

Corporate & Community Services Committee Meeting

Minutes for Monday 19 August 2013

UNCONFIRMED



**shire of
kalamunda**

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MINUTES

1.0 OFFICIAL OPENING

The Chairman opened the meeting at 6.31pm, and welcomed Councillors, Staff, Members of the Public Gallery and the Press.

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Councillors

Sue Bilich	(Shire President) North Ward
Margaret Thomas	North Ward
Allan Morton	South West Ward
Noreen Townsend	South West Ward
Justin Whitten	South West Ward
John Giardina	South East Ward
Frank Lindsey	South East Ward
Martyn Cresswell	(Chairman) North West Ward
Dylan O'Connor	North West Ward
Bob Emery	North West Ward

Members of Staff

Rhonda Hardy	Chief Executive Officer
Warwick Carter	Acting Director Development & Infrastructure Services
Steven Tweedy	Acting Governance Manager
Peter Hayes	Internal Auditor
Rajesh Malde	Manager Financial Services
Gerard Thomas	Manager Technology & Corporate Support
Darren Jones	Manager Community Services
Darren Von Bergheim	Coordinator Lifestyle & Cultural Services
Travis Moore	Coordinator Recreation Services
Nicole O'Neill	Public Relations Coordinator
Michelle Clark	Executive Assistant to the CEO
Kristy McGuire	Acting Governance Officer

Members of the Public 4

Members of the Press 1

2.2 Apologies

Councillors

Cr Geoff Stallard	South East Ward
Cr Simon Di Rosso	North Ward

2.3 **Leave of Absence Previously Approved** Nil

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.

Nil.

4.0 PETITIONS/DEPUTATIONS

Nil.

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 15 July 2013 are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Bob Emery**

Seconded: **Cr John Giardina**

Vote: **CARRIED UNANIMOUSLY (10/0)**

6.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

6.1 Nil.

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 Nil.

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*.)

8.1.1 Nil.

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.

8.2.1 Nil.

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.

49. Debtors and Creditors Reports for the Period Ended 31 July 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 July 2013
Attachment 2	Summary of Creditors for the period ended 31 July 2013
Attachment 3	Creditors Payments for the Period 3 July 2013 to 25 July 2013

PURPOSE

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

BACKGROUND

2. Attached are the reports detailing aged Debtors (Attachment 1), Creditors (Attachment 2) as at 31 July 2013 and Creditors Payments for the Period 3 July 2013 to 25 July 2013 (Attachment 3).
3. Council has requested reports detailing outstanding debtors and creditors on a monthly basis.

DETAILS

Debtors

4. Invoices over 30 days total \$84,187.58. Debts of significance for which reminder notices have been sent:
 - Hills District Callisthenic \$3,734.50 – Hall Hire
 - Kalamunda & Districts Football Club \$2,136.49 – Operational expenses
 - Kalamunda & Districts Football Club \$11,888.60 – Operational expenses
 - Lesmurdie Tennis Club \$25,500.00 – Contribution to extension
 - Shire of Brookton \$2,280.28 – Health / Ranger Services
 - Water Corporation \$4,986.56 – Private Works
5. Invoices over 60 days total \$24,180.22. Debts of significance:
 - Foothills Netball Association \$4,528.92 – Loan 216
 - Kalamunda & Districts Football Club \$7,614.47 – Operational expenses
 - Kalamunda United FC \$7,407.60 – Reserve hire / Operational expenses
 - Zig Zag Café Kalamunda \$2,946.14 – Operational / Lease expenses

6. Invoices over 90 days total \$22,971.09. Debts of significance:
- Forrestfield United Soccer Club \$10,877.51 – Operational / Loan expenses
 - Zig Zag Café Kalamunda \$5,488.33 – Operational / Lease expenses
 - Kalamunda & Districts Football Club \$2,901.05 – Operational Expenses
 - Kalamunda Chamber of Commerce \$1,147.00 – Lease Fees

Creditors

7. Payments totalling \$3,861,530.75 were made during the month of July 2013. Standard payment terms are 30 days from the end of month, with local business and contractors on 14 day terms.
8. Significant Municipal payments made in the month were:

Supplier	Purpose	\$
West Australian Treasury Corp	Loan 221 Instalment	97,241.70
Australian Tax Office	PAYG	275,414.68
Earthcare Landscapes	Wattle Grove Playspace	80,484.15
EMRC	Domestic/Waste - Red Hill Tip Charges	310,762.20
Cleanaway	Refuse Collection Charges	430,377.12
LGIS Insurance	Insurance Various	594,193.97
WA Hino Sales & Service	Tip Truck Plant Acquisition	76,245.00
Synergy	Power Charges	132,092.85
WA Local Govt Superannuation	Super Contributions	161,403.35
Western Australian Electoral Commission	Community Poll Costs	63,508.42

9. These payments total \$2,314,491.23 and represents 60% of all payments for the month.

Trust Account Payments

10. The Trust Account maintained by the Shire relates to the following types:
- CELL 9 Trust
 - POS - Trust
 - BCITF Levy
 - Building Licence Levy
 - Unclaimed Monies

11. The following payments were made from the Trust Accounts in the month of July 2013:

Cell 9 Transactions		Amount (\$)
Date	Description	
1/7/2013	Assetic Database maintenance July 2012 to March 2013	9,900.00
15/7/2013	Shire of Kalamunda - Project Management Costs June 2013	2,694.45
15/7/2013	Earthcare (Australia) Pty Ltd – Wattle Grove Discovery Playspace	5,616.60
18/07/2013	Opteon (Western Australia) Pty Ltd - Valuation	4,400.00
Building & Construction Industry		Amount (\$)
Date	Description	
2/07/2013	BCITF Training Fund Levy - June 2013	44,727.51
Building Commission		Amount (\$)
Date	Description	
31/07/2013	Building Licence Levy – June 2013	19,098.67

STATUTORY AND LEGAL CONSIDERATIONS

12. In accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 13)*, a list of accounts paid by the Chief Executive Officer is to be prepared each month and presented in the manner required as per the regulation.

POLICY CONSIDERATIONS

13. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

14. Nil.

FINANCIAL CONSIDERATIONS

15. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

Social Implications

17. Nil.

Economic Implications

18. Nil.

Environmental Implications

19. Nil.

RISK MANAGEMENT CONSIDERATIONS

Debtors

20. The Shire is exposed to the potential risk of the debtor failing to make payments which it is obligated to do. This will result in the disruption of cash flows and increased collection costs. The loss may be complete or partial and can arise in a number of circumstances.

Creditors

21. If the Shire defaults on a payment to a creditor, the Shire runs the risk a negative credit record resulting in potential future disruptions on cash flows and ability to obtain credit.

OFFICER COMMENT

22. Nil.

A Councillor queried if payments EFT30478 and EFT30623 made to Kalamunda Community Garden are in line with the allocated \$10,000 provision. The Manager Community Development advised that these amounts are part of the agreed Council allocation towards the start-up costs for the community garden over a two year period.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 49/2013)

That Council:

1. Receives the outstanding debtors (Attachment 1) and creditors (Attachment 2) reports for the period ended 31 July 2013 and Creditors Payments for the Period 3 July 2013 to 25 July 2013 (Attachment 3).

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY (10/0)**

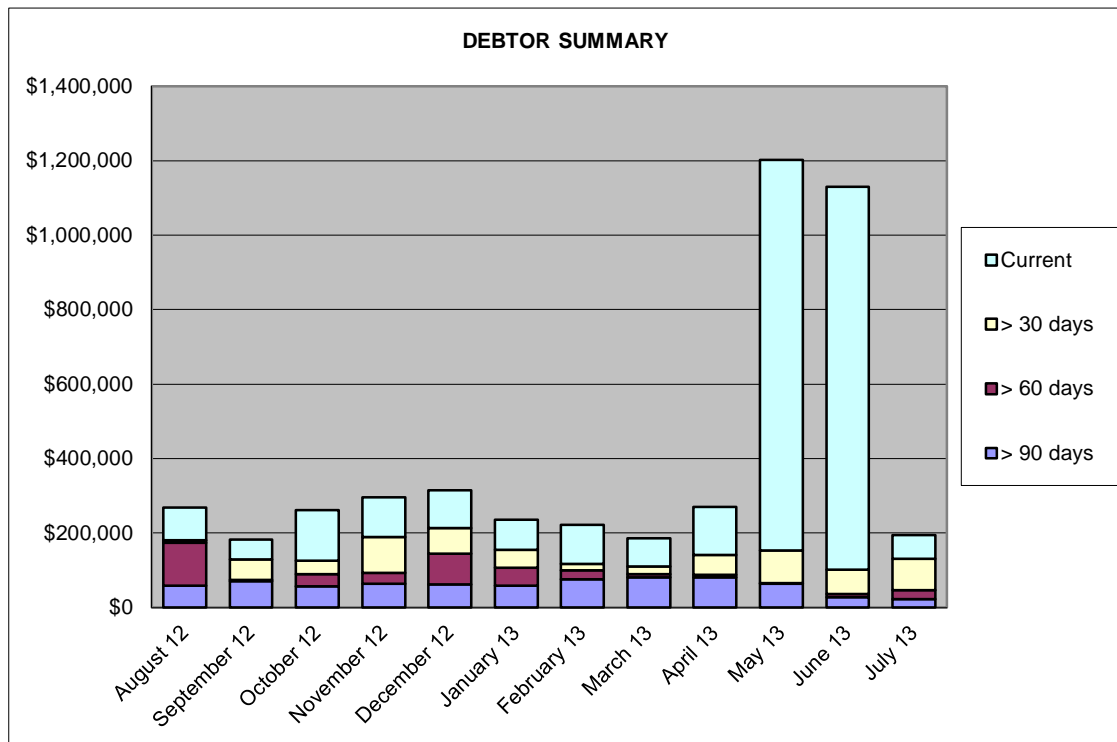
Attachment 1

Summary of Debtors for Period Ended 31st July 2013

SHIRE OF KALAMUNDA
SUMMARY OF DEBTORS
FOR THE PERIOD ENDED 31st July 2013

Sundry Debtors Trial Balance - Summary Aged Listing

	> 90 days	> 60 days	> 30 days	Current	Total
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
April 13	\$80,450	\$8,181	\$53,087	\$128,415	\$270,133
May 13	\$63,398	\$2,436	\$88,471	\$1,047,105	\$1,201,410
June 13	\$27,854	\$8,275	\$66,371	\$1,026,898	\$1,129,399
July 13	\$22,971	\$24,180	\$84,188	\$63,956	\$195,295



**SHIRE OF KALAMUNDA
SUMMARY OF DEBTORS
FOR THE PERIOD ENDED 31st July 2013**

AMOUNT	DEBTOR	DETAILS	STATUS
>90 days			
\$10,877.51	Forrestfield United Soccer Club WA Inc ^	Loan 214 Payment / Reserve Hire / Operational Expenses	Fortnightly Direct Debits in place - \$1,200. In addition to the July direct debits the Club paid \$2,102.95 directly against current invoices.
\$5,488.33	Zig Zag Café Kalamunda	Zig Zag Café Lease / Utility Expenses	Debtor has committed to make fortnightly payments of \$1,600
\$2,901.05	Kalamunda & Districts Football Club *	Operational Expenses / Lease Fee	Club has committed to making full payment by 15 August 2013
\$2,523.05	Kalamunda Cricket Club *	Operational Expenses	Club has committed to pay \$1,008 and is seeking a payment arrangement for the balance.
\$1,147.00	Kalamunda Chamber of Commerce ^	Lease Fees 12/13	Direct Debit in place - \$283 per f/n.
-\$3,073.54	Total of debtor accounts in credit		Namely payment in advance for a loan.
\$3,107.69	90+ Days Debts consisting of amounts under \$1,000.00.		Debtors have been contacted by telephone to advise debt recovery action pending / final notices issued or debt with D&B.
\$22,971.09	Total Debts 90+ Days		

>60 days			
\$4,528.92	Foothills Netball Association	Loan 216	Shire to meet with Club regarding outstanding balance.
\$7,614.47	Kalamunda & Districts Football Club*	Operational Expenses / Lease Fee	As above
\$7,407.60	Kalamunda United FC	Reserve Hire / Operational Expenses	Committee Meeting 5th August - invoices to be addressed.
\$2,946.14	Zig Zag Café Kalamunda	Zig Zag Café Lease / Operational Expenses	As above.
\$1,683.09	60+ Days Debts consisting of amounts under \$1,000.00.		All debtors to be contacted by telephone / email - copy invoices mailed as required.
\$24,180.22	Total Debts 60+ Days		
>30 days			
\$2,791.00	Australasian Christian Fellowship		Paid 01 August 13
\$2,278.00	Delany School of Irish Dance	Hall Hire	Reminder invoice to be sent.
\$1,399.51	Everdew Pty Ltd	Modifications to Structure Plan	Reminder invoice to be sent.
\$11,888.60	Forrestfield United Soccer Club	Loan / Utility Expenses	Reminder invoice to be sent.
\$3,734.50	Hills District Callisthenic	Hall Hire	Reminder invoice to be sent.
\$1,743.00	Jollettes Gymnastics	Hall Hire	Reminder invoice to be sent.
\$2,136.49	Kalamunda & Districts Football Club *	Operational Expenses / Lease Fee	As above
\$1,384.70	Kalamunda & Districts Junior Football Club	Operational Expenses / Lease Fee	Reminder invoice to be sent.

\$1,198.41	Kalamunda Out of School Care	Hall Hire	Reminder invoice to be sent.
\$25,500.00	Lesmurdie Tennis Club Inc	Contribution to Extension	Reminder invoice to be sent.
\$1,413.36	Municipal Workcare	Workers Compensation Claims	Reminder invoice to be sent.
\$2,280.28	Shire of Brookton	Health / Ranger Services	Reminder invoice to be sent.
\$2,410.86	Shire of Narembeen		Paid 02 August 13
\$1,984.00	Silver Chain	HACC Brokerage	Reminder invoices sent
\$4,986.56	Water Corporation	Private Works	Reminder invoice to be sent.
\$1,980.00	Weight Watchers	Hall Hire	Reminder invoice to be sent.
\$15,078.31	30+ Days Debts consisting of amounts under \$1,000.00.		Reminder invoices to be sent.
\$84,187.58	Total Debts 30+ Days		
< 30 days			
\$63,956.12	Total of Current Debts		
\$195,295.01	Total		
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 July 2013

SHIRE OF KALAMUNDA
SUMMARY OF CREDITORS
FOR THE PERIOD ENDED 31 JULY 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
30/04/2013	\$7,253	\$39,057	\$10,266	\$690,585	\$747,161
31/05/2013	\$1,225	\$942	\$14,952	\$1,077,590	\$1,094,709
30/06/2013	\$9,393	\$13,544	\$364,665	\$1,914,271	\$2,301,873
31/07/2013	\$3,168	\$30,928	\$7,860	\$704,407	\$746,364

Comment

- > 90 days Original Invoices for Hills District Calisthenics Club & Green Skills not received in Accounts to process
- > 60 days Original Invoices for Complete Corporate Health City not received in Accounts to process.
- > 30 days These invoices are paid on the third fortnightly payment run.

Creditor Payments made

Month	Amount \$	Quantity		
		Cheques	EFTs	Total
Jul-12	\$ 3,085,557	88	531	619
Aug-12	\$ 2,928,637	77	356	433
Sep-12	\$ 5,229,543	101	569	670
Oct-12	\$ 2,931,587	66	497	563
Nov-12	\$ 3,692,467	70	512	582
Dec-12	\$ 4,255,844	68	493	561
Jan-13	\$ 2,396,387	59	397	456
Feb-13	\$ 3,426,479	100	568	668
Mar-13	\$ 4,766,915	69	588	588
Apr-13	\$ 2,869,343	70	482	552
May-13	\$ 3,222,475	73	568	641
Jun-13	\$ 3,221,716	68	544	612
Jul-13	\$ 3,861,531	83	462	545

*Excludes net staff payroll

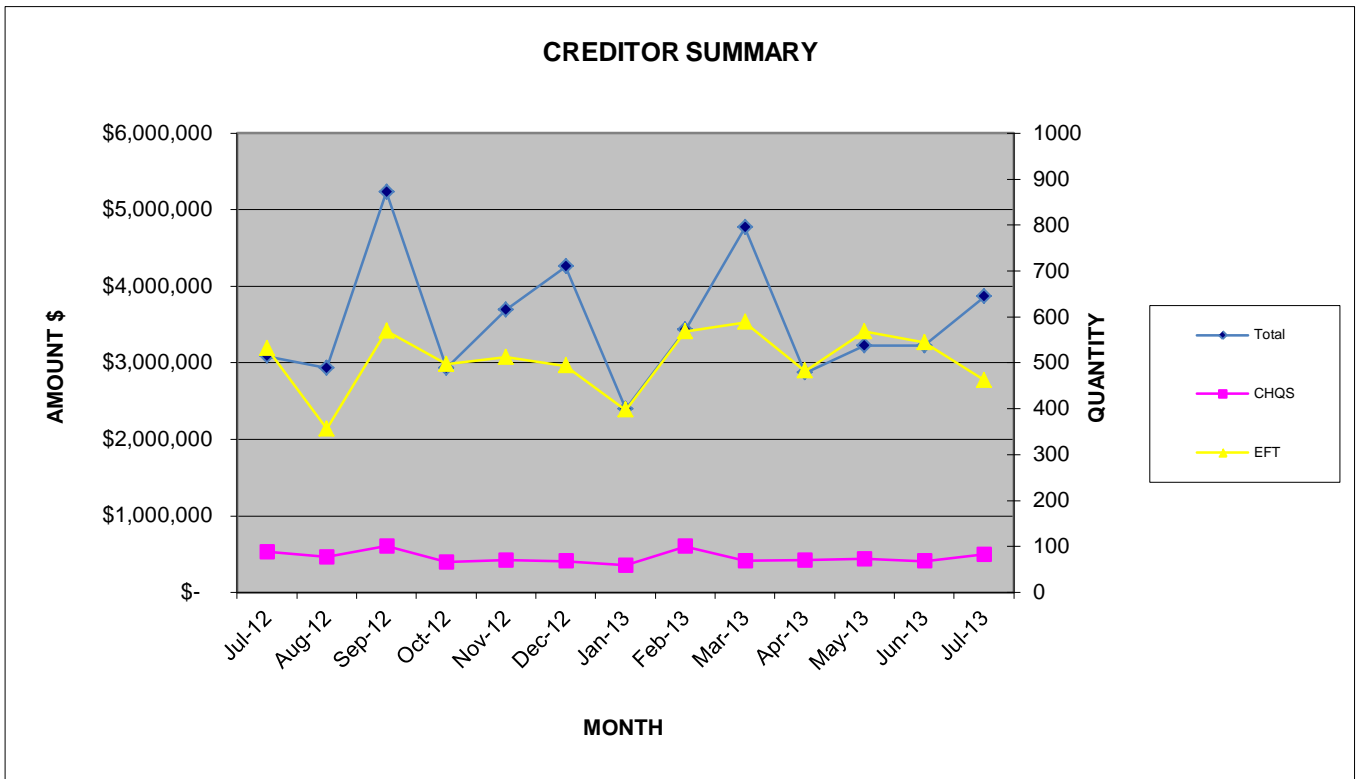
*Creditors on 30 day terms are paid on the 28th of the month following.

*Local suppliers are paid on 14 day terms.

SHIRE OF KALAMUNDA

SUMMARY OF CREDITORS

FOR THE PERIOD ENDED 31 JULY 2013



Attachment 3

Creditors Payments for Period 3 July 2013 to 25 July 2013

Shire of Kalamunda

Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
632	03/07/2013	AUSTRALIAN TAXATION OFFICE	TAXATION	136889.29
633	03/07/2013	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS PURCHASES HACC ACTIVITY OFFICER - \$553 FUNCTIONS CO-ORDINATOR - \$1955.55 MANAGER HR - \$3992.02 HACC ACTIVITY OFFICER - \$1121.60 DAY CENTRE CO-ORDINATOR - \$78.50 HEALTHY COMMUNITIES TEAM LEADER - \$245.71 CO-ORDINATOR PROCUREMENT - \$3724.97 HACC ACTIVITY OFFICER - \$627.00	12298.35
634	09/07/2013	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	1158.90
635	11/07/2013	LES MILLS AUSTRALIA	MONTHLY LICENCE FEE	977.07
636	16/07/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 220 FIXED COMPONENT	1295.59
637	16/07/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 221 FIXED COMPONENT	97241.70
638	16/07/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 222 FIXED COMPONENT	34094.48
639	17/07/2013	AUSTRALIAN TAXATION OFFICE	TAXATION	138525.39
640	17/07/2013	AUSTRALIAN TAXATION OFFICE	TAXATION	418.00
EFT30169	02/07/2013	ALLAN MORTON	MEMBER ALLOWANCE FEES - 01/07/13 - 18/10/13	3836.53
EFT30170	02/07/2013	JOHN GIARDINA	MEMBER ALLOWANCE FEES - 01/07/13 - 18/10/13	3000.00
EFT30171	02/07/2013	GEOFF STALLARD	MEMBER ALLOWANCE FEES - 01/07/13 - 18/10/13	3000.00
EFT30172	02/07/2013	IAN JUSTIN WHITTEN	MEMBER ALLOWANCE FEES - 01/07/13 - 18/10/13	3000.00
EFT30173	02/07/2013	MARGARET THOMAS	MEMBER ALLOWANCE FEES - 01/07/13 - 18/10/13	3000.00
EFT30174	02/07/2013	NOREEN TOWNSEND	MEMBER ALLOWANCE FEES - 01/07/13 - 18/10/13	3000.00
EFT30175	02/07/2013	FRANK LINDSEY	MEMBER ALLOWANCE FEES - 01/07/13 - 18/10/13	3000.00

Shire of Kalamunda
Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
EFT30176	02/07/2013	ROBERT EMERY	MEMBER ALLOWANCE FEES - 01/07/13 - 18/10/13	3000.00
EFT30177	04/07/2013	MOTORCHARGE - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 30/06/13	5071.65
EFT30178	04/07/2013	SHAWSETT TRAINING PTY LTD	PROVIDE DRIVER TRAINING FOR KALAMUNDA BUSH FIRE BRIGADE VOLUNTEERS	1880.00
EFT30179	04/07/2013	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	43.75
EFT30180	04/07/2013	NEIL K ROBERTSON	HALL AND KEY BOND REFUND	1050.00
EFT30181	04/07/2013	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	462.00
EFT30182	04/07/2013	NATSPEC	AUS SPEC COMPLETE SUBSCRIPTION RENEWAL	3289.00
EFT30183	04/07/2013	CABCHARGE AUSTRALIA LIMITED	CABCHARGE FEES - JUNE 2013	377.30
EFT30184	04/07/2013	WASTE MANAGEMENT ASSOCIATION OF AUSTRALIA	REGISTRATION FOR 1 STAFF TO ATTEND - ALTERNATIVE WASTE TREATMENT TECHNOLOGIES - FACT OR FICTION	660.00
EFT30185	04/07/2013	BRUMBY'S KALAMUNDA	CATERING SUPPLIES	102.25
EFT30186	04/07/2013	PICTON PRESS	PRINTING OF BROCHURES FOR VARIOUS EVENTS	6202.50
EFT30187	04/07/2013	O'BRIEN HARROP ACCESS PTY LTD	DISABILITY ACCESS CONSULTING SERVICES - YOU'RE WELCOME WA ACCESS PROJECT	2500.00
EFT30188	04/07/2013	TOP OF THE LADDER GUTTER CLEANING	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS LOCATIONS	946.00
EFT30189	04/07/2013	PUBLIC LIBRARIES WESTERN AUSTRALIA	REGISTRATION FOR 1 STAFF TO ATTEND - PUBLIC LIBRARIES: SO WHAT NOW?" - UNIVERSITY CLUB OF WA	305.00
EFT30190	04/07/2013	MARIA PERKINS	TRAVEL COMMUNITY VISITORS SCHEME REFUND	15.00
EFT30191	04/07/2013	ROBYN BEARDSSELL	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	56.00

Shire of Kalamunda
Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
EFT30192	04/07/2013	CARMEL VALLEY CHOCOLATES	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	67.20
EFT30193	04/07/2013	CLAYTON HIGHAM	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	379.33
EFT30194	04/07/2013	GILL BAXTER	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	52.50
EFT30195	04/07/2013	BERYL CARPENTER	PART DOG REGISTRATION FEE REFUND	3.00
EFT30196	04/07/2013	KIERAN TYNAN	CROSSOVER CONTRIBUTION	385.00
EFT30197	04/07/2013	GARY MARTIN LAWNMOWING	VERGE / RESERVE MOWING FOR VARIOUS LOCATIONS	240.00
EFT30198	04/07/2013	ZOFIA PALUSZAK	TRAVEL COMMUNITY VISITORS SCHEME REFUND	52.50
EFT30199	04/07/2013	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	78913.33
EFT30200	04/07/2013	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	268.00
EFT30201	04/07/2013	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	779.78
EFT30202	04/07/2013	CLEANAWAY (7004295)	DOMESTIC AND RECYCLING RUBBISH COLLECTION FEES	238917.50
EFT30203	04/07/2013	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	721.61
EFT30204	04/07/2013	GULLY VIEWS NEWSAGENCY	SUBSCRIPTIONS & NEWSPAPERS FOR VARIOUS LOCATIONS	677.89
EFT30205	04/07/2013	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	534.15
EFT30206	04/07/2013	WA LOCAL GOVERNMENT ASSOCIATION	REGISTRATION FOR 1 STAFF TO ATTEND - MANAGING EMPLOYEE PERFORMANCE COURSE. REGISTRATION FOR COUNCILLOR EMERY TO MEET THE MINISTER BREAKFAST.	504.50
EFT30207	04/07/2013	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	5849.80
EFT30208	04/07/2013	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	3589.69

Shire of Kalamunda
Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
EFT30209	04/07/2013	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	86.54
EFT30210	04/07/2013	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	17050.00
EFT30211	04/07/2013	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP. ENVIRONMENTAL SERVICES - WATER EFFICIENCY AUDITING SERVICES. MATTRESS DISPOSAL FEES	237992.90
EFT30212	04/07/2013	A & S HILL	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	31272.75
EFT30213	04/07/2013	FASTA COURIERS	COURIER FEES	140.31
EFT30214	04/07/2013	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	455.32
EFT30215	04/07/2013	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1328.58
EFT30216	04/07/2013	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	2574.55
EFT30217	04/07/2013	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	1809.00
EFT30218	04/07/2013	KALAMUNDA STATE EMERGENCY SERVICE	REIMBURSEMENT - GOODS AND SERVICES	2653.16
EFT30219	04/07/2013	HILL TOP TROPHIES (MILPRO WA)	SUPPLY OF NAME BADGES	21.45
EFT30220	04/07/2013	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	833.81
EFT30221	04/07/2013	IT VISION	REGISTRATION FOR 1 STAFF TO ATTEND RATES & PROPERTY - ESSENTIALS WORKSHOP, PENSIONERS & SENIORS WORKSHOP & INTERIM RATING SUBDIVISION & AMALGAMATIONS WORKSHOP.	2024.00
EFT30222	04/07/2013	LESMURDIE SENIOR HIGH SCHOOL	CONTRIBUTION TOWARDS LESMURDIE COMMUNITY LIBRARY COSTS AS PER LICENCE AGREEMENT	9537.66
EFT30223	04/07/2013	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	2031.04
EFT30224	04/07/2013	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	10696.14

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Chq/EFT	Date	Name	Description	Amount
EFT30225	04/07/2013	ZIG ZAG GRAPHICS AND PRINT	PRINTING OF DIEBACK BROCHURES	878.60
EFT30226	04/07/2013	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	154.00
EFT30227	04/07/2013	ROTARY CLUB OF KALAMUNDA INC	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	500.00
EFT30228	04/07/2013	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	1124.10
EFT30229	04/07/2013	ROSS NORTH HOMES	FOOTPATH DEPOSIT REFUNDS	1900.00
EFT30230	04/07/2013	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	700.00
EFT30231	04/07/2013	DALE ALCOCK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT30232	04/07/2013	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	REIMBURSEMENT COSTS FOR VOLUNTEER BUSHFIRE BRIGADE	2795.95
EFT30233	04/07/2013	WATTLE GROVE PRIMARY SCHOOL P & C	HALL AND KEY BOND REFUND	350.00
EFT30234	04/07/2013	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	5790.70
EFT30235	04/07/2013	FORRESTFIELD NEWSPAPERS & MAGAZINES DELIVERY	NEWSPAPERS / MAGAZINES DELIVERIES FOR VARIOUS LOCATIONS	66.30
EFT30236	04/07/2013	KELYN TRAINING SERVICES	REGISTRATION FOR 6 STAFF TO ATTEND BASIC WORKSITE TRAFFIC MANAGEMENT COURSE	3145.00
EFT30237	04/07/2013	WA HINO SALES & SERVICE	SUPPLY OF ONE NEW HINO TIP TRUCK	76245.00
EFT30238	04/07/2013	J CORP PTY LTD	FOOTPATH DEPOSIT REFUND	750.00
EFT30239	04/07/2013	AAPA (AUSTRALIAN ASPHALT PAVEMENT ASSOCIATION LTD)	REGISTRATION FOR 4 STAFF TO ATTEND VARIOUS COURSES	5126.00
EFT30240	04/07/2013	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	4128.18
EFT30241	04/07/2013	A1 WALLISTON TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS	1980.00

