



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting

23 January 2019



NOTICE PAPER
Ordinary Council Meeting
23 January 2019

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 23 January 2019 at 5:30pm.

There was a Forum meeting held in the Council Chambers on 16 January 2019 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Clinton Kleynhans
A/Chief Executive Officer

DISCLAIMER

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

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

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

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

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1. DECLARATION OF OPENING

2. ATTENDANCE

Council:

Shire President
Councillors

C R Antonio
J E G Williams
C L Davidson
R W Tinetti
S B Pollard
A J Mencshelyi
T M Little
J Proud
C P Della

Staff:

A/Chief Executive Officer / Executive Manager Engineering Services	C D Kleynhans
A/Executive Manager Development Services	C E Sadleir
Executive Manager Community Services	R Rayson
Executive Manager Corporate Services	C Young
Executive Assistant – CEO	A C McCall

2.1 APOLOGIES

Chief Executive Officer	J B Whiteaker
Executive Manager Development Services	C B Hunt
Deputy Shire President	M P Ryan

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works	12.2.1	Cr J Proud	Impartiality	The owner of Specialised Tree Services is well known to him.
		Cr A J Mencshelyi	Impartiality	The tenderer is known to him.
		Cr S B Pollard	Impartiality	Tenderer is well known to him.
		Cr T M Little	Impartiality	He has known the owner of Specialised Tree Services for a number of years.
		Cr C P Della	Impartiality	The owner of Specialised Tree Services is well known to him.
		Cr R W Tinetti	Impartiality	The tenderer is known to him socially and through previous use of his company's services.
		Cr C R Antonio	Impartiality	The directors of Specialised Tree Services are well known to him.

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Visitations and Consultations	
25/12/18	Christmas Day
26/12/18	Boxing Day
31/12/18	New Year's Eve
01/01/19	New Year's Day
17/01/19	LEMC Meeting - Northam
18/01/19	Quarterly Meeting with Northam Chamber of Commerce
21/01/19	MMM Radio Interview, General - Northam
23/01/19	City of Perth launch Australia Day event
Upcoming Events	
26/01/19	Southern Brook Australia Day Breakfast
26/01/19	Shire of Northam Australia Day events
26/01/19	Australia Day Event and Concert – Bernard Park
26/01/19	Australia Day Citizenship Ceremony – Bernard Park
02/02/19	Lions Markets - Northam
04/02/19	MMM Radio Interview - Northam
07/02/19	Regional Capitals Alliance Meeting - Perth
18/02/19	MM Radio Interview - Northam

Operational Matters:

Be Road safe

The Shire of Northam Road Safety Committee continues to run campaigns about being safe on our roads during the holiday season. Please remember to be safe and alert on our roads during this period.

Council Meeting Dates and Locations 2019

Council has decided to take some of the Council Meetings to some of the Shire of Northam Regional Locations. The January Forum and Ordinary Council Meeting will be held at the Northam Shire Chambers, with Forum and Ordinary Council meetings throughout the year being held in Bakers Hill, Wundowie and Grass Valley

Shire of Northam Burning Periods

Remember to remain bushfire ready. We remain in the prohibited burning period. This means that no burning is permitted within the Shire of Northam.

Shire of Northam Events

Australia Day events are being held right across the Shire on January 26th. These includes both a Citizenship Ceremony and the Annual Australia Day Awards at Bernard Park in Northam

Strategic Matters:

Major Projects

Work is continuing for the construction of the Youth Precinct located at the corner of Peel Terrace and Chidlow Street. The opening of this valuable new facility should be within the first six months of 2019.

5. PUBLIC QUESTION/STATEMENT TIME

5.1 PUBLIC QUESTIONS

5.2 PUBLIC STATEMENTS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil.

7.2 PRESENTATIONS

7.2.1 Australian Event Awards – 2018 State Winner

The Shire of Northam was the State winner at the Australian Event Awards 2018 for its event 'Northam Balloon Fiesta 2017'.

7.3 DEPUTATIONS

Nil.

8. APPLICATION FOR LEAVE OF ABSENCE

RECOMMENDATION

That Council grant Cr R W Tinetti leave of absence from 16 February 2019 to 25 March 2019 (inclusive).

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 19 DECEMBER 2018

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 19 December 2018 be confirmed as a true and correct record of that meeting.

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 16 JANUARY 2019

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 16 January 2019.

Attachment 1



Shire of Northam

Notes

Council Forum Meeting

16 January 2019



DISCLAIMER

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Council Forum Meeting Notes
16 January 2019



Preface


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

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

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

Unconfirmed Notes

These notes were approved for distribution on 18 January 2019.



CLINTON KLEYNHANS
ACTING CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 23 January 2019.

Signed:

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

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Council Forum Meeting Notes
16 January 2019



1. DECLARATION OF OPENING

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

2. ATTENDANCE

Council:

Shire President
Deputy Shire President
Councillors

C R Antonio
M P Ryan
J E G Williams
R W Tinetti
S B Pollard
A J Menschelyi
T M Little
J Proud
C P Della

Staff:

A/Chief Executive Officer / Executive Manager Engineering Services	C D Kleynhans
A/Executive Manager Development Services	C E Sadleir
Executive Manager Community Services	R Rayson
Executive Manager Corporate Services	C Young
Executive Assistant – CEO	A C McCall

Gallery:

Avon Valley Advocate	Eliza Wynn
Public:	Randle Beavis
	Ulo Rumjantsev
	Heather Meiklem

2.1 APOLOGIES

Chief Executive Officer	J B Whiteaker
Executive Manager Development Services	C B Hunt
Councillor	C L Davidson

2.2 APPROVED LEAVE OF ABSENCE

Nil.

Council Forum Meeting Notes
16 January 2019



3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works	12.2.1	Cr J Proud	Impartiality	The owner of Specialised Tree Services is well known to him.
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		Cr S B Pollard	Impartiality	Tenderer is well known to him.
		Cr T M Little	Impartiality	He has known the owner of Specialised Tree Services for a number of years.
		Cr C P Della	Impartiality	The owner of Specialised Tree Services is well known to him.
		Cr R W Tinetti	Impartiality	The tenderer is known to him socially and through previous use of his company's services.
		Cr C R Antonio	Impartiality	The directors of Specialised Tree Services are well known to him.

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

There were no questions or clarifications in relation to this item.

5. PUBLIC QUESTION/STATEMENT TIME

5.1 PUBLIC QUESTIONS

Nil.

5.2 PUBLIC STATEMENTS

Nil.

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

Council Forum Meeting Notes
16 January 2019



7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil.

7.2 PRESENTATIONS

7.2.1 Australian Event Awards – 2018 State Winner

There were no questions or clarifications in relation to this item. The Shire President advised that the awards would be presented at the Ordinary Council Meeting.

7.3 DEPUTATIONS

Nil.

8. APPLICATION FOR LEAVE OF ABSENCE

There were no questions or clarifications in relation to this item.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 19 DECEMBER 2018

There were no questions or clarifications in relation to this item.

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 16 JANUARY 2019

There were no questions or clarifications in relation to this item.

10. ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

The Shire President advised that no agenda items would be brought forward.

11. REPORTS OF COMMITTEE MEETINGS

Nil.

12. OFFICER REPORTS

12.1 CEO'S Office

Nil.

Council Forum Meeting Notes
16 January 2019



12.2 ENGINEERING SERVICES

Cr J Proud declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as the owner of Specialised Tree Services is well known to him.

Cr A J Mencshelyi declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as the tenderer is known to him.

Cr S B Pollard declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as the tenderer is well known to him.

Cr T M Little declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as he has known the owner of Specialised Tree Services for a number of years.

Cr C P Della declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as the owner of Specialised Tree Services is well known to him.

Cr R W Tinetti declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as the tenderer is known to him socially and through previous use of his company's services.

Cr C R Antonio declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as the directors of Specialised Tree Services are well known to him.

12.2.1 Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works

The Shire President asked the Gallery to leave the Council Chambers so questions could be sought in relation to the confidential attachments.

The Gallery departed the Council Chambers at 5:38pm.

Refer to the confidential addendum.

The Gallery returned to the Council Chambers at 5:45pm.

Council Forum Meeting Notes
16 January 2019



12.3 DEVELOPMENT SERVICES

12.3.1 Application for Development Approval – Change of Use Application: 'Equestrian Activity'

Clarification was sought in relation to the following:

- Whether it is uncommon for a rural small holding property to be under 5 acres. The Acting Executive Manager Development Services advised that this is not uncommon and is considered normal around this area.
- Whether the Dry Sheep Equivalent (DSE) calculation the same for a rural residential property. The Acting Executive Manager Development Services advised that this is the same and is provided by the Department of Primary Industries and Regional Development (DPIRD) as a guide for local governments and landowners.
- Whether this will set a precedent and can we confirm that the application presented to Council in November 2018 won't be appealed. The Acting Executive Manager Development Services advised that there is no guarantee that this will not occur. It was clarified that the land use for this application permits the use and there is scientific evidence to demonstrate that it can be done.
- Whether there is a suitable bore for irrigation. The Acting Executive Manager Development Services advised that there is existing irrigation watering approximately 70% of the property. It was further clarified that the grass is not required to be green however must maintain majority of the ground cover to prevent permanent land degradation.
- Whether a stable licence would be applicable. The Acting Executive Manager Development Services advised that this is not applicable and that most of conditions in a stable licence are already covered in the conditions within of the development approval and management plan. It was clarified that the development approval is for the land use and a stable licence is applicable for a setup such as 20 horses stabled on small areas of land such as on Clarke Street near the trotting track. The Health Local Laws are generally for the management of the health elements not land use for planning purposes.
- Whether the applicant had a previous approval in the Shire of Mundaring. The Acting Executive Manager Development Services advised confirmed that this is correct and due to personal circumstances they were required to downsize.
- Whether the table within the report is correct as the timeframes listed in the recommendation are not consistent. The Acting Executive Manager Development Services advised that this can be amended.

Since the Council Forum meeting it has been confirmed that the table is the hours proposed by the proponent which is different to the Officer's recommendation. This has been clarified in the Officer's comment of the report.

Council Forum Meeting Notes
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- Whether the applicants undertook consultation with the neighbours. The Acting Executive Manager Development Services advised that the consultation undertaken by staff is listed within the report and Officer's are not aware of any consultation undertaken by the applicant. It was further requested whether the submission can be provided. The Acting Executive Manager Development Services advised that this will be provided to Council for the Ordinary Council meeting.
- Whether the access to the Kep Track can be directly from the applicant's property. The Acting Executive Manager Development Services clarified where the Kep Track access is and confirmed that it is possible for an access point to be installed adjacent to this. It was further clarified that horses are permitted to use the road as they are a form of transport. Further clarification was sought in relation to the signage, it was advised that there is one sign along this portion of road however it is possible to look at whether more signage is required.
- Whether the 1.44 hectares used to calculate the DSE includes the stables. The Acting Executive Manager Development Services advised that this does not include the stables. The DSE calculation was explained and it was outlined that as the animals are in the stables or yards 50% of the time it increases the allowable DSE by 50%, the DSE is also further increased by irrigation of the paddocks. The DSE guidelines have been based on the animals not being fed, the manure being picked up or the animals being exercised. All of these activities are proposed and it is also likely that the horses will leave the property for competitions, clinics etc. which will also reduce the amount of time they are paddocked. It was clarified that the DSE is calculated by weight, a pony is equivalent to 5 DSE and in some cases the weight of a pony will be less than 5 DSE.
- Whether it sets a precedent if the applicant is not prosecuted. The Acting Executive Manager Development Services advised that Officer's have determined that this isn't appropriate given the personal circumstances the applicant has experienced, the applicant has also provided all of the necessary information has cooperated throughout the process. It was also advised that Council has dealt with many retrospective applications in the past and have not prosecuted.
- Whether the manure will be stored onsite. The Acting Executive Manager Development Services advised that this will be initially and then removed or can also be composted. It was advised that the management plan details insects and odour and how this is to be appropriately managed.
- Whether they would need approval if they were not undertaking commercial activities. The Acting Executive Manager Development Services advised that approval is required where the stocking rates have not been met. Where this occurs, development approval for a 'rural pursuit' is required to demonstrate how they can achieve compliance with the stocking rate guidelines. In this instance the

Council Forum Meeting Notes
16 January 2019



applicant has demonstrated how they meet the guidelines and it is also a permitted use for the land.

- Whether people are parking on the neighbour's property. The Acting Executive Manager Development Services advised that it is difficult to confirm if this has occurred however believe that it will be appropriately managed through signage outlining where parking is permitted. It should also be noted that many of the patrons are likely to be reoccurring and therefore would be familiar with the property and where they can park.

Eliza Wynn left the meeting at 6:01pm.

It was advised that the land use permits this type of activity and there is

The following questions were raised and responded to prior to the Council Forum meeting:

1. Question: Could we please see the conditions as listed under the recommendation? (as mentioned in point 8 and Advice Note 3)
 - o Officer Response: Please note corrections:
 - Condition 8 – Should refer to Condition 7 rather than Condition 4.
 - Advice Note 3 – Should refer to Condition 9 rather than 8.
2. Question: If the property is not yet irrigated, is the requirement to irrigate mentioned as a condition? When does the property need to be irrigated by? How much of the property will be irrigated?
 - o Officer Response: The applicant is required to comply with their stock management plan, in which they propose to irrigate 1.44Ha as per their supplied plans. In discussions with the applicant conducted on Tuesday 16th January, that 75% of the property has had irrigation installed and only 2 paddocks remain to be completed. It is also noted that the arena is also already irrigated. The owner has indicated the can be completed within 2 months of approval and a condition as indicated below can be added to the recommendation should it be deemed necessary by Council.
 - *The applicant shall install within 60 (sixty) days the irrigated area of 1.44Ha as per the approved Stock Management Plan.*
3. Question: Is the proposal to allow the school to start operations prior to complete irrigation? If so, why isn't the non-irrigated stocking rate used until the property is compliantly irrigated?
 - o Officer Response: Yes. Council is required to consider the application proposed. Please refer to comments in point 2.

Council Forum Meeting Notes
16 January 2019



4. Question: What condition is the ground currently in? Is there pasture to the required minimal length? Could some current photos please be provided?
- o Officer Response: The pasture is in good condition as per photos attached. Given it is December (Summer), there is a significant amount of groundcover on the property area, and feed hay is present to supplement feeding. The ground at the front of the property retains groundcover and also appeared to be where horses enjoy shade trees in extremely good condition. Whilst the applicant seeks to maintain significant fodder cover, the real measure for assessing Officers is ensuring that the land is not degraded. Photos from the Site Visit by the Officer are attached which demonstrate the property is in very good condition and management. On the site visit the Officer could not see any visible plumes of dust or degraded areas.
5. Question: To allow for the increased allowance in stocking rate due to rotation (to make the 72DSE mentioned), are some of the horses/ponies being kept off-site?
- o Officer Response: No. The way the DSE works to achieve the 72DSE is that when horses are restricted in movement in yards and stables on the property as a component of the rotation, the paddock is vacated and therefore the impact is reduced by approx. 50%. Between yard/stable and paddock rotations that occur, the carrying capacity is able to be doubled without degrading the land with the stock management. Horses and ponies, depending on their age as and weight as well, can be paddocked for different hours. By not running the same stock on paddock areas full time, this enables the DSE of 72 rather than 36 to be achieved, as the grounds are not being constantly used, which is why a stock management plan must incorporate the necessary rotation.

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – December 2018

The following queries were raised and responded to prior to the Council Forum meeting:

Reference	Date	Details Reference	Question	Query By	Answer
EFT31920	18/12/2018	AVN Northam Pty Ltd	Is this purchase as per budget?	Cr Antonio	Slightly over budget, budget 142k, actual expenditure 144K ex GST
EFT31928	18/12/2018	Bunnings Building Supplies	Could this be sourced locally?	Cr Antonio	Remote for garage door model not sold locally, special order

Council Forum Meeting Notes
16 January 2019



Reference	Date	Details Reference	Question	Query By	Answer
EFT31989	18/12/2018	Officeworks Superstores	How much of co-work space fit out was sourced locally?	Cr Antonio	Approximately 80% of the fit out was sourced locally.
31872	2871.00	Memorial Hall callout 9/11	Assume there are other callouts included?	Cr Pollard	Yes, it was for 14 callouts in Northam at \$150 per callout and 2 callouts at Wundowie at \$255 per callout plus GST.
31899	5143.79	Westwide Auto Electrics:	Could buy a new set for \$50?	Cr Pollard	Westwide Auto Electrics did all the works to repair the jumper leads as per request from the Shire. Due to the labour involved to repair it as well as parts it cost \$272.50. This was previously questioned when the Tax Invoice first came in & discussed that a \$50.00 pair of jumper leads would only work on a small vehicle not a large construction plant & for a brand new pair that would be correct for the large plant would cost \$350.00. Out of good will Westwide Auto Electrics said they would issue a Credit Note
	272.50	Repair jumper leads			
	339.14	Rate light not working			
31911	1195.00	Angie Roe Photography - Christmas on Fitz	How is this warranted?	Cr Pollard	This fee is to provide professional photography services for the event. 4 hours attendance at the event, editing photos, and providing all photos to the Shire in a format that can be used for a range of publications and media.
31929	21213.18 605.00	Central Mobile Mechanical Repairs: New fuel tank/ran out of fuel	Seems excessive Also paying a lot for minor each month? Tender/quotes?	Cr Pollard	Travelled to site, supplied & fitted new fuel tank & tested before travelling back to town to his yard. Central Mobile Mechanical Repairs is the only Mobile Mechanic that specialises in small to large plant.
31934	3720.00	Christmas catering \$1860 x 2	Are two invoices right? Would have thought they would send 1?	Cr Pollard	Yes, 50% was required to be paid upfront.
31946	2640.00	Henry Street including "1st stage model"	What are we staging here?	Cr Pollard	Tax Invoice 00020766 was for Henry Street Oval Prepare Design Levels, 3D model & 1st Stage Model \$1,000.00, Bert Hawke Oval Site Plan \$400.00 & Bert Hawke Oval Prepare Design Levels, 3D model & 1st Stage Model.
31966	2310.00	Juice Box rewrite investment prospectus	Why rewrite? Why are we paying	Cr Pollard	The investment prospectus was initially developed using Land Corps document for the Avon Industrial Park which included text and some images. The documents text was refined by

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Reference	Date	Details Reference	Question	Query By	Answer
					Juicebox from the initial iteration prepared by Land Corp and was subject to a complete redesign. This has allowed the document to be relevant to the Shire rather than industrial park specific. In addition, the document is now consistent with the Shire of Northam's adopted branding. The document has already been provided to a number of investors and is considered a useful document. Both Land Corp's and the Shire of Northam's document can be viewed on the Shire website under the 'Our Shire' tab.
31972	350.00	Leah Dann Badge SHS catering x 40	?	Cr Pollard	Catering for attendees at a cultural training awareness workshop.
32005	300.00	Welcome to Country	Seems excessive?	Cr Pollard	This is a fairly standard fee which can range between \$200 to \$500 depending on the length and complexity of the welcome.
32008	5828.73	3 x Contract Variations	Why not included in initial contract?	Cr Pollard	Variations were a result of items that couldn't be quoted (firm quote) due to not knowing the extent of work required until they started e.g.: electrical panel upgrade.
32018	9870.76	WALGA Youth Precinct tender managemen	Just the youth precinct? High?	Cr Pollard	Tender Management Services for Northam Youth Precinct - this is standard cost
32020	3825.50	Westwide Auto Electrics and Air Condition	Same as EFT 31899	Cr Pollard	\$3825.50 is for 7 separate Tax Invoices- Tax Invoice 8425 Test & diagnose beacon & radio issues Replace fuse holder, & test on Refic Ute, Tax Invoice 8424 Travel to site, Test & diagnose lighting issue, Supply & fit Tail light on PN1502, Tax Invoice 8423 Diagnose Radio issues (remove dash), supply & Replace Radio in PN1305, Tax Invoice 8422 Travel to Spencers Brook x2 & inspect damage to rear of machine, order replacement rear work light & assembly from Italy (via Conplant) & install Replace Left Hand back light on PN1006, Tax Invoice 8416 Travel to Grass Valley x3 times, Supply & fit New Batteries & New 24V charger for Grass Valley 4.4, Tax Invoice 8410 Travel to Depot & drive vehicle back to workshop, Remove headlight assemblies & supply & install new headlight globes on PN1707 & Tax Invoice 8360 Supply & fit New aerial on ute PN1511.

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Reference	Date	Details Reference	Question	Query By	Answer
31997	820.68	Cube Logistics	Was this just for one 920KG Drum??	Cr Menashelyi	Delivery only of One 920 Kg drum of chlorine for Waste Water Treatment Plant (Clarke St Dam) specialist company that delivers the chlorine for both the Pool & treatment plant which requires a front hiab only or it can't be loaded & unloaded (the actual drum of chlorine is \$2,777.00).

12.4.2 Financial Statement for the period ending 31 December 2018

The following queries were raised and responded to prior to the Council Forum meeting:

Details Reference	Question	Query By	Answer
Operating Income Point 1.	Were the back rates collected from Village Square in line with initial estimates and Budget?	Cr Antonio	The Budget was set conservatively, so additional revenue of 130k was received, however please note the rate income received was in line with the estimate included in the adopted LTFP
Grass Valley Fire Shed	Appears to be a lot of funds spent on a shed extension	Cr Antonio	Project involved extension to the shed and upgrade to amenities to be a public building to make compliant, also required compliance with disability access regulations
Rating Report Table	Although we have collected back rates from Village Square we have higher % of rates outstanding YTD, what is the reason behind this and does this become an audit committee item?	Cr Antonio	The higher percentage of rates outstanding is due directly to the village square development, the interim rate has been raised however is yet to be paid, once paid I would expect the outstanding percentage to be in line with the 17/18 year (about 32%). Staff will brief the audit committee at the next meeting on debt collection progress and the effects it is having on the outstanding rates.

12.4.3 Revised Long Term Financial Plan (LTFP)

There were no questions or clarifications in relation to this item.

12.4.4 Mid-Year Budget Review

Clarification was sought in relation to the following:

- A typographical error was identified in the brief which should list December 2018.
- Whether Council owned a dinghy and what its purpose was. The Acting Chief Executive Officer advised that this is used to recover shopping trolleys and rubbish.
- The costs for item 15. The Acting Executive Manager Development Services advised that this is for the cartage and not necessarily the soil.

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- Item 17 and whether this can be overestimated. The Executive Manager Corporate Services advised that these fluctuations are not a trend. The Acting Chief Executive Officer advised that there is often a delay between the valuation and trade in and sometimes this impacts the pricing e.g. if an item on the plant is damaged.

12.5 COMMUNITY SERVICES

12.5.1 Disability Action Plan -Northam Library

Clarification was sought in relation to the following:

- The major cost items. The Executive Manager Community Services advised that these include a lift and amenities.
- How these items will address the current issues. The Executive Manager Community Services advised that the disability legislation does not currently cover mobility vehicles and the assessment has been undertaken against current legislation. It was advised that it will assist some of the issues and Officer's are also looking at the configuration of the Library in an attempt to anticipate what the legislation may be.
- Whether the changes will reduce the collection and service provided. The Executive Manager Community Services advised that it will not impact this.
- Whether this is only specific to access. The Executive Manager Community Services advised that it is not access specific as it also addresses furniture e.g. height adjustable desks and also clarified that it does not require books be in brail etc.
- Whether this is ongoing and Council is compelled to upgrade their buildings every time legislation changes. The Executive Manager Community Services advised that he does not believe Council is compelled to do this. The Disability Access and Inclusion Plan was raised and whether this compels Council. The Acting Executive Manager Development Services advised that under building legislation this would be required if the building use was changed however there is also anti-discrimination legislation that may be applicable. The question was taken on notice.

Since the Council Forum meeting, the following advice has been provided:

In relation to this Agenda Item, the applicable Legislation is the Disability Discrimination Act of 1992. This makes it unlawful to discriminate against someone with disability in areas of employment, education and access to premises used by the public. This then leads to the standard Disability (Access to Premises-Buildings) Standards 2010.

This standard only applies to new buildings or new parts of buildings i.e. extensions or anything that triggers a building application, including major

toilet upgrades. However this only affects the actual part of the building being upgraded and the access to the alteration/addition. So there is no specific legislation saying that the Shire has to make the changes in this case, unless alterations are being made to the building.

When considering the item that has been presented to Council what should be considered is that the Shire has adopted the Disability Access and Inclusion Plan (DAIP) which states that Council committed to achieving initiatives which includes *Outcome 2 - People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Northam* (further detail provided below):

Section 6. Strategies to Improve Access and Inclusion

The following overarching strategies have been developed to address each of the six desired outcome areas of the Disability Services Act from feedback gained in the consultation process. These will form the basis of the Implementation Plan.

Outcome 2:	Timeline
People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Northam. Strategy	
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need	Ongoing
Ensure that all new or redevelopment works provide access to people with disabilities, where practicable	Ongoing
Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location	Ongoing
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues	Ongoing
Ensure that all recreational areas are accessible	Ongoing
Address specific building and facility issues raised during public consultation process	Ongoing

In summary there is no specific legislation that requires the existing building need to be modified, however the Shire is committed to ensuring that - People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Northam. Although the proposed upgrades are aimed at addressing existing compliance, there is currently no legislation to cover the use of mobility scooters. It is recommended that consideration be given to also addressing mobility scooter accessibility where practicable which will align with the Shires commitment to: *Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.* The report presented

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to Council has been amended to incorporate this for Council consideration.

12.5.2 Wayfound Tourism Signage Strategy

Clarification was sought in relation to the following:

- How far \$15,000 will go in terms of addressing the identified actions. The Acting Chief Executive Officer advised that this is difficult to know without costing each item.
- Whether the entire Shire will be included. The Executive Manager Community Services advised that this was initiated through the CBD strategy however it is intended to ensure signage is consistent across the entire Shire.
- Whether there are any requirements or restrictions for the finger board signage. The Acting Chief Executive Officer advised that Officer's are currently drafting a policy to address this matter, it was noted that many of these signs relate to the old bypass and are now outdated.
- The reason for the population sign being removed on Mitchell Ave. The Acting Chief Executive Officer advised that he believes this was due to it being out of date however took the question on notice.

Since the Council Forum meeting it has been confirmed that the sign was removed as it referred to the Town of Northam and contained Census figures which were several years old and considered outdated.

- Whether there is consideration to include directional signage to other town sites. The Acting Chief Executive Officer advised that the directional signs that were previously at the Newcastle Street Bridge were removed as they were considered to be too large. Main Roads agreed that they would remove these and replace at their cost with suitable signage however this has not yet been determined.
- The information bay at Mitchell Avenue and this being outdated. The Acting Chief Executive Officer advised that this was designed approximately 5 years ago. In relation to the Yilgarn Avenue bay, there was an agreement that a local tourist group would update this however this did not eventuate and Main Roads have advised that this is the Shire's responsibility.
- The reason for this strategy. The Executive Manager Community Services advised that this is to ensure consistency with the signage in the Shire. In addition there are a number of new developments which do not have signage, for example the Bilya Koort Boodja Centre.
- Whether this links with the Ready.Set.Go campaign. The Executive Manager Community Services advised that this applies to street signage and must meet international standards, whereas the Ready.Set.Go applies to marketing and branding the Shire.

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- Whether there is an ongoing budget for these actions. The Executive Manager Corporate Services advised that there is currently no specific ongoing item in the budget.
- Whether the app will be developed. The Executive Manager Community Services advised that there is no decision as of yet in relation to which items will be commenced initially.
- Whether the indigenous naming of Northam will be incorporated. The Executive Manager Community Services advised that this has commenced and will be undertaken. It was also advised that the Reconciliation Action Plan Working Group has looked at this matter.

13. MATTERS BEHIND CLOSED DOORS

Nil.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

16. DECLARATION OF CLOSURE

The Shire President, Cr C R Antonio declared the meeting closed at 7:04pm.

10. ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

11. REPORTS OF COMMITTEE MEETINGS

Nil.

12. OFFICER REPORTS

12.1 CEO'S Office

Nil.

12.2 ENGINEERING SERVICES

Cr J Proud declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as the owner of Specialised Tree Services is well known to him.

Cr A J Mencshelyi declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as the tenderer is known to him.

Cr S B Pollard declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as the tenderer is well known to him.

Cr T M Little declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as he has known the owner of Specialised Tree Services for a number of years.

Cr C P Della declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as the owner of Specialised Tree Services is well known to him.

Cr R W Tinetti declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as the tenderer is known to him socially and through previous use of his company's services.

Cr C R Antonio declared an "Impartiality" interest in item 12.2.1 - Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works as the directors of Specialised Tree Services are well known to him.

12.2.1 Tender 6 of 2018 – Provision of Tree Pruning, Tree Removal and Associated Works

Address:	Shire of Northam
Owner:	Shire of Northam
Applicant:	Nil.
File Reference:	8.2.9.1
Reporting Officer:	John Rutherford Parks & Gardens Manager
Responsible Officer:	Clinton Kleynhans Executive Manager Engineering Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to approve the award of RFT 6 of 2018 for Tree Pruning, Tree Removal and Associated Works for a period of two (2) years with an option to extend annually to a maximum of four (4) years.

ATTACHMENTS

- Attachment 1: Evaluation Report (confidential).
Attachment 2: Evaluation Matrix (confidential).
-

BACKGROUND / DETAILS

The existing Contract is due to expire January 2019 which is currently contracted to Specialised Tree Services.

Request for tenders were called on the 3rd October 2018 in the West Australian and Avon Valley Advocate. The tender closed on Friday 18th October 2018.

Tenderers were invited to provide a schedule of rates to deliver works under contract for Tree Pruning, Tree Removal and Associated Works as directed by the Principal or its nominated representative.

Employee's present at the tender opening were Governance Officer and Project / Contract Administration Officer.

Tenders were independently assessed by the Parks and Gardens Supervisor, and Executive Manager Engineering Services.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 4: Environment & Heritage

Outcome 4.1: The Shire of Northam is visually pleasing and easy to find your way around.

Objective: Verges and roadside are neat, tidy and attractive.

Outcome 4.3: Residents and organisations within the Shire of Northam are supported to reduce their environmental impact.

Objective: Deliver a well-planned and implemented street tree program.

Financial / Resource Implications

The contracted "planned works" is included as a provisional sum of \$100,000 ex. GST which has been adopted in the 2018/19 Budget for the delivery of

these works. Ad hoc, customer requests and emergency works are also delivered under this budget but difficult to forecast because of their nature. In addition, Council endorsed an extra \$100,000 to address rural verge maintenance. These works will also utilise these funds.

Legislative Compliance

Section 3.57 of the Local Government Act 1995;

Local Government (Functions & General) Regulations 1996 prescribe the manner in which Tenders are to be assessed.

In addition to the above, Council has an adopted Policy with respect to Regional Price Preference as set out below:

Policy Implications

"F 3.4 Regional Price Preference

Policy: Council's Regional Price Preference for locally produced goods and services will apply to all goods and services for which tenders are let, unless the Shire of Northam determines otherwise, and is to be:

Up to 10% with the contract is for goods and services, up to a maximum priced reduction of \$50,000."

This policy has been applied within the tender assessment process.

Stakeholder Engagement / Consultation

Nil.

Risk Implications

- Reputational – Medium
 - By not accepting a tenderers application the Shire of Northam could be perceived as not providing a fit for purpose planned Tree pruning program to eliminate the hazards and risks associated with trees in a built up environment and to manage those trees in a rural environment.
- Financial – Moderate/ Low
 - By Following the Purchasing and Tenders Process the market has been tested by receiving tenders from interested applicants. The contract allows for contractors outside the successful tenderer to be engaged in ad hoc and emergency works which will give the Shire a reference point to refer to when it comes to price comparisons.
- Compliance - Moderate
 - KPI's are in place as part of the contract as well as the requirement to adhere to relevant Australian Standards and Codes of Practise for all works carried out under the contract.

- Legal – Low
 - Following Purchasing and Tenders Process.

OFFICER'S COMMENT

There were three (3) contractors which registered their interest during their tendering phase, these were:

1. Specialised Tree Services;
2. Thomas Contracting Serves in Baldivis; and
3. MPK Tree Services High Wycombe.

There was one (1) tender submission received for the advertised Tender, this was:

1. Specialised Tree Services.

The submission was assessed against the following pre-determined criteria's:

Compliance Criteria:

- Compliance with the conditions in the request;
- Compliance with Specification;
- Financial capacity to perform the works;
- Intent to Sub-Contract;
- Declare any conflict of interest;
- Quality assurance;
- Occupational Health and Safety requirements;
- Insurance coverage;
- Public Consultation

Qualitative Criteria (Scored)

- | | |
|-------------------------------------|-----|
| • Pricing | 40% |
| • Relevant Experience | 20% |
| • Timeliness of Delivery/resourcing | 20% |
| • Safety and Risk Management | 20% |

Further detail is provided in the attached confidential Appendices.

As only one (1) contractor proceeded with submitting a tender, it made it difficult to benchmark the submission. For this reason, independent of the assessment process, staff sought quotations from alternative contractors for current projects which Specialised Tree Services had already quoted.

Two jobs were quoted, the first job was within 1% of the price provided by Specialised Tree Service however the second was significantly different in price. Further investigation of the different price determined that Specialised

Tree Services had quoted a methodology which aligned with the clearing permit conditions, whereas the alternative contractor had not.

The Evaluation Panel recommends the contract be awarded to Specialised Tree Services, as the preferred supplier.

RECOMMENDATION

That Council award Tender 6 of 2018 to Specialised Tree Services for the tender submitted, delivering the works utilising the following accounts:

- **12382022 - Street Trees**
- **12382032 - Verge Maintenance & Special Projects**

The contract is for a term of two (2) years with an option to extend annually based on performance, up to a maximum of four (4) years.

12.3 DEVELOPMENT SERVICES

12.3.1 Application for Development Approval – Change of Use Application: 'Equestrian Activity'

Address:	108 Koojedda Road, Bakers Hill WA 6562
Owner:	Jeremy Moes
Applicant:	Rebecca Cranfield
File Reference:	A15187/P18097
Reporting Officer:	Benjamin Robins Planning Officer
Responsible Officer:	Carmen Sadleir A/Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

The applicant proposes to conduct a horse riding school (equestrian activity) at the premises in addition to their private recreational activities related to keeping of horses at Lot 2 (#108) Koojedda Road, Bakers Hill.

ATTACHMENTS

- Attachment 1: Location Map
- Attachment 2: Management Plan
- Attachment 3: Stock Management Plan Assessment (LPP12 Criteria)

BACKGROUND / DETAILS

108 Koojedda Road is zoned Rural Smallholding as per the Shire of Northam Local Planning Scheme No.6. The applicant seeks approval to conduct a horse riding school and rural pursuit at the property (Equestrian Activity – 'A' Use & Rural Pursuit 'D' Use).

108 Koojedda Road (2.01Ha) is proposed to contain 6 Horses (500Kg ea) and 4 Ponies (250Kg ea) in order to conduct the Horse Riding School from the premises. The applicant proposes to have 5-6 patrons for riding classes. The proposed hours and days of operation are as follows:

Hours Of Operation (As Proposed By Applicant)		
	Operating Hours (A)	Operating Hours (B)
Monday	9AM - 12PM	4PM – 6:30PM
Tuesday	9AM - 12PM	4PM – 6:30PM
Wednesday	9AM - 12PM	4PM – 6:30PM
Thursday	9AM - 12PM	4PM – 6:30PM
Friday	9AM - 2PM	4PM – 6:30PM
Saturday	8AM – 6PM	
Sunday	8AM – 6PM	

Car parking is to be provided onsite for 10 persons within the paddock adjacent to the dam, and will also provide ablutions accessible on-site to patrons. The application involves the segmentation of the land into smaller paddocks on the lot to provide for stock management.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

Outcome 6.2: The Shire of Northam Council is a sustainable, responsive, innovative and transparent organisation

Objectives: Undertake our regulatory roles in a safe, open, accountable and respectful manner

Financial / Resource Implications

Nil.

Legislative Compliance

- *Shire of Northam Local Planning Scheme No.6*
- *Planning & Development (Local Planning Scheme) Regulations 2015*

Policy Implications

Local Planning Policy 12 – Animal Establishment:

The applicant has provided the Public Liability Insurance held, which is compliant with Local Planning Policy 12.

As per Local Planning Policy 12 (6.3), as the applicant exceeds the Stocking Rate Guidelines for the Rural Smallholdings zone, therefore in accordance with LPP12, the applicant has provided a detailed Stock Management Plan. This has been reviewed with the Officer's Comment under Attachment 3.

Stakeholder Engagement / Consultation

The application was advertised **by the Shire of Northam** to 4 adjoining landowners from 6/12/2018 until 4/1/2019. One submission was received to which the following matters in summary were raised in the objection (Council may request a confidential copy of the full submission for review):

- Horse riding school has operated here for several months, grass has disappeared quickly due to the number of horses on the property.
- Dust made by the horses is quite a large amount especially when they are running around at the same time. The outside of my new house is covered in dust from this operation
- Noise carries on into the evenings 7 days a week.
- Crackerdust horse ring is watered sometimes which does keep the dust down but the land is stripped of vegetation and is bare dirt almost already after only a couple of months.
- Object to this operation running 7 days a week as the weekends are my rest period from the week and I purchased a quiet country property away from the busy city for this purpose.
- At present there is no irrigation in the paddocks, and no shelter belt as indicated on the drawings.
- The planning proposal looks good in theory however would be nearly impossible to maintain as stated in the proposal.
- Things that have happened since this business started two months ago:
 - I've had abuse from patrons while trying to access my driveway from Koojedda Road;
 - Had rubbish thrown on my driveway;
 - Noticed an increase in fly's;
 - Had cars parked in my driveway watching horses;
- The horse riding school horses leave this property and walk up Koojedda Road to access the bridal trail (Kep Track). Koojedda Road feeds estate developments in Carlin Valley and Jose Road and the traffic at time speeds along here in excess of 80km/h.
- Blind corners may result in a road accident taking place.
- These people need a track entrance opposite their driveway to alleviate horse traffic on Koojedda Road.

Summary:

I guess people have to make a living however they didn't plan this operation well from the start. As far as I'm concerned they can have their business there but only Monday-Friday as long as they do what they say."

Officer Comment:

During the advertising period, the Officer was made aware that the applicant had been conducting the land use, to which on investigation of the matter noted that the activity was to immediately cease until a determination was made on the application. It is also significant to note that whilst this land use had been conducted, personal extenuating circumstances had been highlighted to the Officer which has been considered by the Officer. On the basis of evidence provided, the Officer does not see a Planning Infringement Notice as being appropriate or warranted.

Therefore, the main issue as summarised by the objector appears to be the operating hours, on the basis of the following points to be addressed within the Officers Comment:

- Noise
- Stock Management/Pest/Dust/Erosion Management
- Traffic
- Operating Hours & Management

The Shire has not received any complaints from the objector prior to the Shire advertising the Riding School as part of the Development Application process.

Risk Implications

- Reputational – Low
 - Advertising has been conducted in accordance with the provisions of Local Planning Policy 20 – Advertising of Planning Proposals. In addition, the applicant has conducted liaison with their adjoining neighbours and sought their consultation prior to submitting their proposal.
- Financial - Nil
- Compliance - Low
 - There are no compliance risks in relation to the recommendation. Should Council approve the application, the applicant would be subject to conditions of development approval.
- Legal – Low
 - The proposal if approved by Council is a statutory approval, and if the applicant does not comply with the conditions of their development approval would be in breach of their Development Approval.

OFFICER'S COMMENT

The Stocking Rate Guidelines for Rural Small Holdings based on the soil unit (SR8) is defined as being 'gravel slopes'. The applicable measure unit is 'DSE' (Dry Sheep Equivalent – 1DSE = 50kg/One Sheep). The recommended dry stocking rate is 10DSE/Ha while the recommended irrigated stocking rate is 25 Dry Sheep Equivalent (DSE)/Ha. As the property area proposed is 1.44Ha, the amount is 14.44DSE dry or 36 DSE irrigated for the property.

As the applicant proposes 4 ponies (5DSE each), and 6 horses (10DSE), this is equivalent to 20DSE for the ponies and 60DSE for the horses for a total of 80DSE. The DSE for the property is exceeded by 44DSE. However it is noted in accordance with the Stocking Rate Guidelines for Rural Small Holdings that the rotation of stock within stables and yard can provide a half equivalency and therefore a compliant rate of 72 DSE (when stock are not on the paddocks 50% of the time this provides a higher DSE through rotation). Therefore the applicant

proposes to manage this in accordance with the proposed Stock Management Plan for the 8DSE shortfall (80DSE).

Based on the matters raised in the objection, the following assessment of these concerns is addressed below:

- Noise

The applicant, as with any landowner, is required to comply with the *Environmental Protection (Noise Regulations) 1997* related to on-site emissions. If the applicant were to exceed these levels they would be in breach of State Legislation. Therefore this can be managed as a condition of development approval.

- Stock Management/Pest/Dust/Erosion Management

The applicant is required to install and irrigate the proposal in accordance with the stock management plan. It is noted that as this is not in place, as are the shelter belts, that dust and erosion is to be managed in accordance with the proposed Stock Management Plan. This includes appropriate stock rotation to ensure that degradation to the land is mitigated. The interventions included irrigated pastures, stock rotation, stabling (when environmentally constrained by flood/inclement weather) and dust mitigation. The applicant proposes to establish operations in-line with the Stock Management Plan and seek independent advice for management and operational matters where required. It is noted that the applicant also proposes to maintain their development in accordance with the Water & Rivers Commission – Environmental Guidelines for Horse Facilities & Activities & HorseSA – Horses, Land & Water Management Guidelines (HorseSA). Based on the Officers visitation to the property, the presence of stable fly was not apparent. However a management condition will be enforced to ensure ongoing maintenance of manure removal.

- Traffic

The applicant is to provide on-site parking bays as an element of their development proposal. With respect to concerns raised on the safety of traversing Koojedda Road, the applicant is required to comply with the *Road Traffic Code 2000* as do drivers of motor vehicles. The onus remains with the driver of a motor vehicle and the applicant to obey all road rules. It is however recommended that applicable sign postings be applied to Koojedda Road, given that the area is commonly utilised by horse riders, particularly along the Kep Track. The applicant proposes to utilise one sole access-egress, and this is considered appropriate to control movement and access on the property.

- Operating Hours & Management

This is a request/demand by the objector, however it is noted by staff that if the proposal is conducted in accordance with the Stock Management Plan, that particular nuisance factors can be mitigated. The reporting Officer has

recommended modified operating hours on Saturday and Sunday as a development condition to provide more amenable operating hours due to proximity to other residential dwellings to mitigate amenity concerns. As activities are proposed to be undertaken on-site and off-site on the Kep Track, the timing of these activities may be adjusted by the applicant to ensure that the amenity of adjoining landowners is not affected. Therefore, the modified operating hours as proposed by the reporting Officer in accordance with the operational matters by the applicant are considered appropriate to address these amenity concerns.

The development is recommended for approval subject to conditions.

RECOMMENDATION

That Council resolves to approve P18097, Change of Use application for 'Equestrian Activity' in the name of Rebecca Cranfield, 108 Koojedda Road Bakers Hill, subject to the following conditions:

- 1. The use hereby permitted must substantially commence within two (2) years from the date of the approval by the local government.**
- 2. The use hereby permitted taking place in accordance with the approved plans dated 23/1/2019.**
- 3. The approval for the use hereby permitted allows the use to be operated by Rebecca Cranfield. If operator ceases to operate the use on the subject site, the approval for the use shall expire.**
- 4. The applicant shall conduct routine manure removal in accordance with industry practices & guidelines to the satisfaction of the local government.**
- 5. The property and operations are to be managed in accordance with the approved Stock Management Plan to the satisfaction of the local government.**
- 6. The applicant shall install within 60 (sixty) days the irrigated areas as proposed within the Stock Management Plan.**
- 7. That the applicant provide for appropriate vegetation (Shelter Belt) as proposed on the site plan within 60 (sixty) days from the date of this approval.**
- 8. The applicant shall provide within 60 (sixty) days a plan denoting where Fodder Shrub Plantings are proposed to be installed, for approval by the local government.**
- 9. The applicant shall install vegetation (Fodder Shrub Plantings) as per the approved plan in Condition 8, following the approval by the local government.**
- 10. Approved weekday operating hours are to be Monday to Friday from 9AM – 12PM and 4PM to 6:30PM. Approved weekend operating hours are to be from Saturday to Sunday from 9AM to 5PM.**

ADVICE NOTES:

1. The applicant is to comply with the *Environmental Protection (Noise Regulations) 1997* at all times.
2. The applicant shall liaise with the Shire's Building Department and Environmental Health Department related to the proposed installation of ablutions at the premises.
3. Condition **10** does not preclude the right of the applicant to conduct private activities in regards to 'Rural Pursuit' which is considered incidental to the approved land use.

Attachment 1



The Shire of Northam does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that The Shire of Northam shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

Location Plan

7/12/2018

1:2000



Attachment 2

PROPERTY STOCK MANAGEMENT PLAN

INTRODUCTION

This Property Management Plan ("Plan") is provided in support of an application in relation to Lot 108 Koodjeda Rd, Bakers Hill ("Property") to keep for the purpose of running a riding school business:

- 6 horses 500kg
- 4 ponies 250kg

The proposed stocking rate exceeds the rates recommended by Dept of Agriculture (DOA) & Waters and Rivers Commission (WRC). This Plan has therefore been drafted with regard to the advice from Belinda Taylor (Independent agronomist) and addresses & incorporates the requirements/recommendations in the following publications:

- Shire of Northam Policy Manual - LPP 12 - Animal Establishment
- Dept of Agriculture – Stocking Rate Guidelines for Rural Small Holdings
- Water & Rivers Commission – Environmental Guidelines for Horse Facilities & Activities ("WRCEG")
- Horse SA – Horses, Land & Water Mgt Guidelines ("HorseSA")

1. SITE PLAN

The attached site plan indicates all irrigated paddocks, stable/yard facilities and manure storage

Paddock Sizes:

Paddock Name	Land Unit	Irrigated (sqm)	Dryland (sqm)
All paddocks	SR8	14400	-

2. SPECIFIC CRITERIA

The Number and Type of Stock

Application is made for

6 x 500kg horses

4 x 250kg ponies.

Or a combination of horses and ponies, not to exceed 80DSE at any given time.

Soil Type & Stocking Rate

The property is proposed to have 9 grazing paddocks.

They are classified as Land Unit SR8 "Gravel Slopes". The recommended dry stocking rate is 10 DSE/ha and the irrigated stocking rate is 25 DSE/ha.

The paddocks are currently established with winter active pasture. It is proposed that all paddocks will be irrigated from the property's bore and perennial pastures will be established.

The recommended maximum number of horses for the property based on pasture alone is therefore:

All paddocks: SR8 irrigated 1.4ha @ 25 DSE = 35

Total: 35 DSE/ha or 3 x 500kg horses and 1 x 250kg pony.

The site plan for the property indicates the yard and Stable locations and proposed paddock numbers.

Stabling Practices

A high input system of stabling/yarding practices will be applied. There are currently 4 existing stables and 2 large yards with shelters. 4 additional yards will be constructed to allow all horses and ponies to be lock off pasture when necessary.

The horses and ponies will be stabled/yarded overnight, approximately 5pm through til 8am (15hrs per day) as standard practice. They may be stabled for longer periods when they are being prepared for lessons, there is inclement weather, paddocks are too wet or under veterinary instruction.

The animals will receive their total nutritional requirements from supplementary feeding. They will be fed 2 – 3 times daily as per their individual nutritional requirements and work load.

The footing for the stables is concrete, with an absorbent layer of sawdust. The footing in yards is sand over crushed limestone.

The horses will be rotationally grazed through all of the paddocks ensuring that ground cover is maintained in accordance with industry guidelines and any wear and tear on the paddocks will be managed through stock rotation and re seeding practices.

Collection Storage and Disposal of Manure including Fly Management and Odour Control

Manure will be collected twice daily from stables and yards and daily from paddocks.

Manure will be stored either on a concrete hard stand or in trailers that are tarped to exclude flies and prevent rainfall leaching nutrients out. The manure is then removed off site on a weekly basis.

Nutrient Management Soil Ameliorants & Fertiliser Application

The Table at Section 3.5 in the WRCEG identifies the waste from a single 450kg horse typically produces approx. 62kg of Nitrogen and 5.5kg of Phosphorus per year. Therefore 6 horses and 4 ponies would produce approximately 496kg of Nitrogen and 44kg of Phosphorus per annum.

Table 5 at Section 3.5.2 identifies the maximum Nitrogen & Phosphorus application rate to protect water. Given the loam/clay composition of the soil (and allowing for drainage to water with a low eutrophication risk) the 1.4 hectare available for pasture/yard area the maximum annual load for this property is 672kg of Nitrogen & 168 kg Phosphorus.

Stocking 6 horses and 4 ponies on this property is inside the WRCEG limits for this soil type.

The twice daily collection and removal of manure from the property will significantly reduce the possibility of nutrients leaching from the property.

The soil will be tested and fertiliser recommendations will be followed to improve the soil nutrient balance. Where fertilisers are applied, slow release/mineral based fertilisers will be used, in split applications over the growing season to reduce the likelihood of nutrient leaching.

Pasture Management

Pastures will be managed in accordance with Agricultural Department recommended practice - <https://www.agric.wa.gov.au/crops/pastures/pasture-management>

- Paddocks will be grazed rotationally.
- Paddocks will be seeded with summer active perennials such as Kikuyu, Rhodes grass and couch to provide year round pasture
- In autumn paddocks may be over sown with winter active pasture species such as ryegrasses and clovers.

Pastures will be managed to ensure to ground cover is established and maintained. Any degradation or or soft spots will be managed through standard industry practices. Excessively tall pastures will be slashed to maintain palatability and encourage more leaf growth for more even grazing.

Stock will be rotated around the paddocks to maximise pasture cover & minimise soil erosion.

Annual inspection & advice will be sought from an experienced Agricultural Consultant.

Protection of Trees

Trees in pastured areas will be protected from ring barking by placing galvanised wire tree guards around their trunks. Fodder shrubs will be planted strategically to provide alternative grazing sources that horses can browse in preference to protected trees.

Dust Control

The property has existing tree belts on one neighbour's boundary, however this will be extended to provide a visual barrier to all neighbours within view of the riding areas. These shelter belts will be protected from ringbarking by horses and will also provide a break from the prevailing winds.

Tree selection will be in consultation with an experienced horticulturalist and experienced horse keepers.

Dust control measures contained in Section 3.7 of WRCEG & Paddock Mgt Section 1 of SAHorse will be adopted, namely:

- Maintain minimum pasture height
- Paddock rotation
- Rotation of feeding areas & water troughs
- Coverage of bare areas
- Reticulation for dust suppression on arena where necessary

Weed Control

An initial assessment of the Property indicated:

- Low level infestation of Dock, Flat Weed & Cape Weed

Eradication & control will be achieved by a mixture of chemical spray (selective broadleaf weed herbicide), "spot" treatment and/or hand pulling techniques.

A best practice weed management strategy will be implemented with the assistance of a Rural Consultant and with reference to SAHorse, Paddock Mgt Section 7 "Weed Identification & Control".

Water availability & Use and Irrigation

Irrigation and stock water will be sourced from an existing spring fed bore on the property. This bore has been previously tested by the last owner and has been deemed suitable for stock water.

70% of the irrigation has been installed and the remainder of the property will be installed in the near future.

The scheduling and length of irrigation will be determined using the Department of Agriculture's Evaporation-Based Irrigation Scheduling document.

Inundation and Flood Management

Should the property become inundated or flooded due to extreme weather events, all horses will remain in their stables/yards for 24 hours per day until water has receded and/or paddocks are dried out. Should this be required for an extended period of time, then alternative spelling will be sourced to ensure both horse welfare and pasture management criteria can be met.

Horses will not be grazed on wet paddocks to ensure that pasture ground cover is maintained and soil structure is not damaged.

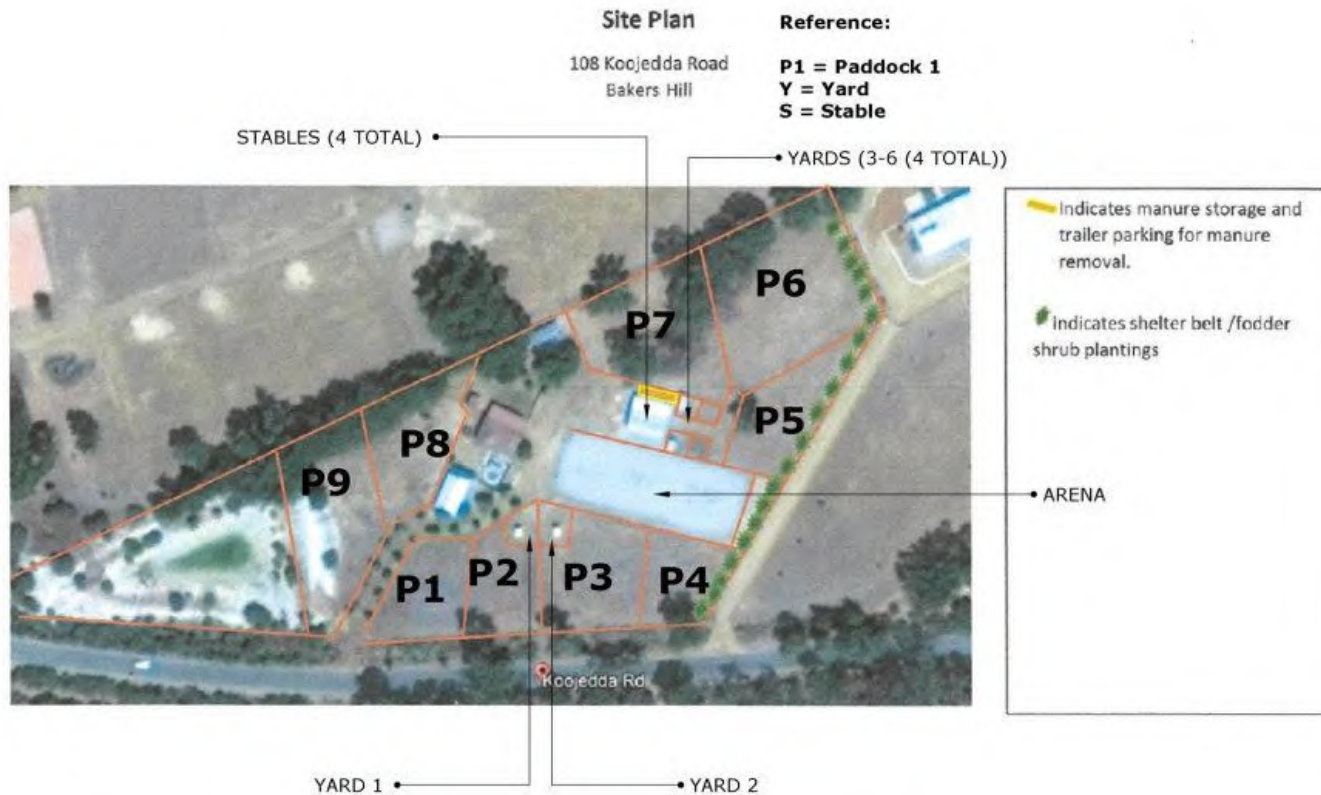
Fire Management

Firebreaks will be maintained in accordance with Shire regulations. Pastures will be maintained green where possible.

Additional Comment

The applicants are committed to adopting best practice guidelines for horse keeping. In addition to the issues discussed above, the applicants will follow the additional WRC Environmental Guidelines for Horse Facilities & Activities including:

- 3.8 Horse Mortalities
- 3.9 Chemical Storage
- 3.10 Control of Rodents



Attachment 3

Attachment 3 – Officer Assessment (Stock Management Plan)		
LPP12 – Stock Management Criteria	Applicants Proposal	Officer Comment
Insect & Odour Management	<ul style="list-style-type: none"> *Manure Storage & Trailer Parking (Denoted On Plan – Central To Property). Manure is collected to ensure that insect generation is minimised and odour reduced. 	<p>Complies.</p> <p>Condition Recommended: Collection Of Manure (Accordance With Best Practice).</p>
Stock Rotation	<ul style="list-style-type: none"> Stock will be rotated around the paddocks to maximise pasture cover & minimise soil erosion. 	<p>Complies.</p> <p>Advice Note Recommended: Stock Rotation As Per Industry Guidelines.</p>
Erosion Management	<ul style="list-style-type: none"> Stock will be rotated around the paddocks to maximise pasture cover & minimise soil erosion. Pastures will be grazed to maintain and any degradation or soft spots ground cover in accordance with Industry Guidelines. Excessively tall pastures will be slashed to maintain palatability and encourage more leaf growth for more even grazing. 	<p>Complies.</p> <p>Condition Recommended: Pasture Management In Accordance With Management Plan.</p>
Paddock Recovery Measures	<ul style="list-style-type: none"> Stock managed in accordance with plan. Pastures will be grazed to maintain ground cover in accordance with Industry Guidelines. Excessively tall pastures will be slashed to maintain 	<p>Complies.</p> <p>Condition Recommended: Pasture Management In Accordance With Management Plan.</p>

	<p>palatability and encourage more leaf growth for more even grazing.</p> <ul style="list-style-type: none"> • Horses will be rotationally grazed through all paddocks ensuring ground cover maintained in accordance with industry guidelines. Wear and tear on paddocks will be managed through stock rotation and re-seeding practices. • Pastures will be managed to in accordance with Agricultural Department recommended practice (DPIRD – Formerly DAFWA – Pasture Management). • Paddocks are grazed rotationally, seeded in summer active perennials such as Kikuyu. 	
<p>Identification Of Remnant Vegetation/Exclusion Zones To Be Fenced</p>	<ul style="list-style-type: none"> • Trees are proposed to be protected from ringbarking with galvanised wire tree guards. Proposed shelter belts will also be protected from ringbarking. 	<p>Complies.</p> <p>Condition Recommended: Installation of Tree/Shelter Belt Ringbarking.</p>
<p>Stable Management</p>	<ul style="list-style-type: none"> • NOTE: As per Stock Rotation, Paddock Recovery Measures • Stock managed in accordance with plan. • 4 stables currently and 2 yards with shelters, with 4 additional yards to be constructed to allow all horses and 	<p>Complies.</p> <p>Condition Recommended: Stable Management In Accordance With Management Plan.</p>

	<p>ponies to be locked off pasture when necessary.</p> <ul style="list-style-type: none"> • Horses and ponies will be stabled overnight (5PM-8AM) and may be stabled for longer when being prepared for lessons, paddocks are too wet, veterinary instruction or inclement weather. • Supplementary feeding, including being fed 2-3 times daily as per nutritional/horse workload. • Irrigation and stock water will be sourced from an existing bore on the property that is spring fed and was tested by previous owners as suitable for stock & irrigation water. The property has had approximately 70% of the irrigated area installed (Not Currently Switched On). • Scheduling and length of irrigation will be determined using the Department of Agriculture's Evaporation-Based Irrigation Scheduling document. 	
<p>Manure Collection & Removal</p>	<ul style="list-style-type: none"> • *Manure Storage & Trailer Parking (Denoted On Plan – Central To Property). Manure is collected on a regular basis to ensure that insect generation is minimised and odour reduced. This occurs twice daily from stables and yards and daily from 	<p>Complies.</p> <p>Condition Recommended: Collection Of Manure (Accordance With Best Practice).</p>



	paddocks. Manure will be temporarily stored on concrete hardstand or trailers tarped to exclude flies and nutrient runoff. The manure is removed off-site on a weekly basis.	
High Quality Fencing	<ul style="list-style-type: none"> Trees are proposed to be protected from ringbarking with galvanised wire tree guards. Proposed shelter belts will also be protected from ringbarking. 	<p>Complies.</p> <p>Condition Recommended: Installation of Tree/Shelter Belt Ringbarking.</p>
Landscaping - (Windbreaks/Tree Planting, Constructed Horse Paths)	<ul style="list-style-type: none"> Fodder shrubs will be planted strategically to provide alternative grazing sources. 	<p>Complies</p> <p>Condition Recommended: Fodder Shrub Planting Plan.</p>
Dust Management	<ul style="list-style-type: none"> Existing tree belt (exists to one boundary) is to be extended along all boundaries to all neighbours. These will be protected from ringbarking by horses. Shelter Belts will provide break from prevailing winds. Tree selection to be made in accordance with experienced horticulturalist and experienced horse keeps. Dust control as per Section 3.7 WRCEG & Section 1 Paddock Management SAHorse to be adopted <ul style="list-style-type: none"> Minimum Pasture Height Paddock Rotation 	<p>Complies</p> <p>Condition Recommended: Tree Belt Establishment.</p>

	<ul style="list-style-type: none"> ○ Rotation Feeding Areas & Water Troughs ○ Coverage Of Bare Areas ○ Reticulation For Dust Suppression On Arena (When Necessary) 	
<p>Nutrient/Runoff Management Plan</p>	<ul style="list-style-type: none"> ● Should the property become inundated or flooded due to extreme weather events, all horses will remain in their stables/yards for 24 hours per day until water has receded and/or paddocks are dried out. Should this be required for an extended period of time, then alternative spelling will be sourced to ensure both horse welfare and pasture management criteria can be met. ● Horses will not be grazed on wet paddocks to ensure that pasture ground cover is maintained and soil structure is not damaged. ● Twice daily manure removal will significantly reduce possibility of nutrients leaching from the property. ● Soil will be tested and fertiliser recommendations will be followed to improve soil nutrient balance. Where fertilisers are applied, slow release/mineral based fertilisers will be used in bi-annual applications to reduce likelihood of nutrient leaching. 	<p>Complies.</p> <p>Condition Recommended: Stable & Pasture Management In Accordance With Management Plan.</p>

Horse Exercise Program	<ul style="list-style-type: none"> • NOTE: The applicant proposes the utilisation of the premises as well as the use of the Kep Track which is frequently used for Horse Riding. 	Complies.
Neighbour Liaison	<ul style="list-style-type: none"> • NOTE: The applicant has advised that they have spoken to their adjoining landowners. 	<p>The surrounding landowners have been advertised to in accordance with Council's Statutory Planning requirements.</p> <p>Complies.</p>
Additional Information	<ul style="list-style-type: none"> • As the paddocks will be irrigated to ensure green pasture all year round, fire risk is minimal. • Committed to adopting best practice guidelines for horse keeping. • Applicant will follow WRC Environmental Guidelines for Horse Facilities & Activities including: <ul style="list-style-type: none"> ○ 3.8 Horse Mortalities ○ 3.9 Chemical Storage ○ 3.10 Control of Rodents 	Noted.

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – December 2018

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Kathy Scholz Creditors Officer
Responsible Officer:	Colin Young Executive Manager Corporate Service
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the accounts for the period from 1 December 2018 to 31 December 2018.

ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – December 2018
Attachment 2: Declaration.

BACKGROUND / DETAILS

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

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

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Objective G2: Improve organisational capability and capacity.

Strategy G2.3: Operate / manage organisation in a financially sustainable manner.

Financial / Resource Implications

Payments of accounts are in accordance with Council's 2018/19 Budget.

Legislative Compliance

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

Policy Implications

Nil.

Stakeholder Engagement / Consultation

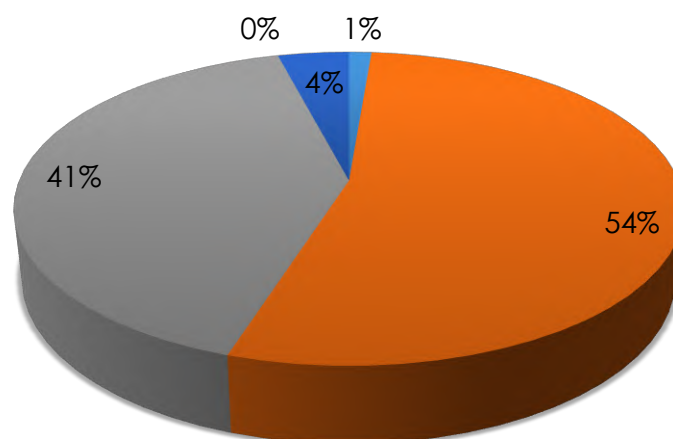
Not applicable.

Risk Implications

Nil.

