

Corporate & Community Services Committee Meeting

Agenda for Monday 18 September 2017



**city of
kalamunda**

NOTICE OF MEETING CORPORATE & COMMUNITY SERVICES COMMITTEE

Dear Councillors

Notice is hereby given that the next meeting of the Corporate & Community Services Committee will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Monday 18 September 2017 at 6.30pm.**



Rhonda Hardy
Chief Executive Officer
14 September 2017

Per



Core Values

- Service:** We deliver excellent service by actively engaging and listening to each other.
- Respect:** We trust and respect each other by valuing our differences, communicating openly and showing integrity in all we do.
- Diversity:** We challenge ourselves by keeping our minds open and looking for all possibilities and opportunities.
- Ethics:** We provide honest, open, equitable and responsive leadership by demonstrating high standards of ethical behaviour.

Aspirational Values

- Creativity:** We create and innovate to improve all we do.
- Courage:** We make brave decisions and take calculated risks to lead us to a bold and bright future.
- Prosperity:** We will ensure our District has a robust economy through a mixture of industrial, commercial, service and home based enterprises
- Harmony:** We will retain our natural assets in balance with our built environment

Our simple guiding principle will be to ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.



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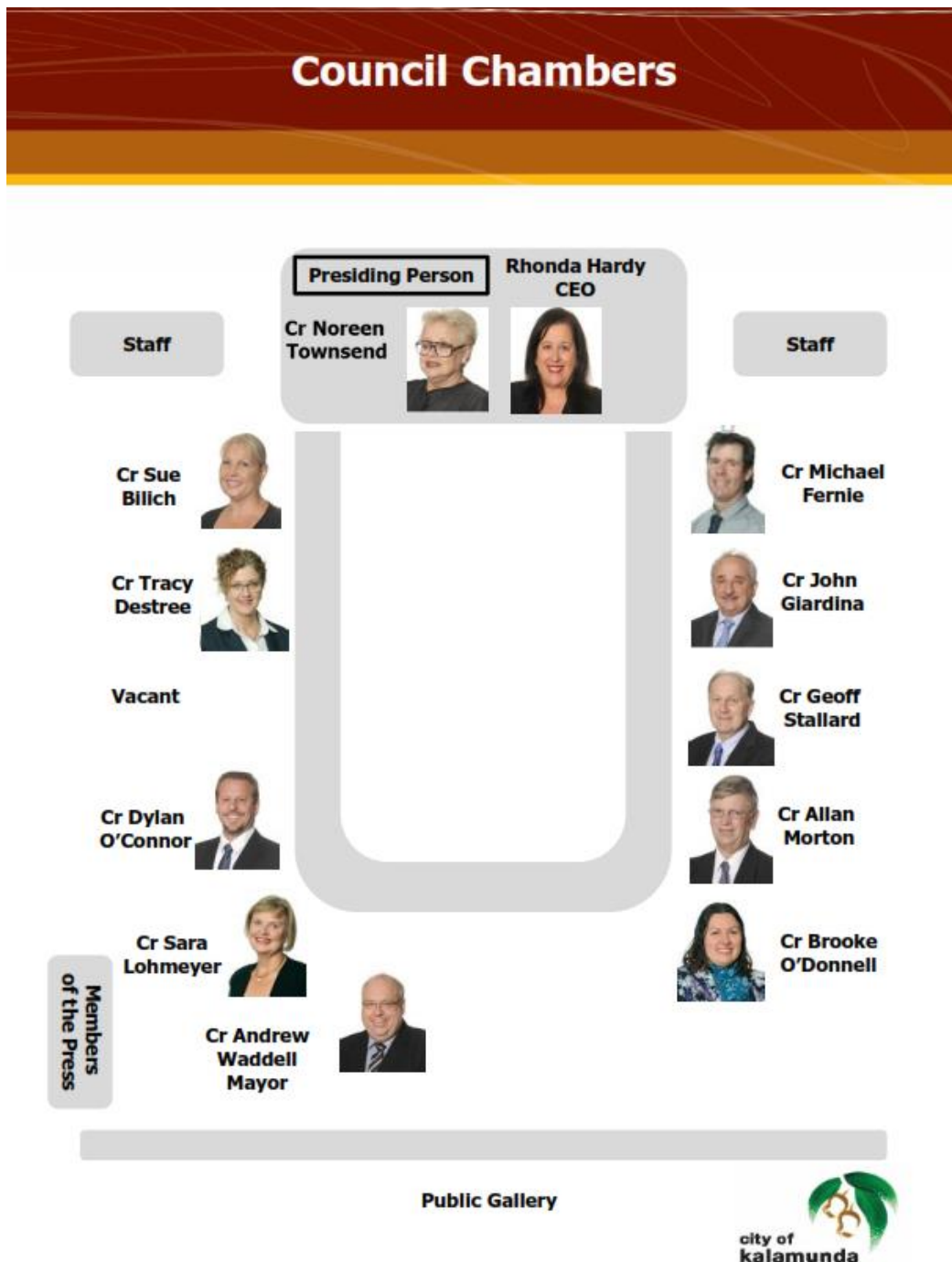
**city of
kalamunda**

INFORMATION FOR THE PUBLIC ATTENDING COMMITTEE OR COUNCIL MEETINGS

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

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

Council Chambers – Seating Layout



Standing Committee Meetings – Procedures

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

Emergency Procedures

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

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

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

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

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AGENDA

1.0 OFFICIAL OPENING

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

3.0 PUBLIC QUESTION TIME

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

3.1 Questions taken on Notice from the Corporate & Community Services Committee Meeting held on 21 August 2017.

Mr David Kelly, 17 Ashby Close, Forrestfield

Q1. I refer to an item in the debtors and creditors report which lists a significant payment to Perdaman Industry Property Trust of \$99,662.12 [see Item 60, paragraph 11, row 14 of table - Debtors and Creditor's Report], the explanation being '*part sale of land for Lot 100 Berkshire Road, Forrestfield*' [see row 14].

EFT 57661 dated 29 June 2017 lists the same amount [see page 51 of the C & C Services Committee Agenda Attachment 1], however, the explanation was listed as '*development of contributions reimbursement for Sultana Road*' [see under 'description' of last line item on page 51]. Can I please seek clarification which particular item is being paid for?

A1. The payment to Perdaman Industry Property Trust was for an amount of \$99,662.12 consisting of three components:

1. \$40, 172 for the purchase of land for road widening/construction of the Ashby/Berkshire Road Intersection (166sqm/\$220sqm).
2. \$4,326.52 reimbursement of the contributions paid for the land listed above.
3. \$55,163.60 was an adjustment to reimburse 50% of the Sultana Road West upgrade originally charged in full to Stage 1 rather than split 50/50 between stage 1 and future Forrestfield North DCP.

Q2. Council resolved some months ago to conduct a review of all tenders over the last two years. Did the tender for Nardine / Ashby get included in this review?

A2. The Chief Executive Officer advised that the tender review is still in progress and is not yet finalised. Once the report is presented to the Audit & Risk Committee, the City will be able to provide more details on the review. The Chief Executive Officer further advised that the auditors took a sample of tenders to prepare the review.

- Q3. On a number occasions landowners have raised the issue of a potential blockage of the Berkshire Road drainage system predominately around the Ashby Close intersection where water is saturating the surface soil at Ashby Close. What action has the City taken to reinstate flow back into the drainage system? Was the drainage damage caused by Gateway when they upgraded that intersection?
- A3. The City acknowledges that there is a flooding issue during medium to extreme rainfall events at the Ashby Close/Berkshire Road intersection, this resulting from a perceived combination of both public and private stormwater runoff.
- In general review it is advised that the public "piped" stormwater system in Berkshire Road is designed for a 1 in 5 year storm event, with flow in excess accommodated within the sealed carriageway of Berkshire Road whereas stormwater generated within Ashby Close as it currently exists is accommodated in a "vee" drain located immediately adjacent to the Ashby Close carriageway. It has also been observed that stormwater generated on private property overflows onto both the Berkshire Road and Ashby Close road reserves, this exacerbating an already marginally designed stormwater system.
- It is noted that stormwater generated on private property is required to be contained and managed within private property unless otherwise approved through controlled connection to the City's stormwater network - in this area the former situation applies.
- A review of the City's existing stormwater network in the Berkshire Road/Ashby Close area is being undertaken by the City, in conjunction with investigations of the impact of observed private property stormwater discharge onto the road reserve and any Gateway drainage implications.

4.0 PETITIONS/DEPUTATIONS

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- 5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 21 August 2017, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the minutes as a true and accurate record of the meeting of 21 August 2017".

6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 Nil.

8.0 DISCLOSURE OF INTERESTS

8.1 Disclosure of Financial and Proximity Interests

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

8.2 Disclosure of Interest Affecting Impartiality

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

9.0 REPORTS TO COUNCIL

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

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

67. Rates Debtors Report for the Period Ended 31 August 2017

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

EXECUTIVE SUMMARY

1. Councillors have requested information on the Rates Debtors Report for the month of August 2017.
2. The report provides a status on the rates collection percentage and any recovery actions being undertaken.
3. It is recommended to receive the Rates Debtors report for the month of August 2017 (Attachment 1).

BACKGROUND

4. Rates notices were issued on 11 July 2017 with the following payment options:-

Options	Payment Dates			
Full Payment	16 August 2017			
Two Instalments	16 August 2017	15 December 2017		
Four Instalments	16 August 2017	16 October 2017	15 December 2017	16 February 2018

5. A total of 24,466 Rate Notices were sent on 11 July 2017. Rates Levied and Collectable for the 2017/18 Financial Year currently total \$36,832,452. As at 31 August 2017, a total of \$17,601,769 has been collected. This represents a collection rate of 48.44% which is higher than 46.80% at the same time in the 2016/17 Financial Year. This small variance in collections is to be expected from year to year.
6. A total of 9,242 ratepayers took up an instalment option last year. As of the 2017/18 cut-off date 9,099 properties are on the instalment options. Of these, 1,703 took up the option to pay by two instalments and 7,396 have chosen to pay by four instalments.

7. Three additional services have been introduced in recent years to better assist ratepayers in paying their amounts due. These are:
 - A Smarter Way to Pay – with approximately 721 ratepayers signed up. This is significantly higher than the 471 at the same time last year representing a 53% increase in this service so far. It is expected that this will further increase once the final demand letters are issued for ratepayers who are in default.
 - eRates – there are 2,158 properties signed up for email delivery, compared to 1,875 in the previous year. This represents approximately a 15% increase in this service and 9% of the rates database;
 - BPay View – approximately 760 ratepayers have signed up for this service. Last year at total of 638 had signed up, representing a 19% increase in this service.
8. Interim Rates for the 2017/18 financial year have been raised to fix pressing matters for ratepayers and to correct any revaluation errors. Proper Interim Rating will begin in September with the aim to catch up with the backlog of data as quickly as possible.
9. Call recording software has been utilised in the Rates Department since 2015, primarily for customer service purposes, as it allows review of calls which results in targeted training. An upshot of this software is call statistics are recorded for the Rates Department. Throughout the month of August 2017, the Rates Department handled 1,647 calls with a total call time of over 81 hours.

DETAILS

10. There were 87 properties with outstanding legal action from previous years, the majority of these accounts have a balance owing (including current charges) of over \$5,000 and special attention will be taken with these accounts in the 2017/2018 debt collection process. Some of these accounts have circumstances that are preventing debt collection such as bankruptcy, seizure of land by another organisation or already pending legal action.
11. The City will begin debt collection for 2017/18 approximately a month after the first instalment due date (16 August 2017). A final notice will be sent to all accounts with a balance owing of more than \$50 who are not on an Instalment or Direct Debit plan with the City. Debt Collection will be handled per the Debt Collection Procedure approved by Council.
12. There is one property in the City with an amount outstanding since 2012/13. The property is now at the point in debt collection where the City is seeking to sell the property via a Property Seizure and Sales Order (PSSO) as per the Debt Collection Procedure and S6.56 of The *Local Government Act 1995*. The Bailiff is currently in the process of finalising the final step before the property will be advertised for sale. Councillors will be briefed before the bailiff places the property up for auction.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

14. The City is bound by the Debt Collection Policy S-FIN02.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

15. The City's General Counsel has been briefed on the debt collection process.

External Referrals

16. The higher level debt collection actions are undertaken by the City's Debt Collection firm Dun & Bradstreet with all legal work in this area undertaken by Milton Graham Lawyers (MGL).

FINANCIAL CONSIDERATIONS

17. The early raising of rates in July allows the City's operations to commence without delays by increasing cashflow, in addition to earning additional interest income.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

18. *Kalamunda Advancing: Strategic Community Plan to 2027*
- 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 City's operations and to meet sustainability planning, reporting and accountability requirements.

SUSTAINABILITY

Social Implications

19. Debt collection can have implications upon those ratepayers facing hardship and the City must ensure equity in its debt collection policy and processes.
20. The City has introduced "a smarter way to pay" to help ease the financial hardship to its customers. This has proved very effective with a growing number of accounts taking advantage of this option.

Economic Implications

21. Effective collection of all outstanding debtors leads to enhanced financial sustainability for the City.

Environmental Implications

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

RISK MANAGEMENT CONSIDERATIONS

23.	Risk: The City 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.		
	Likelihood	Consequence	Rating
	Possible	Moderate	Medium
	Action / Strategy		
	Ensure debt collections is rigorously managed.		

OFFICER COMMENT

24. The City's debt collection strategy has proven to be very effective with a 97.23% collection rate in the 2016/17 financial year. While collection for 2017/18 is higher than the rate in 2016/17 for the time being, small variances from year to year are to be expected however this increase in collection bodes well for the remainder of the year.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 67/2017)

That Council:

1. Receives the rates debtors report for the period ended 31 August 2017 (Attachment 1).

Moved:

Seconded:

Vote:

Attachment 1

Rates Debtors Report for the Period Ended 31 August 2017

Summary of Outstanding Rates

Rates Outstanding Debtors

	3rd Previous Year + Outstanding	2nd Previous Year Outstanding	Previous Year Outstanding	Current Outstanding	Total Outstanding	Previous Year Total Outstanding
30-Jun-17	Balance Forward				\$1,413,452	\$1,226,895
31-Jul-17	\$464,624	\$185,444	\$678,002	\$31,054,760	\$32,382,830	\$30,915,019
31-Aug-17	\$458,217	\$172,068	\$532,050	\$18,068,348	\$19,230,683	\$17,847,467
30-Sep-17						\$16,711,750
31-Oct-17						\$13,984,570
30-Nov-17						\$12,086,295
31-Dec-17						\$7,493,061
31-Jan-18						\$6,078,928
28-Feb-18						\$2,898,988
31-Mar-18						\$2,515,691
30-Apr-18						\$2,293,823
31-May-18						\$1,763,246
30-Jun-18						\$1,413,452

Rates Outstanding as at 30/06/2017

\$1,413,452

Rate Levied 2017/2018

Interim 2017/2018

Back Rates

\$35,415,019

\$2,632

\$1,349

Total Levies To Date for 2017/2018

\$35,419,001

Total Collectable

\$36,832,452

Total Collected to date

\$17,601,769

Total Rates Outstanding

\$19,230,683

Current Deferred Rates Amt (from Rate Reports)

\$492,953

Total Rates amount to be collected not including deferred

\$18,737,730

% of Rates Outstanding:

51.56%

% of Rates Collected:

48.44%

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

68. Debtors and Creditors Report for the Period Ended 31 August 2017

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachment 1	Creditors Payments for the month of August 2017
Attachment 2	Summary of Debtors for the month of August 2017
Attachment 3	Summary of Creditors for the month of August 2017

EXECUTIVE SUMMARY

1. To receive the list of payments made from the Municipal Accounts in August 2017 in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 13)*.
2. To receive the list of payments made from the Trust Accounts in August 2017 in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 13)*.
3. It is recommended to receive the outstanding debtors and creditors reports for the month of August 2017.

BACKGROUND

4. Trade Debtors and Creditors are subject to strict monitoring and control procedures and in the month of August 2017 there were no abnormal overdue debtors that demanded special attention.
5. In accordance with the *Local Government (Financial Management) Regulations 1996 (Regulation 13)* reporting on outstanding debtors and creditors must occur on a monthly basis.

DETAILS

Debtors

6. Sundry debtors as of 31 August 2017 were \$76,788 of which \$27,093 was made up of current debts and \$9,183 unallocated credits (excess or overpayments).
7. Invoices over 30 days total \$22,936, debts of significance are:
 - Rotary Club of Kalamunda, \$1,681, trading in thoroughfares; and
 - The Ice Cream Man, \$1,114, Health Services fees.
8. Invoices over 60 days total \$19,298, debts of significance are:
 - Zig Zag Gymnastics, \$2,835, hall hire;
 - Weight Watchers International, \$2,139, hall hire; and
 - Illuminations Dance Company, \$2,086, hall hire.

9. Invoices over 90 days total \$16,644, debts of significance are:
- Forrestfield United Soccer Club, \$ 3,990, Player Fees;
 - Evolution Cheer & Dance, \$3,589, hall hire;
 - Zig Zag Gymnastics, \$2,835, hall hire;

Creditors

10. Payments totalling \$3,859,524 were made during the month of August 2017. Standard payment terms are 30 days from the end of the month, with local businesses and contractors on 14 day terms.

11. Significant Municipal payments (GST inclusive) made in the month were:

Supplier	Purpose	\$
Asphaltech Pty Ltd	Road materials / Supplies for various locations	365,573.37
Eastern Metropolitan Regional Council (EMRC)	Domestic waste charges – disposal fees	310,107.95
Densford Civil Pty Ltd	Kalamunda Town Centre Drainage Construction	278,304.14
WA Local Government Superannuation Plan	Superannuation contributions	264,083.15
Cleanaway	Waste and recycling services	231,515.30
LE Grove Landscaping	Street scape construction of the Bibbulmun Track Terminus link	178,597.39
Australian Tax Office	PAYG payments	339,028.42
Roads 2000 Pty Ltd	Intersection modification of Grogan road and Abernethy Road	138,494.92
Synergy	Power charges - Various locations	128,153.05
Curnow Group Hire Pty Ltd *	Nadine Close / Ashby Close (Portion B) Progress Claim No. 2	107,265.10
IT Vision Australia Pty Ltd	Altus development & technical managed services	79,427.34

These payments total \$2,420,550.13 and represent 63% of all payments for the month.

* The amounts paid for infrastructure works for Forrestfield Industrial Area Scheme Stage 1 were reimbursed drawing against the reserve set aside for it net of GST.

Payroll

12. Salaries are paid in fortnightly cycles. A total of \$1,063,162.23 was paid in net salaries for the month of August 2017.
13. Details are provided in (Attachment 1) after the creditor's payment listing.

Trust Account Payments

14. The Trust Accounts maintained by the City relate to the following types:

- CELL 9 Trust
- POS Trust
- BCITF Levy
- Building Services (Licence) Levy
- Unclaimed Monies

15. The following payments (GST exclusive) were made from the Trust Accounts in the month of August 2017.

BCITF Levy		Amount (\$)
Date	Description	
4/8/2017	Building and Construction Industry July 2017	9,675.78
CELL 9		Amount (\$)
Date	Description	
17/8/2017	Synrinx Environmental Pty Ltd - Woodlupine living Stream – consolidate the overall design	6,348.00
17/8/2017	Synrinx Environmental Pty Ltd - Woodlupine living Stream – detailed design of stage 1 pedestrian bridge	4,336.51
17/8/2017	Synrinx Environmental Pty Ltd - Woodlupine Living Stream -Consultants redesign costs for revised pedestrian bridge footing design	5,903.00
17/8/2017	Corsign (WA) Pty Ltd - Street name plate for Wimbridge/Arthur and Hale Roads	117.00
17/8/2017	City of Kalamunda - SOK employee and plant costs for Hale Road widening	121.59
17/8/2017	Opteon – Cell 9, Wattle Grove Development, Valuation	4,000.00
17/8/2017	Glaister Ross Partnership - Preparation of replacement cost estimate for improvements at Lot 2 (268) Hale Road	1,000.00
Building Services License Levy		Amount (\$)
3/8/2017	Building Commission – Building Levy July 2017	18,115.06
31/08/2017	Building Commission – Building Levy August 2017	16,215.79

STATUTORY AND LEGAL CONSIDERATIONS

16. Pursuant to Regulation 12(1) of the *Local Government (Financial Management) Regulations 1996* (WA), a payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

otherwise, if the payment is authorised in advance by a resolution of the Council.

17. On 26 June 2017, Council resolved to adopt the City's current Delegation Register (ref OCM 102/2017), which was accordingly updated and came into effect on 27 June 2017 (**27 June 2017 Register of Delegations**), the previous review of the register being 25 May 2015.
18. Delegation FMR1 – '*Payments from Municipal and Trust Funds*' of the 27 June 2017 Register of Delegations, provides that under section 5.42 of the *Local Government Act 1995* (WA), the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the *Local Government (Financial Management) Regulations 1996* (WA), in regard to the making of payments from the municipal and trust funds.
19. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* (WA) provides that if the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
20. This report is prepared in accordance with the requirements of Regulation 13 the *Local Government (Financial Management) Regulations 1996* (WA).

POLICY CONSIDERATIONS

21. Nil.

CONSULTATION /COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

22. Various business units are engaged to resolve outstanding debtors and creditors as required.

External Referrals

23. Debt collection matters are referred to the City's appointed debt collection agency.

FINANCIAL CONSIDERATIONS

24. The City will continue to closely manage debtors and creditors to ensure optimal cash flow management.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

25. *Kalamunda Advancing: Strategic Community Plan to 2027*

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 City'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

Debtors

29.	Risk: The City is exposed to the potential risk of the debtor failing to make payments resulting in the disruption of cash flow.		
	Likelihood	Consequence	Rating
	Possible	Insignificant	Low
	Action / Strategy		
	Ensure debt collections are rigorously managed.		

