

# Ordinary Council Meeting

Minutes for Monday 23 May 2016

**UNCONFIRMED**



**shire of  
kalamunda**



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## MINUTES

### 1.0 OFFICIAL OPENING

- 1.1 The Presiding Member opened the meeting at 6.33pm and welcomed Councillors, Staff and Members of the Public Gallery.

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

#### 2.1 Attendance

##### Councillors

Andrew Waddell JP	(Shire President) (Presiding Member)	North West Ward
Dylan O'Connor		North West Ward
Sue Bilich		North Ward
Tracy Destree		North Ward
Simon Di Rosso		North Ward
Michael Fernie		South East Ward
Geoff Stallard		South East Ward
Allan Morton		South West Ward
Brooke O'Donnell		South West Ward

##### Members of Staff

Rhonda Hardy	Chief Executive Officer
Warwick Carter	Director Development Services
Dennis Blair	Director Infrastructure Services
Gary Ticehurst	Director Corporate Services
Darrell Forrest	Manager Governance & PR
Andrew Fowler-Tutt	Manager Development Services
Rajesh Malde	Manager Financial Services
Donna McPherson	Executive Research Officer to Chief Executive Officer
Meri Comber	Governance Officer

**Members of the Public** 7

**Members of the Press** Nil

#### 2.2 Apologies

##### Councillors

John Giardina	South East Ward
Noreen Townsend	South West Ward

#### 2.3 Leave of Absence Previously Approved

Sara Lohmeyer	North West Ward
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### **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 Council. For the purposes of Minuting, these questions and answers are summarised.

#### **3.1 Question from Ordinary Council Meeting 29 March 2016**

##### Sporting Facilities v Educational Groups – Brian Jones, Kalamunda

Q. In the last financial year how much has the Shire of Kalamunda spent on Sporting Facilities against how much has been spent on Educational Facilities?

A. Total expenditure on Education and Welfare for the year ended 30 June 2015 was \$4.789 Million. The total expenditure for Recreation and Culture for the same period was \$20.992 Million.

#### **3.2 Questions Ordinary Council Meeting 23 May 2016**

Nil.

### **4.0 PETITIONS/DEPUTATIONS**

4.1 A Deputation was received from Nathan Stewart, Planner, Rowe Group regarding Item 10.13, Proposed Motor Vehicle Wash – Lot 40 (39) Railway Road, Kalamunda.

A Councillor asked how many of the 104 under cover bays the development proposed to use; the response was nine. A Councillor asked if there was a lack of interest at certain times and the business reduced their hours would the bays return for use by the public; confirmation was given they would.

4.2 A Deputation was received from Peter Forrest, Kalamunda regarding Community Development.

There were no Councillor questions following this deputation.

4.3 A Deputation was received from Tayne Evershed, Director, Planning Solutions regarding Item 10.14 – Proposed Hardstand and Temporary Storage – Lot 200 (584) Kalamunda Road, High Wycombe.

A Councillor asked for clarification regarding the zoning, and noted the land is currently listed as residential development, therefore this would be a prohibitive use under the current zoning and requires a structure plan, yet you stated there is no requirement for structure plan under the possible future use, but the current zoning does require one. Tayne Evershed responded that under the deemed provisions of the Planning and Development Act Local Planning Scheme Regulations which came into effect in 19 October 2015 it is within the authority of Council to determine a development application in the absence of a structure plan. The use is not a use listed in the zoning table so therefore in the absence of the structure plan in accordance with the regulations it is open to Council to make the decision.



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**5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

5.1 Nil.

**6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

6.1 RESOLVED OCM 67/2016

That the Minutes of the Ordinary Council Meeting held on 26 April 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Brooke O'Donnell**

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

6.2 RESOLVED OCM 68/2016

That the Minutes of the Special Council Meeting held on 9 May 2016, are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Dylan O'Connor**

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

**7.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

7.1 Nil.

**8.0 MATTERS FOR WHICH MEETING MAY BE CLOSED**

8.1 **10.19 CONFIDENTIAL ITEM – Consideration of Tenders – Gully Education Services (RFT1607)**

Reason for Confidentiality *Local Government Act 1995 S5.23 (d) (c) – “a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting.”*

8.2 **10.20 CONFIDENTIAL ITEM – Consideration of Tenders – Forrestfield Industrial Area – Management of the Developer Contribution Scheme**

Reason for Confidentiality *Local Government Act 1995 S5.23 (d) (c) – “a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting.”*

8.3 **10.21 CONFIDENTIAL ITEM - Chief Executive Officer's Employment Contract Renewal**

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



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## **9.0 DISCLOSURE OF INTERESTS**

### **9.1 Disclosure of Financial and Proximity Interests**

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

9.1.1 Direct Financial Interests were declared by the Chief Executive Officer, Rhonda Hardy in respect to Item 10.10 Chief Executive Officer Performance Review and Item 10.21 Chief Executive Officer Employment Contract Renewal as “the item directly relates to myself”.

### **9.2 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.

9.1.2 Nil.

## **10.0 REPORTS TO COUNCIL**

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



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## 10.3 CHIEF EXECUTIVE OFFICER REPORTS

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

### 10.1 Debtors and Creditors Report for the Period Ended 30 April 2016

Previous Items	N/A
Responsible Officer	Director Corporate Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachment 1	Creditors Payment Listing for the month of April 2016
Attachment 2	Summary of Debtors for the month of April 2016
Attachment 3	Summary of Creditors for the month of April 2016

#### PURPOSE

1. To receive the monthly report on creditors payment listings for the month of April 2016 (Attachment 1).
2. To receive the monthly report on debtors and creditors (Attachment 2 and 3).

#### BACKGROUND

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

#### DETAILS

##### Debtors

4. Sundry debtors as of 30 April 2016 was \$795,341.78 of which \$348,543.56 was made up of current debtors and \$3,905.34 unallocated credits (excess or overpayments).
5. Invoices over 30 days total \$25,254.02, debts of significance are:
  - Commonwealth Bank; \$8,800, reimbursement for BPay view setup;
  - Wilson Earthworks; \$2,564.86, private works;
  - Zig Zag Gymnastics, \$2,750, hall hire; and
  - Zig Zag Café, \$6,581.81, lease/operating expenses.
6. Invoices over 60 days total \$151,878.03 debts of significance are:
  - Zig Zag Café, \$2,177.46, lease/operating expenses;
  - Zig Zag Gymnastics, \$2,750, hall hire;
  - Lesmurdie Mazenod Cricket Club; \$1,475, operating expenses; and
  - Carroda Pty Ltd; \$144,789, developer contribution.



7. Invoices over 90 days total \$273,571.51, debts of significance are:
- DA Letizia, \$258,930.49, developer contribution; and
  - Zig Zag Café; \$5,339.34, lease/operating expenses.

### Creditors

8. Payments totalling \$2,816,800.10 were made during the month of April 2016. Standard payment terms are 30 days from the end of the month, with local businesses and contractors on 14 day terms.
9. Significant Municipal payments made in the month were:

Supplier	Purpose	\$
Kalamunda Electrics	Electrical repairs and maintenance – various locations	61,696.53
Eastern Metropolitan Regional Council	Domestic Waste Collection Charges	346,083.79
Australian Tax Office	PAYG payments	344,540.73
LE Grove Landscaping	Morrison Oval re-development project – earthworks, irrigation and turf installation	131,555.75
Synergy	Power charges – various locations	171,930.10
PH Concrete (WA) Pty Ltd	Footpath maintenance – various locations	224,361.57
WA Local Government Superannuation Plan	Superannuation contributions	197,094.33
Western Australian Treasury Corporation	Repayments of loan instalments – Loan 215 & 208	13,925.83
Diverse IT Pty Ltd	Professional services for technical IT Support	87,053.77

These payments total \$1,578,242.40 and represent 56% of all payments for the month.

### Payroll

10. Salaries are paid in fortnightly cycles. A total of \$1,151,382.87 was paid in net salaries for the month of April 2016.
11. Details are provided in (Attachment 1) after the creditor's payment listing.

### Trust Account Payments

12. The Trust Accounts maintained by the Shire relate to the following types:
- CELL 9 Trust
  - POS Trust
  - BCITF Levy
  - Building Licence Levy
  - Unclaimed Monies



13. The following payments were made from the Trust Accounts in the month of April 2016.

BCITF Levy		Amount (\$)
Date	Description	
05/04/2016	Building and Construction Industry – payment for April 2016	7,593.05
Cell 9		Amount (\$)
Date	Description	
30/04/2016	Project Management Fees – February and March 2016	3,184.50
30/04/2016	Project Management Fees – April 2016	3,030.50
Building Licence Levy		Amount (\$)
Date	Description	
30/04/2016	Building Commission – Building Levy April 2016	12,834.94

#### STATUTORY AND LEGAL CONSIDERATIONS

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

#### POLICY CONSIDERATIONS

15. Nil.

#### COMMUNITY ENGAGEMENT REQUIREMENTS

16. Nil.

#### FINANCIAL CONSIDERATIONS

17. Nil.

#### STRATEGIC COMMUNITY PLAN

##### Strategic Planning Alignment

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

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

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



## SUSTAINABILITY

### Social Implications

19. Nil.

### Economic Implications

20. Nil.

### Environmental Implications

21. Nil.

## RISK MANAGEMENT CONSIDERATIONS

### Debtors

22.

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

### Creditors

23.

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

## OFFICER COMMENT

24. Nil.

*A Councillor asked if any discussions had taken place with the Zig Zag Gymnastics group regarding their outstanding debt, Director Corporate Services reported a payment arrangement is currently being negotiated. The Councillor also queried why this group had fallen behind with their payments, this question was taken on notice.*

*A memorandum had been circulated covering questions from a Councillor.*

*A Councillor further asked with regard to EFT 48650 for \$5841.00 did this figure include all aspects of the PA requirements for Corymbia. This question was taken on notice.*



*A Councillor stated other EFT's listed in the Report also included new work - which not referred to in the description on the EFT listing; more accurate descriptions were requested to be provided for this report in the future.*

<b>Voting Requirements: Simple Majority</b>
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RESOLVED OCM 69/2016

That Council:

1. Receives the list of payments made from the Municipal Accounts in April 2016 (Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
2. Receives the list of payments made from the Trust Accounts in April 2016 as noted in point 12 above in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
3. Receives the outstanding debtors (Attachment 2) and creditors (Attachment 3) reports for the month of April 2016.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Tracy Destree**

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



## Attachment 1

Chq/EFT	Date	Name	Description	Amount
952	29/03/2016	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	3466.53
953	04/04/2016	LES MILLS ASIA PACIFIC INDUSTRIES	MONTHLY LICENCE FEE	1248.00
954	05/04/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO 208 INTEREST PAYMENT	11320.52
955	06/04/2016	AUSTRALIAN TAXATION OFFICE	TAXATION	171399.61
956	08/04/2016	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS COSTS	17818.70
			HACC ACTIVITY OFFICER - \$120.00	
			HACC ACTIVITY OFFICER - \$599.72	
			LIBRARY SERVICES TEAM LEADER - \$2918.19	
			HACC ACTIVITY OFFICER - \$583.81	
			BUILDING MAINTENANCE OFFICER - \$-254.47	
			HACC ACTIVITY OFFICER - \$157.36	
			FUNCTIONS CO-ORDINATOR - \$5058.86	
			BUILDING MAINTENANCE OFFICER - \$83.00	
			CO-ORDINATOR PROCUREMENT - \$4722.95	
			HACC ACTIVITY OFFICER - \$388.80	
			HACC ACTIVITY OFFICER - \$479.00	
			BUILDING MAINTENANCE OFFICER - \$565.48	
			MANAGER HR - \$2396.00	
957	11/04/2016	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	665.99
958	14/04/2016	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	8666.23
959	18/04/2016	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FEES	3824.03
960	20/04/2016	AUSTRALIAN TAXATION OFFICE	TAXATION	173141.12
961	27/04/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO 215 INTEREST PAYMENT	2605.31
962	27/04/2016	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	3466.53
963	27/04/2016	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	157.58



Chq/EFT	Date	Name	Description	Amount
EFT48589	01/04/2016	KALAMUNDA BULLDOGS RUGBY LEAGUE FOOTBALL CLUB	SUCCESSFUL FUNDING FOR SPORT & RECREATION DEVELOPMENT FUNDING AND CLUB FUNDRAISING PROGRAM	1500.00
EFT48590	06/04/2016	KALAMUNDA ACCIDENT REPAIR CENTRE	INSURANCE EXCESS FOR REPAIRS TO VEHICLE	1000.00
EFT48591	06/04/2016	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 04/04/16	3751.79
EFT48592	06/04/2016	SALMAT MEDIAFORCE PTY LTD	DISTRIBUTION OF EVENTS CALENDAR WITHIN THE SHIRE	1118.55
EFT48593	06/04/2016	VITACO HEALTH AUSTRALIA PTY LTD	KIOSK SUPPLIES FOR HARTFIELD PARK RECREATION CENTRE	235.24
EFT48594	06/04/2016	JB HI-FI MIDLAND	ELECTRICAL SUPPLIES FOR OPERATIONS CENTRE	547.75
EFT48595	06/04/2016	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	1969.70
EFT48596	06/04/2016	NEVERFAIL SPRINGWATERLTD (FORRESTFIELD LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	66.60
EFT48597	06/04/2016	PICTON PRESS	PRINTING OF PRESENTATION FOLDERS FOR CITIZENSHIP CEREMONY	928.15
EFT48598	06/04/2016	DOT ULIJN (DOT BLASZCZAK)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	24.50
EFT48599	06/04/2016	VIRGINIA & GARRY BEARD	RATES REFUND	158.46
EFT48600		EFT PAYMENT CANCELLED		
EFT48601	06/04/2016	ROBERT JOHN GAMBLE	FOOTPATH DEPOSIT REFUND	1550.00
EFT48602	06/04/2016	DAPHNE LEMKE	TRAVEL COMMUNITY VISITORS SCHEME REFUND	60.00
EFT48603	06/04/2016	ANDREW CODE	TRAVEL COMMUNITY VISITORS SCHEME REFUND	52.50
EFT48604	06/04/2016	BENJAMIN THACKRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	72.00
EFT48605	06/04/2016	AVERIL ANNE BAKER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	35.00
EFT48606	06/04/2016	RONALD STANLEY & JENNIFER TALARCZYK	RATES REFUND	251.20
EFT48607	06/04/2016	COLIN MORRIS HIGGS	FOOTPATH DEPOSIT REFUND	1000.00
EFT48608	06/04/2016	BETTY SYLVIA WOLFE	RATES REFUND	128.55
EFT48609	06/04/2016	MARK AHMAD SINWAN & JUNAIDAH MONI	HALL HIRE REFUND DUE TO HALL BEING DOUBLE BOOKED	58.00



<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT48610	06/04/2016	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	328.00
EFT48611	06/04/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	600.33
EFT48612	06/04/2016	AUSTRALIA POST	COUNTER BILLPAY TRANSACTION FEES	248.24
EFT48613	06/04/2016	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	1798.77
EFT48614	06/04/2016	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	643.53
EFT48615	06/04/2016	LANDGATE	LAND ENQUIRIES FOR VARIOUS LOCATIONS	98.40
EFT48616	06/04/2016	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	101.18
EFT48617	06/04/2016	WA LOCAL GOVERNMENT ASSOCIATION	REGISTRATION FOR 1 STAFF TO ATTEND FINANCIAL MANAGEMENT FUNDAMENTALS COURSE	544.50
EFT48618	06/04/2016	CLEANAWAY	SUPPLY DELIVERY AND COLLECTION OF BINS FOR CORYMBIA FESTIVAL 2016	678.15
EFT48619	06/04/2016	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	185.87
EFT48620	06/04/2016	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	1766.05
EFT48621	06/04/2016	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	12852.83
EFT48622	06/04/2016	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	705.54
EFT48623	06/04/2016	FASTA COURIERS	COURIER FEES	96.79
EFT48624	06/04/2016	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	33.41
EFT48625	06/04/2016	SG ENVIRO	SEPTIC / GREASE TANK CLEAN OUT SERVICES AT VARIOUS LOCATIONS	699.00
EFT48626	06/04/2016	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	1243.34
EFT48627	06/04/2016	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1344.20
EFT48628	06/04/2016	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	5922.72
EFT48629	06/04/2016	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	146.52
EFT48630	06/04/2016	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	2711.70
EFT48631	06/04/2016	HILL TOP TROPHIES (MILPRO WA)	SUPPLY OF NAME BADGES	19.25
EFT48632	06/04/2016	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	1033.60
EFT48633	06/04/2016	AUSTRALASIAN PERFORMING RIGHTS ASSOCIATION	LICENCE FEE FOR THE USE OF COPYRIGHT MUSIC	1526.20
EFT48634	06/04/2016	MARKETFORCE PTY LTD	ADVERTISING FOR VARIOUS JOBS / EVENTS	3102.35



Chq/EFT	Date	Name	Description	Amount
EFT48635	06/04/2016	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	379.50
EFT48636	06/04/2016	LOVEGROVE TURF SERVICES	TURF MAINTENANCE / SERVICES AT VARIOUS LOCATIONS	4860.00
EFT48637	06/04/2016	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16 AND BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURE CENTRE	348.30
EFT48638	06/04/2016	SUMMIT HOMES GROUP	FOOTPATH DEPOSIT REFUND	1550.00
EFT48639	06/04/2016	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	21.63
EFT48640	06/04/2016	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	REIMBURSEMENT OF COSTS FOR VOLUNTEER BUSHFIRE BRIGADE	1470.41
EFT48641	06/04/2016	WALLISTON RIDING & PONY CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT48642	06/04/2016	WATTLE GROVE VETERINARY HOSPITAL	VETERINARY FEES	50.00
EFT48643	06/04/2016	HOME GROUP WA PTY LTD	FOOTPATH DEPOSIT REFUND	1500.00
EFT48644	06/04/2016	ST JOHN AMBULANCE AUSTRALIA (WA) INC	FIRST AID COVER FOR CORYMBIA FESTIVAL 2016	603.90
EFT48645	06/04/2016	HELEN ARMSTRONG & ASSOCIATES (T/AS WAXING LYRICAL CANDLES)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	78.40
EFT48646	06/04/2016	COMMISSIONER OF POLICE	VOLUNTEER POLICE CHECKS	236.80
EFT48647	06/04/2016	TOTAL EDEN PTY LTD	IRRIGATION AND TURF WORKS FOR HARTFIELD PARK AND KOSTERA OVAL PROJECT AND SUPPLY OF RETICULATION PARTS	39898.09
EFT48648	06/04/2016	MIDLAND CEMENT PRODUCTS	PLUMBING SUPPLIES FOR VARIOUS LOCATIONS	97.00
EFT48649	06/04/2016	C Y BOBCATS	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	330.00
EFT48650	06/04/2016	ASHTON ADMOR PTY LTD	DELIVERY, INSTALLATION AND PICK UP OF CARAVAN FOR OPERATION CENTRE AND PA SYSTEM FOR CORYMBIA FESTIVAL 2016	5841.00
EFT48651	06/04/2016	AMEREX FIRE (WA) (E FIRE AND SAFETY)	FIRE EQUIPMENT MAINTENANCE FOR VARIOUS LOCATIONS	6985.00
EFT48652	06/04/2016	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	27551.48



Chq/EFT	Date	Name	Description	Amount
EFT48653	06/04/2016	TALONS HSF PTY LTD T/A TALONS HIGH SECURITY FENCING	MAINTENANCE REPAIR / SERVICE THE DEPOT GATE SYSTEM	440.00
EFT48654	06/04/2016	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA WA	REGISTRATION FOR 1 STAFF TO ATTEND CONTRACT LAW AND THE PROCUREMENT PROCESS TRAINING	425.00
EFT48655	06/04/2016	PARKS AND LEISURE AUSTRALIA	RENEWAL OF 2 CORPORATE MEMBERSHIPS	665.50
EFT48656	06/04/2016	PETER WATSON	TRAVEL COMMUNITY VISITORS SCHEME REFUND	109.00
EFT48657	06/04/2016	TRILOGY SERVICING PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	170.50
EFT48658	06/04/2016	LOCAL GOVERNMENT PLANNERS ASSOCIATION	REGISTRATION FOR STAFF AND COUNCILLORS TO ATTEND THE COSTS OF URBAN INFILL LGPA BREAKFAST	385.00
EFT48659	06/04/2016	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	36.61
EFT48660	06/04/2016	DEBBIE JOSE JEWELLERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	91.00
EFT48661	06/04/2016	KALAMUNDA CHAMBER OF COMMERCE INC	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	7.70
EFT48662	06/04/2016	COMMUNITY NEWSPAPER GROUP LTD	ADVERTISING FOR VARIOUS JOBS AND EVENTS	3017.17
EFT48663	06/04/2016	KANYANA WILDLIFE REHABILITATION CENTRE INC	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16. WILDLIFE RESCUE WORKSHOP AND KANYANA INAUGRAL ADDRESS AND DINNER	1591.20
EFT48664	06/04/2016	LIONS CLUB FORRESTFIELD HIGH WYCOMBE (INC)	SAUSAGE SIZZLE AND WATER BOTTLES FOR ANNUAL BIKE WEEK EVENT	500.00
EFT48665	06/04/2016	BIG W (AR W1.C3.U.07)	RE-STOCK OF LIBRARY SUPPLIES	826.43
EFT48666	06/04/2016	DUN & BRADSTREET ( AUSTRALIA ) PTY LTD	DEBT COLLECTION FEES FOR RATES	10.45
EFT48667	06/04/2016	SAI GLOBAL LTD	SUPPLY OF AUSTRALIAN STANDARDS AND REGISTRATION FOR 1 STAFF TO ATTEND TRANSITION WORKSHOP	659.57
EFT48668	06/04/2016	REBECCA WOOD & MATTHEW P W MAGILL	RATES REFUND	142.36
EFT48669	06/04/2016	THE CRUCIBLE PROJECT	KEY BOND REFUND	50.00
EFT48670	06/04/2016	FOOD TECHNOLOGY SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR HEALTH DEPARTMENT	4038.87



Chq/EFT	Date	Name	Description	Amount
EFT48671	06/04/2016	GEMMILL HOMES	FOOTPATH DEPOSIT REFUND	1500.00
EFT48672	06/04/2016	DONNA GAHAN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	84.00
EFT48673	06/04/2016	LINDA V NAPIER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	21.00
EFT48674	06/04/2016	TCS INSTRUMENTS	SUPPLY OF TRAFFIC COUNTING ACCESSORIES	1102.87
EFT48675	06/04/2016	MARY THERESA LOWE	RATES REFUND	111.36
EFT48676	06/04/2016	MAIDA VALE DELIVERY ROUND	PAPER AND MAGAZINES DELIVERIES FOR HIGH WYCOMBE LIBRARY	51.60
EFT48677	06/04/2016	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	411.25
EFT48678	06/04/2016	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	12077.45
EFT48679	06/04/2016	CASTLEDINE & CASTLEDINE DESIGNERS	DESIGN / ARTWORK & PRINTING OF VARIOUS ITEMS	1936.00
EFT48680	06/04/2016	ST IVES VILLAGES PTY LTD	REFUND OF PENSION / SENIOR REBATES FOR ST IVES VILLAGE RESIDENTS	4764.38
EFT48681	06/04/2016	ANTHONY & KATY WHITTEN	FOOTPATH DEPOSIT REFUND	1500.00
EFT48682	06/04/2016	SHIRLEY SPENCER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	103.00
EFT48683	06/04/2016	ROSE SMART	MAINTAIN ROSE BEDS AT VARIOUS LOCATIONS	1050.00
EFT48684	06/04/2016	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	65.35
EFT48685	06/04/2016	VERA MURRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	37.50
EFT48686	06/04/2016	BOWDEN TREE CONSULTANCY	ARBORICULTURAL CONSULTANCY ON APPROX 90 TREES OVER 16 LOCATIONS	4603.50
EFT48687	06/04/2016	LIBERTY OIL WESTERN AUSTRALIA PTY LTD	SUPPLY OF FUEL	26317.37
EFT48688	06/04/2016	BAGHUBALI SRITHARAN	HALL AND KEY BOND REFUND	350.00
EFT48689	06/04/2016	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	78740.54
EFT48690	06/04/2016	STATE WIDE TURF SERVICES	TURF SUPPLIES / MAINTENANCE FOR VARIOUS LOCATIONS	11770.00
EFT48691	06/04/2016	VANESSA ROBINSON (MCNAIR)	REFUND FOR FACEBOOK ADVERTISING	136.24



<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT48692	06/04/2016	JORGE'S CONTRACTING SERVICES	CLEANING SERVICES PETER ANDERTON CENTRE	2397.01
EFT48693	06/04/2016	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	2640.00
EFT48694	06/04/2016	CHRISTINE VITLER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	6.30
EFT48695	06/04/2016	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	1769.00
EFT48696	06/04/2016	WEST-SURE GROUP PTY LTD	CASH IN TRANSIT SERVICES - MARCH 2016	1803.78
EFT48697	06/04/2016	KARIN HOTCHKIN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	3.85
EFT48698	06/04/2016	JENNIFER DE YOUNG	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	393.00
EFT48699	06/04/2016	TANKS FOR HIRE	SUPPLY AND DELIVERY OF HYDRATION TRAILER FOR CORYMBIA FESTIVAL 2016	363.00
EFT48700	06/04/2016	STRATEGEN ENVIRONMENTAL CONSULTANTS	ENVIRONMENTAL CONSULTING SERVICES FOR DWMS FOR SURFACE WATER MONITORING	1370.33
EFT48701	06/04/2016	CLAIRE O'NEILL - CLAIRE'S EMBROIDERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	46.20
EFT48702	06/04/2016	LINDA STONES	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	59.50
EFT48703	06/04/2016	IAN MOSS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	38.50
EFT48704	06/04/2016	PETER FALCONER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	8.40
EFT48705	06/04/2016	SAFE T CARD AUSTRALIA PTY LTD	MONTHLY MONITORING CHARGES FOR VARIOUS LOCATIONS	33.00
EFT48706	06/04/2016	MARY FORWARD	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	3.50
EFT48707	06/04/2016	FOXTEL	MONTHLY SUBSCRIPTION FEE FOR RECREATION CENTRE	210.00
EFT48708	06/04/2016	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	40624.32



<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT48709	06/04/2016	THE ARTFUL FLOWE - FELICIA LOWE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	39.20
EFT48710	06/04/2016	DAVID GREEN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	13.93
EFT48711	06/04/2016	SAINT BRIGID'S NETBALL CLUB (SBNC)	KIDSPORT FUNDING FOR VARIOUS PLAYERS	1200.00
EFT48712	06/04/2016	STAR-MITES GYM SPORTS	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT48713	06/04/2016	MAX OGRADY - PROJECT PHOTOGRAPHY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	42.00
EFT48714	06/04/2016	NICHOLAS TAYLOR PHOTOGRAPHY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	18.90
EFT48715	06/04/2016	SILK ON SILK (ROSEMARY LONSDALE)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	350.00
EFT48716	06/04/2016	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION CENTRE AND DEPOT	413.98
EFT48717	06/04/2016	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR BUILDING SERVICES	2809.05
EFT48718	06/04/2016	ENVIRO PIPES PTY LTD	SUPPLY AND DELIVERY OF CORRUGATED PIPE	2393.60
EFT48719	06/04/2016	MAVIS PASKULICH	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	72.10
EFT48720	06/04/2016	MPK TREE SERVICES	TREE REMOVAL / BRANCH PRUNING AT VARIOUS LOCATIONS	16223.49
EFT48721	06/04/2016	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	903.00
EFT48722	06/04/2016	OFF PEN PUBLISHING - BETH BAKER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	25.90
EFT48723	06/04/2016	STAN THE TYRE MAN ( STAN'S TYRE SERVICE WA )	PLANT / VEHICLE PARTS	242.00
EFT48724	06/04/2016	DATAKOM SYSTEMS (WA) PTY LTD	SUPPLY AND DELIVERY OF COMPUTER PARTS AND ACCESSORIES	582.56
EFT48725	06/04/2016	HOLLYCREST PTY LTD	FOOTPATH DEPOSIT REFUND	1500.00
EFT48726	06/04/2016	GOSNELLS POLICE & COMMUNITY YOUTH CENTRE (PCYC)	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT48727	06/04/2016	SWAN DISTRICTS NETBALL ASSOCIATION	KIDSPORT FUNDING FOR VARIOUS PLAYERS	600.00



<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT48728	06/04/2016	BALLIGART - HELEN LOCK	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	17.50
EFT48729	06/04/2016	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	11728.62
EFT48730	06/04/2016	ENVIRO SWEEP	SWEEPING SERVICES AT VARIOUS LOCATIONS	20871.21
EFT48731	06/04/2016	JANETTE WOODLAND	TRAVEL COMMUNITY VISITORS SCHEME REFUND	90.00
EFT48732	06/04/2016	PETER WEBB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	6.93
EFT48733	06/04/2016	NORDIC ACADEMY	KEY BOND REFUND	50.00
EFT48734	06/04/2016	Z-REST FURNITURE	SUPPLY AND DELIVERY OF FOOTREST	190.00
EFT48735	06/04/2016	LINDAS BOOKS / ROLEYSTONE COURIER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	18.90
EFT48736	06/04/2016	IRENE YOUNG	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	36.40
EFT48737	06/04/2016	WAITAWHILE ART	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	10.08
EFT48738	06/04/2016	PLUMBIT SERVICES	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	2126.72
EFT48739	06/04/2016	WORKPOWER INCORPORATED	MONTHLY WEED CONTROL	1276.00
EFT48740	06/04/2016	DAVIDSON TRAHAIRE CORPSYCH	EMPLOYEE ASSITANCE PROGRAMME	2227.50
EFT48741	06/04/2016	URBANECO GARDENS	HOME MAINTENANCE SERVICES	1575.00
EFT48742	06/04/2016	NICKY WINTER - KASZAZZ IN KALAMUNDA	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	41.30
EFT48743	06/04/2016	CAFE2U EMBLETON MORLEY	STAFF DRINKS AND FOOD VOUCHERS AT CORYMBIA FESTIVAL 2016	13.50
EFT48744	06/04/2016	HERB & ESSENCE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	22.75
EFT48745	06/04/2016	JESSICA JUBB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 -31/03/16	28.00
EFT48746	06/04/2016	DELTAWEST TRAINING	REGISTRATION FOR 1 STAFF TO ATTEND OHS SAFETY REPRESENTATIVE COURSE	900.00
EFT48747	06/04/2016	REMIDA WA	CANCELLATION FEE FOR WALK THE ZIG ZAG 2015	246.00



Chq/EFT	Date	Name	Description	Amount
EFT48748	06/04/2016	THE COCOA PATCH	MERCHANDISE FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	148.00
EFT48749	06/04/2016	TELSTRA SNP MONITORING PTY LTD	SECURITY MONITORING, EQUIPMENT AND REPAIRS TO VARIOUS LOCATIONS	10016.42
EFT48750	06/04/2016	MICHAEL GENOVESE	MC FOR CORYMBIA FESTIVAL 2016	1000.00
EFT48751	06/04/2016	HALE GROUP INTERNATIONAL PTY LTD	MATT HALE COMEDY HYPNOSIS SHOW - BALANCE FOR PERFORMANCE AT KALAMUNDA PERFORMING ARTS CENTRE	2179.00
EFT48752	06/04/2016	KELLI & DAVID RERDEN	FOOTPATH DEPOSIT REFUNDS	4100.00
EFT48753	06/04/2016	BELINDA WALKER	HALL BOND REFUND	1000.00
EFT48754	06/04/2016	RAINBOW TRACTOR TRAIN - BW & HN PUSEY	ENTERTAINMENT FOR CORYMBIA FESTIVAL 2016	1700.00
EFT48755	06/04/2016	BUSINESS STATION	50% OF PREPARATION AND DELIVERY OF BUSINESS WORKSHOP FOR CREATIVE ENTREPRENEURS IN KALAMUNDA	275.00
EFT48756	06/04/2016	VILLANOVA - HEIDAR JAN KONING	ENTERTAINMENT FOR CORYMBIA FESTIVAL 2016	700.00
EFT48757	06/04/2016	CLEARTECH WASTE MANAGEMENT PTY LTD	REMOVAL AND DISPOSAL OF WASTE INCLUDING TRANSPORT AND PROCESSING COSTS	2136.75
EFT48758	06/04/2016	OZ ONLINE GROUP PTY LTD T/A SYNTRICATE.COM.AU	SUPPLIES FOR HEALTH DEPARTMENT	159.80
EFT48759	06/04/2016	BERNARD NOEL MORICH	OFFICIAL WELCOME TO COUNTRY FOR CORYMBIA FESTIVAL 2016	400.00
EFT48760	06/04/2016	KARINA MCROBERTS	PRESENTATION OF IGNITING YOUR CREATIVITY WORKSHOP AT KALAMUNDA LIBRARY	130.00
EFT48761	06/04/2016	JAMES GIDDY	SALE OF ARTWORK - LIFE'S NATURAL PATH EXHIBITION	3839.00
EFT48762	06/04/2016	ROB KORENHOF	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	286.00
EFT48763	06/04/2016	BETHANY WATSON	FEE REFUND AS CLIENT IS NOW EMPLOYED TO INSTRUCT CLASSES	102.00
EFT48764	06/04/2016	LILIANA RUSSELL	KEY BOND REFUND	50.00
EFT48765	07/04/2016	GENTYLBENE PTY LTD	RETURN OF MAINTENANCE BOND - WAPC 149586 - LOT 2 (84) ST JOHN ROAD WATTLE GROVE	10202.50



Chq/EFT	Date	Name	Description	Amount
EFT48766	11/04/2016	RAZ MUSIC	TICKET SPLIT FOR PERFORMANCE OF GRIGORYAN BROTHERS AT KALAMUNDA PERFORMING ARTS CENTRE	6389.00
EFT48767	13/04/2016	ALLEASING PTY LTD	LEASING CONTRACT FOR THE IBM SAN AS SUPPLIED BY DATACOM -01/04/16 - 30/06/16	24738.23
EFT48768	20/04/2016	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 18/04/16	3562.84
EFT48769	20/04/2016	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	66.60
EFT48770	20/04/2016	JB HI-FI MIDLAND	ELECTRICAL SUPPLIES FOR RANGERS AND OPERATIONS CENTRE	635.97
EFT48771	20/04/2016	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	1275.00
EFT48772	20/04/2016	OLK & ASSOCIATES	ARCHITECTURAL & STRUCTURAL DESIGN SERVICES FOR VARIOUS PROJECTS	9295.00
EFT48773	20/04/2016	CABCHARGE AUSTRALIA LIMITED	CABCHARGE FEES	263.85
EFT48774	20/04/2016	ID CONSULTING PTY LTD (INFORMED DECISIONS)	FORECAST.ID, PROFILE.ID AND ATLAS.ID QUARTERLY SUBSCRIPTION FEE FOR APRIL TO JUNE 2016	7755.00
EFT48775	20/04/2016	VE GRAPHICS PTY LTD	SUPPLY OF BANNERS FOR YOUTH WEEK EVENT	440.00
EFT48776	20/04/2016	TOP OF THE LADDER GUTTER CLEANING	GUTTER CLEANING SERVICES FOR VARIOUS LOCATIONS	2216.50
EFT48777	20/04/2016	KALAMUNDA KICKBOXING & MARTIAL ARTS	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT48778	20/04/2016	GORDON N J MCCORMACK	FOOTPATH DEPOSIT REFUND	1000.00
EFT48779	20/04/2016	MARIA PERKINS	TRAVEL COMMUNITY VISITORS SCHEME REFUND	22.50
EFT48780	20/04/2016	CAROL ANNE CRUTE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/16 - 31/03/16	44.10
EFT48781	20/04/2016	BENJAMIN THACKRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	107.00
EFT48782	20/04/2016	MARGIT ELSE ALTMANN	TRAVEL COMMUNITY VISITORS SCHEME REFUND	22.50
EFT48783	20/04/2016	KAMAHLE GODFREY	KEY BOND REFUND	50.00
EFT48784	20/04/2016	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	324.00
EFT48785	20/04/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	646.33
EFT48786	20/04/2016	AUSTRALIA POST	MONTHLY POSTAL EXPENSES	5178.85



Chq/EFT	Date	Name	Description	Amount
EFT48787	20/04/2016	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	1174.93
EFT48788	20/04/2016	KALAMUNDA AUTO ELECTRICS	PLANT / VEHICLE PARTS	1040.05
EFT48789	20/04/2016	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	275.36
EFT48790	20/04/2016	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	2246.73
EFT48791	20/04/2016	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	2096.30
EFT48792	20/04/2016	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	364.04
EFT48793	20/04/2016	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	3892.90
EFT48794	20/04/2016	KALAMUNDA FENCING & GATE MAKERS	FENCING SUPPLIES / REPAIRS	5718.90
EFT48795	20/04/2016	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	855.58
EFT48796	20/04/2016	3 VODAFONE HUTCHISON AUSTRALIA PTY LTD	COMMUNICATION EXPENSES FOR EMERGENCY SERVICES - APRIL 2016	2377.61
EFT48797	20/04/2016	FASTA COURIERS	COURIER FEES	212.76
EFT48798	20/04/2016	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	26.13
EFT48799	20/04/2016	LESMURDIE SAND, SOIL & BOBCAT HIRE	GARDEN / RESERVE SUPPLIES	442.00
EFT48800	20/04/2016	SG ENVIRO	SEPTIC / GREASE TANK CLEAN OUT SERVICES AT VARIOUS LOCATIONS	4543.50
EFT48801	20/04/2016	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	422.25
EFT48802	20/04/2016	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1059.86
EFT48803	20/04/2016	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6656.85
EFT48804	20/04/2016	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	436.50
EFT48805	20/04/2016	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	5493.72
EFT48806	20/04/2016	BGC ASPHALT	ROAD MATERIALS FOR VARIOUS LOCATIONS	402.88
EFT48807	20/04/2016	DORMA AUTOMATICS PTY LTD	AUTOMATIC DOOR MAINTENANCE TO VARIOUS SHIRE BUILDINGS	678.70
EFT48808	20/04/2016	WESTSIDE FIRE SERVICES	TESTING AND INSPECTION OF FIRE EQUIPMENT / SUPPLIES	7399.06
EFT48809	20/04/2016	HILL TOP TROPHIES (MILPRO WA)	SUPPLY OF NAME BADGES	316.25
EFT48810	20/04/2016	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	1588.01



Chq/EFT	Date	Name	Description	Amount
EFT48811	20/04/2016	AUSTRALASIAN PERFORMING RIGHTS ASSOCIATION	LICENCE FEE FOR THE USE OF COPYRIGHT MUSIC	1526.21
EFT48812	20/04/2016	LIMECRETE PTY LTD	SUPPLY OF ROAD MATERIALS FOR VARIOUS LOCATIONS	377.04
EFT48813	20/04/2016	AUSTRALIAN MAYORAL AVIATION COUNCIL	REGISTRATION FOR 1 STAFF TO ATTEND ANNUAL CONFERENCE 2016	1694.00
EFT48814	20/04/2016	SLATER GARTRELL SPORTS	SUPPLY OF RUBBER PITCH COVER AND PREMIUM SYNTHETIC TURF FOR SCOTT RESERVE SCHOOL OVAL AND MORRISON OVAL	12564.20
EFT48815	20/04/2016	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	554.00
EFT48816	20/04/2016	LOVEGROVE TURF SERVICES	TURF MAINTENANCE / SERVICES AT VARIOUS LOCATIONS	4400.00
EFT48817	20/04/2016	HILLS AMATEUR RADIO GROUP INC	KEY BOND REFUND	50.00
EFT48818	20/04/2016	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	353.68
EFT48819	20/04/2016	FORRESTFIELD FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	1880.00
EFT48820	20/04/2016	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT48821	20/04/2016	DALE ALCOCK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1500.00
EFT48822	20/04/2016	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	REIMBURSEMENT OF COSTS FOR VOLUNTEER BUSHFIRE BRIGADE	3778.51
EFT48823	20/04/2016	PLUNKETT HOMES (1903) PTY LTD	FOOTPATH DEPOSIT REFUND	1500.00
EFT48824	20/04/2016	KALAMUNDA PLUMBING & ELECTRICAL	PLUMBING REPAIRS / MAINTENANC FOR VARIOUS LOCATIONS	1801.80
EFT48825	20/04/2016	TOTAL EDEN PTY LTD	RETICULATION PARTS AS REQUIRED	1187.82
EFT48826	20/04/2016	LPNLC PTY LTD T/A KELYN TRAINING SERVICES	REGISTRATION FOR 4 STAFF TO ATTEND BASIC WORKSITE TRAFFIC MANAGEMENT & TRAFFIC CONTROL COURSE	1352.00
EFT48827	20/04/2016	AABEL LINE MARKING	LINE MARKING FOR VARIOUS LOCATIONS	1596.98
EFT48828	20/04/2016	GHD PTY LTD	ENGINEERING, ARCHITECTURE & ENVIRONMENTAL CONSULTING SERVICES	6751.80
EFT48829	20/04/2016	CHAMBER OF COMMERCE & INDUSTRY OF WA	CONSULTING SERVICES IN RELATION TO EMPLOYEE RELATION MATTERS	5324.00



Chq/EFT	Date	Name	Description	Amount
EFT48830	20/04/2016	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	15914.02
EFT48831	20/04/2016	PARKS AND LEISURE AUSTRALIA	REGISTRATION FOR 1 STAFF TO ATTEND PLA WA STATE CONFERENCE 2016	605.00
EFT48832	20/04/2016	MOORE STEPHENS (WA) PTY LTD	REGISTRATION FOR 1 STAFF TO ATTEND WALGA TAX GST WORKSHOP	660.00
EFT48833	20/04/2016	TRILOGY SERVICING PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	3142.63
EFT48834	20/04/2016	WEST AUSTRALIAN NEWSPAPERS HOLDINGS LTD	ADVERTISEMENT FOR ZIG ZAG GALLERY EVENT	135.85
EFT48835	20/04/2016	1ST KALAMUNDA SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT48836	20/04/2016	ACES ( ANIMAL CARE EQUIPMENT & SERVICES P/L )	ANIMAL HANDLING EQUIPMENT SUPPLIES	1724.50
EFT48837	20/04/2016	DUN & BRADSTREET ( AUSTRALIA ) PTY LTD	DEBT COLLECTION FEES FOR RATES	1308.31
EFT48838	20/04/2016	BANK OF I.D.E.A.S.	KEY BOND REFUND	50.00
EFT48839	20/04/2016	LARISA TURNER	TRAVEL COMMUNITY VISITORS SCHEME REFUND	82.50
EFT48840	20/04/2016	BGC RESIDENTIAL PTY LTD	FOOTPATH DEPOSIT REFUND	1500.00
EFT48841	20/04/2016	PICKERING BROOK HERITAGE GROUP	REIMBURSEMENT OF PUBLIC LIABILITY INSURANCE CONTRIBUTION	391.45
EFT48842	20/04/2016	CONFECT - EXPRESS	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	289.82
EFT48843	20/04/2016	HILLVIEW LIFESTYLE VILLAGE PTY LTD	REFUND OF SUBSEQUENT REBATE CLAIMS FOR 14/15 YEAR	3197.76
EFT48844	20/04/2016	BULTONCORP PTY LTD	FOOTPATH DEPOSIT REFUND	1500.00
EFT48845	20/04/2016	YVONNE M WILDING	FOOTPATH DEPOSIT REFUND	1550.00
EFT48846	20/04/2016	WOOLWORTHS LIMITED	GROCERY SUPPLIES	234.22
EFT48847	20/04/2016	FORRESTFIELD TENNIS CLUB (INC)	FORRESTFIELD TENNIS CLUB HIRE FEES FROM HARTFIELD PARK RECREATION CENTRE - 01/03/16 - 31/03/16	242.00
EFT48848	20/04/2016	CELEBRATION NOMINEES PTY LTD	FOOTPATH DEPOSIT REFUNDS	3050.00
EFT48849	20/04/2016	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS SHIRE BUILDINGS	5675.06
EFT48850	20/04/2016	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	1280.75
EFT48851	20/04/2016	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	6580.75



<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT48852	20/04/2016	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	7284.42
EFT48853	20/04/2016	INSTITUTE OF PUBLIC WORKS ENGINEERING AUST. (NAT)	REGISTRATION FOR 1 STAFF TO ATTEND INTRODUCTION TO ASSET MANAGEMENT COURSE	550.00
EFT48854	20/04/2016	OVEN SPARKLE PTY LTD	OVEN CLEANING SERVICES AT HIGH WYCOMBE RECREATION CENTRE	286.00
EFT48855	20/04/2016	SUBWAY KALAMUNDA	CATERING FOR ENVIRONMENTAL FRIENDS GROUP CELEBRATION 16 APRIL 2016, KANYANA WILDLIFE WORKSHOP 2 APRIL 2016	480.00
EFT48856	20/04/2016	BEST CONSULTANTS PTY LTD	ELECTRICAL CONSULTING SERVICES FOR VARIOUS LOCATIONS	1595.00
EFT48857	20/04/2016	WA GUTTERGUARD DESIGNS PTY LTD	SUPPLY AND INSTAL GUTTERGARD TO KPAC CENTRE	4950.00
EFT48858	20/04/2016	DANIEL & MELANIE JOHNSTON	BUILDING SERVICES LEVY REFUND	61.65
EFT48859	20/04/2016	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	99.56
EFT48860	20/04/2016	DEVCO HOLDINGS PTY LTD	CONSTRUCTION OF BRICK MAINTENANCE SHED AT KOSTERA OVAL	33088.00
EFT48861	20/04/2016	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	145621.03
EFT48862	20/04/2016	CATALYSE PTY LTD	INITIAL 70% FEES FOR 2016 COMMUNITY PERCEPTIONS SURVEY	12320.00
EFT48863	20/04/2016	STATE WIDE TURF SERVICES	TURF SUPPLIES / MAINTENANCE FOR VARIOUS LOCATIONS	10082.60
EFT48864	20/04/2016	KALAMUNDA UNITED FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT48865	20/04/2016	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	25727.13
EFT48866	20/04/2016	LUCY CLIFFORD	REFUND AS CLIENT IS NOW WORKING FULLTIME AND UNABLE TO ATTEND REMAINING 15 LIVING LONGER LIVING STRONGER CLASSES	101.25
EFT48867	20/04/2016	THE GOOD GUYS	MICROWAVE FOR HIGH WYCOMBE COMMUNITY CENTRE	179.00
EFT48868	20/04/2016	JOHN W & KATHLEEN EDMONDS	CROSSOVER CONTRIBUTIONS	820.00



Chq/EFT	Date	Name	Description	Amount
EFT48869	20/04/2016	KALAMUNDA BULLDOGS RUGBY LEAGUE FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	800.00
EFT48870	20/04/2016	EYEZON PTY LTD ( WHAT'S ON )	ADVERTISING 2015/16 - WHAT'S ON	449.00
EFT48871	20/04/2016	CITY OF STIRLING	MEALS ON WHEELS PROGRAM - FEBRUARY 2016	4810.36
EFT48872	20/04/2016	MACQUARIE EQUIPMENT RENTALS PTY LTD	HARTFIELD PARK RECREATION CENTRE - CARDIO EQUIPMENT LEASE - 01/05/16 - 31/07/16	6157.74
EFT48873	20/04/2016	HANDS-ON INFECTION CONTROL	SUPPLY OF HEPATITIS VACCINATIONS	130.61
EFT48874	20/04/2016	MEERILINGA YOUNG CHILDREN'S SERVICES INC	QUARTERLY CONTRIBUTION TO HIGH WYCOMBE CHILD HEALTH CLINIC - JANUARY TO MARCH 2016	1100.00
EFT48875	20/04/2016	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	21072.21
EFT48876	20/04/2016	AAAC TOWING PTY LTD	TOWING SERVICES FEES	1320.00
EFT48877	20/04/2016	CATHERINE DANIELS	REIMBURSEMENT FOR OCCASIONAL LIQUOR LICENCES FOR HPONOLICIOUS AND BOBBY FOX SHOWS	106.00
EFT48878	20/04/2016	SIMON & TRACY DESTREE-THOMPSON	FOOTPATH DEPOSIT REFUND	1550.00
EFT48879	20/04/2016	MICHELLE LEE ROBESON	BUILDING APPLICATION FEE REFUND	1868.50
EFT48880	20/04/2016	DMC CLEANING	CLEANING SERVICES FOR VARIOUS LOCATIONS	54660.16
EFT48881	20/04/2016	CUROST MILK SUPPLY	MILK SUPPLY FOR DEPOT	133.74
EFT48882	20/04/2016	ELAN ENERGY MANAGEMENT	COLLECTION AND DISPOSAL OF TYRES	710.55
EFT48883	20/04/2016	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR BUILDING SERVICES	2809.04
EFT48884	20/04/2016	DEMENTIA CARE AUSTRALIA	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	300.00
EFT48885	20/04/2016	MPK TREE SERVICES	TREE REMOVAL / BRANCH PRUNING AT VARIOUS LOCATIONS	6199.12
EFT48886	20/04/2016	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	1778.00
EFT48887	20/04/2016	PATH TRANSIT PTY LTD	ACCIDENT REPAIR COST REIMBURSEMENT	127.01
EFT48888	20/04/2016	GEO PRATAB BALASDAVID	CROSSOVER CONTRIBUTION	410.00
EFT48889	20/04/2016	STAN THE TYRE MAN ( STAN'S TYRE SERVICE WA )	PLANT / VEHICLE PARTS	814.00
EFT48890	20/04/2016	RED E GROUP	SUPPLY OF LIBRARY MEMBERSHIP CARDS	4210.80



<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT48891	20/04/2016	ROCK AND ROLL MOUNTAIN BIKING	VARIOUS SERVICES PROVIDED FOR THE ANNUAL BIKE WEEK 2016	1900.00
EFT48892	20/04/2016	ANGELA GILES	TRAVEL COMMUNITY VISITORS SCHEME REFUND	72.00
EFT48893	20/04/2016	AQUAGEM ENTERPRISES PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT48894	20/04/2016	AMAZING CLEAN BLINDS LESMURDIE	WINDOW BLIND CLEANING REPAIRS AND REPLACEMENT SERVICES AT HARTFIELD PARK GROUP FITNESS STUDIO	690.00
EFT48895	20/04/2016	RONALD PENDAL	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	244.00
EFT48896	20/04/2016	DAVIDSON TRAHAIRE CORPSYCH	EMPLOYEE ASSITANCE PROGRAMME	2887.50
EFT48897	20/04/2016	URBANECO GARDENS	HOME MAINTENANCE SERVICES	3112.50
EFT48898	20/04/2016	FRIENDS OF UPPER LESMURDIE FALL INC - MIKE ROBINSON	KEY BOND REFUND	50.00
EFT48899	20/04/2016	THE LUCKY CHARM	NEWSPAPERS / MAGAZINES SUPPLIES FOR VARIOUS LOCATIONS	41.85
EFT48900	20/04/2016	ELIZABETH (BETH) CRAIG	TRAVEL COMMUNITY VISITORS SCHEME REFUND	144.00
EFT48901	20/04/2016	SPIDER WASTE COLLECTION SERVICES PTY LTD	COLLECTION AND RECYCLING OF MATTRESSES FROM WALLISTON TRANSFER STATION AND DAWSON AVENUE	3680.60
EFT48902	20/04/2016	MARILYN S WEBB	PART DOG REGISTRATION FEE REFUND	60.00
EFT48903	20/04/2016	SEATADVISOR PTY LTD	TICKET SALES FOR KALAMUNDA PERFORMING ARTS CENTRE	333.36
EFT48904	20/04/2016	SUNIL MATHEW & MARY JOSEPH	CROSSOVER CONTRIBUTION	410.00
EFT48905	20/04/2016	BLACKTREE TECHNOLOGY	RADIO ID & ACCESS TO THE CENTRAL REPEATER SITE	765.60
EFT48906	20/04/2016	PINDAN MODULAR AUSTRALIA PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT48907	20/04/2016	MALINDA KANONGATAA	TRAVEL COMMUNITY VISITORS SCHEME REFUND	30.00
EFT48908	20/04/2016	RUSTY ROO	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	800.55
EFT48909	20/04/2016	TELSTRA SNP MONITORING PTY LTD	SECURITY MONITORING, EQUIPMENT AND REPAIRS TO VARIOUS LOCATIONS	4728.52
EFT48910	20/04/2016	NEXTRA PAPER PLACE	SUPPLY OF VARIOUS MAGAZINES AND COMICS	44.14



