

Corporate & Community Services Committee Meeting

Agenda for Monday 15 April 2013

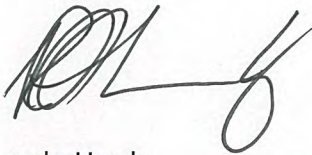


**shire of
kalamunda**

NOTICE OF MEETING CORPORATE & COMMUNITY SERVICES COMMITTEE

Dear Councillors

Notice is hereby given that the next meeting of the Corporate & Community Services Committee will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Monday 15 April 2013 at 6.30pm**. Dinner will be served prior to the meeting, at 5.30pm.



Rhonda Hardy
Acting Chief Executive Officer
10 April 2013

Our Vision and Our Values

Our Vision

The Shire will have a diversity of lifestyle and people. It will take pride in caring for the natural, social, cultural and built environments and provide opportunities for people of all ages.

Our Core Values

Service – We deliver excellent service by actively engaging and listening to each other.

Respect – We trust and respect each other by valuing our difference, communicating openly and showing integrity in all we do.

Diversity – We challenge ourselves by keeping our minds open and looking for all possibilities and opportunities.

Ethics – We provide honest, open, equitable and responsive leadership by demonstrating high standards of ethical behavior.

Our Aspirational Values

Prosperity – We will ensure our Shire has a robust economy through a mixture of industrial and commercial development.

Harmony – We will retain our natural assets in balance with our built environment.

Courage – We take risks that are calculated to lead us to a bold new future.

Creativity – We create and innovate to improve all we do.



INFORMATION FOR THE PUBLIC ATTENDING COMMITTEE OR COUNCIL MEETINGS

Welcome to this evening's meeting. The following information is provided on the meeting and matters which may affect members of the public.

If you have any queries related to procedural matters, please contact a member of staff.

Council Chambers – Seating Layout



Standing Committee Meetings – Procedures

1. Standing Committees are open to the public, except for Confidential Items listed on the Agenda.
2. Shire of Kalamunda Standing Committees have a membership of all 12 Councillors.
3. Unless otherwise advised a Standing Committee makes recommendations only to the next scheduled Ordinary Council Meeting.
4. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice prior to the meeting from a Shire Staff Member.
5. Members of the public are able to ask questions at a Standing Committee Meeting during Public Question Time. The questions should be related to the purposes of the Standing Committee.
6. 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 Standing Committee Meeting.
7. Comment from members of the public on any item of the Agenda is usually limited to three minutes and should address the Recommendations at the conclusion of the report.
8. To facilitate the smooth running of the meeting, silence is to be observed in the public gallery at all times except for Public Question Time.
9. All other arrangements are in general accordance with Council's Standing Orders, the Policies and decision of person chairing the Committee Meeting.

Emergency Procedures

Please view the position of the Exits, Fire Extinguishers and Outdoor Assembly Area as displayed on the wall of Council Chambers.

In case of an emergency follow the instructions given by Council Personnel.

We ask that you do not move your vehicle as this could potentially block access for emergency services vehicles.

Please remain at the assembly point until advised it is safe to leave.

INDEX

1.0	OFFICIAL OPENING	6
2.0	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED	6
3.0	PUBLIC QUESTION TIME.....	6
4.0	PETITIONS/DEPUTATIONS.....	6
5.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	6
6.0	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	6
7.0	MATTERS FOR WHICH MEETING MAY BE CLOSED	6
8.0	DISCLOSURE OF INTERESTS	6
9.0	REPORTS TO COUNCIL	7
20	DEBTORS AND CREDITORS REPORTS AND ACCOUNTS PAID MARCH 2013.....	8
21.	RATES DEBTORS REPORT FOR THE PERIOD ENDED 31 MARCH 2013	51
22.	VETERAN CAR CLUB OF WA (INC) – 21 YEAR LEASE TERM.....	55
23.	COMMEMORATIVE TREE PLANTING	58
24.	ADOPTION OF GOVERNANCE FRAMEWORK.....	63
25.	SCOTT RESERVE LEASE AGREEMENT.....	122
26.	EXPRESSION OF INTEREST – EOI 1301 – LOTS 7, 8, 4255 LEWIS ROAD WATTLE GROVE	132
10.0	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	136
11.0	QUESTIONS BY MEMBERS WITHOUT NOTICE	136
12.0	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	136
13.0	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION.....	136
14.0	MEETING CLOSED TO THE PUBLIC	136
15.0	CLOSURE	136

AGENDA

1.0 OFFICIAL OPENING

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

3.0 PUBLIC QUESTION TIME

A period of not less than 15 minutes is provided to allow questions from the gallery on matters relating to the functions of this Committee. For the purposes of Minuting, these questions and answers are summarised.

4.0 PETITIONS/DEPUTATIONS

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 18 March 2013 are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the minutes as a true and accurate record of the meeting of 18 March 2013".

6.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 **26. Expression of Interest – EOI 1301 – Lots 7, 8, 4255 Lewis Road, Wattle Grove** - (Attachment 1) Provided under separate cover.
Reason for Confidentiality – *Local Government Act 1995*: Section 5.23 (2) (c), "a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting."

8.0 DISCLOSURE OF INTERESTS

8.1 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*.)

8.2 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.

9.0 REPORTS TO COUNCIL

Please Note: declaration of financial/conflict of interests to be recorded prior to dealing with each item.

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

20 Debtors and Creditors Reports and Accounts Paid March 2013

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachment 1	Summary of Debtors for the period ended 31 March 2013
Attachment 2	Summary of Creditors for the period ended 31 March 2013
Attachment 3	Creditors Payment List for the period 7 March to 27 March 2013

PURPOSE

1. To receive a monthly report on debtors and creditors (Attachments 1 and 2).
2. To receive creditor accounts paid during the period 7 March to 27 March 2013 (Attachment 3).

BACKGROUND

3. Attached are the reports detailing aged Debtors (Attachment 1) and Creditors (Attachment 2) as at 31 March 2013.
4. Council has requested reports detailing outstanding debtors and creditors on a monthly basis.

DETAILS

Debtors

5. Invoices over 30 days total \$20,088.46. Debts of significance for which reminder notices have been sent:
 - Department of Education \$5,629.85 – operational expenses.
 - Zig Zag Café \$3,232 – Lease charges.
 - Local Government Insurance \$2,208.47 – reimbursement – electrical tagging.
6. Invoices over 60 days total \$9,196.21. Debts of significance:
 - Dome Coffees Australia \$1,301.34 – operational expenses. Reminder invoice spent – further contact pending.
 - Zig Zag Café \$2,241.38 – hire/operational expenses.
7. Invoices over 90 days total \$81,111.37. Debts of significance:
 - Lesmurdie Tennis Club \$28,218.60 – contribution to the extension of the Club Rooms. Community Development is currently negotiating with the Club regarding issues. The Shire President met them on 7 March 2013.

- Forrestfield United Soccer Club \$21,677.51 loan instalments, reserve hire and operational expenses. There is a fortnightly direct debit of \$1,200 in place. The Club paid an additional \$2,552.37 against current invoices. An email was received from the Club treasurer to reassure the Shire of their intention to clear the outstanding amount during 2013.
- Bronzewing Investments \$11,416.00 – purchase of plants – monthly instalments negotiated. Final payment due on 02 April 2013.
- Municipal Workforce \$5,643.87 – claim queried – HR is managing the issue.
- Kalamunda Chamber of Commerce \$3,694.00 – annual lease fees. Fortnightly direct debit \$283.
- Zig Zag Café \$3,403.34 – monthly lease/operational expenses. Final payment notice issued.
- Kalamunda Cricket Club \$2,571.61 – operational expenses. The Club queried retrospective expenses and the issue was forwarded to Leases and Licences section to clarify.

Creditors

8. Payments totalling \$4,766,914.82 were made during the month of March 2013. Standard payment terms are 30 days from the end of month, with local business and contractors on 14 day terms. All contractors, trades and suppliers are advised of the Shire's preference to pay by Electronic Funds Transfer (“EFT”) for efficiency and cost savings.
9. Invoices showing as outstanding for more than 60 and 90 days are the result of the original invoice documentation not being received by Finance.

10. Significant payments made in the month were:

Supplier	Purpose	\$
ATO	PAYG Tax	263,891.86
Cleanaway	Domestic Refuse Collection	195,971.02
EMRC	Domestic Waste Charges	325,117.65
McKay Earthmoving Pty Ltd	Plant Equipment Hire	44,794.75
West Australian Treasury Corporation	Loan 224 to 228 Instalments	278,097.85
YMCA of Perth Inc	Kalamunda Waterpark Management Fees	56,613.59
Synergy	Street lighting	183,761.00
WA Local Govt Super	Staff Super Contributions	150,550.39
Fulton Hogan Industries Ltd	Road materials various locations	220,354.13
Mcintosh & Son	Purchase of plant	296,271.01
Dept. of Fire & Emergency	Third Quarter Emergency Services Levy Contribution	1,334,048.10
Total		3,349,471.35

-
11. The above represents 70% of all payments for the month.

STATUTORY AND LEGAL IMPLICATIONS

12. Nil.

POLICY IMPLICATIONS

13. Nil.

PUBLIC CONSULTATION/COMMUNICATION

14. Nil.

FINANCIAL IMPLICATIONS

15. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

16. *Kalamunda Advancing: Strategic Community Plan to 2023*
OBJECTIVE 6.8 – To ensure financial sustainability through the implementation of effective financial management, systems and plans.
Strategy 6.8.4 Provide effective financial services to support the Shire's operations and to meet sustainability planning, reporting and accountability requirements.

Sustainability Implications

Social Implications

17. Nil.

Economic Implications

18. Nil.

Environmental Implications

19. Nil.

OFFICER COMMENT

20. Nil.

OFFICER RECOMMENDATION (C&C 20/2012)

That Council:

1. Receives the outstanding debtors (Attachment 1) and creditors (Attachment 2) reports for the period ended 31 March 2013.
2. Receives the list of creditors paid during the period 7 March to 27 March 2013 (Attachment 3) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.

Moved:

Seconded:

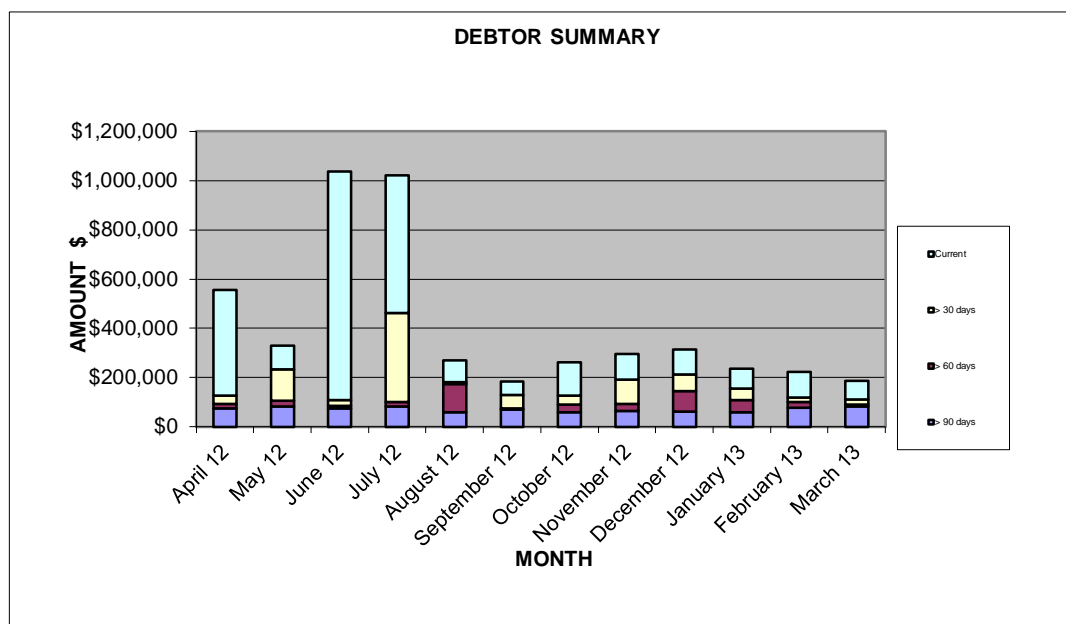
Vote:

Attachment 1

**Summary of Debtors
 For the period ended 31st March 2013**

Sundry Debtors Trial Balance - Summary Aged Listing

	> 90 days	> 60 days	> 30 days	Current	Total
April 12	\$73,797	\$19,947	\$32,462	\$430,258	\$556,464
May 12	\$81,227	\$23,488	\$127,331	\$96,775	\$328,820
June 12	\$74,201	\$9,487	\$25,123	\$927,493	\$1,036,304
July 12	\$81,218	\$19,540	\$361,204	\$560,352	\$1,022,313
August 12	\$58,924	\$114,643	\$7,994	\$87,469	\$269,031
September 12	\$70,242	\$4,613	\$54,323	\$54,074	\$183,252
October 12	\$57,664	\$31,443	\$36,312	\$135,754	\$261,173
November 12	\$63,746	\$29,488	\$97,046	\$106,392	\$296,672
December 12	\$62,557	\$81,810	\$68,850	\$101,098	\$314,316
January 13	\$58,449	\$48,824	\$48,471	\$80,427	\$236,171
February 13	\$76,014	\$23,599	\$17,881	\$105,556	\$223,051
March 13	\$81,111	\$9,196	\$20,088	\$75,939	\$186,335



**Summary of Debtors
 For the period ended 31 March 2013**

AMOUNT	DEBTOR	DETAILS	STATUS
New debt since aged >90 days			
>90 days			
\$11,416.00	Bronzewing Investments	Rehabilitation - purchase of plants	Payment by instalment negotiated - final payment due 02 Apr 13.
\$21,677.51	Forrestfield United Soccer Club WA Inc.	Loan 214 Payment / Reserve Hire / Operational Expenses	Fortnightly Direct Debits in place. WEF 10/01/13 the direct debit has been increased from \$800 to \$1200. In addition to the March direct debits the Club paid current invoices \$2,552.37 directly
\$2,003.36	Kalamunda & Districts Football	Operational Expenses / Lease Fee	Club expressed concerns regarding retrospective expenses. The Shire has reissued the account and requested immediate payment of the account.
\$1,694.44	Kalamunda & Districts Junior Football	Operational Expenses / Lease Fee	Reminder Invoice sent. Query has been raised by the club for an off period bill.
\$3,694.00	Kalamunda Chamber of Commerce	Lease Fees 12/13	Direct Debit in place - \$283 per f/n.
\$2,571.61	Kalamunda Cricket Club *	Operational Expenses	Query regarding retrospective expenses.
\$28,218.60	Lesmurdie Tennis Club *	Club contribution to extension of Tennis Club	Shire Officers met with the Club president on Thursday, 7 March to respond to issues raised. The majority of the issues have since been resolved, however discussions are ongoing to finalise remaining items.

AMOUNT	DEBTOR	DETAILS	STATUS
\$5,643.87	Municipal Workforce *	Workers Compensation Claims	Query regarding claim - HR to contact Municipal Workforce.
\$1,128.00	WA Institute of Tae Kwan Do ^	Hall Hire - Agricultural Hall	Direct Debit commenced - \$380 per fortnight. All future hirings have been cancelled to reduce further exposure.
\$3,403.34	Zig Zag Café Kalamunda	Hire - Zig Zag Café / Utility Expenses	Final Payment Request issued 18/03.
-\$339.36	90+ Days Debts consisting of amounts under \$1,000.00.		Debtors have been contacted by telephone to advise that debt recovery action pending / final notices issued / debt with D&B.
\$81,111.37	Total Debts 90+ Days		

>60 days			
\$1,301.34	Dome Coffees Australia	Operational Expenses	Reminder Invoice sent.
\$3,240.00	Forrestfield United Soccer Club WA Inc. ^		As above
\$2,241.38	Zig Zag Café Kalamunda	Hire - Zig Zag Café / Utility Expenses	Reminder Invoice sent.
\$2,413.49	60+ Days Debts consisting of amounts under \$1,000.00.		All debtors have been contacted by telephone / email - copy invoices mailed as required
\$9,196.21	Total Debts 60+ Days		

	AMOUNT	DEBTOR	DETAILS	STATUS
>30 days				
	\$1,367.00	Cable & Wireless Optus Ltd	Communications Tower	Payment pending.
	\$5,629.85	Department of Education	Building Maintenance Expenses	Reminder Invoices sent.
	\$1,342.00	Konga - Amber Jones	Hall Hire	Payment by instalment - current balance \$542.
	\$1,532.85	Lena Di Franco	Fees - Rezoning	Reminder Invoice sent.
	\$2,208.47	Local Government Insurance	Reimbursement - electrical tagging	Reminder Invoice sent.
	\$1,000.00	West Australian Showmen	Bond - Kalamunda Show	Reminder Invoice sent.
	\$3,232.16	Zig Zag Café Kalamunda	Hire - Zig Zag Café / Utility Expenses	Reminder Invoice sent.
	\$3,776.13	30+ Days Debts consisting of amounts under \$1,000.00.		Balance represents total of accounts in debit and credit. Reminder invoices to be sent.
	\$20,088.46	Total Debts 30+ Days		

FOOTNOTES

* Denotes currently in negotiation of invoice amount and details

^ Denotes payment arrangement in place

Attachment 2

Summary of Creditors
 For the period ended 31 March 2013

Sundry Creditors Trial Balance - Summary Aged Listing

Month End	> 90 days	> 60 days	> 30 days	Current	Total
31/07/2012	\$1,129	\$2,418	\$829,279	\$1,240,322	\$2,073,148
31/08/2012	\$5,953	\$434	\$10,731	\$1,784,665	\$1,801,783
30/09/2012	\$13,713	\$1,630	\$6,362	\$1,036,804	\$1,058,509
31/10/2012	\$923	\$91,135	\$40,634	\$1,275,858	\$1,408,551
30/11/2012	\$8,738	\$4,059	\$10,289	\$1,387,687	\$1,410,773
31/12/2012	\$8,580	-\$454	\$53,987	\$544,597	\$606,710
31/01/2013	\$2,275	-\$4	\$10,756	\$380,050	\$393,077
28/02/2013	-\$191	-\$154	\$8,042	\$500,380	\$508,078
31/03/2013	-\$344	\$6,566	\$5,034	\$163,125	\$174,380

Comment

- > 90 days Original Credit Notes for Catholic Super & Midland Stores not received in Accounts to process.
- > 60 days Original Invoices for Kalamunda State Emergency received but it has been queried.
- > 30 days These invoices are paid on the third fortnightly payment run.

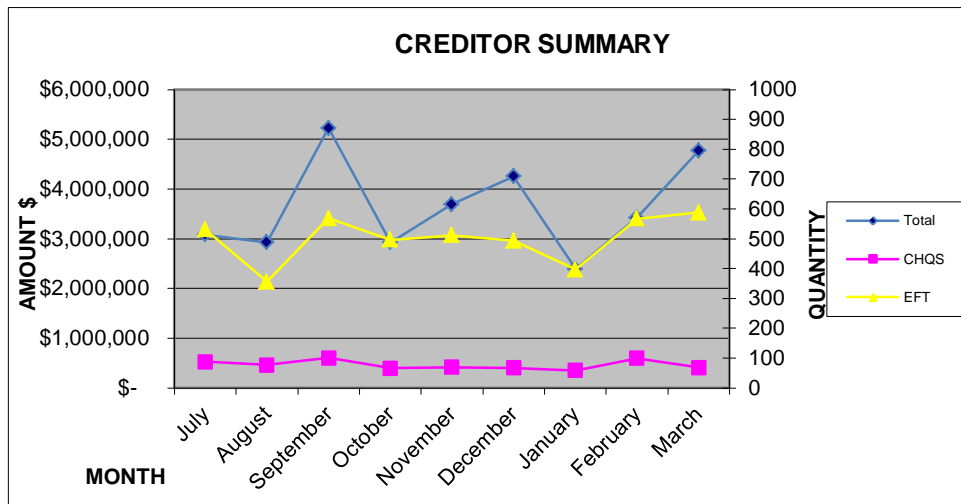
Creditor Payments made

Month	Amount \$	Quantity		
		Cheques	EFTs	Total
July	\$ 3,085,557	88	531	619
August	\$ 2,928,637	77	356	433
September	\$ 5,229,543	101	569	670
October	\$ 2,931,587	66	497	563
November	\$ 3,692,467	70	512	582
December	\$ 4,255,844	68	493	561
January	\$ 2,396,387	59	397	456
February	\$ 3,426,479	100	568	668
March	\$ 4,766,915	69	588	588

*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.



Attachment 3

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
599	07/03/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 207 INTEREST PAYMENT	1,138.21
600	11/03/2013	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	958.90
601	11/03/2013	LES MILLS AUSTRALIA	MONTHLY LICENCE FEE	977.07
602	12/03/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 225 FIXED COMPONENT	51,954.61
603	13/03/2013	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS PURCHASES MANAGER PROPERTY & PROCUREMENT - \$1737.09 FUNCTIONS CO-ORDINATOR - \$ 2522.15 HEALTHY COMMUNITIES TEAM LEADER - \$ 354.39 HACC ACTIVITY OFFICER - \$ 646.25 HACC ACTIVITY OFFICER - \$ 665.84 LIBRARY SERVICES TEAM LEADER - \$ 990.53 MANAGER HR - \$ 1500.59 DAY CENTRE CO-ORDINATOR - \$ 586.04	9,002.88
604	13/03/2013	AUSTRALIAN TAXATION OFFICE	TAXATION	132,903.11
605	13/03/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 199 INTEREST PAYMENT	2,886.90
606	18/03/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 227 FIXED COMPONENT	78,217.48
607	18/03/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 228 FIXED COMPONENT	48,621.67
608	20/03/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 224 FIXED COMPONENT	99,304.09
609	27/03/2013	AUSTRALIAN TAXATION OFFICE	TAXATION	130,988.75
EFT28052	14/03/2013	ROBERT DUVAL FOODS PTY LTD	CATERING	965.20
EFT28053	14/03/2013	MOTORCHARGE - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 28 FEBRUARY 2013	7,236.00
EFT28054	14/03/2013	CARERS ASSOCIATION OF WESTERN AUSTRALIA	KEY BOND AND HALL BOOKING FEE REFUND	151.50

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28055	14/03/2013	SALMAT MEDIAFORCE PTY LTD	DISTRIBUTION OF FLYERS FOR EVENTS WITHIN THE SHIRE	1,145.72
EFT28056	14/03/2013	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	132.30
EFT28057	14/03/2013	JB HI-FI MIDLAND	LIBRARY SUPPLIES - DVD'S & MUSIC	450.00
EFT28058	14/03/2013	FREESTYLE NOW	BMX STUNT SQUAD - CORYMBIA FESTIVAL - SATURDAY 9 MARCH 2013	1,870.00
EFT28059	14/03/2013	CABCHARGE AUSTRALIA LIMITED	CABCHARGE FEES	6.00
EFT28060	14/03/2013	AIR-BORN AMUSEMENTS	RIDES & AMUSEMENTS - CORYMBIA FESTIVAL - SATURDAY 9 MARCH 2013	6,677.00
EFT28061	14/03/2013	BRUMBY'S KALAMUNDA	CATERING SUPPLIES	40.00
EFT28062	14/03/2013	BUSBYS PTY LTD T/A PSV DESIGN	SUPPLY CERTIFICATE OF DESIGN COMPLIANCE CERTIFICATE FOR RAY OWEN BMX CLUB	495.00
EFT28063	14/03/2013	NEVERFAIL SPRINGWATERLTD (FORRESTFIELD LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	38.75
EFT28064	14/03/2013	MORRISON LOW CONSULTANTS PTY LTD	CONSULTING SERVICES - REVIEW OF EXISTING ASSET MANAGEMENT POLICY AND STRATEGY - STAGE 1	4,481.73
EFT28065	14/03/2013	MACQUARIE EQUIPMENT FINANCE PTY LTD	LEASING OF GYM CARDIO EQUIPMENT AND SPIN BIKES - HARTFIELD PARK RECREATION CENTRE	7,928.56
EFT28066	14/03/2013	TOP OF THE LADDER GUTTER CLEANING	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS LOCATIONS	726.00
EFT28067	14/03/2013	BEES HIRE & SALES	SUPPLY AND INSTALL SCAFFOLDING AT HISTORY VILLAGE	1,566.40
EFT28068	14/03/2013	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	1,560.00
EFT28069	14/03/2013	VICKI MAREE NOBLE	RATES REFUND	400.00
EFT28070	14/03/2013	ANGELA FIORE	RATES REFUND	597.00
EFT28071	14/03/2013	THOMAS PETER LUSTIG	KEY BOND REFUND	50.00

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28072	14/03/2013	ROBYN BEARDSSELL	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	42.00
EFT28073	14/03/2013	CARMEL VALLEY CHOCOLATES	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	62.73
EFT28074	14/03/2013	CLAYTON HIGHAM	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	85.80
EFT28075	14/03/2013	GILLIAN BAXTER	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	119.00
EFT28076	14/03/2013	MARK F WILSON	FOOTPATH DEPOSIT REFUND	700.00
EFT28077	14/03/2013	GARY MARTIN LAWNMOWING	VERGE / RESERVE MOWING FOR VARIOUS LOCATIONS	240.00
EFT28078	14/03/2013	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	74,860.88
EFT28079	14/03/2013	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	248.00
EFT28080	14/03/2013	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1,081.13
EFT28081	14/03/2013	AUSTRALIA POST	POSTAL EXPENSES / COUNTER BILLPAY TRANSACTION FEES	9,942.54
EFT28082	14/03/2013	CLEANAWAY (7004295)	DOMESTIC AND RECYCLING RUBBISH COLLECTION FEES	195,971.02
EFT28083	14/03/2013	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	151.58
EFT28084	14/03/2013	GULLY VIEWS NEWSAGENCY	SUBSCRIPTIONS & NEWSPAPERS FOR VARIOUS LOCATIONS	878.19
EFT28085	14/03/2013	KALAMUNDA AUTO ELECTRICS	PLANT / VEHICLE PARTS	313.50
EFT28086	14/03/2013	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	1,725.15

Shire of Kalamunda
Creditors Payments for the period 7 March to 27 March 2013

Chq/EFT	Date	Name	Description	Amount \$
EFT28087	14/03/2013	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	8,610.49
EFT28088	14/03/2013	MIDWASTE - TRANSPACIFIC CLEANAWAY PTY LTD	WASTE / RECYCLING SERVICES	521.99
EFT28089	14/03/2013	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	1,239.13
EFT28090	14/03/2013	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	292.22
EFT28091	14/03/2013	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP AND BIN HIRE FEES	47,690.36
EFT28092	14/03/2013	3 VODAFONE HUTCHISON AUSTRALIA PTY LTD	COMMUNICATION EXPENSES	3,230.15
EFT28093	14/03/2013	FASTA COURIERS	COURIER FEES	353.73
EFT28094	14/03/2013	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	5,832.63
EFT28095	14/03/2013	FORRESTFIELD MOWER CENTRE	SUPPLY OF HARDWARE / PLANT PARTS	980.00
EFT28096	14/03/2013	SANDGROPER SEPTICS	PUMPOUT SEPTIC TANKS AT VARIOUS LOCATIONS	315.00
EFT28097	14/03/2013	MAJOR MOTORS PTY LTD	PLANT / VEHICLE PARTS	77.35
EFT28098	14/03/2013	DAYNITE TOWING SERVICE (WA) PTY LTD (FORMERLY MOBITOW PTY LTD)	TOWING SERVICES	92.40
EFT28099	14/03/2013	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	1,067.55
EFT28100	14/03/2013	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	8,041.49
EFT28101	14/03/2013	HILL TOP TROPHIES (MILPRO WA)	SUPPLY OF NAME BADGES	21.45
EFT28102	14/03/2013	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	336.44
EFT28103	14/03/2013	AUSTRALASIAN PERFORMING RIGHTS ASSOCIATION	LICENCE FEE FOR THE USE OF COPYRIGHT MUSIC FOR HARTFIELD PARK AND HIGH WYCOMBE RECREATION CENTRES	2,707.54
EFT28104	14/03/2013	WA LOCAL GOVERNMENT ASSOCIATION (ADVERTISING)	ADVERTISING FOR VARIOUS JOBS / EVENTS	10,157.51