Creditors

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

OFFICER COMMENT

31. Creditor payments for August 2017 are in the normal range in line with trend expenditure.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 68/2017)

That Council:

1. Receives the list of payments made from the Municipal Accounts in August 2017 (Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 13)*.
2. Receives the list of payments made from the Trust Accounts in August 2017 as noted in point 15 above in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 13)*.
3. Receives the outstanding debtors and creditors reports (Attachments 2 & 3) for the month of August 2017.

Moved:

Seconded:

Vote:

Attachment 1

Debtors & Creditors Payments for the Period Ended 31 August 2017

Creditors Listing

Chq/EFT	Date	Name	Description	Amount
1130	02/08/2017	LES MILLS ASIA PACIFIC INDUSTRIES	MONTHLY LICENCE FEE	1260.47
1131	02/08/2017	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	3829.31
1132	08/08/2017	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	8732.23
1133	09/08/2017	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	634.83
1134	09/08/2017	AUSTRALIAN TAXATION OFFICE	TAXATION	168588.72
1135	15/08/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO 219 FIXED COMPONENT	17037.83
1136	15/08/2017	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS COSTS LIBRARY SERVICES TEAM LEADER - \$1471.30 RECREATION FACILITIES TEAM LEADER - \$298.00 CEO - \$338.00 FUNCTIONS CO-ORDINATOR - \$1641.72 HACC ACTIVITY OFFICER - \$49.48 MANAGER HR - \$8521.35 PROCUREMENT & FINANCE OFFICER - \$8014.02 DIRECTOR CORPORATE & COMMUNITY SERVICES - \$133.26	20467.13
1137	16/08/2017	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FEES	3824.03
1138	23/08/2017	AUSTRALIAN TAXATION OFFICE	TAXATION	170439.70
EFT58245	09/08/2017	KALAMUNDA ACCIDENT REPAIR CENTRE	INSURANCE EXCESS FOR REPAIRS TO VEHICLE	1000.00
EFT58246	09/08/2017	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 07 AUGUST 2017	1798.42
EFT58247	09/08/2017	SHAWMAC PTY LTD	PROGRESS PAYMENT #5 NARDINE CLOSE TENDERING & CONSTRUCTION SUPERVISION	5824.50
EFT58248	09/08/2017	JB HI-FI MIDLAND	ELECTRICAL SUPPLIES FOR OPERATIONS CENTRE	780.60

Chq/EFT	Date	Name	Description	Amount
EFT58249	09/08/2017	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	2006.30
EFT58250	09/08/2017	PICTON PRESS	PRINTING OF BOARDS FOR DUAL DENSITY COMMUNITY DROP IN SESSIONS	664.07
EFT58251	09/08/2017	SYRINX ENVIRONMENTAL P/L	ENVIRONMENTAL UPGRADE & PEDESTRIAN BRIDGE AT WOODLUPINE LIVING STREAM	18246.26
EFT58252	09/08/2017	SECURE COMPUTER RECYCLING & DISPOSAL	E-WASTE RECYCLING & DESTRUCTION OF DATA ON IT EQUIPMENT	1291.50
EFT58253	09/08/2017	EUGENE KUDRAY	CROSSOVER CONTRIBUTION	428.00
EFT58254	09/08/2017	DEPARTMENT OF WATER & ENVIRONMENTAL REGULATION	PAYMENT OF DATA EXTRACTION FEE - LIDAR DATA DWER - FORRESTFIELD NORTH	82.50
EFT58255	09/08/2017	GERALDINE SUSAN SMAILES	SUPPLY OF A CAKE FOR THANK A VOLUNTEER DAY	140.00
EFT58256	09/08/2017	DIANE MAY GOLDFINCH	CROSSOVER CONTRIBUTION	428.00
EFT58257	09/08/2017	KENNETH JOHN PATTERSON	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	24.50
EFT58258	09/08/2017	AVERIL ANNE BAKER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	52.50
EFT58259	09/08/2017	BRUCE COWEN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	164.50
EFT58260	09/08/2017	FORRESTFIELD BUILDING SERVICES	FOOTPATH DEPOSIT REFUND	1500.00
EFT58261	09/08/2017	BARBARA JEAN KEMP	CROSSOVER CONTRIBUTION	428.00
EFT58262	09/08/2017	GILL BAXTER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	100.10
EFT58263	09/08/2017	CITY OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	396.00
EFT58264	09/08/2017	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1380.30
EFT58265	09/08/2017	AUSTRALIA POST	POSTAL EXPENSES / COUNTER BILL PAY TRANSACTION FEES	28453.76
EFT58266	09/08/2017	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	1526.59
EFT58267	09/08/2017	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	773.95

Chq/EFT	Date	Name	Description	Amount
EFT58268	09/08/2017	KALAMUNDA AUTO ELECTRICS	PLANT / VEHICLE PARTS	1054.65
EFT58269	09/08/2017	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	518.73
EFT58270	09/08/2017	WA LOCAL GOVERNMENT ASSOCIATION	REGISTRATION FOR STAFF TO ATTEND PROCUREMENT & CONTRACT MANAGEMENT FUNDAMENTAL COURSE	743.00
EFT58271	09/08/2017	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES - ANNUAL FEE - FOOD SAMPLING	14952.32
EFT58272	09/08/2017	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	7644.30
EFT58273	09/08/2017	LANDGATE - VALUATIONS	GROSS RENTAL VALUATION FEES FOR VARIOUS LOCATIONS	548.69
EFT58274	09/08/2017	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	462.17
EFT58275	09/08/2017	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR SOAKWELL RENEWAL - WILLIAMS STREET KALAMUNDA	11311.26
EFT58276	09/08/2017	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	598.40
EFT58277	09/08/2017	ZIPFORM PTY LTD	DESIGN, SETUP AND PRINTING OF RATE NOTICES, ENVELOPES AND INSERTS FOR 2017/2018 NOTICES	13460.61
EFT58278	09/08/2017	FASTA COURIERS	COURIER FEES	302.82
EFT58279	09/08/2017	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	1834.72
EFT58280	09/08/2017	FORRESTFIELD MOWER CENTRE	SUPPLY OF HARDWARE / PLANT PARTS	72.50
EFT58281	09/08/2017	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES / CLEANING SUPPLIES	461.42
EFT58282	09/08/2017	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1059.86
EFT58283	09/08/2017	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	4537.50
EFT58284	09/08/2017	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	677.60
EFT58285	09/08/2017	SYNERGY	POWER CHARGES	3446.65
EFT58286	09/08/2017	ALINTA ENERGY	GAS CHARGES	2721.25

Chq/EFT	Date	Name	Description	Amount
EFT58287	09/08/2017	STEWART & HEATON CLOTHING CO PTY LTD	FIRE PROTECTION WEAR / SUPPLIES	351.14
EFT58288	09/08/2017	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	7578.56
EFT58289	09/08/2017	BGC ASPHALT	ROAD MATERIALS FOR VARIOUS LOCATIONS	1888.68
EFT58290	09/08/2017	DORMAKABA AUSTRALIA PTY LTD	DOOR MAINTENANCE TO VARIOUS SHIRE BUILDINGS	203.50
EFT58291	09/08/2017	WESTSIDE FIRE SERVICES	TESTING AND INSPECTION OF FIRE EQUIPMENT / SUPPLIES	337.51
EFT58292	09/08/2017	MILPRO WA (INCORPORATING HILL TOP TROPHIES)	SUPPLY OF NAME BADGES	49.50
EFT58293	09/08/2017	BRICK CONCEPTS	CROSSOVER MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	4499.00
EFT58294	09/08/2017	MARKETFORCE PTY LTD	ADVERTISING FOR VARIOUS JOBS / EVENTS	1959.51
EFT58295	09/08/2017	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	5138.23
EFT58296	09/08/2017	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	883.00
EFT58297	09/08/2017	GILFORD BUILDING SERVICES	BUILDING APPLICATION FEE REFUND	480.00
EFT58298	09/08/2017	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	115.50
EFT58299	09/08/2017	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES FOR WORKS DEPOT	187.83
EFT58300	09/08/2017	STAGE FX	TECHNICIAN SERVICES COUNCIL MEETING HELD AT HIGH WYCOMBE RECREATION CENTRE – 28 JUNE 2017	952.00
EFT58301	09/08/2017	ROBERT MELVILLE	CROSSOVER CONTRIBUTION	428.00
EFT58302	09/08/2017	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	2100.00
EFT58303	09/08/2017	OCE CORPORATE PTY LTD - OFFICE CLEANING EXPERTS PTY LTD	CLEANING SERVICES / CONSUMABLES FOR VARIOUS LOCATIONS	41026.36
EFT58304	09/08/2017	DAWSON'S GARDEN WORLD	PLANTS / GARDEN SUPPLIES	399.10
EFT58305	09/08/2017	HELEN ARMSTRONG & ASSOCIATES (T/AS WAXING LYRICAL CANDLES)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	55.30

Chq/EFT	Date	Name	Description	Amount
EFT58306	09/08/2017	KALAMUNDA PLUMBING & ELECTRICAL	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	1844.70
EFT58307	09/08/2017	TOTAL EDEN PTY LTD	RETICULATION PARTS AS REQUIRED	2136.45
EFT58308	09/08/2017	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	5978.50
EFT58309	09/08/2017	FRANCES MARY WARU	FOOTPATH DEPOSIT REFUND	2500.00
EFT58310	09/08/2017	RURAL BUILDING COMPANY PTY LTD	FOOTPATH DEPOSIT REFUND	2500.00
EFT58311	09/08/2017	CHAMBER OF COMMERCE & INDUSTRY OF WA	CONSULTING SERVICES IN RELATION TO EMPLOYEE RELATION MATTERS	13417.00
EFT58312	09/08/2017	ANNA HAMERSLEY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	116.20
EFT58313	09/08/2017	AMEREX FIRE (WA) (E FIRE AND SAFETY)	FIRE EQUIPMENT MAINTENANCE FOR VARIOUS LOCATIONS	2288.00
EFT58314	09/08/2017	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	6056.91
EFT58315	09/08/2017	TALONS HSF PTY LTD T/A TALONS HIGH SECURITY FENCING	SERVICE AND REPAIRS AS REQUIRED TO DEPOT GATES AND FENCE	440.00
EFT58316	09/08/2017	ENGIE MECHANICAL SERVICES AUSTRALIA PTY LTD	AIR CONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	287.57
EFT58317	09/08/2017	MERVYN MAURICE AUSTIC	RATES REFUND – OVERPAYMENT OF RATES	18000.00
EFT58318	09/08/2017	MCDOWALL AFFLECK PTY LTD	STIRK PARK POND AND CHANNEL STORMWATER DRAINAGE REVIEW AND DESIGN	3762.00
EFT58319	09/08/2017	KANYANA WILDLIFE REHABILITATION CENTRE INC	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	272.00
EFT58320	09/08/2017	PERTH TIMBER CO PTY LTD	MATERIALS FOR THE TIMBER DECKING REPLACEMENT WORK AT JACARANDA SPRINGS	3347.71
EFT58321	09/08/2017	BIG W (AR W1.C3.U.07)	BOOKS, DVDS AND CDS FOR LIBRARIES	761.50
EFT58322	09/08/2017	DUN & BRADSTREET (AUSTRALIA) PTY LTD	DEBT COLLECTION FEES FOR RATES	217.80
EFT58323	09/08/2017	FOOD TECHNOLOGY SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR HEALTH DEPARTMENT	1959.16

Chq/EFT	Date	Name	Description	Amount
EFT58324	09/08/2017	JEANETTE LOUISE CONACHER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	20.30
EFT58325	09/08/2017	MASTERS ATHLETICS WA	KEY BOND REFUND	50.00
EFT58326	09/08/2017	STRATAGREEN	GARDEN / RESERVE SUPPLIES	935.20
EFT58327	09/08/2017	DONNA GAHAN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	63.00
EFT58328	09/08/2017	LINDA V NAPIER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	6.93
EFT58329	09/08/2017	ROSEBRIDGE HOUSE BED & BREAKFAST	ACCOMMODATION RESERVATION FOR PERFORMER KEITH POTGER	205.00
EFT58330	09/08/2017	WOOLWORTHS LIMITED	GROCERY SUPPLIES FOR VARIOUS FUNCTIONS	923.39
EFT58331	09/08/2017	FORRESTFIELD TENNIS CLUB (INC)	FORRESTFIELD TENNIS CLUB HIRE FEES FROM HARTFIELD PARK RECREATION CENTRE - 01/07/17 - 31/07/17	79.00
EFT58332	09/08/2017	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS CITY BUILDINGS	6082.31
EFT58333	09/08/2017	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	1092.75
EFT58334	09/08/2017	TANYA MANDER	FOOTPATH DEPOSIT REFUND	2500.00
EFT58335	09/08/2017	PRO-LAMPS PTY LTD	LIGHTING EQUIPMENT, GLOBES AND PARTS AS SELECTED	202.40
EFT58336	09/08/2017	MARY & NOEL HOFFMAN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	63.00
EFT58337	09/08/2017	TOM CAIRNS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	1.40
EFT58338	09/08/2017	SHIRLEY SPENCER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	185.50
EFT58339	09/08/2017	MULTILEC ENGINEERING	QUARTERLY SERVICING & TESTING OF LIFTS	506.00
EFT58340	09/08/2017	GUMNUTS & LAVENDER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	63.35
EFT58341	09/08/2017	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	11861.31

Chq/EFT	Date	Name	Description	Amount
EFT58342	09/08/2017	KOTT GUNNING LAWYERS	LEGAL EXPENSES	227.04
EFT58343	09/08/2017	CHRISTINE VITLER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	22.05
EFT58344	09/08/2017	NANCY GILLESPIE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	7.00
EFT58345	09/08/2017	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	25559.60
EFT58346	09/08/2017	WEST-SURE GROUP PTY LTD	CASH IN TRANSIT SERVICES - JULY 2017	1577.51
EFT58347	09/08/2017	SEWING AND CRAFT WITH MEMA	DRY CLEANING / WASHING SERVICES FOR HARTFIELD PARK RECREATION CENTRE	25.00
EFT58348	09/08/2017	THE GOOD GUYS	ELECTRICAL SUPPLIES FOR WORKS DEPOT	58.00
EFT58349	09/08/2017	SONJA SPEIGHT	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	177.80
EFT58350	09/08/2017	ERINNA IMAGERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	47.25
EFT58351	09/08/2017	CAPTIVATE GLOBAL (DIGITAL MARKETING ATC MPH UNIT TRUST)	CUSTOMER SERVICE HOLD MESSAGES 1/2 YEARLY CHARGES	1313.40
EFT58352	09/08/2017	CLAIRE O'NEILL - CLAIRE'S EMBROIDERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	134.75
EFT58353	09/08/2017	LINDA STONES	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	134.45
EFT58354	09/08/2017	IAN MOSS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	227.50
EFT58355	09/08/2017	JA CONSTRUCTIONS PTY LTD	FOOTPATH DEPOSIT REFUND	2750.00
EFT58356	09/08/2017	PETER FALCONER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	32.90
EFT58357	09/08/2017	DEPARTMENT OF PLANNING OF OPERATING ACCOUNT (DAP)	DAP APPLICATION DA17/0039 116 UNION ROAD CARMEL - TOURISM ACCOMMODATION, MICRO DISTILLERY AND CAFE	4703.00
EFT58358	09/08/2017	REMONDIS AUSTRALIA PTY LTD	COLLECTION AND RECYCLING OF CARDBOARD AT VARIOUS LOCATIONS	721.60

Chq/EFT	Date	Name	Description	Amount
EFT58359	09/08/2017	MARY FORWARD	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	1.75
EFT58360	09/08/2017	FOXTEL	MONTHLY SUBSCRIPTION FEE FOR RECREATION CENTRE	210.00
EFT58361	09/08/2017	WA POLICE (GRANTS)	REFUND OF EXCESS GRANT MONEY RECEIVED - IMPLEMENTATION OF MOBILE GRAFFITI SOLUTION	2247.30
EFT58362	09/08/2017	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	9199.38
EFT58363	09/08/2017	THE ARTFUL FLOWE - FELICIA LOWE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	81.20
EFT58364	09/08/2017	DAVID GREEN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	153.23
EFT58365	09/08/2017	JB HI-FI COMMERCIAL	ELECTRICAL SUPPLIES FOR WASTE MANAGEMENT	178.42
EFT58366	09/08/2017	SILK ON SILK (ROSEMARY LONSDALE)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	486.50
EFT58367	09/08/2017	CUROST MILK SUPPLY	MILK SUPPLY FOR DEPOT	171.84
EFT58368	09/08/2017	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	2845.90
EFT58369	09/08/2017	ENVIRO PIPES PTY LTD	PIPES AND PARTS AS SELECTED FOR THE WORKS DEPOT	979.00
EFT58370	09/08/2017	MAVIS PASKULICH	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	70.00
EFT58371	09/08/2017	NICHOLAS ROUND	REIMBURSEMENT OF COSTS RELATING TO SHANDY - GRAFFITI WORKING DOG	90.00
EFT58372	09/08/2017	COB DESIGNS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	71.40
EFT58373	09/08/2017	BRADLEY WHITE	CROSSOVER CONTRIBUTION	428.00
EFT58374	09/08/2017	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	557.00
EFT58375	09/08/2017	MARIA SQUILLACE	KEY BOND REFUND	50.00
EFT58376	09/08/2017	OFF PEN PUBLISHING - BETH BAKER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	138.60

Chq/EFT	Date	Name	Description	Amount
EFT58377	09/08/2017	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT / VEHICLE PARTS	808.50
EFT58378	09/08/2017	ADRIAN RANFORD	HALL AND KEY BOND REFUND	350.00
EFT58379	09/08/2017	BALLIGART - HELEN LOCK	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	73.85
EFT58380	09/08/2017	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	14065.77
EFT58381	09/08/2017	DENSFORD CIVIL PTY LTD	KALAMUNDA TOWN CENTRE DRAINAGE CONSTRUCTION	278304.14
EFT58382	09/08/2017	PETER WEBB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	20.86
EFT58383	09/08/2017	CATHERINE AURUBIND	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	57.40
EFT58384	09/08/2017	LINDAS BOOKS / ROLEYSTONE COURIER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	56.70
EFT58385	09/08/2017	BRENDAS CLAY CRAFT	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	25.06
EFT58386	09/08/2017	IRENE YOUNG	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	54.25
EFT58387	09/08/2017	LINDA RAPHAEL	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	6.93
EFT58388	09/08/2017	STOCK PHOTOGRAPHY PTY LTD	CORPORATE PHOTO MANAGER - ANNUAL HOSTING CHARGES	3744.00
EFT58389	09/08/2017	NICKY WINTER - KASZAZZ IN KALAMUNDA	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	73.15
EFT58390	09/08/2017	HERB & ESSENCE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	9.45
EFT58391	09/08/2017	SEATADVISOR PTY LTD	TICKET SALES FEES	544.94
EFT58392	09/08/2017	VICTORIA MIZEN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	10.50
EFT58393	09/08/2017	SECURE PAY	TICKET TRANSACTION FEES	11.88

Chq/EFT	Date	Name	Description	Amount
EFT58394	09/08/2017	NIRAV SHAH	CHARTERED ACCOUNTANTS MODULE REIMBURSEMENT	800.00
EFT58395	09/08/2017	BAND & ENTERTAINMENT BOOKING OFFICES	PERFORMANCE MORNING MUSIC 2 AUGUST 2017	550.00
EFT58396	09/08/2017	LINDA STANLEY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	24.50
EFT58397	09/08/2017	TELSTRA SNP MONITORING PTY LTD	SECURITY MONITORING, EQUIPMENT AND REPAIRS TO VARIOUS LOCATIONS	1241.90
EFT58398	09/08/2017	DELLA RAE MORRISON	ENTERTAINMENT AT THE CORYMBIA FESTIVAL 2017 & MAKARU SHOWCASE	19950.00
EFT58399	09/08/2017	ROSEMARY COX	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	24.01
EFT58400	09/08/2017	HOST CATERING SUPPLIES	GLASSWARE FOR KALAMUNDA PERFORMING ARTS CENTRE	957.00
EFT58401	09/08/2017	AUS CHILL TECHNICAL SERVICES PTY LTD	SUPPLY AIR CONDITIONING REPAIRS AND INSTALLATION TO VARIOUS LOCATIONS	5484.60
EFT58402	09/08/2017	MARKET CREATIONS	CLOUD HOSTING SERVICES; CLOUD SERVER MIGRATION AND PURCHASE OF IPADS	13958.68
EFT58403	09/08/2017	LE GROVE LANDSCAPING	CONSTRUCTION OF THE BIBBULMUN TRACK TERMINUS LINK STREETSCAPE CONSTRUCTION	178597.39
EFT58404	09/08/2017	WOODSOME MANAGEMENT PTY LTD	CONSULTING SERVICES FOR FORRESTFIELD & HIGH WYCOMBE STAGE 1 INDUSTRIAL AREA	13574.00
EFT58405	09/08/2017	SHEREE RADDON	HALL AND KEY BOND REFUND	550.00
EFT58406	09/08/2017	BLUE LOTUS YOGA - KALAMUNDA	10 X WEEKS YOGA CLASSES - 18 JULY TO 19 SEPTEMBER 2017	1250.00
EFT58407	09/08/2017	ACACIA CONNECTION PTY LTD	QUARTERLY EAP PROGRAM FIXED FEE FROM - 24/8/17 - 23/11/17	2530.00
EFT58408	09/08/2017	UNWINED T/A POSSUM CREEK LODGE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	256.90
EFT58409	09/08/2017	TREASURES OF AUSTRALIA	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	55.86

