



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Agenda**

### **Ordinary Council Meeting**

**26 August 2025**



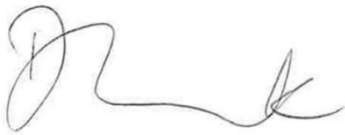
**NOTICE PAPER**  
**Ordinary Council Meeting**  
**26 August 2025**

President and Councillors

I inform you that an Ordinary Council Meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 26 August 2025 at 5:30 pm.

There was a Forum meeting held in the Council Chambers on 20 August 2025 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



**Debbie Terelinck**  
**Chief Executive Officer**

## DISCLAIMER

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

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

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

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

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

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

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

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

## Contents

1	DECLARATION OF OPENING.....	6
2	OPENING PROCEDURES .....	6
2.1	ACKNOWLEDGEMENT OF COUNTRY .....	6
2.2	RECORDING OF COUNCIL MEETINGS .....	6
3	ATTENDANCE.....	6
3.1	ATTENDEES .....	6
3.2	APOLOGIES .....	6
3.3	APPROVED LEAVE OF ABSENCE.....	7
3.4	ABSENT .....	7
4	DISCLOSURE OF INTERESTS.....	8
5	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION .....	10
6	PUBLIC QUESTIONS .....	12
7	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	12
8	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	12
8.1	PETITIONS .....	12
8.2	PRESENTATIONS.....	12
8.3	DEPUTATIONS .....	12
9	APPLICATIONS FOR LEAVE OF ABSENCE .....	13
10	CONFIRMATION OF MINUTES .....	13
10.1	CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 23 JULY 2025.....	13
10.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 20 AUGUST 2025..	13
11	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	33
12	REPORTS OF COMMITTEE MEETINGS.....	33
13	OFFICER REPORTS.....	34
13.1	CEO'S OFFICE.....	34
13.1.1	Lease Of A Portion Of 139 Fitzgerald Street, Northam.....	34
13.1.2	Policy Reviews .....	39
13.2	ENGINEERING SERVICES.....	119

13.2.1 RFT 07 Of 2025 - Newcastle Road - Minor Rehabilitation & Asphalt Overlay.....	119
13.2.2 Introduction Of A 60Km/H Speed Zone - Mauravillo Estate ....	123
13.3 DEVELOPMENT & COMMUNITY SERVICES .....	134
13.4 CORPORATE SERVICES.....	134
13.4.1 RFQ 13 Of 2025 - IT Managed Services .....	134
13.4.2 Accounts & Statement Of Accounts - July 2025 .....	139
14 MATTERS BEHIND CLOSED DOORS .....	194
14.1 ALLEGED BREACH OF COUNCIL CODE OF CONDUCT CP.3 CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND CANDIDATES .....	194
15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	195
16 URGENT BUSINESS APPROVED BY DECISION .....	195
17 DECLARATION OF CLOSURE .....	195

## 1 DECLARATION OF OPENING

## 2 OPENING PROCEDURES

### 2.1 ACKNOWLEDGEMENT OF COUNTRY

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

### 2.2 RECORDING OF COUNCIL MEETINGS

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

## 3 ATTENDANCE

### 3.1 ATTENDEES

#### **Council:**

Shire President  
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 & Community Services  
Executive Manager Corporate Services  
Manager Governance & Risk  
Acting Governance & Risk Officer

D Terelinck  
P Devcic  
C B Hunt  
  
C J Young  
A C McCall  
T Norrish

### 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
Lease of Portion of 139 Fitzgerald Street, Northam	13.1.1	President C R Antonio	Impartiality	The owner of the property subject to this decision is known to President Antonio.
		Cr H J Appleton	Impartiality	Members of Town Teams are known to Cr Appleton.
		Cr M I Girak	Impartiality	The proprietor Danjan Pty Ltd at 139 Fitzgerald Street, Northam and members of the Northam Town Teams are known to Cr Girak.
		Cr D A Hughes	Impartiality	Some members of the Town Team are known to Cr Hughes.

		Cr A J Mencshelyi	Impartiality	Northam Town Team members are known to Cr Mencshelyi.
Introduction of a 60 km/h Speed Zone – Mauravillo Estate	13.2.2	Cr L C Biglin	Impartiality	Some of the residents that have made their concerns known to the Shire are known to Cr Biglin. Cr Biglin also knows many of the residents at Mauravillo Estate.
		Cr A J Mencshelyi	Impartiality	Some owners in this Estate are known to Cr Mencshelyi.
Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates	14.1	President C R Antonio	Impartiality	Both Councillors subject to this report are known to President Antonio and are currently serving on the Shire of Northam.
		Cr H J Appleton	Impartiality	The item refers to fellow Councillors.
		Cr L C Biglin	Impartiality	A Councillor named within the report is known to Cr Biglin.
		Cr M I Girak	Impartiality	The Respondent and Complainant are fellow Councillors and Cr Girak's name is mentioned in the report.
		Cr D A Hughes	Impartiality	Both Councillors are known to Cr Hughes.
		Cr A J Mencshelyi	Impartiality	The parties are known to Cr Mencshelyi.
		Cr C M Poulton	Impartiality	Councillors are known to Cr Poulton.
		Cr M P Ryan	Impartiality	The parties to the dispute are known to Cr Ryan as they are fellow Councillors.
		Cr J E G Williams	Impartiality	The Respondent and Complainant of the complaint are known to Cr Williams.

*\* Some Nature of Interest comments have been amended to remove identifiable information relating to a Confidential matter.*

## 5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

<b>Visitations and Consultations</b>	
25/07/2025	Bringing Dowerin Downtown Lunch - Perth
26/07/2025	St John's Volunteer Recognition Awards – Northam
28/07/2025	Triple M Radio Fortnightly Radio Interview
30/07/2025	Local Emergency Management Committee Meeting
31/07/2025	Aged Care Meeting - Northam
31/07/2025	ABC Drive Radio Interview on Aged Care Shortages in Shire of Northam
05/08/2025	Triple M Radio Interview on the upcoming Avon Descent & Bilya Festival
06/08/2025	Triple M Fortnightly Radio Interview
07/08/2025	ABC Radio Interview on CCTV Purchases Budgeted
07/08/2025	Triple M News Radio Interview on Bilya Festival
07/08/2025	6PR Radio Interview on Bilya Festival
07/08/2025	Northam Golf Club State Sands Championship Event – Official Opening
08/08/2025	ABC TV Interview on Bilya Festival
08/08/2025	Avon Descent Parade and Bilya Festival - Northam
09/08/2025	Avon Descent Start
10/08/2025	Feast Day Ukrainian Catholic Church 50 <sup>th</sup> Anniversary in Northam
10/08/2025	Avon Descent Finish - Bayswater
12/08/2025	Triple M Radio Fortnightly Radio Interview
12/08/2025	Child Safe Awareness Training - Northam
13/08/2025	Jett's Gym – Official Opening - Northam
14/08/2025	Transport and Roads Forum - Perth
14/08/2025	Wheatbelt Development Commission Board Meeting - Northam
15/08/2025	Regional Road Group Chairs Workshop - Perth
18/08/2025	Vietnam Vet's Memorial – Northam RSL – Cr Mencshelyi attending
18/08/2025	Voice of the Avon Radio Interview
18/08/2025	Local Government Elections Candidate Information Forum Briefing
21/08/2025	Regional Capitals Alliance Strategic Planning Session - Perth
22/08/2025	Avon-Midland Zone Meeting – Shire of Chittering
22/08/2025	Shokotan Karate Union Welcome Event - Toodyay
23/08/2025	National Sheep Dog Trials – Start - Northam

24/08/2025	National Sheep Dog Trials – Official Opening - Northam
26/08/2025	Triple M Fortnightly Radio Interview
<b>Upcoming Events</b>	
27/08/2025	Dowerin Machinery Field Days
28/08/2025	SAT Mediation - Wundowie
01/09/2025	AROC Governance Meeting - Toodyay
06/09/2025	Lions Community Markets - Northam
07/09/2025	Father's Day
09/09/2025	Triple M Fortnightly Radio Interview - Northam
13/09/2025	Northam Agricultural Show event and Official Opening
15/09/2025	Voice of the Avon Radio Interview

### **Operational Matters:**

If you are thinking of running for Council in this year's Local Government Elections and looking for more insight about what's involved, the WA Local Government Association, Department of Local Government, Industry Regulation and Safety (LGIRS), and the WA Electoral Commission will be running this webinar session to help you prepare yourself for life as a Councillor if you are a successful candidate in the 2025 Local Government Elections.

You can watch from home or join us in the Council Chambers for a group screening, where you can meet some of the Councillors and ask those burning questions about what you can expect from life as an Elected Member. It's being held on Monday the 18<sup>th</sup> of August, at 6pm at the Shire of Northam Council Chambers, 395 Fitzgerald Street, Northam. Refreshments provided  
Registration link to watch at home can be found on our socials

### **Events Calendar:**

Following the success of the Bilya Festival and the Avon Descent, there are some major events coming up. Community led, we have the Australian Sheepdog Championships running from the 23<sup>rd</sup> of August to the 31<sup>st</sup> of August. There are also the annual events such as the Northam Farmer's Show and the Wundowie Iron Festival coming up in September. Most events within the Shire are detailed on the Shire of Northam's website.

### **Strategic Matters:**

The Regional Development Assessment Panel regularly meets to assess some of the bigger proposed developments within the Shire. As there are additional applications, I have kept this link available.

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

## 6 PUBLIC QUESTIONS

## 7 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

## 8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 8.1 PETITIONS

*Local Government Act 1995 s6.10*

*Shire of Northam Standing Orders Amendment Local Law 2018*

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

### 8.2 PRESENTATIONS

*Local Government Act 1995 s6.11*

*Shire of Northam Standing Orders Amendment Local Law 2018*

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

### 8.3 DEPUTATIONS

*Local Government Act 1995 s6.9*

*Shire of Northam Standing Orders Amendment Local Law 2018*

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

## **9 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

## **10 CONFIRMATION OF MINUTES**

### **10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 23 JULY 2025**

#### **RECOMMENDATION**

**That the minutes of the Ordinary Council meeting held on Wednesday, 23 July 2025 be confirmed as a true and correct record of that meeting.**

### **10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 20 AUGUST 2025**

#### **RECOMMENDATION**

**That Council RECEIVES the notes from the Council Forum meeting held on Wednesday, 20 August 2025.**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

### Notes

### Council Forum Meeting

20 August 2025



Council Forum Meeting Notes  
20 August 2025



### DISCLAIMER

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.

**Council Forum Meeting Notes  
20 August 2025**



**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 22 August 2025.

**DEBBIE TERELINCK  
CHIEF EXECUTIVE OFFICER**

**Received Notes**

These notes were received at an Ordinary Meeting of Council held on 26 August 2025.

Signed: .....

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

Council Forum Meeting Notes  
20 August 2025



Contents

1	DECLARATION OF OPENING .....	6
2	OPENING PROCEDURES .....	6
2.1	ACKNOWLEDGEMENT OF COUNTRY .....	6
2.2	RECORDING OF COUNCIL MEETINGS.....	6
3	ATTENDANCE.....	6
3.1	ATTENDEES .....	6
3.2	APOLOGIES.....	7
3.3	APPROVED LEAVE OF ABSENCE .....	7
3.4	ABSENT .....	7
4	DISCLOSURE OF INTEREST .....	8
5	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION .....	9
6	PUBLIC QUESTIONS .....	10
7	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE .....	10
8	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS .....	10
8.1	PETITIONS.....	10
8.2	PRESENTATIONS .....	10
8.3	DEPUTATIONS.....	10
9	APPLICATIONS FOR LEAVE OF ABSENCE.....	10
10	CONFIRMATION OF MINUTES .....	10
10.1	CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 23 JULY 2025.....	10
10.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 20 AUGUST 2025.. .....	10
11	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY .....	10
12	REPORTS OF COMMITTEE MEETINGS.....	10
13	OFFICERS REPORTS.....	11
13.1	CEO'S OFFICE .....	11
13.1.1	Lease of a Portion of 139 Fitzgerald Street, Northam.....	11
13.1.2	Policy Reviews.....	11
13.2	ENGINEERING SERVICES.....	13
13.2.1	RFT 07 of 2025 - Newcastle Road - Minor Rehabilitation & Asphalt Overlay .....	13
13.2.2	Introduction of a 60km/h Speed Zone - Mauravillo Estate ....	14
13.3	DEVELOPMENT SERVICES .....	15

**Council Forum Meeting Notes  
20 August 2025**



13.4 CORPORATE SERVICES.....	16
13.4.1 RFQ 13 of 2025 - IT Managed Services .....	16
13.4.2 Accounts & Statement of Accounts - July 2025.....	16
14 MATTERS BEHIND CLOSED DOORS.....	17
14.1 ALLEGED BREACH OF COUNCIL CODE OF CONDUCT CP.3 CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND CANDIDATES .....	19
15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	19
16 URGENT BUSINESS APPROVED BY DECISION .....	19
17 DECLARATION OF CLOSURE .....	19

Council Forum Meeting Notes  
20 August 2025



## 1 DECLARATION OF OPENING

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

## 2 OPENING PROCEDURES

### 2.1 ACKNOWLEDGEMENT OF COUNTRY

The Shire 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 and  
Community Services

Executive Manager Corporate Services

Manager Governance & Risk

Manager Administration Engineering Services

Acting Governance & Risk Officer

Business Solutions Coordinator

Manager Recreation & Youth Services

D J Terelinck

P D Devcic

C B Hunt

C J Young

A C McCall

T P Van Beek

T Norrish

K Sarma

D Emery

Council Forum Meeting Notes  
20 August 2025

---



**Gallery:**

Public Gallery

S Hart

S Hayward-Waller

**3.2 APOLOGIES**

Nil.

**3.3 APPROVED LEAVE OF ABSENCE**

Nil.

**3.4 ABSENT**

Nil.

Council Forum Meeting Notes  
20 August 2025



#### 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
Lease of Portion of 139 Fitzgerald Street, Northam	13.1.1	President C R Antonio	Impartiality	The owner of the property subject to this decision is known to President Antonio.
		Cr H J Appleton	Impartiality	Members of Town Teams are known to Cr Appleton.
		Cr M I Girak	Impartiality	The proprietor Danjan Pty Ltd at 139 Fitzgerald Street, Northam and members of the Northam Town Teams are known to Cr Girak.
		Cr D A Hughes	Impartiality	Some members of the Town Team are known to Cr Hughes.

Council Forum Meeting Notes  
20 August 2025



		Cr A J Mencshelyi	Impartiality	Northam Town Team members are known to Cr Mencshelyi.
Introduction of a 60 km/h Speed Zone – Mauravillo Estate	13.2.2	Cr L C Biglin	Impartiality	Some of the residents that have made their concerns known to the Shire are known to Cr Biglin. Cr Biglin also knows many of the residents at Mauravillo Estate.
		Cr A J Mencshelyi	Impartiality	Some owners in this Estate are known to Cr Mencshelyi.
Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates	14.1	President C R Antonio	Impartiality	Both Councillors subject to this report are known to President Antonio and are currently serving on the Shire of Northam.
		Cr H J Appleton	Impartiality	The item refers to fellow Councillors.
		Cr L C Biglin	Impartiality	A Councillor named within the report is known to Cr Biglin.
		Cr M I Girak	Impartiality	The Respondent and Complainant are fellow Councillors.
		Cr D A Hughes	Impartiality	Both Councillors are known to Cr Hughes.
		Cr A J Mencshelyi	Impartiality	The parties are known to Cr Mencshelyi.
		Cr C M Poulton	Impartiality	Councillors are known to Cr Poulton.
		Cr M P Ryan	Impartiality	The parties to the dispute are known to Cr Ryan as they are fellow Councillors.
		Cr J E G Williams	Impartiality	The Respondent and Complainant of the complaint are known to Cr Williams.

\* Some Nature of Interest comments have been amended to remove identifiable information relating to a Confidential matter.

## 5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

**Council Forum Meeting Notes  
20 August 2025**

---



**6 PUBLIC QUESTIONS**

Nil.

**7 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil.

**8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**

**8.1 PETITIONS**

Nil.

**8.2 PRESENTATIONS**

Nil.

**8.3 DEPUTATIONS**

Nil.

**9 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**10 CONFIRMATION OF MINUTES**

**10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING  
HELD 23 JULY 2025**

Nil.

**10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 20 AUGUST 2025**

Nil.

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

Nil.

**12 REPORTS OF COMMITTEE MEETINGS**

Nil.

Council Forum Meeting Notes  
20 August 2025



## 13 OFFICERS REPORTS

### 13.1 CEO'S OFFICE

*President C R Antonio declared an "Impartiality" interest in item 13.1.1 Lease of Portion of 139 Fitzgerald Street, Northam, as the owner of the property subject to this decision is known to President Antonio.*

*Cr H J Appleton declared an "Impartiality" interest in item 13.1.1 Lease of Portion of 139 Fitzgerald Street, Northam, as members of the Town Teams are known to Cr Appleton.*

*Cr M I Girak declared an "Impartiality" interest in item 13.1.1 Lease of Portion of 139 Fitzgerald Street, Northam, as the proprietor Danjan Pty Ltd at 139 Fitzgerald Street, Northam and members of the Northam Town Teams are known to Cr Girak.*

*Cr D A Hughes declared an "Impartiality" interest in item 13.1.1 Lease of Portion of 139 Fitzgerald Street, Northam, as some members of the Town Team are known to Cr Hughes.*

*Cr A J Mencshelyi Hughes declared an "Impartiality" interest in item 13.1.1 Lease of Portion of 139 Fitzgerald Street, Northam, as Northam Town Team members are known to Cr Mencshelyi.*

#### 13.1.1 Lease of a Portion of 139 Fitzgerald Street, Northam

Clarification was sought in relation to:

- Will the Shire lease the adjacent strip of land between the land and the verge, to include the mural area?

*The Manager Governance & Risk confirmed that this is correct. This area is leased to enable it to be covered under the Shire's public liability insurance.*

- Is the intention of this area still to incorporate seating to encourage public use and enhance community engagement with the mural?

*The Manager Governance & Risk confirmed that this is correct.*

- It was noted that the name of the director(s) of the organisation will be provided to Council Members prior to the Ordinary Meeting.

#### 13.1.2 Policy Reviews

Council Forum Meeting Notes  
20 August 2025



Clarification was sought in relation to:

- Were these policies workshopped with Council Members previously, and where any suggested changes were identified, have these been changed?

*The Manager Governance & Risk advised that this is correct.*

- Comments on the changes made to policy CP.4 notes the removal of personal pronouns (i.e. he/she, him/her), will this become common practice for all policies?

*The Manager Governance & Risk confirmed that this is correct.*

- The scope for policy CP.4 states that the policy also applies to past Council Members and former employees, is this correct?

*The Manager Governance & Risk confirmed that this is correct.*

- Is it possible that the wording in CP.71 Independent Committee Members could be misleading in who is entitled to receive meeting fees?

*The Manager Governance & Risk clarified that only the independent members of a Committee of Council are eligible to receive meeting fees, however the wording can be reviewed to ensure clarity.*

Additional Comment

*The definition has been reviewed for Independent Committee Members in policy CP.71 and meeting attendance fees under this policy are not applicable to Council Members or employees. In addition, only the Audit & Risk Improvement Committee has meeting attendance fees specified as the other Committees of Council do not currently comprise independent members. Should Council in future establish Committees of Council that require independent members, policy CP.71 will need to be amended to include relevant meeting attendance fees.*

- Who introduced the requirement for live streaming Council Meetings?

*The Manager Governance & Risk advised that it was introduced by the State Government through the recent Local Government Act 1995 reforms.*

Council Forum Meeting Notes  
20 August 2025



- Do we have the option to opt out of the requirement or have Council Members faces blurred out?

*The Manager Governance & Risk took this question on notice.*

- What protection does the State Government provide against Deepfake AI that uses someone's likeness?

*The Manager Governance & Risk took this question on notice.*

- Can you confirm that the retrospective payment to the Independent Members only relates to the introduction meeting and the Committee meeting?

*The Manager Governance & Risk confirmed that the retrospective payment is only applicable to those two meetings.*

## 13.2 ENGINEERING SERVICES

### 13.2.1 RFT 07 of 2025 - Newcastle Road - Minor Rehabilitation & Asphalt Overlay

Clarification was sought in relation to:

- What part of the road will be completed?

*The Executive Manager Engineering Services advised that the overlay will start at the bridge and extend as far along the road towards the hospital as budget will allow.*

- Will the reduction to the Infrastructure drainage built up area budget affect the work that is to be completed?

*The Executive Manager Engineering Services advised that this budget was allocated for materials and there is already a stockpile available for planned drainage works. This is the reason for reallocating these funds to this project.*

Cr L C Biglin declared an "Impartiality" interest in item 13.2.2 Introduction of a 60 km/h Speed Zone – Mauravillo Estate, as some of the residents that have made their concerns known to the Shire are known to Cr Biglin. Cr Biglin also knows many of the residents at Mauravillo Estate.

Cr A J Mencshelyi declared an "Impartiality" interest in item 13.2.2 Introduction of a 60 km/h Speed Zone – Mauravillo Estate, as some owners in this Estate are known to Cr Mencshelyi.

Council Forum Meeting Notes  
20 August 2025



### 13.2.2 Introduction of a 60km/h Speed Zone - Mauravillo Estate

Clarification was sought in relation to:

- As there has been community feedback to reduce to 50km/h, can this be reviewed to consider reducing to 50km/h?

*The Executive Manager Engineering Services advised that this can be monitored over the next 12 months.*

- Is it possible that the report from Main Roads WA be made available for Council Members?

*The Executive Manager Engineering Services advised that this can be provided.*

Additional Comment

*This correspondence has been provided in Attachment 13.2.2.3 of the Ordinary Council Meeting agenda.*

*If an estate is declared a 60 km/h Area Speed Zone, Main Roads WA requires:*

- "AREA" speed signs posted at every vehicle entry point into the zone.
- "END AREA" speed signs at all exits.

*Once inside, no repeater signs are used. The intent is that drivers see the speed limit on entry and are required to comply until they leave the area.*

- Over what timeframe was the data captured?

*The Executive Manager Engineering Services advised that it is understood to be over a 6-week period.*

- Why is there an inconsistency of speed limits in subdivisions, and has there been a history of speeding which required Police attendance?

*The Executive Manager Engineering Services advised that Officers are not aware of the Police needing to attend specific areas. The speed zones are managed by Main Roads WA.*

- Whether a map can be provided?

Council Forum Meeting Notes  
20 August 2025



The Executive Manager Engineering Services advised that a map can be provided.

Additional Comment

Maps have been provided in Attachment 13.2.2.4 and 13.2.2.5 of the Ordinary Council Meeting agenda. Information relating to posted area signage at the entry points has been provided in Attachment 13.2.2.6.

- During the planning/subdivision approval stage, who is responsible for putting the speeds around the estate?

The Executive Manager Development and Community Services advised that it would be the responsibility of Main Roads WA. The Executive Manager Engineering Services advised that when approving estates, consideration is given to traffic and speed management, and designed accordingly.

- Residents have requested the Shire to be considerate of school buses and children in the estate, can school bus signs be considered?

The Executive Manager Engineering Services advised that the resident requests received will be reviewed and actioned as appropriate.

Additional Comment

W6-3 "School Bus Stop Ahead" (see below), advisory signage (not regulatory) can be installed by the Shire within the estate where appropriate. Supplementary signage advising "Next xx m" can accompany the W6-3 sign. Bus stop locations will be confirmed with the Public Transport Authority prior to installation.



- Are all of the roads surfaced?

The Executive Manager Engineering Services confirmed the roads are sealed.

### 13.3 DEVELOPMENT SERVICES

Nil.

Council Forum Meeting Notes  
20 August 2025



### 13.4 CORPORATE SERVICES

#### 13.4.1 RFQ 13 of 2025 - IT Managed Services

Clarification was sought in relation to:

- Why is the cost increase between years 1 and 2 larger than the increase between years 2 and 3?

*The Business Solutions Coordinator advised that the figures provided have been based on full-time and part-time support, they are predicting that more support will be required during year 1, than years 2 and 3.*

*The Executive Manager Corporate Services advised that there may be a lower initial rate being offered as part of the tender submission.*

- For that price, could the Shire employ an additional staff member and bring this in house?

*The Business Solutions Coordinator advised that this cost includes the cost of the software and a cybersecurity product, not just the support assistance.*

*The Chief Executive Officer noted that it is challenging to attract and retain qualified and specialised IT staff, and the process of contracting to a third party ensures that the Shire has ongoing access to this service.*

*The Executive Manager Corporate Services confirmed that the proposed cost is in line with the service that is currently being utilised.*

- Considering every Local Government in the State would be affected, has there been any consideration or discussions regarding cybersecurity statewide?

*The Shire President confirmed that there has been discussion regarding this.*

The Business Solutions Coordinator left the meeting at 6:06 pm.

#### 13.4.2 Accounts & Statement of Accounts - July 2025

Council Forum Meeting Notes  
20 August 2025



Clarification was sought in relation to:

- The Water Corporation charges for Wundowie Oval and whether these charges are high because of a burst water pipe.

The Executive Manager Corporate Services took the question on notice.

Additional Comment

*There are two reasons for higher water usage:*

1. *When the Wundowie dam water level was too low, the system was switched over to scheme water for irrigation.*
2. *The new tank was commissioned and brought online to water the hockey oval for the first time. This oval is supplied entirely off scheme. When the tank was first commissioned, the hockey oval was in poor condition and required significant watering at 5 days per week, later reduced to four. The oval is now established and the watering schedule is aligned with other ovals.*

- Is there recycled water used in Wundowie?

*The Executive Manager Corporate Services advised that there is a portion pumped to Bakers Hill. The Executive Manager Development and Community Services advised that there is a combination of recycled and scheme water used in Wundowie.*

#### 14 MATTERS BEHIND CLOSED DOORS

##### RECOMMENDATION / COUNCIL DECISION

Minute No: C.5379

Moved: Cr A J Mencshelyi

Seconded: Cr H J Appleton

**That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (B) of the Local Government Act 1995, meet behind closed doors to consider agenda items 14.1 - Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as the matter related to the personal affairs of any person.**

**CARRIED 9/0**

**Council Forum Meeting Notes  
20 August 2025**



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

**Against:** Nil.

The Public Gallery and Members of Staff, excluding the Chief Executive Officer, Manager Governance & Risk and Manager Administration Engineering Services (minute taker), left the meeting at 6:08 pm.

*President C R Antonio declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as both Councillors subject to this report are known to President Antonio and are currently serving on the Shire of Northam.*

*Cr H J Appleton declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as the item refers to fellow Councillors.*

*Cr L C Biglin declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as a Councillor named within the report is known to Cr Biglin.*

*Cr M I Girak declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as the Respondent and Complainant are fellow Councillors.*

*Cr D A Hughes declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as both Councillors are known to Cr Hughes.*

*Cr A J Mencshelyi declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as the parties are known to Cr Mencshelyi.*

*Cr C M Poulton declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as Councillors are known to Cr Poulton.*

*Cr M P Ryan declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee*

**Council Forum Meeting Notes  
20 August 2025**



*Members and Candidates, as the parties to the dispute are known to Cr Ryan as they are fellow Councillors.*

*Cr J E G Williams declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as the Respondent and Complainant of the complaint are known to Cr Williams.*

The Chief Executive Officer left the meeting at 6:09 pm and returned to the meeting at 6:10 pm.

**14.1 ALLEGED BREACH OF COUNCIL CODE OF CONDUCT CP.3 CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND CANDIDATES**

Refer to the Confidential Addendum.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.5380**

**Moved: Cr H J Appleton**

**Seconded: Cr D A Hughes**

**That Council move out from behind closed doors.**

**CARRIED 9/0**

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

**Against:** Nil.

The Public Gallery and staff members returned to the meeting at 6:32 pm.

**15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**16 URGENT BUSINESS APPROVED BY DECISION**

Nil.

**17 DECLARATION OF CLOSURE**

There being no further business, the Shire President, C R Antonio, declared the meeting closed at 6:34 pm.

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

**12 REPORTS OF COMMITTEE MEETINGS**

Nil.

## 13 OFFICER REPORTS

### 13.1 CEO'S OFFICE

President C R Antonio declared an "Impartiality" interest in item 13.1.1 Lease of Portion of 139 Fitzgerald Street, Northam, as the owner of the property subject to this decision is known to President Antonio.

Cr H J Appleton declared an "Impartiality" interest in item 13.1.1 Lease of Portion of 139 Fitzgerald Street, Northam, as members of the Town Teams are known to Cr Appleton.

Cr M I Girak declared an "Impartiality" interest in item 13.1.1 Lease of Portion of 139 Fitzgerald Street, Northam, as the proprietor Danjan Pty Ltd at 139 Fitzgerald Street, Northam and members of the Northam Town Teams are known to Cr Girak.

Cr D A Hughes declared an "Impartiality" interest in item 13.1.1 Lease of Portion of 139 Fitzgerald Street, Northam, as some members of the Town team are known to Cr Hughes.

Cr A J Mencshelyi Hughes declared an "Impartiality" interest in item 13.1.1 Lease of Portion of 139 Fitzgerald Street, Northam, as Northam Town Team members are known to Cr Mencshelyi.

#### 13.1.1 Lease of a portion of 139 Fitzgerald Street, Northam

<b>File Reference:</b>	A13196
<b>Reporting Officer:</b>	Alysha McCall (Manager Governance and Risk)
<b>Responsible Officer:</b>	Debbie Terelinck (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Communication Required:</b>	No

### BRIEF

This report seeks Council endorsement for the Shire (lessee) to enter into a new lease agreement with Danjan Pty Ltd (lessor) for a portion of 139 Fitzgerald Street, Northam, following the expiry of the initial two-year lease on 31 December 2024 which is currently in holdover. The site is home to the Northam Town Teams' Rediscovering the Old Railway Line project, which includes a completed mural and proposed future seating.

### ATTACHMENTS

1. CONFIDENTIAL REDACTED - Correspondence from Danjan Pty Ltd [13.1.1.1 - 4 pages]
2. 139 Fitzgerald St - Map of Lease Area [13.1.1.2 - 1 page]

---

## A. BACKGROUND / DETAILS

In 2022, Council supported entering into a two-year peppercorn lease with Danjan Pty Ltd for a 55m<sup>2</sup> portion of 139 Fitzgerald Street, Northam. This enabled the Northam Town Teams to deliver a community-led place activation project titled *Rediscovering the Old Railway Line History of Northam*. The initial lease expired on 31 December 2024.

Since the lease commenced, Northam Town Teams, supported by a \$7,000 RAC grant, successfully completed a heritage-inspired mural on the rear wall facing Elizabeth Place. This activation has enhanced the visibility of local history and added vibrancy to the Northam CBD.

Building on the project's success and positive community feedback, Northam Town Teams now propose to further activate the space with the addition of seating and rest areas. These enhancements are designed to support increased dwell time, pedestrian movement, and connectivity along the former railway corridor.

To support the ongoing activation and resolve public liability concerns, it is recommended that the Shire of Northam enter into a new lease for a further five (5) years, with a further five (5) year renewal option, under similar peppercorn terms.

It is noted that:

- Maintenance of the leased area will remain the responsibility of the lessor (Danjan Pty Ltd); and
- The lease will include termination clauses allowing the lessor to end the agreement with appropriate notice in the event that:
  - They proceed with a Shire-approved redevelopment that necessitates the removal of the wall or use of the leased area, or
  - They sell the property.

## 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**

No direct financial impact to Council aside from the leased area being included under the Shire's public liability insurance.

Maintenance of the area remains the responsibility of the lessor.

## **B.3 Legislative Compliance**

Nil.

## **B.4 Policy Implications**

Nil.

## **B.5 Stakeholder Engagement / Consultation**

Ongoing consultation has been undertaken with the property owner (Danjan Pty Ltd), who supports a longer-term lease (Attachment 13.1.1.1).

## **B.6 Risk Implications**

Refer to Risk Matrix [here](#).

<b>Risk Category</b>	<b>Description</b>	<b>Rating (likelihood x consequence)</b>	<b>Mitigation Action</b>
Health	Nil.		
Financial Impact	Financial loss due to public liability claim	Major (4) x Rare (1) = Low (4)	Maintain public liability insurance.
Service Interruption	Nil.		
Compliance	Nil.		
Reputational	Damage to reputation if support for the Town Teams was discontinued.	Likely (4) x Minor (2) = Moderate (8)	Support Officers recommendation.
Property	Nil.		
Environment	Nil.		
Project TIME	Nil.		
Project COST	Nil.		

## **B.7 Natural Environment Considerations**

Nil.

## C. OFFICER'S COMMENT

The Northam Town Teams project has added significant cultural and visual value to the CBD. The activation aligns with the Shire's strategic goals and demonstrates strong community support. Entering into a longer-term lease will allow the space to evolve further with the addition of public seating.

### RECOMMENDATION

#### That Council:

1. **ENTERS** into a lease agreement with Danjan Pty Ltd (lessor) for a portion of 139 Fitzgerald Street, Northam comprising 55m<sup>2</sup>;
2. **SETS** the lease term as five (5) years with a further five (5) year renewal option;
3. **SETS** the rental amount at \$1.00 per annum (peppercorn lease);
4. **NOTES** that:
  - a. maintenance of the leased area will remain the responsibility of the lessor; and
  - b. The lease may be terminated by the lessor with a minimum of one (1) months' written notice if:
    - i. The property is to be redeveloped in accordance with Shire approved plans, and the redevelopment necessitates removal of the wall or use of the leased area; or
    - ii. The property is sold.
5. **AUTHORISES** the Chief Executive Officer to finalise and execute the lease documentation.



### 13.1.2 Policy Reviews

<b>File Reference:</b>	2.3.1.2
<b>Reporting Officer:</b>	Alysha McCall (Manager Governance and Risk)
<b>Responsible Officer:</b>	Debbie Terelinck (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Communication Required:</b>	No

#### BRIEF

To present the reviewed and updated Council Policies for consideration and adoption, including one new policy CP.71 Independent Committee Members, and to revoke CP.49 Political Issues Signs. The report also seeks approval for retrospective meeting attendance payments under CP.71.