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28105	14/03/2013	LESMURDIE SENIOR HIGH SCHOOL	PAYMENT OF 50% OF COMMUNITY LIBRARIAN'S SALARY AS PER ANNEXURE A IN LICENCE AGREEMENT FOR LESMURDIE COMMUNITY LIBRARY	23,259.75
EFT28106	14/03/2013	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	14,864.25
EFT28107	14/03/2013	STAFFLINK INDUSTRIAL	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	4,632.47
EFT28108	14/03/2013	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	1,821.60
EFT28109	14/03/2013	ZIG ZAG GRAPHICS AND PRINT	SOK ADVERTISING IN THE BUSINESS AND COMMUNITY HANDBOOK 2013 AND PRINTING OF MAPS	5,090.00
EFT28110	14/03/2013	AUSTRALIAN INSTITUTE OF MANAGEMENT	REGISTRATION FOR 2 STAFF TO ATTEND - NEW SUPERVISOR" COURSE	2,270.00
EFT28111	14/03/2013	LOVEGROVE TURF SERVICES	TURF MAINTENANCE / SERVICES AT VARIOUS LOCATIONS	1,210.00
EFT28112	14/03/2013	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	392.00
EFT28113	14/03/2013	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	605.42
EFT28114	14/03/2013	KALAMUNDA MUSIC SOCIETY	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	200.00
EFT28115	14/03/2013	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUNDS	1,650.00
EFT28116	14/03/2013	HILLS BMX CLUB (INC)	KIDSPORT FUNDING FOR VARIOUS PLAYERS	147.00
EFT28117	14/03/2013	WATTLE GROVE VETERINARY HOSPITAL	VETERINARY FEES	60.00
EFT28118	14/03/2013	SCOTT PARK HOMES	FOOTPATH DEPOSIT REFUND	700.00
EFT28119	14/03/2013	ASHMY PTY LTD	FOOTPATH DEPOSIT REFUND	700.00
EFT28120	14/03/2013	YOUNG DANCE ACADEMY	KEY BOND REFUND	50.00

Shire of Kalamunda
Creditors Payments for the period 7 March to 27 March 2013

Chq/EFT	Date	Name	Description	Amount \$
EFT28121	14/03/2013	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	7,165.50
EFT28122	14/03/2013	J CORP PTY LTD	FOOTPATH DEPOSIT REFUNDS	1,400.00
EFT28123	14/03/2013	MIRIAM GIURA	FOOTPATH DEPOSIT REFUND	700.00
EFT28124	14/03/2013	C Y BOBCATS	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	2,359.50
EFT28125	14/03/2013	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	13,370.56
EFT28126	14/03/2013	POOL AND SPA MART / STIHL KALAMUNDA	PLANT / VEHICLE PARTS	224.00
EFT28127	14/03/2013	CY O'CONNOR COLLEGE OF TAFE	REGISTRATION FOR 2 STAFF TO ATTEND LIVESTOCK MANAGEMENT AND CONTROL COURSE	2,924.80
EFT28128	14/03/2013	TRILOGY SERVICING PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	6,265.91
EFT28129	14/03/2013	CELEBRATION HOMES	FOOTPATH DEPOSIT REFUND	700.00
EFT28130	14/03/2013	ABBOTT STORAGE SYSTEMS	SIGNAGE SUPPLIES FOR DEPOT	408.10
EFT28131	14/03/2013	ANALYTICO PTY LTD	LICENSE RENEWAL - SUPPORT, MAINTENANCE AND UPDATES FOR THE AUTOTRACK ROADS PRO PARKING SOFTWARE	576.40
EFT28132	14/03/2013	KALAMUNDA CHAMBER OF COMMERCE INC	BICKLEY HARVEST FESTIVAL AND THE TOUR DE KALAMUNDA SPONSORSHIP	20,000.00
EFT28133	14/03/2013	KANYANA WILDLIFE REHABILITATION CENTRE INC	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	45.60
EFT28134	14/03/2013	BIG W (AR W1.C3.U.07)	KID KRAFT'S PETAL PINK KITCHEN - FOR HARTFIELD PARK	148.00

Shire of Kalamunda
Creditors Payments for the period 7 March to 27 March 2013

Chq/EFT	Date	Name	Description	Amount \$
EFT28135	14/03/2013	FOOD TECHNOLOGY SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR HEALTH DEPARTMENT AND AGED CARE FOOD SAFETY AUDIT	3,576.65
EFT28136	14/03/2013	ATI-MIRAGE TRAINING SOLUTIONS	REGISTRATION FOR 6 STAFF TO ATTEND TRAINING FOR WORD ADVANCED TRAINING COURSE AND SUPPLY OF MANUALS	1,061.74
EFT28137	14/03/2013	PICKERING BROOK HERITAGE GROUP	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	17.50
EFT28138	14/03/2013	CONFECT - EXPRESS	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	252.91
EFT28139	14/03/2013	PONIES FOR ANY OCCASIONS	PONY HIRE- CORYMBIA FESTIVAL MARCH 2013	935.00
EFT28140	14/03/2013	KALAMUNDA SWEEPING	ROAD / PATH SWEEPING AT VARIOUS LOCATIONS	6,375.63
EFT28141	14/03/2013	ELECTRICITY NETWORKS CORP T/A WESTERN POWER	DESIGN WORK FOR UNDERGROUND POWER PROJECT - STIRK STREET, KALAMUNDA	12,500.00
EFT28142	14/03/2013	HILLS GAS SUPPLY	SUPPLY OF BOTTLED GAS FOR VARIOUS LOCATIONS	58.00
EFT28143	14/03/2013	HILLIANS NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	390.00
EFT28144	14/03/2013	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS SHIRE BUILDINGS	5,949.21
EFT28145	14/03/2013	G.D.CHARLTON	PODIATRY SERVICES AT JACK HEALEY CENTRE	845.46
EFT28146	14/03/2013	JOMAR CONTRACTING	FENCING INSTALLATION / REPAIRS	1,716.00
EFT28147	14/03/2013	GOOD READING MAGAZINE	ON LINE SUBSCRIPTION TO GOOD READING MAGAZINE ONLINE AND SPINOUT MAGAZINE ONLINE	1,150.00
EFT28148	14/03/2013	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	13,906.75
EFT28149	14/03/2013	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED LEASES	11,026.43
EFT28150	14/03/2013	NATALIE WARBURTON - ANATOMY DESIGNS	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	4.20
EFT28151	14/03/2013	BARRIER REEF POOLS	FOOTPATH DEPOSIT REFUND	1,000.00

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28152	14/03/2013	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	981.59
EFT28153	14/03/2013	ERNESTOS & TAMMY KOSTAS	FOOTPATH DEPOSIT REFUND	700.00
EFT28154	14/03/2013	PIRAN MINING	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL ROOM	400.00
EFT28155	14/03/2013	PHILLIP HUMFREY	FOOTPATH DEPOSIT REFUND	700.00
EFT28156	14/03/2013	REDINK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	700.00
EFT28157	14/03/2013	MATTHEW & MELITA BUSBY	CROSSOVER CONTRIBUTION	385.00
EFT28158	14/03/2013	SHIRLEY SPENCER	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	64.40
EFT28159	14/03/2013	ROSE SMART	MAINTAIN ROSE BEDS AT VARIOUS LOCATIONS	897.60
EFT28160	14/03/2013	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	238.92
EFT28161	14/03/2013	CANNING MEWS STRATA	KEY BOND REFUND	50.00
EFT28162	14/03/2013	BINDALE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	83.79
EFT28163	14/03/2013	THE TYRE DOCTOR	PLANT / VEHICLE PARTS	6,336.00
EFT28164	14/03/2013	CHRIS ANTILL PLANNING & URBAN DESIGN CONSULTANT	SIXTH & FINAL PROGRESS PAYMENT - PREPARATION OF LOCAL HOUSING STRATEGY	2,200.00
EFT28165	14/03/2013	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	87.50
EFT28166	14/03/2013	LIMITED SPRINT CAR ASSOCIATION	KEY BOND REFUND	50.00
EFT28167	14/03/2013	NEVERFAIL SPRINGWATER LTD (ZZCC)	BOTTLED WATER SUPPLIES / MAINTENANCE	26.25
EFT28168	14/03/2013	PH CONCRETE	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	42,552.51
EFT28169	14/03/2013	SCOUTS AUSTRALIA KALAMUNDA DISTRICT	KEY BOND REFUND	50.00
EFT28170	14/03/2013	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	269.50

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28171	14/03/2013	JILL COLGAN	RATES REFUND	306.24
EFT28172	14/03/2013	FONZ'S BOBCAT & TRUCK HIRE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6,365.55
EFT28173	14/03/2013	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	715.15
EFT28174	14/03/2013	WEST-SURE GROUP	CASH IN TRANSIT SERVICES - FEBRUARY 2013	2,124.38
EFT28175	14/03/2013	RYLAN PTY LTD	SUPPLY OF KERBING AT VARIOUS LOCATIONS	1,493.80
EFT28176	14/03/2013	KALEIDOSCOPE CRAFT KITS	DRY CLEANING / WASHING SERVICES FOR HARTFIELD PARK RECREATION CENTRE	40.00
EFT28177	14/03/2013	FIRE 4 HIRE	VERGE / RESERVE MAINTENANCE AT VARIOUS LOCATIONS	3,157.00
EFT28178	14/03/2013	ARTEMISS CREATIONS	PART PAYMENT FOR LOGO FOR THE ZIG ZAG GALLERY	225.00
EFT28179	14/03/2013	GOLDFOCUS ENTERPRISES PTY LTD	RATES REFUND	422.81
EFT28180	14/03/2013	JENNIFER DE YOUNG	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	304.00
EFT28181	14/03/2013	LINDSAY GOODWIN	TECHNICIAN SERVICES FOR KALAMUNDA PERFORMING ARTS CENTRE	132.00
EFT28182	14/03/2013	ANGELA CANCI	PODIATRY SERVICES AT JACK HEALEY SERVICES	422.73
EFT28183	14/03/2013	VICTORIA PHYSIOTHERAPY GROUP	MUSCULO- SKELETAL MEDICAL FOR STAFF MEMBER	137.50
EFT28184	14/03/2013	UNIQUE WASTE MANAGEMENT SERVICES	HIRE OF TRUCK AND OPERATOR TO TRANSPORT	2,425.50
EFT28185	14/03/2013	CUBIC SOLUTIONS PTY LTD (ADS PIPE)	SUPPLY OF DRAINAGE PIPES	234.85
EFT28186	14/03/2013	CLAIRE O'NEILL - CLAIRE'S EMBROIDERY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	89.60
EFT28187	14/03/2013	LINDA STONES	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	81.90

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28188	14/03/2013	IAN MOSS	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	119.00
EFT28189	14/03/2013	AROUNDABOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE FOR VARIOUS LOCATIONS	3,564.00
EFT28190	14/03/2013	ADH GOLF & UTILITY VEHICLES	GOLF VEHICLE FOR CORYMBIA FESTIVAL - SATURDAY 9 MARCH 2013	407.00
EFT28191	14/03/2013	EYEZON PTY LTD (WHAT'S ON)	MONTHLY WHAT'S ON IN PERTH, FREMANTLE AND SURROUNDS ADVERTISEMENT - 1/2 PAGE SPREAD	449.00
EFT28192	14/03/2013	PETER FALCONER	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	44.80
EFT28193	14/03/2013	KERRY MARIE WILKES	PART DOG REGISTRATION REFUND	38.00
EFT28194	14/03/2013	CITY OF STIRLING	MEALS FOR MEALS ON WHEELS PROGRAM	6,690.06
EFT28195	14/03/2013	BEHIND PTY LTD T/A TOPKATS ENTERTAINMENT	ENTERTAINMENT - CORYMBIA FESTIVAL - SATURDAY 9 MARCH 2013 - MURPHYS LORE	4,070.00
EFT28196	14/03/2013	ARUMUGIAM SOMASUNARAM	HALL AND KEY BOND REFUND	350.00
EFT28197	14/03/2013	MARY FORWARD	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	24.45
EFT28198	14/03/2013	THOMAS & KAELEE KOPROWICZ	LANDSCAPING REBATE LOT 911 MONARCH WAY WATTLE GROVE	3,000.00
EFT28199	14/03/2013	FOXTEL	MONTHLY FEES - BUSINESS PACKAGE - HARTFIELD PARK	200.00
EFT28200	14/03/2013	MACQUARIE EQUIPMENT RENTALS PTY LTD	LEASING OF FIT OUT EQUIPMENT FOR KALAMUNDA WATER PARK	5,811.86

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28201	14/03/2013	HANDS-ON INFECTION CONTROL	SUPPLY OF HEPATITIS VACCINATION FOR VARIOUS STAFF	294.80
EFT28202	14/03/2013	HANS SCHWALB	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	21.00
EFT28203	14/03/2013	HANDUNNETHTHI MENDIS	CROSSOVER CONTRIBUTION	385.00
EFT28204	14/03/2013	JIM BAKER	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	17.50
EFT28205	14/03/2013	KALAJOS SCHOOL OF GYMNASTICS	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT28206	14/03/2013	INSPIRED BY NATURE	REIMBURSEMENT OF COSTS FOR COMMUNITY GARDEN ESTABLISHMENT EXPENSES	1,160.00
EFT28207	14/03/2013	THE ARTFUL FLOWE - FELICIA LOWE	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	36.75
EFT28208	14/03/2013	RAJESH MALDE	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	471.69
EFT28209	14/03/2013	DAVID GREEN	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	55.85
EFT28210	14/03/2013	VALLEY UNITED CHRISTIAN SOCCER CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	600.00
EFT28211	14/03/2013	BELMONT JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	325.00
EFT28212	14/03/2013	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	414.00
EFT28213	14/03/2013	ANOOP GOPINATH	KEY BOND REFUND	50.00
EFT28214	14/03/2013	WAI MIN LIU	CROSSOVER CONTRIBUTION	385.00

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28215	14/03/2013	MAX OGRADY - PROJECT PHOTOGRAPHY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	136.50
EFT28216	14/03/2013	LOUISA ILES	GROUP FITNESS INSTRUCTOR FOR HEALTHY LIFE CHALLENGE	227.15
EFT28217	14/03/2013	RIDING FOR THE DISABLED ASSOC - SWAN VALLEY	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT28218	14/03/2013	NICHOLAS TAYLOR	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	10.50
EFT28219	14/03/2013	SILK ON SILK (ROSEMARY LONSDALE)	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	98.00
EFT28220	14/03/2013	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION AND DEPOT	255.94
EFT28221	14/03/2013	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF	2,947.81
EFT28222	14/03/2013	MAVIS PASKULICH	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	92.40
EFT28223	14/03/2013	TIERRA ECOLOGIA	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/02/13 - 28/02/13	55.30
EFT28224	14/03/2013	MPK TREE SERVICES	VERGE / RESERVE TREES BRANCHES PRUNING AND REMOVAL	14,630.00
EFT28225	14/03/2013	HOCKING HERITAGE STUDIO	STAGE 1 PAYMENT - MUNICIPAL HERITAGE INVENTORY REVIEW	4,400.00

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28226	14/03/2013	CORPORATE SCORECARD PTY LTD	FINANCIAL AND PERFORMANCE ASSESSMENT FOR PERTH WASTE	735.90
EFT28227	14/03/2013	DAVE LAKE	FOOTPATH DEPOSIT REFUND	700.00
EFT28228	14/03/2013	D SKINNER	SUPPLY AND LAY TILES TO FLOOR AND WALLS OF TOWN SQ HALL PUBLIC TOILETS	2,453.00
EFT28229	14/03/2013	CJM ATTACHMENTS PTY LTD	SUPPLY OF TWO DOG HYDRAULIC LIFING BOXES FOR RANGERS VEHICLES	19,173.00
EFT28230	14/03/2013	SPARKS REFRIGERATION AND AIRCONDITIONING	HIRE OF REFRIGERATION GAS RECLAMATION SERVICES	775.00
EFT28231	14/03/2013	YUMI ODERMATT	GROUP FITNESS CLASSES INSTRUCTOR	45.43
EFT28232	14/03/2013	HAYDEN WISEMAN	HALL, KEY AND GRAND PIANO BOND REFUND	560.00
EFT28233	14/03/2013	LAST DETAIL DESIGN GROUP	PLANNING APPLICATION FEE REFUND	1,454.54
EFT28234	14/03/2013	SELECT LIVING	FOOTPATH DEPOSIT REFUND	700.00
EFT28235	14/03/2013	SOUTHERN STAR POWER	HALL AND KEY BOND REFUND	1,050.00
EFT28236	14/03/2013	MICHELLE BATTEN	KEY BOND REFUND	50.00
EFT28237		EFT PAYMENT CANCELLED		
EFT28238	14/03/2013	RURAL FINANCIAL COUNSELLING SERVICES WA	REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	200.00
EFT28239	15/03/2013	APOLLO CABINETS	SUPPLY AND INSTALL CABINETS TO TOWN SQUARE HALL	3,234.00
EFT28240	15/03/2013	BE PROJECTS (WA) PTY LTD	PROGRESS PAYMENT FOR WORKS COMPLETED AT KALAMUNDA WATER PARK - DISABLED TOILET WITH ACCESS	22,504.06
EFT28241	18/03/2013	ALLAN MORTON	COUNCIL ALLOWANCE - 01/03/13 - 30/06/13	4,603.84
EFT28242	18/03/2013	JOHN GIARDINA	COUNCIL ALLOWANCE - 01/03/13 - 30/06/13	3,600.00
EFT28243	18/03/2013	GEOFF STALLARD	COUNCIL ALLOWANCE - 01/03/13 - 30/06/13	3,600.00

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28244	18/03/2013	IAN JUSTIN WHITTEN	COUNCIL ALLOWANCE - 01/03/13 - 30/06/13	3,600.00
EFT28245	18/03/2013	MARGARET THOMAS	COUNCIL ALLOWANCE - 01/03/13 - 30/06/13	3,600.00
EFT28246	18/03/2013	NOREEN TOWNSEND	COUNCIL ALLOWANCE - 01/03/13 - 30/06/13	3,600.00
EFT28247	18/03/2013	FRANK LINDSEY	COUNCIL ALLOWANCE - 01/03/13 - 30/06/13	3,600.00
EFT28248	18/03/2013	ROBERT EMERY	COUNCIL ALLOWANCE - 01/03/13 - 30/06/13	3,600.00
EFT28249	21/03/2013	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	2012/13 EMERGENCY SERVICES LEVY - QUARTER 3 CONTRIBUTION	1,334,048.10
EFT28250	28/03/2013	HART SPORT	GYM EQUIPMENT SUPPLIES	1,298.00
EFT28251	28/03/2013	BARNETTS (WA) PTY LTD	HARDWARE SUPPLIES	506.75
EFT28252	28/03/2013	STYLECORP CORPORATE WEAR	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	340.86
EFT28253	28/03/2013	MOTORCHARGE - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 15 MARCH 2013	7,358.09
EFT28254	28/03/2013	PLE COMPUTERS	SUPPLY OF COMPUTER PARTS / ACCESSORIES	416.00
EFT28255	28/03/2013	NIGHTINGALES PHARMACY	FIRST AID SUPPLIES FOR WORKS DEPOT	274.70
EFT28256	28/03/2013	HAEFELI-LYSNAR SURVEY EQUIPMENT	SUPPLY OF SURVEY EQUIPMENT	1,958.00
EFT28257	28/03/2013	SALMAT MEDIAFORCE PTY LTD	DISTRIBUTION OF FLYERS FOR EVENTS WITHIN THE SHIRE	1,145.72
EFT28258	28/03/2013	YMCA OF PERTH INC	MANAGEMENT FEES FOR KALAMUNDA WATER PARK- FUNDING FOR SEP 12 - DEC 12	56,613.59
EFT28259	28/03/2013	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	58.75
EFT28260	28/03/2013	NESTLE AUSTRALIA LTD (MUSASHI)	KIOSK SUPPLIES FOR HARTFIELD PARK	447.15
EFT28261	28/03/2013	1ST FORRESTFIELD SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	853.00
EFT28262	28/03/2013	LANDMARK ENGINEERING AND DESIGN	SHADE STRUCTURE FOR FLEMING RESERVE HIGH WYCOMBE	13,299.00
EFT28263	28/03/2013	FIRE AND SAFETY WA	FIRE PROTECTION WEAR / SUPPLIES	2,268.64

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28264	28/03/2013	PFD FOOD SERVICES	KIOSK SUPPLIES FOR HARTFIELD PARK	310.85
EFT28265	28/03/2013	KONICA MINOLTA BUSINESS SOLUTIONS P/L	PHOTOCOPYING CHARGES / MAINTENANCE FEES	485.77
EFT28266	28/03/2013	CLARE STACE	STILT WALKING - CORYMBIA FESTIVAL - SATURDAY 9 MARCH 2013	1,628.00
EFT28267	28/03/2013	WILEY AIR TRANSPORT SERVICES & HIGHLAND EXPRESS	COURIER SERVICES TO COUNCILLORS	290.40
EFT28268	28/03/2013	PAUL'S BUS COMPANY PTY LTD	TOUR OF FACILITIES - 12 & 19 MARCH 2013	770.00
EFT28269	28/03/2013	CARLA BOND	GROUP FITNESS CLASSES INSTRUCTOR	281.66
EFT28270	28/03/2013	BRUMBY'S KALAMUNDA	CATERING SUPPLIES	71.50
EFT28271	28/03/2013	JOHN HUGHES GROUP	SUPPLY OF 1 NEW VEHICLE FOR RANGERS SERVICES	27,625.86
EFT28272	28/03/2013	PICTON PRESS	PRINTING OF BROCHURES FOR VARIOUS EVENTS	638.00
EFT28273	28/03/2013	THE PLANNING GROUP WA PTY LTD	PART PAYMENT FOR FORRESTFIELD / HIGH WYCOMBE INDUSTRIAL AREA - STAGE 1 LOCAL STRUCTURE PLAN	924.00
EFT28274	28/03/2013	HILLS HOCUS POCUS	HELIUM BALLOONS - CORYMBIA FESTIVAL 2013	75.00
EFT28275	28/03/2013	VE GRAPHICS PTY LTD	BANNER - CORYMBIA FESTIVAL 2013	531.30
EFT28276	28/03/2013	PARAMOUNT SECURITY SERVICES	SECURITY GUARDS - CORYMBIA FESTIVAL FRIDAY 8 MARCH & SATURDAY 9 MARCH 2013	2,094.40
EFT28277	28/03/2013	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	3,327.00
EFT28278	28/03/2013	CLEVERPATCH PTY LTD	ARTS AND CRAFTS SUPPLIES	484.44
EFT28279	28/03/2013	BIDVEST FOODSERVICE	GROCERIES FOR PETER ANDERTON CENTRE	1,109.05
EFT28280	28/03/2013	TOTALLY WORKWEAR MIDLAND	SUPPLY OF PROTECTIVE CLOTHING	132.85
EFT28281	28/03/2013	ALLION LEGAL	GENERAL EMPLOYMENT SERVICES	5,787.28
EFT28282	28/03/2013	MAREE FERRITTO	KEY BOND REFUND	50.00
EFT28283	28/03/2013	ROLAND BARTHOLOMEUSZ	HALL AND KEY BOND REFUND	1,050.00
EFT28284	28/03/2013	LESCHEN JOY WATSON	TRAVEL COMMUNITY VISITORS SCHEME REFUND	32.00

Shire of Kalamunda
Creditors Payments for the period 7 March to 27 March 2013

Chq/EFT	Date	Name	Description	Amount \$
EFT28285	28/03/2013	ROBYN BEARDSSELL	SALE OF ARTWORK - CLOSE TO HOME EXHIBITION	367.50
EFT28286	28/03/2013	DAPHNE LEMKE	TRAVEL COMMUNITY VISITORS SCHEME REFUND	52.50
EFT28287	28/03/2013	CLAYTON HIGHAM	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	179.85
EFT28288	28/03/2013	VALERIE MCDONALD	SALE OF ARTWORK - CLOSE TO HOME EXHIBITION	840.00
EFT28289	28/03/2013	ZOFIA PALUSZAK	TRAVEL COMMUNITY VISITORS SCHEME REFUND	45.00
EFT28290	28/03/2013	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	75,689.51
EFT28291	28/03/2013	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	738.00
EFT28292	28/03/2013	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	891.13
EFT28293	28/03/2013	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	2,610.05
EFT28294	28/03/2013	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	655.94
EFT28295	28/03/2013	JASOL AUSTRALIA	CLEANING SUPPLIES	116.03
EFT28296	28/03/2013	FORPARK PTY LTD	PLAY GROUND EQUIPMENT REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	577.50
EFT28297	28/03/2013	GULLY VIEWS NEWSAGENCY	SUBSCRIPTIONS & NEWSPAPERS FOR VARIOUS LOCATIONS	98.50
EFT28298	28/03/2013	WA LOCAL GOVERNMENT ASSOC	ATTENDANCE AT WALGA MEETING PROCEDURES AND DEBATING FOR ELECTED MEMBERS PROGRAM (1 MARCH 2013) AND SUPPLY OF ADDITIONAL LOCAL GOVERNMENT DIRECTORIES	626.50
EFT28299	28/03/2013	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	4,227.30
EFT28300	28/03/2013	BORAL BRICKS WA PTY LTD	SUPPLY OF PAVING BRICKS	1,125.69
EFT28301	28/03/2013	STATE LIBRARY OF W.A.	LOST AND DAMAGED BOOKS FOR VARIOUS LIBRARIES	731.50
EFT28302	28/03/2013	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	1,201.79
EFT28303	28/03/2013	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	324.54
EFT28304	28/03/2013	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	1,650.00

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28305	28/03/2013	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	44,794.75
EFT28306	28/03/2013	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP AND VARIOUS DISPOSAL FEES	277,427.29
EFT28307	28/03/2013	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	3,593.16
EFT28308	28/03/2013	A & S HILL	ELECTRICIAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	34,141.80
EFT28309	28/03/2013	OCE AUSTRALIA LIMITED	PHOTOCOPYING CHARGES	51.57
EFT28310	28/03/2013	KEEP AUSTRALIA BEAUTIFUL COUNCIL	SUPPLY OF ROADSIDE LITTER BAGS	504.00
EFT28311	28/03/2013	DOMUS NURSERY	GARDEN SUPPLIES FOR VARIOUS LOCATIONS	1,080.20
EFT28312	28/03/2013	OFFICE LINE	OFFICE FURNITURE SUPPLIES	435.60
EFT28313	28/03/2013	STATEWIDE BEARINGS	PLANT / VEHICLE PARTS	330.50
EFT28314	28/03/2013	FASTA COURIERS	COURIER FEES	199.01
EFT28315	28/03/2013	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	3,165.50
EFT28316	28/03/2013	FORRESTFIELD MOWER CENTRE	SUPPLY OF HARDWARE / PLANT PARTS	53.10
EFT28317	28/03/2013	RAECO	STATIONERY / OFFICE SUPPLIES	159.00
EFT28318	28/03/2013	MCINTOSH & SON	PLANT / VEHICLE PARTS	296,271.01
EFT28319	28/03/2013	KINETIC HEALTH GROUP LTD	PREPLACEMENT MEDICALS / BASELINE HEARING TESTS	1,040.60
EFT28320	28/03/2013	LESMURDIE SAND, SOIL & BOBCAT HIRE	GARDEN / RESERVE SUPPLIES	104.00
EFT28321	28/03/2013	CANON AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	7.60
EFT28322	28/03/2013	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	1,444.80
EFT28323	28/03/2013	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1,533.91
EFT28324	28/03/2013	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	14,789.50