OFFICER'S COMMENT

The matter of Council 'supporting local business' has been raised over a long period. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of December 2018;



- Staff Expenses
- Purchased from Shire of Northam Businesses or Individuals
- No Organisation or Business in Shire of Northam that can offer service required
- Purchase from Businesses or Individuals outside Shire of Northam
- Contract has gone to Tender



RECOMMENDATION

That Council endorse the payments for the period 1 December 2018 to 31 December 2018, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Attachment 1

Date: 02/01/2019
Time: 9:25:24AM

Shire of Northam

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
2050	19/12/2018	SHIRE OF NORTHAM	COLLECTION OF BSL FEES ON BEHALF OF THGE CONSTRUCTION TRAINING FUND FOR THE MONTH OF NOVEMBER 2018.	2		151.25
INV T1079	19/12/2018	SHIRE OF NORTHAM	COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF NOVEMBER 2018.	2	41.25	
INV T1080	19/12/2018	SHIRE OF NORTHAM	COLLECTION OF BSL FEES ON BEHALF OF THGE CONSTRUCTION TRAINING FUND FOR THE MONTH OF NOVEMBER 2018.	2	110.00	
EFT31815	05/12/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 219A Interest payment - BOWLING CLUB DEVELOPMENT 2016	1		12,302.77
INV 219A	03/12/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 219A Interest payment - BOWLING CLUB DEVELOPMENT 2016		12,302.77	
EFT31816	10/12/2018	ABBOTTS FORGE	600 X 600 X 5 DEEP ROAD GRATE 50X12 FLAT BAR 30MM APP GAPS	1		1,040.00
INV 0000340604/12/2018		ABBOTTS FORGE	600 X 600 X 5 DEEP ROAD GRATE 50X12 FLAT BAR 30MM APP GAPS	1	1,040.00	
EFT31817	10/12/2018	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROLLERS WITH SIGNS, CONES AND VEHICLE (4HRS)	1		818.40
INV 0012231208/11/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT (2 X TC'S) FOR PROFILE CORE BORING AT EAST STREET (\$93 PER HOUR)	1	409.20	
INV 0012168815/10/2018		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC CONTROLLERS WITH SIGNS, CONES AND VEHICLE (4HRS)	1	409.20	
EFT31818	10/12/2018	AG IMPLEMENTS NORTHAM PTY LTD	REPAIRS TO CUTTING DECK ON Z-TRAK MOWER	1		692.91
INV 347858	31/10/2018	AG IMPLEMENTS NORTHAM PTY LTD	REPAIRS TO CUTTING DECK ON Z-TRAK MOWER	1	535.07	
INV 348359	01/11/2018	AG IMPLEMENTS NORTHAM PTY LTD	SET OF BLADES FOR MOWER Z997R 7 IRON PRO 60 (M133381)	1	152.49	
INV 349059	07/11/2018	AG IMPLEMENTS NORTHAM PTY LTD	SET OF BLADES FOR MOWER Z997R 7 IRON PRO 60 (M133381)	1	5.35	
EFT31819	10/12/2018	ANDY'S PLUMBING SERVICE	MEMORIAL HALL. EMERGENCY AFTER HOURS GUTTER CLEAN OUT DUE TO ROOF LEAK.	1		220.00
INV A18213	15/11/2018	ANDY'S PLUMBING SERVICE	MEMORIAL HALL. EMERGENCY AFTER HOURS GUTTER CLEAN OUT DUE TO ROOF LEAK.	1	220.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT31820	10/12/2018	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	3.1M FUEL HOSE	1		103.30
INV 6216287	13/11/2018	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	3.1M FUEL HOSE	1	103.30	
EFT31821	10/12/2018	AQUATIC SERVICES WA PTY LTD	INVESTIGATE DOSING PUMP AND POOL CHEMISTRY	1		352.00
INV AS#201709/11/2018	10/12/2018	AQUATIC SERVICES WA PTY LTD	INVESTIGATE DOSING PUMP AND POOL CHEMISTRY	1	352.00	
EFT31822	10/12/2018	ASLAB PTY LTD	PROFILE HOLE TESTING FOR EAST STREET 0.00 - 0.75 (6 NUMBER CORES)	1		4,337.27
INV 0002196213/11/2018	10/12/2018	ASLAB PTY LTD	PROFILE HOLE TESTING FOR EAST STREET 0.00 - 0.75 (6 NUMBER CORES)	1	1,546.60	
INV 0002192806/11/2018	10/12/2018	ASLAB PTY LTD	PROFILE HOLE TESTING FOR CHARLES STREET SLK 0.51 - 0.63, 0.72 - 1.07	1	930.23	
INV 0002192706/11/2018	10/12/2018	ASLAB PTY LTD	PROFILE HOLE TESTING FOR BYFIELD STREET SLK 0.35 - 0.55	1	465.11	
INV 0002192906/11/2018	10/12/2018	ASLAB PTY LTD	PROFILE HOLE TESTING FOR WELLINGTON STREET EAAST SLK 2.350 - 2.450	1	465.11	
INV 0002193006/11/2018	10/12/2018	ASLAB PTY LTD	PROFILE HOLE TESTING FOR WELLINGTON STREET EAST SLK 1.40 - 1.47	1	465.11	
INV 0002193106/11/2018	10/12/2018	ASLAB PTY LTD	PROFILE HOLE TESTING FOR GLASS AVENUE SLK 0.00 - 0.90	1	465.11	
EFT31823	10/12/2018	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR NOVEMBER 2018	1		2,195.81
INV NOVEME30/11/2018	10/12/2018	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR NOVEMBER 2018	1	2,195.81	
EFT31824	10/12/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	DEBT COLLECTION FEES FOR RATES	1		27.50
INV 86379	29/11/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	DEBT COLLECTION FEES FOR RATES	1	27.50	
EFT31825	10/12/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - 20/11/2018-02/12/2018	1		1,568.00
INV 0095	20/11/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - 20/11/2018-02/12/2018	1	1,568.00	
EFT31826	10/12/2018	AVON SERVICE SPECIALISTS	INKPEN 1.4 - ANNUAL SERVICE, PARTS & LABOUR	1		1,036.85

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 15580	12/11/2018	AVON SERVICE SPECIALISTS	INKPEN 1.4 - ANNUAL SERVICE, PARTS & LABOUR	1	728.85	
INV 15568	09/11/2018	AVON SERVICE SPECIALISTS	CHANGE TYRE ON CLACKLINE 2.4 AND RETURN TO BEAUREPARIES NORTHAM FOR REPAIR/REPLACEMENT	1	308.00	
EFT31828	10/12/2018	AVON WASTE	OLD QUARRY ROAD LANDFILL SITE MONTHLY MANAGEMENT FOR 12 MONTH PERIOD NOVEMBER 2018.	1		84,434.54
INV 0003158727/11/2018		AVON WASTE	OLD QUARRY ROAD LANDFILL SITE MONTHLY MANAGEMENT FOR 12 MONTH PERIOD NOVEMBER 2018.	1	46,734.38	
INV 31586	23/11/2018	AVON WASTE	RUBBISH COLLECTION FOR THE F/E 23/11/2018.	1	37,700.16	
EFT31829	10/12/2018	BEAUREPAIRES	GOODYEAR TYRE 215/70 R16C	1		1,382.56
INV 6410275713/11/2018		BEAUREPAIRES	REPAIR TYRE ON CLACKLINE 2.4 AND RETURN TO CLACKLINE FIRE SHED, INSPECT WHEEL NUTS ON 2.4 TO ENSURE TIGHT	1	301.52	
INV 6410273313/11/2018		BEAUREPAIRES	GOODYEAR TYRE 215/70 R16C	1	1,081.04	
EFT31830	10/12/2018	BOEKEMAN MACHINERY	INVESTIGATE SLASHER VIBRAITON AND REPORT.	1		1,208.17
INV 250953	23/11/2018	BOEKEMAN MACHINERY	INVESTIGATE SLASHER VIBRAITON AND REPORT.	1	1,208.17	
EFT31831	10/12/2018	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR NOVEMBER 2018	1		1,500.00
INV NOVEM30/11/2018		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR NOVEMBER 2018	1	1,500.00	
EFT31832	10/12/2018	CANNON HYGIENE AUSTRALIA PTY LTD	QUARTERLY SERVICING OF SANITARY BINS. OCT, NOV & DEC.	1		672.11
INV 9619457613/09/2018		CANNON HYGIENE AUSTRALIA PTY LTD	QUARTERLY SERVICING OF SANITARY BINS. OCT, NOV & DEC.	1	397.99	
INV 9621493815/10/2018		CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE. SANITARY BIN SERVICE UNTIL 13/05/2019.	1	274.12	
EFT31833	10/12/2018	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR NOVEMBER 2018	1		1,905.73
INV NOVEM30/11/2018		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR NOVEMBER 2018	1	1,905.73	
EFT31834	10/12/2018	CHRIS DAVIDSON	COUNCILLOR PAYMENTS NOVEMBER 2018	1		1,905.73
INV NOVEM30/11/2018		CHRIS DAVIDSON	COUNCILLOR PAYMENTS NOVEMBER 2018	1	1,905.73	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT31835	10/12/2018	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS NOVEMBER 2018	1		5,379.36
INV NOVEME30/11/2018		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS NOVEMBER 2018	1	5,379.36	
EFT31836	10/12/2018	COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM	1		684.06
INV 2188307321/11/2018		COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM	1	684.06	
EFT31837	10/12/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING ON IRA-C2230 DEPOT COPIER	1		1,568.00
INV 42065	01/10/2018	COUNTRY COPIERS NORTHAM	STATIONERY - NORTHAM POOL	1	167.65	
INV 42065	01/10/2018	COUNTRY COPIERS NORTHAM	STATIONERY - ADMINISTRATION	1	9.25	
INV 42065	01/10/2018	COUNTRY COPIERS NORTHAM	STATIONERY - SON BFB'S	1	107.40	
INV 42065	01/10/2018	COUNTRY COPIERS NORTHAM	STATIONERY - LIBRARY	1	19.95	
INV 42065	01/10/2018	COUNTRY COPIERS NORTHAM	STATIONERY - DEPOT	1	270.55	
INV S7350	03/12/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING ON IRA-C2230 DEPOT COPIER	1	993.20	
EFT31838	10/12/2018	COUNTRYWIDE GROUP	16X 25KG SODA ASH	1		1,005.53
INV 26388	09/11/2018	COUNTRYWIDE GROUP	16X 25KG SODA ASH	1	924.53	
INV 26395	12/11/2018	COUNTRYWIDE GROUP	CHAIN SAW CHAINS.	1	81.00	
EFT31839	10/12/2018	COURIER AUSTRALIA	COURIER AUSTRALIA FREIGHT CHARGES	1		36.58
INV 0380	16/11/2018	COURIER AUSTRALIA	COURIER AUSTRALIA FREIGHT CHARGES	1	36.58	
EFT31840	10/12/2018	CTI SECURITY SERVICES PTY LTD	ALARM MONITORING RSL MEMORIAL HALL- DECEMBER	1		743.48
INV CINS305:19/11/2018		CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE. ALARM MONITORING FOR THE MONTH OF DEC.	1	53.00	
INV CINS305:19/11/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING SES WHAREHOUSE- DECEMBER	1	87.96	
INV CINS305:19/11/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING RSL MEMORIAL HALL- DECEMBER	1	90.56	
INV CINS305:19/11/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING BERT HAWKE OVAL- DECEMBER	1	53.00	
INV CINS305:19/11/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING SES ADMIN BULIDING- DECEMBER	1	87.96	

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INV CINS30519/11/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING NORTHAM REC CENTRE- DECEMBER	1	53.00	
INV CINS30519/11/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING NORTHAM SWIMMING POOL- DECEMBER	1	53.00	
INV CINS30519/11/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING MORBY COTTAGE- DECEMBER	1	53.00	
INV CINS30519/11/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING OLD RAILWAY STATION- DECEMBER	1	53.00	
INV CINS30519/11/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING OLD GIRLS SCHOOL- DECEMBER	1	53.00	
INV CINS30519/11/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING NORTHAM LIBRARY- DECEMBER	1	53.00	
INV CINS30519/11/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING WUNDOWIE LIBRARY- DECEMBER	1	53.00	
EFT31841	10/12/2018	CUTTING EDGES EQUIPMENT PARTS	SERRATED GRADER BLADES GB6634SHT 2 SETS (4 BLADES TOTAL) INCLUDING DELIVERY.	1		642.31
INV 3238094	16/11/2018	CUTTING EDGES EQUIPMENT PARTS	SERRATED GRADER BLADES GB6634SHT 2 SETS (4 BLADES TOTAL) INCLUDING DELIVERY.	1	642.31	
EFT31842	10/12/2018	DAMIAN'S PLUMBING	REPAIR WATER LEAK AT BERT HAWKE OVAL	1		3,472.70
INV 3740	24/11/2018	DAMIAN'S PLUMBING	KILLARA COTTAGE. INVESTIGATE AND REPAIR LEAK TO SIDE OF FOOTPATH.	1	862.40	
INV 3756	28/11/2018	DAMIAN'S PLUMBING	EXCAVATION AND REPAIR OF PIPE ON BROOME TERRACE	1	1,274.90	
INV 3760	28/11/2018	DAMIAN'S PLUMBING	REPAIR WATER LEAK AT BERT HAWKE OVAL	1	1,335.40	
EFT31843	10/12/2018	DIAL BEFORE YOU DIG WA LTD	DIAL BEFORE YOU DIG QUARTERLY MEMBER REFERRAL FEES FOR JULY TO SEPTEMBER 2018.	1		371.45
INV WA1613330/09/2018		DIAL BEFORE YOU DIG WA LTD	DIAL BEFORE YOU DIG QUARTERLY MEMBER REFERRAL FEES FOR JULY TO SEPTEMBER 2018.	1	371.45	
EFT31844	10/12/2018	E FIRE & SAFETY	KILLARA DAY RESPITE. CORRECTIVE ACTIONS AS PER REPORT QUOTE 7040CR.	1		621.50
INV 0022832508/11/2018		E FIRE & SAFETY	KILLARA DAY RESPITE. CORRECTIVE ACTIONS AS PER REPORT QUOTE 7040CR.	1	621.50	
EFT31845	10/12/2018	FIRE AND SAFETY WA	360 OLIVER FIRE BOOTS, SIZE 9EU	1		441.22

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INV 32368	06/11/2018	FIRE AND SAFETY WA	360 OLIVER FIRE BOOTS, SIZE 9EU	1	441.22	
EFT31846	10/12/2018	FIRM CONSTRUCTION PTY LTD	BUILDING CONSTRUCTION ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE	1		10,426.02
INV 0000155929/11/2018		FIRM CONSTRUCTION PTY LTD	BUILDING CONSTRUCTION ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE	1	10,426.02	
EFT31847	10/12/2018	FRAMESWEST	REPAIR THE WHEEL ON THE TABLE TROLLEY	1		50.00
INV 0001649727/11/2018		FRAMESWEST	REPAIR THE WHEEL ON THE TABLE TROLLEY	1	50.00	
EFT31848	10/12/2018	GDR CIVIL CONTRACTING PTY LTD	MOVE STEEL DRUM AND RUBBER TYRE ROLLER FROM KATRINE ROAD TO SPENCERS BROOK ROAD SLK 12.8	1		1,200.00
INV 1426	09/11/2018	GDR CIVIL CONTRACTING PTY LTD	MOVE STEEL DRUM AND RUBBER TYRE ROLLER FROM KATRINE ROAD TO SPENCERS BROOK ROAD SLK 12.8	1	1,200.00	
EFT31849	10/12/2018	GETTING TECHNICAL	CINEMA SCREEN, AV & TECHNICIAN FOR HALLOWEEN MOVIE NIGHT (27 OCT 2018).	1		1,056.00
INV 75	06/11/2018	GETTING TECHNICAL	CINEMA SCREEN, AV & TECHNICIAN FOR HALLOWEEN MOVIE NIGHT (27 OCT 2018).	1	1,056.00	
EFT31850	10/12/2018	GILLIAN KAYE BRENNAN	RATES REFUND FOR OVERPAYMENT ASSESSMENT A370 407 FRENCHES ROAD NORTHAM 6401	1		1,055.80
INV A370	05/12/2018	GILLIAN KAYE BRENNAN	RATES REFUND FOR OVERPAYMENT ASSESSMENT A370 407 FRENCHES ROAD NORTHAM 6401		1,055.80	
EFT31851	10/12/2018	GLENN STUART BEVERIDGE	ADJUST SHADE SAIL POLES TO SUIT SAIL TENSIONING AT BERNARD PARK PLAYGROUND.	1		748.00
INV 22	07/11/2018	GLENN STUART BEVERIDGE	MEMORIAL HALL. REFIX GUTTERS AND RESECURE SHEETS. CLEAN REAR GUTTERS.	1	209.00	
INV 37	19/11/2018	GLENN STUART BEVERIDGE	ADJUST SHADE SAIL POLES TO SUIT SAIL TENSIONING AT BERNARD PARK PLAYGROUND.	1	539.00	
EFT31852	10/12/2018	GRAFTON ELECTRICS	TEST RCD'S AT NORTHAM DEPOT IN ADMINISTRATION BUILDING AND SHEDS	1		198.00
INV 5386	10/10/2018	GRAFTON ELECTRICS	TEST RCD'S AT NORTHAM DEPOT IN ADMINISTRATION BUILDING AND SHEDS	1	198.00	
EFT31853	10/12/2018	GROVE WESLEY DESIGN ART	TEARDROP BANNERS FOR BKB CENTRE	1		2,036.65
INV 5297	22/11/2018	GROVE WESLEY DESIGN ART	TEARDROP BANNERS FOR BKB CENTRE	1	1,192.40	

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INV 5316	28/11/2018	GROVE WESLEY DESIGN ART	VARIATIONS TO GRAPHIC WORKS FOR BKB CENTRE - REPRINTING OF ONE PANEL OF SEASON GRAPHICS, TOUCH DRAW GRAPHICS AND SHOWCASE GRAPHICS	1	737.00	
INV 5319	30/11/2018	GROVE WESLEY DESIGN ART	NAME BADGE AND BUSINESS CARDS FOR LEASA EDWARDS	1	107.25	
EFT31854	10/12/2018	HELEN ELIZABETH TURTON	COLLEEN TO THE RESCUE	1		72.00
INV 35	12/11/2018	HELEN ELIZABETH TURTON	COLLEEN TO THE RESCUE	1	72.00	
EFT31855	10/12/2018	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	85014B 12/24 VOLT AEROMAX MINI L.E.D LIGHT BOX (BLUE) FLANGE BASE WITH BLUE LENS 365MM NARVA	1		1,231.30
INV INV-015213/11/2018		INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	85014B 12/24 VOLT AEROMAX MINI L.E.D LIGHT BOX (BLUE) FLANGE BASE WITH BLUE LENS 365MM NARVA	1	1,231.30	
EFT31856	10/12/2018	IXOM OPERATIONS PTY LTD	920KG DRUM OF CHLORINE TO BE DELIVERED TO NORTHAM WASTE WATER TREATMENT PLANT (CLARK STREET DAM) - MUST BE DELIVERED WITH FRONT HIAB ONLY	1		6,643.40
INV 6046346	30/11/2018	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2018 TO 30/06/2019 - HAS 2 SERVICE FEES @ \$174.25 EACH PER MONTH.	1	534.00	
INV 6046611	30/11/2018	IXOM OPERATIONS PTY LTD	920KG DRUM OF CHLORINE TO BE DELIVERED TO NORTHAM WASTE WATER TREATMENT PLANT (CLARK STREET DAM) - MUST BE DELIVERED WITH FRONT HIAB ONLY	1	3,054.70	
INV 6042763	23/11/2018	IXOM OPERATIONS PTY LTD	920KG DRUM OF CHLORINE TO BE DELIVERED TO NORTHAM WASTE WATER TREATMENT PLANT (CLARK STREET DAM) - MUST BE DELIVERED WITH FRONT HIAB ONLY	1	3,054.70	
EFT31857	10/12/2018	JESSICA DOUGLAS	REIMBURSEMENT OFR PRE EMPLOYMENT MEDICAL & POLICE CLEARANCE	1		241.30
INV RR0412204/12/2018		JESSICA DOUGLAS	REIMBURSEMENT OFR PRE EMPLOYMENT MEDICAL & POLICE CLEARANCE	1	241.30	

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EFT31859	10/12/2018	JOHN BLUNDY	REIMBURSEMENT OFR PRE EMPLOYMENT MEDICAL & POLICE CLEARANCE	1		219.30
INV JW0511205/11/2018		JOHN BLUNDY	REIMBURSEMENT OFR PRE EMPLOYMENT MEDICAL & POLICE CLEARANCE	1	219.30	
EFT31860	10/12/2018	JOHN PROUD	COUNCILLOR PAYMENTS NOVEMBER 2018	1		1,905.73
INV NOVEME30/11/2018		JOHN PROUD	COUNCILLOR PAYMENTS NOVEMBER 2018	1	1,905.73	
EFT31861	10/12/2018	JOMAR CONTRACTING	0608-LOCKYER RD BRIDGE INSPECTION-2018/2019(JOMAR CONTRACTING)	1		13,299.00
INV 0000289231/10/2018		JOMAR CONTRACTING	0608-LOCKYER RD BRIDGE INSPECTION-2018/2019(JOMAR CONTRACTING)	1	13,299.00	
EFT31862	10/12/2018	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS NOVEMBER 2018	1		1,905.73
INV NOVEME30/11/2018		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS NOVEMBER 2018	1	1,905.73	
EFT31863	10/12/2018	LANDGATE	CADASTRAL DATA SERVICE FEE	1		1,542.05
INV 340743 - 25/06/2018		LANDGATE	COUNTRY AUSTRALIAN URBAN UV REVALUATION 2017/2018	1	167.05	
INV 6325263003/05/2018		LANDGATE	CADASTRAL DATA SERVICE FEE	1	1,375.00	
EFT31864	10/12/2018	MALINOWSKI HOLDINGS PTY LTD	WATER RATES & WATER COMSUMPTION 08/05/2017-09/05/2018, SHIRE RATES 2018/2019	1		3,199.72
INV 02728	26/11/2018	MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD STREET, NORTHAM 01/12/2018 TO 31/12/2018.	1	916.66	
INV 02736	03/12/2018	MALINOWSKI HOLDINGS PTY LTD	WATER RATES & WATER COMSUMPTION 08/05/2017-09/05/2018, SHIRE RATES 2018/2019	1	2,283.06	
EFT31865	10/12/2018	MARKET CREATIONS PTY LTD	WILDCARD SSL CERTICATE: 1 YEAR TO 30/01/2020	1		242.00
INV GC27-7	23/11/2018	MARKET CREATIONS PTY LTD	WILDCARD SSL CERTICATE: 1 YEAR TO 30/01/2020	1	242.00	
EFT31866	10/12/2018	MCLEODS BARRISTERS & SOLICITORS	ANNUAL AUDIT 2018	1		176.00
INV 105710	02/11/2018	MCLEODS BARRISTERS & SOLICITORS	ANNUAL AUDIT 2018	1	176.00	
EFT31867	10/12/2018	MEGA-FIX	BOLTS & WASHES FOR WARLORD MOWER	1		121.01

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INV 72160	01/11/2018	MEGA-FIX	PN1 705 - NEW BOLTS FOR MOWER AND HAND TAP	1	49.58	
INV 72138	01/11/2018	MEGA-FIX	BOLTS & WASHES FOR WARLORD MOWER	1	71.43	
EFT31868	10/12/2018	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR NOVEMBER 2018	1		2,843.23
INV NOVEM30/11/2018		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR NOVEMBER 2018	1	2,843.23	
EFT31869	10/12/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT 5 OF 2014 FOR THE PERIOD 1ST JULY 2018 TO 5TH JANUARY 2019.	1		32,234.40
INV N2015	10/09/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT 5 OF 2014 FOR THE PERIOD 1ST JULY 2018 TO 5TH JANUARY 2019.	1	4,029.30	
INV N2071	05/11/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 29/10/2018-04/11/2018	1	4,029.30	
INV N2081	19/11/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 05/11/2018-11/11/2018	1	4,029.30	
INV N2082	19/11/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 12/11/2018-18/11/2018	1	4,029.30	
INV N2048	22/10/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 8/10/2018-14/10/2018	1	4,029.30	
INV N2050	22/10/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 15/10/2018-21/10/2018	1	4,029.30	
INV N2034	08/10/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 21/09/2018-30/09/2018	1	4,029.30	
INV N2035	08/10/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 01/10/2018-07/10/2018	1	4,029.30	
EFT31870	10/12/2018	MOORE STEPHENS (WA) PTY LTD	PREPARATION FOR THE ATTENDANCE AT AUDIT COMMITTEE MEETING HELD ON 13 NOVEMBER 2018	1		965.84
INV 309973	29/11/2018	MOORE STEPHENS (WA) PTY LTD	PREPARATION FOR THE ATTENDANCE AT AUDIT COMMITTEE MEETING HELD ON 13 NOVEMBER 2018	1	965.84	
EFT31871	10/12/2018	MORRIS PEST AND WEED CONTROL	TREAT ANT INFESTATION ON VERGE AT 269 DUKE STREET	1		220.00
INV 181139	18/11/2018	MORRIS PEST AND WEED CONTROL	TREAT ANT INFESTATION ON VERGE AT 269 DUKE STREET	1	220.00	

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EFT31872	10/12/2018	MR NATURALLY CLEAN	MEMORIAL HALL. AFTER HOURS SECURITY CALL OUT 09/11/2018.	1		2,871.00
INV INV-112311/11/2018		MR NATURALLY CLEAN	MEMORIAL HALL. AFTER HOURS SECURITY CALL OUT 09/11/2018.	1	2,871.00	
EFT31873	10/12/2018	NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE 5-10-2018 TO 4-11-2018.	1		417.67
INV 9144029205/10/2018		NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE 5-10-2018 TO 4-11-2018.	1	417.67	
EFT31874	10/12/2018	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR JULY 2018	1		1,342.00
INV INV-274501/11/2018		NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR JULY 2018	1	671.00	
INV INV-279601/12/2018		NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR NOVEMBER 2018.	1	671.00	
EFT31875	10/12/2018	NOONGAR BOODJAR LANGUAGE, CULTURAL ABORIGINAL CORPORATION	STOCK PURCHASES FOR BKB.	1		153.35
INV 2017:269 05/10/2018		NOONGAR BOODJAR LANGUAGE, CULTURAL ABORIGINAL CORPORATION	STOCK PURCHASES FOR BKB.	1	153.35	
EFT31876	10/12/2018	NORTHAM AGRICULTURAL SOCIETY	COMMUNITY GRANTS 2018/2019 NORTHAM AGRICULTURAL SHOW 2018	1		4,545.00
INV RR29/10/01/08/2018		NORTHAM AGRICULTURAL SOCIETY	COMMUNITY GRANTS 2018/2019 NORTHAM AGRICULTURAL SHOW 2018	1	4,545.00	
EFT31877	10/12/2018	NORTHAM AUTO ELECTRICS	NEW TYRE FOR PN1305 - 195-75 R16C	1		177.00
INV Z8744	02/10/2018	NORTHAM AUTO ELECTRICS	NEW TYRE FOR PN1305 - 195-75 R16C	1	177.00	
EFT31878	10/12/2018	NORTHAM FAMILY PRACTICE	MARY GRACE ESLER - PRE-EMPLOYMENT MEDICAL	1		893.55
INV 94267	09/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR ALISON ROWLAND	1	20.00	
INV 94868	19/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	37.05	
INV 94873	19/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 94823	19/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 94699	17/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 94686	16/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 94684	16/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	

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INV 94626	15/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 94297	09/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 95141	24/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 94920	22/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 94898	22/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 95081	23/10/2018	NORTHAM FAMILY PRACTICE	MARY GRACE ESLER - PRE-EMPLOYMENT MEDICAL	1	236.50	
INV 94251	09/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING	1	20.00	
INV 94317	10/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING	1	20.00	
INV 94561	15/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING	1	20.00	
INV 94472	12/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 94933	22/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 94679	16/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 94505	12/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 94592	15/10/2018	NORTHAM FAMILY PRACTICE	SKIN SCREENING FOR STAFF	1	20.00	
INV 95299	26/10/2018	NORTHAM FAMILY PRACTICE	SKIN CANCER SCREENING FOR PHILLIP UTBER	1	20.00	
INV 95708	05/11/2018	NORTHAM FAMILY PRACTICE	SKIN CANCER SCREENING FOR SANTO LEOTTA	1	20.00	
INV 95672	05/11/2018	NORTHAM FAMILY PRACTICE	SKIN CANCER SCREENING FOR JOHN RUTHERFORD	1	20.00	
INV 92302	26/10/2018	NORTHAM FAMILY PRACTICE	SKIN CANCER SCREENING FOR RUSSELL PUTRINO	1	20.00	
INV 95118	24/10/2018	NORTHAM FAMILY PRACTICE	SKIN CANCER SCREENING FOR MARK ROBINSON	1	20.00	
INV 95015	23/10/2018	NORTHAM FAMILY PRACTICE	SKIN CANCER SCREENING FOR IAN DHU	1	20.00	
INV 95016	23/10/2018	NORTHAM FAMILY PRACTICE	SKIN CANCER SCREENING FOR GLEN MCPHERSON	1	20.00	
INV 94500	12/10/2018	NORTHAM FAMILY PRACTICE	SKIN CANCER SCREENING FOR SUE CONNELL	1	20.00	
INV 94325	10/10/2018	NORTHAM FAMILY PRACTICE	SKIN CANCER SCREENING FOR MAXWELL WILLIAMS	1	20.00	
INV 95133	24/10/2018	NORTHAM FAMILY PRACTICE	SKIN CANCER SCREENING FOR COLIN MCPHERSON	1	20.00	
INV 95142	24/10/2018	NORTHAM FAMILY PRACTICE	SKIN CANCER SCREENING FOR KEVIN LANGILLE	1	20.00	

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INV 95258	26/10/2018	NORTHAM FAMILY PRACTICE	SKIN CANCER SCREENING FOR COLIN LEWIS	1	20.00	
EFT31879	10/12/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER 2018	1		82.50
INV 0000174330/11/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER 2018.	1	33.00	
INV 0000174128/11/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER 2018.	1	16.50	
INV 0000174023/11/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER 2018	1	33.00	
EFT31880	10/12/2018	NORTHAM MITRE 10 SOLUTIONS	DIAMOND BLADES FOR QUICK CUT SAW	1		944.60
INV 1034978524/10/2018		NORTHAM MITRE 10 SOLUTIONS	DIAMOND BLADES FOR QUICK CUT SAW	1	944.60	
EFT31881	10/12/2018	NORTHAM TOWING SERVICE	REMOVE WHITE COMMODORE SEDAN - NGN 12331 FROM AVON 4X4	1		88.00
INV 207529	31/10/2018	NORTHAM TOWING SERVICE	REMOVE WHITE COMMODORE SEDAN - NGN 12331 FROM AVON 4X4	1	88.00	
EFT31882	10/12/2018	NORTHAM VETERINARY CENTRE	REMOVAL OF EMBEDDED GRASS SEED IN DOG'S PAW	1		1,057.61
INV 68574	26/10/2018	NORTHAM VETERINARY CENTRE	SPEY & MICRO-CHIP CAT	1	150.00	
INV 68252	02/11/2018	NORTHAM VETERINARY CENTRE	SPEY & MICRO-CHIP CAT	1	150.00	
INV 68429	19/10/2018	NORTHAM VETERINARY CENTRE	SPEY & MICRO-CHIP	1	100.00	
INV 68573	26/10/2018	NORTHAM VETERINARY CENTRE	SPEY & MICRO-CHIP CAT	1	150.00	
INV 69165	22/11/2018	NORTHAM VETERINARY CENTRE	REMOVAL OF EMBEDDED GRASS SEED IN DOG'S PAW	1	393.35	
INV 69048	16/11/2018	NORTHAM VETERINARY CENTRE	EUTHANASIA OF INJURED DOG	1	114.26	
EFT31883	10/12/2018	OCTAGON LIFTS PTY LTD	NORTHAM IIBRARY. YEARLY LIFT MAINTENANCE.	1		728.56
INV 0001782906/11/2018		OCTAGON LIFTS PTY LTD	NORTHAM IIBRARY. YEARLY LIFT MAINTENANCE.	1	728.56	
EFT31884	10/12/2018	PRESTIGE ALARMS	SHIRE ADMIN BUILDING - 24 HOUR MONITORING OF SECURITY ALARM SYSTEM QUARTERLY ACCOUNT FOR DECEMBER, JANUARY & FEBRUARY	1		115.00

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INV 0010157808/11/2018		PRESTIGE ALARMS	SHIRE ADMIN BUILDING - 24 HOUR MONITORING OF SECURITY ALARM SYSTEM QUARTERLY ACCOUNT FOR DECEMBER, JANUARY & FEBRUARY	1	115.00	
EFT31885	10/12/2018	QUBE LOGISTICS	DELIVERY OF 920KG DRUM OF CHLORINE FOR WASTE WATER TREATMENT PLANT (CLARK STREET DAM)	1		820.68
INV TS16376530/11/2018		QUBE LOGISTICS	DELIVERY OF 920KG DRUM OF CHLORINE FOR WASTE WATER TREATMENT PLANT (CLARK STREET DAM)	1	820.68	
EFT31886	10/12/2018	RED DOT STORES	6X FENCE SCREENING & CABLE TIES	1		539.87
INV 3859886227/11/2018		RED DOT STORES	FENCE SCREENING x4	1	159.96	
INV 3849398521/11/2018		RED DOT STORES	3X FENCE SCREENING & 5X PACKS CABLE TIES	1	129.97	
INV 3843200116/11/2018		RED DOT STORES	6X FENCE SCREENING & CABLE TIES	1	249.94	
EFT31887	10/12/2018	ROAD RAIL AND MINE PRODUCTS PTY LTD	SUPPLY AND INSTALL 6 X RETRACTABLE BOLLARDS (GALVANISED AND POWDER COATED YELLOW WITH INTERNAL LOCKING SYSTEM AND KEY) - GORDON PLACE.	1		4,605.26
INV 0000007027/11/2018		ROAD RAIL AND MINE PRODUCTS PTY LTD	SUPPLY AND INSTALL 6 X RETRACTABLE BOLLARDS (GALVANISED AND POWDER COATED YELLOW WITH INTERNAL LOCKING SYSTEM AND KEY) - GORDON PLACE.	1	4,605.26	
EFT31888	10/12/2018	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS NOVEMBER 2018	1		1,905.73
INV NOVEME30/11/2018		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS NOVEMBER 2018	1	1,905.73	
EFT31889	10/12/2018	RON PASS	A SIMPLE LIFE ANYTHING BUT BOOK	1		30.00
INV 3010201830/10/2018		RON PASS	A SIMPLE LIFE ANYTHING BUT BOOK	1	30.00	
EFT31890	10/12/2018	SPORTSPOWER NORTHAM	UNIFORMS FOR REC CENTRE	1		231.00
INV 18-00013'26/11/2018		SPORTSPOWER NORTHAM	UNIFORMS FOR REC CENTRE	1	231.00	
EFT31891	10/12/2018	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS NOVEMBER 2018	1		1,950.13
INV NOVEME30/11/2018		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS NOVEMBER 2018	1	1,950.13	

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EFT31892	10/12/2018	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS NOVEMBER 2018	1		2,263.89
INV NOVEME30/11/2018		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS NOVEMBER 2018	1	2,263.89	
EFT31893	10/12/2018	TREVOR EASTWELL	FUEL REIMBURSEMENT - WUNDOWIE COMMUNITY BUS TRIAL	1		44.85
INV JH03121803/12/2018		TREVOR EASTWELL	FUEL REIMBURSEMENT - WUNDOWIE COMMUNITY BUS TRIAL	1	44.85	
EFT31894	10/12/2018	TYRECYCLE PTY LTD	DISPOSAL OF OLD TYRES FOR RECYCLING FROM THE OLD QUARRY LANDFILL WASTE MANAGEMENT FACILITY	1		265.05
INV 735430	13/11/2018	TYRECYCLE PTY LTD	DISPOSAL OF OLD TYRES FOR RECYCLING FROM THE OLD QUARRY LANDFILL WASTE MANAGEMENT FACILITY	1	265.05	
EFT31895	10/12/2018	VERLINDENS ELECTRICAL SERVICE (WA)	REC CENTRE. INVESTIGATE SECURITY LIGHTS KEEP TRIPPING OUT.	1		345.40
INV 88603	26/11/2018	VERLINDENS ELECTRICAL SERVICE (WA)	REC CENTRE. INVESTIGATE SECURITY LIGHTS KEEP TRIPPING OUT.	1	345.40	
EFT31896	10/12/2018	WA CONTRACT RANGER SERVICES	PROVSION OF RELIEF RANGER 12/11/2018 - 23/11/2018	1		6,982.25
INV 01850	25/11/2018	WA CONTRACT RANGER SERVICES	MANAGEMNET OF DOG POUND FACILITY AS PER RFQ 7 OF 2018	1	1,567.50	
INV 01849	24/11/2018	WA CONTRACT RANGER SERVICES	PROVSION OF RELIEF RANGER 12/11/2018 - 23/11/2018	1	5,414.75	
EFT31897	10/12/2018	WARRICKS NEWSAGENCY	STATIONARY FOR ADMIN.	1		1,015.42
INV 52292	16/11/2018	WARRICKS NEWSAGENCY	STATIONARY FOR ADMIN.	1	1,015.42	
EFT31898	10/12/2018	WATERMAN IRRIGATION PTY LTD	CLARKE STREET STANDPIPE, INSPECT AND REPAIR FAULT, INCLUDES TRAVEL, LABOUR & PARTS	1		785.13
INV SINV-13428/11/2018		WATERMAN IRRIGATION PTY LTD	CLARKE STREET STANDPIPE, INSPECT AND REPAIR FAULT, INCLUDES TRAVEL, LABOUR & PARTS	1	785.13	
EFT31899	10/12/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1510A - TRAFFIC LIGHT REPAIR REMOTE CHARGER	1		5,143.79
INV 8001	31/07/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1510A - TRAFFIC LIGHT REPAIR REMOTE CHARGER	1	1,667.45	

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INV 8359	31/10/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1501 - REPAIR BACK NUMBER PLATE LIGHT	1	295.85	
INV 8357	31/10/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1009A - NUMBER PLATE LIGHT NOT WORKING	1	339.14	
INV 8356	31/10/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN0908 - REPAIR REVERSING ALARM	1	545.85	
INV 8361	31/10/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR JUMPER LEADS	1	272.50	
INV 8303	31/10/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1804 SUPPLY & INSTALLATION OF TWO WAY RADIO & UHF IN NEW RURAL DRAINAGE CREW 9 TONNE TIPPER TRUCK.	1	573.00	
INV 8266	30/09/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1805 SUPPLY & INSTALLATION OF TWO WAY RADIO IN NEW RESPONSE CREW 5T TIPPER TRUCK.	1	1,450.00	
EFT31900	10/12/2018	WHEATBELT OFFICE & BUSINESS MACHINES	1 TB WESTERN DIGITAL HARD DRIVE 3.5 INCH FOR LIBRARY SERVER	1		449.60
INV 24072	16/10/2018	WHEATBELT OFFICE & BUSINESS MACHINES	1 TB WESTERN DIGITAL HARD DRIVE 3.5 INCH FOR LIBRARY SERVER	1	297.60	
INV 24274	28/11/2018	WHEATBELT OFFICE & BUSINESS MACHINES	CANON CART418 MAGENTA	1	152.00	
EFT31902	10/12/2018	WUNDOWIE PRODUCE & HARDWARE	DRILL SCREWS	1		4.95
INV INV-001505/09/2018		WUNDOWIE PRODUCE & HARDWARE	DRILL SCREWS	1	4.95	
EFT31903	11/12/2018	ADVANTEERING - CIVIL ENGINEERS	CONSTRUCTION OF NORTHAM YOUTH PRECINCT AS PER CONTRACT 9013.95	1		190,638.69
INV 1032	10/12/2018	ADVANTEERING - CIVIL ENGINEERS	CONSTRUCTION OF NORTHAM YOUTH PRECINCT AS PER CONTRACT 9013.95	1	190,638.69	
EFT31904	11/12/2018	JH COMPUTER SERVICES PTY LTD	CONFIGURATION OF SERVER AND NETWORKING APPLIANCES	1		16,940.00
INV 0000188023/11/2018		JH COMPUTER SERVICES PTY LTD	CONFIGURATION OF SERVER AND NETWORKING APPLIANCES	1	10,560.00	
INV 0000188027/11/2018		JH COMPUTER SERVICES PTY LTD	ANNUAL BACKUPS AND SERVICE CHARGE, 12 MONTHS	1	6,380.00	
EFT31905	11/12/2018	MATHEW MACQUEEN	PROVISION OF FIREBREAK INSPECTIONS 2018-19 FIRES SEASON. HOURLY RATE \$55/HOUR WITH PROVISION OF COUNCIL VEHICLE	1		3,190.00

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INV 702	03/12/2018	MATHEW MACQUEEN	PROVISION OF FIREBREAK INSPECTIONS 2018-19 FIRES SEASON. HOURLY RATE \$55/HOUR WITH PROVISION OF COUNCIL VEHICLE	1	3,190.00	
EFT31906	11/12/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY BACKUPS FOR NOVEMBER 2018.	1		85.00
INV 24211	29/11/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY BACKUPS FOR NOVEMBER 2018.	1	85.00	
EFT31907	18/12/2018	ABBOTTS FORGE	PN1414 - REPAIR TRAILER ARM	1		75.00
INV 0000336802/11/2018		ABBOTTS FORGE	PN1414 - REPAIR TRAILER ARM	1	75.00	
EFT31908	18/12/2018	AKITSU PTY LTD	STOCK ORDER NOVEMBER 2018- METAL WALL ART (BALLOONS/ BIRDS)	1		582.01
INV 8992	15/11/2018	AKITSU PTY LTD	STOCK ORDER NOVEMBER 2018- METAL WALL ART (BALLOONS/ BIRDS)	1	582.01	
EFT31909	18/12/2018	ALL-WAYS FOODS	NORTHAM POOL STOCK	1		346.31
INV 40387	05/12/2018	ALL-WAYS FOODS	NORTHAM POOL STOCK	1	346.31	
EFT31910	18/12/2018	ANDY'S PLUMBING SERVICE	MONTHLY CHARGES TO SERVICE WATER LESS URINALS AT BERNARD PARK PUBLIC TOILETS FOR NOVEMBER 2018.	1		278.30
INV A18208	13/11/2018	ANDY'S PLUMBING SERVICE	MONTHLY CHARGES TO SERVICE WATER LESS URINALS AT BERNARD PARK PUBLIC TOILETS FOR NOVEMBER 2018.	1	278.30	
EFT31911	18/12/2018	ANGIE ROE PHOTOGRAPHY	PHOTOGRAPHY FOR 2018 CHRISTMAS ON FITZGERALD	1		1,195.00
INV 50887	02/12/2018	ANGIE ROE PHOTOGRAPHY	PHOTOGRAPHY FOR 2018 CHRISTMAS ON FITZGERALD	1	1,195.00	
EFT31912	18/12/2018	APOD PTY LTS T/A DONOVAN PAYNE ARCHITECTS	HI-RES COLOURED PRINTS OF 3D MODELS - NORTHAM POOL	1		192.50
INV 0882	11/12/2018	APOD PTY LTS T/A DONOVAN PAYNE ARCHITECTS	HI-RES COLOURED PRINTS OF 3D MODELS - NORTHAM POOL	1	192.50	
EFT31913	18/12/2018	ARTISTS REVOLUTION	ARTWORK FOR CULTURAL DISPLAY	1		500.00
INV 145	08/08/2018	ARTISTS REVOLUTION	ARTWORK FOR CULTURAL DISPLAY	1	500.00	

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EFT31914	18/12/2018	AUS RECORD	X 100 F2DEX 2D EXTRA FILES	1		308.00
INV 0008850207/11/2018		AUS RECORD	X 100 F2DEX 2D EXTRA FILES	1	308.00	
EFT31915	18/12/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	DEBT COLLECTION FEES FOR RATES	1		866.60
INV 86356	29/11/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	DEBT COLLECTION FEES FOR RATES	1	866.60	
EFT31916	18/12/2018	AUSTRALIA POST	AUSTRALIA POST CHARGES NOVEMBER	1		962.25
INV 1008065203/12/2018		AUSTRALIA POST	AUSTRALIA POST CHARGES NOVEMBER	1	962.25	
EFT31917	18/12/2018	AUSTRALIAN SAFETY ENGINEERS	ANNUAL TESTING FOR BREATHING APPARATUS FOR SWIMMING POOL	1		803.75
INV 0142277V20/11/2018		AUSTRALIAN SAFETY ENGINEERS	ANNUAL TESTING FOR BREATHING APPARATUS FOR SWIMMING POOL	1	407.75	
INV 0142277V20/11/2018		AUSTRALIAN SAFETY ENGINEERS	ANNUAL SERVICE TO SELF CONTAINED BREATHING APPARATUS (OXIDATION PONDS)	1	396.00	
EFT31918	18/12/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		103.60
INV DEDUCT11/12/2018		AUSTRALIAN SERVICES UNION	Payroll deductions		103.60	
EFT31919	18/12/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 11/12/2018, INTERIM PAY RUN 30/11/2018, INTERIM PAY RUN 03/12/2018	1		64,898.00
INV CY13/12/13/12/2018		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 11/12/2018, INTERIM PAY RUN 30/11/2018, INTERIM PAY RUN 03/12/2018	1	64,898.00	
EFT31920	18/12/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	SUPPLY NEW COASTER BUS 4.0L DSL A/T DELUXE MODEL# XZB70R-ZEPNYQ INCLUDING: FULL TANK OF FUEL, FREIGHT & DELIVERY CHARGES & 932634000-058 FRENCH VANILLA SOLID AS PER QUOTE# 3161.	1		157,990.00
INV 8762730	04/12/2018	AVN NORTHAM PTY LTD T/AS AVON VALLEY NISSAN & MITSUBISHI	SUPPLY NEW COASTER BUS 4.0L DSL A/T DELUXE MODEL# XZB70R-ZEPNYQ INCLUDING: FULL TANK OF FUEL, FREIGHT & DELIVERY CHARGES & 932634000-058 FRENCH VANILLA SOLID AS PER QUOTE# 3161.	1	157,990.00	
EFT31921	18/12/2018	AVON VALLEY PLANT & EQUIPMENT PTY LTD	DRAINAGE AT BAKERS HILL AS PER QUOTATION 1084 DATED 25/10/2018 TO BE REIMBURSED BY MAIN ROADS	1		27,075.40

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INV IV10347	20/11/2018	AVON VALLEY PLANT & EQUIPMENT PTY LTD	SUPPLY AND LEVEL SAND AT HENRY STREET OVAL AS PER DRAWING.	1	7,506.40	
INV IV10336	31/10/2018	AVON VALLEY PLANT & EQUIPMENT PTY LTD	40T SIFTED SAND FOR TOP DRESSING BERNARD PARK.	1	704.00	
INV IV10337	14/11/2018	AVON VALLEY PLANT & EQUIPMENT PTY LTD	DRAINAGE AT BAKERS HILL AS PER QUOTATION 1084 DATED 25/10/2018 TO BE REIMBURSED BY MAIN ROADS	1	18,865.00	
EFT31922	18/12/2018	AVON VALLEY TOYOTA	SUPPLY, CUT AND CODE 2 SPARE KEYS FOR NEW TOYOTA COASTER BUS. COMMUNITY BUS.	1		322.81
INV 321346	13/11/2018	AVON VALLEY TOYOTA	SUPPLY, CUT AND CODE 2 SPARE KEYS FOR NEW TOYOTA COASTER BUS. COMMUNITY BUS.	1	375.06	
INV 322245	29/11/2018	AVON VALLEY TOYOTA	SUPPLY, CUT AND CODE 2 SPARE KEYS FOR NEW TOYOTA COASTER BUS. COMMUNITY BUS.	1	-375.06	
INV 322249	29/11/2018	AVON VALLEY TOYOTA	SUPPLY, CUT AND CODE 2 SPARE KEYS FOR NEW TOYOTA COASTER BUS. COMMUNITY BUS.	1	322.81	
EFT31923	18/12/2018	AVON WASTE	5X BINS + DELIVERY HALLOWEEN MOVIE NIGHT (27 OCT 2018).	1		100.00
INV 0003156009/11/2018		AVON WASTE	5X BINS + DELIVERY HALLOWEEN MOVIE NIGHT (27 OCT 2018).	1	100.00	
EFT31924	18/12/2018	AVONVALE PRIMARY SCHOOL	EDUCATIONAL PRIZES & DONATIONS 2018/2019	1		200.00
INV 1569	05/12/2018	AVONVALE PRIMARY SCHOOL	EDUCATIONAL PRIZES & DONATIONS 2018/2019	1	200.00	
EFT31925	18/12/2018	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	CARRY OUT VERGE MAINTENANCE ON GUMTREE ESTATE AS PER DISCUSSION WITH EXECUTIVE MANAGER ENGINEERING SERVICES.	1		2,572.50
INV 394	06/12/2018	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	CARRY OUT VERGE MAINTENANCE ON GUMTREE ESTATE AS PER DISCUSSION WITH EXECUTIVE MANAGER ENGINEERING SERVICES.	1	2,572.50	
EFT31926	18/12/2018	BLACKWELL PLUMBING PTY LTD	TO WATERCORP SPECS	1		390.00
INV INV-186530/11/2018		BLACKWELL PLUMBING PTY LTD	TO WATERCORP SPECS	1	390.00	

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EFT31927	18/12/2018	BOOTH PRINT	6 X CARBONATED POOL INSPECTION FORM BOOKS (3 PAGES FOR EACH FORM PRINTED BOTH SIDES) NUMBERED FORMS STARTING AT 1701	1		544.50
INV 8966	11/12/2018	BOOTH PRINT	6 X CARBONATED POOL INSPECTION FORM BOOKS (3 PAGES FOR EACH FORM PRINTED BOTH SIDES) NUMBERED FORMS STARTING AT 1701	1	544.50	
EFT31928	18/12/2018	BUNNINGS BUILDING SUPPLIES P/L	MERLIN 3 BUTTON KEYRING GARAGE DOOR OPENER REMOTE CONTROL FOR KILLARA	1		104.73
INV 2180/012/01/12/2018		BUNNINGS BUILDING SUPPLIES P/L	MERLIN 3 BUTTON KEYRING GARAGE DOOR OPENER REMOTE CONTROL FOR KILLARA	1	104.73	
EFT31929	18/12/2018	CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - 1250HR SERVICE TO BE DONE 9.12.2018	1		21,213.18
INV 0000256409/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1510A TRAFFIC LIGHT - REPLACE BROKEN LOCKING PIN ON 2 LEGS	1	220.00	
INV 0000254709/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1221 - 140,000KM SERVICE	1	785.62	
INV 0000254909/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1412 - 30,000KM SERVICE (5TH NOVEMBER 2018)	1	387.97	
INV 0000255009/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1608 - ROLLER TO BE SERVICED 750HR (KATRINE ROAD)	1	1,039.28	
INV 0000255109/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1501 - 150,000KM SERVICE AND REPLACE AIR REGULATOR	1	1,085.70	
INV 0000255409/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1619 - CASE TRACK SKID STEER 250HR SERVICE	1	822.91	
INV 0000255509/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1703 - EXCAVATOR 750HR SERVICE, AIR CON NOT WORKING AND NO HORN PLEASE REPAIR	1	766.37	
INV 0000255309/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1201 - 95,000KM SERVICE TO BE CONDUCTED 25 SEPTEMBER 2018	1	882.16	
INV 0000253609/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1314 - SERVICE GRADER 4250HR (8/10/2018)	1	1,299.71	
INV 0000253709/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - 1000HR SERVICE TO GRADER (8.10.2018)	1	1,419.33	
INV 0000253909/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1623 - 20,000KM SERVICE ON UTE (8.10.2018)	1	374.83	
INV 0000254009/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1603 - REPLACE DISKS AND CALLIPERS ON TRAILER	1	867.90	
INV 0000254309/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	70000KM SERVICE TO WUNDOWIE CREW UTE PN1308 - N4099.	1	417.07	
INV 0000254409/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1305 - REPLACE BROKEN FAN BELT	1	376.42	

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INV 0000254609/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1501 - REPLACE HOSE AND FITTINGS	1	456.50	
INV 0000254809/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	P100 - BILLY GOAT SWEEP - ACC CABLE	1	171.00	
INV 0000254209/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - ASSESS AND REPAIR DIFFLOCK ISSUE ON GRADER ON SITE OCTOBER CALL OUT	1	132.00	
INV 0000256009/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1603 - SUPPLY AND FIT NEW FUEL TANK & START ON SITE AFTER RUNNING OUT OF FUEL	1	605.00	
INV 0000256309/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1502 - SERVICE BOMAG ROLLER ON SITE 3,250HRS	1	1,171.28	
INV 0000253409/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1009A - ADJUST BRAKES / SERVICE TRAILER	1	286.00	
INV 0000253809/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - 1250HR SERVICE TO BE DONE 9.12.2018	1	1,533.73	
INV 0000255209/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1308 - ATTEND SITE AND GET WUNDOWIE UTE STARTED (IGNITION ISSUE)	1	364.10	
INV 0000256209/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1413 - REPLACE BRAKE CABLE AND REPAIR BRAKING SYSTEM	1	359.48	
INV 0000255709/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN020 - QUAD BIKE 1200HR SERVICE (DATE TBC)	1	234.44	
INV 0000254109/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1016 - REWELD AND FULL COMPLETE SERVICE	1	794.20	
INV 0000255609/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1612 - CANOPY FRAME REQUIRES REPAIR AND SHEETING ON CANOPY	1	594.00	
INV 0000255309/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1207 - TRACTOR 3500HR SERVICE AND REPAIR AIR CON	1	941.93	
INV 0000254509/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1518 - FLAIL MOWER REPLACE BEARINGS AND BOLTS	1	645.70	
INV 0000255809/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN0916 - BOBCAT SERVICE 2500HR AND REPAIR OIL LEAK	1	764.83	
INV 0000255909/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1501 - SUPPLY AND FIT NEW BRAKE CHAMBER FAILED ON WATER TRUCK	1	815.10	
INV 0000256109/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN0001 - REPAIR FAILED BRAKING SYSTEM ON TRAILER	1	466.62	
INV 0000256509/12/2018		CENTRAL MOBILE MECHANICAL REPAIRS	PN1201 - REPAIR COMPACTOR STAND ON THE REAR OF TRUCK AND BOLT FIRE EXTINGUISHER BRACKET FOR 9KG FIRE EXTINGUISHER	1	132.00	
EFT31930	18/12/2018	CHLOE JANE KARAFILIS-BROWN	PART REFUND FOR LIFETIME REGISTRATION DUE TO STERILIZATION FOR SKADI LT0084	1		150.00
INV CH2811208/11/2018		CHLOE JANE KARAFILIS-BROWN	PART REFUND FOR LIFETIME REGISTRATION DUE TO STERILIZATION FOR SKADI LT0084	1	150.00	

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EFT31931	18/12/2018	CLASSIC IT SUPPORT	10 X CRUCIAL BX500 240GB SSD \$64 EACH INC GST	1		1,370.00
INV 8203	10/12/2018	CLASSIC IT SUPPORT	10 X CRUCIAL BX500 240GB SSD \$64 EACH INC GST	1	1,370.00	
EFT31932	18/12/2018	CLINTON DARRYL KLEYNHANS	REIMBURSEMENT OF FUEL DUE TO CORPORATE CREDIT CARD NOT WORKING	1		110.14
INV JW14/12/14/12/2018		CLINTON DARRYL KLEYNHANS	REIMBURSEMENT OF FUEL DUE TO CORPORATE CREDIT CARD NOT WORKING	1	110.14	
EFT31933	18/12/2018	COCA-COLA AMATIL (AUST) PTY LTD	NORTHAM POOL STOCK	1		869.85
INV 2189281605/12/2018		COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	135.60	
INV 2189854112/12/2018		COCA-COLA AMATIL (AUST) PTY LTD	NORTHAM POOL STOCK	1	734.25	
EFT31934	18/12/2018	CONFETTI & CO EVENTS	GRAZING TABLE FOR STAFF CHRISTMAS FUNCTION 2018	1		3,720.00
INV 201329	07/12/2018	CONFETTI & CO EVENTS	GRAZING TABLE FOR STAFF CHRISTMAS FUNCTION 2018	1	1,860.00	
INV 201330	07/12/2018	CONFETTI & CO EVENTS	GRAZING TABLE FOR STAFF CHRISTMAS FUNCTION	1	1,860.00	
EFT31935	18/12/2018	CONNOLLY FAMILY TRUST T/AS DREAM TIME KULLILA	STOCK PURCHASES FOR BKB.	1		324.00
INV N19829	07/12/2018	CONNOLLY FAMILY TRUST T/AS DREAM TIME KULLILA	STOCK PURCHASES FOR BKB.	1	324.00	
EFT31936	18/12/2018	CORPORATE SECURITY AUSTRALIA PTY LTD	SECURITY FOR 2018 CHRISTMAS ON FITZGERALD	1		1,393.70
INV 0000339003/12/2018		CORPORATE SECURITY AUSTRALIA PTY LTD	SECURITY FOR 2018 CHRISTMAS ON FITZGERALD	1	1,393.70	
EFT31937	18/12/2018	COUNTRYWIDE GROUP	EDGER BLADES	1		100.00
INV 26589	10/12/2018	COUNTRYWIDE GROUP	EDGER BLADES	1	100.00	
EFT31938	18/12/2018	COURIER AUSTRALIA	COURIER AUSTRALIA FREIGHT CHAREGES	1		234.97
INV 0381	23/11/2018	COURIER AUSTRALIA	COURIER AUSTRALIA FREIGHT CHAREGES	1	160.22	
INV 0382	30/11/2018	COURIER AUSTRALIA	FREIGHT CHARGES FOR HEALTH & CESM	1	74.75	
EFT31939	18/12/2018	DAMIAN'S PLUMBING	REPLACE SHUT OFF VALVE PEEL TERRACE BRIDGE	1		2,204.40

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INV 3799	05/12/2018	DAMIAN'S PLUMBING	BERNARD PARK TOILETS. UNBLOCK TOILETS.	1	211.20	
INV 3469	17/08/2018	DAMIAN'S PLUMBING	REPLACE SHUT OFF VALVE PEEL TERRACE BRIDGE	1	1,522.40	
INV 3804	09/12/2018	DAMIAN'S PLUMBING	CHECK FILTRATION SYSTEM AND REPORT ON FAULTS (WUNDOWIE OVAL)	1	326.70	
INV 3784	03/12/2018	DAMIAN'S PLUMBING	REPLACE TAP IN AVON MALL.	1	144.10	
EFT31940	18/12/2018	DS AGENCIES PTY	POWERME TABLE, CHARGING TABLE INCLUDING GPO/USB OUTLETS, LED LIGHTING, SUPPORT TO HAVE CUTOUT TO SUIT CONCOURSE AXLE, SUBSURFACE FIXED FOR AVON MALL AS PER QUOTE# 145111.	1		4,383.50
INV 145480	27/11/2018	DS AGENCIES PTY	POWERME TABLE, CHARGING TABLE INCLUDING GPO/USB OUTLETS, LED LIGHTING, SUPPORT TO HAVE CUTOUT TO SUIT CONCOURSE AXLE, SUBSURFACE FIXED FOR AVON MALL AS PER QUOTE# 145111.	1	4,383.50	
EFT31941	18/12/2018	DUKES INN	KILLARA END OF YEAR FUNCTION	1		465.00
INV 0000050811	11/12/2018	DUKES INN	KILLARA END OF YEAR FUNCTION	1	465.00	
EFT31942	18/12/2018	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR NOVEMBER 2018.	1		29,398.14
INV NOVEME30	11/2018	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR NOVEMBER 2018.	1	29,398.14	
EFT31943	18/12/2018	EASIFLEET	Payroll deductions	1		2,269.90
INV DEDUCT11	11/2018	EASIFLEET	Payroll deductions		1,194.12	
INV DEDUCT11	11/2018	EASIFLEET	Payroll deductions		1,075.78	
EFT31944	18/12/2018	FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1		566.50
INV INV-032308	11/2018	FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1	566.50	
EFT31945	18/12/2018	FLUIDPRO PTY LTD	SUPPLY ONE FLUIDPRO SERIES DM-10 (MODEL# DM-10.S25.GD1150) TOP ENTRY MIXER FOR AGITATION OF BITUMEN AMULSIONS AS PER QUOTE# QI180905-1482.	1		2,893.00

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INV INV-068129/11/2018		FLUIDPRO PTY LTD	SUPPLY ONE FLUIDPRO SERIES DM-10 (MODEL# DM-10.S25.GDTT150) TOP ENTRY MIXER FOR AGITATION OF BITUMEN AMULSIONS AS PER QUOTE# QU180905-1482.	1	2,893.00	
EFT31946	18/12/2018	FM SURVEYS	HENRY ST OVAL PREPARE DESIGN LEVELS, 3D MODEL AND FIRST STAGE MODEL	1		2,640.00
INV 0002076609/10/2018		FM SURVEYS	HENRY ST OVAL PREPARE DESIGN LEVELS, 3D MODEL AND FIRST STAGE MODEL	1	2,640.00	
EFT31947	18/12/2018	FORREST EVENTS	15X PICNIC TABLES AND BENCHES FOR 2018 CHIRSTMAS ON FITZGERALD.	1		1,485.00
INV 12	03/12/2018	FORREST EVENTS	15X PICNIC TABLES AND BENCHES FOR 2018 CHIRSTMAS ON FITZGERALD.	1	1,485.00	
EFT31948	18/12/2018	FRONTLINE FIRE & RESCUE EQUIPMENT	PROTEK 366 SELECT FLOW NOZZLE	1		931.92
INV 61684	25/09/2018	FRONTLINE FIRE & RESCUE EQUIPMENT	PROTEK 366 SELECT FLOW NOZZLE	1	931.92	
EFT31949	18/12/2018	GETTING TECHNICAL	COVERED STAGE, STAGE SOUND & LIGHTING, AND STREET PA SYSTEM FOR CHRISTMAS ON FITZGERALD 2018.	1		5,555.00
INV 82	28/11/2018	GETTING TECHNICAL	COVERED STAGE, STAGE SOUND & LIGHTING, AND STREET PA SYSTEM FOR CHRISTMAS ON FITZGERALD 2018.	1	5,555.00	
EFT31950	18/12/2018	GLEESON AGENCIES	INK ROLLERS FOR PRICING GUN	1		244.20
INV 0004848628/11/2018		GLEESON AGENCIES	INK ROLLERS FOR PRICING GUN	1	244.20	
EFT31951	18/12/2018	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. INSTALL CONCRETE PATH AS PER QUOTE.	1		10,996.40
INV 14	10/12/2018	GLENN STUART BEVERIDGE	RAILWAY MUSEUM. REPAIR STORE DOOR NOT LOCKING.	1	66.00	
INV 12	10/12/2018	GLENN STUART BEVERIDGE	KURINGAL VILLAGE. UNIT 7 INSTALL GRAB RAILS WHERE INSTRUCTED BY TENANT, ALSO	1	279.40	
INV 6	28/11/2018	GLENN STUART BEVERIDGE	REFIT/RESECURE EXHAUST FAN COVER.	1	275.00	
INV 15	10/12/2018	GLENN STUART BEVERIDGE	NORTHAM DEPOT. ASSEMBLE AND INSTALL CUPBOARD, REMOVE SHELVES AND INST ALL WHITE BOARDS. ADMIN. INSTALL PIN UP BOARDS AND PICTURE HOOKS.	1	143.00	

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INV 9	28/11/2018	GLENN STUART BEVERIDGE	VISITORS CENTRE. OIL TIMBER HAND RAILS ON VERANDAH.	1	286.00	
INV 7	28/11/2018	GLENN STUART BEVERIDGE	KATRINE TOILETS. REPAIR TOILET CISTERNS X 2.	1	143.00	
INV 4	28/11/2018	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. INSTALL CONCRETE PATH AS PER QUOTE.	1	2,530.00	
INV 3	28/11/2018	GLENN STUART BEVERIDGE	REPAIR CEILING TO FOYER INCLUDING FULL PAINT, AS PER QUOTE.	1	1,958.00	
INV 2	28/11/2018	GLENN STUART BEVERIDGE	MEMORIAL HALL. REPAIR CEILING TO OVER 60S AREA AS PER QUOTE.	1	2,027.00	
INV 1	28/11/2018	GLENN STUART BEVERIDGE	MEMORIAL HALL. INSTALL WHIRLY BIRD TO STORE AS PER QUOTE.	1	748.00	
INV 50	28/11/2018	GLENN STUART BEVERIDGE	STIRLING STREET. PICK UP ANY POTENTIAL ASBESTOS CONTAINING MATERIAL AS PER PLAN PROVIDED AND DISPOSE OF AS PER HEALTH (ASBESTOS) REGS 1992.	1	924.00	
INV 27	07/11/2018	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS. REPLACE DOOR CLOSER TO DISABLE TOILETS.	1	176.00	
INV 13	10/12/2018	GLENN STUART BEVERIDGE	COLLECT AND ERECT SIGNS AT OLD QUARRY ROAD WASTE MANAGEMENT FACILITY. SUPPLY POSTS AND CONCRETE FOR SIGNS. SUPPLY AND INSTALL HOOKS FOR LIFE RINGS AT SEWAGE PONDS.	1	1,056.00	
INV 10	29/11/2018	GLENN STUART BEVERIDGE	REMOVE GRAFFITTI FROM WALL ON CBD & FOUNTAIN IN CBD	1	385.00	
EFT31952	18/12/2018	GOOLARRI MEDIA ENTERPRISES PTY LTD	ORAL HISTORY TRAINING FOR CLARE MURRAY	1		395.00
INV G104190	07/11/2018	GOOLARRI MEDIA ENTERPRISES PTY LTD	ORAL HISTORY TRAINING FOR CLARE MURRAY	1	395.00	
EFT31953	18/12/2018	GRAFTON ELECTRICS	CHECK LIGHTS IN MENS PUBLIC TOILET	1		107.69
INV 5427	24/10/2018	GRAFTON ELECTRICS	CHECK LIGHTS IN MENS PUBLIC TOILET	1	107.69	
EFT31954	18/12/2018	GREENWARD CONSULTING	PREPARATION AND SUBMISSION OF HERITAGE ADVICE REPORT FOR LED SIGN AT 125 FITZGERALD STREET NORTHAM	1		154.00
INV GW1806	04/12/2018	GREENWARD CONSULTING	PREPARATION AND SUBMISSION OF HERITAGE ADVICE REPORT FOR LED SIGN AT 125 FITZGERALD STREET NORTHAM	1	154.00	

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EFT31955	18/12/2018	GWY PAINTING SERVICE	VISITORS CENTRE. PAINT ALL REMAINING STEELWORK UNDERNEATH THE VISITORS CENTRE AS PER QUOTE.2146.	1		3,982.00
INV 1644	07/12/2018	GWY PAINTING SERVICE	VISITORS CENTRE. PAINT ALL REMAINING STEELWORK UNDERNEATH THE VISITORS CENTRE AS PER QUOTE.2146.	1	3,982.00	
EFT31956	18/12/2018	HERITAGE WA INVESTMENTS PTY LTD	SUPPLY EVENT VENUE FOR CHRISTMAS PARTY 7TH DECEMBER 2018	1		1,200.00
INV 0712201807/12/2018	18/12/2018	HERITAGE WA INVESTMENTS PTY LTD	SUPPLY EVENT VENUE FOR CHRISTMAS PARTY 7TH DECEMBER 2018	1	1,200.00	
EFT31957	18/12/2018	HOWLETT'S CELLARBRATIONS	2 X 15LT WATER BOTTLE PER FORNIGHT FROM DECEMBER 2018 TO END OF JUNE 2019	1		30.00
INV 559016	04/12/2018	HOWLETT'S CELLARBRATIONS	2 X 15LT WATER BOTTLE PER FORNIGHT FROM DECEMBER 2018 TO END OF JUNE 2019	1	30.00	
EFT31958	18/12/2018	INSTANT PRODUCTS HIRE	4X PORTABLES + 2X DISABLED FOR 2018 CHRISTMAS ON FITZGERALD.	1		1,540.76
INV 78317	30/11/2018	INSTANT PRODUCTS HIRE	4X PORTABLES + 2X DISABLED FOR 2018 CHRISTMAS ON FITZGERALD.	1	1,540.76	
EFT31959	18/12/2018	JACKSON MCDONALD LAWYERS	LEGAL REPRESENTATION AT SAT MATTER - RFERRAL OF MATTER FROM MINISTER FOR PLANNING - DAM, BROCKMAN STREET, BAKERS HILL	1		3,300.00
INV 479591	07/12/2018	JACKSON MCDONALD LAWYERS	LEGAL REPRESENTATION AT SAT MATTER - RFERRAL OF MATTER FROM MINISTER FOR PLANNING - DAM, BROCKMAN STREET, BAKERS HILL	1	3,300.00	
EFT31960	18/12/2018	JOANNE LAIRD	AVON RIVER FESTIVAL 2018- PARADE MC	1		50.00
INV 2018-19/004/08/2018	18/12/2018	JOANNE LAIRD	AVON RIVER FESTIVAL 2018- PARADE MC	1	50.00	
EFT31961	18/12/2018	JOHN RUTHERFORD	REIMBURSEMENT FOR REPAIRS TO WORK PHONE, NEW PHONE COVER & SCREEN PROTECTOR.	1		175.00
INV 4338	28/11/2018	JOHN RUTHERFORD	REIMBURSEMENT FOR REPAIRS TO WORK PHONE, NEW PHONE COVER & SCREEN PROTECTOR.	1	175.00	
EFT31962	18/12/2018	JONES CONTRACTING PTY LTD	19MM GRAVEL TO MRD SPEC TO BE PICKED UP BY SHIRE OF NORTHAM	1		2,684.00

