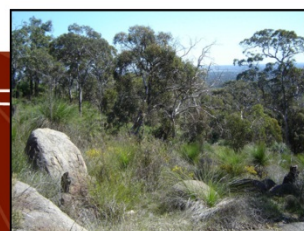


Corporate & Community Services Committee Meeting

Minutes for Monday 8 December 2014

UNCONFIRMED



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kalamunda**

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MINUTES

1.0 OFFICIAL OPENING

The Presiding Member opened the meeting at 6.30pm, and welcomed Councillors, Staff and Members of the Public Gallery.

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Councillors

Sue Bilich	(Shire President)	North Ward
Allan Morton		South West Ward
Noreen Townsend	(Presiding Member)	South West Ward
Justin Whitten		South West Ward
Geoff Stallard		South East Ward
John Giardina		South East Ward
Frank Lindsey		South East Ward
Andrew Waddell JP		North West Ward
Dylan O'Connor		North West Ward
Bob Emery		North West Ward

Members of Staff

Rhonda Hardy	Chief Executive Officer
Andrew Fowler-Tutt	Acting Director Development Services
Charles Sullivan	Director Infrastructure Services
Gary Ticehurst	Director Corporate Services
Darrell Forrest	Manager Governance and PR
Darren Jones	Manager Community Development
Nicole O'Neil	Public Relations Coordinator
Meri Comber	Governance Officer

Guests

Charles Johnson
Katrina Elliott

Members of the Public Nil

Members of the Press Nil

2.2 Apologies

Councillors

Margaret Thomas JP	North Ward
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.

3.1 Nil.

4.0 PETITIONS/DEPUTATIONS

4.1 Nil.

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 17 November 2014, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Bob Emery**

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

6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER 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. (Section 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. (Section 5.70 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.

54. Creditors Report for the Period Ended 26 November 2014

Previous Items	N/A
Responsible Officer	Director Corporate Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A

Attachment 1 Creditors Payment Listing for the month of November 2014

PURPOSE

1. To receive the monthly report on creditor's payment listings for the month of November 2014, up to 26 November 2014 (Attachment 1).

BACKGROUND

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

DETAILS

4. Accordingly, the list of creditor payments during the period 1 November to 26 November 2014 is provided.
5. Payments totalling \$3,259,838.06 were made during the month of November 2014. Standard payment terms are 30 days from the end of the month, with local businesses and contractors on 14 day terms.
6. Significant Municipal payments made in the month were:

Supplier	Purpose	\$
Australian Tax Office	PAYG payments	323,773.09
DMC Cleaning	Cleaning of various Shire buildings	10,873.15
Eastern Metropolitan Regional Council	Domestic/Waste Charges and disposal fees	338,175.89
Perth Waste Pty Ltd	Weekly collection and disposal of waste services	285,025.93
Synergy	Power charges	151,205.21
WA Local Government Superannuation Plan	Superannuation contributions	184,712.44
Drainflow	Hartfield Park Water Harvesting Project	18,021.30

7. These payments total \$1,311,787.01 and represent 40.24% of all payments for the month.

Trust Account Payments

8. The Trust Accounts maintained by the Shire relate to the following types:

- CELL 9 Trust
- POS Trust
- BCITF Levy
- Building Licence Levy
- Unclaimed Monies

9. The following payments were made from the Trust Accounts in the month of November 2014.

Cell 9 Trust		Amount (\$)
Date	Description	
12/11/2014	McLeods – legal fees in relation to acquisition deed – road reserve Lot 29 Hale Rd, Wattle Grove	313.94
12/11/2014	McLeods – legal fees in relation to acquisition of 30 Hale Rd, Wattle Grove	371.89
24/11/2014	Shire of Kalamunda – project management costs Jun to Nov 2014	16,500.00
BCITF Levy		Amount (\$)
Date	Description	
4/11/2014	Building & Construction Levies – October 2014	25,571.79
Building Services Levy		Amount (\$)
Date	Description	
5/11/2014	Building Levy – October 2014	13,597.16
Forrestfield Industrial Area		Amount (\$)
Date	Description	
20/11/2014	Shawmac Pty Ltd – Consultancy fees - road and drainage design work	61,457.00

STATUTORY AND LEGAL CONSIDERATIONS

10. 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

11. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

12. Nil.

FINANCIAL CONSIDERATIONS

13. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

14. *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

15. Nil.

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

RISK MANAGEMENT CONSIDERATIONS

18.

Risk	Likelihood	Consequence	Rating	Action/Strategy
If the Shire defaults on payment to a creditor, the Shire runs the risk of an adverse credit record resulting in potential future disruptions on cash flows and ability to obtain credit.	Unlikely	Minor	Low	Ensure all disputes are resolved in a timely manner.

OFFICER COMMENT

19. Nil.

A Councillor had requested more information regarding several EFTs and the answers were circulated to all Councillors.

A Councillor asked a question regarding EFT 39594 wishing to know on what basis a decision was made not to buy from a local business. Director Corporate Services indicated that a purchase of this magnitude must go through the normal competitive tender process.

Confirmation was requested that EFT40073 to Advanced Pump Technologies was part of the \$6M funding from the State Government. The Director Infrastructure Services confirmed that this was the case.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 54/2014)

That Council:

1. Receives the list of payments made from the Municipal Accounts in November 2014 (Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
2. Receives the list of payments made from the Trust Accounts in November 2014 as noted in point 7 above in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Allan Morton**

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

Attachment 1

Chq/EFT	Date	Name	Description	Amount
770	28/10/2014	NATIONAL AUSTRALIA BANK LTD	MONTHLY HIRE PURCHASE REPAYMENT FOR TOYOTA HILUX	1018.51
771	05/11/2014	AUSTRALIAN TAXATION OFFICE	TAXATION	162760.99
772	11/11/2014	LES MILLS AUSTRALIA	MONTHLY LICENCE FEE	1000.54
773	11/11/2014	COMMONWEALTH BANK BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS PURCHASES HACC ACTIVITY OFFICER - \$538.10 LIBRARY SERVICES TEAM LEADER - \$1446.03 BUILDING MAINTENANCE OFFICER - \$62.47 HACC ACTIVITY OFFICER - \$500.00 FUNCTIONS CO-ORDINATOR - \$2545.49 CO-ORDINATOR PROCUREMENT - \$3389.39 HACC ACTIVITY OFFICER - \$22.00 HACC ACTIVITY OFFICER - \$34.95 HACC ACTIVITY OFFICER - \$609.68 MANAGER HR - \$745.00 DAY CENTRE CO-ORDINATOR - \$632.78	10525.89
774	11/11/2014	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	580.93
775	11/11/2014	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO 216 INTEREST PAYMENT	4508.52
776	17/11/2014	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO 217 INTEREST PAYMENT	2577.48
777	19/11/2014	AUSTRALIAN TAXATION OFFICE	TAXATION	161012.10
EFT39538	31/10/2014	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	2014/15 EMERGENCY SERVICES LEVY INCOME LOCAL GOVERNMENT	34790.63
EFT39539	31/10/2014	SEA CONTAINERS WA	SEA CONTAINER, DEPOT LIFT & TRANSPORT DELIVERY, RETURN DELIVERY & SHELVING COSTS	726.00
EFT39540	06/11/2014	KALAMUNDA ACCIDENT REPAIR CENTRE	INSURANCE EXCESS FOR REPAIRS TO VEHICLE	2051.14
EFT39541	06/11/2014	STYLECORP CORPORATE WEAR	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	44.00
EFT39542	06/11/2014	MOTORCHARGE WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 31/10/14	6949.16

Chq/EFT	Date	Name	Description	Amount
EFT39543	06/11/2014	MR POT PLANTS	POT PLANT HIRE FOR SENIORS WEEK 2014	264.00
EFT39544	06/11/2014	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	31.65
EFT39545	06/11/2014	JB HIFI MIDLAND	ELECTRICAL SUPPLIES	312.00
EFT39546	06/11/2014	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	579.78
EFT39547	06/11/2014	FIRE AND SAFETY WA	FIRE PROTECTION WEAR / SUPPLIES	173.42
EFT39548	06/11/2014	NEVERFAIL SPRINGWATERLTD (FORRESTFIELD LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	8.85
EFT39549	06/11/2014	THE PLANNING GROUP WA PTY LTD	PROFESSIONAL FEES STAGE 1 PREPERATION OF DISTRICT STRUCTURE PLAN DSP FOR FORRESTFIELD	2475.00
EFT39550	06/11/2014	DOT ULIJN (DOT BLASZCZAK)	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	91.00
EFT39551	06/11/2014	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	450.00
EFT39552	06/11/2014	GIRL GUIDES WESTERN AUSTRALIA INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT39553	06/11/2014	WALTER NEIL & SHIRLEY DOREEN TRUTWEIN	RATES REFUND	618.95
EFT39554		EFT PAYMENT CANCELLED		
EFT39555	06/11/2014	GEORGE & MARJANNE WESTRUP	RETURN OF DRIVEWAY / SOAKWELLS AND CROSSOVER BOND WAPC 79110 LOT 226 (5) STRATHEARN ROAD FORRESTFIELD AND CROSSOVER CONTRIBUTION	21737.50
EFT39556	06/11/2014	CAROL ANNE CRUTE	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	14.00
EFT39557	06/11/2014	AMANDA FRANCISCA CATARINA PIRES	RATES REFUND	251.55
EFT39558	06/11/2014	MARY KACIUBA	HALL AND KEY BOND REFUND	550.00
EFT39559	06/11/2014	DANNY & BRENDA MOUNTFORD	RATES REFUND	253.30
EFT39560	06/11/2014	GILL BAXTER	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	21.00
EFT39561	06/11/2014	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	92249.81
EFT39562	06/11/2014	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	312.00
EFT39563	06/11/2014	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	633.07
EFT39564	06/11/2014	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	1692.83

Chq/EFT	Date	Name	Description	Amount
EFT39565	06/11/2014	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	373.59
EFT39566	06/11/2014	WA LOCAL GOVERNMENT ASSOCIATION	EQUOTES LOCAL PANEL SILVER SUBSCRIPTION 15/08/14 14/08/15	11000.00
EFT39567	06/11/2014	MCLEODS BARRISTERS & SOLICITORS	ANNUAL AUDIT FEES	154.00
EFT39568	06/11/2014	MIDWASTE TRANSPACIFIC CLEANAWAY PTY LTD	WASTE / RECYCLING SERVICES	1702.82
EFT39569	06/11/2014	SESCO SECURITY CO	SECURITY MONITORING SERVICES FOR VARIOUS LOCATIONS	753.50
EFT39570	06/11/2014	LANDGATE VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	3612.69
EFT39571	06/11/2014	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	128.49
EFT39572	06/11/2014	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	17593.26
EFT39573	06/11/2014	KALAMUNDA FENCING & GATE MAKERS	FENCING SUPPLIES / REPAIRS	12972.30
EFT39574	06/11/2014	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	1451.51
EFT39575	06/11/2014	A & S HILL	ELECTRICIAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	3063.00
EFT39576	06/11/2014	ZIPFORM PTY LTD	PRINTING OF DOG AND CAT REGISTRATION FORMS	640.76
EFT39577	06/11/2014	FASTA COURIERS	COURIER FEES	739.46
EFT39578	06/11/2014	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	5944.80
EFT39579	06/11/2014	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	1896.25
EFT39580	06/11/2014	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	536.49
EFT39581	06/11/2014	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	1804.00
EFT39582	06/11/2014	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	1418.45
EFT39583	06/11/2014	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	154.00
EFT39584	06/11/2014	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	6134.91
EFT39585	06/11/2014	BGC ASPHALT	ROAD MATERIALS FOR VARIOUS LOCATIONS	509.77
EFT39586	06/11/2014	KALAMUNDA STATE EMERGENCY SERVICE	REIMBURSEMENT GOODS AND SERVICES	500.00
EFT39587	06/11/2014	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	1070.77

Chq/EFT	Date	Name	Description	Amount
EFT39588	06/11/2014	AUSTRALASIAN PERFORMING RIGHTS ASSOCIATION	LICENCE FEE FOR THE USE OF COPYRIGHT MUSIC	734.61
EFT39589	06/11/2014	WA LOCAL GOVERNMENT ASSOCIATION (ADVERTISING)	ADVERTISING FOR VARIOUS JOBS / EVENTS	5354.24
EFT39590	06/11/2014	IT VISION	REGISTRATION FOR 1 STAFF TO ATTEND RATES & PROPERTY PENSIONERS & SENIORS WORKSHOP	539.00
EFT39591	06/11/2014	LOGO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	2151.60
EFT39592	06/11/2014	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	1871.10
EFT39593	06/11/2014	ZIG ZAG GRAPHICS AND PRINT	PRINTING OF DAILY INSPECTION BOOKS	1175.00
EFT39594	06/11/2014	PROSSER TOYOTA	SUPPLY OF NEW COASTER BUS FOR PETER ANDERTON CENTRE	109770.53
EFT39595	06/11/2014	LOVEGROVE TURF SERVICES	TURF MAINTENANCE / SERVICES AT VARIOUS LOCATIONS	12680.00
EFT39596	06/11/2014	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	184.80
EFT39597	06/11/2014	SUMMIT HOMES GROUP	FOOTPATH DEPOSIT REFUNDS	3750.00
EFT39598	06/11/2014	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	978.78
EFT39599	06/11/2014	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUNDS	6200.00
EFT39600	06/11/2014	CONTENT LIVING PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT39601	06/11/2014	COUNTRY LEISURE CENTRE	FOOTPATH DEPOSIT REFUND	1000.00
EFT39602	06/11/2014	WATTLE GROVE PRIMARY SCHOOL P & C	HALL AND KEY BOND REFUND	350.00
EFT39603	06/11/2014	WATTLE GROVE VETERINARY HOSPITAL	VETERINARY FEES	280.00
EFT39604	06/11/2014	LITTLE LOADS	GARDEN / VERGE SUPPLIES FOR VARIOUS LOCATIONS	456.00
EFT39605	06/11/2014	ELIZABETH BISHOP	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	10.50
EFT39606	06/11/2014	GEM CAMERA CLUB INC	SPRING IN THE HILLS PRIZE	1030.00
EFT39607	06/11/2014	HOMEBUYERS CENTRE	FOOTPATH DEPOSIT REFUND	1000.00
EFT39608	06/11/2014	PLUNKETT HOMES (1903) PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT39609	06/11/2014	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	2057.00

