

# Corporate & Community Services Committee Meeting

Minutes for Monday 18 February 2013

**CONFIRMED**



**shire of  
kalamunda**

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## MINUTES

### 1.0 OFFICIAL OPENING

The Chairman opened the meeting at 6.36pm, and welcomed Councillors, Staff and Members of the Public Gallery.

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

#### 2.1 Attendance

##### Councillors

Sue Bilich	(Shire President) North Ward
Margaret Thomas	North Ward
Allan Morton	South West Ward
Noreen Townsend	South West Ward
Justin Whitten	South West Ward
Geoff Stallard	South East Ward
Frank Lindsey	South East Ward
Martyn Cresswell	(Chairman) North West Ward
Dylan O'Connor	North West Ward

##### Members of Staff

Rhonda Hardy	Acting Chief Executive Officer
Clayton Higham	Director Development & Infrastructure Services
Darrell Forrest	Manager Governance
Darren Jones	Manager Community Services
Warwick Carter	Manager Economic Property & Procurement Services
Rajesh Malde	Manager Financial Services
Gerard Thomas	Manager Technology & Corporate Support
Peter Hayes	Manager Business & Strategy
Michelle Clark	Executive Assistant to the CEO
Meri Comber	Governance Officer

**Members of the Public** 8

**Members of the Press** Nil

#### 2.2 Apologies

##### Councillors

Bob Emery	North West Ward
John Giardina	South East Ward

**2.3 Leave of Absence Previously Approved** Nil

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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.

#### Questions with Answers from Public Question Time 10 December 2012

##### 3.1 Robert Vletter – 47 Gavour Road

Q.

A question was directed to the chair with reference to Cr Thomas at the Council Meeting held on 15 August 2011, stating that the Minister for Planning and possibly the Department of Planning have been unduly swayed by a campaign of deliberate misinformation by a single issue lobby group, could you please confirm which lobby group this was and could you please confirm what this misinformation is?

A.

This question refers to opinions or views of individual councillors and is not related directly to the affairs of the local government (Shire of Kalamunda). Therefore, as provided in Regulation 4 (a) of the *Local Government (Administration) Regulations 1996*, this question will not be responded to.

##### 3.2 Deputation – Zig Zag Community Plan, Mr Andy Farrant

Q.

Mr Farrant suggested councillors could arrange a site visit to the Zig Zag to be shown the problems.

A.

Councillors had the opportunity to travel to the Zig Zag in the Community Bus on the afternoon of 11 February 2013.

### 4.0 PETITIONS/DEPUTATIONS

Nil.

### 5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1

That the Minutes of the Corporate & Community Services Committee Meeting held on 10 December 2012 are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Geoff Stallard**

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

### 6.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

6.1

The Chairman welcomed five Venturer Scouts from the Zigzag Venturer Unit, part of the Gooseberry Hill Scout Group who were in the gallery.

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

7.1 Nil.

**8.0 DISCLOSURE OF INTERESTS**

**8.1 Disclosure of Financial and Proximity Interests**

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

8.1.1 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 Cr Noreen Townsend declared an Interest Affecting Impartiality regarding Item 10, Proposed Lease Policy as she is Chairperson of a Community Group.

8.2.2 Cr Allan Morton declared an Interest Affecting Impartiality regarding Item 10, Proposed Lease Policy as he is a Board Member of a Community Group.

**9.0 REPORTS TO COUNCIL**

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

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

**01. Creditor Accounts Paid for the Period 5 December to 19 December 2012**

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	Creditor Payments for the Period 5 December to 19 December 2012

**PURPOSE**

1. To receive creditor accounts paid during the period 5 December to 19 December 2012.

**BACKGROUND**

2. It is a requirement of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)* that a list of creditors' accounts paid is compiled each month.
3. The report is required to show payee's name, the amount of the payment, the date of the payment and sufficient information to identify the transaction.

**DETAILS**

4. Accordingly the list of creditors paid during the period 5 December to 19 December 2012 (Attachment 1) is included.

**STATUTORY AND LEGAL IMPLICATIONS**

5. Nil.

**POLICY IMPLICATIONS**

6. Nil.

**PUBLIC CONSULTATION/COMMUNICATION**

7. Nil.

**FINANCIAL IMPLICATIONS**

8. Nil.

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## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

9. *Shire of Kalamunda Strategic Plan 2009-2014*

Strategy 5.52 Provide financial services to support Council's operations and to meet sustainably planning, reporting and accountability requirements.

### Sustainability Implications

#### Social Implications

10. Nil.

#### Economic Implications

11. Nil.

#### Environmental Implications

12. Nil.

### OFFICER COMMENT

13. Nil.

<b>Voting Requirements: Simple Majority</b>
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### COMMITTEE RECOMMENDATION TO COUNCIL (C&C 01/2013)

That Council:

1. Receives the list of creditors paid during the period 5 December to 19 December 2012 (Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Dylan O'Connor**

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

**Attachment 1**

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
576	05/12/2012	AUSTRALIAN TAXATION OFFICE	TAXATION	7.20
577	05/12/2012	AUSTRALIAN TAXATION OFFICE	TAXATION	133,556.76
578	05/12/2012	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - Various Business Units	11,248.75
579	06/12/2012	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 214 INTEREST PAYMENT	5,923.97
580	07/12/2012	LES MILLS AUSTRALIA	MONTHLY LICENCE FEE	965.48
581	12/12/2012	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	958.90
582	19/12/2012	AUSTRALIAN TAXATION OFFICE	TAXATION	157,625.37
EFT26590		CANCELLED EFT24414 INSTEAD OF BATCH # 24414		-
EFT26591	06/12/2012	STYLECORP CORPORATE WEAR	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	87.19
EFT26592	06/12/2012	MOTORCHARGE - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - NOVEMBER 2012	17,214.27
EFT26593	06/12/2012	NIGHTINGALES PHARMACY	FIRST AID SUPPLIES FOR WORKS DEPOT	135.46
EFT26594	06/12/2012	CALLTECH PTY LTD	TELEPHONE HEADSET SUPPLIES / ACCESSORIES	248.00
EFT26595	06/12/2012	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	75.00
EFT26596	06/12/2012	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	1,290.63
EFT26597	06/12/2012	LANDMARK ENGINEERING AND DESIGN	SUPPLY OF 3 BENCH SEATS WITH RECYCLED WOOD COMPOSITE, CHARCOAL FINISH	2,108.70
EFT26598	06/12/2012	NATIONAL LOCAL GOVERNMENT CUSTOMER SERVICE NETWORK INC	ANNUAL MEMBERSHIP NATIONAL LOCAL GOVERNMENT CUSTOMER SERVICE NETWORK	275.00
EFT26599	06/12/2012	CARLA BOND	GROUP FITNESS CLASSES INSTRUCTOR	200.93
EFT26600	06/12/2012	BRUMBY'S KALAMUNDA	CATERING SUPPLIES	15.80
EFT26601	06/12/2012	BUSBYS PTY LTD T/A PSV DESIGN	CERTIFICATION FEES FOR DISABLED ACCESS TOILET AT KALAMUNDA WATER PARK	440.00
EFT26602	06/12/2012	MORRISON LOW CONSULTANTS PTY LTD	FOR PROFESSIONAL SERVICES - REVIEW OF EXISTING ASSET MANAGEMENT POLICY AND STRATEGY STAGE 1	4,840.00
EFT26603	06/12/2012	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	270.00
EFT26604	06/12/2012	CIRCUITWEST INC.	REGISTRATION FOR 1 STAFF TO ATTEND - CIRCUITWEST CONFERENCE . ANNUAL MEMBERSHIP RENEWAL	649.55
EFT26605	06/12/2012	DIMUTHU KARUNARATNE	REIMBURSEMENT OF VARIOUS COSTS	184.00



SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26606	06/12/2012	PAUL ANTHONY MURPHY	PART DOG REGISTRATION REFUND	38.00
EFT26607	06/12/2012	CLAYTON HIGHAM	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	169.29
EFT26608	06/12/2012	KAYE SMITH	REFUND OF PURCHASE MADE AT BUNNINGS FOR SHIRE AS SHIRE CREDIT CARD REJECTED	299.80
EFT26609	06/12/2012	JOANNE MARIE HARVEY	PART DOG REGISTRATION REFUND	75.00
EFT26610	06/12/2012	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	65,999.17
EFT26611	06/12/2012	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	248.00
EFT26612	06/12/2012	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1,191.21
EFT26613	06/12/2012	AUSTRALIA POST	POSTAL EXPENSES / COUNTER BILLPAY TRANSACTION FEES	8,312.46
EFT26614	06/12/2012	CLEANAWAY (7004295)	DOMESTIC AND RECYCLING RUBBISH COLLECTION FEES	193,399.26
EFT26615	06/12/2012	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	548.10
EFT26616	06/12/2012	WA LOCAL GOVERNMENT ASSOC	REGISTRATION FOR 3 STAFF TO ATTEND - 2012 LOCAL GOVERNMENT EMERGENCY MANAGEMENT FORUM	285.00
EFT26617	06/12/2012	MIDWASTE - TRANSPACIFIC CLEANAWAY PTY LTD	WASTE / RECYCLING SERVICES	1,879.49
EFT26618	06/12/2012	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	1,610.22
EFT26619	06/12/2012	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	303.38
EFT26620	06/12/2012	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	27,623.75
EFT26621	06/12/2012	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP	116,210.26
EFT26622	06/12/2012	A & S HILL	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	4,016.10
EFT26623	06/12/2012	3 VODAFONE HUTCHISON AUSTRALIA PTY LTD	COMMUNICATION EXPENSES	2,445.02
EFT26624	06/12/2012	FASTA COURIERS	COURIER FEES	652.78
EFT26625	06/12/2012	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1,026.63
EFT26626	06/12/2012	DAYNITE TOWING SERVICE (WA) PTY LTD	TOWING SERVICES	198.00
EFT26627	06/12/2012	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	9,996.50
EFT26628	06/12/2012	LESMURDIE FLORIST AND GIFT CENTRE	FLOWERS FOR VARIOUS EVENTS	770.00

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26629	06/12/2012	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	2,970.00
EFT26630	06/12/2012	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	5,776.36
EFT26631	06/12/2012	HILL TOP TROPHIES (MILPROP WA)	SUPPLY OF NAME BADGES	21.45
EFT26632	06/12/2012	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	2,230.65
EFT26633	06/12/2012	WA LOCAL GOVERNMENT ASSOCIATION (ADVERTISING)	ADVERTISING FOR VARIOUS JOBS / EVENTS	21,120.29
EFT26634	06/12/2012	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	9,921.12
EFT26635	06/12/2012	WESTERN EDUCING SERVICE PTY LTD	BULK WASTE KERBSIDE COLLECTION / PLANT EQUIPMENT AND OPERATOR	108,075.77
EFT26636	06/12/2012	AUSTRALIAN INSTITUTE OF MANAGEMENT	REGISTRATION FOR 2 STAFF TO ATTEND - NEW SUPERVISOR" COURSE	2,210.00
EFT26637	06/12/2012	COURIER AUSTRALIA	COURIER CHARGES	33.69
EFT26638	06/12/2012	KYLIE BECKER & ZAC BENNETT	RATES REFUND	385.45
EFT26639	06/12/2012	LOVEGROVE TURF SERVICES	TURF MAINTENANCE / SERVICES AT VARIOUS LOCATIONS	8,110.36
EFT26640	06/12/2012	SEBASTIAN BUTCHERS	CATERING SUPPLIES	95.00
EFT26641	06/12/2012	DELOITTE TOUCHE TOHMATSU	FORENSIC AUDIT	49,933.21
EFT26642	06/12/2012	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	1,002.04
EFT26643	06/12/2012	ROSS NORTH HOMES	FOOTPATH DEPOSIT REFUND	700.00
EFT26644	06/12/2012	STAGE FX	TECHNICIAN SERVICESFOR VARIOUS EVENTS	2,250.00
EFT26645	06/12/2012	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	REIMBURSEMENT COSTS FOR VOLUNTEER BUSHFIRE BRIGADE	7,660.29
EFT26646	06/12/2012	SCOTT PARK HOMES	FOOTPATH DEPOSIT REFUND	700.00
EFT26647	06/12/2012	HOMEBUYERS CENTRE	FOOTPATH DEPOSIT REFUNDS	1,400.00
EFT26648	06/12/2012	GCS SERVICES	PLUMBING SERVICES TO VARIOUS SHIRE BUILDINGS	587.95
EFT26649	06/12/2012	ST JOHN AMBULANCE AUSTRALIA (WA) INC	FIRST AID COVERAGE FOR VARIOUS EVENTS	485.00
EFT26650	06/12/2012	KALAMUNDA CRICKET CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	170.00