Chq/EFT	Date	Name	Description	Amount
EFT58410	09/08/2017	KERB DIRECT KERBING PTY LTD	SUPPLY AND LAY EXTRUDED CONCRETE KERBING AT VARIOUS LOCATIONS	6694.51
EFT58411	09/08/2017	ALINTA ENERGY (ELECTRICITY ACCOUNT)	POWER CHARGES	20323.58
EFT58412	09/08/2017	GREEN RIDGE CONSTRUCTIONS	FOOTPATH DEPOSIT REFUND	2100.00
EFT58413	09/08/2017	TAGNBAG PTY LTD - STUFFED WITH PLUSH TOYS	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	876.79
EFT58414	09/08/2017	SPICK AND SPAN COMMERCIAL PROPERTY MAINTENANCE PTY LTD	TO SUPPLY CLEANING SERVICES AT VARIOUS LOCATIONS	5848.72
EFT58415	09/08/2017	NATURES ART FINE CRAFTS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	54.60
EFT58416	09/08/2017	PROMAPP SOLUTIONS LTD	PROMAPP SUBSCRIPTION - JULY 2017	2145.00
EFT58417	09/08/2017	COMBAT CLOTHING AUSTRALIA PTY LTD	SAFETY WEAR SUPPLIES	5294.26
EFT58418	09/08/2017	INDUSTRIAL ROADPAVERS (WA) PTY LTD	INSTALLATION OF TRAFFIC CALMING TREATMENTS AND UPGRADES TO INTERSECTIONS ON WITTENOOM RD, HIGH WYCOMBE	14430.14
EFT58419	09/08/2017	HIRE SOCIETY	EQUIPMENT HIRE FOR MAYORAL DINNER 2017	5701.26
EFT58420	09/08/2017	JACKIE WHITEHEAD	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	31.50
EFT58421	09/08/2017	BRUCE PAROISSIEN CREATIVE SERVICES	1ST INSTALMENT OF PERFORMANCE FEE FOR 'HOW SWEET IT IS'	2200.00
EFT58422	09/08/2017	ROBERTA CHANTLER	SALE OF ARTWORK - STITCHED AND BOUND EXHIBITION	112.00
EFT58423	09/08/2017	JUDY CAMPBELL	SALE OF ARTWORK - STITCHED AND BOUND EXHIBITION	385.00
EFT58424	09/08/2017	ABORIGINAL EVANGELICAL CHURCH	HALL BOND REFUND	500.00
EFT58425	09/08/2017	WEST AUSTRALIAN QUILTERS ASSOCIATION	BOND REFUND FOR THE USE OF THE GALLERY AT THE ZIG ZAG CULTURAL CENTRE	500.00
EFT58426	09/08/2017	ALASTAIR TAYLOR	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	8.12

Chq/EFT	Date	Name	Description	Amount
EFT58427	09/08/2017	SYLVANA DOUGLAS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/17 - 31/07/17	14.00
EFT58428	09/08/2017	BARRY GROVE	KEY BOND REFUND	50.00
EFT58429	09/08/2017	SAMARA WILLIAMS REITH	HALL & KEY BOND REFUND	350.00
EFT58430	09/08/2017	COLES SUPERMARKETS TOORONGA HQ OFFICE	KEY BOND REFUND	50.00
EFT58431	09/08/2017	QUINTEL EDMONDS	HALL & KEY BOND REFUND	350.00
EFT58432	15/08/2017	PAUL THOMAS & DEBORAH GREENWAY	RATES REFUND – OVERPAYMENT OF RATES	10000.00
EFT58433	21/08/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	89036.22
EFT58434	24/08/2017	THE WORKWEAR GROUP PTY LTD	SUPPLY OF UNIFORM FOR STAFF	928.00
EFT58435	24/08/2017	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 21 AUGUST 2017	1633.04
EFT58436	24/08/2017	SALMAT MEDIAFORCE PTY LTD	DISTRIBUTION OF EVENTS CALENDAR AND RECREATION BROCHURE WITHIN THE CITY	2256.21
EFT58437	24/08/2017	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	95.45
EFT58438	24/08/2017	RICOH AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	4698.12
EFT58439	24/08/2017	PLANT FORCE INVESTMENTS PTY LTD T/AS PLANTRITE	PLANTS FOR NATIONAL TREE DAY PLANTING	323.40
EFT58440	24/08/2017	CARDNO (WA) PTY LTD	KALAMUNDA BIKE PLAN 2018	8030.00
EFT58441	24/08/2017	FIRE AND SAFETY WA	FIRE PROTECTION WEAR / SUPPLIES	512.55
EFT58442	24/08/2017	EXPERIENCE PERTH	GOLD MEMBERSHIP RENEWAL - 2017/18 - PERTH HILLS VISITOR CENTRE	360.00
EFT58443	24/08/2017	CABCHARGE AUSTRALIA LIMITED	CAB CHARGE FEES	107.21
EFT58444	24/08/2017	PICTON PRESS	STICKERS FOR PUBLIC RELATIONS	97.80
EFT58445	24/08/2017	SHERICH BUILDING SURVEYING	CERTIFICATION OF BUILDING COMPLIANCE FOR FENCE AT KALAMUNDA BOWLING CLUB	740.30
EFT58446	24/08/2017	TOP OF THE LADDER GUTTER CLEANING	GUTTER CLEANING SERVICES FOR VARIOUS LOCATIONS	10477.50

Chq/EFT	Date	Name	Description	Amount
EFT58447	24/08/2017	1SPATIAL AUSTRALIA PTY LTD	REGISTRATION FOR STAFF TO ATTEND FME DESKTOP INTRODUCTION TRAINING COURSE	1925.00
EFT58448	24/08/2017	TOTALLY WORKWEAR	SUPPLY OF PROTECTIVE CLOTHING	2196.16
EFT58449	24/08/2017	PUBLIC LIBRARIES WESTERN AUSTRALIA	REGISTRATION FOR STAFF TO ATTEND PUBLIC LIBRARIES WA 2017 BIENNIAL CONFERENCE	505.00
EFT58450	24/08/2017	HARRY & MARIAN IRIS REYNOLDS	FOOTPATH DEPOSIT REFUND	2500.00
EFT58451	24/08/2017	WENDY THORNTON	HALL AND KEY BOND REFUND	550.00
EFT58452	24/08/2017	ALLAN MORTON	COUNCILLOR ALLOWANCE - 01/08/17 - 31/08/17	2212.51
EFT58453	24/08/2017	DIETER A & MARGARET M OMOZIK	2017 RATES INCENTIVE PRIZE WINNER	231.05
EFT58454	24/08/2017	SPINE & LIMB FOUNDATION INC	METRO LIBRARY VAN DELIVERY SERVICE FOR 2017/2018	5593.50
EFT58455	24/08/2017	CITY OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	272.00
EFT58456	24/08/2017	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1380.30
EFT58457	24/08/2017	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	936.26
EFT58458	24/08/2017	COATES HIRE OPERATIONS PTY LTD	PLANT / EQUIPMENT HIRE	346.50
EFT58459	24/08/2017	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	1083.29
EFT58460	24/08/2017	LANDGATE	LAND ENQUIRIES FOR VARIOUS LOCATIONS	151.80
EFT58461	24/08/2017	WA LOCAL GOVERNMENT ASSOCIATION	REGISTRATION FOR 2 STAFF TO ATTEND RATE IN LOCAL GOVERNMENT - CLERICAL & LOCAL GOVERNMENT WORKSHOP	717.00
EFT58462	24/08/2017	MEAD MEDICAL GROUP	HACC VOLUNTEER DRIVER GAP - BENJAMIN THACKRAY	56.30
EFT58463	24/08/2017	CLEANAWAY	WASTE / RECYCLING & BULK BIN DISPOSAL SERVICES FEES	231515.30
EFT58464	24/08/2017	STATE LIBRARY OF W.A.	DELIVERY OF BETTER BEGINNINGS PROGRAM 17/18	11781.00
EFT58465	24/08/2017	KONNECT (COVENTRY FASTENERS)	PLANT / VEHICLE PARTS	114.43
EFT58466	24/08/2017	LANDGATE - VALUATIONS	GROSS RENTAL VALUATION FEES FOR VARIOUS LOCATIONS	2366.25

Chq/EFT	Date	Name	Description	Amount
EFT58467	24/08/2017	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	311.16
EFT58468	24/08/2017	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	1100.00
EFT58469	24/08/2017	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP & MATTRESS DISPOSAL FEES	310107.95
EFT58470	24/08/2017	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	1844.71
EFT58471	24/08/2017	OFFICE LINE GROUP PTY LTD	OFFICE FURNITURE FOR OPERATIONS CENTRE	5344.90
EFT58472	24/08/2017	JASON SIGNMAKERS	SIGNAGE FOR FIRE VEHICLES	1463.00
EFT58473	24/08/2017	FASTA COURIERS	COURIER FEES	370.50
EFT58474	24/08/2017	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR BIBBULMUN TRACK TERMINUS LINK AND CITY RESERVES	12511.74
EFT58475	24/08/2017	MCINTOSH & SON	PLANT / VEHICLE PARTS	503.94
EFT58476	24/08/2017	SONIC HEALTHPLUS (KINETIC HEALTH GROUP LTD)	PREPLACEMENT MEDICALS / BASELINE HEARING TESTS	1079.65
EFT58477	24/08/2017	LESMURDIE SAND, SOIL & BOBCAT HIRE	GARDEN / RESERVE SUPPLIES	242.00
EFT58478	24/08/2017	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES / CLEANING SUPPLIES	1008.86
EFT58479	24/08/2017	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1296.22
EFT58480	24/08/2017	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	23292.94
EFT58481	24/08/2017	SYNERGY	POWER CHARGES	128153.05
EFT58482	24/08/2017	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	ANNUAL LOCAL PARK & GOLDSTAR PASSES	118.80
EFT58483	24/08/2017	ALINTA ENERGY	GAS CHARGES	1833.20
EFT58484	24/08/2017	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	193.20
EFT58485	24/08/2017	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	10052.93
EFT58486	24/08/2017	BGC ASPHALT	ROAD MATERIALS FOR VARIOUS LOCATIONS	1966.04
EFT58487	24/08/2017	WESTBOOKS	LIBRARY SUPPLIES	169.01

Chq/EFT	Date	Name	Description	Amount
EFT58488	24/08/2017	KENNEDYS TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	1080.20
EFT58489	24/08/2017	WA LIMESTONE COMPANY	ROAD MATERIALS FOR VARIOUS LOCATIONS	2397.18
EFT58490	24/08/2017	STAPLES AUSTRALIA PTY LTD(CORPORATE EXPRESS AUSTRALIA LTD)	STATIONERY / OFFICE SUPPLIES	398.70
EFT58491	24/08/2017	MILPRO WA (INCORPORATING HILL TOP TROPHIES)	SUPPLY OF NAME BADGES	118.25
EFT58492	24/08/2017	BLADON WA PTY LTD	POLO SHIRTS FOR KALAMUNDA HISTORY VILLAGE STAFF	483.65
EFT58493	24/08/2017	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	2243.09
EFT58494	24/08/2017	JOHN GIARDINA	COUNCILLOR ALLOWANCE - 01/08/17 - 31/08/17	3519.34
EFT58495	24/08/2017	GEOFF STALLARD	COUNCILLOR ALLOWANCE - 01/08/17 - 31/08/17	2212.51
EFT58496	24/08/2017	AUSTRALASIAN PERFORMING RIGHTS ASSOCIATION	LICENCE FEE FOR THE USE OF COPYRIGHT MUSIC FOR KALAMUNDA PERFORMING ARTS CENTRE	183.59
EFT58497	24/08/2017	IT VISION AUSTRALIA PTY LTD	ALTUS DEVELOPMENT & TECHNICAL MANAGED SERVICES; AND TOWN PLANNING TRAINING	79427.34
EFT58498	24/08/2017	BUCHER MUNICIPAL PTY LTD	PLANT / VEHICLE PARTS	4210.20
EFT58499	24/08/2017	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	9931.10
EFT58500	24/08/2017	BRIDGESTONE AUSTRALIA LTD	PLANT / VEHICLE PARTS	874.32
EFT58501	24/08/2017	HOSEMASTERS	PLANT / VEHICLE PARTS	290.77
EFT58502	24/08/2017	CITY OF ARMADALE	SOUTH EAST METRO ECONOMIC DEVELOPMENT GROUP - ECONOMY / ID YEARLY SUBSCRIPTION FEES	1650.00
EFT58503	24/08/2017	BENARA NURSERIES	GARDEN / VERGE SUPPLIES	501.49
EFT58504	24/08/2017	LIMECRETE PTY LTD	SUPPLY OF ROAD MATERIALS FOR VARIOUS LOCATIONS	1094.50
EFT58505	24/08/2017	ONESTEEL DISTRIBUTION (MIDALIA STEEL)	PLANT / VEHICLE PARTS	148.24
EFT58506	24/08/2017	J BLACKWOOD & SON LIMITED	PROTECTIVE WEAR / SUPPLIES	7040.01
EFT58507	24/08/2017	AIR LIQUIDE WA PTY LTD	GAS BOTTLE FACILITY FEE	226.42

Chq/EFT	Date	Name	Description	Amount
EFT58508	24/08/2017	THE IT VISION USER GROUP	IT VISION USER GROUP MEMBERSHIP FEE 2017/18	715.00
EFT58509	24/08/2017	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	ANNUAL CONTRIBUTION FOR 17/18 FOR HISTORY VILLAGE LEASE	28047.00
EFT58510	24/08/2017	ANDANTINO PTY LTD T/AS OUTDOOR WORLD	FOOTPATH DEPOSIT REFUND	4000.00
EFT58511	24/08/2017	REWARD SUPPLY CO PTY LTD T/AS REWARD HOSPITALITY	TROLLEYS FOR COMMUNITY HALLS	550.00
EFT58512	24/08/2017	DALE ALCOCK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1550.00
EFT58513	24/08/2017	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	REIMBURSEMENT COSTS FOR VOLUNTEER BUSHFIRE BRIGADE	1914.84
EFT58514	24/08/2017	OCE CORPORATE PTY LTD - OFFICE CLEANING EXPERTS PTY LTD	CLEANING SERVICES / CONSUMABLES FOR VARIOUS LOCATIONS	6095.30
EFT58515	24/08/2017	BIBBULMUN TRACK FOUNDATION	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	557.00
EFT58516	24/08/2017	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	REGISTRATION FOR STAFF TO ATTEND WA CONFERENCE 2017	520.00
EFT58517	24/08/2017	ELLENBY TREE FARM	GARDEN / RESERVE SUPPLIES	1919.50
EFT58518	24/08/2017	SPORTS TURF TECHNOLOGY	SITE VISIT, TESTING AND REPORT FOR LEAF AND SOIL ANALYSIS AT KOSTERA OVAL	1320.00
EFT58519	24/08/2017	AUSTRALIAN MANUFACTURERS CORP P/T T/A PARK MOTOR BODY BUILDERS	PLANT / VEHICLE PARTS	4537.50
EFT58520	24/08/2017	ROADS 2000 PTY LTD	INTERSECTION MODIFICATION OF GROGAN ROAD AND ABERNETHY ROAD	138494.92
EFT58521	24/08/2017	KALAMUNDA PLUMBING & ELECTRICAL	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	1122.00
EFT58522	24/08/2017	THE CHURCHES COMMISSION ON EDUCATION (INC) T/A YOUTHCARE	CHAPLAINCY SERVICES IN SCHOOLS IN THE HILLS & THE FOOTHILLS 2017/18	22550.00
EFT58523	24/08/2017	TOTAL EDEN PTY LTD	SCOTT RESERVE IRRIGATION DESIGN - STAGE ONE	4840.00
EFT58524	24/08/2017	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6215.35
EFT58525	24/08/2017	MIDLAND CEMENT PRODUCTS	PLUMBING SUPPLIES FOR VARIOUS LOCATIONS	2411.20

Chq/EFT	Date	Name	Description	Amount
EFT58526	24/08/2017	TOTAL PACKAGING (WA) PTY LTD	SUPPLY OF DOG LITTER BAGS	858.00
EFT58527	24/08/2017	AABEL LINE MARKING	LINE MARKING FOR VARIOUS LOCATIONS	1131.90
EFT58528	24/08/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA DIVISION)	2017/18 MEMBERSHIP SUBSCRIPTION FEES FOR STAFF	1042.00
EFT58529	24/08/2017	ACCESS ICON PTY LTD T/A CASCADA	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	8536.00
EFT58530	24/08/2017	CABCAR PTY LTD	SUPPLY, REPAIRS AND INSTALLATION OF U.H.F. RADIO'S AS REQUIRED	839.00
EFT58531	24/08/2017	DONNA & WAYNE DUNCAN	RATES PRIZE DRAW WINNER 2017 / 2018	1000.00
EFT58532	24/08/2017	B & J CATALANO PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	19147.00
EFT58533	24/08/2017	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	2615.24
EFT58534	24/08/2017	ANALYTICAL REFERENCE LABORATORY	LABORATORY TESTING AND ANALYSIS	121.00
EFT58535	24/08/2017	RL & AD MCDONALD	PRESENTATION OF PHOTOGRAPHY WORKSHOP ON WEDNESDAY 9 AUGUST AT KALAMUNDA LIBRARY	200.00
EFT58536	24/08/2017	CENTRAL REGIONAL TAFE	REGISTRATION FOR STAFF TO ATTEND FIRE ARMS TRAINING COURSE	1370.06
EFT58537	24/08/2017	IRRIGATION AUSTRALIA LTD	REGISTRATION FOR STAFF TO ATTEND WATER WISE IRRIGATION EXPO	82.50
EFT58538	24/08/2017	ENGIE MECHANICAL SERVICES AUSTRALIA PTY LTD	AIR CONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	1130.25
EFT58539	24/08/2017	MONDAY HOLDINGS PTY LTD	FOOTPATH DEPOSIT REFUND	2500.00
EFT58540	24/08/2017	FORRESTFIELD SENIORS CITIZENS ASSOCIATION LEISURE GROUP	REIMBURSEMENT FOR GAMING AND WAGERING BINGO PERMIT	74.00
EFT58541	24/08/2017	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	2503.99
EFT58542	24/08/2017	INSTANT WEIGHING	PLANT / VEHICLE PARTS	1363.46
EFT58543	24/08/2017	WEST AUSTRALIAN NEWSPAPERS HOLDINGS LTD	ADVERTISING IN WHAT'S ON IN THE WEST FOR ZIG ZAG GALLERY EXHIBITION PROGRAM	174.90
EFT58544	24/08/2017	SUSAN BILICH	COUNCILLOR ALLOWANCE - 01/08/17 - 31/08/17	2212.51
EFT58545	24/08/2017	COMMUNITY NEWSPAPER GROUP LTD	ADVERTISING FOR VARIOUS JOBS AND EVENTS	2140.97

Chq/EFT	Date	Name	Description	Amount
EFT58546	24/08/2017	WREN OIL	WASTE OIL RECYCLING - DISPOSAL FEES	16.50
EFT58547	24/08/2017	MAIN ROADS (WA)	SUPPLY AND INSTALLATION OF SIGNAGE AND PAVEMENT MARKINGS - INTERSECTION OF ELIZABETH ST AND RAILWAY RD KALAMUNDA. WORKS ASSOCIATED WITH CANNING & LESMURDIE ROADS	9357.87
EFT58548	24/08/2017	BROOKE O'DONNELL	COUNCILLOR ALLOWANCE - 01/08/17 - 31/08/17	2212.51
EFT58549	24/08/2017	PARKERS YELLOW METAL PTY LTD T/A METAL WORKS PERTH	BOLLARD REPAIRS / MAINTENANCE	869.00
EFT58550	24/08/2017	OPUS INTERNATIONAL CONSULTANTS (PCA) LIMITED	CANNING MILLS ROAD KALAMUNDA - SURVEY, DESIGN AND DOCUMENTATION CANNING MILLS RD / CANNING RD	4606.80
EFT58551	24/08/2017	MICHAEL ANDREW FERNIE	COUNCILLOR ALLOWANCE - 01/08/17 - 31/08/17	2212.51
EFT58552	24/08/2017	CONFECT - EXPRESS	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	407.84
EFT58553	24/08/2017	G FORCE PRINTING	SUPPLY OF PRINTED STATIONERY STOCK	859.43
EFT58554	24/08/2017	MIRACLE RECREATION EQUIPMENT	SUPPLY, DELIVERY AND INSTALLATION OF NEW PLAY SPACE AND PICNIC FACILITIES AT JACARANDA SPRINGS PARK	20000.10
EFT58555	24/08/2017	HOSECO	PLANT / VEHICLE PARTS	113.32
EFT58556	24/08/2017	ABAXA (WH LOCATION SERVICES)	SUPPLY UNDERGROUND SERVICE LOCATIONS AT VARIOUS LOCATIONS	936.98
EFT58557	24/08/2017	DIRECT TRADES SUPPLY PTY LTD	HARDWARE SUPPLIES	1231.51
EFT58558	24/08/2017	DISCUS DIGITAL PRINT	PRINTING & DELIVERY OF 'WHERE TO EAT' CORFLUTE POSTERS	264.00
EFT58559	24/08/2017	STRATAGREEN	GARDEN / RESERVE SUPPLIES	1511.14
EFT58560	24/08/2017	MARGARET THOMAS	PART DOG APPLICATION FEE REFUND	155.00
EFT58561	24/08/2017	WESTRAC PTY LTD	PLANT / VEHICLE PARTS	287.87
EFT58562	24/08/2017	SARA LOHMEYER	COUNCILLOR ALLOWANCE - 01/08/17 - 31/08/17	2212.51

