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Shire of Kalamunda

# **General Services Committee**

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AGENDA FOR 1 FEBRUARY 2010



SHIRE OF KALAMUNDA  
NOTICE OF MEETING  
GENERAL SERVICES COMMITTEE

Councillors,

Notice is hereby given that the next meeting of the General Services Committee will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on:

**1 FEBRUARY 2010, COMMENCING AT 7.00 PM.**

For the benefit of Committee Members, Staff and members of the Public, attention is drawn to the following requirements as adopted by Council.

**Open Council Meetings - Procedures**

1. Standing Committees are open to the public, except for Confidential Items listed on the Agenda.
2. Standing Committees have a membership of all Councillors (12 Councillors).
3. Unless otherwise advised a Committee makes recommendations only to Full Council (Held on the third Monday of each month at 7.00pm).
4. Members of the public are able to ask questions at a Committee Meeting, however the questions should be related to the functions of the Committee.
5. Members of the public wishing to make a comment on any Agenda item may request to do so by advising staff prior to commencement of the Committee Meeting.
6. Comment from members of the public on any item of the Agenda is usually limited to 3 minutes and should address the recommendations (at the conclusion of the report).
7. It would be appreciated if silence is observed in the gallery at all times except for Question Time.
8. All other arrangements are in general accordance with Council's Standing Orders, the Policies and decisions of the person Chairing the Committee or Council Meeting.
9. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice at the meeting by signalling to a staff member.

James Trail  
**Chief Executive Officer**

Wednesday, 3 February 2010

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*Dinner will be served at 6.00pm*

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**1. OFFICIAL OPENING****2. APOLOGIES AND LEAVE OF ABSENCE****3. PUBLIC QUESTION TIME****3.1 Question asked by Mr Harry Smith regarding a noise issue.**

Q. Harry Smith, Kalamunda. My neighbours make a great deal of noise using a "Boom Box" and a skateboard ramp in their back yard, this is disturbing to me. I am informed that the Health Department can help with the noise from the "boom box" but does not have any power to stop the noise of the skate ramp as it is recreational. Could Council look at creating legislation to empower the Health Department to act?

A. The Environmental Protection Act 1995 and the Environmental Protection (Noise) Regulations 1997 provide authority for local government to investigate and resolve noise complaints. There is no provision for local government to make amendments to these laws.

In regard to skateboarding there is an exemption under the above legislation which allows permitted noise levels to be exceeded up to two hours a day subject to conditions. The exemption applies to 'specified equipment' meaning that a person is required to operate the equipment. Specified equipment includes skateboards.

**4. PETITIONS****5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****6. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION****7. MATTERS FOR WHICH MEETING MAY BE CLOSED****8. DISCLOSURE OF INTEREST**Disclosure of Financial and Proximity Interests

- (a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Sections 5.60B and 5.65 of the Local Government Act 1995).

- (b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the Local Government Act 1995)

Disclosure of Interest Affecting Impartiality

- (a) Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee had given or will give advice.

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## 9. REPORT TO COUNCIL

*Declaration of financial/conflict of interests to be recorded prior to dealing with each item.*

### 9.1 Creditors Accounts Paid for the Periods December 2009 and January 2010

Previous Items:	N/A
Service Area:	Corporate
Author:	Neil Wilson
File Reference:	
Applicant:	N/A
Owner:	N/A

#### PURPOSE

1. To receive creditors' accounts for the months of December 2009 and January 2010.

#### BACKGROUND

2. It is a requirement of the Local Government (Financial Management) Regulations 1996 (Regulation 12) that a list of Creditors' Accounts paid is compiled each month.
3. The report is required to show payee's name, the amount of the payment, the date of the payment and sufficient information to identify the transaction.

#### DETAILS

4. The list of Creditors' paid in December 2009 and January 2010 is attached.  
*(Attachment 1)*

#### STATUTORY AND LEGAL IMPLICATIONS

5. Nil.

#### POLICY IMPLICATIONS

6. Nil.

#### PUBLIC CONSULTATION/COMMUNICATION

7. Nil.

#### FINANCIAL IMPLICATIONS

8. Nil.

#### STRATEGIC AND SUSTAINABILITY IMPLICATIONS

9. Nil.

#### OFFICER COMMENT

10. Nil.

**MEETING COMMENT**

11.

**OFFICER RECOMMENDATION**

**GS-1/2010**

1. That the list of Creditors' paid for December 2009 and January 2010 attached (***GSC Item 1/2010 Attachment 1 & 2***) be received by Council in accordance with the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996.



Chq/EFT	Date	Name	Description	Amount
277	11/12/2009	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 214 INTEREST PAYMENT	5,923.97
278	4/12/2009	LES MILLS AUSTRALIA	LICENCE FEE - DECEMBER 2009	528.50
279	4/12/2009	WESTNET PTY LTD	MONTHLY LICENCE	120.44
280	9/12/2009	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	899.00
281	9/12/2009	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	97,968.14
282	11/12/2009	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS PURCHASES	8,374.67
283	17/12/2009	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	92,888.03
EFT9625	11/12/2009	LIBERTY OIL WESTERN AUSTRALIA PTY LTD	FUEL	17,840.71
EFT9626	7/12/2009	LGIS WORKCARE SCHEME	WORKERS COMPENSATION INSURANCE	114,372.50
EFT9627	11/12/2009	KALAMUNDA ACCIDENT REPAIR CENTRE	VEHICLE REPAIRS	500.00
EFT9628	11/12/2009	ROBERT DUVAL FOODS PTY LTD	CATERING	1,694.40
EFT9629	11/12/2009	MOTORCHARGE LTD	FUEL	1,652.40
EFT9630	11/12/2009	LIQUORLAND STORES	SELECTION OF BEVERAGES	38.99
EFT9631	11/12/2009	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	WINDOW REPAIRS / MAINTENANCE	61.60
EFT9632	11/12/2009	PARTY BUDDIES	BALLOONS SENIORS WEEK DANCE	506.15
EFT9633	11/12/2009	GTS TELEPHONE SERVICE	TELEPHONE MAINTENANCE/REPAIRS	165.00
EFT9634	11/12/2009	IAN KINNER AND ASSOCIATES	CONSULTING SERVICES	1,526.25
EFT9635	11/12/2009	CARLO'S COOLROOM HIRE	COOLROOM FOR VOLUNTEERS DAY	200.00
EFT9636	11/12/2009	PETER HAMMOND	SUPPLY AND LAY CONCRETE FOOTPATH REPAIRS	16,508.48
EFT9637	11/12/2009	SOLUTIONS TRAINING CONSULTANTS	TRAINING	1,540.00
EFT9638	11/12/2009	CARLA BOND	GROUP FITNESS CLASSES	640.00
EFT9639	11/12/2009	BRUMBY'S KALAMUNDA	CATERING	229.55
EFT9640	11/12/2009	JOHN BEAZLEY HOME & GARDEN MAINTENANCE	HOME AND GARDEN MAINTENANCE CONTRACTOR	589.00
EFT9641	11/12/2009	DAVRHO HANDYMAN & CLEANING	GARDENING CONTRACT WORK	1,909.60
EFT9642	11/12/2009	PINK PIRANHA	BROCHURE DESIGN / PRINT	8,385.85
EFT9643	11/12/2009	NEVERFAIL SPRINGWATERLTD (FORRESTFIELD LIB)	WATER SUPPLIES	16.25
EFT9644	11/12/2009	MORRISON LOW CONSULTANTS PTY LTD	GAP ASSET ANALYSIS	5,500.01
EFT9645	11/12/2009	SHERICH BUILDING SURVEYING & BUILDING SERVICES	CONTRACT BUILDING SURVEYOR	7,216.00
EFT9646	11/12/2009	MAD COW ELECTRICS	ELECTRICAL MAINTENANCE/REPAIRS	2,420.28
EFT9647	11/12/2009	THE AUSTRALIAN LOCAL GOVERNMENT JOB DIRECTORY	RECRUITMENT	517.00
EFT9648	11/12/2009	WA COUNTRY CEILINGS	CEILING REPAIRS / MAINTENANCE	18,385.95
EFT9649	11/12/2009	HILLS HOCUS POCUS	HIRE FEES	66.00
EFT9650	11/12/2009	MACQUARIE EQUIPMENT FINANCE PTY LTD	LEASING OF GYM EQUIPMENT	3,565.40
EFT9651	11/12/2009	CREATION LANDSCAPE SUPPLIES	GARDEN / VERGE REPAIRS / MAINTENANCE	12,701.50
EFT9652	11/12/2009	BEVERLEY GOBBY	RATES REFUND	620.74
EFT9653	11/12/2009	DJ & SF HAY	RATES REFUND	564.17
EFT9654	11/12/2009	ANNAMARIE THORN	KEY BOND REFUND	50.00
EFT9655	11/12/2009	SA & PA COLOMBINI	RATES REFUND	462.20
EFT9656	11/12/2009	JS HENNING	RATES REFUND	560.46
EFT9657	11/12/2009	YVONNE VELLA	REIMBURSEMENT	163.10

T9658	11/12/2009	O H & J M EDWARDS	TWO WAY RADIO INSTALLATION / MAINTENANCE	649.00
T9659	11/12/2009	ANTHONY & CHRISTINE MORO	HALL BOND REFUND	350.00
T9660	11/12/2009	PAULINE TONKIN	REIMBURSEMENT	89.70
T9661	11/12/2009	ADRIANNA DOORN	KEY BOND REFUND ID	50.00
T9662	11/12/2009	GARY MARTIN LAWNMOWING	RESERVE / GARDEN MAINTENANCE	280.00
T9663	11/12/2009	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	17,923.93
T9664	11/12/2009	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	268.00
T9665	11/12/2009	AUSTRALIA POST	POSTAL EXPENSES / TRANSACTION FEES	8,820.84
T9666	11/12/2009	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	66.12
T9667	11/12/2009	CLEANAWAY (7004295)	HOUSEHOLD REFUSE REMOVAL	182,512.74
T9668	11/12/2009	GULLY VIEWS NEWSAGENCY	NEWSPAPERS / MAGAZINES	70.45
T9669	11/12/2009	KOSTERAS KALAMUNDA PTY LTD	VEHICLE / PLANT PARTS	587.50
T9670	11/12/2009	MAXWELL ROBINSON & PHELPS	PEST CONTROL SERVICES	132.00
T9671	11/12/2009	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	1,730.05
T9672	11/12/2009	MIDWASTE	WASTE SERVICES	3,002.64
T9673	11/12/2009	SELLEYS ENGINEERING	DRAINAGE SUPPLIES	21,813.00
T9674	11/12/2009	STATE LIBRARY OF W.A.	LOST AND DAMAGED BOOKS	414.70
T9675	11/12/2009	MCKAY EARTHMOVING PTY LTD	HIRE OF PLANT EQUIPMENT	8,297.85
T9676	11/12/2009	AUSSIE MAINTENANCE	BUILDING MAINTENANCE	2,310.00
T9677	11/12/2009	EASTERN METROPOLITAN REGIONAL COUNCIL	TIPPING / CONSULTING	55,698.29
T9678	11/12/2009	A & S HILL	ELECTRICAL MAINTENANCE/REPAIRS	37,477.00
T9679	11/12/2009	HILLS APPLIANCES	ELECTRICAL SUPPLIES	65.00
T9680	11/12/2009	FORRESTFIELD MOWER CENTRE	HARDWARE SUPPLIES	583.00
T9681	11/12/2009	MACRI PARTNERS	AUDIT FEES	2,420.00
T9682	11/12/2009	LESMURDIE SAND, SOIL & BOBCAT HIRE	GARDEN / VERGE SUPPLIES	678.00
T9683	11/12/2009	SANDGROPER SEPTICS	PUMPING OUT POOL WATER	994.46
T9684	11/12/2009	BRADDOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES	1,473.87
T9685	11/12/2009	MOBITOW PTY LTD	TOWING FEES	187.00
T9686	11/12/2009	LINDLEY CONTRACTING	PLUMBING MAINTENANCE/REPAIRS	2,810.00
T9687	11/12/2009	KALAMUNDA BUILD SUP/VEE BELTS	PLANT / VEHICLE PARTS	101.86
T9688	11/12/2009	THE SHELL COMPANY OF AUSTRALIA LTD	FUEL	1,706.65
T9689	11/12/2009	GRIMES CONTRACTING PTY LTD	MAINTENANCE/REPAIRS	14,641.15
T9690	11/12/2009	KENNEDY'S TREE SERVICES	TREE REMOVAL	4,840.00
T9691	11/12/2009	G.T. BOBCATS	GARDEN / VERGE MAINTENANCE	3,300.00
T9692	11/12/2009	HILL TOP TROPHIES (MILPROP WA)	NAME BADGES	61.05
T9693	11/12/2009	FOODWORKS FRESH FORRESTFIELD	GROCERIES	1,077.52
T9694	11/12/2009	LO-GO APPOINTMENTS	TEMPORARY STAFF	7,187.58
T9695	11/12/2009	STAFFLINK INDUSTRIAL	TEMPORARY STAFF	5,806.60
T9696	11/12/2009	STRATCO	FENCING MATERIALS	19,048.45
T9697	11/12/2009	CE & CA BRAMHAM	RATES REFUND	239.10
T9698	11/12/2009	FLEXI STAFF PTY.LTD.	LABOUR HIRE	1,282.42
T9699	11/12/2009	ZIG ZAG GRAPHICS AND PRINT	PRINT AND LAMINATING	90.00
T9700	11/12/2009	GILFORD BUILDING SERVICES	FOOTPATH DEPOSIT REFUND	700.00

T9701	11/12/2009	LOVEGROVE TURF SERVICES PTY	TURF RENOVATIONS	11,990.00
T9702	11/12/2009	SEBASTIAN BUTCHERS	CATERING	87.78
T9703	11/12/2009	CHICKEN TREAT	CATERING	1,126.70
T9704	11/12/2009	CRABBS KALAMUNDA (IGA)	GROCERIES	3,131.43
T9705	11/12/2009	KALAMUNDA & DISTRICTS ARTS & CRAFTS GROUP INC	KEY BOND REFUND	50.00
T9706	11/12/2009	DALE ALCOCK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	700.00
T9707	11/12/2009	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	REIMBURSEMENT	5,337.20
T9708	11/12/2009	WATTLE GROVE VETERINARY HOSPITAL	VETERINARY FEES	165.00
T9709	11/12/2009	SCOTT PARK HOMES	FOOTPATH DEPOSIT REFUND	700.00
T9710	11/12/2009	ASHMY PTY LTD	REFUND FOOTPATH DEPOSIT	700.00
T9711	11/12/2009	KALAMUNDA LIONS CLUB	KEY BOND REFUND	50.00
T9712	11/12/2009	AUSTRALIAN CONSUMER ASSOCIATION	SUBSCRIPTION MAGAZINE	528.00
T9713	11/12/2009	KALAMUNDA PLUMBING & HWS	BUILDING MAINTENANCE/REPAIRS	272.80
T9714	11/12/2009	SWAN HILLS PARTY HIRE	PLANT EQUIPMENT HIRE	2,649.85
T9715	11/12/2009	MIDWAY FORD (WA)	NEW VEHICLE	32,986.15
T9716	11/12/2009	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT HIRE	11,414.70
T9717	11/12/2009	WILD SEASONS FLOWERS PTY LTD	FLOWERS	680.00
T9718	11/12/2009	L & C JACKSON t/a FORRESTFIELD NEWS DELIVERY ROUND	NEWSPAPER DELIVERIES	60.12
T9719	11/12/2009	CHILDRENS BOOK COUNCIL OF AUSTRALIA - WA BRANCH'	MEMBERSHIP SUBSCRIPTION	50.00
T9720	11/12/2009	LOCAL GOVERNMENT MANAGERS AUSTRALIA (WA DIVISION)	MEMBERSHIP SUBSCRIPTION	1,001.60
T9721	11/12/2009	GRASS TREES AUSTRALIA	SUPPLY GRASS TREES	2,860.00
T9722	11/12/2009	C.Y. BOBCATS	VERGE MAINTENANCE	1,386.00
T9723	11/12/2009	METZ HANDYMAN SERVICES	BUILDING MAINTENANCE/REPAIRS	1,492.43
T9724	11/12/2009	HILL TOP BUILDING MAINTENANCE	POOL MAINTENANCE	38,837.28
T9725	11/12/2009	A1 WALLISTON TREE SERVICES	REMOVAL & PRUNING OF DEAD AND DANGEROUS TREES	23,156.00
T9726	11/12/2009	CELEBRATION HOMES	FOOTPATH DEPOSIT REFUND	1,400.00
T9727	11/12/2009	JIMMYS BOBCAT PTY LTD	HIRE OF BOBCAT AND TRUCK	4,254.25
T9728	11/12/2009	DARRELL MCCARTHY	KEY BOND REFUND	50.00
T9729	11/12/2009	GLENNYS MITCHELL	HALL BOND REFUND	300.00
T9730	11/12/2009	HILLSIDE CHURCH INC	COMMUNITY INITIATIVE GRANT - ART SMART PROGRAMME	1,043.94
T9731	11/12/2009	FOOD TECHNOLOGY SERVICES PTY LTD	LABOUR HIRE SERVICES	6,576.57
T9732	11/12/2009	FATAWAY	COLLECTION OF USED OIL CONTAINER	22.00
T9733	11/12/2009	PICKERING BROOK HERITAGE GROUP	REFUND - PUBLIC LIABILITY & VOLUNTEER WORKERS INSURANCE	1,278.32
T9734	11/12/2009	KENNARDS HIRE	EQUIPMENT HIRE	270.00
T9735	11/12/2009	CJ THOMPSON & D ELLIS	RATES REFUND	283.20
T9736	11/12/2009	GEOFFREY HOPKINS	CROSSOVER REIMBURSEMENT	333.00
T9738	11/12/2009	DAPS	VERGE / GARDEN MAINTENANCE	5,830.00

T9739	11/12/2009	HILLS GOURMET	CATERING	945.00
T9740	11/12/2009	HARVEY FRESH (1994) LTD	MILK SUPPLY	191.07
T9741	11/12/2009	KALAMUNDA DIECAST MODEL COLLECTABLE CLUB	ENTRY TO ANTIQUE & MINIATURE COLLECTORS FAIR	84.00
T9742	11/12/2009	SIAMESE CAT CLUB	HALL BOND REFUND	300.00
T9743	11/12/2009	DANCEMANIA PLUS DANCE STUDIO	THEATRE BOND REFUND	466.75
T9744	11/12/2009	BLUEPRINT HOMES	FOOTPATH DEPOSIT REFUND	1,400.00
T9745	11/12/2009	KALAMUNDA SWEEPING	ROAD / PATH SWEEPING	6,438.16
T9746	11/12/2009	WESTERN POWER	KEY BOND REFUND	50.00
T9747	11/12/2009	UNIVERSAL PRODUCTIONS	PRINTING SENIORS WEEK TICKETS	469.00
T9748	11/12/2009	KERB - FIX	SUPPLY AND LAY CONCRETE MOUNTABLE KERB	1,346.40
T9749	11/12/2009	MAIDA VALE DELIVERY ROUND	PAPER DELIVERIES	58.20
T9750	11/12/2009	G.D.CHARLTON	PODIATRY SERVICES	714.00
T9751	11/12/2009	HARVEY NORMAN HOME SERVICES	CARPET CLEANING SERVICES	352.00
T9752	11/12/2009	EASIFLEET MANAGEMENT	NOVATED LEASING STEVE LEESON	3,107.24
T9753	11/12/2009	WESROOF	ROOFING SUPPLIES	4,400.00
T9754	11/12/2009	RORY O'BRIEN	PIA MEMBERSHIP REIMBURSEMENT	757.00
T9755	11/12/2009	RED ELEVEN	COMPUTER PARTS / ACCESSORIES	174.50
T9756	11/12/2009	DAVIDE PALERMO	FOOTPATH DEPOSIT REFUND	450.00
T9757	11/12/2009	MARTIN TIMEWELL	VERGE / GARDEN MAINTENANCE	1,820.00
T9758	11/12/2009	ANDREW FOWLER-TUTT	REFUND - INSTALLATION OF INTERNET EQUIPMENT	348.95
T9759	11/12/2009	JAMES TRAIL	REIMBURSEMENT	118.84
T9760	11/12/2009	S & M EARTHWORKS	PLANT EQUIPMENT HIRE	2,090.00
T9761	11/12/2009	RT & JT CLARKE	CROSSOVER REIMBURSEMENT	350.00
T9762	11/12/2009	ROSE SMART	GARDEN / VERGE MAINTENANCE	1,433.58
T9763	11/12/2009	CHERYL QUAH	CROSSOVER REIMBURSEMENT	350.00
T9764	11/12/2009	AFFAIR WITH FLAIR	TABLE CLOTHS HIRE	335.50
T9765	11/12/2009	WA CONCRETTERS PTY LTD	SUPPLY AND LAY CONCRETE FOOTPATH	26,267.65
T9766	11/12/2009	CT PROFESSIONAL CONTRACTING SERVICES	TRAFFIC MANAGEMENT	12,397.00
T9767	11/12/2009	HAZEL SMALLWOOD	SUBSCRIPTION REIMBURSEMENT	390.00
T9768	11/12/2009	THE TYRE DOCTOR	PLANT / VEHICLE PARTS	675.40
T9769	11/12/2009	NEVERFAIL SPRINGWATER LTD	SUPPLY BOTTLED WATER	86.11
T9770	11/12/2009	NEVERFAIL SPRINGWATER LTD	SUPPLY BOTTLED WATER	40.00
T9771	11/12/2009	MARIO IOPOLO	CONFERENCE REIMBURSEMENT	632.12
T9772	11/12/2009	MARRA & ASSOCIATES	STRUCTURAL DESIGN AND DRAFTING SERVICES	1,881.00
T9773	11/12/2009	SILKEN RHYTHMS MIDDLE EASTERN DANCE SCHOOL	HALL HIRE REFUND	48.50
T9774	11/12/2009	LOVELINKS ABORIGINAL FELLOWSHIP	KEY BOND REFUND	50.00
T9775	11/12/2009	BARRY JORDAN & SARAH CURRY	FOOTPATH DEPOSIT REFUND	700.00
T9776	11/12/2009	DAVID ARCHIBALD	HALL BOND REFUND	50.00
T9777	11/12/2009	ROBERT & URSULA SUTHERLAND	FOOTPATH DEPOSIT REFUND	700.00
T9778	11/12/2009	KALAMUNDA GOSPEL GROUP	CROSSOVER REIMBURSEMENT REFUND	350.00
T9779	18/12/2009	WATER DYNAMICS	RETICULATION PARTS	5,428.71
T9780	18/12/2009	WOOLWORTHS LIMITED	GROCERIES	652.12

T9781	18/12/2009	BALWYN RECYCLING PTY LTD	WASTE RECYCLING CHARGES	6,070.90
T9782	18/12/2009	STYLECORP CORPORATE WEAR	SUPPLY OF UNIFORM - VARIOUS STAFF	408.79
T9783	18/12/2009	FIRST AVENUE GIFT & HOMEWARE	CHRISTMAS TREE	599.00
T9784	18/12/2009	DON'S CASH REGISTERS	CASH REGISTER ROLLS	48.40
T9785	18/12/2009	ROBERT DUVAL FOODS PTY LTD	CATERING	847.80
T9786	18/12/2009	GPS NETWORK PERTH	ANNUAL NETWORK SUBSCRIPTION	4,400.00
T9787	18/12/2009	SAFEROADS PTY LTD	SUPPLY AND INSTALL TRAFFIC CONTROL PRODUCTS	12,873.22
T9788	18/12/2009	MUSASHI (DIVISION OF NESTLE AUSTRALIA)	KIOSK SUPPLIES	685.11
T9789	18/12/2009	WILSONS SIGN SOLUTIONS	SIGNAGE	451.00
T9790	18/12/2009	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	DEBT COLLECTION FEES	105.00
T9791	18/12/2009	KEVIN O'CONNOR	INTERNET ACCESS REFUND	179.85
T9792	18/12/2009	SAVAGE SURVEYING	SURVEYING	2,794.00
T9793	18/12/2009	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE	246.87
T9794	18/12/2009	CARDNO EPELLEN PTY LTD	PARAMICS MODEL STUDY - KALAMUNDA ROAD FROM ROE HIGHWAY TO NEWBURN RD.	5,874.00
T9795	18/12/2009	GTS TELEPHONE SERVICE	TELEPHONE REPAIRS / MAINTENANCE	132.00
T9796	18/12/2009	IMAGE EMBROIDERY	UNIFORM	163.90
T9797	18/12/2009	FIRE AND SAFETY WA	FIRE PROTECTIVE EQUIPMENT	876.88
T9798	18/12/2009	KONICA MINOLTA BUSINESS SOLUTIONS P/L	PHOTOCOPYING CHARGES	1,454.05
T9799	18/12/2009	STEPHEN GOODE CONSULTING	KALAMUNDA LEADERSHIP PROGRAM / CONSULTING	13,750.00
T9800	18/12/2009	IAN KINNER AND ASSOCIATES	CONSULTING SERVICES	1,705.00
T9801	18/12/2009	CA TECHNOLOGY PTY LTD	INTERPLAN INTEGRATION, PLANNING, TRAINING & SUPPORT	18,005.68
T9802	18/12/2009	HIGHLAND EXPRESS	COURIER FEES	264.00
T9803	18/12/2009	KGI INDUSTRIES PTY LTD.	ELECTRICAL REPAIRS	181.50
T9804	18/12/2009	COUNTRYWIDE PUBLICATIONS	ADVERTISING	858.00
T9805	18/12/2009	CUSTOMER SERVICE BENCHMARKING AUSTRALIA P/L	SUMMARY REPORT	990.00
T9806	18/12/2009	NEW WEST FOODS (WA) PTY LTD	GROCERIES	467.20
T9807	18/12/2009	SEALANES PTY LTD	GROCERIES	1,312.29
T9808	18/12/2009	ESPLANADE HOTEL FREMANTLE	ACCOMMODATION	630.00
T9809	18/12/2009	OLK & ASSOCIATES	PROGRESS PAYMENT - ALFRESCO AREA DESIGN	32,016.60
T9810	18/12/2009	EMBROIDERERS INTERNATIONAL	FIRE PROTECTION SUPPLIES	184.80
T9811	18/12/2009	CABCHARGE AUSTRALIA LIMITED	CAB CHARGES	62.90
T9812	18/12/2009	PETER HAMMOND	CONCRETE CROSSEVER REPAIRS	3,053.60
T9813	18/12/2009	COLLECTOR OF PUBLIC MONIES (CENTRELINK)	CENTREPAY TRANSACTION FEES	79.20
T9814	18/12/2009	AIR-BORN AMUSEMENTS	ENTERTAINMENT	715.00
T9815	18/12/2009	SAMPSON DISTRIBUTORS	GROCERIES	221.60
T9816	18/12/2009	CARLA BOND	GROUP FITNESS CLASSES	200.00
T9817	18/12/2009	BRUMB'S KALAMUNDA	CATERING	51.48
T9818	18/12/2009	DAVRHO HANDYMAN & CLEANING	GARDENING CONTRACT WORK	1,739.10
T9819	18/12/2009	GPS TECHNOLOGIES (OCTA PC)	GPS SUPPLIER	30.00

T9820	18/12/2009	DAVIS LANGDON AUSTRALIA PTY LTD	NEW RECEPTION AND PLANNING EXTENSION	1,320.00
T9821	18/12/2009	GREENLINE AG PTY LTD	PLANT / VEHICLE PARTS	281.40
T9822	18/12/2009	PERKINS BUILDERS	CHANGEROOM & TOILET REFURBISHMENTS	89,100.00
T9823	18/12/2009	HOLDING EDUCATIONAL	LIBRARY SUPPLIES	626.71
T9824	18/12/2009	POOLCLAD	POOL SUPPLIES / MAINTENANCE	6,061.00
T9825	18/12/2009	NORMAN DISNEY & YOUNG	CONSULTING ENGINEERING SERVICES	5,390.00
T9826	18/12/2009	ARGYLE FURNITURE DESIGNS	UPHOLSTERY REPAIRS TO GYM EQUIPMENT	247.50
T9827	18/12/2009	WARNER BOOKS PTY LTD	LIBRARY SUPPLIES	166.81
T9828	18/12/2009	SYRINX ENVIRONMENTAL P/L	CONCEPT & DESIGN PLAN FOR FLEMING RESERVE PLAYGROUND, PATHWAYS AND PUBLIC FACILITIES	3,707.50
T9829	18/12/2009	THE PLANNING GROUP WA PTY LTD	STRUCTURE PLAN PREPARATION	1,149.50
T9830	18/12/2009	WOODS BAGOT PTY LTD	ARCHITECTURAL SERVICES	59,399.99
T9831	18/12/2009	ROBERT ARATHOON	ENTERTAINMENT- STAFF CHRISTMAS PARTY	2,200.00
T9832	18/12/2009	JOONDALUP AIR CONDITIONING	AIR CONDITIONING	22,780.00
T9833	18/12/2009	INFORMED DECISIONS	PROVIDE DEMOGRAPHIC COMMUNITY PROFILE WEBSITE SOFTWARE.	11,000.00
T9834	18/12/2009	MACQUARIE EQUIPMENT FINANCE PTY LTD	LEASING OF GYM EQUIPMENT	6,054.45
T9835	18/12/2009	INSPIRATIONAL PARTIES	ENTERTAINMENT	1,763.00
T9836	18/12/2009	LEARNING HORIZONS	EXECUTIVE WORKSHOP	2,200.00
T9837	18/12/2009	REIGAN DERRY	ENTERTAINMENT- STAFF CHRISTMAS PARTY	495.00
T9838	18/12/2009	GARRY BEARD	FUEL REIMBURSEMENT	73.54
T9839	18/12/2009	MARILYN KEYS	REFUND	456.47
T9840	18/12/2009	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	18,370.63
T9841	18/12/2009	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	276.00
T9842	18/12/2009	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	689.08
T9843	18/12/2009	COVENTRYS	PLANT / VEHICLE PARTS	1,276.39
T9844	18/12/2009	LANDGATE	LAND ENQUIRY	216.00
T9845	18/12/2009	GULLY VIEWS NEWSAGENCY	PAPER AND MAGAZINE DELIVERIES	835.70
T9846	18/12/2009	KALAMUNDA TOYOTA	CAR SERVICE	277.72
T9847	18/12/2009	WA LOCAL GOVERNMENT ASSOC	TRAINING	352.00
T9848	18/12/2009	MAXWELL ROBINSON & PHELPS	PEST CONTROL SERVICES	1,417.60
T9849	18/12/2009	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	557.70
T9850	18/12/2009	MIDLAND BRICK	SUPPLY OF PAVING BRICKS	567.82
T9851	18/12/2009	SESCO SECURITY CO	SECURITY MONITORING SERVICES, MAINTENANCE & REPAIRS	6,263.40
T9852	18/12/2009	SKIPPER TRUCKS	PLANT / VEHICLE PARTS	380.81
T9853	18/12/2009	STATE LIBRARY OF W.A.	LOST AND DAMAGED BOOKS	396.00
T9854	18/12/2009	LANDGATE -VALUATIONS	VALUATIONS	2,085.55
T9855	18/12/2009	ECHO NEWSPAPER	ADVERTISING	2,530.00
T9856	18/12/2009	AUSSIE MAINTENANCE	BUILDING MAINTENANCE	1,254.00
T9857	18/12/2009	BUNZL LTD	CLEANING SUPPLIES	457.69
T9858	18/12/2009	ROCLA QUARRY PRODUCTS	GARDEN / RESERVE SUPPLIES	1,981.80
T9859	18/12/2009	KALAMUNDA FENCING & GATE MAKERS	FENCING REPAIRS / MAINTENANCE	4,290.00

9860	18/12/2009	EASTERN METROPOLITAN REGIONAL COUNCIL	REIMBURSEMENT INCOME	9,606.96
9861	18/12/2009	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS	2,258.45
9862	18/12/2009	OCE AUSTRALIA LIMITED	PHOTOCOPYING CHARGES	54.91
9863	18/12/2009	SURVEY STAKE SUPPLIES	SURVEY STAKES	440.00
9864	18/12/2009	HILLS APPLIANCES	ELECTRICAL SUPPLIES	472.00
9865	18/12/2009	OFFICE LINE	OFFICE FURNITURE	2,349.60
9866	18/12/2009	3 VODAFONE HUTCHISON AUSTRALIA PTY LTD	COMMUNICATION EXPENSES	2,712.08
9867	18/12/2009	STATEWIDE BEARINGS	PLANT / VEHICLE PARTS	59.20
9868	18/12/2009	FASTA COURIERS	COURIER FEES	868.26
9869	18/12/2009	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS	7,496.79
9870	18/12/2009	MCINTOSH & SON	PLANT / VEHICLE PARTS	1,165.60
9871	18/12/2009	DYMOCKS	LIBRARY SUPPLIES	297.35
9872	18/12/2009	PRIME HEALTH GROUP LTD	PRE PLACEMENT MEDICALS	687.50
9873	18/12/2009	MACRI PARTNERS	AUDIT FEES	6,930.00
9874	18/12/2009	MAJOR MOTORS PTY LTD	PLANT / VEHICLE PARTS	2,996.78
9875	18/12/2009	CANON AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	357.03
9876	18/12/2009	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY BAG	727.93
9877	18/12/2009	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES	971.65
9878	18/12/2009	LINDLEY CONTRACTING	BUILDING MAINTENANCE/REPAIRS	8,815.00
9879	18/12/2009	KALA BOB KATS PTY LTD	PLANT EQUIPMENT HIRE	308.00
9880	18/12/2009	DEPARTMENT OF PREMIER & CAB. STATE LAW PUBLISHER	PUBLICATIONS	152.90
9881	18/12/2009	ACTIMED AUSTRALIA PTY LTD	PODIATRY SUPPLIES	467.64
9882	18/12/2009	GRONBEK SECURITY	SECURITY KEYING SERVICES	387.60
9883	18/12/2009	GRIMES CONTRACTING PTY LTD	BUILDING MAINTENANCE	802.82
9884	18/12/2009	CONCUT PTY LTD	SUPPLY CONCRETE CUTTING SERVICE	321.75
9885	18/12/2009	ADASOUND	IPOD CABLE FOR GROUP FITNESS SOUND	41.00
9886	18/12/2009	COCKBURN CEMENT LIMITED	ROAD MATERIALS	1,442.76
9887	18/12/2009	WESTSIDE FIRE SERVICES	FIRE ALARM TESTING / MAINTENANCE	2,007.51
9888	18/12/2009	CORPORATE EXPRESS AUSTRALIA LTD	OFFICE SUPPLIES	4,135.29
9889	18/12/2009	MOTT ST BARBE GROVE NURSERY	GARDEN SUPPLIES	200.00
9890	18/12/2009	KALAMUNDA STATE EMERGENCY SERVICE	REIMBURSEMENT	4,086.54
9891	18/12/2009	SUNNYVALE PLANTS	PLANTS	357.50
9892	18/12/2009	HILL TOP TROPHIES (MILPROP WA)	NAME BADGES	74.25
9893	18/12/2009	SIMPLEX INTERNATIONAL	ANNUAL CONTRACT MAINTENANCE	356.40
9894	18/12/2009	BRICK CONCEPTS	LAY BRICK PAVING	418.00
9895	18/12/2009	PIONEER ROAD SERVICES	ROAD MATERIALS	376,002.98
9896	18/12/2009	RIVERTON CONCRETE PRODUCTS	CONCRETE GARDEN KERBING	770.00
9897	18/12/2009	FOODWORKS FRESH FORRESTFIELD	GROCERIES	84.87
9898	18/12/2009	WA LOCAL GOVERNMENT ASSOCIATION	ADVERTISING	11,450.96
9899	18/12/2009	3D NETWORKS AUSTRALIA PTY LTD	VOLP PHONE PROGRAMMING	522.50
9900	18/12/2009	IT VISION	IMPLEMENTATION & TRAINING SERVICES	8,537.84
9901	18/12/2009	KALAMUNDA YOUTH SWING BAND	PERFORMANCE - WALK THE ZIG ZAG	1,000.00

T9902	18/12/2009	WOODLUPINE PRIMARY SCHOOL	HALL BOND REFUND	700.00
T9903	18/12/2009	LO-GO APPOINTMENTS	TEMPORARY STAFF	3,217.28
T9904	18/12/2009	STAFFLINK INDUSTRIAL	TEMPORARY STAFF	2,505.70
T9905	18/12/2009	FLEXI STAFF PTY.LTD.	TEMPORARY STAFF	1,603.03
T9906	18/12/2009	CITY OF ARMADALE	LIBRARY SUPPLIES	37.40
T9907	18/12/2009	WESTERN EDUCATING SERVICE PTY LTD	BULK VERGE COLLECTION	127,760.08
T9908	18/12/2009	J BLACKWOOD & SON LIMITED	PROTECTIVE SUPPLIES	1,668.90
T9909	18/12/2009	COURIER AUSTRALIA	COURIER CHARGES	7.05
T9910	18/12/2009	EASTERN HILLS SAWS AND MOWERS	VEHICLE / PLANT PARTS	2,285.35
T9911	18/12/2009	GILFORD BUILDING SERVICES	FOOTPATH DEPOSIT REFUND	700.00
T9912	18/12/2009	REPCO AUTO PARTS	PLANT / VEHICLE PARTS	290.95
T9913	18/12/2009	MAHESH SINGH	INTERNET ACCESS REIMBURSEMENT	179.85
T9914	18/12/2009	FORRESTFIELD PRIMARY SCHOOL	HALL BOND REFUND	350.00
T9915	18/12/2009	WALLISTON PRIMARY SCHOOL	HALL BOND REFUND	350.00
T9916	18/12/2009	HIGH WYCOMBE PRIMARY SCHOOL	HALL BOND REFUND	300.00
T9917	18/12/2009	EDNEY ROAD PRIMARY SCHOOL	HALL BOND REFUND	300.00
T9918	18/12/2009	CHICKEN TREAT	CATERING	102.80
T9919	18/12/2009	CRABBS KALAMUNDA (IGA)	GROCERIES	1,276.16
T9920	18/12/2009	REWARD DISTRIBUTION	CATERING SUPPLIES	26.88
T9921	18/12/2009	FIRS	KEY BOND REFUND	50.00
T9922	18/12/2009	EDNEY PRIMARY SCHOOL P & C ASSOCIATION	HALL BOND REFUND	300.00
T9923	18/12/2009	HILLS BMX CLUB	REIMBURSEMENT	866.15
T9924	18/12/2009	EDUCATIONAL ART SUPPLIES COMPANY	ART SUPPLIES	184.72
T9925	18/12/2009	LITTLE LOADS	RESERVE / GARDEN SUPPLIES	1,080.00
T9926	18/12/2009	CONSERVATION COUNCIL OF WA	HALL BOND REFUND	350.00
T9927	18/12/2009	E & MJ ROSHER PTY LTD	PLANT / VEHICLE PARTS	299.55
T9928	18/12/2009	GCS SERVICES	PROVIDE MAINTENANCE/REPAIRS	733.70
T9929	18/12/2009	QUALCON LABORATORIES	DRAINAGE SUPPLIES	547.80
T9930	18/12/2009	MARTIN'S TRAILER PARTS	PLANT / VEHICLE PARTS	275.44
T9931	18/12/2009	ST JOHN AMBULANCE AUSTRALIA (WA) INC	RESTOCK FIRST AID KITS	762.49
T9932	18/12/2009	WA & J KING PTY LTD	GARDEN / RESERVE SUPPLIES	550.00
T9933	18/12/2009	COMMISSIONER OF POLICE	VOLUNTEER NATIONAL POLICE CHECKS	55.00
T9934	18/12/2009	SWAN HILLS PARTY HIRE	EQUIPMENT HIRE	32.00
T9935	18/12/2009	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT HIRE	2,542.10
T9936	18/12/2009	BENTLEY SYSTEMS	MICROSTATION SUBSCRIPTION	1,204.50
T9937	18/12/2009	CAI FENCES	FENCING AND GATES	19,030.00
T9938	18/12/2009	SIRENCO	PLANT / VEHICLE PARTS	275.00
T9939	18/12/2009	TOTAL PACKAGING (WA) PTY LTD	DOG LITTER BAGS	343.20
T9940	18/12/2009	PRINT SOLUTIONS GROUP - RICOH	PHOTOCOPYING CHARGES	5,724.15
T9941	18/12/2009	WURTH AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	366.88
T9942	18/12/2009	WA HINO SALES & SERVICE	PLANT / VEHICLE PARTS	2,786.75
T9943	18/12/2009	BESAM AUSTRALIA PTY LTD	ROLL-A-DOOR REPAIRS	225.50
T9944	18/12/2009	CSP INDUSTRIES (STIHL SHOP)	PLANT / VEHICLE PARTS	990.00



9945	18/12/2009	GHD PTY LTD	KALAMUNDA CCTV LIGHTING AND ASSESSMENT REPORT	6,127.00
9946	18/12/2009	ICON-SEPTTECH	DRAINAGE SUPPLIES	1,181.70
9947	18/12/2009	C.Y. BOBCATS	CLEARANCE OF FIREBREAKS	1,254.00
9948	18/12/2009	THE FARM SHOP (WA) PTY LTD	GARDEN / RESERVE SUPPLIES	1,669.60
9949	18/12/2009	METZ HANDYMAN SERVICES	BUILDING MAINTENANCE / REPAIRS	4,023.56
9950	18/12/2009	AMEREX FIRE (WA)	FIRE EXTINGUISHERS	550.00
9951	18/12/2009	B & J CATALANO PTY LTD	ROAD MATERIALS	12,239.77
9952	18/12/2009	HILL TOP BUILDING MAINTENANCE	BUILDING MAINTENANCE	24,041.07
9953	18/12/2009	GR TECHNOLOGIES PTY LTD	TECHNICAL SUPPORT	198.00
9954	18/12/2009	RNR CONTRACTING	ROAD MATERIALS	926.64
9955	18/12/2009	A1 WALLISTON TREE SERVICES	TREE PRUNING / REMOVAL	104,311.94
9956	18/12/2009	LIONS CLUB OF LESMURDIE (INC)	REIMBURSEMENT	36.00
9957	18/12/2009	IRRIGATION ASSOCIATION OF AUSTRALIA	MAGNETIC SIGNAGE ' RETICULATION TESTING'	405.35
9958	18/12/2009	JIMMY'S BOBCAT PTY LTD	PLANT EQUIPMENT HIRE	1,716.00
9959	18/12/2009	PLAYRIGHT AUSTRALIA PTY LTD	SUPPLY AND INSTALL PLAYGROUND EQUIPMENT	30,168.16
9960	18/12/2009	GYMCARE	GYM EQUIPMENT REPAIRS	203.50
9961	18/12/2009	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	4,226.19
9962	18/12/2009	MCDOWALL AFFLECK PTY LTD	PRELIMINARY DESIGN FEE	2,887.50
9963	18/12/2009	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL	14,750.00
9964	18/12/2009	IPAA	REGISTRATION	920.00
9965	18/12/2009	AEC SYSTEMS PTY LTD	AUTO CAD RENEWAL	5,494.50
9966	18/12/2009	PACIFIC BIOLOGICS PTY LTD	MOSQUITO CONTROL SUPPLIES	8,592.33
9967	18/12/2009	SAI GLOBAL LTD	AUSTRALIAN STANDARDS	211.56
9968	18/12/2009	ROYAL LIFE SAVING SOCIETY WA	POOL INSPECTIONS	957.00
9969	18/12/2009	OPUS INTERNATIONAL CONSULTANTS (PCA) LIMITED	PROFESSIONAL SERVICES - PATH INSPECTIONS	3,300.00
9970	18/12/2009	THE ARCHIVE MANAGEMENT COMPANY	OFFICE SUPPLIES	186.13
9971	18/12/2009	REPEAT PLASTICS (WA)	RECYCLED PLASTIC DECKING	28,147.28
9972	18/12/2009	ALL EARTH GROUP PTY LTD	WASTE RECYCLING CHARGES ( GREENWASTE )	1,551.00
9973	18/12/2009	PERTH AUDIOVISUAL	AUDIOVISUAL EQUIPMENT HIRE	349.00
9974	18/12/2009	COCA-COLA AMATIL (AUST) PTY LTD	KIOSK SUPPLIES	2,445.73
9975	18/12/2009	CONFECT - EXPRESS	KIOSK SUPPLIES	1,225.28
9976	18/12/2009	T-QUIP	PLANT / VEHICLE PARTS	451.25
9977	18/12/2009	KBE CONTRACTING PTY LTD	BUILDING MAINTENANCE / REPAIRS	12,694.00
9978	18/12/2009	MARTINS ENVIRONMENTAL SERVICES	WEED CONTROL	7,433.25
9979	18/12/2009	COPYWORLD TOSHIBA	PHOTOCOPYING CHARGES	667.20
9980	18/12/2009	HILLS GOURMET	CATERING	99.00
9981	18/12/2009	JLR PUMPS	PUMP REPLACEMENT / MAINTENANCE	2,626.80
9982	18/12/2009	WA PROFILING	PLANT EQUIPMENT HIRE	742.50
9983	18/12/2009	GREENWAY ENTERPRISES	GARDEN SUPPLIES	2,178.00
9984	18/12/2009	HARVEY FRESH (1994) LTD	MILK SUPPLY	54.36
9985	18/12/2009	DOWNER EDI WORKS PTY LTD	SUPPLY AND LAY CONCRETE	38,504.95

T9986	18/12/2009	PROTECTION ENGINEERING PTY LTD	PROVIDE FIRE PROTECTION SERVICES	1,611.46
T9987	18/12/2009	MAYDAY EARTHMOVING	PLANT EQUIPMENT HIRE	5,993.68
T9988	18/12/2009	JACQUELINE MAYOR	RATES REFUND	1,241.48
T9989	18/12/2009	LITTLEFIELD DEVELOPMENT PTY LTD	CASH IN LIEU REIMBURSEMENT	41,500.00
T9990	18/12/2009	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICES	314.82
T9991	18/12/2009	GRESLEY ABAS PTY LTD	ARCHITECTURAL SERVICES	693.00
T9992	18/12/2009	PROJECT INDUSTRIES	PLANT / VEHICLE PARTS	704.55
T9993	18/12/2009	DSL NET AUSTRALIA	WAN AND INTERNET CHARGES	14,286.43
T9994	18/12/2009	ALLCARE MOBILE DRYCLEANING	DRYCLEANING SERVICES	50.00
T9995	18/12/2009	MODERN TEACHING AIDS	LIBRARY SUPPLIES	977.13
T9996	18/12/2009	WESTERN POWER	DESIGN FOR UPGRADING THE POWER	2,336.00
T9997	18/12/2009	MACMILLAN DISTRIBUTION SERVICES PTY LTD	LIBRARY SUPPLIES	495.20
T9998	18/12/2009	SNAP PRINTING - MIDLAND	PRINTING	1,466.00
T9999	18/12/2009	VINIDEX PTY LTD	DRAINAGE SUPPLIES	2,864.40
T10000	18/12/2009	A BARGAIN BIN SERVICE	SKIP BIN	280.00
T10001	18/12/2009	EASTERN REGION SECURITY	SECURITY SERVICES	7,577.41
T10002	18/12/2009	G.D.CHARLTON	PODIATRY SERVICES	377.14
T10003	18/12/2009	WEBSITE WEED & PEST PTY LTD	WEED CONTROL	40,920.00
T10004	18/12/2009	ROSMECH SALES & SERVICE PTY LTD	PLANT / VEHICLE PARTS	1,511.40
T10005	18/12/2009	ECHOLON AUSTRALIA PTY LTD	RISK MANAGEMENT SERVICES	3,897.22
T10006	18/12/2009	STEVE LEESON	INTERNET ACCESS REIMBURSEMENT	179.85
T10007	18/12/2009	EASIFLEET MANAGEMENT	INTERNET LEASING	2,911.95
T10008	18/12/2009	HUMES	DRAINAGE SUPPLIES	16,396.60
T10009	18/12/2009	S & S SUNTHANG	RATES REFUND	271.77
T10010	18/12/2009	PRO-LAMPS PTY LTD	LIGHTING SUPPLIES	514.80
T10011	18/12/2009	ALLAN DAVIES ARCHITECTS	OPERATION CENTRE - SUPERVISOR'S OFFICE	66,209.00
T10012	18/12/2009	RED ELEVEN	COMPUTER PARTS / ACCESSORIES	342.47
T10013	18/12/2009	KANWAL SINGH	INTERNET ACCESS REIMBURSEMENT	179.85
T10014	18/12/2009	COOPER FLUID SYSTEMS	PLANT / VEHICLE PARTS	99.56
T10015	18/12/2009	MARTIN TIMEWELL	RESERVE / VERGE MAINTENANCE	680.00
T10016	18/12/2009	BULLIVANTS PTY LTD	PROTECTIVE SUPPLIES	872.37
T10017	18/12/2009	ALLPACK SIGNS PTY LTD	SIGNAGE	1,007.60
T10018	18/12/2009	ECOSCAPE	LOCAL TRAILS MASTER PLAN	20,790.00
T10019	18/12/2009	ANDREW FOWLER-TUTT	INTERNET ACCESS REIMBURSEMENT	179.85
T10020	18/12/2009	MJB PAYNE CONSULTANTS	INSPECTION OF ROOF STRUCTURE	1,875.50
T10021	18/12/2009	HOLCIM AUSTRALIA PTY LTD (FORMERLY CEMEX)	TONNES OF 75MM LIMESTONE	10,293.56
T10022	18/12/2009	BEST CONSULTANTS PTY LTD	POWER INFRASTRUCTURE UPGRADE	14,162.50
T10023	18/12/2009	RICHARD SOENJOTO & SUSY JUNIAR	CROSSOVER REIMBURSEMENT	350.00
T10024	18/12/2009	ROSEMARY FOX DANCE ACADEMY	HALL BOND REFUND	446.00
T10025	18/12/2009	WA CONCRETTERS PTY LTD	SUPPLY AND LAY CONCRETE FOOTPATH	15,567.71
T10026	18/12/2009	PUREWATER POOL SERVICES	HYDRAULICS UPGRADE - SWIMMING POOL	5,055.60
T10027	18/12/2009	COMBINED POOLS & SPAS	SWIMMING POOL WORKS	5,718.90
T10028	18/12/2009	FORESTVALE TREES PTY LTD	GARDEN SUPPLIES	616.00

T110029	18/12/2009	CT PROFESSIONAL CONTRACTING SERVICES	TRAFFIC MANAGEMENT	6,916.25
T110030	18/12/2009	DARREN JONES	INTERNET ACCESS REFUND	179.85
T110031	18/12/2009	HOT CHILLI SOURCE PTY LTD	PROTECTIVE SUPPLIES	528.00
T110032	18/12/2009	THE TYRE DOCTOR	PLANT / VEHICLE PARTS	1,408.00
T110033	18/12/2009	S & C LINEMARKING	LINEMARKING	1,910.04
T110034	18/12/2009	WEST COAST PROFILERS PTY LTD	PLANT EQUIPMENT HIRE	9,757.00
T110035	18/12/2009	HENDER LEE ELECTRICAL	CONTRACT FOR SPORTS LIGHTING	13,395.07
T110036	18/12/2009	NEVERFAIL SPRINGWATER LTD	SUPPLY BOTTLED WATER	25.00
T110037	18/12/2009	LOCHNESS LANDSCAPE SERVICES	GARDEN / RESERVE MAINTENANCE	13,200.00
T110038	18/12/2009	THE HAIRY GARDENER PTY LTD	WALKWAY MAINTENANCE	1,089.00
T110039	18/12/2009	S K HOTCHKIN	RATES REFUND	484.02
T110040	18/12/2009	CATHERINE HIGHAM	ART PROJECT WALK THE ZIG ZAG	1,000.00
T110041	18/12/2009	DEVCO BUILDERS	INSTALLATION OF CONCRETE SEATING	60,500.00
T110042	18/12/2009	HEATHER SMITH	VOLUNTEER TRANSPORT REIMBURSEMENT	84.00
T110043	18/12/2009	HUTCH CONTRACTING BOBCAT AND TRUCK HIRE	SUPPLY AND LAY NEW CONCRETE FOOTPATH	1,860.10
T110044	18/12/2009	BRIKMAKERS	RECONSTITUTED LIMESTONE PAVING	852.50
T110045	18/12/2009	GREENLITE ELECTRICAL SERVICES PTY LTD	ELECTRICAL REPAIRS / MAINTENANCE	283.45
T110046	18/12/2009	PILA GROUP	RUGBY LEAGUE GOAL POSTS	22,038.50
T110047	18/12/2009	DEXION BALCATTIA	REPAIR / SERVICE OF RECORDS COMPACTUS	220.00
T110048	18/12/2009	LIVEPOWER CONSTRUCTION & PLANT	UNDERGROUND SERVICES	792.00
T110049	18/12/2009	TAKE A SEAT	CORPORATE MESSAGES RECEIVED IN RECOGNITION FOR MYSTERY SHOPPER AWARD PROGRAMME	507.00
T110050	18/12/2009	DOUGLAS WEBSTER	INCORRECT BANK ACCOUNT - SALARY	300.00
T110051	18/12/2009	MARGARET KNIGHT	HALL BOND REFUND	550.00
T110052	18/12/2009	TOWN OF PORT HEDLAND	RATES BPAY ERROR	2,188.72
T110053	18/12/2009	WIN WIN MEDIATION SOLUTIONS	KEY BOND REFUND	50.00
T110054	18/12/2009	FIRE AND EMERGENCY SERVICES AUTHORITY WA	ESL REMITTANCE - 2009/10 ESL QUARTER 2	861,275.40
T110055	18/12/2009	LINDA O'LOUGHLIN	ANNUAL LEAVE PAID IN ADVANCE	497.79
T110056	21/12/2009	CA TECHNOLOGY PTY LTD	INTERPLAN INTERGRATION, PLANNING, TRAINING & SUPPORT	16,500.00
T110057	21/12/2009	JAMES TRAIL	TRAVEL REIMBURSEMENT	1,194.01
T110058	10/12/2009	JOHN GILL PIANOMAN	ENTERTAINMENT - SENIORS WEEK	100.00
T110059	10/12/2009	RICHARD SZEBERT	RATES REFUND	463.91
T110060	10/12/2009	JA & E COSTLEY	RATES REFUND	348.98
T110061	10/12/2009	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	713.80
T110062	10/12/2009	MEDIBANK PRIVATE	PAYROLL DEDUCTIONS	176.92
T110063	10/12/2009	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	348.00
T110064	10/12/2009	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	262.40
T110065	10/12/2009	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	451.03
T110066	10/12/2009	TELSTRA CORPORATION	TELEPHONE ACCOUNTS	4,786.41
T110067	10/12/2009	WATER CORPORATION	WATER EXPENSES	19.65
T110068	10/12/2009	BCIFF	LEVY FEE - NOVEMBER 2009	20,850.97