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Chq/EFT	Date	Name	Description	Amount
			LOCATIONS	
EFT30242	04/07/2013	JANET MAUREEN TAYLOR	FOOTPATH DEPOSIT REFUND	1000.00
EFT30243	04/07/2013	NEW GENERATION HOMES - TANGENT NOMINEES PTY LTD	FOOTPATH DEPOSIT REFUNDS	2000.00
EFT30244	04/07/2013	FREEDOM POOLS	FOOTPATH DEPOSIT REFUND	1000.00
EFT30245	04/07/2013	TRILOGY SERVICING PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	126.50
EFT30246	04/07/2013	CELEBRATION HOMES	FOOTPATH DEPOSIT REFUND	700.00
EFT30247	04/07/2013	DEBBIE JOSE JEWELLERY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	24.50
EFT30248	04/07/2013	KANYANA WILDLIFE REHABILITATION CENTRE INC	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	36.80
EFT30249	04/07/2013	LIONS CLUB FORRESTFIELD HIGH WYCOMBE (INC)	SAUSAGE SIZZLE - RAMP IT UP 2013 - YOUTH WEEK EVENT	1000.00
EFT30250	04/07/2013	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	1925.00
EFT30251	04/07/2013	DUN & BRADSTREET (AUSTRALIA) PTY LTD	DEBT COLLECTION FEES FOR RATES	359.68
EFT30252	04/07/2013	FOOD TECHNOLOGY SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR HEALTH DEPARTMENT	2564.10
EFT30253	04/07/2013	BGC RESIDENTIAL PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT30254	04/07/2013	ATI-MIRAGE TRAINING SOLUTIONS	REGISTRATION FOR 1 STAFF TO ATTEND - LEADING & MANAGING TEAMS	343.99
EFT30255	04/07/2013	FRANCENE LUCY	HALL & KEY BOND REFUND	350.00
EFT30256	04/07/2013	HAMEL NURSERY	SUPPLY OF SELECTED PLANTS	1485.36
EFT30257	04/07/2013	ARBOR LOGIC	VISUAL TREE ASSESSMENTS - VARIOUS LOCATIONS	1375.00

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Chq/EFT	Date	Name	Description	Amount
EFT30258	04/07/2013	ORIENTEERING ASSOCIATION OF WESTERN AUSTRALIAN (INC)	KEY BOND REFUND	50.00
EFT30259	04/07/2013	CABLE LOCATES & CONSULTING	LOCATION OF UNDERGROUND SERVICES AND POTHoles AT CORNER OF STANHOPE ROAD AND JACKSON ROAD BICKLEY.	1248.28
EFT30260	04/07/2013	SIGN-A -RAMA	SIGNAGE SUPPLIES AT VARIOUS LOCATIONS	8877.00
EFT30261		EFT PAYMENT CANCELLED		
EFT30262	04/07/2013	KALAMUNDA SWEEPING	ROAD / PATH SWEEPING AT VARIOUS LOCATIONS	3187.81
EFT30263	04/07/2013	AFFORDABLE LIVING HOMES	FOOTPATH DEPOSIT REFUND	1000.00
EFT30264	04/07/2013	HILLS GAS SUPPLY	SUPPLY OF BOTTLED GAS FOR VARIOUS LOCATIONS	110.00
EFT30265	04/07/2013	KERB - FIX	KERB REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	1832.60
EFT30266	04/07/2013	MAIDA VALE DELIVERY ROUND	PAPER AND MAGAZINES DELIVERIES FOR HIGH WYCOMBE LIBRARY	73.85
EFT30267	04/07/2013	G.D.CHARLTON	PODIATRY SERVICES AT JACK HEALEY CENTRE	955.26
EFT30268	04/07/2013	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	6853.00
EFT30269	04/07/2013	ALLAN DAVIES & TREVOR CHUDLEIGH ARCHITECTS	ARCHITECTURAL SERVICES FOR VARIOUS LOCATIONS	951.50
EFT30270	04/07/2013	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1277.43
EFT30271	04/07/2013	GRADITA RAYMOND	BUILDING APPLICATION FEE REFUND	90.00
EFT30272	04/07/2013	MADE 4 YOU (LYGIA)	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	8.40
EFT30273	04/07/2013	WARDEN CONSTRUCTION (WA) PTY LTD	FOOTPATH DEPOSIT REFUND	1200.00
EFT30274	04/07/2013	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	248.13
EFT30275	04/07/2013	PETER JAMES SETTLEMENTS	RATES REFUND	65.66
EFT30276	04/07/2013	BINDALE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	67.45

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Chq/EFT	Date	Name	Description	Amount
EFT30277	04/07/2013	BEVERLEY DUFF	TRAVEL COMMUNITY VISITORS SCHEME REFUND	30.00
EFT30278	04/07/2013	UNIQCO (WA) PTY LTD	PLANT & VEHICLE MANAGEMENT BUREAU SERVICE FOR MONTH OF JUNE 2013	3198.80
EFT30279	04/07/2013	VANESSA ROBINSON	HALL BOND REFUND	300.00
EFT30280	04/07/2013	FONZ'S BOBCAT & TRUCK HIRE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6273.13
EFT30281	04/07/2013	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	22277.20
EFT30282	04/07/2013	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	714.82
EFT30283	04/07/2013	KALEIDOSCOPE CRAFT KITS	DRY CLEANING / WASHING SERVICES FOR HARTFIELD PARK RECREATION CENTRE	80.00
EFT30284	04/07/2013	LANDMARK PRODUCTS LIMITED	SUPPLY AND INSTALLATION OF PARKS / RESERVE EQUIPMENT AT VARIOUS LOCATIONS	43348.25
EFT30285	04/07/2013	BELMONT LITTLE ATHLETIC CENTRE	KEY BOND REFUND	50.00
EFT30286	04/07/2013	UNIQUE WASTE MANAGEMENT SERVICES	HIRE OF TRUCK AND OPERATOR TO TRANSPORT 26 M3 HOOK LIFT WASTE BINS FROM WALLISTON TRANSFER STATION TO VARIOUS SITES	2136.75
EFT30287	04/07/2013	PLACER MANAGEMENT GROUP	HIRE OF TEMPORARY STAFF FOR ADMIN	1658.25
EFT30288	04/07/2013	KEN WYATT MP	BOND REFUND FOR THE USE OF HIGH WYCOMBE RECREATION CENTRE	300.00
EFT30289	04/07/2013	CLAIRE O'NEILL - CLAIRE'S EMBROIDERY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	161.00
EFT30290	04/07/2013	LINDA STONES	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	119.00

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Chq/EFT	Date	Name	Description	Amount
EFT30291	04/07/2013	IAN MOSS	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06-13	164.50
EFT30292	04/07/2013	LEWIS FAMILY TRUST	BUILDING MAINTENANCE TELEPHONE / SECURITY LINE REPAIR WORK TO VARIOUS SHIRE BUILDINGS	132.00
EFT30293	04/07/2013	GADENS LAWYERS SYDNEY PTY LTD	RATES REFUND	387.59
EFT30294	04/07/2013	PETER FALCONER	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	116.90
EFT30295	04/07/2013	BEHIND PTY LTD T/A TOPKATS ENTERTAINMENT	ENTERTAINMENT - STAINED GLASS WINDOW CELEBRATION	385.00
EFT30296	04/07/2013	MARY FORWARD	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	9.10
EFT30297	04/07/2013	KIERAN INGRAM	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	17.50
EFT30298	04/07/2013	THE ARTFUL FLOWE - FELICIA LOWE	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	102.20
EFT30299	04/07/2013	TOMAS FORD	DJ SERVICES FOR VARIOUS EVENTS	700.00
EFT30300	04/07/2013	DAVID GREEN	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	13.97
EFT30301	04/07/2013	QTC CONSULTING PTY LTD	REGISTRATION TO ENROL 1 STAFF - CERTIFICATE IV IN PROJECT MANAGEMENT COURSE - TRAVIS MOORE	2500.00
EFT30302	04/07/2013	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	425.50

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Chq/EFT	Date	Name	Description	Amount
EFT30303	04/07/2013	DAVID ADAMS	POUNDAGE & SUSTENANCE FEE REFUND AS DOG NOT IN POUND	71.00
EFT30304	04/07/2013	MAX O'GRADY - PROJECT PHOTOGRAPHY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE -01/06/13 - 30/06/13	10.50
EFT30305	04/07/2013	SAM ASSAAD	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	159.49
EFT30306	04/07/2013	DMC CLEANING	CLEANING OF VARIOUS SHIRE BUILDINGS	47621.07
EFT30307	04/07/2013	NICHOLAS TAYLOR	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	10.50
EFT30308	04/07/2013	SILK ON SILK (ROSEMARY LONSDALE)	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	161.00
EFT30309	04/07/2013	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION & DEPOT	245.96
EFT30310	04/07/2013	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF	3856.94
EFT30311	04/07/2013	MAVIS PASKULICH	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	51.10
EFT30312	04/07/2013	DEMENTIA CARE AUSTRALIA	REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	300.00
EFT30313	04/07/2013	TAYLOR NELSON SOFRES AUSTRALIA PTY LTD (TNS)	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	300.00
EFT30314	04/07/2013	BEESWAX CREATIONS	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	35.25
EFT30315	04/07/2013	HOMESTYLE FURNITURE	SUPPLY OF HOLLAND BLIND FOR KITCHEN AREA	450.00

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Chq/EFT	Date	Name	Description	Amount
EFT30316	04/07/2013	TIERRA ECOLOGIA	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	55.30
EFT30317	04/07/2013	MPK TREE SERVICES	TREE REMOVAL / BRANCH PRUNING AT VARIOUS LOCATIONS	7095.00
EFT30318	04/07/2013	HOCKING HERITAGE STUDIO	PREPARATION OF A HERITAGE ASSESSMENT OF THE ALAN FERNIE PAVILION PICKERING BROOK	550.00
EFT30319	04/07/2013	MAJOR MITCHELL PRODUCTIONS	LEADERSHIP WORKSHOPS FOR THE SHIRE OF KALAMUNDA YOUTH ADVISORY GROUPS	1573.00
EFT30320	04/07/2013	DONALD CHARLES TYLER	WAPC 140862 - STAGE 3 LOT 532-534 BERKSHIRE RD F/FIELD - RETURN OF MAINTENANCE BOND	24278.80
EFT30321	04/07/2013	VISSYART	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	3.64
EFT30322	04/07/2013	RUSSELL & HEATHER PHILIP	CROSSOVER CONTRIBUTION	385.00
EFT30323	04/07/2013	NEVERFAIL SPRINGWATER LTD (ADMIN OFFICE)	BOTTLED WATER SUPPLIES / MAINTENANCE	26.25
EFT30324	04/07/2013	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT/VEHICLE PARTS	5153.50
EFT30325	04/07/2013	TANK MASTER PTY LTD	SUPPLY OF 1 SKID UNIT WITH DUST SUPPRESSION AND FIRE FIGHTING CAPABILITY	22522.50
EFT30326	04/07/2013	LOUISE FOWLER-TUTT	PROVIDE AN ART AND DESIGN WORKSHOP FOR YOUNG PEOPLE	275.00
EFT30327	04/07/2013	WOBBLYJULES INVESTMENTS FUND	SUPERANNUATION CONTRIBUTIONS	201.66
EFT30328	04/07/2013	IAN ROGERS	FOOTPATH DEPOSIT REFUND	1000.00
EFT30329	04/07/2013	HIGHLUX PTY LTD	SUPPLY AND DELIVER LIGHTENING SUPPLIES	1078.00
EFT30330		EFT PAYMENT CANCELLED		

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Chq/EFT	Date	Name	Description	Amount
EFT30331	04/07/2013	CLUBSHOP	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT HARTFIELD PARK RECREATION CENTRE - 01/04/13 - 19/06/13	224.55
EFT30332	04/07/2013	ADA STREET	HACC ACCOUNT STREET1910 IN CREDIT - CLIENT NO LONGER RECEIVING SERVICES	89.00
EFT30333	04/07/2013	AMBER ROSE ZLAMAN-BAKER	ENCOURAGEMENT AWARD - YOUTH ARTS FESTIVAL 2013	100.00
EFT30334	04/07/2013	TJ BENNETT BUILDERS	FOOTPATH DEPOSIT REFUND	1000.00
EFT30335	04/07/2013	ATOD LTD	HALL AND KEY BOND REFUND, LESS EXTRA TECHNICIAN TIME.	245.00
EFT30336	04/07/2013	ASHLEIGH NICHOLLS	YOUTH ARTS FESTIVAL 2013 - GALLERY PRIZE	250.00
EFT30337	04/07/2013	GRAHAM STIMSON	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	56.00
EFT30338	04/07/2013	BALLIGART - HELEN LOCK	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/06/13 - 30/06/13	8.75
EFT30339	04/07/2013	MELANIE-LEE GAROFALLOU	PART DOG REGISTRATION REFUND	15.00
EFT30340	04/07/2013	ARFIZ REDZWAN COMPLETE ACCESS	REFUND OF COURT HIRE BOOKING	86.00
EFT30341	04/07/2013	JOANNE ULRICH	KEY BOND REFUND	50.00
EFT30342	04/07/2013	HELEN NORTON ART	ARTWORK SOLD - ULYSSES EYE EXHIBITION. BOND REFUND FOR THE USE OF THE GALLERY AT THE ZIG ZAG CULTURAL CENTRE	22648.00
EFT30343	04/07/2013	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED LEASING	1446.04
EFT30344	18/07/2013	KALAMUNDA ACCIDENT REPAIR CENTRE	INSURANCE EXCESS FOR REPAIRS TO VEHICLES	2440.58

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Chq/EFT	Date	Name	Description	Amount
EFT30345	18/07/2013	MOTORCHARGE - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 15 JULY 2013	7435.60
EFT30346	18/07/2013	NIGHTINGALES PHARMACY	FIRST AID AS SELECTED FOR THE WORKS DEPOT	401.05
EFT30347	18/07/2013	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	16.25
EFT30348	18/07/2013	BRUMBY'S KALAMUNDA	CATERING SUPPLIES	53.30
EFT30349	18/07/2013	PICTON PRESS	PRINTING OF BROCHURES FOR VARIOUS EVENTS	7912.30
EFT30350	18/07/2013	MACQUARIE EQUIPMENT FINANCE PTY LTD	MACQUARIE BANK IT INFRASTRUCTURE EQUIPMENT LEASE - QUARTERLY PAYMENT	92767.79
EFT30351	18/07/2013	TOP OF THE LADDER GUTTER CLEANING	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS LOCATIONS	1826.00
EFT30352	18/07/2013	GRAB THE M.I.C	KEY BOND REFUND	50.00
EFT30353	18/07/2013	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	1436.00
EFT30354	18/07/2013	1SPATIAL	MICROSOFT SQL SERVER EDITION	2200.00
EFT30355	18/07/2013	GIRL GUIDES WESTERN AUSTRALIA INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT30356	18/07/2013	ZANTHORREA NURSERY	GARDEN / RESERVE SUPPLIES	185.25
EFT30357	18/07/2013	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	82490.02
EFT30358	18/07/2013	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	272.00
EFT30359	18/07/2013	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	779.78
EFT30360	18/07/2013	AUSTRALIA POST	POSTAL EXPENSES / COUNTER BILLPAY TRANSACTION FEES	4283.67
EFT30361	18/07/2013	CLEANAWAY (7004295)	DOMESTIC AND RECYCLING RUBBISH COLLECTION FEES	191459.62
EFT30362	18/07/2013	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	802.38
EFT30363	18/07/2013	KALAMUNDA AUTO ELECTRICS	PLANT / VEHICLE PARTS	463.50
EFT30364	18/07/2013	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	640.96
EFT30365	18/07/2013	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	141.57

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Chq/EFT	Date	Name	Description	Amount
EFT30366	18/07/2013	MIDWASTE - TRANSPACIFIC CLEANAWAY PTY LTD	WASTE / RECYCLING SERVICES	1014.86
EFT30367	18/07/2013	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	253.44
EFT30368	18/07/2013	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP	23386.17
EFT30369	18/07/2013	3 VODAFONE HUTCHISON AUSTRALIA PTY LTD	COMMUNICATION EXPENSES	2036.79
EFT30370	18/07/2013	FASTA COURIERS	COURIER FEES	96.10
EFT30371	18/07/2013	LESMURDIE SAND, SOIL & BOBCAT HIRE	GARDEN / RESERVE SUPPLIES	360.00
EFT30372	18/07/2013	MAJOR MOTORS PTY LTD	PLANT / VEHICLE PARTS	304.45
EFT30373	18/07/2013	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	507.28
EFT30374	18/07/2013	DAYNITE TOWING SERVICE (WA) PTY LTD (FORMERLY MOBITOW PTY LTD)	TOWING SERVICES	277.20
EFT30375	18/07/2013	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	1498.20
EFT30376	18/07/2013	DEPARTMENT OF PREMIER & CABINET - STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING	1872.64
EFT30377	18/07/2013	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	2057.75
EFT30378	18/07/2013	HILL TOP TROPHIES (MILPRO WA)	SUPPLY OF NAME BADGES	82.50
EFT30379	18/07/2013	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	1763.23
EFT30380	18/07/2013	AUSTRALASIAN PERFORMING RIGHTS ASSOCIATION	LICENCE FEE FOR THE USE OF COPYRIGHT MUSIC	1346.61
EFT30381	18/07/2013	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	812.42
EFT30382	18/07/2013	AIR LIQUIDE WA PTY LTD	GAS BOTTLE FACILITY FEE	126.93
EFT30383	18/07/2013	HIGH WYCOMBE FAMILY CENTRE INC	UTILITIES EXPENSES FOR FINANCIAL YEAR YEAR 2011 - 2012 - HIGH WYCOMBE CHILD HEALTH CLINIC	4918.87
EFT30384	18/07/2013	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	700.50
EFT30385	18/07/2013	1ST MAIDA VALE SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT30386	18/07/2013	STAGE FX	TECHNICIAN SERVICES FOR VARIOUS EVENTS	3010.10

Shire of Kalamunda

Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
EFT30387	18/07/2013	DALE ALCOCK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	950.00
EFT30388	18/07/2013	WOODLUPINE SENIORS COFFEE LOUNGE	HALL BOND REFUND	500.00
EFT30389	18/07/2013	COMMISSIONER OF POLICE	VOLUNTEER POLICE CHECKS	91.00
EFT30390	18/07/2013	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	5736.50
EFT30391	18/07/2013	KALAMUNDA & DISTRICTS BASKETBALL ASSOCIATION INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	440.00
EFT30392	18/07/2013	DIGITAL MAPPING SOLUTIONS	ANNUAL SOFTWARE LICENSING AND SYSTEM SUPPORT FOR INTRAMAPS - SHIRE GIS SOFTWARE	26400.00
EFT30393	18/07/2013	LINDSAY A JONES	REFUND OF TIP PASS	22.50
EFT30394	18/07/2013	UHY HAINES NORTON	AUDIT SERVICES - YEAR ENDING 30 JUNE 2013	16311.81
EFT30395	18/07/2013	TRILOGY SERVICING PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	3802.63
EFT30396	18/07/2013	NATALIE JENKINS	HALL AND KEY BOND REFUND	350.00
EFT30397	18/07/2013	LISA ECHEVERRIA	HALL BOND REFUND	50.00
EFT30398	18/07/2013	ARTSOURCE	SUMMER ISSUE 2012 - TYPE C ADVERTISING - BOTTOM OF PAGE PLACEMENT	550.00
EFT30399	18/07/2013	CONFECT - EXPRESS	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	416.25
EFT30400	18/07/2013	HILLS GOURMET	CATERING SUPPLIES	537.94
EFT30401	18/07/2013	COUNCIL ON THE AGEING WA INC (COTA)	ANNUAL MEMBERSHIP FEE - 2013/2014	1000.00
EFT30402	18/07/2013	CABLE LOCATES & CONSULTING	LOCATING SERVICES - ELECTRONIC LOCATION AND VACUUM POTHOLING AT DAWSON AVENUE FORRESTFIELD	1783.76
EFT30403	18/07/2013	TWO WAY HIRE SERVICES PTY LTD	HIRE OF EQUIPMENT FOR VARIOUS EVENTS	270.60
EFT30404	18/07/2013	LASZLO SIKLOSI	FOOTPATH DEPOSIT REFUND	1000.00

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Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
EFT30405	18/07/2013	WOOLWORTHS LIMITED	SUPPLY GROCERIES AND CONSUMABLES	143.53
EFT30406	18/07/2013	FORRESTFIELD TENNIS CLUB (INC)	FORRESTFIELD TENNIS CLUB HIRE FEES FROM HPRC 1/6/13 - 30/6/13	56.00
EFT30407	18/07/2013	WATTLE GROVE PLANT FARM	GARDEN / VERGE SUPPLIES	1562.00
EFT30408	18/07/2013	KERB - FIX	KERB REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	1907.40
EFT30409	18/07/2013	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS SHIRE BUILDINGS	5542.21
EFT30410	18/07/2013	G.D.CHARLTON	PODIATRY SERVICES AT JACK HEALEY CENTRE	1361.52
EFT30411	18/07/2013	PETER STANNARD HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT30412	18/07/2013	CLASSIC GUITAR SOCIETY OF WA	HALL AND KEY BOND REFUND	350.00
EFT30413	18/07/2013	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	5123.25
EFT30414	18/07/2013	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED LEASES	11026.43
EFT30415	18/07/2013	AGED & COMMUNITY SERVICES WA INC	AGED & COMMUNITY SERVICES MEMBERSHIP SUBSCRIPTION	4532.64
EFT30416	18/07/2013	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1031.15
EFT30417	18/07/2013	NYREE WHARTON	TRAVEL COMMUNITY VISITORS SCHEME REFUND	30.00
EFT30418	18/07/2013	DARLING RANGE SPORTS COLLEGE	HALL AND KEY BOND REFUND	350.00
EFT30419	18/07/2013	KALAMUNDA MEN'S SHED INC	REFURBISHMENT OF TABLES IN COMMITTEE ROOMS 1 AND 2 BY THE KALAMUNDA MEN'S SHED	500.00
EFT30420	18/07/2013	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	250.70
EFT30421	18/07/2013	BINDALE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	68.74
EFT30422	18/07/2013	DARREN JONES	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	327.85
EFT30423	18/07/2013	JULIE EGAN	HALL AND KEY BOND REFUND	350.00
EFT30424	18/07/2013	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	30.00
EFT30425	18/07/2013	LIBERTY OIL WESTERN AUSTRALIA PTY LTD	SUPPLY OF FUEL	29922.78

Shire of Kalamunda
Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
EFT30426	18/07/2013	VISWAJITH BALAGURU	HALL AND KEY BOND REFUND	350.00
EFT30427	18/07/2013	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	18612.88
EFT30428	18/07/2013	JORGE'S CONTRACTING SERVICES	CLEANING SERVICES AT PETER ANDERTON CENTRE	2412.85
EFT30429	18/07/2013	FONZ'S BOBCAT & TRUCK HIRE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6407.97
EFT30430	18/07/2013	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	877.80
EFT30431	18/07/2013	MAGGIES NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT30432	18/07/2013	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	767.60
EFT30433	18/07/2013	WEST-SURE GROUP	CASH IN TRANSIT SERVICES	1869.45
EFT30434	18/07/2013	OFFICINO	OFFICE FURNITURE SUPPLIES - FIRST IMPRESSION CHAIR	537.90
EFT30435	18/07/2013	STARDATA PTY LTD	MAINTENANCE AGREEMENT	1246.09
EFT30436	18/07/2013	JENNIFER DE YOUNG	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	256.00
EFT30437	18/07/2013	AARON J STIRK	TECHNICIAN SERVICES FOR VARIOUS EVENTS	4966.50
EFT30438	18/07/2013	UNIQUE WASTE MANAGEMENT SERVICES	HIRE OF TRUCK AND OPERATOR TO TRANSPORT 26 M3 HOOK LIFT BINS FROM WALLISTON TRANSFER STATION TO VARIOUS SITES	2714.25
EFT30439	18/07/2013	PLACER MANAGEMENT GROUP	HIRE OF TEMPORARY STAFF FOR ADMIN	3737.25
EFT30440	18/07/2013	STRATEGEN ENVIRONMENTAL CONSULTANTS	HYDROLOGY ASSESSMENT - WATER MONITORING FORRESTFIELD	363.00
EFT30441	18/07/2013	EYEZON PTY LTD (WHAT'S ON)	1/2 PAGE MONTHLY ADVERT FOR PERTH HILLS" SPREAD"	449.00
EFT30442	18/07/2013	CITY OF STIRLING	MEALS FOR MEALS ON WHEELS PROGRAM - MAY AND JUNE 2013	10664.07

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Chq/EFT	Date	Name	Description	Amount
EFT30443	18/07/2013	FOXTEL	MONTHLY SUBSCRIPTION	200.00
EFT30444	18/07/2013	SWAN UNITED FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	600.00
EFT30445	18/07/2013	CORRECT LINE CONTRACTING PTY LTD	PAYMENT OF RETENTION MONIES FOR CANNING ROAD SEWER PROJECT 31 CANNING ROAD KALAMUNDA	16258.66
EFT30446	18/07/2013	QAS PTY LTD	QAS BATCH 7.00 STANDALONE WINDOWS 32 BIT - RENEWAL LICENCE TO 31/03/14	1655.90
EFT30447	18/07/2013	PETER NYAMANDE	CROSSOVER CONTRIBUTION	385.00
EFT30448	18/07/2013	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	94.30
EFT30449	18/07/2013	KALAJOS SCHOOL OF GYMNASTICS	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT30450	18/07/2013	CAREY BAPTIST COLLEGE (CAREY UNITED SOCCER CLUB)	KIDSPORT FUNDING FOR VARIOUS PLAYERS	120.00
EFT30451	18/07/2013	QTC CONSULTING PTY LTD	REGISTRATION FOR 1 STAFF TO ATTEND - CERTIFICATE IV PROJECT MANAGEMENT PRACTICE	2500.00
EFT30452	18/07/2013	JB HI-FI COMMERCIAL	ELECTRICAL SUPPLIES	884.00
EFT30453	18/07/2013	NATIONAL HEART FOUNDATION OF AUSTRALIA - NSW DIVISION	RENEWAL OF HEATMOVES HOST LICENCE - HARTFIELD PARK RECREATION CENTRE	550.00
EFT30454	18/07/2013	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	451.05
EFT30455	18/07/2013	MARIA CRESTELA SUYO ABENOJA	CROSSOVER CONTRIBUTION	385.00
EFT30456	18/07/2013	MADDINGTON JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT30457	18/07/2013	LOUISA ILES	GROUP FITNESS INSTRUCTOR	272.58
EFT30458	18/07/2013	ENVIRONMENTAL HEALTH AUSTRALIA (NSW) INC	I'M ALERT ONLINE TRAINING ANNUAL SUBSCRIPTION 2013-2014	550.00
EFT30459	18/07/2013	DMC CLEANING	CLEANING OF VARIOUS SHIRE BUILDINGS	313.50
EFT30460	18/07/2013	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION BUILDING & DEPOT	234.20

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Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
EFT30461	18/07/2013	ELAN ENERGY MANAGEMENT	WASTE TYRE RECYCLING CHARGES	1477.66
EFT30462	18/07/2013	KJERSTIN BJELLAND	MONTHLY RENTAL OF LOTS 918 & 919 MONARCH WAY WATTLE GROVE - JULY 2013	3310.55
EFT30463	18/07/2013	JOCELYNE METLEJ	CROSSOVER CONTRIBUTION	385.00
EFT30464	18/07/2013	VISION SURVEYS PTY LTD	LOT 1 (8) GILBA PLACE MAIDA VALE - WAPC 143049 - RETURN OF ACCESS SHIRE FEES	426.71
EFT30465	18/07/2013	ANDREW ROBERT YOUNG	HALL BOND REFUND	300.00
EFT30466	18/07/2013	NEIL ELLIOTT	CURATE AND PACK DOWN 'ALL THAT GLITTERS' EXHIBITION - ZIG ZAG CULTURAL CENTRE	500.00
EFT30467	18/07/2013	MPK TREE SERVICES	TREE REMOVAL / BRANCH PRUNING AT VARIOUS LOCATIONS	34353.00
EFT30468	18/07/2013	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES AT VARIOUS LOCATIONS	1467.00
EFT30469	18/07/2013	IPSWICH DISTRICT TEACHER LIBRARIAN NETWORK	SUPPLY OF 'READ ACROSS THE UNIVERSE' ACTIVITY BOOK.	33.00
EFT30470	18/07/2013	DATAKOM SYSTEMS (WA) PTY LTD	ONSITE HELP AND SUPPORT	453.75
EFT30471	18/07/2013	ORANGE GROVE HORSE AND PONY CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT30472	18/07/2013	WOBBLYJULES INVESTMENTS FUND	SUPERANNUATION CONTRIBUTIONS	201.67
EFT30473	18/07/2013	ARROW ELECTRICAL SERVICES PTY LTD	SUPPLY OF USB CONVERTER AND D9 PIN SOCKET WITH 1.8M LEAD TO MONITOR THE GENERATOR	76.35
EFT30474	18/07/2013	HIT PRODUCTIONS PTY LTD	70% SPLITS OF REMAINDER OF TICKETS SALES AND 16% ROYALTIES CALCULATED ON RECEIPTS FOR THE BOOK CLUB.	6380.50
EFT30475	18/07/2013	SCOTT DONNELLY	CROSSOVER CONTRIBUTION	385.00
EFT30476	18/07/2013	RICHELLE RUSS (RICKY POSSUM POSSUM MUSIC)	SCHOOL HOLIDAY PROGRAMME - EXPLORING AUSTRALIA SHOW - KALAMUNDA LIBRARY	380.00
EFT30477	18/07/2013	MANAAKI NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00

