

Corporate & Community Services Committee Meeting

Agenda for Monday 20 February 2017



**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 20 February 2017 at 6.30pm.**

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



Rhonda Hardy
Chief Executive Officer
16 February 2017

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.

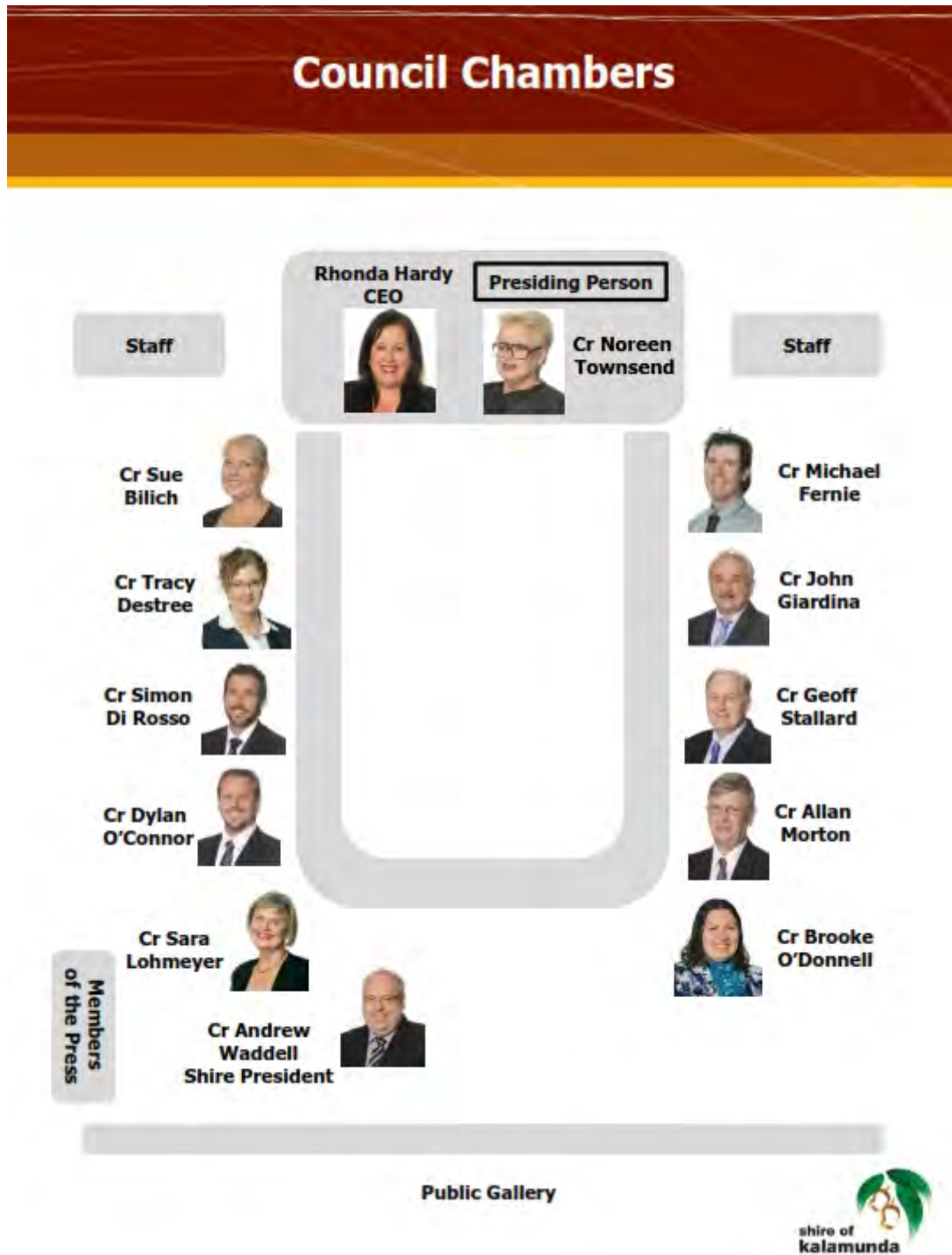


INFORMATION FOR THE PUBLIC ATTENDING COMMITTEE OR COUNCIL MEETINGS

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 Shire 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.

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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.

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 12 December 2016, 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 12 December 2016".

6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 Nil.

8.0 DISCLOSURE OF INTERESTS

8.1 Disclosure of Financial and Proximity Interests

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

8.2 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.

01. Rates Debtors Report for the Period to 31 January 2017

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A
Attachment 1	Summary of Outstanding Rates for the period ended 31 January 2017
Attachment 2	Summary of Outstanding Rates for the period ended 31 December 2016

EXECUTIVE SUMMARY

1. To receive the rates debtors report for the period to January 2017. The commentary for the report will be based on the 31 January 2017 report which reflects the movements and recovery actions that have happened in December 2016 and January 2017 (see attachment 1 and 2).
2. The report is provided under the requirement of the *Local Government Act 1995 & Local Government (Financial Management) Regulations 1996*.

BACKGROUND

3. Rates notices were issued on 11 July 2016 with the following payment options:-

Options	Payment Dates			
Full Payment	16 August 2016			
Two Instalments	16 August 2016	16 December 2016		
Four Instalments	16 August 2016	17 October 2016	16 December 2016	17 February 2017

4. A total of 23,571 Rate Notices were sent on 11 July 2016. Rates Levied & Collectable for the 2016/17 Financial Year currently total \$33,433,332. Of this amount, \$27,371,086 has been collected as at 31 January 2017. This represents a collection rate of 83.05% which is slightly below the comparable rate at the same time last year. The current lower collection rate is mainly due to the increased number of ratepayers opting for either the instalment or direct debit payment options. It is anticipated that the collection rate will begin to equalise around February/March 2017 when the instalment and direct debit arrangements are finalised.
5. A total of 9,242 ratepayers have taken up an instalment option so far. Of these, 1,924 took up the option to pay by two instalments and 7,318 took up the option to pay by four instalments.
6. Three additional services have been introduced to better assist ratepayers in paying their amounts due. These are:

-
- A Smarter Way to Pay – to date approximately 545 ratepayers have signed up.
 - eRates – To date there are 1,930 properties signed up for electronic delivery. This represents approx. 8% of the rates database;
 - BPay View – To date 158 ratepayers have signed up for this service.
7. The raising of Interim Rates for the 2016/17 financial year has begun with \$338,428 being across interim and back rates to date. Interims will continue to be raised throughout the year.

DETAILS

8. There were ninety seven (97) properties with outstanding claims for the 2015/16 and previous years that were put on hold pending the approval of the Debt Recovery Policy which was finalised in May 2016. Forty seven (47) of these properties have now entered into a payment arrangement and the balance have been included in the Final Notice run and will be absorbed into the 2016/17 Debt Recovery process.
9. The Shire has begun debt recovery with the sending of a Final Notice to all accounts with a balance owing of more than \$50 where the account is not paying by instalments or a Direct Debit or other arrangement. The Final Notices were sent on 11 November and fell due on 25 November. While the response has been good, a Letter of Demand was sent.
10. There are now only two properties in the Shire with arrears since 2012/13 that are still outstanding. One property has been sent to the lawyers for a PSSO (Property Seizure and Sales Order) re-issued on the Land in line with the Council Debt Collection Policy. A Final request has been made to the other ratepayer prior to the issue of the PSSO-Land. An amount of \$2,000 was paid towards the debt but further repayments and an attempt to come to a debt recovery arrangement have failed. The debt will now go through as a default and the collection process will resume. Councillors will be briefed before the bailiff places the properties on auction.

STATUTORY AND LEGAL CONSIDERATIONS

11. 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

12. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

13. Nil.

External Referrals

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 policy and 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. The increase in eRates will contribute to lower carbon emissions as there is no printing and postage involved.

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	Significant	High	Ensure debt collections is rigorously managed.

OFFICER COMMENT

22. The Shire's debt collection strategy has proven to be very effective with a 97.79% collection rate in the 2015/16 financial year. While it is noted that the January 2017 collection is lower than last year's comparative rate, it is expected that there will be a catch up in the following months with the final instalment and Direct Debit due date in February 2017.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 01/2017)

That Council:

1. Receives the rates debtors report for the period to 31 January 2017.

Moved:

Seconded:

Vote:

Attachment 1

**SUMMARY OF OUTSTANDING RATES
 FOR THE PERIOD ENDED 31 JANUARY 2017**

Rates Outstanding Debtors

	3rd Previous Year + Outstanding	2nd Previous Year Outstanding	Previous Year Outstanding	Current Outstanding	Total Outstanding	Previous Year Total Outstanding
30-Jun-16	Balance Forward				\$1,226,895	\$856,619
31-Jul-16	\$427,328	\$154,101	\$541,879	\$29,791,711	\$30,915,019	\$28,087,404
31-Aug-16	\$417,926	\$147,343	\$412,837	\$16,869,361	\$17,847,467	\$16,507,447
30-Sep-16	\$409,590	\$142,916	\$380,432	\$15,778,812	\$16,711,750	\$14,215,042
31-Oct-16	\$406,783	\$139,335	\$355,656	\$13,082,796	\$13,984,570	\$11,552,148
30-Nov-16	\$404,444	\$135,133	\$316,401	\$11,230,316	\$12,086,295	\$9,923,670
31-Dec-16	\$403,706	\$132,177	\$290,684	\$6,666,494	\$7,493,061	\$6,116,690
31-Jan-17	\$401,990	\$129,438	\$277,732	\$5,269,768	\$6,078,928	\$4,660,900
28-Feb-17						\$1,972,047
31-Mar-17						\$1,723,981
30-Apr-17						\$1,654,964
31-May-17						\$1,630,369
30-Jun-17						\$1,226,895

Rates Outstanding as at 30/06/2016

\$1,226,895

Rate Levied 2016/2017

\$31,884,691

Interim 2016/2017

\$234,387

Back Rates

\$104,041

Total Levies To Date for 2016/2017

\$32,223,119

Total Collectable

\$33,450,014

Total Collected to date

\$27,371,086

Total Rates Outstanding

\$6,078,928

Current Deferred Rates Amount (from Rate Reports)

\$492,953

Total Rates amount to be collected not including deferred

\$5,585,975

% of Rates Outstanding:

16.95%

% of Rates Collected:

83.05%

Attachment 2

**SUMMARY OF OUTSTANDING RATES
 FOR THE PERIOD ENDED 31 DECEMBER 2016**

Rates Outstanding Debtors

	3rd Previous Year + Outstanding	2nd Previous Year Outstanding	Previous Year Outstanding	Current Outstanding	Total Outstanding	Previous Year Total Outstanding
30-Jun-16	Balance Forward				\$1,226,895	\$856,619
31-Jul-16	\$427,328	\$154,101	\$541,879	\$29,791,711	\$30,915,019	\$28,087,404
31-Aug-16	\$417,926	\$147,343	\$412,837	\$16,869,361	\$17,847,467	\$16,507,447
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31-Oct-16	\$406,783	\$139,335	\$355,656	\$13,082,796	\$13,984,570	\$11,552,148
30-Nov-16	\$404,444	\$135,133	\$316,401	\$11,230,316	\$12,086,295	\$9,923,670
31-Dec-16	\$403,706	\$132,177	\$290,684	\$6,666,494	\$7,493,061	\$6,116,690
31-Jan-17						\$4,660,900
28-Feb-17						\$1,972,047
31-Mar-17						\$1,723,981
30-Apr-17						\$1,654,964
31-May-17						\$1,630,369
30-Jun-17						\$1,226,895

Rates Outstanding as at 30/06/2016

\$1,226,895

Rate Levied 2016/2017

Interim 2016/2017

Back Rates

\$31,884,691

\$217,705

\$104,041

Total Levies To Date for 2016/2017

\$32,206,437

Total Collectable

\$33,433,332

Total Collected to date

\$25,940,271

Total Rates Outstanding

\$7,493,061

Current Deferred Rates Amount (from Rate Reports)

\$492,953

Total Rates amount to be collected not including deferred

\$7,000,108

% of Rates Outstanding:

21.25%

% of Rates Collected:

78.75%

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

02. Debtors and Creditors Report for the Periods Ended 31 December 2016 and 31 January 2017

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 January 2017
Attachment 2	Summary of Debtors for the month of January 2017
Attachment 3	Summary of Creditors for the month of January 2017
Attachment 4	Creditors Payment Listing for the month of December 2016
Attachment 5	Summary of Debtors for the month of December 2016
Attachment 6	Summary of Creditors for the month of December 2016

EXECUTIVE SUMMARY

1. To receive the list of payments made from the Municipal Accounts in December 2016 and January 2017 in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
2. To receive the list of payments made from the Trust Accounts in December 2016 and January 2017 in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
3. To receive the outstanding debtors and creditors reports for the months of December 2016 and January 2017.
4. Trade Debtors and Creditors are subject to strict monitoring and control procedures and in the months of December 2016 and January 2017 there were no abnormal overdue debtors that demanded special attention with the exception of one debt related to a developer contribution scheme (see note 10 below).

BACKGROUND

5. Council has requested reports detailing outstanding debtors and creditors on a monthly basis.
6. The commentary is based on the latest month, January 2017, except where required for statutory purposes.
7. It should be noted that for comparison purposes, the December 2016 creditors payments were \$6,900,947 and the salaries for the period was \$1,179,826

DETAILS

Debtors

8. Sundry debtors as of 31 January 2017 were \$384,439 of which \$136,565 was made up of current debtors and \$4,951 unallocated credits (excess or overpayments).
9. Invoices over 30 days total \$7,340, debts of significance are:
 - BMJ Hospitality, \$1,989, utility expenses – electricity; and
 - Lovett Estate Pty Ltd, \$1,557, cash in lieu – developer.
10. Invoices over 60 days total \$1,517. There were no debts of significance in this category.
11. Invoices over 90 days total \$243,969, debts of significance are:
 - DA Letizia, \$215,549, developer contribution;
 - Evolution Cheer & Dance, \$5,390, hall hire;
 - Telstra Corporation, \$4,169, private works;
 - High Wycombe Markets, \$3,023, hall hire / health fee; and
 - Beacon Homes, \$2,525, private works.

Creditors

12. Payments totalling \$3,467,390.02 were made during the month of January 2017. Standard payment terms are 30 days from the end of the month, with local businesses and contractors on 14 day terms.
13. Significant Municipal payments made in the month were:

Supplier	Purpose	\$
Eastern Metropolitan Regional Council	Domestic Waste Collection Charges	386,230.07
Cleanaway	Waste and recycling services	282,486.79
Australian Tax Office	PAYG payments	554,891.08
LGIS Work Care Scheme	Performance based adjustment payment	123,152.70
WA Local Government Superannuation Plan	Superannuation contributions	198,909.20
Western Australian Treasury Corporation	Loan repayments and guarantee fees	196,052.97
Kalamunda Club INC	Contribution to club towards replacement of bowling green	73,184.10
YMCA of Perth INC	Kalamunda water park – management fees – October 2016-December 2016	67,111.70
Kalamunda Electrics	Electrical repairs – various locations	57,094.43
Perth Timber Co Pty Ltd	Repair works at Jacaranda Springs Board walks	50,928.90

These payments total \$1,990,041.94 and represent 57.39% of all payments for the month.

Payroll

14. Salaries are paid in fortnightly cycles. A total of \$1,202,331.11 was paid in net salaries for the month of January 2017.
15. Details are provided in (Attachment 1) after the creditor's payment listing.

Trust Account Payments

16. The Trust Accounts maintained by the Shire relate to the following types:
 - CELL 9 Trust
 - POS Trust
 - BCITF Levy
 - Building Licence Levy
 - Unclaimed Monies
17. The following payments were made from the Trust Accounts in the month of December 2016.

BCITF Levy		Amount (\$)
Date	Description	
6/12/2016	Building and Construction Industry – payment for November 2016	21,964.18
CELL 9		Amount (\$)
Date	Description	
23/12/2016	Ace group Enterprise Pty Ltd – acquisition of portion of lot 500 (9) Arthur Road, Wattle Grove.	6,316.20
23/12/2016	Duporte Corporation Pty Ltd – acquisition of lots 5 and 6 Hale Road. Wattle Grove	788,972.99
Unclaimed monies		Amount (\$)
Date	Description	
1/12/2016	BPAY payment error correction 10/10/2016	682.20
23/11/2016	Aust Post payment error correction 23/11/2016	200.20

The following payments were made from the Trust Accounts in the month of January 2017.

BCITF Levy		Amount (\$)
Date	Description	
06/01/2017	Building and Construction Industry – payment for December	8,156.66

CELL 9		Amount (\$)
Date	Description	
25/01/2017	Opeteon – valuation of lot 7 & 31, 318 Hale Road, Wattle Grove	1,200.00
25/01/2017	McLeods Barristers & Solicitors – costs associated with acquisition of lot 500 (9) Arthur Road, wattle Grove	387.74
25/01/2017	All Impact Pty Ltd – Woodlupine Brook – supply an install sign boards	1,700.00
31/01/2017	Shire of Kalamunda – reimbursement of employee costs incurred on behalf of CELL 9 project manager	37,118.00
Building Licence Levy		Amount (\$)
Date	Description	
1/01/2016	Building Commission – Building Levy December 2016	12,207.09
31/01/2017	Building Commission – Building Levy January 2017	11,013.23

STATUTORY AND LEGAL CONSIDERATIONS

18. 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

19. Nil.

CONSULTATION /COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

20. Nil.

External Referrals

21. Nil.

FINANCIAL CONSIDERATIONS

22. The Shire will continue to closely manage debtors and creditors to ensure optimal cash flow.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

23. *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

24. Nil.

Economic Implications

25. Nil.

Environmental Implications

26. Nil.

RISK MANAGEMENT CONSIDERATIONS

Debtors

27.

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	Insignificant	Low	Ensure debt collections are rigorously managed.

Creditors

28.

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

OFFICER COMMENT

29. Creditor payments for December 2016 and January 2017 are in the normal range in line with trend expenditure.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 02/2017)

That Council:

1. Receives the list of payments made from the Municipal Accounts in December 2016 and January 2017 (Attachment 1 & 4) 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 December 2016 and January 2017 as noted in point 16 above in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
3. Receives the outstanding debtors and creditors reports (Attachment 2, 3, 5 & 6) for the months of December 2016 and January 2017.

Moved:

Seconded:

Vote:

Attachment 1

Chq/EFT	Date	Name	Description	Amount
1049	28/12/2016	AUSTRALIAN TAXATION OFFICE	TAXATION	182621.54
1050	29/12/2016	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	3466.53
1051	03/01/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 226 FIXED COMPONENT	43026.44
1052	04/01/2017	LES MILLS ASIA PACIFIC INDUSTRIES	MONTHLY LICENCE FEE	1260.47
1053	09/01/2017	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	8721.23
1054	10/01/2017	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	785.83
1055	11/01/2017	AUSTRALIAN TAXATION OFFICE	TAXATION	178058.01
1056	13/01/2017	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS PURCHASES	14073.85
			HACC ACTIVITY OFFICER - \$477.70	
			LIBRARY SERVICES TEAM LEADER - \$2034.36	
			HACC ACTIVITY OFFICER - \$440.00	
			FUNCTIONS CO-ORDINATOR - \$6338.99	
			HACC ACTIVITY OFFICER - \$-30.00	
			HACC ACTIVITY OFFICER - \$733.00	
			HACC ACTIVITY OFFICER - \$600.50	
			BUILDING MAINTENANCE OFFICER - \$220.00	
			MANAGER HR - \$1207.52	
			PROCUREMENT & FINANCE OFFICER - \$2051.78	
1057	16/01/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 222 FIXED COMPONENT	33950.58
1058	17/01/2017	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FEES	3824.03
1059	17/01/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 220 FIXED COMPONENT	1290.12
1060	17/01/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 221 FIXED COMPONENT	96590.44
1061	25/01/2017	AUSTRALIAN TAXATION OFFICE	TAXATION	194211.53
1062	25/01/2017	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	3466.53
EFT54432	12/01/2017	BARNETTS (WA) PTY LTD	HARDWARE SUPPLIES	1210.83
EFT54433	12/01/2017	THE WORKWEAR GROUP PTY LTD	SUPPLY OF UNIFORM FOR VARIOUS STAFF	1742.59

Chq/EFT	Date	Name	Description	Amount
EFT54434	12/01/2017	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIODS ENDING 26/12/16 AND 09/01/17	6701.30
EFT54435	12/01/2017	PLE COMPUTERS	COMPUTER PARTS / ACCESSORY SUPPLIES	231.00
EFT54436	12/01/2017	NIGHTINGALES PHARMACY & NEWSAGENCY KALAMUNDA	FIRST AID SUPPLIES FOR THE WORKS DEPOT	380.16
EFT54437	12/01/2017	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	103.00
EFT54438	12/01/2017	OLK & ASSOCIATES	ARCHITECTURAL CONSULTING SERVICES	1375.00
EFT54439	12/01/2017	PICTON PRESS	PRINTING OF BROCHURES FOR VARIOUS EVENTS	3242.56
EFT54440	12/01/2017	ID CONSULTING PTY LTD (INFORMED DECISIONS)	FORECAST ID, PROFILE.ID & ATLAS.ID QUARTERLY SUBSCRIPTION FEES FOR JANUARY 2017 TO MARCH 2017	7920.00
EFT54441	12/01/2017	HILLS HOCUS POCUS	BALLOONS FOR SENIORS WEEK 2016	142.20
EFT54442	12/01/2017	CHILD EDUCATION SERVICES	LIBRARY SUPPLIES	275.01
EFT54443	12/01/2017	DOT ULIJN (DOT BLASZCZAK)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	28.70
EFT54444	12/01/2017	ALL EARTH GROUP PTY LTD	DISPOSAL OF MIXED WASTE FOR THE SHIRE OF KALAMUNDA	2288.00
EFT54445	12/01/2017	KALAMUNDA KICKBOXING & MARTIAL ARTS	KIDSPORT FUNDING FOR VARIOUS PLAYERS	340.00
EFT54446	12/01/2017	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	5445.00
EFT54447	12/01/2017	BIDFOOD FOODSERVICE	GROCERY SUPPLIES FOR PETER ANDERTON CENTRE	1343.87
EFT54448	12/01/2017	WHITE ROOM FRAMING STUDIOS	FRAMING SERVICES FOR KALAMUNDA SPORTS STARS AWARDS	415.00
EFT54449	12/01/2017	EVANGELINE C SARICH	TRAVEL COMMUNITY VISITORS SCHEME REFUND	142.00
EFT54450	12/01/2017	THACH INVESTMENTS PTY LTD	RATES REFUND	3040.05
EFT54451	12/01/2017	WENDY ANNE PEARCE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	42.00
EFT54452	12/01/2017	BRENDA CLIFFORD	HALL BOND REFUND	500.00
EFT54453	12/01/2017	KATHLEEN B NEELING	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	10.50
EFT54454	12/01/2017	MATTHEW ALEXANDER	KEY BOND REFUND	50.00
EFT54455	12/01/2017	KENNETH RAYMOND & KATHRYN JOY MELLOWSHIP	RATES REFUND	513.00

Chq/EFT	Date	Name	Description	Amount
EFT54456	12/01/2017	DAVID MARK & JANICE ADAMS HOPKINS	RATES REFUND	1000.65
EFT54457	12/01/2017	DAPHNE LEMKE	TRAVEL COMMUNITY VISITORS SCHEME REFUND	52.50
EFT54458	12/01/2017	DAVID A & DIANNE M MCBRIDE	CROSSOVER CONTRIBUTION	420.00
EFT54459	12/01/2017	BENJAMIN THACKRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	46.00
EFT54460	12/01/2017	AVERIL ANNE BAKER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	59.50
EFT54461	12/01/2017	GEORGE FAVACHO	CROSSOVER CONTRIBUTION	420.00
EFT54462	12/01/2017	GILL BAXTER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	91.00
EFT54463	12/01/2017	DAMIANO & MARIA ANNUNZIATA AUDINO	ADMIN FEE REFUND	15.00
EFT54464	12/01/2017	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	600.00
EFT54465	12/01/2017	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	2397.84
EFT54466	12/01/2017	AUSTRALIA POST	POSTAL EXPENSES / COUNTER BILLPAY TRANSACTION FEES	9197.53
EFT54467	12/01/2017	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	277.27
EFT54468	12/01/2017	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	2554.08
EFT54469	12/01/2017	LANDGATE	LAND ENQUIRIES FOR VARIOUS LOCATIONS	49.70
EFT54470	12/01/2017	KALAMUNDA AUTO ELECTRICS	PLANT / VEHICLE PARTS	1403.50
EFT54471	12/01/2017	WA LOCAL GOVERNMENT ASSOCIATION	REGISTRATION FOR STAFF TO ATTEND 'PARTICIPATE IN LOCAL GOVERNMENT EMERGENCY MANAGEMENT PREPARATION' COURSE	1309.00
EFT54472	12/01/2017	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	23971.38
EFT54473	12/01/2017	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	78.06
EFT54474	12/01/2017	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	550.00
EFT54475	12/01/2017	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	497.32
EFT54476	12/01/2017	FASTA COURIERS	COURIER FEES	206.77
EFT54477	12/01/2017	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	3269.99
EFT54478	12/01/2017	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	1357.94
EFT54479	12/01/2017	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	529.93

Chq/EFT	Date	Name	Description	Amount
EFT54480	12/01/2017	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	3328.40
EFT54481	12/01/2017	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	1782.29
EFT54482	12/01/2017	SYNERGY	POWER CHARGES	41202.90
EFT54483	12/01/2017	DEPARTMENT OF PARKS & WILDLIFE	ANNUAL ALL PARKS PASS	396.00
EFT54484	12/01/2017	DEPARTMENT OF PREMIER & CABINET - STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING	418.48
EFT54485	12/01/2017	KENNEDYS TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	12353.55
EFT54486	12/01/2017	BRICK CONCEPTS	CROSSOVER MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	1683.00
EFT54487	12/01/2017	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES FOR PETER ANDERTON CENTRE	1554.38
EFT54488	12/01/2017	MARKETFORCE PTY LTD	ADVERTISING FOR VARIOUS JOBS / EVENTS	1843.58
EFT54489	12/01/2017	LESMURDIE SENIOR HIGH SCHOOL	REIMBURSEMENT OF COLLECTION OF LOST & DAMAGED BOOKS FOR LESMURDIE LIBRARY STOCK	46.25
EFT54490	12/01/2017	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	17241.57
EFT54491	12/01/2017	STAFF AUSTRALIA	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	3936.41
EFT54492	12/01/2017	WORK CLOBBER (MIDLAND)	PROTECTIVE CLOTHING SUPPLIES	294.00
EFT54493	12/01/2017	GLENN SWIFT ENTERTAINMENT	SANTA APPEARANCE & CHRISTMAS STORIES WITH HARPISAT AT KALAMUNDA LIBRARY	660.00
EFT54494	12/01/2017	AIR LIQUIDE WA PTY LTD	GAS BOTTLE FACILITY FEE	704.95
EFT54495	12/01/2017	LOVEGROVE TURF SERVICES	TURF MAINTENANCE / SERVICES AT VARIOUS LOCATIONS	6600.00
EFT54496	12/01/2017	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	220.50
EFT54497	12/01/2017	SUMMIT HOMES GROUP	FOOTPATH DEPOSIT REFUNDS	3100.00
EFT54498	12/01/2017	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES FOR WORKS DEPOT	414.65
EFT54499	12/01/2017	DALE ALCOCK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1550.00
EFT54500	12/01/2017	OCE CORPORATE PTY LTD	CLEANING SERVICES / CONSUMABLES FOR VARIOUS LOCATIONS	13108.33

Chq/EFT	Date	Name	Description	Amount
EFT54501	12/01/2017	HILLS BMX CLUB (INC)	PROGRESS PAYMENT 3 - HILLS BMX UPGRADE SHIRE OF KALAMUNDA & DEPARTMENT OF SPORT & RECREATION FUNDING	33495.00
EFT54502	12/01/2017	WATTLE GROVE VETERINARY HOSPITAL	VETERINARY FEES	50.00
EFT54503	12/01/2017	KALAMUNDA CAROLS BY CANDLELIGHT INC	CONTRIBUTION TOWARDS CAROLS BY CANDLELIGHT 2016	4371.00
EFT54504	12/01/2017	ASHMY PTY LTD	FOOTPATH DEPOSIT REFUND	1550.00
EFT54505	12/01/2017	HIGH WYCOMBE CRICKET CLUB	SECOND INSTALLMENT -TURF WICKET MAINTENANCE 2016/17 AT SCOTT RESERVE	6535.00
EFT54506	12/01/2017	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	MEMBERSHIP RENEWAL FOR STAFF MEMBER - 1 JULY 2016 TO 30 JUNE 2017	315.00
EFT54507	12/01/2017	ST JOHN AMBULANCE AUSTRALIA (WA) INC	FIRST AID PRODUCTS SUPPLIES	184.58
EFT54508	12/01/2017	JAMES RAE	BUILDING APPLICATION FEE REFUND	157.65
EFT54509	12/01/2017	HELEN ARMSTRONG & ASSOCIATES (T/AS WAXING LYRICAL CANDLES)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	147.00
EFT54510	12/01/2017	SWAN EVENT HIRE	EQUIPMENT HIRE FOR VARIOUS EVENTS	12.20
EFT54511	12/01/2017	LOCAL GOVERNMENT MANAGERS AUSTRALIA (WA DIVISION)	SUBSCRIPTION MEMBERSHIP RENEWAL FOR STAFF MEMBER - JULY 2016 - JUNE 2017	513.00
EFT54512	12/01/2017	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	50% COST SHARING FOR THE COMMUNITY FIRE MANAGER FOR THE PERIOD 01/07/16 - 29/09/16 AS PER THE MOU BETWEEN DFES AND THE SHIRE OF KALAMUNDA	17860.49
EFT54513	12/01/2017	ANNA HAMERSLEY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	133.35
EFT54514	12/01/2017	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	28983.91
EFT54515	12/01/2017	ANALYTICAL REFERENCE LABORATORY	ANALYSE SAMPLES OF ASBESTOS FROM 286 HALE ROAD WATTLE GROVE	242.00
EFT54516	12/01/2017	ENGIE MECHANICAL SERVICES AUSTRALIA PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	6285.26
EFT54517	12/01/2017	DEBBIE JOSE JEWELLERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	213.50

Chq/EFT	Date	Name	Description	Amount
EFT54518	12/01/2017	KANYANA WILDLIFE REHABILITATION CENTRE INC	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	681.60
EFT54519	12/01/2017	PERTH TIMBER CO PTY LTD	SUPPLY TIMBER AND FIXINGS FOR THE REPAIR WORKS AT JACARANDA SPRINGS BOARDWALKS (BRIDGES)	50928.90
EFT54520	12/01/2017	KRISTIE MOILER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	17.50
EFT54521	12/01/2017	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	3399.00
EFT54522	12/01/2017	FOOD TECHNOLOGY SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR HEALTH DEPARTMENT	2491.50
EFT54523	12/01/2017	CONFECT - EXPRESS	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	227.35
EFT54524	12/01/2017	DONNA GAHAN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	63.00
EFT54525	12/01/2017	LINDA V NAPIER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	13.86
EFT54526	12/01/2017	ACCESS GROUP PTY LTD	RATES REFUND	4214.33
EFT54527	12/01/2017	SIGN-A -RAMA	SIGNAGE SUPPLIES FOR VARIOUS LOCATIONS	1210.00
EFT54528	12/01/2017	PORTER CONSULTING ENGINEERS	DESIGN, DOCUMENTATION & CONSTRUCTION MANAGEMENT - ROAD 2A FORRESTFIELD/HIGH WYCOMBE INDUSTRIAL AREA	9900.00
EFT54529	12/01/2017	FORRESTFIELD TENNIS CLUB (INC)	FORRESTFIELD TENNIS CLUB HIRE FEES FROM HARTFIELD PARK RECREATION CENTRE 1/12/16 - 31/12/16	60.80
EFT54530	12/01/2017	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS SHIRE BUILDINGS	5884.06
EFT54531	12/01/2017	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	611.00
EFT54532	12/01/2017	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	664.95
EFT54533	12/01/2017	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	8619.40
EFT54534	12/01/2017	TOM CAIRNS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	1.40

Chq/EFT	Date	Name	Description	Amount
EFT54535	12/01/2017	SHIRLEY SPENCER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	262.50
EFT54536	12/01/2017	MODERN HOME IMPROVERS	FOOTPATH DEPOSIT REFUND	1550.00
EFT54537	12/01/2017	HARVEY NORMAN ELECTRICS MIDLAND	ELECTRICAL SUPPLIES FOR OPERATIONS CENTRE	158.00
EFT54538	12/01/2017	MISH ENTERPRISES PTY LTD - LOU DI VIRGILIO	FOOTPATH DEPOSIT REFUND	4000.00
EFT54539	12/01/2017	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	30.30
EFT54540	12/01/2017	LESLEY NORBURY	PLANNING APPLICATION FEE REFUND	147.00
EFT54541	12/01/2017	LIBERTY OIL AUSTRALIA PTY LTD	SUPPLY OF FUEL	23371.12
EFT54542	12/01/2017	GUMNUTS & LAVENDER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	21.70
EFT54543	12/01/2017	FORRESTFIELD TEEBALL/SOFTBALL ASSOCIATION INC	FINAL PAYMENT - CONTRIBUTION OF TEEBALL STORAGE SHED HARTFIELD PARK, REID OVAL IN CONJUNCTION WITH FORRESTFIELD FLYERS TEE BALL CLUB	3500.00
EFT54544	12/01/2017	KOTT GUNNING LAWYERS	LEGAL EXPENSES	1339.55
EFT54545	12/01/2017	CHRISTINE VITLER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	22.05
EFT54546	12/01/2017	NANCY GILLESPIE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	35.00
EFT54547	12/01/2017	WEST-SURE GROUP PTY LTD	CASH IN TRANSIT SERVICES - DECEMBER 2016	1590.27
EFT54548	12/01/2017	SONJA SPEIGHT	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	123.20
EFT54549	12/01/2017	DINESH GARG	RATES REFUND	59.50
EFT54550	12/01/2017	CLAIRE O'NEILL - CLAIRE'S EMBROIDERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	112.00
EFT54551	12/01/2017	LINDA STONES	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	107.80
EFT54552	12/01/2017	IAN MOSS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	98.00
EFT54553	12/01/2017	AROUNDABOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE FOR VARIOUS LOCATIONS	1689.60

Chq/EFT	Date	Name	Description	Amount
EFT54554	12/01/2017	PETER FALCONER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	106.40
EFT54555	12/01/2017	SAFE T CARD AUSTRALIA PTY LTD	MONTHLY MONITORING CHARGES	33.00
EFT54556	12/01/2017	SPECIALIST NEWS PTY LTD	SUBSCRIPTION OHS ALERTS RENEWAL FEES	875.00
EFT54557	12/01/2017	MARY FORWARD	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	32.90
EFT54558	12/01/2017	FOXTEL	MONTHLY SUBSCRIPTION FEE	210.00
EFT54559	12/01/2017	MACQUARIE EQUIPMENT RENTALS PTY LTD	CARDIO EQUIPMENT RENTAL FOR HARTFIELD PARK RECREATION CENTRE - PERIOD 01/02/17 - 30/04/17	6157.74
EFT54560	12/01/2017	HANS SCHWALB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	45.01
EFT54561	12/01/2017	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	111.10
EFT54562	12/01/2017	THE ARTFUL FLOWE - FELICIA LOWE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	98.00
EFT54563	12/01/2017	AAAC TOWING PTY LTD	TOWING SERVICES FEES	1023.00
EFT54564	12/01/2017	DAVID GREEN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	27.86
EFT54565	12/01/2017	EDGAR PALER	HALL AND KEY BOND REFUND, LESS SECURITY CALL OUT FEE	980.00
EFT54566	12/01/2017	MAX OGRADY - PROJECT PHOTOGRAPHY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	10.50
EFT54567	12/01/2017	SILK ON SILK (ROSEMARY LONSDALE)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	161.00
EFT54568	12/01/2017	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION CENTRE AND DEPOT	366.44
EFT54569	12/01/2017	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	821.92
EFT54570	12/01/2017	MAVIS PASKULICH	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	91.00
EFT54571	12/01/2017	HIGH WYCOMBE LITTLE ATHLETICS	KIDSPORT FUNDING FOR VARIOUS PLAYERS	1060.00
EFT54572	12/01/2017	COB DESIGNS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	69.30

Chq/EFT	Date	Name	Description	Amount
EFT54573	12/01/2017	DENISE MARGARET BROWN	RATES REFUND	474.25
EFT54574	12/01/2017	SCOTT C HODGES	FOOTPATH DEPOSIT REFUND	1500.00
EFT54575	12/01/2017	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	627.00
EFT54576	12/01/2017	OFF PEN PUBLISHING - BETH BAKER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	64.40
EFT54577	12/01/2017	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT / VEHICLE PARTS	231.00
EFT54578	12/01/2017	JAMES WAYCOTT	FOOTPATH DEPOSIT REFUND	2500.00
EFT54579	12/01/2017	ZACKS COMMERCIAL ARTISTS	UNIFORM FOR RECREATION STAFF	55.30
EFT54580	12/01/2017	SUSAN MARITA MARCHANT	RATES REFUND	438.35
EFT54581	12/01/2017	GRAHAM STIMSON	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	94.50
EFT54582	12/01/2017	BALLIGART - HELEN LOCK	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	23.10
EFT54583	12/01/2017	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	9800.44
EFT54584	12/01/2017	THE ANCIENT TEA COMPANY - MARIAN TERRIACA	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	158.00
EFT54585	12/01/2017	SALLY-ANN LADBROOK & ADAM WHITEHEAD	FOOTPATH DEPOSIT REFUND	1550.00
EFT54586	12/01/2017	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	BULK BIN SERVICES FOR GREEN AND MIXED WASTE COLLECTIONS AND DISPOSAL	1168.67
EFT54587	12/01/2017	JOCELYNE METLEJ	CROSSOVER CONTRIBUTION	420.00
EFT54588	12/01/2017	PETER WEBB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	27.09
EFT54589	12/01/2017	LINDAS BOOKS / ROLEYSTONE COURIER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	37.80
EFT54590	12/01/2017	IRENE YOUNG	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	44.10
EFT54591	12/01/2017	LINDA RAPHAEL	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	64.54
EFT54592	12/01/2017	WAITAWHILE ART	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	2.52

Chq/EFT	Date	Name	Description	Amount
EFT54593	12/01/2017	BUILDING CONTRACTOR PTYLTD	FOOTPATH DEPOSIT REFUND	2500.00
EFT54594	12/01/2017	URBANECO GARDENS	HOME MAINTENANCE SERVICES	1075.00
EFT54595	12/01/2017	NICKY WINTER - KASZAZZ IN KALAMUNDA	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	41.86
EFT54596	12/01/2017	THE LUCKY CHARM	NEWSPAPERS / MAGAZINES SUPPLIES FOR VARIOUS LOCATIONS	100.88
EFT54597	12/01/2017	ELIZABETH (BETH) CRAIG	TRAVEL COMMUNITY VISITORS SCHEME REFUND	15.00
EFT54598	12/01/2017	HERB & ESSENCE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	9.10
EFT54599	12/01/2017	SPIDER WASTE COLLECTION SERVICES PTY LTD	COLLECTION AND RECYCLING OF MATTRESSES AT WALLISTON TRANSFER STATION	3973.20
EFT54600	12/01/2017	JESSICA JUBB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	21.00
EFT54601	12/01/2017	SEATADVISOR PTY LTD	TICKETING TRANSACTION	164.51
EFT54602	12/01/2017	LORNE TRAVIS ROBINSON - LTR BRICKLAYING	FOOTPATH DEPOSIT REFUND	2500.00
EFT54603	12/01/2017	MADDINGTON LITTLE ATHLETICS CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT54604	12/01/2017	CHRISTOPHER R WATSON	SALE OF ARTWORK - SUBLIMATIONS EXHIBITION	668.50
EFT54605	12/01/2017	VICTORIA MIZEN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	11.83
EFT54606	12/01/2017	PETER DELLA-POLLINA	FOOTPATH DEPOSIT REFUND	2500.00
EFT54607	12/01/2017	SCOTT J PENDER	FOOTPATH DEPOSIT REFUND	1550.00
EFT54608	12/01/2017	TELSTRA SNP MONITORING PTY LTD	SECURITY MONITORING, EQUIPMENT AND REPAIRS TO VARIOUS LOCATIONS	4342.42
EFT54609	12/01/2017	STEVO STEKOVIC	FOOTPATH DEPOSIT REFUND	2500.00
EFT54610	12/01/2017	SHANIL KUNHIRAMANTE VALAPPIL	CROSSOVER CONTRIBUTION	420.00
EFT54611	12/01/2017	PHARMAUST MANUFACTURING	CLEANERS AND DISENFECTANT SUPPLIES	68.38
EFT54612	12/01/2017	PERTH BROTHERS TOUCH CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	376.00
EFT54613	12/01/2017	DEAN S & TRACEY C LAST	FOOTPATH DEPOSIT REFUND	2500.00
EFT54614	12/01/2017	MARKET CREATIONS	MARKETING AND TECHNOLOGY SERVICE FEES	3325.18
EFT54615	12/01/2017	GREEN START CONSULTING PTY LTD	BUILDING APPLICATION FEE REFUND	96.00

Chq/EFT	Date	Name	Description	Amount
EFT54616	12/01/2017	UNWINED T/A POSSUM CREEK LODGE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	15.40
EFT54617	12/01/2017	TREASURES OF AUSTRALIA	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	76.86
EFT54618	12/01/2017	ALLCREDIT PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	551.96
EFT54619	12/01/2017	ACOR MCE CONSULTANTS PTY LTD ATF THE ACOR WA UNIT TRUST	CONSULTING FEES - HARTFIELD PARK RECREATION CENTRE - MAIN ROOF STRUCTURE REPORT	1034.00
EFT54620	12/01/2017	KERB DIRECT KERBING PTY LTD	SUPPLY AND LAY CONCRETE KERBING AT VARIOUS LOCATIONS	1242.64
EFT54621	12/01/2017	DANIEL PAUL RUTHERFORD	FOOTPATH DEPOSIT REFUND	1550.00
EFT54622	12/01/2017	ANSON MANAGEMENT CONSULTING	CONSULTATION FOR SERVICE REVIEW OF KALAMUNDA HOME AND COMMUNITY CARE	6820.00
EFT54623	12/01/2017	NVC PERTH HILLS GROUP	KEY BOND AND CANCELLATION FEES REFUND	68.00
EFT54624	12/01/2017	SPICK AND SPAN COMMERCIAL PROPERTY MAINTENANCE PTY LTD	CLEANING SERVICES AT VARIOUS LOCATIONS	5867.26
EFT54625	12/01/2017	LESMURDIE MAZENOD JUNIOR CRICKET CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	95.00
EFT54626	12/01/2017	MENZIES INTERNATIONAL	SPECIAL CLEANING SERVICES AT LESMURDIE HALL	292.60
EFT54627	12/01/2017	ANTHONY JOHN LAKE	PLANNING APPLICATION FEE REFUND	653.12
EFT54628	12/01/2017	BASSENDAN GIRLS' BRIGADE	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT54629	12/01/2017	AN HOANG	TIME STOP REFUND	12.50
EFT54630	12/01/2017	NEIL MCCALLION	REIMBURSEMENT FOR WORK BOOTS	162.00
EFT54631	12/01/2017	AK STRIKERS TEE BALL CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	100.00
EFT54632	12/01/2017	THE ROMAN CATHOLIC ARCHBISHOP OF PERTH LESMURDIE PARISH	FOOTPATH DEPOSIT REFUND	2100.00
EFT54633	12/01/2017	ACHOLI COMMUNITY ASSOCIATION - MATERNO O BIWOT	HALL BOND REFUND	700.00
EFT54634	12/01/2017	SUBLIMATIONS - CAROL WATSON	BOND REFUND FOR THE USE OF THE GALLERY AT THE ZIG ZAG CULTURAL CENTRE	500.00
EFT54635	12/01/2017	NATURES ART FINE CRAFTS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	163.80

Chq/EFT	Date	Name	Description	Amount
EFT54636	12/01/2017	DAVID AHLQUIST	FOOTPATH DEPOSIT REFUND	1550.00
EFT54637	12/01/2017	CLAIRE CARR	HALL AND KEY BOND REFUND	1050.00
EFT54638	12/01/2017	GEORGE D'CASTRO	REFUND OF OUTSTANDING WORKS BOND - 18	6750.00
EFT54639	25/01/2017	HART SPORT	GOTHA WAY FORRESTFIELD WAPC 1959-07 GYM EQUIPMENT SUPPLIES FOR HARTFIELD PARK RECREATION CENTRE	143.40
EFT54640	25/01/2017	BARNETTS (WA) PTY LTD	HARDWARE SUPPLIES	1142.57
EFT54641	25/01/2017	THE WORKWEAR GROUP PTY LTD	UNIFORM FOR VARIOUS STAFF	2545.69
EFT54642	25/01/2017	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 23/01/17	4395.54
EFT54643	25/01/2017	GUARDALL SECURITY	MAINTENANCE SERVICE ON FRONT COUNTER SAFE - LOCK ADJUSTED AND TESTED	173.25
EFT54644	25/01/2017	BELL FIRE EQUIPMENT CO PTY LTD	FIRE SAFETY EQUIPMENT SUPPLIES	654.50
EFT54645	25/01/2017	SHAWMAC PTY LTD	CONSULTING FEES - NARDINE CLOSE TENDERING AND CONSTRUCTING SUPERVISION	6732.00
EFT54646	25/01/2017	SALMAT MEDIAFORCE PTY LTD	DISTRIBUTION OF FLYERS FOR EVENTS WITHIN THE SHIRE	1458.85
EFT54647	25/01/2017	CARLTON SURVEYS	CONSULTING FOR PROPOSED CCTV TOWER - WOOLWORTHS DRIVE	275.00
EFT54648	25/01/2017	YMCA OF PERTH INC	KALAMUNDA WATER PARK - YMCA MANAGEMENT AGREEMENT - (OCT-DEC 2016)	67111.70
EFT54649	25/01/2017	PFD FOOD SERVICES	KIOSK SUPPLIES FOR HARTFIELD PARK RECREATION CENTRE	745.40
EFT54650	25/01/2017	ARCTIC WINDOW TINTING	WINDOW TINTING FOR KALAMUNDA LIBRARY	150.00
EFT54651	25/01/2017	FREESTYLE NOW	SKATE PARK COACHING WORKSHOPS AT FORRESTFIELD & HIGH WYCOMBE SKATE PARKS	726.00
EFT54652	25/01/2017	COLLECTOR OF PUBLIC MONIES (CENTRELINK)	CENTREPAY TRANSACTION FEES	81.84
EFT54653	25/01/2017	12D SOLUTIONS PTY LTD	ONGOING SOFTWARE MAINTENANCE	1980.00
EFT54654	25/01/2017	NEVERFAIL SPRINGWATERLTD (FORRESTFIELD LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	60.55
EFT54655	25/01/2017	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	266.94
EFT54656	25/01/2017	SETON AUSTRALIA PTY LTD	SAFETY EQUIPMENT / SUPPLIES	236.28

