



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting

19 June 2024



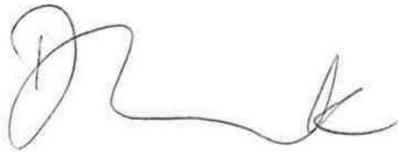
NOTICE PAPER
Ordinary Council Meeting
19 June 2024

President and Councillors

I inform you that an Ordinary Council Meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 19 June 2024 at 5:30 pm.

There was a Forum meeting held in the Council Chambers on 12 June 2024 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Debbie Terelinck
Chief Executive Officer

DISCLAIMER

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

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

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

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

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

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

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

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

Contents

1	DECLARATION OF OPENING.....	6
2	OPENING PROCEDURES	6
2.1	ACKNOWLEDGEMENT OF COUNTRY	6
2.2	RECORDING OF COUNCIL MEETINGS	6
3	ATTENDANCE.....	6
3.1	ATTENDEES	6
3.2	APOLOGIES	6
3.3	APPROVED LEAVE OF ABSENCE.....	7
3.4	ABSENT	7
4	DISCLOSURE OF INTERESTS.....	8
5	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	11
6	PUBLIC QUESTIONS	13
7	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	13
8	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	13
8.1	PETITIONS	13
8.2	PRESENTATIONS.....	13
8.3	DEPUTATIONS	14
9	APPLICATIONS FOR LEAVE OF ABSENCE	14
10	CONFIRMATION OF MINUTES	14
10.1	CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 15 MAY 2024.....	14
10.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 12 JUNE 2024	14
11	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	58
12	REPORTS OF COMMITTEE MEETINGS.....	58
12.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD 04 JUNE 2024	58
13	OFFICER REPORTS.....	60
13.1	CEO'S OFFICE.....	60
13.1.1	Delegated Authority Register Review.....	60
13.1.2	Fees & Charges - Community Halls.....	356

13.2 ENGINEERING SERVICES	362
13.3 DEVELOPMENT SERVICES	362
13.4 CORPORATE SERVICES	362
13.4.1 Accounts & Statement Of Accounts - May 2024	362
13.4.2 Financial Report For The Period Ending 31 May 2024	431
13.4.3 Schedule Of Fees & Charges 2024/25 - Additional Health Fees	447
13.5 COMMUNITY SERVICES	453
13.5.1 Spencers Brook Station Masters House - Budget Request	453
14 MATTERS BEHIND CLOSED DOORS	465
14.1 REQUEST FOR DEED OF EXTENSION & VARIATION OF LEASE - PORTION OF A11140, NORTHAM	465
14.2 CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD 27 MAY 2024.....	465
15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	465
16 URGENT BUSINESS APPROVED BY DECISION	465
17 DECLARATION OF CLOSURE	465

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 Services

Executive Manager Corporate Services

Acting Executive Manager Community Services

Governance Coordinator

Governance Officer

D Terelinck

P Devcic

C B Hunt

C J Young

J R Byers

B J Hadlow

T P Van Beek

3.2 APOLOGIES

Nil.

3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Nil.

4 DISCLOSURE OF INTERESTS

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Bush Fire Advisory Committee meeting held 04 June 2024	12.1	Cr H J Appleton	Impartiality	Mr C Marris is known to Cr Appleton.
		Cr D A Hughes	Impartiality	Some members of the Bush Fire Advisory Committee are known to Cr Hughes.
		Cr C M Poulton	Impartiality	Members of the Bakers Hill and Wundowie Bush Fire Brigades are known to Cr Poulton.
		Cr J E G Williams	Impartiality	Some members of the Fire Brigades are known to Cr Williams.

Fees & Charges – Community Halls	13.1.2	President C R Antonio	Impartiality	President Antonio is a member of Southern Brook Community Association, which is mentioned in the report.
		Cr H J Appleton	Impartiality	Members of Progress Associations mentioned in the agenda are known to Cr Appleton.
		Cr L C Biglin	Impartiality	Cr Biglin is the secretary/treasurer of Wundowie Progress Association and members of Clackline Hall and Bakers Hill Recreation Centre/Pavilion are known to Cr Biglin.
		Cr M I Girak	Impartiality	Members of Progress Associations mentioned in this item are known to Cr Girak.
		Cr D A Hughes	Impartiality	Some members of the Progress Associations are known to Cr Hughes.
		Cr A J Mencshelyi	Impartiality	Some of the members of Progress Associations administering the community halls are known to Cr Mencshelyi.
		Cr C M Poulton	Impartiality	Members of Bakers Hill and Wundowie Progress Associations are known to Cr Poulton.
		Cr J E G Williams	Impartiality	Cr Williams is on the Executive Committee of Bakers Hill Progress Association, one of the Shire's Halls lessees mentioned in the item. Cr Williams is a previous member of Clackline and Spencers Brook Progress Association,

				and members of all other Progresses are known to Cr Williams.
Spencers Brook Station Masters House – Budget Request	13.5.1	President C R Antonio	Impartiality	Members of the Spencers Brook Progress Association are known to President Antonio, and he has discussed this item in the past.
		Cr L C Biglin	Impartiality	Members of the Spencers Brook Progress Association are known to Cr Biglin.
		Cr M I Girak	Impartiality	Members of the Spencers Brook Progress Association are known to Cr Girak.
		Cr C M Poulton	Impartiality	Members of the Spencers Brook Progress are known to Cr Poulton.
		Cr J E G Williams	Impartiality	Cr Williams is a previous member of Spencers Brook Progress Association and has discussed this matter with the previous Progress President & Provided letters of support to the current President with regards to obtaining external funding to restore the Station Masters House.

5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Visitations and Consultations	
17/05/2024	Road Safety Introductory Meeting - Northam
22/05/2024	Wear Orange Wednesday – Thank an emergency volunteer
25/05/2024	Back to Grass Valley Day – Time Capsule Opening
28/05/2024	Supporting Healthy Advertising in Local Governments Interview / Survey
30/05/2024	WALGA Regional Waste and Environment Summit - Northam
30/05/2024	Reconciliation Week Event – Central Regional TAFE
31/05/2024	Ag Connect Conference - Northam
01/06/2024	Lions Community Markets - Northam
02/06/2024	WAFI Match in Northam, including official events
06/06/2024	Waste Sorted Awards Video recording - Northam
07/06/2024	NBN Emergency Management Roundtable - Dowerin
09/06/2024	Philippine Independence Day Celebration events - Northam
10/06/2024	Wheatbelt District Leadership Group Meeting - Northam
13/06/2024	Agricultural Hall of Fame Inductee Lunch – Claremont Showgrounds
15/06/2024	Netball WA Regional Championships Carnival Opening - Northam
Upcoming Events	
20/06/2024	Regional Capitals Alliance Meeting - Perth
21/06/2024	Avon-Midland Zone Meeting – Shire of Dalwallinu
25/06/2024	Northam Photography Group Guest Judging - Northam
26/06/2024	Living Well in the Wheatbelt Project Advisory Group Online Meeting
26/06/2024	Small Business Commissioner Online Meeting
28/06/2024	Founder's Day Celebrations, St Joseph's School Northam
01/07/2024	Australian Local Government Association Convention start - Canberra
01/07/2024	WA Delegate Sundowner - Canberra
02/07/2024	Australian Local Government Association Convention - Canberra
03/07/2024	Australian Local Government Association Convention – Canberra
04/07/2024	Australian Local Government Association Convention - Canberra
05/07/2024	Australian Local Government Association Convention Finish
06/07/2024	Lions Community Markets - Northam

Operational Matters:

The Shire is once again offering trays of native trees and discounted prices. The first of these events is on the 20th of June 2024.

Congratulations to the Shire, and the staff involved, for the two recent Waterwise Gold Status Awards. Waterwise activities form one of our priority actions from our Plan for the Future (2022-2032).

Events Calendar:

Following the recent successful WA Day Footy, there are plenty of events occurring over the next little while.

As part of this, the Shire is encouraging groups and people to think about what they would like their float to be as part of the annual Bilya Festival parade. Applications are still open for the event that is being held on the 9th of August.

There are also many community-led events being held. Perusing the list, the following are samples of what's in store. Trivia Tuesdays, Golf Lessons, Social Walking Netball, Northam Night Hoops, Dressed for Success, Karaoke and Pizza.

Strategic Matters:

As part of the WA Electric Vehicle (EV) Network, works are scheduled to start early June, and run for up to 16 weeks. Located at 2 Grey Street, the final result will be that Northam will have an EV Charging Station.

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 15 MAY 2024

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 15 May 2024 be CONFIRMED as a true and correct record of that meeting.

10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 12 JUNE 2024

RECOMMENDATION

That Council RECEIVE the notes from the Council Forum meeting held on Wednesday, 12 June 2024.



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Notes

Council Forum Meeting

12 June 2024

Council Forum Meeting Notes
12 June 2024



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
12 June 2024**

Preface

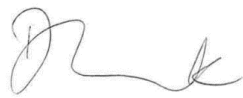
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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

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

Unconfirmed Notes

These notes were approved for distribution on 14 June 2024.



**DEBBIE TERELINCK
CHIEF EXECUTIVE OFFICER**

Received Notes

These notes were received at an Ordinary Meeting of Council held on 19 June 2024.

Signed:

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

Council Forum Meeting Notes
12 June 2024



Contents

1	DECLARATION OF OPENING	6
2	ACKNOWLEDGEMENT OF COUNTRY	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.....	11
6	PUBLIC QUESTIONS	11
7	RESPONSE TO PREVIOUS 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.....	33
10	CONFIRMATION OF MINUTES	33
10.1	CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 15 MAY 2024.....	33
10.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 12 JUNE 2024	33
11	ITEMS BROUGHT FORWARD FOR THE CONVINIENCE OF THOSE IN THE PUBLIC GALLERY.....	33
12	REPORTS OF COMMITTEE MEETINGS.....	33
12.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD 04 JUNE 2024	34
13	OFFICERS REPORTS	34
13.1	CEO'S OFFICE.....	34
13.2	ENGINEERING SERVICES	37
13.3	DEVELOPMENT SERVICES.....	37
13.4	CORPORATE SERVICES	37
13.4.1	Accounts & Statements of Accounts – May 2024.....	37
13.4.2	Financial Report for the Period Ending 31 May 2024	37
13.4.3	Schedule of Fees & Charges 2024/25 – Additional Health Fees..	37
13.5	COMMUNITY SERVICES	38
13.5.1	Spencers Brook Station Masters House – Budget Request	38

Council Forum Meeting Notes
12 June 2024



14	MATTERS BEHIND CLOSED DOORS	42
14.1	REQUEST FOR DEED OF EXTENSION & VARIATION OF LEASE – PORTION OF A11140, NORTHAM	42
14.2	CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD 27 MAY 2024	42
15	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	43
16	URGENT BUSINESS APPROVED BY DECISION.....	43
17	DECLARATION OF CLOSURE	43

Council Forum Meeting Notes
12 June 2024



1 DECLARATION OF OPENING

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

2 ACKNOWLEDGEMENT OF COUNTRY

2.1 ACKNOWLEDGEMENT OF COUNTRY

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

2.2 RECORDING OF COUNCIL MEETINGS

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

3 ATTENDANCE

3.1 ATTENDEES

Council:

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

Staff:

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

Council Forum Meeting Notes
12 June 2024



Gallery:
Public

C Gorard
S Wallace
J Reid
D Hughes
C Smart
T Frost

3.2 APOLOGIES

Nil.

3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Nil.

Council Forum Meeting Notes
12 June 2024



4 DISCLOSURE OF INTEREST

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Bush Fire Advisory Committee meeting held 04 June 2024	12.1	Cr H J Appleton	Impartiality	Mr C Marris is known to Cr Appleton.
		Cr D A Hughes	Impartiality	Some members of the Bush Fire Advisory Committee are known to Cr Hughes.
		Cr C M Poulton	Impartiality	Members of the Bakers Hill and Wundowie Bush Fire Brigades are known to Cr Poulton.
		Cr J E G Williams	Impartiality	Some members of the Fire Brigades are known to Cr Williams.
Fees & Charges – Community Halls	13.1.2	President C R Antonio	Impartiality	President Antonio is a member of Southern Brook Community



Council Forum Meeting Notes
12 June 2024

				Association, which is mentioned in the report.
		Cr H J Appleton	Impartiality	Members of Progress Associations mentioned in the agenda are known to Cr Appleton.
		Cr L C Biglin	Impartiality	Cr Biglin is the secretary/treasurer of Wundowie Progress Association and members of Clackline Hall and Bakers Hill Recreation Centre/Pavilion are known to Cr Biglin.
		Cr M I Girak	Impartiality	Members of Progress Associations mentioned in this item are known to Cr Girak.
		Cr D A Hughes	Impartiality	Some members of the Progress Associations are known to Cr Hughes.
		Cr A J Mencshelyi	Impartiality	Some of the members of Progress Associations administering the community halls are known to Cr Mencshelyi.
		Cr C M Poulton	Impartiality	Members of Bakers Hill and Wundowie Progress Associations are known to Cr Poulton.
		Cr J E G Williams	Impartiality	Cr Williams is on the Executive Committee of Bakers Hill Progress Association, one of the Shire's Halls lessees mentioned in the item. Cr Williams is a previous member of Clackline and Spencers Brook Progress Association, and members of all other Progresses are known to Cr Williams.



**Council Forum Meeting Notes
12 June 2024**

Spencers Brook Station Masters House – Budget Request	13.5.1	President C R Antonio	Impartiality	Members of the Spencers Brook Progress Association are known to President Antonio, and he has discussed this item in the past.
		Cr L C Biglin	Impartiality	Members of the Spencers Brook Progress Association are known to Cr Biglin.
		Cr M I Girak	Impartiality	Members of the Spencers Brook Progress Association are known to Cr Girak.
		Cr C M Poulton	Impartiality	Members of the Spencers Brook Progress are known to Cr Poulton.
		Cr J E G Williams	Impartiality	Cr Williams is a previous member of Spencers Brook Progress Association and has discussed this matter with the previous Progress President & Provided letters of support to the current President with regards to obtaining external funding to restore the Station Masters House.

Council Forum Meeting Notes
12 June 2024



5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

6 PUBLIC QUESTIONS

Name: Mr G Bradbury

Question 1: Were there any public events or occasions for reconciliation week this year? If not, why not? If yes, what advertising and promotion was done?

Question 2: Will the Shire increase its involvement and public participation in future reconciliation and indigenous events/weeks etc.?

Response to Questions: The Shire of Northam fully recognises and acknowledges the significance of National Reconciliation Week as a time for all Australians to learn about our shared histories, cultures and achievements, and to strengthen respectful relationships between the wider community and Aboriginal & Torres Strait Islander people. As an organisation we are committed to reconciliation every day and we continue to work to build upon our relationships with our local Ballardong community.

The Shire did not host an event for Reconciliation Week as in recent years we have instead focused our efforts on organising and hosting a collaborative community NAIDOC Week celebration. This decision was discussed and agreed upon at a recent meeting of some of our local Elders who sit on our cultural advisory group. We did acknowledge National Sorry Day and National Reconciliation Week with informative social media posts to the Shire's Bilya Koort Boodja social media pages. In addition, Shire Council Members and staff attended Reconciliation Week events hosted by other organisations such as Central Regional TAFE and APM.

We are pleased to announce that our free Community NAIDOC Week celebration will be held on Thursday 11th July from 10 am – 2 pm at the firepit and grounds of the Bilya Koort Boodja Centre. The event will be a celebration of Aboriginal culture including a traditional Welcome and Smoking Ceremony, traditional food, dance and music performances

Council Forum Meeting Notes
12 June 2024



from local Nyoongar performers, free children's activities and information stalls.

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

Name:	J Reid – Spencers Brook Progress Association
Item Name:	13.5.1 – Spencers Brook Station Masters House – Budget Request
Summary of Deputation:	<p>Ms J Reid delivered a presentation (attached) regarding the history and the Spencers Brook Progress Association's intentions with the Station Masters House, with additional comments summarized below.</p> <p>Slide 2 - Demographic of single household occupancy. This is what we are about; creating a local facility for community members to be able to engage for their well-being.</p> <p>Slide 3 – It's not only SBPA members; other community members are seeking a sense of belonging. SBPA members come from five different locations.</p> <p>Slide 4 – We engage other community organizations – Northam Men's Shed, Clackline Fire Brigade, Northam Historical Society. On a regular basis we hear of historical enthusiasts complimenting us for saving this heritage dwelling.</p>

Council Forum Meeting Notes
12 June 2024



Slide 5 – Our Australia Day breakfast is sought after calendar event.

Slide 6 – The photo depicts four generations of the Stewart family. On the right is a list of all the Station Masters that have occupied the Station Masters House.

Slide 7 – Documentation listing the Station Masters House on Heritage Council Register.

Slide 8 – There are two Station Masters Houses within the Shire. Our Station Masters House is 93 Thomas Street Spencers Brook, and the other Station Masters House is 11kms away at Mokine. That is privately owned.

Slide 9 – The Station Masters Houses are all built the same. Upon completion of the renovations, we hope to restore to the level that Mundaring has and be invited to be part of the exclusive club of Station Masters Houses that are dotted around Australia.

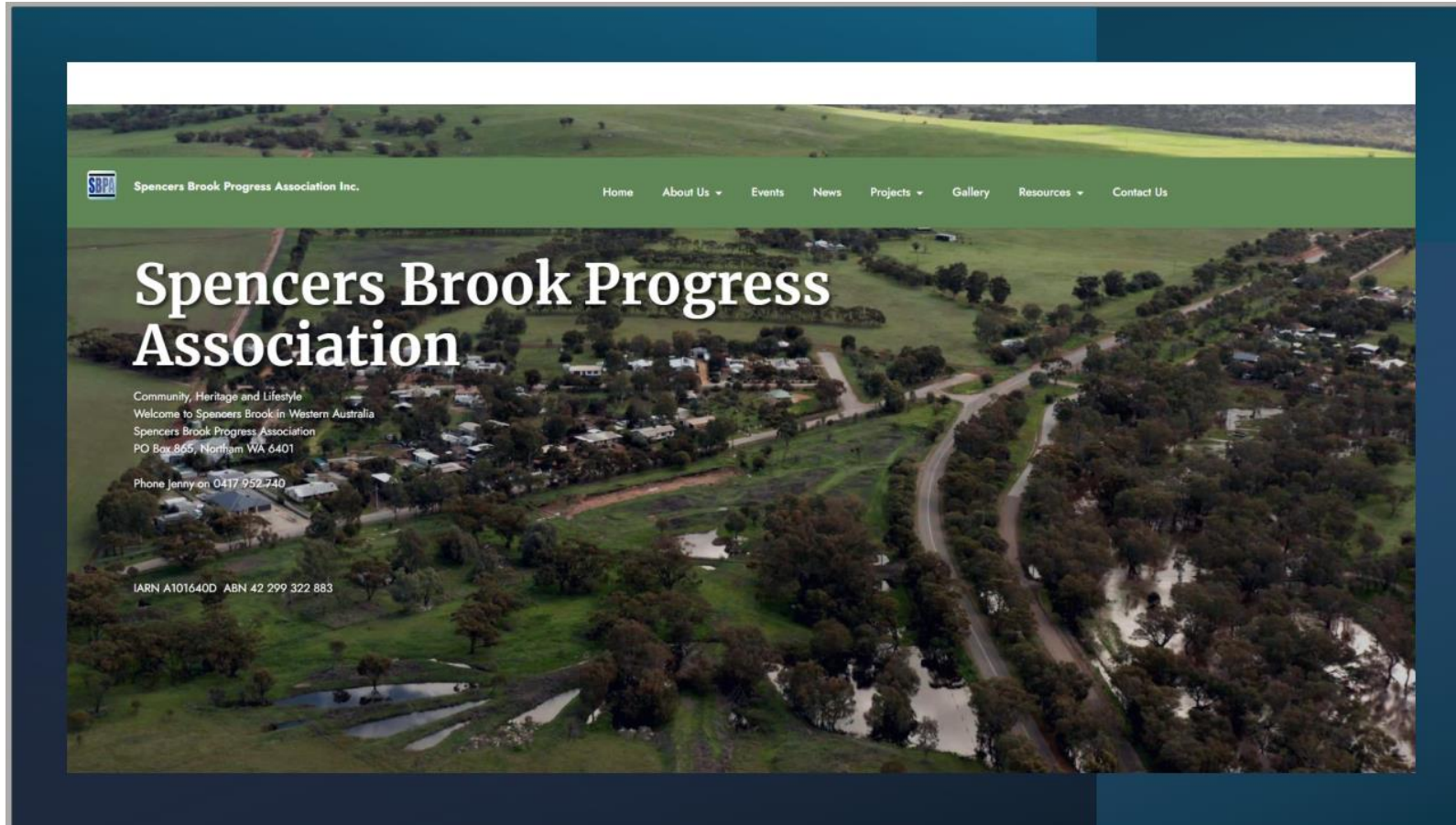
Slide 10 – Most of the original features of the Station Masters House are intact including the wavy windows.

Slide 11 – We need a home for our community.

Slide 17 – There were only three locations that had tearooms - Perth, Fremantle and Spencers Brook.

Slide 19 – Councillors were invited to see the Station Masters House. Thankfully the proposal to demolish the House did not proceed.

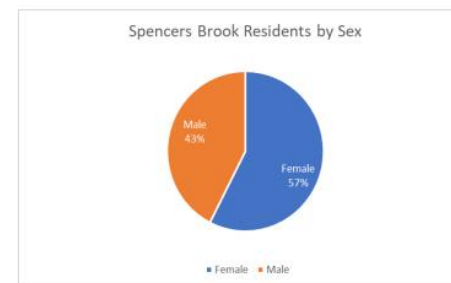
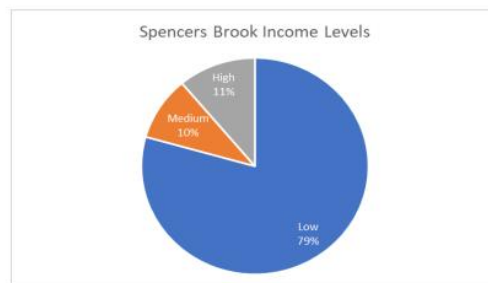
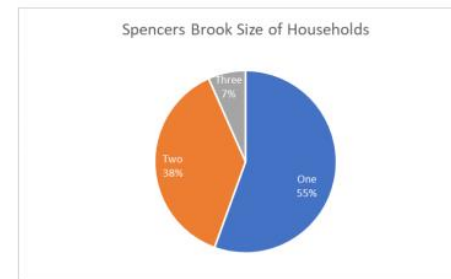
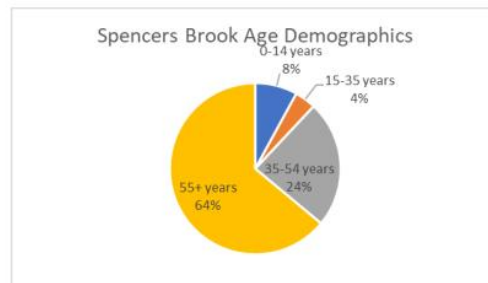
Concluded by reiterating that the SBPA are all volunteers trying to make a difference for our local community and give them the feeling of being happy, healthy, connected and belonging locally.





Our Residents

From 2021
Census Data

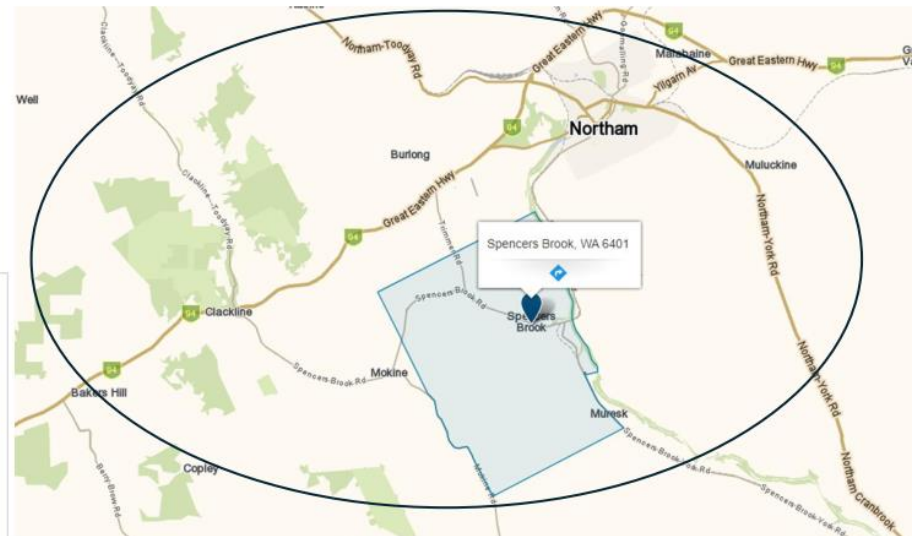
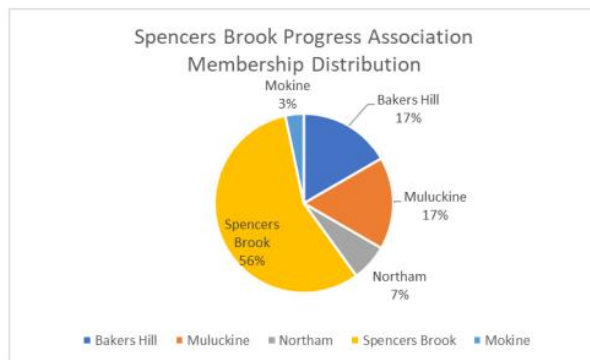


Income definitions as per ATO LMITO



Our Community

- Coverage



Source: www.whereis.com.au



Our Projects

Spencers Brook Progress Association is 100% Volunteer Run

Volunteer Hours both Progress Association and Community Members

• Busy Bee's	22.00
• Station Masters House Grant	163.33
• Community Engagement Events	240.57
• Period Oct 22 – Jun 24 Total	425.90 hours

Completed Projects to Date

- Bus Shelter ,Furniture, Community library
- Entrance Statement sign
- Fire Shed and Truck
- Kitchen ,Toilet and Bathroom repairs at Station Masters House



Community Events

- End of Year Function
- Australia Day
- Artist in residence
- Busy Bees



End of Year Function



Australia Day
Breakfast BBQ
2024

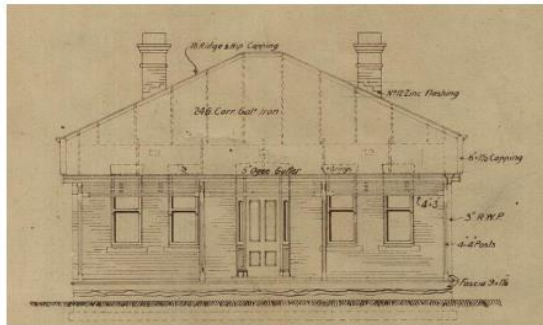
Australia Day
Breakfast BBQ
2023



Artist in Residence 2023



Valuing our Heritage -The Station Masters House



Station Masters

D.E. Palmer	June 1902- August 1905
A.J. Brown	August 1905- May 1907
Michael Stormon	May 1907- July 1909
J. Bignell	July 1909- December 1915
J.W. Burgess	December 1915- January 1917
S. de Garis	January 1917- March 1919
R.F. Geldard	March 1919- September 1924
E. Jefford	September 1924- February 1929
G. Burrows	February 1929- July 1929
J.H.P. Simpson	July 1929- February 1932
S.R. Bell	February 1932- November 1934
H. Hewson	November 1934- September 1943
C.H. Frayne	September 1943- April 1946
J.W. Reeves	April 1946- May 1948
D.S. Gilchrist	May 1948- April 1952
F.R. Hill	April 1952- July 1952
G.S. Bush	July 1954- September 1955
L.E. McEwin	September 1955- June 1960
B.G. Guthrie	June 1960- October 1961
R.A. West	October 1961- July 1963
P.Lynch	July 1963- 31 December 1965



Valuing our Heritage

- Built in 1902
- Builder AJ Stewart & Co.
- Sum of £534 6s 1d
- State Heritage Register
- Shire Of Northam Register

W.R. 2508/1902.
WESTERN AUSTRALIAN GOVERNMENT RAILWAYS.
It is hereby notified, for general information, that the following Tender has been accepted—

Date of Appointment.	Name of Contractors.	Description of Contract.	Amount.
1902. 2nd June.	A. J. Stewart & Co.	Spencers' Brook Station House Contract	£ 534 6s 1d

C. H. BASON,
Minister for Railways.
4th July, 1902.

3. Some / Moderate significance

Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the item. Conservation of the place is desirable. Any alterations or extensions should reinforce the significance of the place, and original fabric should be retained wherever feasible.



Station Masters House, Spencers Brook

AUTHOR: Heritage Council PLACE NUMBER: 16589

LOCATION: Spencers Brook
LOCATION DETAILS: Station Masters House
LOCAL GOVERNMENT: Northam REGION: Mid West AREA: Avon Arc
CONSTRUCTION DATE: CONSIDERED FROM 1900
DEMOLITION YEAR: N/A

TYPE	OFFICE	DATE	ASSESSMENT	STATE SIGNIFICANCE
State Heritage Register	Commonwealth	22 Jan 2004	Category 1	State

TYPE	OFFICE	DATE	ASSESSMENT
Heritage Council Decision	Commonwealth	22 Jan 2004	Category 1

TYPE	OFFICE	DATE	ASSESSMENT	STATE SIGNIFICANCE
State Heritage Register	Commonwealth	22 Jan 2004	Category 1	State

NUMBER	TYPE	REGION	YEAR OF PUBLICATION
16589	Station Masters House Spencers Brook, Pastoral House	Mid West	2004



Station Masters House, Spencers Brook

AUTHOR: Shire of Northam PLACE NUMBER: 16589

LOCATION: Spencers Brook
LOCATION DETAILS: Station Masters House
LOCAL GOVERNMENT: Northam REGION: Mid West AREA: Avon Arc
CONSTRUCTION DATE: N/A
DEMOLITION YEAR: N/A

TYPE	OFFICE	DATE	ASSESSMENT	STATE SIGNIFICANCE
State Heritage Register	Commonwealth	22 Jan 2004	Category 1	State

TYPE	OFFICE	DATE	ASSESSMENT
Heritage Council Decision	Commonwealth	22 Jan 2004	Category 1

TYPE	OFFICE	DATE	ASSESSMENT	STATE SIGNIFICANCE
State Heritage Register	Commonwealth	22 Jan 2004	Category 1	State

Physical Description
The site is a large stone brick building with a gabled roof and a central tower. The tower has a clock face and is the most prominent feature. The building is surrounded by a low wall and a paved area. There is a large tree in front of the building.

Integrity/Authenticity
The site is in good condition and retains its original fabric. The tower and the main building are well preserved. The site is a good example of a station masters house from the early 20th century.

State Heritage Office Inventory entries

NUMBER	TYPE	REGION	YEAR OF PUBLICATION
16589	Station Masters House Spencers Brook, Pastoral House	Mid West	2004

Creation Date: 19 Jul 2002 Last Update: 31 Jan 2017
 Status: Critical Approved



Two Locations - Two Different Buildings

Spencers Brook Station Masters House



Station Masters House, Spencers Brook

AUTHOR: Heritage Council PLACE NUMBER: 16589
LOCATION: Spencers Brook

On Both the Heritage Council Register and the Municipal Register



Built by AJ Stewart & Co
1902

Mokine Station Masters House



Mokine Station Master's House

AUTHOR: Shire of Northam PLACE NUMBER: 10920

Only on Municipal Register



Built by Ernest Coombe who also built Parkerville, Mundaring, Chidlow's Well and Woorloo Station Masters Houses

Circ 1903

Where we are heading – Preservation of local history and railway heritage

At commencement of Lease



After working Bees



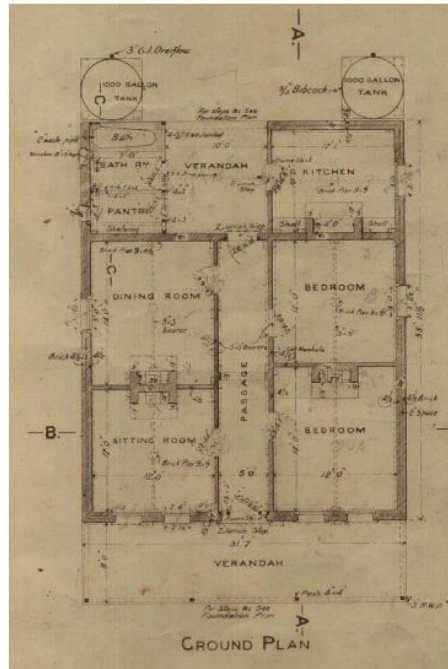
Where we are heading (similar)



Valuing our Heritage - Features

Original Features

- Plaster and Lathe Ceilings
- Intact Fireplaces and Mantles
- Metters No 2 in Kitchen
- Glass in Windows – some original (wavy)
- Central Arch
- Indoor vents
- Flooring in main rooms
- Picture framing in Sitting and Dining Room
- Skirting in main rooms
- Cement Skirting and Dado in Kitchen
- Architraves
- Doors
- Latrine Building
- Woodshed



Non- Original Features

- Very Old wood burner in Main Bedroom (To be removed)
- Kitchen cabinets (modern Update)
- Shower Hob in Bathroom (To be removed)
- Front Verandah ** (To be replaced)
- Back Verandah
- Door in Dining Room instead of window
- Enclosed original verandah

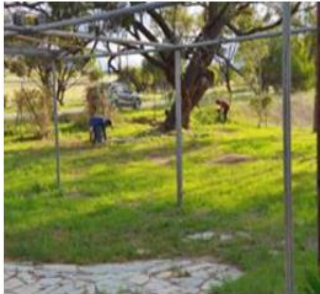


Our Vision for the Building

- After a meeting with the Manager of Planning and Environment
 - SBPA now has relevant information about a suitable use of the Station Masters House
 - Community Purpose is the best fit use for the Station Masters House
 - SBPA would be further progressed if we were provided with this information on 20th Feb 2023 by Building and Health.
- <20 people using the building at one time
- Use as Small Meeting Rooms
 - For example things like
 - Singing Group, SBPA meetings, Historical Club, SBPA office, Craft, Bridge, Mother & Bubs etc.
 - Community Garden



What we have done so far.



Community Volunteers

- Cleaned up the yard – removing weeds and debris
- Revealed stonework at back
- Revealed Toodyay stone pavement at back
- Opened two windows that didn't open
- Laid Laminate Flooring in Kitchen
- Cleaning
- Making surrounds fire safe
- Repaired Leach Drains with donated Geotech and Leach drain lids (12)



Shire of Northam Community Grant 2022-2024 \$20,000

- Replaced termite damaged kitchen subfloor
- Replaced kitchen floor that was uneven
- Installed kitchen cabinets
- Bathroom repairs
- Toilet repairs and refurbishment

Kitchen Before And After

Before



After





Repairs to be done (as per Building Report)

Urgent

- Facias, Gutters, Downpipes, Gutterguard, Water Tanks
- Fretting on North and South wall
- Bathroom floor repairs
- Opening up of remaining 3 windows that are “stuck” – Paint, dirt and wood frame issues

Items to be monitored (as per Building Report)

- Plaster and Lathe Ceiling
- Wall Plaster
- Back verandah wall



Repairs to be done

- Items to be done not considered urgent
 - Roof Sheeting – there are no leaks into the house at the moment
 - Fretting of West and East wall
 - Painting – Interior plus Outside rendering
 - Removal of carpets
 - Replacement of missing vents on outside
 - Repair of Metters Stove
 - Chimney cleaning and rebuild
 - Replacement of Front Verandah
 - Replacement of Historically accurate Fence

Preserving our Heritage

What we are planning on doing
(current grant application)

- Replace fascias, guttering and downpipes. Install Gutterguard
- Install water tanks. Original house had two water tanks
- Replace wooden Bathroom floor



Council Forum Meeting Notes
12 June 2024



25th May 1954





What we are Planning on Doing

- Engagement of a Private Building Surveyor /Certifier
 - Independent Advice on
 - Accurate Building Compliance Check report
 - The repairs that are required
 - Any further reports required i.e. Engineering etc.
 - Exemptions for Historical Buildings and Deemed to Comply provisions
 - Order and timeline for repairs to the building
 - Changes required for the change of use from Residential to Community Purpose
- Plan for works
- Repairs to the building
- Costing and Grant Applications
- Building modifications required for Certification.
- Change of Land Use Application to Community Purpose once building certified.

Our Expectations

- “Level playing Field” with the other Progress Associations
 - Same amenities at the same standard
 - Same/equivalent funding
 - Ratepayers of Spencers Brook have contributed to all the other PA’s facilities over the decades while we have none.

- Invitation

- THANKYOU



**Council Forum Meeting Notes
12 June 2024**



9 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

10 CONFIRMATION OF MINUTES

**10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD
15 MAY 2024**

Nil.

10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 12 JUNE 2024

Nil.

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

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

- 13.5.1 – Spencers Brook Station Masters House – Budget Request

Four members of the Public Gallery, Ms J Reid, Ms C Gorard, Ms C Smart and Mr S Wallace, left the meeting at 6:07 pm.

The Executive Manager Corporate Services left the meeting at 6:07 pm.

12 REPORTS OF COMMITTEE MEETINGS

Cr H J Appleton declared an "Impartiality" interest in item 12.1 Bush Fire Advisory Committee Meeting held 04 June 2024, as Mr C Marris is known to Cr Appleton.

Cr D A Hughes declared an "Impartiality" interest in item 12.1 Bush Fire Advisory Committee Meeting held 04 June 2024, as some members of the Bush Fire Advisory Committee are known to Cr Hughes.

Cr C M Poulton declared an "Impartiality" interest in item 12.1 Bush Fire Advisory Committee Meeting held 04 June 2024, as members of the Bakers Hill and Wundowie Bush Fire Brigades are known to Cr Poulton.

**Council Forum Meeting Notes
12 June 2024**



Cr J E G Williams declared an "Impartiality" interest in item 12.1 Bush Fire Advisory Committee Meeting held 04 June 2024, as some members of the Fire Brigades are known to Cr Williams.

12.1 BUSH FIRE ADVISORY COMMITTEE MEETING HELD 04 JUNE 2024

Nil.

13 OFFICERS REPORTS

13.1 CEO'S OFFICE

13.1.1 Delegated Authority Register Review

The Executive Manager Corporate Services entered the meeting at 6:09 pm.

Clarification was sought in relation to:

- If the current Delegated Authority Register was not up to standard, should this have been picked up during the annual audit or by the Audit & Risk Management Committee?

The Chief Executive Officer advised that the Auditors would not be reviewing this document as they mainly audit the financial side of things. While not being aware of how long the WALGA template has been available, the most recent review of the Register has identified that there is an opportunity to align the Shire's Register with the WALGA template.

President C R Antonio declared an "Impartiality" interest in item 13.1.2 Fees & Charges – Community Halls, as President Antonio is a member of Southern Brook Community Association, which is mentioned in the report.

Cr H J Appleton declared an "Impartiality" interest in item 13.1.2 Fees & Charges – Community Halls, as members of Progress Associations mentioned in the agenda are known to Cr Appleton.

Cr L C Biglin declared an "Impartiality" interest in item 13.1.2 Fees & Charges – Community Halls, as Cr Biglin is the secretary/treasurer of Wundowie Progress Association and members of Clackline Hall and Bakers Hill Recreation Centre/Pavilion are known to Cr Biglin.

Cr M I Girak declared an "Impartiality" interest in item 13.1.2 Fees & Charges – Community Halls, as members of Progress Associations mentioned in this item are known to Cr Girak.

Council Forum Meeting Notes
12 June 2024



Cr D A Hughes declared an "Impartiality" interest in item 13.1.2 Fees & Charges – Community Halls, as some members of the Progress Associations are known to Cr Hughes.

Cr A J Mencshelyi declared an "Impartiality" interest in item 13.1.2 Fees & Charges – Community Halls, as some of the members of Progress Associations administering the community halls are known to Cr Mencshelyi.

Cr C M Poulton declared an "Impartiality" interest in item 13.1.2 Fees & Charges – Community Halls, as members of Bakers Hill and Wundowie Progress Associations are known to Cr Poulton.

Cr J E G Williams declared an "Impartiality" interest in item 13.1.2 Fees & Charges – Community Halls, as Cr Williams is on the Executive Committee of Bakers Hill Progress Association, one of the Shire's Halls lessees mentioned in the item. Cr Williams is a previous member of Clackline and Spencers Brook Progress Association, and members of all other Progresses are known to Cr Williams.

13.1.2 Fees & Charges – Community Halls

Clarification was sought in relation to:

- If the Progress Associations want to change the charges that they have outlined in this report or if something comes up that was not accounted for in the fees, will that be a complicated process to change, or will it be presented to the next Council meeting?

The Chief Executive Officer advised that amendments to the Schedule of Fees and Charges can be presented to a Council meeting for consideration as required.

- If a Progress Association want to offer free use of their facility for a certain circumstance, i.e. a community funeral, is this allowed?

The Governance Coordinator advised that this has been included in the fees provided by the Bakers Hill Progress Association. If there are any other recurring events in the community that are free, that does need to be included in the Schedule of Fees & Charges.

- Were all Progress Associations with leases that are being considered at the moment given the opportunity to indicate the free events that they would have?

Council Forum Meeting Notes
12 June 2024



The Governance Coordinator advised that the Progress Associations were requested to provide all of the fees they currently charge for hiring out the facilities.

- Can we go back and ask if there are any free events they wish to include, in the event that they did not understand that the free events still needed to be included?

The Governance Coordinator confirmed that this will occur before the next meeting.

- Was the intention of the leases to bring the fees & charges to be in line with the Shire fees?

The Governance Coordinator advised that as there is a significant difference between the facilities outlined in the report, Progress Associations were asked to put forward what they are currently charging. To introduce standard fees across the halls would require more consultation and is something that can be considered in future.

- Could this alignment of fees be something that is discussed at the Progress Association group meetings with the Chief Executive Officer that have recently been implemented? And would these fees stay the same for the entire duration of the lease agreement?

The Chief Executive Officer advised that this can be discussed at those meetings and noted that the clause in the proposed lease agreements will require that the fees should be charged in accordance with the Schedule of Fees & Charges, rather than specifying the actual fees in each agreement.

- Where these fees indicated in the report completely at the discretion of each of the Progress Associations?

The Shire President advised that the charges at the leased halls have always been at the discretion of the Progress Associations, with exception of the Wundowie Progress Association. This proposal is just to include the changes in the Schedule of Fees & Charges.

- Can we provide a suggested model to the Progress Associations, like the fees provided by the Bakers Hill Progress Association?

The Chief Executive Officer advised that there is an opportunity to work with the Progress Associations to see if we can get more

**Council Forum Meeting Notes
12 June 2024**



consistency in the fees charged. It was recently picked up that as the Progress Associations are managing the facilities on behalf of the Shire, the fees are required to be captured in the Schedule of Fees & Charges.

13.2 ENGINEERING SERVICES

Nil.

13.3 DEVELOPMENT SERVICES

Nil.

13.4 CORPORATE SERVICES

13.4.1 Accounts & Statements of Accounts – May 2024

Nil.

13.4.2 Financial Report for the Period Ending 31 May 2024

Clarification was sought in relation to:

- Are we looking to be on budget regarding the annual reports for income and expenditure?

The Executive Manager Corporate Services advised that overall, it is expected that the Shire will come in on budget.

13.4.3 Schedule of Fees & Charges 2024/25 – Additional Health Fees

Clarification was sought in relation to:

- In regards to the skin penetration establishment fee and hairdressing establishment fees that have been struck out/proposed to be removed, why is this?

The Executive Manager Development Services advised that there is still a requirement for a new business registration fee however these are annual inspection fees. Research with other Class 2 Local Governments has indicated they do not charge an annual inspection fee, and there is no legislative requirement to have an annual fee.

Council Forum Meeting Notes
12 June 2024



- Why is the noise exemption application fee so high?

The Executive Manager Development Services advised that it is a statutory fee with the amount being prescribed by legislation.

13.5 COMMUNITY SERVICES

President C R Antonio declared an "Impartiality" interest in item 13.5.1 Spencers Brook Station Masters House – Budget Request, as members of the Spencers Brook Progress Association are known to President Antonio, and he has discussed this item in the past.

Cr L C Biglin declared an "Impartiality" interest in item 13.5.1 Spencers Brook Station Masters House – Budget Request, as members of the Spencers Brook Progress Association are known to Cr Biglin.

Cr M I Girak declared an "Impartiality" interest in item 13.5.1 Spencers Brook Station Masters House – Budget Request, as members of the Spencers Brook Progress Association are known to Cr Girak.

Cr C M Poulton declared an "Impartiality" interest in item 13.5.1 Spencers Brook Station Masters House – Budget Request, as members of the Spencers Brook Progress are known to Cr Poulton.

Cr J E G Williams declared an "Impartiality" interest in item 13.5.1 Spencers Brook Station Masters House – Budget Request, as Cr Williams is a previous member of Spencers Brook Progress Association and has discussed this matter with the previous Progress President & Provided letters of support to the current President with regards to obtaining external funding to restore the Station Masters House.

13.5.1 Spencers Brook Station Masters House – Budget Request

Clarification was sought in relation to:

- Previously Council moved to have this building demolished in 2012, then in 2018 Council moved to support a management agreement between Spencers Brook Progress Association and the Department of Land and Heritage, what happened in that 6 year time frame? Was there any reason that the demolition did not proceed in that time?

The Chief Executive Officer advised that as the land and building was not in the ownership of the Shire, it was not the Shire's decision to demolish. It was up to the State Government to demolish the building, that is located on their land, if and when they chose to

Council Forum Meeting Notes
12 June 2024



do so. As the building was not demolished, it is understood that there were representations made and an arrangement was put forward between the Department of Planning, Lands and Heritage and the Spencers Brook Progress Association regarding the management of the facility.

- There was a suggestion that the Shire would support a purpose built shed for the Progress Association to use, was there any costings done on how much this would cost to build?

The Chief Executive Officer advised that there were other options that were explored, and the report recommendation references supporting the Progress Association to look at other options and part of that exploration would include understanding the estimated costings for each option. The other options were considered on the basis that these would be Shire owned facilities into which ratepayers' funds were being invested and would remain as a Shire asset.

- It was previously put forward that the Shire take ownership of the property from the Department of Land and Heritage, why doesn't the Shire take ownership?

The Chief Executive Officer advised that we can only comment on the previous decision of Council. It is understood that at the time the property was offered to the Shire as a management arrangement and due to the predicted cost involved in upgrading the facility, Council did not want to take it on.

- Are we able to reach out to the National Trust to assist in rejuvenating this particular property?

The Chief Executive Officer advised that part of the recommendation in the report is to have a management plan for the building, and the Progress Association has indicated that they are looking to do some sort of plan, which would be helpful to understand how much it would cost to do the works and the order in which the work needs to be done. While the zoning of the land may be changed to community purposes, there are also provisions under other legislation that may require the facility (depending on its use) to be designated as a public building that may result in further modifications including for accessibility. If a management plan is done, this would certainly assist with looking at other funding opportunities and the Shire can support the Progress Association with exploring these opportunities.

Council Forum Meeting Notes
12 June 2024



- Given that it was a staging post, with a fair bit of significance, and is the last remaining piece of infrastructure there associated with the railways, is there any way that we can assist with the preservation of this heritage building?

The Chief Executive Officer advised that the building was previously on our municipal heritage inventory, however it may not be included in the most recent Heritage List. It is not on the State Heritage Register.

The Executive Manager Development Services advised that the Station Master House is still on the Shire's Heritage Inventory, but it is not included in the State Heritage Register, so it does not have the level of potential as a State listed property does.

- Have we done an exercise to see the cost comparison between purchasing the heritage listed building and purchasing a purpose built building?

The Chief Executive Officer advised that the costs would depend on the nature of the facility, and because a management plan for the Station Masters House has not been developed and the uses clarified, it is hard to do a comparison of this with the potential cost for a purpose built facility.

- Under the management order there are certain requirements, does the Spencers Brook Progress Association have any plans to do further works on the property? Have any cost estimates been done to repoint the brick work on the property?

The Chief Executive Officer advised that it would be difficult to have the costings available by the Ordinary Council Meeting because there is a range of work that needs to be undertaken. The building compliance checklist report that was produced by the Shire and provided to the Spencers Brook Progress Association in July 2023 has not been costed and it would be challenging to do this by next week.

- The building report that the Shire undertook, was that undertaken by a registered builder or an internal staff member?

The Executive Manager Development Services advised that the report was prepared by a staff member who is a qualified building surveyor but not a registered builder.

Council Forum Meeting Notes
12 June 2024



- Would it be in the interest of the Shire to have a qualified builder provide a report?

The Executive Manager Development Services advised that it is not a Shire building, and as such it is not our role to get a further report completed by a registered builder. Part of the Progress Association's proposal is to engage somebody to assist with these matters.

- There is an inconsistency with the number of people who can be in the building at a time. The report notes that it is 10, however the latest presentation by the Progress Association states that it is under 20 people. What is the correct number?

This question was taken on notice and a response will be provided before the Ordinary Council Meeting.

- Are you required to upgrade to 2 leach drains from 1 when you are only completing upgrades to a property?

The Executive Manager Development Services advised that it ultimately depends on the intended use of the building.

- Can we clarify for next week who owns the Mundaring Station Masters House, as referenced in the Progress Association's presentation?

The Chief Executive Officer confirmed that enquiries can be undertaken.

Council Forum Meeting Notes
12 June 2024



14 MATTERS BEHIND CLOSED DOORS

RECOMMENDATION / COUNCIL DECISION

Minute No: C.5040

Moved: Cr M P Ryan

Seconded: Cr A J Mencshelyi

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

- 14.1 - Request for Deed of Extension & Variation of Lease – Portion of A11140, Northam, as it relates to a contract entered into, or which may be entered into, by the local government, and;
- 14.2 - Chief Executive Officer Review & Selection Committee Meeting held 27 May 2024, as it relates to a matter affecting an employee or employees.

CARRIED 9/0

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

Against: Nil.

Members of the Public Gallery left the meeting at 6:20 pm.

14.1 REQUEST FOR DEED OF EXTENSION & VARIATION OF LEASE – PORTION OF A11140, NORTHAM

Refer to Confidential Addendum.

14.2 CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD 27 MAY 2024

Refer to Confidential Addendum.

Council Forum Meeting Notes
12 June 2024



RECOMMENDATION / COUNCIL DECISION

Minute No: C.5041

Moved: Cr M P Ryan

Seconded: Cr A J Mencshelyi

That Council move out from behind closed doors.

CARRIED 9/0

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

Against: Nil.