845	10/12/2009	SYNERGY		POWER CHARGES	126,849.32
846	10/12/2009	ALINTA GAS		GAS	36.15
847	10/12/2009	KALAMUNDA DISTRICT PIPE BAND		PERFORMANCE AT WALK THE ZIG ZAG	400.00
848	10/12/2009	ALEC'S QUALITY MEATS		CATERING	492.30
849	10/12/2009	BUILDERS REGISTRATION BOARD OF WA		BUILDING LEVY - NOVEMBER	5,796.00
850	10/12/2009	CASH - PETER ANDERTON CENTRE		PETTY CASH REIMBURSEMENT	301.72
851	10/12/2009	CASH - ADMIN		PETTY CASH REIMBURSEMENT	841.00
852	10/12/2009	CASH - KALAMUNDA LIBRARY		PETTY CASH REIMBURSEMENT	234.26
853	10/12/2009	CASH - HARTFIELD PARK		PETTY CASH REIMBURSEMENT	152.05
854	10/12/2009	D & C RIMMER		HOME OCCUPATION REFUND	199.00
855	10/12/2009	CHRIS & JOHN SULTANA		PRIVATE WORKS REFUND	5,700.00
856	10/12/2009	AMANDA LOUISE NEWELL		DOG REGISTRATION REFUND	57.00
857	10/12/2009	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT		PAYROLL DEDUCTIONS	40.00
858	10/12/2009	CASH - MEALS ON WHEELS		PETTY CASH REIMBURSEMENT	677.00
859	10/12/2009	JASON RUSSELL		DOG REGISTRATION REFUND	25.00
860	10/12/2009	MARY FREDERIKSEN		PLANNING APPLICATION FEE REFUND	132.00
861	10/12/2009	TED FOWLER		CROSSOVER REIMBURSEMENT	350.00
862	16/12/2009	CASH - ADMIN		PETTY CASH REIMBURSEMENT	300.00
863	17/12/2009	GERALDINE SUSAN SMAILES		CAKE - VOLUNTEERS DAY	75.00
864	17/12/2009	HOSPITAL BENEFIT FUND OF WA		PAYROLL DEDUCTIONS	1,006.90
865	17/12/2009	MEDIBANK PRIVATE		PAYROLL DEDUCTIONS	88.46
866	17/12/2009	AUSTRALIAN SERVICES UNION		PAYROLL DEDUCTIONS	385.80
867	17/12/2009	MUNICIPAL EMPLOYEES UNION		PAYROLL DEDUCTIONS	295.20
868	17/12/2009	CHILD SUPPORT AGENCY		PAYROLL DEDUCTIONS	451.03
869	17/12/2009	TELSTRA CORPORATION		TELEPHONE ACCOUNTS	127.52
870	17/12/2009	WATER CORPORATION		WATER EXPENSES	23.60
871	17/12/2009	SYNERGY		POWER CHARGES	239.30
872	17/12/2009	GOOSEBERRY HILL PRIMARY SCHOOL		HALL BOND REFUND	350.00
873	17/12/2009	LESMURDIE SENIOR HIGH SCHOOL		HALL BOND REFUND	350.00
874	17/12/2009	CROSSLAND & HARDY PTY LTD - CONSULTING SURVEYORS		SURVEYING SERVICES	4,620.00
875	17/12/2009	MAGPIES MAGAZINE		SUBSCRIPTION	53.00
876	17/12/2009	WATER CORPORATION (LEEDERVILLE)		HIRE OF WATER CORP STAND PIPE METRE REIMBURSEMENT	1,053.45
877	17/12/2009	LIONS CLUB FORRESTFIELD HIGH WYCOMBE (INC)		GYM SUPPLIES	83.50
878	17/12/2009	BIG W (AR W1.C3.U.07)		CROSSOVER REIMBURSEMENT	253.49
879	17/12/2009	ADRIAN VALLANCE		LIBRARY SUPPLIES	250.00
880	17/12/2009	SCARBOROUGH PUBLIC LIBRARY - CITY OF STIRLING			9.90
881	17/12/2009	CASH - PETER ANDERTON CENTRE		PETTY CASH REIMBURSEMENT	200.00
882	17/12/2009	CASH - ADMIN		PETTY CASH REIMBURSEMENT	798.50
883	17/12/2009	KYLIE PENNIMMENT		HALL BOND REFUND	350.00
884	17/12/2009	CASH - KALAMUNDA LIBRARY		PETTY CASH REIMBURSEMENT	238.13

3885	17/12/2009	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	90.40
3886	17/12/2009	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	86.45
3887	17/12/2009	UNIQUE MODELS	HALL BOND REFUND	350.00
3888	17/12/2009	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	PAYROLL DEDUCTIONS	40.00
3889	17/12/2009	CASH - LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	95.10
3890	17/12/2009	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	145.05
3891	17/12/2009	MAJSTROVICH BUILDING COMPANY	KIOSK UPGRADE TO AQUATIC CENTRE	97,900.00
3892	18/12/2009	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	573.00
3893	21/12/2009	TELSTRA CORPORATION	TELEPHONE ACCOUNTS	197.46
				4,026,809.64

Chq/EFT	Date	Name	Description	Amount
84	22/12/2009	RETAIL DECISIONS PTY LTD	BEVERAGES	164.94
85	6/01/2010	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	93,397.74
86	7/01/2010	LES MILLS AUSTRALIA	MONTHLY LICENCE FEE	536.43
87	7/01/2010	WESTNET PTY LTD	MONTHLY LICENCE FEE	59.94
88	11/01/2010	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	899.00
89	12/01/2010	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS	13,381.01
90	19/01/2010	RETAIL DECISIONS PTY LTD	BEVERAGES	754.38
92	20/01/2010	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	107,629.09
EFT10058	24/12/2009	AIR ROOFING CO PTY LTD	CEILING REPAIRS	62,975.00
EFT10059	24/12/2009	COUNTRY KITCHEN CATERING	CATERING	4,906.00
EFT10060	8/01/2010	KALAMUNDA ACCIDENT REPAIR CENTRE	INSURANCE EXCESS FOR REPAIRS	1,484.00
EFT10061	8/01/2010	MOTORCHARGE LTD	FUEL	1,971.89
EFT10062	8/01/2010	LIQUORLAND STORES	REFUND DEPOSITED TWICE	446.39
EFT10063	8/01/2010	TOPCON POSITIONING SYSTEMS (AUSTRALIA) PTY LTD	MAINTENANCE AGREEMENT CIVILCAD SOFTWARE	1,144.00
EFT10064	8/01/2010	GARDEN CONCEPTS	LANDSCAPE MAINTENANCE	22,043.72
EFT10065	8/01/2010	TANIA M BELLETTY	GRANT WRITING ASSISTANCE	700.00
EFT10066	8/01/2010	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER	46.25
EFT10067	8/01/2010	WILSONS SIGN SOLUTIONS	SIGNAGE	55.00
EFT10068	8/01/2010	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS MAINTENANCE/REPAIRS	315.53
EFT10069	8/01/2010	GTS TELEPHONE SERVICE	TELEPHONE MAINTENANCE/REPAIRS	825.00
EFT10070	8/01/2010	CHEMRING AUSTRALIA PTY LTD	FIRE PROTECTION SUPPLIES	274.45
EFT10071	8/01/2010	INTEWORK INC	BUS CLEANING	47.85
EFT10072	8/01/2010	DOMINIC D'LENO (STRATOSFUNK - SOUL BAND)	PERFORMANCE - VOLUNTEERS DAY	1,500.00
EFT10073	8/01/2010	OLK & ASSOCIATES	ARCHITECTURAL SERVICES	17,831.00
EFT10074	8/01/2010	BRUMBY'S KALAMUNDA	CATERING	71.06
EFT10075	8/01/2010	DAVRHO HANDYMAN & CLEANING	GARDENING CONTRACT	1,568.60
EFT10076	8/01/2010	NEVERFAIL SPRINGWATER LTD (FORRESTFIELD LIB)	WATER SUPPLIES	16.25
EFT10077	8/01/2010	SHERICH BUILDING SURVEYING & BUILDING SERVICES	CONTRACT BUILDING SURVEYOR	4,664.00
EFT10078	8/01/2010	BPA ENGINEERING	STRUCTURAL SCHEMATIC DESIGN	7,590.00
EFT10079	8/01/2010	MAD COW ELECTRICS	ELECTRICAL MAINTENANCE/REPAIRS	563.05
EFT10080	8/01/2010	ROAD RUNNERS AUTO ACCESSORIES	SIGN WRITING	440.00
EFT10081	8/01/2010	AIR ROOFING CO PTY LTD	CEILING REPLACEMENT / MAINTENANCE	68,189.00
EFT10082	8/01/2010	INSPIRATIONAL PARTIES	FAIRY LIGHTS AND DELIVERY	40.00

EFT10083	8/01/2010	MELTAWATER NEWS AUSTRALIA PTY LTD	MEDIA MONITORING	14,894.00
EFT10084	8/01/2010	RH & DA SIMPSON	RATES REFUND	552.46
EFT10085	8/01/2010	NT FORSTER	RATES REFUND	485.24
EFT10086	8/01/2010	MARIA PERKINS	TRAVEL COMMUNITY VISITORS SCHEME	45.00
EFT10087	8/01/2010	ARON MCQUOID	CROSSOVER REIMBURSEMENT	350.00
EFT10088	8/01/2010	CHRIS PAULUS	FOOTPATH DEPOSIT REFUND	700.00
EFT10089	8/01/2010	MARGARET E TADIC	TRAVEL COMMUNITY VISITORS SCHEME	45.00
EFT10090	8/01/2010	ZOFIA PALUSZAK	TRAVEL COMMUNITY VISITORS SCHEME	52.50
EFT10091	8/01/2010	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	20,604.71
EFT10092	8/01/2010	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	264.00
EFT10093	8/01/2010	AUSTRALIA POST	POSTAGE / TRANSACTION FEES	5,537.54
EFT10094	8/01/2010	GULLY VIEWS NEWSAGENCY	PAPERS AND PAPER BACKS	69.15
EFT10095	8/01/2010	KALAMUNDA TOYOTA	NEW VEHICLE	25,682.10
EFT10096	8/01/2010	KOSTERAS KALAMUNDA PTY LTD	PLANT / VEHICLE PARTS	1,045.00
EFT10097	8/01/2010	WA LOCAL GOVERNMENT ASSOC	SUBSCRIPTION PERTH BIODIVERSITY PROJECT.	1,611.08
EFT10098	8/01/2010	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	187.68
EFT10099	8/01/2010	SELLEYS ENGINEERING	STEEL FABRICATIONS	7,261.10
EFT10100	8/01/2010	STATE LIBRARY OF W.A.	LOST AND DAMAGED BOOKS	552.25
EFT10101	8/01/2010	WESFARMERS KLEENHEAT GAS PTY LTD	GAS BOTTLES	112.00
EFT10102	8/01/2010	ECHO NEWSPAPER	ADVERTISING	275.00
EFT10103	8/01/2010	AUSSIE MAINTENANCE	BUILDING MAINTENANCE	2,409.00
EFT10104	8/01/2010	EASTERN METROPOLITAN REGIONAL COUNCIL	TIPPING / CONSULTING	118,568.69
EFT10105	8/01/2010	ZIPFORM PTY LTD	PRODUCTION & PRINTING INSTALLMENT NOTICES	5,531.39
EFT10106	8/01/2010	DOMUS NURSERY	GARDEN / RESERVE SUPPLIES	77.88
EFT10107	8/01/2010	HILLS APPLIANCES	ELECTRICAL SUPPLIES	40.00
EFT10108	8/01/2010	BRADDOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES	960.74
EFT10109	8/01/2010	MOBITOW PTY LTD	TOWING FEES	77.00
EFT10110	8/01/2010	LESMURDIE FLORIST AND GIFT CENTRE	FLOWERS	500.00
EFT10111	8/01/2010	GRIMES CONTRACTING PTY LTD	BUILDING MAINTENANCE	4,222.72
EFT10112	8/01/2010	GRO-TURF	TURF MAINTENANCE & REPAIRS	572.00
EFT10113	8/01/2010	CORPORATE EXPRESS AUSTRALIA LTD	OFFICE SUPPLIES	300.83
EFT10114	8/01/2010	FOODWORKS FRESH FORRESTFIELD	GROCERIES	470.11
EFT10115	8/01/2010	3D NETWORKS AUSTRALIA PTY LTD	COMPUTER PARTS / ACCESSORIES	2,386.81
EFT10116	8/01/2010	LO-GO APPOINTMENTS	TEMP STAFF	5,427.41
EFT10117	8/01/2010	STAFFLINK INDUSTRIAL	TEMP STAFF	2,257.41
EFT10118	8/01/2010	GLENN SWIFT ENTERTAINMENT	STORY & SANTA PERFORMANCE	302.50

EFT10119	8/01/2010	FLEXI STAFF PTY.LTD.	TEMP STAFF	1,603.03
EFT10120	8/01/2010	SKILLPATH SEMINARS	TRAINING	398.00
EFT10121	8/01/2010	HOMESTART	FOOTPATH DEPOSIT REFUND	750.00
EFT10122	8/01/2010	AIR LIQUIDE WA PTY LTD	GAS SUPPLY	94.64
EFT10123	8/01/2010	LOVEGROVE TURF SERVICES PTY	GARDEN / RESERVE SUPPLIES	495.00
EFT10124	8/01/2010	PICKERING BROOK SPORTS CLUB (INC)	CATERING / TABLE ARRANGEMENTS	15,906.20
EFT10125	8/01/2010	MARY'S MOUNT PRIMARY SCHOOL	CROSSOVER REIMBURSEMENT	350.00
EFT10126	8/01/2010	LESMURDIE PRIMARY SCHOOL P & C ASSOC	HALL BOND REFUND	989.75
EFT10127	8/01/2010	WALLISTON PRIMARY SCHOOL	HALL BOND REFUND	350.00
EFT10128	8/01/2010	CRABBS KALAMUNDA (IGA)	GROCERIES	1,327.14
EFT10129	8/01/2010	ROSS NORTH HOMES	FOOTPATH DEPOSIT REFUND	750.00
EFT10130	8/01/2010	WATTLE GROVE VETERINARY HOSPITAL	VETERINARY FEES	55.00
EFT10131	8/01/2010	ASHMY PTY LTD	FOOTPATH DEPOSIT REFUND	2,150.00
EFT10132	8/01/2010	HOMEBUYERS CENTRE	FOOTPATH DEPOSIT REFUND	1,400.00
EFT10133	8/01/2010	WOODLUPINE SENIORS COFFEE LOUNGE	HALL BOND REFUND	500.00
EFT10134	8/01/2010	ENVIRONMENTAL INDUSTRIES PTY LTD	DUNDAS ROAD EROSION CONTROL	36,543.10
EFT10135	8/01/2010	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT HIRE	3,065.85
EFT10136	8/01/2010	WILD SEASONS FLOWERS PTY LTD	FLOWERS	80.00
EFT10137	8/01/2010	CAI FENCES	SUPPLY & INSTALL PERIMETER FENCING	74,800.00
EFT10138	8/01/2010	L & C JACKSON t/a FORRESTFIELD NEWS DELIVERY ROUND	NEWSPAPER DELIVERIES	97.92
EFT10139	8/01/2010	RURAL BUILDING COMPANY PTY LTD	FOOTPATH DEPOSIT REFUND	700.00
EFT10140	8/01/2010	DICK SMITH ELECTRONICS	ELECTRICAL SUPPLIES	298.00
EFT10141	8/01/2010	C.Y. BOBCATS	VERGE MAINTENANCE & BRANCH REMOVAL	726.00
EFT10142	8/01/2010	METZ HANDYMAN SERVICES	BUILDING MAINTENANCE/REPAIRS	4,019.34
EFT10143	8/01/2010	HILL TOP BUILDING MAINTENANCE	BUILDING MAINTENANCE/ REPAIRS	29,735.35
EFT10144	8/01/2010	A1 WALLISTON TREE SERVICES	PRUNE VERGE VEGETATION	163,134.65
EFT10145	8/01/2010	LIONS CLUB OF LESMURDIE (INC)	BBQ HIRE	150.00
EFT10146	8/01/2010	CELEBRATION HOMES	FOOTPATH DEPOSIT REFUND	700.00
EFT10147	8/01/2010	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	476.00
EFT10148	8/01/2010	J. POLETTI ( BLACKCAT NOMINEES )	WORKS BOND REFUND	1,819.44
EFT10150	8/01/2010	HIGHBURY HOMES (WA) PTY LTD	FOOTPATH DEPOSIT REFUND	1,650.00
EFT10151	8/01/2010	FOOD TECHNOLOGY SERVICES PTY LTD	TEMP STAFF	4,217.13
EFT10152	8/01/2010	BGC RESIDENTIAL PTY LTD	FOOTPATH DEPOSIT REFUND	1,650.00
EFT10153	8/01/2010	G FORCE SIMNETT PRINTING	PRINTING	602.69
EFT10154	8/01/2010	AUS-RHO PAINTS	SUPPLY PAINT PRODUCTS	428.00



EFT10155	8/01/2010	VOLUNTEERING WESTERN AUSTRALIA	MEMBERSHIP VOLUNTEERING W A	187.00
EFT10156	8/01/2010	CE PUDNEY	RATES REFUND	339.41
EFT10157	8/01/2010	DAPS	ROAD VERGE / RESERVE MAINTENANCE	8,063.00
EFT10158	8/01/2010	HILLS GOURMET	CATERING	165.00
EFT10159	8/01/2010	HARVEY FRESH (1994) LTD	MILK SUPPLY	136.44
EFT10160	8/01/2010	DORSOGNA LTD	CHRISTMAS HAMS FOR DEPOT	2,826.95
EFT10161	8/01/2010	BLUEPRINT HOMES	FOOTPATH DEPOSIT REFUND	950.00
EFT10162	8/01/2010	HILLS GAS SUPPLY	BOTTLED GAS	80.00
EFT10163	8/01/2010	KERB - FIX	SUPPLY AND LAY CONCRETE MOUNTABLE KERB	710.60
EFT10164	8/01/2010	MAIDA VALE DELIVERY ROUND	PAPER DELIVERIES	58.20
EFT10165	8/01/2010	G.D.CHARLTON	PODIATRY SERVICES	942.86
EFT10166	8/01/2010	MARY HUTTER	PURCHASE REIMBURSEMENT	390.00
EFT10167	8/01/2010	ROSMECH SALES & SERVICE PTY LTD	PLANT / VEHICLE PARTS	698.50
EFT10168	8/01/2010	BUGGLES (SHEMEX PTY LTD)	KEY BOND REFUND	50.00
EFT10169	8/01/2010	SECURE TRAFFIC	TRAFFIC MANAGEMENT	11,453.75
EFT10170	8/01/2010	STEVE LEESON	CPA SUBSCRIPTION REFUND	585.00
EFT10171	8/01/2010	EASFLEET MANAGEMENT	NOVATED LEASING	1,612.79
EFT10172	8/01/2010	RICHARD LEE WILSON	CROSSOVER REIMBURSEMENT	350.00
EFT10173	8/01/2010	CHRIS WHITE & JODIE BURROWS	CROSSOVER REIMBURSEMENT	350.00
EFT10174	8/01/2010	RIFAT AFSANA	CROSSOVER REIMBURSEMENT	350.00
EFT10175	8/01/2010	Y & P NAIDOO	FOOTPATH DEPOSIT REFUND	950.00
EFT10176	8/01/2010	WA CONCRETTERS PTY LTD	CONCRETE PATHS	18,607.92
EFT10177	8/01/2010	RESIDENTIAL BUILDING WA PTY LTD	FOOTPATH DEPOSIT REFUND	3,050.00
EFT10178	8/01/2010	THE TYRE DOCTOR	PLANT / VEHICLE PARTS	2,709.30
EFT10179	8/01/2010	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER	163.11
EFT10181	8/01/2010	DEAN THOMAS	CROSSOVER REIMBURSEMENT	350.00
EFT10182	8/01/2010	NEVERFAIL SPRINGWATER LTD (HACC)	SUPPLY BOTTLED WATER	8.75
EFT10183	8/01/2010	LOCHNESS LANDSCAPE SERVICES	RESERVE / GARDEN MAINTENANCE	8,712.00
EFT10184	8/01/2010	THE HAIRY GARDENER PTY LTD	GARDEN / RESERVE MAINTENANCE	2,277.00
EFT10185	8/01/2010	JAN WELYKY	TRAVEL COMMUNITY VISITORS SCHEME	108.00
EFT10186	8/01/2010	BEVERLEY DUFF	TRAVEL COMMUNITY VISITORS SCHEME	37.50
EFT10187	8/01/2010	MARRA & ASSOCIATES	STRUCTURAL ENGINEERING SERVICES	440.00
EFT10188	8/01/2010	DESIGN BY NUMBERS	WEB DESIGN	2,816.00
EFT10189	8/01/2010	MATTHEW HARDING	CONCEPT DEVELOPMENT FEE	6,600.00
EFT10190	8/01/2010	LIBERTY OIL WESTERN AUSTRALIA PTY LTD	LITRES OF DIESEL	36,462.37

EFT10191	8/01/2010	LAUREL J SIMEON	RATES REFUND	646.07
EFT10192	8/01/2010	PSI AUDIO (WA) PTY LTD	AUDIO EQUIPMENT HIRE	1,320.00
EFT10193	8/01/2010	LEE ANN TAN	CROSSOVER REIMBURSEMENT	350.00
EFT10194	8/01/2010	PENELOPE SMITH	FOOTPATH DEPOSIT REFUND	1,050.00
EFT10195	8/01/2010	B J BOOTH	RATES REFUND	504.94
EFT10196	8/01/2010	SUSAN E JONES	KEY BOND REFUND	50.00
EFT10197	8/01/2010	MELISSA EMERY	HALL BOND REFUND	350.00
EFT10198	14/01/2010	BRUMBY'S KALAMUNDA	CATERING	348.60
EFT10199	14/01/2010	CLEANAWAY (7004295)	HOUSEHOLD REFUSE REMOVAL / RECYCLE	211,212.88
EFT10200	14/01/2010	MIDWASTE	PROVIDE WASTE SERVICES	4,084.45
EFT10201	14/01/2010	HILLS BMX CLUB	REIMBURSE CLUB FOR MAINTENANCE EXPENDITURE	2,816.12
EFT10202	14/01/2010	JAMES TRAIL	REIMBURSEMENT	2,787.24
EFT10203	21/01/2010	BEAUMONDE CATERING	CATERING	3,365.63
EFT10204	21/01/2010	TANIA M BELLETTY	GRANT WRITING ASSISTANCE	1,120.00
EFT10205	21/01/2010	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE	3,936.30
EFT10206	21/01/2010	GTS TELEPHONE SERVICE	TELEPHONE SERVICES / REPAIRS	330.00
EFT10207	21/01/2010	YOUTH ACTION KALAMUNDA INC	ANNUAL YOUTH BUDGET ALLOCATION- 'CHANGEMAKERS'	16,500.00
EFT10208	21/01/2010	IAN KINNER AND ASSOCIATES	CONSULTING SERVICES	2,433.75
EFT10209	21/01/2010	CA TECHNOLOGY PTY LTD	SERVICE DELIVERY REVIEW	59,409.90
EFT10210	21/01/2010	PAUL'S BUS COMPANY PTY LTD	BUS SERVICE	1,782.00
EFT10211	21/01/2010	MOUSE PROMOTIONS	ENTERTAINMENT- CORYMBIA FESTIVAL	8,800.00
EFT10212	21/01/2010	PETER HAMMOND	FOOTPATH REPAIRS	14,096.77
EFT10213	21/01/2010	CARLA BOND	GROUP FITNESS CLASSES	400.00
EFT10214	21/01/2010	DAVRHO HANDYMAN & CLEANING	GARDENING CONTRACT WORK	1,705.00
EFT10215	21/01/2010	FOOD SAFETY PLUS PTY LTD	FOOD SAFETY WORKSHOP	440.00
EFT10216	21/01/2010	CIRCUS CHALLENGE	CIRCUS CHALLENGE - WALK THE ZIG ZAG	2,145.00
EFT10217	21/01/2010	THROUGH THE LENS PHOTOGRAPHY	PHOTOGRAPHY OF ARTWORKS	400.00
EFT10218	21/01/2010	MAD COW ELECTRICS	ELECTRICAL MAINTENANCE/REPAIRS	4,878.64
EFT10219	21/01/2010	ENV AUSTRALIA PTY LTD	DISTRICT WATER MANAGEMENT STRATEGY	6,678.38
EFT10220	21/01/2010	WORLDWIDE WEDD PTY LTD T/A EHS-WA	CARPET CLEANING	350.00
EFT10221	21/01/2010	WA COUNTRY CEILINGS	CEILING REPAIRS / MAINTENANCE	8,017.90
EFT10222	21/01/2010	COCKBURN WETLANDS EDUCATION CENTRE	REGISTRATION	50.00
EFT10223	21/01/2010	VE GRAPHICS PTY LTD	BANNER- AUSTRALIA DAY 2010	847.00
EFT10224	21/01/2010	MARIA SMEETS	TRAVEL COMMUNITY VISITORS SCHEME	36.00

EFT10225	21/01/2010	KENT COLIN LESLIE	REFUND	40.00
EFT10226	21/01/2010	RHODA MAY WHELAN	FOOTPATH DEPOSIT REFUND	700.00
EFT10227	21/01/2010	MARK URBANI	CROSSOVER REIMBURSEMENT	350.00
EFT10228	21/01/2010	COLIN WALKER	KEY BOND REFUND	50.00
EFT10229	21/01/2010	IAN BARKLEY MCEWEN	TRAVEL COMMUNITY VISITORS SCHEME	96.00
EFT10230	21/01/2010	MAIDA VALE BAPTIST CHURCH	GRANT - CAROLS ON THE GREEN	3,000.00
EFT10231	21/01/2010	ADRIANNA DOORN	KEY BOND REFUND	50.00
EFT10232	21/01/2010	GARY MARTIN LAWNMOWING	GARDEN / RESERVE MOWING	280.00
EFT10233	21/01/2010	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	20,622.14
EFT10234	21/01/2010	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	264.00
EFT10235	21/01/2010	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	518.55
EFT10236	21/01/2010	CLEANAWAY (7004295)	WASTE RECYCLING CHARGES	6,465.80
EFT10237	21/01/2010	GULLY VIEWS NEWSAGENCY	PAPER AND MAGAZINE DELIVERIES	639.19
EFT10238	21/01/2010	KALAMUNDA TOYOTA	NEW VEHICLE	28,168.11
EFT10239	21/01/2010	SELLEYS ENGINEERING	STEEL FABRICATION	836.00
EFT10240	21/01/2010	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT HIRE	9,834.00
EFT10241	21/01/2010	AUSSIE MAINTENANCE	BUILDING MAINTENANCE	2,178.00
EFT10242	21/01/2010	KALAMUNDA FENCING & GATE MAKERS	INSTALL FENCING	26,823.50
EFT10243	21/01/2010	EASTERN METROPOLITAN REGIONAL COUNCIL	TIPPING / CONSULTING	36,107.11
EFT10244	21/01/2010	HILLS APPLIANCES	ELECTRICAL SUPPLIES	3,747.00
EFT10245	21/01/2010	3 VODAFONE HUTCHISON AUSTRALIA PTY LTD	PURCHASE OF PAGERS	18,381.04
EFT10246	21/01/2010	SANDGROPER SEPTICS	SERVICE & PUMP OUT WASTE TANKS	717.45
EFT10247	21/01/2010	BRADDOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES	1,462.93
EFT10248	21/01/2010	MOBITOW PTY LTD	TOWING FEES	99.00
EFT10249	21/01/2010	LINDLEY CONTRACTING	PLUMBING MAINTENANCE / REPAIRS	94,275.00
EFT10250	21/01/2010	THE SHELL COMPANY OF AUSTRALIA LTD	FUEL	1,343.49
EFT10251	21/01/2010	LGIS LIABILITY SCHEME	INSURANCE CLAIM	1,798.50
EFT10252	21/01/2010	GRIMES CONTRACTING PTY LTD	BUILDING MAINTENANCE	4,263.65
EFT10253	21/01/2010	HILL TOP TROPHIES (MILPROP WA)	NAME BADGES	87.45
EFT10254	21/01/2010	FOODWORKS FRESH FORRESTFIELD	GROCERIES	440.59
EFT10255	21/01/2010	LO-GO APPOINTMENTS	TEMP STAFF	6,565.57
EFT10256	21/01/2010	STAFFLINK INDUSTRIAL	TEMP STAFF	6,088.77
EFT10257	21/01/2010	FLEXI STAFF PTY.LTD.	TEMP STAFF	4,370.01
EFT10258	21/01/2010	ZIG ZAG GRAPHICS AND PRINT	PRINTING / LAMINATING	185.00
EFT10259	21/01/2010	SEBASTIAN BUTCHERS	GROCERIES	2,087.18
EFT10260	21/01/2010	CHICKEN TREAT	CATERING	128.50

EFT10261	21/01/2010	CRABBS KALAMUNDA (IGA)	GROCERIES	1,050.85
EFT10262	21/01/2010	CONTENT LIVING PTY LTD	PLANNING DISPENSATION FEE REFUND	100.00
EFT10263	21/01/2010	DALE ALCOCK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	700.00
EFT10264	21/01/2010	HOMEBUYERS CENTRE	FOOTPATH DEPOSIT REFUND	700.00
EFT10265	21/01/2010	SWAN HILLS PARTY HIRE	EQUIPMENT HIRE	1,994.82
EFT10266	21/01/2010	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT HIRE	5,438.30
EFT10267	21/01/2010	WILD SEASONS FLOWERS PTY LTD	FLOWERS	75.00
EFT10268	21/01/2010	C.Y. BOBCATS	GARDEN / RESERVE MAINTENANCE	2,310.00
EFT10269	21/01/2010	THE FARM SHOP (WA) PTY LTD	PLANT / FENCING SUPPLIES	420.00
EFT10270	21/01/2010	METZ HANDYMAN SERVICES	BUILDING MAINTENANCE/REPAIRS	2,449.99
EFT10271	21/01/2010	ANDREW DODD	CROSSOVER REIMBURSEMENT	350.00
EFT10272	21/01/2010	CELEBRATION HOMES	FOOTPATH DEPOSIT REFUND	700.00
EFT10273	21/01/2010	KATHRYN SIMS	HOLIDAY LEISURE PROGRAM REFUND	33.00
EFT10274	21/01/2010	KALAMUNDA CHAMBER OF COMMERCE INC	CONTRIBUTION	20,500.00
EFT10275	21/01/2010	DAPS	GARDEN / RESERVE MAINTENANCE	2,992.00
EFT10276	21/01/2010	HILLS GOURMET	CATERING	140.40
EFT10277	21/01/2010	PROPAGANDER	PROPAGANDER HIRE	880.00
EFT10278	21/01/2010	HARVEY FRESH (1994) LTD	MILK SUPPLY	163.62
EFT10279	21/01/2010	JULIE ANNE ISMAIL	CROSSOVER REIMBURSEMENT	350.00
EFT10280	21/01/2010	KALAMUNDA SWEEPING	SWEEPING TO ALL PATHS / CARPARKS	6,438.16
EFT10281	21/01/2010	SHAYLA MARIE STRAPPS	FOOTPATH DEPOSIT REFUND	700.00
EFT10282	21/01/2010	KERB - FIX	SUPPLY AND LAY CONCRETE MOUNTABLE KERB	429.00
EFT10283	21/01/2010	MAIDA VALE DELIVERY ROUND	PAPER DELIVERIES	58.20
EFT10284	21/01/2010	G.D.CHARLTON	PODIATRY SERVICES	535.96
EFT10285	21/01/2010	SECURE TRAFFIC	TRAFFIC MANAGEMENT	10,040.25
EFT10286	21/01/2010	JORDAN DYER	STATE TEAM FUNDING	150.00
EFT10287	21/01/2010	EASIFLEET MANAGEMENT	NOVATED LEASING	4,524.74
EFT10288	21/01/2010	FAMILY HOLDINGS PTY LTD	VERGE TREE REPLACEMENT BOND	300.00
EFT10289	21/01/2010	MARIA FURFARO	RATES REFUND	700.00
EFT10290	21/01/2010	OVEN SPARKLE PTY LTD	CLEANING SERVICES	711.15
EFT10291	21/01/2010	ANDREW FOWLER-TUTT	P/A CORPORATE MEMBERSHIP REFUND	365.00
EFT10292	21/01/2010	EMILY YEON BLYTHE	PART DOG REGISTRATION REFUND	57.00
EFT10293	21/01/2010	ASTRO ALLOYS (AUST) PTY LTD	PLANT / VEHICLE PARTS	220.40
EFT10294	21/01/2010	KAYA NOBLE	CROSSOVER REIMBURSEMENT	350.00
EFT10295	21/01/2010	WA CONCRETTERS PTY LTD	SUPPLY AND LAY CONCRETE FOOTPATH	16,542.60
EFT10296	21/01/2010	STEPHEN KNOWLES & PETA PENGILLY	CROSSOVER REIMBURSEMENT	350.00

EFT10297	21/01/2010	PHILLIP TYSOE	CROSSOVER REIMBURSEMENT	350.00
EFT10298	21/01/2010	THE TYRE DOCTOR	PLANT / VEHICLE PARTS	275.00
EFT10299	21/01/2010	CATHERINE CAITLIN	KEY BOND REFUND	50.00
EFT10300	21/01/2010	FRANK AH-KUOI & SAILI TOMULI	CROSSOVER REIMBURSEMENT	289.35
EFT10301	21/01/2010	PATRICIA JOAN HOLMES	TRAVEL COMMUNITY VISITORS SCHEME	67.50
EFT10302	21/01/2010	RAMAKRISHNAN KAMALANATHAN	FOOTPATH DEPOSIT REFUND	700.00
EFT10303	21/01/2010	ROOM WITH A HUE	COLOUR CONSULTANT	150.00
EFT10304	21/01/2010	PKF AUSTRALIA LTD	PROFESSIONAL SERVICES RENDERED	1,595.00
EFT10305	21/01/2010	JULIA HEWSON	TRAVEL COMMUNITY VISITORS SCHEME	22.50
EFT10306	21/01/2010	DESIREE KOVACEVICH	TELEPHONE REIMBURSEMENT	146.11
EFT10307	21/01/2010	MOTHERS GROUP MEETING	KEY BOND REFUND	50.00
EFT10308	27/01/2010	WATER DYNAMICS	RETICULATION PARTS	3,750.47
EFT10309	27/01/2010	BELMONT HIRE	EQUIPMENT HIRE	300.39
EFT10310	27/01/2010	WOOLWORTHS LIMITED	GROCERIES	210.50
EFT10311	27/01/2010	PARKERVILLE CHILDREN & YOUTH CARE INC	YOUTH WORK SERVICE FOR HIGH WYCOMBE	11,880.00
EFT10312	27/01/2010	BALWYN RECYCLING PTY LTD	WASTE RECYCLING CHARGES	4,617.80
EFT10313	27/01/2010	STYLECORP CORPORATE WEAR	UNIFORM	616.44
EFT10314	27/01/2010	PROMACO CONVENTIONS PTY LTD	EXTRA HOURS ON RENUMBERING OF PRODUCT MAP	85.00
EFT10315	27/01/2010	METROPRESS	PRINTING	823.90
EFT10316	27/01/2010	BLUE RIBBON PET FOODS	PET FOODS	144.00
EFT10317	27/01/2010	KLEENIT PTY LTD	HIRE OF LABOUR TO REMOVE GRAFFITI	200.20
EFT10318	27/01/2010	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER	72.50
EFT10319	27/01/2010	WILSONS SIGN SOLUTIONS	TROPHY FOR CHRISTMAS DECORATIONS	165.00
EFT10320	27/01/2010	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	DEBT COLLECTION FEES - RATES	38,525.33
EFT10321	27/01/2010	PLANTRITE	PLANTS	4,763.00
EFT10322	27/01/2010	RUDD INDUSTRIAL & FARM SUPPLIES	INDUSTRIAL & FARM SUPPLIES	377.39
EFT10323	27/01/2010	IMAGE EMBROIDERY	UNIFORM SUPPLIES	2,423.74
EFT10324	27/01/2010	FIRE AND SAFETY WA	FIRE PROTECTION SUPPLIES	2,139.28
EFT10325	27/01/2010	KONICA MINOLTA BUSINESS SOLUTIONS P/L	PHOTOCOPYING CHARGES	1,428.93
EFT10326	27/01/2010	SERCUL (SOUTH EAST REGIONAL CENTRE URBAN L/CARE)	ROCK LINING OF CREEK BED	5,445.00
EFT10327	27/01/2010	INFORM CONNECTIONS PTY LTD	GYM EQUIPMENT SUPPLIES	1,355.64
EFT10328	27/01/2010	INFOODS PTY LTD	FIRE PROTECTION CREW SUPPLIES	904.29
EFT10329	27/01/2010	NATSPEC	BUILDING BASIC SUBSCRIPTION	649.00
EFT10330	27/01/2010	HIGHLAND EXPRESS	COURIER FEES	552.20

EFT10331	27/01/2010	COUNTRYWIDE PUBLICATIONS	ADVERTISING	858.00
EFT10332	27/01/2010	NEW WEST FOODS (WA) PTY LTD	GROCERIES	464.10
EFT10333	27/01/2010	FREESTYLE NOW	SKATE AND BMX COACHING CLINIC	935.00
EFT10334	27/01/2010	SEALANES PTY LTD	GROCERIES	1,391.20
EFT10335	27/01/2010	CABCHARGE AUSTRALIA LIMITED	CAB CHARGE	72.05
EFT10336	27/01/2010	SAMPSON DISTRIBUTORS	GROCERIES	301.85
EFT10337	27/01/2010	12D SOLUTIONS PTY LTD	SOFTWARE-ANNUAL MAINTENANCE	1,980.00
EFT10338	27/01/2010	DAVIS LANGDON AUSTRALIA PTY LTD	QUANTITY SURVEYING SERVICES	5,500.00
EFT10339	27/01/2010	NEVERFAIL SPRINGWATERLTD (FORRESTFIELD LIB)	BOTTLED WATER SUPPLIES	16.25
EFT10340	27/01/2010	CAFE CORPORATE	COFFEE MACHINE SUPPLIES	290.00
EFT10341	27/01/2010	ON SITE RENTALS PTY LTD	EQUIPMENT HIRE	528.00
EFT10342	27/01/2010	GREENLINE AG PTY LTD	PLANT / VEHICLE PARTS	565.31
EFT10343	27/01/2010	MONITORED ALARM SYSTEMS	SECURITY MONITORING SERVICES	198.00
EFT10344	27/01/2010	SUPERLIFT GARAGE DOORS	SUPPLY & INSTALL NEW ROLL-A-DOOR	1,140.00
EFT10345	27/01/2010	CATERLINK	SUPPLY & INSTALLATION OF CANOPY	6,003.80
EFT10346	27/01/2010	SYRINX ENVIRONMENTAL P/L	CONCEPT & DESIGN PLAN	1,853.75
EFT10347	27/01/2010	THE PLANNING GROUP WA PTY LTD	STRUCTURE PLAN PREPARATION	627.00
EFT10348	27/01/2010	WOODS BAGOT PTY LTD	ARCHITECTURAL SERVICES	22,000.00
EFT10349	27/01/2010	INFORMED DECISIONS	DEMOGRAPHIC COMMUNITY PROFILE WEBSITE	4,262.50
EFT10350	27/01/2010	THE BOX MAN	SOFTWARE	
EFT10351	27/01/2010	APS REWINDS & SALES	PACKING BOXES	378.80
EFT10352	27/01/2010	HYDRO-DYNAMIC MINING SERVICES PTY LTD	PLANT PARTS REPAIRS / MAINTENANCE	655.60
EFT10353	27/01/2010	GOVERNMENT OF WESTERN AUSTRALIA	WATER SLIDES PUMP MOTOR MAINTENANCE	3,214.20
EFT10354	27/01/2010	DEPARTMENT OF PLANNING	PRINTING	71.50
EFT10355	27/01/2010	JL BOASE	RATES REFUND	266.55
EFT10356	27/01/2010	ANN AARSKOV	RATES REFUND	1,611.90
EFT10357	27/01/2010	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	287,627.35
EFT10358	27/01/2010	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	807.66
EFT10359	27/01/2010	COVENTRYS	PLANT / VEHICLE PARTS	749.12
EFT10360	27/01/2010	LANDGATE	LAND ENQUIRY	72.00
EFT10361	27/01/2010	MAXWELL ROBINSON & PHELPS	PEST CONTROL SERVICES	1,198.50
EFT10362	27/01/2010	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	21,256.95
EFT10363	27/01/2010	MIDLAND BRICK	SUPPLY OF BRICKS	3,283.33
EFT10364	27/01/2010	SESCO SECURITY CO	SECURITY MONITORING SERVICES	1,760.00
EFT10365	27/01/2010	STATE LIBRARY OF W.A.	LOST AND DAMAGED BOOKS	548.50

FT10365	27/01/2010	LANDGATE -VALUATIONS	LAND VALUATION REPORT	5,123.89
FT10366	27/01/2010	WA LIBRARY SUPPLIES PTY LTD	LIBRARY SUPPLIES	488.00
FT10367	27/01/2010	ECHO NEWSPAPER	ADVERTISING	1,100.00
FT10368	27/01/2010	ROCLA QUARRY PRODUCTS	GARDEN / VERGE SUPPLIES	8,880.15
FT10369	27/01/2010	EASTERN METROPOLITAN REGIONAL COUNCIL	TIPPING / CONSULTING	64,513.60
FT10370	27/01/2010	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS	1,567.75
FT10371	27/01/2010	OCE AUSTRALIA LIMITED	PHOTOCOPYING CHARGES	54.91
FT10372	27/01/2010	KEEP AUSTRALIA BEAUTIFUL COUNCIL	SUPPLY OF RUBBISH BAGS	355.00
FT10373	27/01/2010	SURVEY STAKE SUPPLIES	JARRAH STAKE SUPPLIES	783.00
FT10374	27/01/2010	STATEWIDE BEARINGS	PLANT / VEHICLE PARTS	116.29
FT10375	27/01/2010	FASTA COURIERS	COURIER FEES	1,176.33
FT10376	27/01/2010	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS	5,707.64
FT10377	27/01/2010	RAECO	LIBRARY SUPPLIES	565.69
FT10378	27/01/2010	SUNNY BRUSHWARE SUPPLIES	TIMBER RAKES	253.70
FT10379	27/01/2010	PRIME HEALTH GROUP LTD	PRE-PLACEMENT MEDICALS	825.00
FT10380	27/01/2010	CANON AUSTRALIA PTY LTD	COPY AND MAINTENANCE COSTS	771.30
FT10381	27/01/2010	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY BAG	1,650.67
FT10382	27/01/2010	KALA BOB KATS PTY LTD	PLANT EQUIPMENT HIRE	4,317.50
FT10383	27/01/2010	DEPARTMENT OF PREMIER & CAB. STATE LAW PUBLISHER	GAZETTE HEALTH AMENDMENT LOCAL LAW	136.95
FT10384	27/01/2010	ACTIMED AUSTRALIA PTY LTD	PODIATRY SUPPLIES	381.59
FT10385	27/01/2010	GRONBEK SECURITY	SECURITY KEYING SERVICES, MAINTENANCE & REPAIRS	548.50
FT10386	27/01/2010	COCKBURN CEMENT LIMITED	ROAD MATERIALS	1,069.86
FT10387	27/01/2010	DORMA BWN AUTOMATICS PTY LTD	PROVIDE MAINTENANCE/REPAIRS	616.00
FT10388	27/01/2010	WESTSIDE FIRE SERVICES	FIRE PROTECTION REPAIRS / MAINTENANCE	1,199.31
FT10389	27/01/2010	CORPORATE EXPRESS AUSTRALIA LTD	OFFICE SUPPLIES	3,338.71
FT10390	27/01/2010	BYNORM PTY LTD	PLANT / VEHICLE PARTS	534.05
FT10391	27/01/2010	PIONEER ROAD SERVICES	ROAD MATERIALS	3,103.61
FT10392	27/01/2010	AUSTRALASIAN PERFORMING RIGHTS ASSOCIATION	LICENSE FEES 2010	1,270.57
FT10393	27/01/2010	WA LOCAL GOVERNMENT ASSOCIATION (ADVERTISING)	ADVERTISING	100.00
FT10394	27/01/2010	IT VISION	TRAINING	1,622.50
FT10395	27/01/2010	AV TRUCK SERVICES PTY LTD	PLANT / VEHICLE PARTS	306.41
FT10396	27/01/2010	CANCER COUNCIL OF WESTEN AUSTRALIA	SUPPLY OF SUNSCREEN	262.90

FT10397	27/01/2010	HOSEMASTERS	PLANT / VEHICLE REPAIRS	139.28
FT10398	27/01/2010	WESTERN EDUCATING SERVICE PTY LTD	PLANT EQUIPMENT HIRE	2,475.00
FT10399	27/01/2010	J BLACKWOOD & SON LIMITED	PROTECTIVE SUPPLIES	1,600.25
FT10400	27/01/2010	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	7,971.48
FT10401	27/01/2010	AIR LIQUIDE WA PTY LTD	GAS SUPPLY	94.64
FT10402	27/01/2010	DIRECT COMMUNICATIONS	REPAIR OF HAND HELD RADIO	298.10
FT10403	27/01/2010	REWARD DISTRIBUTION	KITCHEN ITEMS	151.14
FT10404	27/01/2010	GCS SERVICES	ELECTRICAL MAINTENANCE/REPAIRS	5,314.10
FT10405	27/01/2010	THE HONDA SHOP	PLANT / VEHICLE PARTS	813.43
FT10406	27/01/2010	SPORTS TURF TECHNOLOGY	ANALYSIS OF IMPORTED SOIL	1,837.00
FT10407	27/01/2010	ST JOHN AMBULANCE AUSTRALIA (WA) INC	RESTOCK ALL FIRST AID KITS	414.27
FT10408	27/01/2010	WA & J KING PTY LTD	GARDEN / VERGE SUPPLIES	575.00
FT10409	27/01/2010	FINISHING TOUCH	CLEAN AND DETAIL BUS	165.00
FT10410	27/01/2010	COMMISSIONER OF POLICE	VOLUNTEER NATIONAL POLICE CHECKS	77.00
FT10411	27/01/2010	SWAN HILLS PARTY HIRE	EQUIPMENT HIRE	477.73
FT10412	27/01/2010	AUSLIB PRESS PTY LTD	SUBSCRIPTION	71.50
FT10413	27/01/2010	TOTAL PACKAGING (WA) PTY LTD	DOG LITTER BAGS	514.80
FT10414	27/01/2010	PARKLANDS TRADING CO	PLANT / VEHICLE PARTS	98.00
FT10415	27/01/2010	THE BRIGGS SHOP	PLANT / VEHICLE PARTS	77.00
FT10416	27/01/2010	PRINT SOLUTIONS GROUP - RICOH	PHOTOCOPIER CHARGES	2,758.48
FT10417	27/01/2010	WURTH AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	12.87
FT10418	27/01/2010	ICON-SEPTECH	DRAINAGE SUPPLIES	275.00
FT10419	27/01/2010	ANSTAT PTY LTD	ANNUAL SUBSCRIPTION	247.50
FT10420	27/01/2010	B & J CATALANO PTY LTD	ROAD MATERIALS	12,179.70
FT10421	27/01/2010	HILL TOP BUILDING MAINTENANCE	WORK CARRIED OUT AT KALAMUNDA WET 'N WILD	4,265.10
FT10422	27/01/2010	GR TECHNOLOGIES PTY LTD	TECHNICAL ASSISTANCE AND EQUIPMENT	528.00
FT10423	27/01/2010	RNR CONTRACTING	ROAD MAINTENANCE	1,673.10
FT10424	27/01/2010	HASTIE SERVICES PTY LTD	BUILDING MAINTENANCE / REPAIRS	5,496.21
FT10425	27/01/2010	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	7,701.75
FT10426	27/01/2010	ANALYTICO PTY LTD	AUTOTRACK SOFTWARE- ANNUAL MAINTENANCE	577.50
FT10427	27/01/2010	MGDOWALL AFFLECK PTY LTD	REDEVELOPMENT COSTS	1,584.00
FT10428	27/01/2010	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL	12,584.00
FT10429	27/01/2010	BOC LIMITED	GAS	90.10
FT10430	27/01/2010	SHENTON ENTERPRISES PTY LTD	HEALTH SUPPLIES	209.65
FT10431	27/01/2010	SAI GLOBAL LTD	AUSTRALIAN STANDARDS	236.84



FF10432	27/01/2010	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	LOCKS	2,151.40
FF10433	27/01/2010	BOLLARD KING PTY LTD (RAMGARD)	BOLLARD REPAIRS / MAINTENANCE	297.00
FF10434	27/01/2010	OPUS INTERNATIONAL CONSULTANTS (PCA) LIMITED	PROFESSIONAL SERVICES - PATH INSPECTIONS	1,303.50
FF10435	27/01/2010	REPEAT PLASTICS (WA)	VERGE SUPPLIES/ MAINTENANCE	570.57
FF10436	27/01/2010	ALL EARTH GROUP PTY LTD	RESERVE MAINTENANCE	2,527.25
FF10437	27/01/2010	COCA-COLA AMATIL (AUST) PTY LTD	KIOSK SUPPLIES	1,728.11
FF10438	27/01/2010	CONFECT - EXPRESS	KIOSK SUPPLIES	535.02
FF10439	27/01/2010	KENNARDS HIRE	EQUIPMENT HIRE	835.00
FF10440	27/01/2010	G FORCE SIMNETT PRINTING	PRINTING LIBRARY REQUEST FORM PADS	405.79
FF10441	27/01/2010	A.R.M. SECURITY	SECURITY MONITORING SERVICES	286.00
FF10442	27/01/2010	KBE CONTRACTING PTY LTD	ROOF REPAIRS / MAINTENANCE	2,849.00
FF10443	27/01/2010	AUS-RHO PAINTS	PAIN SUPPLY	355.00
FF10444	27/01/2010	COPYWORLD TOSHIBA	PHOTOCOPYING CHARGES	49.60
FF10445	27/01/2010	WH LOCATION SERVICES PTY LTD	LOCATE TELSTRA SERVICES / MUNDARING WEIR	280.50
FF10446	27/01/2010	JLR PUMPS	PUMP REPAIRS / MAINTENANCE	709.50
FF10447	27/01/2010	TRANEN REVEGATION SYSTEMS	SEED COLLECTION, TREATMENT AND STORAGE	3,388.00
FF10448	27/01/2010	DOWNER EDI WORKS PTY LTD	ROAD MATERIALS	6,395.40
FF10449	27/01/2010	GRANWOOD FLOORING	FLOORSANDING & RE-MARKING OF COURT LINES	32,538.30
FF10450	27/01/2010	MAYDAY EARTHMOVING	PLANT EQUIPMENT HIRE	6,105.00
FF10451	27/01/2010	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICE	237.71
FF10452	27/01/2010	DSL NET AUSTRALIA	WAN & INTERNET CHARGES	9,903.99
FF10453	27/01/2010	WESTERN POWER	STREET LIGHT DESIGN DETAIL - MCRAE ROAD	4,971.00
FF10454	27/01/2010	WOOLWORTHS LIMITED - 103357100527	GROCERIES	190.51
FF10455	27/01/2010	SNAP PRINTING - MIDLAND	COUNCILLORS BUSINESS CARDS	2,327.00
FF10456	27/01/2010	EASTERN REGION SECURITY	PROVIDE SECURITY SERVICES	7,769.91
FF10457	27/01/2010	WEBSITE WEED & PEST PTY LTD	TREATMENT OF VEGETATION	2,035.00
FF10458	27/01/2010	ROSMECH SALES & SERVICE PTY LTD	PLANT / VEHICLE PARTS	1,551.66
FF10459	27/01/2010	BENNETT ENVIRONMENTAL CONSULTING	FLORA SURVEY	990.00
FF10460	27/01/2010	KEMPE FLUIDAIR PTY LTD	PLANT / VEHICLE PARTS	72.60
FF10461	27/01/2010	ECHELON AUSTRALIA PTY LTD	RISK MANAGEMENT SERVICES	3,897.22
FF10462	27/01/2010	HUMES	DRAINAGE SUPPLIES	2,898.72
FF10463	27/01/2010	BOYA EQUIPMENT PTY LTD	PLANT / VEHICLE PARTS	197.88
FF10464	27/01/2010	CARE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	913.38
FF10465	27/01/2010	RED ELEVEN	COMPUTER PARTS / ACCESSORIES	768.13
FF10466	27/01/2010	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	2,681.38

FT10467	27/01/2010	U-MOVE AUSTRALIA	SEA CONTAINERS	990.00
FT10468	27/01/2010	ALLPACK SIGNS PTY LTD	SIGNAGE	3,757.60
FT10469	27/01/2010	HOLCIM AUSTRALIA PTY LTD (FORMERLY CEMEX)	ROAD MATERIALS	5,181.04
FT10470	27/01/2010	BEST CONSULTANTS PTY LTD	ELECTRICAL CONSULTING SERVICES	5,632.00
FT10471	27/01/2010	PETER TUCAT'S SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1,001.40
FT10472	27/01/2010	BINDALE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	329.70
FT10473	27/01/2010	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	669.91
FT10474	27/01/2010	CHRIS ANTILL PLANNING & URBAN DESIGN CONSULTANT	CONSULTATION FEE- KALAMUNDA TOWN CENTRE IMPROVEMENT PLAN	8,250.00
FT10475	27/01/2010	WEST COAST PROFILERS PTY LTD	PLANT EQUIPMENT HIRE	2,103.75
FT10476	27/01/2010	JENNINGS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	167.21
FT10477	27/01/2010	LOCHNESS LANDSCAPE SERVICES	RESERVE MOWING	8,800.00
FT10478	27/01/2010	WEST COAST SHADE	INSTALL SHADE SAILS	21,032.00
FT10479	27/01/2010	BRIKMAKERS	SUPPLY LIMESTONE BLOCKS	345.84
FT10480	27/01/2010	BOWDEN TREE CONSULTANCY	PROFESSIONAL ARBORICULTURAL REPORT	693.00
FT10481	27/01/2010	STEVE PAUL & PARTNERS	HYDRAULIC SERVICES CONSULTANT SERVICE	9,900.00
FT10482	27/01/2010	SUPERIOR LAWN AUSTRALIA	GARDEN / VERGE SUPPLIES	636.00
FT10483	27/01/2010	REBEKAH O'MALLEY	NATIONAL TEAM FUNDING	300.00
FT10484	27/01/2010	CATHERINE ALEXANDER	HALL BOND REFUND	350.00
3894	22/12/2009	CASH - PETER ANDERTON CENTRE	PETTY CASH REIMBURSEMENT	249.38
3895	22/12/2009	CASH - LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	140.35
3896	22/12/2009	CASH - HIGH WYCOMBE LIBRARY	PETTY CASH REIMBURSEMENT	40.30
3897	24/12/2009	CASH - ADMIN	PETTY CASH REIMBURSEMENT	300.00
3898	24/12/2009	CASH - ADMIN	PETTY CASH REIMBURSEMENT	400.00
3899	7/01/2010	SF & PE ROGERS	RATES REFUND	504.20
3900	7/01/2010	HR & PB CHEETHAM	RATES REFUND	684.49
3901	7/01/2010	RG BARKLA	RATES REFUND	439.17
3902	7/01/2010	JJ NEWMAN	RATES REFUND	464.55
3903	7/01/2010	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	878.70
3904	7/01/2010	MEDIBANK PRIVATE	PAYROLL DEDUCTIONS	88.46
3905	7/01/2010	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	329.10
3906	7/01/2010	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	246.00
3907	7/01/2010	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	518.55
3908	7/01/2010	TELSTRA CORPORATION	TELEPHONE ACCOUNTS	5,464.28
3909	7/01/2010	WATER CORPORATION	WATER EXPENSES	267.70
3910	7/01/2010	BCITF	LEVY FEE - DEC 09	34,730.00

63911	7/01/2010	SYNERGY		POWER CHARGES	104,952.60
63912	7/01/2010	ALINTA GAS		GAS	161.10
63913	7/01/2010	RAC		RAC BUSINESS WISE ASSIST - VEHICLES	2,082.00
63914	7/01/2010	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY		COMMUNICATIONS LICENSE	398.00
63915	7/01/2010	BUILDERS REGISTRATION BOARD OF WA		BUILDING LEVY - DEC 09	2,725.50
63916	7/01/2010	WATER CORPORATION (LEEDERVILLE)		HIRE OF WATER CORP STAND PIPE METRE	990.00
63917	7/01/2010	SM DIX		RATES REFUND	503.36
63918	7/01/2010	MAHMADHANIEF HASSAN		WORKS BOND REFUND	10,914.95
63919	7/01/2010	JJ CUKROV		RATES REFUND	494.20
63920	7/01/2010	CASH - KALAMUNDA LIBRARY		PETTY CASH REIMBURSEMENT	247.59
63921	7/01/2010	EWING VDM		WORKS BOND REFUND	3,313.35
63922	7/01/2010	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT		PAYROLL DEDUCTIONS	40.00
63923	7/01/2010	CASH - MEALS ON WHEELS		PETTY CASH REIMBURSEMENT	706.45
63924	7/01/2010	CASH - KALAMUNDA HACC		PETTY CASH REIMBURSEMENT	147.10
63925	7/01/2010	STARGATE ACTORS ACADEMY		HALL BOND REFUND	350.00
63926	14/01/2010	SYNERGY		POWER CHARGES	455.40
63927	14/01/2010	BANKWEST		AUDIT CERTIFICATE - KALAMUNDA COMMUNITY CARE	35.00
63928	14/01/2010	CASH - PETER ANDERTON CENTRE		PETTY CASH REIMBURSEMENT	211.14
63929	14/01/2010	CASH - FORRESTFIELD LIBRARY		PETTY CASH REIMBURSEMENT	126.50
63930	21/01/2010	NATIONAL GEOGRAPHIC SOCIETY		SUBSCRIPTION RENEWAL	59.00
63931	21/01/2010	HOSPITAL BENEFIT FUND OF WA		PAYROLL DEDUCTIONS	948.45
63932	21/01/2010	MEDIBANK PRIVATE		PAYROLL DEDUCTIONS	88.46
63933	21/01/2010	AUSTRALIAN SERVICES UNION		PAYROLL DEDUCTIONS	292.30
63934	21/01/2010	MUNICIPAL EMPLOYEES UNION		PAYROLL DEDUCTIONS	246.00
63935	21/01/2010	TELSTRA CORPORATION		TELEPHONE ACCOUNTS	768.06
63936	21/01/2010	WATER CORPORATION		WATER EXPENSES	13,119.30
63937	21/01/2010	SYNERGY		POWER CHARGES	2,018.60
63938	21/01/2010	ALINTA GAS		GAS	909.10
63939	21/01/2010	KALAMUNDA COMMUNITY CHORAL SOCIETY		REFUND HALL BOND	750.00
63940	21/01/2010	COMMISSIONER OF STATE REVENUE		REFUND RATES	366.49
63941	21/01/2010	KALAMUNDA LADIES PROBUS CLUB INC		COMMUNITY GROUPS FINANCIAL ASSISTANCE	600.00
63942	21/01/2010	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT		PAYROLL DEDUCTIONS	40.00

63943	21/01/2010	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	690.00
63944	21/01/2010	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	161.70
63945	21/01/2010	KAREN AMBROSE	HALL BOND REFUND	1,050.00
63946	21/01/2010	JOAN LESTER	TRAVEL COMMUNITY VISITORS SCHEME	84.00
63947	21/01/2010	JUSTIN VAUGHAN	WORKS BOND REFUND	10,968.75
63948	22/01/2010	DOMINIC CARBONE & ASSOCIATES	CONSULTANCY FEES	1,941.50
63949	22/01/2010	WATTLEUP TRACTORS	PLANT / VEHICLE PARTS	392.70
63950	22/01/2010	RAC	ROAD WISE ASSIST	80.00
63951	22/01/2010	TARGET AUSTRALIA PTY LTD	LIBRARY SUPPLIES	644.18
63952	22/01/2010	BIG W (AR W1.C3.U.07)	LIBRARY SUPPLIES	886.57
63953	22/01/2010	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	7,092.37
63954	22/01/2010	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1,856.64
63955	22/01/2010	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	780.36
63956	22/01/2010	MLC EMPLOYEE RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	1,424.57
63957	22/01/2010	SUNCORP PORTFOLIO SERVICE	SUPERANNUATION CONTRIBUTIONS	949.82
63958	22/01/2010	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	416.46
63959	22/01/2010	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	2,042.44
63960	22/01/2010	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	7,210.79
63961	22/01/2010	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1,247.38
63962	22/01/2010	MEDICAL & ASSOCIATED PROFESSIONALS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	501.61
63963	22/01/2010	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	1,272.45
63964	22/01/2010	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	1,067.92
63965	22/01/2010	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	1,231.66
63966	22/01/2010	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	1,078.68
63967	22/01/2010	UNISUPER	SUPERANNUATION CONTRIBUTIONS	535.19
63968	22/01/2010	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	755.95
				2,896,655.62

*Declaration of financial/conflict of interests to be recorded prior to dealing with each item.*

**9.2 Financial Activity Statements for the Periods 30 November and 31 December 2009**

Previous Items: N/A  
 Service Area: Corporate  
 Author: Neil Wilson  
 File Reference: FI-SRR-006  
 Applicant: N/A  
 Owner: N/A

**PURPOSE**

1. To receive the draft financial activity statement reports for the periods ended 30 November and 31 December 2009.

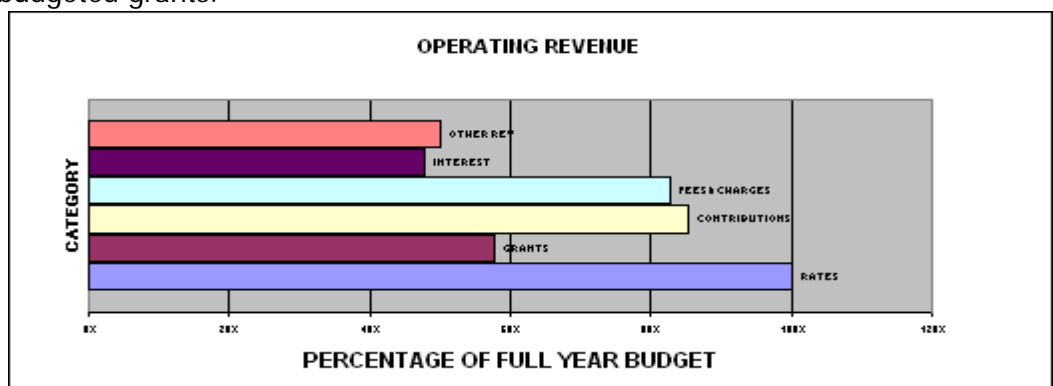
**BACKGROUND**

2. Attached are the financial activity statement reports for the periods ending 30 November and 31 December 2009 (**Attachment 1 & 2**) prepared in accordance with the requirements of Section 34 of the Local Government (Financial Management) Regulations 1996.
3. It is also a requirement of this regulation that each financial year a local government is to adopt a percentage or value to be used in statements of financial activity for reporting material variances.

