

# Corporate & Community Services Committee Meeting

Agenda for Monday 20 May 2013

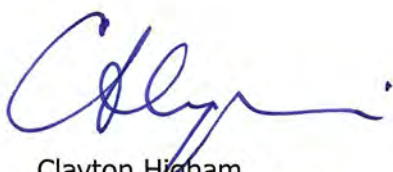


**shire of  
kalamunda**

## NOTICE OF MEETING CORPORATE & COMMUNITY SERVICES COMMITTEE

Dear Councillors

Notice is hereby given that the next meeting of the Corporate & Community Services Committee will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Monday 20 May 2013, at 6.30pm**. Dinner will be served prior to the meeting, at 5.30pm.



Clayton Higham  
**Acting Chief Executive Officer**  
15 May 2013

## Our Vision and Our Values

### Our Vision

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

### Our Core Values

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

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

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

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

### Our Aspirational Values

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

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

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

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



## INFORMATION FOR THE PUBLIC ATTENDING COMMITTEE OR COUNCIL MEETINGS

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

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

### Council Chambers – Seating Layout



## **Standing Committee Meetings – Procedures**

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

## **Emergency Procedures**

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

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

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

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

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## AGENDA

### 1.0 OFFICIAL OPENING

### 2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Cr Frank Lindsey, Leave of Absence.

### 3.0 PUBLIC QUESTION TIME

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

### 4.0 PETITIONS/DEPUTATIONS

### 5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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

Moved:

Seconded:

Vote:

#### Statement by Presiding Member

"On the basis of the above Motion, I now sign the minutes as a true and accurate record of the meeting of 15 April 2013".

### 6.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

### 7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 **36. Confidential Item - Men's Shed Services** - Provided under separate cover.

Reason for Confidentiality – *Local Government Act 1995*: Section 5.23 (2) (a) "a matter affecting an employee or employees".

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**8.0 DISCLOSURE OF INTERESTS**

**8.1 Disclosure of Financial and Proximity Interests**

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

**8.2 Disclosure of Interest Affecting Impartiality**

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

**9.0 REPORTS TO COUNCIL**

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

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

**27 Debtors and Creditors Reports for the Period Ended 30 April 2013**

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachment 1	Summary of Debtors for the period ended 30 April 2013
Attachment 2	Summary of Creditors for the period ended 30 April 2013
Attachment 3	Creditors Payment for the period 3 April 2013 to 24 April 2013

**PURPOSE**

1. To receive a monthly report on debtors and creditors (Attachments 1 & 2).
2. To receive creditor accounts paid during the period 3 April to 24 April 2013 (Attachment 3).

**BACKGROUND**

3. Attached are the reports detailing aged Debtors (Attachment 1) and Creditors (Attachment 2) as at 30 April 2013.
4. Council has requested reports detailing outstanding debtors and creditors on a monthly basis.
5. Creditor and Trust payments are required to be presented to Council by *Regulation 13 of the Local Government (Finance Management) Regulation 1996*.

**DETAILS**

**Debtors**

6. Invoices over 30 days total \$53,087.45. Debts of significance for which reminder notices have been sent:
  - Department of Transport – Perth Bike Network Grant. Further works were required as per the Department of Transport.
  - Zig Zag Café \$3,232.00 – Lease charges.

Invoices over 60 days total \$8,181.22. Debts of significance:

  - Local Government Insurance \$2,208.47 – reimbursement – electrical tagging.
  - Zig Zag Café \$3,232.00 – hire/operational expenses.



Invoices over 90 days total \$80,449.53. Debts of significance:

- Lesmurdie Tennis Club \$28,218.60 – contribution to the extension of the Club rooms. The Shire is currently negotiating with the Club for the payment of this debt.
- Forrestfield United Soccer Club \$19,277.51 - Loan instalments, reserve hire and operational expenses. Fortnightly direct debit of \$1200.00 in place. Club paid an additional \$3,240.00 against current invoices. Meetings have been held with the club committee members to determine a payment programme which is acceptable to both parties.
- Bronzewing Investments \$11,416.00 – purchase of plants – Monthly instalments negotiated. Final instalment outstanding – discussions to be held with debtor.
- Chamber of Commerce \$3,128.00 – annual lease fees. Fortnightly direct debit \$283.00.
- Kalamunda Cricket Club \$2,787.61 – operational expenses. Club queried retrospective expenses which are being investigated by the Shire.
- Zig Zag Café \$2,241.98 – monthly lease/operational expenses. The Shire is holding discussions with debtor.
- Kalamunda & Districts Football Club \$2,003.36 – operational expenses which are being investigated by the Shire.
- Kalamunda & Districts Junior Football Club \$1,694.44 – operational expenses which are being investigated by the Shire.

## Creditors

7. Payments totalling \$2,869,342.61 were made during the month of April 2013. Standard payment terms are 30 days from the end of month, with local business and contractors on 14 day terms. All contractors, trades and suppliers are advised of the Shire's preference to pay by Electronic Funds Transfer (EFT) for efficiency and cost savings.

8. Significant Municipal payments made in the month were:

<b>Supplier</b>	<b>Purpose</b>	<b>\$</b>
West Australian Treasury Corp	Loan 223 – Principal	35,165.56
Beaver Tree Services	Tree Removal/Pruning	71,530.80
Earthcare Landscapes	Wattle Grove Playspace	47908.76
Miracle Recreation Equipment	Fleming Reserve Playspace	56650.50
WA Local Govt Superannuation	Super Contributions	153,955.62
Synergy	Power Charges	125,813.35
S&J Developments	Amenities Building	223,820.20
Australian Tax Office	PAYG	287,335.24
Cleanaway	Rubbish Collection	195,039.15
Western Educting	Bulk Kerbside Collection	371,468.19
EMRC	Red Hill Tip Charges	233,533.81
<b>Total</b>		<b>1,848,370.50</b>

9. The above represents 64% of all payments for the month.

### Trust Account Payments

10. The Trust Account maintained by the Shire relates to the following types:

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

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

<b>Cell 9 Transactions</b>	<b>Amount (\$)</b>
Acquisition of a Portion of 30 Hale Road Wattle Grove	266.20
Project Management Costs March 2013	2,414.55
<b>POS Transactions</b>	
Recoup Expenses Forrestfield Bowling Club Car Park	22,583.94
<b>BCITF Levy</b>	
Payment to Building & Construction Industry Training Fund For the month of March	19,524.76
<b>Building Licence Levy</b>	
Payment to Building Commission March 2013 Levy	6,886.80
Payment to Building Commission April 2013 Levy	11,743.38
<b>Total Payments</b>	<b>63,419.63</b>

### STATUTORY AND LEGAL IMPLICATIONS

12. The Shire makes payments in accordance with the *Local Government (Financial Management) Regulations (1996) Regulation 13 - Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

### POLICY IMPLICATIONS

13. Nil.

### PUBLIC CONSULTATION/COMMUNICATION

14. Nil.

### FINANCIAL IMPLICATIONS

15. Nil.

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## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

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

### Sustainability Implications

#### Social Implications

17. Nil.

#### Economic Implications

18. Nil.

#### Environmental Implications

19. Nil.

### OFFICER COMMENT

20. Nil.

### OFFICER RECOMMENDATION (C&C 27/2013)

That Council:

1. Receives the outstanding debtors (Attachment 1), creditors (Attachment 2) and Trust Account payment reports for the period ended 30 April 2013.
2. Receives the list of creditors paid during the period 03 April to 24 April 2013 (Attachment 3) in accordance with the requirements of the Local Government (Financial Management) Regulations 1996 (Regulation 12).
3. Receives the list of payments made from the Trust Accounts in April 2013 as noted in point 9 above in accordance with the requirements of the Local Government (Financial Management) Regulations 1996 (Regulation 12).

Moved:

Seconded:

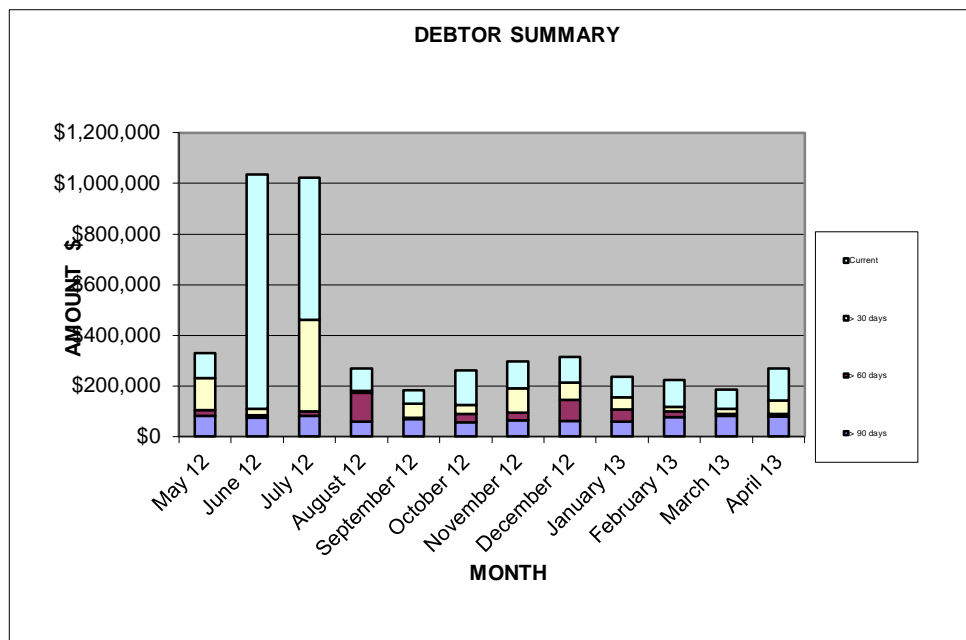
Vote:

**Attachment 1**

**SHIRE OF KALAMUNDA**  
**SUMMARY OF DEBTORS**  
**FOR THE PERIOD ENDED 30th April 2013**

**Sundry Debtors Trial Balance - Summary Aged Listing**

	> 90 days	> 60 days	> 30 days	Current	Total
May 12	\$81,227	\$23,488	\$127,331	\$96,775	\$328,820
June 12	\$74,201	\$9,487	\$25,123	\$927,493	\$1,036,304
July 12	\$81,218	\$19,540	\$361,204	\$560,352	\$1,022,313
August 12	\$58,924	\$114,643	\$7,994	\$87,469	\$269,031
September 12	\$70,242	\$4,613	\$54,323	\$54,074	\$183,252
October 12	\$57,664	\$31,443	\$36,312	\$135,754	\$261,173
November 12	\$63,746	\$29,488	\$97,046	\$106,392	\$296,672
December 12	\$62,557	\$81,810	\$68,850	\$101,098	\$314,316
January 13	\$58,449	\$48,824	\$48,471	\$80,427	\$236,171
February 13	\$76,014	\$23,599	\$17,881	\$105,556	\$223,051
March 13	\$81,111	\$9,196	\$20,088	\$75,939	\$186,335
April 13	\$80,450	\$8,181	\$53,087	\$128,415	\$270,133



**Attachment 1**

**SHIRE OF KALAMUNDA  
 SUMMARY OF DEBTORS  
 FOR THE PERIOD ENDED 30th April 2013**

AMOUNT	DEBTOR	DETAILS	STATUS
<b>&gt;90 days</b>			
\$11,416.00	Bronzewing Investments ^	Rehabilitation - purchase of plants	Instalments negotiated - final payment not yet made.
\$19,277.51	Forrestfield United Soccer Club WA Inc. ^	Loan 214 Payment / Reserve Hire / Operational Expenses	Fortnightly Direct Debits in place - \$1200. In addition to the April direct debits the Club paid current invoices \$3,240 directly.
\$2,003.36	Kalamunda & Districts Football	Operational Expenses / Lease Fee	Club expressed concerns regarding retrospective expenses. Shire investigating the issue for response. Urgent reminder sent.
\$1,694.44	Kalamunda & Districts Junior Football	Operational Expenses / Lease Fee	Reminder Invoice sent. Query has been raised by the club for an off period bill. Urgent reminder sent.
\$3,128.00	Kalamunda Chamber of Commerce ^	Lease Fees 12/13	Direct Debit in place - \$283 per f/n.
\$2,787.61	Kalamunda Cricket Club *	Operational Expenses	Query regarding retrospective expenses. Shire investigating the issue for response. Urgent reminder sent.
\$28,218.60	Lesmurdie Tennis Club *	Club contribution to extention of Tennis Club	The Shire have met the Tennis Club representatives to respond to the queries raised.
\$5,643.87	Municipal Workcare *	Workers Compensation Claims	Cheque issued 24/04 - awaiting receipt.
\$2,241.38	Zig Zag Café Kalamunda	Hire - Zig Zag Café / Utility Expenses	The Shire is discussing payment schedule with Debtor.
\$4,038.76	90+ Days Debts consisting of amounts under \$1,000.00.		Debtors have been contacted by telephone to advise that debt recovery action pending / final notices issued / debt with D&B.
<b>\$80,449.53</b>	<b>Total Debts 90+ Days</b>		

**Attachment 1**

**SHIRE OF KALAMUNDA  
 SUMMARY OF DEBTORS  
 FOR THE PERIOD ENDED 30th April 2013**

AMOUNT	DEBTOR	DETAILS	STATUS
<b>&gt;60 days</b>			
\$2,208.47	LGIS	Reimbursement - electrical tagging	Reminder Invoice sent - despatch of original invoice delayed.
\$3,232.16	Zig Zag Café Kalamunda	Hire - Zig Zag Café / Utility Expenses	As above.
\$2,740.59	60+ Days Debts consisting of amounts under \$1,000.00.		All debtors have been contacted by telephone / email - copy invoices mailed as required.
<b>\$8,181.22</b>	<b>Total Debts 60+ Days</b>		
<b>&gt;30 days</b>			
\$50,125.50	Department of Transport	Perth Bike Network Grant	Further works to complete as per Department of Transport.
\$3,232.16	Zig Zag Café Kalamunda	Hire - Zig Zag Café / Utility Expenses	As above
-\$5,205.35	Total of debtor accounts in credit		Debtors who have paid in advance - loan / lease payments
\$4,935.14	30+ Days Debts consisting of amounts under \$1,000.00.		Reminder invoices to be sent.
<b>\$53,087.45</b>	<b>Total Debts 30+ Days</b>		
<b>&lt; 30 days</b>			
<b>\$128,415.29</b>	<b>Total of Current Debts</b>		

**FOOTNOTES**

- \* Denotes currently in negotiation of invoice amount and details
- ^ Denotes payment arrangement in place

**Attachment 2**

**SHIRE OF KALAMUNDA  
 SUMMARY OF CREDITORS  
 FOR THE PERIOD ENDED 30 APRIL 2013**

**Sundry Creditors Trial Balance - Summary Aged Listing**

Month End	> 90 days	> 60 days	> 30 days	Current	Total
31/07/2012	\$1,129	\$2,418	\$829,279	\$1,240,322	\$2,073,148
31/08/2012	\$5,953	\$434	\$10,731	\$1,784,665	\$1,801,783
30/09/2012	\$13,713	\$1,630	\$6,362	\$1,036,804	\$1,058,509
31/10/2012	\$923	\$91,135	\$40,634	\$1,275,858	\$1,408,551
30/11/2012	\$8,738	\$4,059	\$10,289	\$1,387,687	\$1,410,773
31/12/2012	\$8,580	-\$454	\$53,987	\$544,597	\$606,710
31/01/2013	\$2,275	-\$4	\$10,756	\$380,050	\$393,077
28/02/2013	-\$191	-\$154	\$8,042	\$500,380	\$508,078
31/03/2013	-\$344	\$6,566	\$5,034	\$163,125	\$174,380
30/04/2013	\$7,253	\$39,057	\$10,266	\$690,585	\$747,161

**Comment**

- > 90 days      Original Invoices for Bradley Brown, Landgate, Collector of Public Monies, Sign-A-Rama, Woods Bagot and a Credit for Midland Disposal Store not received in Accounts to process
- > 60 days      Original Invoices for Landgate, Sandgroper Kids Entertainment & Seamless Pty Ltd not received but it has been queried.
- > 30 days      These invoices are paid on the third fortnightly payment run.

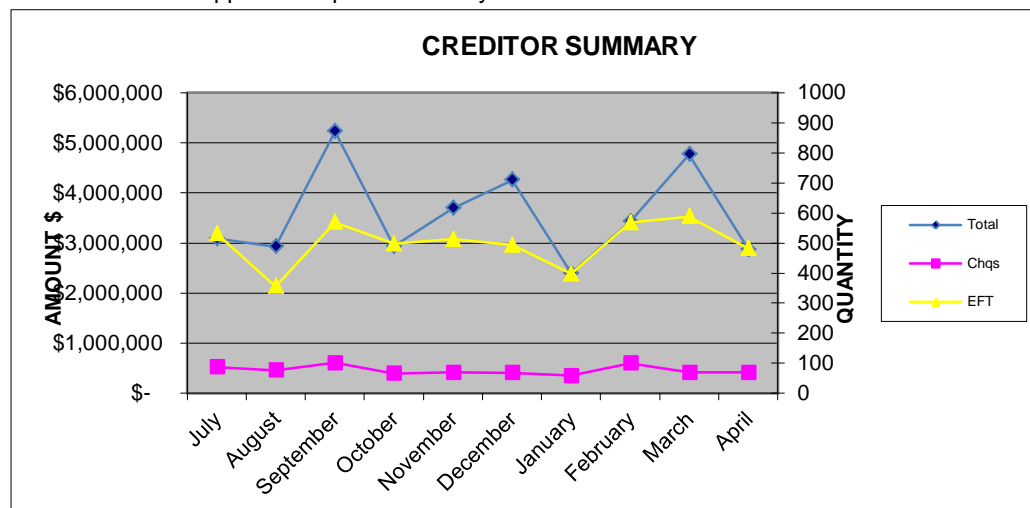
**Creditor Payments made**

Month	Amount \$	Quantity		
		Cheques	EFTs	Total
July	\$ 3,085,557	88	531	619
August	\$ 2,928,637	77	356	433
September	\$ 5,229,543	101	569	670
October	\$ 2,931,587	66	497	563
November	\$ 3,692,467	70	512	582
December	\$ 4,255,844	68	493	561
January	\$ 2,396,387	59	397	456
February	\$ 3,426,479	100	568	668
March	\$ 4,766,915	69	588	588
April	\$ 2,869,343	70	482	552

\*Excludes net staff payroll

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

\*Local suppliers are paid on 14 day terms.





**Attachment 3**

Chq/EFT	Date	Name	Description	Amount \$
610	03/04/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN #208 INTEREST PAYMENT	11,346.28
611	08/04/2013	LES MILLS AUSTRALIA	MONTHLY LICENCE FEE	977.07
612	10/04/2013	AUSTRALIAN TAXATION OFFICE	TAXATION	137,250.69
613	10/04/2013	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	958.90
614	11/04/2013	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS PURCHASES	12,014.53
			DAY CENTRE CO-ORDINATOR	\$1230.25
			MANAGER HR	\$3137.00
			HACC ACTIVITY OFFICER	\$645.90
			HACC ACTIVITY OFFICER	\$1294.36
			FUNCTIONS CO-ORDINATOR	\$2270.20
			HEALTHY COMMUNITIES TEAM LEADER	\$316.65
			LIBRARY SERVICES TEAM LEADER	\$464.16
			MANAGER PROPERTY & PROCUREMENT	\$2655.98
615	11/04/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 223 FIXED COMPONENT	35,165.56
616	24/04/2013	AUSTRALIAN TAXATION OFFICE	TAXATION	150,084.55
617	24/04/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 215 INTEREST PAYMENT	2,612.34
EFT28572	11/04/2013	KALAMUNDA ACCIDENT REPAIR CENTRE	INSURANCE EXCESS FOR REPAIRS TO VEHICLE	500.00
EFT28573	11/04/2013	MOTORCHARGE - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 31 MARCH 2013	6,035.11
EFT28574	11/04/2013	CCS STRATEGIC MANAGEMENT	PROGRESS CLAIM - CONSULTANCY SERVICES FOR DARLING RANGE MASTER PLAN	14,425.95
EFT28575	11/04/2013	1ST FORRESTFIELD SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT28576	11/04/2013	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR FORRESTFIELD LIBRARY	563.44
EFT28577	11/04/2013	CABCHARGE AUSTRALIA LIMITED	CABCHARGE FEES	58.20
EFT28578	11/04/2013	CARLA BOND	GROUP FITNESS CLASSES INSTRUCTOR	190.80
EFT28579	11/04/2013	BRUMBY'S KALAMUNDA	CATERING SUPPLIES	141.00

Chq/EFT	Date	Name	Description	Amount \$
EFT28580	11/04/2013	PICTON PRESS	PRINTING OF BROCHURES FOR VARIOUS EVENTS	870.17
EFT28581	11/04/2013	DOT ULIJN (DOT BLASZCZAK)	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	42.00
EFT28582	11/04/2013	TOP OF THE LADDER GUTTER CLEANING	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS LOCATIONS	1,606.00
EFT28583	11/04/2013	BIDVEST HOSPITALITY SUPPLIES	HOSPITALITY SUPPLIES	30.01
EFT28584	11/04/2013	UPTEMPO	PROMOTIONAL MATERIAL	6,462.50
EFT28585	11/04/2013	VISITOR CENTRE ASSOCIATION OF WESTERN AUSTRALIA (INC)	UPGRADE MEMBERSHIP FROM LEVEL 2 TO LEVEL 1	245.85
EFT28586	11/04/2013	LMW HEGNEY	VALUATION FOR VARIOUS LOCATIONS	1,850.00
EFT28587	11/04/2013	EVANGELINE CHRISTINA MEATH	TRAVEL COMMUNITY VISITORS SCHEME REFUND	76.00
EFT28588	11/04/2013	ROBERT AND JANET WAY	CROSSOVER CONTRIBUTION	385.00
EFT28589	11/04/2013	LEISURE TIME PTY LTD	RATES REFUND	1,293.71
EFT28590	11/04/2013	MARY MARGARET ILES	PART DOG REGISTRATION FEE REFUND	3.00
EFT28591	11/04/2013	JILLARA GIANTS	REHABILITATION OF THE UPPER LESMURDIE FALLS AREA IN ACCORDANCE WITH THE NATURAL RESOURCE MANAGEMENT PROGRAM	24,275.00
EFT28592	11/04/2013	ROBYN BEARDSSELL	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	28.00
EFT28593	11/04/2013	ANTHONY WARBY	CROSSOVER CONTRIBUTION	385.00
EFT28594	11/04/2013	SHANNON BALL-GEIER & GREGORY GEIER	CROSSOVER CONTRIBUTION	375.00
EFT28595	11/04/2013	DUNCAN WILSON	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	198.00

Chq/EFT	Date	Name	Description	Amount \$
EFT28596	11/04/2013	CARMEL VALLEY CHOCOLATES	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	33.60
EFT28597	11/04/2013	GRANT KEMP & FRANCES O'GRADY	FOOTPATH DEPOSIT REFUND	700.00
EFT28598	11/04/2013	WAYNE BENTLEY	SUPPLY OF TABLE EASELS FOR USE IN GALLERY	140.00
EFT28599	11/04/2013	GILL BAXTER	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	94.50
EFT28600	11/04/2013	GARY MARTIN LAWNMOWING	VERGE / RESERVE MOWING FOR VARIOUS LOCATIONS	240.00
EFT28601	11/04/2013	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	76,380.36
EFT28602	11/04/2013	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	821.00
EFT28603	11/04/2013	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	891.13
EFT28604	11/04/2013	AUSTRALIA POST	POSTAL EXPENSES / COUNTER BILLPAY TRANSACTION FEES	7,552.12
EFT28605	11/04/2013	CLEANAWAY (7004295)	DOMESTIC AND RECYCLING RUBBISH COLLECTION FEES	195,039.15
EFT28606	11/04/2013	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	5,209.97
EFT28607	11/04/2013	LANDGATE	LAND ENQUIRY / TITLE SEARCHES	1,083.00
EFT28608	11/04/2013	GULLY VIEWS NEWSAGENCY	SUBSCRIPTIONS & NEWSPAPERS FOR VARIOUS LOCATIONS	883.00
EFT28609	11/04/2013	KALAMUNDA AUTO ELECTRICS	PLANT / VEHICLE PARTS	3,340.55
EFT28610	11/04/2013	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	867.91
EFT28611	11/04/2013	MIDWASTE - TRANSPACIFIC CLEANAWAY PTY LTD	WASTE / RECYCLING SERVICES	604.49
EFT28612	11/04/2013	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	795.89
EFT28613	11/04/2013	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	476.56
EFT28614	11/04/2013	EASTERN METROPOLITAN REGIONAL COUNCIL	BIN HIRE FEES FOR TRANSFER STATION	3,960.00

Chq/EFT	Date	Name	Description	Amount \$
EFT28615	11/04/2013	A & S HILL	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	5,308.05
EFT28616	11/04/2013	FASTA COURIERS	COURIER FEES	414.86
EFT28617	11/04/2013	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	5,155.20
EFT28618	11/04/2013	SANDGROPER SEPTICS	PUMPOUT SEPTIC TANKS AT VARIOUS LOCATIONS	368.59
EFT28619	11/04/2013	MAJOR MOTORS PTY LTD	PLANT / VEHICLE PARTS	277.01
EFT28620	11/04/2013	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1,352.74
EFT28621	11/04/2013	DAYNITE TOWING SERVICE (WA) PTY LTD (FORMERLY MOBITOW PTY LTD)	TOWING SERVICES	92.40
EFT28622	11/04/2013	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	4,240.50
EFT28623	11/04/2013	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	1,639.55
EFT28624	11/04/2013	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	2,773.54
EFT28625	11/04/2013	KALAMUNDA STATE EMERGENCY SERVICE	REIMBURSEMENT - GOODS AND SERVICES	1,303.87
EFT28626	11/04/2013	HILL TOP TROPHIES (MILPRO WA)	SUPPLY OF NAME BADGES	21.45
EFT28627	11/04/2013	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	377.64
EFT28628	11/04/2013	AUSTRALASIAN PERFORMING RIGHTS ASSOCIATION	LICENCE FEE FOR THE USE OF COPYRIGHT MUSIC	1,346.61
EFT28629	11/04/2013	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	15,935.12
EFT28630	11/04/2013	STAFFLINK INDUSTRIAL	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	3,698.62
EFT28631	11/04/2013	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	1,272.43
EFT28632	11/04/2013	WESTERN EDUCTING SERVICE PTY LTD	BULK WASTE KERBSIDE COLLECTION / PLANT EQUIPMENT AND OPERATOR	212,506.53
EFT28633	11/04/2013	COURIER AUSTRALIA	COURIER CHARGES	10.43
EFT28634	11/04/2013	AIR LIQUIDE WA PTY LTD	GAS BOTTLE FACILITY FEE	135.23

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount \$</b>
EFT28635	11/04/2013	CHUBB FIRE & SECURITY PTY LTD	SERVICING OF NVR CCTV SYSTEM AT HARTFIELD PARK RECREATION CENTRE	603.35
EFT28636	11/04/2013	LOVEGROVE TURF SERVICES	TURF MAINTENANCE / SERVICES AT VARIOUS LOCATIONS	2,409.00
EFT28637	11/04/2013	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	315.00
EFT28638	11/04/2013	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	475.94
EFT28639	11/04/2013	FORRESTFIELD FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	1,020.00
EFT28640	11/04/2013	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	3,500.00
EFT28641	11/04/2013	CONTENT LIVING PTY LTD	FOOTPATH DEPOSITS REFUND	700.00
EFT28642	11/04/2013	WATTLE GROVE VETERINARY HOSPITAL	VETERINARY FEES	120.00
EFT28643	11/04/2013	ASHMY PTY LTD	FOOTPATH DEPOSIT REFUND	1,900.00
EFT28644	11/04/2013	HOMEBUYERS CENTRE	FOOTPATH DEPOSIT REFUND	1,400.00
EFT28645	11/04/2013	ST JOHN AMBULANCE AUSTRALIA (WA) INC	FIRST AID COVER FOR BIKE WEEK EVENT - 23 MARCH 2013	176.40
EFT28646	11/04/2013	COMMISSIONER OF POLICE	VOLUNTEER POLICE CHECKS	78.00
EFT28647	11/04/2013	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6,537.62
EFT28648	11/04/2013	OXFORD BUILDING CO	FOOTPATH DEPOSIT REFUND & CROSSOVER CONTRIBUTION	1,085.00
EFT28649	11/04/2013	WILD SEASONS FLOWERS PTY LTD	FLOWER ARRANGEMENTS	75.00
EFT28650	11/04/2013	KALAMUNDA & DISTRICTS BASKETBALL ASSOCIATION INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	4,180.00
EFT28651	11/04/2013	FORRESTFIELD NEWSPAPERS & MAGAZINES DELIVERY	NEWSPAPERS / MAGAZINES DELIVERIES FOR VARIOUS LOCATIONS	28.90

Chq/EFT	Date	Name	Description	Amount \$
EFT28652	11/04/2013	JO BOLTON - SUITCASE CIRCUS	PERFORMANCE - CORYMBIA FESTIVAL - SATURDAY 9 MARCH 2013	1,650.00
EFT28653	11/04/2013	METROCOUNT	SURVEYING SUPPLIES	962.50
EFT28654	11/04/2013	C Y BOBCATS	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	1,859.00
EFT28655	11/04/2013	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	20,208.44
EFT28656	11/04/2013	PAUL LOVERIDGE	KEY BOND REFUND	50.00
EFT28657	11/04/2013	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	HIRE OF TEMPORARY STAFF FOR ADMIN	2,288.00
EFT28658	11/04/2013	TRILOGY SERVICING PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	5,072.47
EFT28659	11/04/2013	CELEBRATION HOMES	FOOTPATH DEPOSIT REFUND	700.00
EFT28660	11/04/2013	AUTO ONE KALAMUNDA	PLANT / VEHICLE PARTS	131.20
EFT28661	11/04/2013	DEBBIE JOSE JEWELLERY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	52.50
EFT28662	11/04/2013	TAJ ENTERPRISES	PERFORMANCE MORNING MUSIC APRIL 2013 - TOD JOHNSTON & SUE BLUCK	935.00
EFT28663	11/04/2013	RED DIRT ARTS	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	17.47
EFT28664	11/04/2013	BIG W (AR W1.C3.U.07)	SUPPLIES FOR VARIOUS LIBRARIES	724.28
EFT28665	11/04/2013	PRIME CORPORATE PSYCHOLOGY SERVICES P/L	EMPLOYEE ASSISTANCE PROGRAMME	341.00
EFT28666	11/04/2013	FOOD TECHNOLOGY SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR HEALTH DEPARTMENT	3,059.65
EFT28667	11/04/2013	BGC RESIDENTIAL PTY LTD	FOOTPATH DEPOSIT REFUND	950.00

Chq/EFT	Date	Name	Description	Amount \$
EFT28668	11/04/2013	PICKERING BROOK HERITAGE GROUP	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	8.75
EFT28669	11/04/2013	ANITA JOAN REISMANN	RATES REFUND	35.01
EFT28670	11/04/2013	HILLS GOURMET	CATERING SUPPLIES	390.00
EFT28671	11/04/2013	GEMMILL HOMES	FOOTPATH DEPOSIT REFUND	700.00
EFT28672	11/04/2013	BLUEPRINT HOMES	FOOTPATH DEPOSIT REFUND	1,200.00
EFT28673	11/04/2013	KALAMUNDA SWEEPING	ROAD / PATH SWEEPING AT VARIOUS LOCATIONS	6,375.63
EFT28674	11/04/2013	WOOLWORTHS LIMITED	VARIOUS GROCERY ITEMS FOR EMERGENCY MANAGEMENT	284.48
EFT28675	11/04/2013	AFFORDABLE LIVING HOMES	FOOTPATH DEPOSIT REFUNDS	3,050.00
EFT28676	11/04/2013	FORRESTFIELD TENNIS CLUB (INC)	FORRESTFIELD TENNIS CLUB HIRE FEES FROM HARTFIELD PARK RECREATION CENTRE - 01 MARCH 2013 - 31 MARCH 2013	88.00
EFT28677	11/04/2013	HILLS GAS SUPPLY	SUPPLY OF BOTTLED GAS FOR JORGENSEN PARK PAVILION	58.00
EFT28678	11/04/2013	HILLIANS NETBALL CLUB	KID SPORT FUNDING FOR VARIOUS PLAYERS	190.00
EFT28679	11/04/2013	WATTLE GROVE PLANT FARM	GARDEN / VERGE SUPPLIES	66.00
EFT28680	11/04/2013	MAIDA VALE DELIVERY ROUND	PAPER AND MAGAZINES DELIVERIES FOR HIGH WYCOMBE LIBRARY	73.85
EFT28681	11/04/2013	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS SHIRE BUILDINGS	6,218.71
EFT28682	11/04/2013	G.D.CHARLTON	PODIATRY SERVICES AT JACK HEALEY CENTRE	384.30
EFT28683	11/04/2013	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	10,989.00
EFT28684	11/04/2013	CASTLEDINE & CASTLEDINE DESIGNERS	BOND REFUND FOR THE USE OF THE ART GALLERY AT THE ZIG ZAG CULTURAL CENTRE	500.00
EFT28685	11/04/2013	JACKSON MCDONALD LAWYERS	LEGAL EXPENSES	3,646.72
EFT28686	11/04/2013	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED LEASES	11,026.43



Chq/EFT	Date	Name	Description	Amount \$
EFT28687	11/04/2013	NATALIE WARBURTON - ANATOMY DESIGNS	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	2.10
EFT28688	11/04/2013	ALLAN DAVIES & TREVOR CHUDLEIGH ARCHITECTS	ARCHITECTURAL SERVICES - NEW AMENITIES DEPOT BUILDING	2,617.00
EFT28689	11/04/2013	MAHTHIR MOHD ZAIT	HALL BOND REFUND	300.00
EFT28690	11/04/2013	DEBORAH CORK	TRAVEL COMMUNITY VISITORS SCHEME REFUND	52.50
EFT28691	11/04/2013	INSTITUTE OF PUBLIC WORKS ENGINEERING AUST. (NAT)	REGISTRATION FOR 1 STAFF TO ATTEND - 2013 ANNUAL PARKS AND RECREATIONAL SEMINAR	605.00
EFT28692	11/04/2013	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	994.52
EFT28693	11/04/2013	ERNESTOS & TAMMY KOSTAS	FOOTPATH DEPOSIT REFUND	700.00
EFT28694		EFT PAYMENT CANCELLED		
EFT28695	11/04/2013	REDINK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	950.00
EFT28696	11/04/2013	NYREE WHARTON	TRAVEL COMMUNITY VISITORS SCHEME REFUND	37.50
EFT28697	11/04/2013	SHIRLEY SPENCER	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	110.60
EFT28698		EFT PAYMENT CANCELLED		
EFT28699	11/04/2013	ROSE SMART	MAINTAIN ROSE BEDS AT VARIOUS LOCATIONS	1,977.80
EFT28700	11/04/2013	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	238.92
EFT28701	11/04/2013	BINDALE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	61.84
EFT28702	11/04/2013	THE TYRE DOCTOR	PLANT / VEHICLE PARTS	598.40
EFT28703	11/04/2013	JAN WELYKY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	120.00
EFT28704	11/04/2013	BEVERLEY DUFF	TRAVEL COMMUNITY VISITORS SCHEME REFUND	45.00
EFT28705	11/04/2013	LIBERTY OIL WESTERN AUSTRALIA PTY LTD	SUPPLY OF FUEL	27,080.52
EFT28706	11/04/2013	PH CONCRETE	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	24,010.14

Chq/EFT	Date	Name	Description	Amount \$
EFT28707	11/04/2013	IDEAL HOMES PTY LTD	FOOTPATH DEPOSIT AND INSPECTION FEES REFUND	1,104.50
EFT28708	11/04/2013	FILTREX INNOVATIVE WASTEWATER SOLUTIONS	REFUND FINAL INSPECTION FEE	113.00
EFT28709	11/04/2013	UNIQCO (WA) PTY LTD	PLANT & VEHICLE MANAGEMENT BUREAU SERVICE FOR MARCH 2013	3,198.80
EFT28710	11/04/2013	JORGE'S CONTRACTING SERVICES	CLEANING SERVICES AT PETER ANDERTON CENTRE	2,412.85
EFT28711	11/04/2013	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	838.00
EFT28712	11/04/2013	FONZ'S BOBCAT & TRUCK HIRE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	4,185.99
EFT28713	11/04/2013	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	33,971.30
EFT28714	11/04/2013	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	715.15
EFT28715	11/04/2013	WEST-SURE GROUP	CASH IN TRANSIT SERVICES - MARCH 13	2,379.30
EFT28716	11/04/2013	PARAGON CORPORATE TRAINING	REGISTRATION FOR 3 STAFF TO ATTEND - WHITE CARD TRAINING	172.50
EFT28717	11/04/2013	KALEIDOSCOPE CRAFT KITS	DRY CLEANING / WASHING SERVICES FOR HARTFIELD PARK RECREATION	20.00
EFT28718	11/04/2013	LANDMARK PRODUCTS LIMITED	DELIVER AND INSTALLATION OF PICNIC TABLE AND BENCH AT WATTLE GROVE	346.50
EFT28719	11/04/2013	ROSALYN MISIANI	BOND REFUND FOR THE USE OF HARTFIELD PARK RECREATION CENTRE	50.00
EFT28720	11/04/2013	JENNIFER DE YOUNG	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	524.80
EFT28721	11/04/2013	AARON J STIRK	TECHNICIAN SERVICES FOR VARIOUS EVENTS	363.00
EFT28722	11/04/2013	LINDSAY GOODWIN	TECHNICIAN SERVICES FOR KALAMUNDA PERFORMING ARTS CENTRE	132.00
EFT28723	11/04/2013	SUPALUX PAINT CO PTY LTD	PAINTING SERVICES AT VARIOUS LOCATIONS	11,831.55
EFT28724	11/04/2013	VICTORIA PHYSIOTHERAPY GROUP	PHYSICAL CAPACITIES ASSESSMENT FOR ONE STAFF MEMBER	137.50