#### ATTACHMENTS

1. CEO- POLICY-04 CP.4 Legal Representation for Council Members and Employees DRAFT V4 TRACKED CHAN [**13.1.2.1** - 6 pages]
2. CEO-POLICY-04 CP.4 Legal Representation for Council Members and Employees DRAFT V4 CLEAN [**13.1.2.2** - 6 pages]
3. CEO-POLICY-05 CP.5 Approval of annual and long service leave for the CEO DRAFT V5 TRACKED CHANGES [**13.1.2.3** - 4 pages]
4. CEO-POLICY-05 CP.5 Approval of annual and long service leave for the CEO DRAFT V5 CLEAN [**13.1.2.4** - 4 pages]
5. CEO- POLICY-12 CP.10 Smoking Vaping V5 TRACKED CHANGES [**13.1.2.5** - 2 pages]
6. CEO-POLICY-12 CP.10 Smoking Vaping V5 CLEAN [**13.1.2.6** - 1 page]
7. CEO-POLICY-10 CP.15 Public Interest Disclosure DRAFT V4 TRACKED CHANGES [**13.1.2.7** - 3 pages]
8. CEO-POLICY-10 CP.15 Public Interest Disclosure DRAFT V4 CLEAN [**13.1.2.8** - 2 pages]
9. CEO-POLICY-25 CP.17 Council Members Leave of Absence DRAFT V3 TRACKED CHANGES [**13.1.2.9** - 2 pages]
10. CEO- POLICY-25 CP.17 Council Members Leave of Absence DRAFT V3 CLEAN [**13.1.2.10** - 2 pages]
11. CEO-POLICY-31 CP.23 Live Streaming and Recording of Council Meetings DRAFT V 3 [**13.1.2.11** - 5 pages]
12. CEO-POLICY-31 CP.23 Live Streaming and Recording of Council Meetings CLEAN [**13.1.2.12** - 5 pages]
13. DS-POLICY-01 CP.43 ALFRESCO – Outdoor Eating in Public Place V3 DRAFT TRACKED CHANGES [**13.1.2.13** - 2 pages]

14. DS- POLICY-01 CP.43 ALFRESCO – Outdoor Eating in Public Place V3 DRAFT CLEAN [13.1.2.14 - 2 pages]
15. DS- POLICY-07 CP.48 Portable Signs on Thoroughfares V3 DRAFT TRACKED CHANGES [13.1.2.15 - 4 pages]
16. DS-POLICY-07 CP.48 Portable Signs on Thoroughfares V3 DRAFT CLEAN [13.1.2.16 - 4 pages]
17. CS-POLICY-07 CP.56 Records Management DRAFT V4 TRACKED CHANGES [13.1.2.17 - 3 pages]
18. CS-POLICY-07 CP.56 Records Management DRAFT V4 CLEAN [13.1.2.18 - 3 pages]
19. CS- POLICY-09 CP.57 Complaints Management DRAFT V4 TRACKED CHANGES [13.1.2.19 - 4 pages]
20. CS- POLICY-09 CP.57 Complaints Management DRAFT V4 CLEAN [13.1.2.20 - 4 pages]
21. CP.71 Independent Committee Members DRAFT [13.1.2.21 - 4 pages]
22. DS- POLICY-08 CP.49 Political Issues Signs V2 - TO BE REVOKED TRACKED CHANGES [13.1.2.22 - 1 page]

## A. BACKGROUND / DETAILS

The Shire conducts regular policy reviews to ensure alignment with legislative requirements, best practice, and operational needs. This process also ensures policies are consistent in terminology, structure, and cross-referencing with other Shire documents and local laws.

This review has resulted in updates to multiple existing policies, one new policy, and the revocation of one outdated policy.

A summary of changes for each policy is provided below:

Policy	Summary of Changes
CP.4 Legal Representation for Council Members and Employees	<ul style="list-style-type: none"> <li>• Terminology adjustments.</li> <li>• Introduced the requirement to refer to LGIS.</li> <li>• Updated legislation reference to reflect current definitions.</li> <li>• Amended to WALGA Preferred Supplier Program instead of a Shire panel.</li> <li>• Included reference to Procurement Policy.</li> <li>• Changed to Council Member from Elected Member to reflect current terminology.</li> <li>• Updated referencing to ensure it is reflective of their “official duties”.</li> <li>• Removed reference to he/she and him/her.</li> <li>• Included exemption for when it relates to Council Members taking action against one another.</li> </ul>

	<ul style="list-style-type: none"> <li>• Added the appropriate employee as the Executive Manager Corporate Services.</li> <li>• Removed reference to delegation as it is an authorisation.</li> <li>• Included references to related Shire documents.</li> </ul>
CP.5 Approval of annual and long service leave for the CEO and appointment of an Acting CEO	<ul style="list-style-type: none"> <li>• Updated position titles to reflect current roles.</li> <li>• Included references to related Shire documents.</li> </ul>
CP.15 Public Interest Disclosure	<ul style="list-style-type: none"> <li>• Adjusted the policy structure and formatting to improve logical flow.</li> <li>• Expanded the objective statement to more explicitly articulate the Shire's commitment to transparency and encourages not just employees, but also contractors and community members to make disclosures.</li> <li>• Strengthened the policy commitments.</li> <li>• Inclusion of a PID Officer section.</li> <li>• Legislative reference updates.</li> <li>• Included references to related Shire documents.</li> </ul>
CP.17 Council Members Leave of Absence	<ul style="list-style-type: none"> <li>• Updated position title.</li> <li>• Included references to related Shire documents.</li> </ul>
CP.23 Live Streaming and Recording of Council Meetings	<ul style="list-style-type: none"> <li>• Included references to related Shire documents.</li> </ul>
CP.56 Records Management	<ul style="list-style-type: none"> <li>• Updated policy referencing.</li> <li>• Removed reference to software application.</li> </ul>
CP.57 Complaints Management	<ul style="list-style-type: none"> <li>• Updated policy referencing.</li> </ul>
CP.71 Independent Committee Members	<ul style="list-style-type: none"> <li>• New policy to provide the requirements associated with the appointment, payment of fees and reimbursement of expenses to independent committee members. Triggered by the appointment of an independent Presiding Member and Deputy Presiding Member on the Audit, Risk and Improvement Committee. Supports the expansion to other Committees if required.</li> </ul>
CP.10 Smoking & Vaping	<ul style="list-style-type: none"> <li>• Updated to correct role terminology.</li> <li>• Edits made to improve clarity and readability.</li> </ul>

CP.49 Political Issues Signs	<ul style="list-style-type: none"> <li>• Policy to be revoked as items covered in the Scope and Objectives in the current Policy are all available in the Activities in Thoroughfares and Public Places Local Law.</li> </ul>
CP.48 Portable Signs on Thoroughfares	<ul style="list-style-type: none"> <li>• Added “flagpole” sign to approved portable sign type.</li> <li>• Updated Public liability requirement to industry standard. From \$5 million to \$20 million.</li> </ul>
CP.43 ALFRESCO – Outdoor Eating in Public Place	<ul style="list-style-type: none"> <li>• Updated reference to external government agency following name change. DLGSC to DCITS.</li> <li>• Updated compliance enforcement action for failure to comply with Policy.</li> <li>• Updated Public liability requirement to industry standard. From \$10 million to \$20 million.</li> </ul>

In adopting this CP.71 Independent Committee Members, Council is also requested to approve a retrospective meeting attendance payment to the Independent Presiding Member and Independent Deputy Presiding Member of the Audit, Risk and Improvement Committee for their attendance at the meeting held on 17 July 2025 and Audit, Risk and Improvement Committee Meeting held on 19 August 2025. This is due to these being held prior to the implementation of this policy, and Officers believe that a provision should be made for the members' time and travel expenses. These payments will be made in accordance with the meeting fee provisions outlined in CP.71.

## 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

- Minimal operational impact.
- Retrospective payments under CP.71 are within existing budget allocations.
- Updated public liability requirements in CP.43 and CP.48 may result in slightly higher compliance costs for applicants but no additional direct cost to the Shire.

### B.3 Legislative Compliance

The reviewed policies align with the associated legislation where applicable.

#### B.4 Policy Implications

Policies align with the *Local Government Act 1995*, associated regulations, and other relevant legislation.

#### B.5 Stakeholder Engagement / Consultation

Draft policies were workshopped with Council at the Strategic Council Meeting on 6 August 2025.

Internal consultation occurred with relevant officers to ensure operational alignment.

#### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Health	If CP.10 not implemented effectively, risk to public health from smoking/vaping exposure.	Unlikely (2) x Minor (2) = Low (4)	Clear signage, enforcement, awareness.
Financial Impact	Risk of unbudgeted expenditure (retrospective payments, meeting fees, legal costs).	Possible (3) x Minor (2) = Moderate (9)	Budget monitoring, adherence to policy.
Service Interruption	Nil.		
Compliance	Risk of non-compliance with legislation if policies not applied consistently.	Possible (3) x Moderate (3) = Moderate (9)	Staff training, compliance monitoring.
Reputational	Nil.		
Property	Nil.		
Environment	Nil.		
Project TIME	Nil.		
Project COST	Nil.		

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

The reviewed policies reflect the Shire's ongoing commitment to strong governance, compliance, and operational clarity. Updates ensure terminology is current, legislative references are accurate, and related Shire documents are cross-referenced for consistency.

The introduction of CP.71 fills a governance gap by formalising the appointment, payment, and reimbursement of independent committee members. Approval of retrospective payments under this policy will ensure fair and consistent treatment of the Independent Presiding and Deputy Presiding Members of the Audit, Risk and Improvement Committee.

Adopting these policies as a set ensures that the Shire's policy framework remains current, integrated, and transparent, providing clarity to Council Members, officers, and the community.

## RECOMMENDATION

**That Council:**

- 1. ADOPTS the following revised policies:**
  - a. CP.4 Legal Representation for Council Members and Employees as provided in Attachment 13.1.2.2;**
  - b. CP.5 Approval of Annual and Long Service Leave for the CEO and Appointment of an Acting CEO as provided in Attachment 13.1.2.4;**
  - c. CP.10 Smoking & Vaping as provided in Attachment 13.1.2.6;**
  - d. CP.15 Public Interest Disclosure as provided in Attachment 13.1.2.8;**
  - e. CP.17 Council Members Leave of Absence as provided in Attachment 13.1.2.10;**
  - f. CP.23 Live Streaming and Recording of Council Meetings as provided in Attachment 13.1.2.12;**
  - g. CP.43 Alfresco – Outdoor Eating in Public Place as provided in Attachment 13.1.2.14;**
  - h. CP.48 Portable Signs on Thoroughfares as provided in Attachment 13.1.2.16;**
  - i. CP.56 Records Management as provided in Attachment 13.1.2.18;**
  - j. CP.57 Complaints Management as provided in Attachment 13.1.2.20; and**
  - k. CP.71 Independent Committee Members as provided in Attachment 13.1.2.21.**
- 2. REVOKES CP.49 Political Issues Signs as provided in Attachment 13.1.2.22.**

## RECOMMENDATION

**That Council APPROVES a retrospective payment of \$330 each, plus travel where applicable, to the Independent Presiding and Deputy Presiding Member of the Audit, Risk and Improvement Committee for the meeting held on 17 July 2025 and 19 August 2025.**



Shire of Northam Council Policy  
CP.4 Legal Representation for Council Members and Employees

## CP.4 Legal Representation for Council Members and Employees

Responsible Department

Chief Executive Officer Office

Resolution Number

C.4052TBC

Resolution Date

21/10/2020TBC

Next Scheduled Review

20222027/28

Related Shire Documents

CP.3 Code of Conduct for Councillors, Committee Members and Candidates  
MP.1 Code of Conduct – Employees, Volunteers, Contractors and Agency Staff  
Process - Manage Procurement  
Process - Manage Legal Representation Assistance Applications

Related Legislation

Local Government Act 1995, section 9.56  
Legal Representation for Council Members and Employees Guideline No. 14, April 2006 – Department of Local Government and Regional Development  
Corruption, Crime and Misconduct Act 2003  
Work Health and Safety Act 2020

### OBJECTIVE

To provide a clear framework under which financial assistance will be provided to Council Members and employees for legal ~~services representation~~ in connection with their official duties and functions of their roles.

### SCOPE

Applies to all Council Members and employees (including past members and former employees) in seeking legal representation or where they become involved in civil legal proceedings in the course of their official duties and functions of their role.

### POLICY

In all circumstances, the applicant must refer the matter to the Local Government Insurance Scheme for assessment in respect of claims against them personally. Should the cover not provide legal representation, the conditions of this policy apply.

#### 1. Definitions

Approved lawyer is to be –



Shire of Northam Council Policy  
CP.4 Legal Representation for Council Members and Employees

(a) An Australian legal practitioner as defined under the *Legal Profession Uniform Law Application Act 2022*A 'certified practitioner' under the *Legal Profession Act 2008*;

(b) from a law firm on the Western Australian Local Government Association (WALGA) preferred supplier panel for Shire panel of legal service providers, relevant, unless Council considers that this is not appropriate –for example, where there is or may be a conflict of interest or insufficient expertise;

~~(b)~~(c) Appointed in accordance with the Shire's Procurement Policy; and

~~(c)~~(d) Approved in writing by Council or the Chief Executive Officer under delegated authority.

**Council Member or employee** means a current or former Commissioner, ~~elected~~ Council Member, non-~~elected~~ Council Member of a Council committee or employee of the Shire.

**Legal proceedings** may be civil, criminal or investigative.

**Legal representation** is the provision of legal services, to or on behalf of a Council Member or employee, by an approved lawyer that are in respect of –

(a) a matter or matters arising from the performance of the functions of a Council Member or employee; and

(b) legal proceedings involving the Council Member or employee that have been, or may be commenced.

**Legal representation costs** are the costs, including fees and disbursements, properly incurred in providing legal representation.

**Legal services** includes advice, representation or documentation that is provided by an approved lawyer.

**Payment** by the Shire of legal representation costs may be either by –

(a) a direct payment to the approved lawyer (or the relevant firm); or

(b) a reimbursement to the council member or employee.

## 2. Payment Criteria

The Shire of Northam may approve the legal representation costs of a Council Member or employee if the following criteria is satisfied:



Shire of Northam Council Policy  
CP.4 Legal Representation for Council Members and Employees

- (a) The legal representation costs must relate to a matter that arises from the performance, by the Council Member or employee, of ~~his or her~~their official duties or functions of their role;
- (b) The legal representation cost must be in respect of legal proceedings that have been, or may be commenced;
- (c) In performing ~~his or her~~their functions of their role or undertaking their official duties, to which the legal representation relates, the Council Member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- (d) The legal representation costs do not relate to a matter that is of a personal or private nature.

### 3. Examples of Legal Representation Costs that May be Approved

3.1 If the criteria in clause 2 of this policy are satisfied, the Shire may approve the payment of legal representation costs –

- (a) where proceedings are brought against a Council Member or employee in connection with ~~his or her~~their functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Council Member or employee; or
- (b) to enable proceedings to be commenced and/or maintained by ~~a~~ Council Member or employee to permit ~~him or her~~them to carry out ~~his or her~~their functions - for example where a Council Member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Council Member or employee; or
- (c) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Council Members or employees.

3.2 The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs:

- ~~(a) For a defamation action, or a negligence action, instituted by a Council Member or employee;~~
- ~~(b) In circumstances where a Council Member or employee is seeking to initiate legal action against another Council Member; or~~
- ~~(a) In circumstances where a Council Member or the CEO is defending legal action initiated by another Council Member.-~~

Exceptional circumstances are defined as including but not limited to:

---

CEO-POLICY-04 CP.4 Legal Representation for Council Members and Employees DRAFT V4 TRACKED CHANGES.docx  
CEO-POLICY-04 CP.4 Legal Representation for Council Members and Employees\_V3

Page 3 of 6



Shire of Northam Council Policy  
CP.4 Legal Representation for Council Members and Employees

- Where a person or organisation in the opinion of the council, is lessening the confidence of the community and the local government by adverse personal comments about council members or the CEO; and/or
- Where adverse personal comments about a member or the CEO may have the potential to cause psychosocial risks to the health of the Council Member or the employee.

#### 4.1. Application For Payment

- 4.1 A Council Member or employee who seeks assistance under this policy is to make an application(s), in writing to the Chief Executive Officer.
- 4.2 The written application for payment of legal representation costs is to give details of –
  - (a) The matter for which legal representation is sought;
  - (b) How that matter relates to the functions of the Council Member or employee making the application;
  - (c) The lawyer (or law firm) who is to be asked to provide the legal representation;
  - (d) The nature of legal representation to be sought (such as advice, representation in court, preparation of a document);
  - (e) An estimated cost of the legal representation; and
  - (f) Why it is in the interests of the Shire for payment to be made.
- 4.3 The application is to contain a declaration by the applicant that ~~he or she~~they ~~have~~s:
  - (a) Acted in good faith in undertaking the functions of their role or their official duties;
  - (b) ~~, and~~ ~~Have~~s not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates; ~~and;~~
  - (c) That there are no circumstances known to the applicant which would render those representations untrue.
- 4.4 As far as possible the application is to be made before commencement of the legal representation to which the application relates.
- 4.5 The application is to be accompanied by a signed written statement by the applicant that ~~he or she~~they –
  - (a) ~~have~~s read, and understands, the terms of this Policy;



*Shire of Northam Council Policy  
CP.4 Legal Representation for Council Members and Employees*

- (b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of Clause 8 and any other conditions to which the approval is subject; and
  - (c) undertakes to repay to the Shire any legal representation costs in accordance with the provisions of Clause 8.
- 4.6 In relation to clause 4.5(c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of that money to the local government as may be required by the Shire and the terms of the Policy.
- 4.7 An application is also to be accompanied by a report prepared by the Chief Executive Officer or where the Chief Executive Officer is the applicant by ~~an appropriate employee~~ the Executive Manager Corporate Services.

## **5.2. Legal Representation Costs – Limit**

- 5.1 Council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.
- 5.2 A Council Member or employee may make a further application to Council in respect of the same matter.

## **6.3. Council's Powers**

- 6.1 Council may –
- (a) refuse;
  - (b) grant; or
  - (c) grant subject to conditions,
- an application for payment of legal representation costs.
- 6.2 Conditions under clause 6.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 6.3 In assessing an application, Council may have regard to any insurance benefits that may be available to the applicant under the ~~Shire's Council Members or employees insurance policy or its equivalent~~ Local Government Insurance Scheme.



*Shire of Northam Council Policy  
CP.4 Legal Representation for Council Members and Employees*

- 6.4 Council may at any time revoke or vary an approval or any conditions of approval, for the payment of legal representation costs.
- 6.5 Council may, subject to clause 6.6, determine that a Council Member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –
  - (a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
  - (b) given false or misleading information in respect of the application.
- 6.6 A determination under clause 6.5 may be made by Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 6.7 Where Council makes a determination under clause 6.5, the legal representation costs paid by the Shire are to be repaid by the Council Member or employee in accordance with section 8.

**7.4. Delegation Authorisation to Chief Executive Officer**

- 7.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant the Chief Executive Officer may exercise, on behalf of Council, any of the powers of Council under clause 6.1 and 6.2, to a maximum of \$10,000 in respect of each application.
- 7.2 An application approved by the Chief Executive Officer under clause 6.1, is to be submitted to the next ordinary meeting of Council. Council may exercise any of its powers under this policy, including its powers under clause 6.4.

**8.5. Repayment of Legal Representation Costs**

- 8.1 A Council Member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –
  - (a) all or part of those costs – in accordance with a determination by Council under clause 6.7;
  - (b) as much of those costs as are available to be paid by way of set-off – where the Council Member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- 8.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this policy.



Shire of Northam Council Policy  
CP.4 Legal Representation for Council Members and Employees

## CP.4 Legal Representation for Council Members and Employees

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	TBC
<i>Next Scheduled Review</i>	2027/28
<i>Related Shire Documents</i>	CP.3 Code of Conduct for Councillors, Committee Members and Candidates MP.1 Code of Conduct – Employees, Volunteers, Contractors and Agency Staff Process - Manage Procurement Process - Manage Legal Representation Assistance Applications
<i>Related Legislation</i>	Local Government Act 1995, section 9.56  Corruption, Crime and Misconduct Act 2003 Work Health and Safety Act 2020

### OBJECTIVE

To provide a clear framework under which financial assistance will be provided to Council Members and employees for legal representation in connection with their official duties and functions of their role.

### SCOPE

Applies to all Council Members and employees (including past members and former employees) in seeking legal representation or where they become involved in civil legal proceedings in the course of their official duties and functions of their role.

### POLICY

In all circumstances, the applicant must refer the matter to the Local Government Insurance Scheme for assessment in respect of claims against them personally. Should the cover not provide legal representation, the conditions of this policy apply.

#### 1. Definitions

**Approved lawyer** is to be –

- (a) An Australian legal practitioner as defined under the *Legal Profession Uniform Law Application Act 2022*;
- (b) from a law firm on the Western Australian Local Government Association (WALGA) preferred supplier panel for legal service providers, relevant,



*Shire of Northam Council Policy  
CP.4 Legal Representation for Council Members and Employees*

---

unless Council considers that this is not appropriate –for example, where there is or may be a conflict of interest or insufficient expertise;

- (c) Appointed in accordance with the Shire's Procurement Policy; and
- (d) Approved in writing by Council or the Chief Executive Officer under delegated authority.

**Council Member or employee** means a current or former Commissioner, Council Member, non-Council Member of a Council committee or employee of the Shire.

**Legal proceedings** may be civil, criminal or investigative.

**Legal representation** is the provision of legal services, to or on behalf of a Council Member or employee, by an approved lawyer that are in respect of –

- (a) a matter or matters arising from the performance of the functions of a Council Member or employee; and
- (b) legal proceedings involving the Council Member or employee that have been, or may be commenced.

**Legal representation costs** are the costs, including fees and disbursements, properly incurred in providing legal representation.

**Legal services** includes advice, representation or documentation that is provided by an approved lawyer.

**Payment** by the Shire of legal representation costs may be either by –

- (a) a direct payment to the approved lawyer (or the relevant firm); or
- (b) a reimbursement to the council member or employee.

## 2. Payment Criteria

**The Shire of Northam may approve the legal representation costs of a Council Member or employee if the following criteria is satisfied:**

- (a) The legal representation costs must relate to a matter that arises from the performance, by the Council Member or employee, of their official duties or functions of their role;
- (b) The legal representation cost must be in respect of legal proceedings that have been, or may be commenced;
- (c) In performing their functions of their role or undertaking their official duties, to which the legal representation relates, the Council Member or employee must



*Shire of Northam Council Policy  
CP.4 Legal Representation for Council Members and Employees*

have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and

- (d) The legal representation costs do not relate to a matter that is of a personal or private nature.

### **3. Examples of Legal Representation Costs that May be Approved**

- 3.1 If the criteria in clause 2 of this policy are satisfied, the Shire may approve the payment of legal representation costs –

- (a) where proceedings are brought against a Council Member or employee in connection with their functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Council Member or employee; or
- (b) to enable proceedings to be commenced and/or maintained by a Council Member or employee to permit them to carry out their functions - for example where a Council Member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Council Member or employee; or
- (c) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Council Members or employees.

- 3.2 The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs:

- (a) For a defamation action, or a negligence action, instituted by a Council Member or employee;
  - (b) In circumstances where a Council Member or employee is seeking to initiate legal action against another Council Member; or
- In circumstances where a Council Member or the CEO is defending legal action initiated by another Council Member.

Exceptional circumstances are defined as including but not limited to:

- Where a person or organisation in the opinion of the council, is lessening the confidence of the community and the local government by adverse personal comments about council members or the CEO; and/or
- Where adverse personal comments about a member or the CEO may have the potential to cause psychosocial risks to the health of the Council Member or the employee.

### **1. Application For Payment**

- 4.1 A Council Member or employee who seeks assistance under this policy is to make an application(s), in writing to the Chief Executive Officer.



*Shire of Northam Council Policy  
CP.4 Legal Representation for Council Members and Employees*

---

- 4.2 The written application for payment of legal representation costs is to give details of –
- (a) The matter for which legal representation is sought;
  - (b) How that matter relates to the functions of the Council Member or employee making the application;
  - (c) The lawyer (or law firm) who is to be asked to provide the legal representation;
  - (d) The nature of legal representation to be sought (such as advice, representation in court, preparation of a document);
  - (e) An estimated cost of the legal representation; and
  - (f) Why it is in the interests of the Shire for payment to be made.
- 4.3 The application is to contain a declaration by the applicant that they have:
- (a) Acted in good faith in undertaking the functions of their role or their official duties;
  - (b) Have not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates; and
  - (c) That there are no circumstances known to the applicant which would render those representations untrue.
- 4.4 As far as possible the application is to be made before commencement of the legal representation to which the application relates.
- 4.5 The application is to be accompanied by a signed written statement by the applicant that they –
- (a) have read, and understands, the terms of this Policy;
  - (b) acknowledge that any approval of legal representation costs is conditional on the repayment provisions of Clause 8 and any other conditions to which the approval is subject; and
  - (c) undertakes to repay to the Shire any legal representation costs in accordance with the provisions of Clause 8.
- 4.6 In relation to clause 4.5(c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of that money to the local government as may be required by the Shire and the terms of the Policy.



*Shire of Northam Council Policy*  
*CP.4 Legal Representation for Council Members and Employees*

---

- 4.7 An application is also to be accompanied by a report prepared by the Chief Executive Officer or where the Chief Executive Officer is the applicant by the Executive Manager Corporate Services.

## **2. Legal Representation Costs – Limit**

- 5.1 Council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.
- 5.2 A Council Member or employee may make a further application to Council in respect of the same matter.

## **3. Council's Powers**

- 6.1 Council may –
- (a) refuse;
  - (b) grant; or
  - (c) grant subject to conditions,
- an application for payment of legal representation costs.
- 6.2 Conditions under clause 6.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 6.3 In assessing an application, Council may have regard to any insurance benefits that may be available to the applicant under the Local Government Insurance Scheme.
- 6.4 Council may at any time revoke or vary an approval or any conditions of approval, for the payment of legal representation costs.
- 6.5 Council may, subject to clause 6.6, determine that a Council Member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –
- (a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
  - (b) given false or misleading information in respect of the application.



*Shire of Northam Council Policy  
CP.4 Legal Representation for Council Members and Employees*

---

- 6.6 A determination under clause 6.5 may be made by Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 6.7 Where Council makes a determination under clause 6.5, the legal representation costs paid by the Shire are to be repaid by the Council Member or employee in accordance with section 8.

**4. Authorisation to Chief Executive Officer**

- 7.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant the Chief Executive Officer may exercise, on behalf of Council, any of the powers of Council under clause 6.1 and 6.2, to a maximum of \$10,000 in respect of each application.
- 7.2 An application approved by the Chief Executive Officer under clause 6.1, is to be submitted to the next ordinary meeting of Council. Council may exercise any of its powers under this policy, including its powers under clause 6.4.

**5. Repayment of Legal Representation Costs**

- 8.1 A Council Member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –
  - (a) all or part of those costs – in accordance with a determination by Council under clause 6.7;
  - (b) as much of those costs as are available to be paid by way of set-off – where the Council Member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- 8.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this policy.



Shire of Northam Council Policy  
CP.5 Approval of annual & long service leave for the CEO and  
appointment of an Acting CEO

## CP.5 Approval of annual & long service leave for the CEO and appointment of an Acting CEO

Responsible Department	Chief Executive Officer Office
Resolution Number	<u>TBC-4691</u>
Resolution Date	<u>TBC-15/03/2023</u>
Next Scheduled Review	<u>2027/282025</u>
Related Shire Documents	<u>Process – Appoint an Acting or Temporary CEO</u>
Related Legislation	<u>S5.36, 5.39C, 5.40 Local Government Act 1995</u>

### OBJECTIVE

To establish policy, in accordance with Section 5.39C of the Local Government Act 1995 ('the Act'), that details the Shire of Northam's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

### SCOPE

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Northam.

### POLICY

#### 1. Definitions:

- (1) **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed, but is on planned or unplanned leave.
- (2) **Temporary CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

#### 2. Approval of Annual & Long Service Leave

The Shire of Northam Council approves the taking of leave by the Chief Executive Officer and the appointment of an Acting Chief Executive Officer for a period not exceeding six (6) weeks, in accordance with the following parameters:

CEO-POLICY-05 CP.5 Approval of annual and long service leave for the CEO and appointment of an Acting CEO DRAFT V5 TRACKED CHANGES  
CEO-POLICY-05 CP.5 Approval of annual and long service leave for the CEO and appointment of an Acting CEO\_V4.docx

Page 1 of 4



*Shire of Northam Council Policy  
CP.5 Approval of annual & long service leave for the CEO and  
appointment of an Acting CEO*

1. The Shire President, or in his/her absence the Deputy Shire President, authorise all annual and long service leave to be taken by the Chief Executive Officer, so long as the period of leave does not exceed 6 weeks.

**3. Acting and Temporary CEO Requirements and Qualification**

- (1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- (2) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of Executive Manager/s are considered suitably qualified to perform the role of Acting or Temporary CEO.
- (3) A person appointed to act in the position of Executive Manager/s is not included in the determination set out in Clause 3 (2).

**4. Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks**

- (1) The CEO is authorised to appoint the Executive Manager/s in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Executive Manager/s performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.
- (2) The CEO must appoint an Acting CEO for any leave periods greater than 5 days and less than 6 weeks.
- (3) The CEO is to immediately advise all Council Members when and for what period of time the Executive Manager/s is appointed as Acting CEO.
- (5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

**5. Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months.**

- (1) This clause applies to the following periods of extended leave:
  - a. Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and

~~CEO-POLICY-05 CP.5 Approval of annual and long service leave for the CEO and appointment of an Acting CEO DRAFT V5 TRACKED CHANGES~~  
~~CEO-POLICY-05 CP.5 Approval of annual and long service leave for the CEO and appointment of an Acting CEO\_V4.docx~~

Page 2 of 4



*Shire of Northam Council Policy  
CP.5 Approval of annual & long service leave for the CEO and  
appointment of an Acting CEO*

- b. Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
  - a. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
  - b. Conduct an external recruitment process in accordance with clause 6(1)(c).
- (3) The President (or in their absence the Deputy President) will liaise with the CEO, or in their unplanned absence the Manager People and Culture ~~Coordinator~~ to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- (4) Subject to Council's resolution, the President (or in their absence the Deputy President) will execute in writing the Acting CEO appointment with administrative assistance from the Manager People and Culture ~~Coordinator~~.

**6. Appoint Temporary CEO – Substantive Vacancy**

- (1) In the event that the substantive CEO's employment with the Shire of Northam is ending, the Council when determining to appoint a Temporary CEO may either:
  - a. by resolution, appoint an Executive Manager/s as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
  - b. by resolution, appoint an Executive Manager/s as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
  - c. following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- (2) The President- (or in their absence the Deputy President) will liaise with the Manager People and Culture ~~Coordinator~~ to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- (3) The President- (or in their absence the Deputy President) is authorised to execute in writing the appointment of a Temporary CEO in accordance with

~~CEO-POLICY-05 CP.5 Approval of annual and long service leave for the CEO and appointment of an Acting CEO DRAFT V5 TRACKED CHANGES~~  
~~CEO-POLICY-05 CP.5 Approval of annual and long service leave for the CEO and appointment of an Acting CEO\_V4.docx~~

Page 3 of 4



*Shire of Northam Council Policy  
CP.5 Approval of annual & long service leave for the CEO and  
appointment of an Acting CEO*

Councils resolution/s, with administrative assistance from the Manager People and Culture ~~Coordinator~~.

**7. Remuneration and conditions of Acting or Temporary CEO**

- (1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at no less than 85% of the cash component only of the substantive CEO's total reward package.
- (2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- (3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

~~CEO-POLICY-05 CP.5 Approval of annual and long service leave for the CEO and appointment of an Acting CEO DRAFT V5 TRACKED CHANGES~~  
~~CEO-POLICY-05 CP.5 Approval of annual and long service leave for the CEO and appointment of an Acting CEO\_V4.docx~~

Page 4 of 4



Shire of Northam Council Policy  
CP.5 Approval of annual & long service leave for the CEO and  
appointment of an Acting CEO

## CP.5 Approval of annual & long service leave for the CEO and appointment of an Acting CEO

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	TBC
<i>Next Scheduled Review</i>	2027/28
<i>Related Shire Documents</i>	Process – Appoint an Acting or Temporary CEO
<i>Related Legislation</i>	S5.36, 5.39C, 5.40 Local Government Act 1995

### OBJECTIVE

To establish policy, in accordance with Section 5.39C of the Local Government Act 1995 ('the Act'), that details the Shire of Northam's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

### SCOPE

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Northam.

### POLICY

#### 1. Definitions:

- (1) **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed, but is on planned or unplanned leave.
- (2) **Temporary CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

#### 2. Approval of Annual & Long Service Leave

The Shire of Northam Council approves the taking of leave by the Chief Executive Officer and the appointment of an Acting Chief Executive Officer for a period not exceeding six (6) weeks, in accordance with the following parameters:



*Shire of Northam Council Policy  
CP.5 Approval of annual & long service leave for the CEO and  
appointment of an Acting CEO*

1. The Shire President, or in his/her absence the Deputy Shire President, authorise all annual and long service leave to be taken by the Chief Executive Officer, so long as the period of leave does not exceed 6 weeks.

**3. Acting and Temporary CEO Requirements and Qualification**

- (1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- (2) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of Executive Manager/s are considered suitably qualified to perform the role of Acting or Temporary CEO.
- (3) A person appointed to act in the position of Executive Manager/s is not included in the determination set out in Clause 3 (2).

**4. Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks**

- (1) The CEO is authorised to appoint the Executive Manager/s in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Executive Manager/s performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.
- (2) The CEO must appoint an Acting CEO for any leave periods greater than 5 days and less than 6 weeks.
- (3) The CEO is to immediately advise all Council Members when and for what period of time the Executive Manager/s is appointed as Acting CEO.
- (5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

**5. Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months.**

- (1) This clause applies to the following periods of extended leave:
  - a. Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
  - b. Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.



*Shire of Northam Council Policy  
CP.5 Approval of annual & long service leave for the CEO and  
appointment of an Acting CEO*

- (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
  - a. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
  - b. Conduct an external recruitment process in accordance with clause 6(1)(c).
- (3) The President (or in their absence the Deputy President) will liaise with the CEO, or in their unplanned absence the Manager People and Culture to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- (4) Subject to Council's resolution, the President (or in their absence the Deputy President) will execute in writing the Acting CEO appointment with administrative assistance from the Manager People and Culture.

**6. Appoint Temporary CEO – Substantive Vacancy**

- (1) In the event that the substantive CEO's employment with the Shire of Northam is ending, the Council when determining to appoint a Temporary CEO may either:
  - a. by resolution, appoint an Executive Manager/s as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
  - b. by resolution, appoint an Executive Manager/s as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
  - c. following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- (2) The President (or in their absence the Deputy President) will liaise with the Manager People and Culture to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- (3) The President (or in their absence the Deputy President) is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Manager People and Culture.

**7. Remuneration and conditions of Acting or Temporary CEO**

---

CEO-POLICY-05 CP.5 Approval of annual and long service leave for the CEO and  
appointment of an Acting CEO\_DRAFT V5 TRACKED CHANGES

Page 3 of 4



*Shire of Northam Council Policy  
CP.5 Approval of annual & long service leave for the CEO and  
appointment of an Acting CEO*

---

- (1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at no less than 85% of the cash component only of the substantive CEO's total reward package.
- (2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- (3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.



Shire of Northam Council Policy  
CP.10 Smoking & Vaping Policy

## CP.10 Smoking & Vaping Policy

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4806
<i>Resolution Date</i>	19 July 2023
<i>Next Scheduled Review</i>	June 2026
<i>Related Shire Documents</i>	Manage Inductions Procedure
<i>Related Legislation</i>	WHS ACT <del>2006</del> 2020 Tobacco Products Control Act 2006 Work Health & Safety (General) Regulations 2022

### OBJECTIVE

This policy determines how the Shire of Northam will provide organisational support to reduce worker exposure to cigarette smoke and vaping by implementing appropriate controls and measures, in line with Australian Standards and Guidelines.

### SCOPE

This applies to all Shire of Northam ~~councillors~~Council Members, employees including contracted staff, ~~and~~ volunteers, and visitors. This policy applies to all Shire of Northam controlled premises and any other areas in which employees may be exposed.

### POLICY

The Shire of Northam has a duty of care under the Work Health and Safety Act 2020 and safety legislation to provide a safe healthy working environment for all employees. This includes but not limited to, all owned or lease buildings, structures, outdoor areas, grounds, car parks and vehicles.

The purpose of the smoking policy is to:

- Protect and prevent tobacco related health risks for all ~~Council Membersthe~~councillors, employees, consumers, contractors ~~and~~ visitors to the Shire of Northam. ~~To eliminate~~ Eliminating potential exposure of second-hand smoke, ~~s~~Smoking and/or vaping will only be allowed in the marked designated areas provided by the Shire of Northam.