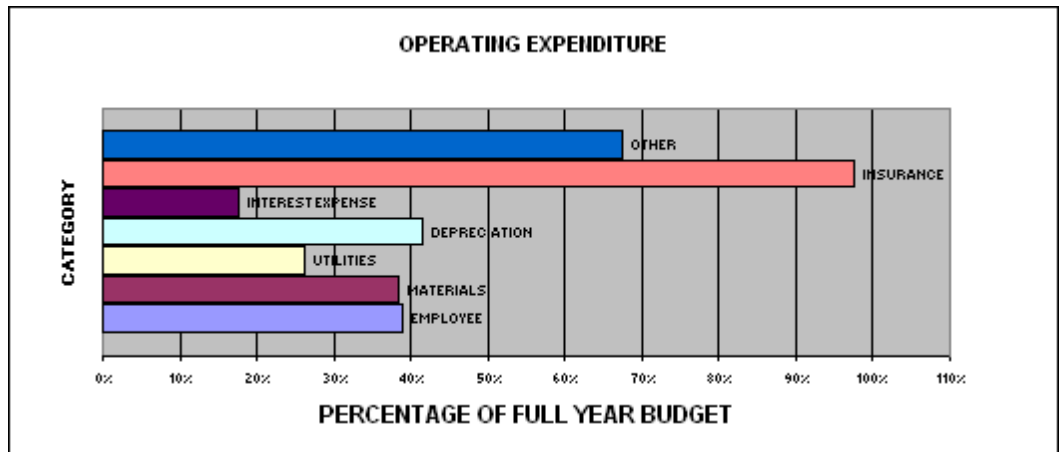
**DETAILS**

4. It has previously been agreed a percentage value of 10% variance be used for the financial Activity Statement. This amount is in accordance with the materiality provision of the Australian Accounting Standards (refer AAS5) which is also set at 10%.
5. Refer (**Attachment 1 & 2**) for the comments relating to the above mentioned variances.
6. Financial Commentary for period ended 30 November 2009

Operating income is performing well on both a full year and year to date budget comparison. Interest earnings has increased on last month due to maturity of several term deposits and now with increasing interest rates, a better than budget return is anticipated for the year. Rates revenue continues to perform well now exceeding budgeted amounts. Grants and contributions exceed year to date budget, though partly due to the receipt of several unbudgeted grants.



Operating expenditure is mostly performing according to budget with depreciation charges and insurance expenses continuing as expected. Materials and contract expenditure exceeds year to date budget with electricity and water charges are under budget as a result of timing due to the payment of annual charges. Interest expense is under due to the timing of loan payments.

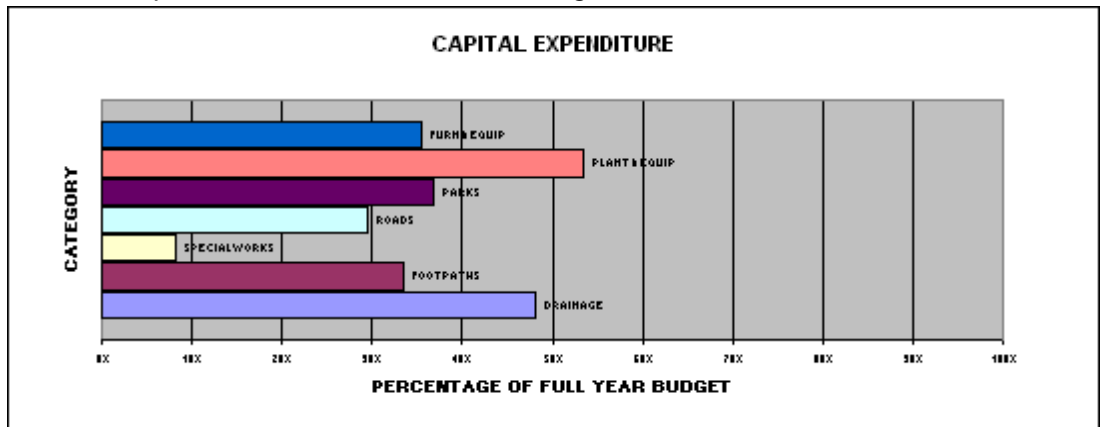


Salaries and Wages

Current salaries and wages costs are at 97% of year to date budget though over when considering EBA and incremental level/step increases for many staff commence January 1st. Training expenses have remained relative at 79%, of year to date budget.

Capital Expenditure

Capital works program, including both the roadworks infrastructure and building construction programs, is currently at 23.12% of full year budget. As contractor payments are made after completion of works, actual program progress as a percentage will be higher than reported based on dollars spent. Capital purchase orders raised value \$2,030,221. Asset purchases are at 44.35% of budget.



<b>FINANCIAL RATIOS</b>	<b>2009/10</b>	<b>2008/09</b>
<u>Current Ratio</u>	7.4 : 1	1.11 : 1
Calculated as follows:	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$	

*The current ratio is used to evaluate the liquidity, or ability to meet short term debts.*

<u>Untied Cash to Trade Creditors Ratio</u>	13.8 : 1	1.33
Calculated as follows:	$\frac{\text{Untied cash}}{\text{Unpaid trade creditors}}$	

<u>Debt Ratio</u>	1.32%	1.71%
Calculated as follows:	$\frac{\text{Total liabilities}}{\text{Total assets}}$	

<u>Debt Service Ratio</u>	0.19%	0.36%
Calculated as follows:	$\frac{\text{Debt Service Cost (Principal \& Interest)}}{\text{Available operating revenue}}$	

*The debt service ratio represents Council's ability to service debt out of uncommitted or general purpose funds available for operations. Self supporting loans should be taken into consideration when evaluating this ratio.*

<u>Gross Debt to Revenue Ratio</u>	2.81%	1.83%
Calculated as follows:	$\frac{\text{Gross debt}}{\text{Total revenue}}$	

Gross Debt to <u>Economically Realisable Assets Ratio</u>	0.40%	0.31%
Calculated as follows:	$\frac{\text{Gross debt}}{\text{Economically realisable assets}}$	

*The gross debt to economically realisable assets ratio relates actual borrowings directly to tangible assets (excludes infrastructure assets). It illustrates a Council's reliance on borrowings to fund new projects and gives an indication as to its future*

Rate Coverage Ratio 51.25% 47.55%

Calculated as follows:

$$\frac{\text{Net rate revenue}}{\text{Operating revenue}}$$

*The rates coverage ratio measures Council's dependence on rate revenue to fund operations. It is considered that a higher ratio would indicate a higher controllable dependency on rates revenue and less of a dependency on government grants and other uncontrollable funding sources. Large grants or contributions of a once-off nature will affect this ratio.*

Outstanding Rates Ratio 26.98% 2.36%

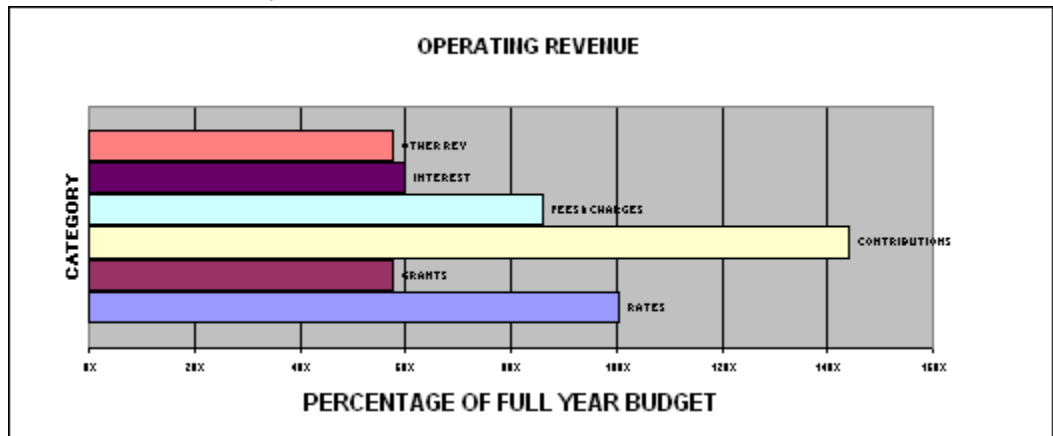
Calculated as follows:

$$\frac{\text{Rates outstanding}}{\text{Rates collectable}}$$

*The outstanding rates ratio helps to determine the effectiveness of Council's rate collection procedures. The lower the ratio the better the collection policy and procedures. This ratio ignores pensioner rates deferrals due to their nature. The ratio should be low as at 30 June each year*

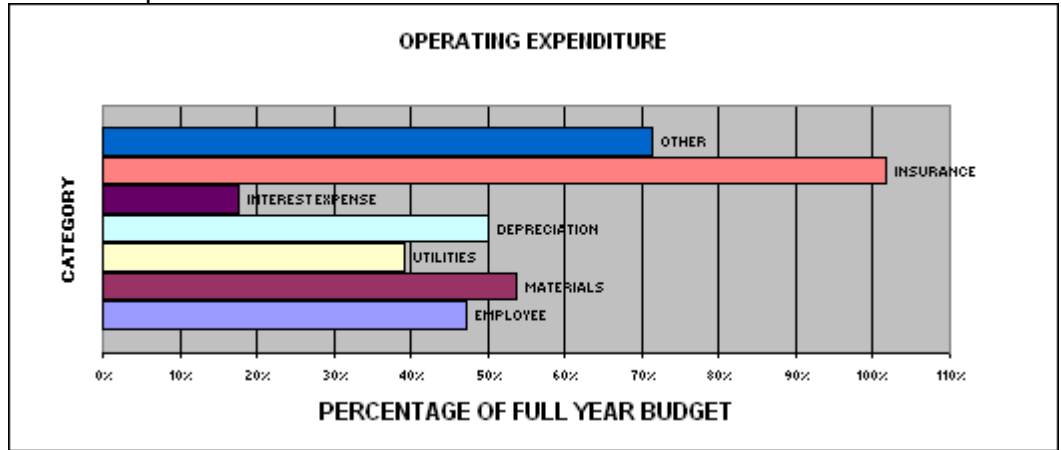
7. Financial Commentary for period ended 31 December 2009

Operating income is again performing well on both a full year and year to date budget comparison. Operating contributions exceed budget as a result of identifying recoverable expenditure from lease holders. Interest earnings has increased on last month due to maturity of several term deposits combined with increasing interest rates and tighter cash management. Rates revenue is also performing well with 105% budget achievement and it is expected that further interim, back and cash in lieu of rates be received.





Operating expenditure Insurance expenses have exceeded annual budgeted amounts due to the receipt of retrospective adjusted premiums for prior years. Electricity and water utility charges are under budget as a result of timing due to the payment of annual charges. Interest expense is under due to the timing of loan payments. Other expenditure budgeted comprises only \$24,000 in 2009/10 and is currently at 70%. Material purchases and salaries are as expected.

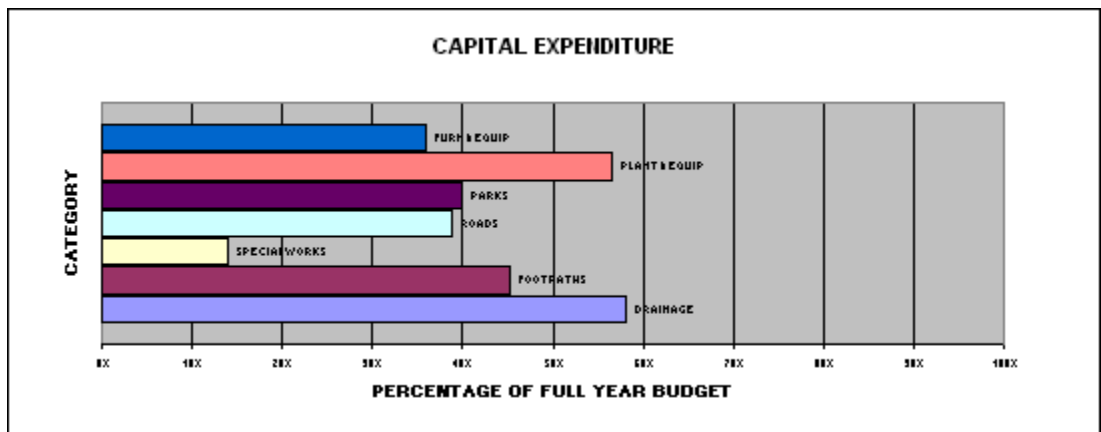


Salaries and Wages

Although under as a portion of full year budget due to built in allowances for negotiated wage increases, current salaries and wages costs are at 102% of year to date budget. Representative of training undertaken during the last 2 months, training expenses have again increased over last month to 95% of year to date budget. Other employee costs are currently on budget and mainly comprised of workers compensation insurance.

Capital Expenditure

The capital works program, including both roadworks infrastructure and building construction is at 23.01% of original budget based upon actual expenditure, with outstanding purchase orders of \$1,786,443 issued. Asset purchases are at 46.14% of budget, being a sharp increase over previous as a result of expenditure reconciliation.



<b>FINANCIAL RATIOS</b>	<b>2009/10</b>	<b>2008/09</b>
<u>Current Ratio</u>	3.3 : 1	1.11 : 1
Calculated as follows:	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$	

*The current ratio is used to evaluate the liquidity, or ability to meet short term debts.*

<u>Untied Cash to Trade Creditors Ratio</u>	2.7 : 1	1.33
Calculated as follows:	$\frac{\text{Untied cash}}{\text{Unpaid trade creditors}}$	

<u>Debt Ratio</u>	2.09%	1.71%
Calculated as follows:	$\frac{\text{Total liabilities}}{\text{Total assets}}$	

<u>Debt Service Ratio</u>	0.19%	0.36%
Calculated as follows:	$\frac{\text{Debt Service Cost (Principal \& Interest)}}{\text{Available operating revenue}}$	

*The debt service ratio represents Council's ability to service debt out of uncommitted or general purpose funds available for operations. Self supporting loans should be taken into consideration when evaluating this ratio.*

<u>Gross Debt to Revenue Ratio</u>	2.77%	1.83%
Calculated as follows:	$\frac{\text{Gross debt}}{\text{Total revenue}}$	

<u>Gross Debt to Economically Realisable Assets Ratio</u>	0.41%	0.31%
Calculated as follows:	$\frac{\text{Gross debt}}{\text{Economically realisable assets}}$	

*The gross debt to economically realisable assets ratio relates actual borrowings directly to tangible assets (excludes infrastructure assets). It illustrates a Council's reliance on borrowings to fund new projects and gives an indication as to its future*

<u>Rate Coverage Ratio</u>	51.70%	47.55%
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Calculated as follows:

$$\frac{\text{Net rate revenue}}{\text{Operating revenue}}$$

*The rates coverage ratio measures Council's dependence on rate revenue to fund operations. It is considered that a higher ratio would indicate a higher controllable dependency on rates revenue and less of a dependency on government grants and other uncontrollable funding sources. Large grants or contributions of a once-off nature will affect this ratio.*

<u>Outstanding Rates Ratio</u>	29.82%	2.36%
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Calculated as follows:

$$\frac{\text{Rates outstanding}}{\text{Rates collectable}}$$

*The outstanding rates ratio helps to determine the effectiveness of Council's rate collection procedures. The lower the ratio the better the collection policy and procedures. This ratio ignores pensioner rates deferrals due to their nature. The ratio should be low as at 30 June each year.*

## STATUTORY AND LEGAL IMPLICATIONS

8. Nil.

## POLICY IMPLICATIONS

9. Nil.

## PUBLIC CONSULTATION/COMMUNICATION

10. Nil.

## FINANCIAL IMPLICATIONS

11. Nil.

## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

12. Nil.

## OFFICER COMMENT

13. Nil.

## MEETING COMMENT

14.

## OFFICER RECOMMENDATION

**GS-2/2010**

1. That the Financial Activity Statement reports for the periods ending 30 November 2009 (*GSC Item 2/10 Attachment 1*) and 31 December 2009 (*GSC Item 2/2010 Attachment 1*) be received.

# **SHIRE OF KALAMUNDA**

**FINANCIAL ACTIVITY STATEMENTS**

**FOR THE PERIOD ENDING**

**30 NOVEMBER 2009**

# SHIRE OF KALAMUNDA

## STATEMENT OF FINANCIAL POSITION

FOR THE PERIOD ENDED 30 NOVEMBER 2009

	Actuals 2009/2010 \$	Actuals 2008/2009 \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	25,685,208	18,908,051
Inventories	51,138	75,527
Prepayments	-	-
Trade and Other Receivables	6,664,981	1,299,755
<b>TOTAL CURRENT ASSETS</b>	<b>\$32,401,327</b>	<b>\$20,283,333</b>
<b>NON CURRENT ASSETS</b>		
Investments	8,086,193	8,086,193
Infrastructure Assets	150,057,794	149,295,098
Property, Plant and Equipment	152,111,921	151,393,626
Trade and Other Receivables	1,085,408	852,518
<b>TOTAL NON CURRENT ASSETS</b>	<b>\$311,341,316</b>	<b>\$309,627,435</b>
<b>TOTAL ASSETS</b>	<b>\$343,742,643</b>	<b>\$329,910,768</b>
<b>CURRENT LIABILITIES</b>		
Borrowings	70,232	53,122
Trade and Other Payables	2,442,223	3,761,760
Provisions	1,146,554	1,146,554
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$3,659,010</b>	<b>\$4,961,436</b>
<b>NON CURRENT LIABILITIES</b>		
Borrowings	711,601	513,903
Trade and Other Payables	-	-
Provisions	168,726	168,726
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>\$880,328</b>	<b>\$682,629</b>
<b>TOTAL LIABILITIES</b>	<b>\$4,539,337</b>	<b>\$5,644,065</b>
<b>NET ASSETS</b>	<b>\$339,203,306</b>	<b>\$324,266,703</b>
<b>EQUITY</b>		
Accumulated Surplus	196,985,702	182,190,928
Asset Revaluation Reserve	129,875,629	129,875,629
Reserves - Cash Backed	12,341,975	12,200,147
<b>TOTAL EQUITY</b>	<b>\$339,203,306</b>	<b>\$324,266,703</b>

# SHIRE OF KALAMUNDA

## INCOME STATEMENT

### BY PROGRAM

FOR THE PERIOD ENDED 30 NOVEMBER 2009

	2009/10 Budget \$	2009/10 Budget YTD \$	2009/10 Actual \$
<b>OPERATING REVENUES (Refer Notes 1,2,8 to 13)</b>			
General Purpose Funding	18,963,409	18,593,677	18,961,787
Governance	-	-	-
Law, Order, Public Safety	283,230	161,766	152,992
Health	50,080	24,455	16,849
Education and Welfare	2,287,785	959,135	1,337,429
Community Amenities	6,096,993	5,612,993	5,623,756
Recreation and Culture	959,682	416,766	486,805
Transport	53,000	22,080	33,478
Economic Services	35,500	17,375	24,082
Other Property and Services	2,004,951	957,193	1,195,388
	<u>30,734,630</u>	<u>26,765,440</u>	<u>27,832,566</u>
<b>OPERATING EXPENSES (Refer Notes 1,2 &amp; 14)</b>			
Governance	(440,000)	(186,333)	(199,528)
General Purpose Funding	(1,380,880)	(740,818)	(713,933)
Law, Order, Public Safety	(1,047,721)	(444,234)	(466,514)
Health	(647,759)	(274,166)	(264,812)
Education and Welfare	(2,485,488)	(951,787)	(1,291,215)
Community Amenities	(10,795,135)	(4,508,847)	(4,163,908)
Recreation & Culture	(9,171,143)	(3,847,682)	(3,792,218)
Transport	(6,881,340)	(2,957,417)	(1,854,595)
Economic Services	(241,810)	(147,075)	(131,298)
Other Property and Services	(2,796,476)	(1,296,822)	(1,267,036)
	<u>(35,887,752)</u>	<u>(15,355,182)</u>	<u>(14,145,058)</u>
<b>NON OPERATING ACTIVITIES</b>			
Other Property & Services	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
<b>BORROWING COSTS EXPENSE (Refer Notes 2 &amp; 5)</b>			
Other Property and Services	(105,762)	(52,446)	(18,605)
	<u>(105,762)</u>	<u>(52,446)</u>	<u>(18,605)</u>
<b>GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS</b>			
Law, Order, Public Safety	-	-	-
Education and Welfare	-	-	-
Community Amenities	3,890,746	1,621,140	60,853
Recreation & Culture	520,083	216,700	465,187
Transport	1,568,290	653,450	751,782
Other Property and Services	-	-	21,545
	<u>5,979,119</u>	<u>2,491,290</u>	<u>1,299,367</u>
<b>PROFIT/(LOSS) ON DISPOSAL OF ASSETS (Refer Note 4)</b>			
Governance			
Law, Order, Public Safety			
Health			
Education and Welfare			
Community Amenities			
Recreation & Culture			
Transport	140	60	(31,667)
Economic Services			
Other Property and Services			
Transport			
	<u>140</u>	<u>60</u>	<u>(31,667)</u>
<b>NET RESULT</b>	<u>720,375</u>	<u>13,849,162</u>	<u>14,936,602</u>

# SHIRE OF KALAMUNDA

## INCOME STATEMENT

### BY NATURE OR TYPE

FOR THE PERIOD ENDED 30 NOVEMBER 2009

	2009/10 Budget \$	2009/10 Budget YTD \$	2009/10 Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>			
Rates	18,784,609	18,554,182	18,816,766
Grants and Subsidies	3,417,549	1,552,964	1,974,350
Contributions Reimbursements and Donations	522,406	257,985	445,061
Service Charges	-	-	-
Fees and Charges	7,712,055	6,275,034	6,380,553
Interest Earnings	456,757	193,505	218,168
Other Revenue	24,000	7,910	11,977
	<u>30,917,377</u>	<u>26,841,580</u>	<u>27,846,876</u>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>			
Employee Costs	(11,481,609)	(4,577,259)	(4,466,938)
Materials and Contracts	(14,745,852)	(6,624,300)	(5,647,347)
Utilities	(999,967)	(408,766)	(261,017)
Depreciation	(8,328,289)	(3,452,663)	(3,463,692)
Interest Expenses	(105,762)	(52,446)	(18,605)
Insurance	(271,563)	(265,343)	(265,208)
Other Expenditure	(60,470)	(26,850)	(40,856)
	<u>(35,993,514)</u>	<u>(15,407,628)</u>	<u>(14,163,663)</u>
Grants and Subsidies - non-operating	2,088,373	870,150	1,136,469
Contributions Reimbursements and Donations - non-operating	3,708,000	1,545,000	148,588
Profit on Asset Disposals	140	60	(31,667)
Loss on Asset Disposals	-	-	-
Increase in Equity - EMRC	-	-	-
	<u>720,375</u>	<u>13,849,162</u>	<u>14,936,602</u>
<b>NET RESULT</b>	<u>720,375</u>	<u>13,849,162</u>	<u>14,936,602</u>

# Shire of Kalamunda

## RATE SETTING STATEMENT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

	NOTE	2009/10 Adopted Budget	2009/10 Budget YTD	2009/10 Actual	Variance Actual to Budget YTD
		\$	\$	\$	
<b>REVENUES</b>					
General Purpose Funding	1,2	178,800	39,495	145,021	267.19%
Governance		-	-	-	-
Law, Order, Public Safety		283,230	161,766	152,992	-5.42%
Health		50,080	24,455	16,849	-31.10%
Education and Welfare		2,287,785	959,135	1,337,429	39.44%
Community Amenities		6,096,993	5,612,993	5,623,756	0.19%
Recreation and Culture		959,682	416,766	486,805	16.81%
Transport		53,000	22,080	33,478	51.62%
Economic Services		35,500	17,375	24,082	38.60%
Other Property and Services		2,004,951	957,193	1,195,388	24.88%
		<b>11,950,021</b>	<b>8,211,258</b>	<b>9,016,800</b>	
<b>EXPENSES</b>					
General Purpose Funding	1,2	(440,000)	(186,333)	(199,528)	7.08%
Governance		(1,380,880)	(740,818)	(713,933)	-3.63%
Law, Order, Public Safety		(1,047,721)	(410,404)	(466,514)	13.67%
Health		(647,759)	(244,908)	(264,812)	8.13%
Education and Welfare		(2,485,488)	(926,672)	(1,291,215)	39.34%
Community Amenities		(10,795,135)	(3,357,097)	(4,163,908)	24.03%
Recreation & Culture		(9,171,143)	(3,163,887)	(3,792,218)	19.86%
Transport		(6,881,340)	(1,428,502)	(1,854,595)	29.83%
Economic Services		(241,810)	(147,075)	(131,298)	-10.73%
Other Property and Services		(2,902,238)	(1,349,268)	(1,285,641)	-4.72%
		<b>(36,993,614)</b>	<b>(11,954,965)</b>	<b>(14,163,663)</b>	
		<b>(24,043,493)</b>	<b>(3,743,707)</b>	<b>(5,147,863)</b>	
<b>ADJUSTMENTS FOR CASH BUDGET REQUIREMENTS:</b>					
<b>NON-CASH EXPENDITURE &amp; REVENUE</b>					
Depreciation on Assets	2(a)	8,328,289	3,452,663	3,463,692	0.32%
(Profit)/Loss on Asset Disposal	4			-	
Movement in Provisions (Non-current)				-	
Pensioners Deferred Rates Movement				-	
<b>CAPITAL EXPENDITURE &amp; REVENUE</b>					
Purchase Land and Buildings	3	(10,383,504)	(4,429,735)	(1,629,174)	-63.22%
Purchase Infrastructure Assets					
Drainage	3	(680,000)	(283,315)	(327,736)	15.68%
Footpaths	3	(375,300)	(184,690)	(125,364)	-32.12%
Special Works	3	(375,000)	(147,910)	(30,544)	-79.35%
Roads	3	(3,639,056)	(202,370)	(1,077,023)	432.20%
Parks & Ovals	3	(2,813,694)	(1,036,455)	(1,033,593)	-0.28%
Purchase Plant and Equipment	3	(951,051)	(396,275)	(508,328)	28.28%
Purchase Furniture and Equipment	3	(981,970)	(400,215)	(349,049)	-12.78%
Proceeds from Asset Disposals	4	150,000	50,000	104,461	108.92%
Contributions / Grants for the Development of Assets		5,979,119	2,491,290	1,299,367	-47.84%
Repayment of Debentures	5	(78,716)	(26,239)	(35,193)	34.13%
Self-Supporting Loan Principal Income	5	53,123	17,708	35,193	98.74%
Loan Funds Raised		2,868,181			
Public Open Space Funds Used		1,564,760	521,587	430,225	-17.52%
Public Open Space Funds (Transfer to Restricted Assets)				-	
Roadworks Contributions (Transfer to Restricted Assets)				5,870	
Transfers to Reserves (Restricted Assets)	6	(1,188,584)	(495,230)	(141,828)	-71.36%
Transfers from Reserves (Restricted Assets)	6	6,542,939	2,726,220	-	-100.00%
Estimated Surplus/(Deficit) July 1 B/Fwd	7	768,966	250,000	1,033,849	
Estimated Surplus/(Deficit) June 30 C/Fwd	7	(470,382)	16,730,093	14,783,728	
<b>Amount to be Raised from Rates</b>	8	<b>(18,784,609)</b>	<b>(18,566,766)</b>	<b>(18,816,766)</b>	



# SHIRE OF KALAMUNDA

## CASH FLOW STATEMENT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

	NOTE	2009/10 Budget \$	2009/10 Actual \$	2008/09 Actual \$
<b>Cash Flows From Operating Activities</b>				
<b>Receipts</b>				
Rates		18,784,609	18,669,068	17,376,595
Grants and Subsidies - operating		3,417,549	1,974,350	3,569,122
Contributions, Reimbursements & Donations		522,406	593,649	1,744,627
Fees and Charges		7,712,055	1,669,269	8,609,567
Interest Earnings		456,757	268,168	1,322,835
Goods and Services Tax		-	196,306	1,792,385
Other		24,000	11,977	28,476
		<u>30,917,377</u>	<u>23,382,787</u>	<u>34,443,606</u>
<b>Payments</b>				
Employee Costs		(11,481,611)	(4,466,938)	(8,673,178)
Materials and Contracts		(14,745,854)	(7,560,633)	(17,347,030)
Utilities (gas, electricity, water, etc)		(999,967)	(261,017)	(836,406)
Insurance		(271,563)	(265,208)	(249,067)
Interest		(105,762)	(18,605)	(39,878)
Goods and Services Tax		-	-	-
Other		(60,470)	(40,856)	(103,266)
		<u>(27,665,227)</u>	<u>(12,613,257)</u>	<u>(27,248,825)</u>
<b>Net Cash Provided By Operating Activities</b>	14(b)	<u>3,252,150</u>	<u>10,769,529</u>	<u>7,194,781</u>
<b>Cash Flows from Investing Activities</b>				
Payments for Development of Land Held for Resale	3			
Payments for Purchase of Property, Plant & Equipment	3	(1,929,521)	(2,486,550)	(4,092,022)
Payments for Construction of Infrastructure	3	(17,800,554)	(2,594,261)	(6,546,597)
Advances to Community Groups				
Grants/Contributions for the Development of Assets		5,979,119	1,136,469	5,240,587
Proceeds from Sale of Plant & Equipment	4	150,000	104,461	274,970
Proceeds from Advances				
<b>Net Cash Used in Investing Activities</b>		<u>(13,600,956)</u>	<u>(3,839,881)</u>	<u>(5,123,061)</u>
<b>Cash Flows from Financing Activities</b>				
Repayment of Debentures	5	(78,716)	(35,192)	(70,632)
Increase / (Decrease) in Bonds		-	97,509	11,122
Proceeds from Self Supporting Loans		53,123	(214,808)	70,633
Proceeds from New Debentures	5	2,868,181		
<b>Net Cash Provided By (Used In) Financing Activities</b>		<u>2,842,588</u>	<u>(152,491)</u>	<u>11,124</u>
<b>Net Increase (Decrease) in Cash Held</b>		<u>(7,506,218)</u>	<u>6,777,157</u>	<u>2,082,843</u>
Cash at Beginning of Year		18,908,051	18,908,051	16,825,209
<b>Cash and Cash Equivalents at the End of the Year</b>		<u>11,401,833</u>	<u>25,685,208</u>	<u>18,908,052</u>

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

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

### FOR THE PERIOD ENDED 30 NOVEMBER 2009

#### 1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are:

**(a) Basis of Accounting**

The budget has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), other mandatory professional reporting requirements, the Local Government Act 1995 (as amended) and accompanying regulations (as amended). The budget has also been prepared on the accrual basis under the convention of historical cost accounting.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears at Note 15 to this budget document.

**(c) Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the result of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(d) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

**(e) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(f) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(g) Superannuation**

The Shire of Kalamunda contributes to the the Local Government Superannuation Scheme and other funds as directed by its employees. These funds are defined contribution schemes.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent a cash refund or a reduction in the future payments is available.

**(h) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

### SIGNIFICANT ACCOUNTING POLICIES (Continued)

**(i) Trade and Other Receivables**

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectibility of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(j) Inventories**

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

**(k) Fixed Assets**

***Initial Recognition***

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed includes the cost of all materials, direct labour and variable and fixed overheads.

***Revaluation***

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on a basis to reflect the already consumed or expired future economic benefits.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

***Land Under Roads***

Land under roads is excluded from infrastructure in accordance with the transitional arrangements available under AASB 1045 and in accordance with legislative requirements.

**(l) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

**(m) SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	30 to 50 years
Furniture and Equipment	5 to 10 years
Plant and Equipment	5 to 10 years
Infrastructure	
Roads and Footpaths	50 years
Drains	80 years
Parks (Plant and Equipment)	10 to 40 years

Only individual items with a value of \$500 or more have been capitalised, in accordance with asset management policy

**(n) Investments and Other Financial Assets**

***Classification***

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

***(i) Financial assets at fair value through profit and loss***

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term.

***(ii) Loans and receivables***

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the balance sheet.

***(iii) Held-to-maturity investments***

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity.

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

### SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### (n) Recognition and derecognition

Regular purchases and sales of financial assets are recognised on trade-date – the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the income statement as gains and losses from investment securities.

#### Subsequent measurement

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value of the financial assets at fair value through profit or loss category are presented in the income statement within other income or other expenses in the period in which they arise. Dividend income from financial assets at fair value through profit and loss is recognised in the income statement as part of revenue from continuing operations when Council's right to receive payments is established. Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.

#### Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss- measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit or loss – is removed from equity and recognised in the income statement. Impairment losses recognised in the income statement on equity instruments classified as available-for-sale are not reversed through the income statement.

#### (o) Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

### FOR THE PERIOD ENDED 30 NOVEMBER 2009

#### SIGNIFICANT ACCOUNTING POLICIES (Continued)

- (o) The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

#### Recognition and derecognition

##### (p) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

At the time of adopting the budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2009.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

##### (q) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

#### Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

- (i) *Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)*  
The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.
- (ii) *Long Service Leave (Long-term Benefits)*  
The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

### SIGNIFICANT ACCOUNTING POLICIES (Continued)

**(r) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

**Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(s) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

**(t) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

	2009/10 Budget \$	2009/10 Actual \$	2008/09 Actual \$
<b>2. OPERATING REVENUES AND EXPENSES</b>			
<b>(a) Net Result from Ordinary Activities was arrived at after:</b>			
(i) Charging as Expenses:			
<b>Depreciation</b>			
<b><u>By Program</u></b>			
Governance	-	-	-
General Purpose Funding	-	-	-
Law, Order, Public Safety	81,197	34,571	80,583
Health	59,640	24,725	5,881
Education and Welfare	112,669	24,807	98,397
Community Amenities	2,764,209	1,146,553	2,620,888
Recreation and Culture	1,641,136	699,200	1,580,922
Transport	3,669,438	1,533,836	3,571,100
Economic Services	-	-	-
Other Property and Services	-	-	-
	<u>8,328,289</u>	<u>3,463,692</u>	<u>7,957,772</u>
<b><u>By Class</u></b>			
Land and Buildings	2,986,974	1,237,780	2,928,076
Furniture and Equipment	341,021	142,953	270,601
Plant and Equipment	614,701	251,394	536,480
Roads	2,580,582	1,067,907	2,490,455
Footpaths	230,649	95,211	223,615
Drainage	350,903	145,153	340,351
Parks	1,168,914	500,644	1,055,465
Other	54,545	22,650	112,729
	<u>8,328,289</u>	<u>3,463,692</u>	<u>7,957,772</u>
<b>Borrowing Costs (Interest)</b>			
- Finance Lease Charges			
- Debentures ( <i>refer note 5(a)</i> )	105,762	18,605	39,878
	<u>105,762</u>	<u>18,605</u>	<u>39,878</u>
<b>Rental Charges</b>			
- Operating Leases			
(ii) Crediting as Revenues:			
<b>Interest Earnings</b>			
Investments			
- Reserve Funds	197,974	82,490	806,802
- Other Funds	146,126	61,663	319,785
Other Interest Revenue	112,656	74,015	196,248
	<u>456,757</u>	<u>218,168</u>	<u>1,322,835</u>
Other Significant Items			
Increase in Equity Value - EMRC		-	459,884



# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

### **GOVERNANCE**

The provision to allow decision-making process to efficiently allocate scarce resources. Administration services allocated to other areas and administration of council members.

### **GENERAL PURPOSE FUNDING**

Collection of revenue to finance Council activities including; rates, government grants, interest revenue collection and administration.

### **LAW, ORDER, PUBLIC SAFETY**

To provide services to ensure a safer community through the supervision of local laws, fire prevention, emergency services and animal control.

### **HEALTH**

To provide an operational structure for good community health including pest control, immunisation and child health services.

### **EDUCATION AND WELFARE**

To aid the needs of the community by providing senior citizens and day-care centres, pre-schools, playgroup assistance and other voluntary services.

### **COMMUNITY AMENITIES**

The provision of services required by the community, including; waste management, collection and recycling programmes, environmental controls, town planning and storm water drainage and maintenance.

### **RECREATION AND CULTURE**

To establish and manage facilities for the well-being of the community and ensure the availability of halls, aquatic centres, recreation centres, sports grounds and libraries.

### **TRANSPORT**

The provision of effective infrastructure to the community through the construction and maintenance of roads and footpaths, bridges, lighting and cleaning of streets.

### **ECONOMIC SERVICES**

To promote the Shire and improve its economic base through the promotion of tourism, rural services and building control.

### **OTHER PROPERTY & SERVICES**

Private works operations, plant repairs and general operations costs.

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

<b>3. ACQUISITION OF ASSETS</b>	<b>2009/10 Actual Year to Date \$</b>	<b>2009/10 Adopted Budget \$</b>
The following assets have been acquired during the period under review:		
<b><u>By Program</u></b>		
Governance	68,058	581,794
General Purpose Funding	-	-
Law, Order, Public Safety	-	-
Health	-	-
Education and Welfare	100,500	-
Community Amenities	1,809,665	10,780,180
Recreation and Culture	1,033,593	2,351,194
Transport	2,068,996	6,016,907
Economic Services	-	-
Other Property and Services	-	-
	<u>5,080,811</u>	<u>19,730,075</u>
<b><u>By Class</u></b>		
Land Held for Resale	-	-
Land and Buildings	1,629,174	10,383,504
Infrastructure Assets - Roads	1,560,668	4,944,356
Infrastructure Assets - Parks and Ovals	1,033,593	2,372,694
Plant and Equipment	508,328	997,551
Furniture and Equipment	349,049	1,031,970
	<u>5,080,811</u>	<u>19,730,075</u>

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

### 4. DISPOSALS OF ASSETS

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

<u>By Program</u>	Net Book Value	Sale Proceeds	Profit/(Loss)
	2009/10 Actual YTD \$	2009/10 Actual YTD \$	2009/10 Actual YTD \$
Governance	-	-	-
Law, Order & Public Safety	-	-	-
Health	-	-	-
Education & Welfare	-	-	-
Community Amenities	-	-	-
Recreation & Culture	-	-	-
Transport	136,128	104,461	(31,667)
	136,128	104,461	(31,667)

<u>By Class</u>	Net Book Value	Sale Proceeds	Profit/(Loss)
	2009/10 Actual YTD \$	2009/10 Actual YTD \$	2009/10 Actual YTD \$
Furniture Fittings & Equipment	-	-	-
Plant & Equipment	136,128	104,461	(31,667)
	136,128	104,461	(31,667)

<u>Summary</u>	2009/10 Actual YTD \$	0 Adopted Budget \$
Profit on Asset Disposals	8,000	15,000
Loss on Asset Disposals	(39,667)	(14,860)
	<u>(31,667)</u>	<u>140</u>

## SHIRE OF KALAMUNDA

NOTES TO AND FORMING PART OF FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 NOVEMBER 2009

### 5. INFORMATION ON BORROWINGS

#### (a) Debenture Repayments

Particulars	Loan Number	Loan Provider	Principal 1-Jul-09 \$	Budgeted New Loans \$	Principal Repayments		Principal Balance		Interest Repayments	
					2009/10 Budget \$	2009/10 Actual \$	2009/10 Budget \$	2009/10 Actual \$	2009/10 Budget \$	2009/10 Actual \$
Forrestfield Bowling Club	199	WATC	41,381	2,442	1,196	38,940	40,185	3,332	1,690	
Kalamunda Tennis Club	204	WATC	6,477	6,477	3,020	0	3,458	356	357	
Kalamunda Cricket Club	207	WATC	15,239	1,286	632	13,953	14,607	991	506	
Kalamunda & District Basketball	208	WATC	152,165	12,858	6,325	139,307	145,841	9,834	5,021	
Kalamunda Swimming Pool	212	WATC	-	-	-	-	-	-	-	
Hartfield Country Club	213	WATC	16,743	16,743	16,743	-	-	555	555	
Forrestfield Utd Soccer Club	214	WATC	137,924	4,238	2,090	133,686	135,834	7,610	3,834	
Lesmurdie Tennis Club	215	WATC	36,813	2,926	1,440	33,887	35,373	2,299	1,173	
Foothills Netball Assoc	216	WATC	99,104	2,647	1,303	96,456	97,801	6,370	3,206	
Maida Vale Tennis Club	217	WATC	51,360	2,094	1,031	49,266	50,328	3,061	1,546	
Kalamunda United Soccer Club	218	WATC	9,819	1,413	1,413	8,352	8,406	583	583	
*Kalamunda Club	219	WATC	-	-	-	250,000	250,000	-	-	
*Forrestfield Junior Football Club		WATC	-	-	-	19,000	-	-	-	
*Shire Depot			-	25,583	-	2,074,407	-	70,770	-	
*Wet'n'Wild			-	500,000	-	-	-	-	-	
			567,025	78,716	35,193	2,857,255	781,832	105,762	18,472	

All loans are self supporting loans financed by payments from third parties.

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF FINANCIAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2009

### 5. INFORMATION ON BORROWINGS (cont'd)

**(b) New Debentures**

New debentures previously budgeted for in 2008/09 are for:  
 \*Kalamunda Club - To remove 1 bowling green replacing it with a carpark, and converting 2 bowling greens to synthetic turf.  
 \*Forrestfield Junior Football Club - 2 additional light towers..  
 \*These will be self-supporting loans with repayments sourced from the clubs associated.

New debentures budgeted for in 2009/10 are for:  
 - Depot administration building and workshop.  
 - Kalamunda swimming pool (Wet'n'Wild) upgrade.

Particulars/Purpose	Amount Borrowed Budget	Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Amount Used Budget	Balance Unspent \$
Kalamunda Club - Replace 1 bowling green with a carpark, converting 2 bowling greens to synthetic turf. *A self-supported loan. Originally included in 2008/09 budget.	250,000	WATC	Fixed Int	10	109,343	6.28	-	250,000
Forrestfield Junior Football Club - Install 2 additional light towers. *A self-supported loan. Originally included in 2008/09 budget.	19,000	WATC	Fixed Int	10	8,310	6.28	-	19,000
Shire of Kalamunda - To construct a new depot administration and workshop	2,100,000	WATC	Fixed Int	20	1,754,547	6.74	-	2,100,000
Shire of Kalamunda - For upgrade and maintenance of the Wet'n'Wild swimming pool.	500,000	WATC	Fixed Int.	10	8,310	6.74	-	500,000

**(c) Overdraft**

The Shire of Kalamunda has not established any overdraft facility.

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF FINANCIAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2009

	2009/10 Budget \$	2009/10 Actual \$
<b>6. RESERVES - CASH BACKED</b>		
<b>(a) Building Construction</b>		
Opening Balance	6,458,157	6,458,157
Transfer from Accumulated Surplus - Interest	90,031	-
Transfer from Accumulated Surplus	1,178,000	-
Transfer to Accumulated Surplus	(5,552,939)	-
	<u>2,173,249</u>	<u>6,458,157</u>
<p>This reserve was set up to provide for new buildings and the refurbishment to existing Shire owned buildings. To be spent according to budget.</p>		
<b>(b) Waste Management</b>		
Opening Balance	3,568,443	3,568,443
Transfer from Accumulated Surplus - Interest	68,995	-
Transfer from Accumulated Surplus	(1,576,130)	-
Transfer to Accumulated Surplus	(25,000)	-
	<u>2,036,308</u>	<u>3,568,443</u>
<p>This reserve was set up to fund financing operations for the development of Council's sanitation service. To be spent according to budget.</p>		
<b>(c) EDP - IT Equipment</b>		
Opening Balance	334,791	334,791
Transfer from Accumulated Surplus - Interest	2,067	-
Transfer from Accumulated Surplus	328,850	-
Transfer to Accumulated Surplus	(261,000)	-
	<u>404,708</u>	<u>334,791</u>
<p>This reserve was set up to provide for the upgrade / replacement of the Shire's computer hardware and software requirements. To be spent according to budget.</p>		
<b>(d) Local Government Elections</b>		
Opening Balance	105,789	105,789
Transfer from Accumulated Surplus - Interest	977	-
Transfer from Accumulated Surplus	45,000	-
Transfer to Accumulated Surplus	(100,000)	-
	<u>51,766</u>	<u>105,789</u>
<p>This reserve was set up to fund the cost of future Council elections. To be spent according to budget.</p>		
<b>(e) Long Service Leave</b>		
Opening Balance	154,858	154,858
Transfer from Accumulated Surplus - Interest	1,783	-
Transfer from Accumulated Surplus	5,500	-
Transfer to Accumulated Surplus	-	-
	<u>162,141</u>	<u>154,858</u>
<p>The purpose of this reserve is to provide cash-backing for all annual and long service leave entitlements. Transfers to this reserve are based on the leave liability at each year end. To be spent according to budget.</p>		

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

	2009/10 Budget \$	2009/10 Actual \$
<b>6. CASH BACKED RESERVES (cont'd)</b>		
<b>(f) Plant and Equipment</b>		
Opening Balance	565,360	565,360
Transfer from Accumulated Surplus - Interest	8,764	
Transfer from Accumulated Surplus	522,000	-
Transfer to Accumulated Surplus	(304,000)	-
	<u>792,124</u>	<u>565,360</u>
<p>This reserve was set up to fund future replacement of Council's plant and associated equipment. To be spent according to budget.</p>		
<b>(g) Stirk Park</b>		
Opening Balance	44,585	44,585
Transfer from Accumulated Surplus - Interest	1,321	
Transfer from Accumulated Surplus	-	-
Transfer to Accumulated Surplus	-	-
	<u>45,906</u>	<u>44,585</u>
<p>This reserve was set up to fund improvements to Stirk Park. To be spent according</p>		
<b>(h) HACC</b>		
Opening Balance	239,798	207,676
Transfer from Accumulated Surplus - Interest	7,911	
Transfer from Accumulated Surplus	52,390	-
Transfer to Accumulated Surplus	-	-
	<u>300,099</u>	<u>207,676</u>
<p>This reserve was set up to fund future HACC Services programmes and asset replacement. To be spent according to budget.</p>		
<b>(i) Forrestfield Industrial Area</b>		
Opening Balance	266,720	266,720
Transfer from Accumulated Surplus - Interest	7,906	
Transfer from Accumulated Surplus	-	-
Transfer to Accumulated Surplus	-	-
	<u>274,625</u>	<u>266,720</u>
<p>This reserve was set up to fund infrastructure requirements for the Forrestfield Industrial Area. To be spent according to budget.</p>		
<b>(j) Insurance Contingency Reserve</b>		
Opening Balance	226,363	226,363
Transfer from Accumulated Surplus - Interest	5,826	
Transfer from Accumulated Surplus	-	120,283
Transfer to Accumulated Surplus	-	-
	<u>232,190</u>	<u>346,647</u>
<p>This reserve was set up to fund insurance premium variations and potential call backs. To be spent according to budget.</p>		

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

	2009/10 Budget \$	2009/10 Actual \$
<b>6. CASH BACKED RESERVES (cont'd)</b>		
<b>(k) Light Plant Reserve</b>		
Opening Balance	203,416	203,416
Transfer from Accumulated Surplus - Interest	1,301	
Transfer from Accumulated Surplus	380,000	-
Transfer to Accumulated Surplus	(300,000)	-
	<u>284,717</u>	<u>203,416</u>
<p>This reserve was set up to fund future replacement of Council's plant and associated equipment. To be spent according to budget.</p>		
<b>(l) Revaluation Reserve</b>		
Opening Balance	63,989	63,989
Transfer from Accumulated Surplus - Interest	1,091	
Transfer from Accumulated Surplus	55,000	-
Transfer to Accumulated Surplus	-	-
	<u>120,080</u>	<u>63,989</u>
<p>This reserve was set up to fund triannual rating revaluations. To be spent</p>		
<b>(m) Nominated Employee Leave Provisions Reserve</b>		
Opening Balance		
Transfer from Accumulated Surplus - Interest		21,545
Transfer from Accumulated Surplus		-
Transfer to Accumulated Surplus	-	-
	<u>-</u>	<u>21,545</u>
<p>This reserve was set up to receive funds for nominated staff leave entitlements. To be spent according to budget.</p>		
<b>Total Reserve Closing Balance</b>	<u><u>6,877,914</u></u>	<u><u>12,341,975</u></u>

	2009/10 Budget \$	2009/10 Actual \$
<b>SUMMARY</b>		
Opening Balance	12,232,270	12,200,147
Transfer from Accumulated Surplus - Interest	197,974	-
Transfer from Accumulated Surplus	990,610	141,828
Transfer to Accumulated Surplus	(6,542,939)	-
Closing Balance	<u><u>6,877,914</u></u>	<u><u>12,341,975</u></u>

All of the cash backed reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Notes 7 and 8 of this financial report.



# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2009

	November 2009 Actual \$	Brought Forward 01-Jul 2009 \$
<b>7. Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	9,191,723	2,468,504
Cash - Restricted	16,493,485	16,439,547
Receivables	6,664,981	1,299,755
Inventories	51,138	75,527
	<u>32,401,327</u>	<u>20,283,332</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(1,124,115)</u>	<u>(3,069,867)</u>
NET CURRENT ASSET POSITION	31,277,212	17,213,465
Less: Cash - Restricted	<u>(16,493,485)</u>	<u>(16,439,547)</u>
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>14,783,728</u>	<u>773,917</u>

The estimated surplus/(deficiency) c/fwd in the 2008/09 actual column represents the surplus (deficit) brought forward as at 1 July 2009. This figure is not finalised.

The estimated surplus/(deficiency) c/fwd in the 2009/10 actual column represents the surplus (deficit) carried forward as at 31 August 2009.