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28325	28/03/2013	CLEAN CLOTH COTTON TRADERS	PROTECTIVE SUPPLIES	124.15
EFT28326	28/03/2013	LESMURDIE FLORIST AND GIFT CENTRE	SUPPLY OF POSY BOX ARRANGEMENTS FOR STAINED GLASS WINDOW CELEBRATION - ZIG ZAG CULTURAL CENTRE	250.00
EFT28327	28/03/2013	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	2,237.40
EFT28328	28/03/2013	DEPARTMENT OF PREMIER & CABINET - STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING	66.75
EFT28329	28/03/2013	ACTIMED AUSTRALIA PTY LTD	MEDICAL SUPPLIES FOR PODIARTIST	136.22
EFT28330	28/03/2013	STONETRADERS PTY LTD	GARDEN / RESERVE SUPPLIES	8,308.70
EFT28331	28/03/2013	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS SHIRE BUILDINGS	778.90
EFT28332	28/03/2013	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	4,492.11
EFT28333	28/03/2013	CADSULT IRRIGATION CONSULTANTS	IRRIGATION TECHNOLOGY CONSULTANTS	5,362.50
EFT28334	28/03/2013	WESTSIDE FIRE SERVICES	TESTING AND INSPECTION OF FIRE EQUIPMENT / SUPPLIES	687.50
EFT28335	28/03/2013	STAPLES AUSTRALIA PTY LTD(CORPORATE EXPRESS AUSTRALIA LTD)	STATIONERY / OFFICE SUPPLIES	1,885.03
EFT28336	28/03/2013	KALAMUNDA STATE EMERGENCY SERVICE	REIMBURSEMENT - GOODS AND SERVICES	1,374.72
EFT28337	28/03/2013	HILL TOP TROPHIES (MILPRO WA)	SUPPLY OF NAME BADGES	82.50
EFT28338	28/03/2013	BLADON WA PTY LTD	MEMORABILIA SUPPLIES	1,534.50
EFT28339	28/03/2013	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	220,354.13
EFT28340	28/03/2013	WESTERN AUSTRALIAN ELECTORAL COMMISSION	KEY BOND REFUNDS FOR VARIOUS LOCATIONS	200.00
EFT28341	28/03/2013	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	448.32

Shire of Kalamunda
Creditors Payments for the period 7 March to 27 March 2013

Chq/EFT	Date	Name	Description	Amount \$
EFT28342	28/03/2013	WA LOCAL GOVERNMENT ASSOCIATION (ADVERTISING)	ADVERTISING FOR VARIOUS JOBS / EVENTS	4,771.44
EFT28343	28/03/2013	LESMURDIE SENIOR HIGH SCHOOL	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	300.00
EFT28344	28/03/2013	MACDONALD JOHNSTON ENGINEERING	PLANT / VEHICLE PARTS	351.63
EFT28345	28/03/2013	HILLS CANVAS & KAYCRAFT SHADECLOTH	PLANT / VEHICLE PARTS	2,750.00
EFT28346	28/03/2013	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	13,881.46
EFT28347	28/03/2013	STAFFLINK INDUSTRIAL	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	4,160.96
EFT28348	28/03/2013	J BLACKWOOD & SON LIMITED	PROTECTIVE WEAR / SUPPLIES	3,744.72
EFT28349	28/03/2013	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	9,596.70
EFT28350	28/03/2013	AIR LIQUIDE WA PTY LTD	GAS BOTTLE FACILITY FEE	109.09
EFT28351	28/03/2013	LOVEGROVE TURF SERVICES	TURF MAINTENANCE / SERVICES AT VARIOUS LOCATIONS	5,027.00
EFT28352	28/03/2013	REPCO BRAKE & CLUTCH	PLANT / VEHICLE PARTS	236.68
EFT28353	28/03/2013	CHICKEN TREAT	CATERING SUPPLIES	247.68
EFT28354	28/03/2013	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	567.17
EFT28355	28/03/2013	ROSS NORTH HOMES	FOOTPATH DEPOSIT REFUND	700.00
EFT28356	28/03/2013	STAGE FX	TECHNICIAN SERVICES FOR VARIOUS EVENTS	11,498.96
EFT28357	28/03/2013	FORRESTFIELD FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	1,815.00
EFT28358	28/03/2013	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	700.00
EFT28359	28/03/2013	HIGHLINE LTD	PLANNING APPLICATION FEE REFUND	139.00
EFT28360	28/03/2013	CITY OF JOONDALUP	LIBRARY EXPENSES	17.95
EFT28361	28/03/2013	HILLS BMX CLUB (INC)	KIDSPORT FUNDING FOR VARIOUS PLAYERS	441.00
EFT28362	28/03/2013	E & MJ ROSHER PTY LTD	PLANT / VEHICLE PARTS	969.20
EFT28363	28/03/2013	MARTIN'S TRAILER PARTS	PLANT / VEHICLE PARTS	93.06

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28364	28/03/2013	ST JOHN AMBULANCE AUSTRALIA (WA) INC	FIRST AID COVER - CORYMBIA FESTIVAL	1,117.20
EFT28365	28/03/2013	UNIVERSAL ENGINEERS SUPPLIES (UES)	PLANT / VEHICLE PARTS	59.40
EFT28366	28/03/2013	COMMISSIONER OF POLICE	VOLUNTEER POLICE CHECKS	117.00
EFT28367	28/03/2013	SWAN MARQUEES AND PARTY HIRE	MARQUEES AND EQUIPMENT HIRE - CORYMBIA FESTIVAL 2013	5,993.00
EFT28368	28/03/2013	TOTAL EDEN PTY LTD	12 MONTH SERVICE PLAN FOR RAINBIRD SITE CONTROL AT HARTFIELD PARK	1,980.00
EFT28369	28/03/2013	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6,789.74
EFT28370	28/03/2013	OXFORD BUILDING CO	FOOTPATH DEPOSIT REFUND	700.00
EFT28371	28/03/2013	BENTLEY SYSTEMS PTY LTD	ANNUAL RENEWAL OF LICENSE - CAD (COMPUTER AIDED DESIGN) SOFTWARE	1,245.00
EFT28372	28/03/2013	MIDLAND CEMENT PRODUCTS	PLUMBING SUPPLIES FOR VARIOUS LOCATIONS	1,650.00
EFT28373	28/03/2013	FORRESTFIELD NEWSPAPERS & MAGAZINES DELIVERY	NEWSPAPERS / MAGAZINES DELIVERIES FOR VARIOUS LOCATIONS	146.40
EFT28374	28/03/2013	TOTAL PACKAGING (WA) PTY LTD	SUPPLY OF DOG LITTER BAGS	858.00
EFT28375	28/03/2013	UVH INDUSTRIES	PLANT EQUIPMENT REPAIRS	1,416.58
EFT28376	28/03/2013	AUSTRALIAN BUREAU OF STATISTICS	CENSUS 1986 DATA FOR KALAMUNDA RURAL EAST	1,220.00
EFT28377	28/03/2013	WURTH AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	220.85
EFT28378	28/03/2013	WA HINO SALES & SERVICE	PLANT / VEHICLE PARTS	85.81
EFT28379	28/03/2013	LOCAL GOVERNMENT MANAGERS AUSTRALIA (WA DIVISION)	REGISTRATION FOR 1 STAFF TO ATTEND MENTORS AND ASPIRING LEADERS CONFERENCE	850.00
EFT28380	28/03/2013	DIGITAL MAPPING SOLUTIONS	REGISTRATION FOR 1 STAFF TO ATTEND ONSITE INTRAMAPS USER TRAINING	3,344.00

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28381	28/03/2013	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	REPAIRS TO KALAMUNDA 2.4 PUMPING UNIT - FIRE BRIGADE	11,605.00
EFT28382	28/03/2013	DICK SMITH ELECTRONICS	ELECTRICAL SUPPLIES	428.00
EFT28383	28/03/2013	ABNOTE AUSTRALASIA PTY LTD	SUPPLY OF BARCODE LABELS WITH SHIRE LOGO ON RIGHT HAND SIDE FOR HARTFIELD PARK RECREATION CENTRE	712.80
EFT28384	28/03/2013	ORBIT HEALTH & FITNESS SOLUTIONS	SUPPLY OF SPORTING EQUIPMENT FOR HIGH WYCOMBE RECREATION CENTRE	792.00
EFT28385	28/03/2013	AGAINST THE GRAIN BUILDING MAINTENANCE	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	99.00
EFT28386	28/03/2013	ASHTON ADMOR PTY LTD	HIRE OF SOUND SYSTEM/LIGHTING	522.50
EFT28387	28/03/2013	AMEREX FIRE (WA) (E FIRE AND SAFETY)	FIRE EQUIPMENT MAINTENANCE FOR VARIOUS LOCATIONS	4,363.70
EFT28388	28/03/2013	B & J CATALANO PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	7,586.94
EFT28389	28/03/2013	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	21,257.23
EFT28390	28/03/2013	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA WA	REGISTRATION FOR 1 STAFF TO ATTEND IPWA ROAD SAFETY AUDIT COURSE	1,925.00
EFT28391	28/03/2013	KEVREK (AUSTRALIA) PTY LTD	PLANT / VEHICLE PARTS	323.62
EFT28392	28/03/2013	POOL AND SPA MART / STIHL KALAMUNDA	PLANT / VEHICLE PARTS	2,171.00
EFT28393	28/03/2013	UHY HAINES NORTON	AUDIT CERTIFICATION IN RESPECT OF THE ROADS TO RECOVERY ANNUAL RETURN FOR THE YEAR ENDED 30 JUNE 2012	2,200.00
EFT28394	28/03/2013	COMPLAINT PTY LTD	PLANT / VEHICLE PARTS	294.51
EFT28395	28/03/2013	CY O'CONNOR COLLEGE OF TAFE	REGISTRATION FOR 1 STAFF TO ATTEND EVIDENCE FOR INVESTIGATORS AND STATUTORY INTERPRETING	340.00

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
			COURSE	
EFT28396	28/03/2013	STUART J COURT	SALE OF ARTWORK - CLOSE TO HOME EXHIBITION	1,260.00
EFT28397	28/03/2013	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	HIRE OF TEMPORARY STAFF FOR ADMIN / DEPOT	11,039.60
EFT28398	28/03/2013	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	3,464.98
EFT28399	28/03/2013	COMMUNITY NEWSPAPER GROUP LTD	ADVERTISING FOR VARIOUS JOBS AND EVENTS	1,457.14
EFT28400	28/03/2013	WREN OIL	WASTE OIL RECYCLING CHARGES	121.00
EFT28401	28/03/2013	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	25,454.00
EFT28402	28/03/2013	BIG W (AR W1.C3.U.07)	VARIOUS BOOKS AND OTHER SUPPLIES FOR VARIOUS LIBRARY	396.93
EFT28403	28/03/2013	DUN & BRADSTREET (AUSTRALIA) PTY LTD	DEBT COLLECTION FEES FOR RATES AND DEBTORS	977.46
EFT28404	28/03/2013	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	PADLOCKS / KEYS SUPPLIES	400.70
EFT28405	28/03/2013	SYLVANIA LIGHTING AUSTRALASIA PTY LTD	LIGHT SUPPLIES / REPAIRS	715.00
EFT28406	28/03/2013	C. KAY (RURAL CINEMA)	MOVIE & SCREEN FOR CORYMBIA MOVIE NIGHT, FRIDAY 8 MARCH 2013	2,280.30
EFT28407	28/03/2013	DIEBACK TREATMENT SERVICES	DIEBACK TREATMENT SERVICES	8,860.00
EFT28408	28/03/2013	BGC RESIDENTIAL PTY LTD	FOOTPATH DEPOSIT REFUNDS	1,200.00
EFT28409	28/03/2013	ALL EARTH GROUP PTY LTD	GREEN WASTE REMOVAL / WASTE RECYCLING CHARGES	16,570.35
EFT28410	28/03/2013	COCA-COLA AMATIL (AUST) PTY LTD	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	1,901.50
EFT28411	28/03/2013	CONFECT - EXPRESS	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	218.32
EFT28412	28/03/2013	CONFERENCE DESIGN PTY LTD	STAFF CONFERENCE REGISTRATION	1,645.00
EFT28413	28/03/2013	G FORCE PRINTING	SUPPLY OF PRINTED STATIONERY STOCK	1,763.85
EFT28414	28/03/2013	T-QUIP	PLANT / VEHICLE PARTS	423.40

Shire of Kalamunda
Creditors Payments for the period 7 March to 27 March 2013

Chq/EFT	Date	Name	Description	Amount \$
EFT28415	28/03/2013	MIRACLE RECREATION EQUIPMENT	BUS SHELTER MAINTENANCE	1,512.50
EFT28416	28/03/2013	HITACHI CONSTRUCTION MACHINERY	PLANT / VEHICLE PARTS	297.81
EFT28417	28/03/2013	HOSECO	PLANT / VEHICLE PARTS	349.98
EFT28418	28/03/2013	HYDROQUIP PUMPS	RETICULATION PUMP MAINTENANCE	2,431.00
EFT28419	28/03/2013	ABAXA (WH LOCATION SERVICES)	SUPPLY UNDERGROUND SERVICE LOCATIONS AT VARIOUS LOCATIONS	855.80
EFT28420	28/03/2013	MATTHEW JONATH	HALL AND BOND REFUND	350.00
EFT28421	28/03/2013	HILLS GOURMET	CATERING SUPPLIES	462.45
EFT28422	28/03/2013	LAND ASSESSMENT PTY LTD	PROGRESS PAYMENT - KALAMUNDA HILLS ORCHARD STUDY REVIEW ENVIRONMENTAL CONSULTING SERVICES	7,590.00
EFT28423	28/03/2013	DIRECT TRADES SUPPLY PTY LTD	HARDWARE SUPPLIES	546.00
EFT28424	28/03/2013	WA PROFILING	PLANT AND EQUIPMENT HIRE	1,023.00
EFT28425	28/03/2013	JOHN LANGLEY	REIMBURSEMENT OF FUEL COSTS	83.00
EFT28426	28/03/2013	GREENWAY ENTERPRISES	GARDEN / RESERVE SUPPLIES	363.46
EFT28427	28/03/2013	NINA ROSE	FACE PAINTING AT VARIOUS SHIRE EVENTS	1,100.00
EFT28428	28/03/2013	WA NATURALLY PUBLICATIONS/DEPARTMENT OF ENVIRONMENT & CONSERVATION	MERCHANDISE SUPPLIES FOR THE ZIG ZAG CULTURAL CENTRE	135.39
EFT28429	28/03/2013	MURRAY JORGENSEN & ASSOCIATES	PROFESSIONAL SERVICES - MANAGEMENT TEAM SURVEY MONKEY 360 DEGREE - MAY 2012	550.00
EFT28430	28/03/2013	BGC CEMENT BAGGED PRODUCTS	ROAD MATERIALS SUPPLIES	1,503.21
EFT28431	28/03/2013	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICES	2,462.92
EFT28432	28/03/2013	TWO WAY HIRE SERVICES PTY LTD	TWO WAY HIRE - CORYMBIA FESTIVAL 2103	522.50
EFT28433	28/03/2013	PROJECT INDUSTRIES	SERVICE AND SAFETY CHECK TO PALFINGER CRANE	1,300.00
EFT28434	28/03/2013	KALAMUNDA SWEEPING	ROAD / PATH SWEEPING AT VARIOUS LOCATIONS	6,375.63

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28435	28/03/2013	FORRESTFIELD TENNIS CLUB (INC)	FORRESTFIELD TENNIS CLUB HIRE FEES FROM HARTFIELD PARK RECREATION CENTRE - 01 JANUARY 2013 - 31 JANUARY 2013 AND 01 FEBRUARY 2013 - 28 FEBRUARY 2013	278.00
EFT28436	28/03/2013	HILLIANS NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	335.00
EFT28437	28/03/2013	KERB - FIX	KERB REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	1,421.20
EFT28438	28/03/2013	MAIDA VALE DELIVERY ROUND	PAPER AND MAGAZINES DELIVERIES FOR HIGH WYCOMBE LIBRARY	67.35
EFT28439	28/03/2013	G.D.CHARLTON	PODIATRY SERVICES AT JACK HEALEY CENTRE	1,438.38
EFT28440	28/03/2013	ELISABETTA GIOVANNA MESSINA	BOND REFUND FOR USE OF HIGH WYCOMBE RECREATION CENTRE	300.00
EFT28441	28/03/2013	JOMAR CONTRACTING	FENCING INSTALLATION / REPAIRS	1,314.50
EFT28442	28/03/2013	GREAT AUSSIE PATIOS	INSTALLATION OF NEW PATIO AT MEN'S SHED, LESMURDIE	1,500.00
EFT28443	28/03/2013	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	12,625.25
EFT28444	28/03/2013	CASTLEDINE & CASTLEDINE DESIGNERS	SALE OF ARTWORK - CLOSE TO HOME EXHIBITION	462.00
EFT28445	28/03/2013	ABOUT BIKE HIRE	BIKE HIRE FOR 23/03/13 - HIRE AGREEMENT 43573	613.00
EFT28446	28/03/2013	HUMES	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	15,020.50
EFT28447	28/03/2013	ARUTHA PTY LTD T/AS WESTMADE HOMES	FOOTPATH DEPOSIT REFUND	950.00
EFT28448	28/03/2013	DEPARTMENT OF AGRICULTURE AND FOOD	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL ROOM	300.00
EFT28449	28/03/2013	WATTIES CLEAN BIN	CLEANING OF WHEELIE BINS	468.00
EFT28450	28/03/2013	ALLAN DAVIES & TREVOR CHUDLEIGH ARCHITECTS	ARCHITECTURAL SERVICES	2,201.00

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28451	28/03/2013	THE CHAIR DOCTOR WA PTY LTD	SUPPLY OF 2 PLATINUM FOOTRESTS	174.00
EFT28452	28/03/2013	PHONE A THRONE	TOILET HIRE - CORYMBIA FESTIVAL 2013 - SATURDAY 9 MARCH	1,192.00
EFT28453	28/03/2013	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1,165.36
EFT28454	28/03/2013	ROAD SIGNS AUSTRALIA (ALLPACK SIGNS)	TRAFFIC PROTECTION PRODUCTS / SIGNAGE	2,184.60
EFT28455	28/03/2013	ANDREW FOWLER-TUTT	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	179.85
EFT28456	28/03/2013	SHIRLEY SPENCER	SALE OF ARTWORK - WA GLASS ARTISTS EXHIBITION 2012	266.00
EFT28457	28/03/2013	MULTILEC ENGINEERING	QUARTERLY SERVICING & TESTING OF LIFTS	139.15
EFT28458	28/03/2013	NASREEN ALAM	HALL AND KEY BOND REFUND	350.00
EFT28459	28/03/2013	ECL GROUP (FUELQUIP AUSTRALIA)	BOWSER AND TRANSPONDER REPAIRS AT DEPOT	764.50
EFT28460	28/03/2013	HOLCIM AUSTRALIA PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	12,425.40
EFT28461	28/03/2013	BEST CONSULTANTS PTY LTD	ELECTRICAL DESIGN AND ENGINEERING FOR THE PROPOSED SPORTS LIGHTING UPGRADE AT MAIDA VALE RESERVE	2,970.00
EFT28462	28/03/2013	CARDILE INTERNATIONAL FIREWORKS PTY LTD	FIREWORKS DISPLAY - CORYMBIA FESTIVAL 2013	8,800.00
EFT28463	28/03/2013	KALAMUNDA MEN'S SHED INC	REIMBURSEMENT OF RUBBISH TRANSPORTATION AND COSTS ASSOCIATED WITH THE TRANSFER STATION	387.68
EFT28464	28/03/2013	CARNIVAL AMUSEMENTS	RIDES AND AMUSEMENTS - CORYMBIA FESTIVAL - SATURDAY 9 MARCH 2013	6,325.00
EFT28465	28/03/2013	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	238.92
EFT28466	28/03/2013	DRAINFLOW SERVICES PTY LTD	CLEANING / MAINTAINING STORM WATER DRAINS	10,341.10
EFT28467	28/03/2013	BINDALE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	69.41
EFT28468	28/03/2013	DARREN JONES	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	179.85
EFT28469	28/03/2013	THE TYRE DOCTOR	PLANT / VEHICLE PARTS	1,403.60

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28470	28/03/2013	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	65.00
EFT28471	28/03/2013	WEST COAST PROFILERS PTY LTD	PLANT EQUIPMENT HIRE	11,052.54
EFT28472	28/03/2013	NEVERFAIL SPRINGWATER LTD (ZZCC)	BOTTLED WATER SUPPLIES / MAINTENANCE	26.25
EFT28473	28/03/2013	BRIKMAKERS	SUPPLY OF LIMESTONE BLOCKS	749.32
EFT28474	28/03/2013	RODNEY WILLIAMS	KEY BOND REFUND	50.00
EFT28475	28/03/2013	CONTRAFLOW	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	3,591.50
EFT28476	28/03/2013	DAVINA SANDHU	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	89.85
EFT28477	28/03/2013	PH CONCRETE	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	21,552.67
EFT28478	28/03/2013	IDEAL HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	700.00
EFT28479	28/03/2013	DAVID GRAY & CO PTY LTD	WHEELIE RUBBISH BIN SUPPLIES	2,599.30
EFT28480	28/03/2013	GUNDRY'S CARPET CHOICE	SUPPLY AND INSTALL TUCSON LIGHTS PICACHO PEAK LIGHT CARPET TO MAIDA VALE NETBALL PAVILION	4,922.00
EFT28481	28/03/2013	STATE WIDE TURF SERVICES	TURF SUPPLIES / MAINTENANCE FOR VARIOUS LOCATIONS	7,271.00
EFT28482	28/03/2013	KALAMUNDA UNITED FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	1,300.00
EFT28483	28/03/2013	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	609.00
EFT28484	28/03/2013	DALE JOLLY	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	119.90
EFT28485	28/03/2013	FONZ'S BOBCAT & TRUCK HIRE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6,613.37
EFT28486	28/03/2013	MESSAGE MEDIA	MESSAGING SERVICES - MASS SMS MESSAGES SENT TO ANY DATA BASE	33.00
EFT28487	28/03/2013	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	715.15

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28488	28/03/2013	RYLAN PTY LTD	SUPPLY AND LAY KERBING AT VARIOUS LOCATIONS	1,045.00
EFT28489	28/03/2013	FIRST WESTERN REALTY	RATES REFUND	3,355.14
EFT28490	28/03/2013	POCKETPHONE COMMUNICATIONS	PLANT / VEHICLE PARTS	77.00
EFT28491	28/03/2013	DARRELL FORREST	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	149.85
EFT28492	28/03/2013	MARY'S MOUNT PRIMARY PARENTS & FRIENDS	KEY BOND REFUND	50.00
EFT28493	28/03/2013	FIRE 4 HIRE	VERGE / RESERVE MAINTENANCE AT VARIOUS LOCATIONS	1,897.50
EFT28494	28/03/2013	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	5,417.27
EFT28495	28/03/2013	STARDATA PTY LTD	MAINTENANCE AGREEMENT	1,246.09
EFT28496	28/03/2013	TARA JENKINS	HALL AND KEY BOND REFUND	350.00
EFT28497	28/03/2013	AARON J STIRK	TECHNICIAN SERVICES FOR VARIOUS EVENTS	231.00
EFT28498	28/03/2013	DRUM PRINT & PUBLICATIONS	PRINTING OF EVENTS CALENDAR FEB - JUNE	4,415.40
EFT28499	28/03/2013	NITRO PDF PTY LTD	NITRO PRO 8 UPGRADED FROM NITRO PDF PROFESSIONAL 6 OR 7	958.36
EFT28500	28/03/2013	SUPALUX PAINT CO PTY LTD	PAINTING SERVICES FOR VARIOUS LOCATIONS	24,348.42
EFT28501	28/03/2013	OZWIRE ELECTRICAL PTY LTD	ELECTRICAL AUDIT WORKS AT VARIOUS LOCATIONS	8,630.32
EFT28502	28/03/2013	UNIQUE WASTE MANAGEMENT SERVICES	HIRE OF TRUCK AND OPERATOR TO TRANSPORT 26 M3 HOOK LIFT WASTE BINS FROM WALLISTON TRANSFER STATION TO VARIOUS SITES	3,407.25
EFT28503	28/03/2013	GUNS KAMBO'S (KAMBO'S MIDLAND)	PURCHASE OF VARIOUS ITEMS FOR COMMUNITY HALLS	290.00
EFT28504	28/03/2013	CUBIC SOLUTIONS PTY LTD (ADS PIPE)	SUPPLY OF DRAINAGE PIPES	1,127.28
EFT28505	28/03/2013	KALAMUNDA BULLDOGS RUGBY LEAGUE FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	360.00
EFT28506	28/03/2013	IT MANAGEMENT ASSOCIATES	CONSULTANT SERVICES - IT SUPPORT SERVICES	83.60

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28507	28/03/2013	RHONDA HARDY	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	179.85
EFT28508	28/03/2013	EYEZON PTY LTD (WHAT'S ON)	FEB 13 - MONTHLY WHAT'S ON IN PERTH, FREMANTLE AND SURROUNDS ADVERTISEMENT - 1/2 PAGE SPREAD	744.00
EFT28509	28/03/2013	SINCLAIR COMMUNICATIONS	LIBRARY SUPPLIES	347.00
EFT28510	28/03/2013	AMCOR RECYCLING	WASTE CARDBOARD RECYCLING CHARGES	233.20
EFT28511	28/03/2013	BEHIND PTY LTD T/A TOPKATS ENTERTAINMENT	ENTERTAINMENT - STAINED GLASS WINDOW CELEBRATION	385.00
EFT28512	28/03/2013	DYMOCKS MIDLAND GATE	LIBRARY SUPPLIES	322.50
EFT28513	28/03/2013	SAFE T CARD AUSTRALIA PTY LTD	MONTHLY CHARGES FOR SAFE T CARD	33.00
EFT28514	28/03/2013	SITE ENVIRONMENTAL AND REMEDIATION SERVICES PTY LTD	SUPPLY ASBESTOS TESTING AND ANALYSIS OF SAMPLES FOR SHIRE OF KALAMUNDA	231.00
EFT28515	28/03/2013	ALL ABOUT YOU - BEAUTY TO PERFECTION	FACE PAINTING PROVISION AT BIKE WEEK EVENT - 23 MARCH 13	170.00
EFT28516	28/03/2013	RAJESH MALDE	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	179.85
EFT28517	28/03/2013	JB HI-FI COMMERCIAL	ELECTRICAL SUPPLIES	1,005.01
EFT28518	28/03/2013	TRACY & CHRISTIAAN WESSELS	FOOTPATH DEPOSIT REFUND	1,000.00
EFT28519	28/03/2013	ACES NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	360.00
EFT28520	28/03/2013	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	414.00
EFT28521	28/03/2013	ROCKWATER PTY LTD	PART PAYMENT - STAGE 2 OF HYDROLOGEOLOGIST STUDY FOR HARTFIELD PARK WATER PROOFING STRATEGY	13,499.75
EFT28522	28/03/2013	KISS CAFE WELSHPOOL	FOOD & BEVERAGES - CORYMBIA FESTIVAL 2013	144.00
EFT28523	28/03/2013	LOUISA ILES	GROUP FITNESS CLASSES FOR THE HEALTHY LIFE CHALLENGE	181.72
EFT28524	28/03/2013	WARWICK CARTER	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	179.85

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28525	28/03/2013	SAM ASSAAD	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	149.85
EFT28526	28/03/2013	KERRY FRYERS	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	119.85
EFT28527	28/03/2013	PERTH SAFETY PRODUCTS	ROAD MAINTENANCE SIGNAGE	467.50
EFT28528	28/03/2013	DMC CLEANING	CLEANING OF VARIOUS SHIRE BUILDINGS	47,836.91
EFT28529	28/03/2013	KALAMUNDA RANGERS INCORPORATED	KIDSPORT FUNDING FOR VARIOUS PLAYERS	375.00
EFT28530	28/03/2013	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION AND DEPOT	182.87
EFT28531	28/03/2013	ECOADVANCE	UNDERTAKE LEVEL 2 ENERGY AUDITS OF 3 SPECIFIED SHIRE FACILITIES	3,712.50
EFT28532	28/03/2013	MICRO PRODUCTS AUSTRALIA	SUPPLY OF 2 UNIVERSAL RT100 MICROCHIP SCANNERS FOR RANGERS SERVICES	437.80
EFT28533	28/03/2013	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF	3,471.24
EFT28534	28/03/2013	KJERSTIN BJELLAND	MONTHLY RENTAL OF LOTS 918 AND 919 MONARCH WAY WATTLE GROVE	3,160.00
EFT28535	28/03/2013	DEMENTIA CARE AUSTRALIA	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	300.00
EFT28536	28/03/2013	AMIE YOUNG	GROUP FITNESS CLASS INSTRUCTOR	45.43
EFT28537	28/03/2013	MPK TREE SERVICES	TREE BRANCH PRUNING AT VARIOUS LOCATIONS	11,770.00
EFT28538	28/03/2013	DIESEL TORQUE MECHANICAL SERVICES	SIREN KIT AND STROBE LIGHT FOR EMERGENCY FIRE VEHICLE	5,085.14
EFT28539	28/03/2013	MOHAMMAD FIRDAUS BIN ZULKIPLI	FENCING REBATE - LOT 913 MONARCH WAY WATTLE GROVE	2,000.00
EFT28540	28/03/2013	BITUMEN SURFACING	ROAD MATERIALS FOR VARIOUS LOCATIONS	12,981.10
EFT28541	28/03/2013	HEARNS HEATING AND COOLING	SUPPLY AND FIT NEW AIR CONDITIONER TO CASUAL KITCHEN AREA WOODLUPINE COMMUNITY CENTRE	3,515.00
EFT28542	28/03/2013	HOCKING HERITAGE STUDIO	STAGE 1 - MUNICIPAL HERITAGE INVENTORY REVIEW	3,850.00