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26651	06/12/2012	KALAMUNDA PLUMBING & ELECTRICAL	PLUMBING REPAIRS / MAINTENANC FOR VARIOUS LOCATIONS	258.50
EFT26652	06/12/2012	SWAN MARQUEES AND PARTY HIRE	EQUIPMENT HIRE	3,373.70
EFT26653	06/12/2012	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6,506.50
EFT26654	06/12/2012	FORRESTFIELD NEWSPAPERS & MAGAZINES DELIVERY	NEWSPAPERS / MAGAZINES DELIVERIES FOR VARIOUS LOCATIONS	156.20
EFT26655	06/12/2012	CHILDRENS BOOK COUNCIL OF AUSTRALIA - WA BRANCH	CHILDREN'S BOOK WEEK MERCHANDISE	435.30
EFT26656	06/12/2012	LOCAL GOVERNMENT MANAGERS AUSTRALIA (WA DIVISION)	REGISTRATION FOR 2 STAFF TO ATTEND - LGMA GOVERNANCE NETWORK PROFESSIONAL DEVELOPMENT DAY	132.00
EFT26657	06/12/2012	J CORP PTY LTD	FOOTPATH DEPOSIT REFUND	700.00
EFT26658	06/12/2012	DICK SMITH ELECTRONICS	ELECTRICAL SUPPLIES	1,029.00
EFT26659	06/12/2012	AGAINST THE GRAIN BUILDING MAINTENANCE	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	1,449.00
EFT26660	06/12/2012	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	3,168.07
EFT26661	06/12/2012	A1 WALLISTON TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	6,235.00
EFT26662	06/12/2012	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	HIRE OF TEMPORARY STAFF FOR ADMIN / DEPOT	9,209.20
EFT26663	06/12/2012	HASTIE SERVICES PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	4,299.25
EFT26664	06/12/2012	WOLFE CIVIL PTY LTD	FINAL PAYMENT OF RETENTION MONIES AS PER CONTRACT T1106 - LOT 5 WELSHPOOL ROAD SUBDIVISION	35,155.23
EFT26665	06/12/2012	MCDOWALL AFFLECK PTY LTD	ENGINEERING CONSULTANCY SERVICES - CONSTRUCTION OF NEW AMENITIES BUILDING	797.50
EFT26666	06/12/2012	LIONS CLUB FORRESTFIELD HIGH WYCOMBE (INC)	SUPPLY OF BINGO - SENIORS WEEK 2012	400.00
EFT26667	06/12/2012	LESMURDIE BUS SERVICE	BUS TOUR FROM THE SHIRE TO VARIOUS SITES	297.00

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26668	06/12/2012	WARP PTY LTD	SUPPLY OF TRAFFIC MANAGEMENT	1,200.00
EFT26669	06/12/2012	FOOD TECHNOLOGY SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR HEALTH DEPARTMENT	3,284.05
EFT26670	06/12/2012	ATI-MIRAGE TRAINING SOLUTIONS	REGISTRATION FOR STAFF TO ATTEND VARIOUS COURSES	2,913.96
EFT26671	06/12/2012	HILLS GOURMET	CATERING SUPPLIES	303.54
EFT26672	06/12/2012	GEMMILL HOMES	FOOTPATH DEPOSIT REFUND	2,450.00
EFT26673	06/12/2012	KALAMUNDA SWEEPING	ROAD / PATH SWEEPING AT VARIOUS LOCATIONS	6,375.63
EFT26674	06/12/2012	WOOLWORTHS LIMITED	GROCERY SUPPLIES	413.97
EFT26675	06/12/2012	AFFORDABLE LIVING HOMES	FOOTPATH DEPOSIT REFUNDS	1,900.00
EFT26676	06/12/2012	KERB - FIX	KERB REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	1,122.00
EFT26677	06/12/2012	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS SHIRE BUILDINGS	7,647.59
EFT26678	06/12/2012	G.D.CHARLTON	PODIATRY SERVICES AT JACK HEALEY CENTRE	1,295.64
EFT26679	06/12/2012	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	30,646.00
EFT26680	06/12/2012	TASMAN CIVIL PTY LTD	PRIVATE WORKS BOND REFUND - WAPC 136122 & 139382 - LOT 10 LARWOOD CRESCENT HIGH WYCOMBE	5,000.00
EFT26681	06/12/2012	HILLS SYMPHONY ORCHESTRA INC	HALL AND KEY BOND REFUND	350.00
EFT26682	06/12/2012	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	877.44
EFT26683	06/12/2012	TERESA MILLER	VOLUNTEER TRAVEL REIMBURSEMENT	15.00
EFT26684	06/12/2012	ROSE SMART	MAINTAIN ROSE BEDS AT VARIOUS LOCATIONS	2,115.58
EFT26685	06/12/2012	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	229.73
EFT26686	06/12/2012	BINDALE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	72.81
EFT26687	06/12/2012	THE TYRE DOCTOR	PLANT / VEHICLE PARTS	2,189.00
EFT26688	06/12/2012	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	155.00
EFT26689	06/12/2012	LARRISA JANE GITTO	RATES REFUND	137.70
EFT26690	06/12/2012	CHEERTUMBLEFLY SPORTS	HALL BOND REFUND	300.00
EFT26691	06/12/2012	NEVERFAIL SPRINGWATER LTD (ZZCC)	BOTTLED WATER SUPPLIES / MAINTENANCE	81.25
EFT26692	06/12/2012	LIBERTY OIL WESTERN AUSTRALIA PTY LTD	FUEL - NOVEMBER 2012	34,657.79

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26693	06/12/2012	PH CONCRETE	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	25,316.50
EFT26694	06/12/2012	UNIQCQ (WA) PTY LTD	PLANT AND VEHICLE MANAGEMENT BUREAU SERVICE FOR NOVEMBER 2012	3,198.80
EFT26695	06/12/2012	WOLFE HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	950.00
EFT26696	06/12/2012	FONZ'S BOBCAT & TRUCK HIRE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	5,915.80
EFT26697	06/12/2012	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	46,285.80
EFT26698	06/12/2012	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	656.19
EFT26699	06/12/2012	WEST-SURE GROUP	CASH IN TRANSIT SERVICES - NOVEMBER 2012	2,322.65
EFT26700	06/12/2012	RYLAN PTY LTD	SUPPLY OF MOUNTABLE KERBING AT VARIOUS LOCATIONS	7,079.60
EFT26701	06/12/2012	KALEIDOSCOPE CRAFT KITS	DRY CLAENING / WASHING SERVICES FOR HARTFIELD PARK RECREATION CENTRE	80.00
EFT26702	06/12/2012	PIANO PASSION	HALL, KEY AND GRAND PIANO BOND REFUND	560.00
EFT26703	06/12/2012	FIRE 4 HIRE	VERGE / RESERVE MAINTENANCE AT VARIOUS LOCATIONS	4,285.50
EFT26704	06/12/2012	JENNIFER DE YOUNG	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	393.50
EFT26705	06/12/2012	STUART WROTH	REFUND OF CROSSOVER BATTLEAXE BOND - WAPC441-10 - 22 WARNER ROAD HIGH WYCOMBE	8,505.00
EFT26706	06/12/2012	AARON J STIRK	TECHNICIAN SERVICES FOR VARIOUS EVENTS	330.00
EFT26707	06/12/2012	UNIQUE WASTE MANAGEMENT SERVICES	HIRE OF TRUCK AND OPERATOR TO TRANSPORT WASTE BINS FROM WALLISTON TRANSFER STATION TO VARIOUS SITES	1,617.00
EFT26708	06/12/2012	ACCIDENTAL FIRST AID SUPPLIES	REGISTRATION FOR VARIOUS STAFF TO ATTEND FIRST AID COURSE	5,060.00
EFT26709	06/12/2012	AROUNDBOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE FOR VARIOUS LOCATIONS	2,772.00
EFT26710	06/12/2012	LEWIS FAMILY TRUST	INSTALLATION OF DOUBLE DATA POINT IN MAIN OFFICE	377.50

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26711	06/12/2012	CREATING COMMUNITIES AUSTRALIA PTY LTD	CONSULTANCY SERVICES FOR HPRC NEEDS AND FEASIBILITY STUDY	5,602.30
EFT26712	06/12/2012	JENNIFER BURNETT	CROSSOVER CONTRIBUTION	385.00
EFT26713	06/12/2012	TOURISM COUNCIL WA	VISITOR CENTRE ACCREDITATION PROGRAM	418.00
EFT26714	06/12/2012	FOXTEL	MONTHLY FEES - BUSINESS PACKAGE - HARTFIELD PARK	200.00
EFT26715	06/12/2012	MACQUARIE EQUIPMENT RENTALS PTY LTD	LEASING OF FIT OUT EQUIPMENT FOR KALAMUNDA WATER PARK	5,811.86
EFT26716	06/12/2012	MURRAY RAYMOND MARTIN	CROSSOVER CONTRIBUTION	385.00
EFT26717	06/12/2012	HBE SECURITY	PROVIDE SECURITY MONITORING FROM 14/10/12 - 31/10/12	86.79
EFT26718	06/12/2012	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	414.00
EFT26719	06/12/2012	STRONG FAMILIES - DEPARTMENT FOR CHILD PROTECTION	KEY BOND REFUND	50.00
EFT26720	06/12/2012	ELEANOR CHAOS	REIMBURSEMENT OF VARIOUS COSTS	179.09
EFT26721	06/12/2012	FRIENDS OF THE ART GALLERY OF WESTERN AUSTRALIA	ADVERTISING IN THE ART GALLERY OF WESTERN AUSTRALIA ARTIFACTS MAGAZINE - AUGUST/NOVEMBER ISSUE - 1/3 PAGE	275.00
EFT26722	06/12/2012	LOUISA ILES	GROUP FITNESS CLASSES	131.04
EFT26723	06/12/2012	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION AND DEPOT	178.36
EFT26724	06/12/2012	DFF RECRUITMENT SERVICES PTY LTD	TEMP LABOUR HIRE - Blue Collar Workers	10,280.37
EFT26725	06/12/2012	KJERSTIN BJELLAND	MONTHLY LEASE PAYMENTS FOR LOTS 918 & 919 CAR PARK AT SMOKEBUSH ESTATE	3,160.00
EFT26726	06/12/2012	EMPORESS PTY LTD T/A EMPORESS CATERING SERVICES	CATERING FOR 180 PEOPLE - THANK A VOLUNTEER DAY - 7 DECEMBER 2012	4,554.00
EFT26727	06/12/2012	JOSEPH DENNIS COARD	PERFORMANCE OF FALL OF THE ROMAN UMPIRE - 17 NOVEMBER 2012	1,255.00
EFT26728	06/12/2012	GERARD THOMAS	REIMBURSEMENT OF VARIOUS COSTS	176.45
EFT26729	06/12/2012	FIT TO CHEER PANTHERS FUNDRAISING ACCOUNT	HALL, KEY AND HALL HIRE BOND REFUND	1,090.00
EFT26730	06/12/2012	A TUTT & J BASKERVILLE	SMOKEBUSH ESTATE - SOLAR HOT WATER SYSTEM REBATE - LOT 901 AVALON WAY WATTLE GROVE	3,000.00

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26731	06/12/2012	AMJE YOUNG	GROUP FITNESS CLASSES	120.64
EFT26732	06/12/2012	MPK TREE SERVICES	REMOVAL OF DANGEROUS TREES AT VARIOUS LOCATIONS	4,180.00
EFT26733	06/12/2012	PUBLIC SPEAKING DYNAMICS	WINNING PRESENTATION SKILLS WORKSHOP - ZIG ZAG CULTURAL CENTRE	2,200.00
EFT26744		EFT PAYMENT CANCELLED		-
EFT26735	06/12/2012	MOHAMMAD FIRDAUS BIN ZULKIPLI	SMOKEBUSH ESTATE - FENCING, LANDSCAPING AND SOLAR HOT WATER SYSTEM REBATE	3,000.00
EFT26736	06/12/2012	BABS MCHUGH	MC PANEL DISCUSSION ON FIFO AND COMMUNITY - SATURDAY 1 DECEMBER 2012	450.00
EFT26737	06/12/2012	KALAMUNDA SHOW COMMITTEE	COMPENSATION - KALAMUNDA SHOW 2011 - GATE TAKINGS GOODWILL PAYMENT	12,008.00
EFT26738	06/12/2012	MUSICALLY SAVAGE NOV 2012	HALL, KEY AND GRAND PIANO BOND REFUND	560.00
EFT26739	06/12/2012	NEIL STRINGALL	REIMBURSEMENT FOR VARIOUS COSTS	400.03
EFT26740	06/12/2012	GREEK ORTHODOX MONASTERY	REFUND OF FOOD REGISTRATION FEES - FEES DO NOT APPLY AS THE GROUP IS A COMMUNITY BASED ORGANISATION	60.00
EFT26741	06/12/2012	MARETTE VINCI	HALL AND KEY BOND REFUND	350.00
EFT26742	06/12/2012	STUDEBAKER CAR CLUB OF WESTERN AUSTRALIA	HALL AND KEY BOND REFUND	350.00
EFT26743	06/12/2012	MARINA BAXTER	KEY BOND REFUND	50.00
EFT26744		EFT PAYMENT CANCELLED		-
EFT26745	07/12/2012	WESTERN EDUCATING SERVICE PTY LTD	BULK WASTE KERBSIDE COLLECTION / PLANT EQUIPMENT AND OPERATOR FEES	93,994.62
EFT26746	19/12/2012	BARNETTS (WA) PTY LTD	HARDWARE SUPPLIES	127.56
EFT26747	19/12/2012	STYLECORP CORPORATE WEAR	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	2,053.28
EFT26748	19/12/2012	MOTORCHARGE - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - TIL 15 DECEMBER 2012	8,283.20
EFT26749	19/12/2012	HAEFELI-LYSNAR SURVEY EQUIPMENT	SUPPLY OF SURVEY EQUIPMENT	498.30
EFT26750	19/12/2012	SALMAT MEDIAFORCE PTY LTD	DISTRIBUTION OF FLYERS FOR EVENTS WITHIN THE SHIRE	296.62

