Please enter comments *

MOU available on request. Outlined in the 2023-24 Delegations Register listed on shire website.

<https://www.northam.wa.gov.au/documents/11673/delegated-authority-register-2023-24>

10. Were all decisions by the Council to amend or revoke a delegation made by absolute majority? *

N/A

☐ **Add comments**

—

11. Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees? *

Yes

☒ **Add comments**

Please enter comments *

Attachment.

12. Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year? *

Yes

☒ **Add comments**

Please enter comments *

OCM Minutes 21 June 2023

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Compliance Audit Return Form - Starter Portal

13. Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19? *

Yes

☒ Add comments

Please enter comments *

Attachment.

Disclosure of Interest

1. Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter? *

Yes

☒ Add comments

Please enter comments *

Council minutes have disclosed the interest and agreed to allow the members to participate. Where participation approval not given relevant Council/Committee members left the room.
There is also a hardcopy of all disclosures on site.

2. Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting? *

N/A

☒ Add comments

Please enter comments *

Shire does instruct all Council members to leave the room if they have a financial or proximity interest. No instances were noted where participation approval was required/resolved in 2023.

<https://www.northam.wa.gov.au/council-meetings/past/2023>

3. Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made? *

Yes

☒ Add comments

Please enter comments *

<https://www.northam.wa.gov.au/council-meetings/past/2023>

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Compliance Audit Return Form - Starter Portal

4. Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day? *

Yes

☒ Add comments

Please enter comments *

Managed electronically (Attachment). Copies of returns and correspondence related is available on request.

5. Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023? *

Yes

☒ Add comments

Please enter comments *

Managed electronically and available on request.

Managed electronically (Attachment). Copies of returns and correspondence related is available on request.

6. On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return? *

Yes

☒ Add comments

Please enter comments *

Managed electronically (Attachment). Copies of returns and correspondence related is available on request.

7. Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995? *

Yes

☒ Add comments

Please enter comments *

Managed electronically (Attachment). Copies of returns and correspondence related is available on request.

8. Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28? *

Yes

☒ Add comments

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Compliance Audit Return Form - Starter Portal

Please enter comments *

Managed electronically (Attachment). Copies of returns and correspondence related is available on request.

9. When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person? *

Yes

☒ Add comments

Please enter comments *

Managed electronically (Attachment). There is a tick box which removes the staff/Elected Member from the register that goes on the website.

<https://www.northam.wa.gov.au/council/your-council/primary-annual-return-register.aspx>

10. Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return? *

Yes

☒ Add comments

Please enter comments *

Managed electronically (Attachment).

Yes – all annual returns are kept in Synergy record keeping system.

11. Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A? *

N/A

☒ Add comments

Please enter comments *

<https://www.northam.wa.gov.au/council/documents-publications/council-registers.aspx>

Last entry was in 27/7/2019. No others since then were required to be recorded.

12. Did the CEO publish an up-to-date version of the gift register on the local government's website? *

Yes

☒ Add comments

Please enter comments *

<https://www.northam.wa.gov.au/council/documents-publications/council-registers.aspx>

Last entry was in 27/7/2019. No others since then were required to be recorded.

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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13. When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people? *

N/A

☒ Add comments

Please enter comments *

<https://www.northam.wa.gov.au/council/documents-publications/council-registers.aspx>

Last entry was in 27/7/2019. No others since then were required to be recorded.

14. Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure? *

N/A

☒ Add comments

Please enter comments *

<https://www.northam.wa.gov.au/council/documents-publications/council-registers.aspx>

Last entry was in 27/7/2019. No others since then were required to be recorded.

15. Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report? *

Yes

☒ Add comments

Please enter comments *

Managed electronically. Attachment. 5 employee disclosures occurred in the 2023 period.

16. Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application? *

N/A

☐ Add comments

—

17. Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered? *

N/A

☐ Add comments

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Compliance Audit Return Form - Starter Portal

—

18. Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct? *

Yes

☒ Add comments

Please enter comments *

OCM Minutes 21 April 2021. Will be reviewed early 2024.

<https://www.northam.wa.gov.au/documents/11532/g-14-code-of-conduct-for-councillors-committee-members-and-candidates>

19. Did the local government adopt additional requirements in addition to the model code of conduct? *

N/A

☒ Add comments

Please enter comments *

No additional requirements were effected in 2023 period.

<https://www.northam.wa.gov.au/documents/11532/g-14-code-of-conduct-for-councillors-committee-members-and-candidates>

20. Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website? *

Yes

☒ Add comments

Please enter comments *

Adopted by Council 21 April 2021 and due for review in 2024.

<https://www.northam.wa.gov.au/documents/11532/g-14-code-of-conduct-for-councillors-committee-members-and-candidates>

21. Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? *

Yes

☒ Add comments

Please enter comments *

Approved by CEO 27 December 2021 and is on the Shire's website.

<https://www.northam.wa.gov.au/documents/11543/g-115-code-of-conduct-employees-volunteers-contractors-and-agency-staff>

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Compliance Audit Return Form - Starter Portal

21a. Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website? *

Yes

Disposal of Property

1. Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)? *

Yes

☒ Add comments

Please enter comments *

4 public notices were made in the 2023 period being:

- 10/1/2023 – Disposal of Hangar 34 105 Withers Street Northam
- 17/2/2023 – Disposal of Hangar 17 Northam Airport
- 28/2/2023 – Disposal of land 1 Withers Street Northam

2. Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) in the required local public notice for each disposal of property? *

Yes

☒ Add comments

Please enter comments *

4 public notices were made in the 2023 period being:

- 10/1/2023 – Disposal of Hangar 34 105 Withers Street Northam
- 17/2/2023 – Disposal of Hangar 17 Northam Airport
- 28/2/2023 – Disposal of land 1 Withers Street Northam

Elections

1. Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulation 30G(1) and regulation 30G(2) of the Local Government (Elections) Regulations 1997? *

Yes

☒ Add comments

Please enter comments *

No disclosures were recorded in 2023.

<https://www.northam.wa.gov.au/council/documents-publications/council-registers.aspx>

2. Did the CEO remove any disclosure of gifts forms relating to unsuccessful candidates, or successful candidates that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997? *

N/A

☒ Add comments

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Please enter comments *

Not applicable

3. Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997? *

Yes

☒ Add comments

Please enter comments *

<https://www.northam.wa.gov.au/council/documents-publications/council-registers.aspx>

Finance

1. Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995? *

Yes

☒ Add comments

Please enter comments *

SCM Minutes 25/10/2023

2. Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority? *

Yes

☒ Add comments

Please enter comments *

OCM Minutes 21/06/2023

Council delegated only for the Audit and Risk Management Committee to meet with the Shire's Auditor which forms part of the Audit and Risk Management Committee's role.

3. Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023? *

Yes

☒ Add comments

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

12/25

**Audit & Risk Management Committee Minutes
29 February 2024**

Attachment 6.2.1

2/12/24, 2:57 PM

Compliance Audit Return Form - Starter Portal

Please enter comments *

Audit & Risk Management Committee Minutes 11/12/2023
OCM Minutes 20/12/2023

Dated 11/12/2023

4. Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters? *

N/A

☒ **Add comments**

Please enter comments *

Audit & Risk Management Committee 11/12/2023 – Report 7.2
No matters were raised requiring Shire Action.

5. Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government? *

N/A

☒ **Add comments**

Please enter comments *

Audit & Risk Management Committee 11/12/2023 – Website – Report 7.2
No matters were raised requiring Shire Action

6. Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website? *

Yes

☒ **Add comments**

FIN-AR-Publish14DaysComments *

Published 22 December 2023

<https://www.northam.wa.gov.au/publicnotices/annual-meeting-of-electors-and-20222023-annual-report/334>

7. Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit? *

Yes

☒ **Add comments**

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Please enter comments *

Audit report dated 14 December and went to Audit Committee and Council approval 20 December.

Letter from OAG available on request.

Integrated Planning and Reporting

1. Has the local government adopted by absolute majority a strategic community plan? *

Yes

☐ **Add comments**

Please provide the adoption date or the date of the most recent review *

15/06/2023

—

2. Has the local government adopted by absolute majority a corporate business plan? *

Yes

☐ **Add comments**

Please provide the adoption date or the date of the most recent review *

21/06/2023

—

3. Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)? *

Yes

☒ **Add comments**

Please enter comments *

<https://www.northam.wa.gov.au/news/shire-of-northam-plan-for-the-future-2022-2032/428>

Local Government Employees

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Compliance Audit Return Form - Starter Portal

1. Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A? *

Yes

☒ Add comments

Please enter comments *

CEO is only senior employee

Senior Employees Policy: <https://www.northam.wa.gov.au/documents/11535/g-17-senior-employees>

Advertised in the West Australian 22 April 2023.

2. Was all information provided in applications for the position of CEO true and accurate? *

Yes

☒ Add comments

Please enter comments *

Advertisement is an attachment.

3. Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995? *

Yes

☒ Add comments

Please enter comments *

Council approved CEO salary package on 19 July 2023 Council meeting in line with advertisement.

4. Did the CEO inform council of each proposal to employ or dismiss senior employee? *

N/A

☒ Add comments

Please enter comments *

Not applicable – CEO is only senior employee

Senior Employees Policy: <https://www.northam.wa.gov.au/documents/11535/g-17-senior-employees>

5. Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so? *

N/A

☒ Add comments

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Please enter comments *

Not applicable – CEO is only senior employee

Senior Employees Policy: <https://www.northam.wa.gov.au/documents/11535/g-17-senior-employees>

Official Conduct

1. Has the local government designated an employee to be its complaints officer? *

Yes

☒ Add comments

Please enter comments *

Designation made on 18/05/16, decision no.C.2693 for Colin Young, Executive Manager Corporate Services to be the Complaints Officer.

OCM Minutes – 18/05/2016

2. Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995? *

Yes

☒ Add comments

Please enter comments *

<https://www.northam.wa.gov.au/council/documents-publications/council-registers.aspx>

3. Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995? *

Yes

☒ Add comments

Please enter comments *

<https://www.northam.wa.gov.au/council/documents-publications/council-registers.aspx>

4. Has the CEO published an up-to-date version of the register of the complaints on the local government's official website? *

Yes

☒ Add comments

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Please enter comments *

<https://www.northam.wa.gov.au/council/documents-publications/council-registers.aspx>

Other

1. Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2) (c) within the three financial years prior to 31 December 2023?

Yes

☒ Add comments

Please provide the date of council's resolution to accept the report. *

21/09/2022

Please enter comments *

Next due 2025.

Review was presented to A&R Management Committee 25/08/2022 and OCM 21/09/2023.

2. Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023?

Yes

☒ Add comments

Please provide the date of council's resolution to accept the report. *

21/12/2023

Please enter comments *

Next due 2025.

Review was presented to A&R Management Committee 16/12/2022 and OCM 21/12/2023.

Council use the Risk Management system "ProMapps". Risks are broken down into 7 categories – Compliance, Environmental,

3. Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?

N/A

☒ Add comments

Please enter comments *

Not applicable – not gifts disclosed in 2023 period.

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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4. Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Yes

☒ Add comments

Please enter comments *

<https://www.northam.wa.gov.au/documents/11574/g-12-attendance-at-events-council-members-and-the-chief-executive-officer>

OCM 15/03/2023

5. Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Yes

☒ Add comments

Please enter comments *

<https://www.northam.wa.gov.au/documents/11548/shire-of-northam-ward-map>

<https://www.northam.wa.gov.au/documents/shire-of-northam-local-laws>

<https://www.northam.wa.gov.au/documents/21681/2023-2024-annual-budget>

<https://www.northam.wa.gov.au/documents/11676/fees-and-charges-2023-24>

6. Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Yes

☒ Add comments

Please enter comments *

<https://www.northam.wa.gov.au/documents/11574/g-12-attendance-at-events-council-members-and-the-chief-executive-officer>

OCM 15/03/2023

7. Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?

Yes

☒ Add comments

OQ-CouncilMemberTrainingPublishComments *

Recorded on website under the elected Members Professional Development Register.

<https://www.northam.wa.gov.au/council/documents-publications/council-registers.aspx>

8. By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?

Yes

☒ Add comments

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Please enter comments *

Submitted 22/09/2023.

9. When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?

Yes

☒ Add comments

Please enter comments *

SCM 09/09/2023

Tenders for Providing Goods and Services

1. Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less? *

No

☒ Add comments

Please enter comments *

The Shire does comply with the procurement policy which is in line with the Local Government (Functions and General) Regulations 1996, regulations 11A (1) and (3) in relation to the supply of goods or services. However, based on the shire's monthly monitoring there have been occasions where purchase orders have not been approved prior to a supplier invoice being received.

2. Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations? *

Yes

☒ Add comments

Please enter comments *

Yes – Vendor Panel Listings in Folder

All Tenders are managed through Vendor Panel.

3. When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)? *

Yes

☒ Add comments

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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<https://www.northam.wa.gov.au/council/documents-publications/tender-register.aspx>

All Tenders are managed through Vendor Panel.

4. Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract? *

N/A

☐ Add comments

—

5. If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation? *

Yes

☒ Add comments

Please enter comments *

All Tenders are managed through Vendor Panel.

6. Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16? *

Yes

☒ Add comments

Please enter comments *

<https://www.northam.wa.gov.au/council/documents-publications/tender-register.aspx>

All Tenders are managed through Vendor Panel.

7. Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website? *

Yes

☒ Add comments

Please enter comments *

<https://www.northam.wa.gov.au/council/documents-publications/tender-register.aspx>

All Tenders are managed through Vendor Panel.

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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8. Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender? *

Yes

☒ Add comments

Please enter comments *

Yes – July 2023. Managed through Vendor Panel.
All Tenders are managed through Vendor Panel.

9. Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept? *

Yes

☒ Add comments

Please enter comments *

Available on request.

10. Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted? *

Yes

☒ Add comments

Please enter comments *

Letters available on request.

11. Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22? *

N/A

☒ Add comments

Please enter comments *

Nil EOI's for Tenders over 2023 (Only RFQ)

12. Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice? *

N/A

☒ Add comments

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Please enter comments *

Nil EOI's over 2023.

13. Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer? *

N/A

☒ Add comments

Please enter comments *

Nil EOI's over 2023.

14. Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24? *

N/A

☒ Add comments

Please enter comments *

Nil EOI's over 2023.

15. Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE? *

N/A

☒ Add comments

Please enter comments *

Not applicable.

16. If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation? *

N/A

☒ Add comments

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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Please enter comments *

Not applicable.

The Shire does not have pre qualified suppliers

17. Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application? *

N/A

☒ **Add comments**

Please enter comments *

Not applicable.

The Shire does not have pre qualified suppliers

18. Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG? *

N/A

☒ **Add comments**

Please enter comments *

Not applicable.

The Shire does not have pre qualified suppliers

19. Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications? *

N/A

☒ **Add comments**

Please enter comments *

Not applicable.

The Shire does not have pre qualified suppliers

20. Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept? *

N/A

☒ **Add comments**

Please enter comments *

Not applicable.

The Shire does not have pre qualified suppliers

<https://car.dlgsc.wa.gov.au/CAR/CAR-Edit/?id=43ebb7b2-62c9-ee11-92bd-00224895055d&stepid=93afe69e-6d74-ed11-81ab-00224892bd4b>

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21. Did the CEO send each applicant written notice advising them of the outcome of their application? *

N/A

☒ **Add comments**

Please enter comments *

Not applicable.

The Shire does not have pre qualified suppliers

22. Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F? *

Yes

☒ **Add comments**

Please enter comments *

<https://www.northam.wa.gov.au/documents/1273/f-42-procurement-policy> Section 7

Documents

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[about a minute ago \(12/02/2024 2:55 PM\)](#)

Britt Hadlow

Letter from the OAG

 [6.7 Audit Reg 10\(1\) Letter from the OAG.pdf \(866.95 KB\) \(/ entity/annotation/05584db6-73c9-ee11-9079-000d3aca76e9/976c0132-2a5b-ed11-9562-00224893390b?t=1707721002439\)](#)

[less than a minute ago \(12/02/2024 2:55 PM\)](#)

Britt Hadlow

CEO Advertisement

 [8.1 & 8.3 The West Australian NOrtham 140mm h x 134mm w outline.pdf \(33.88 KB\) \(/ entity/annotation/ef0649c3-73c9-ee11-9079-000d3aca76e9/976c0132-2a5b-ed11-9562-00224893390b?t=1707721002439\)](#)

[less than a minute ago \(12/02/2024 2:56 PM\)](#)

Britt Hadlow

Delegated Authority Register

 [Delegated Authority Register.pdf \(206.73 KB\) \(/ entity/annotation/c090b8c9-73c9-ee11-9079-000d3aca76e9/976c0132-2a5b-ed11-9562-00224893390b?t=1707721002439\)](#)

[less than a minute ago \(12/02/2024 2:56 PM\)](#)

Britt Hadlow

Interest Disclosures Register

 [Interest Disclosures Register.pdf \(123.06 KB\) \(/ entity/annotation/b2f301d0-73c9-ee11-9079-000d3aca76e9/976c0132-2a5b-ed11-9562-00224893390b?t=1707721002439\)](#)

[less than a minute ago \(12/02/2024 2:56 PM\)](#)

Britt Hadlow

Primary/Annual Return Register

 [Primary Annual Return Register \(master\).pdf \(81.37 KB\) \(/ entity/annotation/84b7b4dc-73c9-ee11-9079-00224810698d/976c0132-2a5b-ed11-9562-00224893390b?t=1707721002439\)](#)

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AUSTRALIAN AUDIT



February 7, 2024

Debbie Terelinck
Chief Executive Officer
Shire of Northam
395 Fitzgerald Street
Northam WA 6401

Dear Debbie,

Please find attached our final review assessment report on the 2023 Compliance Audit Return (CAR).

We wish to confirm that only 1 legislative requirement has been reported by the Shire of Northam as a non-compliant. This is:

- F&G Regulation 11A (1) & (3) – Non-compliance with Shire Purchasing Policy regarding purchase orders

No other matters were noted that would indicate that the 2023 Compliance Audit Return information was incorrect.

Yours sincerely

Santo Casilli FCPA PFIIA
Associate Director Internal Audit, Probity and Risk

Australian Audit

PO Box 7465, CLOISTERS SQUARE PO, WA 6850 | LEVEL 8, 251 ST GEORGES TERRACE, PERTH, WA 6000
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Shire of Northam Independent Review Report

2023 Legislative Compliance Audit Return Review

Introduction

Each local government is to carry out a legislative compliance review for the twelve-month period ending 31 December.

A review of the legislative compliance audit return has been performed for the period 1 January 2023 to 31 December 2023 against the requirements included in the 2023 Legislative Compliance Audit Return (CAR). The completed return is to be submitted to the Director General, Department of Local Government, Sport and Cultural Industries by 31 March 2024.

We conducted our review in accordance with ASAE 3000 *“Assurance Engagement Other than Audits or Reviews of Historical Financial Report”* per the Australian Auditing Standard on Review Engagements issued by the Auditing and Assurance Standards Board.

Our review consisted of making enquiries and assessing support documentation provided by the Shire of Northam for the completion of the 2023 Compliance Audit Return (CAR).

Our review conclusion was based on the evidence sighted regarding each legislative requirement as stated in the 2023 Compliance Audit Return.

Background

The completion of the (CAR) questionnaire is an annual event and is seen as an effective tool to assist local governments to enhance or develop their internal control processes to ensure they are meeting their statutory obligations and requirements under the local government legislation as required under Regulation 13 of the Local Government (Audit) Regulations 1996.

Review Objective

Australian Audit was contracted to review and assess compliance with the 2023 Compliance Audit Return and to provide a conclusion as to whether the results of the 2023 Compliance Audit Return can be relied upon to correctly reflect the Shires compliance or non-compliance of the required legislative requirements.

Review Scope

The review focused solely on the assessment of the 2023 Compliance Audit Return information against relevant support documentation.

The review did not assess the Shire's compliance with any other statutory obligations under the Local Government Act 1995 and associated Regulations, which were not included nor sought by the 2023 Compliance Audit Return.

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Attachment 6.2.2

Review Approach / Methodology

The review undertook the following approach:

- Sighted relevant documentation of all the legislative requirements as outlined in the 2023 Compliance Audit Return as provided by the Shire's Governance Coordinator to support the assessment of compliance or non-compliance information reported in the 2023 Compliance Audit Return.

Review Conclusion

We can conclude that nothing came to our attention during our review and assessment of the support documentation provided for all of the legislative items required by the 2023 Compliance Audit Return that would indicate that the 2023 Compliance Audit Return reported information is incorrect.

Based on our review we can conclude that the information recorded in the 2023 Compliance Audit Return for the Shire of Northam can be relied upon to be correct and we can confirm and agree that only 1 legislative non-compliance matter was identified and recorded.

This being:

- **F&G Regulation 11A (1) & (3)** – Non -compliance with Shire Purchasing Policy regarding purchase orders.

No other non-compliance matters came to our attention during our review.

**Audit & Risk Management Committee Minutes
29 February 2024**



6.3 Independent Committee Members Sitting Fee - Audit & Risk Management Committee

File Reference:	2.1.3.5
Reporting Officer:	Britt Hadlow (Governance Coordinator)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

In December 2023, the Salary and Allowance Tribunal (SAT) made a determination on fees available to be paid to an independent committee member.

At the previous Audit and Risk Committee Meeting it was reported that while this determination had been made, the update to section 5.100 of the *Local Government Act 1995* pertaining to fees paid and expenses reimbursed to committee members had not been updated.

Since the last meeting, the update to the legislation has been made and Council is being requested to consider fees paid to be paid for an independent member for the Audit and Risk Committee to allow the Chief Executive Officer (CEO) to commence advertising for a suitable qualified person.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

The role of the Audit and Risk Management Committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability.

At the Special Council Meeting held on 25 October 2023, Council resolved to include an independent committee member on the Audit and Risk Management Committee. The Terms of Reference for the Audit and Risk Committee were endorsed by Council and included selection criteria pertaining to the independent member.

**Audit & Risk Management Committee Minutes
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Since the Special Council meeting and the previous Audit and Risk Committee meeting, the SAT has made their determination on fees allowed to be paid to an independent committee member, and the relevant legislation was updated in January 2024.

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

An extract from the Salary and Allowance Tribunal determination can be found below detailing the prescribed fees allowed to be paid to an independent committee member.

The Shire of Northam is a Class 2 local government and as such, can pay the independent committee member \$0 - \$305.00 per committee meeting attended.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments and regional local governments

Band	Elected members		Independent committee members	
	Minimum	Maximum	Minimum	Maximum
1	\$325	\$415	\$0	\$415
2	\$195	\$305	\$0	\$305
3	\$100	\$215	\$0	\$215
4	\$50	\$125	\$0	\$125
All regional local governments	\$50	\$125	\$0	\$125

There is currently no budget allocated for these sitting fees, however given the process to appoint an independent member, it is unlikely there will be any financial implications in 2023/24. Once the sitting fee has been determined an allocation will be considered for the 2024/25 budget.

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B.3 Legislative Compliance

Local Government Act 1995 s.5.100

5.100. Fees paid and expenses reimbursed to committee members

- (1) A committee member who attends a meeting of the committee is entitled to be paid —
 - (a) the fee determined for attending a committee meeting; or
 - (b) if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.

- (2) A committee member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —
 - (a) the fee determined for attending a meeting of that type; or
 - (b) if the local government has set a fee within the range determined for meetings of that type — that fee.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

As per the Audit and Risk Management Committee Terms of Reference, the CEO will publicly advertise an expression of interest for a suitably qualified External Independent Member.

It is proposed that relevant local businesses and the Chamber of Commerce will be amongst those that will be informed of the expression of interest.

The CEO will assess any applications received and make a recommendation to the Audit and Risk Management Committee for consideration.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Unbudgeted sitting fees required to be paid once relevant legislation is enacted if an External Independent Person is appointed.	Possible (3) x Minor (2) = Moderate (6)	The Audit and Risk Management Committee make recommendations to Council on fees to be set in accordance with the budget.

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Health & Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		
Compliance	Non-compliance with the relevant Acts & Regulations.		Appoint the External Independent Person in accordance with the <i>Local Government Act 1995</i> and set the prescribed fee paid to an independent committee member in line with the SAT determination.
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

It is noted that the new legislation states that the sitting fees are able to be set for all independent members of committees of Council. It is proposed that sitting fees will only be considered for the Audit and Risk Management Committee External Independent Member (and not other committees of Council) to provide remuneration for the independent member's level of expertise and advice.

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RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.280

Moved: President C R Antonio

Seconded: Cr H J Appleton

That the Audit & Risk Management Committee endorses the following recommendations being presented to Council:

That Council:

- 1. Sets the prescribed fee for the External Independent Member for attendance of Audit and Risk Management Committee Meetings only, at \$305.00 on a per meeting basis.**
- 2. Authorises the CEO to go out for an expression of interest for a suitably qualified External Independent Member for the Audit and Risk Management Committee and provide a recommendation to the May 2024 meeting.**

CARRIED 5/0

For: Cr A J Mencshelyi, President C R Antonio, Cr H J Appleton, Cr M I Girak and Cr M P Ryan

Against: Nil

Clarification was sought in relation to:

- How would this fee be paid to the independent member, annually or per meeting?

The Executive Manager Corporate Services advised that the fee would be paid per meeting attended.

- How many independent members would be selected?

The Executive Manager Corporate Services advised that only one independent member would be selected.

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6.4 Monthly Compliance Report (November - January 2023)

File Reference:	1.6.1.6
Reporting Officer:	Britt Hadlow (Governance Coordinator)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

This report provides an overview of the Shire's monthly compliance activities.

ATTACHMENTS

1. Compliance Audit November 2023 - January 2024 [**6.4.1** - 5 pages]
2. Procurement Audit November 2023 - January 2024 [**6.4.2** - 3 pages]

A. BACKGROUND / DETAILS

Under the *Local Government (Audit) Regulations 1996*, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December of each year. To ensure compliance and to strengthen the auditing in key areas on a more regular basis, the Shire has implemented a monthly Compliance Calendar where specific activities and statutory requirements are audited internally.

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 12.1.4: Provide internal auditing capabilities (including providing additional human or financial resources) and publish findings annually.

B.2 Financial / Resource Implications

Not applicable.

B.3 Legislative Compliance

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There is no legislative requirement to maintain a Compliance Calendar, however it is considered best practice and covers the following legislation:

- Local Government Act 1995;
- Local Government (Functions and General) Regulations 1996;
- Local Government (Administration) Regulations 1996;
- Local Government (Elections) Regulations 1997;
- Local Government (Audit) Regulations 1996;
- Valuation of Land Act 1978
- Building Services (Complaint Resolution and Administration) Regulations 2011
- Building and Construction Industry Training Fund and Levy Collection Act 1990

B.4 Policy Implications

Policy G 1.8 Risk Management

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	Ability to misuse funds.	Rare (2)x Medium (3) = Low (3)	Compliance calendar assists to ensure compliance
Health & Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		
Compliance	Staff not following legislative requirements	Rare (2)x Medium (3) = Low (3)	Compliance calendar assists to ensure compliance
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The monthly Compliance Calendar is an effective tool to assist in populating the Annual Compliance Audit Return (CAR) and enhances the Shire's ability to

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identify and manage issues which may arise during the year, in a timely manner.

Included in the Compliance Calendar is a random audit of creditors to ensure compliance with the Shire's purchasing policy and the requirements of the *Local Government Act 1995*.

A summary of the compliance reports are provided below:

Audit	Audit Month	Percentage Compliant	Non-Compliances
Compliance Audit	November 2023	86%	<ul style="list-style-type: none"> • Code of conduct to be reviewed (completed Jan 2024) • Delegation not registered (updated Dec 2023) • Report to Valuer General not submitted by the 14th day of the month (completed Dec 2023) • BSL not paid by the 14th of the month • BCTF not paid by 10th of the month • Confirmed minutes for various meetings had not been posted to website (completed Feb 2024) • Continuing Professional Development Policy requires reviewing (being workshopped March 2024) • Non-compliance with Procurement Policy • Tender register required to be filled in (completed Dec 2023)
	December 2023	94%	<ul style="list-style-type: none"> • Report to Valuer General not submitted by the 14th day of the month • BSL not paid by the 14th of the month • BCTF not paid by 10th of the month

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			<ul style="list-style-type: none"> Confirmed minutes for various meetings had not been posted to website Tender register required to be filled in
	January 2024	96%	<ul style="list-style-type: none"> BSL not paid by the 14th of the month BCTF not paid by 10th of the month Delegations not registered
Procurement Audit	November 2023	85%	<ul style="list-style-type: none"> 2x purchase orders raised after the invoice
	December 2023	100%	<ul style="list-style-type: none"> Nil
	January 2024	100%	<ul style="list-style-type: none"> Nil

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.281

Moved: President C R Antonio

Seconded: Cr H J Appleton

That the Audit & Risk Management Committee endorses the following recommendation being presented to Council:

1. That Council receives the February 2024 update on the Compliance Calendar as provided in the Attachments 6.4.1 and 6.4.2.

CARRIED 5/0

For: Cr A J Mencshelyi, President C R Antonio, Cr H J Appleton, Cr M I Girak and Cr M P Ryan

Against: Nil

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Attachment 6.4.1

Compliance Audit November 2023 - December 2024										
Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	November 2023	November Comments	December 2023	December Comments	January 2024	January 2024 Comments
Code of Conduct	Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website	Local Government Act 1995	s5.104(7)	Monthly	Yes		Yes		Yes	
Code of Conduct	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government in accordance with section 5.51A(1) of the Local Government Act 1995	Local Government Act 1995	s5.51A(1) & (3)	Monthly	Yes		Yes		Yes	
Code of Conduct	Policy Review - Code of Conduct Following each Election - provide Council report to enable the 'new' Council to review and adopt the Code of Conduct.	Local Government Act 1995	s.5.103 s.5.104 Admin Regs.	November	No	Review will be carried out at January or February OCM				
Commercial Enterprises by Local Governments	Has the local government prepared a business plan for each major trading undertaking that was not exempt?	Local Government Act 1995	s3.59(2)(a) F&G Regs 7.9,10	Monthly	Not applicable		Not applicable		Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan for each major land transaction that was not exempt	Local Government Act 1995	s3.59(2)(b) F&G Regs 7.8A, 8,10	Monthly	Not applicable		Not applicable		Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction	Local Government Act 1995	s3.59(2)(c) F&G Regs 7.8A,8,10	Monthly	Not applicable		Not applicable		Not applicable	
Commercial Enterprises by Local Governments	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction	Local Government Act 1995	s3.59(4)	Monthly	Not applicable		Not applicable		Not applicable	
Commercial Enterprises by Local Governments	Did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority	Local Government Act 1995	s3.59(5)	Monthly	Not applicable		Not applicable		Not applicable	
Delegation of Power / Duty	Were all delegations to the CEO in writing	Local Government Act 1995	s5.42(2)	Monthly	Yes		Yes		Yes	MOU
Delegation of Power / Duty	Were all delegations by the CEO to any employee in writing	Local Government Act 1995	s5.44(2)	Monthly	Yes		Yes	1x letter issued	Yes	MOU
Delegation of Power / Duty	Were all decisions by the council to amend or revoke a delegation made by absolute majority	Local Government Act 1995	s5.16(3)(b) & s5.45(1)(b)	Monthly	Not applicable		Not applicable		Not applicable	
Delegation of Power / Duty	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, Regulation 19 Was the Delegated Authority Register updated?	Local Government Act 1995	s5.46(3) Admin Reg 19	Monthly	No	E02 - Exercised Delegation not included on Register - Road closure for an event.	Yes		No	ED4 - Crossovers - 101 Coates Road A01 - Signing of lease document F02 - Signing of lease document A01 - Signing of contract C.202324-07 F04 - Advertisement RFT 1 of 2024 F04 - Award of RFT 1 of 2024
Disclosure of Interest	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter	Local Government Act 1995	s5.67	Monthly	Yes	Strategic Council Meeting	Not applicable		Not applicable	
Disclosure of Interest	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting	Local Government Act 1995	s5.68(2) & s5.69(5) Admin Reg 21A	Monthly	Yes	Strategic Council Meeting	Yes		Yes	
Disclosure of Interest	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made	Local Government Act 1995	s5.73	Monthly	Yes		Yes		Yes	
Disclosure of Interest	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report	Local Government Act 1995	s5.70(2) & (3)	Monthly	Yes		Yes		Not applicable	
Disclosure of Interest	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application	Local Government Act 1995	s5.71A & s5.71B(5)	Monthly	Not applicable		Not applicable		Not applicable	
Disclosure of Interest	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered	Local Government Act 1995	s5.71B(6) & s5.71B(7)	Monthly	Not applicable		Not applicable		Not applicable	
Disclosure of Interest	Where an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty. In the case of the CEO, the interest must be disclosed to the President. In the case of all other employees, the interest must be disclosed to the CEO. Risk areas identified include: - Debt write off - Grant applications & use - Granting of subsidies & waivers - Granting of concessions & other relief - Tendering - Purchasing - Development approvals - Building approvals - Recruitment - Disposal of property, including leasing	Local Government Act 1995 Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	s.5.71	Monthly	Not applicable		Not applicable		Not applicable	

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Compliance Audit November 2023 - December 2024									
Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	November 2023	November Comments	December 2023	December Comments	January 2024
Disposal of Property	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)	Local Government Act 1995	s3.58(3)	Monthly	Not applicable		Not applicable		Yes
Disposal of Property	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property	Local Government Act 1995	s3.58(4)	Monthly	Not applicable		Not applicable		Yes
Elections	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997	Local Government Act 1995	Elect Regs 30G(3) & (4)	November	Not applicable				
Elections	Elections - Enrolment Eligibility Claims (Owners and Occupiers) Register - Prepare for Elections - Review register and take action re expired Eligibility Claims (no longer property owner / claim based on occupation or nominee expired)	Local Government Act 1995	s.4.35, Elections Regs.14 and 15 Form 6 and 7	December May			Yes	Review is currently underway and expected to be completed by the end of Feb 2024.	
Elections	Elections - Declarations of Office for new Elected Members elected unopposed (due 2 months from declaration of result at close of nominations - s.2.32(c))	Local Government Act 1995	s.2.29	November	Yes	Declarations for all Elected Members earned out on 25 October 2023 at Special Council Meeting.			
Finance	Was the Annual Report including the auditor's report for the financial year ended 30 June received by the local government by 31 December	Local Government Act 1995	s7.9(1)	December			Yes	OCM 20 December 2023	
Finance	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Local Government Act 1995	s7.12A(3)	December			Yes	https://www.northern.wa.gov.au/council-meetings/audit-and-risk-management/committee-audit-and-risk	
Finance	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government	Local Government Act 1995	s7.12A(4)(a) & (4)(b)	December			Yes	https://www.northern.wa.gov.au/council-meetings/audit-and-risk-management/committee-audit-and-risk-management	
Finance	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website	Local Government Act 1995	s7.12A(5)	December			Yes	https://www.northern.wa.gov.au/public-notices/annual-meeting-of-electors-and-2022/2023	
Finance	Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit	Local Government Act 1995	Audit Reg 10(1)	December			Yes	https://www.northern.wa.gov.au/council-meetings/ordinary	
Finance	Was a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM Reg.22(1)(6) presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM Reg.34	Monthly	Yes		Yes		Yes
Gifts	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A	Local Government Act 1995	s5.89A(1), (2) & (3) Admin Reg 28A	Monthly	Yes		Yes		Yes
Gifts	Did the CEO publish an up-to-date version of the gift register on the local government's website	Local Government Act 1995	s5.89A(5) & (5A)	Monthly	Yes		Yes		Yes
Gifts	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people	Local Government Act 1995	s5.89A(6)	Monthly	Not applicable		Not applicable		Not applicable
Gifts	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure	Local Government Act 1995	s5.89A(7)	Monthly	Not applicable		Not applicable		Not applicable Nil removed.
Gifts	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act	Local Government Act 1995	s5.87C	Monthly	Not applicable		Not applicable		Not applicable
Gifts	Gift Register - Review After a person ceases to be an Elected Member (s.5.87A) or CEO (s.5.87B) required to disclose gifts, the CEO is required to remove from the register all records relating to that person. These records must be retained as LG records for a period of at least 5-years and be made available for public inspection	Local Government Act 1995	s.5.89A(8) & (7)	November	Not applicable				
Local Government Employees	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A	Local Government Act 1995	s5.36(4) & s5.37(3) Admin Reg 18A	Monthly	Not applicable		Not applicable		Not applicable
Local Government Employees	Was all information provided in applications for the position of CEO true and accurate	Local Government Act 1995	Admin Reg 18E	Monthly	Not applicable		Not applicable		Not applicable
Local Government Employees	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995	Local Government Act 1995	Admin Reg 18F	Monthly	Not applicable		Not applicable		Not applicable
Local Government Employees	Did the CEO inform council of each proposal to employ or dismiss senior employee	Local Government Act 1995	s5.37(2)	Monthly	Not applicable		Not applicable		Not applicable

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Compliance Audit November 2023 - December 2024										
Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	November 2023	November Comments	December 2023	December Comments	January 2024	January 2024 Comments
Local Government Employees	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so	Local Government Act 1995	s5.37(2)	Monthly	Not applicable		Not applicable		Not applicable	
Official Conduct	Has the local government designated an employee to be its complaints officer	Local Government Act 1995	s5.120	Monthly	Yes		Yes		Yes	
Official Conduct	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995	Local Government Act 1995	s5.121(1) & (2)	Monthly	Yes		Yes		Yes	
Official Conduct	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995	Local Government Act 1995	s5.121(2)	Monthly	Yes		Yes		Yes	
Official Conduct	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website	Local Government Act 1995	s5.121(3)	Monthly	Yes		Yes		Yes	
Other	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three years prior to 31 December Next due: 2025	Local Government Act 1995	Financial Management Reg 5(2)(c)	December			Not applicable	Next due 2025.		
Other	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December Next due: 2025	Local Government Act 1995	Audit Reg 17	December			Not applicable	Next due 2025.		
Other	Was the Council / Committee Meeting schedule published on the Shire website before the beginning of the year in which the meetings are to be held	Local Government Act 1995	s.5.25(1)(g) Admin.Reg.12	December			Yes	https://www.northam.wa.gov.au/publicnotices/2024-council-and-committee-meeting-dates-335		
Other	Was the below information provided to the Valuer General by the 14th day of each month: • building licenses issued • building license works completed • registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	s.37	Monthly	No		No	17 December 2023	Yes	
Other	Have Elected Members not been absent for 3 consecutive ordinary meetings with Leave of Absence being granted	Local Government Act 1995	s.2.25	August December June March			Yes			
Other	Building Services Levy - Payment made by 14th day of the month.	Building Services (Complaint Resolution and Administration) Regulations 2011	s.18	Monthly	No		No		No	
Other	Building Construction Training Fund Levy - Payment made the 10th day of the month Construction Training Fund.	Building and Construction Industry Training Fund and Levy Collection Act 1990	N/A	Monthly	No		No		No	
Other	Public Access to Information - Audit Check LG website, Library and LG office to ensure all information listed in s.5.94, s.5.96A and Admin. Reg.29 is publicly accessible (see s.5.96 too) and that customer service staff are trained to provide access accordingly. Audit to note limitations: s.5.95 and Admin. Regs. 29A and 29B	Local Government Act 1995	s.5.94, s.5.95, s.5.96, s.5.96A Admin. Reg.29, 29A, 29B	Monthly	No	Confirmed minutes under various categories have not have been uploaded.	No	Confirmed minutes under various categories have not have been uploaded, however this will be rectified in January 2024.	Yes	
Other	Emergency Services Levy payment made by 21 day	DFES - ESL Manual of Operating Procedures	2.2.12	December June March September			Yes	Paid 21/12/2023		
Policy	Was the Continuing Professional Development Policy reviewed after each ordinary election	Local Government Act 1995	s5.128	November	No	Has not been done yet. Noted to be completed in the new				
Primary / Annual Returns	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day	Local Government Act 1995	s5.75 Admin Reg 22, Form 2	Monthly	Yes	2x Primary Returns lodged in November. 1x to be lodged within the next 2 months.	Not applicable	1x Primary return to be lodged but still within the lodgment period.	Yes	1x Primary return to be lodged (currently within lodgment date)
Primary / Annual Returns	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return	Local Government Act 1995	s5.77	Monthly	Yes		Not applicable		Yes	
Primary / Annual Returns	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995	Local Government Act 1995	s5.88(1) & (2)(a)	Monthly	Yes		Yes		Yes	
Primary / Annual Returns	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28	Local Government Act 1995	s5.88(1) & (2)(b) Admin Reg 28	Monthly	Yes		Yes		Yes	
Primary / Annual Returns	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person	Local Government Act 1995	s5.88(3)	Monthly	Yes		Yes		Yes	
Primary / Annual Returns	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return	Local Government Act 1995	s5.88(4)	Monthly	Yes		Yes		Yes	
Tenders for Providing Goods & Services	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less	Local Government Act 1995	F&G Reg 11A(1) & (3)	Monthly	No	3x non-compliances	Yes	100% compliance - Procurement Audit	Yes	100% compliance in audit.

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Compliance Audit November 2023 - December 2024										
Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	November 2023	November Comments	December 2023	December Comments	January 2024	January 2024 Comments
Tenders for Providing Goods & Services	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations	Local Government Act 1995	s3.57 F&G Reg 11	Monthly	Yes	RFT 08 - Cleaning of Northam Townsite	Not applicable		Yes	Purchase orders issued for C.202324-07
Tenders for Providing Goods & Services	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4).	Local Government Act 1995	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	Monthly	Yes	1x Tender advertised through Vendor Panel, website & Ad in West Australian	Not applicable		Yes	RFT 1 2024
Tenders for Providing Goods & Services	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract	Local Government Act 1995	F&G Reg 12	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation	Local Government Act 1995	F&G Reg 14(5)	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16	Local Government Act 1995	F&G Regs 15 & 16	Monthly	Yes	RFT 7 - Northam Bike Hub	Yes	RFT 8	Yes	RFT 1 2024
Tenders for Providing Goods & Services	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website	Local Government Act 1995	F&G Reg 17	Monthly	No	RFT 7 - Northam Bike Hub. Tender Register needs to be filled in with Accepted Tenders and the Advertisement while waiting on Council decision. Have	No	Followed up and now updated	Yes	RFT 1 2024 and RFT 8 2023
Tenders for Providing Goods & Services	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender	Local Government Act 1995	F&G Reg 18(1)	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept	Local Government Act 1995	F&G Reg 18(4)	Monthly	Yes		Not applicable		Not applicable	RFT 1 was a unique tender, there was no selection criteria to evaluate as this was for the purchase of the old CESM
Tenders for Providing Goods & Services	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted	Local Government Act 1995	F&G Reg 19	Monthly	Not applicable	RFT 7 - Still pending decision of Council	Not applicable		Yes	RFT 1 2024
Tenders for Providing Goods & Services	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22	Local Government Act 1995	F&G Regs 21 & 22	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice	Local Government Act 1995	F&G Reg 23(1) & (2)	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer	Local Government Act 1995	F&G Reg 23(3) & (4)	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24	Local Government Act 1995	F&G Reg 24	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE	Local Government Act 1995	F&G Regs 24AD(2) & (4) and 24AE	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation	Local Government Act 1995	F&G Reg 24AD(6)	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application	Local Government Act 1995	F&G Reg 24AF	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG	Local Government Act 1995	F&G Reg 24AG	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications	Local Government Act 1995	F&G Reg 24AH(1)	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept	Local Government Act 1995	F&G Reg 24AH(3)	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the CEO send each applicant written notice advising them of the outcome of their application	Local Government Act 1995	F&G Reg 24AI	Monthly	Not applicable		Not applicable		Not applicable	

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Attachment 6.4.1

Compliance Audit November 2023 - December 2024									
Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	November 2023	November Comments	December 2023	December Comments	January 2024
Tenders for Providing Goods & Services	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Local Government Act 1995	P&G Regs 24E & 24F	Monthly			Yes		Yes
					Compliance Items	72	Compliance Items	73	Compliance Items
					Items Compliant	62	Items Compliant	73	Items Compliant
					Items Non-Compliant	9	Items Non-Compliant	5	Items Non-Compliant
					Percentage Compliant	86%	Percentage Compliant	94%	Percentage Compliant
					Auditor:	Britt Hadlow	Auditor:	Britt Hadlow	Auditor:
					Auditor Signature:	<i>Britt Hadlow</i>	Auditor Signature:	<i>Britt Hadlow</i>	Auditor Signature:
					Date Completed:	14/12/2023	Date Completed:	24/1/2024	Date Completed:

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Attachment 6.4.2

Procurement Audit 2023

Audit Month	EFT Number	Creditor	Invoice Description	Invoice Amount	Invoice Date	Purchase Order Number	Purchase Order Amount	Purchase Order Date	Authorising Officer	Date of Order Prior to Invoice	Compliance with Purchasing Policy/Process	Comment
November	EFT49066	DEPARTMENT OF DEFENCE	FEES FOR ACCESS FOR THE MOTORCROSS CLUB TO PROPERTY 2018-2020	A\$1,105.48	01/03/18	NIL	NIL		EXECUTIVE MANAGER CORPORATE SERVICES	No	No	This invoice was regarding licence fee payments that were missed in 2018. Dept. of Defence contacted the Shire and requested payment to be made. Payment was made under "Purchase Request Form" instead of a PO.
November	EFT49218	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACEMENT BEACONS TO HINO	A\$807.50	31/10/23	72830	A\$807.50	15/09/23	WORKS MANAGER	Yes	Yes	
November	EFT49126	BLACKWELL PLUMBING AND GAS PTY LTD	ADMIN REAR DONGA REPAIR BROKEN TAP TO WATER COOLER	A\$229.90	06/11/23	73001	A\$229.90	02/10/23	BUILDING MAINTENANCE SUPERVISOR	Yes	Yes	
November	EFT49160	GRAFTON ELECTRICS	REPAIR POWER POINT AT AQUATIC CENTRE	A\$162.58	08/11/23	73594	A\$162.58	08/11/23	POOL DUTY MANAGER	Yes	Yes	
November	EFT49177	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET NORTHAM (AVON MALL) 1/11/2023-30/11/2023	A\$1,237.50	26/10/23	71789	A\$14,300.04	04/07/23	EXECUTIVE MANAGER CORPORATE SERVICES	Yes	Yes	Rolling PO
November	EFT49232	AVON WASTE	DELIVERY AND SUPPLY FOR 30 WEIGHTED BASE BINS FOR STREET BIN REPLACEMENT	A\$14,852.00	31/10/23	73506	A\$14,850.00	31/10/23	EXECUTIVE MANAGER CORPORATE SERVICES	Yes	Yes	
November	EFT49180	MCLEODS BARRISTERS & SOLICITORS	ONGOING LEGAL COSTS - 4 HOVEA CRESCENT WUNDOWIE	A\$393.80	31/10/23	73210	A\$2,000.00	11/10/23	ACTING EXECUTIVE MANAGER DEVELOPMENT SERVICES	No	Yes	File note included as to why PO was after date (previous PO's funds had been exhausted).
November	EFT49058	BUNNINGS	PADLOCK ECONOMY MASTERLOCK	A\$49.00	17/10/23	73286	A\$49.00	17/10/23	BUILDING MAINTENANCE SUPERVISOR	Yes	Yes	
November	EFT49381	OXTER SERVICES	CARTON OF 16 COMMERCIAL PAPER ROLLS	A\$83.95	31/10/23	73472	A\$85.00	30/10/23	ENGINEERING ADMIN OFFICER	Yes	Yes	
November	EFT49186	NORTHAM FLORIST	KILLARA MANAGER DEPARTING GIFT/FLOWERS	A\$100.00	30/10/23	73425	A\$100.00	25/10/23	KILLARA MANAGER	Yes	Yes	
November		COMPLIANCE	85%									
November		COMPLETED BY:	Britt Hadlow									
November		SIGNED	<i>B Hadlow</i>									

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Attachment 6.4.2


Procurement Audit 2023

Audit Month	EFT Number	Creditor	Invoice Description	Invoice Amount	Invoice Date	Purchase Order Number	Purchase Order Amount	Purchase Order Date	Authorising Officer	Date of Order Prior to Invoice	Compliance with Purchasing Policy/Process	Comment
December	EFT49423	BOUNCY FUN CASTLES	HIRE OF INFLATABLE SLIDE ON FRIDAY 11/2/23 AT THE WUNDOWIE OVAL	A\$730.00	27/11/23	73367	A\$730.00	23/10/23	EVENTS COORDINATOR	Yes	Yes	
December	EFT49437	EL CARALLO GOLF COURSE - SKANK BAY PL 71AS	SENIOR SPORTS KEVIN MULAVEY, PETER BUTTFIELD, RON SKELCHER, WILLIAM REIMERS	A\$400.00	28/11/23	NO P/O - PAYMENT REQUEST FORM	A\$400.00		RECREATION & YOUTH FACILITATOR		Yes	All Senior Sport Grants are paid by payment request.
December	EFT49419	BLACKWELL PLUMBING AND GAS PTY LTD	BERNARD PARK - REPAIR LEAKING WATER FOUNTAIN/DOG BOWL	A\$545.60	29/11/23	73755	A\$545.60	20/11/23	BUILDING MAINTENANCE SUPERVISOR	Yes	Yes	
December	EFT49473	POOL AND PUMP SERVICE AND REPAIRS	SERVICE WUNDOWIE POOL PLANTROOM	A\$1,985.93	01/12/23	73470	A\$1,985.93	29/10/23	POOL DUTY MANAGER	Yes	Yes	
December	EFT49440	FORPARK AUSTRALIA	REPLACEMENT CHAIN FOR PLAY EQUIPMENT	A\$644.60	21/11/23	73585	A\$644.60	08/11/23	PARKS & GARDENS MANAGER	Yes	Yes	
December	EFT49483	SPORTSPOWER NORTHAM	STOCK FOR AQUATIC FACILITY KIOSK	A\$1,820.80	01/12/23	73889	A\$1,820.80	28/11/23	POOL DUTY MANAGER	Yes	Yes	
December	EFT49498	WARRICKS NEWSAGENCY	ASSORTED STATIONERY FOR ADMIN OFFICE	A\$303.54	09/10/23	72872	A\$337.36	19/09/23	PROCUREMENT OFFICER	Yes	Yes	
December	EFT49455	MINT SWEEPING PTY LTD TAS IMMACU SWEEP	C 2018/19-12 STREET SWEEPING & GULLY EDUCATION SERVICES (CLEANING TOWN ROADS)	A\$3,900.60	27/11/23	71930	A\$202,831.20	11/07/23	EXECUTIVE MANAGER ENGINEERING SERVICES	Yes	Yes	Installment payment under contract
December	EFT49487	THE WATERSHED	HUNTER IRRIGATION SUPPLIES - RISERS & POP UPS	A\$2,280.00	29/11/23	73894	A\$2,280.00	29/11/23	PARKS & GARDENS MANAGER	Yes	Yes	
December	EFT49449	JASON SIGNMAKERS	DOUBLE SIDED STREET BLADE NON SPECS - BEAMISH AVE	A\$62.78	08/11/23	73605	A\$60.00	08/11/23	ENGINEERING ADMIN OFFICER	Yes	Yes	PO amount is less than the invoice, however is in the 10% range.
December		COMPLIANCE		100%								
December		COMPLETED BY:	Britt Hadlow									
December		SIGNED	<i>B. Hadlow</i>									

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Attachment 6.4.2

Procurement Audit 2024

Audit Month	Creditor Code	EFT Number	Creditor	Invoice Description	Invoice Amount	Invoice Date	Purchase Order Number	Purchase Order Amount	Purchase Order Date	Authorising Officer	Date of Order Prior to Invoice	Compliance with Purchasing Policy/Process	Comment	
January	D29	EFT49609	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER Quarterly Return - Old Quarry Road Waste Management Facility October to December 2023	A\$12,837.86	31/01/24		N/A	N/A	N/A	Executive Manager Development Services	Not Applicable	Yes	Paid by Payment Request Form. Compliant with Process
January	W416	EFT49631	WALLEY STACK INTERNATIONAL PTY LTD	Phil Walleystack performance for event, includes PA/audio/video	A\$11,770.00	19/12/23	74187	A\$11,770.00	19/12/23	Manager Activation & Communications	Yes	Yes		
January	A193	EFT49651	AVON VALLEY ARTS SOCIETY (INC)	NVC Sales (Visitor Centre)	A\$387.52	15/12/23	74027	A\$387.52	07/12/23	Manager Community Development & Tourism	Yes	Yes		
January	S488	EFT49676	CTI SECURITY SYSTEMS PTY LTD TIAS SECURUS	Admin building. Replace main alarm control panel due to old one failing and not serviceable.	A\$3,356.67	18/12/23	73042	A\$3,356.67	17/10/23	Building Maintenance Supervisor	Yes	Yes		
January	P379	EFT49702	PAM HODGSON STEEL FABRICATION	Replace lock down catches to tilt tray	A\$308.00	14/12/23	74071	A\$308.00	11/12/2023	Engineering Admin Officer	Yes	Yes		
January	W278	EFT49728	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	Maintenance of Northam Cemetery as per contract	A\$4,628.86	15/12/23	71487	A\$113,978.04	09/06/23	Executive Manager Engineering Services	Yes	Yes	Contract No: C.202223-14	
January	D289	EFT49756	DUN DIRECT PTY LTD	Fuel for December 2023	A\$31,332.85	31/12/23		N/A	N/A	N/A	Executive Manager Corporate Service	Not Applicable	Yes	Due to being a monthly account there is no PO issued. GL breakdown is created once account is received and signed off by Executive.
January	M501	EFT49774	MOVIES BY BURSWOOD (INC)	Hire & Operation Mobile Cinema Friday 22 December 2023. Film Hire The Grinch	A\$1,760.00	28/12/23	73580	A\$1,760.00	07/11/23	Events Coordinator	Yes	Yes		
January	T154	EFT49793	T-QUIP	20x TIME 24MM MOUNT X 400MM 20x TIME HOLLOW 32 X 300 (24MM MOUNT)	A\$2,355.20	08/01/24	74293	A\$2,355.20	08/01/24	Parks & Gardens Manager	Yes	Yes		
January	E169	EFT49810	KASSIDY EMERY	KASSIDY PAID FOR FUEL FOR THE COMMUNITY SERVICES VEHICLE ON THE 13/01/2024 AS THE FUEL CARD DECLINED 3 TIMES.	A\$102.35	19/01/24		N/A	N/A	N/A	Senior Recreation Centre Coordinator	Not Applicable	Yes	Paid by Payment Request Form. Compliant with Process
January	W453	EFT49816	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	Purchases for December 2023	A\$1,509.57	01/01/24		N/A	N/A	N/A	Executive Manager Corporate Service	Not Applicable	Yes	Due to being a monthly account there is no PO issued. GL breakdown is created once account is received and signed off by Executive.
January			COMPLIANCE		100%									
January			COMPLETED BY:		Britt Hadow									
January			SIGNED:											

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6.5 Privacy and Responsible Information Sharing

File Reference:	1.4.4.14
Reporting Officer:	Britt Hadlow (Governance Coordinator)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To protect the personal information of Western Australians and facilitate responsible use and sharing of government data, the State Government is drafting privacy and responsible information sharing (PRIS) legislation. Officers have developed an Action Plan to coordinate the PRIS readiness activities to ensure compliance when the new legislation comes into effect.

This report provides an update on the required actions and progress to date.

ATTACHMENTS

1. PRIS Action Plan - February 2024 Update [**6.5.1** - 5 pages]

A. BACKGROUND / DETAILS

The privacy and responsible information sharing legislation will provide Western Australians with greater control over their personal information and improve the delivery of government services. This legislation will enable data to be shared within government for the right reasons and provide greater accountability and transparency about how government uses personal information.

Broadly, the legislation introduces reforms that provide:

1. guiding principles and a framework to govern the collection, protection, use and disclosure of personal information across the public sector;
2. a mandatory data breach notification scheme, requiring agencies to notify the Privacy Commissioner and affected individuals of serious data breaches involving personal information; and
3. a mechanism that supports Aboriginal data sovereignty and governance in WA, by requiring that Aboriginal people and

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communities are involved or consulted when data about them is shared.

An Agency PRIS Readiness Plan and checklist has been developed to help agencies prepare for and implement the legislation. The Readiness Plan describes the approach, governance, key activities, deliverables and milestones to ensure agencies are prepared to meet both the privacy and responsible information sharing requirements of the legislation once it commences. The checklist outlines the minimum policies and processes an agency should have in place and includes the requirement to develop an agency action plan.

The Shire's Action Plan (Attachment 6.3.1) is an internal planning document, describing the approach the Shire will take to prepare for the proposed privacy and responsible information sharing reforms. It is a high-level document to direct and coordinate PRIS readiness activities across the organisation. The purpose is to enable Officers to work systematically towards a defined level of capability by the time new legislation is anticipated to come into force. The Action Plan describes the results of the Shire's PRIS Readiness Assessment, and the actions required to resolve any identified gaps in PRIS readiness capabilities. It notes who is responsible for these actions and indicates due dates for completion.

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

Staffing resources are required in order to action the recommendations detailed within the PRIS Action Plan.

B.3 Legislative Compliance

Privacy and Responsible Information Sharing (PRIS) reforms.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

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B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		
Compliance	Non-compliance with PRIS reforms.	Possible (3) x Medium (3) = Moderate (9)	Implement agency Action Plan with regular monitoring and reporting undertaken to the Audit and Risk Management Committee.
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Officers have developed the Action Plan which is provided in attachment 6.4.1. Progress has commenced towards the required actions within the specified timeframes.

Since the last Audit and Risk Management Committee Meeting there have been minimal updates made in the PRIS space, and there have been no further updates or information provided by the Department.

The PRIS Readiness Checklist and the PRIS Readiness Plan were originally developed based on some assumptions by the State Government with regards to timing and availability of resources to further the development of the legislation. These assumptions were for planning purposes. Originally the anticipated timeframe for agencies to complete the checklist was 20-months (from April 2023 to December 2024).

Correspondence from the PRIS representative states that they are currently focussing on the development of the legislation, and it can be expected that there will be adjustments made to the work progress target dates, as they are likely to be pushed out 6 months. It is expected these updates will be communicated to agencies in March 2024.

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Officers will continue to update the Audit & Risk Management Committee on PRIS activities.

Key to table:

Completed

No Action

Underway

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.282

Moved: President C R Antonio

Seconded: Cr M P Ryan

That the Audit & Risk Management Committee endorses the following recommendation being presented to Council:

- 1. That Council receives the February 2024 update as provided in Attachment 6.5.1 in relation to the progress made towards the Privacy and Responsible Information Sharing (PRIS) Action Plan.**

CARRIED 5/0

For: Cr A J Mencshelyi, President C R Antonio, Cr H J Appleton, Cr M I Girak and Cr M P Ryan

Against: Nil

Clarification was sought in relation to:

- Are we just waiting for the legislation to proceed?

The Governance Coordinator confirmed that this is correct and also noted that the department has indicated that there is at least another extension expected of 6 months.

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Attachment 6.5.1

PRIS Action Plan

Readiness Plan Reference No.	Action Item	Target	Target Completion Date	Responsible Officer	Progress To Date	Status	Completion Date
4.1	Designate PRIS Champions	The designated PRIS Champion(s) have attended sector wide PRIS awareness sessions and briefings. The PRIS Champion(s) consistently promotes a culture that values the protection of personal information, supports safe and responsible information sharing practices, and encourages integration of PRIS requirements with broader business processes.	30/04/23	Alysha McCall	Governance Coordinator designated as PRIS Champion. Briefing session held on 19 June 2023.	Completed	20/06/23
5.3	Complete PRIS Action Plan	The agency PRIS Action Plan is completed and approved by the responsible senior officer.	30/06/23	Alysha McCall, Jason Whiteaker	PRIS Readiness Assessment Tool completed and this plan has been developed based on this assessment. Approved by CEO and to be reported to Audit & Risk Management Committee quarterly.	Completed	04/07/23
4.3	Map PRIS to Agency Values	The agency has produced a document (e.g., fact sheet or intranet page) for use in staff training or inclusion in a policy, emphasising the connection between PRIS and the agency's corporate values, promoting a culture of respect for the personal information and privacy of individuals with whom the agency engages, and a commitment to responsible information sharing practices. This connection is understood by staff.	31/08/23	Alysha McCall	1/9/2023 Has been posted on staff intranet and included in staff inductions.	Completed	01/09/23
4.4	Designate PRIS Officers	A Privacy Officer and Information Sharing Officer have been formally designated. The Officer(s) may be primarily compliance-focused and have some practices, procedures and systems in place, but these are generally siloed from broader organisational frameworks. Some staff are aware of the Privacy Officer and Information Sharing Officer.	31/08/23	Alysha McCall	Reviewing role against current positions. Likely appointments to be Governance Coordinator, Governance Officer and Senior Records Officer. Clarified with Department of Premier Cabinet in relation to whether CEO can make appointment or if Council resolution is required. 1/9/2023 Governance Coordinator and Governance Officer have been appointed.	Completed	01/09/23
3.4	Attend PRIS Awareness Sessions	The designated Privacy Officer and Information Sharing Officer – and any other key staff from the Agency – have attended all relevant sector wide PRIS awareness sessions and briefings conducted to date.	31/10/23	Britt Hadlow, Kunal Sarma, Tamika Van Beek	2/10/2023 - Training for PRIS scheduled for 31 October 2023. Designated staff to attend. 31/10/2023 - Relevant officers from Governance, IT & HR attended webinar.	Completed	31/10/23
8.2	Conduct a Survey of Information Holdings	The agency has identified high risk and/or high value areas of its business, the information and systems that support these business areas. A survey of information holdings has been completed for privacy and responsible information sharing requirements across these business areas.	31/12/23	Britt Hadlow, Kunal Sarma	May 2023 - Baseline readiness report was sent to councils. PRIS champions are to be nominated from council. PRIS Readiness Assessment - 18 questions in checklist to fill in, submit progress assessment report#1 between Nov 10 - 17. Need to ensure PRIS Champion can access the dedicated team's site. Need to complete the PRIS readiness assessment - check baseline/progress. 4/12/2023 - Waiting on information from Department with information on what is required to complete the survey of information holdings. 5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	

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Attachment 6.5.1

Readiness Plan Reference No.	Action Item	Target	Target Completion Date	Responsible Officer	Progress To Date	Status	Completion Date
8.3	Establish an information Asset Register	The agency has identified high risk and/or high value areas of its business, the information and systems that support these business areas. The IAR documents privacy and responsible information sharing requirements across these business areas. The IAR records the general categories of personal information that are collected, used and disclosed by the agency. It describes the purposes for which the information is collected and how it is stored (such as whether it is stored offshore, with a cloud service provider or other third party).	31/12/23	Britt Hadlow	4/12/2023 - No progress 5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	
8.4	Review Agency Legislation	The agency has completed an analysis of priority legislation to identify specific interactions with PRIS provisions or PRIS readiness activities. Activities to address these interactions have been completed or captured in the agency's PRIS Action Plan; or they have been brought to the attention of the PRIS Implementation Steering Committee for discussion.	29/02/24	Britt Hadlow	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	
9.1	Publish a Privacy Policy	A Privacy Policy is readily available to the public. The Policy is compliance-focused, and provides the information required by law. Staff have been made aware of the Policy.	31/03/24	Britt Hadlow	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	
10.1	Publish a Data Breach Policy	A Data Breach Policy is readily available to the public. The Policy is compliance-focused, and provides the information required by law. It covers all parts of the organisation. Staff have been made aware of the Policy.	31/03/24	Britt Hadlow	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	
10.2	Establish a Register of Data Breaches	A Data Breach Register has been established, which records the following information: (a) the type of breach – whether personal information was involved, whether the data was subject to an information sharing agreement, how the breach was assessed; (b) who was notified of the breach; (c) when the breach was notified; (d) details of actions taken to prevent future breaches; and (e) the estimated cost of the breach. All identified data breaches are recorded in the register, including: • data breaches involving personal information; • data breaches involving non-personal information; • data breaches assessed as "eligible" or "notifiable"; and • data breaches that are not considered "eligible" or "notifiable" – and how this was assessed.	30/04/24	Britt Hadlow	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	

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Readiness Plan Reference No.	Action Item.	Target	Target Completion Date	Responsible Officer	Progress To Date	Status	Completion Date
9.2	Publish Collection Notices	Privacy notices are provided where personal information is collected. Notices are compliance-focused, providing the information required by law. Privacy messaging is viewed neutrally as a legal requirement.	30/06/24	Britt Hadlow, Tamika Van Beek	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	
8.5	Publish a Privacy Management Plan	The agency has a Privacy Management Plan in place and some staff are aware of it. The Privacy Management Plan includes measures for addressing any known privacy compliance gaps.	31/08/24	Britt Hadlow	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	
10.3	Publish a Data Breach Response Plan	A basic Data Breach Response Plan is in place that reflects the recommended steps (Contain, Assess, Notify, Prevent). Staff are generally aware of how to recognise a data breach and are likely to speak up about breaches. Decision making in breach response is largely reliant on the Privacy Officer.	31/08/24	Britt Hadlow	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	
8.6	Review Agency Contracts	New or updated contracts include a confidentiality clause and standard privacy terms. The agency has established a clear and documented process to assess third party privacy policies, practices or systems. It is applied consistently where a third-party may have access to personal information. Third parties are only engaged if their privacy practices are equivalent to the agency's, or any gaps are mitigated by contractual controls.	30/09/24	Britt Hadlow, Kristy Hopkins	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	

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Readiness Plan Reference No.	Action Item.	Target	Target Completion Date	Responsible Officer	Progress To Date	Status	Completion Date
8.7	Review Retention and Disposal Requirements	The agency has completed an analysis of priority retention and disposal arrangements to identify specific interactions with PRIS provisions or PRIS readiness activities. Activities to address these interactions have been addressed or captured in the agency's PRIS Action Plan; or they have been brought to the attention of the PRIS Implementation Steering Committee for discussion.	30/09/24	Britt Hadlow, Marlene Plews, Tamika Van Beek	Retention and disposal arrangements have been identified in line with the PRIS provisions. Scheduled to be completed on 17/01/2024. 5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. On the 17/01/2024, A total of 60 Archive Boxes were collected from the Depot by Shred-X, for destruction as per GDA Authority. The remaining 36 Archive boxes have been removed from the Depot Archives and have been placed in the Records room. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	Underway	30/11/23
9.3	Establish procedure for handling and tracking complaints about privacy or responsible information sharing	The agency has established procedures for responding to complaints about privacy or responsible information sharing. Key staff are able to identify and manage a complaint. There is a general channel for the public to engage with the agency and this can be used for complaints (e.g., 'Contact us webform'). Management of complaints is reliant on the Privacy Officer or Information Sharing Officer.	31/10/24	Britt Hadlow	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	
9.4	Establish procedure for individual requests for access to, and correction of, personal information	The agency has established a procedure for responding to individual requests for access to, and correction of, personal information where it is determined to be lawful and appropriate. Key staff are aware of the procedures. Decision making for responses is largely reliant on the Privacy Officer. Request handling and response is compliance focused. Response timeframes may be exceeded, due to resource constraints or limited understanding of information holdings.	31/10/24	Britt Hadlow	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	
9.5	Establish procedure for handling and tracking information sharing requests and data holding requests	The agency has established procedures for responding to information sharing requests and data holdings requests, according to legal requirements. Key staff are aware of the procedures. Decision making for responses is largely reliant on the Information Sharing Officer.	31/10/24	Britt Hadlow	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	

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Readiness Plan Reference No.	Action Item.	Target	Target Completion Date	Responsible Officer	Progress To Date	Status	Completion Date
10.4	Establish a procedure for data breach notification and reporting	Procedures for Data Breach Notification have been established. Clear processes are in place to evaluate breaches and assess whether notification is necessary or desirable, with a primary focus on compliance-risks to the agency. Determining whether to notify is driven by the Privacy Officer. Data breach notification occurs where required by law.	31/10/24	Britt Hadlow	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	
12.2	Establish a procedure for conducting Privacy Impact Assessments	PIA process is established but it is only used for high privacy-risk projects. Privacy issues which do not meet the high privacy risk threshold are rarely considered. Where PIAs are completed, they are run by privacy or risk staff and may not be integrated into wider agency change management or project management processes.	31/10/24	Britt Hadlow	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	
4.5 & 4.6	Deliver Internal Staff Training	A training program is established. All customer-facing staff have been trained and are aware of key PRIS requirements relevant to their role and function. All new staff are being trained at induction. Training is compliance-focused and targets specific legal obligations. Staff completion rates and understanding of privacy are monitored.	30/11/24	Britt Hadlow, Jan Byers	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	
12.4	Establish Monitoring and Reporting	Monitoring and reporting processes are established. Compliance with regulatory obligations is documented, including keeping records on privacy and responsible information sharing activities. Roles and accountabilities for compliance and senior oversight are documented and well understood across the organisation. Thresholds for escalation of risks, issues, incidents and complaints are defined. Reporting lines are clear and senior management is routinely informed about the performance of PRIS activities.	31/12/24	Britt Hadlow	5/1/2023 - There was an email to PRIS Champions on 1 November, indicating some of the target dates in the PRIS Readiness Plan and Checklist will be adjusted, to take account of this. There will be a further update on this in the new year. 6/2/2024 - Made contact with WA Gov to follow up if there is any further information that can be provided as to revised dates. WA Gov advised it is expected that the dates will be pushed out six months. It is expected that further information will be circulated by March 2024.	No Action	

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6.6 Risk Register

File Reference:	8.2.7.1
Reporting Officer:	Britt Hadlow (Governance Coordinator)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To provide information relating to the organisational risk register.

ATTACHMENTS

1. Risk Register [6.6.1 - 30 pages]

A. BACKGROUND / DETAILS

The Shire of Northam has an organisation-wide risk register that has been developed over a period of time. Council has been advised previously that the management of risk is an area which has been under-developed within the organisation and an area which was receiving a focus to ensure awareness of the identified risks and treatment strategies in place.

To assist in the effective management of risk, the Shire is using the Promapp system, which allows for recording of organisational risks and the tracking of the associated treatment actions.

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 12.1.4: Provide internal auditing capabilities (including providing additional human or financial resources) and publish findings annually.

B.2 Financial / Resource Implications

Council allocates \$27,000 per annum for the Promapp system. Promapp is used for process mapping, risk management and WHS management.

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B.3 Legislative Compliance

AS/NZS ISO 31000:2018.

B.4 Policy Implications

Policy G1.11 – Risk Management.

B.5 Stakeholder Engagement / Consultation

Council was involved in the development and endorsement of the Risk Management Policy and associated Plan.

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	Negative community perception due to lack of adequate risk management practices within the Shire of Northam	Minor(2) x Possible(3) = Moderate(6)	Continual review of the risk dashboard and associated risk treatments.
Service Interruption	N/A		
Compliance	Non-compliance of Australian Standards and legislation due to lack of risk management practices.	Minor(2) x Possible(3) = Moderate(6)	Continual review of the risk dashboard and associated risk treatments.
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

As part of the Risk Management Policy Council has established two performance indicators being:

1. % of high or extreme risks without mitigation / treatment strategies in place.

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Currently all high or extreme risks have mitigation/treatment strategies.

2. % of risk mitigation / treatment strategies overdue

There are currently 141 risk mitigation/treatment strategies, of which two are overdue/non-compliant (which equates to 1.41%) as at 15 February 2024. These are outlined below together with a comment regarding risk mitigation:

- MC00042: Overdue – Ensure weekly inspections of fire appliance is being undertaken during fire season.
- MC00139: Undertake monthly workplace inspections of fire stations by Brigade captains or another appropriate brigade member.

Comment: Officers are working with volunteer brigade members to ensure these inspections are taking place at the appropriate intervals.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.283

Moved: Cr M P Ryan

Seconded: President C R Antonio

That the Audit & Risk Management Committee endorses the following recommendation being presented to Council:

1. **That Council receives the February 2024 update on the Shire of Northam Risk Register.**

CARRIED 5/0

For: Cr A J Mencshelyi, President C R Antonio, Cr H J Appleton, Cr M I Girak and Cr M P Ryan

Against: Nil

Clarification was sought in relation to:

- The risk on page 97 regarding the aquatic facility contract, should this be removed, as it was identified as no longer relevant at the last meeting?

The Governance Coordinator confirmed that this should be removed.

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Attachment 6.6.1

Risk Register



<div>RESIDUAL 15.0 EXTREME</div> <div>INHERENT 15.0</div> <div>R00059</div>	GENERAL, HEALTH & SAFETY - PUBLIC	TREATMENT MC00124	CHANGE(S) PENDING
	River Water Quality Risk of public swimming in river during times of poor river quality and becoming unwell.	Manage River Water Sampling - Prepare items required items to conduct sampling Ensure river sampling is conducted and results assessed. Ensure communication and signage is adequate with community.	SIGNOFF(S): Susan Burley DUE DATE: 01 Feb 2025 FREQUENCY: 1st day of every 12 months
	OWNER Chadd Hunt CREATED 2/20/2023 12:18:55 PM LIKELIHOOD Possible SEVERITY Extreme CONTROL EFFECTIVENESS Deficiencies		
<div>RESIDUAL 12.0 EXTREME</div> <div>INHERENT 12.0</div> <div>R00060</div>	GENERAL, HEALTH & SAFETY - PUBLIC	TREATMENT MC00125	CHANGE(S) PENDING
	Re-use water quality Ensure re-use water quality meets Department of Health licensing requirements.	Manage Reclaimed Water Sampling - Receive results Ensure procedures are followed for sampling.	SIGNOFF(S): Gordon Tester Neil Travers Paul Todd George Johnson Sean Cope Susan Burley DUE DATE: 01 Feb 2025 FREQUENCY: 1st day of every 12 months
	OWNER Chadd Hunt CREATED 2/20/2023 12:23:15 PM LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Deficiencies		

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RESIDUAL 9.6 HIGH	DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL	TREATMENT MC00128	SIGNOFF(S):	Jennifer Abbott Chadd Hunt
	Inadequate control of invasive flora species on Shire of Northam controlled land	Develop annual spraying program for Shire of Northam land	DUE DATE:	31 Aug 2024
INHERENT 12.0	OWNER Chadd Hunt		FREQUENCY:	The last Day of every 12 months
	CREATED 5/29/2023 4:32:00 PM			
R00062	LIKELIHOOD Possible	TREATMENT MC00129	SIGNOFF(S):	Jennifer Abbott Chadd Hunt
	SEVERITY Major	Engage contractors to undertake spraying in identified areas	DUE DATE:	30 Sep 2024
	CONTROL EFFECTIVENESS Adequate		FREQUENCY:	The last Weekday of every 12 months

RESIDUAL 9.6 HIGH	CORPORATE SERVICES, SERVICE INTERRUPTION	TREATMENT MC00047	SIGNOFF(S):	Colin Young
	Failure of IT &/or Communications Systems and Infrastructure	Data Back-up Systems in place and documented	DUE DATE:	30 Sep 2024
INHERENT 12.0	Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:		FREQUENCY:	The last Day of every 12 months
	<ul style="list-style-type: none"> • Hardware &/or Software • IT Network • Failures of IT Vendors This also includes where poor governance results in the breakdown of IT maintenance such as; <ul style="list-style-type: none"> • Configuration management • Performance Monitoring • IT Incident, Problem Management & Disaster Recovery Processes This does not include new system implementations - refer "Inadequate Project / Change Management".	TREATMENT MC00048	SIGNOFF(S):	Colin Young
R00023	OWNER Colin Young	Disaster Recovery Plan in place	DUE DATE:	01 Sep 2024
	CREATED 7/1/2019 2:58:09 PM		FREQUENCY:	The first Day of every 12 months
	LIKELIHOOD Possible			
	SEVERITY Major			
	CONTROL EFFECTIVENESS Adequate			

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RESIDUAL

9.6

HIGH

INHERENT

12.0

R00040

AMP - BUILDINGS, SERVICE INTERRUPTION

AM Service Levels not met
Asset Management Plan identifies need to establish and monitor a range of service levels to ensure Council and community expectations are met

OWNER Paul Devcic
CREATED 7/16/2019 11:24:02 AM

LIKELIHOOD Likely
SEVERITY Medium
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00019
Up to date and accurate building asset management plan in place

SIGNOFF(S): Paul Devcic
Colin Young
Shane Moorhead

DUE DATE: 01 Jun 2025

FREQUENCY: The first Day of every 24 months

UNCONFIRMED

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RESIDUAL
9.6
HIGH

INHERENT
12.0

R00064

DEVELOPMENT SERVICES, HEALTH & SAFETY - BUSHFIRE VOLUNTEERS

Farmer Response

Risk associated with farmers turning out to fires

OWNER Chadd Hunt
CREATED 7/21/2023 1:47:37 PM

LIKELIHOOD Possible
SEVERITY Major
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00133

Marketing to encourage farmers to have protective clothing in their vehicles in case of a fire emergency. Social media campaign to be developed to commence September annually in the lead up to fire season

SIGNOFF(S): Alex Espey
Chadd Hunt
DUE DATE: 25 Aug 2024
FREQUENCY: 25th day of every 12 months

TREATMENT MC00134

Provide Shire of Northam Fire appliance with one spare set of PPE. (confirm with brigade captains)

SIGNOFF(S): Alex Espey
Chadd Hunt
DUE DATE: 30 Aug 2024
FREQUENCY: 30th day of every 12 months

TREATMENT MC00135

Memo to Leadership Team and FCO's reminding them of importance of effective coordination on active fire grounds by ensuring fire control officers and brigade members are aware of importance of the sector commander or incident controller recording private fire units and of sectorising fires early.

SIGNOFF(S): Alex Espey
Chadd Hunt
DUE DATE: 29 Sep 2024
FREQUENCY: 29th day of every 12 months

TREATMENT MC00136

Provide a mechanism for farmers to have private units certified / approved for use on fire ground, whether that be through provision of pre-season checks or requirement to self certify as part of response sticker application process

SIGNOFF(S): Alex Espey
Chadd Hunt
DUE DATE: 30 Aug 2024
FREQUENCY: 30th day of every 12 months

TREATMENT MC00137

Encourage young people (farmers) to become members of bushfire brigades through annual social media campaign

SIGNOFF(S): Alex Espey
Chadd Hunt
Ian Kiely
DUE DATE: 29 Sep 2024
FREQUENCY: 29th day of every 12 months

TREATMENT MC00138

Investigate potential incentives to attract volunteers

SIGNOFF(S): Alex Espey
Chadd Hunt
DUE DATE:
FREQUENCY: Once

TREATMENT MC00139

Undertake monthly workplace inspections of fire stations undertaken by Brigade captains of another appropriate brigade member

OVERDUE
SIGNOFF(S): Alex Espey
DUE DATE: 23 Dec 2023
FREQUENCY: 23rd day of every 2 months

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RESIDUAL
9.6
HIGH

INHERENT
12.0

R00065

DEVELOPMENT SERVICES, HEALTH & SAFETY - BUSHFIRE VOLUNTEERS

Fire Station, Appliances & Equipment

Ensure our volunteers have access to adequate / appropriate and safe buildings, appliances and equipment

OWNER Chadd Hunt
CREATED 7/21/2023 2:10:25 PM
LIKELIHOOD Possible
SEVERITY Major
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00140

Pre-season safety inspection of fire stations

SIGNOFF(S):

Alex Espey
Joanne Griffiths
30 Sep 2024

DUE DATE:

FREQUENCY:

The last Day of every 12 months

TREATMENT MC00141

Provide manual handling training / refreshers to all volunteers. May be in person or provision of online refresher opportunity

SIGNOFF(S):

Alex Espey

DUE DATE:

17 Oct 2024

FREQUENCY:

17th day of every 12 months

TREATMENT MC00142

Ensure weekly inspections of fire appliance is being undertaken during fire season

OVERDUE

SIGNOFF(S):

Alex Espey

DUE DATE:

01 Dec 2023

FREQUENCY:

The first Day of every month

TREATMENT MC00143

Undertake Preseason Check of all appliances by qualified mechanic

SIGNOFF(S):

Alex Espey
Chadd Hunt

DUE DATE:

18 Feb 2024

FREQUENCY:

18th day of every month

TREATMENT MC00144

Provide vehicle report forms to all brigades to ensure damage or maintenance requirements are being identified

SIGNOFF(S):

Alex Espey

DUE DATE:

31 Mar 2024

FREQUENCY:

The last Day of every 6 months

TREATMENT MC00145

Provide access to off-road training to all volunteers

SIGNOFF(S):

Alex Espey

DUE DATE:

30 Sep 2024

FREQUENCY:

The last Day of every 12 months

TREATMENT MC00146

Memo to all brigade members in relation to requirement for bushfire appliance operators to obey road rules when on public roads at all times, unless an exemption is provided due to driver having undertaken necessary training

SIGNOFF(S):

Alex Espey

DUE DATE:

30 Sep 2024

FREQUENCY:

The last Day of every 12 months

TREATMENT MC00147

Provide washing machines at all Fire Stations and encourage / recommend that all PPE be washed on site

SIGNOFF(S):

Alex Espey

DUE DATE:

30 Sep 2024

FREQUENCY:

The last Day of every 12 months

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<div><div>RESIDUAL</div><div>9.6</div><div>HIGH</div></div> <div><div>INHERENT</div><div>12.0</div></div> <div>R00066</div>	DEVELOPMENT SERVICES, HEALTH & SAFETY - BUSHFIRE VOLUNTEERS	Volunteer Training Inadequate volunteer training could result in injury or death on fire ground	TREATMENT MC00148	SIGNOFF(S):	Alex Espey
			Provide 2 sets of PPE to all active brigade members on their request.	DUE DATE:	01 Oct 2024
				FREQUENCY:	The first Day of every 12 months
			TREATMENT MC00149	SIGNOFF(S):	Alex Espey
			Ensure minimum training standards for bushfire volunteers, including the leadership team, are endorsed by Council	DUE DATE:	20 Aug 2025
				FREQUENCY:	The third Wednesday of every 24 months
			TREATMENT MC00151	SIGNOFF(S):	Alex Espey
	OWNER Chadd Hunt CREATED 7/21/2023 2:44:26 PM LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Adequate		Have standard operating procedures in place	DUE DATE:	30 Sep 2024
				FREQUENCY:	The last Day of every 12 months
			TREATMENT MC00152	SIGNOFF(S):	Alex Espey
			Ensure adequate training assessors are approved by DFES for the Shire of Northam	DUE DATE:	31 Jul 2024
				FREQUENCY:	The last Day of every 12 months
			TREATMENT MC00153	SIGNOFF(S):	Alex Espey
			Provide volunteers with access to flexible training arrangements, with a particular focus on weeknight training to suit volunteers	DUE DATE:	01 Aug 2024
				FREQUENCY:	The first Day of every 12 months
			TREATMENT MC00154	SIGNOFF(S):	Alex Espey
			Require minimum training before a volunteer can be active on the fire ground (utilising DFES guidelines) - reminder to be sent to all captains and volunteers	DUE DATE:	30 Sep 2024
				FREQUENCY:	The last Day of every 12 months
			TREATMENT MC00155	SIGNOFF(S):	Alex Espey
			All volunteers to be required to undertake pre-season competency based training / annual induction prior to start of fire season	DUE DATE:	31 Oct 2024
				FREQUENCY:	The last Day of every 12 months
			TREATMENT MC00157	SIGNOFF(S):	Alex Espey
			Review training records/registers to ensure they are up to date and utilised to identify training requirements	DUE DATE:	01 Aug 2024
				FREQUENCY:	The first Day of every 12 months

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RESIDUAL
7.5
MODERATE

INHERENT
25.0

R00004

CORPORATE SERVICES, STRATEGIC - ORGANISATIONAL

Inadequate Insurance

Organisation is exposed to financial loss due to failure to renew public indemnity insurance or renew it with adequate cover

OWNER Colin Young
CREATED 5/6/2019 1:42:09 PM

LIKELIHOOD Almost Certain
SEVERITY Extreme
CONTROL EFFECTIVENESS Strong

TREATMENT MC00061

Insurance coverage reviewed internally prior to presenting to Chief Executive Officer for sign off

SIGNOFF(S): Colin Young
DUE DATE: 01 Jul 2024
FREQUENCY: The first Day of every 12 months

TREATMENT MC00062

Insurance coverage assessed independently for adequacy

SIGNOFF(S): Colin Young
DUE DATE: 01 May 2024
FREQUENCY: The first Day of every 48 months

TREATMENT MC00097

Review of past 5 year Insurance performance (comparing premium contributions against claims). May result in assessing a range of factors including current level of cover, excesses and structure of workers compensation premium for example:

-Retention (deductible and excess) Review – assess what amount the Shire is able to retain for each applicable policy (please note LGIS Workers Compensation and Public Liability policies have Nil excess)

-Explore the options of moving from a fixed based Workers Compensation policy to Performance based policy. Whilst this could reduce up-front costs, poor performance does impact overall costs, due to a higher maximum rate.

-Overall Property Asset review – item by item, identify what the Shire would replace and what would not be replaced and amend sums insured accordingly. For example no intention of replacing an asset in the event of a total loss, you can choose to reduce the sum insured to an indemnity basis rather than re-in statement. Partial losses will need to be a consideration in this exercise.

-Policy Limits review against maximum fore see able losses. (this can be undertaken on the Brokered policies outside of the mutual policies).

SIGNOFF(S): Colin Young
Debbie Terelinck
DUE DATE: 31 May 2024
FREQUENCY: The last Day of every 36 months

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<div>RESIDUAL</div> <div>7.5</div> <div>MODERATE</div>	CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE, FINANCIAL - OPERATIONAL		TREATMENT MC00008	CHANGE(S) PENDING	
	Inadequate procurement / tender process Council fails to meet legislative obligations, Council policy and Council delegations relating to procurement resulting in departmental investigation, potential disciplinary action, poor financial outcomes and reputation damage.		Manage Procurement - Identify need for procurement Establish and comply with a purchasing policy.	SIGNOFF(S):	Colin Young Kristy Hopkins 01 May 2025
<div>INHERENT</div> <div>25.0</div>	OWNER Colin Young			DUE DATE:	
	CREATED 5/7/2019 10:29:20 AM			FREQUENCY:	The first Day of every 24 months
R00011	LIKELIHOOD Almost Certain		TREATMENT MC00009	SIGNOFF(S):	Britt Hadlow
	SEVERITY Extreme		Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.	DUE DATE:	14 Mar 2024
		CONTROL EFFECTIVENESS Strong		FREQUENCY:	14th day of every month
			TREATMENT MC00010	SIGNOFF(S):	Britt Hadlow
			Ensure the delegated authority register is up to date for tenders and purchases through E-Quotes.	DUE DATE:	14 Mar 2024
				FREQUENCY:	14th day of every month
			TREATMENT MC00112	SIGNOFF(S):	Kristy Hopkins Colin Young
			Review Procurement Policy.	DUE DATE:	01 Oct 2024
				FREQUENCY:	1st day of every 12 months
<div>RESIDUAL</div> <div>7.2</div> <div>MODERATE</div>	CHIEF EXECUTIVES OFFICE, COMPLIANCE - LEGISLATIVE, SERVICE INTERRUPTION		TREATMENT MC00023	CHANGE(S) PENDING	
	Records Management Important information unable to be found and legislative requirements not met as a result of inadequate records management plans and practices		Manage Records - File record Process which explains how to register all records incoming and outgoing	SIGNOFF(S):	Britt Hadlow
<div>INHERENT</div> <div>9.0</div>	OWNER Debbie Terelinck			DUE DATE:	01 Jul 2024
	CREATED 5/24/2019 2:58:42 PM			FREQUENCY:	1st day of every 12 months
R00015	LIKELIHOOD Possible		TREATMENT MC00024	SIGNOFF(S):	Britt Hadlow
	SEVERITY Medium		Current Records Management Plan in place	DUE DATE:	01 May 2024
		CONTROL EFFECTIVENESS Adequate		FREQUENCY:	The first Day of every 48 months
			TREATMENT MC00025	SIGNOFF(S):	Britt Hadlow
			Manage Document Control - Identify Document Need Have an effective document control system in place	DUE DATE:	01 May 2024
				FREQUENCY:	The first Day of every 12 months

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RESIDUAL
7.2
MODERATE

INHERENT
9.0

R00018

CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY

Inadequate engagement with Community / Stakeholders / Elected Members

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so.

OWNER Debbie Terelinck
CREATED 6/19/2019 9:07:22 AM
LIKELIHOOD Possible
SEVERITY Medium
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00032
Current Community Engagement Plan in Place

SIGNOFF(S): Debbie Terelinck
DUE DATE: 01 Jan 2029
FREQUENCY: The first Day of every 112 months

RESIDUAL
7.2
MODERATE

INHERENT
9.0

R00061

DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL

Contaminated property being used inappropriately

OWNER Chadd Hunt
CREATED 5/29/2023 4:28:26 PM
LIKELIHOOD Possible
SEVERITY Medium
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00127
Ensure contaminated sites register is maintained and up to date

SIGNOFF(S): Chadd Hunt
DUE DATE: 30 Jun 2024
FREQUENCY: 30th day of every 12 months

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<div> <div>RESIDUAL</div> <div>6.4</div> <div>MODERATE</div> </div> <div> <div>INHERENT</div> <div>8.0</div> </div> <div>R00063</div>	DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL	TREATMENT MC00130	SIGNOFF(S):	Jennifer Abbott Chadd Hunt
	Inefficient use of water in/on Shire of Northam assets	Establish internal Waterwise group to identify water saving opportunities	DUE DATE:	29 Feb 2024
	OWNER Chadd Hunt CREATED 5/29/2023 4:37:13 PM LIKELIHOOD Likely SEVERITY Minor CONTROL EFFECTIVENESS Adequate		FREQUENCY:	The last Weekday of every 3 months
		TREATMENT MC00131	SIGNOFF(S):	Jennifer Abbott Chadd Hunt
		Review water usage to identify high use facilities and identify saving opportunities	DUE DATE:	29 Mar 2024
			FREQUENCY:	The last Weekday of every 12 months
		TREATMENT MC00132	SIGNOFF(S):	Gordon Tester Keith Boase Chadd Hunt Paul Devcic
		Undertake water balance study to identify opportunities for greater utilisation of treated wastewater on Shire of Northam assets	DUE DATE:	
			FREQUENCY:	Once

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RESIDUAL
6.0
MODERATE

INHERENT
20.0

R00021

CORPORATE SERVICES, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC

Inadequate Financial, Accounting or Business Acumen

Inadequate identification or quantification of financial exposure or risk associated with decisions to invest in land transactions, financial derivatives or investments or poor long term forecasting / assumptions. Examples include;

- Poor credit management (short or long term borrowing restricting capacity or flexibility).
- Ineffective market analysis (over or under estimating).
- Ineffective Business Planning (poor scope / competition analysis).
- Ineffective financial modelling, forecasting and projection techniques / processes.

OWNER Colin Young
CREATED 7/1/2019 2:34:50 PM
LIKELIHOOD Likely
SEVERITY Extreme
CONTROL EFFECTIVENESS Strong

TREATMENT MC00034
Long Term Financial Plan in Place

SIGNOFF(S): Colin Young
DUE DATE: 01 Jul 2024
FREQUENCY: The first Day of every 12 months

TREATMENT MC00035
Annual Budget adopted and aligned with long term financial plan

SIGNOFF(S): Colin Young
DUE DATE: 31 Jul 2024
FREQUENCY: The last Day of every 12 months

TREATMENT MC00036
Investment strategy / policy in place

SIGNOFF(S): Colin Young
DUE DATE: 01 Jul 2024
FREQUENCY: The first Day of every 12 months

TREATMENT MC00037
Manage Debtors - Identify Debtor Process to manage general debtors

CHANGE(S) PENDING
SIGNOFF(S): Colin Young
Kristy Hopkins
DUE DATE: 01 Jul 2024
FREQUENCY: The first Day of every 12 months

TREATMENT MC00038
Arrange payment plans for Rates - Setup payment arrangement with Rate payer
Process which ensures rate debts are collected / managed effectively

SIGNOFF(S): Colin Young
Michelle Gaasdalen
DUE DATE:
FREQUENCY: Once

TREATMENT MC00039
Develop Annual Budgets - Send Email
Ensure budget process is managed effectively

CHANGE(S) PENDING
SIGNOFF(S): Colin Young
Kristy Hopkins
DUE DATE: 29 Feb 2024
FREQUENCY: The last Day of every 12 months

TREATMENT MC00040
Manage Rates Recovery - Confirm rates outstanding
Manage recovery of rated

CHANGE(S) PENDING
SIGNOFF(S): Michelle Gaasdalen
DUE DATE: 01 Jul 2024
FREQUENCY: The first Day of every 12 months

TREATMENT MC00114
Undertake a financial review every 3 years

SIGNOFF(S): Colin Young
DUE DATE: 01 Jan 2025
FREQUENCY: The first Day of every 36 months

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RESIDUAL
6.0
MODERATE

INHERENT
20.0

R00001

CHIEF EXECUTIVES OFFICE, COMPLIANCE - LEGISLATIVE

Failure to fulfil statutory, regulatory or compliance requirements

Council is exposed to reputation damage and serious breaches due to a failure to comply with legislative and compliance requirements

OWNER Debbie Terelinck

CREATED 4/8/2019 2:46:49 PM

LIKELIHOOD Almost Certain

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00002

Audit of monthly compliance calendar

SIGNOFF(S):

Britt Hadlow

DUE DATE:

14 Mar 2024

FREQUENCY:

14th day of every month

TREATMENT MC00007

Manage Inductions - Conduct New Employee Induction

All new employees are provided with adequate inductions

CHANGE(S) PENDING

SIGNOFF(S):

Janice Byers

DUE DATE:

23 Feb 2024

FREQUENCY:

Fri every week

TREATMENT MC00009

Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.