Chq/EFT	Date	Name	Description	Amount
EFT39610	06/11/2014	FORRESTFIELD NEWSPAPERS & MAGAZINES DELIVERY	NEWSPAPERS / MAGAZINES DELIVERIES FOR VARIOUS LOCATIONS	73.44
EFT39611	06/11/2014	LOCAL GOVERNMENT MANAGERS AUSTRALIA (WA DIVISION)	LGMA MEMBERSHIP 2014/15 FOR 1 STAFF MEMBER	480.00
EFT39612	06/11/2014	DIGITAL MAPPING SOLUTIONS	GIS CONSULTING SERVICES	13684.00
EFT39613	06/11/2014	DAVE & HEATHER WEAVER	RATES REFUND	115.21
EFT39614	06/11/2014	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	15010.82
EFT39615	06/11/2014	UHY HAINES NORTON	AUDIT CERTIFICATION FOR HOME AND COMMUNITY CARE PROGRAM	3520.00
EFT39616	06/11/2014	NEW GENERATION HOMES TANGENT NOMINEES PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT39617	06/11/2014	TRILOGY SERVICING PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	1376.93
EFT39618	06/11/2014	LOCAL GOVERNMENT PLANNERS ASSOCIATION	REGISTRATION FOR STAFF TO ATTEND VARIOUS TRAINING COURSES	315.00
EFT39619	06/11/2014	AUTO ONE KALAMUNDA	PLANT / VEHICLE PARTS	38.10
EFT39620	06/11/2014	DEBBIE JOSE JEWELLERY	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	49.00
EFT39621	06/11/2014	KANYANA WILDLIFE REHABILITATION CENTRE INC	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	143.60
EFT39622	06/11/2014	KRISTIE MOILER	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	15.47
EFT39623	06/11/2014	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	3437.50
EFT39624	06/11/2014	PERTH HILLS VIGNERONS ASSOCIATION	HALL AND KEY BOND REFUND	750.00
EFT39625	06/11/2014	DUN & BRADSTREET (AUSTRALIA) PTY LTD	DEBT COLLECTION FEES FOR RATES	445.26
EFT39626		EFT PAYMENT CANCELLED		
EFT39627	06/11/2014	BGC RESIDENTIAL PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT39628	06/11/2014	PICKERING BROOK HERITAGE GROUP	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	26.25

Chq/EFT	Date	Name	Description	Amount
EFT39629	06/11/2014	SPECIALISED SECURITY SHREDDING	SECURE DOCUMENT DISPOSAL BIN REMOVAL AND REPLACEMENT	55.00
EFT39630	06/11/2014	GEMMILL HOMES	FOOTPATH DEPOSIT REFUND	1000.00
EFT39631	06/11/2014	ROBERT WOOD	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	2.10
EFT39632	06/11/2014	ANTHONY PAUL MUSTICA	RETURN OF CROSSOVER BOND WAPC 76911 6 PETER ROAD HIGH WYCOMBE	1950.00
EFT39633	06/11/2014	OUR COMMUNITY PTY LTD	ANNUAL LICENCE FEE FOR THE ONLINE PROGRAM SMARTY GRANTS TO MANAGE AND ADMINISTER THE SHIRE'S COMMUNITY FUNDING PROGRAM FOR 2014/15	4000.00
EFT39634	06/11/2014	CONSTABLE CARE CHILD SAFETY FOUNDATION INC	CONSTABLE CARE MASCOT APPEARANCE AND 'MAKING THE CALL' PERFORMANCES AT THE KALAMUNDA EMERGENCY MANAGEMENT EXPO	242.00
EFT39635	06/11/2014	ELECTRICITY NETWORKS CORP T/A WESTERN POWER	PROVIDE DESIGN FOR HALE/ARTHUR TO REMOVE/RELOCATE 2 LIGHT POLES	5000.00
EFT39636	06/11/2014	FORRESTFIELD TENNIS CLUB (INC)	FORRESTFIELD TENNIS CLUB HIRE FEES FROM HPRC 1/9/14 - 30/9/14	52.00
EFT39637	06/11/2014	KERB FIX	KERB REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	785.40
EFT39638	06/11/2014	MAIDA VALE DELIVERY ROUND	PAPER AND MAGAZINE DELIVERIES FOR HIGH WYCOMBE LIBRARY	78.40
EFT39639	06/11/2014	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS SHIRE BUILDINGS	6694.50
EFT39640	06/11/2014	G.D.CHARLTON	PODIATRY SERVICES AT JACK HEALEY CENTRE	592.23
EFT39641	06/11/2014	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	13620.20
EFT39642	06/11/2014	LONE STAR DEVELOPMENTS PTY LTD	RETURN OF MAINTENANCE BOND WAPC 144891 & WAPC 146669 LOT 6 & 9000 WILLIAM ST WATTLE GROVE	2921.50
EFT39643	06/11/2014	BARRIER REEF POOLS	PART BUILDING FEES REFUND	107.50
EFT39644	06/11/2014	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1026.10

Chq/EFT	Date	Name	Description	Amount
EFT39645	06/11/2014	MARY & NOEL HOFFMAN	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	83.86
EFT39646	06/11/2014	MADE 4 YOU (LYGIA)	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	3.50
EFT39647	06/11/2014	SHIRLEY SPENCER	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	171.50
EFT39648	06/11/2014	MAJESTIQUE SCHOOL OF DANCE	HALL AND KEY BOND REFUND	455.00
EFT39649	06/11/2014	COFFEY GEOTECHNICS PTY LTD	PROVIDE GEOTECHNICAL ADVICE AND REPORT	15154.70
EFT39650	06/11/2014	AUSTRALIAN SPIRITUAL HEALERS ASSOCIATION	KEY BOND REFUND	50.00
EFT39651	06/11/2014	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	263.63
EFT39652	06/11/2014	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	22.80
EFT39653	06/11/2014	VERA MURRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	52.50
EFT39654	06/11/2014	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	6112.27
EFT39655	06/11/2014	FORRESTFIELD TEEBALL/SOFTBALL ASSOCIATION INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	270.00
EFT39656	06/11/2014	JOANNE & WARD POWELL	RATES REFUND	2354.81
EFT39657	06/11/2014	JORGE'S CONTRACTING SERVICES	CLEANING SERVICES FOR PETER ANDERTON CENTRE	2179.10
EFT39658	06/11/2014	BARRY JOHN MITCHELL	FOOTPATH DEPOSIT REFUND	1000.00
EFT39659	06/11/2014	FONZ'S BOBCAT & TRUCK HIRE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	5832.49
EFT39660	06/11/2014	NANCY GILLESPIE	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	14.00
EFT39661	06/11/2014	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	151602.68
EFT39662	06/11/2014	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	214.48
EFT39663	06/11/2014	WESTSURE GROUP	CASH IN TRANSIT SERVICES OCTOBER 2014	1818.96
EFT39664	06/11/2014	PATRICIA MOSS	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	18.90

Chq/EFT	Date	Name	Description	Amount
EFT39665	06/11/2014	KALEIDOSCOPE CRAFT KITS	DRY CLEANING / WASHING SERVICES FOR HARTFIELD PARK RECREATION CENTRE AND CRAFT SUPPLIES	440.00
EFT39666	06/11/2014	KARIN HOTCHKIN	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	42.00
EFT39667	06/11/2014	FIRE 4 HIRE	VERGE / RESERVE MAINTENANCE AT VARIOUS LOCATIONS	10108.00
EFT39668	06/11/2014	JENNIFER DE YOUNG	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	295.00
EFT39669	06/11/2014	CLAIRE O'NEILL CLAIRE'S EMBROIDERY	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	105.00
EFT39670	06/11/2014	LINDA STONES	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	90.30
EFT39671	06/11/2014	WILD EYED PRESS	MERCHANDISE FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE GIFT SHOP	662.81
EFT39672	06/11/2014	AROUNDABOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE FOR VARIOUS LOCATIONS	7029.00
EFT39673	06/11/2014	KRISTY LEE MOLLIKA	VARIETY CONCERT PERFORMANCE FOR SENIORS WEEK 2014 AND MORNING MUSIC CONCERT	3750.00
EFT39674	06/11/2014	PETER FALCONER	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	51.80
EFT39675	06/11/2014	MARY FORWARD	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	9.45
EFT39676	06/11/2014	MICHELLE REED	HALL AND KEY BOND REFUND	350.00
EFT39677	06/11/2014	THE ARTFUL FLOWE FELICIA LOWE	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	33.25
EFT39678	06/11/2014	RUBEK AUTOMATIC DOORS	FUSE REPLACEMENT (NON WARRANTY) FOR AUTOMATIC DOORS AT ADMIN CENTRE	275.00
EFT39679	06/11/2014	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	535.50
EFT39680	06/11/2014	BEATON FIREARMS	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	300.00

Chq/EFT	Date	Name	Description	Amount
EFT39681	06/11/2014	LUKE & NICOLA NYSEN	FOOTPATH DEPOSIT REFUND	700.00
EFT39682	06/11/2014	SANDRA FINNERTY	FOOTPATH DEPOSIT REFUND	1500.00
EFT39683	06/11/2014	NICHOLAS TAYLOR PHOTOGRAPHY	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	92.40
EFT39684	06/11/2014	SILK ON SILK (ROSEMARY LONSDALE)	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	308.00
EFT39685	06/11/2014	BODYSCENTS	ASSORTED MERCHANDISE FOR THE ZIG ZAG CULTURAL CENTRE GIFT SHOP	297.00
EFT39686	06/11/2014	SP AND AVK PROPERTIES PTY LTD	RATES REFUND	477.65
EFT39687	06/11/2014	NIKKI H L KRYNEN	CROSSOVER CONTRIBUTION	400.00
EFT39688	06/11/2014	CURST MILK SUPPLY	MILK SUPPLY FOR DEPOT	109.76
EFT39689	06/11/2014	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF	4246.26
EFT39690	06/11/2014	MAVIS PASKULICH	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	155.40
EFT39691	06/11/2014	TINA GRACE	PILATES CLASS FEES REFUND	101.50
EFT39692	06/11/2014	TIERRA ECOLOGIA	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	276.50
EFT39693	06/11/2014	MPK TREE SERVICES	TREE REMOVAL / BRANCH PRUNING AT VARIOUS LOCATIONS	121.00
EFT39694	06/11/2014	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	357.00
EFT39695	06/11/2014	VISSYART	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	18.20
EFT39696	06/11/2014	OFF PEN PUBLISHING BETH BAKER	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	4.90
EFT39697	06/11/2014	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT / VEHICLE PARTS	935.00
EFT39698	06/11/2014	WOBBLYJULES INVESTMENTS FUND	SUPERANNUATION CONTRIBUTIONS	227.41
EFT39699	06/11/2014	THORNLIE HAWKS SOFTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT39700	06/11/2014	HIT PRODUCTIONS PTY LTD	LAST INSTALMENT FOR 'BOMBSHELLS' PERFORMANCE OCT 22 204	1466.66

Chq/EFT	Date	Name	Description	Amount
EFT39701	06/11/2014	GRAHAM STIMSON	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	70.00
EFT39702	06/11/2014	BALLIGART HELEN LOCK	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	39.75
EFT39703	06/11/2014	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED LEASING	5263.46
EFT39704	06/11/2014	BONNIE KELLY	CROSSOVER CONTRIBUTION	400.00
EFT39705	06/11/2014	RISE NETWORK	HALL AND KEY BOND REFUND	350.00
EFT39706	06/11/2014	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	296.17
EFT39707	06/11/2014	WESTERN TECHNICAL SERVICES PTY LTD	SUPPLY AND INSTALL SPLIT SYSTEM AIRCONDITIONERS TO BIULDING RENEWAL ASSETT REPLACEMENT PROGRAMME	3878.60
EFT39708	06/11/2014	KALAMUNDA PATISSERIE	CATERING SUPPLIES	70.50
EFT39709	06/11/2014	LINDAS BOOKS / ROLEYSTONE COURIER	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	18.20
EFT39710	06/11/2014	BRENDAS CLAY CRAFT	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	58.45
EFT39711	06/11/2014	IRENE YOUNG	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	5.60
EFT39712	06/11/2014	THE SULLIVAN SUPER FUND	SUPERANNUATION CONTRIBUTIONS	668.90
EFT39713	06/11/2014	RONALD PENDAL	TRAVEL COMMUNITY VISITORS SCHEME REFUND	166.00
EFT39714	06/11/2014	WEST AUSTRALIAN JUNIOR MOTOCROSS CLUB	HALL BOND REFUND	700.00
EFT39715	06/11/2014	PETER & JUDITH CIPRIANI	FOOTPATH DEPOSIT REFUND	1500.00
EFT39716	06/11/2014	BRYCE SINCLAIR	HALL AND KEY BOND REFUND	1050.00
EFT39717	06/11/2014	CELEBRITY SPEAKERS AUSTRALIA PTY LTD	PROVISION OF GUEST SPEAKER SERVICES FOR KALAMUNDA SPORTS STAR AWARDS NIGHT	900.00
EFT39718	06/11/2014	HERB & ESSENCE	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	13.65

Chq/EFT	Date	Name	Description	Amount
EFT39719	06/11/2014	LIQUID LEARNING GROUP LTD	REGISTRATION FOR 3 STAFF TO ATTEND WOMEN IN LOCAL GOVERNMENT WA SUMMIT ON 2 DECEMBER 2014	3252.15
EFT39720	06/11/2014	G ROSS SUPERANNUATION PTY LTD	SUPERANNUATION CONTRIBUTIONS	75.93
EFT39721	06/11/2014	SARAH CLEVERLEY	TECHNICIAN SERVICES FOR VARIOUS LOCATIONS	229.50
EFT39722	06/11/2014	MG & P LENNON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	236.68
EFT39723	06/11/2014	WESTMAGIC HOLDINGS T/A DEERING AUTRONICS	VARIABLE MESSAGE BOARD AND WEB STUDIO MONTHLY SUBSCRIPTION VEHICLE INSPECTION	27403.23
EFT39724	06/11/2014	ROWAN ROVERE	ENTERTAINMENT AT WALK THE ZIG ZAG 2014	500.00
EFT39725	06/11/2014	JESSICA JUBB	CONSIGNMENT SUPPLIER ZIG ZAG CULTURAL CENTRE - 01/10/14 - 31/10/14	56.00
EFT39726	06/11/2014	KAYE BANNERMAN	REFUND OF VARIOUS COSTS	78.20
EFT39727	06/11/2014	BIRD AND FISH PLACE	INSTALLATION OF POND WATER FEATURE RETAINING WALL AND SOIL FOR PETER ANDERTON CENTRE	2198.90
EFT39728	06/11/2014	INSTITUTE OF SURVEYING OF CIVIL DESIGN TRAINING PTY LTD	REGISTRATION FOR 1 STAFF TO ATTEND 12D MODEL STORM WATER DRAINAGE COURSE	737.00
EFT39729	06/11/2014	COUGARS SOFTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	600.00
EFT39730	06/11/2014	JOSHUA VEITCH LIGHTING	TECHNICAL SERVICES FOR KPAC PROGRAMME BOMBHELLS	510.00
EFT39731	06/11/2014	CANDLE LIGHT CO PTY LTD	SUPPLY OF RECHARGABLE LED PILLAR CANDLES FOR EVENTS	962.06
EFT39732	06/11/2014	WEEMALA ORCHARD	FOOTPATH DEPOSIT REFUND	1500.00
EFT39733	06/11/2014	CHRIS KELL	CROSSOVER CONTRIBUTION	400.00
EFT39734	06/11/2014	MUNDARING HILLS OPEN STUDIO	BOND REFUND FOR THE USE OF THE GALLERY AT THE ZIG ZAG CULTURAL CENTRE	500.00
EFT39735	06/11/2014	JAMIE O'BRIEN	HALL AND KEY BOND REFUND	1050.00
EFT39736	06/11/2014	PERTH HILLS & WHEATBELT BAND	HALL AND KEY BOND REFUND	1050.00
EFT39737	06/11/2014	TRIUMPH SPORTS OWNERS ASSOCIATION	HALL AND KEY BOND REFUND	350.00