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26751	19/12/2012	GARDEN CONCEPTS	PLANNING APPLICATION FEE REFUND	139.00
EFT26752	19/12/2012	VISION IDZ	OFFICE EQUIPMENT / SUPPLIES	840.40
EFT26753	19/12/2012	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	58.75
EFT26754	19/12/2012	RICOH AUSTRALIA PTY LTD	SUPPLY OF BLACK TONER	714.12
EFT26755	19/12/2012	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	DEBT COLLECTION FEES FOR RATES	88.00
EFT26756	19/12/2012	GUARDIAN TACTILE SYSTEMS	SUPPLY AND INSTALL WARNING TACTILES IN TERRACOTTA	936.00
EFT26757	19/12/2012	FIRE AND SAFETY WA	FIRE PROTECTION WEAR / SUPPLIES	6,483.18
EFT26758	19/12/2012	JOSHUA HOCKLEY	TECHNICIAN SERVICES FOR KALAMUNDA PERFORMING ARTS CENTRE	693.00
EFT26759	19/12/2012	KONICA MINOLTA BUSINESS SOLUTIONS P/L	PHOTOCOPYING CHARGES / MAINTENANCE FEES	873.69
EFT26760	19/12/2012	CLARE STACE	CHRISTMAS STORY TIME WITH MRS CLAUS - FORRESTFIELD LIBRARY	275.00
EFT26761	19/12/2012	COUNTRYWIDE PUBLICATIONS	YOUR GUIDE ADVERTISING - PERTH & FREMANTLE - NOVEMBER 2012	99.00
EFT26762	19/12/2012	OLK & ASSOCIATES	FOR THE ARCHITECTURAL FEES AND SPECIFICATION SCHEDULE - MAIDA VALE RESERVE VIEWING PLATFORM	2,398.00
EFT26763	19/12/2012	CABCHARGE AUSTRALIA LIMITED	CABCHARGE FEES	6.00
EFT26764	19/12/2012	CARLA BOND	GROUP FITNESS CLASSES INSTRUCTOR	432.44
EFT26765	19/12/2012	BRUMBY'S KALAMUNDA	CATERING SUPPLIES	146.40
EFT26766	19/12/2012	NEVERFAIL SPRINGWATERLTD (FORRESTFIELD LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	23.75
EFT26767	19/12/2012	MORRISON LOW CONSULTANTS PTY LTD	PROFESSIONAL SERVICES - REVIEW OF EXISTING ASSET MANAGEMENT POLICY AND STRATEGY STAGE 1	2,420.00
EFT26768	19/12/2012	SETON AUSTRALIA PTY LTD	SAFETY EQUIPMENT / SUPPLIES	366.25
EFT26769	19/12/2012	ID CONSULTING PTY LTD (INFORMED DECISIONS)	PROFILE ID. & ATLAS ID QUARTERLY SUBSCRIPTION FEE - COVERS MONTHS OF OCTOBER TO DECEMBER 2012	3,547.50
EFT26770	19/12/2012	MACQUARIE EQUIPMENT FINANCE PTY LTD	LEASING OF GYM CARDIO EQUIPMENT AND SPIN BIKES - HARTFIELD PARK RECREATION CENTRE	7,928.53



SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26771	19/12/2012	VE GRAPHICS PTY LTD	ADVERTISING - BANNER UPDATES FOR VARIOUS EVENTS	1,075.25
EFT26772	19/12/2012	KETTEN PTY LTD	SUPPLY OF 2013 GREATER PERTH STREETSMART DIRECTORY	691.35
EFT26773	19/12/2012	TOP OF THE LADDER GUTTER CLEANING	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS LOCATIONS	3,003.00
EFT26774	19/12/2012	BEES HIRE & SALES	TEMPORARY FENCING HIRE AND REMOVAL AT HISTORY VILLAGE PROJECT	136.62
EFT26775	19/12/2012	CLEVERPATCH PTY LTD	ARTS AND CRAFTS SUPPLIES	57.20
EFT26776	19/12/2012	BIDVEST FOODSERVICE	GROCERIES FOR PETER ANDERTON CENTRE	1,166.90
EFT26777	19/12/2012	TOTALLY WORKWEAR MIDLAND	SUPPLY OF PROTECTIVE CLOTHING	924.46
EFT26778	19/12/2012	SEAMLESS (AUST) PTY LTD	SEAMLESS CMS ANNUAL MAINTENANCE AND SUPPORT FOR PERIOD 1 OCTOBER 2012 TO 30 SEPTEMBER 2013	12,762.50
EFT26779	19/12/2012	ALLION LEGAL	GENERAL EMPLOYMENT SERVICES	221.60
EFT26780	19/12/2012	KONSTANTIN WILHELM & BEVERLEY KLYNNYK	RATES REFUND	739.90
EFT26781	19/12/2012	HELEN EVELYN RYDER	SALE OF ARTWORK - SENIOR RESIDENT EXHIBITION	45.50
EFT26782	19/12/2012	DIANNE EVELYN LLOYD	PART DOG REGISTRATION REFUND	239.89
EFT26783	19/12/2012	ROBYN BEARDSSELL	SALE OF ARTWORK - SENIOR RESIDENT EXHIBITION	140.00
EFT26784	19/12/2012	CAROLINE DAW	SALE OF ARTWORK - SENIOR RESIDENT EXHIBITION	54.60
EFT26785	19/12/2012	JAMES ARTHUR & ANNETTE JOAN MERTON	RATES REFUND	580.39
EFT26786	19/12/2012	CHRISTOPHER E & SUSAN J MASON	RATES REFUND	323.44
EFT26787	19/12/2012	WILLIAM HEPBURN	KEY BOND REFUND	50.00
EFT26788	19/12/2012	ANNA SUZANNA & JAMES ALFRED WILLIS	RATES REFUND	639.31
EFT26789	19/12/2012	MARILYN KEYS	REIMBURSEMENT OF SENIORS DANCE CAKE	310.50
EFT26790	19/12/2012	DAVID ALLBROOK	SALE OF ARTWORK - SENIOR RESIDENT EXHIBITION	175.00
EFT26791	19/12/2012	CARMEL VALLEY CHOCOLATES	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	113.00
EFT26792	19/12/2012	NISA BARRETT	RATES REFUND	140.32
EFT26793	19/12/2012	CLAYTON HIGHAM	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	179.85

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26794	19/12/2012	NICHOLAS R & BERNADETTE UPTON	FOOTPATH DEPOSIT REFUND	700.00
EFT26795	19/12/2012	KALAMUNDA CLUB INC	SPORT & RECREATION DEVELOPMENT FUNDING PROGRAM 2012	500.00
EFT26796	19/12/2012	RAYMOND RICHARD WOOD	RATES REFUND	762.78
EFT26797	19/12/2012	MARILYN & ANTHONY JOHN LAKE	RATES REFUND	295.33
EFT26798	19/12/2012	GEORGE & PAULINE TRANTER	RATES REFUND	839.44
EFT26799	19/12/2012	GARY MARTIN LAWNMOWING	VERGE / RESERVE MOWING FOR VARIOUS LOCATIONS	240.00
EFT26800	19/12/2012	KENNETH & JOYCE BRANDWOOD	RATES REFUND	300.90
EFT26801	19/12/2012	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	66,701.57
EFT26802	19/12/2012	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	248.00
EFT26803	19/12/2012	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1,075.01
EFT26804	19/12/2012	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	730.66
EFT26805	19/12/2012	CJD EQUIPMENT PTY LTD	PLANT / VEHICLE PARTS	185.15
EFT26806	19/12/2012	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	4,589.48
EFT26807	19/12/2012	GULLY VIEWS NEWSAGENCY	SUBSCRIPTIONS & NEWSPAPERS FOR VARIOUS LOCATIONS	970.61
EFT26808	19/12/2012	KALAMUNDA AUTO ELECTRICS	PLANT / VEHICLE PARTS	286.00
EFT26809	19/12/2012	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	951.03
EFT26810	19/12/2012	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	552.20
EFT26811	19/12/2012	MIDWASTE - TRANSPACIFIC CLEANAWAY PTY LTD	WASTE / RECYCLING SERVICES	551.41
EFT26812	19/12/2012	PROTECTOR ALSAFE	PROTECTIVE WEAR SUPPLIES	64.24
EFT26813	19/12/2012	STATE LIBRARY OF W.A.	LOST AND DAMAGED BOOKS	595.10
EFT26814	19/12/2012	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	49.95
EFT26815	19/12/2012	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	2,000.00
EFT26816	19/12/2012	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	7,106.00
EFT26817	19/12/2012	BUNZL LTD	CLEANING SUPPLIES	242.00
EFT26818	19/12/2012	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP	57,139.71
EFT26819	19/12/2012	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	6,940.57

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26820	19/12/2012	A & S HILL	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	12,522.95
EFT26821	19/12/2012	OCE AUSTRALIA LIMITED	PHOTOCOPYING CHARGES	72.19
EFT26822	19/12/2012	3 VODAFONE HUTCHISON AUSTRALIA PTY LTD	COMMUNICATION EXPENSES	2,398.99
EFT26823	19/12/2012	STATEWIDE BEARINGS	PLANT / VEHICLE PARTS	143.09
EFT26824	19/12/2012	FASTA COURIERS	COURIER FEES	288.36
EFT26825	19/12/2012	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	4,365.88
EFT26826	19/12/2012	RAECO	STATIONERY / OFFICE SUPPLIES	930.05
EFT26827	19/12/2012	KINETIC HEALTH GROUP LTD	PREPLACEMENT MEDICALS / BASELINE HEARING TESTS	1,114.30
EFT26828	19/12/2012	SANDGROPER SEPTICS	PUMPOUT SEPTIC TANKS AT VARIOUS LOCATIONS	2,479.38
EFT26829	19/12/2012	MAJOR MOTORS PTY LTD	PLANT / VEHICLE PARTS	63.26
EFT26830	19/12/2012	CANON AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	7.76
EFT26831	19/12/2012	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	1,276.92
EFT26832	19/12/2012	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	507.28
EFT26833	19/12/2012	DAYNITE TOWING SERVICE (WA) PTY LTD (FORMERLEY MOBITOW PTY LTD)	TOWING SERVICES	92.40
EFT26834	19/12/2012	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	4,165.50
EFT26835	19/12/2012	CLEAN CLOTH COTTON TRADERS	PROTECTIVE SUPPLIES	235.09
EFT26836	19/12/2012	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	1,441.00
EFT26837	19/12/2012	ACTIMED AUSTRALIA PTY LTD	MEDICAL SUPPLIES FOR PODIARTIST	551.20
EFT26838	19/12/2012	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS SHIRE BUILDINGS	21.00
EFT26839	19/12/2012	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	2,950.53
EFT26840	19/12/2012	KENYON & COMPANY PTY LTD	PLANT / VEHICLE PARTS	319.00
EFT26841	19/12/2012	TREE AESTHETICS	TREE LOPPING AND PRUNING	440.00
EFT26842	19/12/2012	WESTBOOKS	LIBRARY SUPPLIES	424.83
EFT26843	19/12/2012	DORMA AUTOMATICS PTY LTD	DOOR MAINTENANCE TO VARIOUS SHIRE BUILDINGS	634.32
EFT26844	19/12/2012	WA LIMESTONE COMPANY	ROAD MATERIALS FOR VARIOUS LOCATIONS	4,663.36