Chq/EFT	Date	Name	Description	Amount
EFT58563	24/08/2017	MAYDAY EARTHMOVING	PLANT AND EQUIPMENT HIRE	15917.00
EFT58564	24/08/2017	BGC CEMENT BAGGED PRODUCTS	ROAD MATERIALS SUPPLIES	2072.65
EFT58565	24/08/2017	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICES - JUNE 2017	1184.04
EFT58566	24/08/2017	NOREEN TOWNSEND	COUNCILLOR ALLOWANCE - 01/08/17 - 31/08/17	2212.51
EFT58567	24/08/2017	WOOLWORTHS LIMITED	GROCERY SUPPLIES FOR FUNCTIONS AND COUNCIL	1100.50
EFT58568	24/08/2017	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	707.22
EFT58569	24/08/2017	KIM'S SKIM	PLANT / VEHICLE PARTS	88.00
EFT58570	24/08/2017	WOODLANDS DISTRIBUTORS & AGENCIES	SUPPLY AND INSTALL 7 X CUSTOM FABRICATED PLINTHS FOR COMMEMORATIVE PLANTING PLAQUES	10552.30
EFT58571	24/08/2017	HUMES	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	5393.76
EFT58572	24/08/2017	BOYA EQUIPMENT PTY LTD	PLANT / VEHICLE PARTS	87.05
EFT58573	24/08/2017	THE RSL (WA) RETIREMENT & AGED CARE ASSOCIATION (INC)	RATES REFUND	2597.09
EFT58574	24/08/2017	ROAD SIGNS AUSTRALIA (RSA) PTY LTD	TRAFFIC PROTECTION PRODUCTS / SIGNAGE	181.50
EFT58575	24/08/2017	DARLING RANGE SPORTS COLLEGE	HALL & KEY BOND REFUND	455.00
EFT58576	24/08/2017	ANDREW WADDELL	COUNCILLOR ALLOWANCE - 01/08/17 - 31/08/17	8093.17
EFT58577	24/08/2017	ATCO GAS AUSTRALIA (WA GAS NETWORKS PTY LTD)	CUT AND CAP ATCO GAS PIPES LOCATED AT THE FORMER DARLING RANGE PONY CLUB HARTFIELD PARK.	402.60
EFT58578	24/08/2017	HOLLY BAARSPUL	PART DOG REGISTRATION FEE REFUND	77.50
EFT58579	24/08/2017	APOLLO FABRICATIONS	HOOK LIFT BIN REPAIR FOR HOOK LIFT BINS AT WALLISTON TRANSFER STATION	3146.00
EFT58580	24/08/2017	DYLAN O'CONNOR	COUNCILLOR ALLOWANCE - 01/08/17 - 31/08/17	2212.51
EFT58581	24/08/2017	BOWDEN TREE CONSULTANCY	ARBORICULTURE CONSULTANCY / ASSESSMENT	1287.00
EFT58582	24/08/2017	LIBERTY OIL AUSTRALIA PTY LTD	SUPPLY OF FUEL	27368.16
EFT58583	24/08/2017	CONTRAFLOW	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	30468.08

Chq/EFT	Date	Name	Description	Amount
EFT58584	24/08/2017	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	28018.30
EFT58585	24/08/2017	STATE WIDE TURF SERVICES	TURF SUPPLIES / MAINTENANCE FOR VARIOUS LOCATIONS	1540.00
EFT58586	24/08/2017	SHELFORD CONSTRUCTIONS PTY LTD	FOOTPATH DEPOSIT REFUND	2500.00
EFT58587	24/08/2017	DISCOUNT HOME IMPROVEMENTS T/AS GRANNY FLATS WA	FOOTPATH DEPOSIT REFUND	2500.00
EFT58588	24/08/2017	ARMADILLO GROUP PTY LTD	PLANT / VEHICLE PARTS	671.58
EFT58589	24/08/2017	DELL AUSTRALIA	COMPUTER PARTS / ACCESSORY SUPPLIES	22552.29
EFT58590	24/08/2017	CENTURION TEMPORARY FENCING	TEMPORARY FENCING HIRE	1148.13
EFT58591	24/08/2017	CHEMCENTRE	SUPPLY OF SAMPLE BOTTLES, ESKYS AND ANALYSIS	960.79
EFT58592	24/08/2017	TREVOR DAVID & RENEE LOUISE MCMAHON	RATES REFUND	2194.16
EFT58593	24/08/2017	SIMON MEAD	KEY BOND REFUND	50.00
EFT58594	24/08/2017	HODGE COLLARD PRESTON ARCHITECTS	ARCHITECTURAL ASSESSMENT OF TWO ADDITIONAL LOCATIONS FOR THE KALAMUNDA COMMUNITY LEARNING CENTRE JORGENSON PARK	5940.00
EFT58595	24/08/2017	WILD EYED PRESS	SUPPLY OF VARIOUS MERCHANDISE FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	856.38
EFT58596	24/08/2017	SAIDUR RAHMAN	HALL & KEY BOND REFUND	350.00
EFT58597	24/08/2017	HEMA MAPS PTY LTD	SUPPLY OF VARIOUS MERCHANDISE FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	430.83
EFT58598	24/08/2017	REMONDIS AUSTRALIA PTY LTD	COLLECTION AND RECYCLING OF CARDBOARD	587.40
EFT58599	24/08/2017	ASPHALTECH PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	365573.37
EFT58600	24/08/2017	DAIMLER TRUCKS PERTH	PLANT / VEHICLE PARTS	549.85
EFT58601	24/08/2017	MEERILINGA YOUNG CHILDREN'S SERVICES INC	QUARTERLY CONTRIBUTION TO THE HIGH WYCOMBE CHILD HEALTH CLINIC - APRIL 17 TO JUNE 17	1100.00
EFT58602	24/08/2017	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	22425.78

Chq/EFT	Date	Name	Description	Amount
EFT58603	24/08/2017	AAAC TOWING PTY LTD	TOWING SERVICES FEES	330.00
EFT58604	24/08/2017	GALT GEOTECHNICS	GEOTECHNICAL STUDY HARTFIELD HOCKEY CLUB	4070.00
EFT58605	24/08/2017	JB HI-FI COMMERCIAL	MOBILE PHONES FOR WORKS DEPOT	744.02
EFT58606	24/08/2017	TRACY L DESTREE-THOMPSON	COUNCILLOR ALLOWANCE - 01/08/17 - 31/08/17	2212.51
EFT58607	24/08/2017	EXECUTIVE MEDIA PTY LTD	ADVERTISING - CARAVANNING AUSTRALIA - SPRING 2017 - HALF PAGE	1350.00
EFT58608	24/08/2017	ART GUIDE AUSTRALIA	ADVERTISING IN THE QUARTERLY ARTS GUIDE - 2017/18	2475.00
EFT58609	24/08/2017	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION CENTRE AND DEPOT	483.24
EFT58610	24/08/2017	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	2917.81
EFT58611	24/08/2017	VASHTI LA RUE	FOOTPATH DEPOSIT REFUND	4000.00
EFT58612	24/08/2017	HELENA VALLEY PRIMARY SCHOOL	HALL & KEY BOND REFUND	750.00
EFT58613	24/08/2017	TURFWORKS WA PTY LTD	RESERVE MOWING AT VARIOUS LOCATIONS	11793.30
EFT58614	24/08/2017	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	567.00
EFT58615	24/08/2017	JOURNEY JOTTINGS	SUPPLY OF VARIOUS MERCHANDISE FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	512.40
EFT58616	24/08/2017	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	BULK BIN SERVICES FOR GREEN AND MIXED WASTE COLLECTIONS AND DISPOSAL	1184.83
EFT58617	24/08/2017	LADELLE PTY LTD	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	2772.59
EFT58618	24/08/2017	ONE DEGREE ADVISORY PTY LTD	MEDIATION SERVICES FOR STAFF MEMBER - GST BALANCE FROM PREVIOUS INVOICE	325.00
EFT58619	24/08/2017	GARY TICEHURST	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	90.30
EFT58620	24/08/2017	DAYTONE PRINTING PTY LTD	PRINTING OF BROCHURES / INVITES FOR VARIOUS LOCATIONS	167.20
EFT58621	24/08/2017	WORKPOWER INCORPORATED	WEED CONTROL AT VARIOUS LOCATIONS	649.00
EFT58622	24/08/2017	WILLIAM THOMAS MOORE	FOOTPATH DEPOSIT REFUND	2500.00

Chq/EFT	Date	Name	Description	Amount
EFT58623	24/08/2017	MOKOH DESIGN	ASSORTED MERCHANDISE FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	808.15
EFT58624	24/08/2017	REDMAN SOLUTIONS PTY LTD	ANNUAL SUPPORT AND LICENCE - TRAPEZE LICENCES FOR BUILDING AND PLANNING - 7/9/17 - 6/9/18	870.41
EFT58625	24/08/2017	PAULINE MANN	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	770.00
EFT58626	24/08/2017	FAIR GO TRADING	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	1170.85
EFT58627	24/08/2017	KALAMUNDA MUSIC ACADEMY	HALL & KEY BOND REFUND	456.13
EFT58628	24/08/2017	G8 EDUCATION LTD	REFUND DUE TO OVERPAYMENT OF INVOICE	74.00
EFT58629	24/08/2017	A BUZZ FROM THE BEES	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	400.51
EFT58630	24/08/2017	ALPERSTEIN DESIGNS	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	1892.95
EFT58631	24/08/2017	2TONE MOTOR TRIMMING	REPAIR AND RETRIM SEAT IN CITY VEHICLE	385.00
EFT58632	24/08/2017	BUSHFIRE PRONE PLANNING (BPP GROUP PTY LTD)	3 X ASSESSMENT REPORT AND BAL CERTIFICATES FOR JORGENSON PARK	1655.50
EFT58633	24/08/2017	BEN SGHERZA	DISABILITY AWARENESS TRAINING TO CHAMBER OF COMMERCE BREAKFAST MEETING	500.00
EFT58634	24/08/2017	RUSTY ROO	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	1672.80
EFT58635	24/08/2017	THE LINEN PRESS	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	1762.64
EFT58636	24/08/2017	LG ASSIST AUSTRALIA	2 ADVERTS FOR DRAIN LAYER/PLANT OP/LABOURER AND PLANT OP/LABOURER	605.00
EFT58637	24/08/2017	TELSTRA SNP MONITORING PTY LTD	SECURITY MONITORING, EQUIPMENT AND REPAIRS TO VARIOUS LOCATIONS	583.66
EFT58638	24/08/2017	BLUE STEEL ENTERPRISES PTY LTD T/A FRONTLINE FIRE & RESCUE EQUIPMENT	MAINTENANCE OF FIRE AND RESCUE EQUIPMENT	427.24
EFT58639	24/08/2017	NATURE CALLS PORTABLE TOILETS	TOILET HIRE FOR TARGA	1174.00

Chq/EFT	Date	Name	Description	Amount
EFT58640	24/08/2017	NEXTRA PAPER PLACE	SUPPLY OF VARIOUS MAGAZINES AND COMICS	56.86
EFT58641	24/08/2017	ASPECTS OF NATURE	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	345.00
EFT58642	24/08/2017	AUS CHILL TECHNICAL SERVICES PTY LTD	AIR CONDITIONING REPAIRS AND INSTALLATION TO VARIOUS LOCATIONS	6285.65
EFT58643	24/08/2017	ROADLINE REMOVAL WA	HIGH PRESSURE WATERBLAST REMOVAL OF OBSOLETE LINE MARKINGS, GROGAN RD AND ABERNETHY ROAD	495.00
EFT58644	24/08/2017	MARKET CREATIONS	MARKETING AND TECHNOLOGY SERVICE FEES	3128.13
EFT58645	24/08/2017	LE GROVE LANDSCAPING	CONSTRUCTION OF THE BIBBULMUN TRACK TERMINUS LINK STREETScape CONSTRUCTION	16820.45
EFT58646	24/08/2017	CURNOW GROUP HIRE PTY LTD	WORKS COMPLETED AT NARDINE CLOSE WIDENING & UPGRADE	107265.10
EFT58647	24/08/2017	XPLOSIVE STUDIOS	REFUND FOR OVERPAID INVOICE	700.00
EFT58648	24/08/2017	FORTH CONSULTING PTY LTD	HARTFIELD PARK - HOCKEY CLUBROOMS - ENGINEERING CONSULTANCY SERVICES ASSOCIATED WITH THE DESIGN DEVELOPMENT, DOCUMENTATION FOR THE PROPOSED HARTFIELD HOCKEY CLUB UPGRADE IN FORRESTFIELD	8525.00
EFT58649	24/08/2017	ROB KORENHOF	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	310.00
EFT58650	24/08/2017	OPTEON (WESTERN AUSTRALIA) PTY LTD	CELL 9 WATTLE GROVE VALUATIONS FOR 17/18	4400.00
EFT58651	24/08/2017	MAXCO AUSTRALIA PTY LTD	TESTING AND FAULT FINDING FOR LIGHTING CONSOLE	137.50
EFT58652	24/08/2017	PADDY SWEENEY	MC FOR THE QUIT TARGA WEST RALLY 2017	1000.00
EFT58653	24/08/2017	MARINI FERLAZZO	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	350.44
EFT58654	24/08/2017	COLOURMEART	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	146.30
EFT58655	24/08/2017	ARRANGE BUILDING	FOOTPATH DEPOSIT REFUND	2500.00

Chq/EFT	Date	Name	Description	Amount
EFT58656	24/08/2017	THEENDSTOP - NATHAN HOYLT	URBAN ART WORKSHOP - NATIONAL YOUTH WEEK	950.00
EFT58657	24/08/2017	MATTHEW POON PHOTOGRAPHY	EDITING AND FILMING OF MAKARU FESTIVAL & MAYORAL DINNER	990.00
EFT58658	24/08/2017	ANNABEL TRENDS PTY LTD	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	363.24
EFT58659	24/08/2017	GLAISTER ROSS PARTNERSHIP	QUANTITY SURVEYING FOR DEMOLITION OF ITEMS AT LOT 2 (268) HALE ROAD	1100.00
EFT58660	24/08/2017	ADVENT PILGRIMS FELLOWSHIP	KEY BOND REFUND	100.00
EFT58661	24/08/2017	PETER VARELIS	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	500.00
EFT58662	24/08/2017	SUSAN MOSS PHOTOGRAPHY	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	204.10
EFT58663	24/08/2017	CORSIGN WA PTY LTD	SUPPLIES OF SIGNAGE AND RELATED EQUIPMENT	3698.75
EFT58664	24/08/2017	PRESTIGE COMMUNICATIONS	UNIDEN PHONES FOR WORKS DEPOT	577.50
EFT58665	24/08/2017	CONNOR DEVLIN MEDIA	MEDIA SERVICES FOR FORRESTFIELD NORTH LANDOWNERS FORUM	710.00
EFT58666	24/08/2017	OMNIFIC ENTERPRISES P/L T/AS OCP SALES	RADIO & TELECOMMUNICATION SUPPLIES / MAINTENANCE OF EQUIPMENT	600.00
EFT58667	24/08/2017	KEEPAD INTERACTIVE	LOGITECH MEETUP CONFERENCE CAMERA FOR COLLABORATION ROOM	1356.30
EFT58668	24/08/2017	ANIMAL PEST MANAGEMENT SERVICES	BIODIVERSITY PROJECT - SET AND TRAP FOXES, MONITOR AND CONTROL PESTS	4620.00
EFT58669	24/08/2017	VIZSTONE	IT TECHNICAL SERVICES FOR MANAGE ENGINE	5940.00
EFT58670	24/08/2017	COOL BREEZE RENTALS PTY LTD	HIRE OF ELECTRONIC HEATERS FOR MAYORAL DINNER 2017	748.00
EFT58671	24/08/2017	SIGNARAMA MORLEY	DO NOT FEED DUCK SIGNAGE	693.00
EFT58672	24/08/2017	OLIVER KELLY CONSTRUCTION	FOOTPATH DEPOSIT REFUND	2500.00
EFT58673	24/08/2017	CLASSICAL GUITAR SOCIETY OF WA	HALL & KEY BOND REFUND	455.00

Chq/EFT	Date	Name	Description	Amount
EFT58674	24/08/2017	BESPOKE TECHNICAL SOLUTIONS PTY LTD	HIRE OF SCREEN, ROVING CAMERA AND OPERATOR INCLUDING PLAYBACK AND LIVE STREAM FOR QUIT TARGA WEST RALLY 2017	2720.00
EFT58675	24/08/2017	CITY OF PERTH BAND	HALL & KEY BOND REFUND	455.00
EFT58676	24/08/2017	MATTIO DINARDO	FOOTPATH DEPOSIT REFUND	2500.00
EFT58677	24/08/2017	CLEANAWAY	WASTE / RECYCLING & BULK BIN DISPOSAL SERVICES FEES	41133.40
EFT58678	24/08/2017	SUSAN JANES ACADEMY OF DANCE	HALL & KEY BOND REFUND	455.00
69929	09/08/2017	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	169.80
69930	09/08/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	137.25
69931	09/08/2017	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	768.76
69932	09/08/2017	TELSTRA CORPORATION	TELEPHONE EXPENSES	29709.58
69933	09/08/2017	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	11378.62
69934	09/08/2017	BCITF	LEVY FEE - JULY 2017	9477.78
69935	09/08/2017	BUILDING COMMISSION	BUILDING LEVY - JULY 2017	17775.06
69936	09/08/2017	CASH - ADMIN	PETTY CASH REIMBURSEMENT	702.05
69937	09/08/2017	AUSTRALIAN TAXATION OFFICE	HALL BOND REFUND	300.00
69938	09/08/2017	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	249.00
69939	09/08/2017	CASH - KPAC	PETTY CASH REIMBURSEMENT	187.60
69940-72000		CHEQUES DESTROYED AS NEW CHEQUES RECEIVED WITH CITY OF KALAMUNDA LOGO		
72001	23/08/2017	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	169.80
72002	23/08/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	137.25
72003	23/08/2017	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	748.26
72004	23/08/2017	TELSTRA CORPORATION	TELEPHONE EXPENSES	31797.09
72005	23/08/2017	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	1738.18

Chq/EFT	Date	Name	Description	Amount
72006	23/08/2017	RAC	ROADSIDE ASSISTANCE	13.25
72007	23/08/2017	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	64.90
72008	23/08/2017	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	226.80
72009	23/08/2017	CASH - LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	79.00
72010	23/08/2017	CASH - KPAC	PETTY CASH REIMBURSEMENT	147.62
72011	23/08/2017	THANH TAM LE	REFUND OF INVOICE 25349 FOR FEES CHARGED TO WRONG PREMISES	421.00
DD36869.1	08/08/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	86057.66
DD36869.2	08/08/2017	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	290.27
DD36869.3	08/08/2017	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	260.76
DD36869.4	08/08/2017	HUNDAL & ROGERS FUTURE FUND	SUPERANNUATION CONTRIBUTIONS	467.16
DD36869.5	08/08/2017	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	626.49
DD36869.6	08/08/2017	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	571.13
DD36869.7	08/08/2017	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	354.90
DD36869.8	08/08/2017	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	3260.09
DD36869.9	08/08/2017	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	265.29
DD36964.1	22/08/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	88989.27
DD36964.2	22/08/2017	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	633.38
DD36964.3	22/08/2017	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	290.27
DD36964.4	22/08/2017	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	260.76
DD36964.5	22/08/2017	HUNDAL & ROGERS FUTURE FUND	SUPERANNUATION CONTRIBUTIONS	467.16
DD36964.6	22/08/2017	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	526.83
DD36964.7	22/08/2017	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	549.18
DD36964.8	22/08/2017	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	354.90

Chq/EFT	Date	Name	Description	Amount
DD36964.9	22/08/2017	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	265.29
DD36869.10	08/08/2017	ASGARD & WRAP ALLOCATED PENSION	SUPERANNUATION CONTRIBUTIONS	87.56
DD36869.11	08/08/2017	POWERWRAP MASTER PLAN	SUPERANNUATION CONTRIBUTIONS	144.95
DD36869.12	08/08/2017	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	944.12
DD36869.13	08/08/2017	REI SUPER	SUPERANNUATION CONTRIBUTIONS	226.75
DD36869.14	08/08/2017	MLC SUPER FUND - PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	418.34
DD36869.15	08/08/2017	THE TRUSTEE FOR DK ALWAYS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	500.53
DD36869.16	08/08/2017	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	218.01
DD36869.17	08/08/2017	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	288.23
DD36869.18	08/08/2017	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	231.13
DD36869.19	08/08/2017	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	248.15
DD36869.20	08/08/2017	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1390.88
DD36869.21	08/08/2017	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1836.89
DD36869.22	08/08/2017	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	526.74
DD36869.23	08/08/2017	PARSONS MC SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	451.30
DD36869.24	08/08/2017	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	373.77
DD36869.25	08/08/2017	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	935.29
DD36869.26	08/08/2017	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	633.38
DD36964.10	22/08/2017	A & H VALLANCE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	61.39
DD36964.11	22/08/2017	ASGARD & WRAP ALLOCATED PENSION	SUPERANNUATION CONTRIBUTIONS	111.32
DD36964.12	22/08/2017	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	944.12
DD36964.13	22/08/2017	POWERWRAP MASTER PLAN	SUPERANNUATION CONTRIBUTIONS	169.11
DD36964.14	22/08/2017	REI SUPER	SUPERANNUATION CONTRIBUTIONS	226.75

Chq/EFT	Date	Name	Description	Amount
DD36964.15	22/08/2017	THE TRUSTEE FOR DK ALWAYS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	500.53
DD36964.16	22/08/2017	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	217.29
DD36964.17	22/08/2017	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	280.84
DD36964.18	22/08/2017	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	236.16
DD36964.19	22/08/2017	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	251.19
DD36964.20	22/08/2017	MLC SUPER FUND - PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	269.39
DD36964.21	22/08/2017	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1540.28
DD36964.22	22/08/2017	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1833.61
DD36964.23	22/08/2017	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	405.74
DD36964.24	22/08/2017	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	3724.14
DD36964.25	22/08/2017	PARSONS MC SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	451.30
DD36964.26	22/08/2017	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	415.85
DD36964.27	22/08/2017	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	876.08
				3859524.42
<u>City of Kalamunda Payroll</u>				
F708096583126	08/08/2017	CITY OF KALAMUNDA PAYROLL	VARIOUS AWARDS TO 8 AUGUST 2017	528,427.02
F708237266517	22/08/2017	CITY OF KALAMUNDA PAYROLL	VARIOUS AWARDS TO 22 AUGUST 2017	534,735.21
				1,063,162.23