SIGNOFF(S):

Britt Hadlow

DUE DATE:

14 Mar 2024

FREQUENCY:

14th day of every month

TREATMENT MC00058

Organisational Compliance Calendar in place and reviewed by Executive Management Group

SIGNOFF(S):

Britt Hadlow

DUE DATE:

01 Mar 2024

FREQUENCY:

The first Day of every 12 months

TREATMENT MC00059

Induction & Training provided to elected members

SIGNOFF(S):

Britt Hadlow

DUE DATE:

30 Nov 2025

FREQUENCY:

The last Day of every 24 months

TREATMENT MC00060

Complete Annual Compliance Return (Dept Local Government)

SIGNOFF(S):

Britt Hadlow

DUE DATE:

29 Feb 2024

FREQUENCY:

The last Day of every 12 months

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RESIDUAL 6.0 MODERATE	DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL	TREATMENT MC00126	SIGNOFF(S):	Jennifer Abbott Chadd Hunt
	Shire of Northam activities result in increasing carbon emissions Council activities do not meet State & Federal emissions reduction targets.	Develop and implement a climate mitigation and adaptation plan.	DUE DATE:	30 Jun 2024
INHERENT 6.0	OWNER Chadd Hunt		FREQUENCY:	The last Day of every 12 months
R00058	CREATED 2/20/2023 12:08:24 PM			
	LIKELIHOOD Possible			
	SEVERITY Minor			
	CONTROL EFFECTIVENESS Deficiencies			

RESIDUAL 4.8 MODERATE	CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY	TREATMENT MC00004	SIGNOFF(S):	Debbie Terelinc
	Not meeting community expectations Community service expectations are not as a result of a failure to provide expected levels of service, events and benefit to the community. This includes where precedents have set Community perceptions or where services are generally expected.	Review Corporate Business Plan annually to ensure reflects strategic community plan	DUE DATE:	03 Feb 2025
INHERENT 16.0	OWNER Debbie Terelinc	TREATMENT MC00013	CHANGE(S) PENDING	Debbie Terelinc
R00008	CREATED 5/6/2019 1:56:25 PM	Manage Customer Requests - Receive Request	SIGNOFF(S):	Britt Hadlow
	LIKELIHOOD Likely	Ensuring that the organisation captures and responds appropriately to community and internal requests for works or services	DUE DATE:	
	SEVERITY Major		FREQUENCY:	Once
	CONTROL EFFECTIVENESS Strong			

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RESIDUAL
4.8
MODERATE

INHERENT
16.0

R00013

CORPORATE SERVICES, ENGINEERING SERVICES, ENVIRONMENTAL - BUILT, FINANCIAL - STRATEGIC, SERVICE INTERRUPTION

Inadequate Asset Management Practices

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet assets in addition to community use based assets including playgrounds, boat ramps and other maintenance based assets. Areas included in the scope are;

- Inadequate design (not fit for purpose).
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate or unsafe modifications.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

OWNER Debbie Terelinck

CREATED 5/24/2019 2:29:02 PM

LIKELIHOOD Likely

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00018	SIGNOFF(S):	Paul Devcic Colin Young
Up to date and accurate transport management plan in place	DUE DATE:	01 Feb 2025
	FREQUENCY:	The first Day of every 24 months
TREATMENT MC00019	SIGNOFF(S):	Paul Devcic Colin Young Shane Moorhead
Up to date and accurate building asset management plan in place	DUE DATE:	01 Jun 2025
	FREQUENCY:	The first Day of every 24 months
TREATMENT MC00020	SIGNOFF(S):	Paul Devcic Colin Young
Up to date and accurate parks & reserves asset management plan in place	DUE DATE:	01 Sep 2025
	FREQUENCY:	The first Day of every 24 months
TREATMENT MC00021	SIGNOFF(S):	Colin Young
Long Term Financial Plan aligned to asset management plans	DUE DATE:	01 Dec 2024
	FREQUENCY:	The first Day of every 12 months

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RESIDUAL
4.8
MODERATE

INHERENT
16.0

R00022

CHIEF EXECUTIVES OFFICE, HEALTH & SAFETY - OCCUPATIONAL

Inadequate safety and security practices

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment

OWNER Debbie Terelinc

CREATED 7/1/2019 2:46:30 PM

LIKELIHOOD Likely

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00041

Undertake WHS Audit

SIGNOFF(S):

Janice Byers

DUE DATE:

01 Sep 2025

FREQUENCY:

The first Day of every 24 months

TREATMENT MC00042

Provide a progress update on the implementation of the recommendations from the 2023 WHS Audit to every second meeting of the Audit & Risk Committee

SIGNOFF(S):

Janice Byers

DUE DATE:

30 Jun 2024

FREQUENCY:

The last Day of every 4 months

TREATMENT MC00043

WHS Committee Meeting Regularly

SIGNOFF(S):

Janice Byers
Joanne Griffiths

DUE DATE:

31 Mar 2024

FREQUENCY:

The last Day of every 3 months

TREATMENT MC00044

Toolbox meetings occurring and discussing safety (attach minutes/notes to sign off)

SIGNOFF(S):

Paul Devcic

DUE DATE:

29 Feb 2024

FREQUENCY:

The last Day of every month

TREATMENT MC00046

WHS Policy Framework in place and reviewed

SIGNOFF(S):

Janice Byers

DUE DATE:

31 Aug 2024

FREQUENCY:

The last Day of every 12 months

TREATMENT MC00095

Undertake Workplace Safety Inspections - Undertake Inspection OSH inspections undertaken for each site.

CHANGE(S) PENDING

SIGNOFF(S):

Britt Hadlow

DUE DATE:

29 Feb 2024

FREQUENCY:

The last Day of every month

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RESIDUAL 4.8 MODERATE	CORPORATE SERVICES, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC	External Theft & Fraud (inc. Cyber Crime) Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of; • Fraud – benefit or gain by deceit • Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems • Theft – stealing of data, assets or information (no deceit)	TREATMENT MC00111 Fraud and Corruption Control Plan in place	SIGNOFF(S): Britt Hadlow Debbie Terelinck 31 Jul 2025 DUE DATE: FREQUENCY: The last Weekday of every 24 months	R00020
INHERENT 16.0	OWNER Colin Young CREATED 7/1/2019 2:32:52 PM LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MC00156 Incorrect bank details for payments - 100% of system changed reported on at end of month and signed off by Senior Finance Officer.	SIGNOFF(S): Kudzai Matanga 29 Feb 2024 DUE DATE: FREQUENCY: The last Weekday of every month		
RESIDUAL 4.8 MODERATE	AMP - TRANSPORT, HEALTH & SAFETY	Transport Assets not routinely inspected No formal safety & maintenance inspection procedures exist	TREATMENT MC00088 Transport Assets to be routinely inspected every 3 years (includes sealed and unsealed roads, kerbs and table drains. Excludes footpaths and piped drainage network)	SIGNOFF(S): Paul Devcic 31 Jan 2027 DUE DATE: FREQUENCY: The last Day of every 36 months	R00036
INHERENT 16.0	OWNER Paul Devcic CREATED 7/15/2019 4:35:25 PM LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MC00096 Safety inspections carried out in response to Customer Service Requests by members of the public and Shire staff.	SIGNOFF(S): Paul Devcic 29 Feb 2024 DUE DATE: FREQUENCY: The last Day of every 3 months		

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RESIDUAL
4.5
MODERATE

INHERENT
15.0

R00017

DEVELOPMENT SERVICES, HEALTH & SAFETY - PUBLIC

Inadequate Organisation and Community Emergency Management

Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community elements, inclusive of the management of all emergencies. This includes;

- Lack of (or inadequate) emergency response plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

(References: AS 3745; AS 1851; AIIMS 4 Management Principles)

OWNER Chadd Hunt

CREATED 6/19/2019 8:51:12 AM

LIKELIHOOD Possible

SEVERITY Extreme

CONTROL EFFECTIVENESS Strong

TREATMENT MC00028

Current Local Emergency Management Arrangements & Recovery Plan

SIGNOFF(S):

Alex Espey
Chadd Hunt
01 Nov 2024

DUE DATE:

FREQUENCY:

The first Day of every 24 months

TREATMENT MC00029

Run annual emergency management exercise

SIGNOFF(S):

Alex Espey
Chadd Hunt
01 Nov 2024

DUE DATE:

FREQUENCY:

The first Day of every 12 months

TREATMENT MC00030

Bush fire Risk Management Plan in Place

SIGNOFF(S):

Alex Espey
Chadd Hunt
01 Sep 2024

DUE DATE:

FREQUENCY:

The first Day of every 12 months

TREATMENT MC00031

Fuel Loads risk register in place

SIGNOFF(S):

Alex Espey
Chadd Hunt
30 Sep 2024

DUE DATE:

FREQUENCY:

The last Day of every 12 months

TREATMENT MC00162

Establishment of a 'functional' Local Emergency Management Committee, which meets quarterly

SIGNOFF(S):

Alex Espey

DUE DATE:

01 Mar 2024

FREQUENCY:

Once

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<div><div>RESIDUAL</div><div>3.6</div><div>LOW</div></div> <div><div>INHERENT</div><div>12.0</div></div> <div>R00002</div>	CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL	TREATMENT MC00003	SIGNOFF(S):	Debbie Terelinck
	Inappropriate Organisational Structure Unable to achieve organisational objectives as the Organisation is not structured appropriately	Review Strategic Community Plan every two years (desktop) and four years (major). Reviews to coincide with new Council being elected	DUE DATE:	01 Feb 2025
	OWNER Debbie Terelinck		FREQUENCY:	The first Day of every 24 months
	CREATED 4/9/2019 11:32:51 AM			
	LIKELIHOOD Likely	TREATMENT MC00004	SIGNOFF(S):	Debbie Terelinck
	SEVERITY Medium	Review Corporate Business Plan annually to ensure reflects strategic community plan	DUE DATE:	03 Feb 2025
	CONTROL EFFECTIVENESS Strong		FREQUENCY:	The first Day of every 24 months
		TREATMENT MC00005	SIGNOFF(S):	Janice Byers
		Review Human Resource Plan to ensure it is reflective of strategic community plan	DUE DATE:	31 May 2024
			FREQUENCY:	The last Day of every 12 months
		TREATMENT MC00006	SIGNOFF(S):	Debbie Terelinck
		Corporate Business Plan clearly articulates how organisational objectives will be achieved	DUE DATE:	30 Jun 2024
			FREQUENCY:	The last Day of every 12 months
<div><div>RESIDUAL</div><div>3.6</div><div>LOW</div></div> <div><div>INHERENT</div><div>12.0</div></div> <div>R00031</div>	GENERAL, REPUTATION - COMMUNITY	TREATMENT MC00007	CHANGE(S) PENDING	
	Providing inaccurate advice / information to stakeholders Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.	Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions	SIGNOFF(S):	Janice Byers
	Examples include; <ul style="list-style-type: none">• incorrect planning, development or building advice,• incorrect health or environmental advice• inconsistent messages or responses from Customer Service Staff• any advice that is not consistent with legislative requirements, local laws or policies.		DUE DATE:	23 Feb 2024
	OWNER Debbie Terelinck		FREQUENCY:	Fri every week
	CREATED 7/2/2019 1:27:54 PM	TREATMENT MC00013	CHANGE(S) PENDING	
	LIKELIHOOD Likely	Manage Customer Requests - Receive Request Ensuring that the organisation captures and responds appropriately to community and internal requests for works or services	SIGNOFF(S):	Debbie Terelinck Britt Hadlow
	SEVERITY Medium		DUE DATE:	Once
	CONTROL EFFECTIVENESS Strong		FREQUENCY:	Once
		TREATMENT MC00051	CHANGE(S) PENDING	
		Manage Staff Training - Identify Training Needs Ensure staff training needs are identified and met	SIGNOFF(S):	Janice Byers
			DUE DATE:	31 Oct 2024
			FREQUENCY:	The last Day of every 12 months

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RESIDUAL
3.6
LOW

INHERENT
12.0

R00033

GENERAL, REPUTATION - COMMUNITY

Errors, Omissions & Delays

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process or potentially inadequate resources. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

OWNER Debbie Terelinc

CREATED 7/2/2019 1:56:01 PM

LIKELIHOOD Likely

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MC00002

Audit of monthly compliance calendar

SIGNOFF(S): Britt Hadlow
DUE DATE: 14 Mar 2024
FREQUENCY: 14th day of every month

TREATMENT MC00007

Manage Inductions - Conduct New Employee Induction
All new employees are provided with adequate inductions

CHANGE(S) PENDING
SIGNOFF(S): Janice Byers
DUE DATE: 23 Feb 2024
FREQUENCY: Fri every week

TREATMENT MC00009

Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.

SIGNOFF(S): Britt Hadlow
DUE DATE: 14 Mar 2024
FREQUENCY: 14th day of every month

TREATMENT MC00083

Manage Inductions - Conduct New Employee Induction
Ensure staff are inducted into the organisation

CHANGE(S) PENDING
SIGNOFF(S): Janice Byers
DUE DATE: 01 Oct 2024
FREQUENCY: The first Day of every 12 months

TREATMENT MC00084

Have critical processes mapped to assist staff eliminate errors, omissions and delays (wastage)

SIGNOFF(S): Britt Hadlow
DUE DATE: 01 Dec 2024
FREQUENCY: The first Day of every 12 months

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RESIDUAL 3.6 LOW	COMMUNITY SERVICES, COMPLIANCE - POLICY, REPUTATION - COMMUNITY		TREATMENT MC00085		CHANGE(S) PENDING	
	Ineffective Management of Facilities / Venues / Events Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes; <ul style="list-style-type: none">• Inadequate procedures in place to manage the quality or availability.• Ineffective signage• Booking issues• Financial interactions with hirers / users• Oversight / provision of peripheral services (eg. cleaning / maintenance)		Manage Facilities & Bookings - Receive enquiry and determine which Department is responsible for administering the booking. Process for managing bookings to ensure no duplication		SIGNOFF(S): Janice Byers DUE DATE: 01 Sep 2024 FREQUENCY: The first Day of every 12 months	
INHERENT 12.0	R00034		OWNER Janice Byers CREATED 7/2/2019 2:05:05 PM		LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong	

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RESIDUAL

3.6

LOW

INHERENT

12.0

R00035

CHIEF EXECUTIVES OFFICE, COMPLIANCE - LEGISLATIVE, REPUTATION - COMMUNITY, REPUTATION - INDUSTRY

Misconduct/Fraud

Intentional activities (including fraud) in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
 - Distributing confidential information.
 - Accessing systems and / or applications without correct authority to do so.
 - Misrepresenting data in reports.
 - Theft by an employee
 - Collusion between Internal & External parties
- This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

OWNER Debbie Terelinck

CREATED 7/2/2019 2:09:25 PM

LIKELIHOOD Possible

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

Manage Inductions - Conduct New Employee Induction
All new employees are provided with adequate inductions

CHANGE(S) PENDING

SIGNOFF(S): Janice Byers

DUE DATE: 23 Feb 2024

FREQUENCY: Fri every week

TREATMENT MC00059

Induction & Training provided to elected members

SIGNOFF(S): Britt Hadlow

DUE DATE: 30 Nov 2025

FREQUENCY: The last Day of every 24 months

TREATMENT MC00087

Manage Procurement - Identify need for procurement
Process minimises opportunity for misconduct

SIGNOFF(S): Colin Young
Kristy Hopkins

DUE DATE: 01 Oct 2024

FREQUENCY: The first Day of every 12 months

TREATMENT MC00102

Fraud Control Plan in place (refer OAG 2019/20 Report 5 - Fraud Prevention)

SIGNOFF(S): Britt Hadlow

DUE DATE: 28 Feb 2025

FREQUENCY: The last Day of every 24 months

TREATMENT MC00158

Review Employee IT Security Access on a quarterly basis

SIGNOFF(S): Kunal Sarma

DUE DATE: 01 May 2024

FREQUENCY: The first Weekday of every 3 months

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<div>RESIDUAL</div> <div>3.6</div> <div>LOW</div> <div>INHERENT</div> <div>12.0</div> <div>R00037</div>	AMP - TRANSPORT, ENVIRONMENTAL - BUILT	TREATMENT MC00018	SIGNOFF(S):	Paul Devcic Colin Young
	Asset Inventories inaccurate Asset inventories are not up to date and therefore inaccurate resulting in poor decision making	Up to date and accurate transport management plan in place	DUE DATE:	01 Feb 2025
	OWNER Paul Devcic CREATED 7/15/2019 4:40:29 PM LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong		FREQUENCY:	The first Day of every 24 months
		TREATMENT MC00019	SIGNOFF(S):	Paul Devcic Colin Young Shane Moorhead
		Up to date and accurate building asset management plan in place	DUE DATE:	01 Jun 2025
			FREQUENCY:	The first Day of every 24 months
		TREATMENT MC00020	SIGNOFF(S):	Paul Devcic Colin Young
		Up to date and accurate parks & reserves asset management plan in place	DUE DATE:	01 Sep 2025
			FREQUENCY:	The first Day of every 24 months
<div>RESIDUAL</div> <div>3.6</div> <div>LOW</div> <div>INHERENT</div> <div>12.0</div> <div>R00038</div>	AMP - TRANSPORT, ENVIRONMENTAL - BUILT	TREATMENT MC00090	SIGNOFF(S):	Colin Young
	Inaccurate Asset Valuations Valuations are carried out, however inaccurate resulting in impact on Council decision making and financial ratios	Revaluations of Council Building Assets (Fair Value)	DUE DATE:	01 Feb 2027
	OWNER Colin Young CREATED 7/15/2019 4:47:14 PM LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong		FREQUENCY:	The first Day of every 60 months
		TREATMENT MC00091	SIGNOFF(S):	Colin Young
		Revaluations of Council Transport Infrastructure Assets (Fair Value)	DUE DATE:	30 Jun 2028
			FREQUENCY:	The last Day of every 60 months
		TREATMENT MC00092	SIGNOFF(S):	Colin Young
		Revaluation of Council Plant & Equipment	DUE DATE:	01 Oct 2025
			FREQUENCY:	The first Day of every 60 months

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<div>RESIDUAL</div> <div>3.6</div> <div>LOW</div>	AMP - BUILDINGS, ENVIRONMENTAL - BUILT, HEALTH & SAFETY		TREATMENT MC00019	SIGNOFF(S):	Paul Devcic Colin Young Shane Moorhead
	Condition of buildings is unknown Council is unclear as to the condition of its building assets and therefore unable to make informed decisions, resulting in poor building condition and building safety concerns		Up to date and accurate building asset management plan in place	DUE DATE:	01 Jun 2025
<div>INHERENT</div> <div>12.0</div>	OWNER Paul Devcic		TREATMENT MC00090	SIGNOFF(S):	Colin Young
	CREATED 7/16/2019 11:26:43 AM		Revaluations of Council Building Assets (Fair Value)	DUE DATE:	01 Feb 2027
R00041	LIKELIHOOD Possible			FREQUENCY:	The first Day of every 24 months
	SEVERITY Major				
	CONTROL EFFECTIVENESS Strong		TREATMENT MC00093	SIGNOFF(S):	Shane Moorhead
			Develop and maintain medium term building maintenance program to ensure future costs are understood	DUE DATE:	01 Nov 2024
				FREQUENCY:	The first Day of every 12 months
<div>RESIDUAL</div> <div>3.6</div> <div>LOW</div>	AMP - BUILDINGS, FINANCIAL - OPERATIONAL		TREATMENT MC00019	SIGNOFF(S):	Paul Devcic Colin Young Shane Moorhead
	Future financial requirements for buildings unknown Council fails to understand and plan for future building maintenance / expansion requirements		Up to date and accurate building asset management plan in place	DUE DATE:	01 Jun 2025
<div>INHERENT</div> <div>12.0</div>	OWNER Debbie Terelinck		TREATMENT MC00021	SIGNOFF(S):	Colin Young
	CREATED 7/16/2019 11:28:36 AM		Long Term Financial Plan aligned to asset management plans	DUE DATE:	01 Dec 2024
R00042	LIKELIHOOD Possible			FREQUENCY:	The first Day of every 12 months
	SEVERITY Major				
	CONTROL EFFECTIVENESS Strong		TREATMENT MC00034	SIGNOFF(S):	Colin Young
			Long Term Financial Plan in Place	DUE DATE:	01 Jul 2024
				FREQUENCY:	The first Day of every 12 months
			TREATMENT MC00035	SIGNOFF(S):	Colin Young
			Annual Budget adopted and aligned with long term financial plan	DUE DATE:	31 Jul 2024
				FREQUENCY:	The last Day of every 12 months

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RESIDUAL 3.6 LOW	AMP - BUILDINGS, FINANCIAL - OPERATIONAL	TREATMENT MC00019	SIGNOFF(S):	Paul Devcic Colin Young Shane Moorhead
	Maintenance not planned Planned Maintenance & operation schedules, with budgets, do not exist, resulting in long term financial costs and asset deterioration	Up to date and accurate building asset management plan in place	DUE DATE:	01 Jun 2025
INHERENT 12.0	OWNER Paul Devcic	TREATMENT MC00035	FREQUENCY:	The first Day of every 24 months
	CREATED 7/16/2019 11:36:36 AM LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	Annual Budget adopted and aligned with long term financial plan	SIGNOFF(S):	Colin Young
R00044			DUE DATE:	31 Jul 2024
			FREQUENCY:	The last Day of every 12 months

RESIDUAL 3.6 LOW	AMP - BUILDINGS, FINANCIAL - STRATEGIC	TREATMENT MC00019	SIGNOFF(S):	Paul Devcic Colin Young Shane Moorhead
	Financial sustainability performance indicators not met The asset class does not meet the established financial performance parameters, resulting in an indication of asset sustainability	Up to date and accurate building asset management plan in place	DUE DATE:	01 Jun 2025
INHERENT 12.0	OWNER Debbie Terelincik	TREATMENT MC00021	FREQUENCY:	The first Day of every 24 months
	CREATED 7/16/2019 11:38:59 AM LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong	Long Term Financial Plan aligned to asset management plans	SIGNOFF(S):	Colin Young
R00045			DUE DATE:	01 Dec 2024
			FREQUENCY:	The first Day of every 12 months
		TREATMENT MC00090	SIGNOFF(S):	Colin Young
		Revaluations of Council Building Assets (Fair Value)	DUE DATE:	01 Feb 2027
			FREQUENCY:	The first Day of every 60 months
		TREATMENT MC00091	SIGNOFF(S):	Colin Young
		Revaluations of Council Transport Infrastructure Assets (Fair Value)	DUE DATE:	30 Jun 2028
			FREQUENCY:	The last Day of every 60 months

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RESIDUAL 3.6 LOW	MAJOR PROJECTS, COMPLIANCE - LEGISLATIVE	
	Aquatic Facility - Inadequate Construction Contract Aquatic Facility Project construction contract not adequate which exposes Council to contract risk through the construction phase	
INHERENT 12.0	OWNER	Debbie Terelinck
	CREATED	9/14/2020 2:27:38 PM
R00050	LIKELIHOOD	Possible
	SEVERITY	Major
	CONTROL EFFECTIVENESS	Strong

RESIDUAL 3.6 LOW	MAJOR PROJECTS, COMPLIANCE - LEGISLATIVE, FINANCIAL - STRATEGIC		TREATMENT MC00094	SIGNOFF(S):	Debbie Terelinck
	Sale of 239 Yilgarn Avenue - Contract Requirements not satisfied 239 Yilgarn Avenue sale of land does not proceed as a result of non compliance with contract requirements		The Buyer shall submit a Development Application within six calendar months of the contract date	DUE DATE:	
INHERENT 12.0	OWNER	Debbie Terelinck		FREQUENCY:	Once
	CREATED	9/14/2020 2:31:42 PM			
R00052	LIKELIHOOD	Possible			
	SEVERITY	Major			
	CONTROL EFFECTIVENESS	Strong			

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RESIDUAL
3.0
LOW

INHERENT
10.0

R00054

ENGINEERING SERVICES, SERVICE INTERRUPTION

PPOSAMP Service Levels Interruption

Identify and budget for assets reaching end of life there will likely be service interruptions with delayed replacement timeframes.

OWNER Paul Devcic
CREATED 12/2/2020 9:37:11 AM

LIKELIHOOD Almost Certain
SEVERITY Minor
CONTROL EFFECTIVENESS Strong

TREATMENT MC00106

Review Asset Management plan every two years.

SIGNOFF(S): Keith Boase

DUE DATE: 01 Oct 2024

FREQUENCY: The first Day of every 24 months

TREATMENT MC00107

Ensure asset management plan financial requirements are included in long term financial plan

SIGNOFF(S): Keith Boase

DUE DATE: 31 Jan 2025

FREQUENCY: The last Day of every 12 months

TREATMENT MC00108

Ensure asset management plan financial requirements are included in annual budget

SIGNOFF(S): Keith Boase

DUE DATE: 01 Jun 2024

FREQUENCY: The first Day of every 12 months

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RESIDUAL
2.7
LOW

INHERENT
9.0

R00057

GENERAL, COMPLIANCE - POLICY

Up to date Council Policy
Failure to review policies bi-annually.

OWNER Debbie Terelinck

CREATED 1/4/2023 3:39:02 PM

LIKELIHOOD Possible

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MC00115

Review Governance Policies.

SIGNOFF(S):

Debbie Terelinck
Britt Hadlow
Janice Byers

DUE DATE:

30 Jun 2025

FREQUENCY:

30th day of every 24 months

TREATMENT MC00116

Review Community Support Policies.

SIGNOFF(S):

Janice Byers
Jaime Hawkins
Louisa Dyer
Britt Hadlow

DUE DATE:

30 Jun 2024

FREQUENCY:

30th day of every 24 months

SIGNOFF(S):

Colin Young
Kudzai Matanga
Kristy Hopkins

DUE DATE:

30 Jun 2025

FREQUENCY:

30th day of every 24 months

TREATMENT MC00118

Review Works policies.

SIGNOFF(S):

Paul Devcic
Helen Singh
Santo Leotta
Keith Boase

DUE DATE:

30 Jun 2025

FREQUENCY:

30th day of every 24 months

SIGNOFF(S):

Gordon Tester
Chadd Hunt

DUE DATE:

30 Jun 2025

FREQUENCY:

30th day of every 24 months

TREATMENT MC00120

Review Planning Policies

SIGNOFF(S):

Chadd Hunt

DUE DATE:

30 Jun 2025

FREQUENCY:

30th day of every 24 months

TREATMENT MC00121

Review Building Policies.

SIGNOFF(S):

Gordon Tester
Chadd Hunt

DUE DATE:

30 Jun 2025

FREQUENCY:

30th day of every 24 months

TREATMENT MC00122

Review Administration Policies.

SIGNOFF(S):

Britt Hadlow
Debbie Terelinck
Alex Espey
Chadd Hunt

DUE DATE:

30 Jun 2025

FREQUENCY:

30th day of every 24 months

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RESIDUAL 2.7 LOW	CHIEF EXECUTIVES OFFICE, COMPLIANCE - POLICY, FINANCIAL - OPERATIONAL, HEALTH & SAFETY - OCCUPATIONAL Inadequate Project Management Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes: • Inadequate Change Management Framework to manage and monitor change activities. • Inadequate understanding of the impact of project change on the business. • Failures in the transition of projects into standard operations.	TREATMENT MC00053 Project management framework in place, providing parameters for staff to operate within	SIGNOFF(S): Debbie Terelinc DUE DATE: 31 Jul 2024 FREQUENCY: The last Day of every 12 months
	OWNER Debbie Terelinc CREATED 7/1/2019 3:20:45 PM LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Strong	TREATMENT MC00054 Prepare Elected Members Monthly Report - Publish Monthly Report Major Project status reporting to Council (through monthly elected member report)	CHANGE(S) PENDING SIGNOFF(S): Tamika Van Beek DUE DATE: 15 Feb 2024 FREQUENCY: 15th day of every month
INHERENT 9.0 R00024		TREATMENT MC00055 Internal audit of project and major project (as defined by corporate business plan) management framework compliance.	SIGNOFF(S): Debbie Terelinc DUE DATE: 31 May 2024 FREQUENCY: The last Day of every 12 months
RESIDUAL 2.7 LOW	CHIEF EXECUTIVES OFFICE, COMMUNITY SERVICES, CORPORATE SERVICES, DEVELOPMENT SERVICES, ENGINEERING SERVICES, FINANCIAL - OPERATIONAL, HEALTH & SAFETY - OCCUPATIONAL, SERVICE INTERRUPTION Inadequate Supplier / Contract Management Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes: • Concentration issues • Vendor sustainability It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".	TREATMENT MC00160 Have an external legal review of standard contract documents every three years.	SIGNOFF(S): Kristy Hopkins DUE DATE: 31 Jul 2024 FREQUENCY: The first Day of every 36 months
	OWNER Colin Young CREATED 7/1/2019 3:54:58 PM LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Strong	TREATMENT MC00161 Internal audit of one major contract for compliance every 12 months.	SIGNOFF(S): Kristy Hopkins Britt Hadlow DUE DATE: 31 Aug 2024 FREQUENCY: The last Day of every 12 months
INHERENT 9.0 R00025			

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RESIDUAL
2.7
LOW

INHERENT
9.0

R00003

CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL

Ineffective People Management / Employment Practices

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S).
- Discrimination, Harassment & Bullying in the workplace.
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place.
- Induction issues.
- Terminations (including any tribunal issues).
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

OWNER Debbie Terelinck
CREATED 5/6/2019 1:23:01 PM

LIKELIHOOD Possible
SEVERITY Medium
CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

Manage Inductions - Conduct New Employee Induction
All new employees are provided with adequate inductions

CHANGE(S) PENDING

SIGNOFF(S): Janice Byers
DUE DATE: 23 Feb 2024
FREQUENCY: Fri every week

TREATMENT MC00049

100% of annual performance reviews undertaken

SIGNOFF(S): Janice Byers
DUE DATE: 31 Dec 2024
FREQUENCY: The last Day of every 12 months

TREATMENT MC00050

Manage Employee Termination - Receive notification
Ensuring that employee terminations are managed appropriately and equitably to minimise risk of further action

SIGNOFF(S): Janice Byers
DUE DATE: 01 Apr 2024
FREQUENCY: The first Day of every 3 months

TREATMENT MC00051

Manage Staff Training - Identify Training Needs
Ensure staff training needs are identified and met

CHANGE(S) PENDING

SIGNOFF(S): Janice Byers
DUE DATE: 31 Oct 2024
FREQUENCY: The last Day of every 12 months

TREATMENT MC00052

Manage Employee Discipline / Misconduct - Receive Notification / Identify Misconduct
Ensure any / all staff misconduct in managed effectively and consistently

CHANGE(S) PENDING

SIGNOFF(S): Debbie Terelinck
Colin Young
Paul Devic
Chadd Hunt
DUE DATE: 01 Apr 2024
FREQUENCY: The first Day of every 3 months

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RESIDUAL
2.4
LOW

INHERENT
8.0

R00014

GENERAL, SERVICE INTERRUPTION

Business Interruption

A local physical event causing the inability to continue business activities and provide services to the community. This may or may not result in Business Continuity Plans to be invoked.

This does not include disruptions due to:

- IT Systems or infrastructure related failures should be captured under "Failure of IT Systems and Infrastructure".
- Contractor / Supplier issues should be captured under "Inadequate Supplier / Contract Management".
- People issues should be captured under "Inappropriate People Management".

OWNER Debbie Terelinck

CREATED 5/24/2019 2:43:56 PM

LIKELIHOOD Unlikely

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00022

Business Continuity Plan in place and up to date

SIGNOFF(S):

Britt Hadlow
Debbie Terelinck
01 Nov 2024

DUE DATE:

FREQUENCY:

The first Day of every 48 months

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6.7 Risk Register Review - Property & Reputation

File Reference:	8.2.7.1
Reporting Officer:	Britt Hadlow (Governance Coordinator)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to endorse the review of the "Property" and "Reputation" risk section of the Shire of Northam Risk Register for consideration by Council.

ATTACHMENTS

1. Risk Register - Reputation [6.7.1 - 5 pages]

A. BACKGROUND / DETAILS

The Shire of Northam has an organisation-wide risk register that has been developed over a long period of time. Council has been advised previously that the management of risk is an area which has been under-developed within the organisation and an area which was to receive focus to ensure awareness of the identified risks and treatments strategies in place.

To assist in the effective management of risk, the Shire is using the Promapp system which allows for recording of organisational risks and the tracking of the associated treatment actions.

The Shire's Risk Register is categorised into the following sections, with the intent to review one section at each Audit and Risk Committee meeting (red indicates review completed, bold is the review in this agenda item):

1. Compliance – Review Completed
 - a. Legislation
 - b. Policy
2. Environmental – Review Completed
 - a. Built
 - b. Natural
3. Financial
 - a. Operating
 - b. Strategic

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- 4. Health & Safety
 - a. General
 - b. Occupational
 - c. Bush Fire Volunteers
 - d. Public
- 5. Property – NIL RISKS
 - a. Damage
 - b. Liability
- 6. Reputation
 - a. Community
 - b. Industry
- 7. Strategic
 - a. Community
 - b. Organisational

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

Each of the mitigation actions has been incorporated into annual delivery plans with appropriate budgets and time allocations to ensure achievable.

B.3 Legislative Compliance

AS/NZS ISO 31000:2018

B.4 Policy Implications

Policy G1.11 – Risk Management

B.5 Stakeholder Engagement / Consultation

Appropriate staff have been included in the review of the register.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		

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Reputation	Negative community perception due to lack of adequate risk management practices within the Shire of Northam	Minor(2) x Possible(3) = Moderate(6)	Per recommendation within this report
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The next category due for review at this meeting is "Property" however, this category does not have any risks or treatments associated with it.

The next category is "Reputation". This category is split into community and industry. Officers have made recommendations after reviewing the respective risks and treatments.

Community		
Risk	Treatment	Recommendation
R00018 Inadequate engagement with Community / Stakeholders / Elected Member	MC00032 Current Community Engagement Plan in Place	Change the frequency of sign off from 112 months to 12 months (noting this may be a typographic error).
R00008 Not meeting community expectation	MC00004 Review Corporate Business Plan annually to ensure reflects strategic community plan	Change the frequency of sign off to 12 months to match the treatment.
	MC00013 Manage Customer Requests - Receive request ensuring that the organisation captures and responds appropriately to community and internal requests for works or service	Change treatment to: "Conduct random audit of 10 ICSs per month to ensure compliance with the relevant management process."

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R00031 Providing inaccurate advice / information to stakeholder	MC00007 Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions.	Remove from this section and keep in "Not meeting community expectation"
	MC00013 Manage Customer Requests - Receive request ensuring that the organisation captures and responds appropriately to community and internal requests for works or services,	Remove from this section and keep in "Not meeting community expectation"
	MC00051 Manage Staff Training - Identify training needs ensure staff training needs are identified and met.	Nil changes required.
R00033 Errors, Omissions & Delays	MC00002 Audit of monthly compliance calendar.	Nil changes required.
	MC00007 Manage Inductions - Conduct new employee induction all new employees are provided with adequate inductions.	Remove from this section and keep in "Misconduct/Fraud".
	MC00009 Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.	Change treatment to reflect current audit practices: "Conduct random audit of 10 purchases per month to be performed to ensure compliance with the relevant management process."
	MC00083 Manage Inductions - Conduct new employee induction ensure staff are inducted into the organisation.	Remove treatment due to being a duplication of MC00007.
	MC00084 Have critical processes mapped to assist staff eliminate errors, omissions and delays (wastage).	Remove treatment as current critical processes have been mapped and are accessible to all staff. The need for additional critical processes will

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		be managed as required.
<u>R00034</u> Ineffective Management of Facilities / Venues / Events Remove this risk.	MC00085 Manage Facilities & Bookings - Receive enquiry and determine which Department is responsible for administering the booking. Process for managing bookings to ensure no Duplication.	Remove. Process for managing facilities and bookings has been created and is prompted for review on a 6 monthly basis. Treatment is no longer required to be managed through risk dashboard.

Industry		
Risk	Treatment	Recommendation
<u>R00035</u> Misconduct/Fraud	MC00007 Manage Inductions - Conduct new employee induction all new employees are provided with adequate inductions	Nil changes required.
	MC00059 Induction & Training provided to elected members	Nil changes required.
	MC00087 Manage Procurement - Identify need for procurement process minimises opportunity for misconduct	Remove treatment as there is a Council Procurement Policy in place that is regularly reviewed as well as the process being mapped.
	MC00102 Fraud Control Plan in place (refer OAG 2019/20 Report 5 - Fraud Prevention)	Change treatment to: Conduct review of Fraud Control Plan every 2 years (refer OAG 2019/20 Report 5 - Fraud Prevention).
	MC00158 Review Employee IT Security Access on a quarterly basis	Nil changes required.

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RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.284

Moved: Cr H J Appleton

Seconded: Cr M P Ryan

That the Audit & Risk Management Committee endorses the following recommendation being presented to Council:

1. That Council approves the category "Reputation" risk register as presented with the following amendments:
 - a. MC00032 - Change the frequency of sign off from 112 months to 12 months.
 - b. MC00004 - Change the frequency of sign off to 12 months to match the treatment.
 - c. MC00013 - Change treatment to: "Conduct random audit of 10 ICs per month to ensure compliance with the relevant management process."
 - d. MC00007 - Remove from section R00031.
 - e. MC00013 - Remove from section R00031.
 - f. MC00007 - Remove from section R00033.
 - g. MC00009 - Change treatment to "Conduct random audit of 10 purchases per month to be performed to ensure compliance with the relevant management process."
 - h. MC00083 - Remove treatment.
 - i. MC00084 - Remove treatment.
 - j. R00034 - Remove Risk and associated treatment MC00085.
 - k. MC00087 - Remove treatment.
 - l. MC00102 - Change treatment to "Conduct review of Fraud Control Plan every 2 years (refer OAG 2019/20 Report 5 - Fraud Prevention)".

CARRIED 5/0

For: Cr A J Mencshelyi, President C R Antonio, Cr H J Appleton, Cr M I Girak and Cr M P Ryan

Against: Nil

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Attachment 6.7.1

Risk Register



Filter: Classification(s): Reputation - Community

RESIDUAL 7.2 MODERATE	CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY		TREATMENT MC00032	SIGNOFF(S):	Debbie Terelinck
	Inadequate engagement with Community / Stakeholders / Elected Members Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so.		Current Community Engagement Plan in Place	DUE DATE:	01 Jan 2029
INHERENT 9.0				FREQUENCY:	The first Day of every 112 months
R00018	OWNER Debbie Terelinck CREATED 6/19/2019 9:07:22 AM LIKELIHOOD Possible SEVERITY Medium CONTROL EFFECTIVENESS Adequate				

RESIDUAL 4.8 MODERATE	CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY		TREATMENT MC00004	SIGNOFF(S):	Debbie Terelinck
	Not meeting community expectations Community service expectations are not as a result of a failure to provide expected levels of service, events and benefit to the community. This includes where precedents have set Community perceptions or where services are generally expected.		Review Corporate Business Plan annually to ensure reflects strategic community plan	DUE DATE:	03 Feb 2025
INHERENT 16.0				FREQUENCY:	The first Day of every 24 months
R00008	OWNER Debbie Terelinck CREATED 5/6/2019 1:56:25 PM LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong		TREATMENT MC00013 Manage Customer Requests - Receive Request Ensuring that the organisation captures and responds appropriately to community and internal requests for works or services	CHANGE(S) PENDING SIGNOFF(S):	Debbie Terelinck Britt Hadlow
				DUE DATE:	
				FREQUENCY:	Once

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<div>RESIDUAL</div> <div>3.6</div> <div>LOW</div> <div>INHERENT</div> <div>12.0</div>	<p>GENERAL, REPUTATION - COMMUNITY</p> <p>Providing inaccurate advice / information to stakeholders</p> <p>Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.</p> <p>Examples include;</p> <ul style="list-style-type: none"> • incorrect planning, development or building advice, • incorrect health or environmental advice • inconsistent messages or responses from Customer Service Staff • any advice that is not consistent with legislative requirements, local laws or policies. <p>OWNER Debbie Terelinck</p> <p>CREATED 7/2/2019 1:27:54 PM</p> <p>LIKELIHOOD Likely</p> <p>SEVERITY Medium</p> <p>CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00007</p> <p>Manage Inductions - Conduct New Employee Induction</p> <p>All new employees are provided with adequate inductions</p> <p>TREATMENT MC00013</p> <p>Manage Customer Requests - Receive Request</p> <p>Ensuring that the organisation captures and responds appropriately to community and internal requests for works or services</p> <p>TREATMENT MC00051</p> <p>Manage Staff Training - Identify Training Needs</p> <p>Ensure staff training needs are identified and met</p>	<p>CHANGE(S) PENDING</p> <p>SIGNOFF(S): Janice Byers</p> <p>DUE DATE: 23 Feb 2024</p> <p>FREQUENCY: Fri every week</p> <p>CHANGE(S) PENDING</p> <p>SIGNOFF(S): Debbie Terelinck Britt Hadlow</p> <p>DUE DATE:</p> <p>FREQUENCY: Once</p> <p>CHANGE(S) PENDING</p> <p>SIGNOFF(S): Janice Byers</p> <p>DUE DATE: 31 Oct 2024</p> <p>FREQUENCY: The last Day of every 12 months</p>
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RESIDUAL
3.6
LOW

INHERENT
12.0

R00033

GENERAL, REPUTATION - COMMUNITY

Errors, Omissions & Delays

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process or potentially inadequate resources. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information.

Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

OWNER Debbie Terelinc

CREATED 7/2/2019 1:56:01 PM

LIKELIHOOD Likely

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MC00002

Audit of monthly compliance calendar

SIGNOFF(S):

Britt Hadlow

DUE DATE:

14 Feb 2024

FREQUENCY:

14th day of every month

TREATMENT MC00007

Manage Inductions - Conduct New Employee Induction

All new employees are provided with adequate inductions

CHANGE(S) PENDING

SIGNOFF(S):

Janice Byers

DUE DATE:

23 Feb 2024

FREQUENCY:

Fri every week

TREATMENT MC00009

Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.

SIGNOFF(S):

Britt Hadlow

DUE DATE:

14 Feb 2024

FREQUENCY:

14th day of every month

TREATMENT MC00083

Manage Inductions - Conduct New Employee Induction

Ensure staff are inducted into the organisation

CHANGE(S) PENDING

SIGNOFF(S):

Janice Byers

DUE DATE:

01 Oct 2024

FREQUENCY:

The first Day of every 12 months

TREATMENT MC00084

Have critical processes mapped to assist staff eliminate errors, omissions and delays (wastage)

SIGNOFF(S):

Britt Hadlow

DUE DATE:

01 Dec 2024

FREQUENCY:

The first Day of every 12 months

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RESIDUAL 3.6 LOW	COMMUNITY SERVICES, COMPLIANCE - POLICY, REPUTATION - COMMUNITY		TREATMENT MC00085		CHANGE(S) PENDING	
	Ineffective Management of Facilities / Venues / Events Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes; <ul style="list-style-type: none">• Inadequate procedures in place to manage the quality or availability.• Ineffective signage• Booking issues• Financial interactions with hirers / users• Oversight / provision of peripheral services (eg. cleaning / maintenance)		Manage Facilities & Bookings - Receive enquiry and determine which Department is responsible for administering the booking. Process for managing bookings to ensure no duplication		SIGNOFF(S): Janice Byers DUE DATE: 01 Sep 2024 FREQUENCY: The first Day of every 12 months	
INHERENT 12.0	R00034		OWNER Janice Byers CREATED 7/2/2019 2:05:05 PM		LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong	

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RESIDUAL

3.6

LOW

INHERENT

12.0

R00035

CHIEF EXECUTIVES OFFICE, COMPLIANCE - LEGISLATIVE, REPUTATION - COMMUNITY, REPUTATION - INDUSTRY

Misconduct/Fraud

Intentional activities (including fraud) in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
 - Distributing confidential information.
 - Accessing systems and / or applications without correct authority to do so.
 - Misrepresenting data in reports.
 - Theft by an employee
 - Collusion between Internal & External parties
- This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

OWNER Debbie Terelinck

CREATED 7/2/2019 2:09:25 PM

LIKELIHOOD Possible

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

Manage Inductions - Conduct New Employee Induction
All new employees are provided with adequate inductions

CHANGE(S) PENDING

SIGNOFF(S): Janice Byers

DUE DATE: 23 Feb 2024

FREQUENCY: Fri every week

TREATMENT MC00059

Induction & Training provided to elected members

SIGNOFF(S): Britt Hadlow

DUE DATE: 30 Nov 2025

FREQUENCY: The last Day of every 24 months

TREATMENT MC00087

Manage Procurement - Identify need for procurement
Process minimises opportunity for misconduct

SIGNOFF(S): Colin Young
Kristy Hopkins

DUE DATE: 01 Oct 2024

FREQUENCY: The first Day of every 12 months

TREATMENT MC00102

Fraud Control Plan in place (refer OAG 2019/20 Report 5 - Fraud Prevention)

SIGNOFF(S): Britt Hadlow

DUE DATE: 28 Feb 2025

FREQUENCY: The last Day of every 24 months

TREATMENT MC00158

Review Employee IT Security Access on a quarterly basis

SIGNOFF(S): Kunal Sarma

DUE DATE: 01 May 2024

FREQUENCY: The first Weekday of every 3 months

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6.8 Progress Towards the Regulation 17 Review

File Reference:	8.2.7.1
Reporting Officer:	Britt Hadlow (Governance Coordinator)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To provide Council with an update of the progress made towards the Regulation 17 Review Action Plan that was presented to the Ordinary Council Meeting for adoption on 21 December 2022.

This report aims to establish a level of accountability in respect to completing the actions identified through the Regulation 17 Review to ensure that the Shire's risk management, internal controls and legislative compliance is appropriate and effective.

ATTACHMENTS

1. Regulation 17 Action Plan Tracker [6.8.1 - 5 pages]

A. BACKGROUND / DETAILS

Section 17 of the *Local Government (Audit) Regulations 1996* requires the Chief Executive Officer to review the appropriateness and effectiveness of the Shire's systems and procedures as they relate to the following areas:

- Risk management
- Internal controls
- Legislative compliance

The review is required to be conducted at least every three years.

The Shire previously carried out the review internally. A report has been prepared identifying the findings from the review along with recommendations (if applicable). These findings and recommendations have been developed into an Action Plan and provided in Attachment 6.8.1.

B. CONSIDERATIONS

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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 12.1.4: Provide internal auditing capabilities (including providing additional human or financial resources) and publish findings annually.

B.2 Financial / Resource Implications

Staffing resources are required in order to action the recommendations detailed within the BPR Action Plan

B.3 Legislative Compliance

Local Government (Administration) Regulations 1996 – Regulation 17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

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	Revenue loss to the Shire	Rare (1) x Minor (2) = Low (2)	Managed by ensuring good practices.
Health & Safety	Nil.		
Reputation	Disruption to current service.	Rare (1) x Minor (2) = Low (2)	Ensure IT and other services are managed professionally.

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Service Interruption	Potential for IT and Administrative disruption.	Rare (1) x Insignificant (1) = Low (1)	Ensure changes are managed professionally.
Compliance	Not compliant with legislation.	Rare (1) x Minor (2) = Low (2)	Review legislation regularly.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

This initial review indicated that the Shire is proactive in managing risk, internal controls and legislative compliance as well as taking the necessary steps to ensure appropriate risk management, internal controls and legislative compliance policies and practices are in place.

Officers are working towards addressing the recommendations from the review whilst continuing the improvements already underway in order to achieve an optimum levels of risk management, internal controls and legislative compliance into the future. The Action Plan has been provided in Attachment 6.8.1 with an update of the progress made towards the recommendations.

Key to table:

Completed
No Action
Underway

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RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.285

Moved: Cr M P Ryan

Seconded: Cr M I Girak

That the Audit & Risk Management Committee endorses the following recommendation being presented to Council:

- 1. That Council receives the February 2024 update as provided in Attachment 6.8.1 in relation to the progress made towards the Regulation 17 Action Plan.**

CARRIED 5/0

For: Cr A J Mencshelyi, President C R Antonio, Cr H J Appleton, Cr M I Girak and Cr M P Ryan

Against: Nil

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Attachment 6.8.1

Regulation 17 Action Plan Tracker

Number	Area	Control	Recommendation	Responsible Officer	Progress To Date	Status
1	1. Risk Management	1.1Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;	Review Risk Management Policy	Britt Hadlow	15/03/2023 - Policy adopted by Council.	Completed
2	1. Risk Management	1.1Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;	Develop a Risk Management Process	Britt Hadlow	14/04/2023 - Framework and Process is set out in risk policy, process in Promapp not required. Committee has reviewed the overall risk register framework and is reviewing each individual risk area at each of their meetings.	Completed
3	1. Risk Management	1.2Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;	Review a Business Continuity Plan	Britt Hadlow	1/9/2023 No progress. 3/11/2023 No progress. 4/12/2023 - Draft Disaster Recovery Plan under review. Governance Coordinator is working on first draft of Business Continuity Plan with LGIS. 5/1/2023 - Currently obtaining quotes to assist with staff training and specialised advice on the development of BCP. 2/2/2024 - Quotes received and submitted for budget review considerations. - JHCS supplied server hardware and currently configuring for BCDR. BCDR testing to commence when configuration successful with no errors.	Underway
4	1. Risk Management	1.2Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;	Review the IT Disaster Recovery Plan	Colin Young	12/04/2023 have sought input from Councils external ICT provider. 17/07/2023 external ICT provider has provided with a quote for a BCDR plan - need to review. 1/12/2023 An ICT BDDR plan has been developed and will be presented to the Audit Committee on the 6 December 2023.	Completed

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Number	Area	Control	Recommendation	Responsible Officer	Progress To Date	Status
5	1. Risk Management	1.2 Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;	Establish a program to test the Business Continuity Plan and IT Disaster Recovery Plan annually to ensure efficacy.	Britt Hadlow, Colin Young, Kunal Sarma	<p>12/04/2023 Have liaised with external ICT provider JH Computers to organize a testing phase for the IT Disaster recovery and Business Continuity plan.</p> <p>05/05/2023 Preparing on how to carry out the IT Disaster recovery plan. Waiting for JH Computers to provide more information on the existing backups and system recovery.</p> <p>2/06/2023 - Awaiting to hear back from Tim from JH Computers.</p> <p>7/07/2023 - JH Computers have provided quote for a complete BCDR plan - need to review. We don't have a full-fledged working BCDR plan in place.</p> <p>23/08/2023 - To present document for review in Sept.</p> <p>1/9/2023 Business Continuity Plan pending 1.1 being completed.</p> <p>03/11/2023 - BCDR document has been updated with the relevant costing to consider for. And needs to go to committee to review.</p> <p>4/12/2023 - Shire of Northam IT Backup & Recovery Plan - signed off by executive group.</p> <p>16/01/2023 - To liaise with JHCS and provide them with PO & get the BCDR plan into action.</p> <p>13/02/2024 - JHCS supplied hardware, currently being configured to ensure backup replication is happening with no errors. Upon successful completion - BCDR testing can take place.</p>	Underway
6	1. Risk Management	<p>1.3 Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;</p> <p>1.10 Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.</p>	Review the Fraud and Corruption Plan prior to June 2023.	Britt Hadlow	<p>31/07/2023 - Reviewed plan being presented to Audit & Risk Management Committee on 22 August 2023.</p> <p>29/8/2023 - Pending adoption by Council - 20 Sept.</p> <p>6/10/2023 - Minor amendments being made then complete.</p>	Completed
7	1. Risk Management	1.3 Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;	Develop internal audit framework to include audits on identified risks in the Fraud and Corruption Control Plan.	Britt Hadlow	01/08/2023 - Risks treatments to be audited bi-monthly on rotation (i.e. 50% audited each month).	Completed

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Number	Area	Control	Recommendation	Responsible Officer	Progress To Date	Status
8	1. Risk Management	1.3Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;	Implement an annual review and sign off for the Code of Conduct for Employees, Volunteers, Contractors and Agency Staff.	Janice Byers, Shire of Northam	2/2/2024 - Currently a part of new employee induction process that the COC is signed and returned. COC is reviewed annually and signed off by the CEO. COC for 2024 complete, just waiting on finalisation of document and sign off by CEO. New Human Resource Information System is expected to be implemented by the end of 2024, and will include a requirement for staff to reread and sign off COC annually. Item will remain open until this is completed.	Underway
9	1. Risk Management	1.3Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;	Provide staff with specific training on fraud controls and conducting investigations.	Janice Byers, Shire of Northam	2/2/2024 - Early stages of investigating content for training and best way to deliver of training underway.	Underway
10	1. Risk Management	1.3Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;	Review ICT Strategy prior to June 2024.	Colin Young, Kunal Sarma	Yet to review the current strategy that the Shire has in place and then work from there. 05/05/2023 - Yet to review and then create the strategy 02/06/2023 - Yet to review and then create the strategy 7/07/2023 - Yet to review existing document in place 23/08/2023 - Not yet started reviewing. 03/11/2023 - ICT security policy for fileserver has been created and will be incorporated in Promapp's. This will be part of the ICT strategy document as well (which is creation process). 4/12/2023 - to incorporate it in Promapp's security strategy. 16/01/2024 - to develop Northam Shires ICT strategy shortly. 5/01/2024 - plan is in the early stages of development 13/02/2024 - through ITV/ReadyTech to change the security settings in Synergy. Currently reviewing existing strategy policy.	Underway
11	1. Risk Management	1.5Assessing the adequacy of Local Government processes to manage Insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;	Implement systems to ensure appropriate insurance is maintained where required by the Shire of Northam for leases and licenses.	Britt Hadlow	06/02/2023 - Documenting within Smartsheet leased properties and the requirements with respect to insurance. Review yet to be undertaken comparing the property insurance register to lease register. 1/08/2023 - A review was undertaken for leased properties against the insurance property register to ensure appropriate insurance is maintained. An annual review has been incorporated as an action on the CEO Office Annual Delivery Plan.	Completed

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Number	Area	Control	Recommendation	Responsible Officer	Progress To Date	Status
12	2. Internal Control	2.2Control of approval of documents, letters and financial records;	Staff to be provided with training/reminder of need to register certain documents whilst limiting access.	Britt Hadlow, Janice Byers	Developing a suite of weekly 'Did you know' alerts to staff in addition with training videos for registering documents. 1/9/2023 Monthly updates to be communicated to staff. 13/10/23 Commenced.	Completed
13	2. Internal Control	2.3Limit of direct physical access to assets and records;	Store physical lease and licence records in the Records room to ensure records are appropriately administered.	Britt Hadlow	Cabinet moved on 21/04/2023.	Completed
14	2. Internal Control	2.8Comparison of the result of physical cash and inventory counts with accounting records.	Develop process and procedure for offsite stock management.	Kristy Hopkins	1/2/2024 - Preliminary investigations are underway.	Underway
15	3. Legislative Compliance	3.1Reviewing the annual Compliance Audit Return and reporting to council the results of that review;	Have the Compliance Audit Return (CAR) undertaken independently once in every three years (next due for 2023 period) CAR completed progressively on a monthly basis as part of internal audit process.	Britt Hadlow	01/02/2023 - No progress able to be taken until second quarter of 2023/24. Sourcing quotes to include in 2023/24 budget. 12/04/2023 - Quotes sought and budget request submitted for 2023/24. 1/08/2023 - Included in 2023/24 budget. 1/9/2023 - Budget approved - seeking quotes. 6/10/2023 - Finalising quote. 21/10/2023 - Consultant engaged. 4/12/2023 - No progress 5/1/2023 - Governance Coordinator is currently compiling evidence to send to auditors. 2/2/2024 - Auditors currently assessing evidence provided. Expected site visit in the coming weeks. Report will be prepared for A&R meeting in Feb. 12/2/2024 - Report completed and uploaded to portal. Waiting on Council review from A&R Management Committee, and then endorsement from Council before finalising for submission to the Department.	Underway
16	3. Legislative Compliance	3.2How management is monitoring the effectiveness of its compliance and making recommendations for change as necessary;	Report non-compliances identified through internal audits to the Executive Management monthly meeting.	Britt Hadlow, Tamika Van Beek	Executive Managers Meeting Agenda template (V8) has been updated and uploaded in to Promapps. This version will commence use in March 2023	Completed
17	3. Legislative Compliance	3.3Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;	Review the Customer Service Charter	Kudzai Matanga	1/2/2024 - Review will be completed by the end of February 2024.	Underway

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Number	Area	Control	Recommendation	Responsible Officer	Progress To Date	Status
18	3. Legislative Compliance	3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;	Review the Manage Complaints Process incorporating the following: a) Translating services being provided where appropriate. b) Special arrangements that may be required for responding to particular client groups. c) Reference to the public interest disclosure and misconduct processes. d) Declaring interests e) The Ombudsman's Conducting Investigations Guidelines. f) The Ombudsman's Procedural Fairness Guidelines. g) A review process in which the Complaint Handling Officer's decision is reviewed by a suitably experienced colleague/superior before the complaint is finalised. h) An independent internal review process. i) Consideration towards establishing a designated Complaint Handling Officer. j) A system for analysing complaint information to enable continuous improvement.	Britt Hadlow	01/02/2023 - Limited. 12/04/2023 - Review underway. 4/07/2023 - Complaints process and website updated. Waiting for finalisation of process for complaints relating to council member breaches of the code of conduct. 01/08/2023 - Policy for council member breaches of the code of conduct has been workshopped with council and to be presented to the August OCM for endorsement. 16/08/2023 - Policy endorsed for Council member breaches of the code of conduct which is incorporated into the complaints process.	Completed
19	3. Legislative Compliance	3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;	Review the information available on the Shire of Northern website incorporating the following: a) Providing clear information that complaints are handled at no charge. b) Providing the information in the form of other languages and incorporating a "Listen" option.	Britt Hadlow, Colin Young	01/02/2023 - Requested quote for 'Listen' feature 12/04/2023 - Feature implemented.	Completed
20	3. Legislative Compliance	3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;	Include the effectiveness of the complaint handling system within the internal audit framework.	Britt Hadlow, Colin Young	1/08/2023 - Complaint audit implemented commencing July 2023.	Completed

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6.9 Progress Towards the ICT Strategy Plan

File Reference:	1.1.9.1
Reporting Officer:	Tamika Van Beek (Governance 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

To provide Council with an update on the progress made towards the ICT Strategy Plan.

This report aims to establish a level of accountability in respect to completing the actions identified through the audit undertaken by LGIS in 2019 in order to ensure that continuous improvement occurs within the organisation.

ATTACHMENTS

1. ICT Strategic Plan Action Plan [6.9.1 - 3 pages]

A. BACKGROUND / DETAILS

The Shire of Northam is moving through a significant period of change and development. In recognition of this and the need to ensure that it can continue to meet the aspirations of the community, the Shire of Northam has undertaken to put in place a number of Strategic and Business Plans to deliver short-, medium and long-term objectives. The Shire of Northam is providing committed strategic planning and leadership, focused on strengthening our community, providing growth, and diversifying the local economy.

One such Plan is the ICT Strategy Plan and this report provides an update on implementation of the actions associated with this Plan

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan
Performance Area: Prosperity.

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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

To be advised / determined

B.3 Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation.

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	Lack of investment into ICT	Possible (3) x Medium (3) = Moderate (9)	ICT Strategic / forward planning involving stakeholders to determine needed and desired current and future outcomes that can be budgeted for.
Health & Safety	EOL/less than WHS ideal ICT hardware, RF and prolonged machine noise exposure	Possible (3) x Medium (3) = Moderate (9)	EOL hardware replacement decisions to consider WHS requirements. Suitable placement or enclosures for noisy ICT gear such as servers and switches.
Reputation	Slow take up of new technologies	Likely (4) x Minor (2) = Moderate (8)	ICT Team continuing to engage with Shire stakeholders, 3 rd party vendors, and other councils re: current and emerging technologies and methods of delivering desired services.



**Audit & Risk Management Committee Minutes
29 February 2024**

Service Interruption	Nil.	Nil.	Nil.
Compliance	Nil.	Nil.	Nil.
Property	Nil.	Nil.	Nil.
Environment	Nil.	Nil.	Nil.

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

ICT services are presently provided to approximately 130 full time, part time, and casual employees across the following sites, Administration, Northam depot, Wundowie Depot, Northam library, Wundowie library, Bilya Koort Boodja Cultural centre, Visitor centre, Killara adult day care, Northam aquatic facility, the Wundowie swimming pool, Bush Fire Brigade facilities, as well as to the community and stakeholders. This ICT Strategic Plan establishes a course of action to guide the future development and delivery of ICT services for the Shire of Northam.

Key to table:

Completed

No Action

Underway

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.286

Moved: President C R Antonio

Seconded: Cr M I Girak

That the Audit & Risk Management Committee endorses the following recommendation being presented to Council:

- 1. That Council receives the update as provided in Attachment 6.9.1 in relation to the progress made towards the ICT Strategic Plan.**

CARRIED 5/0

For: Cr A J Mencshelyi, President C R Antonio, Cr H J Appleton, Cr M I Girak and Cr M P Ryan

Against: Nil

Audit & Risk Management Committee Minutes
29 February 2024

Attachment 6.9.1

Number	Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress To Date	Status
1	Governance	ICT decisions and operations within the Shire will be controlled and guided through a formalised ICT Governance framework. This framework will ensure the alignment of ICT activities with business priorities.	2021 / 2026	Corporate Services / ICT	Draft strategic and operations plans developed. SLAs to be determined. February 2022 Update: In early discussions with external provider regarding SLAs. August 2022 Update: No progress. December 2022 Update: No progress. April 2023 - to review and work on it. Jan 2024 - ICT security document to control AD and Synergy Security Access. Promapps process has been set up. Liaising with IT Vision to amend Synergy Security Access.	Underway
2	Emerging Trends and Technologies	ICT policies and procedures need to be current enabling the organisation to conduct considered reviews of emerging technologies and trends, to ensure they meet current and emerging needs of the organisation.	2021 / 2026	Corporate Services / ICT	Acceptable Use and BYOD policies adopted.	Completed
3	Business Systems and Applications	Appropriately managed business systems and applications will help consolidate and streamline business processes.	2021 / 2026	Corporate Services / ICT	Inventory Register established. RFQ re: potential CRM/RMS upgrade/migration from Synergysoft occurring. February 2022 Update: Tenders have been received and staff will be evaluation and expecting to present to the next Audit Committee meeting. May 2022 Update: No progress. August: Staff are expecting to receive an overview of the Altus System within the month, this will then determine the best way forward. Feb 2023 Data Cleaning in process. COA restructuring project will be commencing soon. April 2023 - COA restructuring underway. July 2023 - Go live with new COA. Aug 2023 - New COA restructuring completed and currently used in Synergy. Staffs are being trained on using the new codes. Discovery phase for Health/Planning/Building modules through Greenlight to commence for 3 days starting 15th August 2023. Parallely to run HR module workshop through Pulse. Jan 2024 - Pulse HR module workshops & training scheduled with HR team to commence. Prerequisites were to have name based email addresses. For 30 odd mailboxes, name based id have been created to meet requirements. Greenlight - Building/Planning/Health - identified by internal team that the test environment wasn't fit for purpose for the Shire and has been put on hold. ReadyTech account manager to provide quote for alternative and organize demo session. Altus Content Management - Replacement for Central Records was identified as need to go live before Greenlight due to integration. Queried ITV/Readytech regarding Payroll implementation and go live (April 2024) to go ahead of Altus Content Management.	Underway

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Attachment 6.9.1

Number	Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress To Date	Status
4	Infrastructure and Technology	ICT has extensive assets and services under management. The best value and maximum benefit from this investment can only be obtained if suitably managed.		Corporate Services / ICT	<p>Systems manual to be developed. Network communications infrastructure plan to be developed.</p> <p>February 2022 Update: No progress.</p> <p>May 2022 Update: No progress.</p> <p>August 2022, limited progress made largely around the Shires CCTV infrastructure which is having a needs assessment carried out.</p> <p>December 2022 Update: No progress.</p> <p>April 2023 - To investigate and enquire with Telstra if they have any open nodes available across Fitzgerald St to rent lines to connect the CCTV poles in order to reduce the congestion in the wireless link for the CCTV infrastructure.</p> <p>July 2023 - To update the existing document as per Shire strategy for grant funding and improving the current CCTVs in place.</p> <p>November 2023 - CCTV Strategy and Audit Complete</p>	Completed
5	Disaster Recovery	ICT needs to work with the organisation to establish mission critical services and ensure that disaster recovery and business continuity plans meet current and emerging needs	2021 / 2026	Corporate Services / ICT	<p>Adhoc DR / Business Continuity plan in place and partially tested. Data retention plan developed</p> <p>Jan 2024 - BCDR - Business Continuity & Disaster Recovery program adopted by Council in Dec 2023. PO given out to WALGA supplier JHCS. Currently under configuration state.</p> <p>Feb2024 - BCDR - Hardware DR server delivered, configuration and testing being conducted by JHCS.</p>	Underway

Audit & Risk Management Committee Minutes
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Attachment 6.9.1

Number	Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress To Date	Status
6	Security	The threat of cyber security incidents continues to rise. The Shire needs to develop and implement security policies and procedures to meet this increasing threat.	2021 / 2026	Corporate Services / ICT	<p>Ongoing development and training will always be occurring.</p> <p>May 2022 Update: No progress.</p> <p>August 2022, No progress.</p> <p>Februarys 2022 Update: No progress.</p> <p>April 2023 - Currently Northam has in place Rocket cyber with is a 24/7 managed security operations centre (SOC) which monitors for any unusual activity on the network including the 365 tenancy , Datto SAAS protection is the 365 tenancy backups, Datto defence is software that sits in the 365 tenancy and monitors for any injected code into emails, phishing and ransomware attacks on teams, Sharepoint, Outlook, OneDrive . Datto EDR is endpoint detection and remediation . EDR is designed to sit between AV and SOC services and protect endpoints from any unusual activity. And we have Trend AV on all machines</p> <p>July 2023 - Existing Cybersecurity in place is currently functioning well. Next phase is enabling Office365 MFA (multifactor authentication).</p> <p>November 2023 - MFA identification is currently being rolled out and now covers 50% of Staff. In Addition the ICT Disaster Recovery Plan has also been updated.</p> <p>Jan 2024 - MFA rolled out to councilors. Other staff being rolled in with MFA to be completed by mid Feb 2024.</p> <p>Feb 2024 - MFA roll out complete. Requested for quotes for Pen testing & Vulnerability assessment testing.</p>	Underway
7	Project Management	The effective delivery of ICT projects requires a suitable management framework to be implemented	2022	Corporate Services / ICT	<p>Project Management ICT Procedure to be developed.</p> <p>February 2022 Update: No progress.</p> <p>August 2022 Update: No progress.</p> <p>December 2022 Update: No progress.</p> <p>April 2023 - to review and develop a frame work</p> <p>May 2023 - yet to review and develop</p> <p>July 2023 - Project Management document currently available reviewing that document.</p> <p>November 2023 - Project Management Document has been reviewed and signed off on.</p>	Completed

**Audit & Risk Management Committee Minutes
29 February 2024**



7 URGENT BUSINESS APPROVED BY DECISION

Nil.

8 DATE OF NEXT MEETING

Upcoming meetings:

- 23 May 2024 at 5:30pm
- 29 August 2024 at 5:30pm
- 28 November 2024 at 5:30pm

9 DECLARATION OF CLOSURE

There being no further business, the Presiding Member, Cr A J Mencshelyi, declared the meeting closed at 6:13 pm.

"I certify that the Minutes of the Audit & Risk Management Committee Meeting held on 29 February 2024 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

13 OFFICER REPORTS

13.1 CEO'S OFFICE

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

File Reference:	A15653 A12005
Reporting Officer:	Britt Hadlow (Governance Coordinator), Jacky Jurmann (Manager Planning & Environment)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Nil.

BRIEF

To consider entering into a further leasing arrangement with the Northam Harness Racing Club for the use of part of Reserves 3303 and 11596.

ATTACHMENTS

1. Lease Area - Reserve 3303 & 11596 [**13.1.1.1** - 1 page]
2. Northam Harness Racing Club - Letter of support to enter leasing arrangement [**13.1.1.2** - 1 page]

A. BACKGROUND / DETAILS

The Northam Harness Racing Club (NHRC) has had exclusive use of the trotting tracks on part of Reserves 3303 and 11596 since the first lease was executed in 1995 for a 10-year term, with an optional 10-year term.

In August 2010, Council resolved to continue leasing part of the Reserve 3303 to the NHRC for a period of 21 years.

In 2010 a new lease was negotiated and attempted to be entered into, however, at the time it was not executed as the NHRC wanted to apply for a Crown Grant in Trust for the Reserve.

Prior to the introduction of the Land Administration Act, the Minister for Lands may have issued a freehold title over a reserve, (commonly known as a Crown Grant in Trust) for a particular purpose or any ancillary or beneficial purpose. Crown Grants in Trust were usually issued to an organisation rather than a person and the organisation would have a strong social or welfare

reason for existence. The land was granted free of cost but could only be used for a designated purpose.

Investigations took place into the matter and Council resolved (C.1431) to provide a letter of support for the transfer of the land for a portion of Reserve 3303 as the NHRC had been managing the majority of the Reserve with minimal input from the Shire. The transfer would also assist the NHRC in applying for funding and expanding their facilities. This only applied to Reserve 3303 with no mention of Reserve 11596.

During these investigations, there was a changeover in management of the NHRC, and it appears negotiations ceased.

In 2013, Council received correspondence from the NHRC which provided advice from State Land Services that it would be easier to negotiate re-vesting the Reserve to the NHRC without a lease being in place. At this time, the Shire again supported the NHRC investigating the transfer of the land and requested the NHRC drive the process with the Department of Regional Development and Lands (as it was known at the time).

In 2014 correspondence was received from the NHRC stating that they wanted to enter into a leasing agreement due to not having the resources to investigate the transfer of land, however, the Shire advised due to financial reasons, the land had to be vested to the NHRC.

In June 2015, a Crown Enquiry Form was submitted requesting the Minister to transfer the land.

In February 2016, advice was received from the Department of Lands (as it was known at the time) stating that due to the restructuring of the Department's Regional and Metropolitan Services Division, a new officer had taken over the case and the request was still under investigation.

In August 2016 an email was received from the Department of Lands that the trotting track encroached on Reserve 11596, which is a "Class A" Reserve. A "Class A" Reserve is a classification used solely to protect areas of high conservation or high community value.

The advice stated that for Reserve 11596 to be re-vested it would:

1. Have to go through Parliament which was indicated to be a timely process;
2. Require having the Reserve realigned to create a new Reserve for the NHRC at cost to the Shire or NHRC; and
3. Racing and Wagering, Western Australia would need to be involved in the process.

The alternative suggestions from the Department of Lands were to enter into a lease arrangement with the Shire or enter into either option excluding the part of the Reserve 11596.

The final record states that the NHRC were considering not using the jock track which encroaches onto Reserve 11596 and a meeting was to be arranged, however, the outcome of this meeting is not documented.

In February 2023, Shire officers met with the Manager of the NHRC. The Manager advised that the NHRC committee was still keen to investigate the revesting of the land.

Further research was undertaken and advice was sought from a planning perspective about the revesting and realigning of the Reserve.

There has been no change to the process of revesting Reserve 11596 and it would still require to go through Parliament, however, Shire staff subsequently advised that Reserves 3303 and 11596 are both in the proximity of an old tip site, and that although the Shire has been researching this area for some time, it is unclear as to the extent of the tip boundaries and whether they extend into the track areas. Further research would need to be undertaken to:

1. Determine the tip boundaries;
2. Determine if there are any liabilities in the tip site area;
3. Determine whether the boundary of the Reserve requires to be realigned to delineate the track and tip boundaries; and
4. Investigate potential remediation measures to ensure that the area is safe and environmentally stable.

There were also concerns around the realignment affecting the access tracks in the area because if the NHRC was to fence the access to the land and/or riverbank, it may affect access for firefighting purposes.

The area highlighted in pink on Attachment 13.1.1.1 is under consideration for Native Title Land, which will also need to be considered if the Reserve boundaries are to be realigned.

Some preliminary investigations have taken place, however the further research and works that are required are not currently within budget or resourcing allocations.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

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

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

Priority Action: Nil.

B.2 Financial / Resource Implications

Entering into a leasing arrangement is at no cost to the Shire, however, should further exploratory or remediation works be required, Council will be required to allocate appropriate resources to this project.

B.3 Legislative Compliance

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

The NHRC is a not-for profit organisation and the committee do not receive any share of profits.

B.4 Policy Implications

The proposed lease complies with Council Policy - Property Management (Leases Licences).

B.5 Stakeholder Engagement / Consultation

Internal consultation has occurred together with discussions with the Applicant throughout the process.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Disputes arise between the NHRC and the Shire on maintenance and management of the Reserve.	Possible (3) x Minor (2) = Moderate (6)	Enter into a leasing arrangement.
Service Interruption	Nil.		

Compliance	The Shire continues to allow the NHRC to operate on the Reserves with no lease in place.	Almost Certain (5) x Medium (3) = High (15)	Negotiate leasing arrangements with the NHRC.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Resources may need to be allocated to continue investigations into the tip boundaries and liabilities in the area in the future, along with ensuring that remediation measures are sufficient to protect the riparian zone or the river, particularly in the event of a major flood event. Bushfire mitigation works in the area may also be required.

C. OFFICER'S COMMENT

The NHRC has been made aware of the situation with the realignment of the Reserve and the implications with the tip boundaries. The NHRC committee supports entering a leasing arrangement at this time however, their preference is to eventually re-vest the land to the NHRC. The NHRC has also requested that the Shire undertake further exploration into the option of re-vesting the land at a future time. A letter from the NHRC detailing their support of moving to a leasing arrangement can be found in Attachment 13.1.1.2.

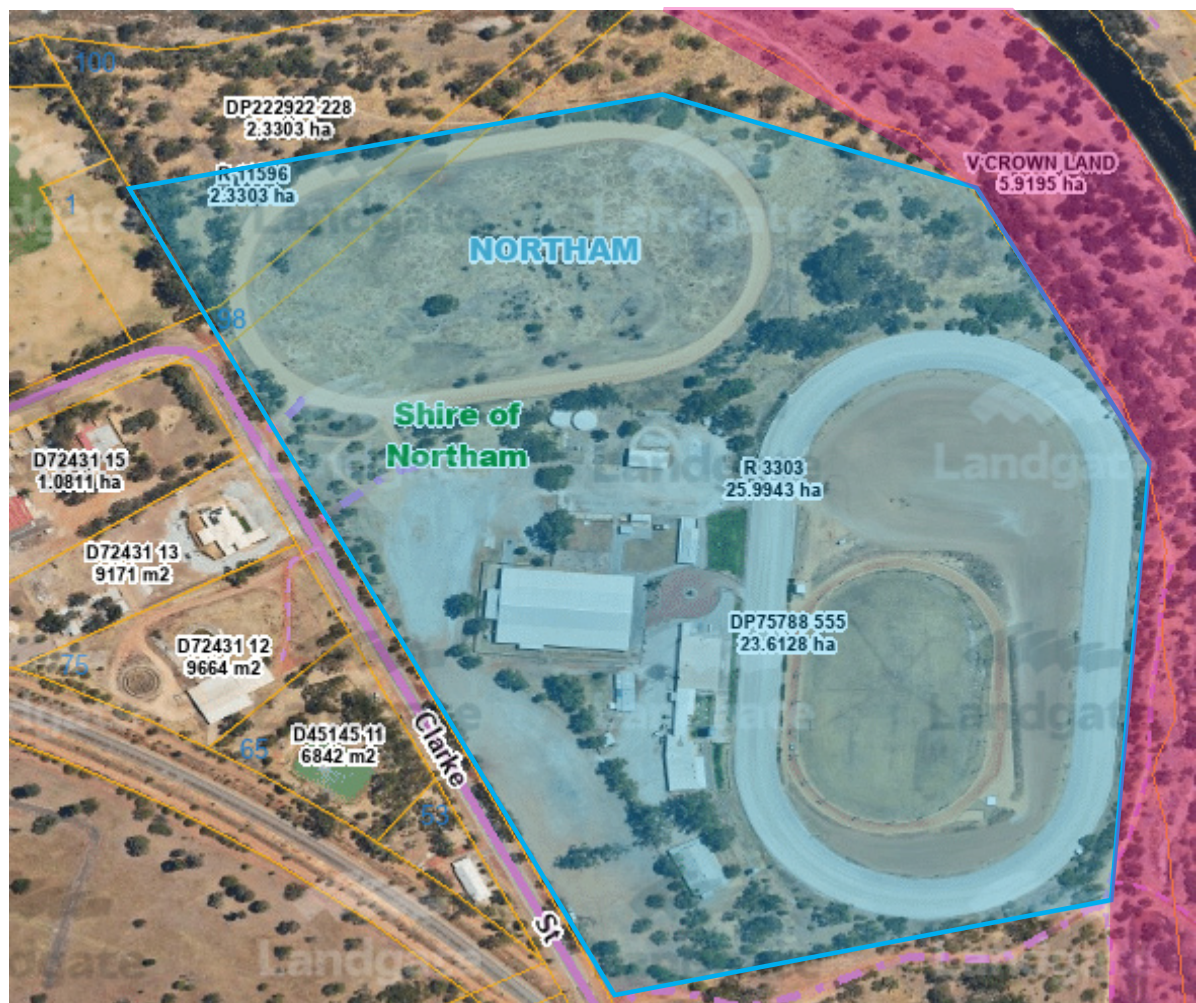
The attachment details the portions of the Reserves that will be leased to the NHRC.

Given that Council has previously agreed to enter into a leasing arrangement for Reserves 3303 and 11596 and the NHRC has now agreed to the same, it is recommended that the Council considers entering into the leasing arrangement for a period of 5 years with an option of 5 years in accordance with Council Policy - Property Management (Leases Licences).

RECOMMENDATION

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

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





NORTHAM HARNESS RACING CLUB
PO BOX 268
NORTHAM WA 6401
PH: 0400623642

To Whom It May Concern

RE: Leasing Arrangement

As president of the NHRC I support entering a leasing arrangement and would like the council to consider this at the next council meeting; however, our preference is to eventually re-vest the land to the harness club and would appreciate if this could be further investigated in the future. I know we have previously looked into this and we have had changes in management several times and things have stalled. I now understand we have more investigation required from the shire around this matter.

I understand at this time getting a lease agreement in place is necessary for both parties.

David Grafton
Club President

7.3.24

NHRC Clarke Street, Northam WA 6401 ABN 28939650701 Phone 0400623642

13.2 CORPORATE SERVICES

President C R Antonio declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as members of community groups requesting funding are known to President Antonio.

Cr H J Appleton declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as members of community groups mentioned in the budget review are known to Cr Appleton.

Cr L C Biglin declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as Cr Biglin is currently the secretary/treasurer of the Wundowie Progress Association Committee.

Cr M I Girak declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as members of community organisations mentioned in the mid-year budget review are known to Cr Girak.

Cr A J Mencshelyi declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as members of the Wundowie Progress Association are known to Cr Mencshelyi and there is an allocation for Wundowie Museum.

Cr C M Poulton declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as members of mentioned community groups are known to Cr Poulton.

Cr J E G Williams declared an "Impartiality" interest in item 13.2.1 Mid-Year Budget Review, as Wundowie Progress Association are requesting unbudgeted funding & members of the association are known to Cr Williams, including one as a fellow Councillor.

13.2.1 Mid-Year Budget Review

File Reference:	8.2.7.1
Reporting Officer:	Mia Miller (Management Accountant)
Responsible Officer:	Colin Young (Executive Manager Corporate Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	Yes

BRIEF

To consider and adopt the Mid-Year Budget Review as presented in the Statement of Financial Activity for the period 1 July 2023 to 29 February 2024.

ATTACHMENTS

1. Budget Review 2023.24 [**13.2.1.1** - 7 pages]

A. BACKGROUND / DETAILS

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2024 for the period ending 29 February 2024 is presented for Council to consider. The *Local Government (Financial Management) Regulations 1996*, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and the last day of February in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

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 subsequent review will incorporate Budget amendments which will impact in accordance with the schedule provided.

B.3 Legislative Compliance

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

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

(1) Between 1 January and last day of February in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government's financial position as at the date of the review; and
(c) review the outcomes for the end of that financial year that are forecast in the budget.

(d) include the following —

(i) the annual budget adopted by the local government;

(ii) an update of each of the estimates included in the annual budget;

(iii) the actual amounts of expenditure, revenue and income as at the date of the review;

(iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.

(2) The review of the annual budget for the financial year must be submitted to council on or before 31 March in that financial year.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

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	Changes do not reflect the current position of Council.	Unlikely (2) x Minor (2) = Low (4)	Ensure that existing policies and processes are implemented and are compliant with relevant legislation and that there are sufficient funds to meet estimated

			expenditure for the remainder of the year.
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	All Council purchasing policies and guidelines have been adhered to	Unlikely (2) x Minor (2) = Low (4)	Ensure that existing policies and processes are implemented and are compliant with relevant legislation.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Council adopted a 10% and a \$20,000 minimum for the reporting of material variances to be used in the Statement of Financial Activity.

The budget has been reviewed to continue to deliver on strategies adopted by the Council and maintains a high level of service across all programs.

The numbered notes below correspond to the notes in the recommended adjustments contained within Attachment Budget Review 2023/24. A revised Operating Statement (N&T) and Statement of Financial Activity have been produced based on the recommended budget alterations below together with the revised movements by program and the budgeted reserve closing balances as of 30 June 2024.

Proposed Budget Review Amendment

Operating Expense Accounts

1. The amount of \$11,000 has been identified to digitalise 23 boxes of older building records that had been stored at the depot. The records are in fragile condition and labour intensive to access when requested by ratepayers. The digitalisation will result in savings over the medium term.

2. It is requested that an allocation of \$6,000 be made to enter a contract with a service provider for an after-hours calls service. Annual expenditure is estimated to be in the vicinity of \$12,000 to \$15,000. It is expected the introduction of this service will provide better customer service to members of the community whilst reducing expenditure on internal resources.
3. An allocation of \$12,000 has been requested for the development of 2 to 3 grant business cases that can then be altered as required when applying for grant funding. An additional amount of \$10,000 has also been requested for the development of a communications/social media plan.
4. The following environmental allocations were overlooked during the setting of the 2023/24 budget and have been reinstated.
 - Pest Plant Eradication \$7,000
 - Tree Subsidy Program \$12,000
 - Reserve Replanting \$5,000
5. It has been identified that the development of the Avon River Town Pool Development Plan will require additional funding of \$8,500.
6. Due to greater than expected fuel prices, there is a need to increase the allocation for the plant fleet, with an estimated additional \$10,000 required.
7. The Trails Master Plan exceeded the current budget and an additional \$5,000 is required.
8. Unplanned repairs are required for existing CCTV infrastructure for two locations within the Northam townsite and Mt Ommaney at an estimated cost of \$20,000.
9. Information Technology expenditure has come in under budget by \$70,000, due to the slower than anticipated rollout of the Shire's new ERP system resulting in reduced annual fees.
10. Wastewater maintenance has increased by \$48,000 due to work health and safety issues that required addressing and general breakdowns.
11. An allocation of \$4,700 has been made to enable the Shire's Ranger services to utilise NoiseNet, which is a noise monitor. The noise monitor is installed at sites of the alleged dog nuisance noise to gather information on the severity of the issue and has resulted in at least one long term issue being closed, freeing up staff resources.
12. A new contract has been tendered for cleaning and will be presented at the March Ordinary Council Meeting as a separate report. The tender response has resulted in an expenditure increase of \$25,400 for the remainder of the financial year.
13. Due to delays in filling vacant positions salaries are under budget by \$125,000 across the BKB, Visitors Centre and Engineering services.
14. Training budgets have been adjusted based on actual training needs for the remainder of the financial year. Administration has been increased by \$10,000 and the BKB and Members decreased by \$2,500 and \$7,500 respectively.

15. Various building maintenance budgets are expected to finish the year over budget due to increased expenditure on contractors and an adjustment of \$50,000 has been included to cover the additional expenditure.

Capital Expenditure

16. Council adopted the motion below to allocate a sum of \$67,000 towards new lot developments at the Northam Cemetery that was required to manage demand for new suitable plots.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4871

Moved: Cr D A Hughes

Seconded: Cr M P Ryan

That Council allocates \$67,000 for the development of new cemetery lots funded from increased financial assistant grants as presented.

- **Allocate \$67,000 to capital account 4100790**
- **Increase revenue \$67,000 to account 3030209**

CARRIED 10/0

17. The Light Plant Replacement program requires additional funding of \$55,350 for the following reasons:
- Long lead times on ordered vehicle replacements resulting in both price increases and trade decreases.
 - Current quotes showing increases to the two proposed plug-in hybrid vehicles.
 - The downgrading in value of a vehicle due to the motor blowing up before the trade occurred.
18. Council requested that an allocation for CCTV upgrades was considered in the budget review as per the recommendation of the Community Safety Committee as per below:

COMMITTEE DECISION

Minute No: CSC.111

Moved: Theresa Lee

Seconded: Attila Mencshelyi

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

1. **Endorse the CCTV Audit Report incorporating the CCTV Strategy, CCTV Policy and Operational Guidelines as presented.**

2. Request that Council consider an allocation of \$50,000 at the 2023/24 budget review to commence the implementation of the CCTV Audit Report.
3. Request that the Chief Executive Officer develop a Video Surveillance Policy for the Shire of Northam.

CARRIED: 9/0

19. The following resolution was adopted by Council in relation to the BMX track upgrades requiring an additional \$79,574:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4936

Moved: Cr A J Mencshelyi

Seconded: Cr M I Girak

That Council:

1. Accept the response to the Request for Tender 07 of 2023 – Northam Bike Hub Upgrades for \$265,908.70 (excl GST).
2. Authorise the Chief Executive Officer to make variations (maximum increase of 10% to awarded price) prior to entering a contract for Northam Bike Hub Upgrades, Request for Tender 07 of 2023 with Avon Valley Plant & Equipment.
3. Authorise the Chief Executive Officer to enter a contract for the Northam Bike Hub Upgrades with Avon Valley Plant & Equipment.

CARRIED 9/0

Accounts netted out and related transactions

20. A request for a reduction in working hours by an officer in Ranger services has created the opportunity to employ a trainee within the team. Total cost for the remainder of the financial year is \$8,900 which has been funded with savings that have occurred within the Health services salaries.
21. The following adjustments were adopted by Council on the 2023/24 Roads Program:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4920

Moved: Cr A J Mencshelyi

Seconded: Cr M I Girak

That Council, by Absolute Majority, authorise the Chief Executive Officer to amend the 2023/24 budget as per the below table:

From G/L	Account Name	To G/L	Account Name	Budget Amendment
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141201410	Roads Outside BUA - Sealed - Council Funded	141201440	Roads Built Up Area - Roads to Recovery	\$115,896.40
141201410	Roads Outside BUA - Sealed - Council	141201380	Roads Built Up Area - Sealed - Council Funded	\$35,285.60
141103700	Infrastructure Parks & Gardens (Capital)	141201380	Roads Built Up Area - Sealed - Council Funded	\$48,000.00
141201670	Infrastructure Bridges & Culverts (Capital)	141201380	Roads Built Up Area - Sealed - Council Funded	\$43,737.39
TOTAL				\$242,919.39

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

22. Additional funding was requested from Council relating to the Bernard Park EV Charging station as per the motion below:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4939

Moved: Cr A J Mencshelyi

Seconded: Cr D A Hughes

That Council, by Absolute Majority, authorise the Chief Executive Officer to amend the 2023/24 budget as per the below table:

G/L	Account Name	Original Budget	Proposed Budget
141201670	C2226 Yilgarn Ave Culvert	\$104,512.61	\$0
141103700	PC11318 Bernard Park	\$204,210.00	\$308,722.61

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

23. The need for a waste management consultant has been identified to undertake a detailed analysis of the life expectancy of the Old Quarry Waste Facility, including a quantised estimate for future capping and rehabilitation at a cost of \$35,000. This has been offset with the removal of the Avonvale Precinct Redevelopment and the Omnibus amendments that will be carried out by internal resources.
24. The following are amendments to the footpath program that was adopted by Council:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4842

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

That Council:

- 1. Accept the response to the Request for Tender 05 of 2023 – Footpath & Kerbing Program from Delta PTY LTD for \$319,034.00 (ex GST).**
- 2. Authorise the CEO to make variations (maximum increase of 10%) to the awarded price prior to entering a contract for the Footpath & Kerbing Program, Request for Tender 05 of 2023 with Delta PTY LTD.**
- 3. Authorise the CEO to enter into a contract for Footpath & Kerbing Program, Request for Tender 05 of 2023 with Delta PTY LTD at the discretion of the Shire in accordance with the specifications contained within the request for quote documents.**

CARRIED 8/0

25. A grant was received from WALGA to carry out a study of Areas of Environmental Significance and Retaining of Environmentally Significant Trees valued at \$18,910.
26. The allocation of \$40,000 for the Rick Charlesworth Classic has been removed from the budget due to being unsuccessful in attracting the event to Northam. This also included the removal of the associated revenue of \$20,000.
27. Unbudgeted expenditure was incurred due to the agistment of cattle that were picked up by the Shire's Rangers costing \$5,000. This was offset with poundage fees that resulted from the action.
28. Unbudgeted grant funding has been brought to account for Australia Day Events of \$15,000.
29. The Shire was unsuccessful in applying for an ESL capital grant for the Irishtown Fire Shed and as such an allocation of \$189,218 has been removed.
30. The Shire was successful in applying for a Battery Electric Vehicle (BEV) charging grant from WALGA for \$47,574. The infrastructure is fully funded based on a commitment to purchase 3 BEV.
31. A non-cash adjustment for the profit on sale of assets was missed in the initial budget adoption being Profit on Sale of Land, Old Depot Peel Terrace, Profit on Sale of Vehicles MV1914 and MV1711.
32. The Shire has been successful in being included in a trial to utilise new CCTV technology to assist with road safety. The technology will be used to track driver behaviour and improve safety. The non-enforcement camera is proposed to be located at the corner of Fitzgerald/Gairdner & Newcastle Streets. The cost of \$87,060 will be reimbursed through the program.

33. Designs for the Gordon/Wellington Streets roundabout has been reallocated from operating expenditure to capital expenditure of \$30,000.
34. A realignment of the Shire's Roads and Footpaths programs has been carried out to offset rising contractor costs whilst adjusting internal resources to improve the efficiency of the overall program, as per the table represented below:

Budget Amendment			
Job	Description	Budget	Amended Budget
Roads Capital			
RCKERB	Kerb renewal	\$50,000	\$38,000
RRG1026A	Jennapullin Road A SLK 6.56-7.9, (materials)	\$645,605	\$541,485
	Labour	\$0	\$30,912
	Labour Overheads	\$0	\$40,803
	Plant Operating Costs	\$0	\$32,405
R2R1071G	Smith Road (Gravel), (materials)	\$22,984	\$203,972
	Labour	\$106,667	\$33,834
	Labour Overheads	\$142,934	\$40,690
	Plant operating Costs	\$99,859	\$28,772
R2R1056	Beering Road, (materials)	\$36,655	\$238,667
	Labour	\$133,333	\$41,391
	Labour Overheads	\$178,667	\$50,093
	Plant operating Costs	\$124,824	\$29,145
4120165	Drainage Built Up Area	\$50,000	\$45,000
4120166	Drainage Outside Built Up Area	\$41,118	\$13,118
RC1106	Leader Road (materials)	\$140,800	\$115,800
	Labour	\$0	\$10,156
	Labour Overheads	\$0	\$13,404
	Plant operating Costs	\$0	\$8,880
RC2041	Beavis Place	\$138,865	\$155,365

Footpaths Capital			
FC2225	Mitchell Avenue Footpath (materials)	\$231,709	\$189,209
	Labour	\$0	\$13,692
	Labour Overheads	\$0	\$18,075
	Plant operating Costs	\$0	\$10,733
FC2013	Kennedy Street Footpath	\$137,361	\$117,361
FC2001	Wellington Street Footpath	\$6,589	\$23,709
Roads Maintenance			
2120211	Roads Maintained Built Up Area		
	Labour	\$165,904	\$253,053
	Labour Overheads	\$197,441	\$325,794
	Plant operating Costs	\$35,882	\$126,665
Other Expenditure/Revenue			
PC11362	Motor Track Enhancements	\$109,000	\$39,000
	Labour	\$0	\$22,866
	Labour Overheads	\$0	\$30,183
	Plant operating Costs	\$0	\$23,965
3120130	Flood Damage Revenue	\$0	-\$70,000
Various	Various (general savings)	\$40,000	\$0
Budget Impact		\$2,836,197	\$2,836,197

Transfer to/from Reserve

35. Salary accounts have been increased due to the exiting of three long term employees in Corporate Services and the Office of the CEO. These allocations have been part transferred from the Employee Liability Reserve. In addition, a payment of Long Service Leave held as a liability has been paid for two employees who transferred to other Local Governments due to the leave being taken. The total reserve transfer was \$117,585.

Operating Revenue Accounts

36. Additional Federal Assistance Grants received above the estimate supplied by the Grants Commission - General Purpose \$100,904 and Roads \$49,830.
37. Interim rates have been reduced by \$40,000 due to less than anticipated rate revaluation adjustments.
38. Interest revenue has been increased by \$174,580 due to holding greater than expected term deposits during the year and an increased rate of return on those investments.
39. Additional revenue of \$5,000 expected from Rates Penalty Interest.
40. An additional \$21,000 has been received from the Main Roads Direct Grant.
41. An allocation of \$19,120 for an employee's Long Service Leave recoup has been reversed due to the revenue being received in the 2022/23 financial year.
42. Additional revenue of \$19,330 received from the Shire's Licencing Service.