Chq/EFT	Date	Name	Description	Amount
EFT54657	25/01/2017	THE PLANNING GROUP WA PTY LTD (TPG TOWN PLANNING URBAN DESIGN & HERITAGE)	PROFESSIONAL PLANNING SERVICES FOR KALAMUNDA, STIRK PARK MASTER PLAN	4372.50
EFT54658	25/01/2017	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	1041.00
EFT54659	25/01/2017	BIDFOOD FOODSERVICE	GROCERY SUPPLIES FOR PETER ANDERTON CENTRE	706.58
EFT54660	25/01/2017	DOUGLAS PARTNERS PTY LTD	GEOTECHNICAL INVESTIGATION AT KALAMUNDA TOWN CENTRE	42966.00
EFT54661	25/01/2017	EVANGELINE C SARICH	TRAVEL COMMUNITY VISITORS SCHEME REFUND	176.00
EFT54662	25/01/2017	RICHARD GEORGE STOVOLD	RATES REFUND	823.79
EFT54663	25/01/2017	VICTOR FAZIOLI	REFUND OF OUTSTANDING MAINTENANCE BOND - WAPC 146620 - LOT 1 (58) MITCHELL ROAD BICKLEY	2658.27
EFT54664	25/01/2017	ALLAN MORTON	COUNCILLOR ALLOWANCE - 01/01/17 - 31/01/17	2212.51
EFT54665	25/01/2017	BENJAMIN THACKRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	112.00
EFT54666	25/01/2017	RAMILO NOMINEES PTY LTD	RATES REFUND	470.79
EFT54667	25/01/2017	CLAIRE M PUCKEY	CROSSOVER CONTRIBUTION	420.00
EFT54668	25/01/2017	KALAMUNDA CLUB INC	CONTRIBUTION TOWARDS BOWLING GREEN REPLACEMENT	73184.10
EFT54669	25/01/2017	BARBARA J FLYNN	HALL BOND REFUND	200.00
EFT54670	25/01/2017	CYNTHIA ANN MOYSEY	ADMIN FEE REFUND	15.00
EFT54671	25/01/2017	KEVIN C & ELIZABETH R FALCONBRIDGE	FOOTPATH DEPOSIT REFUND	2500.00
EFT54672	25/01/2017	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	300.00
EFT54673	25/01/2017	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1198.92
EFT54674	25/01/2017	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	502.67
EFT54675	25/01/2017	COATES HIRE OPERATIONS PTY LTD	PLANT / EQUIPMENT HIRE	330.00
EFT54676	25/01/2017	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	400.84
EFT54677	25/01/2017	LANDGATE	LAND ENQUIRIES FOR VARIOUS LOCATIONS	4326.30
EFT54678	25/01/2017	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	6768.97
EFT54679	25/01/2017	CLEANAWAY	WASTE / RECYCLING SERVICES	282486.79
EFT54680	25/01/2017	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	212.45
EFT54681	25/01/2017	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	2310.00
EFT54682	25/01/2017	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	29620.76

Chq/EFT	Date	Name	Description	Amount
EFT54683	25/01/2017	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP	386230.07
EFT54684	25/01/2017	ZIPFORM PTY LTD	DESIGN, PRODUCTION AND ASSEMBLY OF FOURTH RATES INSTALMENT NOTICES	3923.83
EFT54685	25/01/2017	OFFICE LINE GROUP PTY LTD	OFFICE FURNITURE SUPPLIES	495.00
EFT54686	25/01/2017	JASON SIGNMAKERS	SIGNAGE SUPPLIES	556.60
EFT54687	25/01/2017	VODAFONE HUTCHISON AUSTRALIA PTY LTD	COMMUNICATION EXPENSES FOR EMERGENCY SERVICES - JANUARY 2017	3531.46
EFT54688	25/01/2017	FASTA COURIERS	COURIER FEES	226.75
EFT54689	25/01/2017	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	4178.68
EFT54690	25/01/2017	MCINTOSH & SON	PLANT / VEHICLE PARTS	631.17
EFT54691	25/01/2017	SONIC HEALTHPLUS (KINETIC HEALTH GROUP LTD)	PREPLACEMENT MEDICALS / BASELINE HEARING TESTS	740.30
EFT54692	25/01/2017	SG ENVIRO	SEPTIC / GREASE TANK CLEAN OUT SERVICES AT VARIOUS LOCATIONS	368.59
EFT54693	25/01/2017	MAJOR MOTORS PTY LTD	PLANT / VEHICLE PARTS	141.08
EFT54694	25/01/2017	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	469.34
EFT54695	25/01/2017	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1370.06
EFT54696	25/01/2017	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	7065.57
EFT54697	25/01/2017	SYNERGY	POWER CHARGES	3526.45
EFT54698	25/01/2017	DEPARTMENT OF PREMIER & CABINET - STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING	288.00
EFT54699	25/01/2017	LGIS WORKCARE SCHEME	PERFORMANCE BASED ADJUSTMENT DECEMBER 2016. ENDORSEMENT PERIOD 30/06/13 TO 30/06/2014	123152.70
EFT54700	25/01/2017	ACTIMED AUSTRALIA PTY LTD	MEDICAL SUPPLIES FOR PODIARTIST	704.22
EFT54701	25/01/2017	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	584.40
EFT54702	25/01/2017	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	11500.11
EFT54703	25/01/2017	KENYON & COMPANY PTY LTD	PLANT / VEHICLE PARTS	418.00
EFT54704	25/01/2017	WESTBOOKS	LIBRARY SUPPLIES	1094.89

Chq/EFT	Date	Name	Description	Amount
EFT54705	25/01/2017	WA LIMESTONE COMPANY	ROAD MATERIALS FOR VARIOUS LOCATIONS	1200.62
EFT54706	25/01/2017	WESTSIDE FIRE SERVICES	TESTING AND INSPECTION OF FIRE EQUIPMENT / SUPPLIES	1217.51
EFT54707	25/01/2017	STAPLES AUSTRALIA PTY LTD(CORPORATE EXPRESS AUSTRALIA LTD)	STATIONERY / OFFICE SUPPLIES	424.95
EFT54708	25/01/2017	JOHN GIARDINA	COUNCILLOR ALLOWANCE - 01/01/17 - 31/01/17	3519.34
EFT54709	25/01/2017	GEOFF STALLARD	COUNCILLOR ALLOWANCE - 01/01/17 - 31/01/17	2212.51
EFT54710	25/01/2017	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES FOR PETER ANDERTON CENTRE	336.15
EFT54711	25/01/2017	BUCHER MUNICIPAL PTY LTD	PLANT / VEHICLE PARTS	695.84
EFT54712	25/01/2017	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	8395.59
EFT54713	25/01/2017	HOSEMASTERS	PLANT / VEHICLE PARTS	855.14
EFT54714	25/01/2017	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	5900.68
EFT54715	25/01/2017	BENARA NURSERIES	GARDEN / VERGE SUPPLIES	242.00
EFT54716	25/01/2017	ZURICH INSURANCE	EXCESS PAYMENT CLAIM 63015315 - KM39997	1000.00
EFT54717	25/01/2017	J BLACKWOOD & SON LIMITED	PROTECTIVE WEAR / SUPPLIES	2116.45
EFT54718	25/01/2017	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	234.00
EFT54719	25/01/2017	REPCO BRAKE & CLUTCH	PLANT / VEHICLE PARTS	956.50
EFT54720	25/01/2017	SUMMIT HOMES GROUP	FOOTPATH DEPOSIT REFUNDS	3050.00
EFT54721	25/01/2017	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES FOR WORKS DEPOT	186.92
EFT54722	25/01/2017	1ST MAIDA VALE SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT54723	25/01/2017	VENTURA HOMES PTY LTD	BUILDING APPLICATION FEE REFUND	357.87
EFT54724	25/01/2017	OCE CORPORATE PTY LTD	CLEANING SERVICES / CONSUMABLES FOR VARIOUS LOCATIONS	13108.33
EFT54725	25/01/2017	HILLS BMX CLUB (INC)	DONATION FOR SPONSORSHIP OF A CLASS AGE EVENTS TRI SERIES	180.00
EFT54726	25/01/2017	CAT WELFARE SOCIETY INC	REHOMING CATS VIA CAT HAVEN	44.00
EFT54727	25/01/2017	CONSERVATION COUNCIL OF WA	REFUND FOR CANCELLED BOOKING	114.50
EFT54728	25/01/2017	E & MJ ROSHER PTY LTD	PLANT / VEHICLE PARTS	1009.80
EFT54729	25/01/2017	LANDMARK OPERATIONS LTD	CHEMICALS & SUPPLIES	520.52
EFT54730	25/01/2017	KALAMUNDA PLUMBING & ELECTRICAL	PLUMBING REPAIRS / MAINTENANC FOR VARIOUS LOCATIONS	2326.50

Chq/EFT	Date	Name	Description	Amount
EFT54731	25/01/2017	TOTAL EDEN PTY LTD	RETICULATION PARTS AS REQUIRED	1895.37
EFT54732	25/01/2017	BAILEYS FERTILISERS	GARDEN / RESERVE SUPPLIES	4061.75
EFT54733	25/01/2017	CAI FENCES	FENCING SUPPLIES / REPAIRS	6974.00
EFT54734	25/01/2017	MIDLAND CEMENT PRODUCTS	PLUMBING SUPPLIES FOR VARIOUS LOCATIONS	858.00
EFT54735	25/01/2017	TOTAL PACKAGING (WA) PTY LTD	SUPPLY OF DOG LITTER BAGS	858.00
EFT54736	25/01/2017	WURTH AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	586.86
EFT54737	25/01/2017	AABEL LINE MARKING	LINE MARKING FOR VARIOUS LOCATIONS	940.17
EFT54738	25/01/2017	WA HINO SALES & SERVICE	PLANT / VEHICLE PARTS	156.19
EFT54739	25/01/2017	TECHNOLOGY ONE LTD	GIS CONSULTING SERVICES	15400.00
EFT54740	25/01/2017	ACCESS ICON PTY LTD T/A ICON - SEPTTECH (WA)	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	4094.20
EFT54741	25/01/2017	CABCAR PTY LTD	SUPPLY AND INSTALL U.H.F. RADIOS	699.00
EFT54742	25/01/2017	PRIMARIES OF WA - MIDLAND	GARDEN / RESERVE SUPPLIES	2043.36
EFT54743	25/01/2017	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	40001.46
EFT54744	25/01/2017	KWICKS	SERVICE AND PARTS FOR YEARLY PRESURE CLEANER SERVICE AT THE DEPOT	170.50
EFT54745	25/01/2017	PETER WATSON	TRAVEL COMMUNITY VISITORS SCHEME REFUND	146.00
EFT54746	25/01/2017	ANALYTICAL REFERENCE LABORATORY	TESTING FOR ASBESTOS - MAIDA VALE RESERVE	60.50
EFT54747	25/01/2017	LIFTING BY DESIGN PTY LTD	PLANT / VEHICLE PARTS	1567.50
EFT54748	25/01/2017	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	HIRE OF TEMPORARY STAFF FOR ADMIN / DEPOT	1656.73
EFT54749	25/01/2017	MELVILLE NURSERIES PTY LTD	FOOTPATH DEPOSIT REFUND	2100.00
EFT54750	25/01/2017	IRRIGATION AUSTRALIA LTD	ANNUAL MEMBERSHIP SUBSCRIPTION TO 30 JUNE 2017	740.00
EFT54751	25/01/2017	ENGIE MECHANICAL SERVICES AUSTRALIA PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	269.50
EFT54752	25/01/2017	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	2571.11
EFT54753	25/01/2017	AUTO ONE KALAMUNDA	PLANT / VEHICLE PARTS	174.40
EFT54754	25/01/2017	WEST AUSTRALIAN NEWSPAPERS HOLDINGS LTD	NEWSPAPER ADVERTISING FOR VARIOUS EVENTS	427.45
EFT54755	25/01/2017	SUSAN BILICH	COUNCILLOR ALLOWANCE - 01/01/17 - 31/01/17	2212.51
EFT54756	25/01/2017	COMMUNITY NEWSPAPER GROUP LTD	ADVERTISING FOR VARIOUS JOBS AND EVENTS	9576.65

Chq/EFT	Date	Name	Description	Amount
EFT54757	25/01/2017	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	748.00
EFT54758	25/01/2017	TRANSCORE PTY LTD	TRAFFIC ENGINEERING SERVICES - SAT MATTER DR 186/2016 584 KALAMUNDA ROAD HIGH WYCOMBE	8349.00
EFT54759	25/01/2017	BIG W (AR W1.C3.U.07)	LIBRARY SUPPLIES	329.44
EFT54760	25/01/2017	BROOKE O'DONNELL	COUNCILLOR ALLOWANCE - 01/01/17 - 31/01/17	2212.51
EFT54761	25/01/2017	KAB SEATING SYSTEMS	PLANT / VEHICLE PARTS	296.85
EFT54762	25/01/2017	MICHAEL ANDREW FERNIE	COUNCILLOR ALLOWANCE - 01/01/17 - 31/01/17	2212.51
EFT54763	25/01/2017	CANNON HYGIENE AUSTRALIA PTY LTD	HYGIENE SERVICES FOR VARIOUS LOCATIONS	3416.80
EFT54764	25/01/2017	COCA-COLA AMATIL (AUST) PTY LTD	KIOSK SUPPLIES FOR HARTFIELD PARK RECREATION CENTRE	236.30
EFT54765	25/01/2017	G FORCE PRINTING	SUPPLY OF PRINTED STATIONERY STOCK	626.12
EFT54766	25/01/2017	HOSECO	PLANT / VEHICLE PARTS	412.39
EFT54767	25/01/2017	HYDROQUIP PUMPS	REPAIRS TO HARTFIELD / REID OVAL TURBINE PUMP & MAINTENANCE OF VARIOUS PUMPS AT VARIOUS LOCATIONS	27242.60
EFT54768	25/01/2017	HILLVIEW LIFESTYLE VILLAGE PTY LTD	REFUND RATES & ESL REBATE FOR HILLVIEW VILLAGE	5353.57
EFT54769	25/01/2017	DIRECT TRADES SUPPLY PTY LTD	HARDWARE SUPPLIES	41.70
EFT54770	25/01/2017	SPECIALISED SECURITY SHREDDING	SECURE DOCUMENT DISPOSAL BIN REMOVAL AND REPLACEMENT	88.00
EFT54771	25/01/2017	STRATAGREEN	GARDEN / RESERVE SUPPLIES	1274.94
EFT54772	25/01/2017	WESTRAC PTY LTD	PLANT / VEHICLE PARTS	165.42
EFT54773	25/01/2017	SARA LOHMEYER	COUNCILLOR ALLOWANCE - 01/01/17 - 31/01/17	2212.51
EFT54774	25/01/2017	MAYDAY EARTHMOVING	PLANT AND EQUIPMENT HIRE	17435.00
EFT54775	25/01/2017	PORTER CONSULTING ENGINEERS	DESIGN, DOCUMENTATION & CONSTRUCTION MANAGEMENT - ROAD 2A FORRESTFIELD/HIGH WYCOMBE INDUSTRIAL AREA	14300.00
EFT54776	25/01/2017	BGC CEMENT BAGGED PRODUCTS	ROAD MATERIALS SUPPLIES	1251.01
EFT54777	25/01/2017	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICES FOR NOVEMBER AND DECEMBER 2016	8756.61

Chq/EFT	Date	Name	Description	Amount
EFT54778	25/01/2017	PETER BENDOTTI	GYM MEMBERSHIP CONCESSION REBATE REFUND - CUSTOMER WAS OVERCHARGED - MEMBER #12057	70.60
EFT54779	25/01/2017	NOREEN TOWNSEND	COUNCILLOR ALLOWANCE - 01/01/17 - 31/01/17	2212.51
EFT54780	25/01/2017	SIMON DI ROSSO	COUNCILLOR ALLOWANCE - 01/01/17 - 31/01/17	2212.51
EFT54781	25/01/2017	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	1269.00
EFT54782	25/01/2017	WEBSITE WEED & PEST PTY LTD	WEED CONTROL AT VARIOUS LOCATIONS	12929.40
EFT54783	25/01/2017	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	11483.45
EFT54784	25/01/2017	CASTLEDINE & CASTLEDINE DESIGNERS	DESIGN / ARTWORK & PRINTING OF VARIOUS ITEMS	385.00
EFT54785	25/01/2017	KERRY ANN JONES	RATES REFUND	875.82
EFT54786	25/01/2017	PRO-LAMPS PTY LTD	SUPPLY LIGHTING EQUIPMENT GLOBES AND SPARES FOR VARIOUS LOCATIONS	389.41
EFT54787	25/01/2017	BOYA EQUIPMENT PTY LTD	PLANT / VEHICLE PARTS	353.94
EFT54788	25/01/2017	LONE STAR DEVELOPMENTS PTY LTD	REFUND OUTSTANDING WORKS BONDS FOR VARIOUS LOCATIONS	2572.78
EFT54789	25/01/2017	ROAD SIGNS AUSTRALIA (ALLPACK SIGNS)	TRAFFIC PROTECTION PRODUCTS / SIGNAGE	70.40
EFT54790	25/01/2017	PIRTEK WELSHPOOL	PLANT / VEHICLE PARTS	267.34
EFT54791	25/01/2017	MULTILEC ENGINEERING	QUARTERLY SERVICING & TESTING OF LIFTS	984.83
EFT54792	25/01/2017	HARVEY NORMAN ELECTRICS MIDLAND	ELECTRICAL SUPPLIES FOR OPERATIONS CENTRE	704.00
EFT54793	25/01/2017	ECL GROUP (FUELQUIP AUSTRALIA)	BOWSER AND TRANSPONDER REPAIRS AT OPERATIONS CENTRE	2079.00
EFT54794	25/01/2017	MAJESTIQUE SCHOOL OF DANCE	KEY BOND REFUND	55.00
EFT54795	25/01/2017	ANDREW WADDELL	COUNCILLOR ALLOWANCE - 01/01/17 - 31/01/17	8093.17
EFT54796	25/01/2017	APOLLO FABRICATIONS	REPAIRS TO HOOK BINS	2860.00
EFT54797	25/01/2017	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	107.70
EFT54798	25/01/2017	TRUCK CENTRE WA PTY LTD	PLANT / VEHICLE PARTS	829.96
EFT54799	25/01/2017	WEST COAST SHADE PTY LTD ATF THE WEST COAST SHADE TRUST	SUMMER SHADE SAIL INSTALLATION AT VARIOUS LOCATIONS	7573.50
EFT54800	25/01/2017	DYLAN O'CONNOR	COUNCILLOR ALLOWANCE - 01/01/17 - 31/01/17	2212.51
EFT54801	25/01/2017	CONTRAFLOW	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	9069.06

Chq/EFT	Date	Name	Description	Amount
EFT54802	25/01/2017	AECOM AUSTRALIA PTY LTD	PROFESSIONAL SERVICES - FORRESTFIELD NORTH LEVEL 2 FLORA AND FAUNA SURVEY	9873.18
EFT54803	25/01/2017	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	40865.57
EFT54804	25/01/2017	CATALYSE PTY LTD	FINAL 30% FEES FOR 2016 COMMUNITY SCORECARD	5280.00
EFT54805	25/01/2017	JORGE'S CONTRACTING SERVICES	CLEANING OF PETER ANDERTON DAY CENTRE KITCHEN - 04/01/17 - 04/02/17	2397.01
EFT54806	25/01/2017	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	35880.73
EFT54807	25/01/2017	CENTURION TEMPORARY FENCING	TEMPORARY FENCING HIRE	1148.13
EFT54808	25/01/2017	SHENAYE HUMMERSTON	NAIA ASSESSMENTS USING REVISED TEMPLATE INCLUDING 10 X 10M QUADRATS AND VEGETATION CONDITION MAPPING AND RESERVE MONITORING AT VARIOUS LOCATIONS	6400.00
EFT54809	25/01/2017	VITAL PACKAGING	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	628.10
EFT54810	25/01/2017	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	2536.61
EFT54811	25/01/2017	JENNIFER DE YOUNG	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	278.00
EFT54812	25/01/2017	HARE & FORBES PTY LTD	PLANT / VEHICLE PARTS	584.71
EFT54813	25/01/2017	CAPTIVATE GLOBAL (DIGITAL MARKETING ATC MPH UNIT TRUST)	HALF YEARLY CHARGE FROM 23/02/17 FOR ONLINE ON HOLD	1313.40
EFT54814	25/01/2017	STRATEGEN ENVIRONMENTAL CONSULTANTS	ENVIRONMENTAL CONSULTING SERVICES - ADELAIDE STREET STAGE 2 OF REVIEW	3550.80
EFT54815	25/01/2017	LEWIS FAMILY TRUST T/A DATA TECH SERVICES	BUILDING MAINTENANCE TELEPHONE / SECURITY LINE REPAIR WORK	198.00
EFT54816	25/01/2017	DEL BOTANICS	ROADSIDE FLORA SURVEYS	2000.00
EFT54817	25/01/2017	PUMPS AUSTRALIA PTY LTD	SUPPLY OF WATER PUMP	2194.50
EFT54818	25/01/2017	CITY OF STIRLING	MEALS ON WHEELS PROGRAM - NOVEMBER & DECEMBER 2016	8238.60

Chq/EFT	Date	Name	Description	Amount
EFT54819	25/01/2017	SITE ENVIRONMENTAL AND REMEDIATION SERVICES PTY LTD	UNDERTAKE GAS MONITORING OF THE DAWSON AVE PERMANENT GAS BORES FOR 6 MONTHS (JULY - DECEMBER 2016)	1320.00
EFT54820	25/01/2017	MEERILINGA YOUNG CHILDREN'S SERVICES INC	QUARTERLY CONTRIBUTION TO HIGH WYCOMBE CHILD HEALTH CLINIC (OCT-DEC 2016)	1100.00
EFT54821	25/01/2017	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	57094.43
EFT54822	25/01/2017	AAAC TOWING PTY LTD	TOWING SERVICES FEES	1155.00
EFT54823	25/01/2017	JB HI-FI COMMERCIAL	VARIOUS ELECTRICAL SUPPLIES FOR IT DEPARTMENT	162.00
EFT54824	25/01/2017	TRACY L DESTREE-THOMPSON	COUNCILLOR ALLOWANCE - 01/01/17 - 31/01/17	2212.51
EFT54825	25/01/2017	CUROST MILK SUPPLY	MILK SUPPLY FOR DEPOT	156.26
EFT54826	25/01/2017	ECOADVANCE	STAGE 1 - PREPARTION OF TENDER DOCUMENT FOR SOLAR PANEL PROJECT FOR 5 SITES STAGE 2 - WESTERN POWER APPLICATIONS	10421.40
EFT54827	25/01/2017	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	1191.79
EFT54828	25/01/2017	DANIELA ANTON	FOOTPATH DEPOSIT REFUND	1500.00
EFT54829	25/01/2017	URIMAT AUSTRALIA PTY LTD	SUPPLY AND INSTALL WATER SAVING FIXTURES AND PARTS TO VARIOUS LOCATIONS	561.00
EFT54830	25/01/2017	NICHOLAS ROUND	REIMBURSEMENT OF COSTS RELATING TO SHANDY - GRAFFITI WORKING DOG	600.00
EFT54831	25/01/2017	TURFWORKS WA PTY LTD	RESERVE MOWING AT VARIOUS LOCATIONS	9901.14
EFT54832	25/01/2017	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	756.00
EFT54833	25/01/2017	NEVERFAIL SPRINGWATER LTD (ADMIN OFFICE)	BOTTLED WATER SUPPLIES / MAINTENANCE	40.85
EFT54834	25/01/2017	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT / VEHICLE PARTS	627.00
EFT54835	25/01/2017	ENVIRO SWEEP	SWEEPING SERVICES AT VARIOUS LOCATIONS	21916.65
EFT54836	25/01/2017	WORM AFFAIR	SALES OF WORM CAFES AND COMPOST BINS	105.60
EFT54837	25/01/2017	BRENDAN JONES	FOOTPATH DEPOSIT REFUND	2500.00
EFT54838	25/01/2017	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	BULK BIN SERVICES FOR GREEN AND MIXED WASTE COLLECTIONS AND DISPOSAL	6620.90
EFT54839	25/01/2017	INTEGRATED RECORDS MANAGEMENT	MONTHLY OFFSITE STORAGE FEES	457.33

Chq/EFT	Date	Name	Description	Amount
EFT54840	25/01/2017	ASHDENE MANUFACTURING PTY LTD	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	579.50
EFT54841	25/01/2017	DEEP GREEN CORPORATION	PROGRESS PAYMENT 1 - REPLACEMENT OF PLANTED MODULES TO TOWER 4 VERTICAL GARDEN IN THE TOWN MALL	3394.49
EFT54842	25/01/2017	GARAGE SALE TRAIL FOUNDATION	CONTRIBUTION FEE TO GARAGE SALE TRAIL 2016	5500.00
EFT54843	25/01/2017	ANGELA GILES	TRAVEL COMMUNITY VISITORS SCHEME REFUND	60.00
EFT54844	25/01/2017	AMAZING CLEAN BLINDS LESMURDIE	WINDOW BLIND CLEANING REPAIRS AND REPLACEMENT SERVICES AT VARIOUS LOCATIONS	88.00
EFT54845	25/01/2017	DAYTONE PRINTING PTY LTD	PRINTING OF BROCHURES / INVITES FOR VARIOUS LOCATIONS	167.20
EFT54846	25/01/2017	ROWAN B & NATALIE A CLARE	FOOTPATH DEPOSIT REFUND	1500.00
EFT54847	25/01/2017	BUILDING CONTRACTOR PTYLTD	FOOTPATH DEPOSIT REFUND	1550.00
EFT54848	25/01/2017	WEST TIP WASTE CONTROL PTY LTD	COLLECTION AND TRANSPORTATION OF HOOK LIFT BINS AT WALLISTON TRANSFER STATION	22453.20
EFT54849	25/01/2017	URBANECO GARDENS	HOME MAINTENANCE SERVICES	5075.00
EFT54850	25/01/2017	STATE LIBRARY OF QUEENSLAND	2016 SUMMER READING CLUB PROMOTIONAL MATERIALS	183.79
EFT54851	25/01/2017	ELIZABETH (BETH) CRAIG	TRAVEL COMMUNITY VISITORS SCHEME REFUND	84.00
EFT54852	25/01/2017	SPIDER WASTE COLLECTION SERVICES PTY LTD	COLLECTION AND RECYCLING OF MATTRESSES	1170.40
EFT54853	25/01/2017	ALPERSTEIN DESIGNS	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	1040.27
EFT54854	25/01/2017	A TEAM PRINTING	PRINTING OF COMMUNITY GARDEN CALANDERS & SHOW BOOKLETS	3586.00
EFT54855	25/01/2017	MANDALAY TECHNOLOGIES PTY LTD	ANNUAL SOFTWARE SUBSCRIPTION AND ANNUAL HOSTING SUBSCRIPTION FOR EXISTING PROGRAMME	20966.41
EFT54856	25/01/2017	CT HYDRAULICS	6 MONTHLY INSPECTION TO WORKSHOP HOIST. REPAIR ARM SUPPORT STOPPER	118.00
EFT54857	25/01/2017	PJ & DM GODFREY FENCING CONTRACTORS	FENCING REPAIRS AT DAWSON AVENUE OLD TIP SITE	275.00
EFT54858	25/01/2017	WA CONTRACT RANGER SERVICES PTY LTD	AFTER HOURS RANGERS CALLS	756.25

Chq/EFT	Date	Name	Description	Amount
EFT54859	25/01/2017	ZIG ZAG GYMNASTICS	KIDSPORT FUNDING FOR VARIOUS PLAYERS	687.50
EFT54860	25/01/2017	THE LINEN PRESS	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	955.90
EFT54861	25/01/2017	DRUG SAFE AUSTRALIA PTY LTD T/A FRONTLINE DIAGNOSTICS	FITNESS FOR WORK TESTING	2210.45
EFT54862	25/01/2017	THE PLATINUM ZONE	HALL & KEY BOND REFUND	455.00
EFT54863	25/01/2017	TELSTRA SNP MONITORING PTY LTD	SECURITY MONITORING, EQUIPMENT AND REPAIRS TO VARIOUS LOCATIONS	386.10
EFT54864	25/01/2017	JENELLE ALTINIER	KEY BOND REFUND	50.00
EFT54865	25/01/2017	ECO LOGICAL AUSTRALIA	FLORA & FAUNA ASSESSMENTS AT VARIOUS LOCATIONS	1289.75
EFT54866	25/01/2017	BLUE STEEL ENTERPRISES PTY LTD T/A FRONTLINE FIRE & RESCUE EQUIPMENT	MAINTENANCE OF FIRE AND RESCUE EQUIPMENT	2965.89
EFT54867	25/01/2017	WORLEYPARSONS SERVICES PTY LTD	CONSULTING SERVICES IN ENGINEERING, PROCUREMENT AND CONSTRUCTION - ABERNETHY ROAD UPGRADE	3768.33
EFT54868	25/01/2017	LA LA LAND / HOME & HUMAN FASHION PTY LTD	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	245.69
EFT54869	25/01/2017	PHARMAUST MANUFACTURING	CLEANERS AND DISENFECTANT SUPPLIES	68.75
EFT54870	25/01/2017	BLUE FORCE PTY LTD	2 TECHNICIANS TEST CABLING AT HARTFIELD PARK RECREATION CENTRE	843.70
EFT54871	25/01/2017	AMIAD WATER SYSTEMS	SUPPLY AND DELIVERY OF GAC MEDIA SYSTEM (STAGE 1), FOR THE HARTFIELD PARK MAR PROJECT	14560.70
EFT54872	25/01/2017	CLEARTECH WASTE MANAGEMENT PTY LTD	DISPOSAL OF HAZARDOUS WASTE AT WALLISTON TRANSFER STATION	4001.25
EFT54873	25/01/2017	SANAM MALLA	CROSSOVER CONTRIBUTION	420.00
EFT54874	25/01/2017	FORTH CONSULTING PTY LTD	REVIEW OF STEEL & CONCRETE SHOP DRAWINGS, SITE INSPECTION & SKETCH FOR THE HARTFIELD SPECTATOR STAND	1650.00
EFT54875	25/01/2017	DYMOCKS BELMONT	LIBRARY SUPPLIES	545.85
EFT54876	25/01/2017	FLORAL IMAGE PERTH	FLORAL ARRANGEMENTS FRONT COUNTER	193.05

Chq/EFT	Date	Name	Description	Amount
EFT54877	25/01/2017	WOODSOME MANAGEMENT PTY LTD	REVIEW OF THE FORRESTFIELD HIGH WYCOMBE STAGE 1 INDUSTRIAL AREA DCS - PERIOD 01/12/16 - 31/12/16	2750.00
EFT54878	25/01/2017	ALLCREDIT PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	551.96
EFT54879	25/01/2017	KERB DIRECT KERBING PTY LTD	SUPPLY AND LAY EXTRUDED CONCRETE KERB AS PER TENDER 1605 FOR VARIOUS LOCATIONS	1466.70
EFT54880	25/01/2017	OPTEON (WESTERN AUSTRALIA) PTY LTD	VALUATIONS - LOT 31 (NO. 318) HALE ROAD, WATTLE GROVE	1320.00
EFT54881	25/01/2017	JOHN DAY	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURALCENTRE	300.00
EFT54882	25/01/2017	FOOTHILLS COUNTRY WOMENS ASSOCIATION (CWA)	HALL AND KEY BOND REFUND	350.00
EFT54883	25/01/2017	SHOP FOR SHOPS	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	59.97
EFT54884	25/01/2017	THE GOODS AUSTRALIA	GYM EQUIPMENT SUPPLIES	486.99
EFT54885	25/01/2017	STRATEGIC FIRE CONSULTING	STAGE 2 FIRE ENGINEERING REPORT	2090.00
EFT54886	25/01/2017	TRAFFIC LOGISTICS AUSTRALIA	TRAFFIC QUOTES AT VARIOUS LOCATIONS	4875.00
EFT54887	25/01/2017	MENZIES INTERNATIONAL	SUPPLY OF CONSUMABLES AT VARIOUS LOCATIONS	6020.75
EFT54888	25/01/2017	WATTLE FACILITIES GROUP	MOWING AND BRUSH CUTTING OF RURAL VERGES.	9900.00
EFT54889	25/01/2017	ALL IMPACT PTY LTD T/A DMI SIGNS	SUPPLY AND INSTALL FREE STANDING SIGNS ON STEEL FRAMES AT WOODLUPINE BROOK	1870.00
EFT54890	25/01/2017	RYBRENT AFT THE CHAPMAN FAMILY TRUST NO 2 T/A CALIDAD INDUSTRIES	SUPPLY AND INSTALLATION OF SKYLIGHTS AT RAY OWEN SPORTS CENTRE	29290.80
EFT54891	25/01/2017	COCOON INTERIOR DECORATION	CONSULTING SERVICES - DULUX INTERIOR COLOUR DESIGN CONSULTANT FOR HIGH WYCOMBE RECREATION SERVICES	200.00
EFT54892	25/01/2017	PICASSO PRINT & DESIGN PTY LTD	DESIGN OF THE 2015/2016 ANNUAL REPORT	1210.00
EFT54893	25/01/2017	TERRI HILL T/A ABLAZE GLASS STUDIO	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/12/16 - 31/12/16	45.50
EFT54894	25/01/2017	UNITED SCANNING SERVICES PTY LTD	SCAN FOR SERVICES AT THE CORNER OF HAYNES ST AND RAILWAY RD, KALAMUNDA	484.00

Chq/EFT	Date	Name	Description	Amount
EFT54895	25/01/2017	SCOTT HAWKER	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURALCENTRE	200.00
EFT54896	25/01/2017	VINTAGE LETTERS & CO	PART PAYMENT - LIGHT UP LETTERS - CORYMBIA FESTIVAL 2017	372.00
EFT54897	25/01/2017	CHRISTOPHER TOBIAS	BUILDING APPLICATION FEE REFUND	630.00
69680	28/12/2016	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	157.05
69681	28/12/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	128.55
69682	28/12/2016	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	738.02
69683	11/01/2017	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	157.05
69684	11/01/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	128.55
69685	11/01/2017	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	738.02
69686	11/01/2017	TELSTRA CORPORATION	TELEPHONE EXPENSES	24613.65
69687	11/01/2017	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	10795.08
69688	11/01/2017	BCITF	LEVY FEE - DECEMBER 2016	7991.66
69689	11/01/2017	ALINTA ENERGY	GAS CHARGES	319.95
69690	11/01/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE FOR PERIOD ENDING 31.12.16	21195.39
69691		CHEQUE PAYMENT CANCELLED		
69692	11/01/2017	AUSTRALIAN ELECTORAL COMMISSION	KEY BOND REFUND	50.00
69693	11/01/2017	CASH - ADMIN	PETTY CASH REIMBURSEMENT	718.35
69694	11/01/2017	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	242.98
69695	11/01/2017	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	206.10
69696	11/01/2017	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	402.55
69697	11/01/2017	CASH - LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	93.09
69698	11/01/2017	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	260.40
69699	11/01/2017	CASH - ZIG ZAG CULTURAL CENTRE	PETTY CASH REIMBURSEMENT	112.60
69700	11/01/2017	CASH - KPAC	PETTY CASH REIMBURSEMENT	149.68
69701	11/01/2017	RORY O'REILLY	REFUND AS CONSUMER PAID IN ADVANCE BUT SERVICES SUSPENDED	97.00
69702	13/01/2017	DIRECTOR OF LICENSING SERVICES	LOCAL AUTHORITY SERIES NUMBER PLATES	400.00
69703	25/01/2017	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	157.05

Chq/EFT	Date	Name	Description	Amount
69704	25/01/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	128.55
69705	25/01/2017	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	738.02
69706	25/01/2017	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	20489.42
69707	25/01/2017	ALINTA ENERGY	GAS CHARGES	276.70
69708	25/01/2017	DIRECTOR OF LICENSING SERVICES	LOCAL AUTHORITY SERIES NUMBER PLATES	200.00
69709	25/01/2017	RAC	ROADSIDE ASSISTANCE	204.01
69710	25/01/2017	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY (ACMA)	COMMUNICATIONS LICENSE	468.00
69711	25/01/2017	BUILDING COMMISSION	BUILDING LEVY - DECEMBER 2016	11722.09
69712	25/01/2017	CASH - ADMIN	PETTY CASH REIMBURSEMENT	433.99
69713	25/01/2017	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	148.03
69714	25/01/2017	JOHN FAULL	REFUND HACC ACCOUNT AS IN CREDIT	105.00
69715	25/01/2017	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	362.00
69716	25/01/2017	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	354.90
69717	25/01/2017	CASH - HIGH WYCOMBE LIBRARY	PETTY CASH REIMBURSEMENT	189.46
69718	25/01/2017	DIANA JOHNSON	REFUND MOWS ACCOUNT IN CREDIT AS CONSUMER PAID IN ADVANCE - NO LONGER RECEIVING MEALS	110.00
69719	25/01/2017	ALINTA ENERGY (ELECTRICITY ACCOUNT)	POWER CHARGES	3307.95
DD35332.1	10/01/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	95702.96
DD35332.2	10/01/2017	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	312.18
DD35332.3	10/01/2017	SMITHFORD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	375.61
DD35332.4	10/01/2017	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	3696.43
DD35332.5	10/01/2017	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	283.50
DD35332.6	10/01/2017	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	56.69
DD35332.7	10/01/2017	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	107.96
DD35332.8	10/01/2017	HUNDAL & ROGERS FUTURE FUND	SUPERANNUATION CONTRIBUTIONS	447.21
DD35332.9	10/01/2017	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	821.50
DD35425.1	24/01/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	103206.24
DD35425.2	24/01/2017	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	452.99

Chq/EFT	Date	Name	Description	Amount
DD35425.3	24/01/2017	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	336.11
DD35425.4	24/01/2017	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	283.50
DD35425.5	24/01/2017	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	238.09
DD35425.6	24/01/2017	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	107.96
DD35425.7	24/01/2017	HUNDAL & ROGERS FUTURE FUND	SUPERANNUATION CONTRIBUTIONS	440.17
DD35425.8	24/01/2017	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	937.22
DD35425.9	24/01/2017	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	415.11
DD35332.10	10/01/2017	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	409.11
DD35332.11	10/01/2017	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	364.32
DD35332.12	10/01/2017	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	944.12
DD35332.13	10/01/2017	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	643.69
DD35332.14	10/01/2017	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	103.99
DD35332.15	10/01/2017	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	92.74
DD35332.16	10/01/2017	G ROSS SUPERANNUATION PTY LTD ATF BINDALE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	71.62
DD35332.17	10/01/2017	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	84.28
DD35332.18	10/01/2017	ONE PATH LIFE LTD	SUPERANNUATION CONTRIBUTIONS	91.93
DD35332.19	10/01/2017	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	290.27
DD35332.20	10/01/2017	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	265.29
DD35332.21	10/01/2017	POWERWRAP MASTER PLAN	SUPERANNUATION CONTRIBUTIONS	135.29
DD35332.22	10/01/2017	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	855.60
DD35332.23	10/01/2017	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1802.56
DD35332.24	10/01/2017	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	239.15
DD35332.25	10/01/2017	MLC SUPER FUND - PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	320.40
DD35332.26	10/01/2017	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	213.15
DD35332.27	10/01/2017	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	252.35
DD35332.28	10/01/2017	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	226.24
DD35332.29	10/01/2017	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	205.49

Chq/EFT	Date	Name	Description	Amount
DD35332.30	10/01/2017	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	826.78
DD35332.31	10/01/2017	THE SABLE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	3103.05
DD35332.32	10/01/2017	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	553.09
DD35332.33	10/01/2017	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1737.84
DD35332.34	10/01/2017	PARSONS MC SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	451.30
DD35332.35	10/01/2017	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	452.99
DD35425.10	24/01/2017	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	297.79
DD35425.11	24/01/2017	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	778.47
DD35425.12	24/01/2017	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	944.12
DD35425.13	24/01/2017	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	128.34
DD35425.14	24/01/2017	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	104.14
DD35425.15	24/01/2017	G ROSS SUPERANNUATION PTY LTD ATF BINDALE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	89.47
DD35425.16	24/01/2017	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	148.71
DD35425.17	24/01/2017	ONE PATH LIFE LTD	SUPERANNUATION CONTRIBUTIONS	92.84
DD35425.18	24/01/2017	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	290.27
DD35425.19	24/01/2017	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	265.29
DD35425.20	24/01/2017	POWERWRAP MASTER PLAN	SUPERANNUATION CONTRIBUTIONS	135.29
DD35425.21	24/01/2017	REI SUPER	SUPERANNUATION CONTRIBUTIONS	204.08
DD35425.22	24/01/2017	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	798.27
DD35425.23	24/01/2017	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1978.89
DD35425.24	24/01/2017	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	231.46
DD35425.25	24/01/2017	MLC SUPER FUND - PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	302.16
DD35425.26	24/01/2017	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	195.62
DD35425.27	24/01/2017	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	240.55
DD35425.28	24/01/2017	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	226.24
DD35425.29	24/01/2017	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	205.49
DD35425.30	24/01/2017	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	830.16
DD35425.31	24/01/2017	THE SABLE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	3103.05

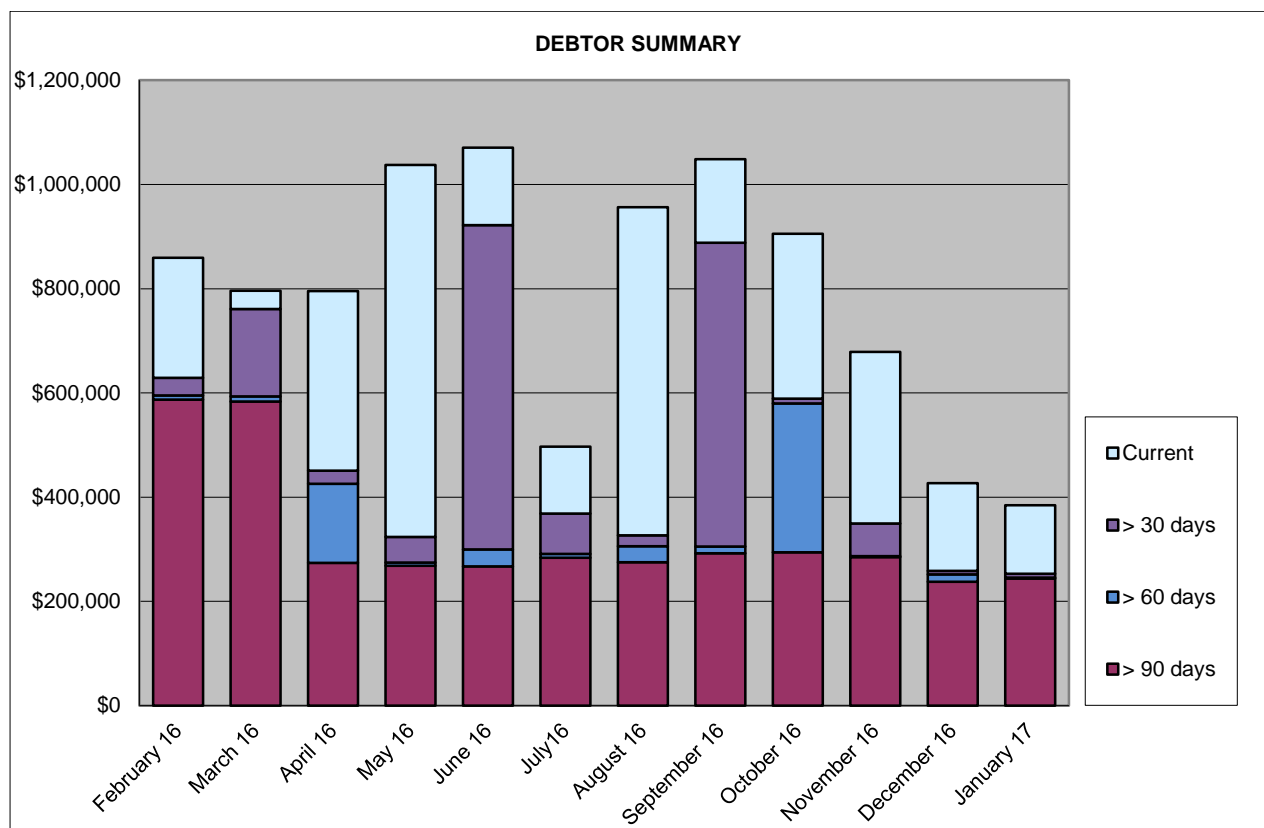
Chq/EFT	Date	Name	Description	Amount
DD35425.32	24/01/2017	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	4627.55
DD35425.33	24/01/2017	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	553.09
DD35425.34	24/01/2017	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1816.50
DD35425.35	24/01/2017	PARSONS MC SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	451.30
				3467390.02
		<u>Shire of Kalamunda Payroll</u>		
F701256937052	10/01/2017	SHIRE OF KALAMUNDA PAYROLL	VARIOUS AWARDS TO 10 JANUARY 2017	580892.18
F701116285360	24/01/2017	SHIRE OF KALAMUNDA PARYOLL	VARIOUS AWARDS TO 24 JANUARY 2017	621438.93
				1202331.11

Attachment 2

**SUMMARY OF DEBTORS
 FOR THE PERIOD ENDED 31 JANUARY 2017**

Sundry Debtors Trial Balance - Summary Aged Listing

	> 90 days	> 60 days	> 30 days	Current	Total
February 16	\$587,306	\$7,844	\$33,731	\$230,457	\$859,337
March 16	\$583,454	\$10,000	\$167,653	\$34,686	\$795,793
April 16	\$273,571	\$151,878	\$25,254	\$344,638	\$795,341
May 16	\$268,397	\$5,887	\$49,408	\$713,597	\$1,037,290
June 16	\$266,892	\$32,814	\$622,164	\$148,610	\$1,070,479
July 16	\$283,740	\$7,089	\$77,695	\$128,229	\$496,753
August 16	\$275,295	\$30,628	\$20,609	\$629,991	\$956,522
September 16	\$292,333	\$12,868	\$582,765	\$160,338	\$1,048,303
October 16	\$294,361	\$285,710	\$8,755	\$316,701	\$905,527
November 16	\$284,636	\$2,369	\$62,435	\$329,417	\$678,857
December 16	\$237,672	\$14,258	\$6,718	\$168,165	\$426,813
January 17	\$243,969	\$1,517	\$7,340	\$131,614	\$384,439



