

Corporate & Community Services Committee Meeting

Minutes for 15 May 2017

CONFIRMED



**shire of
kalamunda**

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MINUTES

1.0 OFFICIAL OPENING

The Presiding Member opened the meeting at 6.34pm, and welcomed Councillors, Staff and Members of the Public Gallery.

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Councillors

Andrew Waddell JP	(Shire President)	North West Ward
Sara Lohmeyer		North West Ward
Dylan O'Connor		North West Ward
Sue Bilich		North Ward
Michael Fernie		South East Ward
Geoff Stallard		South East Ward
Allan Morton		South West Ward
Noreen Townsend	(Presiding Member)	South West Ward

Members of Staff

Rhonda Hardy	Chief Executive Officer
Natalie Martin Goode	Director Development Services
Dennis Blair	Director Asset Services
Gary Ticehurst	Director Corporate & Community Services
Darren Jones	Manager Community Development
Darrell Forrest	Manager Governance, Strategy & Legal Services
Donna McPherson	Executive Research Officer to Chief Executive Officer
Carrie Parsons	Manager Customer & Public Relations
Nicole O'Neill	Public Relations Coordinator

Members of the Public 3

Members of the Press Nil

2.2 Apologies

Councillors

Tracy Destree	North Ward
John Giardina	South East Ward

2.3 Leave of Absence Previously Approved

Brooke O'Donnell	South West Ward
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3.0 PUBLIC QUESTION TIME

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

3.1 Mr David Downing, 107 Milner Road, High Wycombe (Summary of Debtors) Questions taken on Notice 18 April 2017

- Q. The change to the developer contribution rate took place on 9 December 2016. The rate was reduced from \$31.23 to \$29.79. In addition, a payment of \$44,000 had previously been made. Taking this into consideration the reduction should have been approximately \$12,000 the reissued invoice is for a reduction of approximately \$43,000. Can this be explained?
- A. There was a payment of \$30,800 made on the 17 February 2015 in addition to the payment of \$45,000 made on 20 August 2015. Because the negotiations have spread over two annual reviews, it was recommended that the Shire base the contributions on the rate of \$29.66/sqm. It was deemed appropriate to apply the rate of \$29.66/sqm because the cost involved to change the rate to \$29.79 would outweigh the slight increase. The calculation is as follows:
\$291,348.51 (required contributions @ \$29.66) - \$75,800 (payments made) = \$215,548.51 (outstanding balance).
- Q. Has or will the Developer Contribution Scheme be charged with any legal or recovery costs incurred?
- A. Schedule 12 Clause (p) of Local Planning Scheme No. 3 includes the cost of administering the Development Contribution Plan (DCP). Administering the collection of DCP contributions falls within this category, costs expended will be included within the administration component of the DCP.

Mr David Downing, 107 Milner Road, High Wycombe (Summary of Debtors)

- 3.2 Q. Why was the original question on March 20, taken on notice, answered in such an incorrect manner?
- Q. Is this the acceptable level of integrity at the Shire of Kalamunda when questions asked in this chamber can be answered in such a manner?
- A. Taken on Notice.

4.0 PETITIONS/DEPUTATIONS

- 4.1 Nil.

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 18 April 2017, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Sara Lohmeyer**

Vote: **CARRIED UNANIMOUSLY (8/0)**

6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

6.1 Nil.

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 **37. Altus Collaborative Development Consortium Project**
CONFIDENTIAL ATTACHMENTS 1 & 2 Provided under separate cover.

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

8.0 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*.)

8.1.1 Nil.

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.

8.2.1 Nil.

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.

34. Rates Debtors Report for the Period Ended 30 April 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 30 April 2017

EXECUTIVE SUMMARY

1. Report provided to Councillors under the requirement of the *Local Government Act 1995 & Local Government (Financial Management) Regulations 1996*.

BACKGROUND

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

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

3. A total of 23,571 Rate Notices were sent on 11 July 2016. Rates Levied & Collectable for the 2016/2017 Financial Year currently total \$35,003,417. Of this amount, \$32,709,593 has been collected as at 30 April 2017. This represents a collection rate of 94.78% which is slightly below the collection rate of 96.46% in the 2015/16 Financial Year. While the difference between the collection rates has been reduced in the last month, it is anticipated that the collection rate will continue to equalise by the end of the financial year as debt recovery continues.
4. A total of 9,242 ratepayers have taken up an instalment option this year. Of these, 1,924 have taken up the option to pay by two instalments and 7,318 have taken up the option to pay by four instalments.
5. 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 – to date approximately 591 ratepayers have signed up.
 - eRates – To date there are 1,953 properties signed up for electronic delivery. This represents approx. 8% of the rates database;
 - BPay View – To date 158 ratepayers have signed up for this service.
 -
6. Raising of Interim Rates for the 2016/17 financial year has begun with \$477,034 being raised to date. Interim Notices will continue to be raised until mid-May as per normal operating procedure.

DETAILS

7. There were 97 properties with outstanding claims for the 2015/16 and previous years that were put on hold pending the approval of the Debt Recovery Policy which was finalised in May 2016. These have now been included in the Final Notice run and will be absorbed into the 2016/17 Debt Recovery process.
8. The Shire has begun debt recovery with the sending of a Final Notice to all accounts with a balance owing of more than \$50 where the account is not paying by instalments, a Direct Debit or other arrangement. The Final Notices were sent on 11 November and fell due on 25 November. While the response has been good, a Letter of Demand was sent to 510 properties on 27 March 2017 with a due date of 10 April 2017. A call/email campaign is currently underway before legal action is taken to recover any remaining debts, as per the Debt Collection Policy.
9. There are now only two properties in the Shire with outstanding amounts since 2012/13 that are still outstanding. One property has been sent to the lawyers for a PSSO (Property Seizure and Sales Order) re-issued on the Land in line with the Council Debt Collection Policy. The other was contacted in January 2017 to request contact as a last effort before the PSSO-Land is issued. An amount of \$2,000 was paid towards the debt but further repayments and an attempt to come to a debt recovery arrangement have failed. The debt will now go through as a default and the collection process will resume. Councillors will be briefed before the bailiff places the properties on auction.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

11. The Shire is bound by the Debt Collection Policy S-FIN02.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

12. Nil.

External Referrals

13. Letters of demand are managed by an external debt collection agency on behalf of the Shire.

FINANCIAL CONSIDERATIONS

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

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

SUSTAINABILITY

Social Implications

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

Economic Implications

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

Environmental Implications

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

RISK MANAGEMENT CONSIDERATIONS

20.

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

OFFICER COMMENT

21. The Shire's debt collection strategy has proven to be very effective with a 97.79% collection rate in the 2015/16 financial year. While it is noted that the April 2017 collection is slightly lower than last year's comparative rate, it is expected that there will be a catch up by end of financial year with the finalisation of Direct Debits and Debt Recovery Letters.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 34/2017)

That Council:

1. Receives the rates debtors report for the period ended 30 April 2017 (Attachment 1).

Moved: **Cr Sara Lohmeyer**

Seconded: **Cr Sue Bilich**

Vote: **CARRIED UNANIMOUSLY (8/0)**

Attachment 1 – Rates Debtors Report for the Period Ended 30 April 2017

**SUMMARY OF OUTSTANDING RATES
FOR THE PERIOD ENDED 30 APRIL 2017**

Rates Outstanding Debtors

	3rd Previous Year + Outstanding	2nd Previous Year Outstanding	Previous Year Outstanding	Current Outstanding	Total Outstanding	Previous Year Total Outstanding
30-Jun-16	Balance Forward				\$1,226,895	\$856,619
31-Jul-16	\$427,328	\$154,101	\$541,879	\$29,791,711	\$30,915,019	\$28,087,404
31-Aug-16	\$417,926	\$147,343	\$412,837	\$16,869,361	\$17,847,467	\$16,507,447
30-Sep-16	\$409,590	\$142,916	\$380,432	\$15,778,812	\$16,711,750	\$14,215,042
31-Oct-16	\$406,783	\$139,335	\$355,656	\$13,082,796	\$13,984,570	\$11,552,148
30-Nov-16	\$404,444	\$135,133	\$316,401	\$11,230,316	\$12,086,295	\$9,923,670
31-Dec-16	\$403,706	\$132,177	\$290,684	\$6,666,494	\$7,493,061	\$6,116,690
31-Jan-17	\$401,990	\$129,438	\$277,732	\$5,269,768	\$6,078,928	\$4,660,900
28-Feb-17	\$400,155	\$126,543	\$267,004	\$2,105,286	\$2,898,988	\$1,972,047
31-Mar-17	\$399,477	\$125,724	\$251,809	\$1,738,681	\$2,515,691	\$1,723,981
30-Apr-17	\$394,770	\$122,946	\$235,038	\$1,541,069	\$2,293,823	\$1,654,964
31-May-17						\$1,630,369
30-Jun-17						\$1,226,895

Rates Outstanding as at 30/06/2016

\$2,515,691

Rate Levied 2016/2017

\$31,884,691

Interim 2016/2017

\$477,034

Back Rates

\$126,000

Total Levies to Date for 2016/2017

\$32,487,725

Total Collectable

\$35,003,417

Total Collected to date

\$32,709,593

Total Rates Outstanding

\$2,293,823

Current Deferred Rates Amt (from Rate Reports)

\$492,953

Total Rates amount to be collected not including deferred

\$1,800,870

% of Rates Outstanding: **5.22%**

% of Rates Collected: **94.78%**

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

35. Debtors and Creditors Report for the Period Ended 30 April 2017

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

EXECUTIVE SUMMARY

1. To receive the list of payments made from the Municipal Accounts in April 2017 in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
2. To receive the list of payments made from the Trust Accounts in April 2017 in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
3. To receive the outstanding debtors and creditors reports for the month of April 2017.
4. Trade Debtors and Creditors are subject to strict monitoring and control procedures and in the month of April 2017 there were no abnormal overdue debtors that demanded special attention with the exception of one debt related to the developer contribution scheme (see note 9 below).

BACKGROUND

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

DETAILS

Debtors

6. Sundry debtors as of 30 April 2017 were \$461,547 of which \$224,427 was made up of current debts and \$7,287 unallocated credits (excess or overpayments).
7. Invoices over 30 days total \$12,839, debts of significance are:
 - Kalamunda Cricket Club, \$1,740, loan and utilities (floodlights);
 - NBN Co Ltd, \$2,200, legal expenses to reimburse; and
 - School Sports WA, \$1,278, hall hire invoiced in advance.
8. Invoices over 60 days total \$1,340. There were no debts of significance.

9. Invoices over 90 days total \$230,228, debts of significance are:

- DA Letizia, \$216,827, developer contribution;
- Evolution Cheer & Dance, \$5,128, hall hire;
- Keith Mortimer, \$1,133, replacement cost of damaged street tree; and
- High Wycombe Markets, \$3,023, hall hire / health fees.

Creditors

10. Payments totalling \$4,166,400 were made during the month of April 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	\$
Cleanaway	Waste and recycling services	525,210.75
Eastern Metropolitan Regional Council	Domestic Waste Collection Charges	351,122.20
Garnorm Pty Ltd*	Road land acquisition – Lot 27 (286) Hale Road, Wattle Grove	283,475.50
CQ & JM Dowsing Pty Ltd, T/A Trustee for Dowsing family trust*	Wimbridge Road Extension. Progress claim 3	255,873.28
Australian Tax Office	PAYG payments	360,782.79
Solution 4 Building	Construction and refurbishment of the Forrestfield United Soccer Club spectator seating and change room. Progress claim 5	169,784.35
Synergy	Power charges. Various locations	131,037.75
WA Local Government Superannuation Plan	Superannuation contributions	199,035.85
Asphaltech Pty Ltd	Road rehabilitation materials. Various locations	96,924.45
Curnow Group Hire Pty Ltd	Progress claims - Kalamunda Road widening	84,011.67
E R Consultants Pty Ltd as Trustee for E R unit trust	Consultancy costs for surface remediation & air monitoring – contaminated sites investigation	67,263.11
Y M C A of Perth INC	Kalamunda water park – management fees – January to March 2017	67,111.70
Hill Top Group Pty Ltd	Building construction & maintenance. Various locations	58,013.59

These payments total \$2,649,646.99 and represent 63.6% of all payments for the month.

* The amounts paid relate to CELL 9 infrastructure works reimbursed from the CELL 9 trust account (excluding GST component) during April 2017.

Payroll

12. Salaries are paid in fortnightly cycles. A total of \$1,180,925.54 was paid in net salaries for the month of April 2017.
13. Details are provided in (Attachment 1) after the creditor's payment listing.

Trust Account Payments

14. The Trust Accounts maintained by the Shire 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 April 2017.

BCITF Levy		Amount (\$)
Date	Description	
4/4/2017	Building and Construction Industry March 2017	13,592.90
5/4/2017	Hughes Builders Pty Ltd	842.00
CELL 9		Amount (\$)
Date	Description	
6/4/2017	Shire of Kalamunda – Reimbursement of employee costs related to CELL 9 project manager	2,153.00
6/4/2017	Garnorm Pty Ltd – Acquisition of land – Lot 27, Hale Road, Wattle Grove	257,705.00
21/3/2017	Porter Consulting Engineers – Arthur Road roundabout and road extension	8,679.00
21/4/2017	Optus. Hale Road – Wattle Grove underground relocation	7,789.61
21/4/2017	SYRINX – Woodlupine living stream concept design	2,116.00
21/4/2017	McLeods Barristers & Solicitors. Legal fees for land acquisitions	2,403.40
28/4/2017	CQ & JM Dowsing Pty Ltd T/A Trustee for Dowsing Family Trust. Wimbridge Road Extension. Progress claim 3	232,612.08
Building Services License Levy		Amount (\$)
1/4/2017	Building Commission – Building Levy March 2017	14,839.27

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

17. Nil.

CONSULTATION /COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

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

External Referrals

19. Shire appointed lawyer, Kott Gunning relating to long outstanding debt, David Letizia.

FINANCIAL CONSIDERATIONS

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

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

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

SUSTAINABILITY

Social Implications

22. Nil.

Economic Implications

23. Nil.

Environmental Implications

24. Nil.

RISK MANAGEMENT CONSIDERATIONS

Debtors

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

Creditors

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

OFFICER COMMENT

27. Creditor payments for February 2017 are in the normal range in line with trend expenditure.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 35/2017)

That Council:

1. Receives the list of payments made from the Municipal Accounts in April 2017 (Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
2. Receives the list of payments made from the Trust Accounts in April 2017 as noted in point 15 above in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
3. Receives the outstanding debtors and creditors reports (Attachment 2 & 3) for the month of April 2017.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Dylan O'Connor**

Vote: **CARRIED UNANIMOUSLY (8/0)**

Attachment 1 – Debtors & Creditors Report for the Period Ended 30 April 2017

Chq/EFT	Date	Name	Description	Amount
1087	04/04/2017	LES MILLS ASIA PACIFIC INDUSTRIES	MONTHLY LICENCE FEE	1260.47
1088	06/04/2017	FINES ENFORCEMENT REGISTRY	FINES ENFORCEMENT REGISTRY	2088.00
1089	05/04/2017	AUSTRALIAN TAXATION OFFICE	TAXATION	182252.09
1090	05/04/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 208 INTEREST PAYMENT	11330.32
1091	10/04/2017	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	8721.23
1092	11/04/2017	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	619.83
1093	11/04/2017	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS COSTS HACC ACTIVITY OFFICER - \$566.00 LIBRARY SERVICES TEAM LEADER - \$2887.34 HACC ACTIVITY OFFICER - \$60.00 RECREATION FACILITIES TEAM LEADER - \$252.01 FUNCTIONS CO-ORDINATOR - \$3835.80 HACC ACTIVITY OFFICER - \$276.85 HACC ACTIVITY OFFICER - \$558.00 MANAGER HR - \$8577.48 PROCUREMENT & FINANCE OFFICER - \$6702.06 CO-ORDINATOR EMERGENCY MANAGEMENT SERVICES - \$288.35 DAY CENTRE CO-ORDINATOR - \$43.98	24047.87
1094	19/04/2017	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FEES	3824.03
1095	19/04/2017	AUSTRALIAN TAXATION OFFICE	TAXATION	178530.70
1096	26/04/2017	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	3829.31
EFT55957	06/04/2017	KALAMUNDA ACCIDENT REPAIR CENTRE	INSURANCE EXCESS FOR REPAIRS TO VEHICLE	1000.00
EFT55958	06/04/2017	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 03/04/17	3826.86
EFT55959	06/04/2017	JB HI-FI MIDLAND	SMART TV FOR ENGAGEMENT & EDUCATION BUSHFIRE	629.00

Chq/EFT	Date	Name	Description	Amount
EFT55960	06/04/2017	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	110.00
EFT55961	06/04/2017	FREESTYLE NOW	SKATEPARK COACHING WORKSHOPS AT VARIOUS LOCATIONS & BICYCLE COACHING WORKSHOPS FOR BIKE WEEK 2017	1056.00
EFT55962	06/04/2017	CABCHARGE AUSTRALIA LIMITED	CABCHARGE MONTHLY ACCOUNT FEES	199.09
EFT55963	06/04/2017	NEVERFAIL SPRINGWATERLTD (FORRESTFIELD LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	22.70
EFT55964	06/04/2017	ACTIVE GAMES AND ENTERTAINMENT	GIANT GAMES EQUIPMENT HIRE AND SUPERVISOR FOR JACARANDA SPRINGS BREAKFAST SIZZLE	1824.75
EFT55965	06/04/2017	KALAMUNDA KICKBOXING & MARTIAL ARTS	KIDSPORT FUNDING FOR VARIOUS PLAYERS	220.00
EFT55966	06/04/2017	CARLISLE EVENTS HIRE PTY LTD	EQUIPMENT HIRE FOR JACARANDA SPRINGS BREAKFAST SIZZLE	4050.42
EFT55967	06/04/2017	EVANGELINE C SARICH	TRAVEL COMMUNITY VISITORS SCHEME REFUND	154.00
EFT55968	06/04/2017	DAVID KEAST	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	10.50
EFT55969	06/04/2017	WENDY ANNE PEARCE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	70.00
EFT55970	06/04/2017	STUART CHAMBERLAIN	PLANNING APPLICATION FEE REFUND	441.00
EFT55971	06/04/2017	CAROL ANNE CRUTE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	35.00
EFT55972	06/04/2017	BENJAMIN THACKRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	46.00
EFT55973	06/04/2017	BRUCE COWEN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	164.50
EFT55974	06/04/2017	GILL BAXTER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	84.00
EFT55975	06/04/2017	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	630.00
EFT55976	06/04/2017	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1352.62
EFT55977	06/04/2017	AUSTRALIA POST	POSTAL EXPENSES / COUNTER BILLPAY TRANSACTION FEES	8153.80
EFT55978	06/04/2017	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	1562.48
EFT55979	06/04/2017	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	1411.31

Chq/EFT	Date	Name	Description	Amount
EFT55980	06/04/2017	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	179.99
EFT55981	06/04/2017	WA LOCAL GOVERNMENT ASSOCIATION	REGISTRATION FOR COUNCILLOR TO ATTEND ELECTED MEMBERS COURSES	1595.00
EFT55982	06/04/2017	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	7473.55
EFT55983	06/04/2017	CLEANAWAY	WASTE / RECYCLING & BULK BIN DISPOSAL SERVICES FEES	248305.55
EFT55984	06/04/2017	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	167.06
EFT55985	06/04/2017	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	241.58
EFT55986	06/04/2017	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6144.60
EFT55987	06/04/2017	K-LINE FENCING GROUP	FENCING SUPPLIES / REPAIRS	257.40
EFT55988	06/04/2017	EASTERN METROPOLITAN REGIONAL COUNCIL	MATTRESS DISPOSAL FEES	495.00
EFT55989	06/04/2017	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	1160.39
EFT55990	06/04/2017	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	1779.99
EFT55991	06/04/2017	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	176.28
EFT55992	06/04/2017	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1370.06
EFT55993	06/04/2017	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	3229.94
EFT55994	06/04/2017	SYNERGY	POWER CHARGES	370.20
EFT55995	06/04/2017	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	3346.81
EFT55996	06/04/2017	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	4566.40
EFT55997	06/04/2017	BGC ASPHALT	ROAD MATERIALS FOR VARIOUS LOCATIONS	328.90
EFT55998	06/04/2017	WESTSIDE FIRE SERVICES	TESTING AND INSPECTION OF FIRE EQUIPMENT/SUPPLIES	403.51
EFT55999	06/04/2017	MILPRO WA (INCORPORATING HILL TOP TROPHIES)	SUPPLY OF NAME BADGES	49.50
EFT56000	06/04/2017	WESTERN AUSTRALIAN ELECTORAL COMMISSION	KEY BOND REFUND	50.00
EFT56001	06/04/2017	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES FOR DAY CENTRE	790.74
EFT56002	06/04/2017	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	7845.50
EFT56003	06/04/2017	STAFF AUSTRALIA	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	2569.76
EFT56004	06/04/2017	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	2288.00

Chq/EFT	Date	Name	Description	Amount
EFT56005	06/04/2017	WA RANGERS ASSOCIATION INC.	REGISTRATION FOR STAFF TO ATTEND CLANDESTINE DRUG LAB SEMINAR	25.00
EFT56006	06/04/2017	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	357.00
EFT56007	06/04/2017	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	86.80
EFT56008	06/04/2017	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES FOR OPERATIONS CENTRE, FUNCTIONS AND EMERGENCY MANAGEMENT	798.82
EFT56009	06/04/2017	1ST MAIDA VALE SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT56010	06/04/2017	ANDANTINO PTY LTD T/AS OUTDOOR WORLD	ADDITIONAL WORK TO STORAGE SHED	1419.00
EFT56011	06/04/2017	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUND LESS PRIVATE WORKS FEES	546.85
EFT56012	06/04/2017	CONTENT LIVING PTY LTD	FOOTPATH DEPOSIT REFUND LESS PRIVATE WORKS FEES	751.83
EFT56013	06/04/2017	FORRESTFIELD UNITED SOCCER CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	2634.50
EFT56014	06/04/2017	ATRIUM HOMES (WA) PTY LTD	FOOTPATH DEPOSIT REFUND	2500.00
EFT56015	06/04/2017	PLUNKETT HOMES (1903) PTY LTD	FOOTPATH BOND REFUND LESS PRIVATE WORKS FEES	835.00
EFT56016	06/04/2017	ST JOHN AMBULANCE AUSTRALIA (WA) INC	FIRST AID COVER FOR NATIONAL BIKE WEEK EVENT	201.30
EFT56017	06/04/2017	HELEN ARMSTRONG & ASSOCIATES (T/AS WAXING LYRICAL CANDLES)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	33.60
EFT56018	06/04/2017	KALAMUNDA PLUMBING & ELECTRICAL	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	14059.20
EFT56019	06/04/2017	TOTAL EDEN PTY LTD	RETICULATION PARTS FOR VARIOUS RESERVES	3136.73
EFT56020	06/04/2017	NOISE & VIBRATION MEASUREMENT SYSTEMS PTY LTD	SUBSCRIPTION FEES FOR LOGGING & SPECTRUM MODULES FOR NOISE & VIBRATION MEASUREMENT INSTRUMENTS	883.00
EFT56021	06/04/2017	WILD SEASONS FLOWERS PTY LTD	FLOWER ARRANGEMENTS	410.00
EFT56022	06/04/2017	SOUTH METROPOLITAN TAFE	ENROLMENT FEES FOR STAFF MEMBER - CERTIFICATE III IN PARKS & GARDENS	905.84
EFT56023	06/04/2017	UVH INDUSTRIES	PLANT EQUIPMENT REPAIRS	7694.50
EFT56024	06/04/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA DIVISION)	REGISTRATION FOR STAFF TO ATTEND FINANCE FOR NON FINANCIAL PEOPLE WORKSHOP	290.00

Chq/EFT	Date	Name	Description	Amount
EFT56025	06/04/2017	ANNA HAMERSLEY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	51.10
EFT56026	06/04/2017	AMEREX FIRE (WA) (E FIRE AND SAFETY)	FIRE EQUIPMENT MAINTENANCE FOR VARIOUS LOCATIONS	1667.05
EFT56027	06/04/2017	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	58013.59
EFT56028	06/04/2017	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	HIRE OF TEMPORARY STAFF FOR ADMIN / DEPOT	4987.81
EFT56029	06/04/2017	AUTO ONE KALAMUNDA	PLANT / VEHICLE PARTS	73.95
EFT56030	06/04/2017	DEBBIE JOSE JEWELLERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	52.50
EFT56031	06/04/2017	MCDOWALL AFFLECK PTY LTD	DESIGN AND DOCUMENTATION FEES FOR HARTFIELD PARK SEWER MAIN EXTENSION	2310.00
EFT56032	06/04/2017	1ST KALAMUNDA SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	220.00
EFT56033	06/04/2017	KANYANA WILDLIFE REHABILITATION CENTRE INC	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	362.40
EFT56034	06/04/2017	LIONS CLUB FORRESTFIELD HIGH WYCOMBE (INC)	SAUSAGE SIZZLE FOR THE FORRESTFIELD AND HIGH WYCOMBE SUPER SKATE CLINICS AND BIKE WEEK 2017	1587.50
EFT56035	06/04/2017	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	2820.00
EFT56036	06/04/2017	BIG W (AR W1.C3.U.07)	ASSORTED GOODS FOR LIBRARY	549.98
EFT56037	06/04/2017	PETER CLARK - PIANO TUNER	MAINTENANCE / REPAIRS TO PIANOS IN VARIOUS SHIRE BUILDINGS	350.00
EFT56038	06/04/2017	DUN & BRADSTREET (AUSTRALIA) PTY LTD	DEBT COLLECTION FEES FOR RATES	130.63
EFT56039	06/04/2017	FOOD TECHNOLOGY SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR HEALTH DEPARTMENT	3857.65
EFT56040	06/04/2017	1ST GOOSEBERRY HILL SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	600.00
EFT56041	06/04/2017	CANNON HYGIENE AUSTRALIA PTY LTD	HYGIENE SERVICES FOR VARIOUS LOCATIONS	201.88
EFT56042	06/04/2017	ABIGAIL TURNER	KEY BOND REFUND	50.00
EFT56043	06/04/2017	MAZENOD JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT56044	06/04/2017	ACROMAT	GYM EQUIPMENT SUPPLIES	572.00

Chq/EFT	Date	Name	Description	Amount
EFT56045	06/04/2017	SPECIALISED SECURITY SHREDDING	SECURE DOCUMENT DISPOSAL BIN REMOVAL AND REPLACEMENT	66.00
EFT56046	06/04/2017	STRATAGREEN	GARDEN / RESERVE SUPPLIES	564.86
EFT56047	06/04/2017	DONNA GAHAN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	112.00
EFT56048	06/04/2017	FAIRBROSSEN CAFE & WINERY	ECONOMIC DEVELOPMENT STRATEGY WORKSHOP CATERING, VENUE & STAFF	230.00
EFT56049	06/04/2017	BGC CONSTRUCTION PTY LTD	FOOTPATH DEPOSIT REFUND	500.00
EFT56050	06/04/2017	HILLIANS NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	360.00
EFT56051	06/04/2017	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	822.50
EFT56052	06/04/2017	ABOUT BIKE HIRE	HIRE OF BIKES FOR BIKE WEEK EVENT 2017	676.00
EFT56053	06/04/2017	GLENN STERLE (STEPHEN PRICE)	HALL AND KEY BOND REFUND	550.00
EFT56054	06/04/2017	FIRE PROTECTION ASSOCIATION AUSTRALIA	REGISTRATION FOR STAFF TO ATTEND BUILDING & PLANNING AWARENESS COURSE	790.00
EFT56055	06/04/2017	TOM CAIRNS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	5.60
EFT56056	06/04/2017	MULTILEC ENGINEERING	QUARTERLY SERVICING & TESTING OF LIFTS	316.25
EFT56057	06/04/2017	HARVEY NORMAN AV / IT SUPERSTORE MIDLAND	ELECTRICAL SUPPLIES FOR OPERATIONS CENTRE	384.00
EFT56058	06/04/2017	DRAINFLOW SERVICES PTY LTD	CLEANING / MAINTAINING STORM WATER DRAINS	3721.30
EFT56059	06/04/2017	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	7.55
EFT56060	06/04/2017	TIMOTHY PAUL STUBBS	FOOTPATH DEPOSIT REFUND	2500.00
EFT56061	06/04/2017	KIWALES NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	1000.00
EFT56062	06/04/2017	LIBERTY OIL AUSTRALIA PTY LTD	SUPPLY OF FUEL	22751.99
EFT56063	06/04/2017	GUMNUTS & LAVENDER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	16.45
EFT56064	06/04/2017	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	3162.38
EFT56065	06/04/2017	STATE WIDE TURF SERVICES	RESURFACING OF FLEMING RESERVE	46090.00
EFT56066	06/04/2017	KOTT GUNNING LAWYERS	LEGAL EXPENSES	1675.30

