

2018/19 Draft Budget - Items for consideration

	<u>cost</u> <u>excluding GST</u>	<u>Other</u> <u>Funding/</u> <u>reserve</u>	<u>Net cost</u>	Comments	
Items Added to Budget					
Development Services					
1	Contract out Pound operation and after hours Ranger service	10,591	10,591	All services to operate the pound including feeding, exercising and cleaning including products. Attendance of emergencies after hours by qualified experienced Rangers. Cost Estimate \$31,280 less reduction in overtime and on call allowances \$20,689.	
2	Dog Park	80,330	80,330	Fenced Dog Park at 98 Clarke Street, Northam	
Works Services					
3	Holfreter Avenue 2018/2018 Fernie Street	54,545	54,545	Footpath construction from Wheatbelt Health Clinic	
4	Traffic Counter	15,585	15,585	Data capture on RAV Routes and Shire Roads to replace faulty equipment	
5	Parks and gardens crew members x 1	40,191	40,191	1 x Full time x 9 months includes Gross + super + clothing+insurance	
6	Kerb edging machine to install garden edging and replacement kerbing	14,673	14,673	Currently done by hand	
7	Elizabeth Place Old Coles Car Park resurfacing	65,000	65,000	Council contribution towards remedial work on Car Park surface	
8	St John Ambulance site POS Improvements	80,000	80,000	Connectivity with the Northam Townsite Development strategy	
9	Rural Verge Tree Pruning Programme	100,000	100,000	Current Schedule capacity 7 year programme	
10	Lighting BMX Track	90,000	90,000	Proposed lighting for existing BMX Track	
11	CBD Streetscape linking DOME to Bernard Park	50,000	50,000	Upgrade and landscaping Minson Avenue as a continuation of Bernard Park	
12	Henry Street Oval turf replacement	30,000	30,000	Upgrading the existing playing surfaces on Henry Street Oval	
Community Services					
13	Painting Wundowie pool shell	10,000	10,000	Wear and Tear, scheduled	
14	Black Chairs x 50	3,690	3,690	For Northam Rec Centre	
15	Outdoor Cinema showing premium movies	35,000	35,000	Telethon Community Cinemas 20 December 2018 to 10 March 2019 12 weeks, 48 screenings. Managed by community groups. Advertisers and sponsors to be sought	
16	Ice machine for Recreation Areas/ Emergency Evac Centre	3,025	3,025	Hoshizaki Manitowoc Sotto UG80 Self contained Octagonal Ice Machine 90kg a day, stores 44kg	
17	Silversport Funding	25,000	25,000	Please see attached	
18	Christmas Decorations	25,000	25,000	\$5,000 Christmas Mural, \$16,000 Trees for Regional Centres, \$4000 Decorations	
19	Wundowie BBQ and family and friends space	50,000	50,000	As per Wundowie Community Plan.	
20	Events Coordinator Assistance	15,000	15,000	MMSF Coordinated Event, Agricultural Show	
21	Upgrade Existing Local Bike Plan for Northam, Bakers Hill and Wundowie 2018 2019	20,000	20,000	Bicycle Plan upgrade keeping in mind the existing development, Consultant \$20,000	
22	Information Kiosks CBD & Regional	30,000	30,000	Townsite and Regional updating signage to promote the Shire and events	
23	Rec Centre Electronic Signage	55,000	55,000	LED Signage to support facilities, community events and promotions	
CEO					
24	Shire of Northam branding strategy	200,000	\$ 100,000	100,000	Northam Place Branding Campaign
25	HR Officer Part Time 15 hrs per week	18,986	18,986	1 x 15.5 hours wk x 10.5 months includes gross + super + clothing + insurance	
Corporate Services					
26	IT Officer Part time 25.5 hrs per week	44,441	44,441	1 x 25.5 hours wk x 10.5 months includes gross + super +clothing +insurance	
External Requests					
			-		
Council Request					
	Wundowie replacement Goal Posts	8,000	8,000		
Total	1,174,057	100,000	1,074,057		
	Current Rates Increase				
	1% increase = \$95,468				

2018 / 2019

REQUEST FOR BUDGET CONSIDERATION**G/L or JOB NUMBER:** 05072002 &050720825**PROJECT:** (A Brief Description)

It is proposed that the following services provided by current Ranger staff be contracted out. These services would cover the operation of the Dog Pound. This would include the provision of food and exercising the dogs, as well as daily cleaning and cleaning products. It would also cover all after hours calls and call outs, seven days a week. The total price for these services already offered from a Avon Valley company would be \$26000 p/a plus hourly rate of \$88.00 per hour for any attendance to listed emergencies. These are usually acquitted within two (2) hours.

Contracting a call out centre ONLY would require a Ranger to be on call for any emergencies and still have the pound duties to attend to.

Having the whole service of pound and after hours calls and call out
The benefits to the Shire would be:

- 1) A reduction in costs of over \$21 000 or 46% (refer to attached detailed figures)
- 2) A savings in travel time/ wear and tear on vehicles and fuel costs to and from the Pound when not in the process of conveying animals
- 3) The time savings of approx. two hours a day from not having to clean the pound is particularly significant now that staff numbers have been reduced by one staff member.
- 4) Although Rangers have reduced some of their administration duties, the majority of those taken on by Admin Assistance relate mainly to Customer Services and creation of Purchase Orders. Many admin tasks remain the responsibility of the Senior Ranger such as:
 - a) Agenda items
 - b) Reviewing of Local Laws
 - c) OSH (equipment and procedures)
 - d) Mentoring of staff and work experience persons
 - e) Infringement adjudication
 - f) Multiple dog/cat applications
 - g) Community education and engagement

Currently the two (2) Rangers share the after hours on call duties, this in essence impacts on work/ family life balance limiting any sporting or social activities or engagements to 50% in non work hours.

The significant reduction in actual costs to maintain and service the pound could be diverted to other activities or services within the Shire of Northam.

The approximate gain back of 10 hours per week in real time could be better applied to community education and or the completion of other tasks.

With the removal of the after hours on call and call out requirements a relief Ranger would not be required for training and or annual leave periods creating a further cost reduction.

On average Rangers would attend to approximately 30 emergency call outs in a financial year this equates to 60 hours @ \$88.00 per hour = and extra \$5280.00.

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

Annual fee @ \$500.00 per week	\$ 26,000	
60 hours @ \$88.00 per hour (Annual Call outs)	\$ 5,280	
Less (weekend overtime)	\$ (11,279)	
(no "on call")	\$ (9,410)	
	\$ _____	
Total	\$ 10,591	(a)

Revenue Source and Amount(s):

Grant	\$	
Fees and Charges	\$	
Trade-In –	\$	
Reserve Account	\$	
Other	\$ _____	
Total	\$ 10,591	(b)

Net Contribution Required by Municipal Fund: \$ 10,591 (a) – (b)

Have all relevant Departments been consulted?

Signed: _____

Meador

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.

Comparison of cost between Matt Sharpe and Rangers

	Shire - Overtime/On call	Pound Operations	Average cost for Rangers to clean Pound	Total cost for Rangers
Operator				
Cost p/w	\$500	\$49	\$500	\$919
Annual cost	\$26,000	\$2,548	\$26,000	\$47,799

Request for Quotation

Request for Quotation:	<i>Shire of Northam Dog Impound Management</i>
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Deadline:	<i>Enter Time, Day Month, 20**</i>
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Address for Delivery:	<i>Hand delivery 395 Fitzgerald Street, Northam</i>
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RFQ Number:	<i>Enter Number</i>
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Table of Contents

Contents

1	Conditions of Responding	3
	1.1 Contract Requirements in Brief	3
2	Definitions	3
	2.1 Contact Persons.....	4
	2.2 Briefing/Site Inspection.....	4
	2.3 Selection Criteria	4
	2.4 Compliance Criteria.....	5
	2.5 Qualitative Criteria.....	5
	2.6 Value Considerations	5
	2.6.1 Price Basis.....	6
	2.7 Principal's Policies That May Affect Selection	6
	2.8 Lodgement of Response and Delivery Method.....	6
	2.9 Rejection of Responses	7
	2.10 Acceptance of Responses.....	7
	2.11 Response Validity Period	7
	2.12 Precedence of documents.....	7
	2.13 Alterations	7
	2.14 Ownership of Responses	7
	2.15 Canvassing of Officers	8
	2.16 Identity of the Respondent	8
3	Specification	9
4	Scope of Work	Error! Bookmark not defined.
5	General Conditions of Contract	10
6	Respondent's Offer	21
	6.1 Offer Form.....	21
	6.2 Selection Criteria.....	22
	6.2.1 Compliance Criteria.....	22
	6.2.2 Qualitative Criteria.....	22
	6.3 Price Information	24
	6.3.1 Price Schedule	25

Part 1 READ AND KEEP THIS PART

1 Conditions of Responding

These Conditions explain the rules governing the content and submission of Responses and the conduct of the Response process.

A Request for Quotation (RFQ) is not referred to in Local Government (Functions and General) Regulations 1996, but for reasons of consistency and probity a similar process to a Public Tender process may be followed.

The nature and purpose of an RFQ will determine the style, scope and complexity of the RFQ.

Contract Requirements in Brief

1.1. The Shire of Northam's activities in relation to animal management are legislated through the *Dog Act 1976* (the Act), relevant regulations, Dog Local Law and codes of practice. The purpose of the Act is to promote animal welfare, responsible ownership of animals and to protect the environment.

Council also has local strategies in place to regulate the management of animals focus on increasing pet registration, promoting responsible pet ownership and increasing the reclaim and rehoming rates of impounded dogs. It is anticipated that this will lower the number of unwanted or abandoned animals in the community.

The existing facility is located at Colebatch Street, Northam. The current facility consists of twenty four (24) pens within a brick and iron construction. *(please refer to attached location and site plan).*

A full statement of the Goods/Services required under the proposed Contract appears in the Specification Part 3.

2. Definitions

Below is a summary of some of the important defined terms used in this Request:

Contractor: Means the person or persons, corporation or corporations who's Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation or corporations.

Deadline: The Deadline shown on the front cover of this Request for lodgement of your Submission.

General Conditions of Contract: Means the General Conditions of Contract for the Provision of Services provided or nominated in Part 5.

Offer: Your Offer to be selected to supply the Requirements.

Principal: Shire of Northam

Response: Completed Offer, response to Selection Criteria and Attachments.

Requirement: The Management of the Dog Impound Facility as requested by the Principal.

Request or RFQ or Request for Quotation: This document.

2.1 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

Name:	Chadd Hunt
Telephone:	(08) 9622 6135
Email:	emds@northam.wa.gov.au

2.2 Site Inspection

Optional on appointment.

The location for site inspection is Dog impound Facility, Colebatch Street, Northam. The site will provide Respondents with the opportunity to clarify any uncertainties with the contact person prior to the closing of the Request for Quote.

2.3 Selection Criteria

The Contract may be awarded to a sole Respondent or panel of Respondents who best demonstrates the ability to provide quality products and or services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the principal.

The Principal has adopted the best value for money approach to this Request. This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the Qualitative Criteria.

A scoring system will be usual as part of the assessment of the Qualitative Criteria. Unless otherwise stated, a Response which provides all the information requested will be assessed as satisfactory.

The extent to which the Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the Qualitative Criteria and in the overall assessment of value for money.

2.4 Compliance Criteria

These criteria are detailed within section 9.1 of this document and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

2.5 Qualitative Criteria

In determining the most advantageous Response, the Evaluation Panel will score each Response against the Qualitative Criteria as detailed within section 9.1.1 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each Qualitative Criterion.

Information that you provide addressing each Qualitative Criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

2.6 Value Considerations

Weighted Price Criteria

The Weighted Price method is used where price is considered to be crucial to the outcome of the contract. The price is then assessed with quality.

Criteria	Weighting
Quoted Price	60 %

2.6.1 Price Basis

Fixed Prices

All prices for Goods/Services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices tendered must include all applicable levies, duties, taxes and charges. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

- a) Rise and Fall formula/e to be specified by the Tenderer.
- b) Quoted prices must include the Goods and Services Tax (GST)

Any charge not stated in the Tender as being additional will not be allowed as a charge for any transaction under any resultant Contract.

2.7 Principal's Policies That May Affect Selection

The following policies may affect this selection:

- Regional Price Preference Policy
- Community Education Capacity
- Occupation Health and Safety Policies.

2.8 Lodgement of Response and Delivery Method

The Response must be lodged by the Deadline. The Deadline for this Request for Quote is *[insert day, date and time in Australian Western Standard Time]*.

The Response is to be:

- a) placed in a sealed envelope clearly endorsed with the RFQ number and title as shown on the front cover of this Request; and
- b) delivered by hand and placed in the Tender Box at Shire of Northam Administration Building at 395 Fitzgerald Street, Northam. (by the Respondent or the Respondent's private agent).

Electronic mail Submissions and Submissions submitted by any other form will not be accepted.

Respondents must ensure that they have provided four (4) signed copies of their Submission; one to be marked "ORIGINAL" and unbound and clipped (not stapled) and the other(s) to be marked "COPY" and bound. All pages must be numbered consecutively and

the Submission must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

2.9 Rejection of Responses

A Response will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request for Quotation; or
- c) it may be rejected if it fails to comply with any other requirements of the Request for Quote; or
- d) the Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments.

2.10 Acceptance of Responses

Unless otherwise stated in this Request, Responses may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

2.11 Response Validity Period

All Responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline.

2.12 Precedence of documents

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

2.13 Alterations

The Respondent must not alter or add to the Request documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for Quote documents before the Deadline.

2.14 Ownership of Responses

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Response

Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

2.15 Canvassing of Officers

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

2.16 Identity of the Respondent

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.

Part 3 READ AND KEEP THIS PART

3 Specification

3. Performance levels and monitoring

General methods by which the Contractor's performance will be monitored are set out below.

It is imperative that the pound service is both reliable and efficient, with animal collections being done in a timely manner and processing animals in accordance with the Act. It is also vital that seized animals are dealt with appropriately, given they are the subject of legal action.

The general methods to be employed by Council will include:

- regular review meetings between the contractor and Ranger Services in order to provide mutual feedback on Contract performance.
- random operational auditing
- joint inspections of site, procedures and activities by the contractor and the Council.

Key Performance Indicators.

These indicators will measure the success of the performance and relationship of the Contract itself.

The contractor must agree with the Council to a range of measures for all components of the KPIs. These will generate and provide data, information and will demonstrate satisfactory performance and achievement against all agreed KPIs, through agreed periodic reporting.

The agreed KPI's include

	KPI's	UNIT OF MEASURE	TARGET
1.	Performance	Pound facilities meet or exceed the standards as required	
		Impounded animals processed according to the requirements of the Act.	100% compliance
		Contact person available for the contractor 24 hours per day and contactable.	100% availability
		Ability to re house unclaimed animals	Council is committed to reducing euthanasia rates in order to achieve these targets the contractor would need to co operatively work with Council and provide re

			homing services.
2.	Reporting	Reporting on time as agreed <ul style="list-style-type: none"> • weekly • monthly • integrity of data • ability to keep Council's database up to date 	100% compliance

Schedule of rates

- Impounded dogs includes daily maintenance, feed, clean and exercise and costs associated with re homing of any animals.
- **note release fee will be set by Council and will be collected by Council.**
- Surrendered dogs, daily maintenance, feed, clean and exercise and costs associated with re homing.
 - Micro chipping costs (*contractors direct fee collection*).

4. Scope of Work

The scope of the service includes intake of contained lost and stray animals, care for animals and releasing animals to owners in accordance with the Act and associated regulations. Also included in this service is the release or disposal of animals to either suitably qualified dog re homing agencies and management of animals deemed unsuitable for re homing.

The proposed Dog Impound and Pound Facility Management Quotation is to be on a trial basis whilst alternate arrangements for Ranger Services is being undertaken. The successful respondent will be required to enter into a formal agreement with Council for the duration of the contract. The intended trial period is to be for a period of six months from the signing of the contract

Council is seeking quotations for the provision of a high quality, readily accessible, responsive and cost effective dog management facility service, holding of seized animals and provision of an after-hours animal service (*referring to outside the defined working days as per the Interpretations Act*) which satisfies Council's statutory obligations and objectives outlined in the Plan.

Part 5 READ AND KEEP THIS PART

5. General Conditions of Contract

5.1. The specific standard levels required together with the extent of work to be carried out are shown in *Table 1*. The respondent must be able to provide responses to all of the components shown.

Table 1

SERVICE	DESCRIPTION	LEVEL OF SERVICE	RESPONSE	CONFORMING YES/NO
Management of Impounded animals (does include animals seized as a result of a dog attack).	Provision of food, water and shelter as required for impounded animals (does not include vet fees)	<p>Provide care for animals.</p> <p>Buildings, equipment and facilities are in accordance with the applicable Codes of Practice.</p> <p>Maintenance, cleaning and general upkeep of pound facilities and the care and welfare of animals are in accordance with the applicable RSPCA (WA) Codes of Practice.</p> <p>Animals are held according to the requirements of the Act, regulations and with the applicable Codes of Practice.</p> <p>Care and welfare of animals including any associated food costs. (excluding veterinary)</p> <p>Provide details on the care and welfare of impounded animals on</p>		

	<p>Access by the public to identify and reclaim their animals.</p>	<p>request.</p> <p>Whole body scanning for micro chips in accordance with industry best practice and investigation into registration details of all animals which arrive at the Shire of Northam Pound.</p> <p>Notification to Shire of impounded animals within 24 hours if animal is able to be identified. Identification for notification includes searching, but is not limited to, Council's registration and applicable micro chipping databases.</p> <p>Reasonable access for Shire residents to reclaim animals during designated working days as per the Interpretation Act - section 61.</p>		
<p>Release or rehoming of impounded animals.</p> <p>Micro chipping of all dogs that</p>	<p>Release or rehoming of impounded animals from the pound facility</p>	<p>Release of animals must be in accordance with the Act.</p> <p>Release must only occur as follows:</p> <ul style="list-style-type: none"> • once a release fee is collected, and • sufficient evidence is provided that the animal is registered; or, if the animal is • unregistered, the registration fee must be paid 		

<p>require micro chipping</p>		<p>and the animal must be micro chipped prior to release.</p> <ul style="list-style-type: none"> • Any other fees and costs associated with the animal are collected (such as veterinary fees incurred during their stay, micro chipping costs etc) prior to release, and • the owner completes documentation providing sufficient evidence to enable Council opportunity to instigate legal proceedings as required. (release forms must be approved by Council). <p>All documentation relating to the release of impounded animals including registration remains the property of the Council and shall be forwarded to the Shire on a weekly basis.</p>		
<p>Re housing by contractor</p>	<p>Re housing of all animals not claimed</p>	<p>Re housing of all unclaimed animals to be undertaken in accordance with the Act.</p>		
<p>Surrendered animals</p>		<p>All surrendered animals shall be held for a minimum of 24 hours</p>		

		before re housing or otherwise.		
Disposal of Animals	Disposal of unclaimed animals that have been impounded	<p>The reasons for euthanasia are to be recorded and provided through monthly reporting.</p> <p>Animals not claimed are the responsibility of the Contractor and managed in accordance with established guidelines.</p> <p>No euthanasia will take place at Council's animal holding facility.</p>		
Collection of fees	Pound fee collections, release records and registers are to be reconciled by Ranger Services	<p>Council will set a release fee and registration fee for animals and this is reviewed annually.</p> <p>Release and registration fees will be collected by the Council and are the property of the Council.</p> <p>Any additional fees charged to the owner by the contractor (eg micro chipping) must not offset or affect the release or registration fees which are required to be collected by Council.</p>		
Vehicles/ equipment and products		<p>The supply of vehicles used by the contractor are the sole responsibility of the contractor.</p> <p>Equipment and products</p>		

		required to provide a contemporary animal management facility are the sole responsibility of the contractor.		
Holding seized animals in secure facility	Providing secure holding facilities for seized dogs that are the subject of an investigation and potential prosecution.	<p>No public access should be allowed to the area where the dog is being kept. The contractor must provide a secure housing facility with the ability to exclude public access.</p> <p>Any visitation by animal owners is at the discretion of the Council, Shire Rangers. Any visitation must be supervised at all times, in an area away from where the dog is housed. At no time is a visitor to be told or taken where the dog is normally housed.</p> <p>The contractor or any staff employed by the contractor must not engage in any conversation with owners, relatives or family members of seized animals about their animal or pending court cases. Any conversation must be reported to Ranger Services.</p> <p>The contractor must establish and maintain security arrangements in place for the pound which minimize the risk regarding the theft of impounded animals.</p> <p>Evidence of theft or any matter requiring police</p>		

		<p>investigation must be reported to Ranger Services and action to rectify and prevent incident from reoccurring may be required to be substantiated.</p> <p>Seized animals subject to legal proceedings will be held until otherwise advised by Ranger Services. Seized animals must only be released on advice by Ranger Services.</p>		
Customer Service		The contractor is to supply their customer service policies and they are to operate within these at all times.		
Response to Council		<p>The contractor, representative or a suitable deputy shall be contactable by Council 24 hours per day, seven days per week.</p> <p>A contact number shall be made available to Ranger Services. Details shall also be provided of an alternative contact when the nominated person is unavailable.</p>		
Innovation		The Contractor shall actively seek co-operatively with Ranger Services the implementation of a "One Stop Shop" which will supply information		

		and/ or merchandise to assist and increase communities' ability to become responsible pet owners.		
Invoicing and Payments		The contractor shall provide an invoice within 10 days of completion of the calendar month including monthly statistics in the form and content required by the Shire of Northam.		
Contractor, Staff and Sub contractors		<p>Are representing the Council and must do this in a proper manner. All contact with the public must be courteous and cooperative.</p> <p>All contractors' staff performing the animal management service must have delegated authority.</p>		
Emergency		<p>In the event of a declared emergency, the contractor must provide support to the Council as required which includes:</p> <ul style="list-style-type: none"> • providing temporary housing and sustenance for animals displaced by the emergency • inspecting each animal for injury, illness or disease within 		

		<ul style="list-style-type: none"> • four hours of receipt (details of any injury, illness or disease detected, must be reported to Council within four hours.) • provide a facility for inspection and release of such animals • provide temporary onsite housing. 		
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The Contractor must provide detailed monthly reports collating the figures. Information and records about impounded animals must be accurate and complete.

Impounded animals remain the property of the Council until released or completion of the statutory holding period.

Any animal held beyond that period (other than seized animals or any other animal where a different arrangement has been made in writing) must be handled in accordance with the requirements of the Act at the cost of the contractor.

Veterinary care costs will be charged to the owner and remain the prerogative of the Council. If any animal requires veterinary attention and the owner of the animal is unknown, the contractor must contact Ranger Services for authorisation unless in emergency situations under humane grounds.

Occupational Health and Safety.

The Contractor must establish and implement an Occupation Health & Safety management system which ensures compliance with all duties of an employer under the *Occupational Health and Safety Act 2004* (the Occupation Health & Safety Management System).

Data to be provided

The contractor must, on an on-going monthly basis collect, record and report to Ranger Services on a range of data related to all work components of the Service. The costs of collecting, recording and reporting of all data are to be met by the contractor.

The data is necessary for and will be used for a variety of purposes which may include:

- a) a basis of payment to the contractor
- b) a measure of Contract performance
- c) a measure of Contract Specification effectiveness and cost efficiency
- d) to audit certain data
- e) to keep Council's information systems up to date
- f) provision of information to the community. The Council may make information public in relation to rehousing.

The data is to be provided in a format and to a standard of presentation approved by the Council.

The data is to include, but is not limited to;

- number of dogs impounded/month
- number of dogs micro chipped/month
- number of dogs returned to owners/ number of dogs rehomed/monthly

Regular Contract Meetings.

The contractor and Ranger Services must agree on a schedule of formal meetings to discuss Contract issues. The contractor or contractor's representative must attend the meetings held on a regular basis.

Public Statements

The contractor shall not make any public statements regarding any Council business which are inconsistent with Council policy. They are also prohibited from making, or responding to any comment in relation to Council business, to any member of the media, without prior written consent of the Council.

Keep Council Informed

The contractor shall bring the Council's attention to anything which is of a Contentious nature, or which could potentially involve Council or its Officers publicly.

Conflict of Interest

The contractor shall give immediate notice in writing to the Council of any matter connected with the provision of the Service which may give rise to an actual or potential or perceived conflict of interest at any time during the contract term.

