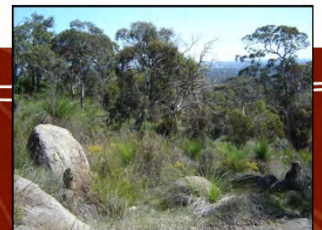


Corporate & Community Services Committee Meeting

Agenda for Monday 14 December 2015



**shire of
kalamunda**

NOTICE OF MEETING CORPORATE & COMMUNITY SERVICES COMMITTEE

Dear Councillors

Notice is hereby given that the next meeting of the Corporate & Community Services Committee will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Monday 14 December 2015 at 6.30pm.**

Dinner will be served prior to the meeting, at 5.30pm.


Rhonda Hardy
Chief Executive Officer
9 December 2015

Our Vision and Our Values

Our Vision

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

Our Core Values

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

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

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

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

Our Aspirational Values

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

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

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

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



INFORMATION FOR THE PUBLIC ATTENDING COMMITTEE OR COUNCIL MEETINGS

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

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

Council Chambers – Seating Layout



Standing Committee Meetings – Procedures

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

Emergency Procedures

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

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

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

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

INDEX

1.0	OFFICIAL OPENING.....	6
2.0	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED	6
3.0	PUBLIC QUESTION TIME	6
4.0	PETITIONS/DEPUTATIONS	6
5.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	7
6.0	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION.....	7
7.0	MATTERS FOR WHICH MEETING MAY BE CLOSED	7
8.0	DISCLOSURE OF INTERESTS.....	7
9.0	REPORTS TO COUNCIL	7
	48. DEBTORS AND CREDITORS REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2015	8
	49. RATES DEBTORS REPORT FOR THE PERIOD ENDED 31 NOVEMBER 2015.....	53
	50. COMMUNITY CARE QUARTERLY REPORT JULY TO SEPTEMBER 2015.....	58
	51. DISABILITY AND CARERS ADVISORY COMMITTEE – REVIEW OF TERMS OF REFERENCE AND APPOINTMENT OF COMMUNITY REPRESENTATIVES	68
	52. KALAMUNDA AGED CARE ADVISORY COMMITTEE – ESTABLISHMENT AND ENDORSEMENT OF TERMS OF REFERENCE	76
	53. TELEPHONE VOICE RECORDING POLICY AND MANAGEMENT PROCEDURE.....	84
	54. SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS 2016	92
	55. DRAFT RAY OWEN SPORTS CENTRE LICENCE AGREEMENT	98
	56. APPLICATION FOR LEAVE – CHIEF EXECUTIVE OFFICER.....	107
	57. SHIRE OF KALAMUNDA STANDING ORDERS LOCAL LAW	110
	58. PICKERING BROOK HERITAGE GROUP REQUEST FOR LAND VESTING APPROVAL FOR SECTION OF RESERVE R6583	117
	59. REVIEW OF KALAMUNDA ADVANCING – STRATEGIC COMMUNITY PLAN TO 2027	122
	60. KALAMUNDA ENVIRONMENTAL ADVISORY COMMITTEE – KEAC (FORMERLY COMMUNITY SUSTAINABILITY ADVISORY COMMITTEE – CSAC)	130
	61. CONSIDERATION OF TENDERS – MORRISON OVAL RE-DEVELOPMENT PROJECT (RFT 1513)....	148
	62. CONFIDENTIAL REPORT - REVIEW AND RENEWAL OF CHIEF EXECUTIVE OFFICER'S CONTRACT.....	152
10.0	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	153
11.0	QUESTIONS BY MEMBERS WITHOUT NOTICE.....	153
12.0	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	153
13.0	URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION.....	153
14.0	TABLED PAPERS	153
	• HARTFIELD PARK ADVISORY COMMITTEE – 24 NOVEMBER 2015	153
	• RAY OWEN MANAGEMENT COMMITTEE – 26 NOVEMBER 2015.....	153
	• KOSTERA OVAL ADVISORY COMMITTEE – 1 DECEMBER 2015.....	153
15.0	MEETING CLOSED TO THE PUBLIC.....	170
16.0	CLOSURE	170

AGENDA

1.0 OFFICIAL OPENING

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

3.0 PUBLIC QUESTION TIME

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

3.1 Question from Corporate & Community Services Committee Monday 16 November 2015

3.1.1 Dick Lovegrove, Wattle Grove

Q1. Was there any charge made against Western Power for the rezoning of the land it is selling on Hawtin Road and why is there no Developer Contribution Scheme being applied to the land?

A1. All costs associated with the rezoning process and subsequent preparation and adoption of the Local Structure Plan for the Western Power landholding were met by the previous owner of the subject land and adjoining land owners.

Planning of the area formally known as Forrestfield U7 commenced in the 1990's. At that time there was no State Government Planning Policy requirement for the preparation and implementation of a Developer Contribution Scheme. In this instance a schedule of infrastructure works was prepared which landowners were required to make an equitable contribution towards the upgrading of existing and proposed road infrastructure.

3.1.2 Neta Parker, Paulls Valley

Q1. Are Councillors aware that 50 metres from the gum nuts on Kalamunda Road there is a Patterson's Curse plant?

A1. The Shire undertakes an ongoing weed management program that includes the treatment of weeds either with manual removal or chemical spray. These works are undertaken on a proactive rostered basis by a contractor or on request by Shire staff. An investigation of this location on 18 November did not identify any weeds on Kalamunda Road between Elizabeth Street and Canning Road.

4.0 PETITIONS/DEPUTATIONS

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- 5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 16 November 2015, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the minutes as a true and accurate record of the meeting of 16 November 2015".

6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 C&C 62. CONFIDENTIAL REPORT – Review and Renewal of Chief Executive Officer'

Reason for confidentiality. *Local Government Act* s 5.23(2) (a). A matter affecting an employee or employees.

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*.)

8.2 Disclosure of Interest Affecting Impartiality

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

9.0 REPORTS TO COUNCIL

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

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

48. Debtors and Creditors Report for the Period Ended 30 November 2015

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachment 1	Creditors Payment Listing for the month of November 2015
Attachment 2	Summary of Debtors for the month of November 2015
Attachment 3	Summary of Creditors for the month of November 2015

PURPOSE

1. To receive the monthly report on creditors payment listings for the month of November 2015 (Attachment 1).
2. To receive the monthly report on debtors and creditors (Attachments 2 and 3).

BACKGROUND

3. Council has requested reports detailing outstanding debtors and creditors on a monthly basis.

DETAILS

4. Invoices over 30 days total \$33,194.15, debts of significance are:
 - Department of Fire & Emergency Services, \$4,108.70, Community Fire Officer expenses;
 - Kalamunda Performers, \$3,989.60, hall hire;
 - Zig Zag Café, \$4,723.31, lease/operating expenses; and
 - Zig Zag Gymnastics, \$2,520.15, hall hire.
5. Invoices over 60 days total \$5,965.85, debts of significance are:
 - Food Marque, \$1,685.60, hall hire; and
 - Kalamunda Cricket Club, \$1,156.53, Loan 207.
6. Invoices over 90 days total \$274,360.00, debts of significance are:
 - DA Letizia, \$258,930.49, developer contribution;
 - Kalamunda & Canning Rugby League, \$3,552.73, operating expenses;
 - Markham Brother's Haulage, \$4,307.82, private works; and
 - Zig Zag Café, \$3,398.24, lease/operating expenses.

Creditors

7. Payments totalling 5,036,934.32 were made during the month of November 2015. Standard payment terms are 30 days from the end of the month, with local businesses and contractors on 14 day terms.

8. Significant Municipal payments made in the month were:

Supplier	Purpose	\$
All Earth Group Pty Ltd	Kostera Oval redevelopment work	1,239,458.85
Beaver Tree services	Tree pruning services – various locations (includes building protection zone works)	326,579.82
Perth Waste Pty Ltd	Weekly collection and disposal of waste services	287,784.58
LGIS Workcare Scheme	Workcare Insurance – second instalment	259,386.85
Eastern Metropolitan Regional Council	Domestic/Waste Charges and disposal fees	214,565.29
LGIS scheme liability	Second insurance instalment	175,101.70
Australian Tax Office	PAYG payments	336,561.07
Total Eden Pty Ltd	Progress claim 2 – Kostera Oval redevelopment	154,052.58
Synergy	Power charges – various locations	119,687.60
WA Local Government Superannuation Plan	Superannuation contributions	187,398.32
LGIS Property	Property Insurance – final instalment	84,819.37
Hender Lee Electrical	Hartfield Park Ruby fields lighting upgrade work	73,903.56
YMCA of Perth INC	Management Fees – Kalamunda Water park	67,622.50
Telstra corporation	Telephone expenses at various locations	58,154.74
MPK Tree services	Tree pruning services – various locations	57,960.38
Hill Top Group Pty Ltd	Building maintenance at various locations	57,227.96
Water Link	Progress payment – automatic irrigation system at George Sprigs Oval	51,523.39

These payments total \$3,751,788.56 and represent 74% of all payments for the month.

Payroll

9. Salaries are paid in fortnightly cycles. A total of \$1,137,889.13 was paid in net salaries for the month of November 2015.
10. Details are provided in (Attachment 1) after the creditor's payment listing.

Trust Account Payments

11. The Trust Accounts maintained by the Shire relate to the following types:
 - CELL 9 Trust
 - POS Trust
 - BCITF Levy
 - Building Licence Levy
 - Unclaimed Monies
12. The following payments were made from the Trust Accounts in the month of November 2015.

Cell 9 Trust		Amount (\$)
Date	Description	
02/11/2015	Project management costs September 2015	594.00
19/11/2015	McLeods – advice regarding treatment of land reserved for road	2,847.30
BCITF Levy		Amount (\$)
Date	Description	
03/11/2015	Building and Construction Industry – payment for October 2015	8,719.91

STATUTORY AND LEGAL CONSIDERATIONS

13. 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

14. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

15. Nil.

FINANCIAL CONSIDERATIONS

16. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

17. *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

18. Nil.

Economic Implications

19. Nil.

Environmental Implications

20. Nil.

RISK MANAGEMENT CONSIDERATIONS

Debtors

21.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The Shire is exposed to the potential risk of the debtor failing to make payments resulting in the disruption of cash flow.	Possible	Minor	Medium	Ensure debt collections is rigorously managed.

Creditors

22.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Adverse credit records due to the Shire defaulting on creditor.	Possible	Minor	Medium	Ensure all disputes are resolved in a timely manner.

OFFICER COMMENT

23. Nil.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 48/2015)

That Council:

1. Receives the list of payments made from the Municipal Accounts in November 2015 (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 2015 as noted in point 14 above in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
3. Receives the outstanding debtors (Attachment 2) and creditors (Attachment 3) reports for the month of November 2015.

Moved:

Seconded:

Vote:

Attachment 1

Chq/EFT	Date	Name	Description	Amount
896	27/10/2015	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	3466.53
897	03/11/2015	LES MILLS AUSTRALIA	MONTHLY LICENCE FEE	1229.56
898	04/11/2015	AUSTRALIAN TAXATION OFFICE	TAXATION	168783.84
899	09/11/2015	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	4976.47
900	10/11/2015	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	680.99
901	10/11/2015	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS COSTS HACC ACTIVITY OFFICER - \$515.91 HACC ACTIVITY OFFICER - \$1081.50 LIBRARY SERVICES TEAM LEADER - \$1698.50 HACC ACTIVITY OFFICER - \$284.10 BUILDING MAINTENANCE OFFICER - \$276.59 HACC ACTIVITY OFFICER - \$49.26 ART GALLERY & EVENTS CO-ORDINATOR - \$410.09 FUNCTIONS CO-ORDINATOR - \$3984.45 CO-ORDINATOR PROCUREMENT - \$2172.47 HACC ACTIVITY OFFICER - \$140.00 HACC ACTIVITY OFFICER - \$69.80 HACC ACTIVITY OFFICER - \$728.88 BUILDING MAINTENANCE OFFICER - \$252.00 MANAGER HR - \$2028.00 DAY CENTRE CO-ORDINATOR - \$174.15	13865.70
902	17/11/2015	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 216 INTEREST PAYMENT	4468.34
903	17/11/2015	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 217 INTEREST PAYMENT	2559.42
904	17/11/2015	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FEES	3824.03
905	18/11/2015	AUSTRALIAN TAXATION OFFICE	TAXATION	167777.23

Chq/EFT	Date	Name	Description	Amount
906	25/11/2015	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	3466.53
EFT46080	05/11/2015	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 02/11/15	4927.45
EFT46081	05/11/2015	NIGHTINGALES PHARMACY & NEWSAGENCY KALAMUNDA	FIRST AID SUPPLIES FOR OPERATIONS CENTRE	65.98
EFT46082	05/11/2015	FORRESTFIELD & DISTRICTS BOWLING CLUB INC	REIMBURSEMENT OF WATER SERVICE CHARGES AS PER LETTER OF VARIATION 03/03/15. 01/07/15 - 31/08/15	535.64
EFT46083	05/11/2015	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	110.00
EFT46084	05/11/2015	FIRE AND SAFETY WA	FIRE PROTECTION WEAR / SUPPLIES	302.50
EFT46085	05/11/2015	VE GRAPHICS PTY LTD	SUPPLY OF BANNERS FOR VARIOUS EVENTS	236.50
EFT46086	05/11/2015	DOT ULIJN (DOT BLASZCZAK)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	74.20
EFT46087	05/11/2015	TOP OF THE LADDER GUTTER CLEANING	GUTTER CLEANING SERVICES FOR VARIOUS LOCATIONS	4576.00
EFT46088	05/11/2015	ALL EARTH GROUP PTY LTD	CIVIL EARTHWORKS AND DRAINAGE INSTALLATION ON KOSTERA OVAL	903315.34
EFT46089	05/11/2015	WHITE ROOM FRAMING STUDIOS	FRAMING SERVICES	555.00
EFT46090	05/11/2015	WENDY ANNE PEARCE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	12.60
EFT46091	05/11/2015	LESCHEN JOY WATSON	TRAVEL COMMUNITY VISITORS SCHEME REFUND	32.00
EFT46092	05/11/2015	MARIA PERKINS	TRAVEL COMMUNITY VISITORS SCHEME REFUND	22.50
EFT46093	05/11/2015	CAROL ANNE CRUTE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	31.50
EFT46094	05/11/2015	BENJAMIN THACKRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	266.00
EFT46095	05/11/2015	KEITH WOOLFENDEN	CROSSOVER CONTRIBUTION	400.00
EFT46096	05/11/2015	CHRISTOPHER WILLIAM GRAY	PART BUILDING APPLICATION FEE REFUND	16.35
EFT46097	05/11/2015	DOUGLASS PEPPER	HALL AND KEY BOND REFUND	350.00

Chq/EFT	Date	Name	Description	Amount
EFT46098	05/11/2015	GILL BAXTER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	56.00
EFT46099	05/11/2015	QUINTON J & GABRIELLE L HOFFMANN	HALL BOND REFUND AND REFUND DUE TO OVERPAYMENT FEE	240.00
EFT46100	05/11/2015	ALZTUFF	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	8.75
EFT46101	05/11/2015	PHILLIP BRADLEY MUTTER	REFUND OF BUILDING APPLICATION FEE	95.00
EFT46102	05/11/2015	JACQUELINE ROSEMARY BORG	RATES REFUND - OVERPAYMENT AS PROPERTY SOLD	832.76
EFT46103	05/11/2015	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	600.00
EFT46104	05/11/2015	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	589.14
EFT46105	05/11/2015	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	644.41
EFT46106	05/11/2015	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	639.70
EFT46107	05/11/2015	FORPARK PTY LTD	PLAY GROUND EQUIPMENT REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	7021.30
EFT46108	05/11/2015	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	167.17
EFT46109	05/11/2015	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	313.50
EFT46110	05/11/2015	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	463.04
EFT46111	05/11/2015	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	14525.35
EFT46112	05/11/2015	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	1368.63
EFT46113	05/11/2015	FASTA COURIERS	COURIER FEES	395.93
EFT46114	05/11/2015	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	890.43
EFT46115	05/11/2015	LESMURDIE SAND, SOIL & BOBCAT HIRE	GARDEN / RESERVE SUPPLIES	264.00
EFT46116	05/11/2015	SANDGROPER SEPTICS	SEPTIC / GREASE TANK CLEAN OUT SERVICES AT VARIOUS LOCATIONS	165.00
EFT46117	05/11/2015	MAJOR MOTORS PTY LTD	PLANT / VEHICLE PARTS	45.18
EFT46118	05/11/2015	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	1274.85
EFT46119	05/11/2015	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1085.70

Chq/EFT	Date	Name	Description	Amount
EFT46120	05/11/2015	DAYNITE TOWING SERVICE (WA) PTY LTD (FORMERLEY MOBITOW PTY LTD)	TOWING SERVICES	550.00
EFT46121	05/11/2015	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	3058.00
EFT46122	05/11/2015	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	9262.00
EFT46123	05/11/2015	LGIS INSURANCE BROKING SERVICES	MOTOR VEHICLE PREMIUM ADJUSTMENT ADDITIONAL PREMIUM - ENDORSEMENT PERIOD 30/06/14 - 30/06/15	7664.46
EFT46124	05/11/2015	LGIS WORKCARE SCHEME	LGIS WORKCARE INSURANCE - 30/06/15 - 30/06/16 - SECOND INSTALMENT. ACTUAL WAGES ADJUSTMENT FEE - 30/06/14 - 30/06/15	259386.85
EFT46125	05/11/2015	LGIS LIABILITY SCHEME	LGIS LIABILITY - 30/06/15 - 30/06/16 - SECOND INSTALMENT	175101.70
EFT46126	05/11/2015	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	353.06
EFT46127	05/11/2015	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	15668.92
EFT46128	05/11/2015	BGC ASPHALT	ROAD MATERIALS FOR VARIOUS LOCATIONS	161.16
EFT46129	05/11/2015	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	1542.04
EFT46130	05/11/2015	MARKETFORCE PTY LTD	ADVERTISING FOR VARIOUS JOBS / EVENTS	2796.41
EFT46131	05/11/2015	KALAMUNDA & DISTRICTS JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	2140.00
EFT46132	05/11/2015	ZIG ZAG GRAPHICS AND PRINT	ART WORK SET UP FEE FOR NEW VEHICLE INSPECTION BOOKS FOR DEPOT PLANT	396.00
EFT46133	05/11/2015	COURIER AUSTRALIA	COURIER CHARGES	7.02
EFT46134	05/11/2015	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	6635.80
EFT46135	05/11/2015	LOVEGROVE TURF SERVICES	TURF MAINTENANCE / SERVICES AT VARIOUS LOCATIONS	12815.00

Chq/EFT	Date	Name	Description	Amount
EFT46136	05/11/2015	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	118.30
EFT46137	05/11/2015	SEBASTIAN BUTCHERS	CATERING SUPPLIES	144.03
EFT46138	05/11/2015	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	1223.34
EFT46139	05/11/2015	DIANE GUNTRIP	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	10.50
EFT46140	05/11/2015	WATTLE GROVE PRIMARY SCHOOL P & C	DONATION TO WATTLE GROVE PRIMARY SCHOOL 100TH ANNIVERSARY FETE	500.00
EFT46141	05/11/2015	CITY OF JOONDALUP	LIBRARY EXPENSES	17.60
EFT46142	05/11/2015	HILLS BMX CLUB (INC)	KIDSPORT FUNDING FOR VARIOUS PLAYERS	290.00
EFT46143	05/11/2015	WALLISTON DELI	CATERING AND EVENT SUPPLIES AS REQUIRED FOR THE WORKS DEPOT	83.50
EFT46144	05/11/2015	HIGH WYCOMBE CRICKET CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	99.00
EFT46145	05/11/2015	ST JOHN AMBULANCE AUSTRALIA (WA) INC	FIRST AID COVER AT WALK THE ZIG ZAG 2015	915.04
EFT46146	05/11/2015	TOTAL EDEN PTY LTD	RETICULATION PARTS AS REQUIRED	524.74
EFT46147	05/11/2015	WILD SEASONS FLOWERS PTY LTD	FLOWER ARRANGEMENTS	150.00
EFT46148	05/11/2015	KALAMUNDA & DISTRICTS BASKETBALL ASSOCIATION INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	429.00
EFT46149	05/11/2015	AMEREX FIRE (WA) (E FIRE AND SAFETY)	FIRE EQUIPMENT MAINTENANCE FOR VARIOUS LOCATIONS	6394.30
EFT46150	05/11/2015	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	21529.81
EFT46151	05/11/2015	MOIRA A COURT	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	4.90
EFT46152	05/11/2015	NEW GENERATION HOMES - TANGENT NOMINEES PTY LTD	FOOTPATH DEPOSIT REFUND	1500.00
EFT46153	05/11/2015	LGIS PROPERTY	LGIS PROPERTY INSURANCE - 30/06/15 - 30/06/16 - SECOND INSTALMENT	84819.37

Chq/EFT	Date	Name	Description	Amount
EFT46154	05/11/2015	TRILOGY SERVICING PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	1605.71
EFT46155	05/11/2015	AUTO ONE KALAMUNDA	PLANT / VEHICLE PARTS	175.80
EFT46156	05/11/2015	DEBBIE JOSE JEWELLERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	31.50
EFT46157	05/11/2015	DUSAN DANNY STEKOVIC	RATES REFUND	442.90
EFT46158	05/11/2015	KANYANA WILDLIFE REHABILITATION CENTRE INC	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	188.00
EFT46159	05/11/2015	KRISTIE MOILER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	11.27
EFT46160	05/11/2015	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	8340.00
EFT46161	05/11/2015	MURRAY RICHARDS	RATES REFUND	3258.20
EFT46162	05/11/2015	DUN & BRADSTREET (AUSTRALIA) PTY LTD	DEBT COLLECTION FEES FOR RATES	1755.43
EFT46163	05/11/2015	DIEBACK TREATMENT SERVICES	DIEBACK TREATMENT SERVICES	3300.00
EFT46164	05/11/2015	FOOD TECHNOLOGY SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR HEALTH DEPARTMENT	2719.92
EFT46165	05/11/2015	A1 POOLS	FOOTPATH DEPOSIT REFUND	1500.00
EFT46166	05/11/2015	DONNA GAHAN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	66.50
EFT46167	05/11/2015	DANIELLE RUST	HALL AND KEY BOND REFUND	350.00
EFT46168	05/11/2015	TWO WAY HIRE SERVICES PTY LTD	TWO WAY HIRE SERVICES FOR WALK THE ZIG ZAG 2015	638.00
EFT46169	05/11/2015	ELECTRICITY NETWORKS CORP T/A WESTERN POWER	DESIGN FEE FOR ADDITIONAL STREET LIGHTING AT 584 KALAMUNDA ROAD HIGH WYCOMBE	1708.50
EFT46170	05/11/2015	WOOLWORTHS LIMITED	GROCERY SUPPLIES	362.80
EFT46171	05/11/2015	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	1351.25
EFT46172	05/11/2015	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	20457.80
EFT46173	05/11/2015	MEREDITH HIGGINS	PERFORMANCE AT WALK THE ZIG ZAG 2015	400.00
EFT46174	05/11/2015	MARY & NOEL HOFFMAN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	31.50

Chq/EFT	Date	Name	Description	Amount
EFT46175	05/11/2015	OVEN SPARKLE PTY LTD	OVEN CLEANING SERVICES FOR VARIOUS LOCATIONS	715.00
EFT46176	05/11/2015	SHIRLEY SPENCER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	240.00
EFT46177	05/11/2015	JUSTIN LEE GRANVILLE	RATES REFUND	393.99
EFT46178	05/11/2015	BETTA ICECREAM PTY LTD	TEMPORARY FOOD STALL FEE REFUND	73.00
EFT46179	05/11/2015	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	95.90
EFT46180	05/11/2015	HENDER LEE ELECTRICAL	PROGRESS PAYMENT - HARTFIELD PARK RUGBY FIELDS LIGHTING UPGRADES	73903.56
EFT46181	05/11/2015	WEST COAST SHADE PTY LTD ATF THE WEST COAST SHADE TRUST	DISMANTLE SHADE SAILS AND TAG EACH SAIL PROVIDE BAGS TO STORE AND REPAIR SAILS AT VARIOUS LOCATIONS	6942.10
EFT46182	05/11/2015	RONALD DAILO	KEY BOND REFUND	50.00
EFT46183	05/11/2015	ROGER LANCASTER	SALE OF ARTWORK - SPRING IN THE HILLS EXHIBITION	112.00
EFT46184	05/11/2015	NEVERFAIL SPRINGWATER LTD (ZZCC)	BOTTLED WATER SUPPLIES / MAINTENANCE	39.65
EFT46185	05/11/2015	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS VARIOUS LOCATIONS	11863.59
EFT46186	05/11/2015	JORGE'S CONTRACTING SERVICES	CLEANING SERVICES FOR PETER ANDERTON CENTRE	2179.10
EFT46187	05/11/2015	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	902.00
EFT46188	05/11/2015	NANCY GILLESPIE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	7.00
EFT46189	05/11/2015	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING VARIOUS LOCATIONS	326579.82
EFT46190	05/11/2015	PATRICIA MOSS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	7.35
EFT46191	05/11/2015	CENTURION TEMPORARY FENCING	TEMPORARY FENCING HIRE	1148.13
EFT46192	05/11/2015	SEWING AND CRAFT WITH MEMA	DRY CLEANING / WASHING SERVICES FOR HARTFIELD PARK RECREATION CENTRE AND CRAFT ACTIVITY AT WALK THE ZIG ZAG 2015	750.00

Chq/EFT	Date	Name	Description	Amount
EFT46193	05/11/2015	KARIN HOTCHKIN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	42.00
EFT46194	05/11/2015	FIRE 4 HIRE	VERGE / RESERVE MAINTENANCE AT VARIOUS LOCATIONS	4802.16
EFT46195	05/11/2015	SONJA SPEIGHT	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	72.80
EFT46196	05/11/2015	VICTORIA PHYSIOTHERAPY GROUP	PRE-EMPLOYMENT MEDICAL AND ASSESSMENT REPORT	142.50
EFT46197	05/11/2015	TRISLEYS HYDRAULIC SERVICES PTY LTD	EXTRA WORKS REQUIRED TO CHEMICAL CONTROLLER AFTER LIGHTNING STRIKE AT KALAMUNDA WATER PARK	10522.43
EFT46198	05/11/2015	PERTH HILLS JAZZ ORCHESTRA INC. (PHJO)	PERFORMACE AT WALK THE ZIG ZAG 2015	1100.00
EFT46199	05/11/2015	TANKS FOR HIRE	SUPPLY OF 2 X 1000L WATER TANKS FOR WALK THE ZIG ZAG 2015	530.05
EFT46200	05/11/2015	STRATEGEN ENVIRONMENTAL CONSULTANTS	REVISED VARIATION FOR WILKINS ROAD	1984.13
EFT46201	05/11/2015	CLAIRE O'NEILL - CLAIRE'S EMBROIDERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	145.60
EFT46202	05/11/2015	LINDA STONES	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	92.40
EFT46203	05/11/2015	IAN MOSS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	231.00
EFT46204	05/11/2015	AROUNDABOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE VARIOUS LOCATIONS	3168.00
EFT46205	05/11/2015	KRISTY LEE MOLLIKA	ENTERTAINMENT FOR SENIORS WEEK 2015	3000.00
EFT46206	05/11/2015	PETER FALCONER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	102.50
EFT46207	05/11/2015	REMONDIS AUSTRALIA PTY LTD	COLLECTION OF CARDBOARD FROM WALLISTON TRANSFER STATION	1672.00
EFT46208	05/11/2015	MARY FORWARD	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	9.45

Chq/EFT	Date	Name	Description	Amount
EFT46209	05/11/2015	HANS SCHWALB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	7.00
EFT46210	05/11/2015	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE VARIOUS LOCATIONS	8301.81
EFT46211	05/11/2015	THE ARTFUL FLOWE - FELICIA LOWE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	66.50
EFT46212	05/11/2015	DAVID GREEN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	41.79
EFT46213	05/11/2015	MAX OGRADY - PROJECT PHOTOGRAPHY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	21.00
EFT46214	05/11/2015	ENVIRONMENTAL HEALTH AUSTRALIA (NSW) INC	I'M ALERT SUBSCRIPTION 2015 - 2016	550.00
EFT46215	05/11/2015	NICHOLAS TAYLOR PHOTOGRAPHY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	75.60
EFT46216	05/11/2015	SILK ON SILK (ROSEMARY LONSDALE)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	385.00
EFT46217	05/11/2015	KALAMUNDA RANGERS INCORPORATED	KIDSPORT FUNDING FOR VARIOUS PLAYERS	95.00
EFT46218	05/11/2015	CUROST MILK SUPPLY	MILK SUPPLY FOR DEPOT	125.90
EFT46219	05/11/2015	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF	6208.70
EFT46220	05/11/2015	ENVIRO PIPES PTY LTD	DRAINAGE SUPPLIES VARIOUS LOCATIONS	464.64
EFT46221	05/11/2015	MAVIS PASKULICH	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	71.40
EFT46222	05/11/2015	TIERRA ECOLOGIA	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	27.30
EFT46223	05/11/2015	MPK TREE SERVICES	TREE REMOVAL / BRANCH PRUNING AT VARIOUS LOCATIONS	57960.38
EFT46224	05/11/2015	NEVERFAIL SPRINGWATER LTD (ADMIN OFFICE)	BOTTLED WATER SUPPLIES / MAINTENANCE	26.85
EFT46225	05/11/2015	OFF PEN PUBLISHING - BETH BAKER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	121.80
EFT46226	05/11/2015	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT / VEHICLE PARTS	547.80

Chq/EFT	Date	Name	Description	Amount
EFT46227	05/11/2015	ALLEASING PTY LTD	LEASE PAYMENT FOR CANOPY INSTALLED ON VEHICLE - PERIOD 27/10/15 - 31/12/15	1112.05
EFT46228	05/11/2015	GRAHAM STIMSON	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	122.50
EFT46229	05/11/2015	BALLIGART - HELEN LOCK	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	14.00
EFT46230	05/11/2015	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	10768.91
EFT46231	05/11/2015	EVOLUTION CHEER AND DANCE	HALL AND KEY BOND REFUND	350.00
EFT46232	05/11/2015	WESTERN TECHNICAL SERVICES PTY LTD	AIR CONDITIONING REPAIRS AND INSTALATION SERVICES	1954.00
EFT46233	05/11/2015	LINDAS BOOKS / ROLEYSTONE COURIER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	18.90
EFT46234	05/11/2015	BRENDAS CLAY CRAFT	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	31.15
EFT46235	05/11/2015	IRENE YOUNG	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	40.60
EFT46236	05/11/2015	SANDUN PATABENDIGE	REIMBURSEMENT OF ELECTRICAL GOODS	179.80
EFT46237	05/11/2015	WAITAWHILE ART	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	2.52
EFT46238	05/11/2015	AMAZING CLEAN BLINDS LESMURDIE	WINDOW BLIND CLEANING REPAIRS AND REPLACEMENT SERVICES VARIOUS LOCATIONS	88.00
EFT46239	05/11/2015	RONALD PENDAL	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	88.00
EFT46240	05/11/2015	URBANECO GARDENS	HOME MAINTENANCE SERVICES	5000.00
EFT46241	05/11/2015	HERB & ESSENCE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	6.65
EFT46242	05/11/2015	JOYCE TASMA	ACTIVITY FOR WALK THE ZIG ZAG 2015	500.00
EFT46243	05/11/2015	JESSICA JUBB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	28.00