Chq/EFT	Date	Name	Description	Amount
EFT39738	20/11/2014	MOTORCHARGE WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 15 NOVEMBER 2014	7279.55
EFT39739	20/11/2014	SHAWMAC PTY LTD	CONSULTANCY FEES FORRESTFIELD / HIGH WYCOMBE INDUSTRIAL AREA - ROAD & DRAINAGE DESIGN	61457.00
EFT39740	20/11/2014	YMCA OF PERTH INC	YMCA MANAGEMENT AGREEMENT OF THE KALAMUNDA WATER PARK FOR PERIOD JULY TO SEPTEMBER 2014	59878.50
EFT39741	20/11/2014	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	31.65
EFT39742	20/11/2014	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	3252.16
EFT39743	20/11/2014	CABCHARGE AUSTRALIA LIMITED	CABCHARGE FEES	6.00
EFT39744	20/11/2014	COLLECTOR OF PUBLIC MONIES (CENTRELINK)	CENTREPAY TRANSACTION CHARGES SEPTEMBER 2014	77.88
EFT39745	20/11/2014	THE PLANNING GROUP WA PTY LTD	PROFESSIONAL SERVICES STAGE 1 PREPERATION OF DISTRICT STRUCTURE PLAN FORRESTFIELD	24596.00
EFT39746	20/11/2014	TOP OF THE LADDER GUTTER CLEANING	GUTTER CLEANING SERVICES FOR VARIOUS LOCATIONS	4741.00
EFT39747	20/11/2014	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	1115.00
EFT39748	20/11/2014	CADGROUP AUSTRALIA PTY LTD	AUTOCAD SUBSCRIPTION RENEWAL	7175.30
EFT39749	20/11/2014	DONALD C TYLER	FINAL ELECTRICITY ACCOUNT FOR RETICULATION POWER USAGE TYLER SPRINGS RESERVE FORRESTFIELD	726.05
EFT39750	20/11/2014	MICHAEL & PETA GALLAGHER	RATES REFUND	1402.57
EFT39751	20/11/2014	JOCELYN MARIE BARTON	PART DOG REGISTRATION REFUND	30.00
EFT39752	20/11/2014	MARIA PERKINS	TRAVEL COMMUNITY VISITORS SCHEME REFUND	30.00
EFT39753	20/11/2014	CINDI ELISE MENZEL	RATES REFUND	323.50
EFT39754	20/11/2014	ALLAN MORTON	COUNCILLOR ALLOWANCE - 31/10/14 - 27/11/14	2016.16
EFT39755	20/11/2014	PAUL THOMAS GREENWAY	RATES REFUND	470.00
EFT39756	20/11/2014	DAVID JOHN & MAREE COXON	RATES REFUND	404.40
EFT39757	20/11/2014	CARMEN GEARY	FOOTPATH DEPOSIT REFUND	1200.00

Chq/EFT	Date	Name	Description	Amount
EFT39758	20/11/2014	MURRAY BRIAN CLOWES	REIMBURSEMENT OF INCORRECT CHARGE OF SKIP BINS IN ERROR	120.00
EFT39759	20/11/2014	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	92368.35
EFT39760	20/11/2014	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	470.00
EFT39761	20/11/2014	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	619.50
EFT39762	20/11/2014	AUSTRALIA POST	POSTAL EXPENSES / COUNTER BILLPAY TRANSACTION FEES	11619.70
EFT39763	20/11/2014	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	1434.90
EFT39764	20/11/2014	KALAMUNDA AUTO ELECTRICS	PLANT / VEHICLE PARTS	818.40
EFT39765	20/11/2014	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	264.32
EFT39766	20/11/2014	WA LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT CONSULTING SERVICES SUBSCRIPTIONS 2014/2015	2420.00
EFT39767	20/11/2014	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	5976.61
EFT39768	20/11/2014	MIDWASTE TRANSPACIFIC CLEANAWAY PTY LTD	WASTE / RECYCLING SERVICES	911.57
EFT39769	20/11/2014	LANDGATE VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	959.34
EFT39770	20/11/2014	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	118.03
EFT39771	20/11/2014	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	14133.80
EFT39772	20/11/2014	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	980.98
EFT39773	20/11/2014	A & S HILL	ELECTRICIAN REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	5752.42
EFT39774	20/11/2014	3 VODAFONE HUTCHISON AUSTRALIA PTY LTD	COMMUNICATION EXPENSES	3870.46
EFT39775	20/11/2014	FASTA COURIERS	COURIER FEES	246.60
EFT39776	20/11/2014	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	3601.74
EFT39777	20/11/2014	FORRESTFIELD MOWER CENTRE	SUPPLY OF HARDWARE / PLANT PARTS	176.00
EFT39778	20/11/2014	SANDGROPER SEPTICS	SEPTIC / GREASE TANK CLEAN OUT SERVICES AT VARIOUS LOCATIONS	367.40
EFT39779	20/11/2014	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	598.21
EFT39780	20/11/2014	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1072.98

Chq/EFT	Date	Name	Description	Amount
EFT39781	20/11/2014	DAYNITE TOWING SERVICE (WA) PTY LTD (FORMERLEY MOBITOW PTY LTD)	TOWING SERVICES	605.00
EFT39782	20/11/2014	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	1464.10
EFT39783	20/11/2014	DEPARTMENT OF PARKS & WILDLIFE	LEASE 2234/35 WILDLIFE HOSPITAL: RENTAL PERIOD 01/11/14 31/10/15	199.43
EFT39784	20/11/2014	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	382.97
EFT39785	20/11/2014	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	1558.68
EFT39786	20/11/2014	ADASOUND	SOUND EQUIPMENT HIRE	1700.00
EFT39787	20/11/2014	BGC ASPHALT	ROAD MATERIALS FOR VARIOUS LOCATIONS	506.43
EFT39788	20/11/2014	WESTSIDE FIRE SERVICES	TESTING AND INSPECTION OF FIRE EQUIPMENT / SUPPLIES	794.20
EFT39789	20/11/2014	HILL TOP TROPHIES (MILPRO WA)	SUPPLY OF NAME BADGES	21.45
EFT39790	20/11/2014	JOHN GIARDINA	COUNCILLOR ALLOWANCE - 31/10/14 - 27/11/14	3204.62
EFT39791	20/11/2014	GEOFF STALLARD	COUNCILLOR ALLOWANCE - 31/10/14 - 27/11/14	2016.16
EFT39792	20/11/2014	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	2147.67
EFT39793	20/11/2014	WA LOCAL GOVERNMENT ASSOCIATION (ADVERTISING)	ADVERTISING FOR VARIOUS JOBS / EVENTS	7301.96
EFT39794	20/11/2014	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	1950.30
EFT39795	20/11/2014	AIR LIQUIDE WA PTY LTD	GAS BOTTLE FACILITY FEE	114.61
EFT39796	20/11/2014	CHUBB FIRE & SECURITY PTY LTD	SERVICE CALL FOR CCTV AND CAMERAS	525.80
EFT39797	20/11/2014	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	474.97
EFT39798	20/11/2014	COLLIER HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT39799	20/11/2014	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	2000.00
EFT39800	20/11/2014	DAVID BROUGHTON	PLANNING APPLICATION FEE REFUND	147.00
EFT39801	20/11/2014	NERISSA DERWORT	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39802	20/11/2014	HOME GROUP WA PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT39803	20/11/2014	ASHMY PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00

Chq/EFT	Date	Name	Description	Amount
EFT39804	20/11/2014	ELLENBY TREE FARM	GARDEN / RESERVE SUPPLIES	1452.00
EFT39805	20/11/2014	SWAN MARQUEES AND PARTY HIRE	EQUIPMENT HIRE FOR SENIORS WEEK HIGH TEA AT ZIG ZAG GALLERY	374.80
EFT39806	20/11/2014	WILD SEASONS FLOWERS PTY LTD	FLOWERS / WREATHS ARRANGEMENTS	595.00
EFT39807	20/11/2014	KALAMUNDA & DISTRICTS BASKETBALL ASSOCIATION INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	220.00
EFT39808	20/11/2014	KELYN TRAINING SERVICES	REGISTRATION FOR STAFF TO ATTEND VARIOUS TRAINING COURSES	1792.00
EFT39809	20/11/2014	GHD PTY LTD	ROAD SAFETY AUDIT FOR TRAFFIC CALMING DEVICES IN LASCELLES PARADE	8874.80
EFT39810	20/11/2014	SUITCASE CIRCUS	SUITCASE CIRCUS PERFORMANCE FOR WALK THE ZIG ZAG 5 OCTOBER 2104	1750.00
EFT39811	20/11/2014	C Y BOBCATS	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	357.50
EFT39812	20/11/2014	IAN JUSTIN WHITTEN	COUNCILLOR ALLOWANCE - 31/10/14 - 27/11/14	2016.16
EFT39813	20/11/2014	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	4440.13
EFT39814	20/11/2014	KWICKS	PARTS TO FIX HIGH PRESSURE CLEANER AT DEPOT	129.25
EFT39815	20/11/2014	FORRESTFIELD LITTLE ATHLETICS CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	540.00
EFT39816	20/11/2014	NEW GENERATION HOMES TANGENT NOMINEES PTY LTD	FOOTPATH DEPOSIT REFUND	2700.00
EFT39817	20/11/2014	STAGE & STUDIO PRODUCTIONS	SUPPLY OF THEMING PROPS FOR SENIORS WEEK DANCE 14 NOVEMBER 2014	325.60
EFT39818	20/11/2014	AUTO ONE KALAMUNDA	PLANT / VEHICLE PARTS	83.00
EFT39819	20/11/2014	SUSAN BILICH	COUNCILLOR ALLOWANCE - 31/10/14 - 27/11/14	7364.24
EFT39820	20/11/2014	MCDOWALL AFFLECK PTY LTD	INSPECT AND DOCUMENTATION OF WORKS DURING CONSTRUCTION OF THE SEWER REALIGNMENT FOR KOSTERA RESERVE	627.00
EFT39821	20/11/2014	KALAMUNDA CHAMBER OF COMMERCE INC	SPONSORSHIP BUSINESS EXCELLENCE AWARDS	1100.00
EFT39822	20/11/2014	GARTH & TANYA SLY	FOOTPATH DEPOSIT REFUND	1500.00

Chq/EFT	Date	Name	Description	Amount
EFT39823	20/11/2014	PETER CLARK PIANO TUNER	MAINTENANCE / REPAIRS TO PIANOS IN VARIOUS SHIRE BUILDINGS	330.00
EFT39824	20/11/2014	DUN & BRADSTREET (AUSTRALIA) PTY LTD	DEBT COLLECTION FEES FOR RATES	167.75
EFT39825	20/11/2014	AUSTIN COMPUTERS	SUPPLY OF COMPUTERS / ACCESSORIES	267.00
EFT39826	20/11/2014	PENELOPE ANNE BRAZIER & WILMA MYRTLE PARKER	RATES REFUND	333.10
EFT39827	20/11/2014	FOOD TECHNOLOGY SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR HEALTH DEPARTMENT	2340.80
EFT39828	20/11/2014	BGC RESIDENTIAL PTY LTD	FOOTPATH DEPOSIT REFUND	2000.00
EFT39829	20/11/2014	OPUS INTERNATIONAL CONSULTANTS (PCA) LIMITED	PROFESSIONAL SERVICES - RELOCATATION OF SEWER	515.63
EFT39830	20/11/2014	CONFECT EXPRESS	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	370.21
EFT39831	20/11/2014	RYAN NEIL DARBY	RATES REFUND	396.77
EFT39832	20/11/2014	BOULEVARD LIVING PTY LTD (OORSCHOT)	FOOTPATH DEPOSIT REFUND	1000.00
EFT39833	20/11/2014	GEMMILL HOMES	FOOTPATH DEPOSIT REFUND	1000.00
EFT39834	20/11/2014	HERTZ AUSTRALIA PTY LTD	RENTAL FEES FOR DUAL CAB HIRE	1895.61
EFT39835	20/11/2014	MARGARET THOMAS	COUNCILLOR ALLOWANCE - 31/10/14 - 27/11/14	2016.16
EFT39836	20/11/2014	STEVEN & JANE BLOTT	FOOTPATH DEPOSIT REFUND	1000.00
EFT39837	20/11/2014	MAITLAND CONSULTING GROUP PTY LTD	REGISTRATION FOR STAFF TO ATTEND DEALING WITH THE DIFFICULT TRAINING	4400.00
EFT39838	20/11/2014	KALAMUNDA DIECAST MODEL COLLECTABLE CLUB INC	HALL AND KEY BOND REFUND	455.00
EFT39839	20/11/2014	GOOSEBERRY HILL ARTS & CRAFTS	KEY BOND REFUNDS	100.00
EFT39840	20/11/2014	FILMBITES YOUTH FILM SCHOOL / ONEIRIC STUDIO	2 x 5 HOUR FILMBITES FILM & DRAMA WORKSHOPS AT KPAC AND HIGH WYCOMBE REC CENTRE	1320.00
EFT39841	20/11/2014	YEOLANDA FRASER	FOOTPATH DEPOSIT REFUND	1500.00
EFT39842	20/11/2014	NOREEN TOWNSEND	COUNCILLOR ALLOWANCE - 31/10/14 - 27/11/14	2016.16
EFT39843	20/11/2014	HILLS GAS SUPPLY	SUPPLY OF BOTTLED GAS FOR VARIOUS LOCATIONS	100.00
EFT39844	20/11/2014	FRANK LINDSEY	COUNCILLOR ALLOWANCE - 31/10/14 - 27/11/14	2016.16

Chq/EFT	Date	Name	Description	Amount
EFT39845	20/11/2014	KERB FIX	KERB REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	1645.60
EFT39846	20/11/2014	SIMON DI ROSSO	COUNCILLOR ALLOWANCE - 31/10/14 - 27/11/14	2016.16
EFT39847	20/11/2014	G.D.CHARLTON	PODIATRY SERVICES AT JACK HEALEY CENTRE	2217.97
EFT39848	20/11/2014	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	18262.48
EFT39849	20/11/2014	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED LEASES	9479.96
EFT39850	20/11/2014	INSTITUTE OF PUBLIC WORKS ENGINEERING AUST. (NAT)	REGISTRATION FOR STAFF TO ATTEND PARKS MANAGEMENT COURSE	187.00
EFT39851	20/11/2014	AGED & COMMUNITY SERVICES WA INC	REGISTRATION FOR STAFF TO ATTEND QUALITY ASSESSMENT & BENCHMARKING	150.00
EFT39852	20/11/2014	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1098.65
EFT39853	20/11/2014	PAIGE MECKENSTOCK	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39854	20/11/2014	REDINK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT39855	20/11/2014	ROSE SMART	MAINTAIN ROSE BEDS AT VARIOUS LOCATIONS	1842.00
EFT39856	20/11/2014	ANDREW WADDELL	COUNCILLOR ALLOWANCE - 31/10/14 - 27/11/14	2016.16
EFT39857	20/11/2014	LESMURDIE ARTS & CRAFTS INC	HALL AND KEY BOND REFUND	350.00
EFT39858	20/11/2014	ALESHA CARRUTHERS	HALL AND KEY BOND REFUND	200.00
EFT39859	20/11/2014	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	263.63
EFT39860	20/11/2014	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	50.30
EFT39861	20/11/2014	NIGEL PHILIP DURKIN	BOOTCAMP FULL REFUND DUE TO INJURY BEFORE COMMENCEMENT OF COURSE	208.80
EFT39862	20/11/2014	NEVERFAIL SPRINGWATER LTD (ZZCC)	BOTTLED WATER SUPPLIES / MAINTENANCE	26.85
EFT39863	20/11/2014	DYLAN O'CONNOR	COUNCILLOR ALLOWANCE - 31/10/14 - 27/11/14	2016.16
EFT39864	20/11/2014	LIBERTY OIL WESTERN AUSTRALIA PTY LTD	SUPPLY OF FUEL	33722.54
EFT39865	20/11/2014	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	15645.38
EFT39866	20/11/2014	HAMMOND LEGAL	LEGAL EXPENSES	13001.37
EFT39867	20/11/2014	AVELING HOMES	FOOTPATH DEPOSIT REFUND	1000.00