Chq/EFT	Date	Name	Description	Amount
EFT56067	06/04/2017	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	198.00
EFT56068	06/04/2017	NANCY GILLESPIE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	7.00
EFT56069	06/04/2017	WEST-SURE GROUP PTY LTD	CASH IN TRANSIT SERVICES - MARCH 2017	1769.46
EFT56070	06/04/2017	SHENAYE HUMMERSTON	MONITORING AND EVALUATION OF ESTABLISHED MONITORING QUADRATS AT POISON GULLY WEST FOOTPATH DEPOSIT REFUND	1400.00
EFT56071	06/04/2017	REBECCA & RYAN WHEELER	MOBILE PHONE FOR OPERATIONS CENTRE	2500.00
EFT56072	06/04/2017	THE GOOD GUYS	VERGE / RESERVE MAINTENANCE AT VARIOUS LOCATIONS	298.00
EFT56073	06/04/2017	FIRE 4 HIRE	WARDEN TRAINING AND EVACUATION DRILLS	4428.49
EFT56074	06/04/2017	FIRST 5 MINUTES PTY LTD	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	2992.00
EFT56075	06/04/2017	JENNIFER DE YOUNG	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	180.00
EFT56076	06/04/2017	ERINNA IMAGERY	HALL AND KEY BOND REFUND	62.65
EFT56077	06/04/2017	BANGLADESH AUSTRALIA ASSOCIATION OF WA INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	350.00
EFT56078	06/04/2017	KALAMUNDA BULLDOGS RUGBY LEAGUE FOOTBALL CLUB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	200.00
EFT56079	06/04/2017	CLAIRE O'NEILL - CLAIRE'S EMBROIDERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	177.45
EFT56080	06/04/2017	LINDA STONES	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	155.05
EFT56081	06/04/2017	IAN MOSS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	126.00
EFT56082	06/04/2017	AROUNDABOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE FOR VARIOUS LOCATIONS	2534.40
EFT56083	06/04/2017	HANNAH SORENSON	BAND PERFORMANCE FOR JACARANDA SPRINGS BREAKFAST SIZZLE	380.00
EFT56084	06/04/2017	PETER FALCONER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	39.20
EFT56085	06/04/2017	DONNA LEE ELLERY	REFUND OF FEES PAID	150.00

Chq/EFT	Date	Name	Description	Amount
EFT56086	06/04/2017	SAFE T CARD AUSTRALIA PTY LTD	MONTHLY MONITORING CHARGES FOR VARIOUS LOCATIONS	33.00
EFT56087	06/04/2017	MARY FORWARD	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	9.45
EFT56088	06/04/2017	MACQUARIE EQUIPMENT RENTALS PTY LTD	GYM EQUIPMENT HIRE LEASE PERIOD - 1/05/17 - 31/07/17	6157.74
EFT56089	06/04/2017	ALL ABOUT YOU - BEAUTY TO PERFECTION	FACE PAINTING SERVICES FOR BIKE WEEK EVENT 2017	200.00
EFT56090	06/04/2017	HANS SCHWALB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	7.00
EFT56091	06/04/2017	TANGOS NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	800.00
EFT56092	06/04/2017	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	9452.41
EFT56093	06/04/2017	FORRESTFIELD FLAMES NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	960.00
EFT56094	06/04/2017	THE ARTFUL FLOWE - FELICIA LOWE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	42.00
EFT56095	06/04/2017	AAAC TOWING PTY LTD	TOWING SERVICES FEES	330.00
EFT56096	06/04/2017	JB HI-FI COMMERCIAL	MICROWAVE FOR HIGH WYCOMBE LIBRARY	120.00
EFT56097	06/04/2017	KP FINANCIAL PLANNING	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	300.00
EFT56098	06/04/2017	SILK ON SILK (ROSEMARY LONSDALE)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	154.00
EFT56099	06/04/2017	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION CENTRE AND DEPOT	436.50
EFT56100	06/04/2017	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	657.54
EFT56101	06/04/2017	MAVIS PASKULICH	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	56.00
EFT56102	06/04/2017	COB DESIGNS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	28.70
EFT56103	06/04/2017	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	189.00
EFT56104	06/04/2017	OFF PEN PUBLISHING - BETH BAKER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	42.70

Chq/EFT	Date	Name	Description	Amount
EFT56105	06/04/2017	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT / VEHICLE PARTS	7440.95
EFT56106	06/04/2017	GARNORM PTY LTD	ROAD LAND ACQUISTION - LOT 27 (286) HALE ROAD WATTLE GROVE AS PER AGREEMENT	283475.50
EFT56107	06/04/2017	GOSNELLS POLICE & COMMUNITY YOUTH CENTRE (PCYC)	KIDSPORT FUNDING FOR VARIOUS PLAYERS	27.50
EFT56108	06/04/2017	MD EMDADUL HAQUE	CROSSOVER CONTRIBUTION	420.00
EFT56109	06/04/2017	HIT PRODUCTIONS PTY LTD	FINAL PAYMENT FOR PERFORMING FEE PLUS 15% ROYALTIES FOR 'EVERBODY LOVES LUCY' PERFORMANCE AT KPAC	1844.25
EFT56110	06/04/2017	SWAN DISTRICTS GYMNASTICS	KIDSPORT FUNDING FOR VARIOUS PLAYERS	220.00
EFT56111	06/04/2017	GRAHAM STIMSON	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	88.90
EFT56112	06/04/2017	BALLIGART - HELEN LOCK	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	2.80
EFT56113	06/04/2017	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	10837.35
EFT56114	06/04/2017	ENVIRO SWEEP	SWEEPING SERVICES AT VARIOUS LOCATIONS	27001.83
EFT56115	06/04/2017	PETER WEBB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	48.93
EFT56116	06/04/2017	IRENE YOUNG	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	29.40
EFT56117	06/04/2017	AUSTRALIA PACIFIC VALUERS PTY LTD ITF THE APV UNIT TRUST	PROGRESS PAYMENT - LAND AND BUILDING VALUATION 2017	15360.40
EFT56118	06/04/2017	19TH PERTH (GOSNELLS) GIRLS BRIGADE	KIDSPORT FUNDING FOR VARIOUS PLAYERS	220.00
EFT56119	06/04/2017	URBANECO GARDENS	HOME MAINTENANCE SERVICES	3625.00
EFT56120	06/04/2017	NICKY WINTER - KASZAZZ IN KALAMUNDA	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	74.20
EFT56121	06/04/2017	URSULA ANDINACH	TECHNICIAN SERVICES AT KPAC	150.00
EFT56122	06/04/2017	HERB & ESSENCE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	4.55
EFT56123	06/04/2017	SEATADVISOR PTY LTD	TICKET SALES FEES	324.45
EFT56124	06/04/2017	SECURE PAY	KPAC WEB PAYMENT, TICKET TRANSACTION FEES	19.27

Chq/EFT	Date	Name	Description	Amount
EFT56125	06/04/2017	LG ASSIST AUSTRALIA	ADVERTISING OF VARIOUS JOBS	605.00
EFT56126	06/04/2017	TELSTRA SNP MONITORING PTY LTD	SECURITY MONITORING, EQUIPMENT AND REPAIRS TO VARIOUS LOCATIONS	3669.15
EFT56127	06/04/2017	ROSEMARY COX	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	13.72
EFT56128	06/04/2017	NATURE CALLS PORTABLE TOILETS	ALL ACCESS TOILET HIRE FOR JACARANDA SPRINGS BREAKFAST SIZZLE	429.00
EFT56129	06/04/2017	AUDIO TECHNIK	HIRE OF PA SYSTEM FOR PERFORMANCE AT JACARANDA SPRINGS BREAKFAST SIZZLE	220.00
EFT56130	06/04/2017	LA LA LAND / HOME & HUMAN FASHION PTY LTD	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	458.77
EFT56131	06/04/2017	HIR ASIA PTY LTD (T/A IHR AUSTRALIA)	WORKSHOP BULLYING & HARRASMENT TRAINING	3954.50
EFT56132	06/04/2017	MARKET CREATIONS	MARKETING AND TECHNOLOGY SERVICE FEES	3231.25
EFT56133	06/04/2017	THE FREEDOM FAIRIES	ENTERTAINMENT FOR JACARANDA SPRINGS BREAKFAST SIZZLE	550.00
EFT56134	06/04/2017	3RD MORLEY BOYS BRIGADE	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT56135	06/04/2017	WOODSOME MANAGEMENT PTY LTD	MANAGEMENT OF DEVELOPMENT CONTRIBUTIONS SCHEME AND REVIEW OF COSTS AND UPDATING SPREADSHEETS FOR THE FORRESTFIELD / HIGH WYCOMBE STAGE 1 INDUSTRIAL AREA	5500.00
EFT56136	06/04/2017	UNWINED T/A POSSUM CREEK LODGE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	35.70
EFT56137	06/04/2017	TREASURES OF AUSTRALIA	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	87.99
EFT56138	06/04/2017	ALLCREDIT PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	551.96
EFT56139	06/04/2017	BRAD GOODE AND ASSOCIATES	ABORIGINAL HERITAGE REVIEW FOR ABERNETHY ROAD	16436.04
EFT56140	06/04/2017	JOHN DAY MLA	HALL & KEY BOND REFUND	550.00
EFT56141	06/04/2017	ALL FUN FACE PAINTING	FACE PAINTING SERVICES AT BIKE WEEK 2017	180.00

Chq/EFT	Date	Name	Description	Amount
EFT56142	06/04/2017	SPICK AND SPAN COMMERCIAL PROPERTY MAINTENANCE PTY LTD	CLEANING SERVICES INCLUDING ADDITIONS TO THE SCHEDULE, SPECIAL CLEANS AND SUPPLY OF CONSUMABLES TO VARIOUS LOCATIONS	5831.50
EFT56143	06/04/2017	SOLUTION 4 BUILDING	PROGRESS PAYMENT - FORRESTFIELD UNITED SOCCER CLUB SPECTATOR SEATING AND CHANGE ROOM UPGRADES	169784.35
EFT56144	06/04/2017	URBAN STORMWATER TECHNOLOGIES PTY LTD	CAPITAL COST OF CATCH BASIN INSERT (CBI) PLUS TWO INSERTS PER CBI TO FACILITATE SERVICING WATER SERVICE AGREEMENT & CLEANING 88 HALE ROAD FORRESTFIELD	21839.40
EFT56145	06/04/2017	GINA AVIS PORTER	PART DOG STERILISATION FEE REFUND	150.00
EFT56146	06/04/2017	ALLIED SAFETY	SUPPLY AND DELIVERY OF SALVUS HYBRID LID LIFTER INCLUDING ACCESSORIES	2247.30
EFT56147	06/04/2017	NATURES ART FINE CRAFTS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/03/17 - 31/03/17	81.90
EFT56148	06/04/2017	INDONESIAN TRADITIONAL DANCERS INC.	PERFORMANCE AT CORYMBIA FESTIVAL 2017	600.00
EFT56149	06/04/2017	AFRICAN MUSIC CIRCLE	PERFORMANCE AT CORYMBIA FESTIVAL 2017	650.00
EFT56150	06/04/2017	GEM GENERATION ELECTRICAL MAINTENANCE PTY LTD	GENERATOR USAGE AT CORYMBIA FESTIVAL 2017	272.80
EFT56151	06/04/2017	WHALEBACK SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	660.00
EFT56152	06/04/2017	LEESA PADGET	SALE OF ARTWORK - THE ABSURD PARADE OF THE STRANGLEY WHIMSICAL EXHIBITION	882.00
EFT56153	06/04/2017	LIVINGSTON CONSTRUCTION PTY LTD	FOOTPATH DEPOSIT REFUND	2500.00
EFT56154	06/04/2017	AMELIA MUSA	SKIP BIN REFUND - NO LONGER REQUIRED	48.70
EFT56155	06/04/2017	JOANNA ELLIES	HALL BOND REFUND	300.00
EFT56156	06/04/2017	GNOSTIC INSTITUTE OF ANTHROPOLOGY	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	200.00
EFT56157	06/04/2017	BRONWYN JACKSON	HALL BOND REFUND	300.00
EFT56158	06/04/2017	MAUD GOLDFINCH	KEY BOND REFUND	50.00
EFT56159	06/04/2017	MAJESTIC CALISTHENICS	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00

Chq/EFT	Date	Name	Description	Amount
EFT56160	06/04/2017	CHRIS O'SULLIVAN	REPAIR OF TRAILER DAMAGED WHILST UNLOADING AT THE TRANSFER STATION	330.00
EFT56161	06/04/2017	PETER VARELIS	REFUND FOR VARIOUS COSTS	193.58
EFT56162	06/04/2017	BLACK BOX CREATIONS	HALL AND KEY BOND REFUND	455.00
EFT56163	06/04/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	100253.72
EFT56164	19/04/2017	KALAMUNDA ACCIDENT REPAIR CENTRE	INSURANCE EXCESS FOR REPAIRS TO VEHICLE	418.00
EFT56165	19/04/2017	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 17 APRIL 2017	3372.51
EFT56166	19/04/2017	SHAWMAC PTY LTD	CONSULTING FEES - UPDATE ALL ROAD & INTERSECTION COSTS - FORRESTFIELD / HIGH WYCOMBE INDUSTRIAL AREA	2046.00
EFT56167	19/04/2017	YMCA OF PERTH INC	MANAGEMENT AGREEMENT KALAMUNDA WATER PARK JANUARY - MARCH 2017	67111.70
EFT56168	19/04/2017	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	30.30
EFT56169	19/04/2017	CARDNO (WA) PTY LTD	DISTRICT STRUCTURE PLAN TRANSPORT ASSESSMENT	880.00
EFT56170	19/04/2017	OLK & ASSOCIATES	ARCHITECTURAL CONSULTING SERVICES AT VARIOUS LOCATIONS	12919.50
EFT56171	19/04/2017	APOSTLE NATURAL SPRING WATER	DRINKING WATER, DISPENSER AND CUP SUPPLIES FOR ZIG ZAG CULTURAL CENTRE	40.00
EFT56172	19/04/2017	PICTON PRESS	10 A-FRAME SIGNS FOR PUBLIC RELATIONS	3082.87
EFT56173	19/04/2017	SYRINX ENVIRONMENTAL P/L	WEED CONTROL AT VARIOUS LOCATIONS	2805.00
EFT56174	19/04/2017	ID CONSULTING PTY LTD (INFORMED DECISIONS)	FORECAST ID, PROFILE.ID & ATLAS.ID QUARTERLY SUBSCRIPTION FEES FOR APRIL TO JUNE 2017	7920.00
EFT56175	19/04/2017	TOP OF THE LADDER GUTTER CLEANING	GUTTER CLEANING SERVICES FOR VARIOUS LOCATIONS	2216.50
EFT56176	19/04/2017	ALL EARTH GROUP PTY LTD	DISPOSAL OF ROAD SWEEPINGS, GULLY EDUCION SOILS AND MIXED WASTE MATERIAL	23840.74
EFT56177	19/04/2017	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	220.00
EFT56178	19/04/2017	EVANGELINE C SARICH	TRAVEL COMMUNITY VISITORS SCHEME REFUND	120.00
EFT56179	19/04/2017	DONALD & JUDY HUTCHISON	CROSSOVER CONTRIBUTION	420.00

Chq/EFT	Date	Name	Description	Amount
EFT56180	19/04/2017	ROBERT JAMES LOWE	FOOTPATH DEPOSIT REFUND	2500.00
EFT56181	19/04/2017	VIRGINIA LANZA	HALL & KEY BOND REFUND	550.00
EFT56182	19/04/2017	DAPHNE LEMKE	TRAVEL COMMUNITY VISITORS SCHEME REFUND	45.00
EFT56183	19/04/2017	BENJAMIN THACKRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	144.00
EFT56184	19/04/2017	KAREN ELIZABETH CAIN	FOOTPATH DEPOSIT REFUND	1500.00
EFT56185	19/04/2017	MICHAELA PAVLOV	HALL & KEY BOND REFUND	1050.00
EFT56186	19/04/2017	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	332.50
EFT56187	19/04/2017	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1352.62
EFT56188	19/04/2017	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	2545.29
EFT56189	19/04/2017	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	1583.72
EFT56190	19/04/2017	LANDGATE	LAND ENQUIRIES FOR VARIOUS LOCATIONS	5489.35
EFT56191	19/04/2017	KALAMUNDA AUTO ELECTRICS	PLANT / VEHICLE PARTS	3119.05
EFT56192	19/04/2017	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	376.14
EFT56193	19/04/2017	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	15958.61
EFT56194	19/04/2017	CLEANAWAY	WASTE / RECYCLING & BULK BIN DISPOSAL SERVICES FEES	276905.20
EFT56195	19/04/2017	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	216.01
EFT56196	19/04/2017	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	92.27
EFT56197	19/04/2017	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	28771.65
EFT56198	19/04/2017	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	1326.16
EFT56199	19/04/2017	VODAFONE HUTCHISON AUSTRALIA PTY LTD	COMMUNICATION EXPENSES FOR EMERGENCY SERVICES - APRIL 2017	1468.34
EFT56200	19/04/2017	FASTA COURIERS	COURIER FEES	261.30
EFT56201	19/04/2017	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	77.00
EFT56202	19/04/2017	SG ENVIRO	SEPTIC / GREASE TANK CLEAN OUT SERVICES AT VARIOUS LOCATIONS	213.37
EFT56203	19/04/2017	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	764.16
EFT56204	19/04/2017	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1059.86
EFT56205	19/04/2017	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	3652.00

Chq/EFT	Date	Name	Description	Amount
EFT56206	19/04/2017	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	7671.69
EFT56207	19/04/2017	SYNERGY	POWER CHARGES	131037.75
EFT56208	19/04/2017	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	926.95
EFT56209	19/04/2017	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	5504.44
EFT56210	19/04/2017	BGC ASPHALT	ROAD MATERIALS FOR VARIOUS LOCATIONS	322.30
EFT56211	19/04/2017	KENNEDYS TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	19874.25
EFT56212	19/04/2017	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES FOR DAY CENTRE	488.94
EFT56213	19/04/2017	AUSTRALASIAN PERFORMING RIGHTS ASSOCIATION	LICENCE FEE FOR THE USE OF COPYRIGHT MUSIC	183.09
EFT56214	19/04/2017	MARKETFORCE PTY LTD	ADVERTISING FOR VARIOUS JOBS / EVENTS	4842.24
EFT56215	19/04/2017	IT VISION AUSTRALIA PTY LTD	FACILITATION AND DELIVERY OF COLLABORATIVE DEVELOPMENT PLANNING SERVICES 2 DAY WORKSHOPS AND ASSOCIATED COSTS	6869.85
EFT56216	19/04/2017	KALAMUNDA YOUTH SWING BAND	KEY BOND REFUND	50.00
EFT56217	19/04/2017	KALAMUNDA DRAMATIC SOCIETY INS (KADS)	KEY BOND REFUND	50.00
EFT56218	19/04/2017	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	11028.74
EFT56219	19/04/2017	STAFF AUSTRALIA	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	397.14
EFT56220	19/04/2017	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	388.30
EFT56221	19/04/2017	AUSTRALIAN MAYORAL AVIATION COUNCIL	REGISTRATION FOR STAFF & COUNCILLOR TO ATTEND THE ANNUAL CONFERENCE 2017	3388.00
EFT56222	19/04/2017	AIR LIQUIDE WA PTY LTD	GAS BOTTLE FACILITY FEE	226.42
EFT56223	19/04/2017	HILLS AMATEUR RADIO GROUP INC	KEY BOND REFUND	50.00
EFT56224	19/04/2017	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES FOR OPERATIONS CENTRE	540.40
EFT56225	19/04/2017	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	REIMBURSEMENT COSTS FOR VOLUNTEER BUSHFIRE BRIGADE	1324.85
EFT56226	19/04/2017	WATTLE GROVE VETERINARY HOSPITAL	VETERINARY FEES	1135.00
EFT56227	19/04/2017	FORRESTFIELD UNITED SOCCER CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	2420.00
EFT56228	19/04/2017	DAWSON'S GARDEN WORLD	PLANTS / GARDEN SUPPLIES	531.85
EFT56229	19/04/2017	ST JOHN AMBULANCE AUSTRALIA (WA) INC	FIRST AID COVER FOR YOUTH WEEK 2017	469.70

Chq/EFT	Date	Name	Description	Amount
EFT56230	19/04/2017	KALAMUNDA PLUMBING & ELECTRICAL	PLUMBING REPAIRS / MAINTENANC FOR VARIOUS LOCATIONS	3418.25
EFT56231	19/04/2017	TOTAL EDEN PTY LTD	GARDEN MAINTENANCE TO SHIRE FACITILITES & RETICULATION SUPPLIES	14827.16
EFT56232	19/04/2017	KALAMUNDA & DISTRICTS BASKETBALL ASSOCIATION INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	517.00
EFT56233	19/04/2017	CHAMBER OF COMMERCE & INDUSTRY OF WA	CONSULTING SERVICES IN RELATION TO EMPLOYEE RELATION MATTERS	231.00
EFT56234	19/04/2017	COMMUNICATION SUPPORT UNIT SES	ASSIST WITH PARKING & TRAFFIC CONTROL AT CORYMBIA FESTIVAL 2017	900.00
EFT56235	19/04/2017	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	32418.98
EFT56236	19/04/2017	PARKS AND LEISURE AUSTRALIA	CORPORATE MEMBERSHIP RENEWAL FOR STAFF MEMBER	665.50
EFT56237	19/04/2017	PETER WATSON	TRAVEL COMMUNITY VISITORS SCHEME REFUND	124.00
EFT56238	19/04/2017	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	HIRE OF TEMPORARY STAFF FOR ADMIN / DEPOT	10651.34
EFT56239	19/04/2017	WEST AUSTRALIAN NEWSPAPERS HOLDINGS LTD	WHAT'S ON - ADVERTISING FOR GALLERY EXHIBITIONS - PERIOD MARCH 1 - JUNE 30 2017	349.30
EFT56240	19/04/2017	LOLA FLORENCE RUSSELL C/- PUBLIC TRUSTEES	RATES REFUND	67.27
EFT56241	19/04/2017	NYREE TAYLOR	HALL & KEY BOND REFUND	350.00
EFT56242	19/04/2017	1ST KALAMUNDA SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	220.00
EFT56243	19/04/2017	COMMUNITY NEWSPAPER GROUP LTD	ADVERTISING FOR VARIOUS JOBS AND EVENTS	3985.88
EFT56244	19/04/2017	PERTH TIMBER CO PTY LTD	SUPPLY OF ADDITION STAINLESS STEEL BUGLE FIXINGS FOR JACARANDA SPRINGS BRIDGE UPGRADES	399.95
EFT56245	19/04/2017	ATI-MIRAGE TRAINING SOLUTIONS	REGISTRATION FOR STAFF TO ATTEND EMOTIONAL INTELLEGENGE COURSE	397.38
EFT56246	19/04/2017	CONFECT - EXPRESS	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	475.52
EFT56247	19/04/2017	PORTER CONSULTING ENGINEERS	CIVIL ENGINEERING SERVICES AT VARIOUS LOCATIONS	11526.90

Chq/EFT	Date	Name	Description	Amount
EFT56248	19/04/2017	SUSAN ELIZABETH NEEDHAM	RATES REFUND	148.11
EFT56249	19/04/2017	BLUEPRINT HOMES	REIMBURSEMENT FOR OVERCHARGED FEES	66.62
EFT56250	19/04/2017	WOOLWORTHS LIMITED	GROCERY SUPPLIES FOR HIGH WYCOMBE RECREATION CENTRE	149.84
EFT56251	19/04/2017	FORRESTFIELD TENNIS CLUB (INC)	FORRESTFIELD TENNIS CLUB HIRE FEES FROM HARTFIELD PARK RECREATION CENTRE 1/3/17 - 31/3/17	36.00
EFT56252	19/04/2017	HUGHES BUILDERS PTY LTD	BUILDING APPLICATION FEE REFUND	842.00
EFT56253	19/04/2017	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS SHIRE BUILDINGS	9495.40
EFT56254	19/04/2017	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	1222.00
EFT56255	19/04/2017	ST IVES VILLAGES PTY LTD	TRANSFER OF REMAINING BALANCE FOR 16/17 RATES AND ESL REBATES	943.33
EFT56256	19/04/2017	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	9952.59
EFT56257	19/04/2017	THE PERTH MINT AUSTRALIA	SUPPLY OF 2017 AUSTRALIAN CITIZENSHIP COMMEMORATIVE \$1 COINS IN PRESENTATION CARD FOR CITIZENSHIP CEREMONIES	1006.28
EFT56258	19/04/2017	THE GIRLS BRIGADE WA - KALAMUNDA GIRLS BRIGADE	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT56259	19/04/2017	MULTILEC ENGINEERING	QUARTERLY SERVICING & TESTING OF LIFTS	1461.78
EFT56260	19/04/2017	HARVEY NORMAN AV / IT SUPERSTORE MIDLAND	TABLETS FOR OPERATIONS CENTRE AS PER THE SNRM GRANT	2639.82
EFT56261	19/04/2017	ROSE SMART	MAINTAIN ROSE BEDS AT VARIOUS LOCATIONS	975.00
EFT56262	19/04/2017	BEST CONSULTANTS PTY LTD	ELECTRICAL CONSULTING SERVICES FOR VARIOUS LOCATIONS	1100.00
EFT56263	19/04/2017	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	97.70
EFT56264	19/04/2017	WAYNE GARWOOD	KEY BOND REFUND	50.00
EFT56265	19/04/2017	DAMIEN ROY DADD	FOOTPATH DEPOSIT REFUND	2100.00
EFT56266	19/04/2017	VERA MURRAY	TRAVEL COMMUNITY VISITORS SCHEME REFUND	45.00
EFT56267	19/04/2017	AVELING HOMES	FOOTPATH DEPOSIT REFUND	2500.00

Chq/EFT	Date	Name	Description	Amount
EFT56268	19/04/2017	VANESSA ROBINSON (MCNAIR)	VARIOUS REIMBURSEMENT COSTS	92.62
EFT56269	19/04/2017	KOTT GUNNING LAWYERS	LEGAL EXPENSES	10467.82
EFT56270	19/04/2017	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	495.00
EFT56271	19/04/2017	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	10103.88
EFT56272	19/04/2017	YE OLDE ICE CREAM VAN	ICECREAM & WATER FOR NATIONAL YOUTH WEEK EVENTS	886.50
EFT56273	19/04/2017	FIRST 5 MINUTES PTY LTD	WARDEN TRAINING AND EVACUATION DRILLS - ALL SHIRE SITES, ACROSS THREE DAYS	1936.00
EFT56274	19/04/2017	SANDRA GLENYS CAILES	ADMIN FEE REFUND	15.00
EFT56275	19/04/2017	EDWARD VERNON YORK & VERA ELSA IRENE KING	ADMIN FEE REFUND	15.00
EFT56276	19/04/2017	KALAMUNDA BULLDOGS RUGBY LEAGUE FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	600.00
EFT56277	19/04/2017	FOXTEL	MONTHLY SUBSCRIPTION FEE FOR HARTFIELD PARK RECREATION CENTRE	210.00
EFT56278	19/04/2017	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	14481.03
EFT56279	19/04/2017	AAAC TOWING PTY LTD	TOWING SERVICES FEES	1155.00
EFT56280	19/04/2017	JB HI-FI COMMERCIAL	DELUXE CORDED SPEAKER PHONE FOR USE BY EMERGENCY MANAGEMENT	408.00
EFT56281	19/04/2017	CUROST MILK SUPPLY	MILK SUPPLY FOR DEPOT	156.26
EFT56282	19/04/2017	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	4284.27
EFT56283	19/04/2017	CAVY WEST INCORPORATED	HALL & KEY BOND REFUND	350.00
EFT56284	19/04/2017	CHELSEA & MICHAEL BOISVERT	FOOTPATH DEPOSIT REFUND	950.00
EFT56285	19/04/2017	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	1181.00
EFT56286	19/04/2017	SPARKS REFRIGERATION AND AIRCONDITIONING	DEGASSING OF FRIDGES, FREEZERS AND AIR CONDITIONING UNITS AT WALLISTON TRANSFER STATION	897.60
EFT56287	19/04/2017	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT / VEHICLE PARTS	4492.40
EFT56288	19/04/2017	ORANGE GROVE HORSE AND PONY CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	185.00