Chq/EFT	Date	Name	Description	Amount \$
EFT28725	11/04/2013	UNIQUE WASTE MANAGEMENT SERVICES	HIRE OF TRUCK AND OPERATOR TO TRANSPORT 26 M3 HOOK LIFT WASTE BINS FROM WALLISTON TRANSFER STATION TO VARIOUS SITE	808.50
EFT28726	11/04/2013	LIVING CHURCH OF GOD LTD	KEY BOND REFUND	50.00
EFT28727	11/04/2013	KALAMUNDA BULLDOGS RUGBY LEAGUE FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	1,800.00
EFT28728	11/04/2013	CLAIRE O'NEILL - CLAIRE'S EMBROIDERY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	99.40
EFT28729	11/04/2013	LINDA STONES	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	43.75
EFT28730	11/04/2013	DAMIAN DELIU	LANDSCAPING REBATE CLAIM - LOT 905 MARRIOTT CRESCENT WATTLE GROVE	3,000.00
EFT28731	11/04/2013	AROUNDABOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE FOR VARIOUS LOCATIONS	6,160.00
EFT28732	11/04/2013	CREATING COMMUNITIES AUSTRALIA PTY LTD	COMMUNITY CONSULTATION ENGAGEMENT FOR YORK ROAD DEVELOPMENT	2,227.50
EFT28733	11/04/2013	CIRCUS JOSEPH ASHTON PTY LTD	KEY BOND REFUND	50.00
EFT28734	11/04/2013	SHIBU ARAVINDAKSHAN	CROSSOVER CONTRIBUTION	385.00
EFT28735	11/04/2013	PETER FALCONER	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	9.80
EFT28736	11/04/2013	CITY OF STIRLING	MEALS FOR MEALS ON WHEELS PROGRAM	6,194.50
EFT28737	11/04/2013	MARY FORWARD	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	5.95

Chq/EFT	Date	Name	Description	Amount \$
EFT28738	11/04/2013	FOXTEL	MONTHLY FEES - BUSINESS PACKAGE - HARTFIELD PARK	200.00
EFT28739	11/04/2013	HANDS-ON INFECTION CONTROL	SUPPLY OF HEPATITIS B POST VACCINATION SEROLOGY	29.70
EFT28740	11/04/2013	HANS SCHWALB	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	21.00
EFT28741	11/04/2013	CATALINA HEATH	CROSSOVER CONTRIBUTION	385.00
EFT28742	11/04/2013	KIERAN INGRAM	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13 AND BOND REFUND	681.31
EFT28743	11/04/2013	FEI WU	CROSSOVER CONTRIBUTION	385.00
EFT28744	11/04/2013	THE ARTFUL FLOWE - FELICIA LOWE	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	50.40
EFT28745	11/04/2013	DAVID GREEN	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	41.90
EFT28746	11/04/2013	GILLIAN LILLEYMAN	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	34.98
EFT28747	11/04/2013	ACES NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	20.00
EFT28748	11/04/2013	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	414.00
EFT28749	11/04/2013	HILLS DISTRICT CALISTHENICS CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	1,200.00
EFT28750	11/04/2013	TAMARA HOCKING	GROUP FITNESS CLASSES INSTRUCTOR	90.86
EFT28751	11/04/2013	MAX OGRADY - PROJECT PHOTOGRAPHY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	31.50

Chq/EFT	Date	Name	Description	Amount \$
EFT28752	11/04/2013	REDISCOVERING CERAMICS - DANICA WICHTERMANN	SALE OF ARTWORK - PORCELAIN PERSPECTIVE EXHIBITION	581.00
EFT28753	11/04/2013	NICHOLAS TAYLOR	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	42.00
EFT28754	11/04/2013	SILK ON SILK (ROSEMARY LONSDALE)	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	210.00
EFT28755	11/04/2013	S & J DEVELOPMENTS P/L T/AS LANSDOWN CONSTRUCTION	PROGRESS PAYMENT - CLAIM # 5 - CONSTRUCTION OF DEPOT AMENITIES BUILDING	136,428.09
EFT28756	11/04/2013	CHRISTOPHOR RAYMOND BURGESS	PART DOG REGISTRATION FEE REFUND	20.00
EFT28757	11/04/2013	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION	187.36
EFT28758	11/04/2013	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF	3,085.54
EFT28759	11/04/2013	BALLOONS.NET.AU	PROMOTIONAL MATERIAL	1,330.00
EFT28760	11/04/2013	MAVIS PASKULICH	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 1/03/13 - 31/03/13	122.50
EFT28761	11/04/2013	BEEWAX CREATIONS	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	20.93
EFT28762	11/04/2013	ARBOR OXYGEN PTY LTD	REMOVAL OF HAZARDOUS LIMBS FROM 2 MATURE TUART TREES AT PEACH TREE WAY	1,650.00
EFT28763	11/04/2013	KALAMUNDA SHOW COMMITTEE	CONTRIBUTION TO KALAMUNDA ANNUAL SHOW 2013	10,000.00
EFT28764	11/04/2013	BE PROJECTS (WA) PTY LTD	PROGRESS CLAIM NO 2 - KALAMUNDA WATER PARK - DISABLED TOILET AND ADDITIONAL EARTHWORKS	46,149.82
EFT28765	11/04/2013	A1 TROJAN PEST CONTROL	PEST CONTROL	471.00

Chq/EFT	Date	Name	Description	Amount \$
EFT28766	11/04/2013	WHERE THE ART THINGS ARE	KIDS ACTIVITIES FOR VARIOUS EVENTS	1,100.00
EFT28767	11/04/2013	BARNYARD BUDDIES ANIMAL FARM	ANIMAL FARM - CORYMBIA FESTIVAL 2013	850.00
EFT28768	11/04/2013	TRACEY SPENCER	GROUP FITNESS CLASSES INSTRUCTOR	45.43
EFT28769	11/04/2013	VISSYART	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	32.62
EFT28770	11/04/2013	SPARKS REFRIGERATION AND AIRCONDITIONING	HIRE OF REFRIGERATION GAS RECLAMATION SERVICES	2,050.00
EFT28771	11/04/2013	SCORPION TRAINING SOLUTIONS	REGISTRATION FOR 1 STAFF TO ATTEND - CERTIFICATE III OCCUPATIONAL HEALTH & SAFETY AT SCORPION TRAINING SOLUTIONS	550.00
EFT28772	11/04/2013	BELINDA KAY	BOND REFUND FOR THE USE OF THE ART GALLERY AT THE ZIG ZAG CULTURAL CENTRE	500.00
EFT28773	11/04/2013	PETER MOORE	ENTERTAINMENT ST PATRICK'S DAY	150.00
EFT28774	11/04/2013	JAGRA MUSIC PTY LTD	GRACE BARBE AFRO KREOL PERFORMANCE AT KALAMUNDA PERFORMANCE ARTS CENTRE	1,335.00
EFT28775	11/04/2013	KISS MY GLASS AUSTRALIA (JENNIE MERRITT)	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	45.50
EFT28776	11/04/2013	SAHIR BHIMANI & SAMEERA VIRANI	SOLAR PANEL REBATE LOT 904 MARRIOTT CRESCENT WATTLE GROVE	3,000.00
EFT28777	11/04/2013	ZAKIR SARKER	CROSSOVER CONTRIBUTION	385.00
EFT28778	11/04/2013	RAJESH & SANGITA PATIL	PV SOLAR SYSTEM REBATE - LOT 914 MONARCH WAY WATTLE GROVE	3,385.00
EFT28779	11/04/2013	ACVH PTY LTD	SUPPLY OF A FULLY ENCLOSED/WEATHER PROOF EMERGENCY MANAGEMENT TRAILER	3,545.99

Chq/EFT	Date	Name	Description	Amount \$
EFT28780	11/04/2013	OFF PEN PUBLISHING - BETH BAKER	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	45.50
EFT28781	11/04/2013	MERIT CONSULTING GROUP	FOOTPATH DEPOSIT REFUND	1,000.00
EFT28782	11/04/2013	LIZ HEWITT	HALL AND KEY BOND REFUND	350.00
EFT28783	11/04/2013	MATTHEW DUDGEON	HALL AND KEY BOND REFUND	1,050.00
EFT28784	24/04/2013	KALAMUNDA ACCIDENT REPAIR CENTRE	INSURANCE EXCESS FOR REPAIRS TO VEHICLE	534.60
EFT28785	24/04/2013	BARNETTS (WA) PTY LTD	HARDWARE SUPPLIES	232.95
EFT28786	24/04/2013	STYLECORP CORPORATE WEAR	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	1,787.53
EFT28787	24/04/2013	MOTORCHARGE - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 15 APRIL 2013	8,053.22
EFT28788	24/04/2013	SALMAT MEDIAFORCE PTY LTD	DISTRIBUTION OF FLYERS FOR EVENTS WITHIN THE SHIRE	1,814.94
EFT28789	24/04/2013	BLUE RIBBON PET FOODS	SUPPLY OF DOG FOOD FOR POUND	144.00
EFT28790	24/04/2013	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	30.00
EFT28791	24/04/2013	NESTLE AUSTRALIA LTD (MUSASHI)	KIOSK SUPPLIES FOR HARTFIELD PARK	622.60
EFT28792	24/04/2013	DVA FABRICATIONS	SUPPLY OF A METAL STAND BROWSER BOX FOR LESMURDIE LIBRARY	443.00
EFT28793	24/04/2013	ALL ACRYLIC SHAPES	SUPPLY OF A BROCHURE HOLDER FOR KALAMUNDA PERFORMING ARTS CENTRE	989.33
EFT28794	24/04/2013	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	SUPPLY AND FIT FRONT WINDSCREEN TO SHIRE VEHICLE	290.00
EFT28795	24/04/2013	LANDMARK ENGINEERING AND DESIGN	SUPPLY PLAYGROUND EQUIPMENT FOR VARIOUS LOCATIONS	7,404.49
EFT28796	24/04/2013	IMAGE EMBROIDERY	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	66.00
EFT28797	24/04/2013	FIRE AND SAFETY WA	FIRE PROTECTION WEAR / SUPPLIES	2,661.99



Chq/EFT	Date	Name	Description	Amount \$
EFT28798	24/04/2013	PFD FOOD SERVICES	KIOSK SUPPLIES FOR HARTFIELD PARK	228.65
EFT28799	24/04/2013	KONICA MINOLTA BUSINESS SOLUTIONS P/L	PHOTOCOPYING CHARGES / MAINTENANCE FEES	610.64
EFT28800	24/04/2013	COUNTRYWIDE PUBLICATIONS	YOUR GUIDE ADVERTISING- PERTH & FREMANTLE - MONTHLY FEE	500.00
EFT28801	24/04/2013	COLLECTOR OF PUBLIC MONIES (CENTRELINK)	CENTREPAY - TRANSACTION CHARGES	73.26
EFT28802	24/04/2013	CARLA BOND	GROUP FITNESS CLASSES INSTRUCTOR	327.09
EFT28803	24/04/2013	BRUMBY'S KALAMUNDA	CATERING SUPPLIES	58.90
EFT28804	24/04/2013	12D SOLUTIONS PTY LTD	SUPPLY OF 12D MODEL SOFTWARE	275.00
EFT28805	24/04/2013	MONITORED ALARM SYSTEMS	SECURITY MONITORING SERVICES TO VARIOUS LOCATIONS	198.00
EFT28806	24/04/2013	PICTON PRESS	PRINTING OF BROCHURES FOR VARIOUS EVENTS	1,245.53
EFT28807	24/04/2013	THE PLANNING GROUP WA PTY LTD	PREPARE SCHEME AMENDMENT REPORT AND DOCUMENTS - WILKINS ROAD	2,475.00
EFT28808	24/04/2013	VE GRAPHICS PTY LTD	SUPPLY OF BANNERS FOR BIKE WEEK	247.50
EFT28809	24/04/2013	CHILD EDUCATION SERVICES	LIBRARY SUPPLIES	659.99
EFT28810	24/04/2013	MONSTERBALL AMUSEMENTS & HIRE	INFLATABLE ATTRACTIONS - RAMP IT UP 2013	3,990.00
EFT28811	24/04/2013	CLEVERPATCH PTY LTD	ARTS AND CRAFTS SUPPLIES FOR LIBRARY SERVICES	398.53
EFT28812	24/04/2013	BIDVEST FOODSERVICE	GROCERIES FOR PETER ANDERTON CENTRE	1,216.58
EFT28813	24/04/2013	TOTALLY WORKWEAR MIDLAND	SUPPLY OF PROTECTIVE CLOTHING	353.81
EFT28814	24/04/2013	ALLION LEGAL	GENERAL EMPLOYMENT SERVICES	8,519.91
EFT28815	24/04/2013	GERALDINE SUSAN SMAILES	CAKE FOR THANK A VOLUNTEER DAY 7 DECEMBER 2012	75.00
EFT28816	24/04/2013	ROBERT & DIANA BATEMAN	CROSSOVER CONTRIBUTION	385.00
EFT28817	24/04/2013	VALERIE LEE	HALL AND KEY BOND REFUND	550.00
EFT28818	24/04/2013	NEIL STANLEY SARGENT	CROSSOVER CONTRIBUTION	385.00
EFT28819	24/04/2013	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	77,575.26
EFT28820	24/04/2013	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	1,235.00

Chq/EFT	Date	Name	Description	Amount \$
EFT28821	24/04/2013	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	891.13
EFT28822	24/04/2013	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	395.14
EFT28823	24/04/2013	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	2,911.55
EFT28824	24/04/2013	LANDGATE	LAND ENQUIRY	649.50
EFT28825	24/04/2013	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	2,617.90
EFT28826	24/04/2013	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	2,437.79
EFT28827	24/04/2013	SESCO SECURITY CO	SECURITY MONITORING SERVICES FOR VARIOUS LOCATIONS	159.50
EFT28828	24/04/2013	SKIPPER TRUCKS PARTS	PLANT / VEHICLE PARTS	260.50
EFT28829	24/04/2013	STATE LIBRARY OF W.A.	LOST AND DAMAGED BOOKS -VARIOUS LIBRARIES	1,590.60
EFT28830	24/04/2013	WA LIBRARY SUPPLIES PTY LTD	LIBRARY / OFFICE SUPPLIES	40.25
EFT28831	24/04/2013	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	459.16
EFT28832	24/04/2013	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	2,300.01
EFT28833	24/04/2013	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	10,683.75
EFT28834	24/04/2013	BUNZL LTD	KITCHEN / CLEANING SUPPLIES	430.95
EFT28835	24/04/2013	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP	233,533.81
EFT28836	24/04/2013	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	5,229.19
EFT28837	24/04/2013	OFFICE LINE	OFFICE FURNITURE SUPPLIES	3,723.50
EFT28838	24/04/2013	JASON SIGNMAKERS	SIGNAGE SUPPLIES	825.00
EFT28839	24/04/2013	FASTA COURIERS	COURIER FEES	509.69
EFT28840	24/04/2013	RAECO	STATIONERY / OFFICE SUPPLIES	617.05
EFT28841	24/04/2013	KINETIC HEALTH GROUP LTD	REPLACEMENT MEDICALS / BASELINE HEARING TESTS	1,527.90
EFT28842	24/04/2013	LESMURDIE SAND, SOIL & BOBCAT HIRE	GARDEN / RESERVE SUPPLIES	385.00
EFT28843	24/04/2013	CANON AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	11.95
EFT28844	24/04/2013	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	986.86
EFT28845	24/04/2013	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1,014.56

Chq/EFT	Date	Name	Description	Amount \$
EFT28846	24/04/2013	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	3,943.50
EFT28847	24/04/2013	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	711.70
EFT28848	24/04/2013	LGIS INSURANCE BROKING SERVICES	MOTOR VEHICLE INSURANCE	448.80
EFT28849	24/04/2013	ACTIMED AUSTRALIA PTY LTD	MEDICAL SUPPLIES FOR PODIARTIST	455.28
EFT28850	24/04/2013	STONETRADERS PTY LTD	GARDEN / RESERVE SUPPLIES	1,158.08
EFT28851	24/04/2013	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS SHIRE BUILDINGS	985.90
EFT28852	24/04/2013	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	5,448.28
EFT28853	24/04/2013	WESTBOOKS	LIBRARY SUPPLIES	422.89
EFT28854	24/04/2013	WESTSIDE FIRE SERVICES	TESTING AND INSPECTION OF FIRE EQUIPMENT / SUPPLIES	397.10
EFT28855	24/04/2013	STAPLES AUSTRALIA PTY LTD(CORPORATE EXPRESS AUSTRALIA LTD)	STATIONERY / OFFICE SUPPLIES	1,923.92
EFT28856	24/04/2013	KALAMUNDA STATE EMERGENCY SERVICE	REIMBURSEMENT - GOODS AND SERVICES	3,790.85
EFT28857	24/04/2013	HILL TOP TROPHIES (MILPRO WA)	SUPPLY OF NAME BADGES	74.25
EFT28858	24/04/2013	BLADON WA PTY LTD	MEMORABILIA SUPPLIES	957.00
EFT28859	24/04/2013	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	2,923.36
EFT28860	24/04/2013	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	489.26
EFT28861	24/04/2013	IT VISION	ONSITE ASSISTANCE FROM IT VISION FOR UPGRADE FROM VERSION 7.2 TO 9.2	5,523.20
EFT28862	24/04/2013	MACDONALD JOHNSTON ENGINEERING	PLANT / VEHICLE PARTS	1,814.12
EFT28863	24/04/2013	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	8,084.91
EFT28864	24/04/2013	STAFFLINK INDUSTRIAL	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	4,160.96
EFT28865	24/04/2013	CITY OF SWAN	LOST BOOK: 'MY LIFE AS AN ORPHAN' BY DAVID CRISP	29.70

Chq/EFT	Date	Name	Description	Amount \$
EFT28866	24/04/2013	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	1,394.25
EFT28867	24/04/2013	WESTERN EDUCTING SERVICE PTY LTD	BULK WASTE KERBSIDE COLLECTION / PLANT EQUIPMENT AND OPERATOR	158,961.66
EFT28868	24/04/2013	J BLACKWOOD & SON LIMITED	PROTECTIVE WEAR / SUPPLIES	4,211.30
EFT28869	24/04/2013	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	2,275.00
EFT28870	24/04/2013	AIR LIQUIDE WA PTY LTD	GAS BOTTLE FACILITY FEE	436.26
EFT28871	24/04/2013	SEBASTIAN BUTCHERS	CATERING SUPPLIES	125.71
EFT28872	24/04/2013	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	555.82
EFT28873	24/04/2013	STAGE FX	TECHNICIAN SERVICES FOR VARIOUS EVENTS	478.50
EFT28874	24/04/2013	FORRESTFIELD FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	775.00
EFT28875	24/04/2013	DALE ALCOCK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1,000.00
EFT28876	24/04/2013	BIBBULMUN TRACK FOUNDATION	WILDFLOWERS OF THE BIBBULMUN TRACK	750.00
EFT28877	24/04/2013	HILLS BMX CLUB (INC)	KEY BOND REFUND	50.00
EFT28878	24/04/2013	HOMEBUYERS CENTRE	FOOTPATH DEPOSIT REFUND	700.00
EFT28879	24/04/2013	E & MJ ROSHER PTY LTD	PLANT / VEHICLE PARTS	127.30
EFT28880	24/04/2013	WACKER NEUSON AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	204.62
EFT28881	24/04/2013	MARTIN'S TRAILER PARTS	PLANT / VEHICLE PARTS	372.45
EFT28882	24/04/2013	THE HONDA SHOP	PLANT / VEHICLE PARTS	117.08
EFT28883	24/04/2013	AUSTRALIAN MANUFACTURERS CORP P/T T/A PARK MOTOR BODY BUILDERS	PLANT / VEHICLE PARTS	3,652.00
EFT28884	24/04/2013	FINISHING TOUCH	BUS CLEANING / DETAILING	180.00
EFT28885	24/04/2013	SWAN MARQUEES AND PARTY HIRE	EQUIPMENT HIRE FOR STAINED GLASS WINDOW CELEBRATION	1,434.80
EFT28886	24/04/2013	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6,446.00
EFT28887	24/04/2013	WILD SEASONS FLOWERS PTY LTD	FLOWER ARRANGEMENTS	75.00
EFT28888	24/04/2013	SIRENCO	PLANT / VEHICLE PARTS	132.00

Chq/EFT	Date	Name	Description	Amount \$
EFT28889	24/04/2013	AABEL LINE MARKING	LINE MARKING FOR VARIOUS LOCATIONS	2,107.49
EFT28890	24/04/2013	WA HINO SALES & SERVICE	PLANT / VEHICLE PARTS	248.93
EFT28891	24/04/2013	LOCAL GOVERNMENT MANAGERS AUSTRALIA (WA DIVISION)	LGMA MEMBERSHIP APPLICATION FEE	220.00
EFT28892	24/04/2013	ANIMAL CARE EQUIPMENT & SERVICES PTY LTD	SUPPLY OF VARIOUS ITEMS FOR POUND	1,900.59
EFT28893	24/04/2013	J CORP PTY LTD	FOOTPATH DEPOSIT REFUND	700.00
EFT28894	24/04/2013	ICON-SEPTECH	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	5,649.49
EFT28895	24/04/2013	DICK SMITH ELECTRONICS	ELECTRICAL SUPPLIES	948.00
EFT28896	24/04/2013	C Y BOBCATS	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	1,787.50
EFT28897	24/04/2013	THE FARM SHOP (WA) PTY LTD	GARDEN / RESERVE SUPPLIES	175.00
EFT28898	24/04/2013	WELLINGTON SURPLUS STORES	SAFETY EQUIPMENT	848.16
EFT28899	24/04/2013	AMEREX FIRE (WA) (E FIRE AND SAFETY)	FIRE EQUIPMENT MAINTENANCE FOR VARIOUS LOCATIONS	797.50
EFT28900	24/04/2013	B & J CATALANO PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	17,231.98
EFT28901	24/04/2013	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	28,394.30
EFT28902	24/04/2013	REGENERATED LANDSCAPES	WEED CONTROL AT VARIOUS LOCATIONS	2,160.00
EFT28903	24/04/2013	EARTHCARE LANDSCAPES	PROGRESS PAYMENT - WATTLE GROVE DISCOVERY PLAYSPACE	47,908.76
EFT28904	24/04/2013	PETER RUSHTON	CROSSOVER CONTRIBUTION	385.00
EFT28905	24/04/2013	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	HIRE OF TEMPORARY STAFF FOR ADMIN / DEPOT	6,635.20
EFT28906	24/04/2013	FREEDOM POOLS	FOOTPATH DEPOSIT REFUND	1,000.00
EFT28907	24/04/2013	TRILOGY SERVICING PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	1,292.72
EFT28908	24/04/2013	CELEBRATION HOMES	FOOTPATH DEPOSIT REFUND	1,000.00
EFT28909	24/04/2013	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	3,621.31

Chq/EFT	Date	Name	Description	Amount \$
EFT28910	24/04/2013	AUTO ONE KALAMUNDA	PLANT / VEHICLE PARTS	61.95
EFT28911	24/04/2013	SOUTHERN WIRE	REPAIRS TO EXISTING TENNIS COURT FENCING - LESMURDIE TENNIS COURT	5,989.50
EFT28912	24/04/2013	COMMUNITY NEWSPAPER GROUP LTD	ADVERTISING FOR VARIOUS JOBS AND EVENTS	2,359.24
EFT28913	24/04/2013	LIONS CLUB FORRESTFIELD HIGH WYCOMBE (INC)	CATERING AT VARIOUS EVENTS	950.00
EFT28914	24/04/2013	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	5,800.00
EFT28915	24/04/2013	GET SMART SECURITY	SUPPLY OF SECURITY SYSTEMS REPAIRS - KALAMUNDA HISTORY VILLAGE	95.00
EFT28916	24/04/2013	THE MENSWORK PROJECT INC	KEY BOND REFUND	50.00
EFT28917	24/04/2013	DUN & BRADSTREET ( AUSTRALIA ) PTY LTD	DEBT COLLECTION FEES FOR RATES	18,150.65
EFT28918	24/04/2013	SAI GLOBAL LTD	SUPPLY OF AUSTRALIAN STANDARDS	565.01
EFT28919	24/04/2013	SYLVANIA LIGHTING AUSTRALASIA PTY LTD	LIGHT SUPPLIES / REPAIRS	2,981.00
EFT28920	24/04/2013	COMMSTRAT T/A HALLMARK EDITIONS PTY LTD	ANNUAL SUBSCRIPTION FOR COUNCIL MANAGER - FOR ALL COUNCILLORS.	242.00
EFT28921	24/04/2013	ATI-MIRAGE TRAINING SOLUTIONS	REGISTRATION TO ATTEND - EMOTIONAL INTELLIGENCE COURSE - 18 PARTICIPANTS & MANUALS	2,420.00
EFT28922	24/04/2013	REPEAT PLASTICS (WA)	SUPPLY OF WHEEL STOPPERS	3,050.80
EFT28923	24/04/2013	ALL EARTH GROUP PTY LTD	GREEN WASTE REMOVAL / WASTE RECYCLING CHARGES	17,789.57
EFT28924	24/04/2013	COCA-COLA AMATIL (AUST) PTY LTD	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	1,078.09
EFT28925	24/04/2013	JASON FISHWICK	CROSSOVER CONTRIBUTION	385.00
EFT28926	24/04/2013	MIRACLE RECREATION EQUIPMENT	PROGRESS PAYMENT - FLEMING RESERVE ALL ABILITIES PLAYScape INCLUDING LAPSET PLAYGROUND	56,650.00
EFT28927	24/04/2013	HITACHI CONSTRUCTION MACHINERY	PLANT / VEHICLE PARTS	1,030.19
EFT28928	24/04/2013	HOSECO	PLANT / VEHICLE PARTS	335.98
EFT28929	24/04/2013	MAZENOD JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	300.00

Chq/EFT	Date	Name	Description	Amount \$
EFT28930	24/04/2013	HILLS GOURMET	CATERING SUPPLIES	234.98
EFT28931	24/04/2013	LAND ASSESSMENT PTY LTD	KALAMUNDA HILLS ORCHARD STUDY REVIEW ENVIRONMENTAL CONSULTING SERVICES	5,115.00
EFT28932	24/04/2013	DIRECT TRADES SUPPLY PTY LTD	HARDWARE SUPPLIES	1,234.02
EFT28933	24/04/2013	GREENWAY ENTERPRISES	GARDEN / RESERVE SUPPLIES	1,309.99
EFT28934	24/04/2013	AUSTREND INTERNATIONAL PTY LTD	ROAD SAFETY AND TRAFFIC CONTROL PRODUCTS	950.40
EFT28935	24/04/2013	COUNCIL ON THE AGEING WA INC (COTA)	REGISTRATION FOR 1 STAFF TO ATTEND LLLS INSTRUCTOR TRAINING COURSE	400.00
EFT28936	24/04/2013	ANITECH	SUPPLY OF MATERIALS FOR SCANNER IN ENGINEERING	596.90
EFT28937	24/04/2013	MAYDAY EARTHMOVING	PLANT AND EQUIPMENT HIRE	2,333.87
EFT28938	24/04/2013	GOOSEBERRY HILL ARTS & CRAFTS	KEY BOND REFUND	50.00
EFT28939	24/04/2013	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICES	2,255.77
EFT28940	24/04/2013	PHIL & DANIELLE RUST	CROSSOVER CONTRIBUTION	385.00
EFT28941	24/04/2013	EMILY LOUISE POLLETT	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	250.00
EFT28942	24/04/2013	KALAMUNDA SWEEPING	ROAD / PATH SWEEPING AT VARIOUS LOCATIONS	6,375.63
EFT28943	24/04/2013	MODERN TEACHING AIDS	CHILDREN ACTIVITY SUPPLIES	95.15
EFT28944	24/04/2013	ELECTRICITY NETWORKS CORP T/A WESTERN POWER	RELOCATE POWER POLES AT DUNDAS ROAD/MAIDA VALE ROAD INTERSECTION AS AND INSTALLATION OF A STREETSHADE	28,872.00
EFT28945	24/04/2013	WOOLWORTHS LIMITED	SUPPLY OF GROCERIES	436.47
EFT28946	24/04/2013	AFFORDABLE LIVING HOMES	FOOTPATH DEPOSIT REFUNDS	1,400.00
EFT28947	24/04/2013	HILLS GAS SUPPLY	SUPPLY OF BOTTLED GAS FOR VARIOUS LOCATIONS	110.00
EFT28948	24/04/2013	WATTLE GROVE PLANT FARM	GARDEN / VERGE SUPPLIES	49.50
EFT28949	24/04/2013	G.D.CHARLTON	PODIATRY SERVICES AT JACK HEALEY CENTRE	1,614.06
EFT28950	24/04/2013	KEMPE FLUIDAIR PTY LTD	PLANT / VEHICLE PARTS	237.52

Chq/EFT	Date	Name	Description	Amount \$
EFT28951	24/04/2013	GREAT AUSSIE PATIOS	SUPPLY & INSTALL COVERED WALKWAY TO ENTRANCE OF REID OVAL PAVILION	4,500.00
EFT28952	24/04/2013	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	5,896.00
EFT28953	24/04/2013	RENT-A-DINGO	PLANT EQUIPMENT HIRE	270.00
EFT28954	24/04/2013	ALLAN DAVIES & TREVOR CHUDLEIGH ARCHITECTS	ARCHITECTURAL SERVICES	1,683.00
EFT28955	24/04/2013	INSTITUTE OF PUBLIC WORKS ENGINEERING AUST. (NAT)	REGISTRATION FOR 1 STAFF TO ATTEND - 2013 ANNUAL PARKS AND RECREATIONAL SEMINAR	605.00
EFT28956	24/04/2013	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1,080.28
EFT28957	24/04/2013	MADE 4 YOU (LYGIA)	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/03/13 - 31/03/13	64.40
EFT28958	24/04/2013	WARDEN CONSTRUCTION (WA) PTY LTD	FOOTPATH DEPOSIT REFUND	700.00
EFT28959	24/04/2013	ROAD SIGNS AUSTRALIA (ALLPACK SIGNS )	TRAFFIC PROTECTION PRODUCTS / SIGNAGE	1,006.50
EFT28960	24/04/2013	PIRTEK WELSHPOOL	PLANT / VEHICLE PARTS	819.04
EFT28961	24/04/2013	HOLCIM AUSTRALIA PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	5,857.33
EFT28962	24/04/2013	SEVENTH DAY ADVENTIST CHURCH	HALL AND KEY BOND REFUND	350.00
EFT28963	24/04/2013	MOWMASTER TURF EQUIPMENT	SERVICES OF TURF PLANT EQUIPMENT	2,802.24
EFT28964	24/04/2013	TRISTAN MORRIS	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	250.00
EFT28965	24/04/2013	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	238.92
EFT28966	24/04/2013	BURKEAIR	AIR-CONDITIONING REPAIRS / MAINTENANCE	396.00
EFT28967	24/04/2013	DRAINFLOW SERVICES PTY LTD	CLEANING / MAINTAINING STORM WATER DRAINS	12,134.10
EFT28968	24/04/2013	BINDALE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	68.78
EFT28969	24/04/2013	ROBERT J VELTMAN	DRAWING OF THE EVACUATION PLANS FOR VARIOUS LOCATIONS	1,210.00
EFT28970	24/04/2013	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	60.00



Chq/EFT	Date	Name	Description	Amount \$
EFT28971	24/04/2013	WEST COAST PROFILERS PTY LTD	SUPPLY AND LAYING OF ASPHALT AND PROFILING AT VARIOUS LOCATIONS	9,105.42
EFT28972	24/04/2013	WEST COAST SHADE	INSTALL AND SUPPLY OF SHADE SAILS AT FLEMING RESERVE	2,134.00
EFT28973	24/04/2013	NEVERFAIL SPRINGWATER LTD (ZZCC)	BOTTLED WATER SUPPLIES / MAINTENANCE	26.25
EFT28974	24/04/2013	VERA MURRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	37.50
EFT28975	24/04/2013	PH CONCRETE	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	10,302.08
EFT28976	24/04/2013	IDEAL HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	700.00
EFT28977	24/04/2013	MAURICE LATINO	CROSSOVER CONTRIBUTION	385.00
EFT28978	24/04/2013	STATE WIDE TURF SERVICES	TURF SUPPLIES / MAINTENANCE FOR VARIOUS LOCATIONS	4,924.70
EFT28979	24/04/2013	JORGE'S CONTRACTING SERVICES	CLEANING SERVICES AT PETER ANDERTON CENTRE	2,412.85
EFT28980	24/04/2013	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	368.00
EFT28981	24/04/2013	SAFETYCARE AUSTRALIA PTY LTD	SUPPLY OF 2 SAFETY DVD'S - FIRE EXTINGUISHERS & OFFICE FIRE MANAGEMENT	550.00
EFT28982	24/04/2013	FONZ'S BOBCAT & TRUCK HIRE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	7,148.10
EFT28983	24/04/2013	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	37,559.50
EFT28984	24/04/2013	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	715.15
EFT28985	24/04/2013	POCKETPHONE COMMUNICATIONS	PLANT / VEHICLE PARTS	95.00
EFT28986	24/04/2013	ACCESS OFFICE INDUSTRIES	LIBRARY SUPPLIES	1,439.24
EFT28987	24/04/2013	KENNARDS TRAFFIC MANAGEMENT WA	EQUIPMENT HIRE FOR VARIOUS EVENTS	1,150.00
EFT28988	24/04/2013	LANDMARK PRODUCTS LIMITED	SUPPLY OF HOTPLATE ELECTRIC BBQ TO REPLACE NON COMPLIANT BBQ AT JORGENSON PARK	6,600.00
EFT28989	24/04/2013	NEIL FRENCH & PAULINE JAMES	KEY BOND REFUND	50.00