#### Smoking is also strictly prohibited:

- Areas or work sites which are signposted with prohibitive signs.
- Where there is a high fire risk.
- Within 10 metres from an entrance to any Shire of Northam building.
- In areas where smoke can drift into workplaces and into air-conditioning units.
- Any recreational facilities including playgrounds.

CEO-POLICY-12 CP.10 Smoking Vaping V5 TRACKED CHANGES  
12 CP.10 Smoking & Vaping\_V3 Page 1 of 2



*Shire of Northam Council Policy  
CP.10 Smoking & Vaping Policy*

- 
- Any work vehicles owned by the Shire of Northam.



Shire of Northam Council Policy  
CP.10 Smoking & Vaping Policy

## CP.10 Smoking & Vaping Policy

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4806
<i>Resolution Date</i>	19 July 2023
<i>Next Scheduled Review</i>	June 2026
<i>Related Shire Documents</i>	Manage Inductions Procedure
<i>Related Legislation</i>	WHS ACT 2020 Tobacco Products Control Act 2006 Work Health & Safety (General) Regulations 2022

### OBJECTIVE

This policy determines how the Shire of Northam will provide organisational support to reduce worker exposure to cigarette smoke and vaping by implementing appropriate controls and measures, in line with Australian Standards and Guidelines.

### SCOPE

This applies to all Shire of Northam Council Members employees including contracted staff and volunteers, and visitors. This policy applies to all Shire of Northam controlled premises and any other areas in which employees may be exposed.

### POLICY

The Shire of Northam has a duty of care under the Work Health and Safety Act 2020 and safety legislation to provide a safe healthy working environment for all employees. This includes but not limited to, all owned or lease buildings, structures, outdoor areas, grounds, car parks and vehicles.

The purpose of the smoking policy is to:

- Protect and prevent tobacco related health risks for all Council Members , employees, consumers, contractors and visitors to the Shire of Northam. To eliminate potential exposure of second-hand smoke, smoking and/or vaping will only be allowed in the marked designated areas provided by the Shire of Northam.

#### **Smoking is also strictly prohibited:**

- Areas or work sites which are signposted with prohibitive signs.
- Where there is a high fire risk.
- Within 10 metres from an entrance to any Shire of Northam building.
- In areas where smoke can drift into workplaces and into air-conditioning units.
- Any recreational facilities including playgrounds.
- Any work vehicles owned by the Shire of Northam.



Shire of Northam Council Policy  
CP.15 Public Interest Disclosure

## CP.15 Public Interest Disclosure

Responsible Department	Office of the Chief Executive Officer-Office
Resolution Number	G.4242TBC
Resolution Date	16/06/2024TBC
Next Scheduled Review	2022/232027/28
Related Shire Documents	Manage Public Interest Disclosures Process
Related Legislation	Local Government Act 1995 Public Interest Disclosure Act 2003 State Records Act 2000 Corruption Crime and Misconduct Act 2003 Public Interest Disclosure Regulations 2003 Standing Orders Local Law 2018 Public Sector Commission Code of Conduct Australian Standard for Whistle Blower Protection (AS8004:2003)

### OBJECTIVE

The Shire of Northam (The Shire) is committed to promoting integrity, transparency and accountability in its operations. The *Public Interest Disclosure Act 2003* (The Act) provides a framework for the disclosure and investigation of wrongdoing within the Shire. This policy aims to ensure that Shire employees are aware of their obligations under the Act and strongly supports disclosures being made by employees about corrupt or improper conduct. It also strongly supports contractors and members of the community making disclosures about corrupt and improper conduct. The Shire of Northam will receive disclosures of public interest information in accordance with the provisions of the Public Interest Disclosure Act 2003

### SCOPE

This Policy applies to all Shire of Northam Council Members, employees, contractors and any person either making a public interest disclosure or may be the subject of a disclosure.

This policy applies to:

1. all staff; and
2. elected members, who may need to lodge a Public Interest Disclosure (PID).

### POLICY

#### 1. Policy Statement

CEO-POLICY-10 CP.15 Public Interest Disclosure DRAFT V4 TRACKED  
CHANGES CEO-POLICY-10 CP.15 Public Interest Disclosure\_V3.docx Page 1 of 3



Shire of Northam Council Policy  
CP.15 Public Interest Disclosure

The Shire of Northam does not tolerate corrupt or other improper conduct including mismanagement of public resources in the exercise of the public functions of the Shire of Northam and its elected Council Members, officers, employees and contractors.

The Shire of Northam is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). The Shire recognises the value and importance of contributions of employees and others to enhance administrative and management practices, and strongly supports disclosures being made by employees as to corrupt or other improper conduct as to alleged misconduct.

The Shire will:

- a) facilitate the disclosure of public interest information for all Council Member, employees, contractors, and any other person making a disclosure to the Shire relating to a matter of public interest information;
- b) provide protection for persons who make a disclosure to the Shire and those who are the subject of disclosures;
- c) provide remedies for acts of reprisal and victimisation that occur substantially because a person has made a disclosure;
- d) develop and maintain procedures relating to public interest disclosures in accordance with the PID Act and the Public Sector Commission Guidelines;
- e) will handle all public interest disclosures with confidentiality. The identity of the discloser, as well as any information that could reasonably identify them, will be protected to the fullest extent allowed by law. Confidentiality obligations also apply to all individuals involved in the disclosure process;
- f) ensure secure recordkeeping of all matters related to the disclosure and assessment process;
- g) encourage reporting of all suspected wrongdoing, even where it may not meet the strict criteria under the PID Act;
- h) report annually to the Public Sector Commission on the number of disclosures received, the results of any investigations conducted as the result of disclosures, any action taken because of the investigation and any other statutory requirements.

## 2. PID Officers

The Chief Executive Officer will designate one or more Public Interest Disclosure Officers (PID Officers) under section 23(1)(a) of the PID Act. These officers are responsible for receiving disclosures and will perform their duties in accordance with this Policy and the PID Code of Conduct and Integrity.

As a proper authority, the Shire of Northam is responsible for:

- receiving disclosures;
- investigating disclosures;
- taking appropriate action; and
- reporting.



*Shire of Northam Council Policy  
CP.15 Public Interest Disclosure*

~~The Shire of Northam will take all reasonable steps to provide protection to employees who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.~~

~~The Shire of Northam does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.~~

~~The persons responsible for receiving disclosures of public interest information designated under s. 23(1)(a) of the PID Act will abide by the PID Code of conduct and integrity in performing their duties.~~

~~The Shire of Northam is also committed to responding to the disclosure thoroughly and impartially and will treat all people in the disclosure process fairly, including those who may be the subject of a disclosure.~~

~~These internal procedures are accessible to all employees and contractors. Copies are available from the designated person appointed as Public Interest Disclosure (PID) Officer and will be kept on Promapp.~~

~~<https://au.promapp.com/shireofnortham/Process/Minimode/Permalink/E2JXaSCOV5POvhrJZhAJfS>~~



Shire of Northam Council Policy  
CP.15 Public Interest Disclosure

## CP.15 Public Interest Disclosure

<i>Responsible Department</i>	Office of the Chief Executive Officer
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	TBC
<i>Next Scheduled Review</i>	2027/28
<i>Related Shire Documents</i>	Manage Public Interest Disclosures Process
<i>Related Legislation</i>	Local Government Act 1995 Public Interest Disclosure Act 2003 State Records Act 2000 Corruption Crime and Misconduct Act 2003 Public Interest Disclosure Regulations 2003 Standing Orders Local Law 2018 Public Sector Commission Code of Conduct Australian Standard for Whistle Blower Protection (AS8004:2003)

### OBJECTIVE

The Shire of Northam (The Shire) is committed to promoting integrity, transparency and accountability in its operations. The *Public Interest Disclosure Act 2003* (The Act) provides a framework for the disclosure and investigation of wrongdoing within the Shire. This policy aims to ensure that Shire employees are aware of their obligations under the Act and strongly supports disclosures being made by employees about corrupt or improper conduct. It also strongly supports contractors and members of the community making disclosures about corrupt and improper conduct.

### SCOPE

This Policy applies to all Shire of Northam Council Members, employees, contractors and any person either making a public interest disclosure or may be the subject of a disclosure.

### POLICY

#### 1. Policy Statement

The Shire does not tolerate corrupt or other improper conduct including mismanagement of public resources in the exercise of the public functions of the Shire of Northam and its Council Members, officers, employees and contractors.

The Shire of Northam is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). The Shire recognises the value and importance of



*Shire of Northam Council Policy  
CP.15 Public Interest Disclosure*

contributions of employees and others to enhance administrative and management practices, and strongly supports disclosures being made as to alleged misconduct.

The Shire will:

- a) facilitate the disclosure of public interest information for all Council Member, employees, contractors, and any other person making a disclosure to the Shire relating to a matter of public interest information;
- b) provide protection for persons who make a disclosure to the Shire and those who are the subject of disclosures;
- c) provide remedies for acts of reprisal and victimisation that occur substantially because a person has made a disclosure;
- d) develop and maintain procedures relating to public interest disclosures in accordance with the PID Act and the Public Sector Commission Guidelines;
- e) will handle all public interest disclosures with confidentiality. The identity of the discloser, as well as any information that could reasonably identify them, will be protected to the fullest extent allowed by law. Confidentiality obligations also apply to all individuals involved in the disclosure process;
- f) ensure secure recordkeeping of all matters related to the disclosure and assessment process;
- g) encourage reporting of all suspected wrongdoing, even where it may not meet the strict criteria under the PID Act;
- h) report annually to the Public Sector Commission on the number of disclosures received, the results of any investigations conducted as the result of disclosures, any action taken because of the investigation and any other statutory requirements.

## **2. PID Officers**

The Chief Executive Officer will designate one or more Public Interest Disclosure Officers (PID Officers) under section 23(1)(a) of the PID Act. These officers are responsible for receiving disclosures and will perform their duties in accordance with this Policy and the PID Code of Conduct and Integrity.



Shire of Northam Council Policy  
CP.17 Council Members Leave of Absence

## CP.17 Council Members Leave of Absence

Responsible Department	Chief Executive Officer Office
Resolution Number	<u>C.4690TBC</u>
Resolution Date	<u>15/03/2023TBC</u>
Next Scheduled Review	<u>2024/252027/28</u>
Related Shire Documents	<u>NilProcess - Manage Council Member Requests for Leave of Absence</u>
Related Legislation	<u>Local Government Act 1995, Section 2.25</u>

### OBJECTIVE

To provide guidance and criteria for Council Members to include in applications for leave of absence from attending to Council related duties and responsibilities, pursuant to Section 2.25 of the *Local Government Act 1995*.

### SCOPE

This policy applies to all Shire of Northam Council Members.

### POLICY

- Applications by Council Members for formal Leave of Absence from Council commitments are to be provided in writing to the Chief Executive Officer.
- Applications are required to include the following information, as a minimum:
  - Period of Leave sought (dates from beginning to end).
  - Reason for Absence (e.g. Holiday, Health, Work Related).
  - Expected number of Ordinary Council Meetings held during applicable period of leave.
  - Any Meetings, Briefings or other functions conducted by the Shire during the requested period of leave which the member expressly wishes to attend.
- Any application for a period of leave will be presented to a Council Meeting for consideration, as soon as practicable, to ensure the matter is dealt with in a timely manner.
- All applications will be subject to an officer recommendation which addresses whether:
  - The application conforms with the requirements of (1) and (2) above.
  - The details and reasons provided in the application are considered valid.

CEO-POLICY-25 CP.17 Council Members Leave of Absence DRAFT V3 TRACKED CHANGES  
CEO-POLICY-25-CP.17 Elected Members Leave of Absence\_V2Page 1  
of 2



*Shire of Northam Council Policy  
CP.17 Council Members Leave of Absence*

---

5. The Council Member is expected to be absent from all Shire related commitments during the applicable period, including Ordinary Council Meetings, except for those to which the Council Member has already notified their attendance in advance.
6. Where the Council Member does not have leave approved in advance for a Council or Committee meeting, the member is to be recorded as an apology for that meeting.



Shire of Northam Council Policy  
CP.17 Council Members Leave of Absence

## CP.17 Council Members Leave of Absence

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	TBC
<i>Next Scheduled Review</i>	2027/28
<i>Related Shire Documents</i>	Process - Manage Council Member Requests for Leave of Absence
<i>Related Legislation</i>	Local Government Act 1995, Section 2.25

### OBJECTIVE

To provide guidance and criteria for Council Members to include in applications for leave of absence from attending to Council related duties and responsibilities, pursuant to Section 2.25 of the *Local Government Act 1995*.

### SCOPE

This policy applies to all Shire of Northam Council Members.

### POLICY

1. Applications by Council Members for formal Leave of Absence from Council commitments are to be provided in writing to the Chief Executive Officer.
2. Applications are required to include the following information, as a minimum:
  - 2.1 Period of Leave sought (dates from beginning to end).
  - 2.2 Reason for Absence (e.g. Holiday, Health, Work Related).
  - 2.3 Expected number of Ordinary Council Meetings held during applicable period of leave.
  - 2.4 Any Meetings, Briefings or other functions conducted by the Shire during the requested period of leave which the member expressly wishes to attend.
3. Any application for a period of leave will be presented to a Council Meeting for consideration, as soon as practicable, to ensure the matter is dealt with in a timely manner.
4. All applications will be subject to an officer recommendation which addresses whether:
  - 4.1 The application conforms with the requirements of (1) and (2) above.
  - 4.2 The details and reasons provided in the application are considered valid.



*Shire of Northam Council Policy  
CP.17 Council Members Leave of Absence*

---

5. The Council Member is expected to be absent from all Shire related commitments during the applicable period, including Ordinary Council Meetings, except for those to which the Council Member has already notified their attendance in advance.
6. Where the Council Member does not have leave approved in advance for a Council or Committee meeting, the member is to be recorded as an apology for that meeting.



Shire of Northam Council Policy  
CP.23 Live Streaming and Recording of Council Meetings

## CP.23 Live Streaming and Recording of Council Meetings

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	<u>C.4993TBC</u>
<i>Resolution Date</i>	<u>April 2024TBC</u>
<i>Next Scheduled Review</i>	<u>April 20262027/28</u>
<i>Related Shire Documents</i>	Shire of Northam Standing Orders Amendment Local Law 2018 Code of Conducts <u>Process – Prepare Council Forum Agendas &amp; Meetings</u> <u>Process – Prepare Ordinary Council Agendas &amp; Meetings</u>
<i>Related Legislation</i>	Local Government Act 1995 Local Government (Admin) Regulations 1996 State Records Act 2000 Freedom of Information Act 1992 Defamation Act 2005

### OBJECTIVE

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

### SCOPE

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

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

This Policy extends to:

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



*Shire of Northam Council Policy  
CP.23 Live Streaming and Recording of Council Meetings*

---

## **POLICY**

### **1.1 Livestreaming & Recording Process**

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

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

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

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

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

### **1.2 Council Members**

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

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

### **1.3 Officers**

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

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

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



Shire of Northam Council Policy  
CP.23 Live Streaming and Recording of Council Meetings

---

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

#### 1.4 Public

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

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

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

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

#### 1.5 Meetings or Items of Business Closed to the Public

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

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

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



*Shire of Northam Council Policy  
CP.23 Live Streaming and Recording of Council Meetings*

## 1.6 Access and Record Keeping

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

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

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

## 1.7 Risk

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

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

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

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

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

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

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



*Shire of Northam Council Policy  
CP.23 Live Streaming and Recording of Council Meetings*

---

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

### **1.8 Disclaimers**

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

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

### **1.9 Licence and Use of Live Streams and Recordings**

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

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



Shire of Northam Council Policy  
CP.23 Live Streaming and Recording of Council Meetings

## CP.23 Live Streaming and Recording of Council Meetings

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	TBC
<i>Next Scheduled Review</i>	2027/28
<i>Related Shire Documents</i>	Shire of Northam Standing Orders Amendment Local Law 2018 Code of Conducts Process – Prepare Council Forum Agendas & Meetings Process – Prepare Ordinary Council Agendas & Meetings
<i>Related Legislation</i>	Local Government Act 1995 Local Government (Admin) Regulations 1996 State Records Act 2000 Freedom of Information Act 1992 Defamation Act 2005

### OBJECTIVE

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

### SCOPE

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

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

This Policy extends to:

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



Shire of Northam Council Policy  
CP.23 Live Streaming and Recording of Council Meetings

---

## POLICY

### 1.1 Livestreaming & Recording Process

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

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

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

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

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

### 1.2 Council Members

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

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

### 1.3 Officers

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

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

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



Shire of Northam Council Policy  
CP.23 Live Streaming and Recording of Council Meetings

---

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

#### 1.4 Public

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

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

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

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

#### 1.5 Meetings or Items of Business Closed to the Public

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

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

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



*Shire of Northam Council Policy  
CP.23 Live Streaming and Recording of Council Meetings*

---

## **1.6 Access and Record Keeping**

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

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

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

## **1.7 Risk**

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

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

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

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

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

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

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



*Shire of Northam Council Policy  
CP.23 Live Streaming and Recording of Council Meetings*

---

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

### **1.8 Disclaimers**

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

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

### **1.9 Licence and Use of Live Streams and Recordings**

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

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



Shire of Northam Council Policy  
CP.43 ALFRESCO – Outdoor Eating in Public Place

## CP.43 ALFRESCO – Outdoor Eating in Public Place

Responsible Department	Development and Community Services
Resolution Number	C.2966
Resolution Date	15 March 2017
Next Scheduled Review	2024/2025
Related Shire Documents	
Related Legislation	Local Government Act 1995 Activities on Thoroughfares & Public Places & Trading Local Law 2018

### OBJECTIVE

To provide safety guidelines for (outdoor eating facilities) alfresco dining areas within business districts.

### SCOPE

~~Following Development Approval~~ Engineering approval is required to determine if the proposed alfresco area is fit for purpose, once approved by the Engineering Team an Alfresco Dining Permit is required can be applied for. An Alfresco Dining Permit will be permitted where the alfresco facility is conducted as an extension of an adjacent food business. Permits will expire 30 June each year but may be renewed upon ~~payment of an annual fee~~ production of an up-to-date certificate of currency. Any furniture or activities must not impede pedestrian or vehicular movement or cause conflicts with other activities unless otherwise approved.

### POLICY

- 1.1 An Alfresco Dining Permit is required to be obtained from the Shire prior to conducting an alfresco facility on a public place.
- 1.2 In consideration of a permit application the Shire will take into consideration the following:
  - Alfresco dining areas is appropriate to the character and functions of the area. They will not be approved where, in the opinion of the Shire, the gathering of customers or the elements of design will unreasonably impede pedestrian or vehicular movements, or cause conflicts with other activities.
  - The alfresco facility is conducted as an extension of an adjacent food business. A Liquor licence or an extension to a current liquor licence will be required from the Department of ~~Racing Gaming and Liquor~~ Creative Industries, Tourism and Sport prior to any alcohol being consumed in an alfresco facility.

DS-POLICY-01 CP.43 ALFRESCO – Outdoor Eating in Public Place V3 DRAFT  
POLICY 01 CP.43 ALFRESCO – Outdoor Eating in Public Place\_V2 Page 1 of 2



Shire of Northam Council Policy  
CP.43 ALFRESCO – Outdoor Eating in Public Place

- the alfresco dining facilities must not conflict with or inconvenience other adjacent activities or the passing public unless otherwise approved.
  - Structures associated may only be fixed to the footpath or to any other structures with the approval of the Shire. Structures and furniture must be stable under windy conditions and provision made for out of sight storage when not in use.
  - The area is to be kept clean and free from rubbish to the satisfaction of the Shire.
  - The area is to be designed to accommodate disabled access.
  - Exits from the adjoining building must not be impeded by the operation of the alfresco area.
  - Street furniture, trees or services shall not be moved or modified without the prior approval of the Council. All costs associated with any such works will be totally at the applicant(s) expense.
- 1.10 Failure to comply with this policy ~~will result, upon resolution of Council, in the revocation of the planning consent for an alfresco dining area.~~ may result in any tables, chairs, umbrellas or other equipment being removed by an authorised person and impounded.
- 1.11 The Alfresco Dining Permit holder is to provide public liability insurance indemnifying the Shire against all actions, suit, claims, damages, losses and expenses made against or incurred by the Shire arising from any activity, action or thing performed or erected in accordance with the permit. In particular the permit holder shall:
- 1.11.1 take out a public liability insurance policy in the name of the permit holder for a minimum of \$~~2~~<sup>4</sup>0 million dollars;
  - ~~1.11.2 Ensure the Shire of Northam is expressly listed on such policy as an "interested party";~~
  - 1.11.~~23~~ Advise the Shire if the policy lapses, is cancelled or is no longer in operation; and
  - 1.11.~~34~~ Produce a certificate of currency for inspection upon request of an authorised person from the Shire.
- 1.12 An Alfresco Dining Permit will expire 30 June each year but may be renewed upon ~~payment of an annual fee~~ production of an up-to-date certificate of currency.

~~An application fee, plus annual fee based on the number of chairs and tables applies to each premises with an alfresco dining area. An annual fee applies, fees as per the Shire of Northam's Schedule of Fees and Charges.~~

Applications are to be made using the "Outdoor Dining Application Form" available on the Shire of Northam's website.



Shire of Northam Council Policy  
CP.43 ALFRESCO – Outdoor Eating in Public Place

## CP.43 ALFRESCO – Outdoor Eating in Public Place

<i>Responsible Department</i>	Development and Community Services
<i>Resolution Number</i>	C.2966
<i>Resolution Date</i>	15 March 2017
<i>Next Scheduled Review</i>	2024/2025
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995 Activities on Thoroughfares & Public Places & Trading Local Law 2018

### OBJECTIVE

To provide safety guidelines for (outdoor eating facilities) alfresco dining areas within business districts.

### SCOPE

An Alfresco Dining Permit will be permitted where the alfresco facility is conducted as an extension of an adjacent food business. Permits will expire 30 June each year but may be renewed upon production of an up-to-date certificate of currency. Any furniture or activities must not impede pedestrian or vehicular movement or cause conflicts with other activities unless otherwise approved.

### POLICY

- 1.1 An Alfresco Dining Permit is required to be obtained from the Shire prior to conducting an alfresco facility on a public place.
- 1.2 In consideration of a permit application the Shire will take into consideration the following:
  - Alfresco dining area is appropriate to the character and functions of the area. They will not be approved where, in the opinion of the Shire, the gathering of customers or the elements of design will unreasonably impede pedestrian or vehicular movements, or cause conflicts with other activities.
  - The alfresco facility is conducted as an extension of an adjacent food business. A Liquor licence or an extension to a current liquor licence will be required from the Department of Creative Industries, Tourism and Sport prior to any alcohol being consumed in an alfresco facility.
  - the alfresco dining facilities must not conflict with or inconvenience other adjacent activities or the passing public unless otherwise approved.
  - Structures associated may only be fixed to the footpath or to any other structures with the approval of the Shire. Structures and furniture must be



*Shire of Northam Council Policy*  
*CP.43 ALFRESCO – Outdoor Eating in Public Place*

---

stable under windy conditions and provision made for out of sight storage when not in use.

- The area is to be kept clean and free from rubbish to the satisfaction of the Shire.
- The area is to be designed to accommodate disabled access.
- Exits from the adjoining building must not be impeded by the operation of the alfresco area.
- Street furniture, trees or services shall not be moved or modified without the prior approval of the Council. All costs associated with any such works will be totally at the applicant(s) expense.

1.10 Failure to comply with this policy may result in any tables, chairs, umbrellas or other equipment being removed by an authorised person and impounded.

1.11 The Alfresco Dining Permit holder is to provide public liability insurance indemnifying the Shire against all actions, suit, claims, damages, losses and expenses made against or incurred by the Shire arising from any activity, action or thing performed or erected in accordance with the permit. In particular the permit holder shall:

- 1.11.1 take out a public liability insurance policy in the name of the permit holder for a minimum of \$20 million dollars;
- 1.11.2 Advise the Shire if the policy lapses, is cancelled or is no longer in operation; and
- 1.11.3 Produce a certificate of currency for inspection upon request of an authorised person from the Shire.

1.12 An Alfresco Dining Permit will expire 30 June each year but may be renewed upon production of an up-to-date certificate of currency.

An annual fee applies, fees as per the Shire of Northam's Schedule of Fees and Charges.

Applications are to be made using the "Outdoor Dining Application Form" available on the Shire of Northam's website.



Shire of Northam Council Policy  
CP.48 Portable Signs on Thoroughfares

## CP.48 Portable Signs on Thoroughfares

<i>Responsible Department</i>	Development and Community Services
<i>Resolution Number</i>	C.2966
<i>Resolution Date</i>	15/03/2017
<i>Next Scheduled Review</i>	2024/2025
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<i>Activities on Thoroughfares and Public Places and Trading Local Law 20<del>19</del>8</i>

### OBJECTIVE

To minimise potential negative effects in relation to safety and amenity with the placement of Portable Directional Signs and Advertising Signs whilst recognising the positive outcomes on occasion from the use of such signs.

### SCOPE

- Details type and conditions for the temporary display of directional signs permitted on thoroughfares with or without a permit.
- Details type and conditions for the use of portable advertising signs on thoroughfares with a permit.

### POLICY

#### PORTABLE DIRECTIONAL SIGNS ON THOROUGHFARES

##### Definitions

“Directional Sign” means a sign which indicates the direction of another place, activity or event.

“Thoroughfare” means a road or other thoroughfare but does not include a private thoroughfare not under the control of the local government.

“Real Estate Signs” means portable directional signs indicating the location of a premises open for inspection.

“Event Signs” means portable directional signs indicating the location of a particular event.

[DS-POLICY-07 CP.48 Portable Signs on Thoroughfares\\_V3 DRAFT](#)[DS-POLICY-07 CP.48 Portable Signs on Thoroughfares\\_V3 DRAFT.docx](#)[DS-POLICY-07 CP.48 Portable Signs on Thoroughfares\\_V2](#)Page 1 of 4



Shire of Northam Council Policy  
CP.48 Portable Signs on Thoroughfares

“Sign” includes a notice, flag, mark, structure or device on which may be shown numbers, words, symbols or expressions.

“Portable Directional Sign” means a portable free standing direction sign.

### Policy

Directional Signs not requiring a permit include:-

Type	Size & Nos.	Conditions	Location
REAL ESTATE Signs	Max size 60cm x 30cm Max. No. 4 signs	Removed within 24hrs of home being open Restricted to weekends and public holidays only To direct people to an “Open for Inspection” premises. Public liability insurance required	Made of non-metallic pliable material, which will not cause injury on impact. Anchored so as not to be moveable by wind or other natural forces. Not obstruct or impede reasonable use of any thoroughfare. Not to be placed on roads or roundabouts or centre islands.
EVENTS Signs	Max height 50cm Max area 0.5m <sup>2</sup> Max. No. 4 signs	Used infrequently and occasionally Used only to direct attention to an event or place of event or activity Removed at conclusion of event or activity. Public liability insurance required	Made of non-metallic pliable material, which will not cause injury on impact. Anchored so as not to be moveable by wind or other natural forces. Not obstruct or impede reasonable use of any thoroughfare. Not to be placed on roads or roundabouts or centre islands.

The Applicant for portable direction signs requiring a permit shall ensure that:

- The sign neither exceeds 500mm in height or 0.5m<sup>2</sup> in area;
- Signs are made of non-metallic pliable material, which will not cause injury on impact;
- Signs relate only to the business activity described on the permit;
- Signs contain letters not less than 200mm in height;
- Signs are to be anchored in such a way as not to be movable by wind or other natural forces;
- Signs are to be limited to no more than 1 sign per business on weekdays, but up to 2 signs per business on weekends;
- Signs are to be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;
- A minimum business public liability insurance of \$~~40~~20 million is in place;

[DS-POLICY-07 CP.48 Portable Signs on Thoroughfares\\_V3 DRAFT](#)  
[DS-POLICY-07 CP.48 Portable Signs on Thoroughfares\\_V3 DRAFT.docx](#)  
[DS-POLICY-07 CP.48 Portable Signs on Thoroughfares\\_V2](#)Page 2 of 4



*Shire of Northam Council Policy  
CP.48 Portable Signs on Thoroughfares*

- i) Signs be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person;
- j) Signs be maintained in good condition; and
- k) Signs not be placed within 50m of a business selling the same or similar product

## PORTABLE ADVERTISING SIGNS ON THOROUGHFARES

### Definitions

“Advertising Sign” means a sign used for the purposes of advertisements ~~and includes an “Election Sign”~~

~~“Election Sign” means a sign or poster which advertises any aspect of a forthcoming Federal, State or Local Government election.~~

“Portable Advertising Sign” means a portable free standing advertising sign.

### Policy

A “portable advertising sign” means a sign that:

- (a) is not fixed to a building, wall or fence;
- (b) only advertises a product or service available on the land adjacent to which it is erected;
- ~~(c)~~ is a sandwich board sign consisting of two sign boards attached to each other at the top by hinges or other means.
- ~~(e)(d)~~ is a flagpole sign (not fixed to a building, wall or fence).

All “portable advertising signs” are required to comply with the following:

- (a) A business may erect and maintain one portable sign only on a street or laneway provided that sign:
  - does not project more than 600mm into the (footpath) adjacent to the business to which it is related;
  - does not exceed a height of 900mm measured from the ground;
  - does not obstruct pedestrians or traffic;
  - is displayed only during normal business hours of the business to which the sign relates; and
  - does not have any mechanical or wind driven rotating component part.
- (b) All portable signs displayed on any Shire footpath or road reserve shall be included in the businesses’ public liability insurance policy, with a minimum

DS-POLICY-07 CP.48 Portable Signs on Thoroughfares\_V3 DRAFT  
DS-POLICY-07 CP.48 Portable Signs on Thoroughfares\_V3 DRAFT.docx  
DS-POLICY-07 CP.48 Portable Signs on Thoroughfares\_V2Page 3 of 4



*Shire of Northam Council Policy  
CP.48 Portable Signs on Thoroughfares*

cover of \$~~20~~5 million. The business proprietor shall submit a copy of the Certificate of Currency from the Insurer to the Shire to clearly set out where the policy:

- extends the public liability cover for the business over the areas where the sign is displayed;
- provides for minimum cover of \$~~5~~-20 million; and
- ~~protects the Shire against claims resulting from the display of the sign or merchandise. Ideally the Shire should be named under the policy as a Joint Named Insurer (e.g. "ABC Sales and the Shire of Northam"), but at the very least the policy should note the Shire's interest.~~

• Applications are to be made using the "Portable Sign Application Form" available on the Shire of Northam's website.



Shire of Northam Council Policy  
CP.48 Portable Signs on Thoroughfares

## CP.48 Portable Signs on Thoroughfares

<i>Responsible Department</i>	Development and Community Services
<i>Resolution Number</i>	C.2966
<i>Resolution Date</i>	15/03/2017
<i>Next Scheduled Review</i>	2024/2025
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<i>Activities on Thoroughfares and Public Places and Trading Local Law 2018</i>

### OBJECTIVE

To minimise potential negative effects in relation to safety and amenity with the placement of Portable Directional Signs and Advertising Signs whilst recognising the positive outcomes on occasion from the use of such signs.

### SCOPE

- Details type and conditions for the temporary display of directional signs permitted on thoroughfares with or without a permit.
- Details type and conditions for the use of portable advertising signs on thoroughfares with a permit.

### POLICY

#### PORTABLE DIRECTIONAL SIGNS ON THOROUGHFARES

##### Definitions

“Directional Sign” means a sign which indicates the direction of another place, activity or event.

“Thoroughfare” means a road or other thoroughfare but does not include a private thoroughfare not under the control of the local government.

“Real Estate Signs” means portable directional signs indicating the location of a premises open for inspection.

“Event Signs” means portable directional signs indicating the location of a particular event.



Shire of Northam Council Policy  
CP.48 Portable Signs on Thoroughfares

“Sign” includes a notice, flag, mark, structure or device on which may be shown numbers, words, symbols or expressions.

“Portable Directional Sign” means a portable free standing direction sign.

### Policy

Directional Signs not requiring a permit include:-

Type	Size & Nos.	Conditions	Location
REAL ESTATE Signs	Max size 60cm x 30cm Max. No. 4 signs	Removed within 24hrs of home being open Restricted to weekends and public holidays only To direct people to an “Open for Inspection” premises. Public liability insurance required	Made of non-metallic pliable material, which will not cause injury on impact. Anchored so as not to be moveable by wind or other natural forces. Not obstruct or impede reasonable use of any thoroughfare. Not to be placed on roads or roundabouts or centre islands.
EVENTS Signs	Max height 50cm Max area 0.5m <sup>2</sup> Max. No. 4 signs	Used infrequently and occasionally Used only to direct attention to an event or place of event or activity Removed at conclusion of event or activity. Public liability insurance required	Made of non-metallic pliable material, which will not cause injury on impact. Anchored so as not to be moveable by wind or other natural forces. Not obstruct or impede reasonable use of any thoroughfare. Not to be placed on roads or roundabouts or centre islands.

The Applicant for portable direction signs requiring a permit shall ensure that:

- The sign neither exceeds 500mm in height or 0.5m<sup>2</sup> in area;
- Signs are made of non-metallic pliable material, which will not cause injury on impact;
- Signs relate only to the business activity described on the permit;
- Signs contain letters not less than 200mm in height;
- Signs are to be anchored in such a way as not to be movable by wind or other natural forces;
- Signs are to be limited to no more than 1 sign per business on weekdays, but up to 2 signs per business on weekends;
- Signs are to be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;
- A minimum business public liability insurance of \$20 million is in place;



*Shire of Northam Council Policy  
CP.48 Portable Signs on Thoroughfares*

---

- i) Signs be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person;
- j) Signs be maintained in good condition; and
- k) Signs not be placed within 50m of a business selling the same or similar product

## **PORTABLE ADVERTISING SIGNS ON THOROUGHFARES**

### **Definitions**

**“Advertising Sign”** means a sign used for the purposes of advertisements

**“Portable Advertising Sign”** means a portable free standing advertising sign.

### **Policy**

A “portable advertising sign” means a sign that:

- (a) is not fixed to a building, wall or fence;
- (b) only advertises a product or service available on the land adjacent to which it is erected;
- (c) is a sandwich board sign consisting of two sign boards attached to each other at the top by hinges or other means.
- (d) is a flagpole sign (not fixed to a building, wall or fence).

All “portable advertising signs” are required to comply with the following:

- (a) A business may erect and maintain one portable sign only on a street or laneway provided that sign:
  - does not project more than 600mm into the (footpath) adjacent to the business to which it is related;
  - does not exceed a height of 900mm measured from the ground;
  - does not obstruct pedestrians or traffic;
  - is displayed only during normal business hours of the business to which the sign relates; and
  - does not have any mechanical or wind driven rotating component part.
- (b) All portable signs displayed on any Shire footpath or road reserve shall be included in the businesses’ public liability insurance policy, with a minimum cover of \$20 million. The business proprietor shall submit a copy of the Certificate of Currency from the Insurer to the Shire to clearly set out where the policy:



*Shire of Northam Council Policy  
CP.48 Portable Signs on Thoroughfares*

---

- extends the public liability cover for the business over the areas where the sign is displayed;
- provides for minimum cover of \$20 million; and
- protects the Shire against claims resulting from the display of the sign or merchandise.

Applications are to be made using the “Portable Sign Application Form” available on the Shire of Northam’s website.