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Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
EFT30478	18/07/2013	PERTH PICKET FENCING T/A SABRE INDUSTRIES PTY LTD	FENCE REPAIRS / INSTALLATION AT KALAMUNDA COMMUNITY GARDEN	4780.00
EFT30479	18/07/2013	DIANELLA MORLEY AMATEUR FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	600.00
EFT30480	18/07/2013	SWAN DISTRICTS NETBALL ASSOCIATION	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT30481	18/07/2013	WEST OZ WILDLIFE	SCHOOL HOLIDAY PROGRAMME - WILDLIFE EDUCATION SESSION	440.00
EFT30482	18/07/2013	QUEENS PARK JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	800.00
EFT30483	18/07/2013	NISHA YAPA	HALL BOND REFUND	50.00
EFT30484	18/07/2013	GAIL ANNE PAREJA	TRAVEL COMMUNITY VISITORS SCHEME REFUND	36.00
EFT30485	18/07/2013	GORDON GROSSMAN	BOND REFUND FOR THE USE OF HARTFIELD PARK RECREATION CENTRE	500.00
EFT30486	18/07/2013	KIWIS IN PERTH	KEY BOND REFUND	50.00
EFT30487	26/07/2013	STYLECORP CORPORATE WEAR	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	1528.70
EFT30488	26/07/2013	BLUE RIBBON PET FOODS	SUPPLY OF DOG FOOD FOR POUND	144.00
EFT30489	26/07/2013	YMCA OF PERTH INC	MANAGEMENT FEES FOR KALAMUNDA WATER PARK	12474.00
EFT30490	26/07/2013	NESTLE AUSTRALIA LTD (MUSASHI)	KIOSK SUPPLIES FOR HARTFIELD PARK	811.80
EFT30491	26/07/2013	EMS PLANT PRODUCTION	PLANT AND TUBSTOCK SUPPLIES	19250.55
EFT30492	26/07/2013	PLANTRITE	GARDEN SUPPLIES OF VARIOUS TUBESTOCKS FOR VARIOUS LOCATIONS	21958.09
EFT30493	26/07/2013	LANDMARK ENGINEERING AND DESIGN	SUPPLY OF 1 PARKWAY BENCH WITH HEAVY DUTY ALUMINIUM SLATS	1348.11
EFT30494	26/07/2013	IMAGE EMBROIDERY	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	254.98
EFT30495	26/07/2013	FIRE AND SAFETY WA	FIRE PROTECTION WEAR / SUPPLIES	2010.37
EFT30496	26/07/2013	KONICA MINOLTA BUSINESS SOLUTIONS P/L	PHOTOCOPYING CHARGES / MAINTENANCE FEES	1331.24
EFT30497	26/07/2013	WILEY AIR TRANSPORT SERVICES & HIGHLAND EXPRESS	COURIER SERVICES TO COUNCILLORS	389.40

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Chq/EFT	Date	Name	Description	Amount
EFT30498	26/07/2013	COUNTRYWIDE PUBLICATIONS	ADVERTISING - YOUR GUIDE - PERTH & FREMANTLE - JUNE 2013	500.00
EFT30499	26/07/2013	CATERLINK	NEW SHELVING FOR NEW ZIP HOT WATER RUN	275.00
EFT30500	26/07/2013	THE PLANNING GROUP WA PTY LTD	PROFESSIONAL SERVICES - BERKSHIRE ROAD FORRESTFIELD LAND STRUCTURE PLAN	3063.50
EFT30501	26/07/2013	VE GRAPHICS PTY LTD	SUPPLY OF BANNERS AT VARIOUS LOCATIONS	1829.20
EFT30502	26/07/2013	ALL EARTH GROUP	DISPOSAL OF ROAD SWEEPINGS FROM LAWNBROOK AND DAWSON ROAD TIP SITES	242.00
EFT30503	26/07/2013	BIDVEST FOODSERVICE	GROCERIES FOR PETER ANDERTON CENTRE	1139.88
EFT30504	26/07/2013	ALLION LEGAL	GENERAL EMPLOYMENT SERVICES	4788.70
EFT30505	26/07/2013	SISTERS OF MERCY	RATES REFUND	1309.38
EFT30506	26/07/2013	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	737.87
EFT30507	26/07/2013	COATES HIRE OPERATIONS PTY LTD	PLANT / EQUIPMENT HIRE	2146.38
EFT30508	26/07/2013	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	3710.85
EFT30509	26/07/2013	BORAL BRICKS WA PTY LTD	SUPPLY OF PAVING BRICKS	1503.21
EFT30510	26/07/2013	SESCO SECURITY CO	SECURITY MONITORING SERVICES FOR VARIOUS LOCATIONS	624.80
EFT30511	26/07/2013	WA LIBRARY SUPPLIES PTY LTD	LIBRARY / OFFICE SUPPLIES	126.50
EFT30512	26/07/2013	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	1700.00
EFT30513	26/07/2013	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP	72769.30
EFT30514	26/07/2013	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	2537.65
EFT30515	26/07/2013	OCE AUSTRALIA LIMITED	PHOTOCOPYING CHARGES	490.86
EFT30516	26/07/2013	KEEP AUSTRALIA BEAUTIFUL COUNCIL	SUPPLY OF ORANGE ROAD SIDE LITTER RUBBISH BAGS	540.00
EFT30517	26/07/2013	OFFICE LINE	OFFICE FURNITURE SUPPLIES	1199.00
EFT30518	26/07/2013	RAECO	STATIONERY / OFFICE SUPPLIES	94.95

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Chq/EFT	Date	Name	Description	Amount
EFT30519	26/07/2013	KINETIC HEALTH GROUP LTD	PREPLACEMENT MEDICALS / BASELINE HEARING TESTS	632.50
EFT30520	26/07/2013	MAJOR MOTORS PTY LTD	PLANT / VEHICLE PARTS	150.35
EFT30521	26/07/2013	CANON AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	9.79
EFT30522	26/07/2013	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	1574.36
EFT30523	26/07/2013	STEWART & HEATON CLOTHING CO PTY LTD	SUPPLY OF FIRE PROTECTION CLOTHING	2543.05
EFT30524	26/07/2013	DEPARTMENT OF PREMIER & CABINET - STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING	75.25
EFT30525	26/07/2013	LGIS INSURANCE BROKING SERVICES	VARIOUS INSURANCE - 30/06/13 - 30/06/14	106041.59
EFT30526	26/07/2013	LGIS WORKCARE SCHEME	LGIS WORKCARE INSURANCE - 30/06/13 - 30/06/14	202872.23
EFT30527	26/07/2013	ACTIMED AUSTRALIA PTY LTD	MEDICAL SUPPLIES FOR PODIATRIST	478.53
EFT30528	26/07/2013	LGIS LIABILITY SCHEME	LGIS LIABILITY INSURANCE - 30/06/13 - 30/06/14	169238.98
EFT30529	26/07/2013	STONETRADERS PTY LTD	GARDEN / RESERVE SUPPLIES	2737.28
EFT30530	26/07/2013	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS SHIRE BUILDINGS	434.36
EFT30531	26/07/2013	BGC ASPHALT	ROAD MATERIALS FOR VARIOUS LOCATIONS	1289.48
EFT30532	26/07/2013	WESTBOOKS	LIBRARY SUPPLIES	124.44
EFT30533	26/07/2013	DORMA AUTOMATICS PTY LTD	DOOR MAINTENANCE TO VARIOUS SHIRE BUILDINGS	9209.07
EFT30534	26/07/2013	WESTSIDE FIRE SERVICES	TESTING AND INSPECTION OF FIRE EQUIPMENT / SUPPLIES	397.10
EFT30535	26/07/2013	STAPLES AUSTRALIA PTY LTD(CORPORATE EXPRESS AUSTRALIA LTD)	STATIONERY / OFFICE SUPPLIES	1216.77
EFT30536	26/07/2013	BRICK CONCEPTS	CROSSOVER MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	363.00
EFT30537	26/07/2013	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	18005.64
EFT30538	26/07/2013	WESTERN AUSTRALIAN ELECTORAL COMMISSION	COMMUNITY POLL COST 17 MAY 2013	63508.42

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Chq/EFT	Date	Name	Description	Amount
EFT30539	26/07/2013	WA LOCAL GOVERNMENT ASSOCIATION (ADVERTISING)	ADVERTISING FOR VARIOUS JOBS / EVENTS	2220.48
EFT30540	26/07/2013	IT VISION	UPLOAD THE NEW AREA RATE CODE FOR WARR LEVY	1287.00
EFT30541	26/07/2013	BRIDGESTONE AUSTRALIA LTD	PLANT / VEHICLE PARTS	1328.45
EFT30542	26/07/2013	J BLACKWOOD & SON LIMITED	PROTECTIVE WEAR / SUPPLIES	161.57
EFT30543	26/07/2013	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	187.40
EFT30544	26/07/2013	APACE AID (INC)	SUPPLY OF TUBESTOCK PLANTS FOR VARIOUS LOCATIONS	19539.60
EFT30545	26/07/2013	E & MJ ROSHER PTY LTD	PLANT / VEHICLE PARTS	988.60
EFT30546	26/07/2013	ELLENBY TREE FARM	GARDEN / RESERVE SUPPLIES	4394.50
EFT30547	26/07/2013	MOBILE MASTERS	INSTALL TWO WAY RADIO INTO THE D-MAX RANGER UTE	587.95
EFT30548	26/07/2013	SPORTS TURF TECHNOLOGY	TESTING OF NEMATODE AND LEAF ANALYSIS INCLUDING REPORT AS PER SITE INSPECTION - SCOTT RESERVE	1182.50
EFT30549	26/07/2013	SWAN MARQUEES AND PARTY HIRE	EQUIPMENT HIRE FOR VARIOUS EVENTS	779.50
EFT30550	26/07/2013	AABEL LINE MARKING	LINE MARKING FOR VARIOUS LOCATIONS	3402.96
EFT30551	26/07/2013	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	50% COST SHARING FOR THE COMMUNITY FIRE MANAGER FOR THE PERIOD 29/03/13 - 27/03/13 AS PER THE MOU BETWEEN DFES AND THE SHIRE OF KALAMUNDA	16825.00
EFT30552	26/07/2013	SOUTHERN SCENE PTY LTD	LIBRARY SUPPLIES	451.88
EFT30553	26/07/2013	ASHTON ADMOR PTY LTD	STAGE LIGHTING REPAIRS / SUPPLIES FOR KALAMUNDA PERFORMING ARTS CENTRE	825.00
EFT30554	26/07/2013	TOUCAN DISPLAY SYSTEMS	DISPLAY BOARD	1292.50
EFT30555	26/07/2013	COMMUNICATION SUPPORT UNIT SES	ASSIST WITH PARKING & TRAFFIC CONTROL - CORYMBIA FESTIVAL	600.00

Shire of Kalamunda
Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
EFT30556	26/07/2013	REGENERATED LANDSCAPES	WEED CONTROL AT VARIOUS LOCATIONS	2675.00
EFT30557	26/07/2013	CLARK RUBBER CANNINGTON	SUPPLY OF VARIOUS RUBBER MATTING	219.22
EFT30558	26/07/2013	FRIGMAC PTY LTD	FRIGMAC WATER COOLER - SERVICE AND REPAIR - HARTFIELD PARK RECREATION CENTRE	564.30
EFT30559	26/07/2013	EARTHCARE LANDSCAPES	WATTLE GROVE DISCOVERY PLAYSPLACE	80484.15
EFT30560	26/07/2013	ALL TYPE ENGRAVING & SIGNS	SIGNAGE SUPPLIES AT VARIOUS LOCATIONS	469.70
EFT30561	26/07/2013	MUCHEA TREE FARM	PLANT SUPPLIES FOR VARIOUS LOCATIONS	3071.60
EFT30562	26/07/2013	LGIS PROPERTY	PROPERTY PROPERTY INSURANCE - 30/06/13 - 30/06/14	116041.17
EFT30563	26/07/2013	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	2631.97
EFT30564	26/07/2013	COMMUNITY NEWSPAPER GROUP LTD	ADVERTISING FOR VARIOUS JOBS AND EVENTS	2053.60
EFT30565	26/07/2013	ANNE LAKE CONSULTANCY	CONSULTANCY FEES	6600.00
EFT30566	26/07/2013	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	20020.00
EFT30567	26/07/2013	MUNDARING GARDEN CENTRE	GARDEN / RESERVE MAINTENANCE	210.21
EFT30568	26/07/2013	DEPARTMENT OF TRANSPORT	FLEET VEHICLE REGISTRATIONS	83.70
EFT30569	26/07/2013	PRIME CORPORATE PSYCHOLOGY SERVICES P/L	EMPLOYEE ASSISTANCE PROGRAMME	511.50
EFT30570	26/07/2013	CHRISTADELPHIAN WELFARE ASSOCIATION (WA) INC	RATES REFUND	8011.53
EFT30571	26/07/2013	SAI GLOBAL LTD	SUPPLY OF AUSTRALIAN STANDARDS	45.68
EFT30572	26/07/2013	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	PADLOCKS / KEYS SUPPLIES	660.50
EFT30573	26/07/2013	DIEBACK TREATMENT SERVICES	DIEBACK TREATMENT SERVICES	16865.76
EFT30574	26/07/2013	PERTH ENGINEERING & MAINTENANCE (WA) P/L (HIVE RESOURCE RECOVERY P/L)	GREEN WASTE REMOVAL / WASTE RECYCLING CHARGES	12461.63
EFT30575	26/07/2013	COCA-COLA AMATIL (AUST) PTY LTD	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	807.87
EFT30576	26/07/2013	G FORCE PRINTING	SUPPLY OF PRINTED STATIONERY STOCK	966.99

Shire of Kalamunda

Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
EFT30577	26/07/2013	MIRACLE RECREATION EQUIPMENT	FLEMING RESERVE ALL ABILITIES PLAYScape INCLUDING LAPSET PLAYGROUND DESIGN, SHADE SAILS AND POSTS, RUBBER SOFT FALL UNDER EXISTING BIRDS NEST SWING. PAINTED ON ACTIVITIES IN YELLOW PAINT OF SPLASHES UNDER EACH SLIDE AND HOPSCOTCH.	61050.00
EFT30578	26/07/2013	HYDROQUIP PUMPS	REMOVAL, REPAIR AND REINSTALLATION OF AERATOR - JUNIPER PARK	7485.50
EFT30579	26/07/2013	TANYA NELSON	KEY BOND REFUND - INSPECTION ONLY	50.00
EFT30580	26/07/2013	HILLVIEW LIFESTYLE VILLAGE PTY LTD	RATES REFUND	36287.37
EFT30581	26/07/2013	DIRECT TRADES SUPPLY PTY LTD	HARDWARE SUPPLIES	2352.70
EFT30582	26/07/2013	TRANEN REVEGETATION SYSTEMS	SEED COLLECTION, TREATMENT AND STORAGE	165.00
EFT30583	26/07/2013	GREENWAY ENTERPRISES	GARDEN / RESERVE SUPPLIES	124.80
EFT30584	26/07/2013	AUSTREND INTERNATIONAL PTY LTD	ROAD SAFETY AND TRAFFIC CONTROL PRODUCTS	1848.00
EFT30585	26/07/2013	C WATTS & K YOUNG	FOOTPATH DEPOSIT REFUND	950.00
EFT30586	26/07/2013	WA NATURALLY PUBLICATIONS/DEPARTMENT OF ENVIRONMENT & CONSERVATION	MERCHANDISE SUPPLIES FOR THE ZIG ZAG CULTURAL CENTRE	172.50
EFT30587	26/07/2013	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICES	3106.40
EFT30588	26/07/2013	SNAP PRINTING - MIDLAND	PRINTING OF BUSINESS CARDS FOR VARIOUS STAFF	156.00
EFT30589	26/07/2013	WEBSITE WEED & PEST PTY LTD	WEED CONTROL AT VARIOUS LOCATIONS	10514.24
EFT30590	26/07/2013	MIDLAND SURVEY SERVICES (T/AS FRESHWATER BAY INVESTMENTS P/L)	RE-ESTABLISH BOUNDARY AT VARIOUS LOCATIONS	5260.75
EFT30591	26/07/2013	PAINT INDUSTRIES PTY LTD	PAINT SUPPLIES	441.30
EFT30592	26/07/2013	ROAD SIGNS AUSTRALIA (ALLPACK SIGNS)	TRAFFIC PROTECTION PRODUCTS / SIGNAGE	2827.55
EFT30593	26/07/2013	INNOVA GROUP PTY LTD	SUPPLY OF OFFICE FURNITURE	3535.39

Shire of Kalamunda
Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
EFT30594	26/07/2013	CARLI KOVACEVICH	REIMBURSEMENT FOR CEO BREAKFAST - CORPORATE CREDIT CARD DECLINED	716.00
EFT30595	26/07/2013	BURKEAIR	AIR-CONDITIONING REPAIRS / MAINTENANCE	992.75
EFT30596	26/07/2013	DRAINFLOW SERVICES PTY LTD	CLEANING / MAINTAINING STORM WATER DRAINS	25080.00
EFT30597	26/07/2013	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	22.50
EFT30598	26/07/2013	WEST COAST PROFILERS PTY LTD	SUPPLY AND LAYING OF ASPHALT AND PROFILING AT VARIOUS LOCATIONS	8870.81
EFT30599	26/07/2013	NEVERFAIL SPRINGWATER LTD (ZZCC)	BOTTLED WATER SUPPLIES / MAINTENANCE	13.75
EFT30600	26/07/2013	GT AUTOMOTIVE FASTENERS	PLANT / VEHICLE PARTS	110.00
EFT30601	26/07/2013	ARMADILLO GROUP PTY LTD	PLANT / VEHICLE PARTS	2037.20
EFT30602	26/07/2013	ACCESS OFFICE INDUSTRIES	LIBRARY SUPPLIES	166.32
EFT30603	26/07/2013	REINOL WA	HAND CLEANER	177.54
EFT30604	26/07/2013	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	6511.55
EFT30605	26/07/2013	MCLERNONS EVERYTHING BUSINESS	LIBRARY SUPPLIES	892.00
EFT30606	26/07/2013	EAE HOLDINGS P/L T/A STANLEE WA	CATERING SUPPLIES	744.75
EFT30607	26/07/2013	HARE & FORBES PTY LTD	PLANT / VEHICLE PARTS	9355.00
EFT30608	26/07/2013	SIGNS & LINES	SIGNAGE SUPPLIES AT VARIOUS LOCATIONS	7932.59
EFT30609	26/07/2013	BIODIVERSAFETY PTY LTD	WEED CONTROL AT VARIOUS LOCATIONS	3570.00
EFT30610	26/07/2013	AMCOR RECYCLING	WASTE CARDBOARD RECYCLING CHARGES	189.20
EFT30611	26/07/2013	SAFE T CARD AUSTRALIA PTY LTD	MONTHLY CHARGES FOR SAFE T CARD - RANGERS	66.00
EFT30612	26/07/2013	ELECTRICAL TEST TAG & INSPECTION SERVICES (ETTIS)	ELECTRICAL TEST TAG AND INSPECTION SERVICES AT VARIOUS LOCATIONS	1177.99
EFT30613	26/07/2013	MANDURAH PACKAGING	KITCHEN PRODUCTS INCLUDING CLEANING GOODS	42.25
EFT30614	26/07/2013	PUBLIC TRANSPORT AUTHORITY OF WA	SUPPLY 5 BUS SHELTERS AT VARIOUS LOCATIONS	35766.50
EFT30615	26/07/2013	ART GUIDE AUSTRALIA	ADVERTISING - JULY/AUGUST 2013 ISSUE	1320.00

Shire of Kalamunda
Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
EFT30616	26/07/2013	KERO FILL	SUPPLY OF KEROSENE	919.60
EFT30617	26/07/2013	NATURAL AREA MANAGEMENT & SERVICES	WEED CONTROL AT VARIOUS LOCATIONS	1504.80
EFT30618	26/07/2013	TURFWORKS WA PTY LTD	MOWING OF TURF GRASS ON RESERVES	9256.00
EFT30619	26/07/2013	PRICEWATERHOUSECOOPERS	PROFESSIONAL SERVICES - PROVISION OF ADVICE IN RELATION TO THE GST TREATMENT OF THE SHIRE OF KALAMUNDA'S SALE OF LOT 501 BOORALIE WAY MAIDA VALE	7355.58
EFT30620	26/07/2013	OCCUMED CONSULTING	FITNESS FOR DUTY ASSESSMENT & REPORT FOR STAFF MEMBER	1224.66
EFT30621	26/07/2013	ZENIEN	SUPPLY OF CCTV SURVEILLANCE IN KEY PUBLIC FACILITIES	8745.00
EFT30622	26/07/2013	GOLDER ASSOCIATES	PROVIDE PAVEMENT SPECIFICATION FOLLOWING SITE TESTING AND ANALYSIS FOR FOXTON BOULEVARD HIGH WYCOMBE	17050.00
EFT30623	26/07/2013	GARDEN SOLUTIONS	INSTALL RETICULATION AT KALAMUNDA COMMUNITY GARDEN	2851.20
EFT30624	26/07/2013	UNIPRINT	PRINTING OF KALAMUNDA PROJECT SUMMARY REPORT - PRODUCTION AND ARTWORK	2035.00
EFT30625	26/07/2013	AUSCO MODULAR PTY LTD	MODULAR CAT POUND TRANSPORTABLE BUILDING - 1ST PROGRESS PAYMENT	7821.28
EFT30626	26/07/2013	FIRE RESCUE SAFETY AUSTRALIA (FRSA)	FIRE BRIGADE SUPPLIES	1514.15
EFT30627	26/07/2013	DIVERSIFIED SERVICES AUST	LOCATION OF UNDERGROUND SERVICES AND POTHOLES FOR CYRIL ROAD HIGH WYCOMBE	1870.00
EFT30628	26/07/2013	PARADIGM EVENTS DESIGN & PRODUCTION	EXHIBITION BOOTHS FOR CAREERS EXPO	3795.00
EFT30629	26/07/2013	ENVIRO SWEEP	FOOTPATH SWEEPING SERVICES FOR VARIOUS LOCATIONS	980.38

Shire of Kalamunda

Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
EFT30630	26/07/2013	JOURNEY JOTTINGS	SUPPLY OF GOODS FOR THE ZIG ZAG CULTURAL CENTRE	161.93
EFT30631	26/07/2013	RISE NETWORK	REGISTRATION FOR 2 STAFF TO ATTEND - ALL 4 YOUTH SUMMIT	110.00
66817	02/07/2013	MARTYN CRESSWELL	MEMBER ALLOWANCE FEES - 01/07/13 - 18/10/13	3000.00
66818	02/07/2013	SUSAN BILICH	MEMBER ALLOWANCE FEES - 01/07/13 - 18/10/13	9057.69
66819	02/07/2013	SIMON DI ROSSO	MEMBER ALLOWANCE FEES - 01/07/13 - 18/10/13	3000.00
66820	02/07/2013	DYLAN O'CONNOR	MEMBER ALLOWANCE FEES - 01/07/13 - 18/10/13	3000.00
66821	03/07/2013	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	363.45
66822	03/07/2013	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	195.52
66823	03/07/2013	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	465.60
66824	03/07/2013	TELSTRA CORPORATION	TELEPHONE EXPENSES	5940.51
66825	03/07/2013	BCITF	LEVY FEE - JUNE 2013	16271.89
66826	03/07/2013	SYNERGY	POWER CHARGES	3601.15
66827	03/07/2013	ALINTA ENERGY	GAS CHARGES	561.15
66828	03/07/2013	DIRECTOR OF LICENSING SERVICES	NUMBER PLATES	330.00
66829	03/07/2013	RAC	ROADSIDE ASSISTANT	85.00
66830	03/07/2013	BUILDING COMMISSION	BUILDING LEVY - JUNE 2013	13670.06
66831	03/07/2013	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	66.25
66832	03/07/2013	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	179.50
66833	03/07/2013	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	660.19
66834	03/07/2013	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1110.59
66835	03/07/2013	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	270.09
66836	03/07/2013	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	94.68
66837	03/07/2013	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1017.31
66838	03/07/2013	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	592.47

Shire of Kalamunda

Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
66839	03/07/2013	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	81.71
66840	03/07/2013	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	478.55
66841	03/07/2013	CASH - LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	10.90
66842	03/07/2013	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	303.85
66843	03/07/2013	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	195.76
66844	03/07/2013	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	74.50
66845	03/07/2013	CASH - HIGH WYCOMBE LIBRARY	PETTY CASH REIMBURSEMENT	52.67
66846	03/07/2013	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	218.79
66847	03/07/2013	UNISUPER	SUPERANNUATION CONTRIBUTIONS	258.13
66848	03/07/2013	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	189.99
66849	03/07/2013	AUSTRALIAN RETIREMENT FUND - ARF ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	96.49
66850	03/07/2013	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS	142.15
66851	03/07/2013	CASH - ZIG ZAG CULTURAL CENTRE	PETTY CASH REIMBURSEMENT	85.05
66852	03/07/2013	CASH - KPAC	PETTY CASH REIMBURSEMENT	62.64
66853	03/07/2013	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	503.69
66854	03/07/2013	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	312.80
66855	03/07/2013	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	190.00
66856	17/07/2013	NORMA HATCHETT	FIRST PRIZE - KALAMUNDA STORIES WRITING COMPETITION - LOCAL HISTORY - OPEN	200.00
66857	17/07/2013	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	363.45
66858	17/07/2013	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	195.52
66859	17/07/2013	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	485.00
66860		CHEQUE CANCELLED		
66861	17/07/2013	TELSTRA CORPORATION	TELEPHONE EXPENSES	167.86
66862	17/07/2013	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	29598.12

Shire of Kalamunda
Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
66863	17/07/2013	SYNERGY	POWER CHARGES	132092.85
66864	17/07/2013	ALINTA ENERGY	GAS CHARGES	446.45
66865	17/07/2013	KWICKS	PLANT / VEHICLE PARTS	651.64
66866	17/07/2013	JASON WINDOWS	INSTALL WINDOWS AND FRAMES	132.00
66867	17/07/2013	CASH - ADMIN	PETTY CASH REIMBURSEMENT	371.30
66868	17/07/2013	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	96.98
66869	17/07/2013	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	225.00
66870	17/07/2013	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	766.39
66871	17/07/2013	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1085.79
66872	17/07/2013	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	244.30
66873	17/07/2013	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	105.06
66874	17/07/2013	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	951.91
66875	17/07/2013	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	606.23
66876	17/07/2013	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	92.09
66877	17/07/2013	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	412.95
66878	17/07/2013	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	196.95
66879	17/07/2013	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	195.76
66880	17/07/2013	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	83.62
66881	17/07/2013	JOYCE EADE	FIRST PRIZE - KALAMUNDA STORIES WRITING COMPETITION - POETRY - OPEN	200.00
66882	17/07/2013	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	114.03
66883	17/07/2013	UNISUPER	SUPERANNUATION CONTRIBUTIONS	258.61
66884	17/07/2013	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	189.99
66885	17/07/2013	AUSTRALIAN RETIREMENT FUND - ARF ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	94.20
66886	17/07/2013	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS	139.87

Shire of Kalamunda
Creditor Payments for the period 3 July 2013 to 25 July 2013

Chq/EFT	Date	Name	Description	Amount
66887	17/07/2013	MICHAEL LIGHT	FIRST PRIZE - KALAMUNDA STORIES WRITING COMPETITION - OPEN FICTION	200.00
66888	17/07/2013	DEPARTMENT OF COMMERCE - ENERGY SAFETY	FREEDOM OF INFORMATION APPLICATION FEE	30.00
66889	17/07/2013	CHELSEY CONNELL	FIRST PRIZE - KALAMUNDA STORIES WRITING COMPETITION - 14-16 YRS FICTION	150.00
66890	17/07/2013	CASH - ZIG ZAG CULTURAL CENTRE	PETTY CASH REIMBURSEMENT	73.45
66891	17/07/2013	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	533.93
66892	17/07/2013	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	312.80
66893	17/07/2013	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	189.99
66894	17/07/2013	EMILY COLE-RADICE	FIRST PRIZE - KALAMUNDA STORIES WRITING COMPETITION - POETRY - 10-13 YEARS	100.00
66895	17/07/2013	ALEEYSHA CROTTY	FIRST PRIZE - KALAMUNDA STORIES WRITING COMPETITION - FICTION 10-13 YRS	100.00
66896	25/07/2013	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	5685.84
66897	25/07/2013	SYNERGY	POWER CHARGES	14759.05
66898	25/07/2013	SIMON DI ROSSO	ELECTION CANDIDATE NOMINATION DEPOSIT REFUND	80.00
66899	25/07/2013	CITY OF SOUTH PERTH	PLANT/TREE SUPPLIES	2662.44
66900	25/07/2013	JOAN EDITH DODD	RATES REFUND	692.38
				3861530.75

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

50. Rates Debtors Report for the Period Ended 31 July 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 July 2013

PURPOSE

1. To receive a report on rates debtors for the period ended 31 July 2013.

BACKGROUND

2. Attached is the report detailing rates debtors for the period ended 31 July 2013 (Attachment 1).

3. Rates notices were issued on 08 July 2013.

Instalment dates are as follows:

Option 1 (Full Payment) - By 12 August 2013

Option 2 (Two Instalments) – 1st Instalment Date by 12 August 2013
2nd Instalment Date by 16 December 2013

Option 3 (Four Instalments) – 1st Instalment Date by 12 August 2013
2nd Instalment Date by 14 October 2013
3rd Instalment Date by 16 December 2013
4th Instalment Date by 10 February 2014

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 \$5.6m or 19.7% of the debt within a three week period from the date the rates were raised. As a comparison, last year's collection of rates was not apparent until September 2012. Due to notices being issued later.
6. No interim rates have been raised since May 2013 these will commence once the First Instalment date of 12 August 2013 has passed.

DETAILS

Debt Recovery

7. All of the 49 outstanding debts that remain with Dun & Bradstreet have had Judgement entered against them; 42 of these have now substantially paid their rates. Of the remaining, 6 have gone to PSSO stage.

STATUTORY AND LEGAL CONSIDERATIONS

8. The Shire collects its rates debts in accordance with the *Local Government Act (1995) Division 6 – Rates and Service Charges under the requirements of subdivision 5 – Recovery of unpaid rates and service charges.*

POLICY CONSIDERATIONS

9. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

10. Nil.

FINANCIAL CONSIDERATIONS

11. The early raising of rates in July has allowed the Shire's operations to commence without delays in addition to additional interest income of approximately \$28,000.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

12. *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

Social Implications

13. Debt collection can have implications upon those ratepayers facing hardship and the Shire must ensure equity in its debt collection processes.