Chq/EFT	Date	Name	Description	Amount \$
EFT28990	24/04/2013	ARTEMISS CREATIONS	LOGO FOR THE ZIG ZAG GALLERY	225.00
EFT28991	24/04/2013	STARDATA PTY LTD	MAINTENANCE AGREEMENT	1,246.09
EFT28992	24/04/2013	LINDSAY GOODWIN	TECHNICIAN SERVICES FOR KALAMUNDA PERFORMING ARTS CENTRE	132.00
EFT28993	24/04/2013	UNIQUE WASTE MANAGEMENT SERVICES	HIRE OF TRUCK AND OPERATOR TO TRANSPORT 26 M3 HOOK LIFT WASTE BINS FROM WALLISTON TRANSFER STATION TO VARIOUS SITES	2,656.50
EFT28994	24/04/2013	KALAMUNDA BULLDOGS RUGBY LEAGUE FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	380.00
EFT28995	24/04/2013	HARE & FORBES PTY LTD	PLANT / VEHICLE PARTS	564.30
EFT28996	24/04/2013	SIGNS & LINES	HISTORY VILLAGE ENTRY SIGNAGE - SUPPLY AND INSTALLATION ON SITE	713.84
EFT28997	24/04/2013	STRATEGEN ENVIRONMENTAL CONSULTANTS	ENVIRONMENTAL ADVICE - DEVELOPMENT AND PLANNING FOR A RANGE OF SHIRE'S LAND DEVELOPMENT INITIATIVES. PROFESSIONAL SERVICES - MOIRA AVE WATER MONITORING	1,896.13
EFT28998	24/04/2013	TRU BLU HIRE AUSTRALIA PTY LTD	EQUIPMENT HIRE FOR VARIOUS EVENTS	1,838.80
EFT28999	24/04/2013	AROUNDABOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE FOR VARIOUS LOCATIONS	3,520.00
EFT29000	24/04/2013	AMCOR RECYCLING	WASTE CARDBOARD RECYCLING CHARGES	255.20
EFT29001	24/04/2013	SAFE T CARD AUSTRALIA PTY LTD	MONTHLY CHARGES FOR SAFE T CARD	33.00
EFT29002	24/04/2013	NOVA 93.7	RADIO ADVERTISING FOR CORYMBIA FESTIVAL	5,995.00
EFT29003	24/04/2013	DAIMLER TRUCKS PERTH	PLANT / VEHICLE PARTS	474.12
EFT29004	24/04/2013	JASON PETER WELTEN	FOOTPATH DEPOSIT REFUND AND CROSSOVER CONTRIBUTION	1,085.00
EFT29005	24/04/2013	FORRESTFIELD FLAMES NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	2,400.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount \$</b>
EFT29006	24/04/2013	INSPIRED BY NATURE	PADLOCK AND TWO SETS OF KEYS FOR SHED AT COMMUNITY GARDEN	39.99
EFT29007	24/04/2013	ELECTRICAL TEST TAG & INSPECTION SERVICES (ETTIS)	TAGGING AND TESTING OF ELECTRICAL EQUIPMENT AT VARIOUS LOCATIONS	2,193.51
EFT29008	24/04/2013	FMA AUSTRALIA LTD	ANNUAL FMA MEMBERSHIP	474.00
EFT29009	24/04/2013	JB HI-FI COMMERCIAL	SUPPLY OF ELECTRONIC EQUIPMENT	3,995.01
EFT29010	24/04/2013	SAINT BRIGID'S NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	530.00
EFT29011	24/04/2013	BELMONT JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	70.00
EFT29012	24/04/2013	AARON NOTTLE	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	250.00
EFT29013	24/04/2013	JESSICA ANSTISS	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	250.00
EFT29014	24/04/2013	JACK SMALPAGE	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	250.00
EFT29015	24/04/2013	KRISTEN PANNEKOEK	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	150.00
EFT29016	24/04/2013	MANDURAH PACKAGING	KITCHEN PRODUCTS INCLUDING CLEANING GOODS	399.55
EFT29017	24/04/2013	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	414.00
EFT29018	24/04/2013	ROCKWATER PTY LTD	STAGE 2 OF HYDROLOGEOLOGIST STUDY FOR HARTFIELD PARK WATER PROOFING STRATEGY	9,080.50
EFT29019	24/04/2013	LOUISA ILES	HEALTHY LIFE CHALLENGE GROUP FITNESS CLASSES AT HARTFIELD PARK RECREATION CENTRE	181.72
EFT29020	24/04/2013	NATALIE ACTON	SALE OF ARTWORK - PORCELAIN PERSPECTIVE EXHIBITION	122.50
EFT29021	24/04/2013	PERTH SAFETY PRODUCTS	SUPPLY OF SAFETY PRODUCTS	1,842.50
EFT29022	24/04/2013	S & J DEVELOPMENTS P/L T/AS LANSDOWN CONSTRUCTION	CONSTRUCTION OF DEPOT AMENITIES BUILDING	87,392.11

Chq/EFT	Date	Name	Description	Amount \$
EFT29023	24/04/2013	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION AND DEPOT	187.36
EFT29024	24/04/2013	ECOADVANCE	PRESENTATION ON THE KEY ENERGY AUDIT FINDINGS FOR SENIOR MANAGERS GROUP	393.25
EFT29025	24/04/2013	ELAN ENERGY MANAGEMENT	WASTE TYRE RECYCLING CHARGES	431.60
EFT29026	24/04/2013	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF	3,471.24
EFT29027	24/04/2013	TIELEMAN BUILDING COMPANY	FOOTPATH DEPOSIT REFUND	700.00
EFT29028	24/04/2013	HEARNS HEATING AND COOLING	SUPPLY OF FLUE KIT COMPONENTS FOR DEPOT	256.00
EFT29029	24/04/2013	TOBY DELACY & NICOLA BIRD	SOLAR HWS REBATE CLAIM - LOT 910 MONARCH WAY SMOKEBUSH ESTATE	3,000.00
EFT29030	24/04/2013	TURFWORKS WA PTY LTD	MOWING OF TURF GRASS ON RESERVES	9,256.00
EFT29031	24/04/2013	SIMS E-RECYCLING PTY LTD	E - WASTE RECYCLING SERVICES	1,989.16
EFT29032	24/04/2013	A1 TROJAN PEST CONTROL	SUPPLY OF TERMITES INSPECTIONS AND TREATMENTS AT VARIOUS LOCATIONS	2,063.00
EFT29033	24/04/2013	TRACEY SPENCER	GROUP FITNESS CLASSES	90.86
EFT29034	24/04/2013	SEEDSTICKS PTY LTD	SUPPLY OF SEED STICKS	1,694.00
EFT29035	24/04/2013	ELIZABETH RICHARDS SCHOOL SUPPLIES PTY LTD	SUPPLIES FOR VARIOUS LIBRARIES	212.00
EFT29036	24/04/2013	KAE DOUGLAS	CROSSOVER CONTRIBUTION	385.00
EFT29037	24/04/2013	SAHIR BHIMANI & SAMEERA VIRANI	LANDSCAPE REBATE - LOT 904 MARRIOTT CRESCENT WATTLE GROVE - CORNER BLOCK AND CROSSOVER CONTRIBUTION	4,385.00
EFT29038	24/04/2013	FRIENDS OF LAURYN LOUISE	HALL BOND REFUND	700.00
EFT29039	24/04/2013	STAN THE TYRE MAN ( STAN'S TYRE SERVICE WA )	PLANT / VEHICLE PARTS	1,661.00
EFT29040	24/04/2013	TANK MASTER PTY LTD	RAIN WATER TANKS AND ALL FITTINGS TRUCK TANKS AND FIRE EQUIP	145.00
EFT29041	24/04/2013	BRADLEY ROSS	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	250.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount \$</b>
EFT29042	24/04/2013	JADE HAINES	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	250.00
EFT29043	24/04/2013	CHRISTINA PAINI	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	250.00
EFT29044	24/04/2013	BROOKE ALVAR	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	250.00
EFT29045	24/04/2013	LIAM ASHWORTH	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	250.00
EFT29046	24/04/2013	BRENTON WILLAIMS	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	250.00
EFT29047	24/04/2013	RYAN HILL	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	150.00
EFT29048	24/04/2013	REBECCA ARMSTRONG	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	250.00
EFT29049	24/04/2013	SHANNON MCKINLEY	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	150.00
EFT29050	24/04/2013	NATALIE RAWLINGS	KALAMUNDA SPORTS STARS FUNDING PROGRAM - ROUND TWO	150.00
EFT29051	24/04/2013	GLUSAC MIRJANA	CROSSOVER CONTRIBUTION	385.00
EFT29052	24/04/2013	SIMON & PETA KERR	LANDSCAPING REBATE LOT 906 MARRIOT CRES	6,000.00
EFT29053	24/04/2013	CHRISTINE JACKSON	KEY BOND REFUND	50.00
EFT29054	24/04/2013	HANNAH WEAVER	KEY BOND REFUND	50.00
66603	10/04/2013	PINO & KYLIE DI RENZO	REFUND OF BUILDING FEES AS PAID TWICE	104.50
66604	10/04/2013	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	455.15
66605	10/04/2013	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	206.10
66606	10/04/2013	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	388.00
66607	10/04/2013	TELSTRA CORPORATION	TELEPHONE EXPENSES	18,707.89

Chq/EFT	Date	Name	Description	Amount \$
66608	10/04/2013	WATER CORPORATION	WATER EXPENSES	5,741.20
66609	10/04/2013	BCITF	LEVY FEE - MARCH 2013	19,178.26
66610	10/04/2013	SYNERGY	POWER CHARGES	6,878.10
66611	10/04/2013	ZURICH INSURANCE	INSURANCE	500.00
66612	10/04/2013	DOUGLAS CARPENTER	ELECTION CANDIDATE NOMINATION DEPOSIT REFUND	80.00
66613	10/04/2013	SHANE BRADLEY	ELECTION CANDIDATE NOMINATION DEPOSIT REFUND	80.00
66614	10/04/2013	NIGEL DICKINSON	ELECTION CANDIDATE NOMINATION DEPOSIT REFUND	80.00
66615	10/04/2013	SIMON DI ROSSO	ELECTION CANDIDATE NOMINATION DEPOSIT REFUND	80.00
66616	10/04/2013	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	42.35
66617	10/04/2013	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	113.55
66618	10/04/2013	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	179.65
66619	10/04/2013	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	634.42
66620	10/04/2013	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	682.79
66621	10/04/2013	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	268.34
66622	10/04/2013	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	93.39
66623	10/04/2013	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	766.37
66624	10/04/2013	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	725.83
66625	10/04/2013	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	97.80
66626	10/04/2013	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	345.70
66627	10/04/2013	CASH - LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	189.56
66628	10/04/2013	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	480.35
66629	10/04/2013	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	190.47
66630	10/04/2013	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	58.43

Chq/EFT	Date	Name	Description	Amount \$
66631	10/04/2013	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	281.46
66632	10/04/2013	UNISUPER	SUPERANNUATION CONTRIBUTIONS	246.92
66633	10/04/2013	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	385.04
66634	10/04/2013	AUSTRALIAN RETIREMENT FUND - ARF ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	122.18
66635	10/04/2013	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS	114.64
66636	10/04/2013	CASH - ZIG ZAG CULTURAL CENTRE	PETTY CASH REIMBURSEMENT	105.60
66637	10/04/2013	CASH - KPAC	PETTY CASH REIMBURSEMENT	98.46
66638	10/04/2013	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	490.08
66639	10/04/2013	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	243.47
66640	10/04/2013	NIKHILA VEMIREDDY	SOUTH INDIAN FOOD STALL - CATERING	65.00
66641	18/04/2013	SHIRE OF KALAMUNDA	CONTRIBUTION - CATERING	180.00
66642	24/04/2013	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	405.55
66643	24/04/2013	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	206.10
66644	24/04/2013	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	388.00
66645	24/04/2013	TELSTRA CORPORATION	TELEPHONE EXPENSES	156.67
66646	24/04/2013	WATER CORPORATION	WATER EXPENSES	3,955.95
66647	24/04/2013	SYNERGY	POWER CHARGES	125,813.35
66648	24/04/2013	ALINTA ENERGY	GAS CHARGES	379.55
66649	24/04/2013	ZURICH INSURANCE	INSURANCE	500.00
66650	24/04/2013	DIRECTOR OF LICENSING SERVICES	NUMBER PLATES	165.00
66651	24/04/2013	DEPARTMENT OF TRANSPORT	TRANSFER VEHICLE AND LICENCE	12.40
66652	24/04/2013	AUSTIN COMPUTERS	COMPUTER SUPPLIES / ACCESSORIES	886.00
66653	24/04/2013	CASH - ADMIN	PETTY CASH REIMBURSEMENT	928.20
66654	24/04/2013	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	296.45
66655	24/04/2013	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	660.80
66656	24/04/2013	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	821.55

Chq/EFT	Date	Name	Description	Amount \$
66657	24/04/2013	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	295.69
66658	24/04/2013	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	94.65
66659	24/04/2013	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	916.69
66660	24/04/2013	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	750.41
66661	24/04/2013	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	92.12
66662	24/04/2013	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	174.00
66663	24/04/2013	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	190.47
66664	24/04/2013	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	97.63
66665	24/04/2013	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	322.14
66666	24/04/2013	UNISUPER	SUPERANNUATION CONTRIBUTIONS	246.92
66667	24/04/2013	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	388.02
66668	24/04/2013	AUSTRALIAN RETIREMENT FUND - ARF ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	129.58
66669	24/04/2013	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS	125.74
66670	24/04/2013	EXCLUSIVE STRATA MANAGEMENT	KEY BOND REFUND	50.00
66671	24/04/2013	THE GOOD GUYS	ELECTRICAL SUPPLIES FOR DEPOT	96.00
66672	24/04/2013	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	490.08
66673	24/04/2013	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	304.34
				<b>2,869,342.61</b>



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

**28. Rates Debtors Report for the Period Ended 30 April 2013**

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A
Attachment 1	Summary of Outstanding Rates for the period ended 30 April 2013

**PURPOSE**

1. To receive a report on rates debtors for the period ended 30 April 2013.

**BACKGROUND**

2. Attached is the report detailing rates debtors for the period ended 30 April 2013 (Attachment 1).
3. Rates notices were issued on 14 August 2012.  
Instalment dates are as follows:

Option 1 (Full Payment) - Instalments)	By 18 September 2012
	Option 2 (Two 1 <sup>st</sup> Instalment Date by 18 September 2012 2 <sup>nd</sup> Instalment Date by 18 December 2012
Option 3 (Four Instalments)	1 <sup>st</sup> Instalment Date by 18 September 2012 2 <sup>nd</sup> Instalment Date by 19 November 2012 3 <sup>rd</sup> Instalment Date by 18 January 2013 4 <sup>th</sup> Instalment Date by 19 March 2013
4. A grace period of two weeks is given before closing the instalment period. Any amounts outstanding on those ratepayers with an instalment option are regarded as defaulted and essentially fall off from this arrangement. The Shire can accept a direct debit payment arrangement to finalise the balance or a special payment arrangement is made in extenuating circumstances. Strict protocols are maintained so that the Shire is seen to be fair and equitable to all ratepayers.
5. As noted on (Attachment 1), the Shire has collected 96.05% of the debt within eight and a half months. As a comparison, last year's collection rate was 96.18% as rates notices were issued earlier.
6. 73 letters of demand were sent in March 2013, 49 General Procedure Claims have been issued. Final notices were sent for all outstanding instalments in early April 2013.
7. Interim rates raised to the month of April has been in excess of \$121,000. The Shire is still awaiting valuation services from Landgate in April 2013 to determine the Ex-gratia amount due from the Dampier Bunbury pipeline.

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## DETAILS

### Debt Recovery

8. Debt Recovery (Stage 1) – This stage involves the Debt Collection Agency sending a Letter of Demand to the defaulting ratepayer on behalf of the Shire.
9. As noted in Point 5, a total of 73 letters of demand have been sent to rate payers via the debt collection agency, Dun & Bradstreet. Some of these have now paid or have made direct debit arrangements with the Shire to settle their debts. 49 files have been sent for processing a General Procedure Claim as part of Stage 2 collection.
10. Debt Recovery (Stage 3) - this stage involves the issue of Property Seizure and Sale Orders (“PS&SO”) with Dun & Bradstreet.
11. All of the 48 outstanding debts that remain with Dun & Bradstreet have had Judgement entered against them; 42 of these have now substantially paid their rates. Of the remaining, 6 have gone to PSSO stage.

## STATUTORY AND LEGAL IMPLICATIONS

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

## POLICY IMPLICATIONS

13. Nil.

## PUBLIC CONSULTATION/COMMUNICATION

14. Nil.

## FINANCIAL IMPLICATIONS

15. Effective rates debt collection has enabled the Shire to benefit from improved cashflow and capacity to run its operations.

## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

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

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## **Sustainability Implications**

### Social Implications

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

### Economic Implications

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

### Environmental Implications

19. Nil.

## **OFFICER COMMENT**

20. The total amount outstanding as at 30 April 2013 is \$1,459,132. All instalment payment dates have now passed leaving the above balance as collectable and represents 3.95% of the rates balance.

<b>Voting Requirements: Simple Majority</b>
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## **COMMITTEE RECOMMENDATION TO COUNCIL (C&C 28/2013)**

That Council:

1. Receives the rates debtors report for the period ended 30 April 2013 (Attachment 1).

Moved:

Seconded:

Vote:

**Attachment 1**

**SUMMARY OF OUTSTANDING RATES  
 FOR THE PERIOD ENDED April, 2013**

**Rates Outstanding Debtors**

Prepared on 09/05/2013

	3rd Previous Year + Outstanding	2nd Previous Year Outstanding	Previous Year Outstanding	Current Outstanding	<b>Total Outstanding</b>	Previous Year Total Outstanding
31/01/2012	\$260,914	\$110,802	\$154,888	\$4,959,470	<b>\$5,486,074</b>	\$7,011,340
29/02/2012	\$259,617	\$105,398	\$139,395	\$2,183,852	<b>\$2,688,263</b>	\$4,559,161
31/03/2012	\$259,520	\$87,962	\$121,087	\$1,287,044	<b>\$1,755,614</b>	\$3,568,478
30/04/2012	\$259,496	\$86,468	\$114,770	\$900,448	<b>\$1,361,182</b>	\$1,683,884
31/05/2012	\$259,166	\$84,731	\$108,821	\$665,149	<b>\$1,117,867</b>	\$1,138,225
31/06/2012	\$258,050	\$79,620	\$99,766	\$535,703	<b>\$973,139</b>	\$860,256
31/07/2012		\$332,789	\$89,640	\$356,660	<b>\$779,089</b>	\$24,249,501
31/08/2012	\$328,059	\$86,156	\$288,226	\$21,696,002	<b>\$22,398,443</b>	\$20,577,566
30/09/2012	\$325,814	\$77,302	\$214,610	\$12,879,066	<b>\$13,496,792</b>	\$12,854,591
30/10/2012	\$322,288	\$92,829	\$188,433	\$12,218,828	<b>\$12,822,377</b>	\$11,877,663
30/11/2012	\$316,368	\$70,318	\$163,723	\$9,019,188	<b>\$9,569,597</b>	\$9,389,022
31/12/2012	\$311,157	\$693,373	\$147,761	\$7,478,618	<b>\$8,630,908</b>	\$8,348,304
31/01/2013	\$309,687	\$68,194	\$141,032	\$5,044,630	<b>\$5,563,543</b>	\$5,486,074
28/02/2013	\$304,179	\$59,643	\$124,553	\$4,035,243	<b>\$4,523,618</b>	\$2,688,263
31/03/2013	\$295,597	\$58,193	\$116,128	\$1,583,045	<b>\$2,052,964</b>	\$1,755,614
30/04/2013	\$292,434	\$56,413	\$111,911	\$998,374	<b>\$1,459,132</b>	\$1,361,182

Total Rate Levied 2007/08	\$16,045,496
Total Rate Levied 2008/09	\$17,322,057
Total Rate Levied 2009/10	\$19,832,279
Total Rate Levied 2010/11	\$21,035,935
<b>Rate Levied 2012/2013</b>	<b>\$25,289,378</b>

Back Rates Levied in 12/13

Less - Prepayments (SOY static)

Number Rateable of Assessments

% of Current Rates Outstanding

Current Deferred Rates Amt (from Rate Reports)

**Total Rates amount to be collected**

<b>\$25,289,378</b>
\$107,753

22,019

**3.95%**

\$381,833.11 Rates

**\$1,077,298 Rates Only**

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**SUMMARY OF OUTSTANDING RATES  
FOR THE PERIOD ENDED April, 2013**

**Rates Outstanding Debtors**

*Prepared on 09/05/2013*

**Comment**

The 2012/2013 Instalment Dates are as follows:

	4xinstalments	2xinstalments
1st Instalment	18.09.2012	18.09.2012
2nd Instalment	19.11.2012	18.12.2012
3rd Instalment	18.01.2013	
4th Instalment	19.03.2013	

**Statistics as of 09/05/2013**

16,814 Assessments - Paid in Full or who are in 'Credit' balance  
3,735

**20,549**

1,123 Assessments - Paying via 2 x Instalment Option as at today  
5,990 Assessments - Paying via 4 x Instalment Option as at today

**2010/2011 - LAND WARRANTS - Pending Council Approval**

**2010/2011 - PS&SO - With D&B and the Bailiff**

**2011/2012 - GENERAL PROCEDURE CLAIMS**

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

**29. Quarterly Progress Report – January to March 2013**

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

Attachment 1                      Quarterly Progress Report - January to March 2013

**PURPOSE**

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

**BACKGROUND**

2. The Quarterly Progress Report is an "interplan" generated report to reflect the progress of individual actions within business units to the Strategic Plan. This ensures that each employee is working towards achieving the strategic direction of the Council.
3. The employee responsible for an action or task in Interplan is required to provide an update each month, giving an indication of how the action is progressing. Key Performance Indicators ("KPIs") are also updated. This information is collected by interplan to provide an overview of how the organisation is performing.

**DETAILS**

4. The quarterly progress report for the period January to March 2013 is presented at (Attachment 1). This report shows the progress of certain major projects for 2012/2013, KPI performance and the progress of the Shire against the five goals set out in the Strategic Plan. The newly adopted Strategic Plan to 2023 will be reflected in these reports from 1 July 2013.

**Quarterly Progress Against Goals**

5. Each business unit in the Shire has a business plan, which contains the actions to be achieved in the 2012/13 year. Each of these actions is linked to a strategy, outcome and goal in the Strategic Plan adopted by Council. All goals are progressing well. Of the 537 actions monitored across the organisation, 390 (or 73%) are at 90% or more of their progress target to date.

**Key Performance Indicators**

6. Performance against the Shire's corporate KPIs is shown. Of the 14 KPIs presented, for the period 1 January – 31 March 2013.
  - Six are at or exceeding their target.
  - Three are within 10% of their target.
  - Five are below 10% of its target.

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The “traffic light” indicator appearing on the report relates to a KPI’s current status (as at 30 April), not to the quarter that is the subject of this report.

7. It should be noted that high targets have been set (for example, 98% of all incoming correspondence is to be responded to within five working days). There are also KPIs over which staff have no control, for example the number of building applications received, which also impacts the number of applications approved.
8. The KPIs which are reported on have recently been reviewed, to ensure that reporting from 2013/2014 onwards provides more useful, relevant information to Council and the community. The new KPIs will correspond with the introduction of Council’s new Strategic Plan to 2023.

### **Major Projects**

9. The progress of a number of major projects for 2012/13 is shown. All 56 projects are at 90% or more of their progress target for the year to date, with the following seven exceptions:
  - Review the Shire’s Community Cultural Plan with community input (deferred to 2013/14).
  - Oversee the construction of lighting and fencing at Maida Vale Reserve (deferred).
  - Oversee the construction of a toilet block at Jorgensen Park (deferred).
  - Implement the annual footpath construction renewal programme (marked as “not started”).
  - Oversee works at Central Hall (KADS) – replacement of roof, replacement of wall in Western direction and major structural refurbishment (at 32% of the progress target for 31 March).
  - Oversee works at Carilla Camping Ground – upgrade facility inclusive of improved disability access and provide a water connection to the Heritage Building and a shelter over the BBQ area (27%).
  - Oversee the installation of new toilets at the Kalamunda History Village to accommodate visitors on site (53%).

Comments indicating the status of the projects and their current progress are included in pages 6 to 23 of the report.

### **STATUTORY AND LEGAL IMPLICATIONS**

10. Nil.

### **POLICY IMPLICATIONS**

11. Nil.

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## **PUBLIC CONSULTATION/COMMUNICATION**

12. Nil.

## **FINANCIAL IMPLICATIONS**

13. Nil.

## **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

### **Strategic Planning Implications**

14. All actions within interplan are linked to the Strategic Plan. This ensures that all projects and tasks that are carried out are done so with the strategic direction of Council in mind.

### **Sustainability Implications**

#### Social implications

15. Nil.

#### Economic Implications

16. Nil.

#### Environmental Implications

17. Nil.

## **OFFICER COMMENT**

18. Nil.

<b>Voting Requirements: Simple Majority</b>
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## **OFFICER RECOMMENDATION (29/2013)**

That Council:

1. Receives the Quarterly interplan Progress Report for January to March 2013.

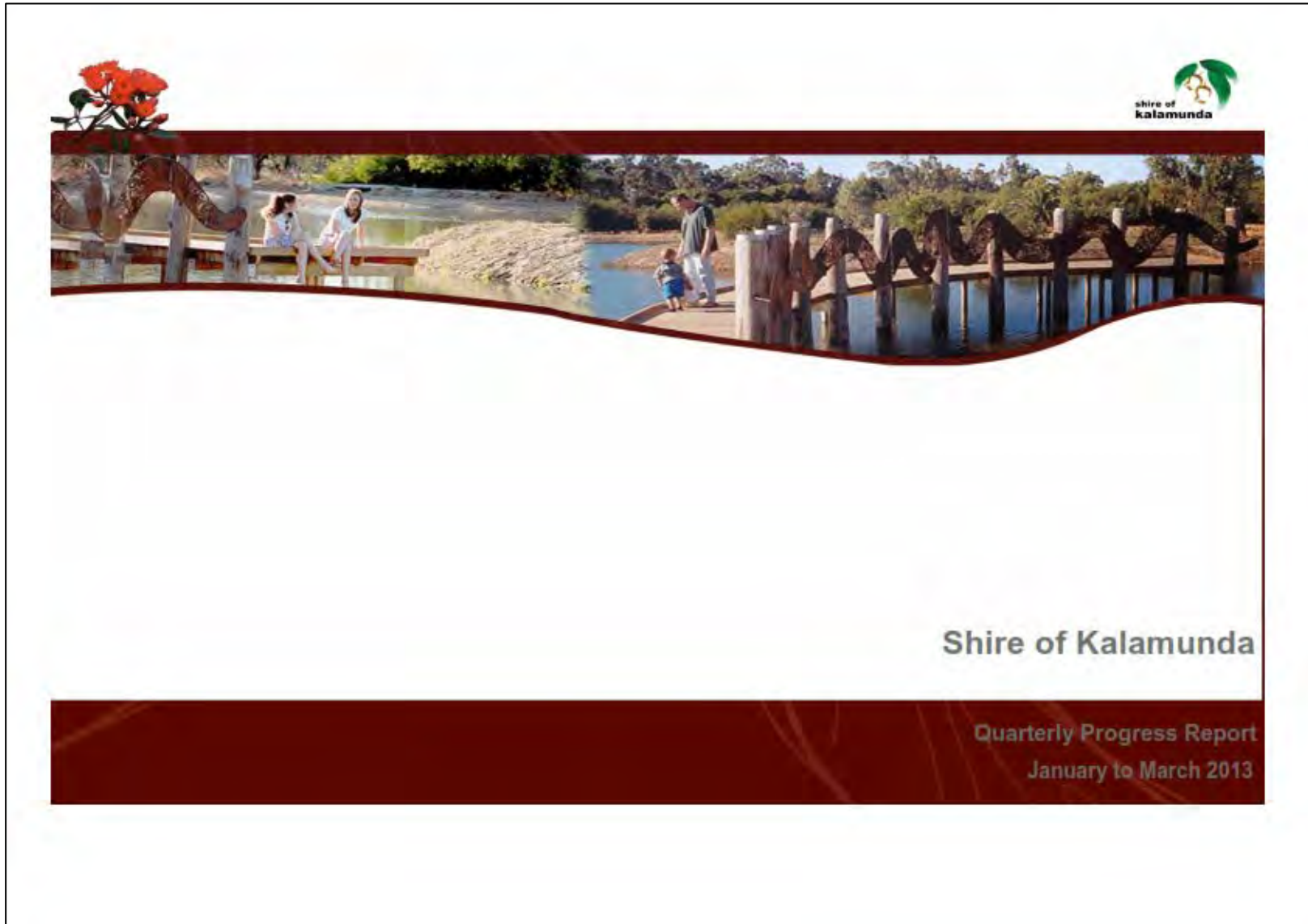
Moved:

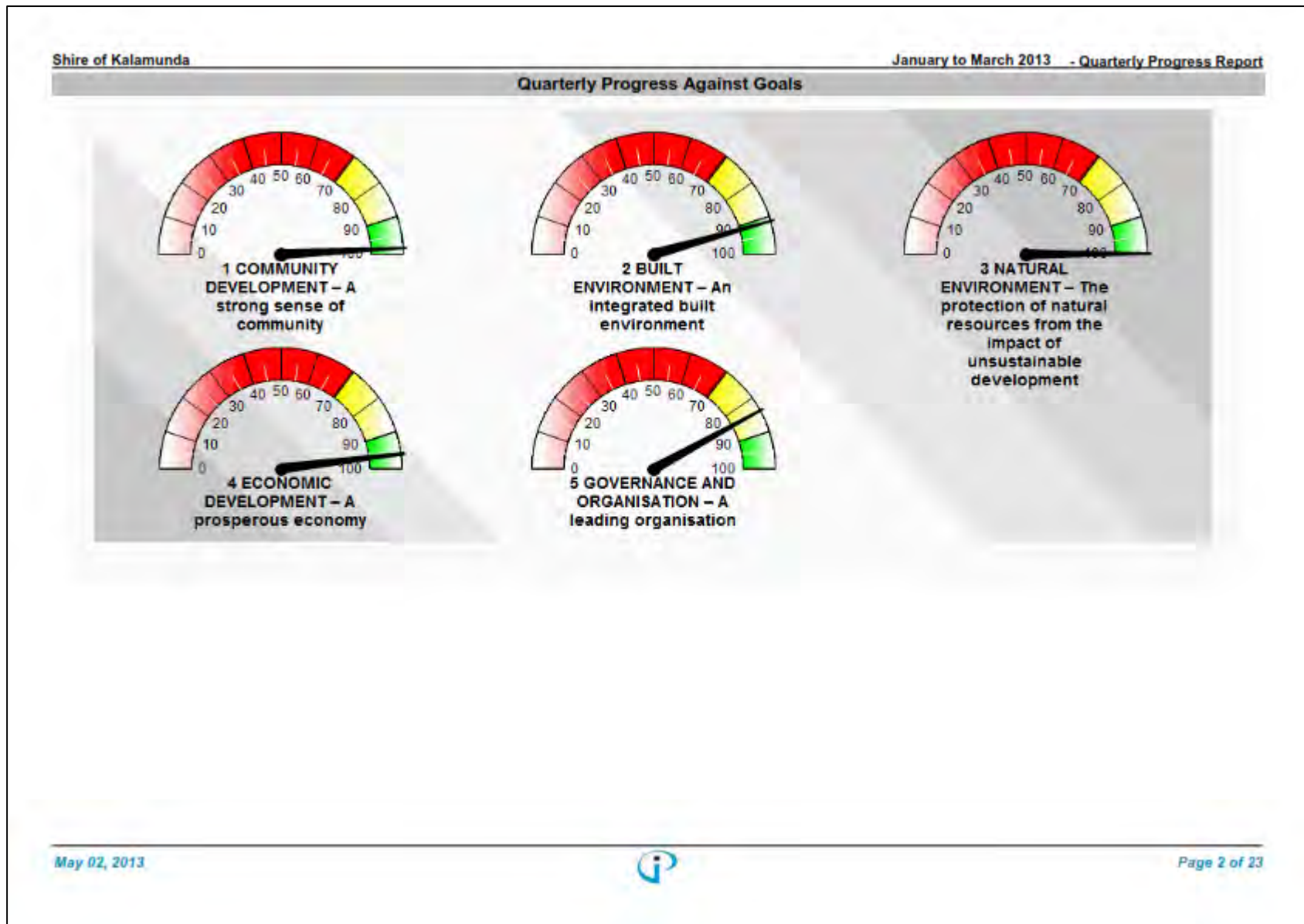
Seconded:

Vote:



**Attachment 1**















<b>Shire of Kalamunda</b>		<b>January to March 2013 - Quarterly Progress Report</b>				
<b>GOAL AREA</b>	<b>NO. OF COUNCIL PLAN ACTIONS</b>	<b>NO. OF ACTIONS AT LEAST 90% OF TARGET</b>	<b>NO. OF ACTIONS BETWEEN 70 &amp; 90% OF TARGET</b>	<b>NO. OF ACTIONS LESS THAN 70% OF TARGET</b>	<b>NUMBER OF ONGOING ACTIONS</b>	<b>ACTIONS WITH NO TARGET</b>
1 COMMUNITY DEVELOPMENT – A strong sense of community	90	87	0	2	0	1
2 BUILT ENVIRONMENT – An integrated built environment	149	119	10	18	0	2
3 NATURAL ENVIRONMENT – The protection of natural resources from the impact of unsustainable development	23	23	0	0	0	0
4 ECONOMIC DEVELOPMENT – A prosperous economy	22	20	0	2	0	0
5 GOVERNANCE AND ORGANISATION – A leading organisation	253	164	24	47	0	18

Shire of Kalamunda		January to March 2013 - Quarterly Progress Report					
Corporate Scorecard							
Corporate Indicators							
KPI	Apr 12 - Mar 13	Unit	Target YTD	Actual YTD	Period Target	Period Actual	Indicator
<b>Customers</b>							
Customer requests responded to within 5 working days		%	98.00	89.38	98.00	86.97	
<i>Executive Comments : Performance improved in February and March. Remaining close to 90%. Result for January: 82.34%; February: 89.83%; March: 88.75%.</i>							
Incoming correspondence responded to within 5 working days		%	98.00	89.30	98.00	86.05	
<i>Executive Comments : Performance improved significantly in March. Result for January: 85.29%; February: 81.23%; March: 91.63%.</i>							
<b>Employees</b>							
Employee turnover rate (FTE terminations as a % of total employees)		%	8.00	1.58	8.00	2.00	
<i>Executive Comments : Employee turnover increased in January, but has since returned to a low level. Result for January: 5.2%; February: 0.1%; March: 0.7%.</i>							
Lost time to injury - number of injuries (per business unit)		#	2.00	0.06	2.00	0.05	
<i>Executive Comments : Result remaining consistently low, although there was a significant increase in March. Result for January: 0.07; February: 0.07; March: 1.64.</i>							
<b>Governance Management</b>							
Councillor enquiries actioned within 2 days		%	100.00	95.93	100.00	91.80	
<i>Executive Comments : Result remains consistently high, although the "actual" is declining. This is likely due to business units failing to update the KPI, rather than failure to respond to enquiries within the required timeframe. Result for January: 92.86%; February: 92.06%; March: 90.48%.</i>							
<b>Project Management</b>							
Projects - % of projects in IPM with budget performance on track		%	98.00	96.83	98.00	92.86	
<i>Executive Comments : Currently it is not possible to budget at task level in our management systems, so individual project budgets can not be monitored accurately. Result for January: 92.86%; February: 92.86%; March: 92.86.</i>							
Projects - % of projects in IPM with project progress on track		%	98.00	90.15	98.00	83.52	
May 02, 2013						Page 4 of 23	







Shire of Kalamunda		January to March 2013 - Quarterly Progress Report					
<b>Corporate Indicators</b>							
KPI	Apr 12 - Mar 13	Unit	Target YTD	Actual YTD	Period Target	Period Actual	Indicator
<i>Executive Comments:</i> Performance remaining consistent. Result for January: 83.62%; February: 83.24%; March: 83.71%.							
<b>Statutory Compliance</b>							
Building applications outstanding		#	337.50	110.00	112.50	0.00	
<i>Executive Comments:</i> There are no applications currently outstanding. There are 45 applications currently pending, waiting on information or other department approvals. Result for January: 0; February: 0; March: 0.							
Building applications received		#	1,260.00	1,402.00	420.00	461.00	
<i>Executive Comments:</i> Slightly down on the previous month. Staff have no control over what is received. Result for January: 166; February: 148; March: 147.							
Building licences approved		#	1,305.00	1,302.00	435.00	413.00	
<i>Executive Comments:</i> Actual number is down due to absenteeism and other priorities during the month. Also 2 Public Holidays in March. Result for January: 166; February: 126; March: 121.							
Development applications determined within 20 days		#	375.03	358.00	125.01	102.00	
<i>Executive Comments:</i> Represents the vast majority of applications received whilst not having met the KPI. Result for January: 44; February: 31; March: 27.							
Planning applications approved		#	540.00	487.00	180.00	161.00	
<i>Executive Comments:</i> Includes applications which were refused and referrals to the WA Planning Commission. Result for January: 166; February: 126; March: 121.							
Planning applications outstanding		#	45.00	38.00	15.00	15.00	
<i>Executive Comments:</i> All overdue applications are due to requests for additional information. Result for January: 4; February: 6; March: 5.							
Planning applications received		#	540.00	575.00	180.00	188.00	
<i>Executive Comments:</i> Can not ensure a minimum number of applications are received. Result for January: 62; February: 64; March: 62.							



Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
Major Projects						
 At least 90% of action target achieved  Between 40 and 90% of action target achieved  Less than 40% of action target achieved						
ACTION	RESPONSIBLE PERSON POSITION	% COMP	STATUS	START DATE	END DATE	PROGRESS
<b>Goal:</b> 1 COMMUNITY DEVELOPMENT – A strong sense of community <b>Outcome:</b> 1.1 Enhanced quality of life for the aged and disabled <b>Strategy:</b> 1.1.2 Facilitate the provision of the required level of high and low residential care places in the appropriate locations to meet current and future demand by collaborating with residential care providers						
1.1.2.1 Manage the investigations and ongoing development associated with aged care facilities being developed on Wilkins Road	Warwick Carter - Manager Economic, Property & Procurement Services	85.00%	In Progress	01/05/2011	30/06/2013	
<b>PROGRESS COMMENTS</b> Amendment to the Metropolitan Region Scheme is with the West Australian Planning Commission for initiation. Consultants engaged to pursue environmental approvals.						
<b>Strategy:</b> 1.1.3 Expand home support and community care services so that remaining at home as independently as possible is a realistic option for most aged and disabled						
1.1.3.3 Ensure that the Kalamunda Home and Community Care Business Case (2010-2014) is reviewed annually.	Leah Millar - Seniors and Disabilities Officer	84.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> The Community Care service participated in a Quality Review, as directed by the Department of Health (HACC) and the Department of Health and Ageing (CACP) in November 2012. The data from this process will assist with the preparation of the Community Care Business Plan 2013-14.						
1.1.3.1 Develop, implement and monitor a robust continuous improvement process	Leah Millar - Seniors and Disabilities Officer	84.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> All mechanisms in place to capture feedback from stakeholders continue to be well used and result in continual improvement of processes and practices. The recent results of the Quality Review demonstrated that this process is effective.						
<b>Strategy:</b> 1.1.4 Ensure that people with disabilities have the same opportunities as other people to access the services, events and facilities of the Shire						





Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Strategy:</b> 1.1.4 Ensure that people with disabilities have the same opportunities as other people to access the services, events and facilities of the Shire						
1.1.4.3 Oversee the construction of an accessible toilet and changing room at Kalamunda Water Park (IPM Project PR-7107/12)	Brayden Thornton - Coordinator Building Maintenance	95.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Work Commenced 11th February.  Final stages of fitout to be completed by week ending 5th May. Handover to be confirmed. Project on time and within budget allocated.						
<b>Outcome:</b> 1.2 A vibrant Arts and Cultural life community						
<b>Strategy:</b> 1.2.1 Strengthen the community spirit through the provision of cultural activities promoting participation and capacity building in partnership with community groups and networks						
1.2.1.7 Review the Shire's Community Cultural Plan with community input.	Darren Von Bergheim - Coordinator Community & Cultural Services	84.00%	Deferred	01/07/2012	30/06/2013	Deferred
<b>PROGRESS COMMENTS</b> The review of the Community Cultural Plan has been deferred until 2013/14 when Shire Officers will develop a framework for the consultation and development of the Shire's Cultural Plan.						
1.2.1.13 Oversee the development of the Kalamunda Community Garden.	Darren Von Bergheim - Coordinator Community & Cultural Services	80.00%	In Progress	01/09/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> The GIY Kalamunda Group continue to establish the Community Garden, conducting weekly Busy Bees and are now planning towards an official opening scheduled for September 2013.						
1.2.1.6 Ensure the Shire gains optimum value from the Kalamunda Performing Arts Centre through the provision of a varied programme of activities.	Catherine Daniels - Customer Service Officer - Kalamunda Performing Art Centre	75.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> A strong variety of programming is planned for 2013 including Gold Logie award winner John Wood (When Dad Married Fury - October) and renowned actress Amanda Muggleton (The BookClub - June). In addition we have opera in the form of Fiona Mariah, The Ten Sopranos, and an African/Creole singer Grace Barbe. The Shire continues to take on 'shared-risk/profit' arrangements which continue to be a successful means of bringing quality shows whilst minimising cost implications.						
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Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Strategy:</b> 1.2.1 Strengthen the community spirit through the provision of cultural activities promoting participation and capacity building in partnership with community groups and networks						
1.2.1.5 Oversee Men's Shed operations, inclusive of the relocation of the Kalamunda Men's Shed.	Darren Von Bergheim - Coordinator Community & Cultural Services	100.00%	Completed	01/07/2012	31/12/2012	
<b>PROGRESS COMMENTS</b>						
1. Kalamunda Men's Shed Insulation works and installation of air-conditioning for the Kalamunda Men's Shed relocation at the Lesmurdie Scout Hall has been finalised, thus completing the relocation project.						
2. Foothills Men's Shed A short-term shared arrangement of the Men's Shed Boss over an eight week period to assist in assessing the Foothills Men's Shed operations commenced 19th February 2013 and outcomes will be reviewed at the end of this period.						
<b>Strategy:</b> 1.2.3 Support the community's desire to celebrate culture through a broad cross-section of festivals and events whilst maximising partnerships and financial opportunities						
1.2.3.6 Coordinate and manage Shire of Kalamunda events held throughout the year, and provide support to community events.	Marilyn Keys - Art Gallery and Events Coordinator	75.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b>						
The Events Review continues with further consultation with community event organisers. Feedback has been sought in relation to new ideas to improve and enhance the current event listing. Consultation continues with community events to assist in the delivery and development with Kalamunda Show, Forrestfield Market and a number of smaller one off events.						
<b>Outcome:</b> 1.3 The community has access to a diverse range of recreational opportunities						
<b>Strategy:</b> 1.3.1 Manage the effective promotion, planning and usage of recreational spaces, services and facilities						
1.3.1.10 Undertake a review of the Community Facilities Plan priorities in conjunction with the long term financial plan.	Darren Jones - Manager Community Development	92.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b>						
Major projects identified within the Community Facilities Plan have been put forward for integration within the 10 year long term financial plan.						
The proposed 10 Year Community Facilities Plan priorities and Building Rationalisation Plan were both presented to a Councillor Workshop on 2 April 2013.						
These plans will continue to be reviewed and considered through annual budget deliberation processes.						
Following a successful Community Sport and Recreation Facilities Fund submission CCS Strategic were engaged to commence the Darling Range Masterplan Study of which a						
May 02, 2013					Page 8 of 23	







Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Strategy:</b> 1.3.1 Manage the effective promotion, planning and usage of recreational spaces, services and facilities						
<b>PROGRESS COMMENTS</b>						
<p>final report will be presented to Council in June 2013.</p> <p>Other projects that have been identified within the Community Facilities Plan are also underway, including:</p> <ul style="list-style-type: none"> <li>- Hartfield Park Recreation Centre Needs and Feasibility Study (completed)</li> <li>- Foothills Water Proofing Strategy</li> <li>- Forrestfield Skate park</li> <li>- Equestrian relocation</li> <li>- Morrison Oval clearing (Department of Environment and Conservation application)</li> <li>- Forrestfield Bowling Club Carpark</li> <li>- Woodlupine Nature Playspace</li> <li>- Lalor Place, Fleming Reserve and Ollie Worrell playgrounds.</li> </ul> <p>Recent Liberal government funding pledge amounts of \$6M and \$1M towards Hartfield Park Master Plan and Kostera Oval respectively, have presented a unique opportunity to fast track large scale projects.</p>						
1.3.1.9 Monitor the performance of the Kalamunda Water Park.	Travis Moore - Coordinator Recreation Services	84.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b>						
<p>Financial and monthly reporting processes for 2012/2013 finalised with YMCA.</p> <p>2012/2013 season to concluded at the end of March.</p> <p>Officers are currently working on the development of a 10 year asset management plan to guide future maintenance requirements and upgrades at the facility.</p>						
1.3.1.14 Oversee the construction of lighting and fencing at Maida Vale Reserve (IPM project PR-7071/12)	Brayden Thornton - Coordinator Building Maintenance	75.00%	Deferred	01/07/2012	30/06/2013	Deferred
<b>PROGRESS COMMENTS</b>						
The cost of the project as per the required design par standards exceeded anticipated costs. Project to be deferred pending further investigation and/or additional budget allocation.						
1.3.1.13 Oversee the construction of a toilet block at Jorgensen Park (IPM Project PR-7044/12)	Brayden Thornton - Coordinator Building Maintenance	75.00%	Deferred	01/07/2012	30/06/2013	Deferred
<b>PROGRESS COMMENTS</b>						
Project has been deferred after discussion with Learning Centre Committee to undertake a broader masterplanning process in 2013/14.						
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Shire of Kalamunda			January to March 2013 - Quarterly Progress Report			
<b>Strategy:</b> 1.3.1 Manage the effective promotion, planning and usage of recreational spaces, services and facilities						
1.3.1.7 Undertake the development of a Masterplanning process for Darling Range Sports College Public Open Space.	Travis Moore - Coordinator Recreation Services	84.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> The Masterplan is now close to being finalised, with the community consultation, audit of existing facilities and feasibility components of the project now completed.  Officers are now currently working with the consultant to finalise the findings of the report and determine a proposed way forward.  A presentation is planned to occur to Council in June.						
<b>Strategy:</b> 1.3.2 Develop the current shared pathways network to adequately provide for walking, cycling and recreational hiking						
1.3.2.1 Contribute towards the development of a Regional Trails Masterplan in conjunction with the Shire of Mundaring, Department Environment Conservation and Eastern Metropolitan Regional Council.	Travis Moore - Coordinator Recreation Services	84.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Survey and audit of existing trail facilities completed.  Draft report received, with Officers now in the process of reviewing and providing feedback.  It is envisaged that the report will be finalised by July 2013.						
<b>Strategy:</b> 1.3.4 Develop active and passive recreational facilities based on environmentally sustainable principles						
1.3.4.9 Implement Woodlupine Living Stream Project.	Tamara Wilkes-Jones - Environmental Coordinator	83.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Earthcare Landscapes have commenced work on the Wattle Grove naturescape playground project.						
1.3.4.3 Investigate alternative water sources at Hartfield Park Reserve	Jordana Maxwell - Recreation Services Officer	83.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Stage 2 of the Hydrology tests are now nearing completion, with the preliminary results suggesting that the project may be feasible.						



May 02, 2013












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Shire of Kalamunda				January to March 2013 - Quarterly Progress Report			
<b>Strategy:</b> 1.3.4 Develop active and passive recreational facilities based on environmentally sustainable principles							
<b>PROGRESS COMMENTS</b>							
An update on the progress of the project will be included in a presentation to Council on the overall redevelopment of Hartfield Park Reserve later this year.							
1.3.4.2 Develop and upgrade Lalor Place POS to a Local level developed park (IPM Project PR-7109/12)	Travis Moore - Coordinator Recreation Services	83.00%	In Progress	01/07/2012	30/06/2013		
<b>PROGRESS COMMENTS</b>							
Awaiting approval from the Minister for Planning to utilise cash-in-lieu funds to undertake the project.							
<b>Outcome:</b> 1.4 The Shire of Kalamunda is a safe and secure community							
<b>Strategy:</b> 1.4.2 Facilitate and, where appropriate, support and educate the community in the development and implementation of community safety and crime prevention initiatives							
1.4.2.1 Research and develop a Safer Community Strategy.	Rhonda Hardy - Director Corporate and Community Services	100.00%	Completed	01/07/2012	30/06/2013		
<b>PROGRESS COMMENTS</b>							
The draft Community Safety and Crime Prevention Plan has been completed and is going through an internal review.							
<b>Strategy:</b> 1.4.3 Ensure effective planning for and coordinated management of emergencies within the Shire							
1.4.3.1 Facilitate the development and implement a community action plan for the Zig Zag antisocial issues in Gooseberry Hill.	Rhonda Hardy - Director Corporate and Community Services	100.00%	Completed	01/07/2012	30/06/2013		
<b>PROGRESS COMMENTS</b>							
Council adopted the Zig Zag Community Action Plan in December 2012. A range of reports are being developed to address the actions in the Plan.							
<b>Outcome:</b> 1.5 Opportunities and support for young people							
<b>Strategy:</b> 1.5.1 Facilitate a coordinated approach to identifying and meeting the needs of young people, maximising partnerships and financial opportunities							
1.5.1.2 Undertake an audit of skate park facilities within the Shire to determine future needs and establish priorities.	Darren Von Bergheim - Coordinator Community & Cultural Services	100.00%	Completed	01/07/2012	01/03/2013		
<b>PROGRESS COMMENTS</b>							
The Forrestfield Skate Park facility was funded and will be developed in 2013/14.							







Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Strategy:</b> 1.5.1 Facilitate a coordinated approach to identifying and meeting the needs of young people, maximising partnerships and financial opportunities						
1.5.1.1 Manage the implementation of the Shire's Youth Consultation Plan, consulting and empowering young people and service providers as appropriate to assist in the delivery of services and activities programmed and/or budgeted.	Alison Harpin - Strategic Projects Team Leader (Youth)	92.00%	In Progress	01/07/2011	30/06/2013	
<b>PROGRESS COMMENTS</b>						
Youth Consultation Plan - priority tasks being progressed as follows: <ol style="list-style-type: none"> <li>1. Youth Communications                             <ul style="list-style-type: none"> <li>• Youth Web, Facebook and Blog all updated and experiencing some increased traffic.</li> </ul> </li> <li>2. Youth Council                             <ul style="list-style-type: none"> <li>• First meeting of advisory group held 26 April, with direction and framework for group emerging which will be further supported with workshop based meetings in June.</li> </ul> </li> <li>3. Skate Facilities                             <ul style="list-style-type: none"> <li>• Forrestfield Skate Facility - Still awaiting outcome of Cash-in-lieu application through WA Planning Commission.</li> <li>• Skate Park &amp; BMX jumps inspection schedule continues to be implemented (fortnightly).</li> </ul> </li> <li>4. Youth Programming/Events                             <ul style="list-style-type: none"> <li>• School holiday workshops completed - disappointing attendance levels but feedback very positive from those participating.</li> <li>• Ramp it Up Skate event (4 May)</li> <li>• Youth Arts Fest - Exhibition in Zig Zag Gallery (22-28 May) with a youth-focussed Opening/ Celebration evening (22 May).</li> <li>• Kalamunda Careers Expo (11 June)</li> </ul> </li> </ol>						
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Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Goal:</b> 2 BUILT ENVIRONMENT – An integrated built environment						
<b>Outcome:</b> 2.1 Meeting community needs today and into the future						
<b>Strategy:</b> 2.1.1 Develop and implement a policy and structure to ensure the effective management of Shire owned and managed land and buildings						
2.1.1.2 Continue to develop the Woodlupine Digital Hub as part of the Foothills Infrastructure Project	Warwick Carter - Manager Economic, Property & Procurement Services	80.00%	In Progress	01/09/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Expression of interest for RDAF funding unsuccessful in Round 4. Strategy being developed to liaise with Federal Government directly.						
<b>Strategy:</b> 2.1.2 Design and implement effective decision making frameworks for asset management						
2.1.2.1 Ensure Asset Management Plans are implemented for each class of assets.	Sam Assaad - Manager Infrastructure Operations	75.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Asset Management Policy completed. Asset Management Strategy in final stage of review. Draft Plans for Stormwater, Parks and Fleet are in final stage of review.						
<b>Strategy:</b> 2.1.5 Ensure the local planning scheme, strategy and policies appropriately consider future growth expectations.						
2.1.5.1 Preparation of the Local Housing Strategy	David Tomlinson - Coordinator Statutory Planning	90.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Strategy essentially finalised and is being edited by consultant. Likely to be presented to Council to request advertising by April.						
<b>Outcome:</b> 2.2 Development of urban design to meet community aspirations of history, heritage and lifestyle values						
<b>Strategy:</b> 2.2.1 Support the preservation of historic sites and buildings						
2.2.1.2 Undertake a review of the Municipal Inventory of Heritage Places.	Nina Lytton - Coordinator Strategic Planning	91.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> In house review of the records is under way. Waiting for adoption of the 2012/13 Budget before the consultant is engaged. Brief for the consultant has been sent out. Steering committee is being assembled. Consultant has been engaged for the Stage 1 that is proposed to be completed by the end of 12/13 financial year Consultancy work is on target (the first draft to be completed by the first week in March- Stage 1)						






Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Strategy:</b> 2.2.1 Support the preservation of historic sites and buildings						
<b>Strategy:</b> 2.2.2 Ensure that the construction of buildings, roads, footpaths, and other elements of the built environment is carried out in compliance with legislation, the local planning scheme, strategy, policies and best practice environmental design principles						
2.2.2.12 Develop drainage guidelines including water sensitive urban design principles and ensure these are provided on the Shire website.	Sam Assaad - Manager Infrastructure Operations	75.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> New guidelines are being developed by peak bodies and these will be incorporated into the Shire's methodology. Several guidelines are now in use. Alternate methods of stormwater disposal need to be incorporated into the planning/building and environmental business units. Need for additional Gross Pollutant Trap and other water treatment devices is recognised to maintain water quality in basins, lakes, creeks and channels.  Proposed budget item for 2013/14 includes flood study to take account of subdivision impacts on channels/drains and water bodies.						
<b>Outcome:</b> 2.3 Long term viability of infrastructure and facilities						
<b>Strategy:</b> 2.3.2 Maintain, refurbish or upgrade existing infrastructure to encourage increased utilisation and extension of asset life						
2.3.2.1 Implement the annual footpath construction renewal programme.	Sam Collura - Supervisor - Footpaths	0.00%	Not Started	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Milner Road, Forrestfield has not yet started due to the area being in the process of a possible rezone. Project on hold at this stage.						
2.3.2.16 Implement annual car park construction programme	Keith Batty - Works Supervisor - Roads	80.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Forrestfield Bowling Club Carpark construction and kerb completed, hotmix outstanding. Falls Road Carpark construction completed, kerb hotmix and footpath outstanding. Hartfield Park Hockey Club Carpark completed.						
2.3.2.19 Implement the annual road renewal construction programme	Keith Batty - Works Supervisor - Roads	83.00%	In Progress	01/07/2011	30/06/2021	
<b>PROGRESS COMMENTS</b> Chisholm Crescent overlay - completed Berkshire Road, reconstruction, linemarking - outstanding Merrivale Road - Completed						
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Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Strategy:</b> 2.3.2 Maintain, refurbish or upgrade existing infrastructure to encourage increased utilisation and extension of asset life						
<b>PROGRESS COMMENTS</b>						
Mundaring Weir Road, linemarking - outstanding Victory Road - completed Canning Road Karragullen completed, however wrong mix applied by asphalt company. Being handled by Manager. Mundaring W						
2.3.2.10 Implement the annual drainage construction programme	Paul Weaver - Works Supervisor - Drainage	83.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b>						
January 2013 Canning Road - Install new drainage system into existing system - Completed  February 2013 Graham Road - Install soak wells - Completed  February 2013 Berkshire Road - Install side entries - Completed  March 2013 Traylen Road - Creek restoration - Completed						
2.3.2.18 Implement the actions defined in the asbestos management plan and audits in line with budget allocation	Brayden Thornton - Coordinator Building Maintenance	80.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b>						
Review of Asbestos Management Plan and Asbestos Management Register is underway to improve outcomes and functionality. Coffey Group (Environmental Consultants) have been engaged for this review of the Asbestos Management Plan.  1st Draft of Asbestos Management Plan updates are being reviewed. An updated works program is also underway.  Sites where asbestos removal has been recently undertaken to date: Operations Centre Workshop. Expenditure YTD is at approx 80% of budgeted allocation						

Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Strategy:</b> 2.3.2 Maintain, refurbish or upgrade existing infrastructure to encourage increased utilisation and extension of asset life						
2.3.2.25 Arrange compliance checks of Shire buildings for electrical safety, and programme the installation of RCDs and other upgrades as required	Brayden Thornton - Coordinator Building Maintenance	75.00%	In Progress	01/07/2012	30/06/2013	
<p><b>PROGRESS COMMENTS</b></p> <p>Scheduled works completed in March and April:                      Morrison Oval Pavilion (and public WC) Cricket Club - completed                      Edinburgh Rd. Centre - completed                      Anderson Rd demountable - completed                      Anderson Rd Community Centre - completed                      Maida Vale Tennis Club - completed                      Range View Tennis Club - completed                      Scott Reserve Pavilion- completed                      Town Square Hall - completed                      Lesmurdie Hall - completed                      Ray Owen Pavilion (Football) - completed                      Rollerama - completed                      KADS Theatre - completed                      Peter Anderton Lodge - completed                      Woodlupine Community Centre - completed                      Woodlupine CHC - completed                      Woodlupine Family Centre - completed                      Works Pending in May:                      Main Administration Building (SoK)                      Jorgensen Park                      and some BBQ's</p>						
2.3.2.17 Implement the annual drainage renewal construction programme	Paul Weaver - Works Supervisor - Drainage	83.00%	In Progress	01/07/2012	30/06/2013	
<p><b>PROGRESS COMMENTS</b></p> <p>Renewals programmed for 2012 - 2013:                      Blackbutt Way - Completed                      Traylen Road - Creek restoration - Completed                      Courtney Place - Filling in of open drain, ongoing</p>						









Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Strategy:</b> 2.3.2 Maintain, refurbish or upgrade existing infrastructure to encourage increased utilisation and extension of asset life						
2.3.2.40 Oversee works at Central Hall (KADS) - replacement of roof, replacement of wall in Western direction and major structural refurbishment (IPM Project PR-5176/10)	Brayden Thornton - Coordinator Building Maintenance	24.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Carry over project for 2013-14						
<b>Strategy:</b> 2.3.3 Maintain, refurbish or upgrade reserves and park lands infrastructure, and maintain reserves support infrastructure such as public amenities and playgrounds						
2.3.3.10 Oversee works at Carilla Camping Ground - upgrade facility inclusive of improved disability access and provide a water connection to the Heritage Building and a shelter over the BBQ area (IPM Project PR-112/10)	Brayden Thornton - Coordinator Building Maintenance	20.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Purchase orders have been raised and ordered with successful tenderer. Work to start at end of May completion by end of June.						
2.3.3.11 Oversee the installation of new toilets at the Kalamunda History Village to accommodate visitors on site (IPM Project PR-7067/12)	Brayden Thornton - Coordinator Building Maintenance	40.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Carry over project for 2013/14						
<b>Strategy:</b> 2.3.4 Maintain and improve local road and verge networks and implement traffic management initiatives where required						
2.3.4.17 Seek funding from Federal Government, and other sources for National and State Black Spot projects, including potential Black Spot locations.	Clayton Higham - Director Development and Infrastructure	100.00%	Completed	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> No funding application was submitted under the National and State Blackspot Programme for 13/14. The last date for submission was 10th July 2012. Due to the staff turnover the application could not be completed.						
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Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Strategy:</b> 2.3.4 Maintain and improve local road and verge networks and implement traffic management initiatives where required						
2.3.4.22 Oversee works on Abernethy Road, from Dundas Road to Kalamunda Road (IPM Project PR-5726/10)	Sam Assaad - Manager Infrastructure Operations	100.00%	Completed	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Project has been cancelled.						
<b>Strategy:</b> 2.3.5 Develop and facilitate private/public partnerships to fund and provide infrastructure and facilities						
2.3.5.3 Cell 9 Project Management	Andrew Fowler-Tutt - Manager Development Services	75.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Project management of the Scheme ongoing. The new Developer Contribution Rate of \$27,335 was adopted at the Ordinary Council Meeting on the 17 December 12. The owner of Lot 30 Hale Road has agreed for the Scheme to acquire a 3017sqm portion of the site to allow for Arthur Road to be extended through to the Promenade. A legal agreement is currently being prepared to this effect.						
2.3.5.1 Investigate opportunities for the development of Pioneer Park.	Rhonda Hardy - Director Corporate and Community Services	80.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> A range of investigations are currently underway to establish feasibility and costs of remediation and redevelopment of the recreation ovals, as well as potential land uses and partnership opportunities.						
<b>Goal:</b> 3 NATURAL ENVIRONMENT – The protection of natural resources from the impact of unsustainable development						
<b>Outcome:</b> 3.2 Develop and implement local and regional policies and initiatives to mitigate climate change impacts						
<b>Strategy:</b> 3.2.5 Facilitate and encourage the use of alternative renewable energy sources						
3.2.5.1 Develop, implement and review the Shire's local and regional initiatives to mitigate and adapt to climate change impacts through the Carbon Emissions Reduction Action Plan.	Tamara Wilkes-Jones - Environmental Coordinator	83.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> The environment team is continues to collect quotes for actions in the new financial year. The local climate change adaptation action plan is undergoing its final review.						

Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Goal:</b> 4 ECONOMIC DEVELOPMENT – A prosperous economy <b>Outcome:</b> 4.1 Improved transport access to Perth CBD and other major centres / facilities <b>Strategy:</b> 4.1.2 Advocate for the extension of rail facilities to the Perth airport and the Kalamunda region						
4.1.2.1 Identification of preferred Perth Airport Rail route alignment and location of railway station east of Perth International Airport.	Andrew Fowler-Tutt - Manager Development Services	75.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Working with the Perth Transport Authority (PTA) to identify a preferred rail alignment into High Wycombe. A meeting was held with the PTA on 4 September 2012. Subsequent to the meeting a letter has been forward to the PTA in support of the proposed rail line extension and park and ride facility in High Wycombe.						
<b>Strategy:</b> 4.1.3 Work with the Department of Planning, other relevant government agencies, and other local governments to implement the Kewdale-Hazelmere Integrated Master Plan						
4.1.3.2 Oversee the design for the upgrade of Abernethy Road to dual carriageway (from railway bridge to Kalamunda Road).	Sam Assaad - Manager Infrastructure Operations	100.00%	Completed	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Design completed.						
4.1.3.3 Continue planning strategies for Stage 2 and 3 of the Forrestfield/High Wycombe Industrial Area.	Andrew Fowler-Tutt - Manager Development Services	75.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Working with the following Consultants to progress the planning of the industrial areas: TPG Planning Consultants - Structure Plan and MRS Submission Stragen Environmental Consultants -Water Monitoring and LWMS Shawmac - Traffic and Servicing Report  The Environmental Review, District Water Management Strategy, Servicing Report and Traffic Report have all been reviewed and comments provided back to the consultants on the required changes to each of the documents. The Department of Water have advised that no further water monitoring beyond December 2012 for Stages 2 and 3 is required. The changes have been made by the Consultants to the reports and returned to the Shire for final review. Once completed the Metropolitan Regional Scheme Submission Report to the WA Planning Commission will be prepared.						
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Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Strategy:</b> 4.1.3 Work with the Department of Planning, other relevant government agencies, and other local governments to implement the Kewdale-Hazelmere Integrated Master Plan						
4.1.3.4 Finalise Planning Requirements for Stage 1 of the Forrestfield / High Wycombe Industrial Area.	Andrew Fowler-Tutt - Manager Development Services	100.00%	Completed	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Structure Plan presently with the WA Planning Commission for endorsement. Scheme Amendment 48 to establish Scheme provisions for the Developer Contribution Plan for Stage 1 was endorsed by Council on 27 August. Amendment 48 approved by the Minister on 5 February. Structure Plan endorsed by the WA Planning Commission on 26 February 2013. Planning for Stage 1 now finalised. Development applications for Stage 1 can now be received.						
<b>Outcome:</b> 4.2 Increased opportunities for local business and employment						
<b>Strategy:</b> 4.2.4 Preserve the economic viability of agricultural and viticultural land use activities						
4.2.4.1 Hills Orchard Study Review.	Nina Lytton - Coordinator Strategic Planning	83.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> The results from the residents questionnaire have been collated and analysed. With this information, the results have been prepared to be presented to the Department of Planning and Department of Agriculture and Food in individual meetings. Following these meetings, actions and tasks were prepared and presented to the working group in December 2012. Soil mapping information has been obtained from the Department of Agriculture. Staff is currently working on the draft Review document. It is anticipated that the first draft review recommendations will be ready to be presented to Council by 9 March 2013 and the draft report completed by the end of April 2013. The project on track in February Presentation to Councillors on 8 April						

Shire of Kalamunda		January to March 2013 - Quarterly Progress Report					
<b>Goal:</b> 5 GOVERNANCE AND ORGANISATION – A leading organisation							
<b>Outcome:</b> 5.1 Governance and planning							
<b>Strategy:</b> 5.1.1 Develop, implement and regularly review the Shire's strategic management plans and corporate business plans							
5.1.1.2 Produce a draft Strategic Community Plan and a community engagement strategy in line with new Integrated Planning Legislation.	Rhonda Hardy - Director Corporate and Community Services	100.00%	Completed	01/07/2012	30/06/2013		
<b>PROGRESS COMMENTS</b>							
The draft Plan was endorsed by Council in November 2012 to be advertised for public comment for 60 days.							
All community comments have now been compiled and reviewed. The Plan was presented to Council in March for adoption.							
5.1.1.3 Implement the Strategic Community Plan 2012-2022 and the Community Engagement Strategy.	Rhonda Hardy - Director Corporate and Community Services	100.00%	Completed	01/07/2012	30/06/2013		
<b>PROGRESS COMMENTS</b>							
A roll out of the Strategic Community Plan and the Community Engagement Strategy has commenced.							
Shire systems have been updated to reflect the new plans and Council reports are now aligned to the new Plans.							
5.1.1.15 Develop a Long Term Plan for IT that highlights forecasted equipment needs, likely software reviews and replacements, service levels and future trends in IT that the Shire should be investigating over the next 10 years.	Gerard Thomas - Manager Technology and Corporate Support	70.00%	In Progress	01/07/2012	30/06/2013		
<b>PROGRESS COMMENTS</b>							
The IT Infrastructure Audit is at 2nd draft, this will be presented to Council on the 25th of March							
<b>Strategy:</b> 5.1.3 Ensure appropriate systems and procedures are in place to comply with statutory requirements							
5.1.3.21 Review the current Chart of Accounts (COA) and develop a better, easier to work with COA, ready for use by 2013/14.	Rajesh Malde - Manager Financial Services	75.00%	In Progress	01/09/2012	30/06/2013		
<b>PROGRESS COMMENTS</b>							

Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Strategy:</b> 5.1.3 Ensure appropriate systems and procedures are in place to comply with statutory requirements						
<b>PROGRESS COMMENTS</b>						
Initial work has been started on the Chart Of Accounts project.						
Business Unit Structure has been presented to the Senior Management Group in February and comments received. Need to allow for restructure in the Operations business unit.						
Feedback has been received in regard to simplifying cost centres and element cost codes.						
<b>Strategy:</b> 5.1.4 Regularly review and develop local laws and policies to ensure relevance to the strategic direction of the Shire and community						
5.1.4.2 Research and produce Shire policies as required.	Rhonda Hardy - Director Corporate and Community Services	80.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b>						
A full review of all Shire policies has commenced in December 2012, which will include the development of a policy framework and a range of new policies that are required as a result of the recent forensic audit.						
A Governance Framework has been developed and is awaiting adoption. The policy review is due to be completed and presented to Council in May 2013.						
<b>Outcome:</b> 5.4 Diversify revenue and funding sources						
<b>Strategy:</b> 5.4.1 Measure, monitor and improve cost and effectiveness of the functions and services of the Shire						
5.4.1.14 Undertake a comprehensive review of the Shire's IT leasing arrangement with Macquarie removing ISIS and provide an evaluation of the lease in terms of lease versus buy option in preparation for the 2012/13 budget.	Gerard Thomas - Manager Technology and Corporate Support	100.00%	Completed	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b>						
Options are being presented by the Commonwealth Bank, dell and one other finance company to see if we can get a more cost effective structure in place with our current lease arrangements until the contract expires.						
<b>Outcome:</b> 5.5 Finance and business systems meet the needs of the organisation						
<b>Strategy:</b> 5.5.2 Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements						
5.5.2.8 Oversee the development of the Shire's Long Term Financial Plan.	Rhonda Hardy - Director Corporate and Community Services	75.00%	In Progress	01/07/2012	30/06/2013	





Shire of Kalamunda		January to March 2013 - Quarterly Progress Report				
<b>Strategy:</b> 5.5.2 Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements						
<b>PROGRESS COMMENTS</b> The Long Term Financial Plan (LTFP) is being drafted and initial outline of the Plan was presented to Councillors in March. The adoption of the LTFP is on schedule for 26 June 2013.						
<b>Strategy:</b> 5.5.3 Ensure business continuity and risk management plans are in place and reviewed regularly						
5.5.3.4 Annually review and update the Shire's long-term financial plan in line with planning developments, business plans, organisational growth and rating	Rajesh Malde - Manager Financial Services	75.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> Underlying assumptions have been reviewed and linked to the Long Term Financial Plan (LTFP) model.  The draft Asset Management Plan, Workforce Plan, Community Facilities Plan and Building Rationalisation Plan have now been linked to the LTFP.  Budget templates are currently being reviewed by Managers.						
<b>Strategy:</b> 5.5.4 Ensure appropriate systems and procedures are in place to enhance effective business management						
5.5.4.5 Develop and implement an organisational workforce plan to understand and manage the supply and demand of human resources, in line with the regulatory requirements for integrated planning.	Davina Sandhu - Manager Human Resources & Organisational Development	75.00%	In Progress	01/07/2012	30/06/2013	
<b>PROGRESS COMMENTS</b> A presentation for Councillors was held at the beginning of April to give the Councillors an overview of what the Shire's Workforce plan looks like and the proposed growth of the workforce. The plan is currently being finalised.						

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

**30. Community Care – Quarterly Report – March 2013**

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 Hours Worked By Category
Attachment 2	Financial Summary
Attachment 3	Meals on Wheels Financial Summary

**PURPOSE**

1. To receive the Community Care quarterly report - March 2013.

**BACKGROUND**

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

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

**DETAILS**

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

**Service Delivery**

4. The Service Volumes Report (Attachment 1) shows how Community Care is performing in relation to its contracted service provision levels.
5. The Home and Community Care Contract contains service groups that cluster, where appropriate, like service types together. Service Group 1 includes the following service types: domestic assistance, personal care, social support, respite and other food services.
6. Service Group 1 was contracted to provide hours of support against the service types listed in paragraph 6. This allows the service types to be adjusted to meet the needs of eligible clients regardless of the contracted number of hours against each service type.
7. Because of this service grouping, a service type such as domestic assistance can achieve higher than 100% of service delivery, providing other service types are not also achieving 100%. The hours are used in a flexible manner to address need.



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8. During this quarter, Community Care were contracted to provide 6,036 hours of across service group 1 to eligible community members. 3,412 hours were provided (57%). During this quarter the figures were affected by closure of the facility on public holidays and because Kalamunda HACC was closed to all new referrals due to the back log of referrals which were not processed. Kalamunda HACC is ready to open up to new referrals shortly.

#### **Domestic Assistance (Service Group 1)**

9. During this quarter, Community Care was contracted to provide 2,742 hours of domestic assistance to eligible community members. 2,459 hours were provided (90%).
10. Impacts on these hours include 439 cancelled hours due to clients having other commitments, illness or being hospitalised. Had these hours been provided this would total 106% of contracted hours.
11. During this quarter, services were closed for new referrals due to staffing levels.

#### **In Home Respite (Service Group 1)**

12. Community Care were contracted to provide 450 hours of In Home Respite to eligible community members. 33 hours were provided (7%).
13. In Home Respite is a service type that does not receive many referrals. This is due largely to primary carers being reluctant to allow another person to step into their role, even for a few hours. No new referrals for support were received during this quarter. Carers usually access In Home Respite due to a crisis situation or when a client prefers not to attend a centre based program. Centre based referrals have remained open and continue to be steady. When we open to new referrals our availability to provide In Home Respite will show on the Carelink database.

#### **Other Food Services (Service Group 1)**

14. Community Care were contracted to provide 93 hours of other food services to eligible community members this quarter. 9 hours were provided (9%).
15. Other Food Services is a service type that the assessors are not referring to. Feedback has been provided to the Sector Development Team and CommunityWest who oversee the Regional Assessment Team Project.

#### **Social Support (Service Group 1)**

16. During this quarter, Community Care were contracted to provide 1,875 hours of social support to eligible community members. 592 hours were provided (31%).
17. Impacts on these hours include 94.5 hours cancelled due to clients having other commitments, illness or being hospitalised. Had these hours been provided this would total 36% of contracted hours.
18. There is service competition between social support and centre based day care. A referral for support will be dependent on whether the individual client

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prefers to engage socially in a group setting (Centre Based Day Care) or individually (Social Support). The current trend in this region leans to Centre Based Day Care.

### **Personal Care (Service Group 1)**

19. During this quarter, Community Care were contracted to provide 876 hours of personal care to eligible community members. 319 hours were provided (36%).
20. Impacts on these hours include 24.5 hours cancelled due to clients having other commitments, illness or being hospitalised. Had these hours been provided this would total 39% of contracted hours.
21. The bulk of referrals received for personal care are to support clients to manage their medication. In this instance each client's support may only be for 15 minutes, which addresses their need.

### **Centre Based Day Care (Service Group 4)**

22. Community Care were contracted to provide 9,978 hours of centre based day care to eligible community members this quarter. 7,484 hours were provided (75%).
23. Impacts on these hours include 2,280 that were not provided due to client free days, public holidays and clients having other commitments, illness or being hospitalised. Had these hours been provided this would total 97% of contracted hours.

### **Meals on Wheels (Service Group 6)**

24. During this quarter, Community Care were contracted to provide 3,630 meals to eligible community members. 1,325 meals were provided (36%).
25. Impacts on these meals include 72 meals cancelled due to clients having other commitments, illness or being hospitalised. Had these meals been provided this would total 38% of contracted meals.

### **Transport (Service Group 7)**

26. During this quarter, Community Care were contracted to provide 6,816 one way trips to eligible community members. 3,651 one way trips were provided (53%).
27. Impacts on these one way trips include 805 trips cancelled due to the day centre not being operational (client free day) and clients having other the commitments, illness or being hospitalised. Had these hours been provided this would total 65% of contracted one way trips.