Chq/EFT	Date	Name	Description	Amount
EFT48911	20/04/2016	ROSHAN AND SHEILA DHUNOOKDHAREE	CROSSOVER CONTRIBUTION	410.00
EFT48912	20/04/2016	HIR ASIA PTY LTD (T/A IHR AUSTRALIA)	KALAMUNDA GROW PROGRAMME STAFF TRAINING & DEVELOPMENT	10769.00
EFT48913	20/04/2016	BOWMAN & ASSOCIATES PTY LTD	CONSULTANCY SERVICES FOR THE DEVELOPMENT OF TENDER DOCUMENTATION FOR WASTE & RECYCLING COLLECTIONS & SKIP BIN SERVICES	8041.00
EFT48914	20/04/2016	DIVERSE IT PTY LTD	PROFESSIONAL SERVICES FOR TECHNICAL IT SUPPORT	87053.77
EFT48915	20/04/2016	INTERNATIONAL ON THE WATER HOTEL	SERVICE REVIEW SEMINAR FEES	5656.00
EFT48916	20/04/2016	HARRY & DEBBIE KONZ	INSURANCE EXCESS	100.00
EFT48917	20/04/2016	LE GROVE LANDSCAPING	MORRISON OVAL RE-DEVELOPMENT PROJECT	131555.75
EFT48918	20/04/2016	PETS (PET EDUCATION THROUGH SCHOOLS)	EARTHWORKS, IRRIGATION & TURF INSTALLATION	260.00
EFT48919	20/04/2016	CROWD CONTROL SYSTEMS	SCHOOL HOLIDAY PROGRAMMES AT KALAMUNDA LIBRARY	1205.60
EFT48920	20/04/2016	DREAM CATCHA PRODUCTIONS	SUPPLY OF GOLD POSTS AND BRAIDED NYLON RED ROPES	2678.00
EFT48921	20/04/2016	HOUSE OF TICKETS	AUDIO EQUIPMENT HIRE FEES	127.00
EFT48922	20/04/2016	EXHIBITIONS & TRADE FAIRS PTY LTD	TICKET STOCK FOR BOCA PRINTER @ \$33 PER 1000 PURPLE, RED AND YELLOW	1045.00
EFT48923	20/04/2016	THE ASSOCIATION FOR PAYROLL SPECIALISTS	REGISTRATION FOR 1 STAFF TO ATTEND IRRIGATION AUSTRALIA CONFERENCE 2016	1730.00
EFT48924		EFT PAYMENT CANCELLED	REGISTRATION FOR 1 STAFF TO ATTEND FOUNDATIONS OF PAYROLL COURSE	
EFT48925	20/04/2016	JUGAL KISHORE AGARWALLA	HALL AND KEY BOND REFUND	350.00
EFT48926	27/04/2016	STYLECORP CORPORATE WEAR	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	911.01
EFT48927	27/04/2016	HAEFELI-LYSNAR SURVEY EQUIPMENT	SUPPLY OF SURVEY EQUIPMENT	1534.50
EFT48928	27/04/2016	SALMAT MEDIAFORCE PTY LTD	DISTRIBUTION OF CORYMBIA FESTIVAL FLYERS	583.00
EFT48929	27/04/2016	DVA FABRICATIONS	SUPPLY OF 2 WIRE BASKET TROLLEYS FOR FORRESTFIELD LIBRARY	1188.00



Chq/EFT	Date	Name	Description	Amount
EFT48930	27/04/2016	AUSTRALIAN TEACHING AIDS PTY LTD	SUPPLY OF TEACHING AIDS FOR FORRESTFIELD LIBRARY	203.35
EFT48931	27/04/2016	PFD FOOD SERVICES	KIOSK SUPPLIES FOR HARTFIELD PARK RECREATION CENTRE	157.00
EFT48932	27/04/2016	TAMAN DIAMOND TOOLS AND MACHINERY	PLANT / VEHICLE PARTS	5908.72
EFT48933	27/04/2016	PAPER-PAK PTY LTD	LIBRARY STATIONERY SUPPLIES	136.40
EFT48934	27/04/2016	THE PLANNING GROUP WA PTY LTD	PROFESSIONAL PLANNING SERVICES FOR STIRK PARK MASTER PLAN	9779.00
EFT48935	27/04/2016	CHILD EDUCATION SERVICES	LIBRARY SUPPLIES	168.15
EFT48936	27/04/2016	BIDVEST FOODSERVICE	GROCERY SUPPLIES FOR PETER ANDERTON CENTRE	950.31
EFT48937	27/04/2016	TOTALLY WORKWEAR	SUPPLY OF PROTECTIVE CLOTHING	2130.97
EFT48938	27/04/2016	WATS MANAGEMENT PTY LTD T/A AUSTRAFFIC WA	INSTALLATION OF FOUR TRAFFIC COUNTERS TO THE ROUNDABOUT INTERSECTION OF KALAMUNDA ROAD, BOONOOLOO ROAD AND ELIZABETH STREET	1694.00
EFT48939	27/04/2016	ALLAN MORTON	COUNCILLOR ALLOWANCE - 01/04/16 - 30/04/16	2184.17
EFT48940	27/04/2016	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	88.30
EFT48941	27/04/2016	CROMMELINS MACHINERY	PLANT / VEHICLE PARTS	6092.90
EFT48942	27/04/2016	STATE LIBRARY OF W.A.	LOST AND DAMAGED BOOKS	642.40
EFT48943	27/04/2016	WA LIBRARY SUPPLIES PTY LTD	LIBRARY / OFFICE SUPPLIES	556.00
EFT48944	27/04/2016	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	1351.24
EFT48945	27/04/2016	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP	346083.79
EFT48946	27/04/2016	RAECO	STATIONERY / OFFICE SUPPLIES	838.00
EFT48947	27/04/2016	MCINTOSH & SON	PLANT / VEHICLE PARTS	2663.39
EFT48948	27/04/2016	SONIC HEALTHPLUS (KINETIC HEALTH GROUP LTD)	PREPLACEMENT MEDICALS / BASELINE HEARING TESTS	262.90
EFT48949	27/04/2016	ACTIMED AUSTRALIA PTY LTD	MEDICAL SUPPLIES FOR PODIATRIST	643.14
EFT48950	27/04/2016	WESTBOOKS	LIBRARY SUPPLIES	330.94
EFT48951	27/04/2016	WA LIMESTONE COMPANY	ROAD MATERIALS FOR VARIOUS LOCATIONS	4870.24
EFT48952	27/04/2016	STAPLES AUSTRALIA PTY LTD(CORPORATE EXPRESS AUSTRALIA LTD)	STATIONERY / OFFICE SUPPLIES	2279.65
EFT48953	27/04/2016	JOHN GIARDINA	COUNCILLOR ALLOWANCE - 01/04/16 - 30/04/16	3471.67



Chq/EFT	Date	Name	Description	Amount
EFT48954	27/04/2016	GEOFF STALLARD	COUNCILLOR ALLOWANCE - 01/04/16 - 30/04/16	2184.17
EFT48955	27/04/2016	BUCHER MUNICIPAL PTY LTD	PLANT / VEHICLE PARTS	714.41
EFT48956	27/04/2016	BENARA NURSERIES	GARDEN / VERGE SUPPLIES	1912.50
EFT48957	27/04/2016	J BLACKWOOD & SON LIMITED	PROTECTIVE WEAR / SUPPLIES	3882.16
EFT48958	27/04/2016	BIBBULMUN TRACK FOUNDATION	SUPPLY OF WILDFLOWERS OF THE BIBBULMUM TRACK BOOKS	1215.00
EFT48959	27/04/2016	WACKER NEUSON AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	1540.00
EFT48960	27/04/2016	MARTIN'S TRAILER PARTS	PLANT / VEHICLE PARTS	108.58
EFT48961	27/04/2016	UNIVERSAL ENGINEERS SUPPLIES (UES)	PLANT / VEHICLE PARTS	57.55
EFT48962	27/04/2016	FINISHING TOUCH	COMMUNITY BUS CLEANING / DETAILING	200.00
EFT48963	27/04/2016	BAILEYS FERTILISERS	GARDEN / RESERVE SUPPLIES	2651.00
EFT48964	27/04/2016	WEST AUSTRALIAN YOUNG READERS BOOK AWARD	LIBRARY SUPPLIES	57.00
EFT48965	27/04/2016	WURTH AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	389.11
EFT48966	27/04/2016	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	50% COST SHARING FOR THE COMMUNITY FIRE MANAGER FOR THE PERIOD 01/01/16 - 31/03/16	18728.10
EFT48967	27/04/2016	ICON-SEPTECH	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	2730.20
EFT48968	27/04/2016	ANALYTICAL REFERENCE LABORATORIES	ASBESTOS SAMPLES ANALYSIS FEE	121.00
EFT48969	27/04/2016	LIFTING BY DESIGN PTY LTD	PLANT / VEHICLE PARTS	976.80
EFT48970	27/04/2016	ROAD AND TRAFFIC SERVICES	LINE MARKING AT VARIOUS LOCATIONS	3884.98
EFT48971	27/04/2016	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	2677.46
EFT48972	27/04/2016	INSTANT WEIGHING	PLANT / VEHICLE PARTS	1313.40
EFT48973	27/04/2016	PHONOGRAPHIC PERFORMANCE COMPANY OF AUSTRALIA LTD	LICENCE FEES FOR VARIOUS HALLS	1014.44
EFT48974	27/04/2016	SUSAN BILICH	COUNCILLOR ALLOWANCE - 01/04/16 - 30/04/16	2184.17
EFT48975	27/04/2016	WREN OIL	WASTE OIL RECYCLING - DISPOSAL FEES	1056.00
EFT48976	27/04/2016	BROOKE O'DONNELL	COUNCILLOR ALLOWANCE - 01/04/16 - 30/04/16	2184.17
EFT48977	27/04/2016	SAI GLOBAL LTD	SUPPLY OF AUSTRALIAN STANDARDS	122.00
EFT48978	27/04/2016	OPUS INTERNATIONAL CONSULTANTS (PCA) LIMITED	CONSULTING SERVICES - KALAMUNDA MRRG ROAD IMPROVEMENT FUNDING - HALE ROAD	1650.00
EFT48979	27/04/2016	MICHAEL ANDREW FERNIE	COUNCILLOR ALLOWANCE - 01/04/16 - 30/04/16	2184.17
EFT48980	27/04/2016	PERTH AUDIOVISUAL (PAV)	HIRE & OPERATION OF VIDEO EQUIPMENT	1344.82



Chq/EFT	Date	Name	Description	Amount
EFT48981	27/04/2016	COCA-COLA AMATIL (AUST) PTY LTD	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	755.00
EFT48982	27/04/2016	G FORCE PRINTING	SUPPLY OF PRINTED STATIONERY STOCK	1355.86
EFT48983	27/04/2016	T-QUIP	PLANT / VEHICLE PARTS	109.40
EFT48984	27/04/2016	HOSECO	PLANT / VEHICLE PARTS	22.74
EFT48985	27/04/2016	DIRECT TRADES SUPPLY PTY LTD	HARDWARE SUPPLIES	721.55
EFT48986	27/04/2016	SPECIALISED SECURITY SHREDDING	SECURE DOCUMENT DISPOSAL BIN REMOVAL AND REPLACEMENT	55.00
EFT48987	27/04/2016	TAYLOR BURRELL BARNETT	PLANNING AND MOVEMENT NETWORK REVIEW FOR FORRESTFIELD INDUSTRIAL AREA - LOCAL STRUCTURE PLAN	16662.25
EFT48988	27/04/2016	OFFICEWORKS SUPERSTORES PTY LTD	OFFICE SUPPLIES / STATIONERY	241.79
EFT48989	27/04/2016	SARA LOHMEYER	COUNCILLOR ALLOWANCE - 01/04/16 - 30/04/16	2184.17
EFT48990	27/04/2016	VERMEER (WA & NT)	PLANT / VEHICLE PARTS	524.30
EFT48991	27/04/2016	PORTER CONSULTING ENGINEERS	CONSULTING ENGINEERING SERVICES AT VARIOUS LOCATIONS	22701.25
EFT48992	27/04/2016	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICES - FEBRUARY 2016	2513.95
EFT48993	27/04/2016	NOREEN TOWNSEND	COUNCILLOR ALLOWANCE - 01/04/16 - 30/04/16	2184.17
EFT48994	27/04/2016	SIMON DI ROSSO	COUNCILLOR ALLOWANCE - 01/04/16 - 30/04/16	2184.17
EFT48995	27/04/2016	WEBSITE WEED & PEST PTY LTD	WEED CONTROL AT VARIOUS LOCATIONS	5928.56
EFT48996	27/04/2016	HUMES	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	3014.00
EFT48997	27/04/2016	PRO-LAMPS PTY LTD	SUPPLY LIGHTING ACCESSORIES AND GLOBES AS SELECTED	115.45
EFT48998	27/04/2016	BOYA EQUIPMENT PTY LTD	PLANT / VEHICLE PARTS	617.05
EFT48999	27/04/2016	ROAD SIGNS AUSTRALIA (ALLPACK SIGNS )	TRAFFIC PROTECTION PRODUCTS / SIGNAGE	3765.52
EFT49000	27/04/2016	HINCO INSTRUMENTS P/L	ROAD CONSTRUCTION SUPPLIES	217.80
EFT49001	27/04/2016	PIRTEK WELSHPOOL	PLANT / VEHICLE PARTS	581.87
EFT49002	27/04/2016	ANDREW WADDELL	COUNCILLOR ALLOWANCE - 01/04/16 - 30/04/16	7977.92
EFT49003	27/04/2016	DRAINFLOW SERVICES PTY LTD	CLEANING / MAINTAINING STORM WATER DRAINS	6657.20
EFT49004	27/04/2016	DYLAN O'CONNOR	COUNCILLOR ALLOWANCE - 01/04/16 - 30/04/16	2184.17



Chq/EFT	Date	Name	Description	Amount
EFT49005	27/04/2016	KOTT GUNNING LAWYERS	LEGAL EXPENSES	3006.85
EFT49006	27/04/2016	OFFICEWORKS MIDLAND	OFFICE / STATIONERY SUPPLIES	1008.37
EFT49007	27/04/2016	DELL AUSTRALIA	COMPUTER SUPPLIES / ACCESSORIES	38.50
EFT49008	27/04/2016	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	3135.85
EFT49009	27/04/2016	SUPALUX PAINT CO PTY LTD	PAINTING SERVICES AT JACK HEALEY CENTRE	792.00
EFT49010	27/04/2016	HARE & FORBES PTY LTD	PLANT / VEHICLE PARTS	702.90
EFT49011	27/04/2016	NEOPOST PTY LTD	SUPPLY OF 8 ROLLS 841MM X 100M PLAIN PAPER WITH 2 CORE AND DELIVERY	294.80
EFT49012	27/04/2016	DAIMLER TRUCKS PERTH	PLANT / VEHICLE PARTS	416.96
EFT49013	27/04/2016	RAJESH MALDE	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	510.63
EFT49014	27/04/2016	ETTIS PTY LTD	ANNUAL TAGGING AND TESTING OF ELECTRICAL APPLIANCES	1500.62
EFT49015	27/04/2016	INFINITI GROUP	KITCHEN PRODUCTS, CLEANING GOODS AND CONSUMABLES	693.44
EFT49016	27/04/2016	KCTT T/A KC TRAFFIC & TRANSPORT PTY LTD	PRELIMINARY CONCEPT ROAD GEOMETRIC DESIGN BERKSHIRE ROAD PROPOSAL FOR CIVIL AND TRAFFIC ENGINEERING SERVICES	2134.00
EFT49017	27/04/2016	TRACY L DESTREE-THOMPSON	COUNCILLOR ALLOWANCE - 01/04/16 - 30/04/16	2184.17
EFT49018	27/04/2016	ECOADVANCE	ENERGY AUDIT AT VARIOUS LOCATIONS	4950.00
EFT49019	27/04/2016	TURFWORKS WA PTY LTD	RESERVE MOWING AT VARIOUS LOCATIONS	4950.57
EFT49020	27/04/2016	ZACKS COMMERCIAL ARTISTS	SUPPLY OF UNIFORM FOR VARIOUS STAFF	1251.55
EFT49021	27/04/2016	PERTH WASTE PTY LTD	GENERAL WASTE BIN AND FRONT LIFT RENTAL FEES	953.70
EFT49022	27/04/2016	FORT KNOX RECORDS MANAGEMENT	MONTHLY OFFSITE STORAGE FEES	970.20
EFT49023	27/04/2016	DAYTONE PRINTING PTY LTD	PRINTING OF BROCHURES FOR VARIOUS LOCATIONS	658.90
EFT49024	27/04/2016	WEST TIP WASTE CONTROL PTY LTD	COLLECTION AND RETURN OF HOOKLIFT BINS FROM WALLISTON TRANSFER STATION	16034.29
EFT49025	27/04/2016	CANDICE LLOYD	PERFORMANCE OF THE MERINDAS AT MORNING MUSIC 6 APRIL 2016	1500.00
EFT49026	27/04/2016	TEAM DIGITAL	PRINTER SUPPLIES FOR OPERATIONS CENTRE	1584.85



<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT49027	27/04/2016	STARWEST PARTY HIRE	VARIOUS EQUIPMENT HIRE SUPPLIES FOR RACE THROUGH HISTORY 2016	472.00
EFT49028	27/04/2016	ASSA ABLOY ENTRANCE SYSTEMS AUSTRALIA PTY LTD	INSURANCE CLAIM AUTHORISED BY LGIS - QUOTE PROVIDED TO HARTFIELD COUNTRY CLUB 18/11/2015	10208.00
EFT49029	27/04/2016	LANDCARE WEED CONTROL	WEED CONTROL AT SMOKEBUSH PLACE	197.56
EFT49030	27/04/2016	ECO LOGICAL AUSTRALIA	FLORA AND FAUNA SURVEY AT RAY OWEN RESERVE	1760.00
EFT49031	27/04/2016	BLUE STEEL ENTERPRISES PTY LTD T/A FRONTLINE FIRE & RESCUE EQUIPMENT	MAINTENANCE OF FIRE AND RESCUE EQUIPMENT	233.37
EFT49032	27/04/2016	WORLEYPARSONS SERVICES PTY LTD	ABERNETHY ROAD UPGRADE EVALUATION REPORT	3880.54
EFT49033	27/04/2016	MTB GUIDE BOOK PTY LTD	MERCHANDISE FOR RESALE AT ZIG ZAG CULTURAL CENTRE	100.00
EFT49034	27/04/2016	CURTAIN WORLD 2002 PTY LTD	SUPPLY AND INSTALLATION OF BLINDS FOR PETER ANDERTON CENTRE	1999.00
EFT49035	27/04/2016	STAR MARQUEES PTY LTD T/A STAR OUTDOOR	SUPPLY OF POP UP 'IN THE MIX' BANNERS	450.01
EFT49036	27/04/2016	I CONSTRUCT (AUS) PTY LTD	CIVIL 3-D STYLES WORK	1430.00
EFT49037	27/04/2016	AUNET PTY LTD	SUPPLY OF A MICROSCOPE BUNDLE FOR HEALTH DEPARTMENT	1585.00
EFT49038	27/04/2016	GROUP MAINTENANCE (1982) PTY LTD	OVEN MAINTENANCE / REPAIRS FOR PETER ANDERTON CENTRE	365.20
EFT49039	27/04/2016	FORTH CONSULTING PTY LTD	FORRESTFIELD UNITED SOCCER CLUB PROPOSED SPECTATOR SEATING UPGRADE	2200.00
69313	06/04/2016	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	157.05
69314	06/04/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	177.40
69315	06/04/2016	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	840.52
69316	06/04/2016	TELSTRA CORPORATION	TELEPHONE EXPENSES	29506.47
69317	06/04/2016	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	26323.96
69318	06/04/2016	BCITF	LEVY FEE - MARCH 2016	7386.80
69319	06/04/2016	SYNERGY	POWER CHARGES	25881.40
69320	06/04/2016	CHALLENGER TAFE ( MURDOCH CAMPUS )	TAFE FEES	907.04
69321	06/04/2016	BUILDING COMMISSION	BUILDING LEVY - MARCH 2016	27164.03



Chq/EFT	Date	Name	Description	Amount
69322	06/04/2016	CITY OF COCKBURN	LONG SERVICE LEAVE CONTRIBUTIONS - STEPHEN WHITE	3856.98
69323	06/04/2016	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	187.78
69324	06/04/2016	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	145.45
69325	06/04/2016	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	220.20
69326	06/04/2016	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	174.60
69327	06/04/2016	CASH - ZIG ZAG CULTURAL CENTRE	PETTY CASH REIMBURSEMENT	128.80
69328	14/04/2016	SYNERGY	POWER CHARGES	3714.65
69329	20/04/2016	SHIRLEY-ANN KING	CLIENT ACCOUNT IN CREDIT. NO LONGER RECEIVING SERVICES	174.00
69330	20/04/2016	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	157.05
69331	20/04/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	177.40
69332	20/04/2016	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	840.52
69333	20/04/2016	TELSTRA CORPORATION	TELEPHONE EXPENSES	185.32
69334	20/04/2016	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	20.87
69335	20/04/2016	SYNERGY	POWER CHARGES	138167.60
69336	20/04/2016	ALINTA ENERGY	GAS CHARGES	289.25
69337	20/04/2016	RAC	ROADSIDE ASSISTANCE	95.00
69338	20/04/2016	CASH - ADMIN	PETTY CASH REIMBURSEMENT	968.45
69339	20/04/2016	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	170.30
69340	20/04/2016	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	123.70
69341	20/04/2016	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	218.90
69342	20/04/2016	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	404.10
69343	20/04/2016	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	345.80
69344	20/04/2016	CASH - HIGH WYCOMBE LIBRARY	PETTY CASH REIMBURSEMENT	95.43
69345	20/04/2016	CASH - KPAC	PETTY CASH REIMBURSEMENT	93.23
69346	20/04/2016	BRONWYN HODGSON	KEY BOND REFUND	50.00
69347		CHEQUE CANCELLED		
69348		CHEQUE CANCELLED		
69349	26/04/2016	SYNERGY	POWER CHARGES	4166.45
69350	26/04/2016	DEPARTMENT OF TRANSPORT	FLEET VEHICLE REGISTRATIONS	26.80



Chq/EFT	Date	Name	Description	Amount
DD33295.1	05/04/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	98142.82
DD33295.2	05/04/2016	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	272.04
DD33295.3	05/04/2016	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	163.09
DD33295.4	05/04/2016	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	368.67
DD33295.5	05/04/2016	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	240.45
DD33295.6	05/04/2016	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	798.92
DD33295.7	05/04/2016	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	276.73
DD33295.8	05/04/2016	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	93.98
DD33295.9	05/04/2016	G ROSS SUPERANNUATION PTY LTD ATF BINDALE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	62.18
DD33398.1	19/04/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	98951.51
DD33398.2	19/04/2016	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	273.16
DD33398.3	19/04/2016	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	162.53
DD33398.4	19/04/2016	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	364.44
DD33398.5	19/04/2016	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	240.45
DD33398.6	19/04/2016	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	767.15
DD33398.7	19/04/2016	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	302.35
DD33398.8	19/04/2016	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	90.44
DD33398.9	19/04/2016	G ROSS SUPERANNUATION PTY LTD ATF BINDALE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	74.90
DD33295.10	05/04/2016	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	154.37
DD33295.11	05/04/2016	ONE PATH LIFE LTD	SUPERANNUATION CONTRIBUTIONS	59.64
DD33295.12	05/04/2016	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	933.53
DD33295.13	05/04/2016	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	273.16
DD33295.14	05/04/2016	ASGARD & WRAP ALLOCATED PENSION	SUPERANNUATION CONTRIBUTIONS	135.68
DD33295.15	05/04/2016	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	102.60
DD33295.16	05/04/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	255.61
DD33295.17	05/04/2016	POWERWRAP MASTER PLAN	SUPERANNUATION CONTRIBUTIONS	293.35
DD33295.18	05/04/2016	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	591.77



Chq/EFT	Date	Name	Description	Amount
DD33295.19	05/04/2016	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	376.19
DD33295.20	05/04/2016	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	821.98
DD33295.21	05/04/2016	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	218.48
DD33295.22	05/04/2016	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	216.39
DD33295.23	05/04/2016	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	2066.13
DD33295.24	05/04/2016	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	191.80
DD33295.25	05/04/2016	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	254.98
DD33295.26	05/04/2016	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	214.25
DD33295.27	05/04/2016	CHRISTIAN SUPER	SUPERANNUATION CONTRIBUTIONS	218.48
DD33295.28	05/04/2016	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	223.11
DD33295.29	05/04/2016	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	799.66
DD33295.30	05/04/2016	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	2754.57
DD33295.31	05/04/2016	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	553.09
DD33295.32	05/04/2016	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	676.11
DD33295.33	05/04/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	808.15
DD33295.34	05/04/2016	AUSTRALIAN ETHICAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	157.79
DD33398.10	19/04/2016	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	160.32
DD33398.11	19/04/2016	ONE PATH LIFE LTD	SUPERANNUATION CONTRIBUTIONS	47.21
DD33398.12	19/04/2016	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	933.53
DD33398.13	19/04/2016	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	273.16
DD33398.14	19/04/2016	ASGARD & WRAP ALLOCATED PENSION	SUPERANNUATION CONTRIBUTIONS	141.99
DD33398.15	19/04/2016	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	102.60
DD33398.16	19/04/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	255.61
DD33398.17	19/04/2016	POWERWRAP MASTER PLAN	SUPERANNUATION CONTRIBUTIONS	124.83
DD33398.18	19/04/2016	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	593.56
DD33398.19	19/04/2016	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	401.17
DD33398.20	19/04/2016	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	820.70
DD33398.21	19/04/2016	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	218.48



Chq/EFT	Date	Name	Description	Amount
DD33398.22	19/04/2016	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	216.39
DD33398.23	19/04/2016	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	2046.64
DD33398.24	19/04/2016	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	189.79
DD33398.25	19/04/2016	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	254.98
DD33398.26	19/04/2016	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	214.25
DD33398.27	19/04/2016	CHRISTIAN SUPER	SUPERANNUATION CONTRIBUTIONS	231.66
DD33398.28	19/04/2016	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	223.11
DD33398.29	19/04/2016	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	860.28
DD33398.30	19/04/2016	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	2899.13
DD33398.31	19/04/2016	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	553.09
DD33398.32	19/04/2016	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	676.11
DD33398.33	19/04/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	808.15
DD33398.34	19/04/2016	AUSTRALIAN ETHICAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	78.89
				<b>2816800.10</b>
<b>Payroll Payments</b>				
F604063203973	05/04/2016	SHIRE OF KALAMUNDA PAYROLL	FOR THE PERIOD TO 5 APRIL 2016 – VARIOUS AWARDS	571900.99
F604203827167	19/04/2016	SHIRE OF KALAMUNDA PAYROLL	FOR THE PERIOD TO 19 APRIL 2016 – VARIOUS AWARDS	579481.88
				<b>1151382.87</b>

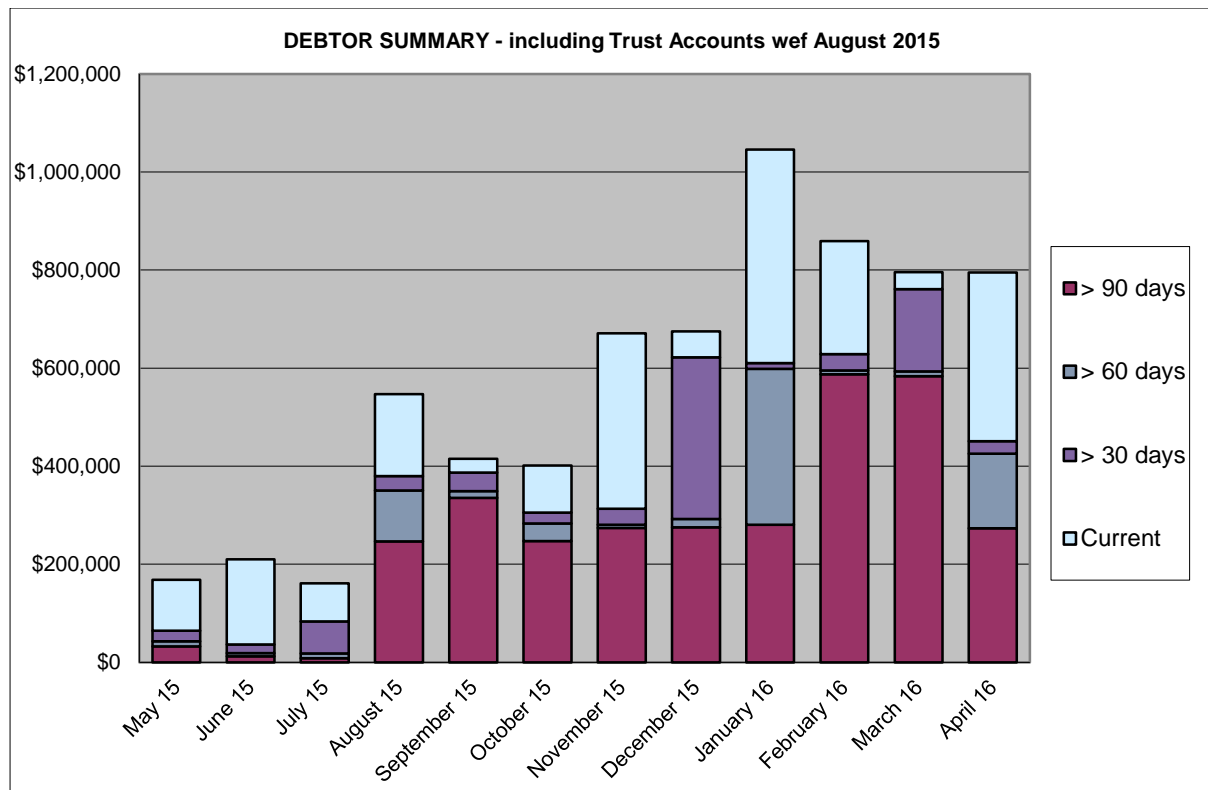


## Attachment 2

### SUMMARY OF DEBTORS FOR THE PERIOD ENDED 30 APRIL 2016

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

	> 90 days	> 60 days	> 30 days	Current	Total
May 15	\$32,601	\$10,401	\$21,704	\$103,860	\$168,565
June 15	\$12,559	\$6,161	\$17,913	\$173,414	\$210,047
July 15	\$8,043	\$9,817	\$65,469	\$77,801	\$161,131
August 15	\$246,364	\$104,261	\$29,134	\$167,088	\$546,847
September 15	\$335,324	\$14,115	\$37,678	\$28,153	\$415,271
October 15	\$247,565	\$35,554	\$22,318	\$96,175	\$401,613
November 15	\$274,360	\$5,966	\$33,194	\$357,662	\$671,182
December 15	\$275,527	\$16,493	\$329,987	\$52,899	\$674,907
January 16	\$280,384	\$318,254	\$11,538	\$435,928	\$1,046,105
February 16	\$587,306	\$7,844	\$33,731	\$230,457	\$859,337
March 16	\$583,454	\$10,000	\$167,653	\$34,686	\$795,793
April 16	\$273,571	\$151,878	\$25,254	\$344,638	\$795,342





SUMMARY OF DEBTORS FOR THE PERIOD ENDED 30 APRIL 2016			
AMOUNT	DEBTOR	DETAILS	STATUS
<b>&gt; 90 days</b>			
\$258,930.49	DA Letizia	Developer Contribution	The Shire is monitoring account
\$5,339.34	Zig Zag Café^	Lease / Operating Expenses	Paid in May
\$1,113.65	BGC Residential*	Private Works	Query regarding completion of works
\$1,385.60	Food Marque	Hall Hire	Paying via instalments
\$1,150.70	Midland Sisdac	Hall Hire	Paid in May
\$5,651.73	90+ Days Debts consisting of amounts under \$1,000.00		Debtors to be contacted to notify debt recovery action pending / final notices issued / debt with D&B or possible write-off of debt pending
<b>\$273,571.51</b>	<b>Total Debts 90+ Days</b>		
<b>&gt; 60 days</b>			
\$1,475.00	Lesmurdie Mazenod Cricket Club	Operating Expenses	Contact to be made
\$144,789.00	Carroda Pty Ltd	Developer Contribution	Shire to credit invoice and reissue revised invoice
\$2,177.46	Zig Zag Café^	Lease / Operating Expenses	Paid in May
\$2,750.00	Zig Zag Gymnastics	Hall Hire	Confirmed payment pending
\$686.57	60+ Days Debts consisting of amounts under \$1,000.00		All debtors to be contacted by telephone / email - copy invoices mailed as required
<b>\$151,878.03</b>	<b>Total Debts 60+ Days</b>		
<b>&gt; 30 days</b>			
\$8,800.00	Commonwealth Bank	Reimbursement for Bpay view setup	Reminder invoice to be mailed
\$1,420.62	Kalamunda Cricket Club	Operating Expenses	Reminder invoice to be mailed
\$1,663.00	Buccaneer Pools Pty Ltd	Bond Infrastructure	Reminder invoice to be mailed
\$6,581.81	Zig Zag Café^	Lease / Operating Expenses	Paid in May



<b>&gt; 30 days (cont)</b>			
\$2,564.86	Wilson Earthworks	Private Works	Reminder invoice to be mailed
\$2,750.00	Zig Zag Gymnastics	Hall Hire	Confirmed payment pending
\$1,473.73	30+ Days Debts consisting of amounts under \$1,000.00		Reminder invoices to be sent
<b>\$25,254.02</b>	<b>Total Debts 30+ Days</b>		
<b>&lt; 30 days</b>			
<b>\$348,543.56</b>	<b>Total of Current Debts</b>		
<b>\$3,905.34</b>	<b>Total of Accounts in Credit</b>		
<b>\$795,341.78</b>	<b>Total - Debtors Trial Balance</b>		
<b>FOOTNOTES</b> * Denotes currently in negotiation of invoice amount and details ^ Denotes payment arrangement in place			



### Attachment 3

#### SUMMARY OF CREDITORS FOR THE PERIOD ENDED 30 APRIL 2016

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

Month End	> 90 days	> 60 days	> 30 days	Current	Total
31/07/2014	\$9,347	\$1,978	\$27,392	\$449,082	\$487,799
31/08/2014	\$1,000	\$208,043	\$15,978	\$601,439	\$826,460
30/09/2014	\$11,865	\$62,484	\$62,683	\$908,456	\$1,045,488
31/10/2014	\$2,955	\$3,399	\$76,354	\$1,209,519	\$1,292,227
30/11/2014	\$6,311	\$15,497	\$89,340	\$1,137,344	\$1,248,492
31/12/2014	\$16,026	\$3,890	\$42,960	\$837,074	\$899,950
31/01/2015	\$5,137	\$407,117	\$4,182	\$292,502	\$708,938
28/02/2015	\$0	\$0	\$81,137	\$511,560	\$592,697
31/03/2015	\$13,318	\$1,430	\$17,916	\$406,194	\$438,858
30/04/2015	\$3,023	\$8,397	\$182,562	\$526,209	\$720,191
31/05/2015	\$11,955	\$13,047	\$34,358	\$1,538,190	\$1,597,551
30/06/2015	\$6,259	\$16,998	\$91,434	\$3,391,506	\$3,506,197
31/07/2015	\$1,100	\$2,200	\$81,330	\$570,084	\$654,714
31/08/2015	\$3,787	\$7,093	\$297,295	\$2,823,505	\$3,131,680
30/09/2015	\$20,875	\$24,891	\$91,014	\$621,133	\$757,913
31/10/2015	\$10,874	\$26,568	\$61,935	\$2,471,516	\$2,570,893
30/11/2015	\$13,246	\$1,716	\$38,818	\$531,081	\$584,862
31/12/2015	\$1,499	\$495	\$38,339	\$479,424	\$519,757
31/01/2016	\$0	\$142	\$4,604	\$266,856	\$271,602
29/02/2016	\$0	\$0	\$5,592	\$2,234,227	\$2,239,819
31/03/2016	\$4,425	\$3,857	\$57,452	\$859,578	\$925,312
30/04/2016	\$8,253	\$24,171	\$422,350	\$1,102,746	\$1,557,520

##### Comment

- > 90 days    Original Invoices not received for Kalamunda Electrics, Perth Waste Pty Ltd, Daniel Decan, Gemmill Homes, MVG Constructions Pty Ltd, JWH Group Pty Ltd & Pocketphone Communications in Accounts to process.
- > 60 days    Original Invoices not received for Kalamunda Electrics, Hills District Calisthenics Club, Elan Energy Management, Turfworks, Perth Waste Pty Ltd, Cleartech Waste Management Pty Ltd, Lindley Contracting, Zig Zag Graphics and Print, Direct Communications, Kalamunda & Districts Basketball Association INC & VE Graphics Pty Ltd in Accounts to process.
- > 30 days    These invoices are paid on the third fortnightly payment run.



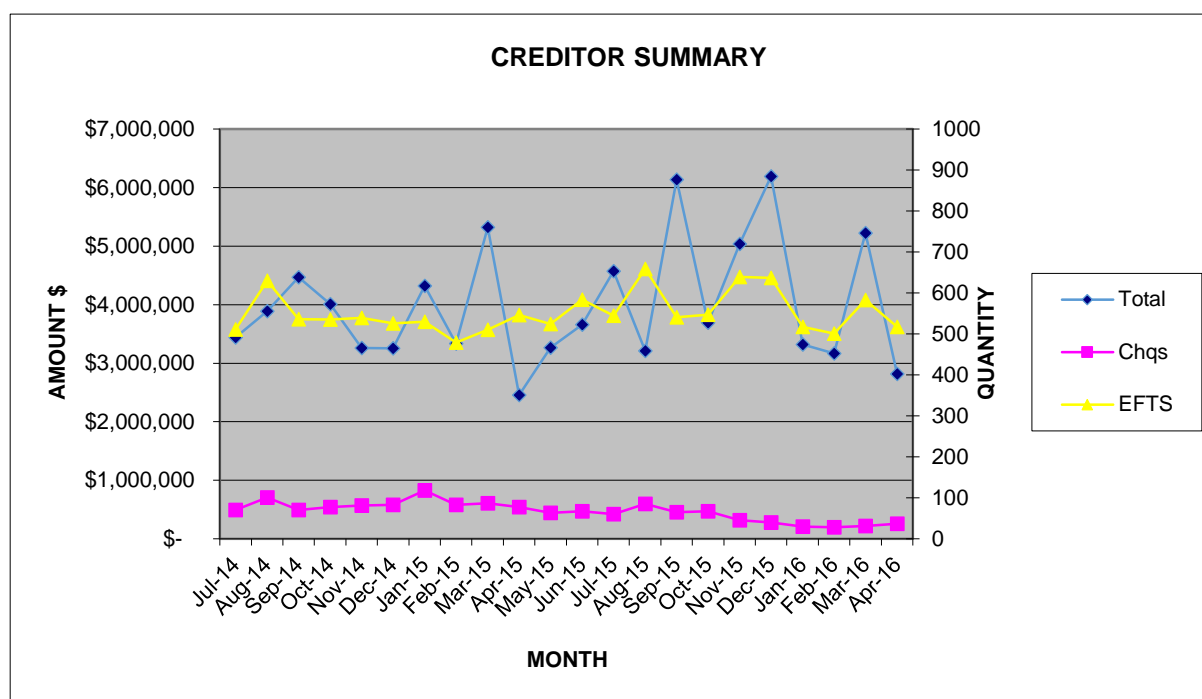
### Creditor Payments made

Month	Amount \$	Quantity		
		Cheques	EFTs	Total
Jul-14	\$3,439,392	70	511	581
Aug-14	\$3,890,438	101	630	731
Sep-14	\$4,467,596	70	536	606
Oct-14	\$4,009,379	77	535	612
Nov-14	\$3,259,838	81	539	620
Dec-14	\$3,255,778	83	526	609
Jan-15	\$4,323,371	118	530	648
Feb-15	\$3,335,267	83	479	562
Mar-15	\$5,324,488	87	510	597
Apr-15	\$2,454,269	77	546	523
May-15	\$3,263,699	63	524	587
Jun-15	\$3,661,757	67	584	651
Jul-15	\$4,574,236	60	545	605
Aug-15	\$3,213,086	85	659	744
Sep-15	\$6,139,271	65	541	606
Oct-15	\$3,693,763	67	547	614
Nov-15	\$5,036,934	45	639	684
Dec-15	\$6,191,992	40	637	677
Jan-16	\$3,321,829	30	517	547
Feb-16	\$3,164,940	28	501	529
Mar-16	\$5,224,103	31	583	614
Apr-16	\$2,816,800	37	517	554

\*Excludes net staff payroll

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

\*Local suppliers are paid on 14 day terms.





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

## **10.2 Rates Debtors Report for the Period Ended 30 April 2016**

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

Attachment 1      Summary of Outstanding Rates for the period ended 30 April 2016

### **PURPOSE**

1. To receive the report on rates debtors for the period ended 30 April 2016 (Attachment 1).

### **BACKGROUND**

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

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

3. Rates levied for the 2015/2016 Financial Year currently total \$32,995,799. Of this amount, \$31,332,484 has been collected as at 30 April 2016. This represents a collection rate of 96.46% compared to 97.47% at this time last year. A total of 22,834 Rate Notices were sent on 13 July 2015. The slight reduction in collection of rates is attributed to the stop placed on debt recovery until the Shire Debt Collection Policy is approved.
4. Three additional services have been introduced to better assist ratepayers in paying their amounts due. These are:
  - A Smarter Way to Pay – to date 788 ratepayers have signed up.
  - eRates – To date there are 1088 properties signed up for electronic delivery.
  - BPay View – To date 156 ratepayers have signed up for this service.
5. A total of 8,934 ratepayers have taken up an instalment option. Of these, 1,583 have taken up the option to pay by two instalments and 7,351 have taken up the option to pay by four instalments. A total of 12,457 have paid in full.



6. The raising of Interim Rates for the 2015/2016 financial year is proceeding with \$246,138 raised so far.

## **DETAILS**

### **Debt Recovery**

7. There are nine claims outstanding from the 2012/2013 and 2013/2014 rates. Five of these have had rates outstanding for three years and over and are waiting for a Property Seizure and Sales Order (PSSO). One ratepayer has since entered into an arrangement. The remaining four properties have been passed on to the Shire's legal representatives for processing.
8. The Shire has issued 246 General Procedure Claims (GPC) through the courts for outstanding 2014/2015 rates and services charges. Of these, 214 have been closed due to payment being received.
9. Of the remaining 32 properties with an active default judgement, two are being defended. The defended properties have been to a pre-trial conference with judgement being awarded to the Shire with costs. A total of 27 properties have received a PSSO with the remainder having paid their account.
10. Debt recovery for the 2015/2016 rates commenced on 11 September 2015 with final notices sent to 1894 ratepayers, of which 948 have either paid in full or entered into a payment arrangement. Letters of Demand have been sent to 946 ratepayers who did not take appropriate action following the Final Notice. Of these, 631 either paid in full or entered into a direct debit arrangement. For 21 ratepayers a payment was made which has taken them beneath the Shire's legal action threshold of \$500; these will be followed-up internally by the Shire.
11. Of the remaining 294 accounts, 263 were sent to the Shire's lawyers for a GPC to be issued. Once confirmation has been received that all claims have been serviced, the Shire has the option of continuing with recovery action. Accounts that are not paid in full, or on a Direct Debit Arrangement, will be re-assessed. The remaining 31 properties were forwarded to the Shire's lawyers for a rental order under S6.60 of the *Local Government Act 1995*, to be issued on the tenants which will require them to make any rent payments to the Shire to pay off the outstanding rates. Follow up and further action will be considered for GPC and rental order accounts in due course.
12. The debt recovery process is on hold pending the approval of the Debt Recovery Policy and Procedure.

## **STATUTORY AND LEGAL CONSIDERATIONS**

13. 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*.



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## **POLICY CONSIDERATIONS**

14. Nil.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

15. Nil.

## **FINANCIAL CONSIDERATIONS**

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

## **STRATEGIC COMMUNITY PLAN**

### **Strategic Planning Alignment**

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

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

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

## **SUSTAINABILITY**

### **Social Implications**

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

### **Economic Implications**

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

### **Environmental Implications**

21. Nil.



## RISK MANAGEMENT CONSIDERATIONS

22.

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

## OFFICER COMMENT

23. The Shire's debt collection strategy has proven to be very effective with a 98.70% collection rate in the 2014/2015 financial year. With the additional services launched, it is envisaged that the collection rate will be similar for 2015/2016 financial year. The results to date, although slightly down from last year, are fairly positive.

<b>Voting Requirements: Simple Majority</b>
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RESOLVED OCM 70/2016

That Council:

1. Receives the rates debtors report for the period ended 30 April 2016 (Attachment 1).

Moved: **Cr Simon Di Rosso**

Seconded: **Cr Geoff Stallard**

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



## Attachment 1

### SUMMARY OF OUTSTANDING RATES FOR THE PERIOD ENDED 30 APRIL 2016

#### Rates Outstanding Debtors

	3rd Previous Year + Outstanding	2nd Previous Year Outstanding	Previous Year Outstanding	Current Outstanding	<b>Total Outstanding</b>	Previous Year Total Outstanding
30-Jun-15	Balance Forward				<b>\$856,619</b>	\$869,771
30-Jul-15	\$374,610.99	\$125,241.75	\$303,167.40	\$27,284,383.73	<b>\$28,087,403.87</b>	\$26,049,358.00
31-Aug-15	\$367,737.91	\$123,002.22	\$244,669.79	\$15,772,036.99	<b>\$16,507,446.91</b>	\$15,674,989.41
30-Sep-15	\$360,942.16	\$116,661.24	\$218,888.30	\$13,518,550.12	<b>\$14,215,041.82</b>	\$14,481,858.12
31-Oct-15	\$352,283.54	\$114,663.10	\$205,346.56	\$10,871,503.98	<b>\$11,552,148.18</b>	\$11,402,265.00
30-Nov-15	\$351,140.21	\$112,077.50	\$194,147.64	\$9,266,304.21	<b>\$9,923,669.56</b>	\$10,024,860.21
31-Dec-15	\$347,040.65	\$108,855.12	\$188,200.98	\$5,472,593.20	<b>\$6,116,689.95</b>	\$5,958,954.00
31-Jan-16	\$346,536.98	\$106,216.04	\$180,376.79	\$4,027,770.32	<b>\$4,660,900.13</b>	\$4,746,597.00
29-Feb-16	\$345,766.43	\$105,846.47	\$172,727.39	\$1,347,706.44	<b>\$1,972,046.73</b>	\$1,857,536.00
31-Mar-16	\$344,298.71	\$105,700.07	\$170,882.07	\$1,103,099.73	<b>\$1,723,980.58</b>	\$1,491,539.00
30-Apr-16	\$342,508.58	\$104,755.29	\$170,498.15	\$1,037,201.94	<b>\$1,654,963.96</b>	\$1,237,149.00

**Rates Outstanding as at 30/06/2015**

**\$856,619**

**Rate Levied 2015/2016**

Interim 2015/2016

Back Rates

\$31,884,691

\$246,138

\$8,351

**Total Levies To Date for 2015/2016**

**\$32,139,180**

**Total Collectable**

**\$32,995,799**

**Total Collected to date**

**\$31,332,484**

**Total Rates Outstanding**

**\$1,663,315**

**Current Deferred Rates Amount (from Rate Reports)**

**\$514,420**

**Total Rates amount to be collected not including deferred**

**\$1,148,895**

**% of Rates Outstanding: 3.54%**

**% of Rates Collected: 96.46%**

#### Comment

The 2014/2015 Instalment Dates are as follows:

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



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

### **10.3 Draft Monthly Financial Statements to 30 April 2016**

Previous Items	N/A
Responsible Officer	Director Corporate Services
Service Area	Finance
File Reference	FIR-SRR-006
Applicant	N/A
Owner	N/A

- Attachment 1 Draft Statements of Financial Activity for the period ended 30 April 2016 incorporating the following:
- Statement of Financial Activity (Nature or Type)
  - Statement of Financial Activity (Statutory Reporting Program)
  - Net Current Funding Position, note to financial statement

#### **PURPOSE**

1. To provide Council with statutory financial reports on the activity of the Shire of Kalamunda with comparison of the year's performance against the revised budget adopted on 29 March 2016. This Statement compares the actual results for the period with the revised budget.

#### **BACKGROUND**

2. The Statement of Financial Activity (Attachment 1), incorporating various sub-statements, has been prepared in accordance with the requirement of the *Local Government Act 1995*, Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.
3. The opening funds in the Statement of Financial Activity reflects the audited surplus brought forward from 2014/2015.
4. The budget column reflects the budget adopted subsequent to the mid-year budget review approved by Council at its meeting on 29 March 2016.

#### **DETAILS**

5. The *Local Government Act 1995* requires Council to adopt a percentage or value to be used in reporting variances against Budget. Council has adopted the reportable variances of 10% or \$50,000 whichever is greater.

#### **Financial Commentary**

##### Draft Statement of Financial Activity by Nature and Type for the ten months ended 30 April 2016

6. This Statement reveals a net result surplus of \$18,362,549 compared to budget for the same period of \$14,592,549. The variance of \$3,770,000 represents 20.5% of the current surplus for the year to date. The majority



of the variance is in the areas of operating expenditure and infrastructure projects.

### *Revenue*

7. Total Revenue excluding rates is under budget by \$153,198. This is made up as follows:

- Operating Grants, Subsidies and Contributions are under budget by \$29,509. The variances are primarily due to timing matters, and made up of the following:
  - Bridge Grant is over budget by \$105,000 with higher grant allocation received in 2015/2016.
  - Environmental Grants is under budget by \$71,792 due to a timing issue.
- Profit on Asset disposal is over budget by \$1,414. The variance is within the reporting threshold.
- Fees and Charges variance is under budget by \$70,404. This is mainly attributable to:
  - Legal charges amounting to \$63,857 from general procedure claims from rates debtors recovered through cyclical debt recovery process. Debt recovery for the 2015/2016 rates commenced on 11 September 2015. The variance is due to the reduced collection activity which has been suspended temporarily pending endorsement of the Debt Collection Policy.
  - Refuse collection being over budget by \$45,298 as a consequence of the retention of secondary waste bins by some ratepayers.
  - Development fees being under budget by \$65,295 relating to lower than expected development applications.
- Interest Income is under budget by \$55,398 and is a timing issue affected by the maturity dates of the term deposits.
- Other Revenue is slightly under budget by \$7,045. This variance is within the reporting threshold.

### *Expenditure*

8. Total expenses is under budget with a variance of \$1,836,790. The significant variances within the individual categories are as follows:

- Employment Costs are under budget by \$474,755 primarily due to some vacant positions not being filled and a timing issue related to staff training costs.
- Materials and Contracts is under budget by \$1,329,813. This is mainly attributed to the following:



- Consultancy costs being under budget by \$205,915 in the areas of Asset Management, Survey and Design and the Stirk Park Redevelopment Master plan.
  - Infrastructure Maintenance for Roads, Paths and Drainage being under budget by \$381,156 due to a timing issue.
  - Water Park billing being under budget by \$133,376 due to the timing of the invoice.
  - Environment projects being under budget by \$175,953 due to the timing issues of most environmental and planting works being scheduled at the beginning of winter and deferral of the environmental offset strategy for \$40k to the following year.
  - Various non-recurrent projects being under-spent due to timing issues.
- Utilities are over budget by \$64,276. The revised contract with Telstra was delayed by WALGA resulting in delays in reductions in data and telephone costs. This will be managed within the current budget allocation.
  - Depreciation, although a non-cash cost, is tracking under budget, reporting a variance of \$79,529 and is attributed to a phasing issue and the timing of various asset acquisitions.
  - The interest expense is under budget by \$10,810. This is within the reporting threshold.
  - Insurance expense is over budget by \$955. The variance is within the reporting threshold.
  - Other expenditure is under budget by \$55,207. These are mainly related to various non-recurrent projects caused by a timing difference.
  - Loss on Sale of Asset is over budget by \$48,093. This is due to lower proceeds from the sale at auction of various shire plant compared to the net book value.

#### *Capital Revenues*

#### *Non-operating Grants and Contributions*

9. The non-operating grant income is lower than the budget by \$792,074. The variance is mainly attributable to Roads to Recovery grant being under budget by \$637,950 due to the timing of the next claim.
10. The capital contributions variance of \$103,157 relates to Forrestfield Industrial Area Stage 1 which is now managed by the Shire and funds are backed via a fully cash backed reserve.



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*Capital Expenditures*

11. The total Capital Expenditure on Property, Plant and Equipment and Infrastructure Assets are under budget by \$1,467,922. The variances are as follows:
- Property, Plant and Equipment Expenditure are under budget by \$257,023. This is attributed mainly to Land and Building Expenditure being under budget by \$324,837 and is regarded as a timing matter.
  - Infrastructure projects, comprised of roads, drainage, footpaths, car parks and parks and ovals, are under budget by \$1,210,899. Various projects that are currently under way due in 2015/2016 have started with ground works commenced in January 2016 and targeted for completion by the end of the financial year.

*Rates revenues*

12. Rates generation is under budget with a variance of \$149,870, mainly due to recognition of prepaid rates which is due to a timing difference.

Draft Statement of Financial Activity by Program for the ten months to 30 April 2016

13. The overall result comments are as above and most programs are within the accepted budget except for Education and Welfare, Community Amenities, Recreation and Culture, Transport and Other Property and Services. Major variances have been reported by Nature and Type under points 7 to 12 above.

Draft Statement of Net Current Funding Position as at 30 April 2016

14. The commentary on the net current funding position is based on comparison of the draft April 2016 year to date actuals with April 2015 year to date actuals.
15. Net Current Assets (Current Assets less Current Liabilities) show a positive result of \$27.9 million. The un-restricted cash position has a positive balance of \$21.3 million which is slightly lower than the previous year's balance of \$21.7 million. This is mainly attributed to the rates collection and transfers to reserves.
16. Trade and other receivables comprise rates and sundry debtors totalling \$2.5 million outstanding.
- The rates balance fell by \$72k to \$1.3 million, representing a collection rate of 96.46% for the year to date. This reduction is due to collections being on hold awaiting endorsement of the Shire Debt collection Policy by Council.
17. Sundry debtors have decreased slightly from \$795,793 to \$795,342, of which \$344,638 is made up of current debt due within 30 days. A total of \$273,572 remains outstanding over 90 days. This bulk is made up of two invoices which is overdue from the developers from the Forrestfield Industrial Area. These amounts are currently being monitored.



18. Receivables Other represents \$429,947 with the bulk made up of Waste services due of \$247,733.
19. Provisions for annual and long service leave are generally higher having increased by \$581,451 to \$2.8 million when compared to the previous year. The reasons for the increase is due to more officers being above the seven year threshold at which point long service leave entitlements begin to fully accrue, and the review of the Annual Leave Liability in March 2016. The Shire aggressively pursues a leave management plan that will not adversely affect service delivery. The long term goal is to bring this liability down to a more manageable level and also ensure there are adequate cash backed reserves in place to support it.
20. Restricted Reserves have increased significantly from \$2.4 million to \$12.4 million when compared to April 2015. The increase is due to the following:
- Transfer of Forrestfield Industrial Area Scheme Stage 1 from Trust accounts to reserves, amounting to \$4.3 million.
  - Land and Property Enhancement and Maintenance Reserve has increased by \$0.7 million.
  - Long Service Leave reserve has increased by \$1.2 million to address exposure mentioned in point 19 above.
  - Nominated employee leave reserve has increased by \$1.1 million to address exposure mentioned in point 19 above.
  - Minor changes are also noted with the following reserves:
    - Asset Enhancement Reserve has increased by \$0.7 million.
    - EDP IT Equipment Reserve has increased by \$0.4 million.
    - Unexpended Capital Works and Specific Purpose Grants Reserve has increased by \$0.4 million.
    - Waste Reserve has increased by \$0.6 million to recognise surplus in operating income in 2014/15.
    - Local Government Elections Reserve has increased by \$0.1 million.