Members of the Public Gallery returned to the meeting at 6:27 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, closed the meeting at 6:28 pm.

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

12 REPORTS OF COMMITTEE MEETINGS

Cr H J Appleton declared an "Impartiality" interest in item 12.1 Bush Fire Advisory Committee Meeting held 04 June 2024, as Mr C Marris is known to Cr Appleton.

Cr D A Hughes declared an "Impartiality" interest in item 12.1 Bush Fire Advisory Committee Meeting held 04 June 2024, as some members of the Bush Fire Advisory Committee are known to Cr Hughes.

Cr C M Poulton declared an "Impartiality" interest in item 12.1 Bush Fire Advisory Committee Meeting held 04 June 2024, as members of the Bakers Hill and Wundowie Bush Fire Brigades are known to Cr Poulton.

Cr J E G Williams declared an "Impartiality" interest in item 12.1 Bush Fire Advisory Committee Meeting held 04 June 2024, as some members of the Fire Brigades are known to Cr Williams.

12.1 BUSH FIRE ADVISORY COMMITTEE MEETING HELD 04 JUNE 2024

Receipt of Minutes:

RECOMMENDATION

That Council **RECEIVES** the minutes from the Bush Fire Advisory Committee meeting held on 4 June 2024.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. NOTES the Community Emergency Services Manager Report as provided.
2. CONSIDERS the following individual for appointment of leadership positions for 2024/25 and 2025/26:
 - a. Chief Bush Fire Control Officer:
 - i. Mr Christopher Marris
3. CONSIDERS the following individuals for appointment of leadership positions for 2024/25 and 2025/26:
 - a. Deputy Bush Fire Control Officer:
 - i. Mr Kristofer Brown
 - ii. Mr Blair Wilding
4. ACCEPTS Bush Fire Advisory Committee recommendation BFAC.331, subject to the below condition being added:
 - a. subject to Mr Christopher **McDonald** meeting the minimum training requirements for a Fire Control Officer.

AMENDED MOTION FROM BFAC:

That Council APPOINTS the following individual as a Bush Fire Control Officer for the Shire of Northam for the 2024/25 and 2025/26 Bush Fire Seasons:

1. Mr Christopher **McDonald**
 - a. Subject to Mr Christopher **McDonald** meeting the minimum training requirements for a Fire Control Officer.

Reason for Change to Motion:

It was identified following adoption of the original Committee motion (BFAC.331), that the motion should have included reference to the minimum training requirements for a Fire Control Officer. The amended motion reflects that the appointment of Mr Christopher **McDonald** as a Fire Control Officer is subject to meeting the minimum training requirements.

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

13 OFFICER REPORTS

13.1 CEO'S OFFICE

13.1.1 Delegated Authority Register Review

File Reference:	2.3.1.6
Reporting Officer:	Britt Hadlow (Governance Coordinator)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil.
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

The Shire's Delegated Authority Register is due for annual review. When the review of the Register commenced in early May 2024, it was identified that there is a requirement for a complete overhaul of the Register to bring it in line with current legislation.

Given this, the current version of the Delegated Authority Register is submitted for Council endorsement, noting that a version based on the WALGA template will be provided to the July 2024 Council meeting for consideration.

ATTACHMENTS

1. Delegated Authority Register 2024/25 [PROPOSED MODEL TEMPLATE]
[13.1.1.1 - 210 pages]
2. Delegated Authority Register 2024/25 [13.1.1.2 - 81 pages]

A. BACKGROUND / DETAILS

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

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

When the review of the Register commenced in early May 2024, the model template provided and regularly updated by WALGA was compared to the Shire's Delegation Register that was adopted in 2023.

Endeavours were made to review the current version of the Shire's Register however this was challenging due to the significant difference between what is required to be in the Delegation Register (based on current legislation and WALGA's model template) and what the current Register contains.

Advice was sought from an external Governance consultant as to the most appropriate way to manage the review to ensure the information contained within the Register is accurate. The advice received was to conduct a major review of the Register, aligning to the model template provided by WALGA because:

1. Some of the listed delegations do not have a head of power that requires delegation to the CEO under the *Local Government Act 1995* s.5.42, meaning some of the decisions listed can be made without delegated authority.
2. There are a number of delegations that are required for effective decision making or require to be made under delegation that are not included in the current Delegation Register.
3. Some delegations are missing important limitations or considerations.
4. The Register in its current format is difficult to review against legislative requirements and the model WALGA template due to the significant differences in content and layout.

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

Due to the nature of the work being carried out, a Governance consultant has been engaged. The cost is being covered from the existing consultancy budget.

B.3 Legislative Compliance

Local Government Act 1995

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

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

s.5.43 - Limits on delegations to CEO

s.5.44 - CEO may delegate powers and duties to other employees
s.5.46 - Register of, and records relevant to, delegations to CEO and employees

Local Government (Administration) Regulations 1996
r.18G - Delegations to CEOs, limits on (Act s. 5.43)
r.19 - Delegates to keep certain records (Act s. 5.46(3))

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

An external Governance consultant has been engaged to assist with the review of the Delegation Register.

Given the extensive changes required as identified in the review of the current Register, it is proposed that there will be training held with Council Members and relevant staff to understand delegations, authorisations, and this will provide opportunity to workshop the Register in the proposed new format with Council Members prior to the adoption of this version in July 2024.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Lack of appropriate Delegated Authority means the CEO or sub delegates are unable to make decisions in a timely manner.	Possible (3) x Medium (3) = Moderate (9)	Council considers adopting the Officer's Recommendation, noting the proposed WALGA template will be tabled for consideration at the July 2024 OCM.
Service Interruption	The CEO and sub-delegates are unable to carry out operational duties due to lack of	Possible (3) x Medium (3) = Moderate (9)	Council considers adopting the Officer's Recommendation, noting the

	delegated authority.		proposed WALGA template will be tabled for consideration at the July 2024 OCM.
Compliance	The Delegated Authority Register remains unchanged, meaning many delegations are not included, or unnecessary. Non-compliance with the Compliance Audit Return.	Possible (3) x Medium (3) = Moderate (9) Possible (3) x Medium (3) = Moderate (9)	Council considers adopting the Officer's Recommendation, noting the proposed WALGA template will be tabled for consideration at the July 2024 OCM. Council endorses the current version of the Delegation Register in June 2024, noting the proposed WALGA template will be tabled for consideration at the July 2024 OCM.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

In accordance with the *Local Government Act 1995* s.5.46, Council is required review its Delegated Authority Register at least once every financial year. The previous review undertaken was presented to the Ordinary Council meeting held on 21 June 2023 and therefore a review is required.

Given the magnitude of work that is required to bring the Shire's Delegation Register into alignment with legislation and the WALGA model template, it is recommended that Council initially endorses the current version of the Delegated Authority Register as it stands (Attachment 13.1.1.2), noting that the version aligned to the WALGA model template is expected to be presented at the July 2024 Ordinary Council meeting. This will satisfy s.5.46 of the Act and avoid non-compliance with the Compliance Audit Return.

The WALGA model Delegated Authority Register is currently in draft form and has been included in Attachment 13.1.1.1 to inform Council of the proposed version that is intended to be tabled at the July 2024 Ordinary Council Meeting. This template is regularly reviewed and updated by WALGA with changes noted within the model and when the changes come into effect.

If the WALGA model template is adopted in July 2024, future annual reviews will be much easier to carry out as the template can be used as a reference document to ascertain if there have been any changes that require consideration. Implementation of the model template will mean there is less likelihood of unnecessary or incorrect delegations being incorporated into the Register, or important delegations being missed.

RECOMMENDATION

That Council, BY ABSOLUTE MAJORITY:

- 1. ENDORSES the Delegated Authority Register 2024/25 as presented in Attachment 13.1.1.2; and**
- 2. NOTES that a version of the Delegated Authority Register aligned to legislation and the WALGA model template will be presented for adoption by Council in July 2024.**

ABSOLUTE MAJORITY OF 6 REQUIRED



Shire of Northam
Heritage, Commerce and Lifestyle

**Shire of Northam
2024/25**

Delegated Authority Register

Delegation Register
Shire of Northam



Version Control

Amendments			
File Reference 2.3.1.6			
Meeting/Review Date	Resolution No	Delegation No	Revision No
20/10/2010	C.1313	Complete	4.0
20/07/2011	C.1543	Complete/Minor	4.1
21/12/2011	C.1665	Complete	4.2
19/04/2012	CEO	Minor	4.3
25/07/2012	CEO	Minor	4.4
08/08/2012	C.1754	Minor	4.5
18/01/2013	CEO	Minor	4.6
19/06/2013	C.2069	Complete	4.7
16/07/2014	C.2242	Complete	4.8
17/06/2015	C.2458	Minor	4.9
15/06/2016	C.2724	Complete	5.0
21/06/2017	C.3059	Complete	5.1
20/06/2018	C.3383	Complete	5.2
19/06/2019	C.3687	Complete	5.3
30/03/2020	C.3912	F05 – Minor	5.4
15/04/2020	C.3923	P03 (minor) P14 (new) C01 (new)	5.5
17/06/2020	C.3955	Complete	5.6
20/05/2020	C.3936	F07 (new)	5.6a
16/09/2020	C.4034	F07 (revoked)	5.7
16/06/2021	C.4233	Complete	5.8
17/11/2021	C.4336	A06 Added	5.9
15/06/2022	C.4487	Minor review O06 (new)	6.0
21/06/2023	C.4767	Complete	6.1
19 June 2024		Adoption of Model Delegation Register.	6.2

Shire of Northam

DELEGATION REGISTER

Current as at 19 June 2024

Table of Contents

1	LOCAL GOVERNMENT ACT 1995 DELEGATIONS.....	1
1.1	Council to Committees of Council.....	1
1.1.1	Audit and Risk Committee.....	1
1.1.2	Community Grants Committee.....	3
1.2	Council to CEO.....	4
1.2.1	Authorise a Persons to Perform Specified Functions under the Local Government Act 1995.....	4
1.2.2	Performing Functions Outside the District.....	6
1.2.3	Compensation - Damage Incurred when Performing Executive Functions.....	7
1.2.4	Powers of Entry.....	8
1.2.5	Declare Vehicle is Abandoned Vehicle Wreck.....	10
1.2.6	Confiscated or Uncollected Goods.....	12
1.2.7	Disposal of Sick or Injured Animals.....	14
1.2.8	Close Thoroughfares to Vehicles.....	15
1.2.9	Obstruction of Footpaths and Thoroughfares.....	17
1.2.10	Gates Across Public Thoroughfares.....	19
1.2.11	Public Thoroughfare – Dangerous Excavations.....	21
1.2.12	Crossing – Construction, Repair and Removal.....	23
1.2.13	Private Works on, over or under Public Places.....	25
1.2.14	Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift.....	27
1.2.15	Expressions of Interest for Goods and Services.....	28
1.2.16	Tenders for Goods and Services – Call Tenders.....	30
1.2.17	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options.....	32
1.2.18	Tenders for Goods and Services - Exempt Procurement.....	35
1.2.19	Panels of Pre-Qualified Suppliers for Goods and Services.....	38
1.2.20	Application of Regional Price Preference Policy.....	40
1.2.21	Renewal or Extension of Contracts during a State of Emergency.....	41

Delegation Register

Shire of Northam



1.2.22	Procurement of Goods or Services required to address a State of Emergency	43
1.2.23	Disposing of Property (Tender, Auction, Private Treaty, Lease or Licence)	45
1.2.24	Acquisition of Interest in Land by Lease or other Short Term Instrument .	49
1.2.25	Payments from the Municipal or Trust Funds	51
1.2.26	Defer, Grant Discounts, Waive or Write Off Debts	53
1.2.27	Power to Invest and Manage Investments.....	54
1.2.28	Rate Record Amendment	56
1.2.29	Agreement as to Payment of Rates and Service Charges.....	57
1.2.30	Determine Due Date for Rates or Service Charges.....	58
1.2.31	Recovery of Rates or Service Charges	59
1.2.32	Recovery of Rates Debts – Require Lessee to Pay Rent	60
1.2.33	Recovery of Rates Debts - Actions to Take Possession of the Land	61
1.2.34	Rate Record – Objections.....	63
1.2.35	Affixing of Common Seal & Signing Documents.....	64
1.3	CEO to Employees.....	66
1.3.1	Determine if an Emergency for Emergency Powers of Entry	66
1.3.2	Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	67
1.3.3	Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	69
1.3.4	Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places.....	71
1.3.5	Appoint Persons (other than employees) to Open Tenders	72
1.3.6	Electoral Enrolment Eligibility Claims and Electoral Roll.....	73
1.3.7	Destruction of Electoral Papers	75
1.3.8	Information to be Available to the Public	76
1.3.9	Financial Management Systems and Procedures	78
1.3.10	Audit – CEO Review of Systems and Procedures.....	80
1.3.11	Infringement Notices.....	81
1.4	Local Law Delegations to the CEO.....	83
1.4.1	Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law	Error! Bookmark not defined.
1.4.2	Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law	Error! Bookmark not defined.
2	BUILDING ACT 2011 DELEGATIONS	84
2.1	Council to CEO	84

Delegation Register

Shire of Northam



2.1.1	Grant or Refuse a Building Permit.....	84
2.1.2	Grant or Refuse Demolition Permits	86
2.1.3	Grant Occupancy Permits or Building Approval Certificates.....	88
2.1.4	Designate Employees as Authorised Persons.....	90
2.1.5	Designate Contractors as Authorised Persons (Inspectors)	91
2.1.6	Building Orders.....	93
2.1.7	Inspection and Copies of Building Records	95
2.1.8	Authorise persons to commence proceedings	96
2.1.9	Referrals and Issuing Certificates.....	97
2.1.10	Private Pool Barrier – Alternative and Performance Solutions	98
2.1.11	Smoke Alarms – Alternative Solutions.....	100
2.1.12	Appoint approved officers and authorised officers.....	101
3	BUSH FIRES ACT 1954 DELEGATIONS	103
3.1	Council to CEO, Mayor and Bush Fire Control Officer	103
3.1.1	Make Request to FES Commissioner – Control of Fire	103
3.1.2	Prohibited Burning Times - Vary	104
3.1.3	Prohibited Burning Times – Control Activities.....	105
3.1.4	Restricted Burning Times – Vary and Control Activities.....	107
3.1.5	Control of Operations Likely to Create Bush Fire Danger.....	109
3.1.6	Burning Garden Refuse / Open Air Fires	111
3.1.7	Firebreaks	113
3.1.8	Appoint Bush Fire Control Officer/s and Fire Weather Officer.....	115
3.1.9	Control and Extinguishment of Bush Fires	117
3.1.10	Recovery of Expenses Incurred through Contraventions of this Act.....	118
3.1.11	Prosecution of Offences	119
4	CAT ACT 2011 DELEGATIONS	120
4.1	Council to CEO	120
4.1.1	Cat Registrations.....	120
4.1.2	Cat Control Notices.....	122
4.1.3	Approval to Breed Cats	123
4.1.4	Recovery of Costs – Destruction of Cats	124
4.1.5	Authorise a person to perform Specified functions under the Cat Act 2011	125
4.1.6	Applications to Keep Additional Cats	126
4.1.7	Reduce or Waiver Registration Fee	128
4.2	Cat Act Delegations - CEO to Employees.....	129
4.2.1	Infringement Notices – Extensions and Withdrawals	129

Delegation Register

Shire of Northam



5	DOG ACT 1974 DELEGATIONS	130
5.1	Dog Act Delegations Council to CEO	130
5.1.1	Appoint Registration Officer	130
5.1.2	Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons	131
5.1.3	Refuse or Cancel Registration	133
5.1.4	Grant Exemption as to Number of Dogs Kept at Premises	135
5.1.5	Kennel Establishments	137
5.1.6	Recovery of Moneys Due Under this Act	138
5.1.7	Dispose of or Sell Dogs Liable to be Destroyed	139
5.1.8	Declare Dangerous Dog	140
5.1.9	Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	141
5.1.10	Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	143
5.1.11	Determine Recoverable Expenses for Dangerous Dog Declaration	144
6	FOOD ACT 2008 DELEGATIONS	145
6.1	Council to CEO	145
6.1.1	Determine Compensation	145
6.1.2	Prohibition Orders and Certificates of Clearance	147
6.1.3	Food Business Registrations	148
6.1.4	Appoint Authorised Officers and Designated Officers	150
6.1.5	Debt Recovery and Prosecutions	152
6.1.6	Abattoir Inspections and Fees	153
6.1.7	Food Businesses List – Public Access	154
7	GRAFFITI VANDALISM ACT 2016 DELEGATIONS	155
7.1	Council to CEO	155
7.1.1	Give Notice Requiring Obliteration of Graffiti	155
7.1.2	Notices – Deal with Objections and Give Effect to Notices	157
7.1.3	Obliterate Graffiti on Private Property	158
7.1.4	Powers of Entry	159
8	PUBLIC HEALTH ACT 2016 DELEGATIONS	160
8.1	Council to CEO	160
8.1.1	Appoint Authorised Officer or Approved Officer (Asbestos Regs)	160
8.1.2	Enforcement Agency Reports to the Chief Health Officer	161
8.1.3	Designate Authorised Officers	162
8.1.4	Dealing with Seized Items	164
8.1.5	Appoint Designated Officer – Information Sharing	166

Delegation Register

Shire of Northam



9	PLANNING AND DEVELOPMENT ACT 2005 DELEGATIONS	167
9.1	Council to CEO	167
9.1.1	Illegal Development.....	167
10	STATUTORY AUTHORISATIONS AND DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT ENTITIES	169
10.1	Environmental Protection Act 1986	169
10.1.1	Noise Control – Environmental Protection Notices [Reg.65(1)]	169
10.1.2	Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events	170
10.1.3	Noise Management Plans – Construction Sites.....	171
10.2	Planning and Development Act 2005.....	172
10.2.1	Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner.....	172
10.2.2	Development Control Powers – Powers of Local Governments and DOT - Metropolitan Region Scheme (DEL.2017/02)	175
10.2.3	Development Control Powers – Powers of Local Governments - Greater Bunbury Region Scheme (DEL.2014/01)	181
10.2.4	Development Control – Powers of Local Governments - Peel Region Scheme (DEL.2008/12)	188
10.2.5	Development Control – Powers of Local Government – Ningaloo Coast Regional Interim Development Order 2007 (DEL.208/14)	193
10.2.6	Development Control – Powers of Local Governments – Hope Valley-Wattleup Redevelopment Act 2000 and Master Plan (DEL.2011/01) ...	195
10.2.7	WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)	197
10.3	Main Roads Act 1930	198
10.3.1	Traffic Management - Events on Roads	198
10.3.2	Traffic Management – Road Works	200
10.4	Road Traffic (Vehicles) Act 2012	202
10.4.1	Approval for Certain Local Government Vehicles as Special Use Vehicles.....	202

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit and Risk Committee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power or Duty Delegated:	Local Government Act 1995: s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit and Risk Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: <ol style="list-style-type: none"> a. examine the report of the Auditor and determine matters that require action to be taken by the Shire; and b. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Council Conditions on this Delegation:	a. This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council.
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.7.1B.

Compliance Links:	Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees Audit and Risk Committee Terms of Reference
Record Keeping:	Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

Delegation Register
Shire of Northam



1. Local Government Act 1995 Delegations

	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.
--	--

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.1.2 Community Grants Committee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.16 Delegation of some powers and duties to certain committees
Express Power or Duty Delegated:	N/A
Delegate:	Community Grants Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Receive, Assess and Determine Grant Applications for the Community Grant Scheme
Council Conditions on this Delegation:	The Community Grants Assessment Committee has been delegated authority to undertake the following: 1. Receive and assess grant applications; and 2. Make a final determination on all grant applications received.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	C 3.1 Community Grants Program G 1.4 Code of Conduct for Councillors, Committee Members and Candidates Community Grants Committee Terms of Reference
Record Keeping:	Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19. Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2 Council to CEO

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

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

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.2 Performing Functions Outside the District

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.3 Compensation - Damage Incurred when Performing Executive Functions

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.4 Powers of Entry

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

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services Executive Manager Engineering Services Senior Ranger Manager Building & Health
---	--

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

	Manager Planning & Environment Community Emergency Services Manager
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.5 Declare Vehicle is Abandoned Vehicle Wreck

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

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

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

Version Control:

Delegation Register
Shire of Northam



1. Local Government Act 1995 Delegations

1	Adoption of Model Delegation Register
2	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.6 Confiscated or Uncollected Goods

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

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

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

Conditions on the delegation also apply to sub-delegation.	
--	--

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 :Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.7 Disposal of Sick or Injured Animals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.8 Close Thoroughfares to Vehicles

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

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
---------------------------------------	--

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.9 Obstruction of Footpaths and Thoroughfares

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

Delegation Register
Shire of Northam



1. Local Government Act 1995 Delegations

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.10 Gates Across Public Thoroughfares

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

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Engineering Services
---	---

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.11 Public Thoroughfare – Dangerous Excavations

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

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.12 Crossing – Construction, Repair and Removal

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Any decision made regarding Crossovers should be in conjunction with the Shire of Northam Policy W 5.2 Crossovers.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p> <p>Refer also Delegation 1.4.1 under the <i>Template Activities in Thoroughfares and Public Places and Trading Local Law</i></p> <p>Council Policy - W 5.2 Crossovers</p>
Record Keeping:	<p>Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes.</p>

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.13 Private Works on, over or under Public Places

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

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services Executive Manager Engineering Services
---	--

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.15 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy F 4.2 Procurement Policy
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Delegation Register
Shire of Northam



1. Local Government Act 1995 Delegations

Version Control:

1	Adoption of Model Delegation Register
2	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.16 Tenders for Goods and Services – Call Tenders

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

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy F 4.2 Procurement Policy
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

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

Delegation Register
Shire of Northam



1. Local Government Act 1995 Delegations

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

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy F 4.2 Procurement Policy
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register
Shire of Northam



1. Local Government Act 1995 Delegations

1.2.18 Tenders for Goods and Services - Exempt Procurement

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government	
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO	
Express Power or Duty Delegated:	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.11(2) When tenders have to be publicly invited (exemptions)	
Delegate:	Chief Executive Officer	
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to undertake tender exempt procurement, in accordance with the Procurement Policy requirements where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)]. 	
Council Conditions on this Delegation:	a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$ value specified for the following categories:	
	Category	Maximum Value for individual contracts
	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$500,000
	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$500,000
	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation	\$500,000

Delegation Register
Shire of Northam



1. Local Government Act 1995 Delegations

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

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services
---	--

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy F 4.2 Procurement Policy.
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services

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

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

	8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Council Conditions on this Delegation:	<p>a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget.</p> <p>b. Council Policy F 4.2 Procurement Policy must be consulted in the establishment of a pre-qualified panel.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<p>a. Each sub-delegate may only use the sub-delegation regarding contracts that are within the scope of the incumbent's position role and responsibilities.</p> <p>b. Individual contracts entered into with prequalified suppliers in accordance with Function 9 does not exceed \$500,000 for sub delegates.</p>

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures. Council Policy F 4.2 Procurement Policy.
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.20 Application of Regional Price Preference Policy

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

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy F 4.2 Procurement Policy - Regional Price Preference
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.21 Renewal or Extension of Contracts during a State of Emergency

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

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

Compliance Links:	<p>Local Government (Functions and General) Regulations 1996</p> <p>Council Policy F 4.2 Procurement Policy</p>
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Procurement Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Procurement Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

	<p>contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration through the Council portal.</p> <p>e. The CEO cannot sub-delegate this authority.</p>
--	---

Compliance Links:	<p>Local Government (Functions and General) Regulations 1996</p> <p>Council Policy F 4.2 Procurement Policy</p>
Record Keeping:	<p>Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes.</p>

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

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

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

	<p>(f) disposal of property, other than land / buildings, where the market value is determined as less than \$20,000. [F&G r.30(3)(a)]</p> <p>(g) disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than \$75,000. [F&G.r.30(3)(b)]</p> <p>4. The Chief Executive Officer and Shire President are authorised to execute leases and licences on behalf of the Shire of Northam, for freehold land owned by the Shire, or Crown land managed/leased by the Shire, subject to compliance with:</p> <p>(a) s.3.58 of the Act & exclusion set out in F&G r.30.</p> <p>(b) A 8.5 Property Management (Leases and Licences) Policy & related procedures.</p>
<p>Council Conditions on this Delegation:</p>	<p>a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</p> <p>b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a value of less than \$500,000.</p> <p>c. When determining the method of disposal:</p> <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ○ Reserve price has been set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ○ Negotiate the sale of the property up to a -10% variance on the valuation; and

Delegation Register
Shire of Northam



1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> o Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. • A disposal under Functions and General Regulations 30(2)(a),(f), (2A) or (3)(a),(b), the disposal method selected must obtain a best value outcome for the Local Government. • A disposal under Functions and General Regulations 30(2)(d), must be assessed as equitable in context of disposals to other employees of the Local Government. • Disposal methodology must consider and where practicable demonstrate environmentally responsible outcomes. <p>d. Disposal by lease or licence:</p> <ul style="list-style-type: none"> • The lease or licence being in accordance with the Shire's Leasing & Licencing Policy (as then applicable); • The term of the lease being no greater than 12 years for Northam Airport Hangar Sites (lease only) and 5 years for all other property (lease or licence); • The granting of a lease or licence is permitted under the Shire's management order or lease; • The rental fee payable being no greater than \$20,000 (plus GST) per annum during the initial year of the lease term; and • The area leased being no greater than 1000m2. <p>e. Variation, extension, assignment, sub-letting of existing lease or licence:</p> <ul style="list-style-type: none"> • The variation being minor in nature and be in accordance with the Shire's Leasing Policy (as then applicable). Elected Members to be notified 14 days prior to the exercise of this delegation for any proposal to vary the terms of a lease. This will provide Elected Members with the opportunity to request further information or request for the item to be tabled at Council. • The extension being in accordance with the option provisions of the original lease. • Lease variation, extension, assignment or sub-letting must be for the same or similar purpose as the existing lease. • Compliance with s.3.58 of the Act, including advertising and seeking submissions if required.
--	--

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> In the event an objecting submission is received this delegation does not apply and the proposal is presented to Council for consideration.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58 Council Policy A 8.5 Property Management (Leases and Licences)
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

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

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

	<p>c. Where the acquisition total consideration value is greater than \$5,000, the value is to be verified by at least one written valuation obtained from a suitably licensed valuer not more than 3-months prior to the execution of the associated acquisition contract.</p> <p>d. In accordance with s.5.43, this delegation is limited to acquisitions that have a total consideration value of \$20,000 or less.</p> <p>e. Documents that give effect to an acquisition under this delegation, must be executed by a person duly authorised under s.9.49A.</p>
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.25 Payments from the Municipal or Trust Funds

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

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services Senior Accountant
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<ol style="list-style-type: none"> 1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the Chief Executive Officer. 3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
-------------------	---

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

	<p>Local Government (Audit) Regulations 1996</p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p> <p>Department of Local Government, Sport and Cultural Industries: Accounting Manual</p>
Record Keeping:	<p>Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes.</p>

Version Control:

1	Adoption of Model Delegation Register
2	
3.	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.26 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Write-off a rates or service charge debt up to \$5,000 in accordance with the F 4.8 Rates Hardship Policy [s.6.12(1)(c) & (2)]. b. A debt or concession may only be waived/granted in accordance with F 4.8 Rates Hardship Policy & C 3.4 Write Off / Waive Fees or Debts Policy.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations: F 4.8 Rates Hardship Policy C 3.4 Write Off / Waive Fees or Debts Policy.
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.27 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.14 Power to invest Local Government (Financial Management) Regulations 1996: r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy F 4.3 Investment Policy. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Delegation Register
Shire of Northam



1. Local Government Act 1995 Delegations

	<p>2. Investment decisions are limited to a maximum of \$<<value>> per transaction on the short-term money market and up to a value of \$<<value>> per transactions for other markets.</p> <p>3. Where exposure to a single market or investment type will exceed \$<<value>>, the decision must be referred to the CEO.</p>
--	--

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))</p> <p>Council Policy F 4.3 Investment Policy.</p>
Record Keeping:	<p>Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes.</p>

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.28 Rate Record Amendment

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.29 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy F 4.8 Rates Hardship. b. Agreements must be in writing and, subject to the Council Policy F 4.8 Rates Hardship, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy F 4.8 Rates Hardship.
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.30 Determine Due Date for Rates or Service Charges

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.31 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy F 4.8 Rates Hardship.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.32 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy Council Policy F 4.8 Rates Hardship.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. Council Policy F 4.8 Rates Hardship.
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
---	---------------------------------------

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Shire [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Decisions under this delegation must comply with Council Policy F 4.8 Rates Hardship. b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>.

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
---------------------------------------	--

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.34 Rate Record – Objections

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

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

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

Version Control:

1	Adoption of Model Delegation Register
---	---------------------------------------

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.2.35 Affixing of Common Seal & Signing Documents

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Common Seal 1. Affix the common seal of the Shire of Northam to any document which has been authorised by Council either specifically or generally. 2. Sign documents on behalf of the local government. Authorisation to sign 3. Sign documents on behalf of the local government.
Council Conditions on this Delegation:	The specific authorities established are limited by the following conditions: a. The signing of any contract must be supported by a formal resolution of Council, or the works subject of the contract being incorporated into the current Annual Budget and being less than \$150,000; or b. The signing of any contract must be supported by a specific action in the current Plan for the Future.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Delegation Register
Shire of Northam



1. Local Government Act 1995 Delegations

	<p>c. The documents identified for the purpose of this authorisation are listed as follows:</p> <ul style="list-style-type: none"> • State or Commonwealth Government Funding Agreements • Memorandum of Understanding • Contracts and legal instruments, including contract variations, related to: <ul style="list-style-type: none"> ○ Procurement Contracts ○ Service Agreements (incoming or outgoing services)
--	--

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

Version Control:

1	Adoption of Model Delegation Register
---	---------------------------------------

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.3

1.3 CEO to Employees

1.3.1 Determine if an Emergency for Emergency Powers of Entry

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Delegate/s:	Executive Manager Engineering Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.9: <ol style="list-style-type: none"> 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b). 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.9 Obstruction of Footpaths and Thoroughfares. b. Actions under this Delegation must comply with the procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	This delegated authority is effective only in alignment with Delegated Authority 1.2.9 Obstructions of Footpaths and Thoroughfares.
-------------------	---

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
-------------------	---

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.3.5 Appoint Persons (other than employees) to Open Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Functions and General) Regulations 1996: r.16(3) Receiving and opening tenders, procedure for
Delegate/s:	Executive Manager Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening [F&G r.16(3)].
CEO Conditions on this Delegation:	a. When exercising authority to authorise persons under F&G.r.16(3): <ul style="list-style-type: none"> • A register of Authorisations is to be maintained as a Local Government Record. • Only persons who are appropriately qualified and trained may be authorised for this purpose. • Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express Power to Sub-Delegate:	Nil.

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.3.6 Electoral Enrolment Eligibility Claims and Electoral Roll

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

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.3.7 Destruction of Electoral Papers

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.3.8

1.3.8 Information to be Available to the Public

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register
Shire of Northam



1. Local Government Act 1995 Delegations

3	
---	--

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.3.9 Financial Management Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Financial Management) Regulations 1996: r.5 CEO's Duties as to financial management
Delegate/s:	Executive Manager Corporate Services Senior Accountant
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> i. Collection of money owed to the Shire; ii. Safe custody and security of money collected or held by the Shire; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority 1.2.25; vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	Nil.

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.3.10 Audit – CEO Review of Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Audit) Regulations 1996: r.17 CEO to review certain systems and procedures
Delegate/s:	Executive Manager Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to conduct the review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to <ol style="list-style-type: none"> i. risk management; and ii. internal controls; and iii. legislative compliance [r.17(1)].
CEO Conditions on this Delegation:	a. Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.
Express Power to Sub-Delegate:	Nil.

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.3.11 Infringement Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government Act 1995: s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice Building Regulations 2012: Regulation 70(1A), (1), (2) Approved officers and authorised officers
Delegate/s:	Executive Manager Development Services Senior Ranger
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. b. Delegation for Dog Act, Cat Act, Parking Local Law, Infringement Notices is limited to the following listed positions ONLY: <ol style="list-style-type: none"> (i) <<insert position title/s>> (ii) <<insert position title/s>> c. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a <u>precondition for appointment</u> as an "Approved Officer" in accordance with <i>Building Regulation 70(1)</i> for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(a) and <i>Building Act 2011</i> Infringement Notices:

Delegation Register
Shire of Northam



1. Local Government Act 1995 Delegations

	(i) <<insert position title/s>> (ii) <<insert position title/s>> NOTE: Delegates must also be appointed as an "Approved Officer" – appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.10.
Express Power to Sub-Delegate:	Nil.

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register
Shire of Northam



1. Local Government Act 1995 Delegations

1.4 Local Law Delegations to the CEO

[To be inserted]

DRAFT

Delegation Register
Shire of Northam



2. Building Act 2011 Delegations

2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Grant or Refuse a Building Permit

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

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

2.1.2 Grant or Refuse Demolition Permits

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

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

2.1.3 Grant Occupancy Permits or Building Approval Certificates

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

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

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

Compliance Links:	<p>Building Act 2011</p> <ul style="list-style-type: none"> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT <p><i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Record Keeping:	<p>Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes.</p>

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

2.1.4 Designate Employees as Authorised Persons

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

2.1.5 Designate Contractors as Authorised Persons (Inspectors)

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register
Shire of Northam



2. Building Act 2011 Delegations

DRAFT

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

2.1.6 Building Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. An Officer to whom this authority is delegated cannot, in accordance with the provisions of the <i>Building Act 2011</i>, approve plans in which they have an interest. b. An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
---------------------------------------	---

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

2.1.7 Inspection and Copies of Building Records

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

2.1.8 Authorise persons to commence proceedings

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register
Shire of Northam



2. Building Act 2011 Delegations

2.1.9 Referrals and Issuing Certificates

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

2.1.10 Private Pool Barrier – Alternative and Performance Solutions

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

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

Compliance Links:	Nil.
--------------------------	------

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.
-----------------	--

Version Control:

1	Adoption of Model Delegation Register
2	

DRAFT

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

2.1.11 Smoke Alarms – Alternative Solutions

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

2.1.12 Appoint approved officers and authorised officers

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

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

Compliance Links:	<i>Building Regulations 2012:</i> r.70(3) each authorised officer must be issued a certificate of appointment.
--------------------------	---

Delegation Register

Shire of Northam



2. Building Act 2011 Delegations

Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.
-----------------	--

Version Control:

1	Adoption of Model Delegation Register
2	

DRAFT

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, Mayor and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

3.1.2 Prohibited Burning Times - Vary

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

3.1.3 Prohibited Burning Times – Control Activities

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

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

3.1.4 Restricted Burning Times – Vary and Control Activities

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

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government
Express Power or Duty Delegated:	Bush Fires Act 1954: s.27D Requirements for carriage and deposit of incendiary material Bush Fires Regulations 1954: r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)] 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register
Shire of Northam



3. Bush Fires Act 1954 Delegations

3	
---	--

DRAFT

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

3.1.6 Burning Garden Refuse / Open Air Fires

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

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

3.1.7 Firebreaks

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

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

Version Control:

1	Adoption of Model Delegation Register
---	---------------------------------------

Delegation Register
Shire of Northam



3. Bush Fires Act 1954 Delegations

2	
3	

DRAFT

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

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

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

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

Version Control:

Delegation Register
Shire of Northam



3. Bush Fires Act 1954 Delegations

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

3.1.9 Control and Extinguishment of Bush Fires

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



3. Bush Fires Act 1954 Delegations

3.1.11 Prosecution of Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.59(3) Prosecution of offences
Express Power or Duty Delegated:	Bush Fires Act 1954: s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register
Shire of Northam



4. Cat Act 2011 Delegations

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1 (4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1 (4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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

Delegation Register

Shire of Northam



4. Cat Act 2011 Delegations

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



4. Cat Act 2011 Delegations

4.1.2 Cat Control Notices

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



4. Cat Act 2011 Delegations

4.1.3 Approval to Breed Cats

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

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

Compliance Links:	Cat Regulations 2012: r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Delegation Register

Shire of Northam



4. Cat Act 2011 Delegations

Version Control:

1	Adoption of Model Delegation Register
2	
3	

4.1.4 Recovery of Costs – Destruction of Cats

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



4. Cat Act 2011 Delegations

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

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



4. Cat Act 2011 Delegations

4.1.6 Applications to Keep Additional Cats

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register
Shire of Northam



4. Cat Act 2011 Delegations

DRAFT

Delegation Register

Shire of Northam



4. Cat Act 2011 Delegations

4.1.7 Reduce or Waiver Registration Fee

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



4. Cat Act 2011 Delegations

4.2 Cat Act Delegations - CEO to Employees

4.2.1 Infringement Notices – Extensions and Withdrawals

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register
Shire of Northam



5. Dog Act 1976 Delegations

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Appoint Registration Officer

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

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

Compliance Links:	Nil.
--------------------------	------

Delegation Register

Shire of Northam



5. Dog Act 1976 Delegations

Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.
-----------------	--

Version Control:

1	Adoption of Model Delegation Register
2	

5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

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

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

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

Delegation Register
Shire of Northam



5. Dog Act 1976 Delegations

Version Control:

1	Adoption of Model Delegation Register
2	

DRAFT

Delegation Register

Shire of Northam



5. Dog Act 1976 Delegations

5.1.3 Refuse or Cancel Registration

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

Delegation Register

Shire of Northam



5. Dog Act 1976 Delegations

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



5. Dog Act 1976 Delegations

5.1.4 Grant Exemption as to Number of Dogs Kept at Premises

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

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

Delegation Register

Shire of Northam



5. Dog Act 1976 Delegations

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

Version Control:

1	Adoption of Model Delegation Register
2	

DRAFT

Delegation Register

Shire of Northam



5. Dog Act 1976 Delegations

5.1.5 Kennel Establishments

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



5. Dog Act 1976 Delegations

5.1.6 Recovery of Moneys Due Under this Act

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



5. Dog Act 1976 Delegations

5.1.7 Dispose of or Sell Dogs Liable to be Destroyed

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



5. Dog Act 1976 Delegations

5.1.8 Declare Dangerous Dog

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



5. Dog Act 1976 Delegations

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

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

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services Senior Ranger
CEO Conditions on this Sub-Delegation:	Nil.

Delegation Register

Shire of Northam



5. Dog Act 1976 Delegations

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



5. Dog Act 1976 Delegations

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

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



5. Dog Act 1976 Delegations

5.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register
Shire of Northam



6. Food Act 2008 Delegations

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Determine Compensation

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	Executive Manager Development Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$5,000. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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

Delegation Register
Shire of Northam



6. Food Act 2008 Delegations

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



6. Food Act 2008 Delegations

6.1.2 Prohibition Orders and Certificates of Clearance

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register

Shire of Northam



6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register
Shire of Northam



6. Food Act 2008 Delegations

DRAFT

Delegation Register

Shire of Northam



6. Food Act 2008 Delegations

6.1.4 Appoint Authorised Officers and Designated Officers

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

Delegation Register

Shire of Northam



6. Food Act 2008 Delegations

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



6. Food Act 2008 Delegations

6.1.6 Abattoir Inspections and Fees

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	Food Regulations 2009: r.43 Local government may require security r.45 Withdrawal of inspection services
Delegate:	Chief Executive Officer Executive Manager Development Services Manager Building & Health
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: <ul style="list-style-type: none"> i. require a person to provide security, ii. determine the form that security is to be provided, and iii. discharge a security held by the Shire [r.43]. 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



6. Food Act 2008 Delegations

6.1.7 Food Businesses List – Public Access

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register
Shire of Northam



7. Graffiti Vandalism Act 2016 Delegations

7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

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

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

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

Version Control:

1	Adoption of Model Delegation Register
---	---------------------------------------

Delegation Register
Shire of Northam



7. Graffiti Vandalism Act 2016 Delegations

2	
3	

DRAFT

Delegation Register

Shire of Northam



7. Graffiti Vandalism Act 2016 Delegations

7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Graffiti Vandalism Act 2016: s.16 Delegation by local government
Express Power or Duty Delegated:	Graffiti Vandalism Act 2016: s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



7. Graffiti Vandalism Act 2016 Delegations

7.1.3 Obliterate Graffiti on Private Property

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



7. Graffiti Vandalism Act 2016 Delegations

7.1.4 Powers of Entry

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

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register
Shire of Northam



8. Public Health Act 2016 Delegations

8 Public Health Act 2016 Delegations

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



8. Public Health Act 2016 Delegations

8.1.2 Enforcement Agency Reports to the Chief Health Officer

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register

Shire of Northam



8. Public Health Act 2016 Delegations

8.1.3 Designate Authorised Officers

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

Compliance Links:	<p><i>Public Health Act 2016</i></p> <ul style="list-style-type: none"> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases
-------------------	---

Delegation Register

Shire of Northam



8. Public Health Act 2016 Delegations

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



8. Public Health Act 2016 Delegations

8.1.4 Dealing with Seized Items

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

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

Version Control:

1	Adoption of Model Delegation Register
2	

Delegation Register
Shire of Northam



8. Public Health Act 2016 Delegations

3	
---	--

DRAFT

Delegation Register

Shire of Northam



8. Public Health Act 2016 Delegations

8.1.5 Appoint Designated Officer – Information Sharing

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

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

Version Control:

1	Adoption of Model Delegation Register
2	
3	

Delegation Register
Shire of Northam



8. Public Health Act 2016 Delegations

9 Planning and Development Act 2005 Delegations

9.1 Council to CEO

9.1.1 Illegal Development

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Planning and Development Act 2005: Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Delegation Register

Shire of Northam



8. Public Health Act 2016 Delegations

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

Compliance Links:	Part 13 of the Planning and Development Act 2005 Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	
3	

DRAFT

Delegation Register

Shire of Northam



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

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

10.1 Environmental Protection Act 1986

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

Published by:
Environment

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

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

EV401

ENVIRONMENTAL PROTECTION ACT 1986
Section 20
Delegation No. 52

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

Powers and duties delegated—

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

Persons to whom delegation made—

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

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

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

Delegation Register

Shire of Northam



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

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

Published by:
Environment

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

No. 232. 20-Dec-2013
Page: 6282 Pdf - 3Mb

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

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

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--

(i) Subregulation 18(13)(b) is not delegated.

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

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

Delegation Register

Shire of Northam



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

10.1.3 Noise Management Plans – Construction Sites

Published by:
Environment

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

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

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

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

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

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

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

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Delegation Register

Shire of Northam



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

10.2 Planning and Development Act 2005

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

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

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

Dated the 2nd day of June 2016

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

Delegation Register
Shire of Northam



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

SCHEDULE

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

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

Delegation Register
Shire of Northam



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

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

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

DRAFT

HON DONALD TERENCE REDMAN MLA
MINISTER FOR LANDS

2nd day of June 2016

Delegation Register

Shire of Northam



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

10.2.2 Development Control Powers – Powers of Local Governments and DOT - Metropolitan Region Scheme (DEL.2017/02)

GOVERNMENT GAZETTE Tuesday, 30 May 2017 No.14

PL403

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2017/02 Powers of Local Governments and Department of Transport

Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme

Preamble

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

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

Resolution under section 16 of the Act (delegation)

On 24 May 2017, pursuant to section 16 of the Act, the WAPC resolved—

- A. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;
- B. To delegate to the Managing Director, Policy, Planning and Investment—Transport, of the Department of Transport, and the person or persons from time to time holding or acting in that office, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme (MRS), of applications for approval to commence and carry out development specified in clause 3, Section A, subject to the conditions set out in clause 5 of Section B.
- C. To revoke its delegation of powers and functions to local governments as detailed in the notice entitled "DEL 2011/02 Powers of local governments (MRS)" published in the *Government Gazette* on 10 June 2014, to give effect to this delegation,

KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

SECTION A—Types of Development

1. Development on zoned land

Applications for development on land zoned under the MRS except—

- (a) where the land is subject to a resolution under Clause 32 of the MRS; or
- (b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or
- (c) where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area; or
- (d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest, or
- (e) in respect of public works undertaken by public authorities.

2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road, but excluding any application relating to large format digital signage.

Delegation Register

Shire of Northam



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

3. Large Format Digital Signage applications

Applications from any public authority for development in relation to large format digital signage, on land reserved under the MRS for the purpose of a Primary Regional Road.

SECTION B—Conditions

1. Referral requirements for development on land within or abutting a regional road reservation

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning (DoP), as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on—

- (a) the permissible vehicular access arrangements to the subject land via the regional road frontage
 - Category 1 road means that frontage access is not allowed (control of access);
 - Category 2 road means that frontage access may be allowed subject to approval; and
- (b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
 - Category 3 road means that the subject regional road reservation is not accurately defined or is subject to review by the agency that is responsible for planning of the regional road.

“Category 1 road” applies where regional roads—

- (a) are constructed or planned to a fully controlled and grade separated freeway standard; or
- (b) are constructed or planned to an access controlled arterial standard, (i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

“Category 2 road” applies where regional roads—

- (a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- (b) have direct frontage access to abutting properties due to the historic development of the road and properties.

“Category 3 road” applies where regional road reservation is not accurately defined or is under review.

For enquiries and assistance regarding—

- (a) PRR Category 1, 2 and 3—call Main Roads WA on 138 138.
- (b) ORR Category 1, 2 and 3—call Department of Planning on (08) 6551 9000.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies for comment in accordance with this instrument of delegation.

Table 1—Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ol style="list-style-type: none"> (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or (c) Development, which involves direct vehicle access to and/or from the regional road reservation. 	1. Where the local government first decides to refuse the application under the MRS, or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Delegation Register

Shire of Northam



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

Table 2—Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic on the regional road using any access, either directly or indirectly, onto the road reservation; or 	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
<ul style="list-style-type: none"> (c) Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or (d) Development, which proposes retention of an existing access between the subject land and the road reservation, where alternative access is or could be made available from side or rear streets or from rights of way at rear; or (e) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> • all or part of the proposed development is within the regional road reservation; and • has a construction value greater than \$20 000; or (f) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> • none of the proposed development is within the regional road reservation; and • has a construction value greater than \$150 000 	

Table 3—Referral process of development applications with respect to Category 3 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. All development applications, other than those where local government first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS

Notes—

- (1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC's website: "Resolutions and instruments of delegation—WAPC Powers of local governments (MRS)". (<http://www.planning.wa.gov.au/1212.asp>)
- (2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission's DC Policy—5.1 *Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads. (<http://www.planning.wa.gov.au/publications/812.asp>; and <https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)
- (3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC's *Transport Impact Assessment Guidelines*. (<http://www.planning.wa.gov.au/publications/1197.asp>)
- (4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of Commission's *State Planning Policy—5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*. (<http://www.planning.wa.gov.au/publications/1182.asp>)
- (5) With regard to development application for the display of advertisements on land reserved under the MRS local government should have regard to the Commission's DC Policy 5.4 *Advertising on Reserved Land*. (<http://www.planning.wa.gov.au/publications/825.asp>)

Delegation Register

Shire of Northam



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

2. Referral requirements for development on land abutting the Swan River Trust Development Control Area

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

3. Referral requirements for development on land abutting other reservations

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.

In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning before being determined by the local government.

4. For the purpose of this Instrument of Delegation (excluding applications under clause 3, Section A)—

- (a) Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and a recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
- (b) Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
- (c) The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.

5. Referral Requirements for applications from a public authority for large format digital signage development on land within a Primary Regional Road reservation

Where applications for large format digital signage development relate to land that is reserved as Primary Regional Roads (PRR) reservation in the MRS, the following shall apply—

- (a) DoT shall refer the application to the relevant local government and Main Roads WA for comment and recommendation;
- (b) the local government and Main Roads WA shall provide their comments and recommendations, if any, to the delegate within 30 days of receipt of the application;
- (c) Once the 30 day period has elapsed, the delegate may determine the application, even in the absence of comments and recommendations; and
- (d) the delegate is not bound to follow any recommendation received.

Interpretation

In this Instrument of Delegation, unless the context otherwise requires—

- A reference to a 'position' or 'classification' contemplates and includes a reference to its successor in title.
- "access" means both entry and exit from either a road or abutting development by a vehicle.
- "Commission" or "WAPC" means the "Western Australian Planning Commission".
- "development" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or "development means the development or use of any land, including—
 - (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
 - (b) the carrying out on the land of any excavation or other works;
 - (c) in the case of a place to which a Conservation Order made under section 59 of the *Heritage of Western Australia Act 1990* applies, any act or thing that—
 - (i) is likely to change the character of that place or the external appearance of any building; or
 - (ii) would constitute an irreversible alteration of the fabric of any building".
- "DoT" means the Department of Transport
- "Large format digital signage" means an electronic billboard whether freestanding or attached to another structure with a display area of greater than 13m² "local government" means a local government within the area covered by the MRS.
- "local road" means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- "not acceptable" means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia
- "Public authority" means any of the following—
 - (a) a Minister of the Crown in right of the State;

Delegation Register

Shire of Northam



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

- (b) a department of the Public Service, State trading concern, State instrumentality or State public utility;
- (c) any other person or body, whether corporate or not, who or which, under the authority of a written law, administers or carries on for the benefit of the State, a social service or public utility;
- “regional road” means any road designated under the region Scheme as follows—
 - (a) land coloured red in the Scheme Map—Primary Regional Roads; and
 - (b) land coloured dark blue in the Scheme Map—Other Regional Roads.
- “reserved land” means land reserved under Part II of the MRS.
- “road reservation” means land reserved for the purposes of a regional road in the MRS.
- “significant increase in traffic” means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission’s *Transport Impact Assessment Guidelines*

CORRECTION TO DELEGATION 2017/02 GOVERNMENT GAZETTE 2 June 2017

PL101

CORRECTION
PLANNING AND DEVELOPMENT ACT 2005
INSTRUMENT OF DELEGATION
Del 2017/02 Powers of Local Governments and Department of Transport
Metropolitan Region Scheme

Certain typographical errors were recorded in the Instrument of Delegation, made under the *Planning and Development Act 2005*, and published on 30 May 2017 from page 2738 to 2743 of the *Government Gazette*.

The errors are corrected as follows—

1. On page 2739, the text of Resolution C is deleted and replaced with the following words—
“TO REVOKE its delegation of powers and functions to local governments and the Department of Transport as detailed in the notice entitled “DEL 2015/02 Powers of local governments and Department of Transport (MRS)” published in the *Government Gazette* on 18 December 2015, to give effect to this delegation.”