SUMMARY OF DEBTORS FOR THE PERIOD ENDED 31 JANUARY 2017			
AMOUNT	DEBTOR	DETAILS	STATUS
>90 days			
\$215,548.51	DA Letizia	Developer Contribution	A writ has been served on Mr Letizia's lawyers who are required to file an appearance with the District Court on or before 16/02
\$5,390.00	Evolution Cheer and Dance	Hall Hire	Paying instalments - cash flow
\$4,168.95	Telstra Corporation	Private Works	Contact made by Telstra Perth - waiting on written query regarding costs
\$3,022.88	High Wycombe Markets	Hall Hire / Health Fee	No longer trading - left country, has responded to last email - indicated intention to pay in March
\$2,525.05	Beacon Homes Pty Ltd	Private Works	Referred to D&B - Beacon now contacted SOK to discuss
\$13,313.21	90+ Days Debts consisting of amounts under \$1,200.00.	Predominately annual surveillance fees	Debtors to be contacted to advise debt recovery action pending / final notices issued / debt with D&B or possible write-off of debt pending
\$243,968.60	Total Debts 90+ Days		
>60 days			
\$1,517.27	60+ Days Debts consisting of amounts under \$1,200.00.		All debtors to be contacted by telephone / email - copy invoices mailed as required
\$1,517.27	Total Debts 60+ Days		
>30 days			
\$1,989.19	BMJ Hospitality	Utilities - Electricity	Reminder invoices to issue
\$1,557.13	Lovett Estate Pty Ltd	Cash in Lieu contribution	Query - referred to Planning 23/01. To Pay 02/02
\$3,793.31	30+ Days Debts consisting of amounts under \$1,200.00.		Reminder invoices to be sent and / or statements issued
\$7,339.63	Total Debts 30+ Days		
< 30 days			
\$136,564.66	Total of Current Debts		
\$4,950.83	Total of Accounts in Credit		
\$384,439.33	Total - Debtors Trial Balance		
FOOTNOTES			
* Denotes currently in negotiation of invoice amount and details			
^ Denotes payment arrangement in place			

Attachment 3

**SUMMARY OF CREDITORS
 FOR THE PERIOD ENDED 31 JANUARY 2017**

Sundry Creditors Trial Balance - Summary Aged Listing

Month End	> 90 days	> 60 days	> 30 days	Current	Total
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
31/12/2015	\$1,499	\$495	\$38,339	\$479,424	\$519,757
31/01/2016	\$0	\$142	\$4,604	\$266,856	\$271,602
29/02/2016	\$0	\$0	\$5,592	\$2,234,227	\$2,239,819
31/03/2016	\$4,425	\$3,857	\$57,452	\$859,578	\$925,312
30/04/2016	\$8,253	\$24,171	\$422,350	\$1,102,746	\$1,557,520
31/05/2016	\$55	\$29,996	\$158,655	\$1,693,540	\$1,882,246
30/06/2016	\$13,893	\$19,989	\$240,978	\$3,607,637	\$3,882,496
31/07/2016	\$0	\$4,210	\$762	\$734,480	\$739,452
31/08/2016	\$26,903	\$3,465	\$30,621	\$880,029	\$941,019
30/09/2016	\$715	\$15,405	\$21,130	\$918,399	\$955,649
31/10/2016	\$19,124	\$28,883	\$102,114	\$1,300,775	\$1,450,897
30/11/2016	\$1,002	\$22,106	\$377,933	\$1,377,570	\$1,778,611
31/12/2016	\$253	\$602	\$31,034	\$984,629	\$1,016,519
31/01/2017	\$0	\$12,775	\$66,397	\$790,305	\$869,476

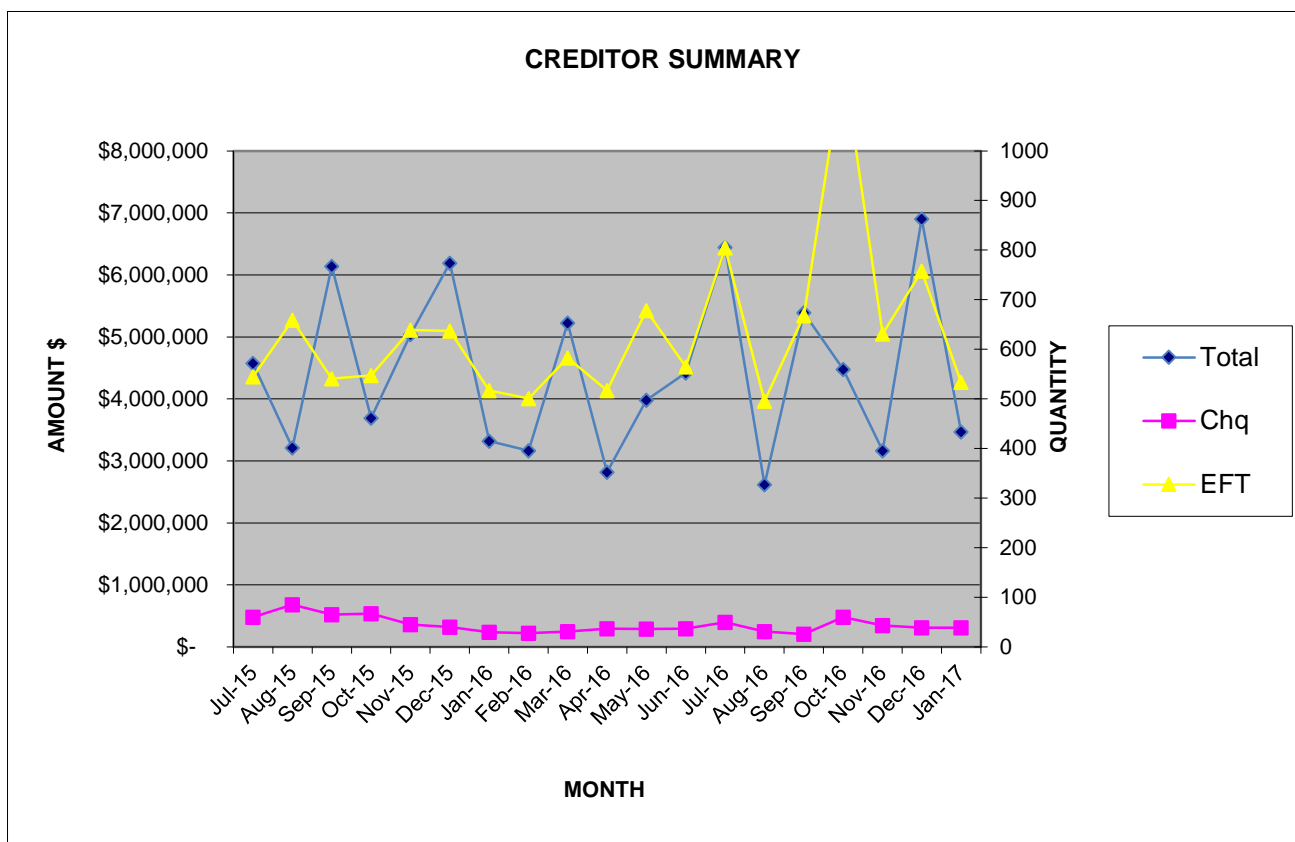
Comment

- > 90 days Original Invoices all received in Accounts to process.
- > 60 days Original Invoices not received for Emerge Environmental, Neopost Pty Ltd, Chris Kershaw Photography, Universal Engineers Supplies, Bentley Systems International & Australian Barbell Co 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-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
Dec-15	\$6,191,992	40	637	677
Jan-16	\$3,321,829	30	517	547
Feb-16	\$3,164,940	28	501	529
Mar-16	\$5,224,103	31	583	614
Apr-16	\$2,816,800	37	517	554
May-16	\$3,978,417	36	678	714
Jun-16	\$4,418,758	37	565	602
Jul-16	\$6,442,728	50	805	855
Aug-16	\$2,620,389	31	496	527
Sep-16	\$5,388,229	26	668	694
Oct-16	\$4,478,302	60	1180	1240
Nov-16	\$3,164,854	43	631	674
Dec-16	\$6,900,947	39	758	797
Jan-17	\$3,467,390	39	534	573

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



Attachment 4

Chq/EFT	Date	Name	Description	Amount
1040	25/11/2016	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	3466.53
1041	30/11/2016	AUSTRALIAN TAXATION OFFICE	TAXATION	191447.98
1042	02/12/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO 214 INTEREST	5872.60
1043	02/12/2016	LES MILLS ASIA PACIFIC INDUSTRIES	MONTHLY LICENCE FEE	1248.00
1044	08/12/2016	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	8666.23
1045	09/12/2016	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	650.64
1046	14/12/2016	AUSTRALIAN TAXATION OFFICE	TAXATION	185563.87
1047	16/12/2016	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FEES	3824.03
1048	19/12/2016	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS PURCHASES HACC ACTIVITY OFFICER - \$860.46 LIBRARY SERVICES TEAM LEADER - \$1808.57 HACC ACTIVITY OFFICER - \$418.00 FUNCTIONS CO-ORDINATOR - \$6356.75 BUILDING MAINTENANCE OFFICER - \$127.50 HACC ACTIVITY OFFICER - \$53.00 BUILDING MAINTENANCE OFFICER - \$658.96 MANAGER HR - \$2623.55 PROCUREMENT & FINANCE OFFICER - \$3099.44 DAY CENTRE CO-ORDINATOR - \$609.50	16615.73
EFT53747	01/12/2016	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 28/11/16	4421.74
EFT53748	01/12/2016	SHAWSETT TRAINING PTY LTD	TRAINING FOR BUSH FIRE BRIGADE	1900.00
EFT53749	01/12/2016	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	60.60
EFT53750	01/12/2016	OLK & ASSOCIATES	ARCHITECTURAL CONSULTING SERVICES FOR SHARED SERVICES SHED AND REFURBISH OF HOCKEY CLUBROOMS AT HARTFIELD PARK	4950.00
EFT53751	01/12/2016	NEVERFAIL SPRINGWATERLTD (FORRESTFIELD LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	85.55
EFT53752	01/12/2016	AVELING	WHITE CARD ONLINE TRAINING FOR STAFF	65.00

Chq/EFT	Date	Name	Description	Amount
EFT53753	01/12/2016	ASSETIC AUSTRALIA PTY LTD	MYDATA (ROADS AND FINANCE) TRAINING AT THE OPERATIONS CENTRE	7535.00
EFT53754	01/12/2016	TOP OF THE LADDER GUTTER CLEANING	GUTTER CLEANING SERVICES FOR VARIOUS LOCATIONS	9592.00
EFT53755	01/12/2016	ALL EARTH GROUP PTY LTD	DISPOSAL OF ROAD SWEEPINGS	23198.56
EFT53756	01/12/2016	WHITE ROOM FRAMING STUDIOS	REFRAMING SERVICES OF VARIOUS IMAGES	2313.00
EFT53757	01/12/2016	J & K HOPKINS	DESK TOP SCREENS FOR PETER ANDERTON CENTRE	669.00
EFT53758	01/12/2016	EVANGELINE C SARICH	TRAVEL COMMUNITY VISITORS SCHEME REFUND	88.00
EFT53759	01/12/2016	HERO PTY LTD	RATES REFUND	1109.70
EFT53760	01/12/2016	ELTON & LOUISE BROWN	ADMIN FEE REFUND	15.00
EFT53761	01/12/2016	ROSS LESLIE & LYNETTE DORREEN MURLEY	RATES REFUND	256.91
EFT53762	01/12/2016	LESCHEN JOY WATSON	TRAVEL COMMUNITY VISITORS SCHEME REFUND	56.00
EFT53763	01/12/2016	MICHAEL WRATTEN	FOOTPATH DEPOSIT REFUND	1500.00
EFT53764	01/12/2016	JOHN K & BARBARA WOOD	ADMIN FEE REFUND	15.00
EFT53765	01/12/2016	BENJAMIN THACKRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	194.00
EFT53766	01/12/2016	Longbench Pty Ltd	FOOTPATH DEPOSIT REFUND	2500.00
EFT53767	01/12/2016	JON ELBERY	ENTERTAINMENT AT SPRING HILLS FESTIVAL 2016	400.00
EFT53768	01/12/2016	KALAMUNDA CLUB INC	HALL HIRE FOR STIRK PARK FORUM	380.00
EFT53769	01/12/2016	JANETTE ELIZABETH MAYER	ADMIN FEE REFUND	15.00
EFT53770	01/12/2016	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	300.00
EFT53771	01/12/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1184.35
EFT53772	01/12/2016	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	776.58
EFT53773	01/12/2016	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	1026.03
EFT53774	01/12/2016	WA LOCAL GOVERNMENT ASSOCIATION	REGISTRATION FOR 1 COUNCILLOR TO ATTEND PROFESSIONAL SPEAKING COURSE AND STAFF TO ATTEND WEED MANAGEMENT COURSE	610.50
EFT53775	01/12/2016	CLEANAWAY	WASTE / RECYCLING SERVICES	203644.17
EFT53776	01/12/2016	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	1135.79
EFT53777	01/12/2016	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	114.96
EFT53778	01/12/2016	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	17108.41
EFT53779	01/12/2016	K-LINE FENCING GROUP	SUPPLY AND INSTALL RAILING TO EXISTING FENCING AT VARIOUS LOCATIONS	7396.40

Chq/EFT	Date	Name	Description	Amount
EFT53780	01/12/2016	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	5015.58
EFT53781	01/12/2016	ZIPFORM PTY LTD	ARTWORK, SETUP AND PRINTING COSTS FOR THIRD INSTALMENT NOTICE	5683.68
EFT53782	01/12/2016	FASTA COURIERS	COURIER FEES	794.52
EFT53783	01/12/2016	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	1116.73
EFT53784	01/12/2016	FORRESTFIELD MOWER CENTRE	SUPPLY OF HARDWARE / PLANT PARTS	993.50
EFT53785	01/12/2016	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	824.87
EFT53786	01/12/2016	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	529.93
EFT53787	01/12/2016	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	2352.43
EFT53788	01/12/2016	STEWART & HEATON CLOTHING CO PTY LTD	FIRE PROTECTION WEAR / SUPPLIES	1866.19
EFT53789	01/12/2016	DEPARTMENT OF PREMIER & CABINET - STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING	72.00
EFT53790	01/12/2016	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	180.06
EFT53791	01/12/2016	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	614.00
EFT53792	01/12/2016	KENNEDYS TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	14900.11
EFT53793	01/12/2016	WESTSIDE FIRE SERVICES	TESTING AND INSPECTION OF FIRE EQUIPMENT / SUPPLIES	324.34
EFT53794	01/12/2016	KALAMUNDA STATE EMERGENCY SERVICE (SES)	REIMBURSEMENT - GOODS AND SERVICES	1863.84
EFT53795	01/12/2016	BRICK CONCEPTS	CROSSOVER MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	2475.00
EFT53796	01/12/2016	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES FOR PETER ANDERTON CENTRE	821.87
EFT53797	01/12/2016	KALAMUNDA & DISTRICTS JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	150.00
EFT53798	01/12/2016	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	7090.66
EFT53799	01/12/2016	STAFF AUSTRALIA	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	5365.34
EFT53800	01/12/2016	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	3080.00
EFT53801	01/12/2016	SUMMIT HOMES GROUP	FOOTPATH DEPOSIT REFUND	7150.00
EFT53802	01/12/2016	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES FOR CATERING AND KITCHEN SUPPLIES	714.17
EFT53803	01/12/2016	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1550.00

Chq/EFT	Date	Name	Description	Amount
EFT53804	01/12/2016	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	REIMBURSEMENT COSTS FOR VOLUNTEER BUSHFIRE BRIGADE & HAZARD REDUCTION BURNS AT VARIOUS LOCATIONS	4880.20
EFT53805	01/12/2016	BIBBULMUN TRACK FOUNDATION	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	300.00
EFT53806	01/12/2016	HILLS BMX CLUB (INC)	PROGRESS PAYMENT 1 - HILLS BMX UPGRADE SHIRE OF KALAMUNDA FUNDING	82995.00
EFT53807	01/12/2016	MAIDA VALE TENNIS CLUB	USAGE OF CLUBROOM BY WOMEN'S POWDER ROOM	50.00
EFT53808	01/12/2016	JILL POWELL & ASSOCIATES	PROGRESS PAYMENT 2 FOR KALAMUNDA COMMUNITY LEARNING CENTRE PROJECT	5500.00
EFT53809	01/12/2016	SWAN CHAMBER OF COMMERCE	REGISTRATION FOR STAFF TO ATTEND BREAKFAST WITH THE PREMIER	75.00
EFT53810	01/12/2016	COMMISSIONER OF POLICE	VOLUNTEER POLICE CHECKS	208.60
EFT53811	01/12/2016	SWAN EVENT HIRE	EQUIPMENT HIRE FOR VARIOUS EVENTS	4216.86
EFT53812	01/12/2016	WILD SEASONS FLOWERS PTY LTD	FLOWER ARRANGEMENTS FOR MELBOURNE CUP LUNCHEON AND SUPPER CLUB FOR SENIORS WEEK 2016	1044.00
EFT53813	01/12/2016	JUSTIN BRAINE	HALL AND KEY BOND REFUND	1050.00
EFT53814	01/12/2016	DANMAR HOMES PTY LTD	FOOTPATH DEPOSIT REFUNDS	3100.00
EFT53815	01/12/2016	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	1214.51
EFT53816	01/12/2016	LOCAL GOVERNMENT PLANNERS ASSOCIATION	REGISTRATION FOR STAFF TO ATTEND DESIGN INTERVENTION: INTRODUCTION TO THE DESIGN WA POLICY FRAMEWORK COURSE	65.00
EFT53817	01/12/2016	AUTO ONE KALAMUNDA	PLANT / VEHICLE PARTS	418.10
EFT53818	01/12/2016	LIONS CLUB FORRESTFIELD HIGH WYCOMBE (INC)	SAUSAGE SIZZLE FOR THE JACARANDA SPRINGS PARK INFORMATION SESSION	350.00
EFT53819	01/12/2016	BIG W (AR W1.C3.U.07)	LIBRARY SUPPLIES	735.00
EFT53820	01/12/2016	ROYAL LIFE SAVING SOCIETY WA	FIRST AID SERVICES FOR VARIOUS EVENTS	1003.75
EFT53821	01/12/2016	KALAMUNDA CHURCH OF CHRIST	DONATION TO SHARING A HILLS CHRISTMAS	300.00
EFT53822	01/12/2016	BGC RESIDENTIAL PTY LTD	FOOTPATH DEPOSIT REFUND	1550.00
EFT53823	01/12/2016	ATI-MIRAGE TRAINING SOLUTIONS	REGISTRATION FOR STAFF TO ATTEND EXCEL INTRODUCTION COURSE	297.50
EFT53824	01/12/2016	1ST GOOSEBERRY HILL SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00

Chq/EFT	Date	Name	Description	Amount
EFT53825	01/12/2016	CONFECT - EXPRESS	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	253.04
EFT53826	01/12/2016	HILLVIEW LIFESTYLE VILLAGE PTY LTD	REFUND OF 13/14 AND 14/15 RATES REBATE CLAIMS FOR UNIT 157/597 KALAMUNDA ROAD HIGH WYCOMBE	391.17
EFT53827	01/12/2016	MANPOWER SERVICES (AUSTRALIA) PTY LTD	KEY BOND REFUND	50.00
EFT53828	01/12/2016	SPECIALISED SECURITY SHREDDING	SECURE DOCUMENT DISPOSAL BIN REMOVAL AND REPLACEMENT	33.00
EFT53829	01/12/2016	THE ARTISTS GARDEN - UNA BELL	SALE OF ARTWORK - GEOGRAPHIA EXHIBITION	3472.00
EFT53830	01/12/2016	BLUEPRINT HOMES	FOOTPATH DEPOSIT REFUND	1550.00
EFT53831	01/12/2016	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	587.50
EFT53832	01/12/2016	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	6076.95
EFT53833	01/12/2016	INSTITUTE OF PUBLIC WORKS ENGINEERING AUST. (NAT)	REGISTRATION FOR STAFF TO ATTEND STORMWATER DRAINAGE WORKSHOP	2277.00
EFT53834	01/12/2016	HARVEY NORMAN ELECTRICS MIDLAND	ELECTRICAL SUPPLIES FOR OPERATIONS CENTRE	650.90
EFT53835	01/12/2016	BEST CONSULTANTS PTY LTD	ELECTRICAL CONSULTING SERVICES FOR VARIOUS LOCATIONS	6737.50
EFT53836	01/12/2016	ANDREW WADDELL	REIMBURSEMENT OF VARIOUS COSTS	192.65
EFT53837	01/12/2016	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	22.70
EFT53838	01/12/2016	VINCENT DALY T/A EZE CONSTRUCTIONS	FOOTPATH DEPOSIT AND CROSSOVER CONTRIBUTION REFUNDS	1970.00
EFT53839	01/12/2016	LIBERTY OIL AUSTRALIA PTY LTD	SUPPLY OF FUEL	26872.99
EFT53840	01/12/2016	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	37914.68
EFT53841	01/12/2016	JORGE'S CONTRACTING SERVICES	CLEANING OF PETER ANDERTON CENTRE	2397.01
EFT53842	01/12/2016	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	2090.00
EFT53843	01/12/2016	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	126529.65
EFT53844	01/12/2016	SIMONE CAIN	KEY BOND REFUND	50.00
EFT53845	01/12/2016	FIRE 4 HIRE	VERGE / RESERVE MAINTENANCE AT VARIOUS LOCATIONS	5545.43
EFT53846	01/12/2016	AUSTRALIAN HUMAN RESOURCES INSTITUTE	MEMBERSHIP RENEWAL FOR 12 MONTHS FROM 1 DECEMBER 2016 TO 30 NOVEMBER 2017 FOR STAFF	360.00

Chq/EFT	Date	Name	Description	Amount
EFT53847	01/12/2016	SHILLER IMAGES (BELLART)	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	207.74
EFT53848	01/12/2016	AROUNDABOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE FOR VARIOUS LOCATIONS	3168.00
EFT53849	01/12/2016	LEWIS FAMILY TRUST T/A DATA TECH SERVICES	BUILDING MAINTENANCE TELEPHONE / SECURITY LINE REPAIR WORK	264.00
EFT53850	01/12/2016	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	6824.52
EFT53851	01/12/2016	ADDSTYLE CONSTRUCTIONS PTY LTD	FOOTPATH DEPOSIT REFUND	1550.00
EFT53852	01/12/2016	AAAC TOWING PTY LTD	TOWING SERVICES FEES	165.00
EFT53853	01/12/2016	JB HI-FI COMMERCIAL	2 X MICROSOFT SURFACE TABLETS FOR ENGINEERING WORKS	2270.90
EFT53854	01/12/2016	SHERIN AKTER	HALL AND KEY BOND REFUND AND HIRE CANCELLATION FEES	449.50
EFT53855	01/12/2016	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION CENTRE AND DEPOT	156.26
EFT53856	01/12/2016	JOANNE LINES	RATES REFUND	532.11
EFT53857	01/12/2016	RUSSELL BELL	SALE OF ARTWORK - GEOGRAPHIA EXHIBITION	3045.00
EFT53858	01/12/2016	SHRADDHA AMIN	HALL AND KEY BOND REFUND	350.00
EFT53859	01/12/2016	VIVIAN SARMIENTO	HALL AND KEY BOND REFUND	350.00
EFT53860	01/12/2016	NEVERFAIL SPRINGWATER LTD (ADMIN OFFICE)	BOTTLED WATER SUPPLIES / MAINTENANCE	40.85
EFT53861	01/12/2016	DELCOVE NOMINEES PTY LTD	PART SALE OF LAND PER AGREEMENT FOR LOT 60 MILNER ROAD HIGH WYCOMBE	27170.00
EFT53862	01/12/2016	CHRIS KERSHAW PHOTOGRAPHY	PHOTOGRAPHY FOR TOURISM BUSINESS PROMOTION & COMMUNITY GARDENING CALENDAR	5350.00
EFT53863	01/12/2016	ALLEASING PTY LTD	LEASING CONTRACTS FOR VARIOUS LOCATIONS - PERIOD 01/01/17 - 31/03/17	55269.23
EFT53864	01/12/2016	HIT PRODUCTIONS PTY LTD	FIRST INSTALLMENT FOR 'EVERYBODY LOVES LUCY' PERFORMANCE AT KALAMUNDA PERFORMING ARTS CENTRE ON 23 MARCH 2017	2750.00
EFT53865	01/12/2016	QUEENS PARK JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT53866	01/12/2016	MATTHEW & EMMA HAMILL	PLANNING APPLICATION FEE REFUND	147.00
EFT53867	01/12/2016	RONALD PENDAL	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	74.00

Chq/EFT	Date	Name	Description	Amount
EFT53868	01/12/2016	URBANECO GARDENS	HOME MAINTENANCE SERVICES	4312.50
EFT53869	01/12/2016	MOKOH DESIGN	ASSORTED MERCHANDISE FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	191.50
EFT53870	01/12/2016	ELIZABETH (BETH) CRAIG	TRAVEL COMMUNITY VISITORS SCHEME REFUND	48.00
EFT53871	01/12/2016	SPIDER WASTE COLLECTION SERVICES PTY LTD	COLLECTION AND RECYCLING OF MATTRESSES AT WALLISTON TRANSFER STATION	1247.40
EFT53872	01/12/2016	MAZENOD BASKETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	140.00
EFT53873	01/12/2016	JESSICA PHILIP	REIMBURSEMENT OF PRESCRIPTION SAFETY GLASSES	352.00
EFT53874	01/12/2016	BEN SGHERZA	DISABILITY AWARENESS TRAINING SESSIONS AT VARIOUS LOCATIONS	2000.00
EFT53875	01/12/2016	TELSTRA SNP MONITORING PTY LTD	SECURITY MONITORING, EQUIPMENT AND REPAIRS TO VARIOUS LOCATIONS	874.50
EFT53876	01/12/2016	USWATTE LIYANAGE STANLEY PERERA	RATES REFUND	2417.43
EFT53877	01/12/2016	JO-ELLEN WALKER	FOOTPATH DEPOSIT REFUND	2500.00
EFT53878	01/12/2016	FUTUREWEST INSTITUTE	REGISTRATION FOR STAFF AND 1 COUNCILLOR TO ATTEND EMERGENCY MANAGEMENT TRAINING	550.00
EFT53879	01/12/2016	ADD BUSINESS GROUP	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURE CENTRE	200.00
EFT53880	01/12/2016	MARK ONE VISUAL	CHRISTMAS LIGHTS AND DECORATIONS AT VARIOUS LOCATIONS	71582.50
EFT53881	01/12/2016	RUBY TANGERINE	DESIGN & CREATION OF CHALKBOARD ART FOR SPRING FESTIVAL 2016	165.00
EFT53882	01/12/2016	EASTERN HILLS OUTDOORS	FOOTPATH DEPOSIT REFUND	1550.00
EFT53883	01/12/2016	WOODSOME MANAGEMENT PTY LTD	YEAR ONE MANAGEMENT OF DEVELOPMENT CONTRIBUTIONS SCHEME AND REVIEW OF COSTS AND UPDATING SPREADSHEETS FOR FORRESTFIELD & HIGH WYCOMBE STAGE 1 INDUSTRIAL AREAS	16500.00
EFT53884	01/12/2016	ALLCREDIT PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	551.96
EFT53885	01/12/2016	KERB DIRECT KERBING PTY LTD	SUPPLY AND LAY CONCRETE KERBING AT VARIOUS LOCATIONS	772.05
EFT53886	01/12/2016	ZANE ALEXANDER	'MOONLIGHT SERENADE' PERFORMANCE MORNING MUSIC NOVEMBER 2016	1200.00

Chq/EFT	Date	Name	Description	Amount
EFT53887	01/12/2016	METRO HOMES WA PTY LTD	FOOTPATH DEPOSIT REFUND	1500.00
EFT53888	01/12/2016	UPSHIFT SOLUTIONS	AUTHOR PRESENTATION FOR HOT SECOND HALF BOOK AT FORRESTFIELD LIBRARY	250.00
EFT53889	01/12/2016	SOLUTION 4 BUILDING	PROGRESS CLAIM 1 - WORKS AT FORRESTFIELD UNITED SOCCER CLUB SPECTATOR SEATING AND CHANGE ROOM UPGRADES	33959.21
EFT53890	01/12/2016	JEN DE NESS MUSIC	ENTERTAINMENT FOR SENIORS WEEK PICNIC 2016	500.00
EFT53891	01/12/2016	BSKG MANAGEMENT CONSULTING	FITNESS FOR WORK TRAINING & INFORMATION SESSION	800.00
EFT53892	01/12/2016	MENZIES INTERNATIONAL	CLEANING SERVICES	19036.37
EFT53893	01/12/2016	GREENMOUNT LITTLE ATHLETICS CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	175.00
EFT53894	01/12/2016	RICHARD TAY	LOT 10 ST JOHN ROAD WATTLE GROVE - WAPC 112618 - REFUND OF MAINTENANCE BOND	6123.00
EFT53895	01/12/2016	CASELYN KOOISTRA	HALL AND KEY BOND REFUND	350.00
EFT53896	05/12/2016	OLK & ASSOCIATES	ARCHITECTURAL CONSULTING SERVICES	3443.00
EFT53897	08/12/2016	CURNOW GROUP HIRE PTY LTD	PROGRESS PAYMENT 3 - SEPARABLE PORTION A - NARDINE CLOSE WIDENING AND UPGRADE	112204.04
EFT53898	15/12/2016	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 12/12/16	4679.17
EFT53899	15/12/2016	NIGHTINGALES PHARMACY & NEWSAGENCY KALAMUNDA	FIRST AID REPLENISHMENT SUPPLIES FOR VARIOUS LOCATIONS	409.30
EFT53900	15/12/2016	SHAWMAC PTY LTD	CONSULTING SERVICES - FORRESTFIELD / HIGH WYCOMBE INDUSTRIAL AREA - NARDINE CLOSE TENDERING AND CONSTRUCTING SUPERVISION	3366.00
EFT53901	15/12/2016	ACE CINEMA - MIDLAND	5 ADULT CINEMA TICKETS FOR OPERATIONS CENTRE	130.00
EFT53902	15/12/2016	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	4482.85
EFT53903	15/12/2016	FIRE AND SAFETY WA	FIRE PROTECTION WEAR / SUPPLIES	2485.34
EFT53904	15/12/2016	WATERCOM PTY LTD	ANNUAL MAINTENANCE OF WATERCOM DRAINS SOFTWARE 01/12/16 - 01/12/17	1127.50
EFT53905	15/12/2016	FREESTYLE NOW	COACHING WORKSHOPS AT SKATE PARKS	2178.00
EFT53906	15/12/2016	OLK & ASSOCIATES	ARCHITECTURAL CONSULTING SERVICES FOR THE PROPOSED SPECTATOR STAND AT HARTFIELD PARK	1936.00

Chq/EFT	Date	Name	Description	Amount
EFT53907	15/12/2016	APOSTLE NATURAL SPRING WATER	DRINKING WATER, DISPENSER AND CUP SUPPLIES FOR ZIG ZAG CULTURAL CENTRE	30.00
EFT53908	15/12/2016	ABOUT FUN ENTERTAINMENT	ENTERTAINMENT - DRIPPY DRAGON SHOW AT THE LESMURDIE LIBRARY	330.00
EFT53909	15/12/2016	PICTON PRESS	PRINTING OF RECREATION CENTRE BROCHURE	85.55
EFT53910	15/12/2016	SYRINX ENVIRONMENTAL P/L	WEED CONTROL AT VARIOUS LOCATIONS	2805.00
EFT53911	15/12/2016	DANUBE RIVER PTY LTD T/A LEARNING HORIZONS	BUSINESS MANAGEMENT CONSULTANTS FEES	6600.00
EFT53912	15/12/2016	MELTWATER AUSTRALIA PTY LTD	12 MONTH SUBSCRIPTION STARTING 1 DECEMBER 2016	7652.70
EFT53913	15/12/2016	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	390.00
EFT53914	15/12/2016	EVANGELINE C SARICH	TRAVEL COMMUNITY VISITORS SCHEME REFUND	272.00
EFT53915	15/12/2016	BREE HEPBURN	SALE OF ARTWORK - SEASONS EXHIBITION	52.50
EFT53916	15/12/2016	WENDY ANNE PEARCE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	42.00
EFT53917	15/12/2016	EVANGELOS LITIS NOMINEES PTY LTD & TIP TOP FRUIT & VEGETABLE MARKET PTY LTD	RATES REFUND	804.26
EFT53918	15/12/2016	CAROL ANNE CRUTE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	3.50
EFT53919	15/12/2016	NEVILLE JAMES & RAYMOND FRANCIS ALLEN	RATES REFUND	510.05
EFT53920	15/12/2016	MICHAEL GODFREY SCOTT	REFUND OF PRIVATE WORKS BOND CROSSOVER - 17 PRIORY ROAD MAIDA VALE AND CROSSOVER CONTRIBUTION	5205.00
EFT53921	15/12/2016	BEVERLEY ROSE ZILM	ADMIN FEE REFUND	15.00
EFT53922	15/12/2016	ANDREW CODE	TRAVEL COMMUNITY VISITORS SCHEME REFUND	15.00
EFT53923	15/12/2016	EDNA FLORENCE WOODWARD	ADMIN FEE REFUND	15.00
EFT53924	15/12/2016	BENJAMIN THACKRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	288.00
EFT53925	15/12/2016	SHEILA DUNNE	ADMIN FEE REFUND	15.00
EFT53926	15/12/2016	AVERIL ANNE BAKER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	17.50
EFT53927	15/12/2016	GEORGE FAVACHO	KEY BOND REFUND	50.00
EFT53928	15/12/2016	GABLECOURT HOLDINGS PTY LTD	RATES REFUND	548.00
EFT53929	15/12/2016	GILL BAXTER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	52.50
EFT53930	15/12/2016	NICOLE IRELAND	KEY BOND REFUND	50.00

Chq/EFT	Date	Name	Description	Amount
EFT53931	15/12/2016	GLORIA KILPATRICK	HALL AND KEY BOND REFUND	350.00
EFT53932	15/12/2016	WENDY ANN CRAFT	SENIOR RESIDENT PEOPLES CHOICE AWARD	50.00
EFT53933	15/12/2016	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	19604.00
EFT53934	15/12/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1198.92
EFT53935	15/12/2016	AUSTRALIA POST	POSTAL EXPENSES / COUNTER BILLPAY TRANSACTION FEES	15978.74
EFT53936	15/12/2016	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	1876.45
EFT53937	15/12/2016	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	723.91
EFT53938	15/12/2016	LANDGATE	SERVICE FEE - EXTRACTION OF RECTIFIED AERIAL IMAGERY	536.80
EFT53939	15/12/2016	KALAMUNDA AUTO ELECTRICS	PLANT / VEHICLE PARTS	4414.05
EFT53940	15/12/2016	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	431.52
EFT53941	15/12/2016	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	23594.44
EFT53942	15/12/2016	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	1557.33
EFT53943	15/12/2016	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	304.89
EFT53944	15/12/2016	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6417.24
EFT53945	15/12/2016	K-LINE FENCING GROUP	SUPPLY & INSTALL FENCING AT SMOKEBUSH PLACE SITE	28756.20
EFT53946	15/12/2016	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	2694.79
EFT53947	15/12/2016	KEEP AUSTRALIA BEAUTIFUL COUNCIL	SUPPLY OF ROADSIDE LITTER BAGS	400.00
EFT53948	15/12/2016	DOMUS NURSERY	GARDEN SUPPLIES FOR VARIOUS LOCATIONS	537.68
EFT53949	15/12/2016	VODAFONE HUTCHISON AUSTRALIA PTY LTD	COMMUNICATION EXPENSES FOR EMERGENCY SERVICES - DECEMBER 2016	1954.38
EFT53950	15/12/2016	FASTA COURIERS	COURIER FEES	434.94
EFT53951	15/12/2016	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	278.29
EFT53952	15/12/2016	SG ENVIRO	SEPTIC / GREASE TANK CLEAN OUT SERVICES AT VARIOUS LOCATIONS	368.59
EFT53953	15/12/2016	MAJOR MOTORS PTY LTD	PLANT / VEHICLE PARTS	55.22
EFT53954	15/12/2016	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	978.05
EFT53955	15/12/2016	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1680.26
EFT53956	15/12/2016	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	17991.23
EFT53957	15/12/2016	SYNERGY	POWER CHARGES	19490.85

Chq/EFT	Date	Name	Description	Amount
EFT53958	15/12/2016	STEWART & HEATON CLOTHING CO PTY LTD	FIRE PROTECTION WEAR / SUPPLIES	1449.39
EFT53959	15/12/2016	DEPARTMENT OF PREMIER & CABINET - STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING	115.20
EFT53960	15/12/2016	LGIS INSURANCE BROKING SERVICES	2015-2016 MOTOR VEHICLE ADJUSTMENT ADDITIONAL PREMIUM AS AT 30 JUNE 2016	3402.33
EFT53961	15/12/2016	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	366.30
EFT53962	15/12/2016	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	3871.44
EFT53963	15/12/2016	DORMA AUTOMATICS PTY LTD	AUTOMATIC DOOR MAINTENANCE TO VARIOUS SHIRE BUILDINGS	847.00
EFT53964	15/12/2016	WESTSIDE FIRE SERVICES	TESTING AND INSPECTION OF FIRE EQUIPMENT / SUPPLIES	765.19
EFT53965	15/12/2016	STAPLES AUSTRALIA PTY LTD(CORPORATE EXPRESS AUSTRALIA LTD)	STATIONERY / OFFICE SUPPLIES	135990.26
EFT53966	15/12/2016	MILPRO WA (INCORPORATING HILL TOP TROPHIES)	NAME BADGE	19.25
EFT53967	15/12/2016	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES FOR PETER ANDERTON CENTRE	1015.91
EFT53968	15/12/2016	MARKETFORCE PTY LTD	ADVERTISING FOR VARIOUS JOBS / EVENTS	5696.18
EFT53969	15/12/2016	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	9550.92
EFT53970	15/12/2016	STAFF AUSTRALIA	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	5791.28
EFT53971	15/12/2016	CHELSEA DECOR	REPAIR CURTAINS AT CYRIL ROAD HALL	80.00
EFT53972	15/12/2016	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	2656.50
EFT53973	15/12/2016	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	3925.00
EFT53974	15/12/2016	AIR LIQUIDE WA PTY LTD	GAS BOTTLE FACILITY FEE	219.10
EFT53975	15/12/2016	GILFORD BUILDING SERVICES	FOOTPATH DEPOSIT REFUND	1550.00
EFT53976	15/12/2016	LOVEGROVE TURF SERVICES	SUPPLY AND LAY TURF AT KOSTERA OVAL	13860.00
EFT53977	15/12/2016	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	124.60
EFT53978	15/12/2016	PICKERING BROOK SPORTS CLUB (INC)	GRANT FUNDING PAYMENT CONTRIBUTION TOWARDS PURCHASE OF A RIDE ON MOWER	7000.00
EFT53979	15/12/2016	KALAMUNDA CHRISTIAN SCHOOL	HALL & KEY BOND REFUND	455.00
EFT53980	15/12/2016	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES DEPOT KITCHEN	675.09
EFT53981	15/12/2016	1ST MAIDA VALE SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT53982	15/12/2016	DALE ALCOCK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1550.00

Chq/EFT	Date	Name	Description	Amount
EFT53983	15/12/2016	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	REIMBURSEMENT COSTS FOR VOLUNTEER BUSHFIRE BRIGADE	3629.78
EFT53984	15/12/2016	HILLS BMX CLUB (INC)	PROGRESS PAYMENT 2 - HILLS BMX UPGRADE SHIRE OF KALAMUNDA AND DSR FUNDING	49500.00
EFT53985	15/12/2016	WATTLE GROVE VETERINARY HOSPITAL	VETERINARY FEES	125.00
EFT53986	15/12/2016	KALAMUNDA CAROLS BY CANDLELIGHT INC	KEY BOND REFUND	50.00
EFT53987	15/12/2016	LIONS CLUB OF KALAMUNDA	HALL AND KEY BOND REFUND	350.00
EFT53988	15/12/2016	HIGH WYCOMBE CRICKET CLUB	TURF WICKET MAINTENANCE 2016/17 - 1ST INSTALMENT & KIDSPORT FUNDING FOR VARIOUS PLAYERS	6892.50
EFT53989	15/12/2016	SWAN CHAMBER OF COMMERCE	REGISTRATION FOR 1 COUNCILLOR TO ATTEND BREAKFAST WITH THE PREMIER	75.00
EFT53990	15/12/2016	HELEN ARMSTRONG & ASSOCIATES (T/AS WAXING LYRICAL CANDLES)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	63.00
EFT53991	15/12/2016	FINISHING TOUCH	VEHICLE CLEANING / DETAILING	700.00
EFT53992	15/12/2016	SWAN EVENT HIRE	EQUIPMENT HIRE FOR VARIOUS EVENTS	5902.17
EFT53993	15/12/2016	TOTAL EDEN PTY LTD	RETICULATION PARTS AS REQUIRED CAT 1 RESERVES	2698.57
EFT53994	15/12/2016	WILD SEASONS FLOWERS PTY LTD	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	500.00
EFT53995	15/12/2016	CHAMBER OF COMMERCE & INDUSTRY OF WA	CONSULTING SERVICES IN RELATION TO EMPLOYEE RELATION MATTERS	539.00
EFT53996	15/12/2016	ANNA HAMERSLEY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	56.35
EFT53997	15/12/2016	KALAMUNDA SENIOR HIGH SCHOOL	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURE CENTRE	350.00
EFT53998	15/12/2016	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	16922.09
EFT53999	15/12/2016	TALONS HSF PTY LTD T/A TALONS HIGH SECURITY FENCING	SERVICE AS REQUIRED AND PART TO FIX AND SERVICE THE DEPOT GATE SYSTEM	2035.00
EFT54000	15/12/2016	MOIRA A COURT	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	14.70
EFT54001	15/12/2016	ENGIE MECHANICAL SERVICES AUSTRALIA PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	8048.48

Chq/EFT	Date	Name	Description	Amount
EFT54002	15/12/2016	DEBBIE JOSE JEWELLERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	199.50
EFT54003	15/12/2016	WEST AUSTRALIAN NEWSPAPERS HOLDINGS LTD	WEST AUSTRALIAN NEWSPAPER DELIVERED DAILY TO PETER ANDERTON CENTRE	105.60
EFT54004	15/12/2016	MIDLAND 2015 PTY LTD T/A MIDLAND TOYOTA	SUPPLY OF 5 NEW TOYOTA COROLLA HATCH VEHICLES	99555.50
EFT54005	15/12/2016	KANYANA WILDLIFE REHABILITATION CENTRE INC	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	408.80
EFT54006	15/12/2016	THOMAS B & SHARNIE S GATER	FOOTPATH DEPOSIT REFUND	1550.00
EFT54007	15/12/2016	DUN & BRADSTREET (AUSTRALIA) PTY LTD	DEBT COLLECTION FEES FOR RATES	293.22
EFT54008	15/12/2016	BANK OF IDEAS	ABCDE LEARNING SITE FOR HIGH WYCOMBE	22000.00
EFT54009	15/12/2016	GERALD HUGH JONES	ADMIN FEE REFUND	15.00
EFT54010	15/12/2016	FOOD TECHNOLOGY SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR HEALTH DEPARTMENT	3427.38
EFT54011	15/12/2016	CONFECT - EXPRESS	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	203.60
EFT54012	15/12/2016	CARROODA PTY LTD & SANSOM NOMINEES PTY LTD #4	DEVELOPMENT CONTRIBUTION REIMBURSEMENT FOR SULTANA ROAD FORRESTFIELD	92194.01
EFT54013	15/12/2016	DISCUS DIGITAL PRINT	SUPPLY OF OPEN STUDIO CORE FLUTE STUDIO MARKERS AND 20 X COREFLUTE GRASS SPIKES	617.10
EFT54014	15/12/2016	GEMMILL HOMES	FOOTPATH DEPOSIT REFUNDS	3050.00
EFT54015	15/12/2016	HERTZ AUSTRALIA PTY LTD	HIRE OF 25 SEATER BUS WHILE COMMUNITY BUS BEING REPAIRED	180.40
EFT54016	15/12/2016	DEPARTMENT OF PARKS AND WILDLIFE	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	200.00
EFT54017	15/12/2016	SIGN-A -RAMA	SUPPLY OF EMERGENCY EVACUATION SIGNAGE	225.50
EFT54018	15/12/2016	GOOSEBERRY HILL ARTS & CRAFTS	HALL AND KEY BOND REFUND	455.00
EFT54019	15/12/2016	PORTER CONSULTING ENGINEERS	DESIGN, DOCUMENTATION & CONSTRUCTION MANAGEMENT - ROAD 2A FORRESTFIELD / HIGH WYCOMBE INDUSTRIAL AREA	2200.00
EFT54020	15/12/2016	MATRIX PRODUCTIONS AUSTRALIA PTY LTD	LIGHTING EQUIPMENT, SOUND SYSTEMS, STAGING & AUDIOVISUAL SUPPLIES FOR KALAMUNDA PERFORMING ARTS CENTRE	853.91
EFT54021	15/12/2016	MICHAEL D & CAROLINE S MCKENNA	FOOTPATH DEPOSIT REFUND	1000.00
EFT54022	15/12/2016	WOOLWORTHS LIMITED	GROCERY SUPPLIES FOR RECREATION CENTRES	274.02