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

### 8. NOTES TO THE CASH FLOW STATEMENT

#### (a) Reconciliation of Cash

For the purposes of the cash flow statement, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	2009/10 Budget \$	2009/10 Actual \$	2008/09 Actual \$
Cash - Unrestricted	85,435	9,191,723	2,468,504
Cash - Restricted	11,249,595	16,493,485	16,439,547
	<u>11,103,199</u>	<u>25,685,208</u>	<u>18,908,051</u>

The following restrictions have been imposed by regulation or other externally imposed requirements:

Building Construction Reserve	4,263,113	6,458,157	6,458,157
Waste Management Reserve	3,525,653	3,568,443	3,568,443
EDP Reserve	79,969	334,791	334,791
Forrestfield Industrial Area Reserve	263,522	266,720	266,720
HACC Reserve	345,673	207,676	207,676
Local Government Election Reserve	60,060	105,789	105,789
Long Service Leave Reserve	56,680	154,858	154,858
Plant & Equipment Reserve	183,137	565,360	565,360
Stirk Park Reserve	44,050	44,585	44,585
Insurance Contingency Reserve	126,623	346,647	226,363
Light Plant Reserve	3,375	203,416	203,416
Revaluation Reserve	8,881	63,989	63,989
Nominated Employee Leave Provisions Reserve		21,545	-
Public Open Space	776,334	2,347,833	2,347,833
Roadwork Contributions		171,000	356,400
Bonds	1,502,204	1,610,035	1,512,526
Grants Received in Advance		18,199	18,199
Meals on Wheels Surplus Funding Acquired		4,443	4,443
CVS Surplus Grant Funding Acquired (Ex KCC)			
	<u>11,239,273</u>	<u>16,493,485</u>	<u>16,439,547</u>

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

### 9. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
<b>Differential General Rate</b>											
GRV	0.06499	17,766	241,487,629	14,849,324	\$86,275	\$48,090	14,983,689	14,500,075	250,000	0	14,750,075
General Industrial	0.06758	176	28,945,859	1,850,331			1,850,331	1,947,717			1,947,717
Light Industrial	0.06758	83	3,836,211	245,467			245,467	258,386			258,386
UV	0.00242	300	164,392,040	376,533			376,533	396,350			396,350
<b>Sub-Totals</b>		18,325	438,661,739	17,321,654	86,275	48,090	17,466,019	17,102,527	0	0	17,352,527
<b>Minimum Rates</b>											
GRV	549.85	2,451		1,347,682			1,347,682	1,347,682	0	0	1,347,682
General Industrial	571.85	17		9,721			9,721	9,721			9,721
Light Industrial	571.85	2		1,144			1,144	1,144			1,144
UV	549.85	4		2,199			2,199	2,199			2,199
<b>Sub-Totals</b>		2,474		1,360,746	0	0	1,360,746	1,360,747			1,360,747
<b>Cash in Lieu of Rates Totals</b>							18,816,766				18,713,274
							0				71,335
							18,816,766				18,784,609

### CASH IN LIEU OF RATES

	Budget Rate Revenue \$	Rate Revenue 2009/10 \$
Dampier Pipeline Contribution	20,223	
Co-operative Bulk Handling	51,112	
	71,335	0

# SHIRE OF KALAMUNDA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2009

### 10. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in the financial statements are as follows:

	Balance 01/07/08 \$	Estimated Amounts Received \$	Estimated Amounts Paid \$	Estimated Balance 30/06/09 \$
Unclaimed Monies	7,037	7,437		14,474
Wattlegrove - Cell 9	2,634,612			2,634,612
B.C.I.T.F Levies	29,892	85,207	(93,885)	21,214
B.R.B Levies	5,735	29,192	(28,206)	6,721
	<u>2,677,276</u>			<u>2,677,021</u>

**SHIRE OF KALAMUNDA**  
**Operating Budget Variance Analysis**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2009**

Description	Budget 2009/2010 \$	Budget YTD \$	Actual YTD \$	Variance \$	Variance %
<b>120 Members</b>					
Income	-	-	-	-	
Expense	505,723	306,212	213,282	(92,930)	-30%
<b>Net Expenses Members</b>	<b>505,723</b>	<b>306,212</b>	<b>213,282</b>	<b>(92,930)</b>	
<b>150 Chief Executive Office</b>					
Income	-	-	-	-	
Expense	689,652	287,046	401,466	114,420	40%
<b>Net Expenses Chief Executive Office</b>	<b>689,652</b>	<b>287,046</b>	<b>401,466</b>	<b>114,420</b>	
<b>201 Corporate Services Administration</b>					
Income	-	-	-	-	
Expense	418,773	174,129	167,290	(6,839)	-4%
<b>Net Expenses Corporate Services Administration</b>	<b>418,773</b>	<b>174,129</b>	<b>167,290</b>	<b>(6,839)</b>	
<b>205 Customer Services</b>					
Income	-	-	(47)	(47)	
Expense	410,502	174,223	163,495	(10,728)	-6%
<b>Net Expenses Customer Services</b>	<b>410,502</b>	<b>174,223</b>	<b>163,448</b>	<b>(10,775)</b>	
<b>210 Compliance</b>					
Income	-	-	-	-	
Expense	78,467	33,839	31,552	(2,287)	-7%
<b>Net Expenses Compliance</b>	<b>78,467</b>	<b>33,839</b>	<b>31,552</b>	<b>(2,287)</b>	
<b>215 Project Funding</b>					
Income	-	-	-	-	
Expense	34,690	10,962	15,945	4,983	45%
<b>Net Expenses Project Funding</b>	<b>34,690</b>	<b>10,962</b>	<b>15,945</b>	<b>4,983</b>	
<b>220 Financial Services</b>					
Income	(110,602)	(58,260)	(153,619)	(95,359)	164%
Expense	1,054,277	570,736	579,304	8,568	2%
<b>Net Expenses Financial Services</b>	<b>943,675</b>	<b>512,476</b>	<b>425,685</b>	<b>(86,791)</b>	

**SHIRE OF KALAMUNDA**  
**Operating Budget Variance Analysis**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2009**

Description	Budget 2009/2010 \$	Budget YTD \$	Actual YTD \$	Variance \$	Variance %
<b>225 General Purpose Income</b>					
Income	(1,901,849)	(901,518)	(999,253)	(97,735)	11%
Expense	-	-	-	-	
<b>Net Expenses General Purpose Income</b>	<b>(1,901,849)</b>	<b>(901,518)</b>	<b>(999,253)</b>	<b>(97,735)</b>	
<b>230 Human Resources</b>					
Income	(528,943)	(220,930)	(267,901)	(46,971)	21%
Expense	511,464	244,187	199,231	(44,955)	-18%
<b>Net Expenses Human Resources</b>	<b>(17,478)</b>	<b>23,257</b>	<b>(68,670)</b>	<b>(91,927)</b>	
<b>240 Information Technology</b>					
Income	(657,728)	(274,050)	(339,205)	(65,155)	24%
Expense	656,728	348,171	327,239	(20,932)	-6%
<b>Net Expenses Information Technology</b>	<b>(1,000)</b>	<b>74,121</b>	<b>(11,966)</b>	<b>(86,087)</b>	
<b>250 Rates</b>					
Income	(18,963,409)	(18,593,677)	(18,961,787)	(368,110)	2%
Expense	440,000	186,333	199,528	13,195	7%
<b>Net Expenses Rates</b>	<b>(18,523,409)</b>	<b>(18,407,344)</b>	<b>(18,762,259)</b>	<b>(354,915)</b>	
<b>260 Records Management</b>					
Income	(1,000)	(415)	(316)	99	-24%
Expense	220,472	94,975	82,807	(12,168)	-13%
<b>Net Expenses Records Management</b>	<b>219,472</b>	<b>94,560</b>	<b>82,491</b>	<b>(12,069)</b>	
<b>270 Rangers</b>					
Income	(143,100)	(94,200)	(85,177)	9,023	-10%
Expense	570,426	236,016	257,392	21,376	9%
<b>Net Expenses Rangers</b>	<b>427,326</b>	<b>141,816</b>	<b>172,215</b>	<b>30,398</b>	
<b>275 Fire Prevention</b>					
Income	(5,000)	-	(250)	(250)	
Expense	286,831	124,503	101,274	(23,229)	
<b>Net Expenses Fire Prevention</b>	<b>281,831</b>	<b>124,503</b>	<b>101,024</b>	<b>(23,479)</b>	-19%

**SHIRE OF KALAMUNDA**  
**Operating Budget Variance Analysis**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2009**

Description	Budget	Budget	Actual	Variance	Variance
	2009/2010	YTD	YTD	\$	%
<b>280 Bush Fire Brigade</b>					
Income	(97,000)	(48,500)	(48,500)	-	0%
Expense	125,688	56,770	91,776	35,006	62%
<b>Net Expenses Bush Fire Brigade</b>	<b>28,688</b>	<b>8,270</b>	<b>43,276</b>	<b>35,006</b>	
<b>285 State Emergency Services</b>					
Income	(38,130)	(19,066)	(19,065)	1	0%
Expense	64,776	26,945	16,072	(10,873)	-40%
<b>Net Expenses State Emergency Services</b>	<b>26,646</b>	<b>7,879</b>	<b>(2,993)</b>	<b>(10,872)</b>	
<b>301 Community Services Administration</b>					
Income	-	-	-	-	
Expense	764,097	321,496	361,249	39,753	12%
<b>Net Expenses Community Services Administration</b>	<b>764,097</b>	<b>321,496</b>	<b>361,249</b>	<b>39,753</b>	
<b>315 Tourism and Promotions</b>					
Income	(35,500)	(17,375)	(24,082)	(6,707)	39%
Expense	276,710	112,495	166,298	53,803	48%
<b>Net Expenses Tourism and Promotions</b>	<b>241,210</b>	<b>95,120</b>	<b>142,217</b>	<b>47,096</b>	
<b>320 Youth Services</b>					
Income	(10,000)	(4,165)	42	4,207	-101%
Expense	242,488	99,311	90,867	(8,444)	-9%
<b>Net Expenses Youth Services</b>	<b>232,488</b>	<b>95,146</b>	<b>90,909</b>	<b>(4,237)</b>	
<b>330 Recreation Services</b>					
Income	(520,083)	(216,700)	(465,187)	(248,487)	115%
Expense	91,131	39,095	35,480	(3,615)	-9%
<b>Net Expenses Recreation Services</b>	<b>(428,952)</b>	<b>(177,605)</b>	<b>(429,707)</b>	<b>(252,102)</b>	

**SHIRE OF KALAMUNDA**  
**Operating Budget Variance Analysis**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2009**

Description	Budget	Budget	Actual	Variance	Variance
	2009/2010	YTD	YTD	\$	%
	\$	\$	\$		
<b>335 Hartfield Park Recreation Centre</b>					
Income	(453,300)	(188,860)	(233,144)	(44,284)	23%
Expense	1,096,563	461,068	500,841	39,773	9%
<b>Net Expenses Hartfield Park Recreation Centre</b>	<b>643,263</b>	<b>272,208</b>	<b>267,697</b>	<b>(4,511)</b>	
<b>340 High Wycombe Recreation Centre</b>					
Income	(35,500)	(14,785)	(23,436)	(8,651)	59%
Expense	262,181	109,467	104,595	(4,872)	-4%
<b>Net Expenses High Wycombe Recreation Centre</b>	<b>226,681</b>	<b>94,682</b>	<b>81,159</b>	<b>(13,523)</b>	
<b>350 Community Halls and Buildings</b>					
Income	(342,382)	(148,716)	(192,879)	(44,163)	30%
Expense	961,915	402,233	465,964	63,731	16%
<b>Net Expenses Community Halls and Buildings</b>	<b>619,533</b>	<b>253,518</b>	<b>273,085</b>	<b>19,568</b>	
<b>355 Reserve Hire</b>					
Income	(70,500)	(40,275)	(3,194)	37,081	-92%
Expense	46,159	22,150	3,757	(18,393)	-83%
<b>Net Expenses Reserve Hire</b>	<b>(24,341)</b>	<b>(18,125)</b>	<b>563</b>	<b>18,688</b>	
<b>360 Swimming Pools</b>					
Income	(20,000)	(8,330)	-	8,330	-100%
Expense	67,701	32,618	35,753	3,135	10%
<b>Net Expenses Swimming Pools</b>	<b>47,701</b>	<b>24,288</b>	<b>35,753</b>	<b>11,465</b>	
<b>370 Environmental Health</b>					
Income	(30,080)	(16,125)	(16,849)	(724)	4%
Expense	580,058	241,548	229,058	(12,490)	-5%
<b>Net Expenses Environmental Health</b>	<b>549,978</b>	<b>225,423</b>	<b>212,209</b>	<b>(13,214)</b>	
<b>375 Waste Management</b>					
Income	(5,360,713)	(5,302,543)	(5,203,395)	99,148	-2%
Expense	5,265,936	2,209,899	1,834,995	(374,904)	-17%
<b>Net Expenses Waste Management</b>	<b>(94,777)</b>	<b>(3,092,644)</b>	<b>(3,368,400)</b>	<b>(275,756)</b>	



**SHIRE OF KALAMUNDA**  
**Operating Budget Variance Analysis**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2009**

Description	Budget	Budget	Actual	Variance	Variance
	2009/2010	YTD	YTD	\$	%
	\$	\$	\$		
<b>380 Senior Citizen Services</b>					
Income	(67,600)	(32,170)	(36,141)	(3,971)	12%
Expense	283,475	119,962	129,800	9,838	8%
<b>Net Expenses Senior Citizen Services</b>	<b>215,875</b>	<b>87,792</b>	<b>93,659</b>	<b>5,867</b>	
<b>385 HACC Services</b>					
Income	(2,128,433)	(888,740)	(1,263,549)	(374,809)	42%
Expense	2,128,432	834,900	1,125,365	290,465	35%
<b>Net Expenses HACC Services</b>	<b>(1)</b>	<b>(53,840)</b>	<b>(138,184)</b>	<b>(84,344)</b>	
<b>386 Kalamunda Community Care</b>					
Income	-	-	-	-	
Expense	-	-	-	-	
<b>Net Expenses Kalamunda Community Care</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>387 Meals on Wheels</b>					
Income	7	(32,895)	6,880	39,775	-121%
Expense	-	-	-	-	
<b>Net Expenses Meals on Wheels</b>	<b>7</b>	<b>(32,895)</b>	<b>6,880</b>	<b>39,775</b>	
<b>390 Libraries - Administration</b>					
Income	(1,200)	(500)	(27)	473	-95%
Expense	147,320	60,540	32,160	(28,380)	-47%
<b>Net Expenses Libraries - Administration</b>	<b>146,120</b>	<b>60,040</b>	<b>32,133</b>	<b>(27,907)</b>	
<b>391 Library - Kalamunda</b>					
Income	(10,650)	(4,425)	(12,295)	(7,870)	178%
Expense	750,940	322,554	348,682	26,128	8%
<b>Net Expenses Library - Kalamunda</b>	<b>740,290</b>	<b>318,129</b>	<b>336,388</b>	<b>18,259</b>	
<b>392 Library - Forrestfield</b>					
Income	(4,800)	(1,990)	(1,822)	168	-8%
Expense	331,862	141,537	155,658	14,121	10%
<b>Net Expenses Library - Forrestfield</b>	<b>327,062</b>	<b>139,547</b>	<b>153,835</b>	<b>14,289</b>	

**SHIRE OF KALAMUNDA**  
**Operating Budget Variance Analysis**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2009**

Description	Budget	Budget	Actual	Variance	Variance
	2009/2010	YTD	YTD		
	\$	\$	\$	\$	%
<b>393 Library - High Wycombe</b>					
Income	(3,300)	(1,370)	(3,581)	(2,211)	161%
Expense	282,101	120,185	98,715	(21,470)	-18%
<b>Net Expenses Library - High Wycombe</b>	<b>278,801</b>	<b>118,815</b>	<b>95,134</b>	<b>(23,682)</b>	
<b>394 Libraries - Lesmurdie</b>					
Income	(1,050)	(430)	(449)	(19)	4%
Expense	114,920	49,015	51,530	2,514	5%
<b>Net Expenses Libraries - Lesmurdie</b>	<b>113,870</b>	<b>48,585</b>	<b>51,081</b>	<b>2,495</b>	
<b>395 Arts and Culture</b>					
Income	-	-	-	-	-6%
Expense	77,354	33,251	31,378	(1,873)	
<b>Net Expenses Arts and Culture</b>	<b>77,354</b>	<b>33,251</b>	<b>31,378</b>	<b>(1,873)</b>	
<b>396 Museums</b>					
Income	(27,000)	(11,250)	(16,019)	(4,769)	42%
Expense	128,451	55,953	59,594	3,640	7%
<b>Net Expenses Museums</b>	<b>101,451</b>	<b>44,703</b>	<b>43,575</b>	<b>(1,129)</b>	
<b>401 Engineering</b>					
Income	-	-	-	-	-2%
Expense	290,911	121,741	118,726	(3,015)	
<b>Net Expenses Engineering</b>	<b>290,911</b>	<b>121,741</b>	<b>118,726</b>	<b>(3,015)</b>	
<b>410 Design and Technical Services</b>					
Income	(2,000)	(830)	(455)	375	-45%
Expense	(579,657)	(234,803)	(1,190,833)	(956,030)	407%
<b>Net Expenses Design and Technical Services</b>	<b>(581,657)</b>	<b>(235,633)</b>	<b>(1,191,289)</b>	<b>(955,656)</b>	
<b>415 Engineering Works (Maintenance)</b>					
Income	-	-	(1,147)	(1,147)	-7%
Expense	6,627,104	2,777,157	2,574,517	(202,640)	
<b>Net Expenses Engineering Works (Maintenance)</b>	<b>6,627,104</b>	<b>2,777,157</b>	<b>2,573,370</b>	<b>(203,787)</b>	

**SHIRE OF KALAMUNDA**  
**Operating Budget Variance Analysis**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2009**

Description	Budget 2009/2010 \$	Budget YTD \$	Actual YTD \$	Variance \$	Variance %
<b>420 Engineering Works (Construction)</b>					
Income	(1,619,290)	(674,700)	(746,452)	(71,752)	11%
Expense	63,821	26,555	23,285	(3,270)	-12%
<b>Net Expenses Engineering Works (Construction)</b>	<b>(1,555,469)</b>	<b>(648,145)</b>	<b>(723,167)</b>	<b>(75,022)</b>	
<b>430 Depot Operations</b>					
Income	-	-	-	-	
Expense	97,856	40,750	53,477	12,727	31%
<b>Net Expenses Depot Operations</b>	<b>97,856</b>	<b>40,750</b>	<b>53,477</b>	<b>12,727</b>	
<b>440 Plant Operations</b>					
Income	-	-	-	-	
Expense	381,305	226,016	275,423	49,407	22%
<b>Net Expenses Plant Operations</b>	<b>381,305</b>	<b>226,016</b>	<b>275,423</b>	<b>49,407</b>	
<b>450 Parks and Reserves Maintenance</b>					
Income	-	-	-	-	
Expense	4,594,630	1,929,132	1,801,082	(128,050)	-7%
<b>Net Expenses Parks and Reserves Maintenance</b>	<b>4,594,630</b>	<b>1,929,132</b>	<b>1,763,876</b>	<b>(165,256)</b>	
<b>501 Planning and Development Administration</b>					
Income	-	-	-	-	
Expense	408,532	151,732	157,529	5,797	4%
<b>Net Expenses Planning and Development Administration</b>	<b>408,532</b>	<b>151,732</b>	<b>157,529</b>	<b>5,797</b>	
<b>510 Environmental Management</b>					
Income	-	-	-	-	
Expense	481,651	180,410	185,164	4,754	3%
<b>Net Expenses Environmental Management</b>	<b>481,651</b>	<b>180,410</b>	<b>185,088</b>	<b>4,678</b>	
<b>520 Planning Service</b>					
Income	(252,300)	(105,780)	(150,413)	(44,633)	42%
Expense	816,675	352,511	306,782	(45,729)	-13%
<b>Net Expenses Planning Service</b>	<b>564,375</b>	<b>246,731</b>	<b>156,369</b>	<b>(90,362)</b>	

**SHIRE OF KALAMUNDA**  
**Operating Budget Variance Analysis**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2009**

Description	Budget 2009/2010 \$	Budget YTD \$	Actual YTD \$	Variance \$	Variance %
<b>530 Land Management</b>					
Income	-	-	-		
Expense	79,399	34,279	35,033	754	2%
<b>Net Expenses Land Management</b>	<b>79,399</b>	<b>34,279</b>	<b>35,033</b>	<b>754</b>	
<b>540 Building Services</b>					
Income	(483,980)	(204,670)	(269,873)	(65,203)	32%
Expense	552,275	248,171	281,713	33,543	14%
<b>Net Expenses Building Services</b>	<b>68,295</b>	<b>43,501</b>	<b>11,841</b>	<b>(31,660)</b>	
<b>550 Property Maintenance</b>					
Income	(3,890,746)	(1,621,140)	(60,853)	1,560,287	-96%
Expense	3,313,292	1,331,945	1,362,692	30,746	2%
<b>Net Expenses Property Maintenance</b>	<b>(577,454)</b>	<b>(289,195)</b>	<b>1,301,839</b>	<b>1,591,033</b>	
<b>TOTAL NET EXPENDITURE</b>	<b>(721,109)</b>	<b>(13,816,567)</b>	<b>(14,943,620)</b>	<b>(1,127,053)</b>	

**SHIRE OF KALAMUNDA**

Variance Analysis Details

FOR THE PERIOD ENDED 30 NOVEMBER 2009

	Description	Variance \$	Comments
<b>120</b>	<b>Members</b>		
	Income	-	
	Expense	(92,930)	Contractor elections invoice not received.
	<b>Net Expenses Members</b>	<u>(92,930)</u>	
<b>150</b>	<b>Chief Executive Office</b>		
	Income	-	
	Expense	114,420	Training and legal expenses under budget, consultants exceeding year to date budget.
	<b>Net Expenses Chief Executive Office</b>	<u>114,420</u>	
<b>215</b>	<b>Project Funding</b>		
	Income	-	
	Expense	4,983	Project (Grant seeding funds) expenditure exceeding year to date budget.
	<b>Net Expenses Project Funding</b>	<u>4,983</u>	
<b>220</b>	<b>Financial Services</b>		
	Income		Profit on sale of asset exceeds budget. (Disposal of asset to be posted). Advertising contribution (Kalamunda Toyota - Rates Prize) not budgeted. General and insurance reimbursements exceeding budget.
	Expense	(95,359)	Interest on loans under budget (timing). Bank charges, debt collection, loss on sale of asset
	<b>Net Expenses Financial Services</b>	<u>(86,791)</u>	8,568 over budget.
<b>225</b>	<b>General Purpose Income</b>		
	Income	(97,735)	General purpose grants exceed budget. Bank interest earning over budget.
	Expense		
	<b>Net Expenses General Purpose Income</b>	<u>(97,735)</u>	
<b>230</b>	<b>Human Resources</b>		
	Income		Workers compensation allocation credit, offset by transfer to reserve charge. Administration
	Expense	(46,971)	allocation charges under budget as department expenses are under budget. Salaries and wages, recruitment and subscriptions under budget. Occupational Health & Safety under budget (timing).
	<b>Net Expenses Human Resources</b>	<u>(46,971)</u>	
<b>240</b>	<b>Information Technology</b>		
	Income	(65,155)	Internal allocations exceed budget as based on actual expenditure / timing differences.
	Expense	(20,932)	Annual licence fees under budget ( timing difference), IT general expenses exceed budget.
	<b>Net Expenses Information Technology</b>	<u>(86,087)</u>	

**SHIRE OF KALAMUNDA**  
**Variance Analysis Details**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2009**

Description	Variance \$	Comments
<b>260 Records Management</b>		
Income		99 FOI fee income under budget.
Expense	(12,168)	Salaries & wages under budget / timing difference.
<b>Net Expenses Records Management</b>	<b>(12,069)</b>	
<b>275 Fire Prevention</b>		
Income	(250)	Fines exceed year to date budget.
Expense	(23,229)	Salaries and wages, sundry purchases contractor fire break and training under budget.
<b>Net Expenses Fire Prevention</b>	<b>(23,479)</b>	
<b>280 Bush Fire Brigade</b>		
Income		- Grant revenue on budget.
Expense	35,006	Building maintenance and motor vehicle expenses over budget.
<b>Net Expenses Bush Fire Brigade</b>	<b>35,006</b>	
<b>285 State Emergency Services</b>		
Income		1 Grant revenue on budget.
Expense	(10,873)	All expenditure categories under budget.
<b>Net Expenses State Emergency Services</b>	<b>(10,873)</b>	
<b>301 Community Services Administration</b>		
Income		
Expense	39,753	Salaries and wages and motor vehicle costs exceeds budget & donation expense under budget.
<b>Net Expenses Community Services Administration</b>	<b>39,753</b>	
<b>315 Tourism and Promotions</b>		
Income	(6,707)	Grants and contributions received exceed year to date budget.
Expense	53,803	Programmes expenditure over year to date budget / timing difference.
<b>Net Expenses Tourism and Promotions</b>	<b>47,096</b>	
<b>320 Youth Services</b>		
Income	4,207	No contributions received. Grant funding under budget / timing difference.
Expense	(8,444)	Programmes expenditure under year to date budget / timing difference.
<b>Net Expenses Youth Services</b>	<b>(4,237)</b>	

**SHIRE OF KALAMUNDA**  
Variance Analysis Details

**FOR THE PERIOD ENDED 30 NOVEMBER 2009**

	Description	Variance \$	Comments
<b>330</b>	<b>Recreation Services</b>		
	Income	(248,487)	Additional CSRRF grant funds received - Flemming Reserve.
	Expense	(3,615)	Salaries and wages, advertising under budget
	<b>Net Expenses Recreation Services</b>	<b>(252,102)</b>	
<b>335</b>	<b>Hartfield Park Recreation Centre (HPRC)</b>		
	Income	(44,284)	Hall hire, gym fees & programmes exceeding budget.
	Expense	39,773	Programme costs, salaries and maintenance exceed budget.
	<b>Net Expenses Hartfield Park Recreation Centre (HPRC)</b>	<b>(4,511)</b>	
<b>340</b>	<b>High Wycombe Recreation Centre (HWRC)</b>		
	Income	(8,651)	Hall hire, creche, programme and gym fees exceeding budget.
	Expense	(4,872)	Casual wages exceed budget, offset by under budget full time wages. Purchases and maintenance expenditure under budget / timing difference.
	<b>Net Expenses High Wycombe Recreation Centre (HWRC)</b>	<b>(13,523)</b>	
<b>350</b>	<b>Community Halls and Buildings</b>		
	Income	(44,163)	Hall hire exceeding budget (permanent user charges)
	Expense	63,731	Maintenance exceeding budget.
	<b>Net Expenses Community Halls and Buildings</b>	<b>19,568</b>	
<b>355</b>	<b>Reserve Hire</b>		
	Income	37,081	Reserve hire charges exceeding budget - seasonal. Contributions under budget.
	Expense	(18,393)	Community group donations under budget. (recognition of fee waiver to be posted)
	<b>Net Expenses Reserve Hire</b>	<b>18,688</b>	
<b>360</b>	<b>Swimming Pools</b>		
	Income	8,330	No lease revenue raised. (to be billed February 2010)
	Expense	3,135	Building maintenance exceeds budget, depreciation under budget.
	<b>Net Expenses Swimming Pools</b>	<b>11,465</b>	
<b>375</b>	<b>Waste Management</b>		
	Income	99,148	Expenditure coded against Waste collection charges hence under budget.
	Expense	(374,904)	Contractor expenditure under budget / timing differences.
	<b>Net Expenses Waste Management</b>	<b>(275,756)</b>	
<b>380</b>	<b>Senior Citizens Services</b>		
	Income	(3,971)	Annual podiatry grant received (timing).
	Expense	9,838	Building maintenance & programmes over budget.
	<b>Net Expenses Senior Citizens Services</b>	<b>5,867</b>	

**SHIRE OF KALAMUNDA**

Variance Analysis Details

FOR THE PERIOD ENDED 30 NOVEMBER 2009

	Description	Variance \$	Comments
<b>420</b>	<b>Engineering Works (Construction)</b>		
	Income	(71,752)	Westralia Airports unbudgeted contribution.
	Expense	(3,270)	Private works expenditure under budget, motor vehicle costs over budget.
	<b>Net Expenses Engineering Works (Construction)</b>	<b>(75,022)</b>	
<b>430</b>	<b>Depot Operations</b>		
	Income	-	
	Expense	12,727	Maintenance exceeding budget.
	<b>Net Expenses Depot Operations</b>	<b>12,727</b>	
<b>440</b>	<b>Plant Operations</b>		
	Income	-	
	Expense	49,407	Fuel & oil, insurance (timing) exceed budget. Cost recovery under budget.
	<b>Net Expenses Plant Operations</b>	<b>49,407</b>	
<b>520</b>	<b>Planning Service</b>		
	Income	(44,633)	Application fee revenue exceeding budget.
	Expense	(45,729)	All expenditure categories under budget.
	<b>Net Expenses Planning Service</b>	<b>(90,362)</b>	
<b>540</b>	<b>Building Services</b>		
	Income	(65,203)	Application fees revenue exceeding budget.
	Expense	33,543	Unbudgeted consultant expenditure. Salaries and wages under budget. Employee training exceeds year to date budget.
	<b>Net Expenses Building Services</b>	<b>(31,660)</b>	
<b>550</b>	<b>Property Maintenance</b>		
	Income	1,560,287	Capital Grant funds not received.
	Expense	30,746	Building maintenance exceeds budget.
	<b>Net Expenses Property Maintenance</b>	<b>1,591,033</b>	



# **SHIRE OF KALAMUNDA**

**FINANCIAL ACTIVITY STATEMENTS**

**FOR THE PERIOD ENDING**

**31 DECEMBER 2009**

# SHIRE OF KALAMUNDA

## STATEMENT OF FINANCIAL POSITION

FOR THE PERIOD ENDED 31 DECEMBER 2009

	Actuals 2009/2010 \$	Actuals 2008/2009 \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	24,823,557	18,908,051
Inventories	48,801	75,527
Prepayments	-	-
Trade and Other Receivables	7,626,740	1,299,755
<b>TOTAL CURRENT ASSETS</b>	<b>\$32,499,098</b>	<b>\$20,283,333</b>
<b>NON CURRENT ASSETS</b>		
Investments	8,086,193	8,086,193
Infrastructure Assets	150,240,874	149,295,098
Property, Plant and Equipment	151,239,867	151,393,626
Trade and Other Receivables	1,085,408	852,518
<b>TOTAL NON CURRENT ASSETS</b>	<b>\$310,652,343</b>	<b>\$309,627,435</b>
<b>TOTAL ASSETS</b>	<b>\$343,151,441</b>	<b>\$329,910,768</b>
<b>CURRENT LIABILITIES</b>		
Borrowings	70,232	53,122
Trade and Other Payables	5,077,177	3,761,760
Provisions	1,146,554	1,146,554
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$6,293,963</b>	<b>\$4,961,436</b>
<b>NON CURRENT LIABILITIES</b>		
Borrowings	711,601	513,903
Trade and Other Payables	-	-
Provisions	168,726	168,726
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>\$880,328</b>	<b>\$682,629</b>
<b>TOTAL LIABILITIES</b>	<b>\$7,174,291</b>	<b>\$5,644,065</b>
<b>NET ASSETS</b>	<b>\$335,977,150</b>	<b>\$324,266,703</b>
<b>EQUITY</b>		
Accumulated Surplus	193,802,590	182,190,928
Asset Revaluation Reserve	129,875,629	129,875,629
Reserves - Cash Backed	12,298,932	12,200,147
<b>TOTAL EQUITY</b>	<b>\$335,977,150</b>	<b>\$324,266,703</b>

# SHIRE OF KALAMUNDA

## INCOME STATEMENT

### BY PROGRAM

FOR THE PERIOD ENDED 31 DECEMBER 2009

	2009/10 Budget \$	2009/10 Budget YTD \$	2009/10 Actual \$
<b>OPERATING REVENUES (Refer Notes 1,2,8 to 13)</b>			
General Purpose Funding	18,963,409	18,666,303	19,070,790
Governance	-	-	-
Law, Order, Public Safety	283,230	171,356	159,095
Health	30,080	18,114	17,517
Education and Welfare	2,346,785	1,182,180	1,347,029
Community Amenities	6,096,993	5,678,991	5,677,242
Recreation and Culture	912,732	464,309	499,195
Transport	70,750	37,896	111,175
Economic Services	35,500	18,250	24,082
Other Property and Services	2,004,951	1,010,441	1,329,619
	<u>30,744,430</u>	<u>27,247,840</u>	<u>28,235,744</u>
<b>OPERATING EXPENSES (Refer Notes 1,2 &amp; 14)</b>			
Governance	(440,000)	(222,559)	(244,263)
General Purpose Funding	(1,380,880)	(829,609)	(831,635)
Law, Order, Public Safety	(1,047,721)	(536,331)	(540,763)
Health	(647,759)	(321,346)	(319,736)
Education and Welfare	(2,485,488)	(1,141,761)	(1,518,173)
Community Amenities	(10,795,135)	(5,437,286)	(4,973,713)
Recreation & Culture	(9,171,143)	(4,601,440)	(4,576,020)
Transport	(6,881,340)	(3,524,459)	(3,555,062)
Economic Services	(241,810)	(183,566)	(146,721)
Other Property and Services	(2,796,476)	(1,501,478)	(1,542,270)
	<u>(35,887,752)</u>	<u>(18,299,836)</u>	<u>(18,248,356)</u>
<b>NON OPERATING ACTIVITIES</b>			
Other Property & Services	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
<b>BORROWING COSTS EXPENSE (Refer Notes 2 &amp; 5)</b>			
Other Property and Services	(105,762)	(52,446)	(18,605)
	<u>(105,762)</u>	<u>(52,446)</u>	<u>(18,605)</u>
<b>GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS</b>			
Law, Order, Public Safety	-	-	-
Education and Welfare	-	-	-
Community Amenities	3,700,000	1,849,998	81,784
Recreation & Culture	520,083	260,040	600,794
Transport	1,568,290	784,140	1,069,210
Other Property and Services	-	-	21,545
	<u>5,788,373</u>	<u>2,894,178</u>	<u>1,773,332</u>
<b>PROFIT/(LOSS) ON DISPOSAL OF ASSETS (Refer Note 4)</b>			
Governance			
Law, Order, Public Safety			
Health			
Education and Welfare			
Community Amenities			
Recreation & Culture			
Transport	140	72	(31,667)
Economic Services			
Other Property and Services			
Transport			
	<u>140</u>	<u>72</u>	<u>(31,667)</u>
<b>NET RESULT</b>	<u>539,429</u>	<u>11,789,807</u>	<u>11,710,447</u>

# SHIRE OF KALAMUNDA

## INCOME STATEMENT

### BY NATURE OR TYPE

FOR THE PERIOD ENDED 31 DECEMBER 2009

	2009/10 Budget \$	2009/10 Budget YTD \$	2009/10 Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>			
Rates	18,784,609	18,576,909	18,886,691
Grants and Subsidies	3,417,549	1,715,990	1,974,350
Contributions Reimbursements and Donations	- 349,410	- 219,930	- 503,255
Service Charges	-	-	-
Fees and Charges	7,704,105	6,491,616	6,619,638
Interest Earnings	456,757	228,651	273,214
Other Revenue	24,000	10,742	13,837
	<u>30,736,431</u>	<u>27,243,838</u>	<u>28,270,984</u>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>			
Employee Costs	(11,481,609)	(5,420,729)	(5,432,817)
Materials and Contracts	(14,745,852)	(7,954,789)	(7,937,652)
Utilities	(999,967)	(489,842)	(391,936)
Depreciation	(8,328,289)	(4,137,902)	(4,166,916)
Interest Expenses	(105,762)	(52,446)	(18,605)
Insurance	(271,563)	(266,354)	(275,858)
Other Expenditure	(60,470)	(30,220)	(43,178)
	<u>(35,993,514)</u>	<u>(18,352,282)</u>	<u>(18,266,961)</u>
Grants and Subsidies - non-operating	2,088,373	1,044,180	1,589,504
Contributions Reimbursements and Donations - non-operating	3,708,000	1,854,000	148,588
Profit on Asset Disposals	140	72	(31,667)
Loss on Asset Disposals	-	-	-
Increase in Equity - EMRC	-	-	-
	<u>539,429</u>	<u>11,789,807</u>	<u>11,710,447</u>
<b>NET RESULT</b>			

# Shire of Kalamunda

## RATE SETTING STATEMENT

FOR THE PERIOD ENDED 31 DECEMBER 2009

	NOTE	2009/10 Adopted Budget	2009/10 Budget YTD	2009/10 Actual	Variance Actual to Budget YTD
		\$	\$	\$	
<b>REVENUES</b>					
	1,2				
General Purpose Funding		178,800	89,394	184,099	105.94%
Governance		-	-	-	-
Law, Order, Public Safety		283,230	171,356	159,095	-7.16%
Health		30,080	18,114	17,517	-3.30%
Education and Welfare		2,346,785	1,182,180	1,347,029	13.94%
Community Amenities		6,096,993	5,678,991	5,677,242	-0.03%
Recreation and Culture		912,732	464,309	499,195	7.51%
Transport		70,750	37,896	111,175	193.37%
Economic Services		35,500	18,250	24,082	31.96%
Other Property and Services		2,004,951	1,010,441	1,329,619	31.59%
		<u>11,959,821</u>	<u>8,670,931</u>	<u>9,349,053</u>	
<b>EXPENSES</b>					
	1,2				
General Purpose Funding		(440,000)	(222,559)	(244,263)	9.75%
Governance		(1,380,880)	(829,609)	(831,635)	0.24%
Law, Order, Public Safety		(1,047,721)	(495,735)	(540,763)	9.08%
Health		(647,759)	(291,530)	(319,736)	9.68%
Education and Welfare		(2,485,488)	(1,111,623)	(1,518,173)	36.57%
Community Amenities		(10,795,135)	(4,055,186)	(4,973,713)	22.65%
Recreation & Culture		(9,171,143)	(3,780,886)	(4,576,020)	21.03%
Transport		(6,881,340)	(1,689,761)	(3,555,062)	110.39%
Economic Services		(241,810)	(183,566)	(146,721)	-20.07%
Other Property and Services		(2,902,238)	(1,553,924)	(1,560,875)	0.45%
		<u>(35,993,514)</u>	<u>(14,214,380)</u>	<u>(18,266,961)</u>	
		<u>(24,033,693)</u>	<u>(5,543,450)</u>	<u>(8,917,909)</u>	
<b>ADJUSTMENTS FOR CASH BUDGET REQUIREMENTS:</b>					
<b>NON-CASH EXPENDITURE &amp; REVENUE</b>					
Depreciation on Assets	2(a)	8,328,289	4,137,902	4,166,916	0.70%
(Profit)/Loss on Asset Disposal	4			-	
Movement in Provisions (Non-current)				-	
Pensioners Deferred Rates Movement				-	
<b>CAPITAL EXPENDITURE &amp; REVENUE</b>					
Purchase Land and Buildings	3	(10,383,504)	(5,315,682)	(1,054,717)	-80.16%
Purchase Infrastructure Assets					
Drainage	3	(680,000)	(339,978)	(395,772)	16.41%
Footpaths	3	(375,300)	(221,628)	(169,788)	-23.39%
Special Works	3	(375,000)	(177,492)	(52,353)	-70.50%
Roads	3	(3,639,056)	(242,844)	(1,408,496)	480.00%
Parks & Ovals	3	(2,813,694)	(1,290,346)	(1,122,034)	-13.04%
Purchase Plant and Equipment	3	(951,051)	(475,530)	(538,094)	13.16%
Purchase Furniture and Equipment	3	(981,970)	(480,258)	(353,809)	-26.33%
Proceeds from Asset Disposals	4	150,000	50,000	104,461	108.92%
Contributions / Grants for the Development of Assets		5,788,373	2,894,178	1,773,332	-38.73%
Repayment of Debentures	5	(78,716)	(26,239)	(35,193)	34.13%
Self-Supporting Loan Principal Income	5	53,123	17,708	35,193	98.74%
Loan Funds Raised		2,868,181			
Public Open Space Funds Used		1,564,760	521,587	437,251	-16.17%
Public Open Space Funds (Transfer to Restricted Assets)				41,500	
Roadworks Contributions (Transfer to Restricted Assets)				(68,369)	
Transfers to Reserves (Restricted Assets)	6	(1,188,584)	(594,276)	(209,435)	-64.76%
Transfers from Reserves (Restricted Assets)	6	6,542,939	3,271,464	110,650	-96.62%
Estimated Surplus/(Deficit) July 1 B/Fwd	7	768,966	250,000	1,033,849	
Estimated Surplus/(Deficit) June 30 C/Fwd	7	(651,328)	15,071,807	12,263,875	
<b>Amount to be Raised from Rates</b>	<b>8</b>	<u>(18,784,609)</u>	<u>(18,636,691)</u>	<u>(18,886,691)</u>	

# SHIRE OF KALAMUNDA

## CASH FLOW STATEMENT

FOR THE PERIOD ENDED 31 DECEMBER 2009

	NOTE	2009/10 Budget \$	2009/10 Actual \$	2008/09 Actual \$
<b>Cash Flows From Operating Activities</b>				
<b>Receipts</b>				
Rates		18,784,609	18,169,674	17,376,595
Grants and Subsidies - operating		3,417,549	1,974,350	3,569,122
Contributions, Reimbursements & Donations		522,406	651,843	1,744,627
Fees and Charges		7,712,055	1,745,933	8,609,567
Interest Earnings		456,757	323,214	1,322,835
Goods and Services Tax		-	33,321	1,792,385
Other		24,000	13,837	28,476
		<u>30,917,377</u>	<u>22,912,171</u>	<u>34,443,606</u>
<b>Payments</b>				
Employee Costs		(11,481,611)	(5,263,734)	(8,673,178)
Materials and Contracts		(14,745,854)	(7,456,486)	(17,347,030)
Utilities (gas, electricity, water, etc)		(999,967)	(391,936)	(836,406)
Insurance		(271,563)	(275,858)	(249,067)
Interest		(105,762)	(18,605)	(39,878)
Goods and Services Tax		-	-	-
Other		(60,470)	(43,178)	(103,266)
		<u>(27,665,227)</u>	<u>(13,449,798)</u>	<u>(27,248,825)</u>
<b>Net Cash Provided By Operating Activities</b>	14(b)	<u>3,252,150</u>	<u>9,462,373</u>	<u>7,194,781</u>
<b>Cash Flows from Investing Activities</b>				
Payments for Development of Land Held for Resale	3			
Payments for Purchase of Property, Plant & Equipment	3	(1,929,521)	(1,946,619)	(4,092,022)
Payments for Construction of Infrastructure	3	(17,800,554)	(3,148,442)	(6,546,597)
Advances to Community Groups				
Grants/Contributions for the Development of Assets		5,788,373	1,589,504	5,240,587
Proceeds from Sale of Plant & Equipment	4	150,000	104,461	274,970
Proceeds from Advances				
<b>Net Cash Used in Investing Activities</b>		<u>(13,791,702)</u>	<u>(3,401,097)</u>	<u>(5,123,061)</u>
<b>Cash Flows from Financing Activities</b>				
Repayment of Debentures	5	(78,716)	(35,192)	(70,632)
Increase / (Decrease) in Bonds		-	104,230	11,122
Proceeds from Self Supporting Loans		53,123	(214,808)	70,633
Proceeds from New Debentures	5	2,868,181		
<b>Net Cash Provided By (Used In) Financing Activities</b>		<u>2,842,588</u>	<u>(145,770)</u>	<u>11,124</u>
<b>Net Increase (Decrease) in Cash Held</b>		<u>(7,696,964)</u>	<u>5,915,506</u>	<u>2,082,843</u>
Cash at Beginning of Year		<u>18,908,051</u>	<u>18,908,051</u>	<u>16,825,209</u>
<b>Cash and Cash Equivalents at the End of the Year</b>		<u><u>11,211,087</u></u>	<u><u>24,823,557</u></u>	<u><u>18,908,052</u></u>

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

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*Declaration of financial/conflict of interests to be recorded prior to dealing with each item.*

### **9.3 Debtors and Creditors Report for the periods 30 November and 31 December 2009**

Previous Items: N/A  
Service Area: Corporate  
Author: Steve Leeson  
File Reference: FI-SRR-006  
Applicant: N/A  
Owner: N/A

#### **PURPOSE**

1. To receive a monthly report on debtors and creditors.

#### **BACKGROUND**

2. Attached is a report detailing aged debtors and creditors as at 30 November 2009 and 31 December 2009. ***(Attachment 1, 2, 3 & 4)***.
3. Council has requested information as to outstanding debtors and creditors be reported on a monthly basis.

#### **DETAILS**

4. Debtors  
See ***(Attachment 1 & 3)*** for details.
5. Creditors  
See ***(Attachment 2 & 4)*** for details.

#### **STATUTORY AND LEGAL IMPLICATIONS**

6. Nil.

#### **POLICY IMPLICATIONS**

7. Nil.

#### **PUBLIC CONSULTATION/COMMUNICATION**

8. Nil.

#### **FINANCIAL IMPLICATIONS**

9. Nil.

#### **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

10. Nil.

**OFFICER COMMENT**

11. Nil.

**MEETING COMMENT**

- 12.

**OFFICER RECOMMENDATION**

**GS-3/2010**

1. That the outstanding debtors and creditors reports as at 30 November 2009 and 31 December 2009 (*GSC Item 3/10 Attachment 1, 2, 3 & 4*) be received.



## SHIRE OF KALAMUNDA

### SUMMARY OF CREDITORS

FOR THE PERIOD ENDED 30 NOVEMBER 2009

**Sundry Creditors Trial Balance - Summary Aged Listing**

	> 90 days	> 60 days	> 30 days	Current	Total
31/01/2008	\$261	\$4,285	\$4,631	\$305,435	\$314,611
28/02/2008	\$0	\$0	\$189	\$271,515	\$271,704
31/03/2008	\$2,333	\$19,695	\$96,586	\$219,658	\$338,272
30/04/2008	\$304	\$14,135	\$39,780	\$101,232	\$155,451
31/05/2008	-\$31	\$5,281	\$20,288	\$243,305	\$268,842
30/06/2008	\$19	\$2,827	\$305	\$416,056	\$419,206
31/07/2009	-\$866	\$33,372	\$45,780	\$704,637	\$782,923
31/08/2009	\$0	\$0	\$44,316	\$437,987	\$482,303
30/09/2009	\$906	\$35,676	\$160,930	\$680,511	\$878,022
31/10/2009	-\$233	\$578	\$14,351	\$568,342	\$583,038
30/11/2009	\$578	\$338	\$30,819	\$451,942	\$483,676

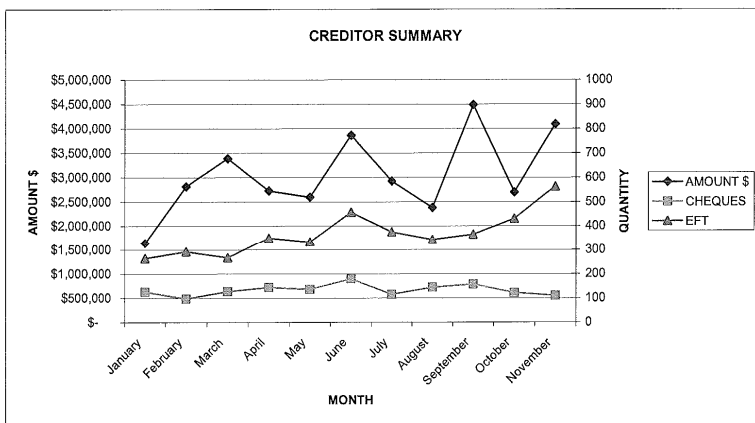
**Comment**

- > 90 days -
- > 60 days -
- > 30 days - These invoices are paid on the third fortnightly payment run.

**Creditor Payments made**

Month	Amount \$	Quantity		
		Cheques	EFT's	Total
January	\$ 1,641,708	126	264	390
February	\$ 2,808,203	97	292	389
March	\$ 3,381,689	127	267	394
April	\$ 2,720,810	144	350	494
May	\$ 2,591,204	136	333	469
June	\$ 3,857,824	179	456	635
July	\$ 2,918,625	115	375	490
August	\$ 2,378,644	144	343	487
September	\$ 4,486,053	157	365	522
October	\$ 2,692,534	122	430	552
November	\$ 4,089,794	110	563	673

- \*Excludes net staff payroll
- \*Creditors on 30 day terms are paid on the 28th of the month following.
- \*Local suppliers are paid on 14 day terms.



## SHIRE OF KALAMUNDA

### SUMMARY OF DEBTORS

FOR THE PERIOD ENDED 30 NOVEMBER 2009

**Sundry Debtors Trial Balance - Summary Aged Listing**

	> 90 days	> 60 days	> 30 days	Current	Total
31/03/2009	\$113,533	\$61,015	\$30,617	\$94,626	\$299,791
30/04/2009	\$92,497	\$27,017	\$23,471	\$192,067	\$335,052
31/05/2009	\$94,510	\$14,419	\$18,832	\$89,979	\$217,740
30/06/2009	\$69,132	\$6,869	\$62,004	\$1,270,488	\$1,408,494
31/07/2009	\$68,975	\$58,193	\$34,028	\$93,101	\$254,297
31/08/2009	\$120,660	\$17,228	\$28,881	\$197,660	\$364,429
30/09/2009	\$120,171	\$15,885	\$17,515	\$159,182	\$312,752
31/10/2009	\$123,804	\$17,365	\$139,416	\$18,836	\$299,421
30/11/2009	\$127,983	\$4,514	\$1,676	\$151,327	\$285,499

**Comment**

**Formal legal proceedings have been initiated against:**

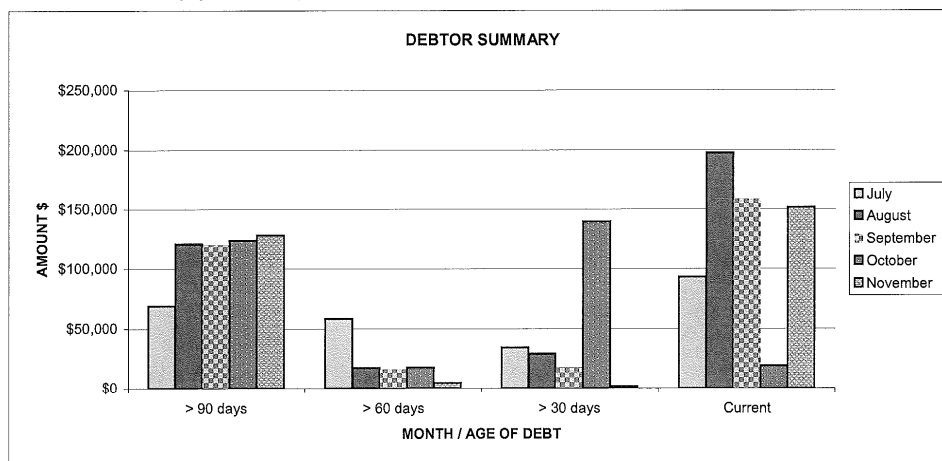
- \$550.00 Belgrade Developments Pty Ltd - Lodged debt with Austral Mercantile on 17/07/2009
- \$4,317.00 Silverado Bootscooting Company - Judgement entered 02/02/09
- \$45,996.00 Roger & Raimunda Townend - POS and valuation costs; McLeods pursuing

**New debt since aged >90 days**

>90 days	\$2,602 Emileezy Performing Arts Company ^	Hall Hire - Direct debit instalment plan
	\$6,207 Forrestfield & Districts Bowling Club Inc ^	Loan - Direct debit instalment plan
	\$12,926 Forrestfield United Soccer Club WA Inc ^	Building Electricity Usage - instalment plan
	\$1,729 Hills Districts Softball Association	Lease/Hire Costs
	\$4,950 Jasmine Lee Frost ^	Legal Costs - Direct debit instalment plan
	\$8,866 Kalamunda & Districts Basketball Association	Building Security Costs
	\$3,387 Kalamunda & Districts Football Club Inc	Building Maintenance
	\$3,295 Kalamunda & Districts Junior Football Club Inc	Building Maintenance
	\$10,084 Kalamunda & Districts Netball Association	Building Security Costs
	\$3,941 Kalamunda Cricket Club	Building Maintenance
	\$11,110 Rangebay Pty Ltd	Fencing Costs
	\$3,146 WA Institute Tae Kwon Do ^	Hall Hire - Direct Debit Installment Plan
>60 days	\$2,330 Fit 2 Cheer	Building Maintenance
	\$1,958 Kalajos Gymnastics	Building Maintenance
>30 days	\$1,068 Hills District Calisthenics	Hall Hire

\* Denotes currently in negotiation of invoice amount and details

^ Denotes payment arrangement in place



**SHIRE OF KALAMUNDA**

**SUMMARY OF CREDITORS**

FOR THE PERIOD ENDED 31 DECEMBER 2009

**Sundry Creditors Trial Balance - Summary Aged Listing**

	> 90 days	> 60 days	> 30 days	Current	Total
31/01/2008	\$261	\$4,285	\$4,631	\$305,435	\$314,611
28/02/2008	\$0	\$0	\$189	\$271,515	\$271,704
31/03/2008	\$2,333	\$19,695	\$96,586	\$219,658	\$338,272
30/04/2008	\$304	\$14,135	\$39,780	\$101,232	\$155,451
31/05/2008	-\$31	\$5,281	\$20,288	\$243,305	\$268,842
30/06/2008	\$19	\$2,827	\$305	\$416,056	\$419,206
31/07/2009	-\$866	\$33,372	\$45,780	\$704,637	\$782,923
31/08/2009	\$0	\$0	\$44,316	\$437,987	\$482,303
30/09/2009	\$906	\$35,676	\$160,930	\$680,511	\$878,022
31/10/2009	-\$233	\$578	\$14,351	\$568,342	\$583,038
30/11/2009	\$578	\$338	\$30,819	\$451,942	\$483,676
31/12/2009	\$89,921	\$40,572	\$2,248,356	\$518,207	\$2,897,056

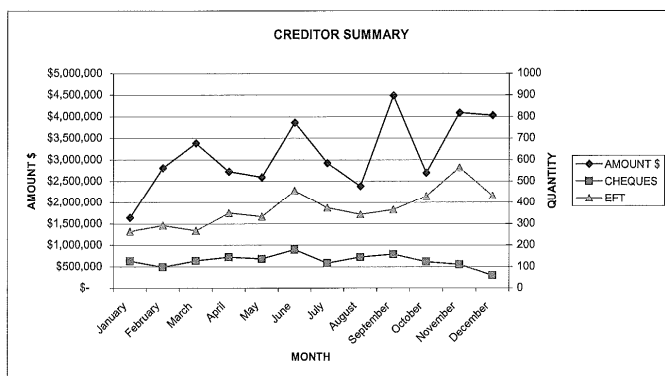
**Comment**

- > 90 days Crossland Security \*Pending authorisation from staff, to be paid in January  
 DSL Net  
 Alan Davies Architects  
 Woods Davies Architects  
 Ecoscape
- > 60 days DSL Net \*Pending authorisation from staff, to be paid in January  
 Westscheme Superannuation  
 Corporate Express  
 Safer Roads  
 CA Technolgy
- > 30 days These invoices are paid on the third fortnightly payment run.

**Creditor Payments made**

Month	Amount \$	Quantity		
		Cheques	EFT's	Total
January	\$ 1,641,708	126	264	390
February	\$ 2,808,203	97	292	389
March	\$ 3,381,689	127	267	394
April	\$ 2,720,810	144	350	494
May	\$ 2,591,204	136	333	469
June	\$ 3,857,824	179	456	635
July	\$ 2,918,625	115	375	490
August	\$ 2,378,644	144	343	487
September	\$ 4,486,053	157	365	522
October	\$ 2,692,534	122	430	552
November	\$ 4,089,794	110	583	673
December	\$ 4,026,810	59	432	491

- \*Excludes net staff payroll
- \*Creditors on 30 day terms are paid on the 28th of the month following.
- \*Local suppliers are paid on 14 day terms.