AMENDMENT TO DELEGATION 2017/02 GOVERNMENT GAZETTE, Tuesday, 18 December 2019, No.193

PL402

PLANNING AND DEVELOPMENT ACT 2005
AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF LOCAL GOVERNMENT AND DOT
Notice of amendment to the Instrument of Delegation, Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act), the Western Australian Planning Commission (WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a member, committee or officer of the WAPC or to a public authority or to a member or officer of a public authority.

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

Resolution under section 16 of the Act (delegation)

On 12 December 2018, pursuant to section 16 of the Act, the WAPC resolved—

- A. To amend the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme as gazetted on 30 May 2017, as set out in Schedule 1 below.

SAM FAGAN, Secretary,
Western Australian Planning Commission.

Delegation Register

Shire of Northam



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

Schedule 1

1. Instrument of delegation amended

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017 and as amended.

2. Amendment to Section A

1. The word "but excluding any application relating to large format digital signage" are deleted from clause 2.

2. Clause 3 is deleted.

3. Amendments to Section B

1. The words in brackets "(excluding applications under clause 3, Section A)" are deleted from the title to clause 4.

2. Clause 5 is deleted.

3. In the interpretation section the terms "Large format digital signage" and "Public Authority" and their respective definitions, are deleted.

DRAFT

Delegation Register

Shire of Northam



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

10.2.3 Development Control Powers – Powers of Local Governments - Greater Bunbury Region Scheme (DEL.2014/01)

1420 GOVERNMENT GAZETTE, WA 9 May 2014

PL406*

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

DELEGATION POWERS OF LOCAL GOVERNMENTS (GBRS) DEL 2014/01

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the Greater Bunbury Region Scheme

Preamble

Unless exempted by clause 25 and 26, under clause 24 of the Greater Bunbury Region Scheme (GBRS), on reserved land, a person must not commence or carry out development unless that person has planning approval. Development on zoned land requires planning approval if it is of a kind or class set out in a resolution of the Western Australian Planning Commission (WAPC) under clause 27 of the GBRS. Parts 7 and 8 of the GBRS sets out the requirements, procedures and functions of the WAPC in relation to the determination of applications for planning approval.

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

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

Resolution under section 16 of the Act (delegation)

On 22 April 2014, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A TO DELEGATE to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Parts 7 and 8 of the Greater Bunbury Region Scheme, of applications for approval to commence and carry out development as specified in schedules 1 and 2, within their respective districts, subject to the terms set out in schedule 3;
- B TO REVOKE its delegation of powers and functions to local governments as detailed in a notice published in the *Government Gazette* of 20 April 2012 (pages 1717—1722).

TIM HILLYARD, Secretary,
Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

SCHEDULE 1—Development on reserved land delegated to local governments

1. Development on land in a regional road reservation where the local government accepts the recommendation and any advice of the advice agency.
2. Development of private jetties and associated facilities located in an artificial waterway in the waterways reservation.
3. Development on reserved land, which requires planning approval under the GBRS and which is—
 - (a) Ancillary and incidental development that does not conflict with the purposes of the reservation; and
 - (b) Development where the local government accepts the recommendation and any advice of the public authority responsible for that reserved land.
4. Any extension and/or change to a non-conforming use which requires planning approval under the GBRS and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Planning.
 - (b) Development for which the local government decides to refuse.

Delegation Register

Shire of Northam



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

SCHEDULE 2—Development on zoned land delegated to local governments

Applications for development on zoned land, excluding public works undertaken by public authorities—

1. On land abutting regional open space reservations, development which requires planning approval under the GBRB and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Planning.
 - (b) Development for which the local government decides to refuse approval under the GBRB.
2. On land abutting a primary regional roads reservation, development which requires planning approval under the GBRB and which is of one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of Main Roads Western Australia.
 - (b) Development for which the local government decides to refuse approval under the GBRB.
3. On land abutting an other regional roads reservation, development which requires planning approval under the GBRB and which is of one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Planning.
 - (b) Development which—
 - i. complies with an approved access policy pertaining to other regional roads reservations submitted by the local government and endorsed by the WAPC, and
 - ii. is approved subject to conditions requiring compliance with that policy.
 - (c) Development for which the local government decides to refuse approval under the GBRB.
4. On land abutting a port installations, public purposes, railways, state forests or waterways reservation, development of one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the public authority responsible for that reserved land.
 - (b) Development for which the local government decides to refuse approval under the GBRB.
5. On land in the water catchments special control area (SCA No. 1), development which requires planning approval under the GBRB and which is of one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Water and/or the Water Corporation, as the case may be.
 - (b) Development for which the local government decides to refuse approval under the GBRB.
6. On land in the Kemerton industrial zone buffer special control area (SCA No. 2), development which requires planning approval under the GBRB and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of State Development and the Environmental Protection Authority.
 - (b) Development for which the local government decides to refuse under approval under the GBRB.
7. On land in the Glen Iris service corridor buffer special control area (SCA No. 3) development which requires planning approval under the GBRB and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Bunbury Port Authority, Department of State Development and the Environmental Protection Authority.
 - (b) Development for which the local government decides to refuse approval under the GBRB.

Delegation Register

Shire of Northam



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

8. On land in the Wastewater Treatment Plant Odour Buffer special control area (SCA No. 4) development which requires planning approval under the GBRs and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Water Corporation.
 - (b) Development for which the local government decides to refuse approval under the GBRs.
9. Development of one or more of the following kinds which is on land in, adjacent to or in close proximity to the strategic agricultural resource policy area and which requires planning approval under the GBRs—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Agriculture and Food.
 - (b) Development for which the local government decides to refuse approval under the GBRs.
10. Development of one or more of the following kinds which is on land in, adjacent to or in close proximity to the strategic minerals and basic raw materials resource policy area and which requires planning approval under the GBRs—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Mines and Petroleum.
 - (b) Development for which the local government decides to refuse approval under the GBRs.
11. Development of one or more of the following kinds which is on land partly or wholly within the land subject to the floodplain management policy area and which requires planning approval under the GBRs—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Water;
 - (b) Development for which the local government decides to refuse approval under the GBRs.
12. Development in an activity centre which is for shop-retail purposes and which requires planning approval under the GBRs and which is for one or more of the following kinds—
 - (a) Development generally in accordance with a WAPC endorsed activity centres structure plan;
 - (b) Development for which the local government decides to refuse approval under the GBRs.
13. Development in the rural zone, other than for an animal husbandry-intensive, which requires planning approval under the GBRs and for which the local government decides to refuse approval under the GBRs.
14. Development for an animal husbandry-intensive premises, or for any extension or addition in excess of 100 m² to the improvements of an existing animal husbandry-intensive premises and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Planning, Department of Agriculture and Food, Department of Health, Department of Environmental Regulation, Department of Parks and Wildlife and/or Environmental Protection Authority.
 - (b) Development for which the local government decides to refuse approval under the GBRs.
15. Any extension and/or change to a non-conforming use which requires planning approval under the GBRs and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Planning.
 - (b) Development for which the local government decides to refuse.

SCHEDULE 3—Terms of delegations to determine development on reserved and zoned land

1. Under clause 36 of the GBRs, an application for planning approval is to be submitted to the local government, which, if the application is to be determined by the WAPC, shall forward it to the WAPC in seven days and make recommendations to the WAPC within 42 days, or such longer period as the WAPC allows.
2. An application for development on reserved land, excluding regional open space, shall be referred within seven days to the public authority responsible for that reserved land for advice and recommendation before being considered by the local government.
3. An application for development on or abutting regional open space reservations, shall be referred within seven days to the Department of Planning for advice and recommendation before being considered by the local government.
4. An application for development in or abutting a primary regional roads reservation shall be referred within seven days to Main Roads Western Australia for advice and recommendation before being considered by the local government.

Delegation Register

Shire of Northam



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

5. An application for development in or abutting an other regional roads reservation shall be referred within seven days to the Department of Planning for advice and recommendation before being considered by the local government.
6. An application for development abutting a port installations, public purposes, railways, state forests or waterways reservation shall be referred within seven days to the public authority responsible for that reserved land for advice and recommendation before being considered by the local government.
7. An application for development within the water catchments special control area (SCA No. 1) shall be referred within seven days to the Department of Water and/or the Water Corporation for advice and recommendation before being considered by the local government.
8. An application for development in the Kemerton industrial zone buffer special control area (SCA No. 2) shall be referred within seven days to the Department of State Development and the Environmental Protection Authority for advice and recommendation before being considered by the local government.
9. An application for development in the Glen Iris service corridor buffer special control area (SCA No. 3) shall be referred within seven days to the Bunbury Port Authority, Department of State Development and the Environmental Protection Authority for advice and recommendation before being considered by the local government.
10. An application for development in the Wastewater Treatment Plant Odour Buffer special control area (SCA No. 4) shall be referred within seven days to the Water Corporation for advice and recommendation before being considered by the local government.
11. An application for development within, adjacent to or in close proximity to the strategic agricultural resource policy area shall be referred within seven days to the Department of Agriculture and Food for advice and recommendation before being considered by the local government.
12. An application for development in, adjacent to or in close proximity to the strategic minerals and basic raw materials resource policy area shall be referred within seven days to the Department of Mines and Petroleum for advice and recommendation before being considered by the local government.
13. An application for development partly or wholly within the floodplain management policy area shall be referred within seven days to the Department of Water for advice and recommendation before being considered by the local government.
14. An application for an animal husbandry-intensive premises shall be referred to the Department of Planning, Department of Agriculture and Food, Department of Health, Department of Environmental Regulation, Department of Parks and Wildlife and/or the Environmental Protection Authority for advice and recommendation before being considered by the local government.
15. An application for any extension and/or change to a non-conforming use shall be referred within seven days to the Department of Planning for advice and recommendation before being considered by the local government.
16. Where an application is referred to an advice agency for advice and recommendation the agency is to be advised that if no advice or recommendation has been received within thirty days of receipt of the application by the advice agency the application may be determined on the available information; and the WAPC, or delegate of, or a local government acting under delegated power, may determine the application on that basis.
17. Following referral for advice and recommendation, an application which is to be determined by the WAPC shall be forwarded as soon as practicable to the WAPC with the advice and recommendations provided by all the advice agencies consulted together with the advice and recommendation of the local government.
18. Where the recommendation provided by an advice agency specified above is not acceptable to the local government, the application, together with the recommendations provided by all advice agencies consulted and the reasons why the recommendation is not acceptable to the local government, shall be forwarded immediately to the WAPC for determination.
19. Each local government shall report to the WAPC, in the form and manner required by the WAPC, all decisions made under this instrument of delegation.
20. The powers delegated to members and officers of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development in the local government district under the local planning scheme.

SCHEDULE 4—Definitions

In this instrument of delegation, words have the meanings given to them in the Act and the GBRs. Unless the context otherwise requires—

- 'Abutting' reserved land means the zoned land shares a common boundary with reserved land.
- 'Access' means entry or exit (or both) from either a road or abutting development by a vehicle.
- 'Activity centre' means the category of activity centres set out in Table 2 of the *Activity Centres for Greater Bunbury Policy*, namely—
- City Centre
 - District Centres
 - Neighbourhood centres
 - Special Centres
 - Town Centres

Delegation Register

Shire of Northam



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

'Advice agency' means a department, public authority or body which is requested to provide advice and recommendations on applications for planning approval under the GBRs as an agency responsible for reserved land or to which local governments refer applications under the terms of schedule 3.

'Animal husbandry-intensive' has the same meaning as in the *Town Planning Regulations 1967*.

'Forward to the WAPC' and similar expressions mean convey by mail, by hand or electronically to the Bunbury office of the Department of Planning.

'Net lettable area' means the area of all floors within the internal finished surfaces of permanent walls but excludes the following areas—

- (a) all stairs, toilets, cleaner's cupboards, lift shafts and motor rooms, tea rooms and plant rooms and other service areas;
- (b) lobbies between lifts facing other lifts servicing the same floor
- (c) areas set aside for the provision of facilities or services to the floor or building;
- (d) areas set aside for the provision of facilities or services to the floor or building where such facilities are not for the exclusive use of occupiers of the floor or building.

'Non-conforming use' has the same meaning as it has in the Planning and Development Act 2005 section 172.

'Not acceptable' means that the local government wishes the application to be determined in a manner that is inconsistent with the advice and/or recommendation received from the advice agency which the local government was required to consult.

'Planning approval' and 'planning approval under the GBRs' mean the planning approval of the WAPC as required under the GBRs and by resolution of the WAPC under clause 27 of the GBRs, whether granted by the WAPC or by delegates of the WAPC including committees, officers, local governments and members and officers of local governments.

'Proximity' and 'in close proximity' mean that the development is, in the opinion of the WAPC or local government, sufficiently close to a policy area for the effects of activities in the policy area (such as noise, odour, spray drift or dust) to be likely to have an adverse effect on the proposed use, and/or for the effects of the development to be likely to have an adverse effect on uses in the policy area.

'Shop-retail' means the land use activities included in 'Planning land use category 5: Shop/Retail' as defined by the Commission's South West Land Use and Employment Survey (as amended from time-to-time).

INDEX

Matter referred to	Where referred to			
	Preamble and resolution	Sch 1	Sch 2	Sch 3
Delegations in relation to reserved land				
On land in a regional road reservation		1	-	4,5
Private jetties and associated facilities		2	-	-
Development on reserves other than regional roads, waterways reserves and regional open space		3	-	2
Development on regional open space reservation		3	-	3
Extension or change to a non-conforming use		4		15
Delegations in relation to zoned land				
Abutting regional open space reserves		-	1	3
Abutting primary regional roads reserves		-	2	4
Abutting other regional roads reserves		-	3	5
Abutting reserves (other than roads and open space)		-	4	6
In water catchments (SCA No. 1)		-	5	7
In the Kemerton industrial zone buffer (SCA No. 2)		-	6	8
In the Glen Iris service corridor buffer (SCA No. 3)		-	7	9

Delegation Register

Shire of Northam



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

In the Wastewater Treatment Plant	-	8	10
Odour Buffer area (SCA No. 4)	-	9	11
In/near the strategic agricultural resource policy area			
In/near the strategic minerals/raw materials policy area	-	10	12
In the floodplain policy management area	-	11	13
In activity centres	-	12	-
Not consistent with the purposes of the rural zone	-	13	-
Animal husbandry-intensive	-	13,14	14
Non-conforming uses	-	15	15
Words defined in schedule 4			
'Abutting'	-	1-4	3-6
'Access'	-	3(b)	-
'Activity Centre'	-	11	-
'Advice agency'	1	-	15,16,17
'Animal husbandry-intensive'	-	12,13	13
'Forward to the WAPC'	-	-	1,16,17
'Non-conforming use'	-	14	14
'Not acceptable'	-	-	17
'Planning approval'	Preamble, resolution	3	1,3,5-12,14
'Proximity'	-	8,9	10,11
'Shop-retail'	-	11	-
Planning and Development Act 2005			
section 16	Preamble, resolution	-	-
Greater Bunbury Region Scheme			
clause 24	Preamble	-	-
clause 27	Preamble	-	-
clause 36	-	-	1
Parts 7 and 8 (clauses 34-48)	Preamble, resolution	-	-
Activity Centres for Greater Bunbury			

Delegation Register

Shire of Northam



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

AMENDMENT TO DELEGATION 2014/01 GOVERNMENT GAZETTE, Tuesday, 22 August 2017, No.165

PL404

PLANNING AND DEVELOPMENT ACT 2005 AMENDMENT TO INSTRUMENT OF DELEGATION 2014/01 Powers of Local Governments (GBRS)

Amendment to the Instrument of Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the Greater Bunbury Region Scheme as gazetted on 9 May 2014.

Preamble

Unless exempted by clause 25 and 26, under clause 24 of the Greater Bunbury Region Scheme (GBRS), on reserved land, a person must not commence or carry out development unless that person has planning approval. Development on zoned land requires planning approval if it is of a kind or class set out in a resolution of the Western Australian Planning Commission (WAPC) under clause 27 of the GBRS. Parts 7 and 8 of the GBRS sets out the requirements, procedures and functions of the WAPC in relation to the determination of applications for planning approval.

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

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

Resolution under s 16 of the Act (delegation)

On 24 May 2017, pursuant to section 16 of the Act, the WAPC Resolved—

- A. To amend its delegation of powers and functions to local governments in the Instrument of Delegation DEL 2014/01 Powers of local governments (GBRS) published in the *Government Gazette* on 9 May 2014 (pages 1420-1425) by replacing all references to "Strategic Agricultural Resource Policy" with "Priority Agricultural Land Policy".

KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission.

Delegation Register

Shire of Northam



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

10.2.4 Development Control – Powers of Local Governments - Peel Region Scheme (DEL.2008/12)

19 December 2008 GOVERNMENT GAZETTE, WA 5449

Legislation: Planning and Development Act 2005 (s16)
Title: DEL 2008/12 Powers of local governments (PRS)
Resolution Date: 16/12/2008 Gazetted Date: 19/12/2008 File: 970-1-1-3
Revoles: Delegation to local governments gazetted 28/03/2003

Planning and Development Act 2005

INSTRUMENT OF DELEGATION

DEL 2008/12 POWERS OF LOCAL GOVERNMENTS (PRS)

Notice of delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the Peel Region Scheme

Preamble

Under clause 18 of the Peel Region Scheme (PRS), and subject to the exemptions stated in clauses 19 and 20, development on reserved land requires planning approval. On zoned land, development requires planning approval if it is of a kind or class set out in a resolution of the Western Australian Planning Commission (the WAPC) under clause 21 of the PRS. Parts 7 and 8 of the PRS set out the requirements, procedures and functions of the WAPC in relation to the determination of applications for planning approval.

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

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

Resolution under section 16 of the Act (delegation)

On 16 December 2008, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions in respect of the determination, in accordance with Parts 7 and 8 of the Peel Region Scheme, of applications for approval to commence and carry out development specified in Schedules 1 and 2, within their respective districts, subject to the terms set out in schedule 3,
- B TO REVOKE its delegation of powers and functions to local governments as detailed in a notice published in the *Government Gazette* of 28 March 2003 (pages 993-994).

WAYNE WINCHESTER, Secretary,
Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005

Instrument of Delegation

SCHEDULE 1—Development on reserved land delegated to local governments

1. Development on land in a regional road reservation where the local government accepts the advice and/or recommendation of the advice agency.
2. Development of private jetties and associated facilities located in an artificial waterway in the waterways reservation.

SCHEDULE 2—Development on zoned land delegated to local governments

Applications for development on zoned land, except in respect of public works undertaken by public authorities—

1. On land abutting regional open space reservations, development which requires planning approval under the PRS and for which the local government decides to refuse approval under the PRS.
2. On land abutting a primary regional roads reservation, development which requires planning approval under the PRS and which is of one or more of the following kinds—
 - (a) Development where the local government accepts the advice and/or recommendation of Main Roads Western Australia.
 - (b) Development for which the local government decides to refuse approval under the PRS.

Delegation Register

Shire of Northam



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

5450 GOVERNMENT GAZETTE, WA 19 December 2008

3. On land abutting an other regional roads reservation, development which requires planning approval under the PRS and which is of one or more of the following kinds—
 - (a) Development where the local government accepts the advice and/or recommendation of the Department for Planning and Infrastructure.
 - (b) Development which—
 - (i) complies with an approved access policy pertaining to other regional roads reservations, or a specified section of the other regional roads reservation, submitted by the local government and endorsed by the WAPC, and
 - (ii) is approved subject to conditions requiring compliance with that policy.
 - (c) Development for which the local government decides to refuse approval under the PRS.
4. On land in the water catchments special control area (SCA No. 1), development which requires planning approval under the PRS and which is of one or more of the following kinds—
 - (a) Development where the local government accepts the advice and/or recommendation of the Department of Water and/or the Water Corporation, as the case may be.
 - (b) Development for which the local government decides to refuse approval under the PRS.
5. Development of the following kinds which is for shopping purposes and which requires planning approval under the PRS—
 - (a) Development which—
 - (i) is consistent with an approved centre plan, local commercial strategy or local planning strategy endorsed by the WAPC not more than five years prior to the application for planning approval being lodged, and
 - (ii) is approved subject to conditions requiring compliance with that plan or strategy.
 - (b) Development for which the local government decides to refuse approval under the PRS.
6. Development in the rural zone, other than for a poultry farm, which requires planning approval under the PRS and for which the local government decides to refuse approval under the PRS.
7. Development for a new poultry farm or for any extension or addition in excess of 100 m² to the improvements of an existing poultry farm, for which the local government decides to refuse approval under the PRS.

SCHEDULE 3—Terms of delegations to determine development on reserved and zoned land

1. Under clause 30 of the PRS, an application for planning approval is to be submitted to the local government, which, if the application is to be determined by the WAPC, shall forward it to the WAPC within seven days and may (within 42 days, or such longer period as the WAPC allows) make recommendations to the WAPC.
2. An application for development in or abutting a primary regional roads reservation is to be referred within seven days to Main Roads Western Australia for advice and recommendation before being considered by the local government.
3. An application for development in or abutting another regional roads reservation is to be referred within seven days to the Department for Planning and Infrastructure for advice and recommendation before being considered by the local government.
4. An application for development within the water catchments special control area (SCA No. 1) is to be referred within seven days to the Department of Water and/or the Water Corporation for advice and recommendation before being considered by the local government.
5. Where an application is referred to an advice agency for advice and recommendation the agency is to be advised that if no advice or recommendation has been received within thirty days of receipt of the application by the advice agency the application may be determined on the available information; and the WAPC, or a local government acting under delegated power, may determine the application on that basis.
6. Following referral of any application referred to in Schedule 2 for advice and recommendation and where the local government does not accept the advice and/or recommendation of the advice agency, an application which is consequently to be determined by the WAPC is to be forwarded as soon as practicable to the WAPC with the advice and recommendations provided by all advice agencies consulted together with the advice and recommendation of the local government. These should be accompanied by the reasons why the recommendation of the advice agency is not acceptable to the local government.
7. Each local government shall report to the WAPC, in the form and manner required by the WAPC, all decisions made under this instrument of delegation.
8. The powers delegated to members and officers of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development in the local government district under the local planning scheme.

Delegation Register

Shire of Northam



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

19 December 2008

GOVERNMENT GAZETTE, WA

5451

SCHEDULE 4—Definitions

In this instrument of delegation, words have the meanings given to them in the Act and the PRS. Unless the context otherwise requires—

- '**Abutting**' reserved land means the zoned land shares a common boundary with reserved land.
- '**Access**' means entry or exit (or both) from either a road or abutting development by a vehicle.
- '**Advice agency**' means a department, public authority or body which is requested to provide advice and recommendations on applications for planning approval under the PRS as an agency responsible for reserved land or to which local governments refer applications under the terms of schedule 3.
- '**Centre plan**', '**local commercial strategy**' and '**local planning strategy**', for the purposes of paragraph 5(a) of schedule 2, mean a strategic planning document, submitted to and endorsed by the WAPC, specifying the planned future character and scale of the commercial centre or shopping centre where development is proposed, with limits for such components as uses, floorspace, lettable area, etc.
- '**Forward to the WAPC**' and similar expressions mean convey by mail, by hand or electronically to the Peel region office of the Department for Planning and Infrastructure.
- '**Not acceptable**' means that the local government wishes the application to be determined in a manner that is inconsistent with the advice and/or recommendation received from the advice agency which the local government was required to consult.
- '**Planning approval**' and '**planning approval under the PRS**' mean the planning approval of the WAPC as required under the PRS and by resolution of the WAPC under clause 21 of the PRS, whether granted by the WAPC or by delegates of the WAPC including committees, officers, local governments and members and officers of local governments.
- '**Shopping purposes**' means use for any of the purposes defined in Appendix 4 of the proposed *Metropolitan Centres Policy Statement for the Perth Metropolitan Region (WAPC)* but excluding hotels, taverns, night clubs, and function and reception centres.

INDEX

Matter referred to	Where referred to			
	Preamble and resolution	Sch 1	Sch 2	Sch 3
Delegations in relation to reserved land				
On land in a regional road reservation		1	-	2, 3
Private jetties and associated facilities		2	-	-
Delegations in relation to zoned land				
Abutting regional open space reserves		-	1	-
Abutting primary regional roads reserves		-	2	2
Abutting other regional roads reserves		-	3	3
In water catchments (SCA. No. 1)		-	4	4
For shopping purposes		-	5	-
Not consistent with the purposes of the rural zone		-	6	-
Poultry farm		-	7	-
Words defined in schedule 4				
'Abutting'		-	1-3	2,3
'Access'		-	3(b)	-
'Advice agency'		1	-	5,6
'Centre plan', commercial strategy, planning strategy		-	5(a)	-
'Forward to the WAPC'	Resolution (b)(i)	-	-	1,6
'does not accept the advice'		-	-	6
'Planning approval'	Preamble, resolution	-	1-6	1
'Shopping purposes'		-	5	-
Planning and Development Act 2005				
section 16	Preamble, resolution	-	1	-
Peel region scheme				
clause 18	Preamble	-	-	-
clause 19	Preamble	-	-	-
clause 20	Preamble	-	-	-
clause 21	Preamble, resolution	-	-	-
clause 30		-	-	1
Parts 7 and 8 (clauses 28-42)	Preamble	-	-	-

Delegation Register

Shire of Northam



10. Statutory Authorisations and Delegations to Local Government from State Government AMENDMENT TO DELEGATION 2008/12

30 June 2009 GOVERNMENT GAZETTE, WA 2643

PI410*

PLANNING AND DEVELOPMENT ACT 2005 AMENDMENT TO INSTRUMENT OF DELEGATION 2008/12 POWERS OF LOCAL GOVERNMENTS (PRS)

Amendment to the Instrument of Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the Peel Region Scheme as gazetted on 19 December 2008.

Preamble

Under clause 18 of the Peel Region Scheme (PRS), and subject to the exemptions stated in clauses 19 and 20, development on reserved land requires planning approval. On zoned land, development requires planning approval if it is of a kind or class set out in a resolution of the Western Australian Planning Commission (the WAPC) under clause 21 of the PRS. Parts 7 and 8 of the PRS set out the requirements, procedures and functions of the WAPC in relation to the determination of applications for planning approval.

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

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

Resolution under s 16 of the Act (delegation)

On 23 June 2009, pursuant to section 16 of the Act, the WAPC Resolved—

- A To amend its delegation of powers and functions to local governments in the Instrument of Delegation DEL 2008/12 Powers of local governments (PRS) published in the *Government Gazette* on 19 December 2008 (pages 5449—5451) by replacing all references to "Department for Planning and Infrastructure" with "Department of Planning".

TONY EVANS, Secretary,
Western Australian Planning Commission.

AMENDMENT TO DELEGATION 2008/12

3 November 2017 GOVERNMENT GAZETTE, WA 5503

PL409

PLANNING AND DEVELOPMENT ACT 2005 AMENDMENT TO INSTRUMENT OF DELEGATION DEL2008/12 Power of Local Governments

Amendment to the Instrument of Delegation to local governments of certain powers and functions of the Western Australian Planning Commission, under the Peel Region Scheme

Preamble

Under clause 18 of the Peel Region Scheme (PRS), and subject to the exemptions stated in clauses 19 and 20, development on reserved land requires planning approval. On zoned land, development requires planning approval if it is of a kind or class set out in a resolution of the Western Australian Planning Commission (the WAPC) under clause 21 of the PRS. Parts 7 and 8 of the PRS set out the requirements, procedures and functions of the WAPC in relation to the determination of applications for planning approval.

Under section 16 of the *Planning and Development Act 2005* (the Act), the WAPC may, by resolution published in the *Government Gazette*, delegate any function to a member, committee or officer of the WAPC or to a public authority or to a member or officer of a public authority.

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

Delegation Register

Shire of Northam



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

Resolution under section 16 of the Act (delegation)

On 24 May 2017, pursuant to section 16 of the Act, the WAPC resolved—

- A. To delegate to local governments, and to members and officers of those local governments, its powers and functions in respect of the determination, in accordance with Parts 7 and 8 of the Peel Region Scheme, of applications for approval to commence and carry out development specified in Schedule A, within their respective districts, subject to the terms set out in Schedule B;
- B. To amend the Instrument of Delegation DEL2008/12 Powers of Local Governments (PRS) made by the WAPC on 16 December 2008 and published in the *Government Gazette* on 19 December 2008 at pages 5449-5451 (and as amended) (DEL 2008/12), as set out in Schedule C below, to give effect to this resolution.

KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission.

Schedule A

Applications for development on zoned land, excluding public works undertaken by public authorities

8. Development of one or more of the following kinds, which is on land in, adjacent to or in close proximity to Priority Agricultural Land as identified in Appendix 1 of the PRS Priority Agricultural and Rural Land Use Policy, and which requires planning approval under the PRS—

- (a) Development where the local government accepts the recommendation and any advice of the Department of Agriculture and Food.
- (b) Development for which the local government decides to refuse approval under the PRS.

Schedule B

5. An application for development in, adjacent to or in close proximity to Priority Agricultural Land, as identified in Appendix 1 of the PRS Priority Agricultural and Rural Land Use Policy, shall be referred within seven days to the Department of Agriculture and Food for advice and recommendation before being considered by the local government."

5504

GOVERNMENT GAZETTE, WA

3 November 2017

Schedule C

1. Instrument of Resolution amended

The amendments within this Schedule are to the Schedules set out in DEL 2008/12.

2. Schedule 2—amended (page 5450)

Schedule 2 is amended by the addition of the following clause—

"8. Development of one or more of the following kinds, which is on land in, adjacent to or in close proximity to Priority Agricultural Land, as identified in Appendix 1 of the PRS Priority Agricultural and Rural Land Use Policy, and which requires planning approval under the PRS—

- (a) Development where the local government accepts the recommendation and any advice of the Department of Agriculture and Food.
- (b) Development for which the local government decides to refuse approval under the PRS."

3. Schedule 3—amended (page 5450)

Schedule 3 is amended by inserting a new clause 5 as follows—

"5. An application for development in, adjacent to or in close proximity to Priority Agricultural Land, as identified in Appendix 1 of the PRS Priority Agricultural and Rural Land Use Policy, shall be referred within seven days to the Department of Agriculture and Food for advice and recommendation before being considered by the local government."

Further, existing clauses 5, 6, 7 and 8 of Schedule 3 are renumbered to 6, 7, 8 and 9, respectively.

4. Schedule 4—amended (page 5451)

The heading for Schedule 4 is amended to read "Schedule 4—Definitions and Interpretation"

Schedule 4 is amended by inserting the following definition and interpretation provision—

'Proximity' and 'in close proximity' mean that the development is, in the opinion of the WAPC or local government, sufficiently close to a policy area for the effects of activities in the policy area (such as noise, odour, spray drift or dust) to be likely to have an adverse effect on the proposed use, and/or for the effects of the development to be likely to have an adverse effect on uses in the policy area

A reference to a department or agency contemplates and includes a reference to its successor in title.

5. Index—amended (page 5451)

The "Delegations in relation to zoned land" section of the Index is amended to include a new line below "poultry farm" which reads—

"in/near the Priority Agricultural Land" - 8 5"

Delegation Register

Shire of Northam



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

10.2.5 Development Control – Powers of Local Government – Ningaloo Coast Regional Interim Development Order 2007 (DEL.208/14)

5456 GOVERNMENT GAZETTE, WA 19 December 2008

Legislation: Planning and Development Act 2005 (s16)
Title: DEL 2008/14 Powers of local governments (Ningaloo Coast RIDO 2007)
Resolution Date: 16/12/2008 Gazetted Date: 19/12/2008 File: 970-1-1-3
Revokes: Delegation to local governments gazetted 12/10/2007

Planning and Development Act 2005

INSTRUMENT OF DELEGATION

DEL 2008/14 POWERS OF LOCAL GOVERNMENTS (NINGALOO COAST RIDO 2007)

Notice of delegation to local governments of development control powers of the Western Australian Planning Commission relating to the Ningaloo Coast Regional Interim Development Order 2007

Preamble

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

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

Resolution under section 16 of the Act (delegation)

On 16 December 2008, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A TO DELEGATE its functions under the Ningaloo Coast Regional Interim Development Order 2007 (the Order) as specified in column 1 of the schedule to local governments and to members and officers of those local governments specified in column 2 of the schedule, in respect of land described in column 3 of the schedule;
- B TO REVOKE its delegation of powers and functions to local governments as detailed in a notice published in the *Government Gazette* of 12 October 2007 (pages 5532-5533).

WAYNE WINCHESTER, Secretary,
Western Australian Planning Commission.

Delegation Register

Shire of Northam



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

PLANNING AND DEVELOPMENT ACT 2005
Instrument of delegation
SCHEDULE 1

Column 1 (Powers and Functions)	Column 2 (Local Government)	Column 3 (Land)
<p>Power to determine an application made under Part 3 of the Order in accordance with the procedure set out in Part 4 of the Order except—</p> <p>(i) where the WAPC, by notice in writing in each case, advises the local government that it is of the opinion that an application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest; and</p> <p>(ii) where the local government is of the opinion that an application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest.</p> <p>The powers delegated to members and officers of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development in the local district under the local planning scheme.</p>	<ul style="list-style-type: none"> • Shire of Carnarvon • Shire of Exmouth 	<p>Applies to applications for development of land defined in—</p> <ul style="list-style-type: none"> • Map 1 Area of Delegation (Carnarvon) • Map 2 Area of Delegation (Exmouth)

Delegation Register

Shire of Northam



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

10.2.6 Development Control – Powers of Local Governments – Hope Valley-Wattleup Redevelopment Act 2000 and Master Plan (DEL.2011/01)

Legislation: Planning and Development Act 2005 (s16)
Title: DEL 2011/01 Powers of local governments (Hope Valley-Wattleup Redevelopment Act 2000)
Resolution Date: 25 /1 /2011 Gazettal Date: 4/2/2011 File: 801-2-1-22 P10

Planning and Development Act 2005

INSTRUMENT OF DELEGATION

DEL 2011/01 POWERS OF LOCAL GOVERNMENTS (HOPE VALLEY-WATTLEUP REDEVELOPMENT ACT 2000 AND MASTER PLAN)

Notice of delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the *Hope Valley-Wattleup Redevelopment Act 2000* and the Hope Valley-Wattleup Master Plan

Preamble

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

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

Resolution under section 16 of the Act (delegation)

On 25 January 2011, pursuant to section 16 of the Act, the WAPC RESOLVED:

- A TO DELEGATE to certain local governments, to officers of those local governments, to the Statutory Planning Committee and the Chairman of the WAPC, and to officers of the Department of Planning (DoP) from time to time holding or acting in those offices, as set out in column 2 of the attached Schedule, its powers and functions under the *Hope Valley-Wattleup Redevelopment Act 2000* and in respect of the Hope Valley-Wattleup Master Plan as specified in column 1 of the attached Schedule, within their respective districts as specified in column 3 of the attached Schedule.

Tony Evans, Secretary
Western Australian Planning Commission

Delegation Register

Shire of Northam



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

Instrument of Delegation

Schedule 1

Column 1 (Powers and functions delegated)	Column 2 (Local Government and officers, WAPC committee and Chairman, and DoP officers)	Column 3 (Conditions)
<p>1.1. Power to determine applications for development approval as set out in Part 4 of the <i>Hope Valley-Wattleup Redevelopment Act 2000</i> and Part 10 and Part 11 of the <i>Hope Valley-Wattleup Master Plan</i> except where:</p> <p>(a) the land is reserved for a public purpose in the <i>Hope Valley-Wattleup Master Plan</i>; or</p> <p>(b) the decision to refuse or approve with or without conditions would be contrary to the recommendation of the Western Australian Land Authority in its submission on the application made pursuant to clause 11.1 of the <i>Hope Valley-Wattleup Master Plan</i>; or</p> <p>(c) the WAPC has advised the local government in writing that the application is to be determined by the WAPC; or</p> <p>(d) the local government decides to forward the application to the WAPC for the WAPC's determination.</p> <p>1.2. Power to amend or revoke a planning approval previously granted by the local government under delegated power, as set out in clause 9.2 of the <i>Hope Valley-Wattleup Master Plan</i>.</p> <p>1.3. Power to grant approval to unauthorised existing development or use as set out in clause 9.3 of the <i>Hope Valley-Wattleup Master Plan</i>.</p> <p>1.4. Power to authorise any of the local government's employees to enter a building or land for the observance of the Master Plan as set out in clause 12.1.2 of the <i>Hope Valley-Wattleup Master Plan</i>.</p> <p>1.5. Power to issue a written notice under clause 12.2 of the <i>Hope Valley-Wattleup Master Plan</i>.</p> <p>1.6. Power to defend and otherwise deal with reviews lodged with the State Administrative Tribunal under section 29 of the <i>Hope Valley-Wattleup Redevelopment Act 2000</i> and to appeal, defend, respond and otherwise deal with any legal proceedings as it relates to this notice of delegation affecting the Hope Valley-Wattleup Redevelopment Area.</p> <p>1.7. Power to issue a written notice under section 31(1) of the <i>Hope Valley-Wattleup Redevelopment Act 2000</i>.</p> <p>1.8. Power under section 31(6) of the <i>Hope Valley-Wattleup Redevelopment Act 2000</i> to take steps to remove, pull down, take up or alter any unlawful development, and recover the costs incurred in so doing.</p> <p>1.9. Power to commence and undertake a prosecution for an offence committed under section 25 or section 31 of the <i>Hope Valley-Wattleup Redevelopment Act 2000</i>.</p>	<ul style="list-style-type: none"> • Council of the City of Cockburn • Chief Executive Officer, City of Cockburn • Director of Planning and Development, City of Cockburn • Manager of Statutory Planning, City of Cockburn <ul style="list-style-type: none"> • Council of the Town of Kwinana • Chief Executive Officer, Town of Kwinana • Director of Operational and Technical Services, Town of Kwinana • Manager of Planning and Development, Town of Kwinana 	<p>Confined to land within the City of Cockburn</p> <p>Confined to land within the Town of Kwinana</p>
<p>1.10 Power to advise a local government in writing in the circumstance of 1.1(c) of this delegation that an application is to be determined by the WAPC.</p>	<ul style="list-style-type: none"> • Statutory Planning Committee of the WAPC • Chairman of the WAPC • Director General, DoP 15135.1 • Executive Director, Peel, Perth and South West Planning and Strategy, DoP 15196.1 	<p>City of Cockburn and Town of Kwinana</p>

Delegation Register

Shire of Northam



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

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

29 January 2021

GOVERNMENT GAZETTE, WA

449

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

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

Preamble

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

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

Resolution under section 16 of the Act (delegation)

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

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

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

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

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

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

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

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

Power to determine applications under—

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

3. Reporting requirements

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

Delegation Register

Shire of Northam



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

10.3 Main Roads Act 1930

10.3.1 Traffic Management - Events on Roads

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

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

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

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

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

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

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

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

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

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

Delegation Register
Shire of Northam



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

Dated:

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

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

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

THE COMMON SEAL of)
)
)

[Insert name of Local Government])
)
Was hereunto affixed pursuant to a)
resolution of the Council in the)
presence of:)

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

Delegation Register

Shire of Northam



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

10.3.2 Traffic Management – Road Works

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

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

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

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

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

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

Delegation Register
Shire of Northam



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

Dated:

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

Signature of Witness

Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

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

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

Chief Executive Officer

Witness

Delegation Register

Shire of Northam



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

10.4 Road Traffic (Vehicles) Act 2012

10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia
Department of Transport
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

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

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

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

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

CONDITIONS

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

Delegation Register

Shire of Northam



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



Government of Western Australia
Department of Transport

Driver and Vehicle Services

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

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

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

Dated the 5th day of September 2017

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

Extracted on line on 15 March 2021



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam
2024/25

Delegated Authority Register



2024 /25 Delegated Authority Register

Version Control

Amendments File Reference 2.3.1.6			
Meeting/Review Date	Resolution No	Delegation No	Revision No
20/10/2010	C.1313	Complete	4.0
20/07/2011	C.1543	Complete/Minor	4.1
21/12/2011	C.1665	Complete	4.2
19/04/2012	CEO	Minor	4.3
25/07/2012	CEO	Minor	4.4
08/08/2012	C.1754	Minor	4.5
18/01/2013	CEO	Minor	4.6
19/06/2013	C.2069	Complete	4.7
16/07/2014	C.2242	Complete	4.8
17/06/2015	C.2458	Minor	4.9
15/06/2016	C.2724	Complete	5.0
21/06/2017	C.3059	Complete	5.1
20/06/2018	C.3383	Complete	5.2
19/06/2019	C.3687	Complete	5.3
30/03/2020	C.3912	F05 – Minor	5.4
15/04/2020	C.3923	P03 (minor) P14 (new) C01 (new)	5.5
17/06/2020	C.3955	Complete	5.6
20/05/2020	C.3936	F07 (new)	5.6a
16/09/2020	C.4034	F07 (revoked)	5.7
16/06/2021	C.4233	Complete	5.8
17/11/2021	C.4336	A06 Added	5.9
15/06/2022	C.4487	Minor review O06 (new)	6.0
21/06/2023	C.4767	Complete	6.1
19/06/2024			



2024 /25 Delegated Authority Register

Contents

EXPLANATION NOTES..... 5
DELEGATIONS FROM COUNCIL TO CHIEF EXECUTIVE OFFICER (OTHER OFFICERS, WHERE APPROPRIATE)..... 6
Administration 7
 Affixing of Common Seal & Signing Documents 7
 Power to Remove & Impound Goods 9
 Disposing of Confiscated or Uncollected Goods 10
 Authority to undertake work on land not controlled by Council 11
 Shire of Northam Local Laws Administration 12
 Appointment of Authorised Persons, Authorised Officers, Approved Officers, Designated Persons, Designated Officers 13
Building 17
 Buildings – Grant or Refusal of Building Permits 17
 Buildings – Grant or Refusal of Demolition Permits 19
 Buildings – Further Grounds for Not Granting an Application 20
 Buildings – Grant of Occupancy Permit, Building Approval Certificate 21
 Buildings – Building Orders 22
 Buildings – Prosecutions 23
 Recover the Charge Imposed for Private Swimming Pool Inspections 24
 Obstruction of Footpaths and Thoroughfares 25
 Buildings - Extending the period of duration an Occupancy permit or a Building Approval Certificate 27
 Buildings – Revoke Building Orders 28
Engineering 29
 Temporary Closure of Thoroughfares to Vehicles 29
 Events on Roads 31
 Gates across Public Thoroughfare 32
 Crossovers 33
 Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land 34
 Public Thoroughfares – Public Access & Plans – s3.52 (within designated Town sites) 35
 Public Thoroughfare – Dangerous Excavations 36
Finance..... 37
 Creditors, Payment of 37
 Disposal of Council Property (Public Auction, Public Tender or Private Treaty) 38
 Recovery of Unpaid Debtors 39
 Inviting Tenders 40
 Write Off / Waive Fees or Debts 42
 Disposing of Property by Lease or Licence 43
Health 45



2024 /25 Delegated Authority Register

Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts.....	45
Food Act 2008 – Functions of enforcement agency.....	46
Planning.....	47
Instruct Legal Action	47
Development Applications – Waiver of Requirement for Advertising	48
Planning Determinations	49
Strata Titles – Certificate of Local Government	52
Consent to the Lease of Common Property	53
Advertising Signs.....	54
Illegal Development, Giving Written Direction.....	55
Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title.....	56
Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval	57
Advice to the Department for Lands Regarding Matters Associated with the <i>Land Administration Act 1997</i>	58
Advising other Regulatory Authorities	59
Appeals, Requests for Reconsideration.....	60
Development Applications – Waiver of Application Fees.....	61
Properties	62
Notice Requiring Certain Things to be done by the Owner or Occupier of Land	62
Authority to Issue s39 & s40 Certificates Liquor Licensing Act 1988.....	63
Ranger.....	64
Approval to keep more than the prescribed number of cats and dogs permitted by relevant local laws.....	64
Disposal of Sick or Injured Impounded Animals	65
Declare Vehicle is Abandoned Vehicle Wreck.....	66
Other	67
Firebreak Order - Variation	67
Burning, Prohibited (Variations)	68
Offences - Bush Fires Act	69
Issuing of Licences, Approvals & Permits – Local Laws.....	70
Appointment of Bush Fire Control Officers	71
DELEGATIONS FROM COUNCIL TO COMMITTEES.....	72
Receive, Assess and Determine Grant Applications for the Community Grant Scheme	73
Authority to meet with the Shire's Auditor	74
DELEGATIONS FROM CHIEF EXECUTIVE OFFICER TO OTHER EMPLOYEES	75



2024 /25 Delegated Authority Register

EXPLANATION NOTES

General

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

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

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

Transfer of Authority Due to Absence

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Where a named Officer holding a delegation, is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Executive Manager for the period of absence.

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

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

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

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

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



SECTION A

DELEGATIONS FROM COUNCIL TO CHIEF EXECUTIVE OFFICER (OTHER OFFICERS, WHERE APPROPRIATE)



2024 /25 Delegated Authority Register

Administration

DELEGATION NUMBER	- A01
LEGISLATIVE POWER	- Local Government Act 1995, s9.49A (2) & (3), s9.49A (4)
DELEGATION SUBJECT	- Affixing of Common Seal & Signing Documents
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Section 2 only - Sign documents on behalf of the local government: Executive Manager Community Services Executive Manager Corporate Services Executive Manager Development Services Executive Manager Engineering Services

Section 1

The Chief Executive Officer is delegated authority to:

- Affix the common seal of the Shire of Northam to any document which has been authorised by Council either specifically or generally.
- Sign documents on behalf of the local government.

Section 2

Executive Managers are delegated authority to:

- Sign documents on behalf of the local government.

Exclusions

Affix the common seal of the Shire of Northam to any document.

Procedure for Execution by Authorised Officers

Executive Managers may only execute documents relevant to matters within the scope of the activity of their Directorate. Documents relevant to the activities of multiple Directorates may only be executed by the Chief Executive Officer.

The documents identified for the purpose of this authorisation are listed as follows:

- a) State or Commonwealth Government Funding Agreements



2024 /25 Delegated Authority Register

- b) Memorandum of Understanding
- c) Contracts and legal instruments, including contract variations, related to:
 - o Procurement Contracts
 - o Service Agreements (incoming or outgoing services)

Limitations

The specific authorities established are limited by the following conditions:

- a) The signing of any contract must be supported by a formal resolution of Council or the works subject of the contract being incorporated into the current Annual Budget and being less than \$150,000; or
- b) The signing of any contract must be supported by a specific action in the current Corporate Business Plan.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- A02
LEGISLATIVE POWER	- <i>Local Government Act 1995, s3.39, s3.40A, s3.42, s3.44, s3.46, 3.48</i>
DELEGATION SUBJECT	- Power to Remove & Impound Goods
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to:

1. Authorise an employee in accordance with s3.39 and 3.40A to remove and impound any goods that are involved in a contravention that can lead to impounding.
2. Take appropriate action in respect to impounded non-perishable goods in accordance with s3.42.
3. Give notice in accordance with s3.44 to collect goods.
4. Refuse to allow goods to be collected until all costs have been paid in accordance with s3.46.
5. Take action to recover expenses in accordance with s3.48.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	-	A03
LEGISLATIVE POWER	-	Local Government Act 1995, s3.47.
DELEGATION SUBJECT	-	Disposing of Confiscated or Uncollected Goods
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Nil.

The Chief Executive Officer is delegated authority to dispose of, in accordance with s3.47, any vehicles or goods that have been impounded/seized/confiscated under the provisions of s3.39 and 3.40A (Delegation A02) or any goods that have been ordered to be confiscated under section 3.43 of the Act.

In disposing of said goods by way of auction or after calling public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations, the Chief Executive Officer is authorised pursuant to s5.43 (b) to accept any auction outcomes and tender up to the value of \$20,000. Pre-auction estimates and tenders for amounts considered to exceed \$20,000 shall be referred to the Council for consideration prior to sale.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- A04
LEGISLATIVE POWER	- Local Government Act 1995, s3.27, Schedule 3.1 & 3.2
DELEGATION SUBJECT	- Authority to undertake work on land not controlled by Council
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

In accordance with Section 3.27 of the Local Government Act 1995, the Chief Executive Officer is delegated authority to perform the general function of the local government and do any of the things prescribed in Schedule 3.2 of the Local Government Act 1995 even though the land on which it is done is not local government property and the local government does not have consent to do it.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- A05
LEGISLATIVE POWER	- Shire of Northam Local Laws
DELEGATION SUBJECT	- Shire of Northam Local Laws Administration
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Executive Manager Engineering Services Manager Planning and Environment Environmental Health Officer Manager Building and Health Compliance Officer Senior Ranger Ranger

The Chief Executive Officer is delegated authority to administer the Shire's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the Shire's Local Laws.

Conditions:

- Determinations and decisions under the Shire of Northam's Local Laws having regard to the relevant Council policies in force at the time.
- The administration of the Extractive Industries Local Law 2016, including any enforcement action and collection of the annual licence fee be delegated to the CEO, but that the exercise of the following powers be reserved to the Council:
 - Issue or refusal of a licence under clause 3.1(2)
 - Determination of a licence period under clause 3.1(3)(a)
 - Transfer, cancel or refusal to renew a licence under clauses 4.1(2), 4.2 and 4.3(4) determination of any security under clause 5.1(1).

Exclusions – Renewal of a licence where it is proposed to vary the conditions of the licence; or where the licensee has not complied with the conditions of the licence.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- A06
LEGISLATIVE POWER	<ul style="list-style-type: none"> - <i>Building Act 2011, s96(3)</i> - <i>Building Regulations 2012, r.70</i> - <i>Food Act 2008, s.118 (2)(b), (3), (4), s.122(1) and s.126 (6), (7), (13)</i> - <i>Health (Asbestos) Regulations 1992, r15D(5)</i> - <i>Public Health Act 2016, S.21 and S.24 (1), (3)</i> - <i>Local Government Act 1995, s.324, s.9.10</i> - <i>Planning and Development Act 2005, s.234</i>
DELEGATION SUBJECT	- Appointment of Authorised Persons, Authorised Officers, Approved Officers, Designated Persons, Designated Officers
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil

COUNCIL TO CEO

The Chief Executive Officer is delegated authority to designate and employee of the Shire of Northam as an authorised persons or authorised officer:

Building Act 2011, s96(3)

The Chief Executive Officer is delegated authority to designate an employee of the local government as an authorised person for the purposes of the Building Act 2011 in relation to buildings and incidental structures located, or proposed to be located, in the district of the Shire of Northam.

NOTE: An authorised person for the purposes of sections 96(3)) is not an approved officer or authorised officer for the purposes of Building Reg. 70.

Building Regulations 2012, r.70



2024 /25 Delegated Authority Register

The Chief Executive Officer is delegated authority to:

1. Appoint an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A).

NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers" (Chief Executive Officer ONLY).

2. Authority to appoint an authorised officer for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(2).

NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).