Chq/EFT	Date	Name	Description	Amount
EFT54023	15/12/2016	FORRESTFIELD TENNIS CLUB (INC)	FORRESTFIELD TENNIS CLUB HIRE FEES FROM HPRC 1/11/16 - 30/11/16	32.00
EFT54024	15/12/2016	HILLS GAS SUPPLY	SUPPLY OF BOTTLED GAS FOR VARIOUS LOCATIONS	500.00
EFT54025	15/12/2016	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS SHIRE BUILDINGS	5263.17
EFT54026	15/12/2016	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	1551.00
EFT54027	15/12/2016	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	3633.85
EFT54028	15/12/2016	CASTLEDINE & CASTLEDINE DESIGNERS	DESIGN / ARTWORK & PRINTING OF VARIOUS ITEMS	550.00
EFT54029	15/12/2016	SUSAN F BRYAN	SALE OF ARTWORK - SEASONS EXHIBITION	140.00
EFT54030	15/12/2016	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	8619.40
EFT54031	15/12/2016	DEVRITE CONSTRUCTIONS	FOOTPATH DEPOSIT REFUND	1500.00
EFT54032	15/12/2016	LINDA G BELFORD	SALE OF ARTWORK - SEASONS EXHIBITION	203.00
EFT54033	15/12/2016	DION & SUSAN MASTERS	FOOTPATH DEPOSIT REFUND	700.00
EFT54034	15/12/2016	360 ENVIRONMENTAL PTY LTD	HISTORY VILLAGE ASBESTOS AWARENESS TRAINING	1317.80
EFT54035	15/12/2016	TOM CAIRNS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	2.80
EFT54036	15/12/2016	WARDEN CONSTRUCTION (WA) PTY LTD	FOOTPATH DEPOSIT REFUND	1550.00
EFT54037	15/12/2016	SHIRLEY SPENCER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	141.40
EFT54038	15/12/2016	DARLING RANGE SPORTS COLLEGE	HALL AND KEY BOND REFUND	455.00
EFT54039	15/12/2016	BEST CONSULTANTS PTY LTD	ELECTRICAL CONSULTING SERVICES FOR VARIOUS LOCATIONS	3300.00
EFT54040	15/12/2016	KIWALES NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	60.00
EFT54041	15/12/2016	GUMNUTS & LAVENDER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	5.25
EFT54042	15/12/2016	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	21413.73
EFT54043	15/12/2016	BRONWYNN MICHELLE SPROGOWSKI	FOOTPATH DEPOSIT REFUND	4050.00
EFT54044	15/12/2016	IDEAL HOMES	FOOTPATH DEPOSIT REFUND	1000.00
EFT54045	15/12/2016	DANIELLE ANNE & ANTHONY RADOCVICH	RATES REFUND	2172.76
EFT54046	15/12/2016	KOTT GUNNING LAWYERS	LEGAL EXPENSES	20246.98
EFT54047	15/12/2016	CHRISTINE VITLER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	6.30

Chq/EFT	Date	Name	Description	Amount
EFT54048	15/12/2016	NANCY GILLESPIE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	14.00
EFT54049	15/12/2016	SIMON MARSIGALIA	FOOTPATH DEPOSIT REFUND	2500.00
EFT54050	15/12/2016	SEWING AND CRAFT WITH MEMA	DRY CLEANING / WASHING SERVICES FOR HARTFIELD PARK RECREATION CENTRE	125.00
EFT54051	15/12/2016	KARIN HOTCHKIN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	58.80
EFT54052	15/12/2016	SAFEWAY BUILDING AND RENOVATIONS PTY LTD	ROOF, AIR-CONDITIONING & VENTILATION REPLACEMENT AT HIGH WYCOMBE RECREATION CENTRE	50856.58
EFT54053	15/12/2016	FIRE 4 HIRE	VERGE / RESERVE MAINTENANCE AT VARIOUS LOCATIONS	4276.91
EFT54054	15/12/2016	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	1205.72
EFT54055	15/12/2016	JENNIFER DE YOUNG	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	378.00
EFT54056	15/12/2016	BOLDSTEP INVESTMENTS PTY LTD	RATES REFUND	746.96
EFT54057	15/12/2016	STRATEGEN ENVIRONMENTAL CONSULTANTS	ENVIRONMENTAL CONSULTING SERVICES FOR VARIOUS LOCATIONS	79.48
EFT54058	15/12/2016	CLAIRE O'NEILL - CLAIRE'S EMBROIDERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	145.60
EFT54059	15/12/2016	LINDA STONES	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	134.75
EFT54060	15/12/2016	IAN MOSS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	42.00
EFT54061	15/12/2016	AROUNDABOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE FOR VARIOUS LOCATIONS	3643.20
EFT54062	15/12/2016	CAMERON G & SILJA DRY	FOOTPATH DEPOSIT REFUND	1550.00
EFT54063	15/12/2016	PETER FALCONER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	100.80
EFT54064	15/12/2016	CITY OF STIRLING	MEALS ON WHEELS PROGRAM - OCTOBER 2016	4610.58
EFT54065	15/12/2016	DONNA LEE ELLERY	RATES REFUND	200.00
EFT54066	15/12/2016	SAFE T CARD AUSTRALIA PTY LTD	MONTHLY MONITORING CHARGES	33.00
EFT54067	15/12/2016	MARY FORWARD	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	7.70

Chq/EFT	Date	Name	Description	Amount
EFT54068	15/12/2016	WILKON BUILDING SERVICES P/L	FOOTPATH DEPOSIT REFUND	2500.00
EFT54069	15/12/2016	FOXTEL	MONTHLY SUBSCRIPTION FEE	210.00
EFT54070	15/12/2016	HANS SCHWALB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	7.00
EFT54071	15/12/2016	MEERILINGA YOUNG CHILDREN'S SERVICES INC	QUARTERLY CONTRIBUTION TO HIGH WYCOMBE CHILD HEALTH CLINIC - JULY - SEPTEMBER 2016	1100.00
EFT54072	15/12/2016	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	12371.19
EFT54073	15/12/2016	THE ARTFUL FLOWE - FELICIA LOWE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	45.50
EFT54074	15/12/2016	AAAC TOWING PTY LTD	TOWING SERVICES FEES	165.00
EFT54075	15/12/2016	GURUS ENTERTAINMENT & MANAGEMENT PTY LTD	PROGRESS PAYMENT 2 - GUEST SPEAKER FOR KALAMUNDA SPORTS STAR AWARDS NIGHT	1100.00
EFT54076	15/12/2016	DAVID GREEN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	97.51
EFT54077	15/12/2016	JB HI-FI COMMERCIAL	VARIOUS ELECTRICAL SUPPLIES	1080.00
EFT54078	15/12/2016	PUBLIC TRANSPORT AUTHORITY OF WA	KEY BOND REFUND	50.00
EFT54079	15/12/2016	MAX OGRADY - PROJECT PHOTOGRAPHY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	10.50
EFT54080	15/12/2016	GLENN STUART MORGAN AS TRUSTEE FOR THE MORGAN FAMILY TRUST T/A REFLECTIONS WINDOW CLEANING	SUPPLY WINDOW CLEANING SERVICES TO SHIRE OF KALAMUNDA FACILITIES	1190.00
EFT54081	15/12/2016	SILK ON SILK (ROSEMARY LONSDALE)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	192.50
EFT54082	15/12/2016	KALAMUNDA RANGERS INCORPORATED	KIDSPORT FUNDING FOR VARIOUS PLAYERS	418.00
EFT54083	15/12/2016	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION CENTRE AND DEPOT	436.50
EFT54084	15/12/2016	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	3685.55
EFT54085	15/12/2016	MAVIS PASKULICH	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	392.70
EFT54086	15/12/2016	NATURAL AREA MANAGEMENT & SERVICES	KEY BOND REFUND	50.00
EFT54087	15/12/2016	FADWA ABDALLAH	SENIOR RESIDENT PEOPLES CHOICE AWARD	50.00

Chq/EFT	Date	Name	Description	Amount
EFT54088	15/12/2016	COB DESIGNS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	25.20
EFT54089	15/12/2016	PRICEWATERHOUSECOOPERS	PROFESSIONAL GST SERVICES FEES RENDERED FOR THE PERIOD TO 28 NOVEMBER 2016	5500.00
EFT54090	15/12/2016	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	2758.00
EFT54091	15/12/2016	NEVERFAIL SPRINGWATER LTD (ADMIN OFFICE)	BOTTLED WATER SUPPLIES / MAINTENANCE	54.05
EFT54092	15/12/2016	HI-JINX QUARTET	PERFORMANCE AT MORNING MUSIC CHRISTMAS SHOW 2016	650.00
EFT54093	15/12/2016	DELCOVE NOMINEES PTY LTD	DEVELOPMENT CONTRIBUTION REIMBURSEMENT FOR SULTANA ROAD FORRESTFIELD	69884.62
EFT54094	15/12/2016	OFF PEN PUBLISHING - BETH BAKER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	37.10
EFT54095	15/12/2016	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT / VEHICLE PARTS	1617.00
EFT54096	15/12/2016	BALLIGART - HELEN LOCK	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	23.80
EFT54097	15/12/2016	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	9036.92
EFT54098	15/12/2016	INTEGRATED RECORDS MANAGEMENT	MONTHLY OFFSITE STORAGE FEES	551.60
EFT54099	15/12/2016	READSPEAKER PTY LTD	READSPEAKER ENTERPRISE ANNUAL SERVICE FEE	3853.85
EFT54100	15/12/2016	LINDAS BOOKS / ROLEYSTONE COURIER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	18.90
EFT54101	15/12/2016	IRENE YOUNG	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	60.20
EFT54102	15/12/2016	LINDA RAPHAEL	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	66.43
EFT54103	15/12/2016	WAITAWHILE ART	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	17.64
EFT54104	15/12/2016	WORKPOWER INCORPORATED	WEED CONTROL AT VARIOUS LOCATIONS	1942.00
EFT54105	15/12/2016	AUSTRALIAN FINANCIAL SECURITY AUTHORITY	ABANDONED VEHICLE CHECKS	34.00
EFT54106	15/12/2016	WILLIAM THOMAS MOORE & CLAUDIA CECILIA GRAF	RATES REFUND	38.00
EFT54107	15/12/2016	URBANECO GARDENS	HOME MAINTENANCE SERVICES	2775.00

Chq/EFT	Date	Name	Description	Amount
EFT54108	15/12/2016	NICKY WINTER - KASZAZZ IN KALAMUNDA	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	149.87
EFT54109		EFT PAYMENT CANCELLED		
EFT54110	15/12/2016	JD RIGGING & CONSTRUCTION PTY LTD	DEVELOPMENT CONTRIBUTION REIMBURSEMENT FOR SULTANA ROAD FORRESTFIELD	15160.62
EFT54111	15/12/2016	RAYMOND & OLIVIA PUTLAND	CROSSOVER CONTRIBUTION	420.00
EFT54112	15/12/2016	THE LUCKY CHARM	NEWSPAPERS / MAGAZINES SUPPLIES FOR VARIOUS LOCATIONS	84.44
EFT54113	15/12/2016	HERB & ESSENCE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	27.30
EFT54114	15/12/2016	SPIDER WASTE COLLECTION SERVICES PTY LTD	COLLECTION AND RECYCLING OF MATTRESSES AT WALLISTON TRANSFER STATION	2325.40
EFT54115	15/12/2016	WESTMAGIC HOLDINGS T/A DEERING AUTRONICS	AUTO ELECTRICAL & AUTO AIR-CONDITIONING SERVICES FOR VARIOUS VEHICLES	453.02
EFT54116	15/12/2016	JESSICA JUBB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	154.00
EFT54117	15/12/2016	SEATADVISOR PTY LTD	TICKETING TRANSACTION FOR KPAC	255.21
EFT54118	15/12/2016	ALLAN AND JEANINE CARVER	FOOTPATH DEPOSIT REFUND	1550.00
EFT54119	15/12/2016	LESMURDIE MAZENOD CRICKET CLUB	FINAL GRANT FUNDING PAYMENT CONTRIBUTION TOWARDS CRICKET NETS AT RAY OWEN RESERVE	3500.00
EFT54120	15/12/2016	VICTORIA MIZEN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	11.83
EFT54121	15/12/2016	AAA EGG COMPANY PTY LTD	DEVELOPMENT CONTRIBUTION REIMBURSEMENT FOR SULTANA ROAD	15949.19
EFT54122	15/12/2016	WILLAFORD PTY LTD	DEVELOPMENT CONTRIBUTION REIMBURSEMENT FOR SULTANA ROAD	21617.22
EFT54123	15/12/2016	ALTUS PLANNING & APPEALS	PLANNING APPEALS CONSULTANCY SERVICES	2464.00
EFT54124	15/12/2016	SECURE PAY	KPAC WEB PAYMENT, TICKET TRANSACTION FEES	20.06
EFT54125	15/12/2016	TELSTRA SNP MONITORING PTY LTD	SECURITY MONITORING, EQUIPMENT AND REPAIRS TO VARIOUS LOCATIONS	192.72
EFT54126	15/12/2016	ECO LOGICAL AUSTRALIA	FLORA & FAUNA ASSESSMENTS AT VARIOUS LOCATIONS	13839.65
EFT54127	15/12/2016	NATURE CALLS PORTABLE TOILETS	PORTABLE TOILET HIRE FOR THANK A VOLUNTEER DAY 2016	429.00

Chq/EFT	Date	Name	Description	Amount
EFT54128	15/12/2016	NEXTRA PAPER PLACE	SUPPLY OF VARIOUS MAGAZINES AND COMICS	45.83
EFT54129	15/12/2016	AUS CHILL TECHNICAL SERVICES PTY LTD	AIR CONDITIONING REPAIRS AND INSTALLATION TO VARIOUS LOCATIONS	2448.01
EFT54130	15/12/2016	KEN ITO	JACARANDA SPRINGS PARK CONCEPT PLAN - ADDITIONAL EDITS AND ONSITE CONSULTATION	90.00
EFT54131	15/12/2016	ACADEMY OF DANCE AND ELEGANCE	HALL AND KEY BOND REFUND	455.00
EFT54132	15/12/2016	DENNIS BLAIR	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	297.00
EFT54133	15/12/2016	MARKET CREATIONS	MARKETING AND TECHNOLOGY SERVICE FEES	3531.87
EFT54134	15/12/2016	THE FREEDOM FAIRIES	ENTERTAINMENT FOR SPRING HILLS FESTIVAL 2016	5280.00
EFT54135	15/12/2016	ROB KORENHOF	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	297.00
EFT54136	15/12/2016	ACACIA CONNECTION PTY LTD	QUARTERLY EAP PROGRAM FIXED FEE FROM 1/1/17 - 31/3/17	1595.00
EFT54137	15/12/2016	UNWINED T/A POSSUM CREEK LODGE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	131.60
EFT54138	15/12/2016	TREASURES OF AUSTRALIA	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/11/16 - 30/11/16	98.49
EFT54139	15/12/2016	ALLCREDIT PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	551.96
EFT54140	15/12/2016	KERB DIRECT KERBING PTY LTD	SUPPLY AND LAY EXTRUDED CONCRETE KERBING AT VARIOUS LOCATIONS	1954.09
EFT54141	15/12/2016	SUZANNE CLAIRE SABAN	FOOTPATH DEPOSIT REFUND	4000.00
EFT54142	15/12/2016	FOOTHILLS COUNTRY WOMENS ASSOCIATION (CWA)	KEY BOND REFUND	50.00
EFT54143	15/12/2016	PERTH COFFEE SUPPLIES	COFFEE SUPPLIES FOR ADMINISTRATION CENTRE	350.00
EFT54144	15/12/2016	SPICK AND SPAN COMMERCIAL PROPERTY MAINTENANCE PTY LTD	CLEANING SERVICES	5861.81
EFT54145	15/12/2016	AP DUJMOVIC PTY LTD - ADRIAN DUJMOVIC	DEVELOPMENT CONTRIBUTION REIMBURSEMENT FOR SULTANA ROAD FORRESTFIELD	15786.04
EFT54146	15/12/2016	CATCH MUSIC INC	ENTERTAINMENT FOR DISABILITY AWARENESS WEEK 2016	250.00
EFT54147	15/12/2016	SMITH CONSULTING	BUSHFIRE ATTACK LEVEL ASSESSMENT & REPORT ON LESMURDIE RESERVE BMX TRACK, GLADYS ROAD LESMURDIE	450.00

Chq/EFT	Date	Name	Description	Amount
EFT54148	15/12/2016	AUSSIE TELECOM PTY LTD	DEEP FREEZE CLOUD ULTIMATE SUBSCRIPTION 1+ 1YR, ANTI-VIRUS CLOUD SUBSCRIPTION 1+ 1YR FROM 30/11/2016 - 29/11/2017	2114.11
EFT54149	15/12/2016	HIGH VOLTAGE PERFORMERS BOUTIQUE	ENTERTAINMENT FOR THANK A VOLUNTEER DAY 2016	935.00
EFT54150	15/12/2016	APPLIANCES ONLINE COMMERCIAL	WESTINGHOUSE 450L BOTTOM MOUNT FRIDGE FOR HIGH WYCOMBE RECREATION CENTRE	1139.00
EFT54151	15/12/2016	PUNDIT PTY LTD ATF THE VERHOOGT SUPERANNUATION FUND	DEVELOPMENT CONTRIBUTION REIMBURSEMENT FOR SULTANA ROAD FORRESTFIELD	15683.06
EFT54152	15/12/2016	MEM PROPERTIES UNIT TRUST	DEVELOPEMNT CONTRIBUTION REIMBURSEMENT FOR SULTANA ROAD FORRESTFIELD	30124.49
EFT54153	15/12/2016	BLUE MANTA (ASIA) PTY LTD	SULTANA ROAD WEST - DEVELOPMENT CONTRIBUTION REIMBURSEMENT	15591.52
EFT54154	15/12/2016	CARMELA A PUTLAND	CROSSOVER CONTRIBUTION	420.00
EFT54155	15/12/2016	BALA MURALI TATAVARTHI	PART REFUND OF INSPECTION FEES DUE TO CEASING MEDIUM RISK FOOD CONTRACT	303.00
EFT54156	15/12/2016	TASH HOFER	SALE OF ARTWORK - SEASONS EXHIBITION	77.00
EFT54157	15/12/2016	YUE HOFER	BOND REFUND FOR THE USE OF THE GALLERY AT THE ZIG ZAG CULTURE CENTRE AND SALE OF ARTWORK - SEASONS EXHIBITION	591.00
EFT54158	15/12/2016	SIJU GLASS	SALE OF ARTWORK - SEASONS EXHIBITION	385.00
EFT54159	15/12/2016	FAMILY VOICE AUSTRALIA	HALL AND KEY BOND REFUND	455.00
EFT54160	15/12/2016	BENGALI ASSOCIATION OF WA	HALL AND KEY BOND REFUND	455.00
EFT54161	15/12/2016	NATALIE MARTIN-GOODE	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	270.16
EFT54162	15/12/2016	LIBERAL PARTY OF AUSTRALIA - DARLINGTON BRANCH/LIAM STALTARI	HALL AND KEY BOND REFUND	655.00
EFT54163	15/12/2016	MICHELLE MADLENER BALLET STUDIO	HALL AND KEY BOND REFUND	455.00
EFT54164	15/12/2016	NEXT LEVEL DANCE ACADEMY	HALL AND KEY BOND REFUND	450.00
EFT54165	15/12/2016	SAM DI DIO	HALL AND KEY BOND REFUND	550.00
EFT54166	15/12/2016	ALLAN UBALDO	HALL AND KEY BOND REFUND	350.00
EFT54167	15/12/2016	TANYA PETTIT	HALL AND KEY BOND REFUND	350.00
EFT54168	22/12/2016	HART SPORT	GYM EQUIPMENT SUPPLIES FOR THE SENIORS LIVE ACTIVE PROGRAM	441.40
EFT54169	22/12/2016	BARNETTS (WA) PTY LTD	HARDWARE SUPPLIES	658.66

Chq/EFT	Date	Name	Description	Amount
EFT54170	22/12/2016	THE WORKWEAR GROUP PTY LTD	SUPPLY OF UNIFORM FOR STAFF	17105.97
EFT54171	22/12/2016	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	37.85
EFT54172	22/12/2016	JB HI-FI MIDLAND	ELECTRICAL SUPPLIES FOR DEPOT OPERATIONS	239.70
EFT54173	22/12/2016	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	9445.94
EFT54174	22/12/2016	FIRE AND SAFETY WA	FIRE PROTECTION WEAR / SUPPLIES	1061.91
EFT54175	22/12/2016	OLK & ASSOCIATES	ARCHITECTURAL CONSULTING SERVICES	8800.00
EFT54176	22/12/2016	TAMAN DIAMOND TOOLS AND MACHINERY	PLANT / VEHICLE PARTS	115.42
EFT54177	22/12/2016	LEISURE ENGINEERING PTY LTD	CONSULTING SERVICES FOR MAINTENANCE & MANAGEMENT REGIME FOR KALAMUNDA WATER PARK	12474.00
EFT54178	22/12/2016	AVELING	WHITE CARD ONLINE REGISTRATION FOR STAFF	65.00
EFT54179	22/12/2016	PICTON PRESS	PRINTING OF BROCHURES FOR VARIOUS EVENTS	4980.14
EFT54180	22/12/2016	SHERICH BUILDING SURVEYING	FINAL PREPARATION AND LODGEMENT WITH DFES FOR THEIR ADVICE J0863. ISSUE CERTIFICATE OF DESIGN COMPLIANCE BA3 J0863 FOR THE FUSC SPECTATOR SEATING AND CHANGE ROOM UPGRADES FOR FORRESTFIELD UNITED FOOTBALL CLUB	1177.50
EFT54181	22/12/2016	ERGOLINK	SUPPLY OF VARIOUS ERGONOMIC OFFICE SUPPLIES	1807.96
EFT54182	22/12/2016	SYRINX ENVIRONMENTAL P/L	HYDRAULIC MODELLING, DESIGN, DOCUMENTATION & PROJECT DELIVERY OF WOODLUPINE BROOK UPGRADE	28529.20
EFT54183	22/12/2016	THE PLANNING GROUP WA PTY LTD (TPG TOWN PLANNING URBAN DESIGN & HERITAGE)	PROFESSIONAL PLANNING SERVICES FOR STIRK PARK	1650.00
EFT54184	22/12/2016	DANUBE RIVER PTY LTD T/A LEARNING HORIZONS	BUSINESS MANAGEMENT CONSULTANTS FEES - CEO KPI COUNCIL REVIEW	660.00
EFT54185	22/12/2016	ALL EARTH GROUP PTY LTD	RELEASE OF FINAL RETENTION MONIES FOR KOSTERA OVAL AND DISPOSAL OF MIXED WASTE	54583.85
EFT54186	22/12/2016	TOTALLY WORKWEAR	PROTECTIVE CLOTHING	2274.02
EFT54187	22/12/2016	KOORI KIDS PTY LTD	SUCCESSFUL FUNDING THROUGH THE COMMUNITY DEVELOPMENT PROGRAM DECEMBER 2016/17	450.00
EFT54188	22/12/2016	ALLAN MORTON	COUNCILLOR ALLOWANCE - 01/12/16 - 31/12/16	2212.51
EFT54189	22/12/2016	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	1080.98
EFT54190	22/12/2016	COATES HIRE OPERATIONS PTY LTD	PLANT / EQUIPMENT HIRE	589.71
EFT54191	22/12/2016	CROMMELINS MACHINERY	PLANT / VEHICLE PARTS	538.45

Chq/EFT	Date	Name	Description	Amount
EFT54192	22/12/2016	LANDGATE	LAND ENQUIRIES FOR VARIOUS LOCATIONS	770.35
EFT54193	22/12/2016	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	1340.85
EFT54194	22/12/2016	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	58339.24
EFT54195	22/12/2016	CLEANAWAY	WASTE / RECYCLING SERVICES	276574.01
EFT54196	22/12/2016	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	3020.00
EFT54197	22/12/2016	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	12065.94
EFT54198	22/12/2016	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP	353019.66
EFT54199	22/12/2016	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	248.66
EFT54200	22/12/2016	STATEWIDE BEARINGS	PLANT / VEHICLE PARTS	53.56
EFT54201	22/12/2016	FASTA COURIERS	COURIER FEES	307.77
EFT54202	22/12/2016	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	1937.75
EFT54203	22/12/2016	RAECO	STATIONERY / OFFICE SUPPLIES	394.24
EFT54204	22/12/2016	MCINTOSH & SON	PLANT / VEHICLE PARTS	318.77
EFT54205	22/12/2016	SONIC HEALTHPLUS (KINETIC HEALTH GROUP LTD)	PREPLACEMENT MEDICALS / BASELINE HEARING TESTS	1311.20
EFT54206	22/12/2016	SG ENVIRO	SEPTIC / GREASE TANK CLEAN OUT SERVICES AT VARIOUS LOCATIONS	590.00
EFT54207	22/12/2016	MAJOR MOTORS PTY LTD	PLANT / VEHICLE PARTS	1426.69
EFT54208	22/12/2016	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	68.76
EFT54209	22/12/2016	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	529.93
EFT54210	22/12/2016	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	2398.00
EFT54211	22/12/2016	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	3713.28
EFT54212	22/12/2016	SYNERGY	POWER CHARGES	14650.55
EFT54213	22/12/2016	ACTIMED AUSTRALIA PTY LTD	MEDICAL SUPPLIES FOR PODIARTIST	418.44
EFT54214	22/12/2016	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	1648.90
EFT54215	22/12/2016	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	556.52
EFT54216	22/12/2016	KENYON & COMPANY PTY LTD	PLANT / VEHICLE PARTS	836.00
EFT54217	22/12/2016	WESTBOOKS	LIBRARY SUPPLIES	38.26
EFT54218	22/12/2016	KENNEDYS TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	484.00

Chq/EFT	Date	Name	Description	Amount
EFT54219	22/12/2016	WA LIMESTONE COMPANY	ROAD MATERIALS FOR VARIOUS LOCATIONS	2375.84
EFT54220	22/12/2016	STAPLES AUSTRALIA PTY LTD(CORPORATE EXPRESS AUSTRALIA LTD)	STATIONERY / OFFICE SUPPLIES	2023.50
EFT54221	22/12/2016	MILPRO WA (INCORPORATING HILL TOP TROPHIES)	SUPPLY OF NAME BADGES	60.50
EFT54222	22/12/2016	SIMPLEX INTERNATIONAL	SERVICE / MAINTENANCE ON STAFF CLOCK ON MACHINE AT OPERATION CENTRE	356.40
EFT54223	22/12/2016	BLADON WA PTY LTD	MEMORABILIA SUPPLIES FOR CITIZENSHIP CEREMONIES	453.20
EFT54224	22/12/2016	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	306.87
EFT54225	22/12/2016	JOHN GIARDINA	COUNCILLOR ALLOWANCE - 01/12/16 - 31/12/16	3519.34
EFT54226	22/12/2016	GEOFF STALLARD	COUNCILLOR ALLOWANCE - 01/12/16 - 31/12/16	2212.51
EFT54227	22/12/2016	BUCHER MUNICIPAL PTY LTD	PLANT / VEHICLE PARTS	3105.27
EFT54228	22/12/2016	STAFF AUSTRALIA	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	1974.70
EFT54229	22/12/2016	BRIDGESTONE AUSTRALIA LTD	PLANT / VEHICLE PARTS	3485.48
EFT54230	22/12/2016	HOSEMASTERS	PLANT / VEHICLE PARTS	252.92
EFT54231	22/12/2016	WORK CLOBBER (MIDLAND)	PROTECTIVE CLOTHING SUPPLIES	605.95
EFT54232	22/12/2016	ONESTEEL DISTRIBUTION (MIDALIA STEEL)	PLANT / VEHICLE PARTS	407.00
EFT54233	22/12/2016	J BLACKWOOD & SON LIMITED	PROTECTIVE WEAR / SUPPLIES	8340.69
EFT54234	22/12/2016	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	1088.00
EFT54235	22/12/2016	REPCO BRAKE & CLUTCH	PLANT / VEHICLE PARTS	42.42
EFT54236	22/12/2016	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	SUCCESSFUL FUNDING THROUGH THE COMMUNITY DEVELOPMENT PROGRAM DECEMBER 2016/17	1000.00
EFT54237	22/12/2016	FORRESTFIELD PRIMARY SCHOOL	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURE CENTRE	300.00
EFT54238	22/12/2016	WALLISTON PRIMARY SCHOOL	HALL AND KEY BOND REFUND	455.00
EFT54239	22/12/2016	KALAMUNDA & DISTRICTS FOOTBALL CLUB	KEY BOND REFUND	50.00
EFT54240	22/12/2016	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES FOR DEPOT KITCHEN	68.85
EFT54241	22/12/2016	KALAMUNDA DISTRICTS HOCKEY CLUB (INC)	SUCCESSFUL FUNDING THROUGH THE SPORT DEVELOPMENT PRGRAM DECEMBER 2016/17	1000.00
EFT54242	22/12/2016	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	BUSHFIRE CLEARING ACCOUNT - HAZARD REDUCTION BURNS AT VARIOUS LOCATIONS	10540.20
EFT54243	22/12/2016	FOOTHILLS INFORMATION AND REFERRAL SERVICE (FIRS)	SUCCESSFUL FUNDING THROUGH THE COMMUNITY DEVELOPMENT PROGRAM DECEMBER 2016/17	1000.00

Chq/EFT	Date	Name	Description	Amount
EFT54244	22/12/2016	OCE CORPORATE PTY LTD	CLEANING SERVICES / CONSUMABLES FOR VARIOUS LOCATIONS	519.75
EFT54245	22/12/2016	GCS SERVICES	PLUMBING SERVICES TO VARIOUS LOCATIONS	295.35
EFT54246	22/12/2016	MARTIN'S TRAILER PARTS	PLANT / VEHICLE PARTS	106.22
EFT54247	22/12/2016	KALAMUNDA PLUMBING & ELECTRICAL	PLUMBING REPAIRS / MAINTENANC FOR VARIOUS LOCATIONS	313.50
EFT54248	22/12/2016	TOTAL EDEN PTY LTD	RETICULATION PARTS AS REQUIRED CAT 1 RESERVES	298.97
EFT54249	22/12/2016	BAILEYS FERTILISERS	GARDEN / RESERVE SUPPLIES	3399.55
EFT54250	22/12/2016	NOISE & VIBRATION MEASUREMENT SYSTEMS PTY LTD	NOISE & VIBRATATION MEASUREMENT	1023.00
EFT54251	22/12/2016	CAI FENCES	SUPPLY & INSTALL FENCING / GATE AT VARIOUS LOCATIONS	29304.00
EFT54252	22/12/2016	TOTAL PACKAGING (WA) PTY LTD	SUPPLY OF DOG LITTER BAGS	858.00
EFT54253	22/12/2016	AABEL LINE MARKING	LINE MARKING FOR VARIOUS LOCATIONS	4827.74
EFT54254	22/12/2016	MAREBAR PTY LTD T/A DBS FENCING	REFURBISHMENT WORKS TO EXISTING CRICKET PRACTICE NETS AT NEWBURN & NORLING RD HIGH WYCOMBE	30470.00
EFT54255	22/12/2016	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	EMERGENCY SERVICES LEVY - QUARTER 2 - 2016 / 2017	1761213.99
EFT54256	22/12/2016	ORBIT HEALTH & FITNESS SOLUTIONS	GYM EQUIPMENT SUPPLIES	165.00
EFT54257	22/12/2016	PRESTIGE CIVIL CONTRACTORS	REFUND OF MAINTENANCE BOND AT SHEFFIELD PARK WATTLE GROVE	9953.88
EFT54258	22/12/2016	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	4636.50
EFT54259	22/12/2016	TALONS HSF PTY LTD T/A TALONS HIGH SECURITY FENCING	SERVICE AS REQUIRED AND PARTS TO REPAIR AND SERVICE THE DEPOT GATE AND FENCE SYSTEM	495.00
EFT54260	22/12/2016	ANALYTICAL REFERENCE LABORATORY	ASBESTOS SAMPLE FOR TESTING	121.00
EFT54261	22/12/2016	ENGIE MECHANICAL SERVICES AUSTRALIA PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	2840.34
EFT54262	22/12/2016	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	3122.25
EFT54263	22/12/2016	PHONOGRAPHIC PERFORMANCE COMPANY OF AUSTRALIA LTD	LICENCE FEES FOR VARIOUS HALLS	1077.41
EFT54264	22/12/2016	DAWSON PARK PRIMARY SCHOOL	KEY BOND REFUND	50.00

Chq/EFT	Date	Name	Description	Amount
EFT54265	22/12/2016	WEST AUSTRALIAN NEWSPAPERS HOLDINGS LTD	WEST AUSTRALIAN DELIVERED DAILY TO OPERATIONS CENTRE	105.60
EFT54266	22/12/2016	SUSAN BILICH	COUNCILLOR ALLOWANCE - 01/12/16 - 31/12/16	2212.51
EFT54267	22/12/2016	MCDOWALL AFFLECK PTY LTD	CONSULTING SERVICES FOR KOSTERA DRAINAGE CONCEPT DESIGN	7700.00
EFT54268	22/12/2016	WREN OIL	WASTE OIL RECYCLING - DISPOSAL FEES	33.00
EFT54269	22/12/2016	GARNOM PTY LTD	REFUND OF MAINTENANCE BOND - ESTATE CLEARANCE STAGE 4, SHEFFIELD PARK WATTLE GROVE	4356.90
EFT54270	22/12/2016	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	6219.00
EFT54271	22/12/2016	TRANSCORE PTY LTD	TRAFFIC ENGINEERING SERVICES - 584 KALAMUNDA ROAD HIGH WYCOMBE SAT TRIBUNAL ENGINEERING SERVICES	6787.00
EFT54272	22/12/2016	BIG W (AR W1.C3.U.07)	LIBRARY SUPPLIES	658.00
EFT54273	22/12/2016	PERTH HILLS VIGNERONS ASSOCIATION	HALL BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	500.00
EFT54274	22/12/2016	PACIFIC BIOLOGICS PTY LTD	MOSQUITO CONTROL SUPPLIES	11639.11
EFT54275	22/12/2016	BT EQUIPMENT P/L T/A TUTT BRYANT EQUIPMENT	PLANT / VEHICLE PARTS	315.48
EFT54276	22/12/2016	BROOKE O'DONNELL	COUNCILLOR ALLOWANCE - 01/12/16 - 31/12/16	2212.51
EFT54277	22/12/2016	SAI GLOBAL LTD	SUPPLY OF AUSTRALIAN STANDARDS	16.90
EFT54278	22/12/2016	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	PADLOCKS / KEYS SUPPLIES	1956.75
EFT54279	22/12/2016	PARKERS YELLOWMETAL PTY LTD T/A METAL WORKS PERTH	BOLLARD REPAIRS / MAINTENANCE	1023.00
EFT54280	22/12/2016	LARISA TURNER	TRAVEL COMMUNITY VISITORS SCHEME REFUND	52.50
EFT54281	22/12/2016	BGC RESIDENTIAL PTY LTD	FOOTPATH DEPOSIT REFUND	1550.00
EFT54282	22/12/2016	REPEAT PLASTICS (WA)	SUPPLIES OF RECYCLED PLASTIC PRODUCTS	513.51
EFT54283	22/12/2016	MICHAEL ANDREW FERNIE	COUNCILLOR ALLOWANCE - 01/12/16 - 31/12/16	2212.51
EFT54284	22/12/2016	PICKERING BROOK HERITAGE GROUP	CONTRIBUTION TO VOLUNTEER & PUBLIC LIABILITY INSURANCE	776.89
EFT54285	22/12/2016	PERTH AUDIOVISUAL (PAV)	HIRE & OPERATION OF VIDEO EQUIPMENT	957.00
EFT54286	22/12/2016	LES MILLS ASIA PACIFIC INDUSTRIES	GYM EQUIPMENT SUPPLIES FOR HARTFIELD PARK RECREATION CENTRE	284.35
EFT54287	22/12/2016	G FORCE PRINTING	SUPPLY OF PRINTED STATIONERY STOCK	1565.30
EFT54288	22/12/2016	T-QUIP	PLANT / VEHICLE PARTS	1237.50

Chq/EFT	Date	Name	Description	Amount
EFT54289	22/12/2016	ASB MARKETING PTY LTD	SUPPLY OF 10 T-SHIRTS FOR THE PARTICIPANTS OF THE 2016 U-LEAD YOUTH LEADERSHIP PROGRAM	344.30
EFT54290	22/12/2016	HOSECO	PLANT / VEHICLE PARTS	560.98
EFT54291	22/12/2016	ABAXA (WH LOCATION SERVICES)	SUPPLY UNDERGROUND SERVICE LOCATIONS AT VARIOUS LOCATIONS	3383.51
EFT54292	22/12/2016	DAVID WILLS & ASSOCIATES	ENGINEERING CONSULTANCY - WOODLUPINE BROOK DESIGN	70324.50
EFT54293	22/12/2016	TRADE SALES	PLANT / VEHICLE PARTS	425.70
EFT54294	22/12/2016	MANPOWER SERVICES (AUSTRALIA) PTY LTD	KEY BOND REFUND	50.00
EFT54295	22/12/2016	DIRECT TRADES SUPPLY PTY LTD	HARDWARE SUPPLIES	466.10
EFT54296	22/12/2016	SPECIALISED SECURITY SHREDDING	SECURE DOCUMENT DISPOSAL BIN REMOVAL AND REPLACEMENT	33.00
EFT54297	22/12/2016	GREENWAY ENTERPRISES	GARDEN / RESERVE SUPPLIES	1533.51
EFT54298	22/12/2016	OFFICEWORKS SUPERSTORES PTY LTD	OFFICE SUPPLIES / STATIONERY	249.00
EFT54299	22/12/2016	SARA LOHMEYER	COUNCILLOR ALLOWANCE - 01/12/16 - 31/12/16	2212.51
EFT54300	22/12/2016	JANINE M KLINGSPORN	HALL BOND REFUND	200.00
EFT54301	22/12/2016	MAYDAY EARTHMOVING	PLANT AND EQUIPMENT HIRE	22990.00
EFT54302	22/12/2016	PORTER CONSULTING ENGINEERS	CONSULTANT CIVIL ENGINEERING SERVICES - ARTHUR ROAD ROUNDABOUT & ROAD EXTENSION INFRASTRUCTURE PROJECT	17548.05
EFT54303	22/12/2016	KELLY BRADLEY	KEY BOND REFUND	50.00
EFT54304	22/12/2016	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICES	3948.95
EFT54305	22/12/2016	NOREEN TOWNSEND	COUNCILLOR ALLOWANCE - 01/12/16 - 31/12/16	2212.51
EFT54306	22/12/2016	WOOLWORTHS LIMITED	WIND PROOF SAFETY LIGHTERS AND 8 X SD CARDS FOR REMOTE CAMERA FOR BUSH CREW	72.29
EFT54307	22/12/2016	SNAP PRINTING - MIDLAND	PRINTING OF BUSINESS CARDS STAFF	750.74
EFT54308	22/12/2016	FORRESTFIELD TENNIS CLUB (INC)	SUCCESSFUL FUNDING THROUGH THE CLUB FUNDRAISING PROGRAM DECEMBER 2016/17	373.00
EFT54309	22/12/2016	SIMON DI ROSSO	COUNCILLOR ALLOWANCE - 01/12/16 - 31/12/16	2212.51
EFT54310	22/12/2016	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS SHIRE BUILDINGS	2325.89
EFT54311	22/12/2016	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	587.50
EFT54312	22/12/2016	ECHELON AUSTRALIA PTY LTD	PRINTING OF EVACUATION DIAGRAMS	66.00

Chq/EFT	Date	Name	Description	Amount
EFT54313	22/12/2016	CASTLEDINE & CASTLEDINE DESIGNERS	DESIGN / ARTWORK & PRINTING OF 2017 COMMUNITY GARDENS CALENDAR	1045.00
EFT54314	22/12/2016	HUMES	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	3918.50
EFT54315	22/12/2016	PRO-LAMPS PTY LTD	SUPPLY LIGHTING EQUIPMENT GLOBES AND SPARES FOR VARIOUS LOCATIONS	556.16
EFT54316	22/12/2016	BOYA EQUIPMENT PTY LTD	PLANT / VEHICLE PARTS	301.33
EFT54317	22/12/2016	U-MOVE AUSTRALIA	HIRE OF 40FT CONTAINER FOR HARTFIELD PARK FORRESTFIELD	1045.00
EFT54318	22/12/2016	360 ENVIRONMENTAL PTY LTD	RISK ASSESSMENT, SAMPLE TESTING & MONITORING RELATIVE TO KALAMUNDA HISTORY VILLAGE SITE	26123.96
EFT54319	22/12/2016	AQUA SHADES	SUPPLY & INSTALLATION OF A NEW REPLACEMENT SAIL FOR KALAMUNDA WATER PARK	1800.00
EFT54320	22/12/2016	LISA PERRIN	FOOTPATH DEPOSIT REFUND	2500.00
EFT54321	22/12/2016	ROAD SIGNS AUSTRALIA (ALLPACK SIGNS)	TRAFFIC PROTECTION PRODUCTS / SIGNAGE	586.30
EFT54322	22/12/2016	MULTILEC ENGINEERING	QUARTERLY SERVICING & TESTING OF LIFTS	442.75
EFT54323	22/12/2016	FLEXIGLASS CHALLENGE PTY LTD	PLANT / VEHICLE PARTS	856.00
EFT54324	22/12/2016	HARVEY NORMAN ELECTRICS MIDLAND	MOBILE PHONE FOR PARKS & RESERVES	158.00
EFT54325	22/12/2016	ECL GROUP (FUELQUIP AUSTRALIA)	BOWSER AND TRANSPONDER REPAIRS AT DEPOT	173.78
EFT54326	22/12/2016	HOLCIM AUSTRALIA PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	1230.55
EFT54327	22/12/2016	ROSE SMART	MAINTAIN ROSE BEDS AT VARIOUS LOCATIONS	2275.00
EFT54328	22/12/2016	ANDREW WADDELL	COUNCILLOR ALLOWANCE - 01/12/16 - 31/12/16	8093.17
EFT54329	22/12/2016	DRAINFLOW SERVICES PTY LTD	CLEANING / MAINTAINING STORM WATER DRAINS	1309.00
EFT54330	22/12/2016	SHAL RUBY COOPER	RATES REFUND	484.70
EFT54331	22/12/2016	MARCUS MARCHANT	CROSSOVER CONTRIBUTION	420.00
EFT54332	22/12/2016	DYLAN O'CONNOR	COUNCILLOR ALLOWANCE - 01/12/16 - 31/12/16	2212.51
EFT54333	22/12/2016	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	1756.00
EFT54334	22/12/2016	SAFETY BARRIERS WA PTY LTD	REMOVE OLD BARRIER AND SUPPLY AND INSTALL A NEW SAFETY BARRIER AT THE CORNER OF CANNING AND RECREATION ROADS KALAMUNDA	3195.50
EFT54335	22/12/2016	STATE WIDE TURF SERVICES	TURF SUPPLIES / MAINTENANCE FOR MAIDA VALE RESERVE STRIPS	3216.07

Chq/EFT	Date	Name	Description	Amount
EFT54336	22/12/2016	JORGE'S CONTRACTING SERVICES	CLEANING OF PETER ANDERTON DAY CENTRE KITCHEN - 04/12/16 - 04/01/17	2397.01
EFT54337	22/12/2016	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	795.00
EFT54338	22/12/2016	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	2748.46
EFT54339	22/12/2016	WEST-SURE GROUP PTY LTD	CASH IN TRANSIT SERVICES - NOVEMBER 2016	1836.29
EFT54340	22/12/2016	GREENSENSE PTY LTD	GREENSENSE VIEW REPORTING PLATFORM ANNUAL SUBSCRIPTION AND DATA RENEWAL	7222.27
EFT54341	22/12/2016	CENTURION TEMPORARY FENCING	TEMPORARY FENCING HIRE	1148.13
EFT54342	22/12/2016	SIMSAI CONSTRUCTION GROUP PTY LTD	FOOTPATH DEPOSIT REFUND	1550.00
EFT54343	22/12/2016	REINOL WA	CLEANING SUPPLIES	215.16
EFT54344	22/12/2016	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	2441.72
EFT54345	22/12/2016	HARE & FORBES PTY LTD	PLANT / VEHICLE PARTS	401.75
EFT54346	22/12/2016	SIGNS & LINES	REPAIR TO MOBILE SIGN	1106.56
EFT54347	22/12/2016	NATIONAL MEASUREMENT INSTITUTE	SUPPLY OF SAMPLE BOTTLES, ESKYS AND ANALYSIS FEES	607.20
EFT54348	22/12/2016	AROUNDABOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE FOR VARIOUS LOCATIONS	1267.20
EFT54349	22/12/2016	PUMPS AUSTRALIA PTY LTD	WATER PUMP FOR WATER TRUCK	3641.83
EFT54350	22/12/2016	ASPHALTECH PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	119368.24
EFT54351	22/12/2016	DAIMLER TRUCKS PERTH	PLANT / VEHICLE PARTS	257.47
EFT54352	22/12/2016	SITE ENVIRONMENTAL AND REMEDIATION SERVICES PTY LTD	MONTHLY GAS MONITORING OF DAWSON AVE GAS BORES	2640.00
EFT54353	22/12/2016	HANDS-ON INFECTION CONTROL	SUPPLY OF HEPATITIS VACCINATIONS FOR STAFF	195.31
EFT54354	22/12/2016	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	4813.46
EFT54355	22/12/2016	AAAC TOWING PTY LTD	TOWING SERVICES FEES	825.00
EFT54356	22/12/2016	TRACY L DESTREE-THOMPSON	COUNCILLOR ALLOWANCE - 01/12/16 - 31/12/16	2212.51
EFT54357	22/12/2016	KALAMUNDA RANGERS INCORPORATED	SUCCESSFUL FUNDING THROUGH THE SPORT DEVELOPMENT PROGRAM DECEMBER 2016/17	1500.00
EFT54358	22/12/2016	ELAN ENERGY MATRIX PTY LTD	COLLECTION AND DISPOSAL OF TYRES	879.95
EFT54359	22/12/2016	NATURAL AREA MANAGEMENT & SERVICES	REDUCTION OF FLAMMABLE VEGETATIVE MATERIAL ACROSS SHIRE RESERVES	62943.98
EFT54360	22/12/2016	SMART URBAN PTY LTD	SUPPLY OF PARK / RESERVES SETTINGS	1238.00