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
EFT28543	28/03/2013	TURFWORKS WA PTY LTD	MOWING OF TURF GRASS ON RESERVES	13,884.00
EFT28544	28/03/2013	FINER DETAILS PERSONAL CONCIERGE SERVICES	PRESENTATION OF DECLUTTER YOUR LIFE WORKSHOP - KALAMUNDA LIBRARY 20 MARCH 2013	500.00
EFT28545	28/03/2013	JA AIR-CONDITIONING	AIR-CONDITIONING SUPPLY AND INSTALLATION TO THE EDINBURGH RD CENTRE	10,032.00
EFT28546	28/03/2013	A1 TROJAN PEST CONTROL	ANNUAL TERMITE INSPECTION FOR VARIOUS LOCATIONS	3,402.00
EFT28547	28/03/2013	MIDLAND PLASTERBOARD	SUPPLY OF MATERIALS	346.50
EFT28548	28/03/2013	FIFO FAMILIES PTY LTD	PROMOTIONAL SERVICES FOR FIFO SURVEY	165.00
EFT28549	28/03/2013	OCCUMED CONSULTING	FITNESS FOR WORK ASSESSMENT	1,980.00
EFT28550	28/03/2013	JANINE KOEFOED	SALE OF ARTWORK - WA GLASS ARTISTS EXHIBITION 2012	455.00
EFT28551	28/03/2013	THE STABLE MANAGEMENT GROUP	CHRIS MURPHY - MC CORYMBIA FESTIVAL - 9TH MARCH 2013	660.00
EFT28552	28/03/2013	HIGH PERFORMANCE PRINTER REPAIRS	PRINTER REPAIRS / MAINTENANCE	341.00
EFT28553	28/03/2013	ESTELLE DEAN	SALE OF ARTWORK - WA GLASS ARTISTS EXHIBITION 2012	563.50
EFT28554	28/03/2013	FGW CORPORATION PTY LTD	SUPPLY AND DELIVER GEL COAT FIBREGLASS SKYLIGHT SHEETING FOR HARTFIELD RECREATION CENTRE	4,330.43
EFT28555	28/03/2013	SYNFUL TRINKETS	SYNFUL TRINKETS HAIR EXTENSIONS - ENTERTAINMENT - CORYMBIA FESTIVAL SATURDAY 9 MARCH 2013	640.00
EFT28556	28/03/2013	TINA COPPOLA	SALE OF ARTWORK - WA GLASS ARTISTS EXHIBITION 2012	497.00
EFT28557	28/03/2013	BELINDA KAY	SALE OF ARTWORK - WA GLASS ARTISTS EXHIBITION 2012	210.00

Shire of Kalamunda
Creditors Payments for the period 7 March to 27 March 2013

Chq/EFT	Date	Name	Description	Amount \$
EFT28558	28/03/2013	JONES LANG LASALLE (VIC) TRUST PTY LTD ATF TELSTRA CORP	REFUND OF LICENCE OVERPAYMENT (BETWEEN 2006 TO 2013) IN RELATION TO COMMUNICATIONS TOWER 396520/JDE 31488400	2,753.65
EFT28559	28/03/2013	HILLSIDE HORNETS BASKETBALL	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT28560	28/03/2013	BUILDING LINES APPROVALS PTY LTD	REFUND OF AN INFRASTRUCTURE BOND AND ADMINISTRATION FEES	1,104.50
EFT28561	28/03/2013	PETER REYNOLDS	SALE OF ARTWORK - WA GLASS ARTISTS EXHIBITION 2012	616.00
EFT28562	28/03/2013	WAGGY DOG BAKEHOUSE	PRIZE - CORYMBIA FESTIVAL DOG SHOW	60.00
EFT28563	28/03/2013	NEVERFAIL SPRINGWATER LTD (ADMIN OFFICE)	BOTTLED WATER SUPPLIES / MAINTENANCE	195.25
EFT28564	28/03/2013	MYRA STAFFA	SALE OF ARTWORK - WA GLASS ARTISTS EXHIBITION 2012	455.00
EFT28565	28/03/2013	KISS MY GLASS AUSTRALIA (JENNIE MERRITT)	SALE OF ARTWORK - WA GLASS ARTISTS EXHIBITION 2012	437.50
EFT28566	28/03/2013	SCOTT HODGEN	CONSULTANCY SERVICES FOR MARCH CLUBS 4 LIFE WORKSHOP - CLUB PRESIDENTS AND LEADERSHIP	220.00
EFT28567	28/03/2013	KATRINA LEAH GIGLIA	GROUP FITNESS INSTRUCTOR	45.43
EFT28568	28/03/2013	RIDING FOR THE DISABLED ASSOC - CARINE GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	212.50
EFT28569	28/03/2013	ELLA MILBOURN	KEY BOND REFUND	50.00
EFT28570	28/03/2013	SABRINA FARMER	HALL AND KEY BOND REFUND	550.00
EFT28571	28/03/2013	RIK MILLS	FUEL COSTS REIMBURSEMENT	89.96
66533	13/03/2013	COLIN & HEIDI PEMBER	REIMBURSEMENT FOR REMOVAL OF LARGE BEEHIVE AND ALL HONEY COMBES FROM SHIRE VERGE TREE	165.00
66534	13/03/2013	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	388.55
66535	13/03/2013	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	206.10
66536	13/03/2013	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	388.00

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
66537	13/03/2013	TELSTRA CORPORATION	TELEPHONE EXPENSES	18,827.20
66538	13/03/2013	WATER CORPORATION	WATER EXPENSES	31,521.70
66539	13/03/2013	BCITF	LEVY FEE - FEBRUARY 2013	14,869.61
66540	13/03/2013	SYNERGY	POWER CHARGES	49,077.01
66541	13/03/2013	DEPARTMENT OF TRANSPORT	TRANSFER VEHICLE AND LICENCE	50.20
66542	13/03/2013	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	95.65
66543	13/03/2013	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	133.95
66544	13/03/2013	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	135.75
66545	13/03/2013	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	522.32
66546	13/03/2013	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	735.76
66547	13/03/2013	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	305.29
66548	13/03/2013	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	115.47
66549	13/03/2013	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	781.51
66550	13/03/2013	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	725.29
66551	13/03/2013	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	89.60
66552	13/03/2013	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	372.95
66553	13/03/2013	CASH - LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	118.53
66554	13/03/2013	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	220.30
66555	13/03/2013	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	190.47
66556	13/03/2013	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	73.22
66557	13/03/2013	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	67.31
66558	13/03/2013	UNISUPER	SUPERANNUATION CONTRIBUTIONS	246.92
66559	13/03/2013	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	384.06
66560	13/03/2013	AUSTRALIAN RETIREMENT FUND - ARF ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	125.90

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
66561	13/03/2013	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS	56.95
66562	13/03/2013	CASH - KPAC	PETTY CASH REIMBURSEMENT	60.10
66563	13/03/2013	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	490.08
66564	13/03/2013	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	273.91
66565	18/03/2013	MARTYN CRESSWELL	COUNCIL ALLOWANCE - 01/03/13 - 30/06/13	3,600.00
66566	18/03/2013	SUSAN BILICH	SHIRE PRESIDENT ALLOWANCE - 01/03/13 - 30/06/13	10,869.24
66567	18/03/2013	DYLAN O'CONNOR	COUNCIL ALLOWANCE - 01/03/13 - 30/06/13	3,600.00
66568	27/03/2013	SHIRE OF KALAMUNDA	FLOAT INCREASE FOR HARTFIELD PARK RECREATION CENTRE - ANOTHER TILL REQUIRED	200.00
66569	27/03/2013	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	298.50
66570	27/03/2013	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	206.10
66571	27/03/2013	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	388.00
66572	27/03/2013	TELSTRA CORPORATION	TELEPHONE EXPENSES	1,035.65
66573	27/03/2013	WATER CORPORATION	WATER EXPENSES	5,539.30
66574	27/03/2013	SYNERGY	POWER CHARGES	134,683.99
66575	27/03/2013	ALINTA ENERGY	GAS CHARGES	54.85
66576	27/03/2013	DEPARTMENT OF MINES & PETROLEUM	LICENSE OF DANGEROUS GOODS	192.00
66577	27/03/2013	TOHL ENGINEERING	FIRE FIGHTING NOZZLES	649.00
66578	27/03/2013	DONNA BICKNELL	RATES REFUND	1,258.80
66579	27/03/2013	CASH - ADMIN	PETTY CASH REIMBURSEMENT	636.29
66580	27/03/2013	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	179.55
66581	27/03/2013	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	148.86
66582	27/03/2013	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	238.30
66583	27/03/2013	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	710.79
66584	27/03/2013	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	732.39

**Shire of Kalamunda
 Creditors Payments for the period 7 March to 27 March 2013**

Chq/EFT	Date	Name	Description	Amount \$
66585	27/03/2013	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	342.10
66586	27/03/2013	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	100.96
66587	27/03/2013	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	777.72
66588	27/03/2013	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	698.33
66589	27/03/2013	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	84.55
66590	27/03/2013	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	393.25
66591	27/03/2013	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	190.47
66592	27/03/2013	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	73.22
66593	27/03/2013	CASH - HIGH WYCOMBE LIBRARY	PETTY CASH REIMBURSEMENT	103.85
66594	27/03/2013	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	124.26
66595	27/03/2013	UNISUPER	SUPERANNUATION CONTRIBUTIONS	246.92
66596	27/03/2013	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	384.04
66597	27/03/2013	AUSTRALIAN RETIREMENT FUND - ARF ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	135.45
66598	27/03/2013	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS	71.74
66599	27/03/2013	CASH - ZIG ZAG CULTURAL CENTRE	PETTY CASH REIMBURSEMENT	63.35
66600	27/03/2013	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	490.08
66601	27/03/2013	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	304.34
66602	27/03/2013	LILLIAN HUDSON	REFUND - MEALS ON WHEELS ACCOUNT IN CREDIT - NO LONGER RECEIVING SERVICES. REF PM33087098TM17	101.50
				4,766,914.82

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

21. Rates Debtors Report for the Period Ended 31 March 2013

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A
Attachment 1	Summary of Outstanding Rates for the period ended 31 March 2013

PURPOSE

1. To receive a report on rates debtors for the period ended 31 March 2013 (Attachment 1).

BACKGROUND

2. Attached is the report detailing rates debtors for the period ended 31 March 2013 (Attachment 1).
3. Rates notices were issued on 14 August 2012.
Instalment dates are as follows:

Option 1 (Full Payment)	By 18 September 2012
Option 2 (Two Instalments)	1 st Instalment Date by 18 September 2012 2 nd Instalment Date by 18 December 2012
Option 3 (Four Instalments)	1 st Instalment Date by 18 September 2012 2 nd Instalment Date by 19 November 2012 3 rd Instalment Date by 18 January 2013 4 th Instalment Date by 19 March 2013
4. A grace period of two weeks is given before closing the instalment period. Any amounts outstanding on those ratepayers with an instalment option are regarded as defaulted and essentially fall off from this arrangement. The Shire can accept a direct debit payment arrangement to finalise the balance or a special payment arrangement is made in extenuating circumstances. Strict protocols are maintained so that the Shire is seen to be fair and equitable to all ratepayers.
5. As noted on (Attachment 1), the Shire has collected 93.74% of the debt within six and a half months. As a comparison, last year's collection rate was 94.54% as rates notices were issued earlier.
6. In March 2013, 73 letters of demand were sent and 49 General Procedure Claims have been issued. Final notices will be sent for all outstanding instalments in early April 2013.

-
7. Interim rates raised by the month of March has been in excess of \$100,000. We are expecting valuation services from Landgate in April 2013 to determine the ex-gratia amount due from the Dampier Bunbury pipeline.

DETAILS

Debt Recovery

8. Debt Recovery (Stage 1). This stage involves the Debt Collection Agency sending a Letter of Demand to the defaulting ratepayer on behalf of the Shire.
9. As noted in Point 5, a total of 73 letters of demand have been sent to ratepayers via the debt collection agency, Dun & Bradstreet. Some ratepayers have now paid or have made direct debit arrangements with the Shire to settle their debts. For those who have still not paid, the Shire staff will be assessing which claims will now progress to Stage 2, processing a General Procedure Claim.
10. Debt Recovery (Stage 3). This stage involves the issue of Property Seizure and Sale Orders ("PS&SO") with Dun & Bradstreet.
11. All 48 outstanding debts that remain with Dun & Bradstreet have had Judgement entered against them. The status of these is as follows:
- 27 of these have now substantially paid.
 - 21 remain as outstanding debts.
 - 20 have gone to PS&SO stage (of these, 9 have since fully paid up, the rest are still with Baycorp who are the nominated Bailiffs for WA.).
 - One is going for a "substituted service".

STATUTORY AND LEGAL IMPLICATIONS

12. Nil.

POLICY IMPLICATIONS

13. Nil.

PUBLIC CONSULTATION/COMMUNICATION

14. Nil.

FINANCIAL IMPLICATIONS

15. The Shire has benefitted from the improved cashflow and capacity to run its operations.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

16. *Kalamunda Advancing: Strategic Community Plan to 2023*

OBJECTIVE 6.8 – To ensure financial sustainability through the implementation of effective financial management, systems and plans.

Strategy 6.8..4 Provide effective financial services to support the Shire's operations and to meet sustainability planning, reporting and accountability requirements.

Sustainability Implications

Social Implications

17. Nil.

Economic Implications

18. Effective collection of all outstanding debtors leads to enhanced financial sustainability for the Shire.

Environmental Implications

19. Nil.

OFFICER COMMENT

20. The total amount outstanding as at 31 March 2013 is \$2,052,964. The final instalment was due on 19 March 2013 which has resulted in this balance being reduced substantially.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 21/2013)

That Council:

1. Receives the rates debtors report for the period ended 31 March 2013 (Attachment 1).

Moved:

Seconded:

Vote:

Attachment 1

**Summary of Outstanding Rates
 For the period ended March, 2013**

Rates Outstanding Debtors

	3rd Previous Year + Outstanding	2nd Previous Year Outstanding	Previous Year Outstanding	Current Outstanding	Total Outstanding	Previous Year Total Outstanding
31/01/12	\$260,914	\$110,802	\$154,888	\$4,959,470	\$5,486,074	\$7,011,340
29/02/12	\$259,617	\$105,398	\$139,395	\$2,183,852	\$2,688,263	\$4,559,161
31/03/12	\$259,520	\$87,962	\$121,087	\$1,287,044	\$1,755,614	\$3,568,478
30/04/12	\$259,496	\$86,468	\$114,770	\$900,448	\$1,361,182	\$1,683,884
31/05/12	\$259,166	\$84,731	\$108,821	\$665,149	\$1,117,867	\$1,138,225
31/06/12	\$258,050	\$79,620	\$99,766	\$535,703	\$973,139	\$860,256
31/07/12		\$332,789	\$89,640	\$356,660	\$779,089	\$24,249,501
31/08/12	\$328,059	\$86,156	\$288,226	\$21,696,002	\$22,398,443	\$20,577,566
30/09/12	\$325,814	\$77,302	\$214,610	\$12,879,066	\$13,496,792	\$12,854,591
30/10/12	\$322,288	\$92,829	\$188,433	\$12,218,828	\$12,822,377	\$11,877,663
30/11/12	\$316,368	\$70,318	\$163,723	\$9,019,188	\$9,569,597	\$9,389,022
31/12/12	\$311,157	\$693,373	\$147,761	\$7,478,618	\$8,630,908	\$8,348,304
31/01/13	\$309,687	\$68,194	\$141,032	\$5,044,630	\$5,563,543	\$5,486,074
28/02/13	\$304,179	\$59,643	\$124,553	\$4,035,243	\$4,523,618	\$2,688,263
31/03/13	\$295,597	\$58,193	\$116,128	\$1,583,045	\$2,052,964	\$1,755,614

Total Rate Levied 2007/08	\$16,045,496
Total Rate Levied 2008/09	\$17,322,057
Total Rate Levied 2009/10	\$19,832,279
Total Rate Levied 2010/11	\$21,035,935
Total Rate Levied 2011/12	\$23,565,592
Rate Levied 2012/2013	\$25,289,378
Back Rates Levied in 2012/2013	\$101,061
12/13 - Interim Rates & Adjmts (various)	\$122,125
Total Levies To Date for 2012/2013	\$25,512,564

Number Rateable of Assessments	22,011
% of Current Rates Outstanding :	6.26%

Statistics as of 31 March 2013

16,814	Assessments - Paid in Full or who are in 'Credit' balance
3,735	Assessments - Not Yet Paid in Full (report only balances greater than \$2.00)
20,549	
1,123	Assessments - Paying via 2 x Instalment Option as at today
5,990	Assessments - Paying via 4 x Instalment Option as at today
486	Assessments - Pensioners with rates not paid and are not yet due until 30/06/2013
386	Assessments - on Direct Debit Arrangements
12	Assessments - on Alternative Arrangements
7,997	

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

22. Veteran Car Club of WA (Inc) – 21 Year Lease Term

Previous Items	OCM 23/2013
Responsible Officer	Director Corporate & Community Services
Service Area	Economic Property & Procurement Services
File Reference	
Applicant	N/A
Owner	N/A

PURPOSE

1. To consider approval of a 21 year lease for the Veteran Car Club of WA (Inc).

BACKGROUND

2. At the Ordinary Council Meeting on 25 February 2013 Council adopted Lease Policy LEA1 – Community Groups' Lease Council Policy. The associated procedure noted that a typical lease would be five years however the Shire, at its discretion, can consider a longer lease where the term is required to support a loan arrangement or in other extenuating circumstances, where approved by resolution of Council.

DETAILS

3. The Veteran Car Club, jointly with the WA Car Club (Inc), has an existing expired Lease over 265 Hale Road, Wattle Grove (portion of Hartfield Park Reserve Number 17098). The 21 Year Lease expired on 31 December 2012 and has continued on a holding over basis pending roll out of the Shire's new Lease Policy. Prior to that, the Club had a 21 Year Lease from 21 July 1970 to 30 June 1991.
4. The WA Car Club advised the Shire by letter dated 6 March 2013 that they do not wish to be a party to the new Lease and will use the site under a Memorandum of Understanding with the Veteran Car Club of WA (Inc).
5. The Veteran Car Club (Inc) has sought a 21 Year Lease term citing perceived extenuating circumstances of:
 - a. Long history of tenancy at site.
 - b. Huge investment in facilities on the land (estimated replacement cost of \$3 million) at Club cost without Shire contribution.
 - c. Plans to further improve facilities on site at Club cost but members are seeking a longer term guarantee of residency before committing funds, which could be considered akin to obtaining loan funding.

STATUTORY AND LEGAL IMPLICATIONS

6. The Minister for Lands' consent is required prior to execution of the Lease.
7. The existing Lease is subject to a Covenant committing the Shire to terminate the Lease with two years written notice on receipt of notice in writing from the Commissioner of Main Roads of his intention to acquire the land for the purposes of an interchange between Tonkin Highway and Hale Road. It is expected that the new Lease will require execution of a similar covenant as a condition of the Minister for Lands consent.

POLICY IMPLICATIONS

8. Lease Policy LEA1.

PUBLIC CONSULTATION/COMMUNICATION

9. Not applicable.

FINANCIAL IMPLICATIONS

10. Not applicable.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

11. *Kalamunda Advancing: Strategic Community Plan to 2023*
OBJECTIVE 1.8 – Support local community groups to grow, prosper and shape the future of Kalamunda.
Strategy 1.8.3 Proactively investigate opportunities that facilitate the establishment and/or growth of local community groups.

Sustainability Implications

Social Implications

12. Not applicable.

Economic Implications

13. Not applicable.

Environmental Implications

14. Not applicable.

OFFICER COMMENT

15. Whilst the circumstances quoted by the Veteran Car Club of WA (Inc) in support of a 21 year term are not considered extenuating, the Shire nevertheless recognises the Club has maintained the premises at their own cost and to an exceptional level of repair for the duration of their previous lease.
16. The conditions of their previous lease were more onerous than the terms set out in the current lease policy and procedure. The Shire is certain that the Club will be able to operate under the proposed terms of the lease.
17. The Shire is supportive of the longer term lease being granted.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 22/2013)

That Council:

1. Authorises a Lease term of twenty one years for the Veteran Car Club of WA (Inc) over 265 Hale Road, Wattle Grove.

Moved:

Seconded:

Vote:

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

23. Commemorative Tree Planting

Previous Items	N/A
Responsible Officer	Director of Development & Infrastructure Services
Service Area	Development Services
File Reference	CO-CEV-003
Applicant	
Owner	
Attachment 1	Images of Vandalism

PURPOSE

1. To consider changes to the annual commemorative tree planting program to allow for a more sustainable approach.

BACKGROUND

2. Since 1988 the Shire has conducted the annual commemorative tree planting program. All resources are provided for the parents to plant a tree and place a plaque which is inscribed with their baby's name and date of birth. The following locations have recently been chosen for tree planting and plaque placements:

Locations - 2011	Quantity
Peter Theil Park, Lesmurdie	23
Ledger Rd Reserve, Gooseberry Hill	33
Ollie Worrell Reserve, High Wycombe	34
Woodlupine Creek, Forrestfield	41
Locations - 2012	
Seaton Park, Lesmurdie	27
Sheffield Rd, Wattle Grove	13
Elmore Park, High Wycombe	38
The Boulevard, Gooseberry Hill	36

3. The Shire President or Ward Councillor opens each planting event which is consecutively run on the same day and is attended by parents, children and other family members.
4. Whilst it has proven to be a highly successful community event for residents and a lot of positive feedback is received each year they are basic functions without the provisions of refreshments.

DETAILS

5. In response to an ongoing problem with commemorative trees being vandalised and to take a more sustainable approach, it is proposed that rather than planting individual trees and plaques in numerous locations, one advanced tree (1-2 metres high) and a plaque with multiple names is positioned in a prominent location throughout the Shires wards as per the submissions received from residents. Jacaranda Springs – High Wycombe.

-
6. Prominent public open space locations will be considered such as:
 - Stirk Park – Kalamunda.
 - Seaton Park – Lesmurdie.
 - Flora Terrace Reserve – Lesmurdie.
 - Juniper Way Reserve – Forrestfield.
 - Woodlupine Creek – Forrestfield.
 - Wattle Grove - Maida Vale Reserve.
 7. “Live Together, Grow Together” will be inscribed at the top of the plaque and a sausage sizzle will be held at each planting location to encourage residents to get to know each other.
 8. The event will continue to be opened by the Shire President or Ward Councillor, and the parents attending can assist with the planting and watering of the tree.

STATUTORY AND LEGAL IMPLICATIONS

9. Nil.

POLICY IMPLICATIONS

10. Nil.

PUBLIC CONSULTATION/COMMUNICATION

11. Costs have been minimised.

FINANCIAL IMPLICATIONS

12. Average expenditure for 2010/11 and 2011/12 was estimated to be:
 - Plaques and stakes- \$2,160
 - Tree and stakes - \$3,294
 - Parks Crew – \$3,450
 - Preparation - \$630
 - Total - \$9,534**
13. Based on the revised proposal, the following costings based on four sites are estimated:
 - Advance trees (2 meters high) and stakes - \$3,600
 - Plaques and plinths - \$370
 - Parks Crew – \$2,080
 - Prior preparation - \$280
 - Sausage Sizzles – \$1,000
 - Total - \$7,330**

-
14. The reduced costs associated with the revised proposal are due to less tree maintenance from pruning, watering, fertiliser and weed control. The above figures however do not represent the tree and replacement costs as a result of vandalism.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

15. *Kalamunda Advancing: Strategic Community Plan to 2023*
- | | |
|-----------------|--|
| Strategy 2.2.3 | Provide high quality community recognition events and citizen ceremonies. |
| Strategy 3.1.3 | Identify collaborative on-ground projects that can be achieved in partnership with the community. |
| Strategy 3.4.3. | Develop a public open space strategy that identifies opportunities to reduce consumption of bore and scheme water. |

Sustainability Implications

Social Implications

16. The program links the babies and parents with their local environment and encourages a relationship with a local reserve where the community still has the opportunity to be involved. It also complements the Shire's strategic goal of community development - "a strong sense of community" whereby interaction and participation will encourage people to interact with each other
17. Vandalism may be reduced and possibly eliminated as the tree and plaque will be more substantial and not easily damaged or removed.

Economic Implications

18. Nil.

Environmental Implications

19. The planting of one advanced tree in each location will reduce the need to water, fertiliser and apply herbicide and is therefore beneficial to the environment. Each tree species will be chosen to suit the local environment and may either be indigenous, native or ornamental.

OFFICER COMMENT

20. Problems have been experienced over the years with the current program in respect to the following:
- Vandalism to the planted trees and plaques, with trees and plaques being removed. The breaking of limbs or main stems of the trees, the

throwing of plaques into nearby creeks or water bodies. In some cases this is repeated after replacements have been made. This has particularly been the case in the reserves of Ollie Worrell, Elmore Park and Woodlupine Creek (Attachment 1).

- Residents have expressed their concerns regarding vandalism to the commemorative trees and also requested replacements. Presently the Shire only assists with replacements after one year of planting. In the event that Council supports the revised proposal then this approach will continue.
- The Shire is struggling to find space in appropriate areas to continue this program in its current form.

21. Given the number of issues and risks associated with the existing program it is therefore considered that the revised proposal for the Commemorative Tree Planting will be more acceptable to the participants.

22. Residents enquiring about the program have been advised of the proposed changes to the program and requested to submit their request in May 2013.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 23/2013)

That Council:

1. Approves a revised Commemorative Tree Program that provides for a mature tree with multiple naming rights to the plaque to take affect 01 July 2013.

Moved:

Seconded:

Vote:

Attachment One

Ollie Worrell Reserve, High Wycombe – current tree vandalism



High Wycombe, Elmore Way – 2012 Tree planting showing removals and vandalism.



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

24. Adoption of Governance and Policy Framework

Previous Items	Nil
Responsible Officer	Acting Chief Executive Officer
Service Area	Office of Chief Executive Officer
File Reference	N/A
Applicant	N/A
Owner	N/A

Attachment 1 Draft Governance Framework

PURPOSE

1. To adopt the Governance and Policy Framework (Attachment 1).

BACKGROUND

2. As an outcome of a number of investigations and reviews into issues with respect to the former Chief Executive Officer (“CEO”) and the management of infrastructure projects, particularly the Kalamunda Water Park, a need has been identified for a formal Governance Framework (“the Framework”).
3. A Forum on the draft Framework was conducted on 25 February 2013.

DETAILS

4. Effective Governance is an important issue for all organisations, both within the corporate area and all levels of government. The practice of good Governance is seen as critical for ensuring that:
 - An organisation meets legal and ethical compliance.
 - Decisions are made in the interest of stakeholders.
 - Organisations behave as a good corporate citizen should.
5. Within a local government context, there are a range of benefits that can be derived from the development and implementation of an effective Framework. These include:
 - Providing clear guidelines for the roles of the Council and CEO, ensuring that all responsibilities are properly allocated and performance expectations are well understood.
 - Enshrining best practice in relation to Council processes.
 - Assisting the Council and CEO in delivering good Governance.
 - Influencing processes throughout the organisation by setting guidelines for strategic planning at all levels.
 - Acting as a point of reference for disputes.
 - Assisting as an induction tool for new Elected Members.

STATUTORY AND LEGAL CONSIDERATIONS

6. The *Local Government Act 1995* is the principal piece of legislation governing the operations of all local governments in Western Australia. It contains numerous sections that relate to the role and functions of the Shire President, Councillors, CEO and employees. The Framework is designed to articulate these requirements in a concise and logical format.