Adjustment To EOFY Surplus

43. An adjustment was required due to movements in Contract Liabilities and Accrued revenue to the value of \$302,647. As per Policy F.4.5 Council can allocate as per the following options.

- Transferred to a Reserve Account to be nominated by the Council;
- Allocated to a 'one-off' capital project nominated by the Council;
- Retirement of debt (where possible).

It is recommended that the funds are allocated as follows:

- The following was adopted by Council relating to an allocation of \$40,000 towards the Wundowie Museum, \$40,000 as per below:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4926

Moved: Cr M P Ryan

Seconded: Cr A J Mencshelyi

That Council:

- 1. Notes the business plan provided by the Wundowie Progress Association for the proposed Wundowie museum.**
- 2. Considers the request from the Wundowie Progress Association for a \$40,000 funding contribution from the Shire as part of the review of the 2023/24 budget.**
- 3. Requests the Chief Executive Officer to discuss further with the Wundowie Progress Association the project delivery and operational costs for the proposed Wundowie museum and provide this information to Council as part of the 2023/24 budget review.**

CARRIED 8/0

- Plant Reserve of \$100,000 will be required during the 2024/25 budget for the plant replacement program due to increased fleet purchase costs combined with the need to replace the grader. This allows Council to stay within the current perimeters of the Long Term Financial Plan (LTFP).
- Building Reserve of \$162,647 to provide flexibility to achieve items identified within the Council Plan.

Wundowie Museum

At the Ordinary Council Meeting (OCM) in December 2023, the Wundowie Progress Association (WPA) requested a \$40,000 funding contribution towards the cost of the development of the Wundowie Museum. Council requested that the Chief Executive Officer discuss further with WPA regarding additional costs relating to the project delivery including operational costs and provide this information to Council as part of the 2023/24 budget review.

The Shire's Council Plan 1 July 2022 – 30 June 2032 has the following action related to the Wundowie Museum, *priority action 2.3.8 pg. 25 – 'Partner with*

Wundowie Progress Association to advocate for funding for a Wundowie museum and gallery, and interpretive history walk, to curate and showcase local culture, heritage and artifacts'. This was listed for 2026/27 financial year.

The proposed facility will require development and building approvals as well as approval under the Health Regulations as a public building. Considerations in the development application process would include issues such as vegetation clearing, bushfire protection, car parking and accessibility, general appearance of the building and potential impacts on any future expansion plans for the playing fields.

With respect to the building approval issues such as accessibility, energy efficiency, emergency egress, firefighting requirements, drainage and universally accessible toilets / facilities will require consideration. In addition, public building approval would consider emergency egress, signage and access to facilities.

It is highly likely that the approvals process will identify facility requirements that are not currently captured in the business plan and quotes provided by the WPA. It is important that a full project cost is established to enable a successful facility to be delivered.

With the planning approval stage as above, the project outline to date shows the WPA have sourced funding of \$80,000 from the State Government (subject to letter of support and financial commitment from the Shire).

The proposed building area will require the removal of the old ablution block, which is believed to contain asbestos, at an estimated cost of \$20,000 - \$30,000. Given this is a Shire facility that is understood to be significantly under-utilised and outdated, and the removal of the ablution block is required to accommodate the proposed shed for the Museum, it is recommended this is included in the 2024/25 draft Budget for consideration to be funded through the Shire's Building Asset Management Plan allocation as included in the LTFP.

In order to address the accessibility requirements of a Public Building that will be located on Shire land, an accessible ablution block is needed at an estimated cost of \$120,000 - \$180,000 and the construction of an all-abilities parking bay at an estimated cost of \$20,000. In addition to these costs, it is highly likely that the approvals process will identify other requirements that are not currently captured in the business plan and quotes provided by the WPA.

As the Shire's current budget and LTFP does not have provision for this expenditure and in accordance with the priority action in the Council's Plan, it is proposed that the Shire support the WPA to seek additional external funding to meet the costs associated with the provision of an accessible ablution block,

car parking and other requirements to secure planning, building and health approvals for the Museum.

Further work is required to gain an understanding of the potential operating costs and outgoings and how this cost might be covered by income such as entry fees. A preliminary indication is that the cost of utilities, insurance and maintenance of fire extinguishers, termite control, etc. could be in the vicinity of \$15,000 per annum.

RECOMMENDATION

That Council by ABSOLUTE MAJORITY:

- 1. INCLUDES an allocation of \$40,000 towards the Wundowie Museum within the 2023/24 Budget Review.**
- 2. CONSIDERS the allocation of an estimated \$30,000 for the demolition of the existing toilet block at the Wundowie Oval to accommodate the Wundowie Museum within the 2024/25 draft Budget.**
- 3. SUPPORTS the Wundowie Progress Association in seeking additional external funding to meet the accessibility and other requirements for the Wundowie Museum.**

ABSOLUTE MAJORITY OF 6 REQUIRED

RECOMMENDATION

That Council by ABSOLUTE MAJORITY:

- 1. RECEIVES the Budget Review for the eight months ended 29 February 2024.**
- 2. AUTHORISES the Chief Executive Officer to amend the 2023/24 Budget in accordance with the attached report titled Budget Review 2023/24.**

ABSOLUTE MAJORITY OF 6 REQUIRED

**Shire of Northam
Budget Review
For the Year Ended June 2024**

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Expense Accounts	Adopted Budget	RECOMMENDED ADJUSTMENTS BUDGET REVIEW 2023/24		Revised Budget
		Council Motion	Amendment	
1 Other Expenditure (2140287)	\$ -		(\$ 11,000)	(\$ 11,000)
2 Subscriptions and Memberships (2140221)	(\$ 51,835)		(\$ 6,000)	(\$ 57,835)
3 Other Consultancy (2040252)	(\$ 28,600)		(\$ 22,000)	(\$ 50,600)
4 Pest Plant Eradication (job W10501)	(\$ 13,113)		(\$ 7,000)	(\$ 20,113)
4 Tree Subsidy Program (job W10505)	(\$ 8,000)		(\$ 12,000)	(\$ 20,000)
4 Reserve Replanting (job W10501)	(\$ 10,000)		(\$ 5,000)	(\$ 15,000)
5 Develop Management Plan, Avon River Town Pool (job W10602)	(\$ 16,500)		(\$ 8,500)	(\$ 25,000)
6 Fuel Expenditure (2140412)	(\$ 280,000)		(\$ 10,000)	(\$ 290,000)
7 Consultants, Trails Master Plan (2130852)	(\$ 48,392)		(\$ 5,000)	(\$ 53,392)
8 CCTV Infrastructure Repairs (2050322)	(\$ 12,500)		(\$ 20,000)	(\$ 32,500)
9 Information Technology Expense (2140221)	(\$ 466,942)		\$ 70,000	(\$ 396,942)
10 Waste Water Treatment Plant Expenditure (job W13808)	(\$ 126,994)		(\$ 48,000)	(\$ 174,994)
11 Animal Other Expenditure (2050287)	(\$ 13,200)		(\$ 4,700)	(\$ 17,900)
12 Cleaning Contract (various buildings)	\$ -		(\$ 25,400)	(\$ 25,400)
13 BKB Employee Costs (2130900)	(\$ 230,225)		\$ 65,000	(\$ 165,225)
13 Visitor Centre Employee Costs (2130200)	(\$ 284,324)		\$ 20,000	(\$ 264,324)
13 Engineering Salaries (2140300)	(\$ 810,517)		\$ 40,000	(\$ 770,517)
14 Training and Development Admin (2140204)	(\$ 18,500)		(\$ 10,000)	(\$ 28,500)
14 Training and Development BKB (2130904)	(\$ 5,000)		\$ 2,500	(\$ 2,500)
14 Members Training (2130804)	(\$ 26,600)		\$ 7,500	(\$ 19,100)
15 Building Maintenance (various)	\$ -		(\$ 50,000)	(\$ 50,000)
Sub total Expenditure	(\$ 2,451,242)		(\$ 39,600)	(\$ 2,490,842)
Capital Expenditure				
16 Cemetery Lot Development (4100790)	\$ -	C.4871	(\$ 67,000)	(\$ 67,000)
17 Light Vehicle Replacement Program (various)	\$ -		(\$ 47,550)	(\$ 47,550)
17 Light Vehicle Replacement Program Trade (various)	\$ -		(\$ 7,800)	(\$ 7,800)
18 CCTV Stage 1 Upgrade	\$ -	CSC.111	(\$ 50,000)	(\$ 50,000)
19 Northam BMX Track (PC11361)	(\$ 206,334)	C.4935	(\$ 79,574)	(\$ 285,908)
Sub total Expenditure	(\$ 206,334)		(\$ 251,924)	(\$ 458,258)
Accounts Netted Out & Related Transactions				
20 Animal Management Salaries (2050200)	(\$ 259,653)		(\$ 8,900)	(\$ 268,553)
20 Health Salaries (2070400)	(\$ 350,955)		\$ 8,900	(\$ 342,055)
21 Mokine Road (job R2R1042S)	(\$ 209,000)	C.4920	\$ 19,978	(\$ 189,022)
21 Henry Street (job R2R2077)	(\$ 141,706)	C.4920	\$ 32,315	(\$ 109,391)
21 Fitzgerald Street (job R2R2003)	(\$ 307,400)	C.4920	(\$ 148,211)	(\$ 455,611)
21 Grass Valley South Road (job RC1024S)	(\$ 280,000)	C.4920	\$ 151,181	(\$ 128,819)
21 Beavis Place (job RC2041)	(\$ 90,000)	C.4920	(\$ 48,865)	(\$ 138,865)
21 Forrest Street (job RC2002)	(\$ 390,000)	C.4920	(\$ 190,727)	(\$ 580,727)
21 Linley Valley Road (job RC1015)	(\$ 335,500)	C.4920	\$ 92,591	(\$ 242,909)
21 Yilgran Avenue Culvert (job C2226)	(\$ 148,250)	C.4920	\$ 43,738	(\$ 104,512)
21 Motor Sport Track (job PC11362)	(\$ 157,000)	C.4920	\$ 48,000	(\$ 109,000)
22 Yilgarn Avenue Culvert (job C2226)	(\$ 104,513)	C.4939	\$ 104,513	\$ -
22 Bernard Park Electric Charging Stations (job PC11318)	(\$ 204,210)	C.4939	(\$ 104,513)	(\$ 308,723)
23 Old Quarry Waste Facility Maintenance (job W11356)	(\$ 211,600)		(\$ 35,000)	(\$ 246,600)
23 Avonvale Precinct Redevelopment (job W10606)	(\$ 30,000)		\$ 30,000	\$ -
23 Omnibus Amendment (job W10605)	(\$ 5,000)		\$ 5,000	\$ -
24 Wellington Street Footpath (FC2001)	(\$ 25,438)	C.4842	\$ 18,849	(\$ 6,589)
24 Forrest Street Footpath (FC2002)	(\$ 62,167)	C.4842	\$ 62,167	\$ -
24 Chidlow Street Footpath (FC2009S)	(\$ 77,110)	C.4842	(\$ 60,251)	(\$ 137,361)
24 East Street Footpath (FC2020)	(\$ 27,159)	C.4842	(\$ 51,207)	(\$ 78,366)
24 Beavis Place Footpath (FC2041)	(\$ 11,946)	C.4842	\$ 11,946	\$ -
24 Peel Terrace Footpath (FC2128)	(\$ 26,658)	C.4842	(\$ 24,797)	(\$ 51,455)
24 Mundulla Way Footpath (FC2142)	(\$ 29,150)	C.4842	(\$ 22,702)	(\$ 51,852)
24 Kerb Renewal (RCKERB)	(\$ 150,233)	C.4842	\$ 65,995	(\$ 84,238)
25 Reserve Replanting (job W10501)	(\$ 10,000)		(\$ 18,910)	(\$ 28,910)
25 Grant Income (30707100)	\$ -		\$ 18,910	\$ 18,910

		RECOMMENDED ADJUSTMENTS BUDGET REVIEW 2023/24			
		Adopted Budget	Council Motion	Amendment	Revised Budget
Accounts Netted Out & Related Transactions (continued)					
26 Rick Charlesworth Classic (2110312)	(\$ 56,050)			\$ 40,000	(\$ 16,050)
26 Grant Rick Charlesworth classic (3110310)	\$ 1,094,435			(\$ 20,000)	\$ 1,074,435
27 Animal Other Expenditure (2050287)	(\$ 17,900)			(\$ 5,000)	(\$ 22,900)
27 Animal Fines and Penalties (3050240)	\$ 6,000			\$ 5,000	\$ 11,000
28 Other Culture Grants (3110710)	\$ 426,000			\$ 15,000	\$ 441,000
28 Australia Day (EV11703)	(\$ 17,600)			(\$ 7,000)	(\$ 24,600)
28 General Events (EV11714)	(\$ 10,000)			(\$ 8,000)	(\$ 18,000)
29 Irishtown Fire Shed (BC5105)	(\$ 189,218)			\$ 189,218	\$ -
29 Fire Grants Revenue (3050110)	\$ 828,687			(\$ 189,218)	\$ 639,469
30 Buildings (various)	\$ -			(\$ 47,574)	(\$ 47,574)
30 Recreation Grants (3110310)	\$ 1,094,435			\$ 47,574	\$ 1,142,009
31 Profit on Sale of Asset (3130890)	\$ -			\$ 790,000	\$ 790,000
31 Profit on Sale of Asset (3040290)	\$ -			\$ 31,596	\$ 31,596
31 Profit on Sale of Asset (3050190)	\$ -			\$ 9,500	\$ 9,500
31 Non-Cash Adjustment Profit on Sale of Asset	\$ -			(\$ 831,096)	(\$ 831,096)
32 Road Maintenance Other (2120287)	(\$ 1,000)			(\$ 87,060)	(\$ 88,060)
32 Roads Contribution/Reimbursement (3120201)	\$ 1,000			\$ 87,060	\$ 88,060
33 Road Maintenance Consultants (2120252)	(\$ 161,458)			\$ 30,000	(\$ 131,458)
33 Gordon/Wellington Street Roundabout (RBS2005)	\$ -			(\$ 30,000)	(\$ 30,000)
34 Roads Capital (various)	(\$ 1,912,311)			\$ 200,419	(\$ 1,711,892)
34 Footpaths Capital (various)	(\$ 375,659)			\$ 2,880	(\$ 372,779)
34 Roads Maintenance (various) Labour	(\$ 363,345)			(\$ 215,502)	(\$ 578,847)
34 Roads Maintenance (various), POC	(\$ 35,882)			(\$ 90,783)	(\$ 126,665)
34 Motor Sport Track (job PC11362)	(\$ 109,000)			(\$ 7,014)	(\$ 116,014)
34 Revenue Flood Damage AGRN 962 (3120130)	\$ -			\$ 70,000	\$ 70,000
Sub total Accounts Netted Out & Related Transactions	(\$ 3,443,514)			(\$ 20,000)	(\$ 3,463,514)
Transfers To/From Reserve					
35 Corporate Services Salaries (2140200)	(\$ 1,089,223)			(\$ 28,000)	(\$ 1,117,223)
35 Rates Salaries	(\$ 125,966)			(\$ 21,000)	(\$ 146,966)
35 Other Governance Salaries (2040200)	(\$ 892,939)			(\$ 25,000)	(\$ 917,939)
35 Accrued Leave (2140222)				(\$ 43,585)	(\$ 43,585)
35 Transfer from Reserve (5140281)	\$ -			\$ 117,585	\$ 117,585
Sub total	(\$ 2,108,128)			\$ -	(\$ 2,108,128)
Revenue Accounts					
36 Federal Assistance Grant Roads (3030210)	\$ -			\$ 49,830	\$ 49,830
36 Federal Assistance Grant General (3030209)	\$ 15,000			\$ 100,904	\$ 115,904
37 Rates Levied (3030130)	\$ 11,957,457			(\$ 40,000)	\$ 11,917,457
38 Interest Earnings Investments (3030246)	\$ 120,000			\$ 174,580	\$ 294,580
39 Rates Penalty Interest (3030145)	\$ 145,000			\$ 5,000	\$ 150,000
40 Direct Road Grant	\$ 225,325			\$ 21,000	\$ 246,325
41 LSL Recoup (3140230)	\$ 19,120			(\$ 19,120)	\$ -
42 Licensing Commission (3120502)	\$ 205,000			\$ 19,330	\$ 224,330
Sub total Revenue	\$ 12,686,902			\$ 311,524	\$ 12,998,426
Adjustment To End Of Year Surplus					
43 Budgeted End of Year Surplus	\$ 9,164,256				\$ 9,164,256
43 Wundowie Museum (new job)	\$ -	C.4926		\$ 40,000	\$ 40,000
43 Transfer of the Plant Replacement Reserve				\$ 100,000	\$ 100,000
43 Transfer to the Building Reserve				\$ 162,648	\$ 162,648
Sub total Adjustments/Untied Surplus	\$ 9,164,256			\$ 302,648	\$ 9,466,904
Net Change to Budget	\$ 13,641,940	\$ -	\$ 302,648	\$ 13,944,588	

Shire of Northam
Statement Of Comprehensive Income
By Nature and Type
For the Year Ending 30th June 2024

	2023/24 Original Budget \$	2023/24 Budget New COA	2023/24 Ammendments \$	2023/24 Revised Budget \$
REVENUE				
Rates	11,986,145	11,985,146	(40,000)	11,945,146
Grants & Subsidies & Contributions	1,976,927	2,365,871	323,584	2,689,455
Fees and Charges	4,868,229	4,556,982	24,330	4,581,312
Interest Revenue	379,500	392,455	179,580	572,035
Other Revenue	1,126,997	1,115,053	0	1,115,053
	<u>20,337,798</u>	<u>20,415,507</u>	<u>487,494</u>	<u>20,825,292</u>
EXPENSES				
Employee Costs	(10,453,625)	(10,469,417)	(208,087)	(10,677,504)
Materials and Contracts	(7,764,501)	(7,901,622)	(341,353)	(8,242,975)
Utility Charges	(1,185,797)	(938,637)	0	(938,637)
Depreciation on Non-Current Assets	(5,164,280)	(5,164,280)	0	(5,164,280)
Finance Costs	(279,554)	(279,554)	0	(279,554)
Insurance Expenses	(657,036)	(652,838)	0	(652,838)
Other Expenditure	(286,968)	(385,413)	0	(385,413)
	<u>(25,791,761)</u>	<u>(25,791,761)</u>	<u>(549,440)</u>	<u>(26,341,201)</u>
	(5,453,963)	(5,376,254)	(61,946)	(5,438,200)
Capital Grants, Subsidies and Contributions	4,535,431	4,834,745	(141,644)	4,693,101
Profit on Asset Disposals	36,354	36,354	831,096	867,450
Loss on Asset Disposals	(213,764)	(213,764)	0	(213,764)
NET RESULT	(1,095,942)	(718,919)	627,506	(91,413)
Other Comprehensive Income	0	0	0	0
TOTAL COMPREHENSIVE INCOME	<u>(1,095,942)</u>	<u>(718,919)</u>	<u>627,506</u>	<u>(91,413)</u>

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

Shire of Northam
Statement Of Financial Activity
For the Year Ending 30th June 2024

	2023/24 Original Budget \$	2023/24 Budget New COA	2023/24 Ammendments \$	2023/24 Revised Budget \$
REVENUE				
Rates	11,986,145	11,985,146	(40,000)	11,945,146
Grants & Subsidies & Contributions	1,976,927	2,365,871	323,584	2,689,455
Fees and Charges	4,868,229	4,556,982	24,330	4,581,312
Interest Revenue	379,500	392,455	179,580	572,035
Other Revenue	1,126,997	1,115,053	0	1,115,053
	<u>20,337,798</u>	<u>20,415,507</u>	<u>487,494</u>	<u>20,825,292</u>
EXPENSES				
Employee Costs	(10,453,625)	(10,469,417)	(208,087)	(10,677,504)
Materials and Contracts	(7,764,501)	(7,901,622)	(341,353)	(8,242,975)
Utility Charges	(1,185,797)	(938,637)	0	(938,637)
Depreciation	(5,164,280)	(5,164,280)	0	(5,164,280)
Interest Expenses	(279,554)	(279,554)	0	(279,554)
Insurance Expenses	(657,036)	(652,838)	0	(652,838)
Other Expenditure	(286,968)	(385,413)	0	(385,413)
	<u>(25,791,761)</u>	<u>(25,791,761)</u>	<u>(549,440)</u>	<u>(26,341,201)</u>
	(5,453,963)	(5,376,254)	(61,946)	(5,438,200)
Non-Operating Grants, Subsidies and Contributions	4,535,431	4,834,745	(141,644)	4,693,101
Profit on Asset Disposals	36,354	36,354	831,096	867,450
Loss on Asset Disposals	(213,764)	(213,764)	0	(213,764)
Net Operating Result Excluding Rates	(1,095,942)	(718,919)	627,506	(91,413)
Adjustments for Cash Budget Requirements:				
Non-Cash Expenditure and Revenue				
(Profit)/Loss on Asset Disposals	177,410	177,410	(831,096)	(653,686)
Depreciation on Assets	5,164,280	5,164,280	0	5,164,280
Movement in Provisions & Accruals	377,023	0	0	0
Capital Expenditure and Revenue				
Purchase Land and Buildings	(2,854,807)	(2,854,807)	101,644	(2,753,163)
Purchase Infrastructure Assets - Roads	(4,302,004)	(4,302,004)	156,681	(4,145,323)
Purchase Infrastructure Assets - Bridges & Culver	(400,000)	(400,000)	0	(400,000)
Purchase Infrastructure Assets - Footpaths	(1,010,545)	(1,010,545)	2,880	(1,007,665)
Purchase Infrastructure Assets - Drainage	(1,108,282)	(1,108,282)	148,251	(960,031)
Purchase Infrastructure Assets - Parks	(2,128,919)	(2,128,919)	0	(2,128,919)
Purchase Infrastructure Assets - Other	(471,119)	(471,119)	(308,101)	(779,220)
Purchase Plant and Equipment	(1,629,382)	(1,629,382)	(47,550)	(1,676,932)
Purchase Furniture and Equipment	(381,756)	0	0	0
Purchase Intangible Assets	0	(381,756)		(381,756)
Proceeds from Disposal of Assets	1,603,682	1,603,682	(7,800)	1,595,882
Repayment of Debentures	(460,849)	(460,849)	0	(460,849)
Self-Supporting Loan Principal Income	22,208	22,208	0	22,208
Transfers to Reserves (Restricted Assets)	(1,185,957)	(1,185,957)	(262,648)	(1,448,605)
Transfers from Reserves (Restricted Assets)	520,703	520,703	117,585	638,288
Estimated Surplus/(Deficit) July 1 B/Fwd	9,164,256	9,164,256	302,648	9,466,904
Estimated (Surplus)/Deficit June 30 C/Fwd	0	0	0	0
Amount Required to be Raised from Rates	0	0	0	0

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

Shire of Northam
Function and Activity
For the Year Ending 30th June 2024

	2023/24 Original Budget \$	2023/24 Budget New COA	2023/24 Amendments \$	2023/24 Revised Budget \$
REVENUES				
Governance	51,620	1,500	206,176	207,676
General Purpose Funding	12,564,915	12,564,916	115,734	12,680,650
Law, Order, Public Safety	1,024,247	1,081,956	14,500	1,096,456
Health	61,000	61,000	0	61,000
Education and Welfare	1,486,699	1,486,699	0	1,486,699
Housing	107,176	107,176	21,000	128,176
Community Amenities	3,401,757	3,401,757	18,910	3,420,667
Recreation and Culture	469,740	516,240	(5,000)	511,240
Transport	607,900	607,899	176,390	784,289
Economic Services	547,898	521,398	790,000	1,311,398
Other Property and Services	51,200	101,320	(19,120)	82,200
	20,374,152	20,451,861	1,318,590	21,770,451
CAPITAL GRANTS				
Law, Order, Public Safety	429,632	485,143	(189,218)	295,925
Recreation and Culture	1,493,935	1,473,935	47,574	1,521,509
Transport	2,391,840	2,655,643	0	2,655,643
Economic services	220,024	220,024	0	220,024
	4,535,431	4,834,745	(141,644)	4,693,101
TOTAL REVENUE	24,909,583	25,286,606	1,176,946	26,463,552
EXPENSES				
Governance	(3,721,321)	(1,660,912)	(47,000)	(1,707,912)
General Purpose Funding	(233,121)	(381,627)	0	(381,627)
Law, Order, Public Safety	(1,730,905)	(2,123,457)	(33,900)	(2,157,357)
Health	(403,007)	(511,020)	8,900	(502,120)
Education and Welfare	(1,265,825)	(1,392,513)	0	(1,392,513)
Housing	(105,755)	(117,312)	0	(117,312)
Community Amenities	(3,906,311)	(4,369,350)	(51,410)	(4,420,760)
Recreation & Culture	(4,676,158)	(5,891,498)	(50,400)	(5,941,898)
Transport	(4,933,618)	(7,068,033)	(393,345)	(7,461,378)
Economic Services	(2,458,290)	(2,452,179)	42,000	(2,410,179)
Other Property and Services	(2,571,214)	(37,624)	(24,285)	(61,909)
	(26,005,525)	(26,005,525)	(549,440)	(26,554,965)
NET RESULT	(1,095,942)	(718,919)	627,506	(91,413)
Other Comprehensive Income	0	0	0	0
TOTAL COMPREHENSIVE INCOME	(1,095,942)	(718,919)	627,506	(91,413)

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

Shire of Northam
Revised Reserve Account Balances
For the Year Ending 30th June 2024

	2023/24	2023/24	2023/24
	Budget	Movement	Revised Budget
RESERVES - CASH BACKED	\$	\$	\$
			-
Employee Liability Reserve	794,111	(117,585)	676,526
Reticulation Scheme Reserve	93,759		93,759
Office Equipment Reserve	7,389		7,389
Plant & Equipment Reserve	28,025	100,000	128,025
Road & Bridgeworks Reserve	527,815		527,815
Refuse Site Reserve	424,723		424,723
Speedway Reserve	161,798		161,798
Community Bus Replacement Reserve	107,432		107,432
Septage Pond Reserve	94,717		94,717
Killara Reserve	436,306		436,306
Recreation and Community Facilities Reserve	892,417		892,417
Council Buildings & Amenities Reserve	94,523	162,648	257,171
Parking Facilities Construction Reserve	107,328		107,328
Revaluation Reserve	2,920		2,920
Total Cash Backed Reserves	3,773,263	145,063	3,918,326

13.2.2 Monthly Financial Report For The Period Ending 29 February 2024

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

BRIEF

For Council to receive the Financial Statement for the period ending 29 February 2024.

ATTACHMENTS

1. 12. Statement of Financial Activity - February 2024 [**13.2.2.1** - 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 29 February 2024 is included as Attachment 1 to this report and includes the following:

- 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
- Cash Flow Information

The report includes a summary of the financial position together 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 22% because of favourable interest rates this will be adjusted at budget review in line with the current investments and market rates.

Operating Expenses

2. Utility expenditure is under budget 14% due to the timing and is expected to finish the year on budget.

Capital Revenue

3. Non-operating grants are under budget due to timing.

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 12.1.1: Provide the community with an annual explanation of the Shire's short and long term financial commitments and overall financial health.

B.2 Financial / Resource Implications

The Financial Statements have been prepared in accordance with the 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	Figures not reflecting the true financial situation	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 (6)	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

That Council RECEIVES the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 29 February 2024.



Shire of Northam

SHIRE OF NORTHAM

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 29 FEBRUARY 2024

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SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 29 FEBRUARY 2024

Shire of Northam

	NOTE			Variations	Variations	
	2023/24	Ytd	2023/24	Actuals to	Actuals to	
	Budget	Budget	Ytd Actual	Budget	Budget	
OPERATING REVENUE						
Rates	11,986,145	11,975,913	11,890,722	(85,191)	-1%	
Operating Grants Subsidies and Contributions	1,976,927	1,842,018	1,733,515	(108,503)	-6%	
Fees and Charges	4,868,229	3,974,878	3,788,052	(186,826)	-5%	
Interest Revenue	1	379,500	329,167	401,837	72,670	22%
Other Revenue	1,126,997	790,888	729,857	(61,031)	-8%	
TOTAL OPERATING REVENUE	20,337,798	18,912,864	18,543,983	(368,881)	-2%	
OPERATING EXPENSES						
Employee Costs	(10,453,625)	(7,104,413)	(7,287,201)	(182,788)	3%	
Materials and Contracts	(7,764,501)	(5,232,616)	(5,087,703)	144,913	-3%	
Utility Charges	2	(1,185,797)	(650,365)	(557,559)	92,806	-14%
Depreciation of Non Current Assets	(5,164,280)	(3,303,920)	(3,259,664)	44,256	-1%	
Finance Costs	(279,554)	(170,961)	(186,373)	(15,412)	9%	
Insurance Expenses	(657,036)	(619,515)	(598,067)	21,448	-3%	
Other Expenditure	(286,968)	(256,720)	(259,318)	(2,598)	1%	
TOTAL OPERATING EXPENSE	(25,791,761)	(17,338,510)	(17,235,887)	102,623	-1%	
Capital Grants Subsidies and Contributions	3	4,535,431	1,625,554	408,379	(1,217,175)	-75%
Profit on Asset Disposals	854,044	45,602	40,927	(4,675)	-10%	
Loss on Asset Disposals	(199,968)	(142,504)	(61,654)	80,850	-57%	
RESULTING FROM OPERATIONS	(264,456)	3,103,006	1,695,748	(1,407,258)	-45.35%	
Removal of Non-Cash Items						
(Profit)/Loss on Asset Disposals	(654,076)	96,902	(20,727)	(117,629)		
Movement Provisions	377,023	0	0	0		
Depreciation on Assets	5,164,280	3,303,920	3,259,664	(44,256)		
Non Operating Items						
Purchase Land and Buildings	(2,854,807)	(2,017,790)	(1,071,901)	945,889		
Purchase Plant and Equipment	(1,629,382)	(970,905)	(710,703)	260,202		
Purchase Furniture and Equipment	(381,756)	0	0	0		
Purchase Infrastructure Assets - Roads	(4,302,004)	(3,336,692)	(840,613)	2,496,079		
Purchase Infrastructure Assets - Bridges	(400,000)	(49,999)	(36,437)	13,562		
Purchase Infrastructure Assets - Footpaths	(1,010,545)	(259,624)	(47,268)	212,356		
Purchase Infrastructure Assets - Drainage	(1,108,282)	(339,680)	(101,534)	238,146		
Purchase Infrastructure Assets - Parks & Ovals	(2,128,919)	(1,167,792)	(288,538)	879,254		
Purchase Infrastructure Assets - Airfields	0	0	0	0		
Purchase Infrastructure Assets - Other	(471,119)	(512,752)	(104,283)	408,469		
Proceeds from Disposal of Assets	1,603,682	1,059,713	238,209	(821,504)		
Repayment of Debentures	(460,849)	(328,837)	(328,837)	0		
Proceeds from New Debentures	0	0	0	0		
Self-Supporting Loan Principal Income	22,208	11,017	11,017	(0)		
Transfers to Restricted Assets (Reserves)	(1,185,958)	(1,185,958)	(1,186,045)	(87)		
Transfers from Restricted Asset (Reserves)	520,703	0	520,703	520,703		
Net Current Assets July 1 B/Fwd	9,164,256	9,466,903	9,466,903	0		
Net Current Assets Year to Date	-	6,871,432	9,430,394	2,558,962		
Surplus/Deficit	(0)	(0)	1,024,962	1,024,962		

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 29 FEBRUARY 2024

	NOTE				
<u>Operating</u>	23/24 Budget \$	Ytd Budget \$	23/24 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
Revenues					
Governance	51,620	25,992	32,258	6,266	24%
General Purpose Funding Other	12,592,606	12,395,621	12,505,202	109,581	1%
Law, Order, Public Safety	1,680,321	1,011,949	604,242	(407,707)	(40%)
Health	61,000	60,581	53,958	(6,623)	(11%)
Education and Welfare	1,486,699	948,439	1,113,614	165,175	17%
Housing	107,176	56,448	34,205	(22,243)	(39%)
Community Amenities	3,401,757	3,004,733	2,823,286	(181,447)	(6%)
Recreation and Culture	1,963,675	1,041,744	419,222	(622,522)	(60%)
Transport	2,767,297	1,426,769	892,468	(534,301)	(37%)
Economic Services	1,563,922	544,208	345,334	(198,874)	(37%)
Other Property and Services	51,200	67,536	169,500	101,964	151%
Total Operating Revenue	25,727,273	20,584,020	18,993,289	(1,590,731)	(8%)
Expenses					0.00%
Governance	(3,723,321)	(1,148,133)	(1,140,575)	7,558	1%
General Purpose Funding	(233,121)	(257,630)	(244,209)	13,421	5%
Law, Order, Public Safety	(1,730,905)	(1,440,609)	(1,431,226)	9,383	1%
Health	(403,007)	(348,526)	(346,754)	1,772	1%
Education and Welfare	(1,265,825)	(953,563)	(832,621)	120,942	13%
Housing	(105,755)	(83,211)	(40,131)	43,080	52%
Community Amenities	(3,906,311)	(2,772,536)	(2,601,152)	171,384	6%
Recreation & Culture	(4,676,158)	(3,926,282)	(3,790,403)	135,879	3%
Transport	(4,919,822)	(4,256,252)	(4,839,048)	(582,796)	(14%)
Economic Services	(2,458,290)	(1,634,400)	(1,454,020)	180,380	11%
Other Property and Services	(2,569,214)	(659,872)	(577,403)	82,469	12%
Total Operating Expenses	(25,991,729)	(17,481,014)	(17,297,541)	183,473	1.05%
NET RESULT	-264,456	3,103,006	1,695,748	-1,407,258	-45.35%

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 29 FEBRUARY 2024

2. BALANCE SHEET

	23/24 YTD Actual \$	22/23 Actual \$
CURRENT ASSETS		
Cash Assets	7,831,370	7,438,135
Receivables	4,338,780	2,882,499
Inventories & Other Assets	3,879,763	5,804,676
TOTAL CURRENT ASSETS	16,049,912	16,125,310
NON-CURRENT ASSETS		
Receivables	577,625	476,940
Inventories	0	0
Land and Buildings	58,526,113	59,015,974
Property, Plant and Equipment	6,128,318	6,101,034
Infrastructure	286,330,964	327,810,305
Financial & Other Assets	283,494	345,155
TOTAL NON-CURRENT ASSETS	351,846,514	393,749,408
TOTAL ASSETS	367,896,426	409,874,718
CURRENT LIABILITIES		
Payables	2,533,467	2,073,911
Interest-bearing Liabilities	193,544	1,690,236
Provisions	1,454,704	1,454,704
TOTAL CURRENT LIABILITIES	4,181,715	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	11,055,558	12,092,695
NET ASSETS	356,840,869	397,782,023
EQUITY		
Retained Surplus	76,283,545	117,890,042
Reserves - Cash Backed	3,698,352	3,033,010
Reserves - Asset Revaluation	276,858,971	276,858,971
TOTAL EQUITY	356,840,868	397,782,023

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 29 FEBRUARY 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		2,854,807	1,071,901
Plant and Equipment		1,629,382	710,703
Furniture and Equipment		381,756	0
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		4,302,004	840,613
Infrastructure Assets - Footpaths		1,010,545	47,268
Infrastructure Assets - Bridges & Culverts		400,000	36,437
Infrastructure Assets - Drainage		1,108,282	101,534
Infrastructure Assets - Parks & Ovals		2,128,919	288,538
Infrastructure Assets - Airfields		0	0
Infrastructure Assets - Streetscape		0	0
Infrastructure Assets - Other		471,119	104,283
		<u>14,286,814</u>	<u>3,201,278</u>



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 29 FEBRUARY 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		12,675.80	8,404.25	44,545.00	40,000.00	31,869.20	31,595.75
						-	-
Law Order & Public Safety							
CESM Vehicle PN1710 c/fwd		21,035.00	15,000.00	27,273.00	13,636.36	6,238.00	(1,363.64)
PN 2012 Ford ranger N11n54 MV2007 C/fwd		27,552.00	24,870.00	24,500.00	20,909.09	(3,052.00)	(3,960.91)
PN1902 Mitsubishi Triton		21,864.46	-	10,909.00	-	(10,955.46)	-
						-	-
Welfare							
Hyundai VF2 I40 2.0 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	-
		949,606	258,936.42	1,603,682.00	238,208.72	654,076.36	(20,727.70)



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 29 FEBRUARY 2024

4. DISPOSALS OF ASSETS

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

4. DISPOSALS OF ASSETS CONTINUED

<u>By Class</u>	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	12,675.80	8,404.25	44,545.00	40,000.00	31,869	31,595.75
CESM Vehicle PN1710 c/fwd	21,035.00	15,000.00	27,273.00	13,636.36	6,238	(1,363.64)
PN 2012 Ford ranger N11n54 MV2007 C/fwd	27,552.00	24,870.00	24,500.00	20,909.09	(3,052)	(3,960.91)
PN1902 Mitsubishi Triton	21,864.46		10,909.00		(10,955)	
Hyundai VF2 I40 2.0 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	10,960.00	-	1,500.00	-	(9,460)	-
(N.003) c/fwd	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	
	949,605.64	258,936.42	1,603,682.00	238,208.72	654,076.36	(20,727.70)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

22/23 Budget \$	Ytd Actual \$
854,044	40,927
(199,968)	(61,654)
654,076	(20,728)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 29 FEBRUARY 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	0	22,208	11,017	58,686	69,877	2,955	1,992
Loan 224 - Recreation Facilities	6.48%	610,035	0	0	60,354	29,696	549,681	580,339	42,777	28,546
Loan 227 - Youth Space	2.26%	313,370	0	0	49,338	24,531	264,032	288,839	8,967	5,946
Loan 228 - Swimming Pool	1.88%	3,828,654	0	0	199,939	199,939	3,628,715	3,628,715	97,469	64,608
loan 229- Depot	4.74%	1,700,000	0	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	0	49,380	24,296	449,740	474,824	35,000	23,356
		7,032,073	0	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 29 FEBRUARY 2024

	23/24 Budget				23/24 Ytd Actual			
	Opening Bal	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Tfr To Reserve	Tfr From Reserve	Total
6. RESERVES - CASH BACKED								
Employee Liability Reserve	815,323	20,978	(42,190)	794,111	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	3,287	(100,000)	28,025	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	7,678		94,524	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	1,185,958	(520,703)	3,773,265	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

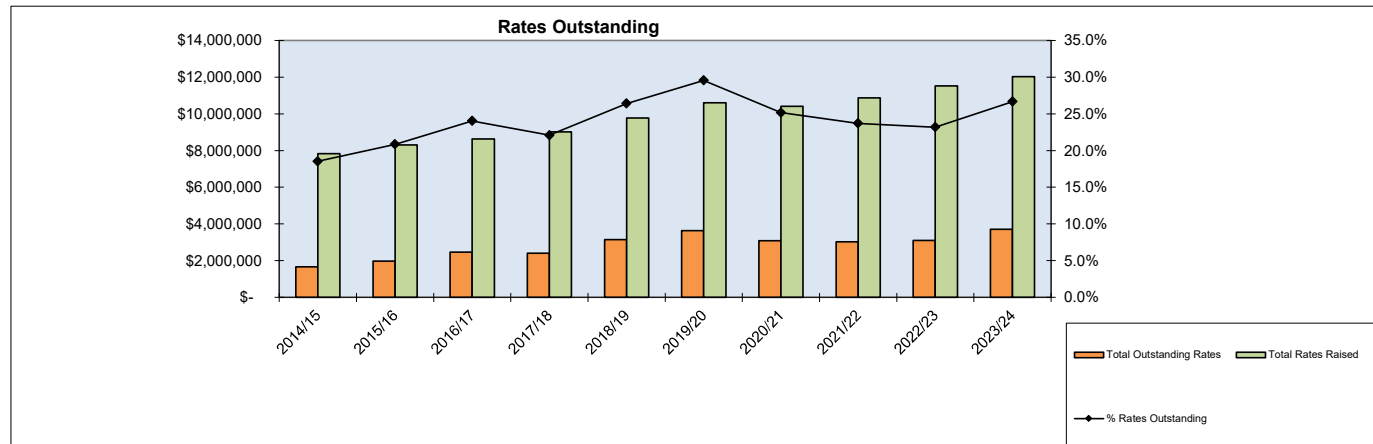
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 29 FEBRUARY 2024

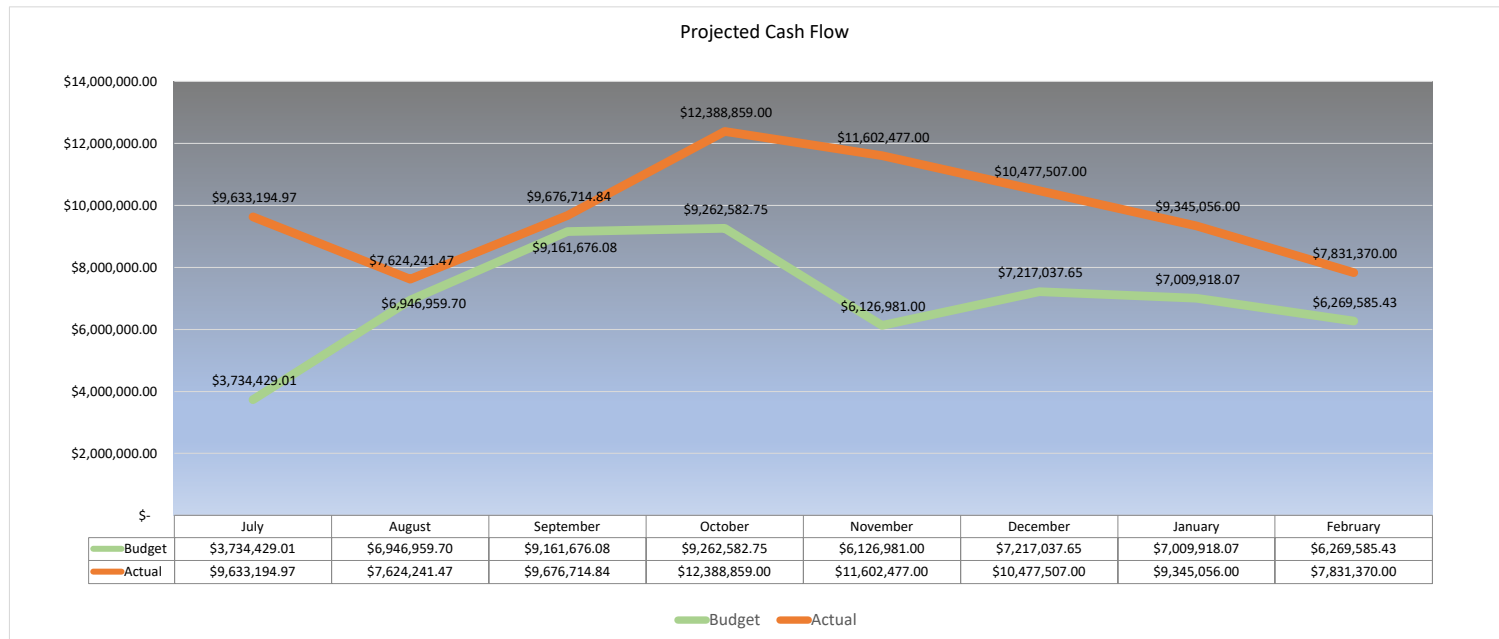
	23/24 Budget	23/24 Ytd Actual	22/23 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	200,000	7,831,370	9,678,088
Cash - Restricted Reserves	3,773,263	3,698,352	3,033,010
Self Supporting Loan	0	12,906	28,208
Receivables	2,766,113	283,639	943,969
Rates - Current	0	4,140,834	2,403,661
Pensioners Rates Rebate	0	0	0
Provision for Doubtful Debts	0	(63,837)	(63,837)
GST Receivables	0	146,649	186,562
Inventories	0	0	0
	6,739,376	16,049,913	16,209,660
LESS: CURRENT LIABILITIES			
Sundry Creditors	(1,238,130)	(279,630)	(780,143)
Rates Income in Advance	(469,461)	(320,581)	(391,910)
GST Payable	0	(12,077)	(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)	(929,308)	(768,121)
Payg Payable	0	(68,096)	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)
	(4,571,073)	(4,181,715)	(5,303,200)
NET CURRENT ASSET POSITION	2,168,303	11,868,198	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	0	9,430,394	9,466,903

SHIRE OF NORTHAM
RATING REPORT
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
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
Outstanding 1st July	\$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
Rates Levied	\$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
Interest, Ex gratia, interim and back rates less writeoffs	\$80,154	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$190,654	\$242,052	\$159,428
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										
10 April										
11 May										
12 June										
Total YTD	7,348,284	7,527,403	7,791,018	8,486,476	8,785,150	8,687,857	9,171,321	9,751,427	10,291,193	10,193,082
% Ytd Rates Outstanding	18.5%	20.8%	24.0%	22.1%	26.4%	29.5%	25.2%	23.7%	23.2%	26.7%
Ytd Outstanding	1,670,605	1,981,644	2,464,536	2,406,484	3,150,474	3,642,940	3,082,783	3,027,188	3,106,233	3,706,094



**SHIRE OF NORTHAM
CASH FLOW REPORT
FOR THE PERIOD ENDED 29 FEBRUARY**



INVESTMENT REGISTER

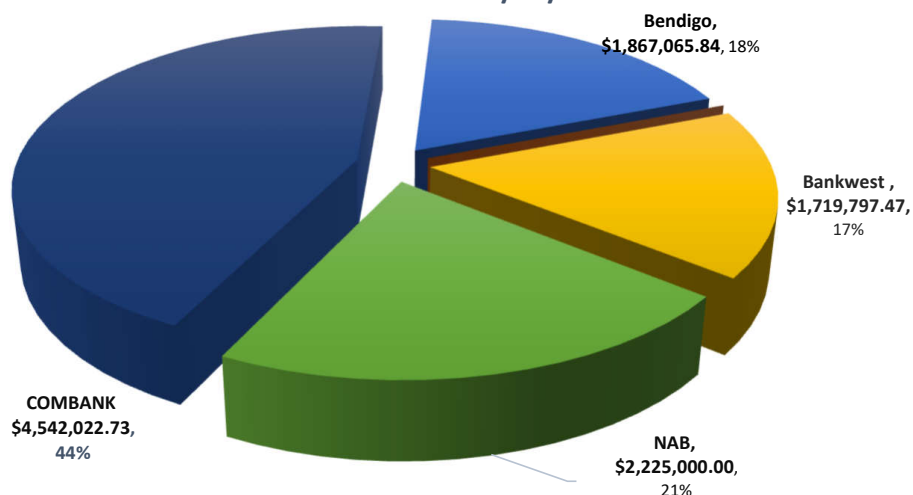
Investor: SHIRE OF NORTHAM

Starting Log Date: 01/07/23

Current Date: 29/02/24

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 AROC	13/02/24	13/03/24	\$150,507.51	1.25%	1
Combank	27/12/23	26/03/24	\$1,025,569.86	4.86%	3
Combank	04/12/23	04/03/24	\$510,473.42	4.93%	3
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	13/09/23	13/03/24	\$725,000.00	5.00%	6
Nab	13/09/23	13/03/24	\$1,500,000.00	5.00%	6
Total			\$10,353,886.04		

DISTRIBUTION OF INVESTMENTS 29/02/2024



13.2.3 Accounts & Statement of Accounts - February 2024

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

BRIEF

For Council to receive the accounts for the period from 1 February to 29 February 2024.

ATTACHMENTS

1. Accounts & Statement of Accounts - February 2024 [**13.2.3.1** - 64 pages]
2. Declaration February 2024 (1) [**13.2.3.2** - 6 pages]

A. BACKGROUND / DETAILS

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

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1 to this report. 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

N/A.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

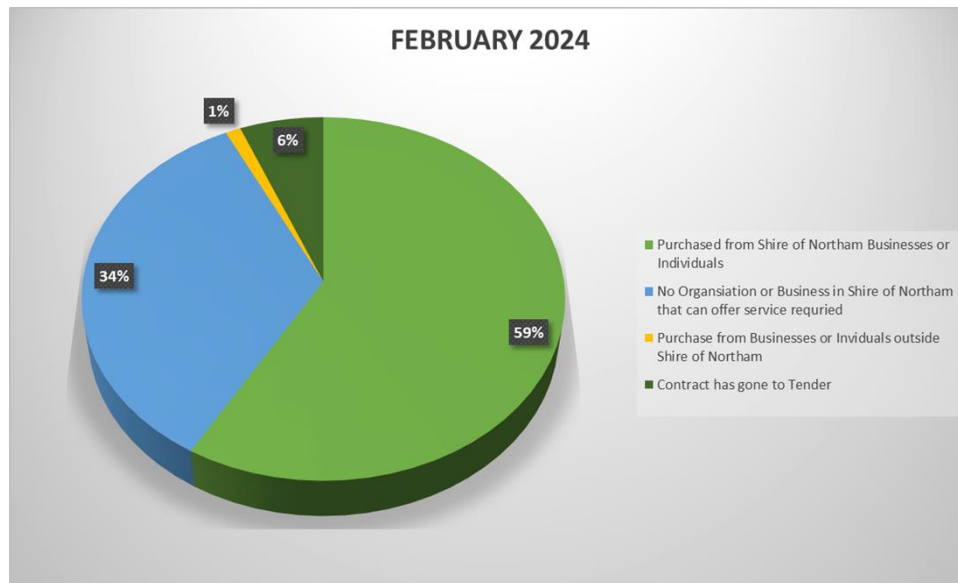
Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service 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 previously been raised. To assist in providing a greater understanding of the purchasing patterns, the following graph summarises the payments made locally for the month of February 2024:



RECOMMENDATION

That Council **RECEIVES** the payments for the period 1 February to 29 February 2024, as listed:

- Municipal Fund payment cheque numbers 35624 to 35626 Total \$26,343.13.
- Municipal Fund EFT49817 to EFT50180 Total \$2,199,787.75
- Direct Debits Total \$101,158.05.
- Payroll Total \$798,809.10

TOTAL: \$3,126,098.03

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

**Ordinary Council Meeting Agenda
20 March 2024**

Attachment 13.2.3.1

Date: 05/03/2024
Time: 11:27:37AM

Shire of Northam

USER: zz**Louise Harris
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35624	08/02/2024	SHIRE OF NORTHAM	N11187 LICENCE RENEWAL - TO BRING IN LINE WITH COMMON EXPIRY DATE	1		257.90
INV 3101202431/01/2024		SHIRE OF NORTHAM	N11972 LICENCE RENEWAL - TO BRING IN LINE WITH COMMON EXPIRY DATE	1	50.85	
INV 3101202431/01/2024		SHIRE OF NORTHAM	N11187 LICENCE RENEWAL - TO BRING IN LINE WITH COMMON EXPIRY DATE	1	185.35	
INV 3101202431/01/2024		SHIRE OF NORTHAM	N.5477 LICENCE RENEWAL - TO BRING IN LINE WITH COMMON EXPIRY DATE	1	21.70	
35625	08/02/2024	WATER CORPORATION	9007909760 RECREATION PRECINCT - 13/11/2023 to 11/01/2024	1		26,035.23
INV 9007906912/01/2024		WATER CORPORATION	9007906922 OLD INFANT HEALTH CLINIC - 09/11/2023 to 10/01/2024		89.79	
INV 9007908612/01/2024		WATER CORPORATION	9007908696 KILLARA DAYCARE CENTRE - 09/11/2023 to 10/01/2024		1,983.15	
INV 9007909712/01/2024		WATER CORPORATION	9007909787 JUBILEE OVAL - 09/11/2023 to 10/01/2024		683.08	
INV 9007909715/01/2024		WATER CORPORATION	9007909760 RECREATION PRECINCT - 13/11/2023 to 11/01/2024		12,114.38	
INV 9007923415/01/2024		WATER CORPORATION	9007923407 APEX PARK TOILETS - 10/11/2023 to 11/01/2024		2,570.42	
INV 9007915516/01/2024		WATER CORPORATION	9007915503 AIRPORT - 13/11/2023 to 14/01/2024		1,783.63	
INV 9012475717/01/2024		WATER CORPORATION	9012475784 GARDEN TAYLOR ST - 14/11/2023 to 15/01/2024		49.23	
INV 9007916617/01/2024		WATER CORPORATION	9007916629 MORBY COTTAGE - 14/11/2023 to 15/01/2024		46.33	
INV 9007917017/01/2024		WATER CORPORATION	9007917058 CEMETERY - 14/11/2023 to 15/01/2024		2,124.45	
INV 9007917217/01/2024		WATER CORPORATION	9007917293 BERT HAWKE OVAL - 15/11/2023 to 15/01/2024		51.61	
INV 9007918419/01/2024		WATER CORPORATION	9007918464 PERINA PARK - 16/11/2023 to 17/01/2024		1,287.28	
INV 9007925919/01/2024		WATER CORPORATION	9007925904 RESERVE - NEWCASTLE RD NORTHAM LOT 28472 RES 32386 - 16/11/2023 to 17/01/2024		604.94	
INV 9007925919/01/2024		WATER CORPORATION	9007925971 RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 15/11/2023 to 17/01/2024		567.67	
INV 9007926019/01/2024		WATER CORPORATION	9007926034 SPORTS GROUND AT COLEBATCH ST NORTHAM LOT 29 RES 5503 - 15/11/2023 to 17/01/2024		45.87	

Ordinary Council Meeting Agenda 20 March 2024

Attachment 13.2.3.1

Date: 05/03/2024
Time: 11:27:37AM

Shire of Northam

USER: zz**Louise Harris
PAGE: 2 10

No	Date	Name	Invoice Description	Code	Amount	Amount
INV 9007927519/01/2024		WATER CORPORATION	9007927571 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 15/11/2023 to 17/01/2024		151.95	
INV 9007923522/01/2024		WATER CORPORATION	9007923503 MEDIAN STRIP NEWCASTLE RD - 17/11/2023 to 18/01/2024		60.21	
INV 9007923622/01/2024		WATER CORPORATION	9007923634 SWIMMING POOL HOUSE - 55 MITCHELL AV NORTHAM LOT 17 - 17/11/2023 to 18/01/2024		377.31	
INV 9012562922/01/2024		WATER CORPORATION	9012562933 ROAD VERGE MITCHELL AVE - 17/11/2023 to 18/01/2024		37.59	
INV 9021499422/01/2024		WATER CORPORATION	9021499489 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 17/11/2023 to 18/01/2024		202.55	
INV 9010596325/01/2024		WATER CORPORATION	9010596320 GEORGE NUICH PARK - 20/11/2023 to 23/01/2024		1,203.79	
35626	14/02/2024	DAVID COLIN HOPLA	REIMBURSEMENT OF STANDPIPE CARD	1		50.00
INV CH 09.02	09/02/2024	DAVID COLIN HOPLA	REIMBURSEMENT OF STANDPIPE CARD	1	50.00	
EFT49817	08/02/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	CUTTING WHEEL D-BA90 350MM	1		633.60
INV 366207	22/01/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	AK-HSA 50 CORDLESS HEDGE TRIMMER 500MM	1	296.10	
INV 366282	23/01/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	CUTTING WHEEL D-BA90 350MM	1	337.50	
EFT49818	08/02/2024	AKRON PTY LTD	INFRASTRUCTURE BOND REFUND BA20201- RECEIPT # 139265 ADDRESS: 61 OLD YORK ROAD, NORTHAM WA 6401	1		1,500.00
INV T1351	30/01/2024	AKRON PTY LTD	INFRASTRUCTURE BOND REFUND BA20201- RECEIPT # 139265 ADDRESS: 61 OLD YORK ROAD, NORTHAM WA 6401	1	1,500.00	
EFT49819	08/02/2024	ANDY'S PLUMBING SERVICE	CLARKE STREET STAND PIPE. REPAIR	1		8,153.42
INV A19640	06/09/2023	ANDY'S PLUMBINGSERVICE	BERNARD PARK TOILETS. MONTHLY SERVICING OF URINALS - AUGUST 2023	1	330.00	
INV A19684	06/12/2023	ANDY'S PLUMBINGSERVICE	BERNARD PARK TOILETS. MONTHLY SERVICING OF URINALS NOVEMBER 2023	1	330.00	
INV A19689	21/12/2023	ANDY'S PLUMBING SERVICE	SUPPLY AND FIT STANDARD FLOAT VALVE TO WATERPARK BALANCE TANK	1	902.00	

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INV A19697	09/01/2024	ANDY'S PLUMBINGSERVICE	DEPOT ADMIN BUILDING. REPAIR BOILING BILLY HOT WATER SERVICE.	1	246.40	
INV A19706	18/01/2024	ANDY'S PLUMBINGSERVICE	STANDPIPE - BODEGUERO WAY. REPAIR WATER LEAKING FRO STANDPIPE.	1	731.72	
INV A19707	18/01/2024	ANDY'S PLUMBING SERVICE	BERNARD PARK. MAINTENANCE WORK AS REQUIRED	1	212.30	
INV A19708	18/01/2024	ANDY'S PLUMBING SERVICE	CLARKE STREET STAND PIPE. REPAIR	1	1,958.00	
INV A19709	18/01/2024	ANDY'S PLUMBINGSERVICE	WUNDOWIE PAVILION. REPAIR TOILET CISTERN AND UNBLOCK TOILETS.	1	1,034.00	
INV A19710	19/01/2024	ANDY'S PLUMBINGSERVICE	GRASS VALLEY FIRE SHED. INVESTIGATE LEAK IN FOOTPATH &REPAIR.	1	1,199.00	
INV A19711	19/01/2024	ANDY'S PLUMBING SERVICE	CLARKE STREET STANDPIPE. REPLACE BADLY LEAKING RPZ VALVE AS PER QUOTE.	1	1,210.00	
EFT49820	08/02/2024	ASTROTOURISM WA PTY LTD	ASROTOURISM TOWNS MEMBERSHIP 2023/24	1		3,740.00
INV 1286	24/01/2024	ASTROTOURISM WA PTY LTD	ASROTOURISM TOWNS MEMBERSHIP 2023/24	1	3,740.00	
EFT49821	08/02/2024	AUSLAN INTERPRETER WA - TAHLICIA OSEI-POKU T/AS	AUSLAN INTERPRETER FOR THE AUSTRALIA DAY CEREMONY & AWARDS.	1		300.00
INV INV-261527/01/2024		AUSLAN INTERPRETER WA - TAHLICIA OSEI-POKU T/AS	AUSLAN INTERPRETER FOR THE AUSTRALIA DAY CEREMONY & AWARDS.	1	300.00	
EFT49822	08/02/2024	AUSTRALIA POST	AUSTRALIA POST CHARGES - DECEMBER 2023	1		467.38
INV 1012949003/01/2024		AUSTRALIA POST	AUSTRALIA POST CHARGES - DECEMBER 2023	1	467.38	
EFT49823	08/02/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		159.00
INV DEDUCT30/01/2024		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		159.00	
EFT49824	08/02/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 16/01/2024	1		76,662.00
INV PAYG 1631/01/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 16/01/2024	1	76,662.00	
EFT49825	08/02/2024	AUTOPRO NORTHAM	SET WINDSCREEN WIPER BLADES	1		56.98
INV 1115350 18/01/2024		AUTOPRO NORTHAM	SET WINDSCREEN WIPER BLADES	1	56.98	
EFT49826	08/02/2024	AVON VALLEY GARDEN SERVICE	FUEL REDUCTION - A13657, A12305, A12303 - NORTHAM	1		1,078.00

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INV IV2262	09/01/2024	AVON VALLEY GARDEN SERVICE	FUEL REDUCTION - A13657, A12305, A12303 - NORTHAM	1	561.00	
INV IV2263	09/01/2024	AVON VALLEY GARDEN SERVICE	FUEL REDUCTION - A12354 & A14575	1	517.00	
EFT49827	08/02/2024	AVON VALLEY PLANT & EQUIPMENT PTY LTD (AVPE)	C.202223-02 CONSTRUCTION OF NORTHAM RV - MITCHELL AVE AS PER CONTRACT	1		32,351.34
INV IV11041	02/06/2023	AVON VALLEY PLANT & EQUIPMENT PTY LTD (AVPE)	REVERSAL - INCORRECT JOB CODING	1	-367,815.97	
INV IV11041	02/06/2023	AVON VALLEY PLANT & EQUIPMENT PTY LTD (AVPE)	C.202223-02 CONSTRUCTION OF NORTHAM RV - MITCHELL AVE AS PER CONTRACT	1	367,815.97	
INV IV11105	31/07/2023	AVON VALLEY PLANT & EQUIPMENT PTY LTD (AVPE)	SAND/CLAY DELIVERED TO OLD QUARRY ROAD LANDFILL & INKPEN LANDFILL	1	18,071.68	
INV IV11239	08/01/2024	AVON VALLEY PLANT & EQUIPMENT PTY LTD (AVPE)	SAND/CLAY DELIVERY TO OLD QUARRY ROAD LANDFILL	1	14,279.66	
EFT49828	08/02/2024	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION FORTNIGHT ENDING 12/01/2024	1		79,948.49
INV 60256	29/12/2023	AVON WASTE	DOMMESTIC & COMMECIAL RUBBISH COLLECTION FORNIGHT ENDING 29/12/2023	1	39,620.05	
INV 60556	12/01/2024	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION FORTNIGHT ENDING 12/01/2024	1	40,328.44	
EFT49829	08/02/2024	BEAM ME UP MEDIA PTY LTD	ASTRONOMY NIGHT - INDOOR PRESENTATION, GAMES, 4-5 TELESCOPES & GUIDES	1		3,850.00
INV INV-010322/01/2024		BEAM ME UP MEDIA PTY LTD	ASTRONOMY NIGHT - INDOOR PRESENTATION, GAMES, 4-5 TELESCOPES & GUIDES	1	3,850.00	
EFT49830	08/02/2024	BGC RESIDENTIAL PTY LTD	INFRASTRUCTURE BOND REFUND - BA22169 - RECEIPT # 156507	1		1,020.00
INV T1690	30/01/2024	BGC RESIDENTIAL PTY LTD	ADDRESS: 115 WERRIBEE ROAD, WUNDOWIE WA 6560 INFRASTRUCTURE BOND REFUND - BA22169 - RECEIPT # 156507 ADDRESS: 115 WERRIBEE ROAD, WUNDOWIE WA 6560	1	1,020.00	
EFT49831	08/02/2024	BITUTEK PTY LTD	LEEDER ROAD - SEAL USING C170 BITUMEN @ 1.9L/M2 AND 10MM AGGREGRATE	1		64,618.84
INV 0000772322/01/2024		BITUTEK PTY LTD	LEEDER ROAD - SEAL USING C170 BITUMEN @ 1.9L/M2 AND 10MM AGGREGATE	1	64,618.84	

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EFT49832	08/02/2024	BRADY AUSTRALIA PTY LTD T/A SETON AUSTRALIA	CUSTOM METAL SIGN	1		47.15
INV 9354942614/12/2023		BRADY AUSTRALIA PTY LTD T/A SETON AUSTRALIA	CUSTOM METAL SIGN	1	47.15	
EFT49833	08/02/2024	BURGESS RAWSON (WA) PTY LTD	WATER USAGE & SEWERAGE RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 01/07/2023 TO 30/06/2024.	1		57.78
INV 20914	16/01/2024	BURGESS RAWSON (WA) PTY LTD		1	57.78	
EFT49834	08/02/2024	CADD'S FASHIONS	UNIFORMS FOR KILLARA STAFF	1		170.98
INV 23-00012 28/11/2023		CADD'S FASHIONS	UNIFORMS FOR KILLARA STAFF	1	170.98	
EFT49835	08/02/2024	CANNON HYGIENE AUSTRALIA PTY LTD	CLEANING - 1/1/24 - 31/3/24	1		676.23
INV 9785197814/12/2023		CANNON HYGIENE AUSTRALIA PTY LTD	CLEANING - 1/1/24 - 31/3/24	1	676.23	
EFT49836	08/02/2024	CARA JANSEN	INFRASTRUCTURE BOND REFUND - BA22049 - RECEIPT # 153762	1		1,020.00
INV T1640	30/01/2024	CARA JANSEN	ADDRESS: 18 CHIPPING RISE, NORTHAM WA 6401 INFRASTRUCTURE BOND REFUND - BA22049 - RECEIPT # 153762 ADDRESS: 18 CHIPPING RISE, NORTHAM WA 6401	1	1,020.00	
EFT49837	08/02/2024	CHALICE MINING LIMITED	PLEASE CREDIT DUPLICATE PAYMENT OF INVOICE#29162	1		68.62
INV 29162	21/01/2024	CHALICE MINING LIMITED	PLEASE CREDIT DUPLICATE PAYMENT OF INVOICE#29162	1	68.62	
EFT49838	08/02/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		258.68
INV DEDUCT30/01/2024		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		258.68	
EFT49839	08/02/2024	CLARK EQUIPMENT	PN1910 REGO 1GZZ129 CLARK BOBCAT S590SJC PART NO 7117174 CYLINDER	1		3,130.85
INV 0826691120/11/2023		CLARK EQUIPMENT	PN1910 REGO 1GZZ129 CLARK BOBCAT S590SJC PART NO 7117174 CYLINDER	1	3,130.85	
EFT49840	08/02/2024	CLASSIC IT SUPPORT	WESTERN DIGITAL GREEN 408 GB SSD	1		594.00
INV 9507	08/01/2024	CLASSIC IT SUPPORT	WESTERN DIGITAL GREEN 408 GB SSD	1	594.00	

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EFT49841	08/02/2024	COMBINED TYRES PTY LTD	PN1804 REGO N10759 - 2 HANKOOK TYRES, INCLUDING BALANCE AND DISPOSAL	1		7,108.86
INV INV-392424/10/2023		COMBINED TYRES PTY LTD	4 X TYRES - 215/55R17, INCLUDING WHEEL ALIGNMENT, AND DISPOSAL OF OLD TYRES	1	833.80	
INV INV-402314/11/2023		COMBINED TYRES PTY LTD	PN1804 REGO N10759 - 2 HANKOOK TYRES, INCLUDING BALANCE AND DISPOSAL	1	1,971.86	
INV INV-426022/01/2024		COMBINED TYRES PTY LTD	PN2004 - N11363 - TOYO TYRES, BALANCE, WHEEL ALIGNMENT & DISPOSAL OF OLD TYRES	1	1,753.40	
INV INV-427929/01/2024		COMBINED TYRES PTY LTD	PN1908 REGO N11657 - PUNCTURE REPAIR	1	49.50	
INV INV-428329/01/2024		COMBINED TYRES PTY LTD	PN1608 REGO N642 - ROLLER TYRE REPAIR INCLUDING DISPOSAL	1	1,083.50	
INV INV-428329/01/2024		COMBINED TYRES PTY LTD	PN1706 REGO N.001 - JD GRADER TYRE REPAIR INCLUDING DISPOSAL	1	1,416.80	
EFT49842	08/02/2024	COMISKEY'S CONTRACTING PTY LTD	C.202321-26 - FINAL RETENTION RELEASE	1		31,853.45
INV T1695	07/02/2024	COMISKEY'S CONTRACTING PTY LTD	C.202321-26 - FINAL RETENTION RELEASE	1	31,853.45	
EFT49843	08/02/2024	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	DELIVERY INKPEN WASTE FACILITY - 05/12/2023	1		2,828.15
INV INV8205	31/12/2023	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	DELIVERY INKPEN WASTE FACILITY - 05/12/2023	1	2,828.15	
EFT49844	08/02/2024	COUNTRYWIDE GROUP	PM200 DAVEY PUMP - INCLUDING FRIEGHT.	1		2,121.99
INV ACC002513/12/2023		COUNTRYWIDE GROUP	PM200 DAVEY PUMP - INCLUDING FRIEGHT.	1	1,428.00	
INV ACC002502/01/2024		COUNTRYWIDE GROUP	15L CHLORINE DRUMS x 5	1	150.00	
INV ACC002516/01/2024		COUNTRYWIDE GROUP	CHLORINE 15L x 1	1	30.00	
INV ACC002516/01/2024		COUNTRYWIDE GROUP	PUMPING STATION / FIREFIGHTER INSPECT AND QUOTE	1	59.99	
INV ACC002517/01/2024		COUNTRYWIDE GROUP	15L LIQUID CHLORINE x 6	1	180.00	
INV ACC002518/01/2024		COUNTRYWIDE GROUP	15L LIQUID CHLORINE x 2	1	60.00	
INV ACC002522/01/2024		COUNTRYWIDE GROUP	15L LIQUID CHLORINE x 3	1	90.00	
INV ACC002522/01/2024		COUNTRYWIDE GROUP	POOL SCOOPS / LEAF RAKE	1	64.00	
INV ACC002524/01/2024		COUNTRYWIDE GROUP	15L LIQUID CHLORINE x 2	1	60.00	

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EFT49845	08/02/2024	CTI SECURITY SERVICES PTY LTD	SHIRE OF NORTHAM FACILITIES - SECURITY - FEBRUARY 2024	1		687.69
INV CINS315	19/01/2024	CTI SECURITY SERVICES PTY LTD	SHIRE OF NORTHAM FACILITIES - SECURITY - FEBRUARY 2024	1	637.87	
INV CINS315	19/01/2024	CTI SECURITY SERVICES PTY LTD	SHIRE OF NORTHAM FACILITIES - SECURITY - FEBRUARY 2024	1	49.82	
EFT49846	08/02/2024	DAMIAN'S PLUMBING	REFUND DUPLICATE PAYMENT INVOICE#28489	1		4,681.36
INV 28489	15/01/2024	DAMIAN'S PLUMBING	REFUND DUPLICATE PAYMENT INVOICE#28489	1	4,098.36	
INV 9849	30/01/2024	DAMIAN'S PLUMBING	RETICULATION REPAIRS AT THE CEMETERY	1	583.00	
EFT49847	08/02/2024	DANIEL REILLY	REIMBURSEMENT FOR MATERIALS PURCHASED FOR 'REDISCOVERING THE OLD RAILWAY LINE' PROJECT (RAC GRANT)	1		600.08
INV IK26012026/01/2024		DANIEL REILLY	REIMBURSEMENT FOR MATERIALS PURCHASED FOR 'REDISCOVERING THE OLD RAILWAY LINE' PROJECT (RAC GRANT)	1	600.08	
EFT49848	08/02/2024	DANTHONIA DESIGNS - CHURCH COMMUNITIES AUST T/AS	DRAWINGS	1		1,123.38
INV I18594-1	28/11/2023	DANTHONIA DESIGNS - CHURCH COMMUNITIES AUST T/AS		1	1,123.38	
EFT49849	08/02/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	REPLACE BACKBOARDS COURT 7	1		1,177.00
INV 1101	18/12/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	FIX NEW HINGES TO POOL SLIDE GATE AND FIX RUST ON OPEN/CLOSE LATCH	1	396.00	
INV 1105	23/01/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	REPLACE BACKBOARDS COURT 7	1	781.00	
EFT49850	08/02/2024	DEBBIE HUGHES - (BEDROCKBAND)	BEDROCK BAND PERFORMING AUST DAY IN CONJUNCTION WITH WHEATBELT AUDIO VISUAL.	1		800.00
INV 000001	19/01/2024	DEBBIE HUGHES - (BEDROCKBAND)	BEDROCK BAND PERFORMING AUST DAY IN CONJUNCTION WITH WHEATBELT AUDIO VISUAL.	1	800.00	
EFT49851	08/02/2024	DEBORAH L MOODY	WELCOME TO COUNTRY AT THE AUSTRALIA DAY CITIZENSHIP CEREMONY	1		900.00

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INV 35	18/01/2024	DEBORAH L MOODY	WELCOME TO COUNTRY @ BERT HAWKE OVAL JANUARY 18TH, 2024.	1	300.00	
INV 36	18/01/2024	DEBORAH L MOODY	WELCOME TO COUNTRY AT THE AUSTRALIA DAY CITIZENSHIP CEREMONY	1	600.00	
EFT49852	08/02/2024	DEC THE MALLS PTY LTD	GIANT ILLUMINATED SANTA, INSTALLATION & DELIVEREY	1		10,450.00
INV INV-163723/01/2024		DEC THE MALLS PTY LTD	GIANT ILLUMINATED SANTA, INSTALLATION & DELIVEREY	1	10,450.00	
EFT49853	08/02/2024	DN VELLIOS & JL VELLIOS - (AMORE MIO SOFT SERVE)	SUPPLY 1000 SOFT SERVE AUST DAY AT BERNARD PARK 2024	1		3,500.00
INV 1	19/01/2024	DN VELLIOS & JL VELLIOS - (AMORE MIO SOFT SERVE)	SUPPLY 1000 SOFT SERVE AUST DAY AT BERNARD PARK 2024	1	3,500.00	
EFT49854	08/02/2024	EASIFLEET	PAYROLL DEDUCTIONS	1		619.53
INV DEDUCT30/01/2024		EASIFLEET	PAYROLL DEDUCTIONS		320.53	
INV DEDUCT30/01/2024		EASIFLEET	PAYROLL DEDUCTIONS		299.00	
EFT49855	08/02/2024	ELIZABETH NEDELA-CAMPBELL - PAPER DELI DESIGNS	SCHOOL HOLIDAY PROGRAM - BAKERS HILL	1		500.00
INV 0120241	24/01/2024	ELIZABETH NEDELA-CAMPBELL - PAPER DELI DESIGNS	SCHOOL HOLIDAY PROGRAM - BAKERS HILL	1	500.00	
EFT49856	08/02/2024	EVIE O'BRIEN	SHOPPING FOR KILLARA	1		130.70
INV 1401164716/01/2024		EVIE O'BRIEN	NATIONAL POLICE CHECK	1	54.90	
INV KM1701217/01/2024		EVIE O'BRIEN	SHOPPING FOR KILLARA	1	75.80	
EFT49857	08/02/2024	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	BFB UNIFORMS	1		819.32
INV 240644	17/01/2024	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	BFB UNIFORMS	1	819.32	
EFT49858	08/02/2024	FRANK DAVIS	DIDGERIDOO PLAYING @ AUSTRALIA DAY CEREMONY AND COMMUNITY AWARDS, NORTHAM	1		1,000.00
INV 0901039030/01/2024		FRANK DAVIS	DIDGERIDOO PLAYING @ AUSTRALIA DAY CEREMONY AND COMMUNITY AWARDS, NORTHAM	1	1,000.00	
EFT49859	08/02/2024	FREMANTLE PRESS INC	BOOKS FOR VISITORS CENTRE STOCK	1		374.85

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INV 0010972315/01/2024		FREMANTLE PRESS INC	BOOKS FOR VISITORS CENTRE STOCK	1	374.85	
EFT49860	08/02/2024	FRESH TRADING CO OPS PTY LTD	CATERING - FOOD - STAFF CHRISTMAS PARTY - 2023	1		5,492.90
INV INV-167626/01/2024		FRESH TRADING CO OPS PTY LTD	CATERING FOR AUSTRALIA DAY	1	2,090.40	
INV INV-155605/12/2024		FRESH TRADING CO OPS PTY LTD	CATERING - FOOD - STAFF CHRISTMAS PARTY - 2023	1	3,402.50	
EFT49861	08/02/2024	GATHER FOODS - ARTISAN ALLEY PTY LTD T/AS	FOOD PLATTERS FOCUSED ON INDIGENOUS CUISINE	1		1,117.05
INV 4770	09/01/2024	GATHER FOODS - ARTISAN ALLEY PTY LTD T/AS	FOOD PLATTERS FOCUSED ON INDIGENOUS CUISINE	1	1,117.05	
EFT49862	08/02/2024	GDR CIVIL CONTRACTING PTY LTD	BUS ROUTE MAINTENANCE GRADING	1		42,619.50
INV 2321	18/01/2024	GDR CIVIL CONTRACTING PTY LTD	BUS ROUTE MAINTENANCE GRADING	1	42,619.50	
EFT49863	08/02/2024	HELEN CLEMESHA	AUSTRALIA DAY PERFORMANCE	1		300.00
INV 36	01/02/2024	HELEN CLEMESHA	AUSTRALIA DAY PERFORMANCE	1	300.00	
EFT49864	08/02/2024	HOPLEY PTY LTD	WITHDRAWN SEPTIC APPLICATION REFUND - ST22036 - RECEIPT # 157063	1		118.00
INV GT19.01.19/01/2024		HOPLEY PTY LTD	WITHDRAWN SEPTIC APPLICATION REFUND - ST22036 - RECEIPT # 157063	1	118.00	
EFT49865	08/02/2024	INDUSTRIAL AUTOMATION GROUP PTY LTD	REMOTE STANDPIPE 24HR ACCESS CHARGE INC SUPPORT FOR VARIOUS LOCATIONS	1		2,065.25
INV SINV-15309/01/2024		INDUSTRIAL AUTOMATION GROUP PTY LTD	REMOTE STANDPIPE 24HR ACCESS CHARGE INC SUPPORT FOR VARIOUS LOCATIONS	1	2,065.25	
EFT49866	08/02/2024	INTEGRATED ICT - MARKET CREATIONS TECHNOLOGY PL T/AS	VIDEO CONFERENCING SOLUTION FOR CHAMBERS ROOM AS PER MOBILE CONFERENCE SOLUTION	1		4,395.48
INV 28884	28/09/2023	INTEGRATED ICT - MARKET CREATIONS TECHNOLOGY PL T/AS	VIDEO CONFERENCING SOLUTION FOR CHAMBERS ROOM AS PER MOBILE CONFERENCE SOLUTION	1	4,395.48	
EFT49867	08/02/2024	JAMIE GARLETT	JAMIE GARLETT BERNARD PARK SOUNDSHELL 2024, AUSTRALIA DAY	1		1,100.00
INV 01	31/01/2024	JAMIE GARLETT	JAMIE GARLETT BERNARD PARK SOUNDSHELL 2024, AUSTRALIA DAY	1	1,100.00	

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EFT49868	08/02/2024	JCORP PTY LTD T/A HOMESTART	INFRASTRUCTURE BOND REFUND - BA22259 - RECEIPT # 160396 ADDRESS: 32 KATRINE ROAD, NORTHAM WA 6401	1		5,020.00
INV T1235	30/01/2024	JCORP PTY LTD T/A HOMESTART	INFRASTRUCTURE BOND REFUND - BA19167 - RECEIPT # 127485 ADDRESS: 18 OAKOVER PLACE, NORTHAM WA 6401	1	1,000.00	
INV T1334	30/01/2024	JCORP PTY LTD T/A HOMESTART	INFRASTRUCTURE BOND REFUND - BA20155 - RECEIPT # 136667 ADDRESS: 45 TUCKER GROVE, BAKERS HILL WA 6562	1	1,000.00	
INV T1336	30/01/2024	JCORP PTY LTD T/A HOMESTART	INFRASTRUCTURE BOND REFUND - BA 20162 - RECEIPT # 137183 ADDRESS: 9 PUTTING RISE, NORTHAM WA 6401	1	1,000.00	
INV T1338	30/01/2024	JCORP PTY LTD T/A HOMESTART	INFRASTRUCTURE BOND REFUND - BA20167 - RECEIPT # 137729 ADDRESS: 54 GILLETT ROAD, NORTHAM WA 6401	1	1,000.00	
INV T1730	30/01/2024	JCORP PTY LTD T/A HOMESTART	INFRASTRUCTURE BOND REFUND - BA22259 - RECEIPT # 160396 ADDRESS: 32 KATRINE ROAD, NORTHAM WA 6401	1	1,020.00	
EFT49869	08/02/2024	JONATHON GARLETT	SMOKING CEREMONY, CULTURAL DANCES AND EXTRA DIDGERIDOO 26TH JAN AUSTRALIA DAY	1		1,600.00
INV 99	26/01/2024	JONATHON GARLETT	SMOKING CEREMONY, CULTURAL DANCES AND EXTRA DIDGERIDOO 26TH JAN AUSTRALIA DAY	1	1,600.00	
EFT49870	08/02/2024	JORDINA BENNETT (BARKER)	INFRASTRUCTURE BOND REFUND - BA22071 - RECEIPT # 153950 ADDRESS: 26 COOK ROAD, BAKERS HILL WA 6562	1		1,020.00
INV T1644	30/01/2024	JORDINA BENNETT (BARKER)	INFRASTRUCTURE BOND REFUND - BA22071 - RECEIPT # 153950 ADDRESS: 26 COOK ROAD, BAKERS HILL WA 6562	1	1,020.00	
EFT49871	08/02/2024	JSM GROUP WA PTY LTD T/AS NORTHAM AUTO ELECTRICS & TYRE SERVICE	PN1904 REGO N4468 - KUBUTA MOWER, SUPPLY AND FIT 2 TYRES	1		309.20
INV INV-132419/01/2024		JSM GROUP WA PTY LTD T/AS NORTHAM AUTO ELECTRICS & TYRE SERVICE	PN1904 REGO N4468 - KUBUTA MOWER, SUPPLY AND FIT 2 TYRES	1	309.20	
EFT49872	08/02/2024	JUDITH ANN HAY	DOG REGISTRATION REFUND FOR STERILISATION WITHIN THE FIRST YEAR.	1		150.00

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INV 165862	10/01/2024	JUDITH ANN HAY	DOG REGISTRATION REFUND FOR STERILISATION WITHIN THE FIRST YEAR.	1	150.00	
EFT49873	08/02/2024	KATRINA GLENYS GLEESON	INFRASTRUCTURE BOND REFUND - BA21263 - RECEIPT # 150570 ADDRESS: LOT 6 SIMS ROAD, BAKERS HILL WA 6562	1		1,020.00
INV T1608	30/01/2024	KATRINA GLENYS GLEESON	INFRASTRUCTURE BOND REFUND - BA21263 - RECEIPT # 150570 ADDRESS: LOT 6 SIMS ROAD, BAKERS HILL WA 6562	1	1,020.00	
EFT49874	08/02/2024	KLEENWEST	CLEANING SUPPLIES - POOL	1		1,204.01
INV 00089657	10/01/2024	KLEENWEST	CLEANING SUPPLIES - POOL	1	928.46	
INV 00089609	10/01/2024	KLEENWEST	CLEANING SUPPLIES FOR KILLARA	1	275.55	
EFT49875	08/02/2024	KRYSTAL THOMPSON	POOL LIFEGUARD LICENCE RENEWAL	1		169.00
INV WEB-73006	01/2024	KRYSTAL THOMPSON	POOL LIFEGUARD LICENCE RENEWAL	1	169.00	
EFT49876	08/02/2024	LINDSAY NEWLAND	DRUM OF ANTI GRAFFITI	1		564.60
INV 00001965	18/09/2023	LINDSAY NEWLAND	DRUM OF ANTI GRAFFITI	1	564.60	
EFT49877	08/02/2024	LOUISE HARRIS	REIMBURSEMENT MILK & PARKING FEES	1		25.91
INV KH3001230	01/2024	LOUISE HARRIS	REIMBURSEMENT MILK & PARKING FEES	1	25.91	
EFT49878	08/02/2024	LUKE WALTER WAYLOR	INFRASTRUCTURE BOND REFUND - BA23067 - RECEIPT # 163901 ADDRESS: 46 LOTON DRIVE, NORTHAM	1		1,020.00
INV T1753	30/01/2024	LUKE WALTER WAYLOR	INFRASTRUCTURE BOND REFUND - BA23067 - RECEIPT # 163901 ADDRESS: 46 LOTON DRIVE, NORTHAM	1	1,020.00	
EFT49879	08/02/2024	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM (AVON MALL) - 01/01/2024-31/01/2024	1		1,237.50
INV 0000082427	12/2023	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM (AVON MALL) - 01/01/2024-31/01/2024	1	1,237.50	

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EFT49880	08/02/2024	MAREE VERONICA CRAIK	INFRASTRUCTURE BOND REFUND - BA21105 - RECEIPT # 144118 ADDRESS: 18 COTTAGE COURT, BAKERS HILL WA 6562	1		1,000.00
INV T1464	30/01/2024	MAREE VERONICA CRAIK	INFRASTRUCTURE BOND REFUND - BA21105 - RECEIPT # 144118 ADDRESS: 18 COTTAGE COURT, BAKERS HILL WA 6562	1	1,000.00	
EFT49881	08/02/2024	MAYBERRY HAMMOND & CO	FURTHER DEVELOPMENT OF BHOSHC LEASE	1		517.00
INV 45468	05/12/2023	MAYBERRY HAMMOND & CO	FURTHER DEVELOPMENT OF BHOSHC LEASE	1	517.00	
EFT49882	08/02/2024	MAYDAY EARTHMOVING / RENTAL-CHIVAS ENTERPRISES T-AS	DRY HIRE OF WATER TRUCK 23/12/2023 - 1/1/2024	1		7,040.00
INV 84706	30/12/2023	MAYDAY EARTHMOVING / RENTAL-CHIVAS ENTERPRISES T-AS	DRY HIRE OF WATER TRUCK 23/12/2023 - 1/1/2024	1	7,040.00	
EFT49883	08/02/2024	MENTAL MEDIA	GUIDE ID SUBSCRIPTION SERVICES JANUARY TO MARCH 2024	1		1,938.42
INV 1382	10/01/2024	MENTAL MEDIA	GUIDE ID SUBSCRIPTION SERVICES JANUARY TO MARCH 2024	1	1,938.42	
EFT49884	08/02/2024	MONTYANNE PTY LTD T/AS WA SAFETY PRODUCTS	FULL FACE-RESPIRATOR MASK	1		1,184.03
INV B6601	16/11/2023	MONTYANNE PTY LTD T/AS WA SAFETY PRODUCTS	FULL FACE-RESPIRATOR MASK	1	1,184.03	
EFT49885	08/02/2024	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FOR NAVTRAC SYSTEM 15/01/2024-14/02/2024	1		761.92
INV 9297753215/01/2024		NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FOR NAVTRAC SYSTEM 15/01/2024-14/02/2024	1	761.92	
EFT49886	08/02/2024	NORTHAM AERO CLUB	MANAGEMENT OF AIRPORT 1ST JANUARY 2024 - 30 JUNE 2024	1		5,873.35
INV 0000032403/01/2024		NORTHAM AERO CLUB	MANAGEMENT OF AIRPORT 1ST JANUARY 2024 - 30 JUNE 2024	1	5,873.35	
EFT49887	08/02/2024	NORTHAM AGRICULTURAL SOCIETY	ANNUAL BUDGET FUNDING ALLOCATION NORTHAM FARMERS SHOW 2023	1		9,500.00
INV 1221	01/12/2023	NORTHAM AGRICULTURAL SOCIETY	ANNUAL BUDGET FUNDING ALLOCATION NORTHAM FARMERS SHOW 2023	1	9,500.00	

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EFT49888	08/02/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	WOMEN'S WORLD FULL PAGE IN THE AUGUST ADVERTISER	1		649.00
INV 1695	02/08/2023	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	RATES LETTER ADD - AUGUST EDITION OF THE NORTHAM ADVERTISER	1	165.00	
INV 1692	02/08/2023	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	WOMEN'S WORLD FULL PAGE IN THE AUGUST ADVERTISER	1	484.00	
EFT49889	08/02/2024	NORTHAM COUNTRY CLUB INC	NORTHAM LAWN TENNIS CLUB GRANT PAYMENT	1		2,200.00
INV 5422	24/01/2024	NORTHAM COUNTRY CLUB INC	NORTHAM LAWN TENNIS CLUB GRANT PAYMENT	1	2,200.00	
EFT49890	08/02/2024	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TO 17/01/2024	1		262.00
INV 000052581	17/01/2024	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TO 17/01/2024	1	65.50	
INV 000052591	19/01/2024	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TO 19/01/2024	1	65.50	
INV 000052602	22/01/2024	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TO 22/01/2024	1	65.50	
INV 000052612	24/01/2024	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS TO 24/01/2024	1	65.50	
EFT49891	08/02/2024	NORTHAM FLORIST	FLOWER ARRANGEMENT FOR STAFF MEMBER	1		100.00
INV 28320	18/12/2023	NORTHAM FLORIST	FLOWER ARRANGEMENT FOR STAFF MEMBER	1	100.00	
EFT49892	08/02/2024	NORTHAM SUB BRANCH RETURNED & SERVICES LEAGUE	ANNUAL BUDGET FUNDING ANZAC DAY 2024 FIRST INSTALMENT	1		2,700.00
INV JH25012	2025/01/2024	NORTHAM SUB BRANCH RETURNED & SERVICES LEAGUE	ANNUAL BUDGET FUNDING ANZAC DAY 2024 FIRST INSTALMENT	1	2,700.00	
EFT49893	08/02/2024	NORTHAM TOWING SERVICE	VEHICLE TOWING OF DUMPED CAR TO INPOUND YARD	1		363.00
INV 213061	29/12/2023	NORTHAM TOWING SERVICE	VEHICLE TOWING OF DUMPED CAR TO INPOUND YARD	1	165.00	
INV 213108	11/01/2024	NORTHAM TOWINGSERVICE	TOWING OF DUMPED CAR TO NORTHAM TO IMPOUND YARD	1	110.00	
INV 213125	23/01/2024	NORTHAM TOWINGSERVICE	FORD RANGER FROM VALLEY FORD AND DELIVER TO SHIRE DEPOT, BYFIELD STREET	1	88.00	

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EFT49894	08/02/2024	OASIS CORPORATION PTY LTD T/AS OASIS OUTDOOR STUCTURES	C.202021-29 - DEFECT LIABILITY FINAL RETENTION RELEASE	1		15,866.16
INV T1563	07/02/2024	OASIS CORPORATION PTY LTD T/AS OASIS OUTDOOR STUCTURES	C.202021-29 - DEFECT LIABILITY FINAL RETENTION RELEASE	1	15,866.16	
EFT49895	08/02/2024	OFFICE OF THE AUDITOR GENERAL	2022-2023 ANNUAL FINANCIAL REPORT	1		46,849.00
INV INV-106221	12/2023	OFFICE OF THE AUDITOR GENERAL	2022-2023 ANNUAL FINANCIAL REPORT	1	46,849.00	
EFT49896	08/02/2024	OFFICEWORKS SUPERSTORES PTY LTD	SURFACE PRO CHARGERS - CODE - MSURF44WPS - INCLUDING FREIGHT	1		538.93
INV 6110839904	12/2023	OFFICEWORKS SUPERSTORES PTY LTD	SURFACE PRO CHARGERS - CODE - MSURF44WPS - INCLUDING FREIGHT	1	245.95	
INV 6119140812	01/2024	OFFICEWORKS SUPERSTORES PTY LTD	MOBILE WHITEBOARD INC FREIGHT	1	238.95	
INV 6120099015	01/2024	OFFICEWORKS SUPERSTORES PTY LTD	ARCH FILE STORAGE	1	54.03	
EFT49897	08/02/2024	OXTER SERVICES	C.202223-13 - BURIAL DATE 16/12/2023 - RE-OPENING FOR THE BURIAL OF RHODA LILIAN FAWKES SATURDAY RATE & GRAVE CERTIFICATION	1		5,255.85
INV 28182	14/11/2023	OXTER SERVICES	C.202223-13 - BURIAL DATE 13/11/2023 - NEW GRAVE FOR THE BURIAL OF DOUGLAS GORDON STEWART & GRAVE CERTIFICATION	1	1,639.00	
INV 28334	21/12/2023	OXTER SERVICES	C.202223-13 - BURIAL DATE 15/12/2023 - NEW GRAVE FOR THE BURIAL OF MATHYS JOHANNES VAN WELIE & GRAVE CERTIFICATION	1	1,639.00	
INV 28335	21/12/2023	OXTER SERVICES	C.202223-13 - BURIAL DATE 16/12/2023 - RE-OPENING FOR THE BURIAL OF RHODA LILIAN FAWKES SATURDAY RATE & GRAVE CERTIFICATION	1	1,848.00	
INV 28369	16/01/2024	OXTER SERVICES	AQUATIC FACILITY KIOSK SUPPLIES	1	129.85	
EFT49898	08/02/2024	PFD FOOD SERVICES PTY LTD	STOCK FOR AQUATIC CENTRE KIOSK	1		824.60
INV LK21149	19/01/2024	PFD FOOD SERVICES PTY LTD	STOCK FOR AQUATIC CENTRE KIOSK	1	824.60	
EFT49899	08/02/2024	POOL ROBOTICS PERTH	REPLACEMENT PARTS AND REPAIRS TO DOLPHIN AUTO POOL CLEANER	1		3,489.21
INV 22-00001	19/12/2023	POOL ROBOTICS PERTH	REPLACEMENT PARTS AND REPAIRS TO DOLPHIN AUTO POOL CLEANER	1	3,489.21	