Chq/EFT	Date	Name	Description	Amount
EFT54361	22/12/2016	FLOORGUARD	RESURFACING COURTS 5 & 6 AT RAY OWEN SPORTS CENTRE	5124.13
EFT54362	22/12/2016	GRANT THORNTON AUSTRALIA LTD	PROFESSIONAL SERVICES - GRANT ACQUITALS AND FINAL FEE IN RELATION TO THE AUDIT UNTIL 30/06/16	32186.80
EFT54363	22/12/2016	DIESEL TORQUE MECHANICAL SERVICES	REPAIR EMERGENCY WARNING SYSTEM TO 3.4 FIRE TRUCK	1516.14
EFT54364	22/12/2016	KALAMUNDA SHOW COMMITTEE	SUCCESSFUL FUNDING THROUGH THE COMMUNITY DEVELOPMENT PROGRAM DECEMBER 2016/17	600.00
EFT54365	22/12/2016	SHERRIN RENTALS PTY LTD	PLANT HIRE AND AUXILIARY PLANT HIRE SERVICES	6806.28
EFT54366	22/12/2016	TURFWORKS WA PTY LTD	RESERVE MOWING AT VARIOUS LOCATIONS	11057.56
EFT54367	22/12/2016	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	1927.00
EFT54368	22/12/2016	JOHN C & DAWN P JENKS	RATES REFUND	404.55
EFT54369	22/12/2016	TALIS CONSULTANTS PTY LTD ATF TALIS UNIT TRUST	CONSULTATION - WASTE STRATEGY	5687.00
EFT54370	22/12/2016	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT / VEHICLE PARTS	489.50
EFT54371	22/12/2016	GOLDER ASSOCIATES	PAVEMENT INVESTIGATION & ASSESSMENT TO FOXTON BLVD & ROWELL GARDENS HIGH WYCOMBE	13695.00
EFT54372	22/12/2016	TIGER FITNESS WA	GYM EQUIPMENT REPAIRS AT HARTFIELD PARK RECREATION CENTRE	263.45
EFT54373	22/12/2016	HIGHLUX PTY LTD	SUPPLY OF LED SOLAR LIGHT HEADS	1320.00
EFT54374	22/12/2016	NEXXIAL ECOLOGY PTY LTD	WEED CONTROL AT VARIOUS LOCATIONS	1100.00
EFT54375	22/12/2016	ENVIRO SWEEP	SWEEPING SERVICES AT VARIOUS LOCATIONS	21459.27
EFT54376	22/12/2016	THE ANCIENT TEA COMPANY - MARIAN TERRIACA	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	326.00
EFT54377	22/12/2016	WORM AFFAIR	SALE OF WORM CAFES AND COMPOST BINS	105.60
EFT54378	22/12/2016	RISE NETWORK	DISABILITY AWARENESS WEEK -STAFF COSTS - EQUIPMENT- TRAVEL	1252.48
EFT54379	22/12/2016	INTEGRATED RECORDS MANAGEMENT	MONTHLY OFFSITE STORAGE FEES	415.75
EFT54380	22/12/2016	ASHDENE MANUFACTURING PTY LTD	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	2175.46
EFT54381	22/12/2016	JANETTE WOODLAND	TRAVEL COMMUNITY VISITORS SCHEME REFUND	75.00
EFT54382	22/12/2016	DAYTONE PRINTING PTY LTD	PRINTING OF BROCHURES / INVITES FOR VARIOUS LOCATIONS	822.80

Chq/EFT	Date	Name	Description	Amount
EFT54383	22/12/2016	ALLPET PRODUCTS	LAVENDAR CLUMPING CAT LITTER FOR POUND	107.25
EFT54384	22/12/2016	CMA ECOCYCLE PTY LTD	RECYLING OF GLOBES WALLISTON TRANSFER STATION	1385.43
EFT54385	22/12/2016	SAKURA MASEK	KEY BOND REFUND	50.00
EFT54386	22/12/2016	WEST TIP WASTE CONTROL PTY LTD	COLLECTION AND TRANSPORTATION OF HOOK LIFT BINS AT WALLISTON TRANSFER STATION	18944.92
EFT54387	22/12/2016	URBANECO GARDENS	HOME MAINTENANCE SERVICES	1200.00
EFT54388	22/12/2016	KOSMIC SOUND	MUSICAL INSTRUMENT SUPPLIES	3734.00
EFT54389	22/12/2016	MARGARET THORNTON	SALE OF ARTWORK - SEASONS EXHIBITION	290.50
EFT54390	22/12/2016	ALLPEST WA	SNAKE REMOVAL FROM LENIHAN PLAYGROUND WATTLE GROVE	325.00
EFT54391	22/12/2016	A TEAM PRINTING	ARTWORK & PRINTING OF 2000 X MORNING MUSIC 2017 FRIDGE CARDS WITH MAGNETS	443.30
EFT54392		EFT PAYMENT CANCELLED		
EFT54393	22/12/2016	LANDCARE WEED CONTROL	ANNUAL WEED TREATMENT AS PER ONGOING PROGRAM TO CONTRACT RATES	1442.54
EFT54394	22/12/2016	JULIE BERTRAM	HALL AND KEY BOND REFUND	350.00
EFT54395	22/12/2016	TELSTRA SNP MONITORING PTY LTD	SECURITY MONITORING, EQUIPMENT AND REPAIRS TO VARIOUS LOCATIONS	27.50
EFT54396	22/12/2016	QUALITY PRESS	PRINTING OF INCIDENT FORMS FOR DFES	198.00
EFT54397	22/12/2016	NATURE CALLS PORTABLE TOILETS	PORTABLE TOILET HIRE FOR STIRK PARK PICNIC SENIORS WEEK 2016	429.00
EFT54398	22/12/2016	WORLEYPARSONS SERVICES PTY LTD	CONSULTING SERVICES IN ENGINEERING, PROCUREMENT AND CONSTRUCTION FOR ABERNETHY ROAD UPGRADE	22704.63
EFT54399	22/12/2016	AUS CHILL TECHNICAL SERVICES PTY LTD	AIR CONDITIONING REPAIRS AND INSTALLATION TO VARIOUS LOCATIONS	5044.60
EFT54400	22/12/2016	LA LA LAND / HOME & HUMAN FASHION PTY LTD	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	257.04
EFT54401	22/12/2016	INTERNATIONAL ON THE WATER HOTEL	REVIEW MEETING FACILITIES AND CATERING FEES	610.00
EFT54402	22/12/2016	COMMUNITY GREENWASTE RECYCLING PTY LTD	REMOVAL AND PROCESSING OF GREEN WASTE AT WALLISTON TRANSFER STATION	31768.00
EFT54403	22/12/2016	CURNOW GROUP HIRE PTY LTD	PROGRESS CLAIM 4 FOR NARDINE CLOSE WIDENING AND UPGRADE	175508.97

Chq/EFT	Date	Name	Description	Amount
EFT54404	22/12/2016	DYMOCKS BELMONT	LIBRARY SUPPLIES FOR FORRESTFIELD LIBRARY	551.82
EFT54405	22/12/2016	SLIMLINE WAREHOUSE	SUPPLY OF BROCHURE HOLDERS	106.61
EFT54406	22/12/2016	WOODSOME MANAGEMENT PTY LTD	REVIEW OF THE FORRESTFIELD / HIGH WYCOMBE STAGE 1 INDUSTRIAL AREA DEVELOPMENT CONTRIBUTION SCHEME - PERIOD 01/11/16 - 30/11/16	5500.00
EFT54407	22/12/2016	ALLCREDIT PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	551.96
EFT54408	22/12/2016	ROBERT HAY	PART REIMBURSEMENT SAFETY GLASSES FOR STAFF MEMBER	400.00
EFT54409	22/12/2016	CCR COMMERCIAL PTY LTD	SERVICE DISHWASHER AT PETER ANDERTON CENTRE	418.00
EFT54410	22/12/2016	WA HARDWOOD FLOORS	FLOORING WORKS TO REMEDIATE FLOORING SOCKETS FOR NEW NETBALL POLES AT HARTFIELD PARK RECREATION CENTRE	260.00
EFT54411	22/12/2016	SWAN RIVER CONSTRUCTIONS	FOOTPATH DEPOSIT REFUND	2500.00
EFT54412	22/12/2016	SHOP FOR SHOPS	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	233.35
EFT54413	22/12/2016	AUSTRALIAN WARNING SYSTEMS PTY LTD	PLANT/VEHICLE PARTS	1636.80
EFT54414	22/12/2016	COLOURMEART	MERCHANDISE SUPPLIES DOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	116.60
EFT54415	22/12/2016	STRATEGIC FIRE CONSULTING	PREPARE A FIRE SAFETY ENGINEERING BRIEF (FSEB)	1760.00
EFT54416	22/12/2016	MAX KAY	70% TICKET SPLIT OF BOX OFFICE INCOME (\$7,920.00) FOR PERFORMANCE ON 2 DECEMBER 2016	5744.00
EFT54417	22/12/2016	FIRE MITIGATION SERVICES PTY LTD	FIRE BREAK MAINTENANCE AT VARIOUS LOCATIONS	21744.00
EFT54418	22/12/2016	ENTIRE FIRE MANAGEMENT	FIRE BREAK MAINTENANCE AT VARIOUS LOCATIONS	26907.32
EFT54419	22/12/2016	SOLUTION 4 BUILDING	PROGRESS PAYMENT 2 - CONSTRUCTION & REFURBISHMENT WORKS TO THE FORRESTFIELD UNITED SOCCER CLUB SPECTATOR SEATING AND CHANGE ROOM UPGRADES	37128.07
EFT54420	22/12/2016	GERARD HEALY & ASSOCIATES PTY LTD	HALE ROAD EXTENSION PROJECT - ELECTRONIC DRAWING & ADMINISTRATION COSTS	150.00
EFT54421	22/12/2016	MENZIES INTERNATIONAL	SUPPLY CLEANING SERVICES AT VARIOUS LOCATIONS	38467.20
EFT54422	22/12/2016	COMMERCIAL & INDUSTRIAL MOWING	VERGE MAINTENANCE IN PICKERING BROOK AND BICKLEY	1655.50

Chq/EFT	Date	Name	Description	Amount
EFT54423	22/12/2016	SPRAYMASTER SPRAY SHOP	WEED CONTROL EQUIPMENT	518.85
EFT54424	22/12/2016	BASSENDAN JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	388.00
EFT54425	22/12/2016	FORRESTFIELD FURNITURE	WHITE BOOKCASE FOR HARTFIELD PARK RECREATION CENTRE	250.00
EFT54426	22/12/2016	PERTH SOAP BOX CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	800.00
EFT54427	22/12/2016	CATHERINE BROWN	KEY BOND REFUND	50.00
EFT54428	22/12/2016	ABRUZZO & MOLISE SPORTING CLUB INC	CATERING SERVICES FOR COUNCILLOR CHRISTMAS DINNER	120.00
EFT54429	22/12/2016	KATHRYN SMITH	HALL HIRE FEE REFUND	45.00
EFT54430	22/12/2016	KIDS CAKES AND OTHER BAKES	SALE OF ARTWORK - SEASONS EXHIBITION	126.00
EFT54431	23/12/2016	TERRA SPEI PTY LTD	PART OF SALE LAND PER AGREEMENT FOR LOT 800 NARDINE CLOSE - GST PORTION ONLY - 7SQM @ \$260/SQM	57044.00
69640	30/11/2016	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	157.05
69641	30/11/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	128.55
69642	30/11/2016	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	840.52
69643	30/11/2016	TELSTRA CORPORATION	TELEPHONE EXPENSES	1511.50
69644	30/11/2016	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	5405.01
69645	30/11/2016	SYNERGY	POWER CHARGES	16328.55
69646	30/11/2016	ALINTA ENERGY	GAS CHARGES	12.15
69647	30/11/2016	DIRECTOR OF LICENSING SERVICES	LOCAL AUTHORITY SERIES NUMBER PLATES	200.00
69648	30/11/2016	RAC	ROADSIDE ASSISTANCE	1964.00
69649	30/11/2016	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	121.10
69650	30/11/2016	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	236.85
69651	30/11/2016	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	234.30
69652	30/11/2016	CASH - LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	92.87
69653	30/11/2016	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	335.00
69654	30/11/2016	NATHAN MORTON MLA	KEY BOND REFUND	50.00
69655	30/11/2016	ALINTA ENERGY (ELECTRICITY ACCOUNT)	POWER CHARGES	685.61
69656	05/12/2016	TELSTRA CORPORATION	TELEPHONE EXPENSES	15055.51
69657	14/12/2016	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	157.05
69658	14/12/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	128.55

Chq/EFT	Date	Name	Description	Amount
69659	14/12/2016	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	717.52
69660	14/12/2016	TELSTRA CORPORATION	TELEPHONE EXPENSES	19110.33
69661	14/12/2016	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	2302.32
69662	14/12/2016	BCITF	LEVY FEE - NOVEMBER 2016	21741.43
69663	14/12/2016	RAC	ROADSIDE ASSISTANCE	95.00
69664	14/12/2016	BUILDING COMMISSION	BUILDING LEVY - NOVEMBER 2016	14266.07
69665	14/12/2016	CASH - ADMIN	PETTY CASH REIMBURSEMENT	1108.13
69666	14/12/2016	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	244.36
69667	14/12/2016	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	317.80
69668	14/12/2016	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	260.90
69669	14/12/2016	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	209.20
69670	14/12/2016	CASH - HIGH WYCOMBE LIBRARY	PETTY CASH REIMBURSEMENT	197.60
69671	14/12/2016	CASH - ZIG ZAG CULTURAL CENTRE	PETTY CASH REIMBURSEMENT	111.15
69672	14/12/2016	ALINTA ENERGY (ELECTRICITY ACCOUNT)	POWER CHARGES	2523.38
69673	14/12/2016	GENERAL PLUMBING CO	PLUMBING EXPENSES FOR KALAMUNDA & DISTRICTS FOOTBALL CLUB	305.30
69674	21/12/2016	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	872.61
69675	21/12/2016	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES	6.60
69676	21/12/2016	MERIEL COMBER	REFUND CREDIT NOVATED LEASE	783.59
69677	21/12/2016	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	130.90
69678	21/12/2016	WARWICK CARTER	REFUND CREDIT NOVATED LEASE	2174.18
69679	21/12/2016	HEATHER WINTER	REFUND CREDIT NOVATED LEASE	348.38
DD35091.1	29/11/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	103634.79
DD35091.2	29/11/2016	AUSTRALIAN ETHICAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	164.96
DD35091.3	29/11/2016	PERPETUALS SELECT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	147.78
DD35091.4	29/11/2016	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	448.54
DD35091.5	29/11/2016	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	369.92
DD35091.6	29/11/2016	SMITHFORD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	308.89
DD35091.7	29/11/2016	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	277.94
DD35091.8	29/11/2016	TAL SUPERANNUATION AND INSURANCE FUND	SUPERANNUATION CONTRIBUTIONS	148.20
DD35091.9	29/11/2016	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	105.84

Chq/EFT	Date	Name	Description	Amount
DD35188.1	13/12/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	98833.15
DD35188.2	13/12/2016	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	424.74
DD35188.3	13/12/2016	SMITHFORD SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	308.89
DD35188.4	13/12/2016	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	277.94
DD35188.5	13/12/2016	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	105.84
DD35188.6	13/12/2016	HUNDAL & ROGERS FUTURE FUND	SUPERANNUATION CONTRIBUTION	322.73
DD35188.7	13/12/2016	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	763.35
DD35188.8	13/12/2016	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	388.79
DD35188.9	13/12/2016	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	69.39
DD35091.10	29/11/2016	HUNDAL & ROGERS FUTURE FUND	SUPERANNUATION CONTRIBUTION	322.73
DD35091.11	29/11/2016	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	762.25
DD35091.12	29/11/2016	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	938.43
DD35091.13	29/11/2016	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	403.17
DD35091.14	29/11/2016	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	57.55
DD35091.15	29/11/2016	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	415.11
DD35091.16	29/11/2016	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	298.83
DD35091.17	29/11/2016	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	671.04
DD35091.18	29/11/2016	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	112.88
DD35091.19	29/11/2016	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	94.90
DD35091.20	29/11/2016	G ROSS SUPERANNUATION PTY LTD ATF BINDALE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	83.40
DD35091.21	29/11/2016	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	118.83
DD35091.22	29/11/2016	ONE PATH LIFE LTD	SUPERANNUATION CONTRIBUTIONS	57.31
DD35091.23	29/11/2016	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1995.27
DD35091.24	29/11/2016	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	284.58
DD35091.25	29/11/2016	ASGARD & WRAP ALLOCATED PENSION	SUPERANNUATION CONTRIBUTIONS	160.46
DD35091.26	29/11/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	260.08
DD35091.27	29/11/2016	A & H VALLANCE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	59.41
DD35091.28	29/11/2016	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	946.97
DD35091.29	29/11/2016	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	226.92

Chq/EFT	Date	Name	Description	Amount
DD35091.30	29/11/2016	MLC SUPER FUND - PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	291.13
DD35091.31	29/11/2016	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	213.15
DD35091.32	29/11/2016	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	226.24
DD35091.33	29/11/2016	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	233.26
DD35091.34	29/11/2016	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	804.44
DD35091.35	29/11/2016	MLC NAVIGATOR ACCESS SUPER & PENSION	SUPERANNUATION CONTRIBUTIONS	24.40
DD35091.36	29/11/2016	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	4309.97
DD35091.37	29/11/2016	THE SABLE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	2034.45
DD35091.38	29/11/2016	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	553.09
DD35091.39	29/11/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1720.86
DD35091.40	29/11/2016	PARSONS MC SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	459.00
DD35188.10	13/12/2016	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	333.00
DD35188.11	13/12/2016	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	670.15
DD35188.12	13/12/2016	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	938.43
DD35188.13	13/12/2016	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	97.06
DD35188.14	13/12/2016	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	79.09
DD35188.15	13/12/2016	G ROSS SUPERANNUATION PTY LTD ATF BINDALE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	68.30
DD35188.16	13/12/2016	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	93.55
DD35188.17	13/12/2016	ONE PATH LIFE LTD	SUPERANNUATION CONTRIBUTIONS	53.09
DD35188.18	13/12/2016	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	284.58
DD35188.19	13/12/2016	ASGARD & WRAP ALLOCATED PENSION	SUPERANNUATION CONTRIBUTIONS	144.28
DD35188.20	13/12/2016	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	104.39
DD35188.21	13/12/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	260.08
DD35188.22	13/12/2016	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	814.64
DD35188.23	13/12/2016	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	2064.40
DD35188.24	13/12/2016	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	226.92
DD35188.25	13/12/2016	MLC SUPER FUND - PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	291.13
DD35188.26	13/12/2016	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	213.15

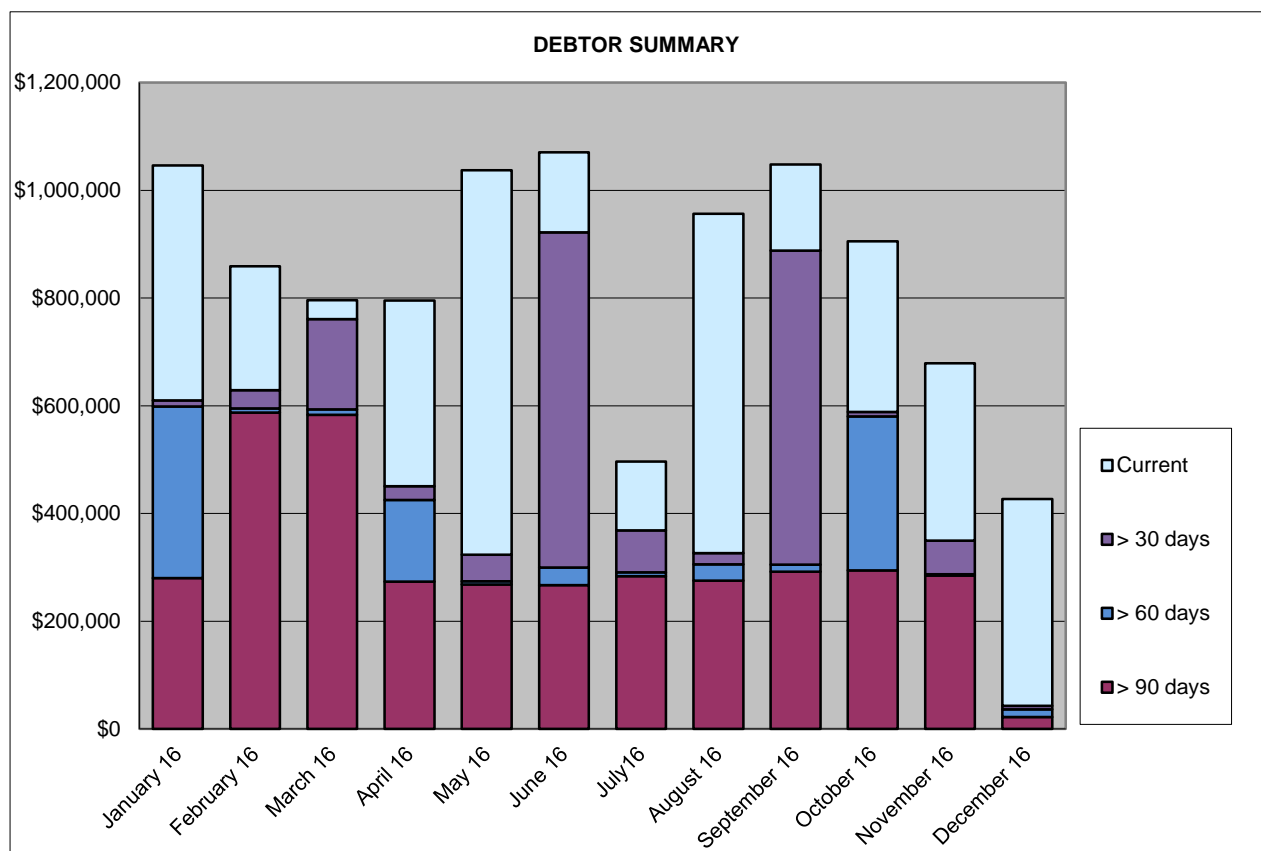
Chq/EFT	Date	Name	Description	Amount
DD35188.27	13/12/2016	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	270.06
DD35188.28	13/12/2016	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	226.24
DD35188.29	13/12/2016	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	233.26
DD35188.30	13/12/2016	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	792.83
DD35188.31	13/12/2016	THE SABLE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	2034.45
DD35188.32	13/12/2016	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	3959.36
DD35188.33	13/12/2016	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	553.09
DD35188.34	13/12/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1711.66
DD35188.35	13/12/2016	PARSONS MC SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	451.30
				6900946.87
<u>Shire of Kalamunda Payroll</u>				
F612145142051	13/12/2016	SHIRE OF KALAMUNDA PAYROLL	VARIOUS AWARDS TO 13 DECEMBER 2016	591896.12
F612285822745	27/12/2016	SHIRE OF KALAMUNDA PAYROLL	VARIOUS AWARDS TO 27 DECEMBER 2016	587929.91
				1179826.03

Attachment 5

**SUMMARY OF DEBTORS
 FOR THE PERIOD ENDED 31 DECEMBER 2016**

Sundry Debtors Trial Balance - Summary Aged Listing

	> 90 days	> 60 days	> 30 days	Current	Total
January 16	\$280,384	\$318,254	\$11,538	\$435,928	\$1,046,105
February 16	\$587,306	\$7,844	\$33,731	\$230,457	\$859,337
March 16	\$583,454	\$10,000	\$167,653	\$34,686	\$795,793
April 16	\$273,571	\$151,878	\$25,254	\$344,638	\$795,341
May 16	\$268,397	\$5,887	\$49,408	\$713,597	\$1,037,290
June 16	\$266,892	\$32,814	\$622,164	\$148,610	\$1,070,479
July 16	\$283,740	\$7,089	\$77,695	\$128,229	\$496,753
August 16	\$275,295	\$30,628	\$20,609	\$629,991	\$956,522
September 16	\$292,333	\$12,868	\$582,765	\$160,338	\$1,048,303
October 16	\$294,361	\$285,710	\$8,755	\$316,701	\$905,527
November 16	\$284,636	\$2,369	\$62,435	\$329,417	\$678,857
December 16	\$22,123	\$14,258	\$6,718	\$383,713	\$426,813



SUMMARY OF DEBTORS FOR THE PERIOD ENDED 31 DECEMBER 2016			
AMOUNT	DEBTOR	DETAILS	STATUS
> 90 days			
\$4,168.95	Telstra Corporation	Private Works	Corresponding with Telstra agent Jones Lang Lasalle
\$3,825.38	Kalamunda Bulldogs Rugby	Reserve Hire	Paid 03/01/17
\$3,798.00	Evolution Cheer and Dance	Hall Hire	Paying instalments - cash flow
\$3,022.88	High Wycombe Markets	Hall Hire	No longer trading - no longer responding to emails - left country
\$2,525.05	Beacon Homes Pty Ltd	Private Works	Referred to D&B - now further query with Operations Centre
\$4,783.01	90+ Days Debts consisting of amounts under \$1,200.00	Predominately annual surveillance fees	Debtors to be contacted to advise debt recovery action pending / final notices issued / debt with D&B or possible write-off of debt pending
\$22,123.27	Total Debts 90+ Days		
> 60 days			
\$1,742.00	Evolution Cheer and Dance	Hall Hire	Paying instalments - cash flow
\$8,480.00	Forrestfield United Soccer Club	Reserve Hire - Summer Season	Paying by Direct Debit - \$848 per fortnight
\$4,036.00	60+ Days Debts consisting of amounts under \$1,200.00.		All debtors to be contacted by telephone / email - copy invoices mailed as required
\$14,258.00	Total Debts 60+ Days		
> 30 days			
\$3,051.95	Shire of Broome	Secondment Expenses	Reminder invoice to issue
\$3,665.86	30+ Days Debts consisting of amounts under \$1,200.00		Reminder invoices to be sent and / or statements issued
\$6,717.81	Total Debts 30+ Days		
< 30 days			
\$387,508.95	Total of Current Debts		
\$3,795.50	Total of Accounts in Credit		
\$426,812.53	Total - Debtors Trial Balance		
FOOTNOTES			
* Denotes currently in negotiation of invoice amount and details			
^ Denotes payment arrangement in place			

Attachment 6

**SUMMARY OF CREDITORS
 FOR THE PERIOD ENDED 31 DECEMBER 2016**

Sundry Creditors Trial Balance - Summary Aged Listing

Month End	> 90 days	> 60 days	> 30 days	Current	Total
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
31/12/2015	\$1,499	\$495	\$38,339	\$479,424	\$519,757
31/01/2016	\$0	\$142	\$4,604	\$266,856	\$271,602
29/02/2016	\$0	\$0	\$5,592	\$2,234,227	\$2,239,819
31/03/2016	\$4,425	\$3,857	\$57,452	\$859,578	\$925,312
30/04/2016	\$8,253	\$24,171	\$422,350	\$1,102,746	\$1,557,520
31/05/2016	\$55	\$29,996	\$158,655	\$1,693,540	\$1,882,246
30/06/2016	\$13,893	\$19,989	\$240,978	\$3,607,637	\$3,882,496
31/07/2016	\$0	\$4,210	\$762	\$734,480	\$739,452
31/08/2016	\$26,903	\$3,465	\$30,621	\$880,029	\$941,019
30/09/2016	\$715	\$15,405	\$21,130	\$918,399	\$955,649
31/10/2016	\$19,124	\$28,883	\$102,114	\$1,300,775	\$1,450,897
30/11/2016	\$1,002	\$22,106	\$377,933	\$1,377,570	\$1,778,611
31/12/2016	\$253	\$602	\$31,034	\$984,629	\$1,016,519

Comment

- > 90 days Original Invoices for The Workwear Group Pty Ltd not received in Accounts to process.
- > 60 days Original Invoices not received for Lindley Contracting & Work Cobbler in Accounts to process.
- > 30 days These invoices are paid on the third fortnightly payment run.

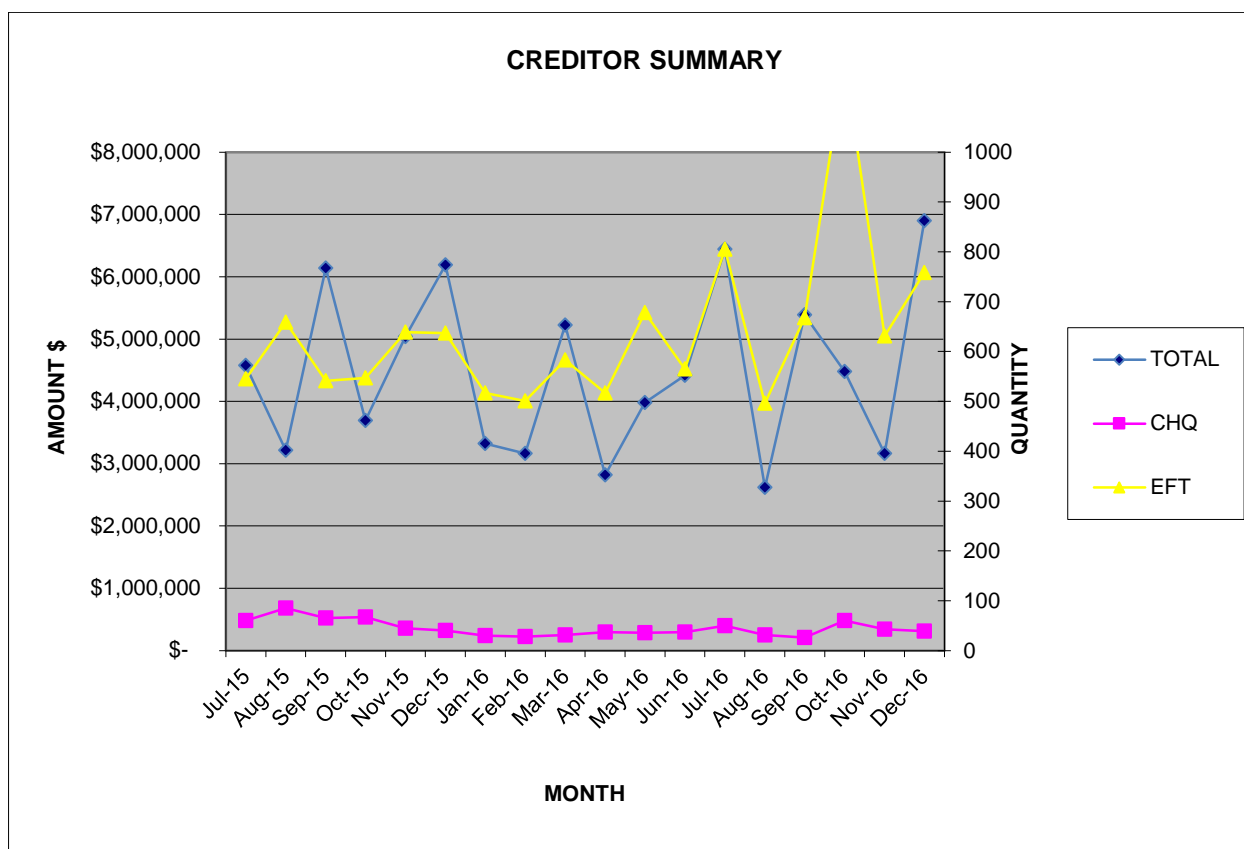
Creditor Payments made

Month	Amount \$	Quantity		
		Cheques	EFTs	Total
Jul-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
Dec-15	\$6,191,992	40	637	677
Jan-16	\$3,321,829	30	517	547
Feb-16	\$3,164,940	28	501	529
Mar-16	\$5,224,103	31	583	614
Apr-16	\$2,816,800	37	517	554
May-16	\$3,978,417	36	678	714
Jun-16	\$4,418,758	37	565	602
Jul-16	\$6,442,728	50	805	855
Aug-16	\$2,620,389	31	496	527
Sep-16	\$5,388,229	26	668	694
Oct-16	\$4,478,302	60	1180	1240
Nov-16	\$3,164,854	43	631	674
Dec-16	\$6,900,947	39	758	797

*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.

03. Community Care Quarterly Report October to December 2016

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

EXECUTIVE SUMMARY

1. This Report seeks for Council to endorse the Community Care Quarterly Report – October to December 2016.
2. Community Care services are being provided in a more competitive market with referrals noticeably declining. This is reflected in the 0% increase of total service outputs this quarter when compared to last quarter. In addition, total client numbers have reduced more than 20% over the past 12 months.
3. On 19 December 2016 Council resolved for the Shire to outline a proposed transition plan that will transfer the Community Care Services across to a suitably skilled and experienced Not for Profit Organisation. A report will be provided to Council in March 2017. The Shire has been working closely with all stakeholders to communicate progress and develop a draft transition plan.

BACKGROUND

4. 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

HACC SERVICE DELIVERY

5. 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, Community Care is dependent on these referrals to maintain and increase service levels.
6. 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.

7. 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 October, November and December 2016.
8. 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.
9. 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.
10. 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.
11. During this quarter Community Care was contracted to provide 6203 hours across Service Group 1 to eligible community members. A total of 4550 hours were provided (73%). This is the same as last quarter, therefore this is a 0% increase from last quarter.

Domestic Assistance (Service Group 1)

12. During this quarter Community Care was contracted to provide 2871 hours to eligible community members. A total of 3434 hours were provided (119%). This is a 2% increase from last quarter.
13. Impacts on these hours included 480 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 136% which is accommodated by the flexible delivery model assigned to Service Group 1 as describe in paragraph 7.

Respite (Service Group 1)

14. During this quarter Community Care was contracted to provide 450 hours to eligible community members. A total of 119 hours were provided (26%). This is a 5% decrease from last quarter.
15. Impacts on these hours included 20 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 Respite would have achieved 30%.

Other Food Services (Service Group 1)

16. During this quarter Community Care was contracted to provide 87 hours to eligible community members. A total of 6 hours were provided (7%). This is a 16% decrease from last quarter.

-
17. Impacts on these hours are attributed to service users who transitioned from HACC funded support to National Disability Scheme (NDIS) participants.

Social Support (Service Group 1)

18. During this quarter Community Care was contracted to provide 1860 hours to eligible community members. A total of 602 hours were provided (32%). This is a 2% decrease from last quarter.
19. Impacts on these hours included 86 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 37%.

Personal Care (Service Group 1)

20. During this quarter Community Care was contracted to provide 936 hours to eligible community members. A total of 390 hours were provided (41.5%). This is a 0.5% decrease from last quarter.
21. Impacts on these hours included 34.5 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 Personal Care would have achieved 45%.

Centre Based Day Care (Service Group 4)

22. During this quarter Community Care was contracted to provide 7879 hours to eligible community members. A total of 4200 hours were provided (53%). This is a 10% decrease from last quarter.
23. Impacts on these hours included 732 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 62.5%.

Meals on Wheels (Service Group 6)

24. During this quarter Community Care was contracted to provide 1503 meals to eligible community members. A total of 1110 meals were provided (74%). This is an 8% decrease from last quarter.
25. Impacts included 31 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 hours been provided Meals on Wheels would have achieved 76%.

Transport (Service Group 7)

26. During this quarter Community Care was contracted to provide 6198 one way trips to eligible community members. A total of 2901 one way trips were provided (46%). This is a 5% decrease from last quarter.

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27. Impacts included 204 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 hours been provided Transport would have achieved 50%.

Consumer Support Information and Advocacy (Service Group 9)

28. During this quarter Community Care was contracted to provide 645 hours to eligible community members. A total of 243 hours were provided (38%). This is an 8% increase from last quarter.

Home Maintenance (Service Group 10)

29. During this quarter Community Care was contracted to provide 1791 hours to eligible community members. A total of 1212 hours were provided (68%). This is a 6% decrease from last quarter.
30. Impacts on these hours included 152 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 76%.

Ceased HACC Services

31. During this quarter Community Care had 158 consumers exit the HACC program. This is a notable increase from usual quarter numbers and the reasons for exiting services are variable. The feedback from consumers and/or family as to why the services were ceasing included the following reasons:
- The consumer has moved to a higher level of community care support or residential care
 - The consumer is now self-managing or health has improved
 - The consumer has passed away
 - The consumer has relocated out of the service area
 - The consumer has not received a service in over six months and would require a re-assessment for re-entry into service delivery as per HACC Guidelines.

COMMUNITY VISITORS SCHEME

32. During this quarter Community Care was contracted to provide 270 visits to eligible residents in approved Commonwealth Funded residential facilities. A total of 270 visits were provided (100%). This is a 12% increase from last quarter.

HOME CARE PACKAGES LEVEL 2

33. During this quarter Community Care was contracted to provide 20 packages to eligible community members. A total of 11 packages were provided (55%).
34. 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, Community Care are dependent on these referrals to maintain and increase service levels.

-
35. Home Care Packages face reform in February 2017. Funding will follow the consumer and will no longer be provided to the Shire. Current consumers may seek alternate providers as a way of personal choice and the Shire will see a decrease in home care package consumers by natural attrition over the course of the next two months.

NATIONAL DISABILITY INSURANCE SCHEME (NDIS)

36. The Shire has 22 NDIS participants who continue to attend Centre Based Activities and two also receive in-home services.
37. As per November 2016 Council resolution, current NDIS participants are being transitioned to the Rise Network by 31 March 2017. The transition process is progressing well with ongoing communication with all stakeholders.
38. Outings and transport continue to be provided to NDIS participants until the transition process is complete with Rise Network.
39. The Shire has also revoked its registration as an NDIS provider effective from 31 March 2017.

STATUTORY AND LEGAL CONSIDERATIONS

40. Nil.

POLICY CONSIDERATIONS

41. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

42. Following the Council resolution on 19 December 2016 (10.1.6 C&C 56/2016), The Community Care business unit has consulted and been working very closely with the Executive team, Public Relations and People Services.

A robust Communication Plan was developed in late December 2016 in collaboration with several business units.

External Referrals

43. A robust Communication Plan has been developed to detail the external communication scheduled from January 2017.

FINANCIAL CONSIDERATIONS

44. The Home and Community Care Program (Attachment 2) had an operating surplus of \$88,806 to 31/12/16 (after adjustments for the Annual and Supplementary Grant received in advance and net Brokerage fees). As in previous years the program is expected to conclude the year with an operating surplus.

-
45. The Meals on Wheels Program (Attachment 3) shows an operating surplus of \$6,389. With an adjustment for the Annual and Supplementary Grant received in advance and for meals purchased from our Supplier, but not yet invoiced, the revised balance would be a deficit of \$2,607.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

46. *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

47. *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

48. Nil.

Environmental Implications

49. Nil.

RISK MANAGEMENT CONSIDERATIONS

50.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Seniors and younger people with a disability in the Shire are not supported.	Unlikely	Significant	Medium	<ul style="list-style-type: none"> • Continue to provide a high standard of community care services to existing clients and NDIS participants • Progress the actions within the Shire’s Communication Plan • Progress the actions within the Positive Ageing Plan • Continue to work in partnership with other local providers. • Continue to attend Networking Meetings. • Ensure staffing levels are retained at a level that facilitates ongoing service provision.

OFFICER COMMENT

51. The Shire is committed to maintaining current service levels whilst at the same time working closely with NDIS participants and Rise Network to transition NDIS services to Rise Network by 31 March 2017.
52. The Shire is currently working on the preparation of a report to Council in March 2017 outlining a proposed transition plan that will transfer the Community Care Services across to a suitably skilled and experienced Not for Profit Organisation. During this process the Shire has been working proactively with all stakeholders to ensure a good service delivery outcome.
53. The Shire has informed the relevant government departments of the Council resolution (10.1.6 C&C 56/2016) and formal letters have been sent.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 03/2017)

That Council:

1. Receives the Community Care Quarterly Report – October to December 2016.

Moved:

Seconded:

Vote:

Attachment 1
 Community Care Quarterly Report October to December 2016
Volumes Report – Monthly Volumes by Category

Community Care 16/17
Monthly Hours Worked By Category

OUTPUT DELIVERABLES	Job No.	SERVICE VOLUME			July	Aug	Sept	MDS	Oct	Nov	Dec	MDS	ACTUAL	Contracted	% Met	Variance		
		P.A	P. Mth	Ave 14/15													Ave 15/16	Ave 16/17
Service Group 1																		
DOMESTIC ASSISTANCE	1231	11,481	957	1,090	1,129	1,144	1,051	1,213	1,084	81	1,100	1,191	1,046	98	6,862	5,741	119.54%	1,122
SOCIAL SUPPORT	1222	7,440	620	266	259	209	205	236	197	13	187	194	208	13	1,252	3,720	33.66%	-2,468
PERSONAL CARE	1232	3,748	312	85	119	132	117	135	140	9	131	129	122	7	790	1,874	42.17%	-1,084
OFS	1234	346	29	7	12	5	11	7	2	2	2	2	2		28	173	16.18%	-145
RESPIRE	1224	1,800	150	35	45	43	46	48	44		44	41	35		256	900	28.44%	-644
TOTAL SERVICE GROUP 1															9,189	12,408	74.06%	-3,219
Service Group 3																		
CSIA	1227	2,552	213	89	78	80	111	41	44	38	56	69	50	68	477	1,276	37.42%	-799
Service Group 4																		
CNTR BASED DAY CARE	1221	31,515	2,626	2,743	2,613	1,527	1,644	1,752	1,566		1,482	1,452	1,272	-6	9,162	15,758	58.14%	-6,596
Service Group 18																		
HOME MAINTENANCE	1230	7,059	588	511	464	408	404	429	377	25	393	441	346	32	2,447	3,530	69.33%	-1,083
Service Group 7																		
TRANSPORT(occasions)	1229	15,946	1,329	459	479	509	476	534	501	-3	511	583	454	-4	3,052	7,973	38.28%	-4,921
TRANSPORT(CBDC)	1233	8,844	737	875	847	497	546	572	504		480	465	412		2,979	4,422	67.37%	-1,443
TOTAL SERVICE GROUP 7															6,031	12,395	48.66%	-6,364
TOTAL		90,731	7,561	6,159	6,044	4,551	4,612	4,965	4,459	165	4,386	4,566	3,946	208	27,306	45,366	60%	-21,279

OUTPUT DELIVERABLES	Job No.	SERVICE VOLUME			July	Aug	Sept	MDS	Oct	Nov	Dec	MDS	ACTUAL	Contracted	Met	Variance		
		Total	P. Mth	Ave 14/15													Ave 15/16	Ave 16/17
Service Group 6																		
MEALS ON WHEELS		6,016	501	449	381	391	431	402	402		420	350	340		2,345	3,008	78%	-663

Attachment 2

Community Care Quarterly Report October to December 2016

Community Care Financials

Home and Community Care Service 2016/2017

INCOME AND EXPENDITURE	Budget 16/17 Jul - Dec	Actuals 16/17 Jul - Dec
Recurrent Income and Expenditure		
Income		
Fees - Adult Day Care Attendance	(15,192)	(11,988)
Fees - Adult Day Care Transport	(7,680)	(7,493)
Fees - In Home Respite	(2,046)	(2,046)
Fees - Social Support	(11,784)	(9,512)
Fees - Transport / Shoppers Bus	(15,894)	(19,050)
Fees - Personal Care	(5,016)	(6,094)
Fees - Domestic Assistance	(50,436)	(51,922)
Fees - Gardening	(21,636)	(19,080)
Fees - Other Food Services	(246)	(364)
Fees - Cancellations	-	(5,258)
Fees - Meals / Activities Adult Day Care	(30,000)	(29,715)
Brokerage	(30,000)	(39,978)
Government Grants	(1,330,124)	(1,480,833)
Total Recurrent Income	(1,520,054)	(1,683,334)
Expenses		
Salaries and Wages and on costs	1,060,930	1,040,568
Leave Accruals	89,262	89,325
Workers Compensation	29,790	39,272
Contractors	73,410	31,460
Accommodation Expenses	61,524	42,554
Motor Vehicle Expenses	27,492	26,145
Fringe Benefits Tax	3,942	4,090
Insurance	2,384	1,786
Printing and Stationery	2,034	758
Subscriptions	2,658	0
Purchases - Consumables / Materials	9,978	5,137
Purchases - Sundry	13,470	15,904
Depreciation	35,304	23,035
Audit	1,890	0
Management Fee - Administration and Accounting	21,768	25,833
Management Fee - Human Resources	6,330	7,656
Management Fee - Information Technology	19,236	24,117
Meal Expenses - Clients	29,994	26,208
Brokerage	29,670	25,485
Total Recurrent Expenditure	1,521,066	1,429,332
Adjustments as at 31/12/2016		
AFL/Cost Supplement Grant received in advance		150,704
Deduct Net Brokerage Fees - Non-HACC Income / Expense	330	14,493
Net Recurrent Income/Expenses	1,342	(88,806)

Attachment 3

Community Care Quarterly Report October to December 2016

Meals on Wheels Financials

Meals on Wheels 2016/2017

Income / Expenditure Description	Budget 16/17 Annual	Budget 16/17 Jul - Dec	Actuals 16/17 Jul - Dec
Recurrent Income and Expenditure			
Income			
Fees - Brokerage	-	-	-
Fees - MOW's	(54,140)	(27,066)	(26,306)
Government Grants - State Operating	(13,371)	(6,684)	(7,443)
Total Recurrent Income	(67,511)	(33,750)	(33,749)
Expenses			
Shire Service Fees	9,299	5,388	5,715
Volunteer Reimbursements (Delivery / Fuel)	7,652	3,822	2,250
Purchases - Consumables	53,230	26,610	18,702
Purchases - Sundry	1,500	750	693
Total Recurrent Expenses	71,681	36,570	27,360
Net Recurrent Income/Expenses	4,170	2,820	(6,389)

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

04. Community Groups' Leases – Responsibility for Stolen or Damaged Gas Bottles

Previous Items	OCM 25 February 2013
Responsible Officer	Director Corporate & Community Services
Service Area	Property Services
File Reference	Community Groups Lease Policy
Applicant	N/A
Owner	N/A
Attachment 1	Community Groups Lease Policy and Procedure C-PP02 and CM-PP02 respectively.

EXECUTIVE SUMMARY

1. This report seeks a direction from Council regarding the responsibility for the replacement of stolen, or damaged, gas bottles hired by Community Group (Group) tenants of Shire buildings.
2. This report has arisen out of a dispute with a Group about responsibility for stolen gas bottles (an occupancy cost) used for hot water for the showers and the kitchen of a Shire building.
3. The Community Groups Lease Policy and Procedure adopted by Council on 25 February 2013 is based on the principle Groups leasing Shire premises will be responsible for all occupancy costs and minor maintenance (including fair wear and tear) and, in return, the Shire will only charge a peppercorn rental.
4. The Policy contains a dispute resolution system whereby a Group may in writing, seek a review, which at the Chief Executive Officer's (CEO) discretion, can be brought to Council for consideration.
5. The replacement of gas bottles should, in all circumstances, be the responsibility of Groups, including where replacement is necessary due to theft or damage by third parties.

BACKGROUND

6. At the Ordinary Council Meeting on 25 February 2013, Council adopted Lease Policy LEA1 – Community Groups Lease Council Policy and Procedure (now C-PP02 and CM-PP02 respectively).
7. The Policy and Procedure were designed to ensure fairness, consistency and transparency across all organisations using Shire buildings.
8. The Policy and Procedure contain a dispute resolution system whereby a Group may in writing seek a review which, at the CEO's discretion, can be brought to Council for consideration.