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INV 4000	30/11/2018	JONES CONTRACTING PTY LTD	19MM GRAVEL TO MRD SPEC TO BE PICKED UP BY SHIRE OF NORTHAM	1	2,684.00	
EFT31963	18/12/2018	JR & A HERSEY PTY LTD	PPE EQUIPMENT FOR DEPOT	1		1,319.67
INV 0004332205/09/2018		JR & A HERSEY PTY LTD	PPE EQUIPMENT FOR DEPOT	1	1,062.93	
INV 0004332305/09/2018		JR & A HERSEY PTY LTD	PPE EQUIPMENT FOR DEPOT	1	256.74	
EFT31964	18/12/2018	JS TECHNOLOGY & DIGITAL PTY LTD	SCREEN REPLACEMENT FOR TELSTRA TOUGH PHONE SERIAL NUMBER 866829921757210	1		148.00
INV 4299	21/11/2018	JS TECHNOLOGY & DIGITAL PTY LTD	SCREEN REPLACEMENT FOR TELSTRA TOUGH PHONE SERIAL NUMBER 866829921757210	1	148.00	
EFT31965	18/12/2018	JTAGZ PTY LTD	DOG TAGS - RED, (95MM) 2019	1		158.40
INV 0000746404/12/2018		JTAGZ PTY LTD	DOG TAGS - RED, (95MM) 2019	1	158.40	
EFT31966	18/12/2018	JUICEBOX	RE-WRITE OF INVESTMENT PROSPECTUS CONTENT	1		2,310.00
INV JBC-119826/11/2018		JUICEBOX	RE-WRITE OF INVESTMENT PROSPECTUS CONTENT	1	2,310.00	
EFT31967	18/12/2018	JUNE NANCY SHEILA GARLETT	Rates refund for assessment A11891 65 LOCKYER AVENUE NORTHAM WA 6401	1		700.00
INV A11891	14/12/2018	JUNE NANCY SHEILA GARLETT	Rates refund for assessment A11891 65 LOCKYER AVENUE NORTHAM WA 6401		700.00	
EFT31968	18/12/2018	KLEENWEST DISTRIBUTORS	ASSORTED ITEMS & CHEMICALS FOR KILLARA	1		236.12
INV 0003747421/11/2018		KLEENWEST DISTRIBUTORS	ASSORTED ITEMS & CHEMICALS FOR KILLARA	1	236.12	
EFT31969	18/12/2018	LANDGATE	GRV INTERIM VALS COUNTRY FULL VALUE	1		1,112.67
INV 344341-1Q7/11/2018		LANDGATE	GRV INTERIM VALS COUNTRY FULL VALUE	1	424.12	
INV 344362-1Q7/11/2018		LANDGATE	RURAL UV INTERIM VALUATION SHARED	1	123.15	
INV 869898	03/09/2018	LANDGATE	LANDGATE ENQUIRY & DLI INVOICES	1	102.80	
INV 875904	01/10/2018	LANDGATE	LANDGATE ENQUIRY & DLI INVOICES	1	77.10	
INV 882656	01/11/2018	LANDGATE	LANDGATE ENQUIRY & OTHER DLI INVOICES	1	385.50	

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EFT31970	18/12/2018	LANDMARK	15KG GAS BOTTLE FOR FORKLIFT	1		60.08
INV 9011917307/11/2018		LANDMARK	15KG GAS BOTTLE FOR FORKLIFT	1	60.08	
EFT31971	18/12/2018	LANDMARK ENGINEERING & DESIGN T/A EXTERIA	CUSTOM TIMBER BENCHES 2470X400X100MM (LWH) JARRAH BATTERNS WITH 40X40MM STEEL FRAME AS PER QUOTE# EXTQ8175.	1		3,967.70
INV 0000795510/12/2018		LANDMARK ENGINEERING & DESIGN T/A EXTERIA	CUSTOM TIMBER BENCHES 2470X400X100MM (LWH) JARRAH BATTERNS WITH 40X40MM STEEL FRAME AS PER QUOTE# EXTQ8175.	1	3,967.70	
EFT31972	18/12/2018	LEAH DANN	CATERING BALGA SHS EDUCATION PROGRAM - CATERING X 40	1		350.00
INV 52577	04/12/2018	LEAH DANN	CATERING BALGA SHS EDUCATION PROGRAM - CATERING X 40	1	350.00	
EFT31973	18/12/2018	LEMON MYRTLE FRAGRANCES	THE SOAPMAN AUSTRALIAN NATIVE OILS DISPLAY BOX	1		221.76
INV INV-015407/12/2018		LEMON MYRTLE FRAGRANCES	THE SOAPMAN AUSTRALIAN NATIVE OILS DISPLAY BOX	1	221.76	
EFT31974	18/12/2018	LGIS WA	LGIS PROPERTY ADJUSTMENT FOR 2017/2018 PERIOD.	1		1,800.38
INV 100-132908/10/2018		LGIS WA	LGIS PROPERTY ADJUSTMENT FOR 2017/2018 PERIOD.	1	1,800.38	
EFT31975	18/12/2018	LUCY'S TEAROOMS	CATERING COUNCIL FORUM MEETING 14 NOVEMBER 2018	1		190.00
INV 1788	22/11/2018	LUCY'S TEAROOMS	CATERING COUNCIL FORUM MEETING 14 NOVEMBER 2018	1	190.00	
EFT31976	18/12/2018	MARQUEE MAGIC	STALLHOLDER MARQUEES FOR CHRISTMAS ON FITZGERALD 2018.	1		7,850.00
INV 3011	29/11/2018	MARQUEE MAGIC	STALLHOLDER MARQUEES FOR CHRISTMAS ON FITZGERALD 2018.	1	5,880.00	
INV 3011-2	29/11/2018	MARQUEE MAGIC	10 EXTRA MARQUEES, WEIGHTS, LIGHTS & DELIVERY FOR CHRISTMAS ON FITZGERALD 2018.	1	1,970.00	
EFT31977	18/12/2018	MATT GIRAUDO	REVIEW STORMWATER STRATEGY FOR KOJEDDA ESTATE AS PER QUOTE.	1		19,627.50
INV 10154	03/12/2018	MATT GIRAUDO	REVIEW STORMWATER STRATEGY FOR KOJEDDA ESTATE AS PER QUOTE.	1	16,839.00	

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INV 10153	03/12/2018	MATT GIRAUDO	LANDHOLDER DRAINAGE ASSESSMENT AND PRELIMINARY DESIGN - KOOJEDDA ESTATE FOR LOTS 213, 214, 230 & 231.	1	2,788.50	
EFT31978	18/12/2018	MAYDAY EARTHMOVING	HIRE OF JUMPING JACK	1		176.00
INV 0007068709/11/2018		MAYDAY EARTHMOVING	HIRE OF JUMPING JACK	1	176.00	
EFT31979	18/12/2018	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE AND SERVICES FOR PROPERTY ISSUES - 29 GREENGAGE PLACE, BAKERS HILL	1		899.47
INV 106038	30/11/2018	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE AND SERVICES FOR PROPERTY ISSUES - 29 GREENGAGE PLACE, BAKERS HILL	1	899.47	
EFT31980	18/12/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS - 22/10/2018-28/10/2018	1		4,029.30
INV N2070	05/12/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS - 22/10/2018-28/10/2018	1	4,029.30	
EFT31981	18/12/2018	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM - 15/11/2018 TO 14/12/2018.	1		1,264.29
INV 9147209315/11/2018		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM - 15/11/2018 TO 14/12/2018.	1	846.62	
INV 9146518805/11/2018		NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE 05/11/2018 TO 04/12/2018.	1	417.67	
EFT31982	18/12/2018	NORTHAM & DISTRICTS GLASS SERVICE	MEMORIAL HALL. INSTALL INVISI-GARD SECURITY SCREENS IN BLACK AS PER QUOTE 62.	1		11,821.90
INV 2487	11/12/2018	NORTHAM & DISTRICTS GLASS SERVICE	SUPPLY & FIT FULL TINTED LAMINATED WINDSCREEN TO REGISTERED VEHICLE N10734 AS PER QUOTE# 86. MAZDA CX5 CODE NO. 213033.	1	460.00	
INV 2453	07/12/2018	NORTHAM & DISTRICTS GLASS SERVICE	MEMORIAL HALL. INSTALL INVISI-GARD SECURITY SCREENS IN BLACK AS PER QUOTE 62.	1	11,361.90	
EFT31983	18/12/2018	NORTHAM BETTA ELECTRICAL	UNIDEN HS910 TELEPHONE HEADSET	1		29.95
INV 2957278207/12/2018		NORTHAM BETTA ELECTRICAL	UNIDEN HS910 TELEPHONE HEADSET	1	29.95	
EFT31984	18/12/2018	NORTHAM COUNTRY CLUB INC	COMMUNITY GRANTS 2018/2019 GOLF - MENS OPEN	1		1,100.00
INV 2390	19/10/2018	NORTHAM COUNTRY CLUB INC	COMMUNITY GRANTS 2018/2019 GOLF - MENS OPEN	1	550.00	
INV 2391	19/10/2018	NORTHAM COUNTRY CLUB INC	COMMUNITY GRANTS 2018/2019 GOLF - LADIES OPEN	1	550.00	

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EFT31985	18/12/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -	1		82.50
INV 0000176003/12/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -	1	33.00	
INV 0000176107/12/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -	1	33.00	
INV 0000176210/12/2018		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - DECEMBER 2018.	1	16.50	
EFT31986	18/12/2018	NORTHAM LIQUOR BARONS	MOBILE COOL ROOM FOR 2018 CHRISTMAS ON FITZGERALD.	1		300.00
INV 1210-12830/11/2018		NORTHAM LIQUOR BARONS	MOBILE COOL ROOM FOR 2018 CHRISTMAS ON FITZGERALD.	1	300.00	
EFT31987	18/12/2018	NORTHAM MAZDA	FIT WINDOW MASTER SWITCH AND RECHECK REVERSE GEAR AGAIN	1		368.54
INV 122264	04/12/2018	NORTHAM MAZDA	FIT WINDOW MASTER SWITCH AND RECHECK REVERSE GEAR AGAIN	1	368.54	
EFT31988	18/12/2018	OASIS OUTDOOR STRUCTURES	INSTALL FLAG POLE BASES	1		1,122.00
INV INV-035905/12/2018		OASIS OUTDOOR STRUCTURES	INSTALL FLAG POLE BASES	1	1,122.00	
EFT31989	18/12/2018	OFFICEWORKS SUPERSTORES PTY LTD	IPAD 6 GEN 9.7IN WF 32GB - GD	1		1,710.74
INV 4112263627/11/2018		OFFICEWORKS SUPERSTORES PTY LTD	WHITEBOARDS FOR CO-WORKING OFFICE SPACE	1	95.94	
INV 4112149628/11/2018		OFFICEWORKS SUPERSTORES PTY LTD	WHITEBOARDS FOR CO-WORKING OFFICE SPACE	1	248.95	
INV 4073445224/10/2018		OFFICEWORKS SUPERSTORES PTY LTD	IPAD 6 GEN 9.7IN WF 32GB - GD	1	462.95	
INV 4073206824/10/2018		OFFICEWORKS SUPERSTORES PTY LTD	PROJECTOR SCREEN	1	188.00	
INV 4085861005/11/2018		OFFICEWORKS SUPERSTORES PTY LTD	APPLE TV FOR CHILDRENS AREA TV	1	251.95	
INV 4122401905/12/2018		OFFICEWORKS SUPERSTORES PTY LTD	IPAD 6, WIFI, GOLD	1	462.95	
EFT31990	18/12/2018	OLD MACDONALD'S TRAVELLING FARMS	4 HOUR ANIMAL FARM AND MILEAGE FOR 2018 CHRISTMAS ON FITZGERALD	1		825.00
INV 8434	20/11/2018	OLD MACDONALD'S TRAVELLING FARMS	4 HOUR ANIMAL FARM AND MILEAGE FOR 2018 CHRISTMAS ON FITZGERALD	1	825.00	

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EFT31991	18/12/2018	ONSITE RENTAL GROUP	2X LIGHTING TOWERS, 4X GENERATORS AND 2X + 6X PORTABLE TOILETS FOR 2018 NORTHAM FARMERS SHOW.	1		1,034.58
INV 2791264	30/09/2018	ONSITE RENTAL GROUP	2X LIGHTING TOWERS, 4X GENERATORS AND 2X + 6X PORTABLE TOILETS FOR 2018 NORTHAM FARMERS SHOW.	1	12,584.88	
INV 2811466	20/11/2018	ONSITE RENTAL GROUP	2X LIGHTING TOWERS, 4X GENERATORS AND 2X + 6X PORTABLE TOILETS FOR 2018 NORTHAM FARMERS SHOW.	1	-11,550.30	
EFT31992	18/12/2018	OXTER SERVICES	CLEANING OF PUBLIC TOILETS - 26/11/2018 TO 07/12/2018.	1		2,430.83
INV 20604	07/12/2018	OXTER SERVICES	SOUTHERN BROOK HALL. SUPPLY CLEANING SUPPLIES, 2 X CARTONS TOILET PAPER, 1 X 20L PINEAWAY AND 1 X BOX VINYL GLOVES.	1	134.03	
INV 20638	07/12/2018	OXTER SERVICES	CLEANING OF PUBLIC TOILETS - 26/11/2018 TO 07/12/2018.	1	2,296.80	
EFT31993	18/12/2018	PERENJORI COMMUNITY RESOURCE CENTRE	101 WILDFLOWERS OF WA BOOKS	1		45.00
INV 0000208419	11/2018	PERENJORI COMMUNITY RESOURCE CENTRE	101 WILDFLOWERS OF WA BOOKS	1	45.00	
EFT31994	18/12/2018	PERTH AMUSEMENT & EVENT HIRE	CHRISTMAS ON FITZGERALD 2018	1		2,200.00
INV C0235	03/12/2018	PERTH AMUSEMENT & EVENT HIRE	CHRISTMAS ON FITZGERALD 2018	1	2,200.00	
EFT31995	18/12/2018	PFD FOOD SERVICES PTY LTD	NORTEHAM POOL STOCK	1		1,997.45
INV KM8719819	11/2018	PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	769.35	
INV KM9189523	11/2018	PFD FOOD SERVICES PTY LTD	CLEANING SUPPLIES FOR RECREATION CENTRE	1	91.20	
INV KM9330223	11/2018	PFD FOOD SERVICES PTY LTD	CLEANING OF REC CENTRE.	1	186.15	
INV KM9805928	11/2018	PFD FOOD SERVICES PTY LTD	240L ALL PURPOSE BLACK WHEELIE BIN BAGS	1	66.45	
INV KN2646005	12/2018	PFD FOOD SERVICES PTY LTD	NORTEHAM POOL STOCK	1	884.30	
EFT31996	18/12/2018	PUBLIC TRANSPORT AUTHORITY	TICKET SALES NOVEMBER 2018	1		223.25
INV NOVEME30	11/2018	PUBLIC TRANSPORT AUTHORITY	TICKET SALES NOVEMBER 2018	1	223.25	

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EFT31997	18/12/2018	QUBE LOGISTICS	DELIVERY OF 920KG DRUM OF CHLORINE FOR WASTE WATER TREATMENT PLANT (CLARK STREET DAM)	1		820.68
INV TS16402507/12/2018		QUBE LOGISTICS	DELIVERY OF 920KG DRUM OF CHLORINE FOR WASTE WATER TREATMENT PLANT (CLARK STREET DAM)	1	820.68	
EFT31998	18/12/2018	RED DOT STORES	POWERBOARD 4WAY	1		52.97
INV 3810865826/10/2018		RED DOT STORES	PARTY SUPPLIES	1	22.98	
INV 3847793520/11/2018		RED DOT STORES	POWERBOARD 4WAY	1	29.99	
EFT31999	18/12/2018	REFRACTORY ROAD	2018 CHRISTMAS ON FITZGERALD	1		1,400.00
INV 2711201827/11/2018		REFRACTORY ROAD	2018 CHRISTMAS ON FITZGERALD	1	1,400.00	
EFT32000	18/12/2018	RETAIL DECISIONS (COLES)	COLES EXPENSES - NOVEMBER 2018 - NICOLE HAMPTON, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS, LEASA OSBORNE, MICHELLE WINMAR.	1		3,755.93
INV 137	30/11/2018	RETAIL DECISIONS (COLES)	COLES EXPENSES - NOVEMBER 2018 - NICOLE HAMPTON, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS, LEASA OSBORNE, MICHELLE WINMAR.	1	3,755.93	
EFT32001	18/12/2018	RIVERGUM VALLEY LAVENDER	INSECT REPELLANT ANTI ITCH 125ML	1		65.00
INV 0000030723/11/2018		RIVERGUM VALLEY LAVENDER	INSECT REPELLANT ANTI ITCH 125ML	1	65.00	
EFT32002	18/12/2018	ROOGENIC - ROO TEA PTY LTD	STOCK PURCHASES FOR BKB.	1		532.81
INV INV-173010/12/2018		ROOGENIC - ROO TEA PTY LTD	STOCK PURCHASES FOR BKB.	1	532.81	
EFT32003	18/12/2018	ROYAL LIFE SAVING SOCIETY WA	LIFEGUARD RE-QUALIFICATION.	1		600.00
INV 96812	12/12/2018	ROYAL LIFE SAVING SOCIETY WA	LIFEGUARD RE-QUALIFICATION.	1	600.00	
EFT32004	18/12/2018	S & L ENGINEERING (WA) PTY LTD	SUPPLY 2 X PNEUMARK PM 10-HP 2 STAGE 10 BAR 3HP, 105L TANK AIR COMPRESSORS 2M OF CABLE & 10 AMP PLUG INCLUDED AS PER QUOTE# O1561.	1		3,454.00

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INV 01561	13/12/2018	S & L ENGINEERING (WA) PTY LTD	SUPPLY 2 X PNEUMARK PM 10-HP 2 STAGE 10 BAR 3HP, 105L TANK AIR COMPRESSORS 2M OF CABLE & 10 AMP PLUG INCLUDED AS PER QUOTE# 01561.	1	3,454.00	
EFT32005	18/12/2018	SHIRLEY ANN SLATER	WELCOME TO COUNTRY FOR 2018 CHRISTMAS ON FITZGERALD.	1		300.00
INV 3011201830/11/2018		SHIRLEY ANN SLATER	WELCOME TO COUNTRY FOR 2018 CHRISTMAS ON FITZGERALD.	1	300.00	
EFT32006	18/12/2018	SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING 11/11/2018	1		10,267.29
INV AP5312206/12/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING FOR TUESDAY 27TH NOVEMBER 2018.	1	1,441.22	
INV AP5308228/11/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING ON TUESDAY 20TH NOVEMBER 2018.	1	1,870.55	
INV AP5311906/12/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING 25/11/2018	1	-400.07	
INV AP5279503/10/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING WEEK ENDING 30TH SEPTEMBER 2018.	1	1,102.86	
INV AP5291731/10/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING FOR W/E 28/10/2018.	1	1,470.48	
INV AP5304821/11/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE JACK DOWLING W/E 18/11/2018.	1	1,870.55	
INV AP5312812/12/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE JACK DOWLING 12/11/2018	1	-29.26	
INV AP53014014/11/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING 11/11/2018	1	1,870.55	
INV AP5311906/12/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING 11/11/2018	1	-400.07	
INV AP52807310/10/2018		SKILL HIRE WA PTY LTD	LABOUR HIRE FOR JACK DOWLING	1	1,470.48	
EFT32008	18/12/2018	STALLION BUILDING CO PTY LTD	SUPPLY & CONSTRUCTION OF THE GRASS VALLEY FIRE SHED EXTENSIONS AS PER SPECIFICATIONS IN TENDER 4 OF 2018 - SUPPLY & CONSTRUCTION OF THE GRASS VALLEY FIRE SHED EXTENSIONS. INCLUDING THE FOLLOWING OPTIONS: OPTION 2: TRIFOLD TIMBER DOORS & ELECTRIC ROLLER SHUTTER. OPTION 6: CONCRETE FLOOR PAINTING TO MAIN SHED AREA. OPTION 7: 65 LINEAL METRES OF LINE MARKING IN THE MAIN SHED.	1		75,070.43

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INV 1010	11/12/2018	STALLION BUILDING CO PTY LTD	SUPPLY & CONSTRUCTION OF THE GRASS VALLEY FIRE SHED EXTENSIONS AS PER SPECIFICATIONS IN TENDER 4 OF 2018 - SUPPLY & CONSTRUCTION OF THE GRASS VALLEY FIRE SHED EXTENSIONS. INCLUDING THE FOLLOWING OPTIONS: OPTION 2: TRIFOLD TIMBER DOORS & ELECTRIC ROLLER SHUTTER. OPTION 6: CONCRETE FLOOR PAINTING TO MAIN SHED AREA. OPTION 7: 65 LINEAL METRES OF LINE MARKING IN THE MAIN SHED.	1	69,241.70	
INV 1013	11/12/2018	STALLION BUILDING CO PTY LTD	GRASS VALLEY FIRE SHED - VARIATION NO. 4 - LINING OF INTERNAL WALL	1	1,986.60	
INV 1012	11/12/2018	STALLION BUILDING CO PTY LTD	GRASS VALLEY FIRE SHED EXTENSION- VARIATION 2 - INSTALL SINGLE PHSE POWER FROM SITE SWITCHBOARD TO NEW SHED SWITCHBOARD	1	2,899.28	
INV 1011	11/12/2018	STALLION BUILDING CO PTY LTD	GRASS VALLEY FIRE SHED EXTENSION- VARIATION 1 - GENERATOR SWITCH SUPPLY AND INSTALL	1	942.85	
EFT32009	18/12/2018	STATE LAW PUBLISHER	FOR GAZETTAL OF STANDING ORDERS AMENDMENT LOCAL LAW 2018 ON TUESDAY 30/10/18	1		190.08
INV 161910	11/12/2018	STATE LAW PUBLISHER	FOR GAZETTAL OF STANDING ORDERS AMENDMENT LOCAL LAW 2018 ON TUESDAY 30/10/18	1	190.08	
EFT32010	18/12/2018	STEPHEN ROBERT FROST	2 X REFUND OF DECEASED DOGS AXLE 0210005 & ROXY 0210006 FROST.	1		162.50
INV KW17/12/17/12/2018		STEPHEN ROBERT FROST	2 X REFUND OF DECEASED DOGS AXLE 0210005 & ROXY 0210006 FROST.	1	162.50	
EFT32011	18/12/2018	STEWART & HEATON CLOTHING CO.PTY LTD	UNIFORMS FOR BFB	1		986.92
INV SIN-296628/11/2018		STEWART & HEATON CLOTHING CO.PTY LTD	UNIFORMS FOR BFB	1	986.92	
EFT32012	18/12/2018	THEA COMMINS	STOCK VISITORS CENTRE	1		148.50
INV 0002729327/11/2018		THEA COMMINS	STOCK VISITORS CENTRE	1	148.50	
EFT32013	18/12/2018	VICTORIA WILLIAMS	PARKING CHARGES - DESINATION PERTH MEETINGS ON 31/10/2018 & 13/11/2018	1		65.22

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INV RR11122011/12/2018		VICTORIA WILLIAMS	PARKING FOR DESTINATION PERTH & TOURISM COUNCIL TRAINING COURSE.	1	23.22	
INV RR15/11/13/11/2018		VICTORIA WILLIAMS	PARKING CHARGES - DESINATION PERTH MEETINGS ON 31/10/2018 & 13/11/2018	1	42.00	
EFT32014	18/12/2018	VODAFONE	HARVEST/HOT WORKS/FIRE BAN LINE - 01/12/2018-31/12/2018	1		1,444.10
INV 1121843306/12/2018		VODAFONE	HARVEST/HOT WORKS/FIRE BAN LINE - 01/12/2018-31/12/2018	1	1,444.10	
EFT32015	18/12/2018	WA CONTRACT RANGER SERVICES	CAT MANGEMENT EXPENSE - NOVEMBER 2018.	1		440.00
INV 01866	04/12/2018	WA CONTRACT RANGER SERVICES	CAT MANGEMENT EXPENSE - NOVEMBER 2018.	1	440.00	
EFT32016	18/12/2018	WARRICKS NEWSAGENCY	ASSORTED STATIONERY ITEMS FOR KILLARA	1		549.32
INV SN00006130/11/2018		WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS FOR NOVEMBER 2018 - ADMIN.	1	81.00	
INV SN00017:30/11/2018		WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS FOR KILLARA FOR NOV 2018	1	43.80	
INV 52538	29/11/2018	WARRICKS NEWSAGENCY	ASSORTED STATIONERY ITEMS FOR KILLARA	1	253.55	
INV SNOO01:30/11/2018		WARRICKS NEWSAGENCY	MAGIZINES/PAPERS FOR NORTHAM LIBRARY	1	170.97	
EFT32017	18/12/2018	WAY SIGNS	SUPPLY VARIOUS SIGNS FOR OLD QUARRY RD WASTE SITE.	1		1,804.00
INV 2282	06/12/2018	WAY SIGNS	SUPPLY VARIOUS SIGNS FOR OLD QUARRY RD WASTE SITE.	1	1,804.00	
EFT32018	18/12/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	9013.95TENDER MANAGEMENT SERVICES-NORTHAM YOUTH PRECINCT	1		9,870.76
INV I3073858:25/10/2018		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	9013.95TENDER MANAGEMENT SERVICES-NORTHAM YOUTH PRECINCT	1	9,870.76	
EFT32019	18/12/2018	WESTWATER ENTERPRISES PTY LTD	ANNUAL SERVICE OF WASTE WATER TREATMENT PLANT EQUIPMENT	1		2,805.33
INV WS0546	25/09/2018	WESTWATER ENTERPRISES PTY LTD	ANNUAL SERVICE OF WASTE WATER TREATMENT PLANT EQUIPMENT	1	2,805.33	
EFT32020	18/12/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACEMENT BATTERIES AND NEW 24V CHARGER FOR GRASS VALLEY 4.4	1		3,825.50

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INV 8410	30/11/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1707 - CHANGE HEADLIGHT GLOBES	1	200.00	
INV 8416	30/11/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACEMENT BATTERIES AND NEW 24V CHARGER FOR GRASS VALLEY 4.4	1	1,244.00	
INV 8423	30/11/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1305 - REPLACE AM/FM RADIO	1	365.50	
INV 8424	30/11/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1502 - L/H TAIL LIGHT NOT WORKING	1	793.00	
INV 8360	31/10/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1511 - REPLACE AERIAL ON UTE	1	361.50	
INV 8422	30/11/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1006 - REPAIR/REPLACE LEFT HAND BACK LIGHT	1	617.50	
INV 8425	30/11/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIRS TO BEACON LIGHT NOT WORKING PN1511 - NI1164.	1	244.00	
EFT32021	18/12/2018	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT CEMETERY MAINTENANCE 2017-2019. \$432 + GST PER DAY - 3 DAYS PER WEEK FOR FINANCIAL YEAR 2018/2019.	1		4,276.80
INV 0030095916/11/2018	18/12/2018	WHEATBELT NATURAL RESOURCE MANAGEMENT	POSSESSION OF SITE FROM 31/10/2018 TO 8/11/2018. WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT CEMETERY MAINTENANCE 2017-2019. \$432 + GST PER DAY - 3 DAYS PER WEEK FOR FINANCIAL YEAR 2018/2019. POSSESSION OF SITE FROM 31/10/2018 TO 8/11/2018.	1	4,276.80	
EFT32022	18/12/2018	WHEATBELT SAFETYWEAR	SAFETY BOOTS FOR PLANNING OFFICER AND COMPLIANCE OFFICER	1		910.00
INV 8501	17/10/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR RUSSELL DE GRAY	1	150.00	
INV 8513	23/10/2018	WHEATBELT SAFETYWEAR	SAFETY BOOTS FOR SAM NEALE	1	150.00	
INV 8524	26/10/2018	WHEATBELT SAFETYWEAR	SPRAY MASK	1	30.00	
INV 8506	17/10/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR COLIN LEWIS	1	150.00	
INV 8544	07/11/2018	WHEATBELT SAFETYWEAR	SAFETY BOOTS FOR PLANNING OFFICER AND COMPLIANCE OFFICER	1	280.00	
INV 8570	16/11/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR JUDITH HAY	1	150.00	

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EFT32023	18/12/2018	WOOROLOO ESCAPE	STOCK FOR VISITORS CENTRE	1		79.50
INV 195	18/11/2018	WOOROLOO ESCAPE	STOCK FOR VISITORS CENTRE	1	79.50	
EFT32024	18/12/2018	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA FOR NOVEMBER 2018.	1		2,650.61
INV 48	30/11/2018	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA FOR NOVEMBER 2018.	1	2,650.61	
EFT32025	19/12/2018	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE 1/01/2017-31/12/2017 FOR MUSIC ON HOLD	1		2,753.81
INV 0119090520/07/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE 1/01/2018-31/03/2018 FOR MUSIC ON HOLD	1	642.15	
INV 0119090501/10/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE 1/10/2018-31/12/2018 FOR MUSIC ON HOLD	1	642.15	
INV 0119090520/07/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE 1/07/2018-30/09/2018 FOR MUSIC ON HOLD	1	642.17	
INV 0119090520/07/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE 1/01/2017-31/12/2017 FOR MUSIC ON HOLD	1	2,528.34	
INV 0119090520/07/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE 01/10/2017-31/12/2017 FOR MUSIC ON HOLD	1	-467.48	
INV 0119090520/07/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE 01/1/2017-31/3/2017 FOR MUSIC ON HOLD	1	-467.47	
INV 0119090520/07/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE 01/04/2017-30/06/2017 FOR MUSIC ON HOLD	1	-467.48	
INV 0119090520/07/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE 01/07/2017-30/09/2017 FOR MUSIC ON HOLD	1	-467.48	
INV 0119090520/07/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE 01/04/2018-30/06/2018 FOR MUSIC ON HOLD	1	-473.26	
INV 0119090520/07/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE 01/07/2018-30/09/2018 FOR MUSIC ON HOLD	1	-473.26	
INV 1137720320/07/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE 01/01/2018-31/03/2018 FOR MUSIC ON HOLD	1	-473.26	
INV 0119090520/07/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE 01/04/2018-30/06/2018 FOR MUSIC ON HOLD	1	642.17	
INV 0119090502/07/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEES DUE FOR THE PERIOD 01/01/2018-31/12/2018.	1	473.26	

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INV 0119090502/04/2018		AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEES DUE FOR THE PERIOD 01/01/2018-31/12/2018.	1	473.26	
EFT32026	19/12/2018	AVON VALLEY CONTRACTORS -	REFUND OF STANDPIPE KEY 24/1/2003 & 14/1/2003.	2		100.00
INV T316S	19/12/2018	AVON VALLEY CONTRACTORS -	REFUND OF STANDPIPE KEY 24/1/2003 & 14/1/2003.	2	100.00	
EFT32027	19/12/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF NOVEMBER 2018.	2		1,807.03
INV T1080	19/12/2018	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF NOVEMBER 2018.	2	1,807.03	
EFT32028	19/12/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF NOVEMBER 2018.	2		445.64
INV T1079	19/12/2018	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF NOVEMBER 2018.	2	445.64	
EFT32029	19/12/2018	J & A BUILDING PTY LTD	INFRASTRUCTURE BOND REFUND FOR BLDG APP NO 17204.	2		1,000.00
INV T1019	19/12/2018	J & A BUILDING PTY LTD	INFRASTRUCTURE BOND REFUND FOR BLDG APP NO 17204.	2	1,000.00	
EFT32030	19/12/2018	JCORP PTY LTD T/A HOMESTART	REFUND INFRASTRUCTURE/KERB BOND FOR BLD APP NO 17260 R#109403.	2		1,000.00
INV T1027	19/12/2018	JCORP PTY LTD T/A HOMESTART	REFUND INFRASTRUCTURE/KERB BOND FOR BLD APP NO 17260 R#109403.	2	1,000.00	
EFT32031	19/12/2018	LUKE PRISK	REFUND FOR STANDPIPE SWIPECARD - WESTERN STABILISERS	2		50.00
INV T1138	19/12/2018	LUKE PRISK	REFUND FOR STANDPIPE SWIPECARD - WESTERN STABILISERS	2	50.00	
EFT32032	19/12/2018	MURRAY JOSEPH MOREHOUSE	INFRASTRUCTURE (KERB) BOND REFUND FOR BLDG APP NO 18052 (I81035)	2		1,000.00
INV T1073	19/12/2018	MURRAY JOSEPH MOREHOUSE	INFRASTRUCTURE (KERB) BOND REFUND FOR BLDG APP NO 18052 (I81035)	2	1,000.00	
EFT32033	19/12/2018	NORTHAM CHRISTIAN MINISTERS ASSOCIATION	REFUND OF BOND PAYMENT FOR BOOKING #3541.	2		100.00

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INV T1124	19/12/2018	NORTHAM CHRISTIAN MINISTERS ASSOCIATION	REFUND OF BOND PAYMENT FOR BOOKING #3541.	2	100.00	
EFT32034	19/12/2018	PERDAMAN COMMERCIAL PROPERTY HOLDINGS PTY LTD	REFUND KERB BOND FOR BLDG APP NO 17087.	2		1,500.00
INV T973	19/12/2018	PERDAMAN COMMERCIAL PROPERTY HOLDINGS PTY LTD	REFUND KERB BOND FOR BLDG APP NO 17087.	2	1,500.00	
EFT32035	19/12/2018	RED INK HOMES	BOND REFUND FOR KERB ETC FOR BLD APP NO 17276 - (179818)	2		1,000.00
INV T1030	19/12/2018	RED INK HOMES	BOND REFUND FOR KERB ETC FOR BLD APP NO 17276 - (179818)	2	1,000.00	
EFT32036	19/12/2018	SOLARGAIN PV PTY LTD	REFUND INFRASTRUCTURE BOND FOR BLDG APP NO 18119 R#114232	2		1,500.00
INV T1081	19/12/2018	SOLARGAIN PV PTY LTD	REFUND INFRASTRUCTURE BOND FOR BLDG APP NO 18119 R#114232	2	1,500.00	
35067	18/12/2018	BRADLEY ROSS SHEARER	CROSSOVER REBATE PAYMENT FOR 320 HILL RD BAKERS HILL 6562	1		1,234.00
INV CK27112027/11/2018		BRADLEY ROSS SHEARER	CROSSOVER REBATE PAYMENT FOR 320 HILL RD BAKERS HILL 6562	1	1,234.00	
35068	18/12/2018	DAVID SANG KIO HO	CROSSOVER REBATE PAYMENT FOR 51 STERLING STREET NORTHAM	1		742.50
INV CK12/12/12/2018		DAVID SANG KIO HO	CROSSOVER REBATE PAYMENT FOR 51 STERLING STREET NORTHAM	1	742.50	
35069	18/12/2018	DEPARTMENT OF MINES AND PETROLEUM	ANNUAL LICENCE - LOT 28055 COLEBATCH RD SEWERAGE EFFLUENT TREATMENT PLANT	1		212.00
INV DGS012630/10/2018		DEPARTMENT OF MINES AND PETROLEUM	ANNUAL LICENCE - LOT 28055 COLEBATCH RD SEWERAGE EFFLUENT TREATMENT PLANT	1	212.00	
35070	18/12/2018	PETTY CASH	PETTY CASH KILLARA 1/10/2018-14/11/2018	1		844.20
INV PCKILLA23/11/2018		PETTY CASH	PETTY CASH KILLARA 1/10/2018-14/11/2018	1	405.40	
INV P/C LIBR30/11/2018		PETTY CASH	PETTY CASH REIMBURSEMENT FOR LIBRARY - JULY - NOVEMBER 2018.	1	296.10	
INV REC CEN12/12/2018		PETTY CASH	PETTY CASH REIMBURSEMENT FOR REC CENTRE - OCTOBER TO DECEMBER 2018.	1	142.70	

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35071	18/12/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		100.00
INV DEDUCT11/12/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		100.00	
35072	18/12/2018	SYNERGY	STREET LIGHTS 01/11/2018-03/12/2018	1		26,008.35
INV 1127695027/11/2018		SYNERGY	OLD NORTHAM FIRE STATION - 28/09/2018-27/11/2018	1	273.85	
INV 1648520326/11/2018		SYNERGY	OLD GIRLS SCHOOL 27/9/2018-26/11/2018	1	118.90	
INV 2361098028/11/2018		SYNERGY	RAP PARK AVON YOUTH - 01/10/2018-28/11/2018	1	104.70	
INV 1539025126/11/2018		SYNERGY	OLD SHIRE DEPOT BUILDING 26/09/2018-26/11/2018	1	306.15	
INV 3355969226/11/2018		SYNERGY	VISITORS CENTRE 27/09/2018-26/11/2018	1	1,175.45	
INV 9356001426/11/2018		SYNERGY	VISITORS CENTRE CONF ROOM 27/09/2018-26/11/2018	1	455.05	
INV 9152416403/12/2018		SYNERGY	AUXILLARY LIGHTING 01/11/2018-03/12/2018	1	131.90	
INV 1686149903/12/2018		SYNERGY	STREET LIGHTS 01/11/2018-03/12/2018	1	23,442.35	
35073	18/12/2018	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS OCTOBER TO NOVEMBER 2018.	1		3,700.08
INV 6305302927/11/2018		TELSTRA CORPORATION	BAKERS HILL BFB - 23/11/2018-22/12/2018	1	39.74	
INV 2726008928/11/2018		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS OCTOBER TO NOVEMBER 2018.	1	3,660.34	
35074	18/12/2018	WATER CORPORATION	STANDPIPE 3 KEANE ST 07/08/2018 TO 05/10/2018.	1		6,447.41
INV 9012562921/11/2018		WATER CORPORATION	ROAD VERGE MITCHELL AVE 25/09/2018-20/11/2018	1	70.95	
INV 9007923521/11/2018		WATER CORPORATION	TRAFFIC ISLAND 21/09/2018-20/11/2018	1	2.53	
INV 9007925921/11/2018		WATER CORPORATION	OLD QUARRY ROAD POUND 26/09/2018-21/11/2018	1	179.91	
INV 9010596326/11/2018		WATER CORPORATION	GEORGE NUICH PARK 26/09/2018-23/11/2018	1	615.76	
INV 9007938926/11/2018		WATER CORPORATION	STANDPIPE BODEGUERO 26/09/2018-23/11/2018	1	44.36	
INV 9007891703/12/2018		WATER CORPORATION	HOOPER PARK 02/10/2018-30/11/2018	1	114.03	
INV 9007938530/11/2018		WATER CORPORATION	CLACKLINE HALL 28/09/2018-29/11/2018	1	5.07	
INV 9007913513/11/2018		WATER CORPORATION	STANDPIPE 116 PEEL TCE NORTHAM	1	1,349.37	

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INV 9007892003/12/2018		WATER CORPORATION	BRIGADES SHED 02/10/2018-30/11/2018	1	27.87	
INV 9007947903/12/2018		WATER CORPORATION	DOG POUND 01/10/2018-30/11/2018	1	391.54	
INV 9007891803/12/2018		WATER CORPORATION	STANDPIPE KEANE STREET - 03/10/2018 TO 30/11/2018	1	1,564.52	
INV 9007840208/10/2018		WATER CORPORATION	STANDPIPE 3 KEANE ST 07/08/2018 TO 05/10/2018.	1	2,081.50	
DD13218.1	06/12/2018	BANKWEST	MASTERCARD JASON WHITEAKER 24/10/18 TO 22/11/2018	1		5,166.97
INV B RUTTE06/12/2018		BANKWEST	MASTERCARD BRENDON RUTTER 24/10/18 TO 22/11/2018	1	607.49	
INV C YOUNG06/12/2018		BANKWEST	MASTERCARD COLIN YOUNG 24/10/18 TO 22/11/2018	1	1,563.67	
INV C KLEYM06/12/2018		BANKWEST	MASTERCARD CLINTON KLEYNHANS 24/10/18 TO 22/11/2018	1	36.35	
INV C HUNT 06/12/2018		BANKWEST	MASTERCARD CHADD HUNT 24/10/18 TO 22/11/2018	1	389.16	
INV R RAYSC06/12/2018		BANKWEST	MASTERCARD ROSS RAYSON 24/10/18 TO 22/11/2018	1	1,472.83	
INV J WHITE.06/12/2018		BANKWEST	MASTERCARD JASON WHITEAKER 24/10/18 TO 22/11/2018	1	1,097.47	
DD13231.1	11/12/2018	WA SUPER	Payroll deductions	1		25,754.36
INV SUPER	11/12/2018	WA SUPER	Superannuation contributions	1	22,514.04	
INV DEDUCT11/12/2018		WA SUPER	Payroll deductions	1	1,630.00	
INV DEDUCT11/12/2018		WA SUPER	Payroll deductions	1	89.67	
INV DEDUCT11/12/2018		WA SUPER	Payroll deductions	1	37.01	
INV DEDUCT11/12/2018		WA SUPER	Payroll deductions	1	337.14	
INV DEDUCT11/12/2018		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT11/12/2018		WA SUPER	Payroll deductions	1	595.00	
INV DEDUCT11/12/2018		WA SUPER	Payroll deductions	1	88.44	
INV DEDUCT11/12/2018		WA SUPER	Payroll deductions	1	294.62	
INV DEDUCT11/12/2018		WA SUPER	Payroll deductions	1	143.44	
DD13231.2	11/12/2018	ESSENTIAL SUPER	Superannuation contributions	1		156.02

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INV SUPER	11/12/2018	ESSENTIAL SUPER	Superannuation contributions	1	156.02	
DD13231.3	11/12/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		208.07
INV SUPER	11/12/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	208.07	
DD13231.4	11/12/2018	CBUS	Superannuation contributions	1		191.99
INV SUPER	11/12/2018	CBUS	Superannuation contributions	1	191.99	
DD13231.5	11/12/2018	HOSTPLUS SUPER	Superannuation contributions	1		165.26
INV SUPER	11/12/2018	HOSTPLUS SUPER	Superannuation contributions	1	165.26	
DD13231.6	11/12/2018	PRIME SUPER	Payroll deductions	1		434.59
INV SUPER	11/12/2018	PRIME SUPER	Superannuation contributions	1	313.31	
INV DEDUCT11/12/2018	11/12/2018	PRIME SUPER	Payroll deductions	1	121.28	
DD13231.7	11/12/2018	ONEPATH	Superannuation contributions	1		191.37
INV SUPER	11/12/2018	ONEPATH	Superannuation contributions	1	191.37	
DD13231.8	11/12/2018	MEDIA SUPER	Superannuation contributions	1		182.90
INV SUPER	11/12/2018	MEDIA SUPER	Superannuation contributions	1	182.90	
DD13231.9	11/12/2018	UNISUPER	Payroll deductions	1		628.59
INV SUPER	11/12/2018	UNISUPER	Superannuation contributions	1	392.20	
INV DEDUCT11/12/2018	11/12/2018	UNISUPER	Payroll deductions	1	236.39	
DD13268.1	25/12/2018	WA SUPER	Payroll deductions	1		25,276.21
INV SUPER	25/12/2018	WA SUPER	Superannuation contributions	1	22,270.56	
INV DEDUCT25/12/2018	25/12/2018	WA SUPER	Payroll deductions	1	1,385.33	
INV DEDUCT25/12/2018	25/12/2018	WA SUPER	Payroll deductions	1	96.02	

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INV DEDUCT25/12/2018		WA SUPER	Payroll deductions	1	40.66	
INV DEDUCT25/12/2018		WA SUPER	Payroll deductions	1	337.14	
INV DEDUCT25/12/2018		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT25/12/2018		WA SUPER	Payroll deductions	1	595.00	
INV DEDUCT25/12/2018		WA SUPER	Payroll deductions	1	88.44	
INV DEDUCT25/12/2018		WA SUPER	Payroll deductions	1	294.62	
INV DEDUCT25/12/2018		WA SUPER	Payroll deductions	1	143.44	
DD13268.2	25/12/2018	SUNSUPER	Superannuation contributions	1		731.59
INV SUPER	25/12/2018	SUNSUPER	Superannuation contributions	1	731.59	
DD13268.3	25/12/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1		133.66
INV SUPER	25/12/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1	133.66	
DD13268.4	25/12/2018	ESSENTIAL SUPER	Superannuation contributions	1		156.02
INV SUPER	25/12/2018	ESSENTIAL SUPER	Superannuation contributions	1	156.02	
DD13268.5	25/12/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		208.02
INV SUPER	25/12/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	208.02	
DD13268.6	25/12/2018	CBUS	Superannuation contributions	1		191.37
INV SUPER	25/12/2018	CBUS	Superannuation contributions	1	191.37	
DD13268.7	25/12/2018	HOSTPLUS SUPER	Superannuation contributions	1		267.21
INV SUPER	25/12/2018	HOSTPLUS SUPER	Superannuation contributions	1	267.21	
DD13268.8	25/12/2018	PRIME SUPER	Payroll deductions	1		430.29
INV SUPER	25/12/2018	PRIME SUPER	Superannuation contributions	1	310.21	
INV DEDUCT25/12/2018		PRIME SUPER	Payroll deductions	1	120.08	

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DD13268.9	25/12/2018	ONEPATH	Superannuation contributions	1		191.37
INV SUPER	25/12/2018	ONEPATH	Superannuation contributions	1	191.37	
DD13277.1	31/12/2018	TENNANT AUSTRALIA	LEASE RECREATION CLEANING EQUIPMENT DECEMBER 2018	1		1,046.85
INV DEC 2018	31/12/2018	TENNANT AUSTRALIA	LEASE RECREATION CLEANING EQUIPMENT DECEMBER 2018	1	1,046.85	
DD13231.10	11/12/2018	CATHOLIC SUPER	Superannuation contributions	1		100.94
INV SUPER	11/12/2018	CATHOLIC SUPER	Superannuation contributions	1	100.94	
DD13231.11	11/12/2018	MLC NOMINEES PTY LTD	Payroll deductions	1		105.85
INV SUPER	11/12/2018	MLC NOMINEES PTY LTD	Superannuation contributions	1	75.85	
INV DEDUCT	11/12/2018	MLC NOMINEES PTY LTD	Payroll deductions	1	30.00	
DD13231.12	11/12/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,700.32
INV SUPER	11/12/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,603.43	
INV DEDUCT	11/12/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	96.89	
DD13231.13	11/12/2018	HESTA SUPER FUND	Payroll deductions	1		183.22
INV SUPER	11/12/2018	HESTA SUPER FUND	Superannuation contributions	1	132.09	
INV DEDUCT	11/12/2018	HESTA SUPER FUND	Payroll deductions	1	51.13	
DD13231.14	11/12/2018	REST INDUSTRY SUPER	Superannuation contributions	1		967.11
INV SUPER	11/12/2018	REST INDUSTRY SUPER	Superannuation contributions	1	967.11	
DD13231.15	11/12/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		171.45
INV SUPER	11/12/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	171.45	
DD13231.16	11/12/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		522.64

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INV SUPER	11/12/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	522.64	
DD13231.17	11/12/2018	AMP LIFE LIMITED	Superannuation contributions	1		699.07
INV SUPER	11/12/2018	AMP LIFE LIMITED	Superannuation contributions	1	699.07	
DD13231.18	11/12/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	11/12/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	
DD13231.19	11/12/2018	SUNSUPER	Superannuation contributions	1		731.84
INV SUPER	11/12/2018	SUNSUPER	Superannuation contributions	1	731.84	
DD13231.20	11/12/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1		134.77
INV SUPER	11/12/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1	134.77	
DD13268.10	25/12/2018	MEDIA SUPER	Superannuation contributions	1		173.01
INV SUPER	25/12/2018	MEDIA SUPER	Superannuation contributions	1	173.01	
DD13268.11	25/12/2018	UNISUPER	Payroll deductions	1		678.53
INV SUPER	25/12/2018	UNISUPER	Superannuation contributions	1	392.20	
INV DEDUCT	25/12/2018	UNISUPER	Payroll deductions	1	286.33	
DD13268.12	25/12/2018	HESTA SUPER FUND	Payroll deductions	1		410.32
INV SUPER	25/12/2018	HESTA SUPER FUND	Superannuation contributions	1	311.35	
INV DEDUCT	25/12/2018	HESTA SUPER FUND	Payroll deductions	1	98.97	
DD13268.13	25/12/2018	CATHOLIC SUPER	Superannuation contributions	1		42.46
INV SUPER	25/12/2018	CATHOLIC SUPER	Superannuation contributions	1	42.46	
DD13268.14	25/12/2018	MLC NOMINEES PTY LTD	Payroll deductions	1		82.92
INV SUPER	25/12/2018	MLC NOMINEES PTY LTD	Superannuation contributions	1	52.92	

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INV DEDUCT25/12/2018		MLC NOMINEES PTY LTD	Payroll deductions	1	30.00	
DD13268.15	25/12/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,670.21
INV SUPER	25/12/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,575.32	
INV DEDUCT25/12/2018		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	94.89	
DD13268.16	25/12/2018	REST INDUSTRY SUPER	Superannuation contributions	1		964.41
INV SUPER	25/12/2018	REST INDUSTRY SUPER	Superannuation contributions	1	964.41	
DD13268.17	25/12/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		138.22
INV SUPER	25/12/2018	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	138.22	
DD13268.18	25/12/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		152.40
INV SUPER	25/12/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	152.40	
DD13268.19	25/12/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		522.64
INV SUPER	25/12/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	522.64	
DD13268.20	25/12/2018	AMP LIFE LIMITED	Superannuation contributions	1		619.02
INV SUPER	25/12/2018	AMP LIFE LIMITED	Superannuation contributions	1	619.02	
DD13268.21	25/12/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	25/12/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	

Ordinary Council Meeting Agenda
23 January 2019



Date: 02/01/2019
 Time: 9:25:24AM

Shire of Northam

USER: Kathy Scholz
 PAGE: 46

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,150,998.62
2	TRUST FUND	9,653.92
TOTAL		1,160,652.54

Attachment 2

Payment dates 1 December 2018 to 31 December 2018

- Municipal Fund payment cheque numbers 35067 to 35074 Total \$39,288.54.
- Trust Fund payment cheque numbers 2050 total \$151.25.

Electronic Funds Transfer

- Municipal Fund EFT31815 to EFT32025 Total \$1,036,698.50.
- Trust Fund \$9,502.67.

Direct Debits Total \$75,011.58.

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

Month	Cheques 2018/2019	EFT Payments 2018/2019	Direct Debits 2018/2019	Payroll 2018/2019	Total Payments 2018/2019
July	\$ 72,564.23	\$1,848,659.36	\$ 68,661.59	\$ 521,361.23	\$ 2,511,246.41
August	\$ 73,252.00	\$1,707,947.87	\$ 66,864.84	\$ 416,983.90	\$ 2,265,048.61
September	\$ 69,253.43	\$1,217,332.66	\$ 72,026.84	\$ 431,114.04	\$ 1,789,726.97
October	\$ 81,575.31	\$1,929,162.93	\$ 106,587.03	\$ 628,872.64	\$ 2,746,197.91
November	\$ 117,243.45	\$1,482,342.30	\$ 71,164.39	\$ 668,449.02	\$ 2,339,199.16
December	\$ 39,439.79	\$1,046,201.17	\$ 75,011.58	\$ 461,516.89	\$ 1,622,169.43
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
Total	\$453,328.21	\$9,231,646.29	\$460,316.27	\$3,128,297.72	\$13,273,588.49

The Following table presents all payments made for the month from Council credit cards paid by direct debit 13218.1:

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services		
LINKEDIN-3402876776 - 26/10/2018	36.35	36.35
CESM		
LOOSEFOOT SALOON - PRE SEASON MEETING CATERING SWAN, MUNDARING, TOODYAY, CUNDERDIN, YORK & NORTHAM	177.70	
COLES - FIRE GROUND AND TRAINING REFRESHMENTS	28.00	

Summary Credit Card Payments	\$	Total
COLES - FIRE GROUND AND TRAINING REFRESHMENTS	28.80	
APPLE ITUNES STORE - APP- CONTEXT CAMERA SPECIALISED APP FOR INSPECTION PHOTOS	12.99	
WOOLWORTHS - WATER FOR ALL BFB BRIGADES FOR 2018/2019 SEASON	360.00	607.49
Executive Manager Corporate Services		
QUEST INNALOO - TRAINING JENNIFER GRANT - ACCOMMODATION	785.40	
SHIRE OF NORTHAM - LICENCE CANTER PN1807 TRUCK	11.00	
SHIRE OF NORTHAM - LICENCE CANTER PN1807 TRUCK	278.40	
MICROSOFT OFFICE 365 MONTHLY CHARGES	114.83	
SAI GLOBAL LIMITED -NET-PUR-SA 3500.3-18	301.45	
ADOBE CREATIVE CLOUD - 1 MONTH FEE	72.59	1,563.67
Executive Manager Community Services		
SHIRE OF NORTHAM - KILLARA2 LICENCE NEW TOYOTA BUS	28.70	
SHIRE OF NORTHAM - KILLARA2 LICENCE NEW TOYOTA BUS	306.35	
OFFICE WORKS STATIONERY	18.90	
TOURISM COUNCIL WA BURSWOOD -2018 PERTH AIRPORT WA	398.00	
TOURISM AWARDS GALA DINNER-R RAYSON & C ANTONIO		
COLES - SPRING WATER NORTHAM POOL	51.00	
FACEBOOK – VISIT NORTHAM PAGE ADVERTISING	33.69	
CITY OF FREMANTLE PARKING TICKET 14/11/18	11.00	
ADOBE CREATIVE CLOUD - INVOICE 965490309	101.19	
THE NATIONAL HOTEL – FREMANTLE – DINNER JASON, CHADD, MICHELLE & ROSS WHILE AT CONFERENCE	74.00	
ROYAL LIFE SAVING SOCIETY - J L ROBERTS WUNDOWIE	150.00	
ROYAL LIFE SAVING SOCIETY - CLAYTON DICKSON (ONE TO BE REFUNDED)	300.00	1,472.83
Executive Manager Development Services		
ESPLANADE HOTEL FREMANTLE - J WHITEAKER ACCOMMODATION	353.78	
ESPLANADE HOTEL FREMANTLE - J WHITEAKER PARKING	35.38	389.16
CEO		
CITY OF PERTH PARKING - RESIDENTIAL COLLEGE INTERVIEWS PARKING	11.51	
JAMAICABLUE MIDLAND - RESIDENTIAL COLLEGE INTERVIEWS LUNCH	18.50	
ESPLANADE HOTEL FREMANTLE - ROSS RAYSON	353.78	
ESPLANADE HOTEL FREMANTLE -MICHELLE BLACKHURST	353.78	
ESPLANADE HOTEL FREMANTLE -CHADD HUNT	353.78	
FOREIGN TRANSACTION FEES	6.12	1,097.47
Total Credit Card Expenditure		\$ 5,166.97

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$1,622,169.43 was submitted to the Ordinary Meeting of Council on Wednesday, 23 January 2019.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$1,622,169.43 was submitted to each member of the Council on Wednesday, 23 January 2019, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

_____ CHIEF EXECUTIVE OFFICER

12.4.2 Financial Statement for the period ending 31 December 2018

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Zoe Macdonald Accountant
Responsible Officer:	Colin Young Executive Manager Corporate Service
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the Financial Statement for the period ending 31 December 2018.

ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31 December 2018.

BACKGROUND / DETAILS

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

The Statement of Financial Activity for the period ending 31 December 2018 is included as Attachment 1 & 2 to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Operating Statements;
- Balance Sheet;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves;
- Net Current Assets;
- Rating Information

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this please contact Council Finance staff prior to the meeting.

Notes to the Financial Statements

Operating Income

1. General purpose funding is over budget \$222,631 predominantly due to the receipt of back rates and interim rates associated with the Northam Village Square Shopping Centre Development
2. **Law and Order is under by \$106,821 due to the timing of the CCTV grant claim of \$96,272 and dog registrations of \$6,010.**
3. **Education and Welfare is over by \$170,007 due to the timing of the receipt of CHSP grant funding of \$244,951 offset by under budgeted revenue for Killara client fees of \$37,391 and timing of the sale of the Killara bus budgeted profit of \$43,811.**
4. **Community Amenities is under by \$81,085. predominantly due to Old Quarry tipping fees being under \$20,963.
Scrap metal by \$10,000.
Septage disposal fees by \$21,242.
Planning Fees by \$20,179.
Town Planning Fees by \$4,998.**
5. Transport is over budget by 21.33%, due to an amount greater than budgeted received for the Mains Road Direct Grant of \$74,368 and **blackspot funding of \$127,676**. Both items will be accounted for as part of the budget review process.
6. Economic Services is under budget \$53,787 predominantly due to the items presented below;
 - **Timing of the Balloon Fiesta grant funding of \$30,000.**
 - BKB revenue is under budget by \$40,204 with lower entry fees than anticipated by \$25,311.
 - **Income retic system is over budget by \$25,306**
 - **Old Town Hall revenue is over budget by \$11,683**
 - **Medical Centre outgoings are over budget by \$5,157**
 - Building Permits by \$17,123
 - Festivals events sponsorship and grants by \$8,000
7. Other Property and Services is over by \$23,939 due to higher than budgeted reimbursement for workers compensation

Operating Expenditure

8. Governance is under budget by \$87,756 predominantly due to the items disclosed below;
 - Consultants of \$50,706
 - Conference and training \$7,625

- Postage and freight \$5,402
 - Admin building maintenance \$6,815
 - Audit fees \$4,106
9. General Purpose Funding is under budget by \$34,232 due to valuations of \$15,001 and legal costs recoverable of \$20,692.
10. Law and Order is under by \$24,444 due to the following
- Fire hazard reduction and firebreaks \$9,153
 - The timing of dog pound management of \$13,084
11. Community Amenities is under budget 13.24%, \$206,533 due to the items presented below;
- **Rubbish site maintenance \$144,613 (timing).**
 - Regional verge bins \$16,373.
 - Flood mitigation is under \$9,271 due predominantly to refunds from synergy resulting from being overcharged for estimated power usage readings.
 - Town Pool aerators \$9,411.
 - **Tree subsidy \$4,696.**
 - **Avon River dredging \$4,998.**
 - Consultants of \$22,116
12. Recreation and Culture is under budget by \$339,755. This includes the following items;
- Public Halls \$22,256
 - Timing of swimming pool expenditure
 - Salaries \$9,477
 - Electricity \$16,580
 - Water \$14,160
 - Water park \$4,869
 - General \$14,714
 - Rec Centre salaries \$29,631
 - Recreation control \$8,187
 - Progress Association \$4,400
 - Interest on loans timing \$16,851 (timing)
 - Parks and gardens \$91,548, (timing)
 - Wundowie Oval buildings \$16,494
 - Depreciation of \$59,027 due to adjustments to the fair value of assets.
 - Library salaries \$6,552
 - Library building maintenance \$8,772
13. Transport is over budget \$65,064 relating to the timing of the works program.

Operating Income by Nature and Type

14. Rates are over budget by 2% as per the details point 1 above.
15. Operating Grants are over budget \$411,272 due to the item disclosed at point 3 and 5.

16. Fees and charges are under by \$129,871 which is covered in points 4 and 6 above.

Operating Expenditure by Nature and Type

17. Materials and contracts is under budget 23% due to the timing of items presented below;
- **Valuations and searches \$40,693**
 - Rubbish site maintenance \$144,823(timing).
 - Street cleaning \$10,905(timing).
 - Maintenance Council property \$66,543
 - Marketing and promotion \$54,345
 - Festival and events \$31,952
 - Consultants as disclosed at points 8 & 11 above
 - **Bridge maintenance \$88,370**
 - Road maintenance \$18,008, budget timing requires adjusting
 - Verge maintenance \$52,961
 - Parks, ovals and gardens and reserves \$91,743
18. Utility charges are under budget by 18%, electricity is under by \$53,509 (timing), water by \$30,270.
19. Depreciation is under budget 5% due to changes to the fair value of Council's infrastructure assets.
20. Interest expenses are \$18,908 under budget (timing)
21. Other expenditure is over budget by \$107,415, predominantly due to the timing of internal allocations relating to POC (non-cash).

Capital expenditure

22. Server upgrade is over budget by \$47,930. This will be adjusted in the budget review
23. PN1804 Mitsubishi Fuso \$13,966 over budget to be adjusted in the budget review process
24. Katrine Road \$72,477 over budget, due to additional plant and labour costs

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.3: The Shire of Northam Council is a sustainable, responsive, innovative and transparent organisation.

Financial / Resource Implications

The Financial Statements have been prepared in accordance with Council's 2018/19 Budget.

Legislative Compliance

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

Local Government (Financial Management) Regulations 1996.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

N/A.

Risk Implications

- Reputational – Nil.
- Financial – Nil.
- Compliance - Low
 - Risk assessed as low as there are processes in place to ensure that this report is presented to Council each month in order to comply with relevant legislation.
- Legal –Nil.

OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31 December 2018.