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26845	19/12/2012	WESTSIDE FIRE SERVICES	TESTING AND INSPECTION OF FIRE EQUIPMENT / SUPPLIES	2,487.10
EFT26846	19/12/2012	STAPLES AUSTRALIA PTY LYD(CORPORATE EXPRESS AUSTRALIA LTD)	STATIONERY / OFFICE SUPPLIES	1,608.50
EFT26847	19/12/2012	HILL TOP TROPHIES (MILPROP WA)	SUPPLY OF NAME BADGES	21.45
EFT26848	19/12/2012	SIMPLEX INTERNATIONAL	SERVICE / MAINTENANCE ON STAFF CLOCK ON MACHINE AT OPERATION	356.40
EFT26849	19/12/2012	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	265,237.14
EFT26850	19/12/2012	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	1,060.00
EFT26851	19/12/2012	IT VISION	SYNERGY SOFT AND UNIVERSE DATA BASE UPGRADE TO 9.2 IN TEST ACCOUNT	1,179.20
EFT26852	19/12/2012	KALAMUNDA & DISTRICTS JUNIOR FOOTBALL CLUB	SPORT & RECREATION DEVELOPMENT FUNDING PROGRAM 2012	250.00
EFT26853	19/12/2012	KALAMUNDA YOUTH SWING BAND	HALL AND KEY BOND REFUND	950.00
EFT26854	19/12/2012	MACDONALD JOHNSTON ENGINEERING	PLANT / VEHICLE PARTS	3,309.50
EFT26855	19/12/2012	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	6,690.82
EFT26856	19/12/2012	WORK CLOBBER (MIDLAND)	PROTECTIVE CLOTHING SUPPLIES	99.00
EFT26857	19/12/2012	WESTERN EDUCTING SERVICE PTY LTD	BULK WASTE KERBSIDE COLLECTION / PLANT EQUIPMENT AND OPERATOR	99,715.63
EFT26858	19/12/2012	J BLACKWOOD & SON LIMITED	PROTECTIVE WEAR / SUPPLIES	5,332.02
EFT26859	19/12/2012	COURIER AUSTRALIA	COURIER CHARGES	29.82
EFT26860	19/12/2012	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	94.95
EFT26861	19/12/2012	AIR LIQUIDE WA PTY LTD	GAS BOTTLE FACILITY FEE	109.09
EFT26862	19/12/2012	JR & A HERSEY PTY LTD	HARDWARE SUPPLIES	1,018.93
EFT26863	19/12/2012	CHUBB FIRE & SECURITY PTY LTD	SECURITY CAMERA MAINTENANCE	2,192.85
EFT26864	19/12/2012	LOVEGROVE TURF SERVICES	TURF MAINTENANCE / SERVICES AT VARIOUS LOCATIONS	4,062.36
EFT26865	19/12/2012	DELOITTE TOUCHE TOHMATSU	FORENSIC AUDIT	46,184.33
EFT26866	19/12/2012	CHICKEN TREAT	CATERING SUPPLIES	144.60
EFT26867	19/12/2012	CRABB'S KALAMUNDA (IGA)	GROCERY SUPPLIES	562.05

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26868	19/12/2012	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUNDS	3,500.00
EFT26869	19/12/2012	DALE ALCOCK HOMES PTY LTD	FOOTPATH DEPOSIT AND PLANNING APPLICATION FEE REFUND	2,475.63
EFT26870	19/12/2012	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	REIMBURSEMENT COSTS FOR VOLUNTEER BUSHFIRE BRIGADE	220.00
EFT26871	19/12/2012	WATTLE GROVE VETERINARY HOSPITAL	VETERINARY FEES	342.50
EFT26872	19/12/2012	SCOTT PARK HOMES	FOOTPATH DEPOSIT REFUND	700.00
EFT26873	19/12/2012	ASHMY PTY LTD	FOOTPATH DEPOSIT REFUND	700.00
EFT26874	19/12/2012	KALAMUNDA SHOWTIME SINGERS INC /COMMUNITY CHORAL SOCIETY	HALL AND KEY BOND REFUND	750.00
EFT26875	19/12/2012	THE HONDA SHOP	PLANT / VEHICLE PARTS	102.78
EFT26876	19/12/2012	MOBILE MASTERS	SERVICE TO TWO WAY & BASE RADIOS	1,410.20
EFT26877	19/12/2012	ST JOHN AMBULANCE AUSTRALIA (WA) INC	SUPPLY/REPLACE FIRST AID KITS	297.70
EFT26878	19/12/2012	UNIVERSAL ENGINEERS SUPPLIES	PLANT / VEHICLE PARTS	92.82
EFT26879	19/12/2012	KALAMUNDA PLUMBING & ELECTRICAL	PLUMBING REPAIRS / MAINTENANC FOR VARIOUS LOCATIONS	2,849.00
EFT26880	19/12/2012	SWAN MARQUEES AND PARTY HIRE	EQUIPMENT HIRE FOR VARIOUS EVENTS	6,694.75
EFT26881	19/12/2012	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6,217.00
EFT26882	19/12/2012	WILD SEASONS FLOWERS PTY LTD	FLOWER ARRANGEMENTS	625.00
EFT26883	19/12/2012	MOTORLIFE / LUBE DISTRIBUTORS	PLANT / VEHICLE PARTS	388.52
EFT26884	19/12/2012	CURTAIN DECOR	SUPPLY OF WINDOW TREATMENTS FOR ZIG ZAG GALLERY	5,652.00
EFT26885	19/12/2012	AABEL LINE MARKING	LINE MARKING FOR VARIOUS LOCATIONS	2,498.98
EFT26886	19/12/2012	CHILDRENS BOOK COUNCIL OF AUSTRALIA - WA BRANCH	RENEW MEMBERSHIP 2012/2013 TO CBCA WA BRANCH INC	50.00
EFT26887	19/12/2012	WA HINO SALES & SERVICE	PLANT / VEHICLE PARTS	286.92
EFT26888	19/12/2012	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	2012/13 ESL QUARTER 2 - EMERGENCY SERVICES LEVY	1,328,069.39
EFT26889	19/12/2012	J CORP PTY LTD	FOOTPATH DEPOSIT REFUNDS	2,800.00

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26890	19/12/2012	DICK SMITH ELECTRONICS	ELECTRICAL SUPPLIES	79.00
EFT26891	19/12/2012	C Y BOBCATS	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	1,537.25
EFT26892	19/12/2012	THE FARM SHOP (WA) PTY LTD	GARDEN / RESERVE SUPPLIES	300.00
EFT26893	19/12/2012	AGAINST THE GRAIN BUILDING MAINTENANCE	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	99.00
EFT26894	19/12/2012	AMEREX FIRE (WA) (E FIRE AND SAFETY)	FIRE EQUIPMENT MAINTENANCE FOR VARIOUS LOCATIONS	148.50
EFT26895	19/12/2012	B & J CATALANO PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	8,244.11
EFT26896	19/12/2012	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	26,815.06
EFT26897	19/12/2012	TALONS HIGH SECURITY FENCING	REPAIR WORK FOR DEPOT BOUNDARY ELECTRIC FENCE	420.20
EFT26898	19/12/2012	LIFTING BY DESIGN PTY LTD	PLANT / VEHICLE PARTS	468.60
EFT26899	19/12/2012	UHY HAINES NORTON	AUDIT SERVICES	28,438.15
EFT26900	19/12/2012	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	HIRE OF TEMPORARY STAFF FOR ADMIN / DEPOT	2,288.00
EFT26901	19/12/2012	HASTIE SERVICES PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	1,182.12
EFT26902	19/12/2012	CELEBRATION HOMES	FOOTPATH DEPOSIT REFUNDS	3,500.00
EFT26903	19/12/2012	EMILY DEWAR	HALL AND KEY BOND REFUND	350.00
EFT26904	19/12/2012	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	4,680.65
EFT26905	19/12/2012	DEBBIE JOSE JEWELLERY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	35.70
EFT26906	19/12/2012	PHONOGRAPHIC PERFORMANCE COMPANY OF AUSTRALIA LTD	LICENCE FEES FOR VARIOUS HALLS	314.60
EFT26907	19/12/2012	BRENDA BALL	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	15.75
EFT26908	19/12/2012	COMMUNITY NEWSPAPER GROUP LTD	ADVERTISING FOR VARIOUS JOBS AND EVENTS	2,752.95

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26909	19/12/2012	KANYANA WILDLIFE REHABILITATION CENTRE INC	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	77.60
EFT26910	19/12/2012	RED DIRT ARTS	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	17.47
EFT26911	19/12/2012	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	7,807.25
EFT26912	19/12/2012	PACIFIC BIOLOGICS PTY LTD	MOSQUITO CONTROL AT VARIOUS LOCATIONS	11,435.93
EFT26913	19/12/2012	MAIN ROADS (WA)	REINSTATEMENT OF LINE MARKING ON THE INTERSECTION OF WELSHPOOL ROAD AND LEWIS ROAD, WATTLE GROVE	3,586.00
EFT26914	19/12/2012	SAI GLOBAL LTD	SUPPLY OF AUSTRALIAN STANDARDS	128.85
EFT26915	19/12/2012	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	PADLOCKS / KEYS SUPPLIES	500.75
EFT26916	19/12/2012	OPUS INTERNATIONAL CONSULTANTS (PCA) LIMITED	FINAL PAYMENT FOR DESIGN OF SEWER RELOCATION, DEVELOP ASSET MANAGEMENT PLANS FOR PARKS AND DRAINAGE	20,725.85
EFT26917	19/12/2012	PICKERING BROOK HERITAGE GROUP	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	52.50
EFT26918	19/12/2012	COCA-COLA AMATIL (AUST) PTY LTD	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	724.54
EFT26919	19/12/2012	CONFECT - EXPRESS	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	471.49
EFT26920	19/12/2012	G FORCE PRINTING	SUPPLY OF PRINTED STATIONERY STOCK	634.92
EFT26921	19/12/2012	T-QUIP	PLANT / VEHICLE PARTS	423.00
EFT26922	19/12/2012	HITACHI CONSTRUCTION MACHINERY	PLANT / VEHICLE PARTS	477.83
EFT26923	19/12/2012	ABAXA (WH LOCATION SERVICES)	SUPPLY UNDERGROUND SERVICE LOCATIONS AT VARIOUS LOCATIONS	989.45
EFT26924	19/12/2012	DIRECT TRADES SUPPLY PTY LTD	HARDWARE SUPPLIES	1,907.56
EFT26925	19/12/2012	MELISSA MCCULLOCK	KITCHEN BOND REFUND FOR HIGH WYCOMBE RECREATION CENTRE	200.00
EFT26926	19/12/2012	MIDLAND CAMERA HOUSE	PURCHASE OF CAMERA FOR DEPOT	409.00

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26927	19/12/2012	WESTRAC PTY LTD	PLANT/VEHICLE PARTS	886.55
EFT26928	19/12/2012	VERMEER (WA & NT)	PLANT / VEHICLE PARTS	262.60
EFT26929	19/12/2012	MAYDAY EARTHMOVING	PLANT AND EQUIPMENT HIRE	1,808.40
EFT26930	19/12/2012	RONALD HENRY & JACQUELINE ANN STAPLETON	RATES REFUND	739.90
EFT26931	19/12/2012	DORSOGNA LTD	SUPPLY AND DELIVER Small Goods Supplies	2,568.65
EFT26932	19/12/2012	SEAN A & FIONA T WITTENBAKER	FOOTPATH DEPOSIT REFUND	950.00
EFT26933	19/12/2012	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICES	3,522.59
EFT26934	19/12/2012	BLUEPRINT HOMES	FOOTPATH DEPOSIT REFUND	700.00
EFT26935	19/12/2012	HILLS & ASSOCIATED COLLEGES WORKLINK PROGRAM	HALL AND BOND REFUND	350.00
EFT26936	19/12/2012	KEEN BROS	DRIVING LESSONS & TEST	1,170.00
EFT26937	19/12/2012	WOOLWORTHS LIMITED	GROCERY SUPPLIES	231.45
EFT26938	19/12/2012	SNAP PRINTING - MIDLAND	PRINTING OF BUSINESS CARDS FOR VARIOUS STAFF	312.00
EFT26939	19/12/2012	FORRESTFIELD TENNIS CLUB (INC)	FORRESTFIELD TENNIS CLUB HIRE FEES FROM HARTFIELD PARK RECREATION CENTRE - 01/11/12 - 30/11/12	32.00
EFT26940	19/12/2012	BLAKE EDWARD TAYLOR	REFUND OF BUILDING FEES	90.00
EFT26941	19/12/2012	G.D.CHARLTON	PODIATRY SERVICES AT JACK HEALEY CENTRE	384.30
EFT26942	19/12/2012	WEBSITE WEED & PEST PTY LTD	WEED CONTROL AT VARIOUS LOCATIONS	27,500.00
EFT26943	19/12/2012	KALAMUNDA ANTIQUES, MODELS & COLLECTORS FAIR	HALL AND KEY BOND REFUND	350.00
EFT26944	19/12/2012	ROHANA HUTCHINGS	RATES REFUND	215.67
EFT26945	19/12/2012	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	25,520.00
EFT26946	19/12/2012	JACKSON MCDONALD LAWYERS	LEGAL EXPENSES	16,923.06
EFT26947	19/12/2012	SOUTHERN RIVER COLLEGE	HALL AND KEY BOND REFUND	350.00
EFT26948	19/12/2012	DAWSON PARK PRIMARY SCHOOL P&C ASS	COMMUNITY DEVELOPMENT FUNDING PROGRAM 2012	500.00
EFT26949	19/12/2012	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED LEASING	13,089.82
EFT26950	19/12/2012	HUMES	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	17,336.43
EFT26951	19/12/2012	ALLAN DAVIES & TREVOR CHUDLEIGH ARCHITECTS	ARCHITECTURAL SERVICES	1,048.00



SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26952	19/12/2012	SPECIALTY CURTAINS & BLINDS	REPLACE STAGE CURTAINS IN THEATRE AND AG HALL - KALAMUNDA PERFORMING ARTS CENTRE	3,960.00
EFT26953	19/12/2012	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	916.02
EFT26954	19/12/2012	NOEL HOFFMAN	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	41.97
EFT26955	19/12/2012	DIANNE MOODY	RATES REFUND	296.48
EFT26956	19/12/2012	ROAD SIGNS AUSTRALIA (ALLPACK SIGNS )	TRAFFIC PROTECTION PRODUCTS / SIGNAGE	3,458.40
EFT26957	19/12/2012	PIRTEK WELSHPOOL	PLANT / VEHICLE PARTS	348.00
EFT26958	19/12/2012	ANDREW FOWLER-TUTT	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	179.85
EFT26959	19/12/2012	THE GIRLS BRIGADE WA - KALAMUNDA GIRLS BRIGADE	SPORT & RECREATION DEVELOPMENT FUNDING PROGRAM 2012	300.00
EFT26960	19/12/2012	SHIRLEY SPENCER	SALE OF ARTWORK - SENIOR RESIDENT EXHIBITION	206.50
EFT26961	19/12/2012	COFFEY ENVIRONMENTS PTY LTD	ASBESTOS MANAGEMENT PLAN REVIEW FOR SHIRE OF KALAMUNDA	2,750.00
EFT26962	19/12/2012	MULTILEC ENGINEERING	QUARTERLY SERVICING & TESTING OF LIFTS	3,588.77
EFT26963	19/12/2012	ECL GROUP (FUELQUIP AUSTRALIA)	BOWSER AND TRANSPONDER REPAIRS AT DEPOT	5,495.60
EFT26964	19/12/2012	HOLCIM AUSTRALIA PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	2,886.95
EFT26965	19/12/2012	JENNY O'BRIEN	KEY BOND REFUND	50.00
EFT26966	19/12/2012	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	229.73
EFT26967	19/12/2012	DRAINFLOW SERVICES PTY LTD	CLEANING / MAINTAINING STORM WATER DRAINS	17,628.60
EFT26968	19/12/2012	BINDALE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	70.99
EFT26969	19/12/2012	DARREN JONES	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	306.75
EFT26970	19/12/2012	MAXWELL GEORGE & MARIANNE JOYCE CHESTER	RATES REFUND	864.99
EFT26971	19/12/2012	MARTIN SOUCEK	CROSSOVER CONTRIBUTION	385.00
EFT26972	19/12/2012	THE TYRE DOCTOR	PLANT / VEHICLE PARTS	3,199.00
EFT26973	19/12/2012	CHRIS ANTILL PLANNING & URBAN DESIGN CONSULTANT	PREPARATION OF LOCAL HOUSING STRATEGY	5,500.00
EFT26974	19/12/2012	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	30.00

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26975	19/12/2012	MARY'S MOUNT NETBALL CLUB	SPORT & RECREATION DEVELOPMENT FUNDING PROGRAM 2012	1,000.00
EFT26976	19/12/2012	KIWALES NETBALL CLUB	SPORT & RECREATION DEVELOPMENT FUNDING PROGRAM 2012	500.00
EFT26977	19/12/2012	DAVINA SANDHU	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	89.85
EFT26978	19/12/2012	PH CONCRETE	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	13,230.89
EFT26979	19/12/2012	JOYCE PROPERTY INVESTMENTS	REIMBURSEMENT OF RATES - DOUBLE PAYMENT - 24 AMETHYST PLACE	1,369.24
EFT26980	19/12/2012	GROUNDWORKS DEMOLITION PTY LTD	FOOTPATH DEPOSIT REFUND	1,000.00
EFT26981	19/12/2012	REALMARK COMMERCIAL PTY LTD	RATES REFUND - INSTALLMENT PAID TWICE - 635 DUNDAS ROAD FORRESTFIELD	1,453.90
EFT26982	19/12/2012	GUNDRY'S CARPET CHOICE	SUPPLY AND LAY CARPET TO KALAMUNDA HEALTH CLINIC	4,225.00
EFT26983	19/12/2012	UNIQCO (WA) PTY LTD	PLANT AND VEHICLE MANAGEMENT BUREAU SERVICE FOR MONTH OF DECEMBER 2012	3,198.80
EFT26984	19/12/2012	FORRESTFIELD T-BALL ASSOCIATION	SPORT & RECREATION DEVELOPMENT FUNDING PROGRAM 2012 AND KIDS SPORTS FUNDING FOR VARIOUS PLAYERS	853.70
EFT26985	19/12/2012	ROY & SONS DEVELOPERS PTY LTD	FOOTPATH DEPOSIT REFUND	950.00
EFT26986	19/12/2012	DANTERR AGENCIES	PLANT / VEHICLE PARTS	2,822.60
EFT26987	19/12/2012	KOTT GUNNING LAWYERS	LEGAL ADVICE	905.30
EFT26988	19/12/2012	JORGE'S CONTRACTING SERVICES	CLEANING SERVICES AT PETER ANDERTON CENTRE	2,292.21
EFT26989	19/12/2012	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	80.00
EFT26990	19/12/2012	DALE JOLLY	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	179.85
EFT26991	19/12/2012	FONZ'S BOBCAT & TRUCK HIRE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6,791.40
EFT26992	19/12/2012	MICHELLE CLARK	GIFT CARDS FOR STUDENT CITIZENSHIP AWARDS	150.00
EFT26993	19/12/2012	JULIE CURNOW	HALL AND KEY BOND REFUND	350.00

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT26994	19/12/2012	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	51,762.70
EFT26995	19/12/2012	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	685.67
EFT26996	19/12/2012	RYLAN PTY LTD	SUPPLY MOUNTABLE KERBING FOR VARIOUS LOCATIONS	9,700.90
EFT26997	19/12/2012	KALEIDOSCOPE CRAFT KITS	DRY CLAENING / WASHING SERVICES FOR HARTFIELD PARK RECREATION CENTRE	60.00
EFT26998	19/12/2012	NGALA	EDUCATION SESSION - PRESENTATION AT COMMUNITY FORUM	500.00
EFT26999	19/12/2012	DARRELL FORREST	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	149.85
EFT27000	19/12/2012	FIRE 4 HIRE	VERGE / RESERVE MAINTENANCE AT VARIOUS LOCATIONS	4,339.75
EFT27001	19/12/2012	GEOFF NINNES FONG & PARTNERS PTY LTD	WET AND WILD WATER PARK INSPECTIONS AND MEETINGS.	1,815.00
EFT27002	19/12/2012	AARON J STIRK	TECHNICIAN SERVICES FOR VARIOUS EVENTS	676.50
EFT27003	19/12/2012	LINDSAY GOODWIN	TECHNICIAN SERVICES FOR KALAMUNDA PERFORMING ARTS CENTRE	709.50
EFT27004	19/12/2012	SUPALUX PAINT CO PTY LTD	SUPPLY PAINTING SERVICES TO TRANSFER STATION	3,500.00
EFT27005	19/12/2012	VICTORIA PHYSIOTHERAPY GROUP	PRE-EMPLOYMENT MUSCULO-SKELETAL ASSESSMENT FOR 1 STAFF	125.00
EFT27006	19/12/2012	UNIQUE WASTE MANAGEMENT SERVICES	HIRE OF TRUCK AND OPERATOR TO TRANSPORT WASTE BINS FROM WALLISTON TRANSFER STATION TO VARIOUS SITES	2,829.75
EFT27007	19/12/2012	EAE HOLDINGS P/L T/A STANLEE WA	CATERING SUPPLIES FOR ZIG ZAG CULTURAL CENTRE	74.71
EFT27008	19/12/2012	KALAMUNDA CANNING R.L.F.C	SPORT & RECREATION DEVELOPMENT FUNDING PROGRAM 2012	500.00
EFT27009	19/12/2012	IT MANAGEMENT ASSOCIATES	CONSULTANT SERVICES - IT SUPPORT SERVICES	770.00
EFT27010	19/12/2012	WENDY BINKS - STUNNED EMU DESIGNS	LIBRARY SUPPLIES	32.50
EFT27011	19/12/2012	SIGNS & LINES	SIGNAGE FOR ZIG ZAG CULTURAL CENTRE	3,222.71

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT27012	19/12/2012	STRATEGEN ENVIRONMENTAL CONSULTANTS	PROFESSIONAL SERVICES - YORK RD SPRING FLORA & FAUNA ASSESS VAR 2. MOIRA AVE WATER MONITORING. HYDROLOGY ASSESSMENT - WATER MONITORING STAGE 2 & 3	4,933.14
EFT27013	19/12/2012	NICOLE DAGOSTINO - RED BERET	ENTERTAINMENT FOR THANK A VOLUNTEER DAY 7 DECEMBER 2012	550.00
EFT27014	19/12/2012	CLAIRE O'NEILL - CLAIRE'S EMBROIDERY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	238.00
EFT27015	19/12/2012	RHONDA HARDY	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	307.75
EFT27016	19/12/2012	LINDA STONES	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	149.45
EFT27017	19/12/2012	IAN MOSS	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	73.50
EFT27018	19/12/2012	AROUNDBOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE FOR VARIOUS LOCATIONS	3,168.00
EFT27019	19/12/2012	EYEZON PTY LTD	QUARTERLY ADVERTISEMENT IN WHAT'S ON PERTH, FREMANTLE AND SURROUNDS - METRO MAP - STANDING ORDER FOR 12/13 FINANCIAL YEAR	449.00
EFT27020	19/12/2012	PETER FALCONER	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	319.20
EFT27021	19/12/2012	DIDEN HOUSE JEWELLERY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	84.00
EFT27022	19/12/2012	CITY OF STIRLING	MEALS FOR MEALS ON WHEELS PROGRAM	15,619.67
EFT27023	19/12/2012	AMCOR RECYCLING	WASTE CARDBOARD RECYCLING CHARGES	145.20
EFT27024	19/12/2012	DYMOCKS MIDLAND GATE	LIBRARY SUPPLIES	1,426.62

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT27025	19/12/2012	SAFE T CARD AUSTRALIA PTY LTD	MONTHLY CHARGES FOR SAFE T CARD	33.00
EFT27026	19/12/2012	MARY FORWARD	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	12.60
EFT27027	19/12/2012	S PENNINGTON & C TAYLOR	LANDSCAPING REBATE CLAIM - LOT 900 AVALON LANE SMOKEBUSH ESTATE	3,000.00
EFT27028	19/12/2012	BELMONT RAIDERS INC	KID SPORT FUNDING FOR VARIOUS PLAYERS	150.00
EFT27029	19/12/2012	HANDS-ON INFECTION CONTROL	HEPATITIS VACCINATIONS FOR VARIOUS STAFF	300.05
EFT27030	19/12/2012	HANS SCHWALB	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	7.00
EFT27031	19/12/2012	MEERILINGA YOUNG CHILDREN'S FOUNDATION INC	TERRIFIC TODDLERS <sup>®</sup> PRESENTATION ON MONDAY 10 DECEMBER 2012 AT HIGH WYCOMBE LIBRARY	181.00
EFT27032	19/12/2012	JIM BAKER	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	35.00
EFT27033	19/12/2012	THE ARTFUL FLOWE - FELICIA LOWE	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	130.20
EFT27034	19/12/2012	RAJESH MALDE	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	179.85
EFT27035	19/12/2012	ELECTRICAL TEST TAG & INSPECTION SERVICES (ETTIS)	TAGGING & TESTING OF ELECTRICAL ITEMS AT KALAMUNDA PERFORMING ARTS CENTRE	2,060.30
EFT27036	19/12/2012	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	414.00
EFT27037	19/12/2012	ROCKWATER PTY LTD	PROVIDE STAGE 2 OF HYDROLOGEOLOGIST STUDY FOR HARTFIELD PARK WATER PROOFING STRATEGY	2,769.53
EFT27038	19/12/2012	MAX OGRADY - PROJECT PHOTOGRAPHY	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	294.00
EFT27039	19/12/2012	HOIST HYDRAULICS WA	PLANT/VEHICLE PARTS	880.00
EFT27040	19/12/2012	WARWICK CARTER	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	179.85

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT27041	19/12/2012	SAM ASSAAD	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	149.85
EFT27042	19/12/2012	KERRY FRYERS	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	903.85
EFT27043	19/12/2012	TOTAL GREEN RECYCLING	SUPPLY E WASTE RECYCLING SERVICES	1,596.24
EFT27044	19/12/2012	PERTH SAFETY PRODUCTS	SIGNAGE FOR OPERATIONS CENTRE	1,925.00
EFT27045	19/12/2012	DMC CLEANING	CLEANING OF VARIOUS SHIRE BUILDINGS	41,138.54
EFT27046	19/12/2012	NICHOLAS TAYLOR	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	52.50
EFT27047	19/12/2012	SILK ON SILK (ROSEMARY LONSDALE)	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	525.00
EFT27048	19/12/2012	FOCUS PROMOTIONS	GUEST SPEAKER SERVICES PROVIDED BY GLEN JACKOVICH FOR KALAMUNDA SPORTS STAR EVENT	1,540.00
EFT27049	19/12/2012	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION & DEPOT	178.36
EFT27050	19/12/2012	ECCOADVANCE	FINAL PAYMENT - ENERGY AUDIT FOR 3 SITES - HARTFIELD PARK RECREATION CENTRE, KALAMUNDA LIBRARY AND ZIG ZAG CULTURAL CENTRE, WOODLUPINE FAMILY AND COMMUNITY CENTRE	3,740.00
EFT27051	19/12/2012	GREEN HEART	CO-FACILITATION (WITH ELEANOR CHAOS) OF LIVING SMART COURSE TO BE HELD 19 OCTOBER - 30 NOVEMBER 2012	696.00
EFT27052	19/12/2012	DFP RECRUITMENT SERVICES PTY LTD	HIRE FOR TEMP STAFF FOR ADMINISTRATION	1,859.59
EFT27053	19/12/2012	MAVIS PASKULICH	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	247.10
EFT27054	19/12/2012	CJ CAMPBELL CONSULTING	PREPARE AND ISSUE THE IRRIGATION DESIGN DRAWINGS & TECHNICAL SPECIFICATIONS FOR HARTFIELD RUGBY FIELDS AREA	1,980.00
EFT27055	19/12/2012	ALLSECURE SERVICES PTY LTD	SUPPLY AND INSTALL AUTO DOOR LOCKING - KALAMUNDA LIBRARY TOILETS	4,389.00