Chq/EFT	Date	Name	Description	Amount
EFT56289	19/04/2017	ALLEASING PTY LTD	LEASING FEES - FUJI XEROX PRINTERS AND COPIERS	396.00
EFT56290		EFT PAYMENT CANCELLED		
EFT56291	19/04/2017	NORDIC ACADEMY	KEY BOND REFUND	50.00
EFT56292	19/04/2017	RONALD PENDAL	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	76.00
EFT56293	19/04/2017	WORKPOWER INCORPORATED	WEED CONTROL AT VARIOUS LOCATIONS	2574.00
EFT56294	19/04/2017	BRIAN LESLIE PICKERING	RATES REFUND	238.78
EFT56295	19/04/2017	HOLMES MANAGEMENT GROUP PTY LTD	RATES REFUND	253.15
EFT56296	19/04/2017	THE LUCKY CHARM	NEWSPAPERS / MAGAZINES SUPPLIES FOR VARIOUS LOCATIONS	108.43
EFT56297	19/04/2017	KINCARE HEALTH SERVICES PTY LTD	REFUND ACCOUNT AS IN CREDIT- REF: OWEN POWELL	1015.00
EFT56298	19/04/2017	O'REILLYS HIRE CO	EQUIPMENT HIRE AT THE ANZAC DAY SERVICE	330.00
EFT56299	19/04/2017	INSIGHT ORNITHOLOGY	GUIDED WILDLIFE NIGHT WALKS IN CAMBRIDGE AND HILL STREET RESERVE	700.00
EFT56300	19/04/2017	PJ & DM GODFREY FENCING CONTRACTORS	FENCING REPAIRS / MAINTENANCE AT 155 LAWNBROOK ROAD WALLISTON	3267.00
EFT56301	19/04/2017	VENUE TECHNICAL SERVICES	CURTAIN TRACK REPLACEMENT AT KALAMUNDA PERFORMING ARTS CENTRE	5747.50
EFT56302	19/04/2017	TELSTRA SNP MONITORING PTY LTD	SECURITY MONITORING, EQUIPMENT AND REPAIRS TO VARIOUS LOCATIONS	4757.12
EFT56303	19/04/2017	AUDIO TECHNIK	HIRE OF PA SYSTEM FOR NATIONAL YOUTH WEEK EVENTS	660.00
EFT56304	19/04/2017	JAKE DENNIS	PERFORMANCE FOR MORNING MUSIC 5 APRIL 2017	1000.00
EFT56305	19/04/2017	MARKET CREATIONS	MARKETING AND TECHNOLOGY SERVICE FEES	6047.90
EFT56306	19/04/2017	VIRTUE SECURITY SERVICES PTY LTD	SUPPLY OF 2 X SECURITY GUARDS FOR NATIONAL YOUTH WEEK EVENTS AT FLEMING RESERVE	415.80
EFT56307	19/04/2017	DIVERSE IT PTY LTD	PROFESSIONAL SERVICES FOR TECHNICAL IT SUPPORT	234.08
EFT56308	19/04/2017	BLUE LOTUS YOGA STUDIO	YOGA AND MEDITATION STATION FOR HURDLE IN THE HILLS - YOUTH EVENT	315.00

Chq/EFT	Date	Name	Description	Amount
EFT56309	19/04/2017	ATI MARTIAL ARTS FORRESTFIELD T/A TOMSHIN TAEKWONDO	KIDSPORT FUNDING FOR VARIOUS PLAYERS	440.00
EFT56310	19/04/2017	ALLCREDIT PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	551.96
EFT56311	19/04/2017	ER CONSULTANTS PTY LTD AS TRUSTEE FOR ERC UNIT TRUST	COSTS FOR SURFACE REMEDIATION & AIR MONITORING; SUMMARY LETTER REPORT; PRELIMINARY SITE INVESTIGATION	67263.11
EFT56312	19/04/2017	PERTH COFFEE SUPPLIES	COFFEE SUPPLIES FOR ADMINISTRATION CENTRE	156.00
EFT56313	19/04/2017	GENESIS HOMES MASTER BUILDERS	FOOTPATH DEPOSIT REFUND	2500.00
EFT56314	19/04/2017	BUSINESS LAW WA	CONSULTING SERVICES IN RELATION TO EMPLOYEE RELATION MATTERS	899.25
EFT56315	19/04/2017	COCKBURN PARTY HIRE	EQUIPMENT HIRE FOR THE HURDLE IN THE HILLS - YOUTH EVENT	449.00
EFT56316	19/04/2017	MENZIES INTERNATIONAL	CLEANING SERVICES & SUPPLY OF CONSUMABLES FOR VARIOUS LOCATIONS	19036.36
EFT56317	19/04/2017	COFFEE SPRINTER	REIMBURSEMENT FOR 113 REGUALR COFFEES FOR JACARANDA SPRINGS BREAKFAST SIZZLE ATTENDEES	508.50
EFT56318	19/04/2017	THEENDSTOP - NATHAN HOYLT	CREATE TO COPE ART WORKSHOPS - 1 X HURDLE IN THE HILLS ACTIVITY WORKSHOP, 1 X SUPER CLINIC SPRAY WORKSHOP	1000.00
EFT56319	19/04/2017	INSPIREART	CREATIVE CLAY WORKSHOP AT CORYMBIA FESTIVAL 2017	600.00
EFT56320	19/04/2017	JGC GROUP PTY LTD	PART PAYMENT - DEVELOPING STRATEGIC PLAN WITH SPORTING CLUB THROUGH CLUB SPONSORSHIP PROGRAM AS PART OF COMMUNITY FUNDING PROGRAM	2750.00
EFT56321	19/04/2017	RODNEY & SUSAN DAVIDSON	FOOTPATH DEPOSIT REFUND	1500.00
EFT56322	26/04/2017	HART SPORT	GYM EQUIPMENT SUPPLIES FOR HARTFIELD PARK RECREATION CENTRE	307.20
EFT56323	26/04/2017	BARNETTS (WA) PTY LTD	HARDWARE SUPPLIES	940.68
EFT56324	26/04/2017	THE WORKWEAR GROUP PTY LTD	UNIFORM FOR VARIOUS STAFF	811.89
EFT56325	26/04/2017	SALMAT MEDIAFORCE PTY LTD	DISTRIBUTION OF FLYERS FOR UPCOMING EVENTS	1129.81

Chq/EFT	Date	Name	Description	Amount
EFT56326	26/04/2017	TAMAN DIAMOND TOOLS AND MACHINERY	PLANT / VEHICLE PARTS	1537.80
EFT56327	26/04/2017	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	2055.33
EFT56328	26/04/2017	SETON AUSTRALIA PTY LTD	SAFETY EQUIPMENT / SUPPLIES	204.60
EFT56329	26/04/2017	THE PLANNING GROUP WA PTY LTD (TPG TOWN PLANNING URBAN DESIGN & HERITAGE)	PROFESSIONAL PLANNING SERVICES FOR FORRESTFIELD NORTH STRUCTURE PLAN	18128.00
EFT56330	26/04/2017	TOTALLY WORKWEAR	SUPPLY OF PROTECTIVE CLOTHING	2093.15
EFT56331	26/04/2017	ALLAN MORTON	COUNCILLOR ALLOWANCE - 01/04/17 - 30/04/17	2212.51
EFT56332	26/04/2017	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	3080.00
EFT56333	26/04/2017	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP MATTRESS DISPOSAL FEES LANDFILL GAS WELL MONTHLY MONITORING - DAWSON AVE FEBRUARY 2017	351122.20
EFT56334	26/04/2017	OFFICE LINE GROUP PTY LTD	OFFICE FURNITURE SUPPLIES	3300.00
EFT56335	26/04/2017	STATEWIDE BEARINGS	PLANT / VEHICLE PARTS	17.60
EFT56336	26/04/2017	SONIC HEALTHPLUS (KINETIC HEALTH GROUP LTD)	PREPLACEMENT MEDICALS / BASELINE HEARING TESTS	742.50
EFT56337	26/04/2017	SYNERGY	POWER CHARGES	19313.90
EFT56338	26/04/2017	ACTIMED AUSTRALIA PTY LTD	MEDICAL SUPPLIES FOR PODIARTIST	659.91
EFT56339	26/04/2017	HANSON CONSTRUCTION MATERIALS PTY LTD	ROAD MATERIAL SUPPLIES	787.38
EFT56340	26/04/2017	WESTBOOKS	LIBRARY SUPPLIES	288.34
EFT56341	26/04/2017	STAPLES AUSTRALIA PTY LTD (CORPORATE EXPRESS AUSTRALIA LTD)	STATIONERY / OFFICE SUPPLIES	701.72
EFT56342	26/04/2017	JOHN GIARDINA	COUNCILLOR ALLOWANCE - 01/04/17 - 30/04/17	3519.34
EFT56343	26/04/2017	GEOFF STALLARD	COUNCILLOR ALLOWANCE - 01/04/17 - 30/04/17	2212.51
EFT56344	26/04/2017	IT VISION AUSTRALIA PTY LTD	SUBSCRIPTION FOR IT VISION ONLINE TRAINING VIDEOS FOR SYNERGYSOFT	2832.50
EFT56345	26/04/2017	BUCHER MUNICIPAL PTY LTD	PLANT / VEHICLE PARTS	1259.78
EFT56346	26/04/2017	HOSEMASTERS	PLANT / VEHICLE PARTS	675.14
EFT56347	26/04/2017	WORK CLOBBER (MIDLAND)	PROTECTIVE CLOTHING SUPPLIES	2875.35
EFT56348	26/04/2017	ONESTEEL DISTRIBUTION (MIDALIA STEEL)	PLANT / VEHICLE PARTS	520.81
EFT56349	26/04/2017	J BLACKWOOD & SON LIMITED	PROTECTIVE WEAR / SUPPLIES	3081.27

Chq/EFT	Date	Name	Description	Amount
EFT56350	26/04/2017	WEST AUSTRALIAN OPERA	AN INTRODUCTORY TALK ON OPERA AT HIGH WYCOMBE LIBRARY	200.00
EFT56351	26/04/2017	OCE CORPORATE PTY LTD - OFFICE CLEANING EXPERTS PTY LTD	CLEANING SERVICES / CONSUMABLES FOR VARIOUS LOCATIONS	13108.33
EFT56352	26/04/2017	BIBBULMUN TRACK FOUNDATION	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	1512.00
EFT56353	26/04/2017	CAT WELFARE SOCIETY INC	REHOMING CATS VIA CAT HAVEN	44.00
EFT56354	26/04/2017	WACKER NEUSON AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	246.28
EFT56355	26/04/2017	MARTIN'S TRAILER PARTS	PLANT / VEHICLE PARTS	246.44
EFT56356	26/04/2017	NOISE & VIBRATION MEASUREMENT SYSTEMS PTY LTD	NOISE & VIBRATATION MEASUREMENT	539.00
EFT56357	26/04/2017	MIDLAND CEMENT PRODUCTS	PLUMBING SUPPLIES FOR VARIOUS LOCATIONS	377.74
EFT56358	26/04/2017	AABEL LINE MARKING	LINE MARKING FOR VARIOUS LOCATIONS	412.50
EFT56359	26/04/2017	WA HINO SALES & SERVICE	PLANT / VEHICLE PARTS	1749.20
EFT56360	26/04/2017	CABCAR PTY LTD	SUPPLY, REPAIRS AND INSTALLATION OF U.H.F RADIOS AS REQUIRED	1368.00
EFT56361	26/04/2017	ORBIT HEALTH & FITNESS SOLUTIONS	GYM EQUIPMENT SUPPLIES	192.34
EFT56362	26/04/2017	B & J CATALANO PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	1913.61
EFT56363	26/04/2017	ANALYTICAL REFERENCE LABORATORY	VARIOUS ASBESTOS SAMPLES	550.00
EFT56364	26/04/2017	LIFTING BY DESIGN PTY LTD	PLANT / VEHICLE PARTS	742.50
EFT56365	26/04/2017	ABCO PRODUCTS	CLEANING AND PRODUCT SUPPLIES	895.97
EFT56366	26/04/2017	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	9888.16
EFT56367	26/04/2017	SUSAN BILICH	COUNCILLOR ALLOWANCE - 01/04/17 - 30/04/17	2212.51
EFT56368	26/04/2017	WREN OIL	WASTE OIL RECYCLING - DISPOSAL FEES	16.50
EFT56369	26/04/2017	BT EQUIPMENT P/L T/A TUTT BRYANT EQUIPMENT	PLANT / VEHICLE PARTS	11451.55
EFT56370	26/04/2017	MAIN ROADS (WA)	SIGNAGE AND PAVEMENT MARKINGS - HALE ROAD, WATTLE GROVE	3604.96
EFT56371	26/04/2017	BROOKE O'DONNELL	COUNCILLOR ALLOWANCE - 01/04/17 - 30/04/17	2212.51
EFT56372	26/04/2017	SAI GLOBAL LTD	SUPPLY OF AUSTRALIAN STANDARDS	977.27
EFT56373	26/04/2017	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	PADLOCKS / KEYS SUPPLIES	1416.50

Chq/EFT	Date	Name	Description	Amount
EFT56374	26/04/2017	OPUS INTERNATIONAL CONSULTANTS (PCA) LIMITED	INVESTIGATION, TESTING, TRAFFIC MANAGEMENT SITE SERVICES AND PREPARATION OF A REPORT OUTLINING RECOMMENDED ROAD REHABILITATION TREATMENT ASSOCIATED WITH ABERNETHY ROAD	12180.08
EFT56375	26/04/2017	MICHAEL ANDREW FERNIE	COUNCILLOR ALLOWANCE - 01/04/17 - 30/04/17	2212.51
EFT56376	26/04/2017	COCA-COLA AMATIL (AUST) PTY LTD	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	702.45
EFT56377	26/04/2017	G FORCE PRINTING	SUPPLY OF PRINTED STATIONERY STOCK	1963.61
EFT56378	26/04/2017	T-QUIP	PLANT / VEHICLE PARTS	5886.25
EFT56379	26/04/2017	DIRECT TRADES SUPPLY PTY LTD	HARDWARE SUPPLIES	607.35
EFT56380	26/04/2017	SPECIALISED SECURITY SHREDDING	SECURE DOCUMENT DISPOSAL BIN REMOVAL AND REPLACEMENT	55.00
EFT56381	26/04/2017	SARA LOHMEYER	COUNCILLOR ALLOWANCE - 01/04/17 - 30/04/17	2212.51
EFT56382	26/04/2017	MAYDAY EARTHMOVING	PLANT AND EQUIPMENT HIRE	15015.00
EFT56383	26/04/2017	BGC CEMENT BAGGED PRODUCTS	ROAD MATERIALS SUPPLIES	1634.34
EFT56384	26/04/2017	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICES FOR FEBRUARY 2017	2860.72
EFT56385	26/04/2017	NOREEN TOWNSEND	COUNCILLOR ALLOWANCE - 01/04/17 - 30/04/17	2212.51
EFT56386	26/04/2017	SNAP PRINTING - MIDLAND	BUSINESS CARDS FOR VARIOUS STAFF	320.00
EFT56387	26/04/2017	ADVAL PROPERTY DEVELOPMENT	EXTERNAL DRAINAGE SERVICES FROM BROOKS STREET TO BOONOOLOO ROAD KALAMUNDA	45708.07
EFT56388	26/04/2017	HUMES	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	9057.11
EFT56389	26/04/2017	BCE SURVEYING PTY LTD	SURVEY MUNDARING WEIR RD	28050.00
EFT56390	26/04/2017	U-MOVE AUSTRALIA	FEE HIRE OF 3 X SEA CONTAINERS	1809.20
EFT56391	26/04/2017	ROAD SIGNS AUSTRALIA (ALLPACK SIGNS)	TRAFFIC PROTECTION PRODUCTS / SIGNAGE	3005.20
EFT56392	26/04/2017	HOLCIM AUSTRALIA PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	616.06
EFT56393	26/04/2017	ANDREW WADDELL	COUNCILLOR ALLOWANCE - 01/04/17 - 30/04/17	8093.17
EFT56394	26/04/2017	POSITION PARTNERS PTY LTD	MAGNET NETWORK OFFICE MAINTENANCE FOR 12 MONTHS	1936.00
EFT56395	26/04/2017	WEST COAST SHADE PTY LTD ATF THE WEST COAST SHADE TRUST	REPAIR SHADE SAILS AT VARIOUS LOCATIONS	1122.00

Chq/EFT	Date	Name	Description	Amount
EFT56396	26/04/2017	DYLAN O'CONNOR	COUNCILLOR ALLOWANCE - 01/04/17 - 30/04/17	2212.51
EFT56397	26/04/2017	CONTRAFLOW	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	10392.18
EFT56398	26/04/2017	SAFETY BARRIERS WA PTY LTD	SUPPLY AND INSTALLATION OF BULLNOSE AND CHEVRON AT BERLE WAY AND RANGE VIEW RD HIGH WYCOMBE	385.00
EFT56399	26/04/2017	OFFICEWORKS MIDLAND	OFFICE / STATIONERY SUPPLIES	36.00
EFT56400	26/04/2017	CENTURION TEMPORARY FENCING	TEMPORARY FENCING HIRE	1148.13
EFT56401	26/04/2017	ACCESS OFFICE INDUSTRIES	LIBRARY SUPPLIES	1515.80
EFT56402	26/04/2017	3E CONSULTING ENGINEERS	ELECTRICAL ENGINEERING DESIGN & DOCUMENTATION SERVICES - ASHBY CLOSE & SULTANA ROAD HIGH WYCOMBE	3300.00
EFT56403	26/04/2017	FIRE 4 HIRE	VERGE / RESERVE MAINTENANCE AT VARIOUS LOCATIONS	4128.41
EFT56404	26/04/2017	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	4803.38
EFT56405	26/04/2017	HARE & FORBES PTY LTD	PLANT / VEHICLE PARTS	77.00
EFT56406	26/04/2017	HODGE COLLARD PRESTON ARCHITECTS	ARCHITECTURAL SERVICES FOR CONCEPT DESIGN DEVELOPMENT - KALAMUNDA COMMUNITY LEARNING CENTRE	12155.00
EFT56407	26/04/2017	PUMPS AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	935.00
EFT56408	26/04/2017	REMONDIS AUSTRALIA PTY LTD	COLLECTION AND RECYCLING OF CARDBOARD	517.00
EFT56409	26/04/2017	ASPHALTECH PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	96924.45
EFT56410	26/04/2017	DATATEL COMMUNICATIONS PTY LTD T/A ETTIS	ANNUAL TAGGING AND TESTING OF ELECTRICAL APPLIANCES	486.64
EFT56411	26/04/2017	TRACY L DESTREE-THOMPSON	COUNCILLOR ALLOWANCE - 01/04/17 - 30/04/17	2212.51
EFT56412	26/04/2017	ELAN ENERGY MATRIX PTY LTD	COLLECTION AND DISPOSAL OF TYRES	450.46
EFT56413	26/04/2017	TURFWORKS WA PTY LTD	RESERVE MOWING AT VARIOUS LOCATIONS	12483.28
EFT56414	26/04/2017	MIDLAND PLASTERBOARD	SUPPLY OF USG RADAR PANELS	704.00
EFT56415	26/04/2017	SPARKS REFRIGERATION AND AIRCONDITIONING	DEGASSING OF AIR CONDITIONERS AND FRIDGES AT WALLISTON TRANSFER STATION	1607.10
EFT56416	26/04/2017	TALIS CONSULTANTS PTY LTD ATF TALIS UNIT TRUST	2018/19 METROPOLITAN REGIONAL ROAD PROGRAM SUBMISSION	6600.00

Chq/EFT	Date	Name	Description	Amount
EFT56417	26/04/2017	ZACKS COMMERCIAL ARTISTS	UNIFORM SUPPLIES FOR HARTFIELD PARK	972.10
EFT56418	26/04/2017	ENVIRO SWEEP	SWEEPING SERVICES AT VARIOUS LOCATIONS	21818.64
EFT56419	26/04/2017	BUSHFIRE SAFETY CONSULTING PTY LTD	BUSHFIRE MANAGEMENT PLAN FOR WILKINS ROAD	5632.00
EFT56420	26/04/2017	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	BULK BIN SERVICES FOR GREEN AND MIXED WASTE COLLECTIONS AND DISPOSAL	1252.66
EFT56421	26/04/2017	INTEGRATED RECORDS MANAGEMENT	MONTHLY OFFSITE STORAGE FEES	482.41
EFT56422	26/04/2017	WEST COAST PRODUCTION SERVICES	FILMING, PRODUCTION AND EDITING OF DRONE FOOTAGE FOR FILM KALAMUNDA LOCATION GALLERY	2708.75
EFT56423	26/04/2017	SPRAYLINE SPRAYING EQUIPMENT	FIT AND REPLACE HOSES ON BUSHCARE SPRAY UNIT	935.70
EFT56424	26/04/2017	DS AGENCIES PTY LTD	BIN LINERS FOR STEEL BINS & FREIGHT	880.00
EFT56425	26/04/2017	DAYTONE PRINTING PTY LTD	PRINTING OF BROCHURES / INVITES FOR VARIOUS LOCATIONS	898.60
EFT56426	26/04/2017	CMA ECOCYCLE PTY LTD	COLLECTION AND RECYCLING OF GLOBES FROM WALLISTON TRANSFER STATION	2172.10
EFT56427	26/04/2017	WEST TIP WASTE CONTROL PTY LTD	COLLECTION AND TRANSPORTATION OF HOOK LIFT BINS AT WALLISTON TRANSFER STATION	19334.71
EFT56428	26/04/2017	KOSMIC SOUND	MUSICAL INSTRUMENT SUPPLIES	266.00
EFT56429	26/04/2017	ZUMTOBEL LIGHTING PTY LTD	REPLACEMENT UPLIGHTS FOR TOTEM POLE AT ZIG ZAG CULTURAL CENTRE	3960.00
EFT56430	26/04/2017	A TEAM PRINTING	PRINTING POSTCARDS FOR VARIOUS EVENTS	138.60
EFT56431	26/04/2017	4BRANDING	100 LANYARDS PRINTED WITH THE INFLUENCE BRANDING FOR NATIONAL YOUTH WEEK EVENT	405.90
EFT56432	26/04/2017	JAPANESE TRUCK & BUS SPARES PTY LTD	PLANT / VEHICLE PARTS	579.70
EFT56433	26/04/2017	COOLBINIA BOMBERS JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	240.00
EFT56434	26/04/2017	ECO LOGICAL AUSTRALIA	FLORA & FAUNA ASSESSMENTS AT VARIOUS LOCATIONS	5500.00
EFT56435	26/04/2017	BLUE STEEL ENTERPRISES PTY LTD T/A FRONTLINE FIRE & RESCUE EQUIPMENT	MAINTENANCE OF FIRE AND RESCUE EQUIPMENT	1248.50
EFT56436	26/04/2017	ARCUS AUSTRALIA PTY LTD	WATER COOLER WITH FILTER AT WALLISTON TRANSFER STATION	2339.70

Chq/EFT	Date	Name	Description	Amount
EFT56437	26/04/2017	METATTUDE	MEDIATION, COACHING AND CONSULTANCY SERVICES	4345.00
EFT56438	26/04/2017	BLUE FORCE PTY LTD	PROGRESS CLAIM 1 - INSTALLATION OF CCTV TOWERS - WA POLICE GRANT	9086.99
EFT56439	26/04/2017	CURNOW GROUP HIRE PTY LTD	WIDENING AND CONSTRUCTION OF KALAMUNDA ROAD, MAIDA VALE	84011.67
EFT56440	26/04/2017	FORTH CONSULTING PTY LTD	CONSULTING FEES - SITE INSPECTION & DRAWING REVIEW FOR HARTFIELD SPECTATOR STAND	550.00
EFT56441	26/04/2017	SLIMLINE WAREHOUSE	OFFICE DISPLAY SUPPLIES	270.16
EFT56442	26/04/2017	MENZIES INTERNATIONAL	CLEANING SERVICES & SUPPLY OF CONSUMABLES FOR VARIOUS LOCATIONS	19305.21
EFT56443	26/04/2017	DNX ENERGY	FINAL PAYMENT - SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM AT RAY OWEN STADIUM	845.11
EFT56444	26/04/2017	TOTAL PITCH CARE PTY LTD	WORKS CARRIED OUT ON TURF WICKET BLOCKS AT KOSTERA RESERVE	5500.00
EFT56445	26/04/2017	CQ & JM DOWSING PTY LTD T/A TRUSTEE FOR DOWSING FAMILY TRUST	PROGRESS CLAIM 3 - WIMBRIDGE ROAD EXTENTION	255873.28
EFT56446	26/04/2017	RHINOFLEX AUSTRALIA PTY LTD	P SERIES PINCH VALVE, DN 150 BORE ALUMINIUM BODY PURE GUM RUBBER SLEEVE FOR THE MANAGED AQUIFER RECHARGE PROJECT FOR HARTFIELD PARK	2772.00
EFT56447	26/04/2017	GLAISTER ROSS PARTNERSHIP	SURVEYING FEES FOR DEMOLITION & CONSTRUCTION OF GARAGE AT LOT 51 WEST SULTANA ROAD FORRESTFIELD	1100.00
EFT56448	26/04/2017	ASTERISK INFORMATION SECURITY PTY LTD	CYBER-SECURITY TESTING FOR BASELINE 2017	11088.00
EFT56449	26/04/2017	WESTERN TREE RECYCLERS	MOBILISATION, DEMOBILISATION, GRINDING & REMOVAL OF GREEN WASTE AT DAWSON AVENUE	13084.50
EFT56450	26/04/2017	MEDICAL TECHNOLOGIES	FIRST AID SUPPLIES FOR HARTFIELD PARK RECREATION CENTRE	196.00
EFT56451	26/04/2017	HYDROSMA PTY LTD AFT RONOLI TRADING TRUST T/A HYDRO-SMART	DESIGN FLOW MONITORING STRUCTURES - CRUMPET CREEK - STAGES 1 - 3 PHASE 1	14734.50

Chq/EFT	Date	Name	Description	Amount
EFT56452	26/04/2017	GERARD LIGHTING PTY LTD	SUPPLY OF LED BOLLARD LIGHTS FOR THE ZIG ZAG CULTURAL CENTRE	2200.00
EFT56453	26/04/2017	MAPS GROUP LTD T/AS PROCUREMENT AUSTRALIA	FIRST INSTALLMENT - INSURANCE TENDERING REVIEW SERVICES	7700.00
EFT56454	26/04/2017	CAPITAL FINANCE AUSTRALIA LTD	LEASING FEES FOE RICOH PRINTERS - PERIOD - 01/04/2017 - 30/06/2017	13541.30
EFT56455	26/04/2017	GRIFFON ALPHA GROUP	SECURITY GUARDS FOR THE WALLISTON TRANSFER STATION	544.50
EFT56456	26/04/2017	GA HYDRAULICS PTY LTD T/A PIRTEK CANNING VALE	SUPPLY AND FIT HYDRAULIC HOSE TO CASE LOADER AT TRANSFER STATION	761.11
EFT56457	26/04/2017	ABRASIFLEX PTY LTD (WA)	PLANT / VEHICLE PARTS	653.40
EFT56458	26/04/2017	PERMUTO PTY LTD	ANNUAL MAINTENANCE FEE - FME DESKTOP AMC DATABASE EDITION - SINGLE FIXED LICENSE	2200.00
69787	05/04/2017	JOHN ADIE HOPE	REFUND HACC ACCOUNT IN CREDIT AS CONSUMER TRANSITIONED TO RESIDENTIAL CARE	12.00
69788	05/04/2017	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	169.80
69789	05/04/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	128.55
69790	05/04/2017	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	717.52
69791	05/04/2017	TELSTRA CORPORATION	TELEPHONE EXPENSES	7785.04
69792	05/04/2017	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	11753.19
69793	05/04/2017	BCITF	LEVY FEE - MARCH 2017	13713.65
69794	05/04/2017	ALINTA ENERGY	GAS CHARGES	12.95
69795	05/04/2017	DEPARTMENT OF MINES & PETROLEUM	LICENSE OF DANGEROUS GOODS	199.00
69796	05/04/2017	DIRECTOR OF LICENSING SERVICES	LOCAL AUTHORITY SERIES NUMBER PLATES	200.00
69797	05/04/2017	GROW WA	KEY BOND REFUND	50.00
69798	05/04/2017	BUILDING COMMISSION	BUILDING LEVY - MARCH 2017	14289.27
69799	05/04/2017	CASH - ADMIN	PETTY CASH REIMBURSEMENT	925.05
69800	05/04/2017	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	240.87
69801	05/04/2017	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	283.30
69802	05/04/2017	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	234.50
69803	05/04/2017	CASH - LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	77.85