## **STATUTORY AND LEGAL CONSIDERATIONS**

21. The *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* require presentation of a monthly financial activity statement.

## **POLICY CONSIDERATIONS**

22. Nil.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

23. Nil.

## **FINANCIAL CONSIDERATIONS**

24. The Shire's financial position needs to be closely monitored to ensure it is operating sustainably and allow for future capacity.



## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

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

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

## SUSTAINABILITY

### Social Implications

26. Nil.

### Economic Implications

27. Nil.

### Environmental Implications

28. Nil.

## RISK MANAGEMENT CONSIDERATIONS

29.

Risk	Likelihood	Consequence	Rating	Action / Strategy
Over-spending the budget	Possible	Major	High	<ul style="list-style-type: none"><li>Monthly management reports are reviewed by the Shire.</li><li>Weekly engineering reports on major projects and maintenance.</li></ul>
Non-compliance with Financial Regulations	Unlikely	Major	Medium	The financial report is scrutinised by the Shire to ensure that all statutory requirements are met.

## OFFICER COMMENT

30. The Shire's draft financial statements as at 30 April 2016 demonstrate the Shire has managed its budget and financial resources effectively.



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<b>Voting Requirements: Simple Majority</b>
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RESOLVED OCM 71/2016

That Council:

1. Receives the draft Monthly Statutory Financial Statements for the month to 30 April 2016, which comprises:
  - Statement of Financial Activity (Nature or Type).
  - Statement of Financial Activity (Statutory Reporting Program).
  - Net Current Funding Position, note to financial statement.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Geoff Stallard**

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



## Attachment 1

### STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE FOR THE 10 MONTHS TO 30 APRIL 2016

	30/04/2016	30/04/2016			
	YTD	YTD	Annual	Var. \$	Var. %
	Actual	Budget	Budget	(b)-(a)	(b)-(a)/(b)
	(b)	(a)			
	\$	\$	\$	\$	%
<b>Operating Revenues</b>					
Operating Grants and Subsidies	4,384,615	4,334,012	5,716,899	50,603	1.2%
Contributions, Reimbursements and Donations	676,343	756,455	4,505,790	(80,112)	(11.8%)
Profit on Asset Disposal	188,194	186,780	187,144	1,414	0.8%
Fees and Charges	13,581,236	13,651,640	14,317,854	(70,404)	(0.5%)
Interest Earnings	936,070	991,468	1,186,491	(55,398)	(5.9%)
Other Revenue	53,165	60,210	72,296	(7,045)	(13.3%)
Ex Gratia Rates Revenue	137,424	129,680	129,680	7,744	5.6%
<b>Total (Excluding Rates)</b>	<b>19,957,047</b>	<b>20,110,245</b>	<b>26,116,154</b>	<b>(153,198)</b>	
<b>Operating Expense</b>					
Employee Costs	(19,066,396)	(19,541,151)	(23,920,751)	474,755	2.5%
Materials and Contracts	(15,046,824)	(16,376,637)	(20,204,590)	1,329,813	8.8%
Utilities Charges	(2,008,102)	(1,943,826)	(2,333,585)	(64,276)	(3.2%)
Depreciation (Non-Current Assets)	(6,368,761)	(6,448,290)	(7,738,251)	79,529	1.2%
Interest Expenses	(330,920)	(341,730)	(410,081)	10,810	3.3%
Insurance Expenses	(567,287)	(566,332)	(578,896)	(955)	(0.2%)
Loss on Asset Disposal	(50,453)	(2,360)	(2,843)	(48,093)	(95.3%)
Other Expenditure	(397,072)	(452,279)	(534,599)	55,207	13.9%
<b>Total</b>	<b>(43,835,815)</b>	<b>(45,672,605)</b>	<b>(55,723,596)</b>	<b>1,836,790</b>	
<b>Funding Balance Adjustment</b>					
Add Back Depreciation	6,368,761	6,448,290	7,738,251	(79,529)	(1.2%)
Adjust (Profit)/Loss on Asset Disposal	(137,741)	(184,420)	(184,301)	46,679	(33.9%)
EMRC Contribution (Non-cash)	0	0	(3,600,407)	0	
Deferred Loan (non-current) FUSC	(158)	0	0	(158)	100.0%
Movement in Provisions	208,409	0	749,271	208,409	100.0%
Pensioners Deferred Rates Movement	0	0	(30,000)	0	
<b>Total</b>	<b>6,439,271</b>	<b>6,263,870</b>	<b>4,672,814</b>	<b>175,401</b>	
<b>Net Operating (Ex. Rates)</b>	<b>(17,439,497)</b>	<b>(19,298,490)</b>	<b>(24,934,628)</b>	<b>1,858,993</b>	
<b>Capital Revenues</b>					
Proceeds from Disposal of Assets	578,387	560,000	652,000	18,387	3.2%
Grants, Subsidies and Contributions	5,076,784	5,868,858	7,101,377	(792,074)	(15.6%)
Self-Supporting Loan Principal	61,578	63,438	67,870	(1,860)	(3.0%)
Debenture Funding	0	0	0	0	
Capital (Developer) - Contributions	2,333,538	2,230,381	2,230,381	103,157	4.4%
Transfer from Reserves	4,234,216	4,221,568	5,223,139	12,648	0.3%
<b>Total</b>	<b>12,284,503</b>	<b>12,944,245</b>	<b>15,274,767</b>	<b>(659,742)</b>	
<b>Capital Expenses</b>					
Land Development Costs	(2,000)	(38,272)	(43,782)	36,272	1813.6%
Land and Buildings New	(143,324)	(284,910)	(578,765)	141,586	98.8%
Land and Buildings Replacement	(958,692)	(1,141,943)	(1,536,874)	183,251	19.1%
Plant and Equipment New	(51,630)	(49,020)	(58,835)	(2,610)	(5.1%)
Plant and Equipment Replacement	(25,347)	(25,347)	(25,347)	0	0.0%
Furniture and Equipment	(90,785)	(25,581)	(138,700)	(65,204)	(71.8%)



**STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE  
FOR THE 10 MONTHS TO 30 APRIL 2016**

	30/04/2016	30/04/2016			
	YTD Actual (b)	YTD Budget (a)	Annual Budget	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)
	\$	\$	\$	\$	%
Infrastructure Assets - Roads New	(148,722)	(386,822)	(663,519)	238,100	160.1%
Infrastructure Assets - Roads Renewal	(1,183,591)	(1,822,549)	(4,234,924)	638,958	54.0%
Infrastructure Assets - Drainage New	(134,478)	(134,057)	(232,898)	(421)	(0.3%)
Infrastructure Assets - Drainage Renewal	(22,524)	(87,960)	(175,550)	65,436	290.5%
Infrastructure Assets - Footpaths New	(7,801)	(62,166)	(170,500)	54,365	696.9%
Infrastructure Assets - Footpaths Renewal	(62,506)	(125,733)	(125,734)	63,227	101.2%
Infrastructure Assets - Car Parks New	(194,187)	(217,749)	(267,749)	23,562	12.1%
Infrastructure Assets - Car Parks Renewal	(8,044)	(37,581)	(75,162)	29,537	367.2%
Infrastructure Assets - Parks and Ovals New	(288,887)	(307,949)	(369,646)	19,062	6.6%
Infrastructure Assets - Parks and Ovals Renewal	(3,820,425)	(3,899,498)	(4,578,878)	79,073	2.1%
Repayment of Debentures	(555,751)	(494,870)	(593,851)	(60,881)	(11.0%)
Transfer to Reserves	(5,410,313)	(6,687,619)	(10,141,872)	1,277,306	23.6%
<b>Total</b>	<b>(13,109,007)</b>	<b>(15,829,626)</b>	<b>(24,012,586)</b>	<b>2,720,619</b>	
<b>Net Capital</b>	<b>(824,504)</b>	<b>(2,885,381)</b>	<b>(8,737,819)</b>	<b>2,060,877</b>	
<b>Total Net Operating + Capital</b>	<b>(18,264,001)</b>	<b>(22,183,871)</b>	<b>(33,672,447)</b>	<b>3,919,870</b>	
Rate Revenue	31,658,435	31,808,305	31,893,225	(149,870)	(0.5%)
Opening Funding Surplus(Deficit)	4,968,115	4,968,115	4,968,115	0	0.0%
<b>Closing Funding Surplus(Deficit)</b>	<b>18,362,549</b>	<b>14,592,549</b>	<b>3,188,892</b>	<b>3,770,000</b>	20.5%



**STATEMENT OF FINANCIAL ACTIVITY (STATUTORY REPORTING PROGRAM)  
FOR THE 10 MONTHS TO 30 APRIL 2016**

	30/04/2016	30/04/2016			
	YTD Actual (b) \$	YTD Budget (a) \$	Annual Budget \$	Var. \$ (b)-(a) \$	Var. % (b)- (a)/(b) %
<b>Operating Revenues</b>					
Governance	93,420	109,290	112,755	(15,870)	(17.0%)
General Purpose Funding	2,420,825	2,473,253	7,631,137	(52,428)	(2.2%)
Law, Order and Public Safety	468,273	374,440	449,386	93,833	20.0%
Health	230,241	206,377	224,325	23,864	10.4%
Education and Welfare	3,634,902	3,621,344	3,755,971	13,558	0.4%
Community Amenities	11,003,458	11,107,739	11,279,967	(104,281)	(0.9%)
Recreation and Culture	1,390,394	1,364,920	1,660,406	25,474	1.8%
Transport	47,024	0	0	47,024	100.0%
Economic Services	375,133	427,680	513,288	(52,547)	(14.0%)
Other Property and Services	293,377	425,202	488,919	(131,825)	(44.9%)
<b>Total (Excluding Rates)</b>	<b>19,957,047</b>	<b>20,110,245</b>	<b>26,116,154</b>	<b>(153,198)</b>	
<b>Operating Expense</b>					
Governance	(2,780,683)	(2,785,314)	(3,421,987)	4,631	0.2%
General Purpose Funding	(738,164)	(730,395)	(849,956)	(7,769)	(1.1%)
Law, Order and Public Safety	(1,493,252)	(1,572,872)	(1,902,448)	79,620	5.3%
Health	(905,518)	(957,424)	(1,194,417)	51,906	5.7%
Education and Welfare	(3,304,203)	(3,544,773)	(4,297,882)	240,570	7.3%
Community Amenities	(10,784,623)	(11,255,529)	(13,543,508)	470,906	4.4%
Recreation and Culture	(14,530,036)	(14,877,788)	(17,789,768)	347,752	2.4%
Transport	(7,831,423)	(8,396,038)	(10,268,343)	564,615	7.2%
Economic Services	(877,218)	(909,385)	(1,092,381)	32,167	3.7%
Other Property and Services	(590,695)	(643,087)	(1,362,906)	52,392	8.9%
<b>Total</b>	<b>(43,835,815)</b>	<b>(45,672,605)</b>	<b>(55,723,596)</b>	<b>1,836,790</b>	
<b>Funding Balance Adjustment</b>					
Add back Depreciation	6,368,761	6,448,290	7,738,251	(79,529)	(1.2%)
Adjust (Profit)/Loss on Asset Disposal	(137,741)	(184,420)	(184,301)	46,679	(33.9%)
EMRC Contribution (Non-cash)	0	0	(3,600,407)	0	
Deferred Loan (non-current) FUSC	(158)	0	0	(158)	100.0%
Movement in Provisions	208,409	0	749,271	208,409	100.0%
Pensioners Deferred Rates Movement	0	0	(30,000)	0	
<b>Total</b>	<b>6,439,271</b>	<b>6,263,870</b>	<b>4,672,814</b>	<b>175,401</b>	
<b>Net Operating (Ex. Rates)</b>	<b>(17,439,497)</b>	<b>(19,298,490)</b>	<b>(24,934,628)</b>	<b>1,858,993</b>	
<b>Capital Revenues</b>					
Proceeds from Disposal of Assets	578,387	560,000	652,000	18,387	3.2%
Capital Contributions and Grants	5,076,784	5,868,858	7,101,377	(792,074)	(15.6%)
Self-Supporting Loan Principal Income	61,578	63,438	67,870	(1,860)	(3.0%)
Capital (Developer) - Contributions	2,333,538	2,230,381	2,230,381	103,157	4.4%
Transfer from Reserves	4,234,216	4,221,568	5,223,139	12,648	0.3%
<b>Total</b>	<b>12,284,503</b>	<b>12,944,245</b>	<b>15,274,767</b>	<b>(659,742)</b>	
<b>Capital Expenses</b>					
Land Development Costs	(2,000)	(38,272)	(43,782)	36,272	1813.6%
Land and Buildings New	(143,324)	(284,910)	(578,765)	141,586	98.8%
Land and Buildings Replacement	(958,692)	(1,141,943)	(1,536,874)	183,251	19.1%



**STATEMENT OF FINANCIAL ACTIVITY (STATUTORY REPORTING PROGRAM)  
FOR THE 10 MONTHS TO 30 APRIL 2016**

	30/04/2016	30/04/2016			
	YTD Actual (b)	YTD Budget (a)	Annual Budget	Var. \$ (b)-(a)	Var. % (b)- (a)/(b)
	\$	\$	\$	\$	%
Plant and Equipment New	(51,630)	(49,020)	(58,835)	(2,610)	(5.1%)
Plant and Equipment Replacement	(25,347)	(25,347)	(25,347)	0	0.0%
Furniture and Equipment	(90,785)	(25,581)	(138,700)	(65,204)	(71.8%)
Infrastructure Assets - Roads New	(148,722)	(386,822)	(663,519)	238,100	160.1%
Infrastructure Assets - Roads Renewal	(1,183,591)	(1,822,549)	(4,234,924)	638,958	54.0%
Infrastructure Assets - Drainage New	(134,478)	(134,057)	(232,898)	(421)	(0.3%)
Infrastructure Assets - Drainage Renewal	(22,524)	(87,960)	(175,550)	65,436	290.5%
Infrastructure Assets - Footpaths New	(7,801)	(62,166)	(170,500)	54,365	696.9%
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Infrastructure Assets - Parks and Ovals Renewal	(3,820,425)	(3,899,498)	(4,578,878)	79,073	2.1%
Repayment of Debentures	(555,751)	(494,870)	(593,851)	(60,881)	(11.0%)
Transfer to Reserves	(5,410,313)	(6,687,619)	(10,141,872)	1,277,306	23.6%
<b>Total</b>	<b>(13,109,007)</b>	<b>(15,829,626)</b>	<b>(24,012,586)</b>	<b>2,720,619</b>	
<b>Net Capital</b>	<b>(824,504)</b>	<b>(2,885,381)</b>	<b>(8,737,819)</b>	<b>2,060,877</b>	
<b>Total Net Operating + Capital</b>	<b>(18,264,001)</b>	<b>(22,183,871)</b>	<b>(33,672,447)</b>	<b>3,919,870</b>	
Rate Revenue	31,658,435	31,808,305	31,893,225	(149,870)	(0.5%)
Opening Funding Surplus(Deficit)	4,968,115	4,968,115	4,968,115	0	0.0%
<b>Closing Funding Surplus(Deficit)</b>	<b>18,362,549</b>	<b>14,592,549</b>	<b>3,188,892</b>	<b>3,770,000</b>	20.5%



**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE 10 MONTHS TO 30 APRIL 2016**

**NET CURRENT FUNDING POSITION**

	Positive=Surplus (Negative=Deficit)	
	30/04/2016	30/04/2015
	\$	\$
<b>Current Assets</b>		
Cash and Cash Equivalents Unrestricted	21,263,380	21,734,839
Cash and Cash Equivalents - Reserves (Restricted)	12,384,192	2,446,684
Receivables - Rates	1,269,332	882,391
Receivables - Sundry	795,342	139,566
Receivables -Other	429,952	915,710
Inventories	78,609	97,800
<b>(*exclude loan receivable)</b>	<b>36,220,807</b>	<b>26,216,990</b>
 <b>Less: Current Liabilities</b>		
Payables	(5,474,066)	(4,572,668)
Provisions	(2,828,100)	(2,246,649)
<b>(*exclude loan payable)</b>	<b>(8,302,166)</b>	<b>(6,819,317)</b>
 <b>Net Current Asset Position</b>	 <b>27,918,641</b>	 <b>19,397,673</b>
 <b>Add:</b>		
Provision for Long Service Leave	1,247,409	812,500
Provision for Annual Leave	1,580,691	1,434,149
 <b>Less:</b>		
Cash and Cash Equivalents - Reserves (Restricted)	<b>(12,384,192)</b>	<b>(2,446,684)</b>
Cash Restricted		
<b>Net Current Funding Position</b>	<b>18,362,549</b>	<b>19,197,638</b>



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

#### **10.4 Community Care Quarterly Report January to March 2016**

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

#### **PURPOSE**

1. To endorse the Community Care Quarterly Report – January to March 2016.

#### **BACKGROUND**

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

*" That Community Care produce a quarterly progress report".*

#### **DETAILS**

##### **HACC Service Delivery**

3. Referrals for Home and Community Care (HACC) support are received from the Regional Assessment Service. Community Care do not screen for eligibility nor assess potential consumers for services and as such are dependent on referrals to maintain and increase service levels.
4. Inception of the *Assessment Framework in 2011* has resulted in increased compliance with eligibility criteria and people receiving services based on assessed need and not just an eligibility status. This means a person with an ongoing functional disability may be eligible for HACC support but with the provision of the correct assistive equipment may continue to support themselves independently without formalised support.
5. The Volumes Report (Attachment 1) shows how Community Care is performing in relation to its contracted service provision levels for the HACC program for the period of January, February and March 2016.
6. The HACC Contract contains service groups that cluster, where appropriate, like service types together. Service Group 1 includes the following service types: domestic assistance, personal care, social support, respite and other food services.



7. Service Group 1 was contracted to provide hours of support against the service types listed in paragraph 6. This allows the service types to be adjusted to meet the needs of eligible consumers regardless of the contracted number of hours against each service type.
8. Because of this service grouping, a service type such as domestic assistance can achieve higher than 100% of service delivery, providing other service types are not also achieving 100%. The hours are used in a flexible manner to address need.
9. During this quarter Community Care was contracted to provide 6285 hours across service group 1 to eligible community members. A total of 4290 hours were provided (68%). This is a 9% decrease from last quarter with three less working days than last quarter.

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

10. During this quarter Community Care was contracted to provide 2928 hours to eligible community members. A total of 3129 hours were provided (107%). This is an 8% decrease from last quarter.
11. Impacts on these hours included 592 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been delivered domestic assistance would have achieved 127% which is accommodated by the flexible delivery model assigned to Service Group 1 as describe in paragraph 7.

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

12. During this quarter Community Care was contracted to provide 450 hours to eligible community members. A total of 106 hours were provided (24%). This is an 18% decrease from last quarter.
13. Impacts on these hours included 30.5 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been delivered domestic assistance would have achieved 30%

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

14. During this quarter Community Care was contracted to provide 96 hours to eligible community members. A total of 33 hours were provided (34%). This is an 11% decrease from last quarter.
15. Impacts on these hours included 9 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been delivered domestic assistance would have achieved 44%.



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

16. During this quarter Community Care was contracted to provide 1875 hours to eligible community members. A total of 712 hours were provided (38%). This is a 7% decrease from last quarter.
17. Impacts on these hours included 154.25 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Social Support would have achieved 46%.

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

18. During this quarter Community Care was contracted to provide 936 hours to eligible community members. A total of 310 hours were provided (33%). This is a 7% decrease from last quarter.
19. Impacts on these hours included 33 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Personal Care would have achieved 37%.

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

20. During this quarter Community Care was contracted to provide 9981 hours to eligible community members. A total of 7543 hours were provided (76%). This is a 7% decrease from last quarter.
21. Impacts on these hours included 2964 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Centre Based Day Care would have achieved 105%.

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

22. During this quarter Community Care was contracted to provide 1500 meals to eligible community members. A total of 1206 meals were provided (80%). This is a 10% increase from last quarter.
23. Impacts included 40 meals that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Meals on Wheels would have achieved 83%.

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

24. During this quarter Community Care was contracted to provide 6816 one way trips to eligible community members. A total of 3919 one way trips were provided (57%). This is a 2% decrease from last quarter.
25. Impacts included 1064 one way trips that were not provided due to public holidays or consumers exercising their right of choice and cancelling services



to attend to other commitments. Had these hours been provided Transport would have achieved 73%.

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

26. During this quarter Community Care was contracted to provide 645 hours to eligible community members. A total of 153 hours were provided (24%).

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

27. During this quarter Community Care was contracted to provide 1788 hours to eligible community members. A total of 1296 hours were provided (72%). This is a 7% decrease from last quarter.
28. Impacts on these hours included 216.5 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Home Maintenance would have achieved 85%.

### **Ceased HACC Services**

29. During this quarter Community Care had 42 consumers exit the HACC program. The feedback from consumers and/or family as to why the services were ceasing were:
- The consumer has moved to a higher level of community care support or residential care – 14 responses;
  - The consumer is now self-managing – 14 responses;
  - The consumer has passed away – eight responses; and
  - The consumer has relocated out of the service area – six responses.

### **COMMUNITY VISITORS SCHEME**

30. During this quarter Community Care was contracted to provide 270 visits to eligible residents in approved Commonwealth Funded residential facilities. A total of 203 visits were provided (75%). This is an 18% increase from last quarter.
31. Impacts on these visits included volunteer movement and residents passing away.

### **HOME CARE PACKAGES LEVEL 2**

32. During this quarter Community Care was contracted to provide 20 packages to eligible community members. A total of 18 packages were provided (90%).
33. Referrals for packages come from the Aged Care Assessment Team (ACAT). Community Care do not screen for eligibility nor assess potential consumers for services and as such, we are dependent on these referrals to maintain and increase service levels.
34. Home Care Package service provision will be reviewed to determine the impact of the February 2017 reform.



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## **STATUTORY AND LEGAL CONSIDERATIONS**

35. Nil.

## **POLICY CONSIDERATIONS**

36. Nil.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

37. Nil.

## **FINANCIAL CONSIDERATIONS**

38. The Community Care HACC program as of 31 March 2016, with an adjustment for the annual grant paid in advance, had an operating surplus of \$89,373.
39. The Meals on Wheels program as of 31 March 2016, with an adjustment for the grant paid in advance and invoices not received (for meals purchased for the quarter), has an estimated operating deficit of \$4,500.

## **STRATEGIC COMMUNITY PLAN**

### **Strategic Planning Alignment**

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

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

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

## **SUSTAINABILITY**

### **Social Implications**

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

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

### **Economic Implications**

42. Nil.



## Environmental Implications

43. Nil.

## RISK MANAGEMENT CONSIDERATIONS

44.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Seniors in the Shire are not supported.	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>Continue to promote services and programs as a Shire core business.</li> <li>Continue to work in partnership with other local providers.</li> <li>Continue to attend HACC, HCP and Aged Care Assessment Team (ACAT) Networking Meetings.</li> <li>Ensure staffing levels are retained at a level that facilitates ongoing service provision.</li> <li>Progress the development of Marketing and Communication Plan.</li> <li>Progress the development of the Ageing Population Plan</li> <li>Commence consultation and engagement opportunities to determine what is working well and not working well and develop an action plan to address identified opportunities for improvement.</li> </ul>

## OFFICER COMMENT

45. A Community Care Support and Monitoring Officer was selected as a participant of the Dementia Partnership Project – Dementia Champions program. A maximum of 10 people state wide are selected each intake and the cost of completing a Certificate IV in Dementia Practice is subsidised by



scholarship. In addition the participant has access to training, mentoring and networking.

46. Community Care continues to work closely with National Disability Insurance Scheme (NDIS) to transition HACC people under the age of 65 who have successfully explored NDIS eligibility to an NDIS support plan.
47. The Draft Positive Ageing Plan has been tabled with at the Kalamunda Aged Care Advisory Committee for comment.
48. Successfully applied for an Age Friendly Communities grant through the Department of Local Government and Communities.
49. The Age Friendly Communities grant of \$10,000 is aligned to the State Government Seniors Strategic Planning Framework 2012 – 2017 and will be used to engage with the community, within the Age Friendly Communities Framework, resulting in local level policy, services and structures that improve quality of life for seniors.
50. A contract extension to 2017 with HACC has been accepted.
51. Registration with the National Disability Insurance Scheme to be a registered provider is still pending approval.

<b>Voting Requirements: Simple Majority</b>
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RESOLVED OCM 72/2016

That Council:

1. Receives the Community Care Quarterly Report – January to March 2016.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Brooke O'Donnell**

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



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

Number of Working Days	23	21	21	22	21	21	19	21	20
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OUTPUT DELIVERABLES		SERVICE VOLUME		Ave	Ave	July	Aug	Sept	MDS	Oct	Nov	Dec	MDS	Jan	Feb	Mar		ACTUAL	Contracted	Met	Variance
		Total	P. Mth	14/15	15/16				Adj				Adj					YTD	YTD	YTD	Volume
Service Group 8																					
MEALS ON WHEELS		6,009	501	449	368	420	309	326	0	344	325	380		395	392	419		3,310	4,507	73%	-1,197



**Attachment 2**

**Home and Community Care Service 2015/2016**

<b>INCOME AND EXPENDITURE</b>	<b>Budget 2015/16 Jul - Mar</b>	<b>Actuals 2015/16 Jul - Mar</b>
<b>Recurrent Income and Expenditure</b>		
<b>Income</b>		
Fees - Adult Day Care Attendance	(32,157)	(31,421)
Fees - Adult Day Care Transport	(20,160)	(19,638)
Fees - In Home Respite	(3,069)	(2,996)
Fees - Social Support	(18,666)	(18,273)
Fees - Transport / Shoppers Bus	(24,363)	(25,112)
Fees - Personal Care	(8,199)	(8,208)
Fees - Domestic Assistance	(79,407)	(79,064)
Fees - Gardening	(33,903)	(32,574)
Fees - Other Food Services	(612)	(696)
Fees - Meals / Activities Adult Day Care	(53,208)	(52,459)
Brokerage	(10,845)	(12,764)
Government Grants	(2,157,750)	(2,310,103)
<b>Total Recurrent Income</b>	<b>(2,442,339)</b>	<b>(2,593,308)</b>
<b>Expenses</b>		
Salaries and Wages and on costs	1,767,556	1,686,712
Leave Accruals	142,128	155,291
Workers Compensation	34,794	46,424
Contractors	65,178	61,322
Accommodation Expenses	95,337	94,573
Motor Vehicle Expenses	37,026	31,582
Fringe Benefits Tax	5,319	5,347
Insurance	2,314	969
Printing and Stationery	2,979	2,388
Subscriptions	3,797	5,342
Purchases - Consumables / Materials	23,850	12,422
Purchases - Sundry	20,623	16,336
Depreciation	53,991	53,131
Audit	2,754	2,941
Management Fee - Administration and Accounting	66,402	69,121
Management Fee - Human Resources	24,282	19,883
Management Fee - Information Technology	26,982	30,182
Meal Expenses - Clients	53,208	48,260
Brokerage	9,738	3,409
<b>Total Recurrent Expenditure</b>	<b>2,428,520</b>	<b>2,342,227</b>
<b>Adjustments as at 31/03/2016</b>		
<b>Grant received in advance</b>		<b>152,353</b>
<b>Deduct Brokerage Fees - Non-HACC Income</b>	<b>1,107</b>	<b>9,355</b>
<b>Net Recurrent Income/Expenses</b>	<b>(12,712)</b>	<b>(89,373)</b>



**Attachment 3**

**Meals on Wheels 15/16**

Income / Expenditure Description	Annual Budget 2015/16	Budget 2015/16 Jul - Mar	Actuals 2015/16 Jul - Mar
<b>Recurrent Income and Expenditure</b>			
<b>Income</b>			
Fees - Brokerage	(380)	(279)	(280)
Fees - MOW's	(53,200)	(39,897)	(39,999)
Government Grants - State Operating	(13,174)	(9,873)	(10,578)
<b>Total Recurrent Income</b>	<b>(66,754)</b>	<b>(50,049)</b>	<b>(50,857)</b>
<b>Expenses</b>			
Shire Service Fees	8,887	7,020	7,017
Volunteer Reimbursements (Delivery / Fuel)	8,400	6,300	5,955
Purchases - Consumables	56,100	42,075	31,065
Purchases - Sundry	2,000	1,494	843
<b>Total Recurrent Expenses</b>	<b>75,387</b>	<b>56,889</b>	<b>44,879</b>
<b>Net Recurrent Income/Expenses</b>	<b>8,633</b>	<b>6,840</b>	<b>(5,978)</b>



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

## **10.5 Review of Policies**

Previous Items	
Responsible Officer	Chief Executives Office
Service Area	Governance
File Reference	
Applicant	Nil
Owner	Nil
Attachment 1	Current Policies FAC1, 2, 3 and 13 to be revoked.
Attachment 2	Proposed Shire Debt Collection Policy – S-FIN02 and associated Management Procedures – SM-FIN02.
Attachment 3	Proposed Shire Human Resources Policy S-HR04 – Workplace Bullying, Harassment and Discrimination and Shire Human Resource Management Procedures SM-HR04(1) - Management of Grievances and Complaints Procedures and SM-HR04(2) – Disciplinary Process and Actions Procedure.
Attachment 4	Proposed Council Management Procedure – Occupational Safety and Health – Children in the Workplace CM-HR03(7).

### **PURPOSE**

1. To consider the outcome of a review of a number of policies in the Policy Register.

### **BACKGROUND**

2. The Shire periodically reviews, revokes and adds new policies to its Policy Register. Policies are used to ensure consistency and transparency in decision making as well as adding clarity and intent to existing legislation.
3. In addition, it is necessary for the Chief Executive Officer to develop policies and management procedures to support his/her functions and responsibilities and provide direction and guidance to the administrative staff.

### **DETAILS**

#### **Aged Care – Formerly Home and Community Care**

4. As a consequence of recent changes to the legislative framework and administration processes with respect to the provision of Aged Care Services, the following policies are considered redundant and should be revoked:-
  - FAC1 Adult Day Respite – Decline or Withdrawal of Service,
  - FAC2 - Adult Day Respite – Equal Opportunity Statement,
  - FAC3 - Adult Day Respite – Review and Reassessment, and
  - FAC13 – Meals on Wheels Vehicles



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### **Financial Services – Debt Collection**

5. The debt collection process for the Shire has been handled through a number of different procedures depending on the type of debt, resulting in a somewhat fragmented approach and inconsistent implementation of process.
6. It is vital monies owing to the Shire are collected quickly and efficiently to minimise any negative impact on the Shire's cash flow. Nevertheless, debt collection should also be transparent, accountable and undertaken with empathy where there is legitimate financial hardship.
7. The development and introduction of a formal Debt Collection Policy and associated Management Procedures is aimed at ensuring these objectives are met.

### **Strategy and People Services – Human Resources**

8. In reviewing policies applicable to this area of the Shire's operations it was identified bullying and harassment in the workplace was not adequately covered through the current grievance policy.
9. The Chamber of Commerce and Industry (CCI), the Shire's advisor on Human Resource matters, provided advice with respect to legislative compliance and process.
10. The new Management Procedures for Children in the Workplace satisfies the requirements of the *Occupational Health and Safety Act 1984* and provides guidance for staff on those occasions when it is unavoidable for children to be temporarily in the workplace.

### **STATUTORY AND LEGAL CONSIDERATIONS**

11. *Local Government Act 1995*  
*Occupational Health and Safety Act 1984*

### **POLICY CONSIDERATIONS**

12. The ongoing review being undertaken is aimed at ensuring all policies are current and relevant to the strategic objectives of Council and the current operational environment of the Shire.

### **COMMUNITY ENGAGEMENT REQUIREMENTS**

13. Nil.

### **FINANCIAL CONSIDERATIONS**

14. There will be no additional financial expenditure resulting from these Policy changes, although the Debt Collection Policy and Management Procedure will provide the framework to ensure minimisation of outstanding debts and any consequential impact on the Shire's cash flow.



## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

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

## SUSTAINABILITY

### Social Implications

16. . Nil.

### Economic Implications

17. Nil.

### Environmental Implications

18. Nil.

## RISK MANAGEMENT CONSIDERATIONS

19.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Without policies operational decisions become inconsistent.	Likely	Minor	High	Ensure the need to provide guidance to staff to support the operational requirements of the Shire is met.

## OFFICER COMMENT

20. The proposed new Shire Policies and Management Procedures included with this Report have undergone a vigorous development and assessment process and are now considered in line with strategic objectives of the Council and administrative and operational requirements of the Shire of Kalamunda.

*A Councillor asked what rationale was used when revoking policies FAC1, FAC2, FAC3 and FAC13. This question was taken on notice by the Director of Corporate Services.*

*A Councillor commented that in general the policies lacked reference to legislation, or other connected policies and noted with regard to the Debt Collection Policy a comment on Council's flexible position with regard to the debt collection would be useful.*

*The Chief Executive Officer observed these policies were all Shire Policies or Management Procedures and therefore only required noting by Council however undertook to take these comments into consideration.*



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<b>Voting Requirements: Simple Majority</b>
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RESOLVED OCM 73/2016

That Council:

1. Revokes Policies
  - FAC1 Adult Day Respite – Decline or Withdrawal of Service,
  - FAC2, - Adult Day Respite – Equal Opportunity Statement,
  - FAC3 - Adult Day Respite – Review and Reassessment, and
  - FAC13 – Meals on Wheels Vehicles.
2. Notes new Shire of Kalamunda Debt Collection Policy – S-FIN02 and associated Management Procedures – SM-FIN02.
3. Notes:
  - new Council Management Procedure – Occupational Safety and Health – Children in the Workplace CM-HR03(7),
  - the revoking of Shire of Kalamunda Human Resource Policy SHR04 – Management of Grievances and its replacement with Shire of Kalamunda Human Resources Policy SHR04 – Workplace Bullying, Harassment and Discrimination,
  - the revoking of the current Shire of Kalamunda Human Resource Management Procedure SM-HR04 - Management of Grievances and its replacement with - Shire of Kalamunda Human Resource Management Procedures SM-HR04(1) - Management of Grievances Management Procedures SM-HR04(2) – Disciplinary Process and Actions Procedure

Moved: **Cr Simon Di Rosso**

Seconded: **Cr Geoff Stallard**

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



## Attachment 1

# POLICY REGISTER



<b>Title:</b>	<b>Adult Day Respite Service – Decline or Withdrawal of Service</b>		
<b>Policy No.:</b>	<b>FAC1</b>		
<b>Date Adopted:</b>	15 December 2003	<b>Date Last Reviewed:</b>	unknown

- Objective:** To ensure that all potential clients and clients accessing the Service, meet the assessment criteria.
1. The Kalamunda Adult Day Respite Service may decline offering placement to a potential client if they do not meet the assessment criteria.
  2. The Kalamunda Adult Day Respite Service shall withdraw the Service from a client as a result of the following criteria:
    - The client is admitted into residential care
    - The client's medical condition is beyond the professional capacity of staff members
    - The program does not meet the needs of the client or carer
    - The client's behaviour is disruptive or violates the rights, comfort or safety of other clients and staff members
    - The client's safety cannot be guaranteed
    - The client transfers out of the Service catchment area.
  3. Where a service is declined or withdrawn, the client will be assisted in acquiring a more appropriate Service

### CROSS REFERENCES (If any):

<b>Management Practice No.</b>		<b>Delegation No.:</b>	
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### LEGAL REFERENCES

<b>Legislation:</b>	
<b>Local Law:</b>	

Shire of Kalamunda

<b>Notes:</b>	Previously Policy RS 11.13
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## POLICY REGISTER



<b>Title:</b>	<b>Adult Day Respite Service – Equal Opportunity Statement</b>		
<b>Policy No.:</b>	<b>FAC2</b>		
<b>Date Adopted:</b>	15 December 2003	<b>Date Last Reviewed:</b>	unknown

<b>Objective:</b>	That potential clients can access the Service irrespective of gender, marital status, disability, sexual preference, inability to pay or circumstance of the carer.
<ol style="list-style-type: none"> <li>1. Services are provided for frail and younger persons with disabilities and their carers living within the Shire boundaries.</li> <li>2. The level of service is determined on the basis of what is required to prevent or delay admission into long term residential care.</li> <li>3. Services are available to all persons within the target population without discrimination, including persons from different ethnic, cultural, aboriginal and Torres Strait Island backgrounds, regardless of their gender, marital status, disability, sexual preference, inability to pay or circumstance of the carer.</li> </ol>	

### CROSS REFERENCES (If any):

<b>Management Practice No.</b>		<b>Delegation No.:</b>	
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### LEGAL REFERENCES

<b>Legislation:</b>	
<b>Local Law:</b>	
<b>Notes:</b>	Previously Policy RS 11.14



## POLICY REGISTER



<b>Title:</b>	<b>Adult Day Respite Service – Review and Reassessment of Client Needs</b>		
<b>Policy No.:</b>	<b>FAC3</b>		
<b>Date Adopted:</b>	15 December 2003	<b>Date Last Reviewed:</b>	unknown

<b>Objective:</b>	That regular reviews/reassessments are undertaken to ensure that clients access the most appropriate services.
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1. The Service places high importance on the quality of the client review process to ensure the needs of the clients are heard, understood and met in an appropriate manner.
2. All clients receiving a Service will generally be reviewed every six months or more frequently if deemed necessary.
3. The Coordinator will contact the client to arrange a mutually convenient time for the review whereby the client and their primary carer or significant other person will be involved in any changes of the care plan.
4. The client's needs will be reassessed and the care plan reviewed, and where appropriate, and if requested, clients may be referred to other service providers and/or recommended for additional services.

### CROSS REFERENCES (If any):

Management Practice No.		Delegation No.:	
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### LEGAL REFERENCES

Legislation:	
Local Law:	

Notes:	Previously Policy RS 11.12
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## POLICY REGISTER



<b>Title:</b>	<b>Meals on Wheels Vehicles</b>		
<b>Policy No.:</b>	<b>FAC13</b>		
<b>Date Adopted:</b>	unknown	<b>Date Last Reviewed:</b>	unknown

<b>Objective:</b>	To ensure Meals on Wheels vehicles are used in accordance with the purpose for which they were purchased.
1.	Council has responsibility for licensing, insurance, maintenance, running costs, garaging and use administration.
2.	Priority for use of the vehicles is for Meals on Wheels services. When not being used on Meals on Wheels business, the vehicles are classified as Council pool vehicles.
3.	The replacement of the vehicle is by the Council and is on the same basis as all pool vehicles.

### CROSS REFERENCES (If any):

<b>Management Practice No.</b>		<b>Delegation No.:</b>	
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### LEGAL REFERENCES

<b>Legislation:</b>	
<b>Local Law:</b>	

<b>Notes</b>	
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## Attachment 2

<b>S – FIN 02 Debt Collection (PROPOSED) (Shire Policy)</b>	
<b>Management Procedure</b>	<b>Relevant Delegation</b>

### Purpose

To set out a clear, equitable, accountable and transparent process for the Shire of Kalamunda to follow for the management and collection of rate and sundry debtors. The policy will ensure proper records are maintained of debts owed to the Shire of Kalamunda as required by the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* and that accounting actions are managed in a consistent and equitable manner.

### Policy Statement

The Shire of Kalamunda is committed to ensuring that it manages its cash flows in a manner that provides financial sustainability for the organisation.

It will pursue a debt collection regime that will ensure that the collection of all rates and all other sundry debts are:

- managed fairly and equitably,
- all debtors are shown the upmost respect, courtesy, and diligence in its dealings.
- all debt collection arrangements are treated strictly confidential.

Appropriate reports detailing outstanding debts and collection action will be provided to Council on a monthly basis.

<b>Related Local Law</b>			
<b>Related Policies</b>			
<b>Related Budget Schedule</b>			
<b>Legislation</b>	<i>Local Government Act 1995 and Local Government (Financial Management) Regulations 1996</i>		
<b>Conditions</b>			
<b>Authority</b>			
<b>Adopted</b>		<b>Next Review Date</b>	



## **SM – FIN 02 Debt Collection (PROPOSED) (Shire Management Procedure)**

### **Relevant Shire of Kalamunda Policy**

Shire of Kalamunda Debt Collection Policy

## **Purpose**

To ensure all rates and sundry debts are managed fairly, equitably, and in a transparent and consistent manner. All debtors will be shown the utmost respect, and courtesy in dealings with the Shire, with all debt collection arrangements being treated in a strictly confidential manner.

## **Definitions**

<b>The Act</b>	Means the <i>Local Government Act 1995</i>
<b>The Regulations</b>	Means the <i>Local Government (Financial Management) Regulations 1996</i>
<b>Debt</b>	Means an amount of money owed to the Shire of Kalamunda by a debtor as a result of a transaction or rates and service charges (including emergency services levy) levied by the Shire
<b>Debtor</b>	Means any individual, corporation, organisation or other entity owing money to the Shire of Kalamunda
<b>Risk</b>	Means the possibility of non-payment of a debt by the debtor when the amount is due. The likelihood of non-payment increases with the age of the debt
<b>Write Off</b>	Means the accounting procedure for cancelling a debt that is no longer collectible resulting in its removal by Council from the Shire's statement of financial position (balance sheet).
<b>Rates and Service Charges</b>	Rates and Service Charges are a charge on land imposed under the Act
<b>Smarter Way to Pay</b>	Means a system that allows the ratepayer to pay in small instalments over a 12 month period via direct debit. The model calculates a figure which ensures that the ratepayer will be in credit for the following year's rates.



## **Detail**

### **Rates Debtors Collection**

Rates collection caters for all charges included on the rates notice. It includes rate charges, service fees such as waste and swimming pool inspection fees, and levies such as the Emergency Services Levy and Waste Avoidance Resource Recovery (WARR) Levy.

It also includes any outstanding instalment and penalty interest and legal fees on previous outstanding debts. All charges under the rates account are secured against the property which provides the Shire the best form of security.

#### **Statutory Payment Requirements/Options**

Rates and other charges included on the Rates Notice are due and payable within 35 days of the issue of the notice. Payment maybe made either in full or an election to pay by instalments can be made. Instalment options are either 2 or 4 payments.

A grace period of 10 days will be allowed to ratepayers who may have delayed in taking up the instalment options after which point, the Shire will require with a full payment of the outstanding debt or a suitable Direct Debit arrangement be put in place.

The election to pay via instalments will only be permitted if overdue or brought forward debts are paid in full with the first instalment payment.

#### **Other Payment Options/Arrangements**

The Shire may during this period, at the request of the ratepayer, offer a payment arrangement for the current year's rates only, whereby a regular weekly or fortnightly payment will be made by Direct Debit only.

A ratepayer is eligible for a Direct Debit (DD) payment arrangement for the current year's rates provided all arrears are paid in full before this arrangement can be actioned and is subject to the Shires approval. If the ratepayer fails to maintain the Direct Debit payment arrangement three times in the year, the Shire has the right to remove the arrangement and ask for the amount owing in full and re-commence legal action.

The DD arrangement should be finalised in the financial year it commences and all the outstanding debts are settled.

As a further assistance for the payment of rates, the Shire offers a "Smarter Way to Pay" for ratepayers facing financial difficulties.

#### **Default on Payment Arrangements**

Ratepayers who default on their Direct Debit payments or unable to meet their next repayment by the due date are encouraged to contact the rates department to arrange a meeting before the due date for their next instalment to facilitate a mutually acceptable arrangement for repayment of their outstanding rates.



The Director Corporate Services or Manager Financial Services are able to authorise a mutually acceptable arrangement with a ratepayer if no agreement can be made with the Rates Department so long as the ratepayer can prove financial distress.

### **Non Payment by Due Dates**

Any rates payments due to the Shire of Kalamunda that are not received by the due date as specified in the rate notice and are not on a Direct Debit Payment Arrangement, shall be recovered in accordance with this policy and procedures (This includes ratepayers who have opted for payment via instalment options but fail to pay in line with the instalment due dates).

Amounts outstanding after the due date will be followed up within 30 days with a final notice requiring the ratepayer to pay their balance in full within 14 days or contact the Shire to make a Direct Debit arrangement for payment before the last due date for instalments.

If no response or payment is received within the 14 days, a Letter of Demand (LOD) will be sent on behalf of the Shire by its Collection Agency.

All accounts for which no contact has been made with the Shire after the 14 days have elapsed, will trigger a call campaign for 2 weeks using either telephone or email (where possible) in order to contact the ratepayer to seek payment or enter into a payment arrangement. If this action is unsuccessful, the matter will then be referred for legal action.

### **Formal Recovery Action**

The sequence of actions taken against defaulting ratepayers who have been referred for recovery action for all accounts with a balance greater than \$700, will be as follows:

1. If no response or payment is received within the 14 days of issuance of the Final Notice, a Letter of Demand (LOD) will be sent on behalf of the Shire by its Collection Agency to the last known address. If after the call campaign, there is still no contact with the ratepayer, the matter is then referred for legal action.
2. If no response or payment has been made, Issuing of Court proceedings in accordance with Section 6.56 of the Act. The following processes forms the basis of court proceedings:
  - (i) Proceed with Issuing a General Procedure Claim (GPC);
  - (ii) If no payment is received or suitable payment arrangement is in place, the Shire will proceed with obtaining a Default Judgement;
  - (iii) Obtain a Property Sales and Seizure Order (PSSO) of goods;
  - (iv) PSSO for Land Council.

Other courses of action that may be taken include:-

1. Section 6.60 of the Act - Notice may be given to divert rental payments due to the lessor to the Shire
2. Section 6.64(3) Act – Lodge a Caveat on the property so that property cannot be transferred until debt is paid in full.



3. Take possession of the land pursuant to Section 6.64 of the Act
4. Contact Mortgager with the view that the mortgagee enforce the relevant clause of the mortgage concerning punctual payment of property related rates and taxes

Where the debt is \$700 or less it is not considered viable to proceed with recovery through the courts, and further contact will be made in house for the collection of the outstanding rates. If no payments are received the debt remains on the property until the following year and is required to be paid if election of instalments is taken for the following year's rates.

## **General Sundry Debtors Collection**

General Sundry debtors includes all other services not specifically identified elsewhere in these procedures.

Invoices are payable within 30 days of the amount being raised. An approved credit application form will be in place for all active accounts. The Shire will perform due diligence checks prior to opening up an account and providing credit. In some circumstances, the Shire can make the determination that a bank guarantee or adequate form of security/collateral is required before the Shire can provide services.

Once the debt goes past 30 days, the following procedure will apply.

1. Contact is made via telephone, email and a friendly payment reminder is sent. The reminder will include all payment options available. If the customer is able to demonstrate financial difficulty, the Shire will negotiate a reasonable payment arrangement using approved direct debit forms.
2. If the payment is outstanding for >60 days or a repayment arrangement for amounts owing has been missed, the Shire will make contact with the debtor and request payment.
3. For amount owing >90 days where the debtor has not made payments as per the agreed terms, a final notice is sent to the debtor. The Shire has the right to stop providing any further credit and can request that any further services are paid in cash or via credit card (amounts <\$10,000).
4. In the event that all attempts at recovery have failed, a letter of demand is sent via the Shire's debt collection agency.
5. The debt collection agency will advise the Shire regarding the best course of action to ensure efficient collection of the amount owing. The debtor account will be suspended and future dealings will only be made by cash or credit card.
6. The debtor account can be reinstated if the customer is able to:
  - Provide collateral or adequate security;
  - Provide a bank guarantee;



- Demonstrate that they are financially sound and have had a good track record in dealings with the Shire for 12 months.

7. The Shire may during this period at the request of the debtor offer a payment arrangement for the current year's debts only, whereby regular weekly or fortnightly payment will be made by Direct Debit only.

## Library Debtors Collection

Library debtors primarily consist of relatively small charges for overdue/lost borrowings or damaged books.

In an endeavour to minimise the need to raise significant numbers of small debtor charges staff will send a courtesy email notification 3 to 5 days before an item is due, to e-mail recipients only.

Should this approach not be successful, the following process is to be applied:-

- 7-14 days overdue an overdue notice is sent by either e-mail or letter.
- 15-21 days overdue a telephone call is made by library staff
- 22-28 days overdue a tax invoice is raised and sent by post.
- if the outstanding debt is above \$50, it is sent to a collection agency who will make a call and follow up with a letter requesting that the items be returned or debt outstanding be paid.
- If unsuccessful, the collection agency advise the Library Coordination of the results and advise debt is uneconomical to pursue further.
- These debtors are then sent to CEO under delegated authority for consideration of write off/waiving of the debt.
- If approved they are removed from the Debtors report, but the debt remains on the borrowers records on the Library Management System.
- Library membership entitlements are suspended until the debt is paid.

## Debt Waivers or Write Off

### Administration Action

#### *Waivers and write offs:*

To allow for administration efficiency, the Shire will perform small balance write-off's on a monthly basis for amounts <\$5;



The Director Corporate Services or Manager Financial Services are delegated the authority to cease further interest being accrued on an account or waive amounts owing of the value of <\$100.

The circumstances under which this is applied will be in relation to:

- The ratepayer is able to prove that they are suffering financial hardship;
- To assist in settling the account or negotiation of a payment arrangement;
- Reducing the Shire administration time in managing the collection in relation to the management of the collection process;

The waiver does not apply to legal charges applied to the account for enforcement action carried out by the Shire.

The CEO is delegated to have the authority to stop further interest being accrued on an account or waive amounts related to legal charges or service fees owing of the value of <\$1000.

Debts above a \$1,000 and any related to the waiver of rates will require an absolute majority Council vote for which a report to Council will be required.

### Council Action

Council may by resolution, write off unpaid rates or some other debt owed to the Shire under section 6.12 (1) (c) of the Act.

The write off of a debt under the Act does not prevent the Shire from subsequently taking action for the recovery of the debt.

## Reporting

The following reports are to be submitted to Council on a monthly basis:

1. A rates debtors report summarising outstanding rates and collections to date.
2. An outstanding sundry debtors report itemising significant overdue debts.

<b>Related Budget Schedule</b>			
<b>Authority</b>			
<b>Adopted</b>		<b>Next Review Date</b>	



## Attachment 3

### **S-HR04 –Workplace Bullying, Harassment and Discrimination Policy (PROPOSED) (Shire Policy)**

#### **Relevant Shire of Kalamunda Council Policy**

C-HR05 – Whistleblower  
Code of Conduct

#### **Relevant Shire of Kalamunda Policy**

SM-HR04(1) – Management of Grievances and Complaints Procedure  
SM-HR04(2) – Disciplinary Process and Actions Procedure

## Purpose

To provide guidelines to support an inclusive culture at the Shire of Kalamunda and a framework within which to prevent and manage incidents of Bullying and Harassment.

This policy should be read in conjunction with the *Shire of Kalamunda's Bullying, Harassment and Discrimination Procedure, Grievance and Complaints Procedure, Disciplinary Process and Actions Procedure* and *Code of Conduct*.

## Scope

This policy applies to:

- All Shire employees; and
- Any consultant or contractor engaged by the Shire whilst working at a Shire workplace or site.

## Detail

The Shire of Kalamunda (the Shire) is committed to providing a workplace that is free from any form of bullying, harassment and discrimination, where all employees are treated with dignity, courtesy and respect.

Accordingly, workplace bullying, harassment and discrimination are prohibited and will not be tolerated by the Shire.

Disciplinary action, which may include termination of employment, will be taken against any person found to have breached this policy.

<b>Related Budget Schedule</b>			
<b>Authority</b>			
<b>Adopted</b>		<b>Next Review Date</b>	



## **SM-HR04(1) – Management of Grievances and Complaints Procedure (PROPOSED) (Shire Management Procedure)**

### **Relevant Shire of Kalamunda Council Policy**

C-HR05 – Whistleblower  
Code of Conduct

### **Relevant Shire of Kalamunda Policy**

S-HR04 - Workplace Bullying, Harassment and Discrimination  
SM-HR04(2) – Disciplinary Process and Actions Procedure

## **Purpose**

To provide a framework to support the resolution of grievances in the workplace in a prompt, respectful and cooperative manner.