Chq/EFT	Date	Name	Description	Amount
EFT39868	20/11/2014	FORRESTFIELD TEEBALL/SOFTBALL ASSOCIATION INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	465.00
EFT39869	20/11/2014	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	946.00
EFT39870	20/11/2014	DISCOUNT HOME IMPROVEMENTS T/AS GRANNY FLATS WA	FOOTPATH DEPOSIT REFUND	1000.00
EFT39871	20/11/2014	ANDREW PETRELIS & KELLIE O'TOOLE	FOOTPATH DEPOSIT REFUND	1000.00
EFT39872	20/11/2014	FONZ'S BOBCAT & TRUCK HIRE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	3689.95
EFT39873	20/11/2014	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	123682.36
EFT39874	20/11/2014	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	214.25
EFT39875	20/11/2014	PIANO PASSION	HALL KEY AND GRAND PIANO BOND REFUND	665.00
EFT39876	20/11/2014	SIMSAI CONSTRUCTION GROUP PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT39877	20/11/2014	TENEAL FLEMING	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39878	20/11/2014	ROBERT TWEDDLE	PLANNING APPLICATION FEE REFUND	800.00
EFT39879	20/11/2014	FIRE 4 HIRE	VERGE / RESERVE MAINTENANCE AT VARIOUS LOCATIONS	6336.00
EFT39880	20/11/2014	GOLDFOCUS ENTERPRISES PTY LTD	RETURN OF DEFECTS LIABILITY BOND WAPC 146235 LOTS 3, 300 & 301 SULTANA ROAD EAST FORRESTFIELD	13254.30
EFT39881	20/11/2014	LINDSAY GOODWIN	TECHNICIAN SERVICES FOR VARIOUS EVENTS	785.00
EFT39882	20/11/2014	SHILLER IMAGES (BELLART)	ASSORTED MERCHANDISE FOR THE ZIG ZAG CULTURAL CENTRE GIFT SHOP	167.17
EFT39883	20/11/2014	TAMARA WILKESJONES	REIMBURSEMENT OF VARIOUS COSTS	129.40
EFT39884	20/11/2014	ROBERT EMERY	COUNCILLOR ALLOWANCE - 31/10/14 - 27/11/14	2016.16
EFT39885	20/11/2014	CITY OF STIRLING	MEALS ON WHEELS PROGRAM SEPT 2014	5163.84
EFT39886	20/11/2014	LYNETTE PRESANT	CROSSOVER CONTRIBUTION	400.00
EFT39887	20/11/2014	SAFE T CARD AUSTRALIA PTY LTD	MONTHLY MONITORING CHARGES FOR VARIOUS LOCATIONS	66.00

Chq/EFT	Date	Name	Description	Amount
EFT39888	20/11/2014	FOXTEL	MONTHLY SUBSCRIPTION FEE	205.00
EFT39889	20/11/2014	KYLE STEWART SHIPWAY	RATES REFUND	93.37
EFT39890	20/11/2014	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	535.50
EFT39891	20/11/2014	ISABELLA HOLT	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39892	20/11/2014	KALAMUNDA RANGERS INCORPORATED	KIDSPORT FUNDING FOR VARIOUS PLAYERS	190.00
EFT39893	20/11/2014	CURST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION CENTRE AND DEPOT	399.16
EFT39894	20/11/2014	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF	2123.14
EFT39895	20/11/2014	MICHAEL VERRAN	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39896	20/11/2014	MPK TREE SERVICES	TREE REMOVAL / BRANCH PRUNING AT VARIOUS LOCATIONS	18543.25
EFT39897	20/11/2014	MARY TINO & BRADLEY WHITE	CROSSOVER CONTRIBUTION	400.00
EFT39898	20/11/2014	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	567.00
EFT39899	20/11/2014	BIRINDER SINGH	REIMBURSEMENT OF STUDY EXPENSES	677.75
EFT39900	20/11/2014	SCORPION TRAINING SOLUTIONS	REGISTRATION FOR STAFF FOR FIRST AID TRAINING	1350.00
EFT39901	20/11/2014	STEVEN FELSCH	CROSSOVER CONTRIBUTION	400.00
EFT39902	20/11/2014	NEVERFAIL SPRINGWATER LTD (ADMIN OFFICE)	BOTTLED WATER SUPPLIES / MAINTENANCE	39.65
EFT39903	20/11/2014	RADKA MATOUSKOVA	PLANNING APPLICATION FEE REUND	147.00
EFT39904	20/11/2014	MARK CHRISTOPHER ROBERTS	FOOTPATH DEPOSIT REFUND	1500.00
EFT39905	20/11/2014	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT / VEHICLE PARTS	187.00
EFT39906	20/11/2014	SHANNON MCKINLEY	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	150.00
EFT39907	20/11/2014	WOBBLYJULES INVESTMENTS FUND	SUPERANNUATION CONTRIBUTIONS	227.41
EFT39908	20/11/2014	ALLEASING PTY LTD	LEASING COSTS FOR PHOTOCOPIERS AND VARIABLE MESSAGE BOARDS	18183.86
EFT39909	20/11/2014	HELEN NORTON ART	BOND REFUND FOR THE USE OF THE GALLERY AT THE ZIG ZAG CULTURAL CENTRE	500.00

Chq/EFT	Date	Name	Description	Amount
EFT39910	20/11/2014	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	240.94
EFT39911	20/11/2014	DEEP GREEN LANDSCAPING PTY LTD	SUPPLY AND REPLANT MODULES IN THE VERTICAL GARDENS	10670.77
EFT39912	20/11/2014	KENNETH OPOKU	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39913	20/11/2014	DARLING RANGE CONNECT INC	MEET YOUR NEIGHBOUR PARTNERSHIP 2014/15: 50% CONTRIBUTION	3300.00
EFT39914	20/11/2014	DIANDRA HOLT	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39915	20/11/2014	KALAMUNDA PATISSERIE	CATERING SUPPLIES	189.00
EFT39916	20/11/2014	RAKTIM BARUA	CROSSOVER CONTRIBUTION	400.00
EFT39917	20/11/2014	CARL BRIAN GRAY	PART DOG REGISTRATION FEE REFUND	92.50
EFT39918	20/11/2014	THE SULLIVAN SUPER FUND	SUPERANNUATION CONTRIBUTIONS	668.90
EFT39919	20/11/2014	NATASHA MILANKO	CHILDREN'S BOOK WEEK SESSIONS AT VARIOUS LIBRARIES	350.00
EFT39920	20/11/2014	DONATO BAUTISTA	KEY BOND REFUND	50.00
EFT39921	20/11/2014	GEORGIA PEARSON	FOOTPATH DEPOSIT REFUND	1000.00
EFT39922	20/11/2014	RED HAT SOCIETY HIGHLAND HIGHNESSES	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	500.00
EFT39923	20/11/2014	DAVIDSON TRAHAIRE CORPSYCH	EMPLOYEE ASSITANCE PROGRAMME	253.00
EFT39924	20/11/2014	URBANECO GARDENS	HOME MAINTENANCE SERVICES	5937.50
EFT39925	20/11/2014	THE LUCKY CHARM	SUPPLY AND DELIVERY OF MAGAZINES TO KALAMUNDA LIBRARY	76.60
EFT39926	20/11/2014	STEVEDORES JAZZ BAND	JAZZ BAND FOR SENIORS WEEK DANCE	800.00
EFT39927	20/11/2014	NILS HENRIK STEFFENS	RATES REFUND	255.57
EFT39928	20/11/2014	G ROSS SUPERANNUATION PTY LTD	SUPERANNUATION CONTRIBUTIONS	65.27
EFT39929	20/11/2014	AUSSIE SHEDS GROUP	2ND INSTALLMENT SUPPLY AND INSTALL ZINC SHED	18350.00
EFT39930	20/11/2014	MG & P LENNON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	262.98

Chq/EFT	Date	Name	Description	Amount
EFT39931	20/11/2014	GRAEME JOHNSON	TECHNICAL SERVICES FOR BUMP IN AND OUT KPAC PROGRAMME BOMBSHELLS	561.00
EFT39932	20/11/2014	SEATADVISOR PTY LTD	SABO TICKETING SYSTEM STAFF TRAINING (INC TRAVEL)	1199.00
EFT39933	20/11/2014	MICHELLE GROWDEN	HALL AND KEY BOND REFUND	550.00
EFT39934	20/11/2014	KEEGAN BEST	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	150.00
EFT39935	20/11/2014	COURTNEY MUGGERIDGE	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	150.00
EFT39936	20/11/2014	LISA FINCH	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	150.00
EFT39937		EFT PAYMENT CANCELLED		
EFT39938	20/11/2014	LOCKY SICE	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39939		EFT PAYMENT CANCELLED		
EFT39940	20/11/2014	RILEY PARTINGTON	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39941	20/11/2014	AYDEN CARTWRIGHT	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39942	20/11/2014	TAYLAVIE FROST KELEMETE	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39943	20/11/2014	BAILEYJAY COOKE	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39944	20/11/2014	JAIMEE RICH	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39945	20/11/2014	GEORGINA TUTAVAHA	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39946	20/11/2014	CAITLIN GORDON	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00

Chq/EFT	Date	Name	Description	Amount
EFT39947	20/11/2014	SHAE MUGGERIDGE	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39948	20/11/2014	CASSIE BEST	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39949	20/11/2014	COEN BEST	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39950	20/11/2014	SHANNON DERWORT	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUUCCESSFUL APPLICANT	250.00
EFT39951	20/11/2014	GAETANO SIANO	FOOTPATH DEPOSIT REFUND	1000.00
EFT39952	20/11/2014	CLASSIC HOME & GARAGE INNOVATIONS PTY LTD	FOOTPATH DEPOSIT REFUND	1200.00
EFT39953	20/11/2014	REBECCA SHERIDAN	CROSSOVER CONTRIBUTION	400.00
EFT39954	20/11/2014	MICHAEL CLARK	FOOTPATH DEPOSIT REFUND	700.00
EFT39955	20/11/2014	THE FULHAM FUND ACCOUNT	SUPERANNUATION CONTRIBUTIONS	128.74
EFT39956	20/11/2014	SHELLEY DEWRANCE	KALAMUNDA SPORTS STAR FUNDING PROGRAM NOVEMBER 2014 SUCCESSFUL APPLICANT	250.00
EFT39957	20/11/2014	CHRISTIAN HOME SCHOOL SUPPORT GROUP	HALL AND KEY BOND REFUND	350.00
EFT39958	20/11/2014	CAROLYN LIMBRICK	HALL AND KEY BOND REFUND	350.00
EFT39959	20/11/2014	HAYLEY MULLER	OVERCHARGED FOR A DIRECT DEBIT CANCELLATION FEE FOR MEMBERSHIP	105.00
EFT39960	26/11/2014	STYLECORP CORPORATE WEAR	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	2260.69
EFT39961	26/11/2014	SALMAT MEDIAFORCE PTY LTD	DISTRIBUTION OF FLYERS FOR EVENTS WITHIN THE SHIRE	1135.31
EFT39962	26/11/2014	BLUE RIBBON PET FOODS	DOG FOOD FOR POUND	144.00
EFT39963	26/11/2014	IMAGE EMBROIDERY	UNIFORMS FOR VARIOUS STAFF MEMBERS	796.52
EFT39964	26/11/2014	FIRE AND SAFETY WA	FIRE PROTECTION WEAR / SUPPLIES	126.72
EFT39965	26/11/2014	EXPERIENCE PERTH	ADVERTISEMENT FOR ESCAPE MAGAZINE (SUNDAY TIMES) WA TOURISM AWARDS FEATURE	800.00
EFT39966	26/11/2014	ONSITE RENTAL GROUP OPERATIONS PYT LTD	EQUIPMENT HIRE	2189.00
EFT39967	26/11/2014	GREENLINE AG PTY LTD	PLANT / VEHICLE PARTS	365.43

Chq/EFT	Date	Name	Description	Amount
EFT39968	26/11/2014	REBBECA J ROBINSON	DESIGN OF LOGO FOR BUSHFIRE AWARE EXPO 2014	259.00
EFT39969	26/11/2014	SHERICH BUILDING SURVEYING	BUILDING SURVEYING SERVICES FOR THE SCOTT RESERVE VIEWING PLATFORM, HIGH WYCOMBE	350.00
EFT39970	26/11/2014	TOTALLY WORKWEAR MIDLAND	SUPPLY OF PROTECTIVE CLOTHING	1003.12
EFT39971	26/11/2014	WATS MANAGEMENT PTY LTD T/A AUSTRAFFIC WA	TRAFFIC COUNTERS ON WELSHPOOL ROAD RD EAST, APPROXIMATELY 200M EAST OF LEWIS ROAD	792.00
EFT39972	26/11/2014	KAYE SMITH	REIMBURSEMENT OF COSTS	841.33
EFT39973	26/11/2014	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	94.28
EFT39974	26/11/2014	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	3365.60
EFT39975	26/11/2014	LANDGATE	LAND ENQUIRIES FOR VARIOUS LOCATIONS	264.00
EFT39976	26/11/2014	WA LOCAL GOVERNMENT ASSOCIATION	SUPPLY OF BIN STICKERS - PLEASE SLOW DOWN CONSIDER OUR KIDS	246.40
EFT39977	26/11/2014	STATE LIBRARY OF W.A.	LOST AND DAMAGED BOOKS FOR THE VARIOUS LIBRARIES	413.60
EFT39978	26/11/2014	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	3149.99
EFT39979	26/11/2014	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES RED HILL TIP. ONE DAY HIRE OF YSI PRO PLUS WATER QUALITY METER. WATER MONITORING ROUND - BRAND ROAD & DAWSON AVENUE	338175.89
EFT39980	26/11/2014	STATEWIDE BEARINGS	PLANT / VEHICLE PARTS	469.39
EFT39981	26/11/2014	RAECO	STATIONERY / OFFICE SUPPLIES	892.36
EFT39982	26/11/2014	SONIC HEALTHPLUS (KINETIC HEALTH GROUP LTD)	PREPLACEMENT MEDICALS / BASELINE HEARING TESTS	636.90
EFT39983	26/11/2014	ACTIMED AUSTRALIA PTY LTD	MEDICAL SUPPLIES FOR PODIARTIST	439.83
EFT39984	26/11/2014	WA LIMESTONE COMPANY	ROAD MATERIALS FOR VARIOUS LOCATIONS	1289.60
EFT39985	26/11/2014	STAPLES AUSTRALIA PTY LTD(CORPORATE EXPRESS AUSTRALIA LTD)	STATIONERY / OFFICE SUPPLIES	2050.31
EFT39986	26/11/2014	BLADON WA PTY LTD	MEMORABILIA SUPPLIES	2553.38
EFT39987	26/11/2014	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	205.79
EFT39988	26/11/2014	IT VISION	REINSTATEMENT OF PURGED PURCHASE ORDERS	228.80