Shire of Northam Council Policy  
CP.56 Records Management

## CP.56 Records Management

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	<u>C.4690TBC</u>
<i>Resolution Date</i>	<u>15/03/2023TBC</u>
<i>Next Scheduled Review</i>	<u>2024/20252027/28</u>
<i>Related Shire Documents</i>	Record Keeping Plan Council Policy CP.8 Council Member and Staff Interactions and Requests for Information Manage Records Process
<i>Related Legislation</i>	State Records Act 2000 Criminal Code Act 1913 Corruption and Crime Commission Act 2003 Electronic Transactions Act 2011 Evidence Act 1906 Financial Management Act 2006 Freedom of Information Act 1992 Interpretation Act 1984 Limitations Act 2005 Local Government Act 1995 State Records Commission: Principles and Standards Australian Standard on Records Management: AS ISO 15489

### OBJECTIVE

To define the principles that underpin the Shire's record keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire.

The Policy and its associated Plans and Procedures establish a framework for the reliable and systematic management of Shire records in accordance with legislative requirements and best practice standards.

### SCOPE

This policy applies to all government records created or received by a Shire of Northam employee, contractor or Council Member, or an organisation performing outsourced services on behalf of the Shire of Northam, regardless of their physical format, storage location or date of creation.

~~CS-POLICY-07 CP.56 Records Management DRAFT V4 TRACKED CHANGES~~  
~~POLICY-07-CP.56-Records-Management\_V3~~

Page 1 of 3



Shire of Northam Council Policy  
CP.56 Records Management

## POLICY

### Custodianship of Records

The Shire of Northam recognises its records as a government owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the Shire of Northam.

### Roles and Responsibilities

- (a) **Council Members:** All Council Members are to create, collect and retain records relating to their role as a Council Member for the Shire of Northam in a manner commensurate with legislation and the Shire's policies and procedures for record keeping. Originals or copies thereof shall be delivered to the Chief Executive Officer for recording and safe keeping by the Shire of Northam. Party political and personal records of Council Members are exempt.
- (b) **Chief Executive Officer:** The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.
- (c) **Managers:** All Managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility.
- (d) **All Staff:** All staff (including contractors) are to create, collect and retain records relating to Shire of Northam business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Record Keeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping.

### Creation of Records

All Council Members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

### Capture and Control of Records

All records created and received in the course of Shire of Northam business are to be captured at the point of creation, regardless of format, with required metadata (~~namings conventions as per the Document Control in Promapp~~), into appropriate record keeping and business systems that are managed in accordance with sound record keeping principles.

### Security and Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

### Access to Records

~~CS-POLICY-07 CP.56 Records Management DRAFT V4 TRACKED CHANGES-~~  
~~POLICY-07-CP.56-Records-Management\_V3~~

Page 2 of 3



Shire of Northam Council Policy  
CP.56 Records Management

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and Shire policy. Access to the Shire's records by Council Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995* and Policy ~~4.9~~CP.8 Council Member and Staff Interactions and Requests for Information.

#### **Appraisal, Retention & Disposal of Records**

All records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of Western Australia in 1999.



Shire of Northam Council Policy  
CP.56 Records Management

## CP.56 Records Management

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	TBC
<i>Next Scheduled Review</i>	2027/28
<i>Related Shire Documents</i>	Record Keeping Plan Council Policy CP.8 Council Member and Staff Interactions and Requests for Information Manage Records Process
<i>Related Legislation</i>	State Records Act 2000 Criminal Code Act 1913 Corruption and Crime Commission Act 2003 Electronic Transactions Act 2011 Evidence Act 1906 Financial Management Act 2006 Freedom of Information Act 1992 Interpretation Act 1984 Limitations Act 2005 Local Government Act 1995 State Records Commission: Principles and Standards Australian Standard on Records Management: AS ISO 15489

### OBJECTIVE

To define the principles that underpin the Shire's record keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire.

The Policy and its associated Plans and Procedures establish a framework for the reliable and systematic management of Shire records in accordance with legislative requirements and best practice standards.

### SCOPE

This policy applies to all government records created or received by a Shire of Northam employee, contractor or Council Member, or an organisation performing outsourced services on behalf of the Shire of Northam, regardless of their physical format, storage location or date of creation.

CS-POLICY-07 CP.56 Records Management\_DRAFT V4 TRACKED CHANGES

Page 1 of 3



Shire of Northam Council Policy  
CP.56 Records Management

---

## POLICY

### Custodianship of Records

The Shire of Northam recognises its records as a government owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the Shire of Northam.

### Roles and Responsibilities

- (a) **Council Members:** All Council Members are to create, collect and retain records relating to their role as a Council Member for the Shire of Northam in a manner commensurate with legislation and the Shire's policies and procedures for record keeping. Originals or copies thereof shall be delivered to the Chief Executive Officer for recording and safe keeping by the Shire of Northam. Party political and personal records of Council Members are exempt.
- (b) **Chief Executive Officer:** The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.
- (c) **Managers:** All Managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility.
- (d) **All Staff:** All staff (including contractors) are to create, collect and retain records relating to Shire of Northam business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Record Keeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping.

### Creation of Records

All Council Members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

### Capture and Control of Records

All records created and received in the course of Shire of Northam business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate record keeping and business systems that are managed in accordance with sound record keeping principles.

### Security and Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

### Access to Records



*Shire of Northam Council Policy  
CP.56 Records Management*

---

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and Shire policy. Access to the Shire's records by Council Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995* and Policy CP.8 Council Member and Staff Interactions and Requests for Information.

**Appraisal, Retention & Disposal of Records**

All records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of Western Australia in 1999.



Shire of Northam Council Policy  
CP.57 Complaints Management

## CP.57 Complaints Management

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4690
<i>Resolution Date</i>	15/03/2023
<i>Next Scheduled Review</i>	2024/25
<i>Related Shire Documents</i>	Customer Service Charter Record Keeping Plan Policy <del>G-4.4</del> <u>CP.3</u> Code of Conduct for Councillors, Committee Members and Candidates Policy <del>G-4.15</del> <u>MP.1</u> Code of Conduct – Employees, Volunteers, Contractors and Agency Staff Policy <del>G-4.19</del> <u>CP.15</u> Public Interest Disclosure Policy <del>A-8.3</del> <u>CP.56</u> Records Management Manage Complaints Process
<i>Related Legislation</i>	Local Government Act 1995 State Records Act 2000 Freedom of Information Act 1992 Australian Standard Guidelines for complaints management in organisations (ISO:10002:2022)

### OBJECTIVE

The objectives of the Complaints Management Policy (policy) are to:

1. Ensure complaints are managed in accordance with best practice as outlined by the Australian Standard for Complaints Management ISO 10002:2022 – Guidelines for complaint management in organisations, and the Western Australian (WA) Ombudsman Guidelines on Complaint Handling;
2. Ensure that the complaints received by the Shire of Northam (the Shire) are managed effectively and fairly from the time of receipt through to a satisfactory resolution or final determination of the matter; and
3. Support a culture of continuous improvement, by valuing the opportunity to identify business improvements and increase the levels of satisfaction with the delivery of services.

This policy is underpinned by a Complaints Management Framework.

### SCOPE

This policy applies to all complaints received from customers relating to:

- A Shire service, process, product, policy, event or facility.

CS-POLICY-09 CP.57 Complaints Management\_DRAFT V4 TRACKED  
CHANGESCS-POLICY-09-CP.57 Complaints Management\_V3

Page 1 of 4



Shire of Northam Council Policy  
CP.57 Complaints Management

- The services provided by the Chief Executive Officer (CEO), a Shire employee, volunteer, contractor, Council Member or committee member.
- A third party under the jurisdiction of the Shire.

This policy does not apply to:

- Employment or behavioural/conduct of Shire employees or CEO – refer to Policy [G-1.15MP.1](#) Code of Conduct – Employees, Volunteers, Contractors and Agency Staff.
- Behavioural/conduct related complaints regarding volunteers or contractors– refer to Policy [G-1.15MP.1](#) Code of Conduct – Employees, Volunteers, Contractors and Agency Staff.
- Behavioural/conduct of Council Members, Committee Members or Candidates – refer to Policy [G-1.4CP.3](#) Code of Conduct for Councillors, Committee Members and Candidates.
- Public Interest Disclosure – Refer to Policy [G-1.19CP.15](#) Public Interest Disclosure.

## POLICY

### 1. Definitions

**Shire** means Shire of Northam.

**Complaint** means any “Expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required” (ISO 10002:2022).

A complaint is not:

- The initial requests for a service or action by the Shire (unless there was inaction or an unsatisfactory response to the initial request for service).
- Feedback on a service where there is not an issue to be resolved or does not necessitate action by the Shire.
- Feedback obtained during stakeholder and community engagement processes
- Requests for information or explanations of policies, procedures or decisions of Council
- Reports of damaged, faulty infrastructure or a hazard
- Reports concerning neighbours or neighbouring property
- The lodging of an appeal or an objection in accordance with policy or procedure
- A petition
- A civil dispute between private individuals
- Made on social media or letters to the editor
- Matters regarding State or Federal Government or matters not within the Shire's jurisdiction.



*Shire of Northam Council Policy  
CP.57 Complaints Management*

**Complaints Management Framework** refers to the policies, procedures, processes, practices, staff and systems involved in the managing of complaints across the Shire.

**Customer** refers to a person who is accessing the Shire's services, facilities, policies, products, programs or events.

## **2. Principles of complaint management**

The following complaints management principles apply:

- a. Complaints are people focused, transparent and accessible to all:
  - i. People Focus: the Shire will be proactive in listening and responding to complaints, treating all people with respect, and actively involving them in the complaints process as far as practicable and appropriate.
  - ii. Visible & Transparent: the Shire will actively publicise information about how and where to complain and make it easy to understand what to expect.
  - iii. Accessible: the Shire will ensure that our complaint handling process is accessible and easy to use for all our customers.
- b. Complaints are managed in an efficient, fair and equitable manner:
  - i. Responsive: the Shire will respond to all complaints as quickly as possible and endeavour to regularly communicate and inform parties involved.
  - ii. Objective and Fair: the Shire will review all complaints in an equitable, fair and unbiased manner using evidence submitted by both the complainant and officers.
  - iii. Equality and Privacy: the Shire will be consistent and ethical in our treatment of complaints and customers involved.
- c. Complaints are managed in a supported manner:
  - i. Conduct: the Shire will work together to resolve problems respectfully and cooperatively and as far as practical maintain the confidentiality of all parties.
  - ii. Empowerment: the Shire will continually work to improve the complaint management process to meet operational needs and the expectations of customers, including providing support to vulnerable people, people with disability, indigenous people, young people and culturally and linguistically diverse people.
  - iii. Facilitate: the Shire will work together to reach a solution that provides the best outcome for all parties wherever practical and actively communicate with all involved
- d. Complaints are used as an opportunity to improve services:
  - i. Accountability: the Shire will ensure that our staff are aware of and accountable for complaints.



*Shire of Northam Council Policy  
CP.57 Complaints Management*

---

- ii. Learning: the Shire will respond to and learn from complaints with the intention to continually improve our services
- iii. Prevention: the Shire will effectively report on and analyse complaints to identify trends and endeavour to minimise the escalation of complaints.

The Shire will maintain a complaints management process as part of its Complaints Management Framework to ensure that the above principles are applied for the management of all complaints.



Shire of Northam Council Policy  
CP.57 Complaints Management

## CP.57 Complaints Management

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4690
<i>Resolution Date</i>	15/03/2023
<i>Next Scheduled Review</i>	2024/25
<i>Related Shire Documents</i>	Customer Service Charter Record Keeping Plan Policy CP.3 Code of Conduct for Councillors, Committee Members and Candidates Policy MP.1 Code of Conduct – Employees, Volunteers, Contractors and Agency Staff Policy CP.15 Public Interest Disclosure Policy CP.56 Records Management Manage Complaints Process
<i>Related Legislation</i>	Local Government Act 1995 State Records Act 2000 Freedom of Information Act 1992 Australian Standard Guidelines for complaints management in organisations (ISO:10002:2022)

### OBJECTIVE

The objectives of the Complaints Management Policy (policy) are to:

1. Ensure complaints are managed in accordance with best practice as outlined by the Australian Standard for Complaints Management ISO 10002:2022 – Guidelines for complaint management in organisations, and the Western Australian (WA) Ombudsman Guidelines on Complaint Handling;
2. Ensure that the complaints received by the Shire of Northam (the Shire) are managed effectively and fairly from the time of receipt through to a satisfactory resolution or final determination of the matter; and
3. Support a culture of continuous improvement, by valuing the opportunity to identify business improvements and increase the levels of satisfaction with the delivery of services.

This policy is underpinned by a Complaints Management Framework.

### SCOPE

This policy applies to all complaints received from customers relating to:

- A Shire service, process, product, policy, event or facility.



Shire of Northam Council Policy  
CP.57 Complaints Management

- The services provided by the Chief Executive Officer (CEO), a Shire employee, volunteer, contractor, Council Member or committee member.
- A third party under the jurisdiction of the Shire.

This policy does not apply to:

- Employment or behavioural/conduct of Shire employees or CEO – refer to Policy MP.1 Code of Conduct – Employees, Volunteers, Contractors and Agency Staff.
- Behavioural/conduct related complaints regarding volunteers or contractors– refer to Policy MP.1 Code of Conduct – Employees, Volunteers, Contractors and Agency Staff.
- Behavioural/conduct of Council Members, Committee Members or Candidates – refer to Policy CP.3 Code of Conduct for Councillors, Committee Members and Candidates.
- Public Interest Disclosure – Refer to Policy CP.15 Public Interest Disclosure.

## POLICY

### 1. Definitions

**Shire** means Shire of Northam.

**Complaint** means any “Expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required” (ISO 10002:2022).

A complaint is not:

- The initial requests for a service or action by the Shire (unless there was inaction or an unsatisfactory response to the initial request for service).
- Feedback on a service where there is not an issue to be resolved or does not necessitate action by the Shire.
- Feedback obtained during stakeholder and community engagement processes
- Requests for information or explanations of policies, procedures or decisions of Council
- Reports of damaged, faulty infrastructure or a hazard
- Reports concerning neighbours or neighbouring property
- The lodging of an appeal or an objection in accordance with policy or procedure
- A petition
- A civil dispute between private individuals
- Made on social media or letters to the editor
- Matters regarding State or Federal Government or matters not within the Shire's jurisdiction.

**Complaints Management Framework** refers to the policies, procedures, processes, practices, staff and systems involved in the managing of complaints across the Shire.



**Customer** refers to a person who is accessing the Shire's services, facilities, policies, products, programs or events.

## 2. Principles of complaint management

The following complaints management principles apply:

- a. Complaints are people focused, transparent and accessible to all:
  - i. People Focus: the Shire will be proactive in listening and responding to complaints, treating all people with respect, and actively involving them in the complaints process as far as practicable and appropriate.
  - ii. Visible & Transparent: the Shire will actively publicise information about how and where to complain and make it easy to understand what to expect.
  - iii. Accessible: the Shire will ensure that our complaint handling process is accessible and easy to use for all our customers.
- b. Complaints are managed in an efficient, fair and equitable manner:
  - i. Responsive: the Shire will respond to all complaints as quickly as possible and endeavour to regularly communicate and inform parties involved.
  - ii. Objective and Fair: the Shire will review all complaints in an equitable, fair and unbiased manner using evidence submitted by both the complainant and officers.
  - iii. Equality and Privacy: the Shire will be consistent and ethical in our treatment of complaints and customers involved.
- c. Complaints are managed in a supported manner:
  - i. Conduct: the Shire will work together to resolve problems respectfully and cooperatively and as far as practical maintain the confidentiality of all parties.
  - ii. Empowerment: the Shire will continually work to improve the complaint management process to meet operational needs and the expectations of customers, including providing support to vulnerable people, people with disability, indigenous people, young people and culturally and linguistically diverse people.
  - iii. Facilitate: the Shire will work together to reach a solution that provides the best outcome for all parties wherever practical and actively communicate with all involved
- d. Complaints are used as an opportunity to improve services:
  - i. Accountability: the Shire will ensure that our staff are aware of and accountable for complaints.
  - ii. Learning: the Shire will respond to and learn from complaints with the intention to continually improve our services
  - iii. Prevention: the Shire will effectively report on and analyse complaints to identify trends and endeavour to minimise the escalation of complaints.



*Shire of Northam Council Policy  
CP.57 Complaints Management*

---

The Shire will maintain a complaints management process as part of its Complaints Management Framework to ensure that the above principles are applied for the management of all complaints.



Shire of Northam Council Policy  
CP.71 Independent Committee Members

## CP.71 Independent Committee Members

<i>Responsible Department</i>	Office of the Chief Executive Officer
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	TBC
<i>Next Scheduled Review</i>	2027/28
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995, Section 5.10, 5.100 Local Government (Administrations) Regulations 1996, Regulation 34ACA(1) Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination

### OBJECTIVE

To provide rules and transparency regarding the appointment, payment of fees and reimbursement of expenses to independent committee members, in accordance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, and determinations of the Salaries and Allowances Tribunal.

### SCOPE

This policy sets the process for the appointment of persons who are not Council Members or employees to be a member of a committee of the Council ("independent committee member") and outlines the way in which independent committee or advisory groups members may be paid fees and receive reimbursements from the Shire.

### POLICY

#### 1. Definitions

**Independent Committee Members** means members of Shire of Northam committees established under section 5.8 of the Act, that are not Elected Members or Employees.

#### 2. Appointment of independent committee members

2.1 Where an independent committee member vacancy arises, a merit-based process will be undertaken to select a suitably qualified and experienced candidate. This



*Shire of Northam Council Policy  
CP.71 Independent Committee Members*

process will include public advertising of the vacancy and evaluation against a selection criteria.

- 2.2 An existing independent committee member seeking reappointment must apply through this process.
- 2.3 Appointments will be made by Council in accordance with Section 5.10 if the *Local Government Act 1995* and in consultation with any Terms of Reference related to the committee.

### 3. Meeting fees

- 3.1 Independent Members of Shire of Northam Committees will be paid a meeting attendance fee in addition to reimbursement for expenses.
- 3.2 The following meeting attendance fees are applicable:

Meeting Type	Meeting Attendance Fee
Audit, Risk and Improvement Committee	\$330

- 3.3 If the Independent Member attends for less than 75% of the allotted meeting time, they will be paid a pro-rata amount for the percentage of the meeting they attended.
- 3.4 Independent Members must complete a "New Supplier Form" to be eligible for payment of attendance fees. The "New Supplier Form" will be provided to new members following their appointment to the committee or advisory group.
- 3.5 If the Independent Member does not have an Australian Business Number, they will need to also provide a Statement by Supplier Form, which is available on the Australian Tax Office website.
- 3.6 All other compliance forms as required by the Australian Tax Office must be adhered to.

### 4. Reimbursable expenses

- 4.1 Independent committee members are entitled to be reimbursed for expenses incurred in performing an authorised function. This includes reasonable travel expenses such as private vehicle use, excluding parking fees, fines, or penalties.
- 4.2 Independent committee members are not entitled to be reimbursed expenses related to accommodation, information and communications technology (ICT), childcare, or other personal care arrangements.
- 4.3 An authorised function refers to the independent committee member's attendance at the following:



*Shire of Northam Council Policy  
CP.71 Independent Committee Members*

- a) Meetings of the committee on which they are an independent committee member.
- b) Meetings of committees of Council on which they are not a member, but their attendance has been requested by Council.
- c) Meetings of Council, where Council has requested their attendance.
- d) Meetings as required by the CEO, including meeting with the Shire's Auditor or the Office of the Auditor General.
- e) Training organised by the Shire for the committee on which they are an independent committee member.

## 5. Travel

5.1 Travel expenses refer to the costs of reasonable travel to and from the location at which independent committee members are required to perform an authorised function, and does not include the cost of any infringements or fines related to travel.

5.2 Travel costs incurred while driving a privately owned or leased vehicle are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021 as at the date of the SAT Determination. For electric vehicles, the 1600cc Motor Vehicle Allowance rate will be applied.

5.3 Travel is to be undertaken by the shortest or most practical route.

## 6. Reimbursement Claims

6.1 An independent committee member making a claim for reimbursement of travel expenses must submit a written request to the Chief Executive Officer within 60 days of the expense being incurred. The written request must include:

- a) A description of the authorised function attended;
- b) The date and nature of the travel undertaken;
- c) The amount claimed, including any relevant calculations (e.g. distance travelled and applicable rate); and
- d) Supporting documentation, such as receipts or mileage records, where applicable.

Only travel expenses incurred in connection with authorised functions are eligible for reimbursement.

6.2 A reimbursement will be authorised by the Chief Executive Officer where:

- a) The claim for reimbursement contains all required information and documents and has been submitted within 60 days of the expense being incurred.
- b) The expense is of a kind that the independent committee member is entitled to be reimbursed under this Policy.



*Shire of Northam Council Policy  
CP.71 Independent Committee Members*

---

- c) The Chief Executive Officer is satisfied that the sole purpose of the expenditure was for the performance of an authorised function.

**7. Governance of fees, allowances and entitlements**

- 7.1 Independent committee members cannot commit Shire funds or incur expenses on behalf of the Shire.
- 7.2 If an independent committee member is aware of having received a payment in excess of this Policy, the independent committee member must notify the Shire immediately and return any monies owed to the Shire.
- 7.3 Making a false or fraudulent claim for reimbursement or any other entitlement may be a criminal offence and reported to the Western Australian Police Force and/or the Corruption and Crime Commission.



Shire of Northam Council Policy  
CP.49 Political Issues Signs

**CP.49 Political Issues Signs REVOKE, COVERED IN LOCAL LAW: ACTIVITIES IN THOROUGHFARES AND PUBLIC PLACES AND TRADING AMENDMENT LOCAL LAW 2018, section 3.5**

<i>Responsible Department</i>	Development and Community Services
<i>Resolution Number</i>	C.2966
<i>Resolution Date</i>	15/03/2017
<i>Next Scheduled Review</i>	2024/2025
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<i>Activities on Thoroughfares and Public Places and Trading Local Law 2008</i>

**OBJECTIVE**

~~To provide guidance on the erection of election signs or political issues signs.~~

**SCOPE**

~~This policy applies to election or political issues signs erected on private land, thoroughfares and Shire land.~~

**POLICY**

- ~~1. Election signs erected on private land with the consent of the landowner or occupier will not be removed other than for health and safety reasons.~~
- ~~2. Election signs will be allowed in thoroughfares controlled by the Shire of Northam provided they meet the criteria in the policy. Signs that do not meet the criteria in the policy may be removed.~~
- ~~3. Election signs on land owned or controlled by the Shire of Northam will not be allowed and they will be removed when brought to the attention of the Chief Executive Officer, except for signs at a polling place on Election Day or pre-polling days.~~
- ~~4. Elections signs containing the Shire of Northam logo and / or crests breach the policy and will be removed.~~

~~Criteria for permitting signs on thoroughfares:~~

- ~~1. Must be made of non-metallic pliable material which will not cause injury on impact~~
- ~~2. Be anchored in such a way as not to be movable by wind or other natural forces;~~
- ~~3. Be removed within 48 hours following election day;~~

~~The owner of the sign must ensure adequate public liability insurance.~~

~~DS-POLICY-08 CP.49 Political Issues Signs V2 - TO BE REVOKED~~  
~~DS-POLICY-08 CP.49 Political Issues Signs\_V2~~ Page 1 of 1

## 13.2 ENGINEERING SERVICES

### 13.2.1 RFT 07 of 2025 - Newcastle Road - Minor Rehabilitation & Asphalt Overlay

<b>File Reference:</b>	6.1.2.212
<b>Reporting Officer:</b>	Nicholas King (Manager Operations), Kristy Hopkins (Procurement Coordinator)
<b>Responsible Officer:</b>	Paul Devcic (Executive Manager Engineering Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Absolute Majority
<b>Communication Required:</b>	Yes

#### BRIEF

For Council to consider submissions received in response to the Request for Tender 07 of 2025 - Newcastle Road - Minor Rehabilitation & Asphalt Overlay. This report provides details of the submissions received and identifies a recommended contractor to complete the works.

#### ATTACHMENTS

1. CONFIDENTIAL REDACTED - RFT 07 of 2025 - Evaluation Matrix - Average [13.2.1.1 - 2 pages]
2. CONFIDENTIAL REDACTED - RFT 07 of 2025 - Evaluation Report [13.2.1.2 - 6 pages]

#### A. BACKGROUND / DETAILS

In compliance with legislative requirements, a request for tender was prepared and advertised on 26<sup>th</sup> July 2025. Requests for tender closed at 4:00pm AWST on 11<sup>th</sup> August 2025 to seek suitably qualified Contractors to complete the works/services on the Shire's behalf.

Tender submissions were received from the following organisations:

- a) Fulton Hogan Industries Pty Ltd
- b) Hiway WA Pty Ltd
- c) Roads 2000 Pty Ltd
- d) SGA Roads Pty Ltd
- e) Protec Asphalt (The Trustee for Janesgrav Unit Trust)
- f) WCP Civil Pty Ltd

g) Rox Civil – Non compliant

## B. CONSIDERATIONS

### B.1 Strategic Community / Corporate Business Plan

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

The 2025/26 budget made provision for the current contract with an allocation of \$650,000 (GL4120138, Job Code RC2224).

Considering the recommended contracted price is 6% over the existing budget, a budget amendment is proposed to increase the budget to \$700,000 using Infrastructure drainage built up area (GL 4120165, 2101). Reducing this budget by \$50,000 from \$128,669, to \$78,669.

### B.3 Legislative Compliance

Delegated Authority reference 1.2.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options provides authority under *Local Government (Functions & General) Regulations 1996*, regulation 11(2) to accept the quote, in accordance with the Procurement Policy requirements where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget.

### B.4 Policy Implications

CP.24 Procurement

### B.5 Stakeholder Engagement / Consultation

Council have been consulted on this project through the Council budget workshops and budget approval 2025/26.

Once a contractor is appointed, the Shire will work with them to determine a communication plan, considering the traffic impact of the project.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Health	NA	NA	NA

Financial Impact	Budget variation and/or tender exceeding budget	Medium (3) x Moderate (3) = Moderate (9)	Recommended contractor is 6% over the current budget, additional savings may be achieved with traffic management onsite.
Service Interruption	Impacts to road users while the works are being undertaken	Medium (3) x Moderate (3) = Moderate (9)	Traffic Management will allow access to residents at all times, and detours around the site.
Compliance	Delivery of non compliant project	Unlikely (2) x Major (4) = Moderate (8)	Processes in place to track project and delivery on budget
Reputational	Not meeting stakeholder expectations	Unlikely (2) x Medium (3) = Moderate (6)	A communication plan to be implemented
Property	NA	NA	NA
Environment	NA	NA	NA
Project TIME	NA	NA	NA
Project COST	NA	NA	NA

#### B.7 Natural Environment Considerations

Nil.

#### C. OFFICER'S COMMENT

Considering the value and size of the project, the response of seven companies to the tender gave a good range of prices, all of which were over the \$650,000 budget.

Taking into consideration qualitative scoring and pricing, the best value for money and highest average scoring company was Protec Asphalt. Protec Asphalt had similar experience in projects of similar scope for Local Governments in the past 12 months. Although another tender had the lowest submitted total price, their program was based on only six days onsite,

compared to most other contractors basing the project to be between 14 to 17 days onsite. The short timeframe noted by another tender meant traffic management costs per day was significant, and any additional days onsite would increase the budget significantly. Alternatively, Protec Asphalt noted 20 days of traffic management but 17 onsite days, meaning if the project is completed in less than 20 days, the Shire would save money on the project from the total price.

Given that the Evaluation Criteria was marginal in difference with exception of pricing, it is recommended Protec Asphalt is awarded this contract based on having best value for money offered.

## RECOMMENDATION

### That Council:

1. **APPROVES by ABSOLUTE MAJORITY amendments to the 2025/26 budget as per the below table to accommodate the award of RFT 07 of 2025 Newcastle Road - Minor Rehabilitation & Asphalt Overlay:**

G/L	IE	Account Name	Original Budget Ex GST	Proposed Budget Ex GST
4120165	2101	Infrastructure drainage built up area	\$128,669	\$78,669
GL4120138.RC2224	2101	Newcastle Road - Minor Rehabilitation & Asphalt Overlay	\$650,000	\$700,000

2. **ACCEPTS the response to the Request for Tender 07 of 2025 - Newcastle Road - Minor Rehabilitation & Asphalt Overlay from Protec Asphalt for \$694,150.00(ex GST).**
3. **AUTHORISES the Chief Executive Officer to make variations (maximum increase of 10% of the contract value) for Request for Tender 07 of 2025 - Newcastle Road - Minor Rehabilitation & Asphalt Overlay from Protec Asphalt.**
4. **AUTHORISES the Chief Executive Officer to enter into a contract for Request for Tender 07 of 2025 - Newcastle Road - Minor Rehabilitation & Asphalt Overlay with Protec Asphalt at the discretion of the Shire of Northam in accordance with the specifications contained within the Request for Tender documents.**

**ABSOLUTE MAJORITY OF SIX (6) REQUIRED**

Cr L C Biglin declared an "Impartiality" interest in item 13.2.2 Introduction of a 60 km/h Speed Zone – Mauravillo Estate, as some of the residents that have made their concerns known to the Shire are known to Cr Biglin. Cr Biglin also knows many of the residents at Mauravillo Estate.

Cr A J Mencshelyi declared an "Impartiality" interest in item 13.2.2 Introduction of a 60 km/h Speed Zone – Mauravillo Estate, as some owners in this Estate are known to Cr Mencshelyi.

### 13.2.2 Introduction of a 60km/h Speed Zone - Mauravillo Estate

<b>File Reference:</b>	6.3.2.3
<b>Reporting Officer:</b>	Paul Devcic (Executive Manager Engineering Services)
<b>Responsible Officer:</b>	Debbie Terelinck (Chief Executive Officer) Paul Devcic (Executive Manager Engineering Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Communication Required:</b>	Yes

#### BRIEF

The purpose of this report is to seek Council's support for the implementation of a 60 km/h area speed zone within the Mauravillo Estate, based on speed data collected by the Shire and assessed by Main Roads WA (MRWA), which confirms that the proposed speed zone aligns with current driver behaviour and MRWA's speed zoning guidelines

#### ATTACHMENTS

1. Speed Statistics - Wanju Drive [13.2.2.1 - 2 pages]
2. Speed Statistics - Boolok Avenue [13.2.2.2 - 2 pages]
3. CONFIDENTIAL REDACTED - MRWA Correspondence [13.2.2.3 - 3 pages]
4. Map of Mauravillo Estate 1 [13.2.2.4 - 1 page]
5. Map of Mauravillo Estate 2 [13.2.2.5 - 1 page]
6. Posted Area Speed Signs at Entry Points [13.2.2.6 - 1 page]

#### A. BACKGROUND / DETAILS

The Shire has received multiple concerns from residents within the Mauravillo Estate regarding excessive vehicle speeds along local roads in the estate.

In response, the Shire's Engineering team conducted a traffic study over several weeks, collecting speed data to assess current driver behaviours. The study recorded an 85th percentile speed of approximately 63 km/h, indicating that the majority of motorists are travelling at speeds exceeding the default 50 km/h residential limit.

In accordance with Main Roads WA's (MRWA) speed zoning guidelines, the observed speeds support a modified speed zone which better reflects actual driver behaviour and improve overall compliance and road safety outcomes.

Following a review of the data, MRWA has advised that the implementation of a 60 km/h area speed zone within the estate is appropriate. This recommendation was provided to Councillors on 12 June 2025 as part of the required stakeholder engagement process.

## **B. CONSIDERATIONS**

### **B.1 Strategic Community / Corporate Business Plan**

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 direct financial implications associated with this decision, aside from minor administrative and signage costs which can be managed within existing budgets.

### **B.3 Legislative Compliance**

- Main Roads WA – Speed Zoning Policy and Application Guidelines
- Local Government Act 1995 – Section 3.1 (General Functions)

### **B.4 Policy Implications**

Nil

### **B.5 Stakeholder Engagement / Consultation**

- Community Concerns from the residents who initiated the assessment.
- Council briefed on 12 June 2025.
- Main Roads WA reviewed the data and supports the proposed 60km/h zone.

### **B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Health	Misalignment between posted speed and driver behaviour could result in increased risk of serious injury crashes.	Likely (4) x Moderate (3) = High (12)	Support MRWA recommended 60km/r speed zone reflect operating speed and reduce KSI risk.
Financial Impact	Minor signage costs only; potential future costs if zone requires reapplication or re-signage due to non-compliance.	Unlikely (2) x Minor (2) = Low (4)	Implement correct zone the first time, supported by MRWA.
Service Interruption	N/A	N/A	N/A
Compliance	Endorsing lower speed limit (e.g. 50km/h) against MRWA guidance may result in non-endorsement or inability to implement.	Possible (3) x Minor (2) = Moderate (6)	Follow MRWA Policy and data-led application approach.
Reputational	Community perception of inaction or confusion if speed concerns are not addressed or if inappropriate limits are set.	Possible (3) x Moderate (3) = Moderate (9)	Proceed with policy-compliant and evidence-based solution.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Project TIME	N/A	N/A	N/A
Project COST	N/A	N/A	N/A

#### B.7 Natural Environment Considerations

Nil.

#### C. OFFICER'S COMMENT

The speed data collected from Mauravillo Estate indicates that the existing, unsigned 50 km/h default urban speed limit is not clearly defined for drivers and does not reflect actual traffic behaviour, with the 85th percentile speed recorded at 63 km/h.

The proposal is grounded in Main Roads WA's Speed Zoning Policy and Application Guidelines, which emphasise that Target Speeds (posted limits) should reflect the 85th percentile operating speed to support compliance and safety. Based on the data collected and MRWA's review, a 60 km/h area speed zone is considered appropriate and consistent with both the observed driver behaviour and MRWA's speed zoning principles.

The proposed speed zone change:

- Aligns with the Safe System approach by reducing the likelihood and severity of crashes involving vulnerable road users;
- Supports the Movement and Place framework, recognising the estate's local access function;
- Meets MRWA's technical application criteria, including collection of speed data, mapping of zone boundaries, consultation with stakeholders, and provision for post-implementation monitoring.

Setting a 60 km/h speed limit provides a more realistic regulatory environment for drivers, which improves voluntary compliance, minimises speed variance, and enhances the effectiveness of future enforcement and education measures.

Should Council instead seek to pursue a lower speed limit (e.g. 50 km/h), a new application would be required and would likely not receive support from MRWA based on the current operating speeds. Such a mismatch between posted and actual speeds could also reduce compliance and increase the potential for unsafe overtaking or erratic driving behaviour.