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT27056	19/12/2012	ALTONA PLUMBING AND CIVIL	REMEDIAL WORKS TO GREASE TRAP SAMPLING GRATE AT ZIG ZAG CULTURAL CENTRE	814.00
EFT27057	19/12/2012	FADWA ABDALLAH	SALE OF ARTWORK - SENIOR RESIDENT EXHIBITION	525.00
EFT27058	19/12/2012	BEESWAX CREATIONS	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	147.74
EFT27059	19/12/2012	CIVIL SURVEY SOLUTIONS	AUTOCAD COMMERCIAL SUBSCRIPTION	524.70
EFT27060	19/12/2012	LEGEND GLASS COMPANY	SUPPLY AND INSTALL DISABILITY FIRE EXIT TO LESMURDIE TENNIS CLUB	3,264.80
EFT27061	19/12/2012	TIERRA ECOLOGIA	PAYMENT TO CONSIGNMENT SUPPLIER FOR GOODS SOLD AT THE ZIG ZAG CULTURAL CENTRE - 01/11/12 - 30/11/12	110.60
EFT27062	19/12/2012	MPK TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	15,059.00
EFT27063	19/12/2012	MICHAEL CLARK	FOOTPATH DEPOSIT REFUND	950.00
EFT27064	19/12/2012	BITUMEN SURFACING	SUPPLY AND SPRAY BITUMEN TO MUNDARING WEIR ROAD	2,909.50
EFT27065	19/12/2012	ALLCOM COMMUNICATIONS	LABOUR COSTS FOR RADIO REPAIRS AND MID BAND RADIO INSTALLATION	786.65
EFT27066	19/12/2012	JANE BROOK CATCHMENT GROUP	FRINGING VEGETATION BOOKLET CONTRIBUTION	1,100.00
EFT27067	19/12/2012	HEARNS HEATING AND COOLING	COOLBREEZE HEAD UNIT FOR AIRCONDITIONER	3,200.00
EFT27068	19/12/2012	CLUB TOURISM PUBLISHING (AAA TOURISM)	ADVERT IN THE RAC WA LISTING FOR THE ZIG ZAG CULTURAL CENTRE	250.00
EFT27069	19/12/2012	RENUKA BAURHOO	PV SOLAR SYSTEMS REBATE CLAIM - LOT 909 MONARCH WAY SMOKEBUSH ESTATE	3,000.00
EFT27070	19/12/2012	JAKUB WOJCIK	CROSSOVER CONTRIBUTION	385.00
EFT27071	19/12/2012	SAWYERS VALLEY PRIMARY SCHOOL	HALL AND KEY BOND REFUND	350.00
EFT27072	19/12/2012	TANIA PAWLACK	HALL AND KEY BOND REFUND AND CLEANING FEES	984.00
EFT27073	19/12/2012	JULIE BARR	CROSSOVER CONTRIBUTION	385.00
EFT27074	19/12/2012	SONJA HAYES	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE - RELOCATION EXPENSES	5,078.93

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
EFT27075	19/12/2012	HEALTH AND HABITAT	CONCEPT DESIGN FOR BIBBULMUN TRACK TERMINUS	3,993.00
EFT27076	19/12/2012	DERAIN PAUL CLAYTON	REFUND OF LEGAL FEES - 4 ABERCORN ROAD FORRESTFIELD	337.10
EFT27077	19/12/2012	JANE & FRANCIS HUBBLE	REIMBURSEMENT OF OVERCHARGE TO CUSTOMER	60.00
EFT27078	19/12/2012	TOBY DELACY & NICOLA BIRD	FENCING REBATE CLAIM - LOT 910 MONARCH WAY SMOKEBUSH ESTATE	2,000.00
EFT27079	19/12/2012	JOLLETES GYMNASTICS HILLS	SPORT & RECREATION DEVELOPMENT FUNDING PROGRAM 2012	282.00
EFT27080	19/12/2012	LESMURDIE & DISTRICTS COMMUNITY ASSOCIATION INC.	COMMUNITY DEVELOPMENT FUNDING PROGRAM 2012	500.00
EFT27081	19/12/2012	LESLIE A & LORRAINE C LIMA	RATES REFUND	199.92
EFT27082	19/12/2012	IAN EDWARD & SUSAN KAY HARRISON	RATES REFUND	310.93
EFT27083	19/12/2012	SHANTA SURENDRAN	KEY BOND REFUND	50.00
EFT27084	19/12/2012	LARISSA PRETORIUS	KEY BOND REFUND	50.00
66303	06/12/2012	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	388.55
66304	06/12/2012	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	206.10
66305	06/12/2012	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	349.20
66306	06/12/2012	TELSTRA CORPORATION	TELEPHONE EXPENSES	5,975.29
66307	06/12/2012	WATER CORPORATION	WATER EXPENSES	4,375.35
66308	06/12/2012	BCITF	LEVY FEE - NOVEMBER 2012	35,682.46
66309	06/12/2012	SYNERGY	POWER CHARGES	6,165.00
66310	06/12/2012	ALINTA ENERGY	GAS CHARGES	147.85
66311	06/12/2012	LIONS CLUB OF KALAMUNDA	COMPENSATION - KALAMUNDA SHOW 2011 (OCM 147/2012)	2,153.00
66312	06/12/2012	RAC	ROADSIDE ASSISTANT	30.00
66313	06/12/2012	BUILDING COMMISSION	BUILDING LEVY	19,381.68
66314	06/12/2012	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	188.65
66315	06/12/2012	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	136.65
66316	06/12/2012	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	576.86
66317	06/12/2012	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	619.26



SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
66318	06/12/2012	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	506.97
66319	06/12/2012	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	88.58
66320	06/12/2012	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	747.22
66321	06/12/2012	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	689.54
66322	06/12/2012	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	67.51
66323	06/12/2012	MEDICAL & ASSOCIATED PROFESSIONALS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	72.20
66324	06/12/2012	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	405.00
66325	06/12/2012	CASH - LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	238.34
66326	06/12/2012	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	153.95
66327	06/12/2012	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	190.47
66328	06/12/2012	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	88.90
66329	06/12/2012	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	92.45
66330	06/12/2012	UNISUPER	SUPERANNUATION CONTRIBUTIONS	237.43
66331	06/12/2012	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	381.08
66332	06/12/2012	AUSTRALIAN RETIREMENT FUND - ARF ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	109.22
66333	06/12/2012	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS	145.79
66334	06/12/2012	GIRL GUIDES WA DARLING SWAN	COMPENSATION - KALAMUNDA SHOW 2011 (OCM 147/2012)	145.65
66335	06/12/2012	CASH - ZIG ZAG CULTURAL CENTRE	PETTY CASH REIMBURSEMENT	70.10
66336	06/12/2012	CITY OF SOUTH PERTH	SUPPLY LOCAL NATIVE SEEDLINGS	2,640.00
66337	06/12/2012	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	490.08
66338	06/12/2012	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	117.05
66339	19/12/2012	ACE CINEMA - MIDLAND	SUPPLY OF MOVIE TICKET BOOKLETS	585.00
66340	19/12/2012	LETITIA ANN NOBLE	CROSSOVER CONTRIBUTION	385.00
66341	19/12/2012	PATRICIA GLEN	MEALS ON WHEELS ACCOUNT IN CREDIT - CLIENT NO LONGER RECEIVING SERVICE	116.00
66342	19/12/2012	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	388.55
66343	19/12/2012	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	206.10

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
66344	19/12/2012	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	349.20
66345	19/12/2012	TELSTRA CORPORATION	TELEPHONE EXPENSES	14,783.75
66346	19/12/2012	WATER CORPORATION	WATER EXPENSES	3,489.80
66347	19/12/2012	SYNERGY	POWER CHARGES	41,370.25
66348	19/12/2012	PECI PROPERTIES PTY LTD	BOND REFUND FOR TREE PLANTING FOR SUBDIVISION 139806 - STAGES 1 & 2 - LOTS 61 & 62 HALE ROAD WATTLE GROVE	10,050.00
66349	19/12/2012	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	219.80
66350	19/12/2012	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	125.03
66351	19/12/2012	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	219.55
66352	19/12/2012	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	497.60
66353	19/12/2012	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1,141.32
66354	19/12/2012	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	511.39
66355	19/12/2012	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	91.01
66356	19/12/2012	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	766.94
66357	19/12/2012	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	704.27
66358	19/12/2012	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	62.18
66359	19/12/2012	MEDICAL & ASSOCIATED PROFESSIONALS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	61.88
66360	19/12/2012	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	483.50
66361	19/12/2012	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	353.70
66362	19/12/2012	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	190.47
66363	19/12/2012	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	108.10
66364	19/12/2012	CASH - HIGH WYCOMBE LIBRARY	PETTY CASH REIMBURSEMENT	134.55
66365	19/12/2012	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	111.66
66366	19/12/2012	UNISUPER	SUPERANNUATION CONTRIBUTIONS	237.43
66367	19/12/2012	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	381.08
66368	19/12/2012	AUSTRALIAN RETIREMENT FUND - ARF ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	125.48
66369	19/12/2012	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS	145.79

SHIRE OF KALAMUNDA				
Creditors Payments for the period 5 December 2012 to 19 December 2012				
Chq/EFT	Date	Name	Description	Amount \$
66370	19/12/2012	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	490.08
66371	19/12/2012	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	117.05
				<b>4,255,844.47</b>

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**02. Monthly Financial Statements for the Five Months to 30 November 2012**

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 five months to 30 November 2012 incorporating the following: <ul style="list-style-type: none"><li>• Statement of Comprehensive Income by Program</li><li>• Statement of Comprehensive Income by Nature and Type</li><li>• Rate Setting Statement including net current funding position</li><li>• Statement of Financial Position</li><li>• Statement of Equity</li><li>• Schedule of Reserve Accounts Balances</li><li>• Investment Schedule</li></ul>

**PURPOSE**

1. To provide Council with financial reports on the activity of the Shire of Kalamunda with indications of performance against adopted budget.

**BACKGROUND**

2. The Statement of Financial Activity (Attachment 1), incorporating various sub-statements, has been prepared in accordance with the requirement of the *Local Government Act (1995)*, *Local Government (Financial Management) Regulations 1996* (Regulation 34).

**DETAILS**

3. The *Local Government Act (1995)* requires Council to adopt a percentage or value to be used in reporting variances against Budget. Council adopted on 8 August 2012 the reportable variances of 5% or \$5,000 whichever is greater.
4. The adopted percentage on value is applied at Program level and where applicable for the commentary and detail is provided.

**Financial Commentary**

Statement of Comprehensive Income by Nature and Type for the Five Months to 30 November 2012

5. This Statement reveals a net result of a surplus of \$19,147,011 against budget for the same period of \$18,222,974.

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*Revenue*

6. Total Revenue is slightly under budget by \$234,472. This is made up as follows:
- Rates are slightly under budget by \$25,687. The variance is as a result of timing difference between schedules received from Landgate and generation of interim rates for the month.
  - Operating Grants and Subsidies and Contributions, Reimbursements and Donations is higher than budget by \$190,771. Of this \$289,624 relates to the quarterly grant received from the grants commission which is a timing difference.
  - Fees and Charges were under budget by \$332,082 with the major variances coming from:
    - Waste additional bin services under budget by \$354,091 partly due to a lower rates generation than estimated. This will be addressed at the time of the mid-year budget review.
    - Hire of halls is down by \$39,667 but this is due to timing differences and will catch up in December when the billings are done.
    - Higher administration fees charges from rates related transactions by \$17,523.
  - Interest earnings are under budget by \$46,127, mainly as a result of depletion of cash balance in July and in August as we are dependent on receipt of rates monies which started in earnest in September. Additionally the deposit rates have dropped another 75 basis points since the budget was compiled and the in-ability to charge instalment interest on outstanding rates balances will result in a significant correction of the interest revenue in the budget review.
7. Other revenue is under budget by \$21,347 coming from various fines and penalties which are difficult to predict.