Part 6 COMPLETE AND RETURN THIS PART

6. Respondent's Offer

6.1. Offer Form

The Chief Executive Officer

[insert Local Government name]

[insert Local Government Address] WA 6xxx

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to Request for Quotation (RFQ) *[insert number and DESCRIPTION OF PROJECT /TITLE]:*

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFQ closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Dated this _____ day of _____ 20____

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

6.2. Selection Criteria

6.2.1 Compliance Criteria

Please select with a "Yes" or "No" whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFQ including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
b) Respondents are to provide their relevant OH&S management plan which ensures compliance with all duties of an employer under the Occupational Health and Safety Act 2004.	Yes / No
c) Compliance with the Specification contained in the Request.	Yes / No
d) Compliance with requirement to legally micro chip dogs.	Yes / No
e) Compliance with the Quality Assurance requirement for this Request.	Yes / No

6.2.2 Qualitative Criteria

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

<p>A. Relevant Experience</p> <p>Describe your experience in completing/supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “Relevant Experience”:</p>	<p>Weighting</p> <p><10%></p>	
<p>a) <i>Provide details of similar work.</i></p> <p>b) <i>Provide scope of the Respondent’s involvement including details of outcomes.</i></p> <p>c) <i>Demonstrate sound judgement and discretion.</i></p> <p>d) <i>Provide details of issues that arose during the project and how these were managed.</i></p> <p>e) <i>Demonstrate competency and proven track record of achieving outcomes.</i></p>	<p>“Relevant Experience”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

<p>B. Key Personnel Skills and Experience</p> <p>Respondents should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p>	<p>Weighting</p> <p><10%></p>	
<p>a) <i>Their role in the performance of the Contract.</i></p> <p>b) <i>Curriculum vitae.</i></p> <p>c) <i>Membership to any professional or business associations.</i></p> <p>d) <i>Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement.</i></p> <p><i>Any additional information.</i></p>	<p>“Key Personnel”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply any other relevant details in an attachment and label it “Key Personnel Skills and Experience”.</p>		

<p>C. Respondent's Resources</p> <p>Respondents should demonstrate their ability to supply and sustain the necessary:</p>	<p>Weighting</p> <p><10%></p>	
<p>a) <i>Plant, equipment and materials.</i></p> <p>b) <i>Any contingency measures or backup of resources including personnel (where applicable).</i></p>	<p>"Respondent's Resources"</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>As a minimum, Respondents should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Respondent's Resources".</p>		
<p>D. Demonstrated Understanding</p> <p>Respondents should detail the process they intend to use to achieve the Requirements of the Specification.</p> <p>Areas you may wish to cover include:</p>	<p>Weighting</p> <p><10%></p>	
<p>a) <i>The process for the delivery of the Services.</i></p> <p>b) <i>Demonstrated understanding of the Scope of Work.</i></p>	<p>"Demonstrated Understanding"</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply details and provide an outline of your proposed methodology in an attachment labelled "Demonstrated Understanding".</p>		

6.3. Price Information

- Respondents must complete the following "Price Schedule". Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

Respondent must provide provisions stating fixed price for all required services, inclusive of GST and schedule of fixed rates frequency.

<p>Are you prepared to offer a fixed price?</p>	<p>Yes / No</p>
---	------------------------

6.3.1. Price Schedule

In order to allow consistency in evaluating Tenders it is essential that the correct format of the Price Schedule is included in the Request.

Goods and Services Tax (GST) inclusive prices should be presented..

No	Service Description	Tender Unit	Frequency of billing cycle	GST	Price Tendered (inc GST)
1	Management of Shire of Northam Dog Impound Facility inclusive of all required general conditions of contract.				

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT: (A Brief Description)

Dog Park construction Fenced off lead area, 98 Clarke Street, Northam _____

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

Fencing 550m	\$20,330
Pathways	\$5,000
Signage	\$5,000
Landscaping	\$10,000
Water Fountains x 2	\$6,000
Shade Shelters x 2	\$20,000
Seating Tables x 4	\$4,000
Dog Play Equipment	\$10,000
	\$ _____
Total	<u>\$80,330</u> (a)

Revenue Source and Amount(s):

Grant	\$
Fees and Charges	\$
Trade-In	\$
Reserve Account	\$
Other	\$ _____
Total	\$ _____ (b)

Net Contribution Required by Municipal Fund: \$80,330 _____ (a) – (b)

Have all relevant Departments been consulted?

Signed: 

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.



**PROPOSED DOG PARK
AT
98 CLARKE STREET,
NORTHAM**





2018 / 2019

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER:

PROJECT: (A Brief Description)

The Shire of Northam has at times received requests for an enclosed off-leash dog exercise park as there is currently no facility available. An enclosed off-leash dog exercise area is a secure, fully fenced space dedicated to dogs for off-leash recreational purposes. A dog off-leash exercise area is a park area where people can take their dogs to exercise and socialise with other dogs without the worry of the dogs wandering off or having to be restrained by a leash.

This off-leash area could become a central gathering place for people and dogs from all walks of life becoming a safe inclusive area.

Shire of Northam, Ranger Services could engage a captive audience of pet owners for educational and promotional activities. Grants could be investigated.

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

\$88660.00

\$

\$

\$ _____

Total **\$ 88660.00** _____ (a)

POTENTIAL COSTS

DOG PARK

ITEM	TYPE	PRICE	QTY	TOTAL PRICE	PREFERRED PRICE
Meshed Fencing	1800mm	\$38.00 metre	535.00 metres	\$20 330.00	\$20 000.00
Entry + Exit Double Gate System	1.00 metre personal access gates	Included in quote		2 Included in quote	Included in quote
Vehicle Access Gate	3.00 metre	Included in quote		1 Included in quote	Included in quote
Accessible Pathways	Concrete		\$45.00 200 metre (approx)	\$9,000.00	\$5,000.00
Signage			Approx	\$5,000.00	\$5,000.00
Landscaping/Earthworks/Vegetation			Approx	\$10,000.00	\$10,000.00
Bins	240 litre		\$150.00	4 \$600.00	\$600.00
Poop Bags					
Water Fountain (1 already present)	Dog and Human		\$3,000.00	2 \$6,000.00	\$6,000.00
Requires updating					
Shelter	4x4 metre		\$10,000.00	2 \$20,000.00	\$20,000.00
Tables/Seats			\$1,200.00	4 \$4,800.00	\$4,000.00
Play Equipment	Small dog and Novice dog		\$3,000.00	2 \$6,000.00	\$5,000.00
Installation	Dog agility equipment		\$6,000.00	1 \$6,000.00	\$5,000.00
Net Project Cost					\$80,600.00
Contingency (10%)					\$8,060.00
Gross Project Cost					\$88,660.00

This is without design costings

Clackline Fencing Contractors

A.B.N. 61 635 237 005
32 Lockyer Road CLACKLINE 6564
Ph: 0409 741 539
clackfence@yahoo.com.au



Attn – Jack Glass
Shire of Northam
cso@northam.wa.gov.au

Date; March 20, 2018
Our Reference#; Q_nsc.skateparkfencing.clarkestreet.2018

Quotation

Supply & install- 98 Clarke Street NORTHAM
535.00M 1800mm HG galvanised chainmesh only fencing (no barbed wires) with
(2) 1.00M personnel access gates & (1) 3.00M vehicle access gate in matching profile
*we recommend and use only *medium gauged* pipe posts and rails

Costing per metre = \$ 38.00

Job costing total = \$ 20 330.00 including GST

Thankyou for this opportunity to quote on your current fencing requirements. Please note that prices are firm for **28 Days** from date of issue and that commencement of works may not take place for **up to 8 weeks** from date of acceptance. Any variation, may incur an additional cost. Please note; **CLIENTS ARE RESPONSIBLE FOR THE COST OF LOCATING ALL SERVICE PIPES AND CABLES**; due to the high risk and cost of damage repair to underground services, it may be deemed necessary to obtain cable location from authorised personnel on inspection of a 1100BYD survey

Print

[Home](#) [Small Dog Kit](#)

Small Dog Kit

Item #: 439-1031

\$2,658.00 / EA



Choose your options:

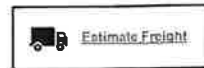
Color *

Choose an Option

* Required Fields Qty 1



Add to Cart



[Click here for Bulk Inquiry](#)

[Description](#) [Specifications](#) [Product Reviews](#)

Includes Crawl Tunnel, Small Hoop Jump, Paws Table, Weave Posts

Small dogs want to have fun too and you can help them release all that energy with a top-grade Small Dog Park Kit from The Park Catalog. These agility obstacles are designed by experts specifically for smaller breeds such as Yorkshire Terriers, Shih Tzus, Jack Russells and other dogs. You can be sure they will get a fun agility workout with our Crawl Tunnel, Small Hoop Jump, Paws Table and Weave Posts.

Here are some key elements that make this Small Dog Park Kit a winner with small pets:

- Kits includes superior-quality Crawl Tunnel, Small Hoop Jump, Paws Table and Weave Posts
- Crawl Tunnel with holes is a fun and safe passageway for dogs to run through.
- The Small Hoop Jump is initially lower to the ground but then moves up to two other graduated higher levels.
- The Paws Table is a cool resting place elevated above-ground and perforated to let air through
- Weave Posts are an excellent piece of dog agility equipment for training skills and exercise
- All products are treated with a special "CanineCoat™" that is a hardy thermoplastic finish designed specifically for dogs.
- This coating is made to be slip-resistant for paws so dogs can safely walk or run across the surface.
- The tough thermoplastic coating is also resistant to urine and vandalism and offers protection against UV rays.
- Colors available in either Natural Green and Tan or Playful Red and Blue.
- Quality manufactured in the USA.

If you want to enhance any dog park or location with a package of agility products manufactured to meet the needs of small dogs, this is a smart choice. This kit will be an immediate hit with pet owners and their smaller breeds.

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1-866-280-9894



2018 / 2019

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: FootPath Construction Request from Weatbelt Health Clinic

PROJECT:

HOLTFRETER STREET 2018/2019
FERNIE STREET-2018-2019

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

54,545 excl.

\$
\$
\$
\$
\$

Total **\$ 60,000.00 (Incl GST) (a)**


Revenue Source and Amount(s):

Grant \$
 Fees and Charges \$
 Trade-In \$
 Reserve Account \$
 Other \$

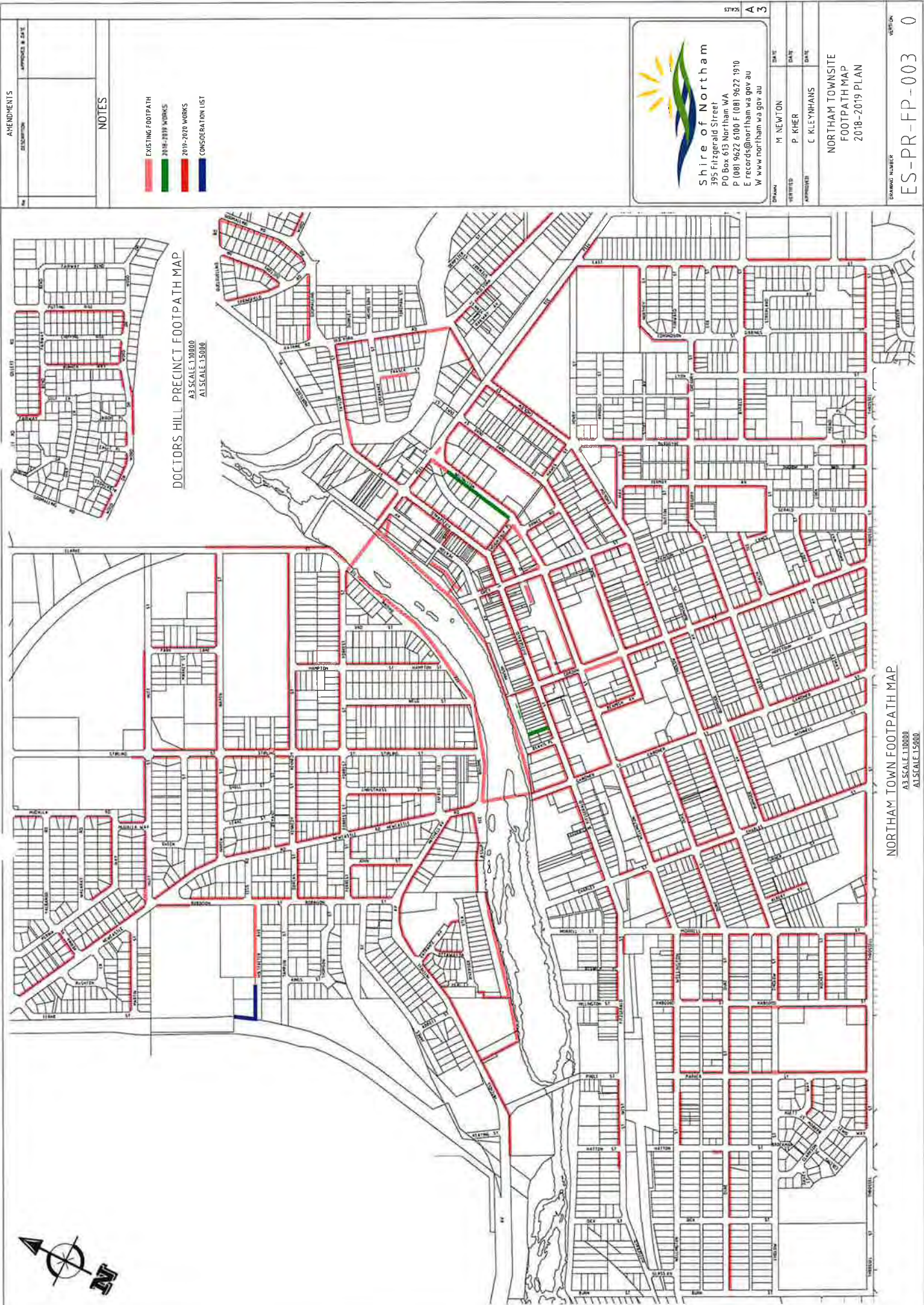
Total \$ _____ (b)

Net Contribution Required by Municipal Fund: \$ _____ (a) – (b)

Have all relevant Departments been consulted?

Signed: _____ 

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.



AMENDMENTS	DATE

NOTES

- EXISTING FOOTPATH
- 2019-2020 WORKS
- 2019-2020 WORKS
- CONSIDERATION LIST



Shire of Northam
 395 Fitzgerald Street
 PO Box 613 Northam WA
 P 081 9622 6100 F 081 9622 1910
 E records@northam.wa.gov.au
 W www.northam.wa.gov.au

DRAWN	M. NEWTON	DATE	
CHECKED	P. KHER	DATE	
APPROVED	C. KLEYMANS	DATE	
NORTHAM TOWNSITE FOOTPATH MAP 2018-2019 PLAN			
DRAWING NUMBER	ES-PR-FP-003		
VERSION	0		

DOCTORS HILL PRECINCT FOOTPATH MAP
 A3 SCALE 1:10,000
 A1 SCALE 1:15,000

NORTHAM TOWN FOOTPATH MAP
 A3 SCALE 1:10,000
 A1 SCALE 1:15,000



PROJECT COSTINGS - (E1 Costing)
 "HOLTFRETER STREET SLK 0 to SLK 0.095"

Schedule	
Gen Ledger	
Job No	
Est. Days	2
Working hrs per day	7.5

WORKS DESCRIPTION:	SLK From	SLK To	Length (km)	Treatment
Vegetation	0.0	0.0	0.0	No vegetation
Drainage	0.0	0.0	0.0	Self-drainage
Surveyor	0.0	0.0	0.0	
Keibling	0.0	0.0	0.0	
Driveway / Crossover	0.0	0.0	0.0	
Footpath	0.0	0.1	0.1	Construct concrete path from 2m width
Raise water corp Rise	0.0	0.0	0.0	
Raise leveling side	0.0	0.0	0.0	
pram ramps	0.0	0.0	0.0	
paved tactile pavers	0.0	0.0	0.0	
Grab rails	0.0	0.0	0.0	
Line marking / Signs	0.0	0.0	0.0	
Other				

S.O.N LABOUR	Hrs	Standard Rate		Time & Half		Double Time		Total	Over heads	Total
		Rate	Hrs	* 1.5	Hrs	* 2	Hrs			
Level 1		\$ 25.35		48.00				\$	0.00	\$
Level 2		\$ 72.26		40.89				\$	0.00	\$
Level 3		\$ 25.84		38.75				\$	0.00	\$
Level 4		\$ 24.88		37.32				\$	0.00	\$
Level 5		\$ 23.35		35.09				\$	0.00	\$
Level 6 (Station)		\$ 30.41		45.62				\$	0.00	\$

S.O.N PLANT & EQUIPMENT	Hrs	Rate per hr	Depn hr	Mtr hr	Total	\$	\$	\$
Wheel Loader (FN0381) Com	50.81	\$/hr						
Wheel Loader (FN022) Mtr	51.47	\$/hr						
Wheel Loader (FN055) Com	60.24	\$/hr						
Wheel Loader (FN050) Mtr	60.24	\$/hr						
Compact Loader (FN1007)	44.82	\$/hr						
Amman V8 Roller (FN1004)	38.11	\$/hr						
Multiple Drum Roller (FN1109)	30.99	\$/hr						
Call Roller (FN013) Com	32.26	\$/hr						
Dark Roller (FN011) Mtr	37.88	\$/hr						
Box Wheel Truck (FN1009)	44.99	\$/hr						
Flat Trailer (FN1014)	8.53	\$/hr						
Carrier 3.5T Top (FN081) Com	20.60	\$/hr						
Carrier AT Crew Cab (FN091) Com	35.86	\$/hr						
Mitsubishi Truck 8T (FN091) Com	25.30	\$/hr						
Mitsubishi Truck 5T (FN010) Mtr	25.28	\$/hr						
Mitsubishi Truck 5T (FN010) Mtr	25.28	\$/hr						
Carrier AT Top (FN091) Mtr	26.01	\$/hr						
Carrier AT Top (FN091) Mtr	25.82	\$/hr						
Flooder (FN080)	28.83	\$/hr						
Carrier AT Top (FN081) Mtr	25.12	\$/hr						
MFL Tractor (FN013) Mtr	18.14	\$/hr						
MFL Compact Tractor (FN050) Mtr	28.34	\$/hr						
HD Mower (FN050) Mtr	43.30	\$/hr						
Kubota Mower (FN090) Mtr	43.54	\$/hr						
Kubota Mower (FN090) Mtr	23.87	\$/hr						
Scotchless Sweeper (FN1007)	31.83	\$/hr						
Tractor (FN013) Mtr	16.43	\$/hr						
Tractor (FN024) Mtr	49.88	\$/hr						
Army Packer (FN081) Mtr	44.98	\$/hr						
Alton Cherry Picker Tractor (FN081) Mtr	8.54	\$/hr						
Portable Generator (FN050) Mtr	21.78	\$/hr						
Admex Trailer (FN020)	34.45	\$/hr						
Road Boom (FN050) Mtr	13.52	\$/hr						
Toyota Ute (FN081) Mtr	16.17	\$/hr						
Toyota Ute (FN081) Mtr	16.17	\$/hr						
Toyota Ute (FN081) Mtr	16.17	\$/hr						
Toyota Ute (FN081) Mtr	17.53	\$/hr						
Toyota Ute (FN081) Mtr	16.18	\$/hr						
Toyota Ute (FN081) Mtr	20.29	\$/hr						
Toyota Ute (FN081) Mtr	17.53	\$/hr						
Toyota Ute (FN081) Mtr	17.50	\$/hr						
Toyota Ranger Ute (FN081) Mtr	16.17	\$/hr						
Toyota Ranger Ute (FN081) Mtr	5.83	\$/hr						
Wardmore Fuel Trailer 60L	8.18	\$/hr						
Command Mower	12.41	\$/hr						
Traffic Control Trailer (RAM)	13.00	\$/hr						
Boat Trailer	5.78	\$/hr						
Boat Trailer 10 (FN1004)	19.54	\$/hr						
Dynalok Roller (FN013)	25.03	\$/hr						
Honda Spray Wre (FN050) Mtr	12.02	\$/hr						
Honda Spray Wre (FN050) Mtr	18.04	\$/hr						
Toyota Service (FN091) Mtr	34.90	\$/hr						
Howard Steiner (FN091) Mtr	31.95	\$/hr						
John Deere Mower (FN107) Mtr	31.95	\$/hr						
Howard Pro Cut Mower (FN042)	23.80	\$/hr						

PLANT HIRE	Qty / Hrs	Rate (\$)	Unit	Total	\$
Scrub		17.80	\$/hr		\$
Roller hire		8.67	\$/hr		\$
Loader		150.00	\$/day		\$
Water Truck		25.00	\$/hr		\$
Site materials		75.00	\$/hr		\$
Payment Testing		500.00	\$/day		\$

CONTRACTOR	Qty / Hrs	Rate (\$)	Unit	Total	\$
Contractors (Misc.)		5,000.00	ea		\$
Keibling		22.00	/m		\$
Impact		32.00	/m		\$
Backfill		9.00	/m		\$
Transitions		35.00	ea		\$
Crossings					\$
Removal		1,200.00	Nm		\$
Removal		1,200.00	Nm		\$
paved tactile pavers		1,500.00	Nm		\$
Grab rails		150.00	Nm		\$
Footpaths					\$
Removal & disposal		35.00	m ²		\$
Install	190	85.00	m ²		\$ 16,150.00
Pavement	2	250.00	ea		\$ 500.00
Handrail	2	500.00	ea		\$ 1,000.00
Backfill	190	12.00	m ³		\$ 2,280.00
Resurfacing					\$
Profile map		465.00	ea		\$
Profile dump		465.00	ea		\$
Profile 50mm		185.00	ea		\$
Asphalt - construction mix		265.00	Tn		\$
Asphalt - DG Back			Tn		\$
Asphalt - DG Bed			Tn		\$
Concrete stabilizer		14.00	lpm		\$
Spray Seal - Single Coat		9.00	m ²		\$
Spray Seal - 7 Coat		9.00	m ²		\$
Gravel		5.00	m ²		\$
Haulage / Floating					\$
Material Cartage	0.838	1,260.00	\$/day		\$ 1,059.36
Floding them (single trip)		450.00	ea		\$
Other					\$
Traffic Management	3	1,500.00	\$/day		\$ 4,500.00
Service location		1,000.00	item		\$
Line marking		1,200.00	item		\$
Tree Removal		30,000.00	ea		\$
Surveyor	1	3,500.00	item		\$ 3,500.00

MATERIALS	Qty / Hrs	Rate (\$)	Unit	Total	\$
Change structures		4,000	item		\$
Concrete		1,000	item		\$
Guide posts		14	\$/each		\$
Rest Box		15	Tn		\$
Gravel (local fill)		4	Tn		\$
Gravel (MIRA Spec) - Pickups	60	11	Tn		\$ 660.00
Gravel (MIRA Spec) - Subgrade/Overland		28	Tn		\$ 308.00

GRAND TOTAL				\$	28,902.96
Design / Planning Stage	Budget Prepared By:	Name	Signature	Contingency	10% \$ 31,793.26
Costing Stage (Final Draft Budget)	Operations Manager			Contingency	5% \$ 30,348.11
Reviewed for Draft Budget	Executive Manager	Clifton Riley/Hans			



PROJECT COSTINGS - (E1 Costing)
 "FERNIE ST SLK 0.670 to SLK 0.750"

Schedule	
Gen Ledger	
Sub Node	
Est. Days	7
Working hrs per day	7.5

WORKS DESCRIPTION	SLK From	SLK To	Length (km)	Treatment
Vegetation	0.0	0.0	0.0	full vegetation
Drainage	0.0	0.0	0.0	no drainage
Surveyor	0.0	0.0	0.0	
Keelbing	0.0	0.0	0.0	
Diveway / Crossover	0.0	0.0	0.0	
Footpath	0.7	0.8	0.1	concrete path from 2.0m width
Raise water corp hd	0.0	0.0	0.0	
Raise utility pits	0.0	0.0	0.0	
grass ramps	0.0	0.0	0.0	
paved tactile paving	0.0	0.0	0.0	
Grab rails	0.0	0.0	0.0	
Line marking / signs	0.0	0.0	0.0	
Other				

JOB LABOUR	Standard Rate		Time & Half		Double Time		Total	Over heads	Total
	Hrs	Rate	Hrs	* 1.5	Hrs	* 2			
Level 1	28.35		40.02		58.69			0.00	
Level 2	27.26		40.89		54.52			0.00	
Level 3	25.84		38.71		51.87			0.00	
Level 4	22.88		37.32		48.76			0.00	
Level 5	23.89		35.09		48.79			0.00	
Level 3 (Easual)	30.41		45.62		60.82			0.00	

Job N PLANT & EQUIPMENT	Hrs	Rate per hr	Begin hr	After hr	Total	Over heads	Total
Volvo Grader (P2022) Mtr	32.83	\$/hr					
Volvo Grader (P2022) Mtr	37.42	\$/hr					
Volvo Backhoe (P41555) Com	60.28	\$/hr					
Volvo Backhoe (P40958) Mtr	61.28	\$/hr					
Komatsu Loader (P21003)	46.83	\$/hr					
Arvoquip V20 - Roller (P41001)	31.31	\$/hr					
Arvoquip V20 - Roller (P41001)	30.39	\$/hr					
Cat Bobcat (P2013) Com	32.29	\$/hr					
Clark Forklift (P20914) Mtr	37.48	\$/hr					
for Wheel Truck (P21009)	44.90	\$/hr					
Pig Trailer (P41004)	8.55	\$/hr					
Canter 13.7 Top (P40971) Com	20.60	\$/hr					
Canter 41 Cane Cab (P40971) Com	35.38	\$/hr					
Mitsubishi Truck 6T (P40914) Com	25.20	\$/hr					
Mitsubishi Truck 5T (P40914) Mtr	25.28	\$/hr					
Mitsubishi Truck 5T (P40914) Mtr	23.29	\$/hr					
Canter 41 Top (P40971) Mtr	24.01	\$/hr					
Canter 41 Top (P40971) Mtr	25.87	\$/hr					
Fuscon (P4000)	29.87	\$/hr					
Canter 41 Top (P40971) Mtr	25.12	\$/hr					
MW Trailer (P41004)	39.18	\$/hr					
MW Concrete Trailer (P40904) Mtr	29.54	\$/hr					
HD Mower (P40914) Mtr	52.50	\$/hr					
Kubota Mower (P40904) Mtr	42.54	\$/hr					
Kubota Mower (P40904) Mtr	23.87	\$/hr					
Excavator (P40914) Mtr	31.01	\$/hr					
Excavator (P40914) Mtr	44.41	\$/hr					
Excavator (P40914) Mtr	49.58	\$/hr					
Excavator (P40914) Mtr	54.38	\$/hr					
Excavator (P40914) Mtr	8.36	\$/hr					
Portable Absorbent Pallet (P40904)	21.76	\$/hr					
Mower Trailer (P40904)	34.09	\$/hr					
Road Boom (P40904)	13.53	\$/hr					
Toyota Lute (P5043) Mtr	16.17	\$/hr					
Toyota Lute (P5043) Mtr	16.17	\$/hr					
Toyota Lute (P5043) Mtr	16.24	\$/hr					
Toyota Lute (P5043) Mtr	17.51	\$/hr					
Toyota Lute (P5043) Mtr	16.74	\$/hr					
Toyota Lute (P5043) Mtr	20.29	\$/hr					
Juribuck Site (P41117) Top Office	17.53	\$/hr					
Front Range Lute (P40904) Mtr	17.50	\$/hr					
Front Range Top Lute (P40904) Mtr	16.17	\$/hr					
Sign Trailer 8x4	5.82	\$/hr					
Wendhouse Fuel Trailer 8x4	6.78	\$/hr					
Concrete Mixer	12.47	\$/hr					
Traffic Control Trailer (HAM)	13.00	\$/hr					
Refrigerator Trailer	6.74	\$/hr					
Bobcat Trailer 110 (P41004)	19.54	\$/hr					
Cymbal Roller (P2013)	25.07	\$/hr					
Honda Spray Base (P40904) Mtr	12.01	\$/hr					
Honda Spray Base (P40904) Mtr	13.04	\$/hr					
Armoured Amator (P40904)	38.91	\$/hr					
Howard Stacker (P40904)	31.95	\$/hr					
John Deere Stacker (P40904) Mtr	31.95	\$/hr					
Howard Prob Cut Mower (P541)	25.83	\$/hr					