**SHIRE OF KALAMUNDA**  
SUMMARY OF DEBTORS  
FOR THE PERIOD ENDED 31 DECEMBER 2009

**Sundry Debtors Trial Balance - Summary Aged Listing**

	> 90 days	> 60 days	> 30 days	Current	Total
31/03/2009	\$113,533	\$61,015	\$30,617	\$94,626	\$299,791
30/04/2009	\$92,497	\$27,017	\$23,471	\$192,067	\$335,052
31/05/2009	\$94,510	\$14,419	\$18,832	\$89,979	\$217,740
30/06/2009	\$69,132	\$6,869	\$62,004	\$1,270,488	\$1,408,494
31/07/2009	\$68,975	\$58,193	\$34,028	\$93,101	\$254,297
31/08/2009	\$120,660	\$17,228	\$28,881	\$197,660	\$364,429
30/09/2009	\$120,171	\$15,885	\$17,515	\$159,182	\$312,752
31/10/2009	\$123,804	\$17,365	\$139,416	\$18,836	\$299,421
30/11/2009	\$127,983	\$4,514	\$1,676	\$151,327	\$285,499
31/12/2009	\$131,280	\$266	\$80,139	\$256,777	\$468,462

**Comment**

**Formal legal proceedings have been initiated against:**

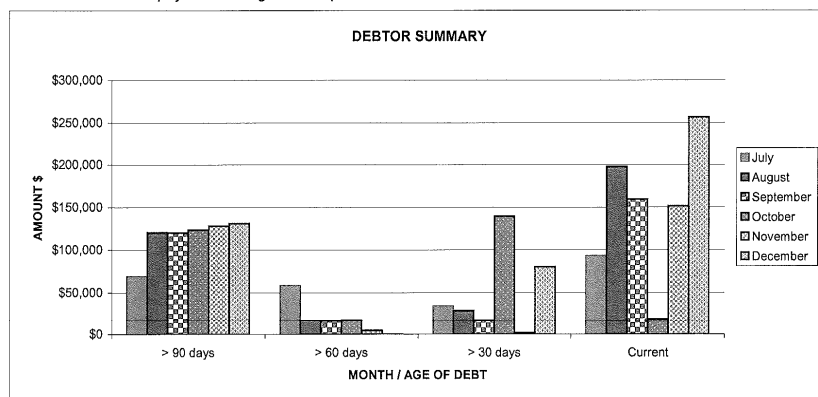
\$550.00 Belgrade Developments Pty Ltd - Lodged debt with Austral Mercantile on 17/07/2009  
 \$4,317.00 Silverado Bootscooting Company - Judgement entered 02/02/09  
 \$45,996.00 Roger & Raimunda Townend - POS and valuation costs; McLeods pursuing

**New debt since aged >90 days**

>90 days	\$2,402 Emileezy Performing Arts Company ^	Hall Hire - Direct debit instalment plan
	\$2,330 Fit 2 Cheer	Building Maintenance
	\$5,707 Forrestfield & Districts Bowling Club Inc ^	Loan - Direct debit instalment plan
	\$12,726 Forrestfield United Soccer Club WA Inc ^	Building Electricity Usage - instalment plan
	\$1,729 Hills Districts Softball Association	Lease/Hire Costs
	\$4,900 Jasmine Lee Frost ^	Legal Costs - Direct debit instalment plan
	\$1,958 Kalajos Gymnastics	Building Maintenance
	\$8,866 Kalamunda & Districts Basketball Association	Building Security Costs
	\$3,387 Kalamunda & Districts Football Club Inc	Building Maintenance
	\$3,295 Kalamunda & Districts Junior Football Club Inc	Building Maintenance
	\$10,084 Kalamunda & Districts Netball Association	Building Security Costs
	\$3,941 Kalamunda Cricket Club	Building Maintenance
	\$11,110 Rangebay Pty Ltd	Fencing Costs
	\$2,394 WA Institute Tae Kwon Do ^	Hall Hire - Direct Debit Instalment Plan
	\$3,804 Forrestfield Cricket Club	Building Insurance
	\$7,967 Forrestfield United Soccer Club WA Inc	Loan Payment / Building Insurance
	\$4,433 Kalamunda & Districts Basketball Association	Building Maintenance
	\$4,222 Kalamunda & Districts Netball Association	Building Maintenance
	\$2,952 Kalamunda Club	Building Insurance
	\$4,345 Kalamunda Wet N Wild	Building Insurance / Legal Costs
	\$2,311 Kalamunda Youth Theatre Company	Hall Hire
	\$3,164 Pickering Brook Sports Club	Building Insurance
	\$10,500 Public Transport Authority Gov of WA	Accessible Pathways Grant
	\$9,375 Ray Pengilly	Outstanding Works Bond
	\$2,278 WA Institute Tae Kwon Do ^	Hall Hire - Direct Debit Instalment Plan

\* Denotes currently in negotiation of invoice amount and details

^ Denotes payment arrangement in place



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*Declaration of financial/conflict of interests to be recorded prior to dealing with each item.*

#### **9.4 Rates Debtors Report for November and December 2009**

Previous Items: N/A  
Service Area: Corporate  
Author: Steve Leeson  
File Reference:  
Applicant: N/A  
Owner: N/A

#### **PURPOSE**

1. To receive a report on rates debtors as at 30 November and 31 December 2009.

#### **BACKGROUND**

2. Attached is the report detailing rates debtors as at 30 November and 31 December 2009. *(Attachment 1 & 2).*

#### **DETAILS**

3. Rates Debtors

See *(Attachment 1 & 2)* for details.

#### **STATUTORY AND LEGAL IMPLICATIONS**

4. Nil.

#### **POLICY IMPLICATIONS**

5. Nil.

#### **PUBLIC CONSULTATION/COMMUNICATION**

6. Nil.

#### **FINANCIAL IMPLICATIONS**

7. Nil.

#### **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

8. Nil.

#### **OFFICER COMMENT**

9. Nil.

#### **MEETING COMMENT**

10.

**OFFICER RECOMMENDATION**

**GS-4/2010**

1. That the rates debtors report as at 30 November and 31 December 2009 (***GSC Item 4/2010 Attachment 1 & 2***) be received.

## SHIRE OF KALAMUNDA

## SUMMARY OF OUTSTANDING RATES

FOR THE PERIOD ENDED 30 NOVEMBER 2009

Rates Outstanding Debtors

	3rd Previous Year +	2nd Previous Year	Previous Year	Current	Total
31/01/2009	\$232,634	\$65,548	\$158,189	\$3,733,724	\$4,190,095
28/02/2009	\$231,883	\$64,912	\$150,035	\$3,340,384	\$3,787,214
31/03/2009	\$230,357	\$62,398	\$133,566	\$1,133,490	\$1,559,810
30/04/2009	\$229,298	\$57,547	\$118,697	\$870,513	\$1,276,055
31/05/2009	\$228,325	\$48,735	\$102,997	\$804,634	\$1,184,691
30/06/2009	\$226,976	\$46,449	\$98,047	\$511,211	\$882,684
31/07/2009	\$253,065	\$74,790	\$298,466	\$18,466,427	\$19,092,748
31/08/2009	\$234,491	\$42,242	\$53,124	\$15,694,102	\$16,023,958
30/09/2009	\$234,448	\$41,989	\$51,244	\$9,673,941	\$10,001,621
31/10/2009	\$233,494	\$40,297	\$41,212	\$8,796,419	\$9,111,422
30/11/2009	\$232,793	\$40,296	\$40,632	\$6,739,712	\$7,053,434

Total rates levied 2006/07	\$14,866,246
Total rates levied 2007/08	\$15,649,167
Total rates levied 2008/09	\$17,047,620
Total rates levied 2009/10	\$18,466,427
Interim rates levied	\$197,373
Back rates levied	\$98,565
Total to date for 2009/2010	\$18,762,365
Number of Assessments	20,883
Current rates outstanding	35.92%
Current deferred rates amount	\$338,615
Total amount to be collected	\$6,714,819

Comment

The 2009/10 Instalment Dates are as follows:

- 1st Instalment 11th September 2009
- 2nd 13th November 2009
- 3rd 15th January 2010
- 4th 12th March 2010

Statistics as of 30/11/2009

11,531	Assessments Paid in Full
8,383	Assessments Paid via 4 x Instalment Option
313	Assessments who are Pensioners with rates not due until 30/06/2010
197	Assessments on Direct Debit Arrangements
247	Assessments on Alternative Arrangements
<u>20,671</u>	
212	Assessments not yet paid

Debt collection for 2008/09 rates and earlier continues to be pursued by shire rates staff.

Late payment interest of 4% pa has begun accruing on rates arrears from 1 July 2009.

The 2009/2010 rate notices were issued on 7th August 2009.

Final Notices were issued in the week of 5th October - 12th October.

A phone campaign took place the week of 2nd - 6 November contacting ratepayers before proceeding with legal action.

An advert was placed in the local Newspapers on the weekend of 31st/1st November reminding ratepayers of the due date and inviting them to contact the shire to avoid legal action and costs.

Approximately 600 assessments were forwarded to our Debt Collection Agency to issue a Letter of Demand.

Another phone campaign was carried out from 23rd November - 27th November reducing the number of outstanding assessments to 212 with further legal action to follow.

**SHIRE OF KALAMUNDA**  
**SUMMARY OF OUTSTANDING RATES**  
**FOR THE PERIOD ENDED 31 DECEMBER 2009**

**Rates Outstanding Debtors**

	3rd Previous Year +	2nd Previous Year	Previous Year	Current	Total
31/01/2009	\$232,634	\$65,548	\$158,189	\$3,733,724	\$4,190,095
28/02/2009	\$231,883	\$64,912	\$150,035	\$3,340,384	\$3,787,214
31/03/2009	\$230,357	\$62,398	\$133,566	\$1,133,490	\$1,559,810
30/04/2009	\$229,298	\$57,547	\$118,697	\$870,513	\$1,276,055
31/05/2009	\$228,325	\$48,735	\$102,997	\$804,634	\$1,184,691
30/06/2009	\$226,976	\$46,449	\$98,047	\$511,211	\$882,684
31/07/2009	\$253,065	\$74,790	\$298,466	\$18,466,427	\$19,092,748
31/08/2009	\$234,491	\$42,242	\$53,124	\$15,694,102	\$16,023,958
30/09/2009	\$234,448	\$41,989	\$51,244	\$9,673,941	\$10,001,621
31/10/2009	\$233,494	\$40,297	\$41,212	\$8,796,419	\$9,111,422
30/11/2009	\$232,793	\$40,296	\$40,632	\$6,739,712	\$7,053,434
31/12/2009	\$226,733	\$39,025	\$39,106	\$6,122,770	\$6,427,635

Total rates levied 2006/07	\$14,866,246
Total rates levied 2007/08	\$15,649,167
Total rates levied 2008/09	\$17,047,620
Total rates levied 2009	\$18,466,427
Interim rates levied	\$294,122
Back rates levied	\$102,108
Total to date for 2009/2010	\$18,862,657

Number of Assessments	20,916
Current rates outstanding	32.46%

Current deferred rates amount	\$338,615
Total amount to be collected	\$6,089,020

**Comment**

The 2009/10 Instalment Dates are as follows:

- 1st Instalment 11th September 2009
- 2nd 13th November 2009
- 3rd 15th January 2010
- 4th 12th March 2010

Statistics as of 31/12/2009

11,619	Assessments Paid in Full
8,395	Assessments Paid via 4 x Instalment Option
309	Assessments who are Pensioners with rates not due until 30/06/2010
211	Assessments on Direct Debit Arrangements
255	Assessments on Alternative Arrangements
<u>20,789</u>	
127	Assessments not yet paid

Debt collection for 2008/09 rates and earlier continues to be pursued by shire rates staff. Late payment interest of 4% pa has begun accruing on rates arrears from 1 July 2009.

The 2009/2010 rate notices were issued on 7th August 2009.

Final Notices were issued in the week of 5th October - 12th October.  
A phone campaign took place the week of 2nd - 6 November contacting ratepayers before proceeding with legal action.  
An advert was placed in the local Newspapers on the weekend of 31st/1st November reminding ratepayers of the due date and inviting them to contact the shire to avoid legal action and costs.  
Approximately 600 assessments were forwarded to our Debt Collection Agency to issue a Letter of Demand.

Another phone campaign was carried out from 23rd November - 27th November reducing the number of outstanding assessments to 212 with further legal action to follow.  
General Procedure Claims (previously called Summons) were Served during the 3rd December - 18th December.

A small number of claims that could not be served during this time will be attempted to be served during the week starting 4th January.

Another Phone campaign will be carried out to the ratepayers who did not respond to the General Procedure Claim beginning the Week of 18th January.



*Declaration of financial/conflict of interests to be recorded prior to dealing with each item.*

## 9.5 Investment Procedures

Previous Items: GSC 5/2009, GCS104/2009  
Service Area: Corporate  
Author: Steve Leeson  
File Reference: FI-INV-001  
Applicant: N/A  
Owner: N/a

### PURPOSE

1. To advise council of the cancellation of the additional investment procedure introduced following the establishment of the Federal Government's Guarantee Scheme.

### BACKGROUND

2. As part of initial efforts to minimise the effects of the global financial crisis and underpin the Australian banking system, the Federal Government guaranteed the first one (1) million dollars of a depositors' funds with "eligible authorised deposit-taking institutions" (banks) and established a further guarantee scheme for deposit balances in excess of one (1) million. The scheme is voluntary and a fee is charged.
3. The Shire of Kalamunda investments which are placed in accordance with adopted policy and currently incorporates a procedure utilising the Federal Guarantee.

### DETAILS

4. The current investment procedure engaged at the Shire involves;
  1. Distributing investments to have one (1) million dollars to each of the eleven banks presently on our investment policy, with a further one (1) million investment with each bank without the Government Guarantee.
  2. Allowing up to two (2) million dollars investment with each of the four top banks (Westpac, NAB, Commonwealth and ANZ) without the Government Guarantee

All other investments are taken with the Government Guarantee.

5. It is proposed to cancel the investment procedure which requires funds in excess of the set amount to be guaranteed by paying a fee.

### STATUTORY AND LEGAL IMPLICATIONS

6. The Shire of Kalamunda has a very conservative investment policy which restricts investments to interest bearing deposits with eleven (11) banks. (**Attachment 1**)

7. There is no change to the Short Term Investment Policy (FIN7) investments will still continue to be placed in accordance with policy. The procedure addressing the applicability of the Government Guarantee will no longer be incorporated.

#### **POLICY IMPLICATIONS**

8. Nil.

#### **PUBLIC CONSULTATION/COMMUNICATION**

9. Nil.

#### **FINANCIAL IMPLICATIONS**

10. The Australian economy is currently fairing better than other developed nations through the global financial crisis, although reduced interest rates are having a direct impact upon the Shire of Kalamunda's total income received from investments.
11. The charge per investment for the Government Guarantee remains at 0.7% for A rated and 1.5% for B rated banks, netted against interest earned. Cancelling this procedure saves the Shire of Kalamunda from having to pay this charge.

#### **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

12. Nil.

#### **OFFICER COMMENT**

13. The Australian Banking System remains both robust and heavily regulated.
14. The risk of bank failure therefore with or without further Government intervention is regarded as minor.
15. In cancelling this investment procedure the Shire of Kalamunda's conservative position will remain without sacrificing the opportunity to maximise reasonable returns on investments.

#### **MEETING COMMENT**

- 16.

#### **OFFICER RECOMMENDATION**

**GS-5/2010**

1. That the cancellation of the investment procedure including the accessing of the Federal Governments Guarantee Scheme be noted.

## POLICY REGISTER

<b>Title:</b>	<b>Short Term Investments</b>		
<b>Policy No.:</b>	<b>FIN7</b>		
Date Adopted:	19 November 2001	Date Reviewed:	Last 20 April 2009

<b>Objective:</b>	To determine the recipient and the extent of the placement of Council's short term invested funds.
1.	The Short Term Investment Portfolio schedule at the end of each month be presented to Councillors via the General Business Bulletin.
2.	That the Chief Executive Officer be delegated with the authority to endorse Investment Negotiation Advices.
3.	That funds surplus to immediate requirements may be placed in interest bearing deposits on the following terms and conditions: <ol style="list-style-type: none"> <li>a) Funds to be invested only in authorised Trustee Investments in accordance with Section 6.14 of the Local Government Act - 1995.</li> <li>b) The placement of funds be restricted to those set out as follows, being licensed Banks as defined under the Banking Act, 1959.           <ol style="list-style-type: none"> <li>1. Australia and New Zealand Banking Group</li> <li>2. National Australia Bank</li> <li>3. Westpac</li> <li>4. Bank West</li> <li>5. Commonwealth Bank</li> <li>6. Citibank</li> <li>7. St George Bank Ltd</li> <li>8. Bendigo Bank</li> <li>9. HSBC Bank Australia Limited</li> <li>10. ING Bank Australia Limited</li> <li>11. Rabobank Australia Limited</li> </ol> </li> <li>c) The Banks as listed in 3(b) above may be amended by Council from time to time.</li> <li>d) That Council's investment in any of the institutions as per 3(b) be limited to a maximum of 35% of the total investment portfolio where the amount placed in any one institution exceeds \$200,000. If an amount of \$200,000 or less is placed in any one institution, the 35% spread may not apply.</li> </ol>

**CROSS REFERENCES (If any):**

Management Practice No.		Delegation No.:	
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**LEGAL REFERENCES**

Legislation:	
Local Law:	
Notes:	Previously Policy CS 4.2

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*Declaration of financial/conflict of interests to be recorded prior to dealing with each item.*

## **9.6 Shire of Kalamunda Councillor Record Keeping Policy**

Previous Items: GS 9.6 December 2009  
Service Area: Corporate Services  
Author: Brett Byfield  
File Reference: IM-RMA-011  
Applicant: N/A  
Owner: N/A

### **PURPOSE**

1. To consider and endorse the Shire of Kalamunda's Councillor Record Keeping Policy (***Attachment 1***).

### **BACKGROUND**

2. The original State Records Commission Policy relating to Councillor Records was:

*"In relation to the Record Keeping requirements of Local Government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council. This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of Local Government.*

*Activities or transactions which stem from the performance of other roles by Local Government elected members that are not directly relevant to the decision making processes of Council or Committees of Council are not subject to mandatory Record Keeping requirements. Accordingly, the creation and retention of records relating to these activities or transactions is at the discretion of the Local Government."*

3. This Policy allowed a Council to choose to retain only records created in meetings of Council and Committees. The Shire of Kalamunda in its original Record Keeping Plan (2004) chose to provide minimum compliance, by capture of Minutes of Committees and Council.
4. The State Records Commission reviewed the policy in September 2008. The Commission modified the policy to ensure that certain types of communications and transactions that elected members are involved in are recorded, and that the Local Government Administration has appropriate practices to facilitate the capture of the records. The final approved State Records Commission policy was released on the 30<sup>th</sup> July 2009. The Shire of Kalamunda was aware of the proposed change in the State Records Commission Policy, and in its amended Record Keeping Plan, which was approved by Council for submission on the 15<sup>th</sup> June 2009, undertook to review its policy, and propose a new Councillor Records policy to Council.

5. The Shire of Kalamunda Councillor Records Policy, if approved, will be provided to the State Records Office, as evidence that the Shire is following its Record Keeping Plan.
6. The Shire of Kalamunda Councillor Records Policy was put to Council at the General Services Committee Meeting of the 7<sup>th</sup> December 2009. At that meeting, Council chose to defer to the Ordinary Council Meeting of the 21<sup>st</sup> December 2009. At the Ordinary Council Meeting, the item was not withdrawn for review. The item has therefore been adjusted after Councillor feedback, and resubmitted for Council's approval.

## DETAILS

7. The revised State Records Commission Record Keeping Policy for Elected Members/Councillors is:

*"In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.*

*This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.*

*Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."*

8. The Shire of Kalamunda Councillor Record Keeping Policy (**Attachment 1**) has been drafted to bring the Shire of Kalamunda's policies and procedures into line with the State Records Commission Policy. The policy provides for Councillors to submit documents to be held by the Administration in the Records System in confidential files, accessible only by the Chief Executive Officer, the Freedom of Information Co-ordinator and the Records Co-ordinator. The documents are still subject to Freedom of Information Legislation.
9. The Shire of Kalamunda Councillor Record Keeping Policy provides for the following methods of capturing records into the Records System:
  - i) Capture of email into a Central Email Store will be done automatically where the email is sent or received through the Shire of Kalamunda Councillor addresses.
  - ii) All incoming mail for Councillors received at Council with no privacy markings will be opened by the records staff. Mail considered to be a State record will be registered into Council's recordkeeping system before being forwarded to the Councillor. Mail with privacy markings will be registered in a separate register but forwarded to the Councillor unopened. It is then the Councillor's responsibility to return any mail that is a State record and requires registration in the Shire of Kalamunda's main recordkeeping

- system within two months.
- iii) Where a Councillor receives hardcopy correspondence (a letter or fax) at their personal address, and the document is a State Record, the Councillor is requested to provide the original to the Shire of Kalamunda Administration within two months.
  - iv) Where a councillor receives an email at their personal email address, the Councillor is asked to forward a copy of the email electronically to the Administration at the time of receipt, or as soon as practical thereafter.

Notes created by Councillors, which relate to the Councillors decision making function, or which may affect the decision making function (such as meetings with Developers/Residents, phone conversation notes) are State Records. These records are required to be provided to the Shire of Kalamunda Administration, it is suggested that for the purposes of consistency they be submitted at the next Ordinary Council Meeting, or at least within two months of creation.

### **STATUTORY AND LEGAL IMPLICATIONS**

- 10. The Shire of Kalamunda Councillor Record Keeping Policy has been developed based on the principles of good governance and brings the Shire of Kalamunda into line with the State Records Commission Policy on Elected Member Records, and by extension, the State Records Act 2000.

### **POLICY IMPLICATIONS**

- 11. The Shire of Kalamunda Councillor Record Keeping Policy is a key step in the improvements outlined in the Shire of Kalamunda Record Keeping Plan 2009.

### **PUBLIC CONSULTATION/COMMUNICATION**

- 12. Nil.

### **FINANCIAL IMPLICATIONS**

- 13. Nil.

### **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

- 14. Capture of Councillor Records is required for business, accountability and decision making reasons. It ensures transparency to the public and other stakeholders of the Shire of Kalamunda. The Shire of Kalamunda Councillor Record Keeping Policy aims to ensure that records are held for accountability and decision making requirements. It also ensures that Freedom of Information Requests for Councillor records can be dealt with quickly, and with minimum disruption to Councillors.

**OFFICER COMMENT**

15. Following consultation with the State Records Office (SRO) and Shire of Kalamunda Councillors, amendments have been made to the proposed Councillor Record Keeping Policy, (***Attachment 2***) shows such changes made from the suggested policy presented in December 2009. The State Records Office has provided advice that annotated copies are not sufficient, and that originals should be provided to the Shire of Kalamunda Administration. The State Records Office has also provided advice that the confidentiality provisions initially recommended would be contrary to good governance, as decisions would not be made with the full information available. The amendments ensure consistency with the State Records Commission Policy relating to Councillor Records, and also reflect desirable timeframes for the provision of records to Administration for the purpose of capturing items in the central records repository.
16. The State Records Commission Policy determines that Councillor Records must be kept. The Shire of Kalamunda's Councillor Record Keeping Policy provides the framework of how the Shire of Kalamunda will comply with this requirement.
17. It is the opinion of Officers that the proposed document as now presented addresses all concerns raised by members whilst keeping to the requirements of the State Records Act.

**MEETING COMMENT**

- 18.

**OFFICER RECOMMENDATION****GS-6/2010**

1. That Council adopt the Shire of Kalamunda Councillor Record Keeping Policy (***GSC Item 6/2010 Attachment 1***).
2. That Council note that the Shire Administration will submit a copy of the Shire of Kalamunda Councillor Record Keeping Policy to the State Records Commission, as evidence of following the Record Keeping Plan.



POLICY REGISTER

<b>Title:</b>	<b>Shire of Kalamunda Councillor Record Keeping Policy</b>		
<b>Policy No.:</b>			
Date Adopted:		Date Reviewed:	Last

<b>Objective:</b>	The purpose of this document is to ensure that proper and adequate records of the activities and decisions of Councillors, in the course of their official duties for Council, are created, managed and disposed of appropriately to ensure good governance and to comply with the State Records Act 2000 and associated State Records Commission Policies.
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**Scope of this document**

This policy has been developed to assist Councillors to meet their Recordkeeping responsibilities in accordance with the State Records Act 2000 and associated State Records Commission Policies. Shire of Kalamunda staff members should refer to the Shire’s Record Keeping Plan and Records Management procedures. Records which are accurately created and maintained serve as a history of the transactions and processes of the organisation. They are fundamental to the Shire’s governance principles.

**Definitions**

A Record

A record is defined as meaning “any record of information however recorded” and includes:

- (a) any thing on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically.”

*(State Records Act, 2000)*

A State Record

A State Record “means a record created or received by —

- (a) a government organization; or
- (b) a government organization employee in the course of the employee’s work for the organization, but does not include an exempt record” (State Records Act, Part 1, S3)

Examples of State records include (but are not limited to):



**State Records**

- correspondence, including emails, regarding building and development matters
- a petition received from a community group
- declarations concerning a Councillor's pecuniary interests
- speech notes made for addresses given at official Council events, and
- complaints, suggestions or enquiries by rate payers about Council services.

Conversely, records which are created, sent or received by Councillors when they are not discharging functions of Council are not considered to be State Records for the purposes of the State Records Act 2000.

Examples of records that are not State Records include (but are not limited to):

- records relating to political or electoral issues e.g. lobbying for votes, supportive emails from members of the community regarding elections or political stances
- communications regarding matters of personal/general interest rather than Council interest e.g. information from environmental or other interest groups not specific to issues being considered by Councillors or Council
- records relating to attendance at sports functions, church fetes, community functions when the Councillor is not representing Council; and
- personal records of Councillors such as personal emails, character references for friends, nomination for awards, letters to local newspapers etc that are not related to Council business.

**Legislative Context**

Public offices are bound by the State Records Act 2000 which establishes rules for best practice for recordkeeping in WA Government, encouraging transparency and accountability. Councils are identified as public offices under the Act (Schedule 1, (12)). When discharging functions of Council, Councillors are subject to the State Records Act 2000 when they create or receive 'State records'.

The State Records Commission Policy relating to Councillor Records is:

*"In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.*

*This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.*

*Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."*

### **Application of this document**

All Councillors are required to comply with this policy in their conduct of official business for Council. Official business includes business relevant to the performance of the function and duties of the office of Councillor. This document applies to records in all formats, including electronic records.

### **Records as a resource**

Records are a vital asset to council. Many records created and received by Councillors have the potential to:

- support the work of Councillors and Council's program delivery, management and administration
- help Councillors and Council to deliver customer services in an efficient, fair and equitable manner
- provide evidence of Councillors' actions and decisions and establish precedents for future decision making; and
- protect the rights and interests of the Council, Councillors and its clients and rate payers.

A small percentage of records created and received by Councillors will become archives, part of the documentary heritage and cultural resources of the State.

### **Creation and capture of records**

Councillors should create and capture proper and accurate records of any significant business undertaken in the course of their official duties for Council. Significant business can include:

- providing advice, instructions or recommendations
- drafts of documents for Council containing significant annotations or submitted for comment or approval by others; and
- correspondence received and sent relating to their work undertaken for Council.

Shire of Kalamunda is responsible for:

- creating and capturing records of Council or committee meetings where the Council is the secretary
- capturing any State Records it sends to and receives from Councillors regarding Council business.

### **Creation of records of a confidential nature**

On some occasions Councillors are approached and asked to keep matters discussed relating to Council business confidential. In this case they should refer the person to Council's Policy INF4, section 3: "All records are to be categorised as their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements". There are policies and security controls in place to ensure these records have limited access, but these records may still need to be produced under relevant legislation, e.g. subpoena, the Freedom of Information Act 1992 or under the Local Government Act 1995. With security

controls in place records are likely to be less at risk than if they were not in recordkeeping systems.

## **Capture of Records into the Records System**

### **Email**

Capture of email into a Central Email Store will be done automatically where the email is sent or received through the Shire of Kalamunda Councillor addresses. These emails, where they are State Records, are registered into the Records System by the Records Co-ordinator. It is not sufficient to capture emails into an email store, Councillor Records must become part of the Records System.

Where Councillors send or receive emails at a personal email address, and the emails are State Records, Councillors are required to forward electronic copies to the Shire of Kalamunda Records Co-ordinator when they are received, or as soon as practical.

### **Faxes and Hardcopy Records**

- 1 All incoming mail for Councillors received by the Shire Administration with no privacy markings will be opened by the records staff. Mail considered to be a State record will be registered into the Shire's recordkeeping system before being forwarded to the Councillor. Mail with privacy markings will be entered in a separate register to note the receipt of the envelope, but forwarded to the Councillor unopened. It is the Councillor's responsibility to return any mail that is a State Record and requires registration in the Shire of Kalamunda's main recordkeeping system, within two months of receipt.
- 2 Where a Councillor receives a letter or fax at their personal address, and the document is a State Record, the Councillor is to provide the original or an annotated copy to the Shire of Kalamunda Administration within two months. If the original document is supplied the Shire Administration will copy the document for the Councillor. If a Councillor retains copies of any records once the originals have been forwarded for registration, these should be retained only while needed for current Council business. The routine destruction of duplicate records is permitted under the General Disposal Authority for Local Government.
- 3 Notes created by Councillors, which relate to the Councillor's decision making function, or which may affect the decision making function (such as meetings with Developers/Residents, phone conversation notes, notes made at Council and Committee Meetings), are State Records. These records are required to be provided to the Shire of Kalamunda Administration within two months.

### **Disposal of Records**

Documents that are duplicate State Records (Agendas and Minutes with no notes added by the Councillor) may be destroyed as the Councillor wishes. Documents that are not public documents should be destroyed either by pulping, or shredding of the documents. If the Councillor has the facilities available, they may do the disposal themselves, or the records can be given to the Shire of Kalamunda Administration for destruction.

**Councillor Access to Records of Council**

Access rights and responsibilities for Councillors to Shire Records can be found in the Shire of Kalamunda Code of Conduct, Part 2.

**CROSS REFERENCES (If any):**

Management Practice No.		Delegation No.:	
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**LEGAL REFERENCES**

Legislation:	State Records Act 2000
Local Law:	
Notes:	

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*Declaration of financial/conflict of interests to be recorded prior to dealing with each item.*

## **9.7 Review of the Shire of Kalamunda Standing Orders Local Law**

Previous Items: OCM 21 April 2008 – 35/08  
Service Area: Chief Executive's Office  
Author: Andrea Westacott  
File Reference: LE-LOL-020  
Applicant: N/A  
Owner: N/A

### **PURPOSE**

1. To consider repealing the current Standing Orders local law and replacing it with a revised version.

### **BACKGROUND**

2. The Standing Orders, or meeting procedures, provide guidelines for the conduct of meetings.
3. The current Standing Orders local law was gazetted in August 1999. In the 10 years in which it has been in operation, some inconsistencies and lack of clarity have been identified. There have also been changes to legislation (such as the introduction of the Rules of Conduct for elected members), which may be appropriate to have reflected in the local law.

### **DETAILS**

4. A proposed Standing Orders local law has been obtained from McLeods Barristers and Solicitors. This proposed version includes notes which refer to relevant legislation. These are included for information and guidance, and do not form part of the actual local law which would be gazetted.
5. The process for creating a local law is outlined in section 3.12 of the *Local Government Act 1995*.
6. Once Council resolves to make a new local law, state-wide and local public notice must be given of the proposed local law, and 42 days allowed for the public to make submissions. At the end of the submission period, Council may proceed with adopting the local law, or may choose to not proceed. Minor amendments may be made before the local law is adopted (if it is proposed to make a local law significantly different from that advertised, the process must be re-started).
7. The proposed local law is shown at (***Attachment 1.***).

### **STATUTORY AND LEGAL IMPLICATIONS**

8. Section 3.12 of the *Local Government Act 1995*.

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**POLICY IMPLICATIONS**

9. MTG11 – Standing Committee Meetings – Procedures  
MTG12 - Standing Committee and Council Meetings – Standing Orders  
If the proposed local law is ultimately adopted by Council, any existing policies which are inconsistent with the local law will be revoked.

**PUBLIC CONSULTATION/COMMUNICATION**

10. If Council resolves to make the new local law, state-wide and public notice will be given, and public submissions invited.

**FINANCIAL IMPLICATIONS**

11. Nil.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

12. Strategic Plan 2009-2014 – Strategic Plan Goal 5 – A Shire that is well governed, providing positive leadership and efficient service delivery to the community.

**OFFICER COMMENT**

13. The proposed amendment to the Standing Orders provides Council with an opportunity to consider changing its current procedures.
14. The process of reviewing the draft Standing Orders documents is continuing with investigation and discussion in respect to:
- (a) 9.3 Unopposed Business (2)  
“The presiding member may declare it carried without debate and without taking a vote.”
- Staff are looking at the operation of this clause with regard to the possible application of Section 5.21 (2) of the local Government Act 1995 which states that a member present “is to vote”.
- (b) 10.1 Procedural Motion B  
“That the item be referred or adjourned to a Council or Committee meeting.”
- Staff are looking at the clarity of the option noting that a Committee can refer to a meeting of a committee or meeting of Council, but can only adjourn to a future meeting of that Committee. In the same manner Council can refer a matter to a meeting of a Committee or Council but can only adjourn to a future meeting of Council. The difference between referring and adjourning an item is profound in that it affects the ability of members to speak on the item at future meetings.
- (c) 10.3 Who May Move
- Staff are looking at clarification of this item, if required, to specifically note which of the procedural motions closes debate which in turn defines who can move the procedural motion.

- (d) The draft local law does not specifically address the rights of members of the public to make statements to Committee as presently exists and operates as detailed in policy MTG11 and MTG12.

Staff are looking to see if any changes to the draft Local Law to address this are required.

15. Advice has been sourced from McLeods Barristers that any amendments made concerning the abovementioned points are minor and would not make the Local Law significantly different to that advertised.

#### **MEETING COMMENT**

16.

#### **OFFICER RECOMMENDATION**

**GS-7/2010**

1. That state-wide and local public notice be given that Council proposes to make a new local law, the *Meeting Procedures Local Law 2010*, as shown in **(GSC Item 7/2010 Attachment 1)**, and including the following clauses as resolved separately by Council.

Moved: Cr

Seconded: Cr

#### **ABSOLUTE MAJORITY**

2. That the following clause be included in the proposed local law –

**Clause 2.3 – Convening council meetings**

- (1) The convening of a council meeting is dealt with in the Act.

- |     |   |
|-----|---|
| (1) | The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting. |
| (2) | The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.                      |
|     | [Section 5.5 of the Act]  |

Sections 9.50 to 9.54 of the <i>Local Government Act 1995</i> and sections 75 and 76 of the <i>Interpretation Act 1984</i> deal with how documents can be given to a person. Under these provisions, notice of a meeting may be given to a council member by – (a) personally handing the notice to the member; (b) sending it by post to the last known address of the member; or (c) leaving it for the member at his or her usual or last known place of abode or, if he or she is the principal of a business, at his or her usual or last known place of business.
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- (2) Subject to subclause (3), the CEO is to give at least 36 hours' notice, for the purposes of section 5.5 of the Act, in convening a special meeting of the council.
- (3) Where, in the opinion of the president or at least 1/3 of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special council meeting.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**



3. That the following clause be included in the proposed local law –

**Clause 4.5 – Reports by the CEO**

- (4) Reports by the CEO under item 10.1 of clause 4.2(1) are –
  - (a) to inform the council of matters of importance to the council; and
  - (b) not to be the subject of discussion.
- (5) Reports by the CEO under item 10.2 of clause 4.2(1) are –
  - (a) to enable the CEO to carry out his or her functions, including the function of ensuring that advice and information is available to the council so that informed decisions can be made; and
  - (b) to be the subject of discussion.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**

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4. That the following clause be included in the proposed local law –

**Clause 4.6 – Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or these Meeting Procedures otherwise provide, a member may raise at a meeting such business of the Shire as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO.
- (2) A notice of motion under subclause (1) is to be given at least 4 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion must relate to a matter for which the council is responsible.  
*Note: the matters for which the council is responsible are dealt with in section 2.7 of the Act.*
- (4) The CEO -
- (a) with the concurrence of the president, may exclude from the notice paper any notice of motion that he or she considers to be out of order (under clause 8.2(1)), such as a breach of clause 7.7 and 7.13 of these Meeting Procedures; or
- (b) may make such amendments to the form, but not the substance, as will bring the notice of motion into due form.
- (5) A notice of motion is not out of order because the policy involved is considered to be objectionable.
- (6) If a notice of motion is excluded under subclause (4), the CEO is to provide the reason for its exclusion to all members as soon as practicable.
- (7) The CEO may provide relevant and material facts and circumstances relating to the notice of motion on such matters as policy, budget and law.  
*Note: under section 5.41(b) of the Local Government Act, the CEO may provide to members any information that he or she considers relevant to the notice of motion.*
- (8) A motion of which notice has been given is to lapse unless -
- (a) the member who gave notice of it, or some other member authorised by him or her in writing, moves the motion when called on; or
- (b) the council or committee on a motion agrees to defer consideration of the motion to a later stage or date.
- (9) If a notice of motion is given and lapses in the circumstances referred to in subclause (8)(a), notice of motion in the same terms or the same effect is not to be given again for at least 3 months from the date of such lapse.
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- (10) An amendment, other than a minor amendment, to a motion of which notice has been given under this clause, is not to be considered at a meeting unless written notice of the amendment is received by the CEO no later than 12:00 noon on the last working date preceding the day of the meeting at which the relevant motion is to be considered.
- (11) The presiding member –
  - (a) is to determine whether an amendment is a minor amendment for the purposes of subclause (10); and
  - (b) is to make that determination on the basis that a minor amendment is one which, in his or her opinion, does not alter the basic intent of the primary motion.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**

5. That the following clause be included in the proposed local law –

**Clause 4.7 – New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), “cases of extreme urgency or other special circumstances” means matters –
  - (a) that have arisen after the preparation of the agenda that are considered by the meeting to be of such importance and urgency that they are unable to be dealt with administratively by the Shire and must be considered and dealt with by the council before the next meeting; and
  - (b) that, if not dealt with at the meeting, are likely to –
    - (i) have a significant adverse effect (financially or otherwise) on the Shire; or
    - (ii) result in a contravention of a written law.
- (3) Before debate begins on a matter under this clause that is not the subject of a written employee report to the meeting –
  - (a) the presiding member is to ask the CEO to give; and
  - (b) the CEO, or the CEO’s nominee, is to give,  
a verbal report to the meeting.
- (4) The minutes of the meeting are to include –
  - (a) a summary of the verbal report and any recommendations of the CEO or the CEO’s nominee; and
  - (b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO or the CEO’s nominee.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**

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6. That the following clause be included in the proposed local law –

**Clause 4.8 – Adoption by exception**

- (1) In this clause 'adoption by exception resolution' means –
- (a) a resolution of the council that has the effect of adopting, for each of a number of specifically identified reports, the committee or employee recommendation as the council resolution; and
  - (b) a resolution of a committee that has the effect of adopting, for each of a number of specifically identified reports, the employee recommendation as the committee resolution.
- (2) The council or a committee may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter –
- (a) that requires an absolute majority or a special majority;
  - (b) in which an interest has been disclosed;
  - (c) that has been the subject of a petition or deputation;
  - (d) that is a matter on which a member wishes to make a statement;  
or
  - (e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**

- 
7. That the following clause be included in the proposed local law –

**Clause 5.7 – Other procedures for question time for the public**

- (1) A member of the public who wishes to ask a question during question time must –
    - (a) first state his or her name and address;
    - (b) direct the question to the presiding member;
    - (c) ask the question briefly and concisely;
    - (d) limit any preamble to matters directly relevant to the question; and
    - (e) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except so far as may be necessary to explain the question.
  - (2) Each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions.
  - (3) A member of the public may give prior written notice to the CEO of the text or substance of a question that he or she wishes to ask at a meeting.
  - (4) Unless the presiding member determines otherwise, a question of which prior written notice has been given to the CEO is to be given priority in question time.
  - (5) Where a member of the public gives written notice of a question, the presiding member may determine that the question is to be responded to as normal business correspondence.
  - (6) A question may be taken on notice by the council or committee for later response.
  - (7) Where a question is taken on notice, the CEO is to ensure that –
    - (a) a written response is given to the person who asked the question; and
    - (b) a summary of the response is included in the minutes of the next meeting of the council or committee.
  - (8) A response to a question –
    - (a) is to be brief and concise; and
    - (b) is not to be the subject of any discussion, except that if in the opinion of a member, false information or any adverse reflection is contained in any question asked or comments made by a
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member of the public, then (through the presiding member) the member may correct or clarify the matter.

- (9) Where a response to a question is given at a meeting, a summary of the question and the response is to be included in the minutes.
- (10) The presiding member may decide that a question is not to be responded to where –
- (a) the same or similar question was asked at a previous meeting, a response was provided and the person who asked the question is directed to the minutes of the meeting at which the response was provided;
  - (b) it is in the form of a statement, provided that the presiding member has taken reasonable steps to assist the person to phrase the statement as a question; or
  - (c) the question is offensive or defamatory in nature, or is one which, if asked by a member, would be in breach of these Meeting Procedures or any other law.
- (11) The council or committee, by resolution, may agree to extend public question time.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**

8. That the following clause be included in the proposed local law –

**Clause 5.9 – Deputations**

- (1) A deputation may be made to the council or a committee in accordance with this clause.
- (2) A person or group who wishes to be received as a deputation by the council or a committee must –
  - (a) apply in writing to the CEO for approval; and
  - (b) include with the application information relating to the subject matter to be raised by the deputation in concise terms, but in sufficient detail to provide a general understanding of the purpose of the delegation.
- (3) The CEO is to refer –
  - (a) to the president – a copy or summary of an application to be received as deputation by the council; or
  - (b) to the presiding member of the relevant committee – a copy or summary of an application to be received as a deputation by the committee.
- (4) If the president, or the presiding member (as the case may be), approves an application referred under subclause (3), the CEO is to invite the person or group to make the deputation.
- (5) If the president, or the presiding member (as the case may be), does not approve an application under subclause (3), the CEO is to refer the application to the next meeting of the council or the committee (as the case may be) to determine the application.
- (6) If a person or group is invited to make a deputation, the deputation –
  - (a) is not to exceed 5 people, only 2 of whom may address the council or committee, although others may respond to a specific question from a member; and
  - (b) is not to address the council or committee for a period exceeding 15 minutes without the agreement of the council or the committee (as the case may be).
- (7) For the purposes of this clause, a deputation comprises all those people either in favour of, or opposed to, the matter which is the subject of the deputation.
- (8) Any matter which is the subject of a deputation to the committee is not to be decided by the committee until the deputation has completed its presentation.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**



9. That the following clause be included in the proposed local law –

**Clause 5.14 –Recording of proceedings**

- (1) Unless otherwise decided by the meeting –
- (a) the CEO is to ensure that an audio recording is taken of the proceedings of each council and standing committee meeting; and
  - (b) the CEO may also record the proceedings of a meeting in any other way that he or she considers to be appropriate.
- (2) Unless with the written authorisation of the presiding member, a person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of a meeting.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**

10. That the following clause be included in the proposed local law –

**Clause 6.1 – Questions on notice**

- (1) A member who wishes to ask a question at a meeting of the council is to give to the CEO written notice of the text of the question at least 4 clear working days before the meeting.
- (2) If the CEO considers that the question breaches or may breach these Meeting Procedures or any other law –
  - (a) the CEO is to refer the question to the president;
  - (b) the president is to exclude the question if he or she concurs with the view of the CEO; and
  - (c) if the question is excluded, the CEO is to give all members, as soon as practicable but not later than the next ordinary meeting, the reasons for the exclusion.
- (3) Notice of a question that is not withdrawn or excluded under subclause (1) is to be included, if practicable, in the agenda of the meeting, or is otherwise to be tabled at the meeting.
- (4) Every question and answer is to be submitted as briefly and concisely as possible and no discussion is to be allowed, unless with the consent of the presiding member.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**

11. That the following clause be included in the proposed local law –

**Clause 7.1 – Seating**

- (1) At the first council meeting held after each ordinary election day, the CEO is to allot, alphabetically by ward, a position at the council table to each member.
- (2) The CEO is to re-allot, by random draw, positions at the council table within each ward if requested to do so by the council.
- (3) At council meetings each member must occupy his or her seat as allotted under this clause.
- (4) At committee meetings where seating has been allotted under this clause, each member must occupy his or her seat as allotted.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**

12. That the following clause be included in the proposed local law –

**Clause 7.4 – Members who wish to speak**

A member who wishes to speak at a council meeting –

- (a) must indicate his or her intention to speak by raising his or her hand, or by any other method determined by the council; and
- (b) when invited by the presiding member to speak, and unless otherwise determined by the council, must address the meeting through the presiding member.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**

- 
13. That the following clause be included in the proposed local law –

**Clause 9.1 – Motions to be stated and in writing**

- (1) A member who wishes to moves a substantive motion, or an amendment to a substantive motion –
- (a) is to state the substance of the motion before speaking to it; and
  - (b) is to put the motion or amendment in writing if –
    - (i) in the opinion of the presiding member, the motion or amendment is significantly different to the relevant written recommendation of a committee or an employee (including a person who, under a contract for services with the Shire, provides advice or a report on the matter); or
    - (ii) he or she is otherwise required to do so by the presiding member.
- (2) The written terms of the motion or amendment are to be given to the CEO who is to ensure that they are recorded in the minutes.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**

14. That the following clause be included in the proposed local law –

**Clause 14.3 – Limitations on powers to revoke or change decisions**

- (1) Subject to subclause (2), the council or a committee is not to consider a motion to revoke or change a decision –
  - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 14.4 to implement the decision;
  - (b) where the decision concerns the grant of an authorisation, and where that authorisation has been communicated in writing by the Shire to the applicant; or
  - (c) where the decision is procedural in its form or effect.
  
- (2) The council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) or (b) if the motion is accompanied by a written statement, by or on behalf of the CEO, of the legal and financial consequences of the motion being carried.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**

15. That the following clause be included in the proposed local law –

**Clause 14.4 – Implementing a decision**

- (1) Subject to subclause (4), and unless a resolution is made under subclause (2), a decision made at a meeting is not to be implemented by the CEO or any other person until after 12 noon of the first business day after the commencement of the meeting at which the decision was made.
- (2) The council or a committee may, by resolution carried at the same meeting at which a decision was made, request the CEO to take immediate action to implement the decision.
- (3) A decision made at a meeting is not to be implemented by the CEO or any other person –
  - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
  - (b) unless and until the valid notice of revocation motion has been determined by the council or the committee as the case may be.
- (4) The CEO is to ensure that members of the public attending a meeting are informed, by an appropriate notice, that a decision to grant an authorisation –
  - (a) is to take effect only in accordance with this clause; and
  - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

*Note: one of the statutory functions of the CEO under section 5.41(c) of the Act is to "cause council decisions to be implemented".*

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**

16. It be recorded that the purpose of this local law is to provide for the orderly conduct of meetings of the council and committees, the manner of making an effective petition to the local government, and for the safe custody and use of the common seal. The effect of the local law is that all council and committee meetings, the manner of making a petition to the local government, and the use of the common seal, are to be governed by the standing orders, unless otherwise provided for in the Act or regulations.

Moved: Cr

Seconded: Cr

**ABSOLUTE MAJORITY**



**Local Government Act 1995**

**Shire of Kalamunda**

**Meeting Procedures Local Law 2010**

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*Local Government Act 1995*

Shire of Kalamunda

## Meeting Procedures Local Law 2010

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the council of the Shire of Kalamunda resolved on [date to be inserted] to make the following local law.

### Part 1 - Preliminary

#### 1.1 Citation

- (1) This local law may be cited as the *Shire of Kalamunda Meeting Procedures Local Law 2010*.
- (2) In the clauses that follow, this local law is referred to as "these Meeting Procedures".

#### 1.2 Commencement

This local law commences on the 14<sup>th</sup> day after the day on which it is published in the *Government Gazette*.

#### 1.3 Application and intent

- (1) These Meeting Procedures contain the rules that apply to the conduct of meetings of the council and its committees, and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and these Meeting Procedures.
- (3) These Meeting Procedures are intended to result in –
  - (a) better decision making by the council and its committees;
  - (b) the orderly conduct of meetings dealing with council business;
  - (c) better understanding of the process of conducting meetings;  
and
  - (d) more efficient and effective use of time at meetings.

#### 1.4 Definitions

In these Meeting Procedures–

**"absolute majority"** has the meaning given to it in the Act;

**"absolute majority"** means –

- (a) in relation to a council, means a majority comprising enough of the members for the time being of the council for their number to be more than 50% of the number of offices (whether vacant or not) of member of the council;
- (b) in relation to any other body, means a majority comprising enough of the persons for the time being constituting the body for their number to be more than 50% of the number of offices (whether vacant or not) on the body.

[Section 1.4 of the Act]

**"Act"** means the *Local Government Act 1995*;

**"CEO"** means the Chief Executive Officer of the Shire;

**"clause"** means a clause of these Meeting Procedures;

**"committee"** means a committee of the council (established under section 5.8 of the Act);

**"Council"** means the council of the Shire;

**"Councillor"** has the same meaning as is given to it in the Act;

**"Councillor"** means a person who holds the office of councillor on a council (including a person who holds another office under section 2.17(2)(a) or (b) as well as the office of councillor).

[See section 1.4 of the Act]

**"deputy president"** means the deputy president of the Shire;

**"employee"** has the same meaning as is given to it in the Act;

**"employee"** means a person employed by a local government under section 5.36.

[See section 1.4 of the Act]

**"meeting"** means a meeting of the council or of a committee, or an electors' meeting, as the context requires;

**"member"** has the same meaning as given to it in the Act;

**"member"** means:

in relation to the council of the local government -

- (a) an elector mayor or president of the local government; or
- (b) a councillor on the council (including a councillor who holds another office under section 2.17(2)(a) or (b) as well as the office of councillor.

[Section 1.4 of the Act]

**"Minister"** means the Minister responsible for administering the Act;

**"minor amendment"**, in relation to a motion, means an amendment which does not alter the basic intent of the motion to which the amendment applies;

**"president"** means the president of the Shire;

**"presiding member"** means -

- (a) in respect of the council, the person presiding under section 5.6 of the Act (see clause 3.1); and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13 and 5.14 of the Act (see clauses 3.4 and 3.5);

**"Regulations"** means the *Local Government (Administration) Regulations 1996*;

**"Rules of Conduct Regulations"** means the *Local Government (Rules of Conduct) Regulations 2007*;

**"Shire"** means the Shire of Kalamunda;

**"simple majority"** means more than 50% of the members present and voting;

**"special majority"** has the same meaning as is given to it in the Act;

Section 1.10 of the Act states –

**1.10. Decisions by special majority**

The footnote "***Special majority required***" applying to a power conferred in this Act on a local government, means that –

- (a) if there are more than 11 offices of member of the council, the power can only be exercised by, or in accordance with, a decision of a 75% majority of the council; or
- (b) if there are not more than 11 offices of member of the council, the power can only be exercised by, or in accordance with, a decision of an absolute majority of the council.

**"substantive motion"** means an original motion, or an original motion as amended, but does not include an amendment motion or a procedural motion.

*Note: unless otherwise defined, the terms used in these Meeting Procedures have the meaning given to them in the Act and Regulations (see section 44 of the Interpretation Act 1984).*

**1.5 Repeal**

The *Shire of Kalamunda Standing Orders Local Law 1999*, published in the *Government Gazette* on 20 August 1999, is repealed.

**Provisions of the Act, Regulations and other legislation**

- (1) In this local law –
  - (a) provisions of the Act and Regulations, and of other legislation, are reproduced in a boxed format; and
  - (b) notes are also included in a boxed format.
- (2) The purpose of reproducing these provisions, and of including the notes, is to assist the reader in the interpretation or administration of this local law.
- (3) The reproduced provisions of the Act and Regulations and other legislation, and the notes –
  - (a) are to be treated as footnotes and are not part of this local law (see section 32(2) of the Interpretation Act 1984); and,
  - (b) reproduce only the provisions, or refer only to the provisions, that were in force at the time that the council resolved to adopt this



local law and, therefore, may not necessarily be accurate at a future date.

## **Part 2 - Meetings**

### **2.1 Ordinary and special council meetings**

(1) Ordinary and special council meetings are dealt with in the Act.

- |   |
|---|
| (1) A council is to hold ordinary meetings and may hold special meetings.                                       |
| (2) Ordinary meetings are to be held not more than 3 months apart.  |
| (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure. |
- [Section 5.3 of the Act]

(2) An ordinary meeting of the council, held on a monthly basis or otherwise as determined by the council, is for the purpose of considering and dealing with the ordinary business of the council.

(3) A special meeting of the council is held for the purpose of considering and dealing with council business that is urgent, complex in nature, for a particular purpose or confidential.

### **2.2 Calling council meetings**

The calling of council meetings is dealt with in the Act.

- |   |
|---|
| An ordinary or a special meeting of a council is to be held -                       |
| (a) if called for by either -   |
| (i) the mayor or president; or  |
| (ii) at least 1/3 of the councillors,   |
| in a notice to the CEO setting out the date and purpose of the proposed meeting; or |
| (b) if so decided by the council.   |
- [Section 5.4 of the Act]

### **2.3 Convening council meetings**

To be included in accordance with Council's resolution.

### **2.4 Calling committee meetings**

A meeting of a committee is to be held –

(a) if called for in a verbal or written request to the CEO by the president or the presiding member of the committee, advising the date and purpose of the proposed meeting;

(b) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting; or

(c) in accordance with a decision of the council or the committee.

## **2.5 Public notice of meetings**

Public notice of meetings is dealt with in the Regulations.

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which –
    - (a) the ordinary council meetings; and
    - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.
  - (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
  - (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
  - (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.
- [Regulation 12 of the Regulations]

## **Part 3 - Presiding member and quorum**

### *Division 1: Who presides*

#### **3.1 Who presides**

Who presides at a council meeting is dealt with in the Act.

- (1) The mayor or president is to preside at all meetings of the council.
  - (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at a meeting of the council in accordance with that section.
  - (3) If the circumstances mentioned in section 5.34(a) or (b) apply and –
    - (a) the office of deputy mayor or deputy president is vacant; or
    - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,then, the council is to choose one of the councillors present to preside at the meeting.
- [Section 5.6 of the Act]

#### **3.2 When the deputy president can act**

When the deputy president can act is dealt with in the Act.

If –

- (a) the office of mayor or president is vacant; or
- (b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president,

then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president, as the case requires.

[Section 5.34 of the Act]

### **3.3 Who acts if no president**

Who acts if there is no president is dealt with in the Act.

(1) If the circumstances mentioned in section 5.34(a) or (b) apply and –

- (a) the office of deputy mayor or deputy president is vacant; or
- (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

and the mayor or president or deputy will not be able to perform the functions of the mayor or president for a time known to the council, then the council may appoint a councillor to perform during that time the functions of the mayor or president, as the case requires.

(2) If the circumstances mentioned in section 5.34(a) or (b) apply and –

- (a) the office of deputy mayor or deputy president is vacant; or
- (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

and a person has not been appointed under subsection (1), the CEO, after consultation with, and obtaining the agreement of, 2 councillors selected by the CEO, may perform the functions of mayor or president, as the case requires.

[Section 5.35 of the Act]

### **3.4 Election of presiding members of committees**

The election of presiding members of committees is dealt with in the Act.

(1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule –

- (a) to 'office' were references to 'office of presiding member';
- (b) to 'council' were references to 'committee'; and
- (c) to 'councillors' were references to 'committee members'.

[Section 5.12(1) of the Act]

Clauses 2 to 5 inclusive of Schedule 2.3 provide as follows:

#### **2. When the council elects the mayor or president**

- (1) The office is to be filled as the first matter dealt with —
  - (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and

(b) at the first meeting of the council after an extraordinary vacancy occurs in the office.

- (2) If the first ordinary meeting of the council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.

**3. CEO to preside**

The CEO is to preside at the meeting until the office is filled.

**4. How the mayor or president is elected**

- (1) The council is to elect a councillor to fill the office.
- (2) The election is to be conducted by the CEO in accordance with the procedure prescribed.
- (3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with the procedures set out in Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

**5. Votes may be cast a second time**

- (1) If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.
- (3) When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.
- (4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

[Clauses 2 to 5 inclusive of Schedule 2.3]

**3.5 Election of deputy presiding members of committees**

The election of deputy presiding members of committees is dealt with in the Act.

The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule –

- (a) to 'office' were references to 'office of deputy presiding member';
- (b) to 'council' were references to 'committee';
- (c) to 'councillors' were references to 'committee members'; and
- (d) to 'mayor or president' were references to 'presiding member'.

[Section 5.12(2)]

Division 2 (clauses 6, 7 and 8) of Schedule 2.3 provides as follows:

**6. Definitions**

In this Division —

“extraordinary vacancy” means a vacancy that occurs under section 2.34(1);

“the office” means the office of deputy mayor or deputy president.

**7. When the council elects the deputy mayor or deputy president**

- (1) If the local government has an elector mayor or president the office of deputy mayor or deputy president is to be filled as the first matter dealt with —
  - (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
  - (b) at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (2) If the local government has a councillor mayor or president the office of deputy mayor or deputy president is to be filled —
  - (a) as the next matter dealt with after the mayor or president is elected at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
  - (b) subject to subclause (3), as the first matter dealt with at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (3) If at a meeting referred to in clause 2(1)(b) the deputy mayor or deputy president is elected to be the mayor or president, the resulting extraordinary vacancy in the office is to be filled as the next matter dealt with at the same meeting.

**8. How the deputy mayor or deputy president is elected**

- (1) The council is to elect a councillor (other than the mayor or president) to fill the office.
- (2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.
- (3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time

after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.

- (4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

[Division 2 (clauses 6, 7 and 8) of Schedule 2.3]

### **3.6 Functions of deputy presiding members**

The functions of deputy presiding members are dealt with in the Act.

If, in relation to the presiding member of a committee –

- (a) the office of presiding member is vacant; or
- (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

[Section 5.13 of the Act]

### **3.7 Who acts if no presiding member**

Who acts if no presiding member is dealt with in the Act.

If, in relation to the presiding member of a committee –

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

[Section 5.14 of the Act]

## ***Division 2: Quorum***

### **3.8 Quorum for meetings**

The quorum for meetings is dealt with in the Act.

The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

[Section 5.19 of the Act]

### 3.9 Reduction of quorum for council meetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

- (1) The Minister may reduce the number of offices of member required for a quorum at a council meeting specified by the Minister if there would not otherwise be a quorum for the meeting.
- (2) The Minister may reduce the number of offices of member required at a council meeting to make a decision specified by the Minister if the decision is one which would otherwise be required to be made by an absolute majority and a sufficient number of members would not otherwise be present at the meeting.

[Section 5.7 of the Act]

### 3.10 Reduction of quorum for committee meetings

The reduction of a quorum for committee meetings is dealt with in the Act.