Chq/EFT	Date	Name	Description	Amount
EFT46244	05/11/2015	SEATADVISOR PTY LTD	TICKET SALES FOR OCTOBER 2015	259.11
EFT46245	05/11/2015	TERESA ALDRED - LITTLE ANT PRODUCTIONS	HALL BOND REFUND	400.00
EFT46246	05/11/2015	CHRIS & NICOLE WEBBER	CROSSOVER CONTRIBUTION	400.00
EFT46247	05/11/2015	CLASSIC HOME & GARAGE INNOVATIONS PTY LTD	PLANNING APPLICATION FEE REFUND	147.00
EFT46248	05/11/2015	NEW WATER WAYS INC	REGISTRATION FOR 1 STAFF TO ATTEND VEGETATED STORM WATER SYSTEMS TRAINING	440.00
EFT46249	05/11/2015	VICTORIA MIZEN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/10/15 - 31/10/15	11.83
EFT46250	05/11/2015	RIVERSIDE CHRISTIAN FOOTBALL CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT46251	05/11/2015	LORETTA JANE KIMBER	PART DOG REGISTRATION FEE REFUND	30.00
EFT46252	05/11/2015	CHANTELLE MORFITT	PLANNING APPLICATION FEE REFUND	222.00
EFT46253	05/11/2015	TELSTRA SNP MONITORING PTY LTD	SUPPLY SECURITY MONITORING, EQUIPMENT AND REPAIRS	3008.67
EFT46254	05/11/2015	NOAH ANANIE	ACTIVITY FOR WALK THE ZIG ZAG 2015	750.00
EFT46255	05/11/2015	LARA VINCI	PART DOG REGISTRATION FEE REFUND	77.50
EFT46256	05/11/2015	BASSENDAN KNIGHTS INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT46257	05/11/2015	RPG AUTO ELECTRICS	INSTALLATION OF GPS UNITS INTO UTES	2883.21
EFT46258	05/11/2015	BY-DESIGN CARPORTS AND PATIOS	PLANNING APPLICATION FEE REFUND	147.00
EFT46259	05/11/2015	METATTUDE	DEALING WITH DIFFICULT WORKSHOPS - KALAMUNDA GROW PROGRAM 2015/16	5900.00
EFT46260	05/11/2015	BEBA HALL	SALE OF ARTWORK - BUST EXHIBITION	336.00
EFT46261	05/11/2015	HOST CATERING SUPPLIES	CATERING SUPPLIES FOR THE ZIG ZAG CULTURAL CENTRE	741.40
EFT46262	05/11/2015	ALL FENCE U RENT PTY LTD	SUPPLY OF CROWD CONTROL BARRIERS FOR WALK THE ZIG ZAG 2015	352.00
EFT46263	05/11/2015	SWAN SUBURBS RUFC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT46264	05/11/2015	WIRE WARE TRADING AS SA GROUP ENTERPRISES	OFFICE SUPPLIES FOR ZIG ZAG CULTURAL CENTRE	386.87

Chq/EFT	Date	Name	Description	Amount
EFT46265	05/11/2015	HALE GROUP INTERNATIONAL PTY LTD	MATT HALE COMEDY HYPNOSIS SHOW - DEPOSIT FOR PERFORMANCE 01/04/16	1000.00
EFT46266	05/11/2015	NFTA DREAMERS (NEWFACES TALENT ACADEMY)	HALL BOND REFUND	700.00
EFT46267	05/11/2015	KATHERINE FARRANT	BOND REFUND FOR THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	300.00
EFT46268	05/11/2015	PREMIER GLASS & MIRRORS	INSURANCE CLAIM - REPAIR ALUMINIUM FOYER DOOR AT HARTFIELD COUNTRY CLUB	2485.00
EFT46269	05/11/2015	ICONIC CONSULTING PTY LTD	REGISTRATION FOR 1 STAFF FOR ONLINE TRAINING - INNOVATION PROGRAM: AGED CARE ORGANISATIONS 10 WEEK ONLINE LEARNING PROGRAM	544.50
EFT46270	05/11/2015	ROBYN MURRAY	SALE OF ARTWORK - SPRING IN THE HILLS EXHIBITION	175.00
EFT46271	05/11/2015	SUSAN NODDING	SALE OF ARTWORK - SPRING IN THE HILLS EXHIBITION	52.50
EFT46272	05/11/2015	MARK & REBECCA HOWARTH	FOOTPATH DEPOSIT REFUND	1550.00
EFT46273	05/11/2015	INFINITE HOMES AUSTRALIA - INFINITE ENERGY	FOOTPATH DEPOSIT REFUND	2100.00
EFT46274	05/11/2015	CLAIRE MAWGHAN	KEY BOND REFUND	50.00
EFT46275	05/11/2015	ROBYN HUGHES	KEY BOND REFUND	50.00
EFT46276	05/11/2015	SARAH CHEERS	KEY BOND REFUND	50.00
EFT46277	05/11/2015	QUEENSLAND UNIVERSITY OF TECHNOLOGY	HALL AND KEY BOND REFUND	355.00
EFT46278	05/11/2015	J & K HOPKINS	APC AISLE SAVER MOBILE SHELVING SYSTEM – COMPACTUS FOR FINANCE AREA	3581.00
EFT46279	12/11/2015	ALLAN MORTON	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00
EFT46280	12/11/2015	JOHN GIARDINA	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00
EFT46281	12/11/2015	IAN JUSTIN WHITTEN	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00
EFT46282	12/11/2015	BROOKE O'DONNELL	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00

Chq/EFT	Date	Name	Description	Amount
EFT46283	12/11/2015	MICHAEL ANDREW FERNIE	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00
EFT46284	12/11/2015	MARGARET THOMAS	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00
EFT46285	12/11/2015	SARA LOHMEYER	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00
EFT46286	12/11/2015	FRANK LINDSEY	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00
EFT46287	18/11/2015	KALAMUNDA ACCIDENT REPAIR CENTRE	INSURANCE EXCESS FOR REPAIRS TO VEHICLE	1054.37
EFT46288	18/11/2015	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 16/11/15	4938.37
EFT46289	18/11/2015	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	24.05
EFT46290	18/11/2015	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	254.00
EFT46291	18/11/2015	FIRE AND SAFETY WA	FIRE PROTECTION WEAR / SUPPLIES	306.02
EFT46292	18/11/2015	COMMUNITYWEST (INC)	REGISTRATION FOR 3 STAFF TO ATTEND CREATING THE RIGHT CULTURE FOR CONSUMER DIRECTED CARE WORKSHOP	80.01
EFT46293	18/11/2015	CABCHARGE AUSTRALIA LIMITED	CABCHARGE FEES	6.00
EFT46294	18/11/2015	NEVERFAIL SPRINGWATERLTD (FORRESTFIELD LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	31.65
EFT46295	18/11/2015	HILLS HOCUS POCUS	BALLOON BOUQUETS FOR SENIORS WEEK 2015	222.20
EFT46296	18/11/2015	ALL EARTH GROUP PTY LTD	PROGRESS CLAIM 3 - KOSTERA OVEL REDEVELOPMENT WORKS	336143.51
EFT46297	18/11/2015	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	1180.00
EFT46298	18/11/2015	J & K HOPKINS	OFFICE FURNITURE SUPPLIES FOR RANGERS DEPARTMENT	499.00
EFT46299	18/11/2015	GIRL GUIDES WESTERN AUSTRALIA INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	80.00

Chq/EFT	Date	Name	Description	Amount
EFT46300	18/11/2015	SEIGFRIED PETER STEFFEN	RATES REFUND	589.09
EFT46301	18/11/2015	ALEX & MARIA CHRISTOFOROU	RATES REFUND	215.46
EFT46302	18/11/2015	GARY JAMES SANFORD	CROSSOVER CONTRIBUTION	400.00
EFT46303	18/11/2015	UNITING CHURCH IN AUSTRALIA PROPERTY TRUST WA	RATES REFUND	799.78
EFT46304	18/11/2015	BENJAMIN THACKRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	212.00
EFT46305	18/11/2015	CHRISTOPHER VERRAN	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46306	18/11/2015	CHRISTINE JEAN & SIMON PATRICK CASEY	RATES REFUND	569.04
EFT46307	18/11/2015	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	626.87
EFT46308	18/11/2015	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	589.14
EFT46309	18/11/2015	AUSTRALIA POST	POSTAL EXPENSES / COUNTER BILLPAY TRANSACTION FEES	12694.96
EFT46310	18/11/2015	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	2151.58
EFT46311	18/11/2015	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	1673.65
EFT46312	18/11/2015	LANDGATE	LAND ENQUIRIES FOR VARIOUS LOCATIONS	153.43
EFT46313	18/11/2015	KALAMUNDA VETERINARY CLINIC	FEES FOR MICROCHIP IMPLANTING DAY	305.00
EFT46314	18/11/2015	KALAMUNDA AUTO ELECTRICS	PLANT / VEHICLE PARTS	3351.70
EFT46315	18/11/2015	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	219.60
EFT46316	18/11/2015	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	9540.12
EFT46317	18/11/2015	STATE LIBRARY OF W.A.	LOST AND DAMAGED BOOKS FOR VARIOUS LIBRARIES	157.30
EFT46318	18/11/2015	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	1151.28
EFT46319	18/11/2015	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	168.05
EFT46320	18/11/2015	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	13321.83
EFT46321	18/11/2015	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	497.32
EFT46322	18/11/2015	KEEP AUSTRALIA BEAUTIFUL COUNCIL	SUPPLY OF ROADSIDE LITTER BAGS	451.84
EFT46323	18/11/2015	DOMUS NURSERY	GARDEN SUPPLIES FOR VARIOUS LOCATIONS	1075.46
EFT46324	18/11/2015	FASTA COURIERS	COURIER FEES	163.16

Chq/EFT	Date	Name	Description	Amount
EFT46325	18/11/2015	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	672.88
EFT46326	18/11/2015	LESMURDIE SAND, SOIL & BOBCAT HIRE	GARDEN / RESERVE SUPPLIES	336.00
EFT46327	18/11/2015	SANDGROPER SEPTICS	SEPTIC / GREASE TANK CLEAN OUT SERVICES AT VARIOUS LOCATIONS	1766.59
EFT46328	18/11/2015	MAJOR MOTORS PTY LTD	PLANT / VEHICLE PARTS	86.21
EFT46329	18/11/2015	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	871.65
EFT46330	18/11/2015	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1473.45
EFT46331	18/11/2015	DAYNITE TOWING SERVICE (WA) PTY LTD (FORMERLEY MOBITOW PTY LTD)	TOWING SERVICES	486.75
EFT46332	18/11/2015	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	7480.00
EFT46333	18/11/2015	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	4676.65
EFT46334	18/11/2015	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	927.68
EFT46335	18/11/2015	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	1340.25
EFT46336	18/11/2015	BGC ASPHALT	ROAD MATERIALS FOR VARIOUS LOCATIONS	2134.60
EFT46337	18/11/2015	WESTSIDE FIRE SERVICES	TESTING AND INSPECTION OF FIRE EQUIPMENT / SUPPLIES	442.01
EFT46338	18/11/2015	HILL TOP TROPHIES (MILPRO WA)	SUPPLY OF NAME BADGES	504.35
EFT46339	18/11/2015	BRICK CONCEPTS	CROSSOVER MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	1683.00
EFT46340	18/11/2015	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	754.95
EFT46341	18/11/2015	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	1010.90
EFT46342	18/11/2015	ZIG ZAG GRAPHICS AND PRINT	PRINTING OF PLANT INSPECTION NCR BOOKS	1848.00
EFT46343	18/11/2015	AIR LIQUIDE WA PTY LTD	GAS BOTTLE FACILITY FEE	458.44
EFT46344	18/11/2015	LOVEGROVE TURF SERVICES	TURF MAINTENANCE / SERVICES AT VARIOUS LOCATIONS	6708.00
EFT46345	18/11/2015	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	1659.04

Chq/EFT	Date	Name	Description	Amount
EFT46346	18/11/2015	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUNDS	5000.00
EFT46347	18/11/2015	CONTENT LIVING PTY LTD	FOOTPATH DEPOSIT AND BUILDING APPLICATION FEE REFUND	3582.46
EFT46348	18/11/2015	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	HAZARD REDUCTION BURNS AT VARIOUS LOCATIONS	1760.00
EFT46349	18/11/2015	WATTLE GROVE VETERINARY HOSPITAL	VETERINARY FEES	80.00
EFT46350	18/11/2015	WALLISTON DELI	CATERING AND EVENT SUPPLIES FOR THE WORKS DEPOT	20.30
EFT46351	18/11/2015	HIGH WYCOMBE CRICKET CLUB	LIGHTING PROJECT REIMBURSEMENT SCOTT RESERVE CLUB ROOMS	11000.00
EFT46352	18/11/2015	PLUNKETT HOMES (1903) PTY LTD	FOOTPATH DEPOSIT REFUND	2000.00
EFT46353	18/11/2015	SWAN EVENT HIRE	EQUIPMENT HIRE FOR VARIOUS EVENTS	250.00
EFT46354	18/11/2015	TOTAL EDEN PTY LTD	PROGRESS CLAIM 2 - KOSTERA OVEL REDEVELOPMENT WORKS	154052.58
EFT46355	18/11/2015	WILD SEASONS FLOWERS PTY LTD	FLOWER ARRANGEMENTS	120.00
EFT46356	18/11/2015	KALAMUNDA & DISTRICTS BASKETBALL ASSOCIATION INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	220.00
EFT46357	18/11/2015	C Y BOBCATS	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	340.00
EFT46358	18/11/2015	KALAMUNDA AND LESMURDIE LITTLE ATHLETICS CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	760.00
EFT46359	18/11/2015	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	57227.96
EFT46360	18/11/2015	TALONS HIGH SECURITY FENCING	REPAIR SLIDING GATE AT OPERATIONS CENTRE	792.00
EFT46361	18/11/2015	FORRESTFIELD LITTLE ATHLETICS CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	345.00
EFT46362	18/11/2015	TRILOGY SERVICING PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	3572.64
EFT46363	18/11/2015	AUTO ONE KALAMUNDA	PLANT / VEHICLE PARTS	1379.70
EFT46364	18/11/2015	JESSICA RUSSELL	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00

Chq/EFT	Date	Name	Description	Amount
EFT46365	18/11/2015	WEST AUSTRALIAN NEWSPAPERS HOLDINGS LTD	ADVERTISING FOR 'BURNT OFFERINGS' EXHIBITION	242.90
EFT46366	18/11/2015	MCDOWALL AFFLECK PTY LTD	ENGINEERING SERVICES FOR THE MORRISON OVAL REDEVELOPMENT	6380.00
EFT46367	18/11/2015	KANYANA WILDLIFE REHABILITATION CENTRE INC	TRAINING FOR VARIOUS STAFF MEMBERS	1600.00
EFT46368	18/11/2015	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	2000.00
EFT46369	18/11/2015	AUSTIN COMPUTERS	SUPPLY OF COMPUTERS / ACCESSORIES	1556.00
EFT46370	18/11/2015	BGC RESIDENTIAL PTY LTD	FOOTPATH DEPOSIT REFUND	1500.00
EFT46371	18/11/2015	TIMOTHY & MERIEL COMBER	RATES REFUND	253.23
EFT46372	18/11/2015	JILL SUSAN ASHCROFT	RATES REFUND	214.93
EFT46373	18/11/2015	SAPPHIRE POOLS	FOOTPATH DEPOSIT REFUND	1500.00
EFT46374	18/11/2015	SANDIE SCHRODER (BURNT OFFERINGS)	BOND REFUND - GALLERY ROOM AT THE ZIG ZAG CULTURAL CENTRE	500.00
EFT46375	18/11/2015	KALAMUNDA DIECAST MODEL COLLECTABLE CLUB INC	HALL AND KEY BOND REFUND	355.00
EFT46376	18/11/2015	SIGN-A -RAMA	SUPPLY AND INSTALL PROJECT DEVELOPMENT SIGNAGE FOR THE HARTFIELD PARK REDEVELOPMENT	6033.50
EFT46377	18/11/2015	GOOSEBERRY HILL ARTS & CRAFTS	KEY BOND REFUND	50.00
EFT46378	18/11/2015	ELECTRICITY NETWORKS CORP T/A WESTERN POWER	ZIG ZAG SCENIC DRIVE GOOSEBERRY HILL WORKS WESTERN POWER REF: MP155396	28311.00
EFT46379	18/11/2015	WOOLWORTHS LIMITED	GROCERY SUPPLIES	676.98
EFT46380	18/11/2015	KIM BAKER BALLET ACADEMY	HALL AND KEY BOND REFUND	355.00
EFT46381	18/11/2015	MAIDA VALE DELIVERY ROUND	PAPER AND MAGAZINES DELIVERIES FOR HIGH WYCOMBE LIBRARY	51.60
EFT46382	18/11/2015	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS SHIRE BUILDINGS	5933.56
EFT46383	18/11/2015	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	822.50
EFT46384	18/11/2015	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	6803.50
EFT46385	18/11/2015	NATSYNC ENVIRONMENTAL	NIGHT WALK AT POISON GULLY ON 7 OCTOBER 2015	395.00
EFT46386	18/11/2015	JAMIE PARMENTER	FOOTPATH DEPOSIT REFUND	1550.00

Chq/EFT	Date	Name	Description	Amount
EFT46387	18/11/2015	DAVID RIVETT - THE PIONEERS BUSH BAND	ENTERTAINMENT FOR PICNIC AT HISTORY VILLAGE FOR SENIORS WEEK 2015	330.00
EFT46388	18/11/2015	JWH GROUP PTY LTD	FOOTPATH DEPOSIT REFUNDS	3000.00
EFT46389	18/11/2015	REDINK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	2000.00
EFT46390	18/11/2015	HARVEY NORMAN ELECTRICS MIDLAND	ELECTRICAL SUPPLIES	5145.00
EFT46391	18/11/2015	ROSE SMART	MAINTAIN ROSE BEDS AT VARIOUS LOCATIONS	1819.00
EFT46392	18/11/2015	BEST CONSULTANTS PTY LTD	ELECTRICAL CONSULTATION AND DESIGN SERVICES FOR KPAC LIGHTING UPGRADES	3300.00
EFT46393	18/11/2015	TOWNLEY'S PLUMBING & GAS SERVICE	PLUMBING REPAIR AND INSTALLATIONS TO VARIOUS FACILITIES	495.00
EFT46394	18/11/2015	RESIDENTIAL BUILDING WA PTY LTD	FOOTPATH DEPOSIT REFUND	1200.00
EFT46395	18/11/2015	NEVERFAIL SPRINGWATER LTD (ZZCC)	BOTTLED WATER SUPPLIES / MAINTENANCE	14.05
EFT46396	18/11/2015	ENGINEERING DESIGN CONSULTANCY PTY LTD	STRUCTURAL ENGINEERING SERVICES AT KOSTERA OVAL	660.00
EFT46397	18/11/2015	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	5978.34
EFT46398	18/11/2015	STATE WIDE TURF SERVICES	TURF SUPPLIES / MAINTENANCE FOR VARIOUS LOCATIONS	7400.80
EFT46399	18/11/2015	FORRESTFIELD TEEBALL/SOFTBALL ASSOCIATION INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	427.50
EFT46400	18/11/2015	LYNN BADDELEY	HALL AND KEY BOND REFUND	350.00
EFT46401	18/11/2015	DISCOUNT HOME IMPROVEMENTS T/AS GRANNY FLATS WA	FOOTPATH DEPOSIT REFUND	2000.00
EFT46402	18/11/2015	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	10856.59
EFT46403	18/11/2015	WEST-SURE GROUP PTY LTD	CASH IN TRANSIT SERVICES - OCTOBER 2015	1748.51
EFT46404	18/11/2015	RYLAN PTY LTD	SUPPLY OF KERBING AT VARIOUS LOCATIONS	16235.45
EFT46405	18/11/2015	SEWING AND CRAFT WITH MEMA	DRY CLEANING / WASHING SERVICES FOR HARTFIELD PARK RECREATION CENTRE	225.00

Chq/EFT	Date	Name	Description	Amount
EFT46406	18/11/2015	BANYAN CREATIVE	GIANT GAMES HIRE FOR INCLUSION PICNIC FRIDAY 6 NOVEMBER 2015 AT STIRK PARK	818.95
EFT46407	18/11/2015	SIMSAI CONSTRUCTION GROUP PTY LTD	FOOTPATH DEPOSIT REFUND	1500.00
EFT46408	18/11/2015	FIRE 4 HIRE	VERGE / RESERVE MAINTENANCE AT VARIOUS LOCATIONS	5699.54
EFT46409	18/11/2015	JENNIFER DE YOUNG	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	320.00
EFT46410	18/11/2015	AUSTRALIAN HUMAN RESOURCES INSTITUTE	MEMBERSHIP RENEWAL FOR 12 MONTHS – 01/12/15 TO 30/11/16	360.00
EFT46411	18/11/2015	TRISLEYS HYDRAULIC SERVICES PTY LTD	REPLACEMENT OF FOOT VALVES AT KALAMUNDA WATER PARK	2474.60
EFT46412	18/11/2015	JURGEN FELDKAMP	FOOTPATH DEPOSIT REFUND	1550.00
EFT46413	18/11/2015	AROUNDABOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE FOR VARIOUS LOCATIONS	2323.20
EFT46414	18/11/2015	BAD BACKS STORE	OFFICE FURNITURE SUPPLIES	1062.50
EFT46415	18/11/2015	EVAN JEFFREY ROBERTS	FOOTPATH DEPOSIT REFUND	1000.00
EFT46416	18/11/2015	LEWIS FAMILY TRUST T/A DATA TECH SERVICES	BUILDING MAINTENANCE TELEPHONE / SECURITY LINE REPAIR WORK	308.00
EFT46417	18/11/2015	KRISTY LEE MOLLIKA	ENTERTAINMENT AT SENIORS WEEK 2015	300.00
EFT46418	18/11/2015	EYEZON PTY LTD (WHAT'S ON)	ADVERTISING 2015/16	449.00
EFT46419	18/11/2015	DEL BOTANICS	ROADSIDE VEGETATION ASSESSMENTS AT VARIOUS LOCATIONS	1980.00
EFT46420	18/11/2015	CITY OF STIRLING	MEALS ON WHEELS PROGRAM - SEPTEMBER 2015	4161.66
EFT46421	18/11/2015	SAFE T CARD AUSTRALIA PTY LTD	MONTHLY MONITORING CHARGES FOR VARIOUS LOCATIONS	33.00
EFT46422	18/11/2015	TOURISM COUNCIL WA	TICKETS TO 2015 PERTH AIRPORT WA TOURISM AWARDS GALA DINNER	740.00
EFT46423	18/11/2015	FOXTEL	MONTHLY SUBSCRIPTION FEE RECREATION CENTRES	210.00
EFT46424	18/11/2015	RATHMANN ENGINEERING	PLANT / VEHICLE PARTS	627.00

Chq/EFT	Date	Name	Description	Amount
EFT46425	18/11/2015	HANDS-ON INFECTION CONTROL	CONSULTANCY FEE - MANAGEMENT OF CLIENTS WITH SHINGLES	45.00
EFT46426	18/11/2015	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	29313.37
EFT46427	18/11/2015	GURUS ENTERTAINMENT & MANAGEMENT PTY LTD	GUEST SPEAKER (BRAD HOGG) FOR KALAMUNDA SPORTS STAR NIGHT 18/11/15. 50% FINAL PAYMENT AS REQUIRED	1100.00
EFT46428	18/11/2015	CANNINGTON RETRAVISION	10KG WASHING MACHINE FOR ANIMAL POUND	1105.00
EFT46429	18/11/2015	ISABELLA HOLT	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46430	18/11/2015	DMC CLEANING	CLEANING SERVICES FOR VARIOUS LOCATIONS	49779.90
EFT46431	18/11/2015	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION CENTRE AND DEPOT	651.35
EFT46432	18/11/2015	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF – CUSTOMER SERVICE	6208.70
EFT46433	18/11/2015	JARROD LAURENCE RAMSAY	RATES REFUND	1493.53
EFT46434	18/11/2015	NICHOLAS ROUND	REIMBURSEMENT OF COSTS RELATING TO SHANDY - GRAFFITI WORKING DOG	226.30
EFT46435	18/11/2015	MICHAEL VERRAN	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46436	18/11/2015	MPK TREE SERVICES	TREE REMOVAL / BRANCH PRUNING AT VARIOUS LOCATIONS	1737.86
EFT46437	18/11/2015	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT / VEHICLE PARTS	253.00
EFT46438	18/11/2015	DATACOM SYSTEMS (WA) PTY LTD	SUPPLY OF COMPUTER PARTS / ACCESSORIES	10965.86
EFT46439	18/11/2015	DEVONTAY TAUITI	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46440	18/11/2015	PERTH WASTE PTY LTD	SKIP BIN - GENERAL WASTE BIN DISPOSAL FEE	598.95
EFT46441	18/11/2015	NICOLE LEDINGTON	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00

Chq/EFT	Date	Name	Description	Amount
EFT46442	18/11/2015	DI-ANDRA HOLT	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46443	18/11/2015	GARY TICEHURST	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	168.34
EFT46444	18/11/2015	D'ARCY STEER	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46445	18/11/2015	KIEREN REID HALL	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46446	18/11/2015	URBANECO GARDENS	HOME MAINTENANCE SERVICES	1925.00
EFT46447	18/11/2015	CHRISTMARIE AGOOT	CROSSOVER CONTRIBUTION	400.00
EFT46448	18/11/2015	HANNAH VAN DE VELDE	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46449	18/11/2015	STATE LIBRARY OF QUEENSLAND	LIBRARY SUPPLIES	347.27
EFT46450	18/11/2015	THE LUCKY CHARM	FINANCIAL REVIEW AND KALAMUNDA LIBRARY PURCHASES	53.88
EFT46451	18/11/2015	SPIDER WASTE COLLECTION SERVICES PTY LTD	COLLECTION AND RECYCLING OF MATTRESSES FROM WALLISTON TRANSFER STATION AND DAWSON AVE	1848.00
EFT46452	18/11/2015	CASSIE BEST	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46453	18/11/2015	COEN BEST	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46454	18/11/2015	SHELLEY DEWRANCE	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46455	18/11/2015	KARENNA WOOD	MARKETING FOR PERTH HILLS SPRING FESTIVAL	1207.50
EFT46456	18/11/2015	LITTLE LANTERN STUDIOS	GRAPHIC DESIGN FOR PERTH HILLS SPRING FESTIVAL	484.00
EFT46457	18/11/2015	KITIONE NADARO NAIRUBE	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46458	18/11/2015	ROM HOPE	KEY BOND REFUND	50.00
EFT46459	18/11/2015	SECURE PAY	SEAT ADVISOR TRANSACTION FEES	13.70
EFT46460	18/11/2015	ROBERT DESMOND CROFT	BUILDING APPLICATION FEE REFUND	61.65

Chq/EFT	Date	Name	Description	Amount
EFT46461	18/11/2015	CANNING SOUTH PERTH FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT46462	18/11/2015	SOPHIE DOWSETT	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46463	18/11/2015	BAND & ENTERTAINMENT BOOKING OFFICES	PERFORMANCE FOR MORING MUSIC 04/11/15, JAY WESTON'S ROY ORBISON TRIBUTE SHOW	500.00
EFT46464	18/11/2015	TELSTRA SNP MONITORING PTY LTD	10 AIR KEYS FOR GATE AND 10 FOBS FOR OPERATION CENTRE SECURITY SYSTEM	1400.30
EFT46465	18/11/2015	NOAH ANANIE	KEY BOND REFUND	50.00
EFT46466	18/11/2015	XAVIER HANN	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46467	18/11/2015	JIM'S MOWING ST JAMES	HOME CARE PACKAGE REFUND	60.00
EFT46468	18/11/2015	A-LIST ENTERTAINMENT	PAYMENT FOR LAWRENCE MOONEY 'SURELY NOT' 1/11/15 - 70% OF TICKET SALES	4337.90
EFT46469	18/11/2015	TURTLE OBLONGA NETWORK INC	DONATION FOR TURTLE TALK TO GREEN ARMY IN FORRESTFIELD	200.00
EFT46470	18/11/2015	NEXTRA PAPER PLACE	VARIOUS MAGAZINES AND COMICS FOR LIBRARIES	107.69
EFT46471	18/11/2015	ALAN JOHN & JEANETTE MICHELLE SAVAGE	FOOTPATH DEPOSIT REFUND	1200.00
EFT46472	18/11/2015	PLAYFUL PONIES AND PAWSUM PETS	PONIES AND FARM ANIMALS FOR WALK THE ZIG ZAG 2015	495.00
EFT46473	18/11/2015	HOST CATERING SUPPLIES	CATERING SUPPLIES	192.50
EFT46474	18/11/2015	INSTANT WASTE MANAGEMENT	SUPPLY OF BINS FOR VARIOUS EVENTS	510.00
EFT46475	18/11/2015	BREANNE ALEXANDER	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46476	18/11/2015	MACRO PLAN HOLDINGS PTY LTD	PROGRESS PAYMENT - BUSINESS CASE FOR AGED CARE	4950.00
EFT46477	18/11/2015	AMITY COLLINS	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46478	18/11/2015	COBRAS BASKETBALL CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	100.00

Chq/EFT	Date	Name	Description	Amount
EFT46479	18/11/2015	EMBRACE ALL OF YOU - PAMELA BAILEY	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	500.00
EFT46480	18/11/2015	KELLI & DAVID RERDEN	CROSSOVER CONTRIBUTION	400.00
EFT46481	18/11/2015	BOB COOPER SNAKE R&R TRAINING	SNAKE CATCHING EQUIPMENT	390.00
EFT46482	18/11/2015	THE LAB STRATEGY & PLANNING	BOND REFUND FOR THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	300.00
EFT46483	18/11/2015	JOEL DI TORO	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46484	18/11/2015	SAHARA DONELAN	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46485	18/11/2015	HAYLEY CAMPBELL	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46486	18/11/2015	CHEZ HOUSTON	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46487	18/11/2015	ALEXIA JOHNSON	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46488	18/11/2015	JORDAN DYLAN HERBERT	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46489	18/11/2015	GRACE BONG	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46490	18/11/2015	DELILAH KAUPA	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46491	18/11/2015	MARLEY MURPHY	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46492	18/11/2015	MADDUX STIVEY	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46493	18/11/2015	KADE BEST	SUCCESSFUL FUNDING THROUGH THE KALAMUNDA SPORTS STAR FUNDING PROGRAM 2015	250.00
EFT46494	18/11/2015	BENE HOLDINGS T/A P & B CONCRETE POOLS	FOOTPATH DEPOSIT REFUND	1500.00