Attachment 1



SHIRE OF NORTHAM MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 DECEMBER 2018

TABLE OF CONTENTS

	Page
Statement of Financial Activity	2 to 4
Notes to and Forming Part of the Statement	
1 Acquisition of Assets	5 to 8
2 Disposal of Assets	9 to 10
3 Information on Borrowings	11
4 Reserves	12
5 Net Current Assets	13
6 Rating Information	14



SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 DECEMBER 2018

		NOTE	18/19 Budget \$	Ytd Budget \$	18/19 Ytd Actual \$	Variations Actuals to Budget \$	Variations Actuals to Budget %
Operating							
Revenues							
			35,400	30,178	43,873	13,695	45.38%
			2,195,476	1,014,717	1,014,021	(696)	(0.07%)
	1		10,109,614	10,109,614	10,332,941	223,327	2.21%
			1,400,880	290,787	183,966	(106,821)	(36.73%)
			81,000	52,620	56,193	3,573	6.79%
			1,335,198	689,152	859,159	170,007	24.67%
	3		44,568	22,278	26,079	3,801	17.06%
			2,648,293	2,002,107	1,921,022	(81,085)	(4.05%)
			6,194,753	418,165	436,859	18,694	4.47%
			2,102,594	919,024	1,115,090	196,066	21.33%
	5		696,402	307,268	253,481	(53,787)	(17.50%)
			60,200	30,090	60,559	30,469	101.26%
	7						
			26,904,378	15,886,000	16,303,244	417,244	2.63%
Expenses							
			(1,306,014)	(698,393)	(610,637)	87,756	12.57%
	8		(283,705)	(143,417)	(109,185)	34,232	23.87%
			(1,265,540)	(640,604)	(616,160)	24,444	3.82%
	10		(299,775)	(152,849)	(138,173)	14,676	9.60%
			(1,372,112)	(690,593)	(696,478)	(5,885)	(0.85%)
			(74,259)	(37,557)	(30,852)	6,705	17.85%
			(3,460,527)	(1,559,700)	(1,353,167)	206,533	13.24%
	11		(4,606,921)	(2,347,232)	(2,007,477)	339,755	14.47%
			(5,498,594)	(2,781,330)	(2,716,266)	65,064	2.34%
	13		(2,689,610)	(1,408,340)	(1,399,871)	6,469	0.46%
			(27,141)	(77,352)	(66,161)	11,191	14.47%
			(20,884,199)	(10,535,367)	(9,744,427)	790,940	7.51%
Removal of Non-Cash Items							
			75,848	75,848	14,221	(61,627)	
			0	0	(1,740)	(1,740)	
			4,383,387	1,817,995	1,720,836	(97,159)	
Non Operating Items							
			0	0	0	0	
			(1,899,240)	(708,028)	(535,406)	172,622	24.38%
			(1,722,250)	(1,467,609)	(748,776)	718,833	48.98%
			(76,776)	(74,526)	(77,930)	(3,404)	(4.57%)
			0	0	0	0	
			0	0	0	0	
			(4,060,569)	(1,502,425)	(743,290)	759,135	50.53%
			(337,861)	0	0	0	#DIV/0!
			0	(337,861)	(94,499)	243,362	
			(1,734,394)	(1,497,109)	(254,145)	1,242,964	83.02%
			(2,717,581)	(826,184)	(401,853)	424,331	51.36%
			(59,200)	(29,598)	0	29,598	100.00%
			(191,000)	(90,498)	(94,663)	(4,165)	(4.60%)
			(8,445,177)	(137,452)	(314,053)	(176,601)	(128.48%)
			450,113	13,939	13,939	0	(0.00%)
			(227,381)	(98,220)	(112,009)	(13,789)	(14.04%)
			2,900,000	0	0	0	
			25,095	3,063	12,417	9,354	(305.39%)
			(1,029,767)	0	(41,715)	(41,715)	
			3,217,756	0	0	0	
			5,448,818	5,117,156	5,117,156	(0)	
			0	5,609,124	9,985,062	4,375,938	
			(0)	(0)	(39,001)	(39,001)	

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

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 DECEMBER 2018

1. OPERATING STATEMENT

	Note	18/19 Budget \$	Ytd Budget	18/19 Ytd Actual \$	Variance Actuals to Budget \$	Variance Actual to Budget %
OPERATING REVENUES						
Rates	14	10,109,614	10,025,135	10,248,134	222,999	2%
Operating Grants Subsidies and Contributions	15	4,379,720	1,770,202	2,181,474	411,272	23%
Fees and Charges	16	3,964,894	2,678,662	2,548,791	(129,871)	-5%
Proceeds from Sale of Assets					0	
Interest Earnings		391,500	174,781	189,932	15,151	9%
Other Revenue		751,571	325,581	321,330	(4,251)	-1%
TOTAL OPERATING REVENUE		19,597,299	14,974,361	15,489,661	515,300	3%
OPERATING EXPENSES						
Employee Costs		(8,083,630)	(4,202,153)	(4,189,706)	12,447	0%
Materials and Contracts	17	(6,531,975)	(3,064,297)	(2,352,995)	711,302	23%
Utility Charges	18	(952,576)	(400,444)	(326,685)	73,759	18%
Depreciation of Non Current Assets	19	(4,363,387)	(2,181,594)	(2,072,937)	108,657	5%
Interest Expenses	20	(133,094)	(74,093)	(55,185)	18,908	26%
Insurance Expenses		(475,846)	(471,062)	(488,641)	(17,579)	-4%
Other Expenditure	21	(184,609)	(136,642)	(244,057)	(107,415)	-79%
TOTAL OPERATING EXPENSE		(20,725,117)	(10,530,285)	(9,730,205)	800,080	-8%
Non Operating Grants Subsidies and Contributions		7,223,845	827,405	813,582	(13,823)	2%
Profit on Asset Disposals	22	84,234	84,234	0	(84,234)	100%
Loss on Asset Disposals	22	(160,082)	(5,082)	(14,221)	(9,139)	-180%
RESULTING FROM OPERATIONS		6,020,179	5,350,633	6,558,817	1,208,184	23%

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 DECEMBER 2018

2. BALANCE SHEET

	18/19	17/18
	YTD Actual	Actual
	\$	Estimated
	\$	\$
CURRENT ASSETS		
Cash Assets	11,897,543	9,699,754
Receivables	5,706,000	3,496,735
Inventories	1,224	1,224
TOTAL CURRENT ASSETS	<u>17,604,767</u>	<u>13,197,713</u>
NON-CURRENT ASSETS		
Receivables	583,192	583,191
Land and Buildings	53,584,782	53,557,271
Property, Plant and Equipment	7,590,812	6,600,355
Infrastructure	139,633,198	139,487,644
TOTAL NON-CURRENT ASSETS	<u>201,391,984</u>	<u>200,228,461</u>
TOTAL ASSETS	<u>218,996,751</u>	<u>213,426,174</u>
CURRENT LIABILITIES		
Payables	1,061,720	1,936,615
Interest-bearing Liabilities	112,372	224,381
Provisions	1,062,556	1,064,296
TOTAL CURRENT LIABILITIES	<u>2,236,648</u>	<u>3,225,292</u>
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	1,783,681	1,783,681
Provisions	271,813	271,813
TOTAL NON-CURRENT LIABILITIES	<u>2,055,494</u>	<u>2,055,494</u>
TOTAL LIABILITIES	<u>4,292,142</u>	<u>5,280,786</u>
NET ASSETS	<u>214,704,609</u>	<u>208,145,388</u>
EQUITY		
Retained Surplus	94,566,168	88,041,666
Reserves - Cash Backed	6,159,429	6,124,711
Reserves - Asset Revaluation	113,979,012	113,979,011
TOTAL EQUITY	<u>214,704,609</u>	<u>208,145,388</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 DECEMBER 2018

3. ACQUISITION OF ASSETS		18/19 Budget \$	18/19 Ytd Actual \$
The following assets have been acquired during the period under review: By Program			
Governance	Note		
Admin Buildings		337,500	15,885
New Telephone System		42,276	0
Server Upgrade	22	30,000	77,930
Law, Order & Public Safety			
Rangers Ute		47,000	0
Irish Town Light Tanker		169,800	0
Grass Valley Fire Shed		288,919	203,277
Bakers Hill Fire Shed		339,000	0
Electronic Conversion of Standpipe		14,500	0
CCTV - Stage 1 & 2		235,814	8,684
Education & Welfare			
LTM Playgroup		13,850	0
Upgrade Memorial Hall		10,000	10,348
Killara Commuter Bus		73,539	51,020
Killara Bus		141,809	143,627
Community Amenities			
Cemetery Toilet		11,536	440
King Creek Drainage		80,395	4,152
Area Drainage		186,669	7,563
Design of Recycling Station Inkpen		10,000	6,450
Old Quarry Drainage		100,000	0
Rehab Investigation Old Tip Site		35,000	0
NRM Grant Capital Expenditure		40,100	4,000
Cemetery Lot development		18,121	19,019
CBD Works - Street Scaping		181,000	94,663

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 DECEMBER 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
<u>By Program (Continued)</u>			
Recreation & Culture			
Town Hall Upgrades		20,250	6,000
Upgrade Rec Centre CCTV		24,500	1,355
Upgrade Emergency Exit door		6,035	0
Paint Non-slip Floor		4,500	0
Purchase Lot 1 GEH		220,000	0
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Replace Sewer Line Wundowie Library C/fwd		14,300	0
General Library Upgrades		50,000	0
Repairs to Exterior Steps Northam Library C/fwd		20,000	0
Old Railway Station Precinct Upgrade C/fwd		50,000	0
Old Railway Station Precinct Exit Gates		13,000	0
AVVVA - Drainage Works		22,850	0
AVVVA - Roof Replacement C/fwd		145,000	0
AVVVA - Brick Pointing		8,850	0
Community Coaster Bus		120,903	103,627
Wundowie Family Space		50,000	0
Wundowie Basketball Courts Upgrade		80,000	0
St Johns Ambulance Site Improvements		80,000	0
Artificial Hockey Turf		400,000	0
Bridge Crossing Fixings C/fwd		10,000	0
POS Playground Improvements		141,995	57,688
BMX Lighting		90,000	0
Bert Hawke - Drainage C/fwd		40,000	0
Bert Hawke - Lighting C/fwd		20,000	0
Northam Youth Space C/fwd		1,575,586	344,164
Wundowie Pool Bowl Repainting		10,000	0
Swimming Pool Redevelopment		7,991,642	275,900
Transport			
Northam Depot Redesign		10,000	0
PN1804 Mitsubishi Fuso C/fwd	23	120,000	133,966
PN0908 Volvo Back hoe Loader BL71		189,915	0
PN1805 4T Truck C/fwd		92,135	89,407
PN2240 Wood Chipper		130,000	92,300
PN1807 3.5T Truck C/fwd		78,745	79,971
P100 Cricket Wicket roller		35,000	29,909
PN1501 Hino Water Truck FM500		292,915	0
PN1401 Mazda BT50 Tray top		30,550	0
Traffic Counter		15,585	15,585
MV1808 Kerb Edging Machine		14,673	9,364

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 DECEMBER 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
<u>By Program (Continued)</u>			
Transport			
Spencers Brook Road SLK 5400 - 7360		283,773	8,293
Spencers Brook Road SLK 12800 - 14600		353,521	216,042
Spencers Brook Road		31,246	30,393
Jennapulin Road cfwd		214,952	614
Fermoy Road		5,000	2,298
Katrine Road C/Fwd	24	62,586	135,063
Mudalla Way		32,158	0
Glass Avenue		94,958	1,144
Mervyn Street		34,896	11,078
Cody Street		23,885	22,439
Foreman Street		22,136	23,035
Cook Street		27,382	3,936
Balga Tce		84,514	0
Gregory Street		73,860	11,003
Wellington Street		84,849	423
Wellington Street West		68,731	423
Selby Street		67,819	576
Gordon Street		27,662	576
Byfield Street		115,835	490
Irishtown Road		192,259	200
Maintenance Capitalised		100,000	8,861
Coates Road		115,100	58,821
Fitzgerald Street SLK		50,000	115
Newman Road		20,000	21,929
O'Neill Road		284,028	0
Charles Street		136,716	846
East Street		130,857	1,778
Coates Road		155,317	2,106
Mitchell Avenue		101,338	90,054
Laneway Land Acquisition		57,000	0
GEH Upgrade		419,936	0
Keane Street		118,000	0
Kerb Renewal		99,565	5,387
Chinganning Road C/fwd		80,087	80,807
Gravel Resheeting		223,365	750
Elizabeth Place Carpark Resurfacing		65,000	0
Beavis Place		45,024	0
St George Street		21,543	0
Lobellia Avenue		49,967	49,967
GEH Bakers Hill		118,431	0
Tames Road		57,375	0
BKB Footpath		45,521	44,532

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 DECEMBER 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
Drainage - Rural		1,442,330	242,430
Culvert Renewal		59,238	3,813
Repair Leach Drains Airport		9,200	0
New Hanger Water Feeds Airport		50,000	0
Economic Services			
BKB Building & Furniture		403,000	298,100
Old Fire Station, Repairs Windows		5,800	0
Old fire Station, Brick Pointing		7,850	0
Bakers Drainage		25,000	0
Water Pump Station Upgrade		169,681	0
Signage Tower GEH Mitchell Avenue		10,000	0
		<u>21,244,048</u>	<u>3,264,616</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 DECEMBER 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
By Class			
Land Held for Resale		0	0
Land and Buildings		1,899,240	535,406
Plant and Equipment		1,722,250	748,776
Furniture and Equipment		76,776	77,930
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		4,060,569	743,290
Infrastructure Assets - Footpaths		337,861	94,499
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		1,734,394	254,145
Infrastructure Assets - Parks & Ovals		2,717,581	401,853
Infrastructure Assets - Airfields		59,200	0
Infrastructure Assets - Streetscape		191,000	94,663
Infrastructure Assets - Other		8,445,177	314,053
		<u>21,244,048</u>	<u>3,264,616</u>



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 DECEMBER 2018

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$
Law Order & Public Safety						
Killarra Community Care Bus C/fwd	20,347	0	32,400	0	12,053	0
Education & Welfare						
Community Coaster Bus C/fwd	26,222	26,508	23,000	13,636	(3,222)	(12,872)
Killarra Commuter Bus C/fwd	24,370	0	68,181	0	43,811	0
Community Amenities						
Toyota Coaster Bus (Community)	22,901	0	45,000	0	22,099	0
						0
Recreation & Culture						0
Transport						0
PN1514 Rangers Triton Ute 4*4	43,000	0	45,000	0	2,000	0
PN1218 Mitsubishi Fuso C/fwd	97,225	0.00	30,000	0	(67,225)	0
PN0908 Volvo Back Hoe Loader BL71	60,912	0	45,000	0	(15,912)	0
PN1221 4T Truck C/fwd	30,320	0	29,093	0	(1,227)	0
PN2240 Wood Chipper	42,329	0	43,000	0	671	0
PN1222 3.5T Truck C/fwd	3,400	0	5,000	0	1,600	0
Speed Alert Trailer	0	0	2,000	0	2,000	0
P100 Cricket Wicket Roller	138,098	0	72,000	0	(66,098)	0
Ride on Mower	0	1,652	0	303	0	(1,349)
PN1501 Hino Water Truck, FM500	16,837	0	10,439	0	(6,398)	0
	525,961	28,160	450,113	13,939	(75,848)	(14,221)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 DECEMBER 2018

4. DISPOSALS OF ASSETS

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

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$
Plant & Equipment						
PN1514 Rangers Triton Ute 4*4	20,347	0	32,400	0	12,053	0
Killarra Commuter Bus C/fwd	26,222	26,508	23,000	13,636	(3,222)	(12,872)
Killarra Community Care Bus C/fwd	24,370	0	68,181	0	43,811	0
Toyota Coaster Bus (Community)	22,901	0	45,000	0	22,099	0
PN1218 Mitsubishi Fuso C/fwd	43,000	0	45,000	0	2,000	0
PN0908 Volvo Back Hoe Loader BL71	97,225	0	30,000	0	(67,225)	0
PN1221 4T Truck C/fwd	60,912	0	45,000	0	(15,912)	0
PN2240 Wood Chipper	30,320	0	29,093	0	(1,227)	0
PN1222 3.5T Truck C/fwd	42,329	0	43,000	0	671	0
P100 Cricket Wicket Roller	3,400	0	5,000	0	1,600	0
Speed Alert Trailer	0	0	2,000	0	2,000	0
PN1501 Hino Water Truck, FM500	138,098	0	72,000	0	(66,098)	0
Ride on Mower	0	1,652	0	303	0	(1,349)
PN1401 Mazda BT50 Tray Top	16,837	0	10,439	0	(6,398)	0
	525,961	28,160	450,113	13,939	(75,848)	(14,221)
					18/19 Budget \$	Ytd Actual \$
					84,234	0
					(160,082)	(14,221)
					(75,848)	(14,221)

Summary

Profit on Asset Disposals
Loss on Asset Disposals



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 DECEMBER 2018

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		18/19 Budget \$	18/19 Ytd Actual \$	18/19 Budget \$	18/19 Ytd Actual \$	18/19 Budget \$	18/19 Ytd Actual \$	18/19 Budget \$	18/19 Ytd Actual \$
Recreation & Culture									
Loan 208 - Northam Country Club ** 7.36%	9,365	0	3,008	6,128	3,008	3,237	9,365	624	345
Loan 219A - Northam Bowling Club ** 3.18%	182,007	0	0	18,967	9,409	163,040	172,598	6,870	2,894
Loan 223 - Recreation Facilities 6.06%	252,562	0	60,342	122,513	60,341	130,049	252,563	15,099	1,268
Loan 224 - Recreation Facilities 6.48%	860,271	0	21,588	43,876	21,588	816,395	860,271	60,776	27,873
Loan New - Swimming Pool	0	2,400,000	0	0	0	2,400,000	0	0	0
Loan New - Youth Space	0	500,000	0	0	0	500,000	0	0	0
Economic Services									
Loan 225 - Victoria Oval Purchase 6.48%	703,858	0	17,663	35,898	17,663	667,960	703,858	49,726	22,805
	2,008,063	2,900,000	102,601	227,381	112,009	4,680,682	1,998,655	133,094	55,185

Note: ** indicates self - supporting loans

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

Loan 221 - No longer a self supporting loan to Northam Aero Club now financed by general purpose revenue.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 DECEMBER 2018

	18/19 Budget				18/19 Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
6. RESERVES - CASH BACKED										
Aged Accommodation Reserve	217,338	4,260	5,000		226,597	217,338	1,484			218,822
Employee Liability Reserve	418,145	8,196			426,340	418,145	2,855			420,999
Housing Reserve	259,499	5,086			264,586	259,499	1,772			261,271
Reticulation Scheme Reserve	69,088	1,354	10,000		80,442	69,088	472			69,559
Office Equipment Reserve	101,066	1,981		(72,276)	30,771	101,066	1,107			102,173
Plant & Equipment Reserve	109,879	2,154	330,000	(315,585)	126,448	109,879	750			110,629
Road & Bridgeworks Reserve	77,723	1,523	10,000		89,246	77,723	531			78,253
Refuse Site Reserve	476,794	9,345	180,000		666,139	476,794	3,254			480,047
Regional Development Reserve	91,481	1,793		(80,000)	13,274	91,481	625			92,106
Speedway Reserve	144,261	2,828			147,088	144,261	985			145,246
Community Bus Replacement Reserve	63,105	1,433		(62,000)	2,538	63,105	430			63,535
Septage Pond Reserve	191,430	3,752	71,223		266,405	191,430	1,307			192,737
Killara Reserve	375,484	7,360	4,000	(124,167)	262,677	375,484	2,561			378,045
Stormwater Drainage Projects Reserve	129,330	2,535		(100,000)	31,865	129,330	881			130,212
Recreation and Community Facilities Reserve	1,809,999	35,476	158,965	(1,886,228)	118,212	1,809,999	12,351			1,822,350
Administration Office Reserve	691,211	13,548		(337,500)	367,259	691,211	4,303			695,514
Council Buildings & Amenities Reserve	308,750	6,052	55,579	(175,000)	195,381	308,750	2,103			310,853
River Town Pool Dredging Reserve	303,220	5,943	50,000		359,163	303,220	2,070			305,290
Parking Facilities Construction Reserve	211,280	4,141		(65,000)	150,421	211,280	1,442			212,723
Art Collection Reserve	22,680	445			23,125	22,680	155			22,835
Election Reserve	163	3	15,000		15,166	163	1			164
Revaluation Reserve	40,463	793	20,000		61,256	40,463	276			40,739
Total Cash Backed Reserves	6,112,388	120,000	909,767	(3,217,756)	3,924,399	6,112,388	41,715		-	6,154,104

Total Interest 1,029,767

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



SHIRE OF NORTHAM

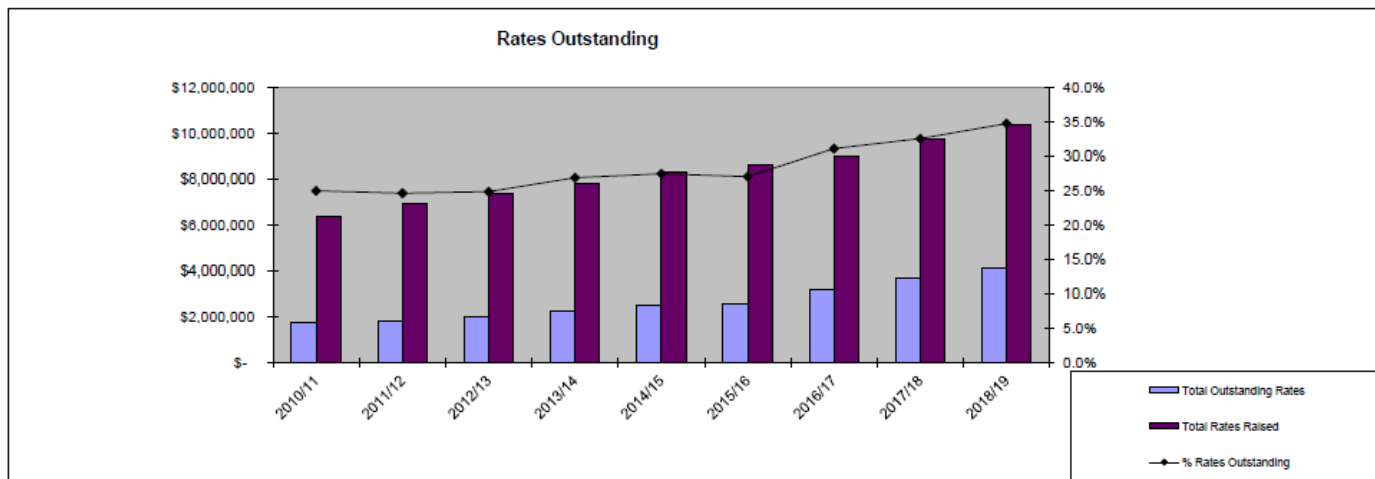
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 DECEMBER 2018

	18/19 Budget	18/19 Ytd Actual	Estimated 17/18 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	200,000	5,731,114	3,575,038
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Reserves	3,924,399	6,166,429	6,124,714
Self Supporting Loan	26,500	4,402	16,818
Sundry Debtors	143,816	791,753	1,458,767
Rates - Current	1,900,000	4,829,204	1,981,652
Pensioners Rates Rebate	0	32,755	14,928
Provision for Doubtful Debts	100,000	(142,499)	(142,499)
GST Receivable	0	118,911	238,907
Accrued Income/Prepayments	0	71,474	465,216
Inventories	1,000	1,224	1,224
	<u>6,295,715</u>	<u>17,604,767</u>	<u>13,734,764</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(1,703,361)	(970,048)	(1,450,291)
Rates Income in Advance	(280,000)	(117,848)	(238,427)
GST Payable	0	(38,999)	(143,310)
Accrued Salaries & Wages	0	0	(57,702)
Accrued Interest on Debentures	0	(17,733)	(31,275)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	(166,462)
Withholding Tax Payable	0	(74)	0
Payg Payable	0	82,982	7,542
Loan Liability	(227,381)	(112,372)	(224,381)
Provision for Annual Leave	(605,891)	(605,891)	(605,891)
Provision for Long Service Leave	(458,405)	(456,665)	(458,405)
Other Payables	0	0	0
	<u>(3,275,038)</u>	<u>(2,236,647)</u>	<u>(3,368,602)</u>
NET CURRENT ASSET POSITION	3,020,677	15,368,120	10,366,162
Less: Cash - Reserves - Restricted	(3,924,399)	(6,166,429)	(6,124,714)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition	0	0	0
Less: Loans receivable - clubs/institutions	0	0	(16,818)
Add: Current Loan Liability	227,381	112,372	224,381
Add: Leave Liability Reserve	426,341	420,999	418,145
Add: Budgeted Leave	250,000	250,000	250,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	0	9,985,062	5,117,156

SHIRE OF NORTHAM
RATING REPORT
FOR THE PERIOD ENDED 31 December 2018

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Key Rating Dates									
RATES ISSUED	04/08/10	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018
RATES DUE	13/09/2010	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018
2nd INSTALMENT DUE	12/11/2010	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018
3rd INSTALMENT DUE	11/01/2011	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018
4th INSTALMENT DUE	14/03/2011	22/03/2012	29/03/2013	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018
Outstanding 1st July	\$540,290	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688.00	\$1,535,793.00
Rates Levied	\$6,268,889	\$6,851,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551.00	\$9,925,046.12
Interest, Ex gratia, interim and back rates	\$75,632	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,215.58	\$414,617.01
Rates Paid by month									
1 July	24,586	51,948	38,805	47,443	62,554	29,105	43,333	60,002	94,638
2 August	1,272,790	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,054,983	1,856,869
3 September	2,736,315	3,251,815	3,604,324	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835
4 October	374,463	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136	484,607	590,724
5 November	600,065	689,461	680,522	444,497	506,022	842,856	908,844	1,036,340	952,902
6 December	158,023	172,178	160,665	685,338	654,900	214,507	336,154	189,794	239,893
7 January									
8 February									
9 March									
10 April									
11 May									
12 June									
Total YTD	5,166,242	5,605,015	5,971,182	6,144,300	6,543,827	6,937,395	7,065,530	7,590,457	7,749,861
% Ytd Rates Outstanding	25.0%	24.6%	24.8%	26.9%	27.4%	27.0%	31.1%	32.5%	34.7%
Ytd Outstanding	1,718,570	1,830,964	1,972,236	2,256,123	2,475,062	2,571,652	3,190,025	3,662,998	4,125,596



12.4.3 Revised Long Term Financial Plan (LTFF)

Address:	NA
Owner:	Shire of Northam
Applicant:	NA
File Reference:	8.2.7.4
Reporting Officer:	Colin Young Executive Manager Corporate Services
Responsible Officer:	Colin Young Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

That Council endorse the Revised Long Term Financial Plan (LTFF) developed under the Integrated Planning and Reporting Framework.

ATTACHMENTS

Attachment 1: Revised Long Term Financial Plan 2017 – 2029.

BACKGROUND / DETAILS

The Integrated Planning and Reporting Framework and Guidelines were introduced in Western Australia as part of the State Government's Local Government Reform Program. Integrated Planning is the development and delivery of a Strategic Community Plan and a Corporate Business plan that includes underpinning documents including the LTFF.

All local governments in Western Australia have been required to produce a 'Plan for the Future' for their district under S5.56(1) of the Local Government Act 1995. Local Government (Administration) Regulations 1996 now prescribe the requirement to prepare a Strategic Community Plan and Corporate Business Plan as part of the 'Plan for the Future'.

The Framework is supported by Integrated Planning and Reporting Guidelines. The Guidelines outline how to fully develop each component of the Framework and explains its purpose, and the roles of community, Council and local government administration.

The Framework and its Guidelines outline the minimum planning and reporting methodology to achieve the outcome prescribed in the legislation. They are not intended to restrict the range of processes that may be undertaken within a local government to achieve those outcomes.

Council adopted the current Long Term Financial Plan on the, 15th March 2017 as per the recommendation below;

RECOMMENDATION / COUNCIL DECISION

Minute No: C.2980

Moved: Cr Rumjantsev

Seconded: Cr Little

That Council endorse the Long Term Financial Plan 2017 to 2029 as presented.

CARRIED 10/0

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.3: The Shire of Northam Council is a sustainable, responsive, innovative and transparent organisation.

Financial / Resource Implications

Nil.

Legislative Compliance

Local Government Act 1995 Section 5.56 Planning for the Future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's

- priorities for dealing with the objectives and aspirations of the community in the district; and*
- (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) A local government is to review the current corporate business plan for its district every year.*
 - (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
 - (6) A Council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
**Absolute majority required.*
 - (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the Council, the plan or modified plan applies to the district for the period specified in the plan.*

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Executive Managers and Councillors including a workshop held on the 3rd December 2018.

Risk Implications

- Reputational – Moderate
 - Failure to produce reliable up to date predictions could be viewed as poor management.
- Financial – Moderate
 - The Long Term Financial Plan is carried out to ensure that the Council has sufficient funds available to meet estimated expenditure for the life of the plan.
- Compliance - High
 - Required under the Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Framework.
- Legal – N/A

OFFICER'S COMMENT

Staff have revised the 12 year Long Term Financial Plan over several months including a workshop held on the 3rd December 2018 with elected members. The Long Term Financial Plan has been developed to include key projects identified within the Corporate Business Plan.

The review consisted of realigning the 2018/19 year within the LTFP with the adopted 2018/19 budget, the following major adjustments were included in the LTFP;

1. Northam Aquatic Facility was increased from 8.1M to 8M in 2018/19 and 3M in 2019/20.
2. Increase utilities 25k in 2019/20 and an additional 25k in 2020/21, increase employee costs 10k in 2019/20 and an additional 10k in 2020/21 to allow for additional operation costs associated with the Northam Aquatic Facility.
3. Land sales for both Yilgarn Avenue \$805,000 and Victoria Oval as per Council's decision, Minute Number C3493 in Council's minutes dated the 19/9/2018.

RECOMMENDATION

That Council endorse the Revised Long Term Financial Plan 2017 to 2029 as presented.

Attachment 1



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Long Term Financial Plan

2017 – 2029

(Revised December 2018)

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Purpose of the Plan

The Shire of Northam's Long Term Financial Plan (LTFP) details what the Council proposes to do over the next twelve years as a means of ensuring the Communities financial sustainability. It is aligned to other core planning documents by which Council is accountable to the community including the Strategic Community Plan, various individual Community Plans and the Shire's Corporate Business Plan. Information contained in other strategic plans including the Asset Management Plan and Workforce Plan have informed the LTFP which will be the basis for preparation of the Shire's Annual Budgets.

The LTFP is a tool which analyses financial trends over a twelve year period on a range of assumptions and provides the Shire with information to assess resourcing requirements to achieve its strategic objectives and to assists the Shire ensure its future financial sustainability.

The LTFP covers the period 2017-18 to 2028-29 (revised December 2018). There is a high level of accuracy and detail in the first 3 years of the LTFP, however this is underpinned by a number of assumptions. The remaining nine years of the LTFP are shown as an overview with reasonable estimates only. The Shire undertakes a broad review of its Strategic Community Plan every two years and a full review is planned every four years. The next full review of the Shire of Northam Strategic Community Plan will be undertaken in 2017. This LTFP will be reviewed in conjunction with Strategic Community Plan reviews. As Annual Budgets are developed from the LTFP there may be annual variations, these variations will be detailed in the Annual Budget.

Key Statistics

The following table provides a snapshot of the Shire of Northam at 2016-17:

Distance from Perth	96Kms
Area (Sq kms)	1,443 Km ²
Population (est)	11,555
Number of Electors	6,881
Number of Dwellings	4,390
Total Rates Levied	\$8,945,651
Total Revenue	\$18,990,556
Number of Employees	98

Shire of Northam
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About the Shire of Northam

The Shire of Northam is located within the picturesque Avon Valley and comprises some 1,400 square kilometres. The western Shire boundary commences 60 kilometres east of Perth, with the townsite of Northam situated a further 35 kilometres to the east.

The Shire has a diverse cultural history which is valued by its community. The Avon River is strongly linked to the Aboriginal heritage and this continues to be acknowledged. European settlement commenced in the mid 1830s, and a diverse migration over time has resulted in a vibrant community base.

Whilst the Shire of Northam has historically been considered to have a mono economy based on agriculture, its economic base has been diversifying to include tourism, retail, manufacturing, light industrial and mineral resources, as well as an expanding service industry. The Shire of Northam maintains a significant local road network, which link to the Great Eastern Highway that joins Perth with the eastern states. The town of Northam is serviced by both freight and passenger train services, as well as a bus service link to Perth.

Our Vision

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.

In order to achieve this Vision, the Council will commit to display:

- **LEADERSHIP**
To recognise the community's expectations to provide leadership
- **RESPECT**
To respect differences in age, culture, values and opinion
- **TEAMWORK**
To achieve through the efforts of the team
- **EXCELLENCE**
To aspire to one standard
- **OPENNESS**
To engender trust through openness

Our Mission

To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth.

In order to achieve this Mission, the Organisation will commit to being;

- **SAFE**
Focus on importance of safety in the organisation
- **OPEN**
Engage in two way communication, with transparency and trust
- **ACCOUNTABLE**
Know what you are responsible for, take ownership and deliver accordingly
- **RESPECTFUL**
Demonstrate respect for other's skills, knowledge and differing value systems

In order to deliver on our vision and mission the Shire has developed a Strategic Community plan which has five key focus areas being;

- **Governance** – To lead our community with openness, efficiency and proficiency
- **Community** – For the residents to enjoy living in a safe, caring and healthy community
- **Economy** – A prosperous community supported by diverse and sustainable industry and commerce
- **Natural Environment** – An environmentally aware and pro-active community
- **Infrastructure and Resources** – To provide an effective and efficient road network.

Service Delivery

Over the past three years there has been a significant focus on improving service standards within the Shire of Northam. This has resulted in a range of initiatives, supported by an increase in staffing levels. Staff increases over this time have focused in and around the Engineering Services area, with the addition of an asset manager, operations manager, rural verge crew, additional parks & gardens staff and a dedicated traffic management team. In the draft infrastructure asset management plan a range of service levels have also been established to guide our operations.

Asset Management

The Shire of Northam has developed asset management plans based on the total life cycle of assets. The Asset Management Plans will assist the Council in predicting infrastructure consumption and asset renewal needs and identifies the cost required to renew or preserve the asset (renewal gap). This renewal gap is being addressed in the LTFP and will be the focus of future annual budgets.

Funding for the renewal of assets is currently considered adequate to ensure sustainability in the longer term. However Council does need to remain mindful of it's renewal commitment when considering the creation or expansion of its existing asset network. This is particularly pertinent when it comes to the footpath asset class, where there has historically been a focus on expansion. The asset management plan is recommending that while a level of expansion can be accommodated it should only be considered once Council has met its renewal targets.

The continued allocation of funding towards the renewal of assets and funding for maintenance and upgrades will result in a positive investment for the community in future. Asset acquisitions and capital works projects are funded from either rate revenue, specific cash reserves, sales of existing land assets, government grants or external borrowings.

Financial Strategies and Principles

Rates

The Shire of Northam is aware of financial pressures which are currently being experienced within the community. This is being reflected by a significant increase in outstanding rates at the end of financial years. The following table summarises the trend and subsequent challenge facing the Shire.

Outstanding Rates Previous 5 Years					
Year	2011/12	2012/13	2013/14	2014/15	2015/16
Rates Outstanding	\$795,301	\$781,322	\$979,404	\$1,152,338	\$1,440,123
Increase/decrease per annum		(\$13,979)	\$198,082	\$172,934	\$287,785
Total Increase 2011/12 to 2015/16					\$644,822

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High levels of outstanding rate debt can indicate a range of issues, including affordability and historically poor debt recovery processes. As such it is the priority of Council to ensure that the current increasing trend is reversed through a review of the current debt recovery process ensuring that all possible avenues are used to receive the debt including:

- o The promotion of payment plans for those residents in financial hardship
- o Legal action where necessary

A review of the rating structure is also to be undertaken to ensure that the current methodology of raising rates is the most fair and equitable across all rate classes.

It is projected that the Shire of Northam population growth will present opportunities as well as a range of challenges. With growth being experienced in the western 'rural residential' areas, expectations for services and facilities in areas such as Wundowie are projected to increase. This does have the potential to impact the Shire financially.

The recently developed Wundowie Community Plan and the to be developed community plans for Bakers Hill and Grass Valley will be reflected in the current and future long term financial plans of the Council. This will ensure that service and infrastructure delivery in these growing areas will be recognised.

The Shire of Northam also has an extensive Growth Plan for the town site of Northam. This growth plan recognises Northam as the Regional Centre for the Avon Valley and highlights the growth potential of Northam. This plan has been and will continue to be accommodated in the Council's financial planning.

Levying rate increases at, or below, CPI is considered unsustainable in the long term. The recommended LTFP model developed by the Council indicates rate increases based on 3.5% for the life of the plan. In addition to the quoted rate increase, the rate base is estimated to grow by 1% each year through until 2029 as new development occurs. Known new developments have also been factored in over years 2017/18 to 2018/19 which gives an increase of 7.3% and 7.8% respectfully. With the rate base increase and estimated growth the following represents the projected increase in gross rates levied for the Shire of Northam:

2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
7.30%	7.85%	4.51%	4.51%	4.50%	4.44%
2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
4.36%	4.36%	4.36%	4.36%	4.36%	4.37%

Budget surpluses

The Council is aiming to adopt a 'balanced budget' each year, however this does include funds being set aside into reserves for future requirements. Of particular note is the commitment to increase the waste reserve to ensure the Council is positioned to provide for ongoing rehabilitation of the site, whilst also having funds for future site development.

Whilst the overall budget is focused on being 'balanced' it is the intention of Council to promote operating surpluses of between 0% and 10%.

Achieving small operating surplus highlights that Council will generate funds which are approximately sufficient to offset consumption (i.e. depreciation) and providing opportunities for expansion of existing assets. On average and over time it should therefore also have sufficient capacity to accommodate asset renewal requirements without the need to raise additional borrowings. Without generating larger ongoing operating surpluses over time, Council still needs to raise additional borrowings as a consequence of the purchase of additional assets or the replacement of assets with ones that deliver a higher level of service (such as swimming pool redevelopments).

If Council were to generate large ongoing operating surpluses this may indicate an inter-generational inequity in its rating, pricing and service level decisions. Effectively, this would indicate that ratepayers and service recipients during times of 'large' surpluses have paid more than the costs associated with current service provision.

Cost recovery of services

Discretionary fees and charges are planned to also be increased approximately by the forecast CPI (2.5%) to match estimated additional costs in service delivery. The Shire does not recover the full cost of providing services, except in the areas of waste management.

Application fees for building licences, planning and development approvals are limited by regulations preventing full cost recovery of these services.

Use of debt finance

The Shire currently has manageable levels of debt and proposes to use debt funding in the future for large non-recurrent capital works projects that will deliver social and economic benefits to future generations. Additional debt is proposed to be used for a number of significant capital projects.

The construction of the new Northam Aquatic Facility is projected to require \$4,500,000 in debt finance, while an amount of \$2,033,000 of debt finance is proposed in 2020/21 for the Northam depot redevelopment, although land sale opportunities associated with depot redevelopment will also be assessed

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at the time which could minimise the requirement for additional debt. With this additional borrowing, the Shire will remain well within what is considered an acceptable level of debt.

The impact of taking on additional debt has been modelled in the LTFP during the December 2018 review.

Cash reserves

Cash Reserves are maintained by the Shire to manage the impact of future capital expenditures in any one year. The principal capital purpose and current level of cash reserves are:

RESERVES - CASH BACKED Budget 2016/17	Total
Aged Accommodation Reserve	212,237
Housing Reserve	253,457
Reticulation Scheme Reserve	57,879
Office Equipment Reserve	97,319
Plant & Equipment Reserve	285,296
Road & Bridgeworks Reserve	99,608
Refuse Site Reserve	354,317
Regional Development Reserve	431,077
Community Bus Replacement Reserve	52,507
Septage Pond Reserve	420,217
Recreation and Community Facilities Reserve	582,979
Administration Office Reserve	339,001
Council Buildings & Amenities Reserve	33,270
Parking Facilities Construction Reserve	153,072
Total Cash Backed Capital Reserves	3,372,236

In addition Council has operational reserves of \$909,713 which are utilized by Council to ensure consistency, levelling impact on rates, in expenditure from year to year in certain areas such as Council elections.

Over the life of the LTFP cash reserves are projected to increase from \$3,924,514m to \$5,773,532 (revised December 2018). The Shire will continue to pursue grant funding for strategic capital works from the State and Federal Government.

The Council is also mindful of having a 'capital structure' which is efficient and delivering on the needs of the organisation and community. Hence the level of reserves will be monitored on an ongoing basis to ensure they are at 'effective' levels.

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Workforce Planning Strategies

The Workforce Plan proposes that net staff levels will remain relatively stable in line with current service provision levels. Staff numbers will increase over time to maintain service provision levels as new developments and additional growth occurs.

Projected additional Employees are shown in the following table:

Year	Additional Employees			
	2017/18	2018/19	2023/24	2028/29
Drainage Crew	173,000			
Corporate Communication		66,000		
Human Resources		31,000		
Compliance		65,000		
Estimated additional requirements from growth			200,000	200,000

The workforce plan is currently being reviewed. Once this review is completed the LTFP will be adjusted accordingly if required.

Scenario Modelling and Sensitivity Analysis

In developing this LTFP it is recognised that there are a range of variables which could impact the baseline projections. In order to understand these variables and their impacts a number of scenarios have been developed. It is important to recognise that the scenario modelling does not purport to cover every possible scenario or event, it is merely an attempt to highlight the financial exposure Council may have in a range of areas. The results of the modelling are highlighted in the context of the financial sustainability of the Shire of Northam.

The most significant variables identified and modelled are:

- Rate increase
- Population (growth options modelled)
- Service levels for infrastructure delivery (increasing and decreasing)
- Inability to secure external funding for major projects



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SCENARIO 1 Revised December 2018 (5 years provided, full 10 year assessment appended)

Variable adjusted:

3.5% rate increase annually

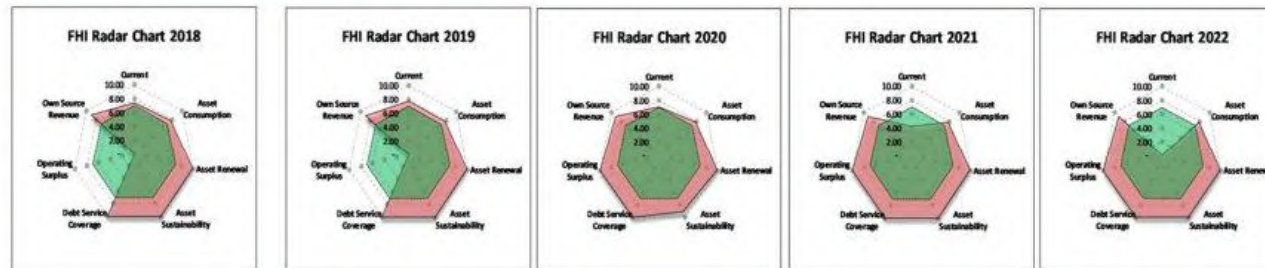
No assumed growth in rate base other than known developments.

Ratio Names	2018 Raw Ratios	2019 Raw Ratios	2020 Raw Ratios	2021 Raw Ratios	2022 Raw Ratios
Current	1.57	1.13	1.02	0.90	0.73
Asset Consumption	0.56	0.56	0.56	0.56	0.56
Asset Renewal	1.08	1.08	1.08	1.08	1.08
Asset Sustainability	4.75	2.10	1.11	1.23	1.32
Debt Service Coverage	9.19	8.31	7.55	7.91	8.12
Operating Surplus	(7.87)	(0.74)	2.55	3.19	3.04
Own Source Revenue	0.73	0.74	0.76	0.76	0.76

Standardised Scores (0 to 10)

Ratio Names	2018 Standardised Ratios	2019 Standardised Ratios	2020 Standardised Ratios	2021 Standardised Ratios	2022 Standardised Ratios
Current	7.42	7.78	7.12	4.20	-
Asset Consumption	7.72	7.72	7.72	7.72	7.72
Asset Renewal	9.83	9.83	9.83	9.83	9.83
Asset Sustainability	10.00	10.00	9.10	10.00	10.00
Debt Service Coverage	10.00	10.00	10.00	10.00	10.00
Operating Surplus	-	-	10.00	10.00	10.00
Own Source Revenue	8.98	9.04	9.16	9.16	9.16

Financial Health Indicator	2018	2019	2020	2021	2022
	69	70	69	63	73





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Scenario 2 Revised December 2018 (5 years provided, full 10 year assessment appended)

Variables adjusted

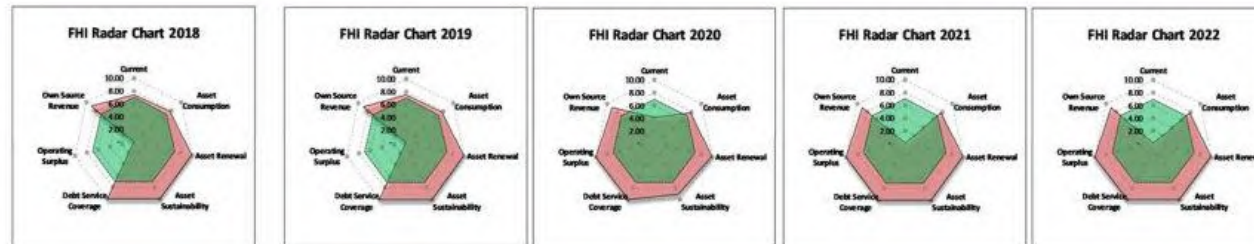
CPI rate increase annually (2.5%) with no additional growth other than known developments.

Ratio Names	2018 Raw Ratios	2019 Raw Ratios	2020 Raw Ratios	2021 Raw Ratios	2022 Raw Ratios
Current	1.07	1.09	0.90	0.64	0.30
Asset Consumption	0.96	0.96	0.96	0.96	0.96
Asset Renewal	1.28	1.28	1.28	1.28	1.28
Asset Sustainability	4.75	2.14	1.11	1.23	1.32
Debt Service Coverage	8.19	8.13	7.27	7.48	7.52
Operating Surplus	(7.87)	(1.38)	1.28	1.26	0.48
Own Source Revenue	0.73	0.73	0.74	0.74	0.74

Standardised Scores (0 to 10)

Ratio Names	2018 Standardised Ratios	2019 Standardised Ratios	2020 Standardised Ratios	2021 Standardised Ratios	2022 Standardised Ratios
Current	7.42	7.54	4.20	-	-
Asset Consumption	7.72	7.72	7.72	7.72	7.72
Asset Renewal	9.83	9.83	9.83	9.83	9.83
Asset Sustainability	10.00	10.00	9.10	10.00	10.00
Debt Service Coverage	10.00	10.00	10.00	10.00	10.00
Operating Surplus	-	-	10.00	10.00	10.00
Own Source Revenue	8.98	8.98	9.04	9.04	9.04

Financial Health Indicator	69	69	82	73	73
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Scenario 3 Revised December 2018 (5 years provided, full 10 year assessment appended)

Additional rate revenue received from Logistics Hub, 15k in 20/21 and 20k per annum 21/22 to 25/26.

Ratio Names	2018	2019	2020	2021	2022
	Raw Ratios	Raw Ratios	Raw Ratios	Raw Ratios	Raw Ratios
Current	1.07	1.17	1.14	1.15	1.17
Asset Consumption	0.56	0.56	0.56	0.56	0.56
Asset Renewal	1.08	1.08	1.08	1.08	1.08
Asset Sustainability	4.75	2.14	1.11	1.23	1.32
Debt Service Coverage	9.19	8.46	7.81	8.34	8.72
Operating Surplus	(7.87)	(0.20)	3.71	4.98	5.48
Own Source Revenue	0.73	0.74	0.78	0.77	0.78

Standardised Scores (0 to 10)

Ratio Names	2018	2019	2020	2021	2022
	Standardised Ratios	Standardised Ratios	Standardised Ratios	Standardised Ratios	Standardised Ratios
Current	7.42	8.02	7.84	7.90	8.02
Asset Consumption	7.72	7.72	7.72	7.72	7.72
Asset Renewal	9.83	9.83	9.83	9.83	9.83
Asset Sustainability	10.00	10.00	9.10	10.00	10.00
Debt Service Coverage	10.00	10.00	10.00	10.00	10.00
Operating Surplus	-	-	10.00	10.00	10.00
Own Source Revenue	8.98	9.04	9.16	9.22	9.28

Financial Health Indicator	69	71	91	92	92
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Risk Management

The following are the major risks identified as associated with this LTFP:

- Rates
 - Inability of Council to recover
 - Becoming unaffordable
 - Insufficient to cover financial requirements
- Projects
 - The Shire is undertaking a range of projects, which it will be required to underwrite. As a consequence there is an intrinsic risk associated with this. While each project will have its own risk management plan Council needs to be aware that delivery of each project has the potential of impacting the LTFP
- Funding
 - The Council has a reliance on external funding in both the delivery of special projects and the delivery of its annual programs. The risks associated with the special projects has been explored in the previous section, however the risk of reduced government funding for roads has the potential to impact Council significantly.
- Interest Rates
 - Debt
 - Future interest rate movements up or down (particularly over the medium and longer-term) are always uncertain and a council's exposure to interest rate risks cannot be eliminated. However, interest rate risk can be, and should be, managed.

Council is exposed to interest rate risk whenever it borrows, or lends money, regardless of whether the interest rates are fixed or variable.

Locking into a long-term fixed interest rate borrowing, for example, effectively means that a council is taking a gamble that variable interest rates over the period of the borrowing will be higher than the fixed rate negotiated. If a council takes out a fixed interest rate loan and interest rates on average fall over the duration of the loan, then the council will be worse off than it would have been if it had taken out a variable interest rate loan. Such a council might not have been intending to gamble on interest rate movements, or it may not realise that it is doing so, but choosing a fixed interest rate borrowing does not obviate risk. It removes only one risk – the risk from higher average variable interest rates for the term of the loan.

- Alignment
 - An important premise of 'success' for the Shire is to ensure there is a strong alignment between the strategy of the Council and the organisational and financial structure. Whilst the current alignment is relatively strong, there are perceived gaps in the areas of economic development and environmental management.

Key Assumptions Underpinning the Long Term Financial Plan

The estimates in the LTFP are based on a number of assumptions and Council strategies. The base point for the modelling is the adopted 2016-17 budget and assumptions have been applied to the model. The assumptions are:

- Existing service levels will be maintained with a view to improvement in the longer term
- Annual operating surpluses will be achieved each year for the life of this plan
- Net staff levels will increase in years 2017/18, 2018/19, 2023/24 and 2028/29. These increase over time are aimed at meeting the needs of an increasing population and growth in development within the Shire and increasing statutory compliance, a full review of the Workforce plan will be carried out during the 2017/18 financial year, once this review is complete the LTFP will be updated accordingly.
- CPI will be approximately 2.5% per annum over the life of the LTFP and is based on the current State budget estimates, link below;

<http://static.ourstatebudget.wa.gov.au/16-17/factsheets/wa-economy.pdf>

- Annual rate increases of 3.5% plus growth per annum are planned for the life of the plan, ensuring that Councils own source revenue remains strong.
- The rate base will increase by an average 1% per annum through new development and growth plus addition known growth over for the years 2017/18 and 2018/19 of approximately 3%
- Discretionary fees and charges will increase by CPI .
- Full cost recovery for provision of waste and recycling services is achieved
- Interest rates for new borrowings will be in line with indicative prices issued by WATC September 2016, 3.5 & Northam Aquatic Facility Redevelopment 4%.
- Interest rates for invested funds will be 2.5% over the life of the LTFP
- Roads to Recovery funding is expected to continue.
- Other government grants will increase by up to CPI

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- Materials and contracts will increase by CPI per annum
- Utility costs will increase by State Budget future estimates to reflect a continuation of recent increases in energy and water costs
- The Shire's expenditure on renewal of road infrastructure from its own sources is in line with the Council adopted Infrastructure Asset Management Plan

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Measuring Sustainability

Several statutory key performance indicators (KPIs) have been prescribed in the Local Government (Financial Management) Regulations 1995 to measure the financial sustainability of local governments. The LTFP has been assessed against these KPIs and will be compared with KPIs measured from the Annual Budgets and Annual Financial Statements to provide clear targets for the Town to report its progress to the community each year.

The KPIs, target rates and results measured from the LTFP are tabled below, (revised December 2018):

Ratio Names	2016 Raw Ratio	2018 Raw Ratio	2020 Raw Ratio	2021 Raw Ratio	2022 Raw Ratio
Current	1.01	1.11	1.14	1.13	1.12
Asset Consumption	0.26	0.26	0.26	0.26	0.26
Asset Renewal	1.08	1.08	1.08	1.08	1.08
Asset Sustainability	4.15	2.10	1.11	1.23	1.21
Debt Service Coverage	3.13	4.45	1.13	4.23	4.25
Operating Surplus	11.81	10.20	3.22	3.18	3.18
Own Source Revenue	0.12	0.12	0.12	0.11	0.10

Standardised Scores (0 to 10)

Ratio Names	2016 Standardised Ratio	2018 Standardised Ratio	2020 Standardised Ratio	2021 Standardised Ratio	2022 Standardised Ratio
Current	1.01	8.00	1.03	1.04	1.02
Asset Consumption	1.12	1.12	1.12	1.12	1.12
Asset Renewal	8.03	8.03	8.03	8.03	8.03
Asset Sustainability	10.00	10.00	9.10	10.00	10.00
Debt Service Coverage	10.00	10.00	10.00	10.00	10.00
Operating Surplus	10.00	10.00	10.00	10.00	10.00
Own Source Revenue	0.08	0.08	0.10	0.11	0.10

Financial Health Indicator: 69 (2016), 71 (2018), 91 (2020), 92 (2021), 92 (2022)



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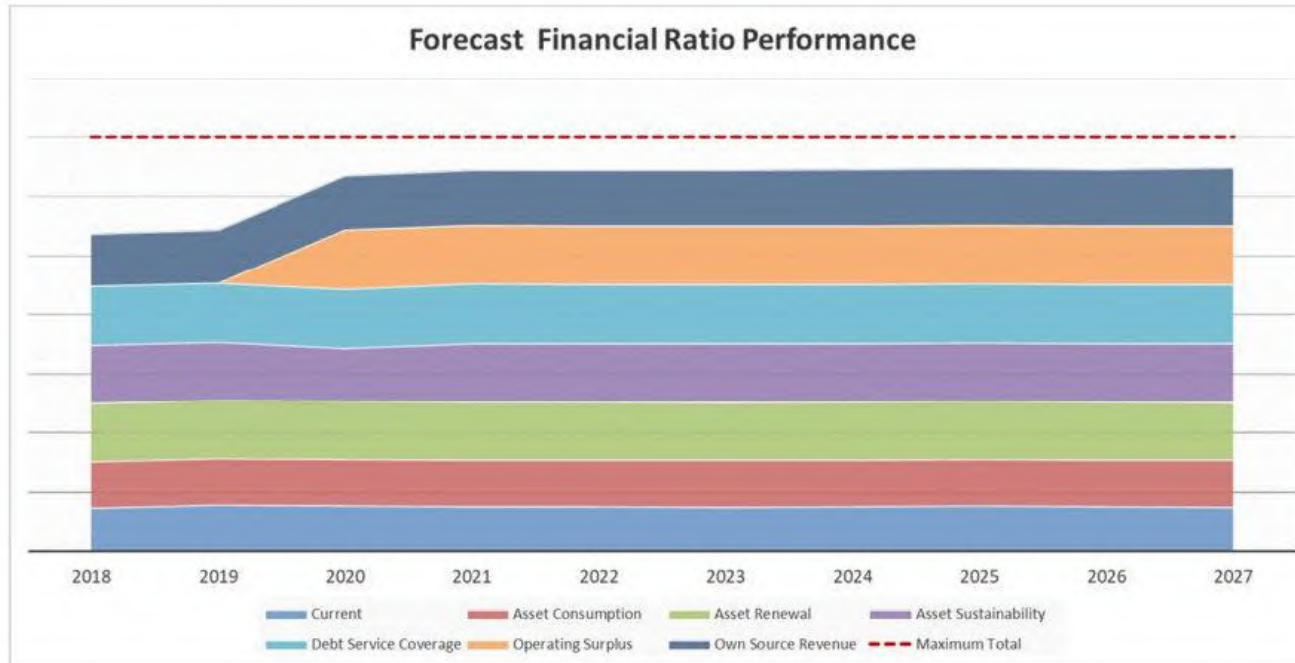
2023	2024	2025	2026	2027
Raw Ratios	Raw Ratios	Raw Ratios	Raw Ratios	Raw Ratios
1.11	1.12	1.14	1.12	1.11
0.96	0.96	0.96	0.96	0.96
1.08	1.08	1.08	1.08	1.08
1.28	1.28	1.28	1.30	1.31
8.80	9.29	9.80	10.21	11.01
5.10	5.40	5.47	5.50	7.82
0.75	0.72	0.80	0.80	0.88

2023	2024	2025	2026	2027
Standard Ratios	Standard Ratios	Standard Ratios	Standard Ratios	Standard Ratios
7.88	7.72	7.84	7.72	7.88
7.72	7.72	7.72	7.72	7.72
9.83	9.83	9.83	9.83	9.83
10.00	10.00	10.00	10.00	10.00
10.00	10.00	10.00	10.00	10.00
9.28	9.34	9.40	9.40	9.78

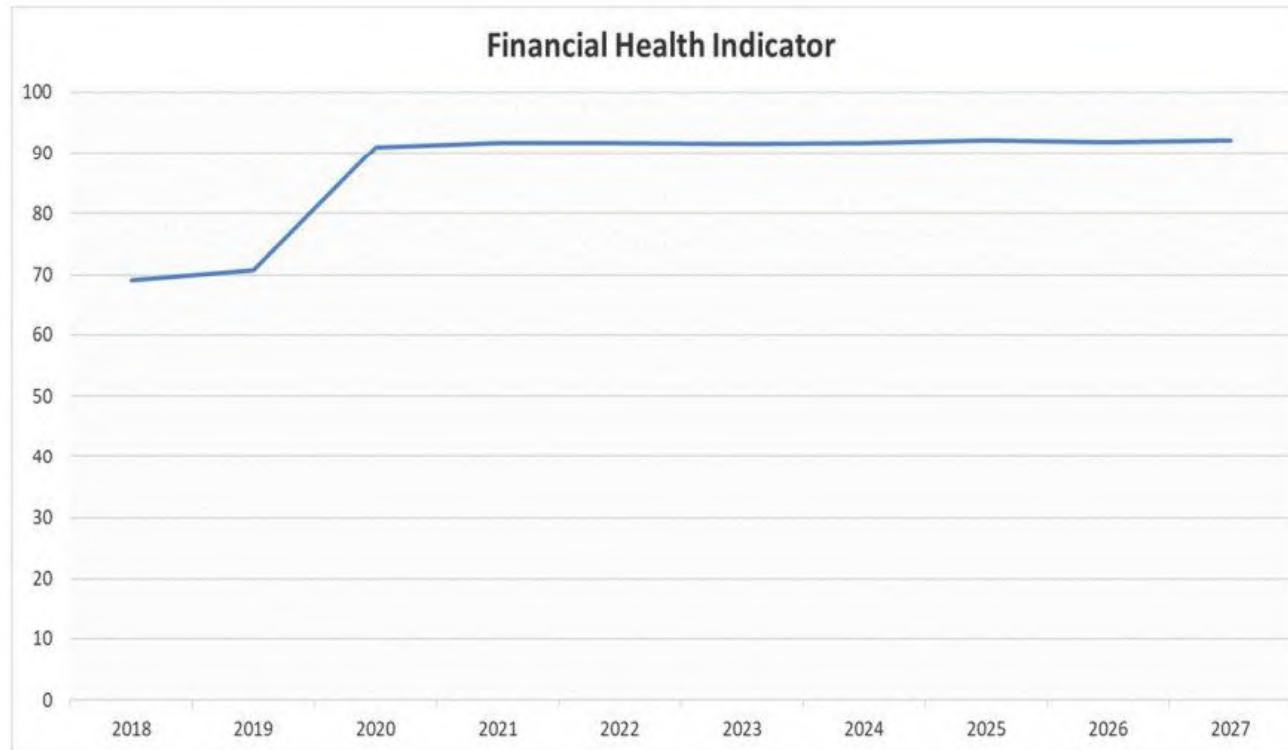
92	92	92	92	92
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Shire of Northam
Forecast Statement of Funding
For the period 2017 - 2029

	2014-15	2015-16	Base	1	2	3	4	5	6	7	8	9	10	11	12	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING																
Revenues																
Rates	8,281,186	8,666,545	8,945,651	9,598,361	10,109,614	10,566,205	11,046,906	11,546,600	12,061,714	12,590,424	13,142,319	13,718,422	14,319,801	14,947,570	15,602,893	
Operating grants, subsidies and contributions	6,940,731	3,729,396	5,223,542	5,344,729	4,379,720	5,583,066	5,690,327	5,799,726	5,911,303	6,025,106	6,141,180	6,259,569	6,380,322	6,503,486	6,629,110	
Profit on Asset Disposal	19,433	8,493	212,712	-	84,234	358,500	-	-	-	-	-	-	-	-	-	
Fees and charges	3,772,076	3,717,347	3,759,512	3,841,941	3,965,379	4,056,068	4,148,862	4,243,810	4,340,962	4,440,371	4,542,088	4,646,169	4,752,668	4,861,641	4,973,146	
Service charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Interest earnings - General	237,813	121,606	220,000	188,485	251,030	259,517	256,534	261,551	261,568	261,585	261,602	261,619	261,636	261,653	261,679	
Interest earnings - Reserves	184,322	245,815	120,000	125,746	139,986	105,672	90,393	148,351	93,666	132,270	105,148	143,076	116,968	158,232	131,602	
Other revenue	1,058,605	618,899	721,853	737,734	751,571	768,196	785,004	802,274	819,924	837,962	856,397	875,238	894,493	914,172	934,284	
	20,494,166	17,108,101	19,203,270	19,836,996	19,661,534	21,699,134	22,018,026	22,772,312	23,489,157	24,267,718	25,048,734	25,904,093	26,725,888	27,646,754	28,532,714	
Expenses																
Employee costs	(7,816,776)	(7,552,624)	(7,730,063)	(8,076,989)	(8,093,630)	(8,275,512)	(8,492,499)	(8,725,941)	(8,987,719)	(9,457,351)	(9,741,072)	(10,033,304)	(10,334,303)	(10,644,332)	(11,163,662)	
Materials and contracts	(5,353,675)	(5,189,216)	(6,041,965)	(5,357,870)	(6,545,128)	(5,898,384)	(6,032,991)	(6,140,223)	(6,291,228)	(6,398,008)	(6,554,658)	(6,667,274)	(6,833,956)	(7,004,805)	(7,179,925)	
Utility charges (electricity, gas, water etc.)	(730,325)	(868,216)	(812,191)	(843,991)	(952,576)	(1,009,555)	(1,063,724)	(1,094,323)	(1,125,841)	(1,158,305)	(1,191,743)	(1,226,187)	(1,261,666)	(1,298,217)	(1,335,865)	
Depreciation on non-current assets	(3,540,043)	(3,864,126)	(4,157,607)	(3,944,267)	(4,363,387)	(4,587,577)	(4,789,230)	(4,955,070)	(5,131,497)	(5,307,958)	(5,490,858)	(5,678,975)	(5,873,699)	(6,074,655)	(6,282,441)	
Loss on Asset Disposal	(2,588,954)	(95,892)	(145,676)	-	(160,082)	(1,077,800)	-	-	-	-	-	-	-	-	-	
Interest Expense	(188,977)	(156,612)	(143,380)	(135,188)	(119,941)	(125,327)	(367,589)	(350,059)	(332,281)	(313,308)	(293,398)	(272,798)	(250,688)	(227,709)	(204,140)	
Insurance expense	(542,796)	(448,335)	(438,444)	(445,021)	(475,840)	(479,887)	(489,095)	(498,296)	(507,764)	(517,412)	(527,243)	(537,261)	(547,469)	(557,871)	(568,471)	
Other expenditure	(775,709)	(349,607)	(140,566)	(143,729)	(184,609)	(187,378)	(192,062)	(196,664)	(201,786)	(206,831)	(212,902)	(217,302)	(222,735)	(228,303)	(234,011)	
	(20,737,336)	(18,486,828)	(19,609,892)	(18,946,855)	(20,885,199)	(21,731,420)	(21,426,911)	(21,961,076)	(22,578,116)	(23,357,173)	(24,010,974)	(24,633,101)	(25,324,518)	(26,035,892)	(26,968,515)	
NET OPERATIONS	(243,170)	(1,378,727)	(406,622)	890,141	(1,203,665)	(32,286)	591,115	811,236	911,041	930,545	1,037,760	1,270,992	1,401,370	1,610,862	1,564,199	
Funding Position Adjustments																
Depreciation on non-current assets	3,540,043	3,864,126	4,157,607	3,944,267	4,363,387	4,587,577	4,789,230	4,955,070	5,131,497	5,307,958	5,490,858	5,678,975	5,873,699	6,074,655	6,282,441	
Net profit and losses on Disposal	2,569,521	87,399	(67,036)	-	75,848	719,300	-	-	-	-	-	-	-	-	-	
Movement in Accruals	(365,606)	(205,284)	61,021	-	-	-	-	-	-	-	-	-	-	-	-	
Movement in Deferred Pensioner Rates (Non-Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Movement in Employee Benefit Provisions	144,521	184,130	-	-	-	-	-	-	-	-	-	-	-	-	-	
Write-off assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
FUNDING FROM GENERAL OPERATIONS	5,645,399	2,551,644	3,744,970	4,834,408	3,235,570	5,274,591	5,380,345	5,766,306	6,942,538	6,238,503	6,528,618	6,949,967	7,275,069	7,685,517	7,846,640	
CAPITAL																
Asset Acquisitions and Construction																
Purchase of land held for resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Purchase of Property Plant and Equipment	(818,653)	(1,426,606)	(8,114,860)	(1,855,000)	(3,627,616)	(2,090,000)	(6,149,681)	(1,495,000)	(1,505,000)	(1,520,000)	(1,530,000)	(1,540,000)	(1,550,000)	(1,560,000)	(1,570,000)	
Infrastructure	(4,281,870)	(5,254,220)	(9,862,525)	(7,437,750)	(17,596,447)	(8,240,006)	(4,364,483)	(5,110,834)	(5,731,898)	(5,630,098)	(5,972,504)	(6,231,835)	(6,593,888)	(6,930,636)	(7,305,937)	
Proceeds on Disposal	438,946	232,262	501,686	450,000	450,113	2,074,000	1,300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	
Non-Operating grants, subsidies and contributions	3,383,030	1,746,295	7,093,233	4,695,564	7,223,845	2,096,732	2,002,044	1,230,907	1,546,561	1,275,237	1,293,676	1,312,520	1,331,779	1,360,287	1,380,402	
NET FUNDING BEFORE FINANCING	(1,278,547)	(4,792,269)	(10,382,466)	(4,147,186)	(13,550,105)	(6,159,274)	(7,212,120)	(5,874,927)	(5,388,337)	(5,574,661)	(5,908,828)	(6,159,315)	(6,512,109)	(6,830,349)	(7,195,535)	
Financing																
Inflows																
Transfer from Reserves	689,759	1,562,271	2,761,981	690,842	3,127,756	1,728,636	612,904	253,871	266,871	331,371	331,871	254,871	266,871	255,371	420,371	
New Borrowings	-	-	1,650,000	-	2,900,000	2,100,000	2,033,000	-	-	-	-	-	-	-	-	
Self-Supporting Loan	214,570	30,098	31,980	46,450	33,873	16,734	14,044	14,611	15,201	15,816	16,455	17,119	17,812	-	-	
Outflows																
Transfer to Reserves	(2,001,103)	(1,036,818)	(1,439,788)	(1,310,570)	(1,049,753)	(2,412,808)	(458,764)	(573,222)	(533,557)	(567,141)	(524,519)	(598,447)	(563,339)	(619,603)	(556,973)	
Advances to Community Groups	-	-	(150,000)	-	-	-	-	-	-	-	-	-	-	-	-	
Repayment of Past Borrowings	(1,578,756)	(210,153)	(223,416)	(249,987)	(236,159)	(347,879)	(369,409)	(386,639)	(404,716)	(423,688)	(443,597)	(464,195)	(486,304)	(490,936)	(514,503)	
NET FINANCING	(2,675,530)	345,398	2,630,757	(823,265)	4,865,717	1,084,663	1,831,775	(691,379)	(654,291)	(663,642)	(619,790)	(790,652)	(762,960)	(855,168)	(651,105)	
ACCOUNTING PERIOD BALANCES																
Opening Balance	4,120,734	5,811,966	4,096,739	-	5,448,818	-	208,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	
Closing Balance	5,811,966	4,096,739	-	5,448,818	-	208,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	

Shire of Northam
Forecast Statement of Comprehensive Income
For the period 2017 - 2029