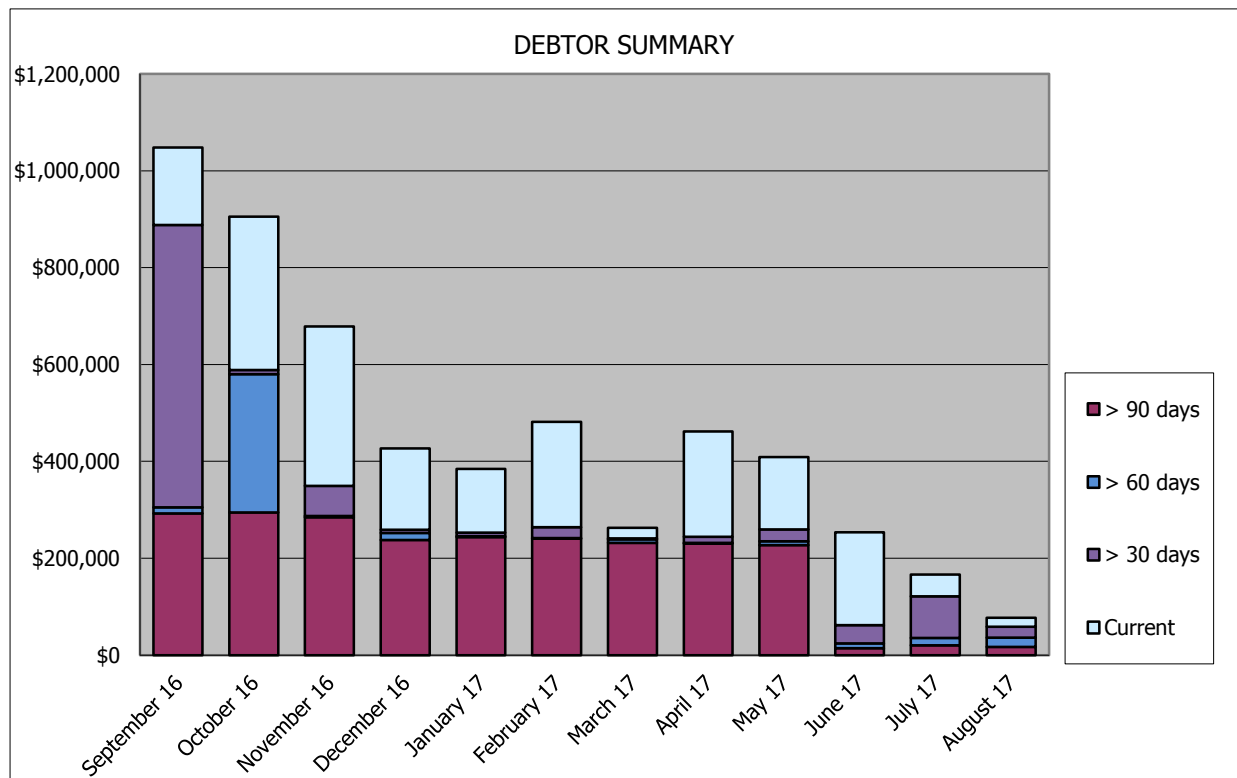
Attachment 2

Debtors and Creditors Report for the Period Ended 31 August 2017

Summary of Debtors for the Period Ended 31 August 2017

Sundry Debtors Trial Balance - Summary Aged Listing

	> 90 days	> 60 days	> 30 days	Current	Total
September 16	\$292,333	\$12,868	\$582,765	\$160,338	\$1,048,303
October 16	\$294,361	\$285,710	\$8,755	\$316,701	\$905,527
November 16	\$284,636	\$2,369	\$62,435	\$329,417	\$678,857
December 16	\$237,672	\$14,258	\$6,718	\$168,165	\$426,813
January 17	\$243,969	\$1,517	\$7,340	\$131,614	\$384,439
February 17	\$240,151	\$1,274	\$22,570	\$217,445	\$481,439
March 17	\$231,972	\$6,914	\$1,839	\$21,831	\$262,555
April 17	\$230,228	\$1,340	\$12,839	\$217,140	\$461,547
May 17	\$226,862	\$8,311	\$24,390	\$149,457	\$409,020
June 17	\$14,312	\$9,873	\$37,649	\$191,599	\$253,433
July 17	\$20,461	\$15,044	\$85,877	\$44,673	\$166,056
August 17	\$16,644	\$19,298	\$22,937	\$17,910	\$76,788



SUMMARY OF DEBTORS FOR THE PERIOD ENDED 31 AUGUST 2017			
AMOUNT	DEBTOR	DETAILS	STATUS
>90 days			
\$3,990.00	Forrestfield United Soccer Club	Player Fees - Winter season	Direct Debit in place - \$1750/fn - completed 05/10/17
\$3,589.45	Evolution Cheer and Dance ^	Hall Hire	Paying instalments - cash flow problems
\$2,835.25	Zig Zag Gymnastics	Hall Hire	Payment pending September
\$1,623.00	Midland Sisdac ^	Hall Hire	Paying instalments - cash flow problems
\$1,334.92	Foothills Information & Referrals	Utility Expenses / Lease Fees	Waiting for response to contact
\$1,133.00	Keith Mortimer	Replacement cost of damaged street tree	Referred to debt collectors - Dun & Bradstreet (D&B)
\$2,138.36	90+ Days Debts consisting of amounts under \$1,000.00.	5 Debtors - average debt \$427.67	Debtors to be advised debt recovery action pending/final notices issued/debt with D&B or possible write-off of debt pending.
\$16,643.98	Total Debts 90+ Days		
>60 days			
\$2,835.25	Zig Zag Gymnastics	Hall Hire	Payment pending September
\$2,139.00	Weight Watchers International	Hall Hire	Confirmed 31/08 in next payment run
\$2,086.00	Illuminations Dance Company	Hall Hire	Statement sent / spoken to Debtor - to check records
\$1,977.50	Midland Sisdac ^	Hall Hire	Paying instalments - cash flow problems
\$1,852.50	Early Bird Learning	Hall Hire	Statement sent / message left
\$1,684.00	Helen O'Grady Drama Academy	Hall Hire	Statement sent / message left
\$6,723.56	60+ Days Debts consisting of amounts under \$1,000.00.	18 Debtors - average debt \$373.53	All debtors to be contacted. Copy invoices mailed as required.
\$19,297.81	Total Debts 60+ Days		
>30 days			
\$1,681.00	Rotary Club of Kalamunda	Trading in Thoroughfares - Rotary Markets	To mail copy invoice
\$1,114.00	The Ice Cream Man	Trading in Thoroughfares / Surveillance Fee	Statement emailed - to mail copy invoice

SUMMARY OF DEBTORS FOR THE PERIOD ENDED 31 AUGUST 2017			
\$20,141.50	30+ Days Debts consisting of amounts under \$1,000.00.	102 Debtors - average debt \$197.46	Statements issued.
\$22,936.50	Total Debts 30+ Days		
< 30 days			
\$27,092.95	Total of Current Debts		
\$9,183.11	Total of Accounts in Credit		
\$76,788.13	Total - Debtors Trial Balance		
FOOTNOTES * Denotes currently in negotiation of invoice amount and / or details ^ Denotes payment arrangement in place			

Attachment 3

Debtors and Creditors Report for the Period Ended 31 August 2017

Summary of Creditors for the Period Ended 31 August 2017

Sundry Creditors Trial Balance - Summary Aged Listing

Month End	> 90 days	> 60 days	> 30 days	Current	Total
31/07/2016	\$0	\$4,210	\$762	\$734,480	\$739,452
31/08/2016	\$26,903	\$3,465	\$30,621	\$880,029	\$941,019
30/09/2016	\$715	\$15,405	\$21,130	\$918,399	\$955,649
31/10/2016	\$19,124	\$28,883	\$102,114	\$1,300,775	\$1,450,897
30/11/2016	\$1,002	\$22,106	\$377,933	\$1,377,570	\$1,778,611
31/12/2016	\$253	\$602	\$31,034	\$984,629	\$1,016,519
31/01/2017	\$0	\$12,775	\$66,397	\$790,305	\$869,476
28/02/2017	\$11,534	\$3,793	\$29,759	\$2,985,350	\$3,030,436
31/03/2017	\$932	\$0	\$101,600	\$1,010,758	\$1,113,290
30/04/2017	\$16,344	\$3,345	\$33,404	\$1,495,781	\$1,548,875
31/05/2017	\$8,920	\$12,381	\$47,750	\$2,495,403	\$2,564,454
30/06/2017	\$35,271	\$62,597	\$10,220	\$3,765,703	\$3,873,791
31/07/2017	\$7,214	-\$85	\$2,330	\$928,027	\$937,483
31/08/2017	\$11,870	\$24,652	\$232,335	\$1,318,300	\$1,587,157

Comment

- > 90 days Original Invoices not received for Pumps Australia, McLeods Barristers & Solicitors & Kott Gunning Lawyers in Accounts to process.
- > 60 days Original Invoices not received for 1st Kalamunda Scout Group, Orbit Health & Fitness, Forrestfield United Soccer Club, Kennedys Tree Services, Bassendean Junior Football Club, Business Law WA, Cleartech Waste Management, Swan Districts Netball Assoc., Blue Tang and a credit for Pumps Australia, Cash-Meals on Wheels, Cash-Kalamunda HACC in Accounts to process.
- > 30 days These invoices are paid on the third fortnightly payment run.

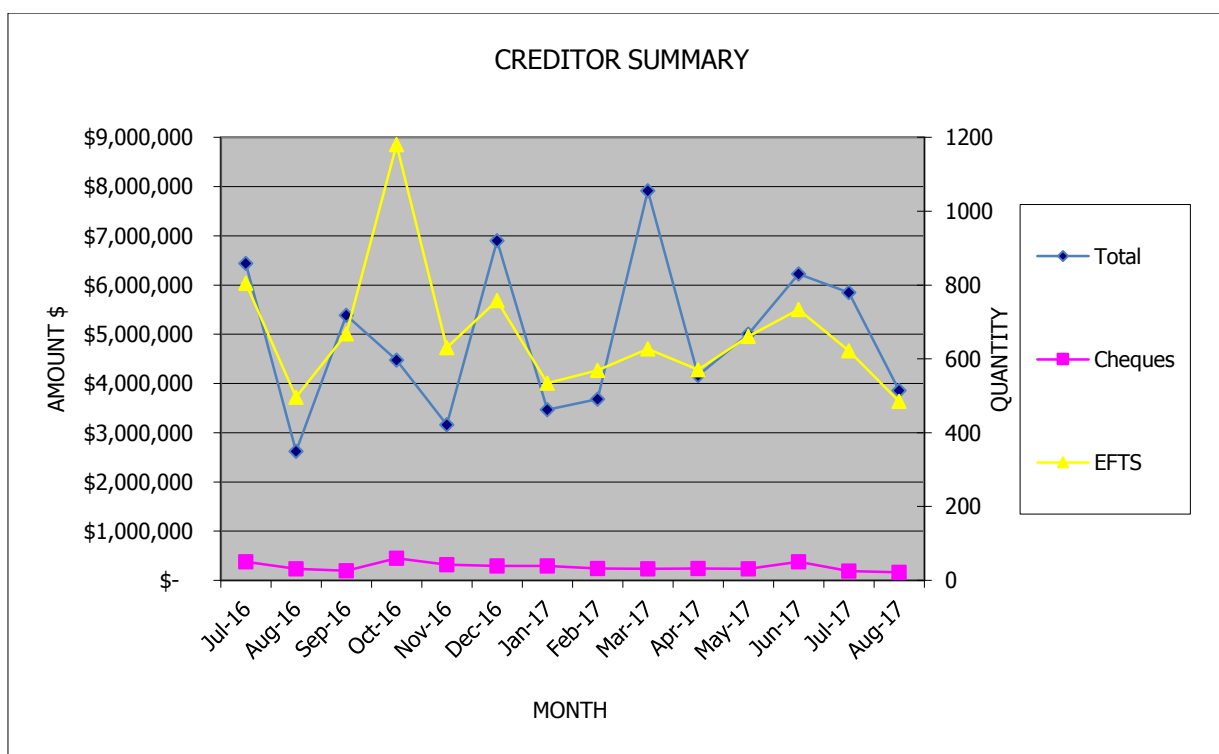
Creditor Payments made

Month	Amount \$	Quantity		
		Cheques	EFTs	Total
Jul-16	\$6,442,728	50	805	855
Aug-16	\$2,620,389	31	496	527
Sep-16	\$5,388,229	26	668	694
Oct-16	\$4,478,302	60	1180	1240
Nov-16	\$3,164,854	43	631	674
Dec-16	\$6,900,947	39	758	797
Jan-17	\$3,467,390	39	534	573
Feb-17	\$3,680,070	32	569	601
Mar-17	\$7,913,224	31	627	658
Apr-17	\$4,166,400	32	571	603
May-17	\$5,002,758	31	661	692
Jun-17	\$6,223,756	50	734	784
Jul-17	\$5,846,091	25	622	647
Aug-17	\$3,859,524	22	485	507

*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.

69. Draft Monthly Financial Statements to 31 August 2017

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FIR-SRR-006
Applicant	N/A
Owner	N/A
Attachment 1	Draft Statements of Financial Activity for the month ended 31 August 2017 incorporating the following: a) Statement of Financial Activity (Nature or Type) for the year ended 31 August 2017 b) Statement of Financial Activity (Statutory Reporting Program) for the month ended 31 August 2017 c) Net Current Funding Position, note to financial statement as of 31 August 2017

EXECUTIVE SUMMARY

1. To receive the Draft Monthly Statutory Financial Statements for the period to 31 August 2017, which comprises:
 - a) Statement of Financial Activity (Nature or Type) for the month ended 31 August 2017;
 - b) Statement of Financial Activity (Statutory Reporting Program) for the month ended 31 August 2017; and
 - c) Net Current Funding Position, note to financial statement as of 31 August 2017.
2. To provide Council with statutory financial reports on the activity of the City of Kalamunda with comparison of the month's performance against the budget adopted on 28 June 2017. This Statement compares the actual results for the month with the revised budget.
3. The City's Draft Financial Statements as at 31 August 2017 demonstrate the City has managed its budget and financial resources effectively.

BACKGROUND

4. The Statement of Financial Activity (Attachment 1), incorporating various sub-statements, has been prepared in accordance with the requirements of the *Local Government Act 1995* (WA) and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* (WA).
5. The opening funding position in the Statement of Financial Activity reflects the un-audited surplus carried forward from 2016/17.

The opening surplus position is un-audited and subject to change as:

- a) Land and building revaluation entries are awaiting a review by the external Auditors;

- b) Audited results of Eastern Metropolitan Regional Council (EMRC) of which the City owns a substantial percentage of equity have not 't been finalised;
 - c) Proposed audit adjustments are awaited from external Auditors, Grant Thornton who completed their field site visit on the 1st September 2017.
- 6. The budget column reflects the budget approved by Council at its meeting on 28 June 2017.

DETAILS

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

Financial Commentary

Draft Statement of Financial Activity by Nature and Type for the month ended 31 August 2017

- 8. This Statement reveals a net result surplus of \$43,527,011 compared to budget for the same period of \$43,564,479. The majority of the variance of \$37,466 is in the areas of operating activities, land and building and infrastructure projects.

Operating Revenue

- 9. Total Revenue excluding rates is over budget by \$352,104. This is made up as follows:
 - a) Operating Grants, Subsidies and Contributions are over budget by \$327,244, The variance is mainly attributable to;
 - (i) \$262,025 received from Western Power as a contribution for works in Forrestfield.
 - (ii) \$50,333 for insurance reimbursement for vandalised playground equipment.
 - b) Fees and Charges is over budget by \$159,027. The variance is mainly attributable to:
 - (i) \$208,124 in waste fees as part of the yearly fees raised in line with rates.
 - c) Interest Income is over budget by \$39,673. The variance is emanating from the rates instalment interest and investment income. These variances are deemed to be phasing issues which will be resolved in the following month.
 - d) Other Revenue is under budget by \$5,871. This variance is mainly emanating from various compliance areas in the area of fines and penalties.

- e) Ex-Gratia rates revenue is under the budget by \$183,570 as the amounts from Co-operative Bulk Handling (CBH) and Dampier Bunbury Gas pipeline is yet to be received. The City is currently in negotiations with CBH to draft a new agreement for the 2017/18 period.

Operating Expenditure

10. Total expenses is over budget by \$728,757. The significant variances within the individual categories are as follows:
- a) Employment Costs are under budget by \$11,166 which is within the reporting threshold.
 - b) Materials and Contracts is under budget by \$143,886. This is mainly attributed to:
 - (i) Verge maintenance, various sites, \$136,640
 - (ii) Consultancy fees \$43,949 with the largest variance coming from infrastructure projects design work of \$40,830.These are a result of timing matter issues.
 - c) Utilities are under budget by \$52,440 of which:
 - (i) \$39,718 relates to telephone charges accrual not taken up. This will be resolved in September; and
 - (ii) \$30,949 relates to Street Lighting which is lower than projected.
 - d) Depreciation, although a non-cash cost, is tracking under budget, reporting a variance of \$680,531. Until the revaluation and depreciation entries are resolved for 2016/17, the fixed assets for 2017/18 cannot be rolled over to the new financial year. This is planned to be resolved by September 2017.
 - e) Interest expense is over budget by \$2,475. This is a result of a timing difference between amounts accrued and the budget which is based on the debenture payments schedules.
 - f) Insurance expense is over budget by \$243,765. The variance is mainly as a result of the City changing its brokers and insurance providers for 2017/18 programme. These costs are yet to be finalised and excesses will be coming through in the year which will diminish this surplus. The variance is considered to be a timing matter.
 - g) Other expenditure is over budget by \$17,810 of which \$18,465 relates to a donation made to the Zig Zag Community Arts. This is considered a timing matter.
 - h) Loss on disposal of Assets is over budget by \$8,332. Some vehicles have been identified for disposal which requires the Fleet Steering Committee's sign off. It is planned to be completed by September 2017.

Investing Activities

Non-operating Grants and Contributions

11. The non-operating grants and contributions are under budget by \$691,521 emanating from incomplete infrastructure projects. This is regarded as a timing matter.

Capital Expenditures

12. The total Capital Expenditure on Property, Plant and Equipment and Infrastructure Assets is under budget by \$951,715. This is considered to be a timing issue.
13. Capital work-in-progress of \$495,803, represents the costs expended on Forrestfield Industrial Area Scheme Stage 1 and CELL 9 Wattle Grove development. The relevant expenditure is funded by the Forrestfield Industrial Area Scheme Stage 1 reserve account and the CELL 9 trust account. These assets once constructed will be passed over to the City for management.

Financing Activities

14. The amounts attributable to financing activities shows a surplus of \$103,235 which is a result of transfers from reserves.

Rates revenues

15. Rates generation is under budget with a variance of \$695,765. The variance is due to the phasing of interim rates, back rates and recognition of advance rates payments. This is expected to be resolved in September.

Draft Statement of Financial Activity by Program for the month ended 31 August 2017

16. The overall result comments are as above and generally each Program is within the accepted budget except for Other Property and Services, Community Amenities, Recreation and Culture and General Purpose Funding. Major variances have been reported by Nature and Type under points 9 to 15 above.

Draft Statement of Net Current Funding Position as at 31 August 2017

17. The commentary on the net current funding position is based on comparison of the draft August 2017 to the August 2016 actuals.
18. Net Current Assets (Current Assets less Current Liabilities) show a result of \$74.3 million. The restricted cash position has a balance of \$18.6 million which is higher than the previous period's balance of \$13.8 million. This can mainly be attributed to the transfers from reserves in anticipation of infrastructure works projects and Forrestfield Industrial Area Scheme Stage 1 works progressing.

19. Trade and other receivables outstanding comprise rates and sundry debtors totalling \$18.8 million.

The rates balance increased by \$1.4 million from last year which reflects increases in rates generation.
20. Sundry debtors have decreased from \$956,522 to \$76,788, of which \$17,909 consists of current debt due within 30 days.
21. Receivables Other represents \$6.6 million comprising:
 - a) Emergency Service Levy receivables \$2.9 million
 - b) Receivables sanitation \$2.8 million; and
 - c) GST Receivable \$0.35 million.
22. Provisions for annual and long service leave have increased by \$324,580 to \$3.3 million when compared to the previous year. The large variance is coming from the 2016/17 year end adjustment with long service leave liability going up by \$214,023 as more employees come under the criteria for calculation of the liability.
23. Restricted Reserves have increased from \$13.8 million to \$18.7 million when compared to August 2016. The increase is due to the following:
 - a) Unexpended capital works reserve has increased by \$5.7 million.
 - b) Waste management reserve has increased by \$0.5 million
 - c) Nominated employee leave provision by \$0.6 million.
 - d) Asset enhancement reserve by \$0.4 million
 - e) Forrestfield Industrial Area Scheme Stage 1 has decreased by \$2.7 million. With commencement of its major capital projects, amounts has been drawn down from the reserve to meet the necessary funding requirements.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

25. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

26. The City's executive and management reviews the underlying business unit reports which form the consolidated results presented in this report.

External Referrals

27. As noted in point 24 above, the City is required to present to the Council a monthly statement of financial activity with explanations for major variances.

FINANCIAL CONSIDERATIONS

28. The City's financial position continues to be closely monitored to ensure it is operating sustainably and to allow for future capacity.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

29. *Kalamunda Advancing: Strategic Community Plan to 2027*

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

30. Nil.

Economic Implications

31. Nil.

Environmental Implications

32. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 33.
- | | | |
|---|--------------------|---------------|
| Risk: Over-spending the budget. | | |
| Likelihood | Consequence | Rating |
| Possible | Significant | High |
| Action / Strategy | | |
| Monthly management reports are reviewed by the City. | | |
| Risk: Non-compliance with Financial Regulations | | |
| Likelihood | Consequence | Rating |
| Unlikely | Major | High |
| Action / Strategy | | |
| The financial report is scrutinised by the City to ensure that all statutory requirements are met.
Internal Audit reviews compliance with Financial Regulations. | | |

OFFICER COMMENT

34. The City's Draft Financial Statements as at 31 August 2017 demonstrate the City has managed its budget and financial resources effectively.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 69/2017)

That Council:

1. Receives the Draft Monthly Statutory Financial Statements for the period to 31 August 2017, which comprises:
 - a) Statement of Financial Activity (Nature or Type).
 - b) Statement of Financial Activity (Statutory Reporting Program).
 - c) Net Current Funding Position, note to financial statement.