Chq/EFT	Date	Name	Description	Amount
69804	05/04/2017	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	271.60
69805	05/04/2017	CASH - HIGH WYCOMBE LIBRARY	PETTY CASH REIMBURSEMENT	184.25
69806	05/04/2017	ALINTA ENERGY (ELECTRICITY ACCOUNT)	POWER CHARGES	3430.22
69807	05/04/2017	ADVENT PILGRIMS FELLOWSHIP	KEY BOND REFUND	100.00
69808	19/04/2017	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	169.80
69809	19/04/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	128.55
69810	19/04/2017	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	717.52
69811	19/04/2017	TELSTRA CORPORATION	TELEPHONE EXPENSES	176.09
69812	19/04/2017	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	1045.38
69813	19/04/2017	ALINTA ENERGY	GAS CHARGES	217.35
69814	19/04/2017	OPTUS BILLING SERVICE PTY LTD	UNDERGROUND TO UNDERGROUND LOCATION AT HALE ROAD, WATTLE GROVE	8568.57
69815	19/04/2017	DIRECTOR OF LICENSING SERVICES	LOCAL AUTHORITY SERIES NUMBER PLATES	200.00
69816	19/04/2017	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	229.93
69817	19/04/2017	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	208.20
69818	19/04/2017	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	398.80
69819	26/04/2017	WATER CORPORATION	WATER SERVICE APPLICATION - LOT 14419 (50) FOXTON BLVD HIGH WYCOMBE	1546.17
DD35963.2	04/04/2017	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	187.29
DD35963.3	04/04/2017	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	288.24
DD35963.4	04/04/2017	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	283.44
DD35963.5	04/04/2017	HUNDAL & ROGERS FUTURE FUND	SUPERANNUATION CONTRIBUTIONS	335.37
DD35963.6	04/04/2017	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	794.85
DD35963.7	04/04/2017	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	401.91
DD35963.8	04/04/2017	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	466.29
DD35963.9	04/04/2017	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	131.27
DD36047.1	18/04/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	98782.13
DD36047.2	18/04/2017	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	275.59
DD36047.3	18/04/2017	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	290.27

Chq/EFT	Date	Name	Description	Amount
DD36047.4	18/04/2017	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	302.33
DD36047.5	18/04/2017	HUNDAL & ROGERS FUTURE FUND	SUPERANNUATION CONTRIBUTIONS	335.37
DD36047.6	18/04/2017	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	779.89
DD36047.7	18/04/2017	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	420.25
DD36047.8	18/04/2017	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	532.43
DD36047.9	18/04/2017	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	121.73
DD35963.10	04/04/2017	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	110.73
DD35963.11	04/04/2017	G ROSS SUPERANNUATION PTY LTD ATF BINDALE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	101.20
DD35963.12	04/04/2017	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	944.12
DD35963.13	04/04/2017	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	98.00
DD35963.14	04/04/2017	ONE PATH LIFE LTD	SUPERANNUATION CONTRIBUTIONS	100.58
DD35963.15	04/04/2017	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	236.03
DD35963.16	04/04/2017	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	290.27
DD35963.17	04/04/2017	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	265.29
DD35963.18	04/04/2017	POWERWRAP MASTER PLAN	SUPERANNUATION CONTRIBUTIONS	135.29
DD35963.19	04/04/2017	REI SUPER	SUPERANNUATION CONTRIBUTIONS	226.75
DD35963.20	04/04/2017	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	629.36
DD35963.21	04/04/2017	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	231.46
DD35963.22	04/04/2017	MLC SUPER FUND - PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	304.45
DD35963.23	04/04/2017	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	2043.41
DD35963.24	04/04/2017	THE TRUSTEE FOR DK ALWAYS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	500.53
DD35963.25	04/04/2017	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	230.50
DD35963.26	04/04/2017	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	168.36
DD35963.27	04/04/2017	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	283.00
DD35963.28	04/04/2017	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	230.50
DD35963.29	04/04/2017	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	248.15
DD35963.30	04/04/2017	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	842.29

Chq/EFT	Date	Name	Description	Amount
DD35963.31	04/04/2017	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	3797.20
DD35963.32	04/04/2017	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1742.59
DD35963.33	04/04/2017	PARSONS MC SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	451.30
DD35963.34	04/04/2017	AUSTRALIAN ETHICAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	54.99
DD35963.35	04/04/2017	PERPETUALS SELECT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	54.99
DD36047.10	18/04/2017	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	106.34
DD36047.11	18/04/2017	G ROSS SUPERANNUATION PTY LTD ATF BINDALE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	88.74
DD36047.12	18/04/2017	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	944.12
DD36047.13	18/04/2017	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	86.82
DD36047.14	18/04/2017	ONE PATH LIFE LTD	SUPERANNUATION CONTRIBUTIONS	95.42
DD36047.15	18/04/2017	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	135.27
DD36047.16	18/04/2017	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	290.27
DD36047.17	18/04/2017	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	265.29
DD36047.18	18/04/2017	A & H VALLANCE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	67.02
DD36047.19	18/04/2017	POWERWRAP MASTER PLAN	SUPERANNUATION CONTRIBUTIONS	135.29
DD36047.20	18/04/2017	REI SUPER	SUPERANNUATION CONTRIBUTIONS	226.75
DD36047.21	18/04/2017	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	855.60
DD36047.22	18/04/2017	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	231.46
DD36047.23	18/04/2017	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1750.15
DD36047.24	18/04/2017	MLC SUPER FUND - PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	304.45
DD36047.25	18/04/2017	THE TRUSTEE FOR DK ALWAYS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	500.53
DD36047.26	18/04/2017	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	229.55
DD36047.27	18/04/2017	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	216.46
DD36047.28	18/04/2017	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	284.33
DD36047.29	18/04/2017	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	229.55
DD36047.30	18/04/2017	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	246.58
DD36047.31	18/04/2017	MLC NAVIGATOR ACCESS SUPER & PENSION	SUPERANNUATION CONTRIBUTIONS	46.83

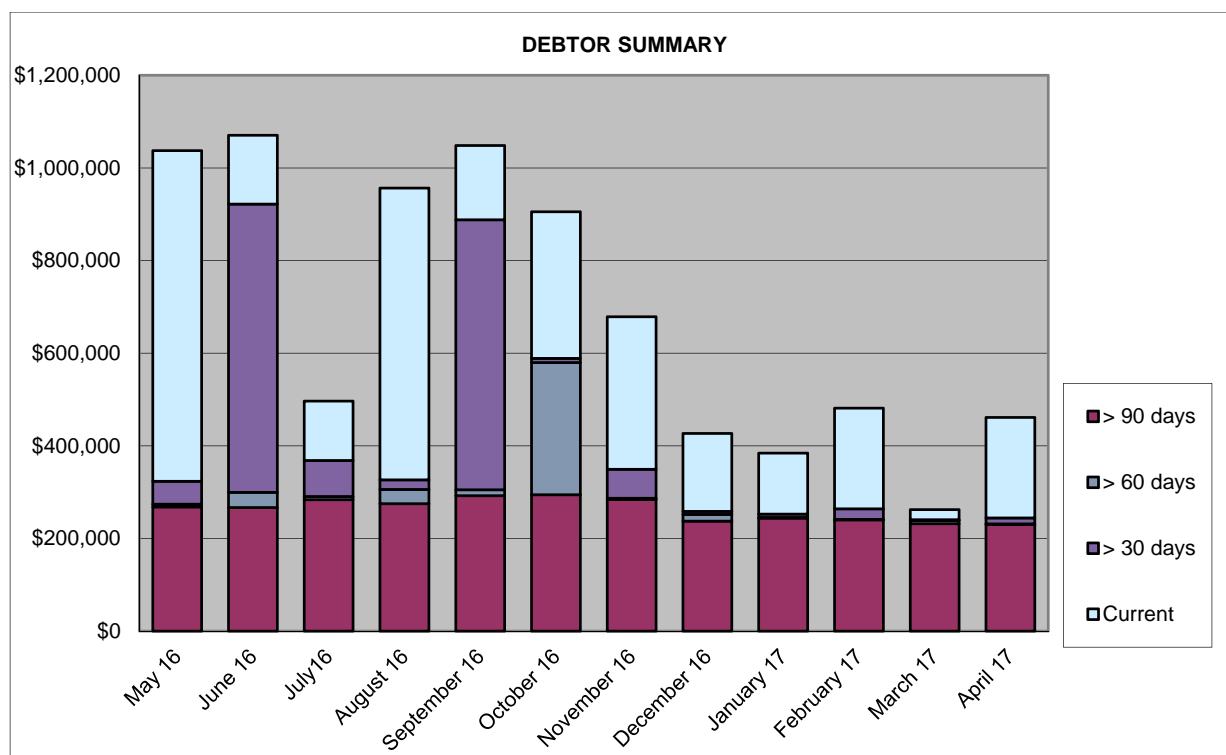
Chq/EFT	Date	Name	Description	Amount
DD36047.32	18/04/2017	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	846.32
DD36047.33	18/04/2017	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	3736.70
DD36047.34	18/04/2017	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1815.90
DD36047.35	18/04/2017	PARSONS MC SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	451.30
DD36047.36	18/04/2017	AUSTRALIAN ETHICAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	127.16
DD36047.37	18/04/2017	PERPETUALS SELECT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	106.54
				4166399.55
		Shire of Kalamunda Payroll		
F704050309123	05/04/2017	SHIRE OF KALAMUNDA PAYROLL	VARIOUS AWARDS TO 5 APRIL 2017	603684.59
F704190903507	19/04/2017	SHIRE OF KALAMUNDA PAYROLL	VARIOUS AWARDS TO 19 APRIL 2017	577240.95
				1180925.54

Attachment 2 – Debtors and Creditors Report for the Period Ended 30 April 2017

**SUMMARY OF DEBTORS
FOR THE PERIOD ENDED 30 APRIL 2017**

Sundry Debtors Trial Balance - Summary Aged Listing

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



SUMMARY OF DEBTORS FOR THE PERIOD ENDED 30 APRIL 2017			
AMOUNT	DEBTOR	DETAILS	STATUS
>90 days			
\$216,826.88	DA Letizia	Developer Contribution	Following execution of the Deed of Settlement
\$5,127.70	Evolution Cheer and Dance ^	Hall Hire	Paying instalments. Cash flow problems
\$1,133.00	Keith Mortimer	Replacement cost of street tree damaged	No response to correspondence to date
\$3,022.88	High Wycombe Markets	Hall Hire / Health Fee	No longer trading. Left country. Indicated intention to pay in March, has not responded to follow up email. Referred to debt collection agency for advice 26/04/17
\$4,118.01	90+ Days Debts consisting of amounts under \$1,100.00.		Debtors to be advised debt recovery action pending/final notices issued/debt with D&B or possible debt write-off pending
\$230,228.47	Total Debts 90+ Days		
>60 days			
\$1,340.39	60+ Days Debts consisting of amounts under \$1,200.00.		All debtors to be contacted. Copy invoices mailed as required
\$1,340.39	Total Debts 60+ Days		
>30 days			
\$1,740.09	Kalamunda Cricket Club	Loan and Floodlight usage	Statement emailed
\$2,200.00	NBN Co Ltd	Legal Expenses - reimburse Shire	Statement emailed
\$1,277.85	School Sports WA	Hall Hire - invoiced in advance	To refer to Recreation Centre - issuing business unit
\$7,620.62	30+ Days Debts consisting of amounts under \$1,200.00.		Reminder invoices to be sent and/or statements issued.
\$12,838.56	Total Debts 30+ Days		
< 30 days			
\$224,426.85	Total of Current Debts		
\$7,287.23	Total of Accounts in Credit		
\$461,547.04	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 30 April 2017

**SUMMARY OF CREDITORS
FOR THE PERIOD ENDED 30 APRIL 2017**

Sundry Creditors Trial Balance - Summary Aged Listing

Month End	> 90 days	> 60 days	> 30 days	Current	Total
31/07/2015	\$1,100	\$2,200	\$81,330	\$570,084	\$654,714
31/08/2015	\$3,787	\$7,093	\$297,295	\$2,823,505	\$3,131,680
30/09/2015	\$20,875	\$24,891	\$91,014	\$621,133	\$757,913
31/10/2015	\$10,874	\$26,568	\$61,935	\$2,471,516	\$2,570,893
30/11/2015	\$13,246	\$1,716	\$38,818	\$531,081	\$584,862
31/12/2015	\$1,499	\$495	\$38,339	\$479,424	\$519,757
31/01/2016	\$0	\$142	\$4,604	\$266,856	\$271,602
29/02/2016	\$0	\$0	\$5,592	\$2,234,227	\$2,239,819
31/03/2016	\$4,425	\$3,857	\$57,452	\$859,578	\$925,312
30/04/2016	\$8,253	\$24,171	\$422,350	\$1,102,746	\$1,557,520
31/05/2016	\$55	\$29,996	\$158,655	\$1,693,540	\$1,882,246
30/06/2016	\$13,893	\$19,989	\$240,978	\$3,607,637	\$3,882,496
31/07/2016	\$0	\$4,210	\$762	\$734,480	\$739,452
31/08/2016	\$26,903	\$3,465	\$30,621	\$880,029	\$941,019
30/09/2016	\$715	\$15,405	\$21,130	\$918,399	\$955,649
31/10/2016	\$19,124	\$28,883	\$102,114	\$1,300,775	\$1,450,897
30/11/2016	\$1,002	\$22,106	\$377,933	\$1,377,570	\$1,778,611
31/12/2016	\$253	\$602	\$31,034	\$984,629	\$1,016,519
31/01/2017	\$0	\$12,775	\$66,397	\$790,305	\$869,476
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
30/03/2017	\$16,344	\$3,345	\$33,404	\$1,495,781	\$1,548,875

Comment

- > 90 days Original Invoices not received for Site Environmental & Remediation Services & Hills BMX Club in Accounts to process.
- > 60 days Original Invoices not received for Ashburton Crane Hire & Syrinx Environmental P/L in Accounts to process.
- > 30 days These invoices are paid on the third fortnightly payment run.

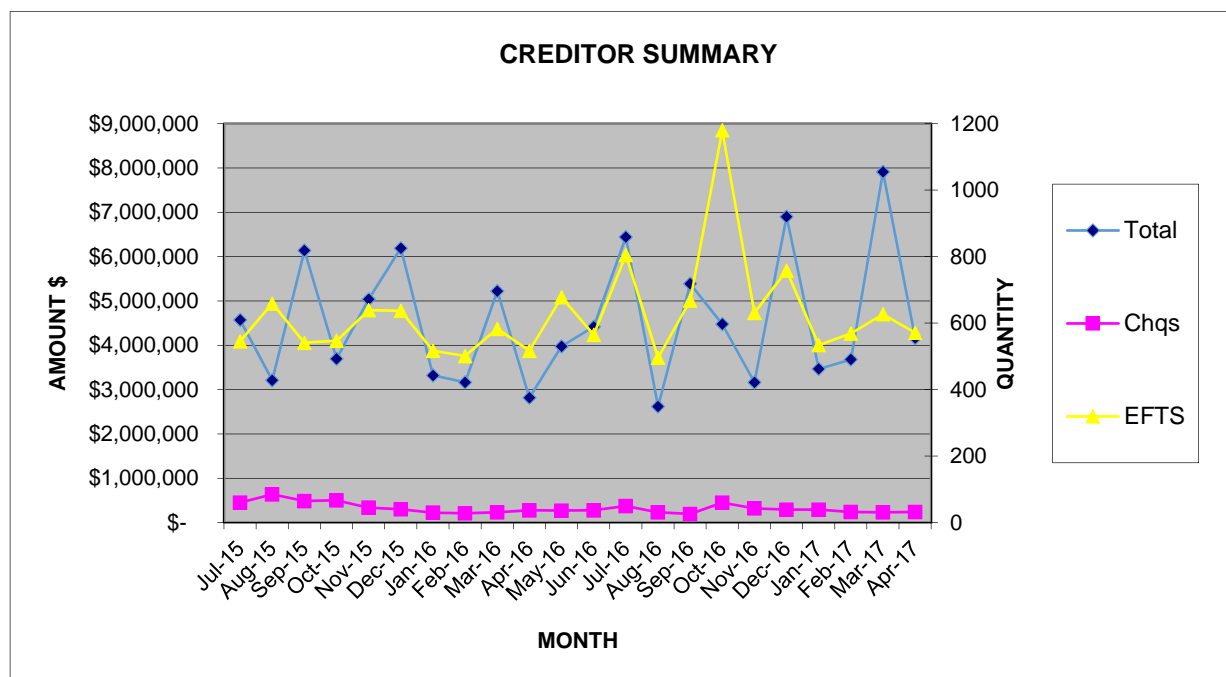
Creditor Payments made

Month	Amount \$	Quantity		
		Cheques	EFTs	Total
Jul-15	\$4,574,236	60	545	605
Aug-15	\$3,213,086	85	659	744
Sep-15	\$6,139,271	65	541	606
Oct-15	\$3,693,763	67	547	614
Nov-15	\$5,036,934	45	639	684
Dec-15	\$6,191,992	40	637	677
Jan-16	\$3,321,829	30	517	547
Feb-16	\$3,164,940	28	501	529
Mar-16	\$5,224,103	31	583	614
Apr-16	\$2,816,800	37	517	554
May-16	\$3,978,417	36	678	714
Jun-16	\$4,418,758	37	565	602
Jul-16	\$6,442,728	50	805	855
Aug-16	\$2,620,389	31	496	527
Sep-16	\$5,388,229	26	668	694
Oct-16	\$4,478,302	60	1180	1240
Nov-16	\$3,164,854	43	631	674
Dec-16	\$6,900,947	39	758	797
Jan-17	\$3,467,390	39	534	573
Feb-17	\$3,680,070	32	569	601
Mar-17	\$7,913,224	31	627	658
Apr-17	\$4,166,400	32	571	603

*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.

36. Draft Monthly Financial Statements for the Period Ended 30 April 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 period ended 30 April 2017 incorporating the following:
- Statement of Financial Activity (Nature or Type) for the ten months period ended 30 April 2017
 - Statement of Financial Activity (Statutory Reporting Program) for the ten months period ended 30 April 2017
 - Net Current Funding Position, note to financial statement as of 30 April 2017

EXECUTIVE SUMMARY

1. To receive the Draft Monthly Statutory Financial Statements for the period to 30 April 2017, which comprises:
 - Statement of Financial Activity (Nature or Type) for the ten months period ended 30 April 2017
 - Statement of Financial Activity (Statutory Reporting Program) for the ten months period ended 30 April 2017
 - Net Current Funding Position, note to financial statement as of 30 April 2017.
2. To provide Council with statutory financial reports on the activity of the Shire of Kalamunda with comparison of the year's performance against the revised budget adopted on 27 March 2017. This Statement compares the actual results for the period with the revised budget.
3. The Shire's draft financial statements as at 30 April 2017 demonstrate the Shire 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 requirement of the *Local Government Act 1995*, Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.
5. The opening funding position in the Statement of Financial Activity reflects the audited surplus carried forward from 2015/16.

6. The budget column reflects the budget approved subsequent to the mid-year budget review by Council at its meeting on 27 March 2017.

DETAILS

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

Financial Commentary

Draft Statement of Financial Activity by Nature and Type for the ten months ended 30 April 2017

8. This Statement reveals a net result surplus of \$21,955,663 compared to budget for the same period of \$21,384,394. The majority of the variance of \$571,269 is in the areas of land and building & infrastructure projects and reserve transfers.

Operating Revenue

9. Total Revenue excluding rates is under budget by \$102,870. This is made up as follows:
- Operating Grants, Subsidies and Contributions are over budget by \$49,583. The variance is within the reporting threshold.
 - Fees and Charges is under budget by \$305,576. The variance is mainly attributable to:
 - Legal charges from general procedures claims from rates debtors is under budget by \$129,739. Within the debt recovery process, letters of demand were sent out on 27 March 2017. Additional legal cost may be incurred where letters of demand have been ignored.
 - Rates miscellaneous income is under budget by \$114,700. The amount budgeted has been overstated.
 - Interest Income is over budget by \$153,829. This is primarily due to the majority of term deposits that matured during February 2017.
 - Other Revenue is under budget by \$8,684. This variance is within the reporting threshold.
 - Ex-Gratia rates revenue is above the budget by \$5,522 as the amount from Co-operative Bulk Handling (CBH) and Dampier Bunbury Gas pipeline has been received. The Shire is currently in negotiations with CBH to draft a new agreement affective from 1 July 2017.

Operating Expenditure

10. Total expenses is under budget by \$172,573. The significant variances within the individual categories are as follows:
- Employment Costs are under budget by \$343,747 which is primarily due to vacant positions not filled, phasing of casual and project based salaries and timing of training programmes scheduled for the last quarter of 2017.
 - Materials and Contracts is under budget by \$1,248,739. This is mainly attributed to:
 - Consultancy costs being under budget by \$581,066 related to non-recurrent projects including Forrestfield North project.
 - Waste costs are under budget by \$378,518 mainly due to lower putrescible waste charges.
 - Utilities are under budget by \$191,353 which is mainly related to street lighting costs been under budget by \$96,725. The variance is mainly due to budget phasing as in the summer months the operating time is less than in the coming winter cycle.
 - Depreciation, although a non-cash cost, is tracking under budget, reporting a variance of \$28,650. This variance is within the reporting threshold.
 - Interest expense is under budget by \$5,100. This is a result of a timing difference between amounts accrued and the budget which is based on the debenture payments schedules.
 - Insurance expense is under budget by \$15,729. The variance is within the reporting threshold.
 - Other expenditure is over budget by \$1,685,875. This relates mainly to Forrestfield Industrial Area Scheme Stage 1. The amounts paid for Forrestfield Industrial Area Scheme Stage 1 were reimbursed drawing against the reserve set aside for it.
 - Loss on disposal of Assets is under budget by \$25,130. The variance is within the reporting threshold.

Investing Activities

Non-operating Grants and Contributions

11. The non-operating grants and contributions are over budget by \$833,246. The variance is mainly due to:
- Contributions for capital works under CELL 9 projects is over budget by \$1,046,474. The Shire recognises an amount equivalent to capital work in progress as capital contribution for projects under CELL 9.

Capital Expenditures

12. The total Capital Expenditure on Property, Plant and Equipment and Infrastructure Assets is under budget by \$3,103,759. Capital Expenditure is trending upward on a month by month basis. At this stage it is expected that the underspent amount will be significantly reduced over the remaining part of the financial year.
13. Capital work-in-progress 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 Shire for management.

Financing Activities

14. The amounts attributable to financing activities shows a deficit of \$2,264,075 which is due to reserve movements. The movements are explained in detail in point 23 below.

Rates revenues

15. Rates generation is over budget with a variance of \$344,923. The variance is due to the receipt of interim rates income.

Draft Statement of Financial Activity by Program for the period ended 30 April 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 and Recreation and Culture. Major variances have been reported by Nature and Type under points 8 to 15 above.

Draft Statement of Net Current Funding Position as at 30 April 2017

17. The commentary on the net current funding position is based on comparison of the draft April 2017 to the April 2016 actuals.
18. Net Current Assets (Current Assets less Current Liabilities) show a result of \$30.3 million. The restricted cash position has a balance of \$11.1 million which is lower than the previous year's balance of \$12.4 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 \$2.3 million.

The rates balance increased by \$0.6 million from last year which reflects increases in rates generation related to various factors including interim rates, back rates and the differential rate increases. The balance was anticipated to reduce significantly with the first instalment date on 16 August 2016 however, it has been observed that the collection rate is tracking slightly lower than 2015/16.

This is attributed to more ratepayers choosing to pay by either instalment options or direct debit payment arrangements. The impact of this is cash inflow will be drawn out rather than the bulk being received in the first two months of the financial year.

20. Sundry debtors have decreased from \$795,342 to \$461,547, of which \$224,427 consists of current debt due within 30 days. A total of \$230,228 remains outstanding over 90 days. The majority of this debt consists of an outstanding developer contribution for the Forrestfield Industrial Area Scheme Stage 1. These overdue amounts are currently subject to recovery action.
21. Receivables Other represents \$1 million comprising:
- Emergency Service Levy receivables \$0.31 million
 - Receivables sanitation \$0.38 million
 - GST (purchases) \$0.32 million
22. Provisions for annual and long service leave have decreased by \$26,902 to \$2.8 million when compared to the previous year. The reasons for the decrease is due to the Shire aggressively pursuing a leave management plan without adversely affecting service delivery. The long term goal is to bring this liability down to a more manageable level and also ensure there are adequate cash backed reserves in place to support it.
23. Restricted Reserves have decreased from \$12.3 million to \$11.1 million when compared to April 2016. The decrease is due to the following:
- Forrestfield Industrial Area Scheme Stage 1 has decreased by \$1.4 million. With commencement of its major capital projects amounts has been drawn down from the reserve to meet the necessary funding requirements.
 - Minor changes are also noted with the following reserves:
 - Asset Enhancement Reserve has increased by \$0.2 million.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

25. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

26. The Shires' 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 Shire is required to present to the Council a monthly statement of financial activity with explanations for major variances.

FINANCIAL CONSIDERATIONS

28. The Shire'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 2023*

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

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

SUSTAINABILITY

Social Implications

30. Nil.

Economic Implications

31. Nil.

Environmental Implications

32. Nil.

RISK MANAGEMENT CONSIDERATIONS

33.

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

OFFICER COMMENT

34. The Shire's draft financial statements as at 30 April 2017 demonstrate the Shire has managed its budget and financial resources effectively.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 36/2017)

That Council:

1. Receives the draft Monthly Statutory Financial Statements for the period to 30 April 2017, which comprises:
- Statement of Financial Activity (Nature or Type).
 - Statement of Financial Activity (Statutory Reporting Program).
 - Net Current Funding Position, note to financial statement.