	2014-15	2015-16	Base	1	2	3	4	5	6	7	8	9	10	11	12	
	Notes			2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
INCOME STATEMENT		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Revenues																
Rates		8,281,186	8,666,545	8,945,651	9,598,361	10,109,614	10,568,205	11,046,906	11,546,600	12,061,714	12,590,424	13,142,319	13,718,422	14,319,801	14,947,570	15,602,893
Operating grants, subsidies and contributions		6,940,731	3,729,396	5,223,542	5,344,729	4,379,720	5,583,066	5,690,327	5,799,726	5,911,303	6,025,106	6,141,180	6,259,569	6,380,322	6,503,486	6,629,110
Fees and charges		3,772,076	3,717,347	3,759,512	3,841,941	3,965,379	4,056,068	4,148,862	4,243,810	4,340,962	4,440,371	4,542,088	4,646,169	4,752,668	4,861,641	4,973,146
Service charges		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest earnings - General		237,813	121,606	220,000	189,485	251,030	259,517	256,534	261,551	261,568	261,595	261,602	261,619	261,636	261,653	261,679
Interest earnings - Reserves		184,322	245,815	120,000	125,746	139,986	105,672	90,393	110,351	93,686	132,270	105,148	143,076	116,968	159,232	131,602
Other revenue		1,058,605	618,899	721,853	737,734	751,571	768,106	785,004	802,274	819,924	837,962	856,397	875,238	894,493	914,172	934,284
		20,474,733	17,099,608	18,900,558	19,836,996	19,597,300	21,340,634	22,018,076	22,772,312	23,489,157	24,287,718	25,048,734	25,904,093	26,725,988	27,646,754	28,532,714
Expenses																
Employee costs		(7,016,776)	(7,552,624)	(7,730,063)	(8,076,989)	(8,083,630)	(8,275,512)	(8,492,400)	(8,725,943)	(8,987,719)	(9,457,351)	(9,741,072)	(10,033,304)	(10,334,303)	(10,644,332)	(11,163,662)
Materials and contracts		(5,353,675)	(5,160,216)	(6,041,965)	(5,357,670)	(6,545,128)	(5,898,384)	(6,032,901)	(6,140,223)	(6,291,228)	(6,396,006)	(6,554,659)	(6,667,274)	(6,833,956)	(7,004,805)	(7,179,925)
Utility charges (electricity, gas, water etc.)		(730,325)	(868,216)	(812,191)	(843,991)	(952,576)	(1,009,555)	(1,063,724)	(1,094,323)	(1,125,841)	(1,158,305)	(1,191,743)	(1,226,187)	(1,261,668)	(1,298,217)	(1,335,865)
Depreciation on non-current assets		(3,540,043)	(3,864,126)	(4,157,607)	(3,944,267)	(4,363,387)	(4,587,577)	(4,789,230)	(4,955,070)	(5,131,497)	(5,307,958)	(5,490,858)	(5,678,975)	(5,873,699)	(6,074,655)	(6,282,441)
Interest expense		(188,977)	(156,612)	(143,380)	(135,188)	(119,941)	(215,327)	(367,589)	(350,359)	(332,201)	(313,308)	(293,398)	(272,798)	(250,688)	(227,709)	(204,140)
Insurance expense		(542,796)	(448,535)	(438,444)	(445,021)	(475,846)	(479,887)	(489,005)	(498,296)	(507,764)	(517,412)	(527,243)	(537,261)	(547,469)	(557,871)	(568,471)
Other expenditure		(175,790)	(340,607)	(140,566)	(143,729)	(184,609)	(187,378)	(192,082)	(196,864)	(201,798)	(206,831)	(212,002)	(217,392)	(222,735)	(228,303)	(234,011)
		(18,148,382)	(18,398,938)	(19,464,216)	(18,946,855)	(20,725,117)	(20,653,620)	(21,426,911)	(21,961,076)	(22,578,116)	(23,357,173)	(24,010,974)	(24,633,101)	(25,324,518)	(26,035,892)	(26,968,515)
OPERATING RESULT		2,326,351	(1,291,328)	(473,659)	890,141	(1,127,817)	687,014	591,115	811,236	911,841	930,545	1,037,760	1,270,992	1,401,370	1,610,862	1,564,199
Revenue (Asset related)																
Non-Operating grants, subsidies and contributions		3,383,030	1,746,295	7,093,233	4,695,564	7,223,845	2,096,732	2,002,844	1,230,907	1,548,561	1,275,237	1,293,676	1,312,520	1,331,779	1,360,287	1,380,402
Profit on disposal of assets		19,433	8,493	212,712	-	84,234	359,500	-	-	-	-	-	-	-	-	-
Loss on asset disposal		(2,588,954)	(95,892)	(145,676)	-	(160,082)	(1,077,800)	-	-	-	-	-	-	-	-	-
NET RESULT		3,139,860	367,568	6,686,611	5,595,705	6,070,180	2,064,446	2,593,159	2,042,143	2,459,602	2,205,782	2,331,436	2,583,512	2,733,149	2,971,149	2,944,601
Other Comprehensive Income		94,718,041	618,484	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Comprehensive Income		97,857,901	986,062	6,686,611	5,595,705	6,070,180	2,064,446	2,593,159	2,042,143	2,459,602	2,205,782	2,331,436	2,583,512	2,733,149	2,971,149	2,944,601

Ordinary Council Meeting Agenda
23 January 2019



Shire of Northam															
Forecast Statement of Cashflows															
For the period 2017 - 2029															
2014-15	2015-16	Base	1	2	3	4	5	6	7	8	9	10	11	12	
\$	\$	\$	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
Cash Flows From Operating Activities															
Receipts															
Rates	8,281,186	8,666,545	8,945,651	9,598,361	10,168,291	10,568,205	11,046,906	11,546,600	12,061,714	12,590,424	13,142,319	13,718,422	14,319,801	14,947,570	15,602,893
Operating grants, subsidies and contributions	6,940,733	7,729,396	5,223,542	5,344,729	4,579,720	5,583,066	5,690,327	5,799,726	5,911,303	6,025,106	6,141,180	6,259,569	6,380,322	6,503,486	6,629,710
Fees and Charges	3,276,308	4,016,501	4,376,554	3,841,941	4,264,894	4,056,068	4,148,862	4,243,810	4,340,962	4,440,371	4,542,088	4,646,169	4,752,668	4,861,641	4,973,146
Service Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Earnings	422,135	367,421	340,000	314,231	391,500	365,189	346,927	379,902	355,254	393,855	366,750	404,695	378,604	419,885	393,281
Other Revenue	1,098,289	628,736	732,238	737,134	751,571	748,106	785,004	802,274	819,924	837,962	856,397	875,238	894,493	914,172	934,284
	20,018,749	17,408,599	19,617,985	19,836,996	20,155,976	21,340,634	22,008,026	22,772,312	23,489,157	24,287,718	25,048,734	25,904,093	26,725,888	27,646,754	28,532,714
Payments															
Employee Costs	(6,872,255)	(7,368,494)	(7,730,063)	(8,076,989)	(8,063,630)	(8,275,512)	(8,492,400)	(8,725,941)	(8,987,719)	(9,457,351)	(9,741,072)	(10,033,304)	(10,334,303)	(10,644,332)	(11,163,662)
Materials and Contracts	(6,103,893)	(4,560,012)	(6,001,619)	(5,357,670)	(5,931,974)	(5,898,384)	(6,032,901)	(6,140,223)	(6,291,228)	(6,396,008)	(6,554,658)	(6,667,274)	(6,833,956)	(7,004,805)	(7,379,925)
Utility Charges	(730,325)	(868,216)	(812,191)	(843,991)	(952,576)	(1,009,555)	(1,063,724)	(1,094,323)	(1,125,841)	(1,158,305)	(1,191,743)	(1,226,187)	(1,261,668)	(1,298,217)	(1,335,865)
Insurance Expenses	(188,977)	(156,612)	(143,380)	(135,108)	(133,094)	(216,327)	(367,589)	(350,359)	(332,281)	(313,308)	(293,398)	(272,798)	(250,688)	(227,709)	(204,140)
Interest expenses	(642,796)	(448,535)	(438,444)	(445,021)	(475,846)	(479,887)	(489,005)	(498,296)	(507,764)	(517,412)	(527,243)	(537,261)	(547,469)	(557,871)	(568,471)
Other Expenditure	(175,790)	(340,607)	(140,586)	(143,729)	(184,609)	(187,378)	(192,062)	(196,864)	(201,786)	(206,831)	(212,002)	(217,302)	(222,735)	(228,303)	(234,011)
	(15,214,036)	(13,742,476)	(15,266,263)	(15,002,888)	(15,741,729)	(16,066,043)	(16,637,681)	(17,006,006)	(17,446,619)	(18,049,215)	(18,520,116)	(18,954,126)	(19,450,819)	(19,911,237)	(20,686,074)
Net Cash Provided by (Used In) Operating Activities	4,804,713	3,666,123	4,351,722	4,834,408	4,414,247	5,274,591	5,380,245	5,766,306	6,042,538	6,238,503	6,528,618	6,949,967	7,275,069	7,685,517	7,846,640
Cash Flows from Investing Activities															
Payments for Development of Land Held for Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments for Purchase of Property, Plant & Equipment	(818,653)	(1,426,606)	(8,114,860)	(1,855,000)	(3,627,616)	(2,090,000)	(6,149,681)	(1,495,000)	(1,505,000)	(1,520,000)	(1,530,000)	(1,540,000)	(1,550,000)	(1,560,000)	(1,570,000)
Payments for Construction of Infrastructure	(4,281,870)	(5,254,220)	(9,862,525)	(7,437,750)	(17,616,432)	(8,240,006)	(4,364,483)	(5,110,834)	(5,731,898)	(5,630,098)	(5,972,504)	(6,231,835)	(6,593,888)	(6,930,636)	(7,305,937)
Advances to Community Groups	-	-	(150,000)	-	-	-	-	-	-	-	-	-	-	-	-
Non-Operating Grants, Subsidies and Contributions	3,383,030	1,746,295	7,093,233	4,895,564	8,101,352	2,096,732	2,002,044	1,230,907	1,548,561	1,275,237	1,293,676	1,312,520	1,331,779	1,360,287	1,380,402
Proceeds from Sale of Plant & Equipment	438,946	232,262	501,686	450,000	450,113	2,074,000	1,300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Proceeds from Sale of Land Held for Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers (to)/from Investments	-	-	(965,104)	-	-	-	-	-	-	-	-	-	-	-	-
Net Cash Provided by (Used In) Investing Activities	(1,278,547)	(4,702,269)	(11,497,570)	(4,147,186)	(12,692,783)	(6,159,274)	(7,212,120)	(5,074,927)	(5,388,337)	(5,574,861)	(5,908,828)	(6,359,315)	(6,512,109)	(6,830,349)	(7,195,535)
Cash Flows from Financing Activities															
Repayment of Debentures	(1,578,756)	(210,153)	(223,416)	(249,987)	(227,381)	(347,879)	(369,409)	(386,639)	(404,716)	(423,688)	(443,597)	(464,195)	(486,304)	(490,936)	(514,503)
Proceeds from Self Supporting Loans	214,570	30,098	31,980	46,450	25,095	16,734	14,044	14,611	15,201	15,816	16,455	17,119	17,812	-	-
Proceeds from New Debentures	-	-	1,650,000	-	2,900,000	2,100,000	2,033,000	-	-	-	-	-	-	-	-
Net Cash Provided by (Used In) Financing Activities	(1,364,186)	(180,055)	1,458,564	(203,537)	2,697,714	1,768,855	1,677,635	(372,028)	(389,515)	(407,872)	(427,142)	(447,076)	(468,492)	(490,936)	(514,503)
Net Increase (Decrease) in Cash Held	2,161,980	(1,216,201)	(5,687,294)	483,885	(5,590,822)	894,172	(154,140)	319,351	264,686	255,770	192,648	343,576	294,468	364,232	136,602
Cash at Beginning of Year	9,223,454	11,385,434	10,169,233	4,917,593	9,705,222	3,628,312	4,512,484	4,358,344	4,677,695	4,942,381	5,198,152	5,390,800	5,734,376	6,028,844	6,393,076
Cash and Cash Equivalents at the End of the Year	11,385,434	10,169,233	4,481,949	5,401,278	4,124,400	4,512,484	4,358,344	4,677,695	4,942,381	5,198,151	5,390,800	5,734,376	6,028,844	6,393,076	6,529,678
Reconciliation of Net Cash Provided by Operating Activities to Net Result															
Net Result	3,139,860	367,568	6,886,611	5,585,705	6,020,380	2,064,446	2,593,159	2,142,143	2,459,602	2,205,782	2,331,436	2,583,512	2,733,149	2,971,149	2,944,601
Depreciation	3,540,043	3,864,126	4,157,607	3,944,267	4,363,387	4,587,577	4,780,230	4,955,070	5,131,497	5,307,958	5,490,858	5,678,975	5,873,699	6,074,655	6,282,441
Write off of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
(Profit)/Loss on Sale of Asset	2,549,521	87,399	(67,036)	-	75,848	719,380	-	-	-	-	-	-	-	-	-
(Increase)/Decrease in Receivables	(495,768)	293,154	617,842	-	2,055,984	-	-	-	-	-	-	-	-	-	-
(Increase)/Decrease in Inventories	39,784	9,837	10,385	-	-	-	-	-	-	-	-	-	-	-	-
Increase/(Decrease) in Payables	(750,218)	600,204	40,346	-	-	-	-	-	-	-	-	-	-	-	-
Increase/(Decrease) in Employee Provisions	344,521	184,130	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants/Contributions for the Development of Assets	(3,383,030)	(1,746,295)	(7,093,233)	(4,895,564)	(8,101,352)	(2,096,732)	(2,002,044)	(1,230,907)	(1,548,561)	(1,275,237)	(1,293,676)	(1,312,520)	(1,331,779)	(1,360,287)	(1,380,402)
Net Cash from Operating Activities	4,804,713	3,666,123	4,351,722	4,834,408	4,414,247	5,274,591	5,380,245	5,766,306	6,042,538	6,238,503	6,528,618	6,949,967	7,275,069	7,685,517	7,846,640

Shire of Northam
Forecast Statement of Financial Position
For the period 2017 - 2029

	2014-15	2015-16	Base	1	2	3	4	5	6	7	8	9	10	11	12
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
BALANCE SHEET															
CURRENT ASSETS															
Unrestricted Cash and Equivalents	2,032,665	2,346,221	635,644	838,790	914,638	1,114,638	1,134,638	1,134,638	1,134,638	1,134,638	1,184,639	1,234,639	1,234,639	1,234,639	1,234,638
Restricted Cash and Cash Equivalent	9,352,769	7,823,012	4,281,949	4,881,677	2,713,674	3,397,846	3,223,706	3,543,057	3,807,743	4,063,513	4,206,161	4,499,737	4,794,205	5,158,437	5,295,039
Non-Cash Investments															
Trade and Other Receivables	2,522,248	2,223,094	1,601,337	1,588,760	1,571,621	1,568,931	1,569,498	1,570,088	1,570,703	1,571,342	1,572,006	1,572,699	1,554,887	1,554,887	1,554,887
Inventories	45,722	35,885	25,500	25,500	25,500	25,500	25,500	25,500	25,500	25,500	25,500	25,500	25,500	25,500	25,500
TOTAL CURRENT ASSETS	13,953,404	12,428,212	6,544,430	7,334,727	5,225,433	6,106,915	5,953,342	6,273,283	6,538,584	6,794,994	6,966,306	7,332,575	7,609,231	7,973,463	8,110,064
NON-CURRENT ASSETS															
Other Receivables	400,037	410,285	415,000	281,127	264,393	350,349	335,738	320,537	304,721	288,266	271,147	253,335	253,335	253,335	253,335
Inventories															
Property Plant and Equipment	56,526,174	57,171,820	64,495,074	64,483,642	66,291,494	64,927,425	68,299,433	67,967,031	67,594,770	67,187,245	66,739,325	66,250,879	65,721,776	65,151,885	64,541,075
Infrastructure	141,954,206	144,424,082	151,144,023	155,830,521	170,433,233	175,465,731	176,518,657	178,201,823	180,379,485	182,329,149	184,486,715	186,770,021	189,269,313	191,955,185	194,859,492
TOTAL NON-CURRENT ASSETS	198,880,417	202,006,188	216,054,097	220,695,291	237,089,120	240,743,505	245,153,828	246,489,391	248,278,976	249,804,660	251,499,187	252,274,235	255,244,424	257,360,405	259,653,902
TOTAL ASSETS	212,833,821	214,434,400	222,598,527	228,030,018	242,314,553	246,850,420	251,107,170	252,762,674	254,817,560	256,599,654	258,487,493	260,606,810	262,853,655	265,333,868	267,763,966
CURRENT LIABILITIES															
Trade and Other Payables	1,575,481	2,175,685	2,216,031	2,216,031	2,216,031	2,216,031	2,216,031	2,216,031	2,216,031	2,216,031	2,216,031	2,216,031	2,216,031	2,216,031	2,216,031
Current Portion of Long-term Liabilities	210,153	209,878	223,416	202,286	331,145	287,376	372,028	389,515	407,872	427,142	447,076	468,492	490,936	514,503	477,228
Provisions	85,438	1,007,320	1,007,320	1,007,320	1,007,320	1,007,320	1,007,320	1,007,320	1,007,320	1,007,320	1,007,320	1,007,320	1,007,320	1,007,320	1,007,320
TOTAL CURRENT LIABILITIES	2,641,072	3,392,883	3,446,767	3,425,637	3,554,496	3,510,727	3,595,379	3,612,866	3,631,223	3,650,493	3,670,427	3,691,843	3,714,287	3,737,854	3,700,579
NON-CURRENT LIABILITIES															
Long-term Borrowings	2,301,760	2,091,882	3,728,343	1,776,070	4,311,051	6,106,941	7,885,880	7,281,755	6,858,682	6,415,724	5,952,193	5,466,581	4,957,832	4,443,329	3,966,101
Provisions	158,484	190,732	190,732	190,732	190,732	190,732	190,732	190,732	190,732	190,732	190,732	190,732	190,732	190,732	190,732
TOTAL NON-CURRENT LIABILITIES	2,460,244	2,282,614	3,919,075	1,966,802	4,501,783	6,297,673	7,876,612	7,472,487	7,049,414	6,606,456	6,142,925	5,657,313	5,148,564	4,634,061	4,156,833
TOTAL LIABILITIES	5,101,316	5,675,497	7,365,842	5,392,439	8,056,279	9,808,400	11,471,991	11,085,353	10,680,637	10,256,949	9,813,352	9,349,156	8,862,851	8,371,915	7,867,412
NET ASSETS	207,732,505	208,758,903	215,232,685	222,637,579	234,258,274	237,042,020	239,635,179	241,677,321	244,136,923	246,347,705	248,674,141	251,257,654	253,990,804	256,961,953	259,906,554
EQUITY															
Retained Surplus	77,362,210	78,255,231	86,121,480	92,906,646	106,695,344	108,794,918	111,542,217	113,265,009	115,459,925	117,409,937	119,546,725	121,788,661	124,227,342	126,834,259	129,642,258
Reserves - Cash Backed	6,159,523	5,634,070	4,281,949	4,901,677	2,733,674	3,417,846	3,263,706	3,583,057	3,847,743	4,103,513	4,296,161	4,639,737	4,934,205	5,298,437	5,435,039
Reserves - Revaluation	124,210,772	124,829,256	124,829,256	124,829,256	124,829,256	124,829,256	124,829,256	124,829,256	124,829,256	124,829,256	124,829,256	124,829,256	124,829,256	124,829,256	124,829,256
TOTAL EQUITY	207,732,505	208,718,557	215,232,685	222,637,579	234,258,274	237,042,020	239,635,179	241,677,322	244,136,924	246,347,706	248,674,142	251,257,654	253,990,803	256,961,952	259,906,553

Shire of Northam Infrastructure Forecast For the period 2017 - 2029													
	Base	1	2	3	4	5	6	7	8	9	10	11	12
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
Line	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Total - Infrastructure													
Infrastructure at cost/Valuation	157,070,948	164,508,698	182,105,145	190,345,151	194,709,634	199,820,468	205,552,366	211,182,463	217,154,967	223,386,802	229,980,690	236,911,326	244,217,264
Accumulated Depreciation Infrastructure	(5,926,925)	(8,678,177)	(11,671,912)	(14,870,420)	(18,190,977)	(21,618,645)	(25,172,883)	(28,953,314)	(32,666,252)	(36,616,781)	(40,711,377)	(44,956,141)	(49,357,772)
Total - Infrastructure	151,144,023	155,830,521	170,433,233	175,465,731	176,518,657	178,201,823	180,379,483	182,229,149	184,488,715	186,770,021	189,269,313	191,955,185	194,859,492
Additions - Assets at no cost	0	0	0	0	0	0	0	0	0	0	0	0	0
Additions - Expansion, Upgrades and New	0	475,000	482,700	490,569	498,612	506,831	480,232	488,817	497,591	506,558	515,722	525,088	534,660
Additions - Renewal	0	6,962,750	17,113,747	7,743,436	3,865,872	4,604,802	5,251,666	5,141,281	5,474,913	5,725,277	6,070,166	6,405,549	6,771,277
Total Additions	0	7,437,750	17,596,447	8,234,006	4,364,483	5,111,633	5,731,898	5,630,098	5,972,504	6,231,835	6,583,889	6,910,636	7,305,937
NBV of Disposals	0	0	0	0	0	0	0	0	0	0	0	0	0
Write offs	0	0	0	0	0	0	0	0	0	0	0	0	0
Depreciation Expense	0	(2,751,252)	(2,993,735)	(3,207,508)	(3,311,557)	(3,427,668)	(3,554,236)	(3,680,433)	(3,812,938)	(3,950,529)	(4,094,596)	(4,244,764)	(4,401,631)
Infrastructure													
1 Roads Formation - Cost/Mngt Valuation	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617
Additions - Assets at no cost	0	0	0	0	0	0	0	0	0	0	0	0	0
Additions - Expansion, Upgrades and New	0	0	0	0	0	0	0	0	0	0	0	0	0
Additions - Renewal	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposals - Cost	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposals - Accum Depr (enter as negative)	0	0	0	0	0	0	0	0	0	0	0	0	0
Write offs	0	0	0	0	0	0	0	0	0	0	0	0	0
Roads Formation - Cost/Mngt Valuation Closing Balance	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617	21,134,617
Accum. Depr. -Roads Formation - Cost/Mngt Valuation	0	0	0	0	0	0	0	0	0	0	0	0	0
Depreciation Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Depreciation Expense	0	0	0	0	0	0	0	0	0	0	0	0	0
Accum. Depr. -Roads Formation - Cost/Mngt Valuation Clos	0	0	0	0	0	0	0	0	0	0	0	0	0
Roads Pavement - Cost/Mngt Valuation	42,074,796	42,074,796	43,424,796	45,584,920	46,994,973	48,436,048	49,908,826	51,414,006	52,952,299	54,524,435	56,131,157	57,773,228	59,451,424
Additions - Assets at no cost	0	0	0	0	0	0	0	0	0	0	0	0	0
Additions - Expansion, Upgrades and New	350,000	357,700	365,569	373,612	381,931	390,322	398,871	407,591	416,558	425,722	435,088	444,660	
Additions - Renewal	1,000,000	1,802,424	1,044,484	1,067,463	1,090,947	1,114,948	1,139,477	1,164,545	1,190,165	1,216,349	1,243,108	1,270,457	
Disposals - Cost	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposals - Accum Depr (enter as negative)	0	0	0	0	0	0	0	0	0	0	0	0	0
Write offs	0	0	0	0	0	0	0	0	0	0	0	0	0
Roads Pavement - Cost/Mngt Valuation Closing Balance	42,074,796	43,424,796	45,584,920	46,994,973	48,436,048	49,908,826	51,414,006	52,952,299	54,524,435	56,131,157	57,773,228	59,451,424	61,166,541
Accum. Depr. -Roads Pavement - Cost/Mngt Valuation	(1,093,128)	(1,093,128)	(1,635,938)	(2,205,750)	(2,793,187)	(3,398,638)	(4,022,498)	(4,665,173)	(5,327,077)	(6,008,632)	(6,710,271)	(7,432,436)	(8,175,579)
Depreciation Rate	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%
Depreciation Expense	(54,810)	(54,810)	(60,743)	(67,437)	(75,051)	(83,667)	(93,287)	(104,014)	(115,851)	(128,803)	(142,875)	(158,169)	(174,702)
Accum. Depr. -Roads Pavement - Cost/Mngt Valuation Clos	(1,093,128)	(1,635,938)	(2,205,750)	(2,793,187)	(3,398,638)	(4,022,498)	(4,665,173)	(5,327,077)	(6,008,632)	(6,710,271)	(7,432,436)	(8,175,579)	(8,940,161)
Roads Seal - Cost/Mngt Valuation	33,268,747	33,268,747	35,118,747	37,009,447	38,941,742	40,916,548	42,934,800	44,997,453	47,105,405	49,259,393	51,461,698	53,711,943	56,011,693
Additions - Assets at no cost	0	0	0	0	0	0	0	0	0	0	0	0	0
Additions - Expansion, Upgrades and New	0	0	0	0	0	0	0	0	0	0	0	0	0
Additions - Renewal	1,850,000	1,890,700	1,932,295	1,974,806	2,018,252	2,062,653	2,108,032	2,154,408	2,201,805	2,250,245	2,299,750	2,350,345	
Disposals - Cost	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposals - Accum Depr (enter as negative)	0	0	0	0	0	0	0	0	0	0	0	0	0
Write offs	0	0	0	0	0	0	0	0	0	0	0	0	0
Roads Seal - Cost/Mngt Valuation Closing Balance	33,268,747	35,118,747	37,009,447	38,941,742	40,916,548	42,934,800	44,997,453	47,105,405	49,259,393	51,461,698	53,711,943	56,011,693	58,362,038
Accum. Depr. -Roads Seal - Cost/Mngt Valuation	(1,847,754)	(1,847,754)	(3,080,422)	(4,201,004)	(5,267,959)	(6,280,039)	(7,247,841)	(8,171,041)	(9,059,252)	(9,912,181)	(10,730,533)	(11,514,124)	(12,263,682)
Depreciation Rate	3.51%	3.51%	3.51%	3.51%	3.51%	3.51%	3.51%	3.51%	3.51%	3.51%	3.51%	3.51%	
Depreciation Expense	(1,232,668)	(1,232,668)	(1,328,582)	(1,366,895)	(1,436,171)	(1,507,011)	(1,579,411)	(1,653,403)	(1,729,022)	(1,806,306)	(1,885,289)	(1,966,010)	(2,048,508)
Accum. Depr. -Roads Seal - Cost/Mngt Valuation Closing Bal	(1,847,754)	(3,080,422)	(4,201,004)	(5,267,959)	(6,280,039)	(7,247,841)	(8,171,041)	(9,059,252)	(9,912,181)	(10,730,533)	(11,514,124)	(12,263,682)	(13,072,190)
2 Footpaths - Cost/Mngt Valuation	5,028,664	5,028,664	5,278,664	5,616,525	5,866,525	6,116,525	6,366,525	6,626,525	6,896,525	7,176,525	7,466,525	7,766,525	8,076,525
Additions - Assets at no cost	0	0	0	0	0	0	0	0	0	0	0	0	0
Additions - Expansion, Upgrades and New	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	
Additions - Renewal	200,000	200,000	287,361	200,000	200,000	200,000	210,000	220,000	230,000	240,000	250,000	260,000	
Disposals - Cost	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposals - Accum Depr (enter as negative)	0	0	0	0	0	0	0	0	0	0	0	0	0
Write offs	0	0	0	0	0	0	0	0	0	0	0	0	0
Footpaths - Cost/Mngt Valuation Closing Balance	5,028,664	5,278,664	5,616,525	5,866,525	6,116,525	6,366,525	6,626,525	6,896,525	7,176,525	7,466,525	7,766,525	8,076,525	8,396,525
Accum. Depr. -Footpaths - Cost/Mngt Valuation	(309,324)	(309,324)	(474,918)	(649,254)	(832,200)	(1,023,126)	(1,221,762)	(1,428,510)	(1,643,682)	(1,867,590)	(2,100,546)	(2,342,862)	(2,594,850)
Depreciation Rate	3.12%	3.12%	3.12%	3.12%	3.12%	3.12%	3.12%	3.12%	3.12%	3.12%	3.12%	3.12%	
Depreciation Expense	0	(164,694)	(175,236)	(183,036)	(190,856)	(198,636)	(206,748)	(215,172)	(223,908)	(232,956)	(242,316)	(251,988)	(261,972)
Accum. Depr. -Footpaths - Cost/Mngt Valuation Closing Bal	(309,324)	(474,918)	(649,254)	(832,200)	(1,023,126)	(1,221,762)	(1,428,510)	(1,643,682)	(1,867,590)	(2,100,546)	(2,342,862)	(2,594,850)	(2,856,822)

Shire of Northam Infrastructure Forecast For the period 2017 - 2029														
	Base	1 2017-18	2 2018-19	3 2019-20	4 2020-21	5 2021-22	6 2022-23	7 2023-24	8 2024-25	9 2025-26	10 2026-27	11 2027-28	12 2028-29	
Line	Total - Infrastructure	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
	Infrastructure at cost/valuation	157,070,948	164,508,698	182,105,145	190,345,151	194,709,634	199,828,468	205,552,366	211,182,463	217,154,967	223,386,802	229,980,690	236,911,326	244,217,264
	Accumulated Depreciation Infrastructure	(5,926,925)	(8,678,177)	(11,671,912)	(14,879,420)	(18,190,977)	(21,618,645)	(25,172,881)	(28,953,314)	(32,666,252)	(36,616,781)	(40,711,377)	(44,956,141)	(49,357,772)
	Total - Infrastructure	151,144,023	155,830,521	170,433,233	175,465,731	176,518,657	178,209,823	180,379,485	182,229,149	184,488,715	186,770,021	189,269,313	191,955,185	194,859,492
	Additions - Assets at no cost	0	0	0	0	0	0	0	0	0	0	0	0	0
	Additions - Expansion, Upgrades and New	0	475,000	482,700	490,569	498,612	506,831	480,232	488,817	497,591	506,558	515,722	525,088	534,660
	Additions - Renewal	0	6,962,750	17,113,747	7,741,436	3,865,872	4,604,802	5,251,666	5,141,281	5,474,913	5,725,277	6,078,166	6,405,549	6,771,277
	Total Additions	0	7,437,750	17,596,447	8,241,906	4,364,483	5,111,634	5,731,898	5,630,098	5,972,504	6,231,835	6,593,889	6,930,636	7,305,937
	NBV of Disposals	0	0	0	0	0	0	0	0	0	0	0	0	0
	Write offs	0	0	0	0	0	0	0	0	0	0	0	0	0
	Depreciation Expense	0	(2,751,252)	(2,993,735)	(3,207,508)	(3,311,557)	(3,427,668)	(3,554,236)	(3,680,433)	(3,812,938)	(3,950,529)	(4,094,596)	(4,244,764)	(4,401,631)
	Infrastructure	7,981,938	8,454,688	10,164,082	10,636,832	11,109,582	11,559,582	11,959,582	12,309,582	12,609,582	12,859,582	13,109,582	13,365,082	13,626,203
4	Drainage - Cost	7,981,938	8,454,688	10,164,082	10,636,832	11,109,582	11,559,582	11,959,582	12,309,582	12,609,582	12,859,582	13,109,582	13,365,082	13,626,203
	Additions - Assets at no cost													
	Additions - Expansion, Upgrades and New		472,750	1,708,394	472,750	472,750	450,000	400,000	350,000	300,000	250,000	250,000	255,500	261,121
	Additions - Renewal													
	Disposals - Cost													
	Disposals - Accum Depr (enter as negative)													
	Write offs													
	Drainage - Cost Closing Balance	7,981,938	8,454,688	10,164,082	10,636,832	11,109,582	11,559,582	11,959,582	12,309,582	12,609,582	12,859,582	13,109,582	13,365,082	13,626,203
5	Accum. Depr. - Drainage - Cost	(140,459)	(140,459)	(239,379)	(358,299)	(482,750)	(612,732)	(747,979)	(887,906)	(1,031,928)	(1,179,460)	(1,329,937)	(1,483,299)	(1,635,670)
	Depreciation Rate	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%
	Depreciation Expense	0	(98,920)	(118,920)	(124,451)	(129,982)	(135,247)	(139,927)	(144,022)	(147,532)	(150,457)	(152,882)	(155,371)	(159,427)
	Accum. Depr. - Drainage - Cost Closing Balance	(140,459)	(239,379)	(358,299)	(482,750)	(612,732)	(747,979)	(887,906)	(1,031,928)	(1,179,460)	(1,329,937)	(1,483,299)	(1,635,670)	(1,795,097)
6	Infrastructure Other - Cost	15,732,132	15,732,132	19,157,132	30,655,500	33,930,407	34,156,260	35,076,064	36,580,129	37,943,902	39,609,862	41,493,169	43,644,741	46,031,931
	Additions - Assets at no cost													
	Additions - Expansion, Upgrades and New		75,000	75,000	75,000	75,000	75,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
	Additions - Renewal		3,350,000	11,423,368	3,199,907	150,853	844,804	1,464,065	1,323,773	1,625,960	1,843,307	2,111,572	2,347,190	2,619,355
	Disposals - Cost													
	Disposals - Accum Depr (enter as negative)													
	Write offs													
	Infrastructure Other - Cost Closing Balance	15,732,132	19,157,132	30,655,500	33,930,407	34,156,260	35,076,064	36,580,129	37,943,902	39,609,862	41,493,169	43,644,741	46,031,931	48,691,286
7	Accum. Depr. - Infrastructure Other - Cost	(1,294,885)	(1,294,885)	(1,592,242)	(2,166,624)	(2,675,580)	(3,187,924)	(3,714,865)	(4,262,767)	(4,831,926)	(5,426,074)	(6,048,472)	(6,703,143)	(7,393,622)
	Depreciation Rate	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
	Depreciation Expense	0	(287,357)	(594,382)	(608,956)	(512,344)	(526,741)	(548,702)	(569,159)	(594,348)	(622,398)	(654,671)	(690,479)	(730,360)
	Accum. Depr. - Infrastructure Other - Cost Closing Balance	(1,294,885)	(1,592,242)	(2,166,624)	(2,675,580)	(3,187,924)	(3,714,865)	(4,262,767)	(4,831,926)	(5,426,074)	(6,048,472)	(6,703,143)	(7,393,622)	(8,123,981)
8	Bridges & Culverts	31,850,054	31,850,054	31,940,054	32,840,054	32,840,054	32,840,054	32,840,054	32,840,054	32,840,054	32,840,054	32,840,054	32,840,054	32,840,054
	Additions - Assets at no cost													
	Additions - Expansion, Upgrades and New													
	Additions - Renewal		90,000		900,000									
	Disposals - Cost													
	Disposals - Accum Depr (enter as negative)													
	Write offs													
	Bridges & Culverts Closing Balance	31,850,054	31,940,054	31,940,054	32,840,054	32,840,054	32,840,054	32,840,054	32,840,054	32,840,054	32,840,054	32,840,054	32,840,054	32,840,054
9	Accum. Depr. - Bridges & Culverts	(1,241,375)	(1,241,375)	(1,666,178)	(2,090,991)	(2,527,754)	(2,964,527)	(3,401,300)	(3,838,073)	(4,274,846)	(4,711,619)	(5,148,392)	(5,585,165)	(6,021,938)
	Depreciation Rate	1.33%	1.33%	1.33%	1.33%	1.33%	1.33%	1.33%	1.33%	1.33%	1.33%	1.33%	1.33%	1.33%
	Depreciation Expense	0	(424,803)	(424,803)	(436,773)	(436,773)	(436,773)	(436,773)	(436,773)	(436,773)	(436,773)	(436,773)	(436,773)	(436,773)
	Accum. Depr. - Bridges & Culverts Closing Balance	(1,241,375)	(1,666,178)	(2,090,991)	(2,527,754)	(2,964,527)	(3,401,300)	(3,838,073)	(4,274,846)	(4,711,619)	(5,148,392)	(5,585,165)	(6,021,938)	(6,458,711)

Shire of Northam Property Plant and Equipment Forecast For the period 2017 - 2029													
Line	Base	1 2017-18	2 2018-19	3 2019-20	4 2020-21	5 2021-22	6 2022-23	7 2023-24	8 2024-25	9 2025-26	10 2026-27	11 2027-28	12 2028-29
Total - Property Plant and Equipment													
Property Plant and Equipment at cost/valuation	66,850,191	68,255,191	71,432,694	71,448,694	76,298,375	77,493,375	78,698,375	79,918,375	81,148,375	82,388,375	83,638,375	84,898,375	86,168,375
Accumulated Depreciation Property Plant and Equipment	(2,578,533)	(3,771,549)	(5,141,200)	(6,521,269)	(7,998,942)	(9,526,344)	(11,103,605)	(12,731,130)	(14,409,050)	(16,137,436)	(17,916,599)	(19,746,490)	(21,627,300)
Total - Property Plant and Equipment	64,271,658	64,483,643	66,291,494	64,927,425	68,299,433	67,967,031	67,594,770	67,187,245	66,739,325	66,250,879	65,721,776	65,151,885	64,541,075
Additions - Assets at no cost													
Additions - Expansion, Upgrades and New	0	345,000	0	0	4,684,681	0	0	0	0	0	0	0	0
Additions - Renewal	0	1,510,000	3,627,616	2,090,000	1,465,000	1,495,000	1,505,000	1,520,000	1,530,000	1,540,000	1,550,000	1,560,000	1,570,000
Total Additions	0	1,855,000	3,627,616	2,090,000	6,149,681	1,495,000	1,505,000	1,520,000	1,530,000	1,540,000	1,550,000	1,560,000	1,570,000
NEV of Disposals													
Write offs	0	450,000	450,113	2,074,000	1,300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Depreciation Expense	0	(1,193,015)	(1,369,652)	(1,380,069)	(1,477,673)	(1,527,402)	(1,577,261)	(1,627,525)	(1,677,920)	(1,728,446)	(1,779,103)	(1,829,891)	(1,880,810)
Line	Property Plant and Equipment	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1	Land	16,572,981	16,572,981	16,572,981	16,572,981	14,798,981	14,798,981	14,798,981	14,798,981	14,798,981	14,798,981	14,798,981	14,798,981
	Additions - Assets at no cost												
	Additions - Expansion, Upgrades and New												
	Additions - Renewal												
	Disposals - Cost				1,774,000								
	Disposals - Accum Depr (enter as negative)												
	Write offs												
	Land Closing Balance	16,572,981	16,572,981	16,572,981	14,798,981	14,798,981	14,798,981	14,798,981	14,798,981	14,798,981	14,798,981	14,798,981	14,798,981
2	Buildings	43,048,982	43,048,982	43,893,982	45,727,072	47,007,072	51,341,753	52,021,753	52,711,753	53,411,753	54,121,753	54,841,753	55,571,753
	Additions - Assets at no cost						4,684,681						
	Additions - Expansion, Upgrades and New		345,000				680,000						
	Additions - Renewal		500,000	3,833,090	3,280,000	1,000,000	690,000	700,000	710,000	720,000	730,000	740,000	750,000
	Disposals - Cost												
	Disposals - Accum Depr (enter as negative)												
	Write offs												
	Buildings Closing Balance	43,048,982	43,893,982	45,727,072	47,007,072	51,341,753	52,021,753	52,711,753	53,411,753	54,121,753	54,841,753	55,571,753	56,311,753
3	Accum. Deprac. - Buildings	(2,231,390)	(2,231,390)	(2,806,401)	(3,452,324)	(4,068,117)	(4,740,694)	(5,422,179)	(6,112,703)	(6,812,397)	(7,521,392)	(8,239,819)	(8,967,809)
	Depreciation Rate	1.31%	1.31%	1.31%	1.31%	1.31%	1.31%	1.31%	1.31%	1.31%	1.31%	1.31%	1.31%
	Depreciation Expense		(575,011)	(645,923)	(615,793)	(672,577)	(681,485)	(690,524)	(699,694)	(708,995)	(718,427)	(727,990)	(737,684)
	Accum. Deprac. - Buildings Closing Balance	(2,231,390)	(2,806,401)	(3,452,324)	(4,068,117)	(4,740,694)	(5,422,179)	(6,112,703)	(6,812,397)	(7,521,392)	(8,239,819)	(8,967,809)	(9,705,493)
4	Furniture and Equipment - Cost	189,765	189,765	199,765	272,041	282,041	297,041	312,041	327,041	342,041	357,041	372,041	387,041
	Additions - Assets at no cost												
	Additions - Expansion, Upgrades and New												
	Additions - Renewal		10,000	72,276	10,000	15,000	15,000	15,000	20,000	20,000	20,000	20,000	20,000
	Disposals - Cost												
	Disposals - Accum Depr (enter as negative)												
	Write offs												
	Furniture and Equipment - Cost Closing Balance	189,765	199,765	272,041	282,041	297,041	312,041	327,041	342,041	357,041	372,041	387,041	402,041
5	Accum. Deprac. - Furniture and Equipment - Cost	(31,441)	(31,441)	(42,368)	(57,249)	(72,677)	(88,925)	(105,994)	(123,883)	(142,866)	(162,943)	(184,114)	(206,379)
	Depreciation Rate	5.47%	5.47%	5.47%	5.47%	5.47%	5.47%	5.47%	5.47%	5.47%	5.47%	5.47%	5.47%
	Depreciation Expense		(10,927)	(14,881)	(15,429)	(16,248)	(17,069)	(17,889)	(18,711)	(19,533)	(20,355)	(21,177)	(22,000)
	Accum. Deprac. - Furniture and Equipment - Cost Closing Balance	(31,441)	(42,368)	(57,249)	(72,677)	(88,925)	(105,994)	(123,883)	(142,866)	(162,943)	(184,114)	(206,379)	(229,193)
6	Plant and Equipment - Cost	7,038,463	7,038,463	7,588,463	8,860,600	9,360,600	9,860,600	10,360,600	10,860,600	11,360,600	11,860,600	12,360,600	12,860,600
	Additions - Assets at no cost												
	Additions - Expansion, Upgrades and New												
	Additions - Renewal		1,000,000	1,722,250	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
	Disposals - Cost		450,000	450,113	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
	Disposals - Accum Depr (enter as negative)												
	Write offs												
	Plant and Equipment - Cost Closing Balance	7,038,463	7,588,463	8,860,600	9,360,600	9,860,600	10,360,600	10,860,600	11,360,600	11,860,600	12,360,600	12,860,600	13,360,600
7	Accum. Deprac. - Plant and Equipment - Cost	(315,702)	(315,702)	(922,779)	(1,631,627)	(2,380,475)	(3,169,323)	(3,998,171)	(4,867,019)	(5,775,867)	(6,724,715)	(7,713,563)	(8,742,411)
	Depreciation Rate	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%
	Depreciation Expense		(607,077)	(708,848)	(748,848)	(788,848)	(828,848)	(868,848)	(908,848)	(948,848)	(988,848)	(1,028,848)	(1,068,848)
	Accum. Deprac. - Plant and Equipment - Cost Closing Balance	(315,702)	(922,779)	(1,631,627)	(2,380,475)	(3,169,323)	(3,998,171)	(4,867,019)	(5,775,867)	(6,724,715)	(7,713,563)	(8,742,411)	(9,811,259)
B	Insert Details	0											

Shire of Northam															
Reserves Forecast															
For the period 2017 - 2029															
Reserves Input															
	Base	1	2	3	4	5	6	7	8	9	10	11	12		
		2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29		
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Line	Reserve Name/Purpose	Interest Reinvested (Y/N)	Opening Balance \$	Closing Reserve Balances											
1	Aged Accommodation Reserve	Y	226,639	217,846	227,851	238,086	248,556	259,267	270,224	281,433	292,899	304,629	316,628	328,903	341,460
2	Employee Liability Reserve	Y	454,475	417,671	427,268	417,085	416,568	416,242	415,806	415,360	414,904	414,437	413,959	413,470	412,970
3	Housing Reserve	Y	253,847	259,680	265,647	271,751	277,995	284,382	290,916	297,600	304,438	311,433	318,589	325,909	333,397
4	Reticulation Scheme Reserve	Y	57,802	69,130	80,718	92,573	104,700	117,106	129,797	142,779	156,060	169,646	183,544	197,761	212,305
5	Office Equipment Reserve	Y	99,057	101,333	31,385	82,106	83,993	135,923	189,046	243,390	298,982	355,852	414,028	473,541	534,421
6	Plant & Equipment Reserve	Y	282,655	109,584	126,517	129,424	132,398	135,440	138,552	141,735	144,992	148,323	151,731	155,217	158,783
7	Election Reserve	Y	14,787	127	15,130	15,478	15,834	16,198	16,570	16,951	17,340	17,738	18,146	18,563	18,990
8	Road & Bridgeworks Reserve	Y	75,416	77,149	88,922	300,965	317,880	335,184	352,885	370,993	389,517	408,467	427,852	447,683	467,969
9	Refuse Sites Reserve	Y	353,741	477,034	667,995	733,343	800,193	868,579	938,536	1,010,100	1,083,309	1,158,200	1,234,812	1,313,184	1,393,357
10	Regional Development Reserve	Y	81,049	82,911	4,816	4,927	5,040	5,156	5,274	5,395	5,519	5,646	5,776	5,909	6,045
11	Speedway Reserve	Y	141,118	144,360	147,677	151,070	154,541	158,092	161,724	165,440	169,241	173,130	177,108	181,177	185,340
12	Community Bus Replacement Reserve	Y	51,806	62,996	2,443	17,499	32,901	48,657	64,775	82,663	101,361	120,866	141,184	162,218	183,984
13	Septage Ponds Reserve	Y	307,952	188,528	264,083	300,151	277,047	314,413	290,637	328,315	304,859	342,864	319,742	359,089	335,340
14	Killara Reserve	Y	238,090	377,490	265,996	282,108	113,557	126,166	139,065	152,260	165,758	179,567	193,693	208,143	222,925
15	Stormwater Drainage Projects Reserve	Y	28,702	129,361	32,333	133,076	36,134	36,964	37,813	38,682	39,571	40,480	41,410	42,361	43,334
16	Recreation and Community Facilities Reserve	Y	1,574,339	1,784,316	98,051	589,304	622,844	657,155	692,254	728,160	764,891	802,466	840,904	880,225	920,450
17	Administration Office Reserve	Y	684,355	700,079	378,665	7,365	7,534	7,707	7,884	8,065	8,250	8,440	8,634	8,832	9,035
18	Council Buildings & Amenities Reserve	Y	8,209	308,168	195,828	205,327	215,045	224,986	235,155	245,558	256,200	267,087	278,224	289,617	301,271
19	River Town Pool Dredging Reserve	Y	302,205	309,149	366,252	374,667	383,276	392,082	401,091	410,307	419,735	429,379	439,245	449,337	459,661
20	Parking Facilities Construction Reserve	Y	194,342	212,432	152,313	155,813	159,393	163,055	166,801	170,634	174,555	178,566	182,669	186,866	191,160
21	Art Collection Reserve	Y	22,186	22,696	23,217	23,750	24,296	24,854	25,425	26,009	26,607	27,218	27,843	28,483	29,137
22	Re-valuation Reserve	Y	20,017	40,477	61,407	82,818	24,721	46,289	68,353	90,924	30,013	52,203	74,902	98,123	35,878
23	Swimming Pool Reserve	Y	-	-	-	-	-	-	-	-	-	-	-	-	-
24	-		-	-	-	-	-	-	-	-	-	-	-	-	-
25	-		-	-	-	-	-	-	-	-	-	-	-	-	-
26	-		-	-	-	-	-	-	-	-	-	-	-	-	-
27	-		-	-	-	-	-	-	-	-	-	-	-	-	-
28	-		-	-	-	-	-	-	-	-	-	-	-	-	-
29	-		-	-	-	-	-	-	-	-	-	-	-	-	-
30	-		-	-	-	-	-	-	-	-	-	-	-	-	-
Total			5,472,789	6,092,517	3,924,514	4,608,686	4,454,546	4,773,897	5,038,583	5,294,353	5,487,001	5,830,577	6,125,045	6,489,277	6,625,879
Transfers to/(from) Reserves			493,982	(2,307,989)	578,500	(244,533)	201,000	171,000	123,500	87,500	200,500	177,500	206,000	5,000	5,000
Reserve Interest Reinvested			125,746	139,986	105,672	90,393	118,351	93,686	132,270	105,148	143,076	116,968	158,232	131,602	131,602

Shire of Northam															
Loan Balance Outstanding Forecast															
For the period 2017 - 2029															
Borrowing Input															
Line	Loan Balance Outstanding	External Support (Y/N)	Opening Balance	1	2	3	4	5	6	7	8	9	10	11	12
				2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
				Principal Outstanding (End of Year)											
1	Loan 208	Y	15,059	9,364	3,236	-	-	-	-	-	-	-	-	-	-
2	Loan 219	Y	43,056	14,771	-	-	-	-	-	-	-	-	-	-	-
3	Loan 223	N	367,975	252,562	130,049	-	-	-	-	-	-	-	-	-	-
4	Loan 224	N	901,436	860,271	816,395	769,630	719,786	666,660	610,035	549,681	485,353	416,789	343,710	265,819	182,799
5	Loan 221	N	13,279	-	-	-	-	-	-	-	-	-	-	-	-
6	Loan 225	N	737,538	703,858	667,960	629,698	588,916	545,449	499,120	449,740	397,108	341,310	281,518	217,789	149,864
7	(New) Northam Youth Space	N	-	-	500,000	458,432	415,184	370,189	323,376	274,672	224,001	171,282	116,563	59,499	-
9	Northam Swimming Pool Development	N	-	-	-	-	-	-	-	-	-	-	-	-	-
12	(New) Northam Works Depot	N	-	-	-	-	1,965,011	1,894,275	1,820,682	1,744,116	1,664,456	1,581,578	1,495,352	1,405,642	1,312,398
14	(New) Northam Swimming Pool Development	N	-	-	2,400,000	4,425,499	4,271,997	4,112,294	3,946,139	3,773,271	3,593,420	3,406,302	3,211,625	3,009,083	2,798,358
15	Northam Bowling Club	Y	150,000	137,530	124,556	111,058	97,014	82,403	67,202	51,366	34,931	17,812	-	-	-
	Council Pledged Loans		2,020,228	1,816,891	4,514,404	6,283,259	7,960,894	7,588,867	7,199,352	6,791,480	6,364,338	5,917,261	5,448,768	4,957,832	4,443,329
	Externally Supported Loans (SSL)		208,115	161,665	127,792	111,058	97,014	82,403	67,202	51,366	34,931	17,812	-	-	-
	Total		2,228,343	1,978,556	4,642,196	6,394,317	8,057,908	7,671,270	7,266,554	6,842,846	6,399,269	5,935,073	5,448,768	4,957,832	4,443,329
Treasury Maximum Criteria Ratios															
	Debt Service to Available Operating	10%		1.94%	1.82%	2.64%	3.35%	3.24%	3.14%	3.03%	2.94%	2.85%	2.76%	2.60%	2.52%
	Gross Debt to Total Revenue	60%		18.9%	17.3%	2.73%	33.5%	32.0%	29.0%	26.8%	24.3%	21.8%	19.4%	17.1%	14.9%
	Debt Service to Rate Revenue	15%		4.01%	3.52%	5.33%	6.67%	6.38%	6.11%	5.85%	5.61%	5.37%	5.15%	4.81%	4.61%
	Current Loan Liability			202,286	331,145	287,376	372,928	389,515	407,872	427,142	447,076	468,492	490,936	514,503	477,228
	Non Current Loan Liability			1,776,870	4,311,051	6,106,941	7,605,800	7,261,755	6,858,682	6,415,724	5,952,193	5,466,581	4,957,832	4,443,329	3,966,101
	Current Self Supporting Loan Liability			33,873	20,204	17,399	14,611	15,201	15,016	16,455	17,119	17,812	-	-	-
	Non Current Self Supporting Loan Liability			127,792	107,588	93,659	82,403	67,202	51,366	34,931	17,812	-	-	-	-
	Supported Loans Payments Received during year					21,702	18,347	16,347	16,347	16,347	16,347	16,347	16,347	16,347	-
	Current Externally Supported Loans (SSL)			46,450	33,873	16,734	14,844	14,611	15,201	15,016	16,455	17,119	17,812	-	-
	Non-Current Externally Supported Loans (SSL)			161,665	127,792	111,058	97,014	82,403	67,202	51,366	34,931	17,812	-	-	-
	Externally Supported Loans (SSL)			208,115	161,665	127,792	111,058	97,014	82,403	67,202	51,366	34,931	17,812	-	-

Key Capital Projects

Playground/Open Space Improvements												
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Expenditure	75,000	75,000	75,000	75,000	75,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Runded From	Total Expected Expenditure											665,000
General Funding	75,000	75,000	75,000	75,000	75,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Reserve												
Debt												
State												
WDC (CIGF)												
NS RF												
Federal												
Other												

Buildings												
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Expenditure	500,000	500,000	600,000	650,000	680,000	690,000	700,000	710,000	720,000	730,000	740,000	750,000
Runded From	Total Expected Expenditure											7,970,000
General Funding												
Reserve												
Debt												
State												
WDC (CIGF)												
NS RF												
Federal												
Other	500,000	500,000	600,000	650,000	680,000	690,000	700,000	710,000	720,000	730,000	740,000	750,000

Wundowie Sports Pavilion												
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Expenditure				1,651,681								
Runded From	Total Expected Expenditure											1,651,681
General Funding				361,270								
Reserve												
Debt												
State				550,560	CS RFF							
WDC (CIGF)				237,851								
NS RF												
Federal												
Other												

Wundowie Swimming Pool Refurbishments												
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Expenditure						1,000,000						
Runded From	Total Expected Expenditure											1,000,000
General Funding						700,000						
Reserve												
Debt												
State						300,000						
WDC (CIGF)												
NS RF												
Federal												
Other												

Key Capital Projects

Northam Aquatic Facility												
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Expenditure	62,246	7,991,642	2,985,942									
Runded From	Total Expected Expenditure											11,039,730
General Funding			100,577									
Reserve	62,246	891,642	785,265	Recreation and Community Facilities Reserve and Regional Development Reserve								
Debt		2,400,000	2,100,000									
State		1,500,000	CS RFF									
WDC												
NS RF		3,200,000										
Federal												
Other												

Other Infrastructure Untied												
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Expenditure			114,065	50,853	744,304	69,065	928,773	1,220,960	1,438,307	2,056,572	2,292,190	2,564,355
Runded From	Total Expected Expenditure											11,479,944
General Funding			114,065	50,853	744,304	69,065	928,773	1,220,960	1,438,307	2,056,572	2,292,190	2,564,355
Reserve												
Debt												
State												
WDC (CIGF)												
NS RF												
Federal												
Other												

Northam Town Pool Dredging												
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Expenditure	1,200,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Runded From	Total Expected Expenditure											1,750,000
General Funding	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Reserve												
Debt												
State	1,150,000											
WDC (CIGF)												
NS RF												
Federal												
Other												

Drainage Improvements General												
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Expenditure	472,750	472,750	472,750	472,750	450,000	400,000	350,000	300,000	250,000	250,000	255,500	261,121
Runded From	Total Expected Expenditure											4,407,621
General Funding	472,750	472,750	472,750	472,750	450,000	400,000	350,000	300,000	250,000	250,000	255,500	261,121
Reserve												
Debt												
State												
WDC (CIGF)												
NS RF												
Federal												
Other												

Key Capital Projects

Administration Building Redevelopment												
Expenditure	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Funded From		345,000	680,000									
General Funding												
Reserve		345,000	680,000	Administration reserve								
Debt												
State												
WDC (CUEF)												
NSRF												
Federal												
Other												
Total Expected Expenditure												1,025,000

Northam Works Depot												
Expenditure	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Funded From					3,033,000							
General Funding												
Reserve												
Debt					2,033,000							
State												
WDC (CUEF)												
NSRF												
Federal												
Other					1,000,000	Land Sales Curve of Site						
Total Expected Expenditure												3,033,000

CBD Street Scaping												
Expenditure	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Funded From	50,000	50,000	50,000	50,000	50,000	25,000	25,000	25,000	25,000	10,000	5,000	5,000
General Funding	50,000	50,000	50,000	50,000	50,000	25,000	25,000	25,000	25,000	10,000	5,000	5,000
Reserve												
Debt												
State												
WDC (CUEF)												
NSRF												
Federal												
Other												45,000
Total Expected Expenditure												360,000

Key Capital Projects

Total Capital Projects Expenditure/Funding Source												
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Total
Expenditure	2,359,996	9,484,392	5,027,657	3,000,284	5,082,804	2,274,065	2,093,773	2,345,960	2,513,307	3,136,572	3,382,690	3,670,476
Funded From	Total Expected Expenditure											44,371,976
General Funding	647,750	647,750	862,392	1,561,873	1,369,804	1,284,065	1,393,773	1,635,960	1,793,307	2,406,572	2,642,690	2,965,476
Reserve	62,246	1,236,642	-	-	-	-	-	-	-	-	-	-
Debt	-	2,400,000	2,100,000	-	2,033,000	-	-	-	-	-	-	-
State	1,150,000	-	-	550,560	-	300,000	-	-	-	-	-	-
WDC (CUEF)	-	-	-	237,851	-	-	-	-	-	-	-	-
NSRF	-	3,200,000	-	-	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-	-	-	-	-
Other	500,000	2,000,000	2,065,265	650,000	1,680,000	690,000	700,000	730,000	720,000	730,000	740,000	705,000

Summary Funding	
General Funding	19,211,412
Reserve	1,299,988
Debt	6,533,000
State	2,000,560
WDC (CUEF)	237,951
NSRF	3,200,000
Federal	-
Other	11,990,265
Total	44,371,976

Significant Revenue/Expenditure

Interpretive Centre Subsidy												
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Expenditure	100,000	140,000	-			40,000		50,000		50,000		
Total Expenditure	100,000	240,000	240,000	240,000	240,000	200,000	200,000	150,000	150,000	100,000	100,000	100,000

Additional Employees												
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Engineering	173,000		-									
Corporate Communication		66,000										
Human Resources		31,000										
Compliance		65,000										
Additional requirements from growth							200,000					200,000
Total Expenditure	173,000	335,000	335,000	335,000	335,000	335,000	535,000	535,000	535,000	535,000	535,000	735,000

Additional Rating Revenue												
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Revenue, UNF to GRV	170,000	120,000										
Revenue Mauvilla Estate	96,500	15,500	15,500	15,500	15,500	9,000						
Heathly Village		7,500	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250
Shoaling Centre Revenue		136,000										
Total Revenue Per Year	266,500	604,500	623,250	642,000	660,750	673,000	676,250	679,500	682,750	686,000	689,250	692,500

Sale of Land												
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Mignall Ave			805,000									
Other Land Sales			969,000									

Scenario 1



Scenario 2



Scenario 3



12.4.4 Mid-Year Budget Review

Address:	
Owner:	
Applicant:	Internal Report
File Reference:	8.2.7.1
Reporting Officer:	Zoe Macdonald Accountant
Responsible Officer:	Colin Young Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

To consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2018 to 31 December 2018.

ATTACHMENTS

Attachment 1: Budget Review for the year ended June 2019.

BACKGROUND / DETAILS

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2019 is presented for Council to consider. The *Local Government (Financial Management) Regulations 1996*, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.3: The Shire of Northam Council is a sustainable, responsive, innovative and transparent organisation.

Objective: Ensure robust financial management.

Financial / Resource Implications

The subsequent review will incorporate Budget Amendments which will have a nil impact to the 2018/19 Budget in accordance with the schedule provided.

Legislative Compliance

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.*
- (3) *A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
**Absolute majority required.*
- (4) *Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.*

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Nil.

Risk Implications

- Reputational - Low.
 - All proposed changes are recommended and supported by Local Government Executives and comply with the Shires Policies and Guidelines
- Financial – Low
 - The budget review is carried out to ensure that the Council has sufficient funds available to meet estimated expenditure for the remainder of the 2018/19 financial year.
- Compliance - Low.
 - All Council purchasing policies and guidelines have been adhered to and the review has been carried out within the statutory timeframes.
- Legal - Low.

- There is no additional risk to Council with the items proposed in the budget amendments

OFFICER'S COMMENT

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The budget has been reviewed to continue to deliver on other strategies adopted by the Council and maintains a high level of service across all programs. The notes below correspond to the notes in the note column in recommended adjustments contained within Attachment 1. A revised Operating Statement (N&T) and Rate Setting Statement have been produced based on the recommended budget alterations below along with the budgeted reserve closing balances as of 30 June 2019.

Operating Expenditure

Item 1 - The Executive Manager of Corporate Services identified the need for additional resources for information and technology expenditure of \$20,000 to maintain the integrity of the IT system. This was a revised consideration made following Item 10, Council resolution C.3530.

Item 2 – The Executive Manager of Engineering Services recommended that expendable tools and equipment be increased to \$13,500 due to the unforeseen purchase of a dinghy and outboard for \$3,627 (As the existing boat was not suitable due to not meeting safety requirements) A skid steer rake bucket of \$2,350 and specialist gabion box air tools for \$2,564. (As crews were having to manually sew the gabion baskets closed and sift rocks. The purchase of this equipment has increased productivity significantly).

Item 3 - The Executive Manager of Corporate Services has identified savings that can be made in Conference Training Administration of \$5,000.

Item 4 – The Executive Manager of Engineering Services has identified that Depot maintenance requires an additional \$8,800 to improve compliance with OSH requirements

Capital Expenditure

Item 5 –With reference to Item 10, Council resolution C.3468 moved funding from Kerb renewal for St George Street drainage works leaving a remaining budget of \$38,565. Reviewing the current scope of outstanding kerb renewal works, \$40,000 will be needed to complete the kerb renewal program for 18/19 financial year, which includes the construction of the traffic island located at Yates Street in Council resolution C.3413

Item 6 –Additional drainage funding of \$78,727 is required for Yates Street, Kojedda Heights and Carlin Valley, due to upgrades associated with WANDRRA works.

Item 7 - The Executive Manager of Engineering Services has identified the need to engage an independent consultant to assess Shire owned buildings to determine the most cost-effective solar systems to be installed and which buildings would provide the prioritised optimum return. An Allocation of \$30,000 has been requested which is expected to also fund the installation of solar on one Council building (to be determined in the assessment).

Item 8 As disclosed below:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3450

Moved: Cr Little

Seconded: Cr Mencshelyi

That Council:

- 1. Approve an unbudgeted expenditure for Keane Street, Bakers Hill (Northern side of Great Eastern Hwy) to receive and Asphalt Overlay as part of the current works being performed by Main Roads for the agreed value of \$22,221; and**
- 2. Endorse the inclusion of Keane Street in the 2018/19 Road Program; and**
- 3. Reimburse Main Roads \$22,221 for works undertaken.**

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

Item 9

The Executive Manager of Engineering Services identified the need for additional expenditure on Coates Road for clearing vegetation of \$70,000. This can be offset with savings made on East Street, Newman Road and Charles Street. The original budget for this project allowed for the clearing to be performed internally with the newly appointed Rural Verge Crew. However; once the clearing permit had been obtained it was determined that the scope of works were beyond the experience of our own crew. There were also additional costs incurred associated with independent assessments of the Carnaby Cockatoo habitat in the area required to satisfy conditions of the clearing permit.

Item 10 As disclosed below.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3468

Moved: Cr Ryan

Seconded: Cr Pollard

That Council:

- 1. Approve an unbudgeted expenditure for the construction of a 750mm piped drainage system through, 36 St George Street and 38 St George Street (if also required), Bakers Hill to convey stormwater from St George Street to the laneway at the rear of the property; and**
- 2. Authorise the funds to be sourced from the following accounts:**
 - Stormwater Drainage Projects Reserve \$30,000**
 - Existing 2018/19 drainage budgets \$61,000**

**CARRIED 7/3
BY ABSOLUTE MAJORITY**

Item 11 As disclosed below:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3530

Moved: Cr Antonio

That Council:

- 1. Receive the IT Service Report as attached;**
- 2. Report back to Council on progress made at against items highlighted in the report;**
- 3. Adopts the budget amendment as presented:**
 - Increase GL Account 04059034 \$49,830**
 - Decrease GL Account 04057002 \$20,000**
 - Increase Insurance Revenue \$15,000**
 - Increase GL Account 04052122 \$5,000**
 - Decrease GL Account 04052142 \$5,000**
 - Decrease GL Account 04051002 \$14,830**
- 4. In accordance with Sections 5.53 and 5.54 of the Local Government Act 1995, accepts the Annual Report for the 2017/18 financial year;**
- 5. In accordance with Section 5.55 of the Local Government Act 1995, authorise the Chief Executive Officer to give public notice of the availability of the Annual Report from Saturday, 24 November 2018;**
- 6. Transfer the unallocated surplus funds of \$31,514 to the Stormwater & Drainage Projects Reserve;**
- 7. That Council holds the Annual Electors General Meeting on Wednesday, 12 December 2018 at 5.00pm in the Shire of Northam Council Chambers**

- and authorise the Chief Executive Officer to give public notice of the meeting from Saturday, 24 November 2018; and
8. That Council receives the guide to Local Government Audit Reforms June 2018.

CARRIED 7/0

Item 12

The Executive Manager of Development Services identified the need to align the current additional expense of mulching green waste, this is offset with expected savings from Inkpen Road tip maintenance of \$7,700

Item 13

Following the awarding of the tender for the new Northam Pool development, additional funding requirements will be met with loan funding and the Sale of the Yilgarn Avenue site. This is currently covered under the following resolutions of Council C3553 & C3554.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3553

Moved: Cr S Pollard

Seconded: Cr C Della

That Council;

1. **Accepts the tender 2 or 2018 submission made by Cooper & Oxley Builders Pty Ltd, as the most advantageous tender, not exceeding \$10,283,965; comprising**
 - a. **Essential elements - \$8,275,140**
 - b. **Option b2 (concrete bleacher seating) - \$442,245**
 - c. **Option b3 (carpark construction) - \$397,460**
 - i. **Incorporating a variation to create additional access to the proposed car park from Arnold Street**
 - d. **Option b4 (landscaping) - \$158,915**
 - e. **Option b4 (shade sails) - \$115,000**
 - f. **Option b4 (BBQ's) - \$20,205**
 - g. **Option b5 (playground equipment) - \$25,000**
 - h. **Option b3 (water slides) - \$850,000;**
2. **Authorises the Chief Executive Officer to agree any potential cost savings with Cooper & Oxley, subject to it not resulting in the loss of any facility proposed to be included in the development and that the list of savings be provided to Council for information;**
3. **Authorise the Chief Executive officer to form and execute a contract with Cooper & Oxley Pty Ltd;**
4. **Authorises a contract contingency of up to \$310,000 for valid variations to be authorised by the Chief Executive Officer.**

CARRIED 9/0

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3554

Moved: Cr T Little

Seconded: Cr A Mencshelyi

That Council provide 1 month's local public notice of its intention to borrow an additional \$2,100,000 for the Shire of Northam aquatic facility project.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

Item 14 As disclosed below:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3511

Moved: Cr Little

Seconded: Cr Ryan

That Council:

- 1. Authorise an unbudgeted expenditure of \$40,000 from the Refuse Site Reserve to obtain detailed costings for design, construction and management of a tip shop and transfer station at the Old Quarry Road Waste Management Facility.**
- 2. Investigate grant funding opportunities for the tip shop and transfer station infrastructure.**

**CARRIED 9/1
BY ABSOLUTE MAJORITY**

Item 15

The Executive Manager of Development Services has requested additional funding to cover the purchase of dirt to infill the Northam Landfill site for the next three years. The cost includes the dirt and transport to the Landfill site. Suitable materials have been offered to the Shire at a reasonable cost and volume with an estimated cost being \$70,000. It is recommended that the funds be transferred from the refuse site reserve.