Chq/EFT	Date	Name	Description	Amount
EFT39989	26/11/2014	BUCHER MUNICIPAL PTY LTD	PLANT / VEHICLE PARTS	2505.80
EFT39990	26/11/2014	BRIDGESTONE AUSTRALIA LTD	PLANT / VEHICLE PARTS	1259.28
EFT39991	26/11/2014	HOSEMASTERS	PLANT / VEHICLE PARTS	205.88
EFT39992	26/11/2014	WORK CLOBBER (MIDLAND)	PROTECTIVE CLOTHING SUPPLIES	767.60
EFT39993	26/11/2014	ONESTEEL DISTRIBUTION (MIDALIA STEEL)	PLANT / VEHICLE PARTS	1867.89
EFT39994	26/11/2014	J BLACKWOOD & SON LIMITED	PROTECTIVE WEAR / SUPPLIES	10194.51
EFT39995	26/11/2014	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	229.15
EFT39996	26/11/2014	CHUBB FIRE & SECURITY PTY LTD	ZZCC CCTV FIRMWARE / SOFTWARE UPGRADE WORKS	580.80
EFT39997	26/11/2014	BIBBULMUN TRACK FOUNDATION	WILDFLOWERS OF THE BIBBULMUN TRACK BOOK	1325.00
EFT39998	26/11/2014	WACKER NEUSON AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	273.46
EFT39999	26/11/2014	THE HONDA SHOP	PLANT / VEHICLE PARTS	492.79
EFT40000	26/11/2014	SPORTS TURF TECHNOLOGY	TURF ROOF ZONE SPECIFICATION FOR KOSTERA OVAL	2000.00
EFT40001	26/11/2014	BAILEYS FERTILISERS	GARDEN / RESERVE SUPPLIES	9738.63
EFT40002	26/11/2014	NOISE & VIBRATION MEASUREMENT SYSTEMS PTY LTD	NOISE & VIBRATATION MEASUREMENT	11000.00
EFT40003	26/11/2014	TOTAL PACKAGING (WA) PTY LTD	SUPPLY OF DOG LITTER BAGS	686.40
EFT40004	26/11/2014	WURTH AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	969.92
EFT40005	26/11/2014	AABEL LINE MARKING	LINE MARKING FOR VARIOUS LOCATIONS	383.90
EFT40006	26/11/2014	DIGITAL MAPPING SOLUTIONS	GIS CONSULTING SERVICES	22792.00
EFT40007	26/11/2014	ICONSEPTTECH	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	3539.97
EFT40008	26/11/2014	ORBIT HEALTH & FITNESS SOLUTIONS	GYM EQUIPMENT SUPPLIES	667.00
EFT40009	26/11/2014	THE FARM SHOP (WA) PTY LTD	GARDEN / RESERVE SUPPLIES	2150.50
EFT40010	26/11/2014	ALCHEMY TECHNOLOGY	COMPUTER SOFTWARE MAINTENANCE	2256.10
EFT40011	26/11/2014	B & J CATALANO PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	11835.13
EFT40012	26/11/2014	JARAM PRODUCTS PTY	PLANT / VEHICLE PARTS	287.91
EFT40013	26/11/2014	ANALYTICAL REFERENCE LABORATORIES	LABORATORY TESTING AND RESULTS FOR ASBESTOS CONTAINING MATERIAL	90.75
EFT40014	26/11/2014	LIFTING BY DESIGN PTY LTD	PLANT / VEHICLE PARTS	294.80

Chq/EFT	Date	Name	Description	Amount
EFT40015	26/11/2014	GYMCARE	GYM EQUIPMENT REPAIRS / MAINTENANCE	183.15
EFT40016	26/11/2014	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	3421.12
EFT40017	26/11/2014	COMMUNITY NEWSPAPER GROUP LTD	ADVERTISING FOR VARIOUS JOBS AND EVENTS	5207.67
EFT40018	26/11/2014	DRIVE STRAIGHT	PLANT / VEHICLE PARTS	198.00
EFT40019	26/11/2014	BT EQUIPMENT P/L T/A TUTT BRYANT EQUIPMENT	PLANT/VEHICLE PARTS	724.51
EFT40020	26/11/2014	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	PADLOCKS / KEYS SUPPLIES	1062.25
EFT40021	26/11/2014	OPUS INTERNATIONAL CONSULTANTS (PCA) LIMITED	PROFESSIONAL SERVICES RELOCATION OF SEWER	137.50
EFT40022	26/11/2014	KENNARDS HIRE	EQUIPMENT HIRE	2545.00
EFT40023	26/11/2014	G FORCE PRINTING	SUPPLY OF PRINTED STATIONERY STOCK	3858.00
EFT40024	26/11/2014	TQUIP	PLANT / VEHICLE PARTS	253.10
EFT40025	26/11/2014	MIRACLE RECREATION EQUIPMENT	INSTALL SHADE SAILS FLEMMING RESERVE	880.00
EFT40026	26/11/2014	HOSECO	PLANT / VEHICLE PARTS	502.29
EFT40027	26/11/2014	ABAXA (WH LOCATION SERVICES)	SUPPLY UNDERGROUND SERVICE LOCATIONS AT VARIOUS LOCATIONS	1734.46
EFT40028	26/11/2014	DIRECT TRADES SUPPLY PTY LTD	HARDWARE SUPPLIES	1342.14
EFT40029	26/11/2014	OFFICEWORKS SUPERSTORES PTY LTD	OFFICE SUPPLIES / STATIONERY	181.42
EFT40030	26/11/2014	WA NATURALLY PUBLICATIONS/DEPARTMENT OF ENVIRONMENT & CONSERVATION	MERCHANDISE SUPPLIES FOR THE ZIG ZAG CULTURAL CENTRE	1559.10
EFT40031	26/11/2014	M2 TECHNOLOGY	MESSAGING SERVICES FOR HARTFIELD PARK RECREATION CENTRE	389.99
EFT40032	26/11/2014	VERMEER (WA & NT)	PLANT / VEHICLE PARTS	603.84
EFT40033	26/11/2014	PORTER CONSULTING ENGINEERS	ROAD WIDENING AND ENHANCEMENT - HALE ROAD WATTLE GROVE	11858.00
EFT40034	26/11/2014	BGC CEMENT BAGGED PRODUCTS	ROAD MATERIALS SUPPLIES	780.30
EFT40035	26/11/2014	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICES	2865.76
EFT40036	26/11/2014	GENTRONICS	PLANT / VEHICLE PARTS	82.50
EFT40037	26/11/2014	NATSYNC ENVIRONMENTAL	INSTALL A NEST BOX AT PETER HEGLEY RESERVE IN HIGH WYCOMBE	195.00
EFT40038	26/11/2014	HUMES	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	1929.70
EFT40039	26/11/2014	BOYA EQUIPMENT PTY LTD	PLANT / VEHICLE PARTS	318.82

Chq/EFT	Date	Name	Description	Amount
EFT40040	26/11/2014	HW & ASSOCIATES	PREPARE AND SUPPLY A PRE TENDER COST ESTIMATE FOR THE PROPOSED NEW VIEWING AREA FOR SCOTT RESERVE IN HIGH WYCOMBE	1540.00
EFT40041	26/11/2014	ROAD SIGNS AUSTRALIA (ALLPACK SIGNS)	TRAFFIC PROTECTION PRODUCTS / SIGNAGE	4730.66
EFT40042	26/11/2014	MULTILEC ENGINEERING	QUARTERLY SERVICING & TESTING OF LIFTS	1903.00
EFT40043	26/11/2014	FLEXIGLASS CHALLENGE PTY LTD	PLANT / VEHICLE PARTS	174.00
EFT40044	26/11/2014	HOLCIM AUSTRALIA PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	1275.23
EFT40045	26/11/2014	ASTRO ALLOYS (AUST) PTY LTD	VEHICLE REPLACEMENT PARTS	546.85
EFT40046	26/11/2014	DRAINFLOW SERVICES PTY LTD	CLEANING / MAINTAINING STORM WATER DRAINS	18021.30
EFT40047	26/11/2014	APOLLO FABRICATIONS	SUPPLY 4 21M3 HOOK BINS TO WALLISTON TRANSFER STATION	29370.00
EFT40048	26/11/2014	BOWDEN TREE CONSULTANCY	ARBORICULTURAL CONSULTANCY	1441.00
EFT40049	26/11/2014	GUNDRY'S CARPET CHOICE	SUPPLY AND INSTAL FLOOR COVERINGS AT HARTFIELD PARK RECREATION CENTRE	4091.00
EFT40050	26/11/2014	ARMADILLO GROUP PTY LTD	PLANT / VEHICLE PARTS	1353.59
EFT40051	26/11/2014	KENNARDS TRAFFIC MANAGEMENT WA	HIRE OF VISUAL MESSAGE BOARD BUSHFIRE AWARE EXPO	2420.00
EFT40052	26/11/2014	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	16078.70
EFT40053	26/11/2014	DRUM PRINT & PUBLICATIONS	PRINTING OF PRESENTATION FOLDERS NEW RESIDENT KITS	1892.00
EFT40054	26/11/2014	SOUNDPACK SOLUTIONS	LIBRARY SUPPLIES	694.10
EFT40055	26/11/2014	RHONDA HARDY	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	179.85
EFT40056	26/11/2014	NATIONAL MEASUREMENT INSTITUTE	WATER SAMPLING OCTOBER 2014	926.29
EFT40057	26/11/2014	EYEZON PTY LTD (WHAT'S ON)	ZZCC ADS 1/2 PAGE PERTH HILLS SPREAD IN WHAT'S ON	898.00
EFT40058	26/11/2014	HEMA MAPS PTY LTD	PRINTING OF MAPS	304.69
EFT40059	26/11/2014	ORORA LTD	COLLECTION OF CARDBOARD FROM WALLISTON TRANSFER STATION	129.80
EFT40060	26/11/2014	DYMOCKS MIDLAND GATE	LIBRARY SUPPLIES	613.61
EFT40061	26/11/2014	PETROL PUMP REPAIRS PTY LTD	PETROL PUMP REPAIRS DEPOT OPERATIONS	236.01

Chq/EFT	Date	Name	Description	Amount
EFT40062	26/11/2014	DMC CLEANING	CONSUMABLES FOR CLEANING SERVICES FOR VARIOUS LOCATIONS	10873.15
EFT40063	26/11/2014	TURFWORKS WA PTY LTD	RESERVE MOWING AT VARIOUS LOCATIONS	12442.31
EFT40064	26/11/2014	ZACKS COMMERCIAL ARTISTS	SUPPLY OF POLO SHIRTS WITH EMBROIDERY	181.85
EFT40065	26/11/2014	INLITE PTY LTD	SUPPLY 40 LIGHT FITTINGS FOR KALAMUNDA VISITOR CENTRE	8580.00
EFT40066	26/11/2014	ENVIRO SWEEP	FOOTPATH/CARPARK SWEEPING SERVICES WITH THE SHIRE OF KALAMUNDA	21725.01
EFT40067	26/11/2014	WORM AFFAIR	SUPPLY WORM CAFES, WORMS AND COMPOST BINS	220.00
EFT40068	26/11/2014	PERTH WASTE PTY LTD	DOMESTIC / RECYCLING RUBBISH SERVICES & BIN CHARGES	285025.93
EFT40069	26/11/2014	FORT KNOX RECORDS MANAGEMENT	SECONDARY STORAGE AND DESTRUCTION OF RECORDS	165.77
EFT40070	26/11/2014	GARY TICEHURST	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	180.00
EFT40071	26/11/2014	DAYTONE PRINTING PTY LTD	PRINTING OF BROCHURES / INVITES FOR VARIOUS LOCATIONS	868.47
EFT40072	26/11/2014	WEST TIP WASTE CONTROL PTY LTD	COLLECTION AND RETURN OF HOOKLIFT BINS FROM WALLISTON TRANSFER STATION	36313.48
EFT40073	26/11/2014	ADVANCED PUMP TECHNOLOGIES	PROGRESS CLAIM 1 SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF THE HARTFIELD PARK MANAGED AQUIFER RECHARGE TRIAL WATER TREATMENT PLANT	99580.80
EFT40074	26/11/2014	ADVANCE PRESS (2013) PTY LTD	PRINTING OF FILM KALAMUNDA BROCHURES	2618.00
EFT40075	26/11/2014	SUPREME NAMEPLATES AUSTRALIA	SUPPLY OF DOG AND CAT TAGS	1589.50
EFT40076	26/11/2014	ALL THINGS THEATRE PTY LTD	TECHNICAL SERVICES FOR BOMBSHELLS	272.00
EFT40077	26/11/2014	DIENST CONSULTING	CONSULTING SERVICES CONFIGURE TMG VPN ACCESS ERROR	35.75
68178	05/11/2014	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	377.35
68179	05/11/2014	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	225.90

Chq/EFT	Date	Name	Description	Amount
68180	05/11/2014	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	582.00
68181	05/11/2014	TELSTRA CORPORATION	TELEPHONE EXPENSES	34706.25
68182	05/11/2014	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	7642.75
68183	05/11/2014	SYNERGY	POWER CHARGES	20237.80
68184	05/11/2014	ALINTA ENERGY	GAS CHARGES	1583.95
68185	05/11/2014	DIRECTOR OF LICENSING SERVICES	LOCAL AUTHORITY SERIES NUMBER PLATES	800.00
68186	05/11/2014	BUILDING COMMISSION	BUILDING LEVY - OCTOBER 2014	12791.35
68187	05/11/2014	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS (WA) CH	REGISTRATION FOR STAFF TO ATTEND AIBS STATE CONFERENCE 2014	567.00
68188	05/11/2014	EMBERS WOODFIRED PIZZA RESTAURANTS	SENIORS WEEK CONCERT PRIZE	100.00
68189	05/11/2014	CASH ADMIN	PETTY CASH REIMBURSEMENT	748.40
68190	05/11/2014	CASH KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	242.00
68191	05/11/2014	CASH FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	98.96
68192	05/11/2014	CASH HARTFIELD PARK	PETTY CASH REIMBURSEMENT	269.20
68193	05/11/2014	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	390.86
68194	05/11/2014	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1749.46
68195	05/11/2014	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	242.98
68196	05/11/2014	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	210.22
68197	05/11/2014	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	98.57
68198	05/11/2014	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	799.27
68199	05/11/2014	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	955.50
68200	05/11/2014	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	123.88
68201	05/11/2014	CASH MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	512.60
68202	05/11/2014	CASH LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	82.10
68203	05/11/2014	CASH KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	156.30
68204	05/11/2014	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	216.39
68205	05/11/2014	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	99.15
68206	05/11/2014	CASH HIGH WYCOMBE LIBRARY	PETTY CASH REIMBURSEMENT	122.69
68207	05/11/2014	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	49.19