## **Definitions**

<b>Bullying</b>	Means repeated unreasonable or inappropriate behaviour directed towards an employee or group of employees that creates a risk to health and safety.
<b>Complainant</b>	Means the person who raises a concern or makes a complaint against another employee or manager.
<b>Defendant</b>	Means the person who the complaint has been made against.
<b>Discrimination</b>	Means where an employee experiences adverse action (such as losing their job, not receiving their correct leave or pay entitlements, having their job changed to their disadvantage, or being treated differently from other employees) because of their race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer responsibilities, pregnancy, religion, political opinion, national extraction or social origin. Discrimination may be direct, indirect or systemic.
<b>Grievance</b>	<p>Means any work-related disagreement, complaint, or matter which someone believes is unfair or unjustified, and which is causing that person concern or distress. The problem may be real or perceived.</p> <p>The grievance may be between an employee and the Shire as a whole, or be between employees, and may involve a union.</p> <p>Grievances may relate to such matters as:</p> <ul style="list-style-type: none"><li>• Transfer and promotion</li><li>• Rosters and assignment of work location</li><li>• Approval or taking of leave</li><li>• The physical work environment</li><li>• Health or safety in the workplace</li></ul>



	<ul style="list-style-type: none"> <li>• Performance appraisal</li> <li>• Employment conditions</li> <li>• Changes to human resources policies or procedures</li> <li>• Disciplinary action</li> <li>• Discrimination</li> <li>• Harassment</li> <li>• Bullying</li> <li>•</li> </ul>
<b>Harassment</b>	Means any unwelcome, offensive, abusive, humiliating or threatening comment or action, usually linked to the characteristics of the person being harassed (age, race, sex, religion, etc.). Threats, insults, abuse and taunts.
<b>Investigating Officer</b>	Means the person to whom the complaint is made, either verbally or in writing. This could be a Manager, Director or the Manager Strategy and People Services.
<b>Manager</b>	Means a person at the level of Team Leader, Supervisor, Coordinator, Manager or Executive with one or more direct reports.
<b>Strategy and People Services Representative</b>	member of the Strategy and People Services team (Manager, Human Resources Coordinator or Human Resources Officer)
<b>Support Person</b>	Means a person (who is not a legal practitioner) nominated by an employee to be present at formal meetings for the purpose of providing support to the employee. This may be a friend, family member or colleague.
<b>Vexatious Claim</b>	Means a grievance or complaint that is false, unfounded or malicious and made with the intention of negatively affecting or bringing disrepute to another employee or the Shire

## Detail

### General Principles

- Where the behaviour being reported is criminal or corrupt, the Shire's Whistleblower Policy should be applied.
- Where bullying involves assault or threat of assault, it should be referred to the police.
- The Shire will endeavour to resolve grievances through mediation, consultation and discussion.
- All grievances will be dealt with confidentially. Only those individuals who are directly involved will have access to information about the complaint.
- All grievances will be handled impartially and fairly. No action will be taken until all relevant information has been collected, investigated and considered.



- No repercussions or victimisation of the person making the complaint will be tolerated.
- Complaints will be dealt with in a timely manner.
- Trivial or vexatious complaints will not be pursued through this policy.
- Where the process for lodgement and resolution of a particular grievance is prescribed by legislation, that process will be followed.

## **1. What to do if you have a Grievance?**

If you have a grievance you are entitled to use the grievance and complaints procedure to attempt to resolve it. You have a say in what options within the grievance procedure you feel most comfortable with and at any stage of the process, you can withdraw the grievance.

While the grievance procedure is being followed, normal work should continue unless there is potential risk to health, safety or welfare.

Wherever possible, the Shire encourages the use of an informal approach to resolve workplace issues. This allows for grievances to be resolved directly and promptly by those involved, with or without the assistance of others while keeping procedural requirements to a minimum.

The following is a guide to the grievance procedure. These options do not need to be followed sequentially.

### **a) Option 1 – approach the person(s) involved**

Many concerns can be sorted out quickly and informally by speaking directly with the person(s) involved. You are encouraged to discuss your concerns directly with the individual(s) if you feel comfortable doing so. Raising your concern with the person face-to-face can often stop the behaviour causing the grievance and is often the most effective means of dealing with conflict fairly, quickly and with the least number of people involved. Some points you may wish to consider in approaching the individual(s) involved include:

- Be mindful of how you would prefer someone to approach you with an issue – be respectful, calm, open and honest throughout the process and ensure you bring up the issue in a confidential environment.
- Be clear about the issues you want to raise e.g. is it the behaviour of an individual(s) or a decision?
- During the meeting with the person(s) involved, you should tell them what is upsetting you about their behaviour and that you would like it to stop. If it is decision you are aggrieved about, explain why you think it is unfair.

If you do not feel comfortable with this option, it does not resolve the problem to your satisfaction, or you need some guidance on how to approach the person directly, go to option two.



### **b) Option 2 – seek guidance from your Manager**

If option 1 does not resolve the matter, or if you are not comfortable approaching the other person(s) directly, you may refer the matter to your immediate Manager. Where the grievance involves another party, the Manager may explain the grievance process and outline your options for approaching those who can best help resolve your issue. Your manager may also assist in facilitating a discussion with the other person(s) involved for the purpose of assisting a resolution.

If the grievance is about your immediate Manager or if you believe they are not appropriate people to assist, you may raise the matter with the Manager above your immediate Manager.

If your grievance is against another Manager and you do not feel comfortable approaching your immediate supervisor/manager for guidance, you may approach Strategy and People Services. Other avenues of advice or guidance are a union or other professional associations, the Equal Opportunity Commission or the Fair Work Ombudsman.

Employees may seek advice from, or complain to, an external body (such as the Equal Opportunity Commission or the Fair Work Ombudsman).

### **c) Option 3 – seek guidance from Strategy and People Services**

If the grievance could not be effectively resolved using option one or two, or you believe a more formal complaint is required, you may seek guidance from Strategy and People Services.

Strategy and People Services may provide independent assistance to all parties involved with making or responding to a grievance. Strategy and People Services may also assist in facilitating a more formal process with the other person(s) involved for the purpose of resolving the grievance expeditiously or identify resources to assist in conflict resolution and in making the best use of such resources.

### **Making a Formal Complaint**

If the grievance cannot be effectively resolved using option 1, 2 or 3 above, or you believe a more formal process is required, you may make a formal complaint in writing.

You should consider the most appropriate person with whom your grievance should be discussed. In most cases this would be the complainant's immediate Manager. Where an issue relates to the activities of that person, the grievance can be discussed with the Manager Strategy and People Services or a Director.

Formal complaints should, where possible and/or relevant, provide the following information:

- The name of the person making the complaint;
- The name of the person(s) the complaint is about; and
- Details relating to the conduct/incident including the date, time, location and witnesses.

Formal complaints will be assessed by Strategy and People Services for substance (which may include a preliminary investigation) and seriousness to determine whether a disciplinary process under the Shire's Disciplinary Process and Actions Procedure is required.



Complainants may withdraw their complaint at any stage if they feel they do not wish to proceed. However, where the Investigating Officer believes that the issue may still exist, may impact on the work environment or on other employees, or is criminal in nature, he or she may pursue the matter of their own accord, or refer the matter to the Manager Strategy and People Services and the relevant Director. The Chief Executive Officer will be informed of the complaint and progress of the investigation.

In the event that a complaint is made against the Chief Executive Officer, information regarding the progress of the investigation will be restricted to what is required under “natural justice” and is the right of any other employee who is the subject of a complaint.

### **Defendant’s Rights**

Any defendant has the right to:

- Be informed verbally of what behaviour they are being accused of.
- Respond to the allegations and provide witnesses, if appropriate.
- Be treated fairly and impartially.
- Be heard by an unbiased person.

A defendant who is subject to a complaint has the right to be accompanied by a support person, at their own expense, to any meeting held in relation to the issue raised. The Shire’s counselling services will also be available at all times.

The defendant will be given written notification of the complaint and will have the opportunity to respond to the allegations and provide witnesses if appropriate. The defendant will be kept informed at all stages of the process.

### **Responsibilities of Person Receiving the Complaint**

In consultation with the Investigating Officer and Manager Strategy and People Services ensure that action is taken within 21 days of the complaint being received, wherever possible. The complainant should be updated on progress within seven days of the receipt of the complaint.

Throughout the process, the person receiving a complaint is required to ensure that the employee making the complaint is informed of the process to be undertaken and possible time frame.

If the time frame is delayed, all parties to the grievance must be informed.

## **2. Managing Grievances and Complaints**

The Shire will manage grievances and complaints in a manner that is:

**Confidential:** only those involved in the attempted resolution or investigation of a grievance or complaint will have access to information about it. This means that only those people with a genuine role to play in helping to resolve a grievance or complaint should know its details or discuss them. Strict confidentiality must be maintained at all times by all members of staff involved in the process. Maintaining strict confidentiality gives all parties confidence in the procedure and, it is intended, will minimise any disruption caused by gossip and rumour. It can also prevent escalation of the situation impacting on any of the parties concerned. Anyone

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found to have engaged in gossip or innuendo about a grievance or complaint is at risk of disciplinary action.

**Respectful:** everyone involved in a grievance or complaint made under this procedure will be treated with respect throughout the process and is expected to treat each other with dignity and respect even if they feel aggrieved by a situation.

**Fair and impartial:** both parties will have the opportunity to tell their side of the story. No assumptions will be made and to the extent possible, no action will be taken until all relevant information has been collected and considered.

**Supportive:** no action will be taken against anyone for making or helping someone to raise a genuine grievance or complaint. The Shire will take all reasonable steps to support anyone making a grievance or complaint and to ensure that they are not victimised.

**Prompt:** all grievances or complaints will be dealt with, where possible, within twenty one (21) days of being received. The complainant should be updated on progress within seven (7) days of the receipt of the grievance or complaint.

### **3. Making a Vexation Grievance or Complaint**

In the case where it is determined that a grievance or complaint is vexatious, the raising of the grievance or complaint will be considered misconduct and disciplinary action may be taken in accordance with the Shire's Disciplinary Process and Actions Procedure.

### **4. Accountabilities**

**Managers** must ensure:

- The grievance and complaints procedure is accessible to all employees;
- Their employees understand how to use the grievance and complaints procedure;
- Grievances are dealt with thoroughly, confidentially and without bias in a timely manner;
- Natural justice is provided to all parties;
- A record is kept of all discussions related to grievances and complaints with employees;
- They monitor the situation during and after the grievance or complaints process, and
- They contact Strategy and People Services for assistance as and when required.

**Strategy and People Services** will:

- Provide independent assistance to all parties involved with making or responding to a grievance; and
- Assess complaints for substance (which may include a preliminary investigation and assigning an Investigating Officer on behalf of the CEO) to determine whether a disciplinary process under the Shire's Disciplinary Process and Actions Procedure is required.



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The **Investigating Officer** will:

- Obtain the facts and clarify the issues with the complainant, defendant and witnesses separately and impartially;
- Advise the defendant of the substance of the complaint, giving them the opportunity to respond;
  - Record statements in writing or by means of an electronic recorder;
- Once a recommended resolution is decided upon, provide a report to the Manager Strategy and People Services, relevant Director and the Chief Executive Officer. The Chief Executive Officer will then make the decision on what action is to be taken and the complainant and the subject of the complaint notified of the decision.
- Ensure all documents (written records of grievances, reports and results) are placed in the personnel file of the employees concerned

Where an Investigating Officer believes they cannot handle a grievance objectively, or where they lack the knowledge, skills or authority to resolve the particular complaint, they may refer the matter to the Coordinator Human Resources, Manager Strategy and People Services, a Director, the Chief Executive Officer, or to a mutually agreeable third party for mediation / arbitration. Union or professional association assistance can be sought to assist resolution at any step of the procedure.

**Employees** involved in the grievance or complaints process, whether they are the person who submitted the grievance or complaint, the other party or a witness, are required to:

- Be honest, cooperate and openly try to resolve the matter in a timely manner;
- Declare any bias or pertinent facts/information that may impact upon their role in and ability to remain impartial;
  - Maintain confidentiality during and after the grievance and complaints procedure;
  - Conduct themselves professionally and abide by the Shire's Code of Conduct;
  - Undertake any relevant action as a consequence of the grievance or complaint; and
  - Refrain from any form of victimisation during or after the grievance or complaint process.

## **5. Additional Support**

The Shire engages the services of an external Employee Assistance Provide who can provide employees with free confidential counselling. Please contact Strategy and People Services for more information on accessing this service.

## **6. External Resolution**

Should the grievance be unresolved following formal internal investigation and facilitation, both parties involved may agree to refer the matter to an external mediator or the matter may be referred to an appropriate statutory body such as the Equal Opportunity Commission, the Fair Work Ombudsman or the Fair Work Commission pursuant to the dispute resolution provisions of a relevant award or agreement.



## **7. Responsibility for Implementation**

Chief Executive Officer, Managers & Strategy and People Services

Strict confidentiality must be maintained at all times by all members of staff involved in the process. Maintaining strict confidentiality gives all parties confidence in the procedure and, it is intended, will minimise any disruption caused by gossip and rumour. It can also prevent escalation of the situation impacting on any of the parties concerned.

<b>Related Budget Schedule</b>			
<b>Authority</b>			
<b>Adopted</b>		<b>Next Review Date</b>	



## **SM-HR04(2) – Disciplinary Process and Actions Procedure (PROPOSED) (Shire Management Procedure)**

### **Relevant Shire of Kalamunda Council Policy**

C-HR05 – Whistleblower  
Code of Conduct

### **Relevant Shire of Kalamunda Policy**

S-HR04 – Workplace Bullying, Harassment and Discrimination  
SM-HR04(1) – Management of Grievances and Complaints Procedure

## **Purpose**

To provide a framework to support a consistent and fair disciplinary process that is based on the principles of natural justice in relation to:

- A formal complaint;
- An allegation of serious misconduct;
- Ongoing poor performance and/or unacceptable conduct;
- A serious performance/conduct incident;
- An allegation of a serious safety breach.

## **Definitions**

<b>Formal Complaint</b>	Means a complaint made in accordance with the Grievance and Complaints Procedure
<b>Manager</b>	Means a person at the level of Team Leader, Supervisor, Coordinator, Manager or Executive with one or more direct reports.
<b>Poor Performance</b>	Means the inability or unwillingness to utilise relevant skills and capabilities to carry out major accountabilities associated with a particular position in a manner that meets the reasonable expectations and service standards of the Shire of Kalamunda (the Shire) and applicable legislation.
<b>Serious Misconduct</b>	<p>Means wilful or deliberate behaviour of a kind that indicates, to a reasonable person, that an employee has repudiated the contract of employment or one or more of its essential conditions; or impedes the faithful performance of the contractual obligations; or is destructive of the necessary confidence between the Shire and the employee.</p> <p>Examples of serious misconduct include:</p> <ul style="list-style-type: none"><li>• Refusal to obey a lawful instruction;</li><li>• Bullying, harassment or discrimination;</li><li>• Conduct that causes imminent and serious risk to the health and safety of a person;</li><li>• Unauthorised possession of Shire property or the property of another employee;</li></ul>



	<ul style="list-style-type: none"><li>• Fraud;</li><li>• Intentional breach of safe work practices;</li><li>• Being under the influence of alcohol or prohibited drugs at work;</li><li>• Serious dereliction of duties; and</li></ul> <p>Conviction of a criminal offence that constitutes a serious impediment to the carrying out of an employee's duties.</p>
<b>Strategy and People Services Representative</b>	Means a member of the Strategy and People Services team (Manager, Human Resources Coordinator or Human Resources Officer).
<b>Support Person</b>	Means a person (who is not a legal practitioner) nominated by an employee to be present at formal meetings for the purpose of providing support to the employee. This may be a friend, family member or colleague.
<b>Unacceptable Conduct</b>	Means Conduct that is incompatible with the performance of obligations pursuant to the contract of employment or with the Shire's policies and procedures, including the Code of Conduct.

## Detail

### 1. Disciplinary Process

Any situation or incident which may potentially require a disciplinary process should be assessed according to the circumstances.

A disciplinary process will usually be required if:

- A formal complaint has been made;
- There is an allegation of serious misconduct;
- There is ongoing poor performance/unacceptable conduct;
- There is a serious performance or conduct incident; or
- There is an allegation of a serious safety breach.

In the event that a disciplinary process is required, it should be conducted so as to ensure it is procedurally fair.

This includes ensuring the following:

- If a formal investigation is required (generally required if a formal complaint or allegation of serious misconduct/safety breach is made):
  - It is, as far as possible, conducted by a person who is impartial in that he or she has not been involved in the situation or incident that has given rise to the disciplinary process. The Chief Executive Officer or his/her nominee will appoint an appropriate investigating officer;



- It is conducted in a timely and thorough manner and all relevant information and evidence is gathered and recorded;
  - It is conducted so as to ensure, as far as possible, the confidentiality of those involved;
  - Ensuring witness statements, documents and other relevant information gathered during the investigation are retained; and
  - Ensuring the investigating officer prepares a written report setting out the findings and recommendations of the investigation.
- The issues of concern, complaint and/or allegation and the investigation process are clearly outlined to the employee;
  - The employee is given an opportunity to respond to the issues of concern, complaint and/or allegation within appropriate timeframe;
  - The employee is given an opportunity to have a support person present at any discussions or meetings;
  - The employee is given the details of the Shire's Employee Assistance Program;
  - There are no pre-determined outcomes;
  - The employee is advised in writing of the outcome of any disciplinary process; and
  - All meetings and discussions that take place during a disciplinary process are documented and appropriately maintained.

When determining appropriate action following any disciplinary process, consideration must be given to the:

- Employee's comments and responses;
- Employee's past performance and/or disciplinary record;
  - Effect of the poor performance and/or inappropriate conduct on the Shire and other employees;
  - Nature and extent of any previous counselling, training and support provided to the employee.

## **2. Suspension under disciplinary process**

If in the reasonable opinion of the Shire the circumstances warrant, the Shire may suspend an employee with pay while a disciplinary process is followed. During a period of suspension, the employee is not to attend work at the Shire's premises or access the Shire's computer system but must be available to attend the offices of the Shire or elsewhere and give information, explanation or other assistance required during the disciplinary process.

## **3. Disciplinary Action**

The following actions (not exhaustive) could follow a disciplinary process. Such actions (as communicated to the employee by the Manager) must be approved by the Manager, except in the case of demotion and termination, which must be endorsed by the relevant Director and the Manager Strategy and People Services, and approved by the Chief Executive Officer.



- a) **No further action** where the disciplinary process identified that there had been no shortfall in conduct and/or performance and no further action is required.
- b) **Performance/Conduct Development Plan** where the disciplinary process identified a shortfall in standards and it was considered a “minor” or insignificant shortfall and/or it was the first time the issue had been addressed with the employee. This acts as a two-way discussion of the issues identified and ways to bring about improvements in performance and/or conduct. The discussion must be recorded as a file note or record of meeting. Outcomes of formal development are that the employee commits to improving performance and/or redressing their conduct with a series of action points and desired outcomes which could include a requirement to attend training and/or coaching over a specified period of time.
- c) **Demotion** where the disciplinary process identified that the shortfall in standards was due to the employee not having the necessary skills (which can be technical, leadership or inter-personal skills) to improve performance and/or conduct to the necessary standards.
- d) **Relocation** where the disciplinary process identified a break-down in the working relationship to such an extent that the employee should be moved to another work location.
- e) **Verbal Warning** where the disciplinary process identified that a shortfall in standards occurred which was sufficiently serious to warrant a verbal warning. This may have been the second time the issue has been raised with the employee. This action is largely informal but is still recorded on the employee’s personnel file.
- f) **First Written Warning** where the disciplinary process identified a shortfall in standards has occurred of a seriousness warranting a formal written warning. The Manager and Strategy and People Services Representative with the employee should agree on a series of action points and desired outcomes to bring about improved performance and/or conduct. A first and final warning could also be a possible outcome where an employee has seriously breached the Shire’s policies or Code of Conduct, but it has not been so serious as to warrant termination.
- g) **Second Written Warning** where the disciplinary process identified that a shortfall in standards has re-occurred following first written warning. The Manager and Strategy and People Services Representative with the employee should agree on a series of action points and desired outcomes to bring about improved performance and/or conduct.
- h) **Third/Final Written Warning** where the disciplinary process identified that a shortfall in standards has occurred of a seriousness warranting a final written warning or where it follows a second written warning with the same employee (it may or may not have been the same type of issue). The Manager and Strategy and People Services Representative with the employee should agree a series of action points and desired outcomes to bring about improved performance and/or conduct.



- i) **Termination on Notice** where the employee is persistently unwilling and/or unable to achieve the required level of work performance and/or conduct, and all efforts by the Shire to bring about the required improvement have failed, termination of employment on notice will occur in a fair, reasonable and just fashion.
- j) **Summary Termination** where the employee has been found to have engaged in serious misconduct or engaged in an illegal activity the Shire may, notwithstanding any other disciplinary actions, summarily terminate without notice or warning. The Shire may be required to notify the Crime and Corruption Commission (and the WA Police in some instances) regarding matters related to serious misconduct or illegal activity and the outcome of any investigations into such matters.

#### 4. Accountabilities

The **Strategy and People Services Representative** is accountable for:

- Preparing, with the Manager's assistance, the letter to be provided to the employee detailing the issues of concern, complaint or allegation; approved and signed by the Chief Executive Officer;
- Assisting employees in preparing for formal meetings and discussions with employees;
- Assisting Managers during formal meetings and discussions with employees;
  - Providing advice to Managers regarding the appropriate disciplinary outcome following ongoing managerial concerns related to performance and/or conduct;
- Conducting investigations (or appointing an investigating officer on the CEO's behalf) into formal complaints and allegations of serious misconduct and preparing a written report for the decision maker (the Manager for all outcomes excluding formal warning and termination, in which case the decision maker is the Chief Executive Officer) setting out the investigation process; findings; and recommendations;
- Preparing, with the Manager's assistance, any resulting formal verbal and written warnings following a disciplinary process; and
- Preparing, with the Manager's assistance, any resulting Performance/Conduct Development Plans following a disciplinary process.

The **Manager** is accountable for:

- Assisting the Strategy and People Services Representative with developing the letter to be provided to the employee detailing the issues of concern, complaint or allegation;
- Conducting formal meetings and discussions with the employee, with the support of the Strategy and People Services Representative;
- Considering the Strategy and People Services advice/recommendation and deciding on the appropriate disciplinary actions (if any) regarding ongoing managerial concerns related to performance and/or conduct, up to and including a Final Written Warning.
- Reviewing the Strategy and People Services written report (where an investigation has been undertaken due to a formal complaint or allegation of serious misconduct) and deciding on the appropriate disciplinary action (if any), up to and including a Final Written Warning;



- Assisting the Strategy and People Services Representative with any resulting formal verbal and written warning following a disciplinary process;
- Assisting the Strategy and People Services Representative with any resulting Performance/Conduct Development Plan following a disciplinary process; and
  - Ensuring the Performance/Conduct Development Plan actions are undertaken.

The **Chief Executive Officer** is accountable for:

- Authorising an employee's demotion, formal warning or termination of employment following the disciplinary process, where this is recommended by the Manager Strategy and People Services as the recommended action and which is endorsed by the Manager and the relevant Director.

### **Additional Support**

The Shire engages the services of an external Employee Assistance Provide who can provide employees with free confidential counselling during the Disciplinary Process. Please contact Strategy and People Services for more information on accessing this service.

## **5. Responsibility for Implementation**

Chief Executive Officer, Managers & Strategy and People Services

<b>Related Budget Schedule</b>			
<b>Authority</b>			
<b>Adopted</b>		<b>Next Review Date</b>	



## Attachment 4

### **CM-HR03 (7) – Occupational Safety and Health – Children in the Workplace (PROPOSED) (Council Management Procedure)**

#### **Relevant Shire of Kalamunda Council Policy**

C-HR03 – Occupational Safety and Health

#### **Relevant Shire of Kalamunda Policy**

N/A

## Purpose

This procedure aims to:

- Provide guidelines and consistency with regard to children in the workplace.

## Definitions

Child or children	A person or persons under 18 years of age, and not employed at the Shire of Kalamunda.
Manager	Means a person at the level of Team Leader, Supervisor, Coordinator, Manager or Executive with one or more direct reports.
Parent	A parent of a child is any of the following persons: <ul style="list-style-type: none"><li>• The child's mother</li><li>• The child's father</li><li>• A person who exercises parental responsibility for the child.</li></ul>
Workplace	A workplace is any place where work is, or is to be, performed by a worker. It includes places commonly recognised as workplaces such as construction sites and vehicles supplied by an employer for use by a worker in the performance of work.
"High risk area"	<ul style="list-style-type: none"><li>• Operations Centre Yard</li><li>• Mechanical workshop</li><li>• Sheds and storage areas</li><li>• Areas where chemicals are stored</li><li>• Areas where machinery is used</li><li>• Food preparation areas</li><li>• IT server rooms</li><li>• Any other area designated to be hazardous by the Work Health and Safety Representatives (WHASR) committee.</li></ul>



Motorised Vehicle/Plant	<p>A motor vehicle designed specifically for use in the construction of roads, buildings and other structures.</p> <p>To include (but not limited to):</p> <ul style="list-style-type: none"><li>• Bulldozer</li><li>• Dumper truck</li><li>• Digger</li><li>• Road-roller</li><li>• Earth leveller</li></ul>
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## Detail

The Shire of Kalamunda is committed to providing a safe work environment for all persons and strives to be supportive of family values. The workplace is typically not an appropriate place for children of employees. However, the Shire of Kalamunda recognises that employees may occasionally want to bring children to the workplace for brief visits, specific Shire events, situational convenience, or family emergencies. Appropriate limitations and guidelines are required to protect safety and health and to maintain work productivity and regulatory compliance.

In all cases of children in the workplace, the Shire is not responsible for ensuring the child is safe and well supervised. Parents are fully responsible for the safety and supervision of the child for the entire visit.

Coordinators, supervisors and managers may place additional restrictions on the presence of children in the workplace consistent with the work being performed and the demands of the work area.

## Children in the workplace on a regular basis

Children are **not** to be brought to the workplace on a regular basis in lieu of childcare.

## Parent Responsibility

An employee who brings a child to the workplace must accept full responsibility for any damage to property or injury to persons caused by the child's behaviour.

## Infectious disease

A parent or guardian must consider the health of co-workers before bringing a child with an infectious disease to the workplace.

## Guidelines for Children in the Workplace

1. Employees must always obtain permission *in advance – where possible* from their manager before bringing a child to work.
2. A parent or guardian must provide line-of-sight supervision of the child at all times.
3. Children should not be left alone at any time or left with other employees.
4. Children can not interrupt normal workplace activities.
5. Children are not permitted to perform work of any kind at any time.
6. Children are not allowed to ride at any time in any Shire owned motorised vehicle/plant.
7. Children are never permitted in the defined "High risk areas":
  - Operations Centre yard
  - Mechanical workshop



- Sheds and storage areas (all locations)
- Areas where chemicals are stored
- Areas where machinery is used
- Food preparation areas
- IT server rooms
- Any other area designated to be hazardous by the WHASR committee

8. If there are repeated instances where the parent does not maintain supervision of the child, the Shire may decide that the risk of injury or harm to the child is too great to allow the employee to continue bringing the child to the workplace.

<b>Related Budget Schedule</b>			
<b>Authority</b>			
<b>Adopted</b>		<b>Next Review Date</b>	



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

## **10.6 Quarterly Progress Report – January to March 2016**

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

Attachment 1                      Quarterly Progress Report – January to March 2016

### **PURPOSE**

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

### **BACKGROUND**

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

### **DETAILS**

4. The Quarterly Progress Report for the period 1 January 2016 to 31 March 2016 is presented at (Attachment 1).
5. The report shows the progress of the actions and Key Performance Indicators from the Corporate Business Plan, *Kalamunda Achieving*. The report also shows the progress of the Shire against the goals set out in Council's Strategic Plan to 2023, *Kalamunda Advancing*.

### **Quarterly Progress Against Goals**

6. Each business unit in the Shire has a business plan, which contains the actions to be achieved in the 2015/2016 year. Each of these actions is linked to a strategy, outcome and goal in the Strategic Plan adopted by Council.
7. Of the 429 actions monitored across the organisation, 400 (or 93%) are at 90% or more of their progress target for the year to date. This is an improvement over the October – December quarter. There are only nine actions (2%) at less than 70% of their progress target.



8. The six actions listed as “Actions With No Target” are those that are not due to start until later in the year.
9. As shown by the gauges on page 2 of the report, all Strategic Goals from Council’s Strategic Plan are progressing well against set targets.

### **Key Performance Indicators**

10. Performance against the Shire’s corporate KPIs is shown. All measures have been derived from the Shire’s Strategic Plan, to be reported to Council and the community.
11. Annual KPIs are not due to be updated until July 2016. Of the remaining 11 KPIs, for the period 1 January 2016 to 31 March 2016:
  - Five are at or exceeding their target.
  - Five are within 10% of their target.
  - One is below 10% of its target.
12. The off-track KPI relates to outstanding planning applications. There were only 4% outstanding in February and March, but 29% outstanding in January. This was a total of 10 outstanding applications (34 being received in the month). Of these 10, three were to be reported to Council and three were being advertised.
13. Please note that the “traffic light” indicator on the Report only relates to the month of March 2016, not to the whole quarter.
14. Business unit managers are reminded regularly of the importance of updating their actions, tasks and KPIs in interplan. In 2015/2016, managers were provided with written copies of their business plans, and required to sign to acknowledge that they are aware of their responsibilities.

### **Major Projects**

15. The Corporate Business Plan, *Kalamunda Achieving*, sets out a number of Priority Actions for the Shire for the four-year period to 30 June 2019. The progress of the Priority Actions for 2015/2016 is shown in the Major Projects section of the Report.
16. There are currently no off-track Priority Actions (at less than 40% of the progress target for the year to date).
17. Comments indicating the status of all actions and their current progress are included in pages 7 to 63 of the report.



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## **STATUTORY AND LEGAL CONSIDERATIONS**

18. Nil.

## **POLICY CONSIDERATIONS**

19. Nil.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

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

## **FINANCIAL CONSIDERATIONS**

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

## **STRATEGIC COMMUNITY PLAN**

### **Strategic Planning Alignment**

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

## **SUSTAINABILITY**

### **Social Implications**

23. Nil.

### **Economic Implications**

24. Nil.

### **Environmental Implications**

25. Nil.



## RISK MANAGEMENT CONSIDERATIONS

26. The following risks have been considered:

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

## OFFICER COMMENT

27. Nil.

<b>Voting Requirements: Simple Majority</b>
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### RESOLVED OCM 74/2016

That Council:

1. Receives the Quarterly Progress Report for January to March 2016 (Attachment 1).

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Simon Di Rosso**

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



**Attachment 1**

Quarterly Progress Report – January to March 2016

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

**10.7 Kalamunda Aged Care Advisory Committee - Recommendations**

Previous Items	OCM 43/2016
Responsible Officer	Chief Executive Officer
Service Area	Office of Chief Executive Officer
File Reference	N/A
Applicant	N/A
Owner	N/A
Attachment 1	Current Terms of Reference - Kalamunda Aged Care Advisory Committee
Attachment 2	Proposed Terms of Reference – Kalamunda Aged Care Advisory Committee.

**PURPOSE**

1. To consider the recommendations of the Kalamunda Aged Care Advisory Committee (KACAC).

**BACKGROUND**

2. The Council has approved the establishment pursuant to the provisions of section 5.8 of the *Local Government Act 1995* (the Act) of the KACAC, including its Terms Of Reference.

**DETAILS**

3. At its inaugural meeting the Committee considered and resolved to request some minor changes to the Terms of Reference.
4. The following changes have been proposed by KACAC: *Objectives* and *Membership* of the Terms of Reference be changed to:

Clause 3 Objectives to include an opening statement:

*"To consider and advise Council with regard to initiatives:"*

Amend Subclause 3.3 to now read

*"To promote and facilitate adequate access to Residential Aged Care accommodation in the Shire of Kalamunda".*

Clause 5 Membership - Amend current subclause 5.7 to read:

*"Health care professional with appropriate experience in aged care".*

5. It has also been noted that the opening statement in Clause 5 setting the total membership of the KACAC indicates that the membership is 10, when in fact the number of representatives listed in the Terms of Reference totals 12. This is corrected in the Recommendations of this Report.



6. Clause 5 of the Terms of Reference has been redrafted and reformatted, including the above amendment (Attachment 2).
7. The Committee requests the Residential Aged Care Options in Kalamunda Matrix noted by Council (Resolved OCM 157/2015) be updated and maintained on a regular basis.

**MOTION TO COUNCIL**

1. That the Aged Care Advisory Committee request the Shire of Kalamunda update the Aged Care Matrix and provide a current status to include:
  - Land Use
  - Land Size
  - Barriers to Development
  - Timeframes for Development

**SUPPORTED**

**STATUTORY AND LEGAL CONSIDERATIONS**

8. Sections 5.8, 5.9 and 5.10 of the *Local Government Act 1995*.

**POLICY CONSIDERATIONS**

9. Nil.

**COMMUNITY ENGAGEMENT REQUIREMENTS**

10. Community engagement has not been undertaken with respect to this Report.

**FINANCIAL CONSIDERATIONS**

11. Nil.

**STRATEGIC COMMUNITY PLAN**

**Strategic Planning Alignment**

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

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

**SUSTAINABILITY**

**Social Implications**

13. It is not expected there will any negative social impacts from the proposed committee changes.



### Economic Implications

14. Nil.

### Environmental Implications

15. Nil

### RISK MANAGEMENT CONSIDERATIONS

16.	Risk	Likelihood	Consequence	Rating	Action/Strategy
	Inadequate Terms of Reference can impact on the effectiveness of the Advisory Committee.	Unlikely	Minor	Low	Ensure there is an awareness of the need to maintain Terms of Reference that reflect the operational imperatives of the Advisory Committee.
	The Residential Aged Care Options in Kalamunda Matrix will become irrelevant if not reviewed regularly.	Unlikely	Minor	Low	The Shire review the Residential Aged Care Options in Kalamunda Matrix to reflect current developments occurring within the Shire

### OFFICER COMMENT

17. The proposed changes to the KACAC Terms of Reference are minor in nature and designed to better meet the overall purpose of the Committee.

### Voting Requirements: Absolute Majority

### RESOLVED OCM 75/2016

That Council:

1. Pursuant to section 5.8 of the *Local Government Act 1995*, approves the following amendments to Clause 3 and Clause 5 of the Terms of Reference for the Kalamunda Aged Care Advisory Committee:

Clause 3 Objectives to include an opening statement:

*"To consider and advise Council with regard to initiatives:"*



Amend Subclause 3.3 to now read:

*"To promote and facilitate adequate access to Residential Aged Care accommodation in the Shire of Kalamunda".*

*Clause 5 Membership* - Amend current subclause 5.7 to read:

*"Health care professional with appropriate experience in aged care".*

2. Confirms the total membership of the Kalamunda Aged Care Advisory Committee is 12.
3. Notes the redrafted Terms of Reference (Attachment 2).
4. Request the Chief Executive Officer undertake a review of the Residential Aged Care Options in Kalamunda Matrix for presentation at a future meeting of the Kalamunda Aged Care Advisory Committee.

Moved: **Cr Tracy Destree**

Seconded: **Cr Geoff Stallard**

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



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## Attachment 1

### Shire of Kalamunda Aged Care Advisory Committee



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## EXISTING

### Terms of Reference (OCM December 2015) (Updated OCM 29.3.2016)

#### 1. Name

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

#### 2. Purpose

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

#### 3. Objectives

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



#### **4. Council's Strategic Alignment**

*Kalamunda Advancing - Strategic Community Plan to 2023*

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

Strategy 1.2 To ensure the ageing population has housing choice.

#### **5. Membership**

A total membership of up to 10 full members comprising:

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

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

#### **6. Election of Presiding Member and Deputy Presiding Member**

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

#### **7. Meetings**



7.1 The Committee shall meet quarterly and may have the ability to increase the frequency of meetings if required. Meetings should be held on a regular date and time to be determined by the group.

7.2 A quorum shall consist of at least one half of the appointed members.

## 8. **Minutes**

8.1 Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.

8.2 An Agenda and notice of meeting will be distributed electronically by the Secretary at least 3 days prior to each meeting.

8.3 It is important that Agenda Items along with any supporting papers are sent to the Secretary no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.

8.4 If there are no Agenda Items the Secretary in consultation with the Presiding Member, will advise all members that the scheduled meeting is cancelled.

8.5 Late agenda/business items may be accepted for consideration by the Committee.

8.6 A Shire of Kalamunda staff member will act as a Secretary for the Committee.

8.7 The Secretary shall keep minutes of all business transacted at all meetings and a copy shall be forwarded to members within 7 days of each meeting.

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

## 9. **Voting**

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

## 10. **Key Performance Indicators**

10.1 To be added when agreed upon.



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**Attachment 2**

**Kalamunda Aged Care Advisory Committee**



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**PROPOSED**

**Terms of Reference** (OCM December 2015) (Updated OCM 29.3.2016)

**2. Name**

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

**2. Purpose**

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

**3. Objectives**

To consider and advise Council with regard to initiatives:

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

**4. Council's Strategic Alignment**

*Kalamunda Advancing - Strategic Community Plan to 2023*



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

Strategy 1.2 To ensure the ageing population has housing choice.

## **5. Membership**

5.1 A total membership of up to 12 full members comprising.

- (i) The Shire President.
- (ii) Two Councillors.
- (iii) The Chief Executive Officer
- (iv) Up to two members from Aged Care Community Representation organisations.
- (v) Four community members who are carers of seniors or people with senior's interests.
- (vi) One representative for a local organisations providing services to seniors (community or residential) within the Shire of Kalamunda.
- (vii) Health care professional with appropriate experience in aged care.

5.2 All members shall have an appointed Deputy who is to attend meetings in the absence of a member.

5.3 Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

5.4 Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence.

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

## **6. Election of Presiding Member and Deputy Presiding Member**

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

## **7. Meetings**

7.1 The Committee shall meet quarterly and may have the ability to increase the frequency of meetings if required. Meetings should be held on a regular date and time to be determined by the group.

7.2 A quorum shall consist of at least one half of the appointed members.



8. **Minutes**

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

9. **Voting**

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

10. **Key Performance Indicators**

- 10.1 To be added when agreed upon.



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

**10.8            Disability and Carers Advisory Committee – Recommendations**

Previous Items

Responsible Officer      Director Corporate Services

Service Area              Corporate Services

File Reference            N/A

Applicant                 N/A

Owner                     N/A

**PURPOSE**

1.            To consider the recommendations of the Disability and Carers Advisory Committee (DACAC) from its meeting of 9 May 2016.

**BACKGROUND**

2.            The Council has approved the establishment pursuant to the provisions of section 5.8 of the *Local Government Act 1995* (the Act) of the DACAC, including its Terms Of Reference.

**DETAILS**

3.            The Committee requests access to information on the accessibility of Shire of Kalamunda facilities.

**MOTION TO COUNCIL**

1.            That the Chief Executive Officer of Shire of Kalamunda be asked to provide information outlining whether facilities are accessible or not to the next meeting. The document should include footpaths, crosswalks, buildings, facilities, bathrooms, parking, ramps, website accessibility, documentation accessibility, hearing loops (fitted and portable). The document be distributed prior to the meeting and a staff member speak to the document at the meeting.

**SUPPORTED**

4.            The Committee recommends the Shire further develop strategies with local business to improve and promote accessibility.

**MOTION TO COUNCIL**

1.            That Shire of Kalamunda liaise with Kalamunda Chamber of Commerce to develop strategies to improve equal access and ways to promote and recognise accessible venues and services.
2.            That the Shire of Kalamunda outline what strategies they will use to promote accessible venues to the public.

**SUPPORTED**



5. It has also been recommended the DACAC Terms of Reference be amended to include an additional position within the membership. This is the subject of a separate report to Council.

## **STATUTORY AND LEGAL CONSIDERATIONS**

6. Sections 5.8, 5.9 and 5.10 of the *Local Government Act 1995*.

## **POLICY CONSIDERATIONS**

7. Nil.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

8. Community engagement has not been undertaken with respect to this Report.

## **FINANCIAL CONSIDERATIONS**

9. Nil.

## **STRATEGIC COMMUNITY PLAN**

### **Strategic Planning Alignment**

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

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

## **SUSTAINABILITY**

### **Social Implications**

11. Nil.

### **Economic Implications**

12. Nil.

### **Environmental Implications**

13. Nil

## **RISK MANAGEMENT CONSIDERATIONS**

- 14.
- | <b>Risk</b>   | <b>Likelihood</b> | <b>Consequence</b> | <b>Rating</b> | <b>Action/Strategy</b>  |
|---|-------------------|--------------------|---------------|---|
| The information and actions requested by DACAC are not supported. | Unlikely          | Minor              | Low           | Ensure there is ongoing awareness of the need to support the work of the DACAC. |



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## OFFICER COMMENT

15. The recommendations and request for information from the DACAC will support it to make strategic considerations in regard to the Disability Access and Inclusion Plan (DAIP) and other committee priorities identified for the year.
16. The Shire has allocated a budget to undertake investigations regarding access issues to buildings across the Shire. Until this work is completed, the Shire is not in a position to provide the information requested by DACAC.

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

### RESOLVED OCM 76/2016

That Council:

1. Notes the recommendations of the Disability and Carers Advisory Committee, and:
- Request the Chief Executive Officer provide the committee with the requested information in terms of accessibility within Shire facilities when available.
  - Authorises the Chief Executive Officer to liaise with Kalamunda Chamber of Commerce to develop strategies to improve equal access and ways to promote and recognise accessible venues and services.
  - Requests a Report from the Chief Executive Officer with respect to strategies that can be used to promote accessible venues within the Shire of Kalamunda, to the public

Moved: **Cr Tracy Destree**

Seconded: **Cr Sue Bilich**

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



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

**10.9                      Disability and Carers Advisory Committee (DACAC) Amendment to Terms of Reference and Appointment**

Previous Items	OCM 167/2015
Responsible Officer	Director Corporate Services
Service Area	Community Care
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Terms of Reference

**PURPOSE**

1. To consider:
  - Amendment of the Terms of Reference as per Attachment 1.
  - Appointment of Patsy O'Grady to the Disability and Carers Advisory Committee (DACAC).

**BACKGROUND**

2. At the Ordinary Council Meeting held 21 December 2015, Council approved changes to Terms of Reference for DACAC and appointed members to the DACAC.
3. The current Terms of Reference allow for a total membership of eight appointed by Council and comprising:
  - One Councillor
  - One Shire of Kalamunda staff member
  - Up to two community members living with a disability
  - Up to two community members that are carers of people with disability
  - Up to two representatives from local organisations providing services to people with disability within the Shire of Kalamunda.

**DETAILS**

4. The Committee currently has a vacancy for one community member under the category of "carer of people with disability" and deputy members for the filled positions.
5. An advertisement appeared on the Shire's website and in the Kalamunda Reporter's 26 January 2016 edition, to fill these positions



- 
6. A nomination was received from Patsy O'Grady who is an Engagement Officer for the National Disability Insurance Scheme, an organisation providing services to people with disability within the Shire of Kalamunda.
  7. The National Disability Insurance Scheme is currently in a trial and early transition stage, with a full roll out from 1 July 2016.
  8. The Committee is of the opinion Patsy O'Grady has a wealth of knowledge in the area of disability and would be a valuable addition to the membership of the DACAC committee.
  9. The current terms of reference prescribes a membership of up to two representatives from local organisations providing services to people with disability within the Shire of Kalamunda
  10. The proposed change to the Terms of Reference provides the opportunity for up to three representatives from local organisations providing services to people with disability within the Shire of Kalamunda and an increase in total membership to nine.

#### **STATUTORY AND LEGAL CONSIDERATIONS**

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

#### **POLICY CONSIDERATIONS**

12. Nil.

#### **COMMUNITY ENGAGEMENT REQUIREMENTS**

13. Members of the Committee were asked to encourage appropriate people to apply for the vacant position and also for the positions of deputy to the members of the committee.

#### **FINANCIAL CONSIDERATIONS**

14. There are no financial consequences from this report.

#### **STRATEGIC COMMUNITY PLAN**

##### **Strategic Planning Alignment**

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



Strategy 1.8.1 Provide leadership and assistance to local community groups and organisations.

## SUSTAINABILITY

### Social Implications

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

### Economic Implications

17. Nil.

### Environmental Implications

18. Nil.

## RISK MANAGEMENT CONSIDERATIONS

19.	Risk	Likelihood	Consequence	Rating	Action/Strategy
	Change to Terms of Reference and nomination not approved.	Possible	Minor	Medium	Ensure Council is aware of the benefits of the change.

## OFFICER COMMENT

20. Nil.

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

### RESOLVED OCM 77/2016

That Council:

1. Pursuant to section 5.8 of the Local Government Act 1995, approves the following amendment to Clause 5 of the Terms of Reference for the Disability and Carers Advisory Committee.

*Amend Clause 5 Membership to read:*

A total membership of nine, appointed by Council

*Amend Sub-Clause 5.5 to read:*

Up to three representatives from local organisations providing services to people with disability within the Shire of Kalamunda.



2. Notes the redrafted Terms of Reference (Attachment 1).
3. Appoints Patsy O'Grady – National Disability Insurance Scheme as a representative from a local organisation providing services to people with disability within the Shire of Kalamunda.

Moved: **Cr Tracy Destree**

Seconded: **Cr Michael Fernie**

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



## Attachment 1 – Proposed change



### DISABILITY AND CARERS ADVISORY COMMITTEE TERMS OF REFERENCE

#### 1. Name

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

#### 2. Purpose

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

#### 3. Objectives

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

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

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

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

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

#### 4. Councils Strategic Alignment

*Kalamunda Advancing - Strategic Community Plan to 2023*

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

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



5. **Membership**

A total membership of **nine**, appointed by Council and comprising:

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

6. **Election of Presiding Member and Deputy Presiding Member**

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

7. **Meetings**

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



7.5 If there are no agenda items the Secretary in consultation with the Presiding Person, will advise all members that the scheduled meeting is cancelled.

7.6 Late agenda/business items may be accepted for consideration by the Committee.

8. **Minutes**

8.1 A Shire of Kalamunda staff member will act as a Secretary for the Committee.

8.2 The Secretary shall keep minutes of all business transacted at all meetings and a copy shall be forwarded to members within seven days of each meeting.

9. **Voting**

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

10. **Key Performance Indicators**

9.1 To be added when agreed upon.



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**Declaration of financial / conflict of interests to be recorded prior to dealing with each item.**  
*The Chief Executive Officer declared a Direct Financial Interest.*

## **10.10 Chief Executive Officer's Performance Review**

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Strategy and People Services
File Reference	
Applicant	N/A
Owner	N/A

### **PURPOSE**

1. To seek endorsement for the process to undertake the Annual Performance Appraisal of the Chief Executive Officer (CEO).

### **BACKGROUND**

2. Section 5.38 of the *Local Government Act 1995* provides that all permanent employees including the CEO must have his or her performance reviewed annually.
3. Regulation 18D of the *Local Government (Administration) Regulations 1996*, requires that the Council consider the outcomes of each performance review of the CEO, carried out under Section 5.38, and that Council's function is to accept the review, with or without modification, or to reject the review.
4. Clause 4 of the CEO's Contract provides detail with respect to the Performance Review, including the Criteria, Selection of Reviewer and Procedure.
5. The CEO was appointed to the position with effect from the 9 July 2013. The performance review is required to be completed within a period of 12 months from that date and annually thereafter.
6. The renewal process of the CEO's Employment Contract currently being undertaken by a working group of councillors is to be treated separately to the annual performance appraisal.

### **DETAILS**

7. The annual review of performance is the point in the year where the CEO's performance against her priorities for the previous 12 months are measured and assessed and priorities for following 12 months are reviewed and adjusted as necessary.
8. The CEO's priorities are, by definition, the Council's expectations of the Shire. The CEO's priorities are driven by the priorities in the Shire's Strategic Corporate plan. It is the CEO's priorities that are reflected in the construction of the annual budget.



9. Clause 4 of the CEO's contract provides the process to be utilised and the reviewer is to be by agreement between the CEO and Council.

The following process for the performance review is proposed:

- a) A Performance Review Sub Committee consisting of the Shire President, Deputy President and Chairs of the Development & Infrastructure Services Committee, Corporate & Community Services Committee & Audit and Risk Services Committee coordinate the documentation and collation of information.
  - b) A set of criteria reflecting the CEO's roles, responsibilities and priorities be used as a tool to assist in the process of review.
  - c) The CEO to use the criteria to carry out a self- evaluation.
  - d) On collation of the information by the Performance Review Sub-Committee, all collated information will be provided to all Councillors.
  - e) All Councillors to then meet, without the CEO, to discuss any issues or comments arising from the collated information.
  - f) The Shire President will then ask CEO to join the meeting with the Councillors to raise any comments/issues arising from the discussion and collated information.
  - g) A final report be collated, following meeting between Councillors and the CEO and presented to Council for consideration in accordance with Regulation 18 D of the *Local Government (Administration) Regulations 1996*. The report to include the amalgamation of scores and pertinent comments.
10. As a part of the performance review process, Council is required to review the CEO's salary package. Clause seven (7) of the Employment Contract deals with review of the remuneration package.

## **STATUTORY AND LEGAL CONSIDERATIONS**

11. Section 5.38 of the *Local Government Act 1995* and Regulation 18D of the *Local Government (Administration) Regulations 1996*.
12. Clause 4 of the CEO's Contract.

## **POLICY CONSIDERATIONS**

13. Nil.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

14. External community engagement not required for this purpose.



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## FINANCIAL CONSIDERATIONS

15. Employee costs are linked in the Long Term Financial Plan.

## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

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

OBJECTIVE 6.10 To build a high performing and motivated workforce.

## SUSTAINABILITY

### Social Implications

17. N/A.

### Economic Implications

18. N/A.

### Environmental Implications

19. N/A.

## RISK MANAGEMENT CONSIDERATIONS

- 20.
- | Risk   | Likelihood | Consequence | Rating | Action/Strategy  |
|--|------------|-------------|--------|--|
| The CEO does not agree with the proposed process   | Unlikely   | Minor       | Low    | It is important to make sure the process is fair to all parties involved.                                  |
| An annual review of the CEO's performance is not undertaken in accordance with legislative and contractual requirement | Unlikely   | Minor       | Low    | The performance review needs to be robust and in accordance with legislative and contractual requirements. |



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## OFFICER COMMENT

21. A robust performance review that encourages a number of inputs from those who have regular contact with the CEO is considered to be best practice and is welcomed and encouraged by the CEO.
22. It is essential the Council endorse and confirm the process for the CEO performance review.
23. It is essential the Council, not the Chief Executive Officer's Performance Review Sub Committee, makes the final decision on the CEO's performance and remuneration review.
24. The CEO Performance review report will be presented to Council in July 2016.

*The Chief Executive Officer declared a Direct Financial Interest, she left the Chambers at 7.15pm and returned at 7.16pm after the vote was taken.*

<b>Voting Requirements: Simple Majority</b>
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### RESOLVED OCM 78/2016

That Council:

1. Endorses the Chief Executive Officer's Performance Review Sub Committee consisting of the Shire President, Deputy President and Presiding Members of the Development & Infrastructure Services Committee, Corporate & Community Services Committee and Audit & Risk Services Committee to co-ordinate and collate the documentation and information.
2. Endorses the Chief Executive Officer's Performance Review Sub Committee to contract a consultant to assist with the performance review.
3. Requests that a final performance review report be collated and presented to Council for consideration in accordance with Regulation 18D of the *Local Government (Administration) Regulations 1996*, in July 2016.

Moved: **Cr Simon Di Rosso**

Seconded: **Cr Allan Morton**

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



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

**10.11          Designation of Directors positions as Senior Employees**

Previous Items	OCM 121/2013
Responsible Officer	Chief Executive Officer
Service Area	Office of the Chief Executive Officer
File Reference	N/A
Applicant	N/A
Owner	N/A

**PURPOSE**

1. To consider removing senior employee designation as outlined in Section 5.37 of the *Local Government Act 1995* ("the Act") to the positions of Director Corporate Services, Director Development Services and Director Infrastructure Services.

**BACKGROUND**

2. Section 5.37 (1) of the Act provides that Council can designate employees or persons belonging to a class of employee to be senior employees. Section 5.37 (2) of the Act provides the Chief Executive Officer (CEO) is to inform the Council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a) of the Act, and the Council may accept or reject the CEO's recommendation. However, if the Council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

**DETAILS**

3. Council to date have designated Director positions as senior employees in accordance with the Act.
4. If these positions are not designated as senior employees, then the CEO under the statutory functions of staff management under the Act, could hire and dismiss staff to these positions without being required to take reports to Council.
5. The Act in relation to designating senior officers is now seen to be somewhat antiquated in terms of modern recruitment processes.
6. Another issue with designations is it creates an extra layer of cost and inefficiency to the recruitment process. It also requires the salary details of a role to be advertised thus withdrawing the ability to negotiate salaries confidentially.
7. Direct Council involvement in the recruitment process is also prohibited given employment of staff is an operational role designated to the CEO under the Act.



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8. The CEO, however, can invite a Councillor to be an observer to a recruitment process thus giving Council insight to the process.
  9. Reporting the appointment to Council also seems to be somewhat superfluous given Council, if not wishing to accept recommendations of the CEO, would need to give reasons. It would be difficult to give valid non subjective reasons when Council was not party to the recruitment process.
  10. A further issue senior employee designations creates is the ability to appoint Directors in an expedient manner. Once a candidate has been selected the turnaround time to produce a Council report for endorsement may require a lead time of up to 3-4 weeks awaiting the next Ordinary Council meeting. Otherwise Council would need to call a Special Council meeting in the interim.
  11. The need to expedite senior appointments is an important matter because it means notice periods can be served and the gap between the incumbent leaving and the new appointees starting is reduced.
  12. Another advantage of not having senior officer designations is, if a process has been undertaken and there are no suitable candidates, or there are circumstances where a role needs to be filled urgently, the CEO may headhunt candidates. In some instances good candidates often won't apply for roles because they are well known within the industry and approaching such candidate's directly often leads to excellent appointments. A recent example of this would be the case of the Appointment of the Director Infrastructure Services.
  13. A current example exists where an expeditious appointment is being hindered by designation, is the appointment of the Director Development Services. A candidate will likely be selected late May 2016. As it is currently a designated senior officer it will need to be reported to Council. This means the appointment will not be made until the end of June 2016. By removing the designation this will enable the CEO to appoint a candidate in early June thus enabling the commencement date to be sooner.

## **STATUTORY AND LEGAL CONSIDERATIONS**

14. Sections 5.37 and 5.39 of the *Local Government Act 1995*.

## **POLICY CONSIDERATIONS**

15. There is no policy for this specific matter.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

16. Community engagement is not considered necessary for this particular matter.

## **FINANCIAL CONSIDERATION**

17. There is no direct financial impact from this decision.



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## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

### Social Implications

19. Nil.

### Economic Implications

20. Nil.

### Environmental Implications

21. Nil.

## RISK MANAGEMENT CONSIDERATONS

- 22.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The CEO can employ or dismiss Directors without Council's knowledge.	Unlikely	Minor	Low	The CEO will invite the Shire President to observe the recruitment processes of Directors. The CEO will revise the Shire's employment policy to incorporate the need to provide councillors with information relating to appointment or dismissals of directors.