Moved:

Seconded:

Vote:

Attachment 1

Draft Monthly Financial Statements to 31 August 2017

Draft Statements of Financial Activity for the Month Ended 31 August 2017

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

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

70. Strategic Sport and Recreation Community Committee

Previous Items	OCM 161/2015
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	
Applicant	
Owner	
Attachment 1	Proposed Terms of Reference for Strategic Sporting and Recreation Community Committee

EXECUTIVE SUMMARY

1. This report recommends Council provide in principle support for:
 - a) the development of a Strategic Sport and Recreation Community Committee (SSRCC) to replace the existing Sport and Recreation Advisory Committees; and
 - b) to advertise the draft Terms of Reference for a period of 30 days including consultation with existing Sport and Recreation Advisory Committees.
2. The establishment of the SSRCC was requested at the Special Council Meeting 28 June 2017 in order to provide greater transparency and a more strategic approach to the allocation of City funding to recreation groups.
3. The SSRCC is based on the principles of participatory budgeting which is a process of democratic deliberation and decision making allowing community members to decide how to allocate part of the City's municipal budget relating to sport and recreation capital projects. The process will operate in conjunction with the City's Capital Grants program.
4. The establishment of the SSRCC will replace the current Sport and Recreation Advisory Committee structure and will be supported by a Terms of Reference designed to guide the decision making process. The Terms of Reference will be released for public comment for a period of thirty days. Following closure of the public comment period Council will be asked to receive the feedback and consider endorsing the Terms of Reference.

BACKGROUND

5. At the November 2015 Ordinary Council Meeting a Motion was carried (OCM 161/2015)

'That Council request the Chief Executive Officer to:

- 1. Undertake a review of the existing Council's Management and Advisory Committees, and provide a report recommending the Committees that would meet the Council strategy and priorities, and improve City efficiencies.*
- 2. Engage and consult with Management and Advisory Committee members in the review process.*

3. *Give consideration to the Table outlined in the rationale and provide comment in relation to any pros and cons.*

The preamble to this motion included the following rationale: *"There has been little change to existing Council's Management and Advisory Committees for a number of years. It is timely to consider a review of the types and structure of the Committees to ensure alignment with Council's strategy and priorities, and to meet community expectations."*

6. In late 2015 through to early 2016, the City conducted consultation with all existing sporting Advisory Committee members, collated feedback from metropolitan Local Government Authorities and presented this research to Council members through a workshop in March 2016.
7. Although the research indicated the City of Kalamunda was the only metropolitan Local Government that still maintained the advisory committee structure, Council at that time decided to retain the existing sporting advisory committees.
8. At the Special Council Meeting on 28 June 2017 Mayor Waddell made an announcement to *"replace the existing (committee) structure and put forward....a Strategic Sport and Recreation Committee that would allow every sporting club and every recreation group to come together in a group and work out how they want to carve up their share of the pie."* Mayor Waddell requested a report to be brought to Council in August 2017.
9. Some of the issues and perceptions around the existing process for capital funding of sport and recreation groups can be summarised as follows:
 - a) Lack of integration between Community Sporting & Recreation Facilities Fund (CSRFF) and budget processes
 - b) Expectation that CSRFF projects will be funded prior to budget consideration
 - c) Perception that funding is not always equitable
10. The SSRCC is based around the principles of Participatory Budgeting, which is a process of democratic deliberation and decision-making, and a mechanism by which the community determines spending priorities, investment and budget allocation decisions within the City's sport and recreation program.
11. The concept of participatory budgeting has been utilised across a number of local government jurisdictions both locally, nationally and internationally. The success of these programs has been variable with success reliant on solid planning and set up, strong commitment from elected and community members, effective governance and team support.

DETAILS

12. Participatory Budgeting is a process of democratic deliberation and decision making allowing community members to decide how to allocate part of the City's municipal budget relating to recreation services.

-
13. Participatory Budgeting typically involves:
 - a) Community members identifying spending priorities;
 - b) Community members developing specific funding proposals with guidance and support from City staff; and
 - c) The City implementing the priority proposals.
 14. It is considered that Participatory Budgeting is focused on achieving the following outcomes:
 - a) A stronger alignment between services and community priorities
 - b) Greater understanding within the Community of the range and nature of services
 - c) Shared ownership of the challenging decisions facing Council in aligning budget with community needs
 - d) Improved levels of trust between the City and the community: and
 - e) Increased transparency in decision making.
 15. The proposed SSRCC will have two key focus areas:
 1. Provide a forum for independent consideration, assessment and ranking of new Capital Funding applications submitted from sporting and recreational clubs through the City's Capital Grants EOI process.
 2. Provide the City with an independent review and validation of the current sport and recreation projects included in the LTFP. This will ensure that all future projects remain strongly aligned with the communities' priorities and the City's funding parameters.
 16. Following an analysis of participatory budgeting processes undertaken in other local governments, the following factors are critical in ensuring that effective outcomes are achieved:
 - a) Senior level buy-in from Council and City Staff;
 - b) Strong community buy-in
 - c) Commitment to the provision of funding;
 - d) Strong planning and establishment of clear roles and responsibilities;
 - e) Provision of appropriate training to community members;
 - f) Establishment of a clear vision that is aligned to the City's strategic direction;
 - g) Provision of appropriate levels of support – through technical support, information;
 - h) Embed the process at a low level and get some tangible quick win benefits;
 - i) Communication and transparency throughout the process;
 - j) Effective decision making and governance framework;
 - k) Effective monitoring and evaluation process;
 - l) Balanced community representation that is free from bias.
 17. The City of Greater Geraldton (CGG) operated a participatory budgeting Program which was developed on the back of three years of extensive planning and consultation. The CGG reported that participants were pleased to have the opportunity to be involved and have their voice heard. In addition, participants reported that they had an increased understanding of the services provided by the City.
-

18. In order to effectively support the SSRCC it is proposed to establish a governance model consisting of the following:

SSRCC - Purpose.

- a) To assess and prioritise Expressions of Interest applications for new sport & recreation projects and make recommendations to Council for funding support within financial parameters.
- b) To review and validate existing sport & recreation projects identified in the LTFP.

Project Leadership Team - Purpose

- a) To plan and prepare logistics, data and facilitate workshop discussions
- b) To provide technical advice and support
- c) To collate feedback and prepare written material for review

Council - Purpose

- a) To consider the recommendations provided from the SSRCC
- b) To implement recommendations where possible
- c) To clearly communicate what is not possible
- d) To set the overall budget allocation regarding funding.

19. The SSRCC Scope shall include the following:

- a) New or Major Upgrade/Extensions – Projects requiring an increase to the existing level of service and/or above industry standard. For example conversion of a grass bowling green to synthetic or increasing current floodlighting lux from 50 to 100.
- b) Buildings – Major structural upgrades to accommodate growth/change of use.

Renewal Projects are considered 'not in scope' and will be replaced on a 'like for like' basis and will be identified, programmed and budgeted for replacement within the relevant Asset Management Plan (AMP). Regularly renewing existing assets is essential to satisfactory performance and ensuring the safety of users.

Renewal project examples include, but are not limited to: reticulation, bores, pumps, sport lighting, turf renovations, car parking, drainage, court resurfacing, roof replacement, painting and air conditioning.

Renewal projects that attract funding through the Community Sport and Recreation Facilities Fund (CSRFF) shall continue to be programmed to ensure that funding opportunities are maximised and club contributions are sought from the principle users. For example court resurfacing or bowling green replacements would need to be programmed within the AMP and budgeted accordingly within the LTFP.

20. The number of meetings shall be aligned to the Capital Grants process and likely to be convened up to three or four times a year. There will be an Assessment Matrix developed that will guide the decision making process to ensure alignment with the City's strategic priorities

21. Following a 30 day public comment period seeking feedback on the proposed Terms of Reference, all 39 sport and recreation clubs will be invited to an information session to be held in November/December.

The purpose, objectives and process of the SSRCC and the Capital Grants Policy will be explained to all club members and they will be asked to consider nominating representatives to the SSRCC.
22. It is proposed that up to nine members will be appointed to the SSRCC and the list of nominations will be presented to Council for appointment in February 2018.
23. During the period of October 2017 through to January 2018, the City will assist sporting clubs to develop project applications in the form of an Expression of Interest to ensure applications contain sufficient information for consideration of the SSRCC and ultimately Council.
24. During March 2018 the SSRCC will meet to consider all submitted applications and determine the priority ranking for projects and recommend to Council the financial year in which they should be funded. As part of this process the SSRCC will need to consider:
 - a) Maximising external funding opportunities for projects and importantly aligning major projects to State and Federal election cycles
 - b) the City's annual budget parameters and the technical advice provided by Officers
 - c) Review priorities and timing of projects allocated within the Ten Year Long Term Financial Plan, taking account of issues such as:
 - (i) The capacity of the City to deliver projects
 - (ii) Project readiness status
25. Following the March meeting, the SSRCC's recommendations will be presented to Council for final consideration as part of the annual budget and Long Term Financial Planning process.

STATUTORY AND LEGAL CONSIDERATIONS

26. *Local Government Act 1995* -Part 5 Subdivision 2- Committees and their meetings.

POLICY CONSIDERATIONS

27. COMR 21 - Capital Grants Clubs and Community Groups

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

28. Referred to Asset Services.

External Referrals

29. This report recommends the proposed Terms of Reference for the SSRCC be released for public comment for a period of 30 days including consultation with the existing sport and recreation Advisory Committees.

FINANCIAL CONSIDERATIONS

30. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

31. *Kalamunda Advancing: Strategic Community Plan to 2027*
- OBJECTIVE 1.2 To provide safe and healthy environments for the community to enjoy.
- OBJECTIVE 1.3 To support the active participation of local communities.
- OBJECTIVE 4.1 To provide leadership through transparent governance.
- OBJECTIVE 4.2 To proactively engage and partner for the benefit of the community.

SUSTAINABILITY

Social Implications

32. The formation of the SSRCC will provide strategic direction and guidance in regards to the development of facilities and reserve infrastructure in the City of Kalamunda and will greatly assist in a long term approach in regards to the provision of sporting facilities within the region.

Economic Implications

33. The formation of the SSRCC is expected to provide the community with an improved understanding of the economic costs and benefits associated with our sport and recreation service.

Environmental Implications

34. The formation of the SSRCC will allow for improved promotion of strategies for reducing energy consumption when considering facility development and upgrades including lighting projects across the City. This could include the potential of installing PV solar panels on the roof any new facilities and consideration of use of LED lighting where appropriate.

RISK MANAGEMENT CONSIDERATIONS

35.	Risk: Loss of the opportunity to have independent assessment of priority sport and recreation projects by the sport and recreation community.		
	Likelihood	Consequence	Rating
	Possible	Moderate	Medium
	Action / Strategy		
	To introduce a Participatory Budgeting model for sporting and recreation clubs.		
	Risk: Deterioration of working relationships with clubs following abolishing advisory committees.		
	Likelihood	Consequence	Rating
	Unlikely	Moderate	Low
	Action / Strategy		
	Our Recreation Services Officer (Sport and Club Development) and other City Officers will continue to provide support to and maintain a regular and open communication with all sporting and recreation clubs.		

OFFICER COMMENT

36. The formation of the SSRCC will assist in providing greater transparency and ownership in the process applied to the delivery of capital projects to the sport and recreation clubs within the City. By implementing the principles of deliberative democracy, clubs via the SSRCC will have a fair and equitable opportunity to present their rationale as to why particular capital projects should be supported by Council.
37. The proposed SSRCC will also assist in building an alignment between recreation planning and community priorities and improve the equity in funding by providing representation from sport and recreation clubs, rather than a focus on clubs on large sporting reserves.
38. Should support be given to the SSRCC replacing the existing advisory committees, then those directly linked to a sporting reserve i.e. Kalamunda Sporting Precinct, Scott Reserve and Hartfield Park, would be dissolved in October 2017, as part of the Local Government Election process taking place in 2017.
39. In order to maintain contact with our sporting and recreation clubs, the City will continue to attend seasonal sports changeovers meetings and be available for club briefing meetings and continue club development workshops, e-newsletters and informal discussions.
40. The majority of Advisory Committee Agenda items continue to be operational in nature and can be adequately addressed through existing City processes.
41. All maintenance and other reserve or building issues would be reported and handled through the City's Internal Customer Support system and tracked to ensure completion. Any major renewal projects would be referred to the

Asset Services team and considered in conjunction with the appropriate Asset Management Plan e.g. carparks, drainage etc.

42. Informal Steering Committees and/or Working Groups of the relevant stakeholders would be established when developing and implementing Master Plans, so as to coordinate project priorities and strategically consider timing and sourcing of funding.
43. It is proposed to retain the Ray Owen Management Committee which operates under different arrangements. The Committee is responsible for the management of the Ray Owen Sports Centre which is a City owned facility under a shared Licence Agreement between Kalamunda & Districts Netball Association, Kalamunda & Districts Basketball Association, and the City of Kalamunda.
44. To ensure the proposed SSRCC has achieved the key success measures a review will be undertaken after twelve months, with proposed refinements to the model recommended to Council for consideration.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 70/2017)

That Council:

1. Support in principle the development of a Strategic Sport and Recreation Community Committee to replace the existing Sport and Recreation Advisory Committees.
2. Request the CEO advertise the draft Terms of Reference for a period of 30 days including consultation with the following Sport and Recreation Advisory Committees:
 - a) Hartfield Park Advisory Committee
 - b) Scott Reserve Advisory Committee
 - c) Kostera Oval Advisory Committee

Moved:

Seconded:

Vote:

Attachment 1

Strategic Sport and Recreation Committee

Strategic Sport and Recreation Community Committee Terms of Reference



Strategic Sport and Recreation Community Committee

Terms of Reference

1. Name

The name of the Committee shall be the **Strategic Sport and Recreation Community Committee**

2. Objectives

- 2.1 To assess and prioritise Expression of Interest (EOI) applications submitted from sporting/recreational clubs toward any new or major upgrade projects received through the City's Capital Grants program and to make recommendations to Council for funding. Note: Renewal projects based upon replacement of 'like for like' will not be considered by this committee.
- 2.2 To review and validate Sport and Recreation projects identified in the City's Ten Year Long Term Financial Plan (LTFP).

3. Membership

- 3.1 A total membership of up to nine members will be appointed by Council following a nomination process that is open to all sporting and recreation clubs. The term of appointment shall be up to two years; however retiring members are eligible for re-nomination.
- 3.2 In accordance with the *Local Government Act 1995*, a minimum of three persons must be appointed to the Committee.
- 3.3 Non-voting City of Kalamunda staff members will provide guidance and support to the Committee members. The Director Corporate and Community, Director Asset Services or their nominees will provide this assistance.
- 3.4 The Committee may second individuals on sub-committees and working groups, but secondments cannot be made to the main Committee.
- 3.5 The appointment of any person who is absent without leave for more than three consecutive meetings shall lapse and that person will need to seek Council reappointment to continue on the Committee for the duration of its term.
- 3.6 The Presiding Person and Deputy Presiding Person shall be appointed from the body of the Committee.
- 3.7 A City of Kalamunda staff member will act as Secretary for the Committee.

4. Meetings

- 4.1 The Committee shall meet up to four times per financial year in line with the City's Capital Grants Policy and Procedure funding cycle.
- 4.2 The first meeting is to be held in March of each financial year following the closure of the Expression of Interest process.
- 4.3 A quorum shall consist of at least one half of the appointed members being present.
- 4.4 An agenda and notice of meeting will be distributed by Council at least seven days prior to each meeting.



- 4.5 Agenda items along with any supporting papers should be sent to the Secretary no later than ten days prior to meeting. This allows time for members to consider the item and make an informed decision.
- 4.6 If there are no agenda items the Secretary in consultation with the Presiding Person will advise all members that the scheduled meeting is cancelled.
- 4.7 Late Agenda/Business items may be accepted for consideration by the committee.
- 4.8 Extraordinary meetings may be convened by the Secretary (City Officer) in accordance with Clause 4.3, following written requests from in excess of 50% of the current membership with voting rights.

5. Minutes

- 5.1 The Secretary shall keep minutes of all business transacted at all meetings and shall forward a copy of these minutes to members within ten days of each meeting.
- 5.2 The Minutes to be presented to Council as an attachment to the appropriate monthly Council Agenda, at the next round of Council meetings following the meeting of that Committee.

6. Voting

- 6.1 Each appointed member present shall have one vote, excluding staff.

7. Relationship to Council

- 7.1 The minutes of the Committee will be presented to the next available Meeting of Council. A copy of the minutes will be circulated to Councillors with the Council Agenda.

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

71. Age Friendly Strategy and Action Plan 2017-2021

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Draft Age Friendly Strategy and Action Plan 2017-2021

EXECUTIVE SUMMARY

1. This report seeks endorsement of the proposed Age Friendly Strategy and Action Plan 2017-2021 (Attachment 1) to deliver improved outcomes for older people living in the City of Kalamunda.
2. The Strategy and Plan have been developed in response to the World Health Organisation's Guide to Age Friendly Cities.
3. Four key focus areas have been identified to give priority to those issues identified through community engagement:
 - a) Transportation
 - b) Housing
 - c) Social participation
 - d) Communication and information.

BACKGROUND

4. The Shire (now City) of Kalamunda adopted a Positive Ageing Plan in October 2016 following previous experience in implementing the Senior Action Plan which highlighted the need for a more holistic approach to planning and delivering services for older adults.
5. The World Health Organisation (WHO) in 2007 developed a Framework in which *"active ageing is regarded as a lifelong process shaped by several factors that, alone and acting together, favour health, participation and security in older adult life. Active ageing is the process of optimizing opportunities for health, participation and security in order to enhance quality of life as people age"*.
6. The eight domains of an Age Friendly City identified by the WHO are:
 1. Outdoor spaces and buildings
 2. Transportation
 3. Housing
 4. Social participation
 5. Respect and social inclusion
 6. Civic participation and employment
 7. Communication and information
 8. Community support and health services

7. The Department of Local Government and Communities (now the Department of Local Government, Sport and Cultural Industries) (DLGSCI) provided funding and support to reset this Plan to include greater community engagement and reflect changes in local conditions.
8. New funding structures for Home and Community Care services have impacted on the City's ability to be a direct service provider in this area. The reduced economic capacity of the State Government has led to increased costs to local government and to residents. There are also changes in the expectations of residents with regard to services and facilities to better meet their needs.

DETAILS

9. Older adults in the City of Kalamunda were proactive in providing feedback and suggestions for this Age Friendly Strategy and Action Plan. Over 60 people attended workshops and nearly 300 completed surveys to inform the development of the Strategy. The feedback received was summarised in response to each of the eight domains of an Age Friendly Community identified by the WHO.
10. The City has also confirmed the work that is already being undertaken in response to these eight domains and attached this information to workshop/survey summaries. A sample of workshop and survey participants were provided with the summaries and asked to respond to the information collated. Feedback received in this process has been used to refine the document and clarify actions for inclusion in the plan.
11. Information and ideas received were wide ranging across all eight domains though four priority areas have been identified in which the City can influence outcomes and make a positive change. These are:
 1. Transportation;
 2. Housing;
 3. Social Participation;
 4. Communication and Information.
12. It is intended that this Age Friendly Strategy and Action Plan will replace the previous Positive Ageing Plan entirely. As with the City's Disability Access and Inclusion Plan (DAIP), once approved, it will influence each service delivery area of the City's operations. It is anticipated that delivering many of the actions from this Strategy and Action Plan will have flow on benefits for others in the community and also support the DAIP initiatives.

STATUTORY AND LEGAL CONSIDERATIONS

13. There are no statutory or legal considerations other than an obligation to acquit the grant from the DLGSCI, no later than December 2017.

POLICY CONSIDERATIONS

14. The development of this Strategy and Action Plan has been undertaken within the framework of the City of Kalamunda Community Engagement Framework.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

15. An internal leadership reference group was convened to help drive the development of the plan and identify staff from participating teams to become table facilitators at community workshops. This proved enormously valuable as staff were able to hear feedback directly from older people and respond to it in their workplaces and teams. The participants also enjoyed talking with staff from different areas of the organisation and representing different ages and interests. A workshop was conducted with City of Kalamunda staff about current and proposed future Age Friendly projects

External Referrals

- 16.
- a) Information was promoted on the City's website from Monday 19 June about the project and opportunities to participate.
 - b) An email was sent to an extensive data base of local groups and organisations including the Aged Care Advisory Committee, National Seniors' Association (Kalamunda) and Kalamunda Community Learning Centre reaching over 1000 people with an invitation to attend a workshop or complete a survey.
 - c) Surveys were direct mailed to 700 Home and Community Care clients.
 - d) A link to an online survey was included on the City's home page and Facebook page.
 - e) Incentive prizes were offered for complete and returned surveys.
 - f) A full page advertisement was placed in the Hills Gazette promoting the community workshops.
 - g) Three Facebook posts and one Facebook event were created and reached over 4,000 people.
 - h) Twitter was used to promote the survey and remind people of the workshop dates.
 - i) A presentation was made to 100 members of the National Seniors' Association (Kalamunda) meeting on 13 June.
 - j) Workshops were conducted in Kalamunda and Forrestfield with 50 older people participating in total. A High Wycombe workshop was also proposed but no responses were received for this venue.
 - k) The survey closed Monday 24 July with 289 surveys received (hard copy 157 / online 32) and entered for analysis.
 - l) Submissions were received from individuals drawing attention to specific issues/topics including footpath maintenance, aged housing and public transport.
 - m) Summaries of consultation were prepared and sent to all workshop participants and some survey participants for feedback. Responses from this process have been collated into a schedule at the end of this report.