POLICY CONSIDERATIONS

7. The Framework and associated documents describe the principles and key roles that guide Council in its decision making. The adoption of protocols and principles relating to good Governance of the Shire of Kalamunda will impact on all Council and Administrative Policies and the implementation of such Policies.

COMMUNITY ENGAGEMENT REQUIREMENTS

11. Public consultation is not required for the development and implementation of the Framework.

FINANCIAL CONSIDERATIONS

12. There are no direct financial implications in adoption of the Framework.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Alignment

13. *Kalamunda Advancing: Strategic Community Plan to 2023*

OBJECTIVE 6.1 – To ensure a highly effective and strategic thinking Council sets direction and works for the greater good of the community at all times.

Strategy 6.1.2 Develop and implement a governance framework to ensure the elected body has a very clear understanding of its role and responsibilities.

Sustainability Considerations

Social Implications

14. Nil.

Economic Implications

15. Nil.

Environmental Implications

16. Nil.

RISK MANAGEMENT CONSIDERATIONS

17. The Framework provides guidelines on the processes that will ensure the good governance of the Shire of Kalamunda, and highlights a number of other documents that set down the fundamental principles of good governance.
18. The Framework establishes the respective roles and responsibilities of the Council and Administration by:
 - Promoting ethical and responsible decision making.
 - Promoting timely and balanced disclosure.
 - Respecting the rights of the community and other stakeholders.
 - Recognising and managing risk.
 - Encouraging better performance by all participants in the governance process at the Shire of Kalamunda.

OFFICER COMMENT

19. The Framework sets out the governance principles that will ensure that the Shire's management and organisational practices are professional and Council decisions will be informed and take into account the needs of the community to which it is primarily accountable.
20. The Framework and associated documentation is designed to ensure effective, transparent and sustainable management of the Shire's affairs and is recommended for adoption.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 24/2013)

That Council:

1. Adopts the Shire of Kalamunda Governance and Policy Framework (Attachment 1).
2. Requests the Governance and Policy Framework be used to form the basis of future inductions for new councillors of the Shire of Kalamunda.

Moved:

Seconded:

Vote:

Attachment 1

Draft Governance and Policy Framework - 2012



**shire of
kalamunda**



1.	Introduction.....	70
2.	Glossary	71
3.	Local Government Defined	73
3.1	Role of Local Government	73
	Planning and Monitoring Achievement	74
	Lawmaking / Enforcement	74
	Policy Development	74
	Representation	74
	Advocacy	75
	Service Delivery.....	75
3.2	Community Defined	75
4.	Governance in Local Government.....	75
4.1	Definition of Governance	75
4.2	Good Governance in Local Government	76
	Good Governance in Practice	77
	Internal Issues	77
	External Issues	77
5.	Governance Principles and Charter.....	78
5.1	Principle One: Vision, Integrated Planning and Culture.....	78
5.2	Principle Two: Roles and Relationships	78
5.3	Principle Three: Decision-Making and Management	78
5.4	Principle Four: Policy-Making and Management	78
5.5	Principle Five: Accountability.....	79
6.	Governance Framework	80
7.	Principle One: Vision, Integrated Planning and Culture	81
7.1	Vision	81
7.2	Integrated Planning	81
	Strategic Community Plan	82
	Corporate Business Plan.....	83
	Annual Planning Process.....	83
7.3	Culture	84
	Code of Conduct.....	85
	Confidentiality	85
	Conflicts and Disclosure of Interests.....	86
	Induction Program.....	86
	Values	86
	Core Values.....	87
	Aspirational Values	87
8.	Principle Two: Roles and Relationships.....	87
8.1	Roles	87
	The Role of Council.....	88
	Role and Responsibilities of the Shire President.....	89

	Role and Responsibilities of the Deputy Shire President.....	90
	Roles and Responsibilities of the Elected Members	90
	Role and Responsibilities of the Chief Executive Officer	91
8.2	Working Relationships.....	93
	Working Relationship between Shire President and Councillors	94
	Working Relationship between Shire President and CEO.....	95
	Communication.....	96
	Role clarity	96
	Working Relationship amongst Elected Members	97
	Working Relationship between Elected Members, the CEO and Employees..	97
	Relationship and Contact between Elected Members and Employees.....	98
	Elected Members Access to Staff.....	99
	Elected Member Access to Information	99
	Effective Relationships – Summary.....	100
9.	Principle Three: Decision-Making and Management	100
9.1	Decision Making Forums.....	101
	Council Schedule	101
	Council Meetings	101
	Standing Committee Meetings	101
	Advisory/Management Committees	102
	Apologies and Leave of Absence	102
9.2	Agendas and Minutes.....	103
9.3	Declarations of Interest.....	103
	Financial Interests	103
	Interest That May Affect Impartiality.....	104
9.4	Qualified Privilege.....	105
9.5	Financial Management	105
	Financial Management Planning and Principles	105
	The Annual Budget	107
	Long Term Financial Plan	108
	Financial Reporting.....	108
9.6	Role of the Administration	109
9.7	Risk Management	109
9.8	Planning and Development Functions	110
	Quasi Judicial Role.....	110
	Planning Schemes.....	111
	Formulation of new Planning Scheme	112
9.9	Legal Framework.....	113
	Local Government Act 1995.....	113
	Delegations.....	113
	Executive Functions	114
	Local Laws	114
	Standing Orders Local Law 2005	115
	Gifts 115	
	Freedom of Information	115
10.	Principle Four: Policy-Making and Management.....	115
10.1	Policies	115
11.	Principle Five: Accountability	116
11.1	Principle of Accountability.....	116

11.2	Performance Management.....	117
11.3	Compliance	117
11.4	Audit Committee.....	118
11.5	Consultation.....	118
11.6	Records Management	119
12.	Council and Elected Member Self-Assessment	119
12.1	Council Self-Assessment and Evaluation	119
13.	References	120

Introduction

The Shire of Kalamunda (“the Shire”) governs its operations through legislation, standing orders, council resolutions, policies, procedures and guidelines.

In 2012, the Shire became the subject of a Crime and Corruption Commission investigation in relation to relationships and the role of the then Chief Executive Officer (“CEO”). The investigation and subsequent Council-lead internal investigation revealed a number of governance and policy weaknesses which made the Shire vulnerable to unethical behaviour and an undesirable corporate culture.

Council requested, in light of the revelations from the investigations, that an extensive review of governance and policy practices at the Shire be undertaken.

The Shire requires a Governance and Policy Framework to be able to provide high quality services and facilities to the broad range of people who have a stakeholder interest in the Shire. They include residents, commercial and retail business, workers, and local, national and international visitors. Effective service delivery can only be achieved through proper and democratic government,

The practice of good governance is increasingly seen as critical for ensuring that:

- The organisation meets legal and ethical compliance.
- Decisions are made in the interests of stakeholders.
- The organisation behaves as a good corporate citizen should.

There are a range of benefits that can be derived from the development and implementation of an effective Governance and Policy Framework. These include:

- Providing clear guidelines for the roles of the Council and the CEO, ensuring that all responsibilities are properly allocated and performance expectations are well understood.
- Enshrining best practice in relation to board processes.
- Assisting the Council and the CEO in delivering good governance.
- Ensuring legal and ethical compliance.
- Influencing processes throughout the organisation by setting guidelines for strategic planning at all levels.
- Acting as a point of reference for disputes.
- Assisting as an induction tool for new Elected Members.

The principles and practices of good governance guided by a good Governance and Policy Framework provide the context for establishing guiding documents that outline the specific processes of decision making by which the Shire is directed, controlled and held to account. Good governance ensures that the Shire is able to manage its many complex responsibilities effectively in the best interests of the community. For an organisation to demonstrate good governance there needs to be a clear understanding about responsibility and accountability. This Governance and policy

Framework has been produced to set out the roles of Elected Members and Administration, and their relationships, along with financial, legal and ethical considerations.

The Framework consists of five key principles required to achieve excellence in governance:

- Culture, Vision and Integrated Planning.
- Roles and Relationships.
- Decision-making and Management.
- Policy-making and Management.
- Accountability.

Glossary

Term	Meaning
Act	<i>Local Government Act 1995.</i>
Governance	The processes by which the Shire is controlled and held to account. It encompasses authority, stewardship. Leadership, direction and control exercised within the organisation.
Instrument of Governance	Are the documents created to guide the actions of the organisation and they form a six tiered hierarchy: <ol style="list-style-type: none"> 1. Local Government Act 1995 2. Regulations 3. Local Laws 4. Resolutions of council 5. Policies 6. Procedures and Guidelines
Regulation	Made under the <i>Local Government Act 1995</i> to regulate the interpretation and implementation of the Act.
Resolution of Council	A short statement or directive issued and approved by Council at an Ordinary or Special Council meeting.
Policy	A formal statement or directive that gives effect to the Shire's legislation and external regulatory requirements. Policies guide decision making and govern all areas of the Shire's activities.
Procedure	A directive outlining the specific tasks, processes and responsibilities required to effectively implement a Policy or regulation.
Guideline	A Statement offering advice and guidance on the implementation of Policies.
Policy Domain	An area of the Shire's activity for e which are otherwise linked by legal, conceptual or practical similarity or contingency.

Term	Meaning
	Domains are not aligned to organisational structure.
Administration	Employees of the local government, headed by the Chief Executive Officer.
Chief Executive Officer (“CEO”)	The most senior officer in the administration. He or she is directly accountable to the Council.
Community	The entire population of the Shire of Kalamunda. It could be extended to those who work in, or visit the area for recreational or similar reasons.
Council	The Elected Members sitting formally as a Council under the <i>Local Government Act 1995</i> .
Councillor	An individual elected representative of a local government.
Committee of Council	A formal committee of the Council established under legislation.
Policy Committee	Not a formal structure but a term used for referral of Policies for approval and review processes.
Council Meeting	The Elected Members meeting formally in accordance with legislation.
Directors	The senior positions in the organisation directly responsible to the CEO. They are classified as senior employees under the <i>Local Government Act 1995</i> .
Elected Member	An elected representative of the local government.
Employee	An employee of the Council including casual or contract employees.
Local Government Act 1995	The <i>Local Government Act 1995</i> and amendments or regulations.
Shire President	A person elected by the Council to hold the position as the elected leader of the local government for a term as specified by the <i>Local Government Act 1995</i> .
Stakeholders	Individuals and organisations that have an impact on the strategic direction and decision-making processes of the Shire of Kalamunda.
Integrated Planning Framework	
Strategic Community	An overarching plan that provides direction for all activities

Term	Meaning
Plan	and guides the development and provision of the Shire's services and programs.
Community Engagement Strategy	
Long Term Financial Plan	Long-term financial plan summarising the financial impacts of the objectives and strategies in the Strategic Plan.
Strategic Asset Management Strategy	
Strategic Workforce Plan	

Local Government Defined

Local government in Western Australia is established under the *Local Government Act 1995* and is the third sphere of government in Australia. Local government has legislative responsibility for many functions and activities that are relevant to a local community. As the level of government often seen as 'closest' to the population, local government activities relate to matters that are fundamental to people's lives and impact strongly on their quality of life.

Each local government is a corporate body. It is therefore a legal entity with all legal power to do things for the local community it services. It can sue and be sued. Local government includes a Council consisting of Elected Members, and the Administration that includes the CEO and employees.

The Shire President and Councillors form the Council, and the following principles apply:

- Elected Members are able to exercise authority as the Council after they are formally sworn in and when they meet formally as the Council.
- All lawful decisions are made at the Council meetings or through delegations (to CEO or the Council committees) that are formally made by the Council.

The CEO is the only employee appointed by the Council. Employees are formally accountable to the Council through the CEO, whose role is detailed in Section 5.41 of the Act, and includes, but is not limited to:

- Advising the Council.
- Implementing the Council's decisions.
- Managing the services that the local government provides for its community.
- Being responsible for the day to day operations of the local government.

3.1 Role of Local Government

In order to consider the issues of good governance in local government, it is also necessary to consider the role and functions of local government. Local government has a number of fundamental roles:

Planning and Monitoring Achievement

Planning for the development and wellbeing of the community is a critical role for Council. The Act requires Councils to implement the Integrated Planning Framework requiring the Shire to develop and adopt a “10 year strategic community plan” which sets overall directions for the CEO through long-term planning.



Figure 1 – Integrated Planning Framework

Lawmaking / Enforcement

Local government makes decisions in areas over which it has legislative authority but cannot duplicate or contradict Federal or State law. Laws made by local government are called local laws and cover such issues as the activities permitted on public land, animal management, and use of infrastructure.

Local government is also responsible for enforcing local laws and other laws over which it has authority.

Policy Development

One of the most important roles of Elected Members is to participate in making policy decisions on behalf of the community. An essential element of policy making is identifying community needs, setting objectives to meet those needs, establishing priorities between competing needs, and allocating appropriate resources. A Policy is a decision of the Council and sets out agreed views and decisions concerning a particular area of responsibility.

The Shire's Policy Framework is outlined in Section 10.

Representation

Individual Elected Members or the Council when formally meeting represent their constituents on matters of concern. Elected Members are to represent the interests of electors, ratepayers and residents of the district. Elected Members need to listen to and be interested in the wider community (not just the people in the ward who elected them).

Advocacy

Local government has a role advocating on behalf of its constituencies to other levels of government, statutory authorities and other relevant parties who have responsibility for the matter.

Service Delivery

Council must ensure that services are delivered in the most efficient and effective manner. The Act provides autonomy to Councils to determine policies, with their communities, about the nature and level of services provided. The Council must ensure the delivery of quality services for which they have responsibility.

3.2 Community Defined

An appreciation of the term community is integral to an understanding of what constitutes good governance at a local government level. When discussed in connection with good governance the term is often used as though it is a homogenous entity and presupposes that there is a single community interest, community demand or community need.

The population of the Shire of Kalamunda consists of a large number of communities, for example, the business community, the visitor community, the art community and the resident community. These can be further broken down into subsets, for instance, the retail community, the developer community and the tenant community. Additionally, local communities can be defined by geographical area for example the Hills orchard area.

Often such diverse communities do not share the same aspirations, goals and interests. One of the challenges for all levels of government but particularly local government which defines itself as being closest to 'the community' is how to govern so that different, and often competing, interests are recognised, addressed and managed.

When referred to in this document the term 'community' means the many groups, individuals and interests represented in the Shire of Kalamunda.

Governance in Local Government

4.1 Definition of Governance

Governance is the process by which decisions are taken and implemented, the process by which organisations go about achieving their goals and producing their outputs and the process by which organisations are directed, controlled and held to account.

It encompasses:

- Authority.
- Accountability.
- Stewardship.
- Leadership.
- Integrity.
- Ethics and Values.
- Culture.

Democratic governance exists when a government governs for and on behalf of its community. Good democratic governance occurs when governments govern as a result of being elected. This provides the democratic basis, which is essential to an understanding of good governance in the local government sector.

Good governance involves a focus on:

- Clarity of roles and responsibilities.
- Robust systems which support both internal and external accountability.
- Public access to decision-making and information.

(Definition from Excellence in Governance for Local Government – CPA Australia)

4.2 Good Governance in Local Government

Good governance in local government combines the characteristics of good governance and the definitions and roles of local government and:

- Councils being elected by, representative of, and accountable to the community.
- Elected Members making decisions in the best interests of the residents of the local government as a whole.
- Policies and programs reflecting the mandate Councils have been given by their electors.
- Policy enactment arising from the Strategic Community Plan with appropriate performance management to assess the Council's progress.
- Community engagement and participation in governance.
- Shire President and Councillors providing leadership to the community and reflecting the community's collective aspirations.
- A management structure which implements the Council's goals in accordance with Council's priorities and approved budget.
- Provision of services which meet the community's needs (sometimes in partnership with other levels of government, business or community organisations).
- Local government being well placed to facilitate coordination and integration at a local level.

- Cooperation between local governments.

Good Governance in Practice

Good governance needs to be practiced both within local government, and between local government and the community. Key issues include:

Internal Issues

- Relationships are a key factor.
- Professional unbiased advice is crucial to good governance.
- Advice is provided through Council reports, Council Briefings and other means of communication.
- Good processes contribute to good decisions. Decisions also need to be accountable and transparent.
- Elected Members need information in order to perform their duties. Processes need to be developed to meet the legitimate information requirements of Elected Members.

External Issues

- To ensure that a Council and its community share a sense of direction and purpose, strategic planning is vital. This is particularly the case in local government and must be done in a way that all stakeholders feel they have ownership.
- Performance management enables local government to be accountable to its community. It assesses whether a local government has done what it said it would do with the resources with which it has been provided, and within the defined time frames.
- Balancing 'community-wide' and sectional interests is central to democratic governance.
- Accountability of a local government to its community is a key factor in good democratic governance.
- Good governance means a community feels engaged, knows what is going on, is included in decision making, and feels part of the governing process.
- Informed decisions are based on well-researched information, and some of the best information comes from the opinions of those who are affected by a decision or interested in an issue. Good consultation methods are needed to elicit these opinions.

Another important aspect of good governance is community leadership. Sometimes local governments need to lead or influence communities on particular issues.

Communities expect good services and systems. This is fundamental to good governance.

Governance Principles and Charter

The Principles provide the foundation for good governance and a means for assessing the extent to which good governance is occurring at the Shire of Kalamunda. The Principles are the 'what'. The Charter is the 'how'.

5.1 Principle One: Vision, Integrated Planning and Culture

There is a clear vision and strategic community plan that is produced through a comprehensive and inclusive process, which is owned by all sectors of the local government.

The Shire has complied with its responsibility to ensure it has strategic appropriate plans in place as prescribed by the State's Integrated Planning Framework.

There is a positive culture that promotes openness and honesty, in which constructive and respectful questioning is encouraged and accountability is clear. The culture is enhanced and protected through appropriate policies such as the Code of Conduct.

5.2 Principle Two: Roles and Relationships

There is clarity about the roles of local government and there exists a sophisticated approach to defining and implementing these.

There are effective working relationships that are promoted and supported within and between the Elected Members, CEO and administration.

5.3 Principle Three: Decision-Making and Management

There are effective decision-making processes in place that reflect the transparency and accountability which underpin excellence in local government.

There should be robust and transparent financial management established and maintained to meet the Shire's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.

An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained.

Development and implementation of effective delegations is a key component in assisting effective decision making.

5.4 Principle Four: Policy-Making and Management

The Shire has in place a Policy Framework to provide context for establishing Council, Shire and Planning Policies and clarifying the relationship between the different governance instruments. The Policy Framework governs the development, implementation and review of all Council, Shire and Planning Policies and supporting

documents to ensure they are relevant, authoritative and consistent with internal and external legislation and regulations.

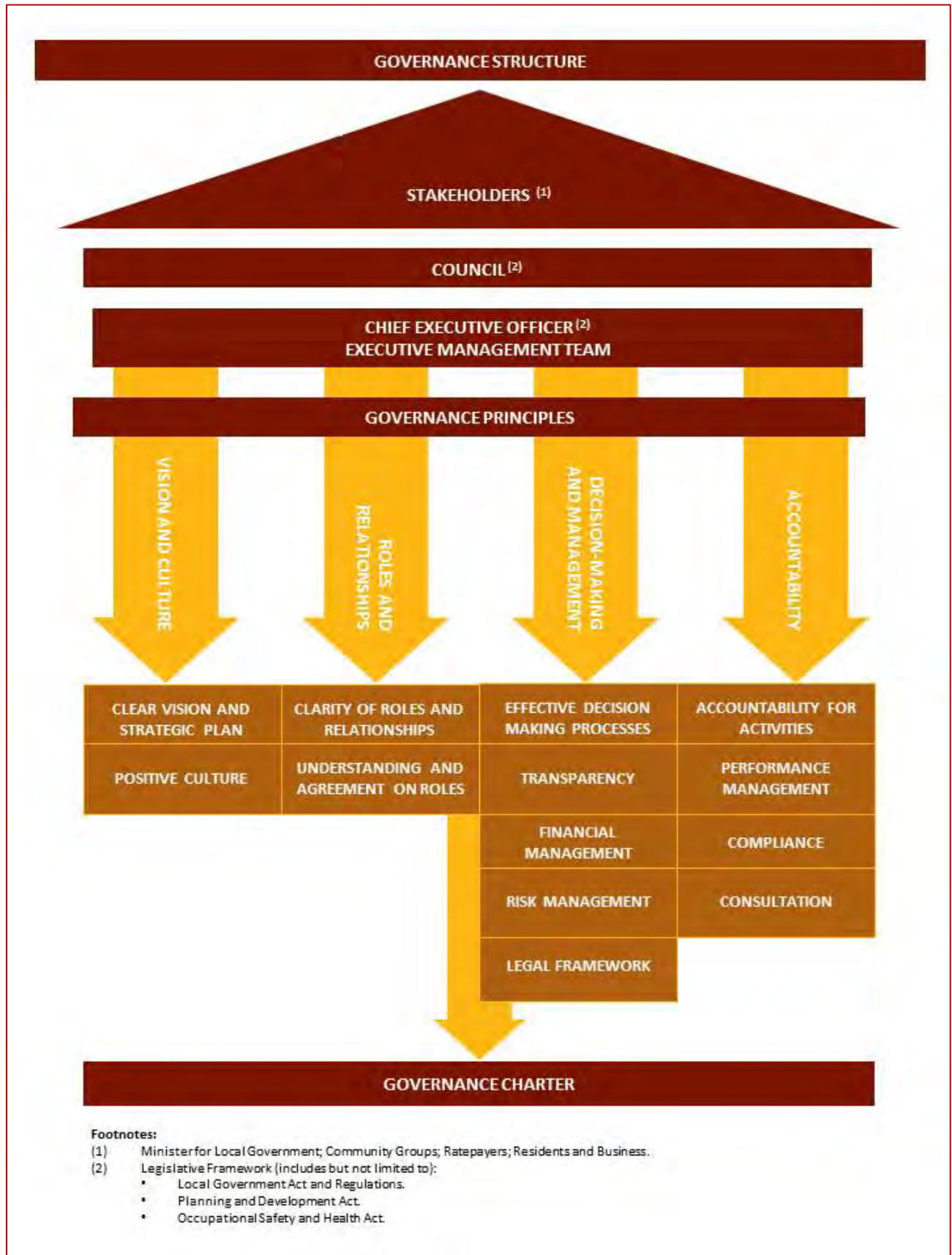
5.5 Principle Five: Accountability

The Shire must account for its activities and have systems that support accountability. The Shire should have an active performance management system in place that enables Elected Members and management to be openly accountable for their performance.

The Shire should establish internal structures that provide for independent review of processes and decision-making to assist the Council to meet its accountability to stakeholders.

Consultation should be undertaken that is appropriate to the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be taken into account when the decision is made and feedback should be provided to those who participated.

Governance Framework



Principle One: Vision, Integrated Planning and Culture

7.1 Vision

The Shire's Vision is to have a diversity of lifestyles and people, to have pride in caring for the natural, social, cultural and built environments and provide opportunities for people of all ages.

7.2 Integrated Planning

All local governments are currently required to produce a plan for the future under S5.56 (1) of the Local Government Act 1995 (the Act). It is intended that regulations will be made under S5.56(2) of the Act to briefly outline the minimum requirements to achieve this.

This Integrated Strategic Planning Framework provides the basis for improving the practice of strategic planning in local government. It addresses the minimum requirements to meet the intent of the Act and outlines processes and activities to achieve an integrated strategic plan at the individual local government level.

There are three major parties to the development of an integrated strategic plan:

- The community – participates in a community planning process to determine major vision or intended big picture directions and also participates in regular reviews of those directions.
- The Council – signs off the Strategic Community Plan resulting from the community planning process, the four year reviews updating that plan, and the annual budget.
- The local government administration – supports delivery of the Strategic Community Plan, the 4-yearly reviews, and annual budget through its corporate business planning.

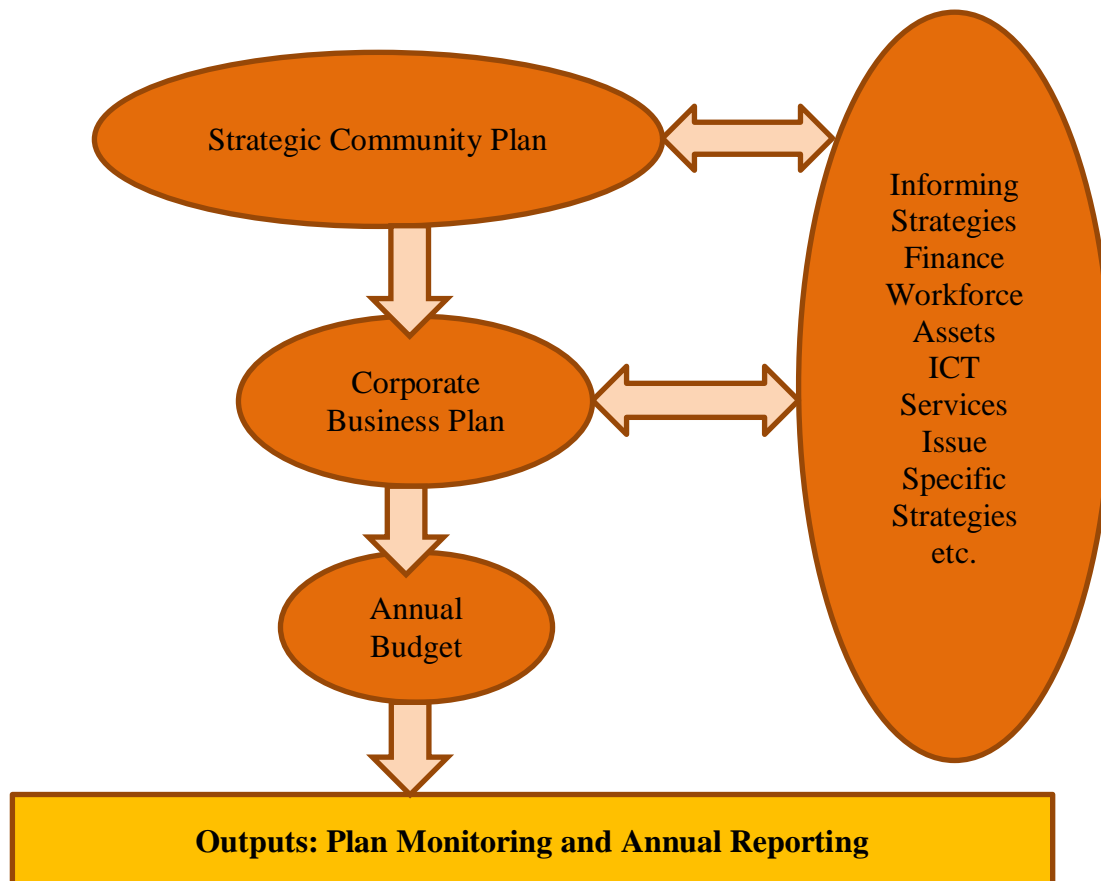


Figure 2 - Elements of the Integrated Planning framework

Strategic Community Plan

The Strategic Community Plan is the highest level plan that a Council will prepare. The purpose of the Plan is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving them. In doing this, the planning process will consider the issues and pressures that may affect the community and the level of resources that will realistically be available to achieve its aims and aspirations. While a Council has a custodial role in initiating, preparing and maintaining the Strategic Community Plan on behalf of the community, it is not wholly responsible for its implementation. Other partners, such as State agencies and community groups may also be engaged in delivering the long-term objectives of the plan.

The 6 Strategic Priorities outlined in the Strategic Community Plan will guide the Shire through the next ten years will be:

- | | |
|----------------------------|--|
| SP 1 - Kalamunda Cares | Looking after our people |
| SP 2 - Kalamunda Interacts | Providing our people with social and cultural enjoyment |
| SP 3 - Kalamunda Develops | Using our land and assets diversely and effectively |
| SP 4 - Kalamunda Employs | Supporting our industries and businesses to facilitate local employment for our people |

SP 5 - Kalamunda Clean and Green	Ensuring the sustainability and the integrity of the natural environment
SP 6 - Kalamunda Leads	Providing good government

Corporate Business Plan

The Shire's Corporate Business Plan is responsible for driving operational activities, which are developed in line with the priorities set in the Strategic Plan.