## OFFICER COMMENT

23. The fast pace and competitive workforce of today requires nimble and flexible employment processes to support organisations to attract the best candidates for roles. The Act no longer provides this ability when the rules of senior employee designations are in play. The Shire has in the past adopted these



rules but it is prudent the Shire review the efficacy of the continued application of the designation.

24. There are advantages and disadvantages arising from the designation of positions as senior employees. The main advantages include:

- Providing Council with information about the employment or dismissal of senior personnel within the organisation

The main disadvantages are:

- Restricting the opportunity for the CEO to employ or dismiss instantly
- Restricting the ability to directly “headhunt” a person when opportunity or need arises
- Appointment timeframes are delayed because of the process of making reports to Council.
- The need to advertise positions and salaries.

25. To ensure Council is involved in the process this report recommends the Shire’s employment policy is used to ensure the CEO must advise Councillors prior to any intent to employ or dismiss Directors. Furthermore the CEO must invite the Shire President to observe the interview process of Directors. This will provide Council with insight and assurances the candidate will be able to work with the Council.

<b>Voting Requirements: Simple Majority</b>
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RESOLVED OCM 79/2016

That Council:

1. Removes the designation of “senior employee” pursuant to section 5.37 (1) of the *Local Government Act 1995*, from the positions of Director Corporate Services, Director Development Services and Director Infrastructure Services.
2. Request the Chief Executive Officer to invite the Shire President to observe future recruitment processes relating to Director roles in order to provide Councillor oversight of any such appointments.
3. Request the Chief Executive Officer to incorporate into the Shire’s employment policy the requirement to advise Council prior to any intent to employ or dismiss Directors.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Michael Fernie**

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



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

**10.12            Budget 2016/2017 – Differential Rates**

Previous Items	Nil
Responsible Officer	Director Corporate Services
Service Area	Financial Services
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachment 1	2015/16 Comparison information
Attachment 2	Detailed Sample of Properties based on Scenario 3

**PURPOSE**

1. To consider the level at which to set and advertise differential rates as part of the 2016/17 Budget process.

**BACKGROUND**

2. Differential Rates has 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.
3. Using the 2015/16 Budget data, the makeup of the various categories was shown as depicted in the pie charts (Attachment 1). It can be discerned from the data presented two categories, General (Residential) and Commercial Industrial, make up 94.8% of all properties in the Shire with 92.1% and 2.7% being the respective percentages.
4. The General category which although comprises 92.1% of the total properties, generates 74.3% of rates whereas Commercial/Industrial which only comprises 2.7%, actually contributes 20.8% of rates. The reason for the difference is due to higher gross rental valuations in the Commercial/Industrial Category.
5. A specific strategy has been to increase the gap between Gross Rental Value (GRV) Categories – General, and the Commercial and Industrial/Light Industry categories. Refer point 6.



6.

Comparison of Advertised Differential Rating - 2015/2016				
GRV				
Council	Residential (General)	Commercial / Industrial	Comparison	
	RID	RID	Difference in rate in the \$ between Residential and Commercial / Industrial	Difference in rate in the \$ between Residential and Commercial / Industrial as a % of residential
Kalamunda	0.0552	0.0557	0.0005	1%
Belmont	0.0456	0.053	0.0074	16%
Swan	0.0656	0.0849	0.0193	29%
Armadale	0.0802	0.0875	0.0073	9%
Mundaring	0.0756	0.0756	0	0%
Gosnells	0.0585	0.0698	0.0113	19%
Joondalup	0.0518	0.063	0.0112	22%
Cockburn	0.0707	0.0732	0.0025	4%
Average	0.0629	0.0703	0.0074	12%

A comparison of eight metro Councils shows the average differential between Commercial/Industrial and Residential (General) categories is 12% however, for Kalamunda it was only 1%.

7.

It should be noted the Shire has not received updated valuations for Unimproved Value (UV) categories which is the responsibility of Landgate. Last year they had an overall decrease in values averaging 1.3%. It is anticipated that at the time of the budget approval, the updated values will be received and can impact on the rates raised however, the overall rates impact is believed to be minimal as the UV categories contribute 2% of overall rates revenue.

8.

Although the valuation for GRV Vacant category has dropped on the whole, this is primarily attributed to the reclassification of these properties from Vacant to other categories (i.e. General, Commercial/Industrial) as they are developed. The number of properties in the GRV Vacant category has increased from 685 in 2014/15 to 771 in 2015/16, a difference of 86 or 12% increase from last years. This slight increase can be attributed to sub-division activity and lag in the current economy of new developments. It is envisaged that the activity will pick up especially in the foothills with the upcoming Forrestfield Train Station and flow on effects of rejuvenation of the surrounding lands.



9. Advice received from other metropolitan local governments indicate the following proposed rate changes for the 2016/17 year.

Local Government	% Increase
City of Armadale	3
City of Belmont*	1.75
City of Canning	3
City of Gosnells	2.95
City of Perth**	1.6
City of Rockingham	3 for Residential 7 for Commercial/Industrial

\*Unconfirmed as to whether rates growth is included and also need to take into account significant ex-gratia rates that this Council receives.

\*\*The City of Perth is able to draw on significant parking revenue to reduce the deficit to be funded by rates.

10. Councillors were briefed on 9 and 16 May 2016 on four scenarios with separate options in each. The target range of rates to be raised was between \$33.5 and 33.8 million in light of the draft rate setting statement presented.

- Scenario 1 showed the options with a 0% increase across all categories. The 0% option showed what the Shire would earn if it left the rate in dollar and minimums as is. The result showed an increase in revenue by 1.7% which is regarded as the growth, however it only generated \$32.1m which wouldn't be sufficient to deliver the 2016/17 budgeted operations.
- Scenario 2 showed the options with Commercial/Industrial Category at 10% and the rest of the categories at 4% increase. This model showed that GRV Industrial/Commercial would be better aligned to the benchmark rate for this category. The Amount generated with this model was \$33.8m however it was felt that the General Rate category would not be able to bear the 4% increase requested.
- Scenario 3 showed the Commercial/Industrial Category at 10%, Vacant at 5% and General Residential at 3% which would raise approximately \$33.6m which is within target range. This model was the preferred choice by the Shire which balanced the need for aligning the rates between the categories and also achieve a reasonable amount of rates from the main General (Residential) category. A sample of properties is shown as (Attachment 2).
- Scenario 4 showed the Commercial/Industrial Category at 8%, Vacant at 6% and General Residential at 4% which would raise an approximate amount of \$33.7m which is within target range. This model was thought to cause a significant impost on the General (Residential) and Vacant category and didn't generate any significant increase in rates than that reflected in Scenario 3.



- All scenarios had similar minimum rates increases in line with the model presented. The preferred scenario reflects UV and GRV General except GRV Vacant at \$865, the Commercial/ Industrial categories at \$1080 and GRV Vacant minimum kept at \$730. The minimums used ensured compliance with *S6.35 of the Local Government Act 1995*.

*(2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district*

*(3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —*

- (a) 50% of the total number of separately rated properties in the district; or*
- (b) 50% of the number of properties in each category referred to in subsection (6),*

*(6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —*

- (a) to land rated on gross rental value; and*
- (b) to land rated on unimproved value; and*
- (c) to each differential rating category where a differential general rate is imposed.*

11. The following tables reflects these options:

	<b>Number of Properties</b>	<b>Scenario 1 0% (Growth)</b>	<b>Scenario 2 10% &amp; 4%</b>	<b>Scenario 3 10%, 5% &amp; 3%</b>
GRV General	21,078	23,993,473	24,867,895	24,713,054
General UV	236	515,227	535,736	526,398
GRV Commercial/ Industrial	593	6,648,702	7,352,726	7,313,688
Commercial UV	63	141,727	155,905	155,905
Vacant GRV	595	836,062	908,686	877,910
	<b>22,565</b>	<b>32,135,191</b>	<b>33,820,948</b>	<b>33,586,956</b>

	<b>Number of Properties</b>	<b>Scenario 4 8%, 6% &amp; 4%</b>
GRV General	21,078	24,954,513
General UV	236	535,736
GRV Commercial/ Industrial	593	7,181,529
Commercial UV	63	153,061
Vacant GRV	595	885,922
	<b>22,565</b>	<b>33,710,760</b>



- 
12. The above table compares the impact on the various categories, Scenario 1 being a flat 0% model, whereas Scenario 2, 3 and 4 are a variable model but keeping the General UV & GRV category fixed at either a 3 or 4% rise in rates. Although it shows that the GRV Commercial/Industrial category would be the most affected however as shown in the table under note 4, the current margin between General and Commercial/Industrial is only 1% whereas the average is at 12%. This increase will improve alignment with other councils whilst remaining competitive in attracting industry and commerce to Kalamunda. The proposed increase is still considerably lower than many other local government authorities.
13. This report seeks to ratify the levels at which the Shire will advertise differential rates for the 2016/17 financial year.

## DETAILS

14. The Budget will be framed on the current principles of the proposed rolling ten year Long Term Financial Plan (LTFP) (2016-26). 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 3% increase in the rate in the dollar for residential properties for the 2016/17 year. Information recently received from Western Australian Local Government Association indicates that the majority of Metropolitan Local Governments anticipate that residential rates will increase between 1.6% and 3%. Those at the lower band are able to access significant ex-gratia rates or others income streams which are not available to Kalamunda.
15. A comparison was done with our neighbouring local governments, City of Gosnells, City of Armadale and City of Belmont which shows that our rates will remain competitive against the adjoining local government authorities. It should be noted that the rates reflected for the other local governments are proposed rates and could change as they are also in the budget consideration process.
16. The City of Belmont is difficult to compare as they receive a significant amount of money as ex-gratia rates. The 2014/15 financial statements show this amount comprising 22.76% of the value of total rates raised (\$41.4m).
17. At the Councillor briefings, the preferred option chosen for the 2016/17 Differential Rates is:
- General GRV and UV categories increase by 3%, Vacant GRV 5% and Commercial/Industrial GRV/UV at 10%; and
  - Minimum rate of \$865 for General GRV/UV and \$1080 for the merged Commercial/Industrial GRV/UV categories and \$730 for Vacant GRV.
18. The Shire also recommends that a levy that was implemented in 2013/14 to address the long term remediation issues being experienced at closed landfill sites within the Shire is continued. The Department of Environment and Conservation is applying stringent control over monitoring and rehabilitation
-



required and the Shire is expending an average of \$120,000 a year to deal with the issue. In addition to the above, community consultation with the Alan Anderson reserve has provided feedback to Council that they want the reserve to be reinstated from its current contaminated state. The Shire is estimating \$120,000 in 2016/17 to initiate testing of the ground for contaminants and prepare a plan for mitigation which will be then delivered in 2017/18. 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.

19. The proposed rate for 2016/17 is \$0.000418, to raise just over \$240,000 to apply against investigation, preparation of a mitigation plan and remedial works on identified contaminated sites.

## **STATUTORY AND LEGAL IMPLICATIONS**

20. 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 2016/17 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 2016-26.
21. 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**

22. The retention of differential rating continues the existing policy and continue with the merged Commercial and Industrial GRV categories into one renaming it as Industrial/Commercial GRV Category.
23. The Shire is deemed not to be restricted by this direction if it is required to raise specific funds to re-develop specific town sites which would benefit the commercial category alone. The monies required would be able to be raised from the affected properties via issuance of a special area rates notice, if required.
24. The State Government has been indicating a desire to local governments the idea of introducing rate capping to reign in excessive increases in rates as seen in the "My Council" website released by the Department of Local Government and Communities in May 2016. While this proposal would be deemed as restrictive and could restrain delivery of services, it does give Local Government a warning to run their operations on a sustainable and effective manner.



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## **PUBLIC CONSULTATION/COMMUNICATION**

25. 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**

26. The raising of rates will enable the Shire to maintain sustainable operations. The Shire is faced with significant increases in relation to State Government related costs in excess of the national CPI of 1.5%. These are:
- the Bushfire Act which commenced 1 November 2015, estimated to cost the Shire \$80,000 in 2016/17 for maintaining the clearances as prescribed in the act;
  - Emergency Services Levy increasing by 4.2%;
  - Electricity at 3% and
  - Water at 4.5%.
27. The proposed rating structure is a critical element in ensuring ongoing financial sustainability. It is also vital in enabling the Shire to deliver its capital works program.

## **STRATEGIC COMMUNITY PLAN**

### **Strategic Planning Implications**

28. *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**

### **Social Implications**

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

### **Economic Implications**

30. The proposal to continue with and increase differential rating to commercial and industrial ratepayer may have an adverse impact on small businesses. As such, Scenario 2 is not recommended.



## Environmental Implications

31. Nil.

## RISK MANAGEMENT CONSIDERATIONS

32.

Risk	Likelihood	Consequence	Rating	Action / Strategy
Rates not approved by Council in time for rates notices to be issued by 1 July 2016.	Possible	Critical	Extreme	Ensure that Council consensus is achieved by continuous briefing and updates on the budgets and rates modelling.
Community dissatisfaction with rate levels	Possible	Minor	Medium	Community communication and information.

## OFFICER COMMENT

33. This report is submitted in order that Council provide direction on the levels of rate increase and differential rate to be advertised for public comment as part of the 2016/2017 Budget process.

<b>Voting Requirements: Simple Majority</b>
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## RESOLVED OCM 80/2016

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 \$	Minimum Rate \$
General GRV	0.056892	865
Industrial/Commercial GRV	0.062326	1080
Vacant GRV	0.076125	730
General UV	0.003157	865
Commercial UV	0.003729	1080
Waste Avoidance and Resource Recovery Levy (All Categories)	0.000418	N/A

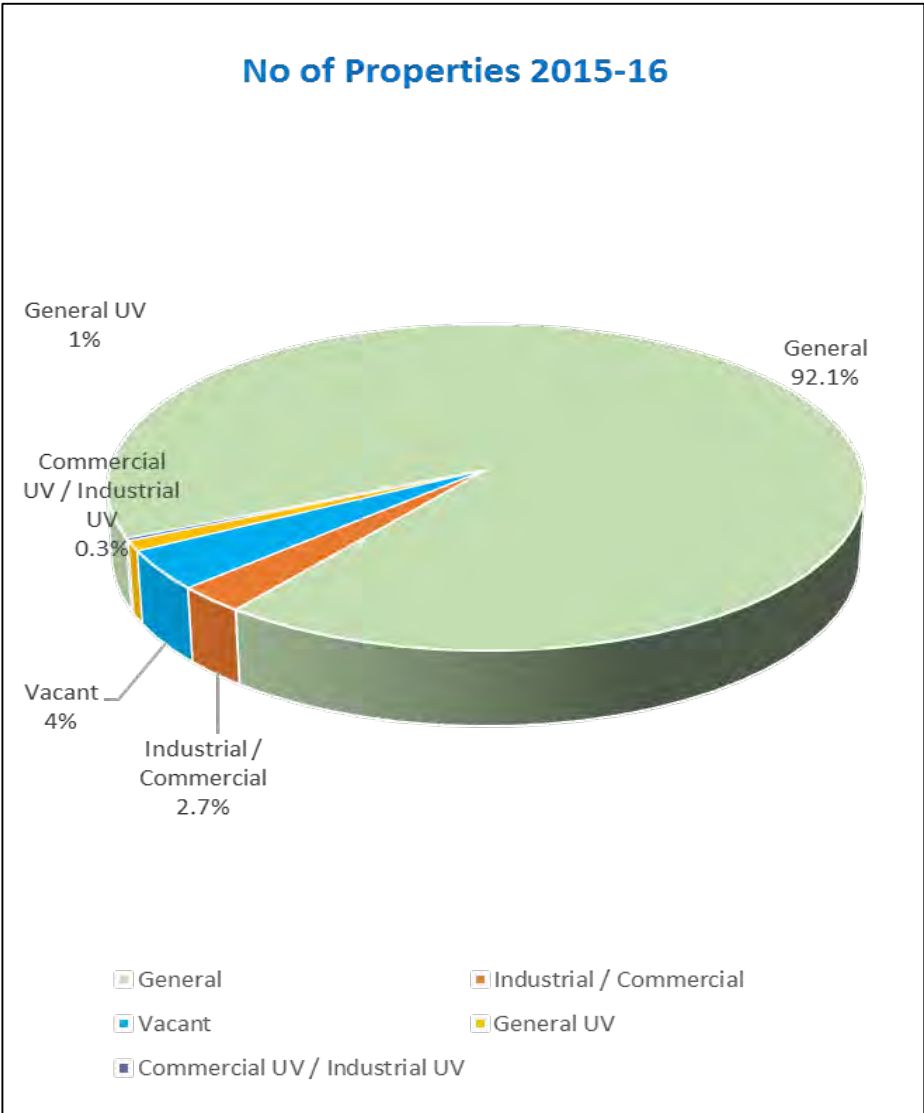
Moved: **Cr Dylan O'Connor**

Seconded: **Cr Geoff Stallard**

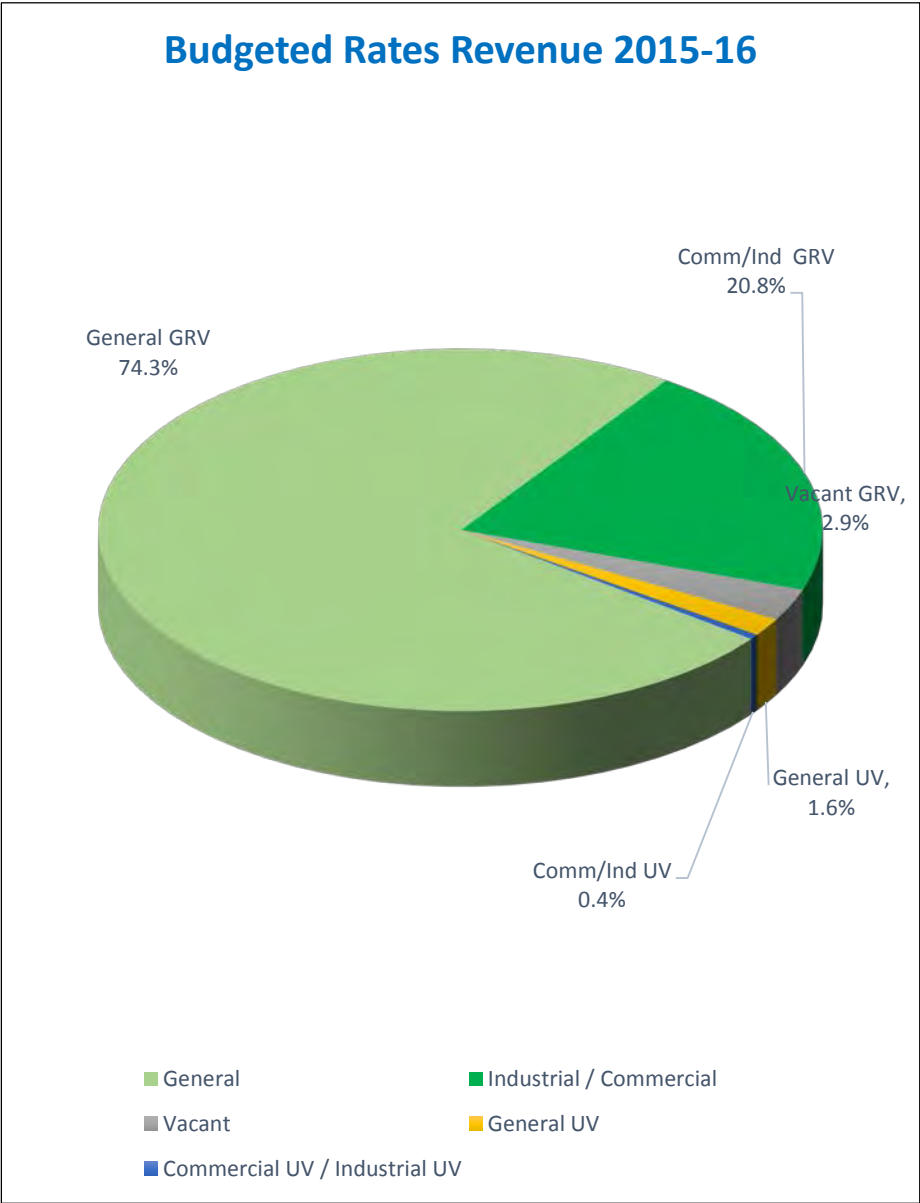
Vote: **CARRIED UNANIMOUSLY (9/0)**



Attachment 1









## Attachment 2

Scenario 3 Sample Properties - Vacant Land			
Assess #	Actual	Last Year	Var L/ Y
A33930	776.48	739.50	5.00
A162020	4186.88	3987.50	5.00
A6890	11418.75	10875.00	5.00
A161258	7993.13	7612.50	5.00
A242559	7612.50	7250.00	5.00
A200020	7612.50	7250.00	5.00
A222505	6699.00	6380.00	5.00
A150619	6280.31	5981.25	4.99
A8402	4186.88	3987.50	5.00
A220781	4186.88	3987.50	5.00
A197742	3463.69	3298.75	5.00
A175221	3235.31	3081.25	4.99
A11289	2550.19	2428.75	5.00
A96190	2397.94	2283.75	5.00
A98851	2283.75	2175.00	5.00
A28474	2352.26	2240.25	4.99
A127365	2359.88	2247.50	5.00
A189767	1522.50	1450.00	5.00
A153160	1530.11	1457.25	4.99
A236889	1530.11	1457.25	4.99
A236893	1530.11	1457.25	4.99
A182169	1644.30	1566.00	5.00
A42985	1130.46	1076.63	4.99
A115148	1141.88	1087.50	5.00
A14221	1141.88	1087.50	5.00
A250273	761.25	725.00	5.00
A240979	753.64	717.75	5.00
A247135	753.64	717.75	5.00
A250291	761.25	725.00	5.00
A14758	765.06	728.63	4.99

Scenario 3 Sample Properties - UV			
Assess #	Actual	Last Year	Var L/ Y
A219732	1080*	980.00	10.20
A98716	1230.57	1118.70	10.00
A98752	1267.86	1152.60	10.00
A235382	1491.60	1356.00	10.00
A11568	1603.47	1457.70	10.00
A12786	1659.41	1508.55	10.00
A100682	1659.41	1508.55	10.00
A152807	1678.05	1525.50	10.00
A100808	1827.21	1661.10	10.00
A194205	1901.79	1728.90	10.00
A217756	1939.08	1762.80	10.00
A9783	1939.08	1762.80	10.00
A10548	1939.08	1762.80	10.00
A98897	1976.37	1796.70	10.00
A9747	2050.95	1864.50	10.00
A177720	2050.95	1864.50	10.00
A194192	2125.53	1932.30	10.00
A9995	2125.53	1932.30	10.00
A12772	2125.53	1932.30	10.00
A9436	2125.53	1932.30	10.00

\* Indicates property on minimum rates

Scenario 3 Sample Properties - GRV			
Assess #	Actual	Last Year	Var L/ Y
A138693	1080*	980.00	10.20
A138689	1080*	980.00	10.20
A138675	1080*	980.00	10.20
A225024	1080*	980.00	10.20
A48793	1080*	980.00	10.20
A194467	1080*	980.00	10.20
A120375	1080*	980.00	10.20
A210356	1080*	980.00	10.20
A225006	1080*	980.00	10.20
A225010	1080*	980.00	10.20
A7991	1080*	980.00	10.20
A180886	1214.42	1104.02	9.99
A78253	1223.65	1112.41	9.99
A180741	1236.49	1124.08	10.00
A33601	1731.29	1573.90	10.00
A166307	1735.34	1577.58	10.00
A163761	3245.69	2950.63	9.99
A164466	3501.23	3182.93	10.00
A88115	3542.49	3220.44	10.00
A146925	3565.05	3240.95	10.00
A8452	4362.82	3966.20	10.00
A106765	4381.52	3983.20	10.00
A220173	4826.77	4387.98	9.99
A163680	5309.37	4826.70	10.00
A163658	5333.80	4848.91	9.99
A215158	6321.54	5746.85	10.00
A163581	8711.06	7919.14	10.00
A152352	9513.07	8648.24	10.00
A192170	9618.58	8744.17	9.99
A88165	10117.88	9198.07	10.00
A90198	10208.13	9280.11	10.00
A231023	14538.23	13216.57	10.00
A195437	21062.64	19147.85	10.00
A229400	61362.81	55784.38	9.99
A197611	65554.49	59594.99	10.00
A191786	67597.53	61452.30	10.00
A6278	122112.34	111011.22	9.99
A191754	137693.47	125175.88	10.00
A226715	219672.04	199701.85	10.00
A182777	473864.95	430786.32	9.99

Scenario 3 Sample Properties - UV General			
Assess #	Actual	Last Year	Var L/ Y
A10502	978.67	957.90	2.16
A152794	1120.74	1096.95	2.16
A9369	1262.80	1236.00	2.16
A99312	1294.37	1266.90	2.16
A8858	1736.35	1699.50	2.16
A9468	1831.06	1792.20	2.16
A9797	1957.34	1915.80	2.16
A6331	1957.34	1915.80	2.16
A10287	1988.91	1946.70	2.16
A9454	2020.48	1977.60	2.16
A10435	2083.62	2039.40	2.16
A170857	2115.19	2070.30	2.16
A6020	2146.76	2101.20	2.16
A98766	2525.60	2472.00	2.16
A9945	2525.60	2472.00	2.16
A12213	2588.74	2533.80	2.16
A194449	3662.12	3584.40	2.16
A28604	4104.10	4017.00	2.16
A28276	5998.30	5871.00	2.16
A234001	6314.00	6180.00	2.16

\* Indicates property on minimum rates



Scenario 3 Sample Properties - GRV Residential			
Assess #	Actual	Last Year	Var L/ Y
A108232	865*	840.00	2.97
A124729	865*	840.00	2.97
A21781	946.68	919.11	2.99
A99457	946.68	919.11	2.99
A103539	946.68	919.11	2.99
A33908	961.47	933.47	2.99
A7810	961.47	933.47	2.99
A120389	961.47	933.47	2.99
A46050	961.47	933.47	2.99
A156792	976.27	947.83	3.00
A120410	976.27	947.83	3.00
A132538	976.27	947.83	3.00
A94669	976.27	947.83	3.00
A46046	991.06	962.19	3.00
A46096	991.06	962.19	3.00
A58231	1005.85	976.55	3.00
A144674	1005.85	976.55	3.00
A156841	1005.85	976.55	3.00
A156819	1005.85	976.55	3.00
A156788	1005.85	976.55	3.00
A132556	1020.64	990.92	2.99
A46082	1020.64	990.92	2.99
A70356	1020.64	990.92	2.99
A187466	1020.64	990.92	2.99
A235279	1020.64	990.92	2.99
A120361	1020.64	990.92	2.99
A105236	1035.43	1005.28	2.99
A11243	1035.43	1005.28	2.99
A33926	1035.43	1005.28	2.99
A132506	1035.43	1005.28	2.99
A111528	1035.43	1005.28	2.99
A227028	1035.43	1005.28	2.99
A99259	1035.43	1005.28	2.99
A105236	1035.43	1005.28	2.99
A70374	1050.23	1019.64	3.00
A156837	1050.23	1019.64	3.00
A144692	1050.23	1019.64	3.00
A46078	1065.02	1034.00	3.00
A46064	1065.02	1034.00	3.00
A82488	1065.02	1034.00	3.00
A235265	1079.81	1048.36	2.99
A33944	1079.81	1048.36	2.99
A94641	1094.60	1062.72	2.99
A193221	1094.60	1062.72	2.99
A132524	1109.39	1077.08	2.99
A137768	1109.39	1077.08	2.99
A70342	1109.39	1077.08	2.99
A1020	1109.39	1077.08	2.99
A101080	1124.19	1091.44	3.00
A193267	1124.19	1091.44	3.00

Assess #	Actual	Last Year	Var L/ Y
A156805	1124.19	1091.44	3.00
A146628	1124.19	1091.44	3.00
A82519	1138.98	1105.80	3.00
A168969	1138.98	1105.80	3.00
A33912	1153.77	1120.17	2.99
A156823	1153.77	1120.17	2.99
A99209	1153.77	1120.17	2.99
A3303	1168.56	1134.53	2.99
A77562	1183.35	1148.89	2.99
A205412	1198.15	1163.25	3.00
A94637	1198.15	1163.25	3.00
A94623	1198.15	1163.25	3.00
A168955	1198.15	1163.25	3.00
A150556	1198.15	1163.25	3.00
A2725	1212.94	1177.61	3.00
A193249	1227.73	1191.97	3.00
A193253	1242.52	1206.33	3.00
A205359	1257.31	1220.69	2.99
A217558	1257.31	1220.69	2.99
A205363	1257.31	1220.69	2.99
A188828	1286.90	1249.42	2.99
A108228	1301.69	1263.78	2.99
A193217	1301.69	1263.78	2.99
A205408	1301.69	1263.78	2.99
A100335	1316.48	1278.14	2.99
A22288	1331.27	1292.50	2.99
A120406	1346.06	1306.86	2.99
A99966	1346.06	1306.86	2.99
A205381	1346.06	1306.86	2.99
A193271	1360.86	1321.22	3.00
A150510	1375.65	1335.58	3.00
A144656	1375.65	1335.58	3.00
A105123	1405.23	1364.30	3.00
A206955	1405.23	1364.30	3.00
A108264	1420.02	1378.67	2.99
A92615	1434.82	1393.03	2.99
A152857	1538.36	1493.55	3.00
A189771	1567.94	1522.28	2.99
A101292	1567.94	1522.28	2.99
A183800	1627.11	1579.72	2.99
A144688	1627.11	1579.72	2.99
A99295	1715.86	1665.89	2.99
A99178	1715.86	1665.89	2.99
A108246	1715.86	1665.89	2.99
A99295	1715.86	1665.89	2.99
A27602	1863.78	1809.50	2.99
A26876	1863.78	1809.50	2.99
A108250	1893.37	1838.22	3.00
A233914	1952.53	1895.67	2.99
A11027	2573.79	2498.83	2.99

\* Indicates property on minimum rates



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

**10.13 Proposed Motor Vehicle Wash – Lot 40 (39) Railway Road, Kalamunda**

Previous Items	N/A
Responsible Officer	Director Development Services
Service Area	Development Services
File Reference	RL-01/039
Applicant	Rowe Group
Owner	Federation Centres
Attachment 1	Site Plan
Attachment 2	Floor Plan
Attachment 3	Elevations and Signage
Attachment 4	Revised Plans dated 9 May 2016

**PURPOSE**

1. To consider a planning application for a proposed motor vehicle wash in the Kalamunda Central Shop car park at Lot 40 (39) Railway Road, Kalamunda.

**BACKGROUND**

2. The application was initially presented to the Development & Infrastructure Services Committee on 11 April 2016 where Council resolved a procedural motion to move to the next business item to enable the applicant to prepare new drawings for the proposal (Attachments 1-4).
3. The applicant lodged an amended site plan and additional written justification on 9 May 2016 which proposes to relocate the wash bay to the west side, and the finishing and detailing bays to the central bays, of the undercroft car park (Attachment 4). All other operational details are proposed to remain in accordance with the initially lodged application.
4. **Land Details:**

Land Area:	20,345m <sup>2</sup>
Metropolitan Regional Scheme Zone:	Urban
Local Planning Scheme Zone:	District Centre



## Locality Plan

5.



## DETAILS

6.

The amended plan proposes the use of nine (9) car parking bays on the north side of the ground level undercroft car park (see below image) for a car wash (Attachment 1-3), as follows:

- One (1) wash bay occupying three (3) parking bays, and two (2) vacuum bays and two (2) detailing bays occupying six (6) parking bays.
- A new effluent pump pit for waste water, replacing an existing stormwater pit.
- A control panel and pay station along the west side of the car bays.
- Installation of ceiling lighting.
- Associated signage as follows:
  - Two (2) wall signs located on the south and east sides of walls adjoining the existing TAB building;
  - Two (2) directional signs located on the balustrading of the upper floor parking area facing east;
  - One (1) directional sign located at the entrance of the Han's Café building;
  - One (1) suspended sign and one (1) wall sign in the undercroft parking area above the motor vehicle wash; and
  - Two (2) vertical signs painted to the columns of the undercroft parking area.





7. The amended site plan received 9 May 2016 proposes the same number of wash, vacuum and detailing bays in the nine (9) bays to the south-east of the initially proposed location.
8. The operation of the motor vehicle wash involves a maximum of four (4) employees and opening hours of 8am – 5pm for Monday to Saturday, and 10:30am – 5pm on Sundays.
9. The applicant submits the following in respect to the day to day operation of the motor vehicle wash:

*"The proposal is a customer car wash. Customers will park their cars in the existing car park and walk to the attendant at the pay station to instruct them of what sort of wash they want and where they parked their car. The customer would then go shopping and the car would be washed. After washing the vehicle staff will park the car in the existing car park. When the customer returns, they will be informed where their vehicle is parked."*

*"It should be noted that the proposed customer car wash is a use which is ancillary to an activity centre and provides a service to customers who would already be visiting the centre."*

10. Regarding the location of the motor vehicle wash in the north-east corner, the applicant considers this to be the preferred location due to the following:
  - The north-east corner is further from access points to the shops, which implies that there is less pedestrians walking past the facility.
  - One way traffic flow system within the car park means only single vehicles will be passing washing areas, not two vehicles passing each other in opposite directions.
  - The facility is visible to drivers as they approach it.
11. The additional justification provided by the applicant regarding the location of the motor vehicle wash is as follows:



*"The location of the customer car wash within the undercroft is the most logical from an operational perspective. The undercroft provides shelter all year around, which is of greater importance during winter. Whilst these structures do provide some shelter for staff, they do not offer full protection from rain. This impacts of the viability of the business operating during winter. The undercroft location provides certainty that rain will not impact on the operation of the business.*

*The undercroft location also provides shelter for pedestrians all year around.*

*In terms of alternative locations, we have investigated the upper parking deck, the central north-south spine into the Centre from Haynes Street and to the west of the drive-through bottle shop along Railway Road. I have detailed reasons for not pursuing these options below:*

*1. Upper parking deck*

*Based on advice from the major tenant (Coles Supermarket) the upper parking deck is the busiest parking area on the site and these bays are the most in demand (more so than the bays in the undercroft parking area). These bays are the most convenient for customers and therefore we would like to keep these bays available.*

*2. Central north-south spine*

*The parking bays along the central north-south spine from Haynes Street is one of the busiest internal access ways at the shopping centre. Therefore, this location is not appropriate.*

*3. West of drive-through bottle shop*

*The parking bays to the west of the drive-through bottle shop on the adjoining property were also investigated. The drive-through bottle shop is dual access (i.e. both east and west access). Given the vehicle movements associated with the drive-through bottle shop, it is considered inappropriate to place the motor vehicle wash in this location."*

## **STATUTORY AND LEGAL CONSIDERATIONS**

### **Local Planning Scheme No. 3**

12. Clause 4.2.3 (Objectives of the Zones – District Centre) of Local Planning Scheme No. 3 (Scheme) stipulates that the objectives for the District Centre zone are as follows:
- To promote, facilitate and strengthen the District Centres as the major foci of activity, particularly for shopping, business, professional, civic, cultural, entertainment facilities and related employment opportunities.
  - Provide for medical and other health related services.
  - Allow for the establishment of uses which would co-exist with the District Centre's activities whilst recognising a limited level of residential activities in the District Centre.
  - Achieve safety and efficiency in traffic and pedestrian circulation.
  - Ensure that the scale, size, design and location of buildings are compatible with the existing development in the District Centre.



- 
13. Under the Scheme, the proposed motor vehicle wash is defined as follows:  
*“Motor vehicle wash means premises where the primary use is the washing of motor vehicles.”*
14. Motor vehicle wash is a ‘D’ (discretionary) use within the District Centre zone, which means that the use is not permitted unless the Council has granted planning approval.
15. In considering an application for planning approval, Clause 10.2 of the Scheme (Matters to be Considered by Local Government) requires Council to have due regard to a number of matters, including:
- The compatibility of the development within its settings.
  - The likely effect of the scale and appearance of the proposal.
  - Whether the proposed means of access and egress from the property are adequate and whether adequate provision has been made for the loading, unloading, manoeuvring and parking of vehicles.
  - The amount of traffic generated by a proposal, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.
  - Whether adequate provision has been made for access for pedestrians and cyclists.
  - Whether adequate provision has been made for access by disabled persons.
16. Clause 5.8.4 (Cash in Lieu of Parking) of the Scheme stipulates that if Council agrees to allow less than the minimum required amount of car parking, Council may require any shortfall to be made up by way of a contribution to an appropriate fund.
17. The Scheme sets out method of calculating the cost per parking bay, including the cost of providing the land and the construction costs. This may include, but not be limited to:
- The market value of the land required for the parking bay and necessary access and manoeuvring space.
  - Improvements, including paving, kerbing, drainage, landscaping, crossovers and lighting.
18. The subject site falls within the Kalamunda Town Centre Design Control Area which aims to control and enhance development outcomes in the Kalamunda Town Centre. In this respect, development is subject to the Kalamunda Town Centre Planning and Urban Design Guidelines (2011) (see below under Policy Considerations).
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## **POLICY CONSIDERATIONS**

### **Local Planning Policy DEV41 – Framework for assessing requests for variations to the number of car parking bays.**

19. Local Planning Policy DEV41 – Framework for Assessing Requests for Variation of the Number of Car Parking Bays stipulates that a reduction in parking will only be considered by Council and not under delegation.

### **Kalamunda Town Centre Car Parking Study**

20. A consultant was commissioned to undertake a parking study with a view to develop a strategy to manage parking provision in the Kalamunda Town Centre. The Study was received by the Shire in October 2011.
21. Amongst other recommendations and findings, the study concludes that the current parking demand is less than the number of parking bays provided in the study area. Average parking occupancy (based on observations made on Thursdays and Saturdays) indicate an average occupancy of between 37% and 46%, and maximum occupancy of 69% and 78%.
22. The study states that for commercial and retail developments up to 20% of parking can be considered as a reciprocal arrangement provided supporting comparative survey data is provided.

### **Kalamunda Town Centre Planning and Urban Design Guidelines (2011)**

23. The Kalamunda Town Centre Planning and Urban Design Guidelines (Kalamunda Design Guidelines) incorporates design principles relating to land use in the context of place-making and urban design.
24. In respect to the proposed motor vehicle wash, the following principles are relevant:
- Places shall be designed to encourage accessibility and local permeability through integration with neighbouring developments.
  - Advertising signs should generally be attached to buildings in appropriate locations and be visually subservient to the building to which they are attached.
25. In respect to car parking areas, the Kalamunda Design Guidelines seeks to ensure safe and convenient pedestrian movement and traffic circulation through and within parking areas.

### **P-DEV 42 – Signage on Private Property**

26. The Local Planning Policy P-DEV 42 – Signage of Private Property (Signage Policy) aims to ensure that the display of advertisements on private property within the Shire does not adversely impact on the amenity of surrounding land while provision appropriate exposure for businesses, activities or services.



27. Assessment of the proposed signage is provided in the following table:

Sign	Relevant Policy Requirements	Proposed
Verandah Signs	Minimum headway: 2.75m of 2.4m with the Shire's approval  Maximum length: 2.4m  Maximum depth: 0.5m	2.5m *  6.8m *  0.6m *
Horizontal Signs	Minimum headway: 2.75m  Maximum depth: 0.6m  Maximum projection from wall: 0.6m	2.5m *  0.5m  0m (on pay station)
Vertical Signs	Minimum headway: 2.75m  Maximum projection from wall: 1m  Height at least twice width  Not within 4m of another vertical sign	0.5m *  0m (from columns)  Complies  4.75m from nearest vertical sign

\* Variation to Signage Policy

## COMMUNITY ENGAGEMENT REQUIREMENTS

28. Given the car wash was is contained wholly within the Kalamunda Central shops car park, the application is not considered to unduly impact on the amenity of adjoining properties. Accordingly advertising was not undertaken.

## FINANCIAL CONSIDERATIONS

29. Nil.



## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

OBJECTIVE 4.3 – To ensure the Shire's development is in accord with the Shire's statutory and legislative obligations and accepted urban design planning standards.

Strategy 4.3.2 – Undertake efficient monitoring and compliance of building developments within the Shire.

## SUSTAINABILITY

### Social Implications

31. The proposal could result in impacts on the safety and convenience of users of the Kalamunda Central shopping centre.

### Economic Implications

32. The proposal could facilitate additional employment opportunities in the Kalamunda Town Centre.

### Environmental Implications

33. The waste water produced by washing vehicles is required to comply with the *Environmental Protection (Unauthorised Discharges) Regulations 2004*.

## RISK MANAGEMENT CONSIDERATIONS

- 34.
- | Risk  | Likelihood | Consequence | Rating | Action/Strategy  |
|---|------------|-------------|--------|--|
| The proposal may result in unauthorised discharge of waste water in to the public storm water system. | Possible   | Major       | High   | Ensure mechanical wash-down drains to a sewer via a sediment trap and oil separator.                                       |
| The proposal may result in an unsafe and inconvenient environment for users of the car park.          | Likely     | Major       | High   | Ensure the location of the car wash is appropriate to facilitate safe and convenient pedestrian movement and traffic flow. |



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## OFFICER COMMENT

35. In respect to parking, the Shire's officers have counted 403 car bays located on the subject site. Based on current net lettable area of the shopping centre, 395 car bays are required. Therefore an eight (8) car bay surplus exists for the site based on current Scheme standards.
36. There are no formal car parking standards for a motor vehicle wash use under the Scheme. Therefore the car parking standards are at the discretion of the Shire. Notwithstanding the use would provide a service to customers who would already be visiting the shopping centre, and vehicles would be parked in the wash, vacuum and detailing bays, it is considered that additional parking would be necessary for the use associated with the numbers of people operating the facility. In this regard, four (4) additional parking bays would be required for employees of the motor vehicle wash. Noting that the proposal occupies nine (9) parking bays, and considering the four (4) additional parking bays for employees, a total shortfall of five (5) bays is proposed.
37. Council has a number of options in considering the shortfall:
- a) Determine the shortfall is unacceptable and refuse the proposal.
  - b) Determine there will be a level of reciprocity between the land uses (existing and proposed) and allow a reduction in the prescribed parking as a 100% offset.
  - c) Determine there will be a level of reciprocity and allow a reduction in the prescribed parking, with an offset made through the provision of cash in lieu for parking.
38. From a planning perspective, it is considered that paragraph 37. c) above is the preferred option based on the following assumptions:
- Consideration has been given to the reciprocity associated with customers attending the shopping centre also being the customers which will use the motor vehicle wash. However, the additional demand generated by the employees does further increase the parking demand for the area.
  - If the motor vehicle wash is approved, the total parking shortfall for the development will be five (5) parking bays.
  - Payment of a cash in lieu contribution will be used for the cost of construction of public parking in the area.
39. It is recommended that the applicant be required to pay cash in lieu for the land acquisition and construction of five (5) parking bays.
40. Should Council approve the application subject to cash in lieu being paid a new valuation will be obtained by the Shire.
41. In regard to signage, it is considered that the proposed signs located to the rear and side of the TAB building, adjacent to the entrance of Han's Café, and on the balustrading of the upper floor car parking area near the stairs to the shopping centre (refer to signs 1, 3, 4 and 5 of Attachment 4) will result in an excessive and unnecessary amount of signage considering the scale and
-



nature of the proposal. In this respect, it is considered that this particular signage will unduly affect the amenity of the area and is not supported. Accordingly, it is recommended that this signage be refused.

42. In respect to the other signage proposed above the entrance to the undercroft area and within the undercroft car parking area, whilst variations are proposed in respect to the minimum headway of these signs, and size of the verandah signs, the signage is considered to be high quality and would only be directly visible from the undercroft parking and the entry to the parking area. Furthermore, this particular signage is not considered to unduly impact pedestrian and driver safety.
43. Regarding the appropriateness of the proposed use, a motor vehicle wash is generally considered to co-exist appropriately within a town centre and a shopping centre. However, having regard to matters under Clause 10.2 of the Scheme and the Kalamunda Design Guidelines, the specific location in the undercroft parking area and environment in which the proposed motor vehicle wash would operate is considered to be highly constrained, particularly in respect to the very tight manoeuvring areas and a one way system adjacent to the car wash area, limited space available and low levels of natural lighting for hand car washing.
44. In regard to the amended site plan provided on 9 May 2016, the arrangement is considered to somewhat reduce interference on vehicle circulation and improve sightlines.
45. From an operational perspective, vehicles will need to be moved from the wash bay, to the vacuum and detailing bays. A general overview of the process involved in washing a vehicle is as follows:
  - 1) Customer will first park their vehicle.
  - 2) Customer would walk to the wash station to pay for the car wash.
  - 3) An employee of the car wash would move the customer's vehicle from the initial parking location, to the wash
  - 4) The vehicle will then be moved to the vacuum and detailing bays.
  - 5) Once the vehicle has been washed, vacuumed and detailed, an employee must then move the vehicle back to another parking bay to make way for a new vehicle.
  - 6) Customer would need to return to the wash station to obtain car keys and locate their vehicle in the parking area.
46. The applicant engaged a Consulting Traffic Engineer to advise in respect to the appropriateness of the motor vehicle wash from a safety and traffic movement perspective, the following conclusions were made:
  - *"The car wash facility will not impact on vehicles travelling within the aisle behind the wash bays.*
  - *The width of the aisle and one way traffic movement within the aisle will provide sufficient space for employees to safely move around the vehicles being cleaned.*



- *Observations of a similar layout at Karrinyup Shopping Centre showed that the operation could be safely conducted within the existing car bays.*
- *Patrons using the staircase adjacent to the car wash facility will not be impacted by the operations.*
- *Lighting and signage similar to that installed at other Silver Sponge car wash businesses would be adequate for this location and provide the necessary level of visibility to the facility."*

47. The above process would potentially involve high levels of vehicle movement and pedestrian activity in a relatively constrained environment, as discussed above. However, having regard to the advice provided by the applicant's Consulting Traffic Engineer, it is considered that the amended plan appropriately mitigates the safety and convenience concerns raised above.
48. The following safety precautions are recommended to be installed prior to the commencement of the motor vehicle wash use:
- A 1m wide protection area would be required in the aisles adjacent to the wash, vacuum and detailing bays to protect workers at the motor vehicle wash.
  - Clear warning and directional signage shall be installed adjacent to the motor vehicle wash location in the undercroft parking area, to the specification and satisfaction of the Shire of Kalamunda.

*Councillors debated the item prior to the vote being taken.*

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

**RESOLVED OCM 81/2016**

That Council:

1. Approves the planning application for a motor vehicle wash at Lot 40 (39) Railway Road, Kalamunda, excluding the component of the application incorporating signage referred to in item 2 below, subject to the following conditions:
  - a) The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan.
  - b) Prior to the commencement of the motor vehicle wash use, the owner(s) or applicant on behalf of the owner(s) shall comply with the following requirements:
    - a. Payment to the Shire of Kalamunda for cash-in-lieu of the onsite car parking shortfall of five (5) car parking bays, in accordance with the provisions of Local Planning Scheme No. 3. For the purposes of this condition, a valuation shall be undertaken to calculate the parking contribution of the Scheme area. The owner (s) or applicant on behalf of the owner(s) shall be responsible to pay all costs associated with obtaining the valuation.



- b. A 1m wide strip shall be delineated on the pavement behind the wash, detailing and vacuum bays, to the satisfaction of the Shire of Kalamunda.
  - c. The development shall be connected to reticulated sewer.
  - d. The proposed mechanical wash-down bay must drain to a sewer via a sediment trap and oil separator to the Water Corporation and Department of Water's specifications, to the satisfaction of the Shire of Kalamunda.
  - e. Clear warning and directional signage shall be installed adjacent to the motor vehicle wash location in the undercroft parking area, to the specification and satisfaction of the Shire of Kalamunda.
- c) Stormwater being disposed of onsite to the specification and satisfaction of the Shire of Kalamunda.
  - d) The signage hereby permitted shall not contain any flashing, moving or pulsating lighting, nor contain lighting that is distracting to road users, to the satisfaction of the Shire of Kalamunda.
2. Refuses the component of the planning application incorporating signs 1, 3, 4 and 5 of Attachment 4, for the following reason:
- a) These signs are considered to result in an excessive and unnecessary display of signage considering the scale and nature of the proposal, which will unduly affect the amenity of the area.