-
9. The Policy and Procedure also contain a clause whereby a Group may seek a subsidy for occupancy costs, generally as a one-off and requiring referral to Council for approval. It is expected the Group will provide financial information to demonstrate its inability to meet the cost and justify the Shire's support.
 10. Where beneficial changes to the Lease terms are negotiated by a Group, these beneficial changes are passed on to all other Group tenants to keep all Groups on the same footing, maintaining the Shire's stance on fairness, consistency and transparency.
 11. A peppercorn rental is applied to facilities leased to Groups and the Groups are, in return, expected to meet all occupancy and minor maintenance costs (including fair wear and tear) and any works to repair damage caused or contributed to by Group members or their guests. Placing these responsibilities on the Groups was seen as essential in order to encourage Groups to minimise costs and to maintain the building condition.
 12. The Shire takes responsibility for programmed maintenance, being compliance issues related to the building, such as the provision, testing and service of fire extinguishers and blankets, termite inspections and treatments, residual current device (RCD) compliance and provision and testing of exit signs. The Shire also meets the cost of building insurance premiums, the emergency services levy and undertakes major maintenance.
 13. Groups are required to take out public liability insurance cover of \$20,000,000 (twenty million dollars) in relation to their occupancy and use of Shire premises.
 14. It is not a requirement of the Shire's standard community lease document, or the Policy, that Groups take out contents insurance, but contents insurance would be prudent to address risk. Generally, insurance premiums are less when a number of risks are bundled together, such as public liability insurance, contents insurance, workers compensation, professional indemnity insurance, directors and officers liability insurance and volunteer workers cover.

DETAILS

15. A Group has requested the Shire assume responsibility to pay for the replacement of stolen gas bottles.
16. The basis for this approach seems to be that the gas bottles are kept in padlocked wire cages which the Group believes are inadequately secured and may have been installed by the Shire. The Group, therefore, considers the Shire to be responsible to upgrade the cages and locks and, because of that deemed responsibility, considers the Shire to also be responsible for the replacement of the stolen gas bottles.
17. In this particular case, the gas cages had not been damaged and access had been gained by cutting off the padlocks, which were not a standard Shire C1 padlock.

18. The Shire has arranged for the addition of security sleeves to the gas cages at the location to reduce access to the padlocks. At other locations, the gas bottles are fully accessible with no wire cage.
19. LPG gas bottles are rented by the Group directly from the supplier. The Shire has no involvement in the hire of the gas bottles. It is a condition of the rental agreement between the Group and the supplier that the hirer (Group) is responsible for any damage to, or theft of, the equipment installed by the supplier for use under the supply agreement.
20. The gas bottles cannot be insured by the Shire under its building insurance policy.
21. Groups are responsible for the replacement of gas bottles in all circumstances under the terms of their Lease, including the replacement of stolen or damaged gas bottles. It would be prudent for Groups to ensure gas bottles located within their Leased Premises are covered by a contents insurance policy taken out by the Group.
22. If a Group is in a state of financial difficulty, it is open to the Group to seek a one-off donation from the Shire.

STATUTORY AND LEGAL CONSIDERATIONS

23. Nil.

POLICY CONSIDERATIONS

24. Community Lease Policy C-PP02 and Community Lease Procedure CM-PP02.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

25. Nil.

External Referrals

26. Nil.

FINANCIAL CONSIDERATIONS

27. There are five Shire buildings leased to Groups with LPG gas bottles. The cost of replacement of those gas bottles is outlined below.

Bottle sizes	Replacement cost per bottle (unfilled)	Cost to fill (including GST)	Number of bottles	Potential cost
45 kg	\$176	\$107	16	\$4,528
190 kg	\$1,144	\$328.68 Note 1	1	\$1,472.68
Total			17	\$6,000.68

Note 1 – at current price, price per litre fluctuates each month.

28. No details are held for the cost of ancillary works arising as a result of thefts, for example, the replacement of pigtails, regulators, decant hoses etc., which are the responsibility of the Group under the supply agreement with the gas bottle supplier.
29. A review of storage arrangements for gas bottles at all premises managed through Property Services has been completed.
30. In the event Council makes a decision the Shire is to assume responsibility for stolen or damaged gas bottles, the following gas cage works have been identified as necessary to reduce the risk of theft or damage.

Works	Number of premises where required	Cost (per cage)	Cost (subtotal)
Complete cage including security sleeve for padlock	4	\$2,000 per cage Note 2	\$8,000
Supply of C1 padlocks and two keys (one for tenant and one for supplier)	3	\$150	\$450
additional bars for existing cage	1	\$500	\$500
Security sleeve for padlock	1	\$600	\$600
Total			\$9,550

Note 2 – Cost of complete cage will vary depending on site costs and potential for affixing cage to the premises wall.

31. If Council decides the Shire is to assume responsibility for stolen or damaged gas bottles, budget will need to be sought in the respective Building Maintenance Building account for these works in the 2017/2018 annual budget. If Council decides the Shire is to assume responsibility for stolen, or damaged gas bottles, budget will need to be found for the reimbursements, as and when they are applied for by Groups.
32. Tenants should be responsible for minor maintenance of the cages, including replacement of padlocks and keys. Tenants should also be responsible for minor maintenance of the ancillary equipment associated with the gas supply, including replacement in the event of theft.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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, verged and drainage networks to encourage increased utilisation and extension of asset life.

SUSTAINABILITY

Social Implications

34. Equitable access to community and cultural infrastructure is considered an essential element in creating safe, inclusive, accessible and sustainable communities.

Economic Implications

35. Council's decision will provide Groups with clarity regarding their financial obligations in respect of the replacement of stolen or damaged gas bottles.
36. The responsibility currently rests with Groups under the terms of their Lease. Groups can take out contents insurance to reduce their risk.

Environmental Implications

37. Nil.

RISK MANAGEMENT CONSIDERATIONS

38. Financial Impacts on Groups

Risk	Likelihood	Consequence	Rating	Action/Strategy
Clarification on the replacement of stolen or damaged gas bottles is not provided.	Unlikely	Insignificant	Low	Ensure that Council is aware of the need to ensure that Groups are treated fairly and equitably.

OFFICER COMMENT

39. The Shire's Community Groups Lease Policy was developed following extensive discussions with Group tenants of Shire buildings, involving lodgment of written submissions by the Groups and one-on-one meetings between the Groups and Shire representatives.
40. One of the outcomes of the discussions between the Groups and the Shire was the decision to apply a peppercorn rental in return for Groups assuming responsibility for minor maintenance (including fair wear and tear), with documentation within the lease agreement of the Shire's responsibility for major maintenance as well as structural works. The assumption of responsibility for minor maintenance was one of the key aspects of the new policy as, previously, tenants had generally been responsible for all works, no matter how they arose and were also charged rent. It was considered the application of a peppercorn rent would lead to more consistency and transparency of lease arrangements between Groups because all payments made by a Group would only be for maintenance and works on the premises occupied by that Group.

-
41. Gas bottles are arranged by each Group as a direct rental arrangement with the respective supplier and the bottles cannot be insured by the Shire under its buildings insurance policy.
 42. There is no clause in the Shire's standard community lease document which specifically refers to gas bottles. However, there are clauses which deal generally with the responsibility for lost or damaged contents.
 43. Clause 8.5(1)(a) of the Shire's standard community lease document states the Group agrees to occupy and use the leased premises at the risk of the Group.
 44. Clause 8.5(1)(b)(ii) provides that "*[t]he Lessee [Group] releases to the full extent permitted by law, the Lessor [Shire] and the Minister for Lands from loss of or damage to the Premises or personal property of the Lessee[.]*" This clause releases the Shire from any responsibility for loss or damage to the Lessee's personal property, which would include gas bottles rented by the Group.
 45. Further, clause 8.5(1)(b)(i) states that "*[t]he Lessee [Group] releases to the full extent permitted by law the Lessor [Shire] and the Minister for Lands from any liability which may arise in respect of any accident or damage to property[.]*" This clause releases the Shire from any responsibility for damage to property on the Leased Premises, which would once again apply to any gas bottles.
 46. Groups are, therefore, clearly responsible for the replacement of gas bottles in all circumstances under the terms of their Lease, including the replacement of stolen or damaged gas bottles.
 47. The Shire should not assume responsibility for the replacement of gas bottles on premises leased by the Shire to Groups. If a Group is in a state of financial difficulty, it is open to the Group to seek a one-off donation from the Shire to replace any gas bottles. This would need to be a decision of the Council and the Group would need to apply in writing, with the request being supported by the provision of the Group's financial data.
 48. In the event that Council decides the Shire is to assume responsibility for stolen or damaged gas bottles, a number of issues will need to be addressed.
 49. To ensure there is no avenue for Groups to double up by claiming under their contents insurance policy and against the Shire, all claims for reimbursement would need to be accompanied by a Statutory Declaration to the effect that:
 - a) *The Group has no contents insurance cover or their contents cover does not extend to the theft of (or damage to) gas bottles and an insurance claim has not been lodged or accepted. Therefore, the Group seeks reimbursement for the cost of replacement of the gas bottles stolen or damaged by third parties; or*
-

b) The Group has a contents insurance policy and an insurance claim has been accepted, with an excess of \$X, which the Group has paid and for which the Group now seeks reimbursement from the Shire.

50. It would need to be clarified this dispensation would not:

- a) Apply to gas bottles used by Groups for barbecues;
- b) Constitute a commitment by the Shire to accept responsibility for other contents items owned or hired by Groups;
- c) Constitute a commitment by the Shire to adopt responsibility for public liability insurance associated with the gas bottles for the Groups' legal liability to third parties; and
- d) Apply retrospectively. The dispensation would only apply to gas bottles stolen or damaged after the date of Council's decision to assume responsibility for stolen or damaged gas bottles.

51. In addition, this would not constitute a commitment by the Shire to reimburse the Groups for either:

- a) reimbursement to the supplier for the value of non-recoverable equipment installed at the premises by the supplier, which becomes the Group's property and responsibility to maintain and repair, at the time of installation; or
- b) the cost of removal of the recoverable equipment or the replacement cost of the recoverable equipment, where the Group fails to return the recoverable equipment to the supplier.

52. In the event Council decides the Shire is to assume responsibility for stolen or damaged gas bottles, the Shire will also need to review the Community Groups Lease Policy (C-PP02) and Management Procedure (CM-PP02) and provide the amended documents to Council for approval.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 04/2017)

That Council:

- 1. Confirms the replacement of gas bottles is, in all circumstances, the responsibility of tenant Community Groups, including where replacement is necessary due to theft or damage by third parties.

Moved:

Seconded:

Vote:

Attachment 1

Community Groups' Leases – Responsibility for Stolen or Damaged Gas Bottles

Community Groups Lease Policy and Procedure C-PPO2 and CM-PP02 respectively

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

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

05. Insurance Services – Market Testing

Previous Items	
Responsible Officer	Director Corporate & Community Services
Service Area	Financial Services
File Reference	
Applicant	N/A
Owner	N/A

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with details of a proposal to review the Shire's current insurance arrangements and test the insurance market in order to obtain best value for money insurance services.
2. The Shire currently spends more than \$960,000 per annum on insurance in addition to excess on claims totalling \$120,000 per annum and credits worth approximately \$80,000 as a dividend from surpluses from the scheme insurance accounts, resulting in a net amount of \$1 million of expenditure in this category. The tight fiscal environment has resulted in a softening of the insurance market featuring a reduction in premiums and reviews of insurance coverage during the past two years.
3. The Shire's current insurance brokers are Local Government Insurance Services (LGIS) which is a wholly owned subsidiary of the Western Australian Local Government Association (WALGA). It is likely the Shire will be subject to political pressure from WALGA in the event it enters into an insurance arrangement other than with LGIS.

BACKGROUND

4. The Shire's insurance cover is split into two distinct types, being:
Direct cover, where cover is managed with an insurance company. These are:
 - Motor Vehicle
 - Management Liability
 - Cyber Liability
 - Travel
 - Journey Injury
 - Marine
 - Personal Accident
 - Crime

And Scheme (self-insured) cover, where cover is managed by LGIS in partnership with other member Councils. These are:

- WorkCare
- Public Liability and Indemnity
- Bushfire
- Property

-
5. LGIS was created via a Trust Deed in 1996 which is managed by a Board responsible to WALGA, with WALGA acting as trustee of the Scheme. Under the deed, WALGA is required to appoint a manager of the Scheme, a corporation which is a licensed insurance broker with proven expertise. The broker has been Jardine Lloyd Thompson Pty Ltd (JLT) since inception.

The Broker carries a level of insurances in the scheme pools and has Catastrophe Insurance arranged through the London market over and above the risk carried. The Shire carries some insurance risk through excesses on claims, and for Workers Compensation which is calculated over the term of the claim and reconciled between the budget and actual value of the claim.

The arrangement under the Trust Deed, is member Councils pay a contribution for each fund with the amount determined to meet Scheme Claims in respect of risks determined from by the Board.

The financial arrangements regarding the scheme do not appear to be entirely transparent and the option to test the insurance market through utilising the services of other independent insurance brokers may provide financial benefit to the Shire.

6. LGIS currently provides insurance services for almost every local government authority (LGA) in the State. The Shire is aware of one other LGA, the City of Nedlands, who have exited LGIS and moved to an independent insurer. The City of Nedlands have reported premium savings exceeding 25%, improved coverage levels and better claims and customer service management.
7. As a result of LGIS operating under the WALGA umbrella, it is exempt from tender regulations imposed by the *Local Government Act 1995* and the Purchasing and Tender regulations.
8. LGIS provide a claims service and have a strong knowledge of local government insurance. In addition, LGIS provides services in risk management and health education for employees.
9. It is considered prudent for the Shire to review its current insurance arrangements and undertake market testing to demonstrate value for money and ensure the Shire manages its insurable risk effectively.

DETAILS

10. The market for most insurance categories has softened in recent years and it is difficult for the Shire to assess whether it has received the full benefit associated with the change in market conditions.

11. The costs of 2016/17 Insurance premiums are:

Insurance Covers	\$000's
Motor Vehicle	60
Management (Professional) Liability	19
Cyber Liability	9
LGIS Liability	302
LGIS Workcare	413
LGIS Bushfire	5
LGIS Property	147
Crime	3
Other	3
TOTAL	\$961

12. Based on research recently undertaken, the Shire has determined a number of local governments in Victoria are moving away from the local government sector based insurance arrangements opting to test the market by entering into their own arrangement. This has resulted in significant cost savings and improved levels of service.
13. Anecdotal evidence from the City of Melbourne indicate insurance savings of \$750,000 per annum. Similarly, the Yarra Ranges Shire Council have reported savings of approximately \$439,000 per annum following a move to an alternative service provider and broker. On average it would be a saving of between 25-30%.
14. Insurance arrangements within the Victorian local government sector came under strong criticism from the Victorian Auditor General in May 2015. The main issues raised by the Auditor General related to the lack of competitive tender processes, potential for conflicts of interest and lack of effective benchmarking.
15. In order to carry out effective market testing it is proposed to engage the services of an insurance procurement specialist who will assist the Shire in conducting a tender process to assess insurance options. The role of the insurance procurement specialist would include:
- Assessing current cost and coverage arrangements;
 - Preparation of a Capability Statement and Tender Invitation, including key assessment criteria
 - Brokers presentations
 - Oversight to the client renewal program
 - Preparation of service level agreements
 - Matching of the Shire's risk profile with insurance

Engagement of an insurance procurement specialist would be carried out through a tender process.

-
16. If the Shire was considering exiting the LGIS program, careful consideration would need to be given as to:
- Whether the premiums quoted can be sustained in the medium to long term.
 - Additional costs for risk management services and ancillary health orientated services may be incurred with other providers and this must be taken into account in tender evaluation.
 - As at 30 June 2016, \$30.7 million had been built up in reserves by LGIS. \$20.5 million of this is regulated as minimum capital and \$10.2 million is a prudential margin. LGIS has additionally built up \$5.9 million in accumulated surplus. Kalamunda notionally owns a share of these reserves. Because of the lack of transparency from LGIS, the Kalamunda share cannot be quantified. The rules for leaving LGIS are not readily available, but it is likely the Shire would lose the benefit of these funds, which are understood to be a buffer against catastrophic loss over the limits on the policy. This would most likely occur as a result of a state-wide disaster.
 - The administration of claims is an important part of a broker's service offering. There is a risk a new provider would not meet the standards of LGIS but this would be handled in the tender evaluation.

STATUTORY AND LEGAL CONSIDERATIONS

17. *Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.*

POLICY CONSIDERATIONS

18. Purchasing Policy and its purpose of obtaining best value after considering qualitative, community and environmental matters.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

19. Nil.

External Referrals

20. Nil.

FINANCIAL CONSIDERATIONS

21. The Shire is committed to ensuring its financial resources are deployed in the most efficient way. The current insurance arrangements warrant a review to ensure that proper market testing is undertaken and that the Shire is fully aware of the most appropriate insurance arrangement.

-
22. The current budget for insurance amounts to over \$1 million including the impact of excesses. It is necessary the Shire ensures it is getting fair value for the amount expended. This includes obtaining costings on alternatives.
 23. The reduction in insurance expense may be substantial but must be measured against the loss of access to reserves set aside by the current broker to cover disasters over and above the insured amounts. The application of these reserves to a particular local government authority has never been tested and it is believed they will be first utilised to cover any liability over and above insured amounts the broker may be responsible for, if for instance, a major disaster occurs over several LGA's, the cost of claims on which exceeds the capacity of LGIS' catastrophe insurances.
 24. If procurement advisors are appointed there will be a cost which may be in the region of \$25,000 or 50% of savings produced in the first year of new arrangements being in place. As savings are expected to be over \$50,000 the fixed fee option would be the best option.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

SUSTAINABILITY

Social Implications

26. Any change in brokers will entail careful monitoring to ensure the satisfactory administration of claims where a communicative system with claimants must be maintained.

Economic Implications

27. Any savings in insurance will be available to spend on other priorities or allocated to reserves if the Shire desires to build up a reserve against abnormal claims or premium increases.

Environmental Implications

28. Nil.

RISK MANAGEMENT CONSIDERATIONS

29.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Failure of new provider to adequately identify all risks to the SoK.	Rare	Moderate	Low	Review risks and insurance cover on a frequent basis.
The Shire is not permitted to access the current LGIS accumulated surplus.	Likely	Moderate	High	Confirm the rules regarding access to accumulated surpluses.
WALGA applies political pressure to encourage the Shire to remain with LGIS.	Likely	Moderate	High	Carry out due diligence. Inform our Council of findings and ensure rigorous business case.
Inadequate market testing due to continuation of LGIS arrangement.	Likely	Moderate	High	Market Testing

30. Insurance is part of risk management. Insurance premiums are the cost of risk belonging to the Shire being passed over to, and being carried financially, by external providers.

OFFICER COMMENT

31. Insurance premiums represent a significant expense to the Shire and the current arrangements through LGIS warrants investigation and review.

32. It is considered that undertaking market testing is likely to result in the Shire obtaining access to improved and more cost effective insurance coverage. Anecdotal evidence suggests that savings in insurance premiums and cover may be achieved through market testing. The engagement of an insurance procurement specialist to assist the Shire in assessing the insurance options is considered the most efficient way to undertake such a review.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 05/2017)

That Council:

1. Agrees to the appointment of procurement specialists, after due process, to collect information and investigate alternatives in the insurance market with the overall aim of bringing to Council a report that will result in the reduction in the cost of insurances to the Shire, whilst not compromising on service to or the risk carried by the Shire.

Moved:

Seconded:

Vote:

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

06. Corporate Business Plan Report – October-December 2016

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Office of the CEO
File Reference	OR-CMA-009
Applicant	N/A
Owner	N/A
Attachment 1	Corporate Business Plan Report October - December 2016
Attachment 2	KPI Scorecard October - December 2016

EXECUTIVE SUMMARY

1. The Corporate Business Plan Report provides information on the Shire's progress towards achieving its strategic goals.
2. It is proposed that Council receive the report.

BACKGROUND

3. The Corporate Business Plan Report shows the progress of 46 individual actions, which have been identified as priorities for Council in 2016/2017.
4. Each action is included in the Corporate Business Plan, *Kalamunda Achieving*, and is linked to Council's Strategic Plan. This ensures that each employee is working towards achieving the strategic direction of the Council.
5. The person responsible for an action or task is required to provide an update each month, giving an indication of how the action is progressing. Key Performance Indicators (KPIs) are also updated. This information is collated to provide an overview of how the organisation is performing.

DETAILS

Priority Actions

6. The Corporate Business Plan Report for the period 1 October 2016 to 31 December 2016 is presented at (Attachment 1).
7. The report shows comments indicating the status of all actions and their current progress.
8. 80% of the actions (37 of the 46) are currently at 90% or more of their target progress for the year to date.

Key Performance Indicators

9. Performance against the Shire's corporate KPIs is shown.
10. The eight annual KPIs will not be updated until end of the financial year. These are mainly financial ratios.

Of the remaining 14 KPIs, for the period 1 October 2016 - 31 December 2016:
 - Eleven are at or exceeding their target.
 - One is within 10% of its target (Planning Applications Determined within Statutory Timeframe).
 - Two are below 10% of their target.
11. The two off-track KPIs are:
 - Rates Collection (which has not been updated for October or November. The result for December was 78%, which is within 10% of the target for the month); and
 - Creditors Report Completed – Number of Working Days after Month End (the results for October and November do not appear to be correct – this will be investigated to ensure that the correct information is being collected and input).
12. Please note that the "traffic light" indicator on the Report only relates to the month of December 2016, not to the whole quarter.

STATUTORY AND LEGAL CONSIDERATIONS

13. Nil.

POLICY CONSIDERATIONS

14. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

15. Managers and Directors have submitted the comments shown on the Corporate Business Plan Report. A draft was provided for review and update prior to finalising the report.

External Referrals

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

FINANCIAL CONSIDERATIONS

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

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 6.7: To provide a business environment that strives for continuous improvement through the use of highly effective business systems and processes.

Strategy 6.7.4 Develop and maintain information systems to capture, monitor and compare corporate data and performance.

SUSTAINABILITY

Social Implications

19. Nil.

Economic Implications

20. Nil.

Environmental Implications

21. Nil.

RISK MANAGEMENT CONSIDERATIONS

22.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The Shire fails to carry out the actions set out in the corporate Business Plan.	Unlikely	Major	High	Regular reporting of action progress to CEO, Directors and Council to ensure that performance is monitored and managed.
KPIs are not met – standard of customer service declines.	Possible	Significant	High	Regular reporting of KPI achievement to CEO, Directors and Council to ensure that performance is monitored and managed.

OFFICER COMMENT

23. Nil.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 06/2017)

That Council:

1. Receives the Corporate Business Plan Report for October – December 2016.

Moved:

Seconded:

Vote:

Attachment 1

Corporate Business Plan Report October - December 2016

Corporate Business Plan Report October - December 2016

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

Attachment 2

Corporate Business Plan Report October - December 2016

KPI Scorecard October - December 2016

Scorecard Name	Date From	Date To		
* Council Scorecard	01-Oct-2016	31-Dec-2016		
LINKED ITEMS	UNIT	TARGET	ACTUAL	INDICATOR
** Customer Service				
COMMENTS: N/A				
* Response to customer requests within 5 working days (by directorate, measured monthly)	%	90.00	93.33	
<i>COMMENTS: N/A</i>				
* Response to incoming correspondence within 5 working days (by directorate, measured monthly)	%	90.00	95.00	
<i>COMMENTS: N/A</i>				
* Response to Councillor enquiries within 5 working days (by directorate, measured monthly)	%	95.00	100.00	
<i>COMMENTS: N/A</i>				
** Planning & Development				
* Building Permit/Certificates determined within statutory timeframe	%	95.00	99.19	
<i>COMMENTS: 135 determined and 134 within timeframes. Outstanding application was a Certified commercial on-line application that due to staff being on leave got missed.</i>				
* Planning applications determined within statutory timeframe	%	95.00	86.33	
<i>COMMENTS: 37 applications received, 6 applications exceeded the statutory timeframe due to: items were considered by Council (3) required additional information from the applicant (3)</i>				
* Subdivision applications referred to the WAPC within statutory timeframes	%	95.00	100.00	
<i>COMMENTS: N/A</i>				
** Compliance				
* Risk mitigation - number of identified risks not mitigated	#	N/A	N/A	Annually
<i>COMMENTS: All identified risks are mitigated.</i>				
* All Purchase Orders are compliant to the purchasing policy and legislation	%	100.00	100.00	
<i>COMMENTS: Compliant due to extra training provided to staff and tighter controls in place.</i>				
* All tenders compliant with regulations	%	100.00	100.00	
<i>COMMENTS: N/A</i>				
* Financial Measures				
COMMENTS: N/A				
** Asset Consumption Ratio	%	N/A	N/A	Annually
<i>COMMENTS: N/A</i>				
** Asset Renewal Funding Ratio	%	N/A	N/A	Annually
<i>COMMENTS: N/A</i>				
** Asset Sustainability Ratio	%	N/A	N/A	Annually
<i>COMMENTS: N/A</i>				
** Current Ratio	%	N/A	N/A	Annually

<i>COMMENTS:</i> N/A					
** Debt Ratio	#	N/A	N/A	Annually	
<i>COMMENTS:</i> N/A					
** Rates Coverage Ratio	%	N/A	N/A	Annually	
<i>COMMENTS:</i> N/A					
** Rates collection	%	72.00	26.00		
<i>COMMENTS:</i> Progressing. Letters of Demand to be released in January, which should collect more money. Final Instalment/Direct Debits due in February.					
** Creditors report completed - number of working days after month end	#	3.00	9.00		
<i>COMMENTS:</i> Creditors reports are completed by due date					
** Debtors report completed - number of working days after month end	#	2.00	1.67		
<i>COMMENTS:</i> Report completed 05/01/17					
** Month end financial accounts prepared - number of working days after month end	#	7.00	2.33		
<i>COMMENTS:</i> N/A					
** Financial calendar updated - number of working days after month end	#	12.00	3.33		
<i>COMMENTS:</i> N/A					
** Purchase orders completed within 48 hours of request	%	100.00	100.00		
<i>COMMENTS:</i> N/A					
** Rate revenue from commercial and industry sectors	\$	N/A	N/A	Annually	
<i>COMMENTS:</i> N/A					
Overall Performance	%	100.00	99.34		

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

07. Execution of Documents – Amendment to Authorisations

Previous Items	
Responsible Officer	Chief Executive Officer
Service Area	Governance, Strategy & Legal services
File Reference	LE-ACT-006
Applicant	
Owner	
Attachment 1	Current Authorisations

EXECUTIVE SUMMARY

1. This report is to amend the authorisations previously provided to specified staff to sign documents on behalf of the Shire of Kalamunda that do not require the affixing of the Common Seal.
2. The amendments are required to update position title changes and include additional positions following the Administration restructure in July 2016.
3. The Authorisations contained in the Officer Recommendation are in accordance with the provisions of the Act and provide the framework for continued efficient operations within the Administration.

BACKGROUND

4. The *Local Government Act 1995* (the Act), was amended in late 2009 to clarify the requirements for the execution of documents with or without the Common Seal.
5. Initial authorisations for some staff to execute documents on behalf of the Shire of Kalamunda were provided in 2010 and have been amended several times as a consequence of organisational restructures, position title changes and additional staff appointments.
6. These authorisations apply where signing under the Common Seal is not required for the document to be validly executed.

DETAILS

7. It is not proposed to extend the authorisations to include additional document types, merely to update some position titles and to include some new positions in the approved authorisations.

8. The following changes are included in the recommendation:

Title Changes

Director of Infrastructure Services to Director of Asset Services
Director of Corporate Services to Director Corporate & Community Services
Manager Development Services to Manager Approval Services
Manager Health & Rangers to Manager Community Safety & Compliance Services
Manager Infrastructure Operations to Manager Asset Maintenance
Manager Infrastructure Projects to Manager Asset Delivery

Additions

Manager Strategic Planning
Manager Economic Land & Property Services
Manager Asset Planning & Management

STATUTORY AND LEGAL CONSIDERATIONS

9. *Section 9.49A - Execution of Documents, provides:*
- (1) *A document is duly executed by a local government if:-*
 - (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
 - (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
 - (3) *The common seal of the local government is to be affixed to a document in the presence of:-*
 - (a) *the mayor or president; and*
 - (b) *the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.*
 - (4) *A local government may, by resolution, authorise the Chief Executive Officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the Authorisation.*
 - (5) *A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorization.*
 - (6) *A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.*

When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

Section 9.49B – Contract formalities, provides:-

(1) *Insofar as the formalities of making, varying or discharging a contract are concerned, a person acting under the authority of a local government may make, vary or discharge a contract in the name of or on behalf of the local government in the same manner as if that contract was made, varied or discharged by a natural person.*

(2) *The making, variation or discharge of a contract in accordance with subsection (1) is effectual in law and binds the local government concerned and other parties to the contract.*

Subsection (1) does not prevent a local government from making, varying or discharging a contract under its common seal.

POLICY CONSIDERATIONS

10. There are no policy implications.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

11. Input has been received from all Directorates as to their requirements of Authorisations which should be considered by Council.

External Referrals

12. Public consultation is not required for this issue.

FINANCIAL CONSIDERATIONS

13. There are no financial implications arising out of this issue.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

Strategy 6.6.6 - Regularly review the organisation's structure, policies and procedures in response to changing circumstances.

SUSTAINABILITY

Social Implications

15. Nil.

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

RISK MANAGEMENT CONSIDERATIONS

18.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Recommended authorisations are not approved.	Unlikely	Moderate	Low	Ensure that benefits of streamlining processes and procedures to enable efficient performance of functions is recognised.

OFFICER COMMENT

19. The Authorisations contained in the Officer Recommendation are in accordance with the provisions of the Act and provide the framework for continued efficient operations within the Administration.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 07/2017)

That Council:

1. Pursuant to section 9.49A of the *Local Government Act 1995* authorises the following Officers of the Shire of Kalamunda to sign documents on behalf of the Shire of Kalamunda, as specified:-

- i. The Chief Executive Officer*
- ii. The Director of Development Services*
- iii. The Director of Asset Services*
- iv. The Director of Corporate & Community Services*

any document, including Deeds, that is necessary or appropriate to be signed for these officers to carry out their functions and duties under any written law.

- v. Manager Community Development*
- vi. Manager Economic Land & Property Services*
- vii. Manager Approval Services*
- viii. Manager Strategic Planning*
- ix. Manager Community Safety & Compliance Services*
- x. Manager Asset Maintenance*
- xi. Manager Asset Delivery*
- xii. Manager Asset Planning & Management*

any document, excluding Deeds, that is necessary or appropriate to be signed to carry out the Manager's functions and duties under any written law.

xiii. Manager Financial Services

- a. Leases
- b. Extensions of Lease
- c. Assignments of Lease
- d. Deed of Variation of Lease
- e. Surrenders of Lease
- f. Licences
- g. Assignments and Assignments and Variations of Licence

Moved:

Seconded:

Vote:

Attachment 1

Shire of Kalamunda

Execution of Documents – Authorisations

[s9.49A of the *Local Government Act 1995*]

Extract from OCM Minutes 25 November 2013 - OCM Resolution 187/2013 & Amended 26 April 2016 – OCM Resolution 53/2016

Council authorises the following Officers of the Shire of Kalamunda to sign documents on behalf of the Shire of Kalamunda, as specified:-

- i. The Chief Executive Officer***
- ii. The Director of Development Services***
- iii. The Director of Infrastructure Services***
- iv. The Director of Corporate Services***

any document, including Deeds, that is necessary or appropriate to be signed for these officers to carry out their functions and duties under any written law.

- v. Manager Community Development***
- vi. Manager Development Services***
- vii. Manager Infrastructure Operations***
- viii. Manager Health and Rangers***
- ix. Manager Infrastructure Projects***

any document, excluding Deeds, that is necessary or appropriate to be signed to carry out the Manager's functions and duties under any written law.

x. Manager Financial Services

- a. Leases
- b. Extensions of Lease
- c. Assignments of Lease
- d. Deed of Variation of Lease
- e. Surrenders of Lease
- f. Licences
- g. Assignments and Assignments and Variations of Licence

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

08. Retirement and Late-Career Planning Shire Policy and Management Procedure

Previous Items	
Responsible Officer	Chief Executive Officer
Service Area	People Services
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Proposed Retirement and Late-Career Planning Shire Policy
Attachment 2	Proposed Retirement and Late-Career Planning Management Procedure

EXECUTIVE SUMMARY

1. A review of the Human Resources suite of policies identified a gap in resources available to the Shire's employees, who are nearing retirement and would like information on the options available to them whilst planning their late career.
2. The proposed Retirement and Late-Career Planning Shire Policy and Management Procedure are submitted for Council noting.

BACKGROUND

3. The Shire periodically reviews, revokes and adds new policies to its Policy Register. Policies are used to ensure consistency and transparency in decision making as well as adding clarity to and intent to existing legislation.
4. As such, the Retirement and Late-Career Planning Shire Policy and associated Management Procedure has been developed for inclusion in the Policy Register.

DETAILS

5. The Shire is committed to ensuring employees considering retirement are given the opportunity to continue their career, whilst embracing a healthy work-life balance. Requests for more flexible working arrangements, will be considered in terms of their impact on the Shire's business operations.
6. The Strategic Workforce Plan 2023, Kalamunda Working, identifies the need to develop and implement a Shire policy and guideline that provides options for employees nearing retirement to still be employed however have the flexibility with their options of retirement and the transition phase and still provide mentoring, or work in project based roles, in order for knowledge and skills to be transferred to other employees.
7. The Policy has been developed as a key resource for the Shire's employees, who are nearing retirement and would like information on the options available to them whilst planning their late career.

STATUTORY AND LEGAL CONSIDERATIONS

8. The relevant Acts are:
- *State Superannuation Act 2000*
 - *Fairwork Act (2009)*
 - *Equal Opportunity Act (1984)*
 - *Occupational Safety and Health Act 1984*

POLICY CONSIDERATIONS

9. S-HR03 – Leave Policy
C-HR03 - Occupational Safety and Health Policy

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

10. Nil.

External Referrals

11. Nil.

FINANCIAL CONSIDERATIONS

12. There may be a financial impact should an employee choose to temporarily or permanently reduce their hours of work. Furthermore, should the position require a full time FTE, additional on-costs and training costs will apply to on-board a new member of staff.
13. Any additional cost will be captured during the Budget Review process.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 6.10: To build a high performing and motivated workforce

Strategy 6.10.2: Monitor, review and evaluate employee satisfaction levels and emerging workforce trends.

Kalamunda Working: Strategic Workforce Plan to 2023

OBJECTIVE 4.2: Phased Retirement

Strategy 4.2.1: Develop and implement a Shire policy and guidelines that provides options for older workers (over 55 years) to have access to part-time and/or home based work as well as options to move to project based work and mentoring roles for younger employees.

SUSTAINABILITY

Social Implications

- 15. In offering a transition to retirement, the Shire would be supporting employees to explore their options and prepare for retirement, with the security of a continued income. This also works towards strengthening the relationship the Shire has with its employees.
- 16. This encourages diversity in the workplace and places value on knowledge and skills gained through experience; which can be further utilised within a consultancy and mentoring space.

Economic Implications

- 17. Nil.

Environmental Implications

- 18. Nil.

RISK MANAGEMENT CONSIDERATIONS

19.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Loss of knowledge & skills	Likely	Moderate	High	Succession planning and mentoring
Stress linked to unplanned retirement	Unlikely	Moderate	Low	Introduce financial and life planning programs to assist staff in preparing for their retirement. Provide access to the Shire's Employee Assistance Program.

OFFICER COMMENT

- 20. With the longevity of employees of the Shire of Kalamunda, it is important not to lose any corporate knowledge and skills at the time when employees are considering phased retirement or late career planning. At the same time it is important to provide employees flexibility to embrace work-life balance with continued employment and support the employee's transition to retirement.
- 21. The Shire will assess requests for more flexible working arrangements in terms of their impact on business operations.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 08/2017)

That Council:

1. Notes proposed Retirement and Late-Career Planning Shire Policy and Management Procedure to be included in the Shire's Policy Register.

Moved:

Seconded:

Vote:

Attachment 1

Retirement and Late-Career Planning Shire Policy and Management Procedure

Proposed Retirement and Late-Career Planning Shire Policy

Retirement and Late-Career Planning Shire Policy

Relevant Shire of Kalamunda Council Policy

N/A

Relevant Shire of Kalamunda Policy

XX-HRxx – Retirement and Late-Career Planning Procedure

S-HR03 – Leave (Policy)

SM-HR03 – Leave (Procedure)

Purpose

The purpose of this policy is to outline the options available for employees who are planning their retirement. In doing so, this document will describe the process for employees interested in flexible retirement and the support available to employees throughout the transition.

This was confirmed in The Strategic Workforce Plan 2023, Kalamunda Working, which identified the need to provide options for retirement age employees to ensure flexibility within their career, whilst they plan for retirement.

In accordance with the *State Superannuation Act (2000)* and related regulations, the *Fairwork Act (2009)* and the *Equal Opportunity Act (1984)*.

Policy Statement

The Shire of Kalamunda is committed to ensuring that employees considering retirement are given the opportunity to continue their career, whilst planning for their retirement and thus embracing a healthy work-life balance.

In order to achieve this objective, the Shire offers the following range of flexible retirement arrangements to support an employee's transition to retirement:

- A reduction in working hours/days and utilising accrued annual leave or long service leave to make up the required hours.
- A reduction in hours permanently for a duration during the transition.
- Working a different role; for example a project based or mentoring role.

Related Local Law	
Related Policies	
Related Budget Schedule	
Legislation	<i>State Superannuation Act (2000)</i> and related regulations <i>Fairwork Act (2009)</i> <i>Equal Opportunity Act (1984)</i> .
Conditions	
Authority	
Adopted	Next Review Date

Attachment 2

Retirement and Late-Career Planning Shire Policy and Management Procedure **Proposed Retirement and Late-Career Planning Management Procedure**

Retirement and Late-Career Planning Management Procedure

Relevant Shire of Kalamunda Council Policy

N/A

Relevant Shire of Kalamunda Policy

X-HRxx – Retirement and Late-Career Planning Policy

S-HR03 – Leave (Policy)

SM-HR03 – Leave (Procedure)

Purpose

The purpose of this procedure is to outline the options available to employees wishing to transition to retirement; and the requirements to initiate this process.

Scope

This policy applies to all Shire of Kalamunda staff.

Detail

Background

Whilst there is no longer a fixed retirement age in Australia, many people choose to retire at the time they become eligible for the age pension. As of July 2017, the age pension age will rise incrementally, reaching 67 by July 2023.

If you were born between	You qualify for Age Pension at age
1 July 1952 to 31 December 1953	65 years and 6 months
1 January 1954 to 30 June 1955	66 years
1 July 1955 to 31 December 1956	66 years and 6 months
From 1 January 1957	67 years

Further information on early retirement and accessing superannuation can be obtained from your superannuation provider.

What to do when considering retirement:

Whether seeking to retire or wishing to explore flexible retirement options, you are encouraged to discuss your plans with your Director or Manager/Supervisor as early as possible to understand the range of mechanisms that can be utilised to achieve transition to retirement outcomes.

Transitioning into Retirement

There may be opportunities within the Shire for you to gradually transition into retirement whereby the following options would be available to you:

- reducing your working hours/days and utilising your accrued annual leave or long service leave to make up your hours
- reducing your hours permanently for a duration during the transition
- working a different role; for example a project based or mentoring role

Requests to work under a flexible retirement arrangement will need to be made in writing to your Director or Manager/Supervisor. Your letter will also need to state the date you wish commence your new working arrangement and the date you want your employment to cease with the Shire, bearing in mind that the specified end date is no longer than two (2) years from the date of the letter. This will be considered on the basis of the impact on the overall running of the Directorate or Business Unit. In some circumstances, there may be reasons why such requests cannot be accommodated and your Director or Manager/Supervisor will discuss this with you.

A formal letter advising of the outcome will be provided to you, together with a TTRPA. Should you have a concern in relation to the outcome, you can raise this with the Manager, People Services or through the Grievance Procedure.

Notification of Retirement Resignation

Should you decide to tender your resignation for retirement, you will need to:

- inform your Director or Manager/Supervisor of your decision in writing and as far in advance as possible or in accordance with your contractual notice period obligations under the applicable Shire of Kalamunda Enterprise Agreements
- ensure the written notice letter clearly states the date you wish the resignation to be effective

Your Director or Manager/Supervisor will forward your resignation letter to People Services, who will acknowledge your resignation in writing. This acknowledgement will include a detailed listing of your entitlements as at your last working day.

Succession Planning

The Shire acknowledges and appreciates the valuable knowledge, skills and experience that you hold.

To ensure the smooth running of the department following your decision to transition into retirement, your manager may seek your input in succession planning for your role as soon as possible. You are encouraged to:

- Complete the Knowledge Transfer form with as much detail as possible
- Assist in the training and mentoring of a successor
- Ensure a smooth handover of work

Related Budget Schedule			
Authority			
Adopted		Next Review Date	

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

09. Draft Shire of Kalamunda Advocacy Strategy 2017 - 2022

Previous Items	Nil
Responsible Officer	Chief Executive Officer
Service Area	Office of Chief Executive Officer
File Reference	
Applicant	N/A
Owner	
Attachment 1	Draft Shire of Kalamunda Advocacy Strategy 2017 - 2022

EXECUTIVE SUMMARY

1. To endorse the Draft Kalamunda Advocates - Advocacy Strategy 2017-2022 (the Strategy).
2. There is a need for the Shire to be cognisant of the necessity to develop strategies that provide diverse funding options to the traditional reliance on rates.
3. By developing a professional consistent and strategic approach to advocacy, instead of the current adhoc approach, the Shire can develop its people to be proactive rather than reactive.

BACKGROUND

4. The Shire over the past four years have been actively undertaking stakeholder engagement with State and Federal politicians in the endeavour to attract funding to key projects required in the Shire.
5. The Shire's Corporate Business Plan contains an action for the 2016/2017 business year to develop an Advocacy Strategy.

DETAILS

6. The Shire of Kalamunda frequently undertakes advocacy activities engaging a variety of individual and institutional stakeholders.
7. The Shire of Kalamunda's Strategic Plan gives special attention to advocacy activities as a means to address issues of priority that require funding contributions from external sources. Advocacy is a tool to influence the political, social and economic environment to maximize benefits for member Councils and their communities.
8. The Shire of Kalamunda Advocacy Strategy aims to attract an increased share of investment to the Shire by implementing a framework that facilitates consistent, professional and effective advocacy.
9. In order to achieve this aim, four areas for focus have been identified that provide objectives and the related action needed to deliver an effective advocacy program.

The Key Focus Areas and objectives are:-

1. Priorities and Messages

- Objective 1.1 Identify and agree to the key desired outcomes for each issue.
- Objective 1.2 The identified outcomes are prioritised into high, medium and low priorities.
- Objective 1.3 Core messages for each issue are clearly identified and articulated.

2. Target Audiences

- Objective 2.1 Maintain a cooperative and productive relationship with State and Federal Government Ministers and their Departments.
- Objective 2.2 Maintain consistent and effective participation in relevant regional organisations and peak bodies for the purpose of influencing outcomes beneficial to Perth's Eastern Region.
- Objective 2.3 Represent and promote the interests of Perth's Eastern Region at key conferences, meetings and other forums.
- Objective 2.4 Develop protocols for communication with different stakeholders and target groups.

3. Tools and Processes

- Objective 3.1 Develop an Advocacy Implementation Plan template in consultation with key staff.
- Objective 3.2 Develop Advocacy Implementation Plans for the key issues and outcomes identified as part of Key Focus Area 1.
- Objective 3.3 Design and develop appropriate processes, methods and materials to support advocacy campaigns.

4. Roles and Skilling

- Objective 4.1 Ensure Presidents and Councillors understand their role and actively participate in the advocacy effort.
- Objective 4.2 Ensure all staff understand their role and actively participate in advocacy effort.
- Objective 4.3 Provide all councillors and staff with adequate skills, training and resources to undertake their advocacy roles.

STATUTORY AND LEGAL CONSIDERATIONS

10. Nil.

POLICY CONSIDERATIONS

11. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

12. The development of the draft strategy has involved input from all Directorates through the Executive Management Team.

External Referrals

13. There is no requirement for community engagement as this strategy is operational in nature and will guide the operations of the administration by having a strategic framework to implement a coherent and consistent advocacy approach.

FINANCIAL CONSIDERATIONS

14. It is proposed the Plan will be funded through annual operating expenditure. It is envisaged a strengthening of the Shire's advocacy efforts will attract an increased amount of grant funding from state and federal sources.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

Strategy 6.1.3 Increase advocacy efforts to influence State and Federal policy to achieve improved local outcomes.

SUSTAINABILITY

Social Implications

16. The ability to increase grant funding enables the development of more community services to be delivered.

Economic Implications

17. An ability to attract and increase grants, particularly non-operating capital grants creates economic multipliers effects within the local community through construction contracts and employment and creation of new facilities and services.

Environmental Implications

18. The ability to attract more funding for natural areas and other environmental initiatives will assist in the protection and improvement to the Shire's environmental heritage.

RISK MANAGEMENT CONSIDERATIONS

19.	Risk	Likelihood	Consequence	Rating	Action/Strategy
	Adhoc approaches to advocacy will be less effective.	Possible	Moderate	Medium	Prepare and adopt advocacy strategy.

OFFICER COMMENT

20. The Shire will need to place greater reliance on its ability to attract grant funding to diversify its reliance on rates. By developing a professional consistent and strategic approach to advocacy the Shire can develop its people to be proactive rather than reactive.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 09/2017)

That Council:

1. Endorses the Draft Shire of Kalamunda Advocacy Strategy 2017-2022, as shown in Attachment 1.

Moved:

Seconded:

Vote:

Attachment 1

Draft Shire of Kalamunda Advocacy Strategy 2017 – 2022

Draft Shire of Kalamunda Advocacy Strategy 2017 – 2022

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

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

10. Adoption of Policy - Elected Member Communication and Contact with Staff

Previous Items	OCM 209/2016
Responsible Officer	Chief Executive Officer
Service Area	Chief Executives Office
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Council Policy –Elected Member Communication and Contact with Staff
Attachment 2	Council Policy Procedure – Elected Member Communication and Contact with Staff

EXECUTIVE SUMMARY

1. To consider and adopt the Elected Member Communication and Contact with Staff Council Policy and note the associated Management Procedures.
2. This policy had previously been considered by Council at its Ordinary Council Meeting (OCM) on 19 December 2016 at which a number of issues were identified for further discussion with councillors.
3. Following discussion with councillors the documentation has been amended to rectify the issues of concern and are now represented for adoption.