Issue Specific Plans enable key focus areas in the Strategic Plan to be more comprehensively articulated. Actions in these Plans are transferred as actions in the Corporate business Plan and are measured against key performance indicators, which enable the Shire and the community to gauge success in the implementation of strategic objectives.

The Corporate Business Plan comprises actions derived from other plans such as::

- The Workforce Plan
- The Long Term Financial Plan
- Asset Management Plans
- Environmental Plans
- Town Improvement Plans
- Waste Management Plans

Annual Planning Process

The Shire's Annual Business Plan focuses on the actions to be achieved within each of the Strategic Community Plan strategic priorities. The Shire uses the Interplan Software System to develop annual Business Plans for all service areas and the system enables monitoring of progress of all the actions on a monthly and quarterly basis throughout the year.

Quarterly progress reports against the Annual Plan provide Council and the community with a full assessment of the Shire's progress in relation to the achievement of pre-determined milestones for major projects and programs. Full progress reports against the Capital Works Program are provided at the same time as Annual Plan progress reports to Council.

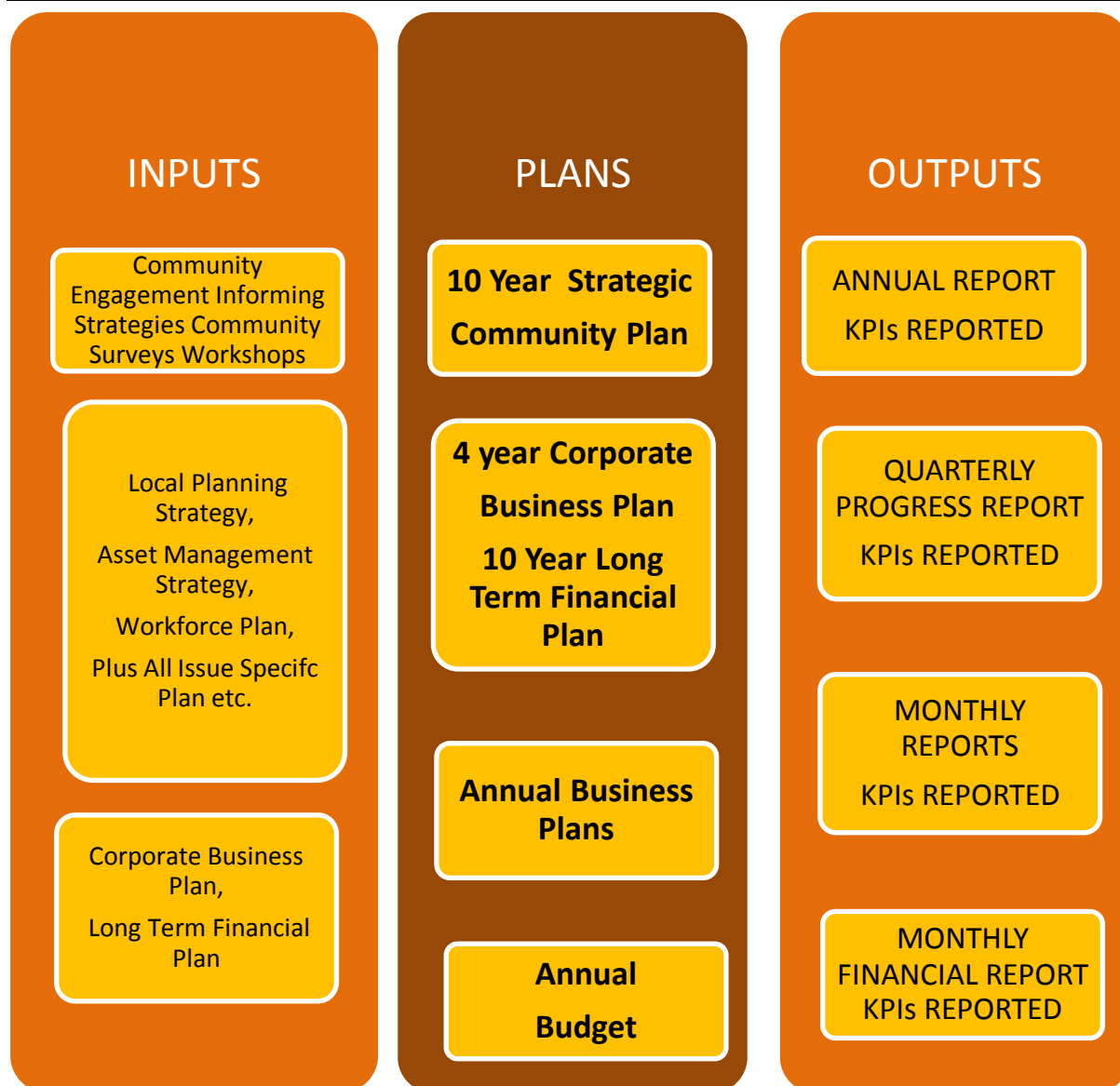


Figure 3 - Shire's Integrated Planning Framework.

7.3 Culture

A positive culture promotes openness and honesty, makes accountability and responsibility clear and encourages debate on important issues. An organisation seeking excellence in governance should have the following elements in its organisational culture:

- Support for Frankness, Honesty and Questioning.
- Encouraging Creativity and Innovation in all we do.
- A can do attitude to problem solving.
- Effective Management Structures and Practices to reinforce accountability and outcomes and incorporate the nurturing of people's capacities to do their jobs.

-
- Effective communications internally and externally, and be open to, and encourage, feedback from all stakeholders.
 - Learning and Feedback whereby the Shire invests in training both for Elected Members and employees and the learning will be focused on what is required to achieve organisational goals.
 - Ethical Behaviour characterised by honesty and integrity. Elected Members and employees will behave in a way that generates community trust and confidence and enhances the image of both the Council and local government generally.

For people to have confidence in those who govern and participate in the governance process, they must have trust that governments are acting for the common good. They need to believe that governance is characterised by honesty and integrity and that those in government will behave accordingly.

Code of Conduct

The Act requires that every local government shall prepare or adopt a Code of Conduct to set out the standards of behaviour expected to be observed by all Elected Members, Committee Members and employees.

The Shire has adopted a Code of Conduct which outlines the principles, values and behaviours expected of all Elected Members and employees. It is not intended to control or prohibit the actions of Elected Members or employees, but simply to document the standards of conduct expected of all who serve the community.

In 2007 the State Government introduced the Local Government (Rules of Conduct) Regulations 2007 to provide a disciplinary framework to deal with individual misconduct by Elected Members. Previously, apart from prosecution, the only avenue for action in response to inappropriate behaviour was against the whole Council.

The Regulations provide a mechanism to take action against individual Elected Members where they do not comply with the 'rules' or they contravene particular laws applying to them in Acts and Regulations.

The Regulations prescribe the following uniform rules of conduct for Elected Members in relation to:

- Standards of general behaviour.
- Use of information.
- Securing unauthorised advantages or disadvantages.
- Disclosing certain interests (not financial).
- Restricting receiving, and disclosure of, certain gifts.

These Rules of Conduct do not limit the provisions within the Shire's own adopted Code of Conduct, however, the Rules of Conduct as specified in the regulations as well as the Shire's Standing Orders Local Law (relating to meeting procedures and conduct) are enforceable and disciplinary action can be taken for any breach.

Confidentiality

Local government business involves vast amounts of confidential information. This information could be about commercial matters, individual citizens and legal issues. The Act states the following in relation to disclosure of confidential information:

"Council members, committee members and employees shall not use confidential information to gain improper advantage for themselves or another person or body in ways which are inconsistent with their obligation to act impartially in the public interest; or to improperly cause harm, detriment or impairment to any person, body, or the Council."

Conflicts and Disclosure of Interests

Council members, committee members and employees are to comply with the requirements for the disclosure of interest as described in the Local Government Act 1995.

Members and employees of the Shire should ensure that there is no actual or perceived conflict or incompatibility between the important fulfilment of their public or professional duties and either their personal interests, or those persons closely associated to them.

Induction Program

The Shire's positive culture is communicated to Elected Members and employees through effective induction programs and in their letters of appointment.

Induction and training for Elected Members is provided to assist in understanding local government, governance in local government and how to operate effectively to produce good outcomes for their community.

The Induction Program focuses on:

- The differing but complementary roles of Elected Members and employees.
- Working relationships.
- Decision making processes.
- Responsibility, accountability and delegations.
- Code of Conduct.
- Organisational values and culture

Values

The Shire will establish a culture that is values-driven and will include an inspiring vision with effective strategies, a well defined set of values with observable behaviours being displayed for each value and organisational wide processes and routines that reinforce the values.

The key to achieving a values driven culture will be to involve everyone so they truly embrace the vision and live the values each day.

Focusing on values increases performance levels, improves service, reduces employee variability, and supports sustainability. A values-driven culture not only helps an organisations bottom line, but also sets groundwork for establishing a powerful legacy that can have a positive social impact for generations.

The Shire has both core and aspirational values:

Core Values

- | | |
|------------------|---|
| Service | We deliver excellent service by actively engaging and listening to each other |
| Respect | We trust and respect each other by valuing our difference, communicating openly and showing integrity in all that we do |
| Diversity | We challenge ourselves by keeping our minds open and looking for all possibilities and opportunities |
| Ethics | We provide honest, open, equitable and responsive leadership by demonstrating high standards of ethical behaviour |

Aspirational Values

- | | |
|-------------------|--|
| Creativity | We create and innovate to improve all that we do |
| Courage | We take risks that are calculated to lead us to a bold new future |
| Prosperity | We will ensure our Shire has a robust economy through a mixture of industrial and commercial development |
| Harmony | We will strive to retain our natural asset in balance with our built environment |

Principle Two: Roles and Relationships

8.1 Roles

An understanding and acceptance of the different roles, and cooperation between all parties underpins good governance at the Shire. The relationships between Elected Members and the CEO respect the diversity of opinion and the rights of all points of view to be heard with courtesy and respect.

The Shire recognises that the Shire President has a general leadership role. The Act recognises the role of the Shire President, as the spokesperson for the Shire, to carry out civic and ceremonial functions of the Shire Presidential office, and to preside at meetings of the Council.

The Shire places great importance on the role of the Shire President as Presiding Member of the Council to facilitate good decision-making.

The Shire recognises that the Shire President's leadership role is very important when it comes to good governance. The Shire President is to seek to ensure that all Councillors are a part of the decision-making process, and help Councillors to balance their accountabilities to their constituents and their accountability to the Council as a whole and therefore to the whole community.

The Shire President should also facilitate good relationships between the Councillors and the administration and help to create an environment where good communication, systems and processes can thrive.

Elected Members are to focus on outcomes, policy and strategy and in so doing be expected to:

- Represent and advocate on behalf of their constituents at the Council level.
- Facilitate communication between Council and the community.
- Debate the issues in an open, honest and informed manner to assist the decision making process.
- Keep the entire community in mind when considering and addressing issues and focus on the 'big picture'.
- Educate and involve the community in all local government activities and processes.
- Work together, cooperate and respect diversity.
- Provide model leadership and good governance.

Council recognises the CEO's role in managing the organisation to achieve the goals and strategies endorsed by Council, and the CEO is expected to fulfil these duties in a way that promotes an organisational culture of openness, accountability, fairness and good communication.

The Act sets out a framework for the way in which local governments in general are to operate. It specifies the roles and responsibilities that are to be undertaken within each local government. Specific roles are given to the Council, the Shire President, Councillors and the CEO.

The Role of Council

Under the Local Government Act 1995 the Shire of Kalamunda is a body corporate, represented by an elected Council, and is charged with the following responsibilities:

- Governs the Shire of Kalamunda's affairs.
- Is responsible for the performance of the Shire of Kalamunda's functions.
- Oversees the allocation of the Shire of Kalamunda's finances and resources.
- Determines the Shire of Kalamunda's policies.

The following guidance is provided on the range and scope of these responsibilities:

- **Governs the Shire of Kalamunda's affairs**

This role encompasses strategic planning mechanisms to ensure the continued sustainability of the organisation, the setting of strategic goals for the organisation and the monitoring of the Shire's performance against these strategic goals.

- **Is responsible for the performance of the Shire of Kalamunda's functions**

This role determines that Council has ultimate responsibility for the performance of the Shire's functions. Council can exercise this responsibility through the development of appropriate governance frameworks including delegations of authority, the determination of an appropriate organisational structure, the provision of services and facilities, and regular reporting against objectives.

- **Oversees the allocation of the Shire of Kalamunda's finances and resources**

The Council exercises this role by overseeing and adopting the Shire's Long Term Financial Plan and Annual Budget. Council is advised by employees of the Shire who are responsible for the professional development of appropriate financial controls and strategic documents.

- **Determines the Shire of Kalamunda's policies**

The role of Council in setting policy is most effective when it is linked with a professional organisation that implements these policies through the development of appropriate management practices and work processes. The policies of the Council provide the direction for the ongoing management of Council activities.

The general function of local government is 'to provide for the good government of persons in its district'. This general function is the basis of the Shire of Kalamunda's powers.

Role and Responsibilities of the Shire President

Whilst there are a number of provisions within the Act outlining the role and functions of the position of Shire President it should be understood that he/she is a key public official. In the pursuit of good governance, from an internal and external perspective, the Shire President performs an important function. The Shire President is elected to represent the views and directions of the Council in the performance of the role.

Section 2.8(1) of the Act defines the role of the Shire President as follows:

"The Shire President:

- a. Presides at meetings in accordance with the Act.*
- b. Provides leadership and guidance to the community in the district.*
- c. Carries out civic and ceremonial duties on behalf of the local government.*
- d. Speaks on behalf of the local government.*
- e. Performs such other functions as are given to the Shire President or President by the Act or any other written law.*
- f. Liaises with the CEO on the local government's affairs and the performance of its functions."*

The Shire President, also has the following additional responsibilities, which are similar to Councillors and outlined in Section 2.10 of the Act:

- a. Represents the interests of electors, ratepayers and residents of the district.*
- b. Provides leadership and guidance to the community in the district.*
- c. Facilitates communication between the community and the Council.*
- d. Participates in the local government's decision-making processes at Council and Committee meetings.*
- e. Performs such other functions as are given to an Elected Member by the Act or any other written law."*

The roles and duties of the Shire President can be categorised as:

- Governance.
- Presiding Member of Council.
- External relations.
- Media management.
- Supporting the community.
- Civic and Ceremonial.

The 'Governance' and 'Presiding Member of Council' functions of the Shire President are critical to good governance as they cover leadership of the Shire and the community, and ensure that the decision-making processes are fair, equitable and inclusive.

The Shire President should be seen to support good governance by modelling good behaviour and ethics in fulfilling the leadership roles. The Shire President has a pivotal role in both the pursuit and demonstration of good governance.

A very specific role that the Shire President has is in representing and advocating the decisions of the Council. Section 2.8(1)(d) of the Act provides that the Shire President speaks on behalf of the Shire.

The position of Shire President is pre-eminent and when they speak they are considered by the community to be articulating the Council's views. The Shire President must put aside their individual views and clearly outline the views of the Council decision in an all-inclusive way.

Where the Shire President desires to speak contrary to the position of the Council they should preface the comments that they are expressing as an individual opinion.

Role and Responsibilities of the Deputy Shire President

The Deputy Shire President may perform the functions of the Shire President if:

- a. The office of Shire President is vacant; or*
- b. The Shire President is not available or is unable or unwilling to perform the functions of the Shire President."*

(Section 5.34 *Local Government Act 1995*)

Roles and Responsibilities of the Elected Members

At the outset it is necessary to understand the legislative framework within which the Elected Members operate and from where they derive specific details of their roles and responsibilities.

It is important to note that an individual Elected Member, unless delegated, as a part of a Committee arrangement, has no authority to participate in the day-to-day management or operations of the Council, including making any form of representation on behalf of the Council.

It is important to note that Elected Members have no direct authority over employees with respect to the way in which they perform their duties.

Within the Act, Section 2.10 outlines the role of Councillors as follows:

"A Councillor:

- a. Represents the interests of electors, ratepayers and residents of the district.*
- b. Provides leadership and guidance to the community in the district.*
- c. Facilitates communication between the community and the Council.*
- d. Participates in the local government's decision-making processes at Council and Committee meetings. and*
- e. Performs such other functions as are given to a Councillor by the Act or any other written law."*

The Council and Elected Members have a number of roles to undertake and they must do this with the support of the CEO. One of the challenges for good governance from an Elected Member viewpoint is to be provided with the opportunity to raise specific issues so as to get a fair hearing. Many of these issues may have been the platform on which the Elected Member was elected. The Shire President and CEO all have an important role to play in this process as well as the fellow Elected Members.

Role and Responsibilities of the Chief Executive Officer

The functions of the CEO are outlined in Section 5.41 of the Act. Earlier reference was made to liaising with the Shire President.

The full range of defined functions of the CEO is:

- "a Advise the Council in relation to the functions of a local government under the Act and other written laws.*
- b. Ensure that the advice and information is available to the Council so that informed decisions can be made.*
- c. Cause Council decisions to be implemented.*
- d. Manage day to day operations of the local government.*
- e. Liaise with the Shire President or president on the local government's affairs and the performance of the local government's functions.*
- f. Speak on behalf of the local government if the Shire President or President agrees.*
- g. Be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees.*
- h. Ensure that records and documents of the local government are properly kept for the purposes of the Act and any other written law.*
- i. Perform any other function specified or delegated by the local government or imposed under the Act or any other written law as a function to be performed by the CEO."*

The CEO has a statutory responsibility to manage the organisation through the implementation of goals and strategies that have previously been approved by the Council. The most important role the CEO plays in promoting good governance is through the development of a culture that sees the Elected Members and the Council as the peak decision making body and that management exists to support the Council in the delivery of good governance.

A key accountability of the CEO is financial management. While Council has overall accountability, the administration and its key management have critical responsibilities for managing the organisation soundly from a financial perspective and reporting the results to the Council.

Under the Act both the Council and the CEO are given certain functions and duties to be discharged. Council may delegate in writing authority to perform some of its functions and duties to the CEO, with the following exceptions:

- "a. Actions in which a decision of an absolute majority or a 75% majority of the Council is required.*
- b. Acceptance of a tender, which exceeds an amount as determined by the Council.*
- c. Appointment of an auditor.*
- d. Acquisition or disposal of any property valued at an amount exceeding an amount determined by the Council for the purposes of this paragraph.*
- e. Any of the Council's powers under Sections 5.98, 5.99 or 5.100 (determining fees, allowances and expenses of members and Committee members).*
- f. Borrowing money on behalf of the Shire.*
- g. Hearing or determining an objection of a kind referred to in Section 9.5.*
- h. Carrying out any power or duty that requires the approval of the Minister or the Governor. a. The power under Section 9.49A (4) to authorise a person to sign documents on behalf of the Council.*
- i. Such other powers or duties as may be prescribed."*

Delegations of authority are required in order to provide employees of the Shire with the power to exercise duties and make determinations. It is essential that the Shire's delegations are performed in a manner that is in accordance with the adopted governance framework and is compliant with the relevant legislation. The Shire is required to keep records on the exercise of its delegations.

The CEO may delegate to any other employee the authority to perform functions and duties that are exercisable by the CEO under the Act or that have been delegated to the CEO by the Council (with the exception of the power to delegate).

This is in accord with the governance framework whereby employees are responsible to the CEO and the CEO is responsible to Council. Similarly, the implementation of Council decisions and instructions are conducted by the CEO, who may delegate some of this responsibility to other employees of the Shire.

All delegations by the Council are reviewed on an annual basis.

The use of delegated authority means that routine matters can be acted on promptly and this facilitates efficient service delivery to the community. Delegated authority also allows Council to concentrate on policy development, representation, strategic planning, and community leadership. In summary the CEO is responsible for:

- Putting in place appropriate systems to achieve accountability and integrity.
- Implementing and maintaining a management structure which can achieve Council's vision and Strategic plan.
- Managing relationships between the various elements in the local government.
- Ensuring that the organisation is staffed by suitably qualified and motivated employees and policies are in place that promotes this.
- Ensuring that employees are aware that the administration is working for a democratically elected Council and that Council decisions form the basis for the administration's activities.

The table below depicts the separation of roles between the Council (directing and controlling the affairs of the local government) and the CEO (managing day-to-day operations)

Council	CEO
Sets direction	Provides professional and technical advice to the Council
Responsible for the performance of the Shire of Kalamunda's functions	Implements the decisions of Council
Decide on matters of policy	Liases with the Shire President
Ensure that services and facilities are integrated with and do not unnecessarily duplicate other public services	Manages the day-to-day operations
Oversee the allocation of the Shire of Kalamunda's finances and resources	Responsible for the employment and management of employees
Monitor performance through the CEO to ensure efficiency and effectiveness in service provision	
Shire President to liaise with the CEO and preside at Council Meetings	

8.2 Working Relationships

Elected Members are members of a team, elected by their communities to work collectively in the interest of the whole community. The achievement of good outcomes for the local area is dependent on a mature and constructive working relationship between Elected Members.

Elected Members should behave in a manner that generates community trust and confidence in them as individual Elected Members and enhances the role and image of both the Council and the local government generally. Elected Members are expected to:

- Conduct their ongoing relationship with other Elected Members, Council employees and the community with respect and courtesy.
- Act within the law at all times.
- Act in good faith and not for improper or ulterior motives.
- Act in a reasonable, just and non discriminatory manner.
- Undertake their role with reasonable care and diligence.

As previously referred to, the Act requires Council to prepare and adopt a Code of Conduct to be observed by the members of the Council. The Code of Conduct is a public declaration of the principles of good conduct and standards of behaviour that the Council agrees individual Elected Members should conform to when carrying out their role. It also provides guidance to Elected Members about carrying out their duties and responsibilities.

Working Relationship between Shire President and Councillors

The relationship between a Shire President and Councillors is critical to good governance. An effective relationship between the Shire President and Councillors will help to promote the successful delivery of the Strategic Plan and the credibility of the Shire.

In summary the important aspects of the Shire President/Councillor relationship are the following:

- The Shire President is the Presiding Member of the Council and this role should be respected by all Councillors.
- The Shire President should facilitate an inclusive approach to decision-making and involvement in Council activities in general.
- The Shire President should assist Councillors to get their issues considered by the Council.
- The Shire President should take some responsibility for Elected Member training and development and should work with the CEO to ensure that Elected Members receive necessary training opportunities.
- The Shire President is a source of assistance for Councillors and also has the responsibility for facilitating resolution of any disputes between Councillors in accordance with the process outlined in the Code of Conduct.

The Shire President as the Presiding Member of the Council needs to play an integral and influential role both within the meetings and outside of the formal process by facilitating and encouraging all points of view to be expressed and respected. This will enable Elected Members who may not have their point of view supported by the

majority, satisfied that they have been given a fair hearing and the process is transparent.

Through this facilitation role, the Shire President can manage conflict and differing opinions in a constructive manner. The complexity and diversity of opinion in the community, and therefore of Elected Members, can be made to work in the broader interest of the local government as a whole, rather than be a source of division.

The Shire President is also a first point of contact for Councillors who wish to achieve a particular goal. This is especially true for newly elected Councillors. Amongst other things, local government involves the need to bring many diverse and sometimes-conflicting goals together. By advising, supporting and facilitating negotiations, the Shire President can assist this process considerably, and in so doing, assist Councillors to meet their accountabilities to their communities.

This advisory and support role of the Shire President is possibly the single most important contribution to good governance a Shire President can make. It requires great skill and experience and as such, is critical to the overall operation of Council.

The Shire President's role of presiding at all meetings of the Council is an onerous one in order to achieve a balance of opinion and an outcome that demonstrates leadership by the Council in the community. The most important aspect of the role is a good understanding of meeting procedures and a detailed knowledge of the Shire's Standing Orders Local Law. This will enable the Shire President to provide impartial interpretations and to ensure the smooth flow of the meeting. Training programs are available and the Administration encourages Elected Members to participate in such programs on an ongoing basis in order to assist with an understanding and knowledge of the processes of local government.

As a community leader the Shire President represents the Council at many civic and ceremonial functions including the role as "host" of many Council activities. The Shire President should be familiar with etiquette and protocol arrangements and familiarise themselves with the expectations of greeting guests in a formal manner. Any speeches made on these occasions should not be used to present a point of view contrary to a decision of Council.

Working Relationship between Shire President and CEO

The Shire President and CEO work closely together and the relationship should be characterised by openness and good communication, with each keeping the other informed about important and relevant issues.

The functions of the CEO are outlined in Section 5.41 of the Act. Two of these functions specifically relate to the CEO relationship with the Shire President:

- a. Liaise with the Shire President or President on the local government's affairs and the performance of the local government's functions.
- b. Speak on behalf of the local government if the Shire President or President agrees.

It should be noted from the above extracts of the Act that both the Shire President and the CEO have a role to liaise with each other on the local government's affairs and the performance of the local government's functions. They also have a crossover

of responsibilities in relationship to speaking on behalf of the Shire. Whilst this right rests with the Shire President there are occasions when it is considered prudent for this function to be undertaken by the CEO.

Both of these matters involve the development of a clear relationship and an understanding of the limits of each other's authority.

The Act does not detail how the liaison is to occur and as such the Shire President and the CEO of the day of the Shire of Kalamunda are to adopt an approach that suits their circumstances. The overall essential principles that should be followed are the ability to effectively communicate and to have a large degree of trust in each other as well as respecting each other's opinion and role in delivering good governance to the people of the Shire of Kalamunda.

The essential principles for an effective Shire President/CEO relationship are:

Communication

- Both parties are in a position to brief and inform the other about information each is privy to and which would assist the other in doing their job. Deciding on what information is important and what should be passed on to each other must be negotiated and understood.
- Regular meetings – over and above those scheduled to discuss specific issues or problems – are necessary to enhance planning and communication.
- The 'no surprises' principle should apply. The Shire President and CEO should brief one another so that neither is caught off guard within other forums.

Role clarity

- The Shire President and the CEO need to understand and respect one another's role. A clear understanding of their different roles is absolutely crucial and should be a subject of ongoing discussion.
- There is a power of differential, which should be acknowledged. While the Shire President has status and leadership capacity, the position has no direct authority in its own right. On the other hand, the CEO has direct authority through the Act. It can be frustrating for the Shire President and Elected Member Councillors that they cannot just 'fix' problems that come to their attention, while the CEO has this capacity.

Features of a good and effective relationship between the Shire President and the CEO are:

- The need to work closely together and put energy into achieving a good working relationship.
- A relationship characterised by consistency, openness and good communication. Each has the responsibility to keep the other informed about important and relevant issues. Open communication ensures that an understanding develops about what is important and relevant.
- An understanding that each has different roles and authorities. While the Shire President is the leader of the local government, this position generally has no specific authority while the CEO has particular authorities under the various sections of the Act.
- The need for the relationship between the Shire President and the CEO should aim to facilitate involvement and inclusion amongst the elected

- representatives and the administration. It does not seek to concentrate power in the relationship.
- Consistent communication and regular fixed meetings.

Working Relationship amongst Elected Members

All Elected Members have issues of particular concern and interest to them. Given the open nature of the local government system and the absence of structures, which exist at the State, and Federal levels of government, Elected Members need to work together to achieve satisfactory outcomes.

Given this interdependency, Elected Member relationships should be characterised by mutual respect and an acknowledgement that, while they may not agree on all issues, they are all doing important and often difficult work.

When thinking of a Parliament, people often envisage an adversarial environment in which political groupings try to beat their opponents through debate and often abuse. In contrast, the 'small group' nature of the Council ideally features an environment where good relationships, respect and an appreciation of constructive diversity lead to good decision making and an opportunity for each Elected Member to deliver on their individual platforms.

A Council is best off when seeing themselves as team and working together as a team.

At times, the very nature of local government leads to conflict. How this conflict is addressed has implications for good governance. The role of the Shire President has been discussed, and this role, together with an appreciation of the particular dynamics at play, should assist in facilitating good governance.

With regard to behaviour in the Council Chamber, Elected Members should model good constructive relationships and show personal respect for one another. There is not the requirement to agree with every Elected Members' opinion, but there is the need to respect those opinions and allow other members to be free to express their opinions.

Elected Members need each other to achieve their individual and collective goals. Effective relationships between Elected Members assist in achieving a successful Council, a pleasant working environment and a Council with public credibility.