Chq/EFT	Date	Name	Description	Amount
EFT46495	18/11/2015	AFLM GOREAN PRODUCTIONS	HALL AND KEY BOND REFUND	350.00
EFT46496	18/11/2015	ASHOK KUMAR	HALL AND KEY BOND REFUND	1050.00
EFT46497	24/11/2015	ZIPFORM PTY LTD	PRINTING OF RATES THIRD INSTALMENT NOTICES	9674.30
EFT46498	25/11/2015	STYLECORP CORPORATE WEAR	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	1250.11
EFT46499	25/11/2015	VISION IDZ	OFFICE EQUIPMENT / SUPPLIES	301.40
EFT46500	25/11/2015	YMCA OF PERTH INC	YMCA MANAGEMENT AGREEMENT OF THE KALAMUNDA WATER PARK FOR PERIOD JULY 2015 - SEPTEMBER 2015	67622.50
EFT46501	25/11/2015	WILSONS SIGN SOLUTIONS	SUPPLY OF NAME PLATES FOR VARIOUS COUNCILLORS	550.00
EFT46502	25/11/2015	A CLASS DISPLAYS	OFFICE SUPPLIES	612.50
EFT46503	25/11/2015	TAMAN DIAMOND TOOLS AND MACHINERY	PLANT / VEHICLE PARTS	7937.16
EFT46504	25/11/2015	GREENLINE AG PTY LTD	PLANT / VEHICLE PARTS	471.37
EFT46505	25/11/2015	SYRINX ENVIRONMENTAL P/L	WEED CONTROL AT VARIOUS LOCATIONS	3014.00
EFT46506	25/11/2015	BIDVEST FOODSERVICE	GROCERY SUPPLIES FOR PETER ANDERTON CENTRE	904.62
EFT46507	25/11/2015	TOTALLY WORKWEAR MIDLAND	SUPPLY OF PROTECTIVE CLOTHING	247.40
EFT46508	25/11/2015	MARK ANTHONY & PHILOMENA AGNES VALLADARES	RATES REFUND	181.38
EFT46509	25/11/2015	ALLAN MORTON	COUNCILLOR ALLOWANCE - 01/11/15 - 30/11/15	2184.17
EFT46510	25/11/2015	DAVID, PETER AND BRONWYN JONES	RATES REFUND	349.95
EFT46511	25/11/2015	PROTECTOR ALSAFE	PROTECTIVE WEAR SUPPLIES	11.00
EFT46512	25/11/2015	SANAX MEDICAL & FIRST AID SUPPLIES	FIRST AID SUPPLIES	232.93
EFT46513	25/11/2015	STATE LIBRARY OF W.A.	LOST AND DAMAGED BOOKS FOR VARIOUS LIBRARIES	511.50
EFT46514	25/11/2015	WA LIBRARY SUPPLIES PTY LTD	LIBRARY / OFFICE SUPPLIES	32.75
EFT46515	25/11/2015	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	6569.14
EFT46516	25/11/2015	ROCLA QUARRY PRODUCTS	GARDEN / RESERVE SUPPLIES	1811.03
EFT46517	25/11/2015	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP AND HIRE OF YSI PRO PLUS MULTI PARAMETER FOR TWO DAYS	214565.29
EFT46518	25/11/2015	OFFICE LINE GROUP PTY LTD	OFFICE FURNITURE SUPPLIES FOR OPERATIONS CENTRE	2854.50

Chq/EFT	Date	Name	Description	Amount
EFT46519	25/11/2015	3 VODAFONE HUTCHISON AUSTRALIA PTY LTD	COMMUNICATION EXPENSES FOR EMERGENCY SERVICES - NOVEMBER 2015	2159.73
EFT46520	25/11/2015	STATEWIDE BEARINGS	PLANT / VEHICLE PARTS	143.48
EFT46521	25/11/2015	RAECO	STATIONERY / OFFICE SUPPLIES	264.97
EFT46522	25/11/2015	MCINTOSH & SON	PLANT / VEHICLE PARTS	1944.43
EFT46523	25/11/2015	SONIC HEALTHPLUS (KINETIC HEALTH GROUP LTD)	PREPLACEMENT MEDICALS / BASELINE HEARING TESTS	482.90
EFT46524	25/11/2015	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	375.10
EFT46525	25/11/2015	ACTIMED AUSTRALIA PTY LTD	MEDICAL SUPPLIES FOR PODIARTIST	489.99
EFT46526	25/11/2015	KENYON & COMPANY PTY LTD	PLANT / VEHICLE PARTS	354.20
EFT46527	25/11/2015	WESTBOOKS	LIBRARY SUPPLIES	1052.31
EFT46528	25/11/2015	STAPLES AUSTRALIA PTY LTD(CORPORATE EXPRESS AUSTRALIA LTD)	STATIONERY / OFFICE SUPPLIES	2514.97
EFT46529	25/11/2015	JOHN GIARDINA	COUNCILLOR ALLOWANCE - 01/11/15 - 30/11/15	3471.67
EFT46530	25/11/2015	GEOFF STALLARD	COUNCILLOR ALLOWANCE - 01/11/15 - 30/11/15	2184.17
EFT46531	25/11/2015	AUSTRALASIAN PERFORMING RIGHTS ASSOCIATION	LICENCE FEE FOR THE USE OF COPYRIGHT MUSIC	184.47
EFT46532	25/11/2015	BUCHER MUNICIPAL PTY LTD	PLANT / VEHICLE PARTS	123.66
EFT46533	25/11/2015	BRIDGESTONE AUSTRALIA LTD	PLANT / VEHICLE PARTS	1304.83
EFT46534	25/11/2015	WORK CLOBBER (MIDLAND)	PROTECTIVE CLOTHING SUPPLIES	470.85
EFT46535	25/11/2015	ONESTEEL DISTRIBUTION (MIDALIA STEEL)	PLANT / VEHICLE PARTS	1255.56
EFT46536	25/11/2015	J BLACKWOOD & SON LIMITED	PROTECTIVE WEAR / SUPPLIES	6655.67
EFT46537	25/11/2015	FORRESTFIELD PRIMARY SCHOOL	RATES REFUND	947.00
EFT46538	25/11/2015	THE SUNDAY TIMES	ADVERTISING IN SUNDAY TIMES OUT 'N' ABOUT	246.00
EFT46539	25/11/2015	LANDMARK OPERATIONS LTD	CHEMICALS & SUPPLIES	82.89
EFT46540	25/11/2015	THE HONDA SHOP	PLANT / VEHICLE PARTS	108.25
EFT46541	25/11/2015	SPORTS TURF TECHNOLOGY	COLLECT SOIL SAMPLES FOR NEMATODE SURVEY HARTFIELD PARK AND SCOTT RESERVE	440.00

Chq/EFT	Date	Name	Description	Amount
EFT46542	25/11/2015	WA & J KING PTY LTD	GARDEN SUPPLIES FOR VARIOUS LOCATIONS	983.00
EFT46543	25/11/2015	NATRAD MIDVALE NORTHAM RADIATOR SPECIALISTS	PLANT / VEHICLE PARTS	855.00
EFT46544	25/11/2015	SIRENCO	REPAIRS / MAINTENANCE OF ELECTRONIC WARNING SYSTEMS	330.00
EFT46545	25/11/2015	MIDLAND CEMENT PRODUCTS	PLUMBING SUPPLIES FOR VARIOUS LOCATIONS	649.00
EFT46546	25/11/2015	TOTAL PACKAGING (WA) PTY LTD	SUPPLY OF DOG LITTER BAGS	858.00
EFT46547	25/11/2015	WA HINO SALES & SERVICE	PLANT / VEHICLE PARTS	930.40
EFT46548	25/11/2015	CHAMBER OF COMMERCE & INDUSTRY OF WA	CONSULTING SERVICES IN RELATION TO EMPLOYEE RELATION MATTERS	215.60
EFT46549	25/11/2015	ORBIT HEALTH & FITNESS SOLUTIONS	GYM EQUIPMENT SUPPLIES	77.50
EFT46550	25/11/2015	THE FARM SHOP	GARDEN / RESERVE SUPPLIES	599.94
EFT46551	25/11/2015	B & J CATALANO PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	13801.26
EFT46552	25/11/2015	ALL FLAGS SIGN	SUPPLY OF ABORIGINAL FLAG WITH SLEEVE TO FIT INDOOR TRIPLE FLAG POLE	1199.00
EFT46553	25/11/2015	MOORE STEPHENS (WA) PTY LTD	CONSULTING SERVICES - LIAISON WITH GRANT THORNTON IN RELATION TO REVIEW OF 2014 AUDIT FILE	1012.00
EFT46554	25/11/2015	BRIGGATE MEDICAL COMPANY	PODIATRY SUPPLIES	221.98
EFT46555	25/11/2015	KEYNOTE CONFERENCES	REGISTRATION FOR 1 STAFF TO ATTEND THE STATE NRM CONFERENCE	325.00
EFT46556	25/11/2015	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	3608.21
EFT46557	25/11/2015	SUSAN BILICH	COUNCILLOR ALLOWANCE - 01/11/15 - 30/11/15	2184.17
EFT46558	25/11/2015	PLAYMASTER PTY LTD	SUPPLY AND INSTALLATION OF PLAYGROUND EQUIPMENT	11275.00
EFT46559	25/11/2015	COMMUNITY NEWSPAPER GROUP LTD	ADVERTISING FOR VARIOUS JOBS AND EVENTS	6058.46
EFT46560	25/11/2015	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	3095.00
EFT46561	25/11/2015	MICHAEL DAVID & AMANDA SULTANA	RATES REFUND	574.03

Chq/EFT	Date	Name	Description	Amount
EFT46562	25/11/2015	BT EQUIPMENT P/L T/A TUTT BRYANT EQUIPMENT	PLANT / VEHICLE PARTS	1135.25
EFT46563	25/11/2015	BROOKE O'DONNELL	COUNCILLOR ALLOWANCE - 01/11/15 - 30/11/15	2184.17
EFT46564	25/11/2015	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	PADLOCKS / KEYS SUPPLIES	1283.00
EFT46565	25/11/2015	TOTAL COOLANT MANAGEMENT SOLUTIONS (AUSTRALIA)	PLANT / VEHICLE PARTS	1177.00
EFT46566	25/11/2015	OPUS INTERNATIONAL CONSULTANTS (PCA) LIMITED	CONSULTING SERVICES - INTERSECTION LAYOUT AND LEVEL OF SERVICES FOR TOWNSCAPE TRAFFIC STUDY	15762.67
EFT46567	25/11/2015	REPEAT PLASTICS (WA)	SUPPLIES OF RECYCLED PLASTIC PRODUCTS	712.44
EFT46568	25/11/2015	MICHAEL ANDREW FERNIE	COUNCILLOR ALLOWANCE - 01/11/15 - 30/11/15	2184.17
EFT46569	25/11/2015	KENNARDS HIRE	EQUIPMENT HIRE	460.00
EFT46570	25/11/2015	G FORCE PRINTING	SUPPLY OF PRINTED STATIONERY STOCK	1462.23
EFT46571	25/11/2015	T-QUIP	PLANT / VEHICLE PARTS	447.35
EFT46572	25/11/2015	KEVIN & JEANETTE RUTHERFORD	RATES REFUND	452.20
EFT46573	25/11/2015	HOSECO	PLANT / VEHICLE PARTS	396.52
EFT46574	25/11/2015	SWAN TOWING SERVICE PTY LTD	TOWING SERVICES	126.50
EFT46575	25/11/2015	ABAXA (WH LOCATION SERVICES)	SUPPLY UNDERGROUND SERVICE LOCATIONS AT VARIOUS LOCATIONS	1891.16
EFT46576	25/11/2015	DIRECT TRADES SUPPLY PTY LTD	HARDWARE SUPPLIES	1595.11
EFT46577	25/11/2015	SPECIALISED SECURITY SHREDDING	SECURE DOCUMENT DISPOSAL BIN REMOVAL AND REPLACEMENT	66.00
EFT46578	25/11/2015	GREENWAY ENTERPRISES	GARDEN / RESERVE SUPPLIES	551.83
EFT46579	25/11/2015	WESTRAC PTY LTD	PLANT / VEHICLE PARTS	319.57
EFT46580	25/11/2015	SARA LOHMEYER	COUNCILLOR ALLOWANCE - 01/11/15 - 30/11/15	2184.17
EFT46581	25/11/2015	WA NATURALLY PUBLICATIONS/DEPARTMENT OF ENVIRONMENT & CONSERVATION	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	266.22
EFT46582	25/11/2015	PORTER CONSULTING ENGINEERS	CONSULTING SERVICES FOR PATTERSON ROAD PICKERING BROOK UPGRADE	1237.50
EFT46583	25/11/2015	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICES - OCTOBER 2015	3193.91

Chq/EFT	Date	Name	Description	Amount
EFT46584	25/11/2015	NOREEN TOWNSEND	COUNCILLOR ALLOWANCE - 01/11/15 - 30/11/15	2184.17
EFT46585	25/11/2015	SNAP PRINTING - MIDLAND	PRINTING OF BUSINESS CARDS FOR VARIOUS STAFF	156.00
EFT46586	25/11/2015	SIMON DI ROSSO	COUNCILLOR ALLOWANCE - 01/11/15 - 30/11/15	2184.17
EFT46587	25/11/2015	KEMPE PROCESS EQUIPMENT PTY LTD T/AS KEMPE PROCESS EQUIPMENT PERTH	PLANT / VEHICLE PARTS	850.60
EFT46588	25/11/2015	MICROCHIPS AUSTRALIA	MICROCHIPS FOR MICROCHIPPING DAYS	7270.00
EFT46589	25/11/2015	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	4423.61
EFT46590	25/11/2015	HUMES	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	20582.20
EFT46591	25/11/2015	BOYA EQUIPMENT PTY LTD	PLANT / VEHICLE PARTS	583.45
EFT46592	25/11/2015	ROAD SIGNS AUSTRALIA (ALLPACK SIGNS)	TRAFFIC PROTECTION PRODUCTS / SIGNAGE	1556.28
EFT46593	25/11/2015	PIRTEK WELSHPOOL	PLANT / VEHICLE PARTS	56.50
EFT46594	25/11/2015	MULTILEC ENGINEERING	QUARTERLY SERVICING & TESTING OF LIFTS	3300.00
EFT46595	25/11/2015	HOLCIM AUSTRALIA PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	7879.43
EFT46596	25/11/2015	ANDREW WADDELL	COUNCILLOR ALLOWANCE - 01/11/15 - 30/11/15	7977.92
EFT46597	25/11/2015	DRAINFLOW SERVICES PTY LTD	CLEANING / MAINTAINING STORM WATER DRAINS	10619.40
EFT46598	25/11/2015	FORESTVALE TREES PTY LTD	GARDEN / VERGE SUPPLIES	836.00
EFT46599	25/11/2015	DYLAN O'CONNOR	COUNCILLOR ALLOWANCE - 01/11/15 - 30/11/15	2184.17
EFT46600	25/11/2015	OFFICE WORKS MIDLAND	OFFICE / STATIONERY SUPPLIES	473.00
EFT46601	25/11/2015	ARMADILLO GROUP PTY LTD	PLANT / VEHICLE PARTS	2249.87
EFT46602	25/11/2015	CENTURION TEMPORARY FENCING	TEMPORARY FENCING HIRE	1148.13
EFT46603	25/11/2015	POCKETPHONE COMMUNICATIONS	PLANT / VEHICLE PARTS	242.00
EFT46604	25/11/2015	REINOL WA	HAND CLEANER SUPPLIES	203.28
EFT46605	25/11/2015	VITAL PACKAGING	MERCHANDISE SUPPLIES FOR THE ZIG ZAG CULTURAL CENTRE	300.89
EFT46606	25/11/2015	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES FOR SHIRE WIDE MACHINES	15408.76
EFT46607	25/11/2015	HARE & FORBES PTY LTD	PLANT / VEHICLE PARTS	1780.35
EFT46608	25/11/2015	NATIONAL MEASUREMENT INSTITUTE	WATER SAMPLING ANALYSIS	1328.14
EFT46609	25/11/2015	ASPHALTECH PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	3102.00

Chq/EFT	Date	Name	Description	Amount
EFT46610	25/11/2015	DYMOCKS MIDLAND GATE	LIBRARY SUPPLIES	900.00
EFT46611	25/11/2015	DAIMLER TRUCKS PERTH	PLANT / VEHICLE PARTS	767.00
EFT46612	25/11/2015	FILDES FOOD SAFETY	SUPPLY OF HAND HELD DIGITAL THERMOMETER PROBE FOR CBDC KITCHEN	84.15
EFT46613	25/11/2015	INFINITI GROUP	KITCHEN CLEANING GOODS AND CONSUMABLES	403.48
EFT46614	25/11/2015	KP FINANCIAL PLANNING	BOND REFUND FOR THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	300.00
EFT46615	25/11/2015	TRACY L DESTREE-THOMPSON	COUNCILLOR ALLOWANCE - 01/11/15 - 30/11/15	2184.17
EFT46616	25/11/2015	SMART URBAN PTY LTD	SUPPLY OF BIKE RACK	832.05
EFT46617	25/11/2015	URIMAT AUSTRALIA PTY LTD	SUPPLY TOILET EQUIPMENT SPARES AND SERVICE TO FACILITIES	418.00
EFT46618	25/11/2015	DIESEL TORQUE MECHANICAL SERVICES	REMOVAL OF EQUIPMENT FROM FORD RANGER	302.50
EFT46619	25/11/2015	TURFWORKS WA PTY LTD	RESERVE MOWING AT VARIOUS LOCATIONS	14381.77
EFT46620	25/11/2015	TIGER FITNESS WA	RETUNE OF TRUE TREADMILL TV AT HPRC	44.00
EFT46621	25/11/2015	ENVIRO SWEEP	SWEEPING SERVICES AT VARIOUS LOCATIONS	22472.04
EFT46622	25/11/2015	PERTH WASTE PTY LTD	DOMESTIC / RECYCLING RUBBISH SERVICES & BIN CHARGES	287784.58
EFT46623	25/11/2015	FORT KNOX RECORDS MANAGEMENT	OFFSITE STORAGE WITH FORT KNOX	314.71
EFT46624	25/11/2015	BOX N CRATE HIRE	HIRE OF HANDY CRATES FOR KALAMUNDA LIBRARY	2880.00
EFT46625	25/11/2015	MOTTERAM MOTORS	PLANT / VEHICLE PARTS	1750.00
EFT46626	25/11/2015	DAYTONE PRINTING PTY LTD	PRINTING OF BROCHURES / INVITES FOR VARIOUS LOCATIONS	745.80
EFT46627	25/11/2015	WEST TIP WASTE CONTROL PTY LTD	COLLECTION AND RETURN OF HOOKLIFT BINS FROM WALLISTON TRANSFER STATION	18741.53
EFT46628	25/11/2015	FAIR GO ECO	ASSORTED GOODS FOR RE-SALE AT THE ZIG ZAG CULTURAL CENTRE	494.11
EFT46629	25/11/2015	HISCONFÉ	KITCHEN / CATERING SUPPLIES FOR PETER ANDERTON CENTRE	118.80
EFT46630	25/11/2015	THOMAS IAN & ZOE JEAN RUTHERFORD	RATES REFUND	1729.98

Chq/EFT	Date	Name	Description	Amount
EFT46631	25/11/2015	ROWAN ROVERE	PERFORMANCE AT WALK THE ZIG ZAG 2015	500.00
EFT46632	25/11/2015	ALPERSTEIN DESIGNS	MERCHANDISE FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	128.60
EFT46633	25/11/2015	CASZAK PTY LTD T/A ASAP GARAGE DOORS	SUPPLY AND INSTALL GARAGE DOOR AT THE PETER ANDERTON CENTRE	688.00
EFT46634	25/11/2015	BUSHFIRE PRONE PLANNING (BPP GROUP PTY LTD)	BUSHFIRE ATTACK LEVEL AND BUSHFIRE MANAGEMENT STATEMENT REPORT	20592.00
EFT46635	25/11/2015	JAPANESE TRUCK & BUS SPARES PTY LTD	PLANT / VEHICLE PARTS	2645.50
EFT46636	25/11/2015	TELFERWESTCORP PTY LTD T/A GENTLEMAN GUARDS	SECURITY SERVICES AT WALK THE ZIG ZAG 2015	214.50
EFT46637	25/11/2015	LANDCARE WEED CONTROL	WEED CONTROL AT VARIOUS LOCATIONS	1632.84
EFT46638	25/11/2015	THE LINEN PRESS	MERCHANDISE FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	515.35
EFT46639	25/11/2015	DRUG SAFE AUSTRALIA PTY LTD T/A FRONTLINE DIAGNOSTICS	DRUG AND ALCOHOL RANDOM TESTING OPERATION CENTRE	1705.00
EFT46640	25/11/2015	ABERNETHY LINEMARKING	SUPPLY OF LINE MARKING AT VARIOUS LOCATIONS	275.00
EFT46641	25/11/2015	LOCAL GEOTECHNICS	GEOTECHNICAL AND PAVEMENT INVESTIGATION AT VARIOUS LOCATIONS	20922.00
EFT46642	25/11/2015	ECO LOGICAL AUSTRALIA	LEVEL 2 FLORA SURVEY (SPRING & AUTUMN) AND LEVEL 1 FAUNA SURVEY AT RAY OWEN RESERVE	5508.56
EFT46643	25/11/2015	WATERLINK	PROGRESS PAYMENT - AUTOMATIC IRRIGATION SYSTEM AT GEORGE SPRIGGS OVAL PICKERING BROOK	51523.39
EFT46644	25/11/2015	QUALITY PRESS	PRINTING AND SUPPLY OF STICKERS FOR DEPARTMENT FIRE EMERGENCY SERVICES	65.12
EFT46645	25/11/2015	ARCUS AUSTRALIA PTY LTD	SUPPLY REFRIGERATION EQUIPMENT AND SPARES	300.96
EFT46646	25/11/2015	ASPECTS OF NATURE	MERCHANDISE FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	340.65
EFT46647	25/11/2015	KENNARDS HIRE - PUMP & POWER PERTH	SET UP AND TRAFFIC MANAGEMENT FOR WALK THE ZIG ZAG 2015	2025.40

Chq/EFT	Date	Name	Description	Amount
EFT46648	25/11/2015	ROSEMARY FAIRBAIRN	REFUND FOR HACC ACTIVITY - CORPORATE CREDIT CARD DECLINED	300.00
69134	02/11/2015	KANYANA WILDLIFE REHABILITATION CENTRE INC	CONTRIBUTION TOWARDS GARAGE SALE TRAIL	1294.50
69135	04/11/2015	SHIRE OF KALAMUNDA	CASH FLOAT FOR BINGO AT SENIORS WEEK 2015	200.00
69136	04/11/2015	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	361.65
69137	04/11/2015	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	154.80
69138	04/11/2015	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	809.76
69139	04/11/2015	MEAD MEDICAL GROUP	DOCTORS APPOINTMENT FOR STAFF MEMBER	74.00
69140	04/11/2015	TELSTRA CORPORATION	TELEPHONE EXPENSES	8175.62
69141	04/11/2015	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	5400.49
69142	04/11/2015	BCITF	LEVY FEE - OCTOBER 2015	8513.66
69143	04/11/2015	SYNERGY	POWER CHARGES	31262.20
69144	04/11/2015	ALINTA ENERGY	GAS CHARGES	2845.90
69145	04/11/2015	BUILDING COMMISSION	BUILDING LEVY - OCTOBER 2015	14183.57
69146	04/11/2015	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	498.90
69147	04/11/2015	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	261.30
69148	04/11/2015	CASH - ZIG ZAG CULTURAL CENTRE	PETTY CASH REIMBURSEMENT	167.80
69149	04/11/2015	CASH - KPAC	PETTY CASH REIMBURSEMENT	88.95
69150	04/11/2015	SHIRE OF PEPPERMINT GROVE	LOST AND DAMAGED BOOK FOR THE LIBRARY	16.80
69151	12/11/2015	ANDRE JOSEPH WHEELER	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00
69152	12/11/2015	DAVID JOHN GRIBBLE	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00
69153	12/11/2015	ALETHEA RASPA	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00
69154	12/11/2015	CLINTON PAUL NORDHOFF	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00
69155	12/11/2015	TRACY L DESTREE-THOMPSON	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00

Chq/EFT	Date	Name	Description	Amount
69156	12/11/2015	RICHARD LARSEN	REFUND OF CANDIDATE DEPOSIT - LOCAL GOVERNMENT ELECTION 2015	80.00
69158	16/11/2015	DARLING RANGE LEARNING COMMUNITY	DONATION - DARLING RANGE LEARNING COMMUNITY	500.00
69159	18/11/2015	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	361.65
69160	18/11/2015	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	151.60
69161	18/11/2015	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	809.76
69162	18/11/2015	TELSTRA CORPORATION	TELEPHONE EXPENSES	58154.74
69163	18/11/2015	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	9668.84
69164	18/11/2015	SYNERGY	POWER CHARGES	119687.60
69165	18/11/2015	ALINTA ENERGY	GAS CHARGES	1164.90
69166	18/11/2015	DAWSON'S GARDEN WORLD	SUPPLY OF GARDEN / VERGE PLANTS	149.85
69167	18/11/2015	CASH - ADMIN	PETTY CASH REIMBURSEMENT	973.20
69168	18/11/2015	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	117.30
69169	18/11/2015	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	289.60
69170	18/11/2015	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	338.60
69171	18/11/2015	CASH - LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	70.90
69172	18/11/2015	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	463.60
69173	18/11/2015	CASH - HIGH WYCOMBE LIBRARY	PETTY CASH REIMBURSEMENT	107.67
69174	18/11/2015	CITY OF SOUTH PERTH	LOST AND DAMAGED BOOK FOR LIBRARY	13.10
69175	18/11/2015	DULCIE READ	CLIENT ACCOUNT IN CREDIT. REFUND AS CLIENT NO LONGER RECEIVING SERVICES	46.00
69176	25/11/2015	JOHN DALLE-NOGARE	REIMBURSEMENT FOR FENCE REPAIRS	280.50
69177	25/11/2015	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	546.09
69178	25/11/2015	SYNERGY	POWER CHARGES	9608.05
69179	25/11/2015	DEPARTMENT OF TRANSPORT	FLEET VEHICLE REGISTRATIONS	71.45
DD32235.1	03/11/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	92741.12
DD32235.2	03/11/2015	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	267.55
DD32235.3	03/11/2015	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	372.58

Chq/EFT	Date	Name	Description	Amount
DD32235.4	03/11/2015	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1089.27
DD32235.5	03/11/2015	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	251.31
DD32235.6	03/11/2015	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	89.74
DD32235.7	03/11/2015	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	113.47
DD32235.8	03/11/2015	ONE PATH LIFE LTD	SUPERANNUATION CONTRIBUTIONS	75.37
DD32235.9	03/11/2015	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	273.16
DD32257.1	03/11/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	157.52
DD32351.1	17/11/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	94657.20
DD32351.2	17/11/2015	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	267.55
DD32351.3	17/11/2015	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	203.16
DD32351.4	17/11/2015	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	364.81
DD32351.5	17/11/2015	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	148.88
DD32351.6	17/11/2015	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1075.51
DD32351.7	17/11/2015	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	271.47
DD32351.8	17/11/2015	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	103.16
DD32351.9	17/11/2015	G ROSS SUPERANNUATION PTY LTD ATF BINDALE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	72.07
DD32235.10	03/11/2015	ASGARD & WRAP ALLOCATED PENSION	SUPERANNUATION CONTRIBUTIONS	160.48
DD32235.11	03/11/2015	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	103.84
DD32235.12	03/11/2015	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	933.53
DD32235.13	03/11/2015	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	102.60
DD32235.14	03/11/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	301.39
DD32235.15	03/11/2015	POWERWRAP MASTER PLAN	SUPERANNUATION CONTRIBUTIONS	293.35
DD32235.16	03/11/2015	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	579.56

Chq/EFT	Date	Name	Description	Amount
DD32235.17	03/11/2015	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	546.75
DD32235.18	03/11/2015	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	590.51
DD32235.19	03/11/2015	AUSTRALIAN ETHICAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	138.70
DD32235.20	03/11/2015	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	831.74
DD32235.21	03/11/2015	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	216.40
DD32235.22	03/11/2015	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	203.88
DD32235.23	03/11/2015	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	2213.81
DD32235.24	03/11/2015	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	198.54
DD32235.25	03/11/2015	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	214.26
DD32235.26	03/11/2015	CHRISTIAN SUPER	SUPERANNUATION CONTRIBUTIONS	190.18
DD32235.27	03/11/2015	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	168.31
DD32235.28	03/11/2015	MLC NAVIGATOR ACCESS SUPER & PENSION	SUPERANNUATION CONTRIBUTIONS	43.16
DD32235.29	03/11/2015	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	930.16
DD32235.30	03/11/2015	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	553.09
DD32235.31	03/11/2015	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	656.42
DD32235.32	03/11/2015	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	502.94
DD32235.33	03/11/2015	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	503.43
DD32235.34	03/11/2015	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1808.22
DD32351.10	17/11/2015	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	110.99
DD32351.11	17/11/2015	ONE PATH LIFE LTD	SUPERANNUATION CONTRIBUTIONS	185.53
DD32351.12	17/11/2015	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	933.53
DD32351.13	17/11/2015	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	273.16
DD32351.14	17/11/2015	ASGARD & WRAP ALLOCATED PENSION	SUPERANNUATION CONTRIBUTIONS	152.80
DD32351.15	17/11/2015	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	102.60
DD32351.16	17/11/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	255.61
DD32351.17	17/11/2015	POWERWRAP MASTER PLAN	SUPERANNUATION CONTRIBUTIONS	293.35

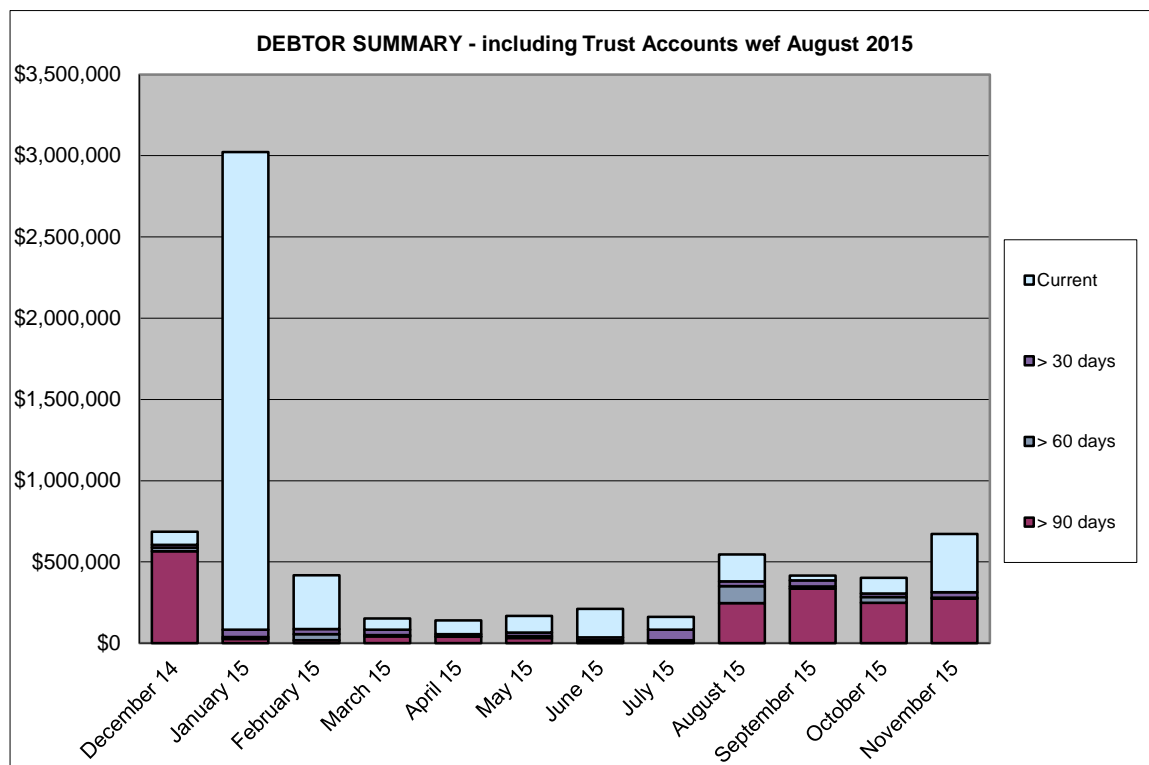
Chq/EFT	Date	Name	Description	Amount
DD32351.18	17/11/2015	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	564.28
DD32351.19	17/11/2015	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	545.43
DD32351.20	17/11/2015	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	436.96
DD32351.21	17/11/2015	AUSTRALIAN ETHICAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	175.54
DD32351.22	17/11/2015	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	839.18
DD32351.23	17/11/2015	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	2282.61
DD32351.24	17/11/2015	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	216.40
DD32351.25	17/11/2015	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	203.87
DD32351.26	17/11/2015	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	198.54
DD32351.27	17/11/2015	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	214.25
DD32351.28	17/11/2015	CHRISTIAN SUPER	SUPERANNUATION CONTRIBUTION	279.45
DD32351.29	17/11/2015	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	168.31
DD32351.30	17/11/2015	MLC NAVIGATOR ACCESS SUPER & PENSION	SUPERANNUATION CONTRIBUTIONS	83.72
DD32351.31	17/11/2015	PLUM PERSONAL PLAN	SUPERANNUATION CONTRIBUTIONS	45.78
DD32351.32	17/11/2015	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	838.60
DD32351.33	17/11/2015	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	2064.88
DD32351.34	17/11/2015	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	553.09
DD32351.35	17/11/2015	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	656.42
DD32351.36	17/11/2015	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	562.48
DD32351.37	17/11/2015	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	513.29
				5036934.32
		Payroll Payments		
F511046404960	04/11/2015	SHIRE OF KALAMUNDA PAYROLL	FOR THE PERIOD TO 3 NOVEMBER 2015 – VARIOUS AWARDS	568213.69
F511056499378	05/11/2015	SHIRE OF KALAMUNDA PAYROLL	PAYROLL ONE OFF PAYMENT	1433.78
F511187043740	18/11/2015	SHIRE OF KALAMUNDA PAYROLL	FOR THE PERIOD TO 17 NOVEMBER 2015 – VARIOUS AWARDS	568241.66
				1137889.13