Economic Implications

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

Environmental Implications

15. Nil.

RISK MANAGEMENT CONSIDERATIONS

16. The Shire is exposed to the potential risk of the ratepayer failing to make payments which it is obligated to do. This will result in the disruption of cash flows and increased collection costs. The loss may be complete or partial and can arise in a number of circumstances.

OFFICER COMMENT

17. Nil.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 50/2013)

That Council:

1. Receives the Rates Debtors Report for the period ended 31 July 2013 (Attachment 1).

Moved: **Cr Margaret Thomas**

Seconded: **Cr Bob Emery**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1

Summary of Outstanding Rates for the period ended 31 July 2013

SHIRE OF KALAMUNDA
SUMMARY OF OUTSTANDING RATES
FOR THE PERIOD ENDED July 2013

Rates Outstanding Debtors

Prepared on 5/08/2013

	3rd Previous Year + Outstanding	2nd Previous Year Outstanding	Previous Year Outstanding	Current Outstanding	Total Outstanding	Previous Year Total Outstanding
31/07/2013	\$315,936	\$94,910	\$295,163	\$22,754,586	\$23,460,595	\$779,089
31/08/2013					\$0	\$22,398,443
30/09/2013					\$0	\$13,496,792
30/10/2013					\$0	\$12,822,377
30/11/2013					\$0	\$9,569,597
31/12/2013					\$0	\$8,630,908
31/01/2014					\$0	\$5,563,543
28/02/2014					\$0	\$4,523,618
31/03/2014					\$0	\$2,052,964
30/04/2014					\$0	\$1,459,132
31/05/2014					\$0	\$1,041,285
30/06/2014					\$0	\$780,675
	\$315,936	\$94,910	\$295,163	\$22,754,586	\$23,460,595	

Rate Levied 2013/2014

Interim 2013/2014

Back Rates

\$28,416,654
\$0
\$0
\$28,416,654

Total Levies To Date for 2013/14

Total Rates Outstanding

23,460,595

Current Deferred Rates Amt (from Rate Reports)

\$420,385.84

Total Rates amount to be collected including deferred

\$23,040,209

% of Rates Outstanding :

80.27%

Comment

The 2013/2014 Instalment Dates are as follows:

	4xinstalments	2xinstalments
1st Instalment	12/08/2013	12/08/2013
2nd Instalment	14/10/2013	16/12/2013
3rd Instalment	16/12/2013	
4th Instalment	10/02/2013	

Statistics as of 05/08/2013

5,346 Assessments - Paid in Full or who are in 'Credit' balance

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

51. Adoption of Community Safety & Crime Prevention Plan 2013 - 2018

Previous Items	OCM 60/2013
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	CO-CCS-073
Applicant	N/A
Owner	N/A
Attachment 1	Community Safety & Crime Prevention Plan 2013 - 2018
Attachment 2	Summary of Public Comments Received

PURPOSE

1. To adopt the Community Safety & Crime Prevention Plan 2013 – 2018.

BACKGROUND

2. At the Ordinary Meeting of Council on 27 May 2013, it was resolved (OCM 60/2013) to endorse the Community Safety & Crime Prevention Plan (“the Plan”) 2013 – 2018 for the purposes of inviting public comment over a period of 30 days.
3. The public comment period ended on 8 July 2013 and the Plan is now presented to Council for endorsement.
4. The Plan builds upon the knowledge and lessons learned through the development and implementation of the previous regional plan by placing an emphasis on local issues.

DETAILS

5. The aim of the Plan is to provide guidance to the Shire in the development of initiatives to enhance safety and reduce crime within the Shire.
6. The Plan outlines a framework for implementation which includes the resourcing of an appropriate working group, sources of external funding and a mechanism for evaluation and review.
7. It identifies the following five broad strategies to address community concerns with objectives and detailed actions applied to each:

Strategy One - Awareness and Understanding
Strategy Two - Programs and Partnerships
Strategy Three – Physical Environment
Strategy Four – Emergency Management and Ranger Services
Strategy Five – Targeted Precinct Planning

STATUTORY AND LEGAL CONSIDERATIONS

8. Nil.

POLICY CONSIDERATIONS

9. Nil.

PUBLIC CONSULTATION/COMMUNICATION

10. In both the 2011 and 2013 Community Satisfaction Surveys, findings indicated Community Safety was one of the top three areas the community would like to see more resources applied.
11. Further to the initial presentation of the Community Safety & Crime Prevention Plan 2013 – 2018 in May 2013 a public comment period of 30 days was provided, concluding on 8 July 2013.
12. The public comment period was advertised and the six responses received (Attachment 2) were all supportive of the intent of the plan. Minor refinements have been applied to the final version of the Community Safety & Crime Prevention Plan 2013 – 2018 that is presented for adoption.

FINANCIAL CONSIDERATION

13. Future budget reviews will consider allocation of funds in conjunction with external funding opportunities, as a means to carry out new initiatives within the life of the plan.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

14. *Kalamunda Advancing: Strategic Community Plan to 2023*
- OBJECTIVE 1.5 – To provide a safe environment for the entire community to enjoy.
- Strategy 1.5.2 Develop, implement and review the Shire's Community Safety & Crime Prevention Plan.

SUSTAINABILITY

Social Implications

15. All members of our community can enjoy a safe and secure environment in which to live, work and play.

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

RISK MANAGEMENT CONSIDERATIONS

18. Without a Community Safety & Crime Prevention Plan providing direction and guidance, there are associated risks with regard to the perception of crime and safety in the community.

OFFICER COMMENT

19. The importance of community safety conveyed by the community indicates a need for the Shire to lead and have a strong role in community safety and crime prevention.
20. The re-establishment of the Community Safety & Crime Prevention Advisory Committee will be an initial priority to provide further support and guidance.
21. The new Community Safety & Crime Prevention Committee will be implemented after the local government elections in October 2013.
22. The Plan will be subject to an ongoing internal annual review to ensure it remains contemporary and relevant.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 51/2013)

That Council:

1. Adopts the Community Safety & Crime Prevention Plan 2013 - 2018 (Attachment 1).

Moved: **Cr Noreen Townsend**

Seconded: **Cr Dylan O'Connor**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1

Community Safety & Crime Prevention Plan 2013 - 2018



**COMMUNITY SAFETY & CRIME
PREVENTION PLAN**

2013 – 2018





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1. Introduction

Creating and supporting an environment and community where its residents feel safe and secure is a priority for the Shire of Kalamunda. Community safety is about more than just the level of crime that exists in a community but also about the community's perceived level of safety.

There are many factors that influence how safe people feel in a community. Improving community safety requires all sections of the community to work together to create a safer environment for people to work, live and play in. This means building partnerships between local government, police, state government, community organisations and individuals to promote community safety.

The Community Safety & Crime Prevention Plan 2013 – 2018 (CSCPP) builds on the Shire's existing community safety activities and the Shire's previous 2007 – 2010 Community Safety and Crime Prevention Plan.

The Shire will work toward making places accessible and more highly valued so they are better utilised and protected through increased usage and visitation. Designing out crime through the collective effort of the community and the Shire working closely together to find new and creative solutions to old problems is a priority.

The Shire maintains a strong commitment to community safety through the provision of emergency management and ranger services, and the continued delivery of a range of community safety programs and services to enhance community safety as well as reduce crime and anti-social behaviour.

Community safety and crime prevention is something that needs to be integrated across the Shire's operations from planning and development, building services, engineering services, ranger services, community development, economic development and health services. This Plan will ensure that community safety is implemented and planned for across the Shire's different operations and activities.

Community safety is not the responsibility of the Shire alone but also the State Government, local business and community. Community safety cannot be improved by local government working in isolation. By working together we can achieve sustainable community safety and crime prevention outcomes. In particular the Plan will place an emphasis on working with local communities and residents to tackle community safety issues on a local basis through place-based community safety planning.

1.1 Aim

The aim of the CSCPP is to provide guidance to the Shire in its development of initiatives to enhance safety and reduce crime within the Shire.



1.2 Guiding Principles

- A cooperative approach will be sought across agencies, local government and the community to improve the effectiveness and implementation of strategies.
- Consultation with the community and agencies to develop solutions to local safety and crime issues will be on-going.
- Actions and activities developed will take into account policies and programs of the State Government.
- Actions will be evidence-based and researched prior to implementation.
- The Plan will be monitored and reviewed annually for progress and to ensure the document remains dynamic and relevant.

2. Background

2.1 2007-2010 Community Safety and Crime Prevention Plan

In April 2008, the Shire of Kalamunda in partnership with the Town of Bassendean, Shire of Mundaring, City of Swan and the Office of Crime Prevention adopted the '2007-2010 Community Safety and Crime Prevention Plan.'

The Plan described community safety and crime prevention priorities and strategies to be adopted by the Shire of Kalamunda working with the Town of Bassendean, Shire of Mundaring and City of Swan. It included regional strategies as well as Shire-specific strategies.

Whilst this plan provided sound guidance in the areas of community safety and crime prevention, it was in essence a regional based plan. In reviewing this Plan it was determined a more localised plan would have greater benefit for the Shire and its communities. The new Plan will build upon on the knowledge and lessons learned through the development and implementation of the previous regional plan whilst placing an emphasis on local issues and solutions.

As part of the community consultation process for the CSCPP 2007-2010, a focused community and stakeholder consultation was undertaken in each participating local government area and across the region. The key issues raised by residents, agency and community stakeholders which remain relevant are as follows:

- Youth related issues
- Targeting particular offences (burglary, traffic offences, assault, family and domestic violence)
- Address problem areas and hot spots
- Fear and perceptions of crime
- Alcohol and drug problems
- Anti-social behaviour and graffiti
- Prevention and early intervention
- Creating safer public places and environments
- Social infrastructure, social programs and community strengthening strategies
- Issues for specific groups e.g. Aboriginal communities, seniors, women
- Information sharing, partnerships and better working together
- Funding and resources

Some of the projects and actions from the regional plan that can realistically be localised have been maintained or carried forward for inclusion in the new CSCPP.



2.2 Community Crime Profile Data

The Western Australia Police publish statistics for a broad range of offence categories at the state, region and district levels as well as providing access to statistics for six selected offence groups at the suburb or locality level. This crime data can provide benefits for community safety planning, including identifying problem localities, problem offence categories, trends in crime data and providing an indication of the success of crime safety strategies.

However there are limitations with recorded crime data that need to be recognised:

- Crime data reflect crimes reported to police, however not all crimes are reported i.e. certain crimes such as burglary are more inclined to be reported to that of crimes against persons which rely on a willingness from the victim to report.
- Increases in reported crime can mean many things and may not reflect that more crime is occurring. It may mean a greater willingness for people to report crime.
- Increases in reported crime may reflect increased activity by one or a number of offenders. If those offenders are removed, crime rates change considerably.
- There is a time lag in collecting, analysing and publicising crime data.
- Recorded crime data tells us nothing about police clearance rates or successful prosecutions

Limitations aside, there are benefits in tracking the crime statistics. The table below shows the number of reported offences by locality over the past four years.

Locations	2009	2010	2011	2012	Dwellings	Population	Density
Bickley	4	5	9	7			
Carmel	2	12	11	14			
Forrestfield	327	309	525*	392	5004	11,763	6.71
Gooseberry Hill	28	40	31	37	1363	3,343	3.63
High Wycombe	238	288	276	203	4546	11,777	10.99
Kalamunda	123	119	105	114	2967	6,684	6.14
Lesmurdie	84	91	105	116	2988	8,098	5.77
Maida Vale	70	71	87	59	1655	4,452	5.20
Paulis Valley	1	2	3	0			
Pickering Brook	15	2	12	6			
Piesse Brook	0	0	3	2			
Wattle Grove					1446	4,163	4.74
Rural East***					1191	3,264	0.13
Totals:	892	939	1167	950	21,160	53,544	1.62

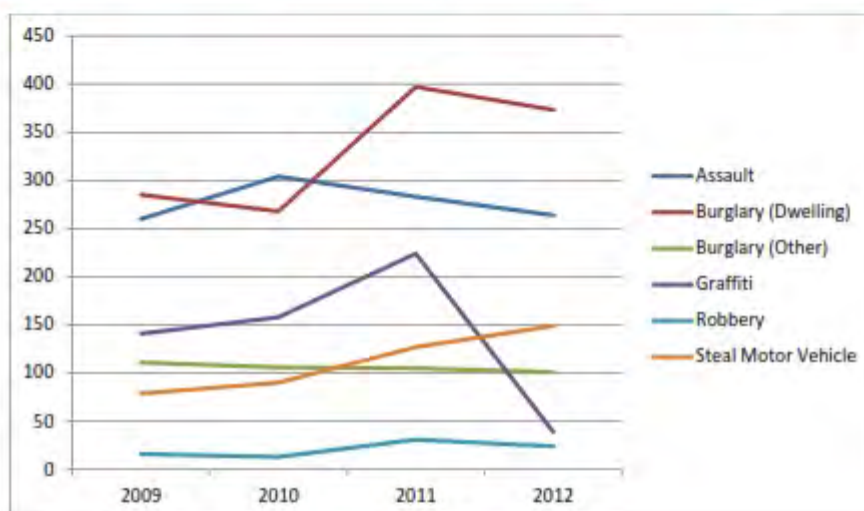
*There were 140 counts of graffiti in January 2011, compared to just 41 across the other 11 months. This is likely related to an increase in reporting or detection rather than an increase in crime.

** Dwellings, Population, Density data included by Shire of Kalamunda for illustrative purposes. Source: Census of Population and Housing 2011, Australian Bureau of Statistics.

*** Rural East includes Bickley, Carmel, Paulis Valley, Pickering Brook, Piesse Brook

The following table shows the number of reported offences by offence type over the last four years.

Type	2009	2010	2011	2012
Assault	260	304	283	264
Burglary (Dwelling)	285	268	397	373
Burglary (Other)	111	106	105	101
Graffiti	141	158	224	39
Robbery	16	13	31	24
Steal Motor Vehicle	79	90	127	149
Totals:	892	939	1167	950



Explanation of Offence Type

Assault – This group is made up of the offences non-aggravated sexual assault, aggravated sexual assault, non-aggravated assault and aggravated assault.

Burglary (dwelling) – To enter or attempt to enter any building, structure, tent, vehicle or vessel that is ordinarily used for human habitation without consent, with intent to commit an offence such as steal property.

Burglary (other) – To enter or attempt to enter a building, structure, tent or conveyance other than a dwelling without the owner's consent, with intent to commit an offence such as steal property.

Steal Motor Vehicle – Unlawfully using a motor vehicle without the consent of the owner or the person in charge of that motor vehicle.

Robbery – This group is made up of the offences non-aggravated robbery, aggravated robbery (firearm) and aggravated robbery (other).

Graffiti – Property damage caused by the application of substances (e.g. paint, posters and/or plastic, metal or wood compounds) to the surface of the property. Most graffiti offences are committed against public property and the number of offences reported during a period can vary due to the strategies and practices adopted by some Government agencies, local government authorities and private enterprise. Graffiti offences are, on occasions, reported by victims in batches rather than individually. This may result in a significant variation in reported graffiti offences over consecutive periods.

Source: Western Australia Police website



3. Planning Framework

The Shire of Kalamunda has recently adopted KALAMUNDA ADVANCING: STRATEGIC COMMUNITY PLAN TO 2022 - A Plan to Shape our United Future. This ten year plan comprises the following six priority areas which provide a framework for service delivery to the community: Kalamunda Cares, Kalamunda Interacts, Kalamunda Develops, Kalamunda Employs, Kalamunda Clean and Green, and Kalamunda Leads. Community Consultation for this Plan indicated that 12% of responders regarded Community Safety as 'Most Important to our Community', equal 2nd in priorities. The Plan's Vision includes: 'our residential areas are safe.'

The Plan is one of a number of informing strategies which support the implementation of the Strategic Community Plan. Informing Strategies about specific issues, such as the CSCPP assist in delivering the services, assets and projects required by the community. The CSCPP will support the achievement of the key outcome for Kalamunda Cares: Our people will live in harmony and thrive in diverse, safe, healthy, caring and inclusive communities. Specifically it will operationalise the following relevant objectives and strategies from the Strategic Community Plan.

Services	Objectives	Strategies
Ranger Services, Emergency Management and Fire Services	1.4 To ensure the community has the resilience to respond and protect itself from danger and disasters.	1.4.1 Coordinate and support the on-going functions of the Local Emergency Management Committee. 1.4.2 Provide adequate resources to ensure the Shire is well prepared for a disaster or danger that may confront its community. 1.4.3 Continue to deliver a range of fire management services to the community in partnership with the State and local volunteer services.
Community Development and Ranger Services	1.5 To provide a safe environment for the entire community to enjoy.	1.5.1 Provide support for community safety through education and awareness raising programs. 1.5.2 Develop, implement and review the Shire's Community Safety Plan. 1.5.3 Work in partnerships with the community and other levels of government and organisations to achieve lasting improvements in community. 1.5.4 Provide a well-resourced and responsive rangers service for the community.
Graffiti Removal Services and Community Development	1.6 To ensure the Shire is free of anti-social graffiti vandalism.	1.6.1 Provide a responsive graffiti management service. 1.6.2 Promote and support positive urban art programs within the Shire.



The relationship between the Shire's Strategic Plan, the CSCPP and its operations are demonstrated in the conceptual diagram below.



The Strategic Plan provides strategic direction, the CSCPP sets objectives and actions for delivering those strategic objectives, as well as establishing a process for evaluating and reviewing progress towards achievement of the objectives, and the Shire's operations and services put it into practice.



In addition, the CSCPP will not be implemented in isolation from the Shire's other informing plans and strategies. Synergies and opportunities between the CSCPP and the Shire's other informing plans and strategies are identified in the table below.

Name	Aim	Synergies with CSCPP
Local Planning Strategy 2012	To enable Council to determine the vision and strategic planning direction for the Shire for the next twenty years.	Urban planning and the design of neighbourhoods, streets and buildings can help reduce both perceptions and rates of crime.
Economic Development Strategy 2009	To support economic sustainability and growth of the Shire.	Active and thriving urban and commercial centres will provide a deterrent to crime, anti-social behaviour, and graffiti etc High employment rates are also often associated with lower crime rates.
Youth Plan 2011	To identify and respond to the changing needs of young people in ways that involve them as members of the Shire of Kalamunda community	Engaging and supporting the Shire's youth can reduce the likelihood of their participation in anti-social behaviour and crime.
Local Climate Change Adaptation Action Plan 2013	To provide a risk management approach and to clarify and develop local policy and planning actions to enable the Shire to adapt to the issues of climate change.	Climate change is expected to lead to increased extreme weather events which will have implications for emergency management and community safety.
Cultural Plan 2006	To provide guidance in the cultural development of the Shire as a vibrant community.	A vibrant and active community, that interacts and engages through public places, events and activities will act as a deterrent to crime and will also reduce perceptions of crime.
Community Health and Wellbeing Plan	To detail the Council's vision for enhancing the health and wellbeing of the community.	Environmental Health, Emergency Management and Early Years Intervention strategies to assist in maximising the health and safety of the community.



4. Strategy Areas

The CSCPP contains five broad strategies developed to address community concerns. Each Strategy Area includes objectives and detailed actions in order to achieve the objectives. For each action internal responsibility, a timeframe for implementation and a method for evaluation have been identified.

The five Strategy Areas are:

Strategy 1 – Awareness and Understanding

Strategy 2 – Programs and Partnerships

Strategy 3 – Physical Environment

Strategy 4 – Emergency Management, Ranger and Environmental Health Services

Strategy 5 – Targeted Precinct Planning

4.1 Strategy One – Awareness and Understanding

The Shire aims to increase community awareness and understanding of how to prevent crime and maintain and improve safety. Through awareness programs, the community will better understand the local environment and its associated risks and then be able to make informed decisions to minimise the risks in their lives. This will also contribute to a better quality of life by reducing unjustified fears held by the community.

Strong community links, a sense of belonging to a community, and pride within a neighbourhood can reduce levels of crime. Strong community links can also result in detecting crime, as unusual or suspicious activity is more likely to be reported to police.

Empowering the community through education and other means will have an influence over and above government (Local, State and Federal) and community-specific resource allocations towards community safety and crime prevention.

Objective 1.1 Increase community awareness and understanding of community safety and crime prevention in the Shire of Kalamunda.

Objective 1.2 Promote community development, education and empowerment services to create links and resources within the community.



Action	Responsibility	Timeframe	Evaluation/Comment
A.1 Enhance and promote community safety and crime prevention information on the Shire website.	Community Development/ Information Technology/Public Relations	2013 - 2018	Website hits and number of comments received on 'have your say' link.
A.2 Develop and distribute community safety and crime prevention materials and resources on priority identified issues to the community.	Community Development	2013 - 2018	Number and range of materials and resources distributed to the community by demand or via targeted means such as awareness seminars.
A.3 Increase internal stakeholder knowledge of CSCPP.	Community Development/ Human Resources	2013 - 2018	Employee Induction presentations. Business Unit briefings conveying plan/focus areas.
A.4 Raise awareness of community safety and level of service provided to community.	Community Development/ Public Relations	2013 - 2018	Consultation processes via community surveys/forums. Website updates and 'have your say' feedback.
A.5 Consider circulation of localised police crime messages periodically (E-Watch) through a database of emails to which community members subscribe.	Community Development/Information Technology	2014 - 2018	Note dependence on human resource capacity and greater liaison with local police and Community Groups in relation to electronic communication processes.
A.6 Develop and implement a plan to enhance community engagement via education forums and other Shire events and activities.	Community Development	2015	Consider target market approach – youth, seniors, women, 'hots spot' neighbourhood areas. e.g. 'Meet the Neighbours' localised BBQs.
A.7 Ensure a 0,6 – FTE (minimum) Shire Officer allocation to the Community Safety & Crime Prevention portfolio for the purpose of promoting awareness and relevant projects/initiatives/services of the Shire.	Community Development	2013 onwards	Community Safety & Crime Prevention portfolio duties defined within an appropriate Shire Officer Position Description to maximise implementation of the CSCPP



4.2 Strategy Two – Programs and Partnerships

Working together with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives is a priority.

Responsive programs such as alcohol and drug education for young people, diversionary programs for young offenders, and early intervention education initiatives have been developed by experts in these field areas. The Shire has opportunity to contribute to implementing and promoting some of these programs in the community in conjunction with State Government and other agencies.

To further support and develop crime prevention and safety initiatives, the Shire has developed positive working relationships and a coordinated approach where possible with the police and other organisations such as the Office of Crime Prevention, local schools, community groups and the general community.

Existing community safety programs that are being facilitated or supported by the Shire of Kalamunda include:

Name	Partners	Purpose
Eyes on the Street	Office of Crime Prevention.	Is a coordinated intelligence gathering initiative that enables agencies to identify suspicious people, vehicles and/or criminal activities and to report that information to police.
Urban Art Projects	Schools, local non-profit community groups	Promote community ownership of facilities/spaces to minimise graffiti and vandalism.
Constable Care	Constable Care Child Safety Foundation Schools	Aims to communicate key safety, crime prevention and citizenship messages for children (age 3 – 13) through puppet theatre and interactive drama.



Objective 2.1 Maintain existing and develop new community safety and crime prevention programs.

Objective 2.2 Maintain effective working relationships with State Government, key organisations and community groups to plan and implement community safety and crime prevention initiatives.

Action	Responsibility	Timeframe	Evaluation/Comment
B.1 Identify and link with stakeholders in the community to promote safety and reduce crime.	Community Development	2013 - 2018	Networking with local police, Community Groups, Zig Zag Action Group and others.
B.2 Continue to implement existing programs such as Eyes on the Street, Urban/Community Art programs, and Constable Care.	Community Development	2013 - 2018	Annual reporting on existing programs.
B.3 Establish and support the Community Safety & Crime Prevention Advisory Committee.	Community Development	2013 - 2018	Ensure appropriate membership and meet periodically to ensure implementation of CSCPP.
B.4 Assist with development and implementation of early intervention programs that address safety issues and reduce crime.	Community Development	2013 - 2018	Via internal program and external grant funds, consider and implement youth (urban) art and other targeted programs as appropriate.
B.5 Seek internal and/or external funding assistance to assist in enabling the implementation of community safety and crime prevention initiatives.	Community Development	2013 - 2018	Volume of grant applications and internal project budget allocation as appropriate.



4.3 Strategy Three – Physical Environment

Many factors appear to influence peoples' perceptions of community safety in public spaces. Built and environmental factors such as light, open spaces, clear sight lines and the ability to seek refuge are well documented as key elements in determining how a person perceives the safety of an area.

The planning and design of places, spaces and buildings can assist in reducing crime through improvements to lighting, fencing, landscaping and surveillance of the area – this is called Designing Out Crime. Designing Out Crime focuses on a number of principles – use of surveillance, territorial reinforcement, access control, space management, target hardening and mixed-use development.

This can be factored into future community facility developments or upgrades and can improve existing, well utilised community facilities that are often exposed to anti-social or criminal behaviours such as vandalism/graffiti.

For example, the upgrade of the Anderson Road Community Centre in 2011 to better accommodate the requirements of existing and prospective user groups with a capacity to provide innovative education, social and training opportunities for the community. The aims are to promote constructive social relations and harmony in the community; and decrease the incidence of anti-social behaviour. The project was carried out as part of the Federal Government's Safer Suburbs Plan, funded by the Attorney General's Department.

Through the above funding program and additional funding from the Office of Crime Prevention CCTV was also installed at sites around the Shire in 2011 to deter and potentially capture criminal activity. These sites are the Shire Administration Building, Hartfield Park Recreation Centre, High Wycombe Community & Recreation Centre and Kalamunda Library/Zig Zag Cultural Centre.



Objective 3.0

Contribute to and promote a safe physical environment

Action	Responsibility	Timeframe	Evaluation/ Comment
C.1 Maintain and monitor the implementation of the graffiti management plan for the Shire.	Engineering Services	2013 - 2018	Monitoring volume of graffiti removal undertaken by dedicated graffiti removal team.
C.2 Review and enhance CCTV, lighting and other infrastructure to assist in surveillance of key community facilities/areas or those readily subject to anti-social or criminal behaviour.	Community Development	2013 - 2018	Consider targeted areas and source funding internally and externally as appropriate to enable provision in areas of need. Liaise with local Police regarding intelligence for further justification.
C.3 Promote and support positive urban art programs within the Shire.	Community Development	2013 - 2018	Number of urban art installations each year
C.4 Investigate, develop and implement an approach for Designing Out Crime within the Shire with specific reference within significant Planning Reports.	Community Development/ Planning/ Engineering/ Property & Economic Development	2014 - 2018	Consider other Local Government strategies and ensure incorporation into new facilities or existing facility re-developments.



4.4 Strategy Four – Emergency Management, Ranger and Environmental Health Services

Local government has an important role to play in emergency management for the local community although it is not a provider of emergency services. The role of supporting emergency services and the community both during and after emergencies is a traditional role. Bushfires during the summer season and storm damage during winter are the most common emergency management issues for the Shire.

Ranger Services are an important component of local government operations, particularly in relation to community safety. Rangers respond to community complaints and concerns relating to dogs, animals and parking issues, provide a presence on the street and assist with the prevention and outbreak of bush fires.

Environmental Health Services are another important component of local government operations and can have an impact on community safety. Health Services are responsible for approving and licensing a wide variety of operations within the Shire including Catteries and Kennels, Caravan Parks, Food Premises, Hairdressers, Lodging Houses, Offensive Trades (E.g. Manure Works, Piggeries and Poultry Farms), Public Events, Public Buildings, Skin Penetration Premises (E.g. Beauticians, Tattooists, Nail Salons and Acupuncturists), Stall Holders & Traders, Temporary Food Stalls and Wastewater Disposal Systems. Health Services also inspect premises, following an application or complaint. Issues dealt with include: swimming pool safety, accommodation, food safety, pest control (mosquito program) and disease control. A Community Health Plan is currently under development and will ensure these services continue to be implemented to improve the health and safety of the community.



- Objective 4.1** To ensure the community has the resilience to respond and protect itself from danger and disasters
- Objective 4.2** To contribute to a safe environment for the community through the provision of ranger and environmental health services

Action	Responsibility	Timeframe	Evaluation/ Comment
D.1 Coordinate and support the ongoing functions of the Local Emergency Management Committee and the Local Emergency Management Arrangements.	Ranger Services	2013 - 2018	Number of meetings held a year
D.2 Provide adequate resources to ensure the Shire is well prepared for a disaster or danger that may confront its community.	Ranger Services	2013 - 2018	Annual budget
D.3 Continue to deliver a range of fire management services to the community in partnership with the State and local volunteer services.	Ranger Services	2013 - 2018	
D.4 Provide a well-resourced and responsive rangers service for the community.	Ranger Services	2013 - 2018	Annual budget
D.5 Provide an effective Environmental Health Service to ensure the well-being of the community.	Health Services	2013-2018	

4.5 Strategy Five – Targeted Precinct Planning

Creating a safer community is about addressing local community issues regarding safety and crime. The key way in which the CSCPP will be delivered at a local level will be through a targeted precinct planning approach. This approach aims to provide a framework for working in partnership with the community to identify local issues and concerns and develop solutions.

Communities that participate in targeted precinct planning will be empowered to find solutions for dealing with issues of crime and anti-social behaviour; build healthy relationships among residents, authority figures and businesses; minimise fear of crime; and enhance community participation.

The targeted precinct planning framework is conceptualised in the diagram below. The CSCPP provides overarching direction for community safety and crime prevention in the Shire and provides the framework for delivering targeted precinct planning. A generic Community Safety & Crime Prevention (CSCP) Community Action Plan will be developed to provide a basis for implementing targeted precinct planning. This generic template will then be used to develop local CSCP Community Action Plans at a number of prioritised localities.





The Shire has already initiated some local level community safety planning. In 2012 community meetings were held with residents local to the Zig Zag Scenic Drive. The original driver for the meetings was a range of anti-social behaviours in the area; however, it became clear that the Zig Zag is an underused natural community asset and unique feature of the Shire. New and creative ways of improving its amenity have been suggested so that visitors and residents can make better use of its unique features as a safe, valued and active recreation zone. The outcome of the meetings was a Zig Zag Scenic Drive Community Action Plan created by the community with the purpose of: increasing usage of the Zig Zag Scenic Park, using methods that will make it a safe, active, and highly valued leisure area for both visitors and the local community.