### **Counselling Support Information and Advocacy (Service Group 9)**

28. During this quarter, Community Care were contracted to provide 645 hours of counselling, support, information and advocacy to eligible community members. 139 hours were provided (21%).

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29. The accuracy of reporting against this service support is dependent on each individual staff member to capture and record episodes of supporting a client or carer with Counselling Support Information and Advocacy.

### **Home Maintenance (Service Group 10)**

30. During this quarter Community Care were contracted to provide 1,791 hours of home maintenance to eligible community members. 1,200 hours were provided (67%).
31. Impacts on these hours include 180 hours cancelled due to clients having other commitments, illness or being hospitalised. Had these hours been provided this would total 77% of contracted hours.

### **Community Visitors Scheme**

32. During this quarter, Community Care were contracted to provide 270 visit occasions to 45 residential in Commonwealth funded aged care homes. 186 visits occurred (68%).

### **Community Aged Care Packages ("CACP")**

33. During this quarter, Community Care were contracted to provide 20 packages to eligible community members. 15 packages were provided (75%).

### **Workforce Management**

34. Nil.

### **STATUTORY AND LEGAL IMPLICATIONS**

35. Nil.

### **POLICY IMPLICATIONS**

36. Nil.

### **PUBLIC CONSULTATION/COMMUNICATION**

37. Nil.

### **FINANCIAL IMPLICATIONS**

38. The Community Care surplus of \$550,716 (Attachment 2) includes grant income advance of \$157,000 (annual grant, growth funding and the cost supplement). There will also be additional expenses at the end of the financial year with an additional part payroll. The first payroll in July 2013 will include payment for hours worked in 2012 - 2013 and an accrual of expenses will be posted to the 2012 - 2013 financial year. The business unit, however, will still conclude the financial year in surplus.
39. As in the previous financial year, this surplus is due to reduced payroll expenditure. The demand for in home services has reduced and this service area has produced fewer hours this financial year. This directly reduces payroll expenditure as staff in this area are paid for hours worked with clients on a one-to-one basis.

40. Meals on Wheels currently has an operating deficit of \$7,080 (Attachment 3). Taking into consideration invoices not yet presented for payment, the deficit will be approximately \$18,580. The Meals on Wheels program will conclude the financial year on budget.

## **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

### **Strategic Planning Implications**

41. Nil.

### **Sustainability Implications**

#### Social Implications

42. *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

43. Nil.

#### Environmental Implications

44. Nil.

## **OFFICER COMMENT**

45. There is a general trend since commencement of the assessment framework for HACC support to be short term under the wellness principles. HACC may not be the first option when difficulties may be resolved with an alternative referral such as assistive equipment. Clients are given three provider options at assessment, therefore client choice also plays a part in the referral process.

<b>Voting Requirements: Simple Majority</b>
---

## **OFFICER RECOMMENDATION (C&C 30/2013)**

That Council:

1. Receives the Community Care Quarterly Report – March 2013.

Moved:

Seconded:

Vote:

Attachment 1

**Community Care Volumes Report  
Monthly Hours Worked By Category  
2012 - 2013 AFL**

OUTPUT DELIVERABLES	-	SERVICE VOLUME		Ave	Ave	July	Aug	Sept	MDS	Oct	Nov	Dec	MDS	Jan	Feb	Mar	MDS	MDS	ACTUAL	Contracted YTD	Met YTD	Variance Volume
		P.A	P. Mth	11/12	12/13				Adj				Adj				Adj	Adj	YTD			
<b>Service Group 1</b>					month																	
DOMESTIC ASSISTANCE**	1231	10,973	914	848	837	847	916	795	51	928	896	601	39	878	818	763			7,531	8,109	92.87%	-578
SOCIAL SUPPORT	1222	7,500	625	367	262	283	372	298	12	339	320	131	9	205	190	197			2,356	5,542	42.50%	-3,187
PERSONAL CARE	1232	3,500	292	116	112	111	117	110	3	127	125	92	3	118	99	102			1,008	2,586	38.95%	-1,579
OFS	1234	377	31	4	4	5	3	4		4	4	3		2	4	3			32	279	11.49%	-247
RESPIRE	1224	1,800	150	28	12	13	12	12		15	12	9		9	12	12			106	1,330	7.97%	-1,224
<b>TOTAL SERVICE GROUP 1</b>																			<b>11,032</b>	<b>17,846</b>	<b>61.82%</b>	
<b>Service Group 9</b>																						
CSIA	1227	2,574	215	126	55	27	55	41	69	20	98	9	39	38	14	87			494	1,902	25.98%	-1,408
<b>Service Group 4</b>																						
CNTR BASED DAY CARE	1221	39,914	3,326	2,541	2,505	2,475	2,877	2,344	-42	2,727	2,869	1,812		2,544	2,458	2,482			22,545	29,495	76.44%	-6,950
<b>Service Group 10</b>																						
HOME MAINTENANCE	1230	7,166	597	563	443	508	492	451	46	489	432	338	35	424	409	367			3,990	5,295	75.34%	-1,306
<b>Service Group 7</b>																						
TRANSPORT(occasions)	1229	17,986	1,499	414	398	392	439	382		445	455	290		378	398	407			3,586	13,291	26.98%	-9,705
TRANSPORT(CBDC)	1233	9,281	773	842	822	807	938	766	-14	897	944	594	2	831	818	819			7,402	6,858	107.93%	544
<b>TOTAL SERVICE GROUP 7</b>																			<b>10,988</b>	<b>20,149</b>	<b>54.53%</b>	
<b>TOTAL</b>		<b>101,071</b>	<b>8,423</b>	<b>5,849</b>	<b>5,450</b>	<i>5,468</i>	<i>6,221</i>	<i>5,203</i>	<i>125</i>	<i>5,990</i>	<i>6,153</i>	<i>3,879</i>	<i>127</i>	<i>5,426</i>	<i>5,219</i>	<i>5,239</i>			<b>49,049</b>	<b>74,687</b>	<b>66%</b>	<b>-25,638</b>

Number of Working Days

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

22 23 20 22 22 15 21 20 19 246 working days

**Attachment 2**

**Financial Summary  
 Community Care 2012/2013**

<b>INCOME AND EXPENDITURE</b>	<b>Budget 2012/13 Jul - Mar</b>	<b>Actuals 2012/13 Jul - Mar</b>
<b>Recurrent Income and Expenditure</b>		
<b>Income</b>		
Fees - Adult Day Care Attendance / Transport	51,201	49,817
Fees - Meals	47,844	47,515
Fees - In Home Respite	1,125	848
Fees - Social Support	14,419	13,109
Fees - Transport / Shoppers Bus	24,903	24,834
Fees - Personal Care	8,397	8,018
Fees - Domestic Assistance	60,606	59,542
Fees - Gardening	31,455	31,056
Fees - Other Food Services	288	256
Notional Income - Volunteer	37,675	37,675
Other Income	0	0
Government Grants	1,946,916	2,103,843
<b>Total Recurrent Income</b>	<b>2,224,828</b>	<b>2,376,513</b>
<b>Expenditure</b>		
Salaries, Wages and on Costs	1,565,838	1,423,825
Workers Compensation	47,462	39,967
Fringe Benefits Tax	13,464	13,431
Recruitment	3,717	0
Volunteer Notional Expenditure	37,675	37,675
Contractors	230,985	0
Accommodation Expenses	68,454	60,332
Motor Vehicle Expenses	34,497	36,002
Insurance	2,416	1,372
Printing and Stationery	2,799	1,913
Subscriptions	2,898	3,820
Meal Expenses - Clients	46,494	38,425
Purchases - Consumables / Materials	19,637	12,571
Purchases - Sundry	13,734	2,965
Depreciation	53,406	46,302
Management Fee - Administration and Accounting	52,443	72,381
Management Fee - Human Resoures	18,720	20,136
Management Fee - Information Technology	18,720	14,681
<b>Total Recurrent Expenditure</b>	<b>2,233,359</b>	<b>1,825,797</b>
<b>Net Recurrent Income/Expenses</b>	<b>-8,531</b>	<b>550,716</b>

**Attachment 3**

**Meal on Wheels – Financial Summary**

Income / Expenditure Description	Annual Budget 2012/13	Budget 2012/13 Jul - Mar	Actuals 2012/13 Jul - Mar
<b>Meals on Wheels</b>			
<b>Recurrent Income and Expenditure</b>			
<b>Income</b>			
Contributions - Notional Income Volunteers	27,234	20,421	20,426
Fees - MOW's	69,000	51,750	48,600
Government Grants - State Operating	17,948	13,455	12,281
<b>Total Recurrent Income</b>	<b>114,182</b>	<b>85,626</b>	<b>81,306</b>
<b>Expenditure</b>			
<b>Employment Costs</b>			
Service Fees (Shire)	9,750	7,308	8,965
Donations - Notional Expenditure Volunteers	27,234	20,421	20,426
Purchases - Consumables / Sundry	97,726	73,287	58,995
<b>Total Recurrent Expenses</b>	<b>134,710</b>	<b>101,016</b>	<b>88,386</b>
<b>Net Recurrent Income/Expenses</b>	<b>(20,528)</b>	<b>(15,390)</b>	<b>(7,080)</b>
<b>Net Subsidy (Contribution to General Funds)</b>	<b>(20,528)</b>	<b>(15,390)</b>	<b>(7,080)</b>

Notes:

As of March 31st the February and March invoices from the City of Stirling for meals supplied to this date had not been received - anticipated expense \$11,500. The reported deficit of \$7,080 would become a deficit of \$18,580 - \$3,190 greater than budgeted. This is due in part to the actual expenditure for Shire fees being \$1657 greater than budgeted while the budget for the Grant income is \$1174 greater than actuals due to the timing of the receipt of the grant income.

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

**31. Adoption of Draft Governance Framework**

Previous Items	Nil
Responsible Officer	Acting Chief Executive Officer
Service Area	Governance
File Reference	N/A
Applicant	N/A
Owner	N/A
Attachment 1	Governance Framework

**PURPOSE**

1. To adopt the Draft Governance Framework (Attachment 1).

**BACKGROUND**

2. As an outcome of the recent forensic audits and review the management of infrastructure projects, particularly the Kalamunda Water Park, a need has been identified for a formal Governance Framework (“the Framework”).
3. A forum on the draft Framework was conducted on 25 February 2013.
4. At the April Ordinary Council Meeting, Council moved that this Report be represented to the May Corporate & Community Services Meeting to give Councillors more time to read and absorb the document (Attachment 1).
5. The Report is now re-presented and (Attachment 1) has been reformatted.

**DETAILS**

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



- 
- Acting as a point of reference for disputes.
  - Assisting as an induction tool for new Elected Members.

## **STATUTORY AND LEGAL CONSIDERATIONS**

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

## **POLICY CONSIDERATIONS**

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

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

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

## **FINANCIAL CONSIDERATIONS**

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

## **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

### **Strategic Planning Alignment**

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

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

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

### **Sustainability Considerations**

#### Social Implications

14.            Nil.

#### Economic Implications

15.            Nil.

---

Environmental Implications

16. Nil.

**RISK MANAGEMENT CONSIDERATIONS**

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

**OFFICER COMMENT**

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

<b>Voting Requirements: Simple Majority</b>
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**OFFICER RECOMMENDATION (C&C 31/2013)**

That Council:

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

Moved:

Seconded:

Vote:

**Attachment 1**

Governance Framework is a separate attachment to this document.

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

**32. Review of Delegations**

Previous Items	OCM 61/2012
Responsible Officer	Chief Executive Officer
Service Area	Governance
File Reference	LE-ACT-006
Applicant	N/A
Owner	N/A
Attachment 1	Delegation Register
Attachment 2	Delegation LGA 2 Tenders and Expressions of Interest
Attachment 3	Delegation LGA 8 Investment of Surplus Funds

**PURPOSE**

1. For Council to review its delegations to the Chief Executive Officer ("CEO") and other employees.

**BACKGROUND**

2. In order to carry out its functions efficiently and effectively, Council has the ability to delegate its powers and duties to the CEO (or to another staff member, in some cases).
3. Section 5.46 of the *Local Government Act 1995* ("the Act") requires each Council to review its delegations at least once every financial year.
4. Council last reviewed its delegations on 20 June 2012. The current delegations must therefore be reviewed by 30 June 2013.

**DETAILS**

5. The current delegations of Council are shown in (Attachment 1).
6. The review undertaken in preparation of this report has revealed that most of the delegations are appropriate and provide an effective framework for the efficient operation of the Shire through the responsible discharge of those powers and duties delegated by Council.
7. The review has also considered the impact on delegations of issues identified during the recent forensic audits, particularly in respect to decisions under delegation originating from the CEO's Office.
8. The area of most concern relates to the Acceptance of Tenders by the CEO, specifically the approved delegation as to the limit on the value of the contract and types of goods and services for which the CEO can accept a tender.

- 
9. An assessment of 12 local governments for which information was available on their website for Delegations to the CEO, nine had no restrictions on the types of goods and services and three did not provide delegated authority to the CEO.
  10. With respect to the contract price limit of \$250,000, the following are the approved limits:-
    - One had no limit providing the goods or services were in the Annual Budget.
    - One had an upper limit of \$3 million.
    - One had a limit of \$750,000 for one off purchases and \$1.5 million for a multi-year contract (including extension thereof).
    - Six had an upper limit of \$250,000.
    - Three did not provide the CEO with a delegation to accept tenders.
  11. In view of the above, no change to the CEO's delegation with respect to these matters is considered necessary. Some changes are proposed however with respect to Administrative type issues such as setting the criteria to assess tenders and the actual decision to call a tender.
  12. An amendment is also proposed to the Delegation provided to the CEO to invest surplus funds to reflect recent amendments to the Act.

#### **STATUTORY AND LEGAL IMPLICATIONS**

13. Section 5.42 of the *Local Government Act 1995* states that:

“A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in Section 5.43.” (absolute majority required).

Limits on delegations to CEOs – S.5.43.

Requirement for review – S.5.46.
14. There are also similar delegation provisions in the *Building Act 2011*, Local Planning Scheme No 3 and *Health Act 1911*.

#### **POLICY IMPLICATIONS**

15. Where appropriate, Policies will reflect the principles and conditions included in any delegation.

#### **PUBLIC CONSULTATION/COMMUNICATION**

16. Public consultation is not considered necessary with respect to this issue.

#### **FINANCIAL IMPLICATIONS**

17. There are no direct financial implications associated with this issue.

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## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

18. *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 Implications

#### Social Implications

19. Nil.

#### Economic Implications

20. Nil.

#### Environmental Implications

21. Nil.

### OFFICER COMMENT

22. The Officer recommendations reflect the outcome of the review of current delegations, and as such will continue to provide an effective framework for the efficient operation of the Shire through the responsible discharge of the those powers and duties delegated by Council.

<b>Voting Requirements: Absolute Majority</b>
---

### OFFICER RECOMMENDATION (C&C 32/2013)

That Council:

1. Notes the review of the Delegation Register.
2. Approves the Delegations to the Chief Executive Officer and other staff as contained in (Attachment 1), except LGA 2, Tenders and Expressions of Interest and LGA 8, Investment of Surplus Funds.
3. Approves the Delegations to the Chief Executive Officer LGA 2, Tenders and Expressions of Interest and LGA 8, Investment of Surplus Funds as per (Attachments 2 and 3) respectively.

Moved:

Seconded:

Vote:

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**Attachment 1**



# Register of Delegations from Council

## **Delegations retained from the 2007 Delegation Register**

Council resolved the following at the Ordinary Council Meeting on 15 June 2009 –

1. That Council notes the review of the Delegation Register.
2. That Council revokes all existing delegations, as shown in *(GSC Item 59 Attachment 1)* with the exception of Advent Park.
3. That Council adopts the delegations listed in *(GSC Item 59 Attachment 3)*.

Moved: Cr Cresswell

Seconded: Cr Thomas

### **For the Motion:**

Cr Giardina  
Cr Tonkin  
Cr Morton  
Cr Heggie  
Cr Cresswell  
Cr Taylor  
Cr Thomas  
Cr McKechnie

### **Against the Motion:**

Cr Sadler  
Cr Robinson

**CARRIED/ABSOLUTE MAJORITY**  
**OCM 62/09**

There were two items regarding Advent Park in the previous delegation register –

### **Advent Park - Application for a Temporary Caravan Park Licence**

The Chief Executive Officer be delegated the authority to approve church related functions on the site.

### **Master Plan and Scheme Amendment - Advent Park: Lot 1 (345) Kalamunda Road, Maida Vale**

That delegated authority be given to the Chief Executive Officer to approve overflow caravan events of not more than ten (10) events per calendar year for church, school and community groups or commercial groups usage for more than 35 sites.

Please note that temporary caravan park licences and use of overflow areas, which are dealt with under the *Caravan Parks and Camping Grounds Regulations 1997*, are also covered by delegation CPR1 in this register.



## DELEGATION INDEX

### Local Government Act 1995

Delegation	Section of Act	Delegation Title
LGA1	s.3.25 & 3.26	Notice Requiring a Thing to be Done
LGA2	s.3.57	Tenders and Expressions of Interest
LGA3	s.3.58	Lease and Licence Agreements
LGA4	s.3.58	Disposal of Surplus Property and Materials
LGA6	s.5.94 - 5.96	Access to Local Government Information
LGA7	s.6.12	Write Off of Debts Up to \$1,000
LGA8	s.6.14	Investment of the Shire's Money
LGA9	s.9.10	Appointment of "Authorised Persons"
LGA10	s.6.12	Write Off of Rates Interest Up to \$5
LGA11	s.6.12	Write Off of Rates Debts Up to \$100
LGA12	s.9.49A	Common Seal
LGA13	s.6.12	Granting Concessions
LGA14	s.3.58	Land Asset Rationalisation – Disposal of Property
LGA15	s.3.58	Land Asset Rationalisation – Disposal of Property – Additional Properties
LGA16	s.3.57	Tender – Development of 39 Maida Vale Road

### Building Act 2011

Delegation	Section of Act	Delegation Title
BLD1	20, 21, 22, 58, 65, 110, 117	Building Matters – Permits, Certificates and Orders
BLD2	100, 101, 102, 103, 106	Building Matters – Building Authorisations
BLD3	Part 8	Building Matters – Fines, Penalties and Enforcement

### Local Government (Financial Management) Regulations 1996

Delegation	Regulation	Delegation Title
FMR1	12	Payments from the Municipal and Trust Funds

### Planning and Development Act 2005 & Local Planning Scheme No. 3

Delegation	Section of Act	Delegation Title
PLN1		Planning Matters

### Strata Titles Act 1985

Delegation	Section of Act	Delegation Title
STA1	23	Strata Plans – Certificate of Local Government

**Bush Fires Act 1954**

Delegation	Section of Act	Delegation Title
BFA1	17	Prohibited Burning Times – Amendment
BFA2	59	Proceedings Under the Bush Fires Act
BFA3	38	Appointment of Bush Fire Control Officers

**Caravan Parks and Camping Grounds Regulations 1997**

Delegation	Regulation	Delegation Title
CPR1	11	Caravan Parks and Camping

**Food Act 2008**

Delegation	Section of Act	Delegation Title
FOOD1	65	Prohibition Orders – Section 65 of the Food Act 2008
FOOD2	122	Appointment of Authorised Persons Under the Food Act 2008

**Local Laws**

Delegation	Delegation Title
LL2	Local Laws
ENG1	Determination of Prohibited Parking Areas

**Miscellaneous**

Delegation	Policy	Delegation Title
MISC1	ADM19	Use of the Shire of Kalamunda Logo
MISC2	COMR7,8,11,12	Donations, Grants and Contributions
MISC3	EMM100	SES – Appointment of Local Co-Ordinator and Deputy Co-Ordinator
MISC4	FIN102	Write Off of Emergency Services Levy Interest Amounts
MISC5	FIRE2	Fireworks Displays
MISC6	n/a	Public Liability Insurance

**REVOKED DELEGATIONS**

<b>Delegation</b>	<b>Delegation Title</b>	<b>Date Revoked by Council</b>
LL1	Common Seal	21 June 2010
LGAS	Organisational Structure	21 June 2010
PDA1	Planning Matters	21 June 2010
PDA2	Powers Under Part 11 of Local Planning Scheme 3	21 June 2010
LMPA1	Building Approvals	16 April 2012
LMPA2	Buildings	16 April 2012

**EXPIRED DELEGATIONS**

<b>Delegation</b>	<b>Delegation Title</b>
MISC7	Traffic Consideration – Shopping Centre Kalamunda Road, High Wycombe
MISC8	Tender – Skate Park Construction – Fleming Reserve

## DELEGATION REGISTER



<b>Title:</b>	<b>Notice Requiring a Thing to be Done</b>		
<b>Delegation No.:</b>	<b>LGA1</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:		Date Last Reviewed:	

Legislation:	Local Government Act 1995, ss. 3.25 & 3.26
Power or Duty of the Local Government which is being delegated:	<p><b>3.25. Notices requiring certain things to be done by owner or occupier of land</b>                      (1) A local government may give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that —                      (a) is prescribed in Schedule 3.1, Division 1; or                      (b) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.</p> <p><b>3.26. Additional powers when notices given</b>                      (1) This section applies when a notice is given under section 3.25(1).                      (2) If the person who is given the notice ("<b>notice recipient</b>") fails to comply with it, the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.                      (3) The local government may recover the cost of anything it does under subsection (2) as a debt due from the person who failed to comply with the notice.</p>
<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under sections 3.25 and 3.26 of the <i>Local Government Act 1995</i>.</p>	

### RELATED DOCUMENTS:

Council Policy:	n/a
Administration Policy/Procedure:	n/a

Notes:	<p><b>Local Government Act 1995</b>  <b>3.24. Authorising persons under this Subdivision</b>                      The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.</p>
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## DELEGATION REGISTER



<b>Title:</b>	<b>Tenders and Expressions of Interest</b>		
<b>Delegation No.:</b>	<b>LGA2</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:		Date Last Reviewed:	

Legislation:	Local Government Act 1995, s. 3.57; Local Government (Functions and General) Regulations 1996, Part 4, Division 2.
Power or Duty of the Local Government which is being delegated:	<p><b>3.57. Tenders for providing goods or services</b>                      (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.</p>
<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.57 of the <i>Local Government Act 1995</i>.</p> <p>In respect of choice of tender, the Chief Executive Officer is authorised to accept tenders up to a value of \$250,000. All tenders which exceed this value must be referred to Council for evaluation and decision.</p>	

### RELATED DOCUMENTS:

Council Policy:	PUR1 – Purchasing Policy
Administration Policy/Procedure:	n/a

Notes:	
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## DELEGATION REGISTER

<b>Title:</b>	<b>Lease and Licence Agreements</b>		
<b>Delegation No.:</b>	<b>LGA3</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:		Date Last Reviewed:	

Legislation:	Local Government Act 1995, s.3.58
Power or Duty of the Local Government which is being delegated:	<p><b>3.58. Disposing of property</b>                  (1) In this section —  <b>"dispose"</b> includes to sell, lease, or otherwise dispose of, whether absolutely or not;  <b>"property"</b> includes the whole or any part of the interest of a local government in property, but does not include money.</p>
<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to lease; sub-lease; or reassign a lease of property under section 3.58 of the <i>Local Government Act 1995</i>.</p>	

### RELATED DOCUMENTS:

Council Policy:	FAC12 - Lease, Licence and Rent of Council Owned or Controlled Properties FAC21 - Use and Development of Facilities
Administration Policy/Procedure:	n/a

Notes:	Applies to lease and licence agreements.
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## DELEGATION REGISTER



<b>Title:</b>	<b>Disposal of Surplus Property and Materials</b>		
<b>Delegation No.:</b>	<b>LGA4</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:		Date Last Reviewed:	

Legislation:	Local Government Act 1995, s.3.58; Local Government (Functions and General) Regulations 1996, r.30
Power or Duty of the Local Government which is being delegated:	<p><b>3.58. Disposing of property</b>                      (1) In this section —                      "dispose" includes to sell, lease, or otherwise dispose of, whether absolutely or not;                      "property" includes the whole or any part of the interest of a local government in property, but does not include money.</p> <p><b>30. Dispositions of property to which section 3.58 of Act does not apply</b>                      (3) A disposition of property other than land is an exempt disposition if —                      (a) its market value is less than \$20 000; or                      (b) it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50 000.</p>

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.58 of the *Local Government Act 1995* where – the disposition of property is an exempt disposition in accordance with Regulation 30(3) of the *Local Government (Functions and General) Regulations 1996*.

### RELATED DOCUMENTS:

Council Policy:	
Administration Policy/Procedure:	

Notes:	
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## DELEGATION REGISTER



<b>Title:</b>	<b>Access to Local Government Information</b>		
<b>Delegation No.:</b>	<b>LGA6</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Chief Executive Officer
<b>Date Adopted:</b>		<b>Date Last Reviewed:</b>	

<b>Legislation:</b>	Local Government Act 1995, ss. 5.94 – 5.96; Local Government (Administration) Regulations 1996, r.29 & 29A
<b>Power or Duty of the Local Government which is being delegated:</b>	<p><b>5.94. Public can inspect certain local government information</b>                  A person can attend the office of a local government during office hours and, unless it would be contrary to section 5.95, inspect, free of charge, in the form or medium in which it is held by the local government...</p> <p><b>5.95. Limits on right to inspect local government information</b>                  (7) Subsection (6) does not apply in respect of information in relation to a local government if –                  (a) the information is prescribed as information that is confidential but that may be available for inspection if the local government so resolves; and                  (b) the local government has resolved that the information is to be available for inspection.</p>
<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under sections 5.94 to 5.96 of the <i>Local Government Act 1995</i>.</p>	

### RELATED DOCUMENTS:

<b>Council Policy:</b>	INF3 – Freedom of Information INF4 – Record Keeping Policy
<b>Administration Policy/Procedure:</b>	n/a

<b>Notes:</b>	
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## DELEGATION REGISTER

<b>Title:</b>	<b>Write Off of Debts up to \$1,000</b>		
<b>Delegation No.:</b>	<b>LGA7</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Chief Executive Officer
<b>Date Adopted:</b>		<b>Date Last Reviewed:</b>	

<b>Legislation:</b>	Local Government Act 1995, s.6.12
<b>Power or Duty of the Local Government which is being delegated:</b>	<p><b>6.12. Power to defer, grant discounts, waive or write off debts</b>                  (1) Subject to subsection (2) and any other written law, a local government may –                  (c) write off any amount of money, which is owed to the local government.</p>
<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 6.12(1)(c) of the <i>Local Government Act 1995</i>, where –</p> <ul style="list-style-type: none"> <li>a) the relevant debt does not exceed \$1,000;</li> <li>b) all reasonable avenues of debt recovery action have been exhausted; and</li> <li>c) a summary of all debts written off under delegated authority, along with reasons, is provided to Council as part of the monthly financial report.</li> </ul>	

### RELATED DOCUMENTS:

<b>Council Policy:</b>	n/a
<b>Administration Policy/Procedure:</b>	n/a

<b>Notes:</b>	
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## DELEGATION REGISTER



<b>Title:</b>	<b>Investment of the Shire's Money</b>		
<b>Delegation No.:</b>	<b>LGAB</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Chief Executive Officer
<b>Date Adopted:</b>		<b>Date Last Reviewed:</b>	

<b>Legislation:</b>	Local Government Act 1995, s.6.14
<b>Power or Duty of the Local Government which is being delegated:</b>	(1) Subject to the regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested in accordance with Part III of the <i>Trustees Act 1962</i> .
<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 6.14 of the <i>Local Government Act 1995</i>.</p>	

### RELATED DOCUMENTS:

<b>Council Policy:</b>	FIN7 – Short Term Investments
<b>Administration Policy/Procedure:</b>	n/a

<b>Notes:</b>	
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## DELEGATION REGISTER



<b>Title:</b>	<b>Appointment of "Authorised Persons"</b>		
<b>Delegation No.:</b>	<b>LGA9</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Chief Executive Officer
<b>Date Adopted:</b>		<b>Date Last Reviewed:</b>	

<b>Legislation:</b>	Local Government Act 1995, s.9.10
<b>Power or Duty of the Local Government which is being delegated:</b>	<p>(1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions</p> <p>(2) The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.</p>
<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 9.10 of the <i>Local Government Act 1995</i>.</p> <p>Applies to the appointment of authorised persons or classes of persons under the <i>Local Government Act 1995</i>, the <i>Local Government (Miscellaneous Provisions) Act 1960</i>, and those local laws which have been made under these Acts.</p>	

### RELATED DOCUMENTS:

<b>Council Policy:</b>	n/a
<b>Administration Policy/Procedure:</b>	n/a

<b>Notes:</b>	<p><i>Local Government (Miscellaneous Provisions) Act 1960</i></p> <p>The Department of Local Government &amp; Regional Development's Guideline No. 17 (<i>Delegations</i>, January 2007) states that -</p> <p>"Section 2 of the <i>Local Government (Miscellaneous Provisions) Act 1960</i> effectively incorporates the provisions of that Act into the <i>Local Government Act 1995</i>, and therefore the delegation provisions of the <i>Local Government Act 1995</i> apply to the <i>Local Government (Miscellaneous Provisions) Act 1960</i>."</p>
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## DELEGATION REGISTER

<b>Title:</b>	<b>Write Off of Rates Interest Up to \$5</b>		
<b>Delegation No.:</b>	<b>LGA10</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:	21 December 2009	Date Last Reviewed:	

Legislation:	Local Government Act 1995, s.6.12
Power or Duty of the Local Government which is being delegated:	<p><b>6.12. Power to defer, grant discounts, waive or write off debts</b>                  (1) Subject to subsection (2) and any other written law, a local government may –                  (c) write off any amount of money, which is owed to the local government.</p>
<p>The Chief Executive Officer is delegated the authority to write off small amounts of rates interest charges up to a maximum of \$5 (five dollars) per property.</p>	

### RELATED DOCUMENTS:

Council Policy:	n/a
Administration Policy/Procedure:	n/a

Notes:	
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## DELEGATION REGISTER

<b>Title:</b>	<b>Write Off of Rates Debts Up to \$100</b>		
<b>Delegation No.:</b>	<b>LGA11</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:	15 March 2010	Date Last Reviewed:	

Legislation:	Local Government Act 1995, s.6.12
Power or Duty of the Local Government which is being delegated:	<p><b>6.12. Power to defer, grant discounts, waive or write off debts</b>                  (1) Subject to subsection (2) and any other written law, a local government may —                  (c) write off any amount of money, which is owed to the local government.</p>
<p>The Chief Executive Officer is delegated the authority to write off minor rates debt owed up to a maximum of \$100 (one hundred dollars) per property.</p>	

### RELATED DOCUMENTS:

Council Policy:	n/a
Administration Policy/Procedure:	n/a

Notes:	
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## DELEGATION REGISTER



<b>Title:</b>	<b>Common Seal</b>		
<b>Delegation No.:</b>	<b>LGA12</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:	21 June 2010	Date Last Reviewed:	

Legislation/Policy:	Section 9.49A (2) of the <i>Local Government Act 1995</i>		
Power or Duty of the Local Government which is being delegated:	The common seal of a local government is not to be affixed to any document except as authorised by the local government.		
<p>The Chief Executive Officer is delegated authority to affix the common seal of the Shire of Kalamunda to any document which requires the affixing of the common seal to be validly executed.</p>			

### CROSS REFERENCES (If any):

Management Practice No.	N/A	Policy No.:	N/A
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Notes:	<p><b>Local Government Act 1995</b>  <b>9.49A. Execution of documents</b>                  (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.</p>
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## DELEGATION REGISTER

<b>Title:</b>	<b>Granting Concessions</b>		
<b>Delegation No.:</b>	<b>LGA13</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:	16 August 2010	Date Last Reviewed:	

Legislation/Policy:	Section 6.12 of the Local Government Act 1995		
Power or Duty of the Local Government which is being delegated:	Power to grant concessions in relation to any amount of money owed to the Shire of Kalamunda		

Pursuant to section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated authority to exercise the powers or discharge the duties of the Council in regard to the granting of concessions in relation to money owed to the Shire of Kalamunda as fees or charges for use of or admission to any Recreation Centre or Sporting Ground, the Kalamunda Aquatic Centre and other similar facility or property owned, controlled, managed or maintained by the Shire.

**RESOLVED OCM 112/2010**

That the Chief Executive Officer provide Council with a quarterly report of the use of this delegation.

**CROSS REFERENCES (If any):**

Management Practice No.		Policy No.:	
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Notes:	<p><b>6.12. Power to defer, grant discounts, waive or write off debts</b></p> <p>(1) Subject to subsection (2) and any other written law, a local government may —</p> <p>(a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money;</p> <p>(b) waive or grant concessions in relation to any amount of money; or</p> <p>(c) write off any amount of money, which is owed to the local government.</p> <p>* <i>Absolute majority required.</i></p> <p>(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.</p> <p>(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.</p> <p>(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.</p>
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## DELEGATION REGISTER

<b>Title:</b>	<b>Land Asset Rationalisation – Disposal of Property</b>		
<b>Delegation No.:</b>	<b>LGA14</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Chief Executive Officer
<b>Date Adopted:</b>	18 April 2011	<b>Date Last Reviewed:</b>	

<b>Legislation/Policy:</b>	Section 3.58 of the Local Government Act 1995
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<b>Power or Duty of the Local Government which is being delegated:</b>	(2) Except as stated in this section, a local government can only dispose of property to – (a) the highest bidder at public auction; or (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
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Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated the power to dispose of the following properties –

- 39 Maida Vale Road Maida Vale
- 21 Andrew Street, Kalamunda
- 2 Cabarita Road, Kalamunda
- 29 Barbical Place, Lesmurdie
- 43 Boonooloo Road, Kalamunda.

In accordance with section 5.43, Limits on delegations to CEO –  
 "A local government cannot delegate to a CEO any of the following powers or duties –  
 (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph";

the limit that has been set by Council is 5 million dollars (\$5,000,000).