PLANT HIRE	Qty / Hrs	Rate (\$)	Unit	Total
Level 1	17.80	\$/hr		
Roller hire	8.47	\$/hr		
Loader	550.00	\$/day		
Water Truck	35.00	\$/hr		
Site attendants	75.00	\$/hr		
Payment Testing	500.00	\$/day		

CONTRACTOR	Qty / Hrs	Rate (\$)	Unit	Total
Contractors (Misc)	3,000.00	ea		
Keelbing	12.00	lm		
Removal	12.00	lm		
Recfill	9.00	lm		
Transitions	35.00	ea		
Crossover	0	3,200.00	lm	
Concrete	0	3,200.00	lm	
paved tactile paving	0	3,500.00	lm	
Grab rails	0	150.00	lm	
Footpaths	0	35.00	m2	
Removal & disposal	160	85.00	m2	13,600.00
Install	2	750.00	ea	1,500.00
Drum Ramp	0	500.00	ea	
Handrail	160	12.00	m2	1,920.00
Resurfacing	440.00	ea		
Profilor mod	440.00	ea		
Profilor 500mm	390.00	ea		
Asphalt - installation	360.00	Tn		
Asphalt - OG Base	0	14.00	Tn	
Asphalt - OG Bed	0	14.00	Tn	
Asphalt - OG Bed	0	14.00	Tn	
Spray Seal - Single Coat	0	8.00	m2	
Spray Seal - 2 Coat	0	5.00	m2	
Stacking	0	5.00	m2	
Hoisting / Floating	0	1,260.00	\$/day	
Material Cartage	0	450.00	ea	887.64
Other	3	1,500.00	\$/day	3,000.00
Traffic Management	1,000.00	item		
Service location	3,000.00	item		
Line marking	20,000.00	ea		
Tree Removal	2,500.00	item		

MATERIALS	Qty / Mtr	Rate (\$)	Unit	Total
Drainage structures	0	4500	each	
Concrete	0	100	item	
Guide posts	0	18	each	
Road Base	55	Tn		
Gravel (local fill)	4	Tn		
Gravel (MRWA Spec) - Pickup	70	Tn		774.40
Gravel (MRWA Spec) - Subtotal Delivered	78	Tn		

GRAND TOTAL				\$ 21,881.44
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Design / Planning Stage	Asset Manager	Contingency	10%	\$ 23,849.58
Decking Stage (Final Draft Budget)	Operations Manager	Contingency	5%	\$ 22,765.53
Reviewed for Draft Budget	Executive Manager	Cliffian Klymyshyn		

2018 / 2019 REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: Traffic Counter

PROJECT:

Currently Engineering staff has 6 counter and two of them are faulty and cannot be repaired. But due to unavailability of enough traffic counter sometimes we miss the traffic data on some of the roads. Sometimes situation arises that staff require to install two counter on one road, in that case staff can record only two roads with four traffic counter.

The proposed extra traffic counter giving council flexibility to put permanent counter on few of the RAV route to record the RAV route movement and will provide enough traffic data to claim external funding for road construction. Also council can collect more data for most of the network to claim road to be sealed or not especially for unsealed network to track the movement of traffic on those particular roads which comes from community requests.

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

\$
\$ _____
Total **\$17143.50** (a)

Revenue Source and Amount(s):

Grant	\$
Fees and Charges	\$
Trade-In	\$
Reserve Account	\$
Other	\$ _____
Total	\$ _____ (b)

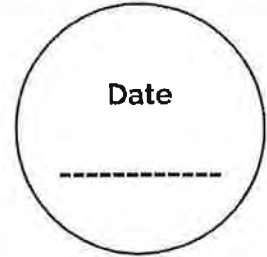
Net Contribution Required by Municipal Fund: \$ _____ (a) – (b)

Have all relevant Departments been consulted?

Signed: Paul Kher

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.

From: Mr Paul Kher
 Northam Shire Council
 A: PO Box 613,
 Northam WA 6401
 P: 08 9622 6120
 E: assets@northam.wa.gov.au



Order Form

I would like to place an order, based on the following quotation, received on 10 May 2018.
 A minimum order value of \$50 applies to any orders placed.

ITEM	QTY.	EACH	TOTAL
RoadPod VT 5900 Plus inc RC	4	\$5,195.00	\$20,780.00
Discount - Special 4 for Price of 3 Limited Offer	1	-\$5,195.00	-\$5,195.00
Standard warranty (12 months)	4	\$0.00	\$0.00
Field - Full Field Kit	4	\$295.00	\$1,180.00
Discount - Free Full Field Kit	4	-\$295.00	-\$1,180.00
Acc: MetroCount USB Comms Cable (1.8m)	1	\$87.00	\$87.00
Discount - Free MetroCount USB Comms Cable (1.8m)	1	-\$87.00	-\$87.00
Acc: MTE v5.0 Web Download	1	\$450.00	\$450.00
Discount - Free MTE v5.0 Web Download	1	-\$450.00	-\$450.00
Freight via Toll Ipec			\$0.00
Total Excluding GST (Prices in AUD)			\$15,585.00
*** GST: \$1,558.50			Total including GST: \$17,143.50

NOTE: All prices are in AUD, are EXCLUSIVE of GST and will remain valid until 29th July 2018. Most items are available ex stock, but some items may be back-ordered on a first come, first served basis. All goods remain the property of Microcom Pty Ltd t/a MetroCount until paid in full. We reserve the right to charge interest on overdue accounts at 0.5% per week. Payments are to be made prior to shipment via Direct Transfer or Credit Card unless otherwise advised. Government Terms 15 days net. MetroCount reserves the right to include credit card merchant facility fees and any associated processing admin fees of up to 5%. All payments of import duties/taxes are the responsibility of the consignee/buyer unless special arrangements have been made Please confirm if you require the items to be insured against loss/damage (equipment and/or packaging) whilst in transit with the selected courier named above. This offer supersedes all previous offers.

Attn: Mr Paul Kher
Northam Shire Council
A: PO Box 613,
Northam WA 6401
P: 08 9622 6120
E: assets@northam.wa.gov.au

10 May 2018

AutoQuote_Short_Logo_AUDacc.docx
File name: NortSC-JH0665.DOC

Traffic Monitoring Equipment

Special Quotation

Dear Paul,

I am pleased to provide you with a Special Quotation for MetroCount traffic monitoring equipment.

This offer supersedes all previous offers.

To take up this offer, please return the attached form prior to the offer's expiry date.

To learn more about our traffic counters and their Signature System, the MTE[®] software or the remote access add-on, please visit our website or contact me.

Kind regards,

John Holder
Technical Sales & Support
P: 08 9430 6164
E: jholder@metrocount.com

2018 / 2019

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT: (A Brief Description)

Parks & Gardens Crew Member

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

Employee Costs	\$40,191	
	\$	
	\$	
	\$	
	\$	

Total	\$40,191	(a)

Revenue Source and Amount(s):

Grant	\$	
Fees and Charges	\$	
Trade-In	\$	
Reserve Account	\$	
Other	\$	_____
	\$	_____
Total	\$	(b)

Net Contribution Required by Municipal Fund: \$40,191 _____ (a) – (b)

Have all relevant Departments been consulted?

Signed: _____ 

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.

REQUEST

Additional Engineering (Works & Services) Staff

A. Background

In recent times there has been significant discussion around the capacity of existing staff to deliver on Community and Council expectations in a number of 'works' based areas. It is apparent that there is particular pressure being put on the rural areas around maintenance of drainage, road verges, gravel roads, road shoulders. There has been a significant focus on lifting the general amenity within this Shire of Northam, with a particular emphasis on the CBD area in Northam. This focus has extended to our active parks and reserves which are currently being maintained to a very good standard with very good feedback being received. Particular areas of additional focus have also been in and around our outlying communities with Council now undertaking the maintenance of the gardens around the Bakers Hill area (Recreation Centre and Hoopers Park). These duties have previously been undertaken by the Progress Association. The Wundowie area, with the new skate park and activity equipment, has also been an area with increased focus.

With this in mind Council staff have been assessing current structure and capacity of the existing works team with a view of providing Council with a recommendation in regards to how the 'perception' issues can be addressed.

The Shire of Northam has approximately 463 kilometres of sealed roads and 296 kilometres of unsealed, or gravel roads. This equates to a total of 759 kilometres of road to maintain and 1,518 kilometres of verges. The Shire from boundary to boundary is approximately 70kms in length and consists of a mix of both urban, rural and semi-rural communities.

The Shire of Northam Parks & Gardens structure, of 16 employees, currently consists of the following;

Town Verge Crew (weed management)	x1
Reticulation Officer	x 1
Gardening Crew (garden beds etc)	x 2
Grounds person (active sporting areas and cricket wicket)	x 1
Mowing Crew (parks & reserves)	x 3
Clean Up Crew (litter control)	x 1
Rural Verge Crew	x 2
West End (Wundowie Bakers Hill etc) Crew	x 3
Response Crew (ICS)	x 2

B. Service Levels / Expectations

There has certainly been an increased focus on all parks, ovals and general amenity issues within the Shire of Northam. However this is an ongoing challenge given the sheer area that we are working with. The rural verge crew for example is a team of two who are looking after approximately 600kms of verge, while our grounds person is managing two cricket wickets, two football ovals and five hockey grounds.

REQUEST

Additional Engineering (Works & Services) Staff

In recent times, with the provision of a more sustainable water supply, there has been a stronger focus on the Bakers Hill Oval, which is currently being used for predominantly passive recreation, with the exception of cricket which is played over the summer months. Wundowie Oval is a similar situation, this is maintained to what is considered a good standard, albeit there are currently not (or very limited) organised active recreational activities undertaken on the two active recreation areas.

Feedback received to date in relation to the active sporting field has been generally positive (aside from the ongoing issue around water management at Henry Street Oval). There could be arguments mounted in relation to the need to have five hockey grounds and two cricket wickets given the numbers of players, however the pending artificial hockey surface will provide some relief, although the Bert Hawke oval will still be required to be mowed (perhaps not as many times per week as is currently the case).

Aspirations, in relation to our passive 'neighbourhood' parks is to develop more areas of green space, providing relief to the environment particular in summer months. Morell Park, Apex Park and Bernard Park are put up as what we would like to see in the other areas, rather than what is currently seen which is inconsistent in relation to the grass coverage and overall general amenity. This has been identified and addressed in the Councils parks and reserves asset development plan.

In recent times council has also introduced new areas of development including the gardens associated with the BKB Centre, a renewed focus on Purslow Park and the area behind the Library, a plan to develop the former St John Ambulance Centre along Wellington Street and the advent of the new Youth Space. This focus and the addition of the new areas requires additional resource to maintain.

C. Resources

Assessment of the Engineering Department, including parks & reserves, has and will continue to be ongoing. Management and staff are constantly looking for opportunities to improve work practices, make savings and improve processes to ensure we are being as efficient and 'lean' as possible.

While the current staff levels within parks and gardens may seem significant, with 16, it needs to be put into context that two of these employees are focus on reactive customer requests, while another two are attempting to maintain the rural verges. Staff have recently been through a human resource planning process, which will culminate in a revised Human Resource plan being presented to Council for endorsement. This process identified a number of priority areas, with I/T support being the most pressing area of concern (subject of separate business case), followed by parks and then followed by Human Resource Management.

The additional proposed additional resource would be focus in the area of parks and general gardens maintenance. While that would be the area of predominant benefit, all areas are considered to benefit as from time to time resources are taken from other areas to cover for unplanned employee absences in this area (and vice versa depending on at the time pressures.)

REQUEST

Additional Engineering (Works & Services) Staff

D. Cost Implications

The additional employee being proposed would not require any additional plant or equipment. The proposed budget is for $\frac{3}{4}$ of the year also. As a consequence Councils needs to be aware that while the budget request is for \$40,000, this is only for a part year funded position. The full annualised cost (so impact on future budgets) would be approximately \$55k-\$60k.

The current long term financial plan does make provision for additional staff (corporate communication, human resources and compliance), however on assessment staff have formed a view that with internal resource adjustments that have occurred in recent times (no additional staff, reassigning duties of current staff) there is no requirement for communication or compliance staff. In essence this position of parks staff is a direct replacement of one of those positions.

REQUEST

Additional Engineering (Works & Services) Staff

E. Options Assessment

The Council has a number of options available to it in regards to this matter.

1. Business as usual

This is not a recommended course of action. As outlined in this report the additional gardens and parks, along with council and public expectation have led staff to form a view that additional resource is required.

2. Full Implementation

Council could fund 100% of the position cost of approximately \$60k in this budget, however staff are of the view that this is not required. By the time budget is adopted and the vacancy is filled staff are of the view that at least 3 months will have passed.

3. Partial Implementation

This is the recommended position of staff for reasons outlined above.

F. Funding

Funding would be required to be sourced from the Council General operational funds, there are no external funding options available to council. Further to this there are no specific additional operational savings that can be identified to assist in funding this position.

Staff are of the view that sufficient provision exists within the Council long term financial plan modelling to fund this position and ensure that its creation does not adversely impact the long term financial sustainability of the Shire of Northam.

2018 / 2019

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT: (A Brief Description) (MACHINE)
ROADSIDE KERB REPLACEMENT
INSTALLATION OF GARDEN EDGING = KERB
REPLACEMENT OF GARDEN EDGING, KERB

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

\$14673 ex 4 GST

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$

Total \$16140 (a)

Revenue Source and Amount(s):

Grant
Fees and Charges
Trade-In
Reserve Account
Other

\$
\$
\$
\$
\$

Total \$ _____ (b)

Net Contribution Required by Municipal Fund: \$ _____ (a) - (b)

Have all relevant Departments been consulted? *CONSULTED WITH CONSTRUCTION CREWS (CURRENTLY BEEN DONE BY HAND*

Signed: *[Signature]*

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.



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0437 961 512

the original concrete kerbing equipment

proudly manufactured by Borderline Queensland

Model K50 Car Parker

The K50 is a large heavy duty machine used in the commercial field.

It's designed to lay concrete kerbing around shopping centres, caravan parks, and car parks in industrial or semi-industrial areas. This machine completely eliminates guide rails and formwork.

A superior finish is achieved by the simultaneous application of a thin layer of grout onto the already formed concrete.

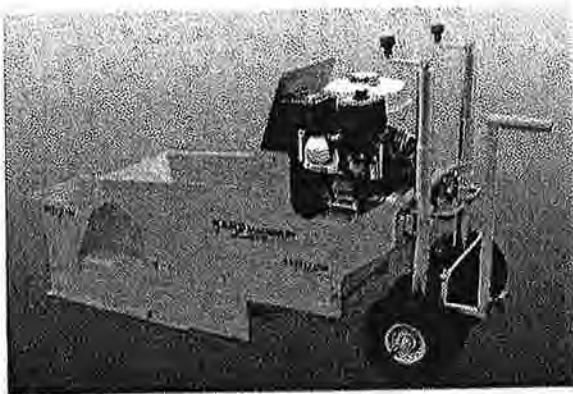
K50 is supplied with 1 mold of your choice and hand tools to suit.

Features

- Model k50 is self propelled by way of concrete being compacted by the ram plate simultaneously propelling the machine forward, drive chain is a heavy duty gear box linked to the compaction ram plate by twin cranks and rod ends.
- Power source is a honda 6 ½ hp petrol engine.
- Two-way adjustable v-belt tension bolts.
- Pneumatic tyres with steel hubs.
- 2-way adjustable height control jacks.
- Wide wheel track for more stability.
- Left & right hand adjustable slide steering.
- Low centre of gravity ensures greater stability on sloped or steep work sites.
- Split level design allows you to extrude concrete in a narrow trench.
- Model k50 extrudes a concrete kerb mix supplied from your local concrete plant.
- 1 mold of your choice and hand tools to suit is supplied with k50.
- Each mold is supplied with hand tools.
- Slurry box fitted to each mold.
- Molds can be manufactured to your specifications.
- Easy access to all moving parts.
- Open design gives you a cooler running engine, giving a longer engine life.
- Cross section level vial.

- Adjustable drop pointer for height or string line guide.
- Model k50 can extrude concrete kerbing over fixed rebar, vertical or horizontal.
- Tough powder coating finish.
- 3 year warranty.

Moulds Supplied with K50



☎ Call us on **0437 961 512** to discuss your **kerb machinery** requirements.



✉ info@kerbmachinery.com.au

☎ 0437 961 512

Nerang QLD Australia

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[Model K50 Car Parker](#)

[S700 Turf Cutter](#)

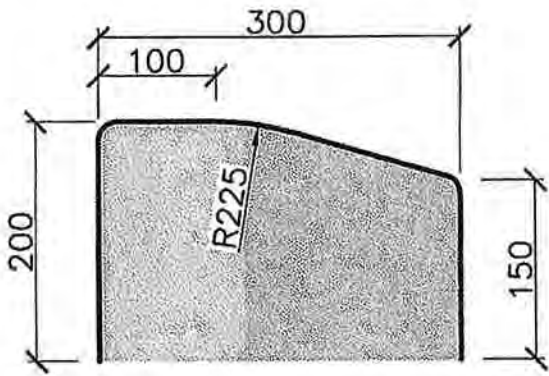
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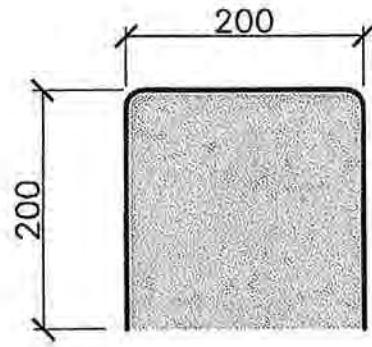
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[Web Development by TMD Online](#)

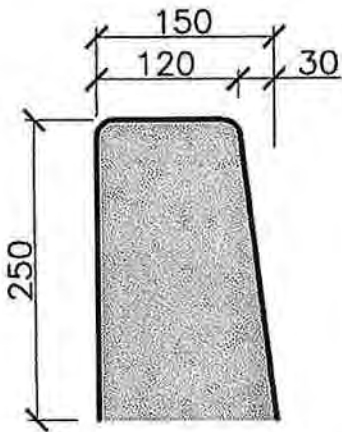
MOULDS TO SUIT CARPARKER Model KR50



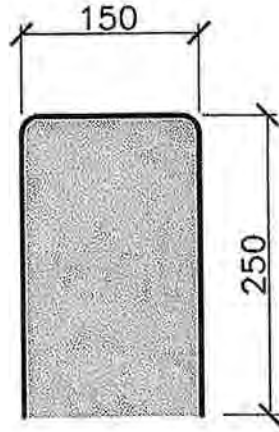
SEMI MOUNTABLE KERB



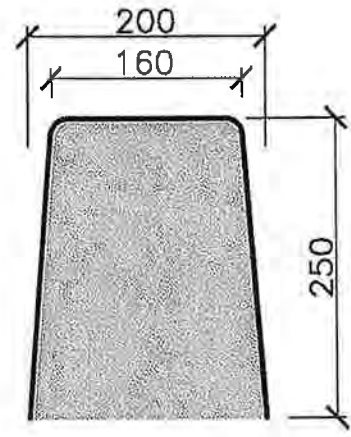
FLUSH KERB



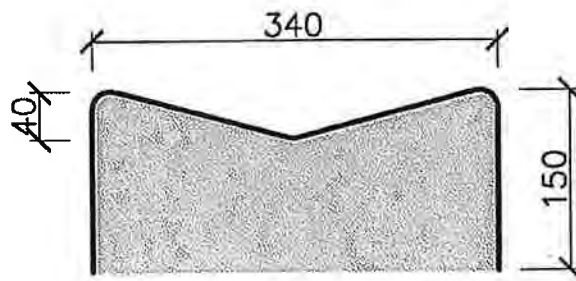
LAY BACK KERB



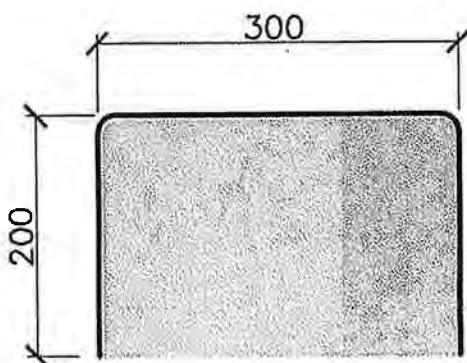
BARRIER KERB



DEVIDER KERB

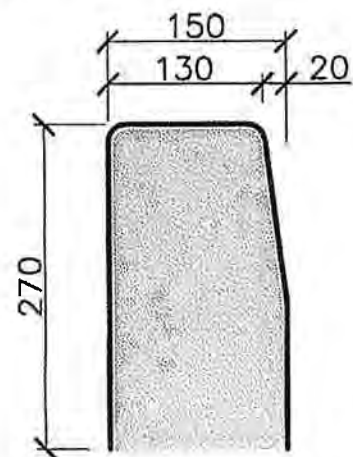


V CHANNEL



WIDE BARRIER KERB

MOULDS
MANUFACTURED
TO YOUR
SPECIFICATIONS



ISLAND KERB

John Rutherford

From: Kerin <kerineggleton@bigpond.com>
Sent: Thursday, 24 August 2017 6:39 AM
To: John Rutherford
Subject: Kerb Machine Prices

Hi John,

Thank you for your enquiry on our Machinery.

The K40 kerb machine is priced at \$7,800 plus GST \$709 total \$8509.

The K50 Carparker is priced at \$14,800 plus GST \$1,345 total \$16,145 includes 1 mould of your choice, also allow 3 weeks for mould manufacturing for delivery.

Plus freight to WA.

If you need any advise you can call Richard on 0437 961 512 Thank you Kind Regards Kerin Eggleton Kerb Machinery Australia ☺

Sent from my iPhone

John Rutherford

From: marketing@kwikkerbglobal.com on behalf of Alex Colls
<marketing@kwikkerb.com.au>
Sent: Thursday, 10 August 2017 11:14 AM
To: John Rutherford
Subject: Edgemaster



Good afternoon John

As discussed I am sending through some information on the EdgeMaster concrete kerbing machine and the EdgePrep ground preparation machine.

The EdgeMaster Concrete Kerbing Machine has the ability to produce 100m+ of concrete kerbing in a day for a single person operation, potentially more if worked by small team.

Outsourcing this service can cost \$1000's

Public Parks Car Parks Landscapes
Govt. Buildings Play Grounds & more

To make your team even more efficient speak to us about the EdgePrep ground preparation machine to ensure fast and effective turf removal prior to kerbing.

If you have any questions please do not hesitate to contact me.

Alex



EDGEPREP

EDGEMASTER
\$9,195 + GST
3.0hp Honda Engine
Stainless steel chassis
Powder Coat Finish
6 Profile shapes & tools
24 month Warranty

\$6,595 + GST
6.5hp Kohler Engine
Assisted propulsion
Powder Coat Finish
245mm cutting blade
24 month Warranty



**Freight not included*

John, I have had a look at our stock and we do have one 5.5HP EdgeMaster left; however, it has a powder coated mild steel chassis and a non-branded engine. This machine would only come with a 12 month warranty. If you wanted this machine I can offer it for **\$7,000+GST**. If you have any questions or would like any further information please do not hesitate to contact me.

Kind regards

Alex Colls Assistant General Manager



PO Box 103 Mt Ommaney Q 4074 - 2A Splne Street Sumner Park Q 4076 Direct: 07 37176700 P: 1800 773 231 E: marketing@kwikkrush.com.au W: www.edgemaster.net

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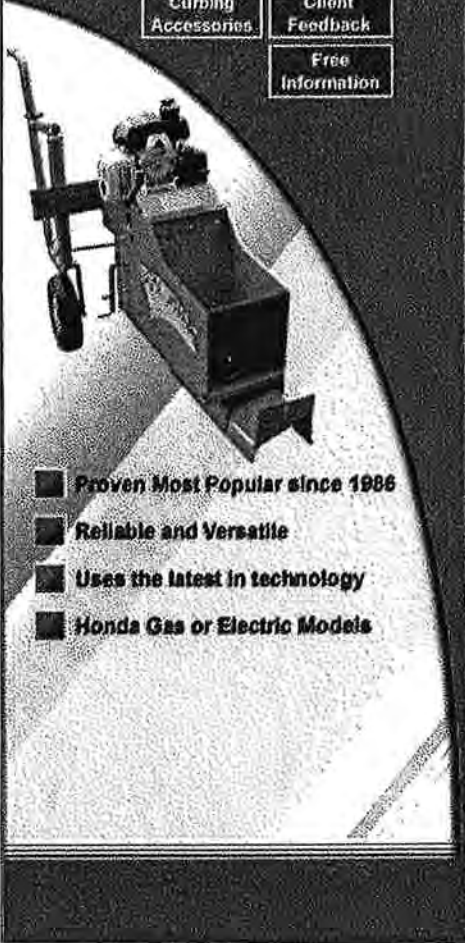


The World's Most Popular Curbing Machine!