Features of an effective relationship are:

- While they may have different views, Elected Members should treat each other with respect and courtesy.
- Disagreements, if they must be aired, should be expressed in ways that are not personal attacks, and do not cause detriment to individual Elected Members or the Council as a whole.
- Elected Members should not undermine each other, either within the local government or in public.
- Elected Members must have effective working relationships in order to succeed individually and collectively.

Working Relationship between Elected Members, the CEO and Employees

One of the most complex issues in local government that is critical to good governance is the relationship between the Elected Members and the CEO and employees.

Elected Members need support to manage pressures in such a way that their constituents feel their issues or concerns are being heard, but appreciate that their demands cannot always be met. Advice and support on consultation and engagement, good systems that refer complaints and queries to the relevant area for addressing, and responsive services and processes all assist in furthering good governance.

A clear understanding is needed by the Elected Members that the role of the CEO and employees is to implement Council's goals, strategies and services and to advise and support the Council, is important in fully understanding the process by which local government operates.

The CEO and Elected Members are likely to be in regular contact about issues, problems and information. As with the Shire President/CEO relationship, a level of trust needs to be fostered which in turn, is based on good communication and understanding of each other's roles and functions.

A number of factors contribute to a good relationship between Elected Members and the CEO and employees. These include:

- Goodwill.
- A clear understanding of each other's roles.
- Good communication.
- Agreed structures and protocols.
- An appreciation of legislative requirements.
- Clear delegations.

While the Elected Members and the CEO and employees have different roles, this is not to say that each does not have a legitimate interest in the other's role.

It is crucial that appropriate channels for information, discussion and consultation be developed to allow for the legitimate interest the Elected Members have in the role in the CEO and the employees, and the legitimate interest of the CEO and employees in the role of the Elected Members

Relationship and Contact between Elected Members and Employees

The Shire of Kalamunda, like most other Councils, grapples with the issue of direct contact between individual Elected Members and employees versus contact through the CEO and Directors.

Individual Elected Members should not seek to foster special relationships with employees for the sole purpose of seeking information that may not otherwise be available to all Elected Members. Elected Members and employees are entitled to privacy and protection from inappropriate behaviour. This includes unauthorised access to the Council administration area.

Some issues to consider are:

- Elected Members need to understand that seeking advice needs to go through an organisational process. Advice must be sought through the CEO or Directors.
- Elected Members should not seek advice from other employees as the employee may have a particular interest in promoting the issue, but may not be in command of the full facts of the issue. Employees are accountable, through the CEO, to the whole Council. They are not accountable to individual Elected Members and are not required to take direction from them.

It is important to note Regulation 10 of the Local Government (Rules of Conduct) Regulations 2007, which deals with relationships between Elected Members and employees.

" 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) Sub regulation (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) Sub regulation (3)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV."

(Regulation 10 Local Government (Rules of Conduct) Regulations 2007

Elected Members Access to Staff

Elected Members should be cognoscenti that staff may not always be available at short notice and prior contact to arrange an appointment with the relevant staff member/s will assist in ensuring positive working relationships. Should it be difficult to arrange a suitable appointment, assistance should be sought through the CEO or the relevant Directors.

Elected Member Access to Information

One of the areas that cause many issues is the access by Elected Members to information that enables them to undertake their role as an Elected Member.

Elected members and members of Council Committees have information access rights that are additional to those given to the general public. These rights are to ensure that members are properly informed on matters that are relevant to their functions. Section 5.92 of the Act provides that Members can access the following additional information held by a local government:

- All written contracts of the local government.
- All documents relating to written contracts which the local government proposes to enter into.

-
- Any information that is relevant to their functions.

The functions of members are not defined, but are likely to include:

- Any function that a member is appointed or authorised to carry out by the Council [eg attend a meeting or conference];
- Preparation for an upcoming meeting; or
- Anything the member is doing in carrying out his or her role as president or elected member.

The access provisions do not give members unlimited licence to seek information held by a local government. Members may only seek access to information that is relevant to the performance of a particular function.

Generally, access arrangements should be made through the CEO.

Effective Relationships – Summary

The comment on the role of the Elected Members in this section is to provide an insight into the role that they need to play in their relationships with their fellow Elected Members, CEO and employees.

The fundamental role differences between the Council and the CEO and employees underpin the relationship. The focus of the Council and Elected Members should be on strategy, policy and outcomes. That is, who is to benefit from the local government's activities and in what way. The CEO and employees role is to focus on advice, implementation and operations.

Taking into account these role differences, the features of an effective relationship between the Elected Members and the CEO and employees are:

- A mutual understanding, acceptance and respect for each others' roles.
- A preparedness to identify, discuss and resolve issues and problems if they arise.
- On the part of the administration, a respect for and commitment to democratic governance and the primacy of Council in the local government structure.

Principle Three: Decision-Making and Management

Decision-making is the most important activity undertaken by Council. Effective decision making processes increases the likelihood that the decisions themselves will be in the best interests of the entire community.

The Shire has an effective and efficient strategic planning process in place, and processes to ensure that Council Plans are properly implemented.

A responsibility of the CEO is to ensure that Council receives quality and timely reports with all the necessary information, options and clear recommendations, including financial impacts and any associated risks.

9.1 Decision Making Forums

Council Schedule

An Elected Member's most important function as part of the governing body of Council is to attend and participate in the decision-making processes of Council.

The decisions made by Elected Members at formal Council meetings provide the direction and authority for the ongoing operation of the Council. The decisions of the Council give direction to the CEO to act.

The Council is a corporate body and as such it can only make decisions by resolution, that is, a motion has to be put to a properly convened meeting and passed by the required majority.

Council operates a monthly meeting cycle, (except in January when Council is in recess) as follows:

- Week 1 – Audit Committee and Strategic Sessions (if required).
- Week 2 – Development and Infrastructure Committee.
- Week 3 – Corporate and community Committee.
- Week 4 – Ordinary Council Meetings.

Council Meetings

Council meetings are formal meetings of the Elected Members as a body defined under the Act and are required to be open to the public although under certain conditions; Council meetings can be closed under provisions of the Act. In order to promote transparency and accountability required for good governance these provisions should be applied as infrequently as possible.

Good decision making at a Council Meeting is enhanced when the meeting is well run. This requires a clear and informative agenda paper, good chairing and facilitation, adherence to meeting procedures and adherence to statutory requirements. There should also be a strong commitment to the principle of Council meetings being open to the public so that they are fully informed and, where appropriate, involved in the decisions and affairs of the Council.

Standing Committee Meetings

The work of Committees is significant in local government due to the wide range of activities and functions of the Council. Committees report to the Council and are subject to the requirements of the Act.

When a Council establishes a Committee comprising Elected Members, it must determine the reporting and other accountability requirements that are to apply in relation to that Committee.

The role and tasks of Committees are varied. Councils establish Committees to:

-
- Inquire into matters and to provide and make recommendations to the Council on matters within the Council's responsibilities.
 - Carry out a specific project or task on behalf of the Council.
 - Exercise, perform or discharge delegated powers, functions or duties.

The list below details the current Standing Committees of Council:

- Development & Infrastructure Committee.
- Corporate & Community Committee.
- Audit Committee.
- Chief Executive Officer - Performance Review Committee.

Advisory/Management Committees

Council has established Advisory and Management Committees to provide a vehicle for facilitating and improving community input and participation in the Shire's decision-making processes.

The role of the Advisory Committees facilitates greater community consultation in accordance with the Act. Advisory Committees comprise community representatives and are resourced by the Shire.

Committees that are established by the Council provide Council with the opportunity to obtain the views of community representatives and enable Elected Members to network with a wide range of community representatives on issues of common interest. The opportunity to obtain such view serves to assist Elected Members to address strategic issues and priorities.

The role of Management Committees is to enable Elected Members and representatives of user groups to oversee the day to day management of a range of the Shire's community and recreation facilities and have input into the long term development of the facilities.

In effect, the Advisory and Management Committees act as advisory bodies to Council by enabling the community to have a clearly defined mechanism for communication with Council.

These Committees are able to make recommendations to the Council as part of the decision making process. Prior to these recommendations being submitted to the Council, the CEO, as part of their role in advising the Council, is to ensure employees of the Shire provide professional advice, which may include alternative recommendations to those submitted by the Committees in the report to Council.

Apologies and Leave of Absence

Elected Members who are going to be absent from a meeting of the Council should submit an apology. For extended periods of absence, Elected Members should apply to the Council for a Leave of Absence. The Council may, by resolution, grant leave of absence to an Elected Member (Section 2.25 Local Government Act 1995).

Leave is not to be granted to an Elected Member in respect of more than six consecutive ordinary meetings of the Council without the approval of the Minister of Local Government (Section 2.25 (2) Local Government Act 1995).

An Elected Member who is absent, without first obtaining leave of the Council, throughout three consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council (Section 2.25 (3) Local Government Act 1995).

9.2 Agendas and Minutes

Agendas are made available to Elected Members and the public before the Briefing Sessions and Council meetings. In most circumstances, agendas of the various Committees of Council are also available.

Agendas are comprised of reports prepared by employees. Reports are structured to include information on the background, details, summary and funding of the proposal under consideration. All reports are the professional advice of employees and contain recommendations from the CEO. The decision to adopt, amend or reject a recommendation rests with the Council.

Unconfirmed Council and committee minutes are to be made available to the public. The minutes of a meeting comprise all items considered at the meeting and include attendances, all motions, their movers and seconders and the results of the motions.

9.3 Declarations of Interest

Financial Interests

It is the fundamental statutory obligation and duty of an Elected Member of the Council to vote on every item of business discussed at meetings of the Council. However, an Elected Member may be prohibited from presiding and voting in the meeting if that Elected Member, or a closely associated person, has a direct or indirect financial interest in the subject under discussion.

Elected Members' attention is drawn to Division 6 - Disclosure of Financial Interests, Local Government Act 1995 which details disclosure of financial interests in matters affecting local government decisions. This division defines financial interests, closely associated persons, and interests that need not be disclosed by Elected Members.

"An Elected Member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by that Elected Member must disclose the nature of the interest: (a) in a written notice given to the Chief Executive Officer before the meeting; or (b) at the meeting immediately before the matter is discussed."

(Section 5.65 (1) Local Government Act 1995)

"An Elected Member who makes a disclosure under Section 5.65 must not: (a) preside at the part of the meeting relating to the matter; or (b) participate in, or be present during, any discussion or decision making procedure relating to the matter, unless, and to the extent that, the disclosing Elected Member is allowed to do so under Section 5.68 or Section 5.69."

(Section 5.67 Local Government Act 1995)

Sections 5.68 and 5.69 of the Act detail the circumstances in which Council, Committees and the Minister may allow Elected Members disclosing interests to participate in meetings.

Failure to comply with certain sections of Division 6 of the Act can result in a penalty of \$10,000 or imprisonment for two years.

There are additional obligations set out in the Shire's Standing Orders Local Law 2005.

The Publication 'Financial Interest Handbook' published by the Department of Local Government provides a comprehensive guide to identifying and declaring financial interests and steps to take in safeguarding liability. It is an Elected Member's responsibility to decide whether or not to declare an interest.

Interest That May Affect Impartiality

Elected Members are required to disclose any interest, where they believe that the public may have a perception that their impartiality may come into question. The disclosure must occur when the matter is to be discussed at a Council or Committee meeting where the person who has the interest will be in attendance and/or has given, or will give, advice.

The disclosing of an interest that may affect impartiality is to be made immediately before the matter is discussed or at the time the advice is given, and shall be recorded in the minutes of the Meeting.

The disclosure of an interest that may affect impartiality does not affect the ability of the Elected Member to discuss or vote on the matter.

Elected Members' attention is drawn to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 which deals with disclosure of interests that may affect impartiality.

" 11. Disclosure of interest(1) In this regulation —interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association. (2) A person who is a Council member and who has an interest in any matter to be discussed at a Council or Committee meeting attended by the member must disclose the nature of the interest — (a) in a written notice given to the CEO before the meeting; or (b) at the meeting immediately before the matter is discussed. (3) Sub regulation (2) does not apply to an interest referred to in section 5.60 of the Act. (4) Sub regulation (2) does not apply if — (a) a person who is a Council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or (b) a person who is a Council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began. (5) If, under sub regulation (2)(a), a person who is a Council member discloses an interest in a written notice given to the CEO before a meeting then — (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed. (6) If: (a) under sub regulation (2)(b) or

(4)(b) a person's interest in a matter is disclosed at a meeting; or (b) under sub regulation (5)(b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting."

(Regulation 11 Local Government (Rules of Conduct) Regulations 2007

Note: The *Local Government Act 1995*, the *Local Government (Rules of Conduct) Regulations 2007* and the Shire's Code of Conduct require all interests to be declared at the meeting at which the matter is to be discussed, and are to be declared immediately prior to the matter being raised.

9.4 Qualified Privilege

Members of the Federal and State parliaments have absolute privilege. This means that they cannot be sued for defamation for anything they say inside their respective parliaments. Elected Members have what is known as 'qualified privilege'. This means that they cannot be sued for defamation for what they say inside the Council Chambers (or Committee Rooms) provided what they say is in 'good faith', or without malice.

Malice is evident (and will lead to the Elected Member being vulnerable to a defamation action) if said statement is:

- Irrelevant to the issue being debated or discussed.
- Said in the knowledge that it is untrue.
- In circumstances where there has been recklessness as to whether it is true.

Outside the Council Chambers (or Committee Room), qualified privilege may still provide basic protection so long as the Elected Member is discussing a matter considered to be related to the business of the local government.

Qualified privilege may also protect Elected Members when making comments to the media or to public gatherings. However, this protection may be lost if malice exists.

9.5 Financial Management

Financial Management Planning and Principles

The Council is ultimately responsible for the financial management of the Shire of Kalamunda. Good financial governance requires both Council and the administration to play their roles.

Council is to develop a long-term financial plan (Strategic Financial Plan) that is consistent with the Strategic Community Plan. Community input is to be sought at the draft stage so that such input can help to shape the plan.

Council is to ensure that it receives sufficient reports and other information to adequately monitor its performance, resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery.

There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.

The Council is ultimately accountable for the financial management of the local government, and it is important to identify the roles different parts of the Shire of Kalamunda have in achieving sound financial management. There is an emphasis is on the role of the Elected Members in delivering their accountability for the financial state of the local government, which is accomplished through the Shire's Audit Committee, the role of which is to:

External Audit

- Develop and recommend to Council:-1) A list of those matters to be audited; and 2) the scope of the audit to be undertaken;
Note: Provision should be made to review the scope of the audit on a regular basis.
- Develop and recommend to Council an appropriate process for the selection and appointment of the person as the Shire's auditor;
Note: A person is to be appointed the auditor not a firm.
- Develop and recommend to Council a written agreement (contract) for the appointment of an auditor. The agreement to include:
 - i. The objectives of the audit.
 - ii. The scope of the audit.
 - iii. A plan of the audit.
 - iv. Details of remuneration and expenses to be paid to the auditor.
 - v. The method to be used by the Shire to communicate and supply information to the auditor.
 - vi. An evaluation program in relation to the adequacy of the financial control systems in operation at the Shire.
- Meet with the auditor at least once every year and report to Council on the matters discussed and the outcome of discussions.
- Examine the reports of the Auditor – together with accompanying reports of the Chief Executive Officer or Chief Financial Officer – to ensure that adequate measures have been taken in respect of any matters of concern raised.
- Review the draft annual report focusing upon:
 - i. Accounting policies and practices.
 - ii. Any changes to the accounting policies and practices.
 - iii. The processes used in making significant accounting estimates.
 - iv. Significant adjustments to the financial report (if any) arising from the audit process.
 - v. Compliance with accounting standards and other reporting requirements.
 - vi. Significant variances from prior years.

Internal Audit

- To ensure adequate control processes are in place;

- a. Receive regular reports from the Chief Executive Officer and/or the Internal Auditor on the relevance, appropriateness and adequacy of the internal audit processes being utilised at the Shire;
- b. Review and make recommendations to Council on the completed Compliance Audit Return after receiving a report detailing:- 1) staff explanation regarding non-compliance (if any) or where full compliance has not been received; 2) remedial action implemented to ensure future compliance.

Note: the report presented to the Audit Committee should specifically highlight those cases of non-compliance which have occurred.

- Review and ensure appropriate action is being taken in respect to:
 - Monthly bank reconciliations are up to date.
 - The ratio of collections in respect of sundry debtors is reasonable.
 - The ratio of rate collections is reasonable.
 - Inventory (stock takes) are regularly undertaken and reconciliations effected.
 - Waste Management (both household rubbish and recycling) accounts are reconciled.
 - Accounts are expeditiously rendered to debtors.
 - Funds are being appropriately invested.
 - Review Council and internal policies.
 - Taxation issues (eg GST) are being appropriately dealt with.
 - Other matters deemed appropriate.
- Receive and make recommendations to Council in respect of reports from the Chief Executive Officer or the Internal Auditor which deal with such matters as those listed above.
- Review the completed Compliance Audit return and consider the following:
 - Staff explanations regarding cases of non-compliance (if any) or where full compliance has not been achieved.
 - Remedial action that has been taken or will be taken to ensure future compliance.
- The Audit Committee will not have delegated authority to decide matters on behalf of Council.
- An assessment of risk management practices, policies and procedures used as part of operational planning processes and procedures.

The Annual Budget

One of the primary responsibilities of Council is to set the Annual Budget, which, under the Local Government Act 1995, Council is required to prepare and adopt. The budget can be viewed as the annual articulation of the longer term strategic financial planning framework, based on leadership by the Council, the determination of Council priorities, and the allocation of resources to these priorities.

Local governments are also required to prepare a Corporate Business Plan and a Long Term Financial Plan indicating the resources required for the achievement of the Shire's strategies. Each year of these Plans are used as the starting point for development and finalisation of the annual budget.

The Shire has adopted a practice to regularly review its annual budget and this is undertaken on a quarterly basis and reported to Council.

Long Term Financial Plan

In developing the long term financial plan (Strategic Financial Plan) the Council adheres to the following principles:

- Prudent management of financial risks relating to debt, assets and liabilities.
- Provision of reasonable stability in the level of rate burden.
- Consideration of the financial effects of Council decisions on future generations.
- Provision of accurate and timely disclosure of strategic financial information.
- New revenue sources to be identified where possible.

Financial Reporting

Financial reporting is a basis for financial management and it is required by the Act. Financial reporting undertaken at the Shire of Kalamunda is as follows:

Annual Report – provides information about the Shire's activities, income and expenditure. In accordance with the Act, the Shire is required to develop an Annual Report each financial year that is adopted by the Council.

The Annual Report is a key organisational document which details various information relating to the achievements of the Shire and the Council; financial information and statements; key projects commenced or achieved; and strategic performance indicators. The strategic performance indicators help to evaluate present programmes and make decisions on changes to them, or the need for additional services.

The Annual Report is received by the community at the Annual General Meeting of Electors.

Quarterly Reports – for each quarter ended September, December, March and June a report is presented to Council. The report identifies any significant variations with the year-to-date performance and the year-to-date budget, any likely effect on the end-of-year results and any significant areas where the activities are not in accordance with budget estimates.

Monthly Reports – timely and accurate reports are essential to keep the Council in an informed position to ensure it meets its financial responsibilities.

Each month the Council is required to prepare a financial report in such a form as it considers appropriate.

The monthly and quarterly reports are to be recorded in the minutes of the Council meeting.

9.6 Role of the Administration

The CEO is accountable to the Council for the financial performance of the Shire. They must ensure that certain fundamentals are in place including, but not limited to:

- There must be appropriate financial systems, plans, strategies and protocols.
- There must be adequate resources to support these.
- Suitable internal review mechanisms must be in place.
- There must be an organisational culture in which responsibility and accountability are clearly delineated and understood.
- Relevant external legislation must be adhered to and supported so that if whistle-blowing occurs or freedom of information is invoked, the organisation will not be adversely affected.

9.7 Risk Management

CPA Australia defines risk management as follows:

"Risk management is referred to in AS/NZ 4360:1999 as a logical and systematic method of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable organisations to minimise losses and maximise opportunities. It is also defined in the standard as the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects."

Council is to support and be committed to a risk management program at a policy and strategy level, and the CEO and senior management are to ensure processes are in place for identifying and managing risk and responding to and minimising such risks.

The Shire of Kalamunda is responsible for providing a wide and diverse range of services to its residents and visitors. All of these activities involve some form of risk, which must be managed to ensure that aims and objectives are achieved, services are delivered and that opportunities to deliver better and more cost effective services are not missed. If The Shire is not aware of, or has not adequately assessed some risks, it could result in financial loss, threats to public or staff safety or lead to substantial adverse publicity.

The Shire has adopted a Risk Management Plan which is aimed at contributing to the corporate governance arrangements within the Shire. The framework explains the Shire's approach to risk management and sets out the roles and responsibilities. The document also outlines the key features of risk management and the potential benefits and its importance to the Shire.

9.8 Planning and Development Functions

Quasi Judicial Role

The Council of a local government has particular responsibilities under the Planning Legislation. Council has a quasi-judicial role in deciding on development applications in certain instances. The Council is responsible for applying factual situations to the legislative regime in a quasi-judicial manner under aspects of the Act, Planning and Development Act and other relevant legislation.

The controls and procedures for assessment of development applications are set in place by a statutory framework and local governments are responsible for undertaking this role in accordance with the Planning Legislation and relevant Regulations.

Councils are required to decide on planning matters in an unbiased manner that satisfies the principles of administrative law and natural justice/procedural fairness. Whilst it is recognised that lay members of the community constitute Councils, they must exercise their discretion over planning matters in a way that is mindful of this quasi-judicial role.

The Shire employs specialist planning officers to draft reports and provide Council with all the information on the facts of a particular planning matter and the relevant law that is applicable.

There may be some occasions when Elected Members feel that they do not have enough information to make a decision. The best time to get information is prior to the meeting by contacting the CEO. Council, in deciding on planning matters must take care to ensure that the following principles are adhered to:

- a. Elected Members must read the Officer's report on the matter before voting at a Council meeting. An Elected Member who has not read the Officer's report and who participates in the decision making process without a full understanding of the issues at hand may jeopardise the validity of the decision making process.
- b. Elected Members must ensure when they debate a planning matter under consideration that they restrict themselves to the relevant matters of fact and law. These relevant matters will be contained and addressed in the Officer's report. Where Council conducts a debate on a matter that is based on irrelevant considerations, or fails to take into account relevant considerations, this may jeopardise the decision making process.
- c. Council must be careful when making a resolution that is different to the Officer's recommendation. In resolving differently from the recommendation the Council is required to include reasons for the variation from the recommendation. These reasons must take into account the relevant considerations of fact and law and must not be based on irrelevant considerations.
- d. If a development has the potential to impact on neighbours and/or the locality, and where a statutory obligation exists, Council has a duty to ensure that consultation occurs in relation to that development. The report of the employee is to include details of any neighbour notification or consultation

that has occurred. Council must ensure that neighbours who may be adversely affected by a proposed development have had an adequate opportunity to make a submission and that any relevant matters that they raise have been considered in the decision making process. An opportunity to make a written submission is generally sufficient, though an opportunity to make a submission in person to a relevant meeting may be appropriate where a person with a sufficient interest requests it.

Any submission must be made on the basis of planning principles. Council has the role of testing submissions, whether made by the applicant or another party, and the applicant must be accorded a right of reply.

Generally, Council as a body, and each Elected Member individually, must be certain that they have a clear understanding of the relevant facts and law before making a decision. This decision must be based on the relevant considerations and should not take into account irrelevant considerations.

Planning Schemes

Local government is required under the Planning and Development Act 2005 to have in place a Planning Scheme for the district. A Local Government Planning Scheme is required to be consistent with the Metropolitan Region Scheme, which is administered by the State Government. The Local Government Planning Scheme must also take into consideration State Government Planning Strategies, Plans and Policies. A Planning Scheme provides a legal framework for a range of functions including:

- Providing land use and development controls.
- Supporting housing choice, variety and amenity.
- Providing the mechanism for the development of convenient and attractive retail centres.
- Assisting economic development through facilitation of commercial, industrial and business development to maximise job opportunities.
- Establishing high quality open space areas and protecting areas of environmental significance.
- Assisting in the provision of a transport network, which serves the needs of the community by providing a range of alternative networks catering for different transport modes, which are closely integrated with land use considerations.

The provisions of a Planning Scheme are formulated through a collaborative and consultative process involving the State Government, local government and the community. The State Government, through the Minister for Planning provides final approval to the contents of a Planning Scheme and once gazetted a Scheme comes into operation and has the force of law. The authority to operate its Planning Scheme is delegated to the Shire of Kalamunda by the State Government.

A Planning Scheme requires review every five years. This is to ensure that the Scheme continues to meet changing community needs and expectations. This review process is facilitated by the local government and involves community input.

At the present time the Shire operates under District Planning Scheme No 2 (often referred to as DPS2), which was gazetted in November 2000.

Amendments can be made to an operative Planning Scheme to vary the Scheme provisions. An amendment to a Scheme again involves a range of stakeholders including the local government, the State Government and the community. The Minister for Planning provides the final decision in relation to a Scheme Amendment.

Local planning policies are also used to support and guide the implementation of the Scheme. These planning policies include the Shire's Home Business and Child Care policies. Planning policies can be developed to also provide guidance, detail and consistency of treatment with respect to amenity and other relevant planning issues.

Importantly, local government planning schemes incorporate by reference the Residential Design Codes (R-Codes), which is the planning policy of the State Government providing detailed development control for residential development. The State Government revises the R-Codes from time to time.

The role of a Council in administering a Planning Scheme includes:

- Consideration of development applications.
- Consideration of subdivision proposals.
- Consideration of Planning Scheme Amendment proposals (whether suggested by the Shire or by a customer).
- Enforcement of Planning Scheme provisions.
- Development of planning policies.
- Review of existing Planning Scheme.

Formulation of new Planning Scheme

Council is provided with the professional advice from specialist planning officers in exercising its role in relation to each of these matters. This advice will provide Elected Members with detailed information relating to the particular planning issue requiring Council consideration. In certain circumstances applicants have rights of appeal to challenge a planning related decision of the Council. It is therefore important for Elected Members to gain a full understanding of the issues and follow proper process before reaching a decision.

The State Administrative Tribunal (SAT) reviews decisions made by local government regarding a range of matters including town and regional planning. Landowners and/or applicants can apply to the SAT to make decisions, settle disputes and review decisions under a range of enabling laws.

The District Planning Scheme permits Council to delegate its decision-making powers to certain qualified persons or Committees, subject to certain conditions. This is

important in terms of allowing those applications that meet certain criteria to be determined by employees. The criteria used for determining the types of development that can be decided by employees is set out in a Notice of Delegation, which is reviewed bi-annually. The Notice of Delegation can be reviewed earlier as determined by Council.

All decisions made under delegated authority are binding and represent a 'Council decision'.

The following positions of Council have varying degrees of decision-making powers under the Notice of Delegation:

- Director Development & Infrastructure.
- Manager Planning and Environmental Services.
- Coordinator Planning Approvals.
- Senior Planning Officers.

The delegation is necessary in order to permit:

- Council to focus on strategic matters and major developments that are beyond the Notice of Delegation.
- And the large volume of development applications received by the Shire to be dealt with in an efficient and effective manner.

9.9 Legal Framework

Local Government Act 1995

The Shire of Kalamunda is constituted as a district under the Local Government Act 1995. The general function of a local government is to provide for the good government of people living and working within its district and includes legislative and executive powers and responsibilities given through the Act.

Overall, the Act is intended to provide excellence in governance through:

- Better decision-making by local governments.
- Greater community participation in the decisions and affairs of local governments.
- Greater accountability of local governments to their communities.
- More efficient and effective local government.

To allow local governments better decision-making, greater accountability and to be more efficient and effective, the Act provides a number of ways of achieving these objectives through delegations, policies and local laws.

Delegations

Delegations are a part of the Shire's decision-making approach. They represent the policy of the Council to entrust certain types of decisions to the CEO or Committees. All delegations should be in the context of Council policy that provide guidance to the

delegate to make decisions that are consistent with the council's desire policy outcomes.

Delegations of authority are established, maintained and documented by the Council to empower the actions of delegates so that Council can retain oversight of and accountability for the decisions made by delegates. Decisions made under delegation are reported to the Council on a regular basis, and records of delegations are retained in accordance with legal requirements for document retention and record keeping.

Council reviews delegations at least once every year.