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EFT49900	08/02/2024	PUBLIC TRUSTEE WA	RATES CREDIT REFUND FOR ASSESSMENT A11204 - PM33185048	1		333.62
INV A11204	01/02/2024	PUBLIC TRUSTEE WA	RATES CREDIT REFUND FOR ASSESSMENT A11204 - PM33185048		333.62	
EFT49901	08/02/2024	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING - INV0094067	1		99.00
INV 0094067	24/01/2024	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING - INV0094067	1	99.00	
EFT49902	08/02/2024	RINGA CIVIL	GRAVEL DELIVERY TO INKPEN WASTE FACILITY - 11/01/2024	1		7,001.28
INV INV-133418	01/2024	RINGA CIVIL	GRAVEL DELIVERY TO INKPEN WASTE FACILITY - 11/01/2024	1	7,001.28	
EFT49903	08/02/2024	SAFE ROADS WA - TLCWA PL T/AS	PATCHWORK ON KATRINE, SOUTHERN BROOK, WELLINGTON ROADS & WOODS DRIVE.	1		21,335.33
INV 0000021515	12/2023	SAFE ROADS WA - TLCWA PL T/AS	PATCHWORK ON KATRINE, SOUTHERN BROOK, WELLINGTON ROADS & WOODS DRIVE.	1	21,335.33	
EFT49904	08/02/2024	SARA WHINCUP	ELVIS MOODY PLAYING DIDGERIDOO AUSTRALIA DAY BERNARD PARK ON 26/01/ 2024	1		300.00
INV 13	02/02/2024	SARA WHINCUP	ELVIS MOODY PLAYING DIDGERIDOO AUSTRALIA DAY BERNARD PARK ON 26/01/ 2024	1	300.00	
EFT49905	08/02/2024	SEFI TZIN	INFRASTRUCTURE BOND REFUND - BA21293 - RECEIPT # 151500	1		1,020.00
INV T1619	30/01/2024	SEFI TZIN	ADDRESS: 373 WERRIBEE ROAD, WUNDOWIE WA INFRASTRUCTURE BOND REFUND - BA21293 - RECEIPT # 151500 ADDRESS: 373 WERRIBEE ROAD, WUNDOWIE WA	1	1,020.00	
EFT49906	08/02/2024	SHIRE OF MURRAY	PAYMENT OF LONG SERVICE LEAVE LIABILITY FOR PHILLIP STEVEN.	1		11,393.70
INV SI04657	11/01/2024	SHIRE OF MURRAY	PAYMENT OF LONG SERVICE LEAVE LIABILITY FOR PHILLIP STEVEN.	1	11,393.70	
EFT49907	08/02/2024	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER SUPERANNUATION FROM 25 OCTOBER - 21 NOVEMBER 2023: INVOICE 1569	1		108.00
INV T957	07/02/2024	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER SUPERANNUATION FROM 25 OCTOBER - 21 NOVEMBER 2023: INVOICE 1569	1	108.00	

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EFT49908	08/02/2024	SHIRE OF VICTORIA PLAINS	HIRE OF VEHICLE VP000 FOR CESM	1		4,110.71
INV 3039	22/11/2023	SHIRE OF VICTORIA PLAINS	HIRE OF VEHICLE VP000 FOR CESM	1	4,110.71	
EFT49909	08/02/2024	SOUTH METROPOLITANTAFE	BRANDON HAYES - DIPLOMA OF CIVIL CONSTRUCTION - TERM 4, 2023.	1		247.50
INV I0110213	18/10/2023	SOUTH METROPOLITANTAFE	BRANDON HAYES - DIPLOMA OF CIVIL CONSTRUCTION - TERM 4, 2023.	1	247.50	
EFT49910	08/02/2024	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO COMMERCIALS ON TRIPLE M NORTHAM & HIT FM NORTHAM / MERREDIN 1/12/2023-21/12/2023	1		609.40
INV 7158151431	12/2023	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO COMMERCIALS ON TRIPLE M NORTHAM & HIT FM NORTHAM / MERREDIN 1/12/2023-21/12/2023	1	609.40	
EFT49911	08/02/2024	SPECIALISED TREE SERVICE	VARIOUS WORKS NORTHAM LIBRARY & CREATE 298	1		5,366.39
INV 4260	05/02/2024	SPECIALISED TREE SERVICE	STUMP GRINDING AT LIBRARY.	1	700.00	
INV 4261	05/02/2024	SPECIALISED TREE SERVICE	VARIOUS WORKS NORTHAM LIBRARY & CREATE 298	1	2,770.19	
INV 4259	05/02/2024	SPECIALISED TREE SERVICE	4 HUNTER PL PALM TREE REMOVAL AND STUMP GRINDING	1	1,896.20	
EFT49912	08/02/2024	SPORTSPOWER NORTHAM H & H JOUBERT	DUTY MANAGER POLO SHIRTS X 10 - REC CENTRE	1		564.00
INV 23-00017	22/12/2023	SPORTSPOWER NORTHAM H & H JOUBERT	DUTY MANAGER POLO SHIRTS X 10 - REC CENTRE	1	340.00	
INV 24-00000	03/01/2024	SPORTSPOWER NORTHAM H & H JOUBERT	POLO SHIRTS FOR REC CENTRE x 6	1	224.00	
EFT49913	08/02/2024	ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	FIRST AID COURSE - CHADDHUNT	1		170.00
INV FAINV0112	09/2023	ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	FIRST AID COURSE - CHADDHUNT	1	170.00	
EFT49914	08/02/2024	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND - BA21102 - RECEIPT # 144112 ADDRESS: 86 OLD YORK ROAD, NORTHAM WA 6401	1		1,500.00
INV T1463	30/01/2024	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND - BA21102 - RECEIPT # 144112 ADDRESS: 86 OLD YORK ROAD, NORTHAM WA 6401	1	1,500.00	

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EFT49915	08/02/2024	STEWART & HEATON CLOTHING CO.PTY LTD	CESM - UNIFORMS	1		6,848.94
INV SIN-383418	12/2023	STEWART & HEATON CLOTHING CO.PTY LTD	CESM - UNIFORMS	1	6,848.94	
EFT49916	08/02/2024	SUN ROAD FOOD & BEVERAGE	NORTHAM AQUATIC CENTRE - KIOSK STOCK	1		1,664.05
INV 1296597	29/11/2023	SUN ROAD FOOD & BEVERAGE	NORTHAM AQUATIC CENTRE - KIOSK STOCK	1	1,466.05	
INV 1308951	09/01/2024	SUN ROAD FOOD & BEVERAGE	NORTHAM AQUATIC CENTRE - KIOSK STOCK	1	198.00	
EFT49917	08/02/2024	SUPERCIVIL	NORTHAM DEPOT REDEVELOPMENT - SUPPLY & INSTALL CONCRETE FOOTPATHS	1		13,909.50
INV INV-167930	08/2023	SUPERCIVIL	NORTHAM DEPOT REDEVELOPMENT - SUPPLY & INSTALL CONCRETE FOOTPATHS	1	13,909.50	
EFT49918	08/02/2024	SYNERGY	361669310 RECREATION PRECINCT - 14/12/2023 to 10/01/2024	1		31,020.32
INV 3358209427	12/2023	SYNERGY	335820940 CREATE 298 - 16/11/2023 to 20/12/2023		685.03	
INV 1365377428	12/2023	SYNERGY	136537740 AIRPORT - 17/11/2023 to 21/12/2023		1,532.48	
INV 3577039911	01/2024	SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 14/12/2023 to 10/01/2024		322.96	
INV 3613334212	01/2024	SYNERGY	361333420 AVON MALL - 10/11/2023 to 11/01/2024		577.92	
INV 1539025112	01/2024	SYNERGY	153902510 OLD NORTHAM DEPOT - 14/12/2023 to 10/01/2024		831.18	
INV 3619900315	01/2024	SYNERGY	361990030 WUNDOWIE OVAL - 27/10/2023 to 27/12/2023		246.94	
INV 2931107317	01/2024	SYNERGY	293110730 BILYA KOORT BOODJA - 14/12/2023 to 10/01/2024		882.81	
INV 3616693117	01/2024	SYNERGY	361669310 RECREATION PRECINCT - 14/12/2023 to 10/01/2024		13,182.42	
INV 3575477118	01/2024	SYNERGY	357547710 MOUNT OMMANNEY - CCTV - 16/11/2023 to 15/01/2024		144.23	
INV 3577043619	01/2024	SYNERGY	357704360 BROOME TCE PUMP - 17/11/2023 to 18/01/2024		179.52	
INV 3577020019	01/2024	SYNERGY	357702000 BROOME TCE BBQ LIGHTS - 17/11/2023 to 18/01/2024		124.23	
INV 3577046019	01/2024	SYNERGY	357704600 PERINA PARK - 16/11/2023 to 17/01/2024		124.54	
INV 3577049819	01/2024	SYNERGY	357704980 CLARKE ST PUMP - 17/11/2023 to 18/01/2024		1,782.56	

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INV 3577048419/01/2024		SYNERGY	357704840 ROTARY WHEEL - 17/11/2023 to 18/01/2024		124.23	
INV 3575496922/01/2024		SYNERGY	357549690 - KILLARA DAY CARE CENTRE - 22/12/2023 - 18/01/2024	1	618.88	
INV 3980651122/01/2024		SYNERGY	398065110 GRASS VALLEY HALL - 17/11/2023 to 18/01/2024		501.38	
INV 9414532322/01/2024		SYNERGY	941453230 GRASS VALLEY BFB FIRE SHED - 17/11/2023 to 18/01/2024		378.94	
INV 9291252022/01/2024		SYNERGY	092912520 GRASS VALLEY OVAL - 17/11/2023 to 18/01/2024		122.80	
INV 7968413422/01/2024		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 22/12/2023 to 18/01/2024		1,193.51	
INV 3358209422/01/2024		SYNERGY	335820940 CREATE 298 - 21/12/2023 to 17/01/2024		659.24	
INV 1365377422/01/2024		SYNERGY	136537740 AIRPORT - 22/12/2023 to 18/01/2024		1,075.89	
INV 3616702522/01/2024		SYNERGY	361670250 NORTHAM LIBRARY - 22/12/2023 to 18/01/2024		362.29	
INV 3575474722/01/2024		SYNERGY	357547470 MORBY COTTAGE - 18/11/2023 to 19/01/2024		130.36	
INV 3614739622/01/2024		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 22/12/2023 to 18/01/2024		224.90	
INV 8110294722/01/2024		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 22/12/2023 to 18/01/2024		1,269.38	
INV 3613331823/01/2024		SYNERGY	361333180 SUSPENSION BRIDGE LIGHTING - 18/11/2023 to 18/01/2024		275.70	
INV 3616695023/01/2024		SYNERGY	361669500 OXIDATION PONDS - 20/12/2023 to 16/01/2024	1	1,677.61	
INV 3575473323/01/2024		SYNERGY	357547330 APEX PARK TOILETS - 18/11/2023 to 18/01/2024		179.65	
INV 3577031824/01/2024		SYNERGY	357703180 STORMWATER DAM PUMP - 18/11/2023 to 18/01/2024		321.74	
INV 3575475225/01/2024		SYNERGY	357547520 BERNARD PARK BBQ PUMP LIGHTS - 05/10/2023 to 04/12/2023		647.54	
INV 1578225625/01/2024		SYNERGY	157822560 IRISHTOWN BFB - 22/11/2023 to 23/01/2024	1	215.10	
INV 3805238629/01/2024		SYNERGY	380523860 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 24/11/2023 to 25/01/2024		424.36	
EFT49919	08/02/2024	TAYLOR HARDYMAN GROUP PTY LTD	LOCKERS FOR DFES BUILDING - DOOR PLAQUES	1		4,930.20
INV IV02589630/11/2023		TAYLOR HARDYMAN GROUP PTY LTD	LOCKERS FOR DFES BUILDING - DOOR PLAQUES	1	4,930.20	

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EFT49920	08/02/2024	THE PRINT SHOP BUNBURY	AUSTRALIA DAY BOOKLETS X 100	1		360.80
INV 1627542	23/01/2024	THE PRINT SHOP BUNBURY	AUSTRALIA DAY BOOKLETS X 100	1	360.80	
EFT49921	08/02/2024	THE VINTAGE SPORTS CAR CLUB OF WA (INC)	ANNUAL BUDGET FUNDING NORTHAM MOTORSPORT FESTIVAL 2024 FIRST INSTALLMENT	1		24,750.00
INV INV-005921/01/2024		THE VINTAGE SPORTS CAR CLUB OF WA (INC)	ANNUAL BUDGET FUNDING NORTHAM MOTORSPORT FESTIVAL 2024 FIRST INSTALLMENT	1	24,750.00	
EFT49922	08/02/2024	THOMPSON 200 PTY LTD T/AS PLASTIC WELDING WA	REPAIR OF CIRCULATION PIPE AND TRAVEL	1		220.00
INV INV-041425/01/2024		THOMPSON 200 PTY LTD T/AS PLASTIC WELDING WA	REPAIR OF CIRCULATION PIPE AND TRAVEL	1	220.00	
EFT49923	08/02/2024	TOP GUN ROOFING AND RESTORATION	INFRASTRUCTURE BOND REFUND - BA21148 - RECEIPT # 145422 ADDRESS: 18 OLD YORK ROAD, NORTHAM WA 6401	1		1,000.00
INV T1550	30/01/2024	TOP GUN ROOFING AND RESTORATION	INFRASTRUCTURE BOND REFUND - BA21148 - RECEIPT # 145422 ADDRESS: 18 OLD YORK ROAD, NORTHAM WA 6401	1	1,000.00	
EFT49924	08/02/2024	TRAFFIC SYSTEMS WEST - ENNIS TRAFFIC SAFETY SOLUTIONS PL T/AS	CULVERT / GUIDE POSTS	1		5,011.60
INV 0000411518/01/2024		TRAFFIC SYSTEMS WEST - ENNIS TRAFFIC SAFETY SOLUTIONS PL T/AS	CULVERT / GUIDE POSTS	1	5,011.60	
EFT49925	08/02/2024	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT - JAN 2024	1		50.00
INV 30	25/01/2024	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT - JAN 2024	1	50.00	
EFT49926	08/02/2024	WA DISTRIBUTORS PTY LTD	NORTHAM AQUATIC FACILITY - KIOSK SUPPLIES	1		596.80
INV 913655	21/12/2023	WA DISTRIBUTORS PTY LTD	NORTHAM AQUATIC CENTRE - KIOSK STOCK	1	38.80	
INV 913657	21/12/2023	WA DISTRIBUTORS PTY LTD	NORTHAM AQUATIC FACILITY - KIOSK SUPPLIES	1	558.00	
EFT49927	08/02/2024	WA STABILISATION PTY LTD	C.202122-11 - FINAL RETENTION RELEASE	1		22,821.24
INV T1737	07/02/2024	WA STABILISATION PTY LTD	C.202122-11 - FINAL RETENTION RELEASE	1	22,821.24	

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EFT49928	08/02/2024	WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE / NEWSPAPERS - DECEMBER 2023	1		258.62
INV SN00 01731/12/2023		WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE / NEWSPAPERS - DECEMBER 2023	1	212.66	
INV SN00 01731/12/2023		WARRICKS NEWSAGENCY	KILLARA - NEWSPAPERS - DECEMBER 2023	1	45.96	
EFT49929	08/02/2024	WB PARTY HIRE AND EVENTS	AUSTRALIA DAY EVENT - OUTDOOR SETTINGS	1		897.60
INV INV0403 08/01/2024		WB PARTY HIRE AND EVENTS	AUSTRALIA DAY EVENT - OUTDOOR SETTINGS	1	556.50	
INV INV0404 09/01/2024		WB PARTY HIRE AND EVENTS	AUSTRALIA DAY EVENT - BACKDROP DRAPES	1	341.10	
EFT49930	08/02/2024	WESTERN AUSTRALIAN ELECTORAL COMMISSION	LOCAL GOVERNMENT ORDINARY ELECTION - 21 OCTOBER 2023	1		47,612.20
INV 3618	15/01/2024	WESTERN AUSTRALIAN ELECTORAL COMMISSION	LOCAL GOVERNMENT ORDINARY ELECTION - 21 OCTOBER 2023	1	47,612.20	
EFT49931	08/02/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE FOR THE PERIOD ENDING 31/12/2023	1		24,548.10
INV GFEEDE23/01/2024		WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE FOR THE PERIOD ENDING 31/12/2023	1	24,548.10	
EFT49932	08/02/2024	WESTERN TREE RECYCLERS - CRANESWEST (WA) PL T/AS	C.202324-05 - OLD QUARRY ROAD & INK PEN WASTE FACILITY GREEN WASTE PROCESSING	1		38,176.89
INV 0000449931/12/2023		WESTERN TREE RECYCLERS - CRANESWEST (WA) PL T/AS	C.202324-05 - OLD QUARRY ROAD & INK PEN WASTE FACILITY GREEN WASTE PROCESSING	1	38,176.89	
EFT49933	08/02/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2103 - REPAIR ENGINE FAULT ON JET WASHER TRAILER	1		3,880.50
INV INV-164408/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2103 - REPAIR ENGINE FAULT ON JET WASHER TRAILER	1	585.50	
INV INV-164919/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CLACKLINE MURESK 2.4 - POTBA - AVL 4G UPGRADE	1	325.00	
INV INV-164919/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CLACKLINE MURESK LT1 - POTBA - AVL 4G UPGRADE	1	306.25	
INV INV-163219/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	GRASS VALLEY 1.4 - POTBA - AVL 4G UPGRADE	1	306.25	
INV INV-163219/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	GRASS VALLEY 4.4 - POTBA - AVL 4G UPGRADE	1	306.25	
INV INV-163219/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	IRISHTOWN 1.4 - POTBA - AVL 4G UPGRADE	1	312.50	

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INV INV-164819/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SOUTHERN BROOK AVL UPGRADE - POTBA - AVL 4G UPGRADE	1	538.75	
INV INV-164819/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SES PERSONNEL CARRIER - POTBA - AVL 4G UPGRADE	1	287.50	
INV INV-164819/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SES PERSONNEL CARRIER - POTBA - AVL 4G UPGRADE	1	287.50	
INV INV-164819/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	INCIDENT CONTROL - POTBA - AVL 4G UPGRADE	1	287.50	
INV INV-164919/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	BAKERS HILL L/T - POTBA - AVL 4G UPGRADE	1	337.50	
EFT49934	08/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - C7565 - PRINTER SERVICE & METER READING 05/12/2023-09/01/2024	1		2,098.16
INV 31068	21/12/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	WIRELESS USB ADAPTERS X 3	1	64.50	
INV 218861	09/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN DONGA - C3730 - PRINTER SERVICE & METER READING 05/12/2023-09/01/2024	1	166.10	
INV 218863	09/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT - C3530 - PRINTER SERVICE & METER READING 05/12/2023-09/01/2024	1	228.23	
INV 218865	09/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	BILYA KOORT BOODJA - C3830 - PRINTER SERVICE & METER READING 05/12/2023-09/01/2024	1	27.18	
INV 218866	09/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE - C3830 - PRINTER SERVICE & METER READING 05/12/2023-09/01/2024	1	99.60	
INV 218868	09/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - C3830 - PRINTER SERVICE & METER READING 05/12/2023-09/01/2024	1	169.43	
INV 218870	09/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - C7565 - PRINTER SERVICE & METER READING 05/12/2023-09/01/2024	1	1,213.82	
INV 12983	29/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	DATE STAMPS	1	73.00	
INV 13009	30/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ASSORTED STATIONARY FOR THE REC CENTRE	1	56.30	
EFT49935	08/02/2024	WHEATBELT STEEL PTY LTD	INFRASTRUCTURE BOND REFUND - BA22182 - RECEIPT # 157792	1		1,530.00
INV T1710	30/01/2024	WHEATBELT STEEL PTY LTD	ADDRESS: LOT 1096 SMITH ROAD, CLACKLINE WA 6564 INFRASTRUCTURE BOND REFUND - BA22182 - RECEIPT # 157792 ADDRESS: LOT 1096 SMITH ROAD, CLACKLINE WA 6564	1	1,530.00	

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EFT49936	12/02/2024	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JANUARY 2024	1		3,050.43
INV JANUAR 31/01/2024		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JANUARY 2024	1	3,050.43	
EFT49937	12/02/2024	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JANUARY 2024	1		500.00
INV JANUAR 31/01/2024		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JANUARY 2024	1	500.00	
EFT49938	12/02/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING OF SHIRE OF NORTHAM FACILITIES - 20/11/2023 - 17/12/2023	1		14,252.80
INV 0003646120/12/2023		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING OF SHIRE OF NORTHAM FACILITIES - 20/11/2023 - 17/12/2023	1	9,754.58	
INV 0003646220/12/2023		CHARLES SERVICE COMPANY	C.202021-04 CLEANING OF SHIRE OF NORTHAM FACILITIES - 20/11/2023 - 17/12/2023	1	1,734.17	
INV 0003650520/12/2023		CHARLES SERVICE COMPANY	C.202021-04 CLEANING CONSUMABLES - SHIRE OF NORTHAM FACILITIES - 15/12/2023	1	596.33	
INV 0003652721/01/2024		CHARLES SERVICE COMPANY	C.202021-04 CLEANING OF SHIRE OF NORTHAM FACILITIES - 18/12/2023 - 21/1/2024	1	2,167.72	
EFT49939	12/02/2024	CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR JANUARY 2024	1		5,802.17
INV JANUAR 31/01/2024		CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR JANUARY 2024	1	5,802.17	
EFT49940	12/02/2024	CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR JANUARY 2024	1		1,905.73
INV JANUAR 31/01/2024		CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR JANUARY 2024	1	1,905.73	
EFT49941	12/02/2024	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR JANUARY 2024	1		1,905.73
INV JANUAR 31/01/2024		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR JANUARY 2024	1	1,905.73	
EFT49942	12/02/2024	GEMTEK - IPD GROUP T/AS	EV CHARGING STATIONS X 4	1		26,231.39
INV 35137	07/02/2024	GEMTEK - IPD GROUP T/AS	EV CHARGING STATIONS X 4	1	26,231.39	
EFT49943	12/02/2024	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR JANUARY 2024	1		1,905.73
INV JANUAR 31/01/2024		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR JANUARY 2024	1	1,905.73	
EFT49944	12/02/2024	JASMIN KIMBERLEY (JASA'S PHOTOGRAPHY)	PHOTOGRAPHY FOR THE AUSTRALIA DAY CITIZENSHIP CEREMONY / CELEBRATIONS	1		1,900.00

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INV 002	21/12/2023	JASMIN KIMBERLEY (JASA'S PHOTOGRAPHY)	BOBBY HILL EVENT - PHOTOGRAPHY SERVICES	1	400.00	
INV 0000000427/01/2024		JASMIN KIMBERLEY (JASA'S PHOTOGRAPHY)	PHOTOGRAPHY FOR THE AUSTRALIA DAY CITIZENSHIP CEREMONY / CELEBRATIONS	1	1,500.00	
EFT49945	12/02/2024	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR JANUARY 2024	1		2,105.53
INV JANUAR31/01/2024		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR JANUARY 2024	1	2,105.53	
EFT49946	12/02/2024	LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR JANUARY 2024	1		1,960.49
INV JANUAR31/01/2024		LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR JANUARY 2024	1	1,960.49	
EFT49947	12/02/2024	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR JANUARY 2024	1		1,905.73
INV JANUAR31/01/2024		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR JANUARY 2024	1	1,905.73	
EFT49948	12/02/2024	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JANUARY 2024	1		1,905.73
INV JANUAR31/01/2024		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JANUARY 2024	1	1,905.73	
EFT49949	12/02/2024	OFFICEWORKS SUPERSTORES PTY LTD	IPHONE	1		1,662.95
INV 6117083304/01/2024		OFFICEWORKS SUPERSTORES PTY LTD	PHONE CASE / SCREEN PROTECTOR	1	75.95	
INV 6117080904/01/2024		OFFICEWORKS SUPERSTORES PTY LTD	IPHONE	1	1,587.00	
EFT49950	12/02/2024	PROMPT SETTLEMENTS	RATES CREDIT REFUND FOR ASSESSMENT A618	1		1,244.13
INV A618	08/02/2024	PROMPT SETTLEMENTS	RATES CREDIT REFUND FOR ASSESSMENT A618		1,244.13	
EFT49951	12/02/2024	WESTLINE PLUMBING & DRAINAGE PTY LTD	NORTHAM DEPOT REDEVELOPMENT - INSTALL SEWER EXTENSION	1		3,626.49
INV INV-194110/11/2023		WESTLINE PLUMBING & DRAINAGE PTY LTD	NORTHAM DEPOT REDEVELOPMENT - INSTALL SEWER EXTENSION	1	3,626.49	
EFT49952	15/02/2024	ABBOTTS FORGE	BERT HAWKE OVAL. REMOVE OLD RUSTED LIGHT POLES AND STACK.	1		1,400.00
INV 0000577812/01/2024		ABBOTTS FORGE	BERT HAWKE OVAL. REMOVE OLD RUSTED LIGHT POLES AND STACK.	1	1,400.00	
EFT49953	15/02/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN2305 - 4 x MUDGUARD BRACKETS AND BOLTS	1		113.88

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INV SI-00012530/01/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	NUTS AND BOLTS FOR CLARKE ST PUMP	1	6.54	
INV SI-00017202/02/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN2305 - 4 x MUDGUARD BRACKETS AND BOLTS	1	102.40	
INV SI-00017306/02/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	NUTS AND BOLTS TO FIT TOOL BOX	1	4.94	
EFT49954	15/02/2024	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	EMULSION CAP & HOSE FORFLOCON	1		57.60
INV 7285872	30/01/2024	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	EMULSION CAP & HOSE FORFLOCON	1	57.60	
EFT49955	15/02/2024	AUSTRALIA POST	AUSTRALIA POST CHARGES - JANUARY 2024	1		2,242.52
INV 1013012103/02/2024		AUSTRALIA POST	AUSTRALIA POST CHARGES - JANUARY 2024	1	2,242.52	
EFT49956	15/02/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		159.00
INV DEDUCT13/02/2024		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		159.00	
EFT49957	15/02/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 30/01/2024	1		75,491.00
INV PAYG 3015/02/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 30/01/2024	1	75,491.00	
EFT49958	15/02/2024	AVON VALLEY GARDEN SERVICE	FUEL REDUCTION 35 GOOMALLING ROAD NORTHAM	1		198.00
INV IV2281	27/01/2024	AVON VALLEY GARDEN SERVICE	FUEL REDUCTION 35 GOOMALLING ROAD NORTHAM	1	198.00	
EFT49959	15/02/2024	BAKERS HILL RURAL SUPPLIES & HARDWARE	REPLACEMENT GAS BOTTLE FOR BBQ AT WUNDOWIE RV PARK	1		38.00
INV 197668	25/01/2024	BAKERS HILL RURAL SUPPLIES & HARDWARE	REPLACEMENT GAS BOTTLE FOR BBQ AT WUNDOWIE RV PARK	1	38.00	
EFT49960	15/02/2024	BLACKWELL PLUMBING AND GAS PTY LTD	COMPLETED BACKFLOW DEVICE REPAIRS @ 11 RPZD LOCATIONS	1		12,939.85
INV INV-298511/01/2024		BLACKWELL PLUMBING AND GAS PTY LTD	COMPLETED BACKFLOW DEVICE REPAIRS @ 11 RPZD LOCATIONS	1	9,526.00	
INV INV-298511/01/2024		BLACKWELL PLUMBING AND GAS PTY LTD	REC CENTRE. REPLACE BACKFLOW DEVICE AS FALED COMPULSORY TESTING.	1	2,629.00	
INV INV-299430/01/2024		BLACKWELL PLUMBING AND GAS PTY LTD	WUNDOWIE POOL. SERVICE UNIT.EYE WASH STATION	1	784.85	

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EFT49961	15/02/2024	BOC LIMITED	OXYGEN MEDICAL CYLINDERS - RENTAL 29/12/2023 - 28/1/2024	1		76.08
INV 4035881429/01/2024		BOC LIMITED	OXYGEN MEDICAL CYLINDERS - RENTAL 29/12/2023 - 28/1/2024	1	76.08	
EFT49962	15/02/2024	BUNNINGS BUILDING SUPPLIES P/L	PINNACLE 5 TIER SHELVING UNIT	1		808.17
INV 2182/003 08/01/2024		BUNNINGS BUILDING SUPPLIES P/L	PIPE JOINERS	1	41.67	
INV 2182/998 09/01/2024		BUNNINGS BUILDING SUPPLIES P/L	PINNACLE 5 TIER SHELVING UNIT	1	339.43	
INV 2182/003 09/01/2024		BUNNINGS BUILDING SUPPLIES P/L	DISINFECTANT 5LT	1	16.91	
INV 2182/003 09/01/2024		BUNNINGS BUILDING SUPPLIES P/L	12L BACKPACK NYLEX SPRAYER	1	66.48	
INV 2182/003 10/01/2024		BUNNINGS BUILDING SUPPLIES P/L	9V BATTERIES	1	52.10	
INV 2182/005 10/01/2024		BUNNINGS BUILDING SUPPLIES P/L	SHRINK WRAP	1	16.79	
INV 2182/003 11/01/2024		BUNNINGS BUILDING SUPPLIES P/L	ANT KILLER GRANULES	1	65.53	
INV 2182/003 11/01/2024		BUNNINGS BUILDING SUPPLIES P/L	WATER PROOF RECHARGABLE TORCH FOR DRAINAGE	1	55.10	
INV 2182/003 12/01/2024		BUNNINGS BUILDING SUPPLIES P/L	RETIC SUPPLIES	1	38.13	
INV 2182/003 12/01/2024		BUNNINGS BUILDING SUPPLIES P/L	HEAT GUN FOR PN1807	1	116.03	
EFT49963	15/02/2024	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR JANUARY 2024	1		1,507.40
INV 3704155231/01/2024		BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR JANUARY 2024	1	1,507.40	
EFT49964	15/02/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 REGO N.001 - JD GRADER HYDRAULIC, HOSES OIL	1		19,086.82
INV 0000459605/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1810 REGO N254 - ISUZU WATER TRUCK SERVICE 7000HRS.	1	2,077.35	
INV 0000458705/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 REGO N10759 - DRAINAGE TRUCK REPLACE TOOL BOX	1	1,111.00	
INV 0000459205/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1619 REGO N.3505 - CASE POSITRACK SERVICE. 1250HRS	1	1,000.89	
INV 0000459405/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1703 REGO N.4346 - KOMATSU EXCAVATOR SERVICE 3250HRS	1	873.40	

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INV 0000459505/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1003 REGO N.3856 - KOMATSU LOADER SERVICE 5300HRS.	1	1,356.63	
INV 0000458605/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1801 - CRICKET WICKET ROLLER SERVICE	1	335.50	
INV 0000459105/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	LABOUR COSTS FOR REPAIRS TO PN1619 SKID STEER	1	1,424.50	
INV 0000459005/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN0916 REGO N.006 - BOBCAT REPAIRS	1	599.50	
INV 0000459705/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	QUARTERLY TRAILER INSPECTION AND SERVICE	1	599.50	
INV 0000458805/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	WELDING TO PUMP PLATE FOR CLARKE ST	1	170.50	
INV 0000459305/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1509 REGO N11142 - ISUZU WUNDOWIE TRUCK SERVICE 110,000KM.	1	1,058.86	
INV 0000460507/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	CHECK LEAK ON GEARBOX PN1706 REGO N.001- JD GRADER, HYDRAULIC HOSE & OIL	1	1,929.40	
INV 0000460407/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1910 REGO 1GZZ129 - CLARK BOBCAT, REPAIR	1	445.50	
INV 0000460307/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 REGO N.001 - JD GRADER HYDRAULIC, HOSES OIL	1	2,417.25	
INV 0000460207/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1620 REGO 1TSH272 - PLANT TRAILER, FIT WITH NEW CHAINS AND BINDERS	1	829.13	
INV 0000460107/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1502 REGO N4174 - MAINTENANCE MULTI ROLLER REPAIR HYDRAULIC LEAK	1	591.25	
INV 0000460007/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1608 REGO N642 - CONSTRUCTION MULTI ROLLER REPLACE HEATER HOSE	1	957.66	
INV 0000459907/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN2104 REGO N.008 - FIT NEW HOSE REEL TO FLOCON	1	429.00	
INV 0000459807/02/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 REGO N.10759 - DRAINAGE TRUCK REPAIRS	1	880.00	
EFT49965	15/02/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		258.68
INV DEDUCT13/02/2024		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		258.68	
EFT49966	15/02/2024	COUNTRYWIDE GROUP	15L LIQUID CHLORINE x 7	1		420.00
INV ACC002529/01/2024		COUNTRYWIDE GROUP	15L LIQUID CHLORINE x 3	1	90.00	
INV ACC002530/01/2024		COUNTRYWIDE GROUP	15L LIQUID CHLORINE x 7	1	210.00	
INV ACC002502/02/2024		COUNTRYWIDE GROUP	15L LIQUID CHLORINE x 1	1	30.00	

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INV ACC002505/02/2024		COUNTRYWIDE GROUP	15L LIQUID CHLORINE x 3	1	90.00	
EFT49967	15/02/2024	D & BTL INVESTMENTS PTY LTD T/AS WALKABOUT FASHION ACCESSORIES	VISITORS CENTRESTOCK	1		208.08
INV 5636	10/01/2024	D & BTL INVESTMENTS PTY LTD T/AS WALKABOUT FASHION ACCESSORIES	VISITORS CENTRESTOCK	1	208.08	
EFT49968	15/02/2024	DEBORAH L MOODY	STORY TELLING / WELCOME TO COUNTRY	1		800.00
INV 37	29/01/2024	DEBORAH L MOODY	STORY TELLING / WELCOME TO COUNTRY	1	800.00	
EFT49969	15/02/2024	DMC CLEANING	C.202021-05 SHIRE OF NORTHAM FACILITIES - CLEANING - 01/12/2023 - 31/12/2023	1		10,680.41
INV SON214429/12/2023		DMC CLEANING	C.202021-05 SHIRE OF NORTHAM FACILITIES - CLEANING - 01/12/2023 - 31/12/2023	1	10,680.41	
EFT49970	15/02/2024	DRACO AIR PTY LTD	ADMIN BUILDING TRANSPORTABLE. CLEAN OUT AIRCON FILTERS AND WASH DOWN OUTDOOR UNITS AFTER PHENOL USAGE.	1		1,760.00
INV 16270	10/01/2024	DRACO AIR PTY LTD	ADMIN BUILDING TRANSPORTABLE. CLEAN OUT AIRCON FILTERS AND WASH DOWN OUTDOOR UNITS AFTER PHENOL USAGE.	1	1,760.00	
EFT49971	15/02/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY OF 1 TNE EZ STREET - FULTON HOGAN TO SHIRE OF NORTHAM	1		141.90
INV 6554	31/01/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY OF 1 TNE EZ STREET - FULTON HOGAN TO SHIRE OF NORTHAM	1	141.90	
EFT49972	15/02/2024	EASIFLEET	PAYROLL DEDUCTIONS	1		619.53
INV DEDUCT13/02/2024		EASIFLEET	PAYROLL DEDUCTIONS		320.53	
INV DEDUCT13/02/2024		EASIFLEET	PAYROLL DEDUCTIONS		299.00	
EFT49973	15/02/2024	FLORENCE ETHNE HILLS	RATES CREDIT REFUND FOR ASSESSMENT A15008	1		126.66
INV A15008 15/02/2024		FLORENCE ETHNE HILLS	RATES CREDIT REFUND FOR ASSESSMENT A15008		126.66	
EFT49974	15/02/2024	FLOWGEN PTY LTD	356928-DP-WL - WIRELESS DUAL PULSE ADAPTER. WATER/GAS/ELECTRIC x 6	1		2,277.00

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INV INV-988131/01/2024		FLOWGEN PTY LTD	356928-DP-WL - WIRELESS DUAL PULSE ADAPTER. WATER/GAS/ELECTRIC x 6	1	2,277.00	
EFT49975	15/02/2024	FOUR LANDSCAPE STUDIO PTY LTD	C.202223-15 - CHARATER STUDIES & STREETScape CONCEPT PLAN	1		2,021.25
INV FOUR16712/01/2024		FOUR LANDSCAPE STUDIO PTY LTD	C.202223-15 - CHARATER STUDIES & STREETScape CONCEPT PLAN	1	2,021.25	
EFT49976	15/02/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	FIREWALKER GLOVES	1		1,172.49
INV 80956	19/01/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	FIREWALKER GLOVES	1	1,172.49	
EFT49977	15/02/2024	FULTON HOGAN INDUSTRIES PTY LTD	EZ STREET POTHOLE REPAIR - BLACK PRODUCT	1		1,795.20
INV 1864082531/01/2024		FULTON HOGAN INDUSTRIES PTY LTD	EZ STREET POTHOLE REPAIR - BLACK PRODUCT	1	1,795.20	
EFT49978	15/02/2024	GDR CIVIL CONTRACTING PTY LTD	DRY HIRE OF 14T EXCAVATOR	1		7,139.00
INV 2327	31/01/2024	GDR CIVIL CONTRACTING PTY LTD	DRY HIRE OF 14T EXCAVATOR	1	7,139.00	
EFT49979	15/02/2024	GRAFTON ELECTRICS	BERT HAWKE OVAL. ISOLATE POWER TO FALLEN LIGT POLE TO ALLOW OTHER POLES TO BE LIT UP.	1		379.50
INV 9938	12/01/2024	GRAFTON ELECTRICS	BERT HAWKE OVAL. ISOLATE POWER TO FALLEN LIGT POLE TO ALLOW OTHER POLES TO BE LIT UP.	1	379.50	
EFT49980	15/02/2024	INKPEN VOLUNTEER BUSH FIREBRIGADE	REIMBURSE - INKPEN ROAD HRB CELL A & B - BURNING GRASS TREE	1		2,128.90
INV 100	22/09/2022	INKPEN VOLUNTEER BUSH FIREBRIGADE	REIMBURSE - MR DRIVER LICENCE APPLICATION	1	128.90	
INV 101	30/09/2023	INKPEN VOLUNTEER BUSH FIRE BRIGADE	REIMBURSE - INKPEN ROAD HRB CELL A & B - BURNING GRASS TREE	1	2,000.00	
EFT49981	15/02/2024	INSTRUCT CONSULTING ENGINEERS	RE-CERTIFY ENGINEERING CERTIFICATE	1		220.00
INV 231102A 20/12/2023		INSTRUCT CONSULTING ENGINEERS	RE-CERTIFY ENGINEERING CERTIFICATE	1	220.00	
EFT49982	15/02/2024	JACOB SOLICH	REIMBURSE MR LEARNERS PERMIT / DRIVERS LICENCE	1		159.90
INV KB 06.02 06/02/2024		JACOB SOLICH	REIMBURSE MR LEARNERS PERMIT / DRIVERS LICENCE	1	159.90	
EFT49983	15/02/2024	JASMIN SUE MADDOX	RATES CREDIT REFUND FOR ASSESSMENT A140	1		435.54

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INV A140	12/02/2024	JASMIN SUE MADDOX	RATES CREDIT REFUND FOR ASSESSMENT A140		435.54	
EFT49984	15/02/2024	JASON SIGNMAKERS	FIRE DANGER SIGN - LED UNIT	1		81,671.06
INV 34851	13/12/2023	JASON SIGNMAKERS	FIRE DANGER SIGN - LED UNIT	1	55,465.77	
INV 34852	13/12/2023	JASON SIGNMAKERS	1X FIRE DANGER SIGN - 1800X1600M - LED UNIT	1	26,205.29	
EFT49985	15/02/2024	JSM GROUP WA PTY LTD T/AS NORTHAM AUTO ELECTRICS & TYRE SERVICE	ISUZU FIRETRUCK - 1CIG323 - TIRE REPAIR	1		60.00
INV INV-133329/01/2024		JSM GROUP WA PTY LTD T/AS NORTHAM AUTO ELECTRICS & TYRE SERVICE	ISUZU FIRETRUCK - 1CIG323 - TIRE REPAIR	1	60.00	
EFT49986	15/02/2024	LEANNE AHEARN	PAY OUT OF ANNUAL LEAVE + LOADING TO THE ESTATE OF MICHAEL AHEARN	1		1,422.36
INV CY 15.0215/02/2024		LEANNE AHEARN	PAY OUT OF ANNUAL LEAVE + LOADING TO THE ESTATE OF MICHAEL AHEARN	1	1,422.36	
EFT49987	15/02/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	FINANCE FOR NON-FINANCIAL PEOPLE-FEBRUARY 2024	1		495.00
INV 37939	15/01/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	FINANCE FOR NON-FINANCIAL PEOPLE-FEBRUARY 2024	1	495.00	
EFT49988	15/02/2024	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM (AVON MALL) - 01/02/2024-29/02/2024	1		1,237.50
INV 0000083429/01/2024		MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM (AVON MALL) - 01/02/2024-29/02/2024	1	1,237.50	
EFT49989	15/02/2024	MAYBERRY HAMMOND & CO	RATES CREDIT REFUND FOR ASSESSMENT A12775	1		967.12
INV A12775 15/02/2024		MAYBERRY HAMMOND & CO	RATES CREDIT REFUND FOR ASSESSMENT A12775		967.12	
EFT49990	15/02/2024	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	DRY HIRE OF GRADER FOR LEEDER ROAD	1		19,789.00
INV 84707	31/12/2023	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	DRY HIRE OF GRADER FOR LEEDER ROAD	1	9,680.00	
INV 84729	01/01/2024	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	DRY HIRE OF GRADER FOR LEEDER ROAD	1	869.00	
INV 84783	31/01/2024	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	DRY HIRE OF WATER TRUCK 01/01/2024-31/01/2024	1	9,240.00	

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EFT49991	15/02/2024	MCINTOSH & SON	NEW RADIATOR TO SUIT CASE TR270 SKID STEER	1		3,051.51
INV 1861555	13/11/2023	MCINTOSH & SON	NEW RADIATOR TO SUIT CASE TR270 SKID STEER	1	3,051.51	
EFT49992	15/02/2024	METRO FILTERS	RIVERS EDGE CAFE. 6 MONTHLY RANGEHOOD CANOPY, FLUE CLEAN AND SERVICE.	1		977.70
INV 101737	23/01/2024	METRO FILTERS	RIVERS EDGE CAFE. 6 MONTHLY RANGEHOOD CANOPY, FLUE CLEAN AND SERVICE.	1	977.70	
EFT49993	15/02/2024	MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER	1		6,643.45
INV INV -01605/01/2024		MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER	1	3,626.70	
INV INV -01722/01/2024		MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER	1	3,016.75	
EFT49994	15/02/2024	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS 08/01/2043-14/01/2024	1		14,489.20
INV N 0258	22/01/2024	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS 08/01/2043-14/01/2024	1	3,900.60	
INV N 0259	22/01/2024	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES 15/01/2024-15/01/2024	1	3,242.80	
INV N 0270	05/02/2024	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) 22/01/2024-28/01/2024	1	3,445.20	
INV N 0271	05/02/2024	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCTION SERVICES 29/01/2024-04/02/2024	1	3,900.60	
EFT49995	15/02/2024	MM ELECTRICAL MERCHANDISING	TELSTRA PIT - PLASTIC FOR NBN	1		583.00
INV 207426-6	23/01/2024	MM ELECTRICAL MERCHANDISING	TELSTRA PIT - PLASTIC FOR NBN	1	583.00	
EFT49996	15/02/2024	NAVMAN WIRELESS PTY LTD	SATELLITE SERVICE MONTHLY SUBSCRIPTION 05.02.2024 -04.03.2024	1		340.73
INV 9299416405/02/2024		NAVMAN WIRELESS PTY LTD	SATELLITE SERVICE MONTHLY SUBSCRIPTION 05.02.2024 -04.03.2024	1	340.73	
EFT49997	15/02/2024	NORTHAM DISTRICTS GLASS PTY LTD	NORTHAM LIBRARY. REPLACE BROKEN DOOR GLASS	1		550.00
INV INV -696311/01/2024		NORTHAM DISTRICTS GLASS PTY LTD	NORTHAM LIBRARY. REPLACE BROKEN DOOR GLASS	1	550.00	

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EFT49998	15/02/2024	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FEBRUARY 2024	1		255.50
INV 0000527525/01/2024		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS FOR JANUARY 24	1	17.50	
INV 0000527630/01/2024		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS FOR JANUARY 2024	1	17.50	
INV 0000527731/01/2024		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS JANUARY 2024	1	65.50	
INV 0000528202/02/2024		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS FEBRUARY 2024	1	65.50	
INV 0000528305/02/2024		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FEBRUARY 2024	1	89.50	
EFT49999	15/02/2024	NUTRIEN AG SOLUTIONS LIMITED	GENF GLUFOSINATE 200 20L	1		313.36
INV 9102143318/01/2024		NUTRIEN AG SOLUTIONS LIMITED	GENF GLUFOSINATE 200 20L	1	220.00	
INV 9102803901/02/2024		NUTRIEN AG SOLUTIONS LIMITED	PIPE FITTINGS	1	93.36	
EFT50000	15/02/2024	OFFICEWORKS SUPERSTORES PTY LTD	MARBIG STOR A FILE KRAFT - FOR LICENCING - AC80085S	1		393.30
INV 6120094115/01/2024		OFFICEWORKS SUPERSTORES PTY LTD	MARBIG STOR A FILE KRAFT - FOR LICENCING - AC80085S	1	393.30	
EFT50001	15/02/2024	P&M HODGSON STEEL FABRICATION	REPAIR REAR FOLDING RAMPS ON PLANT TRAILER	1		330.00
INV 6020	30/01/2024	P&M HODGSON STEEL FABRICATION	REPAIR REAR FOLDING RAMPS ON PLANT TRAILER	1	330.00	
EFT50002	15/02/2024	PROFESSIONAL LOCKSERVICE	REC CENTRE. SUPPLY 6 X RC1 KEYS.	1		151.80
INV 0010956212/12/2023		PROFESSIONAL LOCKSERVICE	REC CENTRE. SUPPLY 6 X RC1 KEYS.	1	151.80	
EFT50003	15/02/2024	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE HALL. REPLACE OVEN	1		2,904.00
INV INV-000014/12/2023		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE HALL. REPLACE OVEN	1	2,904.00	
EFT50004	15/02/2024	R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	DELIVERY OF CHLORINE TOWWTP	1		1,441.00
INV 0003448229/01/2024		R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	DELIVERY OF CHLORINE TOWWTP	1	1,441.00	

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EFT50005	15/02/2024	RENEE D'HERVILLE	REIMBURSEMENT OF WORKING WITH CHILDREN CHECK	1		87.00
INV E043208602/04/2023		RENEE D'HERVILLE	REIMBURSEMENT OF WORKING WITH CHILDREN CHECK	1	87.00	
EFT50006	15/02/2024	ROBERT ARTHUR GILLESPIE	RATES CREDIT REFUND FOR ASSESSMENT A16635	1		2,381.22
INV A16635	15/02/2024	ROBERT ARTHUR GILLESPIE	RATES CREDIT REFUND FOR ASSESSMENT A16635		2,381.22	
EFT50007	15/02/2024	ROSEMARY ANN HANCOCK	REIMBURSEMENT OF POLICE CLEARANCE	1		58.70
INV 992F139518/12/2023		ROSEMARY ANN HANCOCK	REIMBURSEMENT OF POLICE CLEARANCE	1	58.70	
EFT50008	15/02/2024	SARA WHINCUP	STOCK - BOOKS	1		100.00
INV 17	02/02/2024	SARA WHINCUP	STOCK - BOOKS	1	100.00	
EFT50009	15/02/2024	SHANNON LOUISE CROSBY	STAFF REIMBURSEMENT	1		70.30
INV KM 15.0215/02/2024		SHANNON LOUISE CROSBY	STAFF REIMBURSEMENT	1	70.30	
EFT50010	15/02/2024	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER WAGES 22ND NOVEMBER TO 5TH DECEMBER 2023. MOBILE PHONE PLAN - DECEMBER 2023: INVOICE 1675	1		730.80
INV T957	15/02/2024	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER SUPERANNUATION FROM 22 NOVEMBER - 5 DECEMBER 2023: INVOICE 1676	1	92.00	
INV T957	15/02/2024	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER WAGES 22ND NOVEMBER TO 5TH DECEMBER 2023. MOBILE PHONE PLAN - DECEMBER 2023: INVOICE 1675	1	638.80	
EFT50011	15/02/2024	SHRED-X PTY LTD	ADMIN - SHREDDER CONTAINER RENTAL AND SWAP OVER - DECEMBER 2023	1		100.63
INV 0216688731/12/2023		SHRED-X PTY LTD	ADMIN - SHREDDER CONTAINER RENTAL AND SWAP OVER - DECEMBER 2023	1	100.63	
EFT50012	15/02/2024	ST JOSEPH'S PRIMARY SCHOOL	REFUND AN OVERPAYMENT AMOUNT PAID TO THE DEBTOR ACCOUNT S93	1		7,222.36
INV CY 15.0215/02/2024		ST JOSEPH'S PRIMARY SCHOOL	REFUND AN OVERPAYMENT AMOUNT PAID TO THE DEBTOR ACCOUNT S93	1	7,222.36	
EFT50013	15/02/2024	TAHLIA CRANE	REIMBURSEMENT OF POLICE CLEARANCE	1		58.70

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INV 04/04466	07/02/2024	TAHLIA CRANE	REIMBURSEMENT OF POLICE CLEARANCE	1	58.70	
EFT50014	15/02/2024	TAYCE SIMCOCK-BAILEY	REIMBURSE MEALS	1		152.42
INV CY 15.01	15/01/2024	TAYCE SIMCOCK-BAILEY	REIMBURSE MEALS	1	152.42	
EFT50015	15/02/2024	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT - FEB 2024	1		50.00
INV 31	08/02/2024	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT - FEB 2024	1	50.00	
EFT50016	15/02/2024	VALERIE MAY CHRISTMASS	RATES CREDIT REFUND FOR ASSESSMENT A10331	1		750.00
INV A10331	15/02/2024	VALERIE MAY CHRISTMASS	RATES CREDIT REFUND FOR ASSESSMENT A10331		750.00	
EFT50017	15/02/2024	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	NEW DEPOT ADMIN - CARRY OUT DATA REPAIRS	1		1,097.53
INV 98084	29/09/2023	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	NEW DEPOT ADMIN - CARRY OUT DATA REPAIRS	1	1,097.53	
EFT50018	15/02/2024	VINCELEC	BERT HAWKE PAVILION - REPAIR CEILING FANS	1		340.00
INV IV2018	24/01/2024	VINCELEC	BERT HAWKE PAVILION - REPAIR CEILING FANS	1	340.00	
EFT50019	15/02/2024	WA CONTRACT RANGER SERVICES	C.202324-01 - MANAGEMENT OF NORTHAM POUND FACILITY 18/12/2023 - 28/01/2024	1		2,310.00
INV 0000527728	01/2024	WA CONTRACT RANGER SERVICES	C.202324-01 - MANAGEMENT OF NORTHAM POUND FACILITY 18/12/2023 - 28/01/2024	1	2,310.00	
EFT50020	15/02/2024	WARCA INC	CR CHRIS ANTONIO ATTENDANCE AT REGIONAL CAPITALS ALLIANCE FORUM - 24/08/2023	1		140.00
INV 105	12/09/2023	WARCA INC	CR CHRIS ANTONIO ATTENDANCE AT REGIONAL CAPITALS ALLIANCE FORUM - 24/08/2023	1	140.00	
EFT50021	15/02/2024	WHEATBELT COVERTEK	WATERPARK MAINTENANCE	1		2,035.00
INV IV00000005	02/2024	WHEATBELT COVERTEK	WATERPARK MAINTENANCE	1	2,035.00	
EFT50022	15/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	EMERGENCY SERVICES CO-LOCATION - C3530 - PRINTER SERVICE & METER READING 05/12/2023-09/01/2024	1		457.21

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INV 218869	09/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - C3830 - PRINTER SERVICE & METER READING 05/12/2023-09/01/2024	1	104.55	
INV 218864	09/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	EMERGENCY SERVICES CO-LOCATION - C3530 - PRINTER SERVICE & METER READING 05/12/2023-09/01/2024	1	345.16	
INV 31154	24/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	1 X CABLE	1	7.50	
EFT50023	15/02/2024	YVONNE KICKETT	STORY TELLING	1		300.00
INV 34	30/01/2024	YVONNE KICKETT	STORY TELLING	1	300.00	
EFT50024	23/02/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT SUPPLIES	1		737.25
INV SI-00017513/02/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT SUPPLIES	1	690.80	
INV SI-00017515/02/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT SUPPLIES	1	46.45	
EFT50025	23/02/2024	ALLAN JONES	REIMURSEMENT - STAFF	1		72.39
INV SL16022016/02/2024		ALLAN JONES	REIMURSEMENT - STAFF	1	72.39	
EFT50026	23/02/2024	ALLMARK & ASSOCIATES PTY LTD	NAME BADGE	1		64.90
INV IN00414008/02/2024		ALLMARK & ASSOCIATES PTY LTD	NAME BADGE	1	64.90	
EFT50027	23/02/2024	ALPHATEAM PTY LTD	MAINTENANCE - CLARK STREET PUMPHOUSE	1		1,925.00
INV NTM202304/12/2023		ALPHATEAM PTY LTD	MAINTENANCE - CLARK STREET PUMPHOUSE	1	1,925.00	
EFT50028	23/02/2024	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION JANUARY 2024	1		2,807.75
INV 103685 31/01/2024		AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION JANUARY 2024	1	2,807.75	
EFT50029	23/02/2024	ANDY'S PLUMBING SERVICE	MAINTENANCE - KURINGAL VILLAGE	1		3,146.00
INV A19721 05/02/2024		ANDY'S PLUMBING SERVICE	MAINTENANCE - BERNARD PARK TOILETS	1	330.00	
INV A19722 05/02/2024		ANDY'S PLUMBING SERVICE	MAINTENANCE - AIRPORT	1	275.00	
INV A19723 05/02/2024		ANDY'S PLUMBING SERVICE	MAITENANCE - BKB	1	528.00	
INV A19720 05/02/2024		ANDY'S PLUMBING SERVICE	MAINTENANCE - BERNARD PARK TOILETS	1	528.00	

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INV A19731	15/02/2024	ANDY'S PLUMBING SERVICE	MAINTENANCE - KURINGAL VILLAGE	1	1,485.00	
EFT50030	23/02/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 13/02/2024	1		72,530.00
INV PAYG 1320/02/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 13/02/2024	1	72,530.00	
EFT50031	23/02/2024	AUTOPRO NORTHAM	DEPOT SUPPLIES	1		584.92
INV 1120247	13/02/2024	AUTOPRO NORTHAM	DEPOT SUPPLIES	1	584.92	
EFT50032	23/02/2024	AVON VALLEY ARTS SOCIETY (INC)	GRANT- AVAS ANNUAL ALLOCATION	1		952.80
INV 1057	27/06/2023	AVON VALLEY ARTS SOCIETY (INC)	GRANT- AVAS ANNUAL ALLOCATION	1	600.00	
INV 1079	02/02/2024	AVON VALLEY ARTS SOCIETY (INC)	STOCK - VISITORS CENTRE	1	221.40	
INV 1078	02/02/2024	AVON VALLEY ARTS SOCIETY (INC)	STOCK - VISITORS CENTRE	1	131.40	
EFT50033	23/02/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN1906 - VEHICLE MAINTENANCE	1		943.04
INV 355898	15/02/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN1906 - VEHICLE MAINTENANCE	1	943.04	
EFT50034	23/02/2024	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	MAINTENANCE - MORBY COTTAGE	1		273.75
INV 0000025913/02/2024		AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	MAINTENANCE - MORBY COTTAGE	1	109.50	
INV 0000025813/02/2024		AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	MAINTENANCE - HENRY ST	1	54.75	
INV 0000026013/02/2024		AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	MAINTENANCE - CHIDLOW ST	1	109.50	
EFT50035	23/02/2024	AVON WASTE	C.202122-04 - WASTE FACILITY MANAGEMENT - JAN 2024	1		143,636.31
INV 0006059926/01/2024		AVON WASTE	C.202122-04 - WASTE FACILITY MANAGEMENT - JAN 2024	1	103,727.84	
INV 60598	26/01/2024	AVON WASTE	C.2020-01 WASTE COLLECTION 26/01/2024	1	39,908.47	

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EFT50036	23/02/2024	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	MAINTENANCE - FRANKISH STREET	1		1,650.00
INV 1111	24/01/2024	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	MAINTENANCE - FRANKISH STREET	1	1,650.00	
EFT50037	23/02/2024	BLACKWELL PLUMBING AND GAS PTY LTD	REPAIRS - DOG POUND	1		33,151.80
INV INV-299122/01/2024		BLACKWELL PLUMBING AND GAS PTY LTD	REPAIRS - BAKERS HILL STAND PIPE	1	828.30	
INV INV-299223/01/2024		BLACKWELL PLUMBING AND GAS PTY LTD	REPAIRS - DOG POUND	1	3,894.00	
INV INV-299223/01/2024		BLACKWELL PLUMBING AND GAS PTY LTD	REPAIRS - DOG POUND	1	28,050.00	
INV INV-299702/02/2024		BLACKWELL PLUMBING AND GAS PTY LTD	MAINTENANCE - KILLARA	1	245.30	
INV INV-299702/02/2024		BLACKWELL PLUMBING AND GAS PTY LTD	MAINTENANCE - REC CENTRE	1	134.20	
EFT50038	23/02/2024	BOLINDA PUBLISHING PTY LTD	STOCK - LIBRARY	1		197.37
INV 309182	18/01/2024	BOLINDA PUBLISHING PTY LTD	STOCK - LIBRARY	1	197.37	
EFT50039	23/02/2024	BUNNINGS BUILDING SUPPLIES P/L	MAINTENANCE - SES	1		3,846.59
INV 2182/004	09/01/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE SUPPLIES	1	63.39	
INV 2182/002	09/01/2024	BUNNINGS BUILDING SUPPLIES P/L	MAINTENANCE - KILLARA	1	41.15	
INV 2182/002	10/01/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1	67.58	
INV 2182/998	12/01/2024	BUNNINGS BUILDING SUPPLIES P/L	MAINTENANCE - SES	1	786.72	
INV 2182/998	12/01/2024	BUNNINGS BUILDING SUPPLIES P/L	MAINTENANCE - SES	1	1,434.26	
INV 2182/003	15/01/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1	20.07	
INV 2182/003	01/02/2024	BUNNINGS BUILDING SUPPLIES P/L	EVENT SUPPLIES	1	59.91	
INV 2182/003	01/02/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1	81.52	
INV 2182/998	06/02/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1	108.18	
INV 2182/003	06/02/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1	93.03	
INV 2182/003	07/02/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	58.60	
INV 2182/003	08/02/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1	41.24	

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INV 2182/998	08/02/2024	BUNNINGS BUILDING SUPPLIES P/L	MAINTENANCE - SES	1	786.72	
INV 2182/003	09/02/2024	BUNNINGS BUILDING SUPPLIES P/L	MAINTENANCE - VARIOUS	1	33.91	
INV 2182/003	09/02/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1	29.65	
INV 2182/003	09/02/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1	42.70	
INV 2182/003	13/02/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1	97.96	
EFT50040	23/02/2024	CADD'S FASHIONS	UNIFORMS - BKB	1		1,350.52
INV 23-00011	02/11/2023	CADD'S FASHIONS	DEVELOPMENT SERVICES - UNIFORMS	1	179.97	
INV 24-00001	02/02/2024	CADD'S FASHIONS	LIBRARY - UNIFORMS	1	141.35	
INV 24-00001	02/02/2024	CADD'S FASHIONS	DEVELOPMENT SERVICES - UNIFORMS	1	111.97	
INV 24-00001	02/02/2024	CADD'S FASHIONS	UNIFORMS - BKB	1	337.25	
INV 24-00001	05/02/2024	CADD'S FASHIONS	RECOGNITION PROGRAM	1	180.00	
INV 24-00001	10/02/2024	CADD'S FASHIONS	ENGINEERING SERVICES - UNIFORMS	1	199.99	
INV 24-00001	13/02/2024	CADD'S FASHIONS	ENGINEERING SERVICES - UNIFORMS	1	199.99	
EFT50041	23/02/2024	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES- JAN 24	1		818.17
INV 110	31/01/2024	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES- JAN 24	1	818.17	
EFT50042	23/02/2024	CARRINGTONS TRAFFIC SERVICES	TRAFFIC MANAGEMENT - IRISHTOWN ROAD	1		2,244.00
INV 0004706331	01/02/2024	CARRINGTONS TRAFFIC SERVICES	TRAFFIC MANAGEMENT - IRISHTOWN ROAD	1	2,244.00	
EFT50043	23/02/2024	CENTRAL MOBILE MECHANICAL REPAIRS	EQUIPMENT HIRE - ENGINEERING SERVICES	1		3,659.53
INV 0000460812	02/02/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1502 - PLANT MAINTENANCE	1	755.53	
INV 0000460612	02/02/2024	CENTRAL MOBILE MECHANICAL REPAIRS	EQUIPMENT HIRE - ENGINEERING SERVICES	1	2,904.00	
EFT50044	23/02/2024	CHALLENGE CONTRACTING & CIVIL	MAINTENANCE - BAKERS HILL SKATE PARK	1		2,695.00
INV INV-008812	02/02/2024	CHALLENGE CONTRACTING & CIVIL	MAINTENANCE - BAKERS HILL SKATE PARK	1	2,695.00	

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EFT50045	23/02/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING JANUARY 2024	1		12,615.72
INV 0003652621/01/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING JANUARY 2024	1	12,193.23	
INV 0003659830/01/2024		CHARLES SERVICE COMPANY	C.202021-04 - CONSUMABLES JANUARY 2024	1	422.49	
EFT50046	23/02/2024	CHRISTOPHER JOHN MARRIS	CBFCO HONORAIUM PAYMENT FOR JANUARY 2024	1		833.37
INV AE21022 21/02/2024		CHRISTOPHER JOHN MARRIS	CBFCO HONORAIUM PAYMENT FOR JANUARY 2024	1	833.37	
EFT50047	23/02/2024	CLARE SUSAN MURRAY	STAFF REIMBURSEMENT	1		87.00
INV D460643219/02/2024		CLARE SUSAN MURRAY	STAFF REIMBURSEMENT	1	87.00	
EFT50048	23/02/2024	CLEANAWAY DANIELS SERVICES PTY LTD	SANITATION - APEX PARK JAN 2024	1		496.32
INV 2255108 31/01/2024		CLEANAWAY DANIELS SERVICES PTY LTD	SANITATION - BERNARD PARK PUBLIC TOILETS JAN 2024	1	124.08	
INV 2255107 31/01/2024		CLEANAWAY DANIELS SERVICES PTY LTD	SANITATION - BAKERS HILL TOILETS JAN 2024	1	62.04	
INV 2255109 31/01/2024		CLEANAWAY DANIELS SERVICES PTY LTD	SANITATION - APEX PARK JAN 2024	1	186.12	
INV 2255110 31/01/2024		CLEANAWAY DANIELS SERVICES PTY LTD	SANITATION - WUNDOWIE PUBLIC TOILETS JAN 2024	1	124.08	
EFT50049	23/02/2024	COMBINED TYRES PTY LTD	PN2205 - VEHICLE MAINTENANCE	1		1,819.40
INV INV-422910/01/2024		COMBINED TYRES PTY LTD	PN2205 - VEHICLE MAINTENANCE	1	1,753.40	
INV INV-436213/02/2024		COMBINED TYRES PTY LTD	PN1913 - PLANT MAINTENANCE	1	66.00	
EFT50050	23/02/2024	COMMON GROUND TRAILS PTY LTD	C.202223-12 CLAIM 6	1		2,739.83
INV INV-181112/12/2023		COMMON GROUND TRAILS PTY LTD	C.202223-12 CLAIM 6	1	2,739.83	
EFT50051	23/02/2024	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION - JAN 2024	1		2,915.17
INV INV8298 31/01/2024		COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION - JAN 2024	1	2,915.17	
EFT50052	23/02/2024	CORSIGN WA PTY LTD	DEPOT SUPPLIES	1		1,210.00
INV 0008214509/02/2024		CORSIGN WA PTY LTD	DEPOT SUPPLIES	1	1,210.00	

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EFT50053	23/02/2024	COUNTRY COMFORTSTYLE NORTHAM	OFFICE SUPPLIES	1		3,301.00
INV 20187	14/07/2023	COUNTRY COMFORTSTYLE NORTHAM	OFFICE SUPPLIES	1	938.00	
INV 20887	19/10/2023	COUNTRY COMFORTSTYLE NORTHAM	OFFICE SUPPLIES	1	2,363.00	
EFT50054	23/02/2024	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - DEC 2023	1		687.69
INV CINS315	20/11/2023	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - DEC 2023	1	49.82	
INV CINS315	20/11/2023	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - DEC 2023	1	637.87	
EFT50055	23/02/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	MAINTENANCE -DEPOT	1		340.00
INV 132857	18/12/2023	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	MAINTENANCE -DEPOT	1	340.00	
EFT50056	23/02/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	MAINTENANCE - DOGPOUND	1		918.50
INV 1112	04/02/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	MAINTENANCE - DOGPOUND	1	918.50	
EFT50057	23/02/2024	DELTA PTY LTD	C.202324-03 - 50% RETENTION RELEASE	1		7,637.48
INV 9013131	31/01/2024	DELTA PTY LTD	C.202324-03 - 50% RETENTION RELEASE	1	7,018.74	
INV 9013130	31/01/2024	DELTA PTY LTD	C.202324-06 -50% RETENTION RELEASE	1	618.74	
EFT50058	23/02/2024	DENISE CAROL MARKEY	RATES CREDIT REFUND FOR ASSESSMENT A16664	1		2,099.00
INV A16664	20/02/2024	DENISE CAROL MARKEY	RATES CREDIT REFUND FOR ASSESSMENT A16664		2,099.00	
EFT50059	23/02/2024	DRACO AIR PTY LTD	MAINTENANCE - RIVERS EDGE CAFE	1		3,330.16
INV 16319	31/01/2024	DRACO AIR PTY LTD	MAINTENANCE - REC CENTRE	1	420.75	
INV 16385	14/02/2024	DRACO AIR PTY LTD	MAINTENANCE - RIVERS EDGE CAFE	1	1,970.12	
INV 16386	14/02/2024	DRACO AIR PTY LTD	DOG POUND - MTCE	1	939.29	
EFT50060	23/02/2024	DUN DIRECT PTY LTD	FUEL CHARGES - JAN 24	1		26,930.02
INV JAN 202431/01/2024		DUN DIRECT PTY LTD	FUEL CHARGES - JAN 24	1	26,930.02	

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EFT50061	23/02/2024	E FIRE & SAFETY	KILLARA - MAINTENANCE DECEMBER 2023	1		1,516.90
INV 600794	20/12/2023	E FIRE & SAFETY	NORTHAM REC CENTRE - MAINTENANCE DECEMBER 2023	1	254.65	
INV 600791	20/12/2023	E FIRE & SAFETY	KILLARA - MAINTENANCE DECEMBER 2023	1	422.40	
INV 602629	31/01/2024	E FIRE & SAFETY	NORTHAM TOWN HALL - MAINTENANCE JAN 2024	1	162.80	
INV 602631	31/01/2024	E FIRE & SAFETY	NORTHAM REC CENTRE - MAINTENANCE JANUARY 2024	1	254.65	
INV 602628	31/01/2024	E FIRE & SAFETY	KILLARA - MAINTENANCE JAN 2024	1	422.40	
EFT50062	23/02/2024	FIRE MITIGATION SERVICES	C.202324-04 - CLAIM 2	1		72,858.50
INV 0000084929/01/2024		FIRE MITIGATION SERVICES	C.202324-04 - CLAIM 2	1	64,408.30	
INV 0000085009/02/2024		FIRE MITIGATION SERVICES	C.202324-04 - CLAIM 3	1	8,450.20	
EFT50063	23/02/2024	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	EMERGENCY SERVICES - UNIFORMS	1		4,786.00
INV 240644A	23/01/2024	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	EMERGENCY SERVICES - UNIFORMS	1	830.55	
INV 240644A	24/01/2024	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	EMERGENCY SERVICES - UNIFORMS	1	1,781.05	
INV 240644A	30/01/2024	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	EMERGENCY SERVICES - UNIFORMS	1	2,174.40	
EFT50064	23/02/2024	FM SURVEYS	SURVEY - SITE PLAN	1		880.00
INV INV-217215/02/2024		FM SURVEYS	SURVEY - SITE PLAN	1	880.00	
EFT50065	23/02/2024	GDR CIVIL CONTRACTING PTY LTD	WELLINGTON ST - MAINTENANCE	1		40,379.18
INV 2330	31/01/2024	GDR CIVIL CONTRACTING PTY LTD	WELLINGTON ST - MAINTENANCE	1	40,379.18	
EFT50066	23/02/2024	GLEN ANDREW PARKINSON	BA19183 - INFRASTRUCTURE BOND REFUND - T1242	1		1,000.00
INV T1242	23/02/2024	GLEN ANDREW PARKINSON	BA19183 - INFRASTRUCTURE BOND REFUND - T1242	1	1,000.00	
EFT50067	23/02/2024	GRAFTON ELECTRICS	MAINTENANCE - DEPOT	1		3,018.07
INV 9979	01/02/2024	GRAFTON ELECTRICS	MAINTENANCE - REC CENTRE	1	638.99	
INV 9987	06/02/2024	GRAFTON ELECTRICS	MAINTENANCE - DEPOT	1	2,145.00	

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INV 9996	08/02/2024	GRAFTON ELECTRICS	MAINTENANCE - ADMIN	1	234.08	
EFT50068	23/02/2024	GRANNY'S GUNS PTY LTD	DEVELOPMENT SERVICES - SUPPLIES	1		121.00
INV INV-531924/01/2024		GRANNY'S GUNS PTY LTD	DEVELOPMENT SERVICES - SUPPLIES	1	121.00	
EFT50069	23/02/2024	INTERSECTIONAL LINEMARKERS PTY LTD	C.202223-04 - FINAL RETENTION RELEASE	1		6,803.08
INV T1751	23/02/2024	INTERSECTIONAL LINEMARKERS PTY LTD	C.202223-04 - FINAL RETENTION RELEASE	1	6,803.08	
EFT50070	23/02/2024	IXOM OPERATIONS PTY LTD	DEPOT - SUPPLIES	1		7,704.40
INV 6769268 29/01/2024		IXOM OPERATIONS PTY LTD	DEPOT - SUPPLIES	1	7,704.40	
EFT50071	23/02/2024	J & A BUILDING PTY LTD	C.202021-30 - FINAL RETENTION RELEASE	1		5,225.00
INV T1752	23/02/2024	J & A BUILDING PTY LTD	C.202021-30 - FINAL RETENTION RELEASE	1	5,225.00	
EFT50072	23/02/2024	JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTIONS	1		8,654.25
INV 001807-D27/12/2023		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTIONS	1	8,654.25	
EFT50073	23/02/2024	KLEENHEAT GAS	POOL HEATERS - GAS -23/01/2024	1		3,217.48
INV 2222198323/01/2024		KLEENHEAT GAS	POOL HEATERS - GAS -23/01/2024	1	1,681.10	
INV 2222990312/02/2024		KLEENHEAT GAS	POOL HEATERS - GAS - 12/02/2024	1	1,536.38	
EFT50074	23/02/2024	KLEENWEST	REC CENTRE - SUPPLIES	1		571.34
INV 0009075007/02/2024		KLEENWEST	KILLARA - SUPPLIES	1	174.46	
INV 0009071807/02/2024		KLEENWEST	REC CENTRE - SUPPLIES	1	396.88	
EFT50075	23/02/2024	KOMATSU AUSTRALIA PTY LTD	PN1003 - PLANT MTCE	1		258.36
INV 0035654207/02/2024		KOMATSU AUSTRALIA PTY LTD	PN1003 - PLANT MTCE	1	258.36	
EFT50076	23/02/2024	LUCY'S TEAROOMS	CATERING	1		714.00
INV 3190	27/11/2023	LUCY'S TEAROOMS	CATERING	1	390.00	
INV 3204	10/12/2023	LUCY'S TEAROOMS	CATERING	1	324.00	

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EFT50077	23/02/2024	MAYBERRY HAMMOND & CO	RENEWAL - SITE 41 NORTHAM AIRPORT - FEB 2024	1		575.36
INV 45563	01/02/2024	MAYBERRY HAMMOND & CO	RENEWAL - SITE 41 NORTHAM AIRPORT - FEB 2024	1	575.36	
EFT50078	23/02/2024	MORRIS MACHINING AND FABRICATION PTY LTD	DEPOT SUPPLIES	1		1,060.00
INV 0000000304/02/2024		MORRIS MACHINING AND FABRICATION PTY LTD	DEPOT SUPPLIES	1	400.00	
INV 0000000304/02/2024		MORRIS MACHINING AND FABRICATION PTY LTD	DEPOT SUPPLIES	1	660.00	
EFT50079	23/02/2024	MORRIS PEST & WEED CONTROL	KILLARA - MAINTENANCE	1		1,873.75
INV INV-375931/01/2024		MORRIS PEST & WEED CONTROL	NORTHAM DOG POUND - MAINTENANCE	1	180.00	
INV INV-375831/01/2024		MORRIS PEST & WEED CONTROL	WUNDOWIE POOL - MAINTENANCE	1	405.35	
INV INV-375631/01/2024		MORRIS PEST & WEED CONTROL	BERT HAWK PAVILION - MAINTENANCE	1	286.00	
INV INV-377631/01/2024		MORRIS PEST & WEED CONTROL	KILLARA - MAINTENANCE	1	647.90	
INV INV-377531/01/2024		MORRIS PEST & WEED CONTROL	ADMIN BUILDING - MAINTENANCE	1	104.50	
INV INV-376131/01/2024		MORRIS PEST & WEED CONTROL	NORTHAM REC CENTRE - MAINTENANCE	1	250.00	
EFT50080	23/02/2024	MOVAT PTY LTD ATF MOVAT TRUST	SOFTWARE SUBSCRIPTION	1		200.00
INV 1150	06/12/2023	MOVAT PTY LTD ATF MOVAT TRUST	SOFTWARE SUBSCRIPTION	1	200.00	
EFT50081	23/02/2024	MWB CONTRACTING T/AS BRICKMART WA	MAINTENANCE - WELLINGTON ST FOOTPATH	1		3,850.00
INV INV-193609/02/2024		MWB CONTRACTING T/AS BRICKMART WA	MAINTENANCE - WELLINGTON ST FOOTPATH	1	1,650.00	
INV INV-193709/02/2024		MWB CONTRACTING T/AS BRICKMART WA	MAINTENANCE - WELLINGTON ST FOOTPATH	1	2,200.00	
EFT50082	23/02/2024	NAVMAN WIRELESS PTY LTD	SOFTWARE SUBSCRIPTION	1		761.92
INV 9299775015/02/2024		NAVMAN WIRELESS PTY LTD	SOFTWARE SUBSCRIPTION	1	761.92	
EFT50083	23/02/2024	NORTH METROPOLITAN TAFE	TRAINING - COMMUNITY SERVICES	1		488.00
INV I0050068	08/02/2024	NORTH METROPOLITAN TAFE	TRAINING - COMMUNITY SERVICES	1	488.00	

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EFT50084	23/02/2024	NORTHAM DISTRICTS GLASS PTY LTD	PN1608 - PLANT MAINTENANCE	1		1,670.00
INV INV-729215/02/2024		NORTHAM DISTRICTS GLASS PTY LTD	PN1608 - PLANT MAINTENANCE	1	1,030.00	
INV INV-729815/02/2024		NORTHAM DISTRICTS GLASS PTY LTD	RECE CENTRE - MAINTENANCE	1	640.00	
EFT50085	23/02/2024	NORTHAM FAMILY PRACTICE	SoN - OFFICE SUPPLIES	1		3,275.60
INV 227447	17/01/2024	NORTHAM FAMILY PRACTICE	SoN - OFFICE SUPPLIES	1	80.00	
INV 227484	17/01/2024	NORTHAM FAMILY PRACTICE	SoN - OFFICE SUPPIES	1	80.00	
INV 24	08/02/2024	NORTHAM FAMILY PRACTICE	SoN - OFFICE SUPPLIES	1	3,115.60	
EFT50086	23/02/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEB 24	1		352.50
INV 0000528807/02/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEB 24	1	90.50	
INV 0000528908/02/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEB 24	1	17.50	
INV 0000529009/02/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEB 24	1	48.00	
INV 0000529112/02/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEB 24	1	65.50	
INV 0000529616/02/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEB 24	1	65.50	
INV 0000529519/02/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEB 24	1	65.50	
EFT50087	23/02/2024	NORTHAM TOWING SERVICE	VEHICLE TOWING	1		110.00
INV 213187	13/02/2024	NORTHAM TOWING SERVICE	VEHICLE TOWING	1	110.00	
EFT50088	23/02/2024	NORTHAM YORGAS GROUP	STOCK - BKB	1		847.00
INV 2102202421/02/2024		NORTHAM YORGAS GROUP	STOCK - BKB	1	847.00	
EFT50089	23/02/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISMENT	1		1,063.22
INV 1706501	31/01/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISMENT	1	543.07	
INV 1706502	31/01/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISMENT	1	520.15	
EFT50090	23/02/2024	OXTER SERVICES	C.202223-13 - NEW GRAVES - JAN 24	1		8,063.48

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INV 27791	28/08/2023	OXTER SERVICES	C.202223-13 - NEW GRAVE - 25/8/2023	1	1,639.00	
INV 28036	17/10/2023	OXTER SERVICES	STOCK - BKB	1	35.94	
INV 28351	12/01/2024	OXTER SERVICES	C.202223-13 - NEW GRAVES - JAN 24	1	3,102.00	
INV 28368	20/01/2024	OXTER SERVICES	C.202223-13 - NEW GRAVE - JAN 24	1	2,508.00	
INV 28387	25/01/2024	OXTER SERVICES	C.202223-13 - GRAVE CERTS - JAN 24	1	176.00	
INV 28396	29/01/2024	OXTER SERVICES	FLOWER ARRANGEMENTS - AUSTRALIA DAY	1	474.00	
INV 28415	02/02/2024	OXTER SERVICES	PARKS & GARDENS - SUPPLIES	1	128.54	
EFT50091	23/02/2024	PETER EDMONDS	BA21172 - INFRASTRUCTURE BOND REFUND - T1557	1		1,020.00
INV T1557	23/02/2024	PETER EDMONDS	BA21172 - INFRASTRUCTURE BOND REFUND - T1557	1	1,020.00	
EFT50092	23/02/2024	PFD FOOD SERVICES PTY LTD	KIOSK - SUPPLIES	1		4,523.20
INV LK25280	24/01/2024	PFD FOOD SERVICES PTY LTD	KIOSK - SUPPLIES	1	426.20	
INV LK31214	31/01/2024	PFD FOOD SERVICES PTY LTD	KIOSK - SUPPLIES	1	1,754.35	
INV LK31216	31/01/2024	PFD FOOD SERVICES PTY LTD	KIOSK SUPPLIES	1	933.80	
INV LK45012	14/02/2024	PFD FOOD SERVICES PTY LTD	KIOSK SUPPLIES	1	1,408.85	
EFT50093	23/02/2024	POOL AND PUMP SERVICE AND REPAIRS	POOL MAINTENANCE	1		2,406.80
INV PPS0130629	01/2024	POOL AND PUMP SERVICE AND REPAIRS	POOL MAINTENANCE	1	429.00	
INV PPS0129331	01/2024	POOL AND PUMP SERVICE AND REPAIRS	POOL MAINTENANCE	1	1,201.20	
INV PPS0133407	02/2024	POOL AND PUMP SERVICE AND REPAIRS	POOL MAINTENANCE	1	776.60	
EFT50094	23/02/2024	POOLSHOP ONLINE PTY LTD	POOL SUPPLIES	1		3,217.50
INV INV-186831	01/2024	POOLSHOP ONLINE PTY LTD	POOL SUPPLIES	1	918.50	
INV INV-189109	02/2024	POOLSHOP ONLINE PTY LTD	POOL SUPPLIES	1	869.00	
INV INV-189009	02/2024	POOLSHOP ONLINE PTY LTD	POOL SUPPLIES	1	1,430.00	
EFT50095	23/02/2024	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE POOL - MAINTENANCE	1		800.00

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INV INV-000015/02/2024		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE POOL - MAINTENANCE	1	800.00	
EFT50096	23/02/2024	R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	FREIGHT - 9/2/24	1		1,452.00
INV 0003457609/02/2024		R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	FREIGHT - 9/2/24	1	1,452.00	
EFT50097	23/02/2024	ROAMING TECHNOLOGIES	OFFICE SUPPLIES	1		869.00
INV 0001455231/10/2023		ROAMING TECHNOLOGIES	OFFICE SUPPLIES	1	869.00	
EFT50098	23/02/2024	SAFE ROADS WA - TLCWA PL T/AS	GRASS VALLEY ROAD - MAINTENANCE	1		95,700.00
INV 0000021519/12/2023		SAFE ROADS WA - TLCWA PL T/AS	GRASS VALLEY ROAD - MAINTENANCE	1	95,700.00	
EFT50099	23/02/2024	SHERWOOD FLOORING WA PTY LTD	SOUTHERN BROOK HALL - MAINTENANCE	1		13,155.45
INV INV-250831/01/2024		SHERWOOD FLOORING WA PTY LTD	SOUTHERN BROOK HALL - MAINTENANCE	1	8,704.85	
INV INV-250731/01/2024		SHERWOOD FLOORING WA PTY LTD	QUELLEINGTON HALL - MAINTENANCE	1	4,450.60	
EFT50100	23/02/2024	SNAP PRINTING NORTHBRIDGE T/AS ML SN PTY LTD	PRINTING	1		131.13
INV F040-334 13/02/2024		SNAP PRINTING NORTHBRIDGE T/AS ML SN PTY LTD	PRINTING	1	131.13	
EFT50101	23/02/2024	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENTS	1		198.00
INV 7158128931/12/2023		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENTS	1	198.00	
EFT50102	23/02/2024	SPECIALE SMASH REPAIRS	VEHICLE REPAIRS - PN2101	1		841.72
INV 22092/1 22/01/2024		SPECIALE SMASH REPAIRS	VEHICLE REPAIRS - PN2101	1	841.72	
EFT50103	23/02/2024	SPORTSPOWER NORTHAM H & H JOUBERT	RECREATION CENTRE - SUPPLIES	1		1,913.42
INV 24-00001 16/02/2024		SPORTSPOWER NORTHAM H & H JOUBERT	RECREATION CENTRE - SUPPLIES	1	1,913.42	
EFT50104	23/02/2024	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	INSURANCE - CLAIM OCTOBER 2023	1		1,133.00
INV 1023172517/10/2023		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	INSURANCE - CLAIM OCTOBER 2023	1	1,133.00	

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EFT50105	23/02/2024	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	C.202021-19 - FINAL RETENTIONRELEASE	1		18,576.16
INV T1760	23/02/2024	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	C.202021-19 - FINAL RETENTIONRELEASE	1	18,576.16	
EFT50106	23/02/2024	STEPHEN SCOTT MITCHELL	BA22171 - INFRASTRUCTURE BON D REFUND - T1689	1		1,020.00
INV T1689	23/02/2024	STEPHEN SCOTT MITCHELL	BA22171 - INFRASTRUCTURE BON D REFUND - T1689	1	1,020.00	
EFT50107	23/02/2024	SUN ROAD FOOD & BEVERAGE	KIOSK SUPPLIES	1		1,710.07
INV 1298547	05/12/2023	SUN ROAD FOOD & BEVERAGE	KIOSK SUPPLIES	1	921.03	
INV 1314099	22/01/2024	SUN ROAD FOOD & BEVERAGE	KIOSK SUPPLIES	1	789.04	
EFT50108	23/02/2024	SWAN GROUP WA PTY LTD	BA19190 - INFRASTRUCTURE BOND REFUND - T1246	1		1,000.00
INV T1246	23/02/2024	SWAN GROUP WA PTY LTD	BA19190 - INFRASTRUCTURE BOND REFUND - T1246	1	1,000.00	
EFT50109	23/02/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JAN 24	1		1,697.68
INV 0616-S3024/12/2023		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - DEC 23	1	501.70	
INV 0617-S3014/01/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JAN 24	1	639.43	
INV 0618-S3021/01/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JAN 24	1	315.57	
INV 0619-S3028/01/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JAN 24	1	201.06	
INV 0620-S3004/02/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JAN 24	1	39.92	
EFT50110	23/02/2024	TENAE EMMA BARKER (nee BAXTER)	BA 21206 - INFRASTRUCTURE BOND REFUND - T1574	1		1,020.00
INV T1574	23/02/2024	TENAE EMMA BARKER (nee BAXTER)	BA 21206 - INFRASTRUCTURE BOND REFUND - T1574	1	1,020.00	
EFT50111	23/02/2024	TOTAL CHLORINE SOLUTIONS - ON POINT CORPORATION PTY LTD T/AS	EMERGENCY RESPONSE PLAN	1		1,100.00
INV INV-008601/02/2024		TOTAL CHLORINE SOLUTIONS - ON POINT CORPORATION PTY LTD T/AS	EMERGENCY RESPONSE PLAN	1	1,100.00	

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EFT50112	23/02/2024	TOURISM COUNCIL WESTERN AUSTRALIA LTD	BKB - MEMBERSHIP 2024	1		1,848.00
INV R-01224-	20/11/2023	TOURISM COUNCIL WESTERN AUSTRALIA LTD	BKB - MEMBERSHIP 2024	1	1,848.00	
EFT50113	23/02/2024	TRAVELWEST PUBLICATIONS WA PTY LTD	ADVERTISEMENT	1		665.50
INV INV-4411	14/11/2023	TRAVELWEST PUBLICATIONS WA PTY LTD	ADVERTISEMENT	1	665.50	
EFT50114	23/02/2024	TRILITY SOLUTIONS PTY LTD	DEPOT SUPPLIES	1		5,663.00
INV 7503961	112/02/2024	TRILITY SOLUTIONS PTY LTD	DEPOT SUPPLIES	1	5,663.00	
EFT50115	23/02/2024	TUTT BRYANT EQUIPMENT PTY LTD	PN1502 - MAINTENANCE	1		876.57
INV 0084836	905/02/2024	TUTT BRYANT EQUIPMENT PTY LTD	PN1502 - MAINTENANCE	1	876.57	
EFT50116	23/02/2024	WA DISTRIBUTORS PTY LTD	KIOSK - SUPPLIES	1		2,600.10
INV 918893	11/01/2024	WA DISTRIBUTORS PTY LTD	KIOSK SUPPLIES	1	684.80	
INV 923401	24/01/2024	WA DISTRIBUTORS PTY LTD	KIOSK SUPPLIES	1	523.40	
INV 925608	01/02/2024	WA DISTRIBUTORS PTY LTD	KIOSK SUPPLIES	1	514.00	
INV 930488	15/02/2024	WA DISTRIBUTORS PTY LTD	KIOSK - SUPPLIES	1	877.90	
EFT50117	23/02/2024	WARRICKS NEWSAGENCY	LIBRARY - SUPPLIES	1		242.51
INV SN00017	31/01/2024	WARRICKS NEWSAGENCY	LIBRARY - SUPPLIES	1	175.80	
INV SN00017	31/01/2024	WARRICKS NEWSAGENCY	KILLARA - SUPPLIES	1	66.71	
EFT50118	23/02/2024	WAY SIGNS	DEPOT - SUPPLIES	1		490.00
INV INV-3283	04/02/2024	WAY SIGNS	DEPOT - SUPPLIES	1	490.00	
EFT50119	23/02/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	TRAINING - COUNCILLOR	1		385.00
INV SI-00904	129/01/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	TRAINING - COUNCILLOR	1	385.00	

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EFT50120	23/02/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1620 - PLANT MTCE	1		2,030.50
INV INV-169302/02/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1620 - PLANT MTCE	1	1,460.00	
INV INV-169212/02/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2107 - PLANT MTCE	1	225.00	
INV INV-169912/02/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2205 - VEHICLE MTCE	1	345.50	
EFT50121	23/02/2024	WHEATBELT HEALTH CENTRE PHARMACY	OFFICE SUPPLIES	1		47.96
INV 269146	07/02/2024	WHEATBELT HEALTH CENTRE PHARMACY	OFFICE SUPPLIES	1	47.96	
EFT50122	23/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	SES - COPIER SERVICE / METER READING	1		2,417.31
INV 31058	20/12/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	OFFICE SUPPLIES	1	109.00	
INV 218867	09/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - PRINTER SERVICE & METER READING	1	82.47	
INV 218862	09/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - PRINTER SERVICE & METER READING	1	18.34	
INV 219056	05/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - COPIER SERVICE / METER READING	1	84.40	
INV 219053	05/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	SES - COPIER SERVICE / METER READING	1	600.34	
INV 219054	05/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	BKB - - COPIER SERVICE / METER READING	1	24.72	
INV 219058	05/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - COPIER SERVICE / METER READING	1	131.32	
INV 219050	05/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN DONGA - COPIER SERVICE / METER READING	1	71.62	
INV 219052	05/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT - COPIER SERVICE / METER READING	1	253.31	
INV 219059	05/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE / METER READING	1	578.50	
INV 219057	05/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - COPIER SERVICE / METER READING	1	110.40	

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INV 219051	05/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - COPIER SERVICE / METER READING	1	136.95	
INV 219055	05/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	VC - COPIER SERVICE / METER READING	1	60.76	
INV 13307	07/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	OFFICE SUPPLIES	1	42.40	
INV 13359	08/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	OFFICE SUPPLIES	1	89.40	
INV 219172	11/02/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	CREATE 298 - COPIER SERVICE / METER READING	1	23.38	
EFT50123	27/02/2024	NORTHAM MOTORS PTY LTD	ENGINEERING - LIGHT VEHICLE PURCHASE	1		26,529.30
INV 1436254	26/02/2024	NORTHAM MOTORS PTY LTD	ENGINEERING - LIGHT VEHICLE PURCHASE	1	26,529.30	
EFT50124	29/02/2024	ALAINA MARIE PETERSEN	RATES CREDIT REFUND FOR ASSESSMENT A12236	1		647.90
INV A12236	28/02/2024	ALAINA MARIE PETERSEN	RATES CREDIT REFUND FOR ASSESSMENT A12236		647.90	
EFT50125	29/02/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN2303 & PN2303A - PLANT MAINTENANCE	1		2,212.38
INV SI-00017220/02/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN2303 & PN2303A - PLANT MAINTENANCE	1	1,604.90	
INV SI-00017826/02/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	SEWER MAINTENANCE	1	9.08	
INV SI-00017826/02/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN2308 - PARTS	1	598.40	
EFT50126	29/02/2024	ANDY'S PLUMBING SERVICE	BERNARD WATER PARK - REPAIRS	1		550.00
INV A19700	10/01/2024	ANDY'S PLUMBING SERVICE	BERNARD WATER PARK - REPAIRS	1	220.00	
INV A19699	10/01/2024	ANDY'S PLUMBING SERVICE	BERNARD WATER PARK - REPAIRS	1	330.00	
EFT50127	29/02/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		159.00
INV DEDUCT27/02/2024		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		159.00	
EFT50128	29/02/2024	AUTOPRO NORTHAM	OFFICE SUPPLIES	1		30.75
INV 1122622	26/02/2024	AUTOPRO NORTHAM	OFFICE SUPPLIES	1	30.75	

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EFT50129	29/02/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN2302 - VEHICLEMTCE	1		493.47
INV 354452	26/09/2023	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN2302 - VEHICLEMTCE	1	493.47	
EFT50130	29/02/2024	BLACKWELL PLUMBING AND GAS PTY LTD	NORTHAM AQUATIC CENTRE - REPAIRS	1		579.70
INV INV-300108	02/2024	BLACKWELL PLUMBING AND GAS PTY LTD	NORTHAM AQUATIC CENTRE - REPAIRS	1	579.70	
EFT50131	29/02/2024	BOLINDA PUBLISHING PTY LTD	LIBRARY STOCK	1		752.09
INV 310851	07/02/2024	BOLINDA PUBLISHING PTY LTD	LIBRARY STOCK	1	752.09	
EFT50132	29/02/2024	BUNNINGS BUILDING SUPPLIES P/L	RECOGNITION PROGRAM	1		1,687.21
INV 2182/003	05/02/2024	BUNNINGS BUILDING SUPPLIES P/L	RECOGNITION PROGRAM	1	1,540.00	
INV 2182/004	17/02/2024	BUNNINGS BUILDING SUPPLIES P/L	NORTHAM AQUATIC CENTRE - SUPPLIES	1	26.25	
INV 2182/003	17/02/2024	BUNNINGS BUILDING SUPPLIES P/L	POOL - SUPPLIES	1	120.96	
EFT50133	29/02/2024	CANNON HYGIENE AUSTRALIA PTY LTD	SoN SANITATION - 01/01/2024 - 30/06/2024	1		1,985.85
INV 9786029814	12/2023	CANNON HYGIENE AUSTRALIA PTY LTD	SoN SANITATION - 01/01/2024 - 30/06/2024	1	1,954.27	
INV 9786029814	12/2023	CANNON HYGIENE AUSTRALIA PTY LTD	AERODROME - SANITATION - 01/01/2024 - 30/03/2024	1	31.58	
EFT50134	29/02/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1910 - MAINTENANCE	1		1,034.55
INV 0000461819	02/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1910 - MAINTENANCE	1	1,034.55	
EFT50135	29/02/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING JAN/FEB 2024	1		11,488.75
INV 0003662320	02/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING JAN/FEB 2024	1	9,754.58	
INV 0003662420	02/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING JAN/FEB 2024	1	1,734.17	
EFT50136	29/02/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		236.13
INV DEDUCT27	02/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		236.13	
EFT50137	29/02/2024	COLES - WEX AUSTRALIA PTY LTD	COLES - JANUARY 2024	1		1,174.45