Moved: **Cr Sara Lohmeyer**

Seconded: **Cr Allan Morton**

Vote: **CARRIED UNANIMOUSLY (8/0)**

Attachment 1 – Draft Monthly Financial Statements for the Period Ended 30 April 2017

**STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE
FOR THE TEN MONTHS ENDED 30 APRIL 2017**

	30/04/2017	30/04/2017	Annual	Var. \$	Var. %
	YTD	YTD	Budget	(b)-(a)	(b)-
	Actual	Budget			(a)/(b)
	(b)	(a)			
	\$	\$	\$	\$	%
Operating Revenues					
Operating Grants and Subsidies	4,902,884	4,892,334	5,550,691	10,550	0.2%
Contributions, Reimbursements and Donations	857,746	818,713	4,842,579	39,033	4.6%
Profit on Asset Disposal	15,331	12,875	12,875	2,456	16.0%
Fees and Charges	13,920,923	14,226,499	14,829,373	(305,576)	(2.2%)
Interest Earnings	965,909	812,080	1,199,531	153,829	15.9%
Other Revenue	66,996	75,680	90,844	(8,684)	(13.0%)
Ex Gratia Rates Revenue	189,092	183,570	183,570	5,522	2.9%
Total (Excluding Rates)	20,918,881	21,021,751	26,709,463	(102,870)	
Operating Expense					
Employee Costs	(19,515,455)	(19,859,202)	(24,260,394)	343,747	1.8%
Materials and Contracts	(16,524,262)	(17,773,001)	(22,126,833)	1,248,739	7.6%
Utilities Charges	(1,866,995)	(2,058,348)	(2,464,721)	191,353	10.2%
Depreciation (Non-Current Assets)	(4,960,470)	(4,989,120)	(5,987,255)	28,650	0.6%
Interest Expenses	(299,500)	(304,600)	(365,523)	5,100	1.7%
Insurance Expenses	(552,474)	(568,203)	(583,110)	15,729	2.8%
Loss on Asset Disposal	(10,570)	(35,700)	(42,843)	25,130	237.7%
Other Expenditure	(3,086,549)	(1,400,674)	(1,463,277)	(1,685,875)	(54.6%)
Total	(46,816,275)	(46,988,848)	(57,293,956)	172,573	
Operating activities excluded					
Depreciation (Non-Current Assets)	4,960,470	4,989,120	5,987,255	(28,650)	(0.6%)
(Profit)/Loss on Asset Disposal	(4,761)	22,825	29,968	(27,586)	579.4%
EMRC Contribution (Non-cash)	0	0	(3,888,440)	0	
Deferred Loan (non-current) FUSC	(162)	0	(479)	(162)	100.0%
Movement in Provisions	(191,415)	0	673,003	(191,415)	100.0%
Pensioners Deferred Rates Movement	0	0	(32,000)	0	
Asset exchange valuation	46,500	0	0	46,500	100.0%
Total	4,810,632	5,011,945	2,769,307	(201,313)	
Net Operating (Ex. Rates)	(21,086,762)	(20,955,152)	(27,815,186)	(131,610)	
Investing Activities					
Proceeds from Disposal of Assets	48,361	50,000	50,000	(1,639)	(3.4%)
Grants, Subsidies and Contributions	3,622,808	2,789,562	4,385,455	833,246	23.0%
Land and Buildings New	(1,150,885)	(1,600,136)	(1,706,560)	449,251	(39.0%)
Land and Buildings Replacement	(1,339,094)	(1,861,567)	(2,220,322)	522,473	(39.0%)
Plant and Equipment New	(86,120)	(272,195)	(325,480)	186,076	(216.1%)
Plant and Equipment Replacement	(213,986)	(272,005)	(708,274)	58,019	(27.1%)
Furniture and Equipment	(37,918)	(205,280)	(306,280)	167,362	(441.4%)
Infrastructure Assets - Roads New	(374,779)	(923,194)	(6,500,142)	548,416	(146.3%)
Infrastructure Assets - Roads Renewal	(1,114,370)	(1,337,522)	(2,647,631)	223,152	(20.0%)

**STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE
FOR THE TEN MONTHS ENDED 30 APRIL 2017**

	30/04/2017	30/04/2017			
	YTD Actual (b)	YTD Budget (a)	Annual Budget	Var. \$ (b)-(a)	Var. % (b)- (a)/(b)
	\$	\$	\$	\$	%
Infrastructure Assets - Drainage New	(290,540)	(368,995)	(1,729,192)	78,455	(27.0%)
Infrastructure Assets - Drainage Renewal	(158,452)	(181,697)	(289,949)	23,245	(14.7%)
Infrastructure Assets - Footpaths New	(208,817)	(302,085)	(372,268)	93,268	(44.7%)
Infrastructure Assets - Footpaths Renewal	(71,511)	(147,654)	(179,148)	76,143	(106.5%)
Infrastructure Assets - Car Parks New	(450,397)	(315,249)	(787,291)	(135,148)	30.0%
Infrastructure Assets - Car Parks Renewal	(113,640)	(183,507)	(298,241)	69,867	(61.5%)
Infrastructure Assets - Parks and Ovals New	(153,634)	(631,547)	(1,161,551)	477,913	(311.1%)
Infrastructure Assets - Parks and Ovals Renewal	(463,648)	(728,916)	(1,077,451)	265,268	(57.2%)
Infrastructure Assets - Capital Work- in progress	(1,313,338)	0	0	(1,313,338)	100.0%
Amounts attributable to investing activities	<u>(3,869,958)</u>	<u>(6,491,987)</u>	<u>(15,874,325)</u>	<u>2,622,028</u>	
Financing Activities					
Repayment of Debentures	(589,468)	(524,800)	(629,779)	(64,668)	(11.0%)
Self-Supporting Loan Principal	65,634	60,601	72,302	5,033	7.7%
Proceeds from new debentures	706,510	706,510	706,510	0	0.0%
Capital (Developer) - Contributions	1,615,864	1,711,710	2,054,062	(95,846)	(5.9%)
Transfer from Reserves	8,881,711	10,174,910	13,610,345	(1,293,199)	(14.6%)
Transfer to Reserves	(1,868,065)	(1,052,670)	(7,377,786)	(815,395)	(43.6%)
Amounts attributable to financing activities	<u>8,812,186</u>	<u>11,076,261</u>	<u>8,435,654</u>	<u>(2,264,075)</u>	
Total Net Operating + Capital	<u>(16,144,531)</u>	<u>(16,370,878)</u>	<u>(35,253,855)</u>	<u>226,346</u>	
Rate Revenue	33,721,923	33,377,001	34,264,515	344,923	1.0%
Opening Funding Surplus(Deficit)	<u>4,378,271</u>	<u>4,378,271</u>	<u>4,378,271</u>	<u>0</u>	0.0%
Closing Funding Surplus(Deficit)	<u>21,955,663</u>	<u>21,384,394</u>	<u>3,388,930</u>	<u>571,269</u>	2.6%

**STATEMENT OF FINANCIAL ACTIVITY (STATUTORY REPORTING PROGRAM)
FOR THE TEN MONTHS ENDED 30 APRIL 2017**

	30/04/2017	30/04/2017	Annual	Var. \$	Var. %
	YTD	YTD	Budget	(b)-(a)	(b)-
	Actual	Budget			(a)/(b)
	(b)	(a)			
	\$	\$	\$	\$	%
Operating Revenues					
Governance	27,961	95,240	114,298	(67,279)	(240.6%)
General Purpose Funding	3,051,108	3,135,235	8,035,659	(84,127)	(2.8%)
Law, Order and Public Safety	490,451	396,967	494,568	93,484	19.1%
Health	368,589	300,705	363,951	67,884	18.4%
Education and Welfare	3,392,315	3,341,426	3,473,625	50,889	1.5%
Community Amenities	11,267,377	11,382,152	11,477,988	(114,775)	(1.0%)
Recreation and Culture	944,170	1,516,416	1,772,382	(572,246)	(60.6%)
Transport	17,342	14,460	17,355	2,882	16.6%
Economic Services	459,265	484,640	537,921	(25,375)	(5.5%)
Other Property and Services	(161,502)	377,335	408,841	(538,837)	333.6%
Total (Excluding Rates)	19,857,076	21,044,576	26,696,588	(1,187,500)	
Operating Expense					
Governance	(3,009,970)	(3,167,277)	(3,850,348)	157,307	5.2%
General Purpose Funding	(572,181)	(751,083)	(898,664)	178,902	31.3%
Law, Order and Public Safety	(1,432,894)	(1,506,069)	(1,822,274)	73,175	5.1%
Health	(1,165,083)	(1,268,943)	(1,539,120)	103,860	8.9%
Education and Welfare	(2,974,391)	(3,295,978)	(3,945,129)	321,587	10.8%
Community Amenities	(10,875,157)	(11,654,647)	(14,415,379)	779,490	7.2%
Recreation and Culture	(14,170,200)	(15,133,158)	(18,256,509)	962,958	6.8%
Transport	(6,966,283)	(7,362,397)	(9,105,739)	396,114	5.7%
Economic Services	(897,509)	(936,671)	(1,152,841)	39,162	4.4%
Other Property and Services	(4,737,275)	(1,935,450)	(2,295,078)	(2,801,825)	(59.1%)
Total	(46,800,943)	(47,011,673)	(57,281,081)	210,730	
Operating activities excluded					
Depreciation (Non-Current Assets)	4,960,470	4,989,120	5,987,255	(28,650)	(0.6%)
(Profit)/Loss on Asset Disposal	(4,761)	22,825	29,968	(27,586)	579.4%
EMRC Contribution (Non-cash)	0	0	(3,888,440)	0	
Deferred Loan (non-current) FUSC	(162)	0	(479)	(162)	100.0%
Movement in Provisions	(191,415)	0	673,003	(191,415)	100.0%
Pensioners Deferred Rates					
Movement	0	0	(32,000)	0	
Asset exchange valuation	46,500	0	0	46,500	100.0%
Total	4,810,632	5,011,945	2,769,307	(201,313)	
Net Operating (Ex. Rates)	(22,133,234)	(20,955,152)	(27,815,186)	(1,178,082)	
Investing Activities					
Proceeds from Disposal of Assets	48,361	50,000	50,000	(1,639)	(3.4%)
Non-operating grants, subsidies and contributions	4,134,113	2,789,562	4,385,455	1,344,551	32.5%
Land Held for Resale	0	0	0	0	
Land Development Costs	0	0	0	0	
Land and Buildings New	(1,150,885)	(1,600,136)	(1,706,560)	449,251	(39.0%)
Land and Buildings Replacement	(1,339,094)	(1,861,567)	(2,220,322)	522,473	(39.0%)
Plant and Equipment New	(86,120)	(272,195)	(325,480)	186,076	(216.1%)
Plant and Equipment Replacement	(213,986)	(272,005)	(708,274)	58,019	(27.1%)
Furniture and Equipment	(37,918)	(205,280)	(306,280)	167,362	(441.4%)

**STATEMENT OF FINANCIAL ACTIVITY (STATUTORY REPORTING PROGRAM)
FOR THE TEN MONTHS ENDED 30 APRIL 2017**

	30/04/2017	30/04/2017	Annual	Var. \$	Var. %
	YTD	YTD	Budget	(b)-(a)	(b)-
	Actual	Budget	Budget	\$	(a)/(b)
	(b)	(a)	\$	\$	%
	\$	\$	\$	\$	%
Infrastructure Assets - Roads New	(374,779)	(923,194)	(6,500,142)	548,416	(146.3%)
Infrastructure Assets - Roads Renewal	(1,114,370)	(1,337,522)	(2,647,631)	223,152	(20.0%)
Infrastructure Assets - Drainage New	(290,540)	(368,995)	(1,729,192)	78,455	(27.0%)
Infrastructure Assets - Drainage Renewal	(158,452)	(181,697)	(289,949)	23,245	(14.7%)
Infrastructure Assets - Footpaths New	(208,817)	(302,085)	(372,268)	93,268	(44.7%)
Infrastructure Assets - Footpaths Renewal	(71,511)	(147,654)	(179,148)	76,143	(106.5%)
Infrastructure Assets - Car Parks New	(450,397)	(315,249)	(787,291)	(135,148)	30.0%
Infrastructure Assets - Car Parks Renewal	(113,640)	(183,507)	(298,241)	69,867	(61.5%)
Infrastructure Assets - Parks and Ovals New	(153,634)	(631,547)	(1,161,551)	477,913	(311.1%)
Infrastructure Assets - Parks and Ovals Renewal	(463,648)	(728,916)	(1,077,451)	265,268	(57.2%)
Infrastructure Assets - Capital Work- in progress	(1,313,338)	0	0	(1,313,338)	100.0%
Amounts attributable to investing activities	<u>(3,358,653)</u>	<u>(6,491,987)</u>	<u>(15,874,325)</u>	<u>3,133,333</u>	
Financing Activities					
Self-Supporting Loan Principal Income	65,634	60,601	72,302	5,033	7.7%
Proceeds from new debentures	706,510	706,510	706,510	0	
Capital (Developer) - Contributions	2,151,034	1,711,710	2,054,062	439,324	20.4%
Transfer from Reserves	8,881,711	10,174,910	13,610,345	(1,293,199)	(14.6%)
Capital Contributions and Grants Owing	0	0	0	0	
Repayment of Debentures	(589,468)	(524,800)	(629,779)	(64,668)	(11.0%)
Overdraft Funds (Repayment)	0	0	0	0	
Transfer to Reserves	(1,868,065)	(1,052,670)	(7,377,786)	(815,395)	(43.6%)
Amounts attributable to financing activities	<u>9,347,356</u>	<u>11,076,261</u>	<u>8,435,654</u>	<u>(1,728,905)</u>	
Total Net Operating + Capital	<u>(16,144,531)</u>	<u>(16,370,878)</u>	<u>(35,253,856)</u>	<u>226,347</u>	
Rate Revenue	33,721,923	33,377,001	34,264,515	344,923	1.0%
Opening Funding Surplus(Deficit)	<u>4,378,271</u>	<u>4,378,271</u>	<u>4,378,271</u>	<u>0</u>	0.0%
Closing Funding Surplus(Deficit)	<u>21,955,663</u>	<u>21,384,394</u>	<u>3,388,930</u>	<u>571,269</u>	2.6%

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE TEN MONTHS ENDED 30 APRIL 2017**

NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)

	30/04/2017	30/04/2016
	\$	\$
Current Assets		
Cash and Cash Equivalents (Unrestricted)	24,577,445	21,263,380
Cash and Cash Equivalents - Reserves (Restricted)	11,146,743	12,384,192
Receivables - Rates	1,868,942	1,269,332
Receivables - Sundry	461,547	795,342
Receivables -Other	952,753	429,952
Inventories	128,789	78,609
(* exclude loan receivable)	39,136,219	36,220,807
 Less: Current Liabilities		
Payables	(6,033,813)	(5,474,066)
Provisions	(2,801,198)	(2,828,100)
(* exclude loan payable)	(8,835,011)	(8,302,166)
 Net Current Asset Position	30,301,208	27,918,640
 Add:		
Provision for Long Service Leave	1,341,868	1,247,409
Provision for Annual Leave	1,459,330	1,580,692
 Less:		
Cash and Cash Equivalents - Reserves (Restricted)	(11,146,743)	(12,384,192)
Net Current Funding Position	21,955,663	18,362,549

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

37. Altus Collaborative Development Consortium Project

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

Confidential Attachment 1 Altus Collaborative Development Consortium Proposal

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

Confidential Attachment 2 ITVision Development Road map

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

EXECUTIVE SUMMARY

1. The Shire of Kalamunda is seeking to enter into a collaboration with three other large regional local governments and our existing enterprise systems software supplier ITVision, for three years in order to redesign and redevelop the SynergySoft suite of modules that service the Shire and the community.
2. In 2016 Council adopted its first Information and Communication Technology Strategy (ICT Strategy) which set direction in terms of an upgrade pathway for the Shire's enterprise business systems.
3. During 2016 the Shire investigated its options in terms of upgrading or renewing its enterprise systems. The cost to move to a different technology supplier was in the order of \$1-2 million to purchase, plus would incur annual licencing costs.
4. The Shire's existing supplier, ITVision put forward a proposal for the Shire to form an alliance with a group of larger regional Local Governments who are all ITVision users (Refer Attachment 1). The group would work collaboratively to enable rapid development and upgrade of all our future software requirements in alignment with the ITVision Altus Technology upgrade pathway.
5. The formation of the Altus Collaborative Development Consortium (ACDC) project will provide a range of benefits to the Shire and has the potential to provide a future revenue source by enabling the Shire to provide e-services to other local governments.

6. The cost to the Shire over three years is estimated on the basis of four participating local governments and is estimated to cost in the order of \$259,000 per year including cloud hosting costs.
7. This report recommends Council endorses the proposal from ITVision for the Shire of Kalamunda to become involved with the ACDC project.

BACKGROUND

8. The Shire of Kalamunda has been using ITVision's SynergySoft enterprise software since 2001 and has significant corporate knowledge invested into the various modules that cover most of the Shire's processing activities, including records management, financial management, procurement, dogs and cats registrations, health applications and building and planning applications and internal customer requests (ICS) systems.
9. In 2016 Council adopted its first Information and Communication Technology Strategy (ICT Strategy) which set direction in terms of an upgrade pathway for the Shire's enterprise business systems.
10. The ICT Strategy highlighted the need to improve the Shire's core business systems which have been in use well beyond their useful life and are causing serious efficiency losses for the organisation.
11. The Shire's core enterprise system SynergySoft is an integrated local government solution. However the Shire is recognising the system's age and lack of mobility that is unable to accommodate future growth and performance.
12. During the second half of 2016 the Shire investigated its options in terms of upgrading or renewing its enterprise systems. The indicative cost to move to a different technology supplier was in the order of 1 to 2 million dollars to purchase, plus additional licensing costs and a significant investment in a change management process resulting in the need to retain all end users within the organisation.
13. In December 2016, the Shire's existing supplier, ITVision put forward a proposal for the Shire to form an alliance with a group of larger regional local governments who are all ITVision users (Attachment 1). The group would work collaboratively to enable rapid development and upgrade of all future software requirements in alignment with the ITVision's Altus Technology upgrade pathway (Attachment 2).
14. In January 2017, the Chief Executive Officers of the City of Greater Geraldton, City of Kalgoorlie-Boulder and Shire of Kalamunda met with ITVision and agreed to investigate participation in the ACDC project.
15. Following the meeting it was agreed to extend an invitation to join the collaboration effort to City of Albany who declined, and the City of Karratha who have agreed to join. The four participating local governments would share the costs and the development processes required of the upgrade pathway.

DETAILS

16. The objective of the ACDC project is to actively participate as a collaboration partner and key stakeholder in the product development lifecycle of the ITVision's Altus Research and Development Program.
- The objectives of which are to:
- Deliver a digital transformation succession pathway from the existing SynergySoft to the new Altus whole of business application platform.
 - Move to a Cloud hosted by default and end device agnostic.
 - Incorporate Cyber Security, Disaster Recovery and Business Continuity control options in its foundation.
 - Deliver mobility applications for the Local Government as well as their community clients, and
 - Has its function, design and release priorities based on stakeholder input.
17. Over the time of the project all core and agreed SynergySoft modules would be migrated to the Altus Platform such as:
- Financial, rates and procurement systems
 - Records/document management systems
 - Mobility – online services - including planning and building applications
 - Online collaboration tools for citizen engagement.
 - Other modules as required by Local Governments.
18. The consortium currently consists of the following organisations:
- The City of Greater Geraldton
 - The Shire of Kalamunda
 - The City of Kalgoorlie-Boulder
 - City of Karratha
 - IT Vision Pty Ltd, and
 - STAR Consulting.
19. The ACDC will be a jointly funded project to participate in the development of the new version of SynergySoft modules on the new Altus technology enterprise platform. The ITVision road map shown as Attachment 2 outlines the development pathway.
20. A fundamental tenant of participation upon which planning, resources and deliverables will be based, is commitment for the initial minimum term of three years and the associated level of time, effort and financial participation required.
21. To compensate the Local Government participants for the time and effort required by their staff to deliver:
- User Acceptance Testing
 - Scrum team participation (cross-functional development team including testers, designers, engineers and developers)
 - Project tasks, and
 - Ongoing activities during and after the program.

ITVision will provide a rebate program whereby local government officer costs will be claimed back. ITVision will advise the time consumed on a quarterly basis from each Local Government participants. Time accrued can then be invoiced to ITVision for payment on a mutually agreed basis and up to a mutually agreed limit.

22. There has been a strong focus on due diligence in the establishment of the ACDC. The Governance includes three tiers, consisting of an Executive Steering Committee, Program Management and Project Management Structures. These groups will be supported by special working groups selected from across the consortia participants who will be focused on specific applications development.

23. **BENEFITS**

The benefits being sought through the ACDC Collaboration include:

- **Cost Savings**
The participating local governments will derive significant cost savings by way of upgrading existing systems rather than buying in a new system and retraining staff.
- **Continuity of Services**
By way of upgrading existing systems will reduce the likelihood of customer response delays and errors given staff are familiar with the software and this will minimise downtime.
- **Development of Resources and Skilling Sharing**
The project will enable sharing of knowledge and skills across the consortium partners, which in turn will generate better design outcomes, back up support and ongoing relationship of support between the four local governments.
- **Future Servicing other Local Governments**
The ability to provide services to smaller local government that surround the consortium partners. The ITVision SynergySoft software is currently used by 98 percent of regional local governments across Western Australia.

24. Once the upgrade pathway is completed the Consortium partners will be in a position to offer processing and reporting of transactional services across regional local governments as follows:

- City of Karratha – North west region
- City of Geraldton – Mid west region
- City of Kalgoorlie-Boulder – Eastern goldfield region & eastern wheat belt
- Shire of Kalamunda – Western wheat belt & south west region.

25. This project will allow the smaller regional councils to leverage the Private Cloud environment at a cost level that would have otherwise been prohibitive. This includes advanced services around Disaster Recovery and Business Continuity that exceeded the levels required around the Integrated Planning Framework.

-
26. There are many benefits to be derived by creating a common strategy across the regions for:
- Information Technology,
 - Whole of Organisation Disaster Recovery and Business Continuity, leveraging the region to deliver services for each member effected by a disaster,
 - Enhancement of Rate Payer services across the region,
 - Asset Management and Maintenance as a cooperative,
 - On line planning and building approvals,
 - Sharing of talent and human resources, and
 - Others yet to be developed.
27. Another potential benefit to smaller regional local governments using this service model would bring about greater accountability and audit controls over their financial management arrangements whilst keeping costs down and delivering reliable resourcing capability.
28. The ACDC project needs to define what is important as part of its charter, during the initial workshop sessions held in Geraldton in March 2017 a set of Guiding Principles were identified. The purpose of the workshop was to frame the ACDC Project, gain alignment on the objectives and to review the current state of each local government's readiness.
29. The output of the workshop will assist the Executive Leadership teams with identifying what gaps, issues and risks exist within their organisations that need to be addressed prior to commencement of the ACDC Project.
30. A set of Guiding Principles were established as follows:
- Everything the Local government does must provide value to their Ratepayers.
 - Zero tolerance for behaviour that puts security at risk.
 - Data Sovereignty – Although strategically embracing the Cloud, Data is stored only in Australia.
 - Council Policies must align and support ACDC objectives.
 - Change Management Approach – take the people along with us through ground up engagement and opportunities.
 - Align each Local Governments Values and Strategic KPIs with this project, and cascade down through all levels so that every individual has a quantifiable contribution. Measure these regularly and hold everyone accountable.
 - Use a common language and have a common message for both internal and external stakeholders across all ACDC members.

STATUTORY AND LEGAL CONSIDERATIONS

31. Legal advice was sought on the proposal and provided confidentially to Council.

POLICY CONSIDERATIONS

32. The key Policy requirement for this proposal would relate to the Shire's Procurement Policy, which enables the Shire to enter into contracts with suppliers who are preferred suppliers under WALGA panel contracts.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

33. This Proposal has been reviewed by the Executive Management Team and key Managers from Financial Services and Information Technology.

External Referrals

34. This Proposal has been discussed with the Minister for Local Government, who expressed his support and interest in the project given its future potential for supporting other local Governments.

FINANCIAL CONSIDERATIONS

35. The cost to the Shire over three years is estimated on the basis of four participating local governments and shown in the following table, with greater details in the confidential proposal shown as Attachment 1.

Estimated Costs Per Local Government	Year 1	Year 2	Year 3
Direct Costs	\$200,000	\$200,000	\$200,000
Rebate returns	-\$50,000	-\$50,000	-\$50,000
Variable costs	\$18,000	\$18,000	\$18,000
Indirect Costs	\$66,000	\$66,000	\$66,000
Consulting costs	\$25,000	\$25,000	\$25,000
Total Estimated Costs per year	\$259,000	\$259,000	\$259,000

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

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

SUSTAINABILITY

Social Implications

37. The provision of contemporary online technological solutions will offer our community an improved customer experience whilst providing efficient 24/7 servicing.

Economic Implications

38. Significant savings can be made by entering into the proposal in comparison with the replacement cost of an entire enterprise systems.

Environmental Implications

39. Nil.

RISK MANAGEMENT CONSIDERATIONS

40.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Loss of Efficiency through not having modern and effective business systems	Almost Certain	Moderate	High	Upgrade all the Shire business systems as soon as possible
Consortia partners not meeting their obligations	Possible	Moderate	Medium	Agreements containing schedules and milestones
Altus Migration does not achieve expected efficiencies	Possible	Moderate	Medium	Collaboration effort validates milestones and schedules

OFFICER COMMENT

41. To achieve business transformation through online workflow and transactional processes for all of our services governance transformation will be managed by e-based business rules driving decision making and protecting compliance. Customer interfaces will become instantaneous, communications are transparent and accessible through mobility applications and the Internet of Things.
42. In order to move towards this vision, a number of success factors will be required:
- Performance Management Culture
Everyone has a measurable contribution and everyone is involved in making the project a success. In addition to setting new individual

objectives, existing measures of job performance should be reviewed to ensure they do not create unintended incentives to maintain the status quo.

- Operating Engagement
Rather than focusing only on Operating Discipline, this is the idea that the Altus application influences the organisations culture with new processes and better ways of doing things. The system makes it easy to do the right thing, and difficult to do the wrong thing through a combination of embedded business workflows and intuitive interfaces that make performing tasks simpler and more efficient.

The organisation can then focus on identifying improvement opportunities; minimising duplicated effort, eliminating waste, reducing delays and delivering more value to ratepayers. The desired outcome of this is continuous improvement effort is the best possible set of business processes, workflows and systems that meet the majority of a local government's operating needs without requiring customisation.

- Shared Understanding
Because reality is perceived, the ACDC must agree on a common language and common measurements of success. All participants in the project must be able to understand the same terms and jargon – misunderstanding leads to delays and people working at cross purposes.

43. Looking at the local government's business operations from the customers perspective and always having in mind the benefit to the customer when making project decisions will require:

- Delivering a consistent Customer Interface across all Shire business units.
- Leaving no one behind in the move to the Cloud and Internet of Things.
- The role of the Customer Advocate to represent the Voice of the Customer.

44. It was identified that not all customers are technology literate or have access to internet services. The Shire must continue to provide services and ways to interact with these groups. Some solutions have been identified, such as the Supermarket Self Service Checkout model, where there is the equipment needed to complete a transaction and someone to assist you with it if required. These could be located at Shire facilities such as libraries, or could be delivered through partnerships with other organisations that interact with those individuals.

45. Public Relations and Communications.
The importance of communications in facilitating the ACDC project and the significant organisation change management effort needs to be supported with a consistent message to both internal and external stakeholders. This facilitates the Shared Understanding principle that underpins the Business Transformation vision.

The key themes of this Focus Area were:

- Getting our people on board – accelerating the change curve
- Common messaging to Councillors and Ratepayers on costs and benefits of the ACDC project

46. Some examples of internal key messages have been identified as being:

- To achieve the best possible standardised processes for Altus with benefits to the entire Local Government sector
- Address pain points in existing processes – make work simpler and easier
- Be part of the solution and become a Subject Matter Expert in your functional area, with skills and experience transferrable to any Local Government
- As Local Governments, we have more in common than we have differences.

47. Customers are less interested in how services are delivered, as long as it's done well and is cost effective. Communication to this group needs to reinforce the Customer Benefit and be able to practically demonstrate the improvements delivered by ACDC. For example, eliminating waste in a Council business process is a good outcome. However, unless it delivers a measurable improvement in Cost, Speed, Quality or Customer Satisfaction for the Ratepayer, they will not see it as a benefit.

48. Councillors have been elected by Ratepayers to represent their interests. Any project that delivers improved services, greater efficiencies and increased Ratepayer satisfaction is likely to get their support. To maintain support, Councillors will need to be assured that the ACDC project is delivering promised results on agreed time and budget constraints. Those benefits and deliverables expressed as KPI's and milestones must be consistently reported by each Council to facilitate shared understanding.

49. Given all of these points, the importance of a well-documented, consortium wide communications plan cannot be understated – it is a critical success factor.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 37/2017)

That Council:

1. Endorses the proposal from ITVision for the Shire of Kalamunda to become involved with the Altus Collaborative Development Consortium Project as outlined in confidential Attachment 1.

Moved: **Cr Andrew Waddell**

Seconded: **Cr Sara Lohmeyer**

Vote: **CARRIED UNANIMOUSLY (8/0)**

CONFIDENTIAL ATTACHMENT 1 - Altus Collaborative Development Consortium Project

CONFIDENTIAL ATTACHMENT 2 - Altus Collaborative Development Consortium Project

Attachments provided under separate cover.

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

38. Capital Grants - Clubs and Community Groups – Council Policy and Management Procedure

Previous Items	OCM 32/2017
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	
Applicant	Shire of Kalamunda
Owner	
Attachment 1	Draft Capital Grants - Clubs and Community Groups - Policy
Attachment 2	Draft Capital Grants - Clubs and Community Groups – Management Procedure
Attachment 3a	Capital Grants - Clubs and Community Groups - EOI Guide and Form
Attachment 3b	Draft Capital Grants - Clubs and Community Groups – Facility Planning Guide DSR
Attachment 4	Community Funding Policy COMR20

EXECUTIVE SUMMARY

1. At the Ordinary Council Meeting held on 27 March 2017, it was resolved that Council:

“Request the CEO to develop a new policy that will guide future Capital Grants to Clubs and Community Groups”. Refer to item 10.2.4, Council Resolution 32/2017 Part 3.
2. The proposed new policy aims to better guide the forward planning and development of capital infrastructure projects, by providing alignment with key principles and Councils strategic and corporate objectives.
3. It is recommended that Council advertise and consult on the draft Capital Grants - Clubs and Community Groups Policy and notes the Management Procedure (Attachments 1 & 2). Furthermore, that Council amends the current policy COMR 20 (Attachment 4).

BACKGROUND

4. The current policy, COMR 20, provides limited guidance for assessing all the Shires existing community grants. It is a mixture of Sport & Recreation and Community Development Small grants, Community Capital Small and Long Term Planning grants and Student and Sports Star Award grants.
5. The proposed new policy will focus on capital infrastructure projects and provide both the community and staff with clear and relevant assessment criteria, in accordance with local government best practice, obtained from extensive industry research.

DETAILS

6. The development of Sporting Reserve Master Plans and Asset Management Plans for various community facilities has highlighted the need for a more sustainable and long term approach towards the provision of new and upgraded community infrastructure.
7. Any community requests for capital works should be considered through a transparent and accountable process that emphasise the need for forward planning, prioritisation and a rigorous assessment criteria.
8. The proposed policy and procedure will establish a set of guiding principles that will be used to assess each application and a process that will allow sufficient time for community groups and staff to work through the needs and priorities of each project.
9. The key principles that will be used to determine whether a particular project is required, or if the need can be satisfied in some other way are:
 - *Strategic Alignment*
 - *Demonstrated community need*
 - *Co-Location & Shared use*
 - *External Funding Opportunities*
 - *Community Health and Wellbeing*
 - *Functionality and*
 - *Availability of Existing facilities*
10. The implementation process for the draft Policy will begin by advertising and also sending a direct mail out to all clubs and groups seeking Expressions of Interest (EOI) in October and asking them to be lodged by no later than 31 January. Between the lodgement date and April, Officers as part of a cross department team:
 - Will assess proposed EOI projects and determine which Capital projects will be recommended to Council as part of the annual budget process and in which year within the Long Term Financial Plan (LTFP) and where applicable determine,
 - Which CSRFF Grant funding program and round applications should be included in.
11. Projects will not be considered within the financial year that the EOI application was made to avoid ad hoc proposals being submitted without the necessary planning and prioritising taking place. In the event of exceptional circumstance whereby urgent funding is required, Council may approve a variation to this policy.
12. Between April and June, Council will consider and prioritise the EOI projects and endorse the prioritisation as part of the annual budget and LTFP process.
13. Industry research revealed that local governments do not have set threshold amounts where project costs above a certain figure require a needs and feasibility study to be completed. Only the larger scale projects e.g. new

buildings, sports floodlighting or major infrastructure upgrades, generally require this level of forward planning.