Attachment 2

**SHIRE OF KALAMUNDA
 SUMMARY OF DEBTORS
 FOR THE PERIOD ENDED 30 NOVEMBER 2015**

Sundry Debtors Trial Balance - Summary Aged Listing

	> 90 days	> 60 days	> 30 days	Current	Total
December 14	\$565,418	\$21,805	\$18,617	\$80,765	\$686,604
January 15	\$25,805	\$11,841	\$45,278	\$2,938,970	\$3,021,893
February 15	\$17,884	\$38,295	\$29,893	\$332,021	\$418,092
March 15	\$42,362	\$6,134	\$34,711	\$69,419	\$152,626
April 15	\$39,128	\$2,100	\$14,226	\$84,112	\$139,566
May 15	\$32,601	\$10,401	\$21,704	\$103,860	\$168,565
June 15	\$12,559	\$6,161	\$17,913	\$173,414	\$210,047
July 15	\$8,043	\$9,817	\$65,469	\$77,801	\$161,131
August 15	\$246,364	\$104,261	\$29,134	\$167,088	\$546,847
September 15	\$335,324	\$14,115	\$37,678	\$28,153	\$415,271
October 15	\$247,565	\$35,554	\$22,318	\$96,175	\$401,613
November 15	\$274,360	\$5,966	\$33,194	\$357,662	\$671,182



SHIRE OF KALAMUNDA			
SUMMARY OF DEBTORS - FOR THE PERIOD ENDED 30 NOVEMBER 2015			
AMOUNT	DEBTOR	DETAILS	STATUS
> 90 days			
\$258,930.49	DA Letizia	Developer Contribution	The Administration is monitoring account
\$3,552.73	Kalamunda & Canning Rugby League Club *	Operating Expenses	Holding discussions with the Administration regarding finances
\$4,307.82	Markham Brother's Haulage	Private Works - Diesel Spillage	Queried charge - had used another company to clean spill
\$3,398.24	Zig Zag Café ^	Lease / Operating Expenses	Direct Debit Payment
\$4,170.72	90+ Days Debts consisting of amounts under \$1,000.00.		Debtors to be contacted to advise debt recovery action pending / final notices issued / debt with D&B or possible write-off of debt pending.
\$274,360.00	Total Debts 90+ Days		
> 60 days			
\$1,685.60	Food Marque	Hall Hire	Debtor in contact - asked for additional time to pay
\$1,156.53	Kalamunda Cricket Club	Loan 207	To make further contact.
\$3,123.72	60+ Days Debts consisting of amounts under \$1,000.00.		All debtors to be contacted by telephone / email - copy invoices mailed as required.
\$5,965.85	Total Debts 60+ Days		
> 30 days			
\$4,108.70	Department of Fire & Emergency	Community Fire Officer Expenses	Reminder Invoice to be sent
\$1,867.50	Early Bird Learning	Hall Hire	Reminder Invoice to be sent
\$2,330.71	Kalamunda & Districts Football Club	Operating Expenses	Reminder Invoice to be sent
\$3,989.60	Kalamunda Performers	Hall Hire	Reminder Invoice to be sent
\$2,880.71	Kalamunda United FC (Inc)	Operating Expenses	Reminder Invoice to be sent
\$4,723.31	Zig Zag Café ^	Lease / Operating Expenses	Direct Debit Payment
\$2,520.15	Zig Zag Gymnastics	Hall Hire	Reminder Invoice to be sent

\$10,773.47	30+ Days Debts consisting of amounts under \$1,000.00.		Reminder invoices to be sent.
\$33,194.15	Total Debts 30+ Days		
< 30 days			
\$361,862.95	Total of Current Debts		
\$4,200.65	Total of Accounts in Credit		
\$671,182.30	Total - Debtors Trial Balance		
<p>FOOTNOTES * Denotes currently in negotiation of invoice amount and details ^ Denotes payment arrangement in place</p>			

Attachment 3

**SHIRE OF KALAMUNDA
 SUMMARY OF CREDITORS
 FOR THE PERIOD ENDED 30 NOVEMBER 2015**

Sundry Creditors Trial Balance - Summary Aged Listing

Month End	> 90 days	> 60 days	> 30 days	Current	Total
31/07/2014	\$9,347	\$1,978	\$27,392	\$449,082	\$487,799
31/08/2014	\$1,000	\$208,043	\$15,978	\$601,439	\$826,460
30/09/2014	\$11,865	\$62,484	\$62,683	\$908,456	\$1,045,488
31/10/2014	\$2,955	\$3,399	\$76,354	\$1,209,519	\$1,292,227
30/11/2014	\$6,311	\$15,497	\$89,340	\$1,137,344	\$1,248,492
31/12/2014	\$16,026	\$3,890	\$42,960	\$837,074	\$899,950
31/01/2015	\$5,137	\$407,117	\$4,182	\$292,502	\$708,938
28/02/2015	\$0	\$0	\$81,137	\$511,560	\$592,697
31/03/2015	\$13,318	\$1,430	\$17,916	\$406,194	\$438,858
30/04/2015	\$3,023	\$8,397	\$182,562	\$526,209	\$720,191
31/05/2015	\$11,955	\$13,047	\$34,358	\$1,538,190	\$1,597,551
30/06/2015	\$6,259	\$16,998	\$91,434	\$3,391,506	\$3,506,197
31/07/2015	\$1,100	\$2,200	\$81,330	\$570,084	\$654,714
31/08/2015	\$3,787	\$7,093	\$297,295	\$2,823,505	\$3,131,680
30/09/2015	\$20,875	\$24,891	\$91,014	\$621,133	\$757,913
31/10/2015	\$10,874	\$26,568	\$61,935	\$2,471,516	\$2,570,893
30/11/2015	\$13,246	\$1,716	\$38,818	\$531,081	\$584,862

Comment

- > 90 days Original Invoices for Kalamunda Electrics, Top Class Roof Restoration, Blacktree Technology & GHD Pty Ltd not received in Accounts to process.
- > 60 days Original Invoices for Safe T Card Australia & Masina Miller not received in Accounts to process.
- > 30 days These invoices are paid on the third fortnightly payment run.

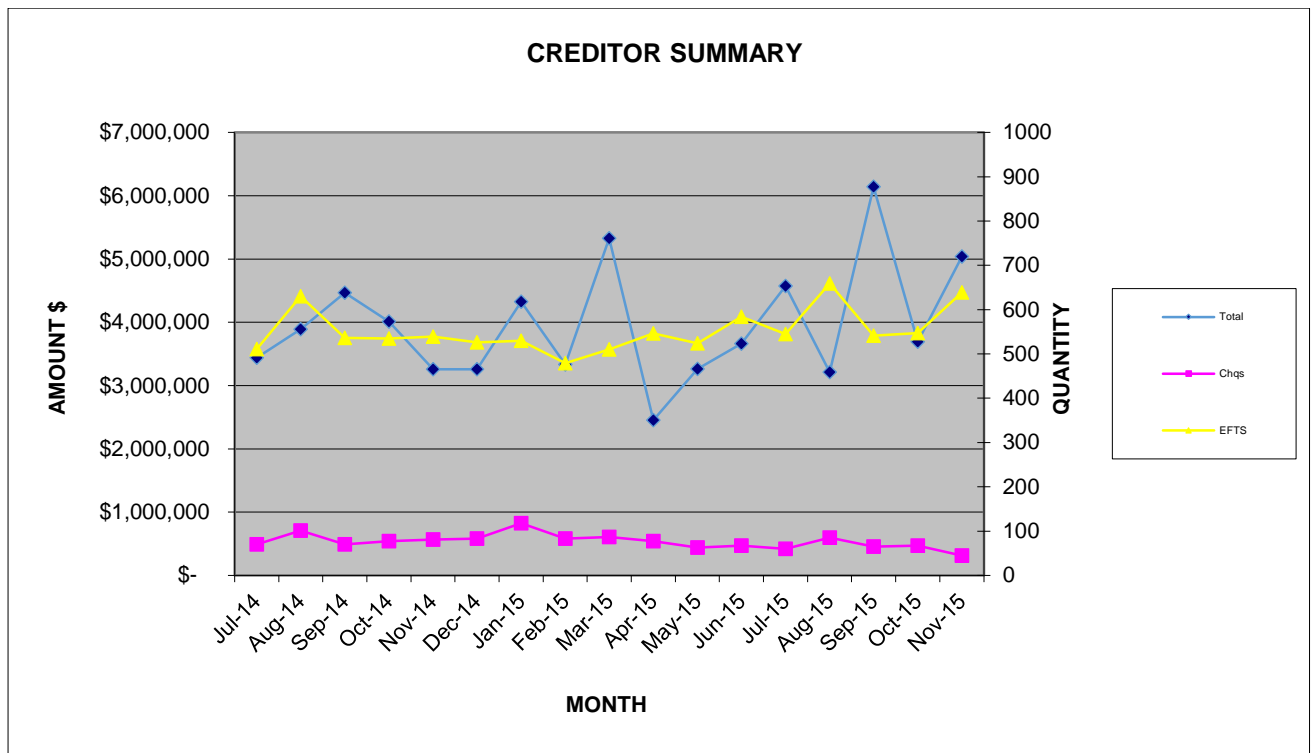
Creditor Payments made

Month	Amount \$	Quantity		
		Cheques	EFTs	Total
Jul-14	\$3,439,392	70	511	581
Aug-14	\$3,890,438	101	630	731
Sep-14	\$4,467,596	70	536	606
Oct-14	\$4,009,379	77	535	612
Nov-14	\$3,259,838	81	539	620
Dec-14	\$3,255,778	83	526	609
Jan-15	\$4,323,371	118	530	648
Feb-15	\$3,335,267	83	479	562
Mar-15	\$5,324,488	87	510	597
Apr-15	\$2,454,269	77	546	523
May-15	\$3,263,699	63	524	587
Jun-15	\$3,661,757	67	584	651
Jul-15	\$4,574,236	60	545	605
Aug-15	\$3,213,086	85	659	744
Sep-15	\$6,139,271	65	541	606
Oct-15	\$3,693,763	67	547	614
Nov-15	\$5,036,934	45	639	684

*Excludes net staff payroll

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

*Local suppliers are paid on 14 day terms.



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

49. Rates Debtors Report for the Period Ended 31 November 2015

Previous Items	N/A
Responsible Officer	Director Corporate Services
Service Area	Finance
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A

Attachment 1 Summary of Outstanding Rates for the period ended 31 November 2015.

PURPOSE

- To receive the report on rates debtors for the period ended 31 November 2015 (Attachment 1).

BACKGROUND

- Rates notices were issued on 13 July 2015 with the following payment options:-

Options	Payment Dates			
Full Payment	17 August 2015			
Two Instalments	17 August 2015	10 December 2015		
Four Instalments	17 August 2015	12 October 2015	10 December 2015	08 February 2016

- Rates Levied for the 2015/2016 Financial Year totalled \$31,923,721. Of this amount, \$22,795,152 has been collected as at 30 November 2015. A total of 22,834 Rate Notices were sent on 13 July 2015.
- The rates department launched three additional services to better assist ratepayers in paying their amounts due. These are:
 - A Smarter Way to Pay – to date 788 ratepayers have signed up.
 - eRates – To date there are 1033 properties signed up for electronic delivery
 - BPay View – To date 156 ratepayers have signed up for this service.
- A total of 8,934 ratepayers have taken up an instalment option so far. Of these, 1,583 have taken up the option to pay by two instalments and 7,351 have taken up the option to pay by four instalments. 12,457 have paid in full. The due date for taking up the instalment options was 17 August 2015.
- The raising of Interim Rates for the 2015/2016 financial year has commenced and will be brought up to date in early 2016.

DETAILS

Debt Recovery

7. There are nine claims outstanding from the 2012/2013 and 2013/2014 rates. Five of these have had rates outstanding for three years and over and are waiting for a Property Seizure and Sales Order (PSSO). Councillors received a briefing session regarding these properties on 25 May 2015. One ratepayer has since entered into an arrangement. The remaining three properties are now being passed on to the Shire's legal representatives for processing.
8. The Shire has issued 246 General Procedure Claims through the courts for outstanding 2014/2015 rates and services charges; 214 of these have been closed due to payment being received.
9. Of the remaining 32 properties with an active default judgement two are being defended. The defended properties have been to a pre-trial conference with judgement being awarded to the Shire with costs, 27 have received a PSSO.
10. Debt recovery for the 2015/2016 rates commenced on 11 September 2015 with final notices sent to 1894 ratepayers, of which 948 have since paid in full or entered into a payment arrangement. Letters of Demand have been sent to 946 ratepayers who did not take appropriate action following the Final Notice. Of these 946 ratepayers 631 either paid in full or entered into a direct debit arrangement. For 21 ratepayers a payment was made which has taken them beneath the Shire's Legal Action threshold of \$600; these will be followed-up by the Shire.
11. Of the remaining 294 accounts, 263 have been sent to the Shire's lawyers for a General Procedure Claim (GPC) to be issued. Once all claims have been issued the Shire has the option of continuing with recovery action after a 14 day period has passed. Accounts that are not paid in full, or in a Direct Debit Arrangement, will be assessed again at this time. The remaining 31 properties have been forwarded to the Shire's lawyers for a rental order under S6.60 of the Act, to be issued on the tenants which will require them to make any rent payments to the Shire in order to pay off the outstanding rates.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

13. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

14. Nil.

FINANCIAL CONSIDERATIONS

15. The early raising of rates in July has allowed the Shires operations to commence without delays in addition to earning additional interest income.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

Strategy 6.8.4 Provide effective financial services to support the Shire's operations and to meet sustainability planning, reporting and accountability requirements.

SUSTAINABILITY

Social Implications

17. Debt collection can have implications upon those ratepayers facing hardship and the Shire must ensure equity in its debt collection processes.
18. The Shire has introduced "a smarter way to pay" to ease the financial hardship.

Economic Implications

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

Environmental Implications

20. Nil.

RISK MANAGEMENT CONSIDERATIONS

21.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The Shire is exposed to the potential risk of the ratepayer failing to make payments which it is obligated to do. This will result in the disruption of cash flows and increased collection costs.	Possible	Major	High	Ensure debt collections is rigorously managed.

OFFICER COMMENT

22. The Shire's debt collection strategy has proven to be very effective with a 98.70% collection rate in the 2014/2015 financial year. With the additional services launched, it is envisaged that the collection rate will be achieved again for 2015/2016 financial year. The results to date are very positive.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 49/2015)

That Council:

1. Receives the rates debtors report for the period ended 31 November 2015 (Attachment 1).

Moved:

Seconded:

Vote:

Attachment 1

**SHIRE OF KALAMUNDA
 SUMMARY OF OUTSTANDING RATES
 FOR THE PERIOD ENDED 30 NOVEMBER 2015**

Rates Outstanding Debtors

	3rd Previous Year + Outstanding	2nd Previous Year Outstanding	Previous Year Outstanding	Current Outstanding	Total Outstanding	Previous Year Total Outstanding
30-Jun-15	Balance Forward				\$856,619	\$869,771
30-Jul-15	\$374,610.99	\$125,241.75	\$303,167.40	\$27,284,383.73	\$28,087,403.87	\$26,049,358.00
31-Aug-15	\$367,737.91	\$123,002.22	\$244,669.79	\$15,772,036.99	\$16,507,446.91	\$15,674,989.41
30-Sep-15	\$360,942.16	\$116,661.24	\$218,888.30	\$13,518,550.12	\$14,215,041.82	\$14,481,858.12
31-Oct-15	\$352,283.54	\$114,663.10	\$205,346.56	\$10,871,503.98	\$11,552,148.18	\$11,402,265.00
30-Nov-15	\$351,140.21	\$112,077.50	\$194,147.64	\$9,266,304.21	\$9,923,669.56	\$10,024,860

Rates Outstanding as at 30/06/2015

\$856,619

Rate Levied 2015/2016
 Interim 2015/2016
 Back Rates

\$31,884,691
-\$22,489
\$8,351
\$31,870,553

Total Levies To Date for 2015/2016

Total Collectable

\$32,727,172

Total Collected to date

\$22,795,152

Total Rates Outstanding

\$9,932,020

Current Deferred Rates Amount (from Rate Reports)

\$514,420

Total Rates amount to be collected not including deferred

\$9,417,600

% of Rates Outstanding:

29.24%

% of Rates Collected:

70.76%

Comment

The 2014/2015 Instalment Dates are as follows:

	4 x instalments	2 x instalments
1st Instalment	17/08/2015	17/08/2015
2nd Instalment	12/10/2015	10/12/2015
3rd Instalment	10/12/2015	
4th Instalment	08/02/2016	

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

50. Community Care Quarterly Report July to September 2015

Previous Items

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 Financials
Attachment 3	Meals on Wheels Financials

PURPOSE

1. To endorse the Community Care Quarterly Report July to September 2015.

BACKGROUND

2. The quarterly report is prepared in accordance with the approved Kalamunda Achieving: Corporate Business Plan 2014 - 2018. The basis of which is:

"That Community Care produce a quarterly progress report".

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 consumers for services and as such, the Shire 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 2015.
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.

-
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 consumers 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 4763 hours were provided (76%). This is an 8% 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 3425 hours were provided (117%). This is a 9% increase from last quarter.
11. Impacts on these hours included 381 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been delivered domestic assistance would have achieved 130% which is accommodated by the flexible delivery model assigned to Service Group 1 as described in paragraph 7.

Respite (Service Group 1)

12. During this quarter Community Care was contracted to provide 450 hours to eligible community members. A total of 150 hours were provided (33%). This is a 12% increase from last quarter.
13. There were no impacts on these hours as staff were able to negotiate suitable service adjustments to meet consumer and carer needs around public holidays.

Other Food Services (Service Group 1)

14. During this quarter Community Care was contracted to provide 96 hours to eligible community members. A total of 16 hours were provided (17%). This is a 3.5% increase from last quarter.
15. There were no impacts on these hours as staff were able to negotiate suitable service adjustments to meet consumer and carer needs around public holidays.

Social Support (Service Group 1)

16. During this quarter Community Care was contracted to provide 1875 hours to eligible community members. A total of 819 hours were provided (44%). This is a 3% increase from last quarter.

-
17. Impacts on these hours included 143 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Social Support would have achieved 51%.

Personal Care (Service Group 1)

18. During this quarter Community Care was contracted to provide 936 hours to eligible community members. A total of 353 hours were provided (38%). This is an 11% increase from last quarter.
19. Impacts on these hours included 66.25 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Personal Care would have achieved 45%.

Centre Based Day Care (Service Group 4)

20. During this quarter Community Care was contracted to provide 9981 hours to eligible community members. A total of 8538 hours were provided (85%). This is a 3% increase from last quarter.
21. Impacts on these hours included 3306 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Centre Based Day Care would have achieved 119%.

Meals on Wheels (Service Group 6)

22. During this quarter Community Care was contracted to provide 1500 meals to eligible community members. A total of 1055 meals were provided (70%). This is a 16% decrease from last quarter.
23. Impacts included 100 meals that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these meals been provided Meals on Wheels would have achieved 77%.

Transport (Service Group 7)

24. During this quarter Community Care was contracted to provide 6816 one way trips to eligible community members. A total of 4207 one way trips were provided (62%). This is a 2% increase from last quarter.
25. Impacts included 1196 one way trips that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these trips been provided Transport would have achieved 79%.

Consumer Support Information and Advocacy (Service Group 9)

26. During this quarter Community Care was contracted to provide 645 hours to eligible community members. A total of 191 hours were provided (30%).

Home Maintenance (Service Group 10)

27. During this quarter Community Care was contracted to provide 1788 hours to eligible community members. A total of 1402 hours were provided (79%). This is equal to last quarter.
28. In November 2014, the Shire ceased accepting new referrals for Home Maintenance due to a change in staffing arrangements resulting in a risk of not being able to fulfil consumer requests.
29. Impacts on these hours included 77.5 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Home Maintenance would have achieved 83%.

COMMUNITY VISITORS SCHEME

30. During this quarter Community Care was contracted to provide 270 visits to eligible residents in approved Commonwealth Funded residential facilities. A total of 218 visits were provided (75%).
31. Impacts on these visits included a number of resident's services being ceased over winter due to illness or hospitalisation. A number of volunteers also travel during this time.

HOME CARE PACKAGES LEVEL 2

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 consumers for services and as such, we are dependent on these referrals to maintain and increase service levels.
34. Home Care Packages were transitioned to Consumer Directed Care Packages as of 1 July 2015.

STATUTORY AND LEGAL CONSIDERATIONS

35. Nil.

POLICY CONSIDERATIONS

36. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

37. In July Community Care commenced a HACC service wide satisfaction survey.

FINANCIAL CONSIDERATIONS

38. The Community Care HACC program, with an adjustment for the annual grant paid in advance, had an operating surplus of \$32,530 for the first quarter.
39. The Meals on Wheels program, with an adjustment for the grant paid in advance, and invoices not received (for meals purchased for the quarter) has an operating deficit of \$2,700 for the first quarter.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

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

SUSTAINABILITY

Social Implications

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
Seniors in the Shire are not supported	Unlikely	Major	Medium	<ul style="list-style-type: none"> • Continue to promote services and programs as a Shire core business. • Continue to work in partnership with other local providers. • Continue to attend HACC, HCP and Swan Hospital Networking Meetings. • Ensure staffing levels are retained at a level that facilitates ongoing service provision. • Progress the development of Marketing and Communication Plan. • Progress the development of the Positive Ageing Plan • Commence consultation and engagement opportunities to determine what is working well and not working well and develop an action plan to address identified opportunities for improvement.

OFFICER COMMENT

45. The transition of Home Care Packages to Consumer Directed Care Packages was successful.
46. On 13 October 2015, Community Care underwent a Quality Review, facilitated by the Australian Aged Care Quality Agency of its Home Care Packages. This included a review of our effectiveness of implementing service level change as part of the Consumer Directed Care service model.
47. Community Care are working closely with National Disability Insurance Scheme (NDIS) to transition HACC people under the age of 65 who have successfully explored NDIS eligibility to an NDIS support plan.

-
48. A working party to comment on the Draft Positive Ageing Plan is being formed.
49. During this quarter, Community Care had 35 consumers exit the HACC program. The feedback from consumers and/or family as to why the services were ceasing were:
- The consumer has moved to a higher level of community care support or residential care – 10 responses
 - The consumer is now self-managing – 13 responses
 - The consumer has passed away – seven responses
 - The consumer has relocated out of the service area – five responses.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 50/2015)

That Council:

1. Receives the Community Care Quarterly Report – July to September 2015.

Moved:

Seconded:

Vote:

Attachment 1

**Community Care 15/16
 Monthly Hours Worked By Category**

OUTPUT DELIVERABLES		SERVICE VOLUME			Ave	Ave	Ave	July	Aug	Sept	ACTUAL	Contracted	% Met	Variance
		P.A	P. Mth	12/13	13/14	14/15				YTD	YTD	YTD	Volume	
Service Group 1														
DOMESTIC ASSISTANCE	1231	11,709	970	837	915	1,090	1,193	1,108	1,124	3,425	2,927	116.99%	-497	
SOCIAL SUPPORT	1222	7,501	623	240	224	266	276	264	279	819	1,875	43.65%	-1,057	
PERSONAL CARE	1232	3,740	312	104	92	85	109	109	133	353	937	37.62%	-583	
DFS	1234	380	32	3	7	7	4	4	8	16	97	16.06%	-81	
RESPIRE	1224	1,500	150	12	23	35	40	49	61	190	450	33.33%	-300	
TOTAL SERVICE GROUP 1										4,781	6,280	75.74%	-1,525	
Service Group 3														
CBIA	1227	2,574	210	64	94	85	57	77	57	191	644	29.64%	-453	
Service Group 4														
CNTR BASED DAY CARE	1221	39,321	3,327	2,567	2,499	2,743	3,048	2,706	2,784	8,538	9,980	85.55%	-1,442	
Service Group 6														
HOME MAINTENANCE	1230	7,160	567	438	431	511	493	450	459	1,402	1,782	78.23%	-390	
Service Group 7														
TRANSPORT (occasional)	1229	17,981	1,490	394	439	489	530	493	483	1,488	4,495	32.66%	-3,027	
TRANSPORT (CBDC)	1233	8,280	773	842	803	875	975	865	899	2,739	2,320	118.06%	419	
TOTAL SERVICE GROUP 7										4,267	6,815	61.73%	-2,605	
TOTAL		102,060	8,506	5,590	5,526	6,159	6,724	6,083	6,269	19,090	25,317	75%	-7,343	

Number of Working Days: 23 21 21

OUTPUT DELIVERABLES		SERVICE VOLUME			Ave	Ave	Ave	July	Aug	Sept	ACTUAL	Contracted	Met	Variance
		Total	P. Mth	12/13	13/14	14/15				YTD	YTD	YTD	Volume	
Service Group 8														
MEALS ON WHEELS		6,009	501	512	410	449	420	309	326	1,055	1,502	70%	-447	

Attachment 2

Home and Community Care Service 2015/2016

INCOME AND EXPENDITURE	Budget 2015/16 Jul - Sept	Actuals 2015/16 Jul - Sept
Recurrent Income and Expenditure		
Income		
Fees - Adult Day Care Attendance	(10,080)	(10,935)
Fees - Adult Day Care Transport	(6,444)	(6,834)
Fees - In Home Respite	(875)	(1,008)
Fees - Social Support	(3,871)	(6,262)
Fees - Transport / Shoppers Bus	(7,023)	(8,734)
Fees - Personal Care	(2,181)	(2,808)
Fees - Domestic Assistance	(25,470)	(27,261)
Fees - Gardening	(12,051)	(11,147)
Fees - Other Food Services	(153)	(124)
Fees - Meals / Activities - Adult Day Care	(10,809)	(18,335)
Brokerage	(4,998)	(2,307)
Government Grants	(729,876)	(830,345)
Total Recurrent Income	(822,237)	(946,160)
Expenses		
Salaries and Wages and on costs	360,303	540,381
Leave Accruals	47,376	47,401
Workers Compensation	13,399	20,443
Contractors	22,500	22,148
Accommodation Expenses	28,210	33,817
Motor Vehicle Expenses	11,343	16,170
Fringe Benefits Tax	1,773	1,782
Insurance	1,157	969
Printing and Stationery	993	287
Subscriptions	1,153	3,220
Purchases - Consumables / Materials	7,930	4,164
Purchases - Sundry	3,849	13,093
Depreciation	17,997	0
Audit	918	0
Management Fee - Administration and Accounting	22,134	20,591
Management Fee - Human Resources	8,094	6,218
Management Fee - Information Technology	8,994	12,919
Meal Expenses - Clients	16,805	17,313
Brokerage - Purchases against Income	0	0
Total Recurrent Expenditure	775,202	769,538
Adjustments as at 30/09/2015		
Annual Grant received in advance		141,725
Deduct Brokerage Fees - Non-HACC Income		2,367
Net Recurrent Income/Expenses	(47,035)	(32,530)

Attachment 3

Meals on Wheels 15/16

Income / Expenditure Description	Annual Budget 2015/16	Budget Jul - Sept	Actuals Jul - Sept
Recurrent Income and Expenditure			
Income			
Fees - Brokerage	(380)	(93)	(72)
Fees - MOW's	(62,100)	(15,525)	(12,591)
Government Grants - State Operating	(12,000)	(3,000)	(3,894)
Total Recurrent Income	(74,480)	(18,618)	(16,557)
Expenses			
Shire Service Fees	8,887	2,577	2,699
Volunteer Reimbursements (Delivery / Fuel)	8,400	2,100	2,025
Purchases - Consumables	70,000	17,499	5,144
Purchases - Sundry	2,000	498	398
Total Recurrent Expenses	89,287	22,674	10,267
Net Recurrent Income/Expenses	14,807	4,056	(6,290)

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

51. Disability and Carers Advisory Committee – Formally Disability Access and Inclusion Advisory Committee

Previous Items	OCM 161/2015
Responsible Officer	Director Corporate Services
Service Area	Community Care
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Terms of Reference

PURPOSE

1. To consider:
 - Renaming the Disability Access and Inclusion Advisory Committee to Disability and Carers Advisory Committee
 - The proposed Terms of Reference (Attachment 1)
 - Appointment of members to the Disability and Carers Advisory Committee.

BACKGROUND

2. At the Ordinary Council Meeting held 23 November 2015, Council requested that the Chief Executive Officer undertake a review of the existing Council's Management and Advisory Committees, and provide a report recommending the Committees that would meet the Council strategy and priorities, and improve Shire efficiencies. As part of this review Council endorsed a position to revise the structure for the Disability Access Inclusion Advisory Committee through broadening its terms of reference beyond access and inclusion and include Carers.
3. It is considered that revising the title of the committee to the Disability and Carers Advisory Committee together with amending the Terms of Reference and Committee Membership will better reflect the broader context of this committee.
4. In accordance with the *Local Government Act 1995*, when a person is appointed as a member to an Advisory or Management Committee, the tenure of the person's membership expires at the next local government ordinary election day.
5. The Shire of Kalamunda Local Government election was held on 17 October 2015. It is now necessary to appoint Community representatives to various Committees.

DETAILS

6. The main purpose of the DACAC is to make recommendations to Council on a range of strategic issues which affect the quality of life of people with disability, their families and carers living in and visiting the Shire of Kalamunda.

-
7. The DACAC will focus on improving the quality of life of people with disability by:
- Considering services, facilities and programs for people impacted by disability
 - Supporting the implementation of the Disability Access and Inclusion Plan (DAIP)
 - Looking to support and promote the WA National Disability and Insurance Scheme (NDIS)
 - Seeking opportunities to improve inclusion and reduce social isolation for the community.
8. As per the proposed Terms of Reference for the DACAC, the key features of the membership arrangements include a total membership of up to eight members, all of whom shall be appointed by Council, comprising:
- One Councillor Delegate, appointed 19 October 2015 – Cr Tracy Destree
 - One Shire of Kalamunda staff member
 - Up to two community members living with disability
 - Up to two community members that are carers of people with disability
 - Up to two representatives from local organisations providing services to people with disability within the Shire of Kalamunda.
- The term of appointment shall be two years; however, retiring members are eligible for re-nomination.
9. Provision has also been included in the Terms of Reference for the appointment of deputy members.
10. Community Nominations have been received from:
- Two community members living with disability:
- Daniel Baines
 - Peter Thorpe
- One community member that are carers of people with disability:
- Mandy Corkill*
- Two representatives from local organisations providing services to people with disability within the Shire of Kalamunda:
- Justin O'Meara Smith (Divisional Manager – Rise Network)
 - Elizabeth Small* (Project Officer – Crosslinks Inc)
- *Past Committee Members
11. In accordance with the *Local Government Act 1995*, a minimum of three persons must be appointed to the Committee.
12. The Advisory Committee may second individuals on sub-committees and working groups, but secondments cannot be made to the main Committee.