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INV 199	31/01/2024	COLES - WEX AUSTRALIA PTY LTD	COLES - JANUARY 2024	1	1,174.45	
EFT50138	29/02/2024	COUNTRYWIDE GROUP	PN2104 - PARTS	1		634.00
INV ACC002519/02/2024		COUNTRYWIDE GROUP	PN2104 - PARTS	1	359.00	
INV ACC002519/02/2024		COUNTRYWIDE GROUP	POOL - SUPPLIES	1	275.00	
EFT50139	29/02/2024	CTI SECURITY SERVICES PTY LTD	SECURITY - SON FACILITIES MARCH 2024	1		687.69
INV CINS316 20/02/2024		CTI SECURITY SERVICES PTY LTD	SECURITY - SON FACILITIES MARCH 2024	1	637.87	
INV CINS316 20/02/2024		CTI SECURITY SERVICES PTY LTD	SECURITY - SON FACILITIES MARCH 2024	1	49.82	
EFT50140	29/02/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	ADMIN - SECURITY -04/01/2024	1		85.00
INV 132909	04/01/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	ADMIN - SECURITY -04/01/2024	1	85.00	
EFT50141	29/02/2024	DAMIAN'S PLUMBING	BERT HAWKE - MAINTENANCE	1		2,981.00
INV 9919	16/02/2024	DAMIAN'S PLUMBING	BERNARD PARK - MAINTENANCE	1	594.00	
INV 9929	21/02/2024	DAMIAN'S PLUMBING	BAKERS HILL - MAINTENANCE	1	1,133.00	
INV 9948	26/02/2024	DAMIAN'S PLUMBING	BERT HAWKE - MAINTENANCE	1	1,254.00	
EFT50142	29/02/2024	DMC CLEANING	C.202021-05 - CLEANING - JANUARY 2024	1		10,709.97
INV SON214902/02/2024		DMC CLEANING	C.202021-05 - CLEANING - JANUARY 2024	1	10,709.97	
EFT50143	29/02/2024	E FIRE & SAFETY	KILLARA - MAINTENANCE	1		2,370.50
INV 602990	31/01/2024	E FIRE & SAFETY	KILLARA - MAINTENANCE	1	2,370.50	
EFT50144	29/02/2024	EASIFLEET	PAYROLL DEDUCTIONS	1		619.53
INV DEDUCT27/02/2024		EASIFLEET	PAYROLL DEDUCTIONS		320.53	
INV DEDUCT27/02/2024		EASIFLEET	PAYROLL DEDUCTIONS		299.00	
EFT50145	29/02/2024	EASTERN METROPOLITAN REGIONAL COUNCIL	EVENTS - AVON DESCENT 2024	1		5,500.00

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INV EMRC55	08/02/2024	EASTERN METROPOLITAN REGIONAL COUNCIL	EVENTS - AVON DESCENT 2024	1	5,500.00	
EFT50146	29/02/2024	GRAFTON ELECTRICS	HENRY STREET OVAL - MAINTENANCE	1		1,582.79
INV 9954	25/01/2024	GRAFTON ELECTRICS	BERNARD WATER PARK - REPAIRS	1	338.80	
INV 9997	08/02/2024	GRAFTON ELECTRICS	DEPOT - MAINTENANCE	1	321.20	
INV A121	22/02/2024	GRAFTON ELECTRICS	REC CENTRE - MAINTENANCE	1	152.79	
INV A123	23/02/2024	GRAFTON ELECTRICS	HENRY STREET OVAL - MAINTENANCE	1	770.00	
EFT50147	29/02/2024	IXOM OPERATIONS PTY LTD	POOL SUPPLIES	1		4,363.71
INV 6771396	31/01/2024	IXOM OPERATIONS PTY LTD	WWTP / POOL SUPPLIES	1	511.51	
INV 6775360	09/02/2024	IXOM OPERATIONS PTY LTD	POOL SUPPLIES	1	3,852.20	
EFT50148	29/02/2024	JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - JAN 2024	1		8,304.45
INV 001999-D31	01/01/2024	JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - JAN 2024	1	8,304.45	
EFT50149	29/02/2024	JSM GROUP WA PTY LTD T/AS NORTHAM AUTO ELECTRICS & TYRE SERVICE	PN2003 - PLANT MTCE	1		30.00
INV INV-136026	02/2024	JSM GROUP WA PTY LTD T/AS NORTHAM AUTO ELECTRICS & TYRE SERVICE	PN2003 - PLANT MTCE	1	30.00	
EFT50150	29/02/2024	KATARINA LEANNE RINTOUL	RATES CREDIT REFUND FOR ASSESSMENT A2672	1		722.18
INV A2672	28/02/2024	KATARINA LEANNE RINTOUL	RATES CREDIT REFUND FOR ASSESSMENT A2672		722.18	
EFT50151	29/02/2024	LOLA ELLEN FERGUSON	RATES CREDIT REFUND FOR ASSESSMENT A10422	1		598.54
INV A10422	28/02/2024	LOLA ELLEN FERGUSON	RATES CREDIT REFUND FOR ASSESSMENT A10422		598.54	
EFT50152	29/02/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - OCTOBER 2023	1		4,334.00
INV 132694	31/10/2023	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - OCTOBER 2023	1	1,992.10	
INV 133408	21/12/2023	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES - DECEMBER 2023	1	624.80	
INV 133433	26/02/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - FEBRUARY 2024	1	1,013.65	

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INV 133782	26/02/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - FEBRUARY 2024	1	703.45	
EFT50153	29/02/2024	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING - 05/02/2024 - 11/02/2024	1		3,163.60
INV N 0272	20/02/2024	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING - 05/02/2024 - 11/02/2024	1	2,635.60	
INV N 0273	20/02/2024	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING - 12/02/2024 - 18/02/2024	1	528.00	
EFT50154	29/02/2024	MITCHELL'S BOILER SERVICE PTY LTD	NORTHAM POOL - REPAIRS	1		1,237.50
INV 2240	08/12/2023	MITCHELL'S BOILER SERVICE PTY LTD	NORTHAM POOL - REPAIRS	1	1,237.50	
EFT50155	29/02/2024	NOELENE JO-ANNE SHARP	RATES CREDIT REFUND FOR ASSESSMENT A11170	1		2,035.50
INV A11170	28/02/2024	NOELENE JO-ANNE SHARP	RATES CREDIT REFUND FOR ASSESSMENT A11170		2,035.50	
EFT50156	29/02/2024	NORTHAM BOWLING CLUB INC	QUICK RESPONSE GRANT - NORTHAM LADIES BOWLS CLASSIC 2024	1		550.00
INV 7551	26/02/2024	NORTHAM BOWLING CLUB INC	QUICK RESPONSE GRANT - NORTHAM LADIES BOWLS CLASSIC 2024	1	550.00	
EFT50157	29/02/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT	1		484.00
INV 2146	31/01/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT	1	484.00	
EFT50158	29/02/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEB 2024	1		207.50
INV 0000530119/02/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEB 2024	1	48.00	
INV 0000530020/02/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEBRUARY 2024	1	41.50	
INV 0000530423/02/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEBRUARY 2024	1	48.00	
INV 0000530526/02/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEBRUARY 2024	1	35.00	
INV 0000530627/02/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEBRUARY 2024	1	35.00	
EFT50159	29/02/2024	NUTRIEN WATER	WUNDOWIE OVAL - PARTS	1		7,238.61
INV 4130527815/02/2024		NUTRIEN WATER	WUNDOWIE OVAL - PARTS	1	7,238.61	

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EFT50160	29/02/2024	PFD FOOD SERVICES PTY LTD	KIOSK SUPPLIES	1		4,805.50
INV LJ98258017/01/2024		PFD FOOD SERVICES PTY LTD	KIOSK SUPPLIES	1	2,270.20	
INV LK56160	26/02/2024	PFD FOOD SERVICES PTY LTD	KIOSK SUPPLIES	1	1,194.85	
INV LK56160	26/02/2024	PFD FOOD SERVICES PTY LTD	KIOSK SUPPLIES	1	1,340.45	
EFT50161	29/02/2024	PUBLIC TRUSTEE WA	RATES CREDIT REFUND FOR ASSESSMENT A1039	1		1,884.22
INV A1039	28/02/2024	PUBLIC TRUSTEE WA	RATES CREDIT REFUND FOR ASSESSMENT A1039		1,884.22	
EFT50162	29/02/2024	RED DOT STORE	NORTHAM AQUATIC CENTRE - SUPPLIES	1		38.00
INV 1259621222/01/2024		RED DOT STORE	NORTHAM AQUATIC CENTRE - SUPPLIES	1	38.00	
EFT50163	29/02/2024	RURAL BUILDING COMPANY PTY LTD	P24012 - PLANNING PERMIT - REFUND	1		1,041.00
INV JJ160220	16/02/2024	RURAL BUILDING COMPANY PTY LTD	P24012 - PLANNING PERMIT - REFUND	1	1,041.00	
EFT50164	29/02/2024	RUTH YOUNG	RATES CREDIT REFUND FOR ASSESSMENT A11417	1		2,044.19
INV A11417	28/02/2024	RUTH YOUNG	RATES CREDIT REFUND FOR ASSESSMENT A11417		2,044.19	
EFT50165	29/02/2024	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT	1		1,501.50
INV 7158129031/12/2023		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT	1	1,501.50	
EFT50166	29/02/2024	SPECIALISED TREE SERVICE	REDCORTE RD - MTCE	1		5,540.40
INV 4269	25/02/2024	SPECIALISED TREE SERVICE	BURMA ROAD - MTCE	1	2,154.60	
INV 4272	27/02/2024	SPECIALISED TREE SERVICE	REDCORTE RD - MTCE	1	3,385.80	
EFT50167	29/02/2024	SPORTSPOWER NORTHAM H & H JOUBERT	NORTHAM AQUATIC CENTRE - SUPPLIES	1		312.95
INV 24-00000	22/01/2024	SPORTSPOWER NORTHAM H & H JOUBERT	NORTHAM AQUATIC CENTRE - SUPPLIES	1	312.95	
EFT50168	29/02/2024	SYNERGY	361669310 RECREATION PRECINCT - 14/12/2023 to 10/01/2024	1		27,035.02
INV 3575496928/12/2023		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 17/11/2023 to 21/12/2023	1	1,026.46	

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INV 1358465905/01/2024		SYNERGY	135846590 BAKERS HILL FIRE STATION - NEW - 26/10/2023 to 22/12/2023		357.21	
INV 3577018231/01/2024		SYNERGY	357701820 BROOME TCE PUMP - 17/11/2023 to 18/01/2024		166.09	
INV 3614739601/02/2024		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 22/12/2023 to 18/01/2024	1	211.29	
INV 3616693101/02/2024		SYNERGY	361669310 RECREATION PRECINCT - 14/12/2023 to 10/01/2024		11,288.60	
INV 2931107301/02/2024		SYNERGY	293110730 BILYA KOORT BOODJA - 14/12/2023 to 10/01/2024		797.47	
INV 7968413401/02/2024		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 22/12/2023 to 18/01/2024		1,019.02	
INV 3616695001/02/2024		SYNERGY	361669500 OXIDATION PONDS - 20/12/2023 to 16/01/2024	1	1,523.56	
INV 3575491202/02/2024		SYNERGY	357549120 NORTHAM DEPOT - PEEL ST - 30/11/2023 to 01/02/2024		567.39	
INV 3575476602/02/2024		SYNERGY	357547660 RUSHTON PARK - 23/11/2023 to 23/01/2024		205.12	
INV 3575475205/02/2024		SYNERGY	357547520 BERNARD PARK BBQ PUMP LIGHTS - 05/12/2023 to 19/01/2024		1,387.42	
INV 3577000205/02/2024		SYNERGY	357700020 KILLARA DAYCARE CENTRE - 01/12/2023 to 02/02/2024		1,051.24	
INV 3355969205/02/2024		SYNERGY	335596920 NORTHAM VISITORS CENTRE - 01/12/2023 to 02/02/2024	1	512.49	
INV 3749669506/02/2024		SYNERGY	374966950 BEAVIS PLACE OPEN SPACE - 02/12/2023 to 05/02/2024	1	190.94	
INV 3577050606/02/2024		SYNERGY	357705060 GREY ST AVON DESCENT POOL AERATORS - 05/12/2023 to 25/01/2024	1	2,398.43	
INV 3577047907/02/2024		SYNERGY	357704790 STAGE LIGHTS - SOUNDSHELL - 05/12/2023 to 06/02/2024	1	1,133.40	
INV 3575487007/02/2024		SYNERGY	357548700 TOWN HALL & LESSER HALL - 05/12/2023 to 06/02/2024	1	541.81	
INV 3575483207/02/2024		SYNERGY	357548320 BERNARD PARK TOILETS - 05/12/2023 to 06/02/2024	1	252.34	
INV 9356001407/02/2024		SYNERGY	935600140 NORTHAM VISITORS CENTRE - 05/12/2023 to 06/02/2024		363.42	
INV 1127695008/02/2024		SYNERGY	112769500 MEN'S SHED / OLD FIRE STATION - 02/12/2023 to 05/02/2024	1	394.90	
INV 3577034208/02/2024		SYNERGY	357703420 PURSLOWE PARK - 06/12/2023 to 07/02/2024	1	132.97	

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INV 3575481308/02/2024		SYNERGY	357548130 MEMORIAL HALL - 02/12/2023 to 05/02/2024	1	1,006.66	
INV 2361098009/02/2024		SYNERGY	236109800 RAP PARK - 07/12/2023 to 08/02/2024	1	132.35	
INV 3577051112/02/2024		SYNERGY	357705110 RAILWAY MUSEUM - 08/12/2023 to 09/02/2024		374.44	
EFT50169	29/02/2024	TELSTRA LIMITED	TELSTRA - JANUARY 2024	1		3,839.17
INV 2726008910/02/2024		TELSTRA LIMITED	TELSTRA - JANUARY 2024	1	767.84	
INV 2726009010/02/2024		TELSTRA LIMITED	TELSTRA - JANUARY 2024	1	188.57	
INV 2726008910/02/2024		TELSTRA LIMITED	TELSTRA - JANUARY 2024	1	2,882.76	
EFT50170	29/02/2024	TIMOTHY VINCENT TATTERSON	RATES CREDIT REFUND FOR ASSESSMENT A16747	1		91.86
INV A16747	28/02/2024	TIMOTHY VINCENT TATTERSON	RATES CREDIT REFUND FOR ASSESSMENT A16747		91.86	
EFT50171	29/02/2024	TPG NETWORK PTY LTD	TPG - JANUARY 2024	1		6,984.58
INV 1000945431/01/2024		TPG NETWORK PTY LTD	TPG - JANUARY 2024	1	6,984.58	
EFT50172	29/02/2024	TPG TELECOM - ACCOUNT 2000050690	TPG - JANUARY 2024	1		5,963.12
INV 2009818301/02/2024		TPG TELECOM - ACCOUNT 2000050690	TPG - JANUARY 2024	1	5,963.12	
EFT50173	29/02/2024	TPG TELECOM - ACCOUNT 2000054211	TPG - JANUARY 2024	1		705.52
INV 2009983001/02/2024		TPG TELECOM - ACCOUNT 2000054211	TPG - JANUARY 2024	1	705.52	
EFT50174	29/02/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 22/02/2024	1		50.00
INV 32	22/02/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 22/02/2024	1	50.00	
EFT50175	29/02/2024	TRUCK CENTRE (WA) PTY LTD	PN2305 - PLANT MTCE	1		534.70
INV 876190-0	15/12/2023	TRUCK CENTRE (WA) PTY LTD	PN2305 - PLANT MTCE	1	534.70	
EFT50176	29/02/2024	TYREPOWER LTD	PN2310 - VEHICLE MTCE	1		35.20
INV 8828.152724/01/2024		TYREPOWER LTD	PN2310 - VEHICLE MTCE	1	35.20	
EFT50177	29/02/2024	WA CONTRACT RANGER SERVICES	C.202324-01 - POUND MANAGEMENT 29/01/2024-18/02/2024	1		1,155.00

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INV 0000532421/02/2024		WA CONTRACT RANGER SERVICES	C.202324-01 - POUND MANAGEMENT 29/01/2024-18/02/2024	1	1,155.00	
EFT50178	29/02/2024	WARRICKS NEWSAGENCY	KILLARA - OFFICE SUPPLIES	1		90.08
INV 2202202422/02/2024		WARRICKS NEWSAGENCY	KILLARA - OFFICE SUPPLIES	1	90.08	
EFT50179	29/02/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 228 INTEREST PAYMENT -	1		135,494.07
INV 228	29/02/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 228 INTEREST PAYMENT -		135,494.07	
EFT50180	29/02/2024	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS - JANUARY 2024	1		3,861.48
INV ST-0413101/02/2024		WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS - JANUARY 2024	1	3,861.48	
DD20235.1	02/02/2024	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT FEB 2024	1		573.75
INV FEB-202402/02/2024		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT FEB 2024	1	573.75	
DD20270.1	12/02/2024	BANKWEST	DAVID EMERY-MASTERCARD 20/12/2023-22/01/2024	1		3,005.69
INV ALEX ES12/02/2024		BANKWEST	ALEX ESPEY MASTERCARD-20/12/2023- 22/01/2024	1	724.17	
INV COLIN Y12/02/2024		BANKWEST	COLIN YOUNG MASTERCARD-20/12/23 TO 22/01/24	1	515.85	
INV PAUL DE12/02/2024		BANKWEST	PAUL DEVCIC MASTERCARD 20/12/2023-22/01/2024	1	1,474.66	
INV DEBBIE 12/02/2024		BANKWEST	DEBBIE TEREINCK MASTERCARD 20/12/2023-22/01/2024	1	84.00	
INV CHADD 12/02/2024		BANKWEST	CHADD HUNT MASTERCARD 20/12/2023-22/01/2024	1	182.35	
INV DAVID E12/02/2024		BANKWEST	DAVID EMERY-MASTERCARD 20/12/2023-22/01/2024	1	24.66	
DD20286.1	13/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1		28,584.11
INV SUPER 13/02/2024		AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	24,598.24	
INV DEDUCT13/02/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	2,757.21	
INV DEDUCT13/02/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	34.81	
INV DEDUCT13/02/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	34.81	

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INV DEDUCT	13/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1	700.00	
INV DEDUCT	13/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1	106.36	
INV DEDUCT	13/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1	219.17	
INV DEDUCT	13/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1	64.49	
INV DEDUCT	13/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1	69.02	
DD20286.2	13/02/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		129.71
INV SUPER	13/02/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	129.71	
DD20286.3	13/02/2024	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1		678.73
INV SUPER	13/02/2024	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	517.13	
INV DEDUCT	13/02/2024	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1	161.60	
DD20286.4	13/02/2024	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		611.53
INV SUPER	13/02/2024	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	611.53	
DD20286.5	13/02/2024	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		1,109.38
INV SUPER	13/02/2024	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	1,109.38	
DD20286.6	13/02/2024	QSUPER	PAYROLL DEDUCTIONS	1		799.48
INV SUPER	13/02/2024	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	627.79	
INV DEDUCT	13/02/2024	QSUPER	PAYROLL DEDUCTIONS	1	171.69	
DD20286.7	13/02/2024	LGIASUPER T/A BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	1		123.43
INV SUPER	13/02/2024	LGIASUPER T/A BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	1	123.43	
DD20286.8	13/02/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1		1,261.97
INV SUPER	13/02/2024	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	990.52	
INV DEDUCT	13/02/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	

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INV DEDUCT	13/02/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	221.45	
DD20286.9	13/02/2024	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		947.60
INV SUPER	13/02/2024	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	700.40	
INV DEDUCT	13/02/2024	YKC SUPERFUND	PAYROLL DEDUCTIONS	1	247.20	
DD20335.1	27/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1		29,352.55
INV SUPER	27/02/2024	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	25,180.51	
INV DEDUCT	27/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1	2,895.47	
INV DEDUCT	27/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1	38.53	
INV DEDUCT	27/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1	38.53	
INV DEDUCT	27/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1	700.00	
INV DEDUCT	27/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1	106.36	
INV DEDUCT	27/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1	198.04	
INV DEDUCT	27/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1	72.08	
INV DEDUCT	27/02/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1	123.03	
DD20335.2	27/02/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATIONCONTRIBUTIONS	1		129.71
INV SUPER	27/02/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATIONCONTRIBUTIONS	1	129.71	
DD20335.3	27/02/2024	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1		590.27
INV SUPER	27/02/2024	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	449.73	
INV DEDUCT	27/02/2024	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1	140.54	
DD20335.4	27/02/2024	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		611.53
INV SUPER	27/02/2024	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	611.53	
DD20335.5	27/02/2024	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		1,194.71

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INV SUPER	27/02/2024	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	1,194.71	
DD20335.6	27/02/2024	QSUPER	PAYROLL DEDUCTIONS	1		797.27
INV SUPER	27/02/2024	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	625.58	
INV DEDUCT	27/02/2024	QSUPER	PAYROLL DEDUCTIONS	1	171.69	
DD20335.7	27/02/2024	LGIASUPER T/A BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	1		168.39
INV SUPER	27/02/2024	LGIASUPER T/A BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	1	168.39	
DD20335.8	27/02/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1		956.69
INV SUPER	27/02/2024	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	727.05	
INV DEDUCT	27/02/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
INV DEDUCT	27/02/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	179.64	
DD20335.9	27/02/2024	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		947.60
INV SUPER	27/02/2024	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	700.40	
INV DEDUCT	27/02/2024	YKC SUPERFUND	PAYROLL DEDUCTIONS	1	247.20	
DD20286.10	13/02/2024	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1		284.48
INV SUPER	13/02/2024	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	284.48	
DD20286.11	13/02/2024	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1		260.52
INV SUPER	13/02/2024	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	260.52	
DD20286.12	13/02/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		5,262.34
INV SUPER	13/02/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	4,722.91	
INV DEDUCT	13/02/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	389.43	
INV DEDUCT	13/02/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	150.00	
DD20286.13	13/02/2024	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1		350.82

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INV SUPER	13/02/2024	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1	350.82	
DD20286.14	13/02/2024	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1		66.19
INV SUPER	13/02/2024	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1	66.19	
DD20286.15	13/02/2024	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1		271.52
INV SUPER	13/02/2024	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1	271.52	
DD20286.16	13/02/2024	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1		350.82
INV SUPER	13/02/2024	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	350.82	
DD20286.17	13/02/2024	SLATE SUPER	SUPERANNUATION CONTRIBUTIONS	1		251.37
INV SUPER	13/02/2024	SLATE SUPER	SUPERANNUATION CONTRIBUTIONS	1	251.37	
DD20286.18	13/02/2024	CBUS	SUPERANNUATION CONTRIBUTIONS	1		327.62
INV SUPER	13/02/2024	CBUS	SUPERANNUATION CONTRIBUTIONS	1	327.62	
DD20286.19	13/02/2024	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1		698.13
INV SUPER	13/02/2024	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	516.01	
INV DEDUCT	13/02/2024	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	182.12	
DD20286.20	13/02/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		3,352.41
INV DEDUCT	13/02/2024	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	394.30	
INV SUPER	13/02/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	2,958.11	
DD20286.21	13/02/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1		1,144.04
INV DEDUCT	13/02/2024	UNISUPER	PAYROLL DEDUCTIONS	1	137.05	
INV DEDUCT	13/02/2024	UNISUPER	PAYROLL DEDUCTIONS	1	460.00	
INV SUPER	13/02/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	546.99	

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DD20286.22	13/02/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		96.20
INV SUPER	13/02/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	96.20	
DD20286.23	13/02/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		1,009.48
INV DEDUCT	13/02/2024	AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	1	139.36	
INV SUPER	13/02/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	870.12	
DD20286.24	13/02/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		258.44
INV SUPER	13/02/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	258.44	
DD20286.25	13/02/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		317.49
INV SUPER	13/02/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	317.49	
DD20335.10	27/02/2024	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1		284.48
INV SUPER	27/02/2024	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	284.48	
DD20335.11	27/02/2024	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1		213.15
INV SUPER	27/02/2024	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	213.15	
DD20335.12	27/02/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		4,882.42
INV SUPER	27/02/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	4,492.89	
INV DEDUCT	27/02/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	150.00	
INV DEDUCT	27/02/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	239.53	
DD20335.13	27/02/2024	VANGUARD SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1		126.39
INV SUPER	27/02/2024	VANGUARD SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	126.39	
DD20335.14	27/02/2024	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1		350.82
INV SUPER	27/02/2024	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1	350.82	

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DD20335.15	27/02/2024	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1		132.37
INV SUPER	27/02/2024	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1	132.37	
DD20335.16	27/02/2024	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1		271.83
INV SUPER	27/02/2024	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1	271.83	
DD20335.17	27/02/2024	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1		350.82
INV SUPER	27/02/2024	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	350.82	
DD20335.18	27/02/2024	SLATE SUPER	SUPERANNUATION CONTRIBUTIONS	1		271.52
INV SUPER	27/02/2024	SLATE SUPER	SUPERANNUATION CONTRIBUTIONS	1	271.52	
DD20335.19	27/02/2024	CBUS	SUPERANNUATION CONTRIBUTIONS	1		284.22
INV SUPER	27/02/2024	CBUS	SUPERANNUATION CONTRIBUTIONS	1	284.22	
DD20335.20	27/02/2024	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1		698.13
INV SUPER	27/02/2024	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	516.01	
INV DEDUCT	27/02/2024	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	182.12	
DD20335.21	27/02/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		3,609.03
INV DEDUCT	27/02/2024	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	427.14	
INV SUPER	27/02/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	3,181.89	
DD20335.22	27/02/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1		1,117.86
INV DEDUCT	27/02/2024	UNISUPER	PAYROLL DEDUCTIONS	1	139.27	
INV DEDUCT	27/02/2024	UNISUPER	PAYROLL DEDUCTIONS	1	460.00	
INV SUPER	27/02/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	518.59	
DD20335.23	27/02/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		103.59

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INV SUPER	27/02/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	103.59	
DD20335.24	27/02/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		1,010.34
INV DEDUCT	27/02/2024	AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	1	139.36	
INV SUPER	27/02/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	870.98	
DD20335.25	27/02/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		263.62
INV SUPER	27/02/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	263.62	
DD20335.26	27/02/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		311.49
INV SUPER	27/02/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	311.49	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	2,327,288.93
TOTAL		2,327,288.93

Payment dates 1st February 2024 – 29th February 2024

- Municipal Fund payment cheque numbers 35624 to 35626 Total \$26,343.13.

Electronic Funds Transfer

- Municipal Fund EFT49817 to EFT50180 Total \$2,199,787.75
- Direct Debits Total \$101,158.05

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					\$ -
April					\$ -
May					\$ -
June					\$ -
Total	\$ 388,720.40	\$ 14,908,063.85	\$ 867,536.17	\$ 4,799,206.00	\$ 20,963,526.42

The following table presents all payments made for the month from Council credit cards paid by direct debit on DD20270.1 - \$3,005.69

Summary Credit Card Payments	\$	Total
Chief Executive Officer		
9/01/2024-WA NEWS ONLINE - SUBSCRIPTION	84.00	
		\$ 84.00
Executive Manager of Corporate Services		
21/12/2023-KMART-OFFICE SUPPLIES (CREDIT)	-3.00	
26/12/2023-LIBERTY CATABY-FUEL	29.01	

11/01/2024-STARLINK AUSTRALIA-SOFTWARE SUBSCRIPTION	174.00	
12/01/2024-CORPORATE SERVICES - TRAINING	76.58	
12/01/2024-AMAYSIM MOBILE-SOFTWARE SUBSCRIPTION	10.00	
16/01/2024-ADOBE SYSTEMS PTY LTD-SOFTWARE SUBSCRIPTION	225.96	
31/12/2023- FEES	3.30	
		\$ 515.85
Executive Manager of Development Services		
20/12/2023-DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION-FEES	29.45	
11/01/2024-RED DOT NORTHAM-OFFICE SUPPLIES	33.00	
11/01/2024-COUNTRY COPIERS-OFFICE SUPPLIES	29.90	
18/01/2024-FIONA'S FLORIST-FLOWER ARRANGEMENT AS PER COUNCIL POLICY	90.00	
		\$ 182.35
Community Emergency Services Manager		
19/12/2023-RED ROOSTER NORTHAM-CATERING	167.50	
22/12/2023-SANDY DS KITCHEN-CATERING	120.00	
28/12/2023-BUNNINGS - NORTHAM-CO-LOCATION CENTRE - MTCE	295.64	
31/12/2023-FORMSTACK-SOFTWARE SUBSCRIPTION	87.03	
12/01/2024-ST JOHNS AMBULANCE	54.00	
		\$ 724.17
Executive Manager Engineering Services		
30/12/2023-BP SILVER SANDS - FUEL	121.14	
8/01/2024-WATER CORP- JUBILEE OVAL	1243.63	
20/01/2024-BEYOND POWER - SUPPLIES	109.89	
		\$ 1,474.66
Acting Executive Manager Community Services		
4/01/2024 -STARGAZING EVENT	10.00	
18/01/2024-FACEBOOK ADVERTISEMENT	14.66	
		\$ 24.66
Total Credit Card Expenditure		\$ 3,005.69

The following table presents payment made by Council for the Coles Card Account – January 2024. Paid on 29th February by EFT50137 - \$1,174.45

DATE	SUMMARY COLES CARD PAYMENTS	\$	TOTAL
COMMUNITY SERVICES ADMIN OFFICER			
2/01/2024	KITCHEN SUPPLIES	16.00	
10/01/2024	KITCHEN SUPPLIES	26.00	
18/01/2024	STARGAZING EVENT 26/1/2024	60.00	
23/01/2024	KITCHEN SUPPLIES	110.05	
			\$ 212.05
ENGINEERING - ADMIN OFFICER			
5/01/2024	KITCHEN SUPPLIES	7.60	
18/01/2024	KITCHEN SUPPLIES	11.10	
			\$ 18.70
ENGINEERING - ADMIN COORDINATOR			
12/01/2024	KITCHEN SUPPLIES	7.60	
			\$ 7.60
MANAGER COMMUNITY DEVELOPMENT & TOURISM			
25/01/2024	AUSTRALIA DAY 26/1/2024	47.00	
			\$ 47.00
RECREATIONAL SERVICES COORDINATOR			
16/01/2024	NORTHAM AQUATIC CENTRE - STOCK	468.10	
23/01/2024	AUSTRALIA DAY - 26/1/2024	216.00	
24/01/2024	AUSTRALIA DAY - 26/1/2024	205.00	
			\$ 889.10
Total Coles Card Expenditure			\$ 1,174.45

The following table presents payment made by Council for the Woolworths Card Account – January 2024. Paid on 29th February 2024 by EFT50180 - \$3,861.48.

DATE	SUMMARY WOOLWORTHS CARD	\$	TOTAL
MANAGER COMMUNITY DEVELOPMENT & TOURISM			
2/01/2024	KITCHEN SUPPLIES	1.60	

2/01/2024	KITCHEN SUPPLIES	16.10	
4/01/2024	OFFICE SUPPLIES	46.99	
16/01/2024	KITCHEN SUPPLIES	9.45	
29/01/2024	KITCHEN SUPPLIES	23.70	
			\$ 97.84
	KILLARA CO-ORDINATOR		
8/01/2024	MEALS FOR CLIENTS	75.10	
10/01/2024	MEALS FOR CLIENTS	274.69	
17/01/2024	MEALS FOR CLIENTS	207.61	
			\$ 557.40
	KILLARA CLIENT CARE OFFICER		
10/01/2024	MEALS FOR CLIENTS	48.25	
			\$ 48.25
	KILLARA ADMIN OFFICER		
24/01/2024	MEALS FOR CLIENTS	101.95	
25/01/2024	MEALS FOR CLIENTS	13.99	
31/01/2024	MEALS FOR CLIENTS	221.22	
			\$ 337.16
	RECREATION SERVICES COORDINATOR		
2/01/2024	KIOSK STOCK	504.00	
8/01/2024	KIOSK STOCK	346.80	
17/01/2024	KITCHEN SUPPLIES	29.13	
23/01/2024	KIOSK STOCK	907.20	
25/01/2024	KITCHEN SUPPLIES	179.15	
26/01/2024	OFFICE SUPPLIES	15.75	
29/01/2024	KIOSK STOCK	299.00	
			\$ 2,281.03
	ADMINISTRATION COORDINATOR		
2/01/2024	KITCHEN SUPPLIES	13.50	
3/01/2024	OFFICE SUPPLIES	64.00	
9/01/2024	KITCHEN SUPPLIES	9.00	
15/01/2024	KITCHEN SUPPLIES	9.00	
17/01/2024	KITCHEN SUPPLIES	67.30	
17/01/2024	OFFICE SUPPLIES	70.40	
24/01/2024	KITCHEN SUPPLIES	16.60	
24/01/2024	OFFICE SUPPLIES	44.00	

29/01/2024	KITCHEN SUPPLIES	9.00	
			\$ 302.80
DEVELOPMENT SERVICES OFFICER			
16/01/2024	OFFICE SUPPLIES	34.00	
			\$ 34.00
LIBRARY MANAGER			
2/01/2024	KITCHEN SUPPLIES	2.95	
5/01/2024	KITCHEN SUPPLIES	17.10	
10/01/2024	KITCHEN SUPPLIES	18.60	
16/01/2024	KITCHEN SUPPLIES	12.30	
19/01/2024	LIBRARY EVENT	55.15	
24/01/2024	LIBRARY EVENT	96.90	
			\$ 203.00
Total Woolworths Card Expenditure			\$ 3,861.48

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

Payment to Dun Direct on 23rd February 2024 by EFT50060 - \$26,930.02

Payment to Caltex Starcard on 23rd February 2024 by EFT50041 - \$818.17

Payment to Business Fuel Card on 15th February 2024 by EFT49663 - \$1,507.40

Total Fuel Payment - \$29,255.59

DATE	SUMMARY OF FUEL PURCHASES / PRODUCTS	TYPE	\$
NON OPERATIONAL - LIGHT VEHICLES			
Jan-24	PN1901	FUEL PURCHASES	\$199.34
Jan-24	PN1906	FUEL PURCHASES	\$163.16
Jan-24	PN1907	FUEL PURCHASES	\$130.87
Jan-24	PN2004	FUEL PURCHASES	\$390.49
Jan-24	PN2005	FUEL PURCHASES	\$181.85
Jan-24	PN2006	FUEL PURCHASES	\$323.83
Jan-24	PN2013	FUEL PURCHASES	\$219.51
Jan-24	PN2015	FUEL PURCHASES	\$461.43
Jan-24	PN2016	FUEL PURCHASES	\$253.68
Jan-24	PN2019	FUEL PURCHASES	\$58.79
Jan-24	PN2101	FUEL PURCHASES	\$178.75
Jan-24	PN2105	FUEL PURCHASES	\$539.20
Jan-24	PN2311	FUEL PURCHASES	\$222.85

Jan-24	PN2312	FUEL PURCHASES	\$379.41
Jan-24		CARD FEES ONLY	\$15.40
		TOTAL	\$3,718.56
OPERATIONAL - LIGHT VEHICLES / MACHINERY / PLANT			
DEPOT VEHICLES			
Jan-24	LIGHT VEHICLES	FUEL PURCHASES	\$4,783.65
Jan-24	MACHINERY / PLANT	FUEL PURCHASES	\$16,213.87
Jan-24		CARD FEES ONLY	\$7.50
		TOTAL	\$21,005.02
CESM			
Jan-24	BUSHFIRE BRIGAGE VEHICLES	FUEL PURCHASES	\$1,790.26
Jan-24	CESM VEHICLES	FUEL PURCHASES	\$1,340.91
Jan-24		CARD FEE ONLY	\$7.50
		TOTAL	\$3,138.67
RANGER SERVICES			
Jan-24	RANGER VEHICLES	FUEL PURCHASES	\$1,393.34
		TOTAL	\$1,393.34
TOTAL FUEL PURCHASES			\$29,255.59

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$3,126,098.03 was submitted to the Ordinary Meeting of Council on Wednesday, 20 March 2024.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$3,126,098.03 was submitted to each member of the Council on Wednesday, 20 March 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

13.3 ENGINEERING SERVICES

13.3.1 RFT 08 of 2023 - Cleaning of Northam Townsite Public Buildings

File Reference:	13.2.2
Reporting Officer:	Kristy Hopkins (Procurement Coordinator), Shane Moorhead (Building Maintenance Supervisor)
Responsible Officer:	Paul Devcic (Executive Manager Engineering Services)
Officer Declaration of Interest:	N/A
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider submissions received in response to the Request for Tender 08 of 2023 – Cleaning of Northam Townsite Public Buildings. This report provides details of the submissions received and identifies a recommended Contractor to complete the works and services.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - RFT 08 of 2023 - Evaluation Report [13.3.1.1 - 5 pages]
2. CONFIDENTIAL REDACTED - RFT 08 of 2023 - Evaluation Matrix - PD [13.3.1.2 - 1 page]

A. BACKGROUND / DETAILS

In compliance with legislative requirements, a request for these services was prepared and advertised on 7 November 2023, with tenders closing on 4 December 2023. This process was to seek suitably qualified Contractors to complete the works/services on the Shire's behalf.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

Objective 12.3: Effectively manage the Shire's assets.

Priority Action 12.3.3: Provide well maintained Shire buildings.

B.2 Financial / Resource Implications

The 2023/24 adopted budget made provision for the current contract.

The existing \$97,800 budget is administered proportionately across the Northam Townsite Public Buildings, shown below as percentage allocation.

The Emergency Services Co-location facility was not considered in the 2023/24 budget and is an addition to the scope of work for this contract. The below amount is an estimation only.

GL 121402880 – Administration Building 24% of budget allocation
GL 121105880 – Northam Library 9% of budget allocation
GL 121202880 – Northam Operations Depot 5% of budget allocation
GL 121101880 – Memorial Hall 3% of budget allocation
GL 121302880 – Northam Visitors Centre 14% of budget allocation
GL 121308880 – Create 298 10% of budget allocation
GL 121102880 – Northam Aquatic Facility Ablutions 12% of budget allocation
GL 121101880 – Northam Town/Lesser Hall 3% of budget allocation
GL 121103880 – Bert Hawke Pavillion 2% of budget allocation
GL 121309880 – Bilya Koort Boodja 18% of budget allocation
GL 120506880 – Emergency Services Co-location facility \$10,000.00(excl GST).

This report recommends the award of Cleaning of Northam Townsite Public Buildings priced at \$171,192.84 p.a. (excl GST) with an annual Perth CPI increase and a budget amendment for the remainder of the 2023/24 financial year to cover associated cost increases.

B.3 Legislative Compliance

Section 3.57 of the Local Government Act 1995 requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services.

The Local Government (Functions & General) Regulations 1996 prescribe the manner in which Tenders are to be called and assessed.

B.4 Policy Implications

Policy F 4.2 – Procurement Policy.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Paying too much for cleaning services	Likely (4) x Medium (3) = High (12)	Conduct a public tender.
Health & Safety	If buildings are not regularly cleaned/sanitised, there is a chance of making people sick	Almost Certain (5) x Medium (3) = High (15)	Have a contract in place for regular cleaning schedule in place in accordance with best cleaning practices Monthly inspection of toilets to be undertaken by Council staff
Reputation	Shire buildings and public amenities not cleaned, community and visitors not satisfied	Likely (4) x Medium (3) = High (12)	Have a contract in place for regular cleaning schedule maintained in accordance with best cleaning practises. Monthly inspection of toilets to be undertaken by Council staff
Service Interruption	Shire buildings and amenities may not be able to open to public or operate if not cleaned appropriately	Possible (3) x medium (3) = moderate (9)	Have contract in place with a contractor and a regular cleaning schedule in place in accordance with best cleaning practices
Compliance	Nil		
Property	Shire buildings and amenities may deteriorate due not	Possible (3) x medium (3) = moderate (9)	Have contract in place with a contractor and a

	maintaining an appropriate cleaning schedule in place		regular cleaning schedule in place in accordance with best cleaning practices
Environment	Nil		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

In response to the advertised request, seven submissions were received, of which six were compliant:

1. Cadin Contract Cleaners Pty Ltd
2. DMC Cleaning – The Trustee for Panich Family Trust
3. Iconic Property Services Pty Ltd
4. JMD Operations Pty Ltd
5. K&K Facility Services Pty Ltd
6. S&B Clean Pty Ltd

A full report on the procurement process and outcomes have been provided as a separate confidential attachment.

RECOMMENDATION

That Council:

1. **ACCEPTS** the response to the Request for Tender 08 of 2023 – Cleaning of Northam Townsite Public Buildings from Iconic Property Services for \$171,192.84 (ex GST) per annum with an annual Perth CPI increase.
2. **AUTHORISES** the CEO to make variations (maximum increase of 10%) to the awarded price prior to entering a contract for Cleaning of Northam Townsite Public Buildings, Request for Tender 08 of 2023 with Iconic Property Services.
3. **AUTHORISES** the CEO to enter into a contract for the Cleaning of Northam Townsite Public Buildings, Request for Tender 08 of 2023 with Iconic Property Services for a period of three (3) years with a two (2) year extension option at the discretion of the Shire in accordance with the specifications contained within the request for quote documents.
4. **NOTES** that the additional funding required to cover the increased cost for 2023/24 has been included in the budget review.

13.4 DEVELOPMENT SERVICES

13.4.1 Proposed Partial Road Closure - Clackline-Toodyay Road, Clackline

Address:	190 Clackline-Toodyay Road, Clackline
Owner:	State of WA
Applicant:	RM Surveys on behalf of Val Cooper
File Reference:	6.1.1.209 / A605
Reporting Officer:	Jacky Jurmann (Manager Planning & Environment)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

Council at its Ordinary Meeting held on 20 December 2023 resolved (C.4923) to commence the process of formally closing a portion of Clackline-Toodyay Road, Clackline for the acquisition and amalgamation into 190 Clackline-Toodyay Road, Clackline in accordance with the provisions of the Land Administration Act 1997.

The purpose of this report is for Council to consider resolving to close the subject portion of Clackline-Toodyay Road.

ATTACHMENTS

1. COO P- CT R- D W-002 - Road closure - Sheets 1 & 2 Final [13.4.1.1 - 2 pages]

A. BACKGROUND / DETAILS

Landgate aerial photographs indicate that the encroachments associated with the use of the applicant's property were present prior to 1995 (earliest available), however it is believed that at least the original homestead is much older.

As can be seen from the plans submitted, there are also a number of sheds located within the road reserve, which are believed to be the alignment of an old railway line that no longer exists.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Place.

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

Objective 7.1: Provide sufficient land and development opportunities to enable local communities to grow.

Priority Action: Nil.

Performance Area: Place.

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

Objective 9.1: Maintain a safe, efficient road network and supporting infrastructure.

Priority Action: Nil.

B.2 Financial / Resource Implications

There are no financial implications for the Shire associated with this proposal. The landowner will be responsible for all costs.

B.3 Legislative Compliance

The road closure processes must comply with the requirements of the Land Administration Act 1997.

B.4 Policy Implications

There are no policy implications for the Shire associated with this proposal.

B.5 Stakeholder Engagement / Consultation

The proposed road closure was advertised for a minimum period of 35 days in accordance with the provisions of the Land Administration Act 1997, including direct neighbour notification, newspaper advertisement, Shire website and social media. No submissions were received regarding the proposal.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	Road closure process is delayed.	Medium (3) x Unlikely (2) = Moderate (6)	Ensure correct process is followed.
Compliance	Road closure process is delayed.	Medium (3) x Unlikely (2) = Moderate (6)	Ensure correct process is followed.

Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

The proposed boundary minimises the removal of vegetation should a new fence be erected.

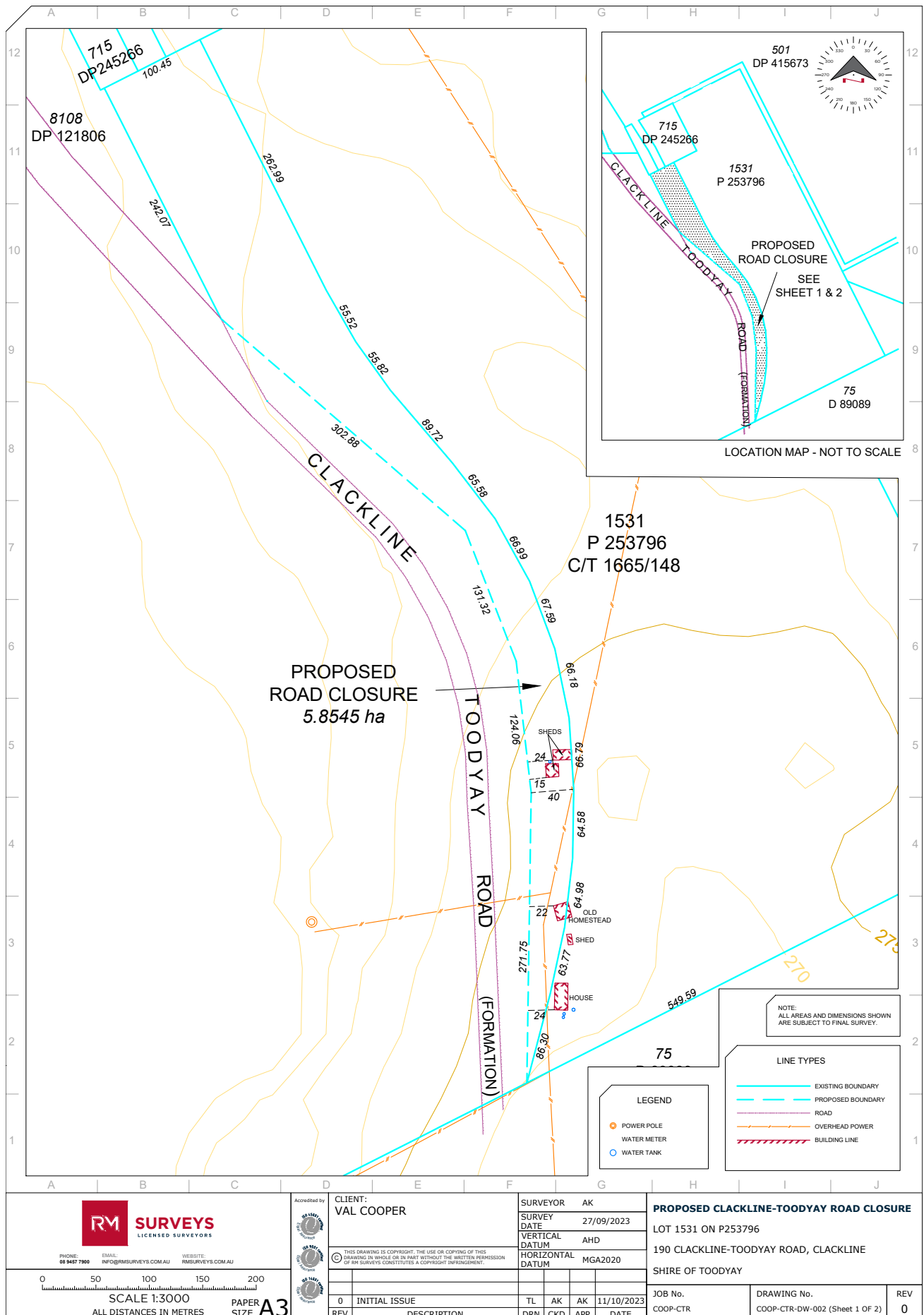
C. OFFICER'S COMMENT

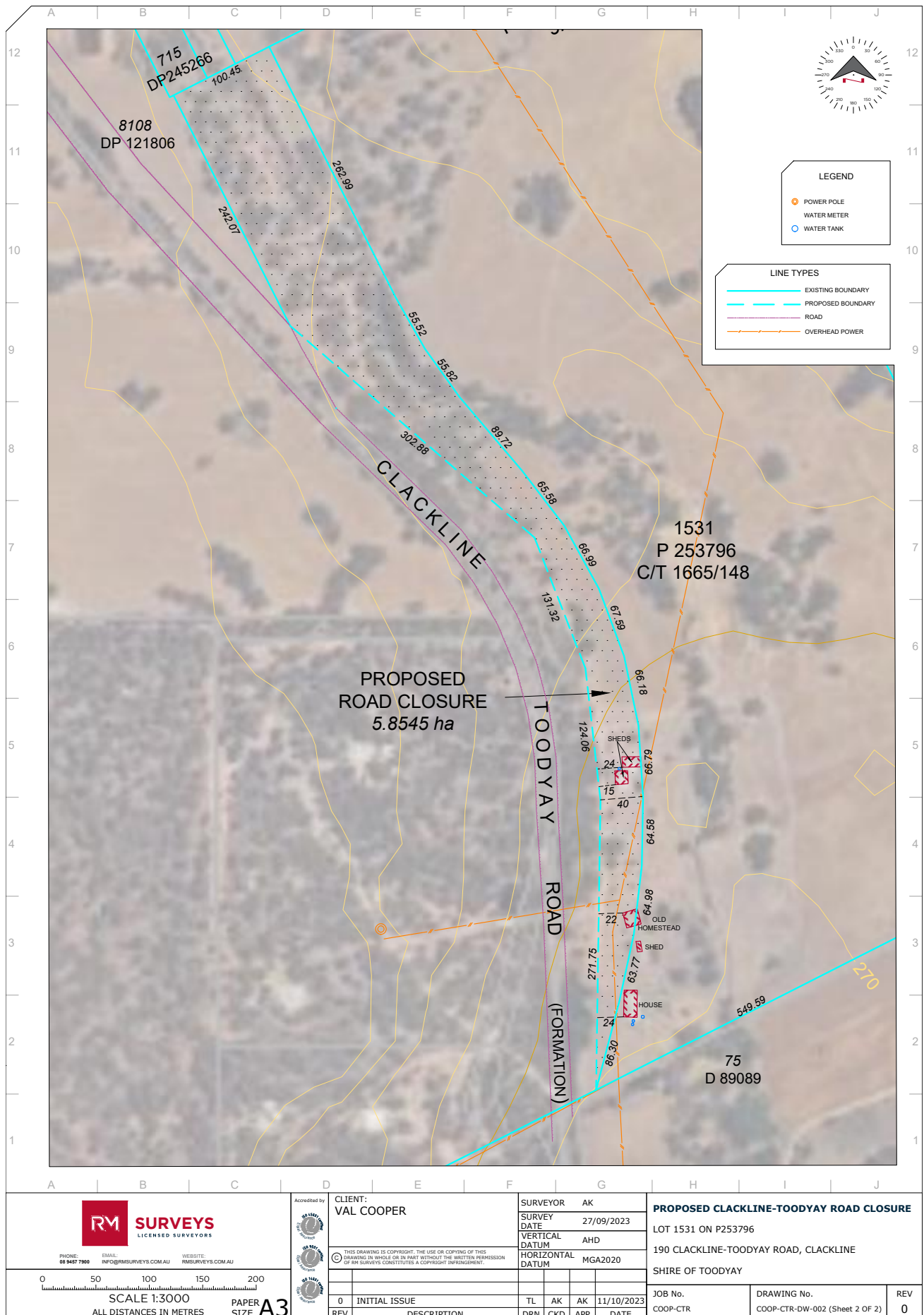
The proposed closure of the subject portion of the road reserve for acquisition and amalgamation into the applicant's property will rectify the historical encroachments of numerous buildings, including the original homestead.

No submissions were received from the community or neighbouring landowners, and therefore it is recommended that Council resolve to approve the request for the closure of the subject portion of the Clackline-Toodyay Road.

RECOMMENDATION

That Council REQUESTS the Minister for Lands to close the subject portion of Clackline-Toodyay Road, Clackline as identified in the plans submitted with the application (Attachment 1) in accordance with the provisions of the Land Administration Act 1997.





Cr L C Biglin declared an "Impartiality" interest in item 13.4.2 Review of Local Planning Strategy, as Cr Biglin is the owner of a lot in proposed rezoning area.

Cr C M Poulton declared an "Impartiality" interest in item 13.4.2 Review of Local Planning Strategy, as Cr Poulton's family has a business and land in the area.

13.4.2 Review of Local Planning Strategy

Address:	Shire of Northam
Owner:	Various
Applicant:	Shire of Northam
File Reference:	3.1.3.14
Reporting Officer:	Jacky Jurmann (Manager Planning & Environment)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

Council at its Ordinary Meeting held on 19 April 2023 resolved (C. 4715) to endorse the amended Local Planning Strategy (LPS) for the purposes of certification by the Western Australian Planning Commission and advertising.

The amended LPS received certification, has been advertised and submissions have been considered.

The amended LPS is now presented to Council for final adoption.

ATTACHMENTS

1. Northam LPS draft April 23 [**13.4.2.1** - 121 pages]
2. TPS 3007 Strategy Amendment 1 Shire of Northam [**13.4.2.2** - 3 pages]
3. Schedule of Submissions LPS [**13.4.2.3** - 4 pages]
4. Schedule of Modifications LPS [**13.4.2.4** - 1 page]
5. PD LPS Flowcharts [**13.4.2.5** - 4 pages]

A. BACKGROUND / DETAILS

Council at its Ordinary Meeting held on 19 February 2020 adopted the Shire of Northam Local Planning Scheme No. 6 – Scheme Review Report pursuant to Regulation 66(3) of the Planning and Development (Local Planning Schemes) Regulations 2015.

The recommendations of the Report were adopted and approved by the Western Australian Planning Commission (WAPC) as follows:

1. The Shire of Northam Local Planning Strategy should be updated via an amendment to ensure it reflects the Shire's Strategy Community Plan, government policy, population change and a general update of statistics, including a comprehensive consultation process; and
2. Following an amendment of the Strategy, Local Planning Scheme No. 6 (LPS6) may be amended by way of an omnibus amendment.

Work was undertaken with the Department of Planning, Lands and Heritage (DPLH) to update the Local Planning Strategy to ensure that it reflects the Council Plan (1 July 2022 to 30 June 2032); includes the latest Census data; provides economic development opportunities; and provides directions for amending LPS6.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Place.

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

Objective 7.1: Provide sufficient land and development opportunities to enable local communities to grow.

Priority Action 7.1.1: Provide a review of the Local Planning Scheme 6, including a comprehensive evaluation of the success of the current Local Planning Strategy.

Performance Area: Place.

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

Objective 7.2: Ensure community access to safe and diverse housing options.

Priority Action 7.2.1: Facilitate the development of innovative housing solutions through the local planning strategy.

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: Prosperity.

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

Objective 10.3: Revitalise and activate town centres.

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

Priority Action: Nil.

B.2 Financial / Resource Implications

The costs associated with the review of the Strategy and LPS6 have been provided in the current budget.

B.3 Legislative Compliance

The Planning and Development (Local Planning Schemes) Regulations 2015 and the WAPC's Local Planning Strategy Guidelines (2021) set out the requirements for amending a local planning strategy, including the advertising requirements.

Following Council's adoption of the draft amended Strategy, it was submitted to the WAPC for certification in accordance with regulation 12, which was received on 7 August 2023, subject to the requested modifications being satisfactorily undertaken. A copy of the WAPC's correspondence is attached to this report as Attachment 2.

Following certification and undertaking the requested modifications, the amended LPS was advertised in accordance with the provisions of the Regulations.

B.4 Policy Implications

There are no policy implications associated with this proposal, noting that following any amendments to LPS6, a revision of the Local Planning Policies may be required.

B.5 Stakeholder Engagement / Consultation

The amended LPS was advertised to the community, government and local stakeholders from 11 October to 24 November 2023.

Advertising methods included a Public Notice in the Northam Advertiser; social media; Shire's website; and direct notification to identified stakeholders. An on-line survey was also available to provide feedback.

In response to the advertising, 1 public submission; 8 agency submissions; and 26 survey responses were received. Refer to the Schedule of Submissions attached to this Report as Attachment 3.

The contents of the submissions are also further discussed in the Officer's comments.

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	Providing insufficient time for consultation. Not consulting with all relevant stakeholders.	Medium (3) x Unlikely (2) = Moderate (6)	Ensure that the minimum advertising period is met. Ensure that all relevant stakeholders are consulted.
Service Interruption	N/A	N/A	N/A
Compliance	Not complying with the provisions of the regulations.	Minor (2) x Unlikely (2) = Low (4)	Ensure that all provisions are met.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

The revised document considers the natural environment, including incorporating major themes from the Northam Biodiversity Strategy as identified in the Council Plan.

C. OFFICER'S COMMENT

The structure of the Local Planning Strategy has been updated as recommended in the Local Planning Strategy Guidelines and is now in 2 parts:

1. Part 1 – Structure Plan: contains the introduction, vision, objectives, directions and actions, and strategy maps.

2. Part 2 – Explanatory Report: contains the planning framework, policies, statistics, profiles by themes, and an analysis.

The timing of the review has enabled alignment with the Shire's Council Plan with the Vision and Objectives being incorporated into the revised Strategy. In line with the Council Plan, the revised Local Planning Strategy will:

- Promote economic diversification and investment.
- Revitalise and grow settlements, including consolidating services and commercial land in centres and settlements.
- Provide for a wide range of community needs and infrastructure to support development.
- Preserve natural, landscape and heritage values.
- Be guided by a high level of community input.

A number of other strategic documents have also been incorporated into the Strategy, including the Laneway and Lane Rationalisation Strategies.

The responses from the submissions have been assessed and the following modifications to the draft revised Strategy are recommended:

- 1.4.1.3 – include the requirement for a livestock management plan where stocking rates are exceeded or where stock is proposed to be kept in sensitive areas.
- 1.4.2.1 – include the requirement for a biosecurity management plan as part of any rural tourism proposal.
- 1.4.5.1 & 2.10.1 - amend legislative references throughout to the correct terminology, being the Aboriginal Heritage Act 1972.
- 1.4.5.2 - update references throughout to Municipal Heritage Inventory to current terminology, being Local Heritage Survey.
- 2.10.2 - correct the number of State heritage listed places to "34 places and 5 child places" as advised by DPLH.
- 2.10.2 - amending the statement regarding the number of heritage buildings in Northam to a more accurate and reflective statement as follows: "Northam has a significant collection of heritage buildings with a wide variety of buildings and styles reflecting the distinct phases over development over the last 150 years."
- The responses from the survey have been considered with the main themes being:
 - Development priorities – need for variety of and higher density housing; better public and community housing; need for commercial / industrial properties and employment; increased tourist attractions.
- Infrastructure priorities – need to improve rural roads; public transport options; greater pedestrian access; improved parks and public spaces,

including more shaded areas; better cycling networks; support for Eastlink.

- Community priorities – increase childcare; increase accessibility for pedestrians and disabled persons; preserving heritage; better State housing; public transport options to Perth and townsites from Northam.
- Environment priorities – LED street lighting; more trees; better management of roadside vegetation; increased walkability; green vehicles.

As can be determined from the planning related responses to the survey, the proposed revised Local Planning Strategy is generally consistent with the community's desired direction for the Shire from a land use and growth perspective.

The revised Strategy will provide the framework to update and amend the local planning scheme as recommended in the Scheme Review Report. These amendments to the Scheme will implement the recommendations in the amended Strategy, including any rezoning proposals.

It is proposed to prepare a series of scheme amendments to amend the local planning scheme, which will be both basic and standard amendments. The processes for these amendments are depicted in the flowcharts shown in Attachment 5 to this report.

For example, any minor amendments and anomalies could be grouped into one basic amendment that would not require advertising and should be a relatively simple process. Any amendments proposed that directly affect landowners, such as the implementation of the rural townsites, may require the preparation of a standard amendment that would require advertising and would be a longer process.

Further discussions will be held with the DPLH to determine the most appropriate way forward to update the Scheme.

RECOMMENDATION

That Council:

- 1. ADOPTS the amended Local Planning Strategy with proposed modifications to address issues raised in the submissions.**
- 2. SUBMITS the amended Local Planning Strategy to the Western Australian Planning Commission for endorsement.**



2023

DRAFT AMENDED LOCAL PLANNING STRATEGY



SHIRE OF NORTHAM

LOCAL PLANNING STRATEGY AMENDMENTS		
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EXECUTIVE SUMMARY

The Local Planning Strategy (LPS) sets the strategic planning framework to guide planning decision making across the Shire of Northam and contains a series of actions to implement via an updated local planning scheme.

Originally endorsed in 2013, the LPS has been reviewed to align with the Shire's Strategic Community Plan and has been updated to reflect current legislation, state policy, demographics and development trends and review and update actions following introduction of Local Planning Scheme No. 6.

The LPS reflects the Strategic Community Plan key objectives to promote economic diversification and investment, revitalisation and growth of settlements and provide for a wide range of community needs and infrastructure to support development, while preserving natural, landscape and heritage values. The review of the LPS will continue to be guided by a high level of community input.

The LPS contains Part 1 (the strategy) and Part 2 (background explanatory). Part 1 contains broad directions and specific actions under various themes and others relating specifically to settlements which are reflected on the set of LPS maps (Maps 1 – 4).

Population and Housing

- The LPS sets out areas to accommodate the Shire's vision of a population of 20,000 by 2031. It sets out proposals to support Northam's role as the major service and commercial centre in the Avon sub-region, further employment opportunities, economic diversification, and value-adding industries as well as community services, education, housing options and high amenity areas to attract and retain residents and workers.
- The LPS seeks to provide housing choice to meet community needs including a growing aged population and to provide more affordable housing by facilitating land release and redevelopment opportunities which support a mix of housing. This includes identification of residential expansion areas, infill areas and key redevelopment sites in and around the Northam townsite and the Shire's settlements.
- Demand for rural living (rural residential or rural smallholding) will be met through land identified around Wundowie, Bakers Hill and adjoining the Northam townsite. It will be important to focus rural living in designated areas which are contingent with existing rural living areas so that they can be serviced efficiently and protect rural land and conservation areas. The LPS sets out key criteria for planning decision making for future rural living areas.

Economy

- Agriculture remains one of the region's key economic drivers with construction, manufacturing and public administration becoming major contributors. The majority of existing rural land is to be retained for primary production by preventing further subdivision of rural land, especially in the eastern portions of the Shire. Retention of rural land for primary production will be supported by focusing additional development in and adjacent to established settlements and rural living areas. The LPS provides for diversified agricultural operations, value-adding industries, and tourism on rural land in appropriate areas.
- To support more diverse economic development, it is proposed to make the scheme more flexible to accommodate opportunities as they arise by introducing new zones, including regional centre zone, rural townsite zone and rural enterprise zone, to provide for a mix of activities, subject to controls over impacts on adjoining land uses and the environment.
- The LPS will seek to consolidate commercial land uses in the Northam town centre and townsites and identifies local commercial centres in the Northam townsite to provide for local and regional needs.
- Industry will continue to be focused on existing industrial areas including Avon Industrial Park, and those around the Northam town centre, including the Avon Logistics Hub. The LPS looks to support further opportunities for industrial land along Yilgarn Avenue, light industry around the Wundowie Foundry and for rural enterprise in other settlements to provide opportunities for light and service industry where the operator also lives on site, as well as better use of existing industrial land around Northam.
- Tourism is a growing economic sector for the Shire, and it provides opportunities in several areas including adventure, heritage and eco-tourism. The LPS seeks to support future growth in tourism by providing options for it on suitable rural land including opportunities for nature-based tourism and making it easier to establish tourist accommodation through flexibility in zoning.
- Mining and extractive industries are important local industries and the LPS supports sequential development so that resources are protected. However, this needs to be balanced with protecting environmental assets and limiting impacts on surrounding land uses and infrastructure.

Infrastructure

- The LPS seeks to ensure new development has suitable access to services and infrastructure and efficient and sustainable use of existing supplies including alternative energy and water sources.
- Flood risk is a key issue along the Shire's river systems and development is controlled in the scheme in these areas, however mapping of flood risk areas will guide further review and updates.
- The demands on the road network have grown in terms of freight volumes as well as local and commuter traffic. Key considerations in the LPS are improvements to road safety, supporting more rail-based freight, improving public transport, planning for and addressing impacts from EastLink and further utilising Northam airport.

Environmental Conservation & Heritage

- The LPS seeks to protect significant vegetation as identified in the Shire's Local Biodiversity Strategy and prevent further land and waterway degradation.
- The LPS review will also aim for a more targeted approach to protect the Shire's valued landscape while balancing this with opportunities for new development and land uses. This includes identification of key locations where landscape protection is of value such as scenic routes and significant vistas and having measures in place for control over development in specific locations.
- Northam contains the second highest number of heritage buildings in the State. The LPS sets a direction for updates to the heritage framework to align with the current heritage legislative framework. This includes review of the local heritage survey and local planning policy for heritage areas.
- With much of the Shire designated as bushfire prone, the LPS reflects the need for Shire wide strategic planning and ongoing improvements to infrastructure to address fire risk and ensuring availability of water while future development is to be located and designed to address fire risk and maintain access in emergencies.

Settlement Planning

- The LPS seeks to focus development on the Shire's existing settlements, support their growth and encourage their revitalisation while maintaining their current rural character.
- The LPS builds on Northam town centre's role as the key commercial and service centre for the Shire and Avon sub-region. It identifies key actions which will continue to revitalise the town centre and provide new economic opportunities, which includes a proposal to rezone the town centre to the Regional Centre zone to ensure that there is flexibility for a variety of land uses in the zone.
- The LPS focuses on consolidating activity in existing settlements and support their revitalisation and local economic development including establishment of the rural townsite and rural enterprise zones.
- Wundowie is positioned to be the largest centre in the Shire's west whilst preserving its bushland setting and unique layout. Bakers Hill will continue to provide opportunities for rural living in a rural setting and Clackline will retain its natural setting. Grass Valley will continue to be the Shire's only settlement east of Northam, while the existing functions of other smaller settlements are expected to continue.

PART 1 – THE STRATEGY

1.1 INTRODUCTION

The Shire of Northam Local Planning Strategy (LPS) comprises *Part 1 – The Strategy* (including maps) and *Part 2 – Background Information and Analysis*.

The LPS applies to the whole Shire as shown in **Map 1 – Location Map**. The Shire is located in the Avon Region of the Western Australian Wheatbelt approximately 60km east of the Perth metropolitan area and covers an area of approximately 1,443km². The Shire contains seven main established settlements being Wundowie, Bakers Hill, Clackline, Northam, Grass Valley, Spencers Brook and Seabrook.

As per the Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations), the purpose of the LPS is to:

- set out the long-term planning directions for the local government;
- apply any State or regional planning policy that is relevant to the LPS; and
- provide the rationale for any zoning or classification of land under the local planning scheme.

A LPS forms the strategic basis for the preparation, implementation and review of the Local Planning Scheme. It also outlines the local government's broad strategy for the area in a way which is understandable to the public; provides a basis for coordinating public and private development; and promotes the Shire's identity within the Wheatbelt Region.

Future decision-making by the Shire in respect of any proposal for land use and/or development should be consistent with the LPS. Where there is any inconsistency between the Scheme and LPS, the provisions of the Scheme prevail.

This LPS was originally prepared by the local government and endorsed in 2013 to inform development of the Scheme and control future development and land use for the benefit of current and future generations. It is being updated to align with the Regulations, changes to State policy over the past decade, incorporate the Shire's future vision from the Strategic Community Plan and update demographic data, statistics and actions.

The successful implementation of the LPS lies in its acceptance by the local community and commitment from the local government to implement. As such, preparation of the LPS and amendments have been guided by the outcomes of community consultation over an extended period.

1.2 VISION

The LPS reflects the vision for the future in the Shire's Council Plan 2022 – 2032: -

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

Objectives from the Council Plan relevant to land use planning are: -

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

- Play our role in promoting a safe and crime free community.
- Provide accessible and safe public places.
- Remain a regional health centre and grow to safeguard access to quality health and community services.
- Grow participation in sport, recreation and leisure activities with quality regional facilities.
- Grow participation in arts, culture and community activities.
- Grow community capacity by supporting community groups and volunteers.

PLANET – Leading in sustainability

- Create a healthy and attractive river system to enhance sustainability, recreation and tourism.
- Gain shared commitment in the community to manage Northam's biodiversity hotspot; conserving native wildlife, birds and plant life found nowhere else on the planet.
- Build community resilience to cope with natural disasters and emergencies, including pandemics, flooding and fire.
- Lead by example through the use and promotion of sustainable practices.
- Provide sustainable waste management.

PLACE – Responsibly planned towns and rural communities

- Provide sufficient land and development opportunities to enable local communities to grow.
- Ensure community access to safe and diverse housing options.
- Showcase Northam's unique history and heritage.
- Have neat and attractive business precincts.
- Have attractive streetscapes and urban environments.
- Enhance public open space, parks and playgrounds.
- Maintain a safe, efficient road network and supporting infrastructure.
- Encourage more people to use active and shared transport.

PROSPERITY – A diverse and growing economy

- Pursue economic growth, innovation and diversification.
- Promote industrial development with a focus on the Avon Industrial Park and Avon Logistics Hub.
- Revitalise and activate town centres.
- Identify, develop and promote tourism experiences and supporting services.

1.3 IMPLEMENTATION

The Shire will guide the implementation of the LPS including setting of priorities, generating, and allocating resources and ongoing monitoring and review. It is intended the amended LPS will primarily be implemented via amendments to the existing Local Planning Scheme, which is generally up to date and functioning well.

The Shire will regularly monitor its performance and prepare another Report of Review in five years' time to determine if it should be amended or if a new LPS is required. This will audit its effectiveness in achieving the vision and planning directions and will seek to reflect changed circumstances and/or changed community aspirations and needs. Regular review will ensure the LPS remains relevant and continues to effectively shape development. The LPS may also be reviewed within the 5-year period if the Shire considers it is required to respond to any major changes or other unforeseen circumstances or needs.

1.4 STRATEGY ACTIONS

1.4.1 Population and Housing

1.4.1.1 Population	
Vision/Objectives Promote and accommodate population growth with a target of 5% population growth annually or 20,000 by 2031 by having regard to the principles of ecologically sustainable development and provide for the needs of all sectors of the community including the elderly and indigenous.	
Directions	Actions
Drive population growth by investing in a wide range of services, facilities, town upgrades and infrastructure which are easily accessible and reflect community needs and aspirations	<ul style="list-style-type: none"> • Monitor social trends to ensure that the range and type of services and facilities satisfies the whole community's needs including the elderly and indigenous communities (ONGOING) • Create opportunities for investment in community and educational infrastructure, economic activity and diverse industry and provision of suitable residential land to encourage young people to stay or return to the Shire (ONGOING) • Support redevelopment of the Northam town centre to attract business and development (ONGOING)
Support downstream processing of primary produce, diversified industries and tourism opportunities including farm stays and ecotourism	<ul style="list-style-type: none"> • Apply the Scheme flexibly (where discretion applies) to support diversification of the local economy by accommodating development of downstream processing of primary produce, diversified industries and further tourism opportunities (ONGOING)
Ensure that future population growth is environmentally, socially and economically sustainable	<ul style="list-style-type: none"> • Apply the Scheme flexibly (where discretion applies) to enable multi-use of buildings and places for local services and facilities (ONGOING) • Apply the Scheme flexibly (where discretion applies) to provide a range of housing types and aged housing in suitable locations (ONGOING)

1.4.1.2 Residential Development	
<p>Vision/Objectives</p> <p>To ensure a sufficient supply of zoned and serviced residential land in settlements to accommodate future housing demand</p> <p>To provide housing choice and variety in neighbourhoods with a community identity and high levels of affordability, accessibility, safety, sustainability and visual amenity.</p> <p>Encourage both infill and expansion of residential areas around the Northam townsite to provide increase supply of housing opportunities.</p>	
Directions	Actions
Focus new housing in the Northam townsite and settlements through infill and identified expansion areas	<ul style="list-style-type: none"> Rezoning and subdivision of residential land to be in locations identified on LPS maps, subject to land capability and servicing requirements (ONGOING) Implement the recommendations of the Northam Regional Centre Growth Plan, Northam Town Centre Development and Connectivity Strategy, Land Rationalisation Strategy (Map 13) and Laneway Strategy (Map 14) (ONGOING) Rezone land in the Northam town centre to Regional Centre with R80 coding (IMMEDIATELY) Support development of key development sites, mixed use development and lot amalgamation to support redevelopment (ONGOING)
Ensure sufficient zoned, well-planned and serviced residential land in central and convenient locations and wide choice of lot sizes and housing types	<ul style="list-style-type: none"> Rezoning and subdivision of residential land to be focused on locations identified on the LPS maps and outlined in Part 7 of the LPS subject to land capability and servicing requirements (ONGOING) Review scheme provisions so that future planning for significant residential areas addresses servicing, land capability, water management, conservation, lot layout, road access and visual amenity (SHORT TERM & ONGOING)
Neighbourhoods with community identity, high levels of affordability, accessibility, safety, sustainability, visual amenity and housing choice	<ul style="list-style-type: none"> Apply the Scheme and R-Codes in a flexible manner where discretion applies to encourage innovative, affordable and sustainable housing options including development of new housing types (including one and two-bedroom housing units), mixed use developments in appropriate locations and ensure the accessibility, safety, sustainability and visual amenity of new housing development (SHORT TERM & ONGOING)

Support further housing opportunities for the aging community	<ul style="list-style-type: none"> • Apply the Scheme and R-Codes in a flexible manner (where discretion applies) to encourage aged care facilities and retirement living in the townsite in appropriate locations with good access to services (ONGOING) • Develop aged care facilities on the former Victoria Oval site (SHORT TERM) • Identify additional opportunities for aged care in high amenity locations and engage in discussions with government, business and community stakeholders for a coordinated approach (ONGOING)
Support further opportunities for affordable housing	<ul style="list-style-type: none"> • Identify additional opportunities for affordable housing in high amenity locations and engage with government, business and community stakeholders for a coordinated approach to the delivery of housing so that future demands for housing can be met in an efficient and timely manner (ONGOING) • Support opportunities to release affordable residential land in locations around the Northam townsite (ONGOING) • Work with the Housing Authority to plan for new public housing and the refurbishment/ redevelopment of existing public housing in settlements (SHORT TERM & ONGOING)
Promote energy efficiency and water conservation in new urban areas and housing	<ul style="list-style-type: none"> • Partner with stakeholders and developers to demonstrate new innovative, affordable and sustainable housing to encourage similar development (SHORT TERM & ONGOING) • Incorporate relevant provisions in LPPs to encourage energy efficient and water conservation measures in new developments (SHORT TERM)
1.4.1.3 Rural Living	
Vision/Objectives To provide a variety and choice of high-quality rural living opportunities where it is economically, socially and environmentally sustainable, adequately serviced and compatible with surrounding land uses	
Directions	Actions
Locate future rural living development in areas which are adequately serviced and where it will not adversely impact	<ul style="list-style-type: none"> • Only support further rural living residential and rural smallholding subdivision or development where land is designated on the LPS maps for rural living and has been zoned in accordance with the following criteria:

<p>environmental values or result in loss of high value agricultural land</p>	<ul style="list-style-type: none"> ○ an approved Structure Plan, Bushfire Management Plan, Local Water Management Strategy and Environmental Management Plan is in place (as necessary) ○ the site is within proximity or contingent with an existing settlement or rural living area ○ a reticulated potable water supply to an appropriate standard can be supplied and other essential services are capable of being provided and maintained efficiently and at reasonable cost ○ safe and efficient road access can be provided, and bush fire risk can be suitably managed ○ natural primary resources including prospective areas for mineralisation and BRM, water catchments and areas of environmental significance are not impacted ○ it is compatible with surrounding land uses and will not impact land with significant agricultural potential ○ it is not going to create conflict with or be adversely impacted by the proposed EastLink ○ the scenic landscape, conservation and heritage attributes of an area will not be compromised including scenic vistas along major roads ○ it is not located within any defined floodplain and risk of land and water degradation are minimal, ○ development will not lead to any adverse impacts in terms of flooding, soil erosion, salinity, landslip or any other form of environmental impact and environmental protection and repair are promoted, ○ detailed site analysis and assessment has been undertaken which clearly demonstrates that the land is of fair to very high capability of sustaining the proposed development and use (ONGOING) • Further subdivision of land in West Wundowie and the Benruea area will not be supported due to lack of services and the area's diverse rural activities and character (ONGOING) • Request DPIRD to identify and map land considered to have significant agricultural potential within and use this information when assessing the suitability of proposals for future rural living rezoning and subdivision development in these areas (SHORT TERM & ONGOING)
<p>Limit further residential development on productive agricultural land</p>	<ul style="list-style-type: none"> • Except in the case of ancillary dwellings, only support development of more than a single dwelling on rural land where it is clearly demonstrated it: - <ul style="list-style-type: none"> ○ is required for farm management, rural industry or tourist development purposes and will only accommodate a family member, workers employed on the land or tourists

	<ul style="list-style-type: none"> the dwellings are clustered to avoid future subdivision pressure and minimise constraints on adjoining uses; and all essential services to the additional dwelling(s) from the lot boundary including access roads are to be shared with any existing dwelling(s) where practicable (ONGOING)
Ensure a high standard of development and servicing in all existing and proposed rural living areas	<ul style="list-style-type: none"> Review and consolidate scheme provisions relating to rural residential and rural smallholdings to ensure they are fit-for-purpose (ONGOING) Landowners and proponents wishing to develop and subdivide new rural living areas are to ensure that servicing, amenity, access, and design are addressed (ONGOING)

1.4.2 Economy

1.4.2.1 Agriculture and Rural Land	
Vision/Objectives To protect and achieve ecologically sustainable use of all productive agricultural land whilst providing diverse and compatible development opportunities in agricultural areas which promote the local economy.	
Directions	Actions
Encourage continued use of rural land for grazing and cropping and protect productive agricultural land from ad hoc subdivision, incompatible development and further land degradation	<ul style="list-style-type: none"> Only support rural subdivision in limited circumstances as per relevant SPPs and maintain the general presumption that it will only be supported for conservation or farm rationalisation, especially in the Avon East, Avon West, and Darling Range South Precincts (ONGOING) Only support rezoning and subdivision of rural land for rural living or residential purposes in areas shown on the LPS maps subject to demonstrating it will not compromise agricultural productive capacity or result in the loss of productive agricultural land (ONGOING) Ensure appropriate buffers are maintained between rural areas and residential/rural living areas so as not to limit use of rural land for primary production (ONGOING) Only support tourist activities in the rural zone where they complement agricultural land use and impacts from activities are contained on-site and will not compromise agricultural

	productive capacity, whilst maintaining that rezoning for tourist use is not supported in the Avon East Precinct. (ONGOING)
Maintain the distinction between the agricultural land east and west of the Avon River to control development and limit conflicting land uses	<ul style="list-style-type: none"> • Maintain the general presumption that subdivision of rural land, especially within the Avon East, Avon West and Darling Range South will not be supported unless for farm rationalisation or conservation purposes. In particular, subdivision of the Avon East Precinct (mostly comprising land east of Northam) will be avoided, and land is to be retained for primary production (ONGOING) • Support continued sustainable agricultural production on private rural land including subdivision for farm rationalisation in the Darling Range North and Central precincts (ONGOING)
Encourage intensive agriculture, downstream processing of primary produce, diversified industries and tourism including farm stays and ecotourism subject to protecting agricultural land.	<ul style="list-style-type: none"> • Ensure that land use permissibility in the rural zone is applied flexibly (where discretion applies) to establish new commerce, industry and agricultural uses whilst discouraging land uses, other than agricultural in nature, within the Avon East Precinct (ONGOING) • Support value-adding industries in the rural zone if they comply with all relevant legislation, policies, guidelines and codes of practice and impacts of such usage are, in-so-far as possible, contained on-site (ONGOING) • Maintain adequate buffers between value-adding industries and broad hectare agricultural activities to minimise potential land use conflicts (ONGOING) • Ensure that land use definitions are fit for purpose to allow for establishment of rural industry on rural land (IMMEDIATELY)
1.4.2.2 Commerce and Industry	
Vision/Objectives	
Development of a diversified range of commercial and industry uses in appropriate locations which provides significant employment opportunities and reduces the local economy's dependency upon the agricultural sector.	
Directions	Actions
Promote diversification of the local economy and creation of new employment opportunities by encouraging development	<ul style="list-style-type: none"> • Introduce the Regional Centre zone in the Scheme and apply it within the Northam town centre and review land use permissibility to support a mix of land uses and flexibility for different activities (IMMEDIATELY)

of a wide range of new commercial and industrial uses in settlements	<ul style="list-style-type: none"> • Introduce the Rural Townsite zone in Scheme to apply to settlements to provide flexibility for a range of commercial and light industry land uses compatible with settlements (IMMEDIATELY) • Investigate options for Rural Enterprise zoning around Wundowie and Bakers Hill while ensuring development is compatible with rural and residential amenity (SHORT TERM & ONGOING) • Apply the scheme in a flexible manner (where discretion exists) to support diversification of the local economy by providing opportunities for establishment of new commerce and industry in suitable locations (ONGOING)
Promote Northam townsite as the Avon Valley's administrative and commercial hub and encourage new commercial and light industrial development to utilise existing infrastructure	<ul style="list-style-type: none"> • Rezone existing land zoned commercial and mixed-use zone in the Northam Town Centre to Regional Centre and review scheme to provide for economic development opportunities (IMMEDIATELY) • Implement the Northam Town Centre Development and Connectivity Strategy, Land Rationalisation Strategy (Map 13) and Laneway Strategy (Map 14) to facilitate revitalisation (ONGOING) • Support further land assembly via subdivision to support a wide range of light and service industry uses in the industrial area east of the townsite (ONGOING)
Ensure sufficient suitably zoned and serviced commercial and industrial land is provided in appropriate locations within existing established areas to accommodate new commercial and industrial activities	<ul style="list-style-type: none"> • Rezoning and subdivision of commercial and industrial land to be in locations identified on the LPS maps, including expansion of industrial land along Yilgarn Ave and having regard for land capability, servicing requirements and proposals outlined under Part 7 of this LPS (ONGOING) • Consolidate commercial development in the town centre and designated local centres on the LPS map and limit its establishment in other locations and review zoning of land in and near these locations (IMMEDIATELY & ONGOING) • Prepare a LPP to guide commercial development and land use to ensure these contribute positively to the locality (SHORT TERM) • Facilitate and support additional commercial and industrial uses in appropriate locations securing infrastructure grants offered by State and Federal government (ONGOING)

Encourage and support a wide range of general industrial uses including manufacturing, processing and distribution in the AIP and existing industrial areas while ensuring industry considers visual and amenity impacts	<ul style="list-style-type: none"> Continue to work with Development WA to develop AIP and review land use to maximise industrial use, review permitted uses (particularly warehouse/ storage) and rezone for general industry to accommodate a rail spur (SHORT TERM & ONGOING) Support and encourage proposals to rationalise industrial landholdings (ONGOING) Minimise the impact of industry on landscape values through quality design and landscaping. (ONGOING) Implement LPP17 to deliver high quality industrial development, including the AIP and Logistics Hub (ONGOING) Facilitate redevelopment of the former Wundowie Foundry site for light industry including preparation of a local development plan (MEDIUM TERM)
1.4.2.3 Tourism	
Vision/Objectives Develop the Shire's tourism potential so that it becomes an increasingly popular tourism destination, provides opportunity for local employment, complements established land uses and protects and enhances the natural environment and local heritage values through activity and marketing efforts	
Directions	Actions
Promote further tourism investment and diversification through infrastructure support	<ul style="list-style-type: none"> Support further development of the local tourism industry by helping to secure grant funding (ONGOING) Work with local tourism businesses to actively promote the development and marketing of tourism opportunities (ONGOING)
Make investment in tourism an attractive and simple proposition by increasing opportunities for it in the planning framework and ability to apply for tourist uses	<ul style="list-style-type: none"> Rezone the town centre as Regional Centre to provide flexibility in permissible land uses (IMMEDIATELY) Review the scheme zoning table so permissibility of tourism land uses is sufficiently flexible and apply accordingly to promote tourism development and diversification in appropriate locations including introduction of nature-based tourism where bushfire risk, servicing and environmental matters can be addressed (IMMEDIATELY)

	<ul style="list-style-type: none"> Review and implement LPP14 to provide guidance for the establishment of tourist accommodation facilities, including addressing emerging industries, such as Air BnB (SHORT TERM & ONGOING) Zone caravan park sites to protect affordable tourist accommodation (IMMEDIATELY)
Tourist uses to be located and planned to limit conflict with residential and rural land uses, the environment and heritage places.	<ul style="list-style-type: none"> Review and implement LPP14 to ensure that all future tourist development proceeds in a proper and orderly manner and does not give rise to any land use conflicts or have any detrimental impacts upon the natural environment or buildings and places of heritage significance (SHORT TERM & ONGOING)
1.4.2.4 Mining and Extractive Industry	
Vision / Objectives Ensure significant mineral deposits and BRM are identified, protected and managed compatibly with environmental and community objectives.	
Directions	Actions
Protect important mineral and BRM resources for future exploration and extraction in accordance with acceptable environmental standards	<ul style="list-style-type: none"> Protect opportunities for significant geological supplies and mineral resource extraction as shown on LPS maps with regard to separation distances to sensitive land uses unless technical information can demonstrate the resource is of insufficient quality or environmental values prevent mining or extraction (ONGOING) Identify opportunities for sequential use whereby extraction and rehabilitation take place on a programmed basis prior to long term development as early as possible in the planning process (ONGOING)
Ensure minerals or BRM extraction does not adversely affect the environment or amenity in the locality during or after excavation and that due consideration is given to rehabilitation	<ul style="list-style-type: none"> Review scheme requirements for mining operations including inserting a requirement in Part 4 to exercise discretion to inform the Minister for Planning and the Minister for Mines that proposed mining operations may conflict with the Scheme and LPS (where covered via Mining Act) and to ensure adequate level of control mining on land which may not be covered in the Mining Act and further liaise with DPLH and DMIRS on clarifying the framework for mining on such land (IMMEDIATELY) Regularly review scheme provisions for extractive industries, as well as LPP 21 and local laws, to ensure that application requirements, possible conditions and bonds are sufficient to

	<p>appropriately consider and regulate extractive industries through the development approval process (ONGOING)</p> <ul style="list-style-type: none"> • Ensure staged rehabilitation of extraction sites occurs, so that they are visually acceptable and able to be utilised for future rural purposes (ONGOING)
Ensure extractive industries comply with all relevant approvals and controls	<ul style="list-style-type: none"> • Monitor the activities of all existing extractive industries operating and check for compliance with all relevant legislation, policies, guidelines, codes of practice and local laws (ONGOING)

1.4.3 Infrastructure and Community Facilities

1.4.3.1 Water Supply	
<p>Vision/Objectives</p> <p>To ensure the provision of an adequate, high quality and reliable water supply to all areas of the Shire and encourage its efficient use and protection.</p>	
Directions	Actions
Ensure long-term protection of existing public drinking water source areas and water supply infrastructure, by controlling land uses and development within these areas	<ul style="list-style-type: none"> • Have due regard for potential impacts of land uses when considering scheme amendment proposals or development applications within these areas. (IMMEDIATELY & ONGOING) • Further subdivision in the Public Drinking Water source area in the Darling Scarp Southern Precinct is not supported except for conservation or farm rationalisation purposes. (ONGOING) • Classify strategic public drinking water source areas, public water supply dams, catchments and tanks sites in Crown ownership in the Shire as 'Public Purpose' reserve (Water Supply or Water Supply Catchment) in the Scheme and apply Scheme provisions accordingly (IMMEDIATELY)
Facilitate water supply upgrades and new infrastructure and additions to support	<ul style="list-style-type: none"> • Liaise with the Water Corporation to facilitate additions and upgrades to existing water supply infrastructure as required including expansion of current wastewater re-use schemes (ONGOING)

future development and protect against drought	
Ensure that a sustainable potable water supply is provided, where scheme water is not available	<ul style="list-style-type: none"> Rural residential zoning, subdivision and development proposals will require reticulated water connection and rural smallholdings proposals will require a sustainable water supply (ONGOING) Add a scheme requirement for a minimum 120,000L rainwater tank for residential requirements on rural properties where reticulated water supply is not available (IMMEDIATELY)
Support efficient use of water and reuse of treated wastewater	<ul style="list-style-type: none"> Promote community involvement in the identification, augmentation, upgrade, conservation and protection of water supply (ONGOING) Continue to support use of treated wastewater on public spaces to reduce reliance upon water supplied from GAWSS and to reduce need for future upgrades to wastewater infrastructure (ONGOING) Continue to work with Water Corporation and DWER for advice on efficient water use (ONGOING)
Promote supplementary water supply for dwellings to reticulated water	<ul style="list-style-type: none"> Incorporate provisions into LPPs for alternative water supplies to supplement reticulated water supplies such as requirements for new dwellings to have a rainwater tank subject to the size of dwellings (SHORT TERM)
1.4.3.2 Wastewater disposal	
Vision/Objectives To ensure that all development that generates sewage is served by adequate, high quality and reliable sewage disposal facilities and that disposal of all sewage is effectively managed to not adversely affect community health, the amenity of adjoining land uses or natural resources.	
Directions	Actions
Wastewater disposal in future development should not have adverse impacts on public health and the natural environment	<ul style="list-style-type: none"> Focus new development and growth in locations with access to reticulated sewerage in the Northam Townsite and Wundowie (ONGOING)

	<ul style="list-style-type: none"> Where reticulated development is unavailable to single lots, apply principles for safe onsite wastewater disposal including use of secondary treatment in sensitive locations, suitable placement of onsite treatment systems and adequate onsite retention and treatment (ONGOING) Apply State Policy when considering applications for the subdivision of land and make appropriate recommendations to the WAPC for wastewater disposal (ONGOING) Ensure development and land use along waterways and rivers which are not yet identified in the State's mapped sewerage sensitive areas has due regard to the objectives of the state sewerage policy (ONGOING)
Ensure that future development and land use within odour buffer areas of existing or proposed WWTPs and other treatment facilities are compatible with the long-term operation of these facilities	<ul style="list-style-type: none"> Apply Scheme SCA provisions to ensure that any future development and use of land within the odour buffers is compatible with any existing or future proposed development and use of these wastewater treatment plants (ONGOING) Work with the Water Corporation to ensure that all existing and future landowners whose properties are located within the defined odour buffers for wastewater treatment plants are aware of the potential for nuisance and likely limitations and restrictions on future land use and development (ONGOING) Consider applying conditions for on any future planning or subdivision approvals requiring the preparation and registration of a Section 70A notification on the Certificate of Title of all affected properties as opportunities arise (SHORT TERM & ONGOING)
Support expansion of existing reticulated sewerage headworks infrastructure in the Northam and Wundowie townsites and installation of infill sewerage in Bakers Hill	<ul style="list-style-type: none"> Work with the Water Corporation to provide for the expansion of the existing reticulated sewerage headworks infrastructure in the Northam townsite (SHORT TERM & ONGOING) Work with the Water Corporation to provide infill sewerage in Bakers Hill, parts of Northam and Wundowie including appropriately located wastewater treatment plants (MEDIUM - LONG TERM)

1.4.3.3 Drainage, Waterways and Flooding	
<p>Vision/Objectives</p> <p>To ensure that all development is served by adequate, high quality and reliable stormwater drainage infrastructure that improves the quality of stormwater runoff and avoids salinity encroachment, flood risk and negative impacts on local drainage conditions and natural resources and promote a coordinated approach to agricultural drainage.</p> <p>Rivers and waterways are greatly valued and to be maintained to a high natural standard. The Avon River and its tributaries are to be healthy, appreciated and used by the community and visitors for both passive and active recreation.</p>	
Directions	Actions
Avoid development in areas identified as liable to flooding and inundation	<ul style="list-style-type: none"> Review the extent of SCAs and development controls based on updated flood plain mapping endorsed by the Shire and DWER to show the location and extent of all land identified as being liable to flooding or inundation (SHORT TERM) Apply the provisions of the Avon and Mortlock River SCA and Spencer Brook SCA and ensure future development and land use adjacent to these systems is appropriately located, preserves ecological values, landscape qualities and associated riparian zones and does not adversely affect their capacity to convey floodwaters or result in further land degradation (ONGOING) Seek to secure drainage lines and river foreshore areas in reserves where surrounding land is developed or subdivided and where there is no current information available for a particular site liaise with DWER on floodplain management (ONGOING)
Provide for effective and efficient stormwater drainage throughout the Shire incorporating best water sensitive urban design and management practices	<ul style="list-style-type: none"> Development and subdivision to address stormwater retention/management and address drainage, vegetation and site works, including preparation of water management strategies/plans, to ensure effective and efficient stormwater drainage (ONGOING) Planning for new development areas and rural residential land is to demonstrate an integrated drainage network (ONGOING) Development and subdivision in and adjacent to townsites to address water sensitive urban design principles in accordance with BUWM to improve the quality of stormwater runoff to and from urban areas (ONGOING)

Protect against rising groundwater and salinity, particularly in settlements	<ul style="list-style-type: none"> Development and subdivision proposals to address local drainage conditions and demonstrate that drainage will not be impaired or contribute to rising groundwater or increased salinity (ONGOING)
Protect vegetation corridors along waterways and encourage revegetation of cleared areas	<ul style="list-style-type: none"> Work with Wheatbelt Natural Resource Management and community groups to improve waterways and encourage revegetation (ONGOING)
1.4.3.4 Power and Communications	
Vision/Objectives <p>To ensure that all future development is energy efficient and served by a reliable, affordable and sustainable power supply.</p> <p>To provide affordable, modern and equitable telecommunication services in a timely manner that are sensitive to economic, social, environmental and technical conditions and maximise opportunities for economic growth and development.</p>	
Directions	Actions
Facilitate and support necessary upgrades to power infrastructure to ensure sufficient supply to satisfy current and anticipated demand and ensure integrity of the system, given the bush fire risks	<ul style="list-style-type: none"> Progress discussions with Western Power for upgrades to existing supplies and new sustainable power supply schemes (SHORT TERM) Work with the relevant authorities to replace old power poles, particularly in high bushfire risk areas (SHORT TERM & ONGOING) Monitor all external sources of infrastructure funding assistance and prepare funding applications for infrastructure subsidies as and when required (ONGOING) Support Shire initiatives in LPPs to ensure that all future development is energy efficient and served by a reliable, affordable and sustainable power supply (SHORT TERM & ONGOING)
Encourage and support conversion to underground distribution lines	<ul style="list-style-type: none"> Work with Energy Policy WA and Western Power to secure funding assistance under SUPP to convert existing overhead power to underground distribution lines in established settlements, scenic routes and tourism/heritage precincts (SHORT TERM & ONGOING)
Encourage and support the development and use of alternative power supply options, including reticulated gas	<ul style="list-style-type: none"> Liaise with relevant State Government authorities to aim to achieve the provision of reticulated gas supply to the townsites and industrial areas (SHORT TERM & ONGOING)