Moved: **Cr Dylan O'Connor**

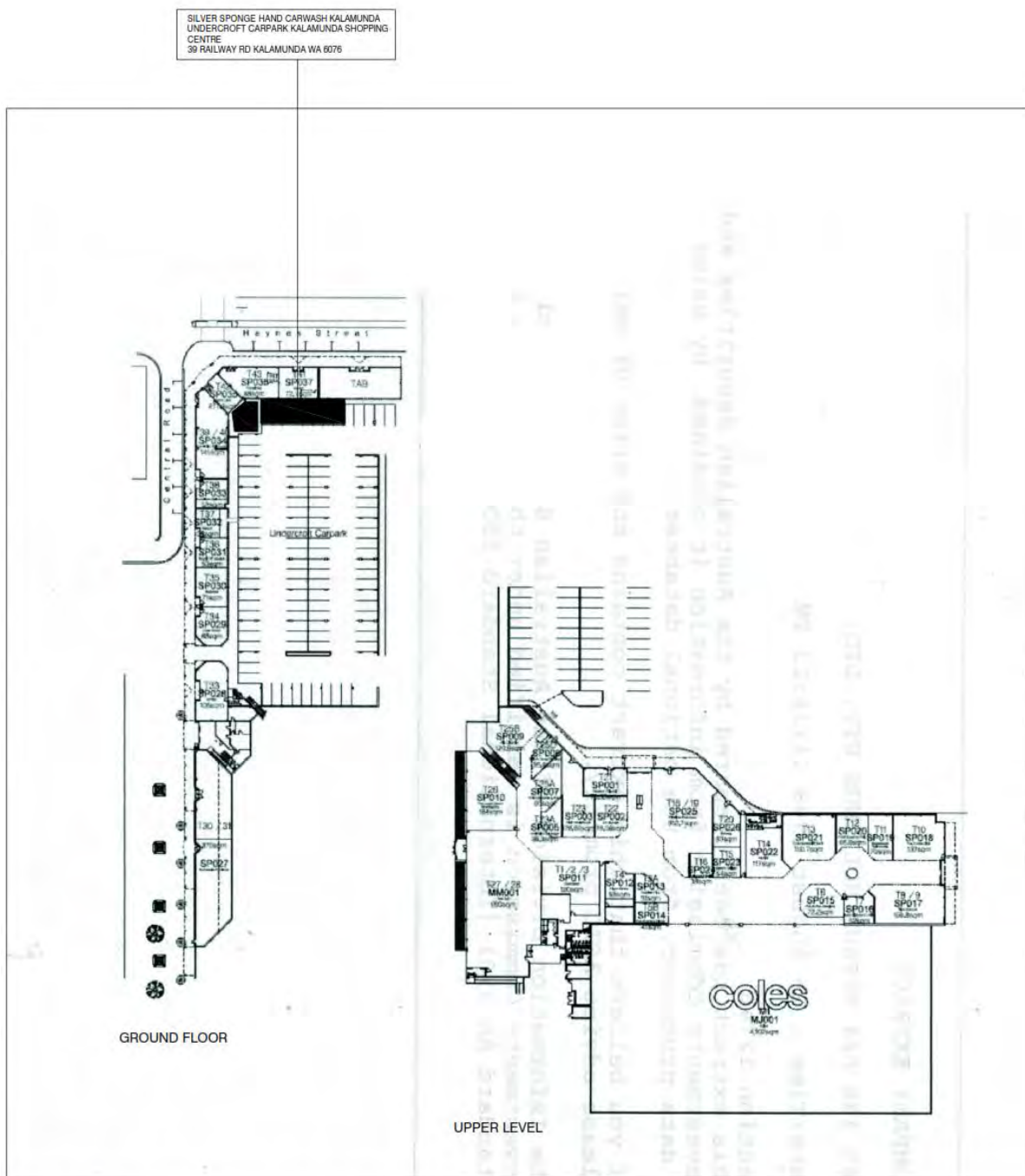
Seconded: **Cr Geoff Stallard**

Vote:	<b><u>For</u></b>	<b><u>Against</u></b>
	<b>Cr Michael Fernie</b>	<b>Cr Sue Bilich</b>
	<b>Cr Geoff Stallard</b>	<b>Cr Tracy Destree</b>
	<b>Cr Allan Morton</b>	<b>Cr Simon Di Rosso</b>
	<b>Cr Brooke O'Donnell</b>	
	<b>Cr Dylan O'Connor</b>	
	<b>Cr Andrew Waddell</b>	
	<b>CARRIED (6/3)</b>	



## Attachment 1

### Proposed Motor Vehicle Wash – Lot 40 (39) Railway Road, Kalamunda Site Plan

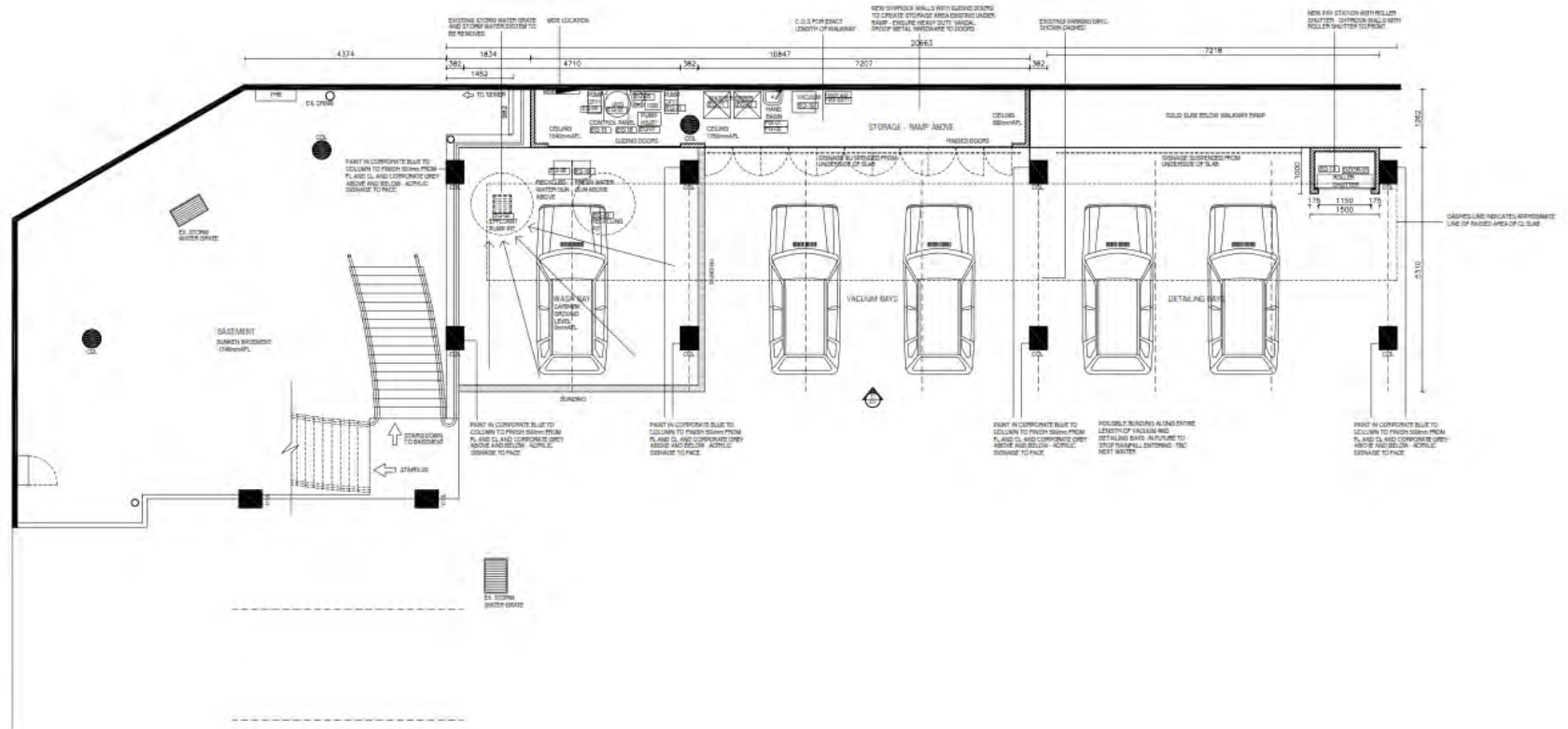


SILVER SPONGE HAND CARWASH KALAMUNDA  
SITEPLAN  
NOT TO SCALE



## Attachment 2

### Proposed Motor Vehicle Wash – Lot 40 (39) Railway Road, Kalamunda Floor Plan

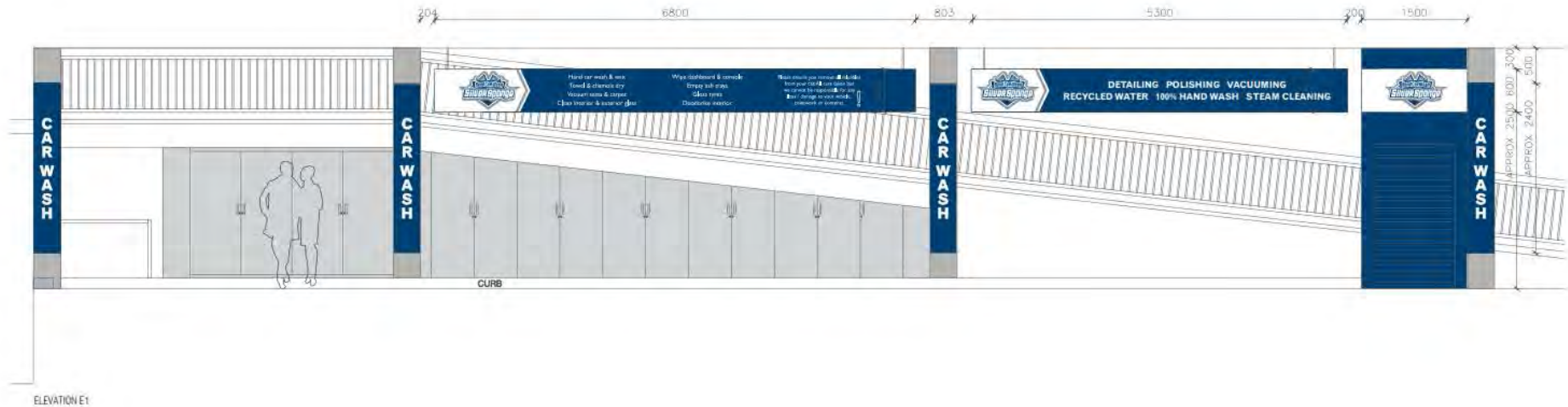


SILVER SPONGE HAND CARWASH KALAMUNDA  
FLOOR PLAN  
SCALE: 1:50  
AREA: 214 m<sup>2</sup>



### Attachment 3

### Proposed Motor Vehicle Wash – Lot 40 (39) Railway Road, Kalamunda Elevations and Signage



#### LOGO



#### COLOURS



BLUE  
C100 M50 Y0 K50



SILVER  
C70 M90 Y0 K50



WHITE  
C0 M0 Y0 K0

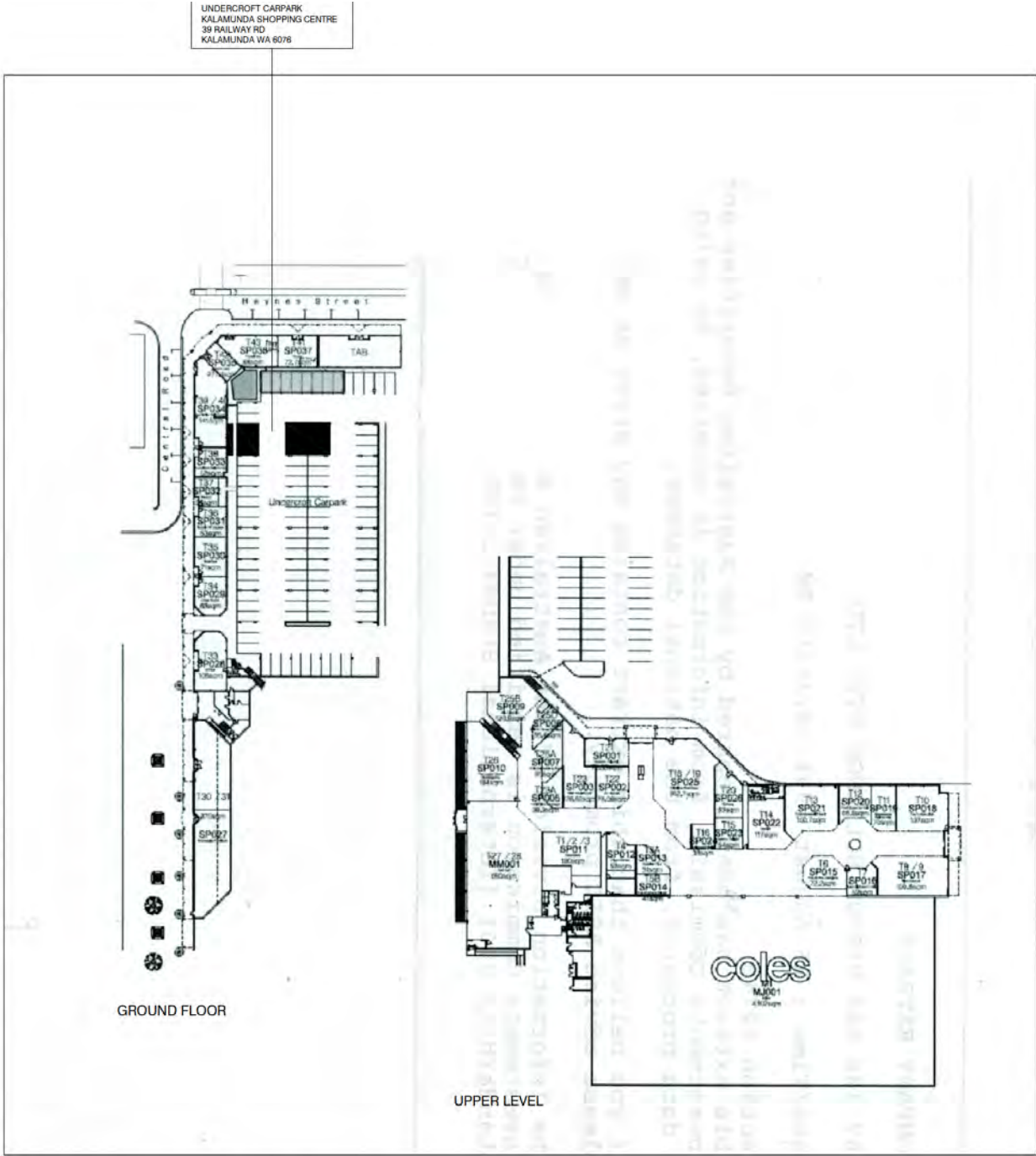


Attachment 4  
Proposed Motor Vehicle Wash – Lot 40 (39) Railway Road, Kalamunda  
Revised Site Plan dated 9 May 2016

SILVER SPONGE HAND CARWASH KALAMUNDA

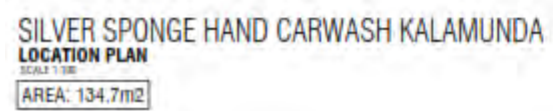
EMERGENCY EQUIPMENT					
REF	DESCRIPTION	QTY	REQUIREMENTS	SUPPLIER	NOTES
EQ-01	FIRST AID KIT	01	TO BE INSTALLED IN WASH BAY PERICOLA		
EQ-02	PORTABLE FIRE EXTINGUISHER UNIVERSAL CLASS ABC	01	TO BE INSTALLED IN ACCORDANCE WITH BCA CLAUSE E1 & AS2444		TO BE INSTALLED IN ACCORDANCE WITH BCA CLAUSE E1 & AS2444
FIXTURES					
REF	DESCRIPTION	QTY	REQUIREMENTS	SUPPLIER	NOTES
FX-01	1/2" WALL MOUNTED SINK BRITEK COMPACT BASIN 410Wx300mmD	01	COLD WATER SUPPLY		
FX-02	DOUBLE HEAD TAP FOR SPOUT AND HOSE CONNECTION	01			
REFLECTED CEILING LEGEND					
REF	DESCRIPTION	QTY	REQUIREMENTS	SUPPLIER	NOTES
RC-01	SURFACE MOUNTED IP65 OUTDOOR WEATHERPROOF LED FITTING 1272xLMMXW92mmH	2 x 15W		DOLPHIN LIGHTING C: IVAN HUMPHREYS P: 0430 927 986	LIGHTING TO COMPLY WITH AS 1880.1
RC-02	LIGHT SWITCH		D - INDICATES DIMMER F - INDICATES SWITCH RUN-IN TIMER FOR EXHAUST FAN		SWITCH HEIGHT TO COMPLY WITH AS 1428.1 INSTALL @ 1000mmVPL +/- 100mm
RC-03	EXISTING SURFACE MOUNTED/ LESSOR SUPPLIED LIGHTING			EXISTING	
FLOOR FINISHES					
REF	DESCRIPTION	SUPPLIER	NOTES/ AVAILABILITY		
FF-01	NEW CONCRETE	BY CLIENT			
FINISHES					
REF	DESCRIPTION	SUPPLIER	NOTES		
F-01	LAMINEX COMPACT ALPINEICO LAMINATE MORRAN	LAMINEX P: 132 136	WALL CLADDING		
F-02	WHITE COLORBOND	COLORBOND	SKIRTING		
PAINT FINISHES LEGEND					
REF	DESCRIPTION	REF	DESCRIPTION		
EXT	EXTERIOR GRADE	S	SATIN		
M	MATT ACRYLIC	G	GLOSS		
L	LOW SHEEN	2P	2 PACK HIGH GLOSS		
ST	STONE	PC	POWDERCOAT		
REF	DESCRIPTION	SUPPLIER	NOTES		
PA-01	DULUX DEMON P40 08	DULUX MASTER PALETTE P:	—		
PA-02	DEEP OCEAN 2006 SERIES (DARK BLUE) 88724 SATIN (POWDERCOAT)	DULUX MASTER PALETTE P:	—		
PA-03	MILTON MOON (GREY) PD172	DULUX MASTER PALETTE P:	—		
ELECTRICAL LEGEND					
REF	DESCRIPTION	QTY	NOTES		
E-01	10 AMP DOUBLE GPO DESIGNATED CIRCUIT	—			
E-02	15 AMP DOUBLE GPO GENERAL	—			
E-03	15 AMP SINGLE PHASE	—			
E-04	MAIN DISTRIBUTION BOARD	—			
E-05	TELEPHONE OUTLET	—			
E-06	8P1POS OUTLET	—			
E-07	DATA OUTLET	—			
E-08	32mm ELECTRICAL CONDUIT	—			
PLUMBING & GAS LEGEND					
REF	DESCRIPTION				
P-01	SEWER POINT				
P-02	40mm PVC WATER PIPE				
P-03	40mm PVC WASTE PIPE				
P-04	COLD WATER POINT				
P-05	WATER LINE				

EQUIPMENT SCHEDULE					
REF	DESCRIPTION	QTY	REQUIREMENTS	SUPPLIER	NOTES
EQ-01	CPI PUMP	1	N/A HEATLOAD	ALLFLOW INDUSTRIAL C: PETER CRUTTWELL P: 08 9204 4666	OPERATES THROUGH CONTROL PANEL
EQ-02	EFFLUENT PUMP PIT (BELOW GROUND) SIZE: 1200DIA. X 1200H	1	N/A HEATLOAD	ALLFLOW INDUSTRIAL C: PETER CRUTTWELL P: 08 9204 4666	OPERATES THROUGH CONTROL PANEL
EQ-03	CPI PUMP FOR VSS UNIT	1	N/A HEATLOAD	ALLFLOW INDUSTRIAL C: PETER CRUTTWELL P: 08 9204 4666	OPERATES THROUGH CONTROL PANEL
EQ-04	V100P VSS (ONLY WATER SEPARATORS) 1000L PER HOUR	1	N/A HEATLOAD	ALLFLOW INDUSTRIAL C: PETER CRUTTWELL P: 08 9204 4666	
EQ-05	HS1070 PUMP	1	10 Amp GPO 370W	ALLFLOW INDUSTRIAL C: PETER CRUTTWELL P: 08 9204 4666	
EQ-06	FRESH WATER GUN HD6061CH	1	10 Amp GPO 3300W WATER SUPPLY	ALLFLOW INDUSTRIAL C: PETER CRUTTWELL P: 08 9204 4666	
EQ-07	VACUUM CLEANER	2	10 Amp GPO 1800W	BY CLIENT	
EQ-08	WASHING MACHINE	1	10 Amp GPO 350W	BY CLIENT	
EQ-09	DRYER	1	10 Amp GPO 2100W	BY CLIENT	
EQ-10	FOG	1	10 Amp GPO 300W DATA TBC	BY CLIENT	
EQ-11	DUAL CEILING SPRAY ROOM MOD/MATIC 67419 ARM 01 - 1600mm LONG ARM 02 - 1703mm LONG 13 09403	01	WATER SUPPLY	BY CLIENT	REFER TECHNICAL DATA SHEET FOR INSTALLATION INSTRUCTIONS
EQ-12	CONTROL PANEL 01	01	10 AMP GPO 250W	ALLFLOW INDUSTRIAL C: PETER CRUTTWELL P: 08 9204 4666	POWER FROM CONTROL PANEL OPERATES CP11 PUMP FOR VSS UNIT AND EFFLUENT PUMP PIT
EQ-13	CONTROL PANEL 02	01	10 AMP GPO 250W	ALLFLOW INDUSTRIAL C: PETER CRUTTWELL P: 08 9204 4666	POWER FROM CONTROL PANEL OPERATES CP11 PUMP AND RECYCLING PUMP PIT

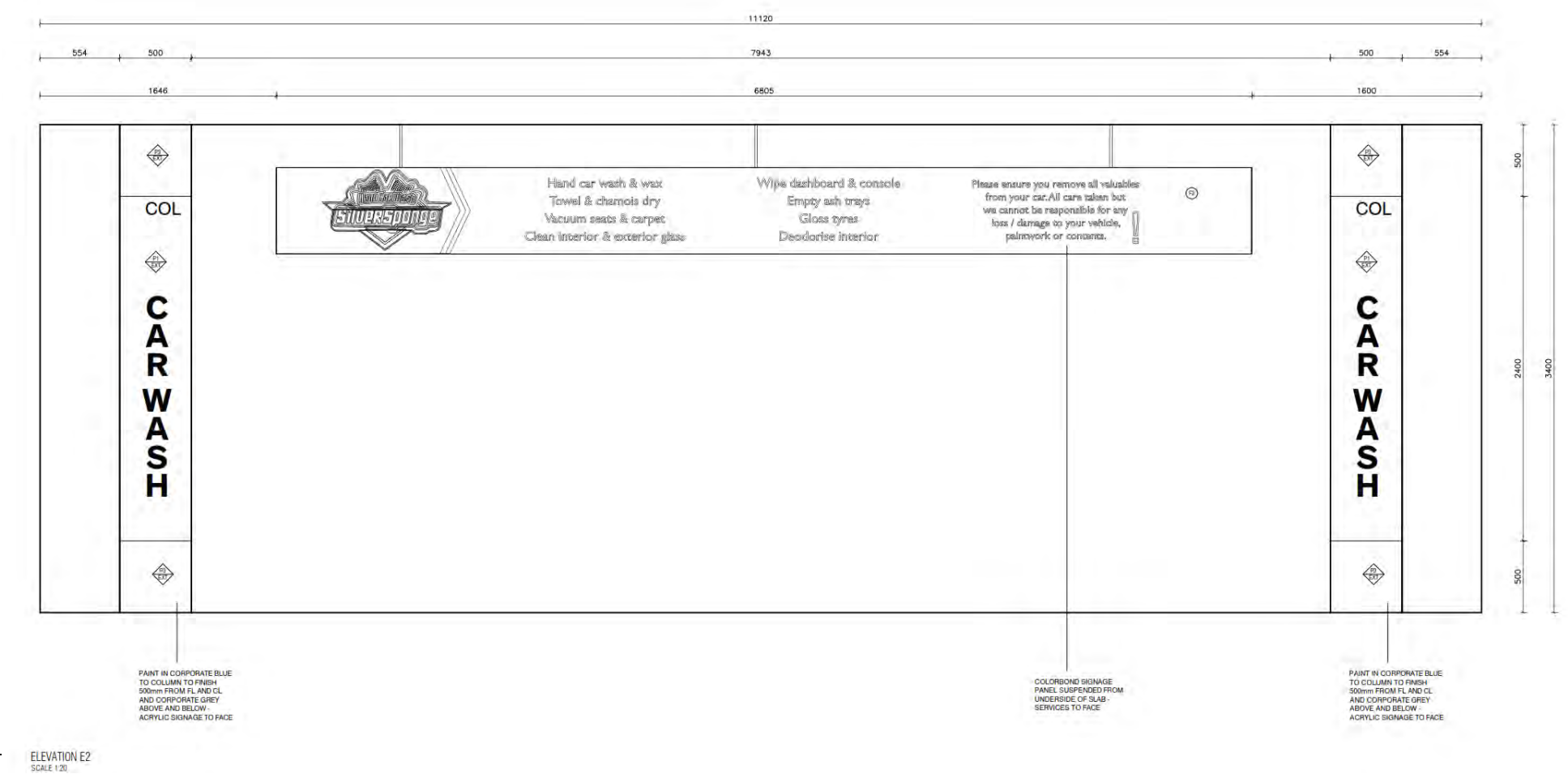
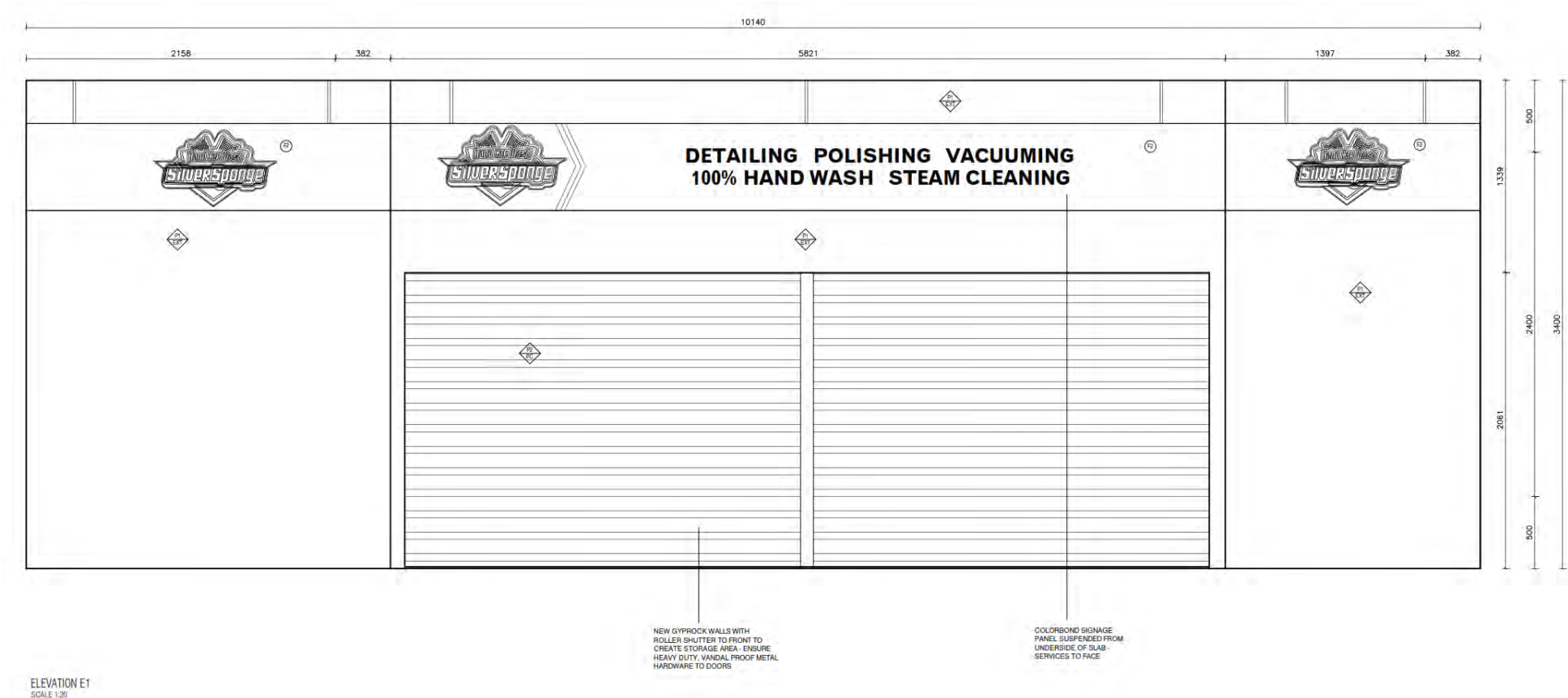


SILVER SPONGE HAND CARWASH KALAMUNDA  
SITEPLAN  
NOT TO SCALE













S1  
Sign Size: Approx 400 x 1400mm





S2  
Sign Size: Approx 400 x 1400mm



S3 (ARROWS)  
Sign Size: Approx 500 x 1700mm

S4 (2 REQUIRED)  
Sign Size: Approx 500 x 1700mm





55  
Sign Size: Approx 400 x 1700mm



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

**10.14 Proposed Hardstand and Temporary Storage – Lot 200 (584)  
Kalamunda Road, High Wycombe**

Previous Items	OCM 114/2015
Responsible Officer	Director Development Services
Service Area	Development Services
File Reference	KL-02/584
Applicant	Planning Solutions
Owner	Bronwyn, Peter & David Jones
Attachment 1	Site Plan

**PURPOSE**

1. To consider a development application for a proposed hardstand and temporary storage for a five (5) year period at Lot 200 (584) Kalamunda Road, High Wycombe.

**BACKGROUND**

2. Council at its Ordinary Meeting held in September 2015 (OCM 114/2015) resolved to initiate Scheme Amendment 80 to Local Planning Scheme No. 3 (Scheme). The amendment seeks to rezone the subject lot and lots to the north-east on Hatch Court and Stirling Crescent from Urban Development to Light Industry. Documents for Amendment 80 have been received and have been referred to the Environmental Protection Authority (EPA) for assessment. Advice was received from the EPA on 2 May 2016, which means that amendment can now be advertised.
3. At the same Ordinary Council Meeting in September 2015, Council considered the Hatch Court/Stirling Crescent Local Structure Plan for the land to the north-east of the subject lot, and resolved to forward the structure plan to the Western Australian Planning Commission (WAPC) for its determination (OCM 114/2015). The Hatch Court – Stirling Crescent Local Structure Plan was considered by the WAPC Statutory Planning Committee in April 2016, where it resolved to refuse the structure plan, in part, for the following reasons:  
*“The proposed local structure plan is in conflict with the proposed Amendment No. 80 to the Shire of Local Planning Scheme No. 3 which has been initiated by the Shire and proposes to rezone the land to Light Industry. Supporting the proposed local structure plan in order to facilitate residential development may prejudice the decision of the Minister for Planning on the proposed amendment.”*
4. It is noted the subject application was lodged after Council considered the above two proposals. Importantly however, while the Hatch Court – Stirling Crescent Local Structure Plan has been refused by the WAPC, it is possible that the decision of the WAPC will be the subject of an appeal/review at the State Administrative Tribunal (SAT). In addition, Amendment 80 is still at a



relatively early stage of the Scheme amendment process. Therefore, there is presently a degree of uncertainty as to the strategic direction of the land adjacent to the Hatch Court and Stirling Crescent, including the subject lot.

5. As a separate matter, an application was received in May 2016 proposing as follows on the subject site:

*"Clear vegetation, fill to street level 3m inside fence line and fence with clear view fencing to 2m height"*

No plans or additional information was lodged with this application. The Shire has requested further information in this regard.

6. **Land Details**

Land Area:	8.07ha (80,695.76m <sup>2</sup> )
Local Planning Scheme Zone:	Urban Development
Metropolitan Region Scheme Zone:	Urban

7. **Locality Plan**



8. The subject site has a frontage of 293 metres to Kalamunda Road and 279 metres to Stirling Crescent.
9. A small portion of the south-west of the site is reserved under the the Metropolitan Region Scheme (MRS) as being an 'Other Regional Road Reserve' with a Category 2 classification, meaning the Department of Planning is the responsible authority for making recommendations for development on, or adjacent to, the Reserve.



10. The immediate surroundings of the subject site comprise the following uses:
- Rural residential properties to the north-east which are zoned Urban Development and are subject to the Hatch Court – Stirling Crescent Local Structure Plan area.
  - Low density residential subdivision with a prevailing density of R20 to the south-east of the site opposite Stirling Crescent.
  - The Hill View Lifestyle Village (retirement village) is located to the south-west of the subject site.
  - Industrial land uses north of the subject site within the Perth Airport land.
11. The lot is currently vacant of any development and has access from Kalamunda Road via a single gravel crossover. The site contains a Resource Enhancement Wetland to the east of the property and scattered mature vegetation throughout.

## DETAILS

12. The application is seeking a temporary five (5) year approval for the proposal, which incorporates the following key elements (refer Attachment 1):
- The development of two hardstand areas, comprising a total area of 39,100sqm (48.5% of the site area);
  - The hardstand area will be separated into two (2) distinct areas, with area A comprising 11,100m<sup>2</sup> and Area B comprising of 28,000m<sup>2</sup>. Area A is proposed to be located in the north corner of the lot and area B located in the central portion of the lot. The difference between the two areas relates to the levels of the land;
  - The site is proposed to operate from 8am to 5pm weekdays;
  - The hardstand areas provide an 8m buffer (including to street boundaries), increasing to 20m adjacent to the resource enhancement wetland area in the east of the site;
  - Retaining the existing vehicle crossover from Kalamunda Road; and
  - Construction of one (1) exit only Crossover to Stirling Crescent.
13. The applicant has stated the basis and operation of this proposal is as follows:
- “The proposal seeks to utilise the hardstand areas for the purpose of storing vehicles and equipment generally associated with the mining industry. Due to the recent decline in mining operations in the regions, there is strong demand for appropriate locations to store idle mining equipment until such time that such operations are progressed. Vehicles and equipment will be transported to the site for long-term storage purposes and the site will not be utilised as a depot for receiving vehicles on a regular basis. The use of the land for this purpose is applied for on a temporary basis of 5 years, until such a time that detailed structure planning over the land has been undertaken, or the land is rezoned”.*



14. Access is proposed to be attained via a 5m wide crossover from Kalamunda Road. Additionally vehicles would exit via a new 5m wide exit-only crossover to Stirling Crescent.

## STATUTORY AND LEGAL CONSIDERATIONS

### Local Planning Scheme No. 3

15. Clause 4.2.1 (Objectives of Zones – Urban Development) of the Scheme stipulates that the objective for the Urban Development zone is as follows:
- *To provide orderly and proper planning through the preparation and adoption of a Structure Plan setting the overall design principles for the area.*
  - *To permit the development of land for residential purposes and for commercial and other uses normally associated with residential development.*
16. Clause 6.2.2.1 of the Scheme requires a structure plan prior to approving development of land with the Urban Development Zone. In this respect, it is noted that a structure plan has not been prepared over the subject land.
17. Clause 4.4.2 (Interpretation of the Zoning Table) of the Scheme establishes how the local government may determine applications. “If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may”:
- *Determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
  - *Determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or*
  - *Determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.*
18. The application has been made in accordance with Clause 10.6 of the Scheme (Temporary Planning Approval), which allows the Shire to grant planning approval with conditions limiting the period of time for which the approval is granted.
19. In considering an application for planning approval, Clause 10.2 of the Scheme (Matters to be Considered by Local Government) requires Council to have due regard to a number of matters:
- The compatibility of the development within its settings;
  - the requirements of orderly and proper planning including any relevant proposed new local planning scheme or amendment, or region scheme or amendment, which has been granted consent for public submissions to be sought;



- the likely effect of the proposal on the natural environment and any means that are proposed to protect or to mitigate impacts on the natural environment;
- preservation of the amenity of the locality;
- relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal;
- amount of traffic likely to be generated by the proposal, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
- whether adequate provision has been made for the landscaping of the land to which the planning application relates and whether any trees or other vegetation on the land should be preserved;
- whether the proposal is likely to cause soil erosion or land degradation; and
- Any other planning consideration the local government considers relevant.

20. If Council refuses the development, or imposes conditions that are not acceptable to the applicant, there is a right of review/appeal to the SAT.

### **Planning and Development (Local Planning Schemes) Regulations 2015**

21. The *Planning and Development (Local Planning Scheme) Regulations 2015* (Regulations) came into effect on 19 October 2015. The Regulations introduced a set of deemed provisions which are applicable to all local planning schemes.
22. Part 4, Clause 27 of the deemed provisions of the Regulations stipulates the effect of a structure plan, as follows:

*"27. Effect of A structure plan*

- (1) A decision-maker for an application for development approval or subdivision approval in an area that is covered by a structure plan that has been approved by the Commission is to have due regard to, but is not bound by, the structure plan when deciding the application.*
- (2) A decision-maker for an application for development approval or subdivision approval in an area referred to in clause 15 as being an area for which a structure plan may be prepared, but for which no structure plan has been approved by the Commission, may approve the application if the decision-maker is satisfied that —*
  - (a) the proposed development or subdivision does not conflict with the principles of orderly and proper planning; and*
  - (b) the proposed development or subdivision would not prejudice the overall development potential of the area."*



23. The effect of the above provisions is that the Shire can consider an application for development approval despite the aforementioned requirements under Clause 6.2.2.1 of the Scheme that requires a structure plan to be prepared. Furthermore, the considerations of items (a) and (b) above are in addition to the objectives for the Urban Development zone under Clause 4.2.1 of the Scheme.

## **POLICY CONSIDERATIONS**

### **State Planning Policy 2.9 – Water Resources**

24. State Planning Policy 2.7 – Water Resources (SPP 2.7) provides guidance in the planning, protection and management of surface and groundwater catchments, including consideration of availability of water and waterways management, wetlands, waterways, and estuaries and their buffers, and implementation of total water cycle management principles in the land use planning system.
25. Relevant to the subject development application, SPP 2.7 includes policy measures which recommends adequate and appropriate buffering of wetlands, maintaining or enhancing the environmental attributes, functions and values of the water resources and to minimise the impact of nearby land uses, both existing and future.

### **State Planning Policy 5.1 – Land Use Planning in the Vicinity of Perth Airport**

26. State Planning Policy 5.1 (SPP 5.1) applies to the land in the vicinity of the Perth Airport, which is, or may in the future, be affected by aircraft noise, and includes the following objectives:
- Protect Perth Airport from unreasonable encroachment by incompatible (noise-sensitive) development, to provide for its ongoing development and operation; and
  - Minimise the impact of airport operations on existing and future communities with reference to aircraft noise.
27. SPP 5.1 was recently amended to incorporate the revised Australian Noise Exposure Forecast (ANEF), as such the subject site is identified as an area with greater noise impact. Under the revised ANEF the property falls within the 25-30 ANEF and 20-25 ANEF.
28. The applicant has provided the supporting information in regards to the proposal and exposure to aircraft noise:
- "... Appendix 1 of SPP.1 contains the building site acceptability table, with the use 'light industrial' identified as 'Acceptable' in both the 20-25 and 25-30 ANEF. It is noted that residential uses including 'House, home unit, flat and caravan park' are identified as being 'conditionally Acceptable' within the 20-25 ANEF and 'Unacceptable' within the 20-25 ANEF..."*



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### **Economic and Employment Lands Strategy: Non-Heavy Industrial**

29. Economic and Employment Lands Strategy: Non-Heavy Industrial (EELS) was prepared to ensure that adequate forward planning is undertaken and to identify the areas, type and locations of industrial land required in the future. A key objective of the EELS is to facilitate ongoing availability of supply of industrial land.
30. It is noted that the subject site is not specifically identified in the EELS as a potential industrial area. However, the EELS recommends the ongoing identification of strategically located industrial land to secure future industrial activities in the region. This was one consideration/justification for Amendment No. 80 when the matter was considered by Council in September 2015.

### **Development Control Policy 5.1 – Regional Roads (Vehicular Access)**

31. Development Control Policy 5.1 – Regional Roads (Vehicular Access) outlines requirements for development applications incorporating vehicular access to Regional Roads.
32. As the development abuts, and is affected by, Kalamunda Road which is identified as an Other Regional Road under the Metropolitan Region Scheme, the application was referred to the Department of Planning, Main Roads Western Australia and the Public Transport Authority for comment.
33. The following comments were received from the Department of Planning:
- "...The subject land is affected by an 11.5m portion of ORR reservation for Kalamunda Road, per the attached Western Australian Planning Commission (WAPC) Land Requirement Plan No. 1.5030/2. If required, it is recommended that the proponent apply for a Clause 42 Certificate, which is a legal document that shows the exact dimensions of the road widening requirement.*
- Lot 200 currently accommodates a single access point onto Kalamunda Road and no changes are proposed to this arrangement. This is in accordance with the Commission's Regional Roads (Vehicular Access) Policy D.C. 5.1, which seeks to minimise the number of new crossovers onto regional roads.*
- Although the Department of Planning supports the ongoing operation of the existing access point onto Kalamunda Road for the proposed hardstand/storage use (left-in movements only), in the longer term when the subject land is rezoned to Urban as outlined in the accompanying report, all vehicular access should be from Stirling Crescent, a lower order road.*
- The Department of Planning has no objection to the proposal subject to the above recommendations..."*



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## COMMUNITY ENGAGEMENT REQUIREMENTS

34. The proposal was not advertised to surrounding land owners given the officers recommendation to refuse the application.
35. In the event that Council considers that the proposal should be approved, it is recommended that the application be advertised and any submissions appropriately considered, prior to final determination of the application.

## FINANCIAL CONSIDERATIONS

36. Nil

## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

OBJECTIVE 4.3 – To ensure the Shire's development is in accord with the Shire's statutory and legislative obligations and accepted urban design planning standards.

Strategy 4.3.2 – Undertake efficient monitoring and compliance of building developments within the Shire.

## SUSTAINABILITY

### Social Implications

38. Given the lot is currently vacant and gives the appearance of a large rural lot, development of the site with a hardstand and storage would result in a significant change in the appearance of the land. Accordingly, if the proposal is approved, there may be amenity impacts on surrounding property owners.

### Economic Implications

39. If the application is approved, this would result in economic benefits to the property owners.

### Environmental Implications

40. A resource enhancement wetland is present on the east side of the lot. Resource enhancement wetlands are classified as wetlands that may have been partially modified, but still support substantial ecological attributes and functions.
41. The Environmental Protection Authority recommends the following management measures in respect to resource enhancement wetlands:



- Determine, protect and manage a buffer between a wetland and existing or proposed land uses. This is crucial to maintain or improve wetland values.
- Retain all remnant vegetation in the buffer.
- No fill, no fertiliser or chemical application, no drainage into or out of (other than natural or approved stormwater management), no groundwater or wetland water abstraction, no liquid or solid waste disposal, and no excavation is permitted in the wetland or the buffer.
- Repair degraded/eroded portions of the buffer.
- Rehabilitate the wetland vegetation and the adjoining dryland zones using indigenous species of local provenance.
- Remove inappropriate infrastructure.
- Install fencing, paths and gates to control access.
- Replace inappropriate drainage facilities.

42. An environmental assessment was undertaken of the land in 2014 to review the wetland management boundary and category for the resource enhancement wetlands on land north of the subject site, and identified that appropriate buffer zones around the wetlands is 30m, from where development should be precluded. It is further noted that the Environmental Protection Authority supports the retention of a 30m buffer from the resource enhancement wetlands.
43. Eight (8)m buffer zones have been proposed to the hardstand areas (including to street boundaries), increasing to 20m adjacent to the resource enhancement wetland area in the east of the site.
44. It is noted that some mature vegetation exists where the hardstand area is proposed. In this respect, the proposal does not clearly indicate which trees will be retained or removed. However, as noted above, an application was received on 5 May 2016 requesting clearing and filling of the site, which indicates that the applicant/owner intends to clear the block.

## RISK MANAGEMENT CONSIDERATIONS

- 45.
- | Risk   | Likelihood | Consequence | Rating | Action/Strategy  |
|--|------------|-------------|--------|--|
| The proposal may unduly prejudice the overall development potential of the area. | Possible   | Major       | High   | Ensure the local structure plan for Hatch Court/Stirling Crescent and Scheme Amendment No.80 has progressed to a stage whereby the Shire may make an informed decision regarding the future development potential of the area. |



Risk	Likelihood	Consequence	Rating	Action/Strategy
The proposal may result in undue impacts to the resource enhancement wetlands present on the site.	Possible	Major	High	Ensure the environmental impacts of the proposal are appropriately considered and buffer distances are sufficient to protect the resource enhancement wetlands.

#### OFFICER COMMENT

46. Giving regard to Clause 27 (2) of the Regulations, the following is required to be assessed in determining whether the proposal should be approved:
- (a) the proposed development or subdivision does not conflict with the principles of orderly and proper planning; and*
- (b) the proposed development or subdivision would not prejudice the overall development potential of the area."*
47. In respect to the principles of orderly and proper planning, consideration should be given to the objectives of the Urban Development zone under the Scheme and the matters to be considered under Clause 10.2 of the Scheme. In this respect, it is considered that use is not consistent with the objectives of the Urban Development zone, given that a structure plan has not been prepared over the subject lot for light industrial purposes, and industrial development such as that proposed is not normally associated with residential development.
48. The applicant submits that the temporary nature of the proposal (five (5) years) is appropriate in this instance given that the Shire is able to reconsider the proposal at the expiration at the approval period, which the applicant considers is the approximate time period by which comprehensive structure planning has been undertaken or the land has been appropriately rezoned. In this respect, five (5) years is a longer period than what is currently expected, and is reasonably expected, to complete the rezoning process (Amendment 80) to the Light Industrial zone.
49. Furthermore, it is considered that Amendment 80 has not progressed to a stage where there is sufficient certainty that the subject proposal is able to be approved, even under a temporary planning approval, without unduly prejudicing the amendment process and the development potential of the area. This is particularly noteworthy given the amendment is yet to be advertised and the WAPC has not yet had the opportunity to fully consider the proposed amendment.



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50. In respect to whether the proposed development will prejudice the overall development potential of the area, as no structure plan exists to guide development over the subject lot, the Shire is unable to consider whether or not the proposal is appropriate in the context of orderly and proper planning to approve the application.
51. As noted above in the background section of this report, the Hatch Court – Stirling Crescent Local Structure Plan has been refused by the WAPC, however it is possible that the decision of the WAPC will be the subject of an appeal/review at the SAT. This, coupled with the aforementioned early stage of Amendment 80, creates a degree of uncertainty as to the strategic direction of the area. For this reason, the proposal is considered premature and not considered appropriate.
52. It is noted that the application does not include the necessary environmental, traffic impact or other technical studies, plus full consideration of the amenity impacts and impact on the interface of residential properties to the south-east and south-west, which will be required to be considered as part of the Amendment 80 process. Therefore, approving the application would circumvent the full and proper process of the ongoing consideration of Amendment 80.
53. The proposed buffer areas (8m-20m) do not correspond with the recommended buffer distances (30m) which have been recommended previously for the resource enhancement wetland on the site. Furthermore, the application in its current form incorporates the clearing of vegetation which has not been assessed in terms of its significance, and does not incorporate a comprehensive landscaping plan which would be required to address the visual amenity impacts of the proposed use.
54. While the officer recommendation for the proposal is for refusal, in the event that Council does consider approving the application, it is considered that the term of the approval should be no greater than 12 months. Furthermore, appropriate environmental, traffic impact and other technical studies should be required to be provided and approved to the satisfaction of the Shire, and appropriate community consultation should be undertaken and considerations of submissions, before any final approval is granted and development occurs on the land.
55. In summary, for the reasons outlined above, the proposal is not considered meet the principles of orderly and proper planning and is considered to prejudice the overall development potential of the area. Furthermore, the application for an industrial development outcome on the land is considered premature in the context of the ongoing consideration of Amendment 80. Accordingly, the application is recommended for refusal.
-



*In reference to the deputation made regarding this item a Councillor sought clarification from the Director Development Services who confirmed:*

- *The use is in Table 1 of the Scheme.*
- *The Structure Planning requirements and the current situation for the subject site.*
- *Principles of orderly and proper planning with respect to the site and current application.*

<b>Voting Requirements: Simple Majority</b>
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RESOLVED OCM 82/2016

That Council:

1. Refuse the application for proposed hardstand and temporary storage at Lot 200 (584) Kalamunda Road, High Wycombe, for to the following reasons:
  - a) The application is inconsistent with the principles of orderly and proper planning for the following reasons:
    - i) A structure plan has not been prepared over the subject land to appropriately co-ordinate development.
    - ii) The use is not consistent with the objectives of the Urban Development zone.
    - iii) The proposal pre-empts the approval of Amendment 80 to Local Planning Scheme No. 3, which has not progress to a point where it is able to be 'seriously entertained'.
  - b) The proposed development will prejudice the overall development potential of the area and the ongoing consideration of Amendment 80 to Local Planning Scheme No. 3.
  - c) The proposed buffer distances to the resource enhancement wetland is not considered sufficient to protect and manage the environmental value of the wetland.
  - d) The applicant has not demonstrated appropriate consideration of environmental, traffic and amenity impacts of the proposal, to the satisfaction of the Shire of Kalamunda.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Simon Di Rosso**

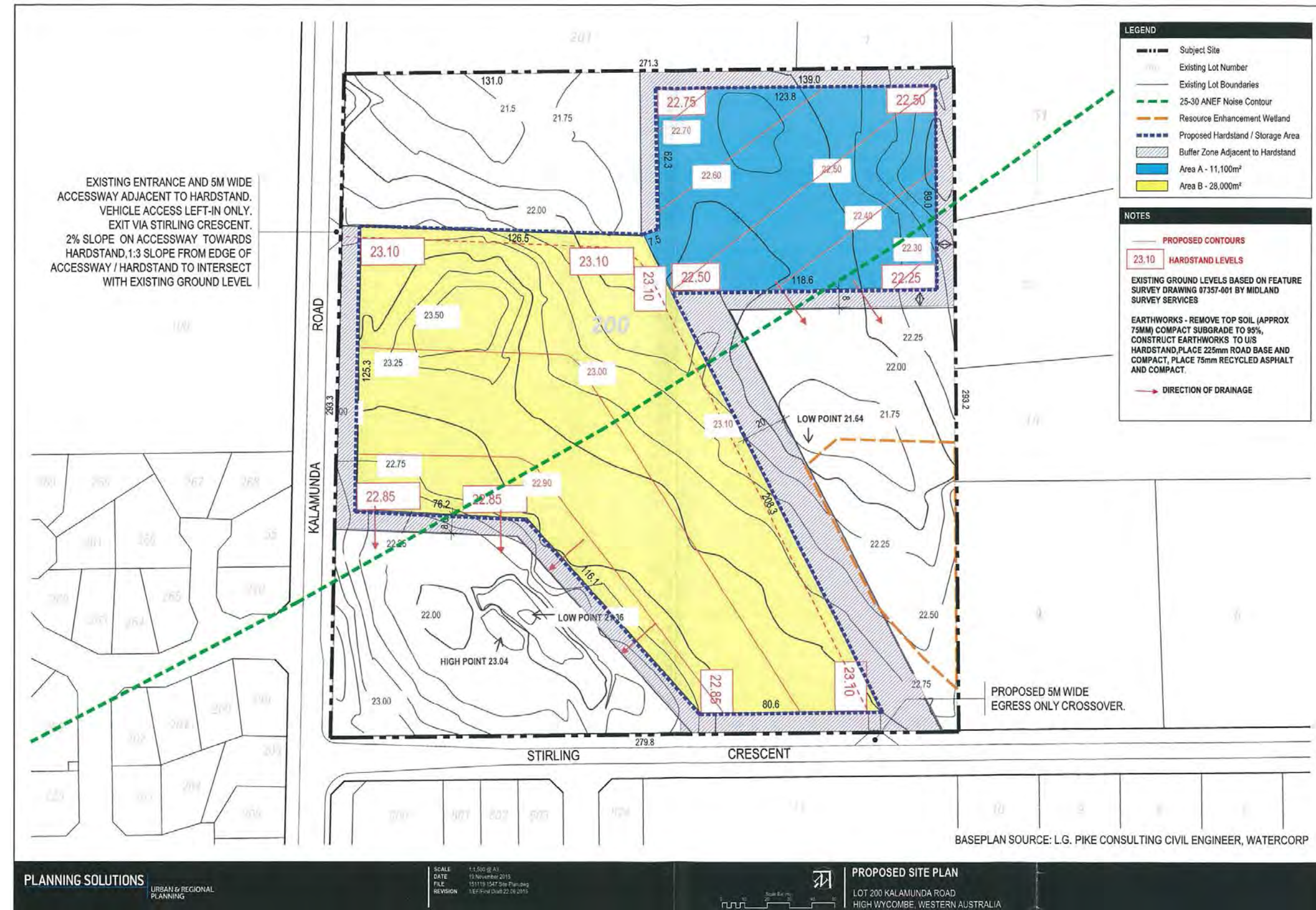
Vote: **CARRIED UNANIMOUSLY (9/0)**



## Attachment 1

Proposed Hardstand and Temporary Storage – Lot 200 (584) Kalamunda Road, High Wycombe

### Site Plan





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

**10.15 Draft Planning Policies P-DEV 47 and P-DEV 46– Effluent Disposal for Ancillary Accommodation and Caretakers Dwellings and Effluent Disposal from Agri-Tourism in the Middle Helena Catchment Areas**

Previous Items	OCM 48/2015
Responsible Officer	Director Development Services
Service Area	Development Services
File Reference	
Applicant	Not Applicable
Owner	Not Applicable
Attachment 1	Draft Policy – P DEV – 46 Effluent Disposal from Ancillary Accommodation and Caretakers Dwellings in the Middle Helena Catchment Areas
Attachment 2	Draft Policy – P DEV 47 – Effluent Disposal for Agri-Tourism in the Middle Helena Catchment Areas

**PURPOSE**

1. To consider final adoption of the following draft Local Planning Policies Draft Policy –
  - P-DEV 46 – Effluent Disposal from Ancillary Accommodation and Caretakers Dwellings in the Middle Helena Catchment and;
  - P-DEV 47- Effluent Disposal from Agri-Tourism in the Middle Helena Drinking Water Catchment.
2. To provide guidance on the requirements for the development of ancillary accommodation, caretakers' dwellings and agri-tourism developments in relation to effluent disposal in order to protect areas designated as Priority 2 in the Middle Helena Catchment Public Drinking Water Source Area (Middle Helena).
3. It is intended that the Policies will assist applicants by providing an up-front list of information to be included with a development application. This will streamline the assessment process, particularly negating the need to refer some applications to the Department of Water (DoW).
4. In respect to proposals for Ancillary Accommodation, these should be read in conjunction with Shire Policy on Ancillary Dwellings. It should be noted that the terms "Ancillary Dwelling" and "Ancillary Accommodation" are interchangeable. Any Ancillary Accommodation that does not meet the criteria in the "Ancillary Dwelling" Policy will be referred to the Department of Water for comment.
5. The subject policy has been amended to state that the maximum plot ratio area for Ancillary Accommodation is 70m<sup>2</sup> however this can be considered up to a maximum plot ratio area of 100m<sup>2</sup> if there is no objection from the Department of Water.



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## BACKGROUND

6. The Shire periodically reviews, revokes and adds new policies to its register. Policies are used to ensure consistency, transparency and integrated processes in decision making as well as adding clarity to an intent to existing legislation.
7. The subject policies were adopted by Council at its November 2015 Ordinary meeting for the purposes of advertising.
8. There is an increasing interest in the development of tourism activities and incidental dwellings in the rural localities of the hills orchard areas. The activities are however constrained environmentally due to the area being identified as water catchment. It is therefore considered appropriate to develop policies to provide guidance on the requirements for the development of ancillary dwellings, caretakers' dwellings and uses typically associated with agri-tourism in respect to effluent disposal.

## DETAILS

9. The policies were drafted by an environmental consultant specialising in environmental impacts in drinking water catchments in consultation with Shire staff and the DoW.
10. The following brief summary of each policy is included below. Refer to (Attachments 1 & 2).

### **Draft Policy – Effluent Disposal From Agri-Tourism in the Middle Helena Catchment Areas**

11. The Policy captures commercial land uses typically applied for in Priority 2 Areas, such as Wineries, Chalets and Restaurants and excludes those land uses deemed incompatible within Priority 2 areas. Local Planning Scheme No.3 (the Scheme) sets the permissibility of the various land uses whereas the Policy sets out the technical information required to accompany a development application.
12. The Policy sets out the following in respect to determining a suitable waste water treatment system:
  - The proposed use.
  - Size of the proposed use (likely area, number of patrons served/ volume of waste water created).
  - Frequency of use and hours of operation (daily, weekend use only, seasonal, peak demand).
  - Type of waste material entering the system (consider all sources of waste water such as sewage, scale and types of food preparation, fruit processing etc).
  - Type of treatment and disposal (system design) needed to ensure protection of the Middle Helena Catchment Area drinking water source.



- 
13. The Policy also sets out the estimated daily waste water under production, organic loading and recommended maximum number of patrons (patrons, staff and residents) per day per hectare for the following agri-tourism uses:
- Café.
  - Cellar door sales (winery/cidery).
  - Chalets.
  - Restaurants.

**Draft Policy – Effluent Disposal From Ancillary Accommodation and Caretakers Dwellings in the Middle Helena Catchment Areas**

14. The policy sets out waste water loading based on the number of people or bedrooms and locational requirements for effluent disposal systems and other information required to be submitted with an application for ancillary accommodation and caretakers' dwellings.
15. A separate policy has been initiated dealing with ancillary dwellings and caretakers dwellings throughout the entire Shire. It is intended that this policy will deal with matters including floor areas, land use and locational requirements. Where necessary, it will be read in conjunction with this policy.

**STATUTORY AND LEGAL CONSIDERATIONS**

16. Local Planning Policies are created under Clause 3(1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
17. A Local Planning Policy is not binding on the Shire in its decision making and if a provision of a Local Planning Policy is inconsistent with the Scheme, the Scheme prevails.

**POLICY CONSIDERATIONS**

18. The policies follow the adopted Council template with some minor modifications for structure, legibility and clarity, and have been drafted in accordance with the principles of orderly and proper planning.
19. If adopted the policies will be given due regard when assessing relevant development proposals.

**COMMUNITY ENGAGEMENT REQUIREMENTS**

20. The Policies were advertised by way of a public notice placed in a newspaper circulating in the district with a consultation period of 21 days. At the conclusion of the advertising period, no submissions had been received.

**FINANCIAL CONSIDERATIONS**

21. Costs for the public advertising of the draft Policies were covered in the existing budget.



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## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

OBJECTIVE 3.2 – To protect and enhance the Shire's local bushland reserves, Local Natural Areas and Biodiversity Conservation Areas.

Strategy 3.2.4 – Ensure appropriate environmental controls are implemented throughout any land development process and policies and guidelines are developed to assist in these processes.

OBJECTIVE 5.4 To be recognised as an excellent tourism destination with high levels of patronage.

Strategy 5.4.2 Ensure tourism development is integrated into land use planning in regards to the Perth Hills.