Chq/EFT	Date	Name	Description	Amount
68208	05/11/2014	AUSTRALIAN RETIREMENT FUND ARF ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	178.57
68209	05/11/2014	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS	163.17
68210	05/11/2014	CASH ZIG ZAG CULTURAL CENTRE	PETTY CASH REIMBURSEMENT	45.00
68211	05/11/2014	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	648.77
68212	05/11/2014	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	252.19
68213	05/11/2014	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	212.13
68214	05/11/2014	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	191.20
68215	05/11/2014	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	203.87
68216	05/11/2014	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	205.94
68217	05/11/2014	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	262.98
68218	05/11/2014	PERPETUALS SELECT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	262.98
68219	05/11/2014	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	105.50
68220	19/11/2014	JOHN CHARLES BARRATT	PART DOG REGISTRATION FEE REFUND	77.50
68221	19/11/2014	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	377.35
68222	19/11/2014	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	225.90
68223	19/11/2014	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	582.00
68224	19/11/2014	TELSTRA CORPORATION	TELEPHONE EXPENSES	39968.14
68225	19/11/2014	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	7591.49
68226	19/11/2014	BCITF	LEVY FEE - OCTOBER 2014	25184.04
68227	19/11/2014	SYNERGY	POWER CHARGES	112010.50
68228	19/11/2014	ALINTA ENERGY	GAS CHARGES	1109.00
68229	19/11/2014	DIRECTOR OF LICENSING SERVICES	LOCAL AUTHORITY SERIES NUMBER PLATES	400.00
68230	19/11/2014	CASH KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	110.55
68231	19/11/2014	CASH HARTFIELD PARK	PETTY CASH REIMBURSEMENT	54.10
68232	19/11/2014	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	387.60
68233	19/11/2014	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1793.60
68234	19/11/2014	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	265.55
68235	19/11/2014	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	210.22

Chq/EFT	Date	Name	Description	Amount
68236	19/11/2014	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	103.90
68237	19/11/2014	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	909.37
68238	19/11/2014	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1020.75
68239	19/11/2014	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	99.24
68240	19/11/2014	CASH MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	471.30
68241	19/11/2014	CASH KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	233.85
68242	19/11/2014	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	216.39
68243	19/11/2014	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	114.77
68244	19/11/2014	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	189.72
68245	19/11/2014	AUSTRALIAN RETIREMENT FUND ARF ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	156.25
68246	19/11/2014	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS	89.78
68247	19/11/2014	CASH KPAC	PETTY CASH REIMBURSEMENT	58.80
68248	19/11/2014	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	656.42
68249	19/11/2014	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	252.19
68250	19/11/2014	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	145.14
68251	19/11/2014	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	191.20
68252	19/11/2014	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	203.87
68253	19/11/2014	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	205.94
68254	19/11/2014	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	262.98
68255	19/11/2014	PERPETUALS SELECT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	262.98
68256	19/11/2014	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	165.58
68257	19/11/2014	POWERWRAP MASTER PLAN	SUPERANNUATION CONTRIBUTIONS	263.63
68258	25/11/2014	SYNERGY	POWER CHARGES	18956.91
68259	25/11/2014	RAC	ROADSIDE ASSISTANT	1750.00
				3259838.06

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

55. Quarterly Report – Community Care September 2014

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

PURPOSE

1. To receive the Community Care Quarterly Report – September 2014.

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 funding available and reviewed every quarter and reported to Council.”

DETAILS

3. Referrals for Home and Community Care (HACC) support are received from the Regional Assessment Service. Community Care do not screen for eligibility nor assess potential clients for services and as such, is dependent on these referrals to maintain and increase service levels.
4. Inception of the Assessment Framework in 2011 has resulted in increased compliance with eligibility criteria and people receiving services based on assessed need and not just an eligibility status, meaning a person with an ongoing functional disability may be eligible for HACC support but with the provision of the correct assistive equipment may continue to support themselves independently without formalised support.

HACC Service Delivery

5. The Volumes Report (Attachment 1) shows how Community Care is performing in relation to its contracted service provision levels for the HACC program for the period of July, August and September 2014.
6. The HACC 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 and other food services.

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7. Service Group 1 was contracted to provide hours of support against the service types listed in paragraph 6. 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.
 8. 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.
 9. During this quarter Community Care was contracted to provide 6285 hours across service group 1 to eligible community members. A total of 4471 hours were provided (71%). This is a 4% increase from last quarter.

Domestic Assistance (Service Group 1)

10. During this quarter Community Care was contracted to provide 2928 hours to eligible community members. A total of 3280 hours were provided (112%). This is an 8% increase from last quarter.
11. The 2014/2015 HACC Contract was renegotiated and saw the contracted volume for Meals on Wheels decrease and the value of that decrease was transferred to Domestic Assistance allowing an increase in the volume by an additional 54 hours per quarter.
12. Impacts on these hours included 376.5 hours that were not provided due to public holidays and clients cancelling services to attend to other commitments, illness or being hospitalised. Had these hours been provided Domestic Assistance would have achieved 124%, which would have been accommodated by the flexible delivery model assigned to Service Group 1 as detailed in paragraph 7.

In Home Respite (Service Group 1)

13. During this quarter Community Care was contracted to provide 450 hours to eligible community members. A total of 112 hours were provided (25%). This is a 3% increase from last quarter.
14. Impacts on these hours included 17 hours that were not provided due to public holidays and clients cancelling services to attend to other commitments, illness or being hospitalised. Had these hours been provided In Home Respite would have achieved 28%.

Other Food Services (Service Group 1)

15. During this quarter Community Care was contracted to provide 97 hours to eligible community members. A total of 25 hours were provided (26%). This is a 1% decrease from last quarter.
16. Impacts on these hours included 10.75 hours that were not provided due to public holidays and clients cancelling services to attend to other commitments, illness or being hospitalised. Had these hours been provided Other Food Services would have achieved 37%.

Social Support (Service Group 1)

17. During this quarter Community Care was contracted to provide 1875 hours to eligible community members. A total of 809 hours were provided (43%). This is a 3% increase from last quarter.
18. Impacts on these hours included 103.5 hours that were not provided due to public holidays and clients cancelling services to attend to other commitments, illness or being hospitalised. Had these hours been provided Social Support would have achieved 49%.

Personal Care (Service Group 1)

19. During this quarter Community Care was contracted to provide 937 hours to eligible community members. A total of 246 hours were provided (26%). This is a 5% decrease from last quarter.
20. Impacts on these hours included 51.75 hours that were not provided due to public holidays and clients cancelling services to attend to other commitments, illness or being hospitalised. Had these hours been provided Personal Care would have achieved 32%.

Centre Based Day Care (Service Group 4)

21. During this quarter Community Care was contracted to provide 9981 hours to eligible community members. A total of 8336 hours were provided (84%). This is a 7% increase from last quarter.
22. Impacts on these hours included 3366 hours that were not provided due to public holidays and clients cancelling services to attend to other commitments, illness or being hospitalised. Had these hours been provided Centre Based Day Care would have achieved 117% which would have been a 28% increase in the last quarter.

Meals on Wheels (Service Group 6)

23. During this quarter Community Care was contracted to provide 1500 meals to eligible community members. A total of 1272 meals were provided (85%). This is a 25% increase from last quarter.
24. The 2014/2015 HACC Contract was renegotiated and saw the contracted volume for Meals on Wheels decrease from 9778 per annum to 6000. This amount is considered to be more achievable based on service delivery trends. The equivalent value of the reduced 3778 meals was converted to Domestic Assistance so the Shire's Annual Funding from the Department of Health does not reduce.
25. Impacts included 90 meals that were not provided due to public holidays and clients cancelling services to attend to other commitments, illness or being hospitalised. Had these meals been provided, Meals on Wheels would have achieved 91%.

Transport (Service Group 7)

26. During this quarter Community Care was contracted to provide 6816 one way trips to eligible community members. A total of 3989 one way trips were provided (59%). This is a 2% increase from last quarter.
27. Impacts on the provision of these trips included 1191 one way trips that were not provided due to public holidays and clients cancelling services to attend to other commitments, illness or being hospitalised. Had these trips been provided Transport would have achieved 76%.

Client Support Information and Advocacy (Service Group 9)

28. During this quarter Community Care was contracted to provide 644 hours to eligible community members. A total of 265 hours were provided (28%).

Home Maintenance (Service Group 10)

29. During this quarter Community Care was contracted to provide 1792 hours to eligible community members. A total of 1549 hours were provided (86%). This is a 7% increase from last quarter.
30. Impacts on these hours included 132.5 hours that were not provided due to public holidays and clients cancelling services to attend to other commitments, illness or being hospitalised. Had these hours been provided Home Maintenance would have achieved 94%.

COMMUNITY VISITORS SCHEME

31. During this quarter Community Care was contracted to provide 270 visits to eligible community members. A total of 321 visits were provided (119%).

HOME CARE PACKAGES LEVEL 2 (Formally Community Aged Care Packages (CACP))

32. During this quarter Community Care was contracted to provide 20 packages to eligible community members. A total of 16 packages were provided (80%).
33. Referrals for packages come from the Aged Care Assessment Team (ACAT). Community Care do not screen for eligibility nor assess potential clients for services and as such, is dependent on these referrals to maintain and increase service levels.
34. Home Care Packages are being transitioned to Consumer Directed Care Packages as of 1 July 2015. Community Care are preparing an implementation plan to drive this program, procedural and cultural change.

STATUTORY AND LEGAL CONSIDERATIONS

35. Nil.

POLICY CONSIDERATIONS

36. Nil.

COMMUNITY ENGAGEMENT

37. Nil.

FINANCIAL CONSIDERATIONS

38. The Home and Community Care service program has an operating surplus as at 30 September 2014 of \$69,174. This is after receiving grants in advance, brokerage income and carried forward payroll expenses. This surplus allows scope to expand services as the year progresses.
39. The Meals on Wheels Program, taking into consideration the grant received in advance and additional invoices still to be presented, had an operating deficit of \$3,244.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 1.1 - To be a community that carers 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

41. *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

42. Nil.

Environmental Implications

43. Nil.

RISK MANAGEMENT CONSIDERATIONS

44.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Surplus funding – Home and Community Care	Likely	Major	High	<p>Continue to promote Community Care as provider of choice in region.</p> <p>Ensure recruitment and retention strategies are fully utilised.</p> <p>Continue to seek ways to increase service volumes within the scope of WA HACC service provision guidelines.</p> <p>Continue to analyse and evaluate service delivery statistics monthly to identify trends and opportunities for improvement.</p>
Seniors in the Shire are not supported.	Unlikely	Major	Medium	<p>Continue to promote services and programs.</p> <p>Continue to work in partnership with other local providers.</p> <p>Continue to attend HACC, CACP and Swan Hospital Networking Meetings.</p> <p>Ensure staffing levels are retained at a level that facilitates ongoing service provision.</p> <p>Progress the development of Marketing and Communication Plan.</p>

OFFICER COMMENT

45. During this quarter Community Care had 48 clients exit the HACC program. The feedback from clients and/or family as to why the services were ceasing were:
- The client has moved to a higher level of community care support or residential care – 13 responses
 - The client is now self-managing – 16 responses
 - The client has passed away – 13 responses
 - The client has relocated out of the service area – six responses
46. In most services, there is an adequate number of clients to achieve approximately 80% or more volume, however there is always a variance in what is scheduled to be delivered and what is actually delivered.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 55/2014)

That Council:

1. Receives the Community Care Quarterly Report – September 2014.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Sue Bilich**

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

Attachment 1

Community Care 2014/2015 - Monthly Hours Worked By Category

OUTPUT DELIVERABLES		SERVICE VOLUME		Ave	Ave	Ave	July	Aug	Sept	ACTUAL YTD	Contracted YTD	% Met YTD	Variance Volume
		P/A	P/Mth	12/13	13/14	14/15			Inc. Adj.				
Service Group 1													
DOMESTIC ASSISTANCE	1231	11,710	976	837	915	1,093	1,130	1,005	1,146	3,280	2,928	112.05%	353
SOCIAL SUPPORT	1222	7,500	625	246	224	270	306	248	255	809	1,875	43.12%	-1,067
PERSONAL CARE	1232	3,748	312	104	92	82	100	78	68	246	937	26.23%	-691
OFS	1234	386	32	3	7	8	10	8	7	25	97	25.65%	-72
RESPITE	1224	1,800	150	12	23	37	27	37	48	112	450	24.89%	-338
TOTAL SERVICE GROUP 1										4,471	6,286	71.13%	-1,815
Service Group 9													
CSIA	1227	2,574	215	64	94	88	58	55	152	265	644	41.17%	-379
Service Group 4													
CNTR BASED DAY CARE	1221	39,924	3,327	2,567	2,499	2,779	2,994	2,664	2,678	8,336	9,981	83.52%	-1,645
Service Group 10													
HOME MAINTENANCE	1230	7,166	597	438	431	516	519	494	536	1,549	1,792	86.45%	-243
Service Group 7													
TRANSPORT(occasions)	1229	17,985	1,499	394	439	447	462	433	445	1,340	4,496	29.80%	-3,156
TRANSPORT(CBDC)	1233	9,280	773	842	803	883	957	852	840	2,649	2,320	114.18%	329
TOTAL SERVICE GROUP 7										3,989	6,816	58.52%	-2,827
TOTAL		102,073	8,506	5,506	5,526	6,203	6,562	5,873	6,175	18,610	25,518	73%	-8,723

OUTPUT DELIVERABLES		SERVICE VOLUME		Ave	Ave	Ave	July	Aug	Sept	ACTUAL YTD	Contracted YTD	Met YTD	Variance Volume
		Total	P/Mth	12/13	13/14	14/15							
Service Group 6													
MEALS ON WHEELS		6,000	500	512	410	424	500	384	388	1,272	1,500	85%	-228

Attachment 2

Home and Community Care Service 2014/2015

INCOME AND EXPENDITURE	Budget 2014/15 Jul - Sept	Actuals 2014/15 Jul - Sept
Recurrent Income and Expenditure		
Income		
Fees - Adult Day Care Attendance	(17,499)	(10,841)
Fees - Adult Day Care Transport	(6,195)	(6,776)
Fees - In Home Respite	(675)	(862)
Fees - Social Support	(5,622)	(6,113)
Fees - Transport / Shoppers Bus	(7,416)	(7,921)
Fees - Personal Care	(2,433)	(1,842)
Fees - Domestic Assistance	(22,470)	(25,422)
Fees - Gardening	(9,801)	(11,895)
Fees - Other Food Services	(153)	(186)
Fees Activities / Meals - Adult Day Care	(16,068)	(17,012)
Notional Income - Volunteer	(10,524)	(10,524)
Brokerage - Adult Day Care	(7,002)	(5,862)
Government Grants	(709,986)	(821,588)
Total Recurrent Income	(815,844)	(926,844)
Expenses		
Salaries and Wages and on costs	581,712	466,351
Leave Accruals	43,185	43,213
Workers Compensation	12,522	19,715
Volunteer Notional Expenditure	10,524	10,524
Contractors	20,730	4,773
Accommodation Expenses	25,191	30,380
Motor Vehicle Expenses	17,373	18,490
Fringe Benefits Tax	1,641	1,650
Insurance	564	755
Printing and Stationery	960	962
Subscriptions	1,065	4,549
Purchases - Consumables / Materials	4,914	10,621
Purchases - Sundry	2,328	10,154
Depreciation	17,997	11,106
Audit	906	-
Legal Fees	1,500	-
Management Fee - Administration and Accounting	25,008	24,651
Management Fee - Human Resources	8,394	5,974
Management Fee - Information Technology	8,523	10,467
Activity / Meal Expenses - Adult Day Care	16,068	14,885
Brokerage	6,999	-
Total Recurrent Expenditure	801,105	689,219
Deduct Grant received in advance		136,931
Deduct Brokerage Fees - Non-HACC Income		5,862
Deduct Credit carried forward - 13/14 pay increase		25,658
Net Recurrent Income/Expenses	(14,739)	(69,174)