#### RECOMMENDATION

**That Council:**

- 1. SUPPORTS the implementation of a 60km/h area speed zone within the Mauravillo Estate, based on the speed data collected and the subsequent recommendation from Main Roads WA.**
- 2. REQUESTS the Chief Executive Officer to formally notify Main Roads WA of the Council's support for the proposed area speed zone.**

## **MetroCount Traffic Executive** **Speed Statistics**

### **SpeedStat-29 -- English (ENA)**

#### **Datasets:**

**Site:** [4213014 SLK 1.06] Wanju drive SLK 1.06 <110>  
**Attribute:**  
**Direction:** 7 - North bound A>B, South bound B>A. **Lane:** 0  
**Survey Duration:** 12:29 Monday, 17 February 2025 => 14:04 Wednesday, 5 March 2025,  
**Zone:**  
**File:** 4213014 SLK 1.06 0 2025-03-05 1405.EC0 (Plus )  
**Identifier:** QR150NF4 MC5900-X13 (c)MetroCount 09Nov16  
**Algorithm:** Factory default axle (v5.02)  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

#### **Profile:**

**Filter time:** 12:30 Monday, 17 February 2025 => 14:04 Wednesday, 5 March 2025 (16.0659)  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12  
**Speed range:** 10 - 160 km/h.  
**Direction:** North, East, South, West (bound), P = North, Lane = 0-16  
**Separation:** Headway > 0 sec, Span 0 - 100 metre  
**Name:** Default Profile  
**Scheme:** Vehicle classification (AustRoads94)  
**Units:** Metric (metre, kilometre, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 914 / 915 (99.89%)

## Speed Statistics

### SpeedStat-29

**Site:** 4213014 SLK 1.06.0.1NS  
**Description:** Wanju drive SLK 1.06 <110>  
**Filter time:** 12:30 Monday, 17 February 2025 => 14:04 Wednesday, 5 March 2025  
**Scheme:** Vehicle classification (AustRoads94)  
**Filter:** Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Vehicles = 914

Posted speed limit = 60 km/h, Exceeding = 191 (20.90%), Mean Exceeding = 67.40 km/h

Maximum = 95.4 km/h, Minimum = 12.5 km/h, Mean = 48.4 km/h

85% Speed = 62.71 km/h, 95% Speed = 71.01 km/h, Median = 48.83 km/h

20 km/h Pace = 42 - 62, Number in Pace = 465 (50.88%)

Variance = 197.91, Standard Deviation = 14.07 km/h

### Speed Bins (Partial days)

Speed	Bin	Below	Above	Energy	vMult	n	* vMult
0 - 10	0 0.000%	0 0.000%	914 100.0%	0.00	0.00		0.00
10 - 20	19 2.079%	19 2.079%	895 97.92%	0.00	0.00		0.00
20 - 30	72 7.877%	91 9.956%	823 90.04%	0.00	0.00		0.00
30 - 40	170 18.60%	261 28.56%	653 71.44%	0.00	0.00		0.00
40 - 50	218 23.85%	479 52.41%	435 47.59%	0.00	0.00		0.00
50 - 60	244 26.70%	723 79.10%	191 20.90%	0.00	0.00		0.00
60 - 70	138 15.10%	861 94.20%	53 5.799%	0.00	0.00		0.00
70 - 80	43 4.705%	904 98.91%	10 1.094%	0.00	0.00		0.00
80 - 90	8 0.875%	912 99.78%	2 0.219%	0.00	0.00		0.00
90 - 100	2 0.219%	914 100.0%	0 0.000%	0.00	0.00		0.00
100 - 110	0 0.000%	914 100.0%	0 0.000%	0.00	0.00		0.00
110 - 120	0 0.000%	914 100.0%	0 0.000%	0.00	0.00		0.00
120 - 130	0 0.000%	914 100.0%	0 0.000%	0.00	0.00		0.00
130 - 140	0 0.000%	914 100.0%	0 0.000%	0.00	0.00		0.00
140 - 150	0 0.000%	914 100.0%	0 0.000%	0.00	0.00		0.00
150 - 160	0 0.000%	914 100.0%	0 0.000%	0.00	0.00		0.00
160 - 170	0 0.000%	914 100.0%	0 0.000%	0.00	0.00		0.00
170 - 180	0 0.000%	914 100.0%	0 0.000%	0.00	0.00		0.00
180 - 190	0 0.000%	914 100.0%	0 0.000%	0.00	0.00		0.00
190 - 200	0 0.000%	914 100.0%	0 0.000%	0.00	0.00		0.00

Total Speed Rating = 0.00

Total Moving Energy (Estimated) = 0.00

### Speed limit fields (Partial days)

Limit	Below	Above
0   60 (PSL)	723 79.1%	191 20.9%

## **MetroCount Traffic Executive** **Speed Statistics**

### **SpeedStat-30 -- English (ENA)**

#### **Datasets:**

**Site:** [4213015 SLK 0.67] Boolok Avenue SLK 0.66 <110>  
**Attribute:** -32.68775 116.67922  
**Direction:** 7 - North bound A>B, South bound B>A. **Lane:** 0  
**Survey Duration:** 13:11 Monday, 17 February 2025 => 14:09 Wednesday, 5 March 2025,  
**Zone:**  
**File:** 4213015 SLK 0.67 0 2025-03-05 1409.EC0 (Plus )  
**Identifier:** QC663SGZ MC5900-X13 (c)MetroCount 09Nov16  
**Algorithm:** Factory default axle (v5.02)  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

#### **Profile:**

**Filter time:** 13:12 Monday, 17 February 2025 => 14:09 Wednesday, 5 March 2025 (16.0398)  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12  
**Speed range:** 10 - 160 km/h.  
**Direction:** North, East, South, West (bound), P = North, Lane = 0-16  
**Separation:** Headway > 0 sec, Span 0 - 100 metre  
**Name:** Default Profile  
**Scheme:** Vehicle classification (AustRoads94)  
**Units:** Metric (metre, kilometre, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 740 / 742 (99.73%)

## Speed Statistics

### SpeedStat-30

Site: 4213015 SLK 0.67.0.1NS  
Description: Boolok Avenue SLK 0.66 <110>  
Filter time: 13:12 Monday, 17 February 2025 => 14:09 Wednesday, 5 March 2025  
Scheme: Vehicle classification (AustRoads94)  
Filter: Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

Vehicles = 740

Posted speed limit = 60 km/h, Exceeding = 170 (22.97%), Mean Exceeding = 65.75 km/h

Maximum = 91.1 km/h, Minimum = 13.7 km/h, Mean = 51.7 km/h

85% Speed = 62.91 km/h, 95% Speed = 68.75 km/h, Median = 51.93 km/h

20 km/h Pace = 45 - 65, Number in Pace = 481 (65.00%)

Variance = 121.17, Standard Deviation = 11.01 km/h

### Speed Bins (Partial days)

Speed	Bin	Below	Above	Energy	vMult	n	* vMult
0 - 10	0 0.000%	0 0.000%	740 100.0%	0.00	0.00	0.00	0.00
10 - 20	3 0.405%	3 0.405%	737 99.59%	0.00	0.00	0.00	0.00
20 - 30	17 2.297%	20 2.703%	720 97.30%	0.00	0.00	0.00	0.00
30 - 40	86 11.62%	106 14.32%	634 85.68%	0.00	0.00	0.00	0.00
40 - 50	210 28.38%	316 42.70%	424 57.30%	0.00	0.00	0.00	0.00
50 - 60	254 34.32%	570 77.03%	170 22.97%	0.00	0.00	0.00	0.00
60 - 70	138 18.65%	708 95.68%	32 4.324%	0.00	0.00	0.00	0.00
70 - 80	27 3.649%	735 99.32%	5 0.676%	0.00	0.00	0.00	0.00
80 - 90	4 0.541%	739 99.86%	1 0.135%	0.00	0.00	0.00	0.00
90 - 100	1 0.135%	740 100.0%	0 0.000%	0.00	0.00	0.00	0.00
100 - 110	0 0.000%	740 100.0%	0 0.000%	0.00	0.00	0.00	0.00
110 - 120	0 0.000%	740 100.0%	0 0.000%	0.00	0.00	0.00	0.00
120 - 130	0 0.000%	740 100.0%	0 0.000%	0.00	0.00	0.00	0.00
130 - 140	0 0.000%	740 100.0%	0 0.000%	0.00	0.00	0.00	0.00
140 - 150	0 0.000%	740 100.0%	0 0.000%	0.00	0.00	0.00	0.00
150 - 160	0 0.000%	740 100.0%	0 0.000%	0.00	0.00	0.00	0.00
160 - 170	0 0.000%	740 100.0%	0 0.000%	0.00	0.00	0.00	0.00
170 - 180	0 0.000%	740 100.0%	0 0.000%	0.00	0.00	0.00	0.00
180 - 190	0 0.000%	740 100.0%	0 0.000%	0.00	0.00	0.00	0.00
190 - 200	0 0.000%	740 100.0%	0 0.000%	0.00	0.00	0.00	0.00

Total Speed Rating = 0.00

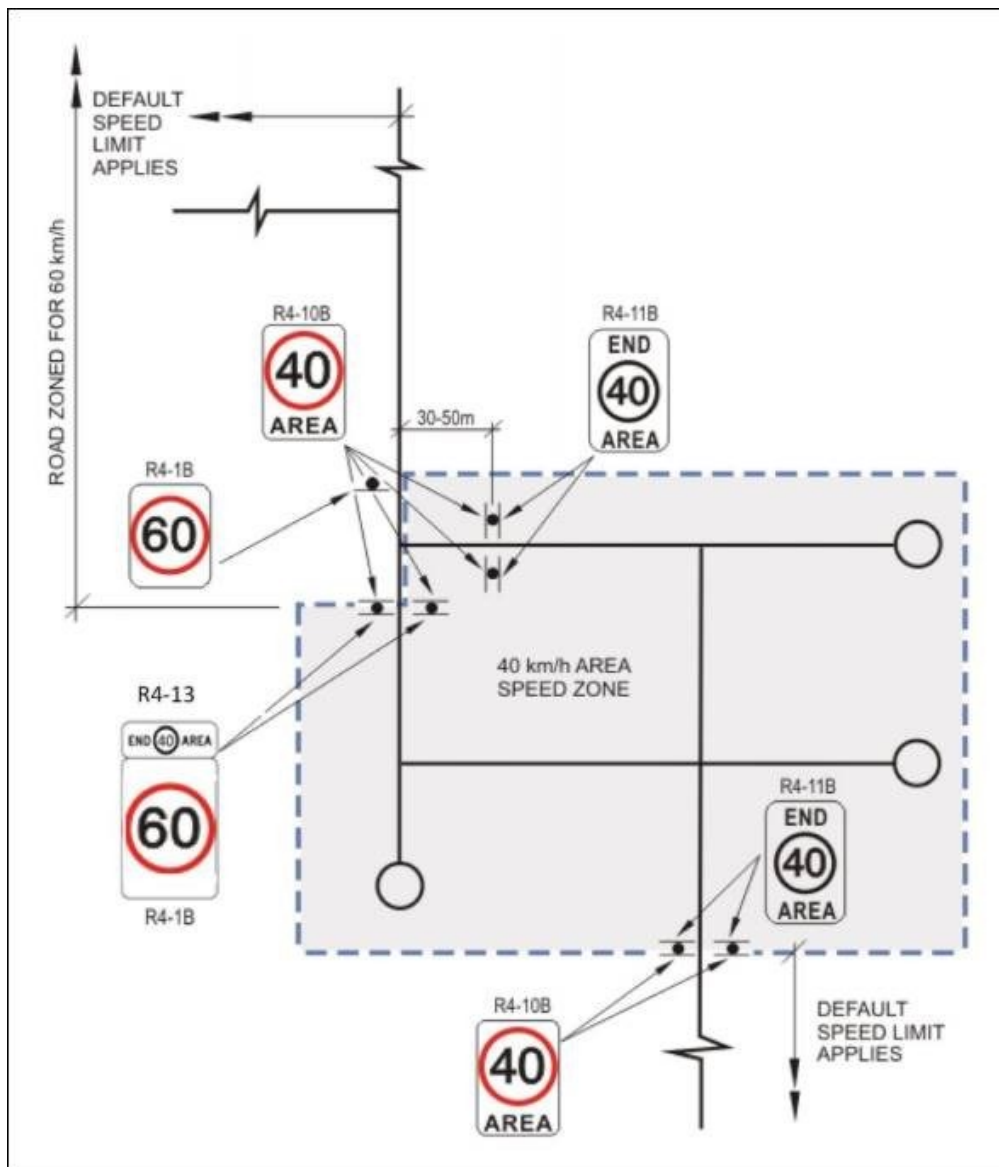
Total Moving Energy (Estimated) = 0.00

### Speed limit fields (Partial days)

Limit	Below	Above
0   60 (PSL)	570 77.0%	170 23.0%







### 13.3 DEVELOPMENT & COMMUNITY SERVICES

Nil.

### 13.4 CORPORATE SERVICES

#### 13.4.1 RFQ 13 of 2025 - IT Managed Services

<b>File Reference:</b>	1.4.1.16
<b>Reporting Officer:</b>	Kunal Sarma (Business Systems Coordinator), Kristy Hopkins (Procurement Coordinator)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate Services)
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider submissions received in response to the Request for Quote 13 of 2025 – Managed I.T. Services. This report provides details of the submissions received and identifies a recommended contractor to complete the works.

#### ATTACHMENTS

1. CONFIDENTIAL REDACTED - RFQ 13 of 2025 - Evaluation Matrix - Averaged [**13.4.1.1** - 3 pages]
2. CONFIDENTIAL REDACTED - RFQ 13 of 2025 - Evaluation Report [**13.4.1.2** - 6 pages]

#### A. BACKGROUND / DETAILS

The Shire of Northam has engaged JH Computer Services (JHCS) as its IT service provider since 2017/18. During this time, JHCS has managed support escalations, preventive maintenance, cybersecurity, and the administration of Office 365 licences.

Information Technology is a rapidly evolving field that underpins the delivery, communication, and management of both internal and external services across the organisation. In line with the Shire's Procurement Policy and to ensure continued value and appropriate support, due diligence has been undertaken to test the market for IT support services.

In compliance with legislative requirements, Council issued a Request for Quotation (RFQ) 13 of 2025 on 26 June 2025 for the provision of contracted IT services to support Council's operational and infrastructure needs. The scope of services included, but was not limited to:

- IT helpdesk support
- End-to End-Network maintenance and monitoring
- Hardware and software management
- Cybersecurity services, plus
- Optional System upgrades and implementation support

The RFQ was advertised with a closing date of 16 July 2025, and 9 quotations were received for evaluation through the WALGA Preferred Supplier Program.

## **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 2025/26 budget made provision for the current contract with an allocation of \$170,700.00 (GL2140221, Job Code IT1421, IT1425 & IT1426).

### **B.3 Legislative Compliance**

Delegated Authority Reference 1.2.17 – *Tenders for Goods and Services: Accepting and Rejecting Tenders, Varying Contracts, and Exercising Contract Extension Options* – provides authority under Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996* to accept a quote in accordance with the Procurement Policy, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget and under \$500,000.

This Request for Quote (RFQ) was procured through the WALGA Preferred Supplier Program (Regulation 11(2)(b)). However, as the RFQ submission would exceed \$500,000 if the maximum five (5) year term were entered into, it is beyond the amount that can be approved under delegated authority. Accordingly, it is proposed that the contract be awarded for an initial three (3) year term, with a further two (2) year extension option at the Shire of Northam's discretion.

### **B.4 Policy Implications**

CP.24 Procurement.

## B.5 Stakeholder Engagement / Consultation

Recent IT support has prompted Executive team to discuss and explore alternate support options, with the recommended applicant providing improved supporting outcomes.

## B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Poor IT management can lead to unplanned outages, costly emergency fixes, lost productivity, and inefficient resource use.	Possible (3) x Moderate (3) = Moderate (9)	Engaging a proactive MSP to provide predictable IT cost and reduce financial surprises.
Health & Safety	Failure of critical IT systems (e.g., communication, monitoring tools) may delay incident responses or impact employee safety.	Unlikely (2) x Moderate (3) = Moderate (6)	Ensure MSP includes robust monitoring and disaster recovery support and testing.
Reputation	Prolonged downtime, data breaches, or delayed service delivery can hamper Shire's reputation.	Possible (3) x Moderate (3) = Moderate (9)	Partner with an MSP offering strong cybersecurity, uptime guarantees, and SLAs.
Service Interruption	Without expert IT support, system outages or slow response times could disrupt core business operations.	Possible (3) x Moderate (3) = Moderate (9)	MSP will ensure 24/7 support, proactive maintenance, and fast incident resolution.
Compliance	Non-compliance with IT security or data privacy standards can lead to legal penalties.	Possible (3) x Moderate (3) = Moderate (9)	It will help maintain regular compliance through audits and controls.

Property	Inadequate IT controls increase risk of cyber-attacks, which could damage or corrupt digital assets.	Possible (3) x Moderate (3) = Moderate (9)	MSP provides cybersecurity tools, backups, and asset protection.
Environment	N/A		
Project TIME	N/A		
Project COST	N/A		

#### B.7 Natural Environment Considerations

Nil.

### C. OFFICER'S COMMENT

Giving consideration that all Evaluation Criteria being marginal in difference with exception of pricing, it is recommended **Integrated ICT** is awarded this Contract on the basis of having best value for money offered to the principal having;

- 1) Extensive experience working with local government clients, particularly in regional areas, providing a deep understanding of unique challenges and requirements faced by councils like ours.
- 2) Highly qualified and certified team members, ensuring industry best practices and high standards of technical support.
- 3) Transparent pricing model and clearly defined Service Level Agreements (SLA's) offering predictability and accountability.
- 4) Proven track record working closely with IT Vision/ReadyTech positions them to add significant value to our ERP upgrade journey.
- 5) Demonstrated ability to deliver proactive support and timely issue resolution, reducing downtime and improving staff productivity.
- 6) Strong focus on cybersecurity and compliance, helping us maintain data integrity and meet regulatory requirements.

## RECOMMENDATION

### That Council:

1. **ACCEPTS** the response to the Request for Quote 13 of 2025 – Managed I.T. Services submitted by Integrated ICT for a contract term of three (3) years, at the fixed annual amounts of:
  - a. Year 1: \$149,033.00 (ex GST);
  - b. Year 2: \$163,943.08 (ex GST); and
  - c. Year 3: \$175,116.88 (ex GST).
2. **AUTHORISE** the Chief Executive Officer to execute the contract for Request for Quote 13 of 2025 – Managed I.T. Services with Integrated ICT, in accordance with the specifications contained within the Request for Quote documents, including provision for up to a further two (2) year extension, to be exercised at the sole discretion of the Shire of Northam, subject to satisfactory performance and budget approval.
3. **AUTHORISES** the Chief Executive Officer to approve variations to the awarded annual contract value, up to a maximum increase of ten percent (10%) in any contract year.

### 13.4.2 Accounts & Statement of Accounts - July 2025

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Elijah Moorhead (Creditors Officer)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate Services)
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Communication Required:</b>	No

#### BRIEF

For Council to receive the accounts for the period from 1 July to 31 July 2025.

#### ATTACHMENTS

1. DECLARATION - JULY 2025 [**13.4.2.1** - 7 pages]
2. ACCOUNTS & STATEMENT OF ACCOUNTS - JULY 2025 [**13.4.2.2** - 45 pages]

#### A. BACKGROUND / DETAILS

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

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachments 13.4.1.1 and 13.4.1.2. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

#### B. CONSIDERATIONS

##### **B.1 Strategic Community / Corporate Business Plan**

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

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

Priority Action: Nil.

##### **B.2 Financial / Resource Implications**

Payments of accounts are in accordance with the Shire's 2025/26 Budget review.

### B.3 Legislative Compliance

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

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

Nil.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

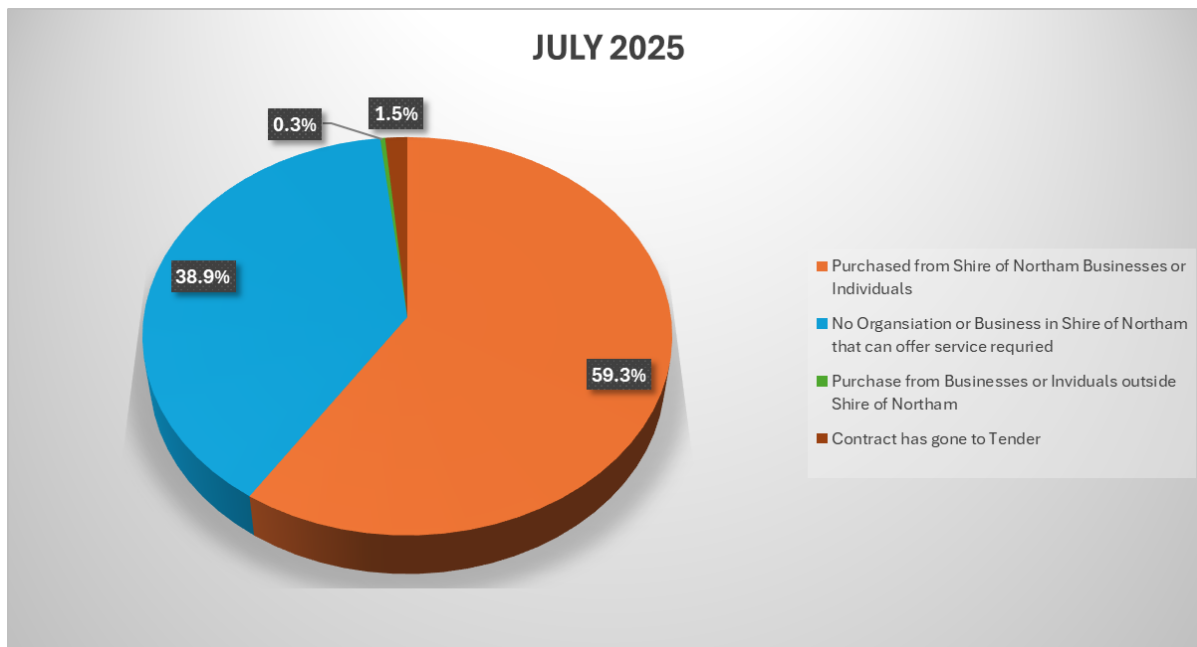
Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Health	N/A	N/A	N/A
Financial Impact	Figures not reflecting the true financial situation	Rare (1) x Moderate (3) = Low (3)	There are processes in place to show compliance with relevant financial standards and legislation.
Service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

### B.7 Natural Environment Considerations

Nil.

## C. OFFICER'S COMMENT

The matter of the Shire supporting local businesses has been raised previously. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of July 2025:



#### RECOMMENDATION

That Council **RECEIVES** the payments for the period 1 July to 30 July 2025, as listed below:

- **Municipal Fund payment cheque numbers 55 to 59 = \$55,985.19**
- **Municipal Fund EFT54455 to EFT544755 = \$1,353,804.26**
- **Direct Debits = \$30,715.42**
- **Superannuation/Other = \$227,685.85**
- **Payroll = \$831,120.14**

**TOTAL: \$2,499,310.86**

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

**Payment dates 1<sup>st</sup> July 2025 – 31<sup>st</sup> July 2025**

- Municipal Fund payment cheque numbers 55 to 59 Total \$55,985.19.

**Electronic Funds Transfer**

- Municipal Fund EFT54756 to EFT55018 Total \$1,353,804.26.
- Direct Debits Total \$30,715.42.
- Note: Payroll and Superannuation are not included in the Accounts & Statement of Accounts Report – July 2025.
- Note: Superannuation column will now include PAYG, Australian Services Union and Child Support deductions.

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

Month	Cheques 2025/2026	EFT Payments 2025/2026	Direct Debits 2025/2026	Superannuation/ Other 2025/2026	Payroll 2025/2026	Total Payments 2025/2026
July	\$ 55,985.19	\$ 1,353,804.26	\$ 30,715.42	\$ 227,685.85	\$ 831,120.14	\$ 2,499,310.86
August						\$ -
September						\$ -
October						\$ -
November						\$ -
December						\$ -
January						\$ -
February						\$ -
March						\$ -
April						\$ -
May						\$ -
June						\$ -
<b>Total</b>	<b>\$ 55,985.19</b>	<b>\$ 1,353,804.26</b>	<b>\$ 30,715.42</b>	<b>\$ 227,685.85</b>	<b>\$ 831,120.14</b>	<b>\$ 2,499,310.86</b>

The following table presents all payments made for the month from Council credit cards paid by direct debit to Commonwealth Bank \$5,576.32.

SUMMARY CREDIT CARD PAYMENTS	\$	TOTAL
<b>CHIEF EXECUTIVE OFFICER</b>		
02/07/2025 - TRYBOOKING - NORTHAM CHAMBER OF COMMERCE BUSINESS LUNCHEON-CR D.HUGHES	40.50	
09/07/2025 - TRYBOOKING - NORTHAM CHAMBER OF COMMERCE BUSINESS LUNCHEON-CR A.MENCSELYI	40.50	

09/07/2025 - TRYBOOKING - NORTHAM CHAMBER OF COMMERCE BUSINESS LUNCHEON-CR J.WILLIAMS	40.50
14/07/2025 - TRYBOOKING - NORTHAM CHAMBER OF COMMERCE BUSINESS LUNCHEON-D.TERELINCK	40.50
22/07/2025 - WANEWSDTI - WEST AUSTRALIAN NEWSPAPER SUBSCRIPTION	32.00
	<b>\$ 194.00</b>

**EXECUTIVE MANAGER OF CORPORATE SERVICES**

12/07/2025 - DOMNIOES - CATERING COUNCIL - BUDGET WORKSHOP	163.00
04/07/2025 - DOT - PLATE SWAP N11363 to I1QM77	19.40
04/07/2025 - DOT - PLATE SWAP I1QM774 to N11363	19.40
04/07/2025 - DOT - PLATE SWAP N9467 to I1RL015	32.00
04/07/2025 - DOT - PLATE SWAP I1RL015 TO N9467	19.40
07/07/2025 - STARLINK - CESM PHONE PLAN	195.00
14/07/2025 - ADOBE - LIBRARY MONTHLY LICENCE FEE	238.97
22/07/2025 - ACLASS MECHANICAL - WUNDOWIE COMMUNITY BUS ANNUAL INSPECTION	283.60
22/07/2025 - ACLASS MECHANICAL - NORTHAM COMMUNITY BUS ANNUAL INSPECTION	283.60
22/07/2025 - ACLASS MECHANICAL - KILLARA2 BUS ANNUAL INSPECTION	283.60
28/07/2025 - STANDARDS AUSTRALIA - PURCHASE HARDCOPY AS2927:2019 GAS CHLORINE STANDARDS	279.82
29/07/2025 - SMTP2GO - SMTP2GO (EMAIL GATEWAY)	152.78
29/07/2025 - COMMBANK FOREIGN TRANS FEE - BANK FEES	3.82
	<b>\$ 1,974.39</b>

**EXECUTIVE MANAGER OF ENGINEERING SERVICES**

03/07/2025 - TRYBOOKING - NORTHAM CHAMBER OF COMMERCE LUNCH WITH TRISH COOK & LACHLAN HUNTER	\$ 45.50
08/07/2025 - MUNARING TYRE POWER -TYRE REPAIRS	\$233.00
21/07/2025 - COMPANY DIRECTOR - ANNUAL SUBSCRIPTION	970.00
	<b>\$ 1,248.50</b>

**EXECUTIVE MANAGER OF DEVELOPMENT SERVICES**

28/07/2025 - BOOKING.COM - HOTEL ACCOMODATION- JACOB SMITH-31/07/25 TO 01/08/25	187.20	
		\$ 187.20
<b>COMMUNITY EMERGENCY SERVICES MANAGER</b>		
31/07/2025 - COMMBANK INTL TRANS FEE - BANK FEES	2.74	
31/07/2025 - FORMSTACK,LLC - SOFTWARE (USD)	109.49	
		\$ 112.23
<b>MANAGER ENGAGEMENT &amp; COMMUNICATIONS</b>		
30/07/2025 - EZI AUSTRALIAN EVENT - REGIONAL EVENT APPLICATION	541.20	
30/07/2025 - OFFICEWORKS - ZERO X 3 AXIS GIMBAL AND FILL LIGHT, OTTO MOBILE MOUNT	255.38	
30/07/2025 - DROPBOX - PROFESSIONAL ACCOUNT-12 MONTHS FOR VIDEO FILES ETC	756.00	
25/07/2025 - WARRICKS NEWAGENCY - GOODBYE CARD	6.99	
04/07/2025 - NORTHAM POLICE STATION - ROAD CLOSURE PERMIT BILYA	230.00	
02/07/2025 - INTUIT MAILCHIMP - PAID SUBSCRIPTION FOR INCREASED FUNCTIONALITY- SHIRE E-NEWS	69.03	
02/07/2025 - EVENTBRITE - ELEVATE ADS	1.40	
		\$ 1,860.00
<b>TOTAL CREDIT CARD EXPENDITURE</b>		<b>\$ 5,576.32</b>

The following table presents payment made by Council for the Coles Card Account – June 2025. Paid on 11<sup>th</sup> July 2025 by EFT54851 - \$61.10.

DATE	SUMMARY COLES CARD PAYMENTS	\$	TOTAL
	<b>ENGINEERING - SENIOR ADMIN OFFICER</b>		
3/06/2025	KITCHEN SUPPLIES	4.35	
6/06/2025	KITCHEN SUPPLIES	31.90	
23/06/2025	KITCHEN SUPPLIES	24.85	
			\$ 61.10
<b>TOTAL COLES CARD EXPENDITURE</b>			<b>\$ 61.10</b>

The following table presents payment made by Council for the Woolworths Card Account – June 2025. Paid on 11<sup>th</sup> July 2025 by EFT54899 - \$4091.44.

DATE	SUMMARY WOOLWORTHS CARD	\$	TOTAL
	<b>CSO / LICENCING COORDINATOR</b>		
3/06/2025	KITCHEN/OFFICE SUPPLIES	13.60	
10/06/2025	KITCHEN SUPPLIES	8.70	
27/06/2025	IT SUPPLIES	50.00	
			<b>\$ 72.30</b>
	<b>CSO / LICENCING OFFICER</b>		
6/06/2025	KITCHEN/OFFICE SUPPLIES	36.40	
16/06/2025	KITCHEN/OFFICE SUPPLIES	69.40	
23/06/2025	KITCHEN SUPPLIES	8.70	
26/06/2025	KITCHEN SUPPLIES	4.35	
			<b>\$ 118.85</b>
	<b>DEVELOPMENT SERVICES OFFICER</b>		
26/06/2025	KITCHEN SUPPLIES	55.04	
			<b>\$ 55.04</b>
	<b>WASTE PROJECTS OFFICER</b>		
9/06/2025	KITCHEN SUPPLIES	26.64	
12/06/2025	KITCHEN SUPPLIES	40.40	
			<b>\$ 67.04</b>
	<b>MANAGER COMMUNITY DEVELOPMENT</b>		
9/06/2025	KITCHEN/OFFICE SUPPLIES	12.35	
16/06/2025	KITCHEN SUPPLIES	4.35	
24/06/2025	KITCHEN SUPPLIES	4.35	
30/06/2025	KITCHEN SUPPLIES	4.35	
			<b>\$ 25.40</b>
	<b>TOURISM FACILITIES COORDINATOR</b>		
9/06/2025	KITCHEN/OFFICE SUPPLIES	27.30	
24/06/2025	KITCHEN SUPPLIES	32.20	
			<b>\$ 59.50</b>
	<b>KILLARA COORDINATOR</b>		
3/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	103.90	
6/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	118.20	
12/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	9.80	

16/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	8.00	
26/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	103.80	
			<b>\$ 343.70</b>
	<b>KILLARA MANAGER</b>		
27/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	57.90	
			<b>\$ 57.90</b>
	<b>KILLARA ADMIN OFFICER</b>		
10/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	1046.88	
24/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	230.05	
25/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	47.25	
27/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	68.72	
30/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	16.60	
			<b>\$ 1,409.50</b>
	<b>KILLARA SUPPORT WORKER</b>		
3/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	377.56	
9/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	450.74	
11/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	51.50	
13/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	36.00	
16/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	155.04	
17/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	101.60	
20/06/2025	CLIENT MEALS / KITCHEN SUPPLIES	229.11	
			<b>\$ 1,401.55</b>
	<b>RECREATION MANAGER</b>		
17/06/2025	KIOSK STOCK	215.50	
			<b>\$ 215.50</b>
	<b>LIBRARIES BRANCH MANAGER</b>		
6/06/2025	PROGRAMS & EVENTS SUPPLIES	229.96	
13/06/2025	KITCHEN SUPPLIES	11.20	
23/06/2025	KITCHEN SUPPLIES	24.00	
			<b>\$ 265.16</b>
<b>TOTAL WOOLWORTHS CARD EXPENDITURE</b>			<b>\$ 4,091.44</b>

The following table presents payment made by Council for Fuel Purchases / Products – June 2025.

DATE	SUMMARY OF FUEL PURCHASES / PRODUCTS	TYPE	\$
<b>NON OPERATIONAL - LIGHT VEHICLES</b>			
Jun-25	PN1310	FUEL PURCHASES	\$58.32
Jun-25	PN1906	FUEL PURCHASES	\$0.00
Jun-25	PN2004	FUEL PURCHASES	\$252.09
Jun-25	PN2005	FUEL PURCHASES	\$157.10
Jun-25	PN2013	FUEL PURCHASES	\$310.52
Jun-25	PN2015	FUEL PURCHASES	\$0.00
Jun-25	PN2016	FUEL PURCHASES	\$227.12
Jun-25	PN2019	FUEL PURCHASES	\$80.15
Jun-25	PN2101	FUEL PURCHASES	\$232.68
Jun-25	PN2309	FUEL PURCHASES	\$0.00
Jun-25	PN2311	FUEL PURCHASES	\$148.45
Jun-25	PN2312	FUEL PURCHASES	\$239.58
Jun-25	PN2313	FUEL PURCHASES	\$427.15
Jun-25	PN2413	FUEL PURCHASES	\$112.56
Jun-25	PN2414	FUEL PURCHASES	\$302.42
		CARD FEES ONLY	\$38.50
		<b>TOTAL</b>	<b>\$2,586.64</b>
<b>OPERATIONAL - LIGHT VEHICLES / MACHINERY / PLANT</b>			
<b>DEPOT VEHICLES</b>			
Jun-25	LIGHT VEHICLES	FUEL PURCHASES	\$6,304.75
Jun-25	MACHINERY / PLANT	FUEL PURCHASES	\$14,455.94
		<b>TOTAL</b>	<b>\$20,760.69</b>
<b>CESM / BFB</b>			
Jun-25	CESM / BFB	FUEL PURCHASES	\$1,805.59
		<b>TOTAL</b>	<b>\$1,805.59</b>
<b>RANGERS</b>			
Jun-25	RANGERS	FUEL PURCHASES	\$571.87
		<b>TOTAL</b>	<b>\$571.87</b>
<b>TOTAL FUEL PURCHASES</b>			<b>\$25,724.79</b>

Payment to Dun Direct on 18th July 2025 by EFT54923 - \$24,045.07.  
Payment to Caltex Starcard on 11<sup>th</sup> July 2025 by EFT54846 - \$725.11.  
Payment to Business Fuel Card on 11<sup>th</sup> July 2025 by EFT54844- \$954.61.  
Total Fuel Payment - \$25,724.79.