BACKGROUND

4. Section 2.7 of the *Local Government Act 1995* (the Act) provides that the development and adoption of policies is a key part of the role of Council.
5. The Shire periodically reviews, revokes and adds new policies to its Policy Register. Policies are used to ensure consistency and transparency in decision making as well as adding clarity to and intent to existing legislation.

DETAILS

6. Contact between Councillors and Staff is unavoidable activity which facilitates Councillors being able to effectively and efficiently perform their duties as elected representatives of the community.

The objective of this Policy is to ensure that appropriate protocols and guidelines are in place to:

- Provide clearly defined communications and contact channels between Elected Members and shire staff.
- Ensure that duplication and loss of productive time is minimised.

Facilitate Elected Members performing their role effectively

7. This Policy was initially considered at the OCM on 19 December 2016 where the following motion was passed:

EN BLOC RESOLUTION 209/2016

PROCEDURAL MOTION

That Council:

1. Defers the Elected Member Communication and Contact with Staff Policy and Management Procedure (Attachments 2 and 3) for further discussion with Council.

8. Further discussion occurred at the briefing session on 13 February 2017 and the issues identified have now been rectified in the Policy and Management Procedures documentation.

STATUTORY AND LEGAL CONSIDERATIONS

9. Section 2.7 of the *Local Government Act 1995*.

POLICY CONSIDERATIONS

10. The development and adoption of appropriate Policies aligned to the strategic objectives of Council and the current operational environment of the Shire, will assist the Council in its governance role.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

11. The Policy and Management Procedure has been developed with input from all Directorates and during councillor briefings.

External Referrals

12. The policy proposed to be adopted is not expected to have a direct impact on the community, it is therefore considered that specific engagement is not required.

FINANCIAL CONSIDERATIONS

13. It is not expected that this policy will result in any additional expenditure or specific budgetary requirements.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

Strategy 6.3.3 Regularly review the organisation's structure, policies and procedures in response to changing circumstances.

SUSTAINABILITY

Social Implications

15. Nil.

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

RISK MANAGEMENT CONSIDERATIONS

18.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Policies are not developed that can assist Elected Members perform their duties.	Unlikely	Moderate	Low	Ensure that Elected Members are provided with the tools to effectively undertake the role and duties as elected representatives of the community.

OFFICER COMMENT

19. As a consequence of further discussion with councillors and amendments being made to the policy and management procedures, the policy is now ready for adoption.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 10/2017)

That Council:

1. Adopts the Elected Member Communication and Contact with Staff Policy (Attachment 1).
2. Notes the Elected Member Communication and Contact with Staff Management Procedure (Attachment 2).

Moved:

Seconded:

Vote:

Attachment 1

Adoption of Policies

Council Policy –Elected Member Communication and Contact with Staff

[Policy Number]: Elected Member Communication and Contact With Staff Council Policy	
Management Procedure Elected Member Communication and Contact With Staff	Relevant Delegation

Purpose

To ensure that appropriate protocols and guidelines are in place to:

- Provide clearly defined communications and contact channels between Elected Members and shire staff.
- Ensure that duplication and loss of productive time is minimised.
- Facilitate Elected Members performing their role effectively.

Policy Statement

The Council and Shire are committed to establishing a respectful, harmonious and effective working relationship between the Elected Members and staff of the Shire through open communications between each party.

Whilst the provisions of the *Local Government Act 1995* provide that the Chief Executive Officer is the contact point for contact between Elected Members and the administration, this is impractical on a day to day operational efficiency basis and therefore all communications between Elected Members and the Administration are to be channelled through the Chief Executive Officer, Directors, or by utilising the Elected Member Enquiries email system (councillorenquiries@kalamunda.wa.gov.au).

Where an Elected Member wishes to seek governance advice or information relating to agenda items or Notice of Motions the Elected Member may email the Governance Manager outlining the request and copying in the CEO.

Where an Elected Member wishes to seek advice on communication via the media or social media, the Elected Member may contact the Manager Customer and Public Relations and should do so before interacting via these mediums or with a journalist.

Where the request entails the use of Shire resources (human or physical) to an extent which a Director believes may impact on the effective management or day to day activities of the Directorate, the request is to be referred to the Chief Executive Officer for determination. The Chief Executive Officer will discuss such requests with the originating Elected Member to determine the extent of information or action required.

The Chief Executive Officer may subsequently refer the matter to Council for determination should a resolution not be achieved.

Elected Members are to be kept informed of progress towards the resolution of any matter they have requested the Administration to attend to.

1. Requesting Information or a Service

- 1.1 Any Elected Member wishing to make enquiry or obtain any information regarding an operational/strategic issue shall contact the Shire through the established Elected Member enquiries process.
- 1.2 For matters relating to strategic and operational issues, Elected Members shall only contact the Shire President, Chief Executive Officer or relevant Director, with email being the preferred method of contact.
- 1.3 Where an Elected Member chooses to make a request via telephone the details of the conversation will be recorded and logged into the Shire's record system if any action is required.
- 1.4 Where an Elected Members is seeking information or advice via telephone, without any action being required, there will be no requirements for recording such conversations unless the Chief Executive Officer or the Director determines it is necessary.
- 1.5 Where the Elected Member Enquiries email system is used, requests are to include sufficient detail to enable an investigation of the request to occur. Where direct contact is made to employees they are required to refer Elected Members to their Business Unit Manager, Director or the Chief Executive Officer.
- 1.6 Where a response may have an impact across the Shire or across a ward, or is of relevance to other Elected Members, the Chief Executive Officer may determine the response should be copied to all Elected Members or to all ward councillors where applicable.
- 1.7 Responses will be issued within five (5) working days, and a record of the response saved within the Shire's record Systems.
- 1.8 If the matter is deemed confidential in accordance with clause 1.11, only the referring Elected Member shall receive the response.
- 1.9 Should the matter not be resolved within the nominated timeframe of five (5) working days, the Chief Executive Officer or Director (as appropriate) shall provide an update report every ten working days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.
- 1.10 Any Shire officer contacted directly either verbally or in writing by an Elected Member regarding a Shire matter shall refer them to their Director or the Chief Executive Officer.
- 1.11 In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the President to ascertain whether the request should be dealt with as a confidential matter. The Chief Executive Officer will prepare a response and provide this back to the individual Elected Member in line with the parameters stipulated in clauses 1.6 and 1.9.

2. Elected Members Undertaking Personal Business transaction with the Shire

- 2.1 Where an Elected Member wishes to pay rates, dog or cat registration apply for a building approval or licence or any other service offered by the Shire the Elected Members may use the Customer Service Team to facilitate these transactions.
- 2.2 Where a personal business transaction becomes complex and queries arise this will be referred to the relevant Director.

3. Staff Contacting Elected Members

- 3.1 All staff other than the CEO and Directors are not permitted to contact Elected Members unless:
 - (i) They have been requested to do so by the CEO or Director.
 - (ii) They are dealing with an ongoing matter and the CEO or Director was aware of the ongoing contact.
- 3.2 Where a personal business transaction becomes complex and queries arise this will be referred to the relevant Director.
- 3.3 All staff contact with Elected Members when approved should be via email so appropriate records can be kept otherwise file notes may be required.

4. Staff Contact for Advisory Committees of Council

- 4.1 Elected Members who are delegates of an Advisory Committee of Council may contact officers who have been delegated to support an Advisory Committee.
- 4.2 Any contact to delegated officers must be directly related to the matters pertaining to the business of the Advisory Committee.
- 4.3 If a matter is raised that is complex, strategic in nature or requiring resources the Officer will refer such matters to the Chief Executive Officer or relevant Director for determination.

5. Directory of Relevant Service Areas

The following table identifies which Director has responsibility for the services across the Shire.

Directorate Contact Person	Service Areas
Office of the CEO	Governance
	Legal
	Advocacy
	Strategic & Business Planning
	Public Relations
	Events
	Customer Service
	Human resources
	Occupational Health and safety
	Corporate & Community Services
	Rates
	Insurance
	Procurement
	Land & Property and leases
	Economic Development & Tourism
	Community bus and building bookings

	Cultural services – Kalamunda Performing Arts & Zig Zag Cultural Centre
	Libraries
	Information technology
	Records and FOI
	Community Development
	Youth Services
	Recreation Services
	Seniors Services
	Facilities Planning
	Community groups and clubs liaison
Development Services	Health Services
	Ranger Services
	Contaminated site Issues
	Emergency Management Services
	Fire Inspectors
	Planning Approval services
	Building Approval services
	Strategic Land Planning services
Asset Services	Waste Services
	Parks & Verge Maintenance
	Environmental service
	Bushland Management
	Fire Mitigation on Shire owned land
	Building Maintenance
	Drainage Maintenance
	Roads Maintenance
	Car parks
	Footpaths
	Traffic Issues
	Bus Shelters
	Road design and survey issues
	Major Asset Project delivery
	Fleet and vehicle management

LEGISLATION AND OTHER REFERENCES:

- *Local Government Act 1995 – Regulation 10(1)(a) of the Local Government (Rules of Conduct Regulation 2007)*
- *State Records Commission – Local Government Elected Members Policy*
- *Shire of Kalamunda Code of Conduct*

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

Attachment 2

Adoption of Policies

Council Policy Procedure – Elected Member Communication and Contact with Staff

Elected Member Communication and Contact With Staff Procedure
--

Relevant Shire of Kalamunda Council Policy
--

Elected Member Communication and Contact With Staff
--

Relevant Shire of Kalamunda Policy

Purpose

To ensure that appropriate protocols and guidelines are in place to:

- Provide clearly defined communications and contact channels between Elected Members and shire staff.
- Ensure that duplication and loss of productive time is minimised.
- Facilitate Elected Members performing their role effectively.

Detail

The Shire will respond to requests made by Elected Members in a timely and professional manner in accordance with the details stipulated within this Policy and Procedure

1. Contact Process

Any Elected Member wishing to make enquiry or obtain any information regarding an operational/strategic issue shall contact Administration through the established Elected Member enquiries process.

For matters relating to strategic and operational issues, Elected Members shall only contact the Shire President, Chief Executive Officer or relevant Director, with email being the preferred method of contact.

2. Responding to Elected Member Requests

2.1 The Chief Executive Officer or relevant Director Officer (as appropriate) will register all enquiries received from Elected Members into the relevant software using the category "Information Request – Councillor", unless the matter is deemed confidential in accordance with clause 2.8, where it will be registered using the category "Information Request – Councillor Confidential".

2.2 Elected Members may also use the Shire's elected member enquiries email address councillorenquiries@kalamunda.wa.gov.au to submit a request. The request will be entered into the software system and assigned to the appropriate Director using the workflow process. All associated documents relating to the request shall be stored against the request for tracking and record keeping purposes.

2.3 Upon registration of the enquiry, a response shall be coordinated by the relevant Director or Chief Executive Officer as appropriate.

-
- 2.4 Where a response may have an impact across the Shire or across a ward, or is of relevance to other Elected Members, the Chief Executive Officer may determine the response should be copied to all Elected Members or to all ward councillors where applicable.
 - 2.5 Otherwise a response will be provided directly to the Elected Member, within five (5) working days, and a record of the response saved.
 - 2.6 If the matter is deemed confidential in accordance with clause 2.10, only the referring Elected Member shall receive the response.
 - 2.7 Should the matter not be resolved within the nominated timeframe of five (5) working days, the Director or Chief Executive Officer (as appropriate) shall provide an update report every ten days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.
 - 2.8 Reports shall be generated for the Chief Executive Officer and Directors outlining the following:
 - number of contacts made;
 - any contentious issues;
 - the number of issues resolved; and
 - the number of issues still outstanding.
 - 2.9 Any Shire officer contacted directly either verbally or in writing by an Elected Member regarding a Shire matter shall refer them to their Director or the Chief Executive Officer.
 - 2.10 In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Shire President to ascertain whether the request be dealt with as being confidential. The Chief Executive Officer will prepare a response and provide this back to the individual Elected Member in line with the parameters stipulated in clauses 2.4 and 2.5.

3. Elected Members Undertaking Personal Business transaction with the Shire

- 3.1 Where an Elected Member wishes to pay rates, dog or cat registration apply for a building approval or licence or any other service offered by the Shire the Elected Members may use the Customer Service Team to facilitate these transactions.
- 3.2 Where a personal business transaction becomes complex and queries arise this will be referred to the relevant Director.

4. Staff Contacting Elected Members

- 4.1 All staff other than the CEO and Directors are not permitted to contact Elected Members unless:
- (i) They have been requested to do so by the CEO or Director.
 - (ii) They are dealing with an ongoing matter and the CEO or Director was aware of the ongoing contact.
- 4.2 Where a personal business transaction becomes complex and queries arise this will be referred to the relevant Director.
- 4.3 All staff contact with Elected Members when approved should be via email so appropriate records can be kept otherwise file notes may be required.

LEGISLATION AND OTHER REFERENCES:

- *Local Government Act 1995 – Regulation 10(1)(a) of the Local Government (Rules of Conduct Regulation 2007)*
- *State Records Commission – Local Government Elected Members Policy*
- *Shire of Kalamunda Code of Conduct*

Related Budget Schedule			
Authority			
Adopted		Next Review Date	

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

11. Transition of High Wycombe Community & Recreation Centre to an Unstaffed facility

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

EXECUTIVE SUMMARY

1. A review of the High Wycombe Community & Recreation Centre (HWCRC) operations identified consistently low utilisation levels within the gym and crèche areas in comparison to industry trends for Recreation Centres.
2. The small scale of the HWCRC gymnasium limits the capacity to provide contemporary fitness, health and leisure programs expected by the community.
3. High Wycombe area is currently well serviced by two private gyms operating on a 24/7 basis within two kilometres of the HWCRC.
4. The Centre has maintained long standing group bookings that do not require a staffing presence at the Centre.
5. The proposed new operating model is to progress toward an unstaffed, bookings only facility and provide existing group fitness and gym members with a 12 month membership at the Hartfield Park Recreation Centre (HPRC) in lieu of the proposed change to operations.
6. It is recommended that Council reaffirms the necessary actions to allow the HWCRC to be transitioned to an unstaffed facility as from 1 April 2017.

BACKGROUND

7. The Community Facilities Plan (CFP) 2010 initially identified the following comments in relation to the HWCRC:
 - The small scale of the HWCRC building limits its capacity to function as a recreation centre. It is not capable of providing the wide range of fitness, health and leisure programs normally expected at a recreation centre.
 - Due to the low usage rate and high staff costs, it is proposed the centre no longer be staffed.
 - The HWCRC would better suit being reclassified as a Neighbourhood Community Centre.
8. Reviews undertaken as part of a Strategic Service Level Review in 2016 provided the following results:

- High Wycombe area is currently well serviced by three private gyms operating on a 24/7 basis within two kilometres of the HWCRC.
- Recreation facility duplication – The Shire has two facilities with similar services offered, HPRC and HWCRC.
- Consistent annual low utilisation levels within the Gym and Crèche areas in comparison to industry trends for Recreation Centres.
- Industry Benchmark Comparisons – Expense recovery and visits per year are both well below Industry Benchmarks for similar sized facilities.
- The need to progress toward a new operating model with an unstaffed facility and to establish permanent agreements for existing user groups with keyed access and to relocate existing members to HPRC.

9. The conclusion drawn from the Strategic Service Level Review process was to support this proposed new direction.
10. In January 2017, a briefing session with North West Ward Councillors was held to advise of the intent to progress toward an unstaffed facility from 1 April. Subsequently support and authorisation was confirmed to commence communications with Recreation Centre staff, facility users and the community with regard to this proposal.
11. The communication process informing staff, users and the community of the proposed change has since been completed. However in consideration of a recent misunderstanding from users that the proposal requires a decision of Council, the matter has been deferred pending consideration of Council.

DETAILS

12. A review of the HWCRC has identified consistent annual low utilisation levels within the gym and crèche areas. Current annual figures are as follows:

Description	Memberships/ Attendances
Gym Memberships	8
Group Fitness Memberships	5
Crèche Users	200 p/a
Group Fitness Classes	350 p/a
Junior Programs	320 p/a
Active Seniors	96 p/a
Kids Cooking Club	160 p/a

13. The current operating model requires the following staffing hours (fortnight):

Position	Hours
Recreation Facility Attendants	95
Crèche Attendants	29
Program Instructors	21

-
14. Industry benchmarks for recreation facilities of a comparable size revealed that HWRC:
- Did not meet Centre for Environment and Recreation Management (CERM) industry benchmarks for Average Annual Total Visits (Target between 64,700 and 87,000) – Result less than 50,000 (largely consisting of permanent users that do not require staff attendance).
 - Did not meet CERM industry benchmarks for Average Expense Recovery (Target between 50% and 79%) - Result 16%
15. In consideration of the above the following changes are proposed for the HWCRC:
- The gym and crèche service/activities are to be discontinued
 - HWCRC to become an unstaffed facility
 - Hire agreements to be established for permanent user groups
 - Casual bookings to be made through the Bookings Officer based at HPRC.
 - Progress potential new usage agreements with Perth Diabetes Care (PDC) for use of the gym, crèche, court and kitchen rooms. The PDC will offer the following range of services to the community; Diabetes Education, Exercise Physiology, Dietician and Podiatry Services.
16. The following Programs/Services shall continue to be provided at the HWCRC:
- Group fitness classes to continue (Group Fitness, Junior Programs, Active Seniors & Kids Cooking Club)
 - Casual hall hire

STATUTORY AND LEGAL CONSIDERATIONS

17. Section 3.18 of the *Local Government Act 1995* – Council must satisfy itself that the services and facilities it provides are managed effectively and efficiently.

POLICY CONSIDERATIONS

18. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

- 19.
- Strategic Briefing Session process 2016.
 - Final briefing session with North West Ward Councillors.
 - Officers advised to commence transition process - approved on 17 January 2017.
 - All recreation centre staff members informed of decision and to explain implications.
 - Councillors informed of above progress at Strategic Briefing Session February 2017.

External Referrals

20. Following approval of the transition on the 17 January, Officers developed a communications plan and commenced informing users of HWCRC of the impending changes. Follow up letters along with a Frequently Asked Questions sheet were also sent to these members (Attachment 1).

This process is now complete, however a follow up morning tea for those affected by the change has been deferred pending a Council decision.

FINANCIAL CONSIDERATIONS

21. **Expenditure.**

Employment Costs (16/17 Budget)

Description	Retain	Remove
Total P/Part-Time and Casuals		\$254,424
Retain Booking Officer allocation	\$24,085	
Retain some program wages (Group Fitness Classes Etc.)	\$20,600	
Total net savings		\$209,739

22. **Income.**

Facility Income (16/17 Budget)

Description	Retain	Remove
Total Income (Inc. Crèche & Gym)		\$62,917
Retain User Group Bookings	\$35,618	
Retain Program fees	\$21,000	
Reduction in Income		(\$6,299)

- Net savings over 12 month period would be \$203,400.
- Pro-rata savings if implemented on 1st April 2017, would be \$50,859.
- All minimum contract hours for staff will be maintained and allocated as part of the HPRC rosters.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

6.7.2 Regularly review services, business processes and standards offered by the Shire to ensure they meet community needs

6.7.3 Implement best practice initiatives and plans through benchmarking, networking and scans of the external environment

SUSTAINABILITY

Social Implications

24. Affected gym members and crèche users have been offered 12 months free membership at HPRC in lieu of the proposed changes and in recognition of the inconvenience caused.

Economic Implications

25. The current net operating subsidy is \$411,391
- Should a decision be made to support the proposed changes, the forecasted net annual savings of \$203,400 could be reinvested into other priority areas.
- Pro-rata savings if implemented on 1 April 2017, would be \$50,859.

Environmental Implications

26. Nil.

RISK MANAGEMENT CONSIDERATIONS

27.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Shires reputation is damaged as a result of negative community feedback from affected members	Possible	Insignificant	Low	Ensuring consistent key messages are provided. 12 month free provision of membership at HPRC.

OFFICER COMMENT

28. The design of the HWCRC building limits its capacity to function as a contemporary recreation centre and as a result attendance levels to both the gym and crèche have remained low despite efforts to promote the activities and services available. Promotional efforts have included (but not limited to) Term brochures to all residents, newspaper adverts, school presentations and newsletter articles, website updates and Scoopons.
29. Specifically modern gymnasiums are required to be much larger and able to accommodate a large number of users with modern equipment, at any time of the night or day, each day of the week.
30. The High Wycombe area is currently well serviced by three modern and private gyms operating on a 24/7 basis within five kilometres of the HWCRC.
31. Group fitness class numbers are generally low and whilst classes can operate at a cost recovery basis they shall continue, however the crèche attendance figures have remained very low and this is not considered a feasible service to continue.

-
32. Permanent and casual groups hiring the facility shall continue to make bookings through the Bookings Officer located at HPRC.
 33. Junior classes and holiday programmes will continue to operate as normal.
 34. In lieu of the proposed changes and in consideration of the impact to users a 12 months membership to HPRC is supported. It is also proposed that those members not wishing to utilise the HPRC facilities and instead choosing to access an alternate provider be refunded their memberships on a pro-rata basis.
 35. In view of the communications that have already been undertaken and the projected savings identified in this report, it is recommended that Council formally endorse the new operating model for HWCRC.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 11/2017)

That Council reaffirm support for the following actions:

1. The High Wycombe Community and Recreation Centre being transitioned to an unstaffed, bookings only facility as from 1 April 2017.
2. Gym usage being phased out and members being relocated to Hartfield Park Recreation Centre with an offer of 12 month free membership in lieu of the proposed change to operations.
3. The CEO establish hire agreements for permanent user groups and progress discussions with Perth Diabetes Care for use of the gym, crèche, court and kitchen rooms.

Moved:

Seconded:

Vote:

Attachment 1

Transition of High Wycombe Community & Recreation Centre to an Unstaffed facility Frequently Asked Questions

Changes at High Wycombe Community and Recreation Centre Frequently Asked Questions

1. What is happening at the High Wycombe Community and Recreation Centre?

The Group fitness classes, junior classes, holiday programme and all regular bookings are continuing. The facility will operate as an unmanned centre, with instructors opening and closing after classes. The changes will be as follows:

- No longer scanning in with a staff member
- A different payment structure, as there will be no point of sale and "front desk".
- Memberships will need to be purchased over the phone, or at HPRC.

The Gym and associated crèche at High Wycombe Community and Recreation Centre will no longer operate. A fully equipped gym will be available for customers to use at the Hartfield Park Recreation Centre. Customers may also choose to participate in one of the group fitness classes on offer at High Wycombe.

2. Why is the gym closing?

Given the layout of the facility the gym does not have any opportunity for expansion and is very limited in size, as a result it also has a very low membership.

3. When is the gym closing?

The service will operate until 1 April 2017. However you can choose to start to transition to Hartfield Park Recreation Centre before this time if you wish.

4. I have a membership – What will happen to it?

All current gym and group fitness members will be given a free membership for 12 months at the Hartfield Park Recreation Centre, located at 199 Hale Road in Forrestfield.



The membership will include both the gym and all group fitness classes on offer and is valued at \$802.30. The membership includes a complimentary fitness appraisal.

Group fitness members can choose to still attend High Wycombe Community and Recreation Centre if you prefer.

5. What if I don't want to go to Hartfield Park?

We will refund your current membership Pro Rata. You can also choose to join one of the group fitness classes or one of the other activities on offer at High Wycombe Community and Recreation Centre, which will continue.

6. What if I need access to a creche?

A crèche is available at the Hartfield Park Recreation Centre, operating from 9:00am - 11:00am Monday to Friday.

www.kalamunda.wa.gov.au





7. Why don't you try reducing the fees for the memberships, and increase usage?

The layout of the HWRC building is unsuited for recreation centre activities. It is more suited as a bookings/community facility

8. What do I do next?

If you would like to transition over to the Hartfield Park Recreation Centre please call in for a tour of the facility on any day that suits you, call 9359 1700 or email recreation@kalamunda.wa.gov.au

9. What are the opening hours of Hartfield Park Recreation Centre?

Monday to Thursday: 6:00am – 9:00pm

Friday: 6:00am – 8:00pm

Saturday: 8:00am – 4:00pm

Sunday & Public Holidays: 8:00am – 12noon

www.kalamunda.wa.gov.au

10. What will happen to staff?

Group fitness staff, junior class instructors and holiday programme instructors will continue to work out of High Wycombe Community and Recreation Centre.

Recreation facilities attendants, Crèche attendants and personal trainers will operate from Hartfield Park Recreation Centre.

11. What should I do if I want to provide feedback?

Please speak to staff, who will try and assist you with the transition. You can also email us at kala.shire@kalamunda.wa.gov.au.



**shire of
kalamunda**

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

12. Conference Attendance – Transit Oriented Development Conference 2017

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	CEO's Office
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Transit Oriented Development Conference Brochure
Attachment 2	Elected Members Entitlements Policy.
Attachment 3	Conference Attendance and Professional Development for Elected Member.

EXECUTIVE SUMMARY

1. To approve attendance for Councillor Dylan O'Connor to attend the Transit Oriented Development Conference to be held in Sydney on 15 and 16 March 2017.
2. To approve a budget allocation over the Elected Members entitlement for all conference, travel costs and accommodation totalling \$4,545.

BACKGROUND

3. The Transit Oriented Development Conference acts as a strategic think-tank, idea explosion, discussion and network platform. The objective is helping to shape Australian Transit Oriented Development (TODs) in creating sustainable modern cities that promote walkable urban neighbourhood with convenient access to mass transit.
4. Government officials, policy makers, local councils, urban planners, developers, investor and community representatives are gathering to address the importance of TODs and to identify the underlying ingredients for successful TOD projects with effective government and private partnerships.
5. The Conference will focus on issues the Shire may encounter in planning and progressing of the Forrestfield North Development.

DETAILS

6. Councillor O'Connor has requested that Council consider his attendance at the Transit Oriented Conference.
7. If approved the Shire will also send a senior officer to accompany Councillor O'Connor.
8. In light of the Forrestfield North development, there is benefit of the Shire attending this Conference.

9. A report or presentation on the Conference will be presented to the Council in accordance with Council Policy.

STATUTORY AND LEGAL CONSIDERATIONS

10. Nil.

POLICY CONSIDERATIONS

11. Elected Members Entitlements Policy (Adopted December 2016) (Attachment 1); and Conference Attendance and Professional Development for Elected Members (Adopted August 2013) (Attachment 2).

COMMUNITY ENGAGEMENT REQUIREMENTS

12. Nil.

FINANCIAL CONSIDERATIONS

13. The conference registration is \$1,995 per person.
14. All conference, travel costs and accommodation arrangements will be made and paid for by the Shire of Kalamunda.
15. Estimated Cost of attending per person.

Registration	\$1,995.00
Airfare	\$800.00
Accommodation (3 nights)	\$1,500.00
Incidentals	\$250.00
Total Estimated Cost	\$4,545.00

16. In line with Council Policy an Elected Member is provided with \$2,000 per year to attend conferences or undertake training. Given the cost of this conference is above that limit Council will be required to approve additional funding of \$2,545.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 4.1: To ensure land use plans provide long term sustainable population growth

Strategy 4.1.3

Implement and review structure plans to consolidate Shire services in key activity centres in Forrestfield and Kalamunda

SUSTAINABILITY

Social Implications

18. Nil.

Economic Implications

19. Nil.

Environmental Implications

20. Nil.

RISK MANAGEMENT CONSIDERATIONS

21.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Loss of opportunity to consolidate, and establish industry networks.	Unlikely	Insignificant	Low	Alternative opportunities would be required to establish relationships.

OFFICER COMMENT

22. The Conference program is provided as Attachment 1. The program details the speakers and topics which will be covered during the Conference sessions.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 12/2017)

That Council:

1. Approves Councillor Dylan O'Connor to attend the Transit Oriented Development Conference in Sydney on 15 and 16 March 2017.
2. Approves that all conference, travel costs and accommodation be borne by the Shire of Kalamunda totalling \$4,545.
3. Notes the Manager of Strategic Planning will attend as the Shire's representative.

Moved:

Seconded:

Vote:

Attachment 1

Conference Attendance – Transit Oriented Development Conference 2017

Transit Oriented Development Conference Brochure

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

Attachment 2

Conference Attendance – Transit Oriented Development Conference 2017

Elected Members Entitlements Policy

[Policy Number]: "Elected Members Entitlements – Council Policy"	
Management Procedure	Relevant Delegation

Purpose

The Shire of Kalamunda's Elected Members are required to carry out certain functions and responsibilities under the Local Government Act. In order to assist in the facilitation of their roles there are entitlements that they must be provided with in order to be effective in their role.

Policy Statement

The objective of this policy is to provide a clear outline of the support and entitlements available to the Shire of Kalamunda elected members.

The policy will ensure elected members are provided with appropriate facilities, equipment, material and information to support them in performing their duties of office.

The Policy

This policy has been prepared to conform with the provisions relevant to elected member entitlements under the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

Legislative Provisions

Sections 5.98, 5.98A, 5.99, 5.99A and 5.100A of the *Local Government Act 1995* provides that a Local Government is to pay certain fees and allowances and may reimburse expenses.

Regulations 30, 31, 32 and 34AC of the *Local Government (Administration) Regulations 1996* prescribe the level and circumstances of the payment or reimbursement of fees, allowances and expenses.

Policy Content

Part	Title
1.	Payment of Fees and Allowances
2.	Access to Shire Buildings, Administrative Support and Technology
3.	Attendance at Conferences and Training within Australia
4.	Reimbursement of Expenses

PART 1

1. Payment of Fees and Allowances

1.1 Objective

To detail the amount of fees and allowances to be paid to Elected Members and the conditions under which those fees and allowances shall be paid.

1.2 Annual Meeting Attendance Fees in lieu of Council Meeting and Committee Meeting Attendance Fees:

(a) In lieu of paying the President and Councillors a meeting attendance fee for each prescribed meeting, the Shire will pay the maximum amount within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid annually for Meeting Attendance Fees for the President and Councillors.

(b) Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

1.3 Annual Local Government Allowances — President and Deputy President:

(a) The Shire will pay the maximum Annual Local Government Allowance within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to the President and Deputy President.

(b) Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

1.4 Annual Allowance for ICT Expenses

(a) The Shire will pay all Elected Members the maximum Annual Allowance for ICT expenses as set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to Elected Members.

ICT expenses means –

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996* (Regulations); or
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the Regulations

(b) Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

1.5 Annual Allowance for Travel and Accommodation Expense

- (a) The Shire will pay all Elected Members the maximum Annual Allowance for Travel and Accommodation expenses as set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to Elected Members.

Travel and Accommodation expenses means –

- (a) travel costs, as prescribed by regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996* (Regulations); or
- (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the Regulations.

- (b) Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

1.6 Conditions of Payment

- (a) All allowances and fees shall be paid automatically into a nominated bank account unless an Elected Member has advised the Chief Executive Officer, in writing, that he/she does not want to claim any or part of those fees and allowances.
- (b) If an Elected Member advises that he/she does not want all or part of the fees and allowances to which he/she is entitled, any subsequent request for full or additional payment will not be back-paid but accrue from the date of the Chief Executive Officer receiving such a request.

1.7 Claims in Excess of Annual Allowances

Any claims by Elected Members for expenses incurred over the maximum Annual Allowance for ICT or Travel are to be submitted on the form provided for the purpose. Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit plus the additional amounts claimed. Where an Elected Member reaches the limit, all claims for reimbursement shall be referred to Council for approval.

1.8 Taxation Implications

The taxation liability arising from these payments is the individual responsibility of each Elected Member.

PART 2

2. Access to Shire Administration Centre, Administration Support and Equipment

2.1 Shire President's Office

The Shire President will have access to a suitable office within the Administration Centre allocated by the CEO.

The Shire President will have access to secretarial support including management of dairy and emails, photocopying, drafting official Shire business related responses and for following up on outstanding matters with the CEO.

2.2 Function Room

The Function Room and bar are available to all elected members for use in hosting guests or holding Shire related meetings. The Elected Members should advise the CEO by email that a meeting room is required so the room can be booked.

2.3 Administration Support

Elected Members will have access to:-

- (a) Conference/meeting rooms within the Administration Centre.
- (b) Limited photocopying, printing, facsimile, internet and telephone facilities within the Administration Centre.
- (c) Secretarial support as resources allow including limited word processing, photocopying, and postage is available upon request to the CEO.

2.4 Information, communication and technology (ICT) equipment

The following equipment will be issued to Elected Members over and above the annual ICT Allowance:

- Apple iPad Pro (12.9 inch 128GB Wi-Fi and cellular tablet with keyboard) or equivalent technology

Conditions

- (i) This equipment will be new and replaced in accordance with the Shire's replacement program (normally once every three (3) years).
- (ii) Any damage and loss of iPads during that time is the responsibility of the Elected Member to repair and fund.
- (iii) iPads are strictly to be used for Shire purposes only including, researching Council related matters, Shire approved social media, Shire related pictures or filming, receiving and despatching email correspondence, diary requests and Council meeting agendas.
- (iv) Any issue relating to the iPads that require technical support will only be provided if the issue relates to the usage types listed in 2.4 (iii).
- (v) The CEO, if requested, may provide assistance to Elected Members with user training and support.
- (vi) All information on Shire issued iPads is subject to Freedom of Information requests.

- (vii) Any costs associated with upgrades or additional requirements over and above the standard iPad being offered should be met by the Elected Member.

2.5 Shire Office Access

All Elected Members will be issued with a 24 hour access security card for the Civic Function areas of the Shire Offices. Elected members are not permitted to enter the Administration areas without permission of the CEO.

Elected members are not permitted to request staff to provide them with access into the Administration Centre and all meetings with staff should be pre-booked through the CEO or a Director's Office and held in the meeting rooms provided in the Civic Function area.

2.6 Documentation

The following documentation will be issued to Elected Members:-

- *Local Government Act 1995*
- *Code of Conduct*
- *District Planning Scheme No. 3* and local planning policies
- *Annual Budget*
- *Information Technology Service Agreement for Elected Members*

Access to Information

Section 5.92 of the Local Government Act 1995, provides:-

A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.

2.7 Other Items

The following items will be issued to Elected Members:

- Two name badges
- Business cards

2.8 Gifts and Donations

From time to time Elected Members may wish to provide stakeholders or community organisations and members with gifts or donations for various reasons. Any request for a gift or donation must be submitted to the CEO in writing stating the purpose of the gift or donation and provide justification as to why the gift or donation is warranted.

The CEO is responsible for approving any such requests for gifts or donations within budget limits permitting and reasonable justification being provided.

2.9 Election Campaigns Excluded

All Shire resources, equipment and facilities subject of this Policy are provided on the absolute understanding that they will not be used for any election purposes.

PART 3

3. Attendance at Conferences and Training within Australia

3.1 Objective

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

3.2 Statement

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

3.3 Annual Conference and Training Expense Allocation

The following Conference and Training Expense Allocation shall be made available to Elected Members during an annual period.

- (a) All elected member are entitled to an allocation of \$1000 towards a conference.
- (b) Elected members are entitled to \$1000 to attend any training or professional development seminars.
- (c) If elected members wish to apply both entitlements to either a conference or training then that is acceptable as so long as the amount does not exceed \$2000 per year.

3.4 Conferences and Training that May be Attended

The Conferences and Training to which this Policy applies shall generally be limited to the following:

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

3.5 Approval

The Chief Executive Officer is authorised to approve all requests for each Elected Member per annum to attend any locally provided Conference or Training within the categories outlined at clause 3.4 providing it is within the funds allocated to each elected member.

All interstate or overseas requests will require Council approval.

3.6 Payment from Conference and Training Expense Allocation

The Shire will pay Conference or Training expenses where the Elected Member has been authorised to attend and there is sufficient funds remaining within the Elected Member's Annual Conference and Training Expense Allocation.

Should sufficient funds be unavailable, the Elected Member may meet the difference between the actual cost and their remaining Conference and Training Expense Allocation themselves, or receive funds from another Elected Member's Conference and Training allocation if that is agreed between Elected Members.

Where a request exceeds an Elected Members Annual Allocation Council and the Elected Member chooses not to fund the excess Council must approve additional funds.

3.7 Booking Arrangements

Registration, travel and accommodation for Elected Members will be arranged through the Office of the Chief Executive Officer. In general, all costs including airfares, registration fees, and accommodation will be paid direct by the Shire.

3.8 Travel Insurance

The Shire's Travel Insurance Policy provides indemnification any personal loss an Elected Member may experience when travelling on Shire related business. The Elected Members must immediately upon return provide details of the loss to the CEO and complete an insurance claim form.

The following items are covered under the policy:

Personal Accident & Sickness	Rental Vehicle Excess
Overseas Medical & Evacuation	Kidnap, Ransom, Extortion, Hijack & Detention
Chubb Response 24/7	Personal Liability & Identity Theft
Loss of Deposits, Cancellation & Curtailment	Alternative Employee or Resumption of Assignment
Luggage, Money & Portable Electronic Equipment	Missed Transport Connection & Overbooked Flights
Extraterritorial Workers' Compensation (ETWC)	Political Unrest & Natural Disaster Evacuation
Political Unrest & Natural Disaster Evacuation	Lifestyle Protection Benefits

3.9 Support Activities

The Shire will pay all costs for Elected Members that are charged by organisers for support activities, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the conference and training event.

3.10 Accommodation

The Shire will pay reasonable accommodation costs for Elected Members including the night before and/or after the Conference and Training event where this is necessary because of travel and/or the Conference and Training event timetables which make it unreasonable to arrive at or return home in normal working hours.

Accommodation shall normally be booked at the Conference and Training venue or, where unavailable, at a similar-rated accommodation in the vicinity of the Conference and Training venue.

3.11 Mode and Class of Travel

Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the Conference and Training venue. All reasonable travel costs for Elected Members to and from the venue/accommodation will be met by the Shire.

Where air travel is involved, approval to attend should ideally be sought two months prior to departure to facilitate booking arrangements. All air travel must be **economy class**, any upgrades to other classes must be paid by the elected member

If accommodation is at the Conference or Training venue, or in close proximity, taxis should be used for reasonable travel requirements. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares, vehicle hire and parking, which are reasonable, required and incurred in attending Conferences and Training, will be reimbursed by the Shire.

Taxi vouchers can be requested for use by Elected Members through the office of the CEO prior to departure.

Where, in particular circumstances, Elected Members desire to travel interstate or intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.

3.12 Extent of Expenses to be reimbursed

(a) An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:

- meals and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
- dry-cleaning and laundry expenses; and
- reasonable telephone, internet and facsimile charges.

(b) Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.

(c) Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:

- for the days of the Conference and Training event only; and
 - for the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.
- (d) Where a visit is extended, as discussed in paragraph (c), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the Conference and Training event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the Conference and Training event's accommodation and the airport.

The Elected Member will be required to pay any greater amount.

- (e) Where an Elected Member attends two Conference and Training events and there is a gap of no more than three days between the conclusion of the first event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of 'normally accepted' living costs during that 'gap' period. If the gap is greater than two days, only two days reimbursement can be claimed.

3.13 Payment of Expense Reimbursements

The extent to which an Elected Member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Regulations is set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time.

Nothing prevents an Elected Member from being reimbursed for any reasonable expense incurred whilst attending conferences or training where an Elected Member produces receipts or other sufficient information for the total cost to support their claim.

Reasonable expense may include but are not limited to:

- Meals and drinks for the elected member only
- Transport travel – taxi, Uber or public transport.
- Entry fees

3.14 Cash Advances

The Shire does not pay cash advances to elected members.

3.15 Elected Member/Delegate Accompanying Person

Where an Elected Member is accompanied at a Conference and Training event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/ accompanying person and not by the Shire.

The exception to the above being the cost of attending any official Conference and Training event dinner where partners would normally attend.

An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The Shire will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the Shire in advance for the accompanying person.

Where the Shire meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Shire by the elected Member/accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the Conference and Training event.

3.16 Guidelines for Conference and Training Attendance

Generally, no more than two Elected Members may attend a particular Conference or Training event outside Western Australia at the same time. The Chief Executive Officer or Council may, however, approve attendance by more than two Elected Members if a particular purpose or need arises.

3.17 Attendance at Overseas Conferences

An Elected Member may, with Council approval, attend an overseas conference. The Council approval must include a specific Council resolution indicating that the conference attendance will be of benefit to the Shire and the Elected Member and detailing any conditions that may apply.

An Elected Member may attend an overseas conference if the Elected Member has sufficient funds in their annual Conference and Training Expense Allocation to meet the costs. Where there are insufficient funds to meet the cost of the registered overseas Conference or Training in the Elected Member's Conference and Training Expense Allocation, Council approval must be obtained before costs are incurred and a budget allocation is approved.

3.18 Report

Upon return from any Conference and Training event as detailed within this policy, where registration and other associated costs are met by the Shire of Kalamunda, the attending Elected Member is required to provide a written or verbal report on their attendance and the benefits to them and the Shire, at the next available strategy session.

PART 4

4. A Reimbursement of Expenses

4.1 Objective

To provide for the reimbursement of expenses necessarily incurred by Elected Members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their office.

4.2 Cost of Attending Functions

The Shire will pay for the registration cost or ticket cost for the elected members, plus his or her partner, attending any breakfast, dinner or similar function where invited, provided such function does not fall into the category of a Conference and Training event or is not for an election purposes.

4.3 Child Care:

In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, child care costs will be paid at the rate set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time for an Elected Member's attendance at a Council Meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.

Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council-related activity and incurs child care costs, such costs may be claimed at the rate set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time, provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.

Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.

Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

4.4 Time Limit on Claims and Approval Process

Elected Members requiring reimbursement of expenses in accordance with the provisions of this Policy should submit the appropriate claim form to the Chief Executive Officer, together with supporting documentation, within two calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the Shire's annual financial statements.

4.5 Allowances and Limits are exclusive of G.S.T

Unless otherwise specified in this Policy, all allowances and limits set out in this Policy are exclusive of G.S.T.

4.6 Supporting Documentation

Documentary evidence is required for all expenses claimed. Original Tax Invoices and receipts are required for audit purposes and to enable G.S.T. to be claimed.

4.7 Other Entitlements

- (a) **Elected Member Dinners**
 The Shire will provides a three course meal for all Council meetings and briefing sessions held in the evening.

- (b) **Attendance to Staff Christmas Party**
 Elected Members are invited to attend the annual staff Christmas party held in late December each year.

- (c) **Annual Christmas Dinner**
 The Shire will host an annual Christmas dinner each year for Elected Members and their partners.

- (d) **Acknowledgement of Service**
 On retirement, Council will acknowledge the service of Elected Members through the provision of an appropriate gift.

The value of any gift provided to a retiring Elected Member is limited to the prescribed amount set out in Regulation 34AC of the *Local Government (Administration) Regulations 1996*

Related Local Law	This Policy has been prepared to comply with the provisions relevant to Elected Member entitlements under the <i>Local Government Act 1995</i> , and supporting Regulations.		
Related Policies			
Related Budget Schedule			
Legislation			
Conditions			
Authority			
Adopted		Next Review Date	

Attachment 3

Conference Attendance – Transit Oriented Development Conference 2017

Conference Attendance and Professional Development for Elected Members (Adopted August 2013)

C-EM01 - Conference Attendance and Professional Development for Elected Members

Management Procedure	Relevant Delegation
CM-EM01 – Conference Attendance and Professional Development for Elected Members	N/A

Purpose

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

Policy Statement

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

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

Conferences and Training that May be Attended

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

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

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

Accompanying Person

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

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

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

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

13. Appointment of a Community Representative to the Ray Owen Management Committee

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	CO-CCS-010/1
Applicant	N/A
Owner	N/A

EXECUTIVE SUMMARY

1. A Kalamunda and Districts Netball Association (KDNA) Committee representative has recently resigned from the Ray Owen Management Committee (ROMC).
2. A new nomination has been submitted by KDNA for Erin Kendall to be considered by Council as the replacement for the vacant position on the ROMC.
3. It is recommended that Council appoints Erin Kendall as a member of the ROMC.

BACKGROUND

4. Following the resignation of the Administrative Officer for KDNA in September 2016, KDNA only have one representative on the Ray Owen Management Committee.
5. The Shire has now received a new nomination for the second representative for KDNA on the ROMC
6. As such, Council is requested to consider the nomination of Erin Kendall, member of the KDNA, as a member of the ROMC.

DETAILS

7. As per the Terms of Reference for ROMC, the key components of the membership include:
 - A total membership of up to six (6) members, all of whom shall be appointed by Council. The term of appointment shall be up to two years; however retiring members are eligible for re-nomination.
 - Membership shall include two representatives from KDNA appointed from a meeting of that Association.
8. In accordance with the *Local Government Act 1995*, a minimum of three (3) persons must be appointed to the Committee.
9. The nomination received from Erin Kendall, member of the KDNA, would provide the Association with two representatives on the Committee.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

11. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

12. Nil.

External Referrals

13. Nil.

FINANCIAL CONSIDERATIONS

14. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

15. *Kalamunda Advancing: Strategic Community Plan to 2023*
Strategy 1.8.1 Provide Leadership and assistance to local community groups and associations.

SUSTAINABILITY

Social Implications

16. Community representation on Shire Management and Advisory Committees is integral to ensuring a sound relationship is maintained between Shire operations and facility users.

Economic Implications

17. Nil.

Environmental Implications

18. Nil.

RISK MANAGEMENT CONSIDERATIONS

19.	Risk	Likelihood	Consequence	Rating	Action/Strategy
	That the Ray Owen Management Committee will not have full user group representation	Unlikely	Insignificant	Low	Ensure that Council understands the need for each user group to have representation. The Shire actively seeks to appoint members from all user groups.

OFFICER COMMENT

20. Officers support the nomination of Ms Erin Kendall to the ROMC as a representative of the Kalamunda and Districts Netball Association.

Voting Requirements: Absolute Majority

OFFICER RECOMMENDATION (C&C 13/2017)

That Council:

1. Appoints the nominee, Ms Erin Kendall, to the Ray Owen Management Committee to represent Kalamunda & Districts Netball Association as a member.

Moved:

Seconded:

Vote:

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

14. Appointment of Deputy Community Representatives to Kostera Oval Advisory Committee

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	CO-CCS-007/1
Applicant	N/A
Owner	N/A

EXECUTIVE SUMMARY

1. Kalamunda Senior High School (KSHS) do not currently have an appointed deputy member on the Kostera Oval Advisory Committee (KOAC).
2. A nomination has been submitted by KSHS for Helen Deacon to be appointed as the deputy member for KSHS on the KOAC.
3. It is recommended Council appoints Helen Deacon as a deputy member of the KOAC.