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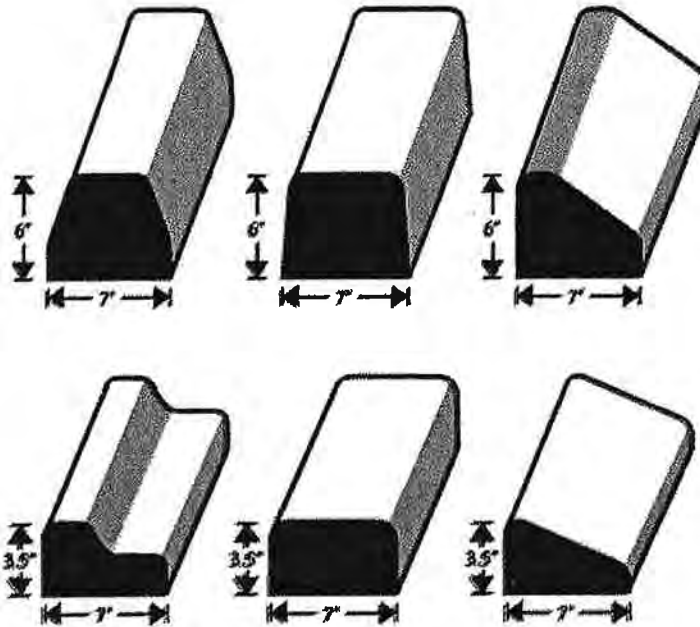
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Commercial Curbing	Equipment Packages	Equipment Trailers
	Curbing Accessories	Client Feedback
		Free Information



- Proven Most Popular since 1986
- Reliable and Versatile
- Uses the latest in technology
- Honda Gas or Electric Models

SIX POPULAR PROFILES ARE SUPPLIED STANDARD WITH THE EDGEMASTER CURB MACHINE!

EDGEMASTER is an extremely versatile concrete curb machine giving you the ability to create a range of different landscape edging shapes, as well as install any commercial car park work on asphalt or concrete parking areas. To change from one form to another takes less than a minute and you don't need to change the ram plate when you change profiles. The six popular profiles which come standard with your Edgemaster are shown below with their respective dimensions.



Each profile is supplied with two hand tools and each hand tool is specially designed as right or left-handed. Many other curb designs are possible, but years of experience have taught us that the profiles shown above are the most practical in size and shape and most importantly these curb designs are easy to install. Edgemaster curb equipment is state-of-the-art and leads the curbing business with innovation and precision.

Free Information

Equipment Packages	Edgemaster Machine	Curbing Accessories
--------------------	--------------------	---------------------

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The Lil' Bubba EP plunger drive creates a consistent flow of concrete with each revolution. The unique motion of the plunger scores the concrete as it packs it in to the mould (unlike other plungers or ram machines) to prevent the flat spots and weak areas that cause cracking about every 5cm.

The EP drive also eliminates concrete bridging in the hopper since the plunger actually moves 178mm upward into the hopper, agitating the concrete with each revolution.

Lil' Bubba was designed to create continuous decorative concrete borders allowing the user to follow any existing landscape bed design. Placement of borders can be as close as 50mm to any stationary object and make turns with a radius as tight as 360mm.

Specifications

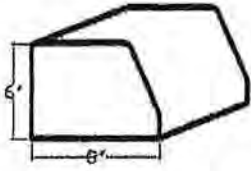
Type: 125mm Plunger Drive
 Engine: 4HP Honda Gas
 Fuel tank capacity: 3.8L (yielding approx. 114M)
 Speed: variable up to 4.5m/min
 Weight: 90kg
 Wheels: Large 228mm x 89mm pneumatic tyres
 Construction: all steel
 Slump: 0-25mm
 Aggregate: Up to 9.5mm

Price: **\$9,900.00** (including two standard moulds and trowels).

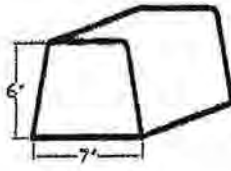
Other core equipment from Taylor Made:

- [Lil Bubba EP Kerb Machine](#)
- [Lil Bubba EPC Kerb Machine](#)
- [Toro Mortar Mixer](#)
- [Custom all-steel kerbing trailer](#)
- [Beddger](#)

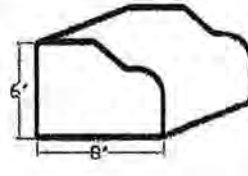
COMMERCIAL SERIES



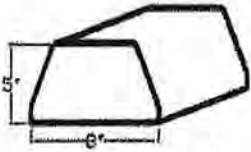
Commercial 100



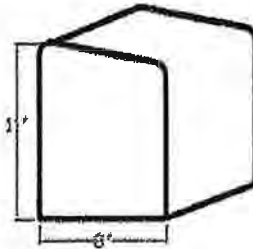
Commercial 200



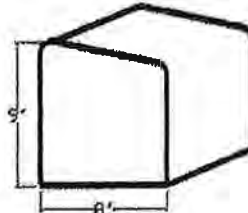
Commercial 300



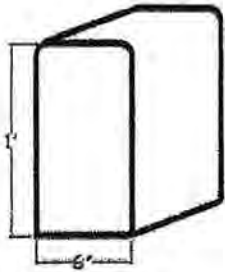
Commercial 400



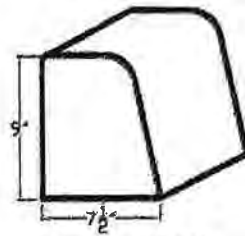
Commercial 500



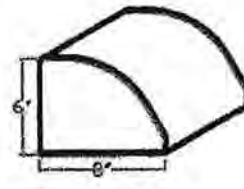
Commercial 600



Commercial 700



Commercial 800



Commercial 900

All Commercial Series Moulds

Price: \$625.90

Custom Mould

Price: \$880.00

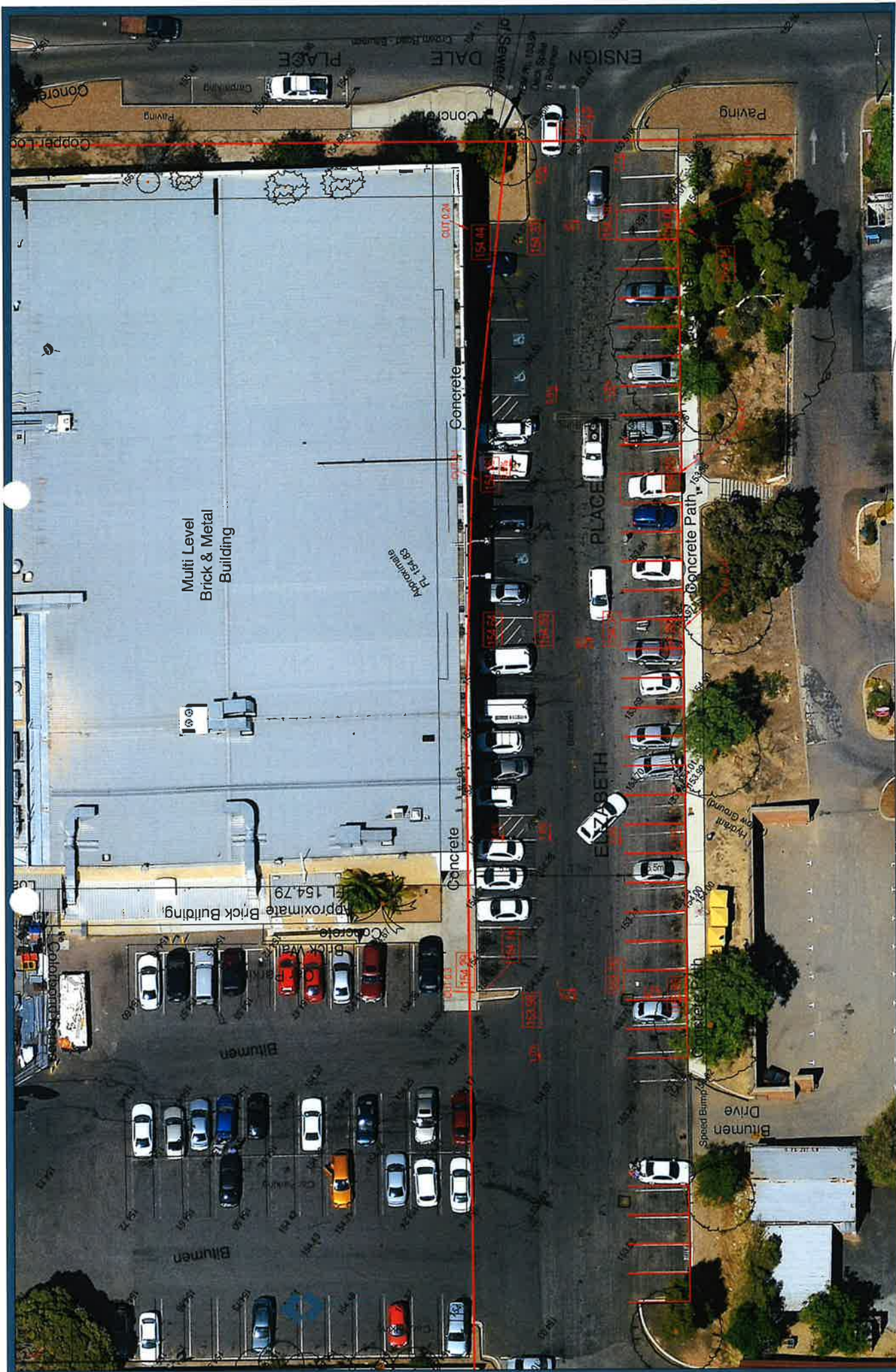
Other kerbing accessories from Taylor Made:

- [Rollers](#)
- [Stamping tools](#)
- [Standard residential moulds](#)
- [Commercial moulds](#)
- [Custom moulds](#)
- [Other accessories](#)

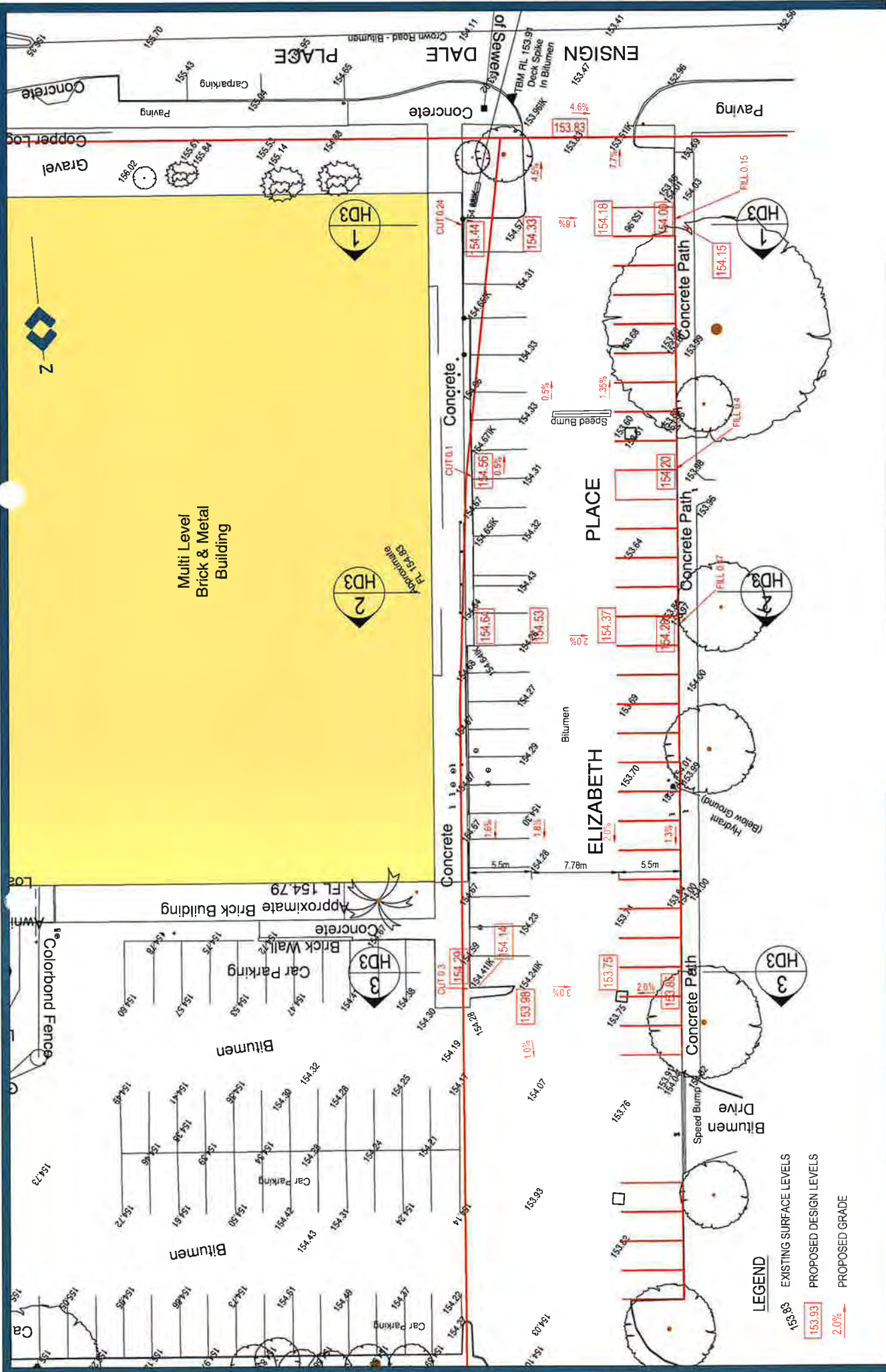
- [Home](#)
- [Core Equipment](#)
- [Accessories](#)
- [Consumables](#)
- [Package deals](#)
- [Marketing](#)
- [Training](#)
- [Find an installer](#)

Pricing Schedule

Sr. No.	Item Description	Unit	Quantity	Rate \$	Amount \$
1	Preliminaries				
1.1	Survey and setting Out	Item	1	\$5,000.00	\$5,000.00
1.2	Testing	Item	1	\$5,000.00	\$5,000.00
1.3	Traffic Management	Item	1	\$5,000.00	\$5,000.00
1.4	Mob/Demob	Item	1	\$8,000.00	\$8,000.00
2	Dismantling				
2.1	Removal and disposal of existing kerb	Lm	240	\$35.00	\$8,400.00
2.2	Removal and disposal of concrete footpath	m2	215	\$38.00	\$8,170.00
2.3	Cut/fill surplus soil and disposal	m2	2065.8	\$12.00	\$24,789.60
3	Construction				\$0.00
3.1	Preparing sub grade with cut/fill to design levels & compact before importing base course gravel	m2	2065.8	\$10.00	\$20,658.00
3.2	Stabilise existing seal and basecourse with 2 % cement 200 mm thick compact, trim complete in all respects (assuming existing basecourse is usable)	m2	2065.8	\$25.00	\$51,645.00
3.3	P/L asphalt DG 30 mm thick including prime seal	m2	2065.8	\$30.00	\$61,974.00
3.4	Gully covers replacement and adjustment	Each	3	\$7,000.00	\$21,000.00
3.4	Footpath reconstruction as per standard 1.5 m wide	m2	257	\$80.00	\$20,560.00
3.5	P/L new kerb along the parking	L/m	240	\$30.00	\$7,200.00
3.6	Line marking including disable bays	Item	1	\$6,000.00	\$6,000.00
4	Post construction				
4.1	Site clearing	Item	1	\$3,000.00	\$3,000.00
4.2	As con	item	1	\$1,000.00	\$1,000.00
				TOTAL	\$257,396.60



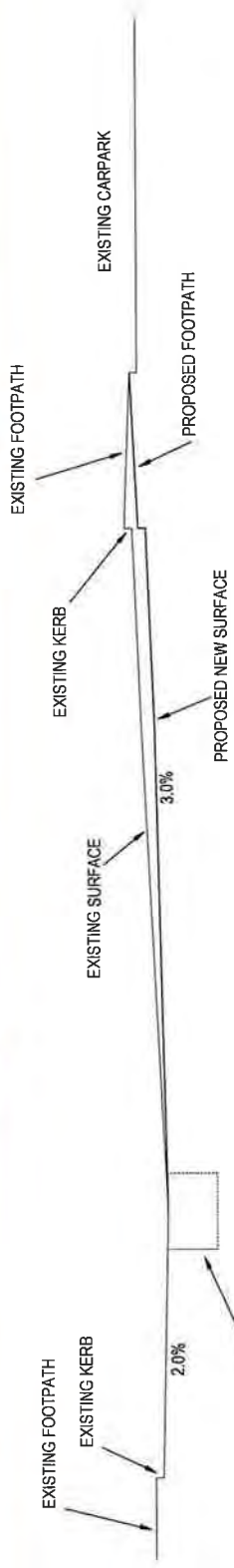
TITLE: PROPOSED ADJUSTMENT TO CARPARK
ELIZABETH PLACE NORTHAM



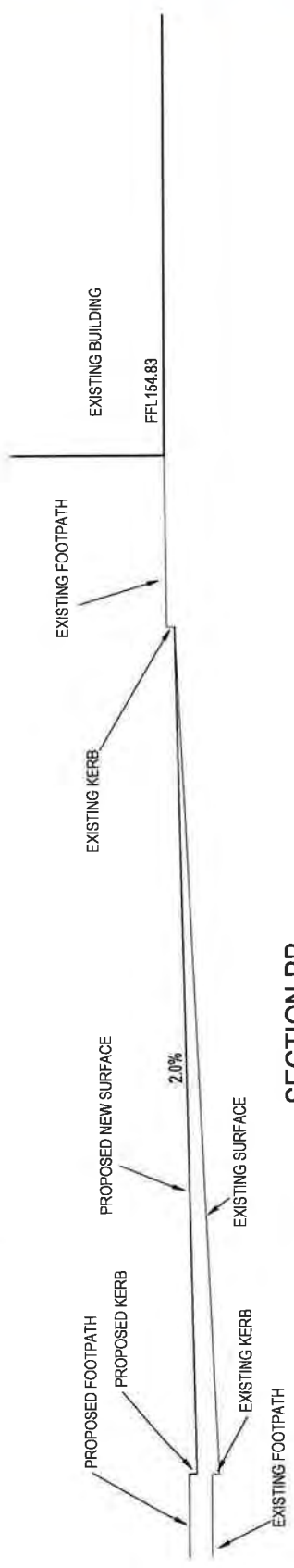
LEGEND

- Existing Surface Levels
- Proposed Design Levels
- Proposed Grade

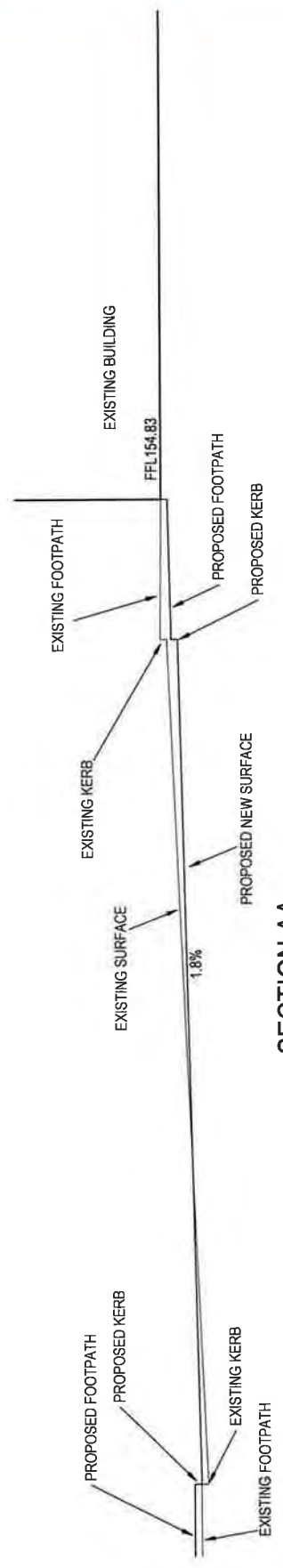
TITLE: PROPOSED ADJUSTMENT TO CARPARK
ELIZABETH PLACE NORTHAM



SECTION CC
SCALE 1:100



SECTION BB
SCALE 1:100



SECTION AA
SCALE 1:100

REQUEST FOR BUDGET CONSIDERATION

G/Lor JOB NUMBER: St John Ambulance Public Open Space Improvements

PROJECT: (A Brief Description)

The property formally known as St John Ambulance located on Fitzgerald Street, has been gifted to the Shire for possible future development which has been identified in the Northam Town Development and Connectivity Strategy formally endorsed by Council.

At the time of the demolition of the building structure, staff negotiated that the internal steel structure of the building remain which will serve as a significant foundation structure to build upon in the development of the proposed public open space, therefore savings a significant cost. Staff sought a design from landscape architects that would complement the surrounding area, serve as a place of remembrance and provide connectivity as per the Northam Town Development and Connectivity Strategy Staff have consulted with the RSL and received positive feedback in the proposal

To date there has been no cost to the Shire in reaching this point. Staff are suggesting a provisions sum amount of \$80,000 be included in the Annual Budget to implement the works,

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

	\$
	\$80,000.00
Total	\$80,000.00 (a)

Revenue Source and Amount(s):

Grant	\$
Fees and Charges	\$
Trade-In	\$
Reserve Account	\$
Other	\$ _____
Total	\$ _____ (b)

Net Contribution Required by Municipal Fund: \$ 80,000 (a) – (b)

Have all relevant Departments been consulted?

Signed:

A handwritten signature in black ink, appearing to be 'CB', is written over a horizontal line.

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.