A person who is appointed as an approved officer is not eligible to be appointed as an authorised officer. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.

Food Act 2008, s.118 (2)(b), (3), (4), s.122(1) and s.126 (6), (7), (13)

The Chief Executive Officer is delegated authority to:

1. Appoint a person to be an Authorised Officer for the purposes of the Food Act 2008 [s.122(2)].
2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)].
3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].

Health (Asbestos) Regulations 1992, r.15D(5)

The Chief Executive Officer is delegated authority to appoint persons or classes of persons to be Authorised Officers or approved officers for the purposes of the *Criminal Procedure Act 2004 Part 2*.

Public Health Act 2016, S.21 and S.24 (1), (3)



2024 /25 Delegated Authority Register

The Chief Executive Officer is delegated authority designate a person or class of persons as authorised officers for the purposes of:

1. The Public Health Act 2016 or other specified Act
2. Specified provisions of the Public Health Act 2016 or other specified Act
3. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act.

Including:

- a) an environmental health officer or environmental health officers as a class; OR
- b) a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR
- c) a mixture of the two. [s.24(1) and (3)].

CEO TO EMPLOYEES

Local Government Act 1995, s.3.24, s.9.10

1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:
 - (a) *Local Government Act 1995* and its subsidiary legislation, including *Local Government Act Regulations*, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the *Local Government Act*..
 - (b) *Caravan Parks and Camping Grounds Act 1995*;
 - (c) *Cat Act 2011*;
 - (d) *Cemeteries Act 1986*;
 - (e) *Control of Vehicles (Off-road Areas) Act 1978*;
 - (f) *Dog Act 1976*;
 - (g) *Graffiti Vandalism Act 2016* – refer s.15; and
 - (e) any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995*.
2. Authority to appoint authorised persons for the purposes of section 9.16 of the *Local Government Act 1995*, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the *Building Regulations 2012* and section 6(b) of the *Criminal Procedure Act 2004*.

Planning and Development Act 2005, s.234



2024 /25 Delegated Authority Register

1. Appoint persons or classes of persons to be designated persons for the purposes of section 228, 229, 230 or 231 or for the purposes of 2 or more of those sections.

Note: A person who is authorised to give infringement notices under section 228 is not eligible to be a designated person for the purposes of any of the other sections.



2024 /25 Delegated Authority Register

Building

DELEGATION NUMBER	- B01
LEGISLATIVE POWER	- <i>Building Act 2011:</i> <i>s.18 Further Information</i> <i>s.20 Grant of building permit</i> <i>s.22 Further grounds for not granting an application</i> <i>s.27(1) and (3) Impose Conditions on Permit</i> <i>Building Regulations 2012:</i> <i>r.23 Application to extend time during which permit has effect (s.32)</i> <i>r.24 Extension of time during which permit has effect (s.32(3))</i> <i>r.26 Approval of new responsible person (s.35(c))</i>
DELEGATION SUBJECT	- Buildings – Grant or Refusal of Building Permits
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Building and Health

The Chief Executive Officers of the Shire of Northam is delegated authority to:

1. Require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].
2. Grant or refuse to grant a building permit[s.20(1) & (2) and s.22].
3. Impose, vary or revoke conditions on a building permit [s.27(1) and(3)].
4. Determine an application to extend time during which a building permit has effect [r.23].
 - i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]; and



2024 /25 Delegated Authority Register

- ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].
- 5. Approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].

Conditions:

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- B02
LEGISLATIVE POWER	- <i>Building Act 2011, s21, s127</i>
DELEGATION SUBJECT	- Buildings – Grant or Refusal of Demolition Permits
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Building and Health

The Chief Executive Officer of the Shire of Northam is delegated authority to:

1. Require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].
2. Grant or refuse to grant a demolition permit on the bases that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22].3.
3. Impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)].

Conditions:

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

Any buildings or structure on the Shire of Northam Municipal Inventory or Heritage List are to be referred to Council for decision.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- B03
LEGISLATIVE POWER	- <i>Building Act 2011, s22, s127</i>
DELEGATION SUBJECT	- Buildings – Further Grounds for Not Granting an Application
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Building and Health

The Chief Executive Officer of the Shire of Northam is delegated authority to refuse building or demolition permits due to errors in information or documentation submitted, subject to the provisions of s22 *Building Act 2011*.

Conditions:

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- B04
LEGISLATIVE POWER	- <i>Building Act 2011, s58, s127</i>
DELEGATION SUBJECT	- Buildings – Grant of Occupancy Permit, Building Approval Certificate
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Building and Health

The Chief Executive Officer of the Shire of Northam is delegated authority to grant, modify or refuse Occupancy Permits or Building Approval Certificates, subject to the provisions of s58 *Building Act 2011*.

Special Conditions or Guidelines

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- B05
LEGISLATIVE POWER	- <i>Building Act 2011, s110, s114, s127</i>
DELEGATION SUBJECT	- Buildings – Building Orders
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services

The Chief Executive Officer is delegated authority to issue, serve and revoke Building Orders in relation to:

- Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the Building Act;
- Take specific action to prevent contravention of the Act;
- Finish an outward facing side of a wall;
- Buildings which are considered as being unsafe or not fit for human habitation.

Subject to the provisions of *Building Act 2011*.

Special Conditions or Guidelines

An Officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- B06
LEGISLATIVE POWER	- Building Act 2011, s133, s127
DELEGATION SUBJECT	- Buildings – Prosecutions
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority to commence prosecution for an offence against this Act, subject to the provisions of *Building Act 2011*.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	-	B07
LEGISLATIVE POWER	-	<i>Building Act 2011, s127</i> <i>Building Regulations 2012, r53</i> <i>Local Government Act 1995, s5.42 & s9.10</i>
DELEGATION SUBJECT	-	Recover the Charge Imposed for Private Swimming Pool Inspections
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Corporate Services

The Chief Executive Officer is delegated authority to recover the amount of a charge imposed for the inspection of a private swimming pool in a court of competent jurisdiction, subject to Reg 53 of the Building Regulations 2012.

**REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER
CORPORATE SERVICES**



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- B08
LEGISLATIVE POWER	- <i>Local Government (Uniform Local Provisions) Regulations 1996 r. 5, 6</i>
DELEGATION SUBJECT	- Obstruction of Footpaths and Thoroughfares
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Executive Manager Engineering Services Manager Building and Health

<p>The Chief Executive Officer is delegated authority to:</p> <ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> (a) Prevent damage to the footpath; or (b) Prevent inconvenience to the public or danger from falling materials [ULP R.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7]. <p><u>Conditions:</u></p> <ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the



2024 /25 Delegated Authority Register

proposed obstruction.

- ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.
- iii. Provided evidence of sufficient Public Liability Insurance.
- iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- B09
LEGISLATIVE POWER	- <i>Building Act 2011, s65</i>
DELEGATION SUBJECT	- Buildings - Extending the period of duration an Occupancy permit or a Building Approval Certificate
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Building and Health

The Chief Executive Officer is Delegated Authority to extend the period of duration of an Occupancy permit or a Building Approval Certificate, subject to the provisions of s65 *Building Act 2011*.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- B10
LEGISLATIVE POWER	- <i>Building Act 2011, s117</i>
DELEGATION SUBJECT	- Buildings – Revoke Building Orders
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Building and Health

The Chief Executive Officer is Delegated Authority to Revoke Building Orders, subject to the provisions of s117 Building Act 2011.



2024 /25 Delegated Authority Register

Engineering

DELEGATION NUMBER	- E01
LEGISLATIVE POWER	- <i>Local Government Act 1995:</i> <i>s3.50 Closing certain thoroughfares to vehicles</i> <i>s3.50A Partial closure of thoroughfare for repairs or maintenance</i> <i>s.3.51 Affected owners to be notified of certain proposals</i> <i>Local Government (Functions and General) Regulations – Part 2 – Thoroughfares</i> <i>Road Traffic Act 1974, s92 & s81D</i>
DELEGATION SUBJECT	- Temporary Closure of Thoroughfares to Vehicles
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services Executive Manager Development Services

The Chief Executive Officer is delegated authority:

1. To close any thoroughfare, wholly or partially, for a period not exceeding 4 weeks after giving local public notice of the intention to do so [s.3.50(1)];
2. To close a thoroughfare managed by the Shire (wholly or partially) to vehicles for a period of more than 4 weeks, but not exceeding 3 months, after giving local public notice of the intention to do so and allowing submissions to be made and considered [s3.50(1a), (2) and (4); and
3. To partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare [s.3.50A].
4. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].

Conditions:



2024 /25 Delegated Authority Register

a) If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].

(Note: Not for the permanent closure of a road/road reserve: refer Land Administration Act).



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- E02
LEGISLATIVE POWER	- <i>Local Government Act 1995, s3.50 & s3.50A</i> <i>Road Traffic (Events on Roads) Regulations 1991</i> <i>Local Law – Activities on Thoroughfares and Trading in Thoroughfares and Public Places</i>
DELEGATION SUBJECT	- Events on Roads
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services Executive Manager Development Services

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of thoroughfares under its management for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- E03
LEGISLATIVE POWER	- <i>Local Government Act 1995, Sch 9.1, cl 5(1)</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i> <i>r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)</i>
DELEGATION SUBJECT	- Gates across Public Thoroughfare
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for permission to erect gates or other devices across public thoroughfares under Council control or management to enable traffic to pass across the public thoroughfare and prevent livestock from straying. This authority relates to all of the provisions of Regulation 9, Local Government (Uniform Local Provisions) Regulations 1996.

Conditions:

- a) Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.
- b) Each approval provided must be recorded in the Shire of Northam's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- E04
LEGISLATIVE POWER	- <i>Local Government Act 1995, Schedule 9.1, Clause 7</i> <i>Local Government (Uniform Local Provisions) Regulations 1996 Regs 12 to 16 (Inclusive)</i>
DELEGATION SUBJECT	- Crossovers
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant subject to Council's Crossover Policy.

The Chief Executive Officer is delegated authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land in accordance with the provisions of Schedule 9.1 Clause 7 of the Act.

This delegated authority relates to all of the provisions of Local Government (Uniform Local Provisions) Regulations 1996; Regulation numbers 12 to 16 inclusive.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- E05
LEGISLATIVE POWER	- Local Government Act 1995, s3.51
DELEGATION SUBJECT	- Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to give the required notices as specified in s3.51(3) and (4) before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

Further, the Chief Executive Officer is delegated authority to consider submissions received and proceed with the proposal if no objection is received.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- E06
LEGISLATIVE POWER	- Local Government Act 1995, s3.52
DELEGATION SUBJECT	- Public Thoroughfares – Public Access & Plans – s3.52 (within designated Town sites)
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to ensure that public thoroughfares are kept open for public use except if they are closed or have restricted use subject to:

1. In fixing or altering the level of, or the alignment of a public thoroughfare, ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided. (Reference s3.52 (3)).
2. Keeping plans of the levels and alignments of public thoroughfares that are under Council's control or management and make those plans available for public inspection. (Reference s3.52 (4)).



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- E07
LEGISLATIVE POWER	- <i>Local Government (Uniform Local Provisions) Regulations 1996: r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6</i>
DELEGATION SUBJECT	- Public Thoroughfare – Dangerous Excavations
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated:

1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].
2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].
3. Authority to impose conditions on granting permission [ULP r.11(6)].
4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].



2024 /25 Delegated Authority Register

Finance

DELEGATION NUMBER	- F01
LEGISLATIVE POWER	- <i>Local Government Act 1995, s6.10</i> <i>Local Government (Financial Management) Regulations 1996</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
DELEGATION SUBJECT	- Creditors, Payment of
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services Senior Accountant

The Chief Executive Officer is delegated authority to make payments from the Municipal fund or the Trust fund in accordance with the provisions of Local Government (Financial Management) Reg 12

REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER CORPORATE SERVICES.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	-	F02
LEGISLATIVE POWER	-	Local Government Act 1995, s3.58 Local Government (Functions General) Regulations, Reg. 30
DELEGATION SUBJECT	-	Disposal of Council Property (Public Auction, Public Tender or Private Treaty)
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to dispose of property:

1. To the highest bidder, at public auction [s.3.58(2)(a)];
2. To the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)]; and
3. By private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].

Where the disposal value is:

- Up to \$10,000;
- Between \$10,000 and \$100,000 for the purpose of disposal (including trading plant and equipment) authorised in the Annual Budget.

Subject to the disposal complying with the following requirements:

- If the disposal is for land with a budget value of greater than \$10,000 the disposal must be within 10% of a written valuation.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- F03
LEGISLATIVE POWER	- Local Government Act 1995 Recovery of Rates and Charges, s6.55 & s6.56
DELEGATION SUBJECT	- Recovery of Unpaid Debtors
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services

The Chief Executive Officer is delegated authority to recover outstanding rates and service charges and take the legal action necessary for recovery in accordance with the provisions of Part 6, Division 6, subdivisions 5 and 6 of the Local Government Act 1995.

REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER OF CORPORATE SERVICES.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- F04
LEGISLATIVE POWER	- <i>Local Government Act 1995:</i> <i>Inviting of Tenders s3.57</i> <i>Local Government (Functions and General) Regulations 1996:</i> <i>r.11 When tenders have to be publicly invited</i> <i>r.13 Requirements when local government invites tenders though not required to do so</i> <i>r.14 Publicly inviting tenders, requirements for</i> <i>r.18 Rejecting and accepting tenders</i> <i>r.20 Variation of requirements before entry into contract</i> <i>r.21A Varying a contract for the supply of goods or services</i>
DELEGATION SUBJECT	- Inviting Tenders
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Section 1 and 2: Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to;

1. Invite tenders before for the local government to enter a contract of a prescribed kind under which another person is to supply goods or services [F&G r.11(1) and r.13].
2. Determine an appropriate selection criterion based on one or more of the following criteria [F&G r.14(2a)];



2024 /25 Delegated Authority Register

- a. Price
 - b. Ongoing Operational costs
 - c. Quality
 - d. Timeliness of deliver
 - e. Fit purpose
 - f. Community benefit
 - g. Application of regional price preference in accordance with Council policy
 - h. Relevant experience
 - i. Reliability
3. Vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
 4. Make minor variations to a contract that has been entered into with a successful tenderer within the following parameters [F&G r.20(1) and (3)];
 - a. Cost to Council not to exceed available budget allocations.
 5. Exercise an extension option to a contract that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A].
 6. Evaluate tenders, by written evaluation to determine which is the most advantageous and make a determination to accept or reject tenders up to \$250,000 [F&G r.18(2) and (4)].
 7. Make determinations on purchases under \$250,000 for the supply of the goods or services obtained through the Council Purchasing Service of WALGA.
 8. Decline to accept any tender [F&G r.18(5)].

Conditions:

Prior to exercising this delegation, delegates must have regard to and ensure compliance with Council's Procurement Policy and process.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- F05
LEGISLATIVE POWER	- Local Government Act 1995: s.6.12 Power to defer, grant discounts, waive or write off debts
DELEGATION SUBJECT	- Write Off / Waive Fees or Debts
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority to make a determination to waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government [subject to section 6.12(2) and in accordance with policy C 3.4 Write Off / Waive Fees or Debts] – up to a maximum of \$5,000.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	-	F06
LEGISLATIVE POWER	-	Section 3.58 Local Government Act 1995
DELEGATION SUBJECT	-	Disposing of Property by Lease or Licence
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Nil.

The Chief Executive Officer is delegated authority for the disposal of property by lease or licence in accordance with section 3.58 of the Local Government Act 1995 and policy A8.4 Management of Council Property Leases.

NOTE: Section 3.58(1) defines:

'dispose' as includes to sell, lease, or otherwise dispose of, whether absolutely or not; and

'property' as includes the whole or any part of the interest of a local government in property, but does not include money.

The Chief Executive Officer and Shire President are authorised to execute leases and licences on behalf of the Shire of Northam subject to:

Subject to the disposal;

1. complying with the requirements of:
 - i. Section 3.58 of the Local Government Act 1995;
 - ii. The exclusions set out in Regulation 30 of the Local Government (Functions and General) Regulations 1996;
 - iii. Council Policies or Management Procedures;

The grant of a lease or licence in relation to:

1. freehold land owned by the Shire; or
2. crown land managed/leased by the Shire.

is further subject to:

1. Disposal by Lease
 - a) The disposal of property by lease being subject to:
 - i. The lease being in accordance with the Shire's Leasing Policy (as then applicable);
 - ii. The term of the lease being no greater than twelve (12) years for Northam Airport Hangar Sites and five (5) years for all other property;
 - iii. The rental fee payable being no greater than \$20,000 (plus GST) per annum during the initial year of the lease term; and
 - iv. The area leased being no greater than 1000m².



2024 /25 Delegated Authority Register

- c) The Chief Executive Officer is delegated authority to approve all future leases for Kuringal Village.
- 2. Disposal by Licence
 - a) The disposal of property by licence being subject to:
 - i. The licence being in accordance with the Shire's Leasing Policy (as then applicable);
 - ii. The granting of a licence being permitted under the Shire's management order or lease;
 - iii. The term of the licence being no greater than five (5) years;
 - iv. The fee payable being no greater than \$20,000 (plus GST) per annum during the initial year of the licence term; and
 - v. The area licenced being no greater than 1000m².
 - 3. Variation, extension, assignment, sub-letting of existing lease or licence:
 - a) The variation being minor in nature and be in accordance with the Shire's Leasing Policy (as then applicable). Elected Members to be notified one month prior to the exercise of this delegation for any proposal to vary the terms of a lease. This will provide Elected Members with the opportunity to request further information or request for the item to be tabled at Council.
 - b) The extension being in accordance with the option provisions of the original lease.
 - c) Lease variation, extension, assignment or sub-letting must be for the same or similar purpose as the existing lease.
 - d) Compliance with Section 3.58 of the Local Government Act 1995, including advertising and seeking submissions if required.
 - e) In the event an objecting submission is received this delegation does not apply and the proposal is presented to Council for consideration.



2024 /25 Delegated Authority Register

Health

DELEGATION NUMBER	- H01
LEGISLATIVE POWER OR DUTY DELEGATED	- All powers exercisable by the Local Government under the Public Health Act 2016, the Health (Miscellaneous Provisions) Act 1911 and Regulations made there under; and the Shire's Health Local Laws.
LEGISLATIVE POWER TO DELEGATE	Public Health Act 2016 s21(1)(b) Enforcement agency may delegate Health (Miscellaneous Provisions) Act 1911 s26 Powers of Local Government
DELEGATION SUBJECT	- Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Environmental Health Officer Manager Building and Health

The Chief Executive Officer is delegated authority to exercise and discharge all or any of the powers and functions of the local government (enforcement agency) as prescribed in the Public Health Act 2016 and associated Regulation.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- H02
LEGISLATIVE POWER OR DUTY DELEGATED	- Food Act 2008: s65(1) Prohibition orders s66 Certificate of clearance to be given in certain circumstances s67(4) Request for re-inspection s110 Registration of food businesses s112 Variation of conditions or cancellation of registration of food businesses s125 Institution of proceedings
LEGISLATIVE POWER TO DELEGATE	Food Act 2008 s118(2)(b) Local Government (Enforcement Agency)
DELEGATION SUBJECT	- Food Act 2008 – Functions of enforcement agency
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Environmental Health Officer Manager Building and Health

The Chief Executive Officer is delegated authority to perform the functions of an enforcement agency :

1. Serve a Prohibition Order on the proprietor of a food business in accordance with s65 of the Food Act 2008.
2. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices in accordance with s66 of the Food Act 2008.
3. Give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection in accordance with s67 of the Food Act 2008.
4. Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with s110 and s112 of the Food Act 2008.



2024 /25 Delegated Authority Register

Planning

DELEGATION NUMBER	- P01
LEGISLATIVE POWER	- Local Government Act 1995 Planning and Development Act 2005, gazetted Local Planning Schemes, the Local Government (Miscellaneous Provisions) Act 1960
DELEGATION SUBJECT	- Instruct Legal Action
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services

The Chief Executive Officer is delegated authority to instruct Council's Solicitors to take legal action in respect of any breach, contravention or offence under the Planning and Development Act 2005, gazetted Local Planning Schemes, the Local Government (Miscellaneous Provisions) Act 1960 and all subsidiary legislation made under those acts including signing and executing documents on behalf of the Shire.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- P02
LEGISLATIVE POWER	- <i>Planning and Development (Local Planning Schemes) Regulations 2015, section 64(1)(c) & (2)</i> Local Planning Scheme No. 6
DELEGATION SUBJECT	- Development Applications – Waiver of Requirement for Advertising
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to waive a requirement for an application to be advertised if it does not comply with the requirements of Local Planning Scheme No. 6 if satisfied that the departure from the Scheme is of a minor nature and there is no likely impact.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	-	P03
LEGISLATIVE POWER	-	Local Planning Scheme No 6
DELEGATION SUBJECT	-	Planning Determinations
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning and Environment

General Delegation

The Chief Executive Officer, Pursuant to Clause 82, Part 10 of Schedule 2 of the Deemed Provisions for Local Planning Schemes, is delegated authority to approve or refuse applications for development approval, including amendments, made under Shire of Northam Local Planning Scheme No. 6 (the Scheme), with or without conditions subject to consistency with the Scheme, including giving due regard to relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

Where applications for development approval have been advertised for consultation purposes, in accordance with the provisions of Clause 64 of the Deemed Provisions for Local Planning Schemes and/or Part 4 of the R-Codes, if:

Conditions

- a. No submissions were received, or only supportive submissions that do not request any change to the development were received; or
- b. Submissions that raise concerns with the proposed development were received and those concerns are, in the opinion of the delegated officer, clearly not material planning considerations;
- c. Submissions that raise concerns with the proposed development were received, and those concerns are material planning considerations, but;
 - i. Through liaison with the party or parties that lodged the submissions and/or amendments to the application and/or the application of conditions, the matters raised in the submissions can be resolved to the satisfaction of the delegated officer and the applicant, and/or the party or parties that lodged the submissions (the delegated officer must also ensure that the interests of fourth parties are protected and undertake further consultation if considered necessary), and

Exclusions

General Exclusions

1. Applications for development approval for development exceeding \$4M in value and/or a net increase of in excess of 10 dwellings and/or uses listed as 'P', 'D' or 'A' or 'I' within the Scheme at variance with Scheme requirements and standards.

Specific Exclusions and Exceptions for Minor Works etc.



2024 /25 Delegated Authority Register

2. Subject to 8 below, with respect to applications for development approval for development other than advertising signage, domestic outbuildings, fencing and residential additions/alterations, any delegated decision must be consistent with, rather than giving due regard to, relevant Local Planning Policies.
3. Subject to 8 below, applications for development approval for development of land within a Local Reserve may only be approved under delegated authority where it is consistent with the purpose of the Reserve.
4. Subject to 8 below, applications for development approval for the types of land-use or development listed below may only be refused under delegated authority:
 - i) Animal Establishment in other than the 'Rural' or 'Rural Smallholding' Zone;
 - ii) Equestrian Activity in other than the 'Rural' or 'Rural Smallholding' Zone;
 - iii) Hotel (except for alterations and additions on existing licensed premises);
 - iv) Industry – Extractive (except for minor modifications to existing approvals);
 - v) Industry – Mining in other than the 'Rural' Zone;
 - vi) Liquor Store (small and large) (except for minor modifications to existing approvals);
 - vii) Motel in other than the 'Commercial' or 'Tourist' Zone (except for minor modifications to existing premises);
 - viii) Night Club;
 - ix) Restricted Premises;
 - x) Tavern (except for minor modifications to existing premises);
 - xi) Major new Telecommunications Infrastructure.
5. Subject to 8 below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that must be assessed under the provisions of Clauses 3.4.2 or 3.4.3 of the Scheme (uses not listed in the Zoning Table) may only be refused under delegated authority..
6. Subject to 8 below, applications for development approval that must be assessed under the provisions of Part 3, Clauses 3.8 up to and including 3.12 of the Scheme (the 'non-conforming uses' provisions) may only be refused under delegated authority, except for minor modifications or extensions. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration).
7. Subject to 8 below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that are assessed under the provisions of Clause 4.13.7 of the Scheme (the 'Cash Payment in Lieu of the Provision of Car Parking' provisions) may only be refused under delegated authority. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration).



2024 /25 Delegated Authority Register

8. Subject to 9 below, the provisions of 1 - 7 above do not apply to applications for an extension of time to commence a development approval, alterations and/or expansions where the amendments do not substantially change the approved development, and which are associated with existing, lawful land-uses, wherein the application may be refused or approved, with or without conditions, under delegated authority.
9. Where an extension of time to commence a development approval is granted pursuant to 8 above, the term of any renewal shall not exceed 24 months, however, an unlimited number of renewals may be granted under delegated authority.

An officer to who this authority is delegated cannot approve plans in which he/she may have a conflict of interest.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	-	P04
LEGISLATIVE POWER	-	Strata Titles Act 1985, s23
DELEGATION SUBJECT	-	Strata Titles – Certificate of Local Government
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning and Environment

Under s23(4) of the Strata Titles Act 1985 the Chief Executive Officer is delegated to issue certificates relating to Strata Title developments confirming various obligations have been met under s23 of the Strata Titles Act 1985, excluding modifications to existing buildings (s23(3) and s24).



2024 /25 Delegated Authority Register

DELEGATION NUMBER	-	P05
LEGISLATIVE POWER	-	Strata Titles Act 1985, s25, s26
DELEGATION SUBJECT	-	Consent to the Lease of Common Property
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated to give consent to the mortgage and/or lease of common property on Strata Plans where the provisions of the Act are met and in accordance with Council Policy.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	-	P06
LEGISLATIVE POWER	-	Local Planning Schemes No 6
DELEGATION SUBJECT	-	Advertising Signs
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to approve signs that require such approval and where appropriate the licensing of signs that comply with the Local Planning Schemes, any Council Policy which may exist from time to time and Local Laws of the Council.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- P07
LEGISLATIVE POWER	- Local Government Act 1995, s5.42(1)(b) Planning and Development Act 2005 section 214(2), (3) or (5) Local Planning Scheme No 6 Local Planning Policy
DELEGATION SUBJECT	- Illegal Development, Giving Written Direction
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to exercise the power under s5.42(1) of the Local Government Act 1995, to give an owner or developer a direction requiring them to comply under Section 214 of the Planning & Development Act, with the Local Planning Scheme, Policy or Planning requirement. The Chief Executive Officer should inform the owner if the developer is not the owner.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	-	P08
LEGISLATIVE POWER	-	<i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	-	Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to make recommendations to the WAPC with regards to applications referred to Council pursuant to Part 10 (Subdivision and development control) of the Planning and Development Act 2005, subject to consistency with the Scheme, relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions

Applications that, were they approved by the WAPC, might result in a net increase of more than 10 lots, a recommendation to the WAPC may only be made under delegated authority if-

- a) The application is consistent with a strategy, local structure plan, local development plan or other plan endorsed by Council, or which forms part of the Scheme and/or a Local Planning Policy; and/or
- b) The application is for amended plans for an application that has been considered by Council within the last two years and the amendments are, in the opinion of the delegated officer, of a minor nature.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- P09
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i> <i>Deemed Provisions for Local Planning Schemes (Cl. 82)</i>
DELEGATION SUBJECT	- Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to advise the Western Australian Planning Commission with regards to clearance of conditions of development approval, clearance of conditions set pursuant to Part 10 (Subdivision and development control) of the Planning and Development Act 2005 and for which Council is nominated as a clearance agency, subject to consistency with the Scheme, Local Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions

Nil.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- P10
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	- Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to advise the Department of Lands with respect to proposed changes of tenure, changed/new management orders, and/or granting or renewing of leases and/or licences relating to Crown Land.

Exclusions/Conditions

Nil.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- P11
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	- Advising other Regulatory Authorities
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to advise other regulatory authorities (other than the Western Australian Planning Commission with respect to applications for subdivision) with respect to matters where planning-related advice is required subject to consistency with existing planning or other local government approvals, as appropriate, and the Scheme, relevant Local Planning Policies and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions

Nil.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	-	P12
LEGISLATIVE POWER	-	<i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	-	Appeals, Requests for Reconsideration
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to respond to appeals made to the State Administrative Tribunal (including appointment of Counsel), or requests for reconsideration lodged with the WAPC, subject to consistency with any resolution of Council relating to the matter subject of an appeal or request for reconsideration, the Scheme, Local Planning Policies (in the event of any inconsistency between the Scheme, Local Planning Policies and any resolution of Council relating to the matter subject of an appeal or request for reconsideration, then the resolution of Council shall prevail), and the exclusions/conditions set out below.

Exclusions/Conditions

Nil.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	-	P13
LEGISLATIVE POWER	-	<i>Planning and Development Regulations 2009, clause 52.</i> Local Planning Scheme No. 6
DELEGATION SUBJECT	-	Development Applications – Waiver of Application Fees
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning Environment

The Chief Executive Officer, pursuant to clause 52 of the *Planning and Development Regulations 2009*, is delegated authority to waive or refund, defer in whole or part, payment of a fee for a planning service.

Where fees for a planning service, have been deferred, the fees will be payable on practical completion of the approved development or as stipulated in the conditions of approval.

The following guidelines are applicable –

- o Applications submitted by Not for Profit, Charitable or Sporting Organisations – no fees
- o Applications for new home based businesses – 50% fee reduction-payable upon commencement of development
- o Application for change of use within existing commercial zoned premises- 50% fee reduction – payable on practical completion (development physically completed) of the development
- o All other applications – payable on practical completion (development physically completed)



2024 /25 Delegated Authority Register

Properties

DELEGATION NUMBER	- PR01
LEGISLATIVE POWER	- <i>Local Government Act 1995, s3.24</i>
DELEGATION SUBJECT	- Notice Requiring Certain Things to be done by the Owner or Occupier of Land
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to exercise the power under s3.25 (1) of the Local Government Act 1995, to give an owner or occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1 of the Act. The Chief Executive Officer must inform the owner if the occupier is not the owner.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- PR02
LEGISLATIVE POWER	- <i>Liquor Licensing Act 1988</i>
DELEGATION SUBJECT	- Authority to Issue s39 & s40 Certificates Liquor Licensing Act 1988
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment Manager Building & Health

The Chief Executive Officer is delegated authority to issue s39 and s40 Certificates under the Liquor Licensing Act 1988.



2024 /25 Delegated Authority Register

Ranger

DELEGATION NUMBER	- R01
LEGISLATIVE POWER	- <i>Shire of Northam Keeping and Control of Cats Local Law 2008, Shire of Northam Dogs Local Law 2008</i>
DELEGATION SUBJECT	- Approval to keep more than the prescribed number of cats and dogs permitted by relevant local laws
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services

The Chief Executive Officer is delegated authority under the provisions of the relevant local law to approve more than the prescribed number of dogs or cats provided the application has been advertised in accordance with Council Policy and that no adverse comments have been received.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- R02
LEGISLATIVE POWER	- <i>Local Government Act 1995: Section 3.47A(1) s.3.47A Sick or injured animals, disposal of</i>
DELEGATION SUBJECT	- Disposal of Sick or Injured Impounded Animals
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services

The Chief Executive Officer is delegated authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [S.3.47A(1)].

Conditions:

1. Delegation only to be used where reasonable efforts to identify and contact the owner have failed.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- R03
LEGISLATIVE POWER	- <i>Local Government Act 1995: s.3.40A(4) Abandoned vehicle wreck may be taken</i>
DELEGATION SUBJECT	- Declare Vehicle is Abandoned Vehicle Wreck
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Senior Ranger Ranger

The Chief Executive Officer is delegated authority to declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].

Conditions:

Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority A03 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.



2024 /25 Delegated Authority Register

Other

DELEGATION NUMBER	- O01
LEGISLATIVE POWER	- <i>Bush Fires Act 1954,s33 & s48</i>
DELEGATION SUBJECT	- Firebreak Order - Variation
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer, in accordance with s48(1) of the *Bush Fires Act 1954*, is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land in consultation with the Chief Bush Fire Control Officer.

s48 (3) of the Bush Fires Act 1954 precludes sub delegation from the CEO to others.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	-	O02	
LEGISLATIVE POWER	-	Bush Fires Act 1954, s17(10) & s18	
DELEGATION SUBJECT	-	Burning, Prohibited (Variations)	
DELEGATE	-	Shire President Chief Bush Fire Control Officer	} Jointly
SUB DELEGATE	-	Nil.	

That pursuant to s17(10), the Shire President and the Chief Bush Fire Control Officer be delegated **jointly** the Council's powers and duties under the Bush Fires Act 1954, to vary the prohibited burning times and restricted burning times s17(7), and give notice of such s17(8), provided that the Officer in Charge of the Department of Water and Environmental Regulation is consulted with before the authority under this delegation is exercised in accordance with the provisions of s18 of the Bush Fires Act 1954.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- O03
LEGISLATIVE POWER	- <i>Bush Fires Act 1954, s59(3), s59A</i>
DELEGATION SUBJECT	- Offences - Bush Fires Act
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Community Emergency Services Manager Senior Ranger Ranger

In accordance with s59 (3) of the *Bush Fires Act 1954*, the Chief Executive Officer is delegated authority generally to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district and to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue of infringement notices by authorised Fire Control Officers in accordance with the provisions of s59A of the Act.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- O04
LEGISLATIVE POWER	- <i>Local Government Act 1995, s9.10</i>
DELEGATION SUBJECT	- Issuing of Licences, Approvals & Permits – Local Laws
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for the issue and or renewal of licenses and permits that are provided for in Council local laws.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- O05
LEGISLATIVE POWER	- <i>Bush Fires Act 1954, s.38 Local government may appoint bush fire control officer</i> <i>Bush Fires Act 1954, s.48 Delegation by local governments</i>
DELEGATION SUBJECT	- Appointment of Bush Fire Control Officers
DELEGATE	- Chief Executive Officer

The Chief Executive Officer is delegated authority to appoint Bush Fire Control Officers.

Conditions:

1. This delegation is restricted to the appointment of Shire of Northam employees as Bush Fire Control Officers.
2. A notice of an appointment must be published at least once in a newspaper circulating in the Shire of Northam in accordance with section 38 (2A) of the *Bush Fires Act 1954*.

Consideration is to be given with respect to whether the appointment is for the purposes of fulfilling the administrative functions of a Bush Fire Control Officer. Employees which are appointed as Bush Fire Control Officers other than for the purposes of issuing permits or enforcement action, must have completed the required training as adopted by Council.



SECTION B

DELEGATIONS FROM COUNCIL TO COMMITTEES



2024 /25 Delegated Authority Register

DELEGATION NUMBER	- C01
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.16</i>
DELEGATION SUBJECT	- Receive, Assess and Determine Grant Applications for the Community Grant Scheme
DELEGATE	- Community Grants Assessment Committee

The Community Grants Assessment Committee has been delegated authority to undertake the following:

- a. Receive and assess grant applications; and
- b. Make a final determination on all grant applications received.



2024 /25 Delegated Authority Register

DELEGATION NUMBER	-	C02
LEGISLATIVE POWER	-	<i>Local Government Act 1995: s.7.12A(2) Duties of Local Government with respect to audits</i>
DELEGATION SUBJECT	-	Authority to meet with the Shire's Auditor
DELEGATE	-	Audit and Risk Management Committee

The Audit and Risk Management Committee is delegated authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)].

This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council.



SECTION C

DELEGATIONS FROM CHIEF EXECUTIVE OFFICER TO OTHER EMPLOYEES

2024/25 Delegated Authority Register



The following Delegations have been made by the Chief Executive Officer to:

EXECUTIVE MANAGER CORPORATE SERVICES

- A01** Affixing of Common Seal & Signing Documents, Section 2 only – Sign documents on behalf of the local government
- B07** Recover charges imposed for Private Swimming Pool inspections
- F01** Creditors, Payment of
- F02** Disposal of Council Property (Public Auction, Public Tender or Private Treaty)
- F03** Recovery of unpaid Debtors
- F04** Inviting Tenders, section 1 & 2
- O04** Issuing of Licences, Approvals & Permits – Local Laws

EXECUTIVE MANAGER DEVELOPMENT SERVICES

- A01** Affixing of Common Seal & Signing Documents, Section 2 only – Sign documents on behalf of the local government
- A02** Power to Remove and Impound Goods
- A04** Approval of Camping Other than at a Caravan Park or Camping Ground
- A05** Shire of Northam Local Laws Administration
- B01** Buildings – Grant or Refusal of Building Permits
- B02** Buildings – Grant or Refusal of Demolition Permits
- B03** Buildings – Further Grounds for Not Granting an Application
- B04** Buildings – Grant of Occupancy Permit, Building Approval Certificate
- B05** Buildings – Building Orders
- B08** Issue Permit to Deposit Material on or Excavate on or Adjacent Street
- B09** Buildings – Extending the period of duration of an Occupancy permit or a Building Approval Certificate
- B10** Buildings – Revoke Building Orders
- B11** Authorised and Approved Officers – Building Act Infringement Notices
- E01** Temporary Closure of Thoroughfares to Vehicles
- E02** Events on Roads



2024/25 Delegated Authority Register

F01	Creditors, Payment of
F02	Disposal of Council Property (Public Auction, Public Tender or Private Treaty)
F04	Inviting Tenders, section 1 & 2
H01	Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts
H02	Food Act 2008 – Functions of enforcement agency
P01	Instruct Legal Action
P02	Development Applications – Waiver of Requirement for Advertising
P03	Planning Determinations
P04	Strata Titles – Certificates of Local Government
P05	Consent to the lease of Common Property
P06	Advertising Signs
P07	Illegal Development, Giving Written Direction
P08	Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
P09	Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
P10	Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997
P11	Advising other Regulatory Authorities
P12	Appeals, Requests for Reconsideration
P13	Development Applications – Waiver of Application Fees
PR01	Notice Requiring Certain Things to be Done by the Owner or Occupier of Land
PR02	Authority to Issue Section 39 & 40 Certificates Liquor Licensing Act 1988
R01	Approval to keep more than the prescribed number of cats and dogs permitted by relevant local laws
R02	Disposal of Sick or Injured Impounded Animals
R03	Declare Vehicle is Abandoned Wreck
O03	Offences – Bush Fires Act
O04	Issuing of Licences, Approvals & Permits – Local Laws

2024/25 Delegated Authority Register



EXECUTIVE MANAGER ENGINEERING SERVICES

- A01** Affixing of Common Seal & Signing Documents, Section 2 only
– Sign documents on behalf of the local government
- A02** Power to Remove and Impound Goods
- A05** Shire of Northam Local Laws Administration
- B08** Issue Permit to Deposit Material on or Excavate on or
- E01** Temporary Closure of Thoroughfares to Vehicles
- E02** Events on Roads
- E03** Gates Across Public Thoroughfare
- E04** Crossovers
- E05** Public Thoroughfares – Fixing or Altering Levels, or Alignments,
or Drainage onto Adjoining Land
- E06** Public Thoroughfares – Public Access & Plans s3.52 (within
designated Townsites)
- E07** Public Thoroughfare – Dangerous Excavations
- F01** Creditors, Payment of
- F02** Disposal of Council Property (Public Auction, Public Tender or
Private Treaty)
- F04** Inviting Tenders, section 1 & 2
- PR01** Notice Requiring Certain Things to be Done by the Owner or
Occupier of Land
- O04** Issuing of Licences, Approvals & Permits – Local Laws

EXECUTIVE MANAGER COMMUNITY SERVICES

- A01** Affixing of Common Seal & Signing Documents, Section 2 only
- Sign documents on behalf of the local government
- F01** Creditors, Payment of
- F02** Disposal of Council Property (Public Auction, Public Tender or
Private Treaty)
- F04** Inviting Tenders, section 1 & 2
- O04** Issuing of Licences, Approvals & Permits – Local Laws

MANAGER PLANNING AND ENVIRONMENT

- A05** Shire of Northam Local Laws Administration
- P02** Development Applications - Waiver of Requirement for



2024/25 Delegated Authority Register

	Advertising
P03	Planning Determinations
P04	Strata Titles – Certificates of Local Government
P05	Consent to the lease of Common Property
P06	Advertising Signs
P07	Illegal Development, Giving Written Direction
P08	Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
P09	Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
P10	Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997
P11	Advising other Regulatory Authorities
P12	Appeals, Requests for Reconsideration
P13	Development Applications – Waiver of Application Fees
PR02	Authority to Issue Section 39 & 40 Certificates Liquor Licensing Act 1988

ENVIRONMENTAL HEALTH OFFICER

A05	Shire of Northam Local Laws Administration
H01	Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts
H02	Food Act 2008 – Functions of enforcement agency

MANAGER OF BUILDING AND HEALTH

A05	Shire of Northam Local Laws Administration
B01	Buildings – Grant or Refusal of Building Permits
B02	Buildings – Grant or Refusal of Demolition Permits
B03	Buildings – Further Grounds for Not Granting an Application
B04	Buildings - Grant of Occupancy Permit, Building Approval Certificate
B08	Issue Permit to Deposit Material on or Excavate on or Adjacent Street
B09	Buildings – Extending the period of duration of an



2024/25 Delegated Authority Register

	Occupancy permit or a Building Approval Certificate
B10	Buildings – Revoke Building Orders
B11	Authorised and Approved Officers - Building Act Infringement Notices
H01	Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts
H02	Food Act 2008 – Functions of enforcement agency
PRO2	Authority to Issue Section 39 & 40 Certificates Liquor Licensing Act 1988

COMPLIANCE OFFICER

A05	Shire of Northam Local Laws Administration
B11	Authorised and Approved Officers - Building Act Infringement Notices

SENIOR RANGER

A05	Shire of Northam Local Laws Administration
R03	Declare Vehicle is Abandoned Vehicle Wreck
O03	Offences - Bush Fires Act

RANGER

A05	Shire of Northam Local Laws Administration
R03	Declare Vehicle is Abandoned Vehicle Wreck
O03	Offences - Bush Fires Act

COMMUNITY EMERGENCY SERVICES MANAGER

O03	Offences - Bush Fires Act
------------	---------------------------

SENIOR ACCOUNTANT

F01	Creditors, Payment of
------------	-----------------------

SHIRE PRESIDENT
CHIEF BUSH FIRE CONTROL OFFICER } **Jointly**

2024/25 Delegated Authority Register



O02 Burning, Prohibited (Variations)

President C R Antonio declared an “Impartiality” interest in item 13.1.2 Fees & Charges – Community Halls, as President Antonio is a member of Southern Brook Community Association, which is mentioned in the report.

Cr H J Appleton declared an “Impartiality” interest in item 13.1.2 Fees & Charges – Community Halls, as members of Progress Associations mentioned in the agenda are known to Cr Appleton.

Cr L C Biglin declared an “Impartiality” interest in item 13.1.2 Fees & Charges – Community Halls, as Cr Biglin is the secretary/treasurer of Wundowie Progress Association and members of Clackline Hall and Bakers Hill Recreation Centre/Pavilion are known to Cr Biglin.

Cr M I Girak declared an “Impartiality” interest in item 13.1.2 Fees & Charges – Community Halls, as members of Progress Associations mentioned in this item are known to Cr Girak.

Cr D A Hughes declared an “Impartiality” interest in item 13.1.2 Fees & Charges – Community Halls, as some members of the Progress Associations are known to Cr Hughes.

Cr A J Mencshelyi declared an “Impartiality” interest in item 13.1.2 Fees & Charges – Community Halls, as some of the members of Progress Associations administering the community halls are known to Cr Mencshelyi.

Cr C M Poulton declared an “Impartiality” interest in item 13.1.2 Fees & Charges – Community Halls, as members of Bakers Hill and Wundowie Progress Associations are known to Cr Poulton.

Cr J E G Williams declared an “Impartiality” interest in item 13.1.2 Fees & Charges – Community Halls, as Cr Williams is on the Executive Committee of Bakers Hill Progress Association, one of the Shire’s Halls lessees mentioned in the item. Cr Williams is a previous member of Clackline and Spencers Brook Progress Association and members of all other Progresses are known to Cr Williams.

13.1.2 Fees & Charges - Community Halls

File Reference:	A2762 A504 A322 A998
Reporting Officer:	Britt Hadlow (Governance Coordinator)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil.
Voting Requirement:	Absolute Majority
Press release to be issued:	Nil.

BRIEF

For Council to consider approving proposed fees and charges for the hiring of the community halls, managed by various Progress Associations on behalf of the Shire, for inclusion in the Shire's 2024/25 Schedule of Fees & Charges.

ATTACHMENTS

1. Community Hall Hire Fees [13.1.2.1 - 1 page]

A. BACKGROUND / DETAILS

The following community hall leases will expire on 30 June 2024:

- Bakers Hill Recreation Centre/Pavilion
- Clackline Hall
- Southern Brook Hall
- Wundowie Hall

As these halls are managed on behalf of the Shire, it is a requirement that the fees and charges for the hire of the facilities are included in the Shire of Northam Annual Schedule of Fees & Charges to ensure transparency and accountability. It also provides equity for the community by ensuring that the fees being charged are consistent across bookings.

Each of the 4 Progress Associations with expiring leases were approached and requested to provide the fees charged for hiring the facilities. These fees have been detailed in Attachment 13.1.2.1.

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.

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.

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

Objective 12.3: Effectively manage the Shire's assets.

Priority Action: Nil.

B.2 Financial / Resource Implications

The 2024/25 Schedule of Fees and Charges 2024/25 will be updated to include the fees and charges for the Bakers Hill Recreation Centre/Pavilion, Clackline Hall, Southern Brook Hall and Wundowie Hall.

The Progress Associations will continue to retain the income generated from hiring out the respective facilities.

B.3 Legislative Compliance

Local Government Act 1995 s.6.16. requires any updates to the Schedule of Fees & Charges to be made by an Absolute Majority resolution of Council.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

The various Progress Associations were approached and requested to provide the fees being charged for the respective community facility that they manage on behalf of the Shire.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Loss of revenue due to progress associations managing halls.	Insignificant (1) x Almost certain (5) = Moderate (5)	The revenue received is minor and is able to be accounted for in annual budget considerations.
Health & Safety	N/A		
Reputation	Progress associations mis-managing facilities.	Possible (3) x Minor (2) = Moderate (6)	Ensure the lease is in line with Council fees &

			charges, and as per Policy A8.5.
Service Interruption	N/A		
Compliance	Compliance with the LG Act 1995 with regards to the appropriate management of facilities, managed on behalf of the Shire.	Possible (3) x Minor (2) = Moderate (6)	Ensure the lease is in line with Council fees & charges, and as per Policy A8.5.
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

As it has been determined that the Progress Associations are managing the community halls on behalf of the Shire, there is a need for the hire fees to be reflected in the Shire's Schedule of Fees and Charges. It will be a requirement under the new lease provisions that the Progress Associations charge in accordance with the Schedule of Fees and Charges.

It is acknowledged that each community hall has different facilities, community demographics and expectations and this is reflected in the variation in the hire fees between facilities. Future consideration may be given to align the fees however allowing the Progress Associations to set their own hiring fees has been deemed most appropriate for the introduction of the new practice.

It is proposed that as each community facility lease that is managed by a Progress Association on behalf of the Shire comes up for renewal, the relevant hire fees will be included in the Shire's Schedule of Fees and Charges for consistency.

RECOMMENDATION

That Council, BY ABSOLUTE MAJORITY, ENDORSES the Chief Executive Officer making the necessary changes to the Shire of Northam Schedule of Fees & Charges 2024/25 to include the Bakers Hill Recreation Centre/Pavilion Hire Fees as set out in Attachment 13.1.2.1.

ABSOLUTE MAJORITY OF 6 REQUIRED

RECOMMENDATION

That Council, BY ABSOLUTE MAJORITY, ENDORSES the Chief Executive Officer making the necessary changes to the Shire of Northam Schedule of Fees & Charges 2024/25 to include the Clackline Hall Hire Fees as set out in Attachment 13.1.2.1.

ABSOLUTE MAJORITY OF 6 REQUIRED

RECOMMENDATION

That Council, BY ABSOLUTE MAJORITY, ENDORSES the Chief Executive Officer making the necessary changes to the Shire of Northam Schedule of Fees & Charges 2024/25 to include the Southern Brook Hall Hire Fees as set out in Attachment 13.1.2.1.

ABSOLUTE MAJORITY OF 6 REQUIRED

RECOMMENDATION

That Council, BY ABSOLUTE MAJORITY, ENDORSES the Chief Executive Officer making the necessary changes to the Shire of Northam Schedule of Fees & Charges 2024/25 to include the Wundowie Hall Hire Fees as set out in Attachment 13.1.2.1.

ABSOLUTE MAJORITY OF 6 REQUIRED

BAKERS HILL RECREATION CENTRE HIRE FEES		
COMMERCIAL	Per Hour	Per Day
Entire Facility	\$50.00	\$300.00
Sports Hall	\$35.00	\$210.00
Meeting Room	\$25.00	\$150.00
Kitchen	\$25.00	\$150.00
Kitchen/Meeting Room	\$35.00	\$210.00
COMMUNITY	Per Hour	Per Day
Entire Facility	\$35.00	\$210.00
Sports Hall	\$25.00	\$150.00
Meeting Room	\$15.00	\$90.00
Kitchen	\$15.00	\$90.00
Kitchen/Meeting Room	\$25.00	\$150.00
Local Community Funeral	Free	Free
WEEKLY USERS DISCOUNT HIRE RATES		
Badminton	\$25.00	Sport Hall up to 2 hours
Craft Group and Yoga	\$10.00	Meeting Room up to 2 hours
Playgroup	\$30.00	Entire Facility – per session

SOUTHERN BROOK HALL HIRE FEES		
Entire Facility	\$250.00	
Bond	\$150.00	At the discretion of the Progress Association

CLACKLINE HALL HIRE FEES		
ENTIRE FACILITY		
Half day (Six hours)	\$60.00	
Full day (Twelve hours)	\$100.00	
Full day and evening	\$140.00	
BOND		
Clackline Residents	\$100.00	
Non-Clackline Residents	\$200.00	

WUNDOWIE HALL HIRE FEES		
	Per Hour	Per Day
Entire Facility	\$50.00	\$350.00
Main Hall	\$32.00	\$224.00
Meeting Room	\$27.00	\$188.00

13.2 ENGINEERING SERVICES

Nil.

13.3 DEVELOPMENT SERVICES

Nil.

13.4 CORPORATE SERVICES

13.4.1 Accounts & Statement of Accounts - May 2024

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

BRIEF

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

ATTACHMENTS

1. Accounts & Statement of Accounts - May 2024 [**13.4.1.1** - 58 pages]
2. Declaration May 2024 [**13.4.1.2** - 7 pages]

A. BACKGROUND / DETAILS

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

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

Objective 12.3: Effectively manage the Shire's assets.