Objective 5.1 To utilise local knowledge and solutions to improve community safety.

Objective 5.2 Empower local communities to get involved in community safety.

Action	Responsibility	Timeframe	Evaluation/Comment
E.1 Draft Community Safety Action Plan Template	Engineering/ Property & Economic Development/Public Relations/Rangers/Community Development	2013	Use Zig Zag Community Action Plan as basis along with other WA and National examples.
E.2 Investigate and determine priority locations, to be approved by Council and apply as appropriate to CSAP template	Engineering/Property & Economic Development/Public Relations/Rangers/Community Development	2014-2018	
E.3 Develop Community Safety Planning Toolkit including engagement tools and resources	Community Development	2014 - 2018	To be added to on an ongoing basis as knowledge and resources increase
E.4 Undertake local community safety action planning based on determination of priority locations.	Community Development	2014 - 2018	In accordance with the timeline approved by Council



5. Implementation

5.1 Community Safety & Crime Prevention Advisory Committee

The Shire of Kalamunda Community Safety & Crime Prevention Advisory Committee will meet periodically throughout the year and will have a strong role in the continual review, development and implementation of the Plan. An appropriate Shire Officer will be responsible for administering the Committee (inclusive of meetings), and additional Shire staff will be engaged as appropriate. One elected member will be a Council representative on the committee.

The Terms of Reference and membership will be reviewed, and the proposed membership will consider, but not be confined to, representatives from the following types of organisations, community groups and/or interested residents:

- Western Australia Police Service
- Department of Education
- Kalamunda Chamber of Commerce
- Local Community Groups
- Shire of Kalamunda Elected Member

The main functions or objectives of the Community Safety & Crime Prevention Advisory Committee will be:

- To consider issues relevant to the implementation of the Community Safety and Crime Prevention Plan (CSCPP).
- To provide advice and recommendations to Council based on local community safety and crime prevention needs.
- To liaise and consult with relevant agencies, individuals and community groups that will assist in the implementation of the CSCPP.
- To monitor and review the strategies and actions adopted as part of the CSCPP.

5.2 Funding/Resources

The sourcing of alternative funding will be an integral component of implementing many projects or activities linked to strategies and consequent actions of the plan. The following agencies in addition to others will consistently be reviewed to ensure grant opportunities are pursued to complement the plan:

- Crime Prevention & Community Liaison Unit, WA Police
- Department of Local Government and Regional Development
- Australian Government – Attorney General’s Department
- Australian Institute of Criminology
- Lotterywest

In addition, opportunities to develop close working partnerships with adjacent local governments will be explored to ensure shared funding and project responsibilities are sourced as appropriate.

5.3 Evaluation and Review

This Plan will be a working document requiring annual review to ensure that it remains current and relevant for the community. As part of the ongoing review, it is important to consult with key stakeholders and the broader community in relation to any key strategies and projects in addition to their perceptions of safety and crime within the community.

It is suggested that the localised crime statistics of the Shire of Kalamunda be added to the Plan on an annual basis to enable a current source of comparison throughout the timeframe of the Plan.

Indicator	Baseline Data	Target
Shire’s safety perception	In 2011 66% of the community felt safe	To increase percentage incrementally over time by 2022
Shire’s level of crime	In 2012 total number of reported crimes (for six selected offence categories) = 950	To decrease incrementally over time

It is also recommended that the Community Safety and Crime Prevention Officer position be reviewed after 12 months to determine whether there is a need for the position to be increased to full-time.

Attachment 2

Summary of Public Comment Received

Respondent	Respondent Comments Summary	Officer Comment
Delys Newman	<ul style="list-style-type: none"> • Provided feedback in regards to the overall language used within the Plan, together with Plan layout. 	<ul style="list-style-type: none"> • Comments noted and stylistic amendments to be applied. • Numbering system for actions applied to enable easier referencing.
	<ul style="list-style-type: none"> • Sought further details of investigation into other LGA safety and crime practices and current research. 	<ul style="list-style-type: none"> • As part of the development of the plan a range of Local reports and practices were investigated such as City of Melville and City of Armadale. • Investigations with other Local Governments will be an ongoing practice in the context of the plan.
	<ul style="list-style-type: none"> • Questioned if the previous CSCPP was developed in 2008 and applied retrospectively to 2007. 	<ul style="list-style-type: none"> • Wording within plan has been amended to reflect that the plan was adopted in 2008.
	<ul style="list-style-type: none"> • Suggested that the crime data table include information on dwellings or population in each locality. 	<ul style="list-style-type: none"> • Noted. Suburb population and dwelling numbers are now included within table.
	<ul style="list-style-type: none"> • Questioned if the organisations listed to be part of the Advisory Committee been contacted to be involved or had direct input into the Plan 	<ul style="list-style-type: none"> • The previous Community Safety & Crime Prevention Advisory Committee was initially involved in the development of the plan providing input prior to discontinuation in March 2012 due to membership attrition. • Following Council's endorsement of the plan, the first priority will be to re-establish the Committee, inclusive of engaging an appropriate membership. • The public comment process of the plan was advertised via local newspapers and Shire website.

	<ul style="list-style-type: none"> • Questioned the meaning and relevance of community safety 'brand.' 	<ul style="list-style-type: none"> • Noted, agreed and removed the 'brand' reference.
	<ul style="list-style-type: none"> • Questioned existence, willingness and capacity of Neighbourhood Watch Groups and Forrestfield Police to consistently produce E-Watch information. 	<ul style="list-style-type: none"> • Police WA have recently produced a generic E-Watch system that is to be released in October 2013 for Local Governments to administer in conjunction with local Police. Community individuals then subscribe to receive periodic messages. • Shire has registered interest in E-Watch.
	<ul style="list-style-type: none"> • Queried whether fruit fly issue is relevant alongside mosquito program in pest control. 	<ul style="list-style-type: none"> • In context of community safety and health, fruit fly issue is not relevant.
Garry and Barbara Lymn	<ul style="list-style-type: none"> • Supported the concept of Neighbourhood Watch and residents being involved in community safety. 	<ul style="list-style-type: none"> • Comments noted.
	<ul style="list-style-type: none"> • Questioned why the Shire had not supported their local NHW efforts. 	<ul style="list-style-type: none"> • Unable to comment due to insufficient details being provided in relation to support sought.
Leslie Glasser	<ul style="list-style-type: none"> • Advised that there are no longer any Neighbourhood Watch Groups within the Kalamunda Shire. 	<ul style="list-style-type: none"> • Noted, given recent disbandment of some groups. Removed reference and applied generic Community Group reference.
	<ul style="list-style-type: none"> • Police E-Watch crime reporting activity seems to have ceased. 	<ul style="list-style-type: none"> • Police WA have recently produced a generic E-Watch system that is to be released in October 2013 for Local Governments to administer in conjunction with local Police. Community individuals then subscribe to receive periodic messages.

<p>Yvonne Roche</p>	<ul style="list-style-type: none"> • Would there be a way to implement a program such as 'Know Your Neighbour Day?' This would encourage a stronger community especially within Forrestfield 	<ul style="list-style-type: none"> • Within the context of the Community Safety & Crime Prevention Plan 2013 – 2018, the following action detailed within Strategy One – Awareness and Understanding, will enable 'Know Your Neighbour Day' to be considered: "Develop and implement a plan to enhance community engagement via education forums and other Shire events and activities."
<p>Senior Sergeant Wal Brierley (Officer in Charge at the Forrestfield Police Station)</p>	<ul style="list-style-type: none"> • I have briefly reviewed the plan and look forward to forging a closer working relationship with the Kalamunda Shire to improve community safety and crime prevention. • I am broadly supportive of the increased priority the Kalamunda Shire is giving to this important community issue." 	<ul style="list-style-type: none"> • Comments noted.
<p>Lesmurdie & Districts Community Association Inc.</p>	<ul style="list-style-type: none"> • That Council place a heavy emphasis on lobbying the Police Department and local members of parliament towards a stronger police presence across the Shire. • That E-Watch is reinstated and any new system includes some of the valuable components of the former Neighbourhood Watch newsletters. 	<ul style="list-style-type: none"> • This will be referred to the Shire's Advocacy Program. • Police WA have recently produced a generic E-Watch system that is to be released in October 2013 for Local Governments to administer in conjunction with local Police. Community individuals then subscribe to receive periodic messages.
<p>Lesmurdie & Districts Community Association Inc.</p>	<ul style="list-style-type: none"> • That members of Neighbourhood Watch and P & C Groups be involved in implementation of the plan and the re-establishment of the Community Safety & Crime Prevention Advisory Committee. 	<ul style="list-style-type: none"> • Further to defining the membership of the Community Safety & Crime Prevention Advisory Committee, relevant past and present community organisations will be sought out through recruitment process.

	<ul style="list-style-type: none">• That Education Programs and Action Plans including Safe Houses for children and youth urban art programs are considered.	<ul style="list-style-type: none">• Noted. A range of programs and initiatives such as these can be considered in the context of actions detailed within the plan.
	<ul style="list-style-type: none">• That 'Designing Out Crime' referenced to planning reports consider the opportunity for art to be included to discourage graffiti and defacement.	<ul style="list-style-type: none">• The Shire has an urban art program which has undertaken the painting of a number of bus shelters.
	<ul style="list-style-type: none">• That Council ensure that all surveillance and safety lighting has a 'switch off' component when not required in order to save energy costs.	<ul style="list-style-type: none">• This will be referred to the Shire's Infrastructure Services to ascertain feasibility.

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

52. Quarterly Report – Kalamunda Community Care June 2013

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Community Care
File Reference	CO-SPC-022
Applicant	N/A
Owner	N/A
Attachment 1	Volumes Report – Monthly Hours Worked by Category
Attachment 2	Community Care Financial Summary
Attachment 3	Meals on Wheels Financial Summary

PURPOSE

1. To receive the Community Care quarterly report – June 2013.

BACKGROUND

2. The Quarterly Report is prepared in accordance with the approved Kalamunda Home and Community Care (“KHACC”) Business Case (2010/2014). The basis of which is:

“That the Home and Community Care Services provided, be within the limits of the funding available and reviewed every quarter and reported to Council.”

DETAILS

3. The Review has concentrated on the following three core areas:
 - a. Service Delivery as per Contract
 - b. Financial Management
 - c. Workforce Management

Service Delivery

4. The Service Volumes Report (Attachment 1) shows how Community Care is performing in relation to its contracted service provision levels.
5. The Home and Community Care Contract contains service groups that cluster, where appropriate, like service types together. Service Group 1 includes the following service types:
 - domestic assistance;
 - personal care;
 - social support respite;
 - other food services.

-
6. Service Group 1 was contracted to provide hours of support against the service types listed in paragraph 5. This allows the service types to be adjusted to meet the needs of eligible clients regardless of the contracted number of hours against each service type.
 7. Because of this service grouping, a service type such as domestic assistance can achieve higher than 100% of service delivery, providing other service types are not also achieving 100%. The hours are used in a flexible manner to address need.
 8. During this quarter, Community Care was contracted to provide 6,036 hours of across the Service Group to eligible community members. 3,256 hours were provided (54%). During this quarter services have reopened to new referrals, and service levels delivered have been impacted by public holidays.

Domestic Assistance (Service Group 1)

9. During this quarter Community Care was contracted to provide 2,742 hours of domestic assistance to eligible community members. 2,403 hours were provided (88%).
10. Impacts on these hours include 332 cancelled hours due to clients having other commitments, illness or being hospitalised. Had these hours not been cancelled the total would have reached 100% of the contract hours.
11. During the 2012/2013 reporting year Community Care were contracted to provide 10,973 hours of domestic assistance and provided a total of 9,983 (90.98%).
12. Mid-way through the year an additional 974 hours were added through the receipt of additional growth funding. Being able to achieve this output during the year that was mainly closed for referrals for new clients, is commendable. This demonstrates that the Shire's existing client group has had changing needs identified that has resulted in an increase of services.

In Home Respite (Service Group 1)

13. Community Care were contracted to provide 450 hours of In Home Respite to eligible community members. 33 hours were provided (7%).
14. In Home Respite is a service type that does not receive many referrals. This is due largely to primary carers being reluctant to allow another person to step into their role, even for a few hours. No new referrals for support were received during this quarter. Carers usually access In Home Respite due to a crisis situation or when a client prefers not to attend a centre based program. Centre based referrals have remained open and continue to be steady.
15. During the 2012/2013 reporting year Community Care was contracted to provide 1,800 hours of In Home Respite and provided a total of 139 (7.72%).
16. This is a substantial drop for the 2011/2012 reporting year where Community Care achieved 19% of contracted outputs and is consistent with feedback provided to WA HACC that the Shire received no referrals for this support type in this region.

Other Food Services (Service Group 1)

17. Community Care was contracted to provide 93 hours of other food services to eligible community members this quarter. 7 hours were provided (7.5%).
18. Other Food Services is a service type that the assessors are not referring to. Feedback has been provided to the Sector Development Team and CommunityWest who oversee the Regional Assessment Team Project.
19. During the 2012/2013 reporting year Community Care was contracted to provide 377 hours of Other Food Services and provided a total of 39 (10.34%).
20. This included an increase of 228 hours that was negotiated when the Meals on Wheels volume was reduced at the end of 2011/2012.
21. Community Care provided seven less hours during 2012/2013 than in 2011/2012 and received no new referrals all year.

Social Support (Service Group 1)

22. During this quarter, Community Care was contracted to provide 1,875 hours of social support to eligible community members. 581 hours were provided (31%).
23. Impacts on these hours include 82 hours cancelled due to clients having other commitments, illness or being hospitalised. Had these hours been provided the total would have been 35% of contracted hours.
24. There is a service competition between social support and centre based day care. A referral for support will be dependent on whether an individual client prefers to engage socially in a group setting (Centre Based Day Care) or individually (Social Support). The current trend in this region is in favour of Centre Based Day Care.
25. During the 2012/2013 reporting year Community Care was contracted to provide 7,500 hours of Social Support and provided a total of 2,944 (39.25%).
26. There has been a decrease in services from 2011/2012 levels in which 59% of contracted outputs were met. This could be attributed to the increase in Centre Based Day Care, and being closed to new referrals.
27. Additionally, Social Support is a support type that is outcome based for clients. When we provide adequate support it can result in the regaining of skills for clients and therefore no need for ongoing formal support from Community Care.

Personal Care (Service Group 1)

28. During this quarter, Community Care was contracted to provide 876 hours of personal care to eligible community members. 232 hours were provided (26%).

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29. Impacts on these hours include 29.5 hours cancelled due to clients having other commitments, illness or being hospitalised. Had these hours been provided this would have taken the total contracted hours to 30%.
 30. The bulk of referrals received for personal care are to support clients in the management of their medications. In this instance client's support may only be required to be as little as 15 minutes to addresses their need.
 31. During the 2012/2013 reporting year Community Care were contracted to provide 3,500 hours of Personal Care and provided a total of 1,294 (35.50%).
 32. There was a decrease of 102 hours from 2011/2012 which can be attributed to being closed to new referrals.

Personal Care (Service Group 1)

33. Community Care were contracted to provide 9,978 hours of centre based day care to eligible community members this quarter. 8,274 hours were provided (83%)
34. Impacts on these hours include 2,136 that were not provided due to client free days, public holidays and clients having other commitments, illness or being hospitalised. Had these hours been provided this would have resulted in 104% of contracted hours being provided.
35. During the 2012/2013 reporting year Community Care were contracted to provide 39,914 hours of Centre Based Day Care and provided a total of 30,807 (77.18%).
36. There was an increase of 320 hours from the 2011/2012 reporting year.

Meals on Wheels (Service Group 6)

37. During this quarter, Community Care were contracted to provide 3,630 meals to eligible community members. 1,275 meals were provided (35%).
38. Impacts on these meals include 24 meals cancelled due to clients having other commitments, illness or being hospitalised. Had these meals been provided this would total 36% of contracted meals.
39. During the 2012/2013 reporting year Community Care was contracted to provide 14,518 meals and provided a total of 6,315 (43%).
40. The 2012/2013 meals contract was renegotiated to reduce the contracted volume by 4,457 meals.
41. What has been evident this year is Meals on Wheels is receiving appropriate referrals, meaning clients are only on the service short term in most instances. This may in large be to support them after a bout of illness or hospitalisation. As the client regains health, they are able to support themselves independently with meals and no longer require formal support.
42. A positive outcome of this is Meals on Wheels no longer has long term clients as was the case historically with this program.

Transport (Service Group 7)

43. During this quarter, Community Care was contracted to provide 6,816 one way trips to eligible community members. 3,852 one way trips were provided (57%).
44. Impacts on these one way trips include 738 trips cancelled due to the Day Centre not being operational (client free day) and clients having other commitments, illness or being hospitalised. Had these one way trip hours been provided this would have been a total 67% of the contract.
45. During the 2012/2013 reporting year Community Care was contracted to provide 27,267 one way trips and provided a total of 14,837 (54%).
46. There was a slight reduction from the 2011/2012 reporting year of 230 one way trips. This was anticipated as the WA HACC Standardised Fee for short travel (0-10kms) was increased to the dissatisfaction of clients, resulting in a drop in bookings.
47. WA HACC has reviewed the standardised fee for short travel, which has been implemented and it is anticipated that clients who require short travel will resume booking transport support with us.

Counselling Support Information and Advocacy (Service Group 9)

48. During this quarter, Community Care were contracted to provide 645 hours of counselling, support, information and advocacy to eligible community members. 209 hours were provided (32%).
49. The accuracy of reporting against this service support is dependent on each individual staff member to capture and record episodes of supporting a client or carer with Counselling Support Information and Advocacy.
50. During the 2012/2013 reporting year Community Care were contracted to provide 2,574 hours of Client Support Information and Advocacy and provided a total of 745 (28.93%).
51. There was a decrease from the 2011/2012 reporting round, however it is anticipated with the introduction of carer influenced support information and advocacy that we will increase the hours this reporting year.

Home Maintenance (Service Group 10)

52. During this quarter Community Care were contracted to provide 1,791 hours of home maintenance to eligible community members. 1,179 were provided (66 %).
53. Impacts on these hours include 107 hours cancelled due to clients having other commitments, illness or being hospitalised. Had these hours been provided this would have totalled 72% of contracted hours.
54. During the 2012/2013 reporting year Community Care was contracted to provide 7,166 hours of Home Maintenance and provided a total of 5,209 (72.69%).

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55. There was a decrease from the 2011/2012 reporting round, and in large this is attributed to clients recurring services becoming less regular and in line with WA HACC Guidelines, reducing the historic over servicing to individuals.

Community Visitors Scheme

56. During this quarter, Community Care were contracted to provide 270 visit occasions to 45 residential in Commonwealth funded aged care homes. 307 visits occurred (114%).

Community Aged Care Packages (“CACP”)

57. During this quarter, Community Care were contracted to provide 20 packages to eligible community members. Thirteen packages were provided (65%).

Workforce Management

58. Nil.

STATUTORY AND LEGAL CONSIDERATIONS

59. Nil.

POLICY CONSIDERATIONS

60. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

61. Nil.

FINANCIAL CONSIDERATION

62. The Community Care surplus is \$409,602 (Attachment 2) and is greater than in the financial year 2011/2012 due to a reduction in hours completed for In Home Services which resulted in reduced payroll expenditure. This directly reduces pay roll expenditure as staff in this area are paid for hours worked with clients on a one-to-one basis.

63. The Meals on Wheels program has concluded the year on budget with a deficit of \$20,152. (Attachment 3)

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 1.1 - To be a community that cares for its aged and frail and those less fortunate.

Strategy 1.1.2 Continue to deliver relevant and effective programs to our elderly so that they can feel socially connected and supported from within the community.

SUSTAINABILITY

Social Implications

65. *Shire of Kalamunda Aged Accommodation Strategy 2008:*

6.1 A strong desire to “age in place” is now the well-established preference for older people and is a key theme that underlies Commonwealth and State Government policy and programs. This encompasses being able to continue to live in the familiar surroundings of the home and local environment as independently as possible, and with support services if required.

Economic Implications

66. Nil.

Environmental Implications

67. Nil.

RISK MANAGEMENT CONSIDERATIONS

68.	Risk	Consequence	Likelihood	Mitigation Required
	Surplus funding as a result of declining referrals for support	Low to Medium	High	<ul style="list-style-type: none"> • Continue to promote Community Care as provider of choice in region. • Ensure recruitment and retention strategies are fully utilised. • Continue to seek ways to increase service volume within the scope of WA HACC service provision guidelines • Continue to analyse and evaluate services delivery statistics monthly to identify trends and opportunities for improvement.

OFFICER COMMENT

69. Community Aged Care is undergoing major reform and in the coming years the way in which the services have historical been delivered will continue to change with positive steps forward.
70. The Shire needs to be mindful that while this reform is taking place contracts have not altered. Therefore while the aim is to deliver services within a philosophy of wellness, that is outcome focused, contracts are still written in a way that places the emphasis on outputs and volumes.
71. WA HACC is considering other forms of payment on contracts. Traditionally WA HACC has paid for contracts in advance of services being delivered, unlike the Commonwealth who pay for services provided retrospectively, as occurs with the Community Aged Care Packages. It is anticipated that when the current triennial contract ends funding may alter, relieving the pressure on providers of having excessive surpluses.
72. The biggest change the industry is undergoing is accepting and understanding that it is ok to have short term clients. It is an aim to keep people independent and living at home for as long as possible. Through the delivery of effective support in a wellness model of care, the services is able to retrain and assist clients to regain skills and as such decrease the need for services to be provided long term.
73. Community Care is required to provide feedback to the Contract Manager quarterly on service types that are not achieving outputs over 80%. The Shire's Contract Manager is aware of staffing issues, level of referrals received and other impacts that affect the ability of the Shire to achieve contracted outputs and remains positive.
74. During this reporting year Community Care has continued to see the influence of the WA Assessment Framework on referrals and the number of clients deemed eligible for support in the region and metro wide. What the Shire's Community Care Service is experiencing is not an isolated issue. Many providers are seeing decreased referrals. Provider issues and concerns were raised at a regional level with WA HACC earlier this year.
75. Community Care looks for new initiatives and creative ways of supporting clients that may continue to increase demand for services and actively participate in WA HACC support projects and trials.
76. Of most concern for 2013/2014 is perceived job security in light of Local Government Amalgamations. Any additional complications that negatively impact the ability to recruit will place additional pressure on the Shire's ability to provide support at the current level and would make it difficult to increase services.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 52/2013)

That Council:

1. Receives the Community Care Quarterly Report – June 2013.
2. Request Community Care develop a Positive Ageing Plan within the next twelve months that will provide strategies to address State and Federal reform and strategic direction for the following two years and furthermore post amalgamation.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Noreen Townsend**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1

Monthly Hours Worked by Category

Community Care

Monthly Hours Worked By Category

2012 - 2013 Annual Funding Level

OUTPUT DELIVERABLES		SERVICE VOLUME				July	Aug	Sept	MDS	Oct	Nov	Dec	MDS	Jan	Feb	Mar	MDS	Apr	May	Jun	MDS	ACTUAL	Contracted	Met	Variance
		P.A	P. Mth	11/12	12/13																				
Service Group 1					12																				
DOMESTIC ASSISTANCE**	1231	10,973	914	848	837	847	916	795	51	928	896	601	39	878	818	763	50	808	864	731	55	10,038	10,973	91.48%	-935
SOCIAL SUPPORT	1222	7,500	625	367	246	283	372	298	12	339	320	131	9	205	190	197	8	179	211	191	11	2,955	7,500	39.39%	-4,546
PERSONAL CARE	1232	3,500	292	116	104	111	117	110	3	127	125	92	3	118	99	102	4	85	85	62	1	1,244	3,500	35.53%	-2,257
OPS	1234	377	31	4	9	5	3	4		4	4	3		2	4	3		3	3	1		39	377	10.34%	-338
RESPIRE	1224	1,800	150	28	12	13	12	12		15	12	9		9	12	12		15	6	12		139	1,800	7.72%	-1,661
TOTAL SERVICE GROUP 1																						14,414	24,150	59.69%	
Service Group 3																									
CSIA	1227	2,574	215	126	64	27	55	41	89	20	98	9	39	38	14	87	42	73	77	59	24	769	2,574	29.87%	-1,805
Service Group 4																									
CNTR BASED DAY CARE	1221	39,914	3,326	2,541	2,567	2,475	2,877	2,344	-42	2,727	2,869	1,812		2,544	2,458	2,482	-12	2,670	3,126	2,478		30,807	39,914	77.18%	-9,107
Service Group 6																									
HOME MAINTENANCE	1230	7,166	597	563	438	508	492	451	46	489	432	338	35	424	409	367	41	418	408	353	41	5,250	7,166	73.27%	-1,916
Service Group 7																									
TRANSPORT(OCCASIONS)	1229	17,986	1,499	414	394	392	439	382		445	455	290		378	398	407	-3	392	420	337		4,732	17,986	26.31%	-13,254
TRANSPORT(CBDC)	1233	9,281	773	842	842	807	938	766	-14	897	944	594	2	831	818	819		874	1,026	803		10,105	9,281	108.88%	824
TOTAL SERVICE GROUP 7																						14,837	27,267	54.41%	
TOTAL		101,071	8,423	5,849	5,506	5,468	6,221	5,203	125	5,990	6,153	3,879	127	5,426	5,219	5,239	130	5,516	6,225	5,025	132	66,077	101,071	65%	-34,994

Number of Working Days 22 23 20 22 22 15 21 20 19 20 23 19 246 working days

** Domestic Volumes include growth funding volumes for 12-13 - 65% of 1500 hours: 975 hrs

OUTPUT DELIVERABLES		SERVICE VOLUME				July	Aug	Sept	MDS	Oct	Nov	Dec	MDS	Jan	Feb	Mar	MDS	Apr	May	Jun	MDS	ACTUAL	Contracted	Met	Variance
		Total	P. Mth	Jul 12/12	Nov 12/13																				
Service Group 5																									
MEALS ON WHEELS		14,518	1,210	1,091	528	664	755	643		678	570	415	-11	492	438	395	1	419	422	434		6,315	14,518	43%	-8,203

Attachment 2
Community Care Financial Summary

Community Care 2012/2013

INCOME AND EXPENDITURE	Budget 2012/2013	Actuals 2012/2013
Recurrent Income and Expenditure		
Income		
Fees - Adult Day Care Attendance / Transport	68,272	68,200
Fees - Meals	63,787	69,202
Fees - In Home Respite	1,500	1,112
Fees - Social Support	19,245	17,587
Fees - Transport / Shoppers Bus	33,206	32,284
Fees - Personal Care	11,200	9,846
Fees - Domestic Assistance	80,808	78,696
Fees - Gardening	41,948	40,486
Fees - Other Food Services	384	312
Notional Income - Volunteer	50,233	50,233
Other Income	0	0
Government Grants	2,595,937	2,595,937
Total Recurrent Income	2,966,521	2,963,895
Expenditure		
Salaries, Wages and on Costs	2,088,129	1,991,491
Workers Compensation	47,462	40,375
Fringe Benefits Tax	18,000	16,489
Recruitment	5,001	0
Volunteer Notional Expenditure	50,233	50,233
Contractors	308,034	0
Accommodation Expenses	91,369	90,261
Motor Vehicle Expenses	46,000	51,643
Insurance	2,420	1,372

Attachment 3

Meals on Wheels Financial Summary

Income / Expenditure Description	Budget 2012/13	Actuals 2012/13	Variance (5)
Meals on Wheels			
Recurrent Income and Expenditure			
Income			
Contributions - Notional Income Volunteers	27,234	27,234	-
Fees - MQW's	69,000	62,043	(6,957)
Government Grants - State Operating	17,948	17,948	(0)
Total Recurrent Income	114,182	107,225	(6,957)
Expenditure			
Employment Costs			
Service Fees (Shire)	9,750	9,748	(2)
Donations - Notional Expenditure Volunteers	27,234	27,234	-
Purchases - Consumables / Sundry	97,726	90,337	(7,389)
Total Recurrent Expenses	134,710	127,377	(7,333)
Net Recurrent Income/Expenses	(20,528)	(20,152)	375
Net Subsidy (Contribution to General Funds)	(20,528)	(20,152)	375

Note Totals correct as of 25/07/2013

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

53. Interplan Quarterly Progress Report – April – June 2013

Previous Items	N/A
Responsible Officer	Office of the CEO
Service Area	Organisational Development
File Reference	OR-CMA-009
Applicant	N/A
Owner	N/A

Attachment 1 Quarterly Progress Report – April – June 2013

PURPOSE

1. To report to Council on the Shire's progress towards achieving its strategic goals.

BACKGROUND

2. The Quarterly Progress Report is generated from the Shire's integrated planning system, "interplan". The report reflects the progress of individual actions, which are linked to the adopted Strategic Plan. This ensures that each employee is working towards achieving the strategic direction of the Council.
3. The person responsible for an action or task in interplan is required to provide an update each month, giving an indication of how the action is progressing. Key Performance Indicators ("KPIs") are also updated. This information is collected by interplan to provide an overview of how the organisation is performing.

DETAILS

4. The Quarterly Progress Report for the period 1 April 2013 to 30 June 2013 is presented at (Attachment 1). This report shows the progress of certain major projects for 2012/2013, KPI performance, and the progress of the Shire against the five goals set out on the Strategic Plan.
5. The newly adopted Strategic Plan to 2023, *Kalamunda Advancing*, will be reflected in these reports from 1 July 2013, as will the priority actions set out in the Corporate Business Plan, *Kalamunda Achieving*.

Quarterly Progress Against Goals

6. Each business unit in the Shire has a business plan, which contains the actions to be achieved in the 2012/2013 year. Each of these actions is linked to a strategy, outcome and goal in the Strategic Plan adopted by Council. All goals are showing a high level of achievement. Of the 517 actions monitored across the organisation, 407 (or 79%) are at 90% or more of their progress target at the end of the financial year.