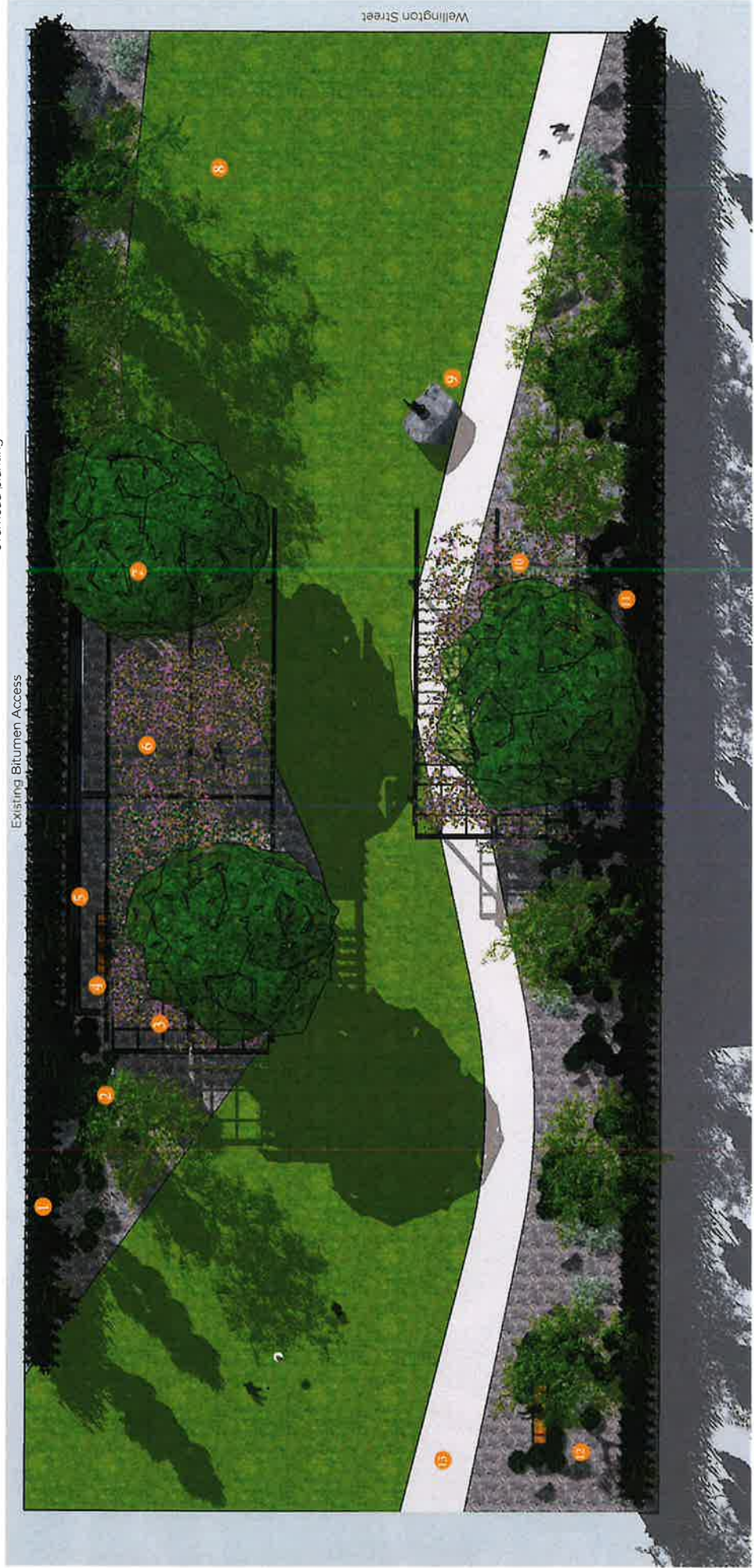
ST JOHNS POS NORTHAM
LANDSCAPE ARCHITECTURE CONCEPT



ST JOHNS POS masterplan

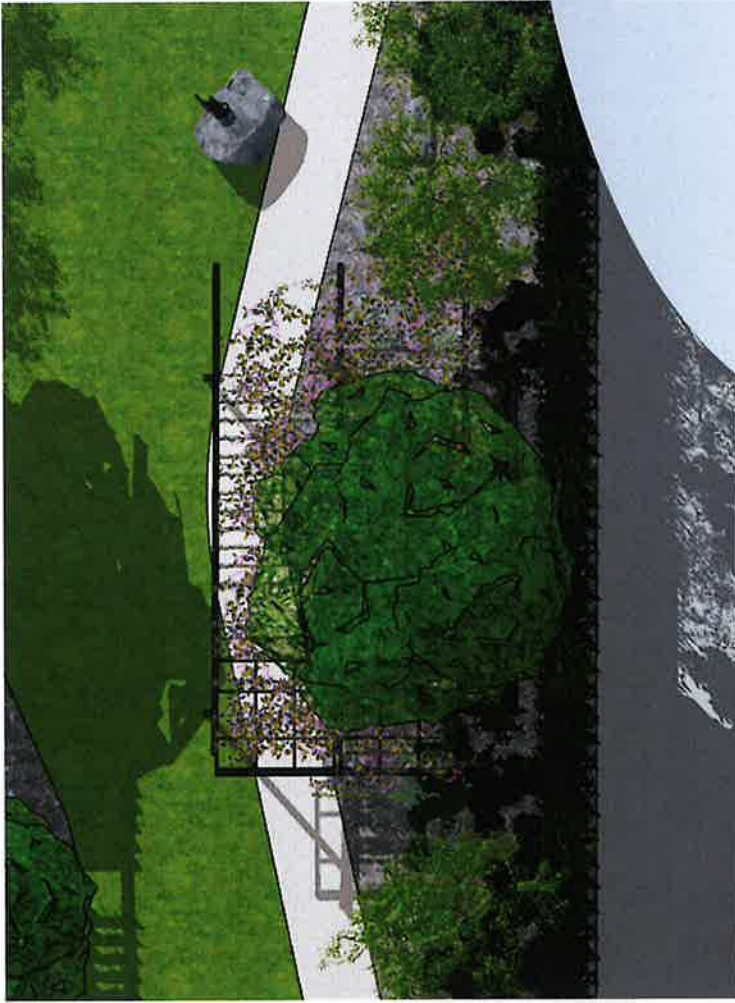
LEGEND

- 1 Tree and hedge planting to screen neighboring lots
- 2 Informal planting
- 3 Existing St. John steel framework structures & overhead planting
- 4 Timber seating
- 5 Art mural to retained blade walls
- 6 Tree and hedge planting to screen neighboring lots
- 7 Gallery area
- 8 Mature tree transplants
- 9 Grass link / kick about area
- 10 Sculptural boulders
- 11 Existing St. John steel framework structures & overhead planting
- 12 Feature planting to blade wall facade
- 13 Timber bench seating within planting & gravel
- 14 Dual use concrete path



Arbors

reuse of existing St John structures



DESIGN INTENTIONS

- Retain existing historical link to site.
- Provide shade / shelter.
- Create an interesting industrial space.
- Economical solution to park structures.
- Mature tree transplants & planting to grow in and around structures



Artwork

re-purpose existing blade walls



DESIGN INTENTIONS

- Engage artist to paint murals to activate and add colour.
- Potential to draw historical / local reference.
- Provide sculptural gallery space.
- Discourage antisocial behavior.
- Provide an alternate vista to neighboring lots for pedestrians.
- Attract people to and through POS.
- Provide recognisable meeting space and node.



AUTHOR: JD Q.A.: TP

PROJECT # 10025
NTS

ST JCHNS POS NORTHAM
LANDSCAPE CONCEPT

SK03-A

Grass link maximise usable grass space

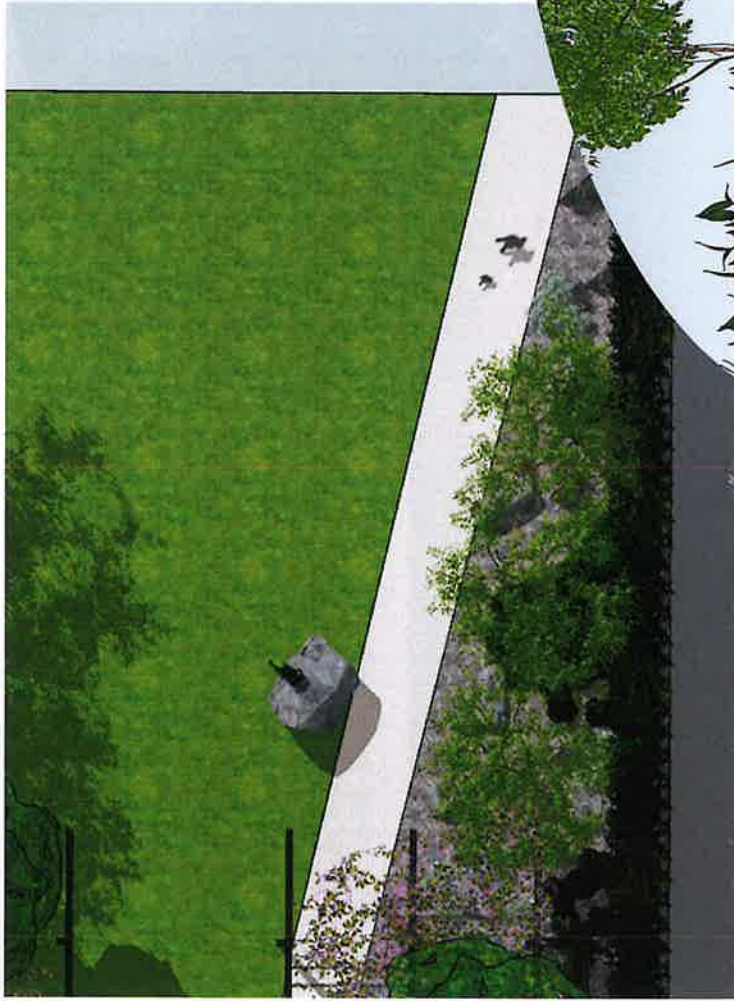


DESIGN INTENTIONS

- Provide a visual green link through the space.
- Maximise the amount of usable green space.
- Provide screening, planting to boundary fences / lots.
- Feature boulders to encourage incidental play / perching / resting points along the path.



Informal planting passive play spaces



DESIGN INTENTIONS

- Allow access to planting spaces to make the most of the limited space and encourage interaction with the planting.
- Break down structural lines.
- Create a sense of being surrounded by planting rather than residents
- Provide high level planting (mature transplants & creeping planting) and low ground cover planting to maximise transparency through the space to discourage antisocial behavior.
- Increase passive surveillance
- Informal planting within gravel allows bench seating to be located directly below trees shade without additional hardstand areas.
- Exotic trees to provide shade & co our.
- Native ground cover species to cope with foot traffic and water requirements.



AUTHOR: JD G.A. TP

PROJECT #: 10025
NTS

ST JOHNS POS NORTHAM
LANDSCAPE CONCEPT

SK05-A

Materials hard & soft palette

HARD MATERIALS II



Feature boulders



Timber seating



Existing I Beam Structures



Planting & I Beam Structures



Gravel - blue metal



Gravel - summerstone

PLANTING MATERIAL II



Delonix regia



Bauhinia



Pyrus calleryana



Adenanthos sericeus



Eremophila glabra



Ficus pumila



Leucophyta brownii



Westringia fruticosa grey box



Lomandra nyallia



Myoporum parvifolium



Wisteria



Banksia nivea

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT: (A Brief Description)

Rural Verge Tree Pruning Programme

Prior to amalgamation of the Shire and the Town of Northam, each year the Shire would employ 1 group of casuals to solely perform vegetation clearing over a 3 month period. Following the amalgamation this activity ceased for a period of time which has contributed toward a significant amount of deferred maintenance. With the recent introduction of a dedicated Shire Verge Crew this deferred maintenance is being addressed.

The Shire Verge Crew is currently working through their program of works which mainly consist of ICS requests for vegetation clearing in rural areas inclusive of Bus and RAV Routes. Based on the current number of work requests it is estimated the program will take 6 years to complete, not accounting for any future requests that may be received.

In order to accelerate these works, staff propose that the Tree Maintenance Budget is increase by \$100,000 which will allow contractors to address some of these work which will assist in the backlog of maintenance.

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

\$100,000.00

\$

\$

\$

\$ _____

Total **\$100,000.00** (a)

Revenue Source and Amount(s):

Grant \$

Fees and Charges \$

Trade-In \$

Reserve Account \$

Other \$ _____

Total **\$ _____** (b)

Net Contribution Required by Municipal Fund:

\$100,000_____ (a) – (b)

Have all relevant Departments been consulted?

Signed:

A handwritten signature in black ink, appearing to be 'LGR', written over a horizontal line.

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.

2017/18

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: 11349404 Job 6417

PROJECT: (A Brief Description)

Install lighting on the BMX track

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$90k	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

\$ 90,000
\$
\$
\$
\$
\$ _____

Total \$ _____ (a)

Revenue Source and Amount(s):

Grant \$ Project already commenced
Fees and Charges \$
Trade-In \$
Reserve Account \$
Carried over from current year \$ 20,000 _____

Total \$ 20,000 (b)

Net Contribution Required by Municipal Fund: \$ 70,000 _____ (a) – (b)

Have all relevant Departments been consulted?

Signed: 

Forms due to your Executive Manager by 30 April 2017. Please attach quotes if possible.

Grafton


Electrics

Postal Address:
P.O. Box 289, Northam WA 6401
Workshop/Office:
21 Charles Street, Northam WA 6401
Telephone: (08) 9622 1968
Facsimile: (08) 9622 5759
Email: dgrollan@bigpond.net.au

ABN: 42 833 184 395

ELECTRICAL CONTRACTORS EC 005202

QUOTATION

ALL QUOTES VALID FOR 30 DAYS

SHIRE OF NORTHAM
ATTN MEAGAN

WE HAVE PLEASURE IN SUBMITTING A BUDGET PRICE FOR THE FOLLOWING.

SUPPLY AND INSTALL 6 LED DOWN LIGHTS TO THE OUTSIDE AREA OF THE HOSPITALITY ROOM. \$4,800.00 PLUS GST.

SUPPLY AND INSTALL BMX LIGHTING AS PER THE ORIGINAL SPECIFICATIONS \$90,000.00 PLUS GST

THESE ARE ONLY ESTIMATION PRICES

YOURS FAITHFULLY


DAVID GRAFTON
GRAFTON ELECTRICS
Monday, 3 April 2017

WITH CHANGE IN TECHNOLOGY THE QUOTATION WILL ALTER USING DIFFERENT LIGHTS & CONFIGURATIONS. QUOTATION TO FOLLOW SHORTLY.

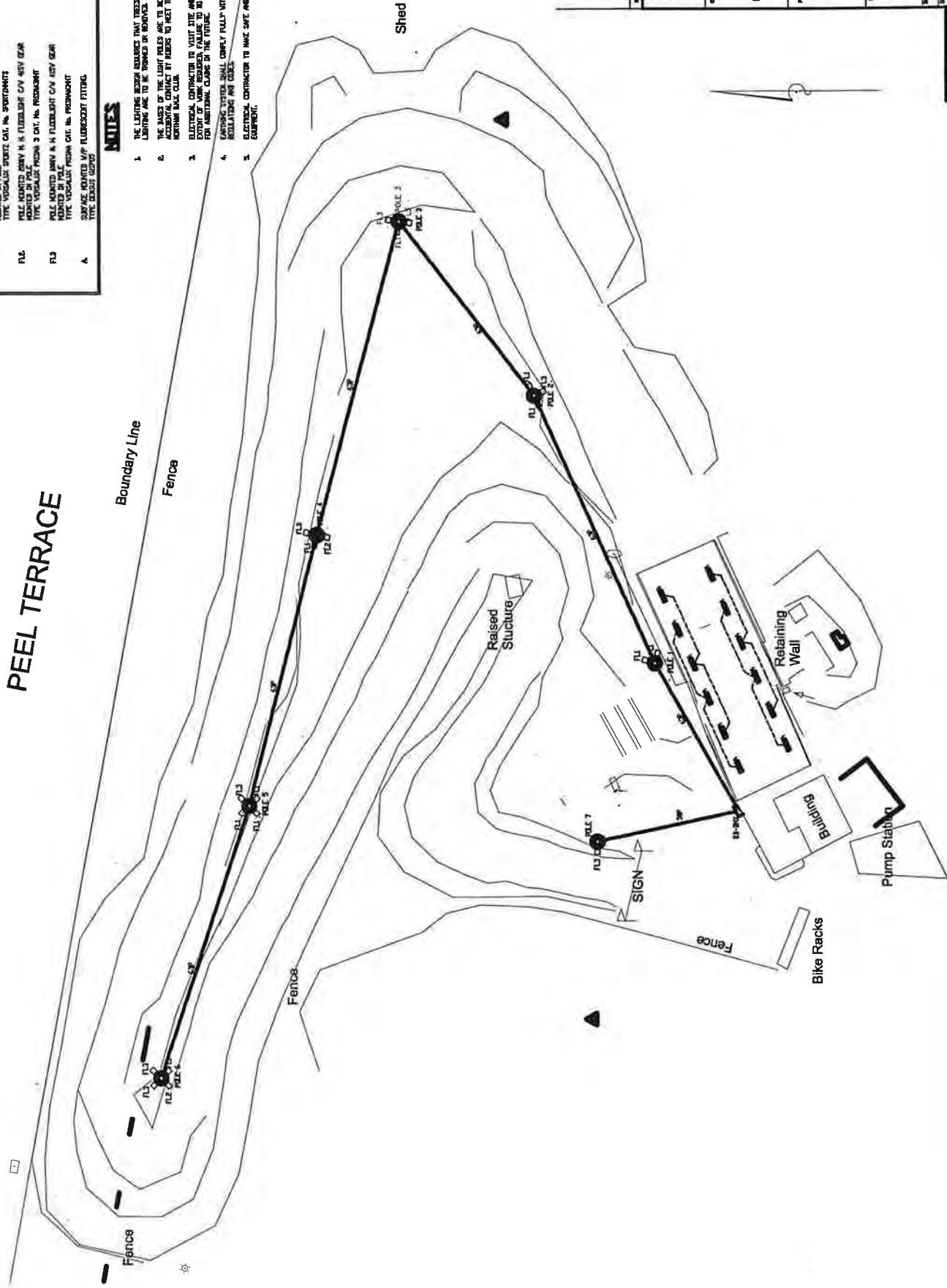
LIGHT FITTING SCHEDULE

SEE	DESCRIPTION	QUANTITY
FL1	POLE MOUNTED 200W 1/4 H. FLOODLIGHT CAN 45V GEAR ADJUSTED IN TOWER. VERTICAL SPACER CAN. NO. 3000000000	2 X 10V
FL2	POLE MOUNTED 200W 1/4 H. FLOODLIGHT CAN 45V GEAR ADJUSTED IN TOWER. VERTICAL SPACER CAN. NO. 3000000000	2 X 10V
FL3	POLE MOUNTED 200W 1/4 H. FLOODLIGHT CAN 45V GEAR ADJUSTED IN TOWER. VERTICAL SPACER CAN. NO. 3000000000	2 X 10V
A	SURFACE MOUNTED V.I.P. FLOODLIGHT FITTING. TYPE: 2000000000	2 X 10V

NOTES

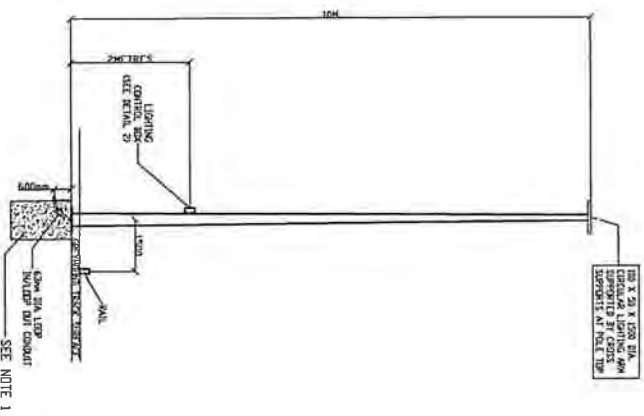
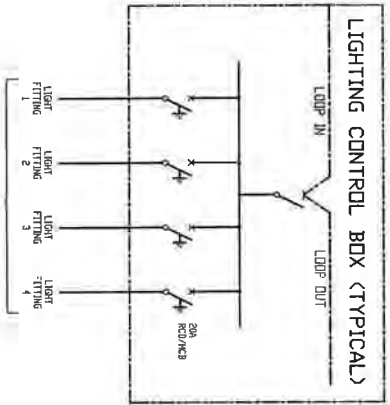
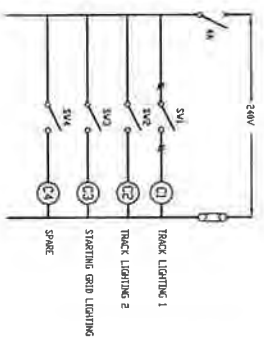
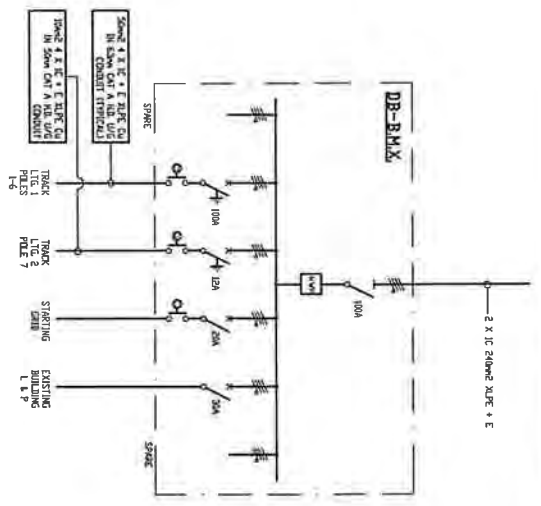
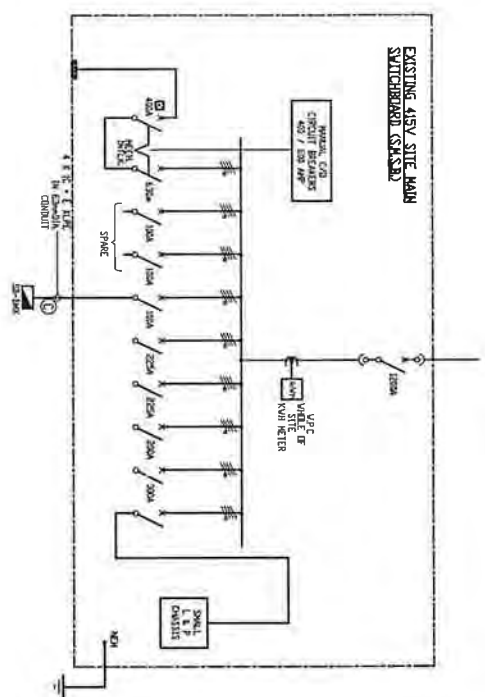
1. THE LIGHTING DESIGN ASSUMES THAT TREES THAT INTERFERE WITH THE TRACK LIGHTING ARE TO BE REMOVED BY CONTRACTOR.
2. THE BASES OF ALL LIGHT POLES ARE TO BE SURFACE MOUNTED FROM NORTHMAN WALK CURB.
3. ELECTRICAL CONTRACTOR TO VISIT SITE AND MANIFEST WITH THE FULL EXTENT OF WORK. RESOURCES FAILURE TO DO THIS WILL NOT CONSTITUTE A REASON FOR AMBITIOUS CLAIMS IN THE FUTURE.
4. WIRING SYSTEM SHALL COMPLY FULLY WITH WESTERN POWER CORPORATION REGULATIONS AND CODES.
5. ELECTRICAL CONTRACTOR TO MAKE SAFE AND REMOVE ALL EXISTING WIRING AND EQUIPMENT.

PEEL TERRACE



DATE	DESCRIPTION
PRELIMINARY	
IDRA DAVID ROSE & ASSOCIATES ELECTRICAL ENGINEERING CONSULTANTS P.O. Box 413, Gloucester, VA 23061 Phone: (804) 693-1794 Mobile: (804) 693-1794	
STATE OF NORTHAM P. O. Box 613, NORTHAM, VA 24122 Phone: (804) 9622-6120 Fax: (804) 9622-1910	
WESTMAN WALK TRACK LIGHTING PEEL TERRACE, NORTHAM, VIRGINIA PROJECT NO.	
SCALE	DATE
1" = 20' N	NOVEMBER 2001
DRAWN	CHECKED
DATE	BY
PROJECT NO.	131005
REV.	E-01

THIS SET OF DRAWINGS IS ELECTRONICALLY PRODUCED AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.



- NOTES**
1. LIGHTING POLE AND FOUNDATION TO BE DESIGNED BY STRUCTURE ENGINEERING TO SUIT LOCAL CLIMATIC CONDITIONS.
 2. ALL EXPOSED PILE TOP CABLES TO BE PROTECTED BY RAN METAL FLEXIBLE CABLES TO PREVENT DAMAGE BY BIRDS.

DETAIL 1 - B.M.X. TRACK LIGHTING CONTROL SCHEMATIC

DETAIL 2 - LIGHTING CONTROL BOX SCHEMATIC (TYPICAL)

DETAIL 1 - 10M HIGH TRACK LIGHTING POLE (SCALE 1 : 50)

<p>PRELIMINARY</p> <p>DAVID BODE & ASSOCIATES ARCHITECTURAL LIGHTING DESIGN CONSULTANTS P.O. Box 42, DORSET WA 6481 Phone 089 9522 020 Fax 089 9522 1910 Mobile 087 201 082</p>		<p>CLIENT</p> <p>SHIRE OF NORTHAM 111 Shaw 417, NORTHAM, N.S.W. 2850 Phone 089 9522 020 Fax 089 9522 1910</p>
<p>PROJECT</p> <p>NORTHAM B.M.X. TRACK LIGHTING HENRY STREET, NORTHAM, WESTERN AUSTRALIA</p>	<p>DESIGNER</p> <p>DAVID BODE & ASSOCIATES</p>	<p>DATE</p> <p>13/10/05</p>
<p>SCALE</p> <p>A 1 : 5</p>	<p>DATE</p> <p>13/10/05</p>	<p>REV.</p> <p>1</p>

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT: (A Brief Description)

Minson Avenue/ Bernard Park Verge Improvements

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

Streetscape and Landscape Area linking	\$50,000	
DOME to Bernard Park	\$	
	\$	
	\$	
	\$	
Total	\$50,000	(a)

Revenue Source and Amount(s):

Grant	\$	
Fees and Charges	\$	
Trade-In	\$	
Reserve Account	\$	
Other	\$	
Total	\$	(b)

Net Contribution Required by Municipal Fund: \$50,000 (a) – (b)

Have all relevant Departments been consulted?

Signed: _____ 

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.

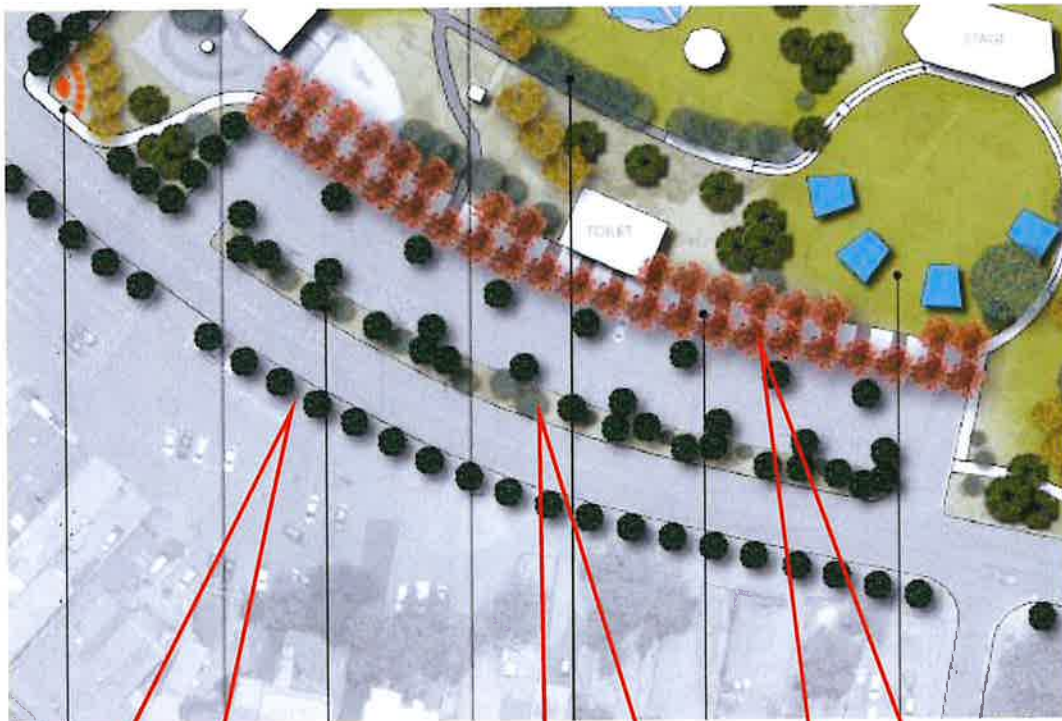
Minson Ave / Bernard Park Verge Improvements

Project Scope:

Works will focus on linking Bernard Park with the CBD through the current DOME development. The proposed works will reflect the Bernard Park Master Plan design which will specifically focus on the area identified below.