### CROSS REFERENCES (If any):

<b>Management Practice No.</b>		<b>Policy No.:</b>	
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<b>Notes:</b>	<p><u>RESOLVED OCM 50/2011</u></p> <p>1. That:</p> <ul style="list-style-type: none"> <li>• 39 Maida Vale Road Maida Vale</li> <li>• 21 Andrew Street, Kalamunda</li> <li>• 2 Cabarita Road, Kalamunda</li> <li>• 29 Barbical Place, Lesmurdie</li> <li>• 43 Boonooloo Road, Kalamunda</li> </ul> <p>be disposed of in accordance with Sections 3.58 and 3.59 of the <i>Local Government Act 1995</i>.</p> <p>2. That sworn valuations be obtained for each lot prior to being released for sale.</p> <p>3. That no lot be sold for less than its sworn value unless authorised by Council resolution.</p> <p>4. That the following properties be "Open Listed" with the five Real Estate Agents that responded to the requested marketing proposal:</p> <ul style="list-style-type: none"> <li>• 21 Andrew Street, Kalamunda</li> </ul>
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	<ul style="list-style-type: none"><li>• 2 Cabarita Road, Kalamunda</li><li>• 29 Barbical Place, Lesmurdie</li><li>• 43 Boonooloo Road, Kalamunda</li></ul>
5.	That 39 Maida Vale Road be listed exclusively with the sole Real Estate Agent that identified this site as a development site.
6.	That in accordance with Section 5.42 of the <i>Local Government Act 1995</i> - Delegation of some powers and duties to the CEO, the CEO be delegated the power to dispose of the properties.
7.	That in accordance with Section 5.43 of the <i>Local Government Act 1995</i> - Limits on delegations to CEO, the limit be set at 5 million dollars (\$5,000,000) for properties the subject of this Report.
8.	That in accordance with Section 6.11 of the <i>Local Government Act 1995</i> - Reserve accounts, establish the following reserve account from the proceeds (2.5% of gross proceeds) of selling freehold land parcels and any crown reserves: <ul style="list-style-type: none"><li>• Environmental Reserve – to be used to fund environmental strategies, programs and projects.</li></ul>
9.	Prior to the listing of the properties referred to in (4) above, the Chief Executive Officer cause the undertaking of an assessment of the vegetation on each of the properties with a view to ensuring that any significant vegetation identified is retained at development stage, where reasonably possible, by an appropriate means such as a building envelope. The Chief Executive Officer to request the Real Estate Agents to inform prospective purchasers of such requirements.
Moved:	<b>Cr Margaret Thomas</b>
Seconded:	<b>Cr Allan Morton</b>
Vote:	<b>CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (11/0)</b>



## DELEGATION REGISTER

<b>Title:</b>	<b>Land Asset Rationalisation – Disposal of Property – Additional Properties</b>		
<b>Delegation No.:</b>	<b>LGA15</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:	19 December 2011	Date Last Reviewed:	

Legislation/Policy:	Section 3.58 of the Local Government Act 1995
Power or Duty of the Local Government which is being delegated:	(2) Except as stated in this section, a local government can only dispose of property to – (a) the highest bidder at public auction; or (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated the power to dispose of the following properties, for not less than 90% of the valuation –</p> <ul style="list-style-type: none"> <li>• 34 McCrae Road, Kalamunda</li> <li>• 46 Cotherstone Road, Kalamunda</li> <li>• 2 Cabarita Road, Kalamunda</li> <li>• 21 Andrew Street, Kalamunda</li> <li>• 29 Barbigal Place, Lesmurdie.</li> </ul> <p>In accordance with section 5.43, Limits on delegations to CEO –                  "A local government cannot delegate to a CEO any of the following powers or duties –                  (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph",</p> <p>the limit that has been set by Council is 5 million dollars (\$5,000,000).</p>	

### CROSS REFERENCES (If any):

Management Practice No.		Policy No.:	
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Notes:	<p><u>EN BLOC RESOLUTION OCM 199/2011</u></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Dispose of, in accordance with the <i>Local Government Act 1995</i> Sections 3.58 and 3.59, the following properties:                     <ul style="list-style-type: none"> <li>• 34 McCrae Road Kalamunda</li> <li>• 46 Cotherstone Road Kalamunda</li> <li>• 2 Cabarita Road Kalamunda</li> <li>• 21 Andrew Street Kalamunda</li> <li>• 29 Barbigal Place Lesmurdie</li> </ul> </li> <li>2. Provide The Professionals Kalamunda with a six month exclusive selling agent agreement for the sale of properties at:                     <ul style="list-style-type: none"> <li>• 34 McCrae Road Kalamunda</li> </ul> </li> </ol>
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	<ul style="list-style-type: none"><li>• 46 Cotherstone Road Kalamunda</li><li>• 2 Cabarita Road Kalamunda</li><li>• 21 Andrew Street Kalamunda</li><li>• 29 Barbical Place Lesmurdie.</li></ul>
	3. Accept the disposal of properties at the values listed in Attachment 2 – Valuations.
	4. Authorise the sale of a property for not less than 90% of valuation unless by Council resolution.
	5. Delegate to the Chief Executive Officer, in accordance with the <i>Local Government Act 1995</i> Section 5.42, powers and duties to dispose of the properties.
	6. Delegate to the Chief Executive Officer, in accordance with the <i>Local Government Act 1995</i> Section 5.43, a limit of five million dollars (\$5,000,000).
	Moved: <b>Cr Bob Emery</b>
	Seconded: <b>Cr Allan Morton</b>
	Vote: <b>CARRIED UNANIMOUSLY (10/0)</b>



## DELEGATION REGISTER

<b>Title:</b>	<b>Tender – Development of 39 Maida Vale Road</b>		
<b>Delegation No.:</b>	<b>LGA16</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:	19 December 2011	Date Last Reviewed:	

Legislation:	Local Government Act 1995, s. 3.57; Local Government (Functions and General) Regulations 1996, Part 4, Division 2.
Power or Duty of the Local Government which is being delegated:	<p><b>3.57. Tenders for providing goods or services</b>                  (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.</p>
<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.57 of the <i>Local Government Act 1995</i>.</p> <p>In respect of choice of tender, the Chief Executive Officer is authorised to accept tenders up to a value of \$250,000. All tenders which exceed this value must be referred to Council for evaluation and decision.</p>	

### RELATED DOCUMENTS:

Council Policy:	PUR1 – Purchasing Policy
Administration Policy/Procedure:	n/a

Notes:	<p><u>RESOLVED OCM 211/2011</u></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>That Council notes Confidential Attachments 1 and 2.</li> <li>Provide exclusive rights to Ventura Homes for the development of House and Land packages for the whole of the site at Lot 263(39) Maida Vale Road in Maida Vale.</li> <li>Pursuant to Section 5.42 (1) and Section 5.43 (b) of the <i>Local Government Act 1995</i> delegates authority to Chief Executive Officer to accept Tenders for Construction works up to \$250,000 for this project.</li> </ol> <p>Moved: <b>Cr Margaret Thomas</b></p> <p>Seconded: <b>Cr Justin Whitten</b></p> <p>Vote: <b>CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (10/0)</b></p>
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## DELEGATION REGISTER

<b>Title:</b>	<b>Building Matters – Permits, Certificates, and Orders</b>		
<b>Delegation No.:</b>	<b>BLD 1</b>		
Delegation from:	Council	Delegated to:	Refer attached list
Date Adopted:	16 April 2012	Date Last Reviewed:	

Legislation/Policy:	Powers of authorised employees/officers to perform the duties and functions of the <i>Building Act 2011</i> pertaining to buildings and associated incidental structures.
Power or Duty of the Local Government which is being delegated:	<b>Section 20 – Granting of Building Permits</b> <b>Section 21 – Granting of Demolition Permits</b> <b>Section 22 – Refusal of Permits</b> <b>Section 58 – Granting and Refusing Occupancy Permits and Building Approval Certificates</b> <b>Section 65 – Consider extending the period of duration of an Occupancy permit or Building Approval Certificate</b> <b>Section 110 – Issue Building Orders</b> <b>Section 117 – Revoke Building Orders</b>

Pursuant to the *Building Act 2011*, section 127 - Delegation:

- a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
- A delegation of a local government's powers or duties may only be to a person employed by the local government under *Local Government Act 1995*, section 5.36.
- The delegation must be in writing executed by or on behalf of the local government.
- A person to whom a power or duty is delegated under this section cannot delegate that power or duty.
- A person exercising or performing a power or duty that has been delegated to the person under this section is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.

### CROSS REFERENCES (If any):

Management Practice No.		Policy No.:	
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Notes:	
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<b>BLD1: DELEGATIONS – Building Services</b>				
<i>Building Act 2011</i>	<i>Section</i>	<i>Type</i>	<i>Authorised Person</i>	Delegated persons
Delegation	s127, s20, s21, s22 s58	Delegation from Council to an employee of the Shire	CEO	To an employee of the Shire of Kalamunda in accordance with section 5.36 of the <i>Local Government Act 1995</i>
Granting and refusing to grant Building, Occupancy, and Demolition <b>Permits</b>	s20, s21, s22 s58	Granting of and the Refusal to grant a Building or Demolition Permit for <i>certified</i> and <i>uncertified applications</i> , and also <i>Occupancy Permits</i>		<p><b>Principal Building Surveyor:</b>                      Subject to the following qualifications -</p> <p><b>Building Surveyor Level 1</b>                      No restrictions</p> <p><b>Building Surveyor Technician</b>                      Limited to a building with a max floor area not exceeding 500m<sup>2</sup> and not exceeding 2 stories in height – includes unauthorised buildings.</p> <p><b>Building Surveyor Level 2</b>                      Limited to a building with a max floor area not exceeding 2000m<sup>2</sup> and not exceeding 3 stories in height - includes unauthorised buildings.</p>
Granting and refusing to issue <b>Certificates</b>	s58,	Building Approval Certificate		As above.
Extending times	s65	Consider extending the period of duration of an Occupancy Permit or Building Approval Certificate		<b>Principal Building Surveyor</b>
Building Orders	s110	Issue Building Orders		<b>Principal Building Surveyor</b>
Building Orders - Swimming Pool Fencing	s110	Issuing Building Orders pertaining to swimming pool security fencing		<b>All Building Surveyors, Swimming Pool Inspector, Compliance Officers</b>
Revoke Building Orders	s117	Revoking Orders		<b>Principal Building Surveyor</b>



## DELEGATION REGISTER

<b>Title:</b>	<b>Building Matters – Building Authorisations</b>		
<b>Delegation No.:</b>	<b>BLD2</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Refer attached list
<b>Date Adopted:</b>	16 April 2012	<b>Date Last Reviewed:</b>	

<b>Legislation/Policy:</b>	Part 8 – Enforcement, of the <i>Building Act 2011</i> powers of authorised employees/officers in respect to compliance matters pertaining to buildings and associated incidental structures.
<b>Power or Duty of the Local Government which is being delegated:</b>	<b>Section 100 – Entry powers</b> <b>Section 101 – Powers after entry for compliance purposes</b> <b>Section 102 – Obtaining information and documents</b> <b>Section 103 – Use of force and assistance</b> <b>Section 106 – Application for warrant to enter a place</b>

**Pursuant to the Building Act 2011, Division 2 section 96 - Authorised persons.**

- a local government may, by instrument in writing, designate a person employed by the local government under the *Local Government Act 1995* section 5.36, as an authorised person for the purpose of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government.

**s100 – Entry powers**

- For compliance purposes an authorised person may at any reasonable time enter and remain on the places as prescribed in (1) of this section.
- The authorised person **is not** entitled to enter a part of a place in use as a residence except –
  - a) With the consent of an adult occupier; or
  - b) Under the authority of an entry warrant; or
  - c) To take action under section 118(2) in relation to an emergency building order.

**s101 – Powers after entry for compliance purposes**

- An authorised person who enters a place under section 100(1) or under the authority of an entry warrant may, for compliance purposes, do any of the things listed in (1) of this section
- In taking action 118(2) in respect of a building order that requires a person to cause a building or incidental structure to be evacuated, an authorised person may direct any person to leave the building or incidental structure.
- If an authorised person takes any thing away from the place, the authorised person must give the occupier of the place a receipt for the thing.

**s102 – Obtaining information and documents**

- An authorised person, for compliance purposes, may do any of the things listed in paragraphs (1),(2), and (3) of this section

**s103 – Use of force and assistance**

- An authorised person may use assistance and force that is reasonably necessary in the circumstances when exercising a power under the Act but cannot use force against a person
- If the use of reasonable force is likely to cause significant damage to property, an authorised person is not entitled to use force unless under specific circumstances as detailed in this section
- An authorised person may request a police officer or other person to assist the authorised person in exercising powers under this Act
- In addition to the powers of a police officer, a police officer –
  - a) Has all the functions and powers of an authorised person under this Act; and
  - b) May use reasonable force to remove from a building or incidental structure a person who fails to leave when directed to do so under section 101(2)
- While a person is assisting an authorised person at the request of the authorised person and in accordance with this Act, the person –



- a) Has the same powers; and
- b) Is subject to the same responsibilities; and
- c) Has the same protection from liability,  
as in like circumstances would be conferred or imposed on the authorised person

**s106 – Entry warrant to enter place**

- An authorised person may apply to a JP for an entry warrant authorising the entry for a compliance purpose
- An authorised person may apply for an entry warrant even if, under this Act, the authorised person may enter the place without an entry warrant
- The application must be made in accordance with the *Criminal Investigations Act 2006* section 13 and section 13(8) of that Act applies in relation to the entry warrant
- An application for a warrant must include the details as listed in (4) of this section.

**CROSS REFERENCES (If any):**

Management Practice No.		Policy No.:	
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<b>BLD2: BUILDING AUTHORISATIONS</b>				
<i>Building Act 2011</i>	<b>s100</b>	<b>Entry Powers</b>	Authorised Officer	
				Principal Building Surveyor
				Senior Building Surveyor
				Building Surveyor
				Assistant Building Surveyor
				Swimming Pool Fencing Inspector/Compliance Officer
				Customer Advocate Coordinator
				Planning Liaison Officer
<i>Building Act 2011</i>	<b>s101</b>	<b>Powers after entry for compliance purposes</b>	Authorised Person	
				Principal Building Surveyor
				Senior Building Surveyor
				Building Surveyor
				Assistant Building Surveyor
				Swimming Pool Fencing Inspection/ Compliance Officer
				Customer Advocate Coordinator
				Planning Liaison Officer
<i>Building Act 2011</i>	<b>s102</b>	<b>Obtaining information and documents</b>	Authorised Person	
				Principal Building Surveyor
				Senior Building Surveyor
				Building Surveyor
				Assistant Building Surveyor
				Swimming Pool Fencing Inspector/ Compliance Officer
				Customer Advocate Coordinator
				Planning Liaison Officer
<i>Building Act 2011</i>	<b>s103</b>	<b>Use of force and assistance</b>	Authorised Person	
				Principal Building Surveyor
				Senior Building Surveyor
				Senior Development Compliance
				Swimming Pool Fencing inspector/ Compliance Officer
<i>Building Act 2011</i>	<b>s106</b>	<b>Application for warrant to enter a place</b>	Authorised Person	Principal Building Surveyor



## DELEGATION REGISTER

<b>Title:</b>	<b>Building Matters – Fines, Penalties and Enforcement</b>		
<b>Delegation No.:</b>	<b>BLD3</b>		
Delegation from:	Council	Delegated to:	Manager Development Services and Principal Building Surveyor
Date Adopted:	16 April 2012	Date Last Reviewed:	

Legislation/Policy:	Part 8 – Enforcement, of the <i>Building Act 2011</i> powers of authorised employees/officers in respect to compliance matters pertaining to buildings and associated incidental structures.
Power or Duty of the Local Government which is being delegated:	<p><b>Pursuant to the <i>Building Act 2011</i>, Division 2 section 96 - Authorised persons.</b></p> <ul style="list-style-type: none"> <li>a local government may, by instrument in writing, designate a person employed by the local government under the <i>Local Government Act 1995</i> section 5.36, as an authorised person for the purpose of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government.</li> </ul>
<p>That in accordance with section 96.3 of the <i>Building Act 2011</i>, the persons serving or acting in the positions of Manager Statutory Planning and Building, and Principal Building Surveyor be authorised to prepare, sign, and serve notices in relation to fines, penalties and enforcement with respect to the following attached sections of the Act.</p>	

### CROSS REFERENCES (If any):

Management Practice No.		Policy No.:	
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Notes:	
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<b>FINES, PENALTIES, AND ENFORCEMENT</b>	
s96(3) A local government may, by instrument in writing, designate a person employed by the local government under the <i>Local Government Act 1995</i> section 5.36, as an authorised person for the purposes of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government	
That in accordance with s93(3) of the Act the persons serving or acting in the positions of Principal Building Surveyor and Manager Statutory Planning and Building be authorised to prepare, sign, and serve notices in relation to the following sections of the <i>Building Act 2011</i> , until that delegation is revoked.	
<b>Offence</b>	<b>Section of the Act</b>
No building work without a permit	s9
No demolition work without a demolition permit	s10
Non-compliance with either a building or demolition permit	s29
Not displaying details of a building or demolition permit in accordance with the regulations	s30
Notice of completion – not provided within 7 days of completion	s33
Notice of cessation – failure to provide notification within 7 days	s34
Builder to ensure building is constructed to comply with the permit and applicable building standards	s37(1)
Where work is undertaken without a building permit each owner is to ensure that the construction has been undertaken to comply with the standards applicable to that building structure	s37(2)
Builder to ensure the building is demolished to comply with the permit and applicable building standards that applies to the demolition	s38(1)
Where demolition work is undertaken without a demolition permit each owner is to ensure that the demolition has been undertaken to comply with the building standards applicable to that demolition work	s38(2)
Occupancy permits - Owner or occupier of a completed building is not to occupy, use or permit to be occupied or used without an occupancy permit	s41
Failure to display an occupancy permit	s42
Occupation, use of buildings to comply with occupancy permits	s43
Compliance with occupancy permit generally	s44
No encroachment without consent or court order	s76
Other land not to be adversely affected without consent or court order	s77
No protection structure in or on other land without consent or court order	s78
Certain work not to affect party walls etc. without consent or court order	s79
Fences not to be removed without consent or court order	s80
No access to other land without consent or court order, and notification	s81
When notice about effect on other land required	s84
Application for court order if no consent – failure to notify the person affected by the consent within 7 days	s86(4)
Non-compliance with a building order	s115
Obstruction in relation to a building order	s116
False or misleading information	s147
Contravention of regulations	s149





## DELEGATION REGISTER

<b>Title:</b>	<b>Payments from the Municipal and Trust Funds</b>		
<b>Delegation No.:</b>	<b>FMR1</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Chief Executive Officer
<b>Date Adopted:</b>		<b>Date Last Reviewed:</b>	

<b>Legislation:</b>	Local Government (Financial Management) Regulations 1996, r. 12(1)
<b>Power or Duty of the Local Government which is being delegated:</b>	<p>(1) A payment may only be made from the municipal fund or the trust fund —</p> <p>(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or</p> <p>(b) otherwise, if the payment is authorised in advance by a resolution of the council.</p>

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the *Local Government (Financial Management) Regulations 1996*, in regard to the making of payments from the municipal and trust funds.

### RELATED DOCUMENTS:

<b>Council Policy:</b>	n/a
<b>Administration Policy/Procedure:</b>	n/a

<b>Notes:</b>	<p><b>Local Government Act 1995</b>  <b>6.10. Financial management regulations</b>                  Regulations may provide for —</p> <p>(d) the general management of, and the authorisation of payments out of —</p> <p>(i) the municipal fund; and</p> <p>(ii) the trust fund,                  of a local government.</p>
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## DELEGATION REGISTER

<b>Title:</b>	<b>Planning Matters</b>		
<b>Delegation No.:</b>	<b>PLN1</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Chief Executive Officer
<b>Date Adopted:</b>	21 June 2010	<b>Date Last Reviewed:</b>	

<b>Legislation/Policy:</b>	Shire of Kalamunda Local Planning Scheme No 3; <i>Planning and Development Act 2005</i>		
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Power or Duty of the Local Government which is being delegated:

Pursuant to Clause 11 of the Shire of Kalamunda Local Planning Scheme No 3, the Chief Executive Officer is delegated authority to exercise the powers or discharge the duties of the Council in regard to the following:-

### Advertising

To advertise all development proposals in accordance with clause 9.4 of the Scheme, and Structure Plans in accordance with clause 6.2 of the Scheme.

### Determination of Applications

To determine all applications in accordance with clauses 5.6, 5.8, 7.5, 8.3, 8.4, 10.3, 10.4, 10.5, 10.6, 10.7 and 10.8 of the Scheme.

### Cash-in-lieu

To accept and determine Cash-in-lieu payments.

### Subdivision Applications and Clearances

To make recommendations to the Western Australian Planning Commission on all subdivision and amalgamation applications and to endorse applications for clearance where relevant conditions have been satisfied.

### Appeals (Reviews)

To attend the State Administrative Tribunal on behalf of Council and to determine conditions to be applied to applications the subject of mediation or successful appeal and to enter into Minute of Consent Orders accordingly.

### Enforcement and Administration

Any of its powers, and the discharge of any of its duties, under Part 11 of the Scheme.

### CROSS REFERENCES (If any):

<b>Management Practice No.</b>	N/A	<b>Policy No.:</b>	DEV2 - DEV41
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<b>Notes:</b>	<p><b>Local Planning Scheme No. 3.</b></p> <p><b>11.3 Delegation of Functions</b></p> <p>11.3.1 The local government may, in writing and either generally or as otherwise provided by the instrument of delegation, delegate to a committee or the Chief Executive Officer</p>
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	<p>(CEO), within the meaning of those expressions under the Local Government Act 1995, the exercise of any of its powers or the discharge of any of its duties under the Scheme, other than this power of delegation.</p> <p>11.3.2 The CEO may delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers or the discharge of any of the Chief Executive's duties under clause 11.3.1.</p>
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## DELEGATION REGISTER

<b>Title:</b>	<b>Strata Titles</b>		
<b>Delegation No.:</b>	<b>STA1</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer; Manager Building Services
Date Adopted:		Date Last Reviewed:	

<b>Legislation:</b>	Strata Titles Act 1985, s.23
Power or Duty of the Local Government which is being delegated:	(4) A local government may, either generally or as otherwise provided by the instrument of delegation, by writing under the seal of the local government, delegate to an employee of the local government any of the functions conferred on local governments under this Act, other than the functions so conferred by subsection (3) and section 24.

Under section 23(4) of the *Strata Titles Act 1985*, the Chief Executive Officer and the Manager Building Services are delegated to exercise the powers or discharge the duties of the Council under the *Strata Titles Act 1985*.

### RELATED DOCUMENTS:

Council Policy:	n/a
Administration Policy/Procedure:	n/a

Notes:	
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## DELEGATION REGISTER

<b>Title:</b>	<b>Prohibited Burning Times - Amendment</b>		
<b>Delegation No.:</b>	<b>BFA1</b>		
Delegation from:	Council	Delegated to:	Shire President and Chief Bush Fire Control Officer (jointly)
Date Adopted:		Date Last Reviewed:	

<b>Legislation:</b>	Bush Fires Act 1954, s. 17
Power or Duty of the Local Government which is being delegated:	(7) (a) Subject to paragraph (b), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district the local government may, after consultation with an authorised CALM Act officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by — (i) shortening, extending, suspending or reimposing a period of prohibited burning times; or (ii) imposing a further period of prohibited burning times.
<p>Under section 17(10) of the <i>Bush Fires Act 1954</i>, the Shire President and Chief Bush Fire Control Officer are delegated to exercise the powers or discharge the duties of the Council under section 17(7) of the <i>Bush Fires Act 1954</i>.</p>	

### RELATED DOCUMENTS:

Council Policy:	n/a
Administration Policy/Procedure:	n/a

<b>Notes:</b>	<b>Bush Fires Act 1954</b> 17(10) A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).
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## DELEGATION REGISTER



<b>Title:</b>	<b>Proceedings Under the Bush Fires Act</b>		
<b>Delegation No.:</b>	<b>BFA2</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Chief Bush Fire Control Officer
<b>Date Adopted:</b>		<b>Date Last Reviewed:</b>	

<b>Legislation:</b>	Bush Fires Act 1954, s. 59
<b>Power or Duty of the Local Government which is being delegated:</b>	<p><b>59. Prosecution of offences</b>                      (2)(a) A person authorised by the Minister, a member of the Authority, an officer of the Authority, an authorised CALM Act officer, a member of the Police Force, or a local government, may institute and carry on proceedings against a person for an offence alleged to be committed against this Act.</p>
<p>Under section 59(3) of the <i>Bush Fires Act 1954</i>, the Chief Bush Fire Control Officer is delegated to exercise the powers or discharge the duties of the Council under section 59 of the <i>Bush Fires Act 1954</i>.</p>	

### RELATED DOCUMENTS:

<b>Council Policy:</b>	n/a
<b>Administration Policy/Procedure:</b>	n/a

<b>Notes:</b>	<p><b>Bush Fires Act 1954</b>                      59(3) A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.</p>
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## DELEGATION REGISTER



<b>Title:</b>	<b>Appointment of Bush Fire Control Officers</b>		
<b>Delegation No.:</b>	<b>BFA3</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:	16 August 2010	Date Last Reviewed:	

Legislation/Policy:	Bush Fires Act 1954, s.38
Power or Duty of the Local Government which is being delegated:	<p><b>38. Local government may appoint bush fire control officer</b></p> <p>(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.</p>
<p>Pursuant to section 48 of the <i>Bush Fires Act 1954</i>, the Chief Executive Officer is delegated authority to appoint Bush Fire Control Officers, Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers for the Shire of Kalamunda.</p>	

### CROSS REFERENCES (If any):

Management Practice No.		Policy No.:	
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Notes:	<p><b>48. Delegation by local governments</b></p> <p>(1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.</p> <p>(2) Performance by the chief executive officer of a local government of a function delegated under subsection (1) —</p> <p>(a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and</p> <p>(b) is to be treated as performance by the local government.</p> <p>(3) A delegation under this section does not include the power to subdelegate.</p> <p>(4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.</p>
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## DELEGATION REGISTER



<b>Title:</b>	<b>Caravan Parks and Camping</b>		
<b>Delegation No.:</b>	<b>CPR1</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Manager Health Service; Environmental Health Officers
<b>Date Adopted:</b>		<b>Date Last Reviewed:</b>	

<b>Legislation:</b>	Caravan Parks and Camping Grounds Regulations 1997, Reg 6
<b>Power or Duty of the Local Government which is being delegated:</b>	<p><b>6. Local government</b>                  A function conferred on a local government by these regulations may be performed by an authorised person appointed by that local government who is authorised in writing by that local government to do so.</p> <p>Those persons who have been appointed by Council as "authorised persons" for the purposes of the <i>Caravan Parks and Camping Grounds Act 1995</i> are delegated to exercise the powers or discharge the duties of the Council under the <i>Caravan Parks and Camping Grounds Regulations 1997</i>.</p>

### RELATED DOCUMENTS:

<b>Council Policy:</b>	HLTH10 – Temporary Occupancy of a Caravan on Private Land
<b>Administration Policy/Procedure:</b>	n/a

<b>Notes:</b>	
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## DELEGATION REGISTER



<b>Title:</b>	<b>Prohibition Orders – Section 65 of the Food Act 2008</b>		
<b>Delegation No.:</b>	<b>FOOD1</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Chief Executive Officer; Director Planning and Development Services
<b>Date Adopted:</b>	20 September 2010	<b>Date Last Reviewed:</b>	

<b>Legislation:</b>	Food Act 2008, section 65
<b>Power or Duty of the Local Government which is being delegated:</b>	<p><b>65. Prohibition order</b>                      (1) If the CEO or another enforcement agency believes on reasonable grounds —                      (a) that any of the circumstances specified in section 62(a), (b), (c) or (d) exist; and                      (b) that —                      (i) the proprietor of a food business has not complied with an improvement notice within the time required by section 63 for compliance; or                      (ii) the issue of the order is necessary to prevent or mitigate a serious danger to public health,                      the CEO or other enforcement agency may serve a prohibition order on the proprietor of the food business in accordance with this Part.</p>
	<p>Council delegates the power to issue prohibition orders for the purposes of section 65 of the <i>Food Act 2008</i> to the Chief Executive Officer and the Director Planning and Development Services in accordance with section 118(2) of the <i>Food Act 2008</i>.</p>

### RELATED DOCUMENTS:

<b>Council Policy:</b>	
<b>Administration Policy/Procedure:</b>	

<b>Notes:</b>	<p><b>118. Functions of enforcement agencies and delegation</b>                      (2) A function conferred or imposed on an enforcement agency may be delegated —                      (b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations —                      subject to subsections (3) and (4), in accordance with the regulations.</p>
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## DELEGATION REGISTER

<b>Title:</b>	<b>Appointment of Authorised Persons Under the Food Act 2008</b>		
<b>Delegation No.:</b>	<b>FOOD2</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:	15 March 2010	Date Last Reviewed:	

Legislation:	Food Act 2008, section 122
Power or Duty of the Local Government which is being delegated:	<p><b>122. Appointment of authorised officers</b>                      (1) An enforcement agency may appoint a person to be an authorised officer for the purposes of this Act if —                      (a) the enforcement agency, having regard to any guidelines issued by the CEO under subsection (2), considers the person has appropriate qualifications and experience to perform the functions of an authorised officer; or                      (b) the person holds office as an environmental health officer under the <i>Health Act 1911</i>.</p>
<p>Council delegates the power to appoint Authorised Persons for the purposes of the Food Act 2008 to the Chief Executive Officer under Section 118 (2) of the Food Act 2008.</p>	

### RELATED DOCUMENTS:

Council Policy:	
Administration	
Policy/Procedure:	

Notes:	<p><b>118. Functions of enforcement agencies and delegation</b>                      (2) A function conferred or imposed on an enforcement agency may be delegated —                      (b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations —                      subject to subsections (3) and (4), in accordance with the regulations.</p>
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## DELEGATION REGISTER



<b>Title:</b>	<b>Local Laws</b>		
<b>Delegation No.:</b>	<b>LL2</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:		Date Last Reviewed:	

Legislation:	Shire of Kalamunda Local Laws
Power or Duty of the Local Government which is being delegated:	
<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under those local laws of the Shire of Kalamunda which have been made under the <i>Local Government Act 1995</i>.</p>	

### RELATED DOCUMENTS:

Council Policy:	DEV34 – Signs – General ENV1 – Control and Eradication of Pest Plants ENV8 – Street Lawns and Gardens HLTH11 – Trading in Public Places – Conduct of Street Stalls by Voluntary Organisations HLTH12 – Trading in Public Places – General Principles
Administration Policy/Procedure:	n/a

Notes:	
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## DELEGATION REGISTER

<b>Title:</b>	<b>Determination of Prohibited Parking Areas</b>		
<b>Delegation No.:</b>	<b>ENG1</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Chief Executive Officer
<b>Date Adopted:</b>	21 March 2011	<b>Date Last Reviewed:</b>	

<b>Legislation:</b>	Clause 1.10 of the Shire of Kalamunda Parking and Parking Facilities Local Law 2008		
<b>Power or Duty of the Local Government which is being delegated:</b>	Delegation of Authority by Council to the Chief Executive Officer to determine 'No Parking' areas within the Shire of Kalamunda.		
<p>Pursuant to Clause 1.10 of the Shire of Kalamunda Parking and Parking Facilities Local Law 2008, the Chief Executive Officer is delegated authority to exercise the powers or discharge the duties of the Council in regard to the determination of Prohibited Parking Areas within the Shire of Kalamunda.</p>			

### RELATED DOCUMENTS:

<b>Council Policy:</b>	
<b>Administration Policy/Procedure:</b>	

<b>Notes:</b>	
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## DELEGATION REGISTER



<b>Title:</b>	<b>Use of the Shire of Kalamunda Logo</b>		
<b>Delegation No.:</b>	<b>MISC1</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Chief Executive Officer
<b>Date Adopted:</b>		<b>Date Last Reviewed:</b>	

<b>Legislation:</b>	
<b>Power or Duty of the Local Government which is being delegated:</b>	<p>The Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to –</p> <ul style="list-style-type: none"> <li>• approve the use of the Shire of Kalamunda logo;</li> <li>• attach conditions to the approval of an application to use the logo; and</li> <li>• approve alterations to the logo components, and their relationship to each other, in accordance with Council policy.</li> </ul>

### RELATED DOCUMENTS:

<b>Council Policy:</b>	ADM19 – Use of Council Crest and Logo
<b>Administration Policy/Procedure:</b>	n/a

<b>Notes:</b>	
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## DELEGATION REGISTER

<b>Title:</b>	<b>Donations, Grants and Contributions</b>		
<b>Delegation No.:</b>	<b>MISC2</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:		Date Last Reviewed:	

Legislation:	
Power or Duty of the Local Government which is being delegated:	<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to approve donations of up to \$1,000.</p> <p>The granting of any donation is subject to –</p> <ul style="list-style-type: none"> <li>• compliance with Council's policies;</li> <li>• adequate provision having been made in the Annual Budget; and</li> <li>• compliance with the <i>Local Government Act 1995</i>.</li> </ul>

### RELATED DOCUMENTS:

Council Policy:	COMR2 – Annual School Awards COMR7 – Donations to Charitable Organisations COMR8 – Donations to State Team Representatives COMR11 – Community Initiative and Development Grants COMR12 – Grants to Various Community Groups
Administration Policy/Procedure:	n/a

Notes:	<b>The CEO may not authorise a donation for which there is no budget provision</b> (authorisation of unbudgeted expenditure requires an absolute majority decision of council, and can therefore not be delegated).
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## DELEGATION REGISTER



<b>Title:</b>	<b>SES – Appointment of Local Co-Ordinator and Deputy Co-Ordinator</b>		
<b>Delegation No.:</b>	<b>MISC3</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:		Date Last Reviewed:	

Legislation:	
Power or Duty of the Local Government which is being delegated:	<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to –</p> <ul style="list-style-type: none"> <li>a) recommend a candidate for the position of SES Local Co-ordinator;</li> <li>b) agree or disagree with the Director's recommendation to revoke the appointment of the Local Co-ordinator; and</li> <li>c) approve or not approve the appointment of a Deputy Co-ordinator.</li> </ul>

### RELATED DOCUMENTS:

Council Policy:	n/a
Administration Policy/Procedure:	n/a

Notes:	<p><b>Constitution of Kalamunda Volunteer State Emergency Service Unit (Inc.)</b></p> <p>Clause 10.3 "The Local Co-ordinator shall be appointed by the Director on the recommendation of the appropriate Local Government. The appointment may be revoked by the Director only after consultation with and agreement by the appropriate Local Government."</p> <p>Clause 10.4 "The Deputy Co-ordinator shall be elected by members in general meeting and the appointment shall be approved by the Local Government."</p>
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## DELEGATION REGISTER



<b>Title:</b>	<b>Write Off of Emergency Services Levy Interest Amounts</b>		
<b>Delegation No.:</b>	<b>MISC4</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:		Date Last Reviewed:	

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to write off Emergency Services Levy interest amounts of less than \$2.00 (two dollars) per property.</p>	

### RELATED DOCUMENTS:

Council Policy:	n/a
Administration Policy/Procedure:	n/a

Notes:	<p><b>FESA Manual of Operating Procedures 2007/08</b>                      5.8.7 Local Governments may automatically write off small amounts of ESL Interest, where the total amount per property is less than \$2 per year.</p>
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## DELEGATION REGISTER

<b>Title:</b>	<b>Fireworks Displays</b>		
<b>Delegation No.:</b>	<b>MISC5</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:		Date Last Reviewed:	

Legislation:	
Power or Duty of the Local Government which is being delegated:	
<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council in regard to an Application for a Fireworks Display Permit, in accordance with Council policy.</p>	

### RELATED DOCUMENTS:

Council Policy:	FIRE2 – Fireworks Displays
Administration Policy/Procedure:	n/a

Notes:	<p><b>Application for a Fireworks Display Permit – Department of Consumer and Employment Protection</b>                  Local government authority to provide comment, advising of objection or non-objection</p>
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## DELEGATION REGISTER



<b>Title:</b>	<b>Public Liability Insurance</b>		
<b>Delegation No.:</b>	<b>MISC6</b>		
<b>Delegation from:</b>	Council	<b>Delegated to:</b>	Chief Executive Officer
<b>Date Adopted:</b>		<b>Date Last Reviewed:</b>	

<b>Legislation:</b>	
<b>Power or Duty of the Local Government which is being delegated:</b>	<p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council to –</p> <p style="padding-left: 40px;">determine claims against the Shire for injury, loss or property damage that do not exceed the Shire's insurance policy excess levels, subject to receipt of a release form.</p>

### RELATED DOCUMENTS:

<b>Council Policy:</b>	n/a
<b>Administration Policy/Procedure:</b>	n/a

<b>Notes:</b>	
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**Attachment 2**



**DELEGATION REGISTER**

<b>Title:</b>	<b>Tenders and Expressions of Interest</b>		
<b>Delegation No.:</b>	<b>LGA 2</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:		Date Last Reviewed:	

Legislation	Sections 3.57, 5.42 and 5.43 of the Local Government Act 1995 [The Act] and Part IV of the Local Government (Functions and General) Regulations 1996 [The Regulations]
Power or Duty of the Local Government which is being delegated:	<ol style="list-style-type: none"> <li>4. The Calling of Tenders – Section 3.57 (1) of the Act and Regulation 11 (1) of the Regulations.</li> <li>5. Determining the criteria for accepting tenders – Regulation 14 (2a) of the Regulations</li> <li>6. Seeking Expressions of Interest – Regulation 21 (1) of the Regulations</li> <li>7. Choice of acceptable Tenderers from an Expression of Interest – Regulation 23 (3) of the Regulations</li> <li>8. Acceptance of Tenders – Regulation 18 (4) of the Regulations.</li> </ol>

Pursuant to Sections 5.42 and 5.43 of the *Local Government Act 1995*, the Chief Executive Officer is delegated power to:

1. Publicly call Tenders for goods and services where provision has been made in the Annual Budget for those goods and services.
2. Determine in writing the criteria for deciding which Tender should be accepted.
3. Seek Expressions of Interest for the supply of goods and services before entering into the Tender Process.
4. Determine which of the Expressions of Interest received would be an acceptable Tenderer.
5. Accept any Tender for the provision of goods or services that do not exceed a total contract price of \$250,000.

**CROSS REFERENCES (If any):**

Management Procedure – Purchasing and Tender Guidelines		Policy No.	PUR 1 - Purchasing
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Notes:	
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**Attachment 3**

**DELEGATION REGISTER**



<b>Title:</b>	<b>Investment of Surplus Funds</b>		
<b>Delegation No.:</b>	<b>LGA8</b>		
Delegation from:	Council	Delegated to:	Chief Executive Officer
Date Adopted:		Date Last Reviewed:	

Legislation/Policy:	Local Government Act 1995, s 6.14 Local Government (Financial Management) Regulations 1996, Regulation 19 and 19C
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Power or Duty of the Local Government which is being delegated:	The Investment of the Shire of Kalamunda's surplus funds held in the municipal or the trust funds of a local government that is not, for the time being, required by the local government for any other purpose is to be invested in accordance with section 6.14 of the Local Government Act 1995 and regulations 19 and 19C of the Local Government (Financial Management) Regulations 1996.
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Pursuant to section 5.42 of the *Local Government Act 1995*, the Chief Executive Office is delegated authority to invest surplus funds of the Shire of Kalamunda's funds held in the municipal or the trust funds of a local government that is not, for the time being, required by the local government for any other purpose.

The investment of these funds is to be in accordance with section 6.14 of the *Local Government Act 1995* and regulations 19 and 19C of the *Local Government (Financial Management) Regulations 1996*.