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,499,310.86 was submitted to the Ordinary Meeting of Council on Wednesday, 26<sup>th</sup> August 2025.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,499,310.86 was submitted to each member of the Council on Wednesday, 26<sup>st</sup> August 2025, has been checked and is fully supported by vouchers and invoices which are submitted herewith, and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

\_\_\_\_\_ CHIEF EXECUTIVE OFFICER

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
55	11/07/2025	PETTY CASH	VISITORS CENTRE - PETTY CASH	1		210.10
INV BKB - PE09/05/2024		PETTY CASH	BKB - PETTY CASH	1	92.75	
INV VISITOR30/06/2025		PETTY CASH	VISITORS CENTRE - PETTY CASH	1	117.35	
56	11/07/2025	SHIRE OF NORTHAM	C.202122-06 RETENTION REFUND TO SON	1		55.00
INV T1756	30/06/2025	SHIRE OF NORTHAM	C.202122-06 RETENTION REFUND TO SON	1	7,754.86	
INV T1756	30/06/2025	SHIRE OF NORTHAM	C.202122-06 RETENTION REFUND TO SON	1	-7,754.86	
INV T1977	11/07/2025	SHIRE OF NORTHAM	BSL FEES - JUN 2025	1	55.00	
57	11/07/2025	WATER CORPORATION	9007840214 STANDPIPE - KEANE ST GRASS VALLEY - 09/08/2024 to 08/10/2024	1		27,207.57
INV 9007891823/06/2025		WATER CORPORATION	9007891839 STANDPIPE - KEANE ST BAKERS HILL - 08/08/2024 to 07/10/2024		4,442.30	
INV 9007840223/06/2025		WATER CORPORATION	9007840214 STANDPIPE - KEANE ST GRASS VALLEY - 09/08/2024 to 08/10/2024		9,769.04	
INV 9007868525/06/2025		WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 22/04/2025 to 23/06/2025		2,202.92	
INV 9007868925/06/2025		WATER CORPORATION	9007868997 WUNDOWIE PUBLIC TOILETS - 22/04/2025 to 23/06/2025		169.63	
INV 9007869125/06/2025		WATER CORPORATION	9007869105 R.E.E.D. WUNDOWIE (FLUFFLY DUCKS) - 22/04/2025 to 23/06/2025		530.25	
INV 9007869125/06/2025		WATER CORPORATION	9007869121 WUNDOWIE LIBRARY & GARDENS - 22/04/2025 to 23/06/2025		635.36	
INV 9007869125/06/2025		WATER CORPORATION	9007869148 WUNDOWIE TOWN HALL - 22/04/2025 to 23/06/2025		802.39	
INV 9007871825/06/2025		WATER CORPORATION	9007871897 WUNDOWIE SKATE PARK - 22/04/2025 to 23/06/2025		234.47	
INV 9007871925/06/2025		WATER CORPORATION	9007871918 WUNDOWIE OVAL - 22/04/2025 to 23/06/2025		1,363.05	
INV 9007871925/06/2025		WATER CORPORATION	9007871993 WUNDOWIE DEPOT - LESCHENAULTIA - 22/04/2025 to 23/06/2025		311.53	
INV 9007872225/06/2025		WATER CORPORATION	9007872232 KURINGAL VILLAGE - SERVICE - 22/04/2025 to 23/06/2025		48.41	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007872225/06/2025		WATER CORPORATION	9007872240 KURINGAL VILLAGE - UNIT 1 - 22/04/2025 to 23/06/2025		275.94	
INV 9007872225/06/2025		WATER CORPORATION	9007872259 KURINGAL VILLAGE - UNIT 2 - 22/04/2025 to 23/06/2025		285.95	
INV 9007872225/06/2025		WATER CORPORATION	9007872267 KURINGAL VILLAGE - UNIT 3 - 22/04/2025 to 23/06/2025		276.94	
INV 9007872225/06/2025		WATER CORPORATION	9007872275 KURINGAL VILLAGE - UNIT 4 - 22/04/2025 to 23/06/2025		281.94	
INV 9007872225/06/2025		WATER CORPORATION	9007872283 KURINGAL VILLAGE - UNIT 5 - 22/04/2025 to 23/06/2025		289.95	
INV 9007872225/06/2025		WATER CORPORATION	9007872291 KURINGAL VILLAGE - UNIT 6 - 22/04/2025 to 23/06/2025		281.95	
INV 9007872325/06/2025		WATER CORPORATION	9007872304 KURINGAL VILLAGE - UNIT 7 - 22/04/2025 to 23/06/2025		277.94	
INV 9007872325/06/2025		WATER CORPORATION	9007872312 KURINGAL VILLAGE - UNIT 8 - 22/04/2025 to 23/06/2025		282.94	
INV 9007945102/07/2025		WATER CORPORATION	9007945104 KATRINE TOILETS - 02/05/2025 to 30/06/2025		44.09	
INV 9007901103/07/2025		WATER CORPORATION	9007901179 MORRELL PARK - 06/05/2025 to 01/07/2025		241.00	
INV 9007901603/07/2025		WATER CORPORATION	9007901603 RAILWAY MUSEUM - 06/05/2025 to 01/07/2025		190.57	
INV 9008729703/07/2025		WATER CORPORATION	9008729788 SHIRE ADMINISTRATION BUILDING - 06/05/2025 to 01/07/2025		975.44	
INV 9011154703/07/2025		WATER CORPORATION	9011154743 COMMONAGE - 01/05/2025 to 01/07/2025		778.84	
INV 9007899904/07/2025		WATER CORPORATION	9007899961 GIRL GUIDES HALL - 07/05/2025 to 02/07/2025		77.83	
INV 9007901704/07/2025		WATER CORPORATION	9007901750 PURSLOWE PARK - 07/05/2025 to 02/07/2025		308.60	
INV 9007903704/07/2025		WATER CORPORATION	9007903799 TOWN & LESSER HALL - 08/05/2025 to 02/07/2025		186.99	
INV 9020383804/07/2025		WATER CORPORATION	9020383839 KILLARA DAYCARE CENTRE - 01/07/2025 to 30/06/2026		361.95	
INV 9007903908/07/2025		WATER CORPORATION	9007903991 ST JOHNS HALL - 12/05/2025 to 06/07/2025		163.59	
INV 9007904008/07/2025		WATER CORPORATION	9007904003 MEMORIAL HALL - 12/05/2025 to 06/07/2025		294.49	
INV 9007904008/07/2025		WATER CORPORATION	9007904062 CREATE 298 (old council chambers) - 12/05/2025 to 06/07/2025		436.12	
INV 9007904008/07/2025		WATER CORPORATION	9007904089 NORTHAM LIBRARY - 12/05/2025 to 06/07/2025		283.56	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007907408/07/2025		WATER CORPORATION	9007907458 BERNARD PARK - 12/05/2025 to 06/07/2025		101.60	
58	11/07/2025	WESTERN POWER	OLD CHILD HEALTH CLINIC - MTCE	1		419.27
INV CORPB025/06/2025		WESTERN POWER	OLD CHILD HEALTH CLINIC - MTCE	1	419.27	
59	29/07/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N12062 -01/08/2025-31/07/2026	1		28,093.25
INV N.3333	18/06/2024	SHIRE OF NORTHAM	14 MTHS REGISTRATION FOR N.3333 -01/08/2025-31/07/2026		436.15	
INV N79	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N79 -01/08/2025-31/07/2026		436.15	
INV N11254	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11254 - 01/08/2025-31/07/2026		436.15	
INV N12062	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N12062 -01/08/2025-31/07/2026		468.35	
INV 11AJ508	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 11AJ508 - 01/08/2025-31/07/2026		436.15	
INV 11RL015	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 11RL015 - 01/08/2025-31/07/2026		468.35	
INV 1TLJ767	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TLJ767 - 01/08/2025-31/07/2026		25.55	
INV 1TQM774	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TQM774 -01/08/2025-31/07/2026		468.35	
INV N.009	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.009 - 01/08/2025-31/07/2026		468.35	
INV N.3433	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.3433 - 01/08/2025-31/07/2026		468.35	
INV N.4098	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4098 - 01/08/2025-31/07/2026		468.35	
INV N.4918	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4918 - 01/08/2025-31/07/2026		436.15	
INV N460	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N460 - 01/08/2025-31/07/2026	1	468.35	
INV KILLAR/19/06/2025		SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR KILLARA2 - 01/08/2025-31/07/2026		468.35	
INV KILLAR/19/06/2025		SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR KILLARA3 - 01/08/2025-31/07/2026		468.35	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV KILLAR/19/06/2025		SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR KILLARA4 - 01/08/2025-31/07/2026		468.35	
INV N577	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N577 -01/08/2025-31/07/2026		436.15	
INV N10721	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N10721 - 01/08/2025-31/07/2026		468.35	
INV N10734	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N10734 -01/08/2025-31/07/2026		468.35	
INV N10938	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N10938 -01/08/2025-31/07/2026		436.15	
INV N10996	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N10996 - 01/08/2025-31/07/2026		436.15	
INV N11084	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11084 - 01/08/2025-31/07/2026		436.15	
INV N11120	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11120 - 01/08/2025-31/07/2026		468.35	
INV N9467	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR KILLARA - 01/08/2025-31/07/2026		468.35	
INV N11164	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11164 - 01/08/2025-31/07/2026		436.15	
INV N11291	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11291 - 01/08/2025-31/07/2026		436.15	
INV N11469	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11469 - 01/08/2025-31/07/2026		436.15	
INV N11657	19/06/2025	SHIRE OF NORTHAM	15 MTHS REGISTRATION FOR N11657 - 01/08/2025-31/07/2026		436.15	
INV N11986	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11986 -01/08/2025-31/07/2026		436.15	
INV N12110	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N12110 - 01/08/2025-31/07/2026		468.35	
INV N.4099	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4099 -01/08/2025-31/07/2026		436.15	
INV N.4259	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4259 -01/08/2025-31/07/2026		436.15	
INV N.4487	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4487 -01/08/2025-31/07/2026		436.15	
INV N11363	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11363 - 01/08/2025-31/07/2026		468.35	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV N.4490	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4490 -01/08/2025-31/07/2026		436.15	
INV N254	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N254 - 01/08/2025-31/07/2026		436.15	
INV N277	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N277 -01/08/2025-31/07/2026		436.15	
INV N642	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N642 - 01/08/2025-31/07/2026		282.20	
INV N9166	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N9166 -01/08/2025-31/07/2026		86.80	
INV N10759	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N10759 - 01/08/2025-31/07/2026		436.15	
INV N10863	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N10863 - 01/08/2025-31/07/2026		86.80	
INV N11142	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11142 -01/08/2025-31/07/2026		436.15	
INV N11187	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11187 -01/08/2025-31/07/2026		436.15	
INV N11267	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11267 - 01/08/2025-31/07/2026		436.15	
INV N11114	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11114 - 01/08/2025-31/07/2026		468.35	
INV N11684	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11684 -01/08/2025-31/07/2026		436.15	
INV N11865	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11865 -01/08/2025-31/07/2026		86.80	
INV N11972	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11972 -01/08/2025-31/07/2026		86.80	
INV N40090	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N40090 - 01/08/2025-31/07/2026		25.55	
INV N40243	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N40243 -01/08/2025-31/07/2026		25.55	
INV N40244	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N40244 -01/08/2025-31/07/2026		25.55	
INV N40295	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N40295 - 01/08/2025-31/07/2026		25.55	
INV N.001	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.001 -01/08/2025-31/07/2026		86.80	
INV N.002	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.002 -01/08/2025-31/07/2026		282.20	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV N.003	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.003 - 01/08/2025-31/07/2026		436.15	
INV N11131	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11131 - 01/08/2025-31/07/2026		468.35	
INV N.004	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.004 -01/08/2025-31/07/2026		86.80	
INV N.006	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.006 - 31/07/2025-31/07/2025		86.80	
INV N.007	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.007 - 01/08/2025-31/07/2026		436.15	
INV N.008	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.008 -01/08/2025-31/07/2026		436.15	
INV N.017	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.017 - 01/08/2025-31/07/2026		86.80	
INV N.1709	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.1709 - 01/08/2025-31/07/2026		436.15	
INV N.15080	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.15080 - 01/08/2025-31/07/2026		25.55	
INV N.15088	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.15088 - 01/08/2025-31/07/2026		25.55	
INV N.15204	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.15204 -01/08/2025-31/07/2026		25.55	
INV N.15221	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.15221 -01/08/2025-31/07/2026		25.55	
INV N11184	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11184 - 01/08/2025-31/07/2026		436.15	
INV N.3505	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.3505 - 01/08/2025-31/07/2026		282.20	
INV N.3805	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.3805 - 01/08/2025-31/07/2026		436.15	
INV N.3856	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.3856 -01/08/2025-31/07/2026		282.20	
INV N.4012	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4012 -01/08/2025-31/07/2026		436.15	
INV N.4013	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4013 - 01/08/2025-31/07/2026		436.15	
INV N.4096	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4096 - 01/08/2025-31/07/2026		436.15	
INV N.4346	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4346 - 01/08/2025-31/07/2026		282.20	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV N.4468	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4468 - 01/08/2025-31/07/2026		86.80	
INV N.4531	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4531 - 01/08/2025-31/07/2026		86.80	
INV N.4651	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4651 -01/08/2025-31/07/2026		436.15	
INV N11196	19/06/2025	SHIRE OF NORTHAM	13 MTHS REGISTRATION FOR N11196 - 01/08/2025-31/07/2026		468.35	
INV N.4910	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4910 - 01/08/2025-31/07/2026		86.80	
INV N.5477	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.5477 -01/08/2025-31/07/2026		25.55	
INV 1GZQ71819/06/2025		SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1GZQ718 - 01/08/2025-31/07/2026		436.15	
INV 1GZZ12919/06/2025		SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1GZZ129 - 01/08/2025-31/07/2026		86.80	
INV 1IAT102	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1IAT102 - 01/08/2025-31/07/2026		86.80	
INV 1THT841	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1THT841 - 01/08/2025-31/07/2026		25.55	
INV 1TKK95419/06/2025		SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TKK954 - 01/08/2025-31/07/2026		25.55	
INV 1TLA331	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TLA331 - 01/08/2025-31/07/2026		25.55	
INV 1TQM573	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TQM573 -01/08/2025-31/07/2026		25.55	
INV 1TQM574	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TQM574 - 01/08/2025-31/07/2026		25.55	
INV N11206	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N11206 - 01/08/2025-31/07/2026		468.35	
INV 1TRB674	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TRB674 - 01/08/2025-31/07/2026		25.55	
INV 1TSO183	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TSO183 -01/08/2025-31/07/2026		25.55	
INV 1TTO411	19/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TTO411 -01/08/2025-31/07/2026		25.55	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1TYD8319/06/2025		SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TYD833 -01/08/2025-31/07/2026		25.55	
EFT54756	04/07/2025	ALL VEHICLES PTY LTD T/AS AVON 4WD CENTRE / NORTHAM RADIATOR SPECIALISTS	BFB - VEHICLE MTCE	1		247.00
INV 78740 / 8/07/05/2025		ALL VEHICLES PTY LTD T/AS AVON 4WD CENTRE / NORTHAM RADIATOR SPECIALISTS	BFB - VEHICLE MTCE	1	247.00	
EFT54757	04/07/2025	ANDY'S PLUMBING SERVICE	YOUTH PRECINCT - MTCE	1		145.20
INV A20010	30/06/2025	ANDY'S PLUMBING SERVICE	YOUTH PRECINCT - MTCE	1	145.20	
EFT54758	04/07/2025	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS - JUN 2025	1		3,302.64
INV JUNE 20230/06/2025		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS - JUN 2025	1	3,302.64	
EFT54759	04/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions	1		200.00
INV 68	03/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 68	03/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 68	03/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 68	03/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 68	03/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 68	03/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 68	03/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		24.50	
INV 68	03/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		16.50	
EFT54760	04/07/2025	AVON VALLEY ARTS SOCIETY (INC)	GRANT - ART EVENTS	1		300.00
INV 1129	30/06/2025	AVON VALLEY ARTS SOCIETY (INC)	GRANT - ART EVENTS	1	300.00	
EFT54761	04/07/2025	BAKERS HILL SUB-BRANCH - RETURNED SERVICES LEAGUE	GRANT - BAKERS HILL RSL FENCING	1		17,118.00
INV 0001	01/07/2025	BAKERS HILL SUB-BRANCH - RETURNED SERVICES LEAGUE	GRANT - BAKERS HILL RSL FENCING	1	17,118.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 9

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT54762	04/07/2025	BOC LIMITED	VARIOUS LOCATIONS - MEDICAL SUPPLIES	1		171.41
INV 4038900329/03/2025		BOC LIMITED	VARIOUS LOCATIONS - MEDICAL SUPPLIES	1	87.11	
INV 4039084928/04/2025		BOC LIMITED	VARIOUS LOCATIONS - MEDICAL SUPPLIES	1	84.30	
EFT54763	04/07/2025	BOOKTOPIA DIRECT PTY LTD	LIBRARY - STOCK	1		110.68
INV 3066031417/06/2025		BOOKTOPIA DIRECT PTY LTD	LIBRARY - STOCK	1	110.68	
EFT54764	04/07/2025	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS - JUN 2025	1		500.00
INV JUN 202530/06/2025		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS - JUN 2025	1	500.00	
EFT54765	04/07/2025	BUNNINGS BUILDING SUPPLIES P/L	TRIMMER ROAD - SUPPLIES	1		3,439.04
INV 2182/003512/06/2025		BUNNINGS BUILDING SUPPLIES P/L	KURINGAL ROAD - SUPPLIES	1	85.95	
INV 2182/003512/06/2025		BUNNINGS BUILDING SUPPLIES P/L	AVON MALL - SUPPLIES	1	56.30	
INV 2182/003517/06/2025		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	110.66	
INV 2182/004117/06/2025		BUNNINGS BUILDING SUPPLIES P/L	PURSLOWE PARK - SUPPLIES	1	35.41	
INV 2182/003119/06/2025		BUNNINGS BUILDING SUPPLIES P/L	PN2304 - VEHICLE SUPPLIES	1	95.71	
INV 2182/003120/06/2025		BUNNINGS BUILDING SUPPLIES P/L	PN1807 - PLANT PARTS	1	664.05	
INV 2182/998120/06/2025		BUNNINGS BUILDING SUPPLIES P/L	TRIMMER ROAD - SUPPLIES	1	1,950.00	
INV 2182/003124/06/2025		BUNNINGS BUILDING SUPPLIES P/L	WUNDOWIE OVAL - SUPPLIES	1	31.88	
INV 2182/004125/06/2025		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	49.30	
INV 2182/004126/06/2025		BUNNINGS BUILDING SUPPLIES P/L	STAFF LEAVING GIFT	1	300.00	
INV 2182/003127/06/2025		BUNNINGS BUILDING SUPPLIES P/L	HENRY STREET OVAL - SUPPLIES	1	12.32	
INV 2182/004127/06/2025		BUNNINGS BUILDING SUPPLIES P/L	HENRY STREET OVAL - SUPPLIES	1	47.46	
EFT54766	04/07/2025	CADD'S FASHIONS	CORPORATE SERVICES - UNIFORMS	1		113.10
INV 25-0000626/06/2025		CADD'S FASHIONS	CORPORATE SERVICES - UNIFORMS	1	113.10	
EFT54767	04/07/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	1		120.00

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 68	03/07/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions		120.00	
EFT54768	04/07/2025	CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS - JUN 2025	1		6,714.19
INV JUN 202530/06/2025		CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS - JUN 2025	1	6,714.19	
EFT54769	04/07/2025	CHRISTOPHER POULTON	COUNCILLOR PAYMENTS - JUN 2025	1		2,357.61
INV JUN 202530/06/2025		CHRISTOPHER POULTON	COUNCILLOR PAYMENTS - JUN 2025	1	2,357.61	
EFT54770	04/07/2025	COMBINED TYRES PTY LTD	PN1706 - PLANT MTCE	1		1,265.00
INV INV-629026/06/2025		COMBINED TYRES PTY LTD	PN1706 - PLANT MTCE	1	1,265.00	
EFT54771	04/07/2025	COMMISSIONER OF STATE REVENUE	A16905 - REBATE REFUND	1		370.96
INV QR00036/03/07/2025		COMMISSIONER OF STATE REVENUE	A16905 - REBATE REFUND	1	370.96	
EFT54772	04/07/2025	CONSTRUCTION INFORMATION SYSTEMS LIMITED	SUBSCRIPTION - 2025-2026	1		1,518.00
INV 0007921501/06/2025		CONSTRUCTION INFORMATION SYSTEMS LIMITED	SUBSCRIPTION - 2025-2026	1	1,518.00	
EFT54773	04/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	APEX PARK TOILETS - REPAIRS	1		401.50
INV 1405	26/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	APEX PARK TOILETS - REPAIRS	1	236.50	
INV 1403	26/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - MTCE	1	165.00	
EFT54774	04/07/2025	DEBORAH L MOODY	BKB - PROGRAMS & EVENTS	1		500.00
INV 51	03/06/2025	DEBORAH L MOODY	BKB - PROGRAMS & EVENTS	1	500.00	
EFT54775	04/07/2025	DEBORAH TERE LINCK	STAFF - REIMBURSEMENT	1		1,589.96
INV 5910198723/06/2025		DEBORAH TERE LINCK	STAFF - REIMBURSEMENT	1	1,589.96	
EFT54776	04/07/2025	DENISE LYNETTE MASTIN	RATES CREDIT REFUND - A11852	1		686.64
INV A11852	27/06/2025	DENISE LYNETTE MASTIN	RATES CREDIT REFUND - A11852		686.64	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT54777	04/07/2025	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS - JUN 2025	1		1,905.73
INV JUN 202530/06/2025		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS - JUN 2025	1	1,905.73	
EFT54778	04/07/2025	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	BFB - FEES & CHARGES	1		136.40
INV 1579557131/05/2025		EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	BFB - FEES & CHARGES	1	136.40	
EFT54779	04/07/2025	EV CHARGING SYSTEMS PTY LTD	ADMIN - SUPPLIES	1		297.00
INV 940929	06/05/2025	EV CHARGING SYSTEMS PTY LTD	ADMIN - SUPPLIES	1	297.00	
EFT54780	04/07/2025	FIRE MITIGATION SERVICES	BROWN ROAD & OLIVE - MTCE	1		2,211.55
INV 0000106920/06/2025		FIRE MITIGATION SERVICES	BROWN ROAD & OLIVE - MTCE	1	2,211.55	
EFT54781	04/07/2025	FRAMESWEST	REC CENTRE - SUPPLIES	1		391.60
INV 0000853130/06/2025		FRAMESWEST	REC CENTRE - SUPPLIES	1	391.60	
EFT54782	04/07/2025	FREEDOM FAIRIES PTY LTD	ELEVATE FESTIVAL - 1/06/2025	1		2,915.00
INV INV-705402/06/2025		FREEDOM FAIRIES PTY LTD	ELEVATE FESTIVAL - 1/06/2025	1	2,915.00	
EFT54783	04/07/2025	GRAFTON ELECTRICS	HENRY ST OVAL - MTCE	1		917.95
INV B1020	26/06/2025	GRAFTON ELECTRICS	JUBILEE OVAL - MTCE	1	296.45	
INV B1027	30/06/2025	GRAFTON ELECTRICS	HENRY ST OVAL - MTCE	1	621.50	
EFT54784	04/07/2025	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS - JUN 2025	1		1,905.73
INV JUN 202530/06/2025		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS - JUN 2025	1	1,905.73	
EFT54785	04/07/2025	ICONIC PROPERTY SERVICES PTY LTD	GIRL GUIDE HALL - MTCE	1		1,936.00
INV PSI0465208/06/2025		ICONIC PROPERTY SERVICES PTY LTD	GIRL GUIDE HALL - MTCE	1	1,496.00	
INV PSI0465108/06/2025		ICONIC PROPERTY SERVICES PTY LTD	NORTHAM MOTORSPORT FESTIVAL - 27/04/2025	1	440.00	
EFT54786	04/07/2025	IQTECH SOLUTIONS - CREST INTEGRATIONS PL T/AS	SUBSCRIPTION - JUN 2025	1		227.70

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 3232	25/06/2025	IQTECH SOLUTIONS - CREST INTEGRATIONS PL T/AS	SUBSCRIPTION - JUN 2025	1	227.70	
EFT54787	04/07/2025	JB HI-FI GROUP PTY LTD	IT - OFFICE SUPPLIES	1		975.00
INV BD1822724/06/2025		JB HI-FI GROUP PTY LTD	IT - OFFICE SUPPLIES	1	975.00	
EFT54788	04/07/2025	JLO DESIGNS	ADVERTISEMENT - ARTWORK - STUBBY HOLDER	1		71.50
INV 602	27/06/2025	JLO DESIGNS	ADVERTISEMENT - ARTWORK - STUBBY HOLDER	1	71.50	
EFT54789	04/07/2025	JS TECHNOLOGY & DIGITAL PTY LTD	IT - OFFICE SUPPLIES	1		70.00
INV INV250625/06/2025		JS TECHNOLOGY & DIGITAL PTY LTD	IT - OFFICE SUPPLIES	1	70.00	
EFT54790	04/07/2025	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS - JUN 2025	1		2,600.78
INV JUN 202530/06/2025		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS - JUN 2025	1	2,600.78	
EFT54791	04/07/2025	KLEENWEST	KILLARA - SUPPLIES	1		871.10
INV 0011054225/06/2025		KLEENWEST	KILLARA - SUPPLIES	1	871.10	
EFT54792	04/07/2025	KOMATSU AUSTRALIA PTY LTD	PN1003 - PLANT MTCE	1		11,660.48
INV 0042113018/06/2025		KOMATSU AUSTRALIA PTY LTD	PN1003 - PLANT MTCE	1	11,660.48	
EFT54793	04/07/2025	LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS - JUN 2025	1		2,125.53
INV JUN 202530/06/2025		LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS - JUN 2025	1	2,125.53	
EFT54794	04/07/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	SUBSCRIPTION 2025-2026	1		560.00
INV 35075	01/07/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	SUBSCRIPTION 2025-2026	1	560.00	
EFT54795	04/07/2025	LYDIA ROSE DELLAR WOZNIAK	STAFF - REIMBURSEMENT	1		90.87
INV 2212769010/06/2025		LYDIA ROSE DELLAR WOZNIAK	STAFF - REIMBURSEMENT	1	90.87	
EFT54796	04/07/2025	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS - JUN 2025	1		1,905.73

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV JUN 202530/06/2025		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS - JUN 2025	1	1,905.73	
EFT54797	04/07/2025	MAX WILLIAMS	STAFF - REIMBURSEMENT	1		63.80
INV PD 30/6/230/06/2025		MAX WILLIAMS	STAFF - REIMBURSEMENT	1	63.80	
EFT54798	04/07/2025	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS - JUN 2025	1		1,905.73
INV JUN 202530/06/2025		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS - JUN 2025	1	1,905.73	
EFT54799	04/07/2025	MILORAD CUKIC	RATES CREDIT REFUND - A10443	1		801.50
INV A10443	27/06/2025	MILORAD CUKIC	RATES CREDIT REFUND - A10443		801.50	
EFT54800	04/07/2025	NIGHT PARROT PRESS	LIBRARY - PROGRAMS & EVENTS	1		650.00
INV LK10202:25/06/2025		NIGHT PARROT PRESS	LIBRARY - PROGRAMS & EVENTS	1	650.00	
EFT54801	04/07/2025	NORTHAM COUNTRY CLUB INC	GRANT - TENNIS COMPETITIONS	1		165.00
INV 7021	27/06/2025	NORTHAM COUNTRY CLUB INC	GRANT - TENNIS COMPETITIONS	1	165.00	
EFT54802	04/07/2025	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1		331.00
INV 0000593320/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	48.00	
INV 0000593523/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	32.00	
INV 0000593423/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	51.00	
INV 0000594424/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	32.00	
INV 0000593624/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	18.00	
INV 0000594525/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	78.00	
INV 0000594630/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	72.00	
EFT54803	04/07/2025	OFFICEWORKS SUPERSTORES PTY LTD	ADMIN - SUPPLIES	1		79.21
INV 6220954410/06/2025		OFFICEWORKS SUPERSTORES PTY LTD	ADMIN - SUPPLIES	1	79.21	
EFT54804	04/07/2025	ORACLE CUSTOMER MANAGEMENT SOLUTIONS PTY LTD	C.202324-12 - JUN 2025	1		597.59

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0020477426/06/2025		ORACLE CUSTOMER MANAGEMENT SOLUTIONS PTY LTD	C.202324-12 - JUN 2025	1	597.59	
EFT54805	04/07/2025	PIERCE LLOYD	STAFF - REIMBURSEMENT - STUDY ASSISTANCE	1		2,200.00
INV CH 30/0630/06/2025		PIERCE LLOYD	STAFF - REIMBURSEMENT - STUDY ASSISTANCE	1	2,200.00	
EFT54806	04/07/2025	PROFESSIONAL LOCKSERVICE	BERT HAWKE PAVILION - SUPPLIES	1		94.05
INV 0011168726/06/2025		PROFESSIONAL LOCKSERVICE	BERT HAWKE PAVILION - SUPPLIES	1	94.05	
EFT54807	04/07/2025	PROTEC ASPHALT	GREY STREET - MTCE	1		35,420.00
INV 40370	27/06/2025	PROTEC ASPHALT	GORDON STREET - MTCE	1	10,780.00	
INV 40369	27/06/2025	PROTEC ASPHALT	GREY STREET - MTCE	1	24,640.00	
EFT54808	04/07/2025	RANGER EXPLORATION DRILLING PTY LTD	STANDPIPE CARD BOND - REFUND	1		50.00
INV 180672	02/12/2024	RANGER EXPLORATION DRILLING PTY LTD	STANDPIPE CARD BOND - REFUND	1	50.00	
EFT54809	04/07/2025	RED DOT STORE	REC CENTRE - SUPPLIES	1		183.39
INV 2148752724/04/2025		RED DOT STORE	REC CENTRE - SUPPLIES	1	183.39	
EFT54810	04/07/2025	RHYTHM CIVIL	VARIOUS BRIDGES - MTCE	1		199,004.29
INV INV-003417/06/2025		RHYTHM CIVIL	WONGAMINE CREEK BRIDGE - CAPITAL WORKS	1	87,327.90	
INV INV-003824/06/2025		RHYTHM CIVIL	VARIOUS BRIDGES - MTCE	1	10,586.40	
INV INV-003724/06/2025		RHYTHM CIVIL	VARIOUS BRIDGES - MTCE	1	101,089.99	
EFT54811	04/07/2025	S & N CREATIONS	BKB - STOCK	1		217.03
INV 38	22/04/2025	S & N CREATIONS	BKB - STOCK	1	899.03	
INV CN-3832	08/05/2025	S & N CREATIONS	BKB - STOCK	1	-682.00	
EFT54812	04/07/2025	SHIRE OF BEVERLEY	ADVERTISEMENT - BROCHURE - AVON VALLEY GUIDE	1		1,500.36
INV 11246	27/06/2025	SHIRE OF BEVERLEY	ADVERTISEMENT - STALL - CAMPING EXPO 2025	1	240.66	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 11242	27/06/2025	SHIRE OF BEVERLEY	ADVERTISEMENT - BROCHURE - AVON VALLEY GUIDE	1	1,259.70	
EFT54813	04/07/2025	SHRED-X PTY LTD	BFB - EQUIPMENT HIRE	1		124.64
INV 0238047530/05/2025		SHRED-X PTY LTD	BFB - EQUIPMENT HIRE	1	124.64	
EFT54814	04/07/2025	SPECIALISED TREE SERVICE PTY LTD	C.202324-02 - VARIOUS LOCATIONS - MTCE	1		73,786.69
INV INV-016019/06/2025		SPECIALISED TREE SERVICE PTY LTD	C.202324-02 - VARIOUS LOCATIONS - MTCE	1	48,707.20	
INV INV-016119/06/2025		SPECIALISED TREE SERVICE PTY LTD	C.202324-02 - WONGAMINE ROAD - MTCE	1	13,505.40	
INV INV-016319/06/2025		SPECIALISED TREE SERVICE PTY LTD	C.202324-02 - GRASS VALLEY NORTH ROAD - MTCE	1	11,574.09	
EFT54815	04/07/2025	STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORMS	1		364.39
INV SIN-407627/06/2025		STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORMS	1	364.39	
EFT54816	04/07/2025	SUPAGAS PTY LTD	ADMIN - MTCE	1		49.50
INV 7006545830/04/2025		SUPAGAS PTY LTD	ADMIN - MTCE	1	49.50	
EFT54817	04/07/2025	TOTAL GREEN RECYCLING PTY LTD	WASTE COLLECTION - JUN 2025	1		3,928.47
INV INV1842:23/06/2025		TOTAL GREEN RECYCLING PTY LTD	WASTE COLLECTION - JUN 2025	1	3,928.47	
EFT54818	04/07/2025	TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - MAY 2025	1		5,986.45
INV 2203124401/06/2025		TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - MAY 2025	1	5,986.45	
EFT54819	04/07/2025	TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - MAY 2025	1		705.52
INV 2204455701/06/2025		TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - MAY 2025	1	705.52	
EFT54820	04/07/2025	TREVOR EASTWELL	COMMUNITY TRANSPORT - 26/06/2025	1		50.00
INV 68	26/06/2025	TREVOR EASTWELL	COMMUNITY TRANSPORT - 26/06/2025	1	50.00	
EFT54821	04/07/2025	WA CONTRACT RANGER SERVICES	C.202324-01- POUND MANAGEMENT - 16/6/25 - 29/6/25	1		770.00
INV 0000642330/06/2025		WA CONTRACT RANGER SERVICES	C.202324-01- POUND MANAGEMENT - 16/6/25 - 29/6/25	1	770.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT54822	04/07/2025	WA RANGERS ASSOCIATION INC	RANGERS - SUPPLIES	1		49.95
INV INV-021221/04/2025		WA RANGERS ASSOCIATION INC	RANGERS - SUPPLIES	1	49.95	
EFT54823	04/07/2025	WATTLEUP TRACTORS	PN2317 - PLANT MTCE	1		787.50
INV 1319295	30/06/2025	WATTLEUP TRACTORS	PN2317 - PLANT MTCE	1	787.50	
EFT54824	04/07/2025	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2410 - PLANT REPAIRS	1		1,511.00
INV INV-203002/04/2025		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2410 - PLANT REPAIRS	1	1,511.00	
EFT54825	04/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - OFFICE SUPPLIES	1		367.51
INV 224683	06/05/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	SES CO-LOCATION - COPIER SERVICE/METER READING	1	51.76	
INV 224985	04/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	SES CO-LOCATION - COPIER SERVICE/METER READING	1	36.85	
INV 33059	05/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - OFFICE SUPPLIES	1	278.90	
EFT54826	04/07/2025	WUNDOWIE GOLF CLUB INC	GRANT - TRACTOR PURCHASE	1		1,450.00
INV 2025/17	03/07/2025	WUNDOWIE GOLF CLUB INC	GRANT - TRACTOR PURCHASE	1	1,450.00	
EFT54827	07/07/2025	COMMISSIONER OF STATE REVENUE	A13229 REBATE - REFUND	1		801.50
INV QR0003603/07/2025		COMMISSIONER OF STATE REVENUE	A13229 REBATE - REFUND	1	801.50	
EFT54828	07/07/2025	KATHY DAVIS	BKB - PROGRAMS & EVENTS	1		1,000.00
INV TOURISM01/07/2025		KATHY DAVIS	BKB - PROGRAMS & EVENTS	1	1,000.00	
EFT54829	07/07/2025	VERAISON WA PTY LTD	EXECUTIVES - TRAINING	1		1,980.00
INV INV-164131/05/2025		VERAISON WA PTY LTD	EXECUTIVES - TRAINING	1	1,980.00	
EFT54830	07/07/2025	ZABRINA CANTATORE	BKB - STOCK	1		1,000.00
INV LW 2/07/02/07/2025		ZABRINA CANTATORE	BKB - STOCK	1	1,000.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT54831	11/07/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	P100 - SMALL PLANT PARTS	1		36.31
INV 2987540	02/07/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	P100 - SMALL PLANT PARTS	1	36.31	
EFT54832	11/07/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1		2,726.95
INV 402426	18/06/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	874.13	
INV 402427	18/06/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	319.00	
INV 402428	18/06/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	21.00	
INV 402429	18/06/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - SMALL PLANT MTCE	1	800.53	
INV 402945	25/06/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PN2411 & P100 - PLANT PARTS	1	194.41	
INV 403364	30/06/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PN2404 - PLANT MTCE	1	517.88	
EFT54833	11/07/2025	ALEXANDER COOMBES	NAIDOC - 10/07/2025	1		1,177.77
INV 000187	07/07/2025	ALEXANDER COOMBES	NAIDOC - 10/07/2025	1	1,177.77	
EFT54834	11/07/2025	ALL PARTS WA - DUSTY ROADS SOLUTIONS PTY LTD T/AS	DEPOT - SUPPLIES	1		144.50
INV SI-00028808/07/2025		ALL PARTS WA - DUSTY ROADS SOLUTIONS PTY LTD T/AS	DEPOT - SUPPLIES	1	144.50	
EFT54835	11/07/2025	AMC SHEDS	BA 25119 - REFUND	1		1,119.00
INV T1873	11/07/2025	AMC SHEDS	BA 25119 - REFUND	1	1,119.00	
EFT54836	11/07/2025	ANDY'S PLUMBING SERVICE	DEPOT - CAPITAL WORKS	1		25,792.80
INV A19979	23/04/2025	ANDY'S PLUMBING SERVICE	VISITORS CENTRE/CAFE - MTCE	1	649.00	
INV A20007	30/06/2025	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS - MTCE	1	357.50	
INV A20013	30/06/2025	ANDY'S PLUMBING SERVICE	GRASS VALLEY HALL - REPAIRS	1	682.00	
INV A20011	30/06/2025	ANDY'S PLUMBING SERVICE	BERT HAWKE PAVILION - MTCE	1	841.50	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV A20006	30/06/2025	ANDY'S PLUMBING SERVICE	WUNDOWIE RV PARK - MTCE	1	1,507.00	
INV A19991	30/06/2025	ANDY'S PLUMBING SERVICE	MEMORIAL HALL - REPAIRS	1	1,171.50	
INV A19993	30/06/2025	ANDY'S PLUMBING SERVICE	TOWN/LESSER HALL - MTCE	1	2,035.00	
INV A20012	30/06/2025	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS - MTCE	1	357.50	
INV A20005	30/06/2025	ANDY'S PLUMBING SERVICE	MEMORIAL & TOWN/LESSER HALL - MTCE	1	2,035.00	
INV A20020	02/07/2025	ANDY'S PLUMBING SERVICE	SOUTHERN BROOK TOILETS - REPAIRS	1	437.80	
INV A20021	02/07/2025	ANDY'S PLUMBING SERVICE	DEPOT - CAPITAL WORKS	1	10,175.00	
INV A20026	03/07/2025	ANDY'S PLUMBING SERVICE	BERT HAWKE PAVILION - REPAIRS	1	180.40	
INV A20027	03/07/2025	ANDY'S PLUMBING SERVICE	KILLARA - MTCE	1	1,936.00	
INV A20024	03/07/2025	ANDY'S PLUMBING SERVICE	REC CENTRE - MTCE	1	924.00	
INV A20023	03/07/2025	ANDY'S PLUMBING SERVICE	KILLARA - MTCE	1	822.80	
INV A20025	03/07/2025	ANDY'S PLUMBING SERVICE	BERT HAWKE PAVILION - MTCE	1	151.80	
INV A20022	03/07/2025	ANDY'S PLUMBING SERVICE	REC CENTRE - MTCE	1	275.00	
INV A20029	07/07/2025	ANDY'S PLUMBING SERVICE	DEPOT - REPAIRS	1	517.00	
INV A20028	07/07/2025	ANDY'S PLUMBING SERVICE	REC CENTRE - REPAIRS	1	737.00	
EFT54837	11/07/2025	AQUATIC SERVICES WA PTY LTD	NORTHAM POOL - REPAIRS	1		18,825.88
INV AS#2025(25/06/2025		AQUATIC SERVICES WA PTY LTD	NORTHAM POOL - REPAIRS	1	18,825.88	
EFT54838	11/07/2025	AUSTRALIA POST	AUSTRALIA POST CHARGES - JUN 2025	1		631.46
INV 1014109603/07/2025		AUSTRALIA POST	AUSTRALIA POST CHARGES - JUN 2025	1	631.46	
EFT54839	11/07/2025	AVON VALLEY BAKERY	NAIDOC - 10/7/2025	1		210.00
INV INV-217910/07/2025		AVON VALLEY BAKERY	NAIDOC - 10/7/2025	1	210.00	
EFT54840	11/07/2025	AVON VALLEY TOYOTA / ISUZU	PN2304 - VEHICLE MTCE	1		1,445.71
INV JC14022901/07/2025		AVON VALLEY TOYOTA / ISUZU	PN1911 - VEHICLE MTCE	1	425.91	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 19