14. For smaller upgrade or renewal projects, applicants will not be required to complete a needs and feasibility study. The Shire will use the DSR guidelines, in consultation with the applicant, to determine the appropriate level of planning relevant to the project.
15. All major infrastructure developments (including lighting projects) will be managed and coordinated by the Shires Project Delivery team. This practice will ensure that the required level of expertise and skills are present during all stages of the project and that any risks are managed appropriately.
16. Smaller scale projects will not be required to be managed by the Shire, where the applicant can verify a relevant level of project management experience.

STATUTORY AND LEGAL CONSIDERATIONS

17. Nil.

POLICY CONSIDERATIONS

18. Community Funding Policy (COMR 20).

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

19. Corporate and Asset department staff.

External Referrals

20. Six other local governments provided feedback and documentation relevant to their policies and procedures when dealing with capital grants.
21. This report proposes that the draft Policy and Procedure be advertised for public comment for a period of 28 days and that a focus group is held with interested clubs and groups to clearly communicate the details and implementation of the Policy.

FINANCIAL CONSIDERATIONS

22. All proposed Capital Grant projects will need to be prioritised by Council and considered for inclusion within the LTFP and/or the next annual budget deliberation process.
23. Project will not be considered within the financial year that the EOI application was made.
24. Council may endorse an organisations capital development project without providing funding support. If Council provides funding support, it will generally be on the basis of providing a grant of up to 1/3 of the total project cost.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 5.5: To provide high quality facilities to meet the needs of our current and our future community.

Strategy 1.9.1 Support and deliver a long term approach to community facilities planning.

Strategy 1.9.4 Optimise community facilities through the establishment of multifunctional facilities and co-location of user groups where applicable.

SUSTAINABILITY

Social Implications

26. This proposed policy applies to a broad range of community infrastructure within which clubs and community groups as well as individuals obtain a health, wellbeing and /or socialisation benefit.

27. One of the assessment criteria which is aimed at maximising community benefit is Community Health and Wellbeing, which states that “Facilities or improvements that increase opportunities for physical activity and social wellbeing as well as recognising the value of accessibility and inclusive participation, will be highly regarded”.

Economic Implications

28. Nil.

Environmental Implications

29. Nil.

RISK MANAGEMENT CONSIDERATIONS

30.

Risk	Likelihood	Consequence	Rating	Action/Strategy
That Capital infrastructure projects are not well planned or effectively prioritised within the LTFP.	Possible	Moderate	Medium	Establish a transparent and accountable process that clearly demonstrates there is sufficient need and funding availability for the project

The current policy does not provide the community, staff or Council with sufficient direction or guidance.	Possible	Moderate	Medium	Develop new policy and procedure
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OFFICER COMMENT

- 31. Due to the significant costs involved with new or upgraded facilities it is important that such proposals are subject to a thorough forward planning and assessment process. Many of these proposals require substantial power or water upgrades and/or lengthy approval processes, which need to be factored into the projects planning and development phase.
- 32. The pressure from community expectations, ad hoc funding requests and government grant expediency, can sometimes result in projects not been subject to the level of forward planning necessary to clearly demonstrate that there is sufficient need and funding availability for the project.
- 33. Projects that are the result of a Council endorsed Master Plan or study, should already meet this transparency requirement of the process.
- 34. To help avoid ad hoc capital funding requests being made and not prioritised in line with other annual budget projects, it has been noted in both the proposed policy and procedure that capital funding for projects will not be considered within the financial year that the EOI application was made.
- 35. However, in the event of exceptional circumstance whereby urgent funding is required, Council may approve a variation to this policy and procedure.
- 36. The requirement for the applicant to discuss the proposal in detail with Shire staff before the EOI is submitted, will ensure that the level of forward planning detail required is commensurate with the size, complexity and sensitivity of the project.
- 37. The proposed new policy and procedure will provide a greater emphasis on key priority areas such as strategic alignment, community needs, co-location and funding partnerships, when assessing whether a particular project will receive Council funding support.
- 38. At this point in time, Council has endorsed three CSRFF funding applications namely;
 - Forrestfield & Districts Bowling Club – New synthetic green
 - Range View Park Tennis Club – Court resurfacing & fencing
 - Maida Vale Reserve - Master Plan

These projects have been listed for consideration in the 2017/18 Community Funding requests and are subject to successful CSRFF outcomes.

39. Should Council support the new Policy following community consultation a phasing in period will be required during 2017/18. Clubs and Community Groups intending to submit capital grant applications in 2017/18 shall be subject to the new EOI process commencing in October 2017.
40. In the event of an urgent or priority project being identified, which is outside of those projects listed and endorsed within the LTFP, a business case will be submitted for consideration and approval by Council.
41. Subject to the adoption of the draft Capital Grants Policy and Procedure, officers will then review and update the existing Community Funding Policy (COMR 20).
42. Following community consultation and Council endorsement of the draft Policy and Management Procedure, officers shall ensure that clubs and community groups are made aware of the new procedure when seeking support for capital funding projects.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 38/2017)

That Council:

1. Notes the draft Capital Grants - Clubs and Community Groups Policy and associated Management Procedures.
2. Request the Chief Executive Officer to advertise the draft Policy for a period of 28 days for public comment and holds a focus group to communicate the details of the new Capital Grants Policy and Management Procedure to all clubs and groups interested in the Policy.
3. Amends Community Funding Policy (COMR 20) by deleting *item 3. Community Capital Small Grants Funding Program* and *item 4. Long Term Planning Grants Funding Program*.

Moved: **Cr Michael Fernie**

Seconded: **Cr Andrew Waddell**

Vote: **CARRIED UNANIMOUSLY (8/0)**

Attachment 1 - Capital Grants - Clubs and Community Groups – Council Policy and Management Procedure

[Policy Number]: Capital Grants - Clubs and Community Groups	
Policy	
Management Procedure	Relevant Delegation

Purpose

To guide the forward planning and development of sport, recreation and other community infrastructure in alignment with key principles to ensure responsiveness to the long term needs of the community and consistency with strategic and corporate objectives.

Policy Statement

This policy applies to a broad range of community infrastructure within which clubs and community groups as well as individuals obtain a health, wellbeing and /or socialisation benefit.

The Shire will consider requests for capital funding for facility improvements from local community and sporting groups.

Supported capital funding requests will be prioritised through the Long Term Financial Plan and budget planning cycle. Capital funding will not be provided outside of this process, to retrospective projects or within the financial year that the application was made.

Council Support:

Council may endorse an organisations capital development project without providing funding support. If Council provides funding support toward a funding submission, it will generally be on the basis of providing a grant of up to 1/3 of the total project cost.

Priorities:

To ensure the financial support it provides is effectively targeted to achieve maximum community benefit, Council will consider the following as key priorities:

1. *Strategic Alignment* – All projects are required to align with and support relevant strategic plans including, but not limited to, the Shires Strategic Community Plan, State Sporting Associations Strategic Facilities Plans and other relevant strategic directions.
2. *Demonstrated Community Need*- All projects are required to clearly demonstrate the current and projected community need and a project sustainability that provides clear direction with regard to future community benefit and utilisation. This will include, but is not limited to, Shire of Kalamunda resident membership of the applicant organisation (total and proportional), support for junior sport and the level of community accessibility and inclusive participation.

3. *Community Health and Wellbeing* - Facilities or improvements that increase opportunities for physical activity and social wellbeing as well as recognising the value of accessibility and inclusive participation, will be highly regarded.
4. *Co-Location and Shared Use* – Priority will be given to developing facilities that will be used by more than one group or club, particularly where such organisations are not yet sharing facilities. This is to facilitate the intent of reducing facility duplication, maximising utilisation and encouraging groups and clubs to share facilities while still retaining their separate management and identity.
5. *Functionality* - Any proposed projects must meet relevant Australian Standards and ensure fit for purpose.
6. *Availability of Existing Facilities* - All projects are required to identify similar facilities within close proximity and explain how participation will be impacted at each facility. The Shire will actively seek to rationalise facilities where duplication and/or shared use opportunities for community participation are clearly evident. There should be no similar commercial facilities nearby which could meet these needs.
7. *External Funding Opportunities* – To ensure overall financial viability of projects, priority will be given to projects that are eligible for funding from other government bodies such as the Department of Sport and Recreations – Community Sport and Recreation Facilities Fund (CSRFF) or Lotterywest Funding. Applicants need to identify all funding sources and clearly demonstrate their level of financial (cash & in-kind) contribution.
8. *Demonstrated sustainable club/organisation* – The applicant will need to provide evidence of sustainable operations by providing the following:
 - a. *All Shire debts have been settled by due dates;*
 - b. *Financial statements for three years with the latest financials being no older than 12 months;*
 - c. *Bank statements showing current status*
 - d. *Minutes showing amounts committed towards the project and reflected in the financials as restricted funds*

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

Attachment 2 - Capital Grants - Clubs and Community Groups – Council Policy and Management Procedure

Management Procedure Capital Grants – Clubs and Community Groups
Relevant Shire of Kalamunda Council Policy
Relevant Shire of Kalamunda Policy

Purpose

To guide the forward planning and development of sport, recreation and other community infrastructure in alignment with key principles to ensure responsiveness to the long term needs of the community and consistency with strategic and corporate objectives.

Detail

Planning:

The level of forward planning to substantiate the need and feasibility for a project must be based on key considerations including but not limited to:

- Size, scope and financial viability of the project
- Adequacy and availability of existing provision of facilities
- Existing and proposed usage/participation trends
- State and local strategic plans/direction/policies

The extent and detail of such forward planning will be commensurate with the size, complexity and sensitivity of the proposed project. It is acknowledged that minor or incidental sport, recreation and other community infrastructure projects, will not warrant such a thorough forward planning process.

Principles:

Officers will utilise the following principles and weightings to assess whether a particular project is required, or if the need can be satisfied in some other way, prior to recommending capital grant projects to Council for funding consideration:

- *Strategic Alignment (20%):*
All projects are required to align with and support relevant strategic plans including, but not limited to, the Shires Strategic Community Plan, State Sporting Associations (SSA), Strategic Facilities Plans and other relevant strategic directions.
- *Demonstrated community need (20%):*
All projects are required to clearly demonstrate the current and projected community need and a project sustainability that provides clear direction with regard to future community benefit and utilisation. This will include, but is not limited to, Shire of Kalamunda resident membership of the applicant organisation (total and proportional), support for junior sport and the level of community accessibility and inclusive participation.
- *Co-Location & Shared use (20%):*
Priority will be given to developing facilities that will be used by more than one group or club, particularly where such organisations are not yet sharing facilities. This is to facilitate the intent of reducing facility duplication, maximising efficiencies and

encouraging groups and clubs to share facilities while still retaining their separate management and identity.

- *External Funding Opportunities (20%);*

To ensure overall financial viability of projects, priority will be given to projects that meet eligibility criteria for funding from other government bodies such as the Department of Sport and Recreation – Community Sport and Recreation Facilities Fund (CSRFF) or Lotterywest Funding. Applicants need to identify all funding sources and clearly demonstrate their level of financial (cash & in-kind) contribution.

- *Community Health and Wellbeing (10%);*

Facilities or improvements that increase opportunities for physical activity and social wellbeing as well as recognising the value of accessibility and inclusive participation, will be highly regarded

- *Functionality (5%);*

Any proposed projects must meet established best practice functionality and operational objectives, Aust. Standards and ensure it is fit for purpose.

- *Availability of Existing facilities (5%);*

All projects are required to identify similar facilities within close proximity and explain how participation will be impacted at each facility. The Shire will actively seek to rationalise facilities where duplication and/or shared use opportunities for community participation are clearly evident.

Other Requirements - Regional Development Context:

Future large scale community infrastructure developments should be considered within a regional context after investigation with neighbouring local governments, state sporting associations, state government agencies and other relevant non-government organisations to reduce/avoid possible duplication.

Project Delivery:

All major infrastructure developments (including lighting projects) will be managed and coordinated by the Shire. Exceptions may be granted with permission of the CEO for smaller scale projects whereby the applicant can verify relevant project management experience.

Application Requirements (Essential):

Community organisations seeking Council support and/or contributions to develop, upgrade or renew their facilities are required to:

- Ensure the project is in line with the Shires Long Term Financial Plan (LTFP) and endorsed Strategic Development Plans (Master Plan)
- Meet the eligibility criteria set by the Shire and/or funding bodies – i.e. Minimum of two quotes obtained, able to provide previous 3 years financial statements and able to fund its share of the project.
- Submit the required EOI and application forms in accordance with the set timeframes
- Able to demonstrate that club/group has a sustainable membership level (supported by relevant State Body)
- Provide the necessary planning and needs analysis details with their application, if applicable
- Enter into a funding agreement with the Shire in relation to the clubs cash contribution
- Provide copy of minutes from a committee meeting where the project and funding application were approved

- Officially recognise and acknowledge the Shire of Kalamunda funding contribution towards project

Eligibility (Essential):

To be eligible to apply for Capital Grants, the applicant must be:

- An incorporated sporting or community club/group/association
- Based on a reserve or facility vested in or owned by the Shire.
- Must have current lease agreement
- Able to demonstrate that a majority of its membership base reside within the Shire.
- Community organisations wishing to complete projects outside of the LTFP budget forecasts or endorsed Master Plan, if supported by Council, may do so at their own cost
- The applicant will need to provide evidence of sustainable operations by providing the following:
 - *All Shire debts have been settled by due dates;*
 - *Financial statements for three years with the latest financials being no older than 12 months;*
 - *Bank statements showing current status*
 - *Minutes showing amounts committed towards the project and reflected in the financials as restricted funds*

Consideration will not be given to the following:

- Capital funding requests submitted within the financial year that the EOI application was made
- Retrospective funding applications
- Operational costs
- More than one request for Capital funding in any financial year.

Application process and timeline:

TIMELINES	PROCESS
Expression of Interest (EOI):	
October - January	<ul style="list-style-type: none"> - Call for community organisations wishing to apply for Capital Grant funding support, to register their EOI application with the Shire. Note: Project funding will not be considered within the financial year that the EOI application was made. - EOI to be lodged by end January
January - April	<ul style="list-style-type: none"> - Officers, as part of a cross department team to assess proposed EOI projects and determine which Capital projects will be recommended to Council as part of the annual budget process and in which year within the Long Term Financial Plan (LTFP) and where applicable - which CSRFF or other Grant funding program and round applications should be included in
April - June	<ul style="list-style-type: none"> - Council to consider and prioritise EOI projects - Endorse prioritisation as part of the annual budget and LTFP
April - June	<ul style="list-style-type: none"> - Pending Council project support through the Annual Budget deliberation process, Community Groups will be invited to submit a Capital Grant funding application

<p>CSRFF Program:</p> <p>Pending Council project support through the Annual Budget deliberation process, Sporting Clubs will be invited to submit a CSRFF application through one of the following CSRFF funding rounds</p>	
<p>CSRFF (Small Grants – total project costs up to \$200,000)</p>	<p>Winter Round:</p> <ul style="list-style-type: none"> - Funding support to have been confirmed through previous budget process - Final CSRFF Application with all required attachments, to be lodged with the Shire by January 31 - Clubs must have discussed application with Shire Officers, DSR and SSA - Applications are assessed, prioritised and submitted to Corporate and Community Services Committee meeting in March with a final priority determination by Council at the March Ordinary Council Meeting - Final submissions to be received by DSR at end March - Applicants advised of DSR outcome May/June - Projects to be completed/acquitted at end June of following financial year <p>Summer Round:</p> <ul style="list-style-type: none"> - Funding support to have been confirmed through previous budget process - Final CSRFF Application with all required attachments, to be lodged with the Shire by June 30 - Clubs must have discussed application with Shire Officers, DSR and SSA - Applications are assessed, ranked and submitted to Corporate and Community Services Committee meeting in August with a final priority determination by Council at the August Ordinary Council Meeting - Final submissions to be received by DSR at end August - Applicants advised of DSR outcome October/November - Projects to be completed/acquitted at end June of current financial year
<p>CSRFF (Annual/Forward Planning Grants - total project costs over \$200,000)</p>	<ul style="list-style-type: none"> - Funding support to have been confirmed through previous budget process - Final CSRFF Application with all required attachments, to be lodged with the Shire by June 30 - Clubs must have discussed application with Shire Officers, DSR and SSA - Applications are assessed, ranked and submitted to Corporate and Community Services Committee meeting in September with a final priority determination by Council at the September Ordinary Council Meeting - Final submissions to be received by DSR at end September - Applicants advised of DSR outcome March/April - Projects to be completed/acquitted at end June of following financial year (Annual Grant).

Related Budget Schedule			
Authority			
Adopted		Next Review Date	

Attachment 3a - Capital Grants - Clubs and Community Groups – Council Policy and Management Procedure

Capital Grants Program Clubs and Community Groups **Expressions of Interest**

The purpose of the program is to guide the forward planning and development of sport, recreation and other community infrastructure in alignment with key principles to ensure responsiveness to the long term needs of the community and consistency with strategic and corporate objectives.

Prior to completing this Expression of Interest (EOI), please ensure that your organisation meets the following criteria:

- Your project has been discussed in detail with the Shire of Kalamunda's Community Development – Recreation Services or Committee Services Officer (9257 9814)
- The project is in line with the Shires endorsed Strategic Development Plans (Master Plan)
- Your organisation is not-for-profit and is incorporated;
- Your organisation is based within the Shire of Kalamunda;
- You can demonstrate that a majority of its membership base reside within the Shire;
- The proposed project is taking place on Shire owned or managed land and you have a current lease;
- Your organisation is in a position to fund at least one-third of the total project cost.

Priority will be given to projects which:

- align with and support relevant strategic plans including, but not limited to, the Shire's Strategic Community Plan, State Sporting Associations (SSA), Strategic Facilities Plans and other relevant strategic directions;
- clearly demonstrate the current and projected community need and a project sustainability that provides clear direction with regard to future community benefit and utilisation;
- will be used by more than one group or club, particularly where such organisations are not yet sharing facilities;
- meet eligibility criteria for funding from other government bodies such as the Department of Sport and Recreations – Community Sport and Recreation Facilities Fund (CSRFF) or Lotterywest;
- increase opportunities for physical activity and social wellbeing as well as recognising the value of accessibility and inclusive participation;
- meet established best practice functionality and operational objectives, Aust. Standards and ensure it is fit for purpose;
- can identify similar facilities within close proximity and explain how participation will be impacted at each facility.

Please Note:

- Projects will not be considered within the financial year that the EOI application was made.
- When major projects are undertaken on Shire managed land/assets, the Shire of Kalamunda will manage the project.

Expression of Interest Timelines and Process

Expression of Interest (EOI):

October - January

- Call for community organisations wishing to apply for Capital Grant funding support, to register their EOI application with the Shire. **Note:** Project funding will not be considered within the financial year that the EOI application was made.

January - April

- EOI to be lodged by end January
- Officers, as part of a cross department team to assess proposed EOI projects and determine which Capital projects will be recommended to Council as part of the annual budget process and in which year within the Long Term Financial Plan (LTFP) and depending on the project
- which CSRFF or other Grant funding program and round applications should be included in

April - June

- Council to consider and prioritise EOI projects
- Endorse prioritisation as part of the annual budget and LTFP

April - June

- Pending Council project support through the Annual Budget deliberation process, Community Groups will be invited to submit a Capital Grants funding application

CSRFF Program:

Pending Council project support through the Annual Budget deliberation process, Sporting Clubs will be invited to submit a CSRFF application through one of the following CSRFF funding rounds

CSRFF (Small Grants – total project costs up to \$200,000)

Winter Round:

- Funding support to have been confirmed through previous budget process
- Final CSRFF Application with all required attachments, to be lodged with the Shire by January 31
- Clubs must have discussed application with Shire Officers, DSR and SSA
- Applications are assessed, prioritised and submitted to Corporate and Community Services Committee meeting in March with a final priority determination by Council at the March Ordinary Council Meeting
- Final submissions to be received by DSR at end March
- Applicants advised of DSR outcome May/June
- Projects to be completed/acquitted at end June of following financial year

Summer Round:

- Funding support to have been confirmed through previous budget process
- Final CSRFF Application with all required attachments, to be lodged with the Shire by June 30

CSRFF (Annual/Forward
Planning Grants - total
project costs over
\$200,000)

- Clubs must have discussed application with Shire Officers, DSR and SSA
- Applications are assessed, ranked and submitted to Corporate and Community Services Committee meeting in August with a final priority determination by Council at the August Ordinary Council Meeting
- Final submissions to be received by DSR at end August
- Applicants advised of DSR outcome October/November
- Projects to be completed/acquitted at end June of current financial year
- Funding support to have been confirmed through previous budget process
- Final CSRFF Application with all required attachments, to be lodged with the Shire by June 30
- Clubs must have discussed application with Shire Officers, DSR and SSA
- Applications are assessed, ranked and submitted to Corporate and Community Services Committee meeting in September with a final priority determination by Council at the September Ordinary Council Meeting
- Final submissions to be received by DSR at end September
- Applicants advised of DSR outcome March/April
- Projects to be completed/acquitted at end June of following financial year (Annual Grant).

Capital Grants Program Clubs and Community Groups

Expressions of Interest Form

Club Information

Name of Club or Organisation:

Primary Activity of Club or Organisation:

Total Number of Members	2015 or 2014/15		2016 or 2015/16		2017 or 2016/17	
	Senior	U/18	Senior	U/18	Senior	U/18
	M	F	M	F	M	F

Incorporation Number (Please attach certificate of incorporation):

Contact Information

Nominated Project Contact:

Position in Club:

Phone Work:

Mobile:

Email Address:

Address:

Project Details

Project Title:

Location of Project:

Description of Project

What do you want to do?

Project Justification (Refer to attached *Facility Planning Guide*)

Why is it required?

Who will it benefit?

How will it increase participation and/or improve social wellbeing?

How will it recognise the values of accessibility and inclusive participation
Options Considered
What other options were considered?
Why was this the best option?
How is this project aligned with <i>Kalamunda's Strategic Community Plan</i> ? (Available on the Shire's website)
How is this project aligned with your State Association's Strategic Plan (and/or Facilities Plan)?
Have you discussed this proposed project with your State Association? <input type="checkbox"/> Yes (please include letter of support) <input type="checkbox"/> No <input type="checkbox"/> N/A
Does your club have a strategic plan? <input type="checkbox"/> Yes <input type="checkbox"/> No
How does this project align with that strategic plan? (Please provide a copy)
What other clubs/groups will be impacted by this project and how?
Do you have support from these clubs/groups? (Please included letters etc.)
How will this project impact on local residents and the community?
Have you undertaken a Needs Assessment? (refer to the attached <i>Facilities Planning Guide</i>) <input type="checkbox"/> Yes (please include) <input type="checkbox"/> No <input type="checkbox"/> N/A
Have you undertaken a Feasibility Study? (Refer to attached <i>Facilities Planning Guide</i>) <input type="checkbox"/> Yes (please include) <input type="checkbox"/> No <input type="checkbox"/> N/A
Have you previously discussed this project with the Shire? If so, when and with whom?

Does your club agree to enter into a funding agreement with the Shire in relation to the club's cash contribution to the project?
 Yes No

Budget Expenditure

Expenditure Description	Projected Cost
Total	

Funding the Project

How does the club/group expect to fund their contribution of the total project costs? Are these funds currently available? (Please attach relevant supporting documentation i.e. Financial Statement, confirmation of grants/donation/sponsorship etc.)

Have any other user groups offered to contribute to the proposed works?

What is the expected life of the new infrastructure/asset?

Will the Club be prepared to put funds aside to contribute to the replacement costs of the infrastructure/asset? If so, how much per annum?

Yes No N/A

\$

Will this project increase the annual operating cost? E.g. power or water usage? If so, by how much?

Yes No N/A

\$

Once the proposed work is complete, who will be responsible for the ongoing maintenance?

What maintenance would be involved and what are the estimated annual costs?

Committee Approval

Project Contact Name:

Signature:	Date:
-------------------	-------

President Name:

Signature:	Date:
-------------------	-------

Treasurer Name:

Signature:	Date:
-------------------	-------

Attachments – Please include the following information within your application

- Letters of support from State Association (i.e. WA Football Commission, Netball WA etc.)
- Needs assessment (if required)
- Feasibility study (if required)
- Copy of minutes from committee meeting where project was discussed and EOI approved.
- Audited financial records of the club (financial statement for previous three financial years)
- Commitments from other funding sources (i.e. loans, grants, donations etc.)
- Design drawings (if completed)
- Concept plans (if completed)
- Quotes or costs estimates (provide two written quotes)
- Any other supporting documentation

For further information contact the Shire of Kalamunda on 9257 9999.

Attachment 3b - Capital Grants - Clubs and Community Groups – Council Policy and Management Procedure

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

Attachment 4 - Capital Grants - Clubs and Community Groups – Council Policy and Management Procedure

Title: Community Funding Policy

Policy COMR20

Date 16 May 2011

Date Last Reviewed:

Rationale The Community Funding Policy will provide strategic direction and guidance to the Shire in the provision of the Shire's community funding programs.

To ensure that transparency, accountability and alignment to the Shire of Kalamunda Strategic Plan is maintained for all sponsored events.

Policy **Community Funding Programs**

1. Sport & Recreation Development - Subject to budget provisions, grants of up to \$1,000 may be awarded.

Objectives

- To extend and support the level of participation in sport and recreation activities within the community
- To increase the number and variety of recreation opportunities in the community
- To assist in the improvement of community sport and recreation by enhancing the volunteer support base of local community groups
- To positively contribute towards the wellbeing and safety of the community

Priorities

- Programs which support and provide physical activity opportunities for minority groups
- Increase physical activity
- Coaching development
- Programs which increase the club's capacity to provide sport and recreation activities

2. Community Development - Subject to budget provisions, grants of up to \$1,000 may be awarded.

Objectives

To support initiatives which bring positive benefits to any of the following target groups:

- Youth
- Seniors
- Children
- People with disabilities
- Culturally and Linguistically Diverse
- Volunteers

Priorities

- Programs which promote interactions between seniors and children or young people
 - Promote active ageing for seniors
 - Incorporate inclusive practices
 - Arts & Culture projects
 - Disaster relief
 - Reduce isolation of people who are "at risk" or marginalised
-

~~3. Community Capital Small Grants Funding Program~~ – Up to \$50,000.

~~Proposals which are considered sufficiently meritorious will be prioritised and referred to Council for budget consideration.~~

~~Objectives~~

- ~~• To provide the community with access to high quality community and recreation facilities~~
- ~~• To increase the number of community and recreation activities available to the community~~
- ~~• To promote community input and engagement in the management of capital works projects~~

~~Priorities~~

- ~~• Upgrades or additions to existing community and recreation facilities~~
- ~~• Sports lighting projects~~
- ~~• New or replacement of synthetic surfaces~~
- ~~• Resurfacing playing pitches or courts~~

4. Long Term Planning Grants Funding Program – Over \$50,001. Proposals which are considered sufficiently meritorious will be prioritised and referred to Council for budget consideration.

Objectives

- To provide the community with access to high quality community and recreation facilities
- To increase the number of community and recreation activities available to the community
- To promote community input and engagement in the management of capital works projects

Priorities

- Construction of new community and recreation facilities
- Sports lighting projects
- New or replacement of synthetic surfaces
- Resurfacing playing pitches or courts

5. Student Citizenship Awards - Subject to budget provisions, a book voucher of up to \$50 per school may be awarded.

Objectives

- To recognise students who have made an outstanding contribution within the community
- To recognise students who have demonstrated good leadership skills within the community

6. Kalamunda Sports Star Awards - Subject to budget provisions, grants of up to \$250 for Juniors and \$150 for seniors may be awarded.

Categories

- Junior – Under 18 years
- Senior – 18 years to 25 years

Objectives

- To recognise the achievement of local athletes who have represented their state or country in their chosen sport
- To support local athletes financially in their elite sports pursuits

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

39. Stirk Park Master Plan

Previous Items	
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	PR-PLN-005
Applicant	Shire of Kalamunda
Owner	Shire of Kalamunda
Attachment 1	Stirk Park Master Plan Draft Report
Attachment 2	Stirk Park Master Plan Draft Plan

EXECUTIVE SUMMARY

1. The Planning Group (TPG) & Emerge Associates were engaged in March 2016 to consult with the broader community in a design process to enhance the iconic and historical Stirk Park.
2. Upon establishing a concise understanding of the issues and aspirations of the community for Stirk Park, the consultants have developed a Master Plan for the development and enhancement of the Stirk Park.
3. This Master Plan will guide sustainable development of Stirk Park over an extended timeframe based on the vision and objectives required to meet community expectations.
4. It is recommended that Council receives the draft Stirk Park Master Plan (the Plan) and advertises it for a period of 40 days, with results then presented to Council prior to final adoption of the plan.