Item 16

The Executive Manager of Development Services identified the need to cover staff shortages by contract services including pound management and fire inspections of \$23,982, it also involves the increasing of workers compensation costs offset with workers compensation reimbursements of \$62,910.

The Executive Manager of Development Services confirmed additional Grant Funding has been approved for the Bakers Hill fire shed \$59,000, Inkpen fire shed \$5,290 and operating expenses for the Northam SES of \$14,900.

Item 23

Plant Replacement for the Killara Commuter & Community Buses was less than budgeted for resulting in a decrease in the transfer required from the Killara Reserve, \$13,020.

Item 24

The following adjustments have been made to revenue;

- Main Roads WA Roads Direct Grant increased \$74,368, information came to light after budget adoption that this grant had increased.
- Interim rates \$30,000 adjustment following the Landgate assessment for the various adjustments including the Village Square Shopping Centre
- Back rates \$108,000 following the Landgate assessment for the Village Square Shopping Centre.
- Long service leave contribution received from Other Local Governments of \$6,000, unbudgeted income
- LGIS additional insurance rebate received \$10,000 greater than budgeted
- Workers compensation claims receipts from LGIS \$25,000 greater than budgeted
- Grant receipt for the Town Hall render, was expected to be invoiced 2017/18 however not brought to account until 2018/19, \$58,450
- FAGs grant adjustment grant received \$22,728, final figures were less than budgeted for.

Item 25 Adjustment to End of Year Surplus

Surplus adjustment \$485,955 as per Council resolution C.3530.

RECOMMENDATION

That Council:

1. **Receive the Budget Review conducted for the six (6) months ended 31 December 2018; and**
2. **Authorise the Chief Executive Office to amend the 2018/19 Budget in accordance with the attached report titled Budget Review as at 31 December 2018.**

ABSOLUTE MAJORITY OF 6 REQUIRED

Attachment 1

**Shire of Northam
Budget Review
For the Year Ended June 2019**

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Notes	Adopted Budget	RECOMMENDED ADJUSTMENTS BUDGET REVIEW 2018/19		Revised Budget
		Council Motion #	Staff Recommended	
Expense Accounts				
1 Information & Technology Expenditure (04057002)	\$ 114,496		\$ 20,000	\$ 134,496
2 Expendable Tools & Equipment (14532062)	\$ 20,000		\$ 13,500	\$ 33,500
3 Conference Training Administration (04051042)	\$ 18,500		\$ 5,000	\$ 13,500
4 Depot Maintenance (12382052)	\$ 20,475		\$ 8,800	\$ 29,275
Capital Expenditure				
5 Kerb Renewal (12379154)	\$ 38,565		\$ 40,000	\$ 78,565
6 Rural Drainage (3450)			\$ 78,727	\$ 78,727
7 Solar Initiative	\$ -		\$ 30,000	\$ 30,000
8 Keane Street (3673)	\$ -	C.3450	\$ 22,221	\$ 22,221
9 Coates Road R2R Vegetation Clearing (3766)	\$ 155,317		\$ 74,783	\$ 230,100
9 R2R Charles Street (3771)	\$ 136,716		\$ 50,144	\$ 86,572
9 R2R Newman Road (3751)	\$ 20,000		\$ 2,850	\$ 17,150
9 R2R East Street (3772)	\$ 130,857		\$ 21,789	\$ 108,068
Accounts Netted Out				
10 Kerb Renewal (12379154)	\$ 38,565	C.3468	\$ 61,000	\$ 38,565
10 St George St (3452)	\$ -	C.3468	\$ 91,000	\$ 91,000
10 Transfer from the Stormwater & Drainage Projects Reserve	\$ -	C.3468	\$ 30,000	\$ 30,000
11 Furniture & Office Equipment (04059034)	\$ 72,278	C.3530	\$ 49,830	\$ 22,448
11 Information & Technology Expenditure (04057002)	\$ 134,496	C.3530	\$ 20,000	\$ 114,496
11 Insurance Revenue (14563003)	\$ 15,000	C.3530	\$ 15,000	\$ 30,000
11 Salaries Administration (04051002)	\$ 857,136	C.3530	\$ 14,830	\$ 842,306
11 Computing Consultancy (04052122)	\$ 20,000	C.3530	\$ 5,000	\$ 35,000
11 Admin Office Building (04052142)	\$ 76,316	C.3530	\$ 5,000	\$ 71,316
12 Green Waste Management (10252092)	\$ 25,000		\$ 7,700	\$ 32,700
12 Inkpen Road Refuse Site (1500)	\$ 389,993		\$ 7,700	\$ 382,293
13 Northam Pool Loan Funds 2017/2018	\$ 2,400,000	C.	\$ 2,100,000	\$ 4,500,000
13 Sale of Land, Yilgarn Ave	\$ -	C.	\$ 805,000	\$ 805,000
13 Northam Pool Redevelopment (11339074)	\$ 7,991,642	C.	\$ 2,985,842	\$ 10,977,484
14 Detailed Costings Transfer Station Tip Shop Old Quarry (1303)	\$ 578,282	C.3511	\$ 40,000	\$ 618,282
14 Transfer from the Refuse Site Reserve	\$ -	C.3511	\$ 40,000	\$ 40,000
15 Purchase additional Landfill dirt 3 yr supply & transfer up to \$70,000			\$ 70,000	\$ 70,000
15 Transfer from the Refuse Site Reserve			\$ 70,000	\$ 70,000
16 Ranger salaries expense to Workers Compensation (14552022)	\$ 10,000		\$ 62,910	\$ 72,910
16 Workers Compensation Reimbursement (14553003)	\$ 10,000		\$ 62,910	\$ 72,910
16 Animal Control Salaries (05071002)	\$ 201,787		\$ 15,725	\$ 186,042
16 Animal Control Super (05071012)	\$ 18,792		\$ 8,257	\$ 10,535
16 Pound Management (05072122)	\$ 31,280		\$ 17,982	\$ 49,262
16 Fire Hazard Inspection (5520)	\$ 6,000		\$ 6,000	\$ 12,000
17 Plant Replacement Program Expenditure (12399004)	\$ 999,518		\$ 136,432	\$ 863,086
17 Plant Replacement Proceeds (12399505)	\$ 28,1532		\$ 136,432	\$ 145,100
18 Community Services Workspace Expenditure (04052232)	\$ -		\$ 10,000	\$ 10,000
18 Community Services Workspace Income, fees and reimbursements (04053063)	\$ -		\$ 10,000	\$ 10,000
19 Visitors Servicing Marketing and Promotion Wayfound Strategy & marketing future events (13772012)	\$ 25,000		\$ 20,000	\$ 45,000
19 Festival & Events (4679)	\$ 174,000		\$ 20,000	\$ 154,000
20 Planning Legal Costs (10302032)	\$ 15,000		\$ 10,000	\$ 25,000
20 Planning Consultants (10302002)	\$ 50,000		\$ 5,000	\$ 45,000
20 Planning Engineering Consultants (10302122)	\$ 10,000		\$ 5,000	\$ 5,000
21 Firebreaks Management (1022)	\$ 22,897		\$ 3,103	\$ 26,000
21 Fire Hazard Inspection (5520)	\$ 12,000		\$ 3,000	\$ 15,000
21 Fire Hazzard Reduction (5530)	\$ 12,000		\$ 18,000	\$ 30,000
21 Reimbursements & contributions (05063043)	\$ 57,857		\$ 18,000	\$ 75,857
21 Fines & Penalties (05063003)	\$ 16,000		\$ 6,103	\$ 22,103

	Notes	Adopted Budget	RECOMMENDED ADJUSTMENTS BUDGET REVIEW 2018/19		Revised Budget
			Council Motion #	Staff Recommended	
Grants Funded Projects					
22 Bakers Hill BFB Building (05067034)	Appendix 1	\$ 398,000		\$ 58,000	\$ 398,000
22 Grants BFB (05063073)	Appendix 1	\$ 319,000		\$ 58,000	\$ 378,000
22 Bakers Inkpen Fireshed (05067034)	Appendix 1	\$ -		\$ 5,290	\$ 5,290
22 Grants BFB (05063073)	Appendix 1	\$ -		\$ 5,290	\$ 5,290
22 Northam SES (05067034)	Appendix 1	\$ -		\$ 14,900	\$ 14,900
22 Grants BFB (05063073)	Appendix 1	\$ -		\$ 14,900	\$ 14,900
Transfers To/From Reserve					
23 Transfer to Killara Reserve				\$ 13,020	\$ 13,020
23 Killara Commuter Bus proceeds (08172005)		\$ 23,000		\$ 8,500	\$ 13,500
23 Killara Community Bus proceeds (08172005)		\$ 68,181		\$ 1,819	\$ 70,000
23 Killara Commuter Bus purchase (08171004)		\$ 73,539		\$ 22,519	\$ 51,020
23 Killara Community Bus purchase (08171004)		\$ 141,809		\$ 1,818	\$ 143,627
Revenue Accounts					
24 Roads Direct Grant (12383053)		\$ 105,305		\$ 74,368	\$ 179,673
24 Interim Rates (03013023)		\$ 189,943		\$ 30,000	\$ 199,943
24 Back Rates (03013013)		\$ 1,000		\$ 108,000	\$ 109,000
24 LSL - Contributions (04051503)		\$ -		\$ 6,000	\$ 6,000
24 Insurance Rebate (04053053)		\$ 25,000		\$ 10,000	\$ 35,000
24 Reimb workers Compensation (14553003)		\$ 10,000		\$ 25,000	\$ 35,000
24 Grants Halls (11323023)		\$ -		\$ 58,450	\$ 58,450
24 FAGS Road Grant		\$ 382,348		\$ 22,728	\$ 389,620
Adjustment To End Of Year Surplus					
25 WANDRRA Funding (12373053)		\$ 1,031,882	C.3530	\$ 389,592	\$ 1,421,474
25 Jennapullin Road Expenditure (3527)		\$ 214,952	C.3530	\$ 146,600	\$ 88,352
25 Roadwise Grant Expenditure (12382072)		\$ 6,000	C.3530	\$ 18,000	\$ 24,000
25 CCTV Grant Revenue (05083073)		\$ 262,682	C.3530	\$ 10,723	\$ 251,959
25 Cemetery Toilets Expenditure (10317204)		\$ 11,536	C.3530	\$ 10,000	\$ 1,536
25 Untied Surplus Transferred to the Stormwater & Drainage Projects Reserve		\$ -	C.3530	\$ 31,514	\$ 31,514
25 End of Year Surplus		\$ 5,448,818	C.3530	\$ 485,955	\$ 4,962,863
Net Change to Budget		(\$ 2,502,622)	\$ -	\$ -	\$ 2,502,622

Shire of Northam
Revised Statement of Comprehensive Income
By Nature and Type
For the Year Ending 30th June 2019

	2018/19 Original Budget	2018/19 Amendments	2018/19 Revised Budget
	\$	\$	\$
REVENUE			
Rates	10,109,614	138,000	10,247,614
Operating Grants & Subsidies & Contributions	4,379,720	635,869	5,015,589
Fees and Charges	3,964,894	0	3,964,894
Interest Earnings	391,500	0	391,500
Other Revenue	751,571	811,103	1,562,674
	<u>19,597,300</u>	<u>1,584,972</u>	<u>21,182,272</u>
EXPENSES			
Employee Costs	(8,491,305)	(24,098)	(8,515,403)
Employee costs capitalised	407,675		
Materials and Contracts	(6,531,974)	(203,385)	(6,735,359)
Utility Charges	(952,576)	0	(952,576)
Depreciation	(4,363,387)	0	(4,363,387)
Interest Expenses	(133,094)	0	(133,094)
Insurance Expenses	(475,846)	0	(475,846)
Other Expenditure	(184,609)	0	(184,609)
	<u>(20,725,117)</u>	<u>(227,483)</u>	<u>(20,952,600)</u>
	(1,127,817)	1,857,489	229,672
Non-Operating Grants, Subsidies and Contributions	7,223,845	79,190	7,303,035
Profit on Asset Disposals	84,234	0	84,234
Loss on Asset Disposals	(160,082)	0	(160,082)
NET RESULT	6,020,180	1,436,679	7,456,859
Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	6,020,180	1,436,679	7,456,859

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

Shire of Northam
Revised Rate Setting Statement
For the Year Ending 30th June 2019

	2018/19 Original Budget \$	2018/19 Amendments \$	2018/19 Revised Budget \$
REVENUES			
Governance	35,400	(22,728)	12,672
General Purpose Funding	2,195,476	164,000	2,359,476
Law, Order, Public Safety	1,400,880	92,570	1,493,450
Health	81,000	0	81,000
Education and Welfare	1,335,198	0	1,335,198
Housing	44,568	0	44,568
Community Amenities	2,648,293	0	2,648,293
Recreation and Culture	6,194,753	58,450	6,253,203
Transport	2,102,594	463,960	2,566,554
Economic Services	696,402	805,000	1,501,402
Other Property and Services	60,200	87,910	148,110
	16,794,764	1,649,162	38,443,926
EXPENSES			
Governance	(1,306,014)	9,830	(1,296,184)
General Purpose Funding	(283,705)	0	(283,705)
Law, Order, Public Safety	(1,265,540)	(24,103)	(1,289,643)
Health	(299,775)	0	(299,775)
Education and Welfare	(1,372,112)	0	(1,372,112)
Housing	(74,259)	0	(74,259)
Community Amenities	(3,460,527)	(110,000)	(3,570,527)
Recreation & Culture	(4,606,921)	0	(4,606,921)
Transport	(5,498,594)	(38,000)	(5,536,594)
Economic Services	(2,689,610)	20,000	(2,669,610)
Other Property and Services	(27,141)	(70,210)	(97,351)
	(20,884,198)	(212,483)	(21,096,681)
			0
			0
Net Operating Result Excluding Rates	(4,089,434)	1,436,679	(2,652,755)
			0
Adjustments for Cash Budget Requirements:			
Non-Cash Expenditure and Revenue			
(Profit)/Loss on Asset Disposals	75,848	0	75,848
Depreciation on Assets	4,363,387	0	4,363,387
Movement in Provisions & Accruals	0	0	0
Capital Expenditure and Revenue			
Purchase Land and Buildings	(1,833,090)	(99,190)	(1,932,280)
Purchase Infrastructure Assets - Roads	(4,050,824)	124,379	(3,926,445)
Purchase Infrastructure Assets - Bridges & Culverts	0	0	0
Purchase Infrastructure Assets - Footpaths	(337,861)	0	(337,861)
Purchase Infrastructure Assets - Drainage	(1,709,394)	(148,727)	(1,858,121)
Purchase Infrastructure Assets - Streetscape	0	0	0
Purchase Infrastructure Assets - Parks	(2,941,702)	0	(2,941,702)
Purchase Infrastructure Assets - Other	(8,576,651)	(2,985,842)	(11,562,493)
Purchase Plant and Equipment	(1,722,250)	(115,731)	(1,837,981)
Purchase Furniture and Equipment	(72,276)	(49,830)	(122,106)
Proceeds from Disposal of Assets	450,113	128,751	578,864
Proceeds New Debentures	2,900,000	2,100,000	5,000,000
Contribution Community Group	0	0	0
Repayment of Debentures	(227,381)	0	(227,381)
Self-Supporting Loan Principal Income	25,095	0	25,095
Transfers to Reserves (Restricted Assets)	(1,029,767)	(44,534)	(1,074,301)
Transfers from Reserves (Restricted Assets)	3,217,756	140,000	3,357,756
			0
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	5,448,818	(485,955)	4,962,863
LESS Estimated (Surplus)/Deficit June 30 C/Fwd	0	0	0
Amount Required to be Raised from Rates	(10,109,614)	0	(10,109,614)

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

**Shire of Northam
 Revised Reserve Account Balances
 For the Year Ended June 2019**

	2018/19	2018/19	2018/19
RESERVES - CASH BACKED	Budget	Movement	Revised Budget
	\$	\$	\$
Aged Accomodation Reserve	226,597		226,597
Employee Liability Reserve	426,340		426,340
Housing Reserve	264,586		264,586
Reticulation Scheme Reserve	80,442		80,442
Office Equipment Reserve	30,771		30,771
Plant & Equipment Reserve	126,448		126,448
Road & Bridgeworks Reserve	89,246	-	89,246
Refuse Site Reserve	666,139	- 110,000	556,139
Regional Development Reserve	13,274		13,274
Speedway Reserve	147,088		147,088
Community Bus Replacement Reserve	12,538		12,538
Septage Pond Reserve	266,405		266,405
Killara Reserve	262,677	13,020	275,697
Stomwater Drainage Projects Reserve	31,865	1,514	33,379
Recreation and Community Facilities Reserve	118,212		118,212
Administration Office Reserve	367,259		367,259
Council Buildings & Amenities Reserve	195,381		195,381
River Town Pool Dredging Reserve	359,163		359,163
Parking Facilities Construction Reserve	150,421		150,421
Art Collection Reserve	23,125		23,125
Election Reserve	15,165		15,165
Revaluation Reserve	61,256		61,256
Total Cash Backed Reserves	3,934,393	- 95,466	3,838,932

12.5 COMMUNITY SERVICES

12.5.1 Disability Action Plan -Northam Library

Address:	Northam Library
Owner:	Shire of Northam
Applicant:	Shire of Northam
File Reference:	1.3.1.2
Reporting Officer:	Nicole Hampton Manager Killara
Responsible Officer:	Ross Rayson Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider the report into the Disability Access Audit and endorse the draft Disability Action Plan undertaken at the Northam Library.

ATTACHMENTS

- Attachment 1: Disability Access Audit Report (Northam Library)
- Attachment 2: Disability Action Plan (Northam Library)
- Attachment 3: Disability Action Plan Strategies & Timeframes

BACKGROUND / DETAILS

As a result of Council resolution in August 2018 (C.3456 refers) in relation to access at the Northam Library, the Shire of Northam commissioned an independent Disability Action Plan of the Northam Library. This report was undertaken by CODE Access Consultants, a division of the CODE group, who provide professional advice in a range of areas, including disability access, building compliance and energy solutions.

The Purpose of the Action Plan is to provide solutions with a timeframe to accessibility issues at the Northam Library, due to concerns that have been identified around health and safety, for both patrons and staff.

As referenced in the Audit Report, the Northam Library, even though Heritage listed, is not exempt from providing equitable and dignified access to users with disability under the Federal Disability Discrimination Act.

The Disability Action Plan (the Action Plan) has identified a number of barriers and has provided strategies to improve the access to and within the Northam Library.

The Action Plan has also provided a costings estimate for the works required.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 2: Community wellbeing

Outcome 2.1: People in the shire of Northam feel that their community is caring and inclusive.

Objective:

- People with disabilities are able to live a safe and fulfilling life in the Shire.
- Improved facilities and activities for youth are available within the Shire.

Financial / Resource Implications

The barriers and strategies identified in the draft Action Plan have been assessed and a costing estimate supplied. (see Attachment 3). The estimated costs of the strategies is approximately \$97,000. There is currently \$84,300 available in the 2018/19 Budget for works at Northam Library, as outlined below.

Item	2018/19 Budget	Amended 2018/19 Budget	2019/20 Proposed Budget
Sewer Line (11359004)	\$14,300.00	\$ -	\$ -
Repairs to Exterior Steps (11359004)	\$20,000.00	\$ -	\$ -
General Building Maintenance (unspecified), (11359004)	\$50,000.00	\$84,300.00	\$12,704.00
Total	\$84,300.00	\$84,300.00	\$12,704.00

Legislative Compliance

Disability Discrimination Act 1992.

Disability (Access to Premises-Buildings) Standards 2010.

Australian Human Rights Commission Act 1986.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

This plan has been prepared by an Access consultant for the Shire of Northam. There has been minimal consultation with external stakeholders on this Action Plan as it is secondary to the previous access audit.

Risk Implications

- Reputational -Moderate
 - This can help ensure all people working in or visiting the Library can gain access without unnecessary barriers that could cause a negative experience, loss of business or loss of reputation.
- Financial – High
 - The financial risk of not implementing the actions from the plan could result in a financial penalty if a complaint was to be made and be successful.
- Compliance - High
 - The risk with not implementing recommendations from this plan is that the Shire of Northam potentially will be in breach of Legislation, which could result in prosecution and financial penalty. Whilst the Shire has a Disability Access and Inclusion Plan, implementing items specific to the Disability Action Plan for Northam Library will assist to minimise any potential risk.
- Legal - High
 - It is unlawful for a person who, whether for payment or not, provides goods or services, or makes facilities available, to discriminate against another person on the ground of the other person's disability.

OFFICER'S COMMENT

The Shire of Northam is focused on being proactive in its approach to the Disability Discrimination Act compliance; although the Action Plan is voluntary it has benefits both for the Shire of Northam and for the people within our Shire.

The Action Plan is a sign of the Shire of Northam commitment to eliminate discrimination and is an informing document for the community on how this will be progressed.

The Action Plan will be effective in ensuring compliance with the Disability Discrimination Act for the Northam Library in that it:

- Demonstrates commitment to eliminating discrimination
- Shows clear evidence of effective consultation with stakeholders
- Has priorities which are appropriate and relevant
- Provides continuing consultation, evaluation and review
- Has clear timelines and implementation strategies and
- Is in fact being implemented.

The implementation of the Action Plan can reduce the likelihood of discrimination complaints and the costs that accompany this. However, as the current legislation does not cover requirements for the use of mobility devices, this Action Plan does not specifically identify them as an issue.

Officers have reviewed the list of actions, and have identified a number of items that can be completed within the 2018/19 budget parameters. Officers need to also consider the timeframes to complete all of the proposed actions, and the responsible officer for completing the actions prior to finalising the Action Plan. The proposed strategies and timeframes are outlined in the table below, these upgrades will take into consideration anticipated changes to legislation for mobility scooters where practicable:

Disability Action Plan Strategies & Timeframes			
Element	Description	Total	Estimated Timeframe
Access to online catalogue	Height adjustable desk	\$530.00	18/19 Financial year
Directional signage	Install directional signage - building entries, study area, meeting area, PC computer, catalogue facilities, exits and toilets)	\$400.00	18/19 Financial year
Desktop computer	Provide a height adjustable table with a desktop computer that has internet access	\$530.00	18/19 Financial year
Access to study area	Height adjustable desk for study purposes on ground level	\$530.00	18/19 Financial year
ACROD accessible bay	bitumen resurfacing	\$2,106.00	18/19 Financial year
	Ground markings and painting	\$1,950.00	18/19 Financial year
	Bollard installation	\$500.00	18/19 Financial year
External Accessways	Remove the mat at the building entrance & maintain slip resistance	\$0.00	18/19 Financial year
	Install a step ramp with landing at the second entrance	\$300.00	18/19 Financial year
Glazing strip	Install a solid non-transparent strip 75mm with minimum 30% contrast	\$120.00	18/19 Financial year
Vertical travel - stair nosings	install stair nosings 30% contrast, 50-75mm width 10mm maximum extension down the riser	\$1,012.20	18/19 Financial year
Vertical travel - stair handrails	install handrails with 300mm extensions at the top of the stair	\$2,530.50	18/19 Financial year

Disability Action Plan Strategies & Timeframes			
Element	Description	Total	Estimated Timeframe
Vertical travel - tactile indicators	Install tactile indicators at the top & bottom of the stairs	\$216.40	18/19 Financial year
Vertical travel - stair under croft	enclose the area underneath the stairs with a handrail and kerb rail	\$1,482.50	18/19 Financial year
Vertical travel - stair under croft	install tactile indicators at the area	\$1,244.30	18/19 Financial year
Amenities		\$35,000.00	18/19 Financial year
Statutory Braille & tactile signage	Install Braille & tactile signage at required exits	\$22.00	18/19 Financial year
Total		\$48,473.90	18/19 Financial year
Building Entry	Remove door and door frame plus make good	\$1,000.00	19/20 Financial year
Door & circulation space - Librarians Office	Remove door and door frame plus make good	\$1,000.00	19/20 Financial year
	Install doors and door frames for 920mm wide doors, including door hardware	\$2,500.00	19/20 Financial year
Door & circulation space - access to kitchenette	Remove door and door frame plus make good	\$1,000.00	19/20 Financial year
Customer service counters	Low height accessible customer service desk	\$530.00	19/20 Financial year
	Install doors and door frames for 920mm wide doors, including door hardware	\$2,500.00	19/20 Financial year
Provision of Lift	Installation of low rise low speed platform lift passenger lift not travelling greater than 4m	\$40,000.00	19/20 Financial Year
Total		\$48,530.00	19/20 Financial year

Once the report is endorsed by Council, this will become the working document for implementing changes. As such, the draft Action Plan will be amended to reflect the proposed timeframes and responsible area. It should be noted that in addition to the elements identified in the Action Plan, Officers will be reviewing the current layout of the Library to determine if other changes can be made to the Library layout, without compromising the current service delivery.

RECOMMENDATION

That Council:

1. Endorse the draft Disability Action Plan prepared for Northam Library; and
2. Endorse the Action List, and timeframes, as outlined in the Disability Action Plan Strategies & Timeframes Table (Attachment 3) authorising expenditure from the following accounts:
 - Sewer Line (11359004);
 - Repairs to Exterior Steps (11359004); and
 - General Building Maintenance (unspecified), (11359004).
3. Endorse an allocation of \$12,704 be included in the 2019/20 Draft Budget to complete the items detailed within the Disability Action Plan Strategies & Timeframes Table (Attachment 3) which also takes into consideration changes to legislation for mobility scooters where practicable.

Attachment 1



Disability Access Audit Report

Project:
Northam Library

Site Address:
Northam Library
298 Fitzgerald Street
Northam WA 6401

Prepared for:
Shire of Northam

Our Ref: P180249
Date: 29/10/2018
Revision: 2

Innovative thinking – solution focussed

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Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



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Project: Disability Access Audit – Northam Library (Stage 1 and 2)
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Audit Record

Date	Revision	Comment	Site Auditor	Report Author
15/06/2018	1	Issue to client Audit Stage 1	 Brodie McCutcheon Access Consultant	 Alison Shiels Access Consultant ACAA Accredited MN 417
29/10/2018	2	Audit Stage 2 Add remaining areas of the building	 Brodie McCutcheon Access Consultant	 Brodie McCutcheon Access Consultant
			1st Review	2nd Review
30/10/2018			 Alison Shiels Access Consultant ACAA Accredited MN 417	 Gary Cox Access Consultant ACAA MN 565

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
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1.0 Executive Summary

A disability access audit was carried out by CODE Access Consultants at Northam Library in two stages; stage one conducted on the 1st June 2018 which included the upper Mezzanine Level facilities, inclusive of the lift and stage two which was requested at a later date by the Shire and conducted on 9th October 2018 to include all remaining areas of the Library.

Heritage buildings

Although Northam Library is heritage listed (Heritage Place No 10907), the building would not be exempt from providing equitable and dignified access to users with disability under the federal Disability Discrimination Act (DDA); the DDA overrides heritage legislation.

Benchmark

Buildings are classified under the National Construction Code, Building Code of Australia (NCC, BCA) & Premises Standards to identify the areas that require access provisions to be applied for people with disability. Northam Library would be classified as a 9b building, which requires access to and within all areas of the Library, normally used by the occupants.

The Legislation references applicable Australian Standards which provide the technical detail on how to provide access at those areas, with the main access standard for buildings being Australian Standard AS1428.1 (2009). This standard provides minimum mandatory technical access requirements to ensure compliance, however, it is important to note that these requirements are based on testing of users with various disabilities dating back to 1983 and do not include:-

- Users younger than 18 or older than 60;
- Wheelchair dimensions exceeding 800mm wide x 1300mm long (stationery wheelchair including the person); and
- Motorized scooters

Australian Standard AS1428.1 (2009) is the last comprehensive review of wheelchairs undertaken in Australia, with no data or testing available at this time for users outside of the above range. Although buildings and facilities may be built to comply with Building and Disability Legislation, accessibility provisions for children & teenagers with disability and users occupying larger wheelchairs and powered mobility aids may not be fully accommodated.

Larger powered mobility aids

Research & testing carried out by David Caple & Associates Pty Ltd on behalf of the Australian Building Codes Board (ABCB) in 2014; *'Research on Spatial Dimensions for Occupied & Powered Wheelchairs Project-Final Report December 2014'* identifies that current Legislation & Standards incorporate insufficient provisions for lifts, pathways and turning spaces for powered mobility devices and their users and notes the necessity for further research on these devices to ascertain the additional requirements for users at those areas.

Due to the lack of data at this stage, we are unable to advise on this aspect, however, we recommend consideration of the Access Strategy provided below to improve matters in the interim.

The recommendations within this report include a Disability Action Plan and Management Plan which are explained below.

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
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Disability Action Plans

A disability action plan formally documents an organisations intention to upgrade a building in the future. These plans generally follow a building audit, documenting the recommendations, timeline for upgrade works and persons responsible for implementing the strategies. They demonstrate a pro-active approach towards access and inclusion for employees and visitors of the building. An action plan is endorsed by the organisation.

Management Plans

A management plan documents a formal process for managing access at specific areas of a building where those areas do not meet strict compliance under current legislation and standards for users with disability. These plans improve an existing environment by remove an existing barrier through effective management of that area. A management plan is written and endorsed by the organisation.

ACCESS STRATEGY

The strategy below has been provided to assist the Shire with improving access to the Library building, inclusive of associated external access routes from the boundary entry point and ACROD bays for manual wheelchair users and people with ambulatory and sensory limitations to align with the intent of Australian Standard AS1428.1 2009 (*the minimum access standard*) & Australian Standard AS1428.2 1992 (*the best practice access standard*).

Although the Disability Discrimination Act (DDA) provides protection for every person with disability, the benchmark for this report has been limited to current requirements under the Building Code of Australia, Premises Standards and referenced Australian ‘access’ Standards.

We recommend including local disability user groups to get feedback on any planned upgrades to improve the Library facilities.

The strategies below are summarised for the purpose of the summary. Where works are planned please refer to the body of the report under Section 6 & 7 for further technical detail.

Stage 1 strategies have been considered high priority items due to the upper level area previously being identified as incorporating a barrier for a member of the public.

Stage 1 Strategies – Access to Mezzanine & Unique Facilities

- Upgrade the passenger lift and include full access features to the Premises Standards, Building Code of Australia and AS1735.12 to provide access for users with disability

Interim Strategy

Passenger Lift

- Develop a Disability Action Plan to document a timeframe for the lift upgrade

Books, DVD's and Board Games

- Provide an accessible desk at Ground Level to provide wheelchair access to the online Library catalogue
- Develop a Management Plan to formally document a process for how the organisation will manage retrieval of the books, DVD's & board games at Mezzanine Level

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
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- Install directional signage at the Library entry and at the Library catalogue area to clearly identify the facility at Ground Level and
- Ensure the website identifies the facility as being available in the Library

Desktop PC's with internet access (Mezzanine Level)

- Provide a Windows option desktop PC at Ground Level with internet access, including accessible desk for wheelchair users
- Install directional signs inside the Library entrance identifying the PC's & internet access

Swan Room meeting facilities (Mezzanine Level)

- Allocate an area at Ground Level for meeting purposes.
- Develop a formal process and document via a Management Plan to demonstrate how the organisation will manage access to meeting room facilities at Ground Level for users with mobility limitations
- Install a directional sign inside the Library entrance and at the designated meeting space at Ground Level to clearly identify the area

Study area (Mezzanine Level)

- Provide a study area at Ground Level with accessible desk
- Install directional signage clearly identifying the study area inside the Library entry and at the study area at Ground Level

Stage 2 Strategies – Remainder of the Library & associated external areas

High Priority Strategies

- Fix ground surfaces within the ACROD bays
- Remove the entry mat at the principal entry
- Provide an 850mm minimum opening width at the second entry door and Librarians office
- Install a step ramp at the second entrance and between reception and the kitchen or provide a portable ramp and manage both areas
- Increase the door circulation space at hinge side of the door to exit the Swan Room
- Provide accessible and reachable door controls at the Swan Room & Librarians Office
- Install appropriate glazing strips on glazing
- Provide appropriate stair nosings, handrail extension and tactile indicators on the stairway within the Library
- Provide a protective barrier at the undercroft of the internal stairway (enclosure, tactile indicators or handrail)
- Install a unisex wheelchair accessible sanitary facility within the Library
- Install Braille & tactile exit signage at required exit doors

Medium Priority Strategies

- Update the ACROD bays to include full access features

Best Practice Enhancement

- *Consider provision of an accessible customer service counter within the Library*

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
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2.0 Introduction

CODE Access Consultants were engaged by the Shire of Northam to review the current provisions for people with disability when gaining access to the Northam Library. The audit was conducted in two parts as detailed in the Executive Summary.

The building is located at 298 Fitzgerald Street, Northam and functions as a public library.



3.0 Elements Reviewed

The elements reviewed at the audit includes the following:

Stage 1

- Passenger lift
- Unique facilities at mezzanine level

Stage 2

- Accessible parking provisions
- External accessways
- Building entries
- Doors & circulation spaces
- Glazing strips
- Vertical travel; stairs
- Amenities
- Statutory signage
- Customer service counters
- Hearing augmentation

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
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Exclusions included:

- Physical luminance contrast testing of surfaces
- On-site slip resistance testing
- Assessment of emergency evacuation plans
- Occupation health & safety provisions
- Assessment of emergency warning systems
- Assessment of lighting levels

4.0 Occupants Characteristics

The access review and report focused on users with mobility limitations to align with the audit scope and discussions with the Shire of Northam for stage 1. Users with mobility limitations typically include wheelchair users, people who use powered devices and users with walking aids (cane, zimmer frame, crutches and the like).

Stage 2 focused on users with various limitations for the whole building, associated external paths and parking using the legislative benchmark listed Section 5.0 below.

Any additional obvious elements that CODE identified onsite at both audits that could have the potential to create a barrier for users with sensory limitations have also been included.

5.0 Australian Legislative Framework

5.1 Disability Discrimination Act 1992 (DDA)

The Disability Discrimination Act makes it unlawful to discriminate against someone with disability in the areas of employment (*section 15*), education (*section 22*), access to premises used by the public (*section 23*), provision of goods, services or facilities (*section 24*), accommodation (*section 25*), buying land (*section 26*), activities of clubs and associations (*section 27*), sport (*section 28*) and administration of Commonwealth Government laws or programs (*section 29*).

Disability is broadly defined within the Disability Discrimination Act to include physical, intellectual, sensory, neurological and psychiatric disabilities as well as including people who may have a disease and people with an imputed disability (i.e. being treated as if you have a disability). People like relatives, friends, and carers are also protected if they are discriminated against because of their association with a person with disability

Organisations are responsible for providing access to their premises and services & facilities that will be occupied by the public under the Act. However, the Act does not provide the technical provisions on how to provide access for people with disability. These provisions are captured by the technical Australian Access Standards that are referenced in the National Building Code of Australia and Premises Standards.

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5.2 The Disability (Access to Premises – Buildings) Standards 2010

The Disability (Access to Premises – Buildings) Standards, otherwise known as The Premises Standards was developed in 2010 to provide consistency between the Building Code of Australia (BCA) and the Disability Discrimination Act for new and upgraded buildings. It provides information on how to provide dignified and equitable access to buildings and also provides some certainty for building owners and developers on their obligations under the DDA.

In Western Australia, the Building Act does not call up the Premises Standard as part of the compliance procedure for certification of new works, however, where new works comply with The Premises Standards they cannot be the subject of a successful complaint under the DDA. The Premises Standard requires access to be provided to various parts of a building dependent on the building classification and exempts unsafe areas and areas where access would be inappropriate because of the nature of the area.

The Premises Standard requires 'the affected part' of a building to be accessible where new works are carried out within an existing building. The affected part of a building is the accessible path of travel from the new works, to and including the principal pedestrian entrance of the building.

5.3 NCC, Building Code of Australia – Volume One 2016 Edition

New building works require compliance under the National Construction Code, Building Code of Australia (NCC, BCA). The relevant parts of the BCA relating to access for people with disability include Parts D3, E3.6, F2.4 & H2.

This Legislative instrument calls up the relevant technical Australian Standards for minimum compliance.

5.4 Australian Standards

The Australian Standards listed below provide the technical provisions that should be applied to the built environment. The relevant Standards used for this report included:

- Australian Standard 1428.1-2009 Design of Access & mobility, Part 1: General requirements for access – New building work;
- Australian Standard 1735.12 1999 Lifts, escalators and moving walks Part 12: Facilities for persons with disabilities (as referenced by the Building Code of Australia (BCA))
- Australian Standard 1735.15 2002 Lifts, escalators and moving walks Part 15: Low-rise passenger lifts – Non-automatically controlled (as referenced by the Premises standards)
- Australian Standard 2890.6 Off-street parking for people with disability
- Australian Standard 1428.4.1-2009 Orientation of people with vision impairment – Tactile ground surface indicators
- Australian Standard 1428.2-1992 Enhanced and additional requirements – Buildings and facilities

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
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6.0 Access Audit Results (Stage One)

There were two stages to the audit; stage 1 which included a review of unique facilities at upper level, including the passenger lift and stage 2 which included a review of the remainder of the Northam Library building and associated external accessways and carparking. Both stages have been separated for ease of reference.

The access audits identified the following information.

6.1 LIFT ACCESS

Review as Passenger Lift

The existing Library was fitted with a passenger lift (Cibes A 5000 Platform Lift) to provide access to the upper level Mezzanine in 2011. A review of the building's access features to enter the lift at Ground Level and at Mezzanine Level, inclusive of the lift itself was conducted and the following information identified.

Entry to the lift is via a steep 1:6 ramp at Ground Level, situated outside the lift door. The change in level between Ground Level outside the lift and the internal lift car floor is 50mm, which would normally require a step ramp and landing outside the door (i.e. at the top of the ramp). Landings provide a safe area with additional space at each of a door to enable users to position their device at the door, open the door independently and travel through. The lift provides an automatic door, which would normally remove the requirement for the landing space outside the door, however, there is no fail safe mechanism on the lift door which could present a hazard of closing on a person who is entering the lift.

The open lift platform travels 2.64m to the upper Mezzanine Level within an enclosed liftwell. Australian Standard AS1735.12 1992 was utilised to assess the access features as referenced by the Premises Standards in conjunction with Australian Standard AS1735.15 2002 as referenced by the Premises Standards.

A yellow line is installed on the lift car floor that denotes the sensor area to stand behind to enable lift operation. A second invisible sensor is located to the rear of the lift which also requires no standing beyond the sensor, as advised by the lift maintenance personnel. The area within the confinements of the sensors achieves 880mm wide x 1260mm long, which do not meet minimum dimensions for wheelchair users (1100mm wide x 1400mm required).

Lift Specification - Fit for Purpose

The CIBES A 5000 Platform Lift is designed and manufactured by Swedish company CIBES Lift AB, the lift was procured from and installed by an Australian distributor Octagon-BKG Lifts located in O'Connor, Western Australia.

HANDICAPPED ACCESS PLATFORM LIFT

Model:	CIBESLIFT A 5000		
Contract Load:	400kg	Contract Speed:	0.15mps
Travel:	2640mm	Stops/Entrances	2

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
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The documentation provided to CODE Access Consultants by Octagon-BKG refers to the installation of a CIBESLIFT A 5000 Handicapped Access Platform Lift (Refer Appendix B for document) within Northam Library, which was installed & tested in accordance with Australian Standard AS1735 part 15.

The Access to Premises Standards 2010 & Building Code of Australia 2016 requires passenger lifts to have accessible features as outlined in Table E3.6 (b) the table references the required accessible provisions to align with AS1735 part 12: Facilities for persons with disabilities.

The lift specification confirms that it does not have the required features to comply with table E3.6 (b) and site measurements take into account a sensor beam which also confirms that the circulation space is insufficient.

Therefore it is considered that the lift is not fit for purpose as an accessible passenger lift.

Potential Barriers

- Steep ramp to enter the lift at Ground Level (1:6 provided, 1:8 required)
- Lack of fail-safe mechanism installed on the door to detect a person or object during the closing function
- Reduced internal car dimensions (880mm wide x 1260mm long inside the parameters of the sensors to operate the lift)
- Lack of hand clearance between the lift wall and handrail (45mm provided, 50mm required)
- Low handrail height (830mm height provided to top of rail, 850mm minimum required)
- Lack of appropriate illumination around control buttons inside the lift car
- Lack of second control panel within the lift
- Lack of hands free emergency communication within the lift (telephone within car)

Recommendations

- Provide an accessible passenger lift within the building to AS1735.12, incorporating access features within the Building Code of Australia & Premises Standards Part E3.6 and document the intended installation date in a Disability Action Plan nominating timeframes and the person responsible for implementing the plan strategies

Photos



Steep ramp at entry



Door & door closer

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
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Handrail clearance



Handrail height

6.2 UNIQUE FACILITIES AT MEZZANINE LEVEL

Unique facilities refers to the provision of library facilities provided at upper level that have the potential to be inaccessible for some Library users with disability.

Unique facilities at upper Mezzanine Level are listed below:-

1. Books, DVD's & boards games
2. Desktop PC's with internet access
3. Study area
4. Meeting room facilities

Books, DVD's & Board Games

The Mezzanine offers a selection of books, DVD's & board games that are unique to that level. An online browsing digital catalogue system is available at Ground Level to browse through the items available at the upper level, however, the desk is high for a wheelchair user and there is a lack of signage identifying the facility.

The Shire of Northam have confirmed that access to the online catalogue is also available via their website for home users, in addition to a 'Housebound Program' for local Library members who are unable to attend the library to collect or return books.

Potential Barriers

- Lack of appropriate lift access to Mezzanine Level (covered in Section 6.1 above)
- High desk to browse & access the online catalogue at Ground Level for items upstairs
- Lack of signage identifying the online catalogue facilities at Ground Level

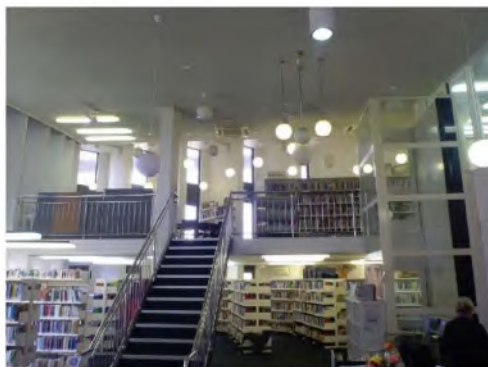
Recommendations

- Provide a lower accessible desk (830-870mm high) at Ground Level to provide appropriate access to the online Library catalogue ensuring appropriate clearances (800-840mm) underneath for seated wheelchair users (*refer to Appendix A at the back of the report for a diagram*) OR, alternatively, provide a height adjustable desk
- Develop a Management Plan to formally document a process for how the organisation will manage retrieval of the books, DVD's & board games at Mezzanine Level for users unable to access upper Mezzanine Level
- Install directional signage at the Library entry and at the Library catalogue area to clearly identify the catalogue facility at Ground Level
- Ensure the website identifies the facility as being available in the Library

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



Photos



Mezzanine Level

Desktop PC's with internet access at Mezzanine Level

There are seven desktop computers with internet access provided for public use at Mezzanine Level, however, two desktop Mac PC's are provided at Ground Level. We were advised at the site inspection that the Mac PC's provide inbuilt text to speech software for people with vision limitations & are available for use by all users.

Potential Barriers

The following elements were identified as carrying a potential barrier for users with disability at Ground Level when accessing the internet and desktop PC facilities:-

- Lack of desktop PC that provides access to Windows Software

Recommendations

- Provide a Windows option desktop PC at Ground Level with internet access, ensuring the desk is at an accessible height (830-870mm) with appropriate wheelchair clearances underneath (800-840mm) or preferably a height adjustable desk
- Install a directional sign at the Library entrance and at the area clearly identifying the PC's & internet access

Photos



Computers at Mezzanine Level



Mac computers at Ground Level

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The Swan Room at Mezzanine Level

The Swan Room is located at Mezzanine Level and can accommodate up to ten people. The room is available for hire by the public.

There is no alternative meeting room available in the Library at Ground Level.

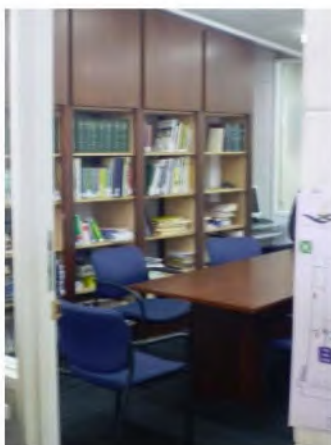
Potential Barriers

- Lack of meeting room facilities at Ground Level

Recommendations

- Allocate an area at Ground Level for meeting purposes.
- Develop a formal process and document via a Management Plan to demonstrate how the organisation will manage access to meeting room facilities at Ground Level for users with mobility limitations who are unable to independently access the lift and Mezzanine Level
- Install a directional sign inside the Library entrance and at the designated meeting space at Ground Level to clearly identify the area

Photos



Swan Room

Study Area at Mezzanine Level

A study area, comprising of a variety of desks & chairs is provided at Mezzanine Level. There is no alternative study area located on the Ground Level of the Library.

Potential Barriers

- Lack of study area at Ground Level

Recommendations

- Provide a study area at Ground Level ensuring the desk is at an accessible height (830-870mm high) with appropriate wheelchair clearances underneath (800-840mm) or preferably a height adjustable desk
- Install directional signage clearly identifying the study area at the Library entry and at the study area at Ground Level

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Photos



Study area at Mezzanine Level

7.0 Access Audit Results (Stage two)

7.1 PARKING FOR PEOPLE WITH DISABILITY

There are two carparks that service the Library and also the closely located CBD Building at 298 Fitzgerald Street, as confirmed by the Shire. Due to the two buildings having different classifications (5 office & 9b Library). The ratio has been combined, therefore, 1 accessible bay per 50 would be required using today's legislation. There are 45 bays in total between the two carparks, and the two designated ACROD bays provided satisfy the legislative ratio requirements.

There were two bays identified onsite one in the smaller carpark adjacent to Fitzgerald Street and one in the larger rear carpark, the barriers identified onsite have been provided below.

Potential Barriers

- Reduced bay & shared area length (5100mm provided, 5400mm required) in the smaller carpark adjacent to Fitzgerald Street
- Reduced shared area width (2200mm provided, 2400mm required) in the larger rear carpark
- Lack of bollard in the shared area at both locations
- Lack of appropriate International Symbol for Access in the smaller carpark adjacent to Fitzgerald Street
- Faded ground markings at both locations
- Uneven ground surface within the designated bays & shared areas at both locations

Recommendations

- Update the ACROD bays to provide full access features to AS2890.6; 2.4 x 5.4m long with grades no steeper than 1:40 or 1:33 on bitumen, appropriate ground markings, including a centrally located bollard in the shared area, 750-850mm from the end of the bays (Refer Appendix A for diagram)
- Provide the International Symbol for Access as a white wheelchair symbol (800-1000mm high) on a blue rectangular background 1200 x 1200mm maximum located centrally within the bay 500-600mm from the bay entry (Refer Appendix A for diagram)
- Fix the bitumen ground surface to provide a smooth and traversable surface for users

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Client: Shire of Northam



Photos



ACROD bay at Fitzgerald St small carpark



ACROD bay at large rear carpark



Uneven ground surface within shared area adjacent to Fitzgerald St

7.2 EXTERNAL ACCESSWAYS

The continuous accessible path of travel commences at the property boundary, Fitzgerald Street.

The pedestrian pathway from Fitzgerald Street provides good access generally with appropriate path widths and a firm traversable surface for users. However, there are some areas that are cracked along the path.

The Library can be accessed from a carpark located adjacent to Fitzgerald Street or from the carpark at the rear of the site. There is some uneven ground surfaces within the carpark for users travelling from the ACROD bay.

Potential Barriers

- Rubber mat creates a 10 mm abutment outside the Library entry

Recommendations

- Remove the mat at the building entrance & maintain a slip resistant surface underneath

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
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Photos



Mat creating a trip hazard to enter the Library

7.3 BUILDING ENTRIES

There were three building entries identified during the audit, however, it was noted that one of the entries is currently blocked off (door to the left of the principal entry) and is no longer in use. A sign has been affixed to the door directing visitors to the closely located principal entry.

The principal entry consists of an automatic sliding door with appropriate opening widths and wheelchair circulation space.

The second entry is located to the right of the principal entry, the door opening is narrow and does not meet minimum width provisions. The area outside this entry is currently utilised as a parking space for gophers & motorised scooters. The Shire have installed a doorbell at this door for patrons who require assistance with opening the door.

The Building Code of Australia & Premises Standards require 50% of entries to be accessible to AS1428.1 2009 inclusive of the principal entry, therefore, the building should provide access through at least 2 of the doors at a minimum. It is important to note that although one door is currently blocked off, the door could be unblocked in the future and the review considered this with the provision of advice provided aligning with the legislative requirements as if the facility was built today.

It was noted during the audit that a tag alert security system has been installed inside the primary entrance; we do not believe this will affect functionality as it does not reduce or obstruct the passage width or circulation space for wheelchair users and the door is automatic.

Potential Barriers

- Reduced door opening width (695mm provided, 850mm required) at the second entrance
- High door handle (1265mm provided, 900-1100mm required) on second entry
- 60mm abutment at the threshold to enter the secondary entrance

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Recommendations

- Widen the second entry door to achieve 850mm clear opening width
- Install a step ramp at the second entrance with a gradient not steeper than 1:10 and landing with circulation space to AS1428.1 between the door and ramp (refer Appendix A for example) OR provide a portable ramp and manage access at the area through a management plan

Photos



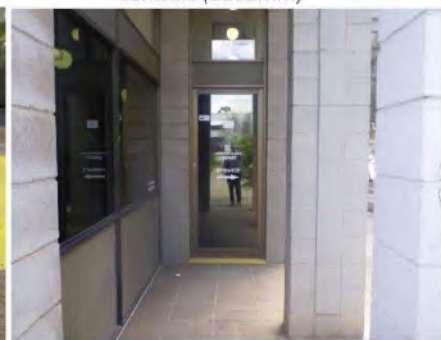
High door lock (1380-1445mm)



Narrow door opening (695mm) with high door controls (1265mm)



60mm abutment at threshold to enter the Library at the second entrance



Blocked entry with signage pointing to the principal entrance

7.4 DOORS & CIRCULATION SPACE

Doors are required to provide a minimum clear opening width and appropriate wheelchair circulation space at each side of the doorway to allow independent movement through doors. Door controls should be of the lever type and be reachable for wheelchair users.

The doors within the Library provide varying levels of access with potential barriers for users with disability documented below.

Potential Barriers

- Reduced door opening width (780mm provided, 850mm minimum required) at the Librarians office
- Reduced hinge clearance (45mm provided, 110mm required) to exit the Swan Room

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- High door controls (1210-1230mm provided, 900-1100mm required) on the Swan Room & Librarians office door
- Lack of accessible door controls on the Librarians office door
- Reduced snib length (32mm provided, 45mm required) at the librarians office
- Narrow opening (820mm provided, 850mm minimum required) from the Reception area to Kitchenette (no door leaf installed)

Recommendations

- Provide an 850mm clear opening width at the Librarian Office
- Provide 110mm hinge side clearance to exit the Swan Room (refer Appendix A for diagram)
- Provide door controls that sit between 900-1100mm at the Swan Room & Librarians Office
- Install a lever handle & a snib that provides a 45mm length from the centre of the spindle on the Librarian Officers door
- Increase the width between the architraves to enter the Kitchenette area from the Reception area (no door leaf installed) to achieve at least 850mm

Photos



*Narrow door opening width (780mm)
at Librarians Office*



*Reduced latch clearance (40mm) to
exit the Swan Room*

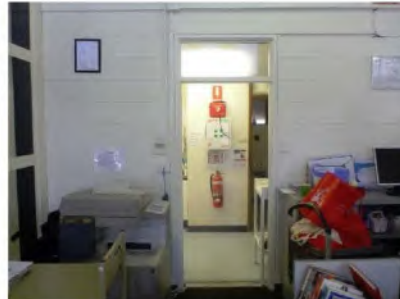


*High door control (1230mm) at the
Swan Room*



*Reduced snib length at Librarians
Office*

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Narrow opening (820mm) to enter the kitchenette

7.5 GLAZING STRIPS

Glazing that is capable of being mistaken as an opening is required to provide appropriate contrasting glazing strips to identify the glass for people with low vision. The strips should achieve 75mm in width and be located to have the bottom edge 900-1000mm from floor level. The strips must be solid, non-transparent and identifiable from 2 metres at each side of the glass. The front entry doorway is lacking glazing strips at each side of the door (sidelights).

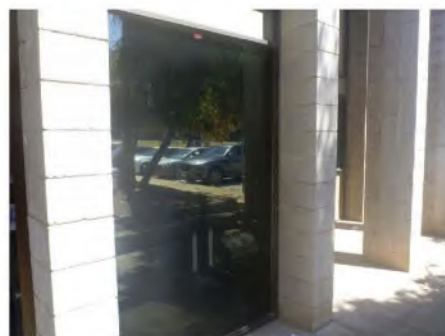
Potential Barriers

- Lack of glazing strips to identify glazing along the front of the Library

Recommendations

- Install appropriate glazing strips in the correct locations at the main entry that provide a 30% contrast, solid non-transparent strip, 75mm wide located with the bottom edge 900-1000mm high from the ground

Photos



Glazing at the front of the Library lacking glazing strips

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7.6 VERTICAL TRAVEL - STAIRS

Access to the Mezzanine Level of the Library is via a stairway & a lift. The lift was included in the first audit (stage 1) of the Library, with the findings documented within section 6.1 of this report.

The stairway to access the Mezzanine Level lacks appropriate access features; tactile indicators at the top & bottom of the stairway, appropriate stair nosings & handrail extension at the top of the stairway.

The Building Code of Australia & Premises Standards both require tactile indicators to AS1428.4.1 (2009) to be installed in the absence of a suitable barrier where there is an overhead obstruction less than two meters above floor level such as under the stairs within the Library. The stairs are lacking in this area and presents a potential hazard for a user with low vision.

It was also noted the stair treads were narrow and although this provision falls under the best practice access standard, the Building Code calls up this provision as a mandatory safety feature for life safety. We therefore recommend engaging a Building Surveyor to review the stair tread widths and riser heights to work toward reducing risk at the area.

Potential Barriers

- Increased stair nosing projection (50mm provided, 10mm maximum permitted) down the riser
- Lack of appropriate contrast between the stairs nosings and surrounding carpet
- Lack of appropriate handrail extensions at the top of the stairs (one side)
- Lack of tactile indicators at the top and bottom of the stair for users with low vision
- Lack of protective barrier or advance warning of the overhead hazard at the undercroft of stairs (tactile indicators, handrail and kerb rail or enclosure are suitable protective measures)

Recommendations

- Install stair nosings that achieve 30% contrast to the surrounds, 50-75mm minimum width and wither an extension no greater than 10mm down the riser or alternatively no extension down the riser
- Provide a 300mm extension on the handrail attached to the balustrade at the top of the stair that aligns with AS1428.1 2009 (refer Appendix A for diagram)
- Install tactile indicators at the top & bottom of the stair to AS1428.4.1
- Enclose the area underneath the stairs to a height of at least 2m or install tactile indicators or handrail & kerb rail to AS1428.4.1 2009 (refer Appendix A for diagram)

Photos

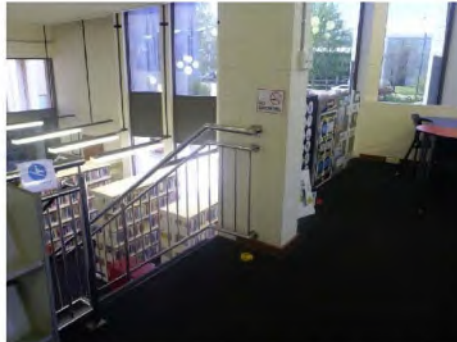


Increased nosing profile (50mm) down riser



Nosings lacking contrast on stairs

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



*Lack of appropriate handrail extensions
(left handrail in photo)*

7.7 AMENITIES

A unisex public & staff sanitary facility were identified and reviewed as part of the audit of Northam Library at ground level, however, there were no accessible facilities for users with disability.

The Building Code of Australia & Premises Standards requires at least one unisex wheelchair accessible sanitary facility to be installed at a bank of toilets on each level of a building of this classification. A wheelchair accessible sanitary facility provides additional spatial provisions to enable independent use.

The Legislation also requires an ambulant accessible cubicle to be provided at a bank of toilets where there is an additional WC provided in addition to a unisex accessible facility. These facilities accommodate people using mobility aids such as walking frames, walking sticks or crutches. A diagram has been provided in Appendix A for each facility.

It is recommended that at least one unisex wheelchair accessible sanitary facility be provided in the building.

Potential Barriers

- Lack of accessible sanitary facility within the Library

Recommendations

- Install a unisex wheelchair accessible sanitary facility within the Library to AS1428.1 2009 (refer Appendix A for diagram)

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



7.8 STATUTORY BRAILLE & TACTILE SIGNAGE

The Building Code requires Braille & tactile signage to be installed inside exit doors to assist users with low vision when exiting a building in an emergency. The signs provide information to identify the person's location and a closely located exit door.



Example of Braille & tactile Exit Signage

Braille & tactile signs are also required at accessible amenities, non-accessible amenities, non-accessible entry doors and spaces that provide hearing augmentation.

Statistics show that 95% of people who are legally blind have some level of vision. Mobility & Orientation Specialists train users who are blind to navigate through the built environment and find signs independently, therefore, provision of effective contrasting and sign height locations is fundamental to ensuring a functional and usable wayfinding system.

There were no Braille & tactile signage identified at the audit.

Potential Barriers

- Lack of Braille & tactile exit signs at required exit doors (green running man sign)
- Lack of International Symbol for Access included on the non-accessible entry door (to the left of the principal entry) where it directs users to the nominated main entry

Recommendations

- Install Braille & tactile exit signage at required exit doors stating 'Exit Ground Level' on the signs, ensuring the signs provide appropriate contrasts to the surrounds and also between the sign background and components to the Building Code D3.6, inclusive of Specification D3.6

7.9 CUSTOMER SERVICE COUNTERS

Accessible customer service counters are generally the first point of approach for visitors when entering a building, and although they are considered a best practice feature under AS1428.2, we recommend consideration of improving the Library's customer service counter to include a section that will provide access for seated wheelchair users and people of short stature.

When designing an accessible customer service counter, considerations would normally include a reachable height and space underneath for a user's knees, legs and toes.

Potential Barriers

- Lack of accessible customer service counter at the Library service desk

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



Best Practice Recommendations

- Consider provision of a low height counter (830-870mm) at the Library service desk with appropriate knee, leg and toe clearances underneath (800-840mm) (refer Appendix A for diagram)

Photos



Non accessible customer service counter

7.10 HEARING AUGMENTATION

Where an inbuilt sound amplification system is installed within a building, a hearing augmentation system is required to communicate audible information to users with hearing limitations (eg hearing loop or infra-red receiver type system).

The Shire of Northam have confirmed that there is no sound amplification system installed within the building.

No further action required at this time.

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



8.0 References

The documents referenced for the audit and report have been listed below.

- The Disability (Access to Premises-Building) Standards 2010 (Premises Standards)
- NCC, Building Code of Australia, Volume One – 2016 Edition
- Australian Standard 1428.1-2009 Design of Access & mobility, Part 1: General requirements for access – New building work;
- Australian Standard 1735.12 1999 Lifts, escalators and moving walks Part 12: Facilities for persons with disabilities (as referenced by the Building Code of Australia (BCA))
- Australian Standard 1735.15 2002 Lifts, escalators and moving walks Part 15: Low-rise passenger lifts – Non-automatically controlled (as referenced by the Premises standards)
- Australian Standard 2890.6 Off-street parking for people with disability
- Australian Standard 1428.4.1-2009 Orientation of people with vision impairment – Tactile ground surface indicators
- Australian Standard 1428.2-1992 Enhanced and additional requirements – Buildings and facilities
- Website <https://www.northam.wa.gov.au/community/library/libraries.aspx>
- Research on Spatial Dimensions for Occupied Manual & Powered Wheelchairs Project, Final Report Dec 2014 – David Cable & Associates Pty Ltd on behalf of ABCB, Canberra
- Octagon-BKG Lifts Cibes A 5000 Platform Lift – Northam District Library Log

9.0 Report Scope & Limitations

CODE Group (CODE) offer this advice based on our knowledge of the existing environment following the physical audit and the information received from the client.

This report is provided to and is to be used by the direct client to CODE and use of this report for any other purpose without prior consent from CODE will invalidate the content of this document. This report is based solely on client instructions, and therefore should not be used by any third party without prior knowledge of such instructions.

No part of this document may be reproduced in any form or by any means without written permission from CODE.

CODE will not be responsible for the accuracy, appropriateness or third party review of information provided for the purpose of determining compliance.

A review of accessible information (website, online catalogue etc.) did not form part of the scope of works.

10.0 Appendices

- Appendix A: Diagrams.
- Appendix B: CIBES A 5000 Information
- Appendix C: Terminology.