Priority Action: Nil.

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

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

Regulation 12 & 13 of the *Financial Management Regulations 2007*.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Not applicable.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

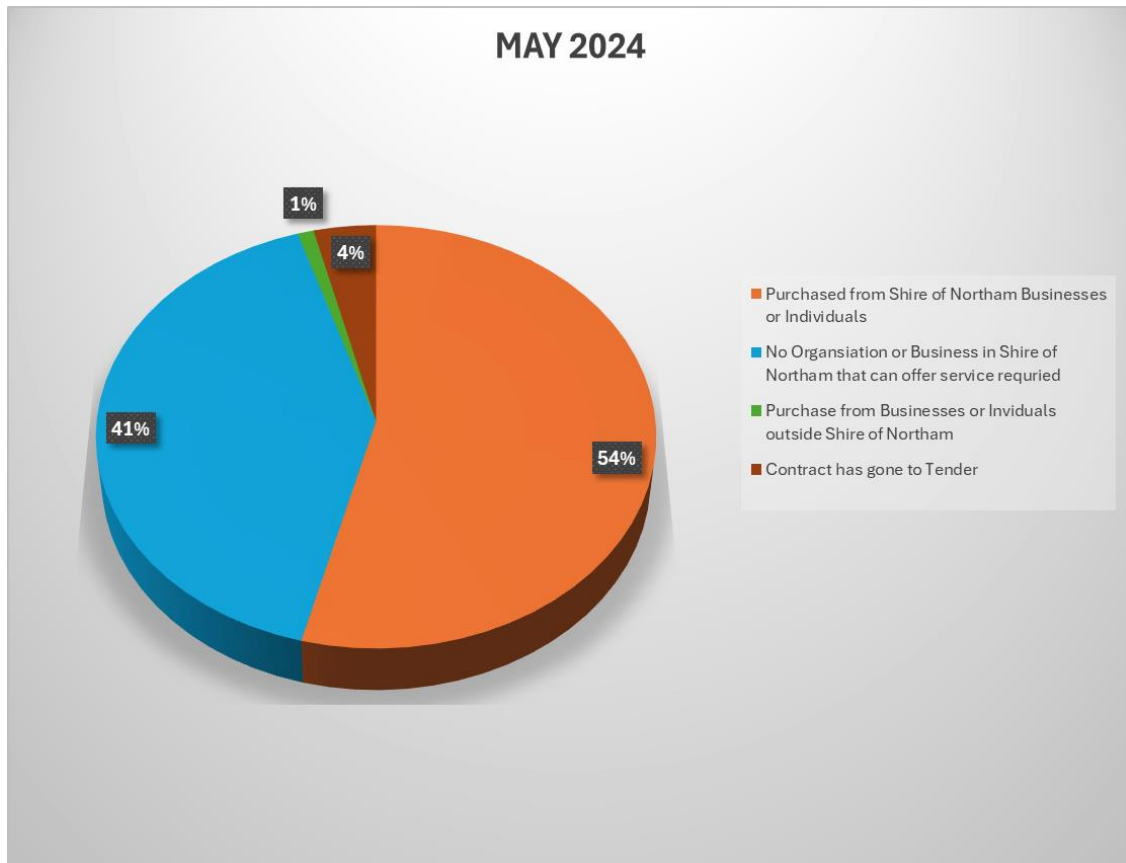
Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Figures not reflecting the true financial situation	There are processes in place to show compliance with relevant financial standards and legislation.
Health & Safety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

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

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, the following graph summarises the payments made locally for the month of May 2024:



RECOMMENDATION

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

- **Municipal Fund payment cheque numbers 35637 to 35640 - Total \$47,236.07.**
- **Municipal Fund EFT50727 to EFT51056 - Total \$2,230,732.28.**
- **Direct Debits - Total \$101,304.94.**
- **Payroll - Total \$526,233.59.**

TOTAL: \$2,905,506.88

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

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35637	03/05/2024	SHIRE OF NORTHAM	BSL - COMMISSION MARCH 2024	1		130.00
INV T1080	01/05/2024	SHIRE OF NORTHAM	BSL - COMMISSION MARCH 2024	1	130.00	
35638	03/05/2024	WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 11/01/2024 to 13/03/2024	1		9,868.12
INV 9007913515/03/2024		WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 11/01/2024 to 13/03/2024		2,505.76	
INV 9007869119/04/2024		WATER CORPORATION	9007869121 WUNDOWIE LIBRARY & GARDENS - 23/02/2024 to 17/04/2024		932.05	
INV 9007869119/04/2024		WATER CORPORATION	9007869148 WUNDOWIE TOWN HALL - 23/02/2024 to 17/04/2024		366.47	
INV 9007871919/04/2024		WATER CORPORATION	9007871918 WUNDOWIE OVAL - 23/02/2024 to 17/04/2024		1,567.02	
INV 9007872219/04/2024		WATER CORPORATION	9007872232 KURINGAL VILLAGE - SERVICE - 23/02/2024 to 17/04/2024		47.10	
INV 9007872219/04/2024		WATER CORPORATION	9007872240 KURINGAL VILLAGE - UNIT 1 - 23/02/2024 to 17/04/2024		269.25	
INV 9007872219/04/2024		WATER CORPORATION	9007872259 KURINGAL VILLAGE - UNIT 2 - 23/02/2024 to 17/04/2024		271.14	
INV 9007872219/04/2024		WATER CORPORATION	9007872267 KURINGAL VILLAGE - UNIT 3 - 23/02/2024 to 17/04/2024		269.21	
INV 9007872219/04/2024		WATER CORPORATION	9007872275 KURINGAL VILLAGE - UNIT 4 - 23/02/2024 to 17/04/2024		272.16	
INV 9007872219/04/2024		WATER CORPORATION	9007872283 KURINGAL VILLAGE - UNIT 5 - 23/02/2024 to 17/04/2024		283.04	
INV 9007872219/04/2024		WATER CORPORATION	9007872291 KURINGAL VILLAGE - UNIT 6 - 23/02/2024 to 17/04/2024		265.63	
INV 9007872319/04/2024		WATER CORPORATION	9007872304 KURINGAL VILLAGE - UNIT 7 - 23/02/2024 to 17/04/2024		277.22	
INV 9007872319/04/2024		WATER CORPORATION	9007872312 KURINGAL VILLAGE - UNIT 8 - 23/02/2024 to 17/04/2024		283.09	
INV 9007868519/04/2024		WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 24/02/2024 to 17/04/2024		1,752.70	
INV 9007868919/04/2024		WATER CORPORATION	9007868997 WUNDOWIE PUBLIC TOILETS - 23/02/2024 to 17/04/2024		331.39	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007871922/04/2024		WATER CORPORATION	9007871993 WUNDOWIE DEPOT - LESCHENAULTIA - 24/02/2024 to 18/04/2024		174.89	
35639	22/05/2024	SHIRE OF NORTHAM	BUILDING APP FEE - BA23258	1		237.30
INV EO 14.02.14/02/2024		SHIRE OF NORTHAM	BUILDING APP FEE - BA23258	1	212.55	
INV T1079	10/05/2024	SHIRE OF NORTHAM	BCITF - COMMISSION - MARCH 2024	1	24.75	
35640	22/05/2024	WATER CORPORATION	9007909760 RECREATION PRECINCT - POOL - 14/03/2024 to 09/05/2024	1		37,000.65
INV 9007871829/02/2024		WATER CORPORATION	9007871897 WUNDOWIE SKATE PARK - 01/01/2024 to 28/02/2024		224.39	
INV 9025210701/03/2024		WATER CORPORATION	BRIDGEMAN RD - REPAIR	1	308.79	
INV 9023164003/04/2024		WATER CORPORATION	9023164076 CLACKLINE POST OFFICE - 05/02/2024 to 01/04/2024		48.74	
INV 9007946004/04/2024		WATER CORPORATION	ANIMAL POUND AT FOX ROAD 02.08.2023 - 28.09.2023	1	169.74	
INV 9007869119/04/2024		WATER CORPORATION	9007869105 R.E.E.D. WUNDOWIE (FLUFFLY DUCKS) - 23/02/2024 to 17/04/2024		938.51	
INV 9007871819/04/2024		WATER CORPORATION	9007871897 WUNDOWIE SKATE PARK - 23/02/2024 to 17/04/2024		230.38	
INV 9007901102/05/2024		WATER CORPORATION	9007901179 MORRELL PARK - 01/03/2024 to 30/04/2024		1,532.52	
INV 9007945102/05/2024		WATER CORPORATION	9007945104 KATRINE TOILETS - 06/03/2024 to 30/04/2024		25.80	
INV 9011154702/05/2024		WATER CORPORATION	9011154743 COMMONAGE - 06/03/2024 to 30/04/2024		1,255.75	
INV 9007901706/05/2024		WATER CORPORATION	9007901750 PURSLOWE PARK - 06/03/2024 to 02/05/2024		1,482.24	
INV 9008729706/05/2024		WATER CORPORATION	9008729788 SHIRE ADMINISTRATION BUILDING - 06/03/2024 to 02/05/2024		998.57	
INV 9007899906/05/2024		WATER CORPORATION	9007899961 GIRL GUIDES HALL - 06/03/2024 to 02/05/2024		72.68	
INV 9007901606/05/2024		WATER CORPORATION	9007901603 RAILWAY MUSEUM - 06/03/2024 to 02/05/2024		170.11	
INV 9007903707/05/2024		WATER CORPORATION	9007903799 TOWN & LESSER HALL - 07/03/2024 to 05/05/2024		440.55	
INV 9008729808/05/2024		WATER CORPORATION	9008729809 NORTHAM VISITORS CENTRE - 08/03/2024 to 06/05/2024		1,396.31	
INV 9012642708/05/2024		WATER CORPORATION	9012642722 STREET TREES FITZGERALD ST FROM PEEL TCE TO NIND ST - 08/03/2024 to 06/05/2024		364.11	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007903808/05/2024		WATER CORPORATION	9007903879 108 WELLINGTON ST - ST JOHN PUBLIC OPEN SPACE - 08/03/2024 to 06/05/2024		794.51	
INV 9007903908/05/2024		WATER CORPORATION	9007903908 BILYA KOORT BOODJA - 08/03/2024 to 06/05/2024		863.02	
INV 9007903908/05/2024		WATER CORPORATION	9007903991 ST JOHNS HALL - 08/03/2024 to 06/05/2024		154.36	
INV 9007904008/05/2024		WATER CORPORATION	9007904003 MEMORIAL HALL - 08/03/2024 to 06/05/2024		303.50	
INV 9007904008/05/2024		WATER CORPORATION	9007904062 OLD TOWN BUILDING - 08/03/2024 to 06/05/2024		1,030.99	
INV 9007904008/05/2024		WATER CORPORATION	9007904089 NORTHAM LIBRARY - 08/03/2024 to 06/05/2024		749.29	
INV 9007907408/05/2024		WATER CORPORATION	9007907431 BERNARD PARK - 08/03/2024 to 06/05/2024		4,312.10	
INV 9007907408/05/2024		WATER CORPORATION	9007907458 BERNARD PARK - 08/03/2024 to 06/05/2024		94.89	
INV 9007929408/05/2024		WATER CORPORATION	9007929497 AVON MALL - 08/03/2024 to 06/05/2024		636.47	
INV 9007908009/05/2024		WATER CORPORATION	9007908063 OLD POST OFFICE BUILDING - 11/03/2024 to 07/05/2024		296.31	
INV 9007908009/05/2024		WATER CORPORATION	9007908071 OLD GIRLS SCHOOL - 11/03/2024 to 07/05/2024		75.55	
INV 9007908109/05/2024		WATER CORPORATION	9007908143 MEDIAN STRIP NEWCASTLE RD - 11/03/2024 to 07/05/2024		91.74	
INV 9007906710/05/2024		WATER CORPORATION	9007906746 MEN'S SHED / OLD FIRE STATION - 11/03/2024 to 08/05/2024		366.79	
INV 9007906910/05/2024		WATER CORPORATION	9007906922 OLD INFANT HEALTH CLINIC - 11/03/2024 to 08/05/2024		79.15	
INV 9007908610/05/2024		WATER CORPORATION	9007908696 KILLARA DAYCARE CENTRE - 13/03/2024 to 08/05/2024		1,500.28	
INV 9007909710/05/2024		WATER CORPORATION	9007909787 JUBILEE OVAL - 13/03/2024 to 08/05/2024		2,354.46	
INV 9007913110/05/2024		WATER CORPORATION	9007913102 NORTHAM DEPOT - BYFIELD ST - 14/03/2024 to 08/05/2024		896.61	
INV 9007913510/05/2024		WATER CORPORATION	9007913567 NORTHAM DEPOT - PEEL ST - 14/03/2024 to 08/05/2024		651.28	
INV 9007909713/05/2024		WATER CORPORATION	9007909760 RECREATION PRECINCT - POOL - 14/03/2024 to 09/05/2024		7,680.98	
INV 9007923413/05/2024		WATER CORPORATION	9007923407 APEX PARK TOILETS - 13/03/2024 to 09/05/2024		2,772.69	
INV 9007915514/05/2024		WATER CORPORATION	9007915503 AIRPORT - 15/03/2024 to 12/05/2024		1,636.49	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50727	02/05/2024	ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	ANIMAL SUPPLIES - APRIL 2024	1		230.12
INV 0003833423/04/2024		ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	ANIMAL SUPPLIES - APRIL 2024	1	230.12	
EFT50728	02/05/2024	AILTIRE ARCHITECTS	DEVELOPEMENT SERVICES - APPLICATION REFUND	1		147.00
INV P24029	08/03/2024	AILTIRE ARCHITECTS	DEVELOPEMENT SERVICES - APPLICATION REFUND	1	147.00	
EFT50729	02/05/2024	ANDY'S PLUMBING SERVICE	TOWN/LESSER HALL - REPAIRS	1		10,773.40
INV A19770	22/04/2024	ANDY'S PLUMBING SERVICE	KURINGAL UNIT 2 / OLD BAKERS HILL FIRE SHED - REPAIRS	1	1,092.30	
INV A19765	22/04/2024	ANDY'S PLUMBING SERVICE	PEEL TERRACE DUMP POINT - REPAIRS	1	392.70	
INV A19773	23/04/2024	ANDY'S PLUMBING SERVICE	TOWN/LESSER HALL - PARTS	1	1,061.50	
INV A19771	23/04/2024	ANDY'S PLUMBING SERVICE	TOWN/LESSER HALL - REPAIRS	1	2,035.00	
INV A19775	25/04/2024	ANDY'S PLUMBING SERVICE	TOWN/LESSER HALL - REPAIRS	1	553.30	
INV A19778	25/04/2024	ANDY'S PLUMBING SERVICE	RIVERS EDGE CAFE - REPAIRS	1	525.80	
INV A19777	25/04/2024	ANDY'S PLUMBING SERVICE	LIONS PARK TOILET - PARTS	1	1,650.00	
INV A19776	25/04/2024	ANDY'S PLUMBING SERVICE	OLD NORTHAM FIRE STATION - REPAIRS	1	1,309.00	
INV A19779	25/04/2024	ANDY'S PLUMBING SERVICE	BERT HAWKE OVAL - MAINTENANCE	1	803.00	
INV A19781	26/04/2024	ANDY'S PLUMBING SERVICE	TOWN/LESSER HALL - REPAIRS	1	765.60	
INV A19780	26/04/2024	ANDY'S PLUMBING SERVICE	TAYLOR STREET - MAINTENANCE	1	585.20	
EFT50730	02/05/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 23/4/2024	1		76,476.00
INV PAYG 2301/05/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 23/4/2024	1	76,476.00	
EFT50731	02/05/2024	AVON VALLEY TOYOTA	PN2005 - MAINTENANCE	1		374.75
INV JC14015628/03/2024		AVON VALLEY TOYOTA	PN2005 - MAINTENANCE	1	374.75	
EFT50732	02/05/2024	BGC RESIDENTIAL PTY LTD	T1495 - INFRASTRUCTURE BOND REFUND	1		1,000.00
INV T1495	01/05/2024	BGC RESIDENTIAL PTY LTD	T1495 - INFRASTRUCTURE BOND REFUND	1	1,000.00	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50733	02/05/2024	BLACKWELL PLUMBING AND GAS PTY LTD	REC CENTRE - MAINTENANCE	1		554.40
INV INV-297208/12/2023		BLACKWELL PLUMBING AND GAS PTY LTD	HOOPER PARK - MAINTENANCE	1	213.40	
INV INV-303911/04/2024		BLACKWELL PLUMBING AND GAS PTY LTD	REC CENTRE - MAINTENANCE	1	341.00	
EFT50734	02/05/2024	BUILDING & ENERGY	BSL - PAYMENT MARCH 2024	1		5,810.31
INV T1080	01/05/2024	BUILDING & ENERGY	BSL - PAYMENT MARCH 2024	1	5,810.31	
EFT50735	02/05/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - MATERIALS	1		1,563.98
INV 2182/003 24/01/2024		BUNNINGS BUILDING SUPPLIES P/L	NORTHAM POOL - SUPPLIES	1	5.66	
INV 2182/998 11/04/2024		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - MATERIALS	1	1,300.00	
INV 2182/003 15/04/2024		BUNNINGS BUILDING SUPPLIES P/L	STAFF LEAVING GIFT	1	150.00	
INV 2182/003 18/04/2024		BUNNINGS BUILDING SUPPLIES P/L	INKPEN TIP - SUPPLIES	1	108.32	
EFT50736	02/05/2024	CADD'S FASHIONS	LIBRARY - STAFF UNIFORMS	1		232.20
INV 24-00001 02/02/2024		CADD'S FASHIONS	LIBRARY - STAFF UNIFORMS	1	127.25	
INV 24-00003 18/04/2024		CADD'S FASHIONS	RANGERS - UNIFORMS	1	104.95	
EFT50737	02/05/2024	CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE - SANITATION - MAY 2024 -NOVEMBER 2024	1		649.43
INV 9795115215/04/2024		CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE - SANITATION - MAY 2024 -NOVEMBER 2024	1	649.43	
EFT50738	02/05/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN2103 - MAINTENANCE	1		726.47
INV 0000465821/04/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN2103 - MAINTENANCE	1	726.47	
EFT50739	02/05/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING SON JAN/FEB 2024	1		2,167.72
INV 0003662320/02/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING JAN/FEB 2024 - REVERSAL	1	-9,754.58	
INV 0003662420/02/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING JAN/FEB 2024 - REVERSAL	1	-1,734.17	
INV 0003662320/02/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING SON JAN/FEB 2024	1	9,754.58	
INV 0003662420/02/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING SON JAN/FEB 2024	1	1,734.17	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0003676621/04/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING APRIL 2024	1	2,167.72	
EFT50740	02/05/2024	CLACKLINE FENCING CONTRACTORS	CLARKE STREET HOLDING YARD - MAINTENANCE	1		26,010.00
INV 1620	16/04/2024	CLACKLINE FENCING CONTRACTORS	CLARKE STREET HOLDING YARD - MAINTENANCE	1	26,010.00	
EFT50741	02/05/2024	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK TOILETS - SANITATION - FEB 2024	1		434.28
INV 2263330	29/02/2024	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK - SANITATION - FEB 2024	1	124.08	
INV 2263329	29/02/2024	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL TOILETS - SANITATION - FEB 2024	1	124.08	
INV 2263331	29/02/2024	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK TOILETS - SANITATION - FEB 2024	1	186.12	
EFT50742	02/05/2024	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - MAY 2024	1		687.69
INV CINS316	19/04/2024	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - MAY 2024	1	637.87	
INV CINS316	19/04/2024	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - MAY 2024	1	49.82	
EFT50743	02/05/2024	DEPARTMENT OF THE PREMIER & CABINET	DEVELOPMENT SERVICES - FEES & CHARGES	1		285.60
INV 1007552	17/04/2024	DEPARTMENT OF THE PREMIER & CABINET	DEVELOPMENT SERVICES - FEES & CHARGES	1	285.60	
EFT50744	02/05/2024	DRACO AIR PTY LTD	ADMIN BUILDING - CAPITAL PURCHASE	1		12,956.15
INV 16611	29/04/2024	DRACO AIR PTY LTD	BKB - CAPITAL PURCHASE	1	3,264.16	
INV 16610	29/04/2024	DRACO AIR PTY LTD	ADMIN BUILDING - CAPITAL PURCHASE	1	9,691.99	
EFT50745	02/05/2024	E FIRE & SAFETY	KILLARA - MAINTENANCE	1		839.85
INV 608300	22/04/2024	E FIRE & SAFETY	KILLARA - MAINTENANCE	1	422.40	
INV 608321	22/04/2024	E FIRE & SAFETY	REC CENTRE - MAINTENANCE	1	254.65	
INV 608485	24/04/2024	E FIRE & SAFETY	TOWN/LESSER HALL- MAINTENANCE	1	162.80	
EFT50746	02/05/2024	EXTREME AMUSEMENTS CO	EVENT - MOTOR SPORTS FESTIVAL 28/04/2024	1		1,225.00
INV 0000116702/02/2024		EXTREME AMUSEMENTS CO	EVENT - MOTOR SPORTS FESTIVAL 28/04/2024	1	1,225.00	
EFT50747	02/05/2024	FM SURVEYS	ENGINEERING SERVICES - CONSULTING SERVICES	1		1,650.00

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-217426/03/2024		FM SURVEYS	ENGINEERING SERVICES - CONSULTING SERVICES	1	1,650.00	
EFT50748	02/05/2024	GIBBO'S DETAILING SERVICE	PN2105 - MAINTENANCE	1		242.00
INV 51	08/04/2024	GIBBO'S DETAILING SERVICE	PN2105 - MAINTENANCE	1	242.00	
EFT50749	02/05/2024	GRAFTON ELECTRICS	KILLARA UNIT 2 - MAINTENANCE	1		2,970.00
INV A232	24/04/2024	GRAFTON ELECTRICS	KILLARA UNIT 2 - MAINTENANCE	1	2,970.00	
EFT50750	02/05/2024	KLEENHEAT GAS	POOL HEATERS - GAS - 16/04/2024	1		6,120.35
INV 2225249616/04/2024		KLEENHEAT GAS	POOL HEATERS - GAS - 16/04/2024	1	6,120.35	
EFT50751	02/05/2024	KOMATSU AUSTRALIA PTY LTD	PN1003 - REPAIRS	1		687.12
INV 0036474431/03/2024		KOMATSU AUSTRALIA PTY LTD	PN1003 - REPAIRS	1	687.12	
EFT50752	02/05/2024	KUNAL SARMA	STAFF - REIMBURSEMENT	1		99.00
INV 45746	06/04/2024	KUNAL SARMA	STAFF - REIMBURSEMENT	1	99.00	
EFT50753	02/05/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	ENGINEERING - TRAINING	1		7,020.00
INV 38289	28/02/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	ENGINEERING - TRAINING	1	3,510.00	
INV 38288	28/02/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	DEVELOPMENT SERVICES - TRAINING	1	3,510.00	
EFT50754	02/05/2024	MILMAR DISTRIBUTORS	ADMINOFFICE - SUPPLIES	1		295.00
INV 0003010212/04/2024		MILMAR DISTRIBUTORS	ADMINOFFICE - SUPPLIES	1	295.00	
EFT50755	02/05/2024	MITCHELL'S BOILER SERVICE PTY LTD	NORTHAM POOL - REPAIRS	1		2,486.00
INV 2421	01/04/2024	MITCHELL'S BOILER SERVICE PTY LTD	NORTHAM POOL - REPAIRS	1	2,486.00	
EFT50756	02/05/2024	MORRIS PEST & WEED CONTROL	SON FACILITIES - MAINTENANCE	1		682.00
INV INV-381329/04/2024		MORRIS PEST & WEED CONTROL	SON FACILITIES - MAINTENANCE	1	682.00	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50757	02/05/2024	NORTHAM COUNTRY CLUB INC	SENIOR SPORT X 1	1		200.00
INV 5659	24/04/2024	NORTHAM COUNTRY CLUB INC	SENIOR SPORT X 1	1	100.00	
INV 5677	26/04/2024	NORTHAM COUNTRY CLUB INC	SENIOR SPORT X 1	1	100.00	
EFT50758	02/05/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES APRIL 2024	1		354.00
INV 0000537817/04/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES APRIL 2024	1	48.00	
INV 0000537919/04/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES APRIL 2024	1	44.00	
INV 0000538022/04/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES APRIL 2024	1	48.00	
INV 0000538124/04/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES APRIL 2024	1	48.00	
INV 0000539026/04/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES APRIL 2024	1	24.00	
INV 0000539329/04/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES APRIL 2024	1	92.00	
INV 0000539430/04/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES APRIL 2024	1	50.00	
EFT50759	02/05/2024	OXTER SERVICES	C.202223-13 - BURIALS 05/04/2024	1		3,278.00
INV 28662	08/04/2024	OXTER SERVICES	C.202223-13 - BURIALS 05/04/2024	1	1,639.00	
INV 28686	15/04/2024	OXTER SERVICES	C.202223-13 - BURIALS 12/04/2024	1	1,639.00	
EFT50760	02/05/2024	POOLSHOP ONLINE PTY LTD	NORTHAM POOL - REPAIRS	1		1,677.33
INV INV-206018/04/2024		POOLSHOP ONLINE PTY LTD	NORTHAM POOL - REPAIRS	1	917.06	
INV INV-205618/04/2024		POOLSHOP ONLINE PTY LTD	NORTHAM POOL - REPAIRS	1	760.27	
EFT50761	02/05/2024	PROFESSIONAL LOCKSERVICE	REC CENTRE - SUPPLIES	1		639.93
INV 0001099916/04/2024		PROFESSIONAL LOCKSERVICE	REC CENTRE - SUPPLIES	1	639.93	
EFT50762	02/05/2024	RINGA CIVIL	INKPEN TIP - CONSUMABLES	1		28,500.12
INV INV-136416/04/2024		RINGA CIVIL	INKPEN TIP - CONSUMABLES	1	28,500.12	
EFT50763	02/05/2024	SHARON ANNETTE SELBY	T1636 - INFRASTRUCTURE BOND REFUND	1		1,020.00
INV T1636	01/05/2024	SHARON ANNETTE SELBY	T1636 - INFRASTRUCTURE BOND REFUND	1	1,020.00	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 9

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50764	02/05/2024	SPECIALISED TREE SERVICE	STREET TREES - MAINTENANCE	1		3,078.00
INV 4316	29/04/2024	SPECIALISED TREE SERVICE	STREET TREES - MAINTENANCE	1	648.00	
INV 4320	29/04/2024	SPECIALISED TREE SERVICE	STREET TREES - MAINTENANCE	1	648.00	
INV 4317	29/04/2024	SPECIALISED TREE SERVICE	STREET TREES - MAINTENANCE	1	972.00	
INV 4319	29/04/2024	SPECIALISED TREE SERVICE	STREET TREES - MAINTENANCE	1	810.00	
EFT50765	02/05/2024	SYNERGY	168614990 STREETLIGHTING - 25/02/2024 to 24/03/2024	1		55,267.41
INV 1686149905/03/2024		SYNERGY	168614990 STREETLIGHTING - 25/01/2024 to 24/02/2024		20,369.64	
INV 9152416405/03/2024		SYNERGY	915241640 AUXILLARY LIGHTING - 28/01/2024 to 27/02/2024	1	154.94	
INV 9152416402/04/2024		SYNERGY	915241640 AUXILLARY LIGHTING - 28/02/2024 to 27/03/2024		139.18	
INV 1686149904/04/2024		SYNERGY	168614990 STREETLIGHTING - 25/02/2024 to 24/03/2024	1	25,252.36	
INV 3577050610/04/2024		SYNERGY	357705060 GREY ST AVON DESCENT POOL AERATORS - 26/01/2024 to 08/04/2024	1	3,473.16	
INV 3614739612/04/2024		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 16/02/2024 to 12/03/2024		148.41	
INV 2361098012/04/2024		SYNERGY	236109800 RAP PARK - 09/02/2024 to 10/04/2024		122.27	
INV 3577051115/04/2024		SYNERGY	357705110 RAILWAY MUSEUM - 10/02/2024 to 12/04/2024		419.83	
INV 3616695016/04/2024		SYNERGY	361669500 OXIDATION PONDS - 21/02/2024 to 18/03/2024		2.64	
INV 3619900317/04/2024		SYNERGY	361990030 WUNDOWIE OVAL - 28/12/2023 to 27/02/2024		1,266.07	
INV 3358209417/04/2024		SYNERGY	335820940 CREATE 298 - 20/03/2024 to 16/04/2024		322.66	
INV 8110294718/04/2024		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 21/03/2024 to 17/04/2024	1	934.06	
INV 1365377418/04/2024		SYNERGY	136537740 AIRPORT - 21/03/2024 to 17/04/2024	1	942.36	
INV 3575496918/04/2024		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 21/03/2024 to 17/04/2024	1	980.84	
INV 3575480819/04/2024		SYNERGY	357548080 DOG POUND COLEBATCH RD - 25/01/2024 to 26/03/2024		738.99	
EFT50766	02/05/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MARCH/APRIL 2024	1		668.16

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0625-S30	24/03/2024	TEAM GLOBAL EXPRESS PTY LTD	FRIEGHT CHARGES - FEB 2024	1	159.16	
INV 0627-S30	07/04/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MARCH/APRIL 2024	1	509.00	
EFT50767	02/05/2024	THE PAPER COMPANY OF AUSTRALIA	ADMIN OFFICE - SUPPLIES	1		1,055.51
INV 0005305802	04/2024	THE PAPER COMPANY OF AUSTRALIA	ADMIN OFFICE - SUPPLIES	1	1,055.51	
EFT50768	02/05/2024	VINCELEC	ADMIN - REPAIRS	1		450.47
INV IV2149	19/04/2024	VINCELEC	ADMIN - REPAIRS	1	450.47	
EFT50769	02/05/2024	WB PARTY HIRE AND EVENTS	MOTOR SPORT FESTIVAL - 28/04/2024	1		198.00
INV INV0418	20/02/2024	WB PARTY HIRE AND EVENTS	MOTOR SPORT FESTIVAL - 28/04/2024	1	198.00	
EFT50770	02/05/2024	WCP CIVIL PTY LTD	C.202122-02 FINAL RETENTION RELEASE	1		6,845.66
INV T1679	01/05/2024	WCP CIVIL PTY LTD	C.202122-02 FINAL RETENTION RELEASE	1	6,845.66	
EFT50771	02/05/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COUNCILLOR - TRAINING	1		726.00
INV SI-01021023	04/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COUNCILLOR - TRAINING	1	242.00	
INV SI-01019423	04/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COUNCILLOR - TRAINING	1	242.00	
INV SI-01015823	04/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COUNCILLOR - TRAINING	1	242.00	
EFT50772	02/05/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 224 Fixed Component - NEW RECREATION CENTRE	1		118,000.54
INV 224	01/05/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 224 Fixed Component - NEW RECREATION CENTRE		49,460.86	
INV 225	01/05/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 225 Fixed Component - PURCHASE VICTORIA OVAL		40,467.97	
INV 227	01/05/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 227 Interest payment - NORTHAM YOUTH SPACE		28,071.71	
EFT50773	02/05/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2205 - REPAIRS	1		876.38

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-169511/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2205 - REPAIRS	1	531.38	
INV INV-173301/03/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1906 - REPAIRS	1	345.00	
EFT50774	02/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - OFFICE SUPPLIES	1		79.80
INV 31466	15/04/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - OFFICE SUPPLIES	1	79.80	
EFT50775	08/05/2024	AUSSPORT SCOREBOARDS - FUEL 4 BUSINESS PTY LTD	HENREY STREET OVAL - CAPITAL WORKS	1		33,943.25
INV INV-563424/04/2024		AUSSPORT SCOREBOARDS - FUEL 4 BUSINESS PTY LTD	HENRY STREET OVAL - CAPITAL WORKS	1	3,135.00	
INV INV-538624/04/2024		AUSSPORT SCOREBOARDS - FUEL 4 BUSINESS PTY LTD	HENREY STREET OVAL - CAPITAL WORKS	1	30,808.25	
EFT50776	08/05/2024	AVON WASTE	C.202122-04 WASTE COLLECTION MARCH 2024	1		144,900.66
INV 0006226019/04/2024		AVON WASTE	C.202122-04 WASTE COLLECTION MARCH 2024	1	103,468.31	
INV 62259	19/04/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION 19.04.2024	1	41,432.35	
EFT50777	08/05/2024	DEBORAH L MOODY	NORTHAM MOTOR SPORT - 28TH APRIL 2024	1		300.00
INV 38	03/04/2024	DEBORAH L MOODY	NORTHAM MOTOR SPORT - 28TH APRIL 2024	1	300.00	
EFT50778	08/05/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF - TRAINING	1		27,402.48
INV 38430	28/03/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF - TRAINING	1	27,402.48	
EFT50779	08/05/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - MARCH 2024	1		16,380.10
INV 134839	28/03/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - MARCH 2024	1	16,380.10	
EFT50780	08/05/2024	TUTT BRYANT EQUIPMENT PTY LTD	DEPOT - HEAVY FLEET PURCHASE	1		219,450.00
INV 0080252422/03/2024		TUTT BRYANT EQUIPMENT PTY LTD	DEPOT - HEAVY FLEET PURCHASE	1	219,450.00	
EFT50781	10/05/2024	ATTILA JOHN MENCHELHI	COUNCILLOR PAYMENTS - APRIL 2024	1		3,268.83

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV APRIL 2030/04/2024		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS - APRIL 2024	1	3,268.83	
EFT50782	10/05/2024	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS - APRIL 2024	1		500.00
INV APRIL 2030/04/2024		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS - APRIL 2024	1	500.00	
EFT50783	10/05/2024	CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS - APRIL 2024	1		6,304.97
INV APRIL 2030/04/2024		CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS - APRIL 2024	1	6,304.97	
EFT50784	10/05/2024	CHRISTOPHER POULTON	COUNCILLOR PAYMENTS - APRIL 2024	1		1,905.73
INV APRIL 2030/04/2024		CHRISTOPHER POULTON	COUNCILLOR PAYMENTS - APRIL 2024	1	1,905.73	
EFT50785	10/05/2024	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS - APRIL 2024	1		1,905.73
INV APRIL 2030/04/2024		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS - APRIL 2024	1	1,905.73	
EFT50786	10/05/2024	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS - APRIL 2024	1		1,905.73
INV APRIL 2030/04/2024		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS - APRIL 2024	1	1,905.73	
EFT50787	10/05/2024	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS - APRIL 2024	1		2,480.29
INV APRIL 2030/04/2024		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS - APRIL 2024	1	2,480.29	
EFT50788	10/05/2024	LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS - APRIL 2024	1		2,186.93
INV APRIL 2030/04/2024		LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS - APRIL 2024	1	2,186.93	
EFT50789	10/05/2024	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS - APRIL 2024	1		1,905.73
INV APRIL 2030/04/2024		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS - APRIL 2024	1	1,905.73	
EFT50790	10/05/2024	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS - APRIL 2024	1		1,905.73
INV APRIL 2030/04/2024		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS - APRIL 2024	1	1,905.73	
EFT50791	14/05/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PARK & GARDENS - PARTS	1		301.60
INV 371563	17/04/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PARK & GARDENS - PARTS	1	154.00	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 372029	24/04/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PARTS	1	147.60	
EFT50792	14/05/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - SUPPLIES	1		207.52
INV SI-00019324/04/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - SUPPLIES	1	207.52	
EFT50793	14/05/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDU	1		159.00
INV DEDUCT07/05/2024		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		159.00	
EFT50794	14/05/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN2004 - MAINTENANCE	1		640.02
INV 356584	30/04/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN2004 - MAINTENANCE	1	640.02	
EFT50795	14/05/2024	BEAM ME UP MEDIA PTY LTD	STAR GAZING EVENT - 06/04/2024	1		2,750.00
INV INV-011302/04/2024		BEAM ME UP MEDIA PTY LTD	STAR GAZING EVENT - 06/04/2024	1	2,750.00	
EFT50796	14/05/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF - PAYMENT - MARCH 2023	1		1,415.29
INV T1079	10/05/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF - PAYMENT - MARCH 2023	1	1,415.29	
EFT50797	14/05/2024	BUNNINGS BUILDING SUPPLIES P/L	PARKS & GARDENS - SUPPLIES	1		521.26
INV 2182/003	15/04/2024	BUNNINGS BUILDING SUPPLIES P/L	KILLARA - SUPPLIES	1	30.60	
INV 2182/002	17/04/2024	BUNNINGS BUILDING SUPPLIES P/L	KILLARA - SUPPLIES	1	20.36	
INV 2182/003	17/04/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	34.65	
INV 2182/003	18/04/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	6.93	
INV 2182/004	18/04/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	8.38	
INV 2182/998	18/04/2024	BUNNINGS BUILDING SUPPLIES P/L	PARKS & GARDENS - SUPPLIES	1	255.60	
INV 2182/998	19/04/2024	BUNNINGS BUILDING SUPPLIES P/L	EVENTS - SUPPLIES	1	60.00	
INV 2182/004	23/04/2024	BUNNINGS BUILDING SUPPLIES P/L	DR DUNLOP PARK - SUPPLIES	1	24.60	
INV 2182/004	23/04/2024	BUNNINGS BUILDING SUPPLIES P/L	PN1305 - PARTS	1	80.14	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50798	14/05/2024	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR APRIL 2024	1		1,236.03
INV 3704151830/04/2024		BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR APRIL 2024	1	1,236.03	
EFT50799	14/05/2024	CADD'S FASHIONS	DEPOT - UNIFORMS	1		1,442.70
INV 24-00004 02/05/2024		CADD'S FASHIONS	DEPOT - UNIFORMS	1	419.95	
INV 24-00004 02/05/2024		CADD'S FASHIONS	BKB - UNIFORMS	1	378.25	
INV 24-00004 02/05/2024		CADD'S FASHIONS	BKB - UNIFORMS	1	332.25	
INV 24-00004 02/05/2024		CADD'S FASHIONS	BKB - UNIFORMS	1	312.25	
EFT50800	14/05/2024	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR APRIL 2024	1		569.40
INV 113	30/04/2024	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR APRIL 2024	1	569.40	
EFT50801	14/05/2024	CENTACON	WUNDOWIE POOL - SUPPLIES	1		242.00
INV 577	30/04/2024	CENTACON	WUNDOWIE POOL - SUPPLIES	1	242.00	
EFT50802	14/05/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		538.41
INV DEDUCT07/05/2024		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		538.41	
EFT50803	14/05/2024	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR APRIL 2024	1		833.37
INV AE 0905209/05/2024		CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR APRIL 2024	1	833.37	
EFT50804	14/05/2024	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SANITATION - APRIL 2024	1		423.32
INV 2279376	30/04/2024	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS - SANITATION - APRIL 2024	1	70.55	
INV 2279375	30/04/2024	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SANITATION - APRIL 2024	1	141.11	
INV 2279374	30/04/2024	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS - SANITATION - APRIL 2024	1	70.55	
INV 2279373	30/04/2024	CLEANAWAY DANIELS SERVICES PTY LTD	HOOPER PARK PUBLIC TOILETS - SANITATION - APRIL 2024	1	141.11	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50805	14/05/2024	COLES - WEX AUSTRALIA PTY LTD	COLES - APRIL 2024	1		1,009.93
INV 202	30/04/2024	COLES - WEX AUSTRALIA PTY LTD	COLES - APRIL 2024	1	1,009.93	
EFT50806	14/05/2024	COMBINED TYRES PTY LTD	PN1810 - MAINTENANCE	1		1,795.20
INV INV-446926/02/2024		COMBINED TYRES PTY LTD	PN1810 - MAINTENANCE	1	1,795.20	
EFT50807	14/05/2024	COUNTRYWIDE GROUP	P100 - REPAIRS	1		85.60
INV ACC002623/04/2024		COUNTRYWIDE GROUP	P100 - REPAIRS	1	59.60	
INV ACC002730/04/2024		COUNTRYWIDE GROUP	P100 - PARTS	1	26.00	
EFT50808	14/05/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - MAINTENANCE	1		1,270.50
INV 1128	30/04/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - MAINTENANCE	1	1,078.00	
INV 1127	30/04/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - MAINTENANCE	1	192.50	
EFT50809	14/05/2024	DEE-MAREE KUNNINGHAM	RATES CREDIT REFUND FOR ASSESSMENT A12243	1		612.28
INV A12243	08/05/2024	DEE-MAREE KUNNINGHAM	RATES CREDIT REFUND FOR ASSESSMENT A12243		612.28	
EFT50810	14/05/2024	DMC CLEANING	C.202021-05 - CLEANING - APRIL 2024	1		12,329.28
INV SON213802/12/2023		DMC CLEANING	C.202021-05 - CONSUMABLES - DEC 2023	1	330.58	
INV SON213702/12/2023		DMC CLEANING	C.202021-05 - CONSUMABLES - DEC 2023	1	76.95	
INV SON213602/12/2023		DMC CLEANING	C.202021-05 - CONSUMABLES - DEC 2023	1	723.21	
INV SON216330/04/2024		DMC CLEANING	C.202021-05 - CONSUMABLES - APRIL 2024	1	470.97	
INV SON216430/04/2024		DMC CLEANING	C.202021-05 - CLEANING - APRIL 2024	1	10,727.57	
EFT50811	14/05/2024	DUN DIRECT PTY LTD	FUEL CHARGES FOR APRIL 2024	1		27,362.22
INV APRIL 2030/04/2024		DUN DIRECT PTY LTD	FUEL CHARGES FOR APRIL 2024	1	27,362.22	
EFT50812	14/05/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - MARCH 2024	1		695.36

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 6792	31/03/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - MARCH 2024	1	34.16	
INV 6792	31/03/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - MARCH 2024	1	280.00	
INV 6792	31/03/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - MARCH 2024	1	101.20	
INV 6839	30/04/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - APRIL 2024	1	280.00	
EFT50813	14/05/2024	E FIRE & SAFETY	KILLARA - MAINTENANCE	1		319.00
INV 608859	30/04/2024	E FIRE & SAFETY	KILLARA - MAINTENANCE	1	319.00	
EFT50814	14/05/2024	EASIFLEET	PAYROLL DEDUCTIONS	1		605.60
INV DEDUCT07/05/2024		EASIFLEET	PAYROLL DEDUCTIONS		320.53	
INV DEDUCT07/05/2024		EASIFLEET	PAYROLL DEDUCTIONS		285.07	
EFT50815	14/05/2024	G.S. BEVERIDGE & L.P. NOTTLE	SON FACILITIES - MAINTENANCE	1		13,146.00
INV 503	17/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	SON FACILITIES - MAINTENANCE	1	7,921.00	
INV 504	17/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	NORTHAM POOL - MAINTENANCE	1	88.00	
INV 505	17/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	APEX PARK - MAINTENANCE	1	198.00	
INV 506	18/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	VISITORS CENTRE - MAINTENANCE	1	88.00	
INV 512	23/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	WUNDOWIE POOL - MAINTENANCE	1	99.00	
INV 510	23/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	VINTAGE CAR CLUB - MAINTENANCE	1	880.00	
INV 513	23/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	YOUTH PRECINCT - MAINTENANCE	1	220.00	
INV 514	23/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	BERNARD PARK TOILET - MAINTENANCE	1	440.00	
INV 516	23/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	GRASS VALLEY FIRE SHED - MAINTENANCE	1	1,793.00	
INV 507	23/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	WUNDOWIE OVAL TOILETS - MAINTENANCE	1	385.00	
INV 508	23/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	INKPEN TIP - MAINTENANCE	1	704.00	
INV 509	23/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	ADMIN BUILDING - MAINTENANCE	1	77.00	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 511	23/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	WUNDOWIE DAYCARE - MAINTENANCE	1	77.00	
INV 515	23/04/2024	G.S. BEVERIDGE & L.P. NOTTLE	ADMINISTRATION - MAINTENANCE	1	176.00	
EFT50816	14/05/2024	HARDWIRED ENTERTAINMENT PTY LTD	EVENTS - MOTOR SPORT - APRIL 2024	1		7,920.00
INV 0288	29/04/2024	HARDWIRED ENTERTAINMENT PTY LTD	EVENTS - MOTOR SPORT - APRIL 2024	1	7,920.00	
EFT50817	14/05/2024	HUGGABLE TOYS	VISITORS CENTRE - STOCK	1		840.62
INV 0005206612/04/2024		HUGGABLE TOYS	VISITORS CENTRE - STOCK	1	840.62	
EFT50818	14/05/2024	KENNARDS HIRE PTY LTD	ENGINEERING - EQUIPMENT HIRE	1		576.00
INV 2617594530/04/2024		KENNARDS HIRE PTY LTD	ENGINEERING - EQUIPMENT HIRE	1	576.00	
EFT50819	14/05/2024	KLEENHEAT GAS	ADMIN - GAS	1		50.05
INV 4576814	15/04/2024	KLEENHEAT GAS	ADMIN - GAS	1	50.05	
EFT50820	14/05/2024	KLEENWEST	KILLARA - SUPPLIES	1		1,251.75
INV 0009357417/04/2024		KLEENWEST	KILLARA - SUPPLIES	1	1,251.75	
EFT50821	14/05/2024	LUCY'S TEAROOMS	CATERING	1		300.00
INV 3264	08/04/2024	LUCY'S TEAROOMS	CATERING	1	300.00	
EFT50822	14/05/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - APRIL 2024	1		8,612.45
INV 135553	30/04/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - APRIL 2024	1	8,612.45	
EFT50823	14/05/2024	NAVIGATOR PHOTOGRAFIX	EVENT - MOTOR SPORT - APRIL 2024	1		3,500.00
INV 1066	31/03/2024	NAVIGATOR PHOTOGRAFIX	EVENT - MOTOR SPORT - APRIL 2024	1	3,500.00	
EFT50824	14/05/2024	NORTHAM & DISTRICTS HISTORICAL SOCIETY INC	GRANT - NORTHAM & DISTRICTS HISTORICAL SOCIETY	1		1,980.00
INV JH08.05.226/04/2024		NORTHAM & DISTRICTS HISTORICAL SOCIETY INC	GRANT - NORTHAM & DISTRICTS HISTORICAL SOCIETY	1	1,980.00	
EFT50825	14/05/2024	NORTHAM BETTA HOME LIVING	BFB - SUPPLIES	1		1,729.00

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2001006316/04/2024		NORTHAM BETTA HOME LIVING	BFB - SUPPLIES	1	1,729.00	
EFT50826	14/05/2024	NORTHAM COUNTRY CLUB INC	SENIOR SPORTS X 1	1		100.00
INV 5680	01/05/2024	NORTHAM COUNTRY CLUB INC	SENIOR SPORTS X 1	1	100.00	
EFT50827	14/05/2024	NORTHAM FLORIST	EVENT - ANZAC DAY	1		70.00
INV 28753	30/04/2024	NORTHAM FLORIST	EVENT - ANZAC DAY	1	70.00	
EFT50828	14/05/2024	NORTHAM LIQUOR BARONS	CATERING	1		151.97
INV 484560	04/04/2024	NORTHAM LIQUOR BARONS	CATERING	1	151.97	
EFT50829	14/05/2024	NUTRIEN AG SOLUTIONS LIMITED	PARKS & GARDENS - SUPPLIES	1		226.60
INV 9106391415/04/2024		NUTRIEN AG SOLUTIONS LIMITED	PARKS & GARDENS - SUPPLIES	1	121.00	
INV 9106566218/04/2024		NUTRIEN AG SOLUTIONS LIMITED	PARKS & GARDENS - SUPPLIES	1	105.60	
EFT50830	14/05/2024	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - 31/03/2024	1		877.68
INV 31/08/20231/08/2023		PUBLIC TRANSPORT AUTHORITY	REVERSE INVOICE - INCORRECT AMOUNT INPUT	1	-295.45	
INV 399930	31/08/2023	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES - AUGUST 2023	1	53.75	
INV 399930	30/09/2023	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES 01/09/2023 TO 30/9/2023	1	112.69	
INV 399930	31/10/2023	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES 01/10/2023 - TO 31/10/2023	1	71.68	
INV 399930	30/11/2023	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - 30/11/2023	1	144.47	
INV 399930	31/12/2023	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - 31/12/2023	1	111.16	
INV 399930	31/01/2024	PUBLIC TRANSPORT AUTHORITY	TRANSWEST - JAN 2024	1	53.77	
INV 399930	31/01/2024	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - 31/01/2024	1	191.70	
INV 399930	29/02/2024	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - 29/02/2024	1	183.58	
INV 399930	31/03/2024	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - 31/03/2024	1	250.33	
EFT50831	14/05/2024	ROBERT JAMES OSBORNE	RATES CREDIT REFUND FOR ASSESSMENT A1890	1		2,206.47
INV A1890	13/05/2024	ROBERT JAMES OSBORNE	RATES CREDIT REFUND FOR ASSESSMENT A1890		2,206.47	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 19