Attachment 3

Meals on Wheels 14/15

Income / Expenditure Description	Annual Budget 2014/15	Budget Jul - Sept	Actuals Jul - Sept
Recurrent Income and Expenditure			
Income			
Notional Income Volunteers	(27,234)	(6,810)	(6,809)
Fees - MOW's	(56,238)	(14,061)	(14,829)
Government Grants - State Operating	(10,672)	(2,667)	(3,762)
Total Recurrent Income	(94,144)	(23,538)	(25,399)
Expenses			
Shire Service Fees	10,038	2,909	2,480
Volunteer Reimbursements (Delivery / Fuel)	12,360	3,090	2,400
Notional Expenditure Volunteers	27,234	6,807	6,809
Purchases - Consumables	63,698	15,924	5,995
Purchases - Sundry	1,386	345	959
Total Recurrent Expenses	114,717	29,075	18,643
Net Recurrent Income/Expenses	20,573	5,537	(6,756)

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

56. Quality Policy and Management Procedure

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Strategy and People Services
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Quality Policy
Attachment 2	Quality Policy – Management Procedure

PURPOSE

1. For Council to note and endorse the Shire's Quality Policy and associated Management Procedure (Attachments 1 and 2).

BACKGROUND

2. The Council and Shire of Kalamunda are committed to continuous improvement and providing residents and ratepayers with facilities and services that meet, and even exceed their expectations.
3. In order to assist the organisation to meet these obligations and expectations, a Quality Policy and Management Procedure have been developed.

DETAILS

4. The Quality Policy and Management Procedure provide direction and guidance with respect to achieving excellence in the provision of facilities and services to the community. It provides for the establishment of an overarching Quality Framework encapsulating the Council's Integrated Planning Framework, Policies and Plans, Business Improvement Processes and Management Practices and Procedures.
5. The Policy provides that the Shire of Kalamunda aims to achieve excellence in all aspects of its operations by:
 - Providing customers with high quality facilities and services that meet requirements and are fit for their purpose.
 - Operating the business to the standards required by ISO 9000:2005, ISO 9000:2009 and ISO 9001:2000.
 - Enhancing the skills of management and staff through review and actively pursuing an on-going training and development program, with the objective of preparing staff to perform their work more effectively.
 - Promoting the culture of innovation and continual quality improvements and the philosophy of getting things "right first time".

-
- Rigorously controlling the design, implementation and completion to program of all projects.
 - Promoting the quality management systems and ensuring implementation is achieved by internal auditing, management review, corrective and preventive action.

STATUTORY AND LEGAL CONSIDERATIONS

6. Nil.

POLICY CONSIDERATIONS

7. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

8. There was no need to advertise the proposed policy.

FINANCIAL CONSIDERATIONS

9. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 6.3 - To lead, motivate and advance the Shire of Kalamunda

OBJECTIVE 6.10 - To build a high performing and motivated workforce.

SUSTAINABILITY

Social Implications

11. Provides guidelines for the mapping and improvement of Council's key processes.

Economic Implications

12. Nil.

Environmental Implications

13. Nil.

RISK MANAGEMENT CONSIDERATIONS

Risk	Likelihood	Consequence	Rating	Action/Strategy
Policy and Procedure isn't followed.	Unlikely	Minor	Low	Ensure Policy and Procedure has been communicated to all staff so that they follow associated management procedures.

OFFICER COMMENT

15. The proposed Quality Policy and Management Procedure will ensure that the Shire is committed to the principles of business improvement and quality management.

16. It sets out the business excellence framework that the Shire will operate under and provides for the mapping and improvement of the Shire's key processes.

A Councillor asked if any negotiations had taken place with the City of Belmont regarding Policies. The Chief Executive Officer responded that until now the two local governments have worked as two separate entities. During the next six months a comparison of policies will take place and the process will begin to select the best to create a new Policy Register for next year.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 56/2014)

That Council:

1. Notes and endorses the Quality Policy and accompanying Management Procedure (Attachments 1 and 2).

Moved: **Cr Geoff Stallard**

Seconded: **Cr Frank Lindsey**

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

Attachment 1

SOK POLICY

Quality Policy

MANAGEMENT PRACTICE

Quality Policy Management Procedure
(Business Excellence Framework and
Operating Guidelines)

RELEVANT DELEGATION



Rationale

Quality is important to the Shire because we value our customers. We strive to provide our customers with facilities and services which meet and even exceed their expectations. We are committed to continuous improvement and have established a Quality Framework that will support effective measurement and improvement of our performance, and allow the Shire to achieve its goals of service, professionalism and quality.

Policy

The Shire of Kalamunda aims to achieve excellence in all aspects of its operations by:

- Providing customers with high quality facilities and services which meet requirements and are fit for their purpose.
- Having regards for the standards required by ISO 9000:2005, ISO 9000:2009 and ISO 9001:2000 in operating the organisation.
- Enhancing the skills of management and staff through review and actively pursuing an on-going training and development program, with the objective of preparing staff to perform their work more effectively.
- Promoting the culture of innovation and continual quality improvements and the philosophy of getting things "right first time".
- Rigorously controlling the design, implementation and completion to program of all projects.
- Promoting the quality management systems and ensuring implementation is achieved by internal auditing, management review, corrective and preventive action.

The CEO and staff of the Shire of Kalamunda will strive to consistently provide high quality services

The benefits to be derived from the Quality Framework will include:

- Effective prioritisation of improvement efforts to deliver maximum benefits.
- Process efficiency and effectiveness through reduced waste and variation.
- An empowered and motivated workforce with increased retention.
- Increased productivity and reduced operational costs.
- Focus on customer service delivering superior perception of value.
- Sustainable performance by increasing stakeholder value.

In order to improve the quality of the facilities and services that the Shire provides, a Quality Framework has been developed.

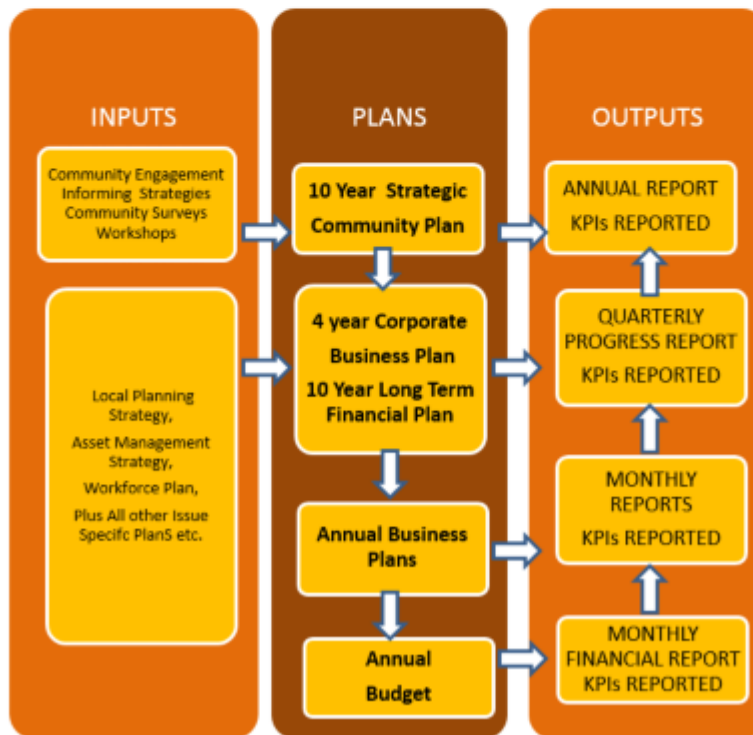
Quality Framework

The following components make up the Shire's Quality Framework:



1. STRATEGIC PLANS

The Shire's Strategic Direction is determined from its Integrated Planning framework:



The Shire's Integrated Planning Framework provides high-level strategic rolling plans for all of our activities.



The Shire's key Strategic Plans are:-

- KALAMUNDA ADVANCING – Strategic Community Plan (10 years)
- KALAMUNDA BUILDS – Asset Management Plan (10 years)
- KALAMUNDA ACCOUNTABLE – Long Term Financial Plan (10 years)
- KALAMUNDA WORKING – Strategic Workforce Plan (10 Years)
- KALAMUNDA ACHIEVING – Corporate Business Plan (4 years)

Between them, the plans set out Council's long-term plan for the Shire, and the priorities for the next 10 years. These ensure that the community's needs are met, while maintaining a sustainable and accountable Shire.

2. POLICIES AND PLANS

The purpose of a policy is to provide guidance and leadership, so that the CEO and Shire staff are able to make decisions in a consistent and transparent way, which reflect the strategic direction of Council. Specific guiding strategies and plans which have been adopted by Council also serve the same purpose – to assist decision-making and provide direction.

3. BUSINESS IMPROVEMENT PROCESSES

To maintain a high level of quality in the services it provides, the Shire has developed guidelines and will provide training to staff to promote business improvement. Examining how things are done and determining how they can be done *better* will lead to reduced waste and better outcomes for our customers.

4. MANAGEMENT PRACTICES AND PROCEDURES

The Shire maintains a register of management practices and procedures, which provide direction on how policies are to be implemented. These are operational, rather than strategic, documents. They are not detailed step-by-step instructions, but guidelines that ensure that activities are carried out in a clear, consistent way.

5. PROCESS MAPS AND WORK INSTRUCTIONS

Process mapping guidelines have been developed to enable staff to identify their key work processes, and the activities, actions and decisions involved in carrying out those processes.

These key processes will be mapped to show who is responsible for each step, and the sequence of steps from start to finish (generally in the form of a flowchart). Work instructions is a detailed set of instructions that describe exactly how a low-level activity must be carried out and are even more detailed, explaining exactly how a step within a process or a specific task is to be carried out.

Process maps are essential for improving the quality of our services by allowing opportunities for improvement to be identified (leading then into the business improvement process), without compromising internal control, legislative compliance and exposure to risk.

6. FORMS AND TEMPLATES

To ensure consistency in the Shire's outputs, a number of forms and templates have been developed (for example, for correspondence and for policies). These save time and effort, allowing faster response times, and ensure that consistent information is provided to our customers.

This Framework will enable the deployment of the facilities, services and projects to be made in a consistent way, which will support the strategic direction and sustainability of the Shire.

Business Excellence will be achieved through processes being identified and recorded. Opportunities for improving those processes will be identified and changes implemented. This will lead to less waste of resources, faster response times, consistent results, and ultimately improved outcomes for our customers.

Related Local Law		Last Reviewed	
Related Policies		Next Review Date	
Related Budget Schedule		Authority	

Attachment 2

Quality Policy Management Procedure (Business Excellence Framework and Operating Guidelines)

Relevant Shire of Kalamunda Council Policy

Relevant Shire of Kalamunda Policy

Quality Policy

Purpose

The Shire is committed to the principles of business improvement and quality management. This procedure sets out the business excellence framework that the Shire will operate under, and provides guidelines for the mapping and improvement of the Shire's key processes.

Detail

Business Excellence Framework

The Shire will be guided by the 12 principles established by the Australian Business Excellence Framework.

The twelve principles of the Framework are:

1. Clear direction allows organisational alignment and a focus on achievement of goals.
2. Mutually agreed plans translate organisational direction into actions.
3. Understanding of what customer's value, now and into the future, influences organisational direction, strategy and action.
4. To improve the outcome, improve the system and its associated processes.
5. The potential of an organisation is realised through its people's enthusiasm, resourcefulness and participation.
6. Continual improvement and innovation depend on continual learning.
7. All people work in a system; outcomes are improved when people work on a system.
8. Effective use of facts, data and knowledge leads to improved decisions.
9. All systems and processes exhibit variability which impacts on predictability and performance.
10. Organisations provide value to the community through their actions to ensure a clean, safe, fair and prosperous society.
11. Sustainability is determined by an organisation's ability to create and deliver value for all stakeholders.
12. Senior leadership's constant role modelling of these Principles and their creation of a supportive environment to live these Principles are necessary for the organisation to reach its true potential.

The seven categories the Shire use as a framework for the organisation to review, question, analyse and assess its leadership effectiveness and impact will be:

1. Leadership
2. Strategy and Planning
3. Knowledge and Information
4. People
5. Customer and Market Focus
6. Innovation, Quality and Improvement
7. Success and Sustainability

The Shire's Quality Framework has been designed specifically to provide guidance to the organisation as to what they must address in order to achieve sustained improvement.

Everyone is responsible for quality within the Shire and for maintaining the highest standards at all times.

Operating Guidelines

Business Improvement Guidelines

Once the Shire's major processes have been mapped, the process maps can be used to identify areas for improvement. The goal is to increase efficiency and effectiveness, while providing a consistent and high quality outcome for our customers. The process map shows how we currently work. The question that needs to be answered is "how can we work better?"

How can a process map be used to make improvements?

Process mapping enables us to clearly and simply record existing processes, examine them thoroughly and develop improvements by identifying:

- Unnecessary tasks;
- Capacity issues, where more resources are required;
- Bottlenecks and delays;
- Duplication;
- Waste;
- Value for money (how much does the process cost the Shire? Could it be done cheaper?); and
- Duplication of roles (potential for reducing the number of staff involved in the process).

Once identified, this knowledge provides a solid basis from which to develop solutions and introduce and plan new improved processes.

Making system changes without truly understanding how the process is working today, and why, can lead to costly mistakes. It can also create conditions that make it difficult for staff to work effectively, and often creates further problems, such as a breakdown in the internal control environment leading to a higher risk exposure.

If you do not measure a process, you will not be able to manage it effectively and if you cannot manage a process, you cannot improve it.

In making a system change improvement, consideration needs to be given to the establishment of the internal control environment and segregation of functional activities. As part of the measurement process risk identification and assessment needs to be evaluated and mitigated.

Process Improvement

Having selected and recorded key processes, the next stage is to critically examine them, and develop new processes where necessary.

Understanding and documenting our processes can assist in answering these questions:

What does it cost?	How do we control the quality?	Who is accountable for this process?
How long does it take?	How can we eliminate non-value-added activities?	Who is responsible for improving the process?
Who does the activity?	How should we measure performance?	Do we have the right resources?
What are the results?	How is value for money assessed?	Do we have the right skills?
Does the way we do it suit our customers?	Are there any outcomes that we are not addressing?	Is systems support adequate?
How well do we do it?	How can we reduce the resource costs?	What are the opportunities?
What is the variability in the results?	What and where are the risks?	Does anyone else do this better than us?
How much hassle is it?	Does this process need to coordinate with others?	Can we learn from anyone else?