This project will allow continuation of the recent Bernard Park works in a staged approach to the completed of the Master Plan design.

An allowance of \$50,000 has been allocated



Primary Focus:

Verge landscape works with tree plantings and formalisation of existing crossovers. Works will complement DOME development.

Primary Focus:

Island to be turfed or landscaped with tree planting to mirror opposite side of road.

Secondary Focus:

(Budget permitting)
Develop a tree avenue providing opportunity for markets / stalls etc.

REQUEST FOR BUDGET CONSIDERATION

G/Lor JOB NUMBER: Henry Street Oval Turf Replacement

PROJECT: (A Brief Description)

Each year in the lead up to various sporting seasons staff have been performing turf upgrades/ maintenance of the existing playing surface. This task has been performed for the purpose of addressing minor patches which have been struggling to recover from heavy traffic during the year, and secondly to lift the ground level of various sections to provide a uniform better draining sporting ground. These low lying areas are those which have settled over time after the extension of the original oval at the Recreation Centre was constructed. These areas are identified on the attached survey image.

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

\$
\$30,000.00 _____


Total **\$30,000.00** _____ (a)

Revenue Source and Amount(s):

Grant	\$
Fees and Charges	\$
Trade-In	\$
Reserve Account	\$
Other	\$ _____
Total	\$ _____ (b)

Net Contribution Required by Municipal Fund: \$ 30,000 _____ (a) – (b)

Have all relevant Departments been consulted?

Signed: _____ 

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.

Reserve 30275

EAST STREET

T B M
R.L. 10.00m
BOLT ON LIGHT POLE

TEAM SCORES STRUCTURE

T B M
R.L. 9.53m
BOLT ON LIGHT POLE

N74

RETAINING WALL

T B M
R.L. 10.12m
BOLT ON LIGHT POLE

T B M
R.L. 10.95m
BOLT ON LIGHT POLE

N72

NORTHEY STREET

12

11

VOLUMES

Cut to Fall Ratio	0.582
Cut	355 374 (cubic meters)
Fill	610 825 (cubic meters)
Net	255 450 (cubic meters) [99]
Cut	0.046 (cubic meters) / (square meters)
Fill	0.062 (cubic meters) / (square meters)
Average Cut Depth	0.046 (m)
Maximum Cut Depth	0.190 (m)
Average Fill Depth	0.052 (m)
Maximum Fill Depth	0.170 (m)

NOTES
This survey does not guarantee the correct position of fences or fourth party
For the location of underground utility services see "Call Before You Dig" plans
All units are in meters
Contour interval is 0.02m
Vertical datum is Assumed (Add 140.160m for AHD)
Grid is GDA
Check site for easements, encumbrances and other info etc
We recommend a boundary survey prior to construction to verify the
location of boundaries
Cadastral information has been sourced from Landgate and has been
assumed by fences



SHEET 2

No.	DATE	REVISION	PLAN OF	METADATA	FILE NUMBER	F. M. SURVEYS PTY LTD P.O. Box 178 DUNDRAG WA 6023 Ph: (08) 9378 984 Email: mark@fmsurveys.com.au Drawn Mark Spencer
			CUT AND FILL LEVELS OF HENRY STREET OVAL NORTHAM	LOCAL AUTHORITY DATE OF SURVEY SCALE	SHIRE OF NORTHAM 24.4.2014 1:400 AT A1	

2018//19

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: '11332192 Wundowie Pool and Plant Maintenance_____

PROJECT:

24. Paint Wundowie Pool Shell

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$10,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

\$10,000
 \$
 \$
 \$
 GST \$ 1,000

Total **\$11,000** (a)


Revenue Source and Amount(s):

Grant \$
 Fees and Charges \$
 Trade-In \$
 Reserve Account \$
 Other \$ _____

Total \$ 0.00 (b)

Net Contribution Required by Municipal Fund: \$11,000 _____ (a) – (b)

Have all relevant Departments been consulted?

Signed:  _____

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.

2018//19

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: '11342032 Recreation Control _____

PROJECT:

13. Black Chairs 50

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

\$
\$
\$
\$
GST \$ _____

Total \$ _____ (a)

Revenue Source and Amount(s):

Grant \$
Fees and Charges \$
Trade-In \$
Reserve Account \$
Other \$ _____

Total \$ 0.00 (b)

Net Contribution Required by Municipal Fund: \$ _____ (a) – (b)

Have all relevant Departments been consulted?

Signed:  _____

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.

Adage Furniture

Unit 1/ 9 Pilbara St
WELSHPOOL WA 6106
Phone: (08) 9350 2880
Email:
sales@adagefurniture.com.au

A.B.N. 53 760 268 045
A.C.N. 143 463 334

Bill To

Colin Hassell
Northam Recreation Centre
44 Peel Tce
Northam WA 6401
Australia

9622 5153

Ship To

Colin Hassell
Northam Recreation Centre
44 Peel Tce
Northam WA 6401
Australia

snrrec@northam.wa.gov.au

Expires	Sales Rep	Shipping Method	Ship Date	Shipping Notes
6/7/2018	Deon Fawkes			

Qty	Item	Image	RRP	Your Price	Amount
50	Vita Chair-Black Stackable Chair - 6 high Polypropylene Shell Anodised Aluminium Legs Approved by Furntech AFRDI Level 4 Indoor/Outdoor Made in Turkey 800H x 560W x 530D Seat Height 440 Weight 3.64kg 10Yr Warranty		\$92.00	\$69.00	\$3,450.00
1	Freight Delivery to Northam			\$240.00	\$240.00

Please reply back to the email to confirm order.

Subtotal	\$3,690.00
GST	\$369.00
Total	\$4,059.00

Terms and Conditions:

- * All prices quoted are plus GST and remain firm for 30 days only.
- * 50% Deposit, net balance required prior to dispatch.
- * Any cost incurred by going to a 3rd party to recover unpaid accounts will be charged to the debtor
- * Lead time and availability of all items is subject to current stock levels.
- * Tables and table bases are supplied unassembled to minimise the freight components unless special arrangements have been made and included in your quote.
- * Item prices do not include delivery - contact us for a freight quote we have, we have excellent rates Australia wide!

2018//19

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT:

Telethon Community Cinemas

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$5000	\$10000	\$10000	\$10000	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

\$35,000
\$
\$
\$
GST \$ _____

Total \$35,000 (a)

Revenue Source and Amount(s):

Grant	\$
Fees and Charges	\$
Trade-In	\$
Reserve Account	\$
Other	\$ _____
Total	\$ <u>0.00</u> (b)

Net Contribution Required by Municipal Fund: \$35,000 (a) – (b)

Have all relevant Departments been consulted?

Signed: _____

- o 65 attendees average (breakeven figure) supported by local business and local government contribution and based on traditional breakdown of audiences from Telethon Community Cinemas experience at other locations, and
- o 100 attendees average (benchmark for viability).

It is proposed that the season run on Thursdays to Sundays between 20 December 2018, and 10 March 2019 (12 weeks/ 48 screenings). It is preferable that a local community group take on management of this project for fundraising purposes. In the event we cannot attract a community group to manage the cinema, the financial exposure to Council would increase to include Council paying someone to manage the Cinema, it is estimated this would be in the order of \$10,000-\$15,000

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3357

Moved: Cr Ryan

Seconded: Cr Little

That Council:

- 1. Include an amount of \$35,000 for consideration in the 2018/19 draft budget for operation of Telethon Community Cinemas in Northam;**
- 2. Advertise for Community Groups interested in running community cinema events; and**
- 3. Seek Outdoor Cinema advertisers/sponsors.**

CARRIED 8/1

2018//19

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT:

Ice Machine-Was submitted as a community grant and Council suggested putting it in as a budget consideration.

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$3,500	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

X Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

\$3,500
\$
\$
\$
GST \$ _____
Total **\$3,500** (a)

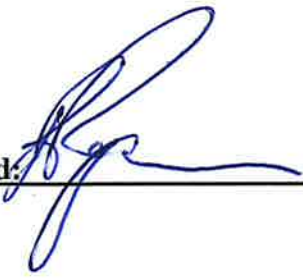
Revenue Source and Amount(s):

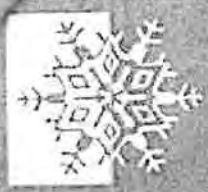
Grant	\$
Fees and Charges	\$
Trade-In	\$
Reserve Account	\$
Other	\$ _____
Total	\$ <u>0.00</u> (b)

Net Contribution Required by Municipal Fund: **\$3,500 (a) – (b)**

Have all relevant Departments been consulted?

Signed: _____

A handwritten signature in blue ink, consisting of a large, stylized initial 'R' followed by a horizontal line that extends to the right, crossing the signature line.



Australia's No 1 Hoshizaki Dealer

Ice Machines Australia

Australia's Leading Ice Machine Supplier Shipping Australia Wide

Quote

Ph: 1300 721 752
info@icemakers.com.au
www.icemakers.com.au
PO Box 21 Kotara NSW 2289
A.B.N. 65 166 060 582

Invoice No.: Federal
Date: 18/04/2018
Your Order No:
Terms: Prepaid

Bill To:
Federal Football Club
PO Box 262
Northam WA 6401

Ship To:
Federal Football Club
PO Box 262
Northam WA 6401

To supply one new Manitowoc Sotto UG80 Ice Machine Self Contained Octagonal shape icemaker Machine makes up to 90kg per day, bin holds 44kg Warranty: 2 year parts, 1 year labour	\$2,750.00	GST
Supply 1 x Water Filter Kit	\$275.00	GST
Collection from Perth warehouse		GST

Comment:

Lake Macquarie Refrigeration Pty Ltd Trading As Ice Machines Australia.
All materials and products remain the property of Lake Macquarie Refrigeration Pty Ltd until invoice paid in full.
Subject to Lake Macquarie Refrigeration Pty Ltd terms and conditions for sale or hire.
Please check all deliveries and notify any damage or issues within 24 hrs of receipt of goods.
Credit card payments attract a fee: 1.5% + GST for visa/mastercard and 2% + GST for american express (on invoice cost)

Bank Details:
Bank: Greater Building Society
Account Name: Ice Machines Australia
BSB: 637000
Acct No: 719994229
Please use your invoice number as reference

Total Ex GST:	\$3,025.00
GST:	\$302.50
Total Inc GST:	\$3,327.50
Amount Applied:	\$0.00
Balance Due:	\$3,327.50

2018//19

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT:

Senior Sport

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

\$30,000

\$

\$

\$

GST \$ _____

Total **\$30,000** (a)

Revenue Source and Amount(s):

Grant

\$

Fees and Charges

\$

Trade-In

\$

Reserve Account

\$

Other

\$ _____

Total \$ 0.00 (b)

Net Contribution Required by Municipal Fund: **\$30,000 (a) – (b)**

Have all relevant Departments been consulted?

Signed:  _____

Senior Sport Report 2017/2018



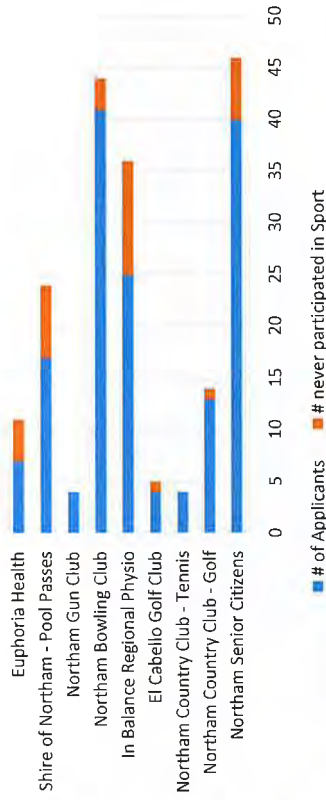
Funding Received	\$ 30,048.00
Expenditure	\$ 27,109.44

Male Applicants	67
Female Applicants	88
Total Applicants	155



CLUB	# of Applicants	# never participated in Sport
Northam Senior Citizens	40	6
Northam Country Club - Golf	13	1
Northam Country Club - Tennis	4	0
El Cabello Golf Club	4	1
In Balance Regional Physio	25	11
Northam Bowling Club	41	3
Northam Gun Club	4	0
Shire of Northam - Pool Passes	17	7
Euphoria Health	7	4
TOTALS	155	33

Senior Sport Participation



Testimonials from Applicants

"Like all people my age I need the vital consistent maintenance of my muscle strength and balance – in a safe, enjoyable and monitored way. However, being old means that my pension budget is limited and surely restricted by 'old age' health issues, like extra dental treatment, eye specialists, cardiograms, bone density tests, podiatry, the list goes on... Thus, without the help of the Senior Sport I could not afford the virtually important weekly maintenance of my health and be a helpful member of the community".

"Living Longer Living Stronger at In Balance Physio was my choice for using Senior Sport funding. These hour long sessions are helping me stay on my feet, keep fit and challenges me to be mentally alert. As well, we get together after classes for a cuppa and natter exercises are tailor-made for each person by gym staff, according to individual needs and problems. Oh the joys of getting older but we work within our capabilities striving to improve at all times. I've always tried to keep fit and active and the gym helps me keep that way. This wouldn't be possible for me without the help from the Shire Councils funding"

"The funding is a wonderful help. I have Breast Cancer and my Doctor told me to exercise and build my strength. All of my pension goes towards my medical bills so I didn't have money to attend any exercise classes. Senior Sport has helped me to join a class and build up my strength. So thank you from the bottom of my heart"

"Excellent program"

"Helped me financially as a pensioner as I don't get enough money to be able to attend all the time. The funding allows me to stay active in my old age".

"Allows me to stay connected with the community. Classes are a great social event and the funding helps me to get there".

"Great value, and it encourages more people to come. Many thanks for the Senior Sport Program. "



2018/19

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT: (A Brief Description)

2018 Christmas Decorations

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

\$ 5,000 christmas mural
 \$ 16,000 trees for other towns
 \$ 4,000 new decorations +
 \$ incidentals
 \$ _____

Total \$ 25,000 (a)

Revenue Source and Amount(s):

Grant \$
 Fees and Charges \$
 Trade-In \$
 Reserve Account \$
 Other \$ _____

Total \$ _____ (b)

Net Contribution Required by Municipal Fund: \$ 25,000 (a) - (b)

Have all relevant Departments been consulted?

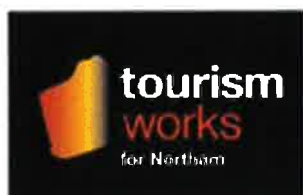
Signed: V. P. [Signature]

From: Victoria Williams
Sent: Thursday, 28 June 2018 9:04 AM
To: Ross Rayson
Subject: FW: Trees and stars light up

Here's Sean's- he has indicated that he can work with our budget so we should be able to buy local this year

Kind Regards

Victoria Williams
Manager Tourism & Events | Shire of Northam
e: vcm@northam.wa.gov.au
p: (08) 9622 2100
w: www.northam.wa.gov.au
[Facebook](#) | [Instagram](#)
PO Box 613 Northam WA, 6401
[Click here to sign up to our Mailing list](#)



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Consider the environment before printing this email

From: Sean Byron [<mailto:sean@christmas360.com.au>]
Sent: Tuesday, 19 June 2018 3:15 PM
To: Victoria Williams
Subject: Trees and stars light up

Hi Vic

Hope you are well and life is good.
I have a list of items that I have in stock for your Christmas tree needs.

New trees

Light up slim Nagano trees I have 2 of them both new. Special price on them of \$4,700.00 each 6.4 mts high pretty easy to install. (2 in stock)
Light up Waterloo tree like you have now 4.5mts \$8,000.00 (1 in Stock)
Light up Waterloo tree 6.5 mts \$10,000.00 special price (1 in stock)

Second Hand

Warm White 4.5 mt trees still good used inside \$ 4,000.00 (think 3 of)

Have some warm white stars 2 mts as well \$900.00 each have 2

I have given you a special price on the new stock if you have 4 or 5 can do a better price as well as need to make space in the Warehouse.

Hope this is of help and feel free to contact if you have any questions

Regards Sean

Best wishes,
Sean Byron



CHRISTMAS DECOR & LIGHTING SPECIALISTS

T 0419 199 367 | www.christmas360.com.au

1306/2018 **18826 - SHIRE OF NORTHAM**

Job: **18826 - SHIRE OF NORTHAM** Kit #: **59**

Kit Description: **ILLUMINATED TREES 2.5 & 3.5M**

Product Code Description/Comment Quantity Unit Sell Total Sell

GP03CONF250WARMCRY CRYSTAL CONE TREE 2.5M WARM WITH CRYTAL, SEQUIN & TREE TOP STAR 1.0 \$3,140.00 \$ 3,140.00

GP03CONF350WARMCRY CRYSTAL CONE TREE 3.5M WARM WITH CRYTAL, SEQUIN & TREE TOP STAR 1.0 \$5,309.00 \$ 5,309.00

GP03CONF250WHCRY CRYSTAL CONE TREE 2.5M WHITE WITH CRYTALS, SEQUIN AND TREE TOP STAR 1.0 \$3,140.00 \$ 3,140.00

GP03CONF350WHCRY CRYSTAL CONE TREE 3.5M WHITE WITH CRYTALS, SEQUIN AND TREE TOP STAR 1.0 \$5,309.00 \$ 5,309.00

These back/less can be decorated with UV stable decoration if you like? They are a aluminium construction with lights attached so would need to be anchored down by your team on site. Below (right) are some pictures of a larger one in situ in Armidale 2016, this was 6.6m tall & \$32,000 back then



Job: **18826 - SHIRE OF NORTHAM** Kit #: **59**

Kit Description: **SOLID TREES 6FT, 7FT & 8FT**

Product Code Description/Comment Quantity Unit Sell Total Sell

GP02TRPS183GHNIP TREE PREMIUM SOLID 6FT (1.8m) GREEN INCL TREE BAG 1.0 \$ 618.00 \$ 618.00 \$ 1,902.00

GP02TRPS244GHNIP TREE PREMIUM SOLID 8FT (2.4m) GREEN INCL TREE BAG 1.0 \$ 832.50 \$ 832.50 \$ 3,070.50

Trimmed with UV baulde & lights

These below trees can be decorated with lights and UV stable decoration if you like? They are a solid construction so would need to be anchored down by your team on site



Job: **18826 - SHIRE OF NORTHAM** Kit #: **61**

Kit Description: **4M UV STAR NARROW CONE TREE**

Product Code	Description/Comment	Quantity	Unit Sell	Total Sell
GP02LCON400GRNWARM	FLUFFY CONE TREE NARROW 4M GREEN WARM w TT STARS	1.0	\$5,718.00	\$ 5,718.00
GP04EXTN1600WHITE	5M EXTENSION CONE WHITE "TAGGED"	1.0	\$ 18.40	\$ 18.40
GP04PLUG003ORNS6	56 SERIES PLUG 3 PIN 10AMP ORANGE	1.0	\$ 26.57	\$ 26.57
GP05BAGZ79REGORNSUV	BALL GARLAND 2.7M RED/GOLD/GREEN SHINY UV FINISH	4.0	\$ 205.50	\$ 822.00
GP05BAPL007GLDSUV	BALL 70MM GOLD CANDY FINISH UV STABLE	15.0	\$ 7.30	\$ 109.50
GP05BAPL010REDSUV	BALL 100MM RED CANDY FINISH UV STABLE	15.0	\$ 8.30	\$ 124.50
GP05BAPL15GRNSUV	BALL 150MM EMERALD GREEN CANDY FINISH UV STABLE	15.0	\$ -3.20	\$ 348.00
GP05STAR043GLDGLUV	STAR 430MM 5 POINT GOLD CANDY GLITTER 3D UV STABLE	8.0	\$ 60	\$ 700.80
GP05STAR043REDGLUV	STAR 430MM 5 POINT RED CANDY FINISH GLITTER 3D UV	8.0	\$ 60	\$ 700.80
GP08PFLAB	LABOUR FOR PREDECORATION			\$ 1,458.40
				\$ 10,026.87



REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT: (A Brief Description)

Improve BBQ facilities and family friendly spaces at the main park
As outlined in the Wundowie Community Plan 2016-2026

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

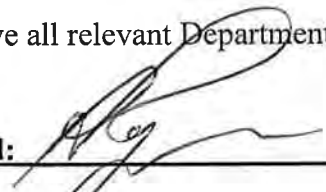
Employee Costs, additional hours for blocks of time before and after events	\$50,000.00	
	\$	
	\$	
	\$	
Total	\$50,000.00	(a)

Revenue Source and Amount(s):

Grant	\$	
Fees and Charges	\$	
Trade-In	\$	
Reserve Account	\$	
Other	\$	
Total	\$	(b)

Net Contribution Required by Municipal Fund: \$50,000 (a) – (b)

Have all relevant Departments been consulted?

Signed:  _____

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.

The infrastructure plan, including provision estimated costings, is provided:

PROPOSED CAPITAL EXPENDITURE PROJECTS WUNDOWIE				
Capital Expenditure Item	Dept	Total	Shire	Year/s
Upgrade the current football club to create a central hub with a range of sporting and recreation facilities eg sports club, change rooms, toilets, bowling club, playgroup, café, and the Wundowie Workers Club	Coms	\$25,000	\$12,500	17/18
Feasibility study	Develop		1,651,681	2020/21
Current budgeted capital works				
Upgrade basketball court	Works	\$80,000		17/18
Upgrade Tennis Club	Works			17/18
Resurface Court				
Resurface Court				
Upgrade Clubrooms				
Refurbish swimming pool			25,000	17/18
Feasibility study			700,000	19/20
Current Budgeted capital works				
Improve BBQ facilities and family friendly spaces at main Park	Works		50,000	18/19
Install toilets at the park, close to skate park and BBQ facilities	Coms			16/17
Investigate opening of football club toilets				
Improved town streetscaping eg footpaths, kerbs, lighting and plantings			N/A	Ongoing
Traffic calming roadworks				
Traffic impact assessment in the townsite	works		10,000	16/17
Traffic calming infrastructure intersection Boronia & Zamia	works		TBC	19/20
Traffic calming infrastructure intersection Zamia & Wattle cr	works		TBC	21/22
Install School Bus Shelters (x3)	works		21,000	17/18
Improved surfacing, kerbing, lighting and drainage on local roads				Ongoing
Drainage Bodegeuro Heights	works			
Drainage Townsite	works			

Note: Where Shire contribution falls short of total budget, there is an assumption that external grant funding will be sought.

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT: (A Brief Description)

Events Coordinator Assistance. Support as Events Coordinators where community volunteer groups are struggling has been requested, primarily for the Northam Motor Sports Festival. The Shire's support is critical to ensure the event continues and there is a commitment to making things happen rather than a reliance solely on community volunteer members and limited resources and experience

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

Employee Costs, additional hours for blocks of time before and after events		\$15,000.00			
		\$			
		\$			
		\$			

Total		\$15,000.00			(a)

Revenue Source and Amount(s):

Grant		\$			
Fees and Charges		\$			
Trade-In		\$			
Reserve Account		\$			
Other		\$		_____	
Total		\$			(b)

Net Contribution Required by Municipal Fund: \$15,000 _____ (a) – (b)

Have all relevant Departments been consulted?

Signed: _____

Ross Rayson

From: Jason Whiteaker
Sent: Friday, 22 June 2018 12:55 PM
To: Ross Rayson
Subject: FW: NMSF 19

Importance: High

We should put add \$10k in budget consideration

Jason Whiteaker

Chief Executive Officer, Shire of Northam

e: ceo@northam.wa.gov.au

p: (08) 9622 6100 | f: (08) 9622 1910

w: www.northam.wa.gov.au | www.visitnortham.com.au

t: @ceonortham

PO Box 613 Northam WA, 6401

OUR VISION FOR THE SHIRE:

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

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Consider the environment before printing this email

From: Randle [<mailto:arborist@westnet.com.au>]
Sent: Friday, 22 June 2018 12:32 PM
To: Rob Ozanne <jenrob@westnet.com.au>
Cc: Paul Bartlett <pkbart@bigpond.com>; Craig Bradtke <rbradtke@bigpond.net.au>; Jason Whiteaker <ceo@northam.wa.gov.au>
Subject: NMSF 19
Importance: High

Hey Rob,

The Northam Motor Sport Festival has enjoyed a major resurgence in the past 4 years.

This is due to the hard working Northam Committee along with the following;

Paul Bartlett as Chair of the Competition committee, Craig Bradtke Management committee representative, Northam community based groups and the assistance received by the Shire of Northam. I have served in the role of Event Coordinator for this period and I believe collectively we have achieved what we set out to accomplish.

The NMSF is now a high profile event and so requires high profile management.

I wish to inform the VSCC that I am no longer able to continue my role as Event Coordinator.

I have discussed this with our Northam committee and the Shire of Northam's CEO and Executive Manager of Community services.

The Shire are considering how they maybe able to take on the role. I wish to remain on the Northam committee and can assist the new coordinator.

The workload begins to ramp up in September/October and so this only gives the VSCC and the Shire of Northam a few months to decide on the position.

We have \$10k in funding approved by RES. The preliminary forms arrived today and need to be signed and returned by June 29, Short term I can do this.

My suggestion would be some dialogue between the VSCC and the Shire sooner rather than later, Happy to assist.

The Shire CEO Jason Whiteaker has been cc'd into this email.

Thanks n Cheers,

Randle Beavis



2018 / 2019

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: Upgrade of Existing Local Bicycle Plan for Northam, Bakers Hill and Wundowie-2018-2019

PROJECT:

Bicycle Plan Upgrad keeping in mind the existing Development - 2018/2019

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

20,000 excl.