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV JC14022902/07/2025		AVON VALLEY TOYOTA / ISUZU	PN2018 - VEHICLE MTCE	1	392.48	
INV JC14022903/07/2025		AVON VALLEY TOYOTA / ISUZU	PN2304 - VEHICLE MTCE	1	627.32	
EFT54841	11/07/2025	AVON WASTE	C.202122-04 - WASTE FACILITY MANAGEMENT - JUN 2025	1		150,378.07
INV 70322	27/06/2025	AVON WASTE	C.2020-01- WASTE COLLECTION 27/06/2025	1	43,944.18	
INV 0007032627/06/2025		AVON WASTE	C.202122-04 - WASTE FACILITY MANAGEMENT - JUN 2025	1	106,433.89	
EFT54842	11/07/2025	BRIGHTMARK GROUP PROPERTIES PTY LTD	C.202425-03 - CLEANING - JUN 2025	1		9,298.09
INV 0005222	25/06/2025	BRIGHTMARK GROUP PROPERTIES PTY LTD	C.202425-03 - CLEANING - JUN 2025	1	8,878.40	
INV 0005327	30/06/2025	BRIGHTMARK GROUP PROPERTIES PTY LTD	C.202425-03 - CLEANING CONSUMABLES - JUN 2025	1	419.69	
EFT54843	11/07/2025	BUILDING & ENERGY	BSL FEES - JUN 2025	1		4,724.71
INV T1977	11/07/2025	BUILDING & ENERGY	BSL FEES - JUN 2025	1	4,724.71	
EFT54844	11/07/2025	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR JUN 2025	1		954.61
INV 3704152730/06/2025		BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR JUN 2025	1	954.61	
EFT54845	11/07/2025	CADD'S FASHIONS	ENGINEERING SERVICES - UNIFORMS	1		400.00
INV 25-00006'07/07/2025		CADD'S FASHIONS	ENGINEERING SERVICES - UNIFORMS	1	200.00	
INV 25-00006'08/07/2025		CADD'S FASHIONS	ENGINEERING SERVICES - UNIFORMS	1	200.00	
EFT54846	11/07/2025	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR JUN 2025	1		725.11
INV 127	30/06/2025	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR JUN 2025	1	725.11	
EFT54847	11/07/2025	CASEY MARIE GARLETT	NAIDOC - 10/7/2025	1		350.00
INV 10 JULY :10/07/2025		CASEY MARIE GARLETT	NAIDOC - 10/7/2025	1	350.00	
EFT54848	11/07/2025	CLACKLINE FENCING CONTRACTORS	ST JOHN PUBLIC OPEN SPACE - MTCE	1		2,800.00
INV 1716	27/06/2025	CLACKLINE FENCING CONTRACTORS	ST JOHN PUBLIC OPEN SPACE - MTCE	1	2,800.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT54849	11/07/2025	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SANITATION - JUN 2025	1		534.94
INV 2393996	30/06/2025	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SANITATION - JUN 2025	1	135.44	
INV 2394000	30/06/2025	CLEANAWAY DANIELS SERVICES PTY LTD	CLACKLINE PUBLIC TOILETS - SANITATION - JUN 2025	1	6.82	
INV 2393999	30/06/2025	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS - SANITATION - JUN 2025	1	128.62	
INV 2393998	30/06/2025	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK TOILETS - SANITATION - JUN 2025	1	135.44	
INV 2393997	30/06/2025	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK TOILETS - SANITATION - JUN 2025	1	128.62	
EFT54850	11/07/2025	CLOCKMASTERS AUSTRALIA PTY LTD	CREATE 298 - MTCE	1		35.48
INV 0000266720/05/2025		CLOCKMASTERS AUSTRALIA PTY LTD	CREATE 298 - MTCE	1	35.48	
EFT54851	11/07/2025	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - JUN 2025	1		61.10
INV 216	30/06/2025	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - JUN 2025	1	61.10	
EFT54852	11/07/2025	COMBINED TYRES PTY LTD	PN2304 - VEHICLE MTCE	1		1,232.00
INV INV-630602/07/2025		COMBINED TYRES PTY LTD	PN2304 - VEHICLE MTCE	1	1,232.00	
EFT54853	11/07/2025	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	REC CENTRE - MTCE	1		1,080.63
INV 139917	24/06/2025	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	REC CENTRE - MTCE	1	1,080.63	
EFT54854	11/07/2025	DAMIAN'S PLUMBING	BERNARD PARK - MTCE	1		1,760.00
INV INV-133905/07/2025		DAMIAN'S PLUMBING	BERNARD PARK - MTCE	1	1,760.00	
EFT54855	11/07/2025	DAWN MICHELLE GARLETT	NAIDOC - 10/7/2025	1		350.00
INV 10 JULY 10/07/2025		DAWN MICHELLE GARLETT	NAIDOC - 10/7/2025	1	350.00	
EFT54856	11/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	TOWN/LESSER HALL - MTCE	1		5,600.30
INV 1358	03/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	VINTAGE VEHICLE ASSOCIATION - MTCE	1	350.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 21

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1408	25/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	DEPOT - MTCE	1	401.50	
INV 1412	27/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	PERINA PARK - REPAIRS	1	1,084.60	
INV 1407	30/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	BERNARD PARK TOILETS - MTCE	1	420.20	
INV 1406	30/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	INKPEN TIP - REPAIRS	1	379.50	
INV 1409	03/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	YOUTH PRECINCT - MTCE	1	390.50	
INV 1414	07/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	VISITORS CENTRE - MTCE	1	451.00	
INV 1415	07/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	BERT HAWKE PAVILION - MTCE	1	564.30	
INV 1418	08/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	MORBY COTTAGE - MTCE	1	374.00	
INV 1419	08/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	TOWN/LESSER HALL - MTCE	1	1,184.70	
EFT54857	11/07/2025	DEPENDABLE LAUNDRY SOLUTIONS	KILLARA - MTCE	1		341.00
INV DI20250618/06/2025		DEPENDABLE LAUNDRY SOLUTIONS	KILLARA - MTCE	1	341.00	
EFT54858	11/07/2025	E FIRE & SAFETY	REC CENTRE - MTCE	1		935.00
INV 637563	30/06/2025	E FIRE & SAFETY	DOG POUND - MTCE	1	198.00	
INV 637471	30/06/2025	E FIRE & SAFETY	RAILWAY MUSEUM - MTCE	1	203.50	
INV 637459	30/06/2025	E FIRE & SAFETY	REC CENTRE - MTCE	1	456.50	
INV 637372	30/06/2025	E FIRE & SAFETY	ADMIN - MTCE	1	38.50	
INV 637356	30/06/2025	E FIRE & SAFETY	WUNDOWIE LIBRARY - MTCE	1	38.50	
EFT54859	11/07/2025	EXECUTIVE MEDIA PTY LTD	ADVERTISEMENT - MAGAZINE - SPRING 2025	1		2,150.00
INV 165695	26/06/2025	EXECUTIVE MEDIA PTY LTD	ADVERTISEMENT - MAGAZINE - SPRING 2025	1	2,150.00	
EFT54860	11/07/2025	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	BFB - UNIFORMS	1		60.50

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 22

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 266383A	02/07/2025	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	BFB - UNIFORMS	1	60.50	
EFT54861	11/07/2025	GDR CIVIL CONTRACTING PTY LTD	C.202324-07 - FINAL RETENTION RELEASE	1		96,789.51
INV 2524	30/06/2025	GDR CIVIL CONTRACTING PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1	3,520.00	
INV 2525	03/07/2025	GDR CIVIL CONTRACTING PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1	1,107.92	
INV T1824	11/07/2025	GDR CIVIL CONTRACTING PTY LTD	C.202324-07 - FINAL RETENTION RELEASE	1	92,161.59	
EFT54862	11/07/2025	GRAFTON ELECTRICS	ADMIN - MTCE	1		167.20
INV B1023	30/06/2025	GRAFTON ELECTRICS	ADMIN - MTCE	1	167.20	
EFT54863	11/07/2025	HI CONSTRUCTIONS (AUST) PTY LTD	MEMORIAL HALL - MTCE	1		16,374.05
INV SM/MHR23	06/2025	HI CONSTRUCTIONS (AUST) PTY LTD	MEMORIAL HALL - MTCE	1	5,577.00	
INV SM/MHC23	06/2025	HI CONSTRUCTIONS (AUST) PTY LTD	MEMORIAL HALL - MTCE	1	10,797.05	
EFT54864	11/07/2025	HINTERLAND URBAN & REGIONAL PLANNING CONSULTANTS	DEVELOPMENT SERVICES - CONSULTING SERVICES	1		4,320.00
INV J25026	07/07/2025	HINTERLAND URBAN & REGIONAL PLANNING CONSULTANTS	DEVELOPMENT SERVICES - CONSULTING SERVICES	1	4,320.00	
EFT54865	11/07/2025	ICONIC PROPERTY SERVICES PTY LTD	C.202324-11 - CLEANING - MAY 2025	1		15,692.68
INV PSI04577	31/05/2025	ICONIC PROPERTY SERVICES PTY LTD	C.202324-11 - CLEANING - MAY 2025	1	15,692.68	
EFT54866	11/07/2025	IXOM OPERATIONS PTY LTD	NORTHAM POOL & WWTP - MTCE	1		500.27
INV 6981563	30/06/2025	IXOM OPERATIONS PTY LTD	NORTHAM POOL & WWTP - MTCE	1	500.27	
EFT54867	11/07/2025	JAMIE GARLETT	NAIDOC - 10/7/2025	1		500.00
INV 8/07/2025	08/07/2025	JAMIE GARLETT	NAIDOC - 10/7/2025	1	500.00	
EFT54868	11/07/2025	LLOYDS EARTHMOVING AND GARDEN SUPPLIES - THESAURUS (NORTHAM) PTY LTD T/AS	HENRY ST OVAL - SUPPLIES	1		390.00

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 23

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-426727/06/2025		LLOYDS EARTHMOVING AND GARDEN SUPPLIES - THESAURUS (NORTHAM) PTY LTD T/AS	HENRY ST OVAL - SUPPLIES	1	195.00	
INV INV-427002/07/2025		LLOYDS EARTHMOVING AND GARDEN SUPPLIES - THESAURUS (NORTHAM) PTY LTD T/AS	HENRY ST OVAL - MATERIALS	1	195.00	
EFT54869	11/07/2025	LOUISE ANN GANGELL	CREDIT RATES REFUND FOR ASSESSMENT A10260	1		672.20
INV A10260	08/07/2025	LOUISE ANN GANGELL	CREDIT RATES REFUND FOR ASSESSMENT A10260		672.20	
EFT54870	11/07/2025	LYNETTE MAINARD	CREDIT RATES REFUND FOR ASSESSMENT A11804	1		200.00
INV A11804	10/07/2025	LYNETTE MAINARD	CREDIT RATES REFUND FOR ASSESSMENT A11804		200.00	
EFT54871	11/07/2025	MAD DOG PROMOTIONS	KILLARA - STOCK	1		1,567.50
INV INV-716427/06/2025		MAD DOG PROMOTIONS	KILLARA - STOCK	1	1,567.50	
EFT54872	11/07/2025	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING SERVICES - EQUIPMENT HIRE	1		9,240.00
INV 86369	30/06/2025	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING SERVICES - EQUIPMENT HIRE	1	9,240.00	
EFT54873	11/07/2025	MICHELLE BALLANTYNE	P25013 - DEVELOPMENT APPLICATION - REFUND	1		147.00
INV 182564	11/02/2025	MICHELLE BALLANTYNE	P25013 - DEVELOPMENT APPLICATION - REFUND	1	147.00	
EFT54874	11/07/2025	MORRIS PEST & WEED CONTROL	INKPEN TIP - MTCE	1		1,144.00
INV INV_202301/07/2025		MORRIS PEST & WEED CONTROL	INKPEN TIP - MTCE	1	880.00	
INV INV_202301/07/2025		MORRIS PEST & WEED CONTROL	ADMIN - MTCE	1	264.00	
EFT54875	11/07/2025	NORTHAM AUTOS PL T/AS NORTHAM MAZDA / SUZUKI / GWM	PN2312 - VEHICLE MTCE	1		765.18
INV 148868	01/07/2025	NORTHAM AUTOS PL T/AS NORTHAM MAZDA / SUZUKI / GWM	PN2312 - VEHICLE MTCE	1	765.18	
EFT54876	11/07/2025	NORTHAM VETERINARY CENTRE - CVS VETS T/AS	ANIMAL CARE - FEB 2025	1		305.00

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 116399	11/02/2025	NORTHAM VETERINARY CENTRE - CVS VETS T/AS	ANIMAL CARE - FEB 2025	1	300.00	
INV 1004766	30/06/2025	NORTHAM VETERINARY CENTRE - CVS VETS T/AS	DEVELOPMENT SERVICES - FEES & CHARGES	1	5.00	
EFT54877	11/07/2025	NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1		1,383.78
INV 9127811109/06/2025		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	715.00	
INV 9128350319/06/2025		NUTRIEN AG SOLUTIONS LIMITED	PN2103 - PLANT PARTS	1	12.69	
INV 9128438520/06/2025		NUTRIEN AG SOLUTIONS LIMITED	PN1810 - PLANT PARTS	1	74.41	
INV 9128632224/06/2025		NUTRIEN AG SOLUTIONS LIMITED	WUNDOWIE OVAL - SUPPLIES	1	19.01	
INV 9128671125/06/2025		NUTRIEN AG SOLUTIONS LIMITED	MEMORIAL HALL - MTCE	1	353.98	
INV 9128847527/06/2025		NUTRIEN AG SOLUTIONS LIMITED	HENRY ST OVAL - SUPPLIES	1	159.98	
INV 9128846327/06/2025		NUTRIEN AG SOLUTIONS LIMITED	PURSLOWE PARK - SUPPLIES	1	48.71	
EFT54878	11/07/2025	OFFICEWORKS SUPERSTORES PTY LTD	REC CENTRE - SUPPLIES	1		233.24
INV 6219137930/05/2025		OFFICEWORKS SUPERSTORES PTY LTD	REC CENTRE - SUPPLIES	1	233.24	
EFT54879	11/07/2025	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT - NEWSPAPER - JUN 2025	1		3,077.70
INV 1859703	30/06/2025	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT - NEWSPAPER - JUN 2025	1	1,498.62	
INV 1859702	30/06/2025	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT - NEWSPAPER - JUN 2025	1	1,067.56	
INV 1859701	30/06/2025	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT - NEWSPAPER - JUN 2025	1	511.52	
EFT54880	11/07/2025	PJ & DE ROBINSON	VISITORS CENTRE - MTCE	1		7,425.00
INV 0000042-27/06/2025		PJ & DE ROBINSON	VISITORS CENTRE - MTCE	1	7,425.00	
EFT54881	11/07/2025	PLEXUS TOWN PLANNING	DEVELOPMENT SERVICES - CONSULTING SERVICES - MAY - JUN 2025	1		8,984.25
INV 2025.21	30/06/2025	PLEXUS TOWN PLANNING	DEVELOPMENT SERVICES - CONSULTING SERVICES - MAY - JUN 2025	1	2,475.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 25

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2025.22	30/06/2025	PLEXUS TOWN PLANNING	DEVELOPMENT SERVICES - CONSULTING SERVICES - MAY - JUN 2025	1	6,509.25	
EFT54882	11/07/2025	POOL AND PUMP SERVICE AND REPAIRS	NORTHAM POOL - SUPPLIES	1		249.70
INV PPS0210702/07/2025		POOL AND PUMP SERVICE AND REPAIRS	NORTHAM POOL - SUPPLIES	1	249.70	
EFT54883	11/07/2025	PROFESSIONAL LOCKSERVICE	DEPOT - SUPPLIES	1		130.35
INV 0011172107/07/2025		PROFESSIONAL LOCKSERVICE	DEPOT - SUPPLIES	1	130.35	
EFT54884	11/07/2025	RED DOT STORE	KILLARA - SUPPLIES	1		199.45
INV 2248555707/07/2025		RED DOT STORE	KILLARA - SUPPLIES	1	106.81	
INV 2250039608/07/2025		RED DOT STORE	BKB - SUPPLIES	1	92.64	
EFT54885	11/07/2025	SHIRE OF TOODYAY	AROC - JUN 2025	1		2,290.72
INV T957	11/07/2025	SHIRE OF TOODYAY	AROC - JUN 2025	1	2,290.72	
EFT54886	11/07/2025	SHIRLEY ANN SLATER	NAIDOC - 10/7/2025	1		750.00
INV 10 JULY :10/07/2025		SHIRLEY ANN SLATER	NAIDOC - 10/7/2025	1	750.00	
EFT54887	11/07/2025	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT - RADIO - JUN 2025	1		1,650.00
INV 7181266630/06/2025		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT - RADIO - JUN 2025	1	220.00	
INV 7181266530/06/2025		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT - RADIO - JUN 2025	1	1,430.00	
EFT54888	11/07/2025	STASS ENVIRONMENTAL	DEVELOPMENT SERVICES - FEES & CHARGES	1		2,750.00
INV SN013	30/06/2025	STASS ENVIRONMENTAL	DEVELOPMENT SERVICES - FEES & CHARGES	1	2,750.00	
EFT54889	11/07/2025	SYNERGY	168614990 STREETLIGHTING - 25/05/2025 to 24/06/2025	1		35,317.31
INV 3358209418/06/2025		SYNERGY	335820940 CREATE 298 (old council chambers) - 21/05/2025 to 17/06/2025		688.58	
INV 8110294719/06/2025		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 15/05/2025 to 18/06/2025		139.22	
INV 3616702520/06/2025		SYNERGY	361670250 NORTHAM LIBRARY - 15/05/2025 to 18/06/2025		393.79	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 26

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1365377420/06/2025		SYNERGY	136537740 AIRPORT - 15/05/2025 to 18/06/2025		1,389.10	
INV 9152416402/07/2025		SYNERGY	915241640 AUXILLARY LIGHTING - 28/05/2025 to 27/06/2025		155.12	
INV 2886267402/07/2025		SYNERGY	288626740 CLACKLINE HALL - 02/05/2025 to 01/07/2025		128.02	
INV 1686149903/07/2025		SYNERGY	168614990 STREETLIGHTING - 25/05/2025 to 24/06/2025		27,326.92	
INV 3616695004/07/2025		SYNERGY	361669500 OXIDATION PONDS - 05/06/2025 to 03/07/2025		2,991.48	
INV 4449973004/07/2025		SYNERGY	444997300 WUNDOWIE LIBRARY & GARDENS - 06/05/2025 to 03/07/2025		381.25	
INV 1585097604/07/2025		SYNERGY	158509760 BAKERS HILL OLD BFB FIRE SHED - 08/05/2025 to 30/06/2025		71.04	
INV 9812925707/07/2025		SYNERGY	981292570 BAKERS HILL REC CENTRE - 09/05/2025 to 03/07/2025		908.79	
INV 9168227507/07/2025		SYNERGY	916822750 WUNDOWIE TENNIS CLUB - 06/05/2025 to 03/07/2025		119.41	
INV 1422759507/07/2025		SYNERGY	142275950 WUNDOWIE OVAL - 06/05/2025 to 03/07/2025		624.59	
EFT54890	11/07/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JUN 2025	1		653.23
INV 0685-S3029/06/2025		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JUN 2025	1	613.21	
INV 0686-S3006/07/2025		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JUN 2025	1	40.02	
EFT54891	11/07/2025	THINKPROJECT AUSTRALIA PTY LTD T-AS RAMM SOFTWARE PTY LTD	SUBSCRIPTION - 2025/2026	1		12,458.67
INV RSL-220601/07/2025		THINKPROJECT AUSTRALIA PTY LTD T-AS RAMM SOFTWARE PTY LTD	SUBSCRIPTION - 2025/2026	1	12,458.67	
EFT54892	11/07/2025	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	IRISHTOWN ROAD - MATERIALS	1		3,851.49
INV INV-577930/06/2025		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	MCPHERSON ROAD - MATERIALS	1	1,895.25	
INV INV-575530/06/2025		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	IRISHTOWN ROAD - MATERIALS	1	1,956.24	
EFT54893	11/07/2025	TUTT BRYANT EQUIPMENT PTY LTD	PN1608 - PLANT MTCE	1		177.64
INV 0084939603/07/2025		TUTT BRYANT EQUIPMENT PTY LTD	PN1608 - PLANT MTCE	1	177.64	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 27

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT54894	11/07/2025	VAM PADDOCK PRODUCTIONS PTY LTD	CEO OFFICE - FEES & CHARGES	1		2,200.00
INV INV-013412/02/2025		VAM PADDOCK PRODUCTIONS PTY LTD	CEO OFFICE - FEES & CHARGES	1	2,200.00	
EFT54895	11/07/2025	VINCELEC	VISITORS CENTRE - MTCE	1		4,460.94
INV IV2612	01/07/2025	VINCELEC	APEX PARK / YOUTH PRECINCT - MTCE	1	749.78	
INV IV2611	01/07/2025	VINCELEC	VISITORS CENTRE - MTCE	1	2,192.28	
INV IV2615	03/07/2025	VINCELEC	BERT HAWKE PAVILLION - MTCE	1	933.01	
INV IV2618	04/07/2025	VINCELEC	OLD FIRE STATION - MTCE	1	405.87	
INV IV2617	04/07/2025	VINCELEC	CREATE 298 - MTCE	1	180.00	
EFT54896	11/07/2025	WARRICKS NEWSAGENCY	LIBRARY - SUBSCRIPTION - JUN 2025	1		194.12
INV SN00 01730/06/2025		WARRICKS NEWSAGENCY	KILLARA - SUBSCRIPTION - JUN 2025	1	50.00	
INV SN00 01730/06/2025		WARRICKS NEWSAGENCY	LIBRARY - SUBSCRIPTION - JUN 2025	1	144.12	
EFT54897	11/07/2025	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1914 - PLANT MTCE	1		965.00
INV INV-210325/06/2025		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1914 - PLANT MTCE	1	380.00	
INV INV-210525/06/2025		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1305 - PLANT MTCE	1	235.00	
INV INV-205608/07/2025		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	P100 - SMALL PLANT MTCE	1	350.00	
EFT54898	11/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE/METER READING	1		1,254.67
INV 225472	01/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN DONGA - COPIER SERVICE/METER READING	1	33.79	
INV 225574	01/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	CREATE 298 - COPIER SERVICE/METER READING	1	23.41	
INV 225481	01/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - COPIER SERVICE/METER READING	1	226.03	
INV 225480	01/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - COPIER SERVICE/METER READING	1	97.40	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 28

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 225479	01/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - COPIER SERVICE/METER READING	1	108.20	
INV 225476	01/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE/METER READING	1	477.68	
INV 225475	01/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	SES CO-LOCATION - COPIER SERVICE/METER READING	1	41.35	
INV 225474	01/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT - COPIER SERVICE/METER READING	1	224.09	
INV 225473	01/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - COPIER SERVICE/METER READING	1	22.72	
EFT54899	11/07/2025	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS PURCHASES - JUN 2025	1		4,091.44
INV ST-0413101	07/2025	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS PURCHASES - JUN 2025	1	4,091.44	
EFT54900	11/07/2025	ZANADOO	THROSSELL ST - MTCE	1		5,632.00
INV 1023	26/06/2025	ZANADOO	THROSSELL ST - MTCE	1	2,376.00	
INV 1022	26/06/2025	ZANADOO	NORTHAM CEMETERY - MTCE	1	880.00	
INV 1024	26/06/2025	ZANADOO	CRN CHARLES & CHIDLOW ST - MTCE	1	2,376.00	
EFT54901	18/07/2025	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - JUN 2025	1		192.50
INV 120135	30/06/2025	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - JUN 2025	1	192.50	
EFT54902	18/07/2025	ANDY'S PLUMBING SERVICE	DEPOT - MTCE	1		3,625.60
INV A20033	10/07/2025	ANDY'S PLUMBING SERVICE	APEX PARK - MTCE	1	215.60	
INV A20034	10/07/2025	ANDY'S PLUMBING SERVICE	DEPOT - MTCE	1	1,677.50	
INV A20035	10/07/2025	ANDY'S PLUMBING SERVICE	SOUTHERN BROOK STANDPIPE - REPAIRS	1	1,375.00	
INV A20037	10/07/2025	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS - MTCE	1	357.50	
EFT54903	18/07/2025	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COUNCILLOR - CONFERENCE	1		180.00
INV NGA251202	07/2025	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COUNCILLOR - CONFERENCE	1	90.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 29

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV NGA251202/07/2025		AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CEO OFFICE - CONFERENCE	1	90.00	
EFT54904	18/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions	1		200.00
INV 69	17/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 69	17/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 69	17/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 69	17/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 69	17/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 69	17/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 69	17/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		24.50	
INV 69	17/07/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		16.50	
EFT54905	18/07/2025	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 1/07/2025	1		76,441.82
INV PAYG 1/16/07/2025		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 1/07/2025	1	76,441.82	
EFT54906	18/07/2025	AVON VALLEY ENVIRONMENTAL SOCIETY	NAIDOC - 10/7/2025	1		220.00
INV 49	11/07/2025	AVON VALLEY ENVIRONMENTAL SOCIETY	NAIDOC - 10/7/2025	1	220.00	
EFT54907	18/07/2025	AVON VALLEY TOYOTA / ISUZU	CORPORATE SERVICES - LIGHT FLEET PURCHASE	1		74,290.00
INV RI11001902/07/2025		AVON VALLEY TOYOTA / ISUZU	CORPORATE SERVICES - LIGHT FLEET PURCHASE	1	74,290.00	
EFT54908	18/07/2025	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL FEES - JUN 2025	1		1,870.00
INV 21666	12/06/2025	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL FEES - JUN 2025	1	1,100.00	
INV 21667	12/06/2025	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL FEES - JUN 2025	1	770.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 30

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT54909	18/07/2025	BOLINDA PUBLISHING PTY LTD	LIBRARY - STOCK	1		1,534.06
INV 342346	07/04/2025	BOLINDA PUBLISHING PTY LTD	LIBRARY - STOCK	1	1,232.15	
INV 343296	29/04/2025	BOLINDA PUBLISHING PTY LTD	LIBRARY - STOCK	1	301.91	
EFT54910	18/07/2025	BORETECH CONTRACTING - BOMAX PLANT HIRE PTY LTD T/A	STANDPIPE BOND - REFUND	1		50.00
INV 183412	21/03/2025	BORETECH CONTRACTING - BOMAX PLANT HIRE PTY LTD T/A	STANDPIPE BOND - REFUND	1	50.00	
EFT54911	18/07/2025	BOSS MINING SOLUTIONS	PN2104 - PLANT PARTS	1		267.47
INV INV-107007/07/2025		BOSS MINING SOLUTIONS	PN2104 - PLANT PARTS	1	267.47	
EFT54912	18/07/2025	BURGESS RAWSON (WA) PTY LTD	CEO OFFICE - FEES & CHARGES	1		4,950.00
INV 60248-60 16/06/2025		BURGESS RAWSON (WA) PTY LTD	CEO OFFICE - FEES & CHARGES	1	4,950.00	
EFT54913	18/07/2025	CENTRECARE INC	CORPORATE SERVICES - FEES & CHARGES	1		1,452.00
INV SI-0009331/03/2025		CENTRECARE INC	CORPORATE SERVICES - FEES & CHARGES	1	550.00	
INV SI-0009831/05/2025		CENTRECARE INC	CORPORATE SERVICES - FEES & CHARGES	1	176.00	
INV SI-0010030/06/2025		CENTRECARE INC	CORPORATE SERVICES - FEES & CHARGES	1	726.00	
EFT54914	18/07/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	1		120.00
INV 69	17/07/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions		120.00	
EFT54915	18/07/2025	CIVIL PRODUCTS WA - ASCENTION PROPERTIES PL T/AS	DEPOT - SUPPLIES	1		325.05
INV 0000606609/07/2025		CIVIL PRODUCTS WA - ASCENTION PROPERTIES PL T/AS	DEPOT - SUPPLIES	1	110.00	
INV 0000606069/07/2025		CIVIL PRODUCTS WA - ASCENTION PROPERTIES PL T/AS	DEPOT - SUPPLIES	1	136.40	
INV 0000599209/07/2025		CIVIL PRODUCTS WA - ASCENTION PROPERTIES PL T/AS	VISITORS CENTRE / DEPOT - SUPPLIES	1	78.65	
EFT54916	18/07/2025	CROSSLAND & HARDY PTY LTD	INKPEN TIP - MTCE	1		5,104.00

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 31

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0001631915/07/2025		CROSSLAND & HARDY PTY LTD	INKPEN TIP - MTCE	1	2,552.00	
INV 0001631715/07/2025		CROSSLAND & HARDY PTY LTD	OLD QUARRY TIP - MTCE	1	2,552.00	
EFT54917	18/07/2025	DANIELLE KYM MACTAGGART	CREDIT RATES REFUND FOR ASSESSMENT A12799	1		1,354.49
INV A12799	16/07/2025	DANIELLE KYM MACTAGGART	CREDIT RATES REFUND FOR ASSESSMENT A12799		1,354.49	
EFT54918	18/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - MTCE	1		1,017.50
INV 1421	13/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	OLD POOL SITE - REPAIRS	1	253.00	
INV 1420	13/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - MTCE	1	764.50	
EFT54919	18/07/2025	DEBORAH L MOODY	BKB - PROGRAMS & EVENTS	1		500.00
INV 52	17/07/2025	DEBORAH L MOODY	BKB - PROGRAMS & EVENTS	1	500.00	
EFT54920	18/07/2025	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DEVELOPMENT SERVICES - FEES & CHARGES	1		12,730.96
INV CH 17/07/17/07/2025		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DEVELOPMENT SERVICES - FEES & CHARGES	1	12,730.96	
EFT54921	18/07/2025	DORMAKABA AUSTRALIA PTY LTD	ADMIN - MTCE	1		1,402.56
INV 35WA13514/07/2025		DORMAKABA AUSTRALIA PTY LTD	ADMIN - MTCE	1	1,402.56	
EFT54922	18/07/2025	DRACO AIR PTY LTD	ADMIN - MTCE	1		220.00
INV 18266	11/07/2025	DRACO AIR PTY LTD	ADMIN - MTCE	1	220.00	
EFT54923	18/07/2025	DUN DIRECT PTY LTD	FUEL CHARGES FOR JUN 2025	1		24,045.07
INV JUN 202530/06/2025		DUN DIRECT PTY LTD	FUEL CHARGES FOR JUN 2025	1	24,045.07	
EFT54924	18/07/2025	E FIRE & SAFETY	KILLARA - MTCE	1		533.50
INV 637570	30/06/2025	E FIRE & SAFETY	REC CENTRE - MTCE	1	192.50	
INV 638166	18/07/2025	E FIRE & SAFETY	KILLARA - MTCE	1	242.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 32