Key Performance Indicators

7. Performance against the Shire's corporate KPIs is shown. Of the 14 KPIs presented, for the period 1 April – 30 June 2012 –
- Six are at or exceeding their target.
 - One is within 10% of its target.
 - Seven are below 10% of their target.
8. It should be noted that some of the KPIs shown are beyond the control of officers, for example, number of building applications received, which also impacts the number of applications approved. A review of the Shire's KPIs has been undertaken, with the new strategic plan in mind. The KPIs from 1 July 2013 will be more relevant, and will not include these uncontrollable measures.

Major Projects

9. The progress of a number of major projects for 2012/2013 is shown. All projects have been completed for the financial year, with the following exceptions –
- Coordinate and manage Shire of Kalamunda events held throughout the year, and provide support to community events.
 - Develop and upgrade Lalor Place POS to a local level developed park (deferred pending approval from the Minister for Planning to utilise cash-in-lieu funds).
 - Preparation of the Local Housing Strategy (90% complete, report to be prepared once advertising period has closed).
 - Oversee works at Central Hall (KADS) - replacement of roof, replacement of wall and major structural refurbishment (deferred to 2013/2014).
 - Oversee works at Carilla Camping Ground - upgrade facility inclusive of improved disability access and provide a water connection to the Heritage Building and a shelter over the BBQ area (66% completed, balance to be completed in 2013/2014).
 - Oversee the installation of new toilets at the Kalamunda History Village to accommodate visitors on site (deferred to 2013/2014).
 - Hills Orchard Study Review (deferred to August OCM).
 - Review the current Chart of Accounts and develop a better, easier to work with COA (75%, will be completed in 2013/2014).

Comments indicating the status of the projects and their current progress are included in pages 6 to 22 of the report.

STATUTORY AND LEGAL CONSIDERATIONS

10. Nil.

POLICY CONSIDERATIONS

11. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

12. The report is presented to keep Council informed of the organisation's progress. The community is advised of the Shire's achievements and progress via the Annual Report.

FINANCIAL CONSIDERATION

13. Financial progress is reported monthly via the Monthly Financial Statements.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

14. *Kalamunda Advancing: Strategic Community Plan to 2023*
OBJECTIVE 6.7 – To provide a business environment that strives for continuous improvement through the use of highly effective business systems and processes.
Strategy 6.7.4 Develop and maintain information systems to capture, monitor and compare corporate data and performance.

SUSTAINABILITY

Social Implications

15. Nil.

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

RISK MANAGEMENT CONSIDERATIONS

18.

Risk	Consequence	Likelihood	Mitigation Required
Project Slippage	Medium	Low	Only required if quarterly reporting system and regular monitoring was not being undertaken.
Lack of Accountability	High	Low	Only required if quarterly reporting system and regular monitoring was not being undertaken.

OFFICER COMMENT

19. Nil.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 53/2013)

That Council:

1. Receives the Quarterly Progress Report for April – June 2013.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Margaret Thomas**

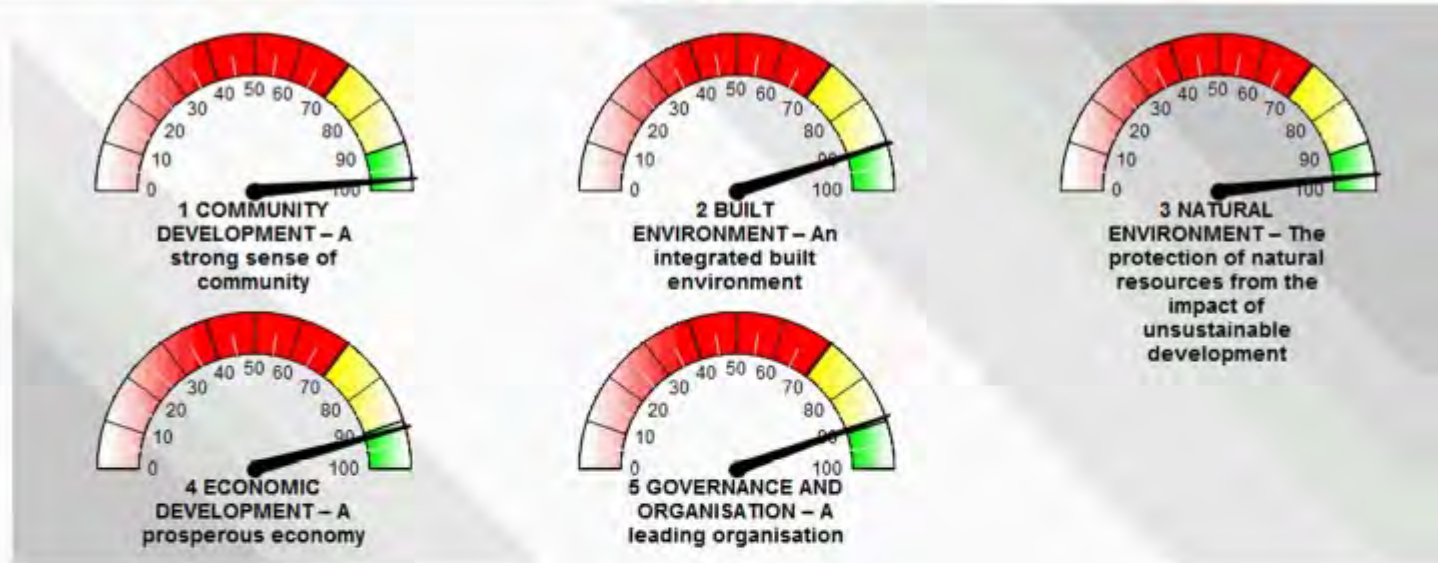
Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1

Quarterly Progress Report – April-June 2013



Quarterly Progress Against Goals



Shire of Kalamunda **April to June 2013 - Quarterly Progress Report**

GOAL AREA	NO. OF COUNCIL PLAN ACTIONS	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET
1 COMMUNITY DEVELOPMENT – A strong sense of community	90	82	4	1	0	3
2 BUILT ENVIRONMENT – An integrated built environment	149	117	20	10	0	2
3 NATURAL ENVIRONMENT – The protection of natural resources from the impact of unsustainable development	23	18	5	0	0	0
4 ECONOMIC DEVELOPMENT – A prosperous economy	22	18	2	2	0	0
5 GOVERNANCE AND ORGANISATION – A leading organisation	253	172	30	23	0	28

Shire of Kalamunda		April to June 2013 - Quarterly Progress Report					
Corporate Scorecard							
Corporate Indicators							
KPI	Jul 12 - Jun 13	Unit	Target YTD	Actual YTD	Period Target	Period Actual	Indicator
Customers							
Customer requests responded to within 5 working days		%	98.00	88.05	98.00	84.04	
<i>Executive Comments : Performance improved in May and June. Remaining consistently close to 85%. Result for April: 76.69%; May: 86.65%; June: 88.78%.</i>							
Incoming correspondence responded to within 5 working days		%	98.00	86.11	98.00	76.54	
<i>Executive Comments : Performance remaining consistently close to 75%. Result for April: 73.44%; May: 78.87%; June: 77.30%.</i>							
Employees							
Lost time to injury - number of injuries (per business unit)		#	2.00	0.06	2.00	0.05	
<i>Executive Comments : Result remaining consistently low. Result for April: 0; May: 0.14; June: 0.</i>							
Staff turnover rate (FTE terminations as a % of total employees)		%	8.00	1.13	8.00	0.01	
<i>Executive Comments : Employee turnover remaining at a low level. Result for April: 0.01; May: 0.01; June: 0.01.</i>							
Governance Management							
Councillor enquiries actioned within 2 days		%	100.00	94.42	100.00	89.88	
<i>Executive Comments : Result remains consistently high, although the "actual" varies. This is likely due to business units failing to update the KPI by the due date, rather than failure to respond to enquiries within the required timeframe. Result for April: 85.71%; May: 91.07%; June: 92.86%.</i>							
Project Management							
Projects - % of projects in IPM with budget performance on track		%	98.00	92.86	98.00	80.95	
<i>Executive Comments : Currently it is not possible to budget at task level in our management systems, so individual project budgets can not be monitored accurately via IPM. Result for April: 85.71%; May: 85.71%; June: 71.43%.</i>							
Projects - % of projects in IPM with project progress on track		%	98.00	86.86	98.00	77.00	

Shire of Kalamunda April to June 2013 - Quarterly Progress Report




Corporate Indicators							
KPI	Jul 12 - Jun 13	Unit	Target YTD	Actual YTD	Period Target	Period Actual	Indicator
<i>Executive Comments : Issue with lack of updates for this measure. Result for April: 78.57%; May: 80.99%; June: 71.43%.</i>							
Statutory Compliance							
Building applications outstanding		#	450.00	110.00	112.50	0.00	
<i>Executive Comments : 70 applications are currently pending information or Planning approvals. 23 applications shown as processing. No applications as such are outstanding. Result for April: 0; May: 0; June: 0.</i>							
Building applications received		#	1,680.00	1,854.00	420.00	452.00	
<i>Executive Comments : Figures are typical for the end of a financial year. Result for April: 137; May: 194; June: 121.</i>							
Building licences approved		#	1,740.00	1,721.00	435.00	419.00	
<i>Executive Comments : Results remain high (within the constraints of the number of applications received). Result for April: 137; May: 132; June: 150.</i>							
Development applications determined within 20 days		#	500.00	457.00	124.97	99.00	
<i>Executive Comments : Not all applications are able to be determined within 20 days, due to having to be advertised or referred to State Government departments for comment or determination, or having to be determined by Council or the Minister for Planning. Result for April: 31; May: 43; June: 25.</i>							
Planning applications approved		#	720.00	682.00	180.00	195.00	
<i>Executive Comments : Fewer applications received and therefore determined. Result for April: 60; May: 87; June: 48.</i>							
Planning applications outstanding		#	60.00	70.00	15.00	32.00	
<i>Executive Comments : Dependent on the number of applications received. Result for April: 4; May: 15; June: 13.</i>							
Planning applications received		#	720.00	774.00	180.00	199.00	
<i>Executive Comments : The slight decrease could be related to the end of the financial year or a slow down in the market. Result for April: 67; May: 74; June: 58.</i>							






Shire of Kalamunda

April to June 2013 - Quarterly Progress Report

Major Projects





-  At least 90% of action target achieved
-  Between 40 and 90% of action target achieved
-  Less than 40% of action target achieved

ACTION	RESPONSIBLE PERSON POSITION	% COMP	STATUS	START DATE	END DATE	PROGRESS
Goal: 1 COMMUNITY DEVELOPMENT – A strong sense of community						
Outcome: 1.1 Enhanced quality of life for the aged and disabled						
Strategy: 1.1.2 Facilitate the provision of the required level of high and low residential care places in the appropriate locations to meet current and future demand by collaborating with residential care providers						
1.1.2.1 Manage the investigations and ongoing development associated with aged care facilities being developed on Wilkins Road	Manager Economic, Property & Procurement Services	100.00%	In Progress	01/05/2011	30/06/2013	 GREEN
PROGRESS COMMENTS Amendment has been sent to the Metropolitan Region Scheme and is with the West Australian Planning Commission for initiation. Environmental applications are being progressed.						
Strategy: 1.1.3 Expand home support and community care services so that remaining at home as independently as possible is a realistic option for most aged and disabled						
1.1.3.3 Ensure that the Kalamunda Home and Community Care Business Case (2010-2014) is reviewed annually.	Seniors and Disabilities Officer	100.00%	In Progress	01/07/2012	30/06/2013	 GREEN
PROGRESS COMMENTS The Community Care service participated in a Quality Review, as directed by the Department of Health (HACC) and the Department of Health and Ageing (CACP) in November 2012. The data from this process will assist with the preparation of the Community Care Business Plan 2013-14.						
1.1.3.1 Develop, implement and monitor a robust continuous improvement process	Seniors and Disabilities Officer	100.00%	In Progress	01/07/2012	30/06/2013	 GREEN
PROGRESS COMMENTS All mechanisms in place to capture feedback from stakeholders continue to be well used and result in continual improvement of processes and practices. The recent results of the Quality Review demonstrated that this process is effective.						
Strategy: 1.1.4 Ensure that people with disabilities have the same opportunities as other people to access the services, events and facilities of the Shire						




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

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Shire of Kalamunda		April to June 2013 - Quarterly Progress Report				
Strategy: 1.1.4 Ensure that people with disabilities have the same opportunities as other people to access the services, events and facilities of the Shire						
1.1.4.3 Oversee the construction of an accessible toilet and changing room at Kalamunda Water Park (IPM Project PR-7107/12)	Coordinator Building Maintenance	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS Work Commenced 11th February. Fully completed and handed over 1st May 2013 Project on time and within budget allocated.						
Outcome: 1.2 A vibrant Arts and Cultural life community						
Strategy: 1.2.1 Strengthen the community spirit through the provision of cultural activities promoting participation and capacity building in partnership with community groups and networks						
1.2.1.7 Review the Shire's Community Cultural Plan with community input.	Coordinator Community & Cultural Services	100.00%	Deferred	01/07/2012	30/06/2013	
PROGRESS COMMENTS The review of the Community Cultural Plan has been deferred until 2013/14 when Shire Officers will develop a framework to enable consultation and development of the Shire's Cultural Plan.						
1.2.1.13 Oversee the development of the Kalamunda Community Garden.	Coordinator Community & Cultural Services	100.00%	Completed	01/09/2012	30/06/2013	
PROGRESS COMMENTS Following the completion of a tree removal and installation of a boundary fence, Grow It Yourself Kalamunda Group are continuing with the establishment of the community garden towards an official opening scheduled for September 2013.						
1.2.1.6 Ensure the Shire gains optimum value from the Kalamunda Performing Arts Centre through the provision of a varied programme of activities.	Customer Service Officer - Kalamunda Performing Art Centre	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS The Kalamunda Performing Arts Centre had a busy month in June hosting some well attended and popular activities such as: Morning Music - another well attended show with over 250 people attending, predominantly seniors and a large contingent of disabled clients with carers. The Book Club - the high profile show attracted a diverse audience, totalling in excess of 450 people, over two nights. Many attending expressed their excitement to have a show of this calibre at their local theatre.						

Shire of Kalamunda **April to June 2013 - Quarterly Progress Report**

Strategy: 1.2.1 Strengthen the community spirit through the provision of cultural activities promoting participation and capacity building in partnership with community groups and networks						
PROGRESS COMMENTS						
Youth Careers Expo - over 600 students and 35 stall holders were present at the inaugural event conducted by the Shire.						
1.2.1.5 Oversee Men's Shed operations, inclusive of the relocation of the Kalamunda Men's Shed.	Coordinator Community & Cultural Services	100.00%	Completed	01/07/2012	31/12/2012	
PROGRESS COMMENTS						
1. Kalamunda Men's Shed The Kalamunda Men's Shed Relocation project to the former Lesmurdie Scout Hall has been completed.						
2. Foothills Men's Shed Following a short-term shared arrangement of the Men's Shed Boss over an eight week period in March to assist in assessing the Foothills Men's Shed operations, a recent Council resolution in May will result in further involvement of the Men's Shed Boss.						
Strategy: 1.2.3 Support the community's desire to celebrate culture through a broad cross-section of festivals and events whilst maximising partnerships and financial opportunities						
1.2.3.6 Coordinate and manage Shire of Kalamunda events held throughout the year, and provide support to community events.	Art Gallery and Events Coordinator	92.00%	In Progress	01/07/2012	30/06/2013	
PROGRESS COMMENTS						
The Event Review continues to gather ideas and feedback from the community and event stakeholders.						
Discussions are underway to ensure the return of the Perth Hills Wine Show to Kalamunda. It has been held in Mundaring for the past four years. With the cancellation of the Mundaring Truffle Festival, the opportunity has arisen to attract this key event back to Kalamunda.						
A new marathon event with the Zig Zag as the featured location is currently being developed for 2014. Discussions are currently being held with the event developer.						
Outcome: 1.3 The community has access to a diverse range of recreational opportunities						
Strategy: 1.3.1 Manage the effective promotion, planning and usage of recreational spaces, services and facilities						
1.3.1.10 Undertake a review of the Community Facilities Plan priorities in conjunction with the long term financial plan.	Manager Community Development	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS						



Shire of Kalamunda				April to June 2013 - Quarterly Progress Report			
Strategy: 1.3.1 Manage the effective promotion, planning and usage of recreational spaces, services and facilities							
PROGRESS COMMENTS							
The 10 Year Community Facilities Plan and Building Rationalisation Plan were both presented to a Councillor Workshop in April and subsequently endorsed as part of the 10 year Long Term Financial Plan.							
These plans will continue to be reviewed on an annual basis and considered through budget deliberation processes.							
1.3.1.9 Monitor the performance of the Kalamunda Water Park.	Coordinator Recreation Services	100.00%	Completed	01/07/2012	30/06/2013		
PROGRESS COMMENTS							
The centre is currently closed for the winter season and the annual report for 2012/13 is currently being finalised with YMCA.							
1.3.1.14 Oversee the construction of lighting and fencing at Maida Vale Reserve (IPM project PR-7071/12)	Coordinator Building Maintenance	100.00%	Completed	01/07/2012	30/06/2013		
PROGRESS COMMENTS							
The cost of the project for lighting of small-ball sports exceeded budget. Project to be cancelled pending further investigation.							
1.3.1.13 Oversee the construction of a toilet block at Jorgensen Park (IPM Project PR-7044/12)	Coordinator Building Maintenance	100.00%	Deferred	01/07/2012	30/06/2013		
PROGRESS COMMENTS							
Project has been deferred after discussion with Learning Centre Committee to undertake a broader masterplanning process in 2013/14. Survey & Design to develop site requirements in line with long term strategies. All construction works at future point in time.							
1.3.1.7 Undertake the development of a Masterplanning process for Darling Range Sports College Public Open Space.	Coordinator Recreation Services	100.00%	Completed	01/07/2012	30/06/2013		
PROGRESS COMMENTS							
The Draft Masterplan is now finalised, with the community consultation, audit of existing facilities and feasibility components of the project now complete.							
A presentation to Council is proposed to occur in July.							
Strategy: 1.3.2 Develop the current shared pathways network to adequately provide for walking, cycling and recreational hiking							




Shire of Kalamunda		April to June 2013 - Quarterly Progress Report				
Strategy: 1.3.2 Develop the current shared pathways network to adequately provide for walking, cycling and recreational hiking						
1.3.2.1 Contribute towards the development of a Regional Trails Masterplan in conjunction with the Shire of Mundaring, Department Environment Conservation and Eastern Metropolitan Regional Council.	Coordinator Recreation Services	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS The draft Regional Trails Masterplan has now been completed, with a presentation to Council scheduled to occur in July.						
Strategy: 1.3.4 Develop active and passive recreational facilities based on environmentally sustainable principles						
1.3.4.9 Implement Woodlupine Living Stream Project.	Environmental Coordinator	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS Earthcare Landscapes are progressing well with the project. Parks have provided valuable input to some tweaking of the on-ground design and layout. The Woodlupine team have met and are determining the finishing features required to complete the area i.e. BBQ, seating and fence.						
1.3.4.3 Investigate alternative water sources at Hartfield Park Reserve	Recreation Services Officer	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS Stage 2 of the Hydrology tests have now been completed, with the preliminary results indicating that the project is feasible. An update on the progress of the project will be included in a presentation to Council on the overall redevelopment of Hartfield Park Reserve later this year.						
1.3.4.2 Develop and upgrade Lalor Place POS to a Local level developed park (IPM Project PR-7109/12)	Coordinator Recreation Services	92.00%	Deferred	01/07/2012	30/06/2013	Deferred
PROGRESS COMMENTS Awaiting approval from the Minister for Planning to utilise cash-in-lieu funds to undertake the project.						
Outcome: 1.4 The Shire of Kalamunda is a safe and secure community						
Strategy: 1.4.2 Facilitate and, where appropriate, support and educate the community in the development and implementation of community safety and crime prevention initiatives						
1.4.2.1 Research and develop a Safer Community Strategy.	Director Corporate and Community Services	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS						

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Shire of Kalamunda **April to June 2013 - Quarterly Progress Report**

Strategy: 1.4.2 Facilitate and, where appropriate, support and educate the community in the development and implementation of community safety and crime prevention initiatives						
The draft Community Safety and Crime Prevention Plan has been completed and is going through an internal review.						
Strategy: 1.4.3 Ensure effective planning for and coordinated management of emergencies within the Shire						
1.4.3.1 Facilitate the development and implement a community action plan for the Zig Zag antisocial issues in Gooseberry Hill.	Director Corporate and Community Services	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS Council adopted the Zig Zag Community Action Plan in December 2012. A range of reports are being developed to address the actions in the Plan.						
Outcome: 1.5 Opportunities and support for young people						
Strategy: 1.5.1 Facilitate a coordinated approach to identifying and meeting the needs of young people, maximising partnerships and financial opportunities						
1.5.1.2 Undertake an audit of skate park facilities within the Shire to determine future needs and establish priorities.	Coordinator Community & Cultural Services	100.00%	Completed	01/07/2012	01/03/2013	
PROGRESS COMMENTS Further to the completion of an audit of Shire Skate Park Facilities, the Forrestfield Skate Park has acquired external funding support to enable development of a new facility in 2013/14.						
1.5.1.1 Manage the implementation of the Shire's Youth Consultation Plan, consulting and empowering young people and service providers as appropriate to assist in the delivery of services and activities programmed and/or budgeted.	Strategic Projects Team Leader (Youth)	100.00%	Completed	01/07/2011	30/06/2013	
PROGRESS COMMENTS Youth Consultation Plan - priority tasks being progressed are as follows: 1. Youth Communications • Youth Web, Facebook and Blog are all experiencing increased traffic as a result of youth events and programmes being promoted. 2. Youth Council • Advisory Group has now met three times, inclusive of a workshop to develop leadership skills within the group. • An action plan for the first six months is being developed by the Youth & Community Assistant in consultation with the Advisory Group. • An additional group comprising Year 6 and Year 7 students was also engaged and exposed to a leadership workshop as part of succession planning for the Advisory Group.						

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Shire of Kalamunda

April to June 2013 - Quarterly Progress Report

Strategy: 1.5.1 Facilitate a coordinated approach to identifying and meeting the needs of young people, maximising partnerships and financial opportunities

PROGRESS COMMENTS





3. Skate Facilities

- Planning is underway for the development of the Forrestfield skate facility which will include consultation with local youth through the design process.







4. Youth Programming/Events



- The inaugural Kalamunda Careers Expo conducted in June was a huge success with over 600 local students and 35 industry stallholders in attendance.

Shire of Kalamunda **April to June 2013 - Quarterly Progress Report**





Goal: 2 BUILT ENVIRONMENT – An integrated built environment						
Outcome: 2.1 Meeting community needs today and into the future						
Strategy: 2.1.1 Develop and implement a policy and structure to ensure the effective management of Shire owned and managed land and buildings						
2.1.1.2 Continue to develop the Woodlupine Digital Hub as part of the Foothills Infrastructure Project	Manager Economic, Property & Procurement Services	100.00%	In Progress	01/09/2012	30/06/2013	
PROGRESS COMMENTS Expression of interest for RDAF funding unsuccessful in Round 4. Strategy being developed to liaise with Federal Government directly.						
Strategy: 2.1.2 Design and implement effective decision making frameworks for asset management						
2.1.2.1 Ensure Asset Management Plans are implemented for each class of assets.	Manager Infrastructure Operations	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS Asset Management Policy and Asset Management Strategy have been completed and endorsed by Council.						
Strategy: 2.1.5 Ensure the local planning scheme, strategy and policies appropriately consider future growth expectations						
2.1.5.1 Preparation of the Local Housing Strategy	Coordinator Statutory Planning	90.00%	In Progress	01/07/2012	30/06/2013	
PROGRESS COMMENTS Council endorsed the draft strategy for the purposes of advertising on 26 April 2013. The advertising period concludes 2 August, following which the submissions received will be assessed and a report prepared to the September Council meeting for adoption.						
Outcome: 2.2 Development of urban design to meet community aspirations of history, heritage and lifestyle values						
Strategy: 2.2.1 Support the preservation of historic sites and buildings						
2.2.1.2 Undertake a review of the Municipal Inventory of Heritage Places.	Coordinator Strategic Planning	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS The first draft of the stage 1 municipal inventory review was completed in June 2013. The Stage 2 of the review is now underway.						
Strategy: 2.2.2 Ensure that the construction of buildings, roads, footpaths, and other elements of the built environment is carried out in compliance with legislation, the local planning scheme, strategy, policies and best practice environmental design principles						

Shire of Kalamunda **April to June 2013 - Quarterly Progress Report**

Strategy: 2.2.2 Ensure that the construction of buildings, roads, footpaths, and other elements of the built environment is carried out in compliance with legislation, the local planning scheme, strategy, policies and best practice environmental design principles						
2.2.2.12 Develop drainage guidelines including water sensitive urban design principles and ensure these are provided on the Shire website.	Manager Infrastructure Operations	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS Several developments made in relation to design principles and standards. Further work is required as this is an ongoing project.						
Outcome: 2.3 Long term viability of infrastructure and facilities						
Strategy: 2.3.2 Maintain, refurbish or upgrade existing infrastructure to encourage increased utilisation and extension of asset life						
2.3.2.1 Implement the annual footpath construction renewal programme.	Supervisor - Footpaths	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS All projects except Milner Road have been completed.						
2.3.2.16 Implement annual car park construction programme	Works Supervisor - Roads	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS All projects completed.						
2.3.2.19 Implement the annual road renewal construction programme	Works Supervisor - Roads	100.00%	In Progress	01/07/2011	30/06/2021	
PROGRESS COMMENTS Kalamunda and Midland Road intersection hot mix and kerb completed, linemarking outstanding.						
2.3.2.10 Implement the annual drainage construction programme	Works Supervisor - Drainage	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS All projects completed						
2.3.2.18 Implement the actions defined in the asbestos management plan and audits in line with budget allocation	Coordinator Building Maintenance	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS						

Shire of Kalamunda			April to June 2013 - Quarterly Progress Report			
Strategy: 2.3.2 Maintain, refurbish or upgrade existing infrastructure to encourage increased utilisation and extension of asset life						
PROGRESS COMMENTS						
Review of Asbestos Management Plan and Asbestos Management Register is underway to improve outcomes and functionality. Coffey Group (Environmental Consultants) have been engaged for this review of the Asbestos Management Plan.						
1st Draft of Asbestos Management Plan updates are being reviewed. An updated works program is also underway.						
Asset Management to develop in line with service standards based on condition and rationalisation requirements. No further work to be undertaken this year. This is an annually budgeted program.						
2.3.2.25 Arrange compliance checks of Shire buildings for electrical safety, and programme the installation of RCDs and other upgrades as required	Coordinator Building Maintenance	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS						
All nominated sites are completed for 2012/2013 financial year.						
2.3.2.17 Implement the annual drainage renewal construction programme	Works Supervisor - Drainage	100.00%	In Progress	01/07/2012	30/06/2013	
PROGRESS COMMENTS						
Renewals programmed for 2012 - 2013: Blackbutt Way - Completed Traylen Road - Creek restoration - Completed Courtney Place - Filling in of open drain - Completed						
2.3.2.40 Oversee works at Central Hall (KADS) - replacement of roof, replacement of wall in Western direction and major structural refurbishment (IPM Project PR-5176/10)	Coordinator Building Maintenance	0.00%	Deferred	01/07/2012	30/06/2013	Deferred
PROGRESS COMMENTS						
Carry over project for 2013-14. Planning and design fully completed. To be tendered in 2013/2014 financial year.						
Strategy: 2.3.3 Maintain, refurbish or upgrade reserves and park lands infrastructure, and maintain reserves support infrastructure such as public amenities and playgrounds						




Shire of Kalamunda **April to June 2013 - Quarterly Progress Report**





Strategy: 2.3.3 Maintain, refurbish or upgrade reserves and park lands infrastructure, and maintain reserves support infrastructure such as public amenities and playgrounds						
2.3.3.10 Oversee works at Carilla Camping Ground - upgrade facility inclusive of improved disability access and provide a water connection to the Heritage Building and a shelter over the BBQ area (IPM Project PR-112/10)	Coordinator Building Maintenance	66.00%	In Progress	01/07/2012	30/06/2013	
PROGRESS COMMENTS Planning and design fully completed. Purchase orders have been raised and ordered with successful tenderer. Work was programmed to start May to be completed by the end of June. Unforeseen delays have occurred - project will still continue. New timeframes yet to be determined. Partial carry over project for 2013-14. Partially completed - outstanding construction of toilet facility to be carried over for construction to be completed in first half of new financial year. Building Maintenance to confirm with Manager of Infrastructure and Manager of Finance that correct carry over funding has been allocated correctly.						
2.3.3.11 Oversee the installation of new toilets at the Kalamunda History Village to accommodate visitors on site (IPM Project PR-7067/12)	Coordinator Building Maintenance	40.00%	In Progress	01/07/2012	30/06/2013	
PROGRESS COMMENTS Carry over project for 2013/14						
Strategy: 2.3.4 Maintain and improve local road and verge networks and implement traffic management initiatives where required						
2.3.4.17 Seek funding from Federal Government, and other sources for National and State Black Spot projects, including potential Black Spot locations.	Director Development and Infrastructure	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS No funding application was submitted under the National and State Blackspot Programme for 13/14. Applications were submitted for 14/15.						
2.3.4.22 Oversee works on Abernethy Road, from Dundas Road to Kalamunda Road (IPM Project PR-5726/10)	Manager Infrastructure Operations	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS						

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Strategy: 2.3.4 Maintain and improve local road and verge networks and implement traffic management initiatives where required							
PROGRESS COMMENTS							
Due to issues with service easements the project has been deferred to 2013/14.							
Strategy: 2.3.5 Develop and facilitate private/public partnerships to fund and provide infrastructure and facilities							
2.3.5.3 Cell 9 Project Management	Manager Development Services	100.00%	Completed	01/07/2012	30/06/2013		
PROGRESS COMMENTS							
Project Management is ongoing.							
Presently negotiating with the owner of Trees A Green to secure agreement for the extension of Arthur Road through to The Promenade.							
Waiting on approval from the Water Corporation for the realignment of the Woodlupine Creek.							
A scheme review of the Developer Contribution cost is currently underway.							
2.3.5.1 Investigate opportunities for the development of Pioneer Park.	Director Corporate and Community Services	100.00%	Completed	01/07/2012	30/06/2013		
PROGRESS COMMENTS							
A range of investigations are currently underway to establish feasibility and costs of remediation and redevelopment of the recreation ovals, as well as potential land uses and partnership opportunities.							
Goal: 3 NATURAL ENVIRONMENT – The protection of natural resources from the impact of unsustainable development							
Outcome: 3.2 Develop and implement local and regional policies and initiatives to mitigate climate change impacts							
Strategy: 3.2.5 Facilitate and encourage the use of alternative renewable energy sources							
3.2.5.1 Develop, implement and review the Shire's local and regional initiatives to mitigate and adapt to climate change impacts through the Carbon Emissions Reduction Action Plan.	Environmental Coordinator	100.00%	Completed	01/07/2012	30/06/2013		
PROGRESS COMMENTS							
The local climate change adaptation action plan has undergone its final review, preparation for Council endorsement is now required.							