BACKGROUND

5. The Stirk family originally owned a 10-acre property, which was known as Gooseberry Hill at the time and later became known as the Kalamunda town site. The remnant land became a public park in 1960's and was named after the first settler family – hence Stirk Park.
6. In 2010 the Shire developed its Community Facilities Plan as a strategic document, guiding the development of public facilities in the Shire.
7. The following is an extract from the Shire's Community Facilities Plan, indicating that Stirk Park should be maintained as a District Level Park:

“While Stirk Park has the capacity to function as a District level park, the standard and quality of the playground space is limited and appears to have been developed on an ad hoc basis, without an overall play concept in mind and is considered more consistent with some of the better equipped local parks in the Shire of Kalamunda.

The play space in Stirk Park is around 0.3 hectares in size, while as a District level park, the play space should be in order of one hectare. Continuing to

provide a local level park experience at Stirk Park is considered a significant underutilisation of this valuable community asset.

As a District level park, Stirk Park should provide a major and unique play space and experience for all ages of children and young people and at this level should be custom designed, themed and well integrated with the other uses and functions required of a District level park. This recognises that a play space is only one element and function of a District level park.

DETAILS

8. In February 2016, the Shire undertook a Request for Quotation (RFQ) process, seeking the services of a suitably qualified and experienced consultant to engage with the broader community in a design process to enhance Stirk Park.
9. In March 2016, the Shire engaged TPG and Emerge Associates to undertake the development of the Stirk Park Master Plan to guide the sustainable development of Stirk Park over a five to 10 year timeframe based on the vision and objectives required to meet community expectations.
10. Following the initial community consultation period, in August 2016, Councillors received a presentation from TPG and Emerge Associates on two 'draft' concept designs, receiving approval to consult further with the community on the two designs.
11. Following the final phase of consultation with the community with respect to the pros and cons of both 'draft' concept designs, TPG and Emerge Associates presented the final, 'draft' consolidated design to Council in February 2017.
12. The final Plan has been broken down into three time period stages, with components and associated costs applied to each:
 1. Priority Implementation (1-3 years)
 2. Secondary Implementation (3-6 years)
 3. Tertiary Implementation (6-10 years)

In addition, a prospective consideration to an upgrade and/or realignment of the Kalamunda Club area, inclusive of Bowling Greens has been noted as 10+ years' option, with the intention of enhancing connectivity and flow within the park.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

14. The Cash-in-lieu Assessment Criteria Policy (FAC22) provides strategic direction to Council's decision making on proposed cash in lieu projects for which Stirk Park may be eligible.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

15. Shire Officers from various departments have been consulted through the various stages of the Plan project.

External Referrals

16. TPG and Emerge Associates have undertaken a significant amount of community consultation during the development of the Plan in two distinct phases, initially enabling the development of two concept designs before the consolidation to a final Plan.
17. The following methods were employed to promote involvement in the project:
- Targeted Emails – informative and promotional communication were sent to a subscribed email database of 300+ residents.
 - Traditional Media – informative and promotional communication were provided via website, local newspaper advertisements, media releases and promotional flyers/posters within Shire locations.
 - Social Media – informative and promotional posts and tweets were provided via Shire's Facebook and Twitter pages.
18. External engagement activities employed during the consultation phases included:
- Community Surveys (x2) – 650+ responses
 - Key Stakeholder Meetings
 - Kalamunda & Districts Historical Society
 - Kalamunda Club
 - Kalamunda RSL
 - Stakeholder/Community Workshops (x2) – 90+ attendees
 - Kalamunda Markets Information Stall – 30+ responses
19. The community consultation feedback could be categorised into the following key themes:
- Playgrounds – upgrade; safety; accessibility, nature play elements; other metro playground references; cater for broader age groups.
 - Character – maintain and don't change character whilst building on and improving park.
 - Nature – maintaining/improving trees and lake/waterways (i.e. clean/quality) presence.
 - Toilets – need upgrading; more accessible; accommodating; safer and better located (e.g. playground proximity).
 - Parking – needs improvement; volume; access; and traffic safety.
 - Social Spaces – maintaining; shade (gazebos, trees); enhancing open spaces (e.g. picnics/BBQs); more seating; café/vendor consideration; and event space consideration (including sound shell).
 - Connectivity - within park; external to park; connection to town centre (pedestrian and wheel friendly).

20. Subject to Council receiving the Plan, it is proposed that it be provided for a 40 day period of public comment, promoted through the following mediums:
- Shire website
 - Community Newspaper
 - Stirk Park Master Plan Email Database
 - Social Media

FINANCIAL CONSIDERATIONS

21. Implementation of components of the Plan will continue to be subject to annual budget deliberation processes and competing priorities.
22. An indicative figure of \$1 million over three years has initially been included in the 10 year Long Term Financial Plan towards the implementation of the Plan as follows:

2017/18	\$100,000
2018/19	\$450,000
2019/20	\$450,000

23. The initial Priority Implementation (1-3yrs) components and estimated costs are as follows:

Path network upgrade	\$251,700
Playground upgrade (includes modular toilet block facilities, excludes sewer works)	\$527,300
Amphitheatre upgrade (excludes car park and drainage infrastructure)	\$296,130
Entry statement	\$35,200
Youth precinct	\$265,800
Roundabout upgrade	\$60,000
Total (excl. GST)	\$1,436,130

24. It is intended that the ongoing implementation of the schedule of works be staged in a manner that will ensure maximum opportunity for Council to leverage external funding through such sources as:
- Lotterywest – ‘Community Spaces Outdoor’ grant
 - Department of Planning – Cash in Lieu Funding
 - Department of Sport & Recreation – Community Sporting and Recreation Facilities Fund (CSRFF)
 - Other – State/Federal Gov’t Advocacy, Service Clubs, etc.
25. The \$100,000 identified in 2017/18 is for the purpose of developing detailed design and documentation for the initial priority implementation (1-3yrs). This will then be utilised to attract and source external funding.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 1.9: To provide high quality community facilities to meet the needs of our current and our future community.

Strategy 1.9.1 Support and deliver a long term approach to community facilities planning.

SUSTAINABILITY

Social Implications

27. The undertaking of a study to provide strategic direction and guidance in the provision of recreation and social infrastructure at Stirk Park, will greatly assist in a long term approach to servicing the community with a suitable district level park.

Economic Implications

28. The enhancement of Stirk Park to a suitable district level park will attract increased usage and visitation locally and beyond, consequently providing spin off benefits to the local economy and businesses, particularly within the Kalamunda Town Centre.

Environmental Implications

29. Investigations are currently underway with respect to drainage of the Kalamunda Town Centre which then has implications on drainage to and through Stirk Park.

30. Specifically, proposed stormwater works, including the review of the existing lake and associated water quality concerns.

31. Outcomes and recommendations of these current studies and investigations may influence components and timings of implementation of the Plan.

RISK MANAGEMENT CONSIDERATIONS

Risk	Likelihood	Consequence	Rating	Action/Strategy
Draft Master Plan design and priorities do not meet the needs of the community, including nearby residents.	Unlikely	Significant	Medium	A significant amount of community consultation has been undertaken with respect to the needs of the community through the detailed design process.

Draft Master Plan may raise community expectations for improvements that may not be affordable in the near future.	Possible	Moderate	Medium	Ensure community is informed as part of communications process that improvements are subject to external funding and budget availability.
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OFFICER COMMENT

33. The draft Plan is a strategic planning tool which can now be integrated with Council's other related plans and documents, providing clear direction for future developments, irrespective of the variability of funding.
34. The draft Plan design has endeavoured to prioritise and stage components based on the community consultation feedback.
35. The main outcomes for the community will be increased opportunities to participate in physical and social activities at an enhanced district level park.
36. In addition, local tourism and businesses within the Kalamunda Town Centre will benefit from the likely increased visitation to the park from outside of the Shire as a result of key, priority park enhancements such as the playground development.
37. The priority elements identified for implementation in the proposed 0-3yr timeframe are as follows:
- Path network upgrade
 - Playground upgrade
 - Amphitheatre upgrade
 - Entry statement
 - Youth precinct
 - Roundabout upgrade
38. In order to ensure that the Plan meets the needs of the broader community, it is recommended that the draft Plan be provided for a 40 day period of public consultation. Furthermore, that the results of the public comment period then be presented to Council prior to final adoption of the Plan.
39. If Council is supportive of the above process, it is proposed that the draft Plan be promoted via the Kalamunda Comments and that a copy of the Plan be made available on the Shire's website. In addition, key Shire venues will also house copies of the plan for review and comment.
40. In summary, it is recommended that Council receives the draft Plan and advertises it for a period of 40 days, with results then presented to Council prior to final adoptions of the plan.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 39/2017)

That Council:

1. Receives the draft Stirk Park Master Plan.
2. Advertises the attached draft Stirk Park Master Plan for a period of 80 days, with results then presented to Council, prior to final adoption of the Plan.

Moved: **Cr Sue Bilich**

Seconded: **Cr Dylan O'Connor**

Vote: **CARRIED UNANIMOUSLY (8/0)**

Attachment 1 – Stirk Park Master Plan

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

Attachment 2 – Stirk Park Master Plan

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

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

40. Transition of High Wycombe Community & Recreation Centre to an Unstaffed Facility

Previous Items	C&C 11/2017 and OCM 27/2/17 10.2.12
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Plan - Proximity to similar 24/7 gym facilities

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with a strategy to enable the High Wycombe Community and Recreation Centre (HWCRC) to be transitioned to an unstaffed facility, with the gym becoming a 24/7 accessible service.
2. Council considered this transition proposal at the February 2017 round of meetings, with the Corporate and Community Services Committee recommendation, lapsing at the OCM. Subsequent to this, Ward Councillors requested that alternative options be considered to lessen the impact of the proposed changes on the existing gym members.
3. The HWCRC will remain as a valuable community asset providing key services such as gym, group fitness sessions, junior programs, kids cooking club and casual and permanent hire.
4. The HWCRC has maintained long standing group bookings that do not require a staffing presence at the centre. The proposed new operating model is to progress toward an unstaffed, bookings only facility.

BACKGROUND

5. Reviews undertaken as part of a Strategic Service Level Review in 2016 provided the following results:
 - High Wycombe residents are currently well serviced by two private gyms operating on a 24/7 basis within two kilometres of the HWCRC. In addition to these facilities, a third 24/7 gym is located within a five kilometre radius (Attachment 1).
 - Recreation facility duplication – The Shire has two facilities with similar services offered, Hartfield Park Recreation Centre (HPRC) and HWCRC.
 - Consistent annual low utilisation levels within the gym and crèche areas in comparison to industry trends for recreation centres.
 - Industry Benchmark Comparisons – Expense recovery and visits per year are both well below Industry Benchmarks for similar sized facilities.
 - The need to progress toward a new operating model with an unstaffed facility, to establish permanent agreements for existing user groups with keyed access and to relocate existing members to HPRC.

6. The conclusion drawn from the Strategic Service Level Review process was to support this proposed new direction.
7. In January 2017, a briefing session with North West Ward Councillors was held to advise of the intent to progress toward an unstaffed facility from 1 April 2017. Subsequently, support and authorisation was confirmed to commence communications with recreation centre staff, facility users and the community with regard to this proposal.
8. The following recommendation was carried at the Corporate & Community Services Committee meeting held on 20 February 2017.

That Council reaffirm support for the following actions:

1. *The High Wycombe Community and Recreation Centre being transitioned to an unstaffed, bookings only facility from 1 April 2017.*
 2. *Gym usage being phased out and members being relocated to Hartfield Park Recreation Centre with an offer of 12-month free membership in lieu of the proposed change to operations.*
 3. *The CEO establish hire agreements for permanent user groups and progress discussions with Perth Diabetes Care for use of the gym, crèche, court and kitchen rooms.*
9. Strong feedback was received from the existing gym users requesting that the Shire consider providing 24/7 access to the unstaffed gym facility. In response to this request, officers have undertaken an assessment of the HWCRC to identify options to support this request.
 10. Subsequently, the above committee recommendation lapsed at the OCM held on 27 February 2017. Since then officers have been assessing options to enable the gym to remain 24/7 accessible as an unstaffed facility.

DETAILS

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

Description	Memberships / Attendances
Gym Memberships	4
Group Fitness Memberships	3
Crèche Users	200 p/a
Group Fitness Classes	370 p/a
Junior Programs	320 p/a
Active Seniors	96 p/a
Kids Cooking Club	160 p/a

12. The current operating model requires the following staffing hours (fortnightly):

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

13. Industry benchmarks for recreation facilities of a comparable size revealed that HWRC:

- Did not meet Centre for Environment and Recreation Management (CERM) industry benchmarks for Average Annual Total Visits (Target between 64,700 and 87,000) – Result less than 50,000 (largely consisting of permanent users that do not require staff attendance).
- Did not meet CERM industry benchmarks for Average Expense Recovery (Target between 50% and 79%) - Result 16%

14. The opportunity to provide 24/7 gym access via an unstaffed facility, enables the Shire to generate savings and efficiencies whilst continuing to meet the needs of a small community. Moving to a new operating model, may enable some longevity or future sustainability for the site.

15. The Shire entered into a six month trial in February 2017 with Perth Diabetes Care (PDC) for the partial use of HWRC. PDC is a patient centred clinic that provides services for people living with all types of diabetes and chronic conditions. The services provided include individual appointments and group education.

16. **Maintaining the Gym as an unstaffed facility.**

Modification of the access and building security to enable the gym to be accessed on a 24/7 basis. This would involve replacing the external gym doors with swipe card entry doors that would record user and entry details. Other upgrades that would need to take place include:

- Alarm system for gym area
- Panic alarm with monitoring
- CCTV monitoring
- Internal gym door locks
- New door to restrict access

The costs involved to implement these upgrades is outlined under Financial Implications.

17. Following contact with Local Government Insurance Services, they have advised that the Shire would need to demonstrate that it has introduced reasonable measures to prevent the risk of injury occurring. This would need to include:

- Duty of care, Liability and Gym user policies
- Gym member and user agreements
- Regular safety inspections
- Gym member inductions and health assessments.

-
18. Adoption of the 24/7 access option would require upgrading the existing gym equipment which is old and outdated. The proposed upgrade would need to include a mixture of strength and cardio equipment that would suit the space available. The costs involved to implement these upgrades is also outlined under Financial Implications.
19. Maintaining the gym as an unstaffed facility with 24/7 access, may assist the facility in growing its membership whilst also enabling the Shire to reduce the costs currently incurred in operating a staffed facility.
20. In consideration of the above options, the following changes are now proposed for the HWCRC:
- The crèche services are to be discontinued
 - HWCRC to become an unstaffed facility
 - The gym becoming a 24/7 accessible service.
 - Hire agreements to be established for permanent user groups
 - Casual Hall Hire bookings to be made through the Bookings Officer based at HPRC.
 - Progress potential new usage agreements with PDC for use of the gym, crèche, court and kitchen rooms. The PDC will offer the following range of services to the community; Diabetes Education, Exercise Physiology, Dietician and Podiatry Services.
21. The following Programs/Services shall continue to be provided at the HWCRC:
- Gym, group fitness classes, junior programs, active seniors & kids cooking club
 - Casual and permanent hall hire.

STATUTORY AND LEGAL CONSIDERATIONS

22. *Section 3.18 (3) (b) of the Local Government Act 1995 - A local government is to satisfy itself that services and facilities that it provides —*
- (a) integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; and*
 - (b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and*
 - (c) are managed efficiently and effectively.*

POLICY CONSIDERATIONS

23. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

- 24.
- Strategic Briefing Session process 2016.
 - Final briefing session with North West Ward Councillors.
 - Officers advised to commence transition process - approved on 17 January 2017.
 - All recreation centre staff informed of decision and implications explained.
 - Councillors informed of progress at Strategic Briefing Session February 2017.

External Referrals

25. Following initial approval of the transition on 17 January 2017, officers developed a communications plan and commenced informing users of HWCRC of the impending changes. Follow up letters along with a "Frequently Asked Questions" sheet were also sent to these members.
26. This process is now complete, however, following the February 2017 OCM where the Corporate & Community Services Committee recommendation lapsed, those affected by the proposal, including staff, have been advised that the status quo remains pending a further Council decision.
27. Pending a final decision of Council, all stakeholders including staff and users will be informed of the decision.

FINANCIAL CONSIDERATIONS

28. **HWCRC Expenditure**
Employment Costs (16/17 Budget)

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

29. **HWCRC Income**
Facility Income (16/17 Budget)

Description	Retain	Income
Total Income (Gym)	\$4,635	\$62,917
Retain User Group Bookings	\$35,618	
Retain Program fees	\$21,000	
Reduction in Income		(\$1,664)

- Net savings over 12 month period would be \$208,075.
- All minimum contract hours for staff will be maintained and allocated as part of the HPRC rosters.

30. **HWCRC Building Modifications.**

The following cost estimates are provided in respect to converting the gym to a 24/7 access facility.

Upgrade existing external gym doors	\$25,000
Install swipe card access system	\$10,000
Upgrade electrical to door and access panel	\$5,000
Separate alarm system for gym area	\$2,000
Panic alarm and 24/7 monitoring	\$4,000
CCTV monitoring	\$4,000
Upgrade gym door locks and new internal door	\$10,000
Total	\$60,000

HWCRC gym equipment upgrade (outright purchase).

Strength equipment	\$25,000
Cardio equipment	\$17,000
Total	\$42,000

This figure could be reduced with a 48 month lease payment plan (\$12,500/annum), or by only replacing the equipment as it becomes unserviceable and/or unsafe.

It is estimated that the timing for implementing the building modifications is approximately 8 to 12 weeks contingent upon contractor availability.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

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

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

SUSTAINABILITY

Social Implications

32. Nil.

Economic Implications

33. The current net operating subsidy is \$411,391. Should a decision be made to support the proposed changes, the forecasted net annual savings of \$208,100 could be reinvested into other priority areas.

Environmental Implications

34. Nil.

RISK MANAGEMENT CONSIDERATIONS

35.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Shires reputation is damaged as a result of negative community feedback from affected members	Possible	Insignificant	Low	Ensuring consistent key messages are provided to key stakeholders.
Injury sustained by gym users	Possible	Moderate	Medium	Gym user policies gym member and user agreements Regular safety inspections gym member induction and health assessment. Installation of panic alarms.

OFFICER COMMENT

36. Maintaining the HWCRC as a fully staffed facility is not currently financially viable. Notwithstanding, the HWCRC is valuable community asset providing key services such as gym, group fitness classes, junior programs, kids cooking classes and casual and permanent hire.
37. Given that the High Wycombe area is currently well serviced by two private gyms operating on a 24/7 basis within two kilometres of the HWCRC and a third 24/7 gym is located within a five kilometre radius, shifting the HWCRC to an unstaffed facility would not adversely impact current users.
38. *Section 3.18 (b) of the Local Government Act 1995, states that a local government is to satisfy itself that services and facilities that it provides — do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and are managed efficiently and effectively.*

39. The HWCRC will remain a valuable community asset providing important services such as gym, group fitness classes, junior programs, kids cooking club and casual and permanent hall hire.
40. The retention of these important activities and the recent trial offered to PDC, who utilise several rooms during off-peak periods, is aimed at maximising the utilisation of this community facility in a more efficient and effective manner.
41. It is proposed that the Shire converts the gym to 24/7 unstaffed facility following the completion of the necessary access modifications.
42. Although the crèche service is proposed to be discontinued due to historically low usage (averaging 2 per day), should there be increased demand for a crèche service with future fitness group classes, then this service can be reconsidered.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 40/2017)

That Council:

1. Supports transitioning the High Wycombe Community and Recreation Centre to an unstaffed, bookings only facility, in addition to providing a 24/7 access service to the gymnasium.
2. Supports the inclusion of a \$102,000 allocation within the 2017/18 annual budget to provide a 24/7 access service to the gymnasium.
3. Supports the Chief Executive Officer establish hire agreements for permanent user groups and progress discussions with Perth Diabetes Care for use of the gym, crèche, court and kitchen rooms.

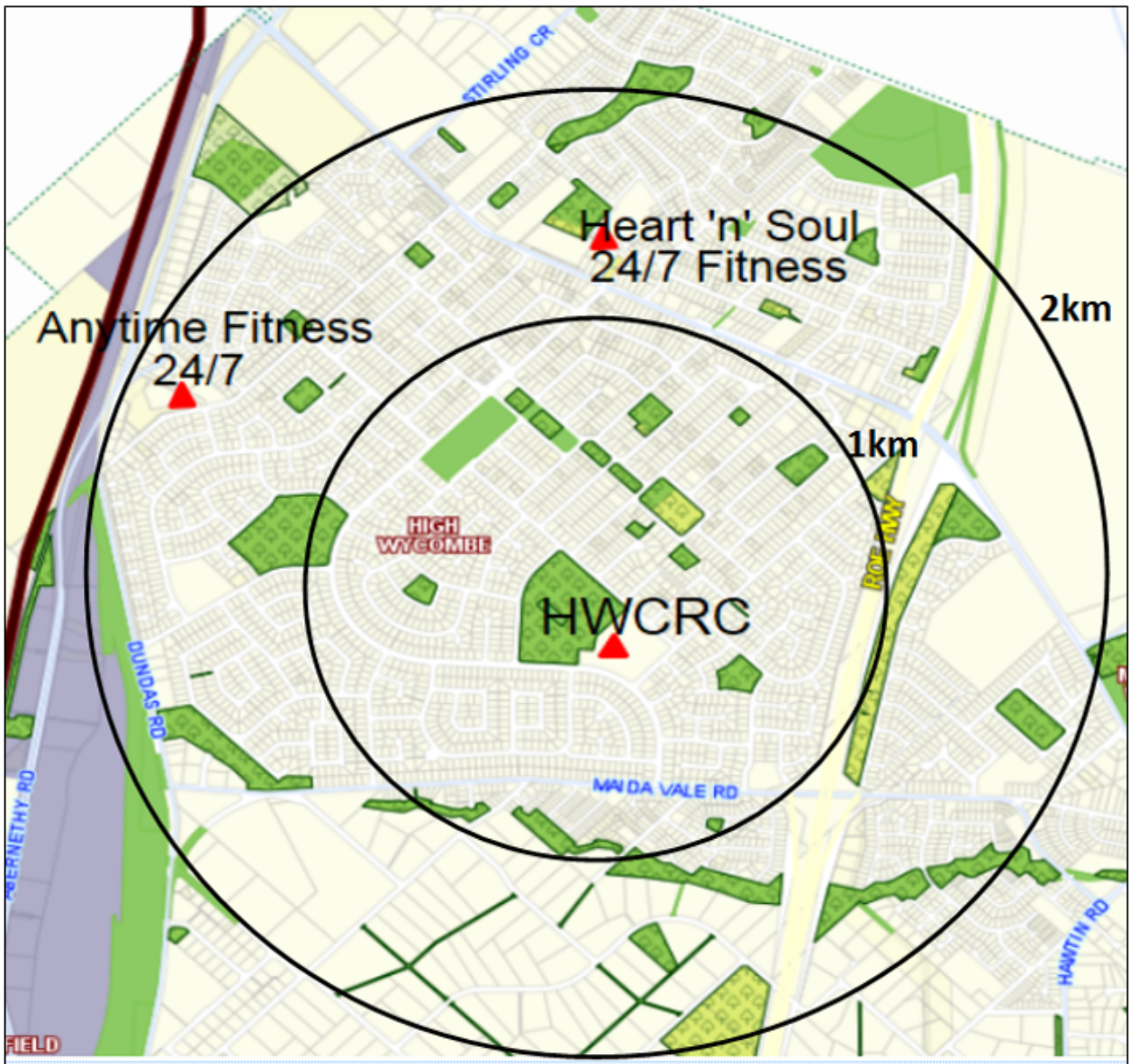
Moved: **Cr Sara Lohmeyer**

Seconded: **Cr Dylan O'Connor**

Vote:	<u>For</u> Cr Geoff Stallard Cr Allan Morton Cr Andrew Waddell Cr Sara Lohmeyer Cr Dylan O'Connor Cr Sue Bilich Cr Noreen Townsend	<u>Against</u> Cr Michael Fernie
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CARRIED (7/1)

Attachment 1 - Transition of High Wycombe Community & Recreation Centre to an Unstaffed Facility



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

41. Disability Access and Inclusion Plan 2017-2022

Previous Items	OCM 31/2017
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	HE-PUH-007
Applicant	N/A
Owner	
Attachment 1	Draft Disability Access and Inclusion Plan 2017-2022
Attachment 2	Public Comment Submission Table

EXECUTIVE SUMMARY

1. The Shire is required under the *Disability Services Act (WA) 1993* (the Act) to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to its facilities and services. The DAIP must be updated every five years, and is reviewed and reported on annually to the Disability Services Commission (DSC).
2. The Shire's current DAIP 2012-2017 expires on 30 June 2017.
3. The draft DAIP 2017-2022 was developed after extensive consultation which was conducted from 7 November 2016 to 16 January 2017 with Councillors, staff, Disability and Carers Advisory Committee, service providers, people with disability, carers, families and the wider community.
4. The plan establishes priorities and strategies to assist with the development of an action plan which is an internal working document to guide staff over the next five years and provides a framework for a collaborative approach to its implementation.
5. On 27 March 2017 Council endorsed the draft Disability Access and Inclusion Plan 2017/2022 (OCM 31/2017) to be made available for public comment for a period of 28 days before being presented to Council for final consideration.
6. This report requests Council to endorse the draft DAIP 2017-2022 to enable the Shire to lodge the plan with DSC by the due date of July 2017.

BACKGROUND

7. As members of our community, people with disability and their families and carers have the same rights as other people to access buildings, facilities, services and information within the community. These rights are built into State and Commonwealth legislation which make it unlawful to discriminate against a person with disability.
8. Public authorities in Western Australia have been required to have Disability Service Plans (DSPs) as part of the Act. DSPs have been in place since that time, and a great deal of progress has been made by state and local

governments towards ensuring that their services, buildings, and information are accessible to people with disability.

9. The Act was amended in December 2004, and now requires public authorities to develop and implement DAIPs. The requirements of DAIPs build on those of DSPs, so that people with disability can access services provided by public authorities in WA in a way that promotes their independence, opportunities and participation in the community.
10. The Act requires all Local Governments to develop and implement a DAIP to ensure that people with disability have equal access to its facilities and services.
11. The Shire's DAIP is updated and renewed every five years. The plan is reviewed annually and a report is submitted to the DSC.
12. In 2016/17 the Shire undertook a review of the DAIP 2012–2017 in consultation with key stakeholders to draft a new DAIP which will guide further improvements to access and inclusion.
13. The process included a review of the DAIP 2012-2017 (to identify achievements, gaps and areas which require ongoing development), other documentation and current legislation, as well as developing trends and best practice in access and inclusion.
14. Following Council's endorsement of the draft DAIP 2017-2022 a period of public comment was open for 28 days from 1 April 2017 to 28 April 2017.
15. The opportunity for public comment was promoted widely through social media, Shire website, The Echo newspaper 1 April 2017, Gazette newspaper 1 April 2017, Kalamunda Reporter 4 April 2017 and existing networks, to encourage people to become involved in the process and provide further feedback.

DETAILS

16. The DAIP must contain seven outcomes which are prescribed by Disability Services Act.
 - **Outcome 1:** People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Kalamunda
 - **Outcome 2:** People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Kalamunda
 - **Outcome 3:** People with disability receive information from the Shire of Kalamunda in a format that will enable them to access the information as readily as other people are able to access it
 - **Outcome 4:** People with disability receive the same level and quality of service from the staff of the Shire of Kalamunda

- **Outcome 5:** People with disability have the same opportunities as other people to make complaints to the Shire of Kalamunda
 - **Outcome 6:** People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Kalamunda
 - **Outcome 7:** People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Kalamunda
17. A total of two external responses was received in response to the public comment period (Attachment 2).
18. A total of four internal responses were received in response to the public comment period and have been reflected in minor adjustments to the wording of the strategies.

STATUTORY AND LEGAL CONSIDERATIONS

19. The following State and Federal legislation is applicable to disability access and inclusion:
- *The Disability Services Act (Fed) 1986*
 - *The Disability Services Act (WA) 1993 – amended 2004*
 - *The Disability Services Amendment Act (WA) 1999*
 - *The Disability Services Amendment Act (WA) 2004*
 - *The Disability Discrimination Act 1992*
 - *The Equal Opportunities Act (WA) 1984*

POLICY CONSIDERATIONS

20. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

21. The draft DAIP was presented to the Disability and Carers Advisory Committee at an extraordinary meeting held on 28 February 2017. Feedback received was collated and incorporated into the final draft Plan.
22. Feedback was also received from staff members during the public comment period and this has been reflected in minor adjustments to wording of the strategies.
23. Members of the Disability and Carers Advisory Committee met again on 8 May 2017 whereby the following motion was moved:
- “Disability and Carers Advisory Committee members moved that the Disability Access and Inclusion Plan 2017-2022 be adopted by the Shire of Kalamunda and lodged with the Disability Services Commission.

Moved: Justin O'Meara Smith
Seconded: Michelle Baines
Vote: **Carried (5/0)"**

External Referrals

24. Consultation with Councillors, professionals, staff, consumers and the wider community.
25. The opportunity was promoted widely through social media, Shire website, The Echo newspaper 1 April 2017, Gazette newspaper 1 April 2017, Kalamunda Reporter 4 April 2017 and existing networks, to encourage people to become involved in the process and provide further feedback.