*Expenditure*

8. Total expenses are finally in line with budget with a small variance of only \$28,826. It was thought that with the delay in the budget approval and considering service time lags in delivering goods and services, that there would be a catch up in the later months which has now happened. However, there are still significant variances within the individual categories as follows:
- "Employment Costs" are well under budget by \$342,802 stemming from some vacant positions.
  - "Materials and Contracts" is over budget by \$209,307. This area has caught up the most in terms of lag against budgets. Areas over are CEO's consultancy budget with the blow out in the forensic audit costs, contaminated sites monitoring costs, private works, however this may be a timing difference and some non-recurrent projects tracking faster than year to date budget.

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- Utilities were under by \$79,210 which is put down to late billing from Synergy and therefore primarily a timing difference.
  - Insurance expense is over by \$195,197 with the second and final instalments to LGIS going through in November. The budget will be re-phased to allow for this which will eliminate most of the variance.
  - Other expenditure is lower than budget by \$12,784 mainly coming from projects being deferred until the budget was approved.
9. The interest expense is slightly higher than budget by \$1,071 which is within the Council's reporting threshold. The amounts paid are in accordance with the debenture schedule.
10. Depreciation, although a non-cash cost, is tracking about budget, reporting a small variance of \$3,864 which is within the Council's reporting threshold.

#### *Non-Operating Grants*

11. Non-Operating Grants are over budget by \$767,807. This is made up of various infrastructure projects for which works are underway such as Abernethy Rd and Mundaring Weir Rd. In addition, direct grants which are due from the federal government were also received in advance.

#### *Profit on Asset Disposals*

12. There were no additional properties disposed of in the month of November. The variance of \$455,639 is principally a timing issue.

#### Statement of Comprehensive Income by Program for the Five Months to 30 November 2012

13. The overall results comments are as above and generally each Program is within accepted budget except for Education and Welfare, Recreation and Culture, Transport and Other Property and Services. These are principally due to timing differences.

#### Rate Setting Statement for the Five Months to 30 November 2012

14. This Statement compares the actual to date with the Annual Budget.
15. The results to 30 November 2012 reveal a surplus of \$21,486,809. This was mainly made up of:
- Overall income excluding rates is slightly higher by \$246,854 with the bulk of the variance coming from Operating grants and profit on asset disposals.
  - Expenditure is \$64,937 higher with the main variance in materials and contracts, employment costs and insurance expenses. These have been commented on in point 8 above.
  - Rates generation is in line with budget and the variance of \$25,687 is a timing difference related to receipt and processing of interims.
  - There was deferred capital works of approximately \$3,443,186 due to the budget being approved in August and delays in infrastructure projects such as the Abernethy Rd. The projects will be reviewed in the budget review and amended where required.

16. The current balance of \$26,033,609 is above budget set at \$23,181,883 due to project based activities reflected above for which there is now a catch up in progress.

Investments as at 30 November 2012

17. A total of \$31.849 million is in term deposits or online saving accounts and includes the overdraft facility of which is nil at the moment. This represents a net increase of \$2.5 million in cash deposits which can be related to the rates and bins service charge monies starting to come through.
- The above is made of:
- Municipal Funds \$16,597,112.
  - Reserve Funds \$4,098,287.
  - Trust Monies \$11,154,335 (includes amounts for Public Open Space of \$2,234,395).
18. Average interest rates on term deposits have dropped as indicated previously by an average of 75 basis points are now between 4.6 to 4.8%. Reserve Bank of Australia has not changed its cash rate in the month of November which is at 3.25% although there is a high probability of a 25-50 basis point cut in the coming months as trade conditions in mainly the commodity market and the local retail economy worsen coupled with poor performance in the European and US markets.
19. All deposits met the Investment Policy requirements and are no longer than 120 days.

Statement of Financial Position as at 30 November 2012

20. Net Current Assets (Current Assets less Current Liabilities) is in positive territory by \$29.99 million mainly due to the rates generation which includes billings for Rates, Bin Services and Pool Inspection fees. The cash position is showing a healthy balance of \$20.40 million. This is mainly attributed to the rates instalment date of 19 November 2012 by which ratepayers on option 3 of four instalments make their second instalment payment that date.
21. Trade and other receivables comprise of rates and sundry debtors totalling \$9.23 million outstanding.
- The rates balance has reduced by \$12.58 million to \$9.48 million which represents a collection rate of 64.34% to date. Considering that rates collection rate at the end of August was just 9.4%, this is a commendable effort.
  - The Sundry debtors have increased to \$296,672 outstanding. The main overdue debtors are:
    - Department of Health & Ageing for \$75,685 which is being delayed as the report on the activities being conducted is being reviewed currently.
    - Lesmurdie Tennis Club for \$27,292 in relation to the club contribution for the extension of the tennis club. The Club president has raised concerns on certain conditions be fulfilled prior to

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payment. Further meetings are being held by Community Development and a report will be prepared for Council.

- Forrestfield United Soccer Club (FFUSC) WA Inc with \$24,553 outstanding for loan payment and reserve hire. Property section is in communication with FFUSC to increase the direct debit from \$800 to \$1,500 fortnightly.
- Kalamunda & Districts Netball Club with \$17,603 outstanding for court re-surfacing costs. This amount was repaid in December.
- Kalamunda Club Inc with \$7,109 for loan instalment due and was paid up in December.

22. Fixed Assets have reduced by \$2,062,165 after depreciation mainly due to the delay in works with the budget not having being approved till August. It should also be noted that there are \$3.44 million worth of capital works in the pipeline which will compensate for this shortfall.
23. Provisions for annual and long service leave currently stand at \$2.05 million representing a reduction of over \$71,000 from October which is a positive sign as staff taking leave reduces the Shire's liability.
24. Long term borrowings are at \$8.24 million with the inclusion of two new loans last year:
- Kalamunda Water Park at \$1.85 million.
  - Refuse Trucks at \$1.15 million. The purpose of this loan was reviewed in Budget 2012/2013 to fund the Swimming Pool project.

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

25. The *Local Government Act 1995* and the *Local Government (Financial Management) Regulations* require that we present a monthly financial activity statement.

#### **POLICY IMPLICATIONS**

26. Nil.

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

27. Nil.

#### **FINANCIAL IMPLICATIONS**

28. Nil.



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## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

29. *Shire of Kalamunda Strategic Plan 2009-2014*  
Strategy 5.5.2 Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements.

### Sustainability Implications

#### Social Implications

30. Nil.

#### Economic Implications

31. Nil.

#### Environmental Implications

32. Nil.

### OFFICER COMMENT

33. All comments are contained within the "Details" area of this report.

<b>Voting Requirements: Simple Majority</b>
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### COMMITTEE RECOMMENDATION TO COUNCIL (C&C 02/2013)

That Council:

1. Receives the monthly financial statements for the five months to 30 November 2012, which comprises:
- Statement of Comprehensive Income by Nature and Type
  - Statement of Comprehensive Income by Program
  - Rate Setting Statement including net funding position
  - Investment Schedule
  - Statement of Financial Position
  - Equity Statement
  - Cashflow Statement
  - Reserve Balances Statement

Moved: **Cr Margaret Thomas**

Seconded: **Cr Noreen Townsend**

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

**Attachment 1**

**SHIRE OF KALAMUNDA  
STATEMENT OF COMPREHENSIVE INCOME  
BY NATURE OR TYPE  
FOR THE 5 MONTHS TO 30 NOVEMBER 2012**

	30/11/2012 Actual \$	30/11/2012 Budget \$	2012-13 Budget \$	30/11/2011 Actual \$
<b>REVENUE</b>				
Rates	25,485,803	25,511,490	25,923,920	23,307,351
Operating Grants and Subsidies	2,347,430	2,129,962	5,629,892	1,829,198
Contributions, Reimbursements and Donations	259,558	286,255	796,674	414,253
Fees and Charges	8,478,504	8,810,586	11,156,037	8,149,438
Interest Earnings	206,658	252,785	845,591	172,051
Other Revenue	24,058	45,405	109,001	93,138
	<u>36,802,011</u>	<u>37,036,483</u>	<u>44,461,115</u>	<u>33,965,429</u>
<b>EXPENSES</b>				
Employee Costs	(8,036,534)	(8,379,336)	(19,348,061)	(7,809,167)
Materials and Contracts	(6,223,924)	(6,014,617)	(14,526,353)	(6,028,465)
Utility Charges	(946,495)	(1,025,705)	(2,482,302)	(843,830)
Depreciation on Non-Current Assets	(3,952,994)	(3,949,130)	(9,478,169)	(3,848,932)
Interest Expenses	(214,271)	(213,200)	(511,688)	(45,296)
Insurance Expenses	(567,505)	(372,308)	(598,979)	(585,455)
Other Expenditure	(162,729)	(121,330)	(308,534)	(179,597)
	<u>(20,104,452)</u>	<u>(20,075,626)</u>	<u>(47,254,086)</u>	<u>(15,340,742)</u>
	16,697,558	16,960,857	(2,792,971)	14,624,687
Non-Operating Grants, Subsidies and Contributions	1,544,954	777,147	2,644,484	3,472,796
Increase/(Decrease) in Equity EMRC				
Profit on Asset Disposals	948,935	493,300	2,676,312	545,000
Loss on Asset Disposal	(44,440)	(8,330)	(20,000)	-
<b>NET RESULT</b>	<b>19,147,011</b>	<b>18,222,974</b>	<b>2,507,825</b>	<b>18,642,483</b>
Other Comprehensive Income	0	0	0	0
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b><u>19,147,011</u></b>	<b><u>18,222,974</u></b>	<b><u>2,507,825</u></b>	<b><u>18,642,483</u></b>

**SHIRE OF KALAMUNDA**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE 5 MONTHS TO 30 NOVEMBER 2012**

	30/11/2012 Actual \$	30/11/2012 Budget \$	2012-13 Budget \$	30/11/2011 Actual \$
<b>REVENUE</b>				
Governance	6,042	5,670	13,626	2,815
General Purpose Funding	26,351,303	26,592,212	29,227,663	24,451,490
Law, Order, Public Safety	183,244	159,190	259,089	156,264
Health	78,157	42,570	102,217	58,764
Education and Welfare	2,008,763	1,525,855	3,653,074	1,790,085
Community Amenities	8,278,627	8,016,997	10,674,791	7,460,634
Recreation and Culture	520,521	792,488	2,380,654	922,937
Transport	1,291,473	684,247	2,322,434	2,612,101
Economic Services	317,250	315,981	636,181	286,436
Other Property and Services	160,523	171,720	412,181	300,612
	<u>39,295,903</u>	<u>38,306,930</u>	<u>49,781,911</u>	<u>38,042,140</u>
<b>EXPENSES EXCLUDING FINANCE COSTS</b>				
Governance	(1,243,000)	(1,090,251)	(2,559,481)	(963,037)
General Purpose Funding	(329,268)	(317,289)	(717,048)	(427,448)
Law, Order, Public Safety	(628,642)	(673,990)	(1,560,444)	(626,532)
Health	(383,406)	(381,424)	(901,895)	(328,309)
Education and Welfare	(1,394,159)	(1,718,400)	(4,035,216)	(1,549,316)
Community Amenities	(4,305,199)	(4,461,340)	(10,652,091)	(4,299,874)
Recreation & Culture	(6,974,992)	(7,217,764)	(17,078,483)	(6,892,335)
Transport	(3,186,357)	(3,283,892)	(7,881,146)	(3,295,657)
Economic Services	(316,489)	(354,520)	(823,721)	(204,808)
Other Property and Services	(1,173,112)	(371,486)	(552,873)	(767,046)
	<u>(18,934,622)</u>	<u>(19,870,756)</u>	<u>(46,762,398)</u>	<u>(19,354,361)</u>
<b>FINANCE COSTS</b>				
Other Property and Services	(214,271)	(213,200)	(511,688)	(45,296)
	<u>(214,271)</u>	<u>(213,200)</u>	<u>(511,688)</u>	<u>(45,296)</u>
<b>NET RESULT</b>	<u>19,147,011</u>	<u>18,222,974</u>	<u>2,507,825</u>	<u>18,642,483</u>
Other Comprehensive Income	0	0	0	0
<b>Total Other Comprehensive Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL COMPREHENSIVE INCOME</b>	<u>19,147,011</u>	<u>18,222,974</u>	<u>2,507,825</u>	<u>18,642,483</u>