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50832	14/05/2024	SHANE ERNEST MURPHY	T1590 - INFRASTRUCTURE BOND REFUND	1		1,020.00
INV T1590	10/05/2024	SHANE ERNEST MURPHY	T1590 - INFRASTRUCTURE BOND REFUND	1	1,020.00	
EFT50833	14/05/2024	SHIRE OF TOODYAY	AROC - MARCH 2024	1		1,222.00
INV T957	10/05/2024	SHIRE OF TOODYAY	AROC - MARCH 2024	1	1,222.00	
EFT50834	14/05/2024	SPENCERS BROOK PROGRESS ASSOCIATION	GRANT - STATION MASTERS HOUSE	1		2,000.00
INV 1013	05/04/2024	SPENCERS BROOK PROGRESS ASSOCIATION	GRANT - STATION MASTERS HOUSE	1	2,000.00	
EFT50835	14/05/2024	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	SES - MEDICAL SUPPLIES	1		2,001.23
INV FAINV0117/01/2024		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	BFB - MEDICAL SUPPLIES	1	492.09	
INV FAINV0117/01/2024		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	BFB - MEDICAL SUPPLIES	1	170.64	
INV FAINV0117/01/2024		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	SES - MEDICAL SUPPLIES	1	1,048.06	
INV FAINV0117/01/2024		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	BFB - MEDICAL SUPPLIES	1	131.22	
INV FAINV0117/01/2024		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	BFB - MEDICAL SUPPLIES	1	159.22	
EFT50836	14/05/2024	STRATAGREEN	PN1904 - PARTS	1		482.13
INV 164285	03/05/2024	STRATAGREEN	PN1904 - PARTS	1	482.13	
EFT50837	14/05/2024	SYNERGY	361669500 OXIDATION PONDS - 19/03/2024 to 15/04/2024	1		5,585.97
INV 7921766205/03/2024		SYNERGY	BAKERS HILL FIRE STATION FOR 23.12.2023 - 26.02.2024	1	408.94	
INV 3616702530/04/2024		SYNERGY	361670250 NORTHAM LIBRARY - 21/03/2024 to 17/04/2024		691.07	
INV 3616695001/05/2024		SYNERGY	361669500 OXIDATION PONDS - 19/03/2024 to 15/04/2024		1,263.65	
INV 3619900302/05/2024		SYNERGY	361990030 WUNDOWIE OVAL - 28/02/2024 to 01/05/2024		144.29	
INV 3577053002/05/2024		SYNERGY	357705300 MORRELL PARK - 07/02/2024 to 09/04/2024		1,076.16	
INV 7921766203/05/2024		SYNERGY	BAKERS HILL FIRE STATION FOR 27.02.2024 - 30.04.2024	1	409.75	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1422759503/05/2024		SYNERGY	142275950 WUNDOWIE OVAL - 29/02/2024 to 02/05/2024		398.15	
INV 1585097603/05/2024		SYNERGY	158509760 BAKERS HILL OLD BFB FIRE SHED - 28/02/2024 to 30/04/2024		124.23	
INV 2886267403/05/2024		SYNERGY	288626740 CLACKLINE HALL - 28/02/2024 to 30/04/2024		127.31	
INV 1640077103/05/2024		SYNERGY	164007710 WUNDOWIE DEPOT - 29/02/2024 to 02/05/2024		303.88	
INV 1603961203/05/2024		SYNERGY	160396120 CLACKLINE FIRE SHED - 29/02/2024 to 29/04/2024		192.48	
INV 4449973003/05/2024		SYNERGY	444997300 WUNDOWIE LIBRARY & GARDENS - 29/02/2024 to 02/05/2024	1	308.02	
INV 9168227503/05/2024		SYNERGY	916822750 WUNDOWIE TENNIS CLUB - 23/02/2024 to 02/05/2024		138.04	
EFT50838	14/05/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - APRIL 2024	1		155.83
INV 0629-S30 21/04/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - APRIL 2024	1	111.49	
INV 0630-S30 28/04/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - APRIL 2024	1	44.34	
EFT50839	14/05/2024	THELMA KAYE LIVINGSTONE	RATES CREDIT REFUND FOR ASSESSMENT A12124	1		799.00
INV A12124	09/05/2024	THELMA KAYE LIVINGSTONE	RATES CREDIT REFUND FOR ASSESSMENT A12124		799.00	
EFT50840	14/05/2024	VINCELEC	LESSER HALL - MAINTENANCE	1		246.98
INV IV2155	05/05/2024	VINCELEC	LESSER HALL - MAINTENANCE	1	246.98	
EFT50841	14/05/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COMMUNITY SERVICES - TRAINING	1		836.00
INV SI-00998111/04/2024		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COMMUNITY SERVICES - TRAINING	1	836.00	
EFT50842	14/05/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2104 - PLANT MTCE	1		425.50
INV INV-174825/03/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2104 - PLANT MTCE	1	425.50	
EFT50843	14/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - OFFICE SUPPLIES	1		58.20
INV 15478	29/04/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - OFFICE SUPPLIES	1	58.20	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 21

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50844	14/05/2024	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS - APRIL 2024	1		3,585.36
INV ST-0413101/05/2024		WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS - APRIL 2024	1	3,585.36	
EFT50845	21/05/2024	ACCESSIBLE PUBLISHING SYSTEMS PL T/AS READ HOW YOU WANT	LIBRARY - SUPPLIES	1		1,508.56
INV 1521763	23/01/2024	ACCESSIBLE PUBLISHING SYSTEMS PL T/AS READ HOW YOU WANT	LIBRARY - SUPPLIES	1	1,508.56	
EFT50846	21/05/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	EMERGENCY SERVICES - SMALL PLANT PURCHASE	1		499.00
INV 365214	03/01/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	EMERGENCY SERVICES - SMALL PLANT PURCHASE	1	499.00	
EFT50847	21/05/2024	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - APRIL 2024	1		1,652.75
INV 106467	30/04/2024	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - APRIL 2024	1	1,652.75	
EFT50848	21/05/2024	ANN MITCHELL	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 97 A15861	1		248.45
INV A15861	13/05/2024	ANN MITCHELL	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 97 A15861		248.45	
EFT50849	21/05/2024	AUSTRALIA POST	AUSTRALIA POST CHARGES - APRIL 2024	1		1,583.22
INV 1013220703/05/2024		AUSTRALIA POST	AUSTRALIA POST CHARGES - APRIL 2024	1	1,583.22	
EFT50850	21/05/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR INTERIM PAY WEEK ENDING 03/05/2024	1		1,658.00
INV CY0905209/05/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR INTERIM PAY WEEK ENDING 03/05/2024	1	1,252.00	
INV CY0905209/05/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR INTERIM PAY WEEK ENDING 03/05/2024	1	406.00	
EFT50851	21/05/2024	AVON VALLEY PLANT & EQUIPMENT PTY LTD (AVPE)	OLD QUARRY ROAD WASTE FACILITY - MAINTENANCE	1		179,624.17
INV IV11307	30/04/2024	AVON VALLEY PLANT & EQUIPMENT PTY LTD (AVPE)	OLD QUARRY ROAD WASTE FACILITY - MAINTENANCE	1	172,414.00	
INV IV11311	03/05/2024	AVON VALLEY PLANT & EQUIPMENT PTY LTD (AVPE)	OLD QUARRY ROAD WASTE FACILITY - SUPPLIES	1	7,210.17	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 22

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50852	21/05/2024	AVON WASTE	WASTE COLLECTION - SUPPLIES	1		12,760.00
INV 0006231603/05/2024		AVON WASTE	WASTE COLLECTION - SUPPLIES	1	12,320.00	
INV 0006231803/05/2024		AVON WASTE	MOTOR SPORT FESTIVAL - 28/04/2024	1	440.00	
EFT50853	21/05/2024	BEVERLEY & GRAEME GODFREY	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 129 A15861	1		248.45
INV A15861	13/05/2024	BEVERLEY & GRAEME GODFREY	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 129 A15861		248.45	
EFT50854	21/05/2024	BLACKWELL PLUMBING AND GAS PTY LTD	REC CENTRE - REPAIRS	1		286.00
INV INV-305410/05/2024		BLACKWELL PLUMBING AND GAS PTY LTD	BERNARD PARK & BKB - MAINTENANCE	1	121.00	
INV INV-305210/05/2024		BLACKWELL PLUMBING AND GAS PTY LTD	REC CENTRE - REPAIRS	1	165.00	
EFT50855	21/05/2024	BUNNINGS BUILDING SUPPLIES P/L	EMERGENCY SERVICES - SUPPLIES	1		2,429.81
INV 2182/003 18/04/2024		BUNNINGS BUILDING SUPPLIES P/L	CITIZENSHIP CEREMONY - APRIL 2024	1	86.31	
INV 2182/998 22/04/2024		BUNNINGS BUILDING SUPPLIES P/L	EMERGENCY SERVICES - SUPPLIES	1	1,018.40	
INV 2182/998 22/04/2024		BUNNINGS BUILDING SUPPLIES P/L	EMERGENCY SERVICES - SUPPLIES	1	661.63	
INV 2182/004 29/04/2024		BUNNINGS BUILDING SUPPLIES P/L	HENRY STREET OVAL - SUPPLIES	1	29.10	
INV 2182/004 29/04/2024		BUNNINGS BUILDING SUPPLIES P/L	NORTHAM POOL - SUPPLIES	1	16.47	
INV 2182/003 02/05/2024		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	25.40	
INV 2182/002 02/05/2024		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	263.66	
INV 2182/003 02/05/2024		BUNNINGS BUILDING SUPPLIES P/L	INKPEN WASTE FACILITY - SUPPLIES	1	15.08	
INV 2182/998 03/05/2024		BUNNINGS BUILDING SUPPLIES P/L	DEVELOPMENT SERVICES - SUPPLIES	1	80.30	
INV 2182/003 03/05/2024		BUNNINGS BUILDING SUPPLIES P/L	PN2316 - PARTS	1	16.91	
INV 2182/003 03/05/2024		BUNNINGS BUILDING SUPPLIES P/L	PN1909 - MAINTENANCE	1	9.89	
INV 2182/003 03/05/2024		BUNNINGS BUILDING SUPPLIES P/L	PERINA PARK - SUPPLIES	1	34.92	
INV 2182/004 03/05/2024		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	171.74	
EFT50856	21/05/2024	CADD'S FASHIONS	DEPOT - STAFF UNIFORMS	1		563.45

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 23

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 24-00004	02/05/2024	CADD'S FASHIONS	DEPOT - STAFF UNIFORMS	1	563.45	
EFT50857	21/05/2024	CHRISTINE ATTWATER	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 124 A15861	1		248.45
INV A15861	13/05/2024	CHRISTINE ATTWATER	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 124 A15861		248.45	
EFT50858	21/05/2024	CHRISTINE BAKER	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 162 A15861	1		248.45
INV A15861	13/05/2024	CHRISTINE BAKER	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 162 A15861		248.45	
EFT50859	21/05/2024	COMBINED TYRES PTY LTD	PN1908 - MAINTENANCE	1		1,452.00
INV INV-468323	04/2024	COMBINED TYRES PTY LTD	PN1908 - MAINTENANCE	1	1,452.00	
EFT50860	21/05/2024	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION - APRIL 2024	1		2,915.17
INV INV8540	30/04/2024	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION - APRIL 2024	1	2,915.17	
EFT50861	21/05/2024	COUNTRY COMFORTSTYLE NORTHAM	REC CENTRE - OFFICE SUPPLIES	1		383.00
INV 22252	03/05/2024	COUNTRY COMFORTSTYLE NORTHAM	REC CENTRE - OFFICE SUPPLIES	1	383.00	
EFT50862	21/05/2024	COUNTRYWIDE GROUP	DEPOT - SMALL PLANT PURCHASE	1		1,074.90
INV ACC002701	05/2024	COUNTRYWIDE GROUP	DEPOT - SMALL PLANT PURCHASE	1	1,029.00	
INV ACC002702	05/2024	COUNTRYWIDE GROUP	DEPOT - SUPPLIES	1	45.90	
EFT50863	21/05/2024	DAMIAN'S PLUMBING	NORTHAM MOTOR SPORT FESTIVAL 28/04/2024	1		2,712.60
INV 10192	03/05/2024	DAMIAN'S PLUMBING	NORTHAM MOTOR SPORT FESTIVAL 28/04/2024	1	864.60	
INV 10191	03/05/2024	DAMIAN'S PLUMBING	NORTHAM MOTOR SPORT FESTIVAL 28/04/2024	1	1,100.00	
INV 10198	05/05/2024	DAMIAN'S PLUMBING	BROOME TERRACE - REPAIRS	1	473.00	
INV 10226	10/05/2024	DAMIAN'S PLUMBING	BERT HAWKE OVAL - MAINTENANCE	1	275.00	
EFT50864	21/05/2024	DANIEL REILLY	GRANT/SPONSORSHIP - REDISCOVERING THE OLD RAILWAY TRACK	1		477.88

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV EM10/05/10/05/2024		DANIEL REILLY	GRANT/SPONSORSHIP - REDISCOVERING THE OLD RAILWAY TRACK	1	477.88	
EFT50865	21/05/2024	DIANA JESSIE PAIDRA	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 168 A15861	1		248.45
INV A15861	13/05/2024	DIANA JESSIE PAIDRA	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 168 A15861		248.45	
EFT50866	21/05/2024	DIANE NOLAN	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 86 A15861	1		248.45
INV A15861	13/05/2024	DIANE NOLAN	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 86 A15861		248.45	
EFT50867	21/05/2024	DIANNE HANSORD	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 22 A15861	1		248.45
INV A15861	13/05/2024	DIANNE HANSORD	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 22 A15861		248.45	
EFT50868	21/05/2024	DIANNE REIMERS	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 96 A15861	1		248.45
INV A15861	13/05/2024	DIANNE REIMERS	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 96 A15861		248.45	
EFT50869	21/05/2024	DNA TYRE RECOVERY	WASTE COLLECTION - APRIL 2024	1		1,140.70
INV 0314	29/04/2024	DNA TYRE RECOVERY	WASTE COLLECTION - APRIL 2024	1	1,140.70	
EFT50870	21/05/2024	DOREEN TRAEGER	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 85 A15861	1		248.45
INV A15861	13/05/2024	DOREEN TRAEGER	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 85 A15861		248.45	
EFT50871	21/05/2024	DOUGLAS CRAKE	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 74 A15861	1		248.45
INV A15861	13/05/2024	DOUGLAS CRAKE	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 74 A15861		248.45	
EFT50872	21/05/2024	ESTHER CLAIRE BLISS	GRANT/SPONSORSHIP - REDISCOVERING THE OLD RAILWAY LINE	1		209.05
INV EM10/05/10/05/2024		ESTHER CLAIRE BLISS	GRANT/SPONSORSHIP - REDISCOVERING THE OLD RAILWAY LINE	1	209.05	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 25

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50873	21/05/2024	FIONA MCDONAGH	STAFF REIMBURSEMENT - POLICE CLEARANCE	1		44.90
INV 1405074907/05/2024		FIONA MCDONAGH	STAFF REIMBURSEMENT - POLICE CLEARANCE	1	44.90	
EFT50874	21/05/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	BFB - PLANT MAINTENANCE	1		8,846.33
INV 82122	30/04/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	BFB - PLANT MAINTENANCE	1	5,449.90	
INV 82124	30/04/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	BFB - PLANT MAINTENANCE	1	2,395.32	
INV 82123	30/04/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	BFB - PLANT MAINTENANCE	1	1,001.11	
EFT50875	21/05/2024	GEVEKO MARKINGS AUSTRALIA PTY LTD	REC CENTRE - MAINTENANCE	1		3,850.00
INV 1060500129/04/2024		GEVEKO MARKINGS AUSTRALIA PTY LTD	REC CENTRE - MAINTENANCE	1	3,850.00	
EFT50876	21/05/2024	GLOBAL SPILL CONTROL PTY LTD (GLOBAL SPILL & SAFETY)	WASTE FACILITIES - SUPPLIES	1		162.16
INV 216506	02/05/2024	GLOBAL SPILL CONTROL PTY LTD (GLOBAL SPILL & SAFETY)	WASTE FACILITIES - SUPPLIES	1	162.16	
EFT50877	21/05/2024	GRAFTON ELECTRICS	BROOME TERRACE - REPAIRS	1		780.23
INV A235	01/05/2024	GRAFTON ELECTRICS	REC CENTRE - REPAIRS	1	132.00	
INV A242	07/05/2024	GRAFTON ELECTRICS	REC CENTRE - MAINTENANCE	1	202.18	
INV A248	07/05/2024	GRAFTON ELECTRICS	BROOME TERRACE - REPAIRS	1	269.50	
INV A250	08/05/2024	GRAFTON ELECTRICS	PURSLOWE PARK - MAINTENANCE	1	176.55	
EFT50878	21/05/2024	GRAHAM BELL	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 87 A15861	1		248.45
INV A15861	13/05/2024	GRAHAM BELL	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 87 A15861		248.45	
EFT50879	21/05/2024	J.E. COOMBS	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 167 A15861	1		248.45
INV A15861	13/05/2024	J.E. COOMBS	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 167 A15861		248.45	
EFT50880	21/05/2024	JADCO TIME PTY LTD	NORTHAM POOL - SUPPLIES	1		492.50

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 26

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0002991302/05/2024		JADCO TIME PTY LTD	NORTHAM POOL - SUPPLIES	1	492.50	
EFT50881	21/05/2024	JASON SIGNMAKERS	DEPOT - SUPPLIES	1		1,032.28
INV 37775	07/05/2024	JASON SIGNMAKERS	DEPOT - SUPPLIES	1	1,032.28	
EFT50882	21/05/2024	JENNIFER SCHILO	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 93 A15861	1		248.45
INV A15861	13/05/2024	JENNIFER SCHILO	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 93 A15861		248.45	
EFT50883	21/05/2024	JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION	1		16,785.45
INV 002728-D30/04/2024		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION	1	1,760.00	
INV 002727-D30/04/2024		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION	1	1,760.00	
INV 002726-D30/04/2024		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION	1	5,720.00	
INV 002725-D30/04/2024		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION	1	7,545.45	
EFT50884	21/05/2024	KEVIN MULAVEY	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 77 A15861	1		248.45
INV A15861	13/05/2024	KEVIN MULAVEY	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 77 A15861		248.45	
EFT50885	21/05/2024	KLEENHEAT GAS	POOL HEATERS - GAS 23/04/2024	1		8,654.96
INV 2225879723/04/2024		KLEENHEAT GAS	POOL HEATERS - GAS 23/04/2024	1	4,862.86	
INV 2225878730/04/2024		KLEENHEAT GAS	POOL HEATERS - GAS - 30.04.2024	1	3,792.10	
EFT50886	21/05/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1		547.98
INV 392035	25/03/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	486.98	
INV 1377414	01/05/2024	LANDGATE	HEALTH - LEGAL EXPENSES	1	61.00	
EFT50887	21/05/2024	LOTHAR MEWS	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 127 A15861	1		248.45
INV A15861	13/05/2024	LOTHAR MEWS	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 127 A15861		248.45	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 27

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50888	21/05/2024	LYNETTE WHITBREAD	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 28 A15861	1		248.45
INV A15861	13/05/2024	LYNETTE WHITBREAD	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 28 A15861		248.45	
EFT50889	21/05/2024	MALINOWSKI HOLDINGS PTY LTD	AVON MALL - RENT - -MAY 2024	1		1,237.50
INV 0000089423/04/2024		MALINOWSKI HOLDINGS PTY LTD	AVON MALL - RENT - -MAY 2024	1	1,237.50	
EFT50890	21/05/2024	MANDALAY TECHNOLOGIES PTY LTD	OLD QUARRY ROAD WASTE FACILITY - SUPPLIES	1		682.00
INV INV-783426/04/2024		MANDALAY TECHNOLOGIES PTY LTD	OLD QUARRY ROAD WASTE FACILITY - SUPPLIES	1	682.00	
EFT50891	21/05/2024	MARGIE HELLRIEGEL	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 20 A15861	1		248.45
INV A15861	13/05/2024	MARGIE HELLRIEGEL	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 20 A15861		248.45	
EFT50892	21/05/2024	MARIANNE EDITH GASKE	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 97 A15861	1		248.45
INV A15861	13/05/2024	MARIANNE EDITH GASKE	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 97 A15861		248.45	
EFT50893	21/05/2024	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING - EQUIPMENT HIRE	1		8,800.00
INV 85082	30/04/2024	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING - EQUIPMENT HIRE	1	8,800.00	
EFT50894	21/05/2024	MICHAEL HIGGINS	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 27 A15861	1		248.45
INV A15861	13/05/2024	MICHAEL HIGGINS	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 27 A15861		248.45	
EFT50895	21/05/2024	MM ELECTRICAL MERCHANDISING	IT - SUPPLIES	1		192.50
INV 210305-6 01/05/2024		MM ELECTRICAL MERCHANDISING	IT - SUPPLIES	1	192.50	
EFT50896	21/05/2024	MORRIS MACHINING AND FABRICATION PTY LTD	PN2104 - MAINTENANCE	1		2,300.00
INV 0000000428/04/2024		MORRIS MACHINING AND FABRICATION PTY LTD	PN2104 - MAINTENANCE	1	2,300.00	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 28

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50897	21/05/2024	NORTHAM BETTA HOME LIVING	BFB - SUPPLIES	1		179.90
INV 2001006316/04/2024		NORTHAM BETTA HOME LIVING	BFB - SUPPLIES	1	179.90	
EFT50898	21/05/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISMENT	1		534.00
INV 2410	02/05/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISMENT	1	484.00	
INV 2439	03/05/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	NORTHAM MOTOR SPORT FESTIVAL - 28/04/2024	1	50.00	
EFT50899	21/05/2024	NORTHAM FLORIST	EVENT - ANZAC DAY	1		280.00
INV 28740	30/04/2024	NORTHAM FLORIST	EVENT - ANZAC DAY	1	70.00	
INV 28739	30/04/2024	NORTHAM FLORIST	EVENT - ANZAC DAY	1	70.00	
INV 28742	30/04/2024	NORTHAM FLORIST	EVENT - ANZAC DAY	1	70.00	
INV 28743	30/04/2024	NORTHAM FLORIST	EVENT - ANZAC DAY	1	70.00	
EFT50900	21/05/2024	NORTHAM VETERINARY CENTRE	VET EXPENSES - 17/04/2024	1		731.85
INV 109187	18/03/2024	NORTHAM VETERINARY CENTRE	VET EXPENSES - 18/03/2024	1	307.13	
INV 109817	18/04/2024	NORTHAM VETERINARY CENTRE	VET EXPENSES - 17/04/2024	1	424.72	
EFT50901	21/05/2024	NYSSA LUGG	STAFF - REIMBURSEMENT	1		45.25
INV KM 14.0514/05/2024		NYSSA LUGG	STAFF - REIMBURSEMENT	1	45.25	
EFT50902	21/05/2024	OFFICEWORKS SUPERSTORES PTY LTD	IT- EQUIPMENT	1		858.61
INV 3996682924/04/2024		OFFICEWORKS SUPERSTORES PTY LTD	IT - SUPPLIES	1	-299.00	
INV 6139563924/04/2024		OFFICEWORKS SUPERSTORES PTY LTD	ADMIN - OFFICE SUPPLIES	1	110.19	
INV 6139748726/04/2024		OFFICEWORKS SUPERSTORES PTY LTD	IT - SUPPLIES	1	330.95	
INV 6140335229/04/2024		OFFICEWORKS SUPERSTORES PTY LTD	ADMIN - OFFICE SUPPLIES	1	8.52	
INV 6140558901/05/2024		OFFICEWORKS SUPERSTORES PTY LTD	IT- EQUIPMENT	1	707.95	
EFT50903	21/05/2024	PAUL DRAGO DEVCIC	ENGINEERING - ACCOMODATION	1		520.20

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 29

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 49693	08/05/2024	PAUL DRAGO DEVCIC	ENGINEERING - ACCOMODATION	1	520.20	
EFT50904	21/05/2024	PETER BUTTFIELD	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 67 A15861	1		248.45
INV A15861	13/05/2024	PETER BUTTFIELD	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 67 A15861		248.45	
EFT50905	21/05/2024	PLANNING INSTITUTE AUSTRALIA	DEVELOPMENT SERVICES - TRAINING	1		315.00
INV 167024	15/04/2024	PLANNING INSTITUTE AUSTRALIA	DEVELOPMENT SERVICES - TRAINING	1	315.00	
EFT50906	21/05/2024	RED DOT STORE	KILLARA - SUPPLIES	1		62.98
INV 1386938708/05/2024		RED DOT STORE	KILLARA - SUPPLIES	1	62.98	
EFT50907	21/05/2024	RONALD & KAY CAMPBELL	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 119 A15861	1		248.45
INV A15861	13/05/2024	RONALD & KAY CAMPBELL	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 119 A15861		248.45	
EFT50908	21/05/2024	RONALD SKELCHER	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 73 A15861	1		248.45
INV A15861	13/05/2024	RONALD SKELCHER	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 73 A15861		248.45	
EFT50909	21/05/2024	SHARON GAYE GALLUS	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 72 A15861	1		248.45
INV A15861	13/05/2024	SHARON GAYE GALLUS	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 72 A15861		248.45	
EFT50910	21/05/2024	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISMENT	1		1,633.50
INV 7163163830/04/2024		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISMENT	1	1,435.50	
INV 7163163730/04/2024		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISMENT	1	198.00	
EFT50911	21/05/2024	SPECIALISED TREE SERVICE	MULTIPLE SITES - MAINTENANCE	1		1,626.00
INV 4326	10/05/2024	SPECIALISED TREE SERVICE	MULTIPLE SITES - MAINTENANCE	1	1,626.00	
EFT50912	21/05/2024	SPECIALIZED CLEANING GROUP PTY LTD	DEPOT - EQUIPMENT HIRE	1		22,348.92

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 30

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-201324/04/2024		SPECIALIZED CLEANING GROUP PTY LTD	DEPOT - EQUIPMENT HIRE	1	22,348.92	
EFT50913	21/05/2024	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	BFB - FIRST AID KIT SERVICING	1		363.62
INV FAINV0117/01/2024		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	BFB - FIRST AID KIT SERVICING	1	363.62	
EFT50914	21/05/2024	STRATAGREEN	DEPOT - EQUIPMENT	1		571.13
INV 164378	07/05/2024	STRATAGREEN	DEPOT - EQUIPMENT	1	571.13	
EFT50915	21/05/2024	SYNERGY	361669310 RECREATION PRECINCT - POOL - 10/04/2024 to 07/05/2024	1		17,609.30
INV 7968413412/04/2024		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 15/02/2024 to 20/03/2024		116.92	
INV 9812925706/05/2024		SYNERGY	981292570 BAKERS HILL REC CENTRE - 01/03/2024 to 30/04/2024		1,116.01	
INV 3053076107/05/2024		SYNERGY	305307610 AGED ACCOMMODATION WUNDOWIE - 02/03/2024 to 03/05/2024		115.81	
INV 3706392307/05/2024		SYNERGY	370639230 WUNDOWIE TOWN HALL - 02/03/2024 to 03/05/2024		375.25	
INV 9626429907/05/2024		SYNERGY	962642990 WUNDOWIE MEDICAL CENTRE - 02/03/2024 to 03/05/2024		124.23	
INV 3006770707/05/2024		SYNERGY	300677070 WUNDOWIE FOOTBALL PAVILLION - 02/03/2024 to 03/05/2024		427.12	
INV 3616693108/05/2024		SYNERGY	361669310 RECREATION PRECINCT - POOL - 10/04/2024 to 07/05/2024	1	12,915.24	
INV 3534641008/05/2024		SYNERGY	035346410 HOOPER PARK - 06/03/2024 to 03/05/2024		190.92	
INV 1539025108/05/2024		SYNERGY	153902510 OLD NORTHAM DEPOT - 10/04/2024 to 07/05/2024		935.66	
INV 2931107308/05/2024		SYNERGY	293110730 BILYA KOORT BOODJA - 10/04/2024 to 07/05/2024	1	690.90	
INV 3577039908/05/2024		SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 10/04/2024 to 07/05/2024		601.24	
EFT50916	21/05/2024	T&S COCKERHAM	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 98 A15861	1		248.45
INV A15861	13/05/2024	T&S COCKERHAM	REFUND OF PENSION REBATE - SIERRA LIFESTYLE VILLAGE SITE 98 A15861		248.45	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 31

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50917	21/05/2024	THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	DEPOT - CONSUMABLES	1		1,600.00
INV INV-377519/04/2024		THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	DEPOT - CONSUMABLES	1	1,600.00	
EFT50918	21/05/2024	TOTAL CHLORINE SOLUTIONS - ON POINT CORPORATION PTY LTD T/AS	REC CENTRE - TRAINING	1		4,235.00
INV INV-010817/04/2024		TOTAL CHLORINE SOLUTIONS - ON POINT CORPORATION PTY LTD T/AS	REC CENTRE - TRAINING	1	4,235.00	
EFT50919	21/05/2024	TPG NETWORK PTY LTD	TPG - APRIL 2024	1		1,345.50
INV INV0416 30/04/2024		TPG NETWORK PTY LTD	TPG - APRIL 2024	1	1,345.50	
EFT50920	21/05/2024	TPG TELECOM - ACCOUNT 2000050690	TPG - APRIL 2024	1		5,957.92
INV 2045004001/05/2024		TPG TELECOM - ACCOUNT 2000050690	TPG - APRIL 2024	1	5,957.92	
EFT50921	21/05/2024	TPG TELECOM - ACCOUNT 2000054211	TPG - APRIL 2024	1		705.52
INV 2044917101/05/2024		TPG TELECOM - ACCOUNT 2000054211	TPG - APRIL 2024	1	705.52	
EFT50922	21/05/2024	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	DEPOT - CONSUMABLES	1		2,014.54
INV INV-465630/04/2024		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	DEPOT - CONSUMABLES	1	1,166.22	
INV INV-463430/04/2024		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD		1	848.32	
EFT50923	21/05/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 09/05/2024	1		50.00
INV 37	09/05/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 09/05/2024	1	50.00	
EFT50924	21/05/2024	VINCELEC	BKB - REPAIRS	1		393.78
INV IV2162	07/05/2024	VINCELEC	NORTHAM LIBRARY - REPAIRS	1	190.00	
INV IV2165	10/05/2024	VINCELEC	BKB - REPAIRS	1	203.78	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 32

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50925	21/05/2024	WA CONTRACT RANGER SERVICES	C.202324-01 - POUND MANAGEMENT 08/04/2024-05/05/2024	1		2,090.00
INV 0000548105/05/2024		WA CONTRACT RANGER SERVICES	CAT MANAGMENT - NOVEMBER/DECEMBER 2023 & APRIL 2024	1	550.00	
INV 0000548005/05/2024		WA CONTRACT RANGER SERVICES	C.202324-01 - POUND MANAGEMENT 08/04/2024-05/05/2024	1	1,540.00	
EFT50926	21/05/2024	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	T1263 - INFRASTRUCTURE BOND - REFUND	1		1,000.00
INV T1263	15/05/2024	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	T1263 - INFRASTRUCTURE BOND - REFUND	1	1,000.00	
EFT50927	21/05/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	DEPOT - EQUIPMENT HIRE	1		3,651.62
INV INV-172715/02/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1305 - REPAIRS	1	570.00	
INV INV-168715/04/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	DEPOT - EQUIPMENT HIRE	1	1,760.00	
INV INV-175518/04/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1003 - REPAIRS	1	578.50	
INV INV-174823/04/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1810 - REPAIRS	1	523.12	
INV INV-166208/05/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	DEPOT - EQUIPMENT HIRE	1	220.00	
EFT50928	21/05/2024	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MAINTENANCE 19/04/2024-03/05/2024	1		7,599.84
INV 0030159019/04/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MAINTENANCE 05/04/2024-19/04/2024	1	2,194.20	
INV 0030159130/04/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	RIVERS EDGE FOOTPATH - MAINTENANCE	1	1,408.00	
INV 0030159906/05/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MAINTENANCE 19/04/2024-03/05/2024	1	3,997.64	
EFT50929	21/05/2024	YVONNE KICKETT	WELCOME TO COUNTRY - 10.05.2024	1		550.00
INV 40	15/05/2024	YVONNE KICKETT	WELCOME TO COUNTRY - 10.05.2024	1	550.00	
EFT50930	21/05/2024	ZENIEN	IT- CONSULTATION	1		105.27
INV I12056	30/04/2024	ZENIEN	IT- CONSULTATION	1	105.27	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 33

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50931	23/05/2024	GDR CIVIL CONTRACTING PTY LTD	C.202324-07 - CLAIM 7	1		270,995.58
INV 2362	26/04/2024	GDR CIVIL CONTRACTING PTY LTD	KENNEDY STREET - CAPITAL WORKS	1	11,968.00	
INV 2362	26/04/2024	GDR CIVIL CONTRACTING PTY LTD	KENNEDY ST - CAPITAL WORKS	1	72,942.47	
INV 2365	29/04/2024	GDR CIVIL CONTRACTING PTY LTD	MITCHELL AVE - CAPITAL WORKS	1	15,386.93	
INV 2368	08/05/2024	GDR CIVIL CONTRACTING PTY LTD	C.202324-07 - CLAIM 7	1	87,979.32	
INV 2374	20/05/2024	GDR CIVIL CONTRACTING PTY LTD	C.202324-07 - CLAIM 8	1	82,718.86	
EFT50932	24/05/2024	ABOUT BUNTING	NORTHAM MOTOR SPORT FESTIVAL - 28/04/2024	1		638.00
INV 0001214112/03/2024		ABOUT BUNTING	NORTHAM MOTOR SPORT FESTIVAL - 28/04/2024	1	638.00	
EFT50933	24/05/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1913 - REPAIRS	1		153.86
INV 2845824	16/05/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1913 - REPAIRS	1	153.86	
EFT50934	24/05/2024	ALLMARK & ASSOCIATES PTY LTD	BADGES & NAME PLAQUES	1		102.30
INV IN00423302/05/2024		ALLMARK & ASSOCIATES PTY LTD	BADGES & NAME PLAQUES	1	102.30	
EFT50935	24/05/2024	AURORA ENVIRONMENTAL	ENGINEERING SERVICES - CONSULTING SERVICES APRIL 2024	1		6,287.04
INV 21612	15/05/2024	AURORA ENVIRONMENTAL	ENGINEERING SERVICES - CONSULTING SERVICES APRIL 2024	1	6,287.04	
EFT50936	24/05/2024	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COUNCILOR - TRAINING	1		2,440.00
INV NGA241107/05/2024		AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COUNCILOR - TRAINING	1	1,220.00	
INV NGA241107/05/2024		AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CEO - TRAINING	1	1,220.00	
EFT50937	24/05/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		159.00
INV DEDUCT21/05/2024		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		159.00	
EFT50938	24/05/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 07/05/2024	1		75,025.00

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 34

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV CY20052	20/05/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 07/05/2024	1	75,025.00	
EFT50939	24/05/2024	AUTOPRO NORTHAM	WUNDOWIE RV PARK - SUPPLIES	1		100.04
INV 1139515	17/05/2024	AUTOPRO NORTHAM	WUNDOWIE RV PARK - SUPPLIES	1	100.04	
EFT50940	24/05/2024	AVON VALLEY TOYOTA	RANGERS - LIGHT FLEET PURCHASE	1		41,875.25
INV RII1600124	04/2024	AVON VALLEY TOYOTA	RANGERS - LIGHT FLEET PURCHASE	1	41,585.25	
INV JC14015909	05/2024	AVON VALLEY TOYOTA	PN2306 - MAINTENANCE	1	290.00	
EFT50941	24/05/2024	BAKERS HILL RURAL SUPPLIES & HARDWARE	WUNDOWIE RV PARK - SUPPLIES	1		151.00
INV 203701	17/05/2024	BAKERS HILL RURAL SUPPLIES & HARDWARE	WUNDOWIE RV PARK -SUPPLIES	1	28.00	
INV 203671	17/05/2024	BAKERS HILL RURAL SUPPLIES & HARDWARE	WUNDOWIE RV PARK - SUPPLIES	1	123.00	
EFT50942	24/05/2024	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL COSTS - MAY 2024	1		965.50
INV 20574	06/05/2024	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL COSTS - MAY 2024	1	965.50	
EFT50943	24/05/2024	BLACKWELL PLUMBING AND GAS PTY LTD	REC CENTRE - MAINTENANCE	1		220.00
INV INV-305008	05/2024	BLACKWELL PLUMBING AND GAS PTY LTD	REC CENTRE - MAINTENANCE	1	220.00	
EFT50944	24/05/2024	BRITT HADLOW	FUEL CHARGES - MAY 2024	1		95.93
INV DT20052	20/05/2024	BRITT HADLOW	FUEL CHARGES - MAY 2024	1	95.93	
EFT50945	24/05/2024	BUILDING & ENERGY	BSL PAYMENT - APRIL 2024	1		6,014.04
INV T1080	22/05/2024	BUILDING & ENERGY	BSL PAYMENT - APRIL 2024	1	6,014.04	
EFT50946	24/05/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF - PAYMENT - APRIL 2024	1		1,949.71

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 35

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T1079	21/05/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF - PAYMENT - APRIL 2024	1	1,949.71	
EFT50947	24/05/2024	BUNNINGS BUILDING SUPPLIES P/L	OLD QUARRY ROAD WASTE FACILITY - MAINTENANCE	1		1,540.76
INV 2182/004	03/05/2024	BUNNINGS BUILDING SUPPLIES P/L	OLD QUARRY ROAD WASTE FACILITY - MAINTENANCE	1	784.20	
INV 2182/003	06/05/2024	BUNNINGS BUILDING SUPPLIES P/L	HENRY STREET OVAL - SUPPLIES	1	51.23	
INV 2182/002	07/05/2024	BUNNINGS BUILDING SUPPLIES P/L	QUARRY ROAD WASTE FACILITY - MAINTENANCE	1	159.42	
INV 2182/003	07/05/2024	BUNNINGS BUILDING SUPPLIES P/L	BERNARD PARK - SUPPLIES	1	18.62	
INV 2182/003	07/05/2024	BUNNINGS BUILDING SUPPLIES P/L	MORREL PARK - SUPPLIES	1	93.08	
INV 2182/003	08/05/2024	BUNNINGS BUILDING SUPPLIES P/L	WUNDOWIE OVAL - MAINTENANCE	1	68.32	
INV 2182/003	09/05/2024	BUNNINGS BUILDING SUPPLIES P/L	MORRELL PARK - SUPPLIES	1	44.94	
INV 2182/002	09/05/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - MAINTENANCE	1	110.98	
INV 2182/003	13/05/2024	BUNNINGS BUILDING SUPPLIES P/L	WWTPLANT - SUPPLIES	1	58.53	
INV 2182/003	14/05/2024	BUNNINGS BUILDING SUPPLIES P/L	PN2104 - SUPPLIES	1	45.50	
INV 2182/003	15/05/2024	BUNNINGS BUILDING SUPPLIES P/L	WUNDOWIE OVAL - SUPPLIES	1	105.94	
EFT50948	24/05/2024	CADD'S FASHIONS	ADMIN - STAFF UNIFORMS	1		721.94
INV 23-00010	28/09/2023	CADD'S FASHIONS	ADMIN - STAFF UNIFORMS	1	324.70	
INV 24-00004	02/05/2024	CADD'S FASHIONS	HR - UNIFORMS	1	301.80	
INV 24-00004	02/05/2024	CADD'S FASHIONS	GOVERNANCE - UNIFORMS	1	25.45	
INV 24-00004	13/05/2024	CADD'S FASHIONS	DEPOT - UNIFORMS	1	69.99	
EFT50949	24/05/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 - MAINTENANCE	1		2,747.53
INV 0000458905	02/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN2103 - REPAIRS	1	234.30	
INV 0000466214	05/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 - MAINTENANCE	1	1,116.23	
INV 0000466315	05/2024	CENTRAL MOBILE MECHANICAL REPAIRS	ENGINEERING - EQUIPMENT HIRE	1	1,089.00	
INV 0000466720	05/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN2003 - REPAIRS	1	308.00	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 36

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50950	24/05/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING 18/03/2024 - 21/04/2024	1		12,193.23
INV 0003676521/04/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING 18/03/2024 - 21/04/2024	1	12,193.23	
EFT50951	24/05/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		538.41
INV DEDUCT21/05/2024		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		538.41	
EFT50952	24/05/2024	CLARK EQUIPMENT	PN1910 - REPAIRS	1		418.97
INV 0827327917/05/2024		CLARK EQUIPMENT	PN1910 - REPAIRS	1	418.97	
EFT50953	24/05/2024	CONTRAFLOW PTY LTD	BILYA FESTIVAL - 09/08/2024	1		396.00
INV T18/9193 07/05/2024		CONTRAFLOW PTY LTD	BILYA FESTIVAL - 09/08/2024	1	396.00	
EFT50954	24/05/2024	CORA BIKE RACK PTY LTD	MITCHELL AVE - CAPITAL WORKS	1		1,611.50
INV INV-644802/05/2024		CORA BIKE RACK PTY LTD	MITCHELL AVE - CAPITAL WORKS	1	1,611.50	
EFT50955	24/05/2024	COUNTRYWIDE GROUP	P100 - MAINTENANCE	1		377.45
INV ACC002710/05/2024		COUNTRYWIDE GROUP	P100 - MAINTENANCE	1	377.45	
EFT50956	24/05/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM MOTOR SPORT FESTIVAL - 28/04/2024	1		3,068.40
INV 1129	30/04/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM MOTOR SPORT FESTIVAL - 28/04/2024	1	1,579.00	
INV 1131	07/05/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - MAINTENANCE	1	184.80	
INV 1133	14/05/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	HENRY STREET & BERT HAWKE OVAL - MAINTENANCE	1	1,304.60	
EFT50957	24/05/2024	DEBORAH L MOODY	CENTRE OF WOMENS HEALTH & WELLBEING - PROGRAM & EVENTS	1		300.00
INV 75942	22/05/2024	DEBORAH L MOODY	CENTRE OF WOMENS HEALTH & WELLBEING - PROGRAM & EVENTS	1	300.00	
EFT50958	24/05/2024	DOWNER EDI WORKS PTY LTD	SUSPENSION BRIDGE - MAINTENANCE	1		22,169.44
INV 806470	03/05/2024	DOWNER EDI WORKS PTY LTD	SUSPENSION BRIDGE - MAINTENANCE	1	22,169.44	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 37

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT50959	24/05/2024	EASIFLEET	PAYROLL DEDUCTIONS	1		605.60
INV DEDUCT21/05/2024		EASIFLEET	PAYROLL DEDUCTIONS		320.53	
INV DEDUCT21/05/2024		EASIFLEET	PAYROLL DEDUCTIONS		285.07	
EFT50960	24/05/2024	ELGAS PTY LTD	BFB - SUPPLIES	1		116.60
INV 0361053601/05/2024		ELGAS PTY LTD	BFB - SUPPLIES	1	116.60	
EFT50961	24/05/2024	ENVIRO PIPES PTY LTD	JENNAPULLIN RD - MATERIALS	1		6,105.00
INV 62774	26/03/2024	ENVIRO PIPES PTY LTD	JENNAPULLIN RD - MATERIALS	1	6,105.00	
EFT50962	24/05/2024	ENVIRONMENTAL HEALTH AUSTRALIA	HEALTH - TRAINING	1		473.00
INV 3785091523/04/2024		ENVIRONMENTAL HEALTH AUSTRALIA	HEALTH - TRAINING	1	473.00	
EFT50963	24/05/2024	FM SURVEYS	ENGINEERING SERVICES - CONSULTING SERVICES - APRIL 2024	1		12,760.00
INV INV-217529/04/2024		FM SURVEYS	ENGINEERING SERVICES - CONSULTING SERVICES - APRIL 2024	1	12,760.00	
EFT50964	24/05/2024	FULTON HOGAN INDUSTRIES PTY LTD	FORREST STREET - SUPPLIES	1		1,381.95
INV 1905313221/05/2024		FULTON HOGAN INDUSTRIES PTY LTD	FORREST STREET - SUPPLIES	1	1,381.95	
EFT50965	24/05/2024	GRAFTON ELECTRICS	MINSON AVE - MAINTENANCE	1		10,450.00
INV A193	03/04/2024	GRAFTON ELECTRICS	MINSON AVE - MAINTENANCE	1	10,450.00	
EFT50966	24/05/2024	GREENFIELD TECHNICAL SERVICES	ENINIEERING SERVICES - CONSULTANCY SERVICES MARCH 2024	1		6,774.08
INV INV-390820/03/2024		GREENFIELD TECHNICAL SERVICES	ENINIEERING SERVICES - CONSULTANCY SERVICES MARCH 2024	1	6,774.08	
EFT50967	24/05/2024	HILLS CONCRETE PTY LTD	WUNDOWIE OVAL - SUPPLIES	1		1,100.00
INV 1822	08/05/2024	HILLS CONCRETE PTY LTD	WUNDOWIE OVAL - SUPPLIES	1	1,100.00	
EFT50968	24/05/2024	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	BFB - SUPPLIES	1		5,755.22

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 38

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-185023/04/2024		INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	BFB - SUPPLIES	1	3,015.08	
INV INV-186002/05/2024		INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	BFB - SUPPLIES	1	2,740.14	
EFT50969	24/05/2024	IT VISION	CORPORATE SERVICES - FEES	1		14,446.50
INV 39181	27/10/2023	IT VISION	CORPORATE SERVICES - FEES	1	10,560.00	
INV 39504	27/02/2024	IT VISION	ADMIN - TRAINING	1	825.00	
INV 39503	27/02/2024	IT VISION	CORPORATE SERVICES - TRAINING	1	157.50	
INV 39604	01/04/2024	IT VISION	ADMIN - TRAINING	1	825.00	
INV 39646	29/04/2024	IT VISION	CORPORATE SERVICES - FEES & CHARGES	1	2,079.00	
EFT50970	24/05/2024	IXOM OPERATIONS PTY LTD	WWTP & NORTHAM POOL - SUPPLIES	1		505.89
INV 6809563	30/04/2024	IXOM OPERATIONS PTY LTD	WWTP & NORTHAM POOL - SUPPLIES	1	505.89	
EFT50971	24/05/2024	JAMIE GARLETT	BURLONG POOL EVENTS - BKB	1		400.00
INV 75920	21/05/2024	JAMIE GARLETT	BURLONG POOL EVENTS - BKB	1	400.00	
EFT50972	24/05/2024	JS TECHNOLOGY & DIGITAL PTY LTD	IT - SUPPLIES	1		678.00
INV INV0705	07/05/2024	JS TECHNOLOGY & DIGITAL PTY LTD	IT - SUPPLIES	1	678.00	
EFT50973	24/05/2024	KLEENHEAT GAS	POOL HEATERS - GAS - 07/05/2024	1		4,262.56
INV 2226105607/05/2024		KLEENHEAT GAS	POOL HEATERS - GAS - 07/05/2024	1	4,262.56	
EFT50974	24/05/2024	KLEENWEST	REC CENTRE - SUPPLIES	1		113.96
INV 0009467815/05/2024		KLEENWEST	REC CENTRE - SUPPLIES	1	113.96	
EFT50975	24/05/2024	KUDZAI MATANGA	STAFF - REIMBURSEMENT	1		50.62
INV CY2105220/05/2024		KUDZAI MATANGA	STAFF - REIMBURSEMENT	1	50.62	
EFT50976	24/05/2024	LAB3 PTY LTD	ENGINEERING - GRANT	1		23,320.00

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 39

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV6113	16/05/2024	LAB3 PTY LTD	ENGINEERING - GRANT	1	23,320.00	
EFT50977	24/05/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1		418.13
INV 392663	23/04/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	418.13	
EFT50978	24/05/2024	LYNETTE KAYE HOLMES	CORPORATE SERVICES - POLICE CLEARANCE	1		58.70
INV 5C81FAF18/03/2024		LYNETTE KAYE HOLMES	CORPORATE SERVICES - POLICE CLEARANCE	1	58.70	
EFT50979	24/05/2024	MADDISON LEWIS	BUILDING APP WITHDRAWAL - BA24017	1		171.65
INV GT 17.05.17/05/2024		MADDISON LEWIS	BUILDING APP WITHDRAWAL - BA24017	1	110.00	
INV T1080	21/05/2024	MADDISON LEWIS	BUILDING APP WITHDRAWAL - BA24017	1	61.65	
EFT50980	24/05/2024	MM ELECTRICAL MERCHANDISING	IT - SUPPLIES	1		269.50
INV 210528-6/07/05/2024		MM ELECTRICAL MERCHANDISING	IT - SUPPLIES	1	269.50	
EFT50981	24/05/2024	MORRIS MACHINING AND FABRICATION PTY LTD	PN1805 - REPAIRS	1		500.00
INV 0000000419/05/2024		MORRIS MACHINING AND FABRICATION PTY LTD	PN1805 - REPAIRS	1	500.00	
EFT50982	24/05/2024	NAVMAN WIRELESS PTY LTD	SOFTWARE SUBSCRIPTION	1		171.38
INV 9306712115/05/2024		NAVMAN WIRELESS PTY LTD	SOFTWARE SUBSCRIPTION	1	171.38	
EFT50983	24/05/2024	NINTEX PTY LTD	SOFTWARE SUBSCRIPTION	1		34,895.48
INV INV8261/07/05/2024		NINTEX PTY LTD	SOFTWARE SUBSCRIPTION	1	34,895.48	
EFT50984	24/05/2024	NORTHAM BETTA HOME LIVING	BFB - EQUIPMENT	1		329.00
INV 2001006407/05/2024		NORTHAM BETTA HOME LIVING	BFB - EQUIPMENT	1	329.00	
EFT50985	24/05/2024	NORTHAM RACE CLUB (INC)	HENRY STREET OVAL - EQUIPMENT HIRE	1		1,100.00
INV 0000026713/05/2024		NORTHAM RACE CLUB (INC)	HENRY STREET OVAL - EQUIPMENT HIRE	1	1,100.00	
EFT50986	24/05/2024	NORTHSTAR ASSET PTY LTD	MOTHERS DAY MOVIE NIGHT - 10/05/2024	1		1,210.00

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 40

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0001295108/05/2024		NORTHSTAR ASSET PTY LTD	MOTHERS DAY MOVIE NIGHT - 10/05/2024	1	1,210.00	
EFT50987	24/05/2024	NUTRIEN WATER	WWTP - SUPPLIES	1		485.56
INV 4131660414/05/2024		NUTRIEN WATER	DEPOT - SUPPLIES	1	67.71	
INV 4131690616/05/2024		NUTRIEN WATER	WWTP - SUPPLIES	1	417.85	
EFT50988	24/05/2024	OXTER SERVICES	C.202223-13 - BURIALS - 02.05.2024	1		1,639.00
INV 28797	06/05/2024	OXTER SERVICES	C.202223-13 - BURIALS - 02.05.2024	1	1,639.00	
EFT50989	24/05/2024	RM SMITH & SONS	KENNEDY STREET - CAPITAL WORKS	1		7,856.63
INV 241720	20/05/2024	RM SMITH & SONS	JENNAPULLIN RD - SUPPLIES	1	649.57	
INV 241721	20/05/2024	RM SMITH & SONS	WUNDOWIE OVAL - SUPPLIES	1	1,912.81	
INV 241719	20/05/2024	RM SMITH & SONS	KENNEDY STREET - CAPITAL WORKS	1	3,308.18	
INV 241722	20/05/2024	RM SMITH & SONS	WUNDOWIE OVAL - SUPPLIES	1	1,986.07	
EFT50990	24/05/2024	RUDEEZ - PJ & JA MORTON T/AS	DEPOT - UNIFORMS	1		209.00
INV 31/05/20231/05/2024		RUDEEZ - PJ & JA MORTON T/AS	DEPOT - UNIFORMS	1	179.00	
INV 31/05/20231/05/2024		RUDEEZ - PJ & JA MORTON T/AS	DEPOT - PPE	1	30.00	
EFT50991	24/05/2024	RURAL TRAFFIC SERVICES PTY LTD	NORTHAM MOTOR SPORT FESTIVAL - 28/04/2024	1		3,970.40
INV 0000479930/04/2024		RURAL TRAFFIC SERVICES PTY LTD	NORTHAM MOTOR SPORT FESTIVAL - 28/04/2024	1	3,970.40	
EFT50992	24/05/2024	SHIRE OF TOODYAY	AROC - APRIL 2024	1		932.00
INV T957	21/05/2024	SHIRE OF TOODYAY	AROC - APRIL 2024	1	932.00	
EFT50993	24/05/2024	SPECIALIZED CLEANING GROUP PTY LTD	DEPOT - STREET SWEEPING MAY 2024	1		5,397.48
INV INV-203010/05/2024		SPECIALIZED CLEANING GROUP PTY LTD	DEPOT - STREET SWEEPING MAY 2024	1	5,397.48	
EFT50994	24/05/2024	SPORTSPOWER NORTHAM H & H JOUBERT	REC CENTRE - UNIFORMS	1		1,681.25
INV 24-00005 08/05/2024		SPORTSPOWER NORTHAM H & H JOUBERT	POOL - SUPPLIES	1	90.00	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 41