	<ul style="list-style-type: none"> • Include 'Renewable Energy Facility' as a new land use in the scheme and ensure permissibility facilitates the establishment of renewable energy facilities where appropriate (SHORT TERM & ONGOING)
Promote energy conservation in the design and development of new urban areas and housing	<ul style="list-style-type: none"> • Apply R-Codes to encourage and promote energy conservation in the design and development of new urban areas and housing (ONGOING) • Incorporate relevant provisions in LPPs to encourage inclusion of energy efficient measures into new developments (SHORT TERM) • Ensure that structure plans and LDP's for future development in settlements incorporate the principles of energy efficient design (ONGOING)
Encourage and facilitate timely, effective and cost competitive telecommunication infrastructure	<ul style="list-style-type: none"> • Continue to work with service providers to facilitate timely and effective provision of affordable, modern telecommunications technology (ONGOING)
1.4.3.5 Waste Management	
Vision/Objectives To minimise the amount of solid and putrescible waste produced and provide for safe and effective management of all waste generated so as to not adversely affect community health, amenity of adjoining land uses or natural resources.	
Directions	Actions
Minimise waste produced and need for new or expanded waste disposal sites	<ul style="list-style-type: none"> • Implement the Regional Waste Management Strategy to achieve waste targets and continue investment in campaigns to encourage recycling and waste minimisation (ONGOING)
Provide for safe, effective and environmentally sensitive management of all solid and liquid wastes produced	<ul style="list-style-type: none"> • Implement the Regional Waste Management Strategy to improve regional waste management activities and options. (SHORT TERM) • Improve local waste management options, including waste avoidance and recycling options (ONGOING) • Ensure that the existing closed waste disposal sites in Bakers Hill, Grass Valley and Wundowie are managed in accordance with requirements of DWER and all relevant legislation (ONGOING)

	<ul style="list-style-type: none"> Prepare and implement suitable post-closure management plans for all closed solid waste disposal sites. (SHORT TERM)
Ensure that future development and land use within buffer areas of existing or proposed waste disposal sites is compatible with their long-term operation of these facilities	<ul style="list-style-type: none"> Apply EPA Environmental Protection Guidance Statement – Separation Distances between Industrial and Sensitive Land Uses when considering planning proposals and development applications around waste disposal facilities (ONGOING) Prohibit further development on the closed waste disposal sites in Bakers Hill, Grass Valley and Wundowie pending detailed structural and environmental health assessments and site remediation to acceptable standards (ONGOING) Review buffer area around the Old Quarry Site to accommodate its expansion (SHORT TERM)
1.4.3.6 Community Services and Facilities	
Vision/Objectives To facilitate the development of a vibrant community that has access to a wide range of services and facilities for all age groups, which help to foster a strong sense of community and attract people to the Shire.	
Directions	Actions
Facilitate a wide range of well-planned and located community services and facilities	<ul style="list-style-type: none"> Introduce the Rural Townsite zone into the Scheme and zone settlements to provide for flexibility to support a range of community-based land uses while ensuring that uses are appropriate for townsites (IMMEDIATELY) Provide opportunities for community participation in the planning, delivery and management of community services and facilities (ONGOING)
Promote coordination between different service providers and encourage joint use and co-location of services and facilities	<ul style="list-style-type: none"> Ensure the Scheme is sufficiently flexible and applied accordingly to enable joint use, co-location and redevelopment of community facilities to meet needs over time (ONGOING) Facilitate joint development of services and facilities by both the public and private sectors and coordinate their planning and timely provision by ensuring a sufficient supply of suitably zoned and serviced land in main settlements (ONGOING)
Provide and maintain access to a wide range of education and training services	<ul style="list-style-type: none"> Ensure that the Scheme is flexibly applied to support development of education and training facilities (ONGOING)

and facilities that benefit the whole community	<ul style="list-style-type: none"> Continue to work with relevant authorities to encourage the use and retention of the Muresk Facility for rural and regional education purposes. (ONGOING)
Facilitate provision of a wide range of suitably located accommodation, health and care services and facilities to cater for needs of elderly and indigenous populations	<ul style="list-style-type: none"> Promote coordinated development of aged accommodation, health and care facilities in central locations in the Northam townsite and main settlements including the Northam health precinct adjoining the Northam Regional Hospital (ONGOING) Work with the local indigenous population to plan for the provision of a range of services and facilities which serve their specific needs and requirements (ONGOING)
Ensure public open space is used effectively to meet a range of active and passive recreation needs	<ul style="list-style-type: none"> Finalise and implement recommendations of the Shire's Public Open Space Strategy which will include an audit to identify gaps and opportunities for connection (SHORT TERM)
1.4.3.7 Transport	
Vision/Objectives To provide a comprehensive, well planned and integrated transport network that is safe, efficient, environmentally sensitive and meets the needs of all users.	
Directions	Actions
Identify and provide for long-term protection of significant transport infrastructure	<ul style="list-style-type: none"> Introduce Scheme requirements for development along major roads to protect the efficiency of infrastructure (SHORT TERM) Work with MRWA to input into EastLink project which seeks to finalise the alignment to improve freight connections whilst addressing potential impact on properties and the Kep track (SHORT TERM) Work with MRWA to identify development opportunities on regional roads where possible (ONGOING)
Improve the efficiency, safety and quality of the transport network for the benefit of all users having regard for economic, environmental, social values and transportation needs	<ul style="list-style-type: none"> Prepare, adopt and review LPPs to establish a local road hierarchy to accommodate special transport needs such as RAV requirements for wide loads and farm vehicles and ensure all future development is compatible with the network's efficiency, safety and quality for all users (SHORT TERM & ONGOING)

	<ul style="list-style-type: none"> • Work with Federal government, MRWA and community to develop and implement strategies to reduce conflicts between heavy haulage vehicles and local and tourist traffic (SHORT TERM & ONGOING) • Apply SPP 5.4 to consider noise impacts on sensitive land uses along major roads and rail and investigate opportunity to establish a scheme special control area while acknowledging that such land uses will be in proximity to road and rail given the historic pattern of development (MEDIUM & ONGOING) • Continue to pursue the local government's road infrastructure management program as provided for in its Traffic Asset Management Plan and to work with RoadWise Committee Advisory Group to address road safety issues and black spots (ONGOING)
Plan for transport services and infrastructure in close consultation with State and Federal government and the local community	<ul style="list-style-type: none"> • Work with State and Federal governments and community to implement the Roads 2030 Regional Strategies for Significant Local Government Roads – Wheatbelt North 2015 (ONGOING) • Work with PTA to increase the efficiency and the effectiveness of Avon Link and Transperth services to Wundowie townsite and investigate options to provide an efficient, affordable and sustainable local public transport service (SHORT TERM TO MEDIUM TERM)
Support and encourage upgrading and increased use of rail infrastructure to improve the efficiency of the State's grain freight network for bulk haulage	<ul style="list-style-type: none"> • Work with Department of Transport to implement strategies under the Regional Freight Plan and the Revitalising Regional Agricultural Freight Strategy (ONGOING) • Support establishment of rail spur at Avon Industrial Park (IMMEDIATE) • Assist CBH to facilitate expansion of its Avon grain handling facilities consistent with its Network Plan and work with CBH to support safe road conditions particularly during harvest (SHORT TERM)
Increase use of the airport by increasing services, facility use and land uses that are complementary	<ul style="list-style-type: none"> • Review the Northam Airport Master Plan 2015 to support increased and efficient usage of the aerodrome and create opportunities for compatible and complementary land uses within and adjacent to it such as an international pilot flying school for international pilots having regard to suitable buffers (SHORT TERM)

1.4.4 Environment and Conservation

1.4.4.1 Natural Resources and Biodiversity	
Vision/Objectives Protect, conserve and enhance the environmental values and natural resources of the Shire for the benefit of current and future generations while providing appropriate development opportunities to promote the local economy.	
Directions	Actions
Implement recommendations from the LBS and protect and secure high conservation areas, threatened ecological communities, areas with native vegetation and ecological assets including waterways	<ul style="list-style-type: none"> • Ensure that all land use planning decisions consider the LBS vegetation targets (ONGOING) • Confirm the conservation values of the selected reserves and amend reserve classification in the Scheme to protect Crown land with conservation value and consider inclusion into State Nature Reserves, noting that some of the reserves have ongoing recreational uses which may limit some opportunities for this until these uses cease to operate (SHORT TERM & ONGOING) • Seek to protect vegetation on private land in locations identified as Conservation areas on the LPS map, for possible rezoning to Environmental Conservation zone or inclusion into reservations (ONGOING) • Review scheme provisions for retention and protection of existing vegetation and/or planting of additional vegetation including provisions for Rural, Rural Residential and Rural Smallholding zone provisions to protect environmental assets (IMMEDIATELY) • Protect roadside vegetation while maintaining and improving road safety (ONGOING) • Mature trees, which are those with potential nesting hollows, should be mapped and retained where possible and identify and register significant trees for protection and introduce scheme provisions to protect significant trees (SHORT TERM)
Promote planning, protection, management and sustainable use of natural resources and support community organisations involved in natural resource management	<ul style="list-style-type: none"> • Promote and support integrated catchment management being undertaken by Wheatbelt Natural Resource Management Incorporated and local catchment groups, and undertake consultation with these organisations on relevant planning decisions (ONGOING)

	<ul style="list-style-type: none"> Identify opportunities to support and fund for natural resource management activities from State and Federal government sources where these complement the provision of services by the Shire (ONGOING) Support preparation and implementation of management plans for public and privately-owned land identified as being of high conservation value (ONGOING)
Ensure land and soil is protected, and prevent land degradation and provide for the rehabilitation and revegetation of degraded land	<ul style="list-style-type: none"> Identify all areas affected by or at risk of land degradation including salinity, waterlogging, water erosion, wind erosion and soil acidification (MEDIUM TERM) Request DPIRD provide information and mapping to identify areas affected by or at risk of land degradation; and guidance on best practice remedial options for addressing land degradation, with information and mapping provided to Wheatbelt Natural Resource Management Incorporated and local catchment groups to facilitate use by farmers in farm management planning activities (MEDIUM TERM)
Support development of a climate change adaptation strategy/action plan	<ul style="list-style-type: none"> Investigate options for the development and implementation of a climate change adaptation strategy and action plan (SHORT TERM & ONGOING)
1.4.4.2 Visual Landscape Protection	
Vision/Objectives Protect and enhance valued natural, rural and built landscapes as tourism assets and encourage development which is sensitive to the characteristics that give these areas their value.	
Directions	Actions
Protect and enhance valued landscapes, features and views, particularly on travel routes and main roads, scenic routes, tourist drives, and recreational routes and encourage restoration of degraded landscapes.	<ul style="list-style-type: none"> Avoid new development on prominent skylines, focal points and ridgelines (see Map 10) or development to be sited or use of vegetation screening to prevent it from being seen at these locations on scenic routes. (ONGOING) New development proposed on steep slopes identified or within 500m either side of scenic routes as shown on Map 10 and Great Eastern Highway should not be prominent or dominate the views from the roads through siting and screen planting. (ONGOING) Elsewhere on scenic and main travel routes, the appearance of development should seek to blend with the natural, rural or built character of the surrounding landscape and not become a dominant or prominent feature. (ONGOING)

	<ul style="list-style-type: none"> Review the local planning scheme provisions, which may include developing a LPP to ensure development is not dominant in the landscape in specified locations (see Map 10) and ensure that new land uses which do not display a rural character such as industry, quarries or waste sites are not visible in these locations. (ONGOING) Revegetate / retain vegetation on the skyline as viewed from scenic routes and on water courses and apply vegetation screening along scenic routes where new development is located within 500m of each side of these roads (see Map 10). (ONGOING) Work with MRWA to retain the landscape, amenity and recreational values of the Kep Track. (ONGOING)
Ensure that future development maintains landscape value through appropriate general location, siting and design	<ul style="list-style-type: none"> Review scheme controls and the local planning framework so that development which has potential to negatively impact visual landscape character in sensitive locations will be avoided and/or impacts minimised while not unreasonably preventing development. This includes replacing the Landscape Protection SCA with scheme provisions requiring development approval for specified types of development in sensitive locations and preparing a LPP to guide development and design. (SHORT TERM) Valued landscape characteristics and views should be protected by measures such as suitable building envelopes, determining appropriate setbacks from scenic routes, screen planting or siting development behind existing vegetation, and providing guidance on building specifications including height, bulk and reflectivity, to be detailed in the LPP. (SHORT TERM) Where new development is likely to adversely impact on valued or sensitive visual landscape character, proposals need to identify and address potential visual impacts in accordance with the WAPC's Visual Landscape Planning Manual. (ONGOING) Rural living estates should not appear as a continuous, urban corridor, but as distinct areas, separated by bushland or agricultural landscapes. (ONGOING)
Preserve and enhance Northam Townsite's character and sense of place	<ul style="list-style-type: none"> Implement measures to improve entry points to Northam from Great Eastern Highway and tourist routes and maintain views of the town in its valley setting (see Map 10) without allowing views to be blocked by new buildings or roadside tree planting while providing minimal visibility of industry or utilities. (ONGOING)

	<ul style="list-style-type: none"> Minimise impact of development on sensitive steeper slopes when new residential areas are developed. (ONGOING) Protect the town's valued streetscapes, which include buildings of heritage significance and/or appearance, together with improvements to buildings that will improve their appearance and contribute to the streetscape. (ONGOING) Enhance the natural character of the Avon and Mortlock Rivers by restoring riverine vegetation. (ONGOING)
1.4.4.3 Contaminated Sites, Buffers and Impact Areas	
Vision/Objectives <p>To prevent any further land contamination and identify, manage and remediate contaminated sites to avoid any negative health and environmental impacts and clearly define, secure and manage buffer areas to protect industry, infrastructure and special uses from incompatible land uses and provide for the safety and amenity of surrounding land uses.</p>	
Directions	Actions
Restrict land uses that have potential to cause land contamination	<ul style="list-style-type: none"> Ensure that land uses that may result in soil contamination such as chemical, waste or liquid fuel storage are not permitted unless it is demonstrated they will not result in any contamination or adverse effects on future land use (ONGOING)
Improve processes and information regarding UXO to ensure future fire incidents can be managed appropriately	<ul style="list-style-type: none"> Clarify status of "UXO Significant" properties with DFES and the Department of Defence (IMMEDIATELY) Add scheme provisions for development and land use potentially affected by UXO to be referred to the UXO Services Branch of DFES prior to granting development approval and to ensure that sites are adequately remediated prior to development (IMMEDIATELY & ONGOING)
Protect sensitive land uses from industrial emissions and other land uses and protect opportunities for industry with potential to generate offsite impacts by identifying and securing suitable buffer areas at an early stage in the planning process	<ul style="list-style-type: none"> Identify, review and secure suitable buffer areas around operations where impacts cannot be managed on site such as significant industry, infrastructure and special uses, early in the planning process (ONGOING) Have regard for the EPA's Guidance Statement No. 3 (Separation Distances between Industrial and Sensitive Land Uses), scientifically based site-specific studies and outcomes

	<p>from consultation with affected landowners and the relevant authorities in establishing buffers (ONGOING)</p> <ul style="list-style-type: none"> • Only support variations to existing defined or recommended buffer area boundaries where it is justified in a scientifically based site-specific study and associated report (ONGOING) • Review the planning approach for abattoir facilities in the Scheme for consistency in how they are dealt with which may include introduction of scheme requirements which set out requirements and activities based on level of impact on surrounding areas or establishment of a SCA (SHORT TERM)
Ensure that only compatible land uses are permitted to be developed within defined buffer areas or around infrastructure which generates off-site impacts	<ul style="list-style-type: none"> • Within identified buffer areas, limit and manage proposals for introduce sensitive land uses (ONGOING) • Apply the WWTP Buffer SCA provisions in the Scheme to ensure that the development and use of any land located within each plant's defined buffer area is compatible with any existing or proposed future development and use of that plant (IMMEDIATELY & ONGOING) • Proposals for rural residential purposes surrounding the Northam Aerodrome should be carefully considered through the rezoning process in terms of constraining the development of existing land uses and limiting the development of other new land uses in the long term (ONGOING).
Manage and monitor industrial emissions so that they are at acceptable levels at the outer edge of defined buffer areas	<ul style="list-style-type: none"> • Where emissions within defined buffer areas for any industry, infrastructure or special use are deemed to exceed acceptable levels, work with the operator, EPA, DWER and community to help establish monitoring regimes and best practice approaches to emissions management (ONGOING)
1.4.4.4 Bushfire Risk	
<p>Vision/Objectives</p> <p>To implement risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure and undertake continued bushfire management planning and mitigation work and avoid development in areas with extreme fire risk</p>	

Directions	Actions
Avoid development in extreme bushfire risk area and manage risk with conservation values	<ul style="list-style-type: none"> Focus development on existing cleared land and consolidation in and around existing settlements and develop a strategic plan for developing in areas where there may be bushfire risk (ONGOING) Ensure that clearing required to manage bushfire risk is consistent with conservation values (ONGOING)
Ensure that new development adequately addresses bushfire risk	<ul style="list-style-type: none"> Planning proposals are to be accompanied by appropriate information addressing bushfire hazard and mitigation measures in accordance with SPP 3.7 and Guidelines (ONGOING). Further bushfire risk management planning is required to reduce the hazard level before development, intensification or rezoning may be considered (ONGOING) Ensure subdivision, development and the location of vulnerable land uses responds to site and landform conditions including access and egress and services to improve bushfire response, adequate separation from vegetation and focus development in areas with mains water and power supply (ONGOING)
Ensure ongoing bushfire management including availability of infrastructure to support firefighting	<ul style="list-style-type: none"> Undertake continued bushfire management planning and mitigation work Shire wide including preparation of a strategic plan and review the allocation and condition of key infrastructure required in bushfire emergency (ONGOING) Undertake a strategic review of bushfire access connections and establish a coordinated emergency access network (SHORT TERM) Continuously monitor compliance of approved Bushfire Management Plans (ONGOING) Implement and review the Reserve Management Plan (2020) to manage bushfire risk (ONGOING)

1.4.5 Cultural Heritage

1.4.5.1 Aboriginal Heritage and Native Title	
Vision/Objectives To understand, appreciate and protect all areas of Aboriginal heritage significance and ensure the timely resolution of native title issues to maximize opportunities for future development and growth.	
Directions	Actions
Identify and protect aboriginal heritage sites in considering planning proposals	<ul style="list-style-type: none"> Recognise and consider sites of aboriginal heritage significance in rezoning, subdivision and development proposals (ONGOING)
Work with Noongar Regional Corporations to support future development under the SWNTS	<ul style="list-style-type: none"> Work with Noongar Regional Corporations to realise opportunities under the SWNTS for economic or cultural use of land (ONGOING)
1.4.5.2 Historic Heritage and Character Areas	
Vision/Objectives To ensure the long-term protection and preservation of all buildings and places identified by the local community as being of cultural heritage significance.	
Directions	Actions
To ensure that all areas of historic heritage significance are identified and insofar as reasonably possible, protected when considering proposals for land use change and development	<ul style="list-style-type: none"> Continuously review the Local Heritage Survey in accordance with requirements of the Heritage Act 2018 and update the Heritage List accordingly (SHORT TERM) Apply scheme provisions, LPPs and design guidelines to protect and preserve heritage and culturally significant buildings and places (SHORT TERM & ONGOING) Review LPP18 to incorporate general heritage provisions and the existing heritage precincts as heritage areas as well as the Mitchell on Avon SCA and delete the SCA from the Scheme (SHORT TERM)

	<ul style="list-style-type: none"> Encourage the sustainable development and use of heritage places through the establishment of development incentives and grant funding opportunities (SHORT TERM & ONGOING)
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1.4.6 Settlements

1.4.6.1 General	
Vision/Objectives <p>The Shire's settlements will be well planned, comprehensively serviced and provide significant opportunities for a wide variety of suitable land uses in an efficient, cost effective and timely manner which reflects community aspirations.</p>	
Directions	Actions
Ensure that the local planning framework is sufficiently flexible and can accommodate a wide range of urban land uses in settlements subject to the preservation of local amenity, character, safety and heritage values	<ul style="list-style-type: none"> Rezone land for mixed use and commercial use in settlements to Rural Townsite to provide flexibility to support range of residential, local commercial and community uses and medium density development and introduce scheme provisions for development to ensure development is suitable for the location and adequately serviced and apply residential density codes based on sewer availability (IMMEDIATELY) Development to have due regard for the protection of existing townscape character, visual amenity and buildings and places of cultural heritage significance and the efficiency and safety of vehicle and pedestrian movement systems, and car parking requirements. (ONGOING)
Ensure adequate supplies of suitably zoned, serviced and affordable urban land in appropriate locations in settlements and provide for coordinated development and release of urban land	<ul style="list-style-type: none"> Facilitate and support development and release of suitably zoned, serviced and affordable urban land in locations shown on the LPS maps while retaining other land for broad hectare agricultural uses and vegetation protection (ONGOING) Undertake detailed planning as required, such as LDPs to coordinate the planning, development and release of land in main settlements and include scheme requirement to provide for plans where desirable (IMMEDIATELY)

Support growth of settlements by creating opportunities to consolidate development and support infrastructure provision	<ul style="list-style-type: none"> Support infill development opportunities in suitable locations in the settlements (SHORT TO MEDIUM TERM) Investigate methods to reduce and/or subsidise essential service infrastructure costs for future development including negotiation with developers and service providers and applications for grant funding from external funding sources such as State and Federal Government agencies (ONGOING) Work with the PTA to identify portions of railway reserves in main settlements considered surplus to operational needs and rezone for development to benefit the community and travellers (SHORT TERM)
1.4.6.2 Northam Townsite	
<p>Vision/Objectives</p> <p>Maintain and reinforce the Northam townsite's function and role as a regional centre which is the commercial and service hub of the Avon subregion with a distinct and recognisable town centre.</p> <p>Facilitate regeneration and revitalisation of the town centre precinct as the primary focus of retail and commercial activity in the town and region and a variety of cultural/art, retail, tourism and hospitality choices.</p> <p>Consolidate residential land uses while protecting and enhancing the unique Northam town setting in the surrounding rural landscape.</p>	
Directions	Actions
Direct urban growth to existing residential zoned land in the Northam townsite to consolidate future growth.	<ul style="list-style-type: none"> Support and encourage infill subdivision and development of existing residential zoned land in inner residential areas and new residential development in the residential expansion areas as shown on Map 2 subject to confirmation of development potential. No additional areas should be rezoned for residential around the townsite (SHORT TERM & ONGOING) Include scheme provisions to ensure future planning for significant residential development proposals prior to subdivision to address servicing, land capability, water management and drainage, conservation, lot layout, road access and visual amenity (SHORT TERM & ONGOING) Consider potential to rezone and develop rural land east of the Northam racecourse for an equestrian-themed residential estate comprising residential dwellings and associated

	<p>equestrian facilities for training and stabling of horses subject to preserving local amenity, character and safety (MEDIUM TERM)</p> <ul style="list-style-type: none"> • Ensure that all future development in the Northam townsite has due regard for the constraints imposed by Great Eastern Highway Bypass, railways, CBH facility, WWTP, aerodrome and cemetery (ONGOING)
Facilitate redevelopment and revitalisation in the town centre, and infill and mixed-use development	<ul style="list-style-type: none"> • Rezone the commercial and the mixed-use area in the town centre to the Regional Centre zone as shown on Map 3 with coding of R80 to support a mix of land uses and reflect the regional function of the town centre while leaving some areas as residential use where commercial activity is not expected (IMMEDIATELY) • Develop LPPs to establish a consistent set of development standards that can be applied to all future commercial development, mixed use development and corner lot developments (SHORT TERM) • Encourage lot amalgamation and explore development incentives to promote this (IMMEDIATELY) • Partner with key stakeholders to help prepare and implement plans and proposals for the following areas and sites in the Northam townsite: <ul style="list-style-type: none"> ○ Minson Avenue, Fitzgerald Street, Wellington Street East and the West End in the town centre area. ○ Old St Christopher's Hostel site on Inkpen Street. ○ Former Victoria Oval bounded by Charles, Duke, Gairdner and Wellington Streets. ○ Numerous serviced residential lots with dual road frontage in West Northam. ○ Several underutilised/vacant sites and old public housing areas throughout the townsite. ○ Several laneways within the townsite which provide the opportunity for infill redevelopment. ○ Numerous rural lots located near the racecourse ○ Heritage areas and heritage building reuse (SHORT TERM) • Implement the Land Rationalisation Strategy (Map 13) and the Laneway Strategy (Map 14) to facilitate infill subdivision opportunities (ONGOING) • Review and implement recommendations of the Northam Town Centre Development and Connectivity Strategy including as outlined in Appendix 3:

	<ul style="list-style-type: none"> • Prioritising pedestrian and cyclist movement by creating interesting, safe and comfortable routes throughout the centre, particularly improving connections between the river, Minson Avenue, Fitzgerald Street and Wellington Street and between key destinations including retail centres, open spaces and new connection linking to the West End of the CBD to the northern side of the Avon River. • Build on the town's heritage character as a backdrop to delivery of new and contemporary attractions and amenities that reflect the local lifestyle. • Increase amenity, introduce new local attractions and support place activation and place marketing to attract new and repeat visitors, extending spend and dwell time. • Improve public realm through beautification initiatives that support and stimulate local business, investment and employment with a focus on improving linkages, way-finding elements, shade and tree canopy, seating, landscaping, public art/murals and footpath upgrades • Create a series of Avon River destination nodes • Development of a mix of uses, connected street grid and open spaces in the West End. • Support entertainment uses, alfresco dining and development of short stay accommodation in the town centre to increase night-time activity (SHORT TERM & ONGOING)
Consolidate commercial and retail land uses in the Northam Town Centre.	<ul style="list-style-type: none"> • Support Fitzgerald Street as the retail hub and main street (ONGOING) • Restrict future zoning for commercial and retail to the Northam town centre and designated local centres as shown on the LPS to consolidate commercial land uses (ONGOING) • Review the Northam Town Centre Parking Strategy and scheme parking requirements to ensure that there is a convenient car parking supply to support businesses and that parking areas are used efficiently and do not detract from appearance of the centre (SHORT TERM) • Support the development of commercial and tourism land uses which support the Northam Town Centre's regional role in the Shire and Avon Valley (ONGOING)
Encourage further industrial use of designated industrial areas and provide opportunities for industrial expansion	<ul style="list-style-type: none"> • Encourage and support further development in designated industrial areas to accommodate a wide range of industrial uses, including consolidation of land parcels and making land development ready for industry around Northam Townsite (ONGOING)

	<ul style="list-style-type: none"> Rezone land along Yilgarn Ave for industry, subject to servicing and land capability assessment (SHORT TERM)
Ensure land use and development addresses flood risk and stormwater management	<ul style="list-style-type: none"> Apply the Avon and Mortlock River SCA provisions so that future development and land use adjacent to river systems is appropriately located, preserves ecological values and landscape qualities and does not adversely affect capacity to convey floodwaters or result in further land degradation (ONGOING) Investigate the feasibility and cost of preparing a stormwater drainage management strategy for the Northam townsite to help guide future development and growth in accordance with the best management practices of water sensitive urban design (MEDIUM TERM)
Support the retention of native vegetation and habitat trees within the Northam townsite.	<ul style="list-style-type: none"> On land identified for potential future residential use subject to environmental consideration and further planning (Lot 120 Mitchell Ave and 9000 and 50 Mt Ommanney Rd), retain native vegetation and habitat trees in public open space to maintain ecological linkages with adjacent reserves (ONGOING) Support retention of native vegetation in providing advice on subdivision proposals and when granting development approval (ONGOING)
1.4.6.3 Wundowie	
Vision/Objectives Wundowie will be a vibrant local centre in a bushland setting offering quality rural lifestyle whilst meeting needs of a diverse and growing community. It will be a main local service centre with a distinct centre and major provider of services for the west of the Shire.	
Directions	Actions
Encourage and support consolidation of development in the townsite while retaining its character and subdivision design	<ul style="list-style-type: none"> Rezone lots in the town centre to Rural Townsite to support redevelopment of the centre and flexibility to allow range of uses suitable for a town centre location and apply R-code of R30 based on existing R-coding for commercial zone (IMMEDIATELY) Work with Development WA and DPLH to investigate the development potential for vacant Crown land in the Wundowie townsite with potential for residential development (R20) while ensuring that environmental values and bushfire risk are addressed (SHORT TERM)

	<ul style="list-style-type: none"> Maintain the current 'Garden City' subdivision design when planning for development (SHORT TERM)
Encourage and provide opportunities for economic development and the revitalisation of the town centre area including a wide range of compatible land uses	<ul style="list-style-type: none"> Support development of the existing zoned land east of the town for light industry subject to compatibility with long-term operation of the WWTP, surrounding land uses and adequate servicing (SHORT TERM) Support redevelopment of existing industrial land within and around the former Wundowie Foundry site for additional light industrial use through subdivision and/or preparation of a LDP (SHORT TERM) Investigate potential and support for land on Kingia Road and near Burma and Leschenaultia Roads for rural enterprise (composite lots with residential and rural businesses), subject to preserving local amenity, character and safety and detailed site planning (SHORT TERM)
Ensure development considers constraints including bush fire risk and drainage management issues	<ul style="list-style-type: none"> Investigate the feasibility and cost of preparing a stormwater drainage management strategy for the Wundowie townsite to help guide future development and growth in accordance with the best management practices of water sensitive urban design (MEDIUM TERM) Apply SPP 3.7 to ensure that all future development has due regard for the bush fire risk (ONGOING)
Promote protection of environmental values and natural vegetation around the townsite	<ul style="list-style-type: none"> Work with DPIRD, DBCA and the community to identify stands of native vegetation on vacant Crown land immediately adjacent to the townsite which are of conservation significance and worthy of incorporation into the Woondowing Nature Reserve (SHORT TERM) On land for future light industry and potential rural enterprise, identify vegetation to be protected based on flora and fauna surveys (MEDIUM TERM) Seek to increase formal protection of native vegetation on UCL by applying Environmental Conservation zoning or conservation reserves (SHORT TERM & ONGOING) Ensure that structure plan provisions for habitat trees, environmental management plan and stock management plan are implemented in rural residential estates (ONGOING)

1.4.6.4 Bakers Hill	
Vision/Objectives Bakers Hill will be a vibrant local centre offering a quality rural lifestyle whilst meeting the needs of a diverse and growing community. It will have a distinct town centre with opportunities for increased economic and residential land uses, particularly rural enterprises.	
Directions	Actions
Encourage and support consolidation of residential development in the townsite while maintaining the townsite's character	<ul style="list-style-type: none"> Focus new residential development on existing underdeveloped privately-owned land in the west of the townsite, south of Great Eastern Highway (ONGOING) Work with MRWA and the local community to plan for likely impacts from future changes to the Great Eastern Highway alignment including defined, safe and easily accessible entry points into the town (MEDIUM TERM)
Encourage and provide opportunities for economic development and revitalisation of the townsite including a wide range of compatible land uses	<ul style="list-style-type: none"> Rezone the area along Great Eastern Highway, as shown on Map 5 to Rural Townsite to support a range of economic activities and introduce scheme provisions for development and land use in the zone to ensure development is suitable with surrounding land uses and adequately serviced and apply R10 density coding (R30 for existing Commercial zone) (IMMEDIATELY) Investigate potential and support for development of land on Tames Road and at corner of Jordi and Martin Road for rural enterprise (composite lots with residential and rural businesses), subject to preserving local amenity, character and safety (SHORT – MEDIUM TERM)
Ensure development considers constraints including bush fire risk, unavailability of reticulated sewerage, land degradation issues and drainage management issues	<ul style="list-style-type: none"> Ensure that future development is undertaken in accordance with the requirements of Government sewerage policy (ONGOING) Apply SPP 3.7 to ensure that all future development has due regard for the bush fire risk (ONGOING) Ensure future development and growth in the townsite has due regard for DPIRD's Bakers Hill Groundwater Study 2001 to address land degradation issues and is in accordance with best management water sensitive urban design practices (ONGOING)

1.4.6.5 Clackline	
Vision/Objectives Maintain and reinforce the Clackline townsite as a village centre with a distinct townsite while protecting native vegetation and its rural setting	
Directions	Actions
Encourage and support the revitalisation of the townsite, consolidation of residential development and new economic opportunities while maintaining the townsite's character	<ul style="list-style-type: none"> Rezone land along Lockyer Road to Rural Townsite to support range of economic activities and introduce scheme provisions for development and land use in the zone to ensure development is suitable with surrounding land uses and adequately serviced and apply R10 density coding (R30 for existing Commercial zone) (IMMEDIATELY) Investigate demand and the local community's support for rural enterprise in the townsite for small business operators to live and work on the same property subject to the preservation of local amenity, character and safety (MEDIUM TERM)
Ensure development considers constraints including bushfire risk, unavailability of reticulated sewerage, land degradation, stormwater drainage issues	<ul style="list-style-type: none"> Ensure that future development is undertaken in accordance with the requirements of Government sewerage policy (ONGOING) Apply SPP 3.7 to ensure that all future development has due regard for the bush fire risk (ONGOING)
1.4.6.6 Grass Valley	
Vision/Objectives Maintain and reinforce the Grass Valley townsite as a village centre with a distinct town centre and as the main location for rural living and activity in the Avon East precinct area, while protecting ecological values of the Grass Valley Brook	
Directions	Actions
Encourage and support the revitalisation of the townsite, consolidation of residential development and new economic opportunities while maintaining the townsite's character	<ul style="list-style-type: none"> Rezone land as shown on LPS Map 5 to UCL on Keane Street to Rural Townsite to provide flexibility for a range of economic activities (IMMEDIATELY) Investigate demand and the local community's support for rural enterprise in the townsite for small business operators to live and work on the same property subject to the preservation of local amenity, character and safety (MEDIUM TERM)

	<ul style="list-style-type: none"> Ensure that all future development has due regard for the constraints imposed by the current alignment and use of the railway line (ONGOING)
Ensure development considers constraints including bushfire risk, unavailability of reticulated sewerage, land degradation, stormwater drainage issues and flood risk and water management issues	<ul style="list-style-type: none"> Ensure that all future development has due regard for the constraints from the absence of reticulated sewerage disposal and is undertaken in accordance with government policy (ONGOING) Ensure that any future development in the northern part of the Grass Valley townsite has due regard for and does not compromise the ecological values of the nearby Grass Valley Brook and associated riparian zone or adversely alter the capacity of the local floodway to convey floodwaters (ONGOING) Apply SPP 3.7 to ensure that all future development has due regard for the bush fire risk (ONGOING)
1.4.6.7 Spencers Brook	
Vision/Objectives Maintain and reinforce the Spencers Brook townsite while retaining landscape values and character reflecting its location on a scenic tourist route and ensure any new development is compatible with the ecological value of Spencers Brook.	
Directions	Actions
Provide some additional economic opportunities while ensuring development considers constraints including bushfire risk, unavailability of reticulated sewerage, land degradation, stormwater drainage issues and flood risk and water management issues	<ul style="list-style-type: none"> Support amalgamation of rural lots east of the townsite as guided by LPP25 (ONGOING) Ensure that future development has due regard for the constraints from the absence of reticulated sewerage and is undertaken in accordance with specific requirements of Government policy (ONGOING) Apply the Spencers Brook SCA & LPP25 provisions to ensure that any future development and use of land within the settlement is appropriately located, preserves the ecological values of Spencers Brook and the nearby Avon River and associated riparian zones and does not adversely alter their capacity to convey floodwaters or give rise to any further land degradation (ONGOING) Apply SPP 3.7 to ensure that all future development has due regard for the bush fire risk (ONGOING)

1.4.6.8 Seabrook (Muluckine)	
Vision/Objectives Maintain Seabrook as a residential settlement and support new development which is compatible with the ecological value of the Mortlock River.	
Directions	Actions
Ensure development considers constraints including bushfire risk, unavailability of reticulated sewerage, land degradation, stormwater drainage issues and flood risk and water management issues	<ul style="list-style-type: none"> • Ensure that all future development has due regard for the constraints imposed by the current lack of reticulated sewerage disposal infrastructure and is undertaken in accordance with the specific requirements of Government policy (ONGOING) • Apply SPP 3.7 to ensure that all future development has due regard for the bush fire risk (ONGOING) • Apply SPP2.9 to ensure that development has due regard for the function and environmental value of the Mortlock River (ONGOING)



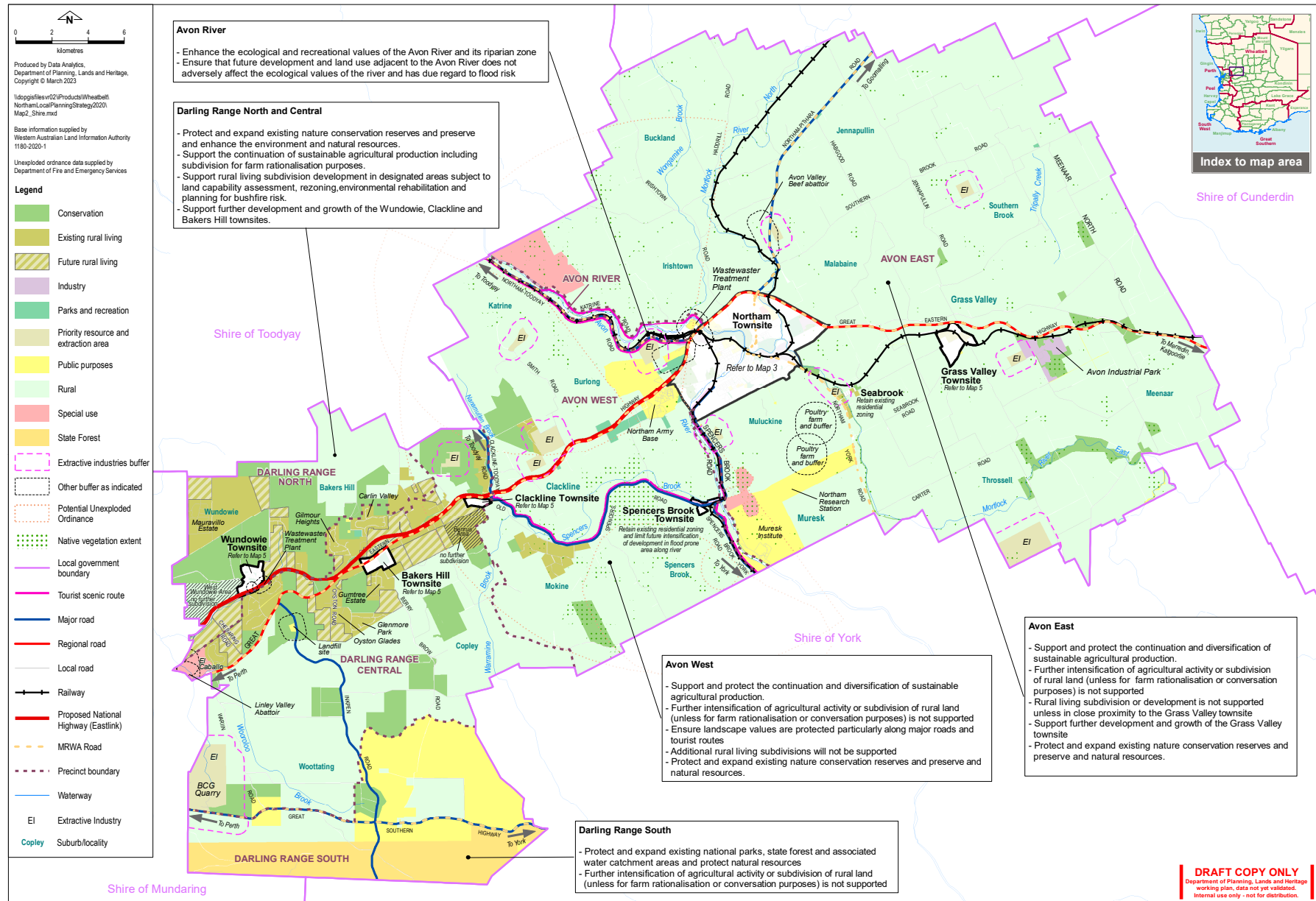
STRATEGY MAPS

The LPS maps have been prepared to guide future use, development and management of all the Shire's land and reflect the objectives and strategies outlined in Sections 2 to 7 of the LPS. The implementation of proposals will require further detailed planning and studies and necessary approvals.

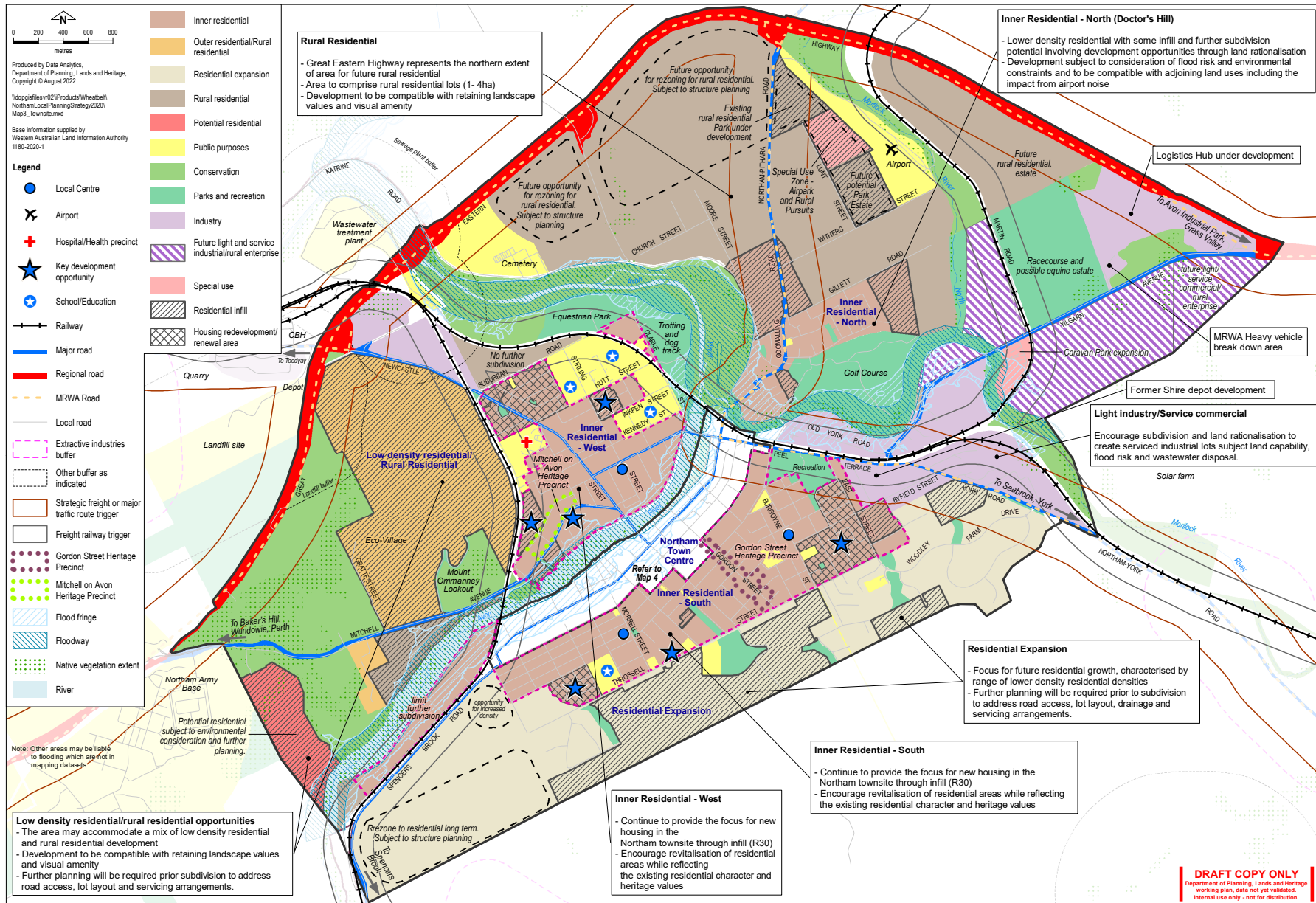
Shire of Northam Local Planning Strategy



Shire of Northam Local Planning strategy

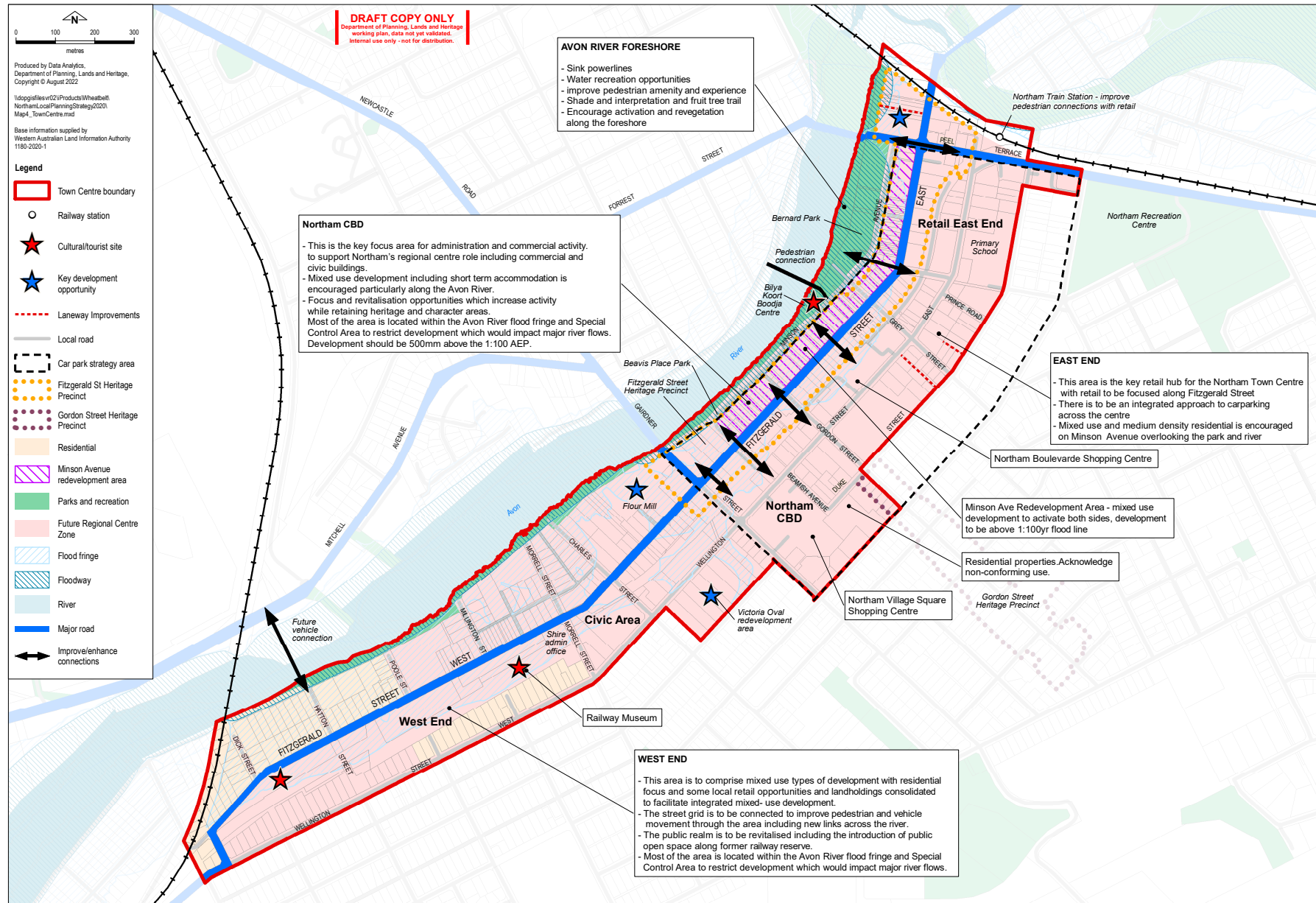


Map 2 - Northam Shire



Map 3 - Northam townsite

Shire of Northam Local Planning strategy



Map 4 - Northam Town Centre

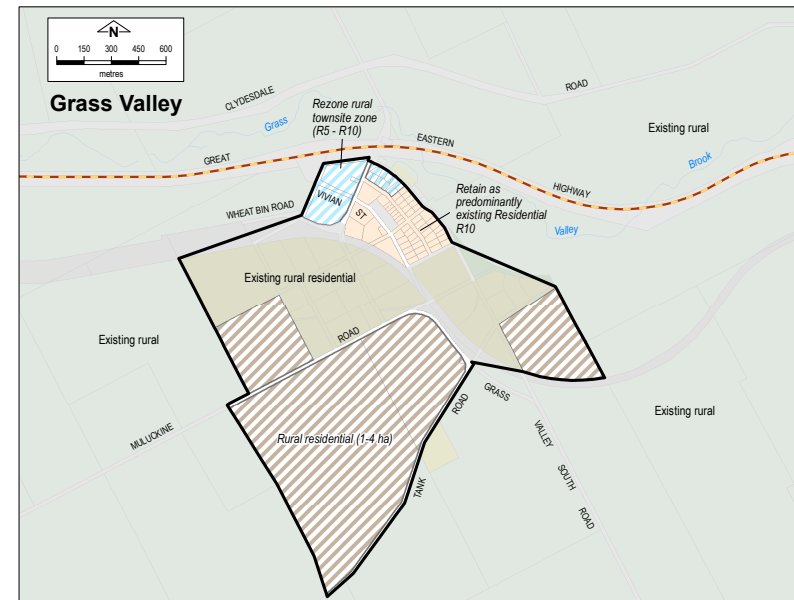
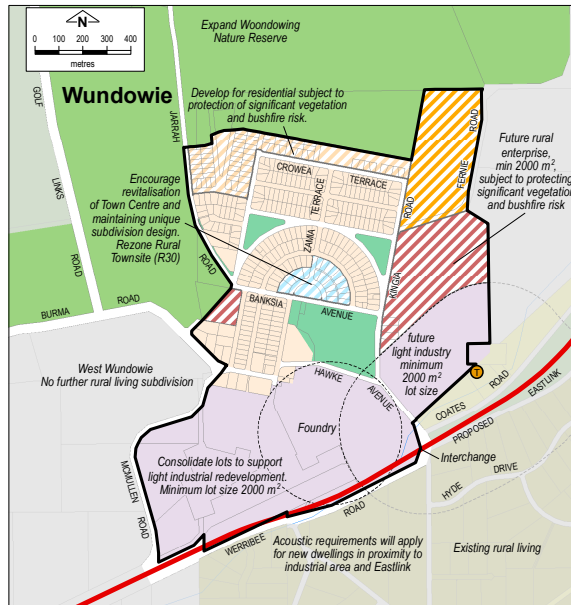
Shire of Northam Local Planning strategy

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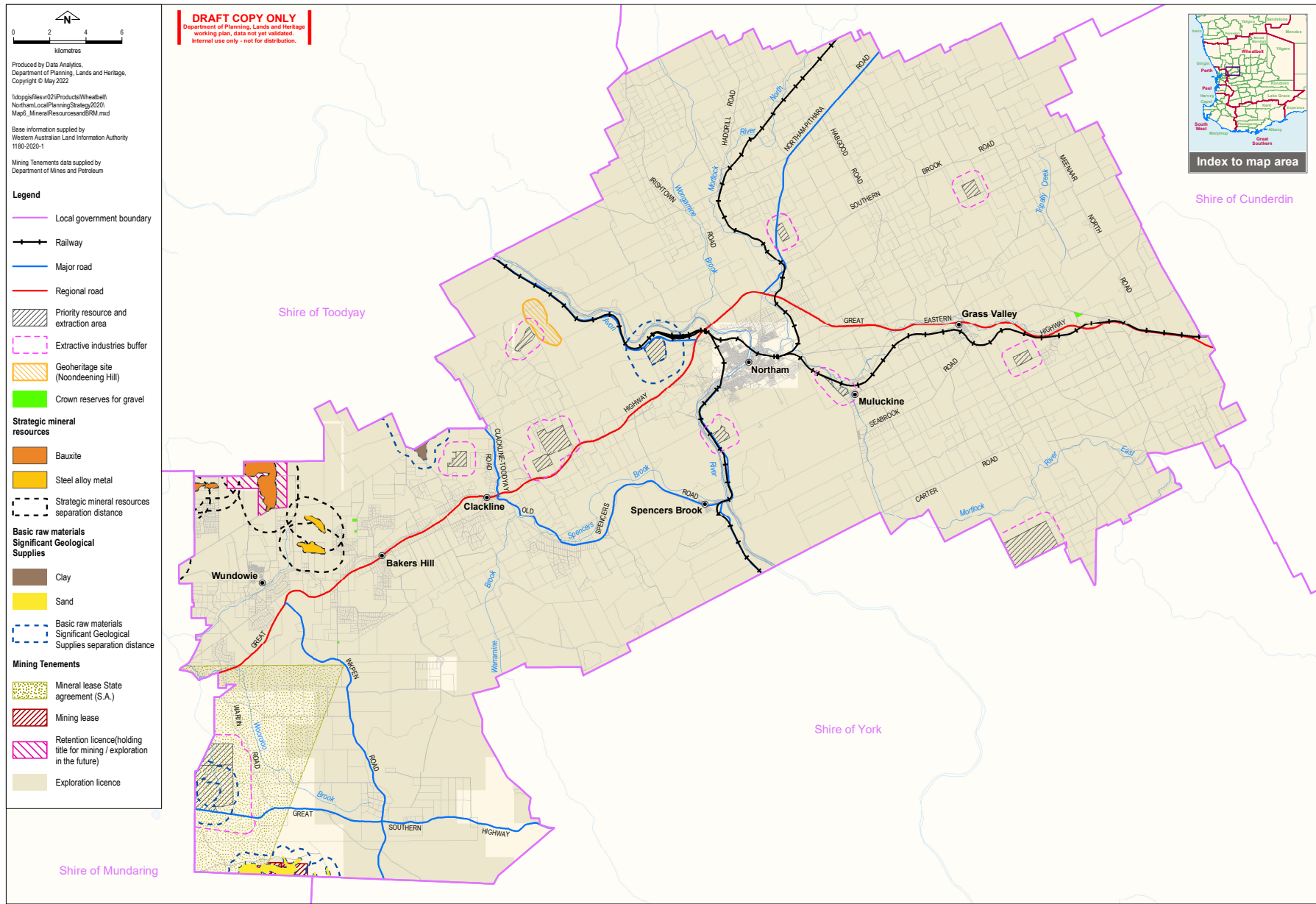
Base information supplied by
Western Australian Land Information Authority
1180-2020-1

Legend

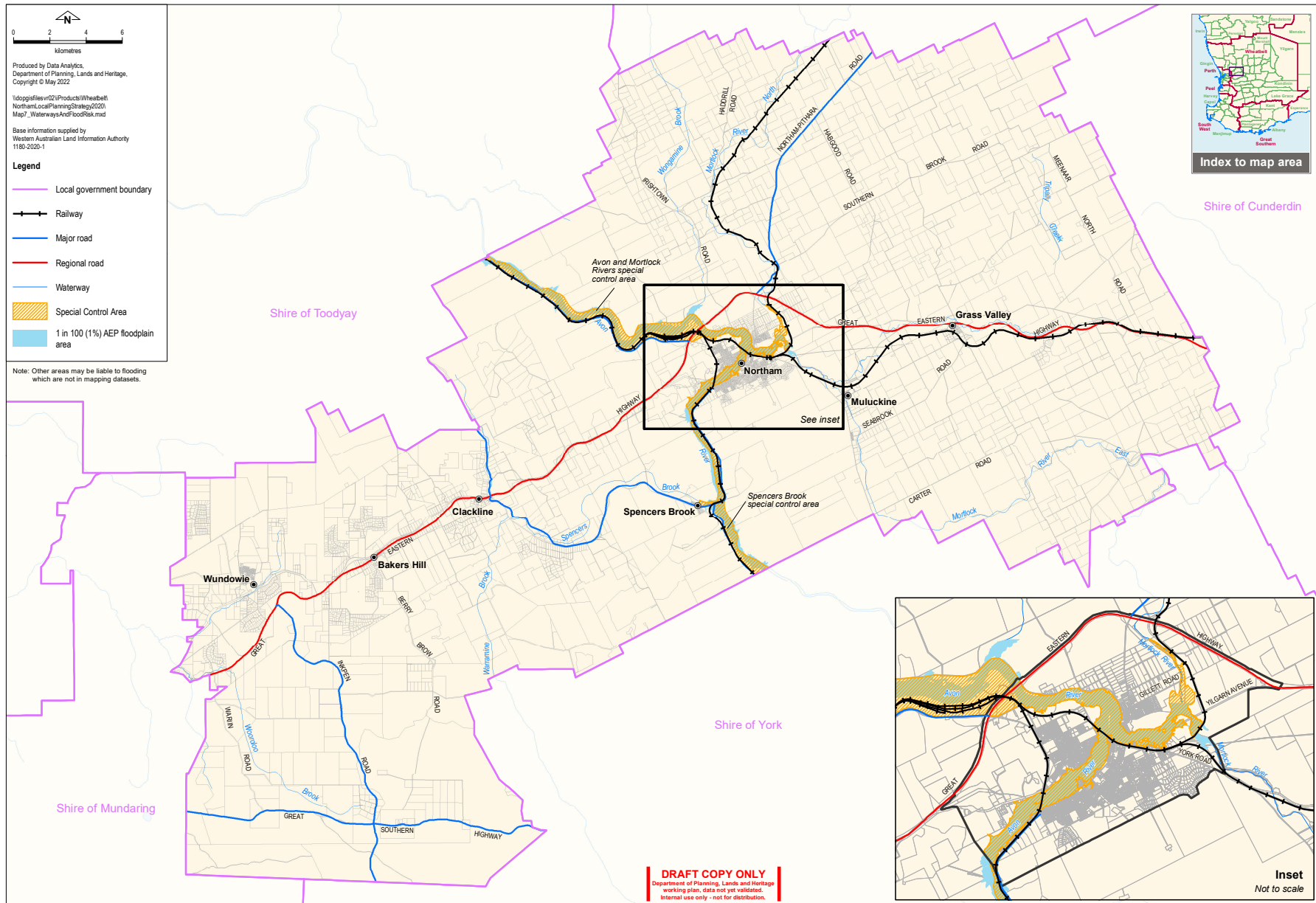
- Primary road
- Secondary road
- Other road
- Proposed National Highway (Eastlink)
- MRWA Road
- Railway
- Extractive industries buffer
- Other buffer as indicated
- Future residential
- Future/developing rural residential
- Future rural residential/residential
- Future rural townsite
- Future development area/rural enterprise
- Conservation
- Existing rural living
- Rural residential
- Light and service industry
- Parks and recreation
- Public purposes
- Existing residential
- Waste water treatment plant



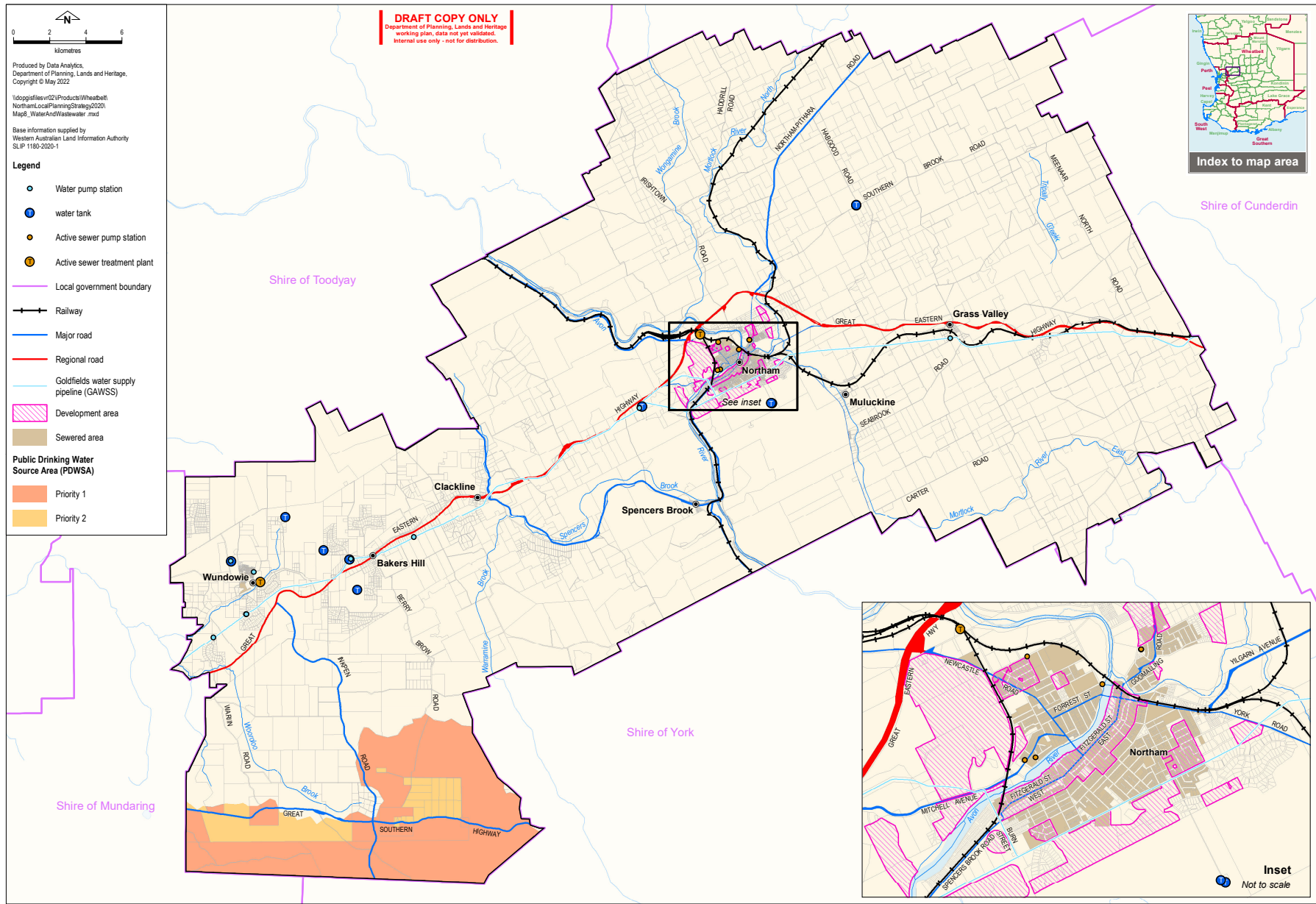
Map 5 - Townsites (insets)



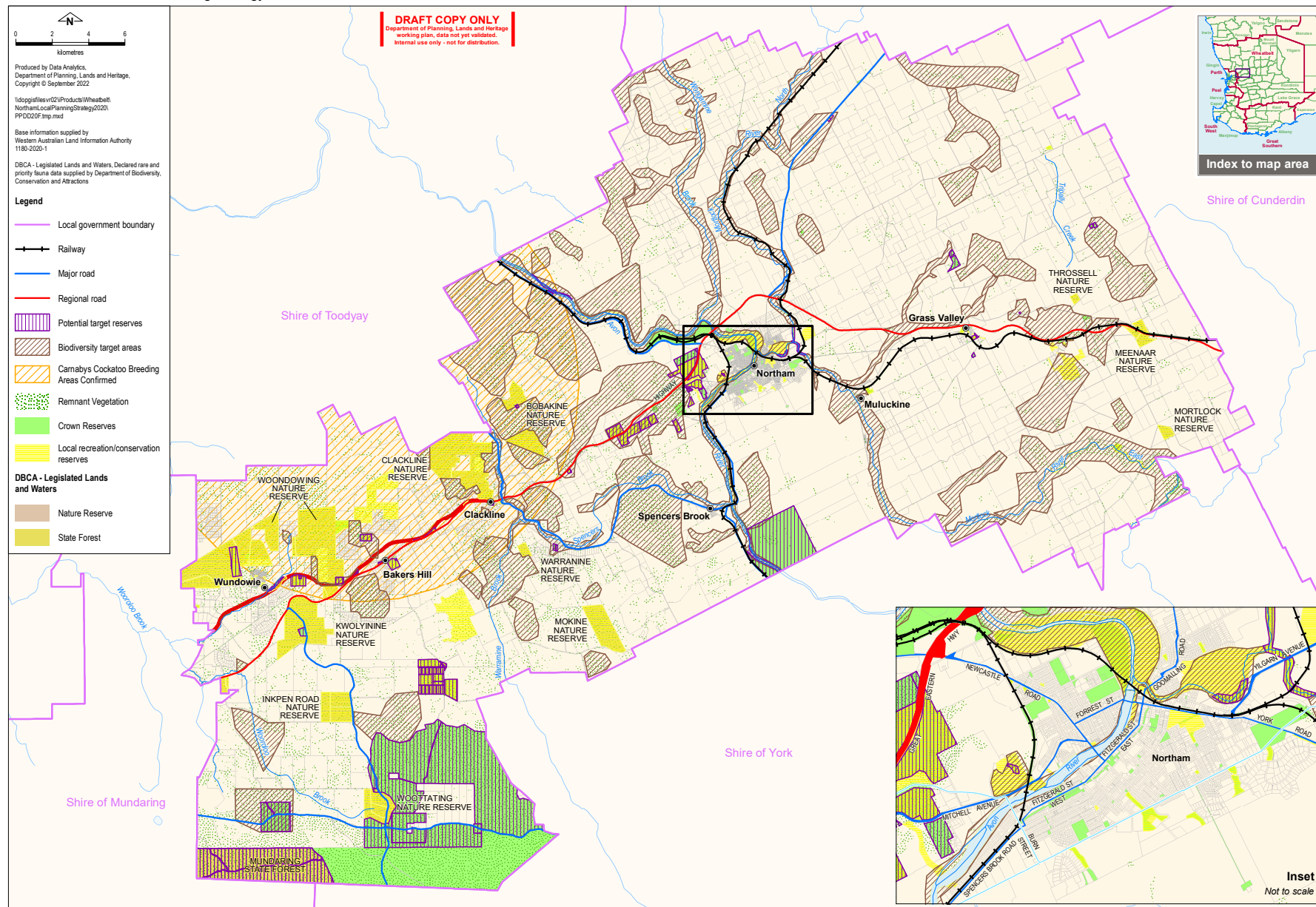
Map 6 - Mineral Resources and Basic Raw Materials



Map 7 - Waterways and flood risk

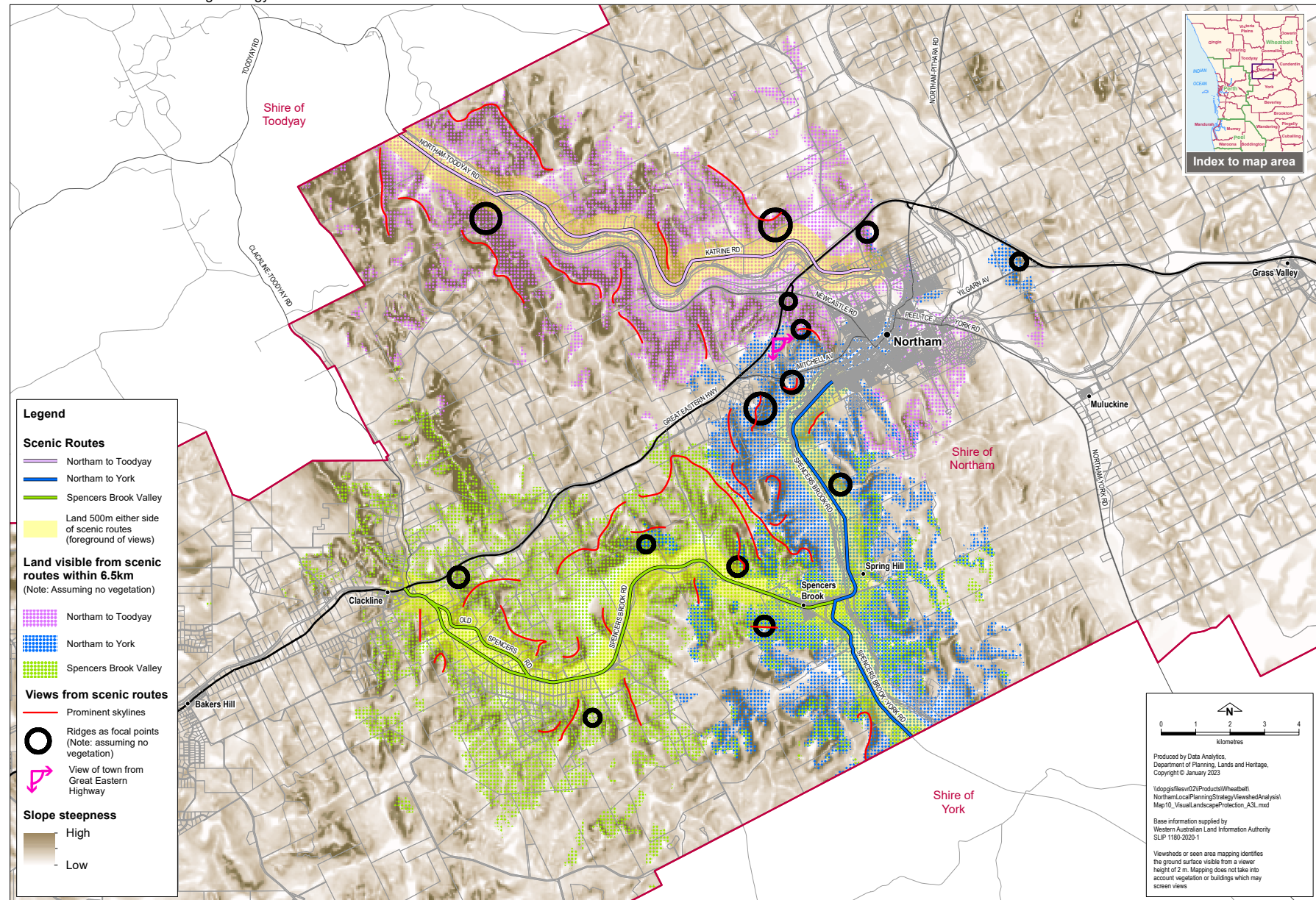


Map 8 - Water and wastewater



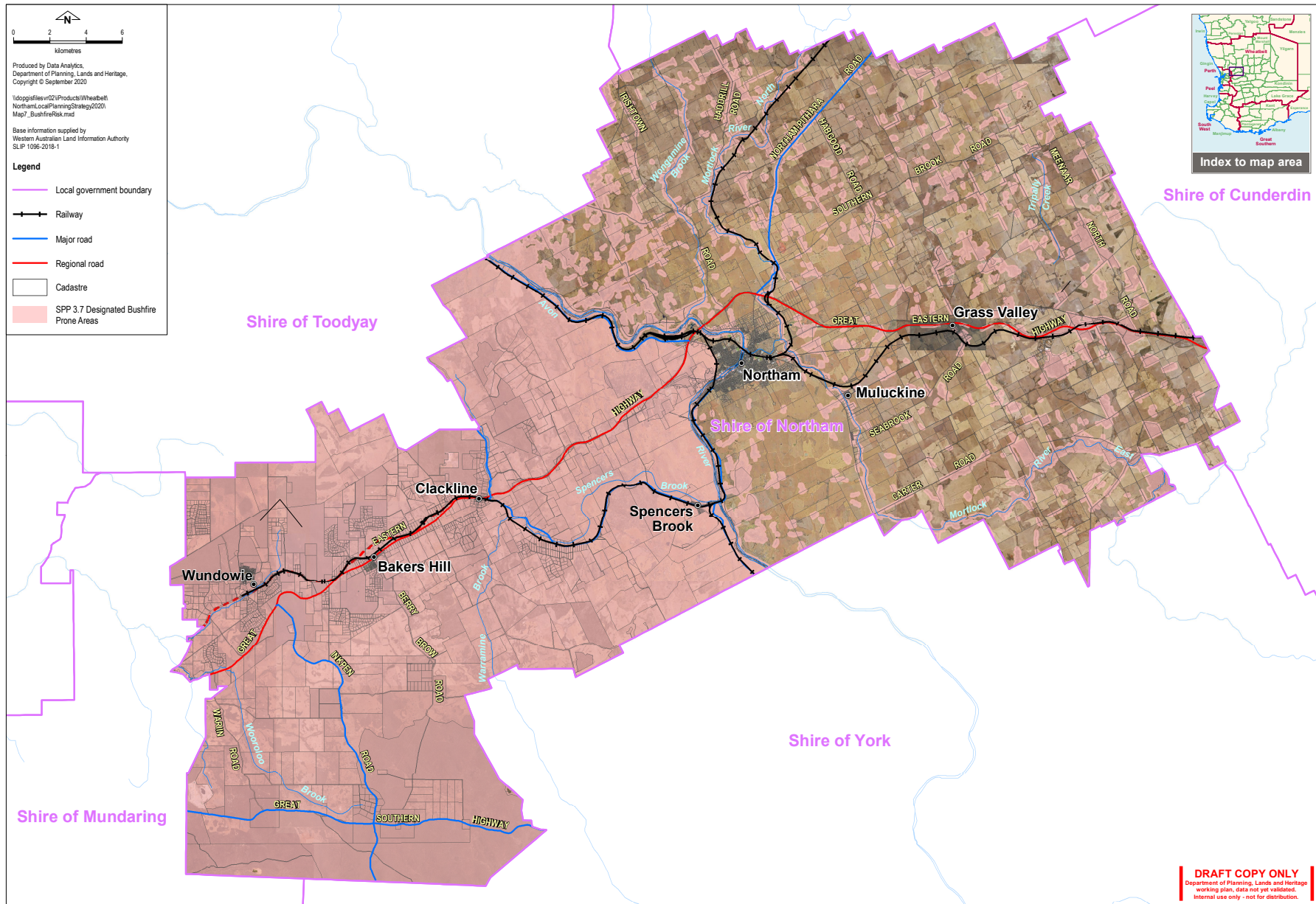
Map 9 - Vegetation and Biodiversity

Shire of Northam Local Planning Strategy



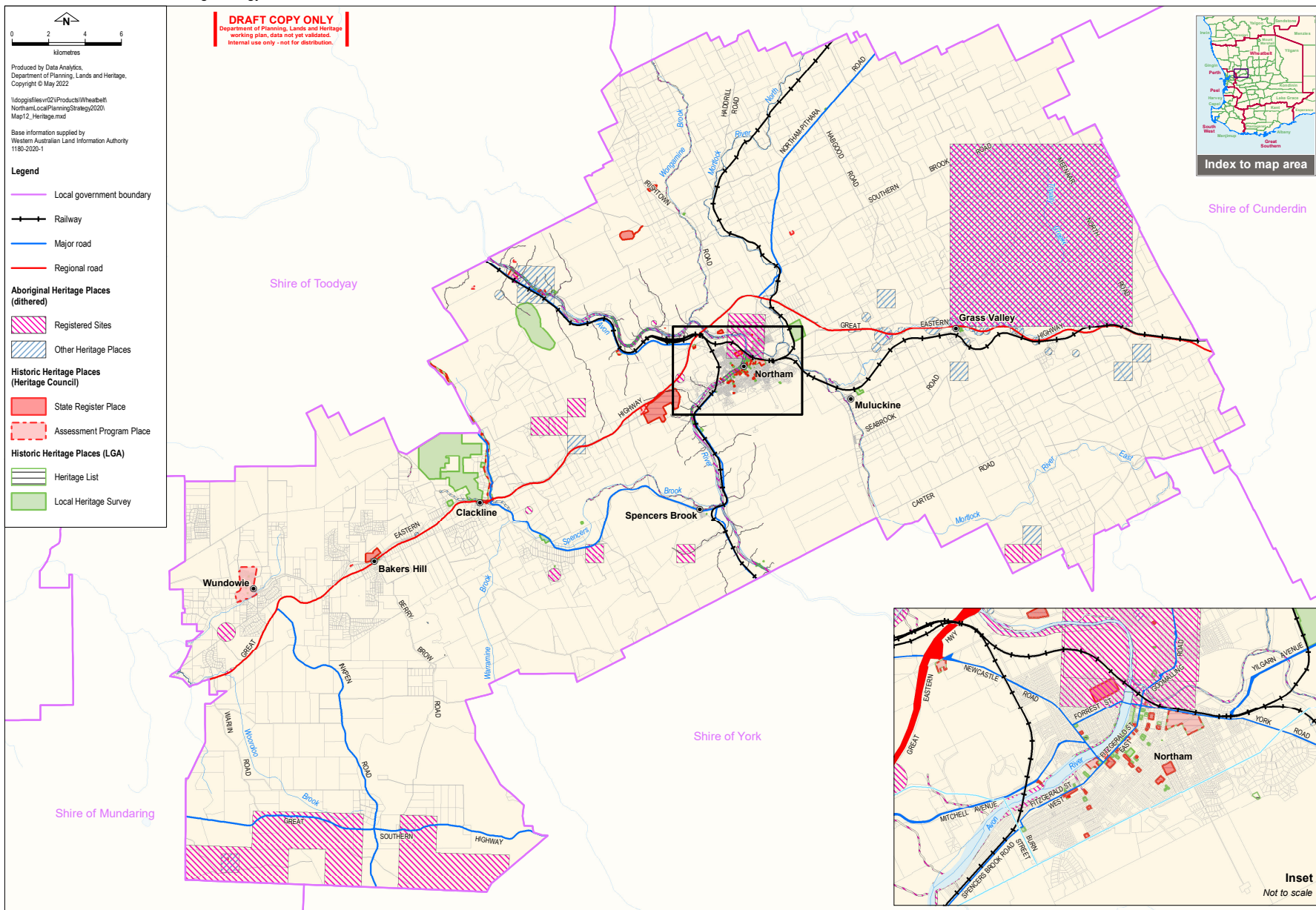
Visual landscape protection

Map

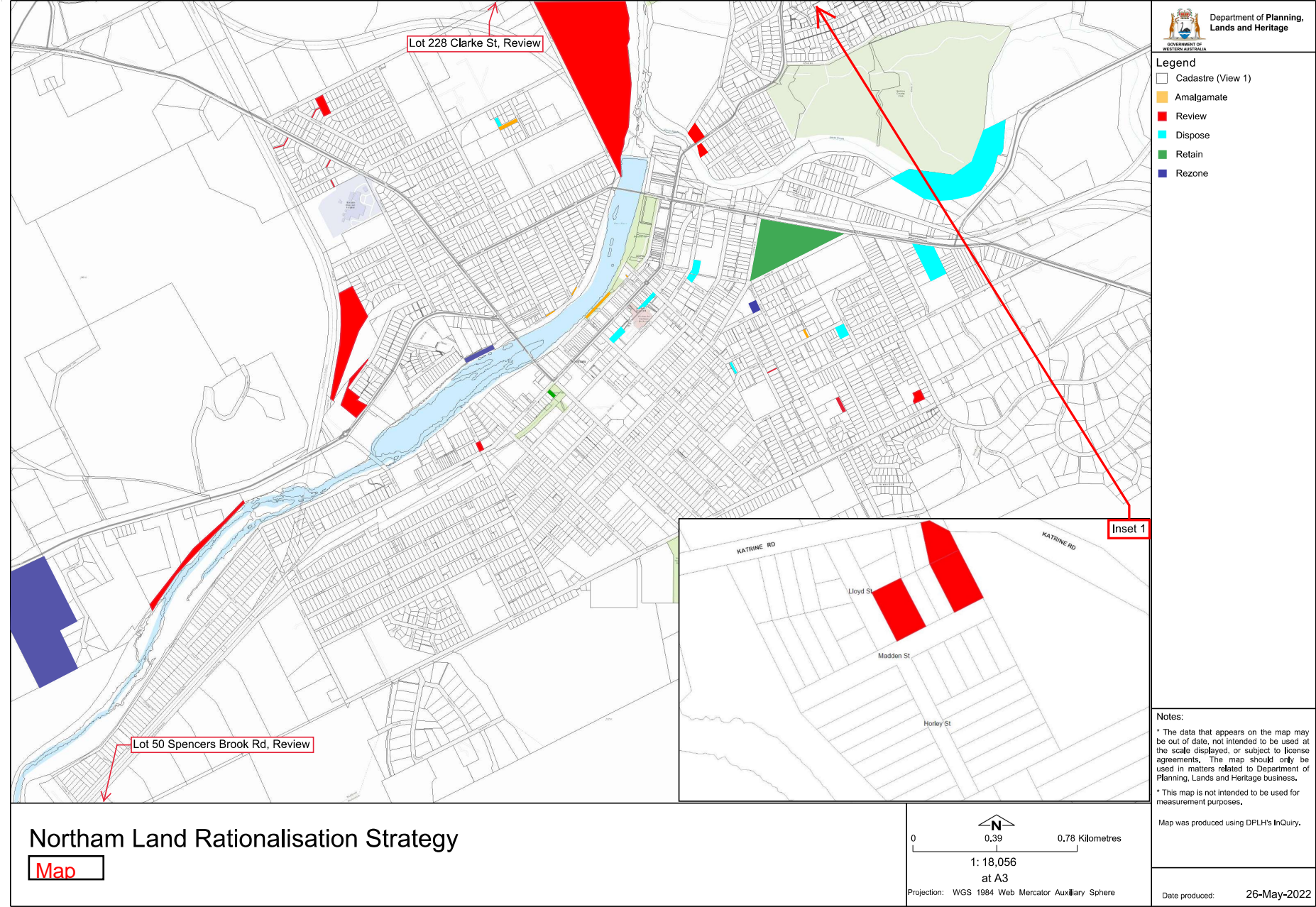


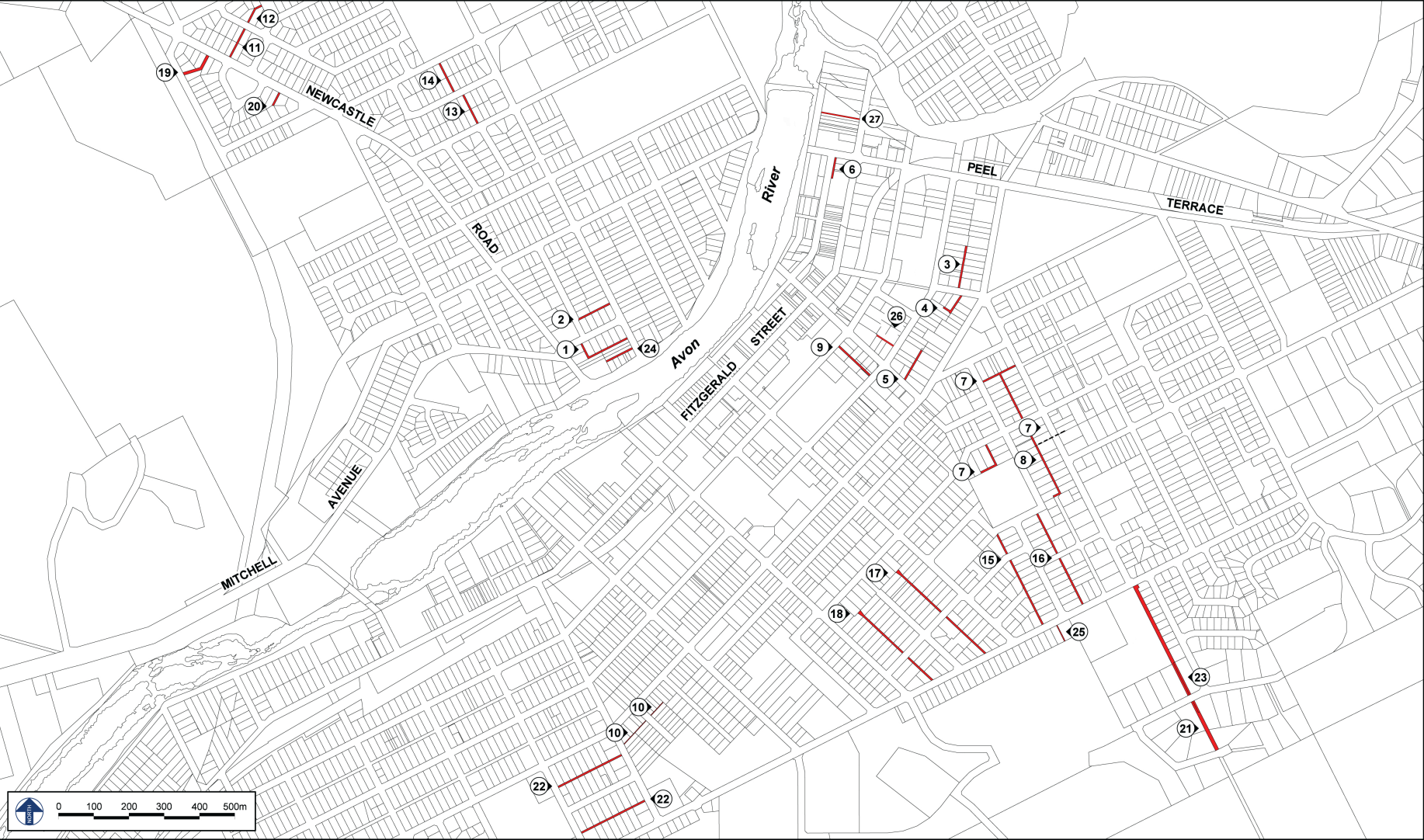
Bushfire risk

Map



Map 12 - Heritage





SHIRE OF NORTHAM LANEWAY REVIEW AREA
Northam

Map

Base data supplied by Landgate.
Aerial Photography dated 2010.
Accuracy +/- 4m. Projection MGA Zone 50.

Areas and dimensions shown are subject to final survey calculations.
All carriageways are shown for illustrative purposes
only and are subject to detailed engineering design.

LEGEND

Laneway Reference Number
(Refer Laneway Review Report)

Extent of Laneway

Shire of Northam : CLIENT
1:10,000@A3 : SCALE
6th May 2013 : DATE
3795-S-004.dgn : PLAN No
0 : REVISION
L.R. : PLANNER
R.F. : DRAWN
R.S. : CHECKED

RPS Environment and Planning Pty Ltd
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FIGURE 5

PART 2 – BACKGROUND INFORMATION AND ANALYSIS

The purpose of Part 2 is to provide the rationale and evidence base for Part 1 including relevant background information and analysis to support the planning directions and actions in Part 1.

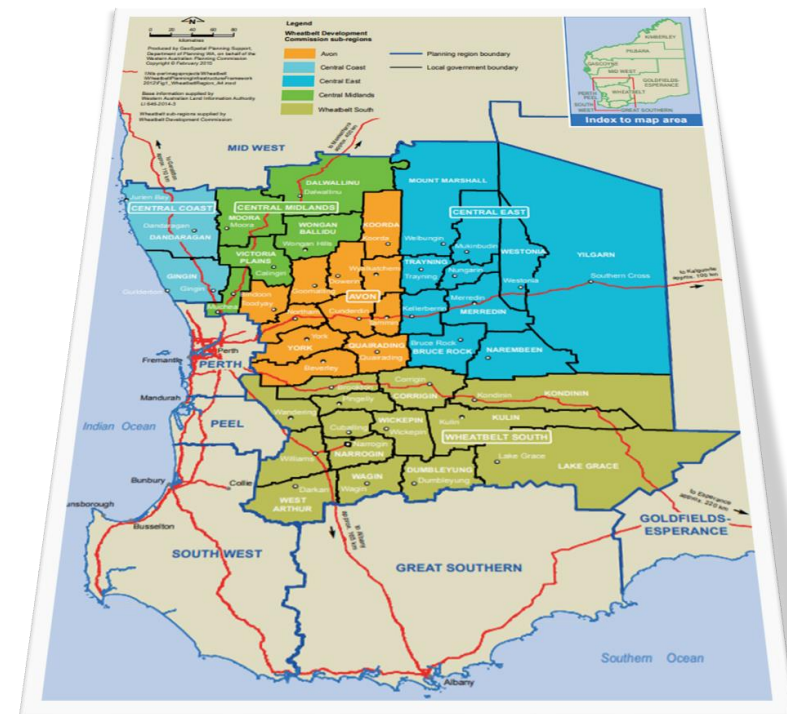
2.1 State and Regional Planning Context

Local Planning Strategies are required to be prepared within the framework set by the State Planning Framework. The framework, contained in *State Planning Policy 1 – Planning Framework (SPP1)*, comprises the *State Planning Strategy*, regional and sub-regional strategies, State Planning Policies (SPP's), Operational Planning Policies (OPP's), Position Statements and Guidelines. Local Planning Strategies interpret these as relevant to the local government area and explain how decision making at the local level will interact with established planning frameworks and objectives. Local governments are required to consider these in making decisions on planning matters to ensure consistency with State and regional planning policies and objectives. SPPs and OPPs relevant to the Shire and implications are outlined in **Appendix 1**.

2.1.1 State Planning Strategy

The *State Planning Strategy 2050* is the principal strategy guiding land use and development in the State and plans for doubling of the State's population by 2056. It provides a State strategic context and basis for the integration and coordination of land-use planning and development across state, regional and local jurisdictions.

The five key principles of the Strategy are global competitiveness, strong and resilient regions, sustainable communities and infrastructure planning and coordination and conservation.



2.1.2 Wheatbelt Planning and Infrastructure Framework, 2015 (WPIF)

The WPIF is a regional strategic planning document that provides an overview of regional planning issues and a basis for ongoing planning and development.

The vision for the region in the WPIF is “The Wheatbelt will have a diverse social and economic base, be a leader in innovation and create new opportunities that confirm it as a key contributor to the State’s prosperity”. The key objectives are effective infrastructure and service delivery; a diversified and adaptive economy; and management of natural amenity and landscape values to support social, cultural and economic development. Northam is designated as a sub-regional centre, which is the highest order settlement type in the Wheatbelt, acknowledging its role in providing services and facilities to a wider catchment than the Shire’s boundaries. Northam provides a focus for higher order education, health, Government, retail and cultural services. The WPIF aims to focus growth in around established subregional centres.

2.2 Local Planning Context

2.2.1 Local Planning Scheme No. 6 (LPS6)

LPS6 was gazetted on 21 August 2013 following the amalgamation of the Town and Shire of Northam. LPS6 combined the Town of Northam Planning Scheme No. 5 and the Shire’s Planning Scheme No. 3. LPS6 has been amended 15 times since gazettal. The most significant amendments have been for a lifestyle village at Wundowie, industrial land on Great Eastern Highway in Northam, an airpark and for rural residential land at Grass Valley.

There are also a number of local planning policies, design guidelines, which are applicable to the Shire to guide future planning decision making which are outlined in **Appendix 1** and incorporated into the LPS where applicable.

2.2.2 Local Planning Policies

As of December 2022, the Shire has 23 local planning policies which guide decision making relating to a range of development matters. These are available on the Shire’s website and listed in **Appendix 1**.

2.3 Population and Demographic Profile

2.3.1 Total Population

The Shire's Estimated Residential Population (ERP), the official measure of population, was 11,810 as of 30 June 2021 making it the Wheatbelt region's most populous local government. As shown in **Figure 1** below, population growth has been relatively stable over the past 20 years but has begun to rise in the past few years, with 189 additional people between 30 June 2020 and 2021.

As at the 2021 census, the Northam townsite's population was 6,679, having increased from 6,548 in 2016. This was the highest growth in over a decade.

In 2016, 41% of the population lived outside of the Northam townsite and by 2021 this had increased another 2%. Much of the Shire's recent population growth has been in rural residential estates around Bakers Hill.

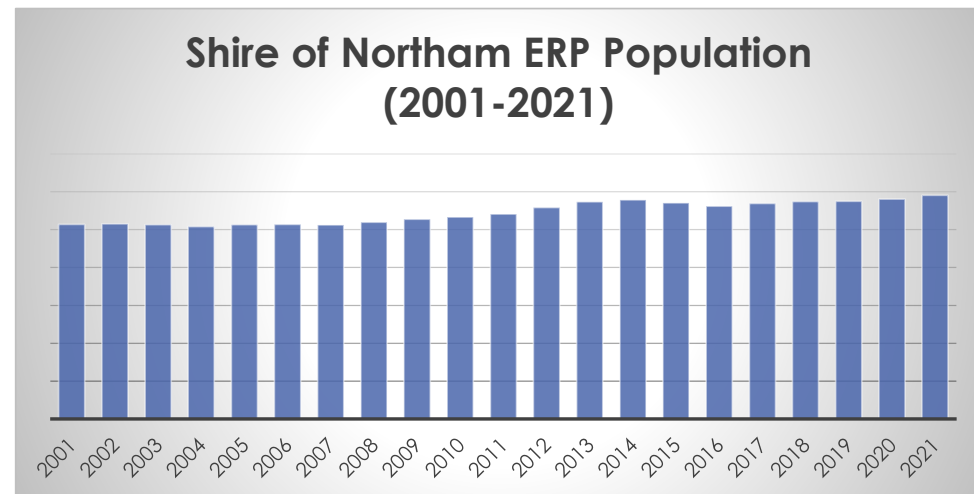


FIGURE 1 – ESTIMATED RESIDENT POPULATION (ERP) (2001-2021)

The ERP of centres and settlements are outlined in Table 1 below.

TABLE 1 – ERP SETTLEMENTS	2016	2021
Northam Townsite	6,548	6,679
Wundowie	1,352	1,372
Baker's Hill	1,118	1,276
Clackline	310	330
Grass Valley	174	158
Spencers Brook	87	84
Muluckine	218	220

2.3.2 Demographic trends

Age profile

The median age has been increasing over the past decades from 33 years in 1991 to 42 years in 2016 and 43 years in 2021, compared to the State median age of 38 years.

There has been a large increase in the population aged over 55. In 2021, 36% of the population was over 55 compared to 28% state-wide and the percentage increased a further 3% since 2016.