-
13. The appointment of any person who is absent without leave for more than three consecutive meetings shall lapse and that person will need to seek Council reappointment to continue on the Committee for the duration of the term.

STATUTORY AND LEGAL CONSIDERATIONS

14. Section 5.11 (2) (d) of the *Local Government Act 1995* – Tenure of Committee Membership.

POLICY CONSIDERATIONS

15. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

16. Current Committee members were encouraged to re-nominate. An advertisement appeared on the Shire's website and in the Kalamunda Reporter and Echo newspapers. Nominations closed on 9 October 2015.

FINANCIAL CONSIDERATIONS

17. Following the review of all advisory committees the Shire may need to consider increasing resources to administer any significant overall increases in the number or frequency of advisory committees. Should it become necessary this will become a budget consideration for 2016/2017.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

18. *Kalamunda Advancing: Strategic Community Plan to 2023*
- OBJECTIVE 1.1 – To be a community that cares for its aged and frail and those less fortunate.
- Strategy 1.1.3 Plan for and provide ongoing support for people with disabilities to feel included within the community
- OBJECTIVE 1.8 – Support local community groups to grow prosper and shape the future of Kalamunda.
- Strategy 1.8.1 Provide leadership and assistance to local community groups and organisations.

SUSTAINABILITY

Social Implications

19. Community representation on Shire Management and Advisory Committees is integral to ensuring a link is maintained between Shire operations and community aspirations.

Economic Implications

20. Nil.

Environmental Implications

21. Nil.

RISK MANAGEMENT CONSIDERATIONS

22.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Committee goals do not align with Shire's objectives and strategies.	Possible	Minor	Medium	Provide guidance to the Chair and at the first meeting communicate the Shire's strategic plan and objectives.

OFFICER COMMENT

23. The proposed DACAC terms of reference and membership reflect a broader terms of reference than the previous Disability Access Inclusion Advisory Committee. The terms of reference now include carers so as to provide a more holistic approach to improving the quality of life of people with disability, their families and carers.
24. The proposed community nominees for the committee either have personal experience with disability, support a person with disability within their family or work in an organisation which provides services to people with disability.
25. Although nominations have not been received for all committee member positions or deputies, nominations will continue to be sought to fill these vacancies.

Voting Requirements: Absolute Majority

OFFICER RECOMMENDATION (C&C 51/2015)

That Council:

1. Approves:
 - The renaming the Disability Access and Inclusion Advisory Committee to Disability and Carers Advisory Committee
 - The proposed Terms of Reference (Attachment 1)
2. Appoints to the Disability and Carers Advisory Committee;
 - a) Community Members:
 - Daniel Baines (living with disability)
 - Peter Thorpe (living with disability)
 - Mandy Corkill* (carers of people with disability)

- Justin O'Meara-Smith Divisional Manager – Rise Network (local organisation)
 - Elizabeth Small* Project Officer – Crosslinks Inc. (local organisation).
- b) Shire of Kalamunda Representative:
- Kerry Fryers (Member)
 - Eileen Moore (Deputy Member)

Moved:

Seconded:

Vote:

Attachment 1



DISABILITY AND CARERS ADVISORY COMMITTEE TERMS OF REFERENCE

1. Name

The name of the Committee shall be the Disability and Carers Advisory Committee.

2. Purpose

To advise and make recommendations to Council, on a range of strategic issues which affect the quality of life of people with disability, their families and carers living in and visiting the Shire of Kalamunda.

3. Objectives

3.1 To support the goals of being a community that cares for its aged and frail and those less fortunate through:

3.1.1 Considering provision of services, facilities and programs for people living with disability, their families and carers and visitors to the Shire of Kalamunda.

3.1.2 Considering issues pertaining to the implementation of the Disability Access and Inclusion Plan. (DAIP).

3.1.3 Seeking to identify any opportunities to improve inclusion and reduce social isolation for all community.

3.1.4 Considering issues relevant to supporting and promoting WA National Disability Insurance Scheme (NDIS) and other support services that assist people to achieve the goals of their lifestyle plan.

4. Councils Strategic Alignment

Kalamunda Advancing - Strategic Community Plan to 2023

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

Strategy 1.1.3 Plan for and provide ongoing support for people with disability to feel included within the community.

5. Membership

A total membership of eight, appointed by Council and comprising:

- 5.1 One Councillor
- 5.2 One Shire of Kalamunda staff member
- 5.3 Up to two community members living with a disability
- 5.4 Up to two community members that are carers of people with disability
- 5.5 Up to two representatives from local organisations providing services to people with disability within the Shire of Kalamunda.
- 5.6 All members are entitled to have a deputy appointed, who is to attend in the absence of the member
- 5.7 Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.
- 5.8 Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence.

6. Election of Presiding Member and Deputy Presiding Member

- 6.1 The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

7. Meetings

- 7.1 The Committee shall meet quarterly and may have the ability to increase the frequency of meetings if required. Meetings should be held on a regular date and time to be determined by the group.
- 7.2 A quorum shall consist of at least one half of the appointed members.
- 7.3 An agenda and notice of meeting will be distributed by the Secretary at least three days prior to each meeting.
- 7.4 It is important that Agenda items along with any supporting papers are sent to the Secretary no later than five days prior to meeting. This allows time for members to consider the item and make an informed decision.
- 7.5 If there are no agenda items the Secretary in consultation with the Presiding Person, will advise all members that the scheduled meeting is cancelled.
- 7.6 Late agenda/business items may be accepted for consideration by the Committee.

8. Minutes

- 8.1 A Shire of Kalamunda staff member will act as a Secretary for the Committee.
- 8.2 The Secretary shall keep minutes of all business transacted at all meetings and a copy shall be forwarded to members within seven days of each meeting.

9. Voting

Each appointed member present shall have one (1) vote, with the Presiding Person having a casting vote if required.

10. Key Performance Indicators

- 9.1 To be added when agreed upon.

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

52. Kalamunda Aged Care Advisory Committee – Establishment and Endorsement of Terms of Reference

Previous Items	OCM 161/2015
Responsible Officer	Director Corporate Services
Service Area	Community Care
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Proposed Terms of Reference

PURPOSE

1. To consider the establishment of the Kalamunda Aged Care Advisory Committee (KACAC) and endorse its Terms of Reference.

BACKGROUND

2. At the Ordinary Council Meeting held 23 November 2015, Council requested that the Chief Executive Officer undertake a review of the existing Council's Management and Advisory Committees, and provide a report recommending the Committees that would meet the Council strategy and priorities, and improve Shire efficiencies.
3. It was recommended that an Aged Care Advisory Committee be established to provide strategic leadership on Aged Care development across the Shire.

DETAILS

4. The establishment of an Aged Care Advisory Committee will provide the framework and forum for the Shire to focus on achieving its strategic objectives and goals with respect to the provision of services and facilities for its ageing population, their families and carers living in and visiting the Shire.
5. The comments in paragraph 4 have formed the basis for the development of the proposed Terms of Reference and contain the following key elements:-

Purpose

To advise and make recommendations to Council, on a range of strategic issues which affect the quality of life of the ageing population, their families and carers living in and visiting the Shire of Kalamunda.

Objectives

To develop and promote the Shire Positive Ageing Plan.

To ensure any Shire development and activities considers the Age Friendly Communities framework.

To achieve greater access to Aged Care Accommodation in the Shire of Kalamunda.

To monitor trends, issues and developments occurring at the local, state and national levels for the aged care sector.

To undertake ongoing research and analysis of the aged care sector to ensure the Shire is at the forefront of any development opportunities that may emerge.

To advocate and develop relationships with the aged care sector and identify opportunities for partnership ventures.

To consider and promote greater access to community based aged care facilities and support services.

To investigate and promote regional approaches to aged care issues.

Membership

A total membership of up to 10 members, all of whom shall be appointed by Council, comprising:

- The Shire President.
- Two Councillors.
- The Chief Executive Officer.
- One Shire of Kalamunda staff members – Community.
- One Shire of Kalamunda staff members – Planning.
- Up to two members from Aged Care Community Representation organisations.
- One community member who is a carer of seniors or people with senior's interests.
- One representative from a local organisation providing services to seniors (community or residential) within the Shire of Kalamunda.
- All members shall have an appointed Deputy who is to attend meetings in the absence of a member.
- Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

In addition, it is proposed that two Local Members of parliaments, one each from Federal and State government, be appointed as Ex-Officio members to the committee.

The KACAC will meet quarterly throughout the year with agenda and minutes being administered by the Chief Executive Officer or their delegate.

All recommendations made by KACAC will be reported to Council through the Corporate & Community Services Committee.

STATUTORY AND LEGAL CONSIDERATIONS

6. Section 5.8 of the *Local Government Act 1995* – Establishment of Committees.
- Section 5.9 (2) (c) of the *Local Government Act 1995* – Types of Committees.
- Section 5.11 (2) (d) of the *Local Government Act 1995* – Tenure of Committee Membership.

POLICY CONSIDERATIONS

7. The Shire currently does not have an Aging Population Policy and this may need to be a consideration undertaken by the KACAC.

COMMUNITY ENGAGEMENT REQUIREMENTS

8. Once Council has approved the establishment of the Committee, nominations from appropriate community representatives for appointment to the Committee will be sought.

FINANCIAL CONSIDERATIONS

9. Following the review of all advisory committees the Shire may need to consider increasing resources to administer any significant overall increase in the number or frequency of advisory committees. Should it become necessary this will become a budget consideration for 2016/2017.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

10. *Kalamunda Advancing: Strategic Community Plan to 2023*
- OBJECTIVE 1.1 – To be a community that cares for its aged and frail and those less fortunate.
- OBJECTIVE 1.2 – To ensure the ageing population has housing choice.

SUSTAINABILITY

Social Implications

11. Community representation on Shire Management and Advisory Committees is integral to ensuring a link is maintained between Shire operations and community aspirations.

Economic Implications

12. Nil.

Environmental Implications

13. Nil.

RISK MANAGEMENT CONSIDERATIONS

14.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Committee goals do not align with Shire's objectives and strategies.	Possible	Minor	Medium	Provide guidance to the Chair and at the first meeting communicate the Shire's strategic plan and objectives.
Risk	Likelihood	Consequence	Rating	Action/Strategy
Council may not approve the establishment of the committee.	Unlikely	Major	Medium	Without Advisory Committees Council will lack the framework to advance strategic direction within the Shire.

OFFICER COMMENT

15. The establishment and endorsement of the KACAC will provide a formal mechanism for consultation and promotion of aged care related issues and concerns in line with the strategic direction provided within the Strategic Community Plan to 2023.
16. Based on Western Australian Local Government Authorities, Estimated Residential Population, 30 June 2014, the Shire of Kalamunda is in the top 20 Councils ranked with the highest 60 plus years' population count, with 20.6% of the population being over 60 years of age. This is higher than the total state average.
17. Membership requires significant involvement from key stakeholders in our community and in the aged sector.
18. Advertisements seeking nominations from the various community groups for appointment to the Committee will be placed in the local newspapers. Following this a report will be brought to Council in February 2016, to formalise the appointments.

Voting Requirements: Absolute Majority

OFFICER RECOMMENDATION (C&C 52/2015)

That Council:

1. Approves the establishment of the Kalamunda Aged Care Advisory Committee.
2. Endorse the Terms of Reference (Attachment 1) for the Kalamunda Aged Care Advisory Committee.

Moved:

Seconded:

Vote:

Attachment 1



AGED CARE ADVISORY COMMITTEE TERMS OF REFERENCE

1. Name

The name of the Committee shall be the Kalamunda Aged Care Advisory Committee.

2. Purpose

To advise and make recommendations to Council on a range of strategic issues which affect the quality of life of the ageing population, their families and carers living-in and visiting the Shire of Kalamunda.

3. Objectives

- 3.1 To develop and promote the Shire Positive Ageing Plan.
- 3.2 To ensure any Shire development and activities considers the Age Friendly Communities framework.
- 3.3 To achieve greater access to Aged Care Accommodation in the Shire of Kalamunda.
- 3.4 To monitor trends, issues and developments occurring at the local, state and national levels for the aged care sector.
- 3.5 To undertake ongoing research and analysis of the aged care sector to ensure the Shire is at the forefront of any development opportunities that may emerge.
- 3.6 To advocate and develop relationships with the aged care sector and identify opportunities for partnership ventures.
- 3.7 To consider and promote greater access to community based aged care facilities and support services.
- 3.8 To investigate and promote regional approaches to aged care issues.

4. Council's Strategic Alignment

Kalamunda Advancing - Strategic Community Plan to 2023

- 1.1 To be a community who cares for its aged and frail and those less fortunate

- 1.2 To ensure the ageing population has housing choice.

5. Membership

A total membership of up to 10 full members comprising:

- 5.1 The Shire President.
- 5.2 Two Councillors.
- 5.3 The Chief Executive Officer
- 5.4 One Shire of Kalamunda staff member – Community.
- 5.5 One Shire of Kalamunda staff member – Planning.
- 5.6 Up to two members from Aged Care Community Representation organisations.
- 5.7 One community members who is a carer of seniors or people with senior's interests.
- 5.8 One representative for a local organisations providing services to seniors (community or residential) within the Shire of Kalamunda.
- 5.6 All members shall have an appointed Deputy who is to attend meetings in the absence of a member
- 5.6 Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.
- 5.7 Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence.

In addition it is proposed that two Local Members of parliaments, one each from Federal and State government, be appointed as Ex-Officio members to the committee.

6. Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy presiding Member will be conducted in accordance with the provisions of the Local Government Act 1995.

7. Meetings

- 7.1 The Committee shall meet quarterly and may have the ability to increase the frequency of meetings if required. Meetings should be held on a regular date and time to be determined by the group.
- 7.2 A quorum shall consist of at least one half of the appointed members.

8. Minutes

- 8.1 Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- 8.2 An Agenda and notice of meeting will be distributed by the Secretary at least 3 days prior to each meeting.
- 8.3 It is important that Agenda Items along with any supporting papers are sent to the Secretary no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
- 8.4 If there are no Agenda Items the Secretary in consultation with the Presiding Member, will advise all members that the scheduled meeting is cancelled.
- 8.5 Late agenda/business items may be accepted for consideration by the Committee.
- 8.6 A Shire of Kalamunda staff member will act as a Secretary for the Committee.
- 8.7 The Secretary shall keep minutes of all business transacted at all meetings and a copy shall be forwarded to members within 7 days of each meeting.
- 8.8 All recommendations made by KACAC will be reported to Council through the Corporate & Community Services Committee.

9. Voting

Each appointed member present shall have one (1) vote, with the Presiding Member having a casting vote if required.

10. Key Performance Indicators

- 10.1 To be added when agreed upon.

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

53. Telephone Voice Recording Policy and Management Procedure

Previous Items

Responsible Officer Director Corporate Services

Service Area Information Technology

File Reference

Applicant N/A

Owner N/A

Attachment 1 Shire Telephone Voice Recording Policy

Attachment 2 Shire Telephone Voice Recording Policy –
Management Procedures

PURPOSE

1. To note the Shire's Telephone Voice Recording Policy (Policy) and the associated Management Procedures (Attachments 1 and 2).

BACKGROUND

2. The Shire periodically reviews, revokes and adds new policies to its policy register. Policies are used to ensure consistency and transparency in the Shire's operations and decision making as well as adding clarity to an intent to existing legislation.
3. The purpose of the Policy is to enable the Shire of Kalamunda to record telephone conversations for the matter of security, accuracy in recall and training purposes where warranted. Whilst also ensuring that it complies with its responsibilities under the provisions of the Western Australian *Occupational Safety and Health Act 1984* to provide a safe work place for its employees.

DETAILS

4. The Shire is committed to providing excellent customer service including its communications with members of the public.
5. The Shire has trialled the use of voice recording technology in the Rates area since late October. During this period the use of voice recording technology has been well received and has assisted the Shire in monitoring and improving customer service levels.
6. The Shire will voice record the conversations from all incoming telephone calls that are made to those business units within the organisation that have been provided with the approved voice recording technology.

-
7. The Policy provides that the specific purposes for call recording is to provide:
- Improved quality of calls;
 - Timely and accurate response to information and requests;
 - Improved training and feedback;
 - Corporate Liability protection;
 - Establish the facts in the event of a complaint; and
 - Assist in the protection of staff from abusive or nuisance calls.

STATUTORY AND LEGAL CONSIDERATIONS

8. *Privacy Act 1988*
Telecommunications Act 1997
Telecommunications (Interceptions and Access) Act 1979
Telecommunications (Interception and Access) Amendment Act 2006

POLICY CONSIDERATIONS

9. IT Security and IT Management Policies

COMMUNITY ENGAGEMENT REQUIREMENTS

10. There was no requirement to advertise the proposed policy. By law, an announcement is given to incoming callers from the Shire officer in regards to recording of calls for coaching and quality purposes.

FINANCIAL CONSIDERATIONS

11. The current call recording software is included in the IP Telephony suite supplied through the Shire's Telstra partnership. There was a one year licensing and maintenance fee of \$3,593 (ex GST) which allows multiple telephones to run the monitoring software and can be shared across the organisation, this was budgeted for in the 2014/15 budget.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

12. *Kalamunda Advancing: Strategic Community Plan to 2023*
- OBJECTIVE 6.6 To ensure excellent information, technology and communications services are being consistently delivered.
- Strategy 6.6.3 Investigate and continually improve communications and technology for the Shire.

SUSTAINABILITY

Social Implications

13. Nil.

Economic Implications

14. Nil.

Environmental Implications

15. Nil.

RISK MANAGEMENT CONSIDERATIONS

16.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Council is unaware of the Shire's Telephone Voice Recording Policy.	Unlikely	Minor	Low	Telephone Voice Recording Policy noted by Council.

OFFICER COMMENT

17. The proposed Telephone Voice Recording Policy and Management Procedure will ensure that the Shire retains accurate dialogue records for review and for use in the resolution of disputes. It also provides use for coaching purposes to drive a high standard of customer service and competency. The system can be used to provide evidence to law enforcement should the need be required where human life and/or Shire property is being adversely threatened in the context of a phone call received by Shire staff.
18. It is planned to utilise voice recording technology in the areas of Rates, Customer Service (Front Counter) and Ranger Services. Internal calls to these areas will not be subject to voice recording.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 53/2015)

That Council:

1. Notes the Shire Telephone Voice Recording Policy and the accompanying Management Procedures (Attachments 1 and 2).

Moved:

Seconded:

Vote:

Attachment 1

[Policy Number]: Telephone Voice Recording Shire Policy	
Management Procedure	Relevant Delegation
Telephone Voice Recording	

Purpose

To enable the Shire of Kalamunda to record telephone conversations for the matter of security, accuracy in recall and training purposes where warranted. The policy covers the Shire of Kalamunda for adherence to the legal requirements for recording conversations over a telephone where the calling party has been advised of the intent to record and has obliged willingly to participate.

Policy Statement

The Shire of Kalamunda (Shire) is committed to providing excellent customer service including its communications with members of the public, whilst also ensuring that it complies with its responsibilities under the provisions of the Western Australian *Occupational Safety and Health Act 1984* to provide a safe work place for its employees.

The Shire will voice record the conversations from all incoming telephone calls that are made to those business units within the organisation that have been provided with the approved voice recording technology.

Purpose of Call Recording

The purpose of call recording is to provide:

- Improved quality of calls
- Timely and accurate response to information and requests
- Improved training and feedback
- Corporate Liability protection
- Establish the facts in the event of a complaint
- Assist in the protection of staff from abusive or nuisance calls.

Compliance and Management Requirements

The voice recording of conversations will be undertaken strictly in accordance with the established management procedure and the following Acts of Parliament:

Privacy Act 1988

Telecommunications Act 1997

Telecommunications (Interceptions and Access) Act 1979

Telecommunications (Interception and Access) Amendment Act 2006

Related Local Law			
Related Policies	IT Security and IT Management Policies		
Related Budget Schedule			
Legislation	Telecommunications Act 1997, Telecommunications (Interception) Amendment Act 2006, Privacy Act 1988		
Conditions			
Authority			
Adopted		Next Review Date	

Attachment 2

Telephone Voice Recording Policy Procedure

Relevant Shire of Kalamunda Council Policy

Nil.

Relevant Shire of Kalamunda Policy

Telephone Voice Recording

Purpose

To enable the Shire of Kalamunda to record telephone conversations for the matter of security, accuracy in recall and training purposes where warranted. The policy covers the Shire of Kalamunda for adherence to the legal requirements for recording conversations over a telephone where the calling party has been advised of the intent to record and has obliged willingly to participate.

Detail

Application

The Policy and these Management Procedures will apply to all business units of the Shire that have been provided with the approved voice recording technology which will enable the recording of the conversations from all incoming telephone calls to those business units.

Data Protection

Managing information security as per Australian Privacy law dictates how personal information is handled, part of managing this information requires secure storage, secure access and disposal, the intent is to eliminate risk to personal information and ensure no loss, theft, accidental release or modification of this recorded information can occur when effective data handling procedures are conducted under ICT Security practice.

Call recordings will be carefully managed to ensure that the rights of staff and customers is adequately and securely managed. Callers will be informed that their calls may be recorded and the reasons for the call recording before the conversation commences.

Call recordings will normally be retained for a period of six months and then automatically deleted. In certain circumstances call recordings may be retained for a period exceeding six months. For example:

- In the case of a complaint. Where a complaint has been received and that complaint has not been resolved, call recordings may be retained until such time as the complaint is resolved
- Where the recorded information has been identified as a valuable guide to staff training

-
- Where the recorded information has been identified as evidence for dealing with unacceptable or criminal behaviour towards staff.

Access Controls

Access to call recording data will be controlled by the Manager Technology and Corporate Support.

Access to Call recordings will be tightly controlled and will be only be given when authorised in writing by the Chief Executive Officer for the purposes stipulated in the Policy.

Additionally, call recording data may be accessed by the Technology and Corporate Support Team for the purpose of maintaining the call recording system. Requests to access the call recording data will only be granted where it is:

- To fulfil the purpose or purposes of the policy
- To fulfil legal obligations

Call Recording Legal Aspects

The legal aspects of recording, in the Australian context, are dealt with in ACIF G516:2004 Industry Guideline and the Industry Guideline G516:2014 Participant Monitoring of Voice Communications.

In summary of the ACIF G516:2004, key points of note are;

- All parties to the telephone call should be notified that the call will be recorded (on both incoming and outgoing calls)
- Notification that the call will be recorded will commonly be done by announcing it on the call, however there are scenarios where written notification is acceptable, for example, included in a contract document
- Employees should be made aware of the reason for recording, e.g. written notice given that calls will be recorded for quality and training purpose and to protect the lawful interests of the company
- External parties should be made aware of the reason for recording, e.g. "your call will be recorded for quality or training purpose"
- It is not necessary to give an option to not be recorded, but if it is given then the call must not be recorded if requested in this case the caller can elect to hang up or correspond through email, face to face or in writing.
- Beep or pip tones do not constitute notification of recording
- Recordings should be kept securely
- Access to recordings must only be given to authorised personal
- Recordings should only be kept for the period required
- If sensitive information is included in the recording, such as medical details, the relevant party is required to give consent for the information to be kept

Related Budget Schedule			
Authority			
Adopted		Next Review Date	

Appendix 1

FAQs

What will be recorded?

Both way conversations between the caller and the Shire officer answering the call

What won't be recorded?

Financial information such as Credit Card numbers, the Shire Officer will have to stop the recording and recommence manually advising the caller of this.

Why are we doing this?

As part of a customer service based organisation calls are recorded to improve the customer experience through coaching and review to improve accuracy of information

In Summary the Shire of Kalamunda may monitor or record conversations could include:

- to protect you in your dealings with the organisation
- to provide a record in the event of a dispute about the transaction
- to improve customer service.

However due to the nature of some services conducted in the Shire, staff have been subjected to threats and verbal abuse, these recordings may be needed for further review and action where unaccepted behaviour by a caller is experienced.

What if the caller doesn't want the call recorded?

In some instances a recording prior to answering the call will advise the caller that calls are being recorded and ask the caller to hang up if they do not wish to have the call recorded, alternatively the recording can also request that the caller ask the Shire officer to not record the call however this is subjective, if during the course of the call the caller becomes abusive, the officer can then instruct that any further dialogue will now be recorded or the call can be terminated.

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

54. Schedule of Council and Committee Meetings 2016

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Governance
File Reference	OR-MTG-006
Applicant	N/A
Owner	N/A

Attachment 1 Proposed Schedule of Council and Committee Meetings for the period February 2016 to December 2016

PURPOSE

1. To adopt the Schedule of Meetings for the period February 2016 to December 2016 (Attachment 1).

BACKGROUND

2. Council has previously agreed the cycle of Ordinary Meetings be as follows:
 - Development & Infrastructure Services Committee – second Monday of the month.
 - Corporate & Community Services Committee – third Monday of the month.
 - Ordinary Council Meeting – fourth Monday of the month.
3. Council policy determines that scheduled meeting dates which fall on a Public Holiday will move to the next available day and that meetings in December be brought forward by one week.
4. Committee and Council Meetings are held at 6.30pm (except the December Ordinary Council Meeting which will be at 6.00pm) in the Council Chambers of the Shire of Kalamunda, 2 Railway Road, Kalamunda.

DETAILS

5. Although the current Policy is for the meetings of the two main Standing Committees to be scheduled on separate nights, it is for Council to decide if this arrangement should continue.
6. A briefing has been provided to Council outlining possible alternate meeting schedule options.
7. As a consequence, the proposed meeting schedule has been developed on the basis of retaining the two main Standing Committees and both meeting on the same night.

STATUTORY AND LEGAL CONSIDERATIONS

8. Section 5.4 (b) of the *Local Government Act 1995* (the Act), provides that the Council can decide when to hold ordinary meetings.
9. It is a requirement of Regulation 12 of the *Local Government (Administration) Regulations 1996* that local public notice be given of the meeting dates.

POLICY CONSIDERATIONS

10. The schedule of meetings has been developed in accordance with Council requirements.

COMMUNITY ENGAGEMENT REQUIREMENTS

11. Nil.

FINANCIAL CONSIDERATION

12. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 6.6 To ensure excellent information, technology and communications services are being consistently delivered.

Strategy 6.6.3 Investigate and continually improve communications and technology for the Shire.

SUSTAINABILITY

Social Implications

14. Nil.

Economic Implications

15. Nil.

Environmental Implications

16. Nil.

RISK MANAGEMENT CONSIDERATONS

17.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Proposed schedule of meetings is not approved	Unlikely	Major	High	Council would need to adopt an alternative strategy to set meeting dates in order that it complies with the requirements of the Act.
Community uncertainty Regarding Committee Meeting Times	Possible	Minor	Low	Timing is proposed in order to ensure Community Members are not inconvenienced.

OFFICER COMMENT

- 18. The meeting schedule for 2016 has been developed on the basis of altering the schedule for the Corporate and Community Services Committee to be one week earlier to provide for the two main standing committees to be held on the same evening.
- 19. It is also proposed that the commencing time be changed to 6.00pm, with Corporate and Community Services first followed immediately by the Development and Infrastructure Services Committee. The proposed earlier starting time is to ensure that meetings do not continue late into the night, inconveniencing members of the public who may wish to attend.
- 20. The proposed scheduling will also allow a two week gap before the Ordinary Council Meeting and provide sufficient time for additional information gathering, public consultation or internal debate.
- 21. Meeting dates have not been scheduled for the Audit & Risk Committee as it is convened on an as needs basis.
- 22. The scheduling of both Standing Committees for the same evening will provide the opportunity to have stand-alone strategic briefing sessions providing for more comprehensive presentations in the time allocated.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 54/2015)

That Council:

1. Adopts the Schedule of Committee and Council Meetings (Attachment 1) for the period February 2016 to December 2016.

Moved:

Seconded:

Vote:

Attachment 1

Proposed Schedule of Committee and Council Meetings for the Period February 2016 to December 2016.

Ordinary Council meetings commence at **6.30pm**.

Corporate & Community Services Committee Meetings Commence at **6.00pm** and will be followed immediately by the Development & Infrastructure Services Committee Meetings.

January 2016

No Meetings Scheduled

February 2016

Monday 8	Corporate & Community Services Committee and Development & Infrastructure Services Committee
Monday 22	Ordinary Council Meeting

March 2016

Monday 14	Corporate & Community Services Committee and Development & Infrastructure Services Committee
Tuesday 29	Ordinary Council Meeting

April 2016

Monday 11	Corporate & Community Services Committee and Development & Infrastructure Services Committee
Tuesday 26	Ordinary Council Meeting

May 2016

Monday 09	Corporate & Community Services Committee and Development & Infrastructure Services Committee
Monday 23	Ordinary Council Meeting

June 2016

Monday 13	Corporate & Community Services Committee and Development & Infrastructure Services Committee
Monday 27	Ordinary Council Meeting

July 2016

Monday 11	Corporate & Community Services Committee and Development & Infrastructure Services Committee
Monday 25	Ordinary Council Meeting

August 2016

Monday 08 Corporate & Community Services Committee and
Development & Infrastructure Services Committee
Monday 22 Ordinary Council Meeting

September 2016

Monday 12 Corporate & Community Services Committee and
Development & Infrastructure Services Committee
Tuesday 27 Ordinary Council Meeting

October 2016

Monday 10 Corporate & Community Services Committee and
Development & Infrastructure Services Committee
Monday 24 Ordinary Council Meeting

November 2016

Monday 14 Corporate & Community Services Committee and
Development & Infrastructure Services Committee
Monday 28 Ordinary Council Meeting

December 2016

Monday 05 Corporate & Community Services Committee and
Development & Infrastructure Services Committee
Monday 19 **6pm start** Ordinary Council Meeting

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

55. Draft Ray Owen Sports Centre Licence Agreement

Previous Items	OCM 10.2.5 Draft Ray Owen Reserve Master Plan
Responsible Officer	Chief Executive Officer
Service Area	Community Development
File Reference	GL-08/096
Applicant	Kalamunda & Districts Basketball Association and Kalamunda & Districts Netball Association
Owner	Shire of Kalamunda
Attachment 1	Letters received from Kalamunda & Districts Basketball Association and Kalamunda & Districts Netball Association
Attachment 2	Draft Licence Agreement

PURPOSE

1. To consider providing the Kalamunda & Districts Netball Association (KDNA) and Kalamunda & Districts Basketball Association (KDBA) with a Licence Agreement for access to the Ray Owen Sports Centre.

BACKGROUND

2. The Ray Owen Sports Centre is a six court indoor facility plus ten outdoor netball courts and is located at Ray Owen Reserve. The Centre is home to the KDNA and the KDBA.
3. The facility is managed under a formal Management Committee of Council which consists of two representatives of each Association, one Councillor and relevant Shire Staff.
4. On 23 February 2015, Council endorsed the Draft Ray Owen Reserve Master Plan. The Master Plan included an investigation into the current management model at the Ray Owen Sports Centre, together with consideration of alternative models.
5. The Master Plan supported the existing arrangements which are in place and recommended that Council provide the two Associations with a 5 + 5 year Licence Agreement. An alternative management model should only be considered if and when a significant negative change to operations occurs such as an Association having financial difficulties or the loss of key volunteers from its operation.
6. As part of the negotiation process, the two Associations have formally requested that the Shire provide a 10 + 10 year Licence Agreement (Attachment 1).