Executive Functions

The Council is responsible for overseeing the executive functions of the Shire. The executive functions of the local government are to provide services and facilities. Section 3.18 of the Act states:

- " 1. *A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.*
2. *In performing its executive functions, a local government may provide services and facilities."*

Local government can, therefore, administer local laws and provide services and facilities in order to provide for 'the good government of the district'.

A local government must satisfy itself that the services and facilities it provides:

1. Integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body.
2. Do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private.
3. Are managed efficiently and effectively.

Local Laws

Council is responsible for adopting a set of local laws that reflect current community standards and provide for the good governance of the Shire.

The Act outlines the process by which the Council may adopt local laws. This legislative role allows the Council to adopt a regulatory regime that may be enforced through the courts, by the issue of infringement notices or by performing other executive functions to enforce the local laws. When adopting local laws the Council must be aware that they operate with the force of legislation and the Shire has a duty to enforce all of its local laws.

The process for adopting local laws provides the community with a six-week advertising period to allow for the opportunity to comment on proposed local laws. The local law is then presented once more to Council and any public submissions are considered. Upon final adoption the local laws are gazetted and considered by the Western Australian Parliamentary Committee on Delegated Legislation.

Local laws must also comply with the National Competition Policy principles adopted by agreement between local, state and federal governments.

The Shire maintains local laws relating to:

- Animal Local Law 1999.
- Bushfire Prevention and Control Local Law 1998.
- Extractive Industries Local Law 1998.
- Health Local Law 1999.
- Local Government and Public Property Local Laws 1999.
- Standing Orders Local Law 2005.
- Parking Local Law 1998.
- Private Property Local Law 1998.
- Signs Local Law 1999.
- Trading in Public Local Law 1999.

Standing Orders Local Law 2005

The Standing Orders Local Law 2005 provides a set of enforceable procedures to assist in the good conduct of meetings to achieve better decision making and a greater community understanding of the business of the Council.

It is recommended that Elected Members familiarise themselves with the provision of the Shire's Standing Orders Local Law 2005. Breaches of the Standing Orders Local Law may be liable for a penalty upon conviction.

Gifts

The Code of Conduct adopted by the Shire of Kalamunda contains a provision that Members and employees shall not seek or accept (either directly or indirectly) any immediate or future gift, reward, donation, hospitality or benefit (referred to generically as gifts for the following paragraphs) for themselves or for any other person or body as a result of their employment with, or appointment to a committee of, the Shire of Kalamunda.

If any gift, reward or benefit is offered (other than gifts of a token kind, or moderate acts of hospitality), disclosure must be made in a prompt and full manner and in writing in the appropriate register.

Freedom of Information

All Elected Members and staff should be aware of Freedom of Information (FOI) implications when writing correspondence, whether it is internal or external. As a general rule any written material generated by staff or Elected Members may become public knowledge and subject to a Freedom of Information investigation. FOI gives individuals a legally enforceable right to access records held by both state and local government agencies.

Principle Four: Policy-Making and Management

10.1 Policies

Section 2.7 (2)(b) of the Act states that the Council is to “determine the local government’s policies”.

Policies provide the Council and staff with the ability and direction to make decisions that are considered to be consistent and unbiased. A policy can also provide detail on the manner in which the Shire undertakes, or requires others to undertake, certain works or activities.

The Council has established the following level of Policy:

1. Council Policies

These are strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations. These policies have a strategic, external focus and align with the mission, vision and strategic direction of the Shire.

2. Shire Policies

These policies are developed for administrative and operational requirements. They have an internal focus.

3. Procedures

Council and Shire Policies may be supported by Management Procedure that outlines how the Shire be implemented.



Figure 4 Policy Framework

Principle Five: Accountability

11.1 Principle of Accountability

Excellence in governance is based on the principle that the people involved in governance, the Elected Members and Officers, are held to account for what they do. Accountability means holding the Elected Members and management of the Shire responsible for its performance. The public trust placed in the local government and

in its Elected Members to act in the public interest can be justified in the manner in which their duties have been performed.

Accountability systems need to provide disclosure and review of decision-making and processes. These systems must record and support the local government's accountability to its stakeholders and its legal accountability to the State Government. They are both internal and external.

Risk management systems aim to ensure that community assets are protected. An internal audit system, a comprehensive consultation and engagement policy and framework supports good decision-making by ensuring that Elected Members are aware of the views of those who will be affected by any decision.

The fundamental importance of accountability though is that local governments exist to govern for and on behalf of their communities. Systems and values must reflect this accountability.

Accountability systems that provide disclosure and review of decision-making and processes are integral to good governance and are reflected through:

- Open and transparent government so that people can follow decision-making processes and outcomes.
- Consultation so that communities feel that they are being heard.
- Good information and communication processes so that communities are kept informed.

11.2 Performance Management

The Council is accountable for monitoring performance in the achievement of its strategic direction, goals and financial outcomes which are set through the Strategic Plan, Strategic Financial Plan, Annual Plan and Annual Budget.

The Shire has developed a reporting system to provide the Council with the necessary information to enable it to assess performance against the plans. The reporting system is a systematic and regular process that allows the Council to take action to rectify any issues that arise and as such, be accountable to the community.

The Council is accountable for managing the CEO's performance and is responsible for setting the CEO's performance plan and subsequently monitoring their performance. Council is to communicate its expectations to the CEO, and consider seeking independent professional advice when undertaking the performance evaluation of the CEO.

11.3 Compliance

It is a requirement of the Local Government Act 1995 to conduct an annual audit of compliance with statutory requirements of the Act.

The Return is to be submitted to the Department of Local Government each year after its adoption by the Council. It provides prompts in relation to the local government's statutory obligations in a number of areas, such as local laws, tenders,

meeting process, disclosure of financial interests and financial management. It provides a useful tool for a local government to utilise to ensure compliance with legislation, and in particular the Local Government Act 1995.

In addition to this requirement the Shire has established a number of internal compliance mechanisms to ensure its practices and procedures meet its obligations in relation to good corporate governance.

11.4 Audit Committee

The Council has established an Audit Committee in accordance with Division 1A of the Local Government Act 1995, to oversee and advise the Council on matters of internal and external audit and risk management and compliance functions of the Shire.

11.5 Consultation

Council recognises that consultation is a two way interactive process that provides opportunities for the Council and community to clarify information raise issues and discuss ideas and options. Consultation is an important dimension that informs and enhances Council's decision-making process.

As a community leader, Council should define the Shire's directions and priorities for a sustainable future by:

- Promoting discussion and debate within the community and with other stakeholders about the priorities and needs of the Shire.
- Using research to develop and inform Council policies and decision-making.
- Actively canvassing, and faithfully considering, the needs and opinions of the community when making decisions.
- Translating the community's aspirations for a sustainable future through appropriate partnerships, initiatives, programs and services.

The Council has an adopted Community Engagement Policy and Strategy Policy, the objective of which is to outline the Shire's commitment to actively involving the community in Council's planning, development and service delivery activities.

The Shire's Community Engagement Strategy provides a clear articulation of the Shire's commitment to strong stakeholder and community relationships. The goal of the Strategy is to provide a process and choices for involving citizens in decision-making and to enhance current opportunities and processes for that to happen. It addresses the following requirements from the Community Engagement Policy:

- Identification of issues requiring Community Engagement.
- Inclusion of funding for Community Engagement activities in the annual budget process.
- Increasing staff awareness and skills in Community Engagement techniques.

-
- Information on how all sectors and groups within the community can have the opportunity to participate in the Shire's activities.
 - A community education program relating to Community Engagement in the Shire's affairs.

11.6 Records Management

The Shire's corporate records are to be managed in accordance with the Shire's Record Keeping Plan and Records Management Policy.

All Elected Members, staff and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions and ensuring all corporate documents are retained within the Shire's official recordkeeping system at the point of creation regardless of the format, being in accordance with:

- State Records Act 2000.
- Evidence Act 1906.
- Acts Amendment (Evidence) Act 2000.
- Freedom of Information Act 1992.
- Local Government Act 1995.
- Local Government Accounting Directions 1994

Council and Elected Member Self-Assessment

12.1 Council Self-Assessment and Evaluation

In order to assess whether the Governance Principles and Charter are being enacted a self-assessment tool has been included in the Governance Framework. The questionnaire was originally developed by WALGA for use by the WALGA Council. Permission has been granted for the Shire to use the self-assessment tool to assess the Council's and individual Elected Member's performance against the Governance Principles and Charter. It is intended that the results be used to develop action plans to improve governance performance.

The self-assessment aims to:

- Assess what level of performance has been achieved in the period under review.
- Assist in the development of a better understanding of individual Elected Member performance and the Council's objectives.
- Focus on strategic goals.
- Assist in the developing of a better understanding of performance orientated relationships.
- Develop an action plan for improvement.
- Encourage a program of ongoing personal and professional development for Elected Members.

The Self-Assessment Tool has two components:

The Council Self-Assessment

Elected Member Self-Assessment

Council as a group should complete the Council Self-Assessment and the results used to assess the Council's performance as a whole against the governance principles and charter. This should assist the Council in developing an action plan to improve performance (including the ongoing training and development programme for Council).

The Elected Member Self-Assessment should be completed by individual Elected Members to provide an assessment of that individual's contribution to good governance, and assist in the development of an individualised training and development program.

Insert self assessment forms

References

The following documents have been used in the development of the Governance Framework for the Shire of Kalamunda:

- .AS8000 Good Governance Principles.
- Murdoch University Senate, Statement of Governance Principles.
- Governance Framework and Statement – Shire of South Perth.
- On Board Leadership – John Carver.
- Reinventing Your Board, A Step by Step Guide to Implementing Policy Governance – John Carver and Miriam Mayhew Carver.
- Good Governance Guide 2004 – The Principles of Good Governance within Local Government - Municipal Association of Victoria.
- Excellence in Governance for Local Government – CPA Australia.
- WALGA – Training and Development Program for Elected Members.
- Corporate Governance Charter - WA Local Government Association December 2004.
- Lessons for Local Government - Shire of Belmont published by the Department of Local Government and Regional Development April 2003.
- Lessons for Local Government - Shire of South Perth published by the Department of Local Government and Regional Development.
- Elected Members Welcome Pack - Shire of Kalamunda - May 2003.
- Elected Member Induction - Local Government Operational Guidelines Number 4 published by the Department of Local Government and Regional Development - Updated March 2005.
- Shire of Wollongong Governance Manual 2004.
- Council Forums - Local Government Operational Guidelines Number 5 published by the Department of Local Government and Regional Development - January 2005.
- Managing Public Question Time - Local Government Operational Guidelines Number 3 published by the Department of Local Government and Regional Development - August 2002.
- The Business of Local Government (a training course for Elected Members)- a joint WALGA and Australian Institute of Company Directors Course.

- WALGA State Council performance assessment questionnaire.
- .Local Government Act 1995.
- .Shire of Kalamunda Governance Review Report May 2004.
- Sustainability Reporting Guidelines – Global Reporting Initiative.
- ASX Corporate Governance Council – Principles of Good Corporate Governance and Best Practice Recommendations.
- Local Government (Rules of Conduct) Regulations 2007.
- Enterprise-wide Risk Management – Better Practice Guide for the Public Sector – CPA Australia

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

25. Scott Reserve Lease Agreement

Previous Items	OCM 144/01, OCM 08/2012
Responsible Officer	Director Corporate & Community Services
Service Area	Economic Property & Procurement Services
File Reference	
Applicant	Not applicable
Owner	Not applicable
Attachment 1	Copy of Existing Scott Reserve Management Committee Management Agreement
Attachment 2	Copy of the Scott Reserve Advisory Committee Terms of Reference

PURPOSE

1. To dissolve the agreement that relates to the leasing of Scott Reserve.

BACKGROUND

2. The Scott Reserve is leased under a document that also forms the basis of the Scott Reserve Management Committee (Attachment 1).
3. In 2011, the Shire formed the Scott Reserve Advisory Committee (Attachment 2), which covered many of the strategic relationship matters covered in the Management document.
4. In February 2013, the Shire adopted the Lease Policy LEA 1. This policy was to replace such agreements, bringing consistency between the existing clubs. For such a lease to be entered into, the current agreement would need to be dissolved.

DETAILS

5. The Management Agreement states in Section 16.2 that: *Any decision to dissolve this agreement must be passed wither by resolution of Council in the case of the Council or by Special Meeting of the Management Committee in the case of the Committee.*
6. Dissolving this agreement would not affect the Scott Reserve Advisory Committee.

STATUTORY AND LEGAL IMPLICATIONS

7. Not applicable.

POLICY IMPLICATIONS

8. Lease Policy LEA1.

PUBLIC CONSULTATION/COMMUNICATION

9. Not required.

FINANCIAL IMPLICATIONS

10. The decision will have an impact upon the clubs at Scott Reserve who currently have all costs at the pavilion met by the Shire. The reduction of expenditure by the Shire will be passed on to all clubs as a whole, by way of peppercorn rent and additional assistance upon commencement of the new Leases in July 2013.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

11. *Kalamunda Advancing: Strategic Community Plan to 2023*
- Strategy 1.8.3 Proactively investigate opportunities that facilitate the establishment and/or growth of local community groups with a common interest.

Sustainability Implications

Social Implications

12. Nil.

Economic Implications

13. Nil.

Environmental Implications

14. Nil.

OFFICER COMMENT

15. The agreement currently sees the Shire meeting all of the club's pavilion costs. This includes cleaning, power and water. Other clubs in the Shire meet these costs themselves. It is this disparity which led to the creation of the Lease Policy.
16. The other functions of the agreement will be replaced by the lease agreement which gives the tenant rights to access the facilities and procedures to managing the property.
17. It is recognised that the clubs operating out of Scott Reserve will take on additional financial responsibility. The Lease policy does allow for Council to approve subsidies by way of a budget item. The policy sets out that clubs must put such a request in writing to the Shire. To date the Shire has not received such a request.

-
18. The proposed lease document is currently being completed and is on track to have the leases commence July 2013. The Chief Executive Officer has delegation to finalise this lease.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 25/2012)

That Council:

1. Pursuant to Clause 16.2 of the Scott Reserve Management Agreement, dissolve the Management Agreement effective 30 June 2013.

Moved:

Seconded:

Vote:

Attachment 1

SHIRE OF KALAMUNDA

MANAGEMENT AGREEMENT (Last updated OCM 144/01)

SCOTT RESERVE MANAGEMENT COMMITTEE

1. Name

The name of the Committee shall be the Scott Reserve Management Committee.

2. Description of Property

The Management Committee shall undertake the care and management of the Scott Reserve Pavilion and Scott Reserve, High Wycombe (Reserve No 34946).

3. Objectives

3.1 To provide an opportunity for:

- a. clubs and organisations
- b. community groups
- c. Kalamunda Shire Council

To effectively manage and care for Scott Reserve.

3.2 To co-ordinate the use of facilities by all user groups and to endeavour to accommodate all activities.

3.3 To encourage sharing of equipment and increased social interaction among users.

3.4 To encourage a co-operative attitude among people who use the facilities so that the most effective use is obtained to the satisfaction of Council and the community generally.

3.5 To promote wide community use and awareness of the facilities.

3.6 To provide an opportunity for community representatives and user groups to regularly meet to review operational matters that may arise from time to time in the management and use of the facility.

3.7 To retain a link with the other community groups and to consult with groups on matters of general interest.

4. Membership

4.1 The membership of the Management Committee shall not be less than five members, including the following:

- a. One representatives from the High Wycombe Cricket Club appointed from a meeting of that Club;

- b. One representatives from the High Wycombe Junior Football Club appointed from a meeting of that Club;
 - c. One representatives from the High Wycombe Amateur Football club appointed from a meeting of that Club;
 - d. Two representatives from Kalamunda Shire Council, one member being a Shire Councillor and an appointed staff member.
 - e. One representative from any other user group appointed from a meeting of that group;
 - f. One representative from the High Wycombe Community Residents' Association.
- 4.2 Absence of leave to be requested of the Management Committee in advance. The appointment of any person if they are absent without leave for more than three consecutive meetings shall lapse.
- 4.3 A Councillor shall be appointed to the Management Committee and is empowered to rule that any matter under consideration is to be referred via the appropriate Committee, to Council for a decision.
- 4.4 All appointments to the Management Committee shall expire annually unless Council elects to reappoint any or all members.
- 4.5 The Management Committee may second members on sub-committees and work groups but secondments cannot be made to the Management Committee.

5. Meetings

- 5.1 The Committee shall meet not less than twice in each year.
- 5.2 A quorum shall consist of one at least one half of the appointed members being present.
- 5.3 An agenda and Notice of Meeting will be distributed by Council at least seven (7) days prior to each meeting.
- 5.4 It is important that Agenda items along with any supporting papers are sent to the Secretary no later than 10 days prior to meeting. This allows for members to consider the item and make an informed decision.
- 5.5 Late Agenda/Business items may be accepted for consideration by the committee.

6. Minutes

- 6.1 The Shire appointed staff member will be the Secretary for the Committee.

-
- 6.2 The Secretary shall keep minutes of all business transacted at all meetings and a copy shall be forwarded all members within 10 days of each meeting.

7. Management

- 7.1 The Committee may prescribe its own rules for the day to day running of its affairs, providing such rules do not contravene Council policies, by-laws or the Local Government Act.
- 7.2 An Executive Committee may be appointed and delegated with authority to manage routine day to day operations.

8. Voting

Each and every member shall have one vote, excepting the appointed staff member.

9. Usage

- 9.1 Subject to maintaining a viable operation, High Wycombe Junior Football Club may apply for priority use within the following limits:
- Sundays from 9.00am to 6.00pm from 1 April to 30 September for all facilities.
 - Monday to Friday inclusive – Change-rooms only from 5.00pm to 10.00pm from 1 April to 30 September (to be shared by other users).
- 9.2 Subject to maintaining a viable operation, High Wycombe Cricket Club may apply for priority use within the following limits:
- Sundays from 9.00am to 6.00pm from 1 October to 31 March for all facilities.
 - Tuesdays to Fridays inclusive - change-rooms only facilities from 5.00pm to 10.00pm from 1 October to 31 March (to be shared by other users).
- 9.3 Subject to maintaining a viable operation, High Wycombe Amateur Football Club may apply for priority use within the following limits:
- Saturdays from 9.00am to 12.00pm from 1 April to 30 September for all facilities.
 - Tuesday and Thursdays - Facilities from 7.00pm to 11.00pm from 1 April to 30 September.
- 9.4 Priority of use will be given to the Scott Reserve Management Committee - without charge for all official meetings.
- 9.5 Regular use of the Centre during all other time (and hire fees for this use) to be offered to the community with all bookings coordinated by Council staff..
- 9.6 Use of storerooms to be in accordance with Council Policy on “Building Storage”.

10. **Fees**

Fees for use of the facilities shall be applied at the rates prescribed from time to time by Council. Council may consider the advice of the Management Committee on the rate charged for bookings and may consult with the Management Committee before reviewing or altering the rates.

The Management Committee and its members may not authorise use without payment of fees.

11. **Finance**

11.1 The Committee may raise funds of its own accord and donations received may be spent in accordance with resolutions of the Management Committee.

11.2 The Management Committee, under the general supervision of Council may keep its own bank account for depositing of funds which are raised through the efforts of its members or associates. All funds received for hiring of the facility shall be paid to and collected by Council and without any deduction. A financial statement must be presented to Council at regular half yearly intervals.

12. **Operational Costs**

Council agree to pay all operational costs, including twice weekly cleaning, routine maintenance, electricity and water charges.

13. **Cleaning and Maintenance**

The frequency of cleaning shall be twice weekly and the cost of any increase in frequency will be shared on a user pay basis unless agreed otherwise by Council.

14. **Ownership**

14.1 No rights of ownership are held by or offered to any user group. The building is a Council asset and will remain Council property.

15. **Insurance**

15.1 Council will insure the Centre and pay the insurance premium.

15.2 Council will keep Public Liability Insurance, however each of the clubs is separately responsible for maintaining their own public liability insurance.

15.3 Council will provide adequate insurance cover for Council workers engaged in the Centre on Council business.

16. General Conditions

- 16.1 If any party fails to adhere to the conditions of these Terms of Reference, disagreements thus arising shall be referred to a meeting of Council and the decision of Council shall be final and binding.
- 16.2 Any decision to dissolve this agreement must be passed either by resolution of Council in the case of the Council, or by special meeting of the Management Committee in the case of the Committee.
- 16.3 All meetings of the Management Committee shall be open to the public.
- 16.4 Council reserves the right, through its officers, to enter the building for the purpose of inspection or stock-taking at any time.
- 16.5 Council is empowered to notify the Management Committee of applications for usage which are to be refused through abuse of the building or non-payment of hire fees.
- 16.6 The Management Committee will be responsible for deciding which regular users receive keys to the building. All other hirers to obtain keys from Council.
- 16.7 The Committee may permit user groups to lock away items purchased by the user group provided such permission does not conflict with Council's storage policy.

17. Relationship to Council

- 17.1 A copy of the minutes of the Committee's meetings and matters arising will be presented to the General Services Committee.

Attachment 2



Scott Reserve Advisory Committee

Terms of Reference (Last Updated August OCM 2012)

1. Name

The name of the Committee shall be the Scott Reserve Advisory Committee.

2. Description of Property

Reserve Pavilion and Scott Reserve, High Wycombe (Reserve No 34946).

3. Objectives

- 3.1 To provide an opportunity for all regular users to meet and communicate at regular intervals to discuss common and particular interests of this community recreation facility/reserve.
- 3.2 To develop community awareness of the potential and limitations of the grounds and facilities, the nature of the demands made upon them by user groups and an understanding of Council's Local Laws and policies relating to this facility.
- 3.3 To encourage a cooperative attitude among people who use the facilities so that the most effective use is obtained to the satisfaction of Council and the community. To encourage sharing of private equipment and increased social interaction among clubs.
- 3.4 To advise Council, on any changes where appropriate on the allocation of playing grounds, training times and change rooms facilities on a seasonal basis.
- 3.5 To provide guidance on future developments of the facility, inclusive of any improvements and extensions in line with changing community needs. Any such developments however, should first be approved by Council and subject to annual budget capacity.
- 3.6 To discourage misuse or vandalism of these facilities and to provide the Council with relevant information if such acts occur.

4. Memberships

- 4.1 A total membership of up to eight (8) members, all of whom shall be appointed by Council for a term of two (2) years unless Council elects to reappoint any or all members for a further term.
- 4.2 Membership shall include one representative from each user group of the facility or other interested people.

-
- 4.3 In accordance with the Local Government Act 1995, a minimum of three (3) persons must be appointed to the Committee.
 - 4.4 A Councillor shall be appointed to the Advisory Committee and is empowered to rule that any matter under consideration is to be referred, via the appropriate Committee, to Council for a decision.
 - 4.5 The Advisory Committee may second individuals on sub-committees and working groups, but secondments cannot be made to the main Committee.
 - 4.6 The appointment of any person who is absent without leave for more than three (3) consecutive meetings shall lapse and that person will need to seek Council reappointment to continue on the Committee for the duration of its term.
 - 4.7 The Presiding Person and Deputy Presiding Person shall be appointed from the body of the Committee.
 - 4.8 User groups with representatives on the Advisory Committee may nominate a deputy that only has provision to attend meetings and vote when the key representative is absent.

5. Meetings

- 5.1 The Committee shall meet at least four times in any twelve (12) months.
- 5.2 A quorum shall consist of at least one half of the appointed members being present.
- 5.3 An agenda and notice of meeting will be distributed by the Committee Secretariat at least seven (7) days prior to each meeting.
- 5.4 It is important that Agenda items along with any supporting papers are sent to the Secretary no later than ten (10) days prior to meeting. This allows time for members to consider the item and make an informed decision.
- 5.5 If there are no agenda items the Secretary in consultation with the Presiding Person will advise all members that the scheduled meeting is cancelled.
- 5.6 Late Agenda/Business items may be accepted for consideration by the committee.
- 5.7 Extraordinary meetings may be convened by the Committee Secretariat (Shire Officer) in accordance with Clause 5.3, following written requests from in excess of 50% of the current membership with voting rights.

6. Minutes

- 6.1 A Shire of Kalamunda staff member will act as Secretary for the Committee.
- 6.2 The Secretary shall keep minutes of all business transacted at all meetings and shall forward a copy of these minutes to members within ten (10) days of each meeting.

7. Voting

- 7.1 Each appointed member present shall have one (1) vote.

8. Relationship to Council

- 8.1 Matters arising from the minutes of the Committee's meetings deemed of significance and/or requiring Council decision will be presented to the General Services Committee.

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

26. Expression of Interest – EOI 1301 – Lots 7, 8, 4255 Lewis Road Wattle Grove

Previous Items	OCM 29/2011, OCM 188/2012
Responsible Officer	Director Corporate & Community Services
Service Area	Economic Property & Procurement Services
File Reference	LW04/029A, LW04/025, LW04/021
Applicant	N/A
Owner	Shire of Kalamunda
Confidential Attachment 1	Evaluation of submissions <u>Reason for Confidentiality:</u> <i>Local Government Act 1995 S5.23(2)(c)</i> – “ a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting.”

PURPOSE

1. To provide Council with a report on the outcome of an expression of interest for the disposal of Lot 7, 8 and 4255 Lewis Road, Wattle Grove

BACKGROUND

2. Council at its meeting of 17 December 2012 resolved:

That Council:

1. *Endorses the issuance of an Expression of Interest process and advertises for a period of three months Lots 7, 8 and 4255 Lewis Road in Wattle Grove for disposal either as single parcels or in any combination.*
3. The Expression of Interest was advertised in the West Australian and the Kalamunda Reporter, closing on 27 February 2013.

DETAILS

4. The three lots were valued by a Licenced Valuer. The valuations provided are included in (Confidential Attachment 2).

STATUTORY AND LEGAL IMPLICATIONS

5. Lots 7 and 8 are currently zoned Special Rural. Lot 4255 is reserved for public purposes – Hall.
6. Lot 4255 would need to be rezoned to allow for alternative uses.
7. Disposal of the property would need to be in accordance with Section 3.58 of the *Local Government Act 1995*.

POLICY IMPLICATIONS

8. There are no Policy Implications.

PUBLIC CONSULTATION/COMMUNICATION

9. The expression of interest was advertised in The West Australian Newspaper and the Kalamunda Reporter.

FINANCIAL IMPLICATIONS

10. Disposal of the asset would provide income to the Shire as well as the disposal of an unused and depreciating building.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

11. There are no Strategic Planning Implications.

Sustainability Implications

Social Implications

12. There are no Social Implications.

Economic Implications

13. There are no Economic Implications.

Environmental Implications

14. There are no Environmental Implications.

OFFICER COMMENT

15. The advertising process resulted in three expressions of interest, each seeking all three properties. They were received from:
- a. Md Ziaur Rahman – Submitted on behalf of the Bangladeshi migrant community. The property would be used as a community centre, supporting language skills, child development, social events and worship facilities.
 - b. Retirees WA – Seeking to acquire the site for future use as an aged care development.
 - c. David Sauzier – Wanting to develop the land for residential purposes.
16. The Shire has had the properties valued and this has been included in the assessment of the properties in (Confidential Attachment 1), along with an assessment of the proposed land uses.

-
17. Based on the assessment of the Expression of Interest in (Confidential Attachment), it is recommended to reject all expressions of interest.

Voting Requirements: Absolute Majority

OFFICER RECOMMENDATION (C&C 26/2013)

That Council:

1. Abandons the Expression of Interest Process and advises all applicants that the Shire is not proceeding with the Expressions of Interest.
2. Authorises the Chief Executive Officer to appoint an agent to market the properties for sale.
3. Pursuant to sections 5.42 (1) and 5.43 (d) of the *Local Government Act 1995* ("The Act") delegates Authority to the Chief Executive Officer to finalise sale of the properties in accordance with Section 3.58 of the Act, at not less than 90% of the valuation provided by LWP Hegney, whether sold individually or as a parcel of three.

Moved:

Seconded:

Vote:

Confidential Attachment 1

Supplied under separate cover

Reason for Confidentiality: *Local Government Act 1995* S5.23 (2)(c) – “a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting.”

- 10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

- 11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE**

- 12.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
- 12.1 Nil.

- 13.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY
 DECISION**

- 14.0 MEETING CLOSED TO THE PUBLIC**

- 15.0 CLOSURE**