The local government may reduce\* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

\*Absolute majority required.

[Section 5.15 of the Act]

### 3.11 Procedure where no quorum to begin a meeting

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

If a quorum has not been established within the 30 minutes after a council or committee meeting is due to begin then the meeting can be adjourned –

- (a) in the case of a council, by the mayor or president or if the mayor or president is not present at the meeting, by the deputy mayor or deputy president;
- (b) in the case of a committee, by the presiding member of the committee or if the presiding member is not present at the meeting, by the deputy presiding member;
- (c) if no person referred to in paragraph (a) or (b), as the case requires, is present at the meeting, by a majority of members present;
- (d) if only one member is present, by that member; or
- (e) if no member is present or if no member other than the CEO is present, by the CEO or a person authorised by the CEO.

[Regulation 8 of the Regulations]

### 3.12 Procedure where quorum not present during a meeting

If at any time during a meeting a quorum is not present –

- (a) the presiding member is immediately to suspend the proceedings of the meeting for a period of up to 15 minutes;
- (b) if a quorum is not present at the expiry of the suspension period under paragraph (a), the presiding member may either adjourn the meeting to some future time or date or may extend

the extension period for a further period of up to 30 minutes;  
and

- (c) if a quorum is not present at the expiry of the extended period of suspension under paragraph (b), the presiding member is to adjourn the meeting to a later time on the same day or to another day.

### **3.13 Names to be recorded**

At any meeting –

- (a) at which there is not a quorum present to begin the meeting;  
or
- (b) which is adjourned for want of a quorum,

the names of the members then present are to be recorded in the minutes.

### **3.14 Adjourned meeting procedures**

Where a meeting is adjourned for want of a quorum –

- (a) the names of members who have spoken on a matter that was interrupted by the adjournment are to be recorded in the minutes and clause 7.8 applies when the debate on the matter is resumed; and
- (b) the meeting is to continue from the point at which it was adjourned, unless the presiding member or the meeting determines otherwise.

## **Part 4 - Business of a meeting**

### **4.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the council other than that specified in the agenda, without the approval of the presiding member or a decision of the council.
- (2) No business is to be transacted at a special meeting of the council other than that given in the notice of the meeting as the purpose of the meeting.
- (3) No business is to be transacted at a committee meeting other than that specified in the agenda, or in the notice of the meeting as the purpose of the meeting, without the approval of the presiding member or a decision of the committee.
- (4) Where a council meeting is adjourned to the next ordinary meeting of the council, the business unresolved at the meeting that is adjourned is to be dealt with at item 8 of clause 4.2 at that ordinary meeting.
- (5) Where a committee meeting is adjourned to the next ordinary committee meeting, the business unresolved at the meeting that is adjourned is to be dealt with at item 8 of clause 4.2 at that ordinary meeting.



- (6) Where a council or committee meeting is adjourned to a meeting not described in subclauses (4) or (5), no business is to be transacted at that later meeting other than that:
  - (a) specified in the notice of the meeting that is adjourned; and
  - (b) which remains unresolved.

#### **4.2 Order of business**

- (1) Unless otherwise decided by the council, the order of business at an ordinary meeting of the council is to be as follows –
  - 1. Official opening.
  - 2. Public question time –
    - 2.1 Responses to previous questions from members of the public taken on notice.
    - 2.2 Public question time.
  - 3. Record of attendance, apologies and leave of absence.
  - 4. Disclosures of interests.
  - 5. Petitions.
  - 6. Confirmation of minutes.
  - 7. Announcements by the presiding member without discussion.
  - 8. Unresolved business from previous meetings.
  - 9. Reports and recommendations of committees.
  - 10. Reports by the CEO –
    - 10.1 Reports without discussion.
    - 10.2 Reports and recommendations for discussion.
  - 11. Motions of which previous notice has been given.
  - 12. Questions by members of which due notice has been given.
  - 13. Questions by members without notice.
  - 14. New business of an urgent nature.
  - 15. Matters for which meeting is to be closed to the public.
  - 16. Closure.

- (2) Unless otherwise decided by the members present, the order of business at any special meeting of the council or at a committee meeting is to be the order in which that business stands in the notice of, or agenda for, the meeting.

*Note: in exercising its discretion relating to the order of business under subclause (1) and (2), a meeting must comply with the requirements of the Act and Regulations relating to public question time (see clauses 5.3-5.5 below).*

- (3) Despite subclauses (1) and (2), the CEO may include on the agenda of a council or committee meeting in an appropriate place within the order of business any matter which must be decided, or which he or she considers is appropriate to be decided, by that meeting.

#### **4.3 Grant of leave of absence**

The grant of leave of absence is dealt with in the Act.

- (1) A council may, by resolution, grant leave of absence, to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister.
- (3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.

[Section 2.25 of the Act]

#### **4.4 Announcements by the presiding member without discussion**

Announcements by the presiding member under item 7 of clause 4.2(1) are –

- (a) to inform the council of official duties performed, or functions attended, by the president, or of other matters of importance to the council, of which the council has not previously been informed;
- (b) to be brief and concise;
- (c) to be completed within 10 minutes; and
- (d) not to be the subject of any discussion.

#### **4.5 Reports by the CEO**

To be included in accordance with Council's resolution.

#### **4.6 Motions of which previous notice has been given**

To be included in accordance with Council's resolution.

#### **4.7 New business of an urgent nature**

To be included in accordance with Council's resolution.

#### **4.8 Adoption by exception resolution**

To be included in accordance with Council's resolution.

#### **4.9 Closure – time limits for council meetings**

If a meeting of the council is in progress 3 hours after its commencement –

- (a) the presiding member is to enable the council to decide whether the meeting should continue;
- (b) the meeting may continue -
  - (i) for up to 1 more hour;
  - (ii) only if a motion that the meeting continue is carried; and
  - (iii) only for the time (up to 1 more hour) specified in that motion; and
- (c) the presiding member is to adjourn the meeting –
  - (i) if the motion under paragraph (b) is not carried; or

- (ii) at the conclusion of any extension specified in a motion that is carried under paragraph (b).

*Note: a council meeting may continue beyond 4 hours by suspending this Standing Order under clause 15.1 below.*

## Part 5 - Public participation

### 5.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

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| <ul style="list-style-type: none"><li>(1) Subject to subsection (2), the following are to be open to members of the public–<ul style="list-style-type: none"><li>(a) all council meetings; and</li><li>(b) all meetings of the committee to which a local government power or duty has been delegated.</li></ul></li><li>(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following –<ul style="list-style-type: none"><li>(a) a matter affecting an employee or employees;</li><li>(b) the personal affairs of any person;</li><li>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;</li><li>(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;</li><li>(e) a matter that if disclosed, would reveal –<ul style="list-style-type: none"><li>(i) a trade secret;</li><li>(ii) information that has a commercial value to a person; or</li><li>(iii) information about the business, professional, commercial or financial affairs of a person,</li></ul>where the trade secret or information is held by, or is about, a person other than the local government;</li><li>(f) a matter that if disclosed, could be reasonably expected to –<ul style="list-style-type: none"><li>(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;</li><li>(ii) endanger the security of the local government's property; or</li><li>(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;</li></ul></li><li>(g) information which is the subject of a direction given under section 23(1a) of the <i>Parliamentary Commissioner Act 1971</i>; and</li><li>(h) such other matters as may be prescribed.</li></ul></li><li>(3) A decision to close a meeting or part of a meeting and the reason for the</li></ul> |
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decision are to be recorded in the minutes of the meeting.

[Section 5.23 of the Act]

## **5.2 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public (other than any person specified in a resolution).
- (2) The council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close to members of the public a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried –
  - (a) the presiding member is to direct everyone to leave the meeting except –
    - (i) the members;
    - (ii) the CEO;
    - (iii) any employee of the Shire, unless specified in a resolution; and
    - (iv) any other person specified in a resolution; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3) may, by order of the presiding member, be removed from the meeting.
- (5) A resolution under this clause may be made without notice of the relevant motion.
- (6) Unless the council or the committee resolves otherwise, once the meeting is reopened to members of the public the presiding member is to ensure that –
  - (a) any resolution of the council or committee made while the meeting was closed is to be read out; and
  - (b) the vote of a member or members is recorded in the minutes.
- (7) For the convenience of members of the public, the council or a committee may –
  - (a) identify, in advance, an agenda item that is to be, or may be, discussed during part of a meeting that is to be closed to members of the public; and
  - (b) defer that agenda item as the last item of the meeting.

*Note: restrictions on the disclosure of information considered at a meeting closed to the public are set out in clause 5.13 below.*

## **5.3 Question time for the public**

Question time for the public is dealt with in the Act.

- (1) Time is to be allocated for questions to be raised by members of the public and responded to at –
- (a) every ordinary meeting of a council; and
  - (b) such other meetings of councils or committees as may be prescribed.
- (2) Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.
- [Section 5.24 of the Act]

#### **5.4 Question time for the public at certain meetings**

Question time for the public at certain meetings is dealt with in the Regulations.

- For the purposes of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are –
- (a) every special meeting of a council;
  - (b) every meeting of a committee to which the local government has delegated a power or duty.
- [Regulation 5 of the Regulations]

#### **5.5 Minimum question time for the public**

Minimum question time for the public is dealt with in the Regulations.

- (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.
- [Regulation 6 of the Regulations]

#### **5.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in the Regulations.

- (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) are to be determined –
- (a) by the person presiding at the meeting; or
  - (b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members,
- having regard to the requirements of subregulations (2) and (3).
- (2) The time allocated to the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to

ask the question and receive a response.
(4) Nothing in subregulation (3) requires –
(a) a council to answer a question that does not relate to a matter affecting the local government;
(b) a council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
(c) a committee to answer a question that does not relate to a function of the committee.
(5) If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to –
(a) declare that he or she has an interest in the matter; and
(b) allow another person to respond to the question.
[Regulation 7 of the Regulations]

**5.7 Other procedures for question time for the public**

To be included in accordance with Council's resolution.

**5.8 Distinguished visitor**

If a distinguished visitor is present at a meeting of the council or a committee, the presiding member –

- (a) may invite the distinguished visitor to sit beside the presiding member or at the council table;
- (b) may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting; and
- (c) may direct that the presence of the distinguished visitor be recorded in the minutes.

**5.9 Deputations**

To be included in accordance with Council's resolution.

**5.10 Petitions**

- (1) A petition must -
  - (a) be addressed to the president;
  - (b) be made by electors of the district;
  - (c) state the request on each page;
  - (d) contain the names, addresses and signatures of the electors making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request;
  - (f) state the name of the person upon whom, and an address at which, notice to the petitioners can be given;
  - (g) be respectful and temperate in its language; and
  - (h) comply with any form prescribed by the Act or any other written law, such as the *Local Government (Constitution) Regulations 1996* if, for example, it is -

- (i) a proposal to change the method of filling the office of president;
  - (ii) a proposal to create a new district or alter the boundaries of the Shire;
  - (iii) a request for a poll on a recommended amalgamation; or
  - (iv) a submission about changes to wards, the name of a district or ward or the number of councillors for a district or ward.
- (2) On the presentation of a petition –
- (a) the councillor presenting it is confined to reading the petition; and
  - (b) the only motion that is in order is that the petition be received and, if necessary, that it be referred for the CEO's report.
- (3) At any meeting, the council or committee is not to vote on any matter that is the subject of a petition presented to that meeting, unless –
- (a) the matter is the subject of a report included in the agenda; and
  - (b) the council or committee has considered the issues raised in the petition.

#### **5.11 Participation at committee meetings**

- (1) In this clause a reference to a 'person' is to a person who –
- (a) is entitled to attend a committee meeting;
  - (b) attends a committee meeting; and
  - (c) is not a member of that committee.

*Note: a member of the public is entitled to attend a committee meeting only where a local government power or duty has been delegated to that committee: see section 5.23(1)(b) of the Act.*

- (2) A member may attend, as an observer, any meeting of a committee of which he or she is not a member or the deputy of a member, but is to sit in an area set aside by the CEO for observers separated from the committee members.
- (3) Without the consent of the presiding member, no person is to address a committee meeting.
- (4) The presiding member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (5) A person addressing the committee with the consent of the presiding member must cease that address immediately after being directed to do so by the presiding member.
- (6) A person who fails to comply with a direction of the presiding member under subclause (5) may, by order of the presiding member, be removed from the committee room.

- (7) The council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

**5.12 Public inspection of agenda materials**

The right of a member of the public to inspect the documents relating to a council or committee meeting are dealt with in the Regulations.

<p>(1) A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents which —</p> <ul style="list-style-type: none"><li>(a) are to be tabled at the meeting; or</li><li>(b) have been produced by the local government or a committee for presentation at the meeting,</li></ul> <p>and which have been made available to members of the council or committee for the meeting are available for inspection by members of the public from the time the notice papers, agenda or documents were made available to the members of the council or committee.</p> <p>(2) Nothing in subregulation (1) entitles members of the public to inspect the information referred to in that subregulation if, in the CEO's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to members of the public under section 5.23(2).</p> <p style="text-align: right;">[Regulation 14 of the Regulations]</p>
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**5.13 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public under regulation 14(2), of the Regulations is to be -
- (a) identified in the agenda of a council or committee meeting under the item "Matters for which the meeting is to be closed to the public"; and
  - (b) marked "Confidential" in the agenda.
- (2) A member or an employee who has -
- (a) confidential information under subclause (1); or
  - (b) information that is provided or disclosed for the purposes of or during a meeting, or part of a meeting, that is closed to the public,
- must not disclose any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties.
- Penalty \$5,000
- (3) Subclause (2) does not prevent a member or employee from disclosing information -
- (a) at a closed meeting;
  - (b) to the extent specified by the council and subject to such other conditions as the council determines;
  - (c) that is already in the public domain;
  - (d) to an officer of the Department;



- (e) to the Minister;
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

**Note: Regulation 6 of the Local Government (Rules of Conduct) Regulations 2007 states:**

**6. Use of information**

- (1) In this regulation —
  - “closed meeting”** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
  - “confidential document”** means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;
  - “non-confidential document”** means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
  - (a) information that the council member derived from a confidential document; or
  - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subregulation (2) does not prevent a person who is a council member from disclosing information —
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

**5.14 Recording of proceedings**

To be included in accordance with Council's resolution.

**5.15 Prevention of disturbance**

- (1) A reference in this clause to a 'person' is to a person other than a member.
- (2) A person must ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the council or a committee.

- (3) A person addressing the council or a committee must extend due courtesy and respect to the council or committee and the processes under which it operates and must comply with a direction by the presiding member.

Penalty \$1,000

- (4) A person present at or observing a meeting must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

Penalty \$1,000

- (5) The presiding member may warn a person who fails to comply with this clause.

- (6) If –

- (a) after being warned, the person again acts contrary to this clause, or to these Standing Orders; or
- (b) a person refuses or fails to comply with a direction by the presiding member,

the presiding member may expel the person from the meeting by ordering him or her to leave the meeting room.

- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the presiding member be removed from the meeting room and, if the presiding member orders, from the premises.

Note: section 75 of the *Criminal Code* states:

Any person who by violence, or by threats or intimidation of any kind, hinders or interferes with the free exercise of any political right by another person, is guilty of a crime, and is liable to imprisonment for 3 years.

## **Part 6 - Questions by members**

### **6.1 Questions on notice**

To be included in accordance with Council's resolution.

### **6.2 Questions during debate**

At any time during the debate on a motion before the motion is put, a member may ask a question and, with the consent of the presiding member, may ask one or more further questions.

### **6.3 Restrictions on questions and answers**

- (1) Questions asked by a member, and responses given by a member or an employee –
- (a) are to be brief and concise; and
- (b) are not to be accompanied by –

- (i) expression of opinion, statement of fact or other comment, except so far as may be necessary to explain the question or answer; or
  - (ii) any discussion or further question, except with the consent of the presiding member.
- (2) In answering any question, a member or an employee may qualify his or her answer and may at a later time in the meeting or at a later meeting alter, correct, add to or otherwise amend his or her original answer.

## **Part 7 - Conduct of members**

### **7.1 Seating**

To be included in accordance with Council's resolution.

### **7.2 Official titles to be used**

A speaker, when speaking or referring to the president or deputy president, or to a councillor or employee, must use the title of that person's office.

### **7.3 Entering or leaving a meeting**

During the course of a meeting, a member must not enter or leave the meeting without first giving an appropriate indication, in order to facilitate the recording in the minutes of the time of entry or departure.

*Note: regulation 11(b) of the Regulations requires the content of minutes of a meeting of a council or committee to include –*

*(b) where a member enters or leaves a meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting ...'*

### **7.4 Members who wish to speak**

To be included in accordance with Council's resolution.

### **7.5 Priority of speaking**

- (1) At a council meeting, where 2 or more members of the council indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.
- (2) At a committee meeting, the presiding member is first to invite committee members to speak followed, at the discretion of the presiding member, by other members and attendees.
- (3) A decision of the presiding member under this clause is not open to discussion or dissent.

### **7.6 Presiding member may take part in debates**

Subject to compliance with procedures for the debate of motions contained in these Meeting Procedures, the presiding member may take part in a discussion of any matter before the meeting.

### **7.7 Relevance**

- (1) A member must restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

- (2) The presiding member, at any time, may –
  - (a) call the attention of the meeting to any irrelevant or repetitious remarks by a member; or
  - (b) direct that member, if speaking, to discontinue his or her speech.
- (3) A member must comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

**7.8 Speaking twice**

- (1) A member must not address the council or a committee more than once on any motion or amendment except –
  - (a) as the mover of a substantive motion, to exercise a right of reply;
  - (b) to raise a point of order; or
  - (c) to make a personal explanation.
- (2) A member who asks a question before speaking has not addressed the meeting for the purposes of this clause.

**7.9 Duration of speeches**

A member must not speak on any matter for more than 5 minutes without the consent of the meeting which, if given, is to be given without discussion.

**7.10 No speaking after conclusion of debate**

- A member must not speak on any motion or amendment –
- (a) after the mover has replied; or
  - (b) after the question has been put.

**7.11 No interruption**

A member must not interrupt another member who is speaking unless –

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 7.15; or
- (d) to move a procedural motion that the member be no longer heard (see clause 10.1(e)).

**7.12 No reopening of discussion**

A member must not reopen a discussion on any council or committee decision, except to move that the decision be revoked or changed (see Part 14).

**7.13 Offensive language**

- (1) A member must not reflect adversely on a decision of the council or a committee except on a motion that the decision be revoked or changed (see Part 14).
- (2) A member must not –
  - (a) reflect adversely on the character or actions of another member or employee;

- (b) impute any motive to a member or employee; or
  - (c) use an expression that is offensive or objectionable,
- unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.

Penalty \$1,000

- (3) A member must not use offensive or objectionable expressions in reference to any other member, employee or other person.

Penalty \$1,000

- (4) If a member specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes, the presiding member is to cause the words used to be taken down and read to the meeting for verification and then to be recorded in the minutes.

**Note: Regulation 10 of the *Local Government (Rules of Conduct) Regulations 2007* states:**

**10. Relations with local government employees**

- (1) A person who is a council member must not —
  - (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (3) If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use offensive or objectionable expressions in reference to a local government employee.
- (4) Subregulation (3)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

**7.14 Withdrawal of offensive language**

A member who, in the opinion of the presiding member and in the absence of a resolution under clause 7.13(2) –

- (a) reflects adversely on the character or actions of another member or employee;
- (b) imputes any motive to a member or employee; or

- (c) uses an expression that is offensive or objectionable, must, when directed by the presiding member, withdraw the reflection, imputation or expression and make a satisfactory apology.

*Note: clause 8.5 applies where a member fails or refuses to comply with a direction by the presiding member under this clause.*

### **7.15 Personal explanation**

- (1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking must indicate to the presiding member his or her intention to make a personal explanation.
- (2) The presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.
- (3) A member making a personal explanation must confine his or her observations to a succinct statement relating to the specific part of the speech in which he or she may have been misunderstood.

## **Part 8 - Preserving order**

### **8.1 Presiding member to preserve order**

- (1) The presiding member is to preserve order and, whenever he or she considers it necessary, may call any member to order.
- (2) When the presiding member rises or speaks during a debate, any member then speaking, or indicating that he or she wishes to speak, is immediately to cease speaking and every member present must preserve strict silence so that the presiding member may be heard without interruption.  
Penalty \$500
- (3) Subclause (2) is not to be used by the presiding member to exercise the right provided in clause 7.6, but to preserve order.

### **8.2 Point of order**

- (1) A member may object, by way of a point of order, only to a breach of –
  - (a) any of these Meeting Procedures; or
  - (b) any other written law.
- (2) Examples of valid points of order are –
  - (a) a speaker's remarks not being relevant to the motion or amendment being debated (see clause 7.7); and
  - (b) a speaker's use of offensive or objectionable expressions (see clause 7.13).
- (3) Despite anything in these Meeting Procedures to the contrary, a point of order –
  - (a) takes precedence over any discussion; and

- (b) until determined, suspends the consideration or discussion of any other matter.

### **8.3 Procedures on a point of order**

- (1) A member who is addressing the presiding member must not be interrupted except on a point of order.
- (2) A member interrupted on a point of order must cease speaking until –
  - (a) the member raising the point of order has been heard; and
  - (b) the presiding member has ruled on the point of order, and, if permitted, the member who has been interrupted may then proceed.

### **8.4 Ruling by the presiding member**

- (1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order –
  - (a) is not to be the subject of debate or comment; and
  - (b) is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the presiding member rules that –
  - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a member is out of order, the presiding member may direct the member to make an explanation, retraction or apology.

### **8.5 Continued breach of order**

If a member –

- (a) persists in any conduct that the presiding member had ruled is out of order; or
- (b) fails or refuses to comply with a direction from the presiding member (such as a direction under clause 7.7(2)(b), 7.14 or 8.4(3)(b)),

the presiding member may direct the member to refrain from taking any further part in that meeting, other than by voting, and the member must comply with that direction.

### **8.6 Presiding member may adjourn meeting**

- (1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the

second or subsequent adjournment may be to a later time on the same day or to another day.

## **Part 9 - Debate of substantive motions**

### **9.1 Motions to be stated and in writing**

To be included in accordance with Council's resolution.

### **9.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a council or a committee meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations (see clause 14.1 below).

### **9.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved and seconded, the presiding member may ask the meeting if any member opposes it.
- (2) If no member opposes the motion, the presiding member may declare it carried without debate and without taking a vote.
- (3) A motion carried under subclause (2) is to be recorded in the minutes as a unanimous decision of the council or committee.
- (4) If a member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion or decision to revoke or change a decision which has been made at a council or committee meeting (see Part 14).

### **9.4 Only one substantive motion at a time**

The council or committee –

- (a) is not to accept a substantive motion while another substantive motion is being debated; and
- (b) is not to consider more than one substantive motion at any time.

### **9.5 Complex motions**

The presiding member may require that a complex substantive motion, or a complex amendment to a substantive motion, is to be broken down and put in the form of more than one motion, each of which is to be put in sequence.

### **9.6 Order of call in debate**

The presiding member is to call speakers to a substantive motion in the following order –

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;



- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

**9.7 Limit of debate**

The presiding member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all members may not have spoken.

**9.8 Member may require motion to be read**

A member may require the motion under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

**9.9 Order of amendments**

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, lost or carried.

**9.10 Amendments must not negate original motion**

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

**9.11 Relevance of amendments**

An amendment must be relevant to the motion in respect of which it is moved.

**9.12 Mover of motion may speak on amendment**

Any member, including the mover of the motion, may speak during debate on an amendment.

**9.13 Effect of an amendment**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

**9.14 Withdrawal of motion and amendments**

- (1) The council or a committee may, without debate, grant leave to withdraw a substantive motion or amendment on the request of the mover of the motion or amendment if –
  - (a) it has the approval of the seconder; and
  - (b) there is no voice expressed to the contrary by any member,in which case there is to be no further discussion on the motion or amendment.
- (2) Unless subclause (1) applies, the discussion on the motion or amendment is to continue.

- (3) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

### **9.15 Right of reply**

- (1) The mover of a substantive motion has the right of reply.
- (2) The right of reply may be exercised only –
  - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
  - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (3) After the mover of the substantive motion has commenced the reply –
  - (a) no other member is to speak on the question; and
  - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (4) The right of reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (5) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

*Note: under clause 10.4 of these Meeting Procedures, the carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.*

## **Part 10 - Procedural motions**

### **10.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 9), a member may move any of the following procedural motions –

- (a) that the meeting proceed to the next item of business;
- (b) that the item be referred or adjourned to a council or committee meeting; 17.5(c)
- (c) that the meeting now adjourn;
- (d) that the motion be now put;
- (e) that the member be no longer heard;
- (f) that the ruling of the presiding member be disagreed with; and
- (g) that the meeting be closed to members of the public (see clause 5.2).

**10.2 No debate**

- (1) The mover of a motion stated in paragraphs (a), (b), (c), (f) or (g) of clause 10.1 may speak to the motion for not more than 5 minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion stated in paragraph (d) or (e) of clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

**10.3 Who may move**

A member who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, can not move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

**10.4 Right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

**10.5 Meeting to proceed to the next business**

The motion "that the meeting proceed to the next item of business", if carried has the effect that –

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the meeting moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

**10.6 Item to be referred or adjourned**

- (1) A motion "that the item be referred or adjourned" –
  - (a) is, in the case of a referral, to state the council or committee meeting to which the item is to be referred and the time of that meeting (and the reasons for the motion);
  - (b) is, in the case of an adjournment, to state the time to which the debate on the item is to be adjourned (and the reasons for the motion); and
  - (c) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but is to continue at the meeting, and at the time, stated in the motion.
- (2) If a motion "that the item be adjourned" is carried at a meeting of the council –
  - (a) the names of members who have spoken on the item are to be recorded in the minutes; and

- (b) unless the presiding member or the meeting determines otherwise, clause 7.8 is to apply when the debate on the item is resumed.

#### **10.7 Meeting now adjourn**

- (1) A member is not to move or second more than one motion of adjournment during the same meeting.
- (2) Before putting the motion for the adjournment, the presiding member may seek leave of the meeting to deal first with matters that may be subject of an adoption by exception resolution (see clause 4.8).
- (3) A motion “that the meeting now adjourn” –
  - (a) is to state the time and date to which the meeting is adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) If a meeting that is adjourned under this clause interrupts the debate on an item, the names of members who have spoken in the item before the adjournment are to be recorded in the minutes.
- (5) Unless the presiding member or the meeting determines otherwise, a meeting adjourned under subclause (3) –
  - (a) is to continue from the point at which it was adjourned; and
  - (b) clause 7.8 is to apply if the debate on an item is resumed.

#### **10.8 Motion to be put**

- (1) If the motion “that the motion be now put”, is carried during discussion on a substantive motion without amendment, the presiding member is to offer the right of reply and then immediately put the motion to the vote without further debate.
- (2) If the motion “that the motion be now put” is carried during debate of an amendment, the presiding member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

#### **10.9 Member to be no longer heard**

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved can not speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

#### **10.10 Ruling of the presiding member be disagreed with**

If the motion “that the ruling of the presiding member be disagreed with” is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

*Note: the provisions dealing with a procedural motion “that the meeting be closed to members of the public” are set out in clause 5.2 of these Meeting Procedures.*

## Part 11 - Disclosure of interests

### 11.1 Disclosure of interests

The requirements for members and employees to disclose financial and other interests, the nature of the interests that must be disclosed, and related matters are dealt with in the Act, the Regulations, the Rules of Conduct and the Code of Conduct.

### 11.2 Separation of committee recommendations

Where, at a committee meeting, a member discloses a financial interest in a matter, and the matter is included in the recommendations (or part of the recommendations) of the committee to a council or committee meeting that will or may be attended by the member, the agenda of that council or committee meeting is to separate the relevant recommendation (or the relevant part of the recommendation) from other recommendations of the committee.

*Note: the purpose of this clause is to enable the member to declare the interest and leave the room before the consideration of the matter in which he or she has the interest.*

## Part 12 - Voting

### 12.1 Motion - when put

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the presiding member –
  - (a) is to put the motion to the meeting; and
  - (b) if requested by a member, is again to state the terms of the motion.
- (2) A member must not leave the meeting when the presiding member is putting any motion.

### 12.2 Voting

Voting is dealt with in the Act and the Regulations.

- (1) Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.
- (2) Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.
- (3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.
- (4) If a member of a council or a committee specifically requests that there be recorded –
  - (a) his or her vote; or
  - (b) the vote of all members present,
 on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (5) A person who fails to comply with subsection (2) or (3) commits an offence.

[Section 5.21 of the Act]

Voting at a council or committee meeting is to be conducted so that no voter's vote is secret.  
[Regulation 9 of the Regulations]

### **12.3 Majorities required for decisions**

The majorities required for decisions of the council and committees are dealt with in the Act.

- (1) A decision of a council does not have effect unless it has been made by a simple majority or, if another kind of majority is required under any provision of this Act or has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.
  - (2) A decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.
  - (3) This section does not apply to elections —
    - (a) by a council of the local government's mayor or president under section 2.11;
    - (b) by a council of the local government's deputy mayor or president under section 2.15; or
    - (c) by a committee of the committee's presiding member or deputy presiding member under section 5.12.
- [Section 5.20 of the Act]

### **12.4 Question – method of taking vote**

In taking the vote on any motion, the presiding member –

- (a) is to put the motion, first in the affirmative, and then in the negative;
- (b) may put the motion in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
- (c) is to count and determine the votes of members in any way (such as electronically or by a show of hands) that enables a record to be taken of each member's vote; and
- (d) subject to this clause, is to declare the result.

## **Part 13 - Keeping of minutes**

### **13.1 Keeping of minutes**

The keeping and confirmation of minutes are dealt with in the Act.

- 1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.
- (2) The minutes of a meeting of a council or a committee are to be submitted

to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

- (3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

[Section 5.22 of the Act]

### 13.2 Content of minutes

- (1) The content of minutes is dealt with in the Regulations.

The content of minutes of a meeting of a council or a committee is to include —

- (a) the names of the members present at the meeting;
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting;
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion;
- (d) details of each decision made at the meeting;
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration);
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest".

[Regulation 11 of the Regulations]

- (2) In addition to the matters required by regulation 11 of the Regulations, the minutes of a meeting are to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is otherwise withheld or cancelled, the reasons for the decision.

### 13.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

A local government is to ensure that unconfirmed minutes of each council and committee meeting are available for inspection by members of the public —

- (a) in the case of a council meeting, within 10 business days after the meeting; and
- (b) in the case of a committee meeting, within 5 business days after the meeting.

[Regulation 13 of the Regulations]

### 13.4 Confirmation of minutes

- (1) The CEO is to give to each member —
- (a) the unconfirmed minutes of each council meeting – within 10 business days after the meeting; and

- (b) the unconfirmed minutes of a committee meeting – within 5 business days after the meeting.
- (2) If a member is dissatisfied with the accuracy of the draft minutes, he or she is to provide to the CEO a written copy of the alternative wording to amend the draft minutes no later than 3 clear working days before the meeting where the minutes are to be confirmed.
- (3) At that meeting, the member who provided the alternative wording shall, at the time for confirmation of minutes –
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.

*Note: documents associated with meetings (including notice and agenda papers, minutes and records) are to be retained in accordance with the Shire's record keeping plan under the State Records Act 2000.*

## Part 14 - Implementing decisions

### 14.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

- |      |   |
|------|---|
| (1)  | If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported <ul style="list-style-type: none"><li>(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or</li><li>(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.</li></ul> |
| (1a) | Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.   |
| (2)  | If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made <ul style="list-style-type: none"><li>(a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or</li><li>(b) in any other case, by an absolute majority.</li></ul>  |
| (3)  | This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.   |

[Regulation 10 of the Regulations]

### 14.2 Meaning of terms

In this Part –



"**authorisation**" means a licence, permit, approval or other means of authorising a person to do anything;

"**implement**", in relation to a decision, includes –

- (a) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
- (b) take any other action to give effect to the decision; and

"**valid notice of revocation motion**" means a notice of a motion to revoke or change a decision that –

- (c) complies with the requirements of the Act, Regulations and these Meeting Procedures and may be considered, but has not yet been considered, by the council or a committee as the case may be; and
- (d) if carried and implemented, would result in the decision being revoked or being substantially different.

### **14.3 Limitations on powers to revoke or change decisions**

To be included in accordance with Council's resolution.

### **14.4 Implementing a decision**

To be included in accordance with Council's resolution.

## **Part 15 - Suspension and non-application of Meeting Procedures**

### **15.1 Suspension of Meeting Procedures**

- (1) A member may, at any time, move that the operation of one or more of the clauses of these Meeting Procedures be suspended.
- (2) A member moving a motion under subclause (1) is to identify the clause or clauses to be suspended, and state the reasons for the motion, but no other discussion is to take place.
- (3) A motion under subclause (1) which is seconded and carried is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

### **15.2 Where Meeting Procedures do not apply**

- (1) In situations where –
  - (a) these Meeting Procedures have been suspended; or
  - (b) a matter is not regulated by the Act, the Regulations or these Meeting Procedures,the presiding member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the presiding member under subclause (1) is final, except where a motion of dissent is moved and carried under clause 10.10.

## Part 16 - Committees

### 16.1 Establishment and appointment of committees

- (1) The establishment of committees is dealt with in the Act.

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

*\*Absolute majority required.*

[Section 5.8 of the Act]

- (2) A council resolution to establish a committee under section 5.8 of the Act is to include –
- (a) the terms of reference or functions of the committee;
  - (b) either –
    - (i) the names or titles of the members, employees and any other persons to be appointed to the committee; or
    - (ii) the number of members, officers and any other persons to be appointed to the committee and a provision that they be appointed under a separate resolution; and
  - (c) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

### 16.2 Types of committees

The types of committees are dealt with in the Act.

(1) In this section –  
'other person' means a person who is not a council member or an employee.

"(2) A committee is to comprise –

- (a) council members only;
- (b) council members and employees;
- (c) council members, employees and other persons;
- (d) council members and other persons;
- (e) employees and other persons; or
- (f) other persons only.

[Section 5.9 of the Act]

### 16.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

(1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of

- delegation.  
*\* Absolute majority required.*
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
  - (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* –
    - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
    - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
  - (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.
- [Section 5.16 of the Act]

#### 16.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

- (1) A local government can delegate –
    - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except –
      - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
      - (ii) any other power or duty that is prescribed;
    - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
    - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of –
      - (i) the local government's property; or
      - (ii) an event in which the local government is involved.
  - (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).
- [Section 5.17 of the Act]

#### 16.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

- (1) A committee is to have as its members –
  - (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

*\* Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish –
- (a) to be a member of the committee; or
  - (b) that a representative of the CEO be a member of the committee,
- the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.
- [Section 5.10 of the Act]

## **16.6 Tenure of committee membership**

Tenure of committee membership is dealt with in the Act.

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until –
    - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
    - (b) the person resigns from membership of the committee;
    - (c) the committee is disbanded; or
    - (d) the next ordinary elections day,whichever happens first.
  - (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until –
    - (a) the term of the person's appointment as a committee member expires;
    - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;
    - (c) the committee is disbanded; or
    - (d) the next ordinary elections day,whichever happens first.
- [Section 5.11 of the Act]

## **16.7 Appointment of deputies**

The appointment of a person to be a deputy of a member of committee is dealt with in the Act.

- (1) The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.  
*\* Absolute majority required.*
- (2) A person who is appointed as a deputy of a member of a committee is to be —
  - (a) if the member of the committee is a council member —  
a council member; or
  - (b) if the member of the committee is an employee —  
an employee; or
  - (c) if the member of the committee is not a council member or an employee —  
a person who is not a council member or an employee; or
  - (d) if the member of the committee is a person appointed under section 5.10(5) —  
a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the

member when the member is unable to do so by reason of illness, absence or other cause.

- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

[Section 5.11A of the Act]

## **16.8 Resignation of committee members**

The resignation of committee members is dealt with in the Regulations.

A committee member may resign from membership of the committee by giving the CEO or the committee's presiding member written notice of the resignation.

[Regulation 4 of the Regulations]

## **16.9 Register of delegations to committees**

The register of delegations to committees is dealt with in the Act.

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

[Section 5.18 of the Act]

## **16.10 Meeting Procedures to apply**

These Meeting Procedures apply generally to committees, except for clause 7.8 in respect of the prohibition against speaking more than once.

## **16.11 Committee to report**

A committee –

- (a) is answerable to the council;
- (b) is to report on its activities when, and to the extent, required by the council; and
- (c) is to prepare and submit to the council a report containing recommendations.

## **16.12 Presentation of committee reports**

The proposed adoption by the council of recommendations of a committee is to be moved–

- (a) if the presiding member of the committee is a council member and is in attendance – by the presiding member;
- (b) if the presiding member of the committee is not a council member or is absent – by a member of the committee who is also a council member; or
- (c) otherwise – by a council member who is not a member of the committee.

## **16.13 Reports of committees - questions**

Where a recommendation of a committee is submitted for adoption by the council, any council member may direct questions directly relating to the recommendation, through

the presiding member, to the presiding member of the committee or to any member of the committee in attendance.

#### **16.14 Permissible motions on committee recommendations**

A recommendation made by a committee may be –

- (a) adopted by the council without amendment;
- (b) rejected by the council and replaced by an alternative decision;
- (c) amended, and adopted as amended, by the council; or
- (d) referred back to the committee for further consideration.

### **Part 17 - Meeting of electors**

#### **17.1 Electors' general meetings**

Electors' general meetings are dealt with in the Act.

- (1) A general meeting of the electors of a district is to be held once every financial year.
  - (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
  - (3) The matters to be discussed at general electors' meetings are to be those prescribed.
- [Section 5.27 of the Act]

#### **17.2 Matters for discussion at general electors' meeting**

The matters to be discussed at a general electors' meeting are dealt with in the Regulations.

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

[Regulation 15 of the Regulations]

#### **17.3 Electors' special meetings**

Electors' special meetings are dealt with in the Act.

- (1) A special meeting of the electors of a district is to be held on the request of not less than –
  - (a) 100 electors or 5% of the number of electors - whichever is the lesser number; or
  - (b) 1/3 of the number of council members.
- (2) The request is to specify the matters to be discussed at the meeting and the form or content of the request is to be in accordance and regulations.
- (3) The request is to be sent to the mayor or president.
- (4) A special meeting is to be held on a day selected by the mayor or president but not more than 35 days after the day on which he or she received the

request.

[Section 5.28 of the Act]

#### **17.4 Requests for electors' special meetings**

Requests for electors' special meetings are dealt with in the Regulations.

A request for a special meeting of the electors of a district is to be in the form of Form 1.

[Regulation 16 of the Regulations]

#### **17.5 Convening electors' meetings**

Convening electors' meetings is dealt with in the Act.

- (1) The CEO is to convene an electors' meeting by giving –
  - (a) at least 14 days' local public notice; and
  - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

[Section 5.29 of the Act]

#### **17.6 Who presides at electors' meetings**

Who presides at electors' meetings is dealt with in the Act.

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and –
  - (a) the office of deputy mayor or deputy president is vacant; or
  - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

[Section 5.30 of the Act]

#### **17.7 Procedure for electors' meetings**

- (1) The procedure for electors' meetings is dealt with in the Act and the Regulations.

The procedure to be followed at, and in respect of, electors' meetings and the methods of voting at electors' meetings are to be in accordance with regulations.

[Section 5.31 of the Act]



Subject to regulations 15 and 17, the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting.

[Regulation 18 of the Regulations]

- (2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the presiding member is to have regard to these Meeting Procedures.

### 17.8 Participation of non-electors

A person who is not an elector of the Shire must not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits him or her to do so.

*Note: A person who is not an elector of the Shire can not vote at an electors' meeting (see clause 17.9).*

### 17.9 Voting at electors' meetings

Voting at electors' meetings is dealt with in the Regulations.

- (1) Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote.
- (2) All decisions at a general or special meeting of electors are to be made by a simple majority of votes.
- (3) Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.

[Regulation 17 of the Regulations]

### 17.10 Minutes of electors' meetings

Minutes of electors' meetings are dealt with in the Act.

The CEO is to –

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

[Section 5.32 of the Act]

### 17.11 Decisions made at electors' meetings

Decisions made at electors' meetings are dealt with in the Act.

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable –
  - (a) at the first ordinary council meeting after that meeting; or
  - (b) at a special meeting called for that purpose, whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

## Part 18 - Enforcement

### 18.1 Penalty for breach

A person who breaches a provision of these Meeting Procedures commits an offence.

Penalty: \$5,000, and a daily penalty of \$500

### 18.2 Who can prosecute

Who can prosecute is dealt with in the Act.

A prosecution for an offence against a local law may be commenced by —

- (a) a person who is acting in the course of his or her duties as an employee of the local government or regional local government that made the local law; or
- (b) a person who is authorised to do so by the local government or regional local government that made the local law.

[Section 9.24(2) of the Act]

## Part 19 - Common Seal

### 19.1 Custody of the common seal

The CEO is to have charge of the common seal of the Shire, and is responsible for the safe custody and proper use of it.

### 19.2 Use of common seal

The use of the common seal is dealt with in the Act.

#### 9.49A. Execution of documents

- (1) A document is duly executed by a local government if —
  - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
  - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
  - (a) the mayor or president; and
  - (b) the chief executive officer or a senior employee authorised by the chief executive officer,
 each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or

restrictions specified in the authorisation.

- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

**9.49B. Contract formalities**

- (1) Insofar as the formalities of making, varying or discharging a contract are concerned, a person acting under the authority of a local government may make, vary or discharge a contract in the name of or on behalf of the local government in the same manner as if that contract was made, varied or discharged by a natural person.
- (2) The making, variation or discharge of a contract in accordance with subsection (1) is effectual in law and binds the local government concerned and other parties to the contract.
- (3) Subsection (1) does not prevent a local government from making, varying or discharging a contract under its common seal.

[Sections 9.49A and 9.49B of the Act]

Dated: [day month 2010].

The common seal of the Shire of Kalamunda was affixed by authority of a resolution of the council in the presence of –

.....  
President

.....  
Chief Executive Officer

*Declaration of financial/conflict of interests to be recorded prior to dealing with each item.*

## **9.8 Proposed Subdivision of Lot 5 Welshpool Road East - Wattle Grove**

Previous Items: Nil  
Service Area: Corporate Services  
Author: Steven McKay  
File Reference: WL-10/614  
Applicant: N/A  
Owner: N/A

### **PURPOSE**

1. To confirm Council's intent to proceed with the preparation of a business plan for the possible subdivision of Lot 5 Welshpool Road East, Wattle Grove. Refer ***(Attachment 1)*** Locality Plan.
2. To consider entering into a Major Land Transaction for the development of Lot 5 Welshpool Road East, Wattle Grove.
3. To consider preparation of a subdivision application for Lot 5 Welshpool Road East, Wattle Grove.

### **BACKGROUND**

4. The above property is owned by Council in fee simple and has a Residential R20 zoning under TPS 3.
5. The property is within the Wattle Grove Urban Cell 9 development area.

### **DETAILS**

6. The properties adjoining the above lot have now been subdivided and the possible development of this lot would see the continuation of Urban Cell 9 project.
7. The proposed subdivision would seek to create 28 single residential homesites with lot sizes ranging from 451m<sup>2</sup> to 570m<sup>2</sup> which is consistent with the intent of the Wattle Grove Urban Cell U9 objectives.

### **STATUTORY AND LEGAL IMPLICATIONS**

8. Section 3.59 of the Local Government Act 1995 Part 3 Functions of local governments requires the preparation of a business plan that includes an overall assessment of the major land transaction.
9. The development proposal requires approval under the Planning and Development Regulations 2009.

### **POLICY IMPLICATIONS**

10. Nil.

**PUBLIC CONSULTATION/COMMUNICATION**

11. Statewide notice of Councils proposal to enter into a major land transaction would need to include advice that a business plan may be inspected or obtained and that submissions may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.

**FINANCIAL IMPLICATIONS**

12. The 2009/2010 budget would allow for any expenditure incurred in preparation of documentation.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

13. The funds received from the possible development of Lot 5 Welshpool Road East will assist Council addressing Goal 2 of the Strategic Plan: BUILT ENVIRONMENT – Sustainably manage the built environment and to effectively plan for future community needs and population growth.

**OFFICER COMMENT**

14. The possible development of Lot 5 would see the continuation of development within Cell 9 and provide Council with substantial revenue from the sale of the lots and also an increase in rateable properties.

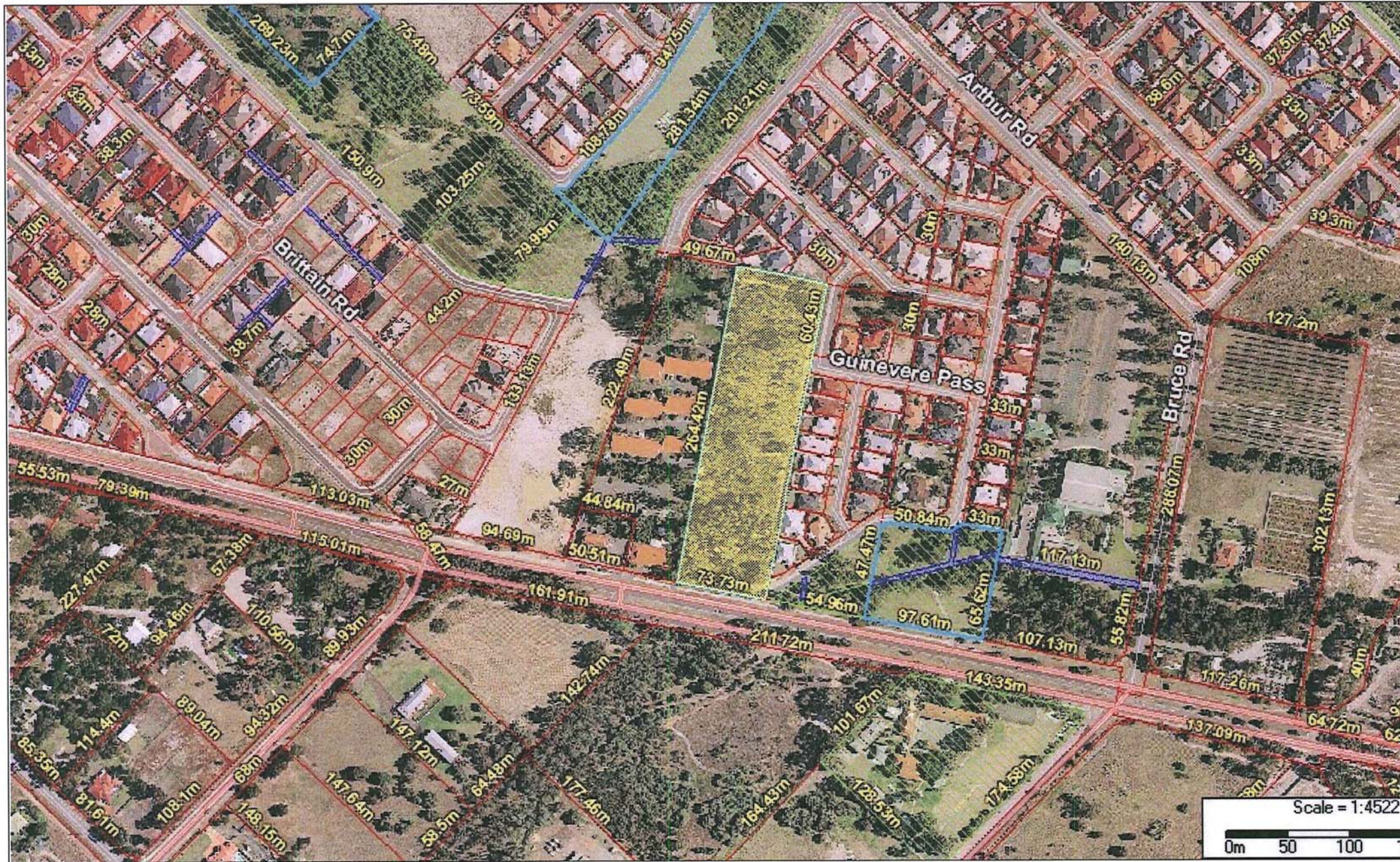
**MEETING COMMENT**

- 15.

**OFFICER RECOMMENDATION****GS-8/2010**

1. That Council confirms its intent :
  - To prepare a Subdivision application for the development of Lot 5 Welshpool Road for Council consideration.
  - To prepare a business plan in accordance with section 3.59 of the Local Government Act 1995, to enter into a major land transaction for the development of Lot 5 Welshpool Road East, Wattle Grove, for Council consideration.







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*Declaration of financial/conflict of interests to be recorded prior to dealing with each item.*

## **9.9 Lot 106 (Woodlupine) Hale Road Forrestfield**

Previous Items:

Service Area:	Corporate Services
Author:	Steven McKay
File Reference:	PG-DEV-041
Applicant:	N/A
Owner:	N/A

### **PURPOSE**

1. To confirm Council's intent to proceed with the preparation of a business plan for the possible development of Lot 106 (88) Hale Road Forrestfield (Woodlupine) for mixed commercial and residential (public housing) use. Refer **(Attachment 1.)** Locality Plan.
2. To consider the possibility of initiating an amendment to Local Planning Scheme No.3 (the Scheme) to rezone Lot 106 (88) Hale Road, Forrestfield from Public Purposes – Hall/Community Centre to District Centre.
3. To consider preparation of a subdivision application for the possible development of Lot 106 Hale Road, Forrestfield.
4. To consider the possibility of entering into a major land transaction for the development of Lot 106 (Woodlupine) Hale Road, Forrestfield.

### **BACKGROUND**

5. The Shire of Kalamunda Aged Accommodation Strategy has identified a need for the provision of suitable housing for persons on low incomes and aged persons.
6. The Woodlupine site appears to offer the potential for a component of community housing due to its central location adjacent to commercial land uses associated with the Forrestfield Forum Shopping Centre and public transport on Hale Road.

### **DETAILS**

7. The above lot is owned by the Shire of Kalamunda in fees simple. Currently the land is zoned public purposes hall/community and covers an area of 1.8ha.
8. There are buildings already occupying a portion of the site and the area is adjoined by Lot 108 on the corner of Hale Road and Woolworths Drive which has existing commercial development.
9. It would be proposed to include in the business plan, to develop the area for residential and commercial use. The subject lot would be proposed to be rezoned to facilitate future residential and commercial development on the site. It is also proposed to subdivide the subject lot to separate the proposed commercial, residential areas and the existing community buildings.
10. Council has also previously made a commitment to the State Government that this land would be used for the above purposes as part of an arrangement for the future use of Reserve 19500 which adjoins the Peter Anderton Centre on Anderson Road, Forrestfield

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**STATUTORY AND LEGAL IMPLICATIONS**

11. The subject lot is reserved Public Purposes – Hall/Community Centre under the provisions of Local planning Scheme (the Scheme) No.3. Development of the site for residential/commercial use would require a Scheme amendment to rezone the subject lot to District Centre. The provisions of the Scheme allows for the consideration of residential housing under the proposed zone. The rezoning process can, depending on the complexity of the proposal take up to 12 months to complete.
12. The Town Planning Regulations 1967 establish procedures relating to amendments to Local Planning Schemes. If Council were to decide to initiate an amendment for the purpose suggested above, the proposed amendment would ultimately be determined by the Minister for Planning.
13. Section 3.59 of the Local Government Act 1995 Part 3 Functions of local governments requires the preparation of a business plan that includes an overall assessment of the major land transactions.

**POLICY IMPLICATIONS**

14. Nil

**PUBLIC CONSULTATION/COMMUNICATION**

15. Statewide notice of Council's proposal to enter into any major land transaction would need to include advice that a business plan may be inspected or obtained and that submissions may be made to the local government before a day to be specified in the notice, being not less than 6 weeks after the notice is given.
16. In the event that Council were to consider to initiate an amendment, then the proposal will be advertised for a statutory period of 42 days, with notices placed in local and state newspapers, a sign placed on site and surrounding landowners advised in writing.

**FINANCIAL IMPLICATIONS**

17. The 2009/2010 budget would allow for any expenditure incurred in the preparation of documentation for Council consideration.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

18. The development of this site will assist Council in addressing:  
Goal 4 Economic Development – Outcome 4.2 Increased opportunities for local business and employment.  
Goal 5 Governance & Organisation – Outcome 5.4 Diversify revenue and funding sources.



**OFFICER COMMENT**

19. The development of this site for commercial and residential uses would meet Council's commitment to the State Government to partner and/or support the provision of alternative sites for affordable community housing.
20. The subject lot is located adjacent to existing commercial and community land uses associated with the Forrestfield Forum Shopping Centre. The current zoning of this area under the Scheme is District Centre. It would seem appropriate therefore to extend this zoning over the subject lot.

**MEETING COMMENT**

- 21.

**OFFICER RECOMMENDATION****GS-9/2010**

1. That Council confirms its intent :
  1. To prepare a Business Plan in accordance with section 3.59 of the Local Government Act 1995, to enter into a major land transaction for the development of Lot 106 Hale Road, Forrestfield, for Council consideration.
  2. To prepare a Subdivision application for the possible development of Lot 106 Hale Road, Forrestfield, for Council consideration.
  3. To prepare documentation for the possible rezoning of Lot 106 Hale Road, Forrestfield, for Council consideration.



Scale: N.T.S.  
Date: 01/02/10

Lot 106 (Woodlupine) Hale Road, Forrestfield  
**Locality Plan**



shire of  
**kalamunda**  
Planning Services Committee

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*Declaration of financial/conflict of interests to be recorded prior to dealing with each item.*

## 9.10 Quarterly Progress Report: October - December 2009

Previous Items: OCM 135/09  
Service Area: Chief Executive's Office  
Author: Andrea Westacott  
File Reference: OR-CMA-009  
Applicant: N/A  
Owner: N/A

### PURPOSE

1. To report to Council on the Shire's progress towards achieving its strategic goals.

### BACKGROUND

2. In July 2009, the Shire implemented an integrated planning software package, "interplan". Interplan links the actions that each staff member works on within their business unit to the Strategic Plan. This ensures that each employee is working towards achieving the strategic direction of the Council.
3. Actions within interplan may be ongoing (continuous or recurring), or may have defined start and finish dates. The person responsible for an action is required to update that action each month, giving an indication of how the action is progressing. Key Performance Indicators (KPIs) are also updated. This information is collected by interplan to provide an overview of how the organisation is performing.
4. The first quarterly progress report, for the July – September 2009 quarter, was presented to Council in October 2009.

### DETAILS

5. The second quarterly progress report, for October – December 2009, is presented at (***Attachment 1.***). This report shows the progress of certain major projects and capital works for 2009/2010; budget summaries; KPI performance; and the progress of the Shire against the five goals set out in the Strategic Plan.
6. **Quarterly Progress Against Goals**  
Each business unit in the Shire has a business plan, which contains the actions to be achieved in the 2009/10 year. Each of these actions is linked to a strategy, outcome and goal in the Strategic Plan adopted by Council.  
All goals are progressing well. On average, the actions related to the five goals are at 75% or more of their target.
7. **Key Performance Indicators**  
Half of the Shire's corporate KPIs are currently below target. However, in most cases the trend is improving. It should also be noted that very high targets have been set (for example 98% of all incoming correspondence is to be responded to within 5 working days). These KPIs are monitored and reported on monthly.



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8. **Major Projects**  
The progress of a number of major projects for 2009/10 is shown. All but one of these are on target, or are ongoing processes. More detailed comments regarding the progress of each project are shown following the summary page.
  9. **Divisional Summary**  
A summary of progress for the quarter is presented for each of the Directorates.
  10. **Directorate Budgets**  
The actual and budgeted year-to-date figures are shown for each Directorate. In general, expenditure is below budget.
  11. **Organisation Budget**  
The actual and budgeted year-to-date expenditure figures are shown for the Shire as a whole. Expenditure is below budget.
  12. **Operating Expenditure by Business Unit**  
Actual and budgeted operating income and expenditure is shown for each business unit. The variance is also shown. This table shows that revenue is currently 2% less than budgeted, but expenditure is almost 20% less than the budgeted amount.
  13. **Engineering Financial Summary**  
The major engineering projects for 2009/10 are shown in a table, following the budget summary graph. Budgeted and actual amounts, and the variance, are shown for each of the projects.
  14. **Asset Financial Summary**  
The major asset-related projects for 2009/10 are shown in a table, following the budget summary graph. Budgeted and actual amounts, and the variance, are shown for each of the projects. A more detailed list, outlining the progress of each project, follows the table.
  15. **Capital Works**  
A graph showing budgeted and actual expenditure on capital works is shown. Expenditure is currently below budget. Following the graph, a table of the major capital works projects for 2009/10 is presented, showing budgeted and actual amounts, and the variance, for each project. A summary of the progress of these projects follows, and then a more detailed list including progress comments.