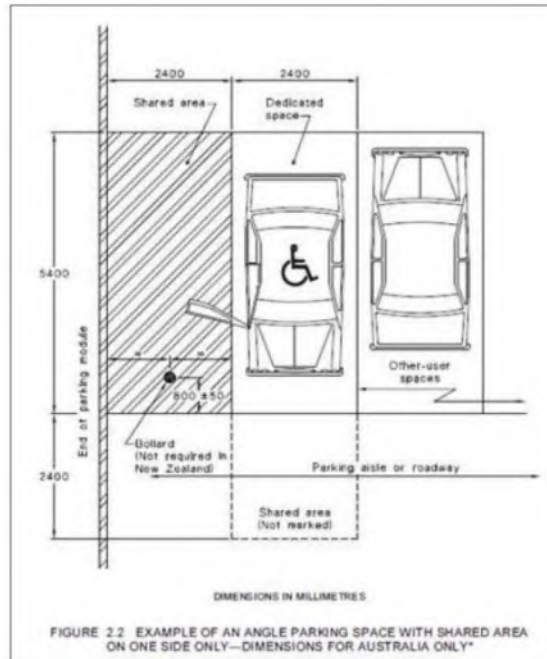
Project: Disability Access Audit – Northam Library (Stage 1 and 2)
 Client: Shire of Northam



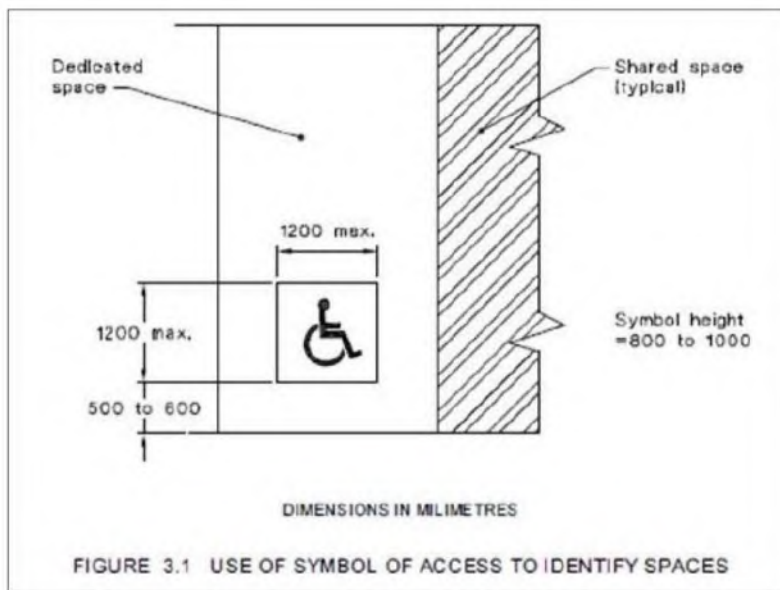
10.1 Appendix A: Diagrams

Section 7.1 – Accessible Car Parking

Ref: AS2890.6 (2009) Figure 2.2 & Figure 3.1



International Symbol for Access

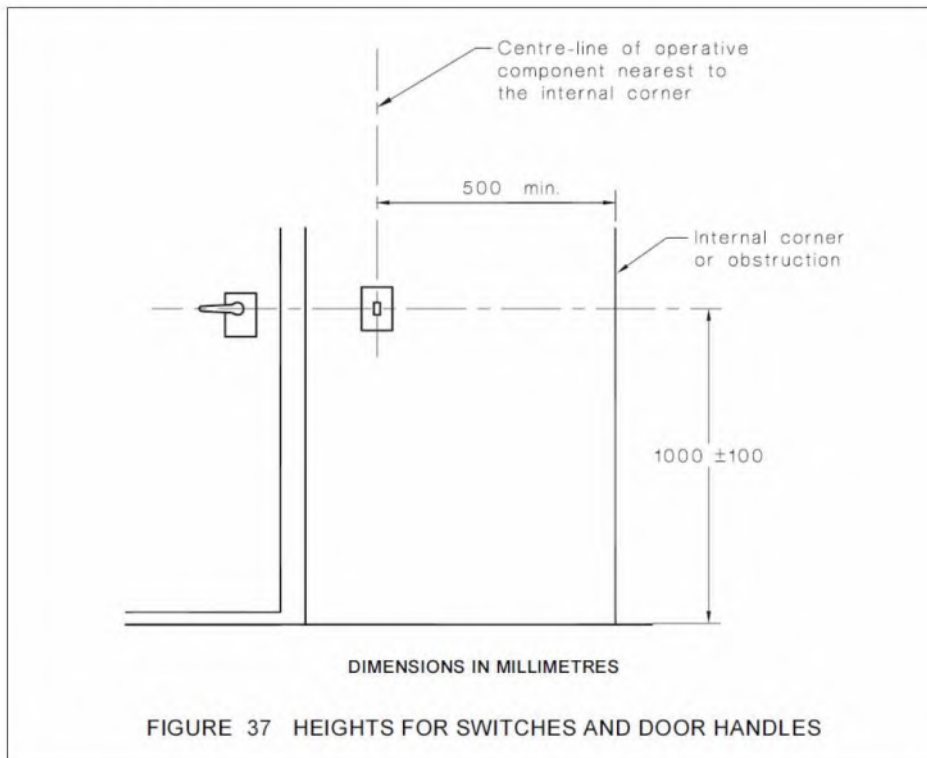


Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



Section 7.3 – Building Entry

Door control heights Ref: AS1428.1 (2009) Figure 37

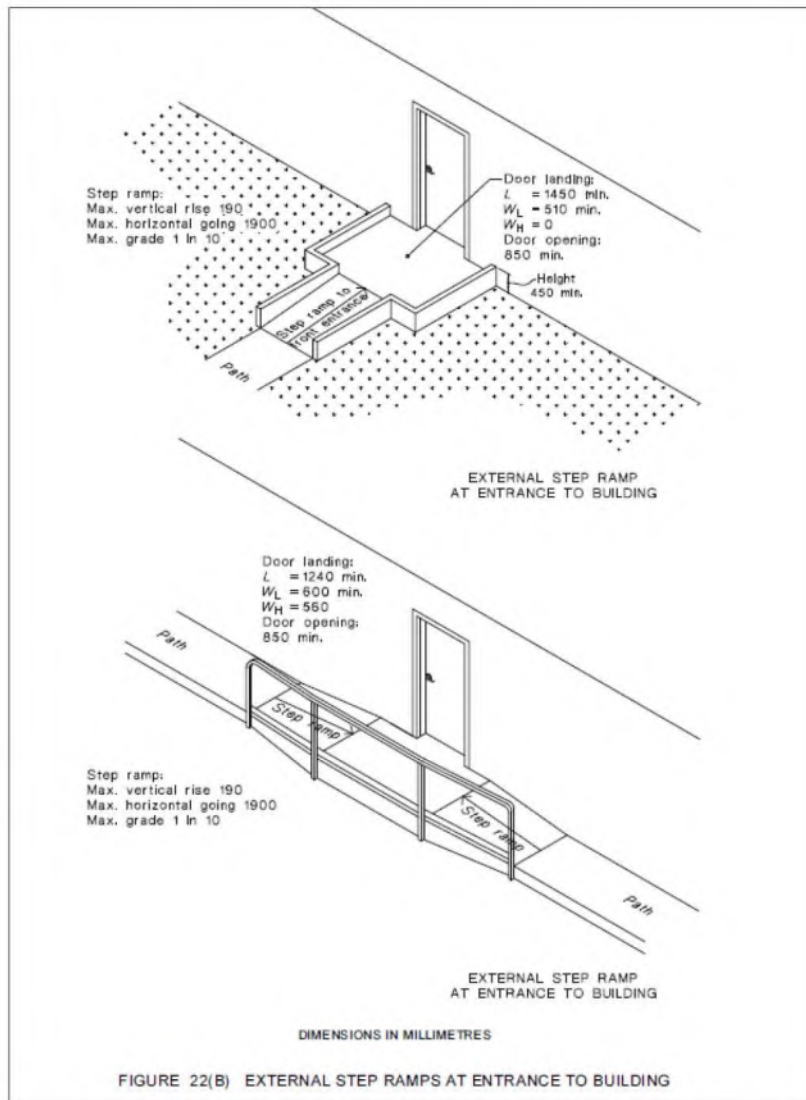


Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



Section 7.3 – Building Entry

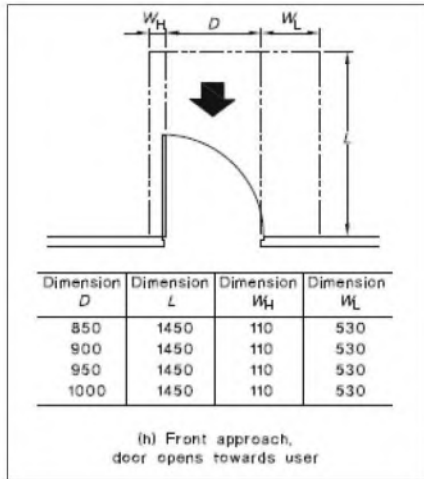
Step Ramp at entry door examples Ref: AS1428.1 (2009) Figure 22 (b)



Project: Disability Access Audit – Northam Library (Stage 1 and 2)
 Client: Shire of Northam



Section 7.4 Doors & Circulation Space
 AS 1428.1 (2009) Figure 31 (h)



LEGEND:

- D = Clear opening of width of doorway
- L = Length
- W_H = Width—hinge side
- W_L = Width—latch side
- = Direction of approach
- = Circulation space

DIMENSIONS IN MILLIMETRES



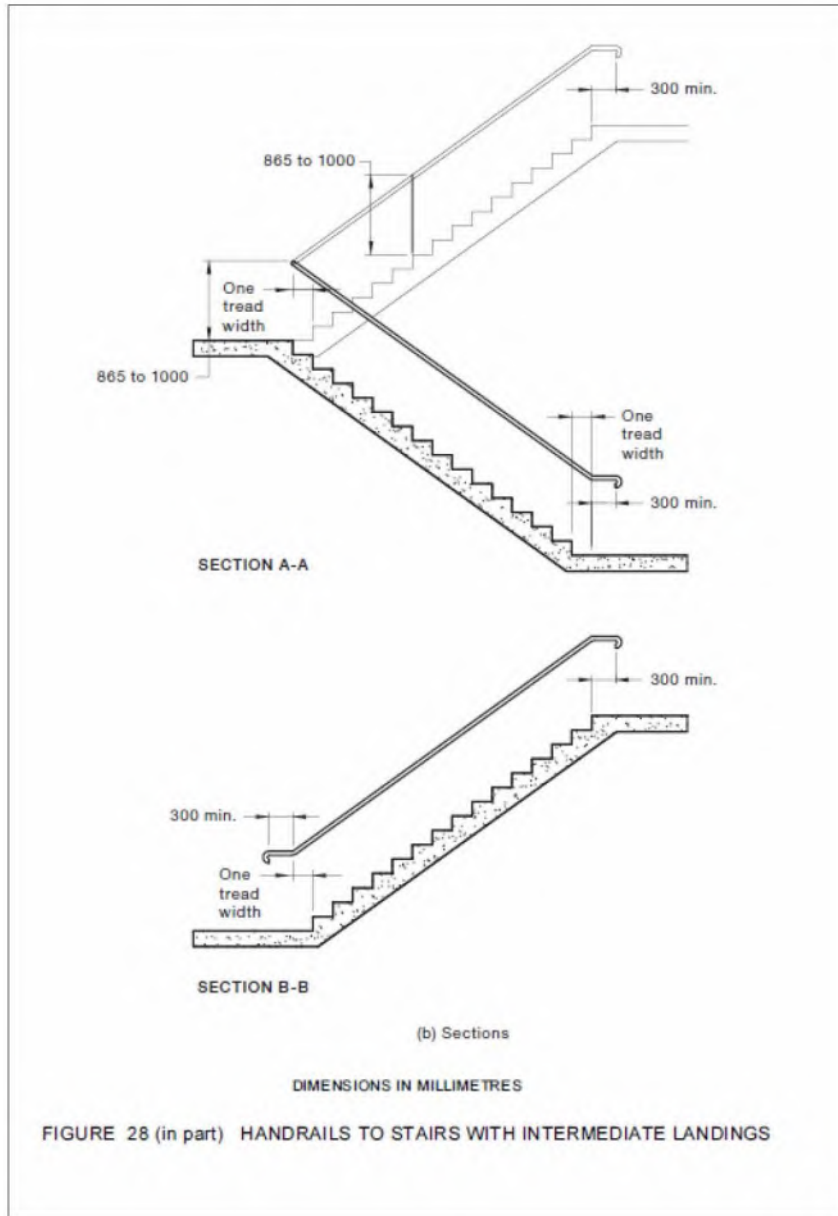
Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



Section 7.6 Vertical Travel

Stairway handrail extensions

Ref: AS1428.1 (2009) Figure 28 (B)



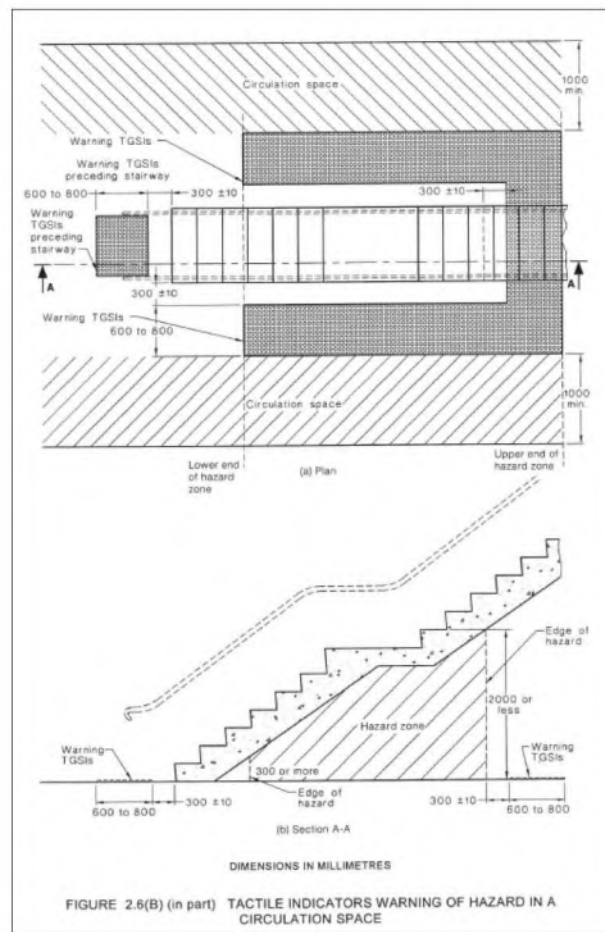
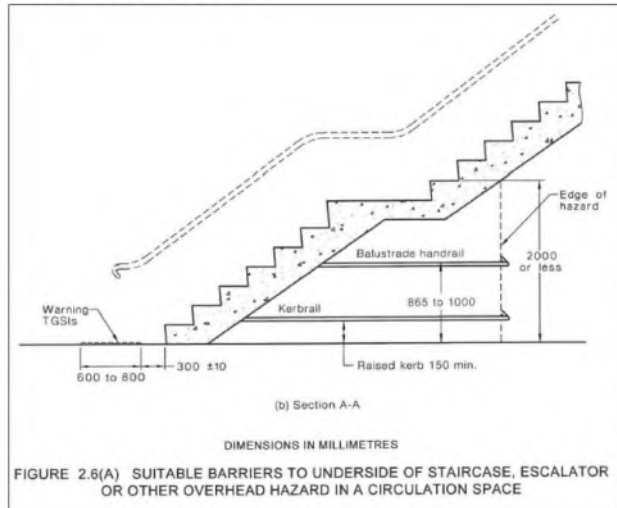
Project: Disability Access Audit – Northam Library (Stage 1 and 2)
 Client: Shire of Northam



Section 7.6 – Vertical Travel

Undercroft of stairs, overhead hazard barrier options

Ref: AS1428.4.1 (2009) Figure 2.6 (A) & (B)



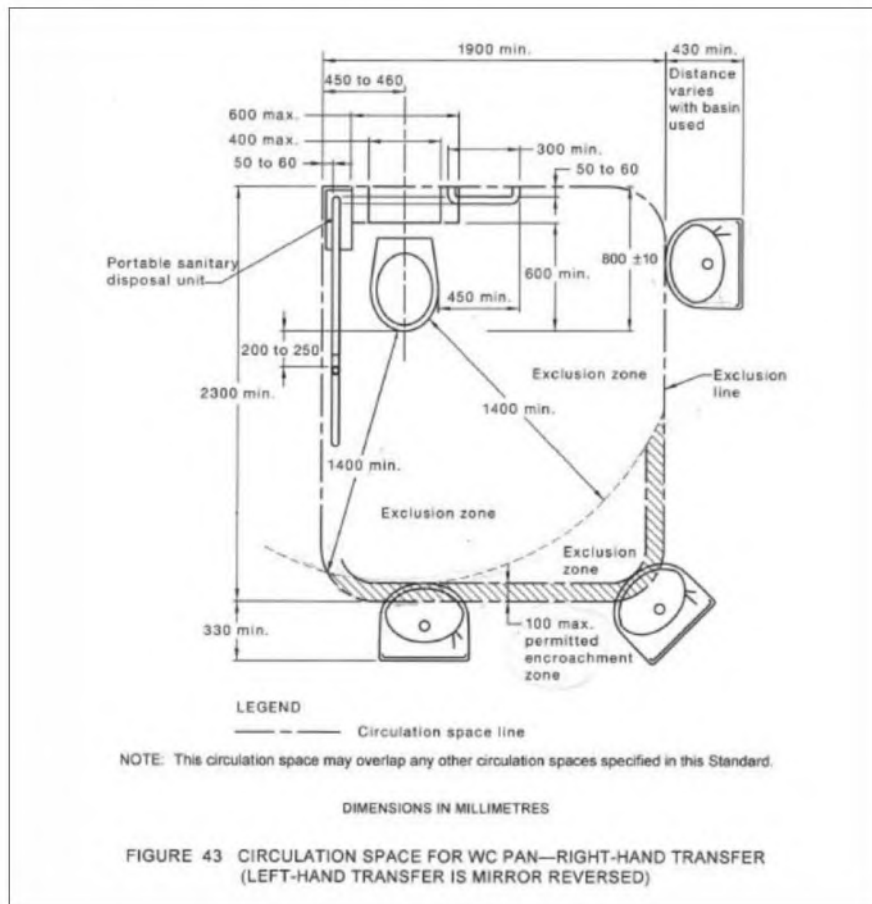
Project: Disability Access Audit – Northam Library (Stage 1 and 2)
 Client: Shire of Northam



Section 7.7 Amenities

Unisex wheelchair accessible sanitary facility

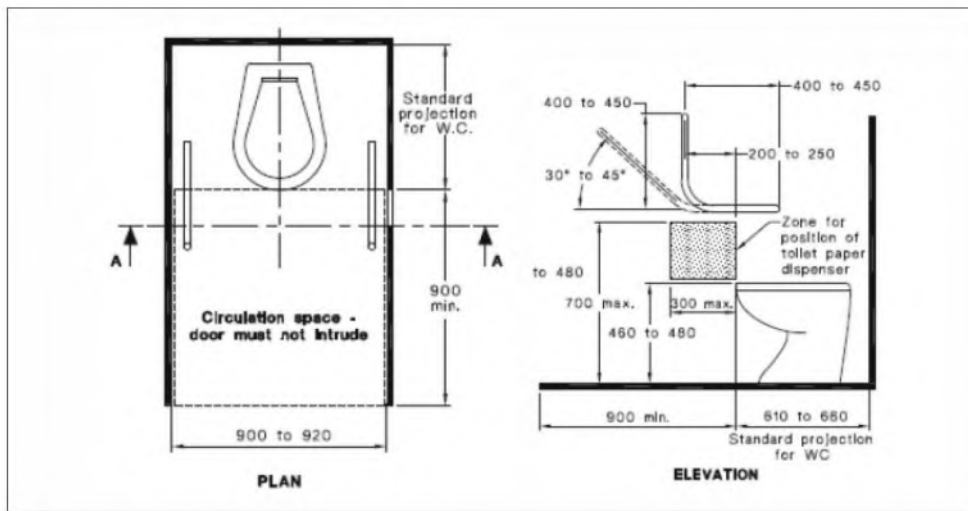
Ref: AS1428.1 (2009) Figure 43 (right hand facility)



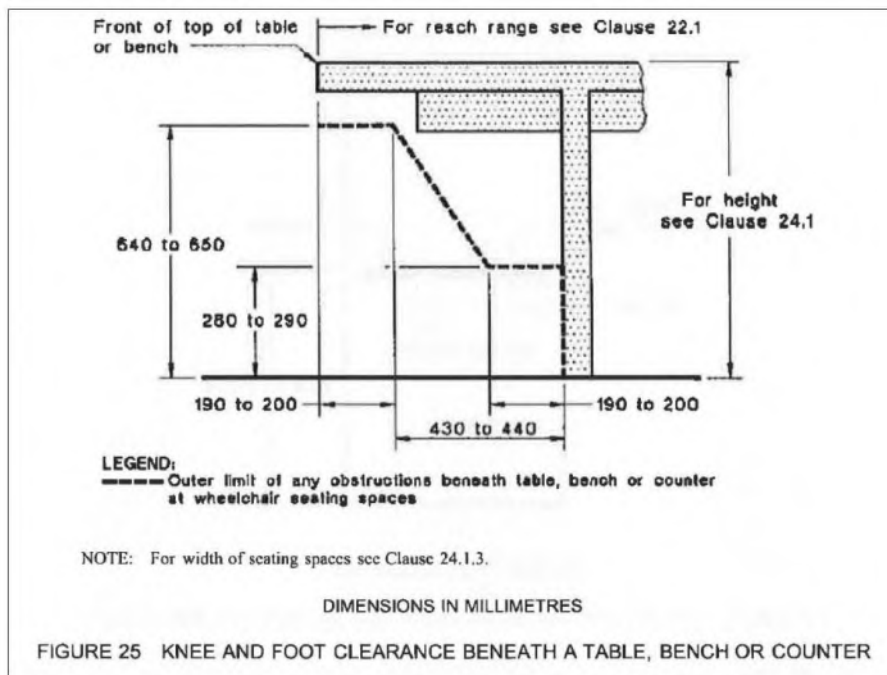
Project: Disability Access Audit – Northam Library (Stage 1 and 2)
 Client: Shire of Northam



Ambulant Accessible WC
 Ambulant accessible sanitary facility
 Ref: AS1428.1 (2009) Figure 53(a)




Section 7.9 – Customer Service Counters
 Accessible table/counter
 Ref: AS1428.2 (1992) Figure 25



Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



10.2 Appendix B: CIBES A 5000 Information



**CIBES A 5000
PLATFORM LIFT**

Located at

**NORTHAM DISTRICT LIBRARY
298 FITZGERALD STREET
NORTHAM WA**

OCTAGON-BKG LIFTS
(ABN 87 712 338 613)
Unit 2/14B Hines Road, O'Connor WA 6163
Ph +61 08 6363 5953 Fax +61 08 9331 3384
24hr Service (08) 9480 9873

Lift In-service Date: 17th May, 2011

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



This lift has been manufactured and designed by:

CIBES Lift AB
JARBO, SWEDEN

CIBES Manufacturing No: 8518761

This lift was supplied and installed by their Australian distributor:

OCTAGON-BKG LIFTS
Unit 2/14B Hines Road, O'Connor WA 6163
Ph +61 08 6363 5953 Fax +61 08 9331 3383

OCTAGON Reference No: 10736

This lift has been installed and tested in accordance with the Australian Lift Code AS1735 part 15.

For all service enquiries please contact:

OCTAGON-BKG LIFTS,
Unit 2/14B Hines Road, O'Connor WA 6163
Ph +61 08 6363 5953 Fax +61 08 9331 3383
24hr Service (08) 9480 9873

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



CIBESLIFT A 5000

HANDICAPPED ACCESS PLATFORM LIFT

Model:	CIBESLIFT A 5000				
Contract Load:	400kg	Contract Speed:	0.15mps		
Travel:	2640mm	Stops/Entrances	2		
Drive system:	Screw drive	Drive Brake Motor:	2.2kw	Current rating:	5.4A
Control System:	Constant Pressure Button				
Control Voltage:	24v AC	Mains Power:	240v AC 50hz		
Cable Size:	3 x 2.5mm ²	Main C/B Rating:	20A		
Platform Size:	1100mm wide x 1500 mm length. The platform carriage is powder-coat finished in metallic silver, RAL 9006. The control panel is fitted with "stop alarm" up and down large push buttons, angled for easy access, and is back-lit in an emergency. The floor is covered with a grey Norament rubber mat.				
Landing Door Size:	Two (2) Full height door 900mm wide x 2000mm high Type AL3 - natural aluminum finish with automatic door operation.				
Shaft size:	1509w x 1460d				
Enclosure:	Steel wall panels painted in white colour RAL 9006. Corner profiles in powder coated in RAL 9006. Glazed panels (toughened, laminated safety glass) with powder coated frames RAL 9006.				
Emergency Telephone:	Telstra approved auto dial phone. (Phone line provided by others).				

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



HOW TO OPERATE THE LIFT

This lift is a Constant Pressure Push Button Control (APB).

To call the lift to any landing –

Press and Hold the landing button until the lift stops at your floor. A light will indicate that the button is pressed and will illuminate when the lift has arrived..

When the lift arrives the lift doors will unlock and can be manually opened. (The doors will stay open as long as they are held open and will self close).

To dispatch the lift –

Stand clear of the edges of the platform (yellow lines) and the door fronts that are fitted with an infrared safety beam that will stop the platform if the beam is interrupted

Press and Hold the required floor button on the car button panel. The doors will lock and the lift will travel to your required floor. The lift will stop when it arrives at the floor level – only then do you release your pressure from the call button.

Once the lift has stopped you can open the door and exit and the doors will shut behind you.

In the lift car -

The car button panel contains all the buttons required to:

- 1/ dispatch the lift to another level.
- 2/ to sound the 'alarm' (yellow button).
- 3/ emergency stop button

Should the power fail and the lift stop when you are in the lift the emergency lighting will automatically switch on and should remain illuminated with reduced light for up to four hours.

If the lift does not work when you want to use it you should check the following items before calling the maintenance provider as user error is generally not covered by warranty or most service agreements.

- 1/ make sure the Stop button has not been pressed (twist to reset)
- 2/ make sure nothing is in front of the infrared safety beam at each door entrance.
- 3/ make sure the door has closed fully.

If all of the above have been confirmed please contact OCTAGON-BKG Lifts to attend and rectify the problem.

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



IN CASE OF EMERGENCY

To summon help if the lift car stops between floors you should press the yellow 'alarm' button. Pressing the yellow alarm button will activate the emergency alarm. By pressing the telephone button for 5 seconds the emergency telephone will be connected to a 24 hr emergency service. You will be asked for your location (located on the Load Plate) and a Serviceman will be sent immediately to assist. The alarm and telephone are also connected to the emergency power supply.

IT IS DANGEROUS TO ATTEMPT TO LEAVE THE LIFT CAR IF THE DOORS DO NOT OPEN. DO NOT INTERFERE WITH ANY CONTROL OR SAFETY SYSTEM OF THIS LIFT – IT CAN BE DANGEROUS IN EITHER EVENT.

CARE OF THE LIFT

The lift wall panels are finished in a standard paint finish. They can be kept clean by wiping over with a damp cloth or proprietary cleaner. Any scratches must be touched up with matching paint.

The light fitting is an LED style and must be replaced by the maintenance.

The floor covering is vinyl tiles and can be swept clean or dry mopped in most instances.

LIFT MAINTENANCE

Lift maintenance should be carried out at regular intervals to maintain the safety and reliability of the equipment and meet your OH&S requirements and regulations.

Refer to sections 6 of section 6 for specific manufacturer component maintenance protocols

A Lift inspection should be carried out annually to satisfy the conditions of the plant registration. Worksafe carry out regularly checks of registered plant to see that the conditions of re-registration are carried out.

These lifts are subject to a 12 month free and guaranteed maintenance period from the date the lift is placed in service.

Depending on the usage intervals we would recommend lift maintenance be carried out every 2 or 3 months or should the usage become in excess of 5000 starts pa we would recommend monthly servicing.

For all service enquiries please contact:

OCTAGON-BKG LIFTS,

Unit 2/14B Hines Road, O'Connor WA 6163

Ph +61 08 6363 5953 Fax +61 08 9331 3384

24hr Service (08) 9480 9873

Project: Disability Access Audit – Northam Library (Stage 1 and 2)
Client: Shire of Northam



10.3 Appendix C: Terminology

For the purpose of this report, the definitions below apply.

Accessible means having features to enable use by people with a disability.

Accessway means a continuous accessible path of travel to, into or within a building.

An accessway is required to be provided to the building from:

- (i) From the main points of a pedestrian entry at the allotment boundary; and
- (ii) From another accessible building connected by a pedestrian link; and
- (iii) From any required accessible carparking space on the allotment.

Braille means a system of touch reading for the blind, which employs raised dots that are evenly arranged in quadrangular letter spaces or cells.

Circulation space means a clear unobstructed area, to enable persons using mobility aids to manoeuvre.

Encroachment means the intrusion of a building component, fixture or fitment into a continuous accessible path of travel or circulation space.

Grabrail means a rail used to give a steadying or stabilizing assistance to a person engaged in a particular function.

Handrail means a rail used in circulation areas such as corridors, passageways, ramps and stairways to assist in continuous movement.

Hazard means any area or fixed object in or immediately adjacent to a direction of travel, which may place people at risk of injury.

Landing means a resting place on a path of travel.

Luminance contrast means the light reflected from on surface or component, compared to the light reflected from another surface or component.

People with ambulant disabilities means people who have a mobility disability but are able to walk.

Ramp means an inclined surface on a continuous accessible path of travel between two landings with a gradient steeper than 1:20 but not steeper than 1:14.

Ramp, kerb means an inclined surface on a continuous accessible path of travel with a maximum rise of 190mm, a length not greater than 1520mm and a gradient not steeper than 1:8, located within or attached to a kerb.

Ramp, step means an inclined surface on a continuous accessible path of travel with a maximum rise of 190mm, length not greater than 1900mm and a gradient not steeper than 1:10.

Sensory impairment means any significant loss of hearing or vision.

Attachment 2



Disability Action Plan

Project:

Northam Library

Site Address:

Northam Library
298 Fitzgerald Street
Northam WA 6401

Prepared for:

Shire of Northam

Our Ref: P180249
Date: 01/11/2018

Innovative thinking – solution focussed

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Project: Disability Action Plan – Northam Library
 Client: Shire of Northam



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3.0 Disability Action Plan Strategies	5
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Document Record

Date	Revision	Comment	Action Plan Author	Action Plan Reviewer
01/11/2018	Draft	Awaiting client feedback	 Brodie McCutcheon Access Consultant	 Gary Cox Access Consultant ACAA MN 565

Project: Disability Action Plan – Northam Library
Client: Shire of Northam



1.0 Introduction

CODE Access Consultants were engaged to audit the Northam Library for accessibility provision for people with disability. Following the issue of the access report the recommendations were formally documented in this Disability Action Plan to record timelines and persons responsible for upgrade works in the future, as requested by the Shire of Northam.

Disability Action Plan

A disability action plan formally documents an organisations intention to upgrade a building in the future. These plans generally follow a building audit, documenting the recommendations, timeline for upgrade works and persons responsible for implementing the strategies. They demonstrate a proactive approach towards access and inclusion for employees and visitors of the building. An action plan is endorsed by the organisation.

The plan is voluntary and is not a legislated process requiring retrospective upgrade according to any legislation. The plan should be read in conjunction with the associated access report.

Heritage buildings

Although Northam Library is heritage listed (Heritage Place No 10907), the building would not be exempt from providing equitable and dignified access to users with disability under the federal Disability Discrimination Act (DDA); i.e. the DDA overrides heritage legislation.

The access audits were completed in two stages;

Stage 1

An audit was carried out on the 01/06/2018 to review the Library's unique facilities at mezzanine level inclusive of the lift.

Stage 2

An audit was carried out on 09/10/2018 to review the Library, parking provisions and external accessways (exclusive of the audit elements at Stage 1 as mentioned above).



Northam Library & CBD Building

Project: Disability Action Plan – Northam Library
Client: Shire of Northam



2.0 Access & Inclusion Statement

Disability Access & Inclusion Plan 2014-2018

The Shire of Northam is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers.

The Shire of Northam interprets an accessible and inclusive community as one in which all Council functions, facilities and services (both in house and contracted) are open, available and accessible to people with disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

Furthermore, the Shire of Northam:

- Recognises that people with disability are valued members of the community who make a variety of contributions to local social, economic and cultural life;
- Believes that a community that recognises diversity and supports the participation and inclusion of all of its members makes for a richer community life;
- Believes that people with disability, their families and carers should be supported to remain in the community;
- Is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- Will ensure its agents and contractors work towards the desired outcomes of the DAIP
- Is committed to supporting the local community groups and business to provide access and inclusion of people with disability; and
- Is committed to achieving initiatives within the seven outcome areas and standards as prescribed within the Disability Service Act (1993)

2.1 Achieving Disability Access & Inclusion Plan Outcomes

This disability action plan has been developed in consultation with CODE Access Consultants, to assist the Shire with achieving their access & inclusion goals for all residents and visitors to the Shire of Northam. This action plan formalises their commitment to outcome two of the 2014-2018 Disability Action & Inclusion Plan by formalising a timeline for potential upgrade works to the Northam Library.



Outcome two:	People with disability have the same opportunity as other people to access the buildings and other facilities of the Shire of Northam.
--------------	--

Project: Disability Action Plan – Northam Library
 Client: Shire of Northam



3.0 Disability Action Plan Strategies

This section will identify the barriers identified on-site and will provide a strategy to improve the access to and within Northam Library.

No.	Element	Recommendations	Timeframe	Responsible Department	Photos
1	Passenger lift	Provide an accessible lift to enable wheelchair users to gain access to the upper level mezzanine			
2	Access to online catalogue	Provide an accessible desk with dimensions to AS1428.2 1992 to allow access to the online Library catalogue OR, provide a height adjustable desk to allow access for people seated in a wheelchair			


Project: Disability Action Plan – Northam Library
 Client: Shire of Northam



No.	Element	Recommendations	Timeframe	Responsible Department	Photos
3	Management Plan	Formulate a Management Plan to documents the organisational process for managing access to facilities at the mezzanine level.			
4	Direction signage	Install directional signs to identify the Libraries facilities (building entries, study area, meeting area, PC computer, catalogue facilities, exits and toilets)			
5	Upgrade Website	Ensure the website clearly identifies the facilities available in the Library			
6	Desktop computer	Provide a desktop computer on the ground level with internet access, ensuring the desk is at an accessible height OR provide a height adjustable desk			

Project: Disability Action Plan – Northam Library
 Client: Shire of Northam



No.	Element	Recommendations	Timeframe	Responsible Department	Photos
7	Access to meeting area	Allocate an area on ground level for meeting purposes.			
8	Access to study area	Allocate an area on ground level that can be utilised for study, ensure the desk is at an accessible height with appropriate wheelchair clearances OR provide a height adjustable desk			
9	ACROD accessible parking bay	Update at least one bay to provide full access features to AS2890.6 including update of the International Symbol for Access within the bay & fixing the bitumen surface.			



Project: Disability Action Plan – Northam Library
 Client: Shire of Northam



No.	Element	Recommendations	Timeframe	Responsible Department	Photos
10	External Accessways	Remove the mat at the building entrance & maintain slip resistance at the area			
11	Building Entry	Provide a second entrance that achieves an 850mm clear opening width and maintain all accessible features			
		Provide ramped access through the second entrance to AS1428.1 2009 (1:10 step ramp with landing or manage the area using a portable ramp).			
12	Doors & circulation space -Librarians Office door	Provide an accessible door to the Librarians office to AS1428.1 2009 including minimum 850mm clear opening width, accessible lever handle, appropriate 30% contrasting			

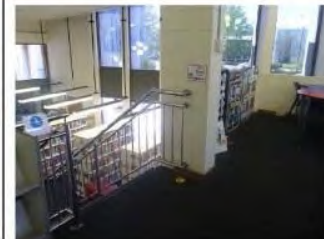

Project: Disability Action Plan – Northam Library
 Client: Shire of Northam



No.	Element	Recommendations	Timeframe	Responsible Department	Photos
13	Doors & circulation space - access to kitchenette	Upgrade the width between the architraves to enter the kitchenette area from the reception area			
14	Glazing Strips	Install appropriate glazing strips in the correct locations at the main entry that provide a 30% contrast, solid non-transparent strip, 75mm wide located with the bottom edge 900-1100mm high from the ground			
15	Vertical Travel - stair nosings	Install stair nosing that achieve 30% contrast to the surrounds, 50-75mm minimum width & an extension no greater than 10mm down the riser OR alternatively no extension down the riser			

Project: Disability Action Plan – Northam Library
 Client: Shire of Northam



No.	Element	Recommendations	Timeframe	Responsible Department	Photos
16	Vertical Travel – stair handrails	Install handrails that include a 300mm extension on the handrail attached to the balustrade at the top of the stair that aligns with AS1428.1 2009			
17	Vertical travel - tactile indicators	Install tactile indicators at the top & bottom of the stairs to AS1428.4.1 2009			
18	Vertical travel – stair undercroft	Enclose the area underneath the stairs to a height of at least 2m OR, install tactile indicators OR, handrail & kerb rail to AS1428.4.1 2009			

Project: Disability Action Plan – Northam Library
 Client: Shire of Northam



No.	Element	Recommendations	Timeframe	Responsible Department	Photos
19	Amenities	Install a unisex wheelchair accessible sanitary facility within the Library to AS1428.1 2009			
20	Statutory Braille & tactile signage	Install Braille & tactile signage at required exit doors stating "Exit Ground Level" on the signs, ensuring the signs provide appropriate contrasts to the surrounds and also between the sign background and components to Building Code D3.6			
21	Customer Service Counters	Provide a low height accessible customer service desk with appropriate knee, leg and toe clearances underneath to AS1428.2 1992			



Project: Disability Action Plan – Northam Library
Client: Shire of Northam



4.0 References

- Australian Standard 1428.1 2009 Design for access and mobility, Part 1: General requirements for access – New building work
- Australian Standard 1428.2 1992 Design for access and mobility, Part 2: Enhanced & additional requirements for access – Buildings & Facilities
- Australian Standard 1428.4.1 2009 – Means to assist the orientation of people with vision impairment – Tactile ground surface indicators
- Australian Standard – Lifts, Escalators & Moving Walks
- Australian Standard 2890.6 2009 Parking facilities, Part 6: Off-street parking for people with disabilities

5.0 Report Scope & Limitations

This service is for a Disability Action Plan which provides an upgrade strategy for the areas found to have potential barriers for people with disability when accessing Northam Library. The strategy is based on a physical on-site audit of the building, associated carparks & external accessways that was carried out by CODE Access Consultants prior to the development of this action plan.

The plan is not intended to be a comprehensive access audit of the building for statutory compliance against the Disability Discrimination Act 1992 (DDA), The Building Code of Australia or Disability (Access to Premises- Buildings) Standards.

CODE Group (CODE) offer this advice based on our knowledge of the existing environment following the physical audit and the information received from the client.

This report is provided to and is to be used by the direct client to CODE and use of this report for any other purpose without prior consent from CODE will invalidate the content of this document.

This action plan is based solely on client instructions, and therefore should not be used by any third party without prior knowledge of such instructions.

No part of this document may be reproduced in any form or by any means without written permission from CODE.

CODE will not be responsible for the accuracy, appropriateness or third party review of information provided for the purpose of determining compliance.

6.0 Appendices

Appendix A: Terminology.

Project: Disability Action Plan – Northam Library
Client: Shire of Northam



Appendix A: Terminology

For the purpose of this report, the definitions below apply.

Accessible means having features to enable use by people with a disability.

Accessway means a continuous accessible path of travel to, into or within a building.
An accessway is required to be provided to the building from:

- (i) From the main points of a pedestrian entry at the allotment boundary; and
- (ii) From another accessible building connected by a pedestrian link; and
- (iii) From any required accessible carparking space on the allotment.

Active leaf means in a door with two leaves, the leaf that carries the latching or locking mechanism and typically has an operable handle.

Ambulant means a disability where a person can walk with a mobility aid such as crutches, walker, zimmer frame, walking cane or the like.

AS1428.1 means the current Australian Standard that is referenced by the Building Code of Australia and Premises Standards for compliance. It sets out the minimum technical requirements for dignified and equitable access within new and modified buildings.

AS1428.2 means the enhanced/best practice Australian Standard. This document is not referenced under the Building Code of Australia or Premises Standards for compliance for this type of building, however is considered best practice and goes above and beyond the minimum requirements contained within AS1428.1 2009. It includes elements such as furniture & fitments.

Braille means a system of touch reading for the blind, which employs raised dots that are evenly arranged in quadrangular letter spaces or cells.

Circulation space means a clear unobstructed area, to enable persons using mobility aids to manoeuvre.

DAIP means Disability Access & Inclusion Plan. Some State & all Local Governments are required to develop, implement & review a DAIP under the Disability Services Act (1993) to work toward improving access to their buildings, services & information for people with disabilities.

Degree necessary means necessary to comply with the Access to Premises Standards and the Disability Discrimination Act.

Door circulation space means appropriate space at a doorway for a wheelchair user to approach the door, position their wheelchair to one side to enable them to open the door and maneuver through independently.

Encroachment means the intrusion of a building component, fixture or fitment into a continuous accessible path of travel or circulation space.

Handrail means a rail used in circulation areas such as corridors, passageways, ramps and stairways to assist in continuous movement.

Hazard means any area or fixed object in or immediately adjacent to a direction of travel, which may place people at risk of injury.

Project: Disability Action Plan – Northam Library
Client: Shire of Northam



Landing means a resting place on a path of travel.

Luminance contrast means the light reflected from on surface or component, compared to the light reflected from another surface or component.

Ramp means an inclined surface on a continuous accessible path of travel between two landings with a gradient steeper than 1:20 but not steeper than 1:14.

Ramp, step means an inclined surface on a continuous accessible path of travel with a maximum rise of 190mm, length not greater than 1900mm and a gradient not steeper than 1:10.

Sensory impairment means any significant loss of hearing or vision.

Slip resistant means a property of a surface having a frictional force-opposing movement of an object across a surface.

Tactile ground surface indicators (TGSIs) means truncated cones and / or bars installed on the ground or floor surface, designed to provide pedestrians who are blind or vision-impaired with warning or directional orientation information.

UAT means unisex accessible toilet; a wheelchair friendly facility that incorporates appropriate circulation spaces to enable a person to enter the facility, maneuver through the facility and use the facilities independently.

DRAFT



Attachment 3

Disability Action Plan Strategies & Timeframes						
Element	Description	Required	Unit	Unit Cost	Total	Timeframe
Provision of Lift	Installation of low rise low speed platform lift passenger lift not travelling greater than 4m	1	item	\$40,000.00	\$40,000.00	19/20 Financial Year
Access to online catalogue	Height adjustable desk	1	item	\$530.00	\$530.00	18/19 Financial year
Directional signage	Install directional signage - building entries, study area, meeting area, PC computer, catalogue facilities, exits and toilets)	8	item	\$50.00	\$400.00	18/19 Financial year
Desktop computer	Provide a height adjustable table with a desktop computer that has internet access	1	item	\$530.00	\$530.00	18/19 Financial year
Access to study area	Height adjustable desk for study purposes on ground level	1	item	\$530.00	\$530.00	18/19 Financial year
ACROD accessible bay	bitumen resurfacing	26.00	sqm	\$81.00	\$2,106.00	18/19 Financial year
	Ground markings and painting	26.00	sqm	\$75.00	\$1,950.00	18/19 Financial year
	Bollard installation	1.00	item	\$500.00	\$500.00	18/19 Financial year
External Accessways	Remove the mat at the building entrance & maintain slip resistance			\$0.00	\$0.00	18/19 Financial year
Building Entry	Remove door and door frame plus make good	1	number	\$1,000.00	\$1,000.00	19/20 Financial year
	Install doors and door frames for 920mm wide doors, including door hardware	1.00	number	\$2,500.00	\$2,500.00	
	Install a step ramp with landing at the second entrance	1	sqm	\$300.00	\$300.00	18/19 Financial year

Disability Action Plan Strategies & Timeframes

Element	Description	Required	Unit	Unit Cost	Total	Timeframe
Door & circulation space - Librarians Office	Remove door and door frame plus make good	1.00	number	\$1,000.00	\$1,000.00	19/20 Financial year
	Install doors and door frames for 920mm wide doors, including door hardware	1.00	number	\$2,500.00	\$2,500.00	19/20 Financial year
Door & circulation space - access to kitchenette	Remove door and door frame plus make good	1.00	number	\$1,000.00	\$1,000.00	19/20 Financial year
Glazing strip	Install a solid non-transparent strip 75mm with minimum 30% contrast	1.00	item	\$120.00	\$120.00	18/19 Financial year
Vertical travel - stair nosings	install stair nosings 30% contrast, 50-75mm width 10mm maximum extension down the riser	14	item	\$72.30	\$1,012.20	18/19 Financial year
Vertical travel - stair handrails	install handrails with 300mm extensions at the top of the stair	35	m	\$72.30	\$2,530.50	18/19 Financial year
Vertical travel - tactile indicators	Install tactile indicators at the top & bottom of the stairs	4	tile	\$54.10	\$216.40	18/19 Financial year
Vertical travel - stair undercroft	enclose the area underneath the stairs with a handrail and kerb rail	5	m	\$296.50	\$1,482.50	18/19 Financial year
Vertical travel - stair undercroft	install tactile indicators at the area	23	tile	\$54.10	\$1,244.30	18/19 Financial year
Amenities		1	facility	\$35,000.00	\$35,000.00	18/19 Financial year
Statutory Braille & tactile signage	Install Braille & tactile signage at required exits	1	sign	\$22.00	\$22.00	18/19 Financial year
Customer service counters	Low height accessible customer service desk	1	item	\$530.00	\$530.00	19/20 Financial year

12.5.2 Wayfound Tourism Signage Strategy

Address:	Northam CBD
Owner:	Shire of Northam
Applicant:	Shire of Northam
File Reference:	3.1.3.7
Reporting Officer:	Ross Rayson Executive Manager Community Services
Responsible Officer:	Ross Rayson Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider the Northam Tourism Signage Strategy and endorse the recommendations and priorities outlined for budget consideration.

ATTACHMENTS

- Attachment 1: SON Tourism Signage Strategy.
Attachment 2: SON Recommendations & Priorities.

BACKGROUND / DETAILS

The Northam Tourism Signage Strategy provides a comprehensive understanding of the state of tourism-related signage for all stages of travel in the town of Northam.

This Strategy is aimed at supporting the Shire of Northam to achieve its tourism goals, which are to attract more visitors to its town centre and the surrounding areas, to raise awareness of the attractions and unique features on offer in Northam and to enhance the experience visitors have in the area. An important element of its tourism strategy is to attract and retain people in the town centre where they will support local businesses.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

Outcome 1.4: A robust tourism industry which contributes to the economic development of the Shire of Northam and optimises Northam's role as a hub for tourists to the region.

Objective: Effectively market the tourism opportunities available within the Shire of Northam including annual flagship events.

Financial / Resource Implications

Council Officers recommend that a budget allocation of \$15,000 be provided to commence the process of implementing the recommendations and priorities identified in the Strategy. This amount has been identified in the 2018/19 mid - year budget review.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Nil.

Risk Implications

- Reputational -Moderate
 - There is a moderate reputational risk of not implementing the plan as it has the potential to inhibit the ability of visitors to easily navigate the town, as well as locate services.
- Financial – Low
 - There is a small financial risk of not implementing the plan due to the inability for visitors to navigate the town and locate required services.
- Compliance - Moderate
 - The risk with not implementing recommendations from this plan is that signage does not potentially meet the Australian Signage standards and AUSROAD guidelines.
- Legal – Low
 - There is a low risk if the plan is not implemented as some signage may be deemed to be non-compliant.

OFFICER'S COMMENT

The wider context for this work is the Northam Town Centre Development and Connectivity Strategy. The Strategy outlines a number of key areas that need to be improved throughout the town, including:

- Entry statements into the Town Centre, and the town from the Great Eastern Highway Bypass entry points;
- Directional signage reflective of Northam's unique identity, with landmark signage at key destinations;

- Interpretation content to communicate the significance of each destination;
- Development / enhancement of the Town Centre Heritage Walk as a complementary way-finding experience;
- A walk trail along the Avon River and through the Town Centre to include way-point markers/plaques and small artworks on Aboriginal meanings for the local area.

Officers have reviewed the list of recommendations and priorities (see Attachment 2), and have identified a number of items that can be completed within the 2018/19 financial year however, the implementation will require a budget allocation as the work falls outside of the current budget parameters.

Council Officers recommend that a budget allocation of \$15,000 be provided to commence the process of implementing the recommendations and priorities identified in the Strategy.

Whilst this strategy and recommendations has identified some priorities for tourism signage throughout the Shire, further work needs to be undertaken upgrading and standardising all tourism signage throughout the Shire.

RECOMMENDATION

That Council endorse:

- 1. The Draft Town of Northam signage strategy;**
- 2. The recommendations and priorities detailed in the Recommendations and Priorities report'; and**
- 3. A budget allocation of \$15,000 to commence the implementation of the strategy guided by the recommendations and priorities outlined in the report.**

Attachment 1



Town of Northam
signage strategy

Submitted to:
Shire of Northam



CONTENTS

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Shire of Northam – Town of Northam tourism signage strategy 2

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1. INTRODUCTION

1. INTRODUCTION



BACKGROUND

Northam has been identified as one of Western Australia's nine "Super Towns" in the Continue draft 1 of Tourism signage Strategy. The Shire of Northam (SON) is repositioning itself as an important hub for the Wheatbelt and the Avon Valley Arc (Toodyay, Northam, York). As part of this repositioning the Shire has identified that visitors were finding navigating through the town centre and finding attractions both difficult and frustrating.

The SON has always been seen as a regional services centre for a agriculture, transport, commercial and government services. The town has not been known for its tourism products or as a destination in its own right. Since being bypassed by the Great Eastern Highway in 2002, the town of Northam has increasingly recognise dthe importance of encouraging visitors to turn off the highway into town and to ensure they can find their way to suitable parking and facilities when they get there.

This Strategy, therefore, is aimed at supporting the SON to achieve its tourism goals, which are to attract more visitors to its town centre and the surrounding areas, to raise awareness of the attractions and unique features on offer in Northam and to enhance the experience visitors have in the area. An important element of its tourism strategy is to attract and retain people in the town centre where they will spend money at local businesses.

The wider context for this work is the Northam Town Centre Development and Connectivity Strategy. The Strategy outlines a number of key areas that need to be improved throughout the town, including:

- Entry statements into the Town Centre, and the town from the Great Eastern Highway Bypass entry points;
- Directional signage reflective of Northam's unique identity, with landmark signage at key destinations;
- Interpretation content to communicate the significance of each destination;
- Development / enhancement of the Town Centre Heritage Walk as a complementary way-finding experience;
- A walk trail along the Avon River and through the Town Centre to include way-point markers/plaques and small artworks on Aboriginal meanings for the local area.

OBJECTIVES OF PROJECT

The Northam Tourism Signage Strategy will provide a comprehensive understanding of the state of tourism-related signage for all stages of travel in the town of Northam and enable the SON to plan, prioritise and budget for new and replacement signage. It has a number of components, which are as follows:

- Circulation and route mapping of the main approach routes into Northam, the major internal city roads and the approaches into and around the Northam CBD.
- Audit of existing signage on the main approach roads and major Northam internal roads and identification of signage gaps.
- Identify key facilities and services.
- Identify key tourist attractions and tourist routes.

PRINCIPLES OF WAYFINDING

The following principles have informed our thinking while identifying signage and wayfinding requirements and recommendations for improvements.

Successful wayfinding is about finding one's way and relates to how a person orients himself and navigates through an area or place. A wayfinding system is a unified series of related information, advisory and directional aids to help visitors move about successfully, safely and with confidence.

A good wayfinding system helps to create a positive experience of the place because visitors can find the destination they are looking for and know how to get there.

**Good wayfinding is often not noticed.
Bad wayfinding is always noticed.**

Best practice for wayfinding signage design is guided by the need to be coherent, conspicuous, legible and functional. There is always a balance of getting the amount of information right to be helpful and avoid clutter while catering to the needs of a diverse group of users, such as visitors to a towns like Northam.

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2. BEST PRACTICE FOR TOURISM SIGNAGE

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Shire of Northam – Town of Northam tourism signage strategy 5

2. BEST PRACTICE FOR TOURISM SIGNAGE

This section provides background information on best practice for tourism signage. All of this should be considered in the formulation of the Council's Wayfinding and Tourism Signage Strategy.

THE PURPOSE OF TOURISM SIGNAGE

Visitors are generally made aware of – and are attracted to – an area because of its regional strengths and features. Tourist signs are an important part of creating a visitor-friendly destination and defining the community's image. Effective road signage can mean the difference between visitors stopping to explore a town or attraction, or just driving past.

The main purposes of tourism signs are to:

- safely and efficiently guide visitors to their destination, and
- inform visitors of the range of attractions and services available at a destination.

When residents and visitors know where to find the services and attractions they are looking for, they can focus more on enjoying the experience and less on worrying about how to get there and even worse, how to get back to where they came from if they get lost.

UNDERSTANDING THE ROLE OF TOURISM SIGNAGE

The specific role of tourist signs is to:

- Reassure visitors that they are traveling in the right direction.
- Give advance notice of attractions and services, particularly where a change in direction is required.
- Give immediate notice of an attraction or service & facilitate safe access.
- Direct visitors to sources of tourist information, such as the visitor centre, information bays and interpretative centres.

Entry signs enable a community to identify itself and welcome visitors with a custom-made sign which often reflects some aspect of the community's character.

Fundamentals of wayfinding and signage systems

Wayfinding is about finding one's way and relates to how a person orientates him/herself and navigates through an area or place. A wayfinding system is a unified series of related informational, advisory and directional aids to help visitors travel around successfully, safely and with confidence.

A good wayfinding system aims to answer the following basic questions.

- Where am I?
- How do I get where I want to go?
- What is the quickest route? The safest? The most attractive?
- How long will it take or how far is it?
- Where can I find amenities I may need or want, such as toilets, places to rest, places to eat, shopping or places of interest?
- Where can I get help or additional information?

The visitor needs a logical progression of orderly information, which becomes more detailed as they approach their destination.

The right amount of information

When considering tourism signage requirements, there is always a need for balance in providing the right amount of information to assist tourists with wayfinding, safety and enjoyment. Too little information is likely to be of little benefit while too much can reduce the benefits, causing confusion and visual chaos.

When businesses or destinations try to use directional signage as advertising signs, they get cluttered and when there is too much information for the visitor to take in quickly, the signs get ignored.

The right location

Choosing a suitable location, that is visible and accessible, should be a primary consideration during the planning phase. This includes giving visitors (particularly those traveling in motor vehicles) adequate notice (or warning) of an upcoming attraction or route. Consideration must always be given to decision-making points and ensuring directional signage is always located prior to the decision-making point.



2. BEST PRACTICE FOR TOURISM SIGNAGE

SIGNAGE DESIGN

Best practice for signage design is guided by the need to be coherent, conspicuous, legible and functional. There is always a balance in getting the amount of information right; There must be enough to be helpful and cater to the diverse needs of users while avoiding too much information and clutter.

Requirements for good signage are as follows.

Design

- Use clear, legible typefaces that are large enough to be seen at a distance. Title-case is usually the most legible.
- Sign background and lettering colours should be high contrast.
- Colour should be chosen to stand-out from the surroundings.
- Use a limited, easily recognisable and consistent palette of symbols and pictograms throughout.

Content

- Be uncluttered – using the minimum amount of information and text possible.
- Include only major landmarks/attractions - detailed interpretative information can be provided at the site.
- Use concise, easily understandable and unabbreviated terminology.
- Use consistent internationally recognised symbols.
- Information should be provided in different formats to cater to a wide range of user abilities and limitations (such as non-English speakers and people with disabilities).

Location

- Sign location is decided by documenting trip origin points, destination points, circulation pathways, decision points and sight lines.
- Information signs should be in logical places where people might expect to find them to be – eg: outside of train or bus stations or the visitor information centre.
- Not obstructed by other signs.
- Point in the right direction.

Function

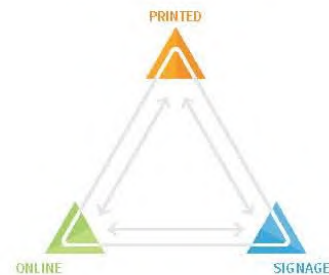
- Signage systems generally consist of a family or combination of signs that work together to enable a user to understand the environment and find their destination.
- Sign design and materials are durable, flexible and adaptable to accommodate changes or future requirements
- Signage fits the environment well – striking the balance between being obvious but not jarring.
- Directional information consists of a combination of whole of journey information and segmented or sequential information.

Tourist Maps on Signs

- include a 'you are here' indicator
- are at the right scale to be legible in the situation
- show the larger area for orientation along with local areas or specific sections
- give indications of distances to destination – walking or driving time
- include arrows, clear text and universal symbols
- are at eye level (i.e. on visitor information boards, interpretive panels)
- maps used on pedestrian wayfinding signage are oriented to the direction the visitor is facing (no longer with North at the top)

WHERE SIGNAGE FITS WITH OTHER FORMS OF TOURISM INFORMATION

It is important to understand that signage is only one part of the total information system that visitors refer to learn about a destination and to find their way around. It complements but does not replace other forms of printed and online visitor information.



The National Tourism Signing Reference Group (NTSRG) document, [Tourist Signing Rationalisation: A practical guide for road signing practitioners](#) explains that the purpose of tourism signage is NOT to replace marketing and information provided by tourism businesses and destination.

The guide explains several key points about the behavior of motorists when visiting a destination, which are very important to understand when planning and designing tourism signage. These include:

- "A directional sign should be the last link in the communication chain between the business (or destination) and their customer."
- "Almost all visitors to a destination arrive armed with some level of awareness and information. So, the primary signing need is directional, and not motivational."
- "Visitors are initially motivated to visit a town, city or region because of preconceived knowledge about the destination. This may be acquired through a variety of means, but rarely because of road signage." "Directional and reassurance signs simply confirm that they're heading in the right direction."

Based on these principles, the most appropriate method of guiding motorists to tourist-related facilities and attractions once they are in the area is to provide clear, concise and consistent directional signage and route marking along the road system. Tourist signage is used to supplement directional (white legend on green background) signage, and generally should only be provided close to the tourist facility.

The NTSRG provides a useful guideline for focusing tourism signage decisions and priorities, "Visitors are generally made aware of – and are attracted to – an area because of its high profile regional strengths, such as coastal scenery, wineries, gourmet food, high country adventuring etc. Those features and attractions that support the major image of an area could be considered for priority treatment in the hierarchy of tourism signing being developed for the area."



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3. TOURISM SIGNAGE GUIDELINES & STANDARDS

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Shire of Northam – Town of Northam tourism signage strategy 8

3. TOURISM SIGNAGE GUIDELINES & STANDARDS

This section provides background information on the different types of signage and policies and guidelines for signage.

TOURISM SIGNAGE SYSTEMS

When thinking about tourism signage it is helpful to understand that a tourism signage system is made up of two distinct categories of signs. These are explained in more detail below but the key distinction is road signage is subjected to stringent guidelines and standards and is primarily for wayfinding and information to find destinations and attractions.

Destination signage supports the tourism road signage and, while being subject to the policy requirements of the relevant road authority, can be designed to reflect the area's unique tourism brand. These signs can be tailored for the needs of the destination. They usually have a standard design, layout, materials and construction to create a seamless journey and enhance the visitor experience. Wherever possible, they should be placed in similar locations at sites so that visitors understand where to look for information.

A regional tourism signage system

Road signage	Destination Signage
Green Directional	Marketing Billboards
Brown Tourism	Shire Entry Statements
Blue Services	Visitor Information Bay
	Town Entry Statements
	Interpretive

GOVERNMENT RESPONSIBILITY FOR SIGNAGE PLANNING & APPROVALS

The following signage standards and guidelines have been considered in the development of the Strategy.

- Australian Standards (AS1742)
- Austroads Guidelines (Guide to Traffic Management)
- The National Tourism Signing Reference Group (NTSRG) Guidelines and Tourist Signing Rationalisation: A practical guide for road signing practitioners.
- Tourism WA Tourist Sign Guidelines
- MRWA Traffic Management Devices/Guidelines and Policy & Application Guidelines for Advertising Signs: within and beyond state road reserves

THE AUSTRALIAN SIGNAGE STANDARDS AND AUSTRROAD GUIDELINES

The guidelines are extensive and detailed and have been adopted by all states for the planning and installation of all road signage.

THE ROLE OF MRWA

Main Roads WA (MRWA) is the state government department with responsibility for all aspects of arterial roads in Western Australia including tourism signage. MRWA works closely with Tourism WA in respect of tourism signage. All enquiries are directed to the MRWA website which contains extensive information on all types of signs. A printable guide (the jumpstart guide) is available to download and contains information on how to apply for tourism signage.

Features of the WA policy

1. The primary approach of the guidelines is that signs should not be used as the primary means of identification. Good road and tourist maps are always recommended to be used as the primary means of locating tourist attractions and services. Road signs then become a means of affirming their precise location and reassuring motorists that they are traveling in the right direction.
2. MRWA is responsible for the installation of traffic signs throughout the State. In 1975, MRWA agreed that the installation of tourist attraction and service signs outside the Perth Metropolitan Area was the responsibility of local government. This delegation did not include signs on declared highways and main roads, however local government is also required to approve signs on these roads.
3. The licensing of advertising signs is the responsibility of local government. However, the consent of MRWA is also needed for advertising signs on or directed at highways and main roads.
4. MRWA policy is to support Australian Standards AS 1742 parts 1 – 15. The general approach in supporting AS 1742 is:
 - Remove all redundant signs that are no longer in use.
 - Remove any ambiguous signs.
 - Replace as many of the signs with standard AS 1742 signs (or other MRWA signs) as possible.
 - Remove "one off" or "site specific" signs that should not be classified as "Standard Signs".
 - Remove signs that are examples of the standard design process (e.g. Advance Direction signs).

Source: <http://www.tourism.wa.gov.au/Industry/Marketing/Pages/Tourist-road-signs.aspx>.

TOURISM ROAD SIGNAGE

There are four main types of road signs used by visitors to find tourist attractions and facilities in Australia. These are:

1. directional signs (white on green)
2. tourist attraction signs (white on brown)
3. services signs (white on blue)
4. community facility signs (white on blue).

It is important to point out that the main types of road signs are internationally recognised by most visitors, especially when standard universal symbols are used. An overview of the different types follows.

1. Directional road signs

Direction signs use white lettering on a green background. They provide directions to towns and cities and particular locations, and most include reference to a route numbering system or road name. They are the primary means of directional signing for visitors and are generally used in conjunction with maps. They reassure motorists that they are traveling in the desired direction, and facilitate traffic movement in the safest and most direct way.



Green directional signs are subject to the Austroads Guides (Guide to Traffic Management) and Australian Standards (AS 1742, 1743 & 2890).

3. TOURISM SIGNAGE GUIDELINES & STANDARDS

2. Tourist attraction signs

Tourist attraction signs use white lettering on a brown background. They identify tourist attractions of significant recreational and cultural interest, and may make use of tourist attraction symbols.

INDIVIDUAL ATTRACTIONS

These signs are used for major tourist attractions including:

- ♦ Galleries
- ♦ Museums
- ♦ Craft based attractions
- ♦ Aboriginal sites and cultural centres
- ♦ Historic properties, sites and walks
- ♦ Wineries
- ♦ Primary and secondary industry based attractions
- ♦ Outdoor/nature based attractions
- ♦ Theme parks
- ♦ Architectural/engineering structures
- ♦ Other attractions not specified here
- ♦ State significant attractions



THE HIERARCHY OF TOURISM SIGNS (BROWN SIGNS)

To successfully direct visitors to tourist attractions, there is a defined hierarchy (or family) of brown tourist signage that should be used. In their entirety, they create a connectivity from sign to sign, ensuring the visitor's journey to their destination is smooth, safe and efficient.

Tourist signs should identify the type of attraction (eg. Historic Site). However, they may also note the name of the specific attraction/establishment. Wording on these signs should be kept to two to three words and use of standard internationally recognised symbols is encouraged. Symbols should be to Australian Standard AS 2899.1 – 1986 (Public Information symbol signs) and international standard ISO 7001.

ELIGIBILITY FOR TOURIST ATTRACTION SIGNS

The NTSRG guidelines identify the eligibility requirements for tourism signage.

1. The attraction is established and operating.
2. No pre-booking is required to visit the attraction. It is expected that major tourist attractions operate to a scale and standard that enables them to cater for the demands of casual visitors without the need for pre-booking.
3. There are adequate car parking facilities.
4. There are publicly accessible toilets available. Attractions where the visitor is expected to stay 15 minutes or less are exempted (eg: lookouts).
5. The attraction is open for at least 5 days per week (including both weekend days); 6 hours per day; and 11 months of the year.
6. Opening hours are permanently displayed at the entrance to the property.
7. The attraction has a current brochure available, with opening hours etc.

3. SERVICES SIGNS

Service signs, with white lettering on a blue background, direct motorists to essential facilities and services that may benefit them. Signage to services uses Australian Standards symbols. Service signs are used for:

- ♦ accommodation facilities
- ♦ caravan and camping parks/areas
- ♦ visitor information centres
- ♦ tourist information boards/bays
- ♦ visitor radio services
- ♦ service stations
- ♦ public toilets



3. TOURISM SIGNAGE GUIDELINES & STANDARDS

4. COMMUNITY FACILITIES SIGNS

Community facility signs (white on blue) generally denote facilities of a non-commercial nature which are located on side streets. Eligible services in this category are restricted to facilities that are likely to be sought by a significant number of strangers to the area. These facilities may be used by visitors and, in some cases, attract visitors in their own right.

These include facilities like:

- ◆ Town halls, civic centres and municipal offices
- ◆ Municipal depots/tips
- ◆ Sporting and recreational grounds/facilities
- ◆ Hospitals
- ◆ Railway and bus stations
- ◆ Post Offices
- ◆ Tertiary education institutions
- ◆ Churches and religious institutions
- ◆ Airports
- ◆ Shopping centres

AVOIDING SIGNAGE PROLIFERATION

The underlying approach emphasised in the state and national signage guidelines is always to limit the number of signs approved and installed on the road network. This is to ensure road safety and minimise clutter. There is often a fundamental conflict between road authorities and members of the public (eg: tourism business operators) about the need for signs. Operators often want a lot of signs to ensure that potential customers find their business.

However, road authorities do not support this because the underlying principle (according to AS 1742.5:2017) is that, *"there are more effective ways of assisting people to reach their destination, such as providing a clear address, a street directory reference or a map on their printed and online materials. Most people now have access to online maps or GPS and this can frequently be used in place of signage if the address is clearly defined."*

DESTINATION SIGNAGE

A family of destinations signs can include the following types of signage.

Marketing Billboards – for promoting/marketing of the region and specific attractions – aimed at encouraging visitors to stop and stay longer.

City and Suburb Entry Statements – gateway signs – these create a sense of arrival and identify an area as a destination. They should reflect the character of the place.

Visitor Information Bays (VIBs) – to provide information that helps with wayfinding and orientation (maps of the region), attractions and features, visitor information services, services, facilities and amenities. A well-organised display with a standard design so information is easy to find is considered best practice. VIBs need to be maintained and updated. VIBs might be located at town/Council entry points and/or key locations in the area. It is essential that visitors can stop safely to view the information.

Other signs that might be part of a regional tourism signage system are:

- ◆ Interpretive Panels – for attractions, historic sites, lookouts, etc.
- ◆ Tourist Scenic Drives and Drive Trails



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4. AUDIT FINDINGS & RECOMMENDATIONS

AUDIT FINDINGS & RECOMMENDATIONS



Mitchell Ave/Newcastle Rd. 2018



Mitchell Ave/Newcastle Rd. 2010

Based on the audit and consultation with the SON, our findings and recommendations for improving tourism signage in the wider Town of Northam area are as follows.

Green Directional Signs

Generally the green directional signage on the Great Eastern Highway and highway exits are accurate and in good condition. However, once you leave the highway we found that many green directional signs are missing. It appears that signs were located at these key decision points as late as 2010 (Google Streetview) but have since been removed. It appears that these signs were removed as part of de-identifying these roads as part of Highway 94. Instead of replacing the signs or covering up the highway icons it seems the whole sign structures were removed.

Whether you have come in from the west or the east once you get into the Town Centre there are no signs directing you back out again. Green advance warning signs should be installed prior to and at the intersection of Gairdner and Fitzgerald Streets, for visitors heading west to Great Eastern Hwy and at the intersection of Fitzgerald St. and Peel Tce for visitors heading east to Yilgarn Ave. These two intersections and the Mitchell Ave./Newcastle Rd. intersection are the key decision points for all visitors arriving or leaving the Northam CBD.

Recommendation -SON to develop signage plans for all intersections and decision-making points, into account the new services, facilities and tourist attractions on offer (See intersection example on the next page).



PeelTce. 2018



PeelTce. 2010

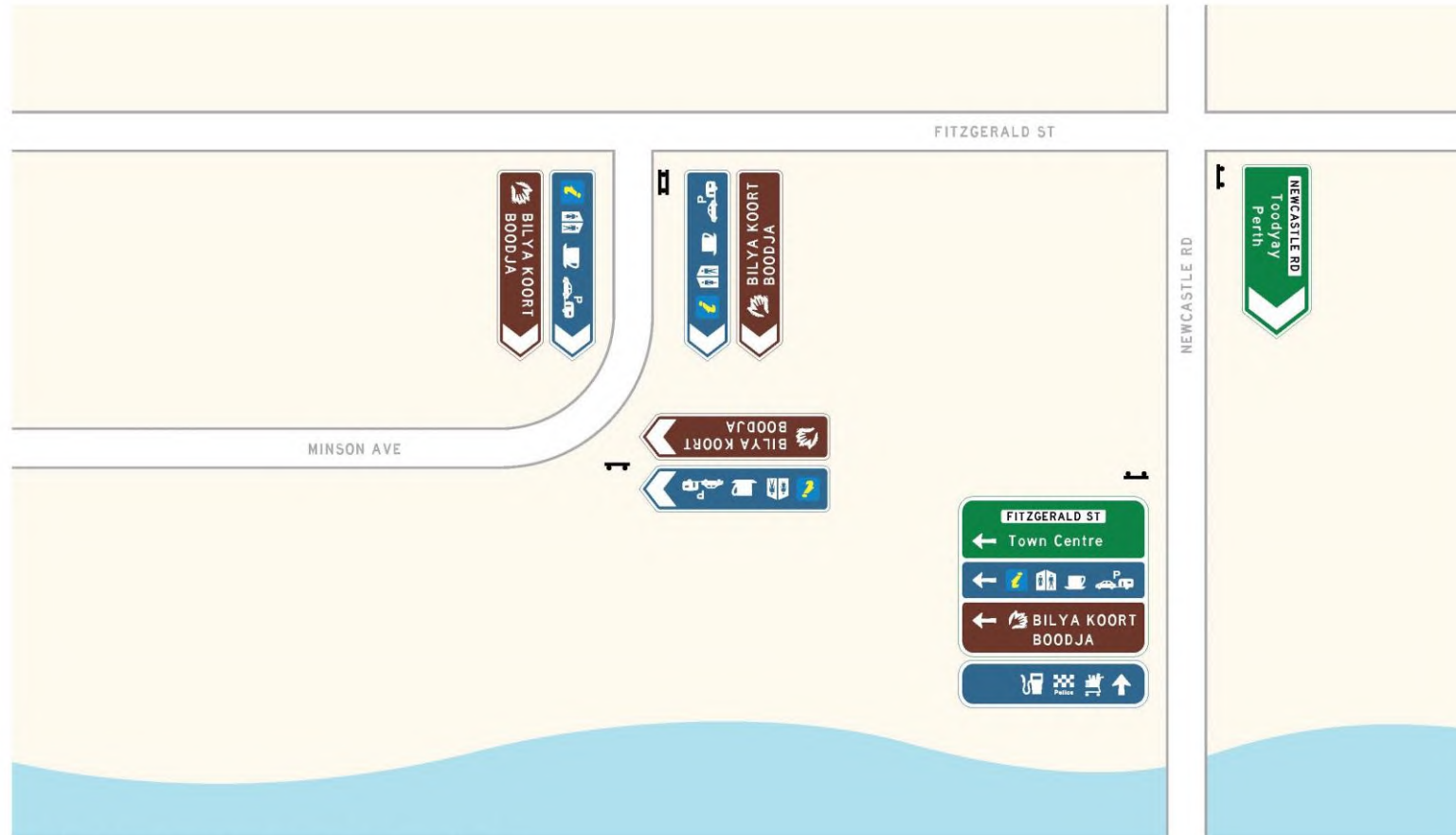


Fitzgerald St. East 2010



The only town boundary sign is on Mitchell Ave, none of the other approach roads have one.