In most cases, the feedback was to thank the City for the opportunity to contribute or reinforced the focus areas of transport, housing, communication and information and social participation.

FINANCIAL CONSIDERATIONS

17. In this first four year plan existing resources will be used to seed new initiatives. Additional resources will be subject to budget consideration for specific activities and events. Wherever possible partners and sponsors will be identified to contribute to achieving these objectives.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

18. *Kalamunda Advancing: Strategic Community Plan to 2027*

OBJECTIVE 1.1: To be a community that advocates, facilitates and provides quality lifestyles choices

Strategy 1.1.1 Facilitate the inclusion of the ageing population and people with disability to have access to information, facilities and services.

SUSTAINABILITY

Social Implications

19. The Age Friendly Strategy and Action Plan provide a blueprint for working in partnership to identify opportunities for building and sustaining an environment that supports our older adults. The intention is to build familiarity, independence, security, inclusion and continue capacity building throughout our local government area.

Economic Implications

20. In response to changing economic conditions, this plan provides for the City to not only be a service deliverer, but also to partner with other organisations, facilitate outcomes through the work of others and advocate for increased investment from other tiers of government.

Environmental Implications

21. The Action Plan places a high priority on improving public transport accessibility within and to the City of Kalamunda which will have beneficial environmental outcomes if achieved.

RISK MANAGEMENT CONSIDERATIONS

- 22.
- | | | |
|---|--------------------|---------------|
| Risk: The Strategy and Action Plan do not reflect the views of older residents. | | |
| Likelihood | Consequence | Rating |
| Unlikely | Moderate | Low |
| Action/ Strategy | | |
| The Plan has been subject to diverse and robust community engagement plan to identify and documents the needs and views of older residents. | | |

Risk: The City is not able to deliver the Actions proposed within the Plan.		
Likelihood	Consequence	Rating
Possible	Moderate	Medium
Action/ Strategy		
The Plan has been developed with priorities within the capacity of the City to deliver within the life of the Plan.		

OFFICER COMMENT

23. The Age Friendly Strategy identifies the work that the City is already delivering for the benefit, and aspirations and concerns, of older people: the Action Plan commits to new initiatives. Work that the City is already undertaking in response to the eight WHO domains will continue, whilst new actions are designed to introduce fresh efforts and drive additional outcomes for older people.
24. The City is not always the expert, nor does it have the capacity or the authority to deliver solutions within the community. The sustainability of outcomes is often strengthened by working with others and the City can be an important prompt to other organisations by identifying needs and opportunities. As a result, not all actions require the City of Kalamunda to be the direct deliverer of services. The City also has important roles as a partner, facilitator and advocate for older people.
25. In developing a realistic and achievable Action Plan for the City over the next four years each action was considered with regard to timeframes and the City's role.
26. As more pressures are placed on local government generally to deliver more, and improve transparency and accountability, it is critical that priorities are identified and clarity provided to residents about what is feasible and achievable.
27. After reviewing the aspirations of residents for ageing in place within the City of Kalamunda it is clear that some issues have a greater impact on day to day living and should be given greater priority. It is intended that the Age Friendly Action Plan will tackle those actions that will drive the greatest benefit and can be achieved in the short term.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 71/2017)

That Council:

1. Endorses the draft Age Friendly Strategy and Action Plan 2017-2021.
2. Replaces the existing Positive Ageing Plan 2016-2021 with the endorsed Age Friendly Strategy and Action Plan 2017-2021.
3. Notes the Age Friendly Strategy and Action Plan will be reviewed in line with the reviews of the Corporate Business Plan.

Moved:

Seconded:

Vote:

Attachment 1

Aged Friendly Strategy and Action Plan 2017-2021

Aged Friendly Strategy and Action Plan 2017-2021

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

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

72. Event Sponsorship and Donations – Council Policy and Management Procedure

Previous Items	Nil
Responsible Officer	Chief Executive Officer
Service Area	Customer & Public Relations
File Reference	
Applicant	N/A
Owner	City of Kalamunda
Attachment 1	Council Policy – Event Sponsorship & Donations
Attachment 2	Council Procedure – Event Sponsorship & Donations

EXECUTIVE SUMMARY

1. This report presents a new '*Event Sponsorship and Donations Policy*' (Attachment 1) with supporting Management Procedures (Attachment 2) for Council consideration, with a view to adoption and coming into effect from October 2017.
2. The timing for Council adoption of the Policy is contingent on the closing date for applications to the City for event donation and sponsorship support in the 2018/19 financial year, which must be received by 30 March 2018.
3. The Event Sponsorship and Donations Policy provides a clearer, more open and transparent community event funding model than current policies - particularly in terms of assessment criteria and approval processes, with more options available to assist applicants deliver better event outcomes. It also provides the City with clearer return on investment evaluation criteria.
4. It is recommended to adopt the Council Policy Event Sponsorship and Donations.

BACKGROUND

5. The City of Kalamunda annually supports a range of events run by community organisations and frequently receives ad hoc requests for donations, waving of fees or significant sponsorship to cover costs of delivering events held within the City.
6. At its February 2017 Strategic Retreat, Council requested a review of the Shire's Events program. The review considered current events, potential new events and a revision of relevant processes and policies.
7. The City's Corporate Business Plan includes an action to Develop a Significant Events Sponsorship Strategy to enable the annual pursuit of sponsorship funding to community groups from the City.

DETAILS

8. The Event Sponsorship and Donations Policy will:
 - a) supersede duplicate event sponsorship policies, and replace old and overlapping policies
 - b) clarify financial support options available for community events (by introducing set donation amounts and sponsorship levels)
 - c) define key criteria for event application assessment in alignment with the City's strategic objectives
 - d) clearly set out the City's expected threshold return on investment requirements for the various levels of sponsorship available.
9. In order to achieve the above objectives, the Event Sponsorship and Donations Policy was developed following desktop research into comparative policies and in consultation with other local governments and industry funding bodies.
10. The Event Sponsorship and Donations Policy was peer reviewed by an independent expert consultant and was advertised for public comment from 6 June to 4 July 2017.

STATUTORY AND LEGAL CONSIDERATIONS

11. Section 2.7(2) (b) of *The Local Government Act 1995* (WA) provides that the Council is to '*determine the local government's policies*'.

POLICY CONSIDERATIONS

12. The City currently has three separate policies relating to Festival and Event sponsorship, causing duplication and lack of clarity around application, assessment, approval and evaluation processes for in-kind or financial support of community events.

Adoption of this Policy will supersede outdated and duplicate policies to better streamline and clarify financial support options available and set clear return on investment expectations to community event holders.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

13. The development of the Event Sponsorship and Donations Policy and has involved input from relevant officers across Directorates, the Executive Management Team and Councillors at two briefings held in February and May.

External Referrals

14. The Event Sponsorship and Donations Policy was presented for public comment for 28 days from 6 June to 4 July and received three written submissions. A focus group with eight regular community event applicants was also held during this period with majority of the feedback being positive to the new approach.

15. Respondents consistently noted the need to submit evaluations one month after an event was too short a timeframe and that for high level sponsorships, the point on withholding the final 20% of sponsorship funds until a satisfactory Evaluation was received, would be difficult for some to meet and may cause financial issues in paying their suppliers efficiently.
16. The group agreed a two month evaluation reporting timeframe and withholding 10% of funds would be more appropriate. The policy documentation has been adjusted accordingly.

FINANCIAL CONSIDERATIONS

17. The non-recurrent community event support Budget will be impacted by changing the structure of the funding options available for event sponsorship and donations, to align with monetary categories outlined in the Policy. However, the total budget allocation does not necessarily need to be changed. This will be dependent on event applications received and approved for support on an annual basis.
18. The Policy states Event applicants would be eligible for one category of monetary support each financial year and that the Event Sponsorship and Donations budget only allows for approval of applications to a maximum monetary value as approved by Council each financial year.

Categories available outlined in the Policy are:

Donation or Waiving of fees

Up to \$250

Up to \$500

Up to \$1000

Sponsorship

Bronze (up to \$5000)

Silver (up to \$10,000)

Gold (up to \$15,000)

Platinum (\$20,000)

19. Financial support requests above the Platinum level should be considered as a Partnership – which is a specific agreement made under a Memorandum of Understanding (MOU) with a longer-term commitment, and a broader range of significant outcomes to achieve, in collaboration with the event holder.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

20. *Kalamunda Advancing: Strategic Community Plan to 2027*

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

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

OBJECTIVE 2.2: To provide high quality and age appropriate entertainment for the benefit and happiness of the community.

Strategy 2.2.1

Continue to provide a range of events and festivals that target the many different demographics and interest groups within the community.

SUSTAINABILITY

Social Implications

21. The ability to increase and clarify sponsorship and donation options enables the capacity building, support and delivery of more community run events.

Economic Implications

22. Community events are key engagement activity for the local community, and an attractor for visitors to the City, which in return creates economic activity for the local business sector.

Environmental Implications

23. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 24.
- | | | |
|--|--------------------|---------------|
| Risk: Unrevised, policy, means ad hoc approaches and potential for bias toward community event approvals. | | |
| Likelihood | Consequence | Rating |
| Possible | Moderate | Medium |
| Action / Strategy | | |
| Adopt revised draft Policy. | | |
| Risk: Event evaluation, programing and budget decision making is less effective. | | |
| Likelihood | Consequence | Rating |
| Possible | Moderate | Medium |
| Action / Strategy | | |
| Adopt revised draft Policy. | | |
| Risk: Community frustration with lack of transparency and clear process for seeking financial support. | | |
| Likelihood | Consequence | Rating |
| Possible | Moderate | Medium |
| Action / Strategy | | |
| Communicate process and benefits to event applicants. | | |

OFFICER COMMENT

25. The City has the opportunity to improve its processes, clarify and transparently communicate the levels of financial support available for community event applicants, as well as clearly define return on investment expectations for brand and reputation enhancement. By adopting this policy a more professional, consistent and strategic approach to sponsorship and donations for events will result, with better capacity building for the

community to deliver events, and for Council to evaluate outcomes when decision making on support for future events.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 72/2017)

That Council:

1. Adopt the Event Sponsorship and Donations Policy.

Moved:

Seconded:

Vote:

Attachment 1

Event Sponsorship and Donations – Council Policy and Management Procedure

City Policy – Event Sponsorship and Donations

[Policy Number]: Event Sponsorship and Donations Policy	
Management Procedure	Relevant Delegation

1. Purpose

- 1.1 This policy is to be used as a tool for the Council to assess event sponsorship applications and donation requests made to the Council of the City of Kalamunda. The Council will consider sponsorship of organisations and individuals to hold events in the City that match the Kalamunda Events Strategy: Making Kalamunda a Destination of Choice 2014-2018, and adhere to specific eligibility criteria.
- 1.2 This policy aims to ensure the Council can fairly assess applications for sponsorship, donations and in-kind support, against criteria that ensures mutually beneficial, pre-determined community outcomes.
- 1.3 This policy applies to the Council's approved sponsorship and donation toward events to be held in the City of Kalamunda only.

2. Policy Statement

- 2.2 The City of Kalamunda Council is an active supporter of community events. It aims to provide our people with enjoyment and actively engage in innovative ways. Supporting a wide range of events will enhance liveability and the City's reputation as a destination of choice.
- 2.3 Event sponsorships and donations should be considered with the aim of building capacity for community groups to achieve a position of longer-term self-sufficiency.
- 2.4 Under this policy, support can range from in-kind, to seed funding, up to substantial support for event delivery. Applications for financial support can only be made once a year. Applications with requests for a donation or waiving of fees must be received at least three months prior to the event. Sponsorship requests can be made at any time during the year, but will only be considered in relation to the annual budget cycle. Applications for Sponsorship must be submitted each year by March 30 for the following financial year. Specific donation amounts and sponsorship packages available are predetermined. Sponsorship differs from a Partnership.
- 2.5 **Partnerships** are specific agreements made under a Memorandum of Understanding (MOU) with a longer-term commitment, and a broader range of significant outcomes to achieve, in collaboration with an external stakeholder. Partnerships are not governed by this policy.

- 2.6 **Sponsorship** specifically relates to covering some of the costs associated with an event program in exchange for a level of recognition.
- 2.7 All sponsorship activity should:
- a) meet the Kalamunda Events Strategy objectives;
 - b) provide positive exposure for the City's brand image locally and regionally;
 - c) meet mutually beneficial, reciprocal business benefits outlined in the application criteria, to provide adequate return on investment for the City;
 - d) show potential toward sustainability with the development of viable long-term relationships and community outcomes; and
 - e) enhance a strong sense of community to benefit residents and attract visitors.
- 2.8 The event must:
- a) be accessible, free or low-cost;
 - b) demonstrate benefit to the wider community or a specifically targeted community group;
 - c) align with the City's values and objectives as set out in the *Kalamunda Events Strategy: Making Kalamunda a Destination of Choice 2014-2018*; and
 - d) provide promotional opportunities for the City relative to the level of sponsorship package.
- 2.9 Examples of events that may be supported include, but are not limited to:
- a) cultural or community events;
 - b) sporting or recreation events;
 - c) carnivals, festivals or fairs held within the Shire; and
 - d) community development and welfare events or programs for specific target groups, for example Seniors, Youth, Disability Groups.

3. Categories

Event applicants are eligible to apply for one category of monetary support each financial year at the following levels. The Event Sponsorship and Donations budget only allows for approval of applications to a maximum monetary value.

Donation or Waiving of fees

- Up to \$250
- Up to \$500
- Up to \$1000

Sponsorship

- Bronze (up to \$5000)
- Silver (up to \$10,000)
- Gold (up to \$15,000)
- Platinum (\$20,000)

4. Eligibility

- 4.1 Focus areas in which the City may enter into an event sponsorship agreement include, but are not limited to the following.
- a) Education
 - b) Art and culture

- c) Environment
- d) Economic development
- e) Land development
- f) Tourism and transport
- g) Technology
- h) Employment
- i) Community and social development
- j) Health, fitness and wellbeing

5. Exclusions

- 5.1 The areas in which the City will not give donations or enter into a sponsorship agreement include, but are not limited to the following.

- a) Illegal activities;
- b) Tobacco;
- c) Alcohol focused events ie: Beer Festivals*;
- d) Political organisations or activities;
- e) Racist organisations;
- f) Adult-related industries;
- g) Fast food;
- h) An event that directly benefits an individual person;
- i) Religious organisations or activities in whole or in part, for the purpose of furthering religious doctrine;
- j) Organisations/projects seeking City approvals or endorsements (for example: forthcoming land development application);
- k) Organisations/projects which conflict with the City's values;
- l) Organisations/projects which harm the environment; and
- m) An organisation or individual that has previously shown unsatisfactory management of donations or sponsorship received or has presented unsatisfactory or incomplete reporting.

**Events where alcohol is served responsibly as part of your event e.g. wine tasting, stakeholder cocktail party, are permitted and will be reviewed on a case-by-case basis. Low strength alcohol and non-alcoholic choices must also be available where alcohol is available at the event. Activities or promotions that encourage rapid consumption of alcohol (e.g. discounted drink prices, happy hours, drinking competitions) will not be supported.*

- 5.2 Organisations are also **ineligible** for donations and event sponsorship if the application is for:

- a) an organisation that has previously submitted, and been successful, with an application for sponsorship, contribution or donation within the same financial year;
- b) an event that has already occurred or will occur during the application assessment timeframe;
- c) the total cost of the event;
- d) general business operating expenses;
- e) costs already being covered by another sponsor or government body. Evidence of other sponsorships e.g. Healthway, Lotterywest or private companies, are to be stated within your application. The City will assess the risk of any co-sponsorship arrangement(s) which may undermine City objectives; and

Related Local Law			
Related Policies	Community Engagement Strategy Community Funding Policy		
Related Budget Schedule			
Legislation			
Conditions			
Authority			
Adopted		Next Review Date	July 2020
NOTE	This policy replaces the following: ART3 Festivals and Other High Profile Community Events COMR14 Private Sponsorship of Council Events COMR19 Event Sponsorship Policy		

Attachment 2

Event Sponsorship and Donations – Council Policy and Management Procedure

Management Procedure – Event Sponsorship and Donations

Event Sponsorship and Donations Policy – Management Procedure

Relevant City of Kalamunda Council Policy

Relevant City of Kalamunda Policy

Purpose

For the City of Kalamunda to assess event applications with additional requests for financial assistance under two main categories.

1. Event Sponsorships
2. Community Event Donations

Definitions

For the purpose of this policy and procedure the following definitions apply.

Community Event Donation:	Financial support for local organisations and community groups in the running of an event that has a direct benefit to the local community or visitors to the City.
Event Sponsorship:	Significant financial support for organisations and community groups in the running of an event that has a direct benefit to the local community or visitors to the City <u>and in return</u> , offers positive promotion of the City's brand to its target markets.
Partnership:	A specific agreements made under a Memorandum of Understanding (MOU) between the City and an organisation with set objectives and outcomes.

Details

Event Sponsorship

Each event sponsorship request will be assessed on its own individual merit. The Event Sponsorship program is a competitive process with a capped amount available to be awarded across all categories each year. Applicants are therefore encouraged to provide as much information as possible on the Event and the expected benefits to the City to enable proper assessment.

Applicants seeking sponsorship from the City should note the following.

- The City will primarily support organisations and activities run by local event organisers as a priority.
- Event applications (received as hard copy or online) with sponsorship requests are to be submitted for assessment by the City.
- The City requires an application be made in each instance of sponsorship being sought. Groups previously sponsored must reapply annually for future sponsorship.

- Sponsored programs and events must comply with access and inclusion requirements in accordance with the City's Disability Action and Inclusion Plan.
- Breaches to sponsorship agreements and event conditions risk resulting in the City recouping costs and/or ineligibility to reapply for future donations or event sponsorship.

Applicants must:

- must have a minimum of \$10,000,000 Public Liability Insurance
- must be incorporated for event funding above \$1000.

There are four categories of Event Sponsorship. Applicants are only eligible to apply for one sponsorship category each financial year. The benefit or return on investment to the City, increases with each category and applicants are required to provide evidence of planned promotional activity as part of their sponsorship request.

- **Bronze (up to \$5000)** - sponsorships must demonstrate a good level of promotion for their event, which positively promotes and acknowledges the role of the City.
- **Silver (up to \$10,000)** - sponsorships must demonstrate a high level of promotion for the event to the local community and provide a range of opportunities for positive promotion of the City.
- **Gold (up to \$15,000)** - sponsorships must demonstrate an excellent level of promotion for the event to the local and wider community and provide a wide-range of opportunities for positive promotion of the City.
- **Platinum (up to \$20,000)** - sponsorship is strictly limited and must demonstrate an outstanding level of organisation and promotion for the event to the local community and provide a wide-range of opportunities for positive promotion of the City.

Event organisers seeking financial support above the platinum sponsorship level, should approach the City directly to discuss partnership opportunities.

Application and Evaluation for Gold and Platinum Sponsorships

To gain approval for financial assistance at the Gold and Platinum levels, event application forms must be accompanied by a detailed Event Proposal outlining the objectives of the event, the program of activities, and whether the event or program is ongoing or a one-off. The City can provide a *City of Kalamunda Event Proposal* template if required.

Applicants must also provide an Evaluation Report two months (8 weeks) after their event is held. The final 10% of sponsorship fees will only be released upon submission of a satisfactory Evaluation Report. Applicants must complete all sections on the *City of Kalamunda Event Sponsorship Evaluation Report* template.

Selection Criteria

Event Proposals attached to an application must include the following.

1. Background

Details of previous experience with the event or program, historical information (e.g., photographs, media coverage etc.) or the success of similar previous initiatives. You can include evaluation reports, references and endorsements.

2. Objectives

Outline specific and measurable objectives for the event, including relevant areas such as participation rate, promotional coverage.

3. Target group/s

Detail the target groups for the event or program, including both the participants in the event and the audience who will attend. Estimate the expected or actual number of visitors and participants.

4. Benefits

Demonstration of how the proposed event will provide a tangible benefit to the City, ratepayers and the community, clearly listing all benefits.

5. Time frame and location

Statement of when and where the event will be run. Please note applicants should allow a minimum of three months lead time (from the date of application submission) before an event takes place.

6. Other sponsorship funding

Details of previous support received from the City (if applicable) and list other sponsors already committed to or applied to, for the event.

7. Management experience

Detail any previous experience in running the proposed event or similar events or programs. Where possible, include profiles of staff involved with the event and relevant experience and resources which will be committed to the successful management of the proposed event.

8. Budget breakdown

Include a breakdown of how City and other funds will be used. Identify the costs of any special materials and resources (ie: venue, equipment, staffing) or any in-kind support the City may be asked to provide. Include a payment timetable detailing when the funding would be required.

9. Marketing & Promotion

Clearly identify your advertising and promotional tools and schedule, providing examples of your material such as advertisements, flyers, banners, other signage, social media schedule.

10. Evaluation

State the proposed evaluation tools and how these will be implemented. Provide a timetable for reporting back to the City on the progress of the event and success toward meeting your objectives.

Following successful awarding of sponsorship, applicants will receive a copy of the *City of Kalamunda Branding Guidelines*, which set out the correct use and positioning of the City logo on your materials. Applicants will also receive copies of the City logo in various formats.

All use of the City logo and promotion of the City is to be verified and approved prior to printing or promotion.

Any un-approved or improper use of the City logo resulting in poor promotion or negative perception of the City will result in sponsorship being withdrawn or cancelled.

The City will endeavour to respond within two business days to approve materials. Please allow time for this approval process as part of your marketing planning.

Community Event Donations

Donation requests will be received with event application forms to support a wide range of organisations and initiatives and will be assessed on a case by case basis. Successful applicants must acknowledge the contribution made by the City where possible. Eligible groups must be:

- not-for-profit organisations
- charitable organisations
- community organisations.

The key areas in which the City may enter into an event donation agreement include, but are not limited to, the following.