#### **STATUTORY AND LEGAL IMPLICATIONS**

16. Nil

#### **POLICY IMPLICATIONS**

17. Nil.

#### **PUBLIC CONSULTATION/COMMUNICATION**

18. Nil.

#### **FINANCIAL IMPLICATIONS**

19. Nil. The interplan system allows expenditure to be monitored continuously through the year.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

20. All actions within interplan are linked to the Strategic Plan. This ensures that all projects and tasks that are carried out are done so with the strategic direction of Council in mind.

**OFFICER COMMENT**

- 21.

**MEETING COMMENT**

- 22.

**OFFICER RECOMMENDATION**

**GS-10/2010**

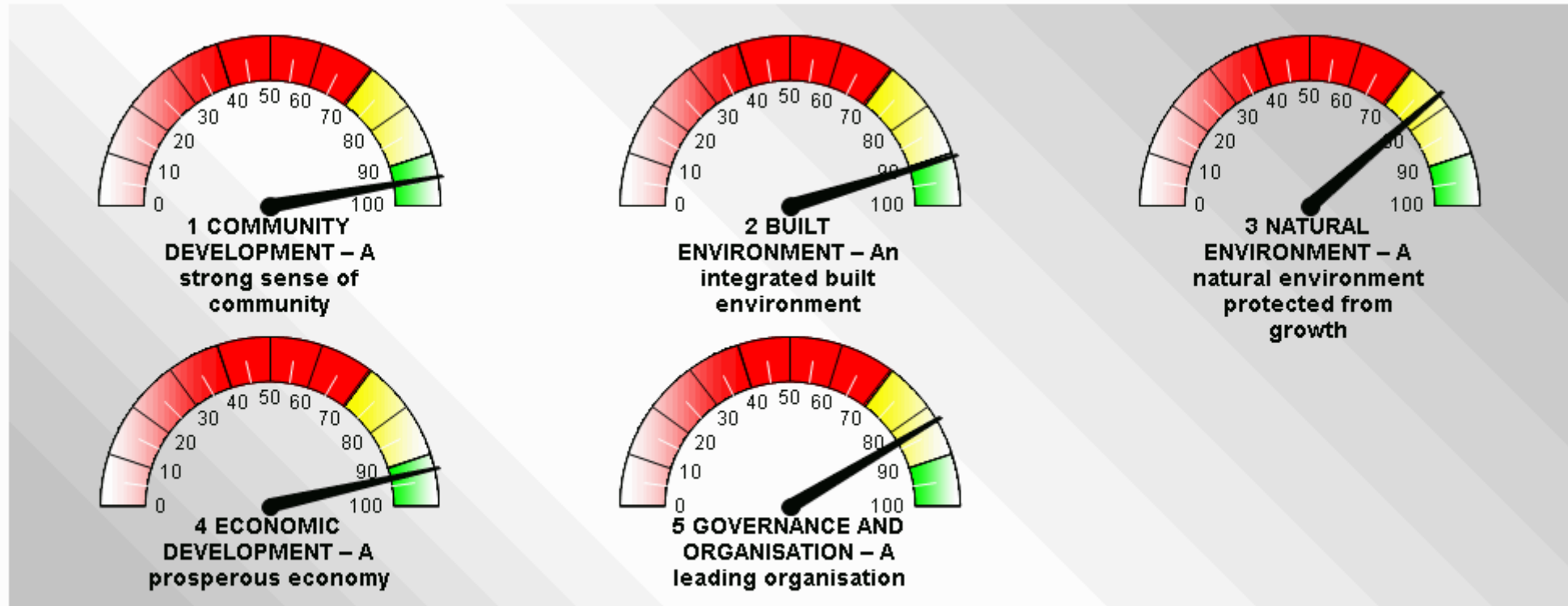
1. That the Quarterly Progress Report for October – December 2009 be received.



## Shire of Kalamunda

Quarterly Progress Report  
October to December 2009

## Quarterly Progress Against Goals



GOAL AREA	NO. OF COUNCIL PLAN ACTIONS	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET
1 COMMUNITY DEVELOPMENT – A strong sense of community	98	14	3	1	80	80
2 BUILT ENVIRONMENT – An integrated built environment	118	45	14	6	53	53
3 NATURAL ENVIRONMENT – A natural environment protected from growth	24	2	0	2	20	20
4 ECONOMIC DEVELOPMENT – A prosperous economy	14	6	1	1	6	6
5 GOVERNANCE AND ORGANISATION – A leading organisation	232	61	14	16	141	141

## Corporate Scorecard

## Corporate Indicators - Quarterly

KPI	Jan 09 - Dec 09	Unit	Target	Actual	Indicator
<b>Customers</b>					
Customer requests overdue at the end of the month		%	2.00	5.09	
<i>Executive Comments :</i> <b>KPI has been changed to measure the number overdue, rather than outstanding. Average should decrease over time. Performance is improving, with 28 business units (out of 35) achieving the target of 2% in November, and 29 in December.</b>					
Customer requests responded to within 5 working days		%	98.00	98.42	
<i>Executive Comments :</i> <b>Target is 98%. The Shire is close to achieving this high target. In December, 28 business units achieved the target, with a further 5 business units achieving a response rate of more than 90%.</b>					
Incoming correspondence overdue at the end of the month		%	2.00	17.13	
<i>Executive Comments :</i> <b>KPI has been changed to measure the number overdue, rather than outstanding. Average should decrease over time. In December, 20 business units had less than 10% overdue at the end of the month.</b>					
Incoming correspondence responded to within 5 working days		%	98.00	92.39	
<i>Executive Comments :</i> <b>Target is 98%. In December, 26 business units had a response rate of more than 90%.</b>					
<b>Employees</b>					
Absenteeism - number of days per employee		Days	2.00	0.49	
<i>Executive Comments :</i> <b>This KPI measures sick leave taken. The target is less than 2 days per employee each month. Performance for this measure is on track.</b>					
Lost Time to Injury - Incidence		Days	1.00	28.35	
<i>Executive Comments :</i> <b>Target is 1 day per month. Currently averaging around 30 days per month. Note - this is the total for the organisation, it is not per employee.</b>					
<b>Financial Management</b>					
Actual capital expenditure vs budgeted capital expenditure at end of month		%	5.00	0.82	
<i>Executive Comments :</i> <b>Target is less than 5%. Performance is on track, and is showing improvement. 31 business units achieved the target in November, and 32 in December. It should be noted that most business units do not have a capital expenditure budget.</b>					
Actual operating expenditure vs budgeted operating expenditure at end of month		%	5.00	0.94	
<i>Executive Comments :</i> <b>Target is less than 5%. Performance is on track, and is showing improvement. 26 (out of 35) business units achieved the target in November, and 29 in December.</b>					



**Corporate Indicators - Quarterly**

KPI	Jan 09 - Dec 09	Unit	Target	Actual	Indicator
Budget achievement - expenditure		%	95.00	95.33	
<i>Executive Comments : Based on year to date, excludes committed (purchase orders). Target is 95% per month.</i>					
Budget achievement - revenue		%	95.00	103.33	
<i>Executive Comments : Target is 95% per month. Currently on track.</i>					
<b>Governance Management</b>					
Councillor enquiries responded to within 5 days		%	98.00	100.00	
<i>Executive Comments : Target is 98%. Performance on this measure is improving, with all 35 business units achieving the target in December.</i>					
<b>Statutory Compliance</b>					
Building applications determined within 20 days		#	540.00	700.00	
<i>Executive Comments : Target is 90 per month. This is dependent on how many applications are received. Averaging 117 determined per month.</i>					
Building applications outstanding		#	900.00	1,004.00	
<i>Executive Comments : Number of outstanding applications is now dropping considerably. Measured cumulatively, with a target of 150 per month. Currently averaging 205 per month.</i>					
Building licences approved		#	780.00	1,044.00	
<i>Executive Comments : Measured cumulatively, with a target of 130 per month. Currently averaging 177 per month.</i>					
Development applications determined within 20 days		#	420.00	272.00	
<i>Executive Comments : Target is 70 per month. This is dependent on the number of applications received. Averaging 40 determined per month.</i>					
Planning applications approved		#	120.00	448.00	
<i>Executive Comments : Figures may include development applications dealt with by building services. Measured cumulatively, with a target of 20 per month. Currently averaging 57 per month.</i>					
Planning applications completed within statutory time frames		#	420.00	286.00	
<i>Executive Comments : No timeframes for approval of development applications are set out in the Planning &amp; Development Act or planning scheme. Subdivisions require a response within 42 days. Currently averaging 46 per month.</i>					
Planning applications outstanding		#	30.00	40.00	

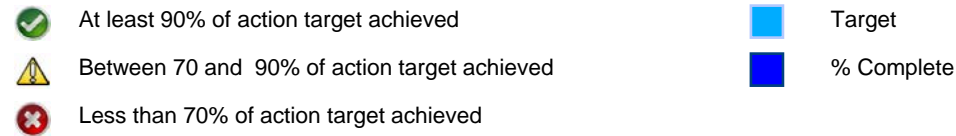
**Corporate Indicators - Quarterly**










<i>KPI</i>	<i>Jan 09 - Dec 09</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Indicator</i>
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*Executive Comments :* **Measured cumulatively, with a target of 5 per month. Currently averaging 13 per month.**



## Major Projects

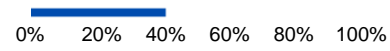


Action	Start Date	End Date								Budget Expenditure	Actual Expenditure	% Variance
1.2.1.9 Coordinate the planning and running of festivals and events within the Shire.	01/07/09	30/06/14	0%	20%	40%	60%	80%	100%	Ongoing	\$167,000.00	\$135,208.00	-19.04%
1.5.1.18 Prepare an annual programme of leisure and recreation activities for young people, ensuring all young people are catered for.	01/07/09	30/06/14	0%	20%	40%	60%	80%	100%	Ongoing	\$121,120.00	\$55,082.00	-54.52%
2.1.1.10 Review Council's long-term ownership of individual building assets, taking into consideration the required functional level of service, the community's expectations and asset rationalisation.	01/07/09	30/06/11	0%	20%	40%	60%	80%	100%		\$0.00	\$0.00	0.00%
2.1.1.7 Oversee the investigation of private and public partnerships on Shire owned and vested land	01/07/09	30/06/14	0%	20%	40%	60%	80%	100%	Ongoing	\$0.00	\$0.00	0.00%
2.1.3.1 Develop and implement Infrastructure Asset Management Plans.	01/07/09	30/06/11	0%	20%	40%	60%	80%	100%		\$0.00	\$0.00	0.00%
2.1.6.1 Complete draft of Local Planning Strategy	01/07/09	30/06/10	0%	20%	40%	60%	80%	100%		\$0.00	\$0.00	0.00%
4.1.2.1 Identification of preferred Perth Airport Rail route alignment and location of railway station east of Perth International Airport.	01/07/09	30/06/10	0%	20%	40%	60%	80%	100%		\$0.00	\$0.00	0.00%
4.3.3.2 Promote tourism initiatives within the Shire.	01/07/09	30/06/14	0%	20%	40%	60%	80%	100%	Ongoing	\$112,115.00	\$107,422.00	-4.19%
5.1.4.3 Undertake a comprehensive review of the meeting support function (agendas; report settlement, copying, distribution, etc; and minutes including responsibility for Local Government Act compliance).	01/07/09	30/06/10	0%	20%	40%	60%	80%	100%		\$0.00	\$0.00	0.00%
5.2.2.8 Oversee the upgrade of the Shire's website.	01/07/09	30/06/10	0%	20%	40%	60%	80%	100%		\$0.00	\$0.00	0.00%
5.2.6.5 Develop a Customer Service Charter.	01/01/10	30/06/10	0%	20%	40%	60%	80%	100%		\$0.00	\$0.00	0.00%
5.3.1.6 Develop a workforce planning strategy that aligns business direction, organisational planning and HR strategy.	01/07/09	30/06/10	0%	20%	40%	60%	80%	100%		\$0.00	\$0.00	0.00%
5.3.2.7 Recommend process improvements involving customer service staff to reduce workloads and improve turnaround times	01/07/09	30/06/10	0%	20%	40%	60%	80%	100%		\$0.00	\$0.00	0.00%

5.4.2.5 Oversee the development of a revenue strategy

01/07/09

30/06/10



\$0.00

\$0.00

0.00%

**Major Projects**



At least 90% of action target achieved



Between 70 and 90% of action target achieved



Less than 70% of action target achieved

ACTION	RESPONSIBLE PERSON POSITION	% COMP	STATUS	START DATE	END DATE	PROGRESS
<p><b>Goal:</b> 1 COMMUNITY DEVELOPMENT – A strong sense of community</p> <p><b>Outcome:</b> 1.2 A Vibrant Arts and Culture community</p> <p><b>Strategy:</b> 1.2.1 Support a range of existing cultural activities and provide opportunities to establish new initiatives for cultural activities in partnership with community groups and networks</p>						
1.2.1.9 Coordinate the planning and running of festivals and events within the Shire.	Marilyn Keys - Cultural Development Coordinator		Ongoing	01/07/2009	30/06/2014	No Targets Set
<b>PROGRESS COMMENTS</b>						

**Strategy:** 1.2.1 Support a range of existing cultural activities and provide opportunities to establish new initiatives for cultural activities in partnership with community groups and networks

**-Corymbia Festival:**

Proposed program has been presented Corymbia work group.

Branding for 2010 has been enthusiastically approved by group.

Program must now be reviewed due to adjustment in funding from LotteryWest. LotteryWest have asked for budget to be resubmitted to reflect support for \$5000 (\$20,000 sought in application).

A comprehensive sponsorship plan has been drawn up by grant writer.

Grant writer will assist in adjustment of budget and will seek higher levels of support from a number of potential funding bodies.

Upon conclusion of review, rescheduled program will be presented to Chief Executive Officer for final approval.

Expressions of interest mailed out by January 5.

**-Volunteer Thank You**

Event was successful with 150 attendees.

Shire President and CEO opened the event.

Debrief took place on the day. Minor issues were raised and will be addressed ranging from more shade to less decibels from the band.

**-Australia Day**

Australia Day Programme to be advertised in Community Newspapers, Kalamunda Comments, Shire of Kalamunda Website and DL Event flyer. This flyer will also contain information relating to Corymbia and other events taking place between January and April 2010.

**-Rotary Market**

Road closure of Barber Street organised on behalf of the group for the December market to relocate due to large number of stall holder applications.

In excess of 10,000 reported to have attended.

Market Zone plan discussed with group.

Next proposed closure of Barber Street is for the February market.

**-Harvest Festival**

Meeting held with Event Coordinator to discuss Harvest Festival Business Plan. Tourism coordinator attended. Business plan submitted and under review by Cultural Development Coordinator.

**Outcome:** 1.5 Opportunities and support for young people

**Strategy:** 1.5.1 Facilitate a coordinated approach to identifying and meeting the needs of young people by working with other government, community and private sector agencies to ensure the efficient use of resources

**Strategy:** 1.5.1 Facilitate a coordinated approach to identifying and meeting the needs of young people by working with other government, community and private sector agencies to ensure the efficient use of resources

1.5.1.18 Prepare an annual programme of leisure and recreation activities for young people, ensuring all young people are catered for.	Darren Jones - Manager Community Development		Ongoing	01/07/2009	30/06/2014	No Targets Set
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**PROGRESS COMMENTS**

December 2009

An annual program has been developed for young people within the community of the Shire of Kalamunda. The program includes activities such as Kala Kranks music workshops, Arts in the Park, BMX and Skate coaching clinics, the Youth Art Exhibition and Workshops, Changemakers community service projects, a blacksmithing project, Youth week 2010 and the 'Do It With Denim' program.


A Skate/BMX coaching clinic was held at Kalamunda Skate Park on Saturday December 5, 2009. Numbers were not as high as expected due to extreme heat and the swimming pool still being closed for refurbishment. Professional riders and skaters performed difficult tricks and engaged with young people to assist them in developing new skills.

Competitions were held during the four hour show with each young person winning a spot prize to take home. Prizes were skate/BMX merchandise such as hats, t-shirts, stickers

<b>Goal:</b> 2 BUILT ENVIRONMENT – An integrated built environment						
<b>Outcome:</b> 2.1 Improved asset management to meet community needs today and in the future						
<b>Strategy:</b> 2.1.1 Develop and implement a policy and structure to ensure the effective management of Shire owned and managed land and buildings						
2.1.1.7 Oversee the investigation of private and public partnerships on Shire owned and vested land	James Trail - Chief Executive Officer		Ongoing	01/07/2009	30/06/2014	No Targets Set
<b>PROGRESS COMMENTS</b>						
Currently 3 properties are being investigated for possible development opportunities.						
The properties are: Hale Road Forrestfield - Woodlupine Site Welshpool Road East Wattle Grove 3 Lewis Road						
Meeting has been arranged with Department of Housing and Works						
Concept plan and scheme amendment documentation being prepared for Hale Road						
Meeting taken place with Dept of Aged Services and Housing and Works						
Preliminary work been completed on						
Hale Road Forrestfield - Woodlupine Site Welshpool Road East Wattle Grove 3 Lewis Road						
Presentation to be given to Council on 18th January. Business plans currently being prepared for Woodlupine Site and Welshpool Road						
Preliminary work also commenced on community hub in High Wycombe on site currently where library exists						
2.1.1.10 Review Council's long-term ownership of individual building assets, taking into consideration the required functional level of service, the community's expectations and asset rationalisation.	Steve McKay - Manager of Property and Procurement	25.00%	In Progress	01/07/2009	30/06/2011	
<b>PROGRESS COMMENTS</b>						
Excel based data base now completed for all Council owned Buildings. Vacant land data base now to be established.						
<b>Strategy:</b> 2.1.3 Implement an effective asset management framework						



**Strategy:** 2.1.3 Implement an effective asset management framework


2.1.3.1 Develop and implement Infrastructure Asset Management Plans.	Chaminda Dassanayake - Infrastructure Engineer	55.00%	In Progress	01/07/2009	30/06/2011	 GREEN
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**PROGRESS COMMENTS**

The development of the Infrastructure Asset Management plans for the individual class of assets has started. To develop the Plans, task for the collection of condition data for the road network has been allocated to Australian Road Research Board (ARRB) whilst for the collection of footpath condition data, Opus international has been engaged for the purpose. ARRB intends to start the condition survey early December and it is expected that by middle of February, the information will be made available that can be used for predictive modelling & for the development of long term financial plans by using ROMAN (Road Management system). Similarly the information from Opus International will be used to develop long term financial plans for footpaths.

ARRB has started condition survey of the road network on 30th November. This survey will be conducted for only 50% of the road network within the financial year 2009/10. OPUS international commenced the footpath condition survey in the middle of the month.

**Strategy:** 2.1.6 Ensure the local planning scheme, strategy and policies appropriately address the future supply and demand and needs and expectations of the total demographic of our community

2.1.6.1 Complete draft of Local Planning Strategy	Clayton Higham - Director Planning and Development Services	55.00%	In Progress	01/07/2009	30/06/2010	 GREEN
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**PROGRESS COMMENTS**


A timeline for the completion of the Draft Strategy has been established as follows:




Background Information & Analysis first draft to be completed by 5 February 2010, final draft to be completed by 12 February 2010.




Internal planning team workshop to discuss Strategic Plan scheduled for 12 February 2010. Second internal workshop to finalise Strategic Plan scheduled for 26 February 2010.

First Draft of the Local Planning Strategy to be completed by 12 March 2010.

Draft Local Planning Strategy workshop for Councillors scheduled for the first week in April, date to be confirmed.

<b>Goal:</b> 4 ECONOMIC DEVELOPMENT – A prosperous economy							
<b>Outcome:</b> 4.1 Improved transport access to Perth CBD and other major centres / facilities							
<b>Strategy:</b> 4.1.2 Advocate for the extension of rail facilities to the Perth airport and the Kalamunda region							
4.1.2.1 Identification of preferred Perth Airport Rail route alignment and location of railway station east of Perth International Airport.	Andrew Fowler-Tutt - Manager - Strategic Planning	30.00%	In Progress	01/07/2009	30/06/2010	 RED	
<b>PROGRESS COMMENTS</b> Key stakeholder group has been organised on the preferred rail route option. Four options for a station in High Wycombe put forward. Consultants had indicated that next meeting to identify preferred route was to be mid July. July meeting cancelled, no date provided as yet for revised meeting time.							
<b>Outcome:</b> 4.3 A recognised tourist destination on the City fringe							
<b>Strategy:</b> 4.3.3 Identify funding and project opportunities to enhance the Shire both for residents and as a destination for visitors							
4.3.3.2 Promote tourism initiatives within the Shire.	Kevin O'Connor - Director Community Development		Ongoing	01/07/2009	30/06/2014	No Targets Set	
<b>PROGRESS COMMENTS</b> The Shire of Kalamunda, in partnership with Mundaring Shire and other tourism stakeholders, will be marketing the Perth Hills destination via the next edition of the Experience Perth (Tourism WA) Holiday Planner.  A new DL sized marketing brochure promoting the Perth Hills as a destination is being distributed to various tourism outlets.							

<b>Goal:</b> 5 GOVERNANCE AND ORGANISATION – A leading organisation						
<b>Outcome:</b> 5.1 Governance and planning						
<b>Strategy:</b> 5.1.4 Ensure appropriate systems and procedures are in place to comply with statutory compliance and enhance effective business management						
5.1.4.3 Undertake a comprehensive review of the meeting support function (agendas; report settlement, copying, distribution, etc; and minutes including responsibility for Local Government Act compliance).	Neil Wilson - Director Corporate Services	50.00%	In Progress	01/07/2009	30/06/2010	 GREEN
<b>PROGRESS COMMENTS</b> This project has commenced with initial thoughts being developed as to the copy/print function. The final report is expected to be reported through the CEO to EMT in the new year. There have been a number of meetings involving the Manager of Corporate Support, the PA's and Ian Kinner addressing the Agenda and Minute Functions. The first round of meetings using the synergy system has taken place and issues are being ironed out on an ongoing basis.						
<b>Outcome:</b> 5.2 Excellence in customer service and community consultation						
<b>Strategy:</b> 5.2.2 Ensure all people are able to receive information from the Shire in a format that will enable them to access the information						
5.2.2.8 Oversee the upgrade of the Shire's website.	Nicole O'Neill - Public Relations Officer	70.00%	In Progress	01/07/2009	30/06/2010	 GREEN
<b>PROGRESS COMMENTS</b> New Community Connect Portal is currently under development.  Skins have been finalised and Stage 1 of implementation has been approved.  CAMMS completed installation of the product by late November, allowing for testing in December. A number of issues have been logged with CAMMS.  Completion (Go Live) Date likely to be in February.						
<b>Strategy:</b> 5.2.6 Maintain high levels of satisfaction with customer service internally and externally to the organisation through the development and implementation of a customer service charter and plan.						
5.2.6.5 Develop a Customer Service Charter.	Hazel Smallwood - Manager Corporate Support	0.00%	Not Started	01/01/2010	30/06/2010	 GREEN
<b>PROGRESS COMMENTS</b> Development of Charter will commence in January 2010 following the completion of the Customer Service Strategy, and Customer Service Plan (see the explanation below).  The CAMMS Service Review and outcomes of the Asset Management Review will assist in providing information to the Charter. The Shire's Customer Service Strategy has been developed as a Leadership Programme Project, completed December 2009. Customer Services Plan 09/10 has been drafted and consultation with Directors is proceeding prior to final presentation to EMT.						

<b>Outcome:</b> 5.3 Growth in innovative services						
<b>Strategy:</b> 5.3.1 Increase the capacity of business units to better deliver business unit and organisational goals						
5.3.1.6 Develop a workforce planning strategy that aligns business direction, organisational planning and HR strategy.	Davina Sandhu - Manager Human Resources & Organisational Development	42.00%	In Progress	01/07/2009	30/06/2010	 YELLOW
<b>PROGRESS COMMENTS</b> Currently putting together a Training Needs Analysis, extracting information from performance appraisals that have just been completed. Employee Recognition policy is being drafted, this is including the Employee of the Month incentive.						
<b>Strategy:</b> 5.3.2 Regularly review services and standards offered by the Shire to ensure they meet community needs						
5.3.2.7 Recommend process improvements involving customer service staff to reduce workloads and improve turnaround times	Duncan Wilson - Manager - Building Services	50.00%	In Progress	01/07/2009	30/06/2010	 GREEN
<b>PROGRESS COMMENTS</b> Processes in a continual state of improvement so as to increase efficiencies. Front counter and other CSO staff will be trained in the Building Application checklists and plan identification. Training was scheduled but had to be cancelled. HR & Coordinator Customer Services will be rescheduling training in the next few weeks. A number of CSO's are still on leave.						
<b>Outcome:</b> 5.4 Diversify revenue and funding sources						
<b>Strategy:</b> 5.4.2 Explore all avenues of funding including borrowings and sale of assets						
5.4.2.5 Oversee the development of a revenue strategy	Neil Wilson - Director Corporate Services	40.00%	In Progress	01/07/2009	30/06/2010	 YELLOW
<b>PROGRESS COMMENTS</b> This strategy will form part of the 2010-2011 budget process and will build upon ideas developed and shown in the adopted 5 year forward financial plan. This is a linear process.						

## Divisional Summary

### Chief Executive Office

Human Resources and PR and Marketing have performed well over the past 3 months. Budgets are on track and within variance. Most actions and KPI's are on track and on target. Explanations are provided for those few that may not be.

During the first quarter of 2010, HR will be focused on implementing PES. The survey on playground equipment and an audit of Stirk Park will also take place during the first quarter of 2010.

During the first quarter of 2010, further work will also be undertaken on gathering and reviewing information for possible private and public partnerships on Shire owned and vested Land.

The annual electors meeting will held prior to the end of Feb 2010.

The budget review for the organisation is underway and will be presented to Council in March 2010.

### Budget

Budget for the directorate largely on track. The major variance that currently exists is in expenditure on consultants in the CEO business unit. This is currently a \$150,000 variance.

The variance will be addressed as part of the budget review.

Since adoption of the budget, expenditure on the economic development strategy, service reviews of the organisation, strategic planning for Lesmurdie, structure planning for industrial area and demographic profiling, has been incurred.

**Community Development**

All the Directorate's Business Plan Actions are reported through Interplan. 116 Actions are reported on, 101 of these are continuing and therefore do not have set targets, a review of the Action Comments made will show that there are no areas for concern. Of the 15 Actions with targets all have achieved at least 90% of target.

The Directorate's financial operating budgets, as shown in the monthly management report, are tracking well with no significant over expenditure variations. The Interplan Organisational Summary quarterly figures for the Community Development and Kalamunda Home and Community care Business Units require adjustment to reflect the correct or updated budget allocations, there is also adjustments required to the Income figure. The December 2009 Budget Variance Report shows a total net operating year to date variance of -14.5%.

Community Development Business Unit Update

1. Kalamunda Community and Cultural Centre
  - Public Arts Concept workshoped with Councillors and supported.
  - Contract with Artist finalised.
  - Design Development Report to be approved January 2010.
2. Kalamunda History Village – Building Relocation Program. (Includes relocation of Craft Wagon, Post Office/Shop near to McCullochs, McCullochs to be rotated.
  - First set of quotes received.
  - Engineering acquiring 2nd quotes.
  - Funding application to Lotterywest being developed to help offset costs.
  - Timeline for building relocation received.
3. Kostera Oval Redevelopment:
  - Funding application and necessary supporting documents for the 2nd round of RLCIP Commonwealth Grants now submitted.
4. Kalamunda Performing Arts Centre:
  - Final Draft appraisal report to be received January 2010.
  - To be workshoped with KPAC Committee to seek endorsement
  - Submitted to Council early 2010.
5. Hartfield Park Masterplan:
  - Botanist has completed review of Declared Rare Flora on surrounds of Morrison Oval.
  - Final Draft Masterplan has been received.
  - Submitted to Council early 2010.
6. Kalamunda Bike Plan:
  - Bike Plan now completed.
  - Final consultation to be completed with Planning/Engineering before finalising Agenda Item for Council endorsement.
7. Trails Plan:
  - Trails Plan now completed.
  - Meeting held with Shire of Mundaring to determine their level of commitment to regional committee.



8. Fleming Reserve
  - New toilet block design and quotes due February 2010
  - New internal pathways to be constructed February 2010
  - Concept/ design/ costing of new play equipment, skate park, BBQ, due February 2010.
9. Economic Development Strategy
  - Business survey completed
  - Stakeholder consultation to commence late January 2010
10. Environmental Health Community Survey
  - Community needs/expectations survey completed
  - Health promotions strategy due June 2010

#### Kalamunda HACC Services Business Unit

- i. Building mods to the Peter Anderton interior---- At present the Kitchen has been gutted and a frame work constructed to hold new infrastructure and false roof. Tiling and new appliances to be installed early in the New Year. The large and intrusive load supporting columns to both sides of the Day Centre have been demolished and replaced with smaller structures.
- ii. Sensory Garden ---- This \$85,000 project is expected to commence at the end of January and be completed within 4 weeks.
- iii. Meals on Wheels----- Following an extensive Food-Safe report that highlighted the need for an upgrade to the MOW kitchen located at Jack Healey, work will commence on rectifying the ceiling paint and walls, other items will be progressively addressed in order to meet compliance.
- iv. New Office Accommodation----- As yet there has been little progress to the construction of new offices.
- v. Growth Funding----- Our successful growth funding submissions have been announced and will provide for a modest increase in recurrent funding and a substantial increase in Non Recurrent funding to supply a replacement Toyota Coaster vehicle and a new wagon style vehicle for MOW.
- vi. Review HACC Business Plan (5 years) A review of the Business Plan will take place in early new year which will provide a clear direction and future for our recently expanded HACC Service.





**Corporate Services**

In total the Corporate Services Directorate is performing well. The Interplan Management Information System indicates at the end of December that of the 117 Actions that are reported on 64 are of a continuing (process) nature which do not require specific targets, 33 are at least 90% of the action target achieved, 9 are between 70% and 90% of the action target achieved. Thus there are only 11 actions or 9.4% of the total actions which are less than 70% of the action targets achieved. Of the 11 actions, Managers have given explanations and advised on activities being undertaken, which is regarded by the Director as acceptable.

Events of interest affecting areas within the Corporate Services Directorate include the following -

Finance - Rates have now moved from the follow-ups to general procedure claims. The Annual Financial Report was adopted in December.

Rangers - New software for the management of fire break inspections is in use. On completion of data entry Rangers will move to follow-up phase.

Records - The records area is reviewing the printing process for the production of Council and Committee Minutes and Agendas. Substantial work has been done to produce information for the Interplan Management Information System in respect of customer requests and mail enquiries being answered within the set times. Electronic agenda and minutes is in place.

Property - The new Property and Procurement is continuing with its work on leases of Council buildings. A number of new leases and recovery of outgoings are being negotiated.

Customer Services remains a focus with work continuing on our proposed Customer Service Charter. A review of our out of hours service is under way.

Information Technology have a number of large projects on the go straddling a number of Council Departments. A large amount of work has been done with the new library system as has work with the Peter Anderton Centre to accommodate the new systems required with acquisition of the KCC responsibilities. Work continues to be done on the community connect portal.

**Engineering Services**

Further work was done on Asset Management Plans. A number of workshops were held with various stakeholders to develop levels of service for different classes of assets. The consultants, 'Morrison and Low' are now preparing a report for Shire's consideration. Specifications for the Asset Management Software were finalised and expressions of interest were called from reputed suppliers of such software. Short listed suppliers will be invited to make presentation to the working group in February 2010.

The progress towards developing programmed maintenance has been slow due to a number of capital projects being a priority.

The concept design for the Kalamunda Culture and Community Centre was approved by Council in November 2009. The architects have been working on finalising the Design Development Report. It is envisaged that the design process will be completed in mid March 2010 and the final tenders will be called immediately after that. Prior to calling the final tenders Expressions of Interest will be invited in late January 2010 to short list the prospective tenderers.

Majority of the planned work on Wet and Wild complex, including fencing, pools, slide platforms and the kiosk has been completed. The installation of seating stands had to be postponed to open the pool and has now been scheduled during the winter closure.

The replacement of insulation and roof at the Ray Owen Recreation Centre has been completed.

Lighting at Reed Oval and Forrestfield United Soccer Club ground has been completed and they are now operational.

The construction work is in progress at the Peter Anderton Centre.

Out of 131 actions reported in Interplan, only 4 actions have achieved less than 70% of their target. Two of these actions are in Building Maintenance ie Construction of Dog Pound which has been deferred pending decision on the requirements by the Rangers and creation of outdoor area for crèche at High Wycombe Recreation Centre which needs further consultation; One in Parks Service ie Develop and implement program to improve lighting in parks and public places, which does not have funding in the budget; and the fourth is in Waste Management.

There has been a significant involvement in the short listing of suppliers, technology and implementation models for the Resource Recovery Project, along with the Eastern Metropolitan Regional Council and other member Councils.

All other Business Units within Engineering Services, including Design and Development, Parks, Construction and Maintenance, have been performing satisfactorily. The Capital Works Programmes are progressing well and the maintenance works are on schedule. Both construction and maintenance works are within budget, except in the buildings area, where expenditure has been higher than expected. Due to long term neglect of building assets, scope of work on majority of the projects had to be increased for building works such as roof replacements. The budget issues will be addressed as part of the mid-year budget review.

**Planning and Development Services**Statutory Planning

During the quarter, Statutory Planning prepared 28 reports for Council, which is on average with other quarters throughout 2008-2009.

Staff dealt with 212 development applications under delegated authority, which is higher than the quarter average for the previous year (138 per quarter). This figure does not include subdivision response, clearance requests and other statutory requirements.

With regard to staffing, it is anticipated that there will be a further increase in efficiency with the start of the Senior Planner.

KPIs not met because target figures are based on original estimated throughput which exceeds actual applications received. Figures will be adjusted for the next quarter.

Strategic Planning:

Strategic Planning has been working on 21 separate planning projects for the quarter. A brief summary of the principal projects for this quarter are as follows:

Woodlupine Living Stream Project - Wattle Grove Urban Area U9 - Work on the stream bed commenced in December 2009 with the placement of feature rocks and river stones. Work is scheduled to commence on the construction of the multi use path and boardwalk in February 2010. Construction of street gazebo areas and street benches will commence on completion of the footpath. All plants have been ordered and plantings will commence after the first main rains in May/June. Stage 1 of the project on schedule for completion in June 2010.

Local Planning Strategy - Timeline and project milestones have been established for completion of the Strategy by April 2010. Councillor workshops on the Strategy are anticipated to commence early April 2010.

Metropolitan Region Scheme Amendment/Structure Plan - Land bounded by Kalamunda Road, Stirling Crescent, Adelaide Street and Perth Airport - District Water Management Strategy completed by the applicant and reviewed by the Shire staff. Concurrent Local Planning Scheme Amendment supported by Council December 2009. Advertising of MRS amendment by the Commission to commence February/March 2010. Discussion with the applicant on the design of the structure plan to commence February 2010.

Kalamunda Town Centre Design Study - Schedule of tasks completed by the consultant with the exception of the Haynes Street design plan. Presentation of the concept plans to be made to the Council on 18 January 2010.

Draft Middle Helena Strategy - A planning report has been prepared in response to the Draft Discussion Paper commissioned by the Western Australian Planning Commission to review the Draft Strategy. The Discussion Paper reflects the discussion and recommendations of the reconvened Steering Committee to finalise the Draft Strategy. The planning report to consider adoption of the Draft Strategy will be presented to the February 2010 round of Council meetings.

Metropolitan Region Scheme Amendment/Structure Plan - Forrestfield Industrial Area Expansion - Stage 1 - District Water Management Strategy has been prepared and reviewed by Shire staff. Advertising of the MRS amendment by the Commission expected to commence February/March 2010. Design of the structure plan to commence February 2010.

Environmental Services:

Environmental Services has been involved in generating and implementing a diverse portfolio of projects and has delivering a suite of environmental initiatives over the September to December quarter of 2009, including but not limited to the following:

Strategic Projects

- Local Biodiversity Strategy - Received Milestone Award for preparing and endorsing the Local Biodiversity Strategy; Document formally launched within the organisation at Administration, Operations and to the local community; Copies of the document were delivered to industry stakeholders and production of an article for the next issue of the Australasian Plant Conservation.
- Review of the District Conservation Strategy – Eastern Metropolitan Regional Council (EMRC) have delivered a draft of the revised DCS. The draft will be revised with feedback provided to the EMRC.
- Review of the Environmental Policies - Existing Environmental policies underwent revision.
- Completion of Grant Submissions – Completed three submissions to obtain external funds for differing projects.

Sustainability Projects

- Environmental Reserve Management – Various major projects including Ray Owen Reserve Walking Trail (various stakeholder meetings held and installation of the bollards commenced); Removal of Weeds of National Significance (identification of key sites); Implementation of the Lower Lesmurdie Falls Management Plan (removal of toilet block in





Palm Terrace); facilitation of Phytophthora Dieback treatment at Kanyana Wildlife Centre (foliar treatment of the bushland within the Bilby enclosure) and Jorgenson Park (stem injection of a one hectare block of bushland with the assistance of the community).

- Perth Solar Cities - Demonstration and Showcase projects have been finalised and endorsed by the consortium leader; and
- Water Campaign - Draft Water Action Plan (Milestones 2 and 3 of the project) received Council endorsement and development of rainwater tank project commenced.

#### Community Projects

- Environmental Education - Walk the Zig Zag participation through a display and hosted a full house at Great Food Gardens workshop held at Forrestfield Hall; facilitated Hartfield Park Wildflower Walk with Darling Range Wildflower Society; presentations undertaken at the Kalamunda Earthcarers meeting, Kalamunda Out of School Centre and Hillside Christian College.

#### Building Services:

- Building applications received

A total of 424 applications were received, most of them for High Wycombe and Wattle Grove.

Applications determined within 20 working days (Target 90 or more)

October: 129

November: 100

December: 121

Processes are in place to increase this number and reduce processing times. Non compliant applications are being returned to builders for re-submission.

Applications outstanding ie not yet determined within 20 days (Target 150 or less)

October: 220

November: 192

December: 90

Influence of new workflow and process is taking effect. Number of applications pending further information or referred to neighbours reduced from around 300 to 33.

There is still some concern regarding the times taken to undertake the initial assessment of the applications. New processes are influencing this figure dramatically and a regime of training for Customer Service Officers in building application documentation initial assessment will also help to further reduce this figure.

#### Projects:

Swimming Pool Inspection Contract with RLSS (WA) is drawing to a close. There are however a number of properties that will still have non compliant fencing that will require following up.

#### Budget:

Income – there has been a dramatic increase in income from Strata Title applications due to DPI delegating most of the strata Application functions to Local Government. All application fees previously received by the DPI are now received by the Shire. Year to date budget to the end of December was \$1500 whereas the actual received \$41,716 in fees.

Expenditure – currently there is a variance of 13% which is slowly falling. This figure is influenced by the cost of the part time contract building surveyors currently being used to reduce the outstanding building application numbers.

#### Targets/KPIs

Reasons for not meeting targets:

- High number of incomplete applications received results in delays.





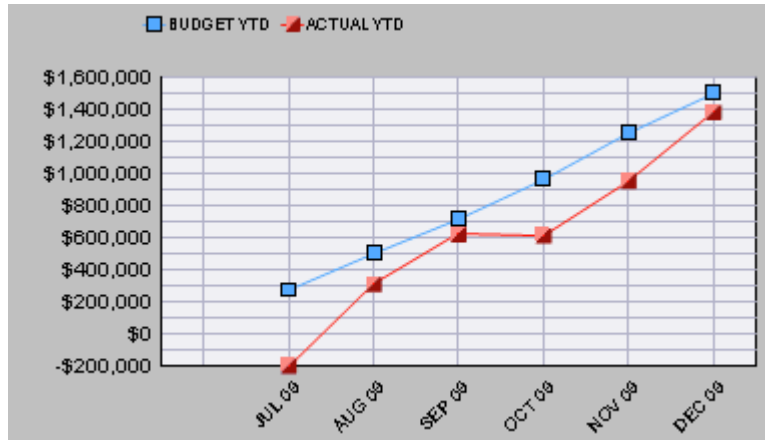
-Major amendments to plans received after licence issued.

Proposed actions to address this:

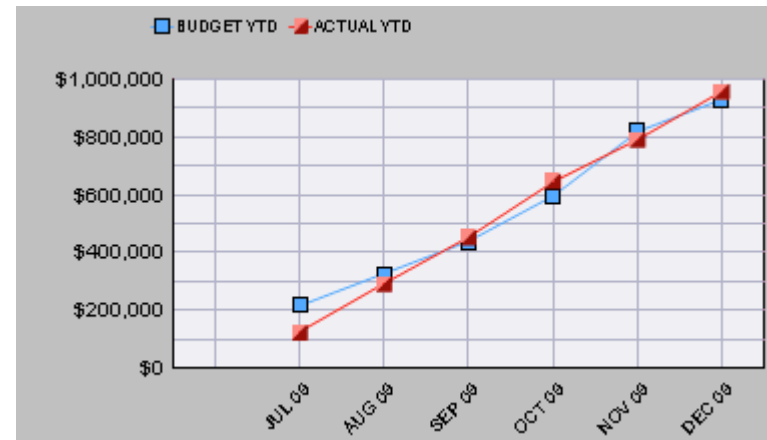
As detailed above new processes have been implemented and are working, staff training will also assist.

Directorate Budgets

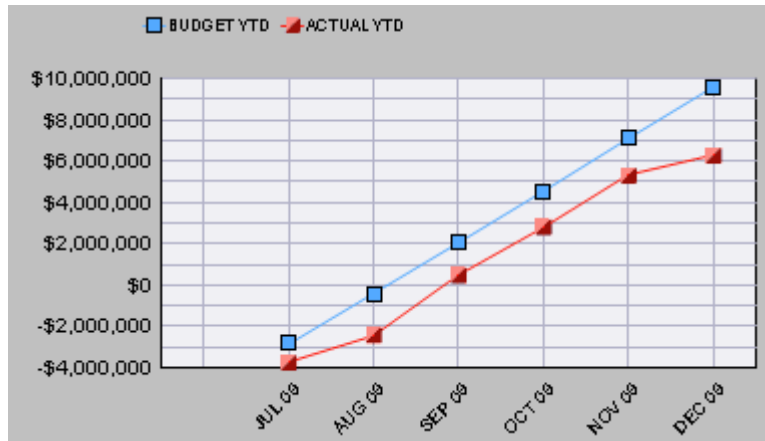
Community Development



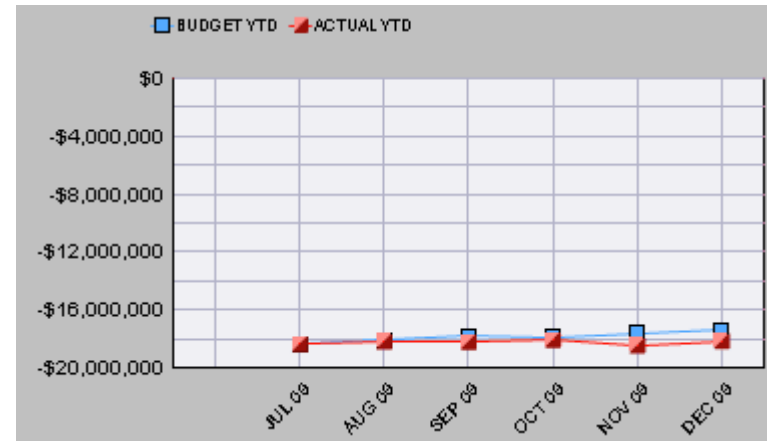
Chief Executive Office



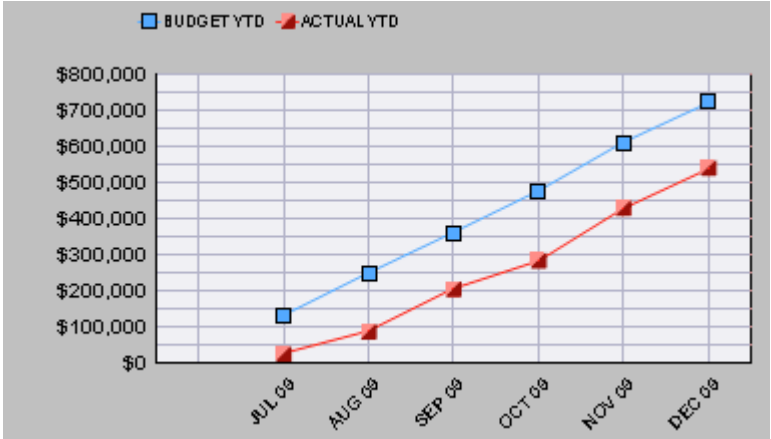
Engineering Services



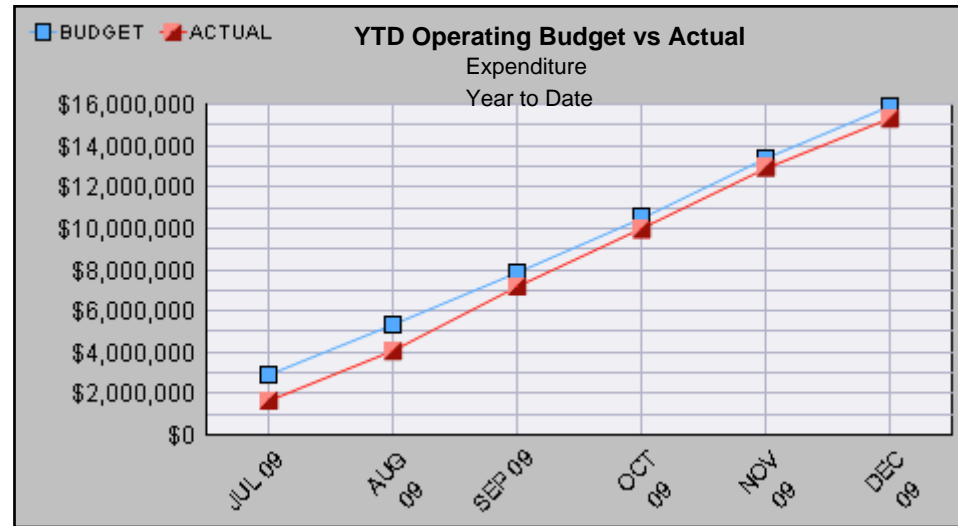
Corporate Services



Planning and Development Services



Financial Report-Organisational Summary



## Financial Report-Organisational Summary

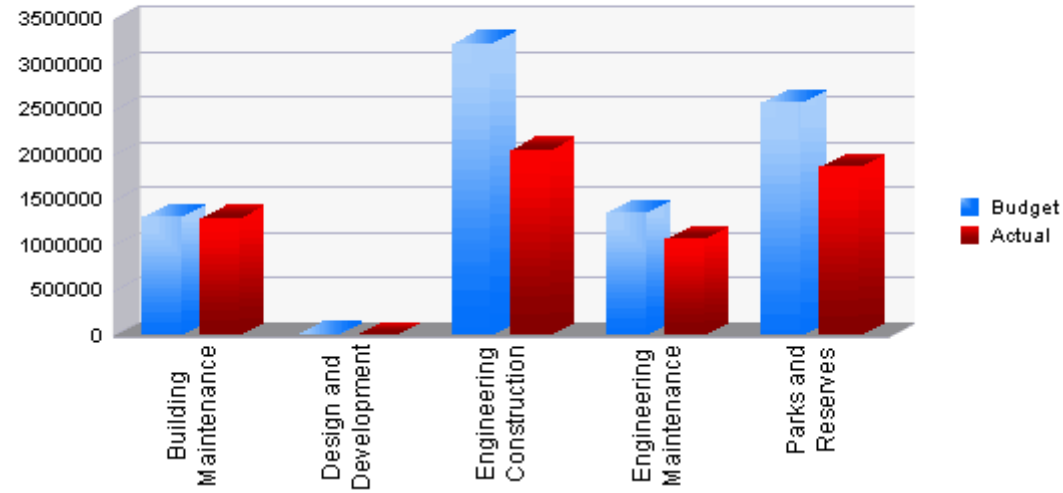
		Variance %	Variance \$	Actual & Committed YTD	Budget YTD	Annual Budget	Actual YTD	Committed YTD
<b>INCOME</b>								
Human Resources	✓	25.87%	(\$841.00)	(\$4,091.00)	(\$3,250.00)	(\$6,500.00)	(\$4,091.00)	\$0.00
Community Development	✓	128.39%	(\$358,343.00)	(\$637,431.00)	(\$279,088.00)	(\$562,183.00)	(\$637,431.00)	\$0.00
Community Development Management	✗	-77.65%	\$10,483.00	(\$3,017.00)	(\$13,500.00)	(\$27,000.00)	(\$3,017.00)	\$0.00
Environmental Health	⚠	-3.29%	\$597.00	(\$17,517.00)	(\$18,114.00)	(\$30,080.00)	(\$17,517.00)	\$0.00
KHACC Services	✓	17.55%	(\$195,264.00)	(\$1,307,676.00)	(\$1,112,412.00)	(\$2,224,606.00)	(\$1,307,676.00)	\$0.00
Library Services	✓	77.49%	(\$8,104.00)	(\$18,562.00)	(\$10,458.00)	(\$21,000.00)	(\$18,562.00)	\$0.00
Recreation Centres	✓	10.05%	(\$24,566.00)	(\$268,940.00)	(\$244,374.00)	(\$488,800.00)	(\$268,940.00)	\$0.00
Financial Services	✓	2.97%	(\$584,939.00)	(\$20,255,433.00)	(\$19,670,494.00)	(\$20,955,860.00)	(\$20,255,433.00)	\$0.00
Property and Procurement	✗	-97.04%	\$19,901.00	(\$607.00)	(\$20,508.00)	(\$41,000.00)	(\$607.00)	\$0.00
Rangers	✗	-7.15%	\$12,261.00	(\$159,095.00)	(\$171,356.00)	(\$283,230.00)	(\$159,095.00)	\$0.00
Records	⚠	-36.54%	\$182.00	(\$316.00)	(\$498.00)	(\$1,000.00)	(\$316.00)	\$0.00
Design and Development	⚠	-100.00%	\$996.00	\$0.00	(\$996.00)	(\$2,000.00)	\$0.00	\$0.00
Engineering Construction	✓	13.77%	(\$111,506.00)	(\$921,146.00)	(\$809,640.00)	(\$1,619,290.00)	(\$921,146.00)	\$0.00
Engineering Services Directorate	✗	-100.00%	\$1,849,998.00	\$0.00	(\$1,849,998.00)	(\$3,700,000.00)	\$0.00	\$0.00
Waste	✗	-1.49%	\$79,171.00	(\$5,231,678.00)	(\$5,310,849.00)	(\$5,360,713.00)	(\$5,231,678.00)	\$0.00
Building Services	✓	31.07%	(\$75,213.00)	(\$317,219.00)	(\$242,006.00)	(\$483,980.00)	(\$317,219.00)	\$0.00
Statutory Planning	✓	1.67%	(\$2,113.00)	(\$128,249.00)	(\$126,136.00)	(\$252,300.00)	(\$128,249.00)	\$0.00
<b>Sub-Total Income</b>	✗	<b>-2.05%</b>	<b>\$612,697.00</b>	<b>(\$29,270,980.00)</b>	<b>(\$29,883,677.00)</b>	<b>(\$36,059,542.00)</b>	<b>(\$29,270,980.00)</b>	<b>\$0.00</b>
<b>EXPENDITURE</b>								
CEO Directorate	✗	7.74%	\$51,183.00	\$711,642.00	\$660,459.00	\$1,170,052.00	\$711,642.00	\$0.00
Human Resources	✓	-8.15%	(\$22,223.00)	\$250,447.00	\$272,670.00	\$494,780.00	\$250,447.00	\$0.00
Community Development	✗	7.77%	\$27,938.00	\$387,233.00	\$359,295.00	\$768,924.00	\$387,233.00	\$0.00
Community Development Directorate	✗	9.57%	\$27,600.00	\$315,903.00	\$288,303.00	\$568,502.00	\$315,903.00	\$0.00
Community Development Management	✗	17.56%	\$6,125.00	\$41,000.00	\$34,875.00	\$68,438.00	\$41,000.00	\$0.00
Cultural Development	✗	14.00%	\$18,037.00	\$146,806.00	\$128,769.00	\$249,806.00	\$146,806.00	\$0.00
Environmental Health	✓	-3.36%	(\$8,875.00)	\$255,194.00	\$264,068.00	\$533,173.00	\$255,194.00	\$0.00
KHACC Services	✗	33.35%	\$370,996.00	\$1,483,300.00	\$1,112,304.00	\$2,224,613.00	\$1,483,300.00	\$0.00
Library Services	✓	-5.72%	(\$35,067.00)	\$577,087.00	\$612,155.00	\$1,198,833.00	\$577,087.00	\$0.00



Recreation Centres	✘	13.05%	\$49,494.00	\$428,651.00	\$379,156.00	\$754,327.00	\$428,651.00	\$0.00
Corporate Services Directorate	✔	-6.75%	(\$14,583.00)	\$201,184.00	\$215,767.00	\$436,185.00	\$201,184.00	\$0.00
Customer Services	✔	-7.78%	(\$14,275.00)	\$169,042.00	\$183,317.00	\$362,764.00	\$169,042.00	\$0.00
Financial Services	✘	4.90%	\$39,825.00	\$851,541.00	\$811,716.00	\$1,408,349.00	\$851,541.00	\$0.00
Governance	✔	-3.80%	(\$1,529.00)	\$38,679.00	\$40,208.00	\$78,467.00	\$38,679.00	\$0.00
Information Technology	✔	-28.17%	(\$163,098.00)	\$415,859.00	\$578,957.00	\$1,031,169.00	\$415,859.00	\$0.00
Property and Procurement	✔	-19.81%	(\$17,672.00)	\$71,528.00	\$89,200.00	\$173,988.00	\$71,528.00	\$0.00
Rangers	✔	-6.21%	(\$28,317.00)	\$427,297.00	\$455,613.00	\$886,259.00	\$427,297.00	\$0.00
Records	✔	-14.00%	(\$14,338.00)	\$88,021.00	\$102,359.00	\$199,387.00	\$88,021.00	\$0.00
Asset Management	✔	-94.33%	(\$282,287.00)	\$16,951.00	\$299,238.00	\$598,475.00	\$16,951.00	\$0.00
Building Maintenance	✔	-38.67%	(\$1,673,987.00)	\$2,654,681.00	\$4,328,667.00	\$8,654,722.00	\$2,654,681.00	\$0.00
Design and Development	✘	4.83%	\$29,141.00	\$631,273.00	\$602,132.00	\$1,196,599.00	\$631,273.00	\$0.00
Engineering Construction	✔	-13.94%	(\$318,272.00)	\$1,963,846.00	\$2,282,118.00	\$4,564,602.00	\$1,963,846.00	\$0.00
Engineering Maintenance	✘	0.45%	\$8,203.00	\$1,813,031.00	\$1,804,827.00	\$3,582,453.00	\$1,813,031.00	\$0.00
Engineering Operations	✔	-27.82%	(\$4,620.00)	\$11,982.00	\$16,602.00	\$33,257.00	\$11,982.00	\$0.00
Engineering Services Directorate	✔	-89.72%	(\$2,409,386.00)	\$275,913.00	\$2,685,299.00	\$5,371,815.00	\$275,913.00	\$0.00
Fleet and Plant Management	✘	27.57%	\$140,465.00	\$649,931.00	\$509,466.00	\$952,198.00	\$649,931.00	\$0.00
Parks and Reserves	✔	-6.26%	(\$146,044.00)	\$2,183,643.00	\$2,329,687.00	\$4,635,972.00	\$2,183,643.00	\$0.00
Waste	✔	-17.48%	(\$472,308.00)	\$2,228,356.00	\$2,700,664.00	\$5,261,950.00	\$2,228,356.00	\$0.00
Building Services	✘	7.60%	\$21,892.00	\$309,793.00	\$287,902.00	\$573,778.00	\$309,793.00	\$0.00
Environment	✔	-10.94%	(\$22,998.00)	\$187,071.00	\$210,069.00	\$460,981.00	\$187,071.00	\$0.00
Planning and Development Services Directorate	✔	-17.77%	(\$30,976.00)	\$143,311.00	\$174,287.00	\$349,857.00	\$143,311.00	\$0.00
Statutory Planning	✔	-11.95%	(\$47,051.00)	\$346,616.00	\$393,668.00	\$772,923.00	\$346,616.00	\$0.00
Strategic Planning	✔	-100.00%	(\$24,996.00)	\$0.00	\$24,996.00	\$50,000.00	\$0.00	\$0.00
<b>Sub-Total Expenditure</b>	✔	<b>-19.66%</b>	<b>(\$4,962,003.00)</b>	<b>\$20,276,812.00</b>	<b>\$25,238,815.00</b>	<b>\$49,667,597.00</b>	<b>\$20,276,812.00</b>	<b>\$0.00</b>
<b>OVERALL NET</b>		<b>93.64%</b>	<b>(\$4,349,306.00)</b>	<b>(\$8,994,168.00)</b>	<b>(\$4,644,862.00)</b>	<b>\$13,608,055.00</b>	<b>(\$8,994,168.00)</b>	<b>\$0.00</b>