**CROSS REFERENCES (If any):**

Management Practice No. – Investment of Surplus Funds		Policy No.:	Investment of Surplus Funds
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Notes:	
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**Declaration of financial / conflict of interests to be recorded prior to dealing with each item.**

**33. Budget 2012/2013 – Differential Rates**

Previous Items	Nil.
Responsible Officer	Director Corporate & Community Services
Service Area	Corporate
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Detailed Sample of Properties based on Option 2 Scenario 3

**PURPOSE**

- To consider the level at which to set and advertise differential rates as part of the 2013/2014 Budget process.

**BACKGROUND**

- Differential Rates has now been part of the Budget for some years, with modifications to categories introduced over time to assist in spreading the rate burden and providing opportunities for increases in overall rate income. A specific strategy has been to increase the gap between GRV – General and the Commercial and Industrial/Light Industry categories. The proposal for 2013/14 continues that trend.
- Councillors were briefed on the 4 and 15 of April 2013 on two options with three separate scenarios in each.
  - Option 1 showed the scenarios with a 3%, 7% and 9% flat increase across the existing categories.
  - Option 2 showed the scenarios with a new “vacant” category and different increases for GRV General against GRV Commercial and Industrial Category.
  - Both options had similar minimum rates increases. In Option 2, the “vacant” category had the same minimum rates as GRV General.

The following table reflects these options.

- | Option 1       | Number of Properties | 3%                | 7%                | 9%                |
|----------------|----------------------|-------------------|-------------------|-------------------|
| GRV General    | 21,165               | 21,370,944        | 22,110,487        | 22,488,278        |
| General UV     | 232                  | 416,741           | 433,068           | 441,156           |
| GRV Industrial | 257                  | 3,298,383         | 3,425,762         | 3,489,452         |
| GRV Commercial | 295                  | 1,660,958         | 1,724,257         | 1,755,942         |
| Commercial UV  | 69                   | 122,542           | 127,212           | 129,504           |
| Vacant GRV     | 0                    | 0                 | 0                 | 0                 |
|                | <b>22,018</b>        | <b>26,869,568</b> | <b>27,820,787</b> | <b>28,304,333</b> |

Option 2	Number of Properties	3%	7% GRV Gen & 10% GRV Ind. & Comm.	7% GRV Gen & 12% GRV Ind. & Comm.
GRV General	20106	20,166,309	20,877,873	20,877,196
General UV	232	416,741	433,068	433,068
GRV Industrial	257	3,298,383	3,521,274	3,585,086
GRV Commercial	295	1,660,958	1,771,781	1,803,447
Commercial UV	69	122,542	127,212	133,006
Vacant GRV	1059	1,549,327	1,549,327	1,549,327
	<b>22018</b>	<b>27,214,261</b>	<b>28,280,536</b>	<b>28,381,130</b>

5. This report seeks to ratify the levels at which the Shire will advertise differential rates for the 2013/2014 financial year.

## DETAILS

6. The Budget will be framed on the current principles of the proposed rolling ten year Long Term Financial Plan (“LTFP”) (2014/2023). The LTFP is an integral part of the Integrated Planning Framework and designed to provide local governments with a clear focus on robust financial planning and management. The ten year plan assumes a 7% increase in the rate in the dollar for residential properties for the 2013/2014 year. Information recently received from WALGA indicates that the majority of Metropolitan Local Governments anticipate that residential rates will increase between 5% and 8%.
7. A comparison was done with our neighbouring local governments, City of Swan, City of Belmont and Shire of Mundaring which shows that our rates will remain competitive or cheaper against the adjoining local government authorities. It should be noted that the rates reflected for the two local governments are for 2012/13 against our proposed rates.

	Rate in \$							
	Kalamunda Proposed 2013/2014		Swan Actual 2012/2013		Belmont Actual 2012/2013		Mundaring Actual 2012/2013	
	Cts	Min(\$)	Cts	Min (\$)	Cts	Min (\$)	Cts	Min(\$)
GRV General/ Residential	5.7378	755	6.614	765	5.3257	735	8.6300	854
GRV Commercial	6.3064	800	8.094	1215	6.1778	865	8.6300	854
GRV Industrial	6.7267	850	13.227	1215	6.2044	880	8.6300	854
GRV Vacant	8.0000	755	N/A		N/A		N/A	

- 
8. At the Council briefings, the preferred option chosen for the 2013/14 Differential Rates is
- GRV General to increase by 7%
  - Commercial/Industrial/Light Industry to increase by 12%
  - Creation of a new category "Vacant GRV" with a Rate in the \$ of \$0.08 and a Minimum Rate of \$755

The basis of the new category is to recognise the undeveloped land in the Shire and prompt development.

9. The Shire also recommends that a levy is applied commencing 2013/2014 to address the long term remediation issues being experienced at closed landfill sites within the Shire. The Department of Environment and Conservation is applying stringent control over monitoring and rehabilitation required and the Shire is expending an average of \$100,000 a year to deal with the issue. In recognition of the impost the State Government introduced a *Waste and Resource Recovery Act* in 2007 which allows for local governments to charge a levy to cover the cost of ongoing monitoring of closed land fill sites.
10. A new levy of \$0.0025 is also proposed by applying the *Waste Avoidance and Resource Recovery Act 2007* to raise just over \$100,000 to apply against remedial works on identified contaminated sites.

#### **STATUTORY AND LEGAL IMPLICATIONS**

11. Rates are levied on all rateable properties within the boundaries of the Shire of Kalamunda in accordance with the *Local Government Act 1995*. The overall objective of the proposed rates and charges in the 2013/2014 Budget is to provide for the net funding requirements of the Council's activities and works programs as outlined in the ten Year Long Term Financial Plan 2014-23.
12. In accordance with Section 6.36 of the *Local Government Act 1995*, the Shire is required to ensure that a notice is published in sufficient time to allow submissions to be made by an elector or a ratepayer in respect of the proposed rate within 21 days of the publication of the notice.

#### **POLICY IMPLICATIONS**

13. The retention of differential rating continues the existing policy.

#### **PUBLIC CONSULTATION/COMMUNICATION**

14. Subject to the approval of the Recommendation of this report public consultation will be sought by the publication of a public notice and the request for submissions in line with the requirements of the *Local Government Act 1995*.

#### **FINANCIAL IMPLICATIONS**

15. The raising of rates will enable the Shire to maintain sustainable operations.

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## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

16. *Shire of Kalamunda Strategic Community Plan to 2023*
- Strategy 6.8.1 Develop and regularly review the Long Term Financial Plan for the Shire
- Strategy 6.8.4 Provide effective financial services to support the Shire's Operations and to meet sustainability planning, reporting and accountability requirements.

### Sustainability Implications

#### Social Implications

17. Increasing rates will generally have an adverse impact on low income home owners.

#### Economic Implications

18. The proposal to continue with and increase differential rating to commercial and industrial ratepayer may have an adverse impact on small businesses.

#### Environmental Implications

19. Nil.

### OFFICER COMMENT

20. This report is submitted in order that Council provide give direction on the levels of rate increase and differential rate to be advertised for public comment as part of the 2013/2014 Budget process.

<b>Voting Requirements: Simple Majority</b>
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### OFFICER RECOMMENDATION (C&C 33/2012)

That Council:

1. In line with the ten year Long Term Financial Plan approve that the rate in the dollar and minimum rates advertised in the public notice for the rating categories will be as follows:

Category/Levy	Rate in \$	Min Rate \$
General GRV	0.057378	755
Industrial GRV	0.067267	850
Commercial GRV	0.063064	800
Vacant GRV	0.080000	755
General UV	0.002731	755
Commercial UV	0.003002	800
Waste Avoidance and Resource Recovery Levy (All Categories)	0.002500	



Moved:

Seconded:

Vote:

**Attachment 1**

Assess #	Address	R/C		Calculated	Concession	Actual	Last Year	Var Calc	Var L/ Y
A100335	2 UNION ROAD CARMEL WA 6076	02	GRV Residential	1044.28		1044.28	975.99	0.00	7.0
A100335	2 UNION ROAD CARMEL WA 6076	02	GRV Residential	1044.28		1044.28	975.99	0.00	7.0
A101080	27 ANNE AVENUE WALLISTON WA 6076	02	GRV Residential	924.93		924.93	864.45	0.00	7.0
A101292	17 BADEN ROAD BICKLEY WA 6076	02	GRV Residential	1327.73		1327.73	1240.91	0.00	7.0
A103539	7 HALLEENDALE ROAD WALLISTON WA 6076	02	GRV Residential	775.75		775.75	725.02	0.00	7.0
A103539	7 HALLEENDALE ROAD WALLISTON WA 6076	02	GRV Residential	775.75		775.75	725.02	0.00	7.0
A105123	180 PICKERING BROOK ROAD PICKERING BROOK WA 6076	02	GRV Residential	1118.87		1118.87	1045.71	0.00	7.0
A108228	35 THE BOULEVARD GOOSEBERRY HILL WA 6076	02	GRV Residential	1133.79		1133.79	1059.65	0.00	7.0
A108246	10 THE GETAWAY GOOSEBERRY HILL WA 6076	02	GRV Residential	1387.40		1387.40	1296.68	0.00	7.0
A108250	12 THE GETAWAY GOOSEBERRY HILL WA 6076	02	GRV Residential	1551.50		1551.50	1450.05	0.00	7.0
A108264	16 THE GETAWAY GOOSEBERRY HILL WA 6076	02	GRV Residential	1223.30		1223.30	1143.31	0.00	7.0
A11621	9 CROXTON ROAD PIESSE BROOK WA 6076	02	GRV Residential	1312.81		1312.81	1226.96	0.00	7.0
A120361	29 MUNDARING WEIR ROAD KALAMUNDA WA 6076	02	GRV Residential	880.18		880.18	822.62	0.00	7.0
A124729	287 KALAMUNDA ROAD MAIDA VALE WA 6057	02	GRV Residential	611.65		755.00	693.00	23.43	8.9
A144660	14 ROOTES ROAD LESMURDIE WA 6076	02	GRV Residential	1089.03		1089.03	1017.82	0.00	7.0
A144674	16 ROOTES ROAD LESMURDIE WA 6076	02	GRV Residential	820.51		820.51	766.85	0.00	7.0
A144688	19 ROOTES ROAD LESMURDIE WA 6076	02	GRV Residential	1238.22		1238.22	1157.25	0.00	7.0
A144692	1 BONGIOVANNI COURT LESMURDIE WA 6076	02	GRV Residential	865.26		865.26	808.68	0.00	7.0
A156823	72 KOOKABURRA CRESCENT HIGH WYCOMBE WA 6057	02	GRV Residential	1163.63		1163.63	1087.54	0.00	7.0
A181086	UNIT 6 33 CENTRAL ROAD KALAMUNDA WA 6076	02	GRV Residential	850.34		850.34	794.74	0.00	7.0
A181121	UNIT 10 33 CENTRAL ROAD KALAMUNDA WA 6076	02	GRV Residential	910.02		910.02	850.51	0.00	7.0
A187466	13 BANDIN PLACE MAIDA VALE WA 6057	02	GRV Residential	984.61		984.61	920.22	0.00	7.0
A206955	26 MICA MEWS WATTLE GROVE WA 6107	02	GRV Residential	1253.14		1253.14	1171.19	0.00	7.0
A206955	26 MICA MEWS WATTLE GROVE WA 6107	02	GRV Residential	1253.14		1253.14	1171.19	0.00	7.0

Assess #	Address	R/C		Calculated	Concession	Actual	Last Year	Var Calc	Var L/ Y
A21763	37 GLOUCESTER ROAD KALAMUNDA WA 6076	02	GRV Residential	835.42		835.42	780.79	0.00	7.0
A21781	42 GLOUCESTER ROAD KALAMUNDA WA 6076	02	GRV Residential	805.59		805.59	752.91	0.00	7.0
A26876	58 MAUD ROAD MAIDA VALE WA 6057	02	GRV Residential	1432.15		1432.15	1338.51	0.00	7.0
A46046	56 LINDEN WAY FORRESTFIELD WA 6058	02	GRV Residential	835.42		835.42	780.79	0.00	7.0
A46078	59 LINDEN WAY FORRESTFIELD WA 6058	02	GRV Residential	924.93		924.93	864.45	0.00	7.0
A46082	60 LINDEN WAY FORRESTFIELD WA 6058	02	GRV Residential	880.18		880.18	822.62	0.00	7.0
A70342	79 CYRIL ROAD HIGH WYCOMBE WA 6057	02	GRV Residential	1089.03		1089.03	1017.82	0.00	7.0
A70374	1 MARLOCK COURT FORRESTFIELD WA 6058	02	GRV Residential	939.85		939.85	878.39	0.00	7.0
A7810	150 CRYSTAL BROOK ROAD WATTLE GROVE WA 6107	02	GRV Residential	865.26		865.26	808.68	0.00	7.0
A7810	150 CRYSTAL BROOK ROAD WATTLE GROVE WA 6107	02	GRV Residential	865.26		865.26	808.68	0.00	7.0
A94623	39 ALPINE ROAD KALAMUNDA WA 6076	02	GRV Residential	1089.03		1089.03	1017.82	0.00	7.0
A99178	201 MUNDARING WEIR ROAD PIESSE BROOK WA 6076	02	GRV Residential	1282.97		1282.97	1199.08	0.00	7.0
A99966	19 SECOND AVENUE BICKLEY WA 6076	02	GRV Residential	1074.12		1074.12	1003.88	0.00	7.0
A10011	12 ANEMBO ROAD CARMEL WA 6076	03	UV General	1556.67		1556.67	1454.64	0.00	7.0
A10043	44 UNION ROAD CARMEL WA 6076	03	UV General	1556.67		1556.67	1454.64	0.00	7.0
A194449	50 ASHER ROAD PAULLS VALLEY WA 6076	03	UV General	2621.76		2621.76	2449.92	0.00	7.0
A194570	126 WELSHPOOL ROAD EAST LESMURDIE WA 6076	03	UV General	1802.46		1802.46	1684.32	0.00	7.0
A194782	788 CANNING ROAD CARMEL WA 6076	03	UV General	1351.85		1351.85	1263.24	0.00	7.0
A201397	44 CARMEL ROAD CARMEL WA 6076	03	UV General	1638.60		1638.60	1531.20	0.00	7.0
A201414	14 CARMEL ROAD CARMEL WA 6076	03	UV General	1775.15		1775.15	1658.80	0.00	7.0
A204672	75 BRACKEN ROAD PICKERING BROOK WA 6076	03	UV General	1556.67		1556.67	1454.64	0.00	7.0
A204686	73 BRACKEN ROAD PICKERING BROOK WA 6076	03	UV General	1529.36		1529.36	1429.12	0.00	7.0
A210027	113 KAWINA ROAD BICKLEY WA 6076	03	UV General	2048.25		2048.25	1914.00	0.00	7.0
A210031	80 LAWNBROOK ROAD EAST BICKLEY WA 6076	03	UV General	1693.22		1693.22	1582.24	0.00	7.0
A212148	90 WALNUT ROAD BICKLEY WA 6076	03	UV General	1993.63		1993.63	1862.96	0.00	7.0

Assess #	Address	R/C		Calculated	Concession	Actual	Last Year	Var Calc	Var L/Y
A5028	44 BREWER ROAD MAIDA VALE WA 6057	03	UV General	1583.98		1583.98	1480.16	0.00	7.0
A6101	79 GILCHRIST ROAD LESMURDIE WA 6076	03	UV General	1775.15		1775.15	1658.80	0.00	7.0
A6197	26 MABEL ROAD LESMURDIE WA 6076	03	UV General	1775.15		1775.15	1658.80	0.00	7.0
A6331	165 HAWTIN ROAD MAIDA VALE WA 6057	03	UV General	1939.01		1939.01	1811.92	0.00	7.0
A6395	34 STEWART ROAD HIGH WYCOMBE WA 6057	03	UV General	1665.91		1665.91	1556.72	0.00	7.0
A8759	131 ALDERSYDE ROAD PIESSE BROOK WA 6076	03	UV General	1993.63		1993.63	1862.96	0.00	7.0
A8777	11 BAHEN ROAD HACKETS GULLY WA 6076	03	UV General	1775.15		1775.15	1658.80	0.00	7.0
A8808	221 BAHEN ROAD HACKETS GULLY WA 6076	03	UV General	1693.22		1693.22	1582.24	0.00	7.0
A8862	85 BRACKEN ROAD PICKERING BROOK WA 6076	03	UV General	1775.15		1775.15	1658.80	0.00	7.0
A8907	161 BRACKEN ROAD PICKERING BROOK WA 6076	03	UV General	1693.22		1693.22	1582.24	0.00	7.0
A8911	21 BRIGITA ROAD PAULLS VALLEY WA 6076	03	UV General	1747.84		1747.84	1633.28	0.00	7.0
A9026	722 CANNING ROAD CARMEL WA 6076	03	UV General	1474.74		1474.74	1378.08	0.00	7.0
A9125	122 CARMEL ROAD CARMEL WA 6076	03	UV General	1502.05		1502.05	1403.60	0.00	7.0
A9161	8 FERN ROAD PIESSE BROOK WA 6076	03	UV General	1638.60		1638.60	1531.20	0.00	7.0
A9193	51 FERN ROAD PAULLS VALLEY WA 6076	03	UV General	1556.67		1556.67	1454.64	0.00	7.0
A9341	35 GLENISLA ROAD BICKLEY WA 6076	03	UV General	1583.98		1583.98	1480.16	0.00	7.0
A9369	81 GLENISLA ROAD BICKLEY WA 6076	03	UV General	1338.19		1338.19	1250.48	0.00	7.0
A9440	31 KAWINA ROAD BICKLEY WA 6076	03	UV General	1556.67		1556.67	1454.64	0.00	7.0
A9503	118 LAWNBROOK ROAD WEST WALLISTON WA 6076	03	UV General	1802.46		1802.46	1684.32	0.00	7.0
A103197	10 GODFREY STREET WALLISTON WA 6076	04	GRV Commercial	3172.92		3172.92	2832.92	0.00	12.0
A11211	34 CARINYAH ROAD PICKERING BROOK WA 6076	04	GRV Commercial	1513.51		1513.51	1351.33	0.00	12.0
A152352	100 DADDOW ROAD KEWDALE WA 6105	04	GRV Commercial	7077.16		7077.16	6318.81	0.00	12.0
A152780	100 CHISHOLM CRESCENT KEWDALE WA 6105	04	GRV Commercial	58424.55		58424.5	52164.0	0.00	12.0
						5	6		
A222799	7 EUREKA STREET HIGH WYCOMBE WA 6057	04	GRV Commercial	10331.67		10331.6	8648.30	0.00	19.5
						7			
A224757	995 ABERNETHY ROAD HIGH WYCOMBE WA 6057	04	GRV Commercial	22506.66		22506.6	20094.9	0.00	12.0
						6	6		

Assess #	Address	R/C		Calculated	Concession	Actual	Last Year	Var Calc	Var L/ Y
A226715	1240 ABERNETHY ROAD HIGH WYCOMBE WA 6057	04	GRV Commercial	48432.24		48432.24	43242.48	0.00	12.0
A229743	12 WHARTON ROAD KEWDALE WA 6105	04	GRV Commercial	7384.50		7384.50	6593.22	0.00	12.0
A231019	UNIT 1 75 DUNDAS ROAD HIGH WYCOMBE WA 6057	04	GRV Commercial	12695.91		12695.91	11335.48	0.00	12.0
A231023	UNIT 2 75 DUNDAS ROAD HIGH WYCOMBE WA 6057	04	GRV Commercial	15189.63		15189.63	13561.98	0.00	12.0
A23668	176 GROVE ROAD LESMURDIE WA 6076	04	GRV Commercial	1681.68		1681.68	1501.48	0.00	12.0
A25428	293 HAWTIN ROAD FORRESTFIELD WA 6058	04	GRV Commercial	4422.47		4422.47	3948.58	0.00	12.0
A26826	12 CAROLYN WAY FORRESTFIELD WA 6058	04	GRV Commercial	31951.83		31951.83	28528.03	0.00	12.0
A28046	2 DRAPER PLACE KEWDALE WA 6105	04	GRV Commercial	22542.92		22542.92	20127.33	0.00	12.0
A47282	80 BEDFORD CRESCENT FORRESTFIELD WA 6058	04	GRV Commercial	17619.18		17619.18	15731.19	0.00	12.0
A6282	304 BERKSHIRE ROAD FORRESTFIELD WA 6058	04	GRV Commercial	112120.03		112120.03	100105.80	0.00	12.0
A6868	290 BERKSHIRE ROAD FORRESTFIELD WA 6058	04	GRV Commercial	72808.39		72808.39	65006.60	0.00	12.0
A7577	11 CAROLYN WAY FORRESTFIELD WA 6058	04	GRV Commercial	80477.90		80477.90	71854.29	0.00	12.0
A8349	276 HALE ROAD FORRESTFIELD WA 6058	04	GRV Commercial	1049.37		1049.37	936.92	0.00	12.0
A8416	302 HALE ROAD FORRESTFIELD WA 6058	04	GRV Commercial	1031.88		1031.88	921.31	0.00	12.0
A8696	8 PEGG COURT KEWDALE WA 6105	04	GRV Commercial	14840.18		14840.18	13249.98	0.00	12.0
A104446	39 LAWNBROOK ROAD WEST WALLISTON WA 6076	06	GRV Industrial	2823.33		2823.33	2520.86	0.00	12.0
A105272	10 TELEVISION ROAD BICKLEY WA 6076	06	GRV Industrial	4491.66		4491.66	4010.47	0.00	12.0
A106765	7 STIRK STREET KALAMUNDA WA 6076	06	GRV Industrial	3607.20		3607.20	3220.76	0.00	12.0
A111023	21 RAILWAY ROAD KALAMUNDA WA 6076	06	GRV Industrial	1160.36		1160.36	1036.05	0.00	12.0
A111055	38 RAILWAY ROAD KALAMUNDA WA 6076	06	GRV Industrial	0.00		800.00	728.00		9.9

Assess #	Address	R/C		Calculated	Concession	Actual	Last Year	Var Calc	Var L/Y
A111073	43 RAILWAY ROAD KALAMUNDA WA 6076	06	GRV Industrial	23282.86		23282.86	20788.54	0.00	12.0
A111546	167 RAILWAY ROAD GOOSEBERRY HILL WA 6076	06	GRV Industrial	16637.60		16637.60	14855.19	0.00	12.0
A119411	UNIT 2 13 MEAD STREET KALAMUNDA WA 6076	06	GRV Industrial	1135.13		1135.13	1013.53	0.00	12.0
A119425	12 MEAD STREET KALAMUNDA WA 6076	06	GRV Industrial	9680.17		9680.17	8643.12	0.00	12.0
A123321	1 KALAMUNDA ROAD KALAMUNDA WA 6076	06	GRV Industrial	4313.51		4313.51	3851.40	0.00	12.0
A124620	262 KALAMUNDA ROAD MAIDA VALE WA 6057	06	GRV Industrial	5549.54		5549.54	4955.02	0.00	12.0
A124670	269 KALAMUNDA ROAD MAIDA VALE WA 6057	06	GRV Industrial	13149.90		13149.90	11741.14	0.00	12.0
A124684	268 KALAMUNDA ROAD MAIDA VALE WA 6057	06	GRV Industrial	5032.43		5032.43	4493.30	0.00	12.0
A127379	47 NEWBURN ROAD HIGH WYCOMBE WA 6057	06	GRV Industrial	2522.52		2522.52	2252.28	0.00	12.0
A128119	118 MIDLAND ROAD MAIDA VALE WA 6057	06	GRV Industrial	1229.73		1229.73	1097.99	0.00	12.0
A131211	80 HALE ROAD FORRESTFIELD WA 6058	06	GRV Industrial	117082.51		117082.51	104539.35	0.00	12.0
A133562	64A HALE ROAD FORRESTFIELD WA 6058	06	GRV Industrial	1576.58		1576.58	1407.68	0.00	12.0
A133742	29 SORENSEN ROAD HIGH WYCOMBE WA 6057	06	GRV Industrial	1738.02		1738.02	1551.82	0.00	12.0
A138661	UNIT 1 4 CANNING ROAD KALAMUNDA WA 6076	06	GRV Industrial	630.63		800.00	728.00	26.85	9.9
A138689	UNIT 3 4 CANNING ROAD KALAMUNDA WA 6076	06	GRV Industrial	630.63		800.00	728.00	26.85	9.9
A138724	UNIT 7 4 CANNING ROAD KALAMUNDA WA 6076	06	GRV Industrial	630.63		800.00	728.00	26.85	9.9
A140121	8 SORENSEN ROAD HIGH WYCOMBE WA 6057	06	GRV Industrial	1721.62		1721.62	1537.18	0.00	12.0
A142210	1A RAILWAY ROAD KALAMUNDA WA 6076	06	GRV Industrial	2207.21		2207.21	1970.75	0.00	12.0
A142490	UNIT 1 11 SALIX WAY FORRESTFIELD WA 6058	06	GRV Industrial	2774.77		2774.77	2477.51	0.00	12.0
A14285	103 CANNING ROAD KALAMUNDA WA 6076	06	GRV Industrial	4881.08		4881.08	4358.16	0.00	12.0
A143541	UNIT 1 2 HAYNES STREET KALAMUNDA WA 6076	06	GRV Industrial	1765.76		1765.76	1576.60	0.00	12.0
A143555	UNIT 2 2 HAYNES STREET KALAMUNDA WA 6076	06	GRV Industrial	3783.78		3783.78	3378.42	0.00	12.0
A146925	175 DUNDAS ROAD HIGH WYCOMBE WA 6057	06	GRV Industrial	2220.64		2220.64	1982.74	0.00	12.0
A147521	UNIT 1 384 HOLMES ROAD FORRESTFIELD WA 6058	06	GRV Industrial	3677.77		3677.77	3283.77	0.00	12.0
A147832	1 BERLE WAY HIGH WYCOMBE WA 6057	06	GRV Industrial	3689.19		3689.19	3293.96	0.00	12.0

Assess #	Address	R/C		Calculated	Concession	Actual	Last Year	Var Calc	Var L/ Y
A149575	500 WELSHPOOL ROAD EAST WATTLE GROVE WA 6107	06	GRV Industrial	1.26		800.00	728.00	63392.06	9.9
A152483	113 EDNEY ROAD HIGH WYCOMBE WA 6057	06	GRV Industrial	2889.86		2889.86	2580.27	0.00	12.0
A152497	7 WARBLER COURT HIGH WYCOMBE WA 6057	06	GRV Industrial	3027.02		3027.02	2702.74	0.00	12.0
A152500	5 WARBLER COURT HIGH WYCOMBE WA 6057	06	GRV Industrial	3342.34		3342.34	2984.27	0.00	12.0
A152514	1 WARBLER COURT HIGH WYCOMBE WA 6057	06	GRV Industrial	1797.30		1797.30	1604.75	0.00	12.0
A152528	220 NEWBURN ROAD HIGH WYCOMBE WA 6057	06	GRV Industrial	3027.02		3027.02	2702.74	0.00	12.0
A152532	218 NEWBURN ROAD HIGH WYCOMBE WA 6057	06	GRV Industrial	1823.78		1823.78	1628.40	0.00	12.0
A153057	148 CARMEL ROAD CARMEL WA 6076	06	GRV Industrial	700.00		800.00	728.00	14.28	9.9
A154455	255 WELSHPOOL ROAD EAST CARMEL WA 6076	06	GRV Industrial	1923.42		1923.42	1717.36	0.00	12.0
A155411	16 ROTH ROAD LESMURDIE WA 6076	06	GRV Industrial	2591.89		2591.89	2314.22	0.00	12.0
A155556	286 KALAMUNDA ROAD MAIDA VALE WA 6057	06	GRV Industrial	1229.73		1229.73	1097.99	0.00	12.0
A157069	277 LEWIS ROAD FORRESTFIELD WA 6058	06	GRV Industrial	1328.11		1328.11	1185.83	0.00	12.0
A162020	36 ANNETTS ROAD CARMEL WA 6076	06	GRV Industrial	1765.76		1765.76	1576.60	0.00	12.0
A162773	18 MEAD STREET KALAMUNDA WA 6076	06	GRV Industrial	12217.51		12217.51	10908.64	0.00	12.0
A163581	185 CHISHOLM CRESCENT KEWDALE WA 6105	06	GRV Industrial	7400.00		7400.00	6607.23	0.00	12.0
A163842	7 HAYNES STREET KALAMUNDA WA 6076	06	GRV Industrial	2837.84		2837.84	2533.82	0.00	12.0
A164777	UNIT 2 12 STRELITZIA AVENUE FORRESTFIELD WA 6058	06	GRV Industrial	1702.70		1702.70	1520.29	0.00	12.0
A164795	UNIT 4 12 STRELITZIA AVENUE FORRESTFIELD WA 6058	06	GRV Industrial	1576.58		1576.58	1407.68	0.00	12.0
A168068	UNIT 5 47 RAILWAY ROAD KALAMUNDA WA 6076	06	GRV Industrial	567.57		800.00	728.00	40.95	9.9
A169349	76 HALE ROAD FORRESTFIELD WA 6058	06	GRV Industrial	15381.07		15381.07	13733.28	0.00	12.0
A170875	UNIT 2 8 LAURENCE ROAD WALLISTON WA 6076	06	GRV Industrial	4049.91		4049.91	3616.04	0.00	12.0
A173178	UNIT 2 3 CANNING ROAD KALAMUNDA WA 6076	06	GRV Industrial	882.88		882.88	788.30	0.00	12.0
A25252	157 HAWTIN ROAD MAIDA VALE WA 6057	06	GRV Industrial	754.23		800.00	728.00	6.06	9.9
A25608	351 HAWTIN ROAD FORRESTFIELD WA 6058	06	GRV Industrial	15895.66		15895.66	14192.7	0.00	12.0



Assess #	Address	R/C		Calculated	Concession	Actual	Last Year	Var Calc	Var L/ Y
						6	4		
A28686	791 WELSHPOOL ROAD EAST WATTLE GROVE WA 6107	06	GRV Industrial	2900.90		2900.90	2590.12	0.00	12.0
A72427	54 EDINBURGH ROAD FORRESTFIELD WA 6058	06	GRV Industrial	2507.83		2507.83	2239.16	0.00	12.0
A8452	318 HALE ROAD FORRESTFIELD WA 6058	06	GRV Industrial	1311.71		1311.71	1171.19	0.00	12.0
A8628	40 HARDEY EAST ROAD WATTLE GROVE WA 6107	06	GRV Industrial	885.40		885.40	790.55	0.00	12.0
A88151	20 HAYNES STREET KALAMUNDA WA 6076	06	GRV Industrial	12309.90		12309.9	10991.1	0.00	12.0
						0	3		
A88165	21 HAYNES STREET KALAMUNDA WA 6076	06	GRV Industrial	8198.19		8198.19	7319.91	0.00	12.0
A88179	22 HAYNES STREET KALAMUNDA WA 6076	06	GRV Industrial	14283.77		14283.7	12753.5	0.00	12.0
						7	4		
A88232	38 HAYNES STREET KALAMUNDA WA 6076	06	GRV Industrial	16522.51		16522.5	14752.4	0.00	12.0
						1	3		
A90166	8 CANNING ROAD KALAMUNDA WA 6076	06	GRV Industrial	3909.91		3909.91	3491.03	0.00	12.0
A90986	15 CENTRAL ROAD KALAMUNDA WA 6076	06	GRV Industrial	143077.71		143077.	127749.	0.00	12.0
						71	66		
A91091	32 CENTRAL ROAD KALAMUNDA WA 6076	06	GRV Industrial	3058.56		3058.56	2730.89	0.00	12.0
A91203	45 CENTRAL ROAD KALAMUNDA WA 6076	06	GRV Industrial	3783.78		3783.78	3378.42	0.00	12.0
A9288	40 FRANCAIS ROAD PICKERING BROOK WA 6076	06	GRV Industrial	1967.57		1967.57	1756.78	0.00	12.0
A95382	12 BARBER STREET KALAMUNDA WA 6076	06	GRV Industrial	15141.43		15141.4	13519.3	0.00	12.0
						3	1		
A95396	6 BARBER STREET KALAMUNDA WA 6076	06	GRV Industrial	2667.56		2667.56	2381.79	0.00	12.0
A99259	95 PALMATEER DRIVE BICKLEY WA 6076	06	GRV Industrial	1147.75		1147.75	1024.79	0.00	12.0
A99376	2 PICKERING BROOK ROAD PICKERING BROOK WA 6076	06	GRV Industrial	3566.34		3566.34	3184.27	0.00	12.0
A10025	50 UNION ROAD CARMEL WA 6076	07	UV Commercial	1711.14		1711.14	1527.60	0.00	12.0
A100254	234 STANHOPE ROAD WALLISTON WA 6076	07	UV Commercial	1711.14		1711.14	1527.60	0.00	12.0
A100303	105 TANNER ROAD CARMEL WA 6076	07	UV Commercial	3692.46		3692.46	3296.40	0.00	12.0
A10061	101 UNION ROAD CARMEL WA 6076	07	UV Commercial	1921.28		1921.28	1715.20	0.00	12.0

Assess #	Address	R/C		Calculated	Concession	Actual	Last Year	Var Calc	Var L/ Y
A100682	74 VALENCIA ROAD CARMEL WA 6076	07	UV Commercial	1711.14		1711.14	1527.60	0.00	12.0
A100727	39 WALNUT ROAD BICKLEY WA 6076	07	UV Commercial	1741.16		1741.16	1554.40	0.00	12.0
A100795	255 WALNUT ROAD BICKLEY WA 6076	07	UV Commercial	1921.28		1921.28	1715.20	0.00	12.0
A100808	271 WALNUT ROAD BICKLEY WA 6076	07	UV Commercial	1501.00		1501.00	1340.00	0.00	12.0
A10142	467 WALNUT ROAD PICKERING BROOK WA 6076	07	UV Commercial	1921.28		1921.28	1715.20	0.00	12.0
A10403	226 ALDERSYDE ROAD BICKLEY WA 6076	07	UV Commercial	1801.20		1801.20	1608.00	0.00	12.0
A10453	270 ALDERSYDE ROAD BICKLEY WA 6076	07	UV Commercial	1771.18		1771.18	1581.20	0.00	12.0
A10471	284 ALDERSYDE ROAD BICKLEY WA 6076	07	UV Commercial	2041.36		2041.36	1822.40	0.00	12.0
A10516	353 ALDERSYDE ROAD BICKLEY WA 6076	07	UV Commercial	2131.42		2131.42	1902.80	0.00	12.0
A10548	5 LOARING ROAD BICKLEY WA 6076	07	UV Commercial	1681.12		1681.12	1500.80	0.00	12.0
A11293	120 CARINYAH ROAD PICKERING BROOK WA 6076	07	UV Commercial	1921.28		1921.28	1715.20	0.00	12.0
A11568	37 CARMEL ROAD EAST CARMEL WA 6076	07	UV Commercial	1681.12		1681.12	1500.80	0.00	12.0
A11603	60 CARMEL ROAD EAST CARMEL WA 6076	07	UV Commercial	1801.20		1801.20	1608.00	0.00	12.0
A12209	91 GLENISLA ROAD BICKLEY WA 6076	07	UV Commercial	1801.20		1801.20	1608.00	0.00	12.0
A12772	37 NANNUP PLACE PAULLS VALLEY WA 6076	07	UV Commercial	2101.40		2101.40	1876.00	0.00	12.0
A12786	16 ISAACS ROAD PICKERING BROOK WA 6076	07	UV Commercial	1531.02		1531.02	1366.80	0.00	12.0
A133837	241 PATTERSON ROAD PICKERING BROOK WA 6076	07	UV Commercial	1921.28		1921.28	1715.20	0.00	12.0
A133869	550 CANNING ROAD CARMEL WA 6076	07	UV Commercial	2251.50		2251.50	2010.00	0.00	12.0
A152807	1215 CANNING ROAD CANNING MILLS WA 6111	07	UV Commercial	1350.90		1350.90	1206.00	0.00	12.0
A165008	36 HALLEENDALE ROAD WALLISTON WA 6076	07	UV Commercial	1861.24		1861.24	1661.60	0.00	12.0
A177720	1355 CANNING ROAD CANNING MILLS WA 6111	07	UV Commercial	1621.08		1621.08	1447.20	0.00	12.0
A184258	41 MCCORKILL ROAD PICKERING BROOK WA 6076	07	UV Commercial	1861.24		1861.24	1661.60	0.00	12.0
A194368	120 POMEROY ROAD WALLISTON WA 6076	07	UV Commercial	3362.24		3362.24	3001.60	0.00	12.0
A195419	772 CANNING ROAD CARMEL WA 6076	07	UV Commercial	2971.98		2971.98	2653.20	0.00	12.0
A201400	34 CARMEL ROAD CARMEL WA 6076	07	UV Commercial	1801.20		1801.20	1608.00	0.00	12.0
A213415	630 CANNING ROAD CARMEL WA 6076	07	UV Commercial	3782.52		3782.52	3376.80	0.00	12.0
A217756	101 LAWNBROOK ROAD EAST BICKLEY WA 6076	07	UV Commercial	1681.12		1681.12	1500.80	0.00	12.0
A219728	115 BRACKEN ROAD PICKERING BROOK WA 6076	07	UV Commercial	1951.30		1951.30	1742.00	0.00	12.0