Critical examination

In many instances the thoughts and discussions required to chart existing processes will lead to easy identification of improvements. These should be noted and retained for the improvement stage. Many improvements will leap off the page once an existing process is charted.

Examine the process maps and ask the following questions:

Primary Questions	Why?	Secondary Questions	Selection
Purpose - What is achieved	Why?	What else could be achieved?	What should be achieved?
Means - How is it achieved?	Why that way?	How else could it be achieved?	How should it be achieved?
Sequence - When is it achieved?	Why then?	When could it be achieved?	When should it be achieved?
Place - Where is it achieved?	Why there?	Where else could it be achieved?	Where should it be achieved?
Person - Who achieves it?	Why that person?	Who else could achieve it?	Who should achieve it?

An alternative to examining the whole process in the way outlined above is to focus on **wasted work**. Wasted work means:

- Spending time doing things again which have not been done right first time;
- Duplicating effort; and
- Doing things that add no value to the organisation or its stakeholders.

Wasted work should be evident from the process maps, and discussions with both the team developing the process map and other staff.

Charting process improvements

Having completed the initial process examination and improvement stage, the new improved processes should now be charted. This is important as it can be used as a training aid for all staff and should clearly define who is responsible for each action. These charts should also form the basis of any future work aimed at improving processes further.

It is also important to remember that process mapping is merely the first stage in a continuous cycle of incremental improvement and refinement of processes which is ultimately aimed at:

- Eliminating duplication of tasks and reduction of costs;
- Improved efficiency and co-ordination of working practices;
- Reducing the transportation of materials e.g. files between locations;
- Improved quality and timeliness in the organisation; and
- Improving the effective deployment of staff.

You don't learn to process map, you process map to learn.

Process Mapping Guidelines

The Local Government Reform Toolkit recommends that the current services and functions of a local government facing reform be mapped as part of the "Planning" phase. Even if the Shire does *not* ultimately amalgamate, it is important for both continuous improvement and business continuity that the services that the Shire provides are set out in a clear, easy to understand manner, and that new employees joining the Shire are able to understand exactly how processes are carried out.

What is a process?

A process is the series of steps and decisions involved in completing a task. Everything we do in our lives involves processes. Here are some examples:

- | | |
|------------------------|--------------------------------|
| • Writing a work order | • Writing a report |
| • Paying staff | • Preparing the budget |
| • Ordering a part | • Producing the rates |
| • Serving a customer | • Managing correspondence |
| • Maintaining a road | • Responding to a call out |
| • Building a facility | • Conducting a fire drill |
| • Lending a book | • Registering a new gym member |
| • Doing an audit | • Preparing an event |
| • Developing staff | • Paying an invoice |

What is a process map?

A process map identifies the activities, actions and decisions involved in carrying out a task. The map should show who is responsible for each step, and show the sequence of steps from start to finish. The map should be clear and easy to understand. Ideally, a brand new employee should be able to pick up the process map and know exactly where a task is at in the sequence, and how to carry it out to completion.

The structure of a process map may vary, but usually takes the form of a flow chart or a table.

Process mapping enables us to clearly and simply record existing processes, examine them thoroughly and develop improvements by:

- Eliminating unnecessary tasks
- Clarifying roles and responsibilities within the process
- Reducing delays and duplication
- Reducing the number of staff required

Why map processes?

Process maps ensure that everyone has a clear understanding of how a process is carried out, and that we do things in a consistent way. They clearly set out who is responsible for each step, providing accountability and clarification of roles.

Process maps allow continuity in the way we do things – as staff leave and new staff are employed, the map can be used as a training tool to ensure that things continue to be done in a consistent way for our customers. Most importantly, they show how we work, which allows us to find ways to improve our processes.

How do I create a process map?

Initially, each business unit will need to identify what its major processes are. What do the staff in the unit actually do? - and then outline the steps involved in completing the process.

Major processes will be those critical to the Shire's continued operation – for example, those required to manage risk; to comply with statutory requirements; to produce revenue and provide assets and services to the community.

Staff in the business unit may already have step-by-step instructions set out for their major processes. If so, these should be reviewed to ensure that they are still current, and perhaps rewritten so that all of the unit's processes are in a consistent format.

If there is no process map already in place, the process owner (see below) needs to document each step that is involved in completing the process. This record of where actions are taken, decisions are made, inspections are performed, and approvals are required becomes the process map. When teams work on processes that cross departmental lines, they may have to also refer to the relevant staff in the other business units who are involved in or affected by the process they are working on.

Involve those who are familiar with the process. All the following could potentially be involved:

- Those who DO the work;
- Other staff that are a part of the process; and
- The SUPERVISORS / MANAGERS of the process

Once the process map has been created, it needs to be tested. Carry out the task following exactly the steps shown in the process map. This should make it clear if any steps are missing or if any step is dependent on input from other staff (who need to be added to the map). Check with other staff who are involved in the process, either as participants in the process or as customers, to see if they can identify any steps that are missing or incorrect.

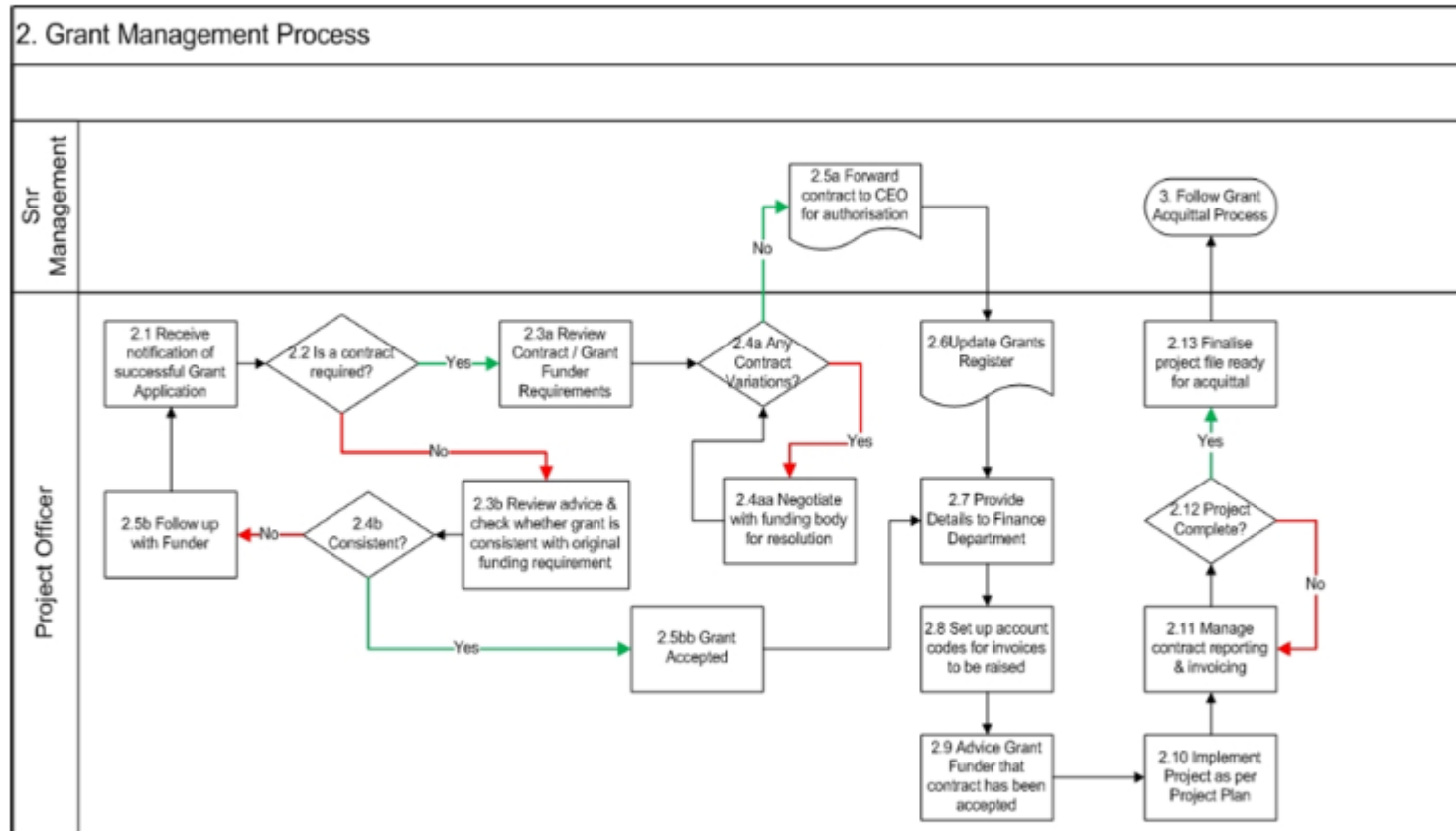
What is a process owner?

Everyone has a stake in one or more processes. Groups of individuals usually share in—and "own"—the activities which make up a process. The one individual who is ultimately responsible and accountable for the proper working of the process is known as the "process owner." The process owner is the immediate supervisor or leader who has control over the entire process from beginning to end.

PROCESS MAP EXAMPLES - Council Agenda Process – Sequenced Approach

Process Owner – Manager Governance and Public Relations						
Officer	Officer's Manager	Manager Governance	Executive Team	Governance Officer	CEO	Council
1 Research, plan and write Report						
2 Proof read and verify facts						
	3 Review and provide comment					
4 Changes made						
		5 Review and provide comment				
	6 Changes made					
			7 Review and provide comments			
	8 Changes made					
				9 Minor changes made		
				10 Report placed into agenda system		
				11 Draft agenda produced		
			12 Draft agenda reviewed at agenda settlement			
				13 Final changes made & final agenda produced		
			14 Final agenda reviewed at EMT meeting			
					15 Agenda signed	
						16 Receive agenda 3 days prior to meeting

2. Grant Management Process – Flowchart Approach



Process Map Conventions

In the application of mapping our processes the first process map approach can be used by all staff. It can be done in Word and is a simple approach.

Once the process map has been completed and endorsed by your manager it will be then processed into a Visio Flowchart which will become the Shire's consistent and preferred approach.

Each Business Unit will have a nominated Visio user who will assist and ensure that all process maps are transferred into the Visio flowchart and this will then be centralised into the corporate records system.

All process maps must be completed by March 2015.

Related Budget Schedule			
Authority			
Adopted		Next Review Date	

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

57. Acceptance of Annual Report 2013/2014

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Office of the Chief Executive Officer
File Reference	FI-SRR-005
Applicant	N/A
Owner	N/A
Attachment 1	Draft 2013/2014 Annual Report

PURPOSE

1. To accept the 2013/2014 Annual Report and set the date for the Annual General Meeting of Electors (Attachment 1).

BACKGROUND

2. Section 5.53 of the *Local Government Act 1995* (the Act) requires a local government to prepare an Annual Report for each financial year and details what the Annual Report is to contain.
3. Section 5.54 of the Act requires a local government to accept the Annual Report for a financial year no later than 31 December in the year after that financial year, subject to the availability of the Auditor's Report.
4. Section 5.55 of the Act requires the Chief Executive Officer to give local public notice of the availability of the Annual Report as soon as practicable after the Annual Report has been accepted by the local government.
5. Section 5.27 of the Act requires that a general meeting of the electors of a district is to be held once every financial year.

DETAILS

6. The statutory Annual Report is prepared to advise the Community on the activities of the local government. It reports on the annual outcomes achieved by the organisation against the strategic priorities, objectives and strategies set out in the Strategic Community Plan – Kalamunda Advancing.
7. The Annual Report also contains audit Annual Financial Report, previously adopted by Council.

STATUTORY AND LEGAL CONSIDERATIONS

8. The Draft 2013/2014 Annual Report is in compliance with Sections 5.53 and 5.54 of the Act.
9. Section 5.27(2) of the Act requires that the Annual General Meeting of Electors is required to be held within 56 days of acceptance of the Annual Report.

POLICY CONSIDERATIONS

10. There are no policy considerations with respect to the Annual Report.

COMMUNITY ENGAGEMENT REQUIREMENTS

11. Although no community engagement consultation is required in the preparation of the Annual Report, Section 5.55 of the Act requires that the Chief Executive Officer give local public notice of the availability of the annual Report as soon as practicable after the Annual Report has been accepted by the local government.

FINANCIAL CONSIDERATIONS

12. The 2014/2015 Budget includes provision for the cost of producing the Annual Report for statutory and public distribution.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

13. *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

14. Nil.

Economic Implications

15. Nil.

Environmental Implications

16. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 17.
- | Risk | Likelihood | Consequence | Rating | Action/Strategy |
|---|------------|-------------|--------|--|
| The Annual Report is not accepted as required by the Act. | Unlikely | Minor | Low | Ensure the Annual Report is prepared in time to meet the legislative requirements. |

OFFICER COMMENT

18. Whilst Section 5.53 of the Act stipulates the content of the Annual Report which is to be accepted by Council and utilised for statutory purposes, it is permissible to produce a modified version of the Annual Report for general community distribution.
19. A modified version of the Annual Report involves the inclusion of an abridged version of the financial statements, thereby reducing significantly the size of the Annual Report and, consequently, printing costs.
20. The abridged financial statements include:
 - Statement of Comprehensive Income by Nature and Type
 - Statement of Comprehensive Income by Program
 - Statement on Financial Position
 - Statement of Changes in Equity
 - Cash Flow Statement
 - Rate Setting Statement
21. As the Act requires that the Annual General Meeting (AGM) of Electors is required to be held within 56 days of acceptance of the Annual Report, it is proposed that the Annual General Meeting of Electors be held on Monday 9 February 2015 at 6.15pm.
22. Whilst the Development & Infrastructure Services Committee meeting is scheduled for 6.30pm on this night, the timing of previous AGM's should mean that the committee meeting will not be impacted.

A Councillor asked why a modified version was required and if the public had access to the full copy. Manager Governance and PR responded that the abridged copy was produced without all the notes thereby reducing the document by about fifty percent and making it less cumbersome. A full copy will be made available for the public to view at the Administration Building Front Counter, on the web and all the Libraries as per statutory requirements.

Voting Requirements: Absolute Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 57/2014)

That Council:

1. Pursuant to Section 5.54 of the *Local Government Act 1995*, accepts the 2013/2014 Annual Report (Attachment 1).
2. Endorses the production of a modified version of the 2013 Annual Report, containing an abridged set of financial statements, for general community distribution.
3. Agrees that the Annual General Meeting of Electors be held on Monday 9 February 2015, commencing at 6.15pm.

Moved: **Cr Andrew Waddell**

Seconded: **Cr Dylan O'Connor**

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

Attachment 1

Draft 2013/1014 Annual Report

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

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Nil.

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

11.1 Nil.

12.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

12.1 Cr Simon Di Rosso – Car Club at Woolworths Car Park; follow-up question

Q. Is the Shire of Kalamunda obliged to provide authority for a use of this type? (Using the car park for a car club meeting).

A. A response has been provided to Councillors in a separate memo.

13.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER 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 Presiding Member declared the meeting closed at 6.37pm.

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

Signed: _____
Presiding Member

Dated this _____ day of _____ 2014