\$
\$
\$
\$
\$
\$ _____

Total \$20,000.00 + GST (a)
= 22000 Inclu. GST

Revenue Source and Amount(s):

Grant \$
Fees and Charges \$
Trade-In \$
Reserve Account \$
Other \$ _____

Total \$ _____ (b)

Net Contribution Required by Municipal Fund: \$ _____ (a) - (b)

Have all relevant Departments been consulted?

Signed:  _____

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.

Paul Kher

From: Donald Veal <donald.veal@dvcworld.com>
Sent: Tuesday, 8 May 2018 11:59 AM
To: Paul Kher; Admin
Cc: Admin
Subject: RE: SHIRE OF NORTHAM- LOCAL BYCYCLE PLAN

Hi Paul

I have had a look at what will be needed to update our Bike Plan to cover the next 5 plus years. There are some issues I wanted to discuss with you to firm up on a quote, namely the need and scope of any public consultation.

For budgeting purposes for next year I would suggest you identify \$20,000 (excluding GST) to cover the fees for this exercise. We would endeavour to come in under this amount depending on the need/extent of any public consultation exercise. Last time we used SurveyMonkey to engage residents in the Shire. This could be used again if required or an alternative approach taken.

I have left you a phone message and would welcome your call back to discuss.

Kind regards

Don

Donald Veal
Director

Donald.Veal@dvcworld.com



T: +61 8 9274 7076 6 Burgess St, Midland, WA 6056
M: 0428 722 604 PO Box 5060, Midland, WA 6056
WWW.DVCWORLD.COM

Member of:



WALGA



Proud Sponsor of:



From: Paul Kher [mailto:assets@northam.wa.gov.au]
Sent: Thursday, April 26, 2018 9:36 AM
To: Admin
Subject: SHIRE OF NORTHAM- LOCAL BYCYCLE PLAN

Hi

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT: (A Brief Description)

Outdoor Digital Information kiosks (1, 2, or 3)
- Number of kiosks dependent on final costs
and specifications have been set

TIMING OF EXPENDITURE:

Table with 12 columns: July, Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May, Jun. Each column has a '\$' symbol below the month name.

Or

[x] Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

\$
\$
\$
\$
\$

Total \$30,000 (a)

Revenue Source and Amount(s):

Grant \$
Fees and Charges \$
Trade-In \$
Reserve Account \$
Other \$

Total \$ (b)

Net Contribution Required by Municipal Fund: \$30,000 (a) - (b)

[] Have all relevant Departments been consulted?

Signed: [Signature]

Forms due to your Executive Manager by 30 April 2017. Please attach quotes if possible.

Cloud based LCD outdoor Digital Poster

Feature:

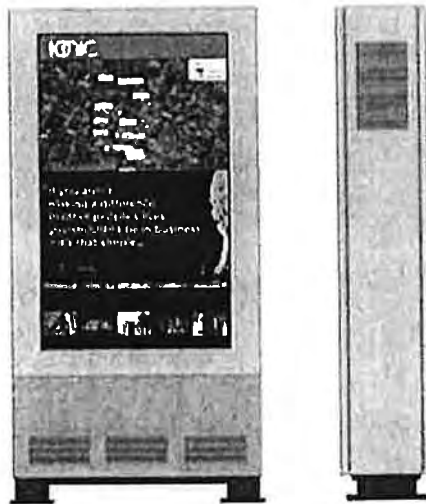
Screen Size: 55 inch

Overall size: 1950(H)x830(W)x320(D) (size in mm)

- High brightness sun readable 1500 nits super high brightness LCD screen;
- Capacitive 6 point touch screen
- Commercial designed for 24/7 operation
- Temperature controlled cooling system
- On/Off control timer
- Embedded media player,
- Custom designed and made enclosure
- With Powerful schedule software;
- updated with different posters/displays via a secure web based system
- Support Split screen display and rolling text;
- Manage content through LAN/WiFi, 3G option.
- With Powerful editing software, support auto editing function
- More functions or customer design

Price:

55" Floor standing \$16800 ex GST. *Double - Sided*
Price exclude freight and installation cost



This is not production drawing, reference only.

Cloud based LCD outdoor Digital Poster

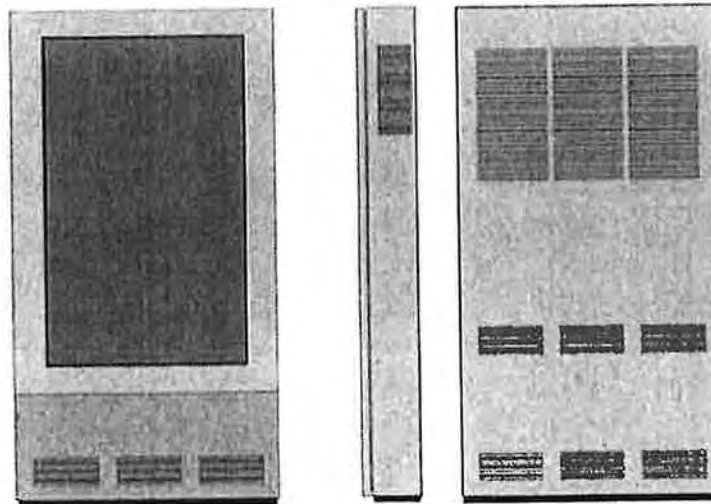
Feature:

Screen Size: 55 inch
Overall size: 2000(H)x850(W)x250(D)
(size in mm)

- High brightness sun readable 1500 nits super high brightness LCD screen.
- Capacitive 6 point touch screen
- Commercial designed for 24/7 operation
- Temperature controlled cooling system
- On/Off control timer
- Embedded media player.
- Custom designed and made enclosure
- With Powerful schedule software;
- updated with different posters/displays via a secure web based system
- Support Split screen display and rolling text;
- Manage content through LAN/WiFi. 3G option.
- With Powerful editing software, support auto editing function
- More functions or customer design

Price:

55" Floor standing **\$8900** ex GST. *Single-Sided*
If need mini air condition inbuilt add **\$800** ex GST (for north-west facing with direct sunlight)
Price exclude freight and installation cost



This is not production drawing, reference only.

Victoria Williams

From: Jason Whiteaker
Sent: Tuesday, 30 May 2017 11:32 AM
To: Victoria Williams; Ross Rayson; Colin Young
Subject: FW: Digital Information Signage
Attachments: Cortex Brochure.pdf; Flash Media Quote.pdf; Infinitus Outdoor.pdf; Modern city information points.pdf

I would like to see this as a budget submission. Thinking we could put them at the mall and in the grassed area in front of the development commission, perhaps even the recreation centre. Could we also find out;

1. How we update information on them
2. Whether you can link multiple 'hubs' – if yes what is the extent of the link (link Northam information to Bakers Hill?). the link is about updating a range of hubs (and app's – see below) from a central point
3. Can you link the information to an 'app' so people could have a shire of Northam 'app giving them all the relevant info on what is on, what to see and do, what developments are occurring etc

Thanks

Jason Whiteaker
Chief Executive Officer, Shire of Northam
e: ceo@northam.wa.gov.au
p: (08) 9622 6100 | f: (08) 9622 1910
w: www.northam.wa.gov.au | www.visitnortham.com.au
t: @ceonortham
PO Box 613 Northam WA, 6401

OUR VISION FOR THE SHIRE:

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

Disclaimer by the Shire of Northam "If you are not the intended recipient, please advise by return e-mail immediately, and delete the e-mail and any attachments without using or disclosing the contents in any way. The views expressed in this e-mail are those of the author, and do not represent those of the Shire of Northam unless this is clearly indicated. You should scan this e-mail and any attachments for viruses. The Shire of Northam accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this e-mail."

Consider the environment before printing this email

From: Victoria Williams
Sent: Friday, 12 May 2017 12:12 PM
To: Jason Whiteaker
Cc: Ross Rayson
Subject: Digital Information Signage

Hi Jason,

Just FYI, here's some info I've received so far on the costs for digital information signage as discussed for the grant funding. I've been speaking to 3 companies at this stage- below is a summary of what each has told me to date. FYI, I've had to give them a rough idea of what we're looking for, as they can't quote without some specs. I've focused on tourism for now, but that isn't to say that we can't get a Shire one for ICS lodgement etc instead.

I've asked for quotes on the following:

- Interactive Menu
- Interactive Maps/ way finding
- Events Calendar
- Information/ Bulletin page
- Weather Station
- EV Charging Station
- Water station
- Public safety CCTV/ audio monitoring

Deep Creek Digital

They can assist with outdoors kiosks and content, they say that the outdoors hardware is world's best quality but expensive, so it would be good to get our planned budget spend to see what they can offer in the range. Attached is some info about the iMotion kiosks, the lowest priced ones are the single sided 32" model.

The thing is outdoor kiosks are expensive to install, mains power has to be laid, maybe this mean digging up a footpath. And a concrete footing installed, the footing itself could be \$5,000 to \$9,000 +GST, depending on the site.

Content and content management system expense is up to us, they can start from around \$12,000 +GST, goes up depending on how many features are offered in such areas as the Wayfinding.

At this stage they need a lot more detailed brief to supply a proper quote. They do supply consulting services to prepare the brief so requirements are firmed up, it does take some time to work out.

The price per unit of the iMotion kiosks depends on if single or double sided, size and features. The 32" single starts about \$30,000 +GST then there is install, allow \$4,000 depending on the site plus the footing plus the power cable. Most common unit in Europe is the 46" singles which is around the \$50,000 + GST mark. If more than one unit purchased, prices per unit is reduced.

Flash Media

I've attached their proposal.

In my requests email, the first 5 requests are based on touch screen and the functions are achieved by software, this will be easy.

- Interactive Menu
- Interactive Maps/ way finding
- Events Calendar
- Information/ Bulletin page
- Weather Station

he functions below need a custom designed enclosure to add this hardware in.

- EV Charging Station
- Water station
- Public safety CCTV/ audio monitoring

They can custom make an enclosure, or we can provide a concept design and they'll integrate everything together.

Cortex

This product is very new (it's being officially launched at the digital cities conference in Adelaide at the end of this month). They've said that they'd like to wait until they've got a finished product that's tried and tested before they give us a formal quote, but they're very interested to work with us. They are working closely with local governments in Adelaide.

Let me know if you want any more info on this

2018//19

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER:

PROJECT:

Entry Statement sign with a Digital Display for the entrance to Northam Recreation Centre. This item was previously submitted for consideration in the 15/16 Financial year.

Awaiting an updated quote. Previous quote from 2015 \$42,000

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

Inclusive of Sign, Delivery and Installation \$55,000
 \$
 \$
 \$
 GST \$
Total \$ 55,000 (a)

Revenue Source and Amount(s):

Grant \$
 Fees and Charges \$
 Trade-In \$
 Reserve Account \$
 Other \$ _____
Total \$ 0.00 (b)

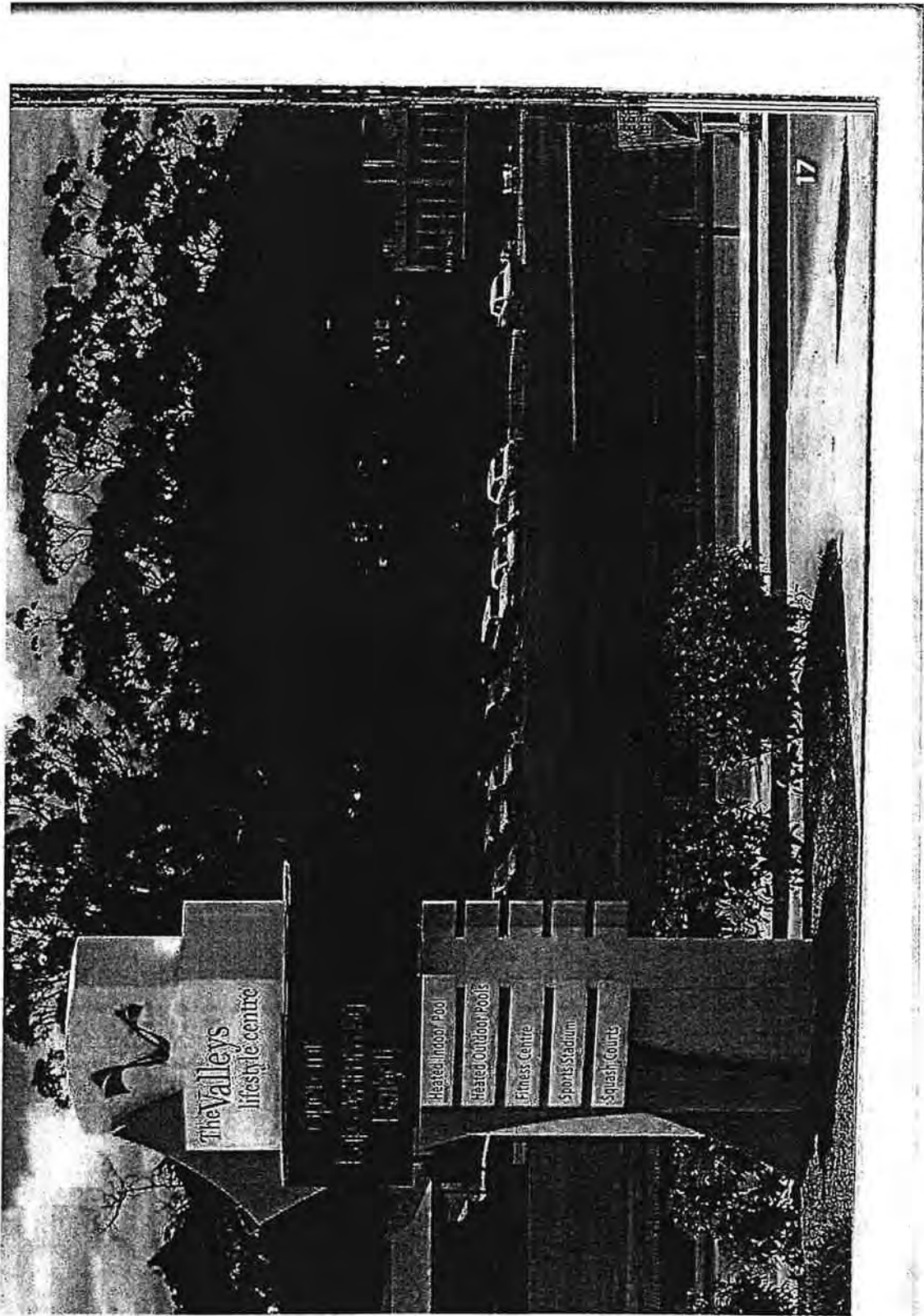
Net Contribution Required by Municipal Fund: \$ 55,000 (a) – (b)

Have all relevant Departments been consulted?

Signed: _____

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.

2018//19



REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT: (A Brief Description)

Shire of Northam Place Branding Campaign

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

Campaign	\$200,000	\$	\$	\$	\$
					\$ _____
Total					\$200,000 _____ (a)

Revenue Source and Amount(s):

Grant	\$
Fees and Charges	\$
Trade-In	\$
Reserve Account	\$
Other	\$ _____
Total	\$ _____ (b)

Net Contribution Required by Municipal Fund: \$200,000 _____ (a) – (b)

Have all relevant Departments been consulted?

Signed: _____

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.

Northam

- **Place Branding Campaign**

This proposal provides a snapshot of our current understanding and outlines the campaign strategy and execution for the Northam Place Branding Campaign.

May, 2018

juicebox

Place Branding

A brief snapshot of Northam;

Situated among the beautiful rolling hills of the Avon Valley, Northam is strategically located on major arterial road and rail networks connecting Perth with the states inland areas and further afield to the eastern states.

The super town provides business and community services to a large regional area and numerous communities, well beyond the townships official population, with a catchment area that includes majority of the Avon Valley and the expansive northern Wheatbelt agricultural region.

Understanding the current context;

Northam's community leaders are proactive and energised with regards to shaping the strategic future of Northam, ensuring that the community, economy and natural environment are carefully managed and nurtured for the enjoyment and benefit of future generations.

Northam recognised the essential need to develop an authentic place brand (or symbol) to accurately represent itself and communicate effectively - subsequently the local community was engaged to collectively discuss and surface its true purpose and personality. Local insights and understanding were collated in a consultation process which informed the creation of a new place brand.

Northam is now poised to drive positive conversation and highlight the abundance of unique attributes, opportunities and potential of this special place, ensuring that the town remains relevant, vibrant and respectful for all.

NORTHAM READY.SET.GO



Place Branding

Outlining the journey of creating Northam's unique place brand;

1. Surface and develop an authentic brand to represent Northam.

Powerful brands are built from authenticity and surface what already exists within.

Engaging various segments of the community across business and industry, health and community services, education and youth, indigenous, progress associations and local government - Northam embarked on a brand discovery process, surveying, workshopping and discussing its true underlying purpose and personality.

The insights and outcomes of that process informed the strategy and creative execution of Northam's new place branding.

**The following pages detail these outcomes.*

2. Tell unique stories and showcase your best attributes.

Once the place brand is established and Northam is confident with how it looks and feels, and communicates, the next step is to highlight and showcase the stories that make this part of the world unique - Stories from all walks of life, and from every corner of the shire.

Reveal secret locations, share local knowledge, introduce personalities, highlight successes and share famous tales. Allow people to go behind the curtains and get to know the real Northam.

These stories can be organised and crafted into campaigns that speak to various target audiences, captured in many formats and delivered via relevant channels - every story adding and enriching Northam's place brand.

3. Nurture collaboration and investment within the community.

Open doors and involve new people and businesses in planning discussions. Open your minds to new possibilities and encourage collaboration through network groups, hubs and forums - Leverage the power of human social behaviour by getting people together to discuss new ideas and increase overall enthusiasm.

Provide opportunities for people and remove risk wherever possible for business - provide spaces and co-working environments for people to test the waters with new business ideas without over committing themselves. These places also encourages collaboration and deepen involvement with the local community and the economy.

Leveraging existing infrastructure; activate unused buildings or places, repurposed to create new destinations which encourage trade, events and business. Again, places where people can come together and collaborate.

Place Branding

Repositioning the current conversation and perceptions of Northam for brighter future;

Place branding is not simply about marketing. It's about tapping into the honest, authentic and central idea of a community so that it becomes clear what differentiates this place from others.

Northam seeks to position itself as a thriving regional centre, providing its community and residents with modern infrastructure, opportunities and positive lifestyles, whilst simultaneously respecting and integrating its rich heritage and natural environment.

Through this branding process we sort to define a compelling proposition and create a competitive advantage; providing a call to action and communicating why people should live here, invest their money, do business, or simply visit and experience this unique place.

The results from the brand discovery process identified three key groups, which informed our approach and creative execution;



Business



Community



Tourism

Place Branding

Northam's competitive advantage;

- **Regional centre for activity, servicing the local population and wider Avon Valley and Wheatbelt region.**
- **Well connected with road, rail and digital infrastructure.**
- **Close proximity to Perth and metro area**
- **Natural environment and expansive landscapes.**
- **Historically significant location for both colonial and indigenous past.**
- **Affordable**



Business advantages;

- Affordable property with large parcels available for commercial development
- Pro development policies and support from local authorities
- Well positioned to service the future of Agri-business and Agri-tech, servicing the surrounding agricultural areas and home to Muresk training college.
- Launching new innovation hub and co-working space for start-up businesses
- New opportunities and investment for tourism and cultural based businesses



Community advantages;

- Modern health and community services infrastructure and facilities.
- Growing population, with increasing training and job opportunities
- Suitable for down-sizers and tree changers seeking a more relaxed country lifestyle
- Affordable property prices and lower cost of living
- Historic and characterful township
- Country lifestyle and charm - close-knit community.
- Healthy and natural environment, with increasing sustainable living initiatives
- Family friendly



Tourism advantages;

- Centre of the Avon Valley region
- Established calendar of major sports and racing events, including many adventure based activities and attractions
- Aboriginal Interpretive Centre, with growing indigenous culture tourism offering
- Historic and characterful township, with unique architecture and rich heritage.
- Bio diversity hot spot - Wide array of native flora and fauna
- Set among beautiful rolling hills and alongside the meandering Avon River
- Surrounded by wide open farmlands - Yellow canola fields are increasingly popular, driven by

Community Engagement

Channels & Tactics

AWARENESS

Community & Recreation Centre Signage and banners
 Entry statements and wayfinding signage
 Regional Radio
 Regional Television
 Shopping Centre - Display
 Outdoor / Billboard Display
 Northern Race Track Sponsor Signage

CONSIDERATION

Avon Valley Advocate Advertising
 Avon Valley Advocate Editorial
 Community Events Activation
 Brand Activation - Farmers Market
 Social Media Campaigns

DECISION

Place Brand - Landing Page
 Northern Video - COMMUNITY
 Northern Prospective
 Shire of Northernham Website

RETENTION

Community Newsletter
 Facebook Groups

ADVOCACY

Community Surveys
 Competitions / Give Aways

Regional Television and Radio

Advertise on regional television and radio with key "Place Brand" messaging, delivering in high frequency over the launch period.

On air interviews and discussion about the new place brand should also take place over the launch period, explaining the purpose and meaning of the new place brand.

Entry Statements

Apply new identity and messaging to entry statements, marking the territory with your new proposition.

Wayfinding Signage

Apply new place branding to citywide wayfinding - CBD, River and Historic Walk trails

Sponsorship Signage

Install and/or secure signage opportunities for the new place brand at key community and recreation centres, including the Northern Race Track.

Outdoor Billboard Advertising

Negotiate advertising options with QMS for electronic billboard on the Great Eastern Highway, particular throughout the initial launch period.

Shopping Centre Display

Negotiate advertising options with Shopping Centre owners to utilise digital / printed display systems.

Newspaper Advertising

Book full / half page advertisements in the local newspaper - Showcasing the new place brand and delivering key messages to the local residents and community.

Newspaper Editorial

Secure a feature article about the place branding process and intention, complete with interviews from key stakeholders, for the launch period - Provide a press release and assist the journalist in crafting an engaging story.

Community Event Activation

Ensure the new place brand has a physical presence at key community events - branded banners, vehicles and staff in uniforms are recommended for initial roll-out. Additional applications will be explored as specific community events and opportunities unfold.

Community Launch Event

Leveraging the highly anticipated opening of the newly built Aboriginal Interpretive Centre, we recommend introducing the newly developed Northernham place brand to the community through respectful co-branding opportunities and display signage

Social Media Campaigns

Utilising Facebook and Instagram, we can geographically target the Shire of Northernham with place branding advertisements and content.

Shire of Northernham, Website

Web banners will be produced for placement throughout the Shire of Northernham website, with links through to the campaign landing page.

Landing Page

We will create a custom designed landing page for the new place brand, outlining the three pillars of Community, Business and Tourism;

Users will be able watch, read and download information about Northernham and the new place brand initiative and how it seeks to positively impact their community.

www.northernham.wa.gov.au/needsetgo

Users will also be able to sign-up to the community newsletter to stay up to date with what's happening throughout the year.

Northernham Video

A feature video will be displayed on the landing page, presenting the place brand and highlighting the key attributes, features and opportunities for Northernham.

Northernham Prospectus

A master prospectus document will be available for download on the landing page, detailing key attributes, features and activities currently happening in Northernham - providing a level of detail around policies and opportunities available.

Community Newsletters

Newsletter communication is powerful and cost effective way to communicate and reach your local audience, informing them of what's happening in the community. Content should always be engaging and useful - Ensuring that the newly developed place brand has a sense of utility;

1. Individual stories, or feature articles about various community groups, projects or initiatives are recommended as an initial way to promote the positive aspects of the local community.

2. Links to the community events calendar, promoting specific activities can be sent as part of a regular newsletter.

Facebook Groups

Request an invite and join relevant Facebook Groups to connect and communicate with local people and causes - This direct and productive line of communication provides the ability to propose, rally and galvanise ideas that would normally takes weeks to organise in person.

Community Surveys

Running surveys and polls is a great way to engage your community and gauge the mood and satisfaction levels around various initiatives, projects and community events. These can be sent out via email to your community database.

Competitions & Give Aways

Running competitions and give aways is a great way to engage and promote various initiatives, projects and community events.

CONVERSION

Business Engagement

Channels & Tactics

AWARENESS

Shopping Centre - Display
Outdoor / Billboard - Display
Northern Race Track - Sponsor Signage
Development / Project - Site Signage
Entry statements and wayfinding signage
Regional Radio
Regional Television

CONSIDERATION

Facebook / LinkedIn Campaigns
Email Campaigns
Chamber of Commerce
Northern Agricultural Show
Downerin Field Day
Farming News Publications
WA Business News Publications

DECISION

Shire of Northernham - Website
Northern Prospectus
Northern Video - BUSINESS
Place Brand - Landing Page

RETENTION

Innovation Hub / Co-working Space
Shop Front / Street Art Activation Project
Facebook Groups
LinkedIn - Organic Content
Business Newsletter

ADVOCACY

Business Surveys

Regional Television and Radio

Advertise on regional television and radio with key 'Place Brand' messaging, delivering in high frequency over the launch period.

On air interviews and discussion about the new place brand should also take place over the launch period, explaining the purpose and meaning of the new place brand.

Entry Statements and Wayfinding

Apply place branding to the town entry statements, marking your territory and weaving your new proposition proudly. Additionally, apply the branding to citywide wayfinding - CBD, River and Historic Walk

Development Site Signage

Install signage at major development or project sites, detailing the works and displaying messaging about the continued growth and development of Northernham

Northern Race Track Signage

Secure signage at key locations throughout Northern Race Track, displaying place brand key messaging.