Assess #	Address	R/C		Calculated	Concession	Actual	Last Year	Var Calc	Var L/ Y
A219732	101 BRACKEN ROAD PICKERING BROOK WA 6076	07	UV Commercial	1275.85		1275.85	1139.00	0.00	12.0
A233798	21 CRYSTAL BROOK ROAD WATTLE GROVE WA 6107	07	UV Commercial	1891.26		1891.26	1688.40	0.00	12.0
A235382	680 CANNING ROAD CARMEL WA 6076	07	UV Commercial	780.52		800.00	728.00	2.49	9.9
A5933	115 WATSONIA ROAD GOOSEBERRY HILL WA 6076	07	UV Commercial	2341.56		2341.56	2090.40	0.00	12.0
A8781	50 BAHEN ROAD HACKETTS GULLY WA 6076	07	UV Commercial	1861.24		1861.24	1661.60	0.00	12.0
A8812	31 BRACKEN ROAD PICKERING BROOK WA 6076	07	UV Commercial	1861.24		1861.24	1661.60	0.00	12.0
A8894	141 BRACKEN ROAD PICKERING BROOK WA 6076	07	UV Commercial	1831.22		1831.22	1634.80	0.00	12.0
A8975	397 CANNING ROAD WALLISTON WA 6076	07	UV Commercial	1801.20		1801.20	1608.00	0.00	12.0
A9062	1350 CANNING ROAD CANNING MILLS WA 6111	07	UV Commercial	1771.18		1771.18	1581.20	0.00	12.0
A9076	119 CARINYAH ROAD PICKERING BROOK WA 6076	07	UV Commercial	1921.28		1921.28	1715.20	0.00	12.0
A9107	51 CARMEL ROAD CARMEL WA 6076	07	UV Commercial	1771.18		1771.18	1505.68	0.00	17.6
A9139	70 DODD ROAD BICKLEY WA 6076	07	UV Commercial	1951.30		1951.30	1742.00	0.00	12.0
A9143	30 EAST ROAD PICKERING BROOK WA 6076	07	UV Commercial	1951.30		1951.30	1742.00	0.00	12.0
A9260	205 FORREST ROAD PICKERING BROOK WA 6076	07	UV Commercial	1951.30		1951.30	1742.00	0.00	12.0
A9436	11 KAWINA ROAD BICKLEY WA 6076	07	UV Commercial	1771.18		1771.18	1581.20	0.00	12.0
A9652	140 PATTERSON ROAD PICKERING BROOK WA 6076	07	UV Commercial	1951.30		1951.30	1742.00	0.00	12.0
A9666	269 PATTERSON ROAD PICKERING BROOK WA 6076	07	UV Commercial	1921.28		1921.28	1715.20	0.00	12.0
A9670	305 PATTERSON ROAD PICKERING BROOK WA 6076	07	UV Commercial	1921.28		1921.28	1715.20	0.00	12.0
A98716	47 MCCORKILL ROAD PICKERING BROOK WA 6076	07	UV Commercial	930.62		930.62	830.80	0.00	12.0
A98748	40 MASONMILL ROAD CARMEL WA 6076	07	UV Commercial	1981.32		1981.32	1768.80	0.00	12.0
A98752	15 MERRIVALE ROAD PICKERING BROOK WA 6076	07	UV Commercial	975.65		975.65	871.00	0.00	12.0
A98798	165 MERRIVALE ROAD PICKERING BROOK WA 6076	07	UV Commercial	1921.28		1921.28	1715.20	0.00	12.0
A98801	185 MERRIVALE ROAD PICKERING BROOK WA 6076	07	UV Commercial	1921.28		1921.28	1715.20	0.00	12.0
A98897	80 MITCHELL ROAD BICKLEY WA 6076	07	UV Commercial	1711.14		1711.14	1527.60	0.00	12.0
A9995	42 THORNE ROAD HACKETTS GULLY WA 6076	07	UV Commercial	1741.16		1741.16	1554.40	0.00	12.0
A124666	266 KALAMUNDA ROAD MAIDA VALE WA 6057	12	GRV Vacant	1920.00		1920.00	1287.02	0.00	49.2
A205408	36 THIRLMERE WAY HIGH WYCOMBE WA 6057	12	GRV Vacant	1747.20		1747.20	1171.19	0.00	49.2
A217544	14 LARWOOD CRESCENT HIGH WYCOMBE WA 6057	12	GRV Vacant	2017.60		2017.60	1352.45	0.00	49.2

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<b>Assess #</b>	<b>Address</b>	<b>R/C</b>	<b>Calculated</b>	<b>Concession</b>	<b>Actual</b>	<b>Last Year</b>	<b>Var Calc</b>	<b>Var L/ Y</b>
A217558	12 LARWOOD CRESCENT HIGH WYCOMBE WA 6057	12 GRV Vacant	1726.40		1726.40	1157.25	0.00	49.2
A28785	19 WILLIAM STREET WATTLE GROVE WA 6107	12 GRV Vacant	2560.00		2560.00	1414.02	0.00	81.0
A33930	6 COUSINS CLOSE KALAMUNDA WA 6076	12 GRV Vacant	852.00		852.00	693.00	0.00	22.9

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

**34 Hartfield Park Advisory Committee – Nominations for Membership**

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

**PURPOSE**

1. To consider the appointment of two Committee members to the Hartfield Park Advisory Committee (“HPAC”).

**BACKGROUND**

2. The Shire has recently received two nominations and two resignations for the HPAC.
3. The current membership of the HPAC is:

<b>Name</b>	<b>Representing</b>
Cr Allan Morton	Councillor Delegate
Carlos Mendes	Forrestfield United Soccer Club
Phillip Fawell	Kalamunda Hockey Club
David Meier	Kalamunda Hockey Club (Deputy)
Terry Davidson	Forrestfield Junior Football Club
Jason Gill	Forrestfield Cricket Club
Daryle Martin	Forrestfield Flyers Tee-ball Club
Jim Berry	Kalamunda Rugby Club

4. Due to the recent resignation of Kalamunda Rugby Club representative, Jim Berry, the Club has formally requested that Kevin Adams be the main representative on behalf of the Kalamunda Rugby Club.
5. Due to the recent resignation of Forrestfield Flyers Tee-ball Club representative, Daryle Martin, the Club has formally requested that Rex West be the main representative on behalf of the Forrestfield Flyers Tee-ball Club.

**DETAILS**

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

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- In accordance with the *Local Government Act 1995*, a minimum of three (3) persons must be appointed to the Committee.
  - User groups with representatives on the Advisory Committee may nominate a deputy that only has provision to attend meetings and vote when the key representative is absent.

## **STATUTORY AND LEGAL IMPLICATIONS**

7. Appointments are made in accordance with Section 5.10 (1) of the *Local Government Act 1995*.

## **POLICY IMPLICATIONS**

8. Policy CTEE3, Management and Advisory Committees – Representation, Review and Procedures.

## **PUBLIC CONSULTATION/COMMUNICATION**

9. Nil.

## **FINANCIAL IMPLICATIONS**

10. Nil.

## **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

### **Strategic Planning Implications**

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

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

### **Sustainability Implications**

#### Social Implications

12. The objectives of the Shire's Management/Advisory Committees are:
- To advise Council on matters pertaining to facilities.
  - To examine proposals for development from a community perspective and in accordance with Council policies and practices.
  - To provide an opportunity for all people and residents who use the facility to meet at regular intervals to discuss their common and particular interests.
13. The appointment of the nominees received to the HPAC will provide those user groups with appropriate representation on these committees.

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Economic Implications

14. Nil.

Environmental Implications

15. Nil.

**OFFICER COMMENT**

16. The nomination for Kevin Adams to represent the Kalamunda Rugby Club as a main representative, given the notification that the current main representative is no longer able to attend Committee meetings, will provide the Club with a main representative.
17. The nomination for Rex West to represent the Forrestfield Flyers Tee-ball Club as a main representative, given the notification that the current main representative is no longer able to attend Committee meetings, will provide the Club with a main representative.
18. Should Council accept the nominations, the following will be the new membership of the HPAC:

<b>Name</b>	<b>Representing</b>
Cr Allan Morton	Councillor Delegate
Carlos Mendes	Forrestfield United Soccer Club
Phillip Fawell	Kalamunda Hockey Club
David Meier	Kalamunda Hockey Club (Deputy)
Terry Davidson	Forrestfield Junior Football Club
Jason Gill	Forrestfield Cricket Club
Rex West	Forrestfield Flyers Tee-ball Club
Kevin Adams	Kalamunda Rugby Club

**Voting Requirements: Absolute Majority**

**OFFICER RECOMMENDATION (C&C 34/2013)**

That Council:

1. Appoints Kevin Adams, representing Kalamunda Rugby Club, as a member of the Hartfield Park Advisory Committee.
2. Appoints Rex West, representing Forrestfield Flyers Tee-ball Club, as a member of the Hartfield Park Advisory Committee.

Moved:

Seconded:

Vote:



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

**35. Chaplaincy Service Provision in Schools Located in the Hills and Foothills**

Previous Items	
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	CO-CCS-025
Applicant	N/A
Owner	N/A

**PURPOSE**

1. To review the provision of Chaplaincy Services to Schools located in the Hills and Foothills, in preparation for adoption of the Long Term Financial Plan 2014-2023.

**BACKGROUND**

2. During the budget planning process for 2012/2013 Councillors requested a review of the Chaplaincy Services to Schools provision.
3. An in-house review was completed in April 2013 which includes:
  - Statistical evaluation of the service provision from 2008-2012.
  - Comparison with other Local Government authorities.
  - Youth needs and access to Chaplaincy Services.

**DETAILS**

4. The Shire has supported the provision of Chaplaincy Services to Schools located in the Hills and Foothills since 1994.
5. Chaplains (lay or ordained) provide pastoral care to students, school staff and members of the community. Pastoral care includes a variety of issues including health, social and values education, behaviour management and emotional support.
6. Chaplains representing churches in the local area, are directed to respect the rights of individuals and their belief systems, only offering ecclesiastical support where and when appropriate.
7. Chaplaincy Services to Schools are provided by YouthCARE (CARE: Chaplaincy and Religious Education), which is the trading name of The Churches Commission on Education Inc, one of the largest not-for-profit organisations in WA and established by a broad group of Christian churches in 1972.
8. YouthCARE is a member of the National School Chaplaincy Association and arranges Chaplains for schools which have been successful in applying for funding under the Federal Government's National Schools Chaplaincy and Student Welfare Program.

- 
9. This Federal funding is for a maximum of \$20,000 per school. If receiving the maximum amount, schools are required to provide a minimum of 400 Chaplaincy hours per year. The current funding program extends until 31 December 2014.
  10. The role of State Government is limited to the management of the Chaplaincy contract with the individual participating schools and this is generally the operational responsibility of the School Principal.
  11. Schools funded through National Schools Chaplaincy and Student Welfare Program often seek financial contributions from other sources in order to 'bridge the gap' or to provide additional hours of Chaplaincy Services to Schools. This can be through business/community sponsorship, Parents and Citizens fundraising efforts local government support or a combination of sources.
  12. Since 2008, YouthCARE has provided annual statistics based directly on information collated and provided by the Chaplains working at each school.
  13. Schools participating in the Chaplaincy Service to Schools tend to be public schools and therefore during the period of evaluation (2008-2012) this has, at times, included the three senior high schools: Lesmurdie, Kalamunda and Darling Range Sports College, as well as seven primary schools: Forrestfield, Gooseberry Hill, Kalamunda, Maida Vale, Pickering Brook, Walliston and Wattle Grove.
  14. The overall numbers of student interactions with Chaplaincy Services for Schools located in the Hills and Foothills peaked in 2012 at 4,460 despite the number of schools (recording data or participating) reducing from six in 2011 to five.
  15. Trend data continues to show a similar pattern throughout this period and to reflect that students are still concerned about the same issues: *Peer Relationships* and *Family Relationships*, followed by *Bullying & Harassment* and *Grief & Loss*.
  16. Eight Local Government authorities were consulted to establish their involvement in supporting the Chaplaincy Program and three of those surveyed currently provide financial support to YouthCARE for this service.
  17. Those Local Government authorities who do not contribute to the schools' chaplaincy program all stated this is because they directly provide (or contract-out to other providers) equivalent services for young people.

#### **STATUTORY AND LEGAL IMPLICATIONS**

18. Nil.

#### **POLICY IMPLICATIONS**

19. Nil.

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## **PUBLIC CONSULTATION/COMMUNICATION**

20. Feedback from youth service providers indicated school psychologists and Chaplains were having difficulty keeping up with the demands of students requiring support on a variety of issues.

## **FINANCIAL IMPLICATIONS**

21. The total level of funding provision in 2012/2013 was \$20,500. As there is currently no formal funding agreement it is unclear why this is represented as a contribution of \$15,500 towards the Hills service and \$5,000 towards the Foothills service. In 2011 and 2012, no schools in the Foothills recorded data.

## **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

### **Strategic Planning Implications**

22. *Kalamunda Advancing – Strategic Community Plan to 2022*

Strategic Priority 1: Kalamunda Cares: Looking after our people.

OBJECTIVE 1.3 To be a community that listens to, engages with and involves its young people in decision making.

23. *Shire of Kalamunda Youth Plan 2011*

The contribution towards the schools chaplaincy program is also aligned with the Shire of Kalamunda Youth Plan, delivering against two of the six priorities identified through a youth consultation in 2011:

- Health and Wellbeing – Physical and Mental Health Issues
- Schooling Support – Engagement with school support processes

### **Sustainability Implications**

#### Social Implications

24. Young people are able to freely access a service in their school environment that contributes directly to their overall health and wellbeing.

#### Economic Implications

25. Nil

#### Environmental Implications

26. Nil

## **OFFICER COMMENT**

27. The Shire has financially supported the Chaplaincy Service in Schools program for 19 years. During this period there has been no formal agreement and minimal acquittal requirements.

28. Since 2008, YouthCARE has voluntarily provided an annual statistical report relating to service provision in Hills and Foothills Schools. This report includes information on the number, type (formal, casual, 'at risk', referral, on-site etc) and subject matter (bullying, abuse, mental health etc) of individual Chaplain interactions with students, parents and caregivers, and school staff. This information is aggregated by area and individual school data is not provided.
29. Chaplains and School Psychologists have also recently provided anecdotal comment that the service is valued, deals with contemporary issues of a diverse nature, is well-used and, in their view, meets a growing need.
30. It remains unclear, at this stage, whether or not there is sufficient evidence to support a long term Shire commitment, though the statistical and anecdotal evidence provided would support a short to medium term commitment.
31. If such a commitment is supported, there is an identified need to develop a formal agreement that ensures clarity regarding expectations, service delivery, outcomes and reporting requirements.
32. As Shire support for this service is not widely known, there is also a need for YouthCARE, as part of this agreement, to acknowledge the Shire's support when working with local schools.
33. There is an opportunity through the Shire's Public Relations to emphasise to the wider community the support provided through this service if Council decides to retain the Chaplaincy Service in Schools Program.

<b>Voting Requirements: Simple Majority</b>
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**OFFICER RECOMMENDATION (C&C 35 /2013)**

That Council:

1. Continues to support the provision of Chaplaincy Services in Schools located in the Hills and Foothills to the value of \$20,500 subject to approval through the 2013/2014 budget deliberation process.
2. Endorses the development of a three year formal agreement between the Shire of Kalamunda and YouthCARE to ensure clarity regarding expectations, service delivery, outcomes and reporting requirements.
3. Advise YouthCARE that unless a three year agreement is established by March 2014 the Shire will not confirm funding for the schools chaplaincy program beyond July 2014.

Moved:

Seconded:

Vote:

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

**36. Community Safety & Crime Prevention Plan 2013-2018**

Previous Items

Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	CO-CCS-073
Applicant	N/A
Owner	N/A

Attachment 1	Community Safety & Crime Prevention Plan 2013-2018
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**PURPOSE**

1. To consider endorsing the Community Safety & Crime Prevention Plan 2013-2018 ("The Plan"), for the purposes of inviting public comment over a period of 30 days.

**BACKGROUND**

2. In April 2008, the Shire of Kalamunda in partnership with the Town of Bassendean, Shire of Mundaring, City of Swan and the Office of Crime Prevention developed the '2007-2010 Community Safety and Crime Prevention Plan'.
3. The Plan described community safety and crime prevention priorities and strategies to be adopted by the Shire of Kalamunda working with the Town of Bassendean, Shire of Mundaring and City of Swan. It included regional strategies as well as Shire specific strategies.
4. Whilst this Plan provided sound guidance in the areas of community safety and crime prevention, it was in essence a regional based plan. In reviewing this Plan it was determined that a more localised plan would have greater benefits for the Shire.
5. A federally funded 0.4 FTE Community Safety & Crime Prevention Officer had a role in administering the Plan in conjunction with an Advisory Committee of Council and this position ceased in December 2010.
6. Following the conclusion of the Community Safety & Crime Prevention Officer position, the Community Safety & Crime Advisory Committee appointed had a steady decline in attendance and membership, resulting in a temporary discontinuation in March 2012.
7. The new Community Safety and Crime Prevention Plan 2013 - 2018 builds upon on the knowledge and lessons learned through the development and implementation of the previous regional plan whilst placing an emphasis on local issues and solutions.

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## **DETAILS**

8. The aim of the Community Safety and Crime Prevention Plan 2013-2018 is to provide guidance to the Shire in the development of initiatives to enhance safety and reduce crime within the Shire.
9. The Plan outlines a framework for implementation which includes the resourcing of an appropriate working group, sources of external funding and a mechanism for evaluation and review.
10. It identifies five broad strategies developed to address community concerns. Each Strategy Area includes objectives and detailed actions in order to achieve those objectives.

## **Five Strategy Areas**

11. Strategy 1 - Awareness and Understanding  
Increasing community awareness and understanding of safety and crime prevention in the Shire of Kalamunda and creating links and resources within the community.
12. Strategy 2 - Programs and Partnerships  
Maintain existing, and develop new, community safety and crime prevention programs as well as build effective relationships with key stakeholders to plan and implement initiatives.
13. Strategy 3 - Physical Environment  
Contributing to and promoting a safe physical environment.
14. Strategy 4 - Emergency Management and Ranger Services  
Ensuring the community has the resilience to respond to and protect itself from danger and disasters.
15. Strategy 5 – Targeted Precinct Planning  
Utilising local knowledge and solutions to improve community safety and empowering local communities to get involved.

## **STATUTORY AND LEGAL IMPLICATIONS**

16. Nil.

## **POLICY IMPLICATIONS**

17. Nil.

## **PUBLIC CONSULTATION/COMMUNICATION**

18. During the 2011 Community Satisfaction Survey 500 residents were randomly surveyed and asked to indicate which top three areas they would like to see the Shire spend more money on. The second highest response was Community Safety at 12%.

- 
19. The 2013 Community Satisfaction Survey findings are currently being evaluated but when asked what the Shire should spend more money on in the next 3-5 years, Community Safety was the third ranked area, remaining a high priority for residents.

### **FINANCIAL IMPLICATIONS**

20. A budget of \$5,000 has been put forward for consideration as part of the 2013/14 budget planning process to carry out new initiatives within year one of the plan.

### **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

#### **Strategic Planning Implications**

21. *Kalamunda Advancing – Strategic Community Plan to 2023*

Strategic Priority 1: Kalamunda Cares: Looking after our people (safe and secure communities)

#### OBJECTIVES:

- 1.4 To ensure the community has the resilience to respond and protect itself from danger and disasters.  
1.5 To provide a safe environment for the entire community to enjoy.  
1.6 To ensure the Shire is free of anti-social graffiti vandalism.

#### **Sustainability Implications**

##### Social Implications

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

##### Economic Implications

23. Nil.

##### Environmental Implications

24. Nil.

### **OFFICER COMMENT**

25. The importance of community safety conveyed by the community, indicates a need for the Shire to lead and have a strong role in community safety and crime prevention.
26. Improving community safety requires all sections of the community to work together to create a safer environment for people to work, live and play in.



- 
27. A coordinated approach engaging local business, police, state government, community organisations and individuals will be applied to deliver outcomes that enhance community safety as well as reduce crime and anti-social behaviour.
  28. The Plan will look to place an emphasis on working with local communities and residents to tackle community safety issues on a local, ongoing basis with consideration to place-based community safety planning.
  29. An initial priority shall be to re-establish the Community Safety & Crime Prevention Advisory Committee.
  30. Supporting the Committee shall be the establishment of place based working groups to develop localised safety improvement strategies on an as needs basis. An example of this is the Zig Zag Action Group.
  31. Actions will be evidence-based and researched and the plan will be monitored and reviewed annually through an advisory body for progress and to ensure the document remains dynamic and relevant.

<b>Voting Requirements: Simple Majority</b>
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**OFFICER RECOMMENDATION (C&C 36/2013)**

That Council:

1. Endorses the Community Safety & Crime Prevention Plan 2013 – 2018 for the purposes of inviting public comment over a period of 30 days.

Moved:

Seconded:

Vote:

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**Attachment 1**



D R A F T

**COMMUNITY SAFETY & CRIME  
PREVENTION PLAN**

2013 – 2018



## CONTENTS

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<b>1</b>	<b>Introduction</b>
2	Background
3	Planning Framework
4	Strategy Areas
5	Implementation

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## INTRODUCTION

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

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

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

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

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

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

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

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## **Aim**

The aim of the Shire of Kalamunda Community Safety & Crime Prevention Plan (2013-2018) is to provide guidance to the Shire in its development of initiatives to enhance safety and reduce crime within the Shire.

## **Guiding Principles**

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

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## BACKGROUND

### 2007-2010 Community Safety and Crime Prevention Plan

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

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

Whilst this plan provided sound guidance in the areas of community safety and crime prevention, it was in essence a regional based plan. In reviewing this Plan it was determined a more localised plan would have greater benefit for the Shire and its communities. The new CSCPP 2013 - 2018 will build upon on the knowledge and lessons learned through the development and implementation of the previous regional plan whilst placing an emphasis on local issues and solutions.

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

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

Some of the projects and actions from the regional plan that can realistically be localised have been maintained or carried forward for inclusion in the 2013-2018 CSCPP.

## Community Crime Profile Data

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

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

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

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

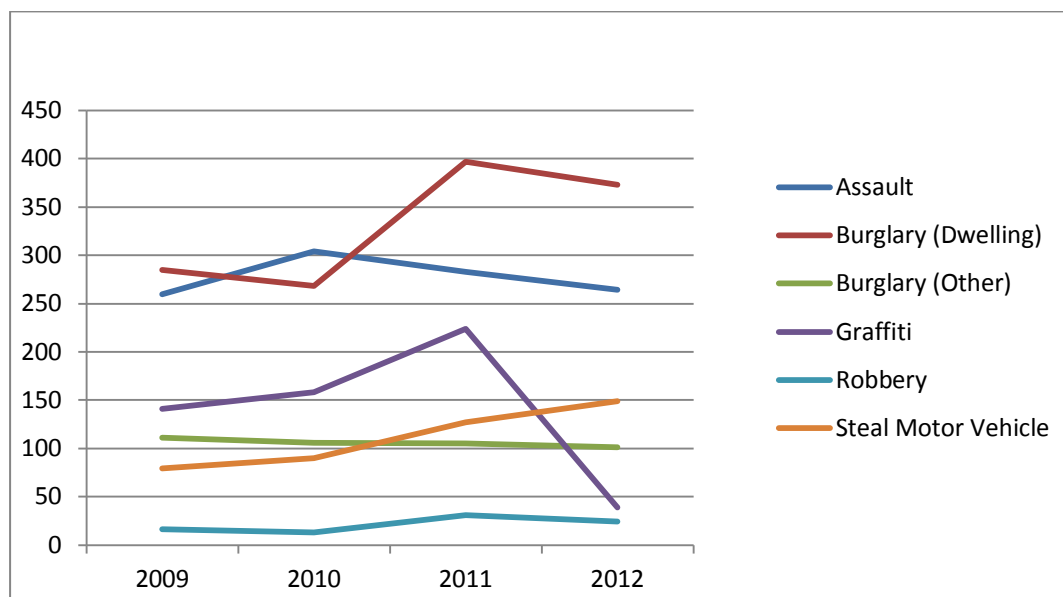
Locations	2009	2010	2011	2012
Bickley	4	5	9	7
Carmel	2	12	11	14
Forrestfield	327	309	525*	392
Gooseberry Hill	28	40	31	37
High Wycombe	238	288	276	203
Kalamunda	123	119	105	114
Lesmurdie	84	91	105	116
Maida Vale	70	71	87	59
Pauls Valley	1	2	3	0
Pickering Brook	15	2	12	6
Piesse Brook	0	0	3	2
<b>Totals:</b>	<b>892</b>	<b>939</b>	<b>1167</b>	<b>950</b>

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



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

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



#### Explanation of Offence Type

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

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

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

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

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

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

Source: Western Australia Police website

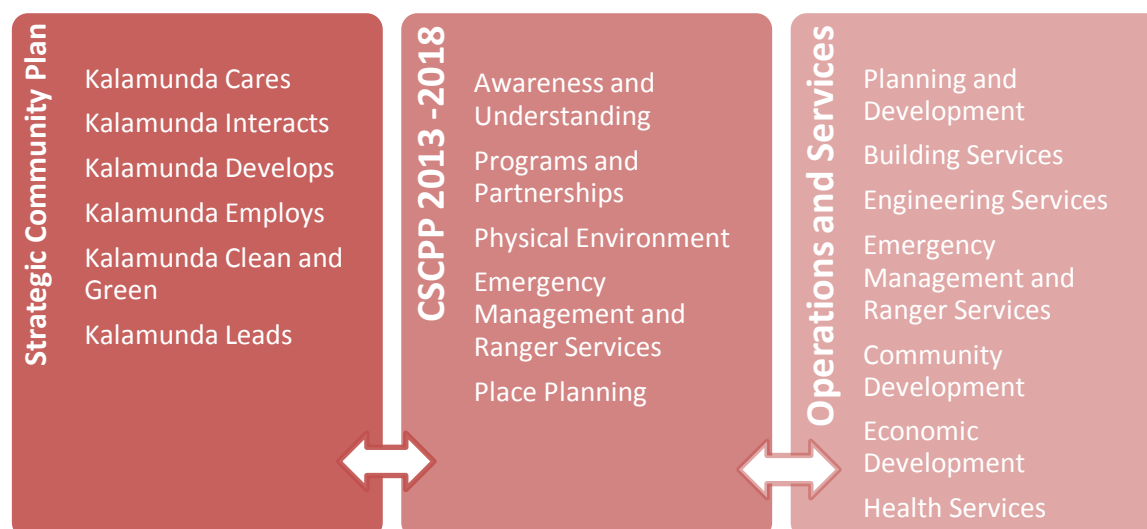
## PLANNING FRAMEWORK

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

The CSCPP 2013-2018 is one of a number of informing strategies which support the implementation of the Strategic Community Plan. Informing Strategies about specific issues, such as the CSCPP assist in delivering the services, assets and projects required by the community. The CSCPP will support the achievement of the key outcome for Kalamunda Cares: *Our people will live in harmony and thrive in diverse, safe, healthy, caring and inclusive communities*. Specifically it will operationalize the following relevant objectives and strategies from the Strategic Community Plan.

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

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



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

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

Name	Aim	Synergies with CSCPP
<b>Local Planning Strategy 2012</b>	To enable Council to determine the vision and strategic planning direction for the Shire for the next twenty years.	Urban planning and the design of neighbourhoods, streets and buildings can help reduce both perceptions and rates of crime.
<b>Economic Development Strategy 2009</b>	To support economic sustainability and growth of the Shire.	Active and thriving urban and commercial centres will provide a deterrent to crime, anti-social behaviour, and graffiti etc  High employment rates are also often associated with lower crime rates.
<b>Youth Plan 2011</b>	To identify and respond to the changing needs of young people in ways that involve them as members of the Shire of Kalamunda community	Engaging and supporting the Shire's youth can reduce the likelihood of their participation in anti-social behaviour and crime.
<b>Local Climate Change Adaptation Action Plan 2013</b>	To provide a risk management approach and to clarify and develop local policy and planning actions to enable the Shire to adapt to the issues of climate change.	Climate change is expected to lead to increased extreme weather events which will have implications for emergency management and community safety.

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<b>Cultural Plan 2006</b>	To provide guidance in the cultural development of the Shire as a vibrant community.	A vibrant and active community, that interacts and engages through public places, events and activities will act as a deterrent to crime and will also reduce perceptions of crime.
<b>Community Health and Wellbeing Plan</b>	To detail the Council's vision for enhancing the health and wellbeing of the community.	Environmental Health, Emergency Management and Early Years Intervention strategies to assist in maximising the health and safety of the community.

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## **STRATEGY AREAS**

The Shire of Kalamunda Community Safety & Crime Prevention Plan (2013-2018) contains five broad strategies developed to address community concerns. Each Strategy Area includes objectives and detailed actions in order to achieve the objectives. For each action internal responsibility, a timeframe for implementation and a method for evaluation have been identified.

The five Strategy Areas are:

Strategy 1 – Awareness and Understanding

Strategy 2 – Programs and Partnerships

Strategy 3 – Physical Environment

Strategy 4 – Emergency Management, Ranger and Environmental Health Services

Strategy 5 – Targeted Precinct Planning

## Strategy One – Awareness and Understanding

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

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

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

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

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

Action	Responsibility	Timeframe	Evaluation/Comment
<b>Enhance and promote community safety and crime prevention information on the Shire website.</b>	Community Development/ Information Technology/ Public Relations	2013 - 2018	Website hits and number of comments received on 'have your say' link.
<b>Develop and distribute community safety and crime prevention materials and resources on priority identified issues to the community.</b>	Community Development	2013 - 2018	Number and range of materials and resources distributed to the community by demand or via targeted means such as awareness seminars.
<b>Increase internal stakeholder knowledge of CSCPP.</b>	Community Development/ Human Resources	2013 - 2018	Employee induction presentations.  Business Unit briefings conveying plan/focus areas.
<b>Raise awareness of community safety brand and level of service provided to community.</b>	Community Development/ Public Relations	2013 - 2018	Consultation processes via community surveys/forums.  Website updates and 'have your say' feedback.

<p><b>Consider circulation of localised police crime messages periodically (E-Watch) through a database of emails to which community members subscribe.</b></p>	<p>Community Development/Information Technology</p>	<p>2014 - 2018</p>	<p>Note dependence on human resource capacity and greater liaison with local police and Neighbourhood Watch Groups in relation to electronic communication processes.</p>
<p><b>Develop and implement a plan to enhance community engagement via education forums and other Shire events and activities.</b></p>	<p>Community Development</p>	<p>2015</p>	<p>Consider target market approach – youth, seniors, women, ‘hots spot’ neighbourhood areas. e.g. ‘Meet the Neighbours’ localised BBQs.</p>
<p><b>Ensure a 0.6 – FTE (minimum) Shire Officer allocation to the Community Safety &amp; Crime Prevention portfolio for the purpose of promoting awareness and relevant projects/initiatives/services of the Shire.</b></p>	<p>Community Development</p>	<p>2013 onwards</p>	<p>Community Safety &amp; Crime Prevention portfolio duties defined within an appropriate Shire Officer Position Description to maximise implementation of the CSCPP</p>



## Strategy Two – Programs and Partnerships

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

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

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

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

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

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

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

Action	Responsibility	Timeframe	Evaluation/Comment
<b>Identify and link with stakeholders in the community to promote safety and reduce crime.</b>	Community Development	2013 - 2018	Networking with local police, Neighbourhood Watch groups, Zig Zag Action Group and others.
<b>Continue to implement existing programs such as Eyes on the Street, Urban/Community Art programs, and Constable Care.</b>	Community Development	2013 - 2018	Annual reporting on existing programs.

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<b>Establish and support the Community Safety &amp; Crime Prevention Advisory Committee.</b>	Community Development	2013 - 2018	Ensure appropriate membership and meet periodically to ensure implementation of CSCPP
<b>Assist with development and implementation of early intervention programs that address safety issues and reduce crime.</b>	Community Development	2013 - 2018	Via internal program and external grant funds, consider and implement youth (urban) art and other targeted programs as appropriate.
<b>Seek internal and/or external funding assistance to assist in enabling the implementation of community safety and crime prevention initiatives.</b>	Community Development	2013 - 2018	Volume of grant applications and internal project budget allocation as appropriate.

## Strategy Three – Physical Environment

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

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

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

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

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

### Objective 3.0 environment

### Contribute to and promote a safe physical

Action	Responsibility	Timeframe	Evaluation/Comment
<b>Maintain and monitor the implementation of the graffiti management plan for the Shire.</b>	Engineering Services	2013 - 2018	Monitoring volume of graffiti removal undertaken by dedicated graffiti removal team.
<b>Review and enhance CCTV, lighting and other infrastructure to assist in surveillance of key community facilities/areas or those readily subject to anti-social or criminal behaviour.</b>	Community Development	2013 - 2018	Consider targeted areas and source funding internally and externally as appropriate to enable provision in areas of need. Liaise with local Police regarding intelligence for further

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			justification.
<b>Promote and support positive urban art programs within the Shire.</b>	Community Development	2013 - 2018	Number of urban art installations each year
<b>Investigate, develop and implement an approach for Designing Out Crime within the Shire with specific reference within significant Planning Reports.</b>	Community Development/ Planning/ Engineering/ Property & Economic Development	2014 - 2018	Consider other Local Government strategies and ensure incorporation into new facilities or existing facility re-developments.

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

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

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

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

**Objective 4.1**                      **To ensure the community has the resilience to respond and protect itself from danger and disasters**

**Objective 4.2**                      **To contribute to a safe environment for the community through the provision of ranger and environmental health services**

Action	Responsibility	Timeframe	Evaluation/Comment
<b>Coordinate and support the ongoing functions of the Local Emergency Management Committee and the Local Emergency Management Arrangements.</b>	Ranger Services	2013 - 2018	Number of meetings held a year
<b>Provide adequate resources to ensure the Shire is well prepared for a disaster or danger that may confront its</b>	Ranger Services	2013 - 2018	Annual budget

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**community.**

**Continue to deliver a range of fire management services to the community in partnership with the State and local volunteer services.**

Ranger Services      2013 - 2018

**Provide a well-resourced and responsive rangers service for the community.**

Ranger Services      2013 - 2018      Annual budget

**Provide an effective Environmental Health Service to ensure the well-being of the community.**

Health Services      2013-2018

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## Strategy Five – Targeted Precinct Planning

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

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

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



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



Park, using methods that will make it a safe, active, and highly valued leisure area for both visitors and the local community.

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

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

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

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## IMPLEMENTATION

### Community Safety & Crime Prevention Advisory Committee

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

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

- Western Australia Police Service
- Department of Education
- Kalamunda Chamber of Commerce
- Forrestfield Residents Association
- Wattle Grove Residents Association (Inc)
- High Wycombe Community Association
- Lesmurdie Ratepayers Association (Inc)
- Shire of Kalamunda Elected Member

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

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

### Funding/Resources

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

- Crime Prevention & Community Liaison Unit, WA Police
- Department of Local Government and Regional Development

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- Australian Government – Attorney General's Department
  - Australian Institute of Criminology
  - Lotterywest

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

### Evaluation and Review

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

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

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

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

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

**37. Confidential Item –Provision of Services to Men’s Sheds**

Reason for Confidentiality – *Local Government Act 1995*: Section 5.23 (2) (a) “a matter affecting an employee or employees”.

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	CO-LOS-015
Applicant	N/A
Owner	N/A

This report has been circulated under separate cover.

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

**11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE**

**12.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

12.1 Cr Stallard – Infill in Kalamunda

Q1. Members of the community are asking me about infill in Kalamunda and wondered if there was any opportunity for businesses to be able to develop extra stories for accommodation?

Q2. I have been asked by some residents, and I would like to clarify, if it would be possible to go to three or four stories on some properties?

A. The Kalamunda Town Centre is zoned District Centre under the provisions of Local Planning Scheme No 3. The zoning provides staff and, when necessary, Council, with the discretion to approve residential dwellings within the town centre. The density could be up to R60, R80 where appropriate. Typically, however, the residential development is unlikely to be freestanding, rather part of a mixed use development comprising commercial / retail on the ground floor and residential on the upper one or two storeys.

12.2 Cr Whitten – Car Parking at Dawson Park Primary School

Q. Could I have an update regarding the car parking at Dawson Park Primary School, has its design progressed at all?

A. The design has been completed and provided to the school. The school is carrying out an internal consultation and the next step is liaising with the Department of Education about funding.

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

**14.0 MEETING CLOSED TO THE PUBLIC**

**15.0 CLOSURE**