Shire of Kalamunda		April to June 2013 - Quarterly Progress Report				
Goal: 4 ECONOMIC DEVELOPMENT – A prosperous economy						
Outcome: 4.1 Improved transport access to Perth CBD and other major centres / facilities						
Strategy: 4.1.2 Advocate for the extension of rail facilities to the Perth airport and the Kalamunda region						
4.1.2.1 Identification of preferred Perth Airport Rail route alignment and location of railway station east of Perth International Airport.	Manager Development Services	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS Perth Transport Authority are in the process of forming a working group comprising of key stakeholders including the Shire of Kalamunda. Meetings are ongoing with the key stakeholders.						
Strategy: 4.1.3 Work with the Department of Planning, other relevant government agencies, and other local governments to implement the Kewdale-Hazelmere Integrated Master Plan						
4.1.3.2 Oversee the design for the upgrade of Abernethy Road to dual carriageway (from railway bridge to Kalamunda Road).	Manager Infrastructure Operations	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS Design completed.						
4.1.3.3 Continue planning strategies for Stage 2 and 3 of the Forrestfield/High Wycombe Industrial Area.	Manager Development Services	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS In June 2013 Council endorsed to request the WA Planning Commission to initiate an amendment to the Metropolitan Scheme for Stage 3 of the Industrial Area to rezone the land from Rural to Urban. The submission is presently with the WA Planning Commission for consideration.						
4.1.3.4 Finalise Planning Requirements for Stage 1 of the Forrestfield / High Wycombe Industrial Area.	Manager Development Services	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS Planning for Stage 1 now finalised. Development applications for Stage 1 can now be received.						
Outcome: 4.2 Increased opportunities for local business and employment						
Strategy: 4.2.4 Preserve the economic viability of agricultural and viticultural land use activities						

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Strategy: 4.2.4 Preserve the economic viability of agricultural and viticultural land use activities						
4.2.4.1 Hills Orchard Study Review.	Coordinator Strategic Planning	91.00%	In Progress	01/07/2012	30/06/2013	
PROGRESS COMMENTS						
A report to the July Development & Infrastructure Services Committee Meeting seeking Council approval to advertise the Strategy was deferred to the August Council Meeting to provide Council with sufficient time to review the document.						






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Goal: 5 GOVERNANCE AND ORGANISATION – A leading organisation						
Outcome: 5.1 Governance and planning						
Strategy: 5.1.1 Develop, implement and regularly review the Shire's strategic management plans and corporate business plans						
5.1.1.2 Produce a draft Strategic Community Plan and a community engagement strategy in line with new Integrated Planning Legislation.	Director Corporate and Community Services	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS The draft Plan was endorsed by Council in November 2012 to be advertised for public comment for 60 days. All community comments have now been compiled and reviewed. The Plan was presented to Council in March for adoption.						
5.1.1.3 Implement the Strategic Community Plan 2012-2022 and the Community Engagement Strategy.	Director Corporate and Community Services	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS A roll out of the Strategic Community Plan and the Community Engagement Strategy has commenced. Shire systems have been updated to reflect the new plans and Council reports are now aligned to the new Plans.						
5.1.1.15 Develop a Long Term Plan for IT that highlights forecasted equipment needs, likely software reviews and replacements, service levels and future trends in IT that the Shire should be investigating over the next 10 years.	Manager Technology and Corporate Support	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS This has been completed and presented to Council awaiting budget allocation						
Strategy: 5.1.3 Ensure appropriate systems and procedures are in place to comply with statutory requirements						
5.1.3.21 Review the current Chart of Accounts (COA) and develop a better, easier to work with COA, ready for use by 2013/14.	Manager Financial Services	75.00%	In Progress	01/09/2012	30/06/2013	
PROGRESS COMMENTS Meetings with the Albany and Kalgoorlie local governments went well and a lot of ideas were gathered, which are now being investigated with the Management Accounting team.						



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Shire of Kalamunda		April to June 2013 - Quarterly Progress Report				
Strategy: 5.1.3 Ensure appropriate systems and procedures are in place to comply with statutory requirements						
PROGRESS COMMENTS Initial work has been started on the Chart Of Accounts project. Business Unit Structure has been presented to the Senior Management Group in February and comments received. Need to allow for restructure in the Operations business unit. Feedback has been received in regard to simplifying cost centres and element cost codes. Project has been carried forward to 2013/14 due to resources diverted to complete the LTFP.						
Strategy: 5.1.4 Regularly review and develop local laws and policies to ensure relevance to the strategic direction of the Shire and community						
5.1.4.2 Research and produce Shire policies as required.	Director Corporate and Community Services	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS A full review of all Shire policies has been completed, which included the development of a policy framework and a range of new policies that were required as a result of the recent forensic audit. All new Policies were adopted in June 2013.						
Outcome: 5.4 Diversify revenue and funding sources						
Strategy: 5.4.1 Measure, monitor and improve cost and effectiveness of the functions and services of the Shire						
5.4.1.14 Undertake a comprehensive review of the Shire's IT leasing arrangement with Macquarie removing ISIS and provide an evaluation of the lease in terms of lease versus buy option in preparation for the 2012/13 budget.	Manager Technology and Corporate Support	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS Options are being presented by the Commonwealth Bank, dell and one other finance company to see if we can get a more cost effective structure in place with our current lease arrangements until the contract expires.						
Outcome: 5.5 Finance and business systems meet the needs of the organisation						
Strategy: 5.5.2 Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements						
5.5.2.8 Oversee the development of the Shire's Long Term Financial Plan.	Director Corporate and Community Services	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS						

Shire of Kalamunda **April to June 2013 - Quarterly Progress Report**

Strategy: 5.5.2 Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements						
PROGRESS COMMENTS The Long Term Financial Plan (LTFP) was adopted on 24 June 2013.						
Strategy: 5.5.3 Ensure business continuity and risk management plans are in place and reviewed regularly						
5.5.3.4 Annually review and update the Shire's long-term financial plan in line with planning developments, business plans, organisational growth and rating	Manager Financial Services	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS The Long Term Financial Plan and Annual Budget were successfully approved by Council on 24 June 2013.						
Strategy: 5.5.4 Ensure appropriate systems and procedures are in place to enhance effective business management						
5.5.4.5 Develop and implement an organisational workforce plan to understand and manage the supply and demand of human resources, in line with the regulatory requirements for integrated planning.	Manager Human Resources & Organisational Development	100.00%	Completed	01/07/2012	30/06/2013	
PROGRESS COMMENTS The Workforce Plan has been adopted.						

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

**54. Community Sport and Recreation Facilities Fund Small Grants
2013/14**

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	N/A
Applicant	N/A
Owner	N/A
Attachment 1	Assessment Matrix

PURPOSE

1. To consider supporting two applications for funding through the Department of Sport and Recreation's ("DSR") Community Sport and Recreation Facilities Small Grant Fund ("CSRFF").

BACKGROUND

2. Through the CSRFF program, the State Government provides financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation with an emphasis on increasing physical activity through the provision of well-planned facilities.
3. The Shire's role in the provision of the funding is to call for applications and assess them in priority order, and rate each application received (Attachment 1).
4. The maximum grant approved will be no greater than one third of the total estimated project cost.
5. There is no obligation on the local government authority to make any contribution to a project.
6. All applications for this small grants round are to be received by the DSR by 31 August 2013 for assessment.
7. Successful applicants will be advised in October 2013, with funds to be expended by 15 June 2014.

DETAILS

8. The Shire of Kalamunda has two internal applications for the DSR CSRFF 2013/2014 small grants funding round.

Pioneer Park Master Plan

9. The Shire of Kalamunda will be submitting an application for the completion of a Master Plan for Pioneer Park located on Dawson Avenue in Forrestfield.
10. The Plan will aim to provide strategic direction and guidance, together with a detailed design for the future development of Pioneer Park over the next 10-20 years.
11. The Plan will identify overall usage of the entire site including design/layout features, potential upgrades of existing and new facilities, sports lighting design and clubroom requirements
12. The proposed cost contribution is as follows:

Organisation	Contributions ex GST
CSRFF	\$18,333
Shire of Kalamunda	\$36,666
Total Project Cost	\$55,000

Ray Owen Sports Centre Lighting Project

13. The Shire of Kalamunda will be submitting an application for the installation of LED lighting at the Ray Owen Sports Centre.
14. The project is to replace the existing lighting on the Ray Owen Sports Centre's six indoor courts with LED lighting fittings.
15. The installation of LED lights will aim to reduce power usage at the site by 60% and will assist in reducing the current issues being experienced with power shortages.
16. The proposed cost contribution is as follows:

Organisation	Contributions ex GST
CSRFF	\$43,333
Shire of Kalamunda	\$86,667
Total Project Cost	\$130,000

STATUTORY AND LEGAL CONSIDERATIONS

17. Nil.

POLICY CONSIDERATIONS

18. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

19. As part of the Darling Range Master Planning process, a significant amount of consultation was undertaken with potential user groups and the broader community which identified the need to develop the Pioneer Park site.
20. Should the CSRFF funding be successful, the Shire would then engage the relevant stakeholders as part of the consultation process.

FINANCIAL CONSIDERATION

21. The Shire of Kalamunda's contribution towards the proposed projects will be dependent on the outcome of the CSRFF applications and is proposed to be considered as part of the 2013/2014 mid-year budget process. The Shire will be advised of outcome in November 2013.
22. The Kalamunda Basketball Association ("KBA") have provided a verbal indication of support for the Ray Owen Sports Centre lighting project and have also indicated they may be in a position to contribute towards the capital costs.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 1.9 - To provide high quality facilities to meet the needs of our current and our future community.

Strategy 1.9.1 Support and deliver a long term approach to community facilities planning.

SUSTAINABILITY

Social Implications

24. The provision of high quality community sport and recreation facilities is essential in fostering a positive sense of community health and wellbeing.

Economic Implications

25. Nil.

Environmental Implications

26. The installation of LED light fittings at the Ray Owen Sports Centre will greatly assist in reducing the sites overall carbon footprint by reducing power consumption by 60%.

RISK MANAGEMENT CONSIDERATIONS

27. Nil.

OFFICER COMMENT

28. Through the CSRFF program, the State Government provides financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation with an emphasis on increasing physical activity through the provision of well-planned facilities.
29. The Department of Sport and Recreation requires all applications to be assessed by each local government authority and provide a ranking according to the local government's assessment. It should be noted, there is no obligation on the Shire to support a project.
30. A summary of each application in relation to the criteria and ranking is included (Attachment 1). The following priority order has been identified:
 - a. Pioneer Park Master Plan
 - b. Ray Owen Sports Centre Lighting Project

Pioneer Park Master Plan

31. The development of a Master Plan for Pioneer Park has been ranked as the first priority, as there is an increasing need for additional public active open space in the Forrestfield area due to existing open space within the area already being operated at capacity.
32. The Darling Range Master Plan identified a shortfall of approximately 17.5ha in public open space to accommodate the projected growth over the next 20 years. Should Pioneer Park be redeveloped, this shortfall would be reduced to 9.5ha within the foothills.
33. The development of a Master Plan for the Pioneer Park site is critical in determining the overall needs of the proposed development and confirming the necessary expenditure required to undertake the works.

Ray Owen Sports Lighting Project

34. The Ray Owen Sports Centre is home to both the Kalamunda and Districts Netball and Basketball Associations.
35. The Ray Owen Sports Centre lighting project has been ranked as the second priority.
36. In recent times, a number of power shortages have been experienced at the site resulting in periods of power outages.
37. The proposed lighting project involves the replacement of the existing 90 globes which currently light the six indoor playing courts, with the equivalent amount of LED light fittings. This will provide an overall reduction in power usage of 60% and will also assist in rectifying the current power supply issues at the site by reducing the overall usage.
38. In addition, the new fittings will provide a potential saving in power bills of approximately \$6,500 per year.

39. Should the Shire's submission be successful, Officers will follow up with KBA to firm up the possibility of them contributing towards the project, which would subsequently reduce the Shire's commitment.

Officers have amended an error on Attachment 1, the amended document is attached and the change highlighted.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 54/2013)

That Council:

1. Endorses the following applications for the Department of Sport and Recreation's 2013/2014 Community Sport and Recreation Facilities Small Grant Funding Program:
 - a. Pioneer Park Master Plan
 - b. Ray Owen Sports Centre Lighting Project
2. Considers allocating \$55,000 in the 2013/2014 mid-year budget review process for the Pioneer Park Master Plan study, subject to the successful outcome of the Community Sport and Recreation Facilities Fund application.

Following success of the Community Sport and Recreation Facilities Funding the cost contribution will be:

Organisation	Contributions ex GST
CSRFF	\$18,333
Shire of Kalamunda	\$36,666
Total Project Cost	\$55,000

3. Considers allocating \$130,000 in the 2013/2014 mid-year budget review process for the Ray Owen Sports Centre Lighting Project, subject to the successful outcome of the Community Sport and Recreation Facilities Fund application.

Following success of the Community Sport and Recreation Facilities Funding the cost contribution will be:

Organisation	Contributions ex GST
CSRFF	\$43,333
Shire of Kalamunda	\$86,667
Total Project Cost	\$130,000

Moved: **Cr Margaret Thomas**

Seconded: **Cr Frank Lindsey**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1 (Amended)

Assessment Matrix

Community Sporting Recreation Facility Fund 2013/2014 Applications

Project	Project Outline	Project Costs (excl. GST)	Have applied previously	Is in line with Strategic Plan	Responsibility of future financial costs	Impact on project, if application is not supported	Criteria (1- not relevant, 5 – highly relevant)										
							Project is justified	Potential to increase physical activity	Project is well planned	Community Input	Management Planning	Access and opportunity	Design	Financial viability	Co ordination	Sustainability	Recommended Ranking
Pioneer Park Masterplan	To develop a masterplan for Pioneer Park to aim to provide strategic direction and guidance for the future development of the Reserve over the next 10-20 years.	Total Cost \$ 55,000	No	Yes	Shire	Project may proceed should Council agree to funding total amount	5	4	5	4	4	4	3	5	4	5	43 (1)
		CSRFF request \$ 18,000															
		Shire contribution \$ 36,667															
Ray Owen Sports Centre LED Lighting Project	Full refurbishment and upgrade of existing change rooms located at Scott Reserve Pavilion Replacement of existing court light fittings with LED light fittings at the Ray Owen Sports Centre.	Total Cost \$ 130,000	No	Yes	Shire	Project may proceed should Council agree to funding total amount	4	3	4	4	3	3	3	4	3	5	36 (2)
		CSRFF request \$43,333															
		Shire contribution \$86,667															

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

55. Draft Perth Hills Trails Master Plan

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	N/A
Applicant	Shire of Kalamunda
Owner	Shire of Kalamunda
Attachment 1	Perth Hills Trails Master Plan

PURPOSE

1. For Council to receive the Draft Perth Hills Trails Master Plan.

BACKGROUND

2. In 2009, the Shire of Kalamunda and the Shire of Mundaring undertook the development of the Local Trails Plan. One of the key recommendations from this Plan was for the development of a Master Plan for trails within the Perth Hills Region.
3. Since this time, discussions have ensued between the Shire of Kalamunda ("SOK"), the Shire of Mundaring ("SOM"), Department of Environment and Conservation ("DEC") and the Eastern Metropolitan Regional Council ("EMRC"), and it has been agreed that the joint development of a Perth Hills Trails Master Plan was the best approach to move forward.
4. Each of the four stakeholders then agreed to contribute \$10,000 towards the costs of undertaking the Master Plan.
5. A Lotterywest application was then submitted in 2011 to engage a consultant to assist in undertaking the Master Plan study, which was successful in obtaining a grant of \$50,000 towards the project.
6. The SOM, on behalf of the four key stakeholders undertook a Request for Quotation process and subsequently engaged "Tredwell Management Services" to assist in the master planning process within the Perth Hills Region.
7. A significant amount of consultation and investigation has since occurred with the general community to determine the overall feasibility of the proposed project.
8. As such, Council is now presented with the Draft "Perth Hills Trails Master Plan".

DETAILS

9. The key objective of Perth Hills Trails Master Plan was to provide a high level strategic plan to guide the future development of trails within the Perth Hills region.

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10. The process in developing the Master Plan also included research and investigation of existing plans and policies, an audit and review of existing trails and an online community survey.
 11. During the development process, the State Government endorsed the Department of Water's Operational Policy 13: Recreation within Public Drinking Water Source Areas on Crown Land ("The Policy").
 12. The Policy has major implications on the provision of trails within a significant portion of the Perth Hills Region. The Policy outlines the following key conditions:
 - The recreation types and levels currently approved in Public Drinking Water Source Areas ("PDWSAs") outer catchments are supported to continue.
 - Existing recreational areas can be maintained or improved.
 - New recreation facilities and recreation types will be located outside proclaimed PDSWAs. Noting that the "recreation types" in Policy 13 are subject to review at five yearly intervals along with the Policy.
 13. Due to the restrictive nature of the Policy, the potential opportunities for trails development within the Perth Hills Region are limited. However, the Master Plan has been able to identify two potential opportunities for trails development and one opportunity to enhance an existing trail.
 14. In particular, the Master Plan recommends the development of a loop trail from Kalamunda, Pickering Brook and Bickley, the creation of a link from Kalamunda to the Railway Reserves Heritage Trail and the enhancement of a section of the Munda Biddi Trail.
 15. Overall the main outcomes of the Master Plan for the Shire are:
 - Development of a Hierarchy in trails provision.
 - Development of a loop trail between Kalamunda, Bickley and Pickering Brook for walkers and cyclists.
 - Opportunities to streamline marketing initiatives between DEC, SOK and SOM through improved branding and identification of synergies.
 - Develop a Perth Hills Trails Network logo and style guide.
 - Develop a rationalisation and enhancement program for trails identified to have low usage.
 - Investigate opportunities to source external funding to recruit a designated Trails Officer to work across the SOK, DEC and SOM.
 - Development and improvement of trails management practices.
 16. One further opportunity which has also been identified outside of the recommendations within the Master Plan is the potential to investigate linkages from the Foothills to the trails network within the Perth Hills.
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17. This could effectively be achieved by undertaking a similar master planning process of trails within the foothills region and would aim to identify possible links to the Perth Hills Trails Network.

STATUTORY AND LEGAL CONSIDERATIONS

18. *Local Government Act 1995* Section 3.18 (c) - Effective Management of Local Government Services & Facilities.

POLICY CONSIDERATIONS

19. Department of Water - Operational Policy 13: Recreation within Public Drinking Water Source Areas on Crown Land.

COMMUNITY ENGAGEMENT REQUIREMENTS

20. A significant amount of community consultation was undertaken during the development of the Master Plan, including discussions being held with a variety of stakeholders and interest groups.
21. An on-line survey was also established, which received 306 responses. This was a very positive response and could be seen as an indication of the level of interest within the community for trails development.
22. The survey process identified three key issues:
- Lack of number and diversity of trails.
 - Lack of maintenance on trails.
 - Signage (lack of, condition, type etc.).
23. These issues were then used as key drivers in the development of the strategies for improving trails provision within the Perth Hills Region.

FINANCIAL CONSIDERATION

24. As many of the recommendations are operational functions i.e. promotion, maintenance etc., the majority of the recommendations will have limited financial implications and can be encompassed within existing operational budgets. In particular, within the 2014/2015 budget, Council has included \$180,000 to undertake trails and facility renewal.
25. The two recommendations, which will require an allocation of capital funds, are the development of a loop trail between Kalamunda, Bickley and Pickering Brook and the development of a link between Kalamunda and the Regional Reserve Heritage Trail.
26. An estimate to undertake a detailed design of the trails developments has been obtained for \$25,000. Should Council be supportive of the recommended developments, an item will be presented within the 2014/2015 budget process for consideration.
27. All other priorities will need to be included in the Shire's Long Term Financial Plans for Council to consider priorities in addition to the annual budget deliberation process.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 1.9 - To provide high quality facilities to meet the needs of our current and our future community.

Strategy 1.9.1 Support and deliver a long term approach to community facilities planning.

SUSTAINABILITY

Social Implications

29. The provision of high quality trails not only facilitates walking and cycling but also provides opportunities for social interaction, play, relaxation, discovery and enjoyment.
30. The undertaking of a Study to provide strategic direction and guidance in the provision of trails within the Perth Hills Region will greatly assist in a long term approach in the provision of trails infrastructure within the Region.

Economic Implications

31. The positioning of the Perth Hills Region as the premier trails destination in Western Australia, has the potential to increase tourism within the Shire, which would in-turn assist in driving the local economy.

Environmental Implications

32. In recommending future trails development, the Master Plan has taken into consideration all PDWSA areas outlined within the Policy. With all proposed future trails to be developed being outside of these designated areas.
33. The Master Plan has also recommended that any future trails development be guided by a careful and detailed design process. This will greatly assist in ensuring that all potential environmental implications are considered and managed as part of detailed trails design processes.

RISK MANAGEMENT CONSIDERATIONS

34. Should Council not endorse the Perth Hills Trails Master Plan for the development and provision of trails within the Perth Hills Region, trails development within the region will continue to be undertaken in an ad-hoc manner.

OFFICER COMMENT

35. The Perth Hills Trails Master Plan outlines a vision for the provision of trails within the Perth Hills region, as follows:

The Perth Hills will remain as the premier trails destination in Western Australia through the provision of high quality, sustainable, well designed, diverse, accessible and appropriately located trail networks.

36. To achieve this vision, the Master Plan outlines a number of opportunities to improve marketing, trails maintenance, trails development, trails planning and mapping.
37. In terms of trails development, the Master Plan also identifies two key opportunities for this to occur within the Shire.
38. Firstly, the development of a loop trail between Kalamunda, Bickley and Pickering Brook. Secondly, the development of a link from Kalamunda through to the Railway Reserves Heritage Trail. These trail development opportunities are both at the conceptual stage and require a detailed design process to determine the level of infrastructure, land ownership, trail users etc. The estimated cost of this detailed design process is \$25,000.
39. Whilst outside the scope of this Master Plan, a further opportunity exists to investigate possible linkages from the Foothills into the Perth Hills region. This approach would greatly assist in improving the overall trails network and ensure that a “whole of Shire” approach is taken in the provision trails.
40. In summary, the implementation of the Master Plan recommendations will ensure the improved provision of trails within the Perth Hills Region.
41. It is recommended that Council endorses the Perth Hills Trails Master Plan and acknowledges the capital projects identified within the Master Plan will be considered as part of Council's long term financial planning and annual budget processes.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 55/2013)

That Council:

1. Endorses the Perth Hills Trails Master Plan (Attachment 1).
2. Lists for consideration an allocation of \$25,000 in the 2014/2015 budget to undertake a detailed trails design for the development of the following trails:
 - Loop trail from Kalamunda, Bickley and Pickering Brook
 - Link from Kalamunda to the Regional Reserves Heritage Trail
3. Notes capital projects identified within the Perth Hills Trails Master Plan will be submitted to Council for determination of priorities for inclusion within the Long Term Financial Plan and subsequent annual budget deliberation process.

Moved: **Cr Frank Lindsey**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1

Perth Hills Trails Master Plan

Click [HERE](#) to go directly to the document

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

56. Kalamunda Men's Shed (Inc) – Seeking Lease Term of 10 Years Plus Option of a Further 10 Years

Previous Items	OCM 23/2013 and CO-LOS-015
Responsible Officer	Director Corporate & Community Services
Service Area	Property Services
File Reference	N/A
Applicant	Kalamunda Men's Shed (Inc)
Owner	N/A

Attachment 1	Letter from Club (IE-142097) dated 7 May 2013
Attachment 2	Community Groups' Policy Procedure

PURPOSE

1. To consider a request from Kalamunda Men's Shed ("KMS") for a lease term of 10 years plus an option of a further 10 years.

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 term 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 Council approved the KMS moving from their original premises at the rear of the old Police Station building at 31 Canning Road, Kalamunda to the Lesmurdie Scout Hall location in 2011. The actual move occurred in August 2012 and the Club is still settling in.
4. KMS had occupied the 31 Canning Road premises under a simple tenancy agreement commencing from 20 May 2009, with a five year term and a five year option.
5. The site at 22 Falls Road, Lesmurdie was previously occupied by the Lesmurdie Scouts. It was intended that the KMS lease would be over a similar site area to that of the previous Lesmurdie Scout Group lease (around 3,000sqm).
6. KMS are currently using an area larger than the Scout Lease area and consideration is being given to an expanded lease area (approximately 450sqm larger). The additional area is being used for a garden and gardening shed.
7. The lease area and lease term must be finalised before the Minister for Lands 'in principle' consent to the lease may be sought.

-
8. The KMS will also be seeking Shire approval for the construction of a 10m x 15m shed at a cost of \$150,000 to the rear of the existing Falls Road Hall which they will use for a metalwork shed.
 9. Once the lease has been executed and the Shire has approved KMS's application to undertake improvements, KMS will seek funding for the shed construction from Lotterywest, service club(s) and private benefactors.
 10. Approval will also be required through Planning and Building Services.
 11. KMS has been in operation for 4.5 years. They have a current membership of 120, which is 20% more than when the club was set up. No details are held in regard to membership turnover or longevity.
 12. KMS is seeking a lease term of 10 years plus an option of a further 10 years on the grounds that:
 - a. They are planning for further expansion of structures on the site, in accordance with the current additional shed development proposal put forward to Council.
 - b. Funding opportunities will be enhanced by a longer term of lease.
 - c. They believe membership growth will be enhanced as a result of a longer term lease.

STATUTORY AND LEGAL CONSIDERATIONS

13. The lease will give KMS exclusive occupancy.
14. The Minister for Lands' 'in principle' consent is required prior to execution of the Lease.

POLICY CONSIDERATIONS

15. Lease Policy LEA1.

COMMUNITY ENGAGEMENT REQUIREMENTS

16. Nil.

FINANCIAL CONSIDERATIONS

17. KMS have indicated that they will not be seeking any financial support from the Shire for the current proposed development put forward for consideration.
18. The Shire has been bearing the occupancy costs of the existing and previous site. Once the lease is executed KMS will take on responsibility to meet occupancy costs.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

19. *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

Social Implications

20. Men's Sheds provide a venue for men to engage in activity, meet and socialise with those in a similar stage of life.

Economic Implications

21. Nil.

Environmental Implications

22. The site is located on an unimproved public reserve (Fred Eversden Reserve, Reserve Number 23383) situated within a residential area.

RISK MANAGEMENT CONSIDERATIONS

23. KMS operates on a Reserve with in a residential area, however as the Reserve has a reasonable amount of existing vegetation and has restricted operating hours, any risk has been assessed as low.

OFFICER COMMENT

24. KMS has requested a lease term of 10 years with a further option of 10 years however it is considered there needs to be a period of consolidation for the club to stabilise its operations and membership, and show that it can be financially self-supporting.
25. KMS has advised that it wishes to send a signal to prospective donors and members by obtaining a long term lease.
26. In adopting the Lease Policy LEA1 – Community Groups' Lease Policy and the associated procedures which indicate a typical lease term would be five years with an option for a further five years.

27. The Option to Renew process is in the Lease Document and is shown below:

“Option to renew

If the Lessee at least one month, but not earlier than 12 months, prior to the date for commencement of the Further Term gives the Lessor a Notice to grant the Further Term and:

all consents and approvals required by the terms of this Lease or at law have been obtained; and

there is no subsisting default by the Lessee at the date of service of the Notice in:

the payment of Amounts Payable; or

the performance or observance of the Lessee’s Covenants,

*the Lessor shall grant to the Lessee a lease for the Further Term at the Rent and on terms and conditions similar to this Lease other than this **clause 18** in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.”*

28. Shire staff have contacted Lotterywest regarding length of lease and eligibility of funding, to ensure that the five year leases would not be an ongoing problem. Lotterywest verbally advised that the period of the lease being five + five years would not affect the eligibility of the applicant.

29. The recommendation below is in line with the Lease Policy Procedures, however the Council 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.

Mr Elton Brown, Vice Chairman of Kalamunda Men’s Shed, spoke in favour of a 10 year lease as it will enhance the Shed’s prospect of seeking funding from providers such as Lotterywest. Long term security of a 10 year lease will also benefit the Shed in securing additional funding from corporate organisations to help with its growth.

Mr Richard Gates, Chairman of Kalamunda Men’s Shed spoke in favour of a 10 year lease as he believes that, with the upcoming amalgamation between the Shire of Kalamunda and the City of Belmont, the longer lease term would benefit the Shed’s position in the community and for any issues that may arise during future lease negotiations.

A Councillor sought further information on the addition of the metalwork shed and expansion of the amenities area. Mr Gates confirmed that the Shed grows in line with the members’ needs, and they are finding that the current area is getting quite crowded.