## SUSTAINABILITY

### Social Implications

23. Nil.

### Economic Implications

24. The policies set out standards for commercial land uses and incidental dwellings and the intensity to which development may occur.

### Environmental Implications

25. The policies set out acceptable standards for development in environmentally sensitive areas. The policies will assist in managing the expectations of applicants in respect to the intensity of development likely to be supported due to the environmental constraints in the drinking water catchment areas.

## RISK MANAGEMENT CONSIDERATIONS

26.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Referrals to the Department of Water for non-compliant application may result in unnecessary delays in determining proposals.	Possible	Minor	Medium	Make sure Council is aware that the policies have been reviewed by the Department of Water which will provide developers with some certainty and consistency in the decision making process.



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## OFFICER COMMENT

27. The policies have been drafted in conjunction with an environmental consultant who specialises in development in drinking water catchments. The policies have been subject to vetting by the DoW, which is the referral agency for land uses in the Priority 2 Areas.
28. Previously where land uses are considered compatible with conditions in the Middle Helena, they were forwarded to the DoW for Comment. This has resulted in the processing of applications becoming protracted as there had been lack of understanding in what would be considered to be an acceptable development.
29. Applications that are consistent with the policies will not need to be referred to the DoW. Applications that are inconsistent will require referral to the Do W and will need to demonstrate compliance with risk minimisation with respect to water quality.
30. Additionally the policies set out the specific information required to be submitted with a development application as it relates to the drinking water catchment. Adoption of the policies will assist applicants in providing the required level of documentation and an up-front understanding of what will be considered an acceptable level of development.

<b>Voting Requirements: Simple Majority</b>
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### RESOLVED OCM 83/2016

That Council:

1. Pursuant to Schedule 2 Part 2 Clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 adopt the following policies:
- Planning Policy – P-DEV 46 – Effluent Disposal from Ancillary Accommodation and Caretakers Dwellings in the Middle Helena Catchment (Attachment 1).
- Planning Policy - P-DEV 47- Effluent Disposal from Agri-Tourism in the Middle Helena Drinking\_Water Catchment (Attachment 2).

Moved: **Cr Geoff Stallard**

Seconded: **Cr Sue Bilich**

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



## Attachment 1

### **P-DEV 46 Effluent Disposal from Ancillary Accommodation and Caretakers Dwellings in the Middle Helena Catchment Area**

**Adopted**

**Next Review**

#### **Purpose**

To provide guidance on the requirements for the development of ancillary accommodation in relation to effluent disposal in order to protect the Middle Helena Catchment Area drinking water source with respect to the requirements of the Department of Water.

#### **Policy Statements**

##### **1. Application**

This policy applies to the Priority 2 areas of the Middle Helena Catchment Area.

##### **2. Definitions**

Priority 2 (P2) areas are defined within PDWSAs by the Department of Water, and are managed to maintain or improve the quality of the drinking water source with the objective of risk minimisation.

Public drinking water source area (PDWSA) means an area that provides a source of drinking water and is proclaimed under legislation. Middle Helena Catchment Area is a PDWSA, and is proclaimed under the *Country Areas Water Supply Act 1947*.

Secondary treatment means the biological processing and settling or filtering of effluent received from a primary treatment unit (for example Aerobic Treatment Unit). The quality of effluent after secondary treatment is higher than after primary treatment.

Wastewater disposal system means any sewage treatment system, such as a composting toilet or septic tank system, approved by the Department of Health (WA).

##### **3. Principle**

The objective of Priority 2 areas within PDWSAs is 'risk minimisation'. All proposals within Priority 2 areas of the Middle Helena Catchment Area should therefore aim to maintain or improve water quality.



#### **4. General provisions**

- 4.1 Only one wastewater disposal system will generally be permitted on the lot to service all development (maximum load of system is not to exceed 10 people or 6 bedrooms). Preference is for a new secondary treatment system with nutrient retention to be installed to connect both existing and new buildings.
- 4.2 Bores for private household/drinking water use shall not be located within 30m of a wastewater system.
- 4.3 A wastewater disposal system shall not be located within 100m of a waterway or other water body including dams and wetlands. This may be reduced to 30m for a secondary wastewater treatment system with proven nutrient retention performance.
- 4.4 The lowest component of any wastewater disposal system shall be located at least 2 metres above the end of wet season groundwater level.
- 4.5 On-site wastewater disposal shall not occur on land with a slope of greater than one in five (vertical:horizontal).
- 4.6 Secondary wastewater treatment systems, where approved by the Department of Health, may be accepted with ongoing maintenance commitments. Lesser buffer distances than those stated in provisions 4.2, 4.3, 4.4 and 4.5 may be accepted if site factors (such as soil type, permeability, vegetation cover) and/or system design have been investigated and proven to have a low risk of contamination to public drinking water sources.
- 4.7 Effluent from on-site wastewater systems should be dispersed (irrigated by above or below ground systems) over an area able to deal with issues such as nutrient loading, erosion, distances to sensitive water resources etc, consistent with the requirements of AS/NZS 1547 *On-site domestic wastewater management*.
- 4.8 A wastewater disposal system is to be located outside any area subject to inundation and/or flooding in a 1 in 10 year average recurrence interval (ARI) event.
- 4.9 The management of stormwater should be in accordance with the *Stormwater management manual for Western Australia* (Department of Water 2004-07).
- 4.10 Ancillary Accommodation will be limited to a plot ratio area of 70m<sup>2</sup> however consideration may be given to Ancillary Accommodation with a plot ratio area



of up to 100m<sup>2</sup> subject to no objection being raised by the Department of Water.

## **5. Application requirements**

- 5.1 Compliance with the requirements of this policy does not exempt the applicant from meeting the requirements of other policy, legislation and/or regulation, nor guarantee approval of the proposal by the Shire of Kalamunda.
- 5.2 It is the applicant's responsibility to demonstrate that the site is suitable for long-term on-site wastewater disposal and that the proposal will maintain or improve water quality within the Priority 2 areas of the Middle Helena Catchment Area. This may be demonstrated through a pre- and post-development contaminant balance which considers all sources of contaminants on the site.
- 5.3 Applications that do not meet the requirements of this policy will be assessed on a case-by-case basis and referred to the Department of Water for advice in their role as manager of the catchment area of proclaimed PDWSAs through by-laws created under the *Country Areas Water Supply Act 1947 (WA)*.
- 5.4 Any application for an ancillary or caretakers dwelling should be accompanied by the following:
  - a) Building plan showing footprint of proposed dwelling i.e. square meters, number of bathrooms, toilets, kitchens, laundry and bedrooms, outbuildings and associated setbacks, and paved surfaces including driveways, carparks, garages, verandahs and alfresco areas.
  - b) Maximum number of people (permanent and temporary) residing in existing and proposed development.
  - c) A site plan showing the features of the site including remnant vegetation cover, existing and proposed development areas including existing and proposed wastewater system(s) and onsite water features and sources including waterways, wetlands, drains, dams and bores.
  - d) Details of site investigation of soil strata and end of wet season groundwater level (if applicable).
  - e) Details of any proposed vegetation clearing, environmental buffers, site earthworks and services, including for water supply, wastewater management and stormwater management.



- f) Wastewater management system to be installed including the location, type and performance of the system; any setbacks prescribed under the *Code of Practice for Onsite Sewage Management*; and the area proposed for disposal, demonstrating that this is sufficient to distribute the effluent and address contamination risks. This should be supported by a nutrient/chemical budget that describes the types, quantities and quality of solid and liquid waste (if applicable) that will be generated or disposed of pre- and post-development.
- g) Stormwater management plan that addresses flood risk and erosion and sediment control from run-off during construction and ongoing operation.
- h) Planned operational and equipment maintenance procedures. It should be noted that Alternative wastewater treatment systems must be serviced by a qualified technician, typically four times a year. Each service is required to be reported to the Shire's Health Services.

Further information is provided in the following water quality protection notes which are available on the Department of Water website ([www.water.wa.gov.au](http://www.water.wa.gov.au))

- WQPN 6 - Vegetation buffers to sensitive water resources
- WQPN 9 - Community drinking water sources - protection and management
- WQPN 22 - Irrigation with nutrient rich wastewater
- WQPN 25 – Land use compatibility tables for PDWSAs
- WQPN 39 - Ponds for stabilising organic matter
- WQPN 41 - Private drinking water supplies
- WQPN 48 - Water supplies for rural lots (non-potable use)
- WQPN 60 - Tanks for mobile fuel storage in PDWSA
- WQPN 70 - Wastewater treatment – onsite domestic system

**Related Local Law**

**Related Policies**

**Related Budget Schedule**

**Legislation**

**Conditions**

**Authority**

**Adopted**

**Next Review Date**



## **Attachment 2**

### **P-DEV 47 Effluent Disposal from Agri-tourist Development in the Middle Helena Catchment Area**

**Adopted**

**Next Review**

#### **Purpose**

To provide guidance on the requirements for effluent disposal for agri-tourist development in order to protect the Middle Helena Catchment Area drinking water source.

#### **Policy Statements**

##### **1. Application**

This policy applies to the Priority 2 areas of the Middle Helena Catchment Area (Figure 1).

Agri-tourist uses covered by this policy are:

- Chalet
- Restaurant
- Winery/Cidery

The following agri-tourist uses are considered incompatible with drinking water source protection objectives for Priority 2 areas and will not be supported within Priority 2 areas of the Middle Helena Catchment Area:

- Art and craft centre
- Reception centre
- Resort
- Rural stall
- Serviced apartment
- Tavern

##### **2. Definitions**

Public drinking water source area (PDWSA) means an area that provides a source of drinking water and is proclaimed under legislation. Middle Helena Catchment Area is a PDWSA, and is proclaimed under the *Country Areas Water Supply Act 1947*.



Priority 2 (P2) areas are defined within PDWSAs by the Department of Water, and are managed to maintain or improve the quality of the drinking water source with the objective of risk minimisation.

Secondary treatment means the biological processing and settling or filtering of effluent received from a primary treatment unit (for example Aerobic Treatment Unit). The quality of effluent after secondary treatment is higher than after primary treatment.

Wastewater disposal system means any sewage treatment unit, such as a composting toilet or septic tank system, approved by the Department of Health (WA).

All agri-tourist uses have the same definitions as provided by Shire of Kalamunda Local Planning Scheme No 3.

### **3. Principle**

The objective of Priority 2 areas within PDWSAs is 'risk minimisation'. All proposals within Priority 2 areas of the Middle Helena Catchment Area should therefore aim to maintain or improve water quality.

Whilst a site may be zoned or rezoned for a specific use or activity, there is no guarantee that planning consent will be granted for that or any other specific use.

### **4. General provisions**

- 4.1 A wastewater disposal system must be installed to treat the maximum predicted input from the proposed use including volume and potential contaminants as approved by the Department of Health (WA) (see schedule 1).
- 4.2 Maximum load should not exceed 350g Biochemical Oxygen Demand/day/hectare and/or recommended acceptable nitrogen application rate for the soil type (see schedule 1).
- 4.3 Dwellings and other rural tourist uses should share the same services and infrastructure (including drinking water source, wastewater disposal system, access roads, etc) where practical.
- 4.4 All wastewater disposal systems will be operated and maintained as recommended by the supplier and Department of Health and agreed by the Shire.



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- 4.5 Signs are to be installed and maintained to advise patrons that the area is located in a proclaimed public drinking water source area where by-laws apply to protect the quality of the drinking water source.
- 4.6 Bores for private household/drinking water use shall not be located within 30m of a wastewater system.
- 4.7 A wastewater disposal system shall not be located within 100m of a waterway or other water body including dams and wetlands. This may be reduced to 30m for a secondary treatment system with proven nutrient retention performance.
- 4.8 The lowest component of any wastewater disposal system shall be located at least 2 metres above the end of wet season groundwater level.
- 4.9 On-site wastewater disposal shall not occur on land with a slope of greater than one in five (vertical:horizontal).
- 4.10 Secondary wastewater treatment systems, where approved by the Department of Health, may be accepted with ongoing maintenance commitments. Lesser buffer distances as stated in provisions 4.6, 4.7, 4.8 and 4.9 may be accepted if site factors (such as soil type, permeability, vegetation cover) and/or system design have been investigated and proven to have a low risk of contamination to public drinking water sources.
- 4.11 Effluent from on-site wastewater systems should be dispersed (irrigated by above or below ground systems) over an area able to deal with issues such as nutrient loading, erosion, distances to sensitive water resources etc, consistent with the requirements of AS/NZS 1547 *On-site domestic wastewater management*.
- 4.12 A wastewater disposal system is to be located outside any area subject to inundation and/or flooding in a 1 in 10 year average recurrence interval (ARI) event.
- 4.13 The management of stormwater should be in accordance with the *Stormwater management manual for Western Australia* (DoW 2004-07). Stormwater from roofs, carparks, paths and landscape run-off should not be discharged into the vicinity of wastewater management systems (including into any oil and grease arrester).
- 4.14 Any proposed non-reticulated water supply source (eg rainwater tank or bore water) for a food premises serving the public must meet the recommended
-



water quality criteria in the *Australian Drinking Water Guidelines* 2011 and the General Food Standards Code Australia New Zealand, Standard 2.6.2, and meet the requirements of the Department of Health with regards to water testing, treatment and monitoring.

## **5.0 Application requirements**

- 5.1 Compliance with the requirements of this policy does not exempt the applicant from meeting the requirements of other policy, legislation and/or regulation, nor guarantee approval of the proposal by the Shire of Kalamunda.
- 5.2 It is the applicant's responsibility to demonstrate that the site is suitable for long-term on-site wastewater disposal and that the proposal will maintain or improve water quality within the Priority 2 areas of the Middle Helena Catchment Area. This may be demonstrated through a pre- and post-development nutrient/contaminant balance which considers all sources of nutrient/contaminants on the site.
- 5.3 Applications that do not meet the requirements of this policy will be assessed on a case-by-case basis and referred to the Department of Water for advice in their role as manager of the catchment area of proclaimed PDWSAs through by-laws created under the *Country Areas Water Supply Act 1947 (WA)* for their advice.
- 5.4 Any application for rezoning should be accompanied by the following:
- a) Proposed scale of future development including area and likely visitation (average number of people per day).
  - b) A site plan showing the features of the site including remnant vegetation cover, existing development areas including existing and proposed wastewater system(s) and onsite water features and sources including waterways, wetlands, drains, dams and bores. The plan should depict the likely location and extent of future development.
  - c) Details of soil type and approximate depth to water table<sup>1</sup>.

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<sup>1</sup> Information on soil permeability and suitability for liquid waste disposal for the Perth metropolitan region (Yanchep to Serpentine) is shown on the Metropolitan environmental geology map series produced in the 1980s by the Geological Survey division of the Department of Mines, and on the Department of Agriculture and Food (WA) land resources mapping series. Broad information on depth to groundwater is provided in the Perth groundwater Atlas available on the Department of Water website ([www.water.wa.gov.au](http://www.water.wa.gov.au)).



- d) Details of any likely vegetation clearing, buffer requirement and/or site earthworks.
- e) Proposed servicing strategy (concept only) including for water supply, wastewater management and stormwater management.
- f) Wastewater treatment system requirements.

5.5 Any application for a development approval should be accompanied by the following:

- a) A site plan showing the features of the site including remnant vegetation cover, existing and proposed development areas including existing and proposed wastewater management system, and onsite water features and sources including waterways, drains, dams and bores.
- b) Building plan showing footprint of proposed development i.e. square meters, number of toilets, bathrooms, kitchens, outbuildings and paved surfaces including driveways, car parking areas, verandas and alfresco areas.
- c) Maximum number of persons (permanent and temporary) per day to be accommodated on the lot.
- d) Details of site investigation of soil strata and end of wet season groundwater level (if applicable).
- e) Details of any proposed vegetation clearing, environmental buffers, site earthworks and services, including for water supply, wastewater management and stormwater management.
- f) Description of the type, quantity and quality of solid and liquid waste (if applicable) that will be generated and disposed of and the methods of disposal, as a result of all uses on the site, both pre- and post-development.
- g) Wastewater management system to be installed including the location, type and performance of the system; any setbacks prescribed under the *Code of Practice for Onsite Sewage Management*; and the area proposed for disposal, demonstrating that this is sufficient to distribute the effluent and address nutrient/contamination risks.
- h) Stormwater management plan that addresses flood risk and erosion and sediment control from run-off during construction and ongoing operation (including carparks).



- i) Water use budget (all sources) pre- and post-development that identifies the location, extent, hydrology, quality and dependencies on local water resources (including any seasonal variations) that could be affected by the proposal.
- j) Planned operational and equipment maintenance procedures. It should be noted that Alternative wastewater treatment systems must be serviced by a qualified technician, typically four times a year. Each service is required to be reported to the Shire's Health Services.
- k) Details of any contingency measures proposed to minimise the impacts of chemical spills and safely dispose of contaminated waters that may result from storms, fire, flood, equipment malfunction or vandalism. Information should include workforce training, site monitoring and emergency response facilities appropriate to the level of risk from the proposed use.

**Related Local Law**

**Related Policies**

**Related Budget Schedule**

**Legislation**

**Conditions**

**Authority**

**Adopted**

**Next Review Date**



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

## **10.16 Alan Anderson Park Restoration**

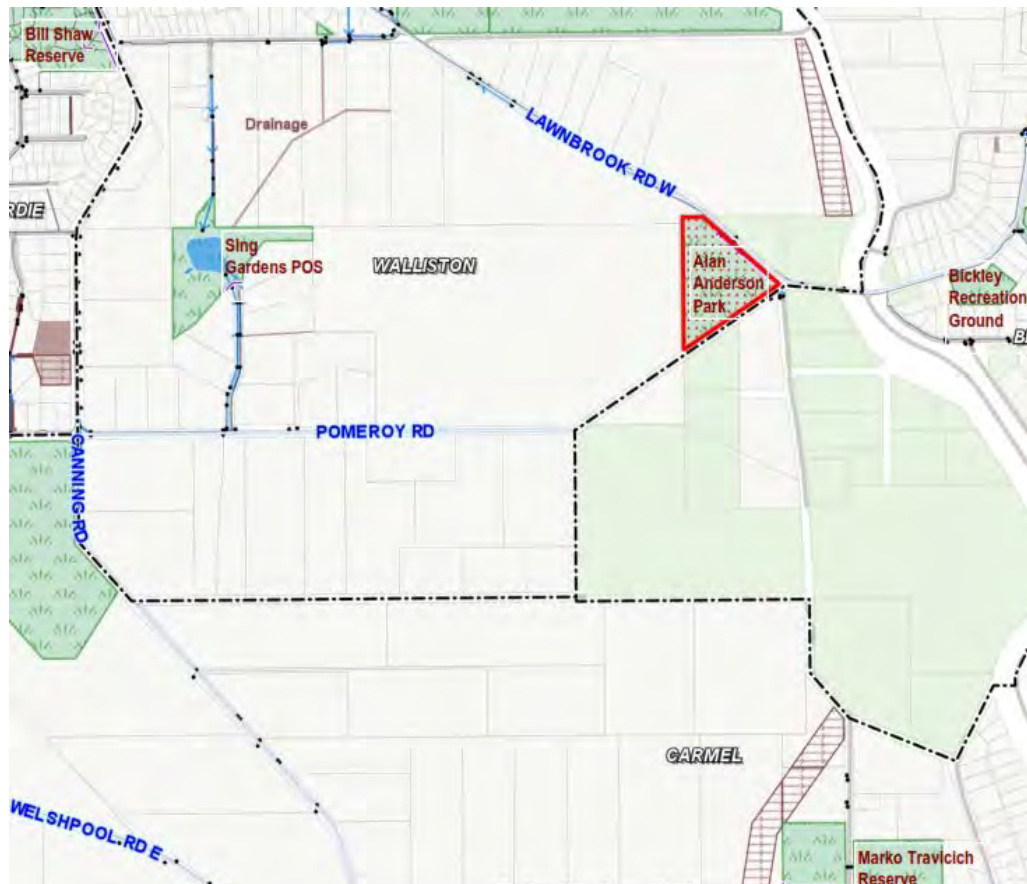
Previous Items	D&I 56 OCM 165/2015
Responsible Officer	Director Infrastructure Services
Service Area	Infrastructure Services
File Reference	LW-03/180 (Reserve)
Applicant	N/A
Owner	N/A
Attachment 1	Submissions

### **PURPOSE**

1. To consider the outcomes of the community engagement program on the future of Alan Anderson Park, Walliston.

### **BACKGROUND**

2. Alan Anderson Park is located on an old inert landfill site at the corner of Lawnbrook Road West and Pomeroy Road, Walliston. A locality plan is provided below:





- 
3. The locality plan shows the proximity to other alternative open space in proximity including:
    - Bill Shaw Reserve (Neighbourhood Park) 1,500 metres
    - Sing Gardens POS 1,150 metres
    - Bickley Recreation Ground 620 metres
    - Marko Travicich Reserve 1,300 metres
    - Railway Heritage Trail 350 metres
  4. Alan Anderson Park is categorised as a local level park, incorporating a grassed area with a small playground and a single toilet. There is an unsealed and partially unformed car park on the northern side of the reserve with a picnic shelter adjacent. There are no formed paths or other infrastructure.
  5. Prior to its closure Alan Anderson Park was used primarily for local residents and, on a regular basis, the Kalamunda Dog Obedience School for its activities.
  6. Alan Anderson Park was used as an inert landfill site, including the deposit of building rubble, car parts and other inert materials. Over several years, the site has developed a number of undulations and sink holes, with the Shire undertaking ad-hoc restoration as these were reported by the community. These actions are not documented, however the recollections of staff indicate that this issue predates 2009.
  7. The number of sink holes has increased and in mid-2015, a number of sink holes developed concurrently and created a significant safety risk to the community. As a result, the park was immediately closed to the public and a geotechnical assessment by a consultant undertaken, with a Geotechnical and Environmental Site Investigation Report presented in October 2015.
  8. The geotechnical analysis and bore holes found that there was insufficient compaction of waste materials as the site was filled and as a result, there is ongoing settlement of the waste materials. Further to this, there are indications that as the materials in the tip site degrade, additional air pockets are forming, causing the capping layer to settle. As a result, the site has formed undulations and sink holes.
  9. The sink holes ranged in size from a few centimetres to up to 50 centimetres in diameter.
  10. The geotechnical report recommended that the inert waste material be fully excavated and the site filled with uncontaminated granular fill. The cost to do this, including the tipping costs (based on an assumption of nil contamination) is in the order of \$1,000,000 to \$1,500,000, with an additional \$700,000 in contingencies.
  11. At its meeting on 7 December 2015, Council considered a report on the four restoration options for Alan Anderson Park and resolved as follows:
-



- "1. Note this report regarding the future of Alan Anderson Park in Walliston.
  2. Endorse the proposal to return Alan Anderson Park to a bushland reserve, using the site for future offsets as a means to provide the required plantings. The site will be fully fenced to minimise future public access.
  3. Undertake a community engagement program with residents using onsite advertising, direct mail-out and media release. Following consultation a report will be presented in March 2016."
12. The processes and advertising program for the community engagement program in accordance with Resolution 3 is detailed in the "Community Engagement Requirements" section.

## DETAILS

13. A summary of the results of the community engagement process are outlined below:

### Petitions

A petition with 88 signatures was received by Council at its meeting on 22 February 2016 and requested:

**"SAVE ALAN ANDERSON PARK FROM PERMANENT CLOSURE!"**

*We, the undersigned are very concerned about a recent decision by Council to close Alan Anderson Park on Lawnbrook Road with no prior consultation with residents or the wider community. Under this decision, Council would return Alan Anderson Park to a bushland reserve and fully fence the site to future public access.*

*We want Council to reconsider their decision and, at the very least, adopt Option 3 of the Consultant's report (Refer to D&I Services Committee Minutes 7 Dec 2015). This park is a popular recreation area for local families, visitors to the area, dog lovers, bird watchers and anyone who appreciates the natural environment. It caters for all needs with play equipment, picnic tables, shady areas, beautiful trees and toilets."*

In addition there was an online petition with 202 names – [www.care2.com](http://www.care2.com) – Save Alan Anderson Park, noting that this petition does not comply with the Standing Orders re Petitions to Council in that there are no addresses or signatures.

### Submissions

A total of 62 written submissions were received as summarised in Attachment 1. These submissions included the following:



- Kalamunda Dog Obedience Club indicating that while there were some advantages for training at Alan Anderson Park, the Club is very pleased with the current location at Ledger Reserve.
- Carmel Adventist College Primary School expressing concerns at the increase in use of the school fields since the closure of Alan Anderson Park, resulting in increased traffic in and around the schoolyard. The school is also concerned about the possible increase in graffiti and anti-social behaviour.
- A detailed proposal for ground improvement to the site is an attachment to a submission from a geotechnical engineering consultancy. This proposal included further testing of the site using Multichannel Analysis of Surface Wave scanning and ground penetrating radar scanning; deep dynamic compaction of the site; validation testing; removal and replacement of unsuitable materials and backfilling of the site before replanting the grass. The cost estimate for the testing and validation component of this proposal is in the order of \$130,000.

#### Community Forum

A meeting of 50 members of the local community attended a forum on site at Alan Anderson Park on Saturday, 9 April 2016. This forum was chaired by the Shire President and included a verbal presentation on the background to the issue, options being considered and the complications relating to the classification of the site and ended with a question and answer session. Some of the key points raised included:

- Alan Anderson Park is a much used and valued park facility for the local community and needs to be restored.
- Site contamination needs to be addressed.
- Develop a solution which does not involve the disturbance of the deposited waste materials.
- Bickley Recreation Reserve is not a viable alternative to Alan Anderson Park due to limited capacity to provide an equivalent grass area and shortage of parking.
- It may be possible to only develop part of Alan Anderson Park to reduce costs and shall provide a sufficient grassed area for the community.
- The proposed public open space on the proposed Conti subdivision is to be provided for new residents in this area and should not be used as an alternative to Alan Anderson Park.
- Support testing of the site and redevelopment without the removal of trees.

#### Post Community Forum Submission

A submission was received from a retired civil engineer detailing an alternative treatment of the site, inclusive of site investigations such as ground seeking radar to define the extent of site fill, location of voids and low density sections of fill; surcharging of locations with voids; dynamic compaction of the site and importation of a capping layer before planting of turf.



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## STATUTORY AND LEGAL CONSIDERATIONS

14. Under the provisions of Section 15 of the *Contaminated Sites Act 2003* (the Act), the Department of Environment Regulation (DER) has classified this site, (being Bickley Townsite Lot 100 known as Crown Reserve 37174, 180 Lawnbrook Road, Walliston WA 6076) as – “Possibly Contaminated – Investigation Required”.
15. While the landfill site was reported to have accepted builders’ rubble and tree stump waste only, the site was classified as “Possibly Contaminated – Investigation Require” due to the sites known association with unrestricted waste disposal. It was specified at the time of the classification that no soil or groundwater investigations have been carried out to confirm the presence of soil or groundwater contamination.
16. A memorial has been registered against the Certificate(s) of Title under Section 58(b) of the Act which restricts development of the land without seeking, and taking into account, advice from DER as to the suitability of the proposed development.
17. Under the Contaminated Sites legislation, the process to investigate such sites involves having a Preliminary Site Investigation (PSI) undertaken by a consultant. A PSI is a desk top study that will locate and consider all information pertinent to the site contained in Shire and State databases. The PSI will provide detailed recommendations for further investigations to address capping, groundwater contamination and landfill gas migration. A copy of this report is provided to the DER.
18. The next step is to undertake a Detailed Site Assessment (DSI), based on the recommendations of the PSI – this normally requires installation of water monitoring bores, gas probe investigation and a capping study. At other Shire sites the DSI has been broken down into specific areas and investigations undertaken in consultation with the DER and the Shire consultant.

## POLICY CONSIDERATIONS

19. Nil.

## COMMUNITY ENGAGEMENT REQUIREMENTS

20.
  - Media release issued in the following local newspapers: the Hills Gazette on 12 February and the Echo on 20 February.
  - Signs installed onsite on 12 February 2016 after the school holidays.
  - Shire’s webpage updated on 10 February 2016 to include “Call for Public Comments: Alan Anderson Park”.
  - A direct mail out to residents living within 600 metres of the park sent out on 15 February 2016.
  - Letter sent to the Kalamunda Dog Obedience School on 15 February 2016.



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21. At its meeting on 22 February 2016 (OCM 23/2016) under '14.0 Urgent Business approved by the Presiding Member or by decision' supported:
- That the Council requests the Chief Executive Officer:*
1. *Extend the Community Consultation period with respect to the Alan Anderson Park Restoration Project until 31 March 2016 and a report be referred to Council at the Ordinary Council Meeting on 23 May 2016.*
22. In accordance with this resolution the following actions were undertaken:
- Media release issued and advertised in the first week of March in the local newspapers.
  - Signs installed onsite week commencing 29 February 2016.
  - Shire's webpage updated on 29 February 2016.
23. A community forum was held onsite at Alan Anderson Park at 10am on Saturday, 9 April 2016 with advertising for this event summarised below:
- Media release issued in the following local newspapers: the Gazette on 1 April, Echo on 2 April and the Kalamunda Reporter on 5 April 2016.
  - Signs installed updated onsite.
  - Shire's webpage updated on 30 March 2016.
  - Direct mail out on 29 March 2016 to residents that signed the petition.

## **FINANCIAL CONSIDERATIONS**

24. Four options were costed in the December 2015 report to Council, as shown on the following table, with preliminary estimates of the volumes required and therefore are only for the purposes of indicating an order of magnitude of the costs. A more detailed estimate will be required on any option endorsed by Council and supported by the DER, however it must be noted that restoration of landfill sites is renowned for the high value of variations required once work has commenced.
25. The cost of undertaking PSI's and DSI's vary based on what is actually required and the site conditions. The last PSI undertaken by the Shire in 2011 cost \$14,260. The last two sets of monitoring bores (4 bores in total) at Dawson Ave installed in 2015 cost \$18,000. These were shallow bores into sand/clay material. The Alan Anderson Park site consists of lateritic rock and gravel and drilling costs are likely to be significantly higher.
26. The cost for the PSI can be covered under the contaminated sites project account and action has been initiated to progress this investigation.
27. It is too early to provide an estimated cost for a DSI as the extent of investigation will be dependent on the outcomes of the PSI. Based on Shire experience, the costs can be significant and could potentially range from \$100,000- \$300,000. For reference the annual ground water monitoring cost for the Dawson Ave and Brand Road sites is \$26,000.



28.

Option	Detail	Estimated Cost (excluding Overheads)
Option 1 – full restoration of the public open space as recommended by the Geotechnical Report.	Full Restoration of the site. Excavate the existing waste materials and transport/dispose at an authorised landfill site. Import appropriate granular fill and compact in layers to achieve desired levels. Landscape and reinstate infrastructure. Minimum 12-18 months. Maintenance as a Local POS.	Restoration    \$1,500,000 Contingency    \$700,000 Landscaping    \$150,000 <hr/> <b>Total            \$2,350,000</b>
Option 2 – full restoration of the public open space using an alternative waste treatment method.	Excavate the capping layer and transport and dispose to an authorised landfill site. Compact exposed waste materials to sufficient levels to reduce ongoing settlement. Import appropriate capping material and compact to DEC requirements. Import appropriate granular fill and compact layers to achieve desired levels. Landscape and reinstate infrastructure. Minimum 12-18 months. Maintenance as a Local POS.	Restoration    \$1,000,000 Contingency    \$500,000 Landscaping    \$150,000 <hr/> <b>Total            \$1,650,000</b>
Option 3 – full restoration of the public open space with no treatment of the waste.	Import appropriate granular fill and compact in layers to achieve desired levels. Landscape and reinstate infrastructure. Minimum 306 months. Maintenance as a local POS.	Restoration    \$150,000 Contingency    \$15,000 Landscaping    \$150,000 <hr/> <b>Total            \$315,000</b>
Option 4 – convert to a bushland reserve	Install appropriate fencing. Planting funded from offset programs. Maintenance as a bushland reserve.	Restoration    \$5,000 Contingency    \$Nil Planting funded by Offsets Fencing            \$80,000 <hr/> <b>Total            \$85,000</b>

29.

The community engagement process generated two detailed proposals for the restoration of the site involving detailed site investigations and dynamic compaction. These types of treatment will be considered as part of the process of gaining approval from DER.



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## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

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

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

## SUSTAINABILITY

### Social Implications

31.            Alan Anderson Park has been closed to the public since August 2015 and the community engagement process has indicated that it is impacting on the social interaction between the local residents who regularly utilise this park.
32.            The ongoing closure of Alan Anderson Park to address the requirements of DEC, detailed site investigations and implementation of an approved treatment will continue to impact the local community.
33.            Implementation of the fourth option to reclassify the reserve to a bushland reserve (to be used as an offset site for other projects) will result in the park being permanently closed to the public. The local community will need to find alternative sites for the important social interaction.

### Economic Implications

34.            Nil.

### Environmental Implications

35.            Alan Anderson Park was used for the disposal of inert waste, however the recent geotechnical study found indications of general waste (glass, bottles and clothing, etc).
36.            The site has been decommissioned as a landfill site and has been converted into a local park of passive recreation.
37.            If the site was returned to a bushland reserve, through offsets, this would provide additional habitat for wildlife.
38.            The use of this site as an offset area would enable the further redevelopment of other active and passive open space in areas where the current level of provision is low or under pressure.



39. The restoration of the site by removing existing waste and transferring this to another landfill would have negative impacts on the environment through:
- The additional fuel required to remove and cart the waste materials and rehabilitate the site.
  - The utilisation of scarce landfill volume.
  - The requirement for resources to provide backfill materials.
40. The restoration of the site by other methods will also have negative environmental impacts through:
- The additional fuel required to compact and rehabilitate the site.
  - The requirement for resources to provide backfill materials.
41. The restoration method for the site will require approval by DER following resolution of the classification of the site as “Possibly Contaminated – Investigation Required”.

## RISK MANAGEMENT CONSIDERATIONS

42.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Funding is not approved for investigations to address the outcomes of the PSI.	Unlikely	Major	Medium	Ensure that Council is aware of the processes required to address the “Possibly Contaminated” classification of the site.
Long term monitoring of the site is required.	Possible	Minor	Medium	The budget to include annual funding for the purposes of undertaking these types of monitoring programs.

## OFFICER COMMENT

43. The key outcome from the community engagement process is the support from the local community for the restoration of Alan Anderson Park as a local level park at the least cost to comply with any conditions imposed by the DER.
44. Before consideration is given to any works on Alan Anderson Park to restore it to a local level park, there is a requirement to address with DER, the classification of the site as “Possibly Contaminated – Investigation Required”.
45. Administration has commenced the process, with the assistance of the environmental section of EMRC to develop a brief for the appointment of a consultant to undertake a PSI for the site.



46. The PSI report will be submitted to DER for review and advice as to the requirement for further investigations or conditions applicable to the restoration of the site.
47. On receipt of advice from the DER following its review of the PSI, a further report will be presented to Council. It is noted that a likely recommendation of the PSI will be for the Shire to undertake a DSI of the site.
48. It is proposed that funding in the order of \$120,000 be listed for consideration in the draft 2016/2017 Capital Works Budget to address the outcomes of the PSI and advice from DER and a further \$400,000 in 2017/2018 towards the restoration of the park in accordance with any conditions imposed by DER. This will accommodate the low cost option 3 with possible dynamic compaction, however the final amount will be subject to any conditions imposed by DER.
49. Alan Anderson Park will need to be closed until such time as the investigations, reports and monitoring are complete and a final decision made by Council on the funding for the restoration of the park.

<b>Voting Requirements: Simple Majority</b>
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RESOLVED OCM 84/2016

That Council:

1. Notes that the key outcome from the community engagement process is the support from the local community for the restoration of Alan Anderson Park as a local level park at the least cost to comply with any conditions imposed by the Department of Environment Regulation.
2. Notes that under the provisions of Section 15 of the *Contaminated Sites Act* 2003 (the Act), the Department of Environment Regulation (DER) has classified this site (being Bickley Townsite Lot 100 known as Crown Reserve 37174, 180 Lawnbrook Road, Walliston WA 6076) as "Possibly Contaminated – Investigation Required".
3. Notes that a memorial has been registered against the Certificate(s) of Title under Section 58(b) of the Act which restricts development of the land without seeking, and taking into account, advice from DER as to the suitability of the proposed development.
4. Notes that Administration has commenced the process to appoint a consultant to undertake a Preliminary Site Investigation of the site in accordance with the Contaminated Site legislation, with the costs of this consultancy to be charged to the contaminated sites project account.
5. Requests a further report to Council on the outcomes of the Preliminary Site Investigation and advice from the DER.



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6. Lists an amount of \$120,000 in the draft 2016/2017 Capital Works Budget to address the outcomes of the Preliminary Site Investigation and advice from the Department of Environment Regulation and a further \$400,000 in the draft 2017/2018 year of the Long Term Financial Plan towards the restoration of the park in accordance with any conditions imposed by DER.
  7. Retains the fencing around Alan Anderson Park until such time as all investigations, reports and monitoring are complete and a final decision is made by Council on the funding of the restoration of the park.
  8. Advises the community of the status of this project through a media release, installation of signs on site, update to the Shire's webpage, direct mail out to residents living within 600 metres of the park and letter to the community members and organisations who made submissions and signed the petition.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Michael Fernie**

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



## Attachment 1

### Submissions – Alan Anderson Park Restoration

Reference	Details	Option Preference	Comment
1.	ICS-114370 Lawnbrook Rd East Bickley		<ul style="list-style-type: none"> <li>There is strong support for repairing AA park in Bickley. A petition is underway with very strong support. This amenity is not really negotiable. It is used by many people not just residents. It is nicely laid out, has kids playground toilets and a safe run around games area. Community health is an issue here. Open spaces are becoming rare and we need them. There is a mental health disorder called 'Nature deficit disorder' it's a depression that develops from not being out in natural surroundings enough. Economic rationalism would create a very barren and unhealthy community. People live in the hills because they value these things. Council will have a battle on their hands if they try to avoid repairing this valuable community asset. Council must serve the community and find a way to solve this not just put in in the too hard basket.</li> </ul>
2.	IE-183777 Traylen Road Kalamunda		<ul style="list-style-type: none"> <li>Whilst there were some advantages for Kalamunda Dog Obedience Club (KDOC) training at Alan Anderson Reserve, is very pleased with our current location at Ledger Reserve.</li> <li>I took a drive up to Alan Anderson Reserve noting that the temporary fencing location and very pleased to see that the toilet block, gazebo and metal picnic table setting were all outside the exclusion fencing. I would assume that the eventual more permanent fencing will follow a similar line with the facilities mentioned above remaining available for public use.</li> <li>I'd be pleased if you could confirm the probable fencing location, facilities remaining for public use for the rest of the reserve public area use. I'd like to be in a position to advise our KDOC members of that fact. To date I've seen quite a lot of negative public comment, which is to be expected, but it could have a positive impact if the public were informed that the said facilities will remain.</li> </ul>



Reference	Details	Option Preference	Comment
3.	IE-185211 First Avenue Bickley		<ul style="list-style-type: none"> <li>We have lived in First Avenue, Bickley for 27 years, and our four children spent the majority of their childhood here. We have often enjoyed recreational activities at the park, as have our grandchildren. It is the closest park to us and we value it's close proximity. Prior to the fencing being erected, I would see the park being used on most days when I drove past. On weekend mornings, I would see dog obedience classes in progress. We have held community events there and they have been well attended. I would like to register my strong desire for this park to be upgraded so it can continue to be utilised by members of the local community. I do not see closure as a viable option. The public space behind the Christadelphian Church which I believe was being considered as an option is not adequate.</li> </ul>
4.	IE-182997 Lawnbrook Rd East Bickley		<ul style="list-style-type: none"> <li>Alan Anderson Park is utilised by many for dog exercise and as a playground for children. It is the only public facility of this kind in the Bickley Valley. I am also concerned that the redevelopment of the land next to this area was approved with these facilities in place, how will it affect that?</li> </ul>
5.	IE-183017 Walnut Rd Bickley		<ul style="list-style-type: none"> <li>I believe that Alan Anderson Park is integral to the structure and residents of the area. I can see no logical argument for returning it to bushland except money. This park should be reinstated for public use and the Shire should desist closing dwindling public areas because it is easy and cheap.</li> </ul>
6.	IE-183103 First Avenue Bickley		<ul style="list-style-type: none"> <li>As a long term resident of 30 years the park has been a part of our family events, e.g. Christmas and Mother's Day. The addition of BBQ, toilet and swings were great. The heavy truck with wood chipper, used last year didn't help the surface much! PLEASE KEEP OUR PARK FOR FAMILIES TO ENJOY.</li> </ul>
7.	IE-183107 First Avenue Bickley		<ul style="list-style-type: none"> <li>I use the park to exercise myself and my dogs. Would be very disappointed to see it close.</li> </ul>



Reference		Details	Option Preference	Comment
8.	IE-183115 & IE-183192	Lawnbrook Rd East Walliston	3	<ul style="list-style-type: none"> <li>I was unable to find pricing on the link provided. That said, I understand there is a cheaper option which Mr Waddell conveniently left out of his 2million# spiel. This is the only park in Walliston big enough to kick a ball and should be redeveloped into a wonderful entrance to the Bickley Valley.</li> <li>I have previously submitted a response but I did not have access to the pricing and options. I have received the pricing today in the mail and think Option 3 is appropriate in order to keep costs low and retain the only park in Walliston.</li> </ul>
9.	IE-183193	Pomeroy Road Walliston		<ul style="list-style-type: none"> <li>Stop spending money on needless commodities. We live in the hills, surrounded by natural bush and wildlife. Ask the ratepayers what they truly think about the new building opposite Barberry Square and yet you are going to not spend money on improving a bush setting park for our kids. Disgusting!!!!!!</li> </ul>
10.	IE-183194	Nairn Road Bickley	3	<ul style="list-style-type: none"> <li>I am voting for Option 3. Full restoration of the public open space with no treatment of the waste.</li> </ul>
11.	IE-183206 & IE-185209	Aldersyde Road Bickley		<ul style="list-style-type: none"> <li>We have lived in the east ward Carmel and then Bickley since 1973. We have regularly used the park since it was created, for birthday bbq's special events, dog training. I have photos dating back over 20 years of regular use. As a ratepayer keep Alan Anderson Park for our future enjoyment and kids.</li> <li>My husband and I are ratepayers, we have lived and owned property in the East Ward since 1973, first in Carmel and then Bickley. We have regularly used the park for family bbq's bringing our own then the 2 shire provided bbq's disappeared. Our children have grown up kicking a football, and now bring their children to the park. We have attended dog training fortnightly until it was closed last year.</li> <li>The Kalamunda Shire have shown no respect to the ratepayers in deciding to close the park without first contacting us. The request now for public comment is an afterthought as I believe they thought we wouldn't care. Alan Anderson was a tireless worker for the East Ward, and I believe you as councillors are doing a disservice to his memory by not fighting with us to save the park. You were elected by the ratepayers, of which I am one who has voted regularly in council elections. So stand up and represent us. WE DO NOT WANT THE PARK CLOSED.</li> </ul>



Reference	Details	Option Preference	Comment	
12.	IE-183212 & ILT-183319	Broadway Road Bickley	3	<ul style="list-style-type: none"><li>We have lived in Bickley for 45 years and remember the site as a shallow gravel pit and then a small rubbish tip. In the light of the area's relatively benign history we feel Option 3 is perfectly adequate to allow the park to remain for public use. Options 1 and 2 are ludicrous. Keep the park!</li><li>Residents and visitors have used the park without any problems for over 30 years. We believe there is a tendency to over react to situations that could be solved with a little practical application of common sense. The first two options outlined seem a huge over reaction.</li></ul> <p>We realise the cost of following this option is greater than Option 4 which is the one preferred by the Council, however no doubt significant costs have already been incurred by fencing the site for almost 7 months and paying for a consultancy.</p> <p>We believe that more than enough time has been spent with our park being fenced off and that immediate action should be taken to resolve the matter.</p>
13.	IE-183283	Heidelberg Road Bickley		<ul style="list-style-type: none"><li>Save the park! No initial consultation with the local community that use it, very little maintenance spent by the Shire over the years, plus park needed more now that a large tract of land very close by has been rezoned for extra housing. Shame on you Shire of Kalamunda! Smelly socks to you!</li></ul>
14.	IE-183276	Kiandra Way High Wycombe	3	<ul style="list-style-type: none"><li>I would most earnestly request that consideration be given to restoring and maintaining the Alan Anderson Park as a 'Public Open Space' utilising as a minimum Option 3 or better as the process. Thank you.</li></ul>
15.	IE-183298	Lawnbrook Rd East Bickley		<ul style="list-style-type: none"><li>Resident 1968. Park used by children and grandchildren. What date was the tip decommissioned to a park? The public should know that it has been a park for many years and used by locals. Disappointed not consulted before discussed at Council. Will Alan Anderson be brushed from history?? KEEPASPARK.</li></ul>
16.	IE-183309 & IE-183310	Lawnbrook Rd East Walliston		<ul style="list-style-type: none"><li>This land has "served the community". At a minimum it should be restored to a safe standard. It served its purpose when required and now it is time to pay the price. Park/Bushland aside, we the people of SOK are responsible. We cannot allow this trend of fencing a past problem to commence. Fix it!</li><li>Well utilised park that offers amazing serenity to our community. Parts of the fence are damaged and missing. All it takes is for one person to be injured and the costs far outweigh any park rehabilitation costs. A person's life could be shattered and add the costs/payout due to negligence. Fix it!</li></ul>



Reference	Details	Option Preference	Comment
17.	IE-183311 Christina Place Lesmurdie		<ul style="list-style-type: none"> <li>Fencing a problem we have created is not a solution. Our community has damaged this land and now 40 years on we must pay the price and fix it. Since it has been well utilised and continued to serve its community. Councillors it's wrong to abuse and discard land. Especially our POS. Please reconsider.</li> </ul>
18.	IE-183300 Orange Valley Road Kalamunda	3	<ul style="list-style-type: none"> <li>I have been a resident of Kalamunda for 40 years. Since the creation of Alan Anderson Park, my family and I have utilised it extensively for passive and action recreation. The shady environment and excellent facilities made it ideal as my family grew. Closing it is not an option. I support Option 3.</li> </ul>
19.	IE-183363 Orange Valley Road Kalamunda	2	<ul style="list-style-type: none"> <li>I regularly use Alan Anderson park to walk my dogs and picnic with my family together with many other residents I meet on a regular basis. The playground, picnic shelter and toilet make this area very family friendly. The loss of the park is unacceptable. My preferred option is Option 2.</li> </ul>
20.	IE-183372 First Avenue Bickley		<ul style="list-style-type: none"> <li>Alan Anderson Park is the only park within a reasonable walking distance for children of the Bickley area. Alan Anderson provides the only cleared flat land in our area for kids to kick a ball. As a ratepayer, I would like to see money spent on our park or don't residents needs in Bickley count?</li> </ul>
21.	IE-183395 & IE-183396 Pomeroy Road Lesmurdie		<ul style="list-style-type: none"> <li>To whom it may concern, I want Alan Anderson Park to remain a local park that resident can walk and meet in, I take my dogs there every week as I live on Pomeroy Road, my park on Pomeroy Road is becoming a haven for hoons and druggies and I do not feel safe anymore walking in it.</li> <li>I want Alan Anderson Park to be a bushland park that residents can utilise, I walk there several days a week with my wife and dogs and when it was open we brought friends walking and their children picnicking there, it needs to be left natural but with the main field upgraded.</li> </ul>
22.	IE-183422 Flora Terrace Lesmurdie		<ul style="list-style-type: none"> <li>Other options for Alan Anderson Park: 1) Inspect daily and just fill sinkholes as they develop or 2) If the cost to fix it too high, upgrade Wallis Park – i.e. add a parking area, a toilet, playground equipment and picnic tables (maybe move from Alan Anderson Park).</li> </ul>
23.	IE-183479 Lawnbrook Rd East Bickley	2	<ul style="list-style-type: none"> <li>I would be happy with Option 2, full restoration of public open space using an alternative waste treatment method.</li> </ul>
24.	ICS-111530 Broadway Road Bickley	3	<ul style="list-style-type: none"> <li>Vote for Option 3 – full restoration of the Public Open Space.</li> </ul>



Reference		Details	Option Preference	Comment
25.	IE-183517	Lawnbrook Rd East Bickley		<ul style="list-style-type: none"> <li>I do not support the proposal to return Alan Anderson Park to bushland reserve. Surrounded by bush, it's the gateway to Bickley Valley, used by locals and non-locals for all sorts of recreation, rarely not utilised and we've no other equivalent sized parks. Put the cost towards restoring the park.</li> </ul>
26.	IE-183555	Lawnbrook Rd East Bickley	3	<ul style="list-style-type: none"> <li>If I were to vote for one of the four options tabled and considered I would vote for Option 3.</li> </ul>
27.	IE-183573	Broadway Road Bickley	1	<ul style="list-style-type: none"> <li>I support the complete restoration (Option 1) of Alan Anderson Park. It is the only space of its kind close to the Bickley townsite and serves a valuable recreational function.</li> </ul>
28.	IE-183606	Willoughby Road Lesmurdie	3	<ul style="list-style-type: none"> <li>I refer to your closure of Alan Anderson Park on Lawnbrook Road. In your proposal, you have failed to provide an alternative POS that is going to replace this one. You mention the other four options which I not are as the crow flies but are a lot further to travel. The only practical method will be by vehicle for all the residents who live in Bickley bar the Bickley Recreational Ground. A reduction in amenities will occur due to this closure that cannot be replaced and there is no mention to increase facilities at other parks. You made mention of one in Maida Vale which is an unacceptable alternative and does not aid the residents closer to the park. Can I ask that you consider investing the finances into Option 3. Completing a direct mailout to residents within 600m seems a bit under done also. There is a lot of land surrounding this park and the amount that would be within that radius would be minimal which would seem to aid in your closing this park with the minimum amount of feedback. I hope that Option 3 will still be on schedule for March/April. I also hope that environmental concerns will not be used against Option 3. For example, there will always be environmental concerns for building a house, a suburb and a road, but it certainly does not hamper construction if required. Please DO NOT close this park and reduce the amenities for the residents in close proximity.</li> </ul>



Reference	Details	Option Preference	Comment
29.	IE-183630 Lawnbrook Rd East Bickley	3	<ul style="list-style-type: none"> <li>I am a local Bickley resident and am writing to comment on the proposal to restore Alan Anderson Park to bushland. Firstly I would like to say how disappointed I am that the Council voted on this matter BEFORE seeking public comment and it was only once local residents started questioning what was happening with Alan Anderson Park that we have been asked for comment. In regards to the proposal, option 4 is completely unsatisfactory. Alan Anderson Park is the only open space and playground we have in the Bickley area and as a mother with 2 young boys and 2 dogs we used the park a lot (prior to it being closed). If option 4 is enacted then where do you suggest my boys go to play and kick a ball? Option 1 &amp; 2 seems to include steps that perhaps aren't necessary and would be quite costly to the Shire. Option 3 is a great option for both the residents (we get to keep the park) and the Shire (keeps costs minimal). As ratepayers we are entitled to this sort of a facility just like anyone else in the Shire. There are many groups of people that use Alan Anderson Park and it is of great benefit to our community. There was mention that any funds not spent on Alan Anderson Park would go towards Maida Vale reserve which is really not acceptable. We cannot walk to Maida Vale reserve and would never get the same use out of it as we do Alan Anderson Park. The community in Bickley and surrounds is very adamant that they will not accept Alan Anderson Park being closed and the petition we have all signed is representative of that. I implore the Kalamunda Shire to do the right thing by the ratepayers and residents and take the necessary action to keep our Park.</li> </ul>
30.	IE-183661 Lawnbrook Rd East Bickley	3	<ul style="list-style-type: none"> <li>Agree with not going with option 1 or 2, however would prefer option 3 over option 4. Object most strongly to point 28 of the report, that funds or savings could be diverted to Maida Vale or other areas, any savings must be used within the suburb, this is standard POS planning policy, s 154 land act.</li> </ul>



Reference	Details	Option Preference	Comment
31.	ILT-183646  Kalamunda & Districts Historical Society		<ul style="list-style-type: none"> <li>The Society has concerns regarding Council's proposal to return the site to a Bushland Reserve, subject to consultation.</li> </ul> <ol style="list-style-type: none"> <li>Of historic importance is the name <b>Alan Anderson Park</b>, which our members and community members wish to retain whatever the final outcome of the site.</li> </ol> <p>The Park was named by Council after Alan Anderson was an active community volunteer and resident. Alan was a founding member of this Society, who worked on the negotiations for the Kalamunda Railway Station reserve to be used as a museum and to move the steam engine into the reserve for better security. Alan devoted much of his time to establishing the Society and museum. He was second President for 3 years, and awarded Honorary Membership. He also was a driving force in establishing the Regional Council of Historical Societies for the Royal WA Historical Society. Through his efforts the Regional Council thrived and encouraged more local historical societies to form. Alan was an internationally recognised artist and his train painting and illustrations for train catalogues were much sought after. (Several on display in Kalamunda History Village). It was for Alan's community service that the Shire named the recreation park on Lawnbrook Road after him as a memorial.</p> <ol style="list-style-type: none"> <li>Several members are residents of Bickley and believe that a passive cleared recreation space is an important facility for this area of the Shire and Alan Anderson Park should be retained. If this is not the outcome, then an alternative flat cleared recreation area should be provided.</li> </ol>
32.	IE-183756 & IE-183760  Pomeroy Road Walliston		<ul style="list-style-type: none"> <li>This park has been utilised by many groups. Keep as a park look at options.</li> <li>I would like to see the park restored for use as a park. The bushland option is a cop out option which does not reflect the needs of the local community. Many groups and individuals used the park on a regular basis and would like to be able to use it again.</li> </ul>