7. At the last meeting held with the KDBA on 6 October 2015 representatives reviewed the latest draft licence agreement, the issue of the two dis-used netball courts was raised. There now appears to be some opposition to excluding these old courts, currently used as an informal parking, from the licence area.
8. In the Summary of Public Comments section of the Ray Owen Maser Plan, the KDNA and KDBA noted that a high priority for the clubs was to re-claim these courts as future multi-purpose outdoor courts. According to the clubs, these courts were only ever "loaned" for additional BMX and Netball informal parking.
9. The Officer's response in relation to these comments was; *should the need for additional outdoor courts be substantiated with increased membership/participation numbers, the option to increase the number of available outdoor courts can be considered at that time* .
10. Council is now presented with the Draft Licence Agreement for the Ray Owen Sports Centre for consideration (Attachment 2).

DETAILS

11. The Ray Owen Sports Centre, located in Lesmurdie, is a six court indoor facility plus ten outdoor netball courts.
12. The KDNA and KDBA are the main user groups of the facility.
13. The Ray Owen Master Plan considered a number of other alternative management options and provided comparisons against the existing arrangements. The Master Plan subsequently recommended the continuation of the existing arrangements and that these be formalised in the form of a Licence Agreement.
14. The proposed Licence Agreement outlines key areas of responsibility for both the Associations and the Shire such as:
 - Hours of usage
 - Breakdown of minor and major maintenance responsibilities
 - Dispute resolution
 - Licence Fee
 - Term of Agreement
 - Area of permitted usage
15. The old netball courts have not been shown in previous draft Licence agreement documents and are identified in the Ray Owen Master Plan for the purpose of a future formalised car parking area.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

17. C-PP02 – Community Groups Leases:
Lease terms should not generally be negotiated for a total term, including options, longer than 10 years.
- CM-PP02 - Community Groups Leases:
Leases shall generally be five years in length, with an option for a second term of five years. The Shire at its discretion can consider longer leases where the term of lease is required to support a loan arrangement or in other extenuating circumstances, where approved by resolution of Council.

COMMUNITY ENGAGEMENT REQUIREMENTS

18. There has been a significant amount of consultation with both the Associations in the development of the Draft Licence Agreement, with a number of meetings held with both user groups. This included a meeting held with both Associations and the Shire's Solicitors, McLeods.
19. Negotiations have since been completed with the Associations and the final draft Licence Agreement has now been developed following several amendments.

FINANCIAL CONSIDERATION

20. Within the 2015/16 budget, Council allocated a net subsidy of \$532,127 for the operation of the Ray Owen Sports Centre. This is largely made up with a building depreciation allocation of \$305,460 and \$224,000 in building maintenance and utilities costs.
21. As the Draft Licence Agreement is in line with how the facility is currently operated, the endorsement and implementation of the Draft Licence Agreement is not envisaged to have an impact on the operational net subsidy.
22. KDBA on behalf of the two groups has a self-supporting loan for which the current balance is \$51,520.75.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

23. *Kalamunda Advancing Strategic Community Plan to 2023*
- OBJECTIVE 1.9 - To provide high quality facilities to meet the needs of our current and our future community.
- Strategy 1.9.2 Investigate and identify the potential for joint ventures or partnerships in the provision of community facilities.

SUSTAINABILITY

Social Implications

24. Nil.

Economic Implications

25. Nil.

Environmental Implications

26. Nil.

RISK MANAGEMENT CONSIDERATIONS

27.

Risk	Likelihood	Consequence	Rating	Action/Strategy
That the facility continues to be operated without a formalised Agreement.	Unlikely	Major	Medium	That the draft Licence Agreement be endorsed and finalised by KDBA, KDNA and the Shire.
That one or both of the Associations experiences an unforeseen issue which reduces their capacity to manage the facility.	Unlikely	Major	Medium	Review the existing management model in the event of unforeseen circumstances. Include a Default and Dispute clauses in the agreement.

OFFICER COMMENT

28. The Draft Licence Agreement will provide a clear framework of responsibilities for both the Shire and the Association's in the management of the Ray Owen Sports Centre.
29. The main issue which the Associations highlighted through the negotiation process was the tenure of the Agreement. The Council's Lease Policy supports the position of 5 + 5 year agreements, this being the standard term for the majority of the Shire's other Lease Agreements. However, the Associations have requested a 10 year term, with a 10 year option to renew.
30. The KDBA and KDNA have provided the following justification as to why they require a longer term of tenure:

-
- Precedent in Council providing 10 year agreements to other Community Groups
 - Over \$2.5 million contributed to capital works
 - Contributed towards maintenance costs and paid Council fees/charges
 - Have previously taken out self-supporting loans and will likely again do so to contribute towards other major capital works.
 - A new loan will be difficult to obtain without a long term tenure of the facility
31. In relation to the last two dot points, community groups seeking to raise funds through borrowings to invest in their leased premises, will have their financial capacity assessed against the term of the lease and their financial sustainability. As such, a Community Group with a longer lease term is likely to have more favourable repayment terms through being able to repay the loan over a longer period of time than a group with a shorter lease term.
32. Whilst the current operating arrangements of the facility are currently working well, the independent consultant who prepared the master plan advised that should any major changes to key personnel of either the two Associations occur, it could potentially have a negative impact on the operation of the facility.
33. The Ray Owen Sports Centre is the Shire's largest sporting facility asset and therefore requires stringent management arrangements in place to minimise the risk to all parties involved.
34. Although the 5 + 5 year term does provide the Shire with flexibility in the event of an unforeseen scenario, this risk has largely been negated through the inclusion of a Default clause 7(a) and Disputes Clause 7 (n) in the draft agreement.
35. Taking into account the associations justification for the longer term (10+10) and the extensive period of ongoing effective management of the facilities, Officers would support the request for an extended term of 10 + 10 years in this instance.
36. With regards to the two disused netball courts, these remain excluded from the licence area in accordance with the Ray Owen Master Plan. The main reason for this is due to the plan identified the need for additional parking areas throughout the reserve as a high priority.
37. It would be premature to include these old courts in the licence area until the outcomes of the detailed parking design study are known. If the study reveals that the old outdoor courts are not required for additional parking, then this matter can be further considered at that time.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 55/2015)

That Council:

1. Approves the finalisation of the Draft Licence Agreement for a term of 10 + 10 years between the Kalamunda & Districts Netball Association, Kalamunda & Districts Basketball Association and the Shire of Kalamunda for access to the Ray Owen Sports Centre.

2. Advises the Kalamunda & Districts Netball Association and the Kalamunda & Districts Basketball Association that the request for the inclusion of the old netball courts in the Licence area is not supported at this time. This will be reconsidered when the outcomes of the Parking Study are known.

Moved:

Seconded:

Vote:

Attachment 1



PO Box 347
Kalamunda WA 5076

Phone: 08 9291 8763
Fax: 08 9291 8736
Email: kdna.1@bigpond.com
Web: www.kdna.wa.netball.com.au

21 February 2015

Sue Billich
Shire President
Shire of Kalamunda
PO Box 42
KALAMUNDA WA 6926

Subject: Ray Owen Licence Agreement
Terms of the Licence Concerns.

Dear Sue,

Further to our recent meeting we would like to have Council consider that the users at the Ray Owen Sports Centre in particular KDNA & KDBA be granted a ten year term of tenure for the above Licence, with a further 10 year term extension.

The purpose behind such a request extends to the desire for the KDNA Committee to have the security to plan into the future, with reference to the new Master Plan. It is envisaged that KDNA would be expected to contribute to the capital improvements and for us to agree to be able to meet the terms of Council Loans we would need to budget for future improvements over the long term as well as project our financial planning around such an arrangement.

We have been in residence in the building since 1983 and in that time we have satisfied all the conditions of self supporting loans to pay for the ongoing construction. Although KDNA do not have an existing Loan with Council, we are contributing \$13,000 towards the KDBA existing Loan on an annual basis, with the projection to raise it to \$15,000 for the 2015 year. This has been an ongoing contribution to KDNA for the past 5 years on a upwards trend. We have continued to make payments around the maintenance, fees and charges levied by Council.

KDBA and KDNA have spent over \$2.5 Million Dollars of their members money in that time to improve the facilities at Ray Owen Sports Centre,

The Ray Owen Master Plan speaks of the sound management structure of both Associations and supports the continued management model.

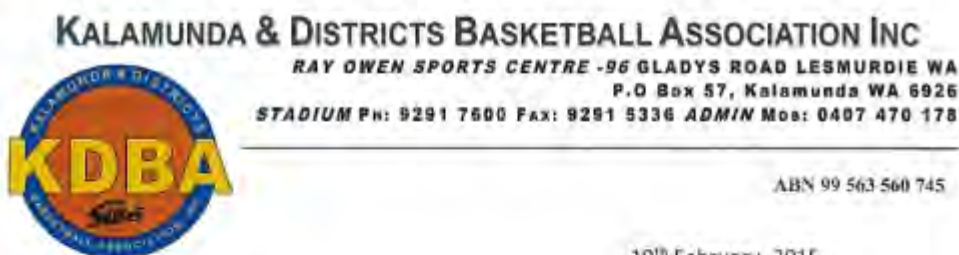
KDNA have completed and paid out their Loan to Council in full. Any lending authority would be unwilling to extend finance over a 20 year period with so little tenure available to us.

We would seek Councils approval to recognize the existing Shire policy does not fit these circumstances and grant a ten year term of license plus a ten year option of extension.

Yours in Netball

Nicole McKenney

Nicole McKenney
President
Kalamunda & Districts Netball Association



KALAMUNDA & DISTRICTS BASKETBALL ASSOCIATION INC

RAY OWEN SPORTS CENTRE -96 GLADYS ROAD LESMURDIE WA
P.O Box 57, Kalamunda WA 6926
STADIUM Ph: 9291 7600 Fax: 9291 5336 ADMIN Mob: 0407 470 178

ABN 99 563 560 745

19th February, 2015.

Sue Billich
Shire President
SHIRE OF KALAMUNDA
PO BOX 42 KALAMUNDA WA 6926

Dear Sue

RE: TERM OF TENURE FOR LICENCE AT RAY OWEN SPORTS CENTRE

Kalamunda & Districts Basketball Assoc would like the Shire of Kalamunda to grant a ten year term of tenure for the License at Ray Owen Sports Centre. We would also like to have a ten year extension to the 10 year term of the license. We are aware this is not without precedent in the Mens Shed situation KDBA received a letter dated 3 September 2013 from the Office of Chief Executive indicating that Council would support such an arrangement. The current license presented to KDBA and KDNA only offers the five year plus five year option.

We have been in residence in the building since its construction in 1983 and in that time we have satisfied all the conditions of self supporting loans to pay for the ongoing construction of the facility. We have also paid maintenance and fees and charges levied by the Council. All our endeavors have had a long term view of the tenancy with floors and walls constructed with a 20+ year plan in mind. E.g. Mezzanine areas etc. & Backboards for the future and plans for more court expansion. KDBA and KDNA have spent over \$2.5 Million Dollars of their members money in that time to improve the facilities at Ray Owen Sports Centre. The Ray Owen Masterplan speaks of the sound management structure of both Associations and supports the continued management model.

We currently have four years left to pay on our Loan (208) and would no doubt be seeking a loan for future expansion of the Centre. Any lending authority would be unwilling to extend finance over a 20 year period with so little tenure available to us. In 2018 we will have completed our second twenty year loan, surely that in itself speaks to the integrity of the Association.

We would seek Councils approval to recognize the existing Shire policy does not fit these circumstances and grant a ten year term of license plus a ten year option of extension.

Matt Pember
President KDBA



Department of
Sport and Recreation



Email: kalamundabasketball.com.au Web: www.kalamunda.basketball.net.au
ABN 99 563 560 745

Attachment 2

Draft Licence Agreement

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

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

56. Application for Leave – Chief Executive Officer

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Office of CEO
File Reference	OR-CMA-025
Applicant	N/A
Owner	N/A

PURPOSE

1. To seek the approval of Council for leave arrangements for the Chief Executive Officer and to approve appointment of Acting Chief Executive Officer during the period.

BACKGROUND

2. Nil.

DETAILS

3. The Chief Executive Officer, Rhonda Hardy, wishes to be absent from the position on annual leave from Tuesday 9 February 2016 to Wednesday 17 February 2016.
4. During the period of leave the Chief Executive Officer will be attending the the first Local Government Chief Officers Group meeting for 2016 scheduled for 18 February to 19 February in the small New Zealand coastal township of Whakatane.
5. The Local Government Chief Officers Group conducts informal forums at local governments through Australia and New Zealand on a rotational basis. These forums give Chief Executive Officers the opportunity to:
 - exchange experience and information
 - utilise the experience and knowledge of other Chief Officers at various government and organisational levels
 - facilitate the professional development and training of Chief Officers.

STATUTORY AND LEGAL IMPLICATIONS

6. Section 5.36 of the *Local Government Act 1995* provides that the Council is responsible for all appointments to the position of Chief Executive Officer.

POLICY IMPLICATIONS

7. The Shire leave policy requires all employees to apply for leave and have this leave approved.

PUBLIC CONSULTATION/COMMUNICATION

8. Public consultation is not required with respect to this matter.

FINANCIAL CONSIDERATIONS

9. There are no financial implications arising from this proposal, as annual leave is paid from the annual leave provision account.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 6.10 To build a high performing and motivated workforce.

SUSTAINABILITY

Social Implications

11. Nil.

Economic Implications

12. Nil.

Environmental Implications

13. Nil.

RISK MANAGEMENT CONSIDERATIONS

14.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Council does not accept the Chief Executive Officer's application for annual leave.	Unlikely	Minor	Low	Alternative arrangements would need to be considered to enable the Chief Executive Officer to have some leave.

OFFICER COMMENT

15. The Director Corporate Services, Gary Ticehurst, will be appointed as the Acting Chief Executive Officer from Tuesday 9 February 2016 to Sunday 21 February 2016.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 56/2015)

That Council:

1. Approves Chief Executive Officer, Rhonda Hardy, to have annual leave for the period Tuesday 9 February 2016 to Wednesday 17 February 2016.
2. Pursuant to section 5.36 of the *Local Government Act 1995* appoints the Director Corporate Services, Mr Gary Ticehurst, as Acting Chief Executive Officer for the period Tuesday 9 February 2016 to Sunday 21 February 2016.

Moved:

Seconded:

Vote:

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

57. Shire of Kalamunda Standing Orders Local Law

Previous Items	OCM 118/2015
Responsible Officer	Chief Executive Officer
Service Area	Governance & PR
File Reference	LE-LOL-20
Applicant	N/A
Owner	N/A
Attachment 1	Proposed Shire of Kalamunda Standing Orders Local Law2015
Attachment 2	Comments from the Department of Local Government and Communities

PURPOSE

1. To consider making the Shire of Kalamunda Standing Orders Local Law 2015 (Attachment 1).

BACKGROUND

2. The Standing Orders, or meeting procedures, provide rules and guidelines for the conduct of meetings.
3. The current Standing Orders local law was gazetted in August 1999, with amendments published in December 2003.
4. In the time since the last amendments were made to the local law, some inconsistencies and lack of clarity have been identified. There have also been changes to legislation (such as the introduction of the Rules of Conduct for elected members), which have been reflected in the local law.
5. At the Ordinary Council Meeting on 29 September 2015, Council resolved to give State wide and local public notice of its intention to make a new Standing Orders Local Law.

DETAILS

6. The intention of Council to make the new local law was advertised calling for public submissions in October 2015. The public comment period closed on 27 November 2015, with no submissions being received from members of the community.
7. The Department of Local Government and Communities (the Department) has provided feedback on the proposed local law, primarily on a legislative and technical basis (Attachment 2). Most of the issues and suggestion raised by the Department, as noted on the attachment, have been included in the proposed local law.

-
8. The approval process now is as follows:
 - a. Council resolves to make the local law.
 - b. Copy of the Shire of Kalamunda Standing Orders 2015 sent to the Department of Local Government and Communities for approval.
 - c. The local law is published in the Government Gazette. The Shire of Kalamunda Standing Orders Local Law 2015 comes into effect on the date of gazettal.
 - d. Local public notice of the gazettal of the local law.
 - e. Copy of the local law sent to the WA Parliamentary Joint Standing Committee on Delegated Legislation

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

10. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

11. If Council resolves to make the new local law local public notice is required of the gazettal and application of local law.

FINANCIAL CONSIDERATIONS

12. The only financial implications arising from the adoption of this local law will be the cost of advertising as required by the legislation. These costs will be met from current budget allocations.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 6.2 - To ensure local laws are upheld.

Strategy 6.2.1 - Develop, implement and monitor all local laws across the Shire to ensure they are relevant and realistic.

SUSTAINABILITY

Social Implications

14. Nil.

Economic Implications

15. Nil.

Environmental Implications

16. Nil.

RISK MANAGEMENT CONSIDERATIONS

17.

Risk	Likelihood	Consequence	Rating	Action/Strategy
That Council will not make the proposed new local law	Unlikely	Minor	Medium	Ensure Council is aware that the legislation requires a review of local laws every eight years.

OFFICER COMMENT

18. Changes to the local law suggested by the Department, have been included where considered appropriate.

Voting Requirements: Absolute Majority

OFFICER RECOMMENDATION (57/2015)

That Council:

1. Resolves to make the Shire of Kalamunda Standing Orders Local Law 2015, as proposed (Attachment 1).

Moved:

Seconded:

Vote:

Attachment 1

Proposed Shire of Kalamunda Standing Orders Local Law2015

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

Attachment 2

Proposed Shire of Kalamunda Standing Orders 2015

Comments by the Department of Local Government and Communities

1. Contents page

It is suggested the page numbers be removed from the contents page and the content of the local law. These numbers may no longer be accurate when the local law is published in the *Government Gazette*.

In the event that the Shire chooses to maintain a public version of the local law in hard copy or electronic format, the Shire can retain the page numbers in that version.

SOK response – page numbers will be deleted from the copy provided to the Gazette publisher.

2. Clause 8.15 – Adverse reflection

Subclause (2) (b) provides that a member must not impute any motive unless the council resolves that it is necessary. It is uncertain whether the Shire intended for subclause (2) (a) to have a similar exception.

If the Shire intended the exemption to apply to both paragraphs, all the words from “unless the meeting resolves” onwards should be moved to a new line. If the Shire only intended the exception to apply to paragraph (b), no change is necessary.

SOK response – no change required as these clauses are dependent on each other.

3. Clause 9.6 – Continued breach of order

The Delegated Legislation Committee has determined that while a local law can restrain a disruptive council member from debating on an item, it cannot exclude the member from the remainder of the council meeting.

It is suggested that the words “further part in that meeting” be replaced with “further part in the debate of that item”, similar to the words used in clause 8.16.

SOK response – the change suggested has been included.

4. 10.19 - Foreshadowing

Clause 10.19 provides that before an alternative substantive motion is considered, it must be ‘foreshadowed’ during the discussion of the original substantive motion.

The term ‘foreshadowed’ is vague and may be subject to interpretation. It is suggested that the Shire clarify this term and specify to what extent the alternative motion must be raised during discussion of the previous motion.

As the clause is written, an attempt to move an alternative motion will be out of order unless sufficient foreshadowing has occurred. The Shire should review the clause and ensure that this reflects the Shire's intentions.

SOK response – the clause has been amended with the inclusion of the words – “content of the”, prior to the words “new substantive”.

5. Schedule 1 – petition form

Schedule 1 sets out the form in which certain petitions must be submitted to the Council.

The Shire should be aware that once the local law is gazetted, the local law will require a formal amendment if the Shire wishes to change the form.

As an alternative, the Shire may wish to provide that instead of complying with Schedule 1, the petition must be in the form “as decided by the local government from time to time”. This will also remove the need for Schedule 1.

SOK response – the comments are acknowledged, however no change is proposed as it is considered more advantageous to have a specified form which would provide for the validity of any petition submitted to more easily determined.

6. Minor edits

The following minor edits are suggested:

- Clause 1.6:
 - Defined terms should be bold, italics and without quote marks.
 - Citations for Acts and Regulations should be in italics.
 - The terms “minor amendment” and “Rules of Conduct Regulations” do not seem to appear elsewhere in the local law. The Shire should confirm if this is the case and remove the definitions if they aren't required.
- Clause 3.3 – after “section 5.5” insert “of the Act”
- Clause 3.4 – redesignate paragraphs from “(1)-(3)” to “(a)-(c)”.
- Clause 4.12 – Renumber paragraph “(1)” and “(2)” to “(a)” and “(b)”.
- Clause 4.13 – Similar to clause 4.12.
- Clause 6.7 – In subclause (4), the asterisk after “relevant person” can be removed.
- Clause 6.10 – In subclause (1), the words “clause 6.10(2)” can be simplified to “subclause (2)”.
- Clause 6.13(4) – This subclause contains two sentences. The sentences should be merged together or alternatively, the second sentence should be moved to a new subclause.
- Clause 6.17 – Align subclause (3) and (4) to the right, so they align with the other subclauses.
- Clause 7.1 – In subclause (2), after the words “agenda of the meeting” replace the full stop with a comma and remove the capital from “Or”.

-
- Clause 8.16(1) – after the words “offensive or insulting,” the remaining words on the following two lines should be shifted right to align with the beginning of the words “A member who”.
 - Clause 14.3 – After the words “with in” insert “the”.
 - The local law seems to use dashes and colons inconsistently when splitting a clause into paragraphs. It is suggested that all colons be replaced with dashes, with the exception of clauses 10.7 and 11.1.

SOK response – appropriated changes have been made to the local law to correct these matters.

The Shire should check all references and cross references for accuracy, particularly if any changes are made as a result of the Department’s comments.

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

58. Pickering Brook Heritage Group request for Land Vesting Approval for Section of Reserve R6583

Previous Items	
Responsible Officer	Director Corporate Services
Service Area	Leases and Licences
File Reference	PC-01/251
Applicant	Pickering Brook Heritage Group
Owner	N/A

Attachment 1 Canning Mills Road Drawings

PURPOSE

1. To approve the Pickering Brook Heritage Group's (PBHG) request that the Shire seek vesting approval from the Department of Lands for a section of the reserve R6583.

BACKGROUND

2. The vesting of the land is required in order to enable the PBHG to provide a roadside stop with a memorial to the pioneers of Canning Mills. This will ensure the retention of this historic site and provide a presence for the public to understand the significant contribution made by the early settlers and pioneers.
3. The memorial would be commissioned by the PBHG in conjunction with the Shire support and it would represent an ideal project to engage local artists to assist with the design concept.
4. It is not intended for any infrastructure to be included at the site, such as picnic areas, seating or toilets, as this would raise the issue of ongoing maintenance, littering and antisocial behaviour. Neither the Shire nor the PBHG has set aside funds to provide for any functionality beyond the memorial.
5. In considering the request from PBHG, a series of site visits were undertaken to look at the suitability of the site and to assess any current traffic safety concerns.
6. The Shire has undertaken enquiries with the Department of Lands to determine whether the vesting of the reserve requested could be achieved. In addition the Shire has undertaken a review to determine whether other reserves in the area could be considered for vesting.

DETAILS

7. The Shire understands that prior to formalising the vesting of the land, it is likely that the Department of Lands will need to ensure that there are no native title issues related to the site. Current advice is that a period of up to eighteen months can be required to complete the native title approval process.

-
8. As a result of discussions with the Department of Lands officers determined that the most expedient way to achieve the outcome desired by PBHG would be for the Shire to request the Department of Lands to lease the identified portion of the reserve to the Shire who would then sub-lease the reserve portion to the PBHG.
 9. During a recent visit to the site a serious traffic safety issue was identified that would require rectification before implementing a roadside memorial stop. The traffic safety issues related to the proximity of the reserve to the road, the current width of Canning Mills Road and its impact on vehicle access to the site, and the steep turn offs to the site.
 10. The Shire has established a strategy, timeframe and preliminary costing that would enable the traffic safety issues to be satisfactorily addressed.
 11. The traffic safety issue solution is based on the widening of Canning Mills Road from the intersection of Canning Mills Road and Canning Road to the position at which the existing pavement width provides for two way traffic, a length of approximately 290 metres.
 12. The cost estimates for the road works is expected to be within the range of \$260,000 to \$320,000 dependent upon the extent of asphalt overlay.
 13. The road works project involves survey design and documentation, application for clearing permits, which are expected to take nine months. In addition, the construction time for the project is estimated to be three months.
 14. The traffic safety issue identified during the recent site visit warrants attention. There are no funds allocated for this project in the current budget, however it in order to address the safety issue the Shire proposes to program these works into the 2016/17 capital works program.
 15. The Shire will also apply for Roads to Recovery funding which will enable approximately \$250,000 of the total project cost estimate to be sourced from this funding source.
 16. The scheduling of these road works should occur irrespective of the request from PBHG.
 17. If Council decides to approve the request from PBHG, the Shire will immediately begin negotiations with the Department of Lands to negotiate a lease agreement that will lease the identified portion of the reserve to the Shire who will then sublease the area to PBHG.

STATUTORY AND LEGAL CONSIDERATIONS

18. The Shire's consent is required to transfer the vesting of the land direct to the PBHG.

POLICY CONSIDERATIONS

19. C-PP02 – Community Groups Leases.

COMMUNITY ENGAGEMENT REQUIREMENTS

20. At this stage there has not been broad community consultation however if it becomes necessary this will be done in conjunction with the PBHS.

FINANCIAL CONSIDERATIONS

21. The costs of the road project to address the road safety issues are estimated to be in the range of \$260,000 to \$320,000. There is no funding provision in the current budget, however, it is expected that approximately \$250,000 could be sourced through the Roads to Recovery program.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 1.8 – Support local community groups to grow, prosper and shape the future of Kalamunda.

Strategy 1.8.3 Proactively investigate opportunities that facilitate the establishment and/or growth of local community groups.

SUSTAINABILITY

Social Implications

23. The memorial will ensure that the heritage of the Shire is retained.

Economic Implications

24. The memorial will encourage visitors to stop and other promotional opportunities may arise that diverts visitors to local eateries and businesses in the Pickering Brooke area.

Environmental Implications

25. The Shire will be required to lodge an application for a clearing permit. Furthermore, dependent upon advice from the Department of Lands it may be necessary to address native title issues.

RISK MANAGEMENT CONSIDERATIONS

26.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The application for direct vestment may be rejected.	Unlikely	Minor	Low	Ensure that Council support is received prior to application to Department of Lands
That funding is not available through the Roads to Recovery program	Unlikely	Major	Medium	Lodge application through grants program.

OFFICER COMMENT

27. The PBHG request for the Shire to seek vesting approval from the Department of Lands for a section of the reserve R6583 for the purpose of providing a roadside stop with a memorial to the pioneers of Canning Mills is supported.
28. The Shire will lodge clearing permit applications with the Department of Environment and Conservation as required for the site. Subject to Council decision, the Shire will commence negotiations with the Department of Lands to enable the vesting order to proceed.
29. The traffic safety issues identified at the site require rectification, irrespective of the request from PBHG. The funding for the rectification of the identified traffic safety issues, can be programmed into the 2016/17 capital works schedule, with approximately \$250,000 sourced from the Roads to Recovery program.
30. In view of the lengthy process to obtain a vesting order, obtaining a short term lease will enable the objectives of the PBHG to be met.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 58/2015)

That Council:

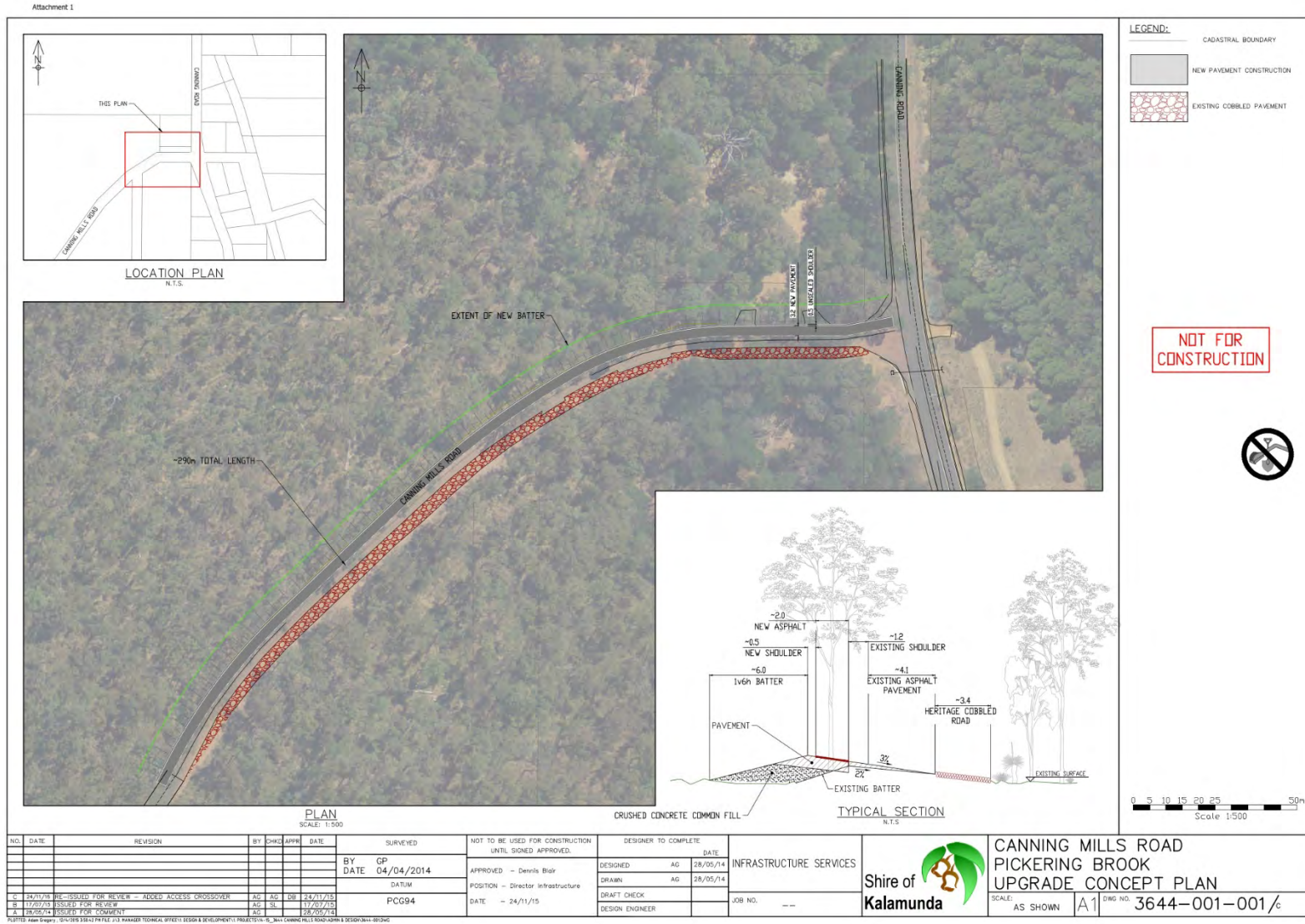
1. Supports the application from PBHG to seek vesting approval from the Department of Lands for a section of the Reserve number R6583.
2. Considers allocating funds in the 2016/17 capital works budget to satisfy the traffic safety issues identified at the site, contingent upon approval to source \$250,000 from the Roads to Recovery program.