A Councillor queried if Kalamunda Men’s Shed is providing volunteer work to help the community. Mr Gates confirmed that they do.

A Councillor foreshadowed a Motion to grant a longer lease because the Men's Shed intends to invest their own money into the property along with funding from the Bendigo Bank and Lotterywest. The increased length of tenure may make their decision to invest more favourable and support the development of the Shed.

There was no Mover for the original Recommendation and it lapsed.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 56/2013)

That Council:

1. Declines the request for a lease term of 10 years with a further option of 10 years in accordance with Policy LEA1 – Community Groups' Lease Policy - Term of Lease.
2. Provide Kalamunda Men's Shed with an initial lease term of five years with an option for a further five year extension as recommended in Policy LEA1 – Community Groups' Lease Policy – Term of Lease.

Moved: **LAPSED**

Seconded:

Vote:

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 56/2013)

That Council:

1. Provides the Kalamunda Men's Shed a lease term of 10 years with an option for a further 10 year extension.

Moved: **Cr Frank Lindsey**

Seconded: **Cr John Giardina**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1

Letter from Club (IE-142097) dated 7 May 2013



KALAMUNDA MEN'S Shed Inc

Proudly supported by the Shire of Kalamunda.

ABN: 76 391 304 870

PO Box 1359 Kalamunda WA 6926
kalamundamensshedsecretary@gmail.com

Mr Darren von Bergheim |

Coordinator Community & Cultural Services

Shire of Kalamunda
PO Box 42
KALAMUNDA WA 6926

Dear Darren

RE Kalamunda Men's Shed Inc Lease

I write to seek your assistance in the provision of an extended lease for the Kalamunda Men's Shed Inc (KMS) as part of the current deliberations by Council Officers, preparing leases for community groups such as ours.

As you are aware, the KMS has been in operation for close on 4 ½ years and has proved to be a successful enterprise within the Kalamunda Community.

We currently have 120+ members which has grown some 20% since commencement.

We are a well respected organization and provide benefits to not only our members, but also to the wider community of Kalamunda.

With the assistance of the Kalamunda Shire we have developed our facilities from a temporary, basic shed and office, to the refurbished Lesmurdie Scout Hall in Falls Road. This transition has been at substantial cost in time, resources, Shire and KMS funds. Members have laboured for many hours to bring the facility up to the excellent standard we see today.

Having got to our current stage, we see the need to expand to cater for the growing needs of our members and other groups within our community. Our Business Plan has been developed along these lines and provides a strategic focus for future activities and increase in membership.

Our immediate focus is to build a new Metal Work shed on the property, and at the same time expand our well used Amenities area. This will require significant funds to be committed by the KMS in addition to financial support from sponsors. We expect this first stage to require funds of the order of \$150,000.

Kalamunda Men's Shed is a registered charity and all donations are fully tax deductible.

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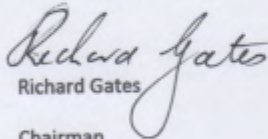
Our plans to expand the range and depth of our activities in the future will also require further significant expenditure and "in kind" support from KMS and others.

In order for us to continue to operate, to expand facilities, and to attract the appropriate level of funding, we respectfully request a lease period of 10 plus 10 years. With such a period, we are confident that security of tenure will be confirmed, enabling us to attract funds, members and continue this essential service for the Kalamunda community. As you are aware, we are in discussions with Lotterywest in seeking the major proportion of funds required from them for this current project, and a long term lease would greatly enhance our prospects of a favourable review of our application.

A longer lease will also give a clear indication to prospective donors for future projects, that we are a dynamic organization here for the long haul, with positive benefits to the community.

Please do not hesitate to contact me should you require any additional information. I look forward to your favourable consideration.

Yours sincerely


Richard Gates

Chairman

Kalamunda Men's Shed Inc

7 May 2013

CC

Cr Sue Bilich

President, Shire of Kalamunda

Joint foundation sponsors: The Rotary Club of Kalamunda and the Forrestfield Community Bank.

Attachment 2 Community Groups' Policy Procedure

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4. Requests the development of a Facility Hire and Usage Policy and a review of process and procedures be undertaken before renewals of bookings are required for 2014.
5. Provides a budget allocation to facilitate donations to Seniors **and Community** Groups to pay for the Public Liability Insurance if they can demonstrate they have financial hardship and would be unable to operate.

Moved: **Cr Frank Lindsey**

Seconded: **Cr Noreen Townsend**

Vote: **For**
Cr John Giardina
Cr Frank Lindsey
Cr Sue Bilich
Cr Geoff Stallard
Cr Noreen Townsend
Cr Justin Whitten
Cr Bob Emery
Cr Dylan O'Connor

Against
Cr Margaret Thomas

CARRIED (8/1)

C&C 10/2013 Proposed Lease Policy was withdrawn as at the Corporate & Community Services Committee Meeting the Acting Chief Executive Officer suggested the wording could be amended prior to the Ordinary Council Meeting to allow for negotiations of longer leases in extenuating circumstances. (Amended Attachment 4) with revised wording (highlighted in yellow) is attached to these Minutes.

10.2.12 C&C 10/2013 Proposed Lease Policy

Voting Requirements: Simple Majority

RESOLVED OCM 08/2013

That Council:

1. Notes the Summary of Submissions in (Attachment 1).
2. Adopts the Lease Council Policy as set out in (Attachment 3).
3. Notes the Lease Council Policy Procedure in (Attachment 4).
4. Notes that the Chief Executive Officer will finalise any amendments to leases of a routine nature, under current delegated authority (LGA3).

Moved: **Cr Margaret Thomas**

Seconded: **Cr Justin Whitten**

Vote: **CARRIED UNANIMOUSLY (9/0)**

Revised Attachment 4

Community Groups' Lease Policy Procedure

Relevant Shire of Kalamunda Council Policy

Xxx Community Groups' Lease Council Policy

Relevant Shire of Kalamunda Policy

Purpose

The Shire is committed to transparency and equity in all aspects of Leasing to community groups. The purpose of this procedure is to provide clarification regarding:

- Expectations of what the Shire will provide for in Community Buildings.
- Expectations of what the Associations will provide for in Community Buildings.

Definitions

Association	A Community Association incorporated under the <i>Associations Incorporation Act 1987</i> .
Community Building	Means a land, building or other construction controlled by the Shire and the subject of a lease.
Financial Year	Means the year commencing 1 st July in any year and ending 30 June the following year.
Shire	Means the Shire of Kalamunda.
Winding Up	Means an action commenced to lead to the finalisation of the Association.

Detail

LEA1: Community Groups' Lease Council Policy

This guideline is to be read in conjunction with the Community Groups' Lease Council Policy. Where there is any inconsistency, the policy is to prevail to the extent of the inconsistency. The guideline and policy are to be read in conjunction with the *Local Government Act 1995* ("the Act" and Regulations), where there is any inconsistency, the Act prevails to the extent of the inconsistency. Where there is inconsistency between this guideline and/or the policy and the lease document, the lease document prevails.

Actions of the Association

Generally the Associations will be responsible for the day-to-day costs associated with the buildings and any maintenance works considered minor in nature. The Associations are

further responsible for repairing any damage caused due to an act or omission of any member or visitor to their premises.

The Association must use the premises for purposes corresponding to the purpose for which the area is held by the Shire.

The Shire's written consent must be obtained prior to affixing advertising of any sort to the premises.

The Association must immediately notify the Shire where an incident occurs which may jeopardise the health or safety of users or the general public or which may affect the Shire's buildings insurance policy.

The Association is not authorised to engage contractors on behalf of the Shire or to seek reimbursement of costs incurred which have not been authorised by delegated Shire officers prior to the work being done.

It is not possible to complete an exhaustive list of responsibilities, and the list below is to be considered in the spirit of the agreement. These works include, but are not limited to the following:

Item	Comment
Cleaning of the Facility	Includes internal and external cleaning.
Consumables	Utilities, toilet paper, hand towel, soap etc.
Sewer Connection Costs	If connected to sewer.
Septic Tank pump outs	If not connected to sewer – should be undertaken at least every five years.
Grease Trap Pump Outs	If connected to sewer, as directed by the Water Corporation under a licence to discharge waste into the sewer. If not connected to sewer, dependant on usage (generally quarterly) and at the discretion of the Shire.
Licence to discharge waste	Application to Water Corporation and payment of associated initial and ongoing fees. Associated with the installation of a commercial kitchen.
Security Costs	The costs of installation, all call-outs (other than those caused by the Shire), monitoring and maintenance.
Cool Rooms	The Association is responsible for the provision, maintenance and repair of cool rooms.
Air conditioners (reverse cycle)	Cleaning of filters (at least annually to promote air quality).
Appliances	Including Fridges, pie warmers, ice machines and any other electrical appliance.
Rubbish/waste and recycling	
Graffiti	Internally created by members or visitors at the premises.
Insurance	Public Risk, Workers Compensation, Professional Indemnity, Directors and Officers Liability, Volunteer Workers, Contents.
Landscaping	Gardens, where associated with the leased area are to be maintained.
Minor items faulty from "wear and tear"	Items such as tap fittings, shower heads, door closing mechanisms.
Utilities	Shire will use best endeavours to install sub meters but where this is not possible allocations will be mutually agreed.
Any other maintenance issue	

deemed to be minor maintenance	
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Maintenance Register

The Association shall keep a book registering all maintenance works carried out by the Association or its contractors. Associations are required to use registered tradespeople to undertake those works requiring specialist skills, and forward compliance certificates (including septic tank and grease arrestor tank pump outs) to the Shire annually or upon request.

Conditions Precedent and Ongoing Reporting Requirements

Associations shall provide a copy of their Certificate of Incorporation and confirmation that the Association remains registered prior to a lease being entered into.

Associations shall provide to the Shire no less than once per calendar year either on the anniversary of the commencement date of the Lease Agreement or at the request of the Shire:

- Certificates of Currency for Public Liability Insurance.
- A copy of the minutes from the Annual General Meeting of the Association.
- Confirmation of their continuing incorporated Association status.
- A copy of the financial statements for the club for the previous financial year within 120 days of the end of the respective financial year.

Additions or Alterations to a Building

From time to time, Associations may seek the Shire's consent as landlord to make additions or alterations to the Building structure to suit their own particular circumstances. Such requests must be supported by the co-tenants of the building (if any) and must be made using the Shire's "Application to Undertake Additions or Improvements on Shire of Kalamunda Facilities".

The Shire's consent to the Association's request does not constitute a funding approval by the Shire.

Payment of Invoices raised by Shire

Unless previously varied by the Shire in writing all invoices issued by the Shire are to be paid within 30 days of the date of the invoice.

Any dispute in regard to an invoice must be raised prior to expiry of the 30 days and will be dealt with in terms of Clause 12.

Associations may not seek to offset payment claims from other areas of the Shire against invoices raised in relation to the leased premises.

Exclusive Occupancy and Quiet Enjoyment

The Associations can expect quiet enjoyment and exclusive occupancy of the leased area.

Associations may allow the occasional hire of spaces to third parties, however the Shire expects that it will at least be made readily available, under the control of the Association, to fellow Shire of Kalamunda community groups generally on a recovery of cost only basis. This reflects both the subsidised nature of the premises made available by the Shire and the "public open space" nature of vested reserves generally. The Association is responsible for any and all costs for damage caused by an occasional user. Subletting of the premises is prohibited.

The Shire reserves the general right to seek access on its own behalf to the leased area for a community event use no more than two times per year for a period of no more than two weeks in total for which minimum notice of six months will be given and on the basis that the use will not be to the operating or financial detriment of the Association.

Security

Where a security system is installed, the Association will nominate the persons to be informed of an alarm and to provide instructions to the Security firm in regard to reacting to a call out. Where a system is already installed, an Association may choose to have it disconnected.

Actions of the Shire

The Shire may from time to time make available to Associations community buildings for lease. The use of the buildings will be covered by a lease document setting out the terms by which the Shire and Association will abide.

The Shire will be responsible for:

Item	Comment
Major Maintenance	Associations responsible for Minor Maintenance.
Building Insurance;	Associations responsible for Contents, Public Liability and Workers Compensation Insurances.
Electrical Testing and Compliance of Shire fixtures;	Associations responsible for all appliances and fixtures they have brought into the building (ie fridges, cool rooms, air conditioners).
Fire Extinguisher Testing and Service;	As part of the Shire's Compliance approach to satisfy insurance requirements.
Graffiti	On external walls, areas not created by a member or visitor to the premises.
Legal fees	Incurred in association with the granting of a standard lease document.
Vandalism	An act will only be considered vandalism if it is reported by the Association to the police. A copy

	of the Police report will be required.
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Subsidies

The Shire may from time-to-time consider it warranted to subsidise an Association in regard to building occupancy costs. In this case, a budget allocation for the subsidy will be created and Lease and Licensing staff shall charge costs to this account until such time as the money is expended or the budget reviewed. After such time as the funds are expended, the Association will be liable for the costs.

Applications are to be made in writing, addressed to Manager Property.

Disputes

Any dispute must be made in writing to the Manager Property, outlining the issues and the resolution sought. The Manager of Property will respond in writing within 14 days with a final response or, where it is not possible to provide a final response, will within 14 days provide a timeframe in which the final response will be provided.

If not satisfied with the final response, an Association may in writing request a review by the CEO, giving the grounds for the Association's dissatisfaction. At the CEO's discretion, the item may be determined or brought to Council for further consideration. The CEO's decision is final.

Term of Lease

Leases shall generally be five years in length, with an option for a second term of five years. The Shire at its discretion can consider longer leases where the term of lease is required to support a loan arrangement or in other extenuating circumstances, where approved by resolution of Council.

Inspections

The Shire may, with notice, conduct an inspection of the premises quarterly. In practice, the Shire is likely to undertake only as required.

Access

The Shire may without notice access the building to assess and undertake maintenance or emergency repairs. Other than in an emergency the Shire will attempt to contact the Association prior to entering. The Association is responsible for ensuring that the Shire is provided with all necessary contact names and details.

The Shire must hold a copy of keys for all locks used in the building and any security system must include the Shire's building maintenance code (to be arranged between the security company and the Shire). The Shire's written consent is required prior to changing keys.

Direction to Complete Works

The Shire may direct an Association to complete works deemed to fall within their responsibility. This will generally be in writing but this depends on the urgency of the

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works. In an emergency, the Shire may undertake works deemed to be the responsibility of the club and seek reimbursement.

Liquor Licences

The Shire will only support new applications for liquor licensing where there is an ancillary benefit to the Association. In cases where the Shire supports a licence, notwithstanding the additional restrictions of the Department of Racing, Gaming and Liquor, the operating hours the Shire will consider will generally be limited to:

MONDAY	14:00	-	22:00
TUESDAY	14:00	-	22:00
WEDNESDAY	14:00	-	22:00
THURSDAY	14:00	-	22:00
FRIDAY	14:00	-	MIDNIGHT
SATURDAY	MIDDAY	-	MIDNIGHT
SUNDAY	MIDDAY	-	22:00
PUBLIC HOLIDAY	MIDDAY	-	22:00

If any alterations are required to be made to the Premises in order to either obtain a licence or enable continuation of a licence, the Association will be solely responsible for effecting and meeting the costs of such alterations subject first to obtaining the Shire's written consent.

Gaming Licences

The Shire will only support applications for gaming license where there is an ancillary benefit to the Association and for uses such as raffles and bingo.

Statutory Compliance

The Association shall comply with and obey the provisions of all regulations, local laws, by laws, Acts, or Amendments affecting the premises.

Default

Should a club default on their agreement, the Shire may, by resolution of Council, end the lease agreement.

Notification of Default

In most cases, the Shire will give the Association a notice which will tell the Association what the default is and ask them to fix the default, if it can be fixed. The notice will allow a period of time to fix the default. The Shire does not have to give the Association a notice where it is believed on reasonable grounds that urgent action is necessary to protect the Leased Premises.

Winding Up or Change of Incorporation Type

Where an Association is subject to winding up proceedings or has changed its operations to the extent that it no longer meets guidelines for being an incorporated Association, the Shire may, by resolution of Council, end the lease agreement.

Termination

Either party may terminate the agreement by giving three months' notice in writing to the other.

In such cases, the Association is responsible for any outstanding financial liabilities.

Timing

A power, authority, right or discretion conferred by the Lease may be exercised from time to time as the occasion requires. If the Shire does not exercise a power, authority, right or discretion fully or at a given time, the Shire can still exercise it later.

Related Budget Schedule	NA		
Authority			
Adopted		Next Review Date	

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

57. Adoption of Policy – Conference Attendance and Professional Development for Elected Members

Previous Items	C&C 40/2013 and OCM 72/2013
Responsible Officer	Office of the CEO
Service Area	Governance
File Reference	N/A
Applicant	N/A
Owner	N/A
Attachment 1	Draft Policy – Conference Attendance and Professional Development for Elected Members
Attachment 2	Management Procedure - Conference and Professional Development
Attachment 3	Application to Attend Conference or Training – Elected Member

PURPOSE

1. To consider and adopt the draft Policy – Conference Attendance and Professional Development for Elected Members (Attachment 1) to note the associated Management Procedure (Attachment 2).

BACKGROUND

2. A comprehensive review of the Shire of Kalamunda Policy Register to ensure that the policies are still relevant with respect to the Shire's current strategic direction and operational environment has been underway for some months. The first series of revised and new Policies were presented to Council for adoption in June 2013.

DETAILS

3. Part of the first series of revised/new Policies previously presented to Council included new standalone Policies for Travel and Reimbursement of Expenses. These matters had previously been included in one single Policy covering Conference Attendance.
4. The new Travel and Reimbursement of Expense Policies provide coverage for all business activities of the Shire, not just conferences.
5. A new Policy and associated management procedures for Attendance at Conferences and Professional Development for Elected Members has now been developed to update the conference part of the previous Policy.
6. The new Policy provides details of the type of Conference or Professional Development that Elected Members can request to attend without reference to Council, provided funds are available in the budget. Requests for attendance at these events outside of the Policy criteria will still need to be submitted to Council.

STATUTORY AND LEGAL CONSIDERATIONS

7. Section 2.7 of the *Local Government Act 1995* ("the Act") provides that the development and adoption of policies is a key part of the role of Council.

POLICY CONSIDERATIONS

8. The new Policy will form part of the newly established Policy Register.

COMMUNITY ENGAGEMENT REQUIREMENTS

9. Community consultation is not considered necessary for the adoption of this policy.

FINANCIAL CONSIDERATION

10. There are no direct financial implications with the adoption of this policy.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

11. *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.

Strategies 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

Social Implications

12. Nil.

Economic Implications

13. Nil.

Environmental Implications

14. Nil.

RISK MANAGEMENT CONSIDERATIONS

15. The review and development of new Policies ensures that these documents are relevant to the current Strategic Direction and operational environment of the Shire. The new Policies provide clear guidelines and criteria to minimise risk to the operations of the Shire.

-
16. The new Conference Attendance and Professional Development Policy has been drafted to provide fairness and equity in accessing conference and training opportunities by Elected Members and to provide a transparent process.

OFFICER COMMENT

17. The proposed new Policy is intended to provide a clearer understanding of the type of conferences or professional development that can be readily accessed by Elected Members.
18. It has also been proposed within the Policy to provide an Authorisation to the Chief Executive Officer to approve requests for attendance at conferences or training courses within the Policy criteria. This Authorisation is restricted to approving the attendance at one conference or training course per councillor per annum, providing funds have been allocated in the budget. All other requests will be submitted to Council for approval.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 57/2013)

That Council:

1. Adopts the Draft Policy – Conference Attendance and Professional Development for Elected Members (Attachment 1).
2. Notes the Management Procedures for this Policy (Attachment 2).

Moved: **Cr Margaret Thomas**

Seconded: **Cr John Giardina**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1 Conference Policy July 2013

Xx – Conference Attendance and Professional Development for Elected Members

Relevant Shire of Kalamunda Council Policy

Xx – Conference Attendance and Professional Development for Elected Members

Relevant Shire of Kalamunda Policy

Purpose

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire.

Detail

Conferences and Training that May be Attended

The Conferences and Training to which this Policy shall generally be applicable to are:

- West Australian Local Government Association and Australian Local Government Association annual conferences.
- Special "one off" conferences called for or sponsored by the West Australian Local Government Association and / or Australian Local Government Association on important issues.
- Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- West Australian Local Government Association Elected Member Training and Development.
- Training relating to the role of Elected Members.
- Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles / responsibilities of Elected Members, meeting procedures, etc.

Authority to Approve Attendance at Conferences and Training

The Chief Executive Officer ("CEO") has been Authorised by Council to approve the attendance by any Elected Member at one Conference or Training Course per annum that is within the categories included in the Policy, provided funds are available within the annual Budget.

Requests for attendance at any other Conference or Training Course is to be submitted to Council for approval.

Applications to Attend Conferences or Training

Any request to attend a Conference or Training Course must be submitted to the CEO's Office on an "Application to Attend Conference or Training Course" (Attachment 1).

The CEO's Office will make all necessary arrangements for registration at the Conference or Training Course nominated and confirm the arrangements with the Elected Member.

Travel and Accommodation Reservations

Should attendance at a conference or training course require travel or accommodation reservations, these will be done in accordance with the Travel Policy – C-HR04 and Management Procedures – CM-HR04.

Incidental or Minor Out of Pocket Expenditure

Any request for payment of incidental or minor out of pocket expenditure is to be assessed and reimbursed in accordance with the Payment and Reimbursement of Expenses Policy – C-FIN03.

Reports

Following attendance at conferences of two days or more duration, the attendees shall submit a report within thirty days of their return, for the Council's information and records. The report shall include a summary of the event's proceedings, major points of interest and recommendation as to whether attendance at similar conferences is warranted.

Related Budget Schedule			
Authority			
Adopted		Next Review Date	

Attachment 2

Management Procedure Council Conference and Professional Development

Xx – Conference Attendance and Professional Development for Elected Members	
Management Procedure Xx – Conference Attendance and Professional Development for Elected Members	Relevant Delegation

Purpose

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire.

Policy Statement

In recognition of the complexity and demands on Elected Members in undertaking their role, the Shire of Kalamunda is committed to providing funding within the Annual Budget to enable attendance at Conferences or Professional Development training that has relevance to that role.

Elected Members are encouraged to attend appropriate Conferences and Training to enable them to be more informed and better able to fulfil their duties of Office.

Conferences and Training that May be Attended

The Conferences and Training to which this Policy shall generally be applicable to are:

- West Australian Local Government Association and Australian Local Government Association annual conferences.
- Special "one off" conferences called for or sponsored by the West Australian Local Government Association and / or Australian Local Government Association on important issues.
- Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- West Australian Local Government Association Elected Member Training and Development.
- Training relating to the role of Elected Members.
- Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles / responsibilities of Elected Members, meeting procedures, etc.

The Chief Executive Officer is authorised to approve one request for each Elected Member per annum to attend any Conference or Training within the above categories providing funds are available. Council approval is required in all other instances.

Accompanying Person


Where an elected member is accompanied at a conference, all costs for or incurred by the accompanying person including but not limited to travel, casual meals, registration and / or participation in any conference programs, are to be borne by the accompanying person and not by the Shire. The exception to the above being the cost of attending any official conference meal where partners would normally attend or organised meal that Council delegates are attending.

An accompanying person's registration, and program fees, are to be paid direct to the conference organiser at the time of registration or if prepaid by Shire to be reimbursed prior to attendance at the conference.

Related Local Law			
Related Policies			
Related Budget Schedule			
Legislation			
Conditions			
Authority			
Adopted		Next Review Date	

Attachment 3

Application to Attend Conference or Training – Elected Member

APPLICATION TO ATTEND CONFERENCE OR TRAINING COURSE	
	
Applicant	
Name:	
Position:	
Signature:	
Date:	
Request for Attendance at Conference	
Conference Details	
Organiser	
Dates	
Full Conference	Yes <input type="checkbox"/> No <input type="checkbox"/>
Individual Sessions	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of Specific Sessions	
Registration for Conference Dinner	Yes <input type="checkbox"/> No <input type="checkbox"/>
Partner	Yes <input type="checkbox"/> No <input type="checkbox"/>
Request for Attendance at Training Course	
Training Course Details	
Organiser	
Dates	
Travel and Accommodation Requirements	
Are Travel Reservations Required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dates of Travel	
Is Accommodation Required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dates	
Approval	
Does the Requested Conference / Training Meet Policy Criteria	Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved	Yes <input type="checkbox"/> No <input type="checkbox"/>
Submitted to Council	Date
Signature	
Chief Executive Officer	
Date	
Office Use Only –	
Processed by	
Date	

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

58. Lotterywest Grant Funding - Conservation Plan for Stirk Overflow Cottage, Kalamunda

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	FI-FAG-058
Applicant	N/A
Owner	N/A

PURPOSE

1. To amend the Shire of Kalamunda 2013/2014 budget to accommodate allocations for the Shire's recently successful grant funding submission for a Conservation Plan for the Stirk Overflow Cottage.

BACKGROUND

2. The Stirk Overflow Cottage was constructed in 1896 and is on the Shire's Municipal Inventory of Historical Places.
3. The Cottage is historically significant as it was the home of Fred and Elizabeth Stirk and their family of seven daughters and two sons. It was lived in by members of the family until 1978, soon after which the Shire purchased and repaired the property.
4. Currently the facility is not utilised. The Community Garden is currently being established at the rear of the Cottage, by "Grow It Yourself" (GIY) Kalamunda and is planned to be opened in October 2013.
5. Given the significant history of the Stirk Overflow Cottage located at 8 Lindsay Street in Kalamunda. The Kalamunda & Districts Historical Society has encouraged the Shire to undertake a Conservation Plan of the Cottage.
6. A Conservation Plan is a document which explains why a site is significant and provides guidance as to how that significance might be retained in any future use, alteration, development or repair.

DETAILS

7. The Shire, in consultation with the Kalamunda & Districts Historical Society, submitted a grant application to Lotterywest for the Conservation Plan to the value of \$9,772 and has been successful in acquiring the funding.
8. The proposed budget amendment is to create necessary income/expenditure accounts to enable the Conservation Plan to be undertaken.
 - a. Include an income line item for the Stirk Overflow Cottage Conservation Plan to the value of \$9,772.
 - b. Include an expenditure line item for the Stirk Overflow Cottage Conservation Plan to the value of \$9,772.

STATUTORY AND LEGAL CONSIDERATIONS

9. Amendments to the Shire's annual budget are to be authorised by resolution (*absolute majority required) Section 6.8 (1) (c) of the *Local Government Act 1995*.

POLICY CONSIDERATIONS

10. Nil.

PUBLIC CONSULTATION/COMMUNICATION

11. The Kalamunda & Districts Historical Society have been consulted through the development of the Lotterywest funding submission and have been notified of the success in acquiring funds.

FINANCIAL CONSIDERATION

12. The Stirk Overflow Cottage Conservation Plan will be undertaken through the use of Lotterywest grant funding.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 4.4 – To enhance and protect the historic heritage of the Shire.

Strategy 4.4.1 Continue to support the preservation of historic sites and buildings through the ongoing review and maintenance of the Shire's Municipal Inventory Register.

SUSTAINABILITY

Social Implications

14. The Stirk Overflow Cottage is currently not utilised for community purposes and a Conservation Plan will assist in guiding future developments that might in turn provide social opportunities for the community.

Economic Implications

15. Nil.

Environmental Implications

16. A Conservation Plan will provide additional guidance to enable any future development of the site for community purpose use such as the Community Garden to be conscious of preserving the heritage of the site.

RISK MANAGEMENT CONSIDERATIONS

17. Without a Conservation Plan being undertaken for the Stirk Overflow Cottage site, there is a risk that any future developments of the facility will not properly consider conserving the historical significance.

OFFICER COMMENT

18. The budget amendment reflects external income received to enable a Consultant to undertake the plan, as per the quotation provided, which aligns with the Lotterywest grant funding received.

Voting Requirements: Absolute Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 58/2013)

That Council:

1. Pursuant to Section 6.8 (1) (b) of the *Local Government Act 1995* amends the 2013/14 budget to include:
- Stirk Overflow Cottage Lotterywest Conservation Plan Funding (Income) - \$9,772.00.
 - Stirk Overflow Cottage Conservation Plan (Expenditure) - \$9,772.00.

Moved: **Cr Noreen Townsend**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY / ABSOLUTE MAJORITY (10/0)**

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Nil.

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

11.1 Cr Thomas, Consideration of Purchasing a Commercial Biodiesel Plant

Q. Can the Shire research the purchasing of a Commercial Biodiesel Plant to provide diesel to all the trucks in the Shire and also provide costings to show how long it would take for the plant to pay for itself.

A. The Chief Executive Officer advised that a consultant working with the Shire on the Hills Orchard Study has shown her a project that University of Western Australia (“UWA”) are currently working on. It is a Waste Generating Energy Plant that UWA are creating and similar to what Cr Thomas is suggesting. The Shire is considering putting them in touch with the Hills Orchard groups to test the product. The Shire will definitely look into that suggestion and report back to Councillors.

11.2 Cr O’Connor, Update on Youth Advisory Committee

Q. Can I please have an update on the Youth Advisory Committee, how it is going and what is planned in the near future?

A. The Chief Executive Officer advised that a presentation to Council is scheduled for either September or October by the Youth Officer. The Manager Community Development confirmed that this is correct and that the children have been on a leadership program to assist them to perform at their best. A memo will be provided to Council with an update.

11.3 Cr Morton, Opening of the Wattle Grove Nature Playscape

Q. Can you please congratulate the Staff on the excellent work that they have done on the area?

A. The Chairman confirmed he would and added that he would also like to congratulate the Staff on this year’s Quit Targa West Rally

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

13.1 Nil.

14.0 MEETING CLOSED TO THE PUBLIC

14.1 Nil.

15.0 CLOSURE

15.1 There being no further business the Chairman declared the meeting closed at 6.55pm.

I confirm these Minutes to be a true and accurate record of the proceedings of this Council.

Signed: _____
Chairman

Dated this _____ day of _____ 2013