AUDIT FINDINGS & RECOMMENDATIONS



Example - Schematic drawing for signage at western end of Fitzgerald/Newcastle Streets and Beavis Place.



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AUDIT FINDINGS & RECOMMENDATIONS



Wrong symbol, should have the lookout symbol (camera), no advance warning signs for this location

Brown Tourist Attraction Signs

The brown tourist attraction signs vary greatly throughout the town of Northam. Some are in need of replacement. We also found tourist attractions that would qualify for brown signs but were not signed, for example, - Bilya Koort Boodja and Northam Silo Art.

Tourist Drives

Northam is in the fortunate position of having three tourist drive trails that pass through the town. Drive trails are a popular way of touring regional areas and are a great way to bring visitors into your town.

Recommendation - To make the most of this opportunity, SON should work with the organisations that manage these trails to ensure that they offer a good experience for visitors and that their marketing materials help to raise awareness of and promote the tourist attractions in Northam.



Golden Pipeline Heritage Trail

This is the most significant of the drive trails that pass through Northam. Two stops associated with this trail are located within Northam, the Old Northam Railway Station and Poole St Bridge. Northam is also the eastern trail head for the Kep Track a multipurpose walking/cycling/bridle trail between Mundaring Weir and Northam. This drive trail used to leave the highway at Clackline, through Spencers Brook into Northam and rejoin the highway via York Road, Seabrook and Grass Valley. This route has now been changed with the trail entering and exiting via the Toodyay Road/Gr Eastern Highway exit. This trail is well signed with trail markers along Toodyay/Newcastle Road to the Old Railway Station but there is no directional signage to Poole Bridge interpretive stop (southern side) or the Poole Bridge interpretive stop/ Kep Track (northern side). At both of these locations the interpretive signage is overgrown and neglected.



Signage faded and outdated (Brackson House)

Avon Historic Tourist Drive (Route 254)

This drive trail links the Avon Valley towns of Beverley, York, Northam and Toodyay and provides visitors from Perth with an itinerary for a day of exploring the Avon Valley. One of the stopping points is Northam's Morby Cottage. This trail has been supported by all towns along the trail route but dropped by Northam, which sits in the middle of the trail, withdrew its support in recent years. This is unfortunate as all trail signs end at the Spencers Brook/York Road intersection and does not recommence until just prior to the Katrine Road intersection.

Recommendation - Northam to reassess its participation in this drive trail as it provides great opportunities to engage with visitors and to direct them to attractions within Northam. It is also an opportunity to raise awareness of Bilya Koort Boodja Indigenous Centre which could become an important stopping point along this trail.



Visitor Centre should have a blue sign with the yellow 't' (accredited visitor centre)

AUDIT FINDINGS & RECOMMENDATIONS



Enfield Tce. & Newcastle Rd - turn right

WA's Avon Valley Region

There is very little information about this trail. It looks to have been set up by Avon Valley Tourism with funding from Wheatbelt Development Commission. This "trail" is aimed primarily at motorcyclists. It's hard to say if this is really a drive trail in the true sense as there appears to be no defined route. The signs have been poorly planned and positioned, some point in different directions at the same location and they are generally too small. It seems that this project was not completed. There is little information online and only a small booklet/map (with no touring route identified).

Recommendation - SON to engage with touring route organisers and reassess the viability of the WA's Avon Valley Region route. Unless this project is reinstated and completed, the existing signage should be removed.



Enfield Tce. & Newcastle Rd - same location



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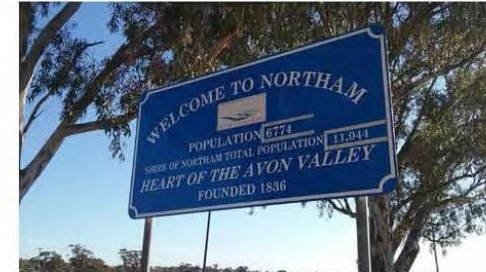


Diagrammatic advance warning sign example

Blue Services Signs

The blue services signs on the Great Eastern Highway are generally in good condition, with some slight damage to the diagrammatic advance warning sign on the western approach. The services on this sign need to be updated with the accredited visitor centre yellow "i" replacing the white "i" symbol.

On the main approach roads to Northam, the blue services signs were found to be inconsistent. There are old signs that have been placed on the right of way and then neglected. These include old service club signs (too small, too far off the road to read, wrong location), faded RAC "Crime Stoppers" and a "Welcome to Northam" sign only on the Yilgarn Ave approach. There is only one directional sign in all of Northam for the Northam Racing club. This is on the wrong side of the road (York Rd. near Yilgarn intersection). There are no signs to direct people to the airport (until you reach Withers St.) which considering the



"Welcome to Northam" - this type of sign only features on Yilgarn Ave. (2016 census - 6,548 and 21,122)

importance of ballooning to the Northam tourist economy should be addressed immediately. The caravan park signage on Yilgarn Ave is faded, damaged and in need of replacement.

Recommendations

- ♦ SON to remove all signs referencing the Yilgarn Ave Visitor Information Bay until the VIB is reinstated.
- ♦ SON to develop a consistent approach to signage on all main approaches to town, based on signage standards and guidelines.
- ♦ SON to improve signage to the airport.



AUDIT FINDINGS & RECOMMENDATIONS



Blue Community Signs

These signs have white lettering on a blue background and denote facilities of a non-commercial nature which are located on side streets (reference AS 1742.5-2017 Manual of uniform traffic control devices - Street name and community facility name signs). Eligible facilities are restricted to those that are likely to be sought by a significant number of strangers to the area. They may be used by visitors and, in some cases, attract visitors in their own right.

Eligible facilities include:

- Town halls, civic centres and municipal offices
- Municipal depots/tips
- Sporting and recreational grounds/facilities
- Hospitals
- Railway and bus stations
- Post Offices
- Tertiary education institutions
- Churches and religious institutions
- Airports
- Shopping centres

Blue community facilities signs were generally found to be ad-hoc and inconsistent throughout the town of Northam. There are a large number of blue fingerboard signs for private businesses that do not qualify for this type of signage. Allowing a proliferation of incorrect signs leads to visual clutter and can render correct community signs ineffective as motorists will have difficulty taking in all of the information.

If a large number of fingerboards are permissible at one location then these

sites would be better served with hooped double poled structures as already used at some Northam intersections.

Recommendations - SON to develop clear guidelines for eligibility, application, approval and installation of blue community signs.

The production and installation of signs should adhere to council policy and not left to the applicant to control production. This approach will lead to a more consistent approach to private business fingerboard signs.

If a large number of fingerboards are permissible at one location then these sites would be better served with hooped double poled structures as already used at some Northam intersections.



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AUDIT FINDINGS & RECOMMENDATIONS



Northam Visitor Centre

Location - The Northam Visitor Centre is ideally situated on the banks of the Avon River with an adjacent cafe, parking and toilet facilities. The VC also has a balcony to sit and enjoy the river and plan activities. On Trip Advisor, the centre consistently ranks well for customer service and the migrant interpretive display.

The VC does not adequately promote its free WiFi - this is a reason to stop at the VC. Once a visitor makes the decision to stop at the VC it will often result in them visiting other locations in the Northam town centre. This is especially essential for overseas visitors to avoid large roaming charges when they are trying to access visitor information.

VC Signage - The VC exterior signage needs to be completely overhauled. All old signage needs to be removed, properly planned and replaced. This includes improving the visibility of the yellow 'i' symbol as this denotes an accredited VC, offering high level visitor information services. This sign should be visible down Grey St from the Fitzgerald St roundabout. The secondary signage on the walkway up to the centre is all mismatched with no commonality in design, the front entrance to the visitor centre is cluttered with lots of small signs, decals and an A Frame. This give a messy cluttered feel and undermines the professionalism of the staff and the centre. Signage on the riverside is nearly non-existent and there are missed opportunities here to engage with visitors walking along the riverside pathways.

Recommendation - The VC should consider replacing this signage with a signage system that more closely follows the accredited VC signage colour palette (refer National Tourism Signing Reference Group).

Road signage - VC road signage is almost non-existent along the main routes into Northam. The white 'i' on the diagrammatic advance warning signs should be replaced with the yellow 'i' symbol (see page 15). None of the Great Eastern Hwy intersection signs feature the VC symbols but this could be due to MRWA restrictions on the number of symbols permitted for this type of sign. Once you leave the Great Eastern Hwy there are no signs directing to the VC on any of the roads into the town centre. The only yellow 'i' symbol present is on the intersection of Peel Tce. and Yilgam Ave. and at the entrance to Beavis Plc. and Minson Ave. when you've nearly reached the destination.

Recommendation - SON design and implement a signage plan for a "whole of journey" experience, from the highway to the front door of the VC.



AUDIT FINDINGS & RECOMMENDATIONS



Improve parking signage and designated RV and Caravan parking area at VC/Bernard Park area



Consolidate and improve signage at all approaches to the VC & Bilya Koorot Boodja Centre



Remove old signage



Advance warning and positional signage for RV Dump Point needs to be improved



Motor Home Rest Area - free overnight camping for self contained RV's and Caravans - Port Lincoln, SA



RV Friendly Town - Port Lincoln, SA

Parking

Generally, there is plenty of parking in the main streets for visitors traveling by car. Most locals doing their shopping park in the two shopping centre car parks that are off of Wellington St. But parking is especially an issue for people traveling with caravans and RV's, who particularly require advance warning and clear directions. From leaving the Great Eastern Hwy from any exit or the York and Spencers Brook Rds, there is little signage to direct visitors in caravans/ RVs to suitable parking. Previously, there was caravan and RV day parking at the corner of Beavis and Fitzgerald and also at the site of the new Bilya Koorot Boodja - Centre for Nyoongar Culture. Both of these options are no longer available.

VC car park - There is good parking available at the VC but the approaches from both ends are cluttered with a range of poorly placed signs. RV/Caravan parking bay signage is nonexistent and needs to be improved.

Visitors in RVs

SON should investigate obtaining RV-friendly accreditation because this would raise awareness with this market (eg: amongst grey nomads and families traveling with children) and potentially increase visitor numbers in this segment.

Free overnight camping - Many LGA's use this as an enticement to encourage RV visitors to stay. These are usually limited to two to three nights and are generally controlled by the VC. Encouraging people to stay will generally result in more spending and help the local economy.

RV Dump Point - Northam has one free RV Dump Point located on Peel Ice. The site is well situated with plenty of parking and room to maneuver but is very poorly signed, with no advance warning signs and one small positional sign.

Recommendations - Improve wayfinding signage and parking options for RV's, Northam obtain RV Friendly Accreditation.



Example - Caravan Parking advance warning signs

AUDIT FINDINGS & RECOMMENDATIONS



Mitchell Ave Visitor Information Bay



Mitchell Ave Visitor Information Bay



Yilgarn Ave Visitor Information Bay

Visitor Information Bays

Visitor Information Bays (VIB) are an important resource as they are often the first point of call when visitors arrive at a destination. A well maintained VIB shows the visitor that the destination cares and is open for business. While there is some argument that VIBs should be phased out as visitors can get information in other ways (eg. online), there is still a need for physical signage and a place for visitors to stop to gather information, especially overseas visitors who do not have good digital access. If WiFi is installed or the VIB is combined with a rest area/toilets, this will encourage more people to stop. And if visitors stop and find out what's on offer at the destination, there is a better chance they will stay, explore and spend money in the area.

Currently, the SON has two VIB sites (Mitchell Ave and Yilgarn Ave), both of which are well planned and with good infrastructure. The Mitchell Ave site is well signed from the highway with advance warning and positional signs at the western entrance and has lots of parking and a picnic table. The VIB structure is well built and in very good condition. Unfortunately, the VIB has very poorly designed content, poor maps and no clear sense of purpose (what is there to see, what is there to do and where can I stay?)

The Yilgarn Ave site is currently not being used as there is some uncertainty of its future due to the construction of the new roadhouse adjacent to this site. All of the road signage pointing to this site has been left in place, implying the VIB is still in use. Left in its current state anyone stopping here for visitor information will be left with the impression that SON is not interested in tourism.

Recommendations -

- SON to redesign the content and information on VIBs.
- SON to remove the blue services sign for VIB on Great Eastern Hwy and Yilgarn Ave.

COB Entry Statements

The Shire of Northam has two town Entry Statements. These are located at the Great Eastern Hwy - Mitchell Ave. exit and on Great Eastern Hwy east of the Yilgarn Ave exit. Both Entry Statements are well maintained and in good condition. The use of yellow text on the brown stone causes legibility problems in low light situations. Both sites would benefit from lighting and landscaping.

Recommendations - Install lighting and landscape sites to improve visibility and legibility.



Mitchell Ave Entry Statement - missing the "e" in Lifestyle



Yilgarn Ave Entry Statement

AUDIT FINDINGS & RECOMMENDATIONS



Mt Ommanney Interpretive



Kepp Track/Poole Bridge Interpretive



Kepp Track/Poole Bridge Interpretive



Town Centre Waste bin interpretive



Avon River walk path interpretive



Sculptures on Fitzgerald



Avon River Flood Levels



Dornij Koortlany wayfinding



Burlong Pool Interpretive

Interpretive signage

Though not part of this audit, interpretive signage was generally found to be very poor and often neglected. Apart from the "Sculptures on Fitzgerald" and Waste Bin interpretation in the town centre little maintenance appears to have been done since installation.

Recommendation - Audit and locate all interpretive signage within the SON. Implement a regular maintenance and replacement program.

Walk Trails

There are a range of walk trails that are poorly signed and poorly promoted. Locals know about these trails but there is little awareness amongst visitors unless they visit the Visitor Centre. Trails are an important strategic priority for WA (see WA Strategic Trails Blueprint 2017-2021) and SON has a lot to offer in this area.

Dornij Koortlany "Walking together" Track - Avon River Walk Trail. Along the route various trail interpretive signs are missing or damaged. The walk trail is particularly neglected and should be improved or the signage removed.

Recommendation - This trail be audited, sites to improve visibility and legibility. Include trail head signs and make the Visitor Centre the recognised start point. Produce a map/brochure for trail walkers.

Mt Ommanney Walking Tracks - Apart from the "Discover the Avon Valley" brochure we could not find any other reference to this trail network. At the location there is no trail head or wayfinding signage (see page 10). No maps or trail brochure were available at the Visitor Centre.

Recommendation - We recommend this trail be audited, new wayfinding and interpretive signage be installed and the trail be better promoted. Produce a map/brochure for trail walkers.

Northam Historic Buildings Tour - This is not a designated trail but a list of historic buildings in the Northam township. A print out is available at available at the Visitor Centre that describes 11 of the historic buildings (without addresses) and an A4 map that lists 34 historic buildings (again without addresses).

Recommendation - Develop this into a proper walk trail with a designated route with interpretive and wayfinding signage for visitors to follow. The "Sculptures on Fitzgerald" could also be incorporated into this trail. Engage a historian to bring the trail to life as the real stories are not so much about the buildings but about the people who lived and worked there. As this trail is within phone signal the interpretation could be provided through a responsive website (website that reformats for smart phones. NOTE - Overseas visitors may have trouble accessing on-line information because of roaming costs

Recommendations for all trails - SON log all of its trails on the 'Map my Walk' website (https://www.mapmywalk.com/my_home/) and Trails WA to help raise awareness of the range of trails on offer.

Tourist Destinations and Historic Sites

Generally throughout the SON, brown tourist attractions and historic sites are poorly signed or not signed at all.

Recommendation -All tourist attractions and historic sites should have brown tourist advance warning signs and brown positional signs to notify the visitor that an attraction is coming up. All brown signs need to be planned and meet the national tourism signage guidelines -refer page 10.

Historic and architecturally significant buildings should be interpreted.



Northam Silo Art



Avon suspension bridge



Bernard Park



Examples of heritage buildings



Buildings of significant architectural merit



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AUDIT FINDINGS & RECOMMENDATIONS



Pedestrian Wayfinding

Northam's CBD is laid out in a strip dictated by the course of the Avon River with three main streets running parallel consisting of Minson, Fitzgerald and Wellington Street. Whilst Fitzgerald Street is Northam's High Street, most locals access off street parking and shopping via Wellington St. All three streets are intersected by Grey Street. Grey Street is an important link for pedestrians as it is the only road connecting the CBD directly to the river and the Visitor Centre. It is also an important connection for visitors parking at the Visitor Centre to walk into the CBD.

Recommendation - With the limited number of streets in a grid layout Northam can quickly develop a core pedestrian wayfinding system. Once this is in place the system can be added to as required and budgets allow.



Example of pedestrian wayfinding system - Types 1, 2 & 3 form the core signage suite, Type 4 for outlying areas



AUDIT FINDINGS & RECOMMENDATIONS

Digital engagement

There are many ways to engage with visitors through the digital environment, these include the following:

QR codes

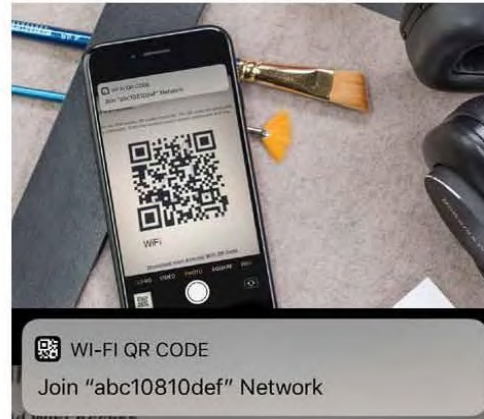
Traditionally QR codes were printed on documents or incorporated into the artwork on signs. They required users to have a QR Reader app installed on their mobile device, were often fiddly to use and subject to damage, especially on signs. QR code readers are now being included as “native” software in the latest generations of both iOS and Android phone operating systems. This means that you will no longer need an app to read a QR code, you will be able to simply point your phone’s camera at the QR code, it will automatically read the code and take you to the linked information. This innovation really increases the potential for QR code linked engagement with visitors. Note this also includes QR codes on video screens such as visitor information kiosks.

Costs: QR codes are easy to create and include on artwork. So, there is minimal cost to using them.

Visitor Information kiosks

Flat screen TV monitors now come with built-in android operating systems, allowing them to be quickly integrated with new touch screen kiosk software. This new software emulates the same smart phone style of operation that almost all of us understand and use daily (i.e. scrolling, pinching and pulling). These systems have the potential to deliver information quickly and easily to visitors. There are now several “off the shelf” indoor and outdoor kiosk display systems available.

Costs: \$35,000.00 for software development. \$10,000.00 per kiosk depending on make and model.



Connect to Wifi



Open websites and download apps in App Store



Visitor information kiosk



Interpretive information desk



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AUDIT FINDINGS & RECOMMENDATIONS

Visitor app development

We believe that an app would best serve the entire Avon Valley as a regional project and is probably too big of an undertaking for one LGA. This app could provide a platform for events, drive trails, restaurant and winery listings, historic material, audio history and most importantly social media sharing where users can take a photo through the app upload it to their social media channels (#avonvalley). Other features would be push notifications to let people know of new events etc. The VC's and Avon Valley tourism will also be able to gather valuable demographic data about users of the app, which will help with more targeted marketing.

Costs: from \$35,000.00, yearly upgrades \$4000.00

Beacons

Beacons can be used as part of the app functionality. A beacon is a small, low-cost piece of hardware that can be placed inside sign panels, in buildings, etc (someplace where they will not be damaged). The beacons are used for wayfinding and orientation. They can be fitted to interpretive points to add audio or obtain additional content.

They employ Bluetooth low-energy (BLE) wireless technology to pinpoint the location of users in places/buildings or on trails to deliver messages to their mobile devices. Beacons work when the user has the related app installed on their smartphone. A beacon emits a BLE signal when a phone comes within range of the signal. They identify the user's location, the location of their destination and the fastest way to get to there.

Costs: varies depending on number of beacon locations.

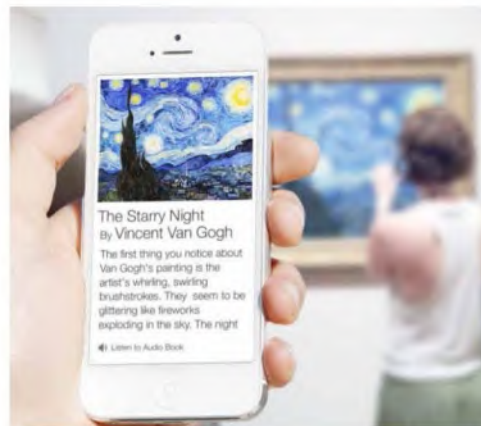
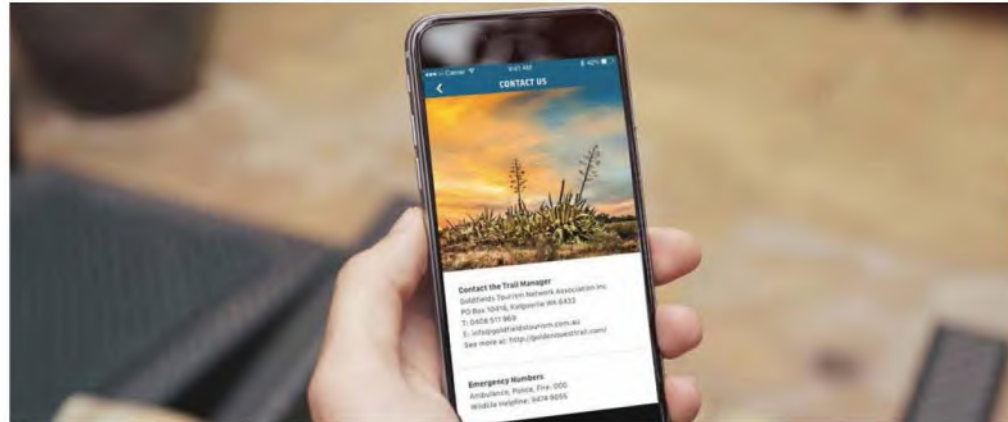
Beacons can also be used to gather data about users, where they go and how they get there. This relies on users having Bluetooth switched on and having the related app installed. All the data collected is non-identifiable.

For more info on beacons:

<http://blog.estimote.com/post/141091485455/how-can-beacons-facilitate-wayfinding-while>

<http://www.jibestream.com>

<http://www.mobilecommercepress.com/geolocation-technology-in-beacons-may-soon-define-london-tourism/8519150/>



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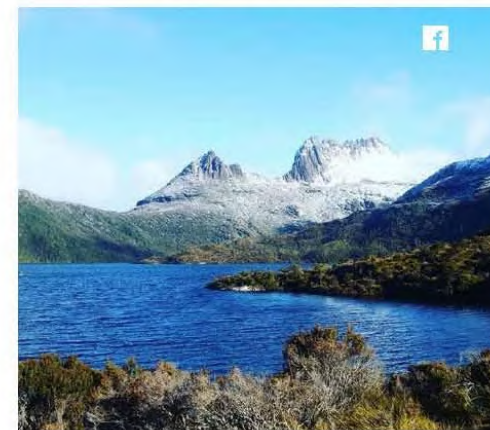
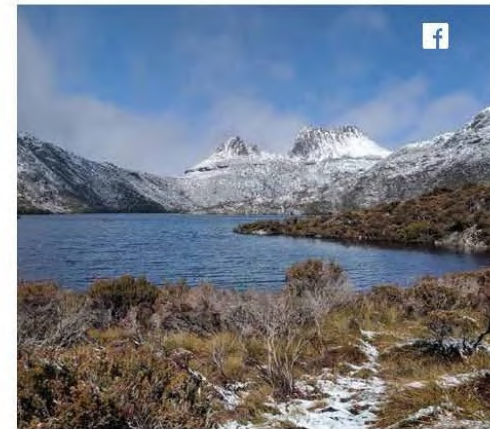
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Interactive signage

Given the number of beautiful natural environment locations in the Avon Valley & the Shire of Northam, the Shire could consider using interactive signage that encourages visitors to share their photos of a particular location(s).

An example of this type of interactive sign is at a popular and stunning lookout on the Cradle Mountain Walk, Cradle Mountain – Lake St Clair National Park in Tasmania. Simple steps on the sign ask visitors to place their cameras in a bracket on top of the sign and take a photo of the view to later share on Instagram. The result is the same view but documents different weather patterns, changing scenery and wildlife. Have a look at the results here #Cradle365. But, it also encourages social sharing and raises awareness of the place.

Costs: approx. \$2,000 for supply and installation.



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5. AUDIT OF EXISTING SIGNAGE

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AUDIT OVERVIEW
 Town of Northam

The methodology for this part is as follows. Auditing the wider area was important to gain a thorough understanding of visitor journeys, particularly how links with the town of Northam and key destinations in the surrounding area could be improved.

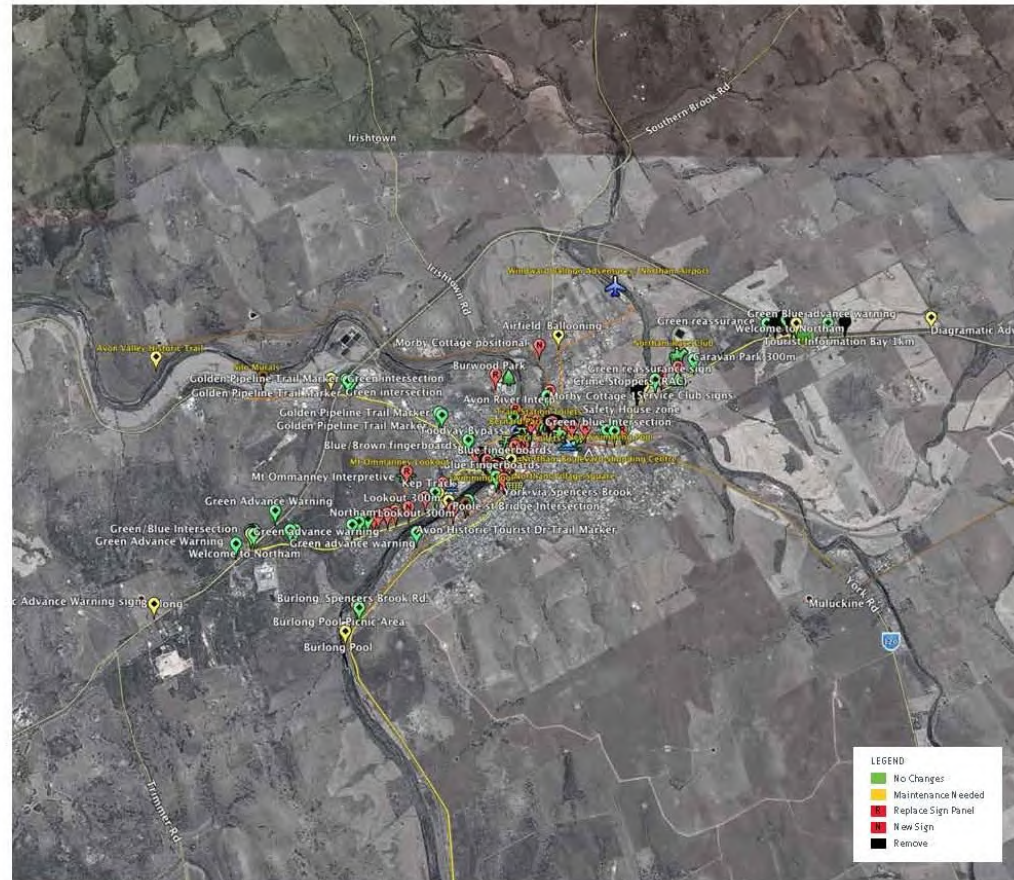
1. A physical audit of the wider town of Northam was undertaken by the consultants including:
 - Identifying key destinations and routes in consultation with SON
 - driving each road in both directions and assessing it from a motorist's perspective
 - recording the GPS location and photographing all existing green, brown and blue highway signs, noting any signage requirements and gaps (i.e. locations that require a sign, where there is currently no sign)

Major arterial roads included in the signage audit:

- Great Eastern Hwy Exits (Mitchell Ave, Toodyay Rd and Yilgarn Ave)
- Mitchell Ave
- Toodyay Rd/Newcastle Rd
- Yilgarn Ave
- York Rd
- Spencers Brook Rd

2. The completed audit and recommendations were plotted on an interactive Google Earth map (supplied as a separate KMZ file) and compiled into the signage audit table (see Appendix A).





In considering signage requirements and making recommendations, the consultants referenced national road signage standards (AS1742 & Austroads Guidelines).






MITCHELL AVE. AUDIT
 Shire of Northam









Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes	
SN 001	Northam Skm	Gt Eastern Hwy	Heading east on Gt Eastern Hwy west of Mitchell Ave Intersection		Blue diagrammatic advance warning sign	Visible	Good	Fair	Good	Maintenance Needed	High Priority	<ul style="list-style-type: none"> Replace '1' with Yellow accredited VC '1' Minor Damage to right hand side of sign.
SN 002	Meckering	Gt Eastern Hwy	Heading east on Gt Eastern Hwy west of Mitchell Ave Intersection		Green Advance Warning	Visible	Good	Good	Good	No Change	N/A	-
SN 003	Northam/York	Gt Eastern Hwy	At intersection of Gt Eastern Hwy and Mitchell Ave		Green Intersection / Blue Intersection	Visible	Good	Good	Good	No Change	N/A	-
SN 004	Perth/Meckering	Gt Eastern Hwy	At intersection of Gt Eastern Hwy and Mitchell Ave		Green Intersection	Visible	Good	Good	Good	No Change	N/A	-
SN 005	Northam	Gt Eastern Hwy	At intersection of Gt Eastern Hwy and Mitchell Ave		Green Intersection / Blue Intersection	Visible	Good	Good	Good	No Change	N/A	-
SN 006	Perth	Mitchell Ave.	At intersection of Gt Eastern Hwy and Mitchell Ave		Green Advance Warning	Visible	Good	Good	Good	No Change	N/A	-





Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes	
SN 007	Perth	Gt Eastern Hwy	At intersection of Gt Eastern Hwy and Mitchell Ave		Green Advance Warning	Visible	Good	Good	Fair	No Change	N/A	-
SN 008	Welcome to Northam	Gt Eastern Hwy	At Gt Eastern Hwy and Mitchell Ave Intersection		Entry Statement	Visible	Good	Good	N/A	Maintenance Needed	High Priority	<ul style="list-style-type: none"> Entry statement would benefit from lighting at night and landscaping. Letter "e" missing from "Lifestyle"
SN 009	Building better HEALTH	Gt Eastern Hwy	At Gt Eastern Hwy and Mitchell Ave Intersection		Entry Statement	Visible	Poor	Fair	N/A	Remove	Low Priority	Remove sign - faded, ineffective message, hard to read
SN 010	Avon Valley Region	Gt Eastern Hwy	At Gt Eastern Hwy and Mitchell Ave Intersection		Drive Trail?	Visible	Poor	Fair	N/A	Remove	Low Priority	Remove - Sign too small, sign located on the wrong side of the road after the decision making point, is it for a drive trail?
SN 011	Perth	Mitchell Ave.	Heading west on Mitchell Ave east of Gt Eastern Hwy Intersection		Green advance warning	Visible	Good	Good	Fair	No Change	N/A	-
SN 012	Northam 4 York 41	Mitchell Ave.	Heading east on Mitchell Ave west of Gt Eastern Hwy Intersection		Green Reassurance	Visible	Good	Good	N/A	No Change	N/A	-

Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes	
SN 013	Information bay 300m	Mitchell Ave.	Heading east on Mitchell Ave west of Information bay		Blue advance warning	Visible	Good	Good	N/A	No Change	N/A	-
SN 014	Northam	Mitchell Ave.	Heading east on Mitchell Ave west of Information bay		Town boundary	Visible	Good	Good	N/A	No Change	N/A	NOTE - No City boundary signs located on other approach roads
SN 015	Information bay	Mitchell Ave.	Heading east on Mitchell Ave west of Information bay		Blue positional	Visible	Good	Good	N/A	No Change	N/A	-
SN 016	Lions Club	Mitchell Ave.	Heading east on Mitchell Ave at Information bay		Service Club	Visible	Good	Good	N/A	No Change	N/A	NOTE - Only Lions Club sign present at Mitchell Ave whilst Yilgarn Ave entrance has Lions, Rotary, Apex and Rostrum.
SN 017	Visitors Information Bay	Mitchell Ave.	Heading east on Mitchell Ave at Information bay		Visitor Information Bay	Visible	Poor	Good	Poor	Remove	High Priority	Replace - information Bay parking and structure in good condition. Visitor Information Bay signage panels poorly designed and should be replaced.
SN 018	Information bay	Mitchell Ave.	Heading west on Mitchell Ave east of Information bay		Blue positional	N/A	N/A	N/A	N/A	New sign	N/A	New sign - Visitor Information Bay positional



Number	Sign Message	Route	Sign Approach	Image	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 019	Lookout 300m	Mitchell Ave.	Heading east on Mitchell Ave east of Information bay		Brown Advance Warning	N/A	N/A	N/A	N/A	New sign	N/A	New sign - Lookout 300m
SN 020	Information bay 300m	Mitchell Ave.	Heading west on Mitchell Ave east of Information bay		Blue Advance Warning	N/A	N/A	N/A	N/A	New sign	N/A	New sign - Visitor Information Bay 300m
SN 021	Mt Ommanney Scenic lookout	Mitchell Ave.	At intersection of Mitchell Ave and Mt Ommanney Rd.		Brown Intersection (Double sided)	Visible	Good	Good	Good	New sign	Low Priority	<ul style="list-style-type: none"> • Cut back trees on Eastern side of sign • Wrong symbol, this sign should have the lookout symbol (Camera)
SN 022	Shire of Northam - Mt Ommanney lookout	Mitchell Ave.	At intersection of Mitchell Ave and Mt Ommanney Rd.		Entry Statement	Visible	Good	Good	Good	No Change	N/A	-
SN 023	Information bay 300m	Mitchell Ave.	Heading west on Mitchell Ave east of Information bay		Blue advance warning	N/A	N/A	N/A	N/A	New sign	N/A	New sign - Lookout 300m
SN 024	Historic site 300m	Mitchell Ave.	Heading east on Mitchell Ave east of Mt Ommanney intersection		Brown advance warning	N/A	N/A	N/A	N/A	New sign	N/A	New sign - Lookout 300m



Number	Sign Message	Route	Sign Approach	Image	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 025	Kepp Track	Mitchell Ave.	Heading east on Mitchell Ave east of Mt Ommanney intersection		Brown Intersection	Visible	Good	Good	Good	Maintenance Needed	Low Priority	Move sign - wrong side of the road
SN 026	Kepp Track/Poole St Bridge Interpretive	Mitchell Ave.	At parking area off Mitchell Ave.		Interpretive	Visible	Good	Good	Good	Maintenance Needed	High Priority	Maintenance needed interpretive signage area overgrown, some signs damaged.
SN 027	Historic site 300m	Mitchell Ave.	Heading west on Mitchell Ave east of Kepp Track/Poole Bridge interp. area		Brown advance warning	N/A	N/A	N/A	N/A	New sign	N/A	New sign - Lookout 300m
SN 028	Town Centre 300m	Mitchell Ave.	Heading east on Mitchell Ave west of Newcastle Rd intersection		Green Advance Warning	N/A	N/A	N/A	N/A	New sign	N/A	New sign - Town Centre (right turn) 300m



TOODYAY NEWCASTLE RD. AUDIT
 Shire of Northam






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Shire of Northam – Town of Northam tourism signage strategy 35

Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes	
SN 031	Northam/York	Toodyay Rd	Heading south on Toodyay Rd north of Gl Eastern Hwy		Green advance warning	Visible	Good	Good	Good	Maintenance Needed	Medium Priority	Maintenance needed sign damaged.
SN 032	Perth/Kalgoorlie	Toodyay Rd	Heading south on Toodyay Rd south of Gl Eastern Hwy on ramp		Green Intersection	Visible	Good	Good	Good	No Change	N/A	-
SN 033	Northam/Toodyay	Toodyay Rd	Heading south on Toodyay Rd south of Gl Eastern Hwy on ramp		Green Intersection	Visible	Good	Good	Good	No Change	N/A	Note "Avon Valley Region" sign pointing towards Toodyay
SN 034	Golden Pipeline Heritage Trail	Newcastle Rd	Heading north on Newcastle Rd south of Gl Eastern Hwy		Trail marker	Visible	Good	Good	Good	No Change	N/A	-
SN 035	Golden Pipeline Heritage Trail	Newcastle Rd	Heading south on Newcastle Rd south of Gl Eastern Hwy		Trail marker	Visible	Good	Good	Good	No Change	N/A	-
SN 036	Golden Pipeline Heritage Trail	Newcastle Rd	Heading south on Newcastle Rd north of Hutt St		Trail marker	Visible	Good	Good	Good	No Change	N/A	-







Number	Sign Message	Route	Sign Approach		Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 037	Golden Pipeline Heritage Trail	Newcastle Rd	Heading north on Newcastle Rd south of Hutt St		Trail marker	Visible	Good	Good	Good	No Change	N/A	
SN 038	Toodyay Bypass	Newcastle Rd	At Newcastle Rd and Forrest St Intersection		Green/Blue Intersection	Visible	Good	Good	Good	No Change	N/A	<ul style="list-style-type: none"> Note "Avon Valley Region" sign pointing both directions. Small caravan park sign should be replaced with a larger sign
SN 039	Northam Heritage Centre	Newcastle Rd	At Newcastle Rd and Forrest St Intersection		Blue/Brown fingerboards	Visible	Poor	Good	Poor	Remove	Low Priority	<ul style="list-style-type: none"> Northam Muffler & Towbar Centre does not qualify for a Blue community fingerboard Northam Heritage Centre - poor location for this sign, no reason to put a sign here.
SN 040	Avon Valley Region/ Dukas Inn	Newcastle Rd	At Newcastle Rd Enfield Tce. Intersection		Blue fingerboards	Visible	Poor	Good	Poor	Remove	Low Priority	<ul style="list-style-type: none"> Dukas Inn does not qualify for a Blue community fingerboard Avon Valley Region signs poorly located
SN 041	Assorted blue fingerboards	Newcastle Rd	At Newcastle Rd Enfield Tce. Intersection		Blue fingerboards	Visible	Poor	Good	Poor	Remove	Low Priority	<ul style="list-style-type: none"> Northam Muffler & Towbar Centre does not qualify for a Blue community fingerboard Consolidate fingerboards at location 42
SN 042	Assorted blue/green/ brown fingerboards	Newcastle Rd	At Newcastle Rd Mitchell Ave. Intersection		Green/blue/brown Fingerboards	Visible	Poor	Good	Poor	New sign	High Priority	Consolidate all signage at this location

Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes	
SN 043	Toodyay/Perth	Newcastle Rd	Heading north on Newcastle Rd south of Mitchell Ave		Green advance warning	Visible	Good	Good	Good	No Change	N/A	-
SN 044	Tidy Town Entrant 2018	Newcastle Rd	Heading south on Newcastle Rd south of Broome Toe.		Community sign	Visible	Poor	Good	Poor	Remove	Low Priority	<ul style="list-style-type: none"> Remove sign from this location - Better placement would be at Mitchell Ave visitor information Bay No Tidy Town entrant sign on eastern approach to Northam
SN 045	Golden Pipeline Heritage Trail	Newcastle Rd	Heading south on Newcastle Rd south of Avon River.		Brown Advance Warning	Visible	Good	Good	Good	No Change	N/A	-
SN 046	Dornij Koorliny	Newcastle Rd	At south west side of Avon Bridge		Interpretive	Visible	Poor	Poor	Poor	Replace Sign Panel	High Priority	Part of Avon River walk trail. Trail interpretive signs are missing or due for replacement. Thought should be given to replacement of whole trail or complete refurbishment.
SN 047	Golden Pipeline Heritage Trail	Newcastle Rd	Heading north on Newcastle Rd south of Avon River.		Brown Trail marker	Visible	Good	Good	Good	No Change	N/A	-





YILGARN AVE. AUDIT
Shire of Northam



Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes	
SN 047	Northam 5km	Gt Eastern Hwy	Heading west on Gt Eastern Hwy east of Yilgarn Ave Intersection		Blue diagrammatic services sign	Visible	Good	Good	Good	No Change	N/A	-
SN 048	Tourist Information Bay 1km	Gt Eastern Hwy	Heading west on Gt Eastern Hwy east of Yilgarn Ave Intersection		Blue Advance Warning	Visible	Poor	Good	Poor	Remove	Low Priority	Remove sign whilst Yilgarn Ave Visitor Information Bay is closed.
SN 049	Perth/Northam	Gt Eastern Hwy	Heading west on Gt Eastern Hwy east of Yilgarn Ave Intersection		Green/Blue Advance Warning	Visible	Good	Good	Good	No Change	N/A	-
SN 050	Welcome to Northam	Gt Eastern Hwy	Heading west on Gt Eastern Hwy east of Yilgarn Ave Intersection		Entry Statement	Visible	Good	Good	N/A	Maintenance Needed	High Priority	Entry statement would benefit from lighting at night and landscaping.
SN 051	Northam Markets	Gt Eastern Hwy	Heading west on Gt Eastern Hwy east of Yilgarn Ave Intersection		Community sign	Visible	Poor	Good	Good	Remove	Low Priority	Remove sign, ineffectual in this location
SN 052	Tourist Information Bay	Gt Eastern Hwy	Heading west on Gt Eastern Hwy east of Yilgarn Ave Intersection		Blue Intersection	Visible	Poor	Good	Poor	Remove	Low Priority	Remove tourist information bay sign whilst Yilgarn Ave Visitor Information Bay is closed.

Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 053	Caravan Park	Gt Eastern Hwy	At Intersection of Gt Eastern Hwy and Yilgam Ave	 Blue Advance Warning	Visible	Fair	Fair	N/A	No Change	N/A	-
SN 054	Perth/Meckering	Gt Eastern Hwy	At Intersection of Gt Eastern Hwy and Yilgam Ave	 Green Intersection	Visible	Good	Good	Good	No Change	N/A	-
SN 055	Northam/York	Gt Eastern Hwy	At Intersection of Gt Eastern Hwy and Yilgam Ave	 Green/Blue Intersection	Visible	Good	Good	Good	No Change	N/A	Remove tourist information bay sign whilst Yilgam Ave Visitor Information Bay is closed.
SN 056	Tourist Information Bay	Yilgam Ave	At Intersection of Gt Eastern Hwy and Yilgam Ave	 Blue Intersection	Visible	Poor	Good	Poor	Remove	Low Priority	Remove sign whilst Yilgam Ave Visitor Information Bay is closed.
SN 057	Tourist Information Bay	Yilgam Ave	At Intersection of Gt Eastern Hwy and Yilgam Ave	 Visitor Information Bay	Visible	Poor	Good	Poor	Remove	Low Priority	Remove sign panels whilst Yilgam Ave Visitor Information Bay is closed.
SN 058	Northam 4	Yilgam Ave	Heading west on Yilgam Ave west of Gt Eastern Hwy	 Green Reassurance	Visible	Good	Good	Good	No Change	N/A	-

Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes	
SN 059	Perth/Meckering	Yilgam Ave	Heading east on Yilgam Ave west of Gt Eastern Hwy		Green Advance Warning	Visible	Good	Good	Good	No Change	N/A	-
SN 060	Caravan / Camping 300m	Yilgam Ave	Heading west on Yilgam Ave west of Gt Eastern Hwy		Blue Services	Visible	Good	Good	Good	No Change	N/A	-
SN 061	Caravan / Camping	Yilgam Ave	Heading west on Yilgam Ave west of Gt Eastern Hwy		Blue Intersection (double sided)	Visible	Good	Poor	Good	Replace Sign Panel	High Priority	Replace - Sign panel faded and in need of replacement.
SN 063	Caravan / Camping	Yilgam Ave	Heading east on Yilgam Ave west of Caravan Park		Blue Services	Visible	Good	Poor	Good	Replace Sign Panel	High Priority	Replace - Sign panel faded and in need of replacement.
SN 064	Meckering 33	Yilgam Ave	Heading east on Yilgam Ave west of Caravan Park		Green Reassurance	Visible	Good	Poor	Good	Replace Sign Panel	High Priority	Replace - Sign panel faded and in need of replacement.
SN 065	Welcome to Northam	Yilgam Ave	Heading west on Yilgam Ave west of Caravan Park		Community sign	Visible	Fair	Fair	Fair	No Change	N/A	NOTE - No corresponding sign on Mitchell Ave or Newcastle St.

Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes	
SN 066	Perth/york	Yilgarn Ave	Heading west on Yilgarn Ave west of Caravan Park		Green Advance Warning	Visible	Good	Good	Good	Maintenance Needed	Low Priority	<ul style="list-style-type: none"> Sign footing needs to be reoriented NOTE sign is nearly 1Km from intersection.
SN 067	This area is in a Safety House Zone	Yilgarn Ave	Heading west on Yilgarn Ave west of Caravan Park		Community sign	Partial visible	Poor	Poor	Poor	Remove	Low Priority	Remove.
SN 068	Service clubs	Yilgarn Ave	Heading west on Yilgarn Ave west of Caravan Park		Community sign	Partial visible	Poor	Poor	Poor	Remove	Low Priority	Remove.
SN 069	Crime Stoppers	Yilgarn Ave	Heading west on Yilgarn Ave west of Caravan Park		Community sign	Partial visible	Poor	Poor	Poor	Remove	Low Priority	Remove.



YORK RD. AUDIT
Shire of Northam










Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 070	York 34	York Rd	Heading east on York Rd east of Yilgarn Ave.	 Green Reassurance	Visible	Good	Good	Good	No Change	N/A	-
SN 071	Perth	York Rd	Heading west on York Rd east of Yilgarn Ave.	 Green Advance Warning	Visible	Good	Good	Good	No Change	N/A	-
SN 072	Northam Race Club	York Rd	Heading west on York Rd east of Yilgarn Ave.	 Blue Advance Warning	Partial visible	Poor	Fair	Fair	Remove	Low Priority	Remove.



SPENCERS BROOK RD
Shire of Northam





Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 073	Avon Historic Tourist Drive	Spencers Brook Rd	At intersection of Clackline/Spencers Brook Rd and Spencers Brook/York Rd.	 Brown Intersection	Visible	Good	Good	Good	No Change	N/A	-
SN 074	Avon Historic Tourist Drive	Spencers Brook Rd	Heading west on Spencers Brook Rd east of Spencers Brook/York Rd intersection.	 Brown Advance Warning	Visible	Good	Good	Good	No Change	N/A	-
SN 075	Avon Historic Tourist Drive	Spencers Brook Rd	Heading north on Spencers Brook Rd south of Burlong Rd Rail Crossing	 Brown Advance Warning	Nil	Poor	Nil	Poor	New sign	High Priority	New sign panels at this location. • "Avon Historic Tourist Dr" advance warning
SN 076	Spencers Brook	Spencers Brook Rd	At intersection of Spencers Brook Burlong Rd Rail Crossing	 Brown Intersection	Nil	Poor	Nil	Poor	New sign	High Priority	New sign panels at this location. • "Avon Historic Tourist Dr" intersection
SN 077	Spencers Brook	Burlong Rd	At intersection of Spencers Brook Burlong Rd Rail Crossing	 Brown Intersection	Nil	Poor	Nil	Poor	New sign	High Priority	New sign panels at this location. • "Avon Historic Tourist Dr" intersection • Burlong Pool intersection
SN 078	Burlong Pool Interp	Burlong Rd	At Burlong Pool Interp	 Interpretive	Visible	Good	Good	Good	New sign	High Priority	Maintenance required - site overgrown







Number	Sign Message	Route	Sign Approach		Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 079	York via Spencers Brook	Spencers Brook Rd	Heading north on Wellington St at Gairdner St intersection		Blue Advance Warning	Visible	Good	Good	Good	New sign	N/A	New sign panels at this location. • "York via Spencers Brook" too small to read • Sign located on the wrong side of the road at decision making point.



TOWN CENTRE. AUDIT
Shire of Northam









Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 080	York/Town Centre	Peel Toe	At the intersection of Peel Toe and Yilgarn Ave.	 Green intersection	Visible	Good	Good	Good	No Change	N/A	-
SN 081	York	Peel Toe	Heading east on Peel Toe west of Yilgarn Ave.	 Green Advance Warning	Visible	Good	Good	Good	No Change	N/A	-
SN 082	Ch of Jesus Christ of LDS	Peel Toe	At the intersection of Peel Toe and East St.	 Blue fingerboard	Visible	Good	Poor	Poor	Replace Sign Panel	High Priority	Replace - Sign panel faded and in need of replacement.
SN 083	Recreation Centre	Peel Toe	Heading east on Peel Toe west of Yilgarn Ave.	 Entry Statement	Nil	Poor	Nil	Poor	New sign	High Priority	New sign panels at this location. • Northam Recreation Centre
SN 084	Recreation Centre	Peel Toe	Heading east on Peel Toe west of Yilgarn Ave.	 Blue fingerboard	Nil	Poor	Nil	Poor	New sign	High Priority	New sign panels at this location. • Northam Recreation Centre
SN 085	RV Dump Point 300m	Peel Toe	Heading west on Peel Toe east of Childow St.	 Blue Advance Warning	Nil	Poor	Nil	Poor	New sign	High Priority	New sign panels at this location. • RV Dump Point 300m

Number	Sign Message	Route	Sign Approach	Image	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 086	RV Dump Point	Peel Toe	Heading west on Peel Toe west of Childlow St.		Blue positional	Partial visible	Poor	Fair	Fair	Remove	Low Priority	Remove.
SN 087	RV Dump Point	Peel Toe	Heading west on Peel Toe west of Childlow St.		Blue positional	Nil	Poor	Nil	Poor	New sign	High Priority	New sign panals at this location. • RV Dump Point*
SN 088	RV Dump Point	Peel Toe	Heading west on Peel Toe west of Duke St.		Blue positional	Partial visible	Poor	Poor	Poor	Remove	Low Priority	Remove.
SN 089	Do the right thing	Peel Toe	Heading west on Peel Toe west of Duke St.		Community sign	Partial visible	Poor	Poor	Poor	Remove	Low Priority	Remove.
SN 090	Trans WA Parking	Peel Toe	Heading west on Peel Toe at entrance to Train Station		Green Intersection	Partial visible	Poor	Poor	Poor	Remove	Low Priority	Remove.
SN 091	Trans WA Parking	Peel Toe	Heading west on Peel Toe at entrance to Train Station		Entry Statement	Visible	Good	Good	Good	No Change	N/A	-



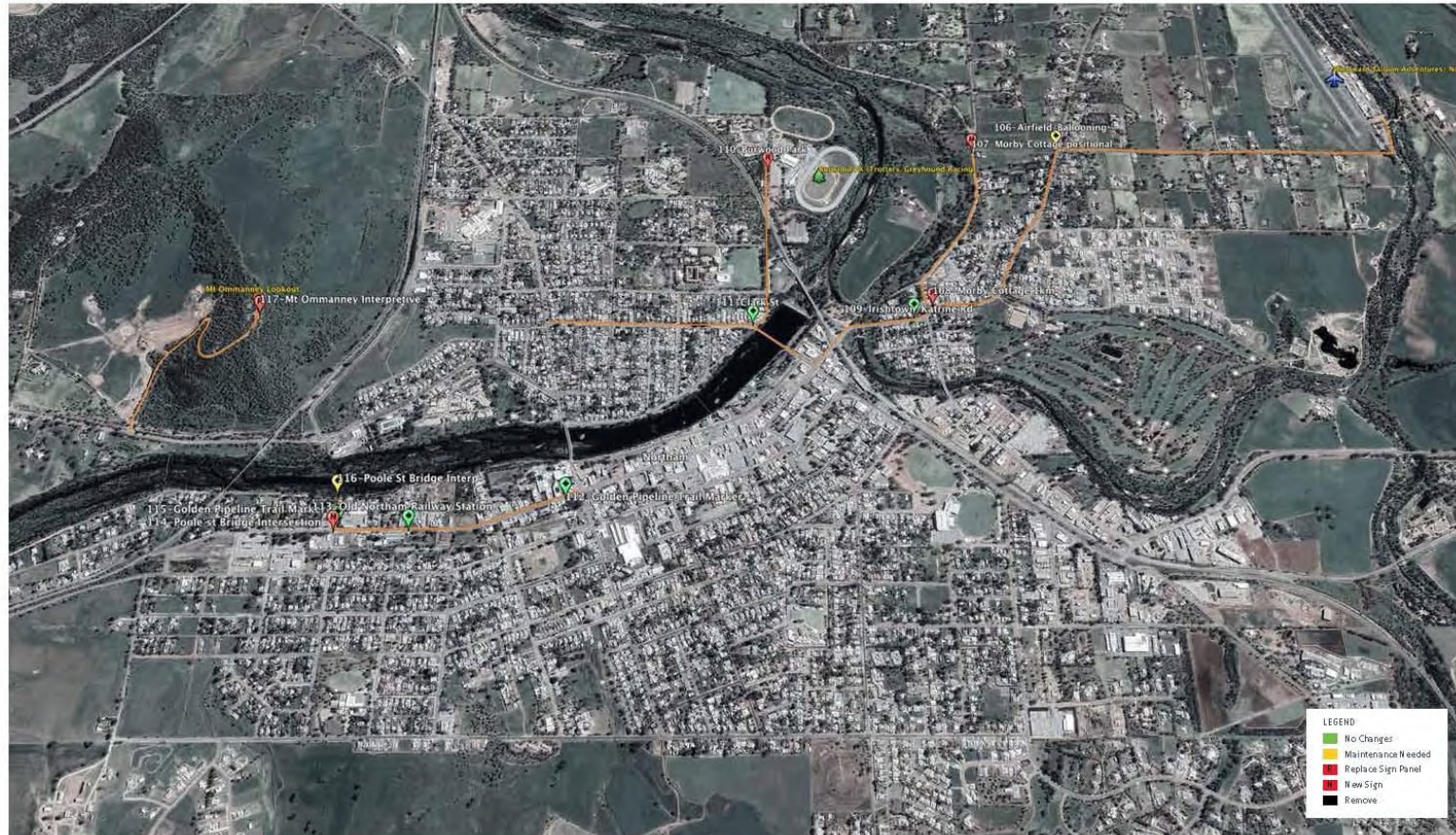
Number	Sign Message	Route	Sign Approach	Image	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 092	RV Dump Point 300m	Peel Toe	Heading west on Peel Toe east of Childlow St.		Blue Advance Warning	Nil	Poor	Nil	Poor	New sign	High Priority	New sign panels at this location. • RV Dump Point 300m
SN 093	Town Centre	Peel Toe	Heading west on Peel Toe east of Fitzgerald St.		Green Advance Warning	Nil	Poor	Nil	Poor	New sign	High Priority	New sign panels at this location. • Green advance warning • Blue Advance warning
SN 094	Hospital	Peel Toe	Heading west on Peel Toe east of Minson Ave.		Blue advance warning	Visible	Good	Good	Good	No Change	N/A	-
SN 095	Visitors Centre	Peel Toe	Heading west on Peel Toe west of Minson Ave.		Blue Intersection	Nil	Fair	Fair	Fair	New sign	High Priority	New sign panels at this location. • Blue Intersection "Visitors Centre" • Brown Intersection "Bilya Koori Boodja" • Blue services panel • Symbols - Toilets, cafe • Remove home made cafe sign
SN 096	Toodyay/Kalgoorlie	Fitzgerald St.	Heading north on Fitzgerald St. south of Peel Toe.		Green Advance Warning	Nil	Nil	Nil	Poor	New sign	High Priority	New sign panels at this location. • Green advance warning • Blue advance warning
SN 097	Free parking all day	Minson Ave.	At the intersection of Minson and Grey St.		Blue Intersection	Visible	Poor	Fair	Poor	New sign	High Priority	New sign panels at this location. • Blue advance warning





Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 098	Visitor Centre/Parking/Toilets	Fitzgerald St.	Heading north on Fitzgerald St. south of Grey St.	 Blue Intersection	Nil	Nil	Nil	Poor	New sign	High Priority	New sign panels at this location. • Blue advance warning
SN 099	Blue fingerboards	Fitzgerald St.	Heading north on Fitzgerald St. south of Grey St.	 Blue Intersection	Visible	Poor	Poor	Poor	Replace Sign Panel	High Priority	Consolidate all signage at this location
SN 100	Visitor Centre/Parking/Toilets	Minson Ave.	Heading north on Minson Ave at Beavis Place	 Blue Intersection	Nil	Fair	Fair	Fair	New sign	High Priority	New sign panels at this location. • Blue intersection "Visitors Centre" • Brown intersection "Bilya Koort Boodja" • Blue services panel • Symbols - Toilets, cafe
SN 101	Caravan Day Site	Fitzgerald St.	Heading north on Fitzgerald St at Beavis Place	 Blue Intersection	Visible	Poor	Poor	Poor	Remove	Low Priority	Remove.
SN 102	Gallipoli Lane	Fitzgerald St.	Heading north on Fitzgerald St at Beavis Place	 N/A	Visible	Poor	Poor	Poor	Remove	Low Priority	Remove.
SN 103	Visitor Centre/Parking/Toilets	Minson Ave.	Heading north on Fitzgerald St at Beavis Place	 Blue Intersection	Nil	Fair	Fair	Fair	New sign	High Priority	New sign panels at this location. • Blue intersection "Visitors Centre" • Brown intersection "Bilya Koort Boodja" • Blue services panel • Symbols - Toilets, cafe





Number	Sign Message	Route	Sign Approach	Image	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 104	Blue fingerboards	Fitzgerald St.	At intersection of Fitzgerald St and Gairdner St		Blue fingerboards	Visible	Poor	Poor	Poor	Remove	Low Priority	Remove.
SN 105	West End Store	Wellington St.	At intersection of Wellington St and Gairdner St		N/A	Visible	Poor	Poor	N/A	Remove	Low Priority	What is it for?



OTHER TOURISM RELATED ROADS. AUDIT
Shire of Northam



Number	Sign Message	Route	Sign Approach	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 106	Airfield/Balloonng	Goomalling Rd	At intersection of Goomalling Rd and Wilbers St	 Blue Intersection (double-sided)	Partial visible	Good	Good	Good	Maintenance Needed	High Priority	Maintenance required - site overgrown
SN 107	Morby Cottage	Katrine Rd	At Morby Cottage at Katrine Rd	 Brown Positional	Nil	Fair	Fair	Fair	New sign	High Priority	New sign panels at this location. • Brown positional "Morby Cottage"
SN 108	Morby Cottage/ Cemetery 3	Katrine Rd	At intersection of Goomalling Rd and Katrine Rd	 Brown Intersection (Double-sided)	Visible	Poor	Poor	Poor	Replace Sign Panel	High Priority	New sign panels at this location. • Brown Intersection "Morby Cottage" • Cemetery 3 • NOTE - Remove Brackson House
SN 109	Itishtown/Katrine Rd	Goomalling Rd	Heading north on Goomalling Rd south of Katrine Rd	 Brown Advance Warning	Visible	Fair	Fair	Poor	New sign	High Priority	New sign panels at this location. • Brown advance warning "Avon Historic Tourist Dr"
SN 110	Burwood Park	Clarke St	Heading north on Clarke St at turn-off to Burwood Park	 Entry Statement	Visible	Good	Good	Good	No Change	N/A	-
SN 111	Avon Weir	Clarke St	At intersection of Clarke St and Forrest St	 Blue fingerboards	Visible	Good	Good	Good	No Change	N/A	-

Number	Sign Message	Route	Sign Approach	Image	Sign Type	Sign Visibility	Sign Functionality	Sign Condition	Sign Connectivity	Sign Action	Priority	Sign Notes
SN 112	Golden Pipeline Heritage Trail	Fitzgerald St (Sth)	Heading south on Fitzgerald St south of Gairdner St		Brown Trail marker	Visible	Good	Good	Good	No Change	N/A	-
SN 113	Old Northam Railway Station	Fitzgerald St (Sth)	Heading south on Fitzgerald St south of Beswick Pl.		Brown Intersection	Visible	Good	Good	Good	No Change	N/A	-
SN 114	Poole St Bridge	Fitzgerald St (Sth)	At intersection of Poole St and Fitzgerald St.		Brown Intersection	Nil	Nil	Nil	Poor	New sign	High Priority	New sign panels at this location. - Brown Intersection "Poole St Bridge"
SN 115	Golden Pipeline Heritage Trail	Fitzgerald St (Sth)	At intersection of Poole St and Fitzgerald St.		Brown Trail marker	Visible	Good	Good	Good	No Change	N/A	-
SN 116	Poole St Bridge	Poole St	At the end of Poole St		Interpretive	Partial visible	Poor	Poor	Poor	Maintenance Needed	High Priority	Maintenance required - site overgrown

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Attachment 2



Tourism Signage Strategy

Recommendations & Priorities



introduction

As part of this project, the Shire of Northam requested a Recommendations and Priorities Report to identify opportunities, priorities tourism signage and potential alternatives.

This report is based on the work and understanding we have of the Shire of Northam, its tourism goals and the needs of visitors, which we gained during the work completed for in Tourism Signage Strategy.

This report will provide options for future planning and options for the Shire to continue to develop its signage, make it more interactive, collect valuable visitor data, market and promote its resources and the destination's offerings. Some options can be actioned quickly and within existing resources. Others will take time to plan and secure a budget.



Priority 1

Directional Signage

Reinstate all green directional signage into and out of Northam at the key intersections of;

1. Newcastle Rd. / Forrest St.
2. Mitchell Ave. / Newcastle Rd.
3. Fitzgerald St. / Gairdner St.
4. Fitzgerald St. / Beavis St.
5. Minson Ave. / Peel Tce.
6. Fitzgerald St. / Peel Tce.
7. Wellington St / Peel Tce.

The new directional signage needs direct visitors both into and out of Northam and direct people to key destinations in Northam including;

1. Northam Visitor Centre
2. Public toilets
3. Bilya Kordt Boodja Nyoongar Cultural Centre
4. Northam airport
5. Northam racing
6. Shopping
7. Tourist attractions

Work required

1. Develop sign schedule including sign type, symbols and messaging.
2. Design sign artwork
3. Quote production and installation



Priority 2

Drive Trails

Reinstate the Avon Historic Tourist Drive through Northam. This drive trail is an important link for visitors touring the Avon Valley and is an easy way to bring visitors into Northam and visit Northam attractions.

Work required

1. Install new signage from Spencers Brook Rd. through Northam to Katrine Rd.
2. Realign the trail to make Bilya Koort Boodja one of the stopping points on the trail.
3. Increase interpretive stopping points along trail - currently there is only one site in Northam.
4. Work with Trail organisers and Trails WA to update trail route information on their websites.
5. Publicise this trail through WA Tourism (The Road Trip State) Shire website, Avon Valley Tourism.



Priority 3

Bilya Koordt Boodja

This fantastic indigenous cultural and interpretive centre could become a major tourism drawcard for Northam. It is a fantastic building in a great location. The interpretation is well done and tells the story well. But the centre is almost invisible.

Work required

1. Install brown tourist signs with indigenous tourism symbol from the highway.
2. Install exterior building or free standing signage to tell visitors what the building is.
3. Improve awareness and tie in with the VC and the river side walk path
4. Improve promotion and awareness at the VC.
5. Publicise this site through WA Tourism, Shire website, Avon Valley Tourism.
6. Improve search engine optimisation (SEO) currently the website is not indexed with google (can't be found unless the full name is correctly typed into the search query).



Priority 4

Walk Trails

Northam has a number of walk trails including;

1. Domtj Koorliny
2. Mt Ommanney Walking Tracks
3. Northam Historic Buildings Tour
4. Town Centre Heritage Walk
5. Northam-Katrine Heritage Trail

These trails are a great way to tell the stories of Northam and give both visitors and the community a variety of themes and things to do.

Work required

1. Audit all walk trails for wayfinding and interpretive requirements.
2. Increase interpretive stopping points along trails. Explore themes and other ways of telling the stories through audio, beacon, app technology.
3. Publicise these trails through Trails WA, Shire website and Avon Valley Tourism.



Priority 5

Interpretive signage

Northam like most towns has various interpretive signs that were put up usually as part of some project. Most of these signs are neglected and in need of replacement or repair.

Work required

1. Audit all Shire of Northam interpretive signage and sign locations.
2. Prioritise and budget for repair and replacement.
3. Implement annual maintenance schedule.
4. On commissioning of new interpretive projects archive all signage artwork for replacement purposes.



Priority 6

Visitor Centre

Northam has a well run Visitor Centre in a well situate building on the banks of the Avon River.

Work required

1. Upgrade to Yellow “Q” signage on highway directing visitors to VC
2. Design and implement a new signage program for the exterior of the building
3. Improve connection between the VC, the river and Bilya Koort, Boodja.
4. Improve the standand and consistency in design of VC maps and brochures
5. Develop a stand alone tourism website for the VC.

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13. MATTERS BEHIND CLOSED DOORS

Nil.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

16. DECLARATION OF CLOSURE