Moved:

Seconded:

Vote:

Attachment 1



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

59. Review of Kalamunda Advancing – Strategic Community Plan to 2027

Previous Items	OCM - 22/2013 November OCM 156/2015
Responsible Officer	Chief Executive Officer
Service Area	Office of the CEO
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Kalamunda Advancing – Strategic Community Plan to 2027 – Proposed Process

PURPOSE

1. To endorse a process for a major review of the Kalamunda Advancing - Strategic Community Plan to 2027.

BACKGROUND

2. Council at its meeting in November 2015 (OCM 156/2015 refers) resolved inter alia for the Chief Executive Officer to *2. Provide a report on a process for undertaking a review of the Strategic Community Plan including the use of an external consultant to undertake the process.*
3. The Department of Local Government & Communities (DLGC) requires local governments to develop an Integrated Planning Framework, which will provide a framework for establishing local priorities and a link to operational functions.
4. A local government is required to undertake reviews of its Strategic Community Plan every four years. The Shire adopted *Kalamunda Advancing – Community Strategic Plan to 2023* in March 2013 and hence is due for updating by 2017.
5. The DLGC Frameworks and Guidelines have been developed to:
 - Ensure community input is explicitly and reliably generated.
 - Provide the capacity for location specific planning where appropriate.
 - Update long term objectives with these inputs.
 - Identify the resourcing required to deliver long term objectives.
 - Clearly convey long term financial implications and strategies.
6. The minimum requirement to meet the intent of the DLGC is the development and review of:
 - A Strategic Community Plan.
 - A Corporate Business Plan.
 - A Long Term Financial Plan.

-
7. Other key informing strategies suggested by the DLGC include but is not limited to:
 - Community Engagement Strategy.
 - Asset Management Strategy and Plans.
 - Workforce Plan.
 - Information Technology Strategy.
 8. The Shire is progressing the finalisation of all its Asset Management Plans and the Information Technology Strategy and undertakes annual reviews of the Workforce Plan and the Corporate Business Plan.
 9. The Shire of Kalamunda has developed a Strategic Community Plan entitled *Kalamunda Advancing – Strategic Community Plan to 2023* which has served to shape the priorities for the Shire over the past three years.
 10. The intended review will see the evolution of Kalamunda Advancing – Strategic Community Plan to 2027 (the “Plan”) which is again a high level plan, for the purpose of identifying the community's main priorities and aspirations for the future and to develop strategies for achieving them.
 11. The planning process will consider the issues and pressures which may affect the community and the level of resources realistically available to achieve its aims and aspirations. Whilst Council has a custodial role in initiating, preparing and maintaining the Plan on behalf of the community, it is not wholly responsible for its implementation. Other partners, such as State agencies and community groups may also be engaged in delivering the long-term objectives of the Plan.

DETAILS

12. Over the past few years the Shire has been undertaking intensive planning and community engagement in order to bring together a suite of informing strategies and plans that will create the blueprint for future planning and service delivery. The Strategic Community Plan links these informing strategies into an overarching Plan.
13. The Plan will respond to five questions put to the community and the local government:
 - What are we now?
 - What do we want to be in the future?

These questions deal with our vision, image, status and brand.

 - Where are we now?
 - Where do we want to be?
 - How do we get there?

These questions deal with our current state achievements and future objectives.

14. The plan also prioritises community aspirations, giving consideration to:
 - Social objectives.
 - Economic objectives.
 - Environmental objectives.
 - Factors such as changing demographics and land use.
 - Good governance of the district.
15. The engagement and consultation processes, which will included surveys and workshops, will be used to shape the vision and the aspirations of the Shire's community.
16. The process outlined in Attachment 1 to this report highlights the extensiveness of undertaking a strategic planning process. The process includes a current state analysis, environmental scanning and scenario planning, community workshops, surveys and councillor workshops. All these inputs are collated, interpreted and analysed before the plan is drafted.

STATUTORY AND LEGAL IMPLICATIONS

17. All local governments are required to produce a Plan for the future under S5.56 (1) of the *Local Government Act 1995*. It is intended regulations will be made under S5.56 (2) of the Act to briefly outline the minimum requirements to achieve this.
18. Any projects developed from the Plan will be implemented on a case by case basis following the appropriate budgetary allocations and all Building or Planning Statutory and Legal requirements.

POLICY IMPLICATIONS

19. The review of the Strategic Community Pan aligns to the Shire's Governance and Policy Framework.

Section 3.1 of the Governance and Policy Framework states:-

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



Figure above – Integrated Planning framework

PUBLIC CONSULTATION/COMMUNICATION

20. Community engagement will be undertaken in 2016. This will range from community forums, consultation with a variety of community groups and surveys and will be guided by the Shire's Community Engagement Strategy 2013.
21. Following the community engagement process, the Plan will be made available for public comment for a period of six weeks in early 2017.

FINANCIAL IMPLICATIONS

22. The Shire proposes to engage a suitably qualified consultant with extensive experience in facilitating the development of Strategic Community Plans.

A budget allocation will be subject to budget approval following a procurement process in early 2016.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

23. The local government operates within a legislative framework and within the context of Federal and State Government Policy frameworks.

The Plan will take these into consideration and ensure many of the strategic initiatives being pursued are aligned with broader strategic priorities that impact on the local community.

The Shire's Governance and Policy Framework Section 5.1 outlines Principle One: Vision, Integrated Planning and Culture:

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

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

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

Sustainability Implications

Social Implications

24. The Strategic Community Plan will deal with social outcomes seeking to be pursued over the next decade.

Economic Implications

25. The Strategic Community Plan will deal with land use, development, infrastructure and Economic development over the next decade.

Environmental Implications

26. The Strategic Community Plan will deal with environmental challenges over the next decade.

RISK MANAGEMENT CONSIDERATIONS

27.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Council may resolve not to support the proposal.	Unlikely	Major	Medium	Advise Council will not meet it compliance obligations.
Vested interest groups influence the outcome.	Unlikely	Major	Medium	Ensure that the community consultation is comprehensive, embracing all sectors of the community.
The cost of using external consultant may attract negative publicity.	Possible	Minor	Medium	Remind community members that community Engagement processes are important and are more effective when transparent and arm's length.

OFFICER COMMENT

28. The Strategic Community Plan is the highest level Plan that sets overarching direction. It does not prescribe actions nor allocate resources because that is the purpose of the Corporate Business Plan and the Long Term Financial Plan.
29. It is critical that the community engagement process engages with the broad cross section of the community including all demographic groups and communities of interest to ensure an even distribution of service delivery to all sectors of the community.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 59/2013)

That Council:

1. Endorses the process to review the Kalamunda Advancing - Strategic Community Plan to 2027 as shown at Attachment 1.
2. Consider engaging a qualified and experience external consultant to facilitate the strategic planning process once costings have been provided to Council.

Moved:

Seconded:

Vote:

Attachment 1

Kalamunda Advancing – Strategic Community Plan to 2027 – Proposed Process

PROPOSED PROCESS

TIME LINE	Process	ACTION	EXPECTED OUTCOME	WHO
December 2015	Initiate Process to Review the Strategic Community Plan 2017 - 2027	Develop draft process with timeframes and seek Council approval.	Council approved process.	Council
January – June 2016	Gap Analysis	Undertake a gap analysis of the current Strategic Community Plan and all informing strategies.	To understand what work is complete and what is required to continue.	CEO
January – June 2016	Environmental scan and data collection	Undertake a scan of the macro and micro economic, social and environmental issues facing the Shire.	To understand the significant issues and trends that will confront the Shire over the next decade.	CEO
February – June 2016	Community Satisfaction Survey	Seek approval to undertake external community satisfaction survey.	Community Satisfaction survey finalised.	CEO
June 2016	Present current state analysis	Develop a presentation to Council providing a summary of the results of the environmental scan, the gap analysis and the Customer Satisfaction Survey.	Council has a detailed understanding of what issues they are facing, what work remains unfinished and required to be carried forward and the view of the community about service delivery.	Council
July 2016	Scenario Planning	Develop future possible scenarios and workshop with Council.	Council decides of key scenarios for use in the consultative process.	Council
August – October 2016	Community Engagement	Program for community consultation and engagement developed and implemented.	Community Surveys and Workshops planned – including number, composition – with opportunities for special groups such as:- Seniors Youth Early Childhood	Community

TIME LINE	Process	ACTION	EXPECTED OUTCOME	WHO
			Indigenous Business Sector Non English Speaking People Stakeholders Ratepayers groups Council Committees Special Interest Groups	
October – November 2016	Information Collation	Analyse feedback	Community Vision themes identified Strategy themes identified	CEO
November 2016	Council Presentation	Presentation on Feedback developed	Council Reviews and approved feedback for incorporating into Council process	CEO
December 2016	Council Workshop	Conduct Council Workshop to establish Vision,	Council Vision and objectives ascertained	Council
January 2017	Drafting of Strategic Community Plan	Evaluate information from community & Council	First Draft of Strategic Plan developed	CEO
February 2017	Community Workshop	To review the first draft with community members who provided input.	Ensure community involved in providing input have a say on the draft Plan.	Community
February 2017	Draft Strategic community Plan	Report draft SCP to Council	First Draft of Strategic Plan endorsed for public comments 30 days	Council
March 2017	Public Comment	Advertise widely in all papers, websites, social media etc.	20 days to be advised by CEO	CEO
April 2017	Analyse Submissions and Finalised Draft Strategic community plan	Draft final report	Draft final Plan reflects the united view of Council and the Community	CEO
May 2017	Presentation to Council	Provide council with a briefing on the final draft plan	Council supports direction and agrees to move to adoption	CEO
June 2017	Report to Council seeking Adoption	Present final report to Strategy/Council seeking adoption of SP	Adoption of Strategic Community Plan 2017 - 2027	Council

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

60. Kalamunda Environmental Advisory Committee – KEAC (formerly Community Sustainability Advisory Committee – CSAC)

Previous Items	PS 65/08; PS 74/08; PS 17/11
Responsible Officer	Director Infrastructure Services
Service Area	Infrastructure Operations
File Reference	EV-EPP-014
Applicant	
Owner	Manager Infrastructure Operations
Attachment 1	Community Sustainability Advisory Committee - Terms of Reference
Attachment 2	Community Sustainability Advisory Committee Minutes – August 2015
Attachment 3	Kalamunda Environmental Advisory Committee - Terms of Reference

PURPOSE

1. To approve
 - The Community Sustainability Advisory Committee (CSAC) being renamed The Kalamunda Environmental Advisory Committee
 - Terms of Reference for the Kalamunda Environmental Advisory Committee – KEAC.
2. To approve the advertising for community representatives to the Kalamunda Environmental Advisory Committee.

BACKGROUND

3. The Community Sustainability Advisory Committee (CSAC) has existed since the year 2000 and was also known as the Community Environment Advisory Committee.
4. CSAC was established under the *Local Government Act 1995*, Part 5, Subdivision 2 and contains a terms of reference (Attachment 1) and includes two Councillor representatives.
5. On 19 October 2015, Council appointed councillors to the CSAC:
 - Noreen Townsend and Brooke O'Donnell as Elected Members.
 - Sara Lohmeyer as Elected Alternate Member.
6. On 23 November 2015, a Notice of Motion was presented to Council on the Review of Advisory Committees, with consideration given to the creation of two Advisory Committees from the Community Sustainability Advisory Committee, as summarised below:
 - Community, Culture and Arts Advisory Committee
 - Environmental Advisory Committee

DETAILS

7. The proposed new Environmental Advisory Committee (Kalamunda Environmental Advisory Committee – KEAC) will focus on environmental matters pertaining to the Shire operations including but not limited to:
- Environmental and tree management matters including policies and procedures.
 - Parks and open space management including bushland management.
 - Drainage and water course management.
 - Water quality.
 - Resource recovery and waste management.
 - Friends groups and community environmental activities.
 - Fauna and flora protection and enhancement activities.
 - Pest control and management.
 - Chemical use in the environment.

STATUTORY AND LEGAL CONSIDERATIONS

8. The operation of the KEAC is governed by the *Local Government Act 1995*, Section 5.10 Code of Conduct and the Council's regulations.

POLICY CONSIDERATIONS

9. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

10. The proposed Terms of Reference provide for the advertising of community representatives.
- "5.4 The Council will seek nominations from the community through media outlets such as e-news and local community newspapers to fill the Community Representative and Community Alternate Representative roles."*
11. In order to ensure full representation on KEAC, the Terms of Reference include the ability to have up to four Community Alternate Representatives. This will permit KEAC to ensure that a quorum is attained at all meetings and that the community representation is maximised.

FINANCIAL CONSIDERATION

12. The ongoing costs of the committee are as follows:

Item	Comment	Amount Annually (est)
Staff Costs	Administrative support @ 5 hours every second month (agenda and minute preparation). Minute Taking @ 4 hours every second month. Please note that staff members on the committee will take Time-in- Lieu as compensation for attendance at the meetings.	\$2,700
Catering Costs	\$20 per meeting	\$80
Miscellaneous expenses	Stationary, incidentals	\$200
	Total	\$2,980

-
13. To seek nominations for KEAC through local community newspapers advertising, funds of approximately \$600 will be required.
 14. The current budget includes sufficient funds for advertising, catering and miscellaneous expenses for this committee. Additional funds will be sourced from savings in the operations budget for the remainder of 2015/16 and the full costs incorporated into the 2016/17 budget.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

15. *Kalamunda Advancing: Strategic Community Plan to 2023*
OBJECTIVE 1.8 – Support local community groups to grow, prosper and shape the future of Kalamunda.
Strategy 1.8.3 Proactively investigate opportunities that facilitate the establishment and/or growth of local community groups.
OBJECTIVE 3.1 – To clearly identify the Shire role in protecting, promoting and enhancing the environmental values and biodiversity of the Shire in partnership with the community.
Strategy 3.1.2 Support, facilitate and engage with environmental community groups and friends of bushland groups.
OBJECTIVE 3.5 To reduce the amount of waste produced and increase the amount of reuse and recycling of waste.
Strategy 3.5.2 Identify initiatives and encourage residents to minimise waste generation and support recovery rather than traditional waste disposal.
OBJECTIVE 4.7 – To ensure the selection, maintenance, inspection, renewal and disposal of all categories of assets within the Shire is managed efficiently.
Strategy 4.7.1 Maintain, refurbish or upgrade existing infrastructure, including public buildings, parks, reserves, local roads, footpaths, cycle ways, verges and drainage networks to encourage increased utilisation and extension of asset life.
OBJECTIVE 5.6 – To foster regional collaboration with Perth’s Eastern Region.
Strategy 5.6.2 Investigate opportunities for regional collaboration to deliver services.

SUSTAINABILITY

Social Implications

16. The Community Satisfaction Survey 2015 highlighted the mixed results and satisfaction of the Shire’s ability to obtain community feedback on proposals and/or decisions.

17. Aspects of KEAC recommendations that seek to address social sustainability will be addressed in the Sustainability section of the report to Council for the tabling of the minutes of the committee.

Economic Implications

18. Aspects of KEAC recommendations that seek to address economic sustainability will be addressed in the Sustainability section of the report to Council for the tabling of the minutes of the committee.

Environmental Implications

19. Expertise and feedback from KEAC will generate innovative ideas that are sensitive to the environment locally and globally.
20. The Terms of Reference captures a variety of Shire works that can be presented to the group. The environmental implications will be positive as the organisation becomes aware of the operations of KEAC and plans to refer items to this committee as part of the normal decision making process.
21. Aspects of KEAC recommendations that seek to address environmental sustainability will be addressed in the Sustainability section of the report to Council for the tabling of the minutes of the committee.

RISK MANAGEMENT CONSIDERATONS

Risk	Likelihood	Consequence	Rating	Action/Strategy
That insufficient nominations are received for committee members.	Possible	Minor	Moderate	Ensure effective and informative advertising to ensure that potential representatives are attracted to the committee.
That a quorum is not present at the meeting preventing the meeting from voting on matters.	Unlikely	Moderate	Moderate	The Terms of Reference have been adjusted to provide for Alternate members to the committee. The number of members has been reduced from 10 to 8 meaning a lower number is required for the quorum.

OFFICER COMMENT

23. The CSAC has not functioned well for a number of years and aspects of the terms of reference relating to communication flow between the committee and Council has not been a success. This has been reflected in the comments received when the previous committee members were surveyed in August 2015.

-
24. A stronger focus on environmental issues and the provision of formal administrative support will better address the functions of KEAC and provide better opportunities for the community representatives.
 25. Aspects of the triple bottom line will be addressed through the formalisation of reporting of KEAC minutes through the Development & Infrastructure Committee, as reflected in the Sustainability section of the report.
 26. If approved, nominations will be advertised in January to enable KEAC to commence no later than March 2016.

Voting Requirements: A Majority
--

OFFICER RECOMMENDATION (C&C 60/2015)

That Council:

1. Approves:
 - The Community Sustainability Advisory Committee (CSAC) being renamed The Kalamunda Environmental Advisory Committee; and
 - Terms of Reference for the Kalamunda Environmental Advisory Committee – KEAC (Attachment 3).
2. Endorses that advertising for community representatives on the Kalamunda Environmental Advisory Committee to commence in January 2016.
3. Notes that a report will be provided to Council early in 2016 with the recommendations for the community positions on the Kalamunda Environmental Advisory Committee.

Moved:

Seconded:

Vote:

Attachment 1

Shire of Kalamunda Community Sustainability Advisory Committee

Terms of Reference

1 Name

The name of the Committee shall be the "Shire of Kalamunda Community Sustainability Advisory Committee".

2 Definitions

"Council" shall mean the Council of the Shire of Kalamunda.

"Committee" shall be the Community Sustainability Advisory Committee.

"Sustainability" shall mean "meeting the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity" as defined by "Hope for the future: the Western Australian State Sustainability Strategy 2003"

3 Purpose

3.1 To advise on sustainable and environment practices and issues within the Shire of Kalamunda and across the community;

3.2 To provide advice or make recommendations to Council on a range of sustainability and environmental issues impacting on the community within the Shire of Kalamunda; and

3.3 To provide a forum for Community Representatives and Councillors to focus on issues related to sustainability within the Shire of Kalamunda.

4 Objectives

4.1 To advise Council on sustainability issues within the Shire of Kalamunda, which may include but are not limited to:

- Biodiversity;
- Built Environment;
- Community Information and engagement to increase sustainable Practices;
- Catchment Management;
- Water Use and conservation;
- Waste Management;
- Renewable Energy; and
- Conservation.

4.2 To work within the community to create and encourage an increased level of environmental awareness.

- 4.3** To make recommendations to Council on policy, appropriate courses of action which promote social, economic and environmental sustainability and any matter referred to it by Council for general comment.

5 Agenda

- 5.1** The agenda of the Committee shall conform to the requirements of the Local Government Act 1995, regulations and the Shire of Kalamunda Standing Orders Local Law 1999.
- 5.2** The conduct of the committee shall be in accordance with the Local Government Act 1995, regulations and the Shire of Kalamunda Standing Orders Local Law 1999.
- 5.3** The Committee shall at its first meeting identify topics to be included for coming meetings of the Committee.

6 Membership

- 6.1** The Committee shall consist of up to twelve (12) members, including community representatives with an interest and/or expertise in environmental matters who are appointed to the committee at the discretion of Council following public advertisement. Potential members should clearly demonstrate their abilities to provide impartial advice upon sustainability issues.
- 6.2** The Committee is to include two Councillors. Where the Shire President wishes to be a Councillor representative, Council will appoint the Shire President to be a member of the committee, in accordance with section 5.10(4) of the *Local Government Act 1995*.
- 6.3** At the first meeting of the committee, the members of the Committee will elect one of themselves to be the presiding member (Chairperson) of the Committee. The election of the Chairperson is to conform with the requirements of the Local Government Act 1995 and regulations.
- 6.4** The term of appointment for community representatives and members of Council shall be up to two years; however retiring members are eligible for re-nomination. Term expires on next Ordinary Election day, unless earlier date specified.
- 6.5** Council will periodically seek nominations from individuals from within the community for potential membership on the committee, if and when positions become vacant.

7 Meetings

- 7.1** Ordinary meetings of the Committee shall be held at least six times in any twelve (12) month period.
- 7.2** Meetings will usually commence at 6.00 pm unless otherwise resolved by the Committee.

7.3 A quorum will be reached when at least one half (6) of the current appointed members are present.

7.4 Special meetings of the Committee may be convened by the:

- Presiding member, or
- Any three members of the Committee, or
- Council

By giving written notice to all members of the Committee not less than seven days before the meeting and advising of the matters to be discussed at the meeting.

7.5 It is important that agenda items along with any supporting papers are sent to the Secretary no later than 10 days prior to the meeting. This allows time for members to consider the item and make an informed decision.

7.6 If there are no agenda items the Secretary in consultation with the Chairperson will advise all members that the meeting is cancelled.

7.7 Late Agenda/Business items may be accepted for consideration by the Committee.

7.8 Administrative support for the Committee (Secretary) shall be provided by a Shire employee. This person is not a member of the Committee, and is therefore not entitled to vote.

7.9 The Secretary shall keep minutes of all business transacted at all meetings, shall forward a copy of these minutes to members within five (5) working days of each meeting.

7.10 Any recommendations to Council originating from the confirmed minutes of any given Committee meeting should be actioned by way of completing separate officer report and including it in a subsequent meeting of Council.

7.11 Recommendations from the Committee shall be effective only after endorsement by Council.

7.12 The minutes must be confirmed at the next meeting of the Committee and signed by the Chairperson to certify their confirmation.

7.13 Summarised minutes as confirmed or unconfirmed will be submitted to the next Council meeting.

8 Voting

8.1 If and when voting is considered necessary each appointed member present shall have one (1) vote.

9 Disclosure of Interests

9.1 Committee Members are required to disclose any financial, proximity or impartiality interests that they may have in any matter to be discussed at the meeting.

Attachment 2



**MINUTES
COMMUNITY SUSTAINABILITY ADVISORY COMMITTEE
(CSAC)
HELD AT SHIRE OF KALAMUNDA ADMINISTRATION
27 AUGUST 2015**

1.0 OPENING OF THE MEETING

The Presiding Member opened the Meeting at 6.06pm and welcomed all in attendance.

2.0 ATTENDANCES AND APOLOGIES

2.1 Attendance:

Committee Members

Steve Gates Presiding Member

Avril Cross

Coral Pepper

Mark Simpson

Aileen Reid

David Keast

Cr Noreen Townsend Councillor Delegate

Staff:

Tamara Wilkes-Jones Coordinator Environmental Services
(Secretary)

Nina Lytton Manager Development Services

Warwick Carter Director Development Services

2.2 Apologies:

Julie Ward

3.0 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

The minutes be confirmed as a true and accurate record of the meeting of 18 June 2015.

Moved: Avril Cross

Seconded: David Keast

Vote: Carried Unanimously (7/0)

4.0 DISCLOSURE OF INTERESTS

4.1 Disclosure of Financial or Proximity Interests

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (*Section 5.60B and 5.65 of the Local Government Act 1995*)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (*Section 5.70 and 5.71 of the Local Government Act 1995*)

Nil.

4.2 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 has given or will give advice.

Nil.

5.0 TABLED DOCUMENTS

5.1 Bulletin Action Items - Presiding Member

Item 1, 2, 6 and 8 Ongoing.

Item 5, 7, 9 and 12 complete

Item 10 – the tree within the Barber Street development will be retained, two car bays will not be developed and will provide space for the tree, as per the arborists report.

Item 11 will be covered below in item 5.4.

5.2 Forrestfield Train Station – Andrew Fowler-Tutt, Manager Development Services.

Further spring flora surveys will be undertaken.

A report will be prepared for Council in September requesting final adoption of the Forrestfield North District Structure Plan.

It is anticipated that the Public Transport Authority will be awarding contracts for the Forrestfield North station in April 2016

5.3 Sustainability of Council Reports / Triple Bottom Line – Presiding Member

Comments have been received from the committee. The Secretary and Presiding Member have been working together on the checklist.

The Presiding Member has also drafted a letter.

Action: Secretary to make final changes to the checklist and resend to the committee.

Action: Secretary to formalise draft letter and send to the committee.

5.4 Wilkins Road Update - Warwick Carter, Director Planning Services

Warwick Carter – Director Planning Services attended the meeting to provide the committee with an update.

Council has adopted Amendment 55 to Local Planning Scheme (LPS) No.3 to rezone the Wilkins Rd site to allow for residential aged care. The Shire through environmental consultants – Strategen is currently liaising with the federal government for an offset site investigation.

The Metropolitan Regional Scheme (MRS) and LPS amendment process will continue in tandem.

The MRS amendment is required to go before both houses of Parliament and at this stage there is no timeframe, the Shire may hear a decision early next year.

In the event that the MRS is appointed then the Shire LPS amendment will be automatically approved by the Minister. Conversely, if the MRS amendment is refused, then the LPS amendment will not proceed.

The "Residential Aged Care options for Kalamunda" prepared by Kevin Goss for the Aged Care Committee via Ken Wyatt's office was discussed. The Presiding Member raised the point that the Shires current Aged Care Strategy does not take into consideration zoning and land ownership and lacks detail regarding the preferred location in Aged Care facilities.

It is difficult to find suitable areas for aged care and is due to market failure. It is expensive to purchase six housing lots for example, demolish and build an aged care facility.

Providing incentives to the Developers was discussed to encourage options that prevent the removal of bushland and to meet the anticipated future need. It was recommended that an integrated evaluation of potential aged care sites be prepared by the Shire to better address the needs. The Presiding Member anticipates that the above prepared report will also provide the opportunity for further investigations and discussions that will lead toward a holistic approach and reduce angst amongst the community.

The Residential Aged Care options report for Kalamunda is due to go Council in October.

5.5 Review of Community Sustainability Advisory Committee

The committee was asked to advise what they thought worked and did not work during their period of being involved on the committee. Below is a summary of what was noted;

5.5.1 A better focus is required to target the three elements of sustainability; economic, environment and social.

5.5.2 Attendance at the first few meetings was overwhelming, an induction should be considered in the future for new committee members. The induction should also include back ground information, how the committee operates and how it can report to council.

- 5.5.3 There is uncertainty about what the committee can achieve and no tangible results that can be reported against.
- 5.5.4 The report template to bring agenda items to the committee has not been used as provided by the Shire governance department.
- 5.5.6 It is difficult to stay engaged when meetings are held every two months rather than monthly.
- 5.5.7 Committee member absence and attrition is a concern. Four members since commencing including one Councillor have resigned from the committee.
- 5.5.8 Limited accountability by members has resulted in many uncompleted actions.
- 5.5.9 It was apparent in the early meetings that committee members had their own agenda and as a result not much was achieved. A team environment and purpose has developed over time. This created some ambivalence about continuing.
- 5.5.10 Committee focus to educate residents on sustainability through events has not occurred.
- 5.5.11 One document detailing the agenda, bulletin and minutes should be produced rather than three separate documents.
- 5.5.12 The terms of reference needs to be updated and dialogue with the Council needs to occur as there is no connection with Council.
- 5.5.13 It was recommended that CSAC minutes go to Council through the Development and Infrastructure Services Committee meetings.
- 5.5.14 Meetings are well planned and the guest speakers regarding Shire topics (Aquifer recharge) has been appreciated.
- 5.5.15 Two committee members advised they would nominate again.
- 5.5.16 Two committee members advised they would not nominate again, as they have been on the committee for some time and have other commitments.

6.0 DISCUSSIONS WITHOUT DOCUMENTS

- 6.1** Councillor Noreen Townsend talked about the Shire's consultation with residents regarding moving from a Shire to City status. City status generally attracts more funding, professional services and cities are considered more sustainable. There will be no changes to existing suburbs.

Some residents have suggested a name change to City of the Darling Range. Minister approval only is required for a change from a Shire to a City. Should a name change be proposed there it is required to be considered by the Local Government Advisory Board.

6.2 Herbicide Use – chemical and organic

The Presiding Member thanked Aileen Reid for providing details regarding herbicide products derived from chemical and organic ingredients. Although this is the last committee meeting, the Shire and Aileen agreed to continue working on a pamphlet for residents and friends groups to make decisions about what products and methods can be used to treat weeds.

6.3 Bandicoots

The Shire is developing a flyer to raise awareness regarding bandicoots and to reduce deaths on our roads and accidental poisoning. Signage across the Shire will also be considered and flyer distribution targeting specific areas will occur.

6.4 Future committee

As of the Council elections on 17th October the current committee will cease. The Shire will advertise and call for nominations for the future committee, this generally occurs in November.

7.0 URGENT BUSINESS WITH APPROVAL OF THE CHAIRPERSON

Nil

8.0 DATE OF NEXT MEETING

Nil

9.0 CLOSURE

There being no further business the Presiding Member declared the meeting closed at 8.04pm.

CONFIRMATION OF MINUTES

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

Signed:..... Deputy Presiding Member

Dated thisday of2015

Attachment 3

Kalamunda Environmental Advisory Committee



Terms of Reference

1. Name

The name of the Committee shall be the "Kalamunda Environmental Advisory Committee".

2. Definitions

"Council" shall mean the Council of the Shire of Kalamunda.

"Committee" shall be the Kalamunda Environmental Advisory Committee.

3. Purpose

- 3.1** To make recommendations to Council on matters relating to the environmental including but not limited to:
- Environment and Tree management matters including policies and procedures
 - Parks and open space management including bushland maintenance
 - Drainage and water course management
 - Water quality
 - Resource Recovery and waste management
 - Friends groups and community environment activities
 - Fauna and Fauna protection and enhancement
 - Pest control and management
 - Chemical use in the environment

3.2 Provide feedback on community engagement matters relating to the above items.

3.3 Assist the Shire and its work within the community to encourage an increased level of awareness relating to the matters presented and discussed.

3.4 To highlight the Council's projects whereby the Shire Officer will have an opportunity to actively engage with representatives of the community.

4. Strategic Alignment

Kalamunda Advancing: Strategic Community Plan to 2023

OBJECTIVE 1.8 – Support local community groups to grow, prosper and shape the future of Kalamunda.

Strategy 1.8.3 Proactively investigate opportunities that facilitate the establishment and/or growth of local community groups.

OBJECTIVE 3.1 - To clearly identify the Shire role in protecting, promoting and enhancing the environmental values and biodiversity of the Shire in partnership with the community.

Strategy 3.1.2 Support, facilitate and engage with environmental community groups and friends of bushland groups.

OBJECTIVE 3.5 - To reduce the amount of waste produced and increase the amount of reuse and recycling of waste.

Strategy 3.5.2 Identify initiatives and encourage residents to minimise waste generation and support recovery rather than traditional waste disposal.

OBJECTIVE 4.7 - To ensure the selection, maintenance, inspection, renewal and disposal of all categories of assets within the Shire is managed efficiently.

Strategy 4.7.1 Maintain, refurbish or upgrade existing infrastructure, including public buildings, parks, reserves, local roads, footpaths, cycle ways, verges and drainage networks to encourage increased utilisation and extension of asset life.

OBJECTIVE 5.6 - To foster regional collaboration with Perth's Eastern Region.

Strategy 5.6.2 Investigate opportunities for regional collaboration to deliver services.

5. Membership, Nominations, Election, Term of Membership and Membership Roles

5.1 The committee shall consist of eight (8) members, including:

Elected Members – two (2) elected members will be appointed by Council

Shire Staff – two staff (2) representatives as follows:

- Coordinator Parks and Environmental Service
- Manager Infrastructure Operations

Community Representatives – up to four (4) persons residing in the Council area that have an interest and/or expertise in:

- Upgrades, renewal and improvements to infrastructure and natural areas such as, roads, footpaths waterways, drains, parks and recreation areas;
- Environmental matters such as water sensitive urban design, natural area protection and enhancement, waste and recycling management, travel smart, bushfire management and carbon reduction;

5.2 In addition, the committee shall have one (1) Elected Alternate Member and four (4) Community Alternate Representatives including:

Elected Alternate Member – one (1) elected member will be appointed by Council

Community Alternate Representatives – up to four (4) persons residing in the Council area that have an interest and/or expertise in:

- Upgrades, renewal and improvements to infrastructure and natural areas such as, roads, footpaths waterways, drains, parks and recreation areas;
- Environmental matters such as water sensitive urban design, natural area protection and enhancement, waste and recycling management, travel smart, bushfire management and carbon reduction.