Figure 2 shows the Shire's age-sex profile. The Shire has similar proportions of those aged 19 or less as the State, however, there is a greater representation of those aged over 50 but lower representation of those aged 20-49 years.

Household composition

The proportion of lone person households at the 2021 census was 29%, an increase of about 3% compared to 2016 and 5% compared to 2011. This was 4% greater than the State average.

Of all family households, 45% are couples without children, 35% are couples with children and 18% are single parent families, which is broadly in line with the rest of the State and has remained generally constant in recent years.

In 2021, the average household size in the Shire was 2.4, and in the Northam townsite was 2.3 people, which is slightly lower than the State average of 2.6 people. It has been relatively the same since 2011 but has fallen longer term from 2.6 in 2006.

Indigenous population

The proportion of the population of indigenous background in 2021 was 6.3% (715 people) compared to 3.3% state-wide. This proportion has increased since 2011 from 5.6%. Approximately half of the Shire's indigenous population is aged under 25.

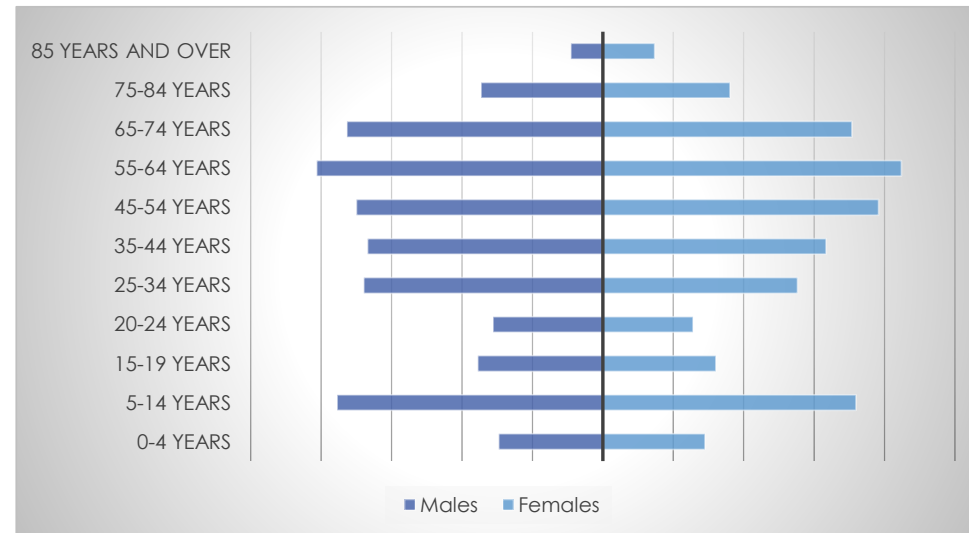


FIGURE 2 – AGE – SEX PROFILE OF SHIRE'S POPULATION 2021

Overseas born population

In 2021, 25% of the Shire's population were born overseas compared to 40% across the State. The percentage decreased from approximately 30% in 2011. The top 3 countries of origin of those born overseas include the United Kingdom, New Zealand and the Philippines.

2.3.3 Population Forecasts

The WAPC WA Tomorrow Series 2016-2031 forecasts the population to remain stable, which is shown in **Figure 3**. The projections are lower than previous projections as State population growth has slowed overall and show population being stable around 11,500 or at most around 12,000. However, actual 2021 ERP population was 11,810 which is the upper end of the forecast ranges (closest to the highest band E) and it could be expected to continue to grow in coming years. The higher growth can be partly attributed to increased attractiveness of rural living opportunities.

WAPC population projections forecast that between 2016 and 2031 there will be a continued decline in the proportion of the population aged less than 15 years and those aged 25-34, and large increases in the population aged over 70 years.

While the population is expected to remain stable based on current information, growth is occurring faster than had been anticipated and the Shire and the community are actively working to improve and promote Northam, and to highlight the lifestyle opportunities that are on offer. Strategies, such as the Northam Growth Plan, developed as part of the Super Towns initiative continue to guide the development of area providing a strategic basis for the review of the LPS, and the Scheme. The intention is to consolidate Northam's role as a service hub for the Avon sub-region.

As such, aspirational targets for population growth have been set to work toward a population of 20,000 people by 2031, in line with a 5% annual growth rate. Confidence in the growth of Northam is also shown by the significant development activity in the Shire which has occurred over recent years.

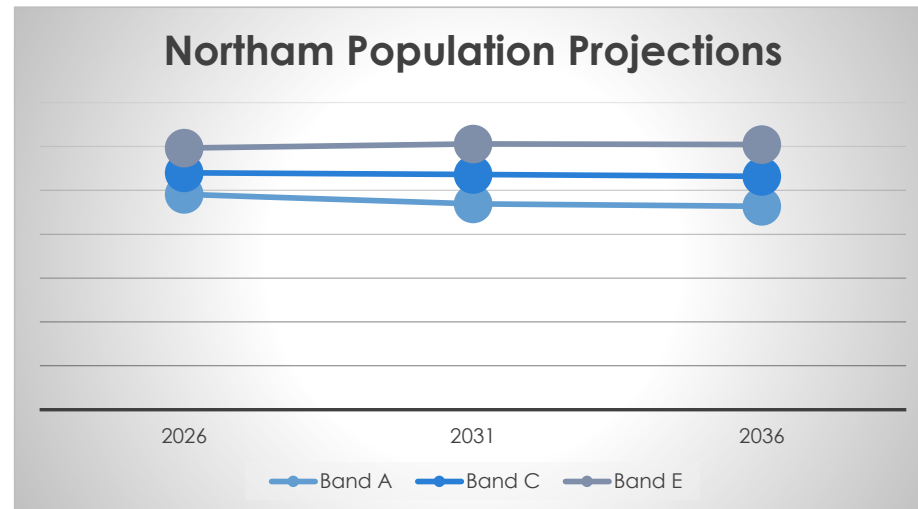


FIGURE 3 – POPULATION FORECASTS (ADAPTED FROM WA TOMORROW)

Key issues and opportunities

- Need to encourage, plan for and accommodate continued sustainable population growth in the Northam townsite and the Shire.
- Need to plan for and meet the needs of a growing aged population including anticipated increased demand for community, health services and housing options.
- Need to plan for growth in the number of smaller and lone person households.
- Need to recognise and plan for the needs of a growing indigenous population and cultural and societal diversity.
- Need to provide more opportunities for affordable and worker's housing which is a growing issue with reduced supply of rental properties.
- The development of new industries, facilities and further growth of Northam as a regional centre provides opportunities to attract future population growth.

2.4 Residential Development

2.4.1 Subdivision Activity

Over the decade 2012 to 2021, an estimated 565 proposed residential lots were granted conditional approval across the Shire inclusive of former lots being subdivided. Over this period, an estimated 76 lots were granted final approval, that is where landowners or developers went on to create the lots. **Figure 4** shows the number of proposed residential lots granted conditional approval for subdivision, and the number of residential lots created over the decade to the end of 2021.

2.4.2 Residential land supply

As at March 2022, there was approximately 1064ha of urban residential zoned land in the Shire comprising of 4,050 lots. About 630ha (60%) of zoned land was developed.

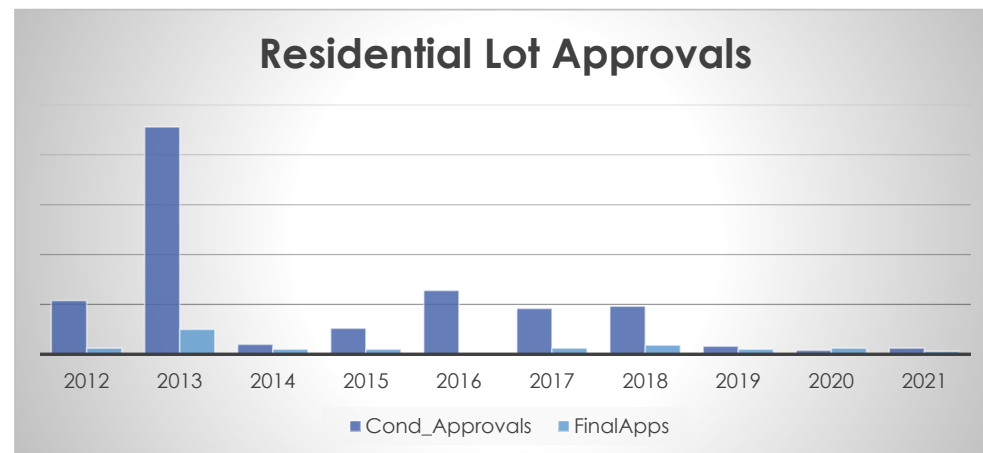


FIGURE 3 – RESIDENTIAL LOT APPROVALS (2012/13-2021/22)

The number of vacant lots on residential zoned land across the Shire's settlements is shown in **Table 2 – Vacant Residential Lot Supply**. This includes approximately 506 vacant lots over approximately 370 ha of land.

In the Northam townsite, approximately 358 ha or about one-third of urban residential zoned land remains undeveloped including large areas to the west and south of the townsite which remain to be subdivided. There are approximately 439 existing undeveloped residential zoned lots in the townsite although take-up of residential lots has increased in recent years with the supply of vacant residential lots falling about 25% since 2010.

Under the existing planning framework, including existing zoned land and other areas which have been identified for residential development such as in the existing LPS, it is estimated there are opportunities for approximately an additional 3,450 dwellings. Most of this potential is in proposed residential expansion areas around Northam townsite which has an estimated yield of approximately 2,576 dwellings.

This existing and planned supply could accommodate approximately 12,000 additional people, which would meet the Shire's population target of 8,000. But not all this land will be or can be developed and it will depend on servicing and the market.

Added to this is an opportunity for approximately 900 dwellings on existing rural living land, providing for approximately an additional 2,180 people (as discussed under the following Rural Living section).

2.4.3 Housing Stock

The number of dwellings (residential and rural living) increased from 4,596 in 2016 to 4,827 in 2021, an increase of about 46 dwellings per year. 60% (2,928) of dwellings are in the Northam townsite. Between 2016 and 2021, there were 126 new dwellings or about 25 each year in the townsite.

The number of residential building approvals (including all new dwellings and replacements) is shown in **Figure 5** and increased significantly in recent years.

Settlement	Northam	Wundowie	Bakers Hill	Grass Valley	Muluckine	Spencers Brook	Total
Lots less than 2,000 sqm	334	20	2	6	21	10	393
Lots greater than 2,000 sqm	105	n/a	5	n/a	n/a	3	113
TOTALS	439	20	7	6	21	13	506
<p><i>Note – Unrated lots which generally include government owned lots and other premises exempt from rates have not been included above</i></p> <p>TABLE 2 – VACANT RESIDENTIAL LOT SUPPLY (EXCLUDING RURAL LIVING)</p>							

As of the 2021 census, the Shire's housing stock comprised 94.8% separate houses, 3.8% semi-detached/town/row housing and 0.4% flats/apartments.

The existing housing stock varies considerably in terms of its age, style, construction materials and quality. Traditionally, housing in the townsite comprises single storey detached dwellings on lots ranging in size from 700m² to 2,000m². Over recent years there has been a notable increase in grouped dwellings on larger lots in established residential areas.

Housing outside the townsite has typically been single storey detached dwellings on large agricultural landholdings and some smaller rural living-type lots ranging from 2 to 10ha. There has been an increase in ancillary dwellings (granny flats) in both areas.

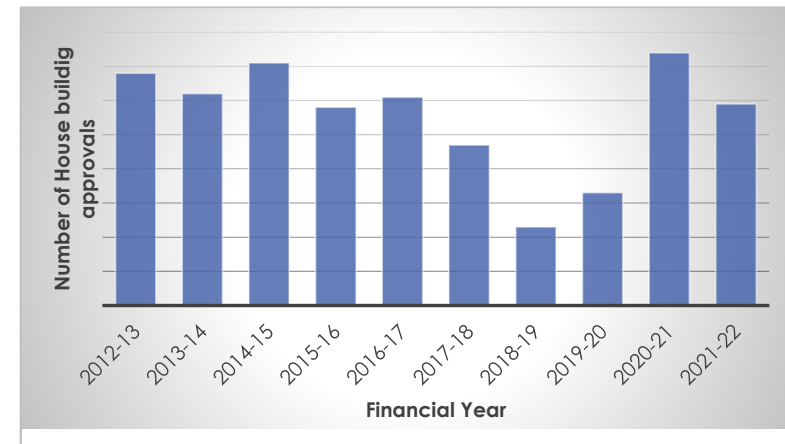


FIGURE 5 – RESIDENTIAL BUILDING APPROVALS

2.4.4 Housing tenure and affordability

Long term increases in house price growth have been driven by the affordability of land, proximity to Perth and the continuing 'tree change' phenomenon (i.e., lifestyle choice).

As of 2021, there were 212 Housing Authority properties in the Shire making up 5.2% of the total housing stock that is used to cater for government employees and low-income earners (social housing). This fell from 263 properties in 2016.

As of 2021, 944 properties (23.2%) in the Shire were rental properties, comprising 745 properties in the townsite (30%). These rates are similar to levels elsewhere in the State, but the number of rentals has reduced between 2016-2021 and there is a significant shortage of rental properties in the Shire. According to REIWA only two properties available for rent in Northam as of August 2022, reflecting broader market trends

Key Issues/Opportunities

- There are many vacant residential lots and a large amount of vacant residential zoned land in and around the Northam townsite.
- There is potential for sprawling development and inefficient use of land if existing development is not consolidated in the existing urban settlements. The take up of existing residential lots in the townsite should be encouraged prior to releasing new land to avoid sprawl, fragmentation and inefficient use of land.
- The existing supply of zoned residential land is likely to meet future demands, however, there is a need for land to be further planned, subdivided and serviced to bring it to market and may be opportunities for other residential zoned land and further on-site investigations to determine the suitability of certain land for development.

- There is a need to consider future housing needs having regard for anticipated population growth, declining household sizes and an ageing population.
- Need to encourage and provide incentives for the development of affordable, high quality and sustainable housing.
- There is a need to plan for and accommodate the anticipated increase in demand for higher density housing in the Northam townsite including opportunities for housing in mixed use developments in appropriate locations.
- There is strong demand for but limited supply of high quality, low maintenance rental accommodation in the townsites.
- There is a need to consider innovative solutions and incentives for the more rapid development of affordable, high quality and sustainable housing to provide a greater supply of housing for the local community.
- There is a need for significant improvements to the standard and quality of existing public housing stock.
- Development potential is dominated by underdeveloped lots within the town, particularly along the river, and affected by current servicing potential for water and sewer and flood risk. These servicing restrictions, constraints and the cost of reticulating service extension remain the greatest barriers for new residential subdivision. They need to be considered in comparison to the relatively low cost of infill development on vacant residential lots (or demolishing low quality housing). The greatest infill opportunities come from large vacant sites, unbuilt lots, rear lot subdivision and mixed-use development.
- There is need for more coordinated action involving a range of government, business and community stakeholders to ensure that future demands for housing can be met in an efficient and timely manner.

2.5 Rural Living

A number of rural living opportunities are currently provided in established rural residential estates in Wundowie, Bakers Hill, Clackline and Grass Valley and the outer fringes of the Northam townsite.

2.5.1 Subdivision Activity

Over the decade 2012-2021, an estimated 792 proposed rural living lots (which includes rural residential and smallholding zones and lots between 1 – 40ha) were granted conditional approval across the Shire inclusive of existing lots which have been subdivided. Over this period, an estimated 201 lots were granted final approval, that is where landowners or developers went on to create the lots. This low figure is mainly attributed to high development costs and limited commercial viability although as discussed in following sections, demand has been increasing.

Figure 6 shows the number of proposed rural living lots granted conditional approval for subdivision, and the number of rural living lots created over the decade to the end of 2021.

2.5.2 Rural living land supply

As at March 2022, there was approximately 5,000ha of rural living zoned land in the Shire comprising of 1,297 lots. Of this, only 42% of the area is developed.

There remains a significant number of vacant rural residential lots outside the Shire's settlements. This includes 207 vacant rural living lots (195 of which are zoned rural residential) mostly in Wundowie and Bakers Hill. There are 24 vacant rural living lots around Northam townsite.

There is a projected yield of 909 dwellings under existing rural living zoned land including 754 dwellings under existing rural living structure plans and potential for a further 2,300 dwellings which has already been identified for rural living throughout the Shire which is mostly in Wundowie and Bakers Hill.

Demand for rural living lots has increased in recent years, particularly surrounding Wundowie and Bakers Hill townsites, with more rural residential lots being brought to market than residential lots over the past decade. This is largely due to the value of and demand for rural living increased substantially with more people seeking a rural lifestyle making rural living subdivision development more commercially viable and contributing to growth in the west of the Shire

In particular, since January 2021, there been a significant uptake in sites following recent government development stimulus packages including 20 new dwellings approvals in Wundowie and 24 in Bakers Hill.

Key Issues/Opportunities

- There is a need to recognise that development of more than one house on a rural lot (except for ancillary dwellings) can conflict with existing or potential agricultural use of land and adjoining properties and undermine productive capacity.
- The demand for rural living is expected to continue in the foreseeable future but its development needs to have due regard for potential impact on agricultural production, natural assets, bushfire risk and additional demand on services and infrastructure. As such, future rural living development should avoid areas that contain significant flora and fauna, environmentally sensitive and/or bush fire prone.
- Given the Shire's size and difficulties it faces in providing services and facilities outside main settlements, there is also a need to ensure future rural living development is located near established settlements and it should occur in accordance with approved structure plans where necessary.

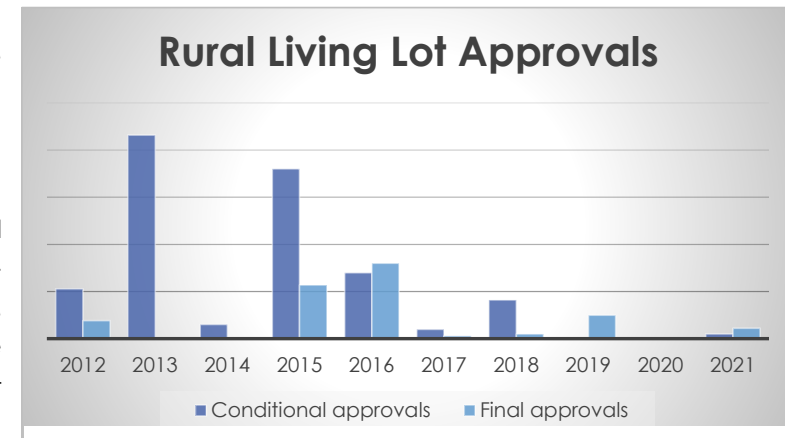


FIGURE 6 – RURAL LIVING LOT APPROVALS (2011-2021)

Note: Statistics may contain residential lots

- There is a need to address the efficient and effective provision of public infrastructure, community services and facilities to meet the demands arising from new rural living developments and develop a consistent and transparent framework to funding these to service the needs of residents in new and established rural living areas.
- The existing supply of rural living land is likely to meet future demand, however, there is a need for land to be further planned, subdivided and serviced to bring land to market, especially in Bakers Hill and Wundowie where there is strong demand.
- Notwithstanding that it is not required under SPP No. 2.5, for 'Rural Smallholding' type lots (i.e., lots ranging in size from 4 to 40 ha), the Shire considers the provision of scheme water to rural living development to be of significant benefit and importance given its availability and that it will help guard against fire and impacts of drought.

There are lacking services available to support further infill subdivision of the rural smallholding areas in the West Wundowie and Benruea area without significant infrastructure costs. These areas were previously subdivided to an average size of 10 ha with a legacy of limited reticulated water services if any.

2.6 Economic Development and Industry

The Shire's economy has historically been driven by agriculture, with almost a quarter of businesses in this sector. Northam is and will continue to function as a key administration, business, industry, and service centre of the broader Avon region and therefore represents a significant concentration of employment. It is also strategically located close to Perth and along major freight routes with strong connections to the State's mining sector.

As of 2021, there were 767 businesses in the Shire. Northam Town Centre has a trade area of approximately 20,000-25,000 persons who would use the centre on a regular basis. The local economy, while still focussed on agriculture, is diversifying. Due to its location and existing transport infrastructure its attractiveness is becoming apparent for more diverse industries. Encouraging further development of Avon Industrial Park (AIP) and serviced light industry land parcels throughout the subregion is a key economic growth strategy. As a regional centre, Northam maintains a relatively broad economic base with the representation of many industries.

2.6.1 Employment

In 2021 there were 5,431 local jobs, a marked increase since 2016 (4,854 jobs). In 2021, health care and social assistance was the biggest employer (20.4%) followed by public administration and safety (15.2%), which have had the biggest increase in jobs between 2016-2021 and represent far greater proportions of the workforce than the State average. There was also growth in jobs in agriculture between 2016-21.

2.6.2 Economic growth and development

In recent years many new developments have driven economic activity including:

- Bilya Koort Boodja Centre for Noongar Culture and Environmental Knowledge.
- Northam Aquatic Centre and Youth Precinct Redevelopment of the Northam Boulevard – including solar energy project.
- Major retailers, including Coles, Aldi, Kmart, KFC, Bunnings, Spudshed, DOME Café and Farmer's Home Hotel (redevelopment of State heritage listed (former) Shamrock Hotel).
- Northam Regional Hospital upgrade and Wheatbelt GP Network Super Clinic
- St John Ambulance sub centre and regional office First Aid Training Centre.
- Ingham's chicken broiler farm.
- Stages 1 and 2 Mauravillo Rural Residential Estate - Wundowie.
- Stages 1 and 2 Oyston Road Rural Residential Estate – Bakers Hill.
- Old York Road Light Industrial Complex.
- Avon Industrial Park, Meenar.
- Roadhouse and Logistics Hub on Yilgarn Ave.
- A 665kw solar micro grid farm.
- ARC Infrastructure Regional Office.

2.6.3 Agriculture and Rural Land

Agriculture is an important land use and industry in the Shire and is expected to remain a major contributor to local economic activity.

Broad hectare wheat and sheep farming has been the major agricultural activity for many years; however, agricultural production has broadened to include more intensive uses such as horticulture and tree plantations.

2021 Statistics

There were 181 farming operations, an increase from 170 in 2017 and making up 23.6% of all businesses.

The gross value of agricultural production was approximately \$58 million up from \$53.4 million in 2016. Approximately \$42 million was from crops, an increase of \$3 million from 2016 and most of this is cereal crops. Livestock and livestock products made up most of the remaining value.

376 local jobs were in agriculture (8.6% of total jobs). This proportion has remained relatively steady over the past decade.

Approximately 80% of the Shire's total land is used for agricultural enterprises. Land to the west of the Avon River is generally more suited to extensive grazing and pastures whilst soils to the east have a moderate to moderately high potential for pasture and cropping.

The number of rural zoned lots decreased 13% between 2009 and 2020 from 2,450 to 2,122 lots. 1,848 lots (87%) on rural zoned land are less than 100ha. Most smaller lots are located to the west of Northam townsite.

The number of larger rural zoned lots (i.e. over 100ha) has remained relatively steady over the past decade, but over the longer term there has been a strong trend towards subdivision of rural land, particularly in the west of the Shire.

Key Issues/Opportunities

- The impacts of climate change, the global conversion of food crops to fuel crops and increased rural living demand is likely to make productive agricultural land an increasingly scarce resource. Other major threats facing the agricultural industry are increasing soil salinity, surface and sub-surface soil acidification, erosion, water logging and soil compaction.
- There is a need to identify and protect productive agricultural land from ad-hoc subdivision, incompatible development and land degradation due to its significance to the local, regional and State economies.
- There is a need to avoid and minimise land use conflicts arising from the development and use of agricultural land, particularly near settlements and existing and proposed rural living areas.
- There is a need to minimise the potential impacts from the large amount and increasing number of small rural landholdings which raise issues in terms of biosecurity, absentee landowners, resource management, fire control and the potential impact upon the continued farming practices on larger rural lots.
- There is a need to diversify employment in the agricultural industry by supporting development of value-adding industries that process agricultural produce.

2.6.4 Commerce and Industry

Commerce and industry play an important role in the local economy and are expected to make a significant contribution to the future economic development and growth of the Central Wheatbelt Region and Avon Valley.

There are a wide variety of commercial enterprises and industrial activities, the majority of which service the agricultural sector.

Commercial land

The Northam townsite is the Avon Valley's administrative and commercial hub and serves the region as an important manufacturing and service centre.

Commercial activities in Northam townsite include a variety of retail outlets, financial, administrative and health services, agricultural, building and home maintenance supplies, vehicle and machinery sales and repairs, fuel sales and distribution, agricultural service industries and hospitality and accommodation services and facilities. Wundowie, Bakers Hill and Clackline also have a small number of retail outlets.

As of March 2022, there were 465 lots on land zoned for Commercial development which includes Commercial and Mixed Use zoned land and covers 75ha, of which 428 lots are in the Northam townsite. Of this, only 46 lots are vacant covering an area of 7ha, most of which is in the Mixed-Use Zone in the western portion of the Northam Town Centre. About 50% of all land zoned for commercial land uses is utilised for residential purposes. This can largely be attributed to historic land use.

Over the decade to December 2021, 13 commercial lots were granted conditional approval of which 4 were created.

Industrial land

The main industries have traditionally been established to service the needs of the agricultural sector and have included some downstream processing of local products (e.g., the Wundowie foundry and local abattoirs).

Most industrial development is in the Northam townsite, including recently zoned land at the logistics hub, and the Wundowie townsite.

The AIP, which is located 18km east of the Northam townsite, is a 473ha strategic regional industrial estate comprising 203ha of dedicated industrial land comprising lots ranging from 2-12ha. The AIP was developed to attract and accommodate a wide range of manufacturing, processing and distribution industries to enhance the economic sustainability of the region and complement existing industrial activities. A scheme amendment is being progressed to rezone land in the northwest portion of the AIP from reserve to industry to facilitate industry and additional rail facilities, support establishment of renewable energy facilities and general industry uses.

There is 549ha of industrial zoned land comprising 222 lots as of March 2022 which mainly comprises of the industrial land around the Northam Townsite as well as AIP. Of this, 80ha is vacant comprising 38 lots (21 lots in Northam, 13 lots in Grass Valley (AIP), 4 lots in Wundowie).

Between 2011 and 2021, there were 86 lots industrial lots granted conditional approval, but only 8 lots created. While there is some vacant industrial land, there is a lack of development ready light and service industrial land in Northam and other townsites.

Key Issues/Opportunities

- There is a need to encourage and support economic diversification through the development of diversified commerce and industry and flexibility to attract and accommodate new commercial and industrial activities.
- There is a need for infrastructure, servicing and planning including rezoning to provide adequate commercial and industrial land in appropriate locations.
- There is a need to consolidate and encourage development of the Northam town centre and prevent risk of fragmentation of commercial land uses including a discount department store/bulky goods out of the centre.

- There is a need to facilitate additional industrial lots for light and service industry in Northam and townsites to address shortage of suitable lots.

2.6.5 Tourism

Tourism is a growing contributor to the local economy due to the Shire's proximity to Perth and has significant potential to play an important role in the future economic development and growth of the Shire.

Northam is currently being promoted as a 'Heritage, Commerce and Lifestyle' centre under the Visit Northam brand with tourism focused on Adventure tourism, Nature tourism, Events tourism; and Cultural, Arts & Heritage tourism.

The Shire has a wide variety of tourist attractions including:

- Bilya Koort Boodja
- The Northam Visitor Centre.
- The Avon River.
- Numerous nature reserves with an abundance of flora and fauna including a large variety of bird life.
- Heritage walks and self-drive trails (e.g., the Kep Track).
- Hot Air Ballooning and aviation activities.



Events such as Avon Descent, Northam Bilya Festival, Northam Motor Sport Festival and Ballooning Events.

- The second highest number of heritage buildings in Western Australia.
- Mt Ommanney lookout.
- Wineries, Pubs & Eateries & Cottage Industries.
- Paintballing, Rally Driving, Helicopter Flights.
- Public Art trails.

A range of accommodation facilities are currently available including hotels, motels, bed and breakfasts, a caravan park and self-contained cottages, as well as free RV rest stops in Wundowie and Northam.

Key Issues/Opportunities

- Need to continue to develop and actively promote sustainable development of all aspects of tourism.
- Need to provide more land use flexibility to reinvigorate the town centre to encourage tourism.
- Need to plan tourist land use and activity so that they are located appropriately in or near settlements and infrastructure, prevent land use conflict and to minimise impact on heritage places.
- Need to control the level of tourist development on rural land to protect the predominant rural or agricultural use of the land.

- Need to overcome limitations to investment in tourism development such as ecotourism, farm stays, chalets and bed and breakfast accommodation by providing infrastructure support and making investment in tourism simple and financially attractive.
- Need to ensure careful planning of tourism development including the provision of suitably located infrastructure and protection of the natural environment and cultural heritage places and values.
- Need to encourage local tourism operators to be proactive in promoting Northam more widely and celebrating the essence of what Northam is.

2.6.6 Mineral Resources and Basic Raw Materials (BRM)

Minerals and BRM extraction are an important local industry with significant development and growth potential. **Map 6 – Mineral Resources and Basic Raw Materials** shows locations of strategic mineral resources, mining tenements, SGS and relevant separation distances

Mineral Resources

The Shire has a broad range of recorded mineral deposits that are of strategic importance to future economic development and growth. These are dispersed throughout the Shire and include bauxite, copper, lead, zinc, gold, magnesite, tungsten, molybdenum, vanadium, nickel, iron, gravel, aggregate, sand, clay, kaolin, silica, mica and sillimanite.

Mineral extraction is mostly controlled by the *Mining Act 1978*. Most mining tenements issued by DMIRS are for bauxite in the Darling Range, however, mining exploration is also targeting platinum, gold, iron ore and base metal mineralisation in the Shire's east. There are 18 existing mining tenements including one State Agreement (*Wundowie Charcoal Iron Industry Sale Agreement Act 1974*) and 20 mining tenement applications wholly or partly within the Shire including 17 exploration licences and three mining leases.

Mining on some lots in the Shire are governed under the *Planning and Development Act* on what are commonly referred to as 'mineral to owner lots' which are those generally denoted by an 'M' in front of the lot number and where landowners still have the right to mine and sell these products subject to planning requirements and laws (excluding royal metals). That is, they are not covered via the *Mining Act 1978* so the local government can control via planning scheme.

There are 74 mines and mineral deposits of which 13 are operational (mostly these are quarries and pits for BRM), 19 are closed and 42 are undeveloped prospects, occurrences or deposits.

Northam Iron magnetite mining exploration (Ragged Rock Iron Ore Project) proposes to explore iron deposits in the Quellington and Grass Valley areas.

Noondeening Hill in Katrine is a declared Geoheritage Site as identified by DMIRS (Site No. 99) which is a significant geological feature that is protected from all mining activity.

BRM and Extractive Industries

Extractive industry means an industry which involves the extraction, quarrying or removal of sand, gravel, limestone, clay, hard rock, stone or similar material from the land and includes the treatment, processing and storage of those materials.

The Shire has various SGS's of BRM which are those identified by DMIRS as having State significance due to the size of the resource, relative scarcity, demand and/or location near growth areas and transport routes. These include sand and hard rock aggregate in the vicinity of Great Southern Highway and hard rock aggregate in Burlong, Spencers Brook and Grass Valley. The major operating mines mainly produce constructive materials including granitic rock, gravel, clay and sands including silica sands.

On private land, BRM extraction is subject to the *Planning and Development Act 2005* and is typically controlled by the development approval process. BRM extraction is possible in the rural, rural smallholding and general industry zones, subject to advertising. BRM extraction is also subject to obtaining an extractive industry licence from the Shire. There are 13 existing local government approved extractive industry licences for BRM extraction on private land.

There are also seven crown reserves for gravel extraction in the Shire.

Key Issues/Opportunities

- Need to confirm the location and extent of mineral resources and BRM and secure their long-term protection.
- Need to provide for the proper and orderly planning and sequential development of extractive industries to maximise economic benefits and minimise environmental and social impacts including protection from development which could sterilise extraction and site rehabilitation.
- Need to provide local input into mining proposals where possible to address potential impacts on surrounding land uses and ensure sufficient control over land which is not covered in the Mining Act.

2.7 Infrastructure and Servicing

2.7.1 Water Supply

Map 7 – Water Supply and Wastewater shows the Shire's major water supply infrastructure. Potable water is provided under licence by the Water Corporation via the GAWSS. Treated water is sourced from Mundaring Weir and delivered via the Mundaring-Kalgoorlie pipeline.

The Shire is the largest GAWSS water consumer in the Avon River Basin, averaging 1,000 ML / annum for the period 2010 to 2020, a slight increase on the average of 967 ML / annum between 1995 and 2007.

The number of residential water services in the main settlements has increased slowly but steadily over the past decade. In 2020, 70% of all water supplied from the GAWSS was to settlements, increasing from 61% in 2013.

Most remaining water is used for agriculture and approximately 1% is consumed from standpipes and community water supplies, transport infrastructure and the mining industry. The number of water services for commercial, farmland and other services has remained relatively the same over the past decade.

Overall trends indicate that there will be no change to water demand in the short to medium term with potential for a moderate increase in demand for reticulated water supplies due to population growth and economic and climatic influences.

Potable water from the GAWSS in Northam, Bakers Hill and Wundowie townships is supplemented by treated wastewater to irrigate gardens and playing fields.

The Water Corporation has advised that any significant increase in demand for potable water will require a system investigation, possible upgrades to the existing water supply infrastructure and special pricing agreements.

There is one public drinking water source area proclaimed under the *Country Areas Water Supply Act 1947* located in the Shire being the 'Mundaring Weir Catchment Area' in State Forest No. 13.

Water supplies in areas not served by scheme water are generally provided by on-site storage tanks as well as farm dams and associated catchments. Water for rural properties is also carted from numerous scheme water standpipes and Agriculture Area (AA) dams currently vested with the Water Corporation. A capacity around 120,000L per residence is typically required in the Wheatbelt.

There is a need to encourage the conservation and efficient use of water resources, identify future potential water resources and provide for their long-term protection and ensure a sustainable potable water supply for future development where scheme water is not available as per State policy.



2.7.2 Sewage and Wastewater

Map 8 – Water Supply and Wastewater shows the location of key wastewater infrastructure. Sewage disposal in the Northam township is mostly via a reticulated sewerage disposal scheme owned and operated under licence by the Water Corporation and served by a system of sewer mains gravitating to three separate pump stations. These stations pump sewerage to a WWTP approximately 2.5km north-west of the town centre. Sewage disposal in the Wundowie township is also via a reticulated scheme owned and operated by the Water Corporation.

The Water Corporation undertakes ongoing monitoring of the flow and performance of WWTP facilities and undertakes ongoing planning for upgrades to its infrastructure based on need and demand. Critical to the ongoing functionality of the plants is reuse of treated water and the Shire uses most of it on ovals. Minor upgrades to the treated wastewater infrastructure may be required.

The Scheme contains a WWTP SCA to ensure land uses near plants are compatible and mitigate land use conflict.

There is no reticulated sewerage disposal scheme in the Bakers Hill, Clackline, Spencers Brook, Seabrook or Grass Valley townships, parts of the Northam township or wider areas of the Shire. Sewage disposal in these areas is via conventional septic tanks and leach drains or other on-site disposal systems.

Most of the Shire is not identified as sewerage sensitive in the Government Sewerage Policy, although areas along rivers and creeks would be expected to be sewerage sensitive. Two sites near the Avon River in Katrine are identified as sewerage sensitive as habitats of threatened and priority ecological communities and special protected water – dependent fauna.

Key Issues/Opportunities

- Need to ensure that all future subdivision and development complies with requirements of State Government policy for sewage disposal.
- All future land use within the Northam and Wundowie WWTP buffer areas must be compatible with the plants to minimise potential land use conflicts.
- Need to ensure that all existing and future landowners whose properties are located within the defined odour buffers for the Northam and Wundowie wastewater treatment plants are aware of the potential for nuisance and likely limitations and restrictions on future land use and development.

2.7.3 Drainage, Waterways and Flood risk

Surface water features

Most of the Shire falls within the Avon River catchment with a small section in the south-west falling within the Swan River catchment.

Annual rainfall in the eastern extremities of the Avon River catchment is approximately 300mm rising to 1,000mm in the western extremities on the Darling Scarp. The Shire has an average rainfall of 427mm per annum.

The major surface water features are the Avon River, which runs from north to south with an easterly meander, and the Mortlock River East and Mortlock River North which enter the Shire from the east and north and meander west to join with the Avon River. Refer to **Map 8 Waterways and Flood Risk**

Due to the landforms and soils, there are numerous seasonally flowing small drainage lines and creeks which flow into either the Avon or Mortlock River systems. Many of the natural drainage lines and the major river systems are significantly altered and degraded and liable to inundation and flooding, particularly during extreme storm events.

Flood study research indicates a 9 to 11-year frequency of flooding in the Avon and Mortlock River systems, with the most recent major flooding event affecting the townsite in March 2021. DWER is expected to release updated floodplain mapping for Northam in 2022.

The Scheme includes the Avon and Mortlock Rivers SCA and Spencers Brook SCA which seek to ensure that future infrastructure or development does not adversely alter the capacity of the areas to convey floodwaters.

Stormwater and drainage

Stormwater drainage is currently managed by a combination of pipes, culverts and open drains. Most streets in established settlements are kerbed and drained with inlet pits and piped drainage systems. Rural areas are served predominantly by open drains, culverts and dams.

In most cases, stormwater collected in this infrastructure is discharged directly into natural drainage systems with little regard for potential off-site and environmental impacts which may include:

- land degradation in the form of erosion from poorly constructed drains, increased risk of salinity and waterlogging downstream, sedimentation of natural watercourses.
- increased water discharges and reduced water quality leading to the loss of native plants and animals; and
- erosion, flooding and damage to roads and other infrastructure through inadequate culverts.

Groundwater

Significant, low salinity groundwater resources within the Shire are rare. Groundwater quantity and quality decreases from west to east across in accordance with annual rainfall.

On the Darling Scarp in the west, potable groundwater in small quantities can reliably be found in shallow bores and wells sunk through laterite into granite.



Elsewhere in the Shire, groundwater quality is mainly suitable only for stock watering although in smaller catchments, where geological conditions are suitable, small quantities of potable groundwater can be found, but are of limited significance.

Information on the location of suitable groundwater sources is currently limited and requires further investigation in consultation with DWER and the community.

Key Issues and Opportunities

- Increased salinity, nutrient input and sedimentation are the primary water quality issues for major surface water features that require management.
- Stormwater drainage issues include movement of sediment into and along watercourses, scouring and erosion of watercourse bed and banks at the disposal point; and export of pollutants, nutrients and turbid stormwater into watercourses.
- Current drainage infrastructure and management practices in many areas are below the standards required to ensure adequate protection of the built environment and natural resources.
- There is a need to consider impacts of new developments on local drainage conditions and avoid off-site environmental impacts, particularly in the Northam townsite where pressure for new development is likely to be greatest.
- There is need to account for current planning guidelines for the 1 in 100 AEP floodway along that portion of the Avon River that dissects the Northam townsite when planning for future land use and development in this area.
- There is need to ensure that any future development in the Spencers Brook locality has due regard for the potential flood risk and does not compromise the ecological values of the Avon River and associated riparian zone or adversely alter the capacity of the local floodway to convey floodwaters.
- There is need to ensure a coordinated approach to drainage and pumping schemes which are recognised as one option for controlling salinity and water logging in agricultural areas.
- Given the current limited information regarding the location and extent of areas liable to inundation and flooding, consultation with DWER is required to ensure appropriate management of these areas in the future.

2.7.4 Energy and Telecommunications

Electricity and Gas

Electricity is provided by Western Power from the south-west interconnected grid via substations at Wundowie and on the edge of the Northam townsite which receive 66kV and/or 132kV power transmission lines. Power is distributed by a network of 22kV overhead and underground lines. Network maintenance is crucial to bush fire management.

Equipment at the Wundowie substation nearing the end of its design life. Western Power is investigating options for its future including the de-energisation of the substation and transfer of load to the Sawyers Valley substation.

Electricity supply to individual developments is subject to agreements between developers and Western Power concerning location, extent and scheduling. The cost of providing electricity services to new developments is a significant proportion of development costs and is expected to remain so in the future.

The 10MW Northam Solar operation by Bookitja Pty Ltd and Carnegie Clean Energy commenced in 2018 on a 25ha site to the east of the townsite to deliver approximately 24,000MWh of electricity per annum for at least the next 25 years.

Australia's first large scale hydrogen plan is planned at the site, adding a 10MW hydrogen electrolyser and battery storage to produce zero-emissions green. The facility at Northam is already connected to the SWIS with additional land secured for potential expansion.

There is currently no reticulated gas service, so gas is supplied in cylinders. There are no plans to introduce reticulated natural gas in the short-term which is needed to facilitate larger industrial developments.

Telecommunications

The Shire is served by a wide range of telecommunication services including fixed line phones, internet access, television and radio. The Northam townsite and most settlements and surrounds have access to the national NBN network.

Services are concentrated in the main settlements where demand is greatest.

It has access to the national phone network via a system of optical fibre cables and digital exchanges and digital mobile and satellite phone services.

Two-way radio is another form of communication used in remote areas. The Shire has a directory of two-way radio users and emergency channel with a repeater station to provide emergency coverage.

Key Issues and Opportunities

- The current power supply network is expected to have sufficient capacity to accommodate future development and growth in the medium to long term (<5MVA), however, the high cost of providing electricity is proving to be a constraint to new development. Large commercial and industrial 'block' type loads may require specific network reinforcements above those required to accommodate 'general' load growth.
- There is a need to encourage and continue to support the development of alternative energy production such as solar, wind and integrated wood processing and battery storage facilities which have significant potential and environmental benefits. Such proposals will need to be assessed by Western Power to determine network connection arrangements and to ensure that technical requirements are met.

- The absence of reticulated gas supply has limited development of larger industry. There is a need to consider energy conservation in the design of urban areas and housing. The concepts of environmental design, solar orientation and energy efficient housing have significant benefits for consumers in the face of continued increases in the price of grid power and should be promoted by the local government when administering the Scheme.
- Need to recognise that new communications technology is changing the way communities do business and increasing demand for home-based businesses.
- Need to ensure that telecommunications infrastructure is designed and installed in a way that protects the environment, local character and amenity.
- Need to ensure that the local government planning framework facilitates the effective and efficient development of new telecommunications infrastructure, avoids lengthy and litigious approval processes and is sufficiently flexible to accommodate the development of new home-based business activities.
- Need to ensure that the Black Spots of the digital mobile coverage are filled.

2.7.5 Waste Management

The Shire operates an approved and licensed 'Class 2' putrescible landfill site developed on Crown land (Reserve 26840) immediately to the north of the Northam townsite with direct frontage and access to Old Quarry Road. This facility receives solid and putrescible waste generated in the Shires of Northam, York, Toodyay, Cunderdin and Kellerberrin and provides for the collection and processing of some recyclable materials. It is also licensed as a liquid waste facility and receives septage wastes from leach drains and grease traps. The facility is licensed to receive up to 50,000 tonnes of putrescible waste and up to 7,000 tonnes of liquid waste annually and is estimated to have a lifespan of at least 11 years.

A transfer station and reuse shop has recently been constructed and opened at the Old Quarry Road facility following receipt of a grant from the State Government to increase recycling and reuse of materials.

The Shire also operates the Inkpen Road Landfill, which is a 'Class 2' site on Crown Land Reserve 25796 approximately 3km south of the Wundowie townsite. This facility receives solid and putrescible waste and is estimated to have a lifespan of at least 46 years.



There are several former landfill sites in Bakers Hill, Grass Valley and Wundowie, which have been decommissioned and rehabilitated.

In 2020/21, 11,760 tonnes of aluminium cans, steel cans, glass and plastic containers, cardboard and paper were collected at various recycling drop-off points.

A regional Containers for Change facility has been established in the Northam townsite to provide a drop-off and sorting facility for the region, which will increase the percentage of recycling.

Key Issues/Opportunities

- Need to encourage the local community to reduce waste and recycle to help decrease demand for further waste disposal sites.
- Need to recognise that landfill sites have potential to discharge nutrients and other pollutants to the environment directly by surface water flow or through leaching to groundwater and that contamination of groundwater by leachate from landfill sites is very difficult to remediate.
- Need to consider the potential impact of waste disposal sites on land use and development on adjoining landholdings including the need to provide suitable buffer areas and establish suitable land use controls within these buffer areas.
- Need to take account of land capability, natural resources and existing or proposed adjoining land uses when planning for the expansion of existing waste disposal sites or the development of any new sites, in order to minimise negative environmental impacts and avoid land use conflicts.

2.7.6 Community Services, Recreation and Public Open Space

The public sector and non-government organisations provide a wide range of community services and facilities, mostly in Northam townsite and include education, health, emergency, cultural and recreation services and facilities.

Community uses in the Northam townsite include a regional hospital, doctor surgeries, aged care services and accommodation, Wheatbelt Aboriginal Health Clinic, O'Connor Institute, two high schools (including a District high school), four primary schools, kindergarten, caravan park, Shire administration centre and works depot, several State government district offices and depots, post office, fire station, St Johns Ambulance depot, Police station, courthouse, community halls, churches, museum, railway station, regional library, playgrounds, showgrounds, playing fields, outdoor courts, equestrian facilities, recreation complex, outdoor swimming pool, gun club, bowling club, aerodrome and cemetery.

Northam Recreation Centre and Aquatic Centre is a key local destination and focal point, providing a diverse range of sporting, recreational and community facilities. Recreational facilities also include Northam Youth Precinct, Bakers Hill Recreation Centre, Wundowie Skate Park and Wundowie Swimming Pool.

Due to small resident populations, community uses in other settlements are fewer and include postal agencies, halls, primary schools (Wundowie and Bakers Hill), recreation facilities, tourist information, parking areas and overnight RV areas.

There are also a significant number of community uses outside main settlements including the Muresk Facility, various active and passive recreation facilities and tourist information and parking areas. There are 119 parks across the Shire covering a total of 144ha, and 75ha of regional open space as identified in the Shire's draft Public Open Space Strategy.

Bernard Park, between the river and retail precinct, is the most recognisable developed open space due to the riverside and central location. The northern riverbank has a linear green space bound by Broome Terrace to Apex Park adjacent to Avon Bridge.

Non-commercial community uses are generally classified as 'Public Purpose' reserves and active and passive recreation areas are classified as 'Parks and Recreation' reserves in the Scheme.

Key Issues/Opportunities

- Changes in demand for community services and infrastructure need to be monitored to facilitate efficient provision and maintenance of an appropriate range of services and facilities and provide improved coordination between public and private sector service providers.
- Community involvement needs to be promoted in the planning and delivery of community services to secure the continuation of those services that may be at risk due from rationalisation to reduced funding or falling demand. There is a need to acknowledge and foster autonomy of responsible local organisations prepared to raise funds and manage local halls, parks, etc.
- There is need to provide and maintain access to a range of education and training services and facilities to minimise the potential for population decline, particularly in younger age groups.
- The increase in the percentage of people in the older age groups and a growing indigenous population has implications for the supply of various services and facilities, especially those related to housing and health. As such, there is a need to ensure that the provision of affordable accommodation, health and care services and facilities is given a high priority to help prevent population decline.
- The dispersed nature of settlement creates problems for servicing the community. Significant investment is required to provide and maintain an equitable range and level of services and facilities for the local community.
- There is need for a clear framework for efficient and effective provision of community services and facilities to meet demand from new development,
- There is a need to work with relevant authorities to establish an agribusiness innovation hub at Muresk for rural and regional education and training.

2.8 Transport

2.8.1 Road network

The Shire's road network comprises 639km of roads of varying standards of which about half comprises sealed roads (347km). Most roads are controlled by the Shire except for the Great Eastern Highway, Northam – Toodyay Road, Northam – Pithara Road/ Goomalling Road/ Taylor Road, Peel Terrace / Northam – York Road/ York Road and Great Southern Highway which are controlled and managed by MRWA.

Great Eastern Highway, which runs east-west across the Shire, is the principal road link, providing connection to Perth, the eastern Wheatbelt and Goldfields. It is classified as a National Highway and forms part of the major intrastate link between Perth and the eastern states. It is a strategic freight, tourist, inter-town and commuter route and is used for the transportation of dangerous goods from Perth to Kalgoorlie. Traffic volumes along the highway east of the Northam townsite (near Yilgarn Ave) average 2,553 vehicles per day, while west of the town on the eastern approach to Mitchell Ave they average 5,353 vehicles per day, with trucks making up approximately one-quarter of the traffic volume.

To reduce vehicle traffic along Great Eastern Highway and provide a safer and more efficient route for the movement of vehicles, the Perth-Adelaide National Highway (PANH) is planned through the Shire. The final alignment is being planned at present as part of the EastLink project. It is proposed to connect Northam and Midland via Gidgegannup involving realignment of Great Eastern Highway west of Clackline to connect with Toodyay Road. MRWA is planning for the alignment however funding to build the road is yet to be secured.

The Clackline bypass has been constructed separately and in advance of the EastLink with the possibility that the same will happen at Bakers Hill.

2.8.2 Freight and Logistics

Roads carry significant volumes of heavy vehicles which haul a variety of products including grain and livestock, fuel, fertiliser, general freight, hazardous goods, farm and mining machinery, BRM and minerals. They also cater for a substantial amount of light through traffic that has neither its origins nor destinations within the Shire.

One of the largest road freight tasks is its annual grain harvest which according to CBH averages around 372,000 tonnes per year and is the region's largest facility. Most grain is moved from farms to the local receival point located in Northam, but a small proportion of the harvest is hauled direct from farms to port by road.

A separate system, the freight rail network across the State's south, is publicly owned, though under the long-term control of private leaseholder Arc Infrastructure, until 2049. This rail system complements road freight operations, connecting the Wheatbelt and agricultural producing areas of the South to ports, and plays an important role in facilitating competitive exports of agricultural produce. WA grain exporters currently

compete year-round with emerging lower cost northern hemisphere producers. Improved supply chain efficiency helps ensure that local grain harvests can ship to international customers quickly, at peak periods of demand, to secure higher prices and export earnings. Rail has a strong capacity to efficiently move large volumes during peak demand periods, while also removing trucks from roads, which benefits local communities and reduces road maintenance.

The 60ha Avon Logistics Hub located on the eastern edge of the Northam on Great Eastern Highway is under development. Currently the area comprises a road train assembly area and a new roadhouse/truck stop.

A series of infrastructure project packages have been prioritised in DOTs *Revitalising Agricultural Regional Freight Strategy* including rail improvements, establishment of intermodal terminal containers at Avon Rail and targeted road network investment in the Wheatbelt region.

2.8.3 Public transport

Transwa provide five return Avon Link rail services between Midland and Northam. The Merredin Link and Prospector also travel through Northam.

Transwa bus services connect Wundowie, Bakers Hill, Clackline and Northam. Wundowie is also connected to Midland with a Transperth bus service.

Although, there is no local public transport service in the Northam townsite, there are a number of private taxi and rideshare services operating.

2.8.4 Aviation

The Northam Airport is owned by the Shire and is operated and maintained by the Northam Aero Club. Several industries and infrastructure have been established at the site including aircraft maintenance and refuelling facilities. Due to the strategic location of the airport close to Perth, it offers great potential as an alternative airport base for metropolitan residents who require hangar sites for aircraft storage and runway access.

The airport is a potential major contributor to attract residents, visitors and tourists and several both aviation and non-aviation related residential, commercial and recreational opportunities lie in the land surrounding the aerodrome.

The *Northam Airport Masterplan 2015* has been prepared to guide future planning for the site including a land use plan, facilities development plan (including movement area planning and aviation support facilities) and an airport safeguarding plan which highlights elements such as the airspace protection areas and aircraft noise. *LPP 9 – Northam Airport Development* seeks to control the construction of hangars to provide certainty for leaseholders.

Key issues and opportunities

- There is a need to recognise transport's vital role in the future of the local economy and protect existing and future proposed transport infrastructure.
- Anticipated increases in road transport from expansion of the State's resource sector, continuing growth in interstate freight, rising agricultural production levels and other initiatives are expected to add pressure on the local roads and result in the need to upgrade infrastructure and increased maintenance costs.
- There is continued producer and freight industry pressure for larger capacity trucks for grain and other commodity haulage and increasing community concern about the number and size of heavy haulage vehicles on local roads.
- There is a general desire to better utilise rail as an alternative freight carrier.
- There are residential areas within trigger distances in *SPP5.4 Road and Rail Noise*, which requires further consideration of noise limits, and the introduction of noise-sensitive land uses within these areas.
- There is need to quantify likely increases in future traffic on the local road network to inform future road needs and funding requirements.
- There is need for the Shire to be involved in planning of the PANH/Eastlink final alignment to help reduce vehicle traffic along Great Eastern Highway and provide a safer and more efficient route while seeking to preserve the Kep track.
- There is a need to plan for improvements and upgrades to the existing road and rail network to improve the efficiency of the State's grain freight network.
- There is need to address the lack of local public transport in to help improve the community's mobility, particularly low-income earners and the elderly.
- There is need to consider options for capitalising on the investment made in the Northam aerodrome by increasing the services offered and air traffic volumes. Any future expansion plans will, however, need to account for existing and proposed surrounding land uses to avoid any potential land use conflict associated with potential aircraft noise. The Shire will need to collaborate with Shire of Cunderdin regarding its future airport services.



2.9 Environment, Natural Resources and Biodiversity

2.9.1 Climate

The Shire is characterised by cool, wet winters and warm to hot, dry summers. Average maximum temperatures range from 34.2°C in January to 16.9°C in July. Average minimum temperatures range from 17.2°C in February to 5.4°C in July.

The Shire receives an average of 427mm of rainfall each year, of which, 349mm falls between May and November. Records indicate falling average rainfall over the last 30 years compared to the previous 30 years by about 5 mm per annum. Since the early 1990's, rainfall in autumn and winter months has fallen significantly.

There is a need to consider and guard against impacts of climate change and variability.

2.9.2 Geology and Soils

The Shire is situated on the Yilgarn Block which is over 2,500 million years old. As such, much of the Shire is underlain by ancient granite rock covered by lateritic soils usually no more than a few metres thick comprising sand, loam and clay with areas of lateritic gravel and occasional granite outcrops at the surface.

The Shire contains two broad physiographic (landform) zones, the Darling Range Zone and Zone of Rejuvenated Drainage, each containing characteristic landforms, soil landscapes and vegetation.

The Darling Range Zone covers approximately 43,000ha of the Shire and encompasses all land west of Warranine Brook near Clackline. It comprises an undulating dissected plateau with an average height of 340 metres Australian Height Datum (AHD). More elevated hills are located around Wundowie (445 metres AHD) and Bakers Hill (408 metres AHD). Valley floors are usually broad and swampy with an average elevation of around 275 metres AHD. Most land in this zone belongs to either the Yalanbee or Leaver soil landscape units.

The primary soil types in both units are buckshot gravels and yellow gravelly loamy sands with a moderate or moderately high potential for crop and pasture production. Potential drawbacks of these soils are compaction, non-wettability, wind and water erosion and soil acidification.

The Zone of Rejuvenated Drainage covers approximately 98,000ha and encompasses all land east of Warranine Brook Valley and the Nanamullen Brook near Clackline through to the Shire's eastern, northern and southern boundaries. It has the most significant potential for broadacre agricultural production.

The Zone of Rejuvenated Drainage can be divided into two distinct units.

The area between Warranine Brook and the Avon River has steeper slopes (mostly greater than 5% with large areas in excess of 10%) and a higher proportion of rock outcrops and boulders than the eastern side.

The area east of the Avon River has more gentle slopes (generally less than 5%) and its rocks have been more deeply weathered. The York soil landscape unit is the most important in this zone, covering 65,000ha on mid and lower slope positions. Its characteristic soil types are rocky red brown loamy sand, brownish grey granitic loamy sand and red brown doleritic clay loam.

These soils have a moderate to moderately high potential for pasture and crop production and form the most important agricultural production area. Potential drawbacks include wind and water erosion and soil acidification from the sustained use of nitrogenous fertilisers.

The Qualing and Ewerts Soil Landscape Unit occupies 9,400ha on hill slopes between 2-10%. It is characterised by sand/loamy sand over yellowish clay with some gravel with moderate/moderately high cropping and pasture potential. Possible limitations include water logging, salinity, compaction and erosion.

Northam is located in the Southwest Seismic Zone and therefore there is a need to consider potential for risk from seismic activity.

2.9.3 Vegetation and Biodiversity

Map 9 – Vegetation and Biodiversity shows the location of indicative threatened ecological communities (TEC), remnant vegetation and features of the Shire's Local Biodiversity Strategy (LBS).

The Shire lies in the Southwestern Botanical Province within two botanical districts - The Darling Botanical District containing a portion of the Bannister and Darling (east) Vegetation Systems; and the Avon Botanical District containing portions of the York and Goomalling Vegetation Systems. Each vegetation system consists of a series of plant communities closely linked with topographic and soil features.

According to the LBS, 23.7% of the pre-European extent of native vegetation remains in the Shire. Of this, 76% is designated as 'local natural area', as it occurs outside of Commonwealth and State government land and is therefore under the influence of local government decision making.

Native vegetation is unevenly distributed, with 42% of the pre-European extent remaining in the west of the Shire (Jarrah Forest bioregion) and 10% remaining in the east of the Shire (Avon-Wheatbelt bioregion). Only approximately 5% of the pre-European native vegetation extent occurs in protected areas.

99.5% of remaining vegetation is of regional conservation significance, due to historic over-clearing, under-representation in conservation reserves, and the presence of waterways, wetlands, threatened species and TEC.



The LBS aims to retain native vegetation at above 30% of the pre-European extent wherever possible, and to increase formal protection to 17% of the pre-European extent for each of the vegetation types occurring. The highest priorities for conservation are Bindoon, Coolakin, Michibin, Murray 2, Williams, Yallanbee 5 and Yallanbee 6 vegetation complexes (Jarrah Forest bioregion) and all Beard vegetation associations (Avon-Wheatbelt bioregion).

Much of the remnant vegetation in the eastern portion of the Shire has been mapped as Eucalypt Woodlands of the Western Australian Wheatbelt, a critically endangered ecological community listed under the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

The LBS has prioritised local natural areas using conservation significance criteria relating to the representation of vegetation types, rarity of species and communities, maintenance of ecological functions (including landscape connectivity), and protection of wetlands and riparian ecosystems (adapted from *Local Government Biodiversity Planning Guidelines, 2004*). It identifies opportunities for conservation based on land tenure and zoning, culminating in a map of Biodiversity Target Areas for the Shire. Target areas present good opportunities to improve protection of under-represented vegetation complexes and their retention and protection should be prioritised in land use planning.

Key Issues/Opportunities

- There is a need to prevent further large-scale clearing of native vegetation and protect threatened ecological communities.
- There is a need to provide for the remediation of degraded areas and avoid any further land degradation problems including rising groundwater, increased soil salinity and acidity, loss of biodiversity, wind and water erosion, soil compaction, sedimentation and waterlogging by implementing land management measures aimed at protecting and rehabilitating natural environment.
- Need to control land use and development within the catchments of all waterways and wetlands, to ensure the protection and rehabilitation of these areas in the longer term.
- Need to incorporate suitable provisions in the local planning framework that require proponents of development to demonstrate the environmental suitability of their proposals based on land capability and suitability.
- Need to encourage and support the community's initiatives with respect to land management to help ameliorate the impacts of land degradation.
- Need to discourage land use development and/or subdivision on privately owned land designated for conservation on LPS maps except subdivision for land rationalisation and conservation purposes.
- Significant trees need to be identified and a register to encourage their protection and incorporate tree protection / preservation provisions into the Scheme is required.
- Recommendations of the Council-adopted LBS need to be implemented, including increasing protection of vegetation in local conservation reserves and ensuring that native vegetation is considered in all land use planning decisions.

2.9.4 Fauna

Vegetation clearing, land degradation, introduction of domestic and feral animals and changes to fire regimes have had a direct impact on native animals and of the 43 mammal species originally recorded, 17 are now extinct.

Common fauna species found include the Western Grey Kangaroos, Red Heel Kangaroos, Possums, Bandicoots, Bobtail Lizards and Echidnas. The Shire also contains populations of endangered fauna species such as the Red-tailed Phascogale, Numbat, Quenda, Western Brush Wallaby and Carpet Python. Ninety species of birds have also been identified and although no extinctions are recorded, some of those dependent on native vegetation have declined whilst others have adapted to the agricultural landscape and increased in numbers. Few species of fish have been recorded with Cobbler being the only large fish, and mullet and mosquito fish reported.

The Shire contains extensive habitat for Carnaby's, Baudin's and Forest red-tailed black cockatoos, also listed under the EPBC Act (refer to EPBC Act *Referral Guidelines for Three Threatened Black Cockatoo Species*, 2012).

Numerous occurrences of rare and priority species have been recorded across the Shire, and due to the extent of historical clearing it is likely that many others are yet to be identified.

2.9.5 Nature Reserves and Conservation

There are 14 nature reserves vested in DBCA for the purpose of conservation of flora and fauna, comprising a total area of 4,057.8ha and shown on **Map 9 – Vegetation and Biodiversity**. The DBCA's management strategies are aimed at protecting conservation values of these reserves and promoting biodiversity. Activities likely to have a detrimental impact on these values are not permitted.

A 3,831ha portion (approximately 5%) of State Forest No. 13 is also located within the Shire and vested in the Conservation and Parks Commission. Commonly known as Mundaring State Forest, it traverses the Shires of Northam, Mundaring and Toodyay. The land is managed by DBCA and the Water Corporation for both conservation and water supply purposes.

Land currently comprising all or nearly all privately-owned remnant vegetation is depicted as Conservation on the LPS maps and some sites have been zoned "Environmental Conservation". Land reserved for Conservation of Flora and Fauna is also shown as Conservation.

Areas of Environmental Significance include SCA 1 – Avon and Mortlock SCA and SCA 2 – Landscape Protection SCA as defined in the Scheme.

The Shire is located within the Avon Natural Resource Management Region. The Wheatbelt Natural Resource Management Incorporated, formerly known as the Avon Catchment Council Incorporated, is an independent community-based group providing community leadership for natural resource management. It works in partnership with all tiers of government, regional organisations, industry, landowners, researchers, environmental and community groups to implement key projects and other initiatives that bring benefit and improvement to natural resources

within the Avon River Basin (including the Shire). It has developed a regional strategy and investment plan that address significant environmental issues within the Avon River Basin and incorporates the environmental, social, and economic aspects of natural resource management.

There is a need to encourage and support the effective management of natural resources on Crown land, in consultation with the managing bodies, to facilitate their sustainable use and protection in the long term.

2.9.6 Visual Landscape Protection

There is a marked contrast between the landscape of the Shire's western third, in the Darling Range, and its eastern two thirds, within the Wheatbelt plateau.

The hilly landscape of the Darling Range has a mix of cleared agricultural areas and remnant bushland comprising forests and wandoo and jarrah woodland with large individual trees remaining along roadsides and scattered in pasture or cropped fields. Extensive rural living estates set amongst large, vegetated areas occupy a wide band along Great Eastern Highway. These estates have introduced dwellings and non-local trees, resulting in a diverse, rural landscape with both urban and rural elements.

Most people view the Darling Range landscape from Great Eastern Highway. However, due to the road's high traffic volume and that it is flat, cutting through hilly terrain, detract from motorists' ability to appreciate the landscape. Tourist and local roads allow closer views of roadside bushland, and individual trees such as wandoo and powderbark wandoo, with their striking white or orange trunks. In spring, roadsides display a profusion of roadside wildflowers, such as blue leschenaultia and yellow hibbertia. Remnant bushland screens views of the occasional hard rock quarries and land fill sites.

In contrast, Wheatbelt portion, in the east of the Shire, occupies a gently undulating plateau with isolated ridges, ranges and areas of granite outcrops, which are made more prominent by the general lack of vegetation from agricultural clearing. Remaining vegetation comprises York gum, sheoaks and the 'jam' wattle species, located mainly in narrow strips along roadsides.

The Avon River, which cuts through the Wheatbelt portion is located within a wide, gentle valley, with the river's position indicated by a corridor of flooded gums, river sheoaks and paperbark thickets. The waterway itself comprises a series of long pools which join each other when the river is flowing, interspersed with areas of outcropping granitic rock, which add to its visual interest.

The open wheatbelt landscape, with its gentle terrain and lack of trees, provides extensive views from Great Eastern Highway and other roads. The designated scenic routes are more enclosed, located within the relatively narrow valley formations along Spencer's Brook and the Avon River.



The townsite sits within the open, Wheatbelt landscape, enclosed by the undulating terrain of gentle to moderately sloping hills and valleys at the junction of the Avon and Mortlock Rivers. Together with three railway lines, the valleys create distinct residential areas within the town's suburban landscape.

The town is nestled between two hill systems on a bend in the Avon River where it joins the Mortlock River. This provides a very attractive setting, particularly when viewed approaching the town from northern entry roads. Most areas within the town have views to rural or natural hill sides and or river reserve areas.

The town centre's most prominent individual natural landscape features are the long, permanent pool created by the weir on the Avon River at the town's eastern end, and Mount Ommaney, which forms a backdrop to views from the town centre across the river.

Individual prominent built features include five bridges over the Avon River, the iconic, historic riverside flour mill, and the State heritage listed, brutalist style library. The town's main street contains a significant number of historic buildings from various eras, which together create a unified built streetscape.

Key Issues/Opportunities

- Historically, rural landscape character has been undervalued, and overlooked in the local planning framework. In more recent times, the community places more value on rural landscape character and on avoiding negative changes to it.
- The Shire's landscape qualities contribute greatly to its sense of place and distinct local identity. There is a need to identify and protect high landscape values and scenic qualities, recognising their potential to attract residents and visitors.
- There is a need to ensure that valued landscape character is maintained along highways, major roads, and scenic and historic tourist routes, and the surrounds of townsites and other sensitive areas. Roadside trees and wildflowers are integral to peoples' experience of the landscape.
- Landscape character and views have been impacted by many factors including roadside vegetation clearance; dead vegetation and weeds; cut and fill for road upgrades; roadside planting in locations that block important vistas and quarry operations visible from major roads. It is also impacted by development that is intrusive due to its design and/or prominent siting such as on ridges or the skyline.
- Increased pressure for land use change and development from a variety of operations including intensive agriculture, tree farms, mining, commercial, industrial, solar and wind farms, telecommunications, road upgrades, industry, landfill, tourism and rural living has significant potential to negatively impact valued local landscape character, particularly along tourist routes.
- The open nature of the local landscape means new activities and land uses may stand out and be inconsistent with the valued visual character. Due to this sensitivity, there is a need to control siting and design of development to ensure that areas and views that are valued by the local community are protected.

- Areas of landscape value or sensitivity requiring protection include the Avon and Mortlock River systems, ridges and individual hills, major rock outcrops, land visible from major roads and tourist routes including scenic and heritage routes, and Northam town's streetscape especially its heritage buildings.
- In the town centre, visual amenity could be improved by planting more trees on roadsides, parking areas and along the river foreshore, as well as activating and renovating underused or unused heritage buildings on the main street and improving the major entrances into the town. Additional planting of the town's river foreshore with local species of trees and understorey vegetation will assist in reducing algal blooms, which impact on landscape quality.
- The Scheme includes a Landscape Protection SCA which covers a broad area and the Scheme controls do not provide sufficient guidance. The Scheme controls for landscape protection need to be reviewed to provide more clarity and more targeted and focused implementation.

2.9.7 Contaminated Sites, Buffers and Impact Areas

Contaminated sites

Land contamination is a serious environmental problem that has gained increased recognition in recent times. Contaminated land is broadly defined as land where hazardous materials or substances occur at concentrations that pose an immediate or long-term hazard to human health or the environment.

DWER's Contaminated Sites database confirms that there are three known or reported contaminated sites in the Shire as of May 2021 including one in Wundowie (near the foundry) and two in Northam (petrol station on Mitchell Ave and former landfill on Suburban Road). There are seven previously contaminated sites remediated for restricted use.

DFES has confirmed that the area surrounding the Northam Army Camp has been used for military training purposes for several decades. In addition to the main army camp, an area near Spencers Brook was previously used for RAAF ammunition storage while an area near the Shire's boundary with the Shire of York formed an artillery range. Unexploded ordinance (UXO) is an issue in these areas that requires consideration in future land use planning and emergency management. Detailed information on the location, extent and severity of all contaminated land is not fully known, however, it is possible that several other sites may exist requiring future remediation.

Buffer and Impact Areas

Industry, infrastructure and special uses often generate emissions of pollutants and can cause adverse environmental impacts and land use conflict at or beyond site boundaries on sensitive land uses i.e. residential, medical and tourism.

Determination and establishment of suitable buffer or impact areas to separate industrial and sensitive land uses is, therefore, required at an early stage in the planning process to ensure that amenity such as environmental quality, health and safety standards is maintained at acceptable levels and to protect industry from introduction of sensitive land use.

Existing industry, infrastructure and special uses which have potential to cause adverse environmental impacts and/or land use conflict. These include abattoirs, aerodrome, concrete batching plants, extractive, general industry, foundries, grain receipt / storage, mining operations, power supply, railways, landfill, rural industry, speedway, telecommunications, WWTPs and water supply.

Some buffer areas are set under environmental legislation and specific regulations covering certain operations whereas consideration for some uses relies on buffers in the planning framework (i.e. where uses are not prescribed premises under EPA Regulations). Significant buffer areas are indicated on the LPS map however they are only of statutory effect where controlled in the scheme.

The WWTP Buffer SCA in the Scheme identifies areas likely to be the subject to off-site impacts from WTPPs and seeks to ensure development and land use in the buffer is compatible with existing or proposed development and use of the plant.

Key Issues and Opportunities

- Given the potential impacts associated with the use of contaminated land, there is a need to ensure that all contaminated or potentially contaminated land is identified to minimise the risks to human health and the environment, and to provide opportunity for its remediation. There are opportunities to provide incentives to encourage remediation to enable future development and use.
- The planning framework has not always provided adequate separation of industrial and sensitive land uses or a consistent approach to buffers and could be improved to avoid adverse environmental impacts and land use conflicts.
- There is a demonstrated need for more appropriate management and monitoring of local industries to ensure that emissions do not exceed acceptable levels at the outer boundary of their defined buffer areas.
- Identification of the location and extent of recommended buffer areas and improved land use, management and monitoring controls are required to ensure the compatibility of future land usage in these areas and to minimise potential adverse environmental impacts and land use conflicts.
- The need for additional land for rural residential purposes surrounding the Northam Aerodrome should be carefully considered through the rezoning process in terms of constraining the development of existing land uses and limiting the development of other new land uses in the long term and further expansion of the aerodrome may require a buffer.

2.9.8 Bushfire Risk

Mapping of bushfire prone areas from 2020 (**Map 11 – Bushfire Prone Areas**) shows that approximately half the Shire has been declared bushfire prone by the Fire and Emergency Services Commissioner. This mostly includes the Shire's western half and scattered remnant vegetation and buffers in the east of the Shire.

There are large, vegetated areas surrounding settlements, particularly Wundowie and Clackline, and rural residential and smallholding areas which present bushfire risk which need to be considered in building and planning. In Northam, bushfire prone areas are along the Avon and Mortlock rivers and west of the townsite.

Future planning in bushfire prone areas including preparation of structure plans and subdivision will be required to be in line with *SPP 3.7 – Bushfire Planning and the Guidelines for Planning in Bushfire Prone Areas*. This will comprise detailed consideration of bushfire hazard through preparation of a bushfire attack level (BAL) contour map, and preparation of development layouts that demonstrate compliance with bushfire protection criteria set out in policy and guidelines

There is a need to strategically coordinate bushfire emergency access including staging to always maintain access and ensure infrastructure is maintained in the event of a bushfire emergency.

2.10 Cultural Heritage

2.10.1 Aboriginal Heritage and Native Title

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

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

There are 26 registered sites and 29 lodged Aboriginal sites registered in the Shire that are broadly categorised as either ethnographic or archaeological sites and shown on **Map 12 – Heritage**. The Shire has not been subject to a full Aboriginal heritage study and many more sites may exist that have not been documented.

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

The SWNTS was brought into effect on 25 February 2021 and resolves native title in the south-west of WA including the Shire in exchange for a negotiated package of benefits. A major component of the settlement is the transfer of crown land for cultural and economic development resulting in the Noongar Boodja trust being a major landholder in the Wheatbelt.

Located on the Avon River foreshore in Northam, the Bilya Koort Boodja Centre for Noongar Culture and Environmental knowledge opened in 2018. It is a regional tourist attraction and offers interactive educational experiences recognising the rich Aboriginal and environmental presence in the Noongar Ballardong region.



Key Issues/Opportunities

- The location of all Aboriginal sites is not completely known. As such there is potential for these sites to be damaged, destroyed or altered from further development and land use change. To ensure compliance with the requirements of the *Aboriginal Heritage Act 1972* there is a need to identify these sites to ensure their consideration and protection in the planning process.
- Native title has proven to be a significant constraint to future development on vacant Crown land in the Wheatbelt Region generally. Several development opportunities have been identified by local governments, however, there has been a great deal of uncertainty regarding the timing of resolution of native title claims and the ultimate land release. This uncertainty and delays experienced in attempting to address and resolve native title issues has limited opportunities for development and growth on vacant Crown land in the Wheatbelt.
- The registration of SWNTS removed this uncertainty while creating opportunities for economic and cultural development for the traditional owners. The Shire comprises land under two settlements including the Whadjuk agreement in the western portion of the shire and Ballardong agreement in the eastern portion.

2.10.2 Historic Heritage and Character

There are numerous buildings and places of heritage value identified as significant to the local community. The Shire has a Municipal Heritage Inventory (MHI) which was adopted in September 2012 comprising 129 places, mostly in the Northam townsite which has the second highest number of heritage buildings in the State. Historic heritage places are shown on **Map 12 – Heritage**.

In February 2020, Council adopted the Shire's Heritage List comprising 65 places that have statutory protection under the Scheme. Development approval will generally be required for any works or change of use of properties on the list.

The Heritage Council database identifies 32 places in the Shire in the State Register of Heritage Places. Entry in the Register is reserved for places of State cultural heritage significance and is the highest recognition at State level. Under the terms of the *Heritage Act 2018*, any development proposal affecting a place listed in the State Register must be referred to the Heritage Council for advice.



There are two SCAs dealing with heritage and character including the Mitchell on Avon SCA which seeks to maintain the integrity of the area as an example of post-World War II housing for railway employees and the Minson Avenue Design Guidelines Special Control Area. These can be included in LPP18.

There are also individual heritage precincts in the Town Centre which have development guidelines that have been adopted as LPPs. These ensure future development is in keeping with the heritage values and traditional streetscape character and include Fitzgerald Street Commercial and Civic Centre Heritage Precinct and Gordon Street Residential Heritage Precinct Policy Area.

The Shire offers a range of range of incentives and assistance measures for owners of heritage listed properties. This includes the CBD and Heritage Assistance Fund which recognises the need to encourage and assist the maintenance and enhancement of commercial properties within the Northam CBD and heritage properties as well as variations to planning requirements.

Key Issues/Opportunities

- Need to ensure heritage buildings, places and precincts continue to be protected, maintained and preserved and review use of heritage and planning mechanisms to achieve these outcomes.
- Several vacant buildings in the town centre are not being maintained and there are opportunities to provide incentives for building maintenance and renovation to encourage occupation. There is an opportunity to support upgrades and maintenance of heritage buildings through tourism-based development and encouraging use of buildings for events and functions.

2.11 Towns and Settlements

There is a need to ensure an adequate supply of suitably zoned, serviced and affordable land in established urban settlements to attract new investment and maximise opportunities for economic development and growth in the future. This requires coordinated planning, development and land release to support their growth and consolidate development. Land around settlements should be protected from development which could undermine its urban potential.

The local planning framework must be sufficiently flexible and capable of accommodating a wide variety of land uses in urban areas subject to the preservation of local amenity, environmental character, safety and heritage values and addressing townscape and visual amenity issues. Future subdivision or zoning must also ensure the long-term conservation and protection of significant stands of native vegetation on all land within and immediately adjacent to settlements not required for future development.

To support growth, there needs to be efficient and effective provision of public infrastructure and community services and facilities to meet the demands arising from changes in population in established settlements which will require a consistent and transparent framework for funding for public infrastructure and facilities in main settlements. It will also require ways of either reducing or subsidising costs of providing essential service infrastructure in main settlements in the future to encourage investment and help maintain the affordability of vacant urban land. In particular, there is a need to address current stormwater drainage management issues by applying best management practices of water sensitive urban design.

Northam Town Centre is the major administrative and service centre for the Shire and the Avon Valley. There are several other settlements the largest being Wundowie and Bakers Hill located in the west of the Shire adjacent to Great Eastern Highway. Other settlements include Clackline, Grass Valley, Spencers Brooks and Seabrook in Muluckine. These settlements are detailed further in the following sections.

2.11.1 Northam Townsite

The Northam townsite is located in the central part of the Shire approximately 97km north-east of Perth at the junction of the Avon and Mortlock Rivers. It is designated Northam as a sub-regional centre which is the highest order settlement type in the Wheatbelt acknowledging its role in providing services and facilities to a wider catchment than the Shire's boundaries. Northam provides a focus for higher order education, health, government, retail and cultural services.

Notable features and characteristics

The townsite covers approximately 24 km² and features a predominantly grid layout. The Avon and Mortlock rivers divide it into three distinct segments. It is bound by Great Eastern Highway Bypass to the north, Yonga Hill detention centre to the west, airport to the east and uprising topography around the town.

It is located at the junction of a number of standard, narrow and dual-gauge railway lines and major distributor roads which radiate outward from the town in a north-south and east-west direction.

The town centre comprises ribbon-type commercial development along Fitzgerald Street, the main street, with a relatively distinct and recognisable town centre and large variety of retail and commercial uses. It has a wide variety of buildings and styles reflecting distinct development periods over the past 150 years including the second highest number of heritage buildings in the State.

It has significant regional infrastructure, community services and facilities and a wide range of well-developed recreation and community facilities and public open spaces.

The central part of the town comprises a substantial amount of low-density residential development on lots generally ranging in size from 750 to 1,250m² with a prevailing density code of R30 however there is disparity between coding and actual density of development in the townsite and there are approximately 460 vacant residential zoned lots. There are large tracts of undeveloped residential zoned land (coded R2.5, R5 and R15) in the southern and western portions of the townsite with significant potential for further subdivision development.

The eastern part comprises variety of light and service industry in a designated light industrial area with significant potential for further subdivision development.

CBH's Northam grain handling and storage facility, the Water Corporation's Northam WWTP, Holcim's hard rock quarry and the local government's regional landfill site, are located immediately north-west of the town.

There are a significant number of small rural landholdings in the north-eastern segment of the townsite on previously cleared lots ranging in size from 2 to 6ha. Broadacre agricultural land of varying productive capacity immediately adjacent to the town's boundaries.

The Northam aerodrome is in the north-eastern part of the townsite caters for irregular light aircraft movements.

Key Issues/Opportunities

- There is a need to maintain and reinforce the Northam townsite's function and role as a regional centre with a distinct and recognisable town centre area.
- The Northam townsite's urban form and landownership is fragmented, spread out and in need of greater focus and retail and commercial land uses should be consolidated in the Northam townsite and small local shopping precincts.
- Revitalisation of parts of the Northam townsite should be encouraged. Areas within the townsite identified as having significant potential for revitalisation and redevelopment include:
 - Minson Avenue, Fitzgerald Street and Wellington Street East in the town centre.
 - The area surrounding the Northam Railway Station along Peel Terrace.
 - Improvements to heritage precincts and reuse of heritage buildings.

- The former 'Victoria Oval' being redeveloped for aged care.
- Serviced residential lots with dual road frontage in West Northam (Hutt, Inkpen and Stirling Streets).
- Several old public housing areas throughout the townsite.
- Several laneways within the townsite provide opportunity for infill.
- Numerous rural smallholdings located adjacent to the Northam aerodrome and Northam racecourse.

Commerce and Retail – There is a need to encourage and provide opportunity for a wide range of commercial uses in the town, in appropriate locations, having regard for the efficiency and safety of vehicle and pedestrian movement systems, car parking requirements and protection of existing townscape character, visual amenity and buildings and places of cultural heritage significance. There needs to be consistent development provisions and standards that can be applied to all future commercial development in the town.

The *Northam Town Centre Parking Strategy* has been prepared to maintain a suitable supply of shared parking available to the community. It sets out recommendations to maximise the efficiency of parking infrastructure including timed parking in busy locations, improved wayfinding and parking management. There is need to ensure that parking is convenient and readily available in key locations and that existing parking areas are utilised efficiently, and that parking is designed to be compatible with the visual amenity of the town centre.

Industrial land – The designated light industrial area east of the townsite contains large areas of zoned land for the establishment of a wide range of light and service industry type uses. However, current supplies of vacant, suitably serviced industrial lots in this area are limited which is a significant constraint to the establishment of new businesses and creation of employment opportunities and therefore further industrial land is to be identified.

Residential developments – Redevelopment / subdivision of underdeveloped land is constrained by servicing restrictions (water and sewer), and the cost of reticulating service extension and need to be considered in comparison to the relatively low cost of building on vacant residential lots or demolishing low quality housing. Given the high costs associated with developing residential land, there is a need to encourage consolidated residential development in near the town centre area, including some mixed-use development, where significant opportunities for higher density residential development exist, particularly to accommodate the housing requirements of a growing aged population.

Land to the east of the Northam racecourse has been identified as having significant potential to be developed as a possible equestrian theme residential estate comprising residential dwellings and associated equestrian facilities to accommodate the training and stabling of horses. There is, however, a need to carefully plan for the development of this area for such purposes to ensure reasonable standards of amenity, character and safety.

Development constraints – There is need to account for planning guidelines for the floodway along portions of the Avon and Mortlock Rivers and ensure that any future land use and development has due regard for and does not compromise the ecological values of these rivers and their associated riparian zones or adversely alter their capacity to convey floodwaters. Need to address stormwater drainage and flood management standards for mixed use development in appropriate locations; and standards for residential development on corner lots through policy and scheme requirements.

There is a need to ensure that all future development has due regard for the constraints imposed by Great Eastern Highway Bypass and railway lines, the Northam grain handling and storage facility, WWTP, landfill site, aerodrome and cemetery.

2.11.2 Wundowie

Wundowie is in the western part of the Shire approximately 70km north-east of Perth and 2km north of Great Eastern Highway. It is the Shire's second largest settlement with 598 dwellings (ABS, 2021). The town was founded as a State iron foundry settlement and is National Trust listed.

The townsite's subdivision design unique in Australia based on English 'Garden City' design principles, which is under consideration for State heritage listing. It comprises a variety of buildings and styles reflecting distinct development phases over the last 60 years including a small number of heritage buildings.

It is surrounded by an extensive green belt comprising significant stands of native vegetation on reserved and UCL which, combined with the varying natural topography, create a visually attractive natural setting.

The town centre comprises a small, under-developed and poorly defined commercial and civic centre. There is, however, an expansive, well developed recreation precinct in the south-east of the town and a small light and service industrial area in the south-west of the townsite near a recently established emergency service precinct. As the Shire's closest townsite in the to the Perth Metropolitan Region there is potential for growth to occur.

The town comprises low density residential development on lots with an average area of approximately 1,100m² and a density coding of R20 (R20/30 near the town centre).

There are approximately 50 vacant residential zoned lots, most of which is UCL located to the north of the townsite on densely vegetated land with no road access. There are approximately 15 vacant lots with road access over the townsite. There is potential for approximately a further 20 additional lots under the existing R20 on UCL to the north of the townsite but the land is affected by high bushfire risk. There is potential for additional development and lots under the current R20/30 zoning and development zones surrounding the town, but the major driver for growth is rural living including Mauravillo Estate.

The town has reticulated sewerage and the Wundowie WWTP is located to the south-east of the town including its buffer area which traverses a small portion of the townsite.

Key Issues/Opportunities

- There is a need to maintain and reinforce the townsite's function and role as a local service centre, provide for revitalisation of the town centre to include a range of commercial and civic uses to cater for local needs while respecting and maintain the current 'Garden City' subdivision design theme when planning for any future subdivision development. It is the only settlement outside Northam with reticulated sewer, so it is a key opportunity for existing residential land to be developed for housing including for a growing aged population.

- Bush fire risk and hazard management in and around Wundowie townsite is a key consideration when planning for future development and growth given the significant stands of native vegetation.
- Current supplies of vacant, suitably zoned and serviced residential land in Wundowie are sufficient to meet short term demand, however, there is a need to ensure an adequate supply of vacant residential land in the medium to long term to provide for the development of a variety of lot sizes and housing types. Portions of existing UCL in the northern part of the townsite have been identified as the preferred location for future residential development. The land is zoned but further consideration needs to be given to servicing and bushfire risk.
- Current supplies of vacant, suitably serviced light industrial land in Wundowie are limited and posing a constraint to establishing new businesses and creating employment. Industrial zoned land within and around the Wundowie Foundry site is underutilised and could be consolidated to create opportunity for additional light industrial lots to satisfy future anticipated demand. A large tract of industrial zoned land located immediately east of the townsite within the designated buffer for the Wundowie WWTP has been identified as having significant potential to be developed for light industrial purposes but there is a need to ensure this is compatible with the long-term operation of the WWTP.
- Land east of the townsite has potential to be developed as a rural enterprise-based precinct enabling small business operators to live and work on the same property. There is a need to carefully plan for the development of these areas to ensure reasonable standards of amenity, character and safety including addressing bushfire risk.
- Future development should have regard for the efficiency and safety of vehicle and pedestrian movement systems, car parking requirements and protection of existing townscape character, visual amenity and buildings and places of cultural heritage significance and community uses. There is also a need to consider impacts and opportunities resulting from the increasing number of residents living in rural residential subdivisions near the townsite.
- The likely impacts associated with the proposed PANH/Eastlink to the south of the townsite will need to be considered including clearly defined, safe and easily accessible entry points into the town, limiting noise impacts and impacts on connectivity between the townsite and surrounding areas.

2.11.3 Bakers Hill

Bakers Hill is located on Great Eastern Highway in the Shire's west approximately 73km north-east of Perth and 20km west of Northam. It is primarily a rural lifestyle settlement and has 489 dwellings and is well positioned to continue strong growth

It is set among broad hectare agricultural land of varying productive capacity and is adjoined by a large hill comprising significant stands of native vegetation on private land which, combined with the varying natural topography within the town, creates a visually attractive natural setting.

The area is currently showing a shift in industry into road freight transport, connected to the town's position as a transport link. Farming and mining have become significant employers.

The town centre comprises a small, under-developed and poorly defined commercial precinct and is dissected by Great Eastern Highway, creating a physical barrier although it is planned to realign the highway to bypass the town. A disused railway reserve runs immediately north of the town. The area comprises a variety of buildings and styles reflecting distinct phases of development over the past 100 years including a small number of heritage buildings.

There is an expansive, well developed recreation precinct in the south-eastern part of the townsite comprising a pavilion, sports oval, tennis courts and 9-hole golf course set amongst significant stands of native remnant vegetation.

There is a small amount of light industrial development in the south-eastern part of the townsite and south of the recreation precinct.

There is low density residential development in the north-eastern and central parts of the townsite south of Great Eastern Highway on lots ranging from 1,100 to 2,000m² with a density coding of R10; and approximately 5 vacant residential zoned lots.

There are many small rural landholdings in the western half of the townsite on extensively cleared lots ranging in size from 2-4ha and numerous rural living lots of varying size within established estates both north and south of the townsite. There is potential for approximately 76 lots via townsite infill development, 70-800 via rural residential development and 30 lots in the development zone.

Key Issues/Opportunities

- There is a need to maintain and reinforce the townsite's function and role as a local centre with a distinct and recognisable town centre. Existing commercial land is confined to a small number of lots on the north side of Great Eastern Highway within the designated town centre, much of which is vacant or under-developed and there is a need to encourage and provide opportunity for the revitalisation and a wide range of compatible land uses. In addition, there is a need to consider future Eastlink alignment and that access arrangements from Great Eastern Highway may change into the future.
- Current supplies of vacant, suitably zoned and serviced residential land are sufficient to meet demand.
- The development of a possible composite or rural enterprise zone close to the town centre area east of the townsite is a possible option to help revitalise the town centre and create opportunity to establish of new commercial businesses. There is, however, a need to carefully plan the development of these areas for such purposes to ensure reasonable standards of amenity, character and safety.
- There is also a need to consider impacts and opportunities from the increasing number of residents living in rural residential subdivisions near the townsite.
- Bushfire risk and hazard management must be considered within and adjacent to the townsite when planning for future development and growth, as well as absence of reticulated sewerage and potential for land degradation from increased salinity in Clackline Creek, rising water tables, water logging along drainage lines, hillside seeps, pavement failures on Great Eastern Highway, occasional localised flooding and the emergence of salt tolerant vegetation.

2.11.4 Clackline

Clackline is in the western part of the Shire approximately 80km north-east of Perth and 17km south-west of Northam along Great Eastern Highway. It is mostly residential in nature with 156 dwellings and rural living opportunities.

The townsite adjoins Clackline Nature Reserve and is otherwise surrounded by broad hectare agricultural land of varying productive capacity. The town has variable topography and large stands of native remnant vegetation.

It features a small, under-developed and poorly defined commercial area in the central part of the townsite on the south side of Great Eastern Highway. There are large areas of undeveloped Crown land in the central and eastern parts of the town originally set aside for community and recreational purposes.

There are a significant number of small rural landholdings around the townsite on extensively vegetated lots ranging from 1-2 ha and numerous rural living lots of varying size within established estates both north and south of the townsite.

There is a limited amount of low-density residential development in the central part of the townsite on the south side of Great Eastern Highway on lots comprising an area of 1,100m² with a density coding of R10. Future growth will potentially be limited due the constraints posed by the physical landscape and no reticulated sewerage.

Key Issues/Opportunities

- Consideration should be given to how the town's physical appearance can be enhanced in a manner that can be maintained over time and to maintaining and reinforcing the townsite's function and role as a village centre with a distinct and recognisable town centre area with a wide range of compatible land uses.
- There is a need to consider future demand for commercial land given that supply is currently limited to one privately owned and developed lot. Given the townsite's proximity to the Bakers Hill and Northam, the need for a designated light industrial area is considered unnecessary.
- There is a need to ensure that all future development in Clackline has regard for the constraints imposed by the current lack of reticulated sewerage disposal infrastructure and is undertaken in accordance with the specific requirements of Government sewerage policy. There is also a need to consider impact of future Eastlink alignment on future development and growth.
- There is a need to give due consideration to bush fire risk and hazard management within and adjacent to the Clackline townsite and rural living areas when considering future development and growth given the significant stands of native vegetation and topography.

2.11.5 Grass Valley

Grass Valley is a small settlement located 13km east of Northam comprising 75 dwellings on the Great Eastern Highway and the Eastern Goldfields railway line. Growth is likely to be driven by the proximity of the townsite to the AIP.

It is located near the Grass Valley Brook floodplain, a small tributary of the Mortlock River and has gentle topography providing expansive views north and east across the valley with large stands remnant vegetation stands. It is surrounded by broadacre agricultural land of varying productive capacity. CBH's grain handling and storage facility is located about 1km west.

Grass Valley has a small, under-developed and poorly defined commercial and tourism precinct in the northern part of the townsite and features a variety of buildings and styles reflecting distinct phases of development over the past 100 years including a small number of heritage buildings.

There is a small recreation oval in the southern part of the townsite and large areas of undeveloped Crown land in the central and western parts of the townsite originally set aside for community and recreational purposes.

Residential development is low density on lots with an average area of approximately 1,500m² with a density coding of R10. There remain approximately 5 vacant residential zoned lots. There are a limited number of small rural landholdings in the western parts of the townsite on cleared lots comprising 1ha and a small number of rural living lots comprising an average area of approximately 2ha on the south side of the railway line. One potential growth limiting factor to future growth is the absence of reticulated sewerage.

Key Issues/Opportunities

- The townsite's function as a village centre needs to be maintained and reinforced, with a distinct and recognisable centre and there is a need to encourage and provide opportunity for the revitalisation of the townsite to include a wide range of compatible land uses. There is a need to identify additional land for commercial use and designate a clearly defined town centre given that supply is currently limited to two lots.
- Future development needs to have regard to constraints including lack of reticulated sewerage and so that it does not compromise the ecological values of Grass Valley Brook and associated riparian zone or adversely alter the local floodway's ability to convey floodwaters. It also needs to give due consideration to bush fire risk and hazard management within and adjacent to the townsite given the significant stands of native vegetation.
- Current supplies of vacant, suitably zoned and serviced residential land are sufficient to meet demand.

2.11.6 Spencers Brook

Spencers Brook is a small settlement in the central-south part of the Shire on Spencers Brook Road, approximately 95km east of Perth and 9km south-west of Northam. It comprises 57 dwellings and is likely to retain its residential function, relying on Northam and to some extent, York, for commercial and employment needs. There is no commercial development apart from Spencers Brook tavern and is surrounded by broad

hectare agricultural land. It is also adjacent to the Great Southern Railway and a disused railway reserve transverse the settlement forming part of the alignment of the Spencers Brook Road reserve area.

It is located within the floodplain area of Spencers Brook which includes many undeveloped lots ranging in size from 500 to 3,500m². There is a small amount of low density residential development on the northern and southern sides of Spencers Brook Road on lots ranging in size from 700 to 2,000m² with a density coding of R10 and 10 vacant residential zoned lots.