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 638167	18/07/2025	E FIRE & SAFETY	TOWN/LESSER HALL - MTCE	1	99.00	
EFT54925	18/07/2025	EASTERN METROPOLITAN REGIONAL COUNCIL	LSL RECOUP	1		13,612.26
INV EMRC6425/06/2025		EASTERN METROPOLITAN REGIONAL COUNCIL	LSL RECOUP	1	13,612.26	
EFT54926	18/07/2025	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	BFB - FEES & CHARGES	1		275.00
INV 1581104730/06/2025		EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	BFB - FEES & CHARGES	1	275.00	
EFT54927	18/07/2025	FRAMESWEST	PN2317 - PLANT PARTS	1		566.50
INV 0000876710/07/2025		FRAMESWEST	REC CENTRE - REPAIRS	1	82.50	
INV 0000881515/07/2025		FRAMESWEST	PN2317 - PLANT PARTS	1	484.00	
EFT54928	18/07/2025	GRACE RECORDS MANAGEMENT PTY LTD	CEO OFFICE FEES & CHARGES	1		187.19
INV RP01651531/03/2025		GRACE RECORDS MANAGEMENT PTY LTD	CEO OFFICE FEES & CHARGES	1	136.77	
INV RP01676231/05/2025		GRACE RECORDS MANAGEMENT PTY LTD	CEO OFFICE FEES & CHARGES	1	23.89	
INV RP01688230/06/2025		GRACE RECORDS MANAGEMENT PTY LTD	CEO OFFICE FEES & CHARGES	1	26.53	
EFT54929	18/07/2025	GRAFTON ELECTRICS	VISITORS CENTRE - MTCE	1		1,404.15
INV B1060	14/07/2025	GRAFTON ELECTRICS	TOWN/LESSER HALL - MTCE	1	447.15	
INV B1059	14/07/2025	GRAFTON ELECTRICS	REC CENTRE - MTCE	1	198.00	
INV B1053	14/07/2025	GRAFTON ELECTRICS	VISITORS CENTRE - MTCE	1	462.00	
INV B1065	16/07/2025	GRAFTON ELECTRICS	REC CENTRE - MTCE	1	297.00	
EFT54930	18/07/2025	GREAT WESTERN HANDLING PTY LTD	BA 25045 - REFUND	1		10,248.00
INV GT 10/07/10/07/2025		GREAT WESTERN HANDLING PTY LTD	BA 25045 - REFUND	1	10,248.00	
EFT54931	18/07/2025	INDUSTRIAL AUTOMATION GROUP PTY LTD	GRASS VALLEY STANDPIPE - MTCE	1		1,199.00
INV SINV-15901/07/2025		INDUSTRIAL AUTOMATION GROUP PTY LTD	GRASS VALLEY STANDPIPE - MTCE	1	1,199.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 33

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT54932	18/07/2025	IQTECH SOLUTIONS - CREST INTEGRATIONS PL T/AS	SUBSCRIPTION - MAY 2025	1		227.70
INV 2905	27/05/2025	IQTECH SOLUTIONS - CREST INTEGRATIONS PL T/AS	SUBSCRIPTION - MAY 2025	1	227.70	
EFT54933	18/07/2025	JLT RISK SOLUTIONS PTY LTD - (LGIS)	ADMIN - INSURANCE PREMIUMS - 2ND INSTALLMENT 2025	1		8,829.70
INV 062-2176	10/06/2025	JLT RISK SOLUTIONS PTY LTD - (LGIS)	ADMIN - INSURANCE PREMIUMS - 2ND INSTALLMENT 2025	1	8,829.70	
EFT54934	18/07/2025	JONATHON GARLETT	NAIDOC - 10/7/2025	1		2,000.00
INV 35	15/07/2025	JONATHON GARLETT	NAIDOC - 10/7/2025	1	2,000.00	
EFT54935	18/07/2025	KAY SHARON BUCK	CREDIT RATES REFUND FOR ASSESSMENT A102	1		627.31
INV A102	17/07/2025	KAY SHARON BUCK	CREDIT RATES REFUND FOR ASSESSMENT A102		627.31	
EFT54936	18/07/2025	KLEENWEST	REC CENTRE - SUPPLIES	1		1,125.19
INV 0011100803	07/2025	KLEENWEST	DEPOT - SUPPLIES	1	102.08	
INV 0011115409	07/2025	KLEENWEST	REC CENTRE - SUPPLIES	1	1,023.11	
EFT54937	18/07/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	SUBSCRIPTION - 2025/2026	1		4,520.00
INV 35127	01/07/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	CORPORATE SERVICES - FEES & CHARGES	1	560.00	
INV 35199	11/07/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	SUBSCRIPTION - 2025/2026	1	3,960.00	
EFT54938	18/07/2025	MENTAL MEDIA	SUBSCRIPTION - JUL - SEP 2025	1		1,938.42
INV 1448	07/07/2025	MENTAL MEDIA	SUBSCRIPTION - JUL - SEP 2025	1	1,938.42	
EFT54939	18/07/2025	MIDALIA STEEL	DEPOT - SUPPLIES	1		142.56
INV 6762796211	07/2025	MIDALIA STEEL	DEPOT - SUPPLIES	1	142.56	
EFT54940	18/07/2025	MORRIS PEST & WEED CONTROL	OLD POST OFFICE - MTCE	1		165.00
INV INV_202	12/07/2025	MORRIS PEST & WEED CONTROL	OLD POST OFFICE - MTCE	1	165.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 34

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT54941	18/07/2025	NINTEX PTY LTD	SOFTWARE SUBSCRIPTION - 2025/2026	1		38,385.02
INV INV955023	06/2025	NINTEX PTY LTD	SOFTWARE SUBSCRIPTION - 2025/2026	1	38,385.02	
EFT54942	18/07/2025	NORTHAM MOTORS PTY LTD	PN1908 - VEHICLE MTCE	1		725.00
INV 1447426	04/07/2025	NORTHAM MOTORS PTY LTD	PN1908 - VEHICLE MTCE	1	725.00	
EFT54943	18/07/2025	NUTRIEN WATER	ST JOHN OPEN SPACE - SUPPLIES	1		1,285.24
INV 4136518208	07/2025	NUTRIEN WATER	ST JOHN OPEN SPACE - SUPPLIES	1	715.66	
INV 4136518208	07/2025	NUTRIEN WATER	BERT HAWKE OVAL - SUPPLIES	1	491.04	
INV 4136529109	07/2025	NUTRIEN WATER	YOUTH PRECINCT - SUPPLIES	1	53.46	
INV 4136563214	07/2025	NUTRIEN WATER	BERNARD PARK - SUPPLIES	1	25.08	
EFT54944	18/07/2025	OXTER SERVICES	VISITORS CENTRE - STOCK	1		194.04
INV 30299	02/07/2025	OXTER SERVICES	VISITORS CENTRE - STOCK	1	194.04	
EFT54945	18/07/2025	PLANNING INSTITUTE AUSTRALIA	ADVERTISEMENT - WEBSITE - JOB LISTING	1		420.00
INV 25142	25/06/2025	PLANNING INSTITUTE AUSTRALIA	ADVERTISEMENT - WEBSITE - JOB LISTING	1	420.00	
EFT54946	18/07/2025	PROFESSIONAL LOCKSERVICE	VISITORS CENTRE - SUPPLIES	1		244.97
INV 0011173910	07/2025	PROFESSIONAL LOCKSERVICE	VISITORS CENTRE - SUPPLIES	1	244.97	
EFT54947	18/07/2025	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - JUN 2025	1		75.10
INV 3999300	30/06/2025	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - JUN 2025	1	75.10	
EFT54948	18/07/2025	QUIN'S GOURMET BUTCHERS	NAIDOC - 10/7/2025	1		339.90
INV 73	09/07/2025	QUIN'S GOURMET BUTCHERS	NAIDOC - 10/7/2025	1	339.90	
EFT54949	18/07/2025	REDIMED	ENGINEERING SERVICES - FEES & CHARGES	1		891.00
INV 3004363	23/06/2025	REDIMED	ENGINEERING SERVICES - FEES & CHARGES	1	297.00	
INV 3012750	30/06/2025	REDIMED	ENGINEERING SERVICES - FEES & CHARGES	1	297.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 35

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 3012586	30/06/2025	REDIMED	ENGINEERING SERVICES - FEES & CHARGES	1	297.00	
EFT54950	18/07/2025	ROX CIVIL - CONCEPTION PTY LTD T/A	WELLINGTON STREET & GRASS VALLEY HALL - MTCE	1		6,215.00
INV INV-028030	06/2025	ROX CIVIL - CONCEPTION PTY LTD T/A	WELLINGTON STREET & GRASS VALLEY HALL - MTCE	1	6,215.00	
EFT54951	18/07/2025	SARA WHINCUP	NAIDOC - 10/7/2025	1		500.00
INV 30	14/07/2025	SARA WHINCUP	NAIDOC - 10/7/2025	1	500.00	
EFT54952	18/07/2025	SEEK LIMITED	ADVERTISEMENT - WEBSITE - JUN 2025	1		804.10
INV 7012823830	06/2025	SEEK LIMITED	ADVERTISEMENT - WEBSITE - JUN 2025	1	804.10	
EFT54953	18/07/2025	SHANNON LOUISE CROSBY	STAFF - REIMBURSEMENT	1		64.71
INV KM 16/0716	07/2025	SHANNON LOUISE CROSBY	STAFF - REIMBURSEMENT	1	64.71	
EFT54954	18/07/2025	SHIRE OF PINGELLY	LSL RECOUP	1		20,297.97
INV 7249	30/06/2025	SHIRE OF PINGELLY	LSL RECOUP	1	20,297.97	
EFT54955	18/07/2025	SHOP FOR SHOPS - WMFG PTY LTD T/A	BKB - STOCK	1		943.90
INV INV1075103	07/2025	SHOP FOR SHOPS - WMFG PTY LTD T/A	BKB - STOCK	1	943.90	
EFT54956	18/07/2025	SHRED-X PTY LTD	KILLARA - EQUIPMENT HIRE	1		124.58
INV 0238909330	06/2025	SHRED-X PTY LTD	KILLARA - EQUIPMENT HIRE	1	124.58	
EFT54957	18/07/2025	STEAMWEST PROFESSIONAL CARPET CLEANING	REC CENTRE - MTCE	1		1,019.00
INV 24941	30/06/2025	STEAMWEST PROFESSIONAL CARPET CLEANING	REC CENTRE - MTCE	1	1,019.00	
EFT54958	18/07/2025	STEWARTS GOOD PRICE PHARMACY WAREHOUSE	DEPOT - SUPPLIES	1		69.90
INV 174734/5	30/04/2025	STEWARTS GOOD PRICE PHARMACY WAREHOUSE	DEPOT - SUPPLIES	1	69.90	
EFT54959	18/07/2025	TRILITY SOLUTIONS PTY LTD	WWTP - SUPPLIES	1		1,621.40

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 36

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 7504951911	07/2025	TRILITY SOLUTIONS PTY LTD	WWTP - SUPPLIES	1	1,621.40	
EFT54960	18/07/2025	WA FARM SHOP - TAA GROUP HOLDINGS PTY LTD T/AS	JUBILEE OVAL - SUPPLIES	1		2,983.55
INV I0000001911	06/2025	WA FARM SHOP - TAA GROUP HOLDINGS PTY LTD T/AS	JUBILEE OVAL - SUPPLIES	1	2,400.00	
INV I0000001910	07/2025	WA FARM SHOP - TAA GROUP HOLDINGS PTY LTD T/AS	BERNARD PARK - SUPPLIES	1	583.55	
EFT54961	18/07/2025	WESTERN AUSTRALIAN COUNCIL OF SOCIAL SERVICE	BOOKING #6547 - REFUND	1		152.00
INV 14621	23/06/2025	WESTERN AUSTRALIAN COUNCIL OF SOCIAL SERVICE	BOOKING #6547 - REFUND	1	152.00	
EFT54962	18/07/2025	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2107 - PLANT MTCE	1		1,135.60
INV INV-211309	07/2025	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2107 - PLANT MTCE	1	775.00	
INV INV-211511	07/2025	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1612 - PLANT MTCE	1	360.60	
EFT54963	18/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	PRINTING	1		425.83
INV 225478	01/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE - COPIER SERVICE/METER READING	1	68.87	
INV 225477	01/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	BKB - COPIER SERVICE/METER READING	1	33.36	
INV 26130	15/07/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	PRINTING	1	323.60	
EFT54964	18/07/2025	WILLIAM PATRICK DICK	NAIDOC - 10/7/2025	1		700.00
INV 001	10/07/2025	WILLIAM PATRICK DICK	NAIDOC - 10/7/2025	1	700.00	
EFT54965	25/07/2025	ADRIAN ERIC HARDY	NAIDOC - 10/7/2025	1		500.00
INV 0925	16/07/2025	ADRIAN ERIC HARDY	NAIDOC - 10/7/2025	1	500.00	
EFT54966	25/07/2025	ADVENTURES GROUP HOLDINGS PTY LTD	ADVERTISEMENT - CARAVAN WORLD - AUG 2025	1		2,750.00

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 37

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-233115/07/2025		ADVENTURES GROUP HOLDINGS PTY LTD	ADVERTISEMENT - CARAVAN WORLD - AUG 2025	1	2,750.00	
EFT54967	25/07/2025	ALL PARTS WA - DUSTY ROADS SOLUTIONS PTY LTD T/AS	PN1414 - PLANT R&M	1		76.01
INV SI-00029121/07/2025		ALL PARTS WA - DUSTY ROADS SOLUTIONS PTY LTD T/AS	PN1414 - PLANT R&M	1	76.01	
EFT54968	25/07/2025	ALLSTRONG OUTDOOR GARAGE DOORS	SES VEHICLE SHED - MTCE	1		913.00
INV 0000178125/06/2025		ALLSTRONG OUTDOOR GARAGE DOORS	SES VEHICLE SHED - MTCE	1	913.00	
EFT54969	25/07/2025	ANDY'S PLUMBING SERVICE	MEMORIAL HALL & NORTHAM LIBRARY - R&M	1		1,281.50
INV A20036	10/07/2025	ANDY'S PLUMBING SERVICE	MEMORIAL HALL & NORTHAM LIBRARY - R&M	1	1,281.50	
EFT54970	25/07/2025	ASTROTOURISM WA PTY LTD	CEO OFFICE - MEMBERSHIP - 2025/2026	1		3,850.00
INV 1376	30/06/2025	ASTROTOURISM WA PTY LTD	CEO OFFICE - MEMBERSHIP - 2025/2026	1	3,850.00	
EFT54971	25/07/2025	AUSTRALIAN SAFETY ENGINEERS (WA)	WWTP - R&M	1		1,092.30
INV 0164782V15/07/2025		AUSTRALIAN SAFETY ENGINEERS (WA)	WWTP - R&M	1	1,092.30	
EFT54972	25/07/2025	AUTOPRO NORTHAM	PN2011 - VEHICLE R&M	1		278.63
INV 1228571	08/07/2025	AUTOPRO NORTHAM	DEPOT - SUPPLIES	1	16.64	
INV 1230563	17/07/2025	AUTOPRO NORTHAM	PN2011 - VEHICLE R&M	1	261.99	
EFT54973	25/07/2025	AVON AND HILLS CARRIAGE DRIVING CLUB INC	GRANT - 2025 GORDON OLIVER MEMORIAL CONES EVENT	1		800.00
INV 19 JULY 19/07/2025		AVON AND HILLS CARRIAGE DRIVING CLUB INC	GRANT - 2025 GORDON OLIVER MEMORIAL CONES EVENT	1	800.00	
EFT54974	25/07/2025	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL FEES - JUL 2025	1		1,131.60
INV 21771	22/07/2025	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL FEES - JUL 2025	1	1,131.60	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 38

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT54975	25/07/2025	BUNNINGS BUILDING SUPPLIES P/L	TREE SUBSIDY - SUPPLIES	1		25.68
INV 2182/998	03/06/2025	BUNNINGS BUILDING SUPPLIES P/L	TREE SUBSIDY - SUPPLIES	1	25.68	
EFT54976	25/07/2025	CADD'S FASHIONS	DEVELOPMENT SERVICES - UNIFORMS	1		933.18
INV 25-00005	05/06/2025	CADD'S FASHIONS	DEVELOPMENT SERVICES - UNIFORMS	1	160.00	
INV 25-00006	26/06/2025	CADD'S FASHIONS	DEVELOPMENT SERVICES - UNIFORMS	1	206.39	
INV 25-00006	26/06/2025	CADD'S FASHIONS	DEVELOPMENT SERVICES - UNIFORMS	1	326.80	
INV 25-00006	14/07/2025	CADD'S FASHIONS	DEVELOPMENT SERVICES - UNIFORMS	1	239.99	
EFT54977	25/07/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN1608 - PLANT R&M	1		6,842.28
INV 000049951	06/07/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN2104 - PLANT R&M	1	1,905.64	
INV 000050002	27/07/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN1608 - PLANT R&M	1	3,997.95	
INV 000049972	27/07/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN1809 - PLANT R&M	1	583.99	
INV 000049962	27/07/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN2104 - PLANT R&M	1	354.70	
EFT54978	25/07/2025	COMBINED TYRES PTY LTD	PN2406 - VEHICLE R&M	1		2,992.00
INV INV-62722	4/06/2025	COMBINED TYRES PTY LTD	PN1608 - PLANT REPAIRS	1	201.30	
INV INV-63311	0/07/2025	COMBINED TYRES PTY LTD	PN1706 - PLANT R&M	1	995.50	
INV INV-63461	6/07/2025	COMBINED TYRES PTY LTD	PN1912 - PLANT R&M	1	66.00	
INV INV-63531	7/07/2025	COMBINED TYRES PTY LTD	PN1810 - PLANT R&M	1	77.00	
INV INV-63672	27/07/2025	COMBINED TYRES PTY LTD	PN2406 - VEHICLE R&M	1	1,652.20	
EFT54979	25/07/2025	COMMISSIONER OF STATE REVENUE	A15934 - REBATE REFUND	1		125.75
INV QR00037	23/07/2025	COMMISSIONER OF STATE REVENUE	A15934 - REBATE REFUND	1	125.75	
EFT54980	25/07/2025	DAMIAN'S PLUMBING	HENRY ST OVAL - R&M	1		1,144.00
INV INV-13912	27/07/2025	DAMIAN'S PLUMBING	HENRY ST OVAL - R&M	1	1,144.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 39

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT54981	25/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	VARIOUS LOCATIONS - R&M	1		4,246.40
INV 1413	27/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	BKB - MTCE	1	760.10	
INV 1422	14/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	WUNDOWIE RV PARK TOILETS - R&M	1	165.00	
INV 1423	14/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - R&M	1	165.00	
INV 1427	17/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	VISITORS CENTRE - R&M	1	121.00	
INV 1426	17/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	INKPEN TIP - R&M	1	313.50	
INV 1425	17/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	VARIOUS LOCATIONS - R&M	1	1,283.70	
INV 1428	21/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	BKB - R&M	1	150.00	
INV 1429	21/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	APEX PARK & YOUTH PRECINCT - R&M	1	963.60	
INV 1430	21/07/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM BMX TRACK - R&M	1	324.50	
EFT54982	25/07/2025	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DEVELOPMENT SERVICES - FEES & CHARGES	1		5,961.58
INV W-PAY-017/06/2025		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DEVELOPMENT SERVICES - FEES & CHARGES	1	5,961.58	
EFT54983	25/07/2025	E FIRE & SAFETY	VARIOUS LOCATIONS - MTCE	1		6,814.50
INV 637569	30/06/2025	E FIRE & SAFETY	VARIOUS LOCATIONS - MTCE	1	6,814.50	
EFT54984	25/07/2025	ENVIRONMENTAL HEALTH AUSTRALIA	DEVELOPMENT SERVICES - MEMBERSHIP - 2025/2026	1		1,127.00
INV 125552	28/05/2025	ENVIRONMENTAL HEALTH AUSTRALIA	DEVELOPMENT SERVICES - MEMBERSHIP - 2025/2026	1	955.00	
INV 125606	13/06/2025	ENVIRONMENTAL HEALTH AUSTRALIA	DEVELOPMENT SERVICES - UNIFORMS	1	172.00	
EFT54985	25/07/2025	GRAFTON ELECTRICS	NORTHAM BMX TRACK - R&M	1		4,732.37
INV B1031	08/07/2025	GRAFTON ELECTRICS	VISITORS CENTRE - R&M	1	882.37	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 40

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV B1048	11/07/2025	GRAFTON ELECTRICS	NORTHAM BMX TRACK - R&M	1	3,850.00	
EFT54986	25/07/2025	HINTERLAND URBAN & REGIONAL PLANNING CONSULTANTS	DEVELOPMENT SERVICES - CONSULTING SERVICES	1		2,550.00
INV J25029	21/07/2025	HINTERLAND URBAN & REGIONAL PLANNING CONSULTANTS	DEVELOPMENT SERVICES - CONSULTING SERVICES	1	2,550.00	
EFT54987	25/07/2025	INSTANT WEIGHING	WWTP - R&M	1		695.20
INV 5559	16/07/2025	INSTANT WEIGHING	WWTP - R&M	1	695.20	
EFT54988	25/07/2025	IQTECH SOLUTIONS - CREST INTEGRATIONS PL T/AS	SOFTWARE SUBSCRIPTION - APR 2025	1		259.60
INV 2161	21/03/2025	IQTECH SOLUTIONS - CREST INTEGRATIONS PL T/AS	SOFTWARE SUBSCRIPTION - MAR 2025	1	31.90	
INV 2589	30/04/2025	IQTECH SOLUTIONS - CREST INTEGRATIONS PL T/AS	SOFTWARE SUBSCRIPTION - APR 2025	1	227.70	
EFT54989	25/07/2025	JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - JUN 2025	1		1,650.00
INV 005967-D30/06/2025		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - JUN 2025	1	1,650.00	
EFT54990	25/07/2025	KLEENWEST	KILLARA - SUPPLIES	1		154.00
INV 0011115109/07/2025		KLEENWEST	KILLARA - SUPPLIES	1	154.00	
EFT54991	25/07/2025	LEISURE INSTITUTE OF W A AQUATICS	CORPORATE SERVICES - CONFERENCE	1		3,742.20
INV ME6830	03/07/2025	LEISURE INSTITUTE OF W A AQUATICS	CORPORATE SERVICES - CONFERENCE	1	3,742.20	
EFT54992	25/07/2025	LLOYDS EARTHMOVING AND GARDEN SUPPLIES - THESAURUS (NORTHAM) PTY LTD T/AS	HENRY ST OVAL - MATERIALS	1		50.00
INV INV-428115/07/2025		LLOYDS EARTHMOVING AND GARDEN SUPPLIES - THESAURUS (NORTHAM) PTY LTD T/AS	HENRY ST OVAL - MATERIALS	1	50.00	
EFT54993	25/07/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	CEO OFFICE - MEMBERSHIP - 2025/2026	1		660.00
INV 42664	18/06/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	DEVELOPMENT SERVICES - CONFERENCE	1	100.00	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 41

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 34775	01/07/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	CEO OFFICE - MEMBERSHIP - 2025/2026	1	560.00	
EFT54994	25/07/2025	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	DEVELOPMENT SERVICES - FEES & CHARGES	1		2,907.63
INV MA2025-09/07/2025		LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	DEVELOPMENT SERVICES - FEES & CHARGES	1	2,907.63	
EFT54995	25/07/2025	LUME BRASSERIE - INDO - ASIAN KITCHEN PTY LTD T/A	CATERING - COUNCIL FORUM MEETING - JUL 2025	1		1,169.98
INV 0000001616/07/2025		LUME BRASSERIE - INDO - ASIAN KITCHEN PTY LTD T/A	CATERING - COUNCIL FORUM MEETING - JUL 2025	1	594.00	
INV 0000001724/07/2025		LUME BRASSERIE - INDO - ASIAN KITCHEN PTY LTD T/A	CATERING - OCM - 22 JULY 2025	1	575.98	
EFT54996	25/07/2025	MICHELLE KAYE BLACKHURST	ADVERTISEMENT - IMAGES	1		750.00
INV 07/25	14/07/2025	MICHELLE KAYE BLACKHURST	ADVERTISEMENT - IMAGES	1	750.00	
EFT54997	25/07/2025	MISTY RIDGE PLANT FARM	NORTHAM RV PARK - MTCE	1		472.45
INV 0000588330/06/2025		MISTY RIDGE PLANT FARM	NORTHAM RV PARK - MTCE	1	472.45	
EFT54998	25/07/2025	MORRIS PEST & WEED CONTROL	JESSUP TERRACE - MTCE	1		1,936.00
INV INV-392324/06/2025		MORRIS PEST & WEED CONTROL	JESSUP TERRACE - MTCE	1	1,936.00	
EFT54999	25/07/2025	NAVMAN WIRELESS PTY LTD	SOFTWARE SUBSCRIPTION	1		342.76
INV 9333241515/06/2025		NAVMAN WIRELESS PTY LTD	SOFTWARE SUBSCRIPTION	1	171.38	
INV 9335262715/07/2025		NAVMAN WIRELESS PTY LTD	SOFTWARE SUBSCRIPTION	1	171.38	
EFT55000	25/07/2025	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - AUG 2025	1		665.50
INV 3645	17/07/2025	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - BILYA FESTIVAL 2025	1	165.00	
INV 3633	17/07/2025	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - AUG 2025	1	500.50	
EFT55001	25/07/2025	NORTHAM DISTRICTS GLASS PTY LTD	HUGO THROSSELL MEMORIAL - MTCE	1		720.00

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 42

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-109915/07/2025		NORTHAM DISTRICTS GLASS PTY LTD	HUGO THROSSELL MEMORIAL - MTCE	1	390.00	
INV INV-110322/07/2025		NORTHAM DISTRICTS GLASS PTY LTD	PN1608 - PLANT R&M	1	330.00	
EFT55002	25/07/2025	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUL 2025	1		494.50
INV 0000595404/07/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUL 2025	1	48.00	
INV 0000595807/07/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUL 2025	1	446.50	
EFT55003	25/07/2025	NORTHAM TOWING SERVICE	FREIGHT CHARGES - JUL 2025	1		275.00
INV 214505	07/07/2025	NORTHAM TOWING SERVICE	FREIGHT CHARGES - JUL 2025	1	275.00	
EFT55004	25/07/2025	OFFICEWORKS SUPERSTORES PTY LTD	BKB - OFFICE SUPPLIES	1		898.15
INV 6222496718/06/2025		OFFICEWORKS SUPERSTORES PTY LTD	CREATE 298 - IT SUPPLIES	1	106.95	
INV 6227423415/07/2025		OFFICEWORKS SUPERSTORES PTY LTD	BKB - OFFICE SUPPLIES	1	791.20	
EFT55005	25/07/2025	PBF AUSTRALIA	SON - MEMBERSHIP - 2025/2026	1		4,095.00
INV INV081325/06/2025		PBF AUSTRALIA	SON - MEMBERSHIP - 2025/2026	1	4,095.00	
EFT55006	25/07/2025	PROFESSIONAL LOCKSERVICE	VISITORS CENTRE - R&M	1		1,018.60
INV 0011176115/07/2025		PROFESSIONAL LOCKSERVICE	VISITORS CENTRE - R&M	1	284.35	
INV 0011179022/07/2025		PROFESSIONAL LOCKSERVICE	VISITORS CENTRE - R&M	1	734.25	
EFT55007	25/07/2025	RED DOT STORE	CEO OFFICE - SUPPLIES	1		20.00
INV 2240296701/07/2025		RED DOT STORE	CEO OFFICE - SUPPLIES	1	20.00	
EFT55008	25/07/2025	ROOF ACCESS WA PTY LTD	VARIOUS LOCATIONS - R&M	1		4,290.00
INV 5250715	21/07/2025	ROOF ACCESS WA PTY LTD	VARIOUS LOCATIONS - R&M	1	4,290.00	
EFT55009	25/07/2025	RUDEEZ - PJ & JA MORTON T/AS	ENGINEERING SERVICES - UNIFORMS	1		169.99
INV 81229	31/07/2025	RUDEEZ - PJ & JA MORTON T/AS	ENGINEERING SERVICES - UNIFORMS	1	169.99	
EFT55010	25/07/2025	SHANE SPINKS (CONSULTING)	CORPORATE SERVICES - CONSULTING SERVICES	1		9,170.22

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 43

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2026/001	11/07/2025	SHANE SPINKS (CONSULTING)	CORPORATE SERVICES - CONSULTING SERVICES	1	9,170.22	
EFT55011	25/07/2025	SYNERGY	361669310 RECREATION PRECINCT - 11/06/2025 to 08/07/2025	1		19,455.72
INV 1603961204/07/2025		SYNERGY	160396120 CLACKLINE FIRE SHED - 07/05/2025 to 30/06/2025		155.12	
INV 1422759508/07/2025		SYNERGY	142275950 WUNDOWIE OVAL - 06/05/2025 to 03/07/2025		570.09	
INV 3534641009/07/2025		SYNERGY	035346410 HOOPER PARK - 14/05/2025 to 08/07/2025		173.58	
INV 3616693111/07/2025		SYNERGY	361669310 RECREATION PRECINCT - 11/06/2025 to 08/07/2025		13,900.69	
INV 3358209416/07/2025		SYNERGY	335820940 CREATE 298 (old council chambers) - 18/06/2025 to 15/07/2025		693.61	
INV 8110294717/07/2025		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 19/06/2025 to 16/07/2025		113.21	
INV 1365377418/07/2025		SYNERGY	136537740 AIRPORT - 19/06/2025 to 16/07/2025		1,293.45	
INV 3616702518/07/2025		SYNERGY	361670250 NORTHAM LIBRARY - 19/06/2025 to 16/07/2025		340.78	
INV 8110294718/07/2025		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 17/07/2025 to 17/07/2025		117.29	
INV 3575496921/07/2025		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 19/06/2025 to 16/07/2025		2,097.90	
EFT55012	25/07/2025	T-QUIP	FREIGHT CHARGES - JUN 2025	1		150.00
INV 139954 #24/06/2025		T-QUIP	FREIGHT CHARGES - JUN 2025	1	150.00	
EFT55013	25/07/2025	TELAIR PTY LTD	OLD QUARRY - SUBSCRIPTION - JUN 2025	1		93.00
INV TA22358-30/06/2025		TELAIR PTY LTD	OLD QUARRY - SUBSCRIPTION - JUN 2025	1	93.00	
EFT55014	25/07/2025	TREVOR EASTWELL	COMMUNITY TRANSPORT - 10/7/2025	1		50.00
INV 70	10/07/2025	TREVOR EASTWELL	COMMUNITY TRANSPORT - 10/7/2025	1	50.00	
EFT55015	25/07/2025	VINCELEC	AIRPORT - R&M	1		1,993.60
INV IV2632	21/07/2025	VINCELEC	CREATE 298 - R&M	1	370.00	
INV IV2631	21/07/2025	VINCELEC	AIRPORT - R&M	1	1,623.60	

# Ordinary Council Meeting Agenda 26 August 2025

## Attachment 13.4.2.2

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 44

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT55016	25/07/2025	WAYNE CLARENCE LETHBORG	RATES CREDIT REFUND - A910	1		230.85
INV A910	23/07/2025	WAYNE CLARENCE LETHBORG	RATES CREDIT REFUND - A910		230.85	
EFT55017	25/07/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	DEVELOPMENT SERVICES - TRAINING	1		5,086.00
INV SI-01476	15/07/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	DEVELOPMENT SERVICES - TRAINING	1	4,500.00	
INV PCS25-5417	07/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CEO OFFICE - TRAINING	1	300.00	
INV SI-01492	22/07/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	DEVELOPMENT SERVICES - TRAINING	1	286.00	
EFT55018	25/07/2025	WESTWATER ENTERPRISES PTY LTD	BAKERS HILL OVAL - R&M	1		2,698.30
INV WS1179	22/07/2025	WESTWATER ENTERPRISES PTY LTD	BAKERS HILL OVAL - R&M	1	2,698.30	
DD22157.1	03/07/2025	COMMONWEALTH BANK OF AUSTRALIA	VICTORIA WILLIAMS-CORPORATE CHARGE CARD-30/05/2025 TO 30/06/2025	1		8,346.53
INV ALEX ES03	07/2025	COMMONWEALTH BANK OF AUSTRALIA	ALEX ESPEY-CORPORATE CHARGE CARD-30/05/2025 TO 30/06/2025	1	194.92	
INV COLIN Y03	07/2025	COMMONWEALTH BANK OF AUSTRALIA	COLIN YOUNG-CORPORATE CHARGE CARD-30/05/2025 TO 30/06/2025	1	978.64	
INV CHADD H03	07/2025	COMMONWEALTH BANK OF AUSTRALIA	CHADD HUNT-CORPORATE CHARGE CARD-30/05/2025 TO 30/06/2025	1	940.20	
INV PAUL DE03	07/2025	COMMONWEALTH BANK OF AUSTRALIA	PAUL DEVIC-CORPORATE CHARGE CARD-30/05/2025 TO 30/06/2025	1	24.00	
INV DEBORA03	07/2025	COMMONWEALTH BANK OF AUSTRALIA	DEBORAH TERELINCK-CORPORATE CHARGE CARD-30/05/2025 TO 30/06/2025	1	4,526.46	
INV VICTORI03	07/2025	COMMONWEALTH BANK OF AUSTRALIA	VICTORIA WILLIAMS-CORPORATE CHARGE CARD-30/05/2025 TO 30/06/2025	1	1,682.31	
DD22159.1	03/07/2025	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE - CLEANING EQUIPMENT JULY 2025	1		573.75
INV RECREA03	07/2025	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE - CLEANING EQUIPMENT JULY 2025	1	573.75	
DD22222.1	23/07/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE INVOICE FOR PERIOD ENDING 30TH JUNE 2025	1		21,795.14

Ordinary Council Meeting Agenda  
26 August 2025

Date: 05/08/2025  
Time: 1:21:45PM

Shire of Northam

USER: Elijah Moorhead  
PAGE: 45

Attachment 13.4.2.2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV GFEE-30/23/07/2025		WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE INVOICE FOR PERIOD ENDING 30TH JUNE 2025	1	21,795.14	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,440,504.87
TOTAL		1,440,504.87

## 14 MATTERS BEHIND CLOSED DOORS

### RECOMMENDATION

**That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (B) of the Local Government Act 1995, meet behind closed doors to consider agenda item 14.1 - Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as the matter related to the personal affairs of any person.**

*Cr H J Appleton declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as the item refers to fellow Councillors.*

*Cr L C Biglin declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as a Councillor named within the report is known to Cr Biglin.*

*Cr M I Girak declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as the Respondent and Complainant are fellow Councillors and Cr Girak's name is mentioned in the report.*

*Cr D A Hughes declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as both Councillors are known to Cr Hughes.*

*Cr A J Mencshelyi declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as the parties are known to Cr Mencshelyi.*

*Cr C M Poulton declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as Councillors are known to Cr Poulton.*

*Cr M P Ryan declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as the parties to the dispute are known to Cr Ryan as they are fellow Councillors.*

*Cr J E G Williams declared an "Impartiality" interest in item 14.1 Alleged Breach of Council Code of Conduct CP.3 Code of Conduct for Councillors, Committee Members and Candidates, as the Respondent and Complainant of the complaint are known to Cr Williams.*

**14.1 ALLEGED BREACH OF COUNCIL CODE OF CONDUCT CP.3 CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND CANDIDATES**

**RECOMMENDATION**

**That Council move out from behind closed doors.**

**15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**16 URGENT BUSINESS APPROVED BY DECISION**

Nil.

**17 DECLARATION OF CLOSURE**