5.3 The Council, at its first meeting after an election will appoint three Elected Members to the Committee, with two to be members and one as Alternate Member.

5.4 The Council will seek nominations from the community through media outlets such as e-news and local community newspapers to fill the Community Representative and Community Alternate Representative roles.

5.5 A report will recommend four of the nominated persons to become Community Representatives and four of the nominated persons to become Community Alternate Representatives. Representatives and Alternate Representatives will be selected on the basis of expertise, experience and personal interest.

5.6 Community Representatives will not be selected to represent community interest groups, associations or commercial interests.

5.7 If a Community Representative is unable to attend a meeting, shire staff will invite a Community Alternate Representative to attend to ensure a quorum is available for each meeting.

5.8 The term of appointments for all members will be for a period of two years. This excludes shire staff who are perpetual members.

5.9 If an Elected Member cannot continue to participate on the committee, the Elected Alternate member will be appointed as member and, if necessary, Council can appoint another Elected Alternate Member.

5.10 Council will periodically seek nominations from individuals from within the community for potential membership on the committee when community positions become vacant.

5.11 The group is not empowered to manage or direct any programs, activities or Council staff.

5.12 The role of Chairperson and Deputy Chairperson will be determined by the committee at its first meeting. Shire staff cannot be nominated to either of these positions.

6. Meeting Frequency, Conduct, Agenda and Minutes

6.1 The conduct of the committee shall be in accordance with the Local Government Act 1995, Section 5.10 Code of Conduct and the Councils regulations.

- 6.2** The Committee shall at its first meeting and annually thereafter, will identify topics of interest for inclusion for the planning of up-coming meetings.
- 6.3** The Committee shall at its first meeting and annually thereafter, determine the dates of the meetings for the remainder of the year.
- 6.4** The group shall meet once every quarter.
- 6.5** Meetings will commence at 6:00pm unless otherwise resolved by the group at the first meeting.
- 6.6** A quorum will be reached when at least one half plus 1 of the current appointed members are present (5).
- 6.7** The Agenda will be prepared and circulated not less than seven days before the meeting.
- 6.8** Administrative support shall be provided by a Council employee. This person is not a member of the Group.
- 6.9** The Minutes of the meeting will be reported to Council at the following Development & Infrastructure Committee meeting.

7. Disclosure of Interests

- 7.1** All Committee Members are required to disclose any financial, proximity or impartiality interests that they may have in any matter to be discussed at the meeting.

8. Member and Committee Performance

- 8.1** The performance of the members and committee will be measured according to the following outcomes:

Outcome	Description	Measure	Target
Meeting attendance	Committee members participate in the committee	Number of meetings attended over the term of appointment	100% attendance for each member.
Compliance	Agenda and minutes are provided in accordance with the Local Government Act 1995, Section 5.10 Code of Conduct and the Councils regulations. Members act in accordance with the code of conduct.	Number of breaches	No breaches.

Outcome	Description	Measure	Target
Strategic Objectives	Recommendations are in line with the strategic objectives and actions set by Council through the Strategic Community Plan	Number of recommendations that meet the Strategic Objectives.	100% of recommendations meet the Strategic Objectives.

61. Consideration of Tenders – Morrison Oval Re-Development Project (RFT 1513)

Previous Items	Nil
Responsible Officer	Director Infrastructure Services
Service Area	Infrastructure Operations
File Reference	RFT 1513
Applicant	N/A
Owner	N/A

PURPOSE

1. To consider the Tender submissions for the Morrison Oval Re-Development Project (RFT 1513).

BACKGROUND

2. The Tender for the Morrison Oval Re-Development Project (RFT 1513) was advertised in the West Australian on Saturday 14 November 2015 and closed at 2.00pm, Wednesday 2 December 2015.
3. Submissions were received from the following organisations:
 - Industrial Roadpavers
 - Le Grove Landscaping
 - Lovegrove Turf Services
 - BCL Group
 - All Earth Group
 - Curnow Group Hire
 - LD Total
 - Environmental Industries
 - Programmed Services

DETAILS

4. The scope of this Tender requires the services of suitably qualified and experienced contractors to undertake earthworks, irrigation installation and supply and lay turf works as detailed in the Specifications and within the specified time schedule.
5. The tenders were initially assessed on 2 December by a panel consisting of:
 - Coordinator Project Delivery
 - Coordinator Design Services
 - Project Manager

In accordance with the Shire of Kalamunda's standard practices, the Coordinator Occupational Safety and Health assessed the Occupational Health and Safety criteria.

The evaluation process was observed by the Procurement and Finance Officer to ensure the correct evaluation processes were followed.

-
6. As part of the evaluation process it was noted that there were significant differences in the earthworks prices submitted and this resulted in a review of the "earthworks prices" component of the Price Schedule for the nine tenderers.
 7. This review highlighted that there were different interpretations of the three components of the earthworks, in particular the very important "import grass growing sand medium".

STATUTORY AND LEGAL CONSIDERATIONS

8. *Section 3.57 of Local Government Act 1995. Part 4 of the Local Government (Functions and General) Regulations 1996.*
9. It should be noted that while the earthworks, irrigation and turf works are exempt from the need to submit a Development Application to the West Australian Planning Commission by way of Public Works exemption, they have been suitably designed so as to comply with the principles of proper and orderly planning and the preservation of the amenity of the area.

POLICY CONSIDERATIONS

10. Policy C-PP01 – Purchasing has been followed and complied with.

COMMUNITY ENGAGEMENT REQUIREMENTS

11. The Morrison Oval Re-development Project is a key deliverable in the implementation of the Hartfield Park Master Plan. The field layout design was presented to the Forrestfield United Soccer Club on 15 April 2015 with support provided by the Club to the proposed layout. The layout was subsequently presented to the Hartfield Park user groups on 21 April 2015.

FINANCIAL CONSIDERATIONS

12. The Morrison Oval Re-development Project is a key deliverable in the implementation of the Hartfield Park Master Plan. This project is funded through the Financial Assistance Agreement between the Shire of Kalamunda and the State of Western Australia, 2013 as per page 13, Project Schedule, Item 3, Stage 1 point 6, *Clearing and development at Morrison Oval*.
13. \$565,748 was allocated to this project from the \$6.01 million grant funding and was approved through the 15/16 financial budget under the title Hartfield Park Project - playing field space at Morrison Oval (Budget code 4422).

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 4.6 – To ensure the optimal management of assets delivers continuity of services to the community.

Strategy 4.6.2 Develop financially stable funding models to ensure the Shire can adequately fund its asset plans.

OBJECTIVE 4.7 – To ensure the selection, maintenance, inspection, renewal and disposal of all categories of assets within the Shire is managed efficiently.

Strategy 4.7.1 Maintain, refurbish or upgrade existing infrastructure, including public buildings, parks, reserves, local roads, footpaths, cycle ways, verges and drainage networks to encourage increased utilisation and extension of asset life.

SUSTAINABILITY

Social Implications

- 15. This redevelopment project will improve the usage of available space within Hartfield Park for both active and passive recreational pursuits. This is particularly important given the current and projected growth of junior sporting clubs within the Shire of Kalamunda.

Economic Implications

- 16. Funding has been approved in the 2015/2016 budget to implement this project.

Environmental Implications

- 17. The design of the irrigation system will provide for more efficient use of water over the whole site.

RISK MANAGEMENT CONSIDERATIONS

18.

Risk	Likelihood	Consequence	Rating	Action/Strategy
That the tender outcomes are not achieved due to tender specifications / drawings allowing different interpretation of earthworks.	Unlikely	Major	Medium	Rigorous review of tender specification and drawings be undertaken before re-tendering.
That the completion of the new pitches at Morrison Oval will be delayed.	Possible	Minor	Medium	Tender specifications and drawings to be reviewed with regard to timelines and pricing of roll-on turf.

OFFICER COMMENT

19. Tender specifications and drawings which have resulted in different interpretations and associated prices for the earthworks component of this project did not enable the Tender Evaluation Panel to complete the assessment of the Price Criteria fairly and provide a recommendation on a preferred tenderer.
20. There is now a requirement for Council to decline all tenders and a review be undertaken of the specifications and drawings for the Morrison Oval Re-Development Project before re-advertising in January 2016 to enable a report to be presented to the February meeting of the Development and Infrastructure Committee.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 61/2015)

That Council:

1. Pursuant to Regulation 18(5) of the *Local Government (Functions and General) Regulations 1996* declines to accept any tender for the Morrison Oval Re-Development Project (RFT 1513).
2. Notes that the tender specification, drawings and associated documentation will be reviewed and the Morrison Oval Re-Development Project re-tendered early in 2016.
3. Notes that pursuant to Regulation 19 of the *Local Government (Functions and General) Regulations 1996* all tenderers will be advised of the Council decision and the proposed schedule for re-advertising the tender.

Moved:

Seconded:

Vote:

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

62. CONFIDENTIAL REPORT - Review and Renewal of Chief Executive Officer's Contract

Reason for confidentiality. *Local Government Act* s 5.23(2) (a). A matter affecting an employee or employees.

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Strategy and People Services
File Reference	
Applicant	N/A
Owner	N/A
Confidential Attachment 1	Current Contract
Confidential Attachment 2	Letter from CEO

This Report has been circulated to Councillors under separate cover.

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

12.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

12.1 Kalamunda Road, High Wycombe (Cr Lohmeyer)

Q. The bus stops on Kalamunda Road are very close to the Newburn Road roundabout and residents have raised the issue of safety as there are a lot of students that use those bus stops. Is there anything the Shire can do?

A. The responsibility for determining the location of bus stops lies with the Public Transport Authority (PTA). The Shire will write to PTA to advise that the following potential risks have been identified in relation to this stop

- a. Bus stop too close to intersection
- b. Bus causing congestion due to road layout
- c. Bus stop not meeting *Disability Discrimination Act* criteria

The PTA will make a determination regarding any changes to the stop including potential relocation.

13.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION

14.0 TABLED PAPERS

14.1 Minutes of the following Committees are tabled for Councillors information.

- Hartfield Park Advisory Committee – 24 November 2015
- Ray Owen Management Committee – 26 November 2015
- Kostera Oval Advisory Committee – 1 December 2015



MINUTES
HARTFIELD PARK ADVISORY COMMITTEE MEETING
HELD AT THE KALAMUNDA HOCKEY CLUBROOMS, MORRISON RD
TUESDAY 24 NOVEMBER 2015 AT 5.30PM

1.0 OPENING OF THE MEETING

The Coordinator of Recreation Facilities and Services opened the meeting at 5.35pm.

2.0 ATTENDANCES AND APOLOGIES

Committee Members:

Allan Morton	Shire of Kalamunda Councillor
Phil Barker	Forrestfield United Soccer Club (FUSC)
Peter Sheppard	Forrestfield Tennis Club (FTC)
Terry Davidson	Forrestfield Football Club (FFC)
Kevin Adams	Kalamunda and Districts Rugby Club (KDRUC)
Alex Minson	Forrestfield Cricket Club (FCC)
John Ferguson	Forrestfield Little Athletics (FLAC)
Geoff Hunter	Forrestfield Flyers Tee Ball Club (FFTC)

Shire of Kalamunda Staff:

Kevin O'Connor	Coordinator Recreation Services (CRS)
Fiona Stuart	Recreation Services Officer (RSO)

Apologies:

Faye Lund	Forrestfield Scouts
Phil Fawell	Kalamunda Districts Hockey Club
Noreen Townsend	Shire of Kalamunda Councillor

3.0 ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBER

CRS advised that as this is the first Committee meeting since the Local Government Elections held in October 2015, the positions for Presiding Member and Deputy Presiding Member must be decided.

The Committee's Terms of Reference states that the Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business.

The CEO has delegated authority to Coordinator Recreation Facilities and Services to conduct the election of the Presiding Member in accordance with the Local Government Act 1995 – Schedule 2.3.

Kevin Adams (KDRUC) nominated himself as Presiding Member and the nomination was seconded by Phil Barker (FUSC).

Kevin Adams (KDRUC) was elected to the position of Presiding Member unopposed.

The Presiding Member then called for nominations for Deputy Presiding member.

Phil Barker (FUSC) was nominated by Cr Allan Morton for the position of Deputy Presiding Member and accepted the position unopposed.

4.0 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

"That the minutes of the Hartfield Park Advisory Committee meeting held on 4 August 2015 are confirmed as a true and accurate record of the proceedings".

Moved: **Alex Minson**

Seconded: **Terry Davidson**

Vote: **Carried Unanimously (8/0)**

5.0 DISCLOSURE OF FINANCIAL AND PROXIMITY INTERESTS

5.1 Disclosure of Financial or 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)*

Nil.

5.2 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 has given or will give advice.*

Nil.

6.0 MATTERS ARISING FROM PREVIOUS MINUTES

FUSC noted that the date for the annual Tee Ball Carnival had now been confirmed with the Club as the 09 January 2016 and that both FFTC and FUSC were working together to ensure that the event will run smoothly as per previous years.

FUSC will rope off the main pitch and are liaising further with FFTC over access to other club facilities.

Officer Comment:

RSO noted that the positive collaboration of the user groups is great to see.

7.0 CORRESPONDENCE

Nil.

8.0 ITEMS FOR COMMITTEE CONSIDERATION

8.1 Upcoming Events

Corymbia 2016

RSO reminded the Committee that the Corymbia Festival will be held on the 12 March 2016 at Hartfield Park.

All user groups were advised that the Shire may require the use of all ovals at Hartfield Park for the event commencing on Friday 11 March, concluding on Sunday 13 March.

If the Clubs are able to request an away game for the date of the event for the summer season fixtures, this would alleviate any issues of scheduled games during the time of the event.

RSO thanked Clubs in advance for their cooperation with this matter and noted that in 2015 the event ran very smoothly and a significant part of this was due to the assistance of the clubs.

FJSC asked whether the same procedure for removal of the large generators would be in place again in 2016. In 2015, rather than remove the generators on the Sunday following the event, the generators were located off the fields of play to allow Soccer matches to proceed unhindered that day. RSO will confirm with Events Staff as to the process intended for 2016.

Cricket is generally unaffected by the festival, Events staff request that any fixtures that are scheduled for that day are cleared from the reserves by 6pm.

User groups are to ensure that any directions regarding use and clearing of the reserves during the Corymbia Festival period 11- 13 March 2016 received from Shire staff, are passed onto Club members.

Tee Ball 2016

RSO advised the group that the FFTC annual carnival date had now been confirmed as 09 January 2016. The event utilises both Reid Oval and a large section of the Hockey and Soccer area at Hartfield Reserve.

Officer Action

To confirm with Events staff the placement and removal days for the generators at the Corymbia Festival.

8.2 Update On Hartfield Park Redevelopment

CRS provided the following update on works currently under way or scheduled for commencement in the coming year.

- The Tee Ball Storage Shed project is to commence shortly. Shire and club officers are currently finalising the Financial Agreement.
- Scope of Works for a kitchen and toilet upgrade to the Scout Shed are currently being developed with Shire staff and Scout officers having met to discuss requirements.
- Tenders for the Clearing and development at Morrison Oval have been advertised and works are proposed to be completed by April/May 2016
- Footings and wiring for the new Floodlights on the Rugby Union Oval have been installed with the poles and lights expected to go in late December 2015/Early January 2016
- Final field layout for the Hockey fields at the former Darling Range Pony Club site have been finalised and a Clearing Permit was submitted in June 2015. Further information re the Clearing Permit has since been requested and submitted to the Department of Environment Regulation. Funding for the design and documentation of the clubrooms was approved in the 2015/16 budget and the KDHC have since provided the Shire with information which will be used to determine the scope of works.
- A functional brief for the upgrades to the FJSC change rooms, toilets and spectator area has been developed by Shire and FJSC Officers and is currently under review, with construction due throughout 2016/17/18.

CRS further advised Committee Members that if they have any queries re the Hartfield Park Redevelopment they may call Daniel Nelson, Coordinator Project Delivery, to discuss any issues or concerns.

Officer Comment

That the information re the Hartfield Park Redevelopment be received.

8.3 Grants and Funding Opportunities

RSO reminded the Committee that the current Shire funding round for the Sport and Community Development Program and the Club Fundraising Program, both close on Monday 30 November 2015.

Both rounds are highly competitive this year with a large amount of applications received.

Officer Comment

That the information be received.

8.4 Proposed Meeting Dates for 2016

RSO advised all Committee members of the proposed dates for the next two meetings.

- Tuesday 2 February 2016
- Tuesday 3 May 2016

Meetings will commence at 5.30pm

Officer Comment

That information re the meeting dates for 2016 be received.

9.0 LATE ITEMS/OTHER BUSINESS

"That Committee endorse late items/other business to be included in the agenda"

Moved: Phil Barker
Seconded: Kevin Adams

Vote: Carried (8/0)

9.1 FUSC Concerns Over Interim Relocation of Rugby League to Morrison Oval

FUSC advised the Committee that the Club have some concerns over the recent Council endorsed decision to relocate Kalamunda Canning Rugby League Club (KCRLC) to Morrison Oval.

FUSC noted that the ground on Morrison is already heavily utilised by other user groups in the Winter period and is concerned that other groups may lose space and time for both training and match purposes. This sentiment was also noted by KDRUC.

CRS advised the Committee that the concerns raised are noted and are being carefully considered by Shire Staff. Further talks with affected user groups will need to take place to reach an informed and consolidated resolution for the interim relocation of the KCRLC.

Officer Action

Officers to obtain current and proposed 2016 player numbers and ground usage details for Morrison Oval, from the affected clubs. Once this information is available Officers will be able to determine preferred playing and training times based on a forecasted fixture list. This information will then be reviewed in consultation with the affected clubs.

10.0 NEXT MEETING

Tuesday 2 February 2016 at 5.30pm.

Meeting location is the Forrestfield Football Club Rooms, Reid Oval.

11.0 CLOSURE

There being no further business the Presiding Member declared the meeting closed at 6:05pm.

CONFIRMATION OF MINUTES

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

Signed:..... Presiding Member

Dated thisday of2016



MINUTES
RAY OWEN MANAGEMENT COMMITTEE
HELD AT RAY OWEN SPORTS CENTRE
26 NOVEMBER 2015 AT 6.30PM

1.0 OPENING OF THE MEETING

The CRS opened the Meeting at 6.35pm and welcomed all in attendance.

2.0 ATTENDANCES AND APOLOGIES

Attendance:

Committee Members

Cr John Giardina Councillor Delegate
Peter Hanson Kalamunda and Districts Basketball Association

Tracey Clemesha Kalamunda and Districts Netball Association
Matt Pember Kalamunda and Districts Basketball Association

Shire of Kalamunda Staff

Kevin O'Connor Coordinator Recreations Facilities and Services (CRS)
Fiona Stuart Recreation Services Officer (RSO)

Observers

Cr Michael Fernie Deputy Councillor Delegate

Apologies:

Nicole McKennay Kalamunda and Districts Netball Association

3.0 ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBER

CRS advised that as this is the first Committee meeting since the Local Government Elections held in October 2015, the positions for Presiding Member and Deputy Presiding Member must be decided.

The Committee's Terms of Reference states that the Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business.

The CEO has delegated authority to Coordinator Recreation Facilities and Services to conduct the election of the Presiding Member in accordance with the *Local Government Act 1995* – Schedule 2.3.

Peter Hanson nominated Cr John Giardina as Presiding Member and the nomination was accepted by Cr Giardina.

Cr Giardina was elected to the position of Presiding Member unopposed.

The Presiding Member then called for nominations for Deputy Presiding member.

Cr John Giardina nominated Cr Michael Fernie for the position of Deputy Presiding Member and Cr Fernie accepted the position unopposed.

4.0 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

That the Minutes of Ray Owen Management Committee Meeting, held at Ray Owen Sports Centre on 6 August 2015 be confirmed as a true and accurate record of the proceedings.'

Moved: **Peter Hanson**

Seconded: **Tracey Clemesha**

Vote: **Carried Unanimously (4/0)**

5.0 DISCLOSURE OF INTERESTS

5.1 Disclosure of Financial or 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 and 5.71 of the Local Government Act 1995*)

Nil.

5.2 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 has given or will give advice.

Nil.

6.0 CORRESPONDENCE

Nil.

7.0 MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

8.0 ITEMS FOR COMMITTEE CONSIDERATION

8.1 Ray Owen Draft Licence Agreement

The final draft of the Licence agreement was sent out to the Committee members with the agenda. CRS advised that amendments had been made to the draft Licence agreement and it is now proposed for a report item to be submitted to the December 2015 Council meeting.

The term of the Agreement was still in dispute, with the draft agreement incorporating a 5 year plus 5 year option. The two associations are seeking a 10 plus 10 period, mainly to assist with future loan applications and also to acknowledge that they have been long term tenants.

The other issue that the associations are opposed to within the draft Licence, is the exclusion of the two old outdoor courts from the Licence area. The association representatives advised that the old courts were only ever "loaned" for the use of additional car parking. CRS advised that both these matter will be included in the agenda report for Councils consideration.

Officer Comment.

That the information on the draft Licence Agreement be received.

8.3 Update on Ray Owen Master Plan

The CRS advised the committee of the current status of the plans implementation, noting the following relevant issues:

There are three main pre-requisite upgrades for the Reserve that are necessary before new or increased sporting infrastructure can be considered, these are:

- Increased water supply
- Increased power supply
- Increased car parking and and upgrade to vehicle access

Funding to investigate the first two items was not approved in the 2015/16 budget, however funds were allocated to conduct an Environmental Impact assessment on the areas identified for future clearing. The first stage of the Flora Survey has been completed with the second survey to be conducted in March/April 2016.

Cr Giardina advised that the power, water and car parking investigations will be put forward again for funding in the 2016/17 budget.

CRS advised that the BMX Club had received Council support to submit a grant application to assist with funding a new 5m starting ramp and the Lesmurdie/Mazenod Cricket Club are also investigating the installation of two new practice wickets. These two projects are in accordance with the master plans recommendations.

Officer Comment.

That the information on the Ray Owen Master Plan be received.

8.4 Grants and Funding Opportunities

RSO reminded the Committee that the current Shire funding round for the Sport and Community Development Program and the Club Fundraising Program, both close on Monday 30 November 2015.

Both rounds are highly competitive this year with a large amount of applications received.

Officer Comment

That the grant information be received.

8.5 Proposed Meeting Dates for 2016

RSO advised all Committee members of the proposed dates for the next two meetings.

- Thursday 4 February 2016
- Thursday 5 May 2016

Officer Comment

That information on the meeting dates for 2016 be received

8.6 LATE ITEMS/OTHER BUSINESS

Nil.

9.0 DATE OF NEXT MEETING

The next Ray Owen Management Committee Meeting will be held on 4 February 2016 at 6:30pm at the Ray Owen Sports Centre.

10.0 CLOSURE

There being no further business the Presiding Member declares the meeting closed at 7:00pm

CONFIRMATION OF MINUTES

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

Signed:..... Presiding Member

Dated thisday of2016



**MINUTES
KOSTERA OVAL ADVISORY COMMITTEE
HELD 5.30PM, 1 DECEMBER 2015
PAT MORAN PAVILION**

1.0 OPENING OF THE MEETING

The CRS opened the meeting at 5.35pm and welcomed all in attendance.

2.0 ATTENDANCES AND APOLOGIES

Committee Members:

Tony O'Toole	Kalamunda Lapidary Club (KLC)
Mike Perry	Kalamunda and District Junior Football Club – (Presiding Member) (KDJFC)
Glenn Docherty	Kalamunda Cricket Club (KCC)
Wayne Garwood	Kalamunda Show Representative (KSR)
Kathy Ritchie	Kalamunda Senior High School (KSHS)
Cr. Sue Bilich	Kalamunda Cr Delegate (Deputy)

Shire of Kalamunda Staff:

Darren Jones	Manager Community Development (MCD)
Daniel Nelson	Coordinator of Project Delivery (CPD)
Kevin O'Connor	Coordinator of Recreation Services Officer (CRS)
Kimberly Dieball	Administration Officer of Community Development

Observers:

Cr Michael Fernie	Shire of Kalamunda Councillor
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Apologies:

Cr Tracy Destree	Shire of Kalamunda Cr Delegate
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3.0 ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBER

CRS advised that as this is the first Committee meeting since the Local Government Elections held in October 2015, the positions for Presiding Member and Deputy Presiding Member must be decided.

The Committee's Terms of Reference states that the Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business.

The CEO has delegated authority to Coordinator Recreation Facilities and Services to conduct the election of the Presiding Member in accordance with the Local Government Act 1995 – Schedule 2.3.

Glenn Docherty nominated Mike Perry as Presiding Member and the nomination was accepted by Mike Perry.

Mike Perry was elected to the position of Presiding Member unopposed.

The Presiding Member then called for nominations for Deputy Presiding member.

Mike Perry nominated Glenn Docherty for the position of Deputy Presiding member and the nomination was accepted. Glen Docherty was elected to the position of Deputy Presiding member unopposed.

3.0 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

"That the minutes of the Kostera Reserve Advisory Committee meeting held on 18 August 2015 are confirmed as a true and accurate record of the proceedings".

Moved: Mike Perry

Seconded: Glenn Docherty

Vote: **Carried Unanimously (6/0)**

4.0 DISCLOSURE OF FINANCIAL AND PROXIMITY INTERESTS

4.1 Disclosure of Financial or 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)*

Nil.

4.2 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 has given or will give advice.*

Nil.

5.0 MATTERS ARISING FROM PREVIOUS MINUTES

5.1 Kostera Oval Redevelopment

The CPD confirmed that the Redevelopment Project is progressing well and currently ahead of the projected timeframe. A lighting design has been commissioned for the new ovals incorporating training standard for junior ovals and competition standard for the main football oval.

CPD advised that the existing light pole near the new nets will not interfere with any of the playing surfaces.

KCC raised the issue of the need for a viewing area closer to the new cricket turf wicket. MCD is investigating grants to install a viewing platform. Development of a concept and budget still needs to be progressed.

KSHS informed the committee that the school will have their car park adjacent to the junior ovals sealed, install fencing, and provide safe and disabled access ramps.

The car park will provide 50 parking bays for the public to use however, if there are instances of vandalism or hooning, the public access will cease.

5.2 Proposal for New Site Name

KSHS suggested that an overarching name should be thought of before commencing any signage for the new Sporting Area.

The main reasons as to why an overarching name for the playing fields should be considered, were as follows:

1. The playing fields are now all on the same level, with no distinction or barrier between the main oval and smaller fields adjacent to the school.
2. The inclusion of "Kalamunda" and "Sporting" in the name will provide a clear and easily understood description of the location and purpose of the site.
3. This is an opportunity to identify the new Sporting Area as belonging to the broader Kalamunda Community.
4. Adoption of an overarching sporting area name will enable this description to be included in the new shared licence agreement between the Shire of Kalamunda and the Education Department and details responsibilities of each party for the shared site. The licence agreement is proposed to be considered by Council in February 2016.

KSHS advised that the proposal would still retain the cultural and historical names of Kostera and Hedley Jorgensen to identify the main oval and the smaller fields adjacent to Cotherstone Road.

MCD advised that the proposal for an overarching name for the new Sporting Area would be consistent with themes used at other major sporting reserves, citing Hartfield Park as an example whereby Morrison Oval and Reid Oval maintained their names within the site. MCD also suggested that the proposal should be made available for public comment given historical significance of site.

Cr. Bilich suggested that the progression of the name should be sooner rather than later and would like it to be included in the new signage.

The committee discussed several possibilities for the new Sporting Area name and reached agreement that the name should be the "Kalamunda Sporting Precinct"

Committee Recommendation

1. That the Committee endorse the proposal for an overarching name for the new Sporting Area.
2. That the Committee confirms its support for the name "Kalamunda Sporting Precinct".

3. That the current historical names of Kostera Oval and Hedley Jorgensen Oval be retained to identify the sporting fields adjoining Recreation Road and Cotherstone Road respectively.

Moved: Kathy Ritchie

Seconded: Wayne Garwood

Vote: **Carried Unanimously (6/0)**

Officer Comment:

Nil

6.0 CORRESPONDENCE

Nil.

7.0 ITEMS FOR COMMITTEE CONSIDERATION

7.1 Kalamunda Show

KSR advised the Kalamunda Show dates for 2016 will be the 29 and 30 April.

CPD confirmed that the field will be available for these dates.

CPD advised that core samples will be taken of the new turf in late February. These samples will help to determine if the roots are strong enough for heavy vehicles and cars to be driven on the oval.

Mike Perry raised concerns about cars driving on the oval. MCD suggested that an ongoing management plan should be put into place to ensure that we are effectively planning ahead to control access on the site and protecting the integrity of the surface.

KSR has already supplied CPD with a management plan for the traffic on the turf. MCD suggested that this management plan should be made available for consideration by the Parks and Gardens team.

Officer Action:

- The Shires Parks and Gardens team to undertake core samples at the end of Summer (February 2016)
- That an annual management plan be provided by the KSR by 1st March 2016, to be considered and approved by the Parks & Gardens team, detailing how vehicle access onto the fields will be managed.

7.2 Shared Use Licence Agreement – Maintenance.

The Minister for Education and the Shire of Kalamunda are to enter into a Licence Agreement to cover both parties joint use of the facilities on this Reserve. The following clauses are to be included in the licence agreement.

- *The Shire is required to develop an annual schedule of maintenance works which is to be provided to the Kalamunda Senior High School (KSHS) at the commencement of each School year. The Shire is also required to notify the KSHS prior to carrying out any of this maintenance during School hours.*
- *The KCC will be required to develop an annual schedule of maintenance works which is to be provided to the KSHS at the commencement of each School year. The KCC volunteers and /or representatives are also required to notify the KSHS prior to carrying out any of their maintenance during School hours.*

KSHS would like the Shires Annual Schedule of Maintenance to specify that no spraying or fertilising is to be carried out during school term

Officer Action:

That following the adoption of the Shared Licence Agreement, Officers will prepare an annual schedule of maintenance.

7.3 Proposed Meeting Dates for 2016

The list below are the proposed dates for the Kosteria Oval Advisory Committee meetings up until June 30 2016:

- Tuesday 16 February 2016
- Tuesday 17 May 2016

Meetings to commence at 5.30pm. The meeting dates for the second half of 2016 will be determined in the near future.

Officer Comment

Nil.

8.0 LATE ITEMS/OTHER BUSINESS

"That Committee endorse late items/other business to be included in the agenda"

Moved: Glenn Docherty

Seconded: Mike Perry

Vote: **Carried Unanimously (6/0)**

KSR raised the issue of the official opening of the new Sporting Area. MCD advised that this matter will be progressed through the Project Control Group for consideration by Council.

9.0 NEXT MEETING

Tuesday 16 February 2016

Meeting location is the Pat Moran Pavilion Club rooms.

10.0

CLOSURE:

There being no further business the Presiding Member declares the meeting closed at 6:20pm

CONFIRMATION OF MINUTES

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

Signed:..... Presiding Member

Dated thisday of2016

15.0 MEETING CLOSED TO THE PUBLIC

15.1 **C&C 62. CONFIDENTIAL REPORT – Review and Renewal of Chief Executive Officer'**

Reason for confidentiality. *Local Government Act* s 5.23(2) (a). A matter affecting an employee or employees.

16.0 CLOSURE