Outdoor Display

Negotiate advertising options with QMS for electronic billboard on the Great Eastern Highway, with particularly high frequency throughout the initial launch period. Develop the in-town digital billboard.

Shopping Centre Display

Negotiate advertising options with Shopping Centre owners to utilise digital / printed display systems.

Business and Agricultural Publications

Book full / half page advertisements in select business and farming publications - Showcasing the new place brand and promoting Northernham as the regional centre for business activity.

Secure a feature article about the place branding process and intention, complete with interviews from key stakeholders, for the launch period - Provide a press release and assist the journalist in crafting an engaging story.

Event Activation

Ensure the new place brand has a physical presence at key business and agricultural industry events - branded banners, vehicles and staff in uniforms are recommended for initial roll-out. Additional applications will be explored as specific events and opportunities unfold.

Chamber of Commerce

Sponsor and support the existing business community, ensuring that the new place brand is visible in key activities, campaigns and events.

Email Campaigns

Send emailers to business and farming contacts, promoting Northernham as the regional centre for business activity.

Social Media Campaigns

Utilising LinkedIn, we can geographically target areas with place branding advertisements and content.

Shire of Northernham, Website

Web banners will be produced for placement throughout the Shire of Northernham website, with links through to the campaign landing page.

Landing Page

We will create a custom designed landing page for the new place brand, outlining the three pillars of Community, Business and Tourism;

Users will be able watch, read and download information about Northernham and the new place brand initiative and how it seeks to positively impact their community.

www.northernham.wa.gov.au/readjsetgo

*Users will also be able to sign-up to the business newsletter to stay up to date with what's happening in the local, regional and state economy.

Northernham Video

A feature video will be displayed on the landing page, presenting the place brand and highlighting the key attributes, features and opportunities for Northernham.

Northernham Prospectus

A master prospectus document will be available for download on the landing page, detailing key attributes, features and activities currently happening in Northernham - providing a level of detail around policies and opportunities available.

Business Newsletters

Newsletter communication is powerful and cost effective way to communicate and reach your audience, informing them of what's happening in the local, regional and state economy. Content should always be engaging and useful - Ensuring that the newly developed place brand has a sense of utility;

1. Local business case studies / spotlights, or feature articles about various projects or developments are recommended as an initial way to promote the local business and economic activity.

2. Calendar of local business events, activities and/or launches should also be promoted to promote collaboration and interaction amongst business people.

LinkedIn - Organic Content

Post and curate content that is relevant to business, building a an engaged audience and following. This should be coordinated in line with any Business Newsletter activity.

Facebook Groups

Request an invite and join relevant Facebook Groups to connect and communicate with local businesses - This direct and productive line of communication provides the ability to propose, rally and galvanise ideas that would normally takes week to organise in person.

Shop Front / Street Art Activation Project

Ensure that the place branding is a visible part of the shop-front activation and street art initiative, further demonstrating the utility of the brand and building perceptions about creativity and positive change.

Innovation Hub / Co-working Space

Again, ensure that the place branding is a visible part of the Innovation Hub and Co-working Space - further demonstrating the utility of the brand and building perceptions about creativity and positive change.

Business Surveys

Running surveys and polls is a great way to engage local businesses and understand how the Shire of Northernham can better foster the local and regional economy.

These surveys and polls can be sent out via email to your business newsletter database.

CONVERSION

Tourism Engagement

Channels & Tactics

AWARENESS

- Regional Television
- Entry statements and wayfinding signage
- Northam Race Track Sponsor Signage
- Outdoor / Billboard - Display
- Digital Display Banners
- Youtube pre-rolls

CONSIDERATION

- Tourism / Travel Publications
- Avon Valley Road Trip Feature
- Broadsheet / Urban List
- Social Media Influencers
- Major Event Activation
- Facebook / LinkedIn Campaigns

DECISION

- Place Brand - Landing Page
- Northam Video - TOURISM
- Marketing Prospectus
- Visit Northam - Social Media
- Shire of Northam - Website

RETENTION

- Visit Northam - Social Media
- Heart of Avon Valley
- Historic Township
- Aboriginal Interpretive Centre
- Grain Silo Artwork
- Canola & Wildflower Blossom
- Hot Air Ballooning
- Skydiving
- Gilding

ADVOCACY

- Social Media Competition

Regional Television and Radio

Advertise on regional television and radio with key 'Place Brand' messaging, delivering in high frequency over the launch period.

On air interviews and discussion about the new place brand should also take place over the launch period, explaining the purpose and meaning of the new place brand.

Entry Statements and Wayfinding

Apply place branding to the town entry statements, marking your territory and wearing your new proposition proudly. Additionally, apply the branding to citywide wayfinding - CBD, River and Historic Walk

Northam Race Track Signage

Secure signage at key locations throughout Northam Race Track, displaying place brand key messaging.

Outdoor Display

Negotiate advertising options with QMS for an electronic billboard on the Great Eastern Highway and Perth CBD with particularly high frequency throughout the initial launch period. Develop the in-town digital billboard.

Digital Display Banners

Book targeted digital banners across key tourism, travel and lifestyle websites to promote Northam's tourism offering and create place brand awareness

Youtube Pre-rolls

Play 5sec non-skippable edits of your video, promoting your tourism offering and

Tourism, Travel and Lifestyle Publications

Advertise in select publications - Showcasing the new place brand and promoting Northam for its diverse offering of sports and adventure, culture and history and natural environment.

Broadsheet / Urban List

Collaborate with the surrounding townships to produce a feature article detailing a perfect weekend roadtrip through the Avon Valley - Assist the journalist in crafting an engaging story, highlighting key attributes and attractions.

Social Influencers

Invite relevant social influencers to your events and openings, encouraging them to explore, capture and share their experiences while in Northam.

Major Event Activation

Ensure the new place brand has a physical presence at all major events - branded banners, vehicles and staff in uniforms are recommended for initial roll-out. Additional applications will be explored as specific events and opportunities unfold.

Facebook / Instagram Campaigns

Utilising Facebook and Instagram, we can target geographic areas and certain demographics with place branding and tourism centric advertisements and content.

Shire of Northam, Website

Web banners will be produced for placement throughout the Shire of Northam website, with links through to the campaign landing page.

Landing Page

We will create a custom designed landing page for the new place brand, outlining the three pillars of Community, Business and Tourism:

Users will be able watch, read and download information about Northam and the new place brand initiative and how it seeks to positively impact their community.

www.northam.wa.gov.au/read/see/go

Users will also be able to sign-up to the business newsletter to stay up to date with what's happening in the local, regional and state economy.

Northam Video

A feature video will be displayed on the landing page, presenting the place brand and highlighting the key attributes, features and opportunities for Northam.

Northam Prospectus

A master prospectus document will be available for download on the landing page, detailing key attributes, features and activities currently happening in Northam - providing a level of detail around policies and opportunities available.

Visit Northam - Social Media

Tourists should be encouraged to Like and Follow the Visit Northam social media profiles - Sharing content and posting their own experiences when visiting Northam.

The content strategy for Visit Northam should tap the rich vein of user generated content in the canola fields and/or wildflowers, whilst also heavily promoting and showcasing the action packed events calendar.

Key Attractions / Features

From a tourism perspective, Northam has a wide range of built and natural attractions and features.

Aviation Activities

Northam is a significant destination for aviation enthusiasts, thrill seekers and professionals.

Major Events

Northam has a well established calendar of major sporting events, predominantly centred around racing.

Social Media Competitions

Encourage more Northam based user generated content by creating competitions and give aways for best images and/or stories.

CONVERSION

Place Branding

Quote Summary – Production Only Estimate

1. CAMPAIGN (READY, SET, GO)

Landing Page: Design & Development \$10,000
Video x 4: Master + 3 pillar edits (Includes editing & animation) \$5,000
Prospectus x 2: Investment & Education Design & Copywriting \$2,500 + additional for copywriting
TVC: 15 secs, Master + 3 pillar edits (Includes footage, stills photography & YouTube edits) Radio: 15 secs, Master + 3 pillar edits \$50,000
Billboards: Master + 3 pillar edits Shopping Centre Screens: Master + 3 pillar edits \$10,000
Social Media Ads & Graphics \$5,000
Emailers Campaign/Templates (3 types) \$5,000

\$87,500

2. SIGNAGE (RE-SKINS OF EXISTING)

Entry Statement - tbc scope
Wayfinding - tbc scope
Community sports & recreation centre *Permanent Fixture
Northam Race Track *Permanent Fixture
Tear drop banners *Events
Outdoor canvas banners (ropes & eyelets) *Events
Development Site Signage (templates)
Vehicle Decals *Staff
Uniforms *Staff

\$10k-\$20k this will depend on the
scope of Entry Statement and Wayfinding scope

3. STATIONERY

Co-brand email signature
-Shire
-Visit Northam
Posters
Marketing Brochure
Flyers

\$5,000

TOTAL

current estimate

\$TBC

This is the summary of our current understanding of the project requirements of your engagement. It is designed to place both parties into the same level of understanding before official commencement.

This quotation is valid for 30 days from the date received and is strictly confidential and intended solely for the use of Shire of Northam. You may not share this document with any other party without consent.

All costs exclude GST.

Place Branding

Quote Summary – Production Estimate

1. CAMPAIGN PRODUCTION (READY. SET. GO)	2. SIGNAGE (RE-SKINS OF EXISTING)	3. PRINT & STATIONERY COLLATERAL
Landing Page: Design & Development www.northam.wa.gov.au/readysetgo \$15,000	Entry Statement - tbc scope Wayfinding - tbc scope	Co-brand email signature - Shire - Visit Northam
4x Corporate Video: Master + 3 pillar (Editing & animation only) \$5,000	Community, Sports & Rec Centres *Permanent Fixture	Posters & Flyers
2x Prospectus: Investment & Education (Design & Copywriting according to pillars) \$2,500 +hrly rate	Northam Race Track *Permanent Fixture	Campaign Brochure
TVC: 15 secs, Master + 3 pillar edits (Includes footage, stills photography & YouTube edits) Radio: 15 secs, Master + 3 pillar edits \$50,000 estimate	Tear drop banners *Events Outdoor canvas banners *Events	
Outdoor Billboard Campaign: Master + 3 pillar Shopping Centre Screens: Master + 3 pillar \$10,000 estimate	Development Site Signage 2x templates	
Social Media Advertisements: 3 pillar edits Profile Graphics \$5,000	Vehicle Decals *Staff & Volunteers Uniforms *Staff & Volunteers	
Email Campaign / Templates: 3 pillar edits \$5,000		
\$92,500		
		\$5,000
		TOTAL
		current estimate
		\$TBC

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Northam Media Plan

	August				September				October				November				December				TOTAL				
	5	12	19	26	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17		24			
Traditional																									
TV - GWN 15sec TV Campaign					\$2,500				\$2,500				\$2,500				\$2,500				\$2,500				\$2,500
TV - WIN 15sec TV Campaign					\$2,000				\$2,000				\$2,000				\$2,000				\$2,000				\$2,000
Outdoor - South West Forrest Hwy 19m									\$11,000				\$11,000				\$11,000				\$11,000				\$11,000
Outdoor - P&I					\$3,236				\$3,236				\$3,236				\$3,236				\$3,236				\$3,236
Radio - Northam Combo BIVAD 30:sec	20				\$1,000				\$1,000				\$1,000				\$1,000				\$1,000				\$1,000
Radio - Nova Weekend Sponsorship					\$2,000				\$2,000				\$2,000				\$2,000				\$2,000				\$2,000
Press - Farm Weekly Full Page Ad/Editorial					\$1,000				\$1,000				\$1,000				\$1,000				\$1,000				\$1,000
Press - Avon Gazette Quarter Page					\$624				\$624				\$624				\$624				\$624				\$624
Press - The West Saturday Quarter Page					\$3,500				\$3,500				\$3,500				\$3,500				\$3,500				\$3,500
Facebook Ads					\$1,500				\$1,500				\$1,500				\$1,500				\$1,500				\$1,500
Display Ads					\$500				\$500				\$500				\$500				\$500				\$500
Youtube Ads					\$500				\$500				\$500				\$500				\$500				\$500
Farm Weekly Website 100% Share					\$2,500				\$2,500				\$2,500				\$2,500				\$2,500				\$2,500
The West - Online					\$1,250				\$1,250				\$1,250				\$1,250				\$1,250				\$1,250
Perthnow - Online					\$2,500				\$2,500				\$2,500				\$2,500				\$2,500				\$2,500
News - Unruly Video - Weekenders					\$2,500				\$2,500				\$2,500				\$2,500				\$2,500				\$2,500
UrbanList					\$10,000				\$10,000				\$10,000				\$10,000				\$10,000				\$10,000
TOTAL MEDIA COSTS INC GST					\$ 21,725				\$ 54,296				\$ 25,806				\$ 36,300				\$ 39,996				\$178,123
																									161,930

REQUEST FOR BUDGET CONSIDERATION

G/L or JOB NUMBER: _____

PROJECT: (A Brief Description)

Additional Hours HR /OSH Assistant _____

TIMING OF EXPENDITURE:

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Or

Tick if an even spread over 12 months

TOTAL EXPENDITURE: (Gross) (include a breakdown of costs if appropriate)

Employee Costs 15 hrs per week	\$18,986	\$	\$	\$ _____
Total	\$18,986.00			(a)

Revenue Source and Amount(s):

Grant	\$	\$	\$	\$ _____
Fees and Charges	\$			
Trade-In	\$			
Reserve Account	\$			
Other	\$			
Total				\$ _____ (b)

Net Contribution Required by Municipal Fund: \$18,986.00 _ (a) – (b)

Have all relevant Departments been consulted?

Signed: _____

Forms due to your Executive Manager by 30 April 2018. Please attach quotes if possible.

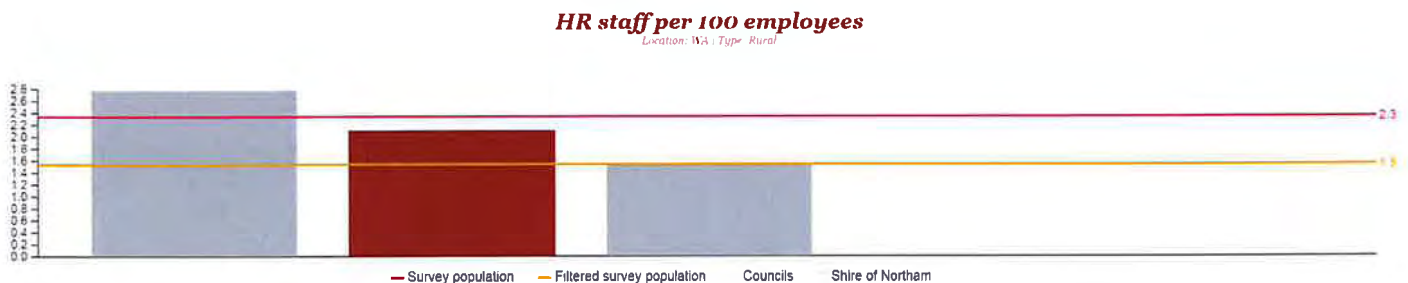
REQUEST

Additional Hours – Human Resources/OSH Assistant

Background

The 2013-2017 Strategic Workforce Plan reviewed the capacity of dedicated Human Resources requirements in line with HR outputs, KPI's and organisational requirements including future resourcing of the Workforce Plan. Staff survey results, training and development planning and staff attrition rates were indicators that additional investment in HRM support for the organisation was required immediately.

In 2013 the ratio of HR staff to total employee numbers was 0.8 (1 HR FTE: 130 staff – including 40 casuals as they also required HR support). HR Industry benchmark hovers around a ratio of 2.0 which equates to 1 HR FTE : 50 Staff. As a result of this review Council approved the appointment of a HR Assistant (0.6 FTE) in 2015 on the basis that costs would be offset by a reduction in recruitment costs and low productivity from vacant positions.



The above chart is taken from the Australasian LG Performance Excellence Program which Council is participating in. It highlights that the Shire of Northam (red box) is below the average across the entire survey population (pink line), but above the average for WA rural local governments (yellow line).

The Shire also has a diverse range of services and programs, regulatory and community focused, which increases the complexity of HR planning and services and the need to customise strategies. It is not a one size fits all model.

With the recent introduction of an organisational skills register together with the introduction of induction for contractors the workload within the area of HR has increased. In an effort to improve the standard of service within the department additional processes have also been implemented eg monitoring of progress of staff undertaking accredited training and monitoring the wellbeing of staff on long term sick. In an effort to meet our continuous improvement expectations such tasks are necessary but time consuming.

In addition to the shortfall in ratio our HR Department also oversee organisational occupational health and safety coordination, this equates to a considerable workload over and above what would normally be considered the human resource function.

Whilst our performance in OHS has been positive, with the majority of safety practices in place the HR/OSH department remains responsible for driving, monitoring, inspecting and supporting all initiatives to ensure legislative compliance.

REQUEST

Additional Hours – Human Resources/OSH Assistant

Resources

Alternative OSH programmes are currently being considered in an effort to improve efficiency of the existing MYOSH system.

Staff have recently completed a perception survey which has provided valuable insight during the current completion of the revised Strategic Workforce Plan. This plan, when completed will be presented to Council for approval. Amongst the priority areas highlighted within the plan is HR Management.

The additional proposed additional resource would focus in the area of Occupational Health and safety. Whilst this area of work would be the main focus for the additional hours all other areas within the department (HR, Training, Health & Wellbeing, Injury Management) would benefit from the extra support at times of high demand eg during staff appraisal periods or at times of high activity within the recruitment area.

Cost Implications

The additional hours being proposed would not require any additional plant or equipment. The proposed budget is for \$24,000.

The current long term financial plan does make provision for additional staff (corporate communication, human resources and compliance), however on assessment staff have formed a view that with internal resource adjustments that have occurred in recent times (no additional staff, reassigning duties of current staff) there is no requirement for communication or compliance staff. In essence these additional hours for HR/OSH are a direct replacement of 0.33% of one of those positions.

Funding

Funding would be required to be sourced from the Council General operational funds, there are no external funding options available to council. Further to this there are no specific additional operational savings that can be identified to assist in funding this position.

Staff are of the view that sufficient provision exists within the Council long term financial plan modelling to fund this position and ensure that its creation does not adversely impact the long term financial sustainability of the Shire of Northam.

Request for Additional ICT Staff Member

Background

Currently the Shire of Northam employs one ICT officer to service the needs of Council, in addition several other staff do ICT related maintenance as required, they include the EMCS, Accountant and Councils Rates Officer. In addition the Shire uses the services of an ICT consultant to fill in the gaps that either current staff do not have the time to complete or lack the expertise.

The position of the current ICT Officer was created during 2016, prior to this ICT was carried out by the current ICT Consultant and by various employees in an ad hoc method across all departments of the Shire with different officers carrying out and co-ordinating works from the Shire's various buildings.

With the volume of work currently undertaken to bring the ICT service to a manageable level in house, more resources are needed. Additional hours are needed to ensure that more than the basic needs are covered, and upgrades and improvements can be successfully covered during normal working hours. Whilst consultants are available, historically this has proven to not work well, and services stagnated.

Recent audits that have been carried out show the need for improvement with Councils ICT infrastructure, management and strategy with the following findings still outstanding;

Better Practice Review

1. Review the current arrangements with the Shire's IT provider to ensure appropriate support is provided
2. Consider the adoption of an ICT Strategic Framework as a resource to use to plan for, manage and review the Shire's information and technology assets.

Regulation 17 Review

1. Our inquiries indicated Shire of Northam has no documented policy or procedure in respect to personally owned IT devices including laptops, smartphones, tablets, thumb drives etc.
2. Our inquiries with the Executive Manager, Corporate Services identified that the Shire of Northam does not currently have a formal documented IT Disaster Recovery Plan in place.
3. We acknowledge that IT Disaster Recovery is briefly commented on in the Business Continuity Plan and that by coincidence the Shire put to test the recovery of the Shire's back-up due to an incident that occurred on 22 September 2016.
4. Our inquiries with the Executive Manager, Corporate Services indicated that the Shire of Northam does not currently have an ICT Framework in place.

Australasian Performance Excellence Survey FY17

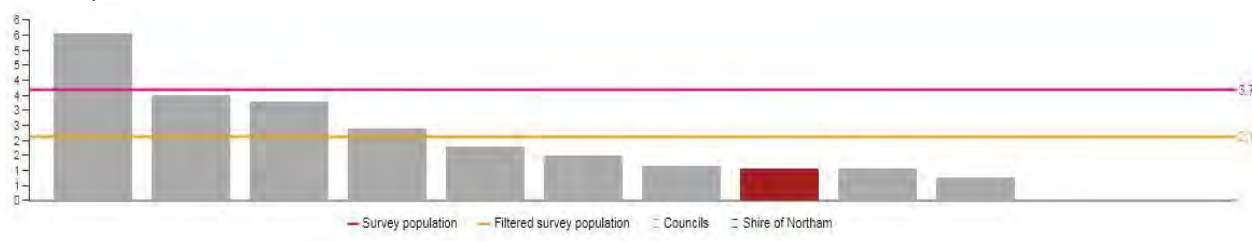
c. I/T staff per 100 employees

This is the most significant area of underperformance/representation within the organisation. Given that I/T is being raised across every audit and review Council is undertaking as a focus. It is an area which requires some consideration moving forward to ensure our organisational structure is effective and efficient.

One I/T staff per 100 employees at the Shire of Northam compares with 3 for the WA Average for the entire population and 2.1 for rural and regional WA Councils.

4. Service Delivery

IT staff per 100



As part of the outcome from the Australasian Performance Excellence survey it was recommended that a service review of the ICT function be carried out during the 2018/19 financial year.

Service Level Expectations

The ICT servicing level is currently meeting the needs of Council but is under increasing pressure due to expansion. Over the previous two years Council's reliance on ICT has increased significantly, some of the progress that has put additional pressure on resources is listed below;

1. Gradually migrating from paper filled records to electronic records
2. Electronic agendas including ipad's for all elected members
3. 10 ipads in use for remote data collection, including the collection of data for Councils Asset Management Software (Ramms), remote collection and access to data for Councils Ranger Services and Emergency Management.
4. Additional software modules through Councils main operating system, Synergy.
5. The introduction of intramaps GIS mapping system (has the ability to be accessed online by members of the community)
6. Online Services for Rate enquiries and Customer requests
7. An estimated 10 additional PC's
8. MYOHS (online safety management software)
9. Promapps (online process mapping software)
10. Visitors Phone App
11. Visitor Centre point of sale system
12. SMS software for Killara
13. Sat Nav System

In addition council is in the process of installing a new CCTV network, this will predominantly be managed offsite, however a certain degree of expertise will be required from an ICT perspective to ensure when problems arise they are dealt in a timely manner to minimise downtime.

The Bilya Koort Boodja Centre is also expected to open its doors in July 2018, this will add another out station to the system requiring ICT assistance. As with the CCTV, the interpretive designs will predominantly be maintained offsite, however a degree of local knowledge will be required to ensure the smooth operation of the Centre.

Expected Growth (4 years)

Due to the current condition of Councils IT infrastructure and the recent growth of online services it is considered critical that a concise strategy is developed to ensure that the foundations are in place to meet the needs of the Community, Council and Staff in the ever evolving sector. The following is the proposed development expected to occur.

1. Strategy's & Policies

Strategies will be developed to assist Council to manage the ICT infrastructure and address the issues raised through the numerous audits listed above. In addition continuous forward planning keeping the Shire at the forefront of innovation to meet future needs, some of the proposed are listed in the following points.

2. NBN integrated virtual LAN for all sites to connect to admin

Improve Remote Access and associated latency issue associated with upload download speeds – work is well advanced to have a private network established in the Cloud plus the connection of all Council sites to the NBN, this area is crucial to the efficient operation of Council. Other options will be explored if the current solution is not successful such as fibre to the building, or a wireless network however these options come at a substantially increased cost to Council.

3. VIOP phone system

Progress will advanced towards the purchase of a new IP ready phone system, it is expected that the change-out of the current phone system will occur before the end of the current financial year (2018/19), however delays could be experienced if the upload/download speed issues are not addressed.

4. Virtualisation of the server infrastructure

Expected to be carried out during the 2018/19 financial year, this is expected to increase the reliability of the current operating systems by giving increased flexibility to which between servers if and when required.

5. Disaster Recovery Plan – Cloud Management

This is expected to occur during the 2018/19 financial year.

6. Centralised management of external devices (tablets, phones, internet and mobile devices)

Centralised register and management of all external devices is expected to occur during 2019/20. Centralised management of computer systems including security audits and updates, antivirus, backups, etc will also take place. This is expected to be ongoing, however the initial framework is expected to be carried out during 2019/20.

7. Office365

Staff will explore options of moving to office 365 during the 2018/19 financial year with the aim of a possible move during 2019/20, any move would be gradual and it is expected that Outlook would be migrated first.

8. Extension of online services

This is expected to be continuously reviewed on a case by case basis, upload speed again is an issue here. However it would be fair to say that the future of business conducted between Council and the community will be driven largely by changing expectations within the community about the method that they use to do business with Council.

9. Altus or other cloud based CRM (Synergy migration)

Councils current CRM (Synergy) that is supplied by IT Vision, Synergy is in the process of being phased out over a 10 year period. Their new cloud based system Altus will start rolling out during the 2018/19 year with modules progressively moving from Synergy to Altus over the coming years. Due to the said circumstances staff believe the timing is right to review what CRM best meets the needs of Council moving forward. A detailed review of options will be carried out during 2019/20.

Cost Implications

The request for an additional 3 days per week, 25.5 hours. The cost to Council would be \$55k inclusive of wages, super and workers comp insurance. For the 2018/19 it is requested to fund the position for 10.5 months costing Council \$44k. A desk and computer is available for this position.