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 24-00004	13/05/2024	SPORTSPOWER NORTHAM H & H JOUBERT	REC CENTRE - UNIFORMS	1	1,591.25	
EFT50995	24/05/2024	STEPHEN MICHAEL FOUNDATION LTD	REC CENTRE - PROGRAM AND EVENTS	1		5,500.00
INV INV-063310	05/2024	STEPHEN MICHAEL FOUNDATION LTD	REC CENTRE - PROGRAM AND EVENTS	1	5,500.00	
EFT50996	24/05/2024	SUN ROAD FOOD & BEVERAGE	KIOSK - STOCK	1		459.03
INV 1332248	11/03/2024	SUN ROAD FOOD & BEVERAGE	KIOSK - STOCK	1	459.03	
EFT50997	24/05/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MAY 2024	1		505.47
INV 0628-S30	14/04/2024	TEAM GLOBAL EXPRESS PTY LTD	FRIEGHT CHARGES - APRIL 2024	1	166.02	
INV 0632-S30	12/05/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MAY 2024	1	339.45	
EFT50998	24/05/2024	TELSTRA LIMITED	TELSTRA - APRIL / MAY 2024	1		3,832.51
INV 2726008910	05/2024	TELSTRA LIMITED	TELSTRA - APRIL / MAY 2024	1	2,963.44	
INV 2726008910	05/2024	TELSTRA LIMITED	TELSTRA - APRIL / MAY 2024	1	546.78	
INV 2726009010	05/2024	TELSTRA LIMITED	TELSTRA - APRIL / MAY 2024	1	322.29	
EFT50999	24/05/2024	THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	DEPOT - SUPPLIES	1		425.00
INV INV-380015	05/2024	THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	DEPOT - SUPPLIES	1	425.00	
EFT51000	24/05/2024	WARRICKS NEWSAGENCY	ADMIN - OFFICE SUPPLIES	1		313.62
INV 75605	08/05/2024	WARRICKS NEWSAGENCY	ADMIN - OFFICE SUPPLIES	1	313.62	
EFT51001	24/05/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1910 - REPAIRS	1		1,898.00
INV INV-170601	03/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	P100 - REPAIRS	1	263.50	
INV INV-175430	04/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2104 - MAINTENANCE	1	299.50	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 42

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-176309/05/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1910 - REPAIRS	1	922.50	
INV INV-176310/05/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1911 - REPAIRS	1	412.50	
EFT51002	24/05/2024	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MAINTENANCE 12/01/2024 TO 26/01/2024	1		5,019.61
INV 0030156330/01/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MAINTENANCE 12/01/2024 TO 26/01/2024	1	5,019.61	
EFT51003	24/05/2024	WHEATBELT FACE PAINTING COMPANY - CARA GRIGIO T/AS	NORTHAM MOTOR SPORT FESTIVAL - 28/04/2024	1		840.00
INV 012	17/04/2024	WHEATBELT FACE PAINTING COMPANY - CARA GRIGIO T/AS	NORTHAM MOTOR SPORT FESTIVAL - 28/04/2024	1	840.00	
EFT51004	24/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	IT - SUPPLIES	1		4,169.76
INV 31543	03/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	IT - SUPPLIES	1	72.30	
INV 31538	03/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	IT - SUPPLIES	1	99.80	
INV 31540	03/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	IT - SUPPLIES	1	179.00	
INV 220398	06/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	CREATE 298 - COPIER SERVICE/METER READING	1	105.38	
INV 220490	07/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE/METER READING	1	74.02	
INV 220492	07/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT - COPIER SERVICE/METER READING	1	333.70	
INV 220497	07/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - COPIER SERVICE/METER READING	1	211.96	
INV 220499	07/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE/METER READING	1	925.41	
INV 220493	07/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	EMERGENCY SERVICES - COPIER METER READING	1	29.03	
INV 220495	07/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE - METER READING	1	78.72	
INV 220494	07/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	BKB - METER READING	1	44.84	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 43

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 31569	10/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	IT - SUPPLIES	1	23.60	
INV 31581	15/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	IT - SUPPLIES	1	1,992.00	
EFT51005	24/05/2024	YELLOW CITRINE PTY LTD	MOTHERS DAY MOVIE NIGHT - 10/05/2024	1		2,250.00
INV INV-456509/04/2024		YELLOW CITRINE PTY LTD	MOTHERS DAY MOVIE NIGHT - 10/05/2024	1	2,250.00	
EFT51006	24/05/2024	YVONNE KICKETT	ON COUNTRY VISIT - 21/05/2024	1		400.00
INV 75927	21/05/2024	YVONNE KICKETT	ON COUNTRY VISIT - 21/05/2024	1	400.00	
EFT51007	30/05/2024	ACCESS UNLIMITED INTERNATIONAL PTY LTD	NORTHAM POOL -TRAINING	1		1,900.00
INV I44750	23/04/2024	ACCESS UNLIMITED INTERNATIONAL PTY LTD	NORTHAM POOL -TRAINING	1	1,900.00	
EFT51008	30/05/2024	ALCHEMY TECHNOLOGY	KILLARA - SUBSCRIPTION 2024 / 2025	1		2,552.55
INV 8889	03/05/2024	ALCHEMY TECHNOLOGY	KILLARA - SUBSCRIPTION 2024 / 2025	1	2,552.55	
EFT51009	30/05/2024	ALLISON CONTRACTING AND BOILER MAKING - JACOB ALLISON T/AS	APEX PARK - REPAIRS	1		120.00
INV INV-007824/05/2024		ALLISON CONTRACTING AND BOILER MAKING - JACOB ALLISON T/AS	APEX PARK - REPAIRS	1	120.00	
EFT51010	30/05/2024	AUSCO PLUMBING & GAS PTY LTD	WUNDOWIE DAYCARE - MTCE	1		891.00
INV INV-129702/05/2024		AUSCO PLUMBING & GAS PTY LTD	WUNDOWIE DAYCARE - MTCE	1	891.00	
EFT51011	30/05/2024	AUTOPRO NORTHAM	DEPOT - SUPPLIES	1		76.81
INV 1141349	27/05/2024	AUTOPRO NORTHAM	DEPOT - SUPPLIES	1	66.49	
INV 1141517	28/05/2024	AUTOPRO NORTHAM	DEPOT - SUPPLIES	1	10.32	
EFT51012	30/05/2024	AVON VALLEY ARTS SOCIETY (INC)	VISITORS CENTRE - STOCK	1		178.57
INV 1085	08/04/2024	AVON VALLEY ARTS SOCIETY (INC)	VISITORS CENTRE - STOCK	1	178.57	
EFT51013	30/05/2024	AVON VALLEY BAKERY	KILLARA - MEALS FOR CLIENTS	1		25.00

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 44

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-171224/05/2024		AVON VALLEY BAKERY	KILLARA - MEALS FOR CLIENTS	1	25.00	
EFT51014	30/05/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION 17.05.2024	1		81,229.31
INV 62759	03/05/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION 03.05.2024	1	40,212.89	
INV 62795	17/05/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION 17.05.2024	1	41,016.42	
EFT51015	30/05/2024	BLACKWELL PLUMBING AND GAS PTY LTD	VISITORS CENTRE - REPAIRS	1		321.20
INV INV-306122/05/2024		BLACKWELL PLUMBING AND GAS PTY LTD	VISITORS CENTRE - REPAIRS	1	123.20	
INV INV-306323/05/2024		BLACKWELL PLUMBING AND GAS PTY LTD	REC CENTRE - MAINTENANCE	1	99.00	
INV INV-306424/05/2024		BLACKWELL PLUMBING AND GAS PTY LTD	BKB - REPAIRS	1	99.00	
EFT51016	30/05/2024	BOEKEMAN MACHINERY (WA) PTY LTD	PN1809 - PLANT PARTS	1		90.54
INV 393284	21/05/2024	BOEKEMAN MACHINERY (WA) PTY LTD	PN1809 - PLANT PARTS	1	90.54	
EFT51017	30/05/2024	BUILDING & ENERGY	BSL PAYMENT - JANUARY 2024	1		7,777.49
INV T1080	30/05/2024	BUILDING & ENERGY	BSL PAYMENT - JANUARY 2024	1	7,777.49	
EFT51018	30/05/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1		2,724.92
INV 2182/998	30/04/2024	BUNNINGS BUILDING SUPPLIES P/L	RANGER - SUPPLIES	1	75.22	
INV 2182/998	02/05/2024	BUNNINGS BUILDING SUPPLIES P/L	RANGER - SUPPLIES	1	547.78	
INV 2182/002	09/05/2024	BUNNINGS BUILDING SUPPLIES P/L	DEVELOPMENT SERVICES - SUPPLIES	1	97.74	
INV 2182/003	13/05/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	614.85	
INV 2182/003	14/05/2024	BUNNINGS BUILDING SUPPLIES P/L	KILLARA - SUPPLIES	1	188.21	
INV 2182/003	15/05/2024	BUNNINGS BUILDING SUPPLIES P/L	KILLARA - SUPPLIES	1	251.50	
INV 2182/003	15/05/2024	BUNNINGS BUILDING SUPPLIES P/L	KILLARA - CREDIT NOTE	1	14.84	
INV 2182/003	15/05/2024	BUNNINGS BUILDING SUPPLIES P/L	KILLARA - CREDIT NOTE	1	-12.30	
INV 2182/003	16/05/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	147.38	
INV 2182/002	17/05/2024	BUNNINGS BUILDING SUPPLIES P/L	NORTHAM POOL - SUPPLIES	1	319.50	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 45

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2182/003	20/05/2024	BUNNINGS BUILDING SUPPLIES P/L	PARKS AND GARDENS - SUPPLIES	1	69.36	
INV 2182/003	21/05/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	48.58	
INV 2182/998	21/05/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	63.68	
INV 2182/002	23/05/2024	BUNNINGS BUILDING SUPPLIES P/L	PARKS & GARDENS - SUPPLIES	1	298.58	
EFT51019	30/05/2024	CADD'S FASHIONS	DEPOT - UNIFORMS	1		1,033.38
INV 24-00000	17/01/2024	CADD'S FASHIONS	DEPOT - SUPPLIES	1	220.00	
INV 24-00001	05/02/2024	CADD'S FASHIONS	DEPOT - UNIFORMS	1	189.99	
INV 24-00002	21/03/2024	CADD'S FASHIONS	DEPOT - UNIFORMS	1	199.99	
INV 24-00005	23/05/2024	CADD'S FASHIONS	RANGER - UNIFORMS	1	93.00	
INV 24-00005	23/05/2024	CADD'S FASHIONS	DEPOT - UNIFORMS	1	330.40	
EFT51020	30/05/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1805 - PLANT MTCE	1		1,163.69
INV 0000467827	05/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1805 - PLANT MTCE	1	1,163.69	
EFT51021	30/05/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING - APRIL / MAY 2024	1		11,705.53
INV 0003685020	05/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING - APRIL / MAY 2024	1	1,734.17	
INV 0003684920	05/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING - APRIL / MAY 2024	1	9,971.36	
EFT51022	30/05/2024	COMBINED TYRES PTY LTD	PN1706 - PLANT MTCE	1		1,214.40
INV INV-476222	05/2024	COMBINED TYRES PTY LTD	PN1706 - PLANT MTCE	1	1,214.40	
EFT51023	30/05/2024	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - JUNE 2024	1		687.69
INV CINS316	20/05/2024	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - JUNE 2024	1	637.87	
INV CINS316	20/05/2024	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - JUNE 2024	1	49.82	
EFT51024	30/05/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	KILLARA - MAINTENANCE	1		5,369.44
INV 134665	01/05/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	KILLARA - MAINTENANCE	1	3,298.68	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 46

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 134676	10/05/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM LIBRARY - MTCE	1	519.83	
INV 134677	10/05/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	OLD GIRLS SCHOOL - MTCE	1	434.75	
INV 134678	10/05/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM TIP - MTCE	1	351.18	
INV 134797	22/05/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	KILLARA - REPAIR	1	765.00	
EFT51025	30/05/2024	DAMIAN'S PLUMBING	REC CENTRE - REPAIRS	1		464.00
INV 10109	11/04/2024	DAMIAN'S PLUMBING	PEEL TCE - REPAIRS (BALANCE OWING)	1	24.00	
INV 10254	22/05/2024	DAMIAN'S PLUMBING	REC CENTRE - REPAIRS	1	440.00	
EFT51026	30/05/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	BERT HAWKE OVAL - CAPITAL WORKS	1		40,648.30
INV 1134	16/05/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	WUNDOWIE POOL - MTCE	1	1,182.50	
INV 1136	20/05/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	BERT HAWKE OVAL - CAPITAL WORKS	1	39,465.80	
EFT51027	30/05/2024	DRACO AIR PTY LTD	MEMORIAL HALL - REPAIRS	1		299.20
INV 16809	22/05/2024	DRACO AIR PTY LTD	MEMORIAL HALL - REPAIRS	1	299.20	
EFT51028	30/05/2024	FISKE ENTERPRISES PTY LTD T/A EXPRESS PRINT GROUP	LIBRARY - SUPPLIES	1		1,804.00
INV INV-038303/05/2024		FISKE ENTERPRISES PTY LTD T/A EXPRESS PRINT GROUP	LIBRARY - SUPPLIES	1	1,804.00	
EFT51029	30/05/2024	GRAFTON ELECTRICS	BAKERS HILL CLUB - MAINTENANCE	1		2,199.12
INV A269	21/05/2024	GRAFTON ELECTRICS	REC CENTRE - MAINTENANCE	1	132.00	
INV A270	21/05/2024	GRAFTON ELECTRICS	YOUTH PRECINCT - MAINTENANCE	1	197.12	
INV A272	21/05/2024	GRAFTON ELECTRICS	BAKERS HILL CLUB - MAINTENANCE	1	1,870.00	
EFT51030	30/05/2024	GRASS VALLEY PROGRESS ASSOCIATION	GRANT - GRASS VALLEY HALL	1		1,800.00
INV JH22052022/05/2024		GRASS VALLEY PROGRESS ASSOCIATION	GRANT - GRASS VALLEY HALL	1	1,800.00	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 47

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT51031	30/05/2024	IT VISION	SOFTWARE UPGRADE	1		19,952.54
INV 39647	29/04/2024	IT VISION	SOFTWARE UPGRADE	1	9,722.54	
INV 39648	29/04/2024	IT VISION	SOFTWARE UPGRADE	1	10,230.00	
EFT51032	30/05/2024	JASON SIGNSMAKERS	DEPOT - SUPPLIES	1		313.03
INV 38166	22/05/2024	JASON SIGNSMAKERS	DEPOT - SUPPLIES	1	313.03	
EFT51033	30/05/2024	JLO DESIGNS	EVENT - SUPPLIES	1		260.00
INV 564	25/05/2024	JLO DESIGNS	EVENT - SUPPLIES	1	260.00	
EFT51034	30/05/2024	KATHY DAVIS	TRINITY COLLEGE - PROGRAMS & EVENTS	1		800.00
INV 75997	27/05/2024	KATHY DAVIS	TRINITY COLLEGE - PROGRAMS & EVENTS	1	800.00	
EFT51035	30/05/2024	LGC TRAFFIC MANAGEMENT - WESTLAND SERVICES PL T/AS	ANZAC DAY - TRAFFIC MANAGEMENT	1		5,195.99
INV WS-2225	30/04/2024	LGC TRAFFIC MANAGEMENT - WESTLAND SERVICES PL T/AS	ANZAC DAY - TRAFFIC MANAGEMENT	1	5,195.99	
EFT51036	30/05/2024	MANDALAY TECHNOLOGIES PTY LTD	SOFTWARE SUBSCRIPTION	1		20,398.84
INV INV-787315	05/2024	MANDALAY TECHNOLOGIES PTY LTD	SOFTWARE SUBSCRIPTION	1	20,398.84	
EFT51037	30/05/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - APRIL 2024	1		1,635.48
INV 135563	30/04/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - APRIL 2024	1	1,635.48	
EFT51038	30/05/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1		460.50
INV 0000540203	05/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1	48.00	
INV 0000540307	05/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1	48.00	
INV 0000540408	05/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1	48.00	
INV 0000541010	05/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1	48.00	
INV 0000541113	05/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1	48.00	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 48

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000541214/05/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY	1	28.50	
INV 0000541715/05/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1	96.00	
INV 0000541817/05/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1	48.00	
INV 0000541921/05/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1	48.00	
EFT51039	30/05/2024	OXTER SERVICES	AIRSTRIP - SUPPLIES	1		198.00
INV 28861	22/05/2024	OXTER SERVICES	AIRSTRIP - SUPPLIES	1	198.00	
EFT51040	30/05/2024	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - 30/04/2024	1		107.85
INV 399930	30/04/2024	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - 30/04/2024	1	107.85	
EFT51041	30/05/2024	RED DOT STORE	KILLARA - SUPPLIES	1		112.75
INV 1399764717/05/2024		RED DOT STORE	REC CENTRE - SUPPLIES	1	24.75	
INV 1404716822/05/2024		RED DOT STORE	KILLARA - SUPPLIES	1	88.00	
EFT51042	30/05/2024	RED INK HOMES PTY LTD	INFRASTRUCTURE BOND REFUND - T1736	1		1,020.00
INV T1736	30/05/2024	RED INK HOMES PTY LTD	INFRASTRUCTURE BOND REFUND - T1736	1	1,020.00	
EFT51043	30/05/2024	SPECIALE SMASH REPAIRS	PN2304 - INSURANCE EXCESS	1		1,000.00
INV 22301/2	06/05/2024	SPECIALE SMASH REPAIRS	PN2304 - INSURANCE EXCESS	1	1,000.00	
EFT51044	30/05/2024	ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	DEPOT - TRAINING	1		2,380.00
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	DEPOT - TRAINING	1	170.00	
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	DEPOT - TRAINING	1	170.00	
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	DEPOT - TRAINING	1	170.00	
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	DEPOT - TRAINING	1	170.00	
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	DEPOT - TRAINING	1	170.00	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 49

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	DEPOT - TRAINING	1	170.00	
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	VISITORS CENTRE - TRAINING	1	170.00	
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	LIBRARY - TRAINING	1	170.00	
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	LIBRARY - TRAINING	1	170.00	
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	LIBRARY - TRAINING	1	170.00	
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	DEPOT - TRAINING	1	170.00	
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	KILLARA - TRAINING	1	170.00	
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	REC CENTRE - TRAINING	1	170.00	
INV FAINV0108/05/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	BKB - TRAINING	1	170.00	
EFT51045	30/05/2024	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	PN1905 - PARTS	1		39.95
INV CYINV0021/05/2024		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	PN1905 - PARTS	1	39.95	
EFT51046	30/05/2024	STASS ENVIRONMENTAL	OLD QUARRY ROAD WASTE FACILITY - MAINTENANCE	1		2,750.00
INV SN012	21/05/2024	STASS ENVIRONMENTAL	OLD QUARRY ROAD WASTE FACILITY - MAINTENANCE	1	2,750.00	
EFT51047	30/05/2024	SYNERGY	168614990 STREETLIGHTING - 25/03/2024 to 24/04/2024	1		33,717.30
INV 3358209415/05/2024		SYNERGY	335820940 CREATE 298 - 17/04/2024 to 14/05/2024		387.10	
INV 1365377416/05/2024		SYNERGY	136537740 AIRPORT - 18/04/2024 to 15/05/2024		1,033.49	
INV 3613334216/05/2024		SYNERGY	361333420 AVON MALL - 14/03/2024 to 15/05/2024		433.50	
INV 3616702516/05/2024		SYNERGY	361670250 NORTHAM LIBRARY - 18/04/2024 to 15/05/2024		233.33	
INV 3575496916/05/2024		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 18/04/2024 to 15/05/2024		839.05	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 50

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 8110294716/05/2024		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 18/04/2024 to 15/05/2024		115.57	
INV 1686149916/05/2024		SYNERGY	168614990 STREETLIGHTING - 25/03/2024 to 24/04/2024	1	26,910.41	
INV 3575477122/05/2024		SYNERGY	357547710 MOUNT OMMANNEY - CCTV - 19/03/2024 to 16/05/2024		142.74	
INV 3577043623/05/2024		SYNERGY	357704360 BROOME TCE PUMP - 21/03/2024 to 22/05/2024		166.87	
INV 3577048423/05/2024		SYNERGY	357704840 ROTARY WHEEL - 21/03/2024 to 22/05/2024		124.23	
INV 3577018223/05/2024		SYNERGY	357701820 BROOME TCE PUMP - 21/03/2024 to 22/05/2024		167.68	
INV 3577049823/05/2024		SYNERGY	357704980 CLARKE ST PUMP - 21/03/2024 to 22/05/2024		1,710.76	
INV 3577046023/05/2024		SYNERGY	357704600 PERINA PARK - 20/03/2024 to 20/05/2024		1,074.19	
INV 3577020024/05/2024		SYNERGY	357702000 BROOME TCE BBQ LIGHTS - 21/03/2024 to 22/05/2024		124.23	
INV 3575474724/05/2024		SYNERGY	357547470 MORBY COTTAGE - 22/03/2024 to 23/05/2024		131.35	
INV 9291252024/05/2024		SYNERGY	092912520 GRASS VALLEY OVAL - 20/03/2024 to 21/05/2024		122.80	
EFT51048	30/05/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - APRIL / MAY 2024	1		210.95
INV 0631-S3005/05/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - APRIL / MAY 2024	1	210.95	
EFT51049	30/05/2024	THE PRINT SHOP BUNBURY	DEPOT - SUPPLIES	1		649.00
INV 1648713	22/05/2024	THE PRINT SHOP BUNBURY	DEPOT - SUPPLIES	1	649.00	
EFT51050	30/05/2024	WARRICKS NEWSAGENCY	LIBRARY - SUPPLIES	1		222.57
INV SN00 01730/04/2024		WARRICKS NEWSAGENCY	LIBRARY - SUPPLIES	1	222.57	
EFT51051	30/05/2024	WAY SIGNS	DEPOT - SUPPLIES	1		3,215.00
INV INV-334613/04/2024		WAY SIGNS	DEPOT - SUPPLIES	1	1,946.00	
INV INV-337327/05/2024		WAY SIGNS	DEPOT - SUPPLIES	1	1,269.00	
EFT51052	30/05/2024	WB PARTY HIRE AND EVENTS	LIBRARY - PROGRAMS & EVENTS	1		143.00
INV INV0463 10/05/2024		WB PARTY HIRE AND EVENTS	LIBRARY - PROGRAMS & EVENTS	1	143.00	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 51

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT51053	30/05/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	REC CENTRE - TRAINING	1		836.00
INV SI-00999011/04/2024		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	REC CENTRE - TRAINING	1	836.00	
EFT51054	30/05/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 219A Interest payment - BOWLING CLUB DEVELOPMENT 2016	1		12,302.77
INV 219A	30/05/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 219A Interest payment - BOWLING CLUB DEVELOPMENT 2016		12,302.77	
EFT51055	30/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - COPIER SERVICE & METER READING	1		346.53
INV 220496	07/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - COPIER SERVICE & METER READING	1	105.24	
INV 220498	07/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - COPIER SERVICE & METER READING	1	212.30	
INV 220491	07/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - COPIER SERVICE & METER READING	1	28.99	
EFT51056	30/05/2024	ZENIEN	CCTV - MTCE	1		165.00
INV I12116	20/05/2024	ZENIEN	CCTV - MTCE	1	165.00	
DD20575.1	03/05/2024	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT MAY 2024	1		573.75
INV RECREA03/05/2024		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT MAY 2024	1	573.75	
DD20590.1	07/05/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1		27,509.50
INV SUPER	07/05/2024	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	23,543.30	
INV DEDUCT07/05/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	2,941.19	
INV DEDUCT07/05/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	36.35	
INV DEDUCT07/05/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	36.35	
INV DEDUCT07/05/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	700.00	
INV DEDUCT07/05/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	131.11	
INV DEDUCT07/05/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	121.20	

**Ordinary Council Meeting Agenda
19 June 2024**

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 52

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD20590.2	07/05/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		133.50
INV SUPER	07/05/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	133.50	
DD20590.3	07/05/2024	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1		591.44
INV SUPER	07/05/2024	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	450.62	
INV DEDUCT	07/05/2024	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1	140.82	
DD20590.4	07/05/2024	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		611.53
INV SUPER	07/05/2024	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	611.53	
DD20590.5	07/05/2024	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		905.24
INV SUPER	07/05/2024	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	905.24	
DD20590.6	07/05/2024	QSUPER	PAYROLL DEDUCTIONS	1		883.73
INV SUPER	07/05/2024	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	689.29	
INV DEDUCT	07/05/2024	QSUPER	PAYROLL DEDUCTIONS	1	194.44	
DD20590.7	07/05/2024	LGIASUPER T/A BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	1		242.78
INV SUPER	07/05/2024	LGIASUPER T/A BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	1	242.78	
DD20590.8	07/05/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1		1,324.73
INV SUPER	07/05/2024	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,039.35	
INV DEDUCT	07/05/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
INV DEDUCT	07/05/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	235.38	
DD20590.9	07/05/2024	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		1,672.32
INV SUPER	07/05/2024	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	700.40	
INV DEDUCT	07/05/2024	YKC SUPERFUND	PAYROLL DEDUCTIONS	1	247.20	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 53

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT07/05/2024		YKC SUPERFUND	PAYROLL DEDUCTIONS	1	724.72	
DD20603.1	09/05/2024	BANKWEST	DEBBIE TERELINCK MASTERCARD -21/03/2024-19/04/2024	1		5,736.30
INV ALEX ES09/05/2024		BANKWEST	ALEX ESPEY MASTERCARD-21/03/2024-19/04/2024	1	708.74	
INV COLIN Y09/05/2024		BANKWEST	COLIN YOUNG MASTERCARD-21/03/2024-19/04/2024	1	2,583.75	
INV CHADD 09/05/2024		BANKWEST	CHADD HUNT MASTERCARD -21/03/2024-19/04/2024	1	1,435.00	
INV PAUL DE09/05/2024		BANKWEST	PAUL DEVIC MASTERCARD-21/03/2024-19/04/2024	1	358.40	
INV DEBBIE 09/05/2024		BANKWEST	DEBBIE TERELINCK MASTERCARD -21/03/2024-19/04/2024	1	650.41	
DD20682.1	21/05/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1		26,580.01
INV SUPER 21/05/2024		AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	22,712.48	
INV DEDUCT21/05/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	2,774.35	
INV DEDUCT21/05/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	43.79	
INV DEDUCT21/05/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	43.79	
INV DEDUCT21/05/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	700.00	
INV DEDUCT21/05/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	107.27	
INV DEDUCT21/05/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	98.33	
INV DEDUCT21/05/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	100.00	
DD20682.2	21/05/2024	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1		590.36
INV SUPER 21/05/2024		PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	449.80	
INV DEDUCT21/05/2024		PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1	140.56	
DD20682.3	21/05/2024	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		629.41
INV SUPER 21/05/2024		COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	629.41	
DD20682.4	21/05/2024	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		1,123.27
INV SUPER 21/05/2024		HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	1,123.27	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 54

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD20682.5	21/05/2024	QSUPER	PAYROLL DEDUCTIONS	1		868.60
INV SUPER	21/05/2024	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	674.16	
INV DEDUCT	21/05/2024	QSUPER	PAYROLL DEDUCTIONS	1	194.44	
DD20682.6	21/05/2024	LGIASUPER T/A BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	1		120.16
INV SUPER	21/05/2024	LGIASUPER T/A BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	1	120.16	
DD20682.7	21/05/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1		136.54
INV SUPER	21/05/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	136.54	
DD20682.8	21/05/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1		1,267.35
INV SUPER	21/05/2024	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	981.97	
INV DEDUCT	21/05/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
INV DEDUCT	21/05/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	235.38	
DD20682.9	21/05/2024	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		1,672.32
INV SUPER	21/05/2024	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	700.40	
INV DEDUCT	21/05/2024	YKC SUPERFUND	PAYROLL DEDUCTIONS	1	247.20	
INV DEDUCT	21/05/2024	YKC SUPERFUND	PAYROLL DEDUCTIONS	1	724.72	
DD20590.10	07/05/2024	MACQUARIE SUPER CONSOLIDATOR	PAYROLL DEDUCTIONS	1		594.82
INV SUPER	07/05/2024	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	439.65	
INV DEDUCT	07/05/2024	MACQUARIE SUPER CONSOLIDATOR	PAYROLL DEDUCTIONS	1	155.17	
DD20590.11	07/05/2024	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1		207.23
INV SUPER	07/05/2024	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	207.23	
DD20590.12	07/05/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		5,118.77
INV SUPER	07/05/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	4,729.24	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 55

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT07/05/2024		AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	150.00	
INV DEDUCT07/05/2024		AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	239.53	
DD20590.13	07/05/2024	VANGUARD SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1		69.19
INV SUPER	07/05/2024	VANGUARD SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	69.19	
DD20590.14	07/05/2024	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1		350.82
INV SUPER	07/05/2024	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1	350.82	
DD20590.15	07/05/2024	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1		91.40
INV SUPER	07/05/2024	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1	91.40	
DD20590.16	07/05/2024	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1		390.17
INV SUPER	07/05/2024	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1	390.17	
DD20590.17	07/05/2024	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1		350.82
INV SUPER	07/05/2024	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	350.82	
DD20590.18	07/05/2024	SLATE SUPER	SUPERANNUATION CONTRIBUTIONS	1		269.79
INV SUPER	07/05/2024	SLATE SUPER	SUPERANNUATION CONTRIBUTIONS	1	269.79	
DD20590.19	07/05/2024	CBUS	SUPERANNUATION CONTRIBUTIONS	1		293.06
INV SUPER	07/05/2024	CBUS	SUPERANNUATION CONTRIBUTIONS	1	293.06	
DD20590.20	07/05/2024	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1		88.81
INV SUPER	07/05/2024	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1	88.81	
DD20590.21	07/05/2024	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1		698.13
INV SUPER	07/05/2024	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	516.01	
INV DEDUCT07/05/2024		ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	182.12	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 56

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD20590.22	07/05/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		3,401.69
INV DEDUCT07/05/2024	07/05/2024	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	438.31	
INV SUPER	07/05/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	2,963.38	
DD20590.23	07/05/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1		1,037.22
INV DEDUCT07/05/2024	07/05/2024	UNISUPER	PAYROLL DEDUCTIONS	1	120.93	
INV DEDUCT07/05/2024	07/05/2024	UNISUPER	PAYROLL DEDUCTIONS	1	460.00	
INV SUPER	07/05/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	456.29	
DD20590.24	07/05/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		96.20
INV SUPER	07/05/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	96.20	
DD20590.25	07/05/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		804.69
INV DEDUCT07/05/2024	07/05/2024	AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	1	85.27	
INV SUPER	07/05/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	719.42	
DD20590.26	07/05/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		273.52
INV SUPER	07/05/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	273.52	
DD20590.27	07/05/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		312.46
INV SUPER	07/05/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	312.46	
DD20682.10	21/05/2024	MACQUARIE SUPER CONSOLIDATOR	PAYROLL DEDUCTIONS	1		594.82
INV SUPER	21/05/2024	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	439.65	
INV DEDUCT21/05/2024	21/05/2024	MACQUARIE SUPER CONSOLIDATOR	PAYROLL DEDUCTIONS	1	155.17	
DD20682.11	21/05/2024	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1		177.63
INV SUPER	21/05/2024	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	177.63	

**Ordinary Council Meeting Agenda
19 June 2024**

Attachment 13.4.1.1

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 57

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD20682.12	21/05/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		5,437.99
INV SUPER	21/05/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	5,048.46	
INV DEDUCT21/05/2024	21/05/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	150.00	
INV DEDUCT21/05/2024	21/05/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	239.53	
DD20682.13	21/05/2024	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1		350.82
INV SUPER	21/05/2024	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1	350.82	
DD20682.14	21/05/2024	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1		9.23
INV SUPER	21/05/2024	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1	9.23	
DD20682.15	21/05/2024	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1		420.44
INV SUPER	21/05/2024	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1	420.44	
DD20682.16	21/05/2024	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1		350.82
INV SUPER	21/05/2024	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	350.82	
DD20682.17	21/05/2024	SLATE SUPER	SUPERANNUATION CONTRIBUTIONS	1		271.27
INV SUPER	21/05/2024	SLATE SUPER	SUPERANNUATION CONTRIBUTIONS	1	271.27	
DD20682.18	21/05/2024	CBUS	PAYROLL DEDUCTIONS	1		611.69
INV SUPER	21/05/2024	CBUS	SUPERANNUATION CONTRIBUTIONS	1	452.12	
INV DEDUCT21/05/2024	21/05/2024	CBUS	PAYROLL DEDUCTIONS	1	159.57	
DD20682.19	21/05/2024	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1		88.81
INV SUPER	21/05/2024	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1	88.81	
DD20682.20	21/05/2024	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1		698.13
INV SUPER	21/05/2024	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	516.01	
INV DEDUCT21/05/2024	21/05/2024	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	182.12	

**Ordinary Council Meeting Agenda
19 June 2024**

Date: 04/06/2024
Time: 10:23:37AM

Shire of Northam

USER: Louise Harris
PAGE: 58

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD20682.21	21/05/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		3,257.35
INV DEDUCT	21/05/2024	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	433.53	
INV SUPER	21/05/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	2,823.82	
DD20682.22	21/05/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		96.20
INV SUPER	21/05/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	96.20	
DD20682.23	21/05/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		592.11
INV DEDUCT	21/05/2024	AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	1	30.26	
INV SUPER	21/05/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	561.85	
DD20682.24	21/05/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		258.44
INV SUPER	21/05/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	258.44	
DD20682.25	21/05/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		330.28
INV SUPER	21/05/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	330.28	
DD20682.26	21/05/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		137.28
INV SUPER	21/05/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	137.28	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	2,379,273.29
TOTAL		2,379,273.29

Payment dates 1st May 2024 – 31st May 2024

- Municipal Fund payment cheque numbers 35637 to 35640 Total \$47,236.07.

Electronic Funds Transfer

- Municipal Fund EFT50727 to EFT51056 Total \$2,230,732.28.
- Direct Debits Total \$101,304.94.

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

Month	Cheques 2023/2024	EFT Payments 2023/2024	Direct Debits 2023/2024	Payroll 2023/2024	Total Payments 2023/2024
July	\$ 31,823.37	\$ 1,139,770.48	\$ 88,946.08	\$ 472,296.12	\$ 1,732,836.05
August	\$ 21,279.17	\$ 2,223,525.24	\$ 148,550.54	\$ 758,309.11	\$ 3,151,664.06
September	\$ 12,934.99	\$ 1,993,268.12	\$ 102,751.41	\$ 583,310.22	\$ 2,692,264.74
October	\$ 174,102.94	\$ 2,106,936.68	\$ 107,815.93	\$ 557,118.03	\$ 2,945,973.58
November	\$ 48,195.42	\$ 2,507,365.26	\$ 106,162.63	\$ 570,488.72	\$ 3,232,212.03
December	\$ 42,666.80	\$ 1,213,764.33	\$ 109,576.57	\$ 532,089.10	\$ 1,898,096.80
January	\$ 31,374.58	\$ 1,523,645.99	\$ 102,574.96	\$ 526,785.60	\$ 2,184,381.13
February	\$ 26,343.13	\$ 2,199,787.75	\$ 101,158.05	\$ 798,809.10	\$ 3,126,098.03
March	\$ 88,957.52	\$ 1,498,485.18	\$ 106,590.97	\$ 527,928.18	\$ 2,221,961.85
April	\$ 44,401.62	\$ 1,997,440.24	\$ 107,122.20	\$ 549,361.95	\$ 2,698,326.01
May	\$ 47,236.07	\$ 2,230,732.28	\$ 101,304.94	\$ 526,233.59	\$ 2,905,506.88
June					\$ -
Total	\$ 569,315.61	\$ 20,634,721.55	\$ 1,182,554.28	\$ 6,402,729.72	\$ 28,789,321.16

The following table presents all payments made for the month from Council credit cards paid by direct debit on DD20603.1 - \$5,736.30

Summary Credit Card Payments	\$	Total
Chief Executive Officer		
21/03/2024-BB S DINER-CATERING	16.70	
26/03/2024-DOMINOS ESTORE NORTHAM-CATERING	120.00	
2/04/2024-WA NEWS ONLINE- SUBSCRIPTION	84.00	
9/04/2024 -FACEBOOK ADVERTISING	170.45	
9/04/2024 -FACEBOOK ADVERTISING	4.72	
17/04/2024-PARKING	4.54	
5/04/2024 -WHEATBELT BUSINESS NETWORK - TRAINING	250.00	
		\$ 650.41

Executive Manager of Corporate Services		
27/03/2024-NORTHAM PHARMACY-SUPPLIES	925.00	
3/04/2024 -REGISTRY AUSTRALIA -BKB REGISTRATION	199.00	
5/04/2024 -DOT-PLATE SWAP	37.80	
5/04/2024-AMAYSIM MOBILE-LICENCE	15.00	
11/04/2024-STARLINK AUSTRALIA-LICENCE	174.00	
14/04/2024-ADOBE-LICENCE	225.96	
16/04/2024-BATTERYWORLD-BATTERY - SUPPLIES	49.95	
17/04/2024-BLOOMEX PTY LTD-FLOWER ARRANGEMENT AS PER COUNCIL POLICY	96.76	
12/04/2024-FRESHWORKS INC-SUBSCRIPTION	828.00	
09/04/2024-FEES	32.28	
		\$ 2,583.75
Executive Manager of Development Services		
5/04/2024-KMART - EVENT SUPPLIES	170.00	
26/03/2024-DOH-TRAINING COURSE	1265.00	
		\$ 1,435.00
Community Emergency Services Manager		
23/03/2024-DOMINOES ESTORE NORTHAM-CATERING	517.00	
31/03/2024-FORMSTACK-SOFTWARE SUBSCRIPTION	90.74	
9/04/2024-AUSTRALIA POST - ANNUAL RENEWAL	59.00	
16/04/2024-NORTHAM BETTA HOME LIVING - SUPPLIES	42.00	
		\$ 708.74
Executive Manager Engineering Services		
16/04/2024-NORTHAM POLICE STN-EVENTS	358.40	
		\$ 358.40
Total Credit Card Expenditure		\$ 5,736.30

The following table presents payment made by Council for the Coles Card Account – April 2024. Paid on 14th May 2024 by EFT50805 - \$1,009.93

DATE	SUMMARY COLES CARD PAYMENTS	\$	TOTAL
	HR ASSISTANT		
2/04/2024	RECOGNITION PROGRAM	250.00	
9/04/2024	CATERING	36.70	
			\$ 286.70

GOVERNANCE OFFICER			
8/04/2024	KITCHEN SUPPLIES	191.65	
			\$ 191.65
ENGINEERING - ADMIN OFFICER			
3/04/2024	KITCHEN SUPPLIES	105.00	
4/04/2024	KITCHEN SUPPLIES	27.85	
17/04/2024	KITCHEN SUPPLIES	113.78	
			\$ 246.63
ENGINEERING - ADMIN COORDINATOR			
10/04/2024	KITCHEN SUPPLIES	10.70	
19/04/2024	KITCHEN SUPPLIES	21.10	
			\$ 31.80
COMMUNITY SERVICES - LIBRARY MANAGER			
19/04/2024	KITCHEN SUPPLIES	41.25	
			\$ 41.25
COMMUNITY SERVICES - ADMINISTRATION & PROJECTS			
4/04/2024	KITCHEN SUPPLIES	14.35	
10/04/2024	KITCHEN SUPPLIES	9.90	
17/04/2024	KITCHEN SUPPLIES	145.70	
24/04/2024	KITCHEN SUPPLIES	41.95	
			\$ 211.90
Total Coles Card Expenditure			\$ 1,009.93

The following table presents payment made by Council for the Woolworths Card Account – April 2024. Paid on 14th May 2024 by EFT50844 - \$3,585.36

DATE	SUMMARY WOOLWORTHS CARD	\$	TOTAL
MANAGER COMMUNITY DEVELOPMENT & TOURISM			
2/04/2024	BKB - PROGRAMS & EVENTS	18.25	
2/04/2024	KITCHEN SUPPLIES	3.20	
8/04/2024	KITCHEN SUPPLIES	41.00	
15/04/2024	KITCHEN SUPPLIES	2.95	
22/04/2024	KITCHEN SUPPLIES	2.30	
30/04/2024	KITCHEN SUPPLIES	8.10	
			\$ 75.80

	BKB TOURISM OFFICER	
2/04/2024	BKB / VISITORS CENTRE - PROGRAMS & EVENTS	71.86
5/04/2024	BKB / VISITORS CENTRE - PROGRAMS & EVENTS	26.59
10/04/2024	BKB / VISITORS CENTRE - PROGRAMS & EVENTS	28.05
11/04/2024	BKB / VISITORS CENTRE - PROGRAMS & EVENTS	77.95
13/04/2024	BKB - PROGRAMS & EVENTS	23.45
19/04/2024	KITCHEN SUPPLIES	4.90
24/04/2024	KITCHEN SUPPLIES	11.90
		\$ 244.70
	DEVELOPMENT SERVICES OFFICER	
10/04/2024	OFFICE SUPPLIES	6.99
15/04/2024	CATERING	75.18
		\$ 82.17
	KILLARA CLIENT CARE OFFICER	
4/04/2024	MEALS FOR CLIENTS	63.15
5/04/2024	MEALS FOR CLIENTS	39.62
8/04/2024	MEALS FOR CLIENTS	23.40
12/04/2024	MEALS FOR CLIENTS	7.10
13/04/2024	MEALS FOR CLIENTS	54.42
23/04/2024	MEALS FOR CLIENTS	87.15
		\$ 274.84
	KILLARA ADMIN OFFICER	
2/04/2024	MEALS FOR CLIENTS	24.00
3/04/2024	MEALS FOR CLIENTS	553.36
9/04/2024	MEALS FOR CLIENTS	443.77
10/04/2024	MEALS FOR CLIENTS	23.55
16/04/2024	MEALS FOR CLIENTS	412.43
23/04/2024	MEALS FOR CLIENTS	310.68
30/04/2024	MEALS FOR CLIENTS	404.43
		\$ 2,172.22
	KILLARA MANAGER (ACTING)	
11/04/2024	MEALS FOR CLIENTS	92.10
19/04/2024	MEALS FOR CLIENTS	78.65

		\$ 170.75
	RECREATION SERVICES COORDINATOR	
4/04/2024	KIOSK - STOCK	56.60
4/04/2024	REC CENTRE - PROGRAMS & EVENTS	37.99
11/04/2024	KIOSK - STOCK	226.60
17/04/2024	REC CENTRE - PROGRAMS & EVENTS	25.75
23/04/2024	KIOSK - STOCK	56.60
23/04/2024	REC CENTRE - PROGRAMS & EVENTS	15.80
		\$ 419.34
	ADMINISTRATION COORDINATOR	
3/04/2024	KITCHEN SUPPLIES	9.00
8/04/2024	KITCHEN SUPPLIES	4.50
11/04/2024	KITCHEN SUPPLIES	50.20
17/04/2024	KITCHEN SUPPLIES	13.50
24/04/2024	KITCHEN SUPPLIES	9.00
		\$ 86.20
	LIBRARY MANAGER	
3/04/2024	KITCHEN SUPPLIES	30.20
9/04/2024	KITCHEN SUPPLIES	2.95
17/04/2024	KITCHEN SUPPLIES	11.54
26/04/2024	KITCHEN SUPPLIES	14.65
		\$ 59.34
Total Woolworths Card Expenditure		\$ 3,585.36

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

Payment to Dun Direct on 15th May 2024 by EFT50811 - \$27,362.22

Payment to Caltex Starcard on 15th May 2024 by EFT50800 - \$569.40

Payment to Business Fuel Card on 15th May 2024 by EFT50798 - \$1,236.03

Total Fuel Payment - \$29,167.65

DATE	SUMMARY OF FUEL PURCHASES / PRODUCTS	TYPE	\$
NON OPERATIONAL - LIGHT VEHICLES			
Apr-24	PN1310	FUEL PURCHASES	\$133.06
Apr-24	PN1808	FUEL PURCHASES	\$70.80
Apr-24	PN1901	FUEL PURCHASES	\$212.55
Apr-24	PN1905	FUEL PURCHASES	\$87.61
Apr-24	PN1906	FUEL PURCHASES	\$199.56

Apr-24	PN1907	FUEL PURCHASES	\$93.08
Apr-24	PN2004	FUEL PURCHASES	\$305.43
Apr-24	PN2005	FUEL PURCHASES	\$94.86
Apr-24	PN2006	FUEL PURCHASES	\$344.55
Apr-24	PN2013	FUEL PURCHASES	\$121.17
Apr-24	PN2015	FUEL PURCHASES	\$486.52
Apr-24	PN2016	FUEL PURCHASES	\$277.85
Apr-24	PN2019	FUEL PURCHASES	\$222.37
Apr-24	PN2101	FUEL PURCHASES	\$801.32
Apr-24	PN2105	FUEL PURCHASES	\$296.27
Apr-24	PN2205	FUEL PURCHASES	\$516.10
Apr-24	PN2311	FUEL PURCHASES	\$468.38
Apr-24	PN2312	FUEL PURCHASES	\$344.42
Apr-24		CARD FEES ONLY	\$3.85
		TOTAL	\$5,079.75
OPERATIONAL - LIGHT VEHICLES / MACHINERY / PLANT			
DEPOT VEHICLES			
Apr-24	LIGHT VEHICLES	FUEL PURCHASES	\$3,971.29
Apr-24	MACHINERY / PLANT	FUEL PURCHASES	\$16,751.83
		TOTAL	\$20,723.12
CESM / BFB			
Apr-24	CESM / BFB	FUEL PURCHASES	\$2,557.79
		TOTAL	\$2,557.79
RANGERS			
Apr-24	RANGERS	FUEL PURCHASES	\$806.99
		TOTAL	\$806.99
TOTAL FUEL PURCHASES			\$29,167.65

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,905,506.88 was submitted to the Ordinary Meeting of Council on Wednesday, 19th June 2024.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,905,506.88 was submitted to each member of the Council on Wednesday, 19th June 2024, has been checked and is fully supported by vouchers and invoices which are submitted herewith, and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

_____ CHIEF EXECUTIVE OFFICER

13.4.2 Financial Report For The Period Ending 31 May 2024

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

BRIEF

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

ATTACHMENTS

12. Statement of Financial Activity - May 2024 [**13.4.2.1** - 13 pages]

A. BACKGROUND / DETAILS

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

The Statement of Financial Activity for the period ending 31 May 2024 is included as Attachment 13.4.2.1 and includes the following reports:

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

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

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

Operating Revenue

1. Operating grants are under budget 10% due to timing and is expected to finish the year on budget.

Capital Revenue

2. Non-operating grants are under budget 26% due to timing.

Asset Disposal

3. Loss on asset disposal is under budget 32% due to timing of the disposal. This is non-cash and has no impact on the budget bottom line.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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

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

Priority Action: Nil.

B.2 Financial / Resource Implications

The Financial Statements have been prepared in accordance with Council's 2023/24 Revised Budget.

B.3 Legislative Compliance

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

Local Government (Financial Management) Regulations 1996.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Figures not reflecting the true financial situation	There are processes in place to show compliance with relevant financial

			standards and legislation.
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council due to non-compliance.	Rare (2) x Medium (3) = Low (6)	There are processes in place to ensure the Statements are prepared in accordance with relevant Finance policies, standards and legislation.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Nil.