BACKGROUND

4. As per the Terms of Reference for this Committee, Deputising members can be nominated to represent the user groups when the appointed member is unable to attend.
5. KSHS do not currently have a deputy representative for the Committee.
6. Council is requested to consider the nomination of Helen Deacon of the KSHS as a deputy member for KSHS on the KOAC.

DETAILS

7. As per the Terms of Reference for KOAC, the key components of the membership include:
 - Deputising members can also be appointed to represent the user groups when the appointed member is unable to attend.
8. This nomination is for a deputising role.
9. The nomination of Helen Deacon (KSHS), would provide the School with continued representation on the Committee should the nominated member be unable to attend.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

11. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

12. Nil.

External Referrals

13. KSHS requested the nomination of a deputy representative through an email.

FINANCIAL CONSIDERATIONS

14. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

15. *Kalamunda Advancing: Strategic Community Plan to 2023*
Strategy 1.8.1 Provide Leadership and assistance to local community groups and associations.

SUSTAINABILITY

Social Implications

16. Community representation on Shire Management and Advisory Committees is integral to ensuring a relationship is maintained between Shire operations and facility users.

Economic Implications

17. Nil.

Environmental Implications

18. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 19.
- | Risk | Likelihood | Consequence | Rating | Action/Strategy |
|---|------------|---------------|--------|---|
| That Committee quorums are not being achieved | Unlikely | Insignificant | Low | The appointment of deputy members reduces the likelihood of quorums not being achieved. |

OFFICER COMMENT

20. The nomination of Mrs Helen Deacon to the KOAC as a deputy representative of the KSHS is supported.

Voting Requirements: Absolute Majority

OFFICER RECOMMENDATION (C&C 14/2017)

That Council:

1. Appoints the nominee, Mrs Helen Deacon, to the Kostera Oval Advisory Committee to represent Kalamunda Senior High School as a deputy member.

Moved:

Seconded:

Vote:

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

15. Disability and Carers Advisory Committee (DACAC) - Nomination to Committee

Previous Items	OCM 167/2015
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	CO-CCS-102
Applicant	N/A
Owner	N/A

EXECUTIVE SUMMARY

1. There is currently a vacancy on the Disability and Carers Advisory Committee (DACAC) for a 'carer of people with disability' representative.
2. A nomination has been submitted by Michelle Baines to be appointed to the DACAC.
3. It is recommended Council appoints Michelle Baines to the DACAC.

BACKGROUND

4. The Terms of Reference allow for a total membership of nine appointed by Council and comprising:
 - One Councillor
 - One Shire of Kalamunda staff member
 - Up to two community members living with a disability
 - Up to two community members that are carers of people with disability
 - Up to three representatives from local organisations providing services to people with disability within the Shire of Kalamunda.

DETAILS

5. The Committee currently has a vacancy for one community member from the category of "carer of people with disability" and one representative from the category of "local organisations providing services to people with disability within the Shire of Kalamunda."
6. A nomination was received in November 2016 from Michelle Baines, who is a carer of a person with disability.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

8. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

9. Nil.

External Referrals

10. An advertisement calling for nominations to fill the vacant community positions appeared on the Shire's website, in the Kalamunda Reporter and Echo newspapers with nominations closing on 27 September 2016.
11. No nominations were received during this period.
12. In an effort to fill vacancies on the committee current members were asked to encourage appropriate people to apply for the vacant positions.

FINANCIAL CONSIDERATIONS

13. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

14. *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

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

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

RISK MANAGEMENT CONSIDERATIONS

18.

Risk	Likelihood	Consequence	Rating	Action/Strategy
That membership vacancies exist on the Committee.	Unlikely	Insignificant	Low	Ensure membership numbers are maintained to increase broad representation on the Committee.

OFFICER COMMENT

19. Terms of Reference for DACAC are currently being reviewed to ensure the criteria encourages a wider cross section of the community to represent people with disability.
20. The nomination of Michelle Baines to the DACAC as a community member who is a carer of people with disability is supported.

Voting Requirements: Absolute Majority

OFFICER RECOMMENDATION (C&C 15/2017)

That Council:

1. Appoints the nominee, Michelle Baines, to the Disability and Carers Advisory Committee as a community member who is a carer of people with disability.

Moved:

Seconded:

Vote:

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

16. Appointment of Representatives to Kalamunda Aged Care Advisory Committee

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

EXECUTIVE SUMMARY

1. To consider the appointment of a Council and deputy community representative to the Kalamunda Aged Care Advisory Committee (KACAC).
2. Councillor Tracey Destree has submitted her resignation from the KACAC and a request has been received from Aged Care Today Kalamunda (ACT) to appoint a deputy member.
3. A nomination has been submitted by ACT for Ms Beverley Love to be appointed a deputy member.
4. It is recommended Council appoints a replacement representative to the KACAC.

BACKGROUND

5. As per the Terms of Reference for this Committee, deputising members can be nominated to represent the relevant member organisation when their appointed member is unable to attend.
6. ACT do not currently have a deputy representative.
7. Council is requested to consider the nomination of Ms Beverley Love as a Deputy member for ACT on the KACAC.

DETAILS

8. As per the Terms of Reference for KACAC, the key components of the membership include:
 - 5.1 A total membership of up to 12 full members comprising.
 - (i) The Shire President.
 - (ii) Two Councillors, and
 - 5.2 All members shall have an appointed Deputy who is to attend meetings in the absence of a member.

-
9. The nomination of Ms Beverley Love would provide ACT with continued representation on the Committee should the nominated member be unable to attend.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

11. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

12. Nil.

External Referrals

13. ACT requested the appointment of a deputy member.

FINANCIAL CONSIDERATIONS

14. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

15. *Kalamunda Advancing: Strategic Community Plan to 2023*
Strategy 1.8.1 Provide Leadership and assistance to local community groups and associations.

SUSTAINABILITY

Social Implications

16. Council and community representation on Shire Management and Advisory Committees is integral to ensuring a relationship is maintained between Shire operations and the community.

Economic Implications

17. Nil.

Environmental Implications

18. Nil.

RISK MANAGEMENT CONSIDERATIONS

19.	Risk	Likelihood	Consequence	Rating	Action/Strategy
	The Committee quorums are not achieved.	Unlikely	Insignificant	Low	The appointment of deputy members reduces the likelihood of quorums not being achieved.

OFFICER COMMENT

20. The nomination of Ms Beverley Love to the KACAC as a deputy representative of ACT is supported.

Voting Requirements: Absolute Majority

OFFICER RECOMMENDATION (C&C 16/2017)

That Council:

1. Appoints Councillor _____, to the Kalamunda Aged Care Advisory Committee.
2. Appoints the nominee, Ms Beverley Love, to the Kalamunda Aged Care Advisory Committee to represent Aged Care Today Kalamunda as a Deputy member.

Moved:

Seconded:

Vote:

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

17. Conduct of Local Government Elections

Previous Items	OCM 147/2010
Responsible Officer	Chief Executive Officer
Service Area	Governance, Strategy & Legal Services
File Reference	OR-ELN 001
Applicant	
Owner	
 Attachment 1	 Western Australian Electoral Commission Quote for 2017.

EXECUTIVE SUMMARY

1. To consider the method of conduct of future local government elections and receive the quote from the WA Electoral Commission for the conduct of the 2017 Local Government Elections as a postal election.
2. Since 1999 the Shire of Kalamunda has conducted postal elections rather than in-person elections. This Report recommends postal elections continue to be the preferred method for the next five years and that the WA Electoral Commissioner be appointed to conduct the elections until 31 December 2021.

BACKGROUND

3. The *Local Government Act 1995* provides that local government elections can be held as either in person or postal elections. The Shire of Kalamunda has conducted postal, rather than in person, elections since the 1999 Ordinary Local Government Election.

DETAILS

4. The conduct of local government elections as postal elections rather than in person, has now become firmly established as the preferred method of election rather than an in-person election. In addition, postal elections generally result in an increase in elector participation, particularly in the metropolitan and major country local governments.
5. Since the introduction of postal elections in 1995, the number of local governments utilising this system has gradually increased. In 2015, eighty two (82) local governments, with in excess of 90% of eligible electors, conducted postal elections.
6. It is proposed the Shire continue to hold postal elections and the W.A. Electoral Commissioner be appointed to conduct the elections. Additionally it is considered expedient for the appointment to be for a period of five (5) years. This will obviate the need for individual appointments for the normal local government elections, or any extraordinary elections, that might arise.

STATUTORY AND LEGAL CONSIDERATIONS

7. *Section 4.20(4) of the Local Government Act 1995* allows a local government to declare the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time (absolute majority required).
8. *Section 4.61(2) of the Local Government Act 1995* states a local government may decide to conduct the election as a postal election (absolute majority required). This decision has no effect unless it is made after a declaration is made under *Section 4.20(4) of the Local Government Act 1995* that the Electoral Commissioner is to be responsible for the conduct of the election, or in conjunction with such a declaration.

POLICY CONSIDERATIONS

9. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

10. Finance provided information with respect to previous costs and Reserve Fund information.

External Referrals

11. Nil.

FINANCIAL CONSIDERATIONS

12. The Western Australian Electoral Commission has provided a quote of \$146,000 (including GST) for it to conduct the 2017 Local Government Election, based on 40,300 electors.
13. In comparison the quote for the conduct of the 2015 election was \$118,000 (including GST) and based on 38,200 electors. The final amount paid by the Shire for 2015 was \$104,626.
14. The Shire of Kalamunda maintains a Reserve Fund for Local Government Elections to spread the impost of the two year electoral cycle. The Reserve Fund currently has a balance of \$127,029.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

15. *Kalamunda Advancing: Strategic Community Plan to 2023*
STRATEGIC PRIORITY 6: Kalamunda Leads: Providing good government

SUSTAINABILITY

Social Implications

16. Nil.

Economic Implications

17. Nil.

Environmental Implications

18. Nil.

RISK MANAGEMENT CONSIDERATIONS

19.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The method of conducting the local government election is changed to an in-person election.	Unlikely	Moderate	Low	Ensure there is an understanding that to conduct an in-person election will require significant administration resources, both physical and time-wise which will impact on normal operations.

OFFICER COMMENT

20. The *Local Government Act 1995* provides that the WA Electoral Commissioner can be appointed for one election or a number over a specified period. Now elections by postal vote are more accepted by the electors it is proposed to continue with this method.

21. It is proposed to appoint the Electoral Commissioner to be responsible for the conduct of all local government elections for the Shire of Kalamunda for the period 1 March 2017 until 31 December 2021. An appointment for this period will cover the next three ordinary elections.

22. It is open to Council to cancel this appointment at any time in the future.

Voting Requirements: Absolute Majority

OFFICER RECOMMENDATION (C&C 17/2017)

That Council:

1. Declares the Western Australian Electoral Commissioner responsible for the conduct of all local government elections for the period 1 March 2017 until 31 December 2021 for the Shire of Kalamunda.
2. Approves all local government elections for the period 1 March 2017 until 31 December 2021 for the Shire of Kalamunda being conducted as postal elections.

Moved:

Seconded:

Vote:

Attachment 1

Conduct of Local Government Elections

Western Australian Electoral Commission Quote for 2017

LGE 028

WESTERN AUSTRALIAN Electoral Commission



Ms Rhonda Hardy
Chief Executive Officer
Shire of Kalamunda
PO Box 42
KALAMUNDA WA 6076

Dear Ms Hardy

Local Government Ordinary Election: 2017

The next local government ordinary elections are being held on 21 October 2017. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2017/2018 budget preparations.

The estimated cost for the 2017 election if conducted as a postal ballot is \$146,000 inc GST, which has been based on the following assumptions:

- 40,300 electors
- response rate of approximately 30%
- 6 vacancies
- count to be conducted at the offices of the Shire of Kalamunda
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply.

This cost estimate includes a proposed increase in the postage rate by Australia Post effective from 4 January 2017. An additional amount of \$8,625 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages. Recent experiences with Australia Post indicate that Councils should seriously consider using the regular mail delivery service for the lodgement of the election packages. The additional cost of priority mail does not significantly speed up the delivery of the election packages.

Since the October 2015 Local Government Ordinary Elections were conducted, Australia Post has implemented the following percentage cost increases for its various mail services:

Regular Mail Delivery - 42%
Priority Mail Delivery – 60.5%
Priority Reply Paid – 80.5%

130947

LAW 2, 111 St George's Terrace, PERTH WA 6000 GPO Box 5316 PERTH WA 6041
Telephone: (08) 9214 0400 Facsimile: (08) 9226 0577 Email: waec@waec.wa.gov.au
Website: www.elections.wa.gov.au



Costs not incorporated in this estimate include:

- non-statutory advertising (ie any additional advertisements in community newspapers and promotional advertising)
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- one local government staff member to work in the polling place on election day

The Commission is required by the Local Government Act to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2017 for the Shire of Kalamunda in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Shire of Kalamunda also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2015 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

I look forward to conducting this election for the Shire of Kalamunda in anticipation of an affirmative vote by Council.

Yours sincerely



David Kerslake
ELECTORAL COMMISSIONER

24 November 2016

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

**13.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY
DECISION**

14.0 TABLED DOCUMENTS

- 14.1 Unconfirmed Minutes – Kostera Oval Advisory Committee – 8 November 2016
- 14.2 Unconfirmed Minutes – Hartfield Park Advisory Committee – 15 November 2016
- 14.3 Unconfirmed Minutes – Scott Reserve Advisory Committee – 29 November 2016
- 14.4 Confirmed Minutes – Ray Owen Management Committee – 3 November 2016

15.0 MEETING CLOSED TO THE PUBLIC

16.0 CLOSURE



MINUTES
KOSTERA OVAL ADVISORY COMMITTEE
5.30PM TUESDAY 08 November 2016
PAT MORAN PAVILION

1.0 OPENING

1.1 The Presiding Member opened the meeting at 5.32pm

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Members

Mike Perry
Lynda Rendell

Presiding Member (KDJFC)
Kalamunda Cricket Club (Deputy Member) (KCC)
arrived at 5:50pm

Kathy Ritchie
Wayne Garwood
Cr Sue Bilich

Kalamunda Senior High School (KSHS)
Kalamunda Show Representative (KSR)
Shire of Kalamunda Councillor (Deputy Council
Delegate) arrived at 5:45pm

Staff

Darren Jones

Manager Community Development (MCD) arrived
at 6:01pm

Kevin O'Connor
Nicole O'Neil
Kimberly Dieball

Coordinator Recreation Services (CRS)
Coordinator Public Relations (CPR) Until 5.45pm
Community Development Administration Officer

Observers

Jean Jeans

Kalamunda Lapidary Club (KLC)

Apologies

2.2

Cr Tracy Destree-Thompson
David Armstrong

Shire of Kalamunda Councillor (Council Delegate)
Kalamunda Cricket Club

2.3 **Leave of Absence Previously
Approved**

Nil

4.0 CONFIRMATION OF MINUTES

- 4.1 That the minutes of the Kostera Oval Advisory Committee held on 9th August 2016, as published and circulate, are confirmed as a true and accurate record of the proceedings.

Moved: **Wayne Garwood**

Seconded: **Kathy Ritchie**

Vote: **Carried (3/0)**

- 4.2 That the Minutes of the Kostera Oval Advisory Committee Special Meeting held on 22 September 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings, subject to the following amendments:-

Add to Item 5.1 the following additional change to name title and removal of a sentence.

"Presiding member responded by advising the Committee the Chairman of the Redevelopment Sub Committee/ Club Vice President Paul Curtis would be in a better position to answer this question."

"KCC Observer noted that the club understands that KSHS wanted a synthetic wicket at the southern end of the oval."

Moved: **Kathy Ritchie**

Seconded: **Wayne Garwood**

Vote: **Carried (3/0)**

5.0 DISCLOSURE OF INTERESTS

5.1 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 5.7 of the *Local Government Act 1995*)

Nil.

5.2 Disclosure of Interest Affecting Impartiality

- a) Members and staff must disclose their interests 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 ITEMS FOR COMMITTEE CONSIDERATION

7.1 Storm Water Drainage Project

CRS advised the Committee that the project scope for preparation of the concept designs for the Storm Water Drainage is currently with consultants who will shortly provide quotes for this work.

KDJFC advised that any discussions that are made in regards to the Storm Water Drainage should be discussed with either himself and/or the Committee. The Committee agreed that they would like to be kept up to date with the progress of the designs.

Action

Item to remain on Agenda for future updates.

7.2 Limestone Retaining Wall and Terrace along School Oval Side

RSO advised the Committee that the current expected construction date would be this December during the school holidays.

Action

Item to remain on Agenda for future updates.

7.3 Temporary Fencing Around the Wicket

CRS advised the Committee that the cones around the wicket are shown to be effective. The Committee agreed that the cones should remain in place.

7.4 Signage Updates

CPR provided an update on the proposed signage for the corner of Canning and Recreation Road. CPR advised that the new signage would replace the two current signs at the given location. Finalisation of the signage design would lastly now need approval by the Committee. CPR advised that if the Committee approves the signage, it should be installed by Christmas time.

CPR advised the Committee that there are two other signs one located at the Recreation Road gate and the other located on the fence near the school that would need reskinning.

CPR advised the Committee that the Shire is holding off on the production on the site map until they are updated displaying the total completion of Kostera Oval.

CPR is currently following up with the software provider for an update on a completion date.

The Committee agreed to endorse the new signage to be located on the corner of Canning and Recreation Road.

Cr. Sue Bilich arrives at the meeting at 5:45pm.

7.5 **Dog Sign Replacement and Confirmation of Restricted Area**

CRS provided the Committee with an update on the replacement of dog signs supplied from the Rangers. A query by KSHS was raised in regards to where the dog patrol boundary area is located on the reserve. The boundary was not outlined in the Rangers response and the Committee would like clarification of the dog patrol boundary area.

CRS advised that Rangers stated that they do not patrol the school grounds due to being state government property. The Committee would like clarification of the patrols on the reserve. Since the whole oval is a joint venture with the Education Department and the Shire, the whole reserve should possibly get patrolled and not only 1/4 of the reserve.

Action

CRS to follow up with Rangers for clarification as to where the boundary line for dog patrol is located on Kalamunda Sporting Precinct.

CRS to seek clarification as to which part of the grassed area is a restricted 'No Dogs' area.

CRS to send out the new Dog Signage Location plan provided by Rangers to the Committee Members.

Lynda Rendell (KCC) arrives to the meeting at 5:50pm.

7.6 **Northern Car Park Design**

CRS tabled a draft concept design of the Northern Car Park. CRS advised the Committee that budget figures in the Long Term Financial Plan will need to be updated before moving forward.

KDJFC would like the Shire to discuss the car park drainage design with the Committee when the design for the Northern Car Park is being prepared.

KLP circulated a letter that was written by the Clubs President and sent to the Shire. The nature of the letter was relating to the proposed upgrade of the Northern Car Park. CRS advised the Committee that the Car Park upgrade is currently included in the Shires long term financial plan.

KDJFC raised a concern regarding the one gully grate that was outlined on the draft design for the Car Park.

KDJFC proposes that the design might need a second grate to be installed to help with the extensive drainage issues that currently exists at the Car Park location.

Action

Shire's Manager of Design to discuss drainage plans with the Committee before the design is finalised.

7.7 Shared Use Licence Agreement Shire of Kalamunda and Minister for Education

CRS tabled the Shared use Licence agreement between the Shire of Kalamunda and Minister for Education. The Committee suggested that the document be emailed to the Committee members, so everyone could have a copy.

Darren Jones (MCD) arrives at 6:01pm.

Action

CRS to email a copy of the Shared Use Licence Agreement to the Committee Members.

7.8 Turf Wicket MOU

KCC advised that the Cricket Club is currently progressing the MOU agreement and it is likely to be signed very shortly.

7.9 Meeting Day – Possible Changes

CRS advised the Committee that the possible change to meeting days will be going to Council. The committee noted that any changes will not affect the current or future Committee Meetings.

That the information concerning the Meeting Day Possible Changes be received.

7.10 Customer Services Items

Trim Tree Branches

KDJFC advised the Committee that nothing has been done in regards to trimming the tree branches that overhang the playing surface on the Eastern Boundary of Kostera Oval and next to the Playground on the Western boundary. CRS advised the committee that he will follow up with the request.

Repair Damaged Soft Fall

KDJFC asked if repairs will be made to the damaged soft fall under the swing in the playground. CRS advised the Committee that he will pass the repair issue onto the contractor and they will repair the damaged soft fall. KDJFC stated that he was satisfied with the response and the issue could be removed from future Agendas.

Northern Goal Posts

KDJFC confirmed that the goal squares are in poor condition and sandy holes currently surround the area of the Northern goal posts. The Committee suggests that the Shire continues to monitor the area. KDJFC stated that currently the area seems to be in poor condition.

Action

CRS to update the Committees on progress with repairs to the soft fall located under the swing in the playground.

7.11 New Synthetic Wicket on Headley Jorgensen Oval

CRS advised the Committee that the Synthetic Wicket located on Headley Jorgensen Oval can be covered with a rubber cover. CRS will follow up with Parks and Gardens along with Asset Delivery on this matter for a confirmation on the type of cover that will be used.

KDJFC and KSHS both raised concerns with the profile of the new synthetic wicket. The southern approach/side of the wicket requires the turf to be raised and tied in better to reduce the hazard that currently exists.

CRS advised that Asset Delivery staff had met onsite with user groups and have agreed to complete the necessary remedial works to the wicket approach area.

Action

CRS to follow up with Parks and Gardens and Asset Delivery staff to confirm the type of covers that will be used on the Synthetic Wicket located on Headley Jorgensen Oval.

8.0 URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER

Nil

9.0 DATE OF NEXT MEETING

Date to be confirmed February 2017 at Pat Moran Pavilion at 5.30pm

10.0 CLOSURE

The Presiding Member closed the meeting at 6.15pm

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

Signed: Presiding Member

Dated this Day of2016



MINUTES
HARTFIELD PARK ADVISORY COMMITTEE
5.30PM TUESDAY 15 November 2016
KALAMUNDA DISTRICTS RUGBY UNION PAVILION

1.0 OPENING

1.1 The Presiding Member opened the meeting at 5.32pm

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance Members

Cr Allan Morton	Shire of Kalamunda Councillor (Council Delegate)
Kevin Adams	Presiding Person (KDRUC)
Phil Fawell	Kalamunda Districts Hockey Club (KDHC)
Alex Minson	Forrestfield Cricket Club (FCC)
Jeff Tillemans	Forrestfield Districts Bowls Club (FDBC)
Peter Sheppard	Forrestfield Tennis Club (FTC)
Phil Barker	Forrestfield United Soccer Club (FUSC)
Brett Myles	Forrestfield Little Athletics Club (FLAC)
Terry Davidson	Forrestfield Football Club (FFC)

Staff

Kimberly Dieball	Community Development Administration Officer
Kevin O'Connor	Coordinator Recreation Services (CRS)

Observers

2.2 Apologies

Geoff Hunter	Forrestfield Flyers Tee Ball Club (FFTC)
Faye Lund	Forrestfield Scouts (FS)
Cr Noreen Townsend	Shire of Kalamunda Councillor (Deputy Council Delegate)

2.3 Leave of Absence Previously Approved Nil

3.0 CONFIRMATION OF MINUTES

- 3.1 That the minutes of the Hartfield Park Advisory Committee held on 16 August 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Phil Fawell**

Seconded: **Peter Sheppard**

Vote: **Carried (9/0)**

4.0 DISCLOSURE OF INTERESTS

4.1 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 5.7 of the *Local Government Act 1995*)

Nil.

4.2 Disclosure of Interest Affecting Impartiality

- a) Members and staff must disclose their interests 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 CORRESPONDENCE

Nil.

6.0 ITEMS FOR COMMITTEE CONSIDERATION

6.1 Hartfield Park Redevelopment

CRS provided the Committee with an update on the Hartfield Park Redevelopment from the Shire's Asset Delivery Team, with particular reference to the following items;

- **Extension of Morrison Oval** – Works to extend the turfed area and the reticulation on Morrison oval were completed by the contractor and handed over to the Shire in July 2016. The area should be available late November for sports competition by clubs.
- **Development of Hockey Club Rooms and Field Layout** – Final field layout has been agreed to by the Kalamunda Hockey Club. The Shire has received the clearing permit from the Department of Environment and

Regulation (DER). Shire officers are currently working through the conditions prescribed in the Clearing Permit. One of these conditions is to conduct the necessary Indigenous consultation process and develop an Aboriginal Cultural Heritage Management Plan for the site. Shire officers, along with the Shire's Consultant have completed the necessary consultation with the traditional owners. The Section 18 application is planned for assessment by the Department of Aboriginal Affairs in February 2017.

- **Upgrade of the Forrestfield United Soccer Club Change Rooms** – The Tender has been awarded with construction to commence in November.
- **Upgrade of Floodlights on Morrison Oval** – Floodlight upgrades will be subject to any remaining funding after the completion of the Hockey Club Redevelopment. The existing floodlight will remain where it is in the short term next (12months), with the view to look at the installation of field lighting for training on the extended section pending budget approval.
- **Development of New Parking Area** – Angle Parking is to be developed along Hartfield Road within the 2016/17 financial year to replace the current parallel parking on Hartfield Road. Works are scheduled to commence in April 2017.

6.2 **Shire of Kalamunda Community Funding Program**

CRS reminded the Committee that the next round of the Shire of Kalamunda's Community funding Program opens on 01 October 2016 and will close on 30 November 2016.

The Shire's **Sport and Recreation Development Funding Program** is available for local sporting clubs to apply for funding for up to an amount of \$1000.

Applications will be assessed after the round closes and Clubs will be notified if successful in December.

Clubs may apply for safety equipment, including first aid, sporting equipment, training/coaching/first aid courses, minor capital works etc.

The Shires **Club Fundraising Program** is also available for local sporting clubs to apply for funding up to an amount of \$500.

That the information concerning the Community Funding Program be received.

6.3 **Corymbia Festival 2017 and State Tee ball Carnival 2017**

CRS reminded the Committee that the Shire may require the use of all ovals at Hartfield Park for the annual Corymbia Festival commencing on Friday 10 March 2017, concluding on Sunday 12 March 2017.

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.

Clubs are also advised of the annual State Tee ball carnival that is scheduled for 08 January 2017. Reid Oval and the soccer and hockey field area will be in use for that day. Clubs are requested to move any goals away from the area to allow teeball games to be played. Diamonds will be marked as per usual.

FUSC advised that the Soccer changerooms/toilets will not be available on this date due to the building works. FUSC will try and contact the teeball representative.

Action

Item to remain on Agenda to remind Committee of the event closer to the dates in 2017.

6.4 Clubs 4 Life

That the information concerning Clubs 4 Life be received.

6.5 Mowing on the Hockey fields and Draining Works at Hartfield Park

CRS provided the Committee with an update from the previous meeting. KDHC and FUSC are uncertain if the drainage works have been completed and queried what type of works have been done. FUSC and KDHC asked CRS to please provide an update to the Committee with a list of the works that have been completed at the next meeting.

Action

CRS to liaise with Parks and Environment to provide the Committee with details of the draining works that have been completed.

6.6 Request from FLAC for a second Long Jump Pit at Hartfield

FLAC requested a second Long Jump pit be installed at Hartfield Park. FLAC provided the Committee with a request for the long jump pit on the South Side of the main pitch along the fence next to the Scouts location. This area currently only has enough space for one jump pit. KDHC and FUSC stated they were both interested in seeing how this might be accommodated and it may need to be considered following the relocation of Hockey.

6.7 Forrestfield Tennis Club Query Over Plans for Path to Proposed New Hockey Site

Project Delivery Coordinator has confirmed that there are no plans to provide any new paths.

FTC stated to the Committee that they will re-contact the Shire regarding a large tree located on their premises. The club has tried previously to cut the roots to the large tree, but nothing has happened. CRS said that he will follow up with the Shire in regards to removal of the tree.

Action

CRS to follow up with the Shire in regards to the removal of the large tree at the Forrestfield Tennis Club.

6.8 Location of Kalamunda Canning Rugby League Club (KCRLC) for 2017 Season

CRS provided the Committee with an update regarding Rugby League and the use Morrison Oval next season, following the review of feedback from all user groups. As no other facilities are currently available within the Shire for the KCRLC, the Shire has advised the KCRLC:

- That they can submit an application for booking the Reserve for the 2017 season.
- As per last season, avoiding clashes with Kalamunda Districts Rugby Union Club and Forrestfield United Soccer Club home games, will be a critical element of the Shires Reserve booking approval criteria.
- That they make contact with the KDRUC, FFCC and the FUSC and commence discussions on what arrangements will need to be in place so that the above issues can be addressed in a time for the commencement of the 2017 season.

KDRUC stated to the Committee that their grounds were in the worst condition they had seen, during the previous season. KDRUC suggested going forward, if the Clubs could have permission from all the user groups before the start of the season for the use of the facilities. CRS stated that the KCRLC might combine with another senior club, which would lead to the club not having many scheduled home games for the coming season. CRS stated that he will keep the Club and the Committee informed on any further updates.

Action

CRS to keep the Committee informed of any updates regarding the use of the Morrison Oval fields and facilities by the Kalamunda Canning Rugby League Club in 2017.

6.9 Reticulation Pit on Cricket Oval

CRS provided an update to Cricket prior to the Committee Meeting. Cricket was happy with the update the CRS provided previously to the Club.

6.10 Meeting Day – Possible Changes

CRS provided an update on the possibility of Council Meetings being moved from a Monday to a Tuesday in 2017. Cr Morton stated to the Committee the possible change to the meeting day will be voted on at the 28th November OCM.

That the information concerning the future Meeting dates be received.

7.0 URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER

7.1 Development Plans for when Kalamunda Districts Hockey Club Relocates

The FLAC raised the question that the current redevelopment plans for the Hockey Club do not state who would use/take over the current space once the redevelopment has completed.

Action

To maintain this item on the Agenda for future discussions.

7.2 Fencing proposed to be placed around the main Soccer Field.

FUSC brought to the Committee's attention that fencing might have to be placed around the main Soccer field in the near future. The installation of the fencing would meet the clubs requirements to compete in the National Premier League.

FUSC noted that to compete at the next level, the Club must enclose the main pitch, which would not allow spectators to have access to the field. KDHC stated that he was concerned about the space between the soccer pitch and the hockey field.

CRS advised that once a proposal was received from FUSC Shire Officers would then need to assess the pros and cons and refer the proposal to the Committee for feedback.

7.3 Dogs on Reserves

FDBC stated to the Committee that dogs not on leads have been an issue of late on the reserve. CRS confirmed that this has been an ongoing issue with various reserves around the Shire. CRS advised the Committee that Rangers should be contacted when a dog is found on a reserve off lead. CRS will provide the Committee with an afterhours contact number for Rangers.

Action

CRS to supply an after hour Rangers contact number for the Committee Members.

7.4 Payments by Shire to Cricket Clubs with turf wickets

FDBC enquired about the payments made to High Wycombe Cricket Club (HWCC) by the Shire to help them with turf wicket maintenance. CRS advised the HWCC and Kalamunda Cricket Club have both received payments from the Shire to assist them in maintaining their turf wickets. FDBC advised that they may also seek assistance from the Shire to maintain their turf bowling greens in the future.

7.5 After Hours Emergency contact phone number

FDBC informed the Committee that the After Hours Emergency contact number supplied by the Shire is currently not an approved Shire supplier. CRS advised that he will supply the Committee with the correct After Hours phone contact number.

Action
CRS to provide the Committee with the correct After Hours Emergency contact phone number.

8.0 DATE OF NEXT MEETING

TBC

9.0 CLOSURE

The Presiding Member closed the meeting at 6.22pm

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

Signed: Presiding Member

Dated this Day of2016

UNCONFIRMED



MINUTES
SCOTT RESERVE ADVISORY COMMITTEE
MONDAY 29 NOVEMBER 2016 5.00pm
SCOTT RESERVE PAVILION

1.0 OPENING

1.1 The Presiding Member opened the meeting at 5:10pm

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Members

Cr Dylan O'Connor
Frank Scardifield
Neil Worsley
Greg Geier
Aaron Savory

Councillor Delegate
Presiding Member (HWCC)
High Wycombe Amateur Football Club (HWAFC)
High Wycombe Junior Football Club (HWJFC)
High Wycombe Cricket Club (HWCC)

Staff

Kevin O'Connor Coordinator Recreation Facilities & Services (CRS)

Apologies

2.2 Cr Sara Lohmeyer
Floyd Sullivan
Martyn Creswell

Councillor (Deputy Councillor Delegate)
High Wycombe Junior Football Club (HWJFC)
Edney Primary School (EPS)

2.3 **Leave of Absence Previously Approved** Nil

3.0 CONFIRMATION OF MINUTES

3.1 That the minutes of the Scott Reserve Advisory Committee held on 29 August 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Neil Worsley**

Seconded: **Frank Scardifield**

Vote: **Carried (5/0)**

4.0 DISCLOSURE OF INTERESTS

4.1 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 5.7 of the *Local Government Act 1995*)

Nil.

4.2 Disclosure of Interest Affecting Impartiality

- a) Members and staff must disclose their interests 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 CORRESPONDENCE

Nil.

6.0 ITEMS FOR COMMITTEE CONSIDERATION

6.1 Dogs On Reserves

Dogs on reserve continue to be an issue for the user groups on both weekend fixture days and training nights.

Ranger Services have advised that an audit on all signage at reserves is being undertaken by the area Ranger. If signs are found to be damaged, unreadable, or missing a job order will be created to replace the signs.

The Committee advised that they had not seen any Rangers attend during the Summer season games so far and asked whether it was possible for a Ranger to attend some of the fixture games during Summer and Winter seasons. The Committee requested the RSO to advise Rangers that Cricket games are played over both days on the weekend and is there anything preventing them from doing a walk around the Reserve to show a physical presence.

HWAFL and HWJFC will provide RSO with a selection of home game fixtures next year that they would also like to see the Rangers doing a walk around the Reserve to show a physical presence.

HWJFC requested that the Shire advertise to all residents, where the official Dog Exercise areas are and where dogs are prohibited to exercise within the Shire. This was done previously and may help the situation at Scott Reserve and other sporting grounds.

Action

- RSO to advise Rangers that Cricket games are played over both days on the weekend and enquire if there is anything preventing them from doing a walk around the Reserve to show a physical presence on the weekend.
- HWAFC and HWJFC will provide RSO with a selection of home game fixtures next year that they would also like to see the Rangers doing a walk around the Reserve to show a physical presence.
- RSO to follow up with Rangers concerning the audit of all signage at the reserves and provide the Committee with details of which signs are intended to be replaced/upgraded and the type of signs.
- RSO to request PR Department to advertise the details of Dog Exercise areas within the Shire and also where dogs are prohibited within the Shire i.e. Sporting Reserves.

Bins On Scott Reserve

6.2

At the meeting of the 29 August 2016 it was noted that the new bins had been placed against the side of the building and user groups were concerned that this could be a potential fire hazard for the pavilion.

The bins have since been relocated and additional bins provided on Little Scott and also on the Wycombe Road side of the reserve.

The Committee noted that the new bins were working extremely well.

6.3

Car Park Changes

Engineering have arranged for a concrete ramp to be installed at the new gate to allow smooth access onto the reserve for the ambulance. This matter has now been resolved with a new ramp installed by the Shire on 15 September 2016

The committee noted that the new ramp was well installed.

6.4

Capital Budget Requests 2016/17 Financial Year

CRS provided an update on current items relevant to Scott Reserve that were put forward for budget consideration within the 2016/17 Budget.

- Playground Shade Sail – Quotes are currently being obtained for the playground shade sail. The HWCC requested that this be installed as soon as possible as the hot weather was already upon us.
- Replacement of the cricket nets nearest to the Scott Reserve Pavilion – The HWCC advised that the repairs were not carried out satisfactorily, as the contractor had failed to reduce the gap between the bottom rail and the wicket surround and now balls were going under the nets onto the adjoining wicket. RSO to raise an ICS to have this rectified.

- Hot Water system – CRS advised the Committee of the latest update from Engineering, which stated that only one plumber had proposed a viable

Action

- RSO to request Engineering to give this shade sail installation a high priority.
- RSO to raise an ICS to have the gap between the bottom rail and the wicket surround reduced to prevent balls going under the nets onto the adjoining wicket.

option for an instantaneous HWS, but it could only be installed during winter. HWCC advise that they would follow up with the contractor.

6.5 Friday Night matches

Following a request from the High Wycombe Junior Football Club concerning lighting upgrades for the reserve at the meeting on the 31 May 2016, RSO provided user groups with information on Department of Sport and Recreations, Community Sporting and Recreation Facilities Funding (CSRFF) program and the processes required.

HWJFC have confirmed that any funding applications will require pricing and both resident and Shire approval.

The Shires Asset Delivery staff have advised that prior to gaining any quotes or lighting designs, an investigation into the current capacity and sources of power at the site would need to be undertaken to see if the supply is compliant and can meet all future demands.

At this stage a basic proposal from the Committee advising of which ovals they want to have flood lit and to what standard i.e. training or competition, should be sufficient to start the investigation process.

HWJFC advise that their President was preparing a proposal for lighting of the Wycombe Rd portion of the reserve and would provide this to the Shire once completed. HWCC advised that due to the dual use of the ovals it was not possible to only floodlight one football oval without impacting on cricket. The Committee would like to see a proposal that delivers the higher standard of flood lighting across the whole Wycombe Rd section of the reserve, subject to compliance with lighting spill and obtrusive lighting standards.

6.6 High Wycombe Recreation Centre

At the meeting on the 29 August, it was commented that the High Wycombe Recreation Centre hire costs seemed to be quite high and therefore the centre was heavily underutilised. User groups of the reserve noted that the reserve became a "Hangout" area for school children after school hours and that it could be beneficial if some type of Youth program ran from the centre at these times.

CRS provided information on current user groups that hire the facility on a weekly basis. HWJFC suggested that the hire fees are too costly for community functions such as presentation/award nights.

6.7 High Wycombe Cricket Club Turf Wicket Maintenance MOU

The Turf Wicket MOU (2016-19) has now been signed by the HWCC and returned for signing by the Shire.

HWCC enquired about the invoicing procedure for the MOU payment/s. CRS advised that the MOU included details of the payment and invoicing frequency. HWCC Treasurer will follow up and submit the necessary invoice.

6.8 Surface of the Oval

HWAFC raised concern about the condition of the ovals in relation to the nematode affected areas and the poor draining that existed during the winter season. HWCC discussed their issues with the new synthetic wicket being flooded and unplayable in the mornings. This was a problem that they are working through with the Shires Reticulation Team, and is a balancing act between needing the water for nematode management and no water prior to synthetic wicket usage.

6.9 Preseason Football Training

HWAFC raised concerns about their inability to conduct a full pre-season training on the ovals due to their continued poor condition. They would like to commence some training in late January 2017. HWCC advised that they would be able to allocate some space for training on a Monday and Friday nights if needed. The clubs agreed to work together in conjunction with the Shire Parks staff, to see what areas of the reserve would be available and at what times.

Other venues were discussed however, without flood lighting the options were very limited. Fleming reserve was mentioned as a possibility due to some lighting however, the condition of the turf was a concern. CRS advised that the turf was to be replaced at Fleming reserve this financial year around April 2017.

Action

- RSO to provide the Committee with a firm date for the returfing of Fleming reserve and its availability for training purposes in 2017.

6.10 Building Structure Changes - Scott Reserve Pavilion.

Shire staff have met with two Football Club representatives. The Shire suggested that they need to map out some possible designs first for their own benefit before approaching the Shire further, if they want to pursue this proposal.

HWAFC distributed some concept designs for building modifications to the pavilion. These were for discussion and comment purposes only at this stage. Clubs were asked to consider the concept designs presented and get back to the HWAFC with any suggestions, so this matter could be progressed further to a final agreed concept design.

7.0 URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER

7.1 Goal Posts and Sleeves

HWJFC advised that the Shire needed to ensure that there were 5 goal post sleeves at each end of the ovals. It did not appear that the goal posts were shifted at all last season, which is a concern as this helps to maintain a suitable playing surface at the centre and goal square areas. HWJFC reminded the Committee that the Shire had provided new goal posts last season and that the HWJFC had to purchase new post covers due to the increased diameter of these posts.

Action

- RSO to enquire with Parks & Environment if there are 5 goal post sleeves installed on both ovals and were the goal posts shifted last season.

7.2 Drainage of the Oval

HWJFC enquired if all the plastic that was laid under the turf surface had been perforated as was proposed by the Shire Parks staff. There seemed to be turf areas that were still holding a lot of surface water last winter.

Action

- RSO to enquire with Parks & Environment staff, if all the plastic that was laid under the turf surface has been perforated to improve surface drainage and moisture penetration.

9.0 DATE OF NEXT MEETING

Tuesday 28 February 2017 at Scott Reserve Pavilion at 5.00pm

10.0 CLOSURE

The Presiding Member closed the meeting at 6.15pm

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

Signed: Presiding Member

Dated this Day of2017



MINUTES
RAY OWEN MANAGEMENT COMMITTEE
6.30PM THURSDAY 03 NOVEMBER 2016
RAY OWEN SPORTS CENTRE

1.0 OPENING

1.1 The Deputy Presiding Member opened the meeting at 6.32pm

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Members

Cr Michael Fernie	Deputy Councillor Delegate (Deputy Presiding Member)
Peter Hanson	Kalamunda and Districts Basketball Association (KDBA)
Nicole McKennay	Kalamunda and Districts Netball Association (KDNA)
Matt Pember	Kalamunda and Districts Basketball Association (KDBA)
Melissa & Craig	Menzies International
Daniel	Cleanaway
Sam Assad	Manager Asset Maintenance (MAM)
Kevin O'Connor	Coordinator Recreation Facilities and Services (CRS)

Staff

Kimberly Dieball	Community Development Administration Officer (CDAO)
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Observers

Nil

2.1 Apologies:

Cr John Giardina	Councillor Delegate (Presiding Member)
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2.2 Leave of Absence Previously Approved Nil

3.0 CONFIRMATION OF MINUTES

3.1 That the minutes of the Ray Owen Management Committee held on 05 May 2016, are confirmed as a true and accurate record of the proceedings.

Moved: **Peter Hanson**

Seconded: **Nicole McKennay**

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

4.0 DISCLOSURE OF INTERESTS

4.1 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 5.7 of the *Local Government Act 1995*)
- Nil.

4.2 Disclosure of Interest Affecting Impartiality

- a) Members and staff must disclose their interests 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 CORRESPONDENCE

Nil.

6.0 ITEMS FOR COMMITTEE CONSIDERATION

6.1 Cleaning Contract at Ray Owen

CRS suggested to move forward the agenda item regarding the cleaning contract. This suggestion was agreed by the committee.

MAM stated that a draft of costs for the cleaning consumables will be provided to the clubs in the later months. MAM confirmed the committee that the costs for the consumables will be lower than the previous years.

MAM ensured that the clubs would not be charged for new consumables and the cleaners would use the current stock before replenishing new. Both Melissa and Craig representatives from Menzies agreed with the comment.

Cleanaway is a new waste removal contractor that commenced 1st October in place of Perth Waste. Cleanaway will be handling the waste bins at the Ray Owen Sports Centre.

KDNA suggested that a schedule to be created for the pick-up dates and times for the rubbish bins. Their currently is a reoccurring issue of patrons placing general rubbish within the recycle bins that should not be in there. Daniel from Cleanaway suggested that a lock be placed on the bins to minimise the amount of general rubbish being placed within them.

MAM suggested that another set of bins and keys could be provided for football if they would be willing to accept the additional bins.

Action

MAM to provide an estimate of the cleaning costs to the committee.

CRS to check with Cricket and Football regarding two additional waste bins to be placed in the car park and locked for the clubs.

MAM to check with Perth Waste to see when the contract at Ray Owen Sports Centre expires.

6.2 Ray Owen Master Plan – Water and Power Studies and Car Park Design Update

CRS provided the Committee with an update on the Water and Power Studies along with an update on the Car Parking Design. Additional Environmental Study was recently completed as part of the Ray Owen Master Plan.

CRS advised that there were consultants engaged for the power study and that a scope of works had been approved to enable a quote to be obtained for the delivery of the water study. The flora and fauna studies have been completed. The results of these studies will have impacts on the final design of the car park.

KDBA suggested that a whole centre concept design study should be completed. It was noted by the committee that the power, water and car park studies need to take account of any future developments which may require these services.

Cr. Fernie suggested that consideration of any future potential building expansion or development needs to be assessed as part of the power, water and car park designs.

State Welfare Centre requirements may also need to be considered in any future upgrades.

Action

A progress update will be provided at the next meeting on the Flora and Fauna study which will impact the outcome on the final design of the car park.

Regular Power and Water Study progress update to be provided to the Committee.

6.3 Capital Budget Requests (New and Renewal) 2016/17 Financial Year

CRS provided an update on current items relevant to Ray Owen Sports Centre that have been approved in the 2016/17 Budget.

The Committee noted its support for the Netball lights upgrade and also that the club will make a financial contribution towards the upgrade of the lights on the Netball courts. A preference for the installation of the upgrade would be before April or May 2017.

Cr. Fernie confirmed from a previous sent email from the CRS that the removal of plastic under the skylight works are to commence on the 14th November.

Action

CRS to provide contact details of the Shire preferred Lighting Contractor to KDNA.

6.4 Committee Terms of Reference

CRS tabled a copy of the proposed amendments to the Committees Terms of Reference with the Track Changes. The committee noted and accepted all of the track changes for the finalisation of the document.

6.5 KDNA Administration

That the information concerning the KDNA Administration be received.

6.6 Cleaning Cupboard at Ray Owen

That the information concerning the cleaning cupboard be received.

6.7 Use of Car Park Saturday Mornings

RSO advised the committee regarding a permanent users request to cone off the car park for private use. The committee noted that the car park is for public use.

6.8 Clubs 4 Life

That the information concerning the Clubs 4 Life be received.

6.9 Shire of Kalamunda Community Funding Program

That the information concerning the Shire of Kalamunda Community Funding Program be received.

7.0 URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER

Car Park line marking programme

The Committee were in favour of these works being carried out on the suggested dates of Monday and Tuesday mornings.

8.0 DATE OF NEXT MEETING

02 February 2017 at Ray Owen Sports Centre 6.30pm

9.0 CLOSURE

The Presiding Member closed the meeting at 7.33pm

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

Signed: Presiding Member

Dated this Day of2016