Reference	Details	Option Preference	Comment
33.	IE-183766 Bahen Road Hacketts Gully	3	<ul style="list-style-type: none"> <li>I strongly believe that Kalamunda Shire has a rather low provision of recreational parks for use by residents, I also strongly believe that those parks that do exist are well below the standard provided by many other local governments. I also note that urban development is slowly creeping along Lawnbrook Road towards this reserve and will in future years probably contain far more dense housing putting this park within a 10 minute walk of many homes. Lastly Bickley is a well established community and presumably will only get more densely populated in coming years. I therefore believe that existing recreational spaces should be retained wherever possible giving the community suitable access to quality parks for casual sporting, exercising pets, playgrounds, etc. Alan Anderson Park has never been well maintained but something is better than nothing, and in the years to come its standard could be improved as it is used more.</li> <li>I believe the Shire should adopt option 3 of a fairly simplistic job of compacting, filling and levelling the existing area, and then re-turf and return to public open space. From my observation the key expensive component of the park being the playground equipment wouldn't even need to be touched with this proposal. With suitable urgency site works could be conducted by mid-winter and turf runners laid to establish before summer heat returns. I think returning it to bush robs our community of another public open space, and the costly options of removal of waste etc. would be crazy. By compacting the existing site and filling with appropriate inert material the park would have many more years of use prior to the possibility of any further issues with the underneath structure.</li> </ul>
34.	IE-186769 Ledger Road Gooseberry Hill		<ul style="list-style-type: none"> <li>It's all about money for residents in the hills. You have no problems building fantastic parks for the foothills, but what about us? You know, a decent park wouldn't go astray and now you don't want to spend the money to fix it. Instead turn it into bush. Give the residents what they deserve.</li> </ul>
35.	IE-183771 Amber Court Maida Vale		<ul style="list-style-type: none"> <li>Replant with species naturally occurring in the area. Retain playground if possible.</li> </ul>
36.	IE-183791 First Avenue Bickley		<ul style="list-style-type: none"> <li>I cannot believe the Shire would consider closing our park! This is our only park for several kms! It is Bickley's only community facility! Please read the attached file for my further comments. <b>(Note: no additional file attached)</b></li> </ul>
37.	IE-183794 Punai Place Bickley	3	<ul style="list-style-type: none"> <li>We would like to have the Park maintained in its existing form, thus prefer Option 3. Already miss access to it. The park is well used, a popular focal point, with its pleasant open green space, shaded area, and mature trees. Particularly as an offset to the TV antenna and waste transfer station.</li> </ul>



Reference	Details	Option Preference	Comment
38.	IE-183800 Mitchell Road Bickley		<ul style="list-style-type: none"> <li>When I first heard the proposal, I was shocked. Fancy closing that beautiful park. But then, when I found the reasons, well, I guess I have to go along with the experts advise. A shame but if they are the facts, no alternative but to return to bushland. But I would hate to see it bushland with weeds.</li> </ul>
39.	IE-183816 Eagle Court High Wycombe	4	<ul style="list-style-type: none"> <li>In view of the large-scale decimation of wildlife habitat all over the Perth area and beyond, I totally agree with the proposal to restore Alan Anderson Park to a Bushland Reserve, and with provision for a barrier to prevent domestic dogs fouling the area as presently occurs elsewhere.</li> </ul>
40.	IE-183842 Loaring Road Bickley	3	<ul style="list-style-type: none"> <li>Our family has used Alan Anderson over many years esp. when the kids were growing up. The park is the only open space available to local families, it would be sad to see the facility disappear. I know there are many demands on Shire funds however, option 3 \$312,500 seems a small price to keep the facility.</li> </ul>
41.	IE-183882 Ind Street Lesmurdie		<ul style="list-style-type: none"> <li>Former site use. We were residents and made use of the former tip when it was operational. Dumping then was uncontrolled. From our knowledge it is likely that any excavation or disturbance of the site now would expose waste requiring remedial treatment that exceed the present estimates. Remediation of contaminated sites and accompanying approvals are well known for their complexity and elastic cost.</li> <li>Community benefit for money expended. Options 1 and 2 with estimates of around \$3M and \$2M respectively cannot we believe be justified. Even Option 3 with the estimated more modest \$312k has significant ongoing monitoring costs. To commit these large amounts of money to what at best will be a small local park, seems out of proportion to other proven areas that are struggling for adequate funding. Take for example the old railway reserve between Gooseberry Hill and Walliston, known as the Railway Heritage Trail, that is cared for by the Friends of Railway Reserve. For the last six years that group has sought funding for the Shire to resurface the railway formation. It's well patronised recreational use is unquestionable, while the money involved to resurface is minuscule in comparison. Yet to date no money has been budgeted and no works undertaken. We would rather see funding provided for longstanding, more widely used assets such as the Railway Heritage Trail.</li> <li>Location. Alan Anderson Park cannot ever be more than a small and slightly out-of-the-way park. Relatively nearby is the excellent Bill Shaw Reserve. Since its refurbishment by the Shire it is an absolutely top quality park that caters for a variety of passive recreational pursuits.</li> <li>One aspect of the Alan Anderson Park we would not like to lose is being able to connect through the car park to the bushland on its west, and the paths down to Sing Gardens.</li> </ul>



Reference	Details	Option Preference	Comment
42.	IE-183947 Nairn Road Bickley	4	<ul style="list-style-type: none"> <li>I am more than happy for this parkland to be returned to Australian Native Vegetation. At the end of the day, the reserve was used very little, there are other reserve areas in Bickley. Environmentally and financially, it makes sense to return it to its natural state.</li> </ul>
43.	IE-184045 Wilkins Road Kalamunda		<ul style="list-style-type: none"> <li>I am or was a regular user of this park on a regular basis before it was fenced off, I fully support the redevelopment of this park back to its original state please.</li> </ul>
44.	ILT-184014 Lawnbrook Rd East Bickley	3	<ul style="list-style-type: none"> <li>Please be advised I approved of Option 3 for the park.</li> </ul>
45.	IE-184074 Marie Way Kalamunda & Lawnbrook Rd West Walliston		<ul style="list-style-type: none"> <li>The Shire proposes to return the site to a Bushland Reserve. I have lived in the Kalamunda area since 1952 and I cannot recall that this area has been (since 1952), a Bushland Reserve. It was a tip, from my earliest recollections, then parkland.</li> <li>To return the area to a Bushland Reserve it must be the case that the Shire will spend considerable funds to restore the land by eliminating the sink holes. Under Option 4 in the Shire's Proposal, the unlikely sum of \$105,000 is estimated to 'level the surface and to install fencing'. Surely, from a safety perspective at least the amount of work costed in Option 3 must be carried out.</li> <li>There will, in my view, be no significant savings to ratepayers for the Shire to take that step than to spend funds to restore the land to a useable parkland. Already, there is infrastructure at Alan Anderson Park to support the Park i.e. bbq's, a toilet block and a significant grassed area with playground equipment.</li> <li>The Shire must be aware of the rezoning of the land adjoining Alan Anderson Park - the land at Lot 51 Lawnbrook Road West, Walliston – to Urban and the density changed from R2.5 to R5. The proposed POS for this subdivision is at the Western end of the subdivision adjoining Lot 50, my land. This proposed subdivision is not shown on the plan attached to the Shire's various proposal for the future use of the area that is now Alan Anderson Park.</li> <li>It is, in my view, imperative for the future of Walliston that the existing Alan Anderson Park be preserved, particularly where, in the near future, a significant number of new families may well be living close to Alan Anderson Park.</li> </ul>



Reference	Details	Option Preference	Comment
			<ul style="list-style-type: none"> <li>• Another compelling reason to retain and maintain Alan Anderson Park is to reduce bushfire risks to those living close to or adjoining what is now Alan Anderson Park into the future. If the land reverts to bushland, is the Shire planning to spend money to maintain the bush land area into the future to reduce or eliminate any future bush fires escaping from the proposed Bushland Reserve immediately adjoining the future subdivided blocks to the East in the Lot 51 subdivision into thus endangering those lots? This scenario should be carefully considered by the Shire before proceeding.</li> <li>• In my submission it is not simply a case of the Shire designating the area now known as Alan Anderson Park as Bushland Reserve unless the Shire has an adequate works proposal to ensure the proposed Bushland is kept clean of weeds and dead bushes and trees and keep the trees trimmed to limit the fuel loads on the Reserve to ensure that the owners of lots adjoining the Bushland site area able to comply with the current and future fuel loads to eliminate or significantly reduce the fire danger to the adjoining subdivided lots on Lot 51.</li> <li>• Why not retain the area known as Alan Anderson Park as parkland notwithstanding the cost? Surely, rates money and grants money could be made available to the Shire over time to allow the parkland to be fixed and then retained as a major park asset in the Walliston area.</li> </ul>
46.	IE-184118 & IE-185045	Broadway Road Bickley 3	<ul style="list-style-type: none"> <li>• I have been walking my dogs here for nearly 20 years and attended dog obedience. My teenagers here since birth. Have been actively involved with Playgroup, Toy Library and local Primary and Secondary school. Kalamunda has absolutely rubbish facilities for families due to lack of investment.</li> <li>• I strongly oppose the proposal to return Alan Anderson Park to bushland. This is the only reasonably flat public open space in Bickley. My family and I have used this park for kite flying, footy practice, birthday parties and dog training. My wife walks our dog there, often twice a day.</li> <li>• I prefer Option 3, a cost to Council of \$212,500 for this we retain a park, with shelter car parking and a toilet. Where else in Bickley could this be achieved for so little spend? There will be another 40 houses soon once the adjacent subdivision is completed, where will these kids play??</li> <li>• Council recently upgraded the park by Walliston deli, at significant cost. This park is now well used by all sections of the community and is the model that should be applied to Bickley's only decent open space. Why return it to bush when we have acres of that available anyway??</li> </ul>



Reference	Details	Option Preference	Comment
47.	IE-184170 Broadway Road Bickley	1	<ul style="list-style-type: none"> <li>Option 1.</li> </ul>
48.	ILT-184098 Walnut Road Bickley		<ul style="list-style-type: none"> <li>In response to the Shire's call for submissions on the park, I would like to point out that this facility is one of very few recreational spaces in this area of the Shire and as such it provided a very important facility for the Bickley community. This is evidenced by the infrastructure built by the Shire at the park i.e., children's play facilities and toilet block.</li> <li>When the park was well maintained a large number of residents used it, not only the dog training club but people requiring a level surface to practice their sports. Of a weekend it was not unusual to see family groups picnicking in the park.</li> <li>I think the remediation expense in options 1 and 2 are probably prohibitive to return the park to its former state. I do think the community needs to be compensated for any loss in the use of the park and I would therefore suggest the following: <ul style="list-style-type: none"> <li>i. That Alan Anderson Park remain so name but is seriously landscaped into a natural garden setting with walkways, features of interest etc. and that is it continuously maintained throughout the year.</li> <li>ii. That the Bickley recreational reserve, or the reserve at the corner of Lawnbrook Road and First Avenue (Untitled Reserve 39948) be developed into a well maintained substitute for the Anderson Park. By this I mean a fully landscaped area that is continuously maintained and watered including a level area for sports training (i.e. large enough to kick a football or for children to run about) and which is designed to fulfil the role as the community's heart.</li> </ul> </li> <li>I hope these comments are helpful and I look forward to the announcement of an innovative plan to compensate the Bickley community for the loss of the Alan Anderson park facility.</li> </ul>



Reference	Details	Option Preference	Comment
49.	ILT-84188	Hillarys WA 6923	<ul style="list-style-type: none"> <li>• During a recent tour through the hills area and looking for a barbeque facility at which to have lunch we chanced upon Alan Anderson Park.</li> <li>• We are three (3) oldies, in our seventies and nineties, apart from barbeque facilities which are located in manicured lawns/parks we could not find a facility that allows visitors to drive into, unload our picnic and enjoy a very pleasant few hours in a natural bush setting as we experienced in your park.</li> <li>• We doubt we could find another facility elsewhere in the hills area as you Councils Alan Anderson Park for convenience and in a beautiful setting for the enjoyment we experienced.</li> <li>• As visitors from Perth metropolitan area, such as ourselves, we consider your Council has a very unique facility within their Shire.</li> <li>• Suffice to say that with careful planning/upgrading the end result would be an area very much appreciated by visitors to your Shire.</li> <li>• My views do not include restoration of the area with sink holes, only area with public toilets, rubbish disposal, water supply, table and shaded facility.</li> <li>• We urge your Council to please keep the facility open for all, ratepayers, visitors, etc.</li> <li>• Thank you for the opportunity your Council has extended for public comment on this issue.</li> </ul>
50.	IE-184247	Lawnbrook Road Walliston	<ul style="list-style-type: none"> <li>• It would seem appropriate that money dedicated to this area should remain in this area. Alan Anderson Park is a POS for the community that should be utilised and avail to local residents. The park serves a purpose like no other in the region to dog and bush walkers. This park should be kept!</li> </ul>



Reference	Details	Option Preference	Comment
51.	IE-184365 Pomeroy Road Walliston	2	<ul style="list-style-type: none"> <li>As a near neighbour of Alan Anderson Park, we value it as a recreation area and access point to adjacent bushland. Our opinion on the options considered are as follows: <ul style="list-style-type: none"> <li>Option 1: is a non-starter on the grounds of cost and environmental impact of moving dumped material.</li> <li>Option 2: compaction and capping appears overly expensive, but deserving of additional study.</li> <li>Option 3: Surface Levelling – while attractive on a first cost basis, risks future repair costs and potential exposure of fill material.</li> <li>Option 4: Has the lowest first cost, but loses the amenity of the area to residents and could only be supported if a suitable replacement site could be identified in close proximity to the existing park. There is also a risk of environmental contamination despite fencing the area.</li> </ul> </li> <li>Discussing the matter with friends and contacts in the earthmoving industry, there appears to be alternative methods of identifying and compacting only the affected areas to achieve effective restoration with a reasonable costs.</li> <li>I have approached an expert contractor in this area who has a track record of successful rehabilitation of difficult sites. Using geophysical methods to identify the areas where dumped material was not correctly managed, high energy compacting equipment could be used to efficiently treat the affected areas to minimise the cost of compacting and filling.</li> <li>We attach an email from Dr Sanjive Narendranathan of InfraTech offering to develop a site specific proposal.</li> <li>My submission requests Council work Option 2 harder to arrive at a cost effective and environmentally responsible restoration of Alan Anderson Park.</li> </ul>



Reference		Details	Option Preference	Comment
52.	IE-184405	Bahen Road Hacketts Gully	3	<ul style="list-style-type: none"> <li>We both feel that Option 3 is sensible. The cost of \$312,500 to fill it in, smooth it out and get it back to useful.</li> </ul>
53.	IE-184526	First Avenue Bickley		<ul style="list-style-type: none"> <li>I recently noticed a sign that says the Shire has voted to close the Alan Anderson Park, and I wonder why! When I moved here in 1968, the area was a heap of rocks in the gravel pit, so any sink holes are simply the result of 45 years of the fill trickling into the gaps between the rocks. I recall noticing that the sum of \$317,000 is listed for the cheapest repairs, and wonder what is the make-up of this sum. As I see it, there is a mountain of gravel right across the road, and to take one front-end-loader bucket across each morning and dump it in a sinking area, then run back and forward a couple of times to tamp it down, is not an excessively expensive project. I counted 11 marked areas as I drove by, so it is not a very long-term task – a mere 11 work days! That is my house-wifely assessment of the task, so would appreciate your comments.</li> </ul>
54.	IE-184804 & IE-184806	Lesmurdie Road Lesmurdie	4	<ul style="list-style-type: none"> <li>I support option 4 – return to bushland reserve. This is the safest, most cost effective and environmentally considerate option to pursue. While I recognise the dismay (and empathise with) some local residents, I applaud those who rightly point out the close proximity of other similar facilities.</li> <li>I am for the closure of this park. The estimated costs in restoration are well and truly excessive. Plenty of other parks nearby. The occasions I have been there, the park was only used by dog walkers, the play equipment was poor and unused. Money better spent upgrading play equipment at Stirk Park.</li> </ul>
55.	IE-184896	Broadway Road Bickley	3	<ul style="list-style-type: none"> <li>I wish to register my vote for Option 3 – full restoration of the public open space with no treatment of the waste. Thank you.</li> </ul>



Reference	Details	Option Preference	Comment
56.	Illt-184952 Carmel Adventist College – Primary First Avenue Bickley		<ul style="list-style-type: none"> <li>• <b>Letter received as follows:</b> <ul style="list-style-type: none"> <li>➤ The Carmel Adventist College Primary School Council, and the Parents and Friends Association, would like to express our extreme disappointment at the rumoured plans to close Anderson Park. We were relieved to hear that the Council is at least now prepared to talk to residents about this decision and reconsider options for the park, and so we write this letter on behalf of our school community. This park has been a special one to us as it is quite close to school and has been long appreciated by our students, teachers and their families.</li> <li>➤ This Park's close proximity to us has allowed teachers to walk to this space with their students for various recreational pursuits, art lessons, science observations and for outdoor play. The bush surrounding it is beautiful and has enhanced our teaching and learning program at the school for many years. Our students have been encouraged to bring back a bag of rubbish that we have collected from around the park, after each visit, to ensure that we leave the place in a better state than when we first arrived. A lesson we hope they carry to each park they visit anywhere in the world.</li> <li>➤ Whilst we understand the frustration the Council must feel at finding out that considerable time and resources would be required to restore this park, we do believe it is well worth the investment. There are very few parks in this local area and we believe there is a strong desire for local residents to retain Anderson Park, and further, to improve upon previous facilities, to make it more representative of the beautiful Hills community.</li> <li>➤ On a more personal note, an issue that has impacted our school, and that has arisen as a direct consequence of the park being closed, is the number of people who are now using our school grounds as the 'local park'. Most weekends, after school each day and during holidays we are finding the traffic in and around the schoolyard has significantly increased. This is making it increasingly challenging for us to maintain the grass on our school playing field for school-based activities as it rarely gets a rest. Whilst previously a few local families used the school field on a sporadic basis, there are now a lot more people who use the playing field for fitness training and a space to exercise their dogs or play with their children. Local families often use the playground facilities as though the school grounds are a public park and a number of residents have commented that this is because of the closure of the park. The number of people who pass through our grounds has confirmed to us just how important a local park is to the local community.</li> </ul> </li> </ul>



Reference	Details	Option Preference	Comment
			<ul style="list-style-type: none"> <li>➤ We believe we have not only lost a valuable community asset, but our own school grounds are also suffering as a result of this decision. Whilst graffiti and anti-social behaviour is uncommon at the school at this point, the concern is that this could escalate over time. Anderson Park is very open to view from passing traffic and provides far less of a target than a school playing field that is deliberately tucked away from view.</li> <li>➤ We request that the Council give very serious consideration to keeping this park open and to further expand and develop the facilities within the park. There are minimal community open spaces in the Bickley, Carmel region and we believe that the park has the potential to add real value to residents lives once again.</li> <li>➤ Thank you for considering this appeal. We would be happy to meet with relevant Council personnel if you wish to discuss any matters raised in our letter.</li> </ul> <p><b>Signed by:</b> Janine Taylor, Principal – Secretary to the School Council.</p>
57.	IE-185045	Walnut Road Bickley	<ul style="list-style-type: none"> <li>• Community consultation would lead to a mutually beneficial outcome of creating a new park from adjacent bushland that has not previously been used as a waste landfill site, and selecting a variation on Option 4 to revegetate AA Park back to bushland in exchange for clearing trees to make the new park.</li> </ul>
58.	IE-185029	Lawnbrook Rd West Walliston	<ul style="list-style-type: none"> <li>• GT report does not refer to known activities conducted in close proximity as 'likely causes' i.e. industrial mulching machine/wood chipping, creating a disturbing level of vibration progressively escalating mid to late 2015/early 2016 – Coincidence? Calls to Shire not returned after four weeks.</li> </ul>



Reference	Details	Option Preference	Comment
59.	IE-184987	Christina Place Lesmurdie	<ul style="list-style-type: none"> <li>• Environmentally it our responsibility to rehabilitate the land. Our community has used this as a rubbish site and later as a valuable POS park land. It would be most irresponsible to hand this over to the next generation as useable.</li> <li>• POS like this is rare and should be utilised appropriately. It is a very unique park. The park has served families for many years and been utilised as a vital meeting place for dog owners to responsibly train their animals in an open environment. In its own right this valuable POS has attracted many people due to its uniqueness situated amongst the bushland with amazing walking tracks.</li> <li>• In moving forward the monies collected for this location should be spent in this location – no public open space should be closed especially when nearby future land developments will only utilise this area even more so. Its uniqueness should be maintained as cost effective for the community with low set up and low maintenance with maximum value as a great park. I believe Alan Anderson Park should be restored similar to how it is today and future upgrades to inline with population growth of Lawnbrook and Halleendale Road land developments on the rise.</li> </ul>
60.	IE-184988	Christina Place Lesmurdie	<ul style="list-style-type: none"> <li>• Alan Anderson Park is a valuable POS for my children and will be even more valuable for my children's children. Public Open Space is a vital part of any community thus that is why we have it in place.</li> <li>• The money that is designated to this region should be spent in this region.</li> <li>• By keeping Alan Anderson Park in a similar manner is a very cost effective to the Shire and will continue to serve the local community as it has in the past. Its popularity continues to grow as it is distinctive parkland with an incredible over view. It should be restored for our community.</li> </ul>



Reference	Details	Option Preference	Comment
<b>Note: following submissions received after 31 March 2016</b>			
61.	ILT-185061 Baden Road Bickley		<ul style="list-style-type: none"> <li>I am concerned at the Shire Council's decision to consider closing this park which will deprive residents of the one small area where our children can play and families meet. I feel that the problems are being blown out of proportion. The largest hole we are told is 50cm by 50cm and I am surprised that a consultant was engaged instead of an assessment by Council Engineering staff who I am sure are very capable.</li> <li>Having lived in the area at the time when the site was used as a tip, I do not recall the depth of rubbish being very deep and probably the largest articles being car bodies and white goods etc. which would hardly be large enough to cause massive subsidence. I feel that the area should be investigated and closely monitored by council staff and any undulations or abnormalities treated as they occur. I do not think that this would be a costly exercise with the filling material no doubt available in the Engineering Dept storage area across the road from the park. Users of the park could be encouraged to report any changes in the surface to the Shire for investigation.</li> <li>In conclusion I must point out that the area now used as part of the Rubbish Transfer Station and the Shire Engineering Storage area was used as a rubbish dump prior to the park being used. Does the Council intend closing that area and allowing it to return to bushland in view of this area being used by heavy earth moving equipment at times. The area at the corner of Lawnbrook Road and Palmateer Drive which is quoted as a (hardly practical) alternative open space was also used as a rubbish tip.</li> <li>It would appear that the Shire would like to save the small amount of money used to maintain Alan Anderson Park to increase facilities in other parts of the Shire which are already well served and for the Shire to reserve the land for any use it chooses at some future time.</li> </ul>



Reference	Details	Option Preference	Comment
<b>Note: following submissions received after 31 March 2016</b>			
62.	IE-185380	Broadway Road Bickley	<ul style="list-style-type: none"> <li>I have written this letter to let you know that it is not okay to let Alan Anderson Park turn into an abandoned bushland.</li> <li>If you took away this park from me, I wouldn't only lose the park, I would lose the memories and connections to it. I celebrated countless birthdays, Easters and Christmas' at my local park (Alan Anderson Park) and I don't know what I would do if a place that I spent so many happy times at, got carelessly abandoned and forgotten.</li> <li>You may say that we could just walk our dogs at any other park in the area, but I disagree. As I have said before, I have a connection to the park and so do many others. Our park is ours and no one <u>should</u> be allowed to take it away from us.</li> <li>There is no other decent park around the area. I do not want to have to walk all the way to Walliston or Jorgensen just to walk my dog in the morning.</li> <li>Before Alan Anderson Park was closed, it used to have a dog training program every 2<sup>nd</sup> Sunday. Now that the park is closed, members now have to travel all the way to Gooseberry Hill.</li> <li>Alan Anderson Park already has a functioning toilet and tap (for dog's drinking water) and I think that it would be a waste of resources to just abandon them. Instead, we can take care of what we already have and use it to our advantage.</li> <li>I believe, along with many other users of the park, that there is no alternative, but to keep our beautiful park and give it the necessary attention. I also think that we need to fix the problem right at the source so that the problem does not occur again. If this means spending a bit more money, I think it's worth it in the long run.</li> <li>As a normal 13 year old would, I do not read the local newspapers or regularly go on the Shire website. I also believe that issues need to be publicised so that more people can get involved. I had to search for longer than I should have to find any information on this issue. Couldn't you just have put a few flyers around the park or in the local shopping centre?</li> <li>I do however, appreciate the few signs that have been put up at the park recently. I also appreciate the meeting that was arranged at the park last Saturday.</li> <li>I hope that you can understand that more people would benefit from the park staying open than from it closing. Thank you for spending time on this issues and getting public opinions. I hope my opinion can help you choose and best way of dealing with park.</li> </ul>



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

**10.17 Metropolitan Regional Roads Group Program – 2017/2018**

Previous Items	N/A
Responsible Officer	Director Infrastructure Services
Service Area	Infrastructure Projects
File Reference	FI-FAG-008
Applicant	N/A
Owner	N/A

**PURPOSE**

1. To consider the submissions for funding consideration as part of the 2017/2018 Metropolitan Regional Roads Group Road Rehabilitation Projects Program.

**BACKGROUND**

2. Each year, Main Roads WA (MRWA) invites project submissions for funding consideration as part of the Metropolitan Regional Road Group Program (MRRG).
3. The project types are separated into two categories as outlined below:

Road Improvement Projects

Improvement projects are those which would involve the upgrading of an existing road to a higher standard than currently exists, i.e. dual carriageway construction, pavement widening, new overtaking lanes, traffic control measures, major intersection upgrades etc.

A multi-criteria analysis (taking into consideration road capacity, geometry, accidents, benefits and costs) is used to prioritise road improvement projects on urban arterial roads within the metropolitan area. This analysis is an integral part of the guidelines for the MRRP and must be followed for submissions to be considered for funding.

Road Rehabilitation Projects

Road rehabilitation projects are those proposed for existing roads where a failed link is to be brought back to pre-existing physical condition, e.g. resealing, reconstruction, re-sheeting and reconditioning.

A number of conditions have to be met for a project to be considered in the program. Projects qualify only if the road has a classification of a local distributor road or higher and its Average Annual Daily Traffic (AADT) exceeds 2,000 vehicles per day or the design traffic exceeds 1 x 10<sup>6</sup> Equivalent Standard Axle (a measurement that relates to the commercial vehicle content). Another qualifying criterion requires the points scored for the criterion relating to road condition to be greater than 700 points.



4. Project submissions are forwarded to MRWA and checked for omissions and errors in computations. The MRWA Pavement Branch audits submissions relating to Road Rehabilitation Projects and an independent auditor appointed by MRWA audits the Road Improvement Projects submission.
5. Final audited projects are then collated by MRWA and a priority listing based on the audited points score is developed and distributed to all Councils for review.
6. The Sub Groups of the Metropolitan Regional Road Group (MRRG), each have technical meetings to discuss and approve projects within their own Sub Group and recommendations are forwarded to the MRRG. The Shires of Kalamunda and Mundaring, Cities of Swan and Bayswater and Town of Bassendean form the Eastern Sub Group.
7. The MRRG considers funding submissions in accordance with the guidelines and makes recommendations to the State Road Funds to Local Government Advisory Committee. The Minister for Transport ultimately approves the funding for the projects.

## DETAILS

### 8. Road Improvement Projects

There were no submissions under this category as there were no projects considered to be at a stage to comply with the project implementation and funding recoup criteria. The key projects for the Shire are the upgrading to dual carriageway standard of Kalamunda Road (Fernan Road to Abernethy Road) and Abernethy Road (Avonside Crescent to Adelaide Street). The submission of these two projects is premature as a significant number of land acquisition and service issues need to be resolved. Road projects will be reviewed over the next year to determine any other suitable projects for submission as part of the 2018/2019 funding round.

### 9. Road Rehabilitation Projects

The table below lists the rehabilitation projects that were submitted prior to the 30 April 2016 deadline for consideration in the 2017/2018 program:

Item	Road & Locality	Section	Works	Est. Project Cost	Submitted Score
1	Canning Rd, Kalamunda	Kalamunda Rd to Mead St	Stabilise 300mm foamed bitumen and 30mm asphalt	\$318,400	2455
2	Kalamunda Rd, Kalamunda	Roundabout at Elizabeth St/Boonooloo Rd Intersection	Mill and replace 50mm asphalt	\$50,200	2176
3	Abernethy Rd, High Wycombe	Mid block between Beyer Pl & Hudswell Rd	Reconstruction and 30mm asphalt	\$350,700	1173.7



10. Following Council's endorsement of these submissions, a follow up letter will be sent to MRWA advising of the outcome.
11. Councils would expect to receive advice from MRWA early in 2017 of the successful projects for the 2017/2018 financial year to enable inclusion in the annual Capital Works Budget.

#### **STATUTORY AND LEGAL CONSIDERATIONS**

12. Nil.

#### **POLICY CONSIDERATIONS**

13. Nil.

#### **COMMUNITY ENGAGEMENT REQUIREMENTS**

14. Nil.

#### **FINANCIAL CONSIDERATIONS**

15. The maximum annual allocation for Councils is \$750,000 for Road Rehabilitation Projects and a condition of the grant is that the Shire must contribute at least one third of the project cost to secure State Government funding.
16. Should the following project funding submissions as a part of the Road Rehabilitation Program be successful, the matching funding will be need to be considered as part of the Shire's 2017/2018 Capital Work Budget deliberations.

Item	Road	Estimated Project Cost	Grant	Municipal
1	Canning Road	\$318,400	\$212,267	\$106,133
2	Kalamunda Road	\$50,200	\$33,467	\$16,733
3	Abernethy Road	\$350,700	\$233,800	\$116,900
Total		<b>\$719,300</b>	<b>\$479,534</b>	<b>\$239,766</b>

17. The total estimated project costs for these four projects is \$719,300, with the State Government Grant being \$479,534 and the Shire's minimum contribution being \$239,766.
18. The 2017/2018 year of the Shire's Long Term Financial Plan has an allocation of \$600,000 for MRRG Road Rehabilitation Projects, with a State Government grant of \$400,000 and Shire contribution of \$200,000.



## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

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

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

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

Strategy 6.8.3 Access maximum levels of grants funding available through government and non-government sources.

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

## SUSTAINABILITY

### Social Implications

20. Nil.

### Economic Implications

21. The receipt of State Government Funds as part of this program will reduce the requirement for municipal funding to rehabilitate the Shire's road network.

### Environmental Implications

22. Nil.

## RISK MANAGEMENT CONSIDERATIONS

23.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The submissions are not endorsed and the opportunity is lost for a State Grant funding contribution towards the rehabilitation of the Shire's road network.	Unlikely	Major	Moderate	Provide detailed project submission in accordance with the grant conditions.



## OFFICER COMMENT

24. The approved funding for rehabilitation road projects in 2016/2017 was \$14,387,418 and this is likely to be the order of funding for 2017/2018 with a \$750,000 funding cap per Local Government as per MRRG Policies and Practices Document.
25. The minimum point score in 2016/2017 was 1515 and based on similar funding allocation and the \$750,000 funding cap it is likely that the Shire of Kalamunda will only be successful with the first two projects, with unaudited scores of 2455 and 2176.

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

### RESOLVED OCM 85/2016

That Council:

1. Endorses the submission of the following projects to Main Roads WA for grant funding consideration as part of the 2017/2018 Metropolitan Regional Road Group – Rehabilitation Projects Program.

Item	Road	Estimated Project Cost	Grant	Municipal
1	Canning Road	\$318,400	\$212,267	\$106,133
2	Kalamunda Road	\$50,200	\$33,467	\$16,733
3	Abernethy Road	\$350,700	\$233,800	\$116,900
Total		<b>\$719,300</b>	<b>\$479,534</b>	<b>\$239,766</b>

Moved: **Cr Brooke O'Donnell**

Seconded: **Cr Dylan O'Connor**

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



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## **10.18      Consideration of Tenders – Provision of Traffic Management Services (RFT 1603)**

Previous Items	Nil
Responsible Officer	Director Infrastructure Services
Service Area	Infrastructure Operations
File Reference	RFT 1603
Applicant	N/A
Owner	N/A

### **PURPOSE**

1. To consider the Tender submissions for the Provision of Traffic Management Services (RFT 1603).

### **BACKGROUND**

2. The Tender for the Provision of Traffic Management Services (RFT 1603) was advertised in the West Australian on Saturday 12 March 2016 and closed at 2.00pm, Friday, 8 April 2016.
3. Submissions were received from the following companies:
  - Advanced Traffic Management
  - Beavers Traffic Management
  - Carrington's Traffic Services
  - Contraflow
  - Evolution Traffic Control
  - LGC Traffic Management
  - Quality Traffic Management
  - Roadsafe Traffic Management (RSTM)
  - Secure Traffic
  - Warp Traffic Management
  - Workforce International

### **DETAILS**

4. The scope of this Tender requires the services of suitably qualified and experienced contractors to undertake the provision of traffic management services as detailed in the Specifications.
5. The tender was advertised as a Sole Supplier procurement.
6. The tenders were initially assessed on 14 April 2016 by a panel consisting of:
  - Coordinator Infrastructure Services
  - Coordinator Project Delivery
  - Supervisor Construction
  - Traffic Design Officer



7. In accordance with the Shire of Kalamunda's standard practices, the Coordinator Occupational Safety and Health assessed the Occupational Health and Safety criteria.
8. The evaluation process was observed by the Coordinator Procurement Services to ensure the correct evaluation processes were followed.
9. As part of the evaluation process it was noted that there were a number of suitable responses and that a sole supplier arrangement did not provide the best value for money procurement option.
10. The need for traffic management services has become increasingly important in ensuring Shire activities are undertaken in a manner that protects staff, motorists and pedestrians. The nature of maintenance work requires flexibility in arranging the number and type of traffic management services. For example, there can be multiple concurrent projects requiring traffic management. It is possible that, under a sole supplier arrangement, the contractor cannot resource the volume of work required under the contract. In those instances, having additional contractors would be advantageous as it would allow staff to make arrangements efficiently and minimise disruption to programmed and emergency works.
11. It was determined that the tender should be re-advertised to permit both a secondary and tertiary contractor to be appointed to provide traffic management services to ensure flexibility and the best outcome overall for the community.

#### **STATUTORY AND LEGAL CONSIDERATIONS**

12. *Section 3.57 of Local Government Act 1995. Part 4 of the Local Government (Functions and General) Regulations 1996.*

#### **POLICY CONSIDERATIONS**

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

#### **COMMUNITY ENGAGEMENT REQUIREMENTS**

14. Nil.

#### **FINANCIAL CONSIDERATIONS**

15. The estimated value of works under this tender is \$260,000 per annum, budgeted as part of the relevant activity, for example road maintenance.
16. Individual works under this tender will range from \$500 to over \$5,000 dependent on the work location and duration. Most works will be less than \$2,000 in value.



## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

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

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

## SUSTAINABILITY

### Social Implications

18. Nil.

### Economic Implications

19. This activity is funded as part of the municipal funded maintenance programs within the Infrastructure Services and Parks and Environmental Services activities.

### Environmental Implications

20. Nil.

## RISK MANAGEMENT CONSIDERATIONS

- 21.
- | Risk  | Likelihood | Consequence | Rating | Action/Strategy   |
|---|------------|-------------|--------|---|
| That the tender outcomes are not achieved due to tender specifications of a sole supplier arrangement | Unlikely   | Minor       | Low    | Rigorous review of tender specification undertaken before re-tendering. |



Risk	Likelihood	Consequence	Rating	Action/Strategy
That the provision of Traffic Management Services is untendered for a period of time.	Possible	Minor	Moderate	During the period between June and August, the volume of works is reduced to align with the completion of one financial year and the commencement of the next. During this period, quotes can be sought for any traffic management work with limited impact on the delivery of works and activities.

#### OFFICER COMMENT

22. Tenders for these services were on the basis of a sole supplier arrangement, however it has been identified that a number of respondents would provide value for money and therefore alternative suppliers should be permitted.
23. The Local Government Act and regulations permit the Shire to nominate a contractor to supply service, in ranked order.
24. In order to appoint multiple contractors in a ranked order, there is a requirement for Council to reject all tenders and a review be undertaken of the specifications before readvertising to enable a report to be presented to the July meeting of the Development and Infrastructure Committee.

#### Voting Requirements: Simple Majority

#### RESOLVED OCM 86/2016

That Council:

1. Rejects all tenders for the Provision of Traffic Management Services (RFT 1603).
2. Notes that the specifications will be reviewed and updated to permit Council to appoint multiple contractors to provide this service in ranked order.
3. Notes that all tenderers will be advised of the Council decision and the proposed schedule for readvertising the tender.

Moved: **Cr Sue Bilich**

Seconded: **Cr Geoff Stallard**

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



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

**10.19            CONFIDENTIAL ITEM – Consideration of Tenders – Gully Eduction Services (RFT1607)**

Reason for Confidentiality *Local Government Act 1995 S5.23 (d) (c) – “a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting.”*

Previous Items	N/A
Responsible Officer	Director Infrastructure Services
Service Area	Infrastructure Operations
File Reference	RFT1607
Applicant	N/A
Owner	N/A
Confidential Attachment 1 <u>Reason for Confidentiality</u> <i>Local Government Act 1995 S5.23 (d) (c) – “a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting.”</i>	Tender Evaluation Report
Confidential Attachment 2 <u>Reason for Confidentiality</u> <i>Local Government Act 1995 S5.23 (d) (c) – “a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting.”</i>	Price Schedule

**This Report was circulated to Councillors under separate cover.**

<b>Voting Requirements: Simple Majority</b>
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**RESOLVED OCM 88/2016**

That Council:

1. Accepts the recommendation of the Tender Assessment Panel to appoint Drainflow, for the Gully Eduction Services (RFT1607) for a period of 3 years in accordance with the Price Schedule on Attachment 2, with 2x12 month extensions at the sole discretion of the Principal.

Moved:            **Cr Geoff Stallard**

Seconded:       **Cr Michael Fernie**

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



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

**10.20 CONFIDENTIAL ITEM- Consideration of Tenders- Forrestfield Industrial Area- Management of the Developer Contribution Scheme**

Reason for confidentiality *Local Government Act 1995 S5.23 (d) (c)- "a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting."*

Previous Items	N/A
Responsible Officer	Director Development Services
Service Area	Development Services
File Reference	RFT-1511, PG-STU-028
Applicant	N/A
Owner	Various
Confidential Attachment 1	Local Structure Plan
<u>Reason for confidentiality</u> <i>Local Government Act 1995 S5.23 (d) (c)- "a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting."</i>	
Confidential Attachment 2	Tender Evaluation Report
<u>Reason for confidentiality</u> <i>Local Government Act 1995 S5.23 (d) (c)- "a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting."</i>	

**This Report was circulated to Councillors under separate cover.**

<b>Voting Requirements: Simple Majority</b>
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RESOLVED OCM 89/2016

That Council:

1. Accepts the recommendation of the Tender Assessment Panel to appoint Woodsome Management for the management of the Developer Contribution Scheme for Forrestfield Industrial Area Stage 1 (RFT 1511) for its tendered annual sum of \$38,000 with an option for a further 2x12 month extension at the sole discretion of the Principal.

Moved: **LAPSED**

Seconded:

Vote:



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**Declaration of financial / conflict of interests to be recorded prior to dealing with each item.**  
*The Chief Executive Officer declared a Direct Financial Interest*

**10.21 CONFIDENTIAL ITEM - Chief Executive Officer's Employment Contract Renewal**

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

Previous Items	OCM 166/205
Responsible Officer	Chief Executive Officer
Service Area	Strategy and People Services
File Reference	
Applicant	N/A
Owner	N/A

Confidential Attachment 1 Reason for confidentiality. Local Government Act s 5.23(2) (a). A matter affecting an employee or employees. CEO Employment Contract.

Confidential Attachment 2 Reason for confidentiality. Local Government Act s 5.23(2) (a). A matter affecting an employee or employees. Summary of changes to original contract.

**This Report was circulated to Councillors under separate cover.**

<b>Voting Requirements: Simple Majority</b>
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RESOLVED OCM 90/2016

That Council:

1. Approves the Chief Executive Officer's new employment contract for a period of 5 years commencing 9 July 2016 (Confidential Attachment 1).

Moved: **Cr Sue Bilich**

Seconded: **Cr Simon Di Rosso**

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

The Chief Executive Officer declared a Direct Financial Interest as the item directly relates to her position, she left the meeting at 7.48pm and returned after the vote was taken.



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

11.1 Nil.

**12.0 QUESTIONS BY MEMBERS WITHOUT NOTICE**

12.1 Cr Sue Bilich, Kalamunda Library Stained Glass Window / Break-ins

Q1. The lighting inside the library to view the stained glass window at night is very dull, can this be improved to better view the window? (A Councillor advised she had previously been told this was a cost saving measure)

A1. This will be looked into.

Q2. Are staff and the Chief Executive Officer aware of the number of break-in which have occurred over the last week?

A2. The Chief Executive Officer responded she was aware and understands Minister Day is arranging a forum in the next week or two.

12.2 Cr Geoff Stallard – Break-Ins / Shire Festivals

Q1. I have been informed by shop keepers who have been broken into that local governments have a grant available to them for cctv.

A1. The Chief Executive Officer indicated there are applications in the system for cctv waiting for approval. These are for the Kalamunda Town Centre, Forrestfield Shopping Centre and High Wycombe Shopping Centre.

Q2. Would talking to the Minister help speed up the process.

A2. The Chief Executive Officer took this on notice and will raise with the Minister.

Q3. I have heard from local orchardists that they fall outside the urban area for tourism assistance from the Tourist Association funds and also outside of the area for Royalties for Regions' funds – is there any way we as a Council can look at assisting with this anomaly?

A3. The Chief Executive Officer took this on notice and will raise with Officers to investigate.

12.3 Cr Dylan O'Connor – Storm Damage

Q1. Could the Chief Executive Officer inform Councillors regarding the request for storm damage support requested by Ian Lewis and was this on public or private property?

A1. The Director Infrastructure noted a response is being drafted which will include how to access skip bins from Perth Waste, following the recent bad storm the Shire's resources are being used to making the Shire safe, and priority must be given to deal with trees on roads and reserves. The tree is on private property



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

13.1 Nil.

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

14.1 Nil.

**15.0 TABLED DOCUMENTS**

15.1 UNCONFIRMED - Minutes Disability and Carers Advisory Committee

**16.0 MEETING CLOSED TO THE PUBLIC**

**16.1 Meeting Closed to the Public**

RESOLVED OCM 87/2016

That the meeting be closed to the public to discuss Confidential Items

Moved: **Cr Geoff Stallard**

Seconded **Cr Allan Morton**

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

*The meeting closed to the public at 7.37pm. All members of the public left the meeting.*

**16.2 10.19 CONFIDENTIAL ITEM – Consideration of Tenders – Gully Eduction Services (RFT1607)**

Reason for confidentiality *Local Government Act 1995 S5.23 (d) (c)- "a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting."*

<b>Voting Requirements: Simple Majority</b>
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RESOLVED OCM 88/2016

That Council:

1. Accepts the recommendation of the Tender Assessment Panel to appoint Drainflow, for the Gully Eduction Services (RFT1607) for a period of 3 years in accordance with the Price Schedule on Attachment 2, with 2x12 month extensions at the sole discretion of the Principal.

Moved: **Cr Geoff Stallard**

Seconded **Cr Michael Fernie**

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



- 16.3      **10.20 CONFIDENTIAL ITEM- Consideration of Tenders- Forrestfield Industrial Area- Management of the Developer Contribution Scheme**  
*Reason for confidentiality Local Government Act 1995 S5.23 (d) (c)- "a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting."*

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

RESOLVED OCM 89/2016

That Council:

1.            Accepts the recommendation of the Tender Assessment Panel to appoint Woodsome Management for the management of the Developer Contribution Scheme for Forrestfield Industrial Area Stage 1 (RFT 1511) for its tendered annual sum of \$38,000 with an option for a further 2x12 month extension at the sole discretion of the Principal.

Moved:      **LAPSED**

Seconded

Vote:

*Prior to discussion taking place for this item the Chief Executive Officer and all staff left the meeting at 7.48pm, except for the Manager of Governance & PR and the Governance Officer.*

- 16.4      **10.21 CONFIDENTIAL ITEM Chief Executive Officer's Employment Contract Renewal**  
*Reason for confidentiality. Local Government Act s 5.23(2) (a). A matter affecting an employee or employees.*

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

RESOLVED OCM 90/2016

That Council:

Approves the Chief Executive Officer's new employment contract for a period of 5 years commencing 9 July 2016 (Confidential Attachment 1).

Moved:      **Cr Sue Bilich**

Seconded    **Cr Simon Di Rosso**

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



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16.5      **Meeting Reopened to the Public**

RESOLVED OCM 91/2016

That the meeting reopen to the public following consideration of the Confidential Items (provided under separate cover).

Moved:      **Cr Allan Morton**

Seconded:   **Cr Brooke O'Donnell**

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

*The meeting reopened at 7.51, the Chief Executive Officer and other staff returned, the Presiding Member read the three Resolutions of Council to the meeting.*

**17.0      CLOSURE**

17.1      There being no further business, the Presiding Member declared the meeting closed at 7.52pm.

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

Signed:      \_\_\_\_\_  
   Presiding Member

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016



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## TABLED DOCUMENTS



### (UNCONFIRMED) M I N U T E S

#### DISABILITY AND CARERS ADVISORY COMMITTEE

4.00PM MONDAY 9 MAY 2016

JACK HEALEY CENTRE

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#### 1.0 OPENING OF MEETING

1.1 The meeting was opened at 4.05pm.

#### 2.0 ATTENDANCE AND APOLOGIES

##### 2.1 Members:

Justin O'Meara Smith	Representative organisation providing services
	Presiding Member
Cr. Tracy Destree	Councillor Delegate
	Deputy Presiding Member
Peter Thorpe	Person living with disability
Daniel Baines	Person living with disability
Amanda (Mandy) Corkill	Carer of person with a disability
Kerry Fryers	Staff Member SOK – Manager Community Care
<b>Staff</b>	
Darrell Forrest (until 4.20pm)	Manager Governance & PR
Leah Matthes	Minute Taker – Senior & Disability Officer (S&DO)

##### **Apologies:**

Elizabeth Small	Representative organisation providing services
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#### 3.0 CONFIRMATION OF MINUTES

3.1 That the minutes of the Disability Access and Inclusion Advisory Committee held on 20 April 2015 as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Justin O'Meara Smith**

Seconded: **Kerry Fryers**

Vote: **Carried 6/0**

"On the basis of the above Motion I now sign the minutes as a true and accurate record of the meeting of 20 April 2015."



- 3.2 That the minutes of the Disability and Carers Committee held on 8 February 2016 as published and circulated, are confirmed as a true and accurate record of the proceedings with the following amendment:

The date stated in 4.0 be amended from 20 February 2015 to 20 April 2015 as follows:

**4.0 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING**

Minutes were noted but not endorsed.

Action: Confirmation of the Minutes of the Disability Access and Inclusion Advisory Committee Meeting, held at the Administration Centre on *20 April 2015* be confirmed at the next meeting.

Moved: **Justin O'Meara Smith**

Seconded: **Peter Thorpe**

Vote: **Carried 6/0**

"On the basis of the above Motion I now sign the minutes as a true and accurate record of the meeting of 8 February 2016".

**4.0 DISCLOSURE OF INTERESTS**

**4.1 Disclosure of Financial and Proximity Interests:**

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the *Local Government Act 1995*)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the *Local Government Act 1995*)

Nil.

**4.2 Disclosure of Interest Affecting Impartiality**

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

Nil.

**5.0 CORRESPONDENCE**

**5.1 IN**

Patsy O'Grady (NDIS) - nomination for membership on the Disability and Carers Advisory Committee



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## **6.0 ITEMS FOR COMMITTEE CONSIDERATION**

### **6.1 Darrell Forrest (Manager Governance & PR)**

Manager of Governance & PR explained Disclosure of Interest and provided an overview of roles and responsibilities of the Committee in accordance with the *Local Government Act 1995* and an update of the review of Management and Advisory Committees.

Justin O'Meara Smith summarised that there would be an Agenda and Minutes for each meeting. The order of the Agenda can be changed if required and the Presiding Member can elect to suspend the Standing Orders for all or part of the meeting.

Manager of Governance & PR tabled a copy of the Standing Orders and left the meeting at 4.20pm.

**Officer Action: Nil**

### **6.2 Promoting and Improving access to facilities within the Shire of Kalamunda**

The Committee discussed how Shire of Kalamunda (SOK) could promote whether businesses and facilities are accessible. Three stakeholders are Local Government (promote accessibility), suppliers (voluntary promotion) and self-reporters (identify accessible businesses and facilities).

Suppliers in the municipality are under no obligation to provide access if the building has complied with regulations at the time of construction. Some businesses are open to making changes to improve access.

Self-reporters provide value and input into identifying accessibility of facilities throughout the Shire. People could log their experience with SOK to assist with identification of accessible venues.

The "You're Welcome WA" website <http://www.accesswa.com.au/> was created by the Disability Services Commission to assist people with disability, carers and seniors to search to find accessible business and community facilities in Western Australia. SOK is a partner in You're Welcome WA. A link will be placed on the SOK web page.

**Officer Action: Add information to the web page.**

Kalamunda Chamber of Commerce is interested in having a discussion about access which would be a way to reach local business owners. The Committee would like to see a logo indicating accessibility displayed in accessible businesses and facilities.

SOK developed an Access Audit in 2007 and is now discussing a review of the audit.

The Committee requested that the SOK present a document outlining whether facilities are accessible or not to the next meeting. The document should include footpaths, crosswalks, buildings, facilities, bathrooms, parking, ramps, website accessibility, and accessibility of documentation, hearing loops (fitted and



portable). The Committee requested this document be distributed prior to the next meeting and for a staff member to be invited to speak to the document.

This information will inform Committee in preparation for the development of the next Disability Access and Inclusion Plan (DAIP) due to be lodged in 2017. The Committee will consider what strategy SOK could use to promote accessible venues to the public.

**Recommendation:**

That the Chief Executive Officer of Shire of Kalamunda be asked to provide information outlining whether facilities are accessible or not to the next meeting. The document should include footpaths, crosswalks, buildings, facilities, bathrooms, parking, ramps, website accessibility, documentation accessibility, hearing loops (fitted and portable). The document be distributed prior to the meeting and a staff member speak to the document at the meeting.

Moved: **Justin O'Meara Smith**

Seconded: **Cr. Tracy Destree**

Vote: **Carried 6/0**

**Officer Action: Liaise with SOK staff to obtain information.**

**Recommendation:**

That Shire of Kalamunda liaise with Kalamunda Chamber of Commerce to develop strategies to improve equal access and ways to promote and recognise accessible venues and services.

Moved: **Justin O'Meara Smith**

Seconded: **Cr. Tracy Destree**

Vote: **Carried 6/0**

**Officer Action: Write Report to Council for approval of action proposed**

**Recommendation:**

That the Shire of Kalamunda outline what strategies they will use to promote accessible venues to the public.

Moved: **Justin O'Meara Smith**

Seconded: **Mandy Corkill**

Vote: **Carried 6/0**

**Officer Action: Deliver strategies to the Committee**



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**6.3 Discuss Disability Awareness Week /International Day of People with Disability (IDPwD)**

Disability Awareness Week will be celebrated during the first week of December to include IDPwD (28 November 2016 to 3 December 2016). IDPwD is celebrated on 3 December each year.

The Committee discussed the possibility of using an event to launch “Inclusive Communities”, distribute a sticker or logo to identify accessible venues, highlight work done by SOK and the Committee and promote venues which are accessible. To be included on the Agenda and discussed further at the next meeting.

Cr. Tracy Destree requested that an email list be distributed to all members to enable discussion outside of the scheduled meeting times.

**Officer Action: Distribute list of email addresses to the committee.**

**6.4 Review of the Disability Access and Inclusion Plan (DAIP)**

The Committee requested further information about the SOK DAIP so that the Committee can influence the review of the DAIP. Other local governments will be used as a benchmark.

Timeframes outlining when the DAIP review is due will be given to the Committee.

**Officer Action: Prepare timeframe for review of DAIP**

Outcomes from the current DAIP and direction of the next DAIP will be discussed to identify what has not been completed and why.

Justin O'Meara Smith noted the role of the DACAC will be to inform the Committee, review outcomes from the DAIP, feedback to Council with relation to future directions. It is not the role of the DACAC to develop or write the DAIP.

**Officer Action: Provide requested feedback to the committee**

**6.5 Appointment of Deputies**

Members were asked to encourage another person to submit a nomination form to act as deputy in their absence. The deputies will be endorsed by Council once selected.



An application from Patsy O'Grady who has a role in NDIS Engagement to act as deputy for Justin O'Meara Smith was tabled.

**Recommendation:**

That Patsy O'Grady be nominated to join the Disability and Carers Advisory Committee as a member rather than a deputy and that the Terms of Reference be amended to allow her membership. That Patsy O'Grady be invited to attend the next meeting.

Moved: **Justin O'Meara Smith**

Seconded: **Cr. Tracy Destree**

Vote: **Carried 6/0**

**Officer Action – Write a Council Report to amend the Terms of Reference to enable additional membership and further request Patsy O'Grady be endorsed by Council as a member of the Committee; once complete invite Patsy O'Grady to the next meeting.**

**7.0 URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER**

**7.1 NDIS**

The Committee discussed some of the pending changes to NDIS and noted the trial has been extended 1 year to 2017.

**Officer Action – Nil**

**8.0 DATE OF NEXT MEETING – 8 August 2016**

**9.0 CLOSURE – The meeting closed at 5.15pm**

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

Signed: ..... Presiding Member

Dated this ..... day of .....2016