RECOMMENDATION

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



Shire of Northam

SHIRE OF NORTHAM

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2024

TABLE OF CONTENTS

	Page
Statement of Financial Activity	2 to 4
Notes to and forming part of the statement	
Acquisition of Assets	5
Disposal of Assets	6
Information on Borrowings	8
Reserves	9
Net Current Assets	10
Rating Information	11
Cash Flow Information	12
Investment Schedule	13



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

	NOTE	2023/24 Revised Budget	Ytd Budget	2023/24 Ytd Actual	Variance Actuals to Budget	Variance Actuals to Budget
OPERATING REVENUE						
Rates		11,945,146	11,945,146	11,905,400	(39,746)	0%
Operating Grants Subsidies and Contributions	1	2,689,455	2,286,978	2,065,998	(220,980)	-10%
Fees and Charges		4,581,312	4,501,321	4,442,195	(59,126)	-1%
Interest Revenue		572,035	555,621	567,787	12,166	2%
Other Revenue		1,115,053	1,080,100	1,070,073	(10,027)	-1%
TOTAL OPERATING REVENUE		20,903,001	20,369,166	20,051,453	(317,713)	-2%
OPERATING EXPENSES						
Employee Costs		(10,677,504)	(9,658,412)	(9,684,770)	(26,358)	0%
Materials and Contracts		(8,242,975)	(7,756,844)	(7,276,116)	480,728	-6%
Utility Charges		(938,637)	(905,632)	(913,351)	(7,719)	1%
Depreciation of Non Current Assets		(5,164,280)	(4,756,340)	(4,615,102)	141,238	-3%
Finance Costs		(279,554)	(257,683)	(255,503)	2,180	-1%
Insurance Expenses		(652,838)	(649,067)	(603,690)	45,377	-7%
Other Expenditure		(385,413)	(352,162)	(354,106)	(1,944)	1%
TOTAL OPERATING EXPENSE		(26,341,201)	(24,336,140)	(23,702,638)	633,502	-3%
Capital Grants Subsidies and Contributions	2	4,693,101	2,177,417	1,612,943	(564,474)	-26%
Profit on Asset Disposals		867,450	63,216	66,255	3,039	5%
Loss on Asset Disposals	3	(213,764)	(190,356)	(129,802)	60,554	-32%
RESULTING FROM OPERATIONS		(91,413)	(1,916,697)	(2,101,789)	(185,092)	9.66%
Removal of Non-Cash Items						
(Profit)/Loss on Asset Disposals		(653,686)	127,140	(63,547)	(190,687)	
Movement Provisions		0	0	0	0	
Depreciation on Assets		5,164,280	4,756,340	4,615,102	(141,238)	
Non Operating Items						
Purchase Land and Buildings		(2,753,163)	(2,550,172)	(1,359,279)	1,190,893	
Purchase Plant and Equipment		(1,676,932)	(1,548,958)	(1,282,401)	266,557	
Purchase Furniture and Equipment		(381,756)	(358,714)	0	358,714	
Purchase Infrastructure Assets - Roads		(4,145,323)	(3,644,376)	(2,176,287)	1,468,089	
Purchase Infrastructure Assets - Bridges		(400,000)	(81,371)	(36,437)	44,934	
Purchase Infrastructure Assets - Footpaths		(1,007,665)	(574,450)	(564,631)	9,819	
Purchase Infrastructure Assets - Drainage		(960,031)	(436,821)	(115,104)	321,717	
Purchase Infrastructure Assets - Parks & Ovals		(2,128,919)	(1,190,244)	(542,568)	647,676	
Purchase Infrastructure Assets - Other		(779,220)	(747,447)	(209,406)	538,041	
Proceeds from Disposal of Assets		1,595,882	1,350,698	369,620	(981,078)	
Repayment of Debentures		(460,849)	(420,577)	(420,577)	0	
Self-Supporting Loan Principal Income		22,208	22,208	22,208	(0)	
Transfers to Restricted Assets (Reserves)		(1,448,605)	(1,223,207)	(1,223,207)	0	
Transfers from Restricted Asset (Reserves)		638,288	520,703	520,703	0	
Net Current Assets July 1 B/Fwd		9,466,904	9,466,903	9,466,903	0	
Net Current Assets Year to Date		-	1,550,957	5,069,265	3,518,308	
Surplus/Deficit		0	0	(169,964)	(169,964)	

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



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

	NOTE			Variances	Variances
	23/24 Revised Budget \$	Ytd Budget \$	23/24 Ytd Actual \$	Actuals to Budget \$	Actuals to Budget %
Operating					
Revenues					
Governance	33,096	31,200	32,258	1,058	3%
General Purpose Funding Other	12,855,230	12,636,384	12,744,599	108,215	1%
Law, Order, Public Safety	1,392,381	1,280,000	818,753	(461,247)	(36%)
Health	61,000	55,696	56,207	511	1%
Education and Welfare	1,486,699	1,215,520	1,229,682	14,162	1%
Housing	128,176	100,250	46,186	(54,064)	(54%)
Community Amenities	3,420,667	3,100,520	3,241,579	141,059	5%
Recreation and Culture	2,032,749	1,550,472	632,950	(917,522)	(59%)
Transport	3,439,932	1,862,531	2,156,520	293,989	16%
Economic Services	1,531,422	698,276	534,415	(163,861)	(23%)
Other Property and Services	82,200	78,950	237,503	158,553	201%
Total Operating Revenue	26,463,552	22,609,799	21,730,651	(879,148)	(4%)
Expenses					0.00%
Governance	(1,707,912)	(1,582,632)	(1,473,373)	109,259	7%
General Purpose Funding	(381,627)	(320,554)	(322,630)	(2,076)	(1%)
Law, Order, Public Safety	(2,157,357)	(2,047,805)	(1,917,803)	130,002	6%
Health	(502,120)	(450,639)	(481,613)	(30,974)	(7%)
Education and Welfare	(1,392,513)	(1,376,513)	(1,167,207)	209,306	15%
Housing	(117,312)	(110,315)	(63,091)	47,224	43%
Community Amenities	(4,420,760)	(4,000,587)	(3,818,747)	181,840	5%
Recreation & Culture	(5,941,898)	(5,486,514)	(5,098,567)	387,947	7%
Transport	(7,461,378)	(6,800,320)	(6,716,083)	84,237	1%
Economic Services	(2,410,179)	(2,290,604)	(2,217,428)	73,176	3%
Other Property and Services	(61,909)	(60,013)	(555,898)	(495,885)	(826%)
Total Operating Expenses	(26,554,965)	(24,526,496)	(23,832,441)	694,056	2.83%
NET RESULT	-91,413	-1,916,697	-2,101,790	-185,093	9.66%

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2024

2. BALANCE SHEET

	23/24 YTD Actual \$	22/23 Actual \$
CURRENT ASSETS		
Cash Assets	4,458,412	7,438,135
Receivables	3,142,115	2,882,499
Inventories & Other Assets	3,883,514	5,804,676
TOTAL CURRENT ASSETS	11,484,040	16,125,310
NON-CURRENT ASSETS		
Receivables	576,545	476,940
Inventories	0	0
Land and Buildings	59,605,108	59,015,974
Property, Plant and Equipment	6,001,728	6,101,034
Infrastructure	328,501,483	327,810,305
Financial & Other Assets	244,469	345,155
TOTAL NON-CURRENT ASSETS	394,929,333	393,749,408
TOTAL ASSETS	406,413,373	409,874,718
CURRENT LIABILITIES		
Payables	2,271,805	2,073,911
Interest-bearing Liabilities	132,370	1,690,236
Provisions	1,454,704	1,454,704
TOTAL CURRENT LIABILITIES	3,858,880	5,218,851
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	6,597,517	6,597,518
Provisions	276,326	276,326
Payables	0	0
TOTAL NON-CURRENT LIABILITIES	6,873,843	6,873,844
TOTAL LIABILITIES	10,732,723	12,092,695
NET ASSETS	395,680,651	397,782,023
EQUITY		
Retained Surplus	115,086,165	117,890,042
Reserves - Cash Backed	3,735,514	3,033,010
Reserves - Asset Revaluation	276,858,971	276,858,971
TOTAL EQUITY	395,680,651	397,782,023

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2024

3. ACQUISITION OF ASSETS (Continued)	Note	23/24 Budget \$	23/24 Ytd Actual \$
<u>By Class</u>			
Land Held for Resale		0	0
Land and Buildings		2,753,163	1,359,279
Plant and Equipment		1,629,382	1,282,401
Furniture and Equipment		381,756	0
Infrastructure Assets - Roads		4,145,323	2,176,287
Infrastructure Assets - Footpaths		1,007,665	564,631
Infrastructure Assets - Bridges & Culverts		400,000	36,437
Infrastructure Assets - Drainage		960,031	115,104
Infrastructure Assets - Parks & Ovals		2,128,919	542,568
Infrastructure Assets - Other		779,220	209,406
		14,185,459	6,286,113



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

4. DISPOSALS OF ASSETS

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

By Program	Note	Written Down Value		Sale Proceeds		Profit(Loss)	
		23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$
Governance							
PN1915 Ford Ranger Ute 4X4		12,949.00	8,404.25	44,545.00	40,000.00	31,596.00	31,595.75
Law Order & Public Safety							
CESM Vehicle PN1710 c/fwd		7,356.00	15,000.00	27,273.00	13,636.36	19,917.00	(1,363.64)
PN 2012 Ford ranger N11n54 MV2007 C/fwd		27,552.00	24,870.00	16,700.00	20,909.09	(10,852.00)	(3,960.91)
PN1902 Mitsubishi Triton		27,860.46	15,397.88	10,909.00	17,272.73	(16,951.46)	1,874.85
Welfare							
Hyundai VF2 I40 2.0 Auto Wagon		15,000	15,000.00	9,091	11,481.45	(5,909.00)	(3,518.55)
Community Amenities							
PN1907 Ford Escape		20,219.02		10,000.00		(10,219.02)	-
Transport							
N.002 volvo G930 2014 Grader c/fwd		139,845.00	119,608.53	80,000.00	67,545.45	(59,845.00)	(52,063.08)
John Deere Z-track Ride on Mower-Z997 c/fwd		10,960.00	6,000.00	1,500.00	7,090.91	(9,460.00)	1,090.91
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003) c/fwd		39,617.00	35,501.39	40,455.00	40,454.55	838.00	4,953.16
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L c/fwd		28,233.00	23,804.06	32,727.00	27,272.73	4,494.00	3,468.67
PN1905 Mitsubishi Outlander		19,017.00	-	20,000.00	-	983.00	-
PN1005 Kubota F3680 Mower GP1001		20,011.36	-	6,500.00	-	(13,511.36)	-
MV1405 Forklift		6,909.00	6,748.19	6,000.00	6,000.00	(909.00)	(748.19)
PN1502 Bomag Road Roller (N.4174)		87,400.00	82,569.55	35,000.00	40,000.00	(52,400.00)	(42,569.55)
PN1518 Flail Mower Trimax WS205		5,372.00	4,713.54	1,000.00	1,455.45	(4,372.00)	(3,258.09)
PN1603 MV1603 Sewell Road Broom		20,011.00	17,512.77	1,000.00	182.73	(19,011.00)	(17,330.04)
PN1622 - Fieldquip Major 3 Point Linkage Roller Mower		7,474.00	6,989.92	1,000.00	2,000.00	(6,474.00)	(4,989.92)
PN1804 Hino 500 Series Tipper (N10759)		82,942.00	-	80,182.00	-	(2,760.00)	-
Vermeer Stump Grinder MV1508		-	8,684.50	10,000.00	12,181.82	10,000.00	3,497.32
PN1623 Mitsubishi Triton Single Cab		10,000.00	10,000.00	12,000.00	11,818.18	2,000.00	1,818.18
PN1602 Mitsubishi Triton Ute GLX		10,000.00	10,000.00	12,000.00	10,909.09	2,000.00	909.09
MV1909 Mazda BT50 (N.4487)		13,378.00	7,299.13	19,000.00	18,181.82	5,622.00	10,882.69
PN2007 Mazda BT50 (N11084)		20,090.00	13,627.49	19,000.00	19,545.45	(1,090.00)	5,917.96
Slattery Auction Various			1,435.76		1,681.82	-	246.06
Other Property and Services							
Northam Depot Land Peel Terrace		310,000.00		1,100,000.00		790,000.00	-
		942,196	433,166.96	1,595,882.00	369,619.63	653,686.16	(63,547.33)



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

4. DISPOSALS OF ASSETS

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

4. DISPOSALS OF ASSETS CONTINUED

<u>By Class</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$
Plant & Equipment						
PN1915 Ford Ranger Ute 4X4	12,949.00	8,404.25	44,545.00	40,000.00	31,596	31,595.75
CESM Vehicle PN1710 c/fwd	7,356.00	15,000.00	27,273.00	13,636.36	19,917	(1,363.64)
PN 2012 Ford ranger N11n54 MV2007 C/fwd	27,552.00	24,870.00	16,700.00	20,909.09	(10,852)	(3,960.91)
PN1902 Mitsubishi Triton	27,860.46	15,397.88	10,909.00	17,272.73	(16,951)	1,874.85
Hyundai VF2 I40 2.O Auto Wagon	15,000.00	15,000.00	9,091.00	11,481.45	(5,909)	(3,518.55)
PN1907 Ford Escape	20,219.02		10,000.00		(10,219)	-
N.002 volvo G930 2014 Grader c/fwd	139,845.00	119,608.53	80,000.00	67,545.45	(59,845)	(52,063.08)
John Deere Z-track Ride on Mower-Z997 c/fwd	10,960.00	6,000.00	1,500.00	7,090.91	(9,460)	1,090.91
(N.003) c/fwd	39,617.00	35,501.39	40,455.00	40,454.55	838	4,953.16
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L c/fwd	28,233.00	23,804.06	32,727.00	27,272.73	4,494	3,468.67
PN1905 Mitsubishi Outlander	19,017.00	-	20,000.00	-	983	-
PN1005 Kubota F3680 Mower GP1001	20,011.36	-	6,500.00	-	(13,511)	-
MV1405 Forklift	6,909.00	6,748.19	6,000.00	6,000.00	(909)	(748.19)
PN1502 Bomag Road Roller (N.4174)	87,400.00	82,569.55	35,000.00	40,000.00	(52,400)	(42,569.55)
PN1518 Flail Mower Trimax WS205	5,372.00	4,713.54	1,000.00	1,455.45	(4,372)	(3,258.09)
PN1603 MV1603 Sewell Road Broom	20,011.00	17,512.77	1,000.00	182.73	(19,011)	(17,330.04)
Mower	7,474.00	6,989.92	1,000.00	2,000.00	(6,474)	(4,989.92)
PN1804 Hino 500 Series Tipper (N10759)	82,942.00	-	80,182.00	-	(2,760)	-
Vermeer Stump Grinder MV1508	-	8,684.50	10,000.00	12,181.82	10,000	3,497.32
PN1623 Mitsubishi Triton Single Cab	10,000.00	10,000.00	12,000.00	11,818.18	2,000	1,818.18
PN1602 Mitsubishi Triton Ute GLX	10,000.00	10,000.00	12,000.00	10,909.09	2,000	909.09
MV1909 Mazda BT50 (N.4487)	13,378.00	7,299.13	19,000.00	18,181.82	5,622	10,882.69
PN2007 Mazda BT50 (N11084)	20,090.00	13,627.49	19,000.00	19,545.45	(1,090)	5,917.96
Slattery Auctions Various		1,435.76		1,681.82		246.06
Land/Buildings						
Northam Depot Land Peel Terrace	310,000.00		1,100,000.00		790,000	
	942,195.84	433,166.96	1,595,882.00	369,619.63	653,686.16	(63,547.33)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

	22/23 Budget \$	Ytd Actual \$
Profit on Asset Disposals	867,450	66,255
Loss on Asset Disposals	(213,764)	(129,802)
	653,686	(63,547)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2024

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-22	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		23/24 Budget	23/24 Ytd Actual	23/24 Budget	23/24 Ytd Actual	23/24 Budget	23/24 Ytd Actual	23/24 Budget	23/24 Ytd Actual
		\$	\$	\$	\$	\$	\$	\$	\$
Recreation & Culture									
Loan 219A - Northam Bowling Club ** 3.18%	80,894	0	0	22,208	22,208	58,686	58,686	2,955	3,785
Loan 224 - Recreation Facilities 6.48%	610,035	0	0	60,354	60,353	549,681	549,682	42,777	38,858
Loan 227 - Youth Space 2.26%	313,370	0	0	49,338	49,338	264,032	264,032	8,967	8,037
Loan 228 - Swimming Pool 1.88%	3,828,654	0	0	199,939	199,939	3,628,715	3,628,715	97,469	88,161
loan 229- Depot 4.74%	1,700,000	0	0	79,630	39,359	1,620,370	1,660,641	92,386	84,869
Economic Services									
Loan 225 - Victoria Oval Purchase 6.48%	499,120	0	0	49,380	49,380	449,740	449,740	35,000	31,793
	7,032,073	0	0	460,849	420,577	6,571,224	6,611,496	279,554	255,503

Note: ** indicates self - supporting loans

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2024

	23/24 Budget				23/24 Ytd Actual			
	Opening Bal	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Tfr To Reserve	Tfr From Reserve	Total
6. RESERVES - CASH BACKED								
Employee Liability Reserve	815,323	20,978	(159,775)	676,526	796,706	30,630	(42,190)	785,146
Office Equipment Reserve	104,632	2,757	(100,000)	7,389	102,365	1,450	(100,000)	3,815
Plant & Equipment Reserve	124,738	103,287	(100,000)	128,025	122,035	2,234	(100,000)	24,269
Road & Bridgeworks Reserve	209,265	318,551		527,816	204,731	329,543		534,273
Refuse Site Reserve	300,694	124,029	-	424,723	293,334	125,256		418,590
Speedway Reserve	157,554	4,244		161,798	154,140	6,140		160,281
Community Bus Replacement Reserve	104,734	2,699		107,433	102,465	4,082		106,547
Septage Pond Reserve	207,809	5,422	(118,513)	94,718	201,395	4,909	(118,513)	87,791
Killara Reserve	409,874	26,432	-	436,306	399,788	31,724		431,511
Recreation and Community Facilities Reserve	231,820	660,597	-	892,417	228,578	674,414		902,992
Council Buildings & Amenities Reserve	86,846	170,326		257,172	80,505	3,207		83,712
Parking Facilities Construction Reserve	104,632	2,696		107,328	102,365	4,078		106,443
Reticulation Scheme Reserve	247,245	6,515	(160,000)	93,760	241,888	5,432	(160,000)	87,320
Revaluation Reserve	2,846	73	-	2,919	2,716	108		2,825
Unspent Grants Reserve		-		-	-			-
Total Cash Backed Reserves	3,108,010	1,448,606	(638,288)	3,918,328	3,033,010	1,223,207	(520,703)	3,735,514

Total Interest & Transfers

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



SHIRE OF NORTHAM

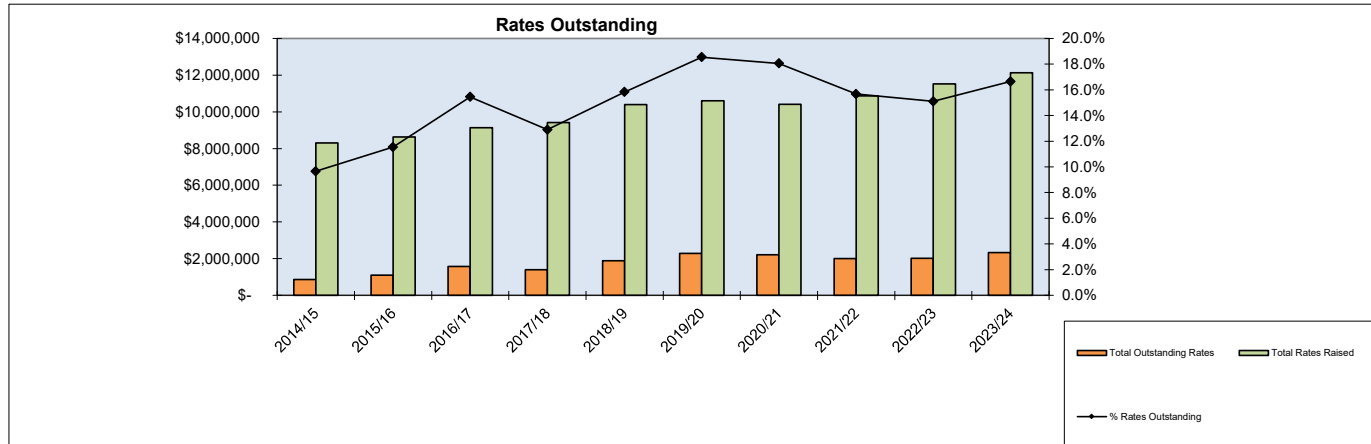
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2024

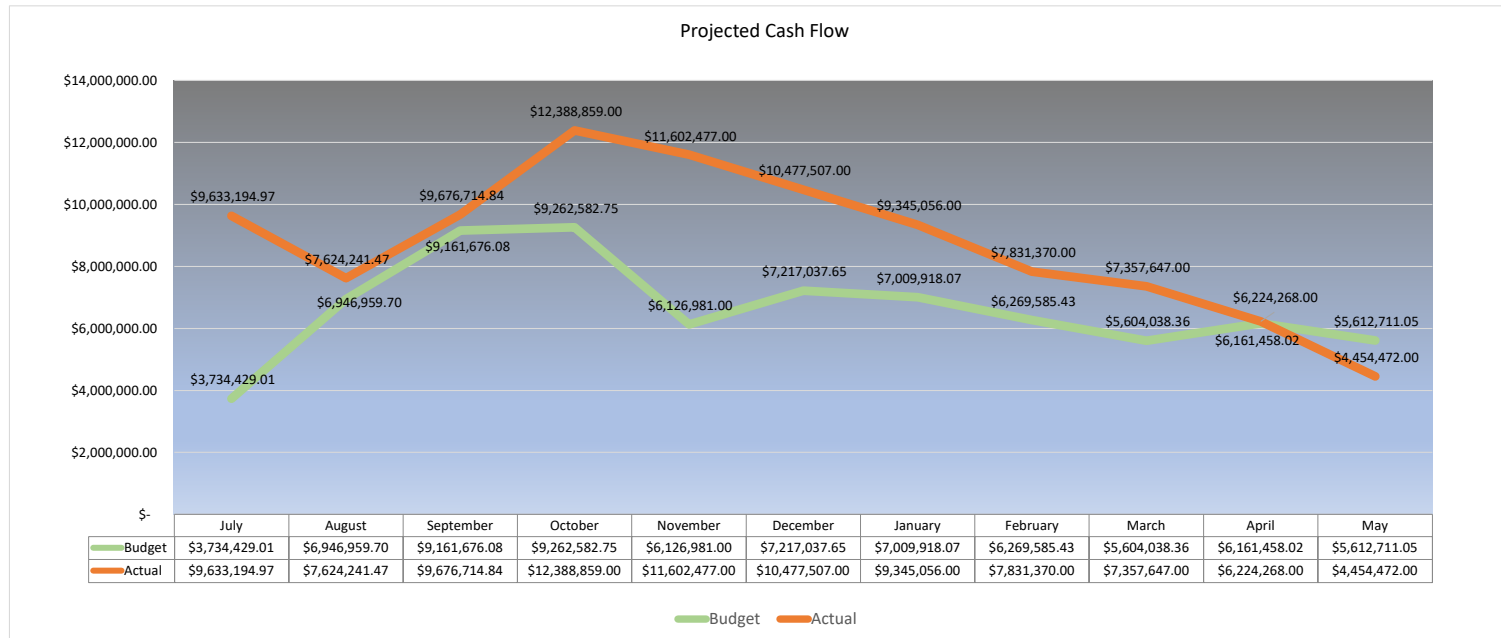
	23/24 Budget	23/24 Ytd Actual	22/23 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	200,000	4,458,412	9,678,088
Cash - Restricted Reserves	3,773,263	3,735,514	3,033,010
Self Supporting Loan	0	9,906	28,208
Receivables	2,766,113	273,564	943,969
Rates - Current	0	2,900,158	2,403,661
Pensioners Rates Rebate	0	0	0
Provision for Doubtful Debts	0	(63,837)	(63,837)
GST Receivables	0	170,323	186,562
Inventories	0	0	0
	<u>6,739,376</u>	<u>11,484,040</u>	<u>16,209,660</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(1,238,130)	(37,228)	(780,143)
Rates Income in Advance	(469,461)	(439,383)	(391,910)
GST Payable	0	(48,834)	(48,772)
Accrued Salaries & Wages	0	0	(174,269)
Accrued Interest on Debentures	0	(77,993)	(57,106)
Accrued Expenditure	0	0	0
Bond Liability	(945,724)	(767,559)	(768,121)
Payg Payable	0	(73,104)	0
Loan Liability	(463,054)	(42,475)	(463,054)
Provision for Annual Leave	(709,390)	(709,390)	(709,390)
Provision for Long Service Leave	(745,314)	(745,314)	(745,314)
Other Payables	0	(917,599)	(1,165,121)
	<u>(4,571,073)</u>	<u>(3,858,878)</u>	<u>(5,303,200)</u>
NET CURRENT ASSET POSITION	2,168,303	7,625,162	10,906,460
Less: Cash - Reserves - Restricted	(3,773,263)	(3,735,514)	(3,033,010)
Current Portion of Lease Liabilities	0	11,903	11,902
Less: Loans receivable - clubs/institutions	0	(9,906)	(28,208)
Add: Current Loan Liability	460,849	42,475	463,054
Add: Leave Liability Reserve	794,111	785,146	796,705
Add: Budgeted Leave	350,000	350,000	350,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>0</u>	<u>5,069,265</u>	<u>9,466,903</u>

SHIRE OF NORTHAM
RATING REPORT
FOR THE PERIOD ENDED 30 APRIL 2024

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Key Rating Dates										
RATES ISSUED	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018	4/09/2019	7/08/2020	23/08/2021	2/09/2022	25/08/2023
RATES DUE	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019	11/09/2020	29/09/2021	7/10/2022	2/10/2023
2nd INSTALMENT DUE	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019	11/11/2020	29/11/2021	7/12/2022	4/12/2023
3rd INSTALMENT DUE	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021	31/01/2022	7/02/2023	5/02/2024
4th INSTALMENT DUE	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020	11/03/2021	31/03/2022	12/04/2023	8/04/2024
Outstanding 1st July	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862	\$1,911,223	\$1,882,648	\$1,883,329
Rates Levied	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585	\$10,381,252	\$10,676,737	\$11,272,726	\$11,856,419
Interest, Ex gratia, interim and back rates less writeoffs	\$80,154	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$190,654	\$242,052	\$263,047
Rates paid by month										
1 July	62,554	29,105	43,333	60,002	94,638	87,543	307,979	94,808	90,363	67,295
2 August	119,840	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849	462,892	397,332	371,229
3 September	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835	2,829,221	4,326,537	5,819,112	3,666,388	4,272,603
4 October	2,550,091	630,886	1,166,136	484,607	590,724	3,255,037	208,486	756,888	3,478,258	2,925,852
5 November	506,022	842,856	908,844	1,036,340	952,902	574,138	580,253	1,041,532	720,389	495,891
6 December	654,900	214,507	336,154	189,794	239,893	724,440	437,028	465,088	655,106	934,587
7 January	295,629	441,681	464,526	637,664	861,146	427,789	643,946	794,760	570,266	401,031
8 February	508,828	148,327	260,963	258,355	174,143	576,493	323,242	316,347	713,091	724,593
9 March	256,379	601,416	589,684	670,462	821,970	476,994	558,147	674,247	314,494	527,711
10 April	484,165	166,567	182,282	164,940	230,157	680,168	127,599	218,728	619,363	751,500
11 May	59,527	115,947	109,069	165,995	209,350	199,792	184,893	131,689	150,194	199,703
12 June										
Total YTD	8,148,355	8,411,333	8,672,053	9,487,872	10,046,627	10,044,811	10,041,960	10,776,090	11,375,244	11,671,996
% Ytd Rates Outstanding	9.7%	11.5%	15.4%	12.9%	15.8%	18.5%	18.1%	15.7%	15.1%	16.6%
Ytd Outstanding	870,534	1,097,714	1,583,501	1,405,087	1,888,997	2,285,985	2,212,143	2,002,524	2,022,182	2,330,799



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



INVESTMENT REGISTER

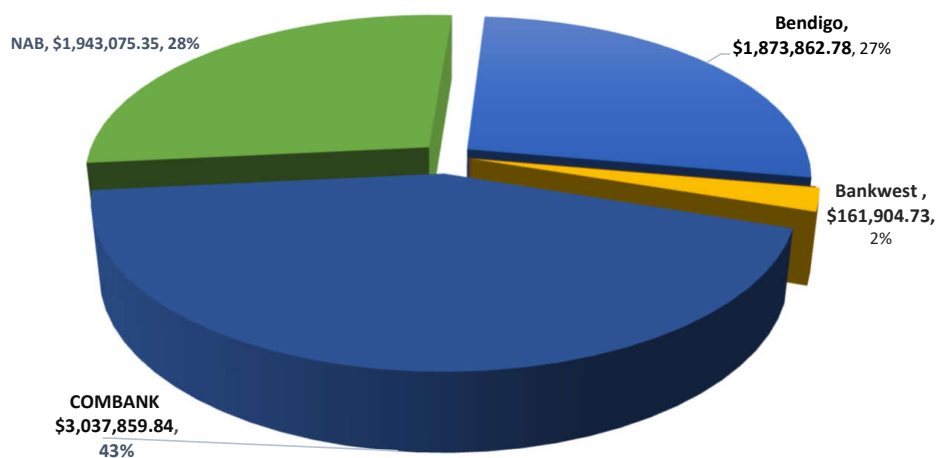
Investor: SHIRE OF NORTHAM

Starting Log Date: 01/07/23

Current Date: 31/05/24

Bank	INVESTING TERM		AMOUNT INVESTED	INTEREST RATE P.A	TERM TO MATURITY MONTHS
	Start	End			
Bendigo- Ref 3834911	28/02/24	28/11/24	\$1,300,278.84	5.03%	9
Bendigo	04/04/24	04/01/25	\$573,583.94	4.81%	9
Bankwest TRUST AROC	13/05/24	13/06/24	\$161,904.73	4.25%	1
Combank	27/03/24	25/06/24	\$1,037,859.84	4.73%	3
Combank	11/02/24	11/06/24	\$500,000.00	4.91%	4
Combank	01/04/24	01/07/24	\$1,500,000.00	4.73%	3
Nab	13/03/24	13/09/24	\$743,075.35	5.00%	6
Nab	13/03/24	13/06/24	\$1,200,000.00	4.95%	3
Total			\$7,016,702.70		

DISTRIBUTION OF INVESTMENTS 31/05/2024



13.4.3 Schedule of Fees & Charges 2024/25 - Additional Health Fees

File Reference:	8.2.8.2
Reporting Officer:	Pierce Lloyd (Environmental Health Officer)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services) Colin Young (Executive Manager Corporate Services)
Officer Declaration of Interest:	N/A
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

For Council to adopt changes to the Shire's 2024/25 Schedule of Fees and Charges to reflect fees and charges associated with implementation of relevant Health and Environmental legislation. These changes include introduction of new fees and removal of existing fees.

ATTACHMENTS

1. Health Fees [13.4.3.1 - 2 pages]

A. BACKGROUND / DETAILS

The Shire of Northam is responsible for providing Health and Environmental approvals to ratepayers and residents. Fees associated with the verification of Food Safety Plans (*Food Act 2008*), Noise Management Plans (*Environmental Protection Act 1986*) and fees relating to other services, such as water sampling (Department of Health license requirements) and unsatisfactory work inspections (*Health Act (Miscellaneous Provisions) 1911*) have not yet been incorporated into the Schedule of Fees and Charges.

The addition of these fees (Statutory and Council) will allow the Shire of Northam to maintain a high standard of financial management and ensure that appropriate resources are available to provide a high level of customer service to ratepayers and residents requesting Health approvals.

The removal of the Skin Penetration and Hair Dressing annual fee brings the Shire of Northam in line with other Class 2 (formerly known as Band 2) Local Government's fees and charges. The annual fee is not prescribed by

regulation or code of practices for these types of premises so there is limited enforcement action that can be taken if fees are not paid.

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.

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

Objective 12.2: Be an innovative and efficient organisation that provides outstanding customer services.

Priority Action: Nil.

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

Objective 12.3: Effectively manage the Shire's assets.

Priority Action: Nil.

B.2 Financial / Resource Implications

There will be additional revenue from the proposed new fees and charges which will be offset to some extent by a decrease in the annual inspection fees.

B.3 Legislative Compliance

The addition of Statutory and Council fees relating to the *Food Act 2008*, the *Environmental Protection Act 1986* and the *Health Act (Miscellaneous Provisions) 1911*, ensures that the Shire of Northam remains up to date with the fees available as delegates of State legislation.

Local Government Act 1995 s.6.16. requires any updates to the Schedule of Fees & Charges to be made by an Absolute Majority Resolution of Council.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Non-compliance with Health legislation. Statutory Fees not payable as missing from Schedule of Fees and Charges.	Rare (2) x Medium (3) = Low (6)	Incorporate new fees into Schedule of Fees and Charges to ensure compliance with relevant legislation.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The proposed addition/removal of fees to the 2024/25 Schedule of Fees and Charges are as per below table:

Description	Fee type	Fees and Charges (net of GST)	GST (if applicable)	Fees and Charges (inclusive of GST)
HEALTH				
Environmental Protection (Noise Regulations)				
Reg 18 noise exemption application for public events	Statutory	\$1,000		\$1,000
Reg 18 Community and Charitable Groups		No Fee		No Fee
Reg 13 construction site noise plan approval	Council	\$240		\$240
Noise Management Plan Approval (Class 2 Works, Motor Sport Venue, Shooting Venue)	Statutory	\$500		\$500
Noise Monitoring Fees (per hour)	Council	\$200		\$200

Food Act 2008				
Meat Inspector Application Fee	Council	\$150		\$150
Meat Inspector Additional/Replacement Card	Council	\$30		\$30
Health Act 1911				
Public Building Inspection Fee	Council	\$125		\$125
Reinspection due to unsatisfactory work (per hour)	Council	\$125		\$125
Water Sampling (Recycled Water Service Agreement required)				
Water Sampling (per sample)	Council	\$98		\$98
Skin Penetration Establishment				
Annual fee	Council	\$121		\$121
Hair Dressing Establishment				
Annual Fee	Council	\$121		\$121

RECOMMENDATION

That Council, by ABSOLUTE MAJORITY, ADOPTS the proposed changes to the 2024/25 Schedule of Fees and Charges as shown in Attachment 13.4.3.1.

ABSOLUTE MAJORITY OF 6 REQUIRED

Description	Fee type	Fees and Charges (net of GST)	GST (if applicable)	Fees and Charges (inclusive of GST)
HEALTH				
Environmental Protection (Noise Regulations)				
Reg 18 noise exemption application for public events	Statutory	\$1,000		\$1,000
Reg 18 Community and Charitable Groups		No Fee		No Fee
Reg 13 construction site noise plan approval	Council	\$240		\$240
Noise Management Plan Approval (Class 2 Works, Motor Sport Venue, Shooting Venue)	Statutory	\$500		\$500
Noise Monitoring Fees (per hour)	Council	\$200		\$200
Food Act 2008				
Meat Inspector Application Fee	Council	\$150		\$150
Meat Inspector Additional/Replacement Card	Council	\$30		\$30
Health Act 1911				
Public Building Inspection Fee	Council	\$125		\$125
Reinspection due to unsatisfactory work (per hour)	Council	\$125		\$125
Water Sampling (Recycled Water Service Agreement required)				
Water Sampling (per sample)	Council	\$98		\$98
Skin Penetration Establishment				
Annual fee	Council	\$121		\$121
Hair Dressing Establishment				

Annual Fee	Council	\$121		\$121
------------	---------	-------	--	-------

13.5 COMMUNITY SERVICES

President C R Antonio declared an “Impartiality” interest in item 13.5.1 Spencers Brook Station Masters House – Budget Request, as members of the Spencers Brook Progress Association are known to President Antonio, and he has discussed this item in the past.

Cr L C Biglin declared an “Impartiality” interest in item 13.5.1 Spencers Brook Station Masters House – Budget Request, as members of the Spencers Brook Progress Association are known to Cr Biglin.

Cr M I Girak declared an “Impartiality” interest in item 13.5.1 Spencers Brook Station Masters House – Budget Request, as members of the Spencers Brook Progress Association are known to Cr Girak.

Cr C M Poulton declared an “Impartiality” interest in item 13.5.1 Spencers Brook Station Masters House – Budget Request, as members of the Spencers Brook Progress are known to Cr Poulton.

Cr J E G Williams declared an “Impartiality” interest in item 13.5.1 Spencers Brook Station Masters House – Budget Request, as Cr Williams is a previous member of Spencers Brook Progress Association and has discussed this matter with the previous Progress President & Provided letters of support to the current President with regards to obtaining external funding to restore the Station Masters House.

13.5.1 Spencers Brook Station Masters House - Budget Request

File Reference:	6.1.1.20
Reporting Officer:	Janice Byers (Acting Executive Manager Community Services)
Responsible Officer:	Janice Byers (Acting Executive Manager Community Services)
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider the legal, financial and any other consequences posed by potentially revoking or changing previous Council decision C.3452 in relation to provision of funding towards the Spencers Brook Progress Association Station Masters House.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Attachment 1 - Management deed for Reserve 54159 [13.5.1.1 - 15 pages]

A. BACKGROUND / DETAILS

At the Ordinary Council Meeting on 15 May 2024 Council resolved to move a motion (C.5017) to enable further consideration of possible financial support that may be provided by Council to the Spencers Brook Progress Association in the future.

COUNCIL DECISION

Minute No: C.5017

Moved: Cr M I Girak
Seconded: Cr C M Poulton

That Council REQUESTS the Chief Executive Officer to prepare a report for the June 2024 Ordinary Council Meeting outlining the legal, financial and any other consequences posed by potentially revoking or changing previous Council decision C.3452 in its relation to the following Spencers Brook Progress Association funding requests:

1. The Spencers Brook Progress Association Station Masters House Gutter Replacement & Rainwater Tank;
2. The Spencers Brook Progress Association Station Masters House Bathroom Floor Replacement.

CARRIED 8/0

Over the years Council has considered the future of the old Station Masters House at 93 Thomas Street, Spencers Brook, which is located on Reserve 54159 and vested to Spencers Brook Progress Association for the purposes of "Heritage and Community Purposes and ancillary uses" (refer Attachment 13.5.1.1). The following table details the considerations and actions undertaken by Council and the Shire officers over the years.

Date	Item/Outcome
8 August 2002	Council advised Department for Planning and Infrastructure (DPI, fmr) (letter dated 12 August 2002) that it had reaffirmed its decision to demolish the building at the termination of the lease.
14 December 2006	The end of the lease.

8 February 2007	Council agreed to the extension of the lease and declined to support the freeholding of Station Master's House to the lessee.
21 August 2008	DPI considers offering a further long-term lease to the existing lessee.
3 September 2008	The issue was deferred to enable officers to obtain further information.
10 May 2010	The Department of Regional Development and Lands (fmr) wrote to the Shire advising that the Department is pursuing the sale of Avon Location 29025 as freehold to existing lessee.
23 May 2011	The Spencers Brook Progress Association expressed their interest in purchasing the property for use as a Community Hall.
18 April 2012	Department of RDL provided a confirmation letter from the existing lessee regarding their intention to purchase the property.
18 July 2012	Council resolved to request that the Department of Regional Development and Lands (fmr) demolish the Stationmasters House on the expiry of the lease and that the subject land be converted to reserve and amalgamated into Spencers Brook Road Reserve.
5 March 2015	Letter received from Department of Lands regarding the potential sale of the Stationmasters House, Spencers Brook.
16 March 2015	Department of Lands advised that the Shire maintains its position to request the demolition to provide a buffer between the residential area and Spencers Brook Road. This would allow for the re-establishment of vegetation.
16 November 2017	Shire of Northam enquired with Department of Planning Lands and Heritage as a result of further queries by the Spencers Brook Progress Association. Internal review of the Shire's position conducted regarding strategic intent of proposal to demolish Spencers Brook Stationmasters House.
23 January 2018	Shire of Northam liaised with Spencers Brook Progress Association regarding proposal to undertake management of the site.
17 April 2018	Meeting held between Spencers Brook Progress Association and Shire Officers regarding proposal for Spencers Brook Stationmasters House.
26 June 2018	Site visit conducted with Shire Officers and representatives of the Spencers Brook Progress

	Association to the Spencers Brook Stationmasters House
15 August 2018	Minute No. C.1810 - That Council: 1) advise the Department of Regional Development and Lands (RDL), that it does not support the sale of Lot 29025 and on expiry of the lease the land be converted to reserve and amalgamated into the Spencers Brook Road Reserve; and 2) requests demolition of the existing house when the lease expires.
15 August 2018	Minute No. C.3452 - That Council resolves to support the application by the Spencers Brook Progress Association to acquire a lease over the Spencers Stationmasters House for public/community purpose subject to the following conditions: 1. The Spencers Brook Progress Association shall submit for endorsement to the Shire a Management Plan for the Stationmasters House (Community/Public Space) within six (6) months that: I. Provides a Staged schedule of works to repair the building; II. Provides evidence of self-supporting finance to carry out the works and the proposed use; and III. Outlines how the community space will be utilised and function, including extended use by the wider Spencers Brook community. 2. Within twelve (12) months, a development application shall be submitted to the Shire of Northam encompassing the works program proposed in Stages and in keeping with the approved Management Plan.
26 September 2018	Spencers Brook Progress Association notified in writing of Council resolution. Department of Planning Heritage and Lands notified of Council's resolution rescinding previous motion to recommend demolition of the Stationmaster's House.
7 March 2019	Shire Officers follow up with Spencers Brook Progress Association (SBPA) as no response received from them (refer condition 1 above).
13 May 2019	Awaiting SBPA to provide report.
30 October 2019	Inspection organised with progress association.
27 February 2020	Telephone meeting Case ref: 1903096 Dept of Lands not interested in taking on the lease and suggested the Shire take on a Management Order with the

	<p>proviso from the Commissioner that there is a grace period where if the lease does not work out it can be handed back to the Department of Lands. The Department is not interested in paying for demolition and believe that if there is heritage significance, the Shire should manage it.</p>
30 November 2021	<p>SBPA preparing Management Plan and liaising directly with DPLH to obtain Management Order.</p>
1 August 2022	<p>DPLH & SBPA continuing to liaise to establish Management Order that does not involve the Shire.</p>
16 September 2022	<p>SBPA obtained a building appraisal from W. Gibbs & Sons which clearly states it is not an engineering, electrical, plumbing, termite or glazing report.</p>
7 November 2022	<p>Deed between The State of Western Australia (Minister) and Spencers Brook Progress Association (Management Body) signed by both parties. Page 3, item 3.3 (b) <i>The Management Body must at all times at its cost repair, maintain and replace as required to keep in good order and safe condition all improvements, in accordance with this Deed.</i></p>
21 November 2022	<p>Acknowledgement letter of grant funding for \$20,000 for building restoration and improvements to the Spencers Brook Station Masters House, including:</p> <ul style="list-style-type: none"> • Fire risk management & clean up • Removal & replacement of unsafe wall on back veranda • Bathroom/toilet renovation • Kitchen renovation • Skirting board repairs <p>This funding was awarded through the Grants Committee, who were not aware of Council's decision from 15 August 2018.</p>
20 February 2023	<p>Meeting with Shire Officers and President of SBPA to discuss potential uses of the Old Station Masters House.</p>
21 February 2023	<p>Following up email providing information relating to the building classifications, including additional informing documentation.</p>
16 May 2023	<p>Email advising Events request was not approved due to the following:</p> <ul style="list-style-type: none"> • The building in question does not have a septic system that can support more than 10 people. • The building has not been approved as a Public Building. • The kitchen inside the building has not been approved for commercial use.

	<ul style="list-style-type: none"> • There is no information as to where the food is being prepared – and if it is being prepared off-site, how it is to be transported to the event – this includes ability to control the temperature. • We have discussed the use of this location with the President of the Association and have informed them that the building here cannot be used to host events under any circumstances. • We suggest that the Association finds a new location.
13 June 2023	Dwelling compliance check conducted by Shire Officers, which highlights several major defects and health and safety defects which require demolition or major repair works.
5 April 2024	Acquittal for the \$20,000 funding from 2022.
15 May 2024	The Spencers Brook Progress Association Station Masters House request for further funding of \$18,406, for Gutter Replacement & Rainwater Tank and Bathroom Floor Replacement.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

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

Objective 3.3: Grow participation in arts, culture and community activities.

Priority Action: Nil.

B.2 Financial / Resource Implications

The Dwelling Compliance Check report prepared by the Shire of Northam indicates that there are substantial repairs required to bring the property to a safe and compliant standard. While there is no estimate of the potential costs of bringing the building into compliance, it is expected that the costs will run into the tens, if not hundreds of thousands of dollars.

Should Council commit to continue to provide funds for the Spencers Brook Station Masters House, which is a State Government owned facility on State Government owned land, these costs will continue to escalate and may not be considered best use of ratepayer's money.

B.3 Legislative Compliance

It has been determined by Shire Officers that the building presents a significant health and safety hazard to any persons residing within the

dwelling and is considered to be non-compliant and not fit for human habitation.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Throughout the process consultation has taken place with the relevant State Government agencies and the Spencers Brook Progress Association, over many years.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Additional costs associated with the requests received from the association	Minor (2) x Possible (3) = Moderate (6)	Association to provide evidence of self-supporting finance to carry out the works and the proposed use.
Health & Safety	Items listed in the compliance check have safety implications & if not repaired could pose a risk to the community.	Medium (3) x Likely (4) = High (12)	The Spencers Brook Progress Association shall submit for endorsement to the Shire a Management Plan for the Stationmasters House that indicates when the works will be completed to bring the building into compliance.
Reputation	Inequity and disagreement from community over dispersal of funds.	Minor (2) x Unlikely (2) = Low (4)	Allocation assessed against Policy C3.1 Community Grants Program, Section 1.1.

Service Interruption	N/A		
Compliance	Building does not comply with relevant Health and Building legislation.	Medium (3) x Likely (4) = High (12)	The Spencers Brook Progress Association shall submit for endorsement to the Shire a Management Plan for the Stationmasters House that indicates when the works will be completed to bring the building into compliance.
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

Demolition of the property would see the land use extend to the natural habitat of the reserve.

C. OFFICER'S COMMENT

Between 2002 and 2012 Council maintained a decision to demolish the Station Masters House. At the Ordinary Council Meeting on 18 July 2012, Council resolved a motion (C.1810) to demolish the Spencers Brook Station Masters House upon the end of the existing lease, in agreement with the Department of Land and Heritage.

COUNCIL DECISION

Minute No: C.1810

Moved: Cr J Williams
Seconded: Cr D Beresford

That Council:

1. advise the Department of Regional Development and Lands (RDL), that it does not support the sale of Lot 29025 and on expiry of the lease the land be converted to reserve and amalgamated into the Spencers Brook Road Reserve; and
2. requests demolition of the existing house when the lease to Mr Virgin expires.

CARRIED 6/2

This decision was then revoked at the Ordinary Council Meeting on 15 August 2018 (C.3451), where an alternative motion was considered and carried (C.3452) subject to the listed conditions being met. A search of Shire records indicates that to date, none of these conditions have been met.

COUNCIL DECISION

Minute No: C.3451

Moved: Cr Ryan
Seconded: Cr Williams

That Council rescind decision No. C.1810 from the Ordinary Council meeting held on 18th July 2012 in relation Station Masters House, Spencers Brook.

CARRIED 7/1
BY ABSOLUTE MAJORITY

COUNCIL DECISION

Minute No: C.3452

Moved: Cr Ryan
Seconded: Cr Williams

That Council resolves to support the application by the Spencers Brook Progress Association to acquire a lease over the Spencers Stationmasters House for public/community purpose subject to the following conditions:

1. The Spencers Brook Progress Association shall submit for endorsement to the Shire a Management Plan for the Stationmasters House (Community/Public Space) within six (6) months that:
 - i. Provides a Staged schedule of works to repair the building;
 - ii. Provides evidence of self-supporting finance to carry out the works and the proposed use; and
 - iii. Outlines how the community space will be utilised and function, including extended use by the wider Spencers Brook community.
2. Within twelve (12) months, a development application shall be submitted to the Shire of Northam encompassing the works program proposed in Stages and in keeping with the approved Management Plan.

CARRIED 8/0

Council has previously declined the option to lease the Station Masters House from the State Government as it did not want to accept liability for the repairs and maintenance. A Management Order for the building has since been taken up by the Spencers Brook Progress Association, and the agreed deed between the State of Western Australia (Minister) and Spencers Brook Progress Association (Management Body), clearly states the management body is responsible for its cost to repair, maintain and replace as required to keep the Station Masters House in good order and safe conditions. As part of this deed, the Spencers Brook Progress Association are also required to hold public liability insurance.

There is a significant risk that should the Shire continue to provide funding for the repair and upkeep of the Station Masters House, the State Government could revoke the Management Order and take back possession of the building, with no recourse for the Shire to seek financial recompense.

Given the costs associated with bringing the Station Masters House into compliance and making it suitable for the use(s) they are seeking, advice has previously been provided to the Spencers Brook Progress Association to seek funding for a purpose built shed which would meet the needs of the Association.

As the building is ultimately owned by the State Government, it is recommended that if the Spencers Brook Progress Association wishes to bring the building into compliance, Shire Officers work with the Association to advocate for State Government funding towards the repair and upkeep of the Station Masters House. It is likely that the State Government will be in a stronger financial position to contribute funding than the Shire.

In addition, Shire Officers are able to provide support to the Spencers Brook Progress Association to understand the Building Compliance Check report to assist with the development of the Management Plan for the Station Masters House. Shire Officers are also able to continue working with the Association to explore other options for a facility for their use.

Given the following factors, it is recommended that Council continues in accordance with decision C.3452 and does not provide funding towards the repair and upkeep of the Spencers Brook Station Masters House:

1. The building is owned by the State Government and is located on State Government owned land;
2. Council previously recognised the significant cost involved in repairing and upkeeping the Station Masters House and declined to take on responsibility for the building;
3. The cost of repairing and upkeeping the Station Masters House is likely to be significant and potentially outside the resource capacity of the Shire;

4. The conditions that were set by Council in resolution C.3452 (i.e. the provision of a Management Plan for the Station Masters House that provides a staged schedule of works to repair the building; provides evidence of self-supporting finance to carry out the works and the proposed use; and outlines how the community space will be utilised and function, and submission of a development application) does not appear to have been complied with;
5. The Shire can provide assistance and support to the Spencers Brook Progress Association to advocate to the State Government for funding to repair the Station Masters House or support them to consider other options for the provision of a facility for their use.
6. Aligned with Council's position on provision of funding to Progress and Community Associations, the Spencers Brook Progress Association will be able to apply for funding for activities that do not involve repair and upkeep of the Station Masters House.

RECOMMENDATION 1

That Council REQUESTS the Chief Executive Officer to provide support to the Spencers Brook Progress Association to advocate for State Government funding for the repair and upkeep of the Spencers Brook Station Masters House and/or to provide assistance to the Association to consider other options for the provision of a facility for their use;

RECOMMENDATION 2

That Council REQUESTS the Chief Executive Officer to work with the Spencers Brook Progress Association to comply with the conditions attached to decision C.3452 being that the Spencers Brook Progress Association shall submit for endorsement to the Shire a Management Plan for the Station Masters House (Community/Public Space) within 6 months that:

- a. Provides a staged schedule of works to repair the building;
- b. Provides evidence of self-supporting finance to carry out the works and the proposed use;
- c. Outlines how the community space will be utilised and function, including extended use by the wider Spencers Brook community; and
- d. Within 12 months, a development application shall be submitted to the Shire of Northam encompassing the works program proposed in Stages and in keeping with the approved Management Plan.

RECOMMENDATION 3

That Council DOES NOT SUPPORT the provision of Shire funding towards the repairs and upkeep of the Spencers Brook Station Masters House.

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) (c) & (a) of the Local Government Act 1995, meet behind closed doors to consider agenda items:

- 14.1 - Request for Deed of Extension & Variation of Lease – Portion of A11140, Northam, as it relates to a contract entered into, or which may be entered into, by the local government, and;
- 14.2 - Chief Executive Officer Review & Selection Committee Meeting held 27 May 2024, as it relates to a matter affecting an employee or employees.

14.1 REQUEST FOR DEED OF EXTENSION & VARIATION OF LEASE - PORTION OF A11140, NORTHAM

14.2 CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD 27 MAY 2024

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