- Community welfare
- Community Arts and Cultural Development

- Sporting and Recreation
- Emergency Relief Services
- Youth and Children's services

There are three categories of Community Event Donations. Event applicants are only eligible to apply for one category of monetary support each financial year.

- Up to **\$250** – The event will provide a benefit to either a specific group or the wider community. The event must be located in the City and provide some benefit to the local City community.
- Up to **\$500** - The event will provide a direct benefit to a specific group, the local community or visitors to the City. The event or program must be located within the City of Kalamunda.
- Up to **\$1000** – The event will provide a direct benefit to a specific local group, the local community or visitors to the City. The event or program must be located within the City of Kalamunda. Additionally your application must demonstrate how you plan to promote the event to increase awareness and participation, and work toward the long-term sustainability of the event.

Each application will be assessed on its own individual merit, and must be received three months prior to the event. The Event Donations budget only allows for approval of three applications in each of the above categories, and is a competitive process, therefore applicants are encouraged to provide as much information as possible on the event the donation is sought for to enable proper assessment.

Event Donations can take the form of financial support (within the set categories above), in-kind support or a combination of both. In-kind support can take the form of:

- provision of venues
- staff assistance
- promotion through the City's communication channels or other non-monetary resources.

If preferable, event applicants can also apply for a **'Waiver of Fees and Charges'**. The specific fee or charge is to be noted on the application form and cannot be applied for separately or retrospectively. Reimbursement for utility charges or recurrent annual or seasonal fees e.g. sporting club / reserve or facilities hire will not be considered.

Event applicants requesting a donation via this channel will not be able to also request a Chief Executive Officer (CEO) donation or waiving of fees. CEO donations are discretionary and aim to support key City strategic business objectives.

Related Budget Schedule			
Authority			
Adopted		Next Review Date	

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

73. Adoption of Public Agenda Briefing Forum Policy, Procedure and Schedule of meetings

Previous Items	C&C 47/2017 Council Meeting Structure
Responsible Officer	General Counsel
Service Area	Governance & Legal Services
File Reference	
Attachment 1	Public Agenda Briefing Forums Policy
Attachment 2	Procedure for Public Agenda Briefing Forums
Attachment 3	Schedule of Meetings – November 2017 to December 2018

EXECUTIVE SUMMARY

1. This report presents to Council for its consideration:
 - a) a Council Public Agenda Briefing Forums Policy (**Forum Policy**);
 - b) the associated Procedure for Public Agenda Briefing Forums (**Forum Procedure**); and
 - c) a Schedule of Meetings for both Council's Public Agenda Briefing Forums (**Forums**) and Council's Ordinary Meetings from November 2017 to December 2018.
2. The Forum Policy and Forum Procedure:
 - a) have been prepared taking into account Council feedback received at the 14 August 2017 Council briefing and the Council's vision for how these meetings are to compliment best practice and transparency in the provision of information to the community; and
 - b) accordingly provide the relevant rules and requirements for the Forums that are due to commence from November 2017 pursuant to Council resolution OCM 101/2017.
3. This report recommends that Council endorse the Forum Policy, Forum Procedure and Schedule of Meetings for both the Forums and the Ordinary Council Meetings from November 2017 to December 2018, all of which are attached, as Attachments 1-3 respectively.

BACKGROUND

4. On 26 June 2017, Council resolved to abolish the Development and Asset Services and Corporate and Community Services Committees effective from 21 October 2017 (ref Council Resolution OCM 101/2017).
5. Council resolved to introduce '*Public Briefing Sessions*', referred to in this report as '*Public Agenda Briefing Forums*', from 1 November 2017, to be held 2 weeks prior to each Ordinary Council Meeting.

DETAILS

6. The Forums will provide the opportunity for Elected Members to be equally informed and seek additional information on matters prior to the presentation of such matters at the next Ordinary Council Meeting for formal consideration and decision.
7. The Forums will involve Elected Members, employees as determined by the Chief Executive Officer and external advisors (where appropriate) and will be open to the public.
8. The Forums allow an extended opportunity for the public to ask questions at about matters in the Forum agenda in a less formal environment than Ordinary Council meetings.
9. This is expected to:
 - a) foster a more inclusive and collaborative approach to information sharing; and
 - b) allow greater flexibility and time for questions, deputations and submissions (the latter of which are not permitted at Council meetings).
10. The Forums are not formal committees of Council (as otherwise established under section 5.8 of the *Local Government Act 1995* (WA), however, procedures are required to give structure to meetings. The City has accordingly developed both a Forum Policy and Forum Procedures as discussed herein.
11. The Forum Procedures shall govern, amongst other things;
 - a) the format of the Forum agenda;
 - b) allowance for:
 - (i) verbal and written questions;
 - (ii) submissions;
 - (iii) deputations; and
 - (iv) clarifying questions (at the conclusion of the Forums); and
 - c) rules for each of the same and for minuting.
12. Pursuant to Council's resolution of 26 June 2017 (101/2017), this report also attaches a Schedule of Meetings for the period November 2017 to December 2018 in Attachment for Council endorsement.
13. The Forums shall take place every second Monday of the month, with Ordinary Council Meetings taking place every fourth Monday of the month.

STATUTORY AND LEGAL CONSIDERATIONS

14. Section 5.8 of the *Local Government Act 1995* (WA) is noted here for Council reference on the basis that this section provides for the establishment of committees.

It should be noted however, that the Forums are not committees of the Council, do not have a decision making capacity and it is not proposed that the Council shall delegate any powers or duties of the Council to the Forum whatsoever.

POLICY CONSIDERATIONS

15. If Council approves the recommendations of this report as set out below, the Forum Policy and Forum Procedure will be included in the City's Council Policy and Procedure Register, which is publically available for inspection. Both the Forum Policy and Forum Procedure will be subject to review once every 2 years.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

16. As referred to above in paragraph 2(a), the then draft Forum Procedures were provided to Elected Members on 14 August 2017.
17. During the aforesaid 14 August 2017 Elected Member consultation, Elected Members raised the following points (as summarised) for consideration in the preparation of the Forum Procedures;

a) How will Forum minutes be taken and will Forum minutes be incorporated into the monthly Ordinary Council Meeting Agenda?

Minute taking

- (i) Minutes will be kept of all Forums, however, the minutes will be a summary of the discussion only.
- (ii) As no decisions may be made at Forums, the minutes need only be a general record of the items covered, but shall record any disclosure of interests as declared by individuals.
- (iii) Minutes from each Forum will become an attachment to the Ordinary Council Meeting held in the same month and the Ordinary Council Meeting Agenda will be amended to include a motion from Council such that the Forum Minutes be adopted by resolution as a true and accurate record of the Forum.
- (iv) Forum Minutes will accordingly be publicly available in an unconfirmed form with the Ordinary Council Agenda and in a confirmed form when published together with the minutes of the corresponding Ordinary Council Meeting.

b) Is it possible to allow questions from the public after the Forum as well as at the commencement?

Questions from the public after reports

- (i) The opportunity for members of the public to ask follow-up questions is detailed under Section 5(c) of the Forum Procedures (see attachment 3) under the heading '*Questions of Clarification*'.
- (ii) Questions of Clarification have been included in the Forum Procedures in order to facilitate questions from members of the public on points they may wish to clarify from any matter discussed at the Forum.

c) *Can or should requests from Elected Members to the CEO for the CEO to prepare a report take the form of NOMS?*

- (i) As the Forum is not a decision making committee, it cannot make recommendations to an Ordinary Council Meeting.
- (ii) If an Elected Member wishes to foreshadow a request to the CEO to prepare a report on any matter, whether in the Forum agenda, or not, the Forum Procedure provides that, whilst the utility of the request may be discussed at the Forum (but not debated), the Elected Member must subsequently present the request to the CEO in the form of a Notice of Motion pursuant to the ordinary requirements of clause 5.3(2) City's Standing Orders *City's Standing Orders Local Law 2015* (4 clear working days prior to the ordinary Council Meeting).

d) *Can agents speak on behalf of residents/ratepayers?*

- (i) The draft Forum procedures discussed at the 14 August 2017 Councillor Briefing Session, provided that only City residents and/or ratepayers had standing to submit questions to the City in writing at its Forums.
- (ii) Elected Members requested that the then draft Forum procedures be amended to allow agents of residents and/or ratepayers to present written questions.
- (iii) In light of this, the Forum Procedures have been drafted to remove the limitation for written questions from residents and/or ratepayers altogether as the City concluded that this restrictive approach may result in unintended outcomes, for example, restricting potential future residents and/or business owners from asking questions by writing.

e) *Can provision be made for the presentation of public submissions or statements, rather than the public being restricted to only asking questions?*

- (i) The Forum Procedures have been drafted to allow for public submissions.
- (ii) Procedures governing public submissions have accordingly been prepared and are set out at clause 6 of the Forum Procedures.

f) Will there be a rotating chair?

- (i) The Forum Procedures provide in clause 4(d), that ordinarily, the Mayor is to be the Presiding Member, however, should Elected Members wish to rotate the role of Presiding Member for a particular meeting, those Elected Members present may select, by consensus, a Presiding Member for the relevant Forum from amongst themselves
- (ii) This not be made a requirement, but rather, has been left to the discretion of the Elected Members present at the Forum.

g) Will the Forums be recorded?

- (i) There is no requirement for Forums to be recorded, however, based on Elected Member feedback from the Council briefing of 14 August 2017, the Forum Procedures are presently drafted to provide that the Forums will be recorded (see clause 9).
- (ii) Forums will be held in Council Chambers, which has recording facilities.

External Referrals

18. In the development of the Forum Procedures, City officers considered similar rules of the City of Joondalup and the City of Belmont.

FINANCIAL CONSIDERATIONS

19. Introduction of the Forums is expected to be cost neutral to the City.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

20. *Kalamunda Advancing: Strategic Community Plan to 2027*

OBJECTIVE 1.3: To support the active participation of local communities.

Strategy 1.3.1 Support local communities to connect, grow and shape the future of Kalamunda.

OBJECTIVE 4.1: To provide leadership through transparent governance.

Strategy 4.1.1 Provide good governance.

OBJECTIVE 4.2: To proactively engage and partner for the benefit of community.

Strategy 4.2.1 Actively engage with the community in innovative ways.

SUSTAINABILITY

Social Implications

21. The development of the Forums will allow for increased public participation and engagement, increased public confidence in the Council and the City and proactively allow for questions to be considered by City officers prior to matters being considered at Ordinary Council Meetings.

Economic Implications

22. Nil.

Environmental Implications

23. Nil.

RISK MANAGEMENT CONSIDERATIONS

24.	Risk: That the public perceives that decisions have already been made on matters once included on the agenda.		
	Likelihood:	Consequence	Rating
	Possible	Moderate	Medium
	Action/ Strategy		
	Members of the public will be informed by notice during the Forums that the Forum has no decision making capacity and that all decisions will be made at the following Ordinary Council Meeting.		
	Risk: That an item is presented to a Forum that is confidential in nature.		
	Likelihood:	Consequence	Rating
	Unlikely	Significant	Medium
	Action/ Strategy		
	The Forum Procedures provide that Forums will be open to the public except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the <i>Local Government Act 1995</i> (WA).		

OFFICER COMMENT

25. The Forums are intended to provide, amongst other things:
- a) an less formal avenue for Elected Members to ask questions to City staff prior to matters coming before the Council at the Ordinary Council Meeting;
 - b) a further opportunity for City staff and external consultants (where authorised by the City) to inform both Elected Members and the community about the details of matters coming before the Council; and

- c) the opportunity for greater public participation in decision making at an early stage.
26. One of the main aims of the Forums is to encourage the public to have meaningful input into the Council's decision-making process thereby proactively affording the community with the opportunity to actively discuss forthcoming government decisions before they are made. In adopting these new Forums, the Council and the City is assisting the community by providing it with a sense of ownership and understanding of its Council's strategy and direction.
27. In addition to the above, the two-way nature of the Forums will enhance both the City and Council's understanding of the community's need and its perception of how Council is tracking against its strategic planning mechanisms.
28. Effective public participation allows community values to be identified early and incorporated into properly considered decisions. The enhanced ability for the community to present submissions, deputations and questions (including clarifying questions after the reports) at all Forums in advance of matters coming before the Council, will result in further informed Council decision making an increased community confidence.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 73/2017)

That Council:

1. Endorse the Public Agenda Briefing Forums Policy as attached.
2. Endorse the Procedure for Public Agenda Briefing Forums as attached.
3. Endorse the Schedule of Meetings for Public Agenda Briefing Forums and Ordinary Council Meetings during the period November 2017 to December 2018 as attached.

Moved:

Seconded:

Vote:

Attachment 1

Adoption of Public Agenda Briefing Forum Policy, Procedure and Schedule of Meetings

Schedule of Meetings – November 2017 to November 2018

- Ordinary Council meetings commence at 6.30pm.
- Public Agenda Briefings commence at 6.30pm.

November	Mon 6 th	Mon 13 th	Mon 20 th	Mon 27 th
		Agenda Briefing		Ordinary Council
December	Mon 4 th	Mon 11 th	Mon 18 th	Mon 25 th
		Agenda Briefing	Ordinary Council	
February	Mon 5 th	Mon 12 th	Mon 19 th	Mon 26 th
		Agenda Briefing		Ordinary Council
March	Tues 6 th	Mon 12 th	Mon 19 th	Mon 26 th
		Agenda Briefing		Ordinary Council
April	Tues 3 rd	Mon 9 th	Mon 16 th	Mon 23 rd
		Agenda Briefing		Ordinary Council
May	Mon 7 th	Mon 14 th	Mon 21 st	Mon 28 th
		Agenda Briefing		Ordinary Council
June	Tues 5 th	Mon 11 th	Mon 18 th	Mon 25 th
		Agenda Briefing		Ordinary Council
July	Mon 2 nd	Mon 9 th	Mon 16 th	Mon 23 rd
		Agenda Briefing		Ordinary Council
August	Mon 6 th	Mon 13 th	Mon 20 th	Mon 27 th
		Agenda Briefing		Ordinary Council
September	Mon 3 rd	Mon 10 th	Mon 17 th	Tues 24 th
		Agenda Briefing		Ordinary Council
October	Mon 1 st	Mon 8 th	Mon 15 th	Mon 22 nd
		Agenda Briefing		Ordinary Council
November	Mon 5 th	Mon 12 th	Mon 19 th	Mon 26 th
		Agenda Briefing		Ordinary Council

Attachment 2

Adoption of Public Agenda Briefing Forum Policy, Procedure and Schedule of meetings **Public Agenda Briefing Forums Policy**

[Insert Policy Number]: Council Policy

Agenda Briefing Forums Policy

Management Procedure

Procedure for Agenda Briefing Forums

Relevant Delegation

Purpose

Agenda Briefing Forums provide the opportunity for Elected Members to be equally informed and seek additional information on matters prior to the presentation of such matters to the next Ordinary Council Meeting for formal consideration and decision.

Agenda Briefing Forums will involve Elected Members, employees as determined by the Chief Executive Officer and external advisors (where appropriate) and will be open to the public.

Policy Statement

A well-structured Agenda Briefing Forum will provide Council, and the public, with the opportunity to:

- have input into the future strategic direction of the City;
- seek points of clarification;
- ask questions;
- be given adequate time to research issues; and
- be given maximum time to debate matters before an Ordinary Council Meeting,

and ensure that the Council is fully informed to make the best possible decisions for the City of Kalamunda community.

Related Local Law			
Related Policies	Procedure for Agenda Briefing Forums		
Related Budget Schedule			
Legislation	<i>Local Government Act 1995 (WA)</i>		
Conditions			
Authority			
Adopted		Next Review Date	

Attachment 3

Adoption of Public Agenda Briefing Forum Policy, Procedure and Schedule of meetings

Procedure for Public Agenda Briefing Forums

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

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

74. Review of Advisory Committees of Council

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Governance, Strategy & Legal Services
File Reference	N/A
Applicant	N/A
Owner	N/A
Attachment 1	Membership and Terms of Reference for Management Advisory Committees 2017/2019

EXECUTIVE SUMMARY

1. Council has the ability under the *Local Government Act 1995* to establish Advisory Committees to assist in the provision of advice on various matters. In order to ensure the Advisory Committees are relevant it is good practice to review the Terms of Reference every two years before Council is required to nominate elected members to the committees.
2. The City has undertaken a full review of all its existing Advisory Committees and updated aspects no longer relevant, aligned all terms of reference under a standard template and included new committees and abolished committees no longer required.
3. This report recommends Council adopt the revised Membership and Terms of Reference for Management and Advisory Committees for the term 2017 to 2019.

BACKGROUND

4. Every two years in line with Council elections the City undertakes a review of the Terms of Reference of all Advisory Committees. This review ensures that the Committees:
 - a) remain relevant
 - b) are aligned with the direction and requirements of the Council
 - c) enables a refreshing of Membership
 - d) Reassesses the need for a committee to continue.

DETAILS

5. The review of all Advisory Committees was undertaken by the City of Kalamunda supporting each of the Committees and comment was elicited from the members of the Committees where required.
6. All Terms of Reference were aligned to have greater consistency across the operations of all advisory committees.
7. One new Committee – the Kalamunda Arts Advisory Committee - is recommended for establishment.

8. A proposed Strategic Sports and Recreation Advisory Committee is to be considered by Council as a separate item in September, potentially replacing the following sports advisory committees:
- a) Kosteria Oval Advisory Committee
 - b) Scott Reserve Advisory Committee
 - c) Hartfield Park Advisory Committee
 - d) Maida Vale Advisory Committee (dormant since 2007)

STATUTORY AND LEGAL CONSIDERATIONS

9. Section 5.8 of the *Local Government Act 1995* – Establishment of Committees.

Section 5.9 (2) (c) of the *Local Government Act 1995* – Types of Committees.

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

POLICY CONSIDERATIONS

10. The Council does not have a policy position for Advisory Committees.

COMMUNITY ENGAGEMENT REQUIREMENTS

11. Public consultation is not required for the review of the Management and Terms of Reference of Advisory Committees, however existing Committees were invited to provide input in the review.
12. Once Council has approved the establishment of the Committee and Terms of Reference, nominations from appropriate community representatives for appointment to the Committee will be sought.

FINANCIAL CONSIDERATIONS

13. The cost to administrate an advisory committee is in the order of \$5,000 to \$6000 per year based on four meetings per year. This can vary depending on requirement of the committee.

Meeting agenda preparation	2 hours/meeting	\$400.00
Briefing Papers prepared and research	8 hours/meeting	\$1,600.00
Meeting attendance x 3 staff	2 hours/meeting	\$1,200.00
Minutes	2 hours/meeting	\$400.00
Senior Officers review and signoff	3 hours/meeting	\$900.00
Ongoing Liaison	2 hours/meeting	\$400.00
Reporting to council	4 hours/meeting	\$800.00
Total estimate		\$5,700.00

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Alignment

14. *Kalamunda Advancing: Strategic Community Plan to 2027*

Objective 4.1 To provide leadership through transparent governance.

Strategy 4.1.1 Provide good governance

Sustainability Considerations

Social Implications

15. Nil.

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 18.
- | | | |
|---|--------------------|---------------|
| Risk: Advisory Committees become irrelevant and become a cost to the City rather than a benefit. | | |
| Likelihood | Consequence | Rating |
| Unlikely | Moderate | Low |
| Action / Strategy | | |
| By regularly reviewing the terms of reference and the efficacy of advisory committees the City will not incur a cost without benefit. | | |
| Risk: Committee goals do not align with City's objectives and strategies. | | |
| Likelihood | Consequence | Rating |
| Possible | Moderate | Medium |
| Action / Strategy | | |
| Provide guidance to the Chair and at the first meeting communicate the City's strategic plan and objectives to ensure the Committee understands its role and works within its Terms of Reference. | | |
| Risk: Council may not approve the establishment of a Committee. | | |
| Likelihood | Consequence | Rating |
| Unlikely | Moderate | Low |
| Action / Strategy | | |
| Without Advisory Committees Council will lack a valuable process for community empowerment so ensure the value of community input is understood. | | |

OFFICER COMMENT

19. Upon endorsement by Council of all the Terms of Reference and the establishment of all Committees, advertisements seeking nominations from the community for appointment to the various Committees will be placed in the local newspapers. Following this a report will be brought to Council in December 2017 to formalise the appointments.

Voting Requirements: Absolute Majority

OFFICER RECOMMENDATION (C&C 74/2017)

That Council:

1. Approves the establishment of the Kalamunda Arts Advisory Committee and the Terms of Reference as outlined in Attachment 1.
2. Endorses the reviewed Advisory Committees Manual for Management and Terms of Reference for all Advisory Committees as shown Attachment 1.

Moved:

Seconded:

Vote:

Attachment 1

Review of Advisory Committees of Council

**Membership Terms of Reference for Management Advisory Committees
2017/2019**

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

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

12.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Questions taken on notice from Corporate & Community Committee Meeting held on 21 August 2017.

C&C 59. Rates Debtors Report for the Period Ended 30 June 2017 (Cr Destree)

Q. On the level of consequence set out in the Risk Matrix [see paragraph 26]. Why has 'possible' has been listed as the Likelihood of this Risk, given the City has over 97% return rates for both the 2015/2016 and 2016/2017 financial years?

The Director Corporate & Community Services took this question on notice.

A. The likelihood rating for the rates collection table should be assessed as likely rather than possible.

13.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION

14.0 TABLED DOCUMENTS

15.0 MEETING CLOSED TO THE PUBLIC

16.0 CLOSURE

-
- 14.1 Unconfirmed Minutes – **RAY OWEN MANAGEMENT COMMITTEE – 3 August 2017**
[Click HERE to go directly to the document](#)
- 14.2 Unconfirmed Minutes – **KOSTERA OVAL ADVISORY COMMITTEE – 8 August 2017**
[Click HERE to go directly to the document](#)
- 14.3 Unconfirmed Minutes – **SCOTT RESERVE ADVISORY COMMITTEE – 29 August 2017**
[Click HERE to go directly to the document](#)