FINANCIAL CONSIDERATIONS

26. It is proposed that actions identified within the Plan will be funded through existing budgets during year one of the DAIP 2017-2022.
27. As the plan progresses any larger projects arising from the DAIP 2017-2022 will be assessed as part of the Shire's annual budget planning processes.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

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

SUSTAINABILITY

Social Implications

29. People with disability are valued members of the community who make a variety of contributions to local social, economic and cultural life.
30. The Shire of Kalamunda is a community which promotes diversity and supports the participation and inclusion of all of its members which contributes to a richer community life.
31. Improved access for people with disability, their families and carers will assist the wider community including seniors, parents with prams, and other community members.

Economic Implications

32. Nil.

Environmental Implications

33. Nil.

RISK MANAGEMENT CONSIDERATIONS

34.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The draft DAIP is not endorsed and the Shire does not meet legislative requirements or have a strategic direction for people with disability	Unlikely	Moderate	Low	Review and revise DAIP in line with the direction of the DSC and Council
The draft DAIP is ineffective	Unlikely	Moderate	Low	DAIP subject to community consultation

OFFICER COMMENT

35. Subject to Council endorsement, the DAIP 2017-2022 will be lodged with the Disability Services Commission by 30 July 2017 and a copy will be made available on the Shire of Kalamunda website.
36. The adoption of the DAIP 2017-2022 will be advertised widely through social media, Shire website, in local newspapers, distribution of flyers and existing networks.
37. Two public comments were received which did not relate directly to the DAIP 2017-2022. The comments referred to lack of access to the State Members office at 1/16 Mead Street Kalamunda and throughout the town centre. Both comments have been responded to and have been included as actions in the DAIP Action Plan.
38. Four staff comments were received and have been reflected in minor adjustments to the wording of the strategies.
39. In summary, given the DACAC motion to support adoption of the final DAIP 2017-2022, it is recommended that the Plan be endorsed by Council and submitted to the Disability Services Commission.

Voting Requirements: Absolute Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 41/2017)

That Council:

1. Endorses the Disability Access and Inclusion Plan 2017-2022 and requests the Chief Executive Officer to submit the final plan to the Disability Services Commission.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Sarah Lohmeyer**

Vote: **CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (8/0)**

Attachment 1 – Disability Access and Inclusion Plan 2017-2022

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

Attachment 2 - Disability Access and Inclusion Plan 2017-2022

Draft DAIP Plan 2017-2022 - Public Comment Submission Table

	Details	Comment	Staff Comment
1.	<p>Mr Peter Quinn Mobile: 0408 914 755 1 Wheelwright Road LESMURDIE WA 6076</p>	<p>"I refer to your advertised item on page 3 of the Echo newspaper (1/4/2017) calling for public comment on the new Draft Disability Access & Inclusion Plan (DAIP) 2017-2022.</p> <p>I draw your attention to the offices of the former state member for Kalamunda Mr John Day. This building has no access for people with disabilities. It would have to be one of the most difficult buildings for ratepayers and shire electors who are physically disabled to access. This appears to have been the situation for many years.</p> <p>How did ratepayers/electors meet with their local member face to face at his office? How was this building allowed to remain open when there were no disability access facilities available? This office is rented by the state government for use by the local member, and is paid for by tax payers and indirectly, by ratepayers.</p> <p>In your exercise in calling for public comment, I submit that any public office - Federal, State or local government - must be required to provide equal access facilities - even if there has to be adjustments to the existing building - thus allowing full public access to the services and officers within these buildings."</p>	<p>This matter has been responded to and referred to Matthew Hughes. Matthew Hughes is the Member for Kalamunda.</p>

	Details	Comment	Staff Comment
2.	David Fennell behalf of Lynda Fennell person with a disability	<p>"I am a person with a disability [wheelchair]</p> <p>The access difficulty relates to:</p> <ul style="list-style-type: none">• buildings• car parking bays• footpaths/ramps• parking areas <p>The location and/or experience of the access issues:</p> <ul style="list-style-type: none">• More ACROD parking bays are required in Barber Street and Haynes Street close to the banks, coffee shops and the Last Drop Tavern.• Since the installation of underground power the footpaths in Haynes Street have not been reinstated [why?].• There is not one crosswalk in Haynes Street where the public have right of way. All indications are that the public gives way to cars.• The loss of the car park in Barber Street and the poor condition of the one behind the chemist and tavern in Haynes Street are in serious need of repairs.• Access to the Westpac Bank in Haynes Street is difficult to manoeuvre a wheelchair".	<p>This matter has been responded to and referred to staff who may be able to assist. Actions will be included in the Disability Access and Inclusion Action Plan to address areas of concern.</p>

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

42. Review of the Shire of Kalamunda Events Program 2017/18 and Draft Event Sponsorship and Donations Policy

Previous Items	Nil
Responsible Officer	Chief Executive Officer
Service Area	Customer & Public Relations
File Reference	
Applicant	N/A
Owner	Shire of Kalamunda
Attachment 1	Draft Event Sponsorship & Donations Council Policy
Attachment 2	Draft Event Sponsorship & Donations Council Management Procedure
Attachment 3	Event Sponsorship Packages
Attachment 4	2017/18 Events Program and Budget

EXECUTIVE SUMMARY

1. To note the revised draft Event Sponsorship and Donations Council Policy, associated Management Procedure and Events Sponsorship Packages (Attachments 1, 2 & 3) for public comment.
2. The revised Policy and Management Procedure drafted provides for a clearer, more open and transparent community event support funding model, assessment criteria and approval process, with more options available to assist community event applicants deliver better event outcomes. It also provides the Shire with clearer return on investment evaluation criteria.
3. This report recommends Council advertise the draft Policy and Management Procedure for public comment with the intention of the Policy taking effect from July 2017, given event applications seeking financial support for the 2018/19 financial year must be received by 30 March 2018.
4. This report also recommends the endorsement of the 2017/18 Shire managed events program (Attachment 4).
5. To note event applications with the requests for funding support under the non-recurrent community projects budget will be submitted separately in the budget process for endorsement.

BACKGROUND

6. Council requested a review of the Shire's events program to be presented at its Strategic Retreat, held in February 2017. The review considered current events, potential new events and a revision of relevant processes and policies.

The Shire currently has three dated 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.

7. The Shire's Corporate Business Plan contains an action to: *Develop a Significant Events Sponsorship Strategy to enable the annual pursuit of sponsorship funding to community groups from the Shire.*
8. The Shire's annual events program has been reviewed and suggested changes have been outlined to Council at briefing sessions in February and May.

DETAILS

9. **Sponsorship of Community Managed Events**
The Shire annually supports a range of events run by community organisations and frequently receives ad hoc requests for donations, waiving of fees or significant sponsorship to cover costs of delivering events held within the Shire.
10. The key objectives of the Policy revision have been to:
 - revoke duplicate event sponsorship policies, and replace them with this revised policy
 - clarify the financial support options available for community events (by introducing set donation amounts and sponsorship levels)
 - define key criteria for event application assessment in alignment with Shire strategic objectives
 - clearly define return on investment outcomes desired by the Shire for financial support at the levels of sponsorship made available.
11. In order to achieve these objectives, the draft Policy, Management Procedure and Sponsorship Packages have been developed following desktop research into comparative policies, in consultation with other local governments and industry funding bodies and have also been peer reviewed by an independent expert consultant.

The draft Policy, Management Procedure and Sponsorship Packages are shown as Attachments 1, 2 and 3.
12. **Shire of Kalamunda Managed Events**
With regard to the 2017/18 Shire managed events program a revised program incorporating three new events is being proposed as follows:

1. Christmas Festival - \$30,000. New events held across the Shire in December with four events, one in each ward.
2. NAIDOC Week - \$15,000. Dependent on other grant applications
3. Summer Series - movie nights - \$24,000. New events proposed January to March 2018 with four events, one in each ward.

The remaining program is largely unchanged, however Senior's Week has been reduced in scope and the Corymbia Multicultural Festival will be moved to Harmony Week and is proposed to be alternated between Forrestfield and High Wycombe each year with the 2018 festival in High Wycombe.

The 2017/18 Shire Events program is shown as Attachment 4.

-
13. The community event application requests for funding support under the non-recurrent community projects budget will be submitted separately in the budget process for endorsement.

STATUTORY AND LEGAL CONSIDERATIONS

14. *Section 2.7 of the Local Government Act 1995* (the Act) states the development and adoption of policies is a part of the role of local government. The Shire periodically reviews, revokes and introduces new policies to its Policy Register. Policies ensure consistency and transparency in decision making and add clarity and intent to existing legislation.

POLICY CONSIDERATIONS

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

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

16. The development of the draft Policy, Management Procedure, Sponsorship Packages and proposed events program for 2017/18 has involved input from Directorates, Executive Management Team and Councillors at a strategic retreat in February 2017.

External Referrals

17. This policy revision will impact community event applicants who consistently seek in-kind or financial support from the Shire, therefore it is requested a 28 day public comment period is opened for feedback before policy endorsement.
18. It is proposed the Shire will also write to all community groups that have held events in the Shire and sought funding to invite them to participate in a focus group to seek feedback and assist with understanding the draft Policy, Management Procedure and Sponsorship Packages.

FINANCIAL CONSIDERATIONS

19. Budget planning for the Events program in 2018/19 will be impacted by changing the structure of the funding options available for event sponsorship and donation, but does not need to impact the total sponsorship & donation budget allocation. This will be dependent on event applications received and approved for support on an annual basis. Event Sponsorship and Donation applications for the 2018/19 financial year must be received by 30 March 2018.
20. The 2017/18 Events program and budget allocations are outlined in Attachment 4.

21. Note community event application requests for funding support under the non-recurrent community projects budget will be submitted separately in the budget process for endorsement.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

Strategy 6.3.3 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

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

Economic Implications

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

Environmental Implications

25. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 26.
- | Risks | Likelihood | Consequence | Rating | Action/Strategy |
|---|------------|-------------|--------|---|
| Unrevised, policy, means ad hoc approaches and potential for bias toward community event approvals. | Possible | Moderate | Medium | Adopt revised draft Policy and Procedure. |

Event evaluation, programing and budget decision making is less effective.	Possible	Moderate	Medium	Adopt revised draft Policy and Procedure.
Community frustration with lack of transparency and clear process for seeking financial support.	Possible	Moderate	Medium	Communicate changes to impacted applicants and seek feedback.

OFFICER COMMENT

- 27. The Shire 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 developing a professional, consistent and strategic approach to sponsorship and donations for events, the Shire can better support the capacity of the community to deliver events and evaluate outcomes when decision making on support for future events.
- 28. The 2017/18 Shire events program aims to spread the events across the entire year and also provides a more even spread of events across the many communities within the Shire.
- 29. Community event applications with requests for funding support under the non-recurrent community projects budget should be considered separately in the budget process for endorsement.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 42/2017)

That Council:

- 1. Endorse the draft Council Policy Sponsorship and Donations and associated Management Procedure as shown in Attachment 1 for public comment for a period of 28 days.
- 2. Endorse the 2017/2018 events program as outlined in Attachment 4.
- 3. Notes the non-recurrent community projects program and budget will be submitted in the 2017/2018 budget process for consideration by Council.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Sue Bilich**

Vote: **CARRIED UNANIMOUSLY (8/0)**

Attachment 1 - Review of the Shire of Kalamunda Events Program 2017/18 and Draft Event Sponsorship and Donations Policy

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

Purpose

This policy is to be used as a tool to assess event sponsorship applications and donation requests made to the Shire of Kalamunda. The Shire will consider sponsorship of organisations and individuals to hold events in the Shire that match the *Kalamunda Events Strategy: Making Kalamunda a Destination of Choice 2014-2018*, and adhere to specific eligibility criteria.

This policy aims to ensure the Shire can fairly assess applications for sponsorship, donations and in-kind support, against criteria that ensures mutually beneficial, pre-determined community outcomes.

This policy applies to the Customer and Public Relations Business Unit, and is related to the sponsorship of and donation toward events to be held in the Shire of Kalamunda only.

Policy Statement

The Shire 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 Shire's reputation as a destination of choice.

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.

Under this policy, support can range from in-kind, to seed funding, up to substantial support for event delivery. Applications can only be made annually, and must be received at least three months prior to the event. Requests can be made at any time during the year, but will only be considered in relation to the annual budget cycle, determined each year by March 30 for the following financial year. Specific donation amounts and sponsorship packages available are predetermined. Refer to *Sponsorship Packages*. Sponsorship differs from a Partnership.

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.

Sponsorship specifically relates to covering some of the costs associated with an event program in exchange for a level of recognition. All sponsorship activity should:

- meet the Kalamunda Events Strategy objectives
- provide positive exposure for the Shire's brand image locally and regionally
- meet mutually beneficial, reciprocal business benefits outlined in the application criteria, to provide adequate return on investment for the Shire

-
- show potential toward sustainability with the development of viable long-term relationships and community outcomes
 - enhance a strong sense of community to benefit residents and attract visitors.

The event must:

- be accessible, free or low-cost
- demonstrate benefit to the wider community or a specifically targeted community group
- align with the Shire's values and objectives as set out in the *Kalamunda Events Strategy: Making Kalamunda a Destination of Choice 2014-2018*
- provide promotional opportunities for the Shire relative to the level of sponsorship package.

Examples of events that may be supported include, but are not limited to:

- cultural or community events
- sporting or recreation events
- carnivals, festivals or fairs held within the Shire
- community development and welfare events or programs for specific target groups, for example Seniors, Youth, Disability Groups.

Categories

Event applicants are only 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)

Eligibility

Focus areas in which the Shire may enter into an event sponsorship agreement include, but are not limited to the following.

- Education
- Art and culture
- Environment
- Economic development
- Land development
- Tourism and transport
- Technology
- Employment
- Community and social development
- Health, fitness and wellbeing

Exclusions

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

- Illegal activities
- Tobacco
- Alcohol focused events ie: Beer Festivals*
- Political organisations or activities
- Racist organisations
- Adult-related industries
- Fast food
- An event that directly benefits an individual person
- Religious organisations or activities in whole or in part, for the purpose of furthering religious doctrine
- Organisations/projects seeking shire approvals or endorsements (for example: forthcoming land development application)
- Organisations/projects which conflict with the values of the Shire
- Organisations/projects which harm the environment
- 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.

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

- an organisation that has previously submitted, and been successful, with an application for sponsorship, contribution or donation within the same financial year
- an organisation, or event that has received financial support through another funding program from the Shire within the same financial year
- an event that has already occurred or will occur during the application assessment timeframe
- the total cost of the event
- general business operating expenses
- 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 Shire will assess the risk of any co-sponsorship arrangement(s) which may undermine Shire objectives
- an event occurring outside of the Shire's boundaries.

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

Attachment 2 - Review of the Shire of Kalamunda Events Program 2017/18 and Draft Event Sponsorship and Donations Policy

Event Sponsorship and Donations Policy – Management Procedure

Relevant Shire of Kalamunda Council Policy

Relevant Shire of Kalamunda Policy

Purpose

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

- Event Sponsorships
- 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 Shire.
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 Shire <u>and in return</u> , offers positive promotion of the Shire's brand to its target markets.
Partnership:	A specific agreements made under a Memorandum of Understanding (MOU) between the Shire 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 Shire to enable proper assessment.

Applicants seeking sponsorship from the Shire should note the following.

- The Shire 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 Shire.
- The Shire 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 Shire's Disability Action and Inclusion Plan.
- Breaches to sponsorship agreements and event conditions risk resulting in the Shire 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 Shire, 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 Shire.
- **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 Shire.
- **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 Shire.
- **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 Shire.

Event organisers seeking financial support above the platinum sponsorship level, should approach the Shire 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 Shire can provide a *Shire of Kalamunda Event Proposal* template if required.

Applicants must also provide an Evaluation Report or acquittal, one month after their event is held. The final 20% of sponsorship fees will only be released upon submission of a satisfactory Evaluation Report. Applicants must complete all sections on the *Shire 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 (eg, 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 or visitors and participants.

4. Benefits

Demonstration of how the proposed event will provide a tangible benefit to the Shire, 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 Shire (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 Shire 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 Shire 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 Shire on the progress of the event and success toward meeting your objectives.

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

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

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

The Shire 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. Whilst the Shire does not seek a direct return in the form of promotional benefits, applicants are encouraged to acknowledge the contribution made by the Shire where possible. Eligible groups must be:

- Not-for-profit organisations
- Charitable organisations
- Community organisations

The key areas in which the Shire 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.

- **\$250** – The event will provide a benefit to either a specific group or the wider community. The event must be located in the Shire and provide some benefit to the local shire community.
- **\$500** - The event will provide a direct benefit to a specific group, the local community or visitors to the Shire. The event or program must be located within the Shire of Kalamunda.
- **\$1000** – The event will provide a direct benefit to a specific local group, the local community or visitors to the Shire. The event or program must be located within the Shire 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 Shire’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 Shire strategic business objectives.

Related Budget Schedule			
Authority			
Adopted		Next Review Date	

Attachment 3 - Review of the Shire of Kalamunda Events Program 2017/18 and Draft Event Sponsorship and Donations Policy

Shire of Kalamunda - Event Sponsorship Packages

There are four categories of Event Sponsorship. Applicants are only eligible to apply for one category each financial year. The benefit or return on investment to the Shire increases with each category and applicants are required to provide evidence of planned promotional activity as part of their sponsorship request. As stated above, an Event Proposal must accompany your Event Application to gain approval for financial assistance at this level.

- **Bronze (up to \$5000).** Bronze sponsorships must demonstrate a basic level of promotion for their event, which positively promotes and acknowledges the role of the Shire. This may include but is not limited to:
 - Shire logo on all promotional material – e.g. leaflets, posters, advertising
 - Shire logo to appear on all digital channels – website with hyperlink to Shire website, social media promotion and images
 - Opportunity to include a Shire advertisement in programs, publications or through digital channels
 - Shire logo to appear on signage promoting your event / signage displayed at the event

- **Silver (up to \$10,000).** Silver sponsorships must demonstrate a good level of promotion for the event to the local community and provide a range of opportunities for positive promotion of the shire. This may include but is not limited to:
 - Shire logo on all promotional material – e.g. leaflets, posters, advertising, clothing
 - Shire logo on all digital channels – website with hyperlink to Shire website, social media promotion / images, e-newsletters
 - Opportunity to include advertisement in programs, publications or through digital channels e.g. social media
 - Signage promoting event / Signage displayed at event featuring the Shire logo and opportunity for Shire to supply signage
 - Verbal acknowledgement of the Shire's role throughout the event or program
 - Opportunity for the Shire to promote key messages via event digital channels e.g. website advertising, social media posts
 - Recognition of Shire's role within media releases and radio advertising

- **Gold (up to \$15,000)** Gold 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 Shire. Applicants for the Gold and Platinum sponsorships must include a detailed schedule of planned promotional activity and marketing spend, within their Event Proposal and as such, are encouraged to speak to the Customer and Public Relations Business Unit before making an application. Gold sponsorships must demonstrate a good level of promotion for the event to the local community and provide a range of opportunities for positive promotion of the Shire. This may include but is not limited to:
 - Shire logo on all promotional material – e.g. leaflets, posters, advertising, clothing, newsletters
 - Shire logo on all digital channels – website with hyperlink to Shire website, social media promotion / images

- Digital marketing promotion – recognition of Shire sponsorship in e-newsletters, email signatures, display advertising, blogging and other content marketing initiatives
 - Opportunity to include advertisement/s in programs, publications or through digital channels
 - Signage Strategy supplied including locations - Signage promoting event / Signage displayed at event featuring the Shire logo and opportunity for Shire to supply signage or set up a promotional display at the event or program
 - Verbal acknowledgement of the Shire's role throughout the event or program
 - Opportunity for the Shire to promote key messages via social media posts on event or organisation channels
 - Recognition of Shire's role within media releases and radio advertising
 - Opportunity for a Shire representative to present / speak
 - Corporate hospitality – complimentary tickets, invitations to events
- **Platinum (up to \$20,000)** Platinum 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 Shire. Applicants for the Platinum sponsorship must include a detailed schedule of planned promotional activity and marketing spend, within their Event Proposal and as such are encouraged to speak to the Customer and Public Relations Business Unit before making an application. Platinum Sponsorships must demonstrate a planned budgeted spend on marketing e.g. advertising, signage, content marketing. Platinum applications must include a designated person administering the marketing and sponsorship and it is expected at least one meeting will take place between this person and the Customer and Public Relations Business Unit to verify Shire objectives will be / are being met.

In addition, applications for platinum sponsorship will be assessed based on the scope for benefit to the local community. For example, economic development (involvement and benefit for local businesses), Tourism (brining visitors to the Shire for the event / program) or Community benefit (specific benefits to the local community or target groups).

- This may include but is not limited to:
 - Shire logo on all promotional material – e.g. leaflets, posters, advertising, clothing, newsletters
 - Shire logo on all digital channels – website with hyperlink to Shire website, social media promotion / images
 - Digital marketing promotion – recognition of Shire sponsorship in e-newsletters, email signatures, display advertising, blogging and other content marketing initiatives such as Search Engine Optimisation (SEO)
 - Opportunity to include advertisement/s in programs, publications or through digital channels e.g. Social Media Marketing (SMM)
 - Signage Strategy supplied including locations - Signage promoting event / Signage displayed at event featuring the Shire logo and opportunity for Shire to supply signage or set up a promotional display at the event or program
 - Verbal acknowledgement of the Shire's role throughout the event or program
 - Opportunity for Shire to promote key messages via social media posts on event or organisation channels
 - Recognition of Shire's role within media releases and radio advertising
 - Opportunity for a Shire representative to present / speak
 - Corporate hospitality – complimentary tickets, invitations to events

- Merchandise distribution through participant packs or at the event
- Exclusive or Naming rights e.g. *The Shire of Kalamunda Children's Fun Run*. Exact details of the exclusive or naming rights agreement are to be agreed by liaison with the Customer and Public Relations Business Unit

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 Shire can provide a *Shire of Kalamunda Event Proposal* template if required.

Applicants must also provide an Evaluation Report or acquittal, one month after their event is held. The final 20% of sponsorship fees will only be released upon submission of a satisfactory Evaluation Report. Applicants must complete all sections on the *Shire of Kalamunda Event Sponsorship Evaluation Report* template.

Attachment 4 - Review of the Shire of Kalamunda Events Program 2017/18 and Draft Event Sponsorship and Donations Policy

Proposed Shire Events Program & Budget 2017-18			
Event	16/17	17/18	Comment / Recommendation
Australia Day - YMCA pool party	\$10, 927	\$10, 927	No change
Thank a Volunteer Day	\$11,726	\$11,726	No change
ANZAC Day - RSL breakfast	\$4,300	\$4,300	No change
Youth Week / events	\$21,855	\$21,855	No change
Corymbia Multicultural <u>Day</u>	\$76, 490	\$78,000	☞ Extra digital marketing spend. Suggest alternating venues each year between FF and HW and move into Harmony Week.
Targa Rally	\$11,831	\$8000	☞ Street activity & promo. No VIP event Under MOU until 2019.
Perth Hills Spring Festival	\$44,361	\$45,000	☞ extra digital marketing spend Build to be Iconic SOK destination event
Seniors Week	\$25,100	\$19,100	☞ 3 events in one week only
Gran Fondo (Velofest)	\$30,000	-	No application received
Christmas Lights	\$64,000	\$30,000	Lighting to extend to HW & FF
Christmas Festival NEW	-	\$30,000	New events across Shire in Dec 4 events , 1 per Ward
NAIDOC Week NEW	-	\$15,000	Dependent on other grant apps
Summer Series / movie nights NEW	-	\$24,000	New events proposed Jan – March 4 events, 1 per Ward
SUB TOTAL	\$300,590	\$297,908	Comment / Recommendation
New Event Development	\$34,000	\$26,000	Remaining amount to be rolled over
Marketing & Promotions	\$7,649	\$10,000	☞ Extra digital marketing spend
SUB TOTAL	\$342, 239	\$333,908	
Transferred from other budgets			
CONTRACTOR SUPPORT		\$20,000	New budget line to Events from Assets
TOTAL	\$342, 239	\$353, 908	

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

43. Corporate Business Plan Report – January-March 2017

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Office of the CEO
File Reference	OR-CMA-009
Applicant	N/A
Owner	N/A
Attachment 1	Corporate Business Plan Report January – March 2017
Attachment 2	KPI Scorecard January – March 2017

EXECUTIVE SUMMARY

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

BACKGROUND

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

DETAILS

6. **Priority Actions**
The Corporate Business Plan Report for the period 1 January 2017 to 31 March 2017 is presented at (Attachment 1).
7. The report shows comments indicating the status of all actions and their current progress.
8. Two thirds of the actions (31 of the 46) are currently at 90% or more of their target progress for the year to date.
9. **Key Performance Indicators**
Performance against the Shire's corporate KPIs is shown.

10. The eight annual KPIs will not be updated until end of the financial year. These are mainly financial ratios.

Of the remaining 14 KPIs, for the period 1 January 2017 - 31 March 2017;

- 12 are at or exceeding their target.
- Two are within 10% of their target (Planning Applications Determined within Statutory Timeframe and Rates Collection).
- None are below 10% of their target.

11. Please note that the “traffic light” indicator on the Report only relates to the month of March 2017, not to the whole quarter.

STATUTORY AND LEGAL CONSIDERATIONS

12. Nil.

POLICY CONSIDERATIONS

13. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

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

External Referrals

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

FINANCIAL CONSIDERATIONS

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

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

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

SUSTAINABILITY

Social Implications

18. Nil.

Economic Implications

19. Nil.

Environmental Implications

20. Nil.

RISK MANAGEMENT CONSIDERATIONS

21.

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

OFFICER COMMENT

22. Nil.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 43/2017)

That Council:

1. Receives the Corporate Business Plan Report for January – March 2017.

Moved: **Cr Andrew Waddell**

Seconded: **Cr Geoff Stallard**

Vote: **CARRIED UNANIMOUSLY (8/0)**

Attachment 1 - Corporate Business Plan Report – January-March 2017

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

Attachment 2 - Corporate Business Plan Report – January-March 2017

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

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Nil.

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

11.1 Temporary Fencing (Cr Waddell)

Q. What is the capital value of the fencing and is there justification for purchasing items such as temporary fencing, visual display boards or PA systems?

A. The Director Asset Services advised investigations had been undertaken into the feasibility of purchasing a supply of fencing. The cost included storage and maintenance.

Q. Can this information be provided to Councillors?

A. The Director Asset Services advised this information would be provided electronically.

11.2 Temporary Fencing (Cr Fernie)

Q. What level of stock does the Shire hold?

A. The Shire has a stockpile of temporary fencing at the Operations Centre equivalent to approximately 140 metres. This has proved to be sufficient for the small works undertaken by the Shire.

11.3 Rationalisation of Services (Cr O'Connor)

Q. Section 3.1AB of the *Local Government Act 1995* talks about not duplicating services. Would the CEO agree to bring a report to council on the rationalisation of the Lesmurdie Library?

A. Yes.

Q. When could that report be presented?

A. The Manager Development Services advised it could take two to three months to update the usage data and statistics.

11.4 Questions Taken on Notice – Mr David Downing (Cr Waddell)

Q. In respect to the questions asked by Mr Downing there does appear to be contradictions in the answers provided. Can there be an undertaking that this information be provided at the next OCM meeting.

A. This will be provided at the OCM in a memo and presented in a memo.

12.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

12.1 Alan Anderson Reserve (Cr O'Connor) Questions taken on Notice 18 April 2017

- Q. Can the cost of the fencing around Alan Anderson Reserve be provided? How much has been spent to date and what is the monthly cost of fencing?
- A. The total costs of the temporary fencing to the end of March is \$23,421.50. The monthly cost of the fencing is \$1,148.13 and it is proposed to continue with this fencing in accordance with the recommendation of the DER.

12.2 Kalamunda Road, High Wycombe (Cr O'Connor) Questions taken on Notice 18 April 2017

- Q. Can advice be provided as to what works do the services survey pegs on Kalamunda Road opposite the Lifestyle Village on Kalamunda Road in High Wycombe relate?
- A. The white pipes located along Kalamunda Road are associated with previous service location works that have been carried out as part of informing the duplication design for Kalamunda Road. These white pipes allow the Shire's Engineering Surveyor to obtain accurate levels for underground services as part of the early stages of design.

A request to remove these white pipes along Kalamunda Road will be forwarded to the Shire's Asset Management team.

13.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION

13.1 Nil.

14.0 TABLED DOCUMENTS

14.1 Nil.

15.0 MEETING CLOSED TO THE PUBLIC

15.1 Nil.

16.0 CLOSURE

16.1 There being no further business the Presiding Member declared the meeting closed at 7.35pm.

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

Signed: _____
Presiding Member

Dated this _____ day of _____ 2017