Key Issues/Opportunities

- Need to ensure all future development considers constraints from absence of reticulated sewerage and potential flood risk (especially in the northern part of the settlement). Development must not compromise the ecological values of the nearby Avon River and associated riparian zone or adversely alter the capacity of the local floodway to convey floodwaters. There is limited potential for intensification on existing un-serviced small rural lots to the east of the townsite and located in the floodplain.
- Current supplies of vacant, suitably zoned and serviced residential land in the settlement are sufficient to meet medium to long term demand. As such the provision of additional residential zoned land is considered unnecessary.

2.11.7 Seabrook (Muluckine)

Seabrook is a settlement in the locality of Muluckine in the central part of the Shire approximately 100km east of Perth and 7km south-east of Northam and adjacent to Northam-York Road and the Mortlock River. It is a former rail siding settlement along the Eastern Goldfields Railway which is surrounded by broad hectare agricultural land of varying productive capacity.

It comprises of approximately 40 dwellings on lots ranging from 1,000 to 1,400m² which is zoned Residential R10 in the Scheme but there is no commercial area.

There is a large vacant tract of land in the centre of the settlement with potential for further subdivision development and a large, undeveloped recreation reserve adjacent to the east of the settlement containing significant stands of native remnant vegetation.

Key Issues/Opportunities

- There is a need to ensure that any future development has due regard for and does not compromise the ecological values of the nearby Mortlock River East and associated riparian zone or adversely alter the capacity of the local floodway to convey floodwaters and has regard for the constraints imposed by the current lack of reticulated sewerage.
- Given the settlement's proximity to Northam, the need to identify and provide land for the development of a designated light industrial or commercial area is considered unnecessary.

ABBREVIATIONS

AA – Agriculture Area
AEP – Annual Exceedance Probability
AIP – Avon Industrial Park
AHD - Australian Height Datum
BRM – Basic Raw Materials
BUWM – Better Urban Water Management
CBH – Cooperative Bulk Handling
DBCA – Department of Biodiversity, Conservation and Attractions
DFES – Department of Fire and Emergency Services
DMIRS – Department of Mines, Industry Regulation and Safety
DPLH – Department of Planning, Lands and Heritage
DPIRD – Department of Primary Industries and Regional Development
DOT – Department of Transport
DWER - Department of Water and Environmental Regulation
EPA – Environmental Protection Authority
EPBC – Environmental Protection and Biodiversity Conservation Act 1999
ERP – Estimated Residential Population
GAWSS – Goldfields and Agricultural Water Supply Scheme
Ha – Hectare
km - Kilometre
LBS – Local Biodiversity Strategy
LDP – Local Development Plan
LPP – Local Planning Policy
LPS – Local Planning Strategy
MRWA – Main Roads Western Australia
PANH – Perth-Adelaide National Highway
OPP – Operational Planning Policy
PTA – Public Transport Authority
RAAF – Royal Australian Air Force
RAV – Restricted Access Vehicle
RV – Restricted Vehicle
REIWA – Real Estate Institute of Western Australia
SCA – Special Control Area
SGS – Significant Geological Supplies
SPP – State Planning Policy
SUPP – State Underground Power Program
TEC – Threatened Ecological Communities
UCL – Unallocated Crown Land
UXO – Unexploded Ordinance
WA – Western Australia
WAPC – Western Australian Planning Commission
WPIF – Wheatbelt Planning and Infrastructure Framework
WWTP – Wastewater Treatment Plant

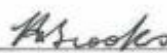
ENDORSEMENT

ADVERTISING

The Shire of Northam Local Planning Strategy was certified for public advertising on the 26 day of JULY 2011.

Signed for and on behalf of the Western Australian Planning Commission:


SIGNATURE


WITNESS

26 AUG 2013
DATE

SHIRE OF NORTHAM ENDORSEMENT


The Shire of Northam endorsed the Local Planning Strategy at the Ordinary Meeting of the Council held on the 21st day of March 2012.


SHIRE PRESIDENT


CHIEF EXECUTIVE OFFICER

WESTERN AUSTRALIAN PLANNING COMMISSION ENDORSEMENT

Endorsed by the Western Australian Planning Commission the 9 day of JULY 2013.


SIGNATURE


WITNESS

26 AUG 2013
DATE

E

APPENDIX 1 – Local Planning Policies, Strategies and Design Guidelines

Local Planning Policy	
LPP2	General Development Guidelines
LPP3	Transportable, Repurposed & Second-hand Dwellings
LPP5	Use of Sea Containers & Other Similar Storage Structures
LPP7	Development and Subdivision Contribution
LPP8	Retrospective Planning Applications and Fees
LPP9	Northam Airport Development
LPP10	Developments Abutting Rights of Way
LPP11	Tree Preservation Grevillea St
LPP12	Animal Establishments
LPP13	Ancillary Dwellings & Workers Accommodation
LPP14	Farm Stay Accommodation and Bed and Breakfast Establishments
LPP15	Rural Residential Subdivision Requirements
LPP16	Advertising Signage
LPP17	Industrial Development
LPP18	Heritage Precincts & Design Guidelines
LPP19	Rural Residential Design Guidelines
LPP20	Advertising of Planning Proposals
LPP21	Extractive Industries
LPP23	Outbuildings Residential & Mixed Use Zones
LPP24	Outbuildings in the Rural Residential - Rural Small Holding & Rural Zones
LPP25	Spencers Brook Special Control Area (SCA)
LPP26	Container Deposit Infrastructure

Plan	Source
Baker's Hill Community Plan (2017)	https://www.northam.wa.gov.au/documents/1226/bakers-hill-community-plan-2017
Council Plan 2022-2032	https://www.northam.wa.gov.au/documents/1223/council-plan-2022-2032
Grass Valley Community Plan	https://www.northam.wa.gov.au/documents/1228/grass-valley-community-plan-2019-2029
Land Rationalisation Strategy	https://www.northam.wa.gov.au/documents/1233/land-rationalisation-strategy
Laneway Strategy	https://www.northam.wa.gov.au/documents/1235/laneway-strategy
Local Biodiversity Strategy	https://www.northam.wa.gov.au/documents/779/20150819-appendix-6-1321-final-northam-local-biodiversity-strategy
Minson Avenue Design Guidelines	https://www.northam.wa.gov.au/our-council/minson-avenue-design-guidelines.aspx
Northam Town Centre Development & Connectivity Strategy	https://www.northam.wa.gov.au/documents/1232/northam-town-centre-development-and-connectivity-strategy
Northam Regional Centre Growth Plan	https://www.northam.wa.gov.au/documents/1236/northam-regional-centre-growth-plan
Wundowie Community Plan (2016)	https://www.northam.wa.gov.au/documents/1225/wundowie-community-plan-2016

APPENDIX 2 – State Planning Policies

Policy	Policy Overview	Local Planning Strategy Implications
SPP2 – Environment and Natural Resources Policy	<p>SPP2 sets out the principles and considerations to integrate environment and natural resource management with broader land use planning and decision making.</p> <p>SPP2 seeks to protect, conserve and enhance the natural environment and promote and assist in the sustainable use and management of natural resources.</p>	<p>The LPS will identify conservation assets and establish a framework to for protection and conservation of key environmental assets including:</p> <ul style="list-style-type: none"> • Avoiding development which results in unacceptable environmental damage. • Consider mechanisms to protect areas of high biodiversity and/or conservation value. • Identify and safeguard landscapes with high geological, geomorphological and ecological values. • Identify areas affected by salinity or severe land degradation problems and facilitate measures to reduce impacts. • Consider any relevant accredited Natural Resource Management Regional Strategy or endorsed catchment management strategies. • Promote energy efficient development and urban design including energy efficient building design, walkable neighbourhoods, higher density residential development, and orientation of building lots for solar efficiency. • High quality productive agricultural land to be managed sustainably for the long term.
Draft SPP 2.4 – Basic Raw Materials	<p>sets out principles and considerations to when considering planning proposals for BRM extraction (extractive industries) and planning applications near identified BRM resource areas. Its primary purpose is to facilitate responsible extraction of materials while ensuring detrimental impacts are avoided, minimised and mitigated.</p>	<p>The LPS will identify significant geological supplies (SGS), extraction sites (ES) and their buffers and suitable separation distances. These are not to be developed for other purposes until the resource is extracted, or unless the proposal is compatible with the extraction of the resource. Sequential land use planning is strongly encouraged whereby extraction and appropriate rehabilitation occurs on a programmed basis in advance of long term use and development and subject to environmental analysis. Development of sensitive land uses in the vicinity of these sites is to be avoided.</p>

Policy	Policy Overview	Local Planning Strategy Implications
SPP 2.5 – Rural Planning	SPP2.5 is the primary SPP in guiding rural development and the development of rural living land across the State. It seeks to protect and preserve WA's rural land assets due to their economic, natural resource, food production, environmental and landscape values while encouraging a diversity of compatible rural land uses.	<p>The LPS will seek to:</p> <ul style="list-style-type: none"> • Support existing, expanded and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food. • Provide investment security for primary production and to promote economic growth and regional development. • Avoid and minimise land use conflicts (including separation distances where necessary in local planning strategies). • Promote sustainable settlement in, and adjacent to, existing urban areas. • Protect and sustainably manage environmental, landscape and water resource assets. • Promote rural zones as flexible zones that cater for wide range of land uses that support primary production, regional facilities, environmental protection and cultural pursuits. • Prevention of the creation of new or smaller rural lots on an unplanned or ad-hoc basis. • Ensure that rural living is appropriately sited and serviced and is compatible with the use of surrounding rural land
Draft SPP 2.9 – Water Resources	Draft SPP 2.9 seeks to ensure that planning and development considers water resource management and includes appropriate water management measures to achieve optimal development and water resource outcomes. The draft policy specifies outcomes for environmental, social and cultural values, flooding, water use and infrastructure and public drinking and water source protection. The new SPP 2.9 will replace a suite of existing water related policies into one comprehensive and integrated policy.	<p>The LPS will identify key water assets and water resource risk and issues (for example contaminated sites, risk of water balance changes, risk of flooding, water, waste water and drainage system availability and capacity and sensitive water resource areas)</p> <p>The LPS will seek to:</p> <ul style="list-style-type: none"> • Protect significant environmental, recreational and cultural values of water resources and promote improved outcomes for water resources and quality. • Encourage urban water management through water sensitive design that control or remove pollutants and nutrients to improve water quality • Ensure adequate setbacks between development and waterway/wetlands foreshores. • Prevent or ameliorate potential impacts on water quality and quantity; increasing increased nutrient loads into receiving waters; acidity and leaching of acid sulphate soils; native vegetation loss; erosion, sedimentation, turbidity and salinity. • Consider potential impacts of water resources when determining land use • Recognise and account for water resource management plans and relevant natural resource management strategies. • Promote total water cycle management in accordance with BUWM

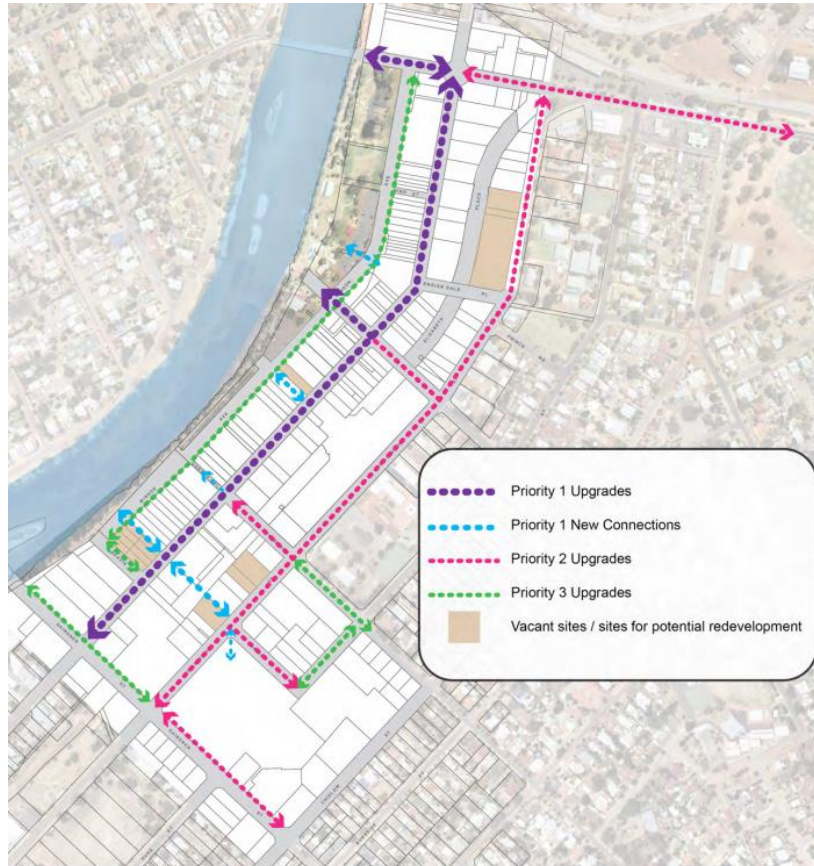
Policy	Policy Overview	Local Planning Strategy Implications
SPP 3 – Urban Growth and Settlement	SPP 3.0 sets out the principles and considerations that will be applied to planning for urban growth and settlements to ensure that it is sustainable, well planned and reflects community's aspirations, needs and values. It outlines general measures to create sustainable communities; plan liveable neighbourhoods; coordinate services and infrastructure and manage rural-residential growth	The LPS will seek to: <ul style="list-style-type: none"> • Promote a sustainable, efficient and well-planned settlement and urban growth pattern across suitable land to provide for a wide variety of housing, employment, recreation facilities and open space to meet social and economic needs of the community. • Identify sufficient land to be zoned for residential and rural living to meet expected population needs and based on assessment of existing lot take up. • Promote a sustainable and liveable neighbourhood form which reduces energy, water and travel demand while ensuring safe and convenient access to employment and services by transport modes, provides choice and affordability of housing and creates an identifiable sense of place for each community.
SPP 3.4 – Natural Hazards and Disasters	Encourages local governments to adopt a systematic approach to considering natural hazards and disasters to minimise adverse impacts on communities, the economy and environment.	Risk from natural hazards including earthquake, bushfire and flood risk is to be addressed in the LPS.
SPP 3.5 – Historic Heritage Conservation	Sets out principles for conservation and protection of historic heritage places and provide more certainty to landowners and the community regarding heritage identification, conservation and protection	The LPS identifies areas of historic cultural heritage and will give direction regarding any need to review the Shire's heritage protection framework.
Draft SPP 3.6 – Development Contributions for Infrastructure	Sets out principles and considerations for development contributions to provide infrastructure in new and established urban areas, and the form, content and process to be followed. It ensures this occurs in an accountable, transparent and consistent manner.	The Shire does not comprise any infrastructure contribution areas and will need to explore alternative funding strategies.

Policy	Policy Overview	Local Planning Strategy Implications
SPP 3.7 – Planning in Bushfire Prone Areas	SPP 3.7 provides a framework to implement effective, risk-based land use planning and development outcomes to preserve life and reduce the impact of bushfire on property and infrastructure. The policy emphasises the need to identify and consider bushfire risks in decision-making at all stages of the planning and development process whilst achieving an appropriate balance between bushfire risk management measures, biodiversity conservation and environmental protection. SPP 3.7 should be read in conjunction with the deemed provisions, <i>Guidelines for Planning in Bushfire in Prone Areas</i> and <i>Australian Standard 3959: Construction of buildings in Bushfire Prone Areas</i> .	<p>SPP3.7 applies to all land designated as bushfire prone by the Fire and Emergency Services Commissioner. This covers more than half of the Shire. It also applies to areas that may have not yet been designated bushfire prone but proposed to be developed in a way that introduces a bushfire hazard. Subdivision and development in Bushfire Prone areas requires a Bushfire Attack Level (BAL) assessment. Where a vulnerable or high-risk land use is proposed in an area with a high risk of bushfire (high BAL), a Bushfire Management Plan (BMP) may be required prior to development approval.</p> <p>The LPS is to address the location of bushfire prone areas and need for further hazard assessment; avoid land use and development intensification in areas likely to maintain or generate an extreme hazard level; road access; biodiversity values and the location of any vulnerable or high-risk land uses within identified bushfire prone areas and whether such uses may require management strategies. The Guidelines for Planning in Bushfire Prone Areas identifies that a bushfire hazard level assessment be undertaken for areas identified in a planning strategy for land use intensification.</p>
Draft SPP 4.1 – Industrial Interface (Draft)	Draft SPP 4.1 guides planning decisions with the aim of protecting industrial land and infrastructure facilities, from sensitive land uses and potential land use conflicts. It encourages the use of statutory buffers; industrial land uses with offsite impacts within specific zones; and compatible interface between strategic/general industry zones and sensitive zones. Land use conflict is to be addressed as early as possible in the planning process.	<p>The LPS shall:</p> <ul style="list-style-type: none"> Identify existing industrial areas and discuss any off-site impacts that may be associated with the land uses operation and provide justification for any future industrial expansion Outline interface arrangements between industrial zones and land uses and sensitive zones and land uses, identifying the need for and location of relevant buffers and compatible land uses, zones and reserves. The establishment of impact areas should take into account existing and future offsite impacts, separation distances, prescribed industry and environmental standards and potential cumulative impacts. Where it is considered appropriate to have rural land transition to industrial land, it must be managed to enable existing rural operations to function and to manage impacts on amenity and health of residents
SPP 5.2 – Telecommunications Infrastructure	SPP5.2 aims to balance the need for effective telecommunications services and roll-out of networks, with the visual character of local areas and provides	SPP 5.2 requires all local governments within WA to make provision for telecommunications infrastructure through the zoning table of the Scheme. Accordingly, the LPS should not create an expectation that telecommunications infrastructure will be prohibited in any zone. The Shire's planning framework already adequately addressed telecommunications infrastructure.

Policy	Policy Overview	Local Planning Strategy Implications
	clear guidance on the siting, location and design of this infrastructure.	
SPP 5.4 – Road and Rail Noise	Provides guidance for managing and mitigating transport noise from road and rail operations. It applies where noise sensitive land uses are located within proximity to a transport corridor; new or major road or rail upgrades are proposed or where works will increase rail capacity. The policy supports noise impacts being addressed as early as possible in the planning process whilst ensuring the future operation of transport corridors.	SPP 5.4 applies to proposals to increase the number of sensitive land uses (such as homes and schools) up to 200m from the edge of significant freight/traffic routes and 200 m from freight railways and sets noise targets to be met. The LPS should spatially identify the extent and function of relevant transport corridors, provide the rationale for appropriate compatible zones, reserves and land uses within areas subject of road and rail noise and demonstrate that any noise impacts on noise-sensitive land uses can be achieved in subsequent planning stages.
SPP 7.0 – Design of the Built Environment	Sets out objectives, measures, principles and processes which apply to the design and assessment of buildings. It applies to structure plans, LDPs, subdivision, development and public works and contains design principles for decision-makers. These include, context and character; landscape quality; built form and scale; functionality and build quality; sustainability; amenity; legibility; safety; community; and aesthetics. The policy encourages early and on-going discussion of design quality matters.	The LPS shall seek to identify opportunities to facilitate good design of the built environment, including the public realm; and demonstrate an understanding of local context to provide the rationale for appropriate densities, dwelling mix and housing choice.
SPP 7.3 – Residential Design Codes and Apartment Design	Provides the basis for development control of single houses, grouped dwellings and multiple dwellings and residential subdivision assessment. It	The LPS may seek to designate 'planning areas' or areas for future residential intensification to allow further planning to specify appropriate residential densities

Policy	Policy Overview	Local Planning Strategy Implications
	<p>outlines assessment pathways to facilitate better outcomes and consultation processes and. makes provision for specific design matters to be varied locally.</p>	<p>Action(s) may seek to specify where, why and how Volume 1 and or 2 of the R-Codes needs to be supplemented by a local planning policy or further planning</p> <p>Under the housing issue/opportunity the LPS should provide the context for future planning to consider the appropriateness of existing or proposed residential densities to respond to the housing needs of the local government area.</p>
Government Sewerage Policy (GSP)	<p>This is the principle policy dealing with wastewater disposal in the State. While its core objective is for reticulated sewerage for all new development, it establishes discretionary provisions for on-site wastewater disposal where reticulated sewerage cannot be provided and sets out circumstances under which this may be considered. This includes lots being able to accommodate on-site sewerage disposal without endangering public health or the environment and meeting minimum site requirements, separation from water resources and groundwater and land application areas. Secondary treatment systems with nutrient removal will generally be required in public drinking water source and sewerage sensitive areas</p>	<p>Local planning strategies should broadly describe the options for sewage management for proposed growth areas, highlighting opportunities and constraints of the environment and existing infrastructure.</p> <p>These should include, but are not limited to, identification of:</p> <ul style="list-style-type: none"> • public drinking water source areas; • sensitive receiving environments including sewage sensitive areas; • waterways, resource enhancement wetlands; • seasonal and long-term variations in groundwater levels; • infrastructure limitations/requirements; and • opportunities for recycled and alternative water supplies and fit-for-purpose use and management, particularly in areas where supply for public open space irrigation is limited.

APPENDIX 3 – Town Centre Development and Connectivity Strategy – Street and Public Space Upgrade Plans



1.2.1 Priority 1 Upgrades (Purple)

- Footpaths – ensure consistent paving treatment and materials;
- Introducing public art / activation on blank facades;
- Increase tree canopy and landscaping (breaking up hard surfaces, introducing softer finishes); and
- Improve street lighting (including feature lighting).

1.2.2 Priority 1 New Connections (Blue)

- Create new pedestrian links (through easements or land tenure);
- Incorporate shade structures / trees to provide a comfortable pedestrian environment;
- Include way-finding, interpretation, murals and public art;
- Introduce lighting; and
- Include audible pavement to slow traffic at crossing points.

1.2.3 Priority 2 Upgrades (Pink)

- Footpaths – ensure consistent paving treatment and materials;
- Introducing public art / activation on blank facades;
- Increase tree canopy and landscaping; and
- Improve street lighting (including feature lighting).

1.2.4 Priority 3 Upgrades (Green)

- Create a pedestrian path along Minson Avenue (property side – east) only when properties redevelop to front the foreshore;
- Improve street lighting;
- Increase tree canopy and landscaping; and
- Upgrade footpaths.

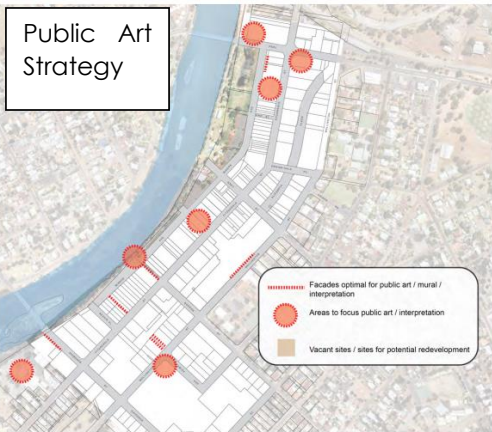
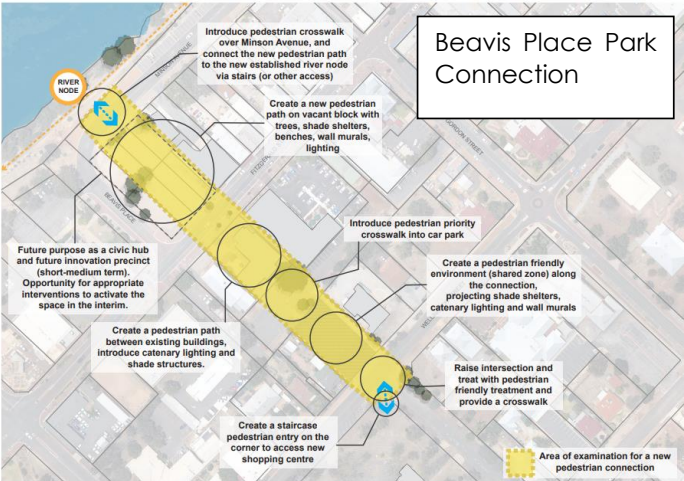


Figure 11. Key locations in the Town Centre for focusing public art and mural projects. Blank facades, or facades with a key visual aspect around town have been targeted, as have areas aligned with either entry statements or primary/secondary destinations.



Our ref: TPS/3007
Enquiries: Local Planning Schemes

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

Transmission via electronic mail to: records@northam.wa.gov.au

Dear Sir/Madam

LOCAL PLANNING STRATEGY AMENDMENT 1

Pursuant to regulation 15 of the *Planning and Development (Local Planning Schemes) Regulations 2015* the Western Australian Planning Commission requires the local government to modify the local planning strategy amendment documents in accordance with the attached Schedule of Modifications.

Subject to the modifications being satisfactorily undertaken, certify that the Local Planning Strategy amendment is consistent with regulation 11(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and suitable for advertising.

The Local Planning Strategy amendment to be advertised in accordance with regulation 13(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of no less than 42 days in accordance with regulation 13(2).

Please email the modified text of the strategy amendment, in word version, to localplanningschemes@dplh.wa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read "S Fagan".

Ms Sam Fagan
Secretary
Western Australian Planning Commission

7/08/2023

Attachment 3

**SHIRE OF NORTHAM – LOCAL PLANNING STRATEGY AMENDMENT –
SCHEDULE OF MODIFICATIONS**

Strategy text

1. Delete references throughout the Executive Summary, Part 1 and Part 2 to the 'Regional Centre' zone and to Northam being classified as a 'regional centre' and add:-
 - References to 'subregional centre' and highlighting key roles Northam plays in the Wheatbelt region (i.e. largest commercial centre, largest economy)
 - Actions to rezone the town centre to provide flexibility for a mix of land uses including tourist and hospitality uses to support growth and the wider region.

Northam is identified as one of five 'subregional centres' in the Wheatbelt Regional Planning and Infrastructure Framework and terminology and descriptions throughout the document have been amended for clarification while still highlighting Northam's key role as a service and commercial centre for a large part of the Wheatbelt and the region's largest settlement. The draft proposed the use of 'Regional Centre' zone, however the identification of the most suitable zone will be subject to further review following updates to the Regulations

2. In Part 1 (1.4.1.2 and 1.4.6.2) clarify that R80 density in the Northam Town Centre would only apply where rezoning occurs (i.e. not on land if it remains Mixed Use zone)

Given the revised approach to zoning the town centre (see Modification 1) the Shire has requested clarification over this.

3. Throughout Part 1, add reference to review of the Scheme to those actions and strategies which mention applying the Scheme in a flexible manner.

The existing Strategy contains several statements regarding the application discretion in the Scheme but more review of the zoning table in Scheme 6 is also needed to review land use permissibility so that there's adequate discretion to support land use and development in suitable locations.

4. In section 1.4.1.2, point 5, add reference to rental accommodation and support for build-to-rent

This section covers further opportunities for affordable housing. This modification reflects the shortages in provision of rental housing and opportunities for rental schemes as suggested by the Shire.

5. Amend section 1.4.1.3, point 1, to set out actions relevant to different planning stages (development, subdivision and zoning) and expand and clarify requirements relating to development and scheme provisions under section 1.4.3.3, 1.4.4.1 and 1.4.6.2 where relevant

This modification is to assist with implementation of the Strategy and clarify expectations at different planning stages and is administrative in nature.

6. Under section 1.4.2.3 add 'Delete Tourist zone in the Scheme as it only applies to the El Caballo site and apply the special use zone.'

Attachment 3

As it stands, the Resort component of the El Caballo complex is the only site zoned Tourist in Scheme 6 and future plans for the site are unclear.

7. Under section 1.4.3.7 add reference to identifying development opportunities on the East Link route.

The draft action covers the Shire's input into the East Link project and potential for impacts on properties. The action is recommended to be expanded to consider new development opportunities to take advantage of the new infrastructure.

8. Update references throughout document to current legislation including the Aboriginal Cultural Heritage Act 2021 and policies.

The Strategy draft was prepared over a year ago and therefore some of the legislation referenced is no longer current and should be modified to reflect recent changes.

9. In Part 2 update information where available including population statistics, subdivision activity, building approvals, rental availability, economic data and land supply assessment

The Strategy draft was prepared over a year ago and therefore some additional updates are required throughout the document

10. Address minor editorial and formatting matters throughout the document

Strategy maps

1. On Map 3 delete reference to structure planning where not required.
2. On Map 4 in the legend amend 'Future Regional Centre' to 'Future Rezoning of Town Centre' and make other edits as needed on the map to clarify strategic intent

These edits reflect the proposals as set out under Modification 1 and seek to further explain the intent of the proposals shown on the map.

3. Undertake administrative and formatting edits as required.

SCHEDULE OF SUBMISSIONS
LOCAL PLANNING STRATEGY REVIEW 2023

No.	Submitter	Summary of Submission (full copies attached)	Officer's Comment
1.	Department of Water & Environmental Regulation	<ul style="list-style-type: none"> Department identified that the structure plan has the potential to impact on the environment and/or water resource management. Department does not object. Key issues and recommendations provided – <ul style="list-style-type: none"> Number of measures Shire can take towards a water sensitive and climate resilient local government, including considering Water Sensitive Urban Design (WSUD) and Best Management Practices (BMP) in all stages of the planning process. Shire should implement WSUD through residential, industrial and rural development and renewal projects. Retrofitting should be considered where hydrologic, ecological and water quality requirements have not been adequately addressed. The proclaimed Mundaring Weir Catchment Area is within the Shire of Northam and the Mundaring Water Source Protection Plan should be used to guide land use planning decisions. It is recognised that the Shire's Town Planning Scheme is consistent with SPP2.7 – Public Drinking Water Source Policy. According to Water Quality Protection Note 25: Land use compatibility tables for Public Drinking Water Sources Areas, land uses incompatible with public drink water source areas should be refused or referred to DWER for advice. Department encourages early consideration of water requirements and water source availability for development, as well as alternative fit-for-purpose water sources and maximum efficiency of water use. Councils are encouraged to incorporate floodplain management strategies and guidelines into their Town Planning Schemes or into a Council Policy Statement. Department supports land planning to integrate water and land use planning to identify, protect, manage and where possible enhance waterways. Lots that require on-site wastewater treatment should comply with the Government Sewerage Policy. Minimum lot sizes should be considered when determining structure plans. 	<p>Comments have been considered and the following comments are provided in response:</p> <ul style="list-style-type: none"> Agree that there are a number of measures the Shire can take towards a water sensitive and climate resilient local government. Noting that the Shire is and has already implemented a number of initiatives and measures towards making the Shire more environmentally sustainable. Floodplain management is incorporated into the local planning scheme and relevant local planning policies. Water requirements and alternative sources are considered during any rezoning or subdivision proposals. Minimum lot sizes, impacts on waterways and other natural features are also considered early in the development process. Noting that no new rural living areas are proposed in the LPS review. <p>No modifications are recommended in response to this submission.</p>
2.	Department of Primary Industries & Regional Development	<p>DPIRD does not object to the proposed LPS, with following comments provided:</p> <ul style="list-style-type: none"> Section 1.4.1.3 – Rural Living <ul style="list-style-type: none"> DPIRD suggests modifying to include 'livestock management plan' to ensure components of this activity have been investigated and are compliant. Section 1.4.2.1 – Agriculture & Rural Land <ul style="list-style-type: none"> DPIRD acknowledges positive effect of tourism on rural economy. 	<p>Comments have been considered and the following comments are provided in response:</p> <ul style="list-style-type: none"> 1.4.1.3 – RECOMMEND including livestock management plan be required where stocking rates are exceeded or where stock is proposed to be kept in sensitive areas. 1.4.2.1 – RECOMMEND including biosecurity management plan be required as part of any rural tourism proposal. 1.4.2.1 – DO NOT RECOMMEND that boundary realignment is specifically included as it is already a specified circumstance listed in State rural planning instruments.

No.	Submitter	Summary of Submission (full copies attached)	Officer's Comment
		<ul style="list-style-type: none"> Concerns raised about rural landscape tourism being a pathway to biosecurity incursion, which can be mitigated with good planning to ensure guests observe basic biosecurity protocols. Recommends a Biosecurity Management Plan is developed to demonstrate tourism/agritourism businesses are aware of risks. Suggests boundary realignment option could be added to rural subdivision circumstances to rationalise multiple lots in one ownership. Section 1.4.4.1 – Natural Resources & Biodiversity <ul style="list-style-type: none"> Landowners who wish to protect and manage native vegetation on their property may enter into an agreement (covenant), which may be in perpetuity or for a specified time. Section 2.5.2 – Rural living land supply <ul style="list-style-type: none"> Expansion of rural living lands needs to be cognisant of the risk of fragmenting and isolating priority agricultural land within the Shire. Requests when planning for expansion of these areas that operational impact on existing rural businesses should be considered. 	<ul style="list-style-type: none"> 1.4.4.1 – Noted. 2.5.2 – No additional rural living areas have been proposed in the LPS review; land conflict is considered in any new rural living proposals.
3.	Joe Fehlauer (owner Avon Valley Chalets) 6322 Great Eastern Highway, Burlong	<ul style="list-style-type: none"> Requests to include his property in any current and future rezoning proposals. Proposes to rezone his property to enable subdivision into 2 lots to separate caravan park. Caravan park provides affordable accommodation for tourists, workers and government employees. Subdivision aims to align with community's planning objectives to provide affordable tourist accommodation whilst addressing evolving housing and lifestyle needs. Request will ensure the sustainability of chalets and caravan park and open new opportunities for community-driven development. 	<p>The need to protect caravan parks with consistent provisions in the local planning scheme has been identified in the review of the LPS. This request is considered reasonable and consistent with the objectives of the LPS.</p> <p>Section 1.4.2.3 recommends rezoning of caravan parks, which addresses this request.</p> <p>No modifications are recommended in response to this request.</p>
4.	Department of Planning, Lands & Heritage (Heritage Office)	<p>Draft LPS has been considered for its potential impact on heritage places and the following advice is given:</p> <ul style="list-style-type: none"> Shire is commended on proposing a number of positive actions to ensure long-term protection of cultural heritage places. Notes that LPS refer to Shire's 2012 local heritage survey, known as the Northam Municipal Heritage Inventory. Recommend the next review include updating term of 'municipal heritage inventory' to 'local heritage survey' for consistency with <i>Heritage Act 2013</i>. The following information in LPS is not consistent with our records and should be reviewed for accuracy: <ul style="list-style-type: none"> 32 places within LPS area on State Register; compared to 34 places and 5 'child' places. Statement that the Northam townsite has the 2nd highest number of heritage buildings in the State. 	<p>Comments have been considered and the following comments are provided in response:</p> <ul style="list-style-type: none"> 1.4.5.2 – RECOMMEND updating references to Municipal Heritage Inventory to current terminology, being Local Heritage Survey. 2.10.2 – RECOMMEND correcting number of State heritage listed places to "34 places and 5 child places" as advised by DPLH. 2.10.2 – RECOMMEND amending the statement regarding number of heritage buildings in Northam to a more accurate and reflective statement as follows: ""Northam has a significant collection of heritage buildings with a wide variety of buildings and styles reflecting the distinct phases over development over the last 150 years."

No.	Submitter	Summary of Submission (full copies attached)	Officer's Comment
		<ul style="list-style-type: none"> The amended <i>Aboriginal Heritage Act 1972</i> came into effect on 15/11/23 and all references to the <i>Aboriginal Cultural Heritage Act 2021</i> need to be amended. 	<ul style="list-style-type: none"> 1.4.5.1 & 2.10.1 – RECOMMEND amending legislative references to the correct terminology, being the <i>Aboriginal Heritage Act 1972</i>.
5.	Department of Health	<ul style="list-style-type: none"> DoH notes that the draft LPS is comprehensive and provides a sound basis for future planning and development. Public health considerations should be enshrined in each component of the LPS and associated Council Plan. For example, it is noted that public health is not specifically recognised in the objectives of the Council Plan and suggests that 'enhancing the public health of the community' be included in People or Place. Consideration should also be given to how negative impacts of development can be addressed at the planning/design stage. A risk assessment of each of the potential outcomes should be incorporated into the LPS. 	<p>Noted.</p> <p>Suggestions regarding the Council Plan will be conveyed to relevant Shire Officers for consideration during the next review.</p> <p>No modifications are recommended in response to this submission.</p>
6.	Department of Fire & Emergency Services	<ul style="list-style-type: none"> It is unclear if the SPP3.7 – Planning in Bushfire Prone Areas has been applied. LPS provides an opportune mechanism for the coordination of bushfire risk to ensure that it does not result in the introduction or intensification of development or land use in an extreme bushfire risk area. A Bushfire Management Plan (BMP) is required to accompany strategic proposals to identify the bushfire hazard issues arising and a clear demonstration that compliance can be achieved. The BMP should be prepared as early as possible in the planning process and progressively refined or reviewed as the level of detail increases. Should you apply SPP3.7 then we request relevant information be forwarded to DFES to review and provide comment prior to Shire endorsement of the LPS. 	<p>Clarification was sought from DPLH regarding DFES's comments and their request for a BMP. Taking into account that the amendments are not proposing intensification of development in bushfire prone areas and that the amendments clarify the Shire's expectations to address bushfire risk.</p> <p>SPP3.7 doesn't specifically require a BMP for LPS's but does require higher order strategic planning documents should include high level consideration, which has occurred given the nature of the proposed amendments.</p> <p>No modifications are recommended in response to this submission.</p>
7.	Public Transport Authority (Department of Transport)	<p>PTA does not have objection to the LPS and makes the following comments:</p> <ul style="list-style-type: none"> Draft LPS depicts railway corridors through the Northam townsite and includes relevant freight railway triggers and buffers to protect infrastructure from incompatible land uses and provide the safety and amenity of surrounding land uses. Areas identified for residential expansion located outside the freight railway trigger boundaries. PTA notes strategy actions to improve the implementation of SPP5.4, including investigating the opportunity to establish a special control area. Transperth provides public transport to Wundowie with 7 trips each weekday providing access to Midland and Mundaring. Noting the low patronage demand (average 1 passenger per trip) Transperth has no immediate plans to improve the frequency and hours of operation. Transwa have working with the Shire over the years to optimise patronage of the Avonlink. 	<p>Noted.</p> <p>Investigation of the need for a special control area will be conducted as part of the review of the local planning scheme.</p> <p>No modifications are recommended in response to this submission.</p>

No.	Submitter	Summary of Submission (full copies attached)	Officer's Comment
8.	Department of Communities	<ul style="list-style-type: none">Overall, Communities is supportive of the proposed LPS.The LPS's approach to provide for infill housing within established communities/settlements is supported.The proposal to provide diverse housing types, particularly smaller houses and smaller lot sizes is supported. It will assist in accommodating smaller household sizes and an ageing population as forecast.Infill and smaller housing will also most likely make efficient use of existing service-utility and community infrastructure.Introduction of flexibility in land uses within existing settlements is supported, and will provide opportunities for adaptive re-use of buildings and diversity of activities without the need for time consuming amendments to the local planning scheme.Communities would be supportive of an approach where the Shire develops and adopts clear policies to reflect the LPS and assist proper consideration in ongoing land use decisions.	<p>Noted.</p> <p>Existing local planning policies provide guidance on land use decisions, and are continually reviewed to ensure they are up-to-date and meet current needs.</p> <p>No modifications are recommended in response to this submission.</p>
9.	Freight, Ports, Aviation & Reform (Department of Transport)	<ul style="list-style-type: none">FPAR has reviewed the documents and supports the LPS.It is recommended that the Shire seeks further information from DoT as required to ensure that the information within the LPS is up to date.	<p>Noted.</p> <p>Information in LPS is up-to-date.</p> <p>No modifications are recommended in response to this submission.</p>

SHIRE OF NORTHAM – LOCAL PLANNING STRATEGY AMENDMENT
SCHEDULE OF MODIFICATIONS

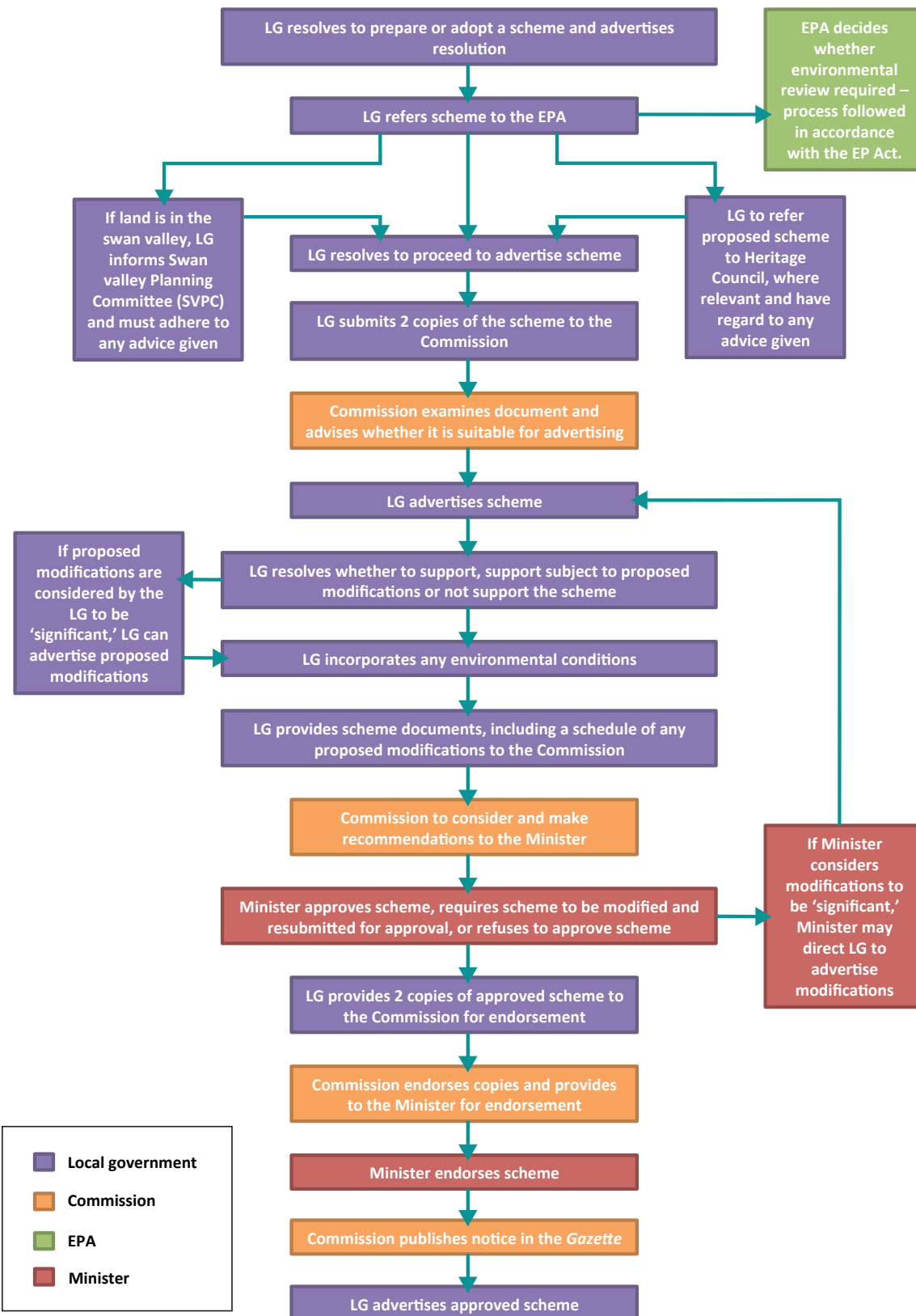
Strategy text

1. 1.4.1.3 – Include the requirement for a livestock management plan where stocking rates are exceeded or where stock is proposed to be kept in sensitive areas. *As recommended by DPIRD.*
2. 1.4.2.1 – Include the requirement for a biosecurity management plan as part of any rural tourism proposal. *As recommended by DPIRD.*
3. 1.4.5.1 & 2.10.1 – Amend legislative references throughout to the correct terminology, being the *Aboriginal Heritage Act 1972*. *As recommended by DPLH (Heritage).*
4. 1.4.5.2 – Update references throughout to Municipal Heritage Inventory to current terminology, being Local Heritage Survey. *As recommended by DPLH (Heritage).*
5. 2.10.2 – Correct the number of State heritage listed places to “34 places and 5 child places” as advised by DPLH. *As recommended by DPLH (Heritage).*
6. 2.10.2 – Amending the statement regarding number of heritage buildings in Northam to a more accurate and reflective statement as follows: “Northam has a significant collection of heritage buildings with a wide variety of buildings and styles reflecting the distinct phases over development over the last 150 years.” *As recommended by DPLH (Heritage).*
7. Address minor editorial and formatting errors throughout the document.

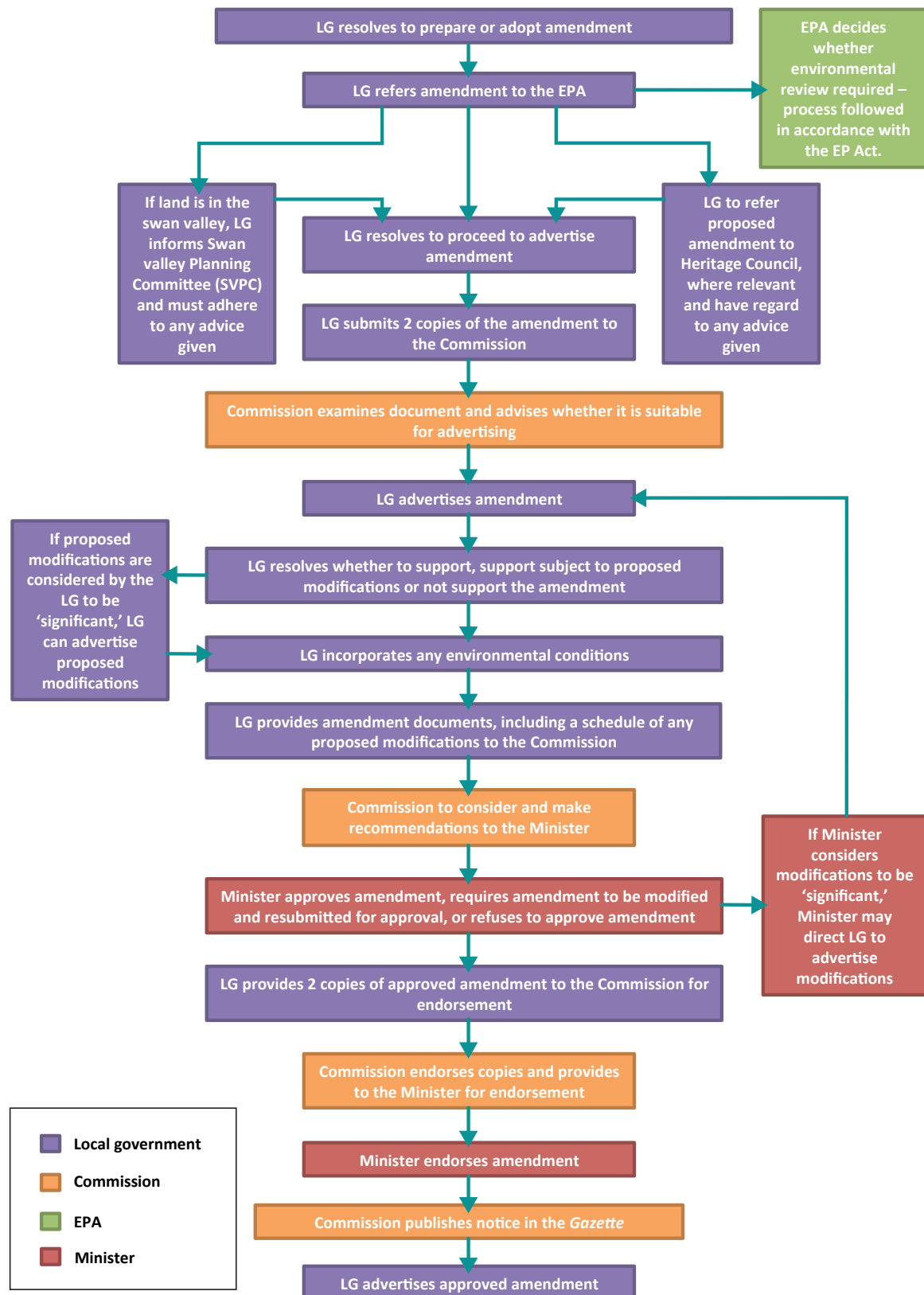
Strategy maps

1. Undertake administrative and formatting edits as required.

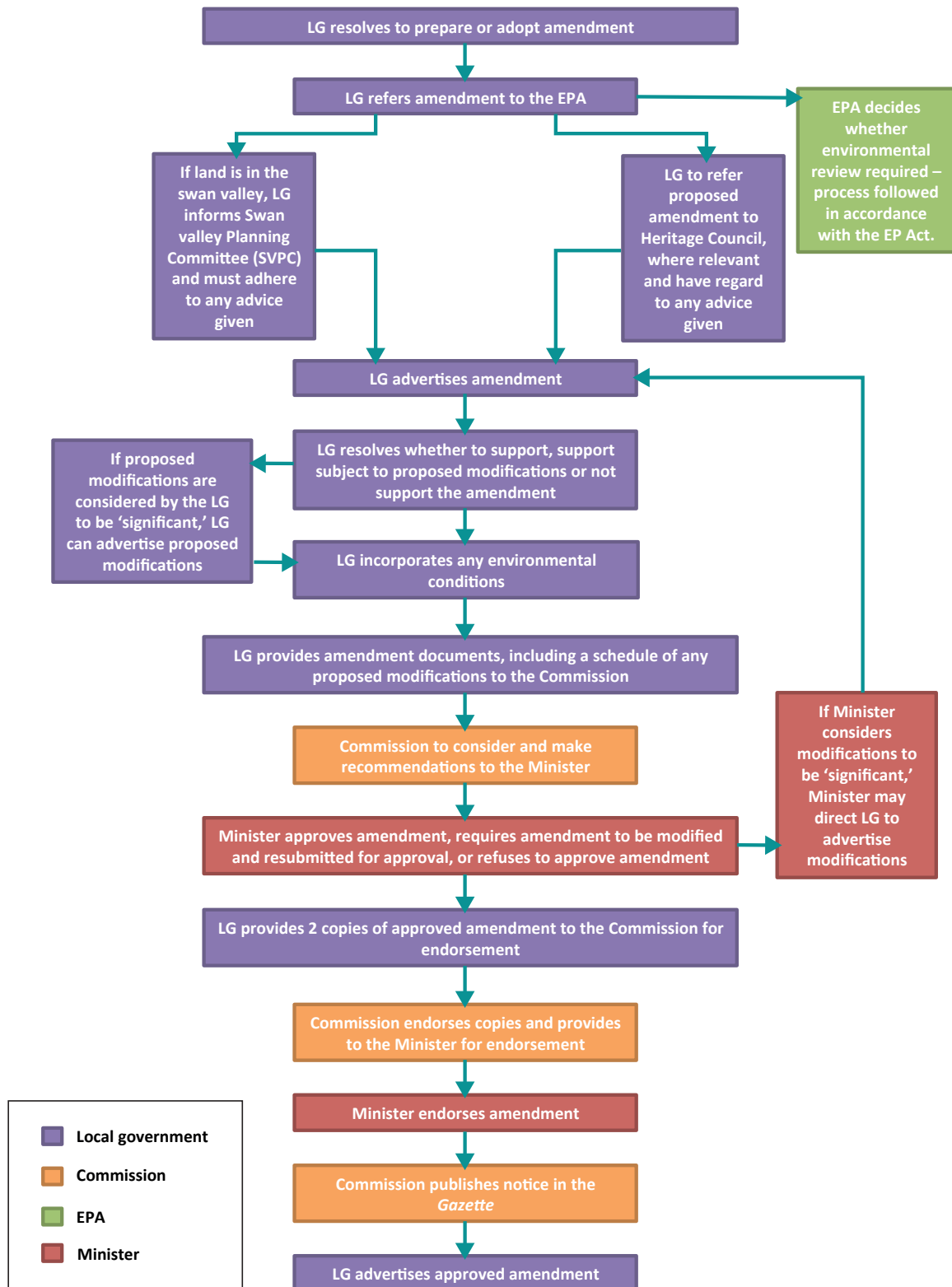
Simplified preparation or adoption of a new local planning scheme flowchart



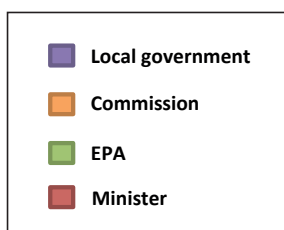
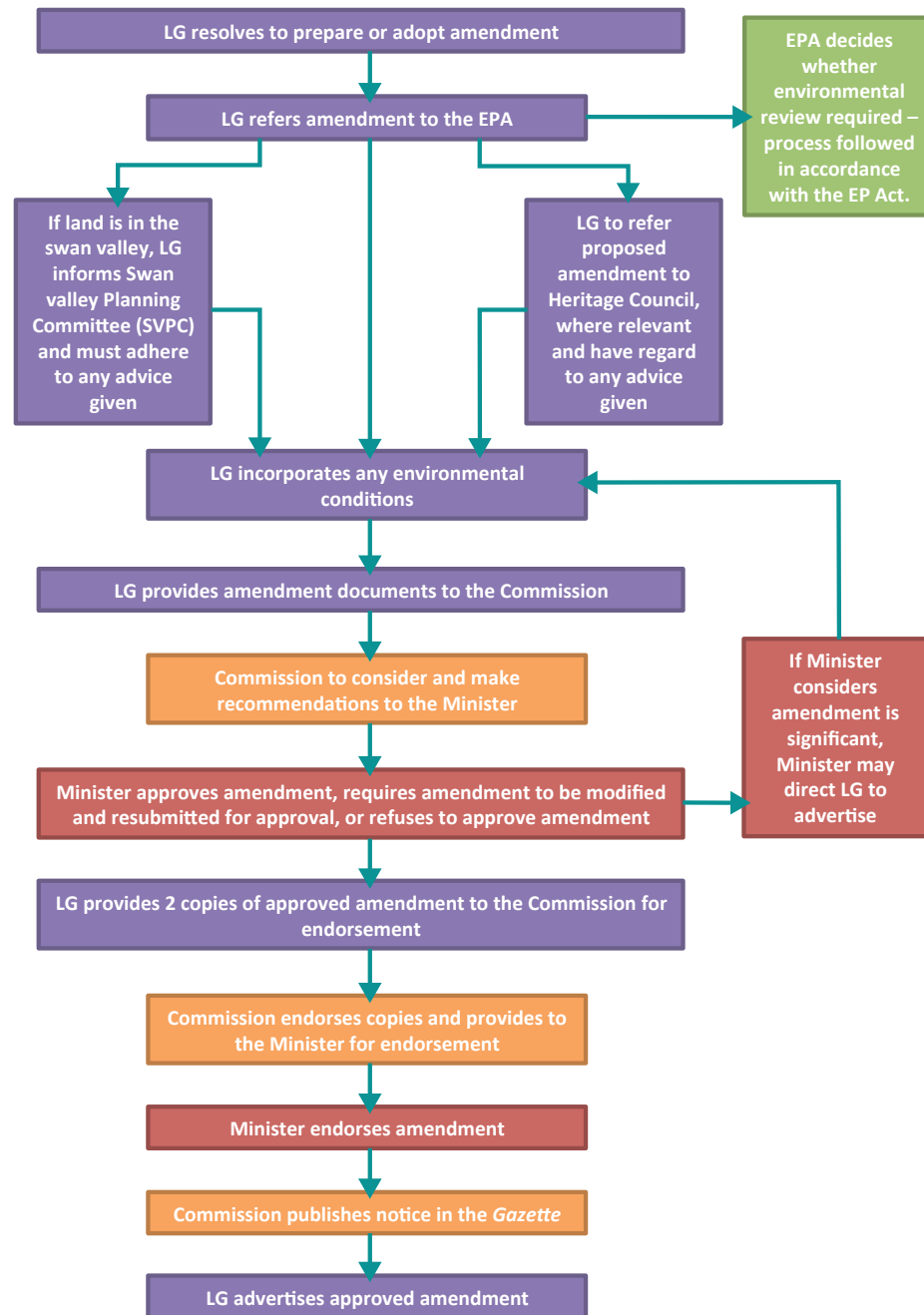
Simplified process for complex amendments to local planning schemes flowchart



Simplified process for standard amendments to local planning schemes flowchart



Simplified process for basic amendments to local planning schemes flowchart



13.4.3 Alterations to existing Tesla peaking station

Address:	Lot 5 Leeming Road, Grass Valley
Owner:	Tesla Holdings Pty Ltd
Applicant:	Taylor Burrell Barnett
File Reference:	P24017 / A15850
Reporting Officer:	Jacky Jurmann (Manager Planning & Environment)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

An application for development approval has been received to undertake works to the existing peaking station to convert the station from diesel generator sets to a battery energy storage system (BESS).

The application is presented to Council for determination in accordance with P03(1) of the Shire's Delegated Authority.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - 23~103 RPT Northam DA rev A [**13.4.3.1** - 51 pages]
2. P24017 Statutory Assessment [**13.4.3.2** - 4 pages]
3. OP A 11014 1_ [**13.4.3.3** - 4 pages]

A. BACKGROUND / DETAILS

The subject site is located on Leeming Road, Grass Valley on the right-hand side when entering the Avon Industrial Park.

It is zoned 'General Industry' and on 16 November 2011, Council granted development approval (ref. P1384 / C.1625) for a 'Peak Power Generating Facility', which comprised of 5 freestanding diesel generators and associated infrastructure.

The land use under the provisions of Town Planning Scheme No. 3 was determined to be a 'use not listed' and consistent with the zone objectives.

On 29 April 2016, the Department of Water and Environment Regulation (DWER) issued a licence under the Environmental Protection Act 1986 for 'Electric Power Generation' for the subject site.

The proposed works will replace the diesel generators that formed part of the original development approval, with a BESS to continue to operate in accordance with the approved use.

The conversion involves removal of the diesel generators, bunded fuel tank and exhaust. The batteries will be housed in 6m long enclosures within the existing hardstand that is currently occupied by the diesel generators. The extent of hardstand on-site does not require expansion, and the battery enclosures are smaller and less visually prominent compared to the diesel generators and exhaust. The visually prominent exhaust stacks will be removed reducing the development maximum height from approximately 12.5m to 4m (being the height of the existing control room). The battery containers will be 2.9m high, therefore the total bulk and scale of the existing development will be reduced.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Place.

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

Objective 7.1: Provide sufficient land and development opportunities to enable local communities to grow.

Priority Action: Nil.

Performance Area: 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.

B.2 Financial / Resource Implications

The relevant application fee has been paid by the Applicant.

B.3 Legislative Compliance

A development application has been submitted in accordance with the provisions of Local Planning Scheme No. 6 (LPS6) for changes to the previously approved development.

Under LPS6, the land use is best defined as 'power generation', which 'means premises used predominantly to generate electricity for a commercial gain'.

The land use is an A use in the General Industry zone, which means the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions.

However, as this proposal is to carry out modifications to the existing land use that will not result in any intensification of the use, advertising is not required.

B.4 Policy Implications

There are no policy implications for the Shire associated with this proposal.

B.5 Stakeholder Engagement / Consultation

No consultation or stakeholder engagement was required as part of the assessment of this application.

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	Ensure proposal complies with legislation.	Medium (3) x Unlikely (2) = Moderate (6)	Apply relevant conditions to approval.
Property	N/a	N/a	N/a
Environment	N/a	N/a	N/a

B.7 Natural Environment Considerations

The conversion from diesel generators to batteries will have a positive impact on the environment.

As noted in the Statutory Assessment, the recommendations in the acoustic report include measuring noise levels once the alterations have been completed to determine whether the predicted noise levels will impact neighbouring properties.

C. OFFICER'S COMMENT

The proposed alterations to the existing approved use of the site as a peak power station will improve the visual and environmental impacts of the use through the replacement of the diesel generators with a battery energy storage system, which will provide opportunities for improved stability in relation to energy and discharge at peak times.

As provided in Table 9 of the Planning Report, the proposal complies with relevant State and Shire policies and regulations.

There are no changes proposed to the approved use regarding to the purpose or intensity of the land use, which is consistent with the zoning and local planning strategy in relation to the Avon Industrial Park.

The application is recommended for conditional approval.

RECOMMENDATION

That Council APPROVES the development application (ref: P24017) to carry out alterations to the existing peak power generating plant at Lot 5 Leeming Road, Grass Valley, subject to the following conditions:

- 1. The development hereby permitted shall substantially commence within two (2) years from the date of determination.**
- 2. All development must be carried out in accordance with the approved plans [and drawings] as listed below:**
 - a. General Site Arrangements – A1, 8577-E-800, Rev. A dated August 2023; and**
 - b. Elevation Views – A1, 8577-E-800, Rev. A dated August 2023.**
- 3. The existing landscaping shall be maintained to the satisfaction of the local government.**
- 4. A Final Acoustic Assessment shall be prepared by a suitably qualified person and submitted to the local government for approval within 6 months of completion demonstrating that the development complies or will comply with the Environmental Protection (Noise) Regulations 1997. Any further works must be carried out in accordance with the approved Acoustic Report and implemented for the duration of the development.**

P24017 – Statutory Assessment

An assessment of the applicable provisions of LPS6, including the Deemed Provisions and LPPs have been carried out as follows:

Clause	Provision	Proposal	Assessment
Deemed Provisions – Clause 67(2) of Regulations			
A	Aims and provisions of LPS6		
	3.3 Zoning Table LPS6: Power generation – A use TPS3: Use not listed	Alterations to peak power generating facility	Property is zoned General Industry. Proposal does not change the use from that approved.
	4.5 Site & Development Standards Setbacks: 7.5m front; 10m rear; 5m sides Maximum plot ratio: LG discretion Min. landscaping: 15% of site area Min. lot size: 2,000m ²	Works proposed within existing footprint, which is setback 10m from front boundary. Approx. 12m & 50m from side boundaries and 60m from rear boundary.	Complies.
	4.10 Maximum building height 2 storeys or 9 metres	Existing maximum height is that of the exhaust stacks at 12.5m. New battery storage is 2.9m with 4m of control room, which is existing.	Complies.
	4.12 Landscaping Landscaping plan may be required with DA; LG may require landscaping as a condition of approval.	The frontage of the site and the verge is extensively planted, providing a visual screen to the subject site.	The existing extent of landscaping is considered adequate for the development and provides a visual screen when viewed from the road.
	4.13 Car Parking Car parking is required as per Table 3; use is not specifically listed in Table 3.	No designated car parking provided on site.	There is adequate area on site on the driveway and accessways to park vehicles on site, which is infrequent and required infrequently when associated with maintenance.

Clause	Provision	Proposal	Assessment
	4.14 Traffic Entrances To be provided from secondary road where possible; second entrance may be required or refused.	Existing access to remain unchanged.	Existing access adequate.
	4.16 Access for loading and unloading of vehicles Adequate area to be provided on site; vehicles to enter and leave in a forward direction.	No changes to existing areas.	Existing areas are sufficient.
	4.28 Development in General Industry zone 4.28.4 Development to be set back from property boundaries to minimise amenity impacts on adjacent land.	No changes to setbacks or existing footprint proposed.	Existing setbacks are adequate. There is no evidence of any impacts on adjoining property from existing use. Proposed changes will reduce any impacts, such as noise.
	4.31 Amenity of non-residential development Form and scale to be compatible; buildings to have coordinated or complementary materials; visual impacts to be minimised through use of vegetation screening.	Changes from diesel generator to BESS will reduce overall height of development and any amenity impacts from noise or emissions.	Proposed changes are compatible with the location and existing approved use.
B	Requirements of orderly and proper planning, including any proposed scheme amendment or LPP seriously being entertained.	Alterations to existing approved use as a peak power generating plant.	Development application submitted demonstrating that the use is unchanged and that the changes will improve any impacts of the site. There are no amendments that affect this proposal or assessment.
FA	Any local planning strategy – Northam LPS	Alterations to existing approved use as a peak power generating plant.	The proposal does not change the land use, which has been approved as

Clause	Provision	Proposal	Assessment
			a 'use not listed' that is consistent with the zone objectives for the General Industry zone.
G	Any local planning policies		
	LPP2 – General Development Guidelines No amenity impacts; limit impacts by specifying development guidelines.	Alterations to existing approved use as a peak power generating plant.	Development is consistent with the provisions of LPP2 and the zone objectives. Visual impacts have been previously managed through landscaping.
	LPP17 – Industrial Development Guidelines 13. Avon Industrial Park Setbacks – 20m from front; 7.5m rear and 5m from side boundaries. Service and storage areas to be located behind front setback.	Changes to BESS within existing footprint of approval peak power generating plant. Fenced area setback 10m from the front setback with the structures 16.5m. Side and rear setbacks greater than required.	No changes to the existing footprint of the structures. Variation to the front setback is existing and the proposed development will not alter this situation. Existing landscaping provides visual screening when viewed from the road.
I	Any report of review – LPS6 Report of Review	Changes to existing approved peak power generating plant.	The report does not impact the proposal or assessment.
M	Compatibility of the development, including future character and relationship with adjoining land	Changes to existing approved peak power generating plant.	The development is compatible with the Avon Industrial Park and General Industry zone. The removal of the diesel generators and chimneys will reduce visual and environmental impacts.
N	Amenity of the locality, including environmental impacts, character and social impacts.	Replacement of diesel generators with BESS. Acoustic assessment indicates noise levels will marginally exceed	The battery system will reduce any environmental and amenity impacts. Once constructed, it is recommended that further noise measurements are

Clause	Provision	Proposal	Assessment
		prescribed standards at neighbouring north and east industrial boundaries. However, these are within a small vacant areas on these boundaries.	taken and if necessary, acoustic measures, such as noise walls, could be constructed. Condition recommended.
O	Likely effect on the natural environment or water resources and means to mitigate.	Replacement of diesel generators with BESS.	The battery system will reduce any environmental and amenity impacts.
P	Adequate provision for landscaping of the land or protection of trees or other vegetation	No changes to existing landscaping.	Existing landscaping is considered adequate to screen any visual impacts.
S	Adequacy of proposed means of access and egress; arrangements for loading, unloading, manoeuvring and parking	No changes to existing access and internal manoeuvring arrangements.	Existing arrangements considered satisfactory.
T	Amount of traffic likely to be generated in relation to capacity of road system and probable effect on traffic flow and safety	No changes to traffic generation will result from the development.	Noted.
W	History of the site where development is located	Alterations to peak power generating plant.	Development originally approved on 23/11/2011 as a 'use not listed' peak power generating plant.

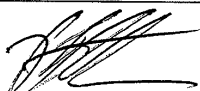


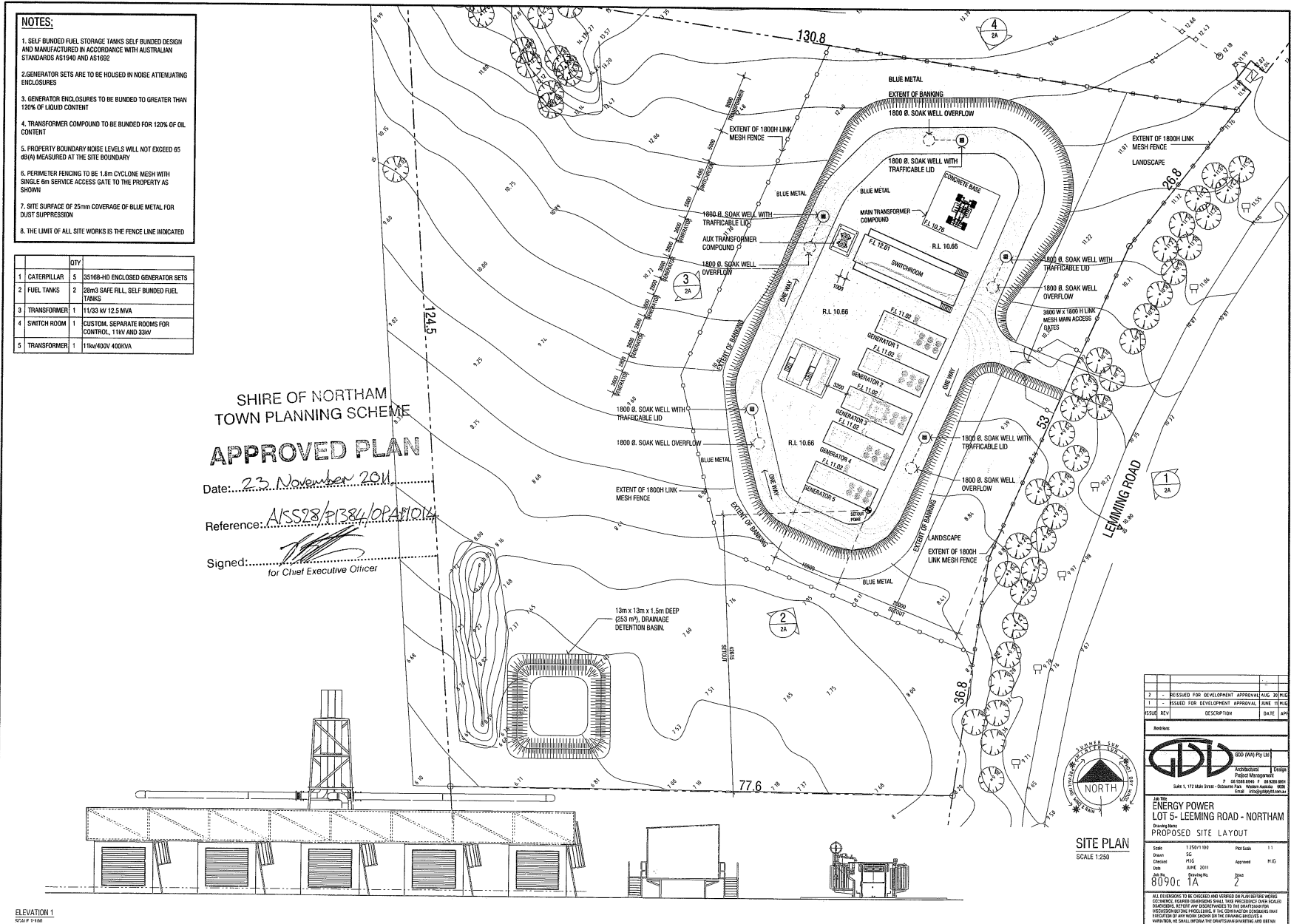
**TOWN PLANNING SCHEME No 3
DETERMINATION OF APPLICATION FOR PLANNING APPROVAL**

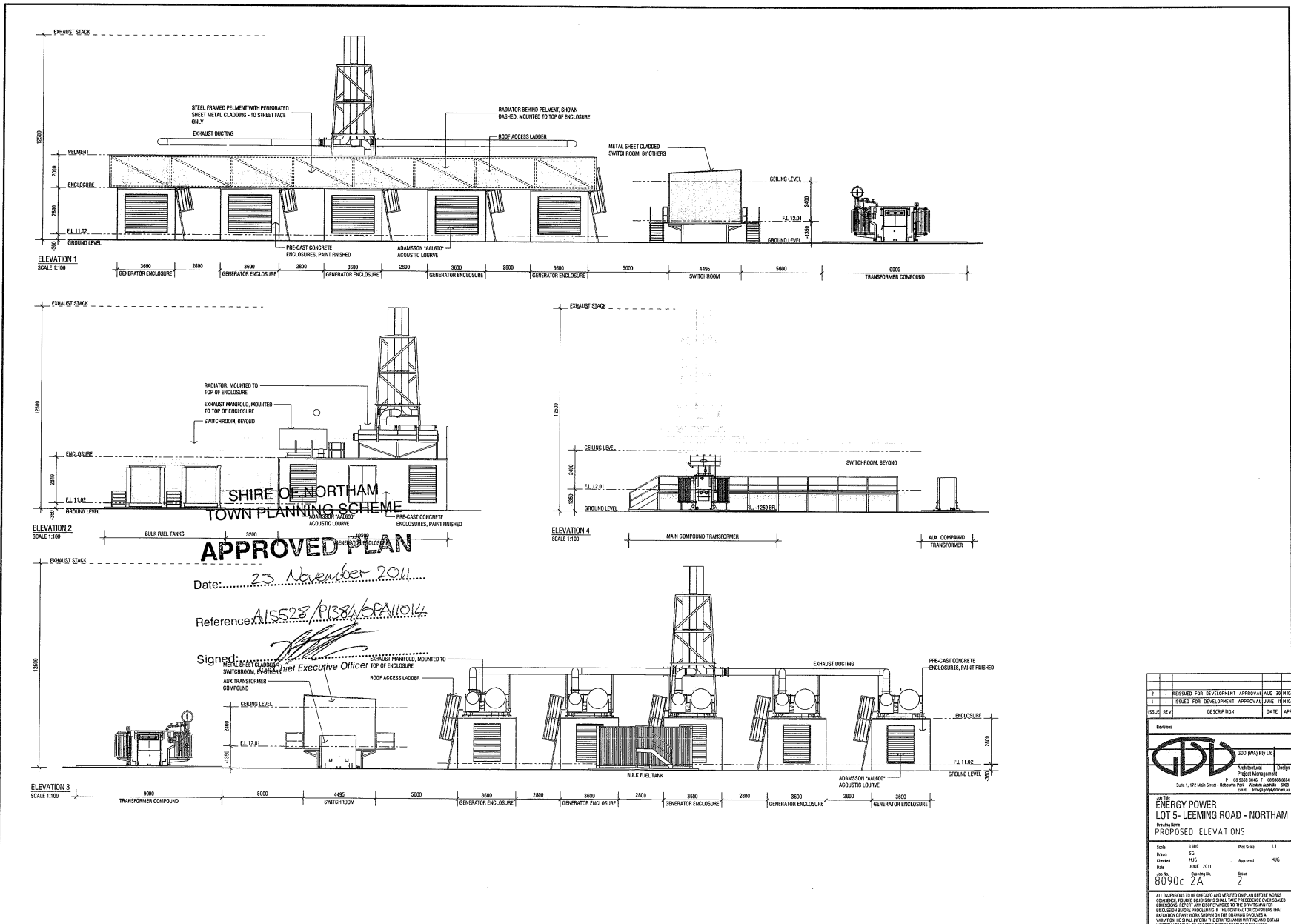
[cl. 10.4.1]

Location: LEEMING ROAD GRASS VALLEY 6403			
Lot No: 5		Plan/Diagram: P 25370	
Certificate of Title	Vol. No:	Folio No:	Application No: P1384
Application Date: 22/07/2011		Received On: 22/07/2011	
<p>Description of proposed development:</p> <p>PEAK POWER PLANT (5X DIESEL GENERATORS) - TESLA CORPORATION</p> <p>LOT 5 LEEMING ROAD, AVON INDUSTRIAL PARK, GRASS VALLEY</p> <ol style="list-style-type: none">1. All development being in accordance with the approved plans.2. A Landscaping Plan being submitted to and approved by the Local Government prior to installation. The approved landscaping plan is to be fully implemented before occupation of the development and maintained thereafter to the satisfaction of the Local Government. The landscaping plan shall include the following:<ol style="list-style-type: none">a) full landscaping of the first 10m of the lot frontage to Leeming Road;b) a list of species to be planted including semi-mature trees and shrubs and the rate of planting (per metre of frontage);c) details of mulching and (if required) irrigation;d) specification that ongoing maintenance will be performed;3. The approved Drainage Management Plan being implemented in accordance with the Avon Industrial Park Design Guidelines before occupation of the development and maintained thereafter to the satisfaction of the Local Government.4. Fencing facing Leeming Road being visually permeable. Fencing surrounding the main access gates being powder-coated rail and paling fencing or similar. Fence plans are to be submitted to and approved by the Local Government prior to construction.5. All vehicle crossovers being designed, constructed and maintained in accordance with the Local Government's Crossover Policy with plans being submitted to and approved by the Local Government prior to construction.6. All signage being submitted to and approved by the Local Government prior to installation.			



Note 1:	This is not an approval to commence development. A Building Licence must be obtained from the Local Government prior to commencement of any works.
Note 2:	Crossover width is required to be 6.0m to accommodate heavy vehicles. Please contact the Shire's Works and Engineering Department for construction specifications.
Note 3:	FESA approval will be required as part of the Building Licence application.
Note 3:	If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.
Note 4:	Where an approval has so lapsed, no development shall be carried out without the further approval of the Local Government having first been sought and obtained.
Note 5:	If an applicant is aggrieved by this determination there is a right of appeal under the <i>Planning and Development Act 2005</i> . An appeal must be lodged with the <i>State Administrative Tribunal</i> within 28 days of the determination.
Signed:	<div>  </div>
For and on behalf of the Shire of Northam	<div> Date: 23 November 2011 </div> <div> File Reference: A15528 / P1384 </div>





Issue	Rev	Description	Date	Appr
2	-	REVISED FOR DEVELOPMENT APPROVAL	AUG 2012	MJC
1	-	ISSUED FOR DEVELOPMENT APPROVAL	JUNE 2012	MJC
1	REV			

Revision	
GDD	GDD (PWA Pty Ltd)
Architectural	Design
Project Management	
Suite 1, 172 Main Street - Oldham Park, Victoria 3088	
Phone: 03 9348 8888 Fax: 03 9348 8888	
Email: info@gdd.com.au	

Job Title: **ENERGY POWER LOT 5- LEEING ROAD - NORTHAM**

Drawn: **SG** Date: **1 JUN 2011** Scale: **1:1**

Checked: **MJC** Approved: **MJC**

Used: **2**

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ALL DIMENSIONS IN THIS DOCUMENT AND BETWEEN THE PLANNING METHOD COMMENCEMENT TO THE END OF THE PROJECT SHALL HAVE PRECEDENCE OVER ANY DIMENSIONS, SPECIFICATIONS OR REQUIREMENTS TO THE PLANNING METHOD. IN THE EVENT OF ANY DISCREPANCY BETWEEN THE PLANNING METHOD AND THE PROJECT, THE PROJECT SHALL PREVAIL.

13.4.4 South West Native Title Settlement - Land List 1469

Address:	Lot 28319 Leaver Rd, Copley & Lot 360 Northam-Pithara Rd, Jennapullin
Owner:	State of WA
Applicant:	State of WA (DPLH)
File Reference:	7.1.3.3
Reporting Officer:	Jacky Jurmann (Manager Planning & Environment)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

The Shire has received various requests for comments from the Department of Planning, Lands and Heritage (DPLH) regarding the proposed transfer of land under the South West Native Title Settlement.

This request relates to the following Crown land:

- Lot 28319 on DP210922 – Leaver Rd, Copley
- Lot 306 on DP68230 – Reserve No. 50656 – Northam-Pithara Rd, Jennapullin

Council has considered other similar requests at previous meetings and resolved to “receive further reports for consideration for proposals affecting land owned or held by the Shire of Northam, including managed reserves”.

This item is presented for consideration in accordance with Council's resolution.

ATTACHMENTS

1. 2024 02 23 Local Government Authority 20220907 NBT Ballardong Northam Request [**13.4.4.1** - 3 pages]
2. Copley Location Plan [**13.4.4.2** - 1 page]
3. Jennapullin Location Plan [**13.4.4.3** - 1 page]

A. BACKGROUND / DETAILS

DPLH has provided the following information:

"The South West Native Title Settlement (Settlement) is a landmark native title agreement reached between the State Government (State) and the six Noongar Agreement Groups. The six requisite Indigenous Land Use Agreements (ILUAs) were conclusively registered, leading to the Settlement commencing on 25 February 2021 after some years of delay. The Settlement recognises the Agreement Groups as the Traditional Owners of the south west of Western Australia, while resolving native title in exchange for a negotiated package of benefits. The area subject to the Settlement is depicted in the attached maps.

A key negotiated benefit is the delivery of a 320,000 hectare Noongar Land Estate, in accordance with the Noongar Land Base Strategy (Annexure J to the ILUAs). The Noongar Land Estate will contain up to 300,000 hectares of land transferred in reserve or leasehold, and up to 20,000 hectares of land transferred in freehold. The Landholding Body for all land transferred is the Noongar Boodja Land Sub Pty Ltd, which will hold and manage the land in the Noongar Land Estate in consultation with the soon to be established Noongar Regional Corporations. All land will be used and managed in line with Noongar cultural, social and economic aspirations for the benefit of generations to come.

Over the next five years, DPLH will progress selected land parcels through to transfer under the Settlement, subject to all necessary consultation and approvals with stakeholders. Land eligible for inclusion in the Noongar Land Estate includes:

- unallocated Crown land;
- unmanaged reserves;
- land owned or held by the Aboriginal Lands Trust / Aboriginal Affairs Planning Authority; and
- landowner or held by State agencies or Local Government Authorities, at the discretion of the State agency or Local Government Authority.

A key part of the process being followed by the DPLH involves the referral of land under consideration for inclusion in the Noongar Land Estate to relevant State agencies and Local Government Authorities."

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Place.

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

Objective 7.1: Provide sufficient land and development opportunities to enable local communities to grow.

Priority Action: Nil.

Performance Area: Performance.

Outcome 13: A well informed and engaged community.

Objective 13.1: Provide strong, open and accountable leadership and be more visible and relevant for community members.

Priority Action: Nil.

B.2 Financial / Resource Implications

There does not appear to be any financial implications for the Shire associated with this stage of the proposal.

B.3 Legislative Compliance

The provisions of the Shire of Northam Local Planning Scheme No. 6 have been considered in the recommended responses.

B.4 Policy Implications

There are no policy implications associated with this proposal.

B.5 Stakeholder Engagement / Consultation

DPLH have the responsibility for consulting with relevant stakeholders.

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	Response not provided as required.	Minor (2) x Low (4) = Unlikely (2)	Ensure response is provided by due date.
Property	N/A	N/A	N/A
Environment	Ensure native vegetation is protected.	Minor (2) x Low (4) = Unlikely (2)	Ensure zoning or reservation is appropriate to protect vegetation.

B.7 Natural Environment Considerations

There are no natural environment considerations other than those identified in the risk matrix above.

C. OFFICER'S COMMENT

DPLH have requested the Shire to consider the following points when providing comments on the proposed land transfer:

1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
2. Does the Shire have any interest in the land?
3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
4. Is the land parcel subject to a mandatory connection to services?
5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe.
6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local Government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

The following information is provided regarding this request:

1. Lot 28319 on DP210922 – Leaver Rd, Copley
 - a. Tenure proposed – Reserve with power to lease
 - b. Reserve purpose – not specified
 - c. Current zoning – Rural
 - d. Recommendation – No objections, subject to clarification on provision of constructed access.
2. Lot 306 on DP68230 – Reserve No. 50656 – Northam-Pithara Rd, Jennapullin
 - a. Tenure proposed – Reserve with power to lease
 - b. Reserve purpose – Protection of natural landscapes
 - c. Current zoning – Rural / Public Purpose (Church)
 - d. Recommendation – No objections, subject to clarification regarding the church (noting that current or historical Landgate aerial photographs do not indicate the presence of a church).

The spreadsheet attached to this report details the proposed land to be transferred and the Shire's responses to the above questions.

To date, the Shire has received 16 lists totalling 833.22 hectares proposed to be transferred to the Ballardong Noongar people as part of the South West Land Settlement.

RECOMMENDATION

That Council, regarding the transfer of land under the South West Native Title Land Settlement:

- 1. ADVISES the Department of Planning, Lands and Heritage that the Shire of Northam is supportive of the transfer of the identified on List 1469 – Copley and Jennapullin to the Ballardong Noongar people where the proposed use is consistent with the Shire of Northam Local Planning Scheme No. 6 and subject to consultation with neighbouring landowners.**

Referral ID
13710

PIN	Lot Numb	Survey Nu	Street Add	Locality St	Townsite	LGA	Region
463610	28319	DP210922	Leaver Rd	COPLEY		NORTHAM	Wheatbelt

11881259	360	DP68230	Northam-I	JENNAPULLIN		NORTHAM	Wheatbelt
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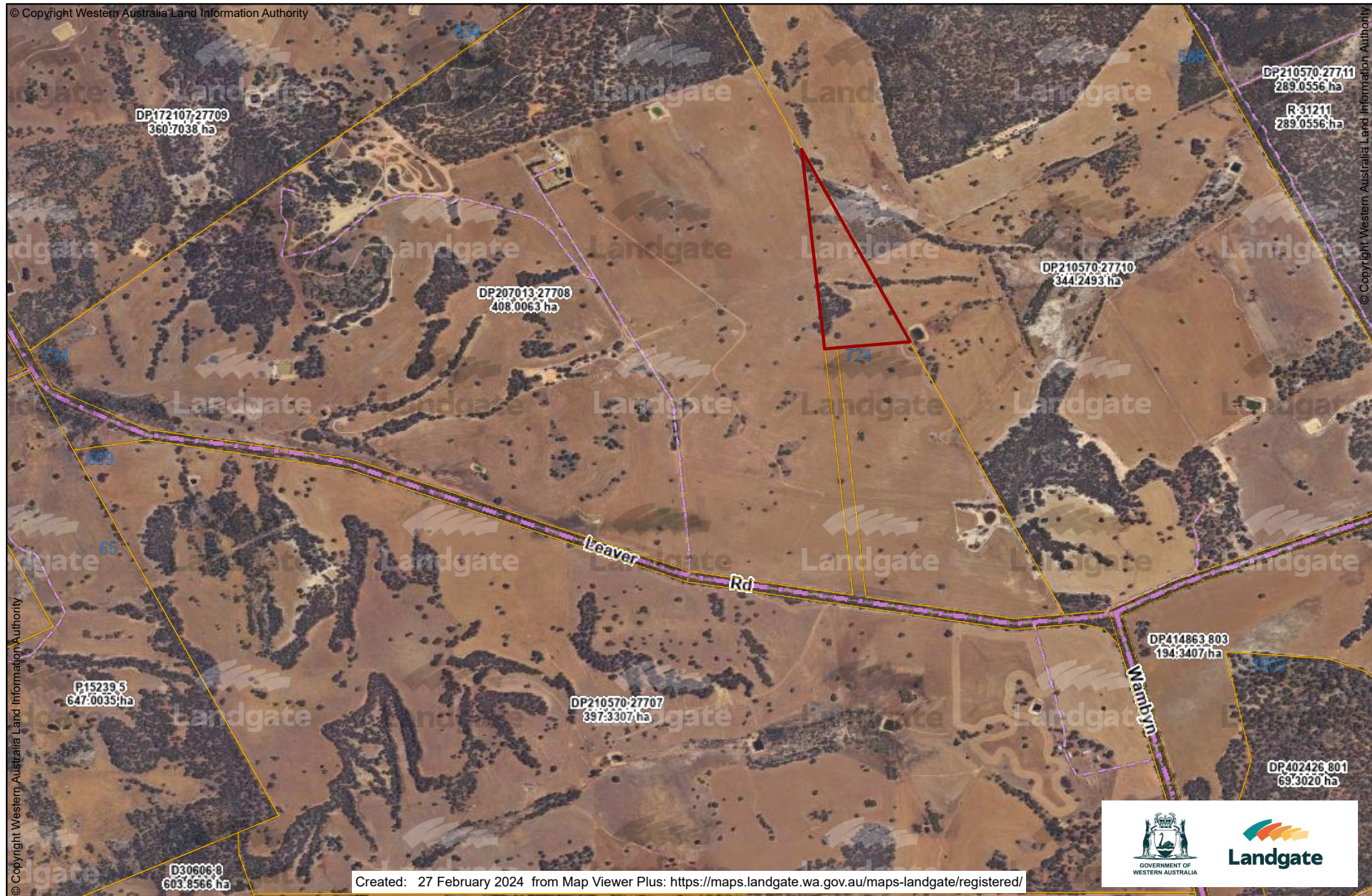
CLT	Reserve N	Area (Ha)	Part Pin	Part Pin C	Reserve P	Referee C	Selected T
LR3022/248		10.5	FALSE				ReserveWi

LR3159/57:R 50656		4.14	FALSE		PROTECTION OF NA		ReserveWi
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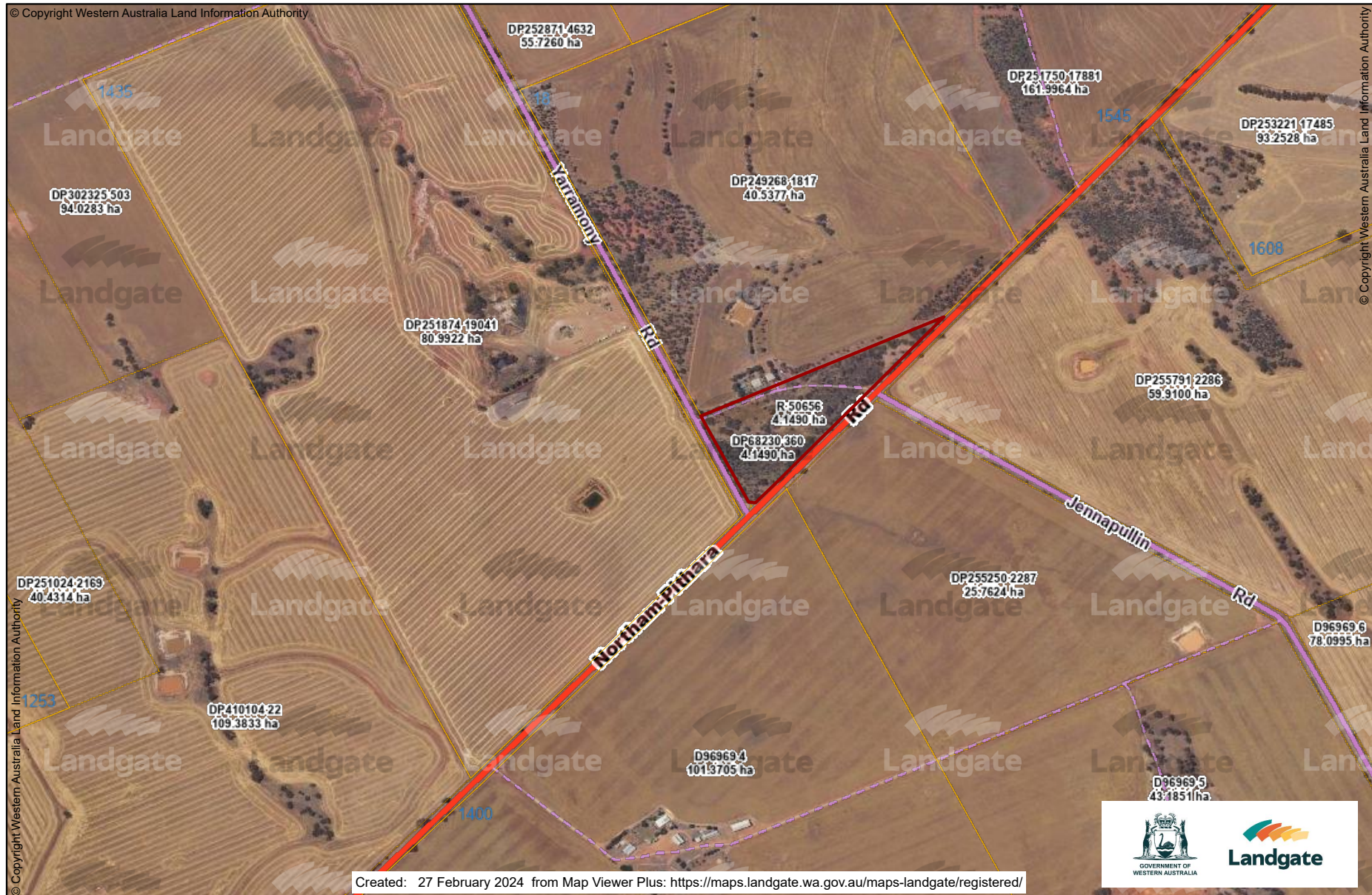
Shire of Northam Responses

1. Yes
2. No
3. No
4. Depending on proposed use. Any residential use will require connection.
5. No
6. No
7. Local Planning Strategy review 2023; currently zoned Rural.
8. Land doesn't appear to have constructed access.
9. Land appears to be cropped by adjoining landowner. Consultation should occur.
1. Yes
2. No
3. No
4. Depending on proposed use. Any residential use will require connection.
5. No
6. No
7. Local Planning Strategy review 2023; currently zoned Rural & Public Purpose (chur
8. Neighbouring property appears to have informal access through reserve.
9. Reserve purpose should continue to protect vegetation.

Copley



Jennapullin



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13.5 COMMUNITY SERVICES

Nil.

14 MATTERS BEHIND CLOSED DOORS

RECOMMENDATION

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (A) of the Local Government Act 1995, meet behind closed doors to consider agenda item 14.1 Chief Executive Officer Review & Selection Committee Meeting held 13 March 2024, as the item relates to a matter affecting an employee/s.

14.1 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD 13 MARCH 2024

RECOMMENDATION

That Council move out from behind closed doors.

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15.1 RE-ALLOCATION OF APPOINTED DELEGATES - NORTHAM CHAMBERS OF COMMERCE BOARD

BACKGROUND

There have been discussions between Cr J E G Williams and Cr M P Ryan and the Northam Chamber of Commerce regarding the Shire's representation of the Chamber's Board. Following these discussions, there is a request from Cr J E G Williams to change the representation that was considered at the Special Council Meeting on 25 October 2023. The change in representation is for Cr J E G Williams to become the delegate and Cr M P Ryan the proxy.

OFFICER COMMENT

Cr J E G Williams and Cr M P Ryan have discussed the representation on the Northam Chamber of Commerce Board and recommend due to time constraints for Cr Ryan that Cr Williams becomes the delegate and Cr Ryan the proxy.

MOTION

Moved: Cr J E G Williams

That Council APPROVE the re-allocation of appointed delegates on the Northam Chamber of Commerce Board as follows:

- **Delegate 1: Cr J E G Williams**
- **Delegate 2 (Proxy): Cr M P Ryan**

16 URGENT BUSINESS APPROVED BY DECISION

Nil.

17 DECLARATION OF CLOSURE