### Engineering Financial Summary

Engineering Financial Summary  
Graph YTD Budget vs Actual



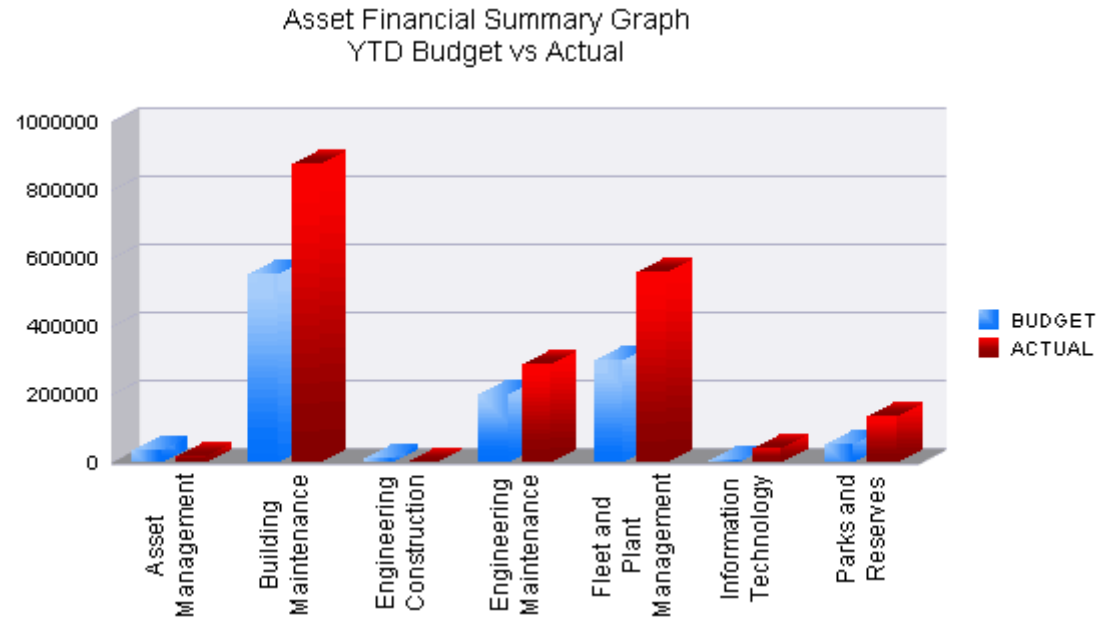


## Engineering Financial Summary

	Variance %	Variance \$	Actual & Committed YTD	Budget YTD	Annual Budget	Actual YTD	Committed YTD
<b>BUILDING MAINTENANCE</b>							
Manage the programmed maintenance of existing buildings	18.75%	\$147,851.00	\$936,245.00	\$788,394.00	\$1,576,762.00	\$936,245.00	\$0.00
<b>TOTAL</b>	18.75%	\$147,851.00	\$936,245.00	\$788,394.00	\$1,576,762.00	\$936,245.00	\$0.00
<b>DESIGN AND DEVELOPMENT</b>							
Review and improve the design of Kalamunda Road, from Roe Highway to Newburn Road.	-82.20%	(\$24,660.00)	\$5,340.00	\$30,000.00	\$60,000.00	\$5,340.00	\$0.00
<b>TOTAL</b>	-82.20%	(\$24,660.00)	\$5,340.00	\$30,000.00	\$60,000.00	\$5,340.00	\$0.00
<b>ENGINEERING CONSTRUCTION</b>							
Construction of Abernethy Road dual carriageway.	3.74%	\$8,665.00	\$239,767.00	\$231,102.00	\$462,207.00	\$239,767.00	\$0.00
Implement annual drainage construction programme.	16.41%	\$55,794.00	\$395,772.00	\$339,978.00	\$680,000.00	\$395,772.00	\$0.00
Implement annual road construction programme.	-15.55%	(\$210,633.00)	\$1,143,705.00	\$1,354,338.00	\$2,708,849.00	\$1,143,705.00	\$0.00
Implement the annual footpath construction programme.	-23.39%	(\$51,840.00)	\$169,788.00	\$221,628.00	\$443,300.00	\$169,788.00	\$0.00
Oversee the widening of Kalamunda Road adjacent to the Lifestyle Village	-100.00%	(\$39,996.00)	\$0.00	\$39,996.00	\$80,000.00	\$0.00	\$0.00
<b>TOTAL</b>	-118.79%	(\$238,010.00)	\$1,949,032.00	\$2,187,042.00	\$4,374,356.00	\$1,949,032.00	\$0.00
<b>ENGINEERING MAINTENANCE</b>							
Implement annual drainage maintenance programme.	-11.85%	(\$35,536.00)	\$264,266.00	\$299,802.00	\$599,600.00	\$264,266.00	\$0.00
Implement annual footpath maintenance programme.	-22.28%	(\$30,481.00)	\$106,319.00	\$136,800.00	\$273,600.00	\$106,319.00	\$0.00
Implement annual roads maintenance programme.	13.84%	\$75,016.00	\$616,966.00	\$541,950.00	\$1,083,900.00	\$616,966.00	\$0.00
<b>TOTAL</b>	-20.29%	\$8,999.00	\$987,551.00	\$978,552.00	\$1,957,100.00	\$987,551.00	\$0.00
<b>PARKS AND RESERVES</b>							
Enhance and maintain building environs, parks and streetscapes through tree and shrub planting	1.49%	\$1,744.00	\$118,246.00	\$116,502.00	\$233,000.00	\$118,246.00	\$0.00
Implement Woodlupine Living Stream Project plan for the public open space area identified under the Wattle Grove urban area U9 structure plan.	-54.72%	(\$56,089.00)	\$46,409.00	\$102,498.00	\$205,000.00	\$46,409.00	\$0.00
Maintain Category 1 Reserves in a safe condition for organised sporting use	-0.36%	(\$1,204.00)	\$326,198.00	\$327,402.00	\$654,800.00	\$326,198.00	\$0.00
Maintain Category 1 Road Verges	21.86%	\$15,304.00	\$85,306.00	\$70,002.00	\$140,000.00	\$85,306.00	\$0.00
Maintain Category 2 Reserves in a safe condition for passive recreation	-9.33%	(\$35,584.00)	\$345,668.00	\$381,252.00	\$762,500.00	\$345,668.00	\$0.00
Maintain Category 2 Road Verges	18.10%	\$10,472.00	\$68,324.00	\$57,852.00	\$115,700.00	\$68,324.00	\$0.00
Maintain Category 3 Reserves in a safe condition for passive recreation	-17.31%	(\$14,515.00)	\$69,335.00	\$83,850.00	\$167,700.00	\$69,335.00	\$0.00

Maintain Category 3 Road Verges	-9.74%	(\$6,463.00)	\$59,837.00	\$66,300.00	\$132,600.00	\$59,837.00	\$0.00
Maintain Category 4 (Bush) Reserves in a safe condition	-4.54%	(\$4,896.00)	\$102,906.00	\$107,802.00	\$215,600.00	\$102,906.00	\$0.00
Maintain Category 4 Road Verges	-25.23%	(\$117,154.00)	\$347,048.00	\$464,202.00	\$928,400.00	\$347,048.00	\$0.00
<b>TOTAL</b>	<b>-79.78%</b>	<b>(\$208,385.00)</b>	<b>\$1,569,277.00</b>	<b>\$1,777,662.00</b>	<b>\$3,555,300.00</b>	<b>\$1,569,277.00</b>	<b>\$0.00</b>
<b>OVERALL NET</b>	<b>-282.31%</b>	<b>(\$314,205.00)</b>	<b>\$5,447,445.00</b>	<b>\$5,761,650.00</b>	<b>\$11,523,518.00</b>	<b>\$5,447,445.00</b>	<b>\$0.00</b>

Asset Financial Summary-Graph

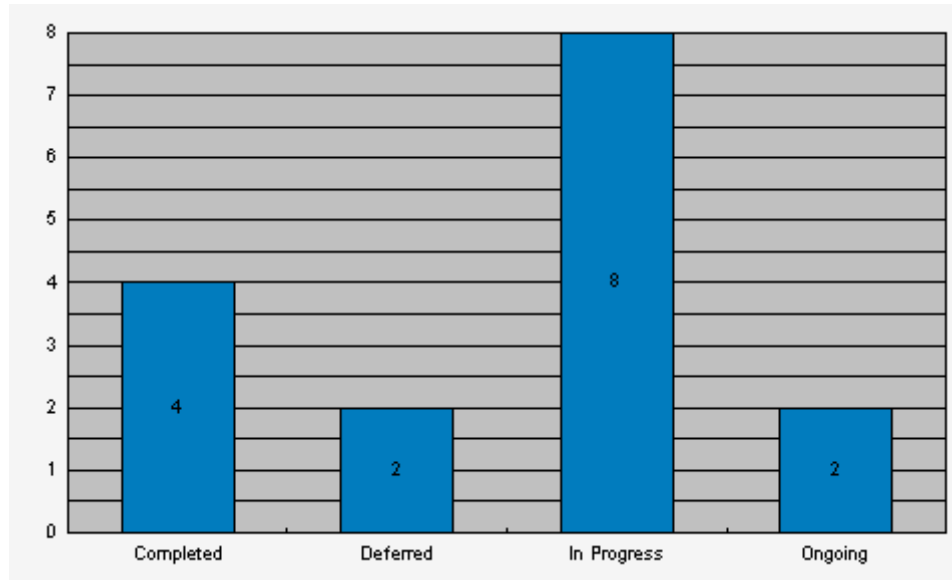


## Assets Financial Summary

	Variance %	Variance \$	Actual & Committed YTD	Budget YTD	Annual Budget	Actual YTD	Committed YTD
<b>ASSET MANAGEMENT</b>							
Form a small multi-discipline team to assess and select the most suitable asset management software: Prioritise acquiring, installing and training for the software.	-71.26%	(\$42,047.00)	\$16,951.00	\$58,998.00	\$118,000.00	\$16,951.00	\$0.00
<b>TOTAL</b>	-71.26%	(\$42,047.00)	\$16,951.00	\$58,998.00	\$118,000.00	\$16,951.00	\$0.00
<b>BUILDING MAINTENANCE</b>							
Manage the installation of carpark lighting at Hartfield Park	-100.00%	(\$40,002.00)	\$0.00	\$40,002.00	\$80,000.00	\$0.00	\$0.00
Manage the installation of lighting at Reid Oval	46.37%	\$34,521.00	\$108,963.00	\$74,442.00	\$148,883.00	\$108,963.00	\$0.00
Manage the installation of sports lighting and extension to the Pioneer Park Complex	-100.00%	(\$70,002.00)	\$0.00	\$70,002.00	\$140,000.00	\$0.00	\$0.00
Manage the replacement of the roof and insulation to courts 5 and 6 at Ray Owen Sport Centre	119.28%	\$89,465.00	\$164,465.00	\$75,000.00	\$150,000.00	\$164,465.00	\$0.00
Manage the supply and installation of sports lighting to the soccer oval at Hartfield Park	83.39%	\$191,382.00	\$420,870.00	\$229,488.00	\$458,970.00	\$420,870.00	\$0.00
Oversee the replacement of the asbestos roof at the Hartfield Park Country Club	-55.42%	(\$20,506.00)	\$16,490.00	\$36,996.00	\$74,000.00	\$16,490.00	\$0.00
Oversee the upgrade of the Kalamunda Bowling Club - installation of synthetic greens, carpark lighting, etc.	34.73%	\$17,968.00	\$69,694.00	\$51,726.00	\$103,455.00	\$69,694.00	\$0.00
Oversee the upgrade of the Kalamunda Out of School Care building (12 Grove Road)	143.59%	\$46,808.00	\$79,406.00	\$32,598.00	\$65,192.00	\$79,406.00	\$0.00
<b>TOTAL</b>	171.94%	\$249,634.00	\$859,888.00	\$610,254.00	\$1,220,500.00	\$859,888.00	\$0.00
<b>ENGINEERING CONSTRUCTION</b>							
Implement the construction of additional carparks at Recreation Centres	-100.00%	(\$75,000.00)	\$0.00	\$75,000.00	\$150,000.00	\$0.00	\$0.00
<b>TOTAL</b>	-100.00%	(\$75,000.00)	\$0.00	\$75,000.00	\$150,000.00	\$0.00	\$0.00
<b>ENGINEERING MAINTENANCE</b>							
Maida Vale Reserve Carpark - seal gravel	62.66%	\$84,591.00	\$219,591.00	\$135,000.00	\$270,000.00	\$219,591.00	\$0.00
Manage car park and drainage improvements at Scott Reserve	43.70%	\$21,446.00	\$70,514.00	\$49,068.00	\$98,139.00	\$70,514.00	\$0.00
<b>TOTAL</b>	106.36%	\$106,037.00	\$290,105.00	\$184,068.00	\$368,139.00	\$290,105.00	\$0.00
<b>FLEET AND PLANT MANAGEMENT</b>							
Implement the annual heavy Fleet Replacement Programme.	-54.83%	(\$152,617.00)	\$125,711.00	\$278,328.00	\$556,651.00	\$125,711.00	\$0.00
Implement the annual light fleet replacement programme.	110.11%	\$215,210.00	\$410,660.00	\$195,450.00	\$390,900.00	\$410,660.00	\$0.00
<b>TOTAL</b>	55.28%	\$62,593.00	\$536,371.00	\$473,778.00	\$947,551.00	\$536,371.00	\$0.00

<b>INFORMATION TECHNOLOGY</b>							
Implement a storage area network (SAN).	48.17%	\$14,452.00	\$44,452.00	\$30,000.00	\$60,000.00	\$44,452.00	\$0.00
<b>TOTAL</b>	48.17%	\$14,452.00	\$44,452.00	\$30,000.00	\$60,000.00	\$44,452.00	\$0.00
<b>PARKS AND RESERVES</b>							
Install in-ground reticulation at Ray Owen Reserve	109.45%	\$71,100.00	\$136,056.00	\$64,956.00	\$129,916.00	\$136,056.00	\$0.00
<b>TOTAL</b>	109.45%	\$71,100.00	\$136,056.00	\$64,956.00	\$129,916.00	\$136,056.00	\$0.00
<b>OVERALL NET</b>	319.94%	\$386,769.00	\$1,883,823.00	\$1,497,054.00	\$2,994,106.00	\$1,883,823.00	\$0.00

Assets Financial Summary Projects



## Assets Financial Summary Details






At least 90% of action target achieved




Between 70 and 90% of action target achieved



Less than 70% of action target achieved


ACTION	START DATE	COMP. DATE	%COMP	STATUS	YTD ACTUAL EXPEND.	ANNUAL BUDGET	FORECAST	PROGRESS
2.3.2.48 Oversee the upgrade of the Kalamunda Out of School Care building (12 Grove Road)	01/07/2009	30/06/2010	100	Completed	\$96,452.00	\$65,192.00	\$0.00	 GREEN
<b>PROGRESS COMMENTS</b> Works completed. Occupation occurred on time.								
2.3.2.44 Implement the annual heavy Fleet Replacement Programme.	01/07/2009	30/06/2014		Ongoing	\$125,711.00	\$556,651.00	\$0.00	No Targets Set
<b>PROGRESS COMMENTS</b> The replacement Road Sweeper has been ordered from MacDonald Johnston. Expected delivery at this point of time is end of March 2010.								
2.3.3.39 Oversee the replacement of the asbestos roof at the Hartfield Park Country Club	01/10/2009	30/06/2010	25	In Progress	\$16,490.00	\$74,000.00	\$0.00	 YELLOW
<b>PROGRESS COMMENTS</b> An architect has been appointed and has met with club officials. Initial drawings produced and reviewed. Additional works that need to be identified and considered in conjunction with this project (undertaken at the same time as the roof is being replaced will save overall costs) are the kitchen refurbishment and electrical rewiring. A review is currently being performed and will be presented to Council for consideration in due course.								
2.3.3.35 Manage the installation of carpark lighting at Hartfield Park	01/07/2009	30/06/2010	0	Deferred	\$0.00	\$80,000.00	\$0.00	Deferred
<b>PROGRESS COMMENTS</b> No funding for this item. Pending Cash In Lieu application and completion of Hartfield Park Master Plan.								
2.3.3.40 Oversee the upgrade of the Kalamunda Bowling Club - installation of synthetic greens, carpark lighting, etc.	01/07/2009	30/06/2010	95	In Progress	\$69,694.00	\$103,455.00	\$0.00	 GREEN
<b>PROGRESS COMMENTS</b> This project has now reached practical completion, with only a few minor outstanding issues.								

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2.3.3.27	Manage the installation of sports lighting and extension to the Pioneer Park Complex	01/07/2009	31/12/2010	30	In Progress	264	\$0.00	\$140,000.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**

Requests for Quotes for the Electrical Design have been called. A consultant will be appointed in January 2010 for the design.

2.3.3.34	Manage car park and drainage improvements at Scott Reserve	01/07/2009	30/06/2010	95	In Progress		\$70,514.00	\$98,139.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**

Majority completed, with some outstanding items.

5.5.1.11	Implement a storage area network (SAN).	01/07/2009	30/06/2010	55	In Progress		\$44,452.00	\$60,000.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**

Sourcing contractor to configure SAN onsite. Currently our supplier who has VMware/HP contacts is on leave until 11/01/2010.

2.3.3.24	Install in-ground reticulation at Ray Owen Reserve	01/07/2009	30/11/2009	100	Completed		\$136,056.00	\$129,916.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**

Project completed.

2.3.4.16	Implement the construction of additional carparks at Recreation Centres	01/07/2009	30/06/2010	0	Deferred		\$0.00	\$150,000.00	\$0.00	 Deferred
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**PROGRESS COMMENTS**

No budget for unspecified car park construction. Scott Reserve and Maida Vale Reserve carparks listed separately. Hartfield Park Rec Centre carpark expansion pending Cash In Lieu funding. Application awaiting release of Hartfield Park Master Plan.


2.3.3.26	Manage the supply and installation of sports lighting to the soccer oval at Hartfield Park	01/07/2009	31/03/2010	95	In Progress		\$420,870.00	\$458,970.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**

Works completed. Project is to be finalised upon receipt of operation manuals.



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2.1.2.2 Form a small multi-discipline team to assess and select the most suitable asset management software: Prioritise acquiring, installing and training for the software.	01/07/2009	31/05/2010	20	In Progress	265	\$16,951.00	\$118,000.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**


A multi-discipline team was formed. A number of meetings were held to receive feedback and to understand the team's expectations regarding software requirement . The team members are as below:

1. Manager Financial Services (Corporate Services)
2. Infrastructure Engineer (Engineering Services)
3. IT Coordinator (Corporate Services)
4. Coordinator Parks and Reserves (Engineering Services)
5. Manager Technical Services (Engineering Services)
6. Manager Strategic planning (Planning & Development Services)

The team after having few weekly meetings formalised the software specifications & the matrix for the selection of software.


Advertisement was placed in the West Australian on 7th November, 2009 seeking expression of interest from the prospective software suppliers.

The next stage for the selection of the software will be commencing after receiving submissions from the suppliers in response to the advertisement.

2.3.3.25 Manage the replacement of the roof and insulation to courts 5 and 6 at Ray Owen Sport Centre	01/09/2009	30/01/2010	100	Completed		\$164,465.00	\$150,000.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**


Work completed 1st week of December 2009.

2.3.3.36 Manage the installation of lighting at Reid Oval	01/07/2009	30/06/2010	98	In Progress		\$108,963.00	\$148,883.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**

Lighting installation at practical completion. On site inspection by Electrical Consultant identified minor outstanding items that need to be rectified prior to final payment.

Lights are currently fully operational and handed over to club for use.

2.3.2.45 Maida Vale Reserve Carpark - seal gravel	01/07/2009	30/06/2010	100	Completed		\$221,111.00	\$270,000.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**

Works completed.

General Services Committee Agenda 1 February 2010

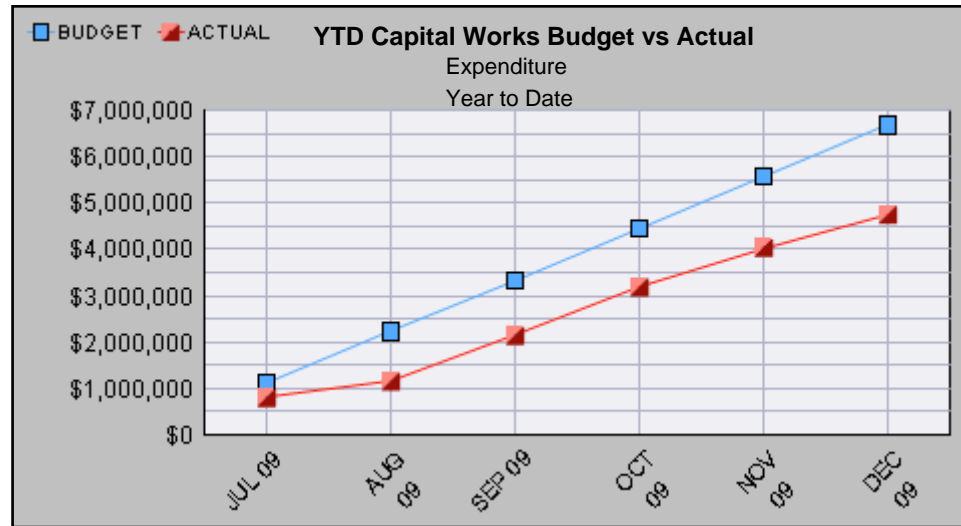
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2.3.2.43 Implement the annual light fleet replacement programme.	01/07/2009	30/06/2014		Ongoing	\$435,969.00	\$390,900.00	\$0.00	No Targets Set
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**PROGRESS COMMENTS**

On-going based on fleet utilisation.

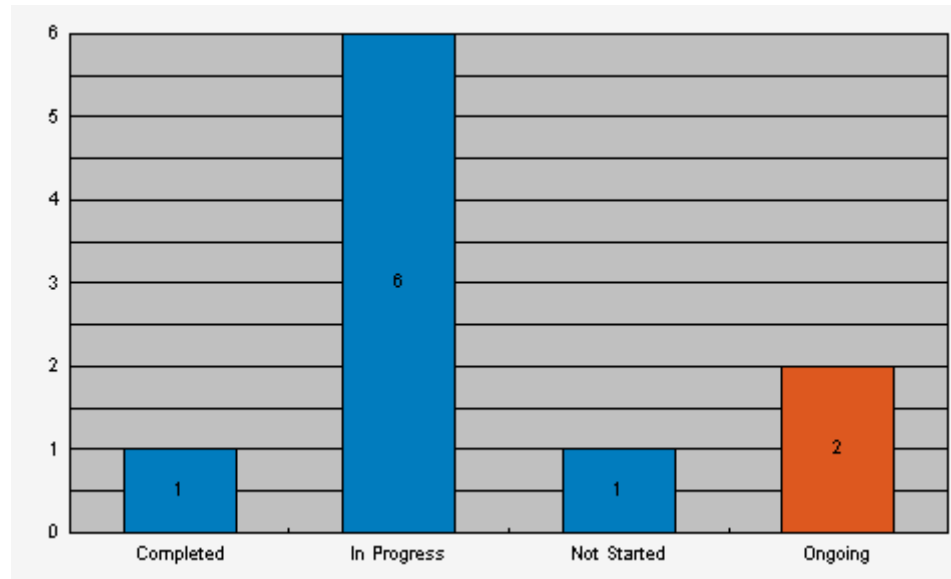
Financial Report-Organisational Summary



## Capital Works Financial Summary

	Variance %	Variance \$	Actual & Committed YTD	Budget YTD	Annual Budget	Actual YTD	Committed YTD
<b>BUILDING MAINTENANCE</b>							
Coordinate the implementation of the Fleming Reserve Redevelopment Plan.	-99.27%	(\$461,630.00)	\$3,370.00	\$465,000.00	\$930,000.00	\$3,370.00	\$0.00
Manage the construction of a new amenities building for the staff at the Shire's Operations Centre	-98.65%	(\$1,035,835.00)	\$14,165.00	\$1,050,000.00	\$2,100,000.00	\$14,165.00	\$0.00
Manage the refurbishment of the Kalamunda swimming pool	-62.46%	(\$458,423.00)	\$275,419.00	\$733,842.00	\$1,467,696.00	\$275,419.00	\$0.00
<b>TOTAL</b>	<b>-260.38%</b>	<b>(\$1,955,888.00)</b>	<b>\$292,954.00</b>	<b>\$2,248,842.00</b>	<b>\$4,497,696.00</b>	<b>\$292,954.00</b>	<b>\$0.00</b>
<b>ENGINEERING CONSTRUCTION</b>							
Construction of Abernethy Road dual carriageway.	3.74%	\$8,665.00	\$239,767.00	\$231,102.00	\$462,207.00	\$239,767.00	\$0.00
Implement annual road construction programme.	-15.55%	(\$210,633.00)	\$1,143,705.00	\$1,354,338.00	\$2,708,849.00	\$1,143,705.00	\$0.00
<b>TOTAL</b>	<b>-11.81%</b>	<b>(\$201,968.00)</b>	<b>\$1,383,472.00</b>	<b>\$1,585,440.00</b>	<b>\$3,171,056.00</b>	<b>\$1,383,472.00</b>	<b>\$0.00</b>
<b>ENGINEERING SERVICES DIRECTORATE</b>							
Manage the development of the Kalamunda Community and Cultural Centre.	-94.28%	(\$2,404,228.00)	\$145,772.00	\$2,550,000.00	\$5,100,000.00	\$145,772.00	\$0.00
<b>TOTAL</b>	<b>-94.28%</b>	<b>(\$2,404,228.00)</b>	<b>\$145,772.00</b>	<b>\$2,550,000.00</b>	<b>\$5,100,000.00</b>	<b>\$145,772.00</b>	<b>\$0.00</b>
<b>INFORMATION TECHNOLOGY</b>							
Upgrade of the telephone system and procedures regarding incoming calls to the Shire.	-100.00%	(\$124,998.00)	\$0.00	\$124,998.00	\$250,000.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>-100.00%</b>	<b>(\$124,998.00)</b>	<b>\$0.00</b>	<b>\$124,998.00</b>	<b>\$250,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>KHACC SERVICES</b>							
Manage the construction of the extension to provide additional accommodation at the Peter Anderton Lodge	93,555.00%	\$93,555.00	\$93,555.00	\$0.00	\$0.00	\$93,555.00	\$0.00
<b>TOTAL</b>	<b>93,555.00%</b>	<b>\$93,555.00</b>	<b>\$93,555.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$93,555.00</b>	<b>\$0.00</b>
<b>PARKS AND RESERVES</b>							
Implement Woodlupine Living Stream Project plan for the public open space area identified under the Wattle Grove urban area U9 structure plan.	-54.72%	(\$56,089.00)	\$46,409.00	\$102,498.00	\$205,000.00	\$46,409.00	\$0.00
<b>TOTAL</b>	<b>-54.72%</b>	<b>(\$56,089.00)</b>	<b>\$46,409.00</b>	<b>\$102,498.00</b>	<b>\$205,000.00</b>	<b>\$46,409.00</b>	<b>\$0.00</b>
<b>OVERALL NET</b>	<b>93,033.81%</b>	<b>(\$4,649,616.00)</b>	<b>\$1,962,162.00</b>	<b>\$6,611,778.00</b>	<b>\$13,223,752.00</b>	<b>\$1,962,162.00</b>	<b>\$0.00</b>

### Capital Works Projects



## Capital Works Details



At least 90% of action target achieved




Between 70 and 90% of action target achieved



Less than 70% of action target achieved

ACTION	START DATE	COMP. DATE	%COMP	STATUS	YTD ACTUAL EXPEND.	ANNUAL BUDGET	FORECAST	PROGRESS
2.3.2.46 Manage the construction of the extension to provide additional accommodation at the Peter Anderton Lodge	01/07/2009	30/06/2010	50	In Progress	\$93,955.00	\$0.00	\$0.00	 GREEN
<b>PROGRESS COMMENTS</b> Office accommodation Kalamunda Community Care tender has been let and works have commenced.								
2.3.3.28 Coordinate the implementation of the Fleming Reserve Redevelopment Plan.	01/07/2009	30/06/2011	30	In Progress	\$13,087.00	\$930,000.00	\$0.00	 GREEN
<b>PROGRESS COMMENTS</b> A contractor has been appointed for the Stage 1 footpath construction. Due for commencement early Jan 2010.								
2.3.4.7 Implement annual road construction programme.	01/07/2009	30/06/2014		Ongoing	\$1,161,248.00	\$2,708,849.00	\$0.00	No Targets Set
<b>PROGRESS COMMENTS</b> Grevillea Road completed Corella Road completed Kathleen Road completed Dundas Road completed Abernethy Road from Dundas to Kalamunda first layer of hotmix completed Lesmurdie and Welshpool intersection kerb and road repairs completed hotmix and brick paving outstanding								
4.3.2.2 Manage the development of the Kalamunda Community and Cultural Centre.	01/07/2009	30/06/2011	24	In Progress	\$192,705.00	\$5,100,000.00	\$0.00	 GREEN
<b>PROGRESS COMMENTS</b> Project Manager, Architect, Quantity Surveyor, Arts Coordinator, Artist and sub-consultants for the project have been appointed.  The Schematic Design was approved by Council at its Special Meeting on 30 November 2009. The architects and consultants will develop the design and specification during December 2009 and January 2010.								


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5.3.3.2 Upgrade of the telephone system and procedures regarding incoming calls to the Shire.	01/07/2009	30/06/2010	50	In Progress	271	\$0.00	\$250,000.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**

Some WAN upgrades completed and waiting on contractor to advise plan for remaining outstation upgrades.

Neil, Shaun and Kathy met with Telstra to further discuss VoIP solution and waiting on Telstra to provide a proposal. Further meetings have identified a solution to the outstation problems which will be instigated prior to the removal of lines at the end of December. The report from the Kalamunda Leadership Project Team is expected in early December which will provide a full detailed recommendation.


2.3.2.26 Manage the refurbishment of the Kalamunda swimming pool	01/07/2009	30/06/2010	90	In Progress		\$631,082.00	\$1,467,696.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**

Stage 1 of upgrade is now complete, with the exception of the grandstand seating and shade structure, which were deferred until the closure of the pool in April 2010.


During the upgrade, the following works were identified as major risk hazards and have been rectified or repaired:

- Active and stand-by slide pumps unserviceable
- Facility electrical wiring and site sub mains board unsafe
- Access ramps to water slides unsafe
- Quad slide structurally unsound
- Slide support structure corroded

2.3.2.28 Manage the construction of a new amenities building for the staff at the Shire's Operations Centre	01/12/2009	30/06/2011	0	Not Started		\$30,525.00	\$2,100,000.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**

Planning for the amenities block to commence once Operations Centre is finalised. Anticipated to commence design process early in 2010.


1.3.5.2 Implement Woodlupine Living Stream Project plan for the public open space area identified under the Wattle Grove urban area U9 structure plan.	01/07/2009	30/06/2010	50	In Progress		\$46,409.00	\$205,000.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**

Project Group meeting held on 8 December 2009 . Costings confirmed for multi use path, boardwalk areas, brick paving, rock pitching, undercover areas, street furniture. Work commencing prior to Christmas on Footpath, rock pitching. Purchase orders placed for landscape plantings street furniture and undercover areas.

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2.3.4.10 Construction of Abernethy Road dual carriageway.	01/07/2009	31/10/2009	100	Completed	\$265,415.00	\$462,207.00	\$0.00	 GREEN
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**PROGRESS COMMENTS**

Completed



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*Declaration of financial/conflict of interests to be recorded prior to dealing with each item.*

## **9.11 Appointment of Authorised Person**

Previous Items: GS 2009 December Report 9.9 GS 2008/140  
Service Area: Community Development  
Author: Jonathan Smith  
File Reference: LE-ACT-044  
Applicant:  
Owner:

### **PURPOSE**

1. For Council to consider appointing Environmental Health Officer Sarah Althorpe as an "Authorised Person" and a "Designated Officer" for the purposes of the Food Act 2008 and as an "Authorised Person" for the purposes of the Caravan Park and Camping Grounds Act 1995.

### **BACKGROUND**

2. Various functions of the Local Government are required to be carried out by "Authorised Persons". The Authorised Person is appointed by the Local Government.

### **DETAILS**

3. Council may appoint an "Authorised Person" for the purpose of carrying out the functions under the Food Act 2008. The person appointed is required to have appropriate qualifications and experience. A person who holds the office of Environmental Health Officer under the Health Act 1911 meets these requirements.
4. Council may also designate certain authorised persons under section 123 (13) of the Food Act 2008 to be able to issue infringements.
5. Council may appoint an "Authorised Person" for the purpose of carrying out the functions as required under the Caravan Parks and Camping Grounds Regulations 1995.

### **STATUTORY AND LEGAL IMPLICATIONS**

6. Food Act 2008  
Caravan Parks and Camping Grounds Act 1995

### **POLICY IMPLICATIONS**

7. Strategy 1.6.8: provide quality public and environmental health services which comply with and exceed relevant legislation.

### **PUBLIC CONSULTATION/COMMUNICATION**

8. Nil.

**FINANCIAL IMPLICATIONS**

9. Designated Officers may issue food business related infringements under certain circumstances.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

10. Nil.

**OFFICER COMMENT**

11. Sarah Althorpe commenced as an Environmental Health Officer with the Shire of Kalamunda on 4 January 2010. In order to be able to undertake required responsibilities in regard to food businesses and caravan parks it is recommended that Council appoint Sarah Althorpe as an "Authorised Person" and "Designated Officer" for the purposes of the Food Act 2008, and an "Authorised Person" for the purposes of the Caravan Park and Camping Ground Act 1995 excluding infringement functions contained in section 23 (2) (3) (5) and (7).

**MEETING COMMENT**

- 12.

**OFFICER RECOMMENDATION****GS-11/2010**

1. That Council resolves to appoint Environmental Health Officer Sarah Althorpe as an:
  - (a) Authorised Person under section 122 (1) of the Food Act 2008 and
  - (b) Authorised Person under section 17 of the Caravan Parks and Camping Grounds Act 1995 excluding section 23(2) (3) (5) and (7).
2. That Council designates Environmental Health Officer Sarah Althorpe as a Designated Officer for the purposes of section 126(2) of the Food Act 2008.

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*Declaration of financial/conflict of interests to be recorded prior to dealing with each item.*

## **9.12 Local Area Traffic Management Plan - Cyril Road**

Previous Items: N/A  
Service Area: Engineering  
Author: Kanwal Singh  
File Reference: EG-RDM-014  
Applicant: N/A  
Owner: N/A

### **PURPOSE**

1. To include the project for the installation of rubberised speed cushions on Cyril Road, High Wycombe in the 2009/10 Works Programme. This project has been approved by Main Roads Western Australia under Anti Hoon Speed Humps Program for the year 2009-10

### **BACKGROUND**

2. Anti hoon speed humps program was initiated by the State Government in the year 2008-09 by committing funding of \$2 million over 4 years with \$0.5 million allocated for each year. The program is aimed at further improving road safety across Western Australia with a particular emphasis on the reduction of hoon behaviour on Local Government roads.
3. Under the program all local roads will be eligible for funding but preference will be given to residential streets. The Shire of Kalamunda was successful to obtain funding under the Anti Hoon speed hump program for the year 2009-10 for Cyril Road, High Wycombe to install speed cushions. For the year 2008-09, McRae Road, Kalamunda project was approved which was fully funded by the State Government (MRWA).

### **DETAILS**

4. For the first year of the program i.e. for year 2008-09, the projects were fully funded by the State Government due to the late announcement of the program. For the three subsequent years the program will fund 2/3<sup>rd</sup> of the cost of the projects while the balance 1/3<sup>rd</sup> need to be funded from the Council resources.
5. For the 2009/10 financial year, the Shire submitted nominations for Cyril Road, Edney Road, Bougainvillea Road and Orange Valley Road for funding under the program. As maximum of one project for individual LGA to be funded in one financial year, therefore Cyril Road project based on the relative scores was approved.
6. The total approved cost of the project for the installation of speed Cushions is estimated at \$40,800. Contribution from Main roads would be \$27,200 which is available in the current financial year while \$13,600 needs to be contributed from Municipal resources to undertake the project.
7. A project for improvements at the intersection of Kalamunda Road and Midland Road is included in the current financial years Works Programme, with part funding

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from the Regional Road Group. However, this project was unsuccessful in receiving funds. Accordingly, it is proposed that this project is deleted from the current years programme and resubmitted to the Regional Road Group for funding in the next financial year. Council Contribution of \$35,032 for this project could be used to fund the Council Contribution of estimated \$13,600 required for the Cyril Road Project

#### **STATUTORY AND LEGAL IMPLICATIONS**

8. N/A

#### **POLICY IMPLICATIONS**

9. N/A

#### **PUBLIC CONSULTATION/COMMUNICATION**

10. MRWA's requirements is that community consultation must be undertaken before the installation of speed cushions and Council must endorse the project and that the treatments are to remain in place for a minimum of three years from installation.
11. The Shire sent a letter to property owners on Cyril Road, with a response form seeking information if they support or do not support the installation of Speed Cushions.
12. From the 12 responses received, 4 respondents 'Do Not Support' the speed bumps, the main concern being noise pollution. There were 7 respondents 'Support' the bumps, some with suggestions of locations. 1 respondent requested more information on the product and location before supporting / not supporting the project.
13. A summary of the public consultation is included in *Attachment 1*

#### **FINANCIAL IMPLICATIONS**

14. As approval was only received in December 2009, and on the previous year's grants being fully funded, there was no provision made in the 2009/10 budget for this project.
15. Council contribution of \$13,600 for Cyril Road project can be utilised from the 2009-10 budgeted project of Midland Road/ Kalamunda road intersection as the project was not endorsed by Main Roads WA (Cost Code 3153).

#### **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

16. N/A

#### **OFFICER COMMENT**

17. The Shire has received a number of complaints regarding speeding on Cyril Road, which lead to the road being nominated for the Anti Hoon Speed Hump Program.

18. There are few objections relating to the noise pollution but the rubber product being used as speed cushion has reduced noise in comparison to ordinary speed humps. The noise is generally generated by loose loads carried on commercial vehicles. These speed humps are designed in such a way that trucks, ambulances and emergency vehicles are not impacted by these humps. Similar speed cushion has already been installed on McRae Road and no complaints have been received in regards to the noise pollution.
19. The Shire will lose the grant funding if there is no Council support of the installation of the speed cushions.

**MEETING COMMENT**

- 20.

**OFFICER RECOMMENDATION****GS-12/2010**

1. That Council support the installation of the speed cushions in Cyril Road, High Wycombe
2. That Council approve the transfer of \$13,600 from the Kalamunda road / Midland Road intersection project funded in the 2009-10 financial year (Cost code 3153) to enable completion of the Cyril Road project in the current financial year.

<b>Cyril Road Summary – Response to Speed Bumps</b>				
<b>Contact Person</b>	<b>Address</b>	<b>Objection</b>	<b>REF</b>	<b>Reason</b>
BK Hunt	9 Cyril Road	Yes	ILT-101635	Inconvenience, noise pollution, environmental pollution, wear and tear on vehicles.
MK Jemmett	77 Cyril Road	Yes	ILT-101564	None
Ross Lambert	39A Cyril Road	Yes	ILT-101874	Noise, safety issue, wear and tear on vehicles, would like to see long roads made into cul-de-sacs
David Neve	21 Cyril Road	Maybe	ICS-16476	Would like to discuss into more detail.
Phil Bowring	6 Cyril Road	Yes	ILT-101420	Noise
Nina Lytton	67 Cyril Road	No	ILT-101506	In Support
Alan Field	20A Cyril Road	No	ILT-101739	In Support
S Ames	44 Cyril Road	No	ILT-101706	In Support – however please review location
RL & KM Brady	4 Cyril Road	No	ILT-101480	In Support
C Wallis	34 Cyril Road	No	ILT-101443	In Support – suggestion to location, would like to see police.
AS Gregory	27 Cyril Road	No	ILT-102249	In Support
WD Macarthur	22 Cyril Road	No	ILT-101472	In Support

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*Declaration of financial/conflict of interests to be recorded prior to dealing with each item.*

### **9.13 Renewal of Contract for Provision of Bins - Natsales Australia Pty Ltd**

Previous Items: GS 60/1999, GS 136/1999, GS 96/2004, GS 127/2009  
Service Area: Engineering  
Author: Mahesh Singh  
File Reference: HE-RLW-010HE-RLW-010  
Applicant: Natsales Australia Pty Ltd  
Owner: N/A

#### **PURPOSE**

1. To consider a request from Natsales Australia, to be permitted to exercise the option to renew their Contract.
2. This report was presented to the December 2009 General Services Committee Meeting. At that meeting the item was deferred to the Ordinary Council Meeting, pending response to questions on notice and further clarification. Although the responses and clarification were provided via memo by the Director of Corporate Services as **(Attachment 2)**, Council did not make a decision. Accordingly the item is presented again.

#### **BACKGROUND**

3. On the 20 December 1999 Council agreed to enter into a Memorandum of Agreement for Natsales Australia Pty Ltd (Natsales) for a period of 5 years with a right of renewal for similar term, for the placement of advertising upon roadside bin enclosures.
4. The green fibreglass bin enclosures and the mobile garbage bins are provided and maintained by Natsales.
5. The Agreement permits the placement of up to 50 bin enclosures in the Shire of Kalamunda, with the majority of bins located in the foothills.
6. In November 2004, Council exercised their option to extend the Memorandum of Agreement into a second term, effective from the 21<sup>st</sup> December 2004 until the 21<sup>st</sup> November 2009.

#### **DETAILS**

7. Natsales have formally applied for Council to renew their Contract for a further 5 years, with an option to extend for a further 5 years, as per the current Agreement, which is shown at **(Attachment 1)**

#### **STATUTORY AND LEGAL IMPLICATIONS**

8. N/A

#### **POLICY IMPLICATIONS**

9. N/A

**PUBLIC CONSULTATION/COMMUNICATION**

10. N/A

**FINANCIAL IMPLICATIONS**

11. The bins are provided at no cost to the Shire of Kalamunda.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

12. N/A

**OFFICER COMMENT**

13. During the past ten years Natsales have continued to provide a professional service, with damage to the bins being dealt with in a timely and satisfactory manner.
14. Natsales have also maintained compliance with the Contract Guidelines, included in the Memorandum of Agreement (*Attachment 1. Annexure A*)
15. In view of the mutual benefit the partnership affords and the level of compliance by Natsales, it is proposed that the Contract be renewed for a period of 5 years with an option to extend for a further 5 years.
16. There is no change to the original Terms of Agreement.

**MEETING COMMENT**

- 17.

**OFFICER RECOMMENDATION****GS-13/2010**

1. That Council support the Memorandum of Agreement with Natsales for the provision of bins, for a period of 5 years, ending on the 31 December 2014, with an option to extend for a further 5 years.



## **MEMORANDUM OF AGREEMENT**

Made and entered into by and between

**SHIRE OF KALAMUNDA**  
P.O. Box 42 KALAMUNDA WA 6926

(Hereinafter referred to as THE LOCAL GOVERNMENT)

herein represented by

**Mr James Trail**

In his capacity as  
**Chief Executive Officer**

of the said Municipality

AND

**NATSALES AUSTRALIA (PTY)  
LTD**

A.C.N 081 446 746

PO Box 39, Melville WA 6956

(Hereinafter referred to as THE CONTRACTOR)

herein represented by

**ANTHONY MARWICK**

In his capacity as  
**Managing Director**

**NOW THEREFORE: It is agreed between the parties as follows:**

1. The Local Government hereby agrees to permit the Contractor at no cost to the Local Government to continue to supply, deliver, erect and maintain the LITTER BINS in accordance with photographs, specifications and samples currently exhibited to and approved by the Local Government within the boundaries of the municipality.
2. The quantity of the LITTER BINS and their location within the said Municipal area are determined by mutual agreement between the parties hereto from time to time. In giving effect to the foregoing, the parties undertake to act in a reasonable manner, having due regard to their respective rights and interests herein.
3. The Local Government hereby grants to the Contractor, the sole and exclusive rights to use this concept and to erect and advertise on the above described LITTER BINS during the currency of this agreement or any renewal period hereof.
4. The LITTER BINS are supplied and erected at particular sites by the Contractor for LITTER BINS. The LITTER BINS are positioned erected and securely fixed by the Contractor at pre-determined sites as agreed upon by the parties and are maintained by the Contractor in good order and repair.
5. The Contractor specifically undertakes that in any event of any of the units requiring replacement at any time during the currency of this agreement or any renewal period, it will at its own cost replace such LITTER BINS.
6. It is specifically agreed that the Local Government shall at all times have the right to require the contractor to remove any display panels, advertisement or any photograph or picture or any other matter or drawing which the Local Government does not approve, either on the grounds of public morals or normal standards of decency. The Contractor hereby agrees that it will forthwith remove or alter, to the satisfaction of the Local Government any of the display panels or offending material from the LITTER BINS when requested to do so by the Local Government.
7. The Contractor agrees that it will at all times keep the LITTER BINS and any advertisements in good order and condition and that it will replace from time to time any advertisements that, through wear and disfigurement or from any other cause, have become unsightly and objectionable.
8. Notwithstanding the fact that the Chief Executive Officer may have furnished his approval and consent to the publication of any advertisement which may later prove to be the subject of objection or litigation, the Contractor hereby indemnifies the Local Government from all and any claims of whatsoever nature (including any legal costs that the Local Government may incur) arising from any advertisement matter appearing on the afore-said LITTER BINS and further undertakes to remove any advertisement that might be the subject of reasonable objection by any other person or body of person.

9. The Contractor undertakes that it will at all times during the currency of this Agreement or renewal period, be covered by an adequate public liability insurance policy in order to cover any possible liability of the Contractor in respect of any action which may be brought against it or the Local Government by any third Party or any member of the public arising out of the installation and/or advertising on the LITTER BINS including all legal costs flowing from such action. The Contractor agrees that it will pay all premiums in respect of the above insurance policy regularly and on due date so as to keep such policy in full force and effect at all times. The Contractor further agrees that it will submit from time to time, all receipts providing the due payment by the Contractor of the aforesaid premiums to the Local Government for its perusal and inspection.

10. The Contractor hereby accepts full responsibility for replacement of LITTER BINS damaged by vandals or in any motor accident or any other cause whatever, provided that should the Contractor fail to replace such damaged units after reasonable notice has been given to so do it, the damaged units may be removed by the Local Government and disposed of them at the cost of the Contractor. Any action taken by the Local Government in terms of this clause shall be deemed to be without prejudice to any other legal rights the Local Government may have under this agreement.

11. It is agreed that, subject to hereof, the LITTER BINS supplied by the Contractor as above, shall at all times be and remain the sole property of the Contractor.

12. The Contractor hereby specifically undertakes that when exercising its advertising rights on the LITTER BINS as above set out, it will in all cases give preference to local advertisers.

13. In the event of the Contractor failing to carry out any one or more of its obligations and continuing so to fail notwithstanding receipt of 14 (fourteen) days notice in writing to remedy such failure, then the Local Government shall have the right by certified mail addressed to the Contractor, to terminate this agreement forthwith without the payment of any compensation or damages of any nature whatsoever to the Contractor. The Contractor hereby expressly waives any right to claim under common law for any damages or loss it may sustain by virtue of such termination.

14. This agreement shall be binding upon the executors, administrators, assigns, successors and heirs (as the case may be) of each of the parties hereto.

15. This agreement constitutes the sole record and supersedes any other agreement that might have hitherto existed between the parties in relation to its subject matter.

16. No addition to, variation or amendment of this agreement shall be of any force or effect unless in writing signed by or on behalf of each of the parties.

17. No indulgence which any of the parties may grant to the other of them shall constitute a waiver of any of the rights of any party who shall not thereby have been precluded from any rights against any other party which may have arisen in the past or which may arise in the future.

18. No party shall be bound by any express or implied term, representation, warranty, undertaking, promise or the like not recorded herein.

19. The provisions of this agreement and all warranties given to any party hereto and each party giving same shall survive completion.

20. This agreement may be executed in any number of counterparts and all such counterparts taken together shall be deemed to constitute one and the same instrument.

21. The rights, powers and remedies provided in this agreement are cumulative with and not exclusive of the rights, powers or remedies provided by law independently of this agreement.

22. The parties to this agreement covenant with each other that they will sign, execute and do all such further documents, acts, matters and things as may be required or necessary for more properly giving effect to the provisions of this agreement.

23. Each of the terms and conditions of this agreement shall be deemed to be separate and severable from the other of them and if any one or more thereof are determined to be invalid or unenforceable by any court of competent jurisdiction, such determination and the consequential severance (if any) shall not invalidate the rest of the agreement which shall remain in full force and effect as if such terms and conditions had not been made a part thereof.

24. This agreement shall be governed by, constructed and take effect in accordance with the laws of Western Australia and the parties irrevocably submit to the non exclusive jurisdiction of the Courts of Western Australia.

25. This agreement shall be deemed to come into operation on the:

21<sup>st</sup> November 2009

and shall, subject to the condition of this agreement, endure for a period of 5 (five) years commencing on the:

21<sup>st</sup> November 2009

and terminating on the:

21<sup>th</sup> November 2014

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26.1 Any notice required to be given or made by or pursuant to this agreement, shall be made or given in writing or by facsimile at the addresses stipulated in this agreement.

26.2 Notices shall be deemed to have been received:

- 26.2.1 if personally served, at the time of service
- 26.2.2 if mailed, on the third day after mailing; and
- 26.2.3 if sent by facsimile, on the day the same are dispatched;

26.2.4 if either party may change their address or facsimile number by giving notice to that effect to the other party pursuant to the earlier provisions hereof provided that such new address, or facsimile is in the State of Western Australia.

26.3 The parties hereto choose domicilium citandi et executandi as follows:

THE LOCAL GOVERNMENT:

Facsimile: (08) 93982922

2 Railway Road,  
Kalamunda  
W.A. 6076

Postal Address  
P.O Box 42 Kalamunda W.A. 6926

THE CONTRACTOR:

P O Box 39  
Melville  
W.A 6956

Facsimile: (08) 9314 7955

27. The Contractor, providing it has fulfilled its obligations under this agreement to the satisfaction of the Local Government, shall have the option to renew this agreement upon the same terms and conditions as contained herein for a further period of five (5) years from the date of expiration hereof. The Contractor will provide the Local Government at least three (3) months prior notice of its intention so to exercise this option of renewal.

28. The Contractor agrees to supply the Local Government one (1) panel of advertising space on each of the four (4) sided LITTER BINS installed, for the Local Government's own promotion and advertising purposes. All artwork and printing costs associated with this panel shall be borne by the Local Government. This advertising space will be supplied by the Contractor at NO COST to the Local Government. The advertising panel supplied shall face away from the road.

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DATED AT.....THIS.....DAY of November.....2009

AS WITNESSES:

1. ....

.....  
For the Local Government

DATED AT.....THIS.....DAY of November.....2009

AS WITNESSES:

1. ....

.....  
For Natsales Australia Pty Ltd

## Annexure "A"

### Guidelines for the placement of Natsales Roadside Litter Bins

#### Objectives:

- Provide a framework to achieve roadside advertising which is safe and effective from a road safety perspective;
- To ensure that the advertising material and placement of the litter bins does not offend or inconvenience resident's or detract business away from existing Shire of Kalamunda business;
- To assist in achieving a consistency and quality of advertising to benefit both the residents of the Shire of Kalamunda and potential advertisers.

#### Location/Placement of Units

All proposed litter units must comply with following criteria:

- Installation of units is on the basis of replacing existing Shire of Kalamunda litter bins only;
- Units are to be located a minimum of one metre back from the face of the kerb unless otherwise approved by the Shire of Kalamunda;
- Under no circumstances are units to obstruct foot or cycle paths;
- With the approval of the Shire of Kalamunda, actual position of the units may vary from that of the existing bin to provide better visibility eg. On the approach side of a bus shelter rather than behind a shelter;
- No more than fifty units are permitted to be installed by Natsales from a choice of a total of fifty-six location as selected by Council. **Any increase in the number of units must be through Council approval.**
- **The majority of units must be in the foothills area ie Wattle Grove, Maida Vale, Forrestfield and High Wycombe.**
- Any bins stolen or damaged are to be replaced, repaired or cleaned within 2 working days.

#### Advertising Material on Litter Bins

- No advertising in competition with adjacent businesses will be permitted;
- No political or offensive advertising will be permitted;
- The Shire of Kalamunda reserves the right to remove or require the removal of signs that are considered to be unacceptable;

#### Indemnity

- Natsales is to indemnify Council against any liability that the local government may incur in connection with the construction, maintenance or use of the bins to the amount of \$10 million dollars.

File Number:	
Date:	16 December 2009
Officer:	DCS - Neil Wilson



## Internal Memorandum

**Memo To:** Shire President and Councillors  
**Subject:** **GSC 9.11 Natsales Australia**

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Councillors

Councillors are advised that following comments made in respect to the above agenda item staff have investigated and advise that;

1. According to Natsales the direction to place the majority of units in the Foothills came from Council to Natsales at the time of the original application and contract. It is believed that the basis for such a direction was the higher need for roadside bins in these growth areas.
2. In respect to the Trade Practices Act, restrictive Trading, neither Natsales nor staff can see any application to this contract. This is a small operation which has been in existence for over 10 years with no issued raised.

I trust this information is of assistance.

Regards

Neil Wilson  
**Director of Corporate Services**



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## **10. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

### **10.3 Question regarding sitting outside cafés with dogs**

- Q. A Councillor had been approached by residents who asked if the proposed new law would affect people who wish to sit outside at a café for a coffee with their dog. The Director of Corporate Services would have the situation clarified for Councillors
- A. The situation with dogs in public places is very clear; dogs with the exception of disability dogs are prohibited from entering or being in any premises or vehicle classified as food premises or food vehicles. There is no choice for Council; this is under the Health (Food Hygiene) Regulations 1993 and from October 2009 the Food Act. It should be noted that a food premises includes alfresco eating areas. The policing practice at the Shire of Kalamunda in regards to this Law has been to act on complaint.

### **10.4 Question Regarding Dog Walking Areas**

- Q. A Councillor asked if the area between Hartfield Park Golf Course and Tonkin Highway is identified as a dog walking area and if not could it be in the future. This question was taken on notice.
- A. No changes were made to this section other than the addition of the two new dog exercise areas, Ollie Worrell Reserve in High Wycombe and the Reserve bordered by Lenihan Corner, St John Road and The Promenade in Wattle Grove. As detailed in the Report these areas were suggested by Ranger staff due to the lack of such facilities in the foothills.

### **10.5 Question regarding Item 9.11 Renewal of Contract for Provision of Bins - Natsales Australia Pty Ltd.**

- Q. A Councillor queried whether point (3) of the Memorandum of Agreement complied with the Trade Practices Act. This question was taken on notice.
- A. In respect to the Trade Practices Act, restrictive Trading, neither Natsales nor staff can see any application to this contract. This is a small operation which has been in existence for over 10 years with no issues raised.

### **10.6 Question relating to skateboarding neighbours (Cr Stallard)**

- Q. Does the Health Act have the capacity to stop any noxious effects to surrounding land owners coming from a particular residence? This question was taken on notice.
- A. The Health Act 1911 contains provisions for dealing with specific nuisances. Specified nuisances must be such that they are a nuisance or offensive or injurious or dangerous to health and while not limited to in some situations may relate to: foul or out of repair sanitary conveniences or drains, overcrowded premises, premises in poor condition, poorly drained land, keeping of animals, premises in a state as to allow harbourage of rats and smoke.

Noise is covered by the Environmental Protection Act 1995 and the Environmental Protection (Noise) Regulations 1997

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**11. QUESTIONS BY MEMBERS WITHOUT NOTICE**

**12. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

**13. MATTERS CLOSED TO THE PUBLIC**

**14. CLOSURE**