**SHIRE OF KALAMUNDA  
STATEMENT OF FINANCIAL ACTIVITY  
(NATURE OR TYPE)  
FOR THE 5 MONTHS TO 30 NOVEMBER 2012**

	Actual 30/11/2012	Budget YTD 2012-13	Budget 2012-13	Variance	Variance
	\$	\$	\$	\$	%
<b>OPERATING REVENUES</b>					
Operating Grants and Subsidies	1,347,490	2,129,962	5,629,892	217,468	10.21%
Contributions, Reimbursements and Donations	259,568	286,253	796,674	(26,697)	(6.43%)
Profit on Asset Disposals	948,889	490,300	2,876,313	495,639	17.23%
Fees and Charges	5,478,504	8,810,586	11,156,037	(832,082)	(7.77%)
Interest Earnings	206,858	352,785	845,591	(66,127)	(18.25%)
Other Revenue	24,058	45,405	109,001	(21,347)	(14.70%)
<b>Total (Excluding Rates)</b>	<b>12,285,147</b>	<b>12,018,293</b>	<b>21,213,507</b>	<b>246,854</b>	<b>2.05%</b>
<b>OPERATING EXPENSES</b>					
Employee Costs	(8,096,534)	(8,379,336)	(19,348,061)	342,802	(1.09%)
Materials and Contracts	(6,223,924)	(6,014,617)	(14,526,353)	(209,307)	1.44%
Utility Charges	(946,495)	(1,025,705)	(1,482,302)	79,210	(7.72%)
Depreciation on Non-Current Assets	(3,952,994)	(3,949,130)	(9,478,168)	(3,864)	0.10%
Interest Expenses	(214,271)	(213,209)	(511,988)	(1,071)	0.50%
Insurance Expenses	(567,505)	(372,308)	(939,979)	(195,107)	52.43%
Loss on Asset Disposal	(44,440)	(8,330)	(20,900)	(36,110)	433.50%
Other Expenditure	(152,729)	(121,340)	(308,534)	(61,399)	34.12%
<b>Total</b>	<b>(20,148,892)</b>	<b>(20,083,956)</b>	<b>(47,274,085)</b>	<b>(64,037)</b>	<b>0.32%</b>
<b>Funding Balance Adjustment</b>					
<b>Non-Cash Expenditure and Revenue</b>					
(Profit)/Loss on Land Disposals	(948,889)	(493,300)	(2,676,312)	(455,639)	32.37%
(Profit)/Loss on Asset Disposals	44,440	8,330	20,900	46,110	483.50%
Depreciation and Amortisation on Assets	3,952,994	3,949,130	9,478,168	3,864	0.10%
Movements in Employee Benefit Provisions	118,834	0	0	118,834	
<b>Total</b>	<b>3,167,293</b>	<b>3,464,160</b>	<b>6,821,857</b>	<b>(296,861)</b>	<b>(8.27%)</b>
<b>Net Operating Result Excluding Rates</b>	<b>(4,716,846)</b>	<b>(4,601,503)</b>	<b>(19,238,722)</b>	<b>(114,944)</b>	<b>2.62%</b>
<b>CAPITAL REVENUES</b>					
Non-Operating Grants, Subsidies and Contributions	1,544,954	777,143	2,644,484	767,907	90.87%
Proceeds from Disposal of Land	1,492,250	4,464,596	3,661,491	(82,347)	(2.23%)
Proceeds from Disposal of Assets	107,792	134,156	285,391	(6,364)	(1.58%)
Proceeds from New Debentures	0	8,200	19,680	(8,200)	(100.00%)
Self-Supporting Loan Principal Income	30,149	30,149	59,537	0	0.00%
Overdraft Funds Utilised	0	0	1,200,000	0	
Transfers from Reserves (Restricted Assets)	0	786,895	1,888,575	(786,895)	(100.00%)
<b>Total</b>	<b>3,115,145</b>	<b>3,881,344</b>	<b>9,759,158</b>	<b>(65,999)</b>	<b>(2.07%)</b>
<b>CAPITAL EXPENDITURE</b>					
Purchase Land Held for Resale	(269,637)	(1,426,210)	(3,422,940)	2,156,573	(81.09%)
Purchase Land and Buildings	(189,302)	(1,012,190)	(2,429,758)	822,888	(81.20%)
Purchase Infrastructure Assets - Roads	(1,139,303)	(1,087,195)	(4,050,212)	547,892	(32.47%)
Purchase Infrastructure Assets - Drainage	(215,547)	(244,485)	(508,913)	78,938	(11.60%)
Purchase Infrastructure Assets - Parks and Ovals	(5,509)	(242,790)	(583,022)	236,781	(97.52%)
Purchase Infrastructure Assets - Footpaths	(130,604)	(173,595)	(415,309)	42,091	(24.77%)
Purchase Infrastructure Assets - Special Works	(21,544)	(210,110)	(504,415)	188,566	(89.19%)
Purchase Plant and Equipment	(5,404)	(431,545)	(1,035,732)	426,341	(88.79%)
Purchase Furniture and Equipment	(76,159)	(69,075)	(129,861)	(7,084)	10.26%
Capital Contributions and Grants Owed	0	0	(41,667)	0	
Repayment of Debentures	(250,459)	(250,459)	(559,442)	0	0.00%
Overdraft Funds (Repayments)	(969,973)	(974,739)	(971,739)	1,764	(0.18%)
Advances to Clubs	0	0	(15,680)	0	
Transfers to Reserves (Restricted Assets)	(1,451,789)	(1,309,300)	(2,765,574)	(122,465)	4.40%
<b>Total</b>	<b>(4,705,212)</b>	<b>(8,029,696)</b>	<b>(17,518,654)</b>	<b>3,322,864</b>	<b>(91.80%)</b>
<b>Rate Revenue</b>	<b>25,485,803</b>	<b>25,511,493</b>	<b>25,923,920</b>	<b>(25,887)</b>	<b>(0.10%)</b>
<b>Opening Funding Surplus (Deficit)</b>	<b>2,308,520</b>	<b>2,308,520</b>	<b>2,308,520</b>	<b>0</b>	<b>0.00%</b>
<b>Closing Funding Surplus (Deficit)</b>	<b>21,486,809</b>	<b>18,379,955</b>	<b>1,294,012</b>	<b>3,115,855</b>	<b>15.96%</b>

**SHIRE OF KALAMUNDA**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**For the 5 Months to 30 November 2012**

**NET CURRENT FUNDING POSITION**

	Positive=Surplus (Negative=Deficit) 2012-13	
	30/11/2012	Last Period
	\$	\$
<b>Current Assets</b>		
Cash Unrestricted	16,294,607	15,600,229
Cash at Bank - Reserves (Restricted)	4,109,235	4,098,288
Receivables - Rates and Rubbish	9,972,607	13,567,395
Receivables -Other	(792,976)	(224,430)
Inventories	191,921	181,723
<b>(* exclude loan receivable)</b>	<u>29,775,394</u>	<u>33,223,205</u>
<b>Less: Current Liabilities</b>		
Overdraft	0	0
Payables	(4,179,349)	(4,452,555)
Provisions	(2,054,529)	(2,030,914)
<b>(* exclude loan payable)</b>	<u>(6,233,878)</u>	<u>(6,483,469)</u>
<b>Net Current Asset Position</b>	<u><b>23,541,516</b></u>	<u><b>26,739,736</b></u>
<b>Add:</b>		
Provision for Long Service Leave	606,092	582,477
Provision for Annual Leave	1,448,437	1,448,437
Interest Bearing Liabilities accrued	0	(105,398)
<b>Less:</b>		
Restricted Cash (Reserves)	<u>(4,109,235)</u>	<u>(4,098,288)</u>
<b>Net Current Funding Position</b>	<u><b>21,486,809</b></u>	<u><b>24,566,964</b></u>

**SHIRE OF KALAMUNDA  
STATEMENT OF FINANCIAL POSITION  
AS AT 30 NOVEMBER 2012**

NOTE	Actual YTD 30/11/2012 \$	Actual 30/06/2012 \$
<b>CURRENT ASSETS</b>		
	20,403,842	8,179,373
	9,239,168	2,753,854
	191,921	201,275
	153,331	625,695
	<u>29,988,262</u>	<u>11,760,197</u>
<b>NON-CURRENT ASSETS</b>		
	996,051	1,026,201
	284,660	284,660
	13,420,932	13,420,932
	160,767,168	162,280,977
	155,795,064	156,343,420
	<u>331,263,875</u>	<u>333,356,190</u>
	<u>361,252,137</u>	<u>345,116,387</u>
<b>CURRENT LIABILITIES</b>		
	0	969,975
	4,179,348	6,088,978
	559,442	559,442
	2,054,529	1,935,725
	<u>6,793,319</u>	<u>9,554,120</u>
<b>NON-CURRENT LIABILITIES</b>		
	7,859,591	8,110,051
	385,274	385,274
	<u>8,244,865</u>	<u>8,495,325</u>
	<u>15,038,184</u>	<u>18,049,445</u>
	<u>346,213,953</u>	<u>327,066,942</u>
<b>EQUITY</b>		
	212,439,089	194,723,847
	4,109,235	2,677,466
	129,665,629	129,665,629
	<u>346,213,953</u>	<u>327,066,942</u>

**SHIRE OF KALAMUNDA  
STATEMENT OF CHANGES IN EQUITY  
AS AT 30 NOVEMBER 2012**

	NOTE	RETAINED SURPLUS \$	RESERVES CASH/ INVESTMENT BACKED \$	ASSET REVALUATION RESERVE \$	TOTAL EQUITY \$
Balance as at 1 July 2011		187,014,762	2,728,298	129,875,629	319,618,689
Net Result		7,658,253	0	0	7,658,253
Total Other Comprehensive Income		0	0	(210,000)	(210,000)
Transfer from/(to) Reserves		50,832	(50,832)	0	0
Transfer to Trust		0	0	0	0
<b>Balance as at 30 June 2012</b>		<b>194,723,847</b>	<b>2,677,466</b>	<b>129,665,629</b>	<b>327,066,942</b>
Net Result		19,147,011	0	0	19,147,011
Transfer from/(to) Reserves		(1,431,769)	1,431,769	0	0
<b>Balance as at 30 November 2012</b>		<b>212,439,089</b>	<b>4,109,235</b>	<b>129,665,629</b>	<b>346,213,953</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF KALAMUNDA  
STATEMENT OF CASH FLOWS  
For the 3 Months to 30 November 2012**

	NOTE	30/11/2012	2012/13	30/06/2012
		Actual	Budget	Actual
		\$	\$	\$
<b>Cash Flows From Operating Activities</b>				
<b>Receipts</b>				
Rates		16,783,568	25,713,080	23,967,967
Operating Grants and Subsidies		2,347,430	5,621,043	3,840,609
Contributions, Reimbursements and Donations		259,658	677,840	3,611,252
Fees and Charges		11,215,125	10,123,538	12,775,204
Interest Earnings		206,658	768,937	838,407
Goods and Services Tax		467,224	1,682,449	1,077,958
Other Revenue		34,058	91,206	42,677
		<u>31,303,622</u>	<u>44,678,743</u>	<u>46,128,275</u>
<b>Payments</b>				
Employee Costs		(8,138,897)	(19,301,466)	(19,124,142)
Materials and Contracts		(7,974,493)	(13,704,665)	(14,825,441)
Utility Charges		(946,495)	(2,443,131)	(2,041,258)
Insurance Expenses		(567,305)	(598,979)	(488,365)
Interest Expenses		(184,666)	(511,688)	(458,401)
Goods and Services Tax		(945,089)	(1,508,891)	(3,100,375)
Other Expenditure		(162,729)	(293,258)	(668,307)
		<u>(18,919,855)</u>	<u>(38,362,258)</u>	<u>(41,006,600)</u>
<b>Net Cash Provided By (Used In) Operating Activities</b>	14(b)	<u>12,383,767</u>	<u>6,316,485</u>	<u>5,121,675</u>
<b>Cash Flows from Investing Activities</b>				
Payments for Development of Land Held for Resale		(31,200)	(3,422,940)	(1,692,326)
Payments for Purchase of Property, Plant & Equipment		(529,302)	(3,595,351)	(6,310,787)
Payments for Construction of Infrastructure		(1,513,507)	(6,141,471)	(7,308,058)
Non-Operating Grants, Subsidies and Contributions used for the Development of Assets		3,544,854	2,844,184	5,082,711
Proceeds from Sale of Land		3,432,350	3,661,491	6,665,917
Proceeds from Sale of Plant & Equipment		107,792	286,391	105,329
<b>Net Cash Provided By (Used In) Investing Activities</b>		<u>1,030,987</u>	<u>(6,568,396)</u>	<u>(3,357,207)</u>
<b>Cash Flows from Financing Activities</b>				
Repayment of Debentures		(250,459)	(559,442)	(887,253)
Capital Contributions Repayments		0	(41,667)	0
Proceeds from Self Supporting Loans		30,149	59,537	55,901
Advance to C/Julis		0	(19,680)	0
Overdraft Funding Utilised		0	1,200,000	0
Overdraft Funding		0	0	0
Proceeds from New Debentures		0	19,580	3,000,000
<b>Net Cash Provided By (Used In) Financing Activities</b>		<u>(220,310)</u>	<u>658,428</u>	<u>2,568,648</u>
<b>Net Increase (Decrease) in Cash Held</b>		<u>13,194,444</u>	<u>406,517</u>	<u>4,333,116</u>
Cash at Beginning of Year		7,209,396	7,209,396	2,876,281
<b>Cash and Cash Equivalents at the End of the Year</b>	14(a)	<u>20,403,842</u>	<u>7,615,915</u>	<u>7,209,396</u>
Cash and Cash Equivalents	3	20,403,842		
Bank Overdraft	3	0		
		<u>20,403,842</u>		

Please note that the following amount is included in the Total Cash and Cash Equivalents shown above. This amount is the Restricted Cash for Reserve Accounts:



**SHIRE OF KALAMUNDA**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**For the 5 Months to 30 November 2012**

**NOTES TO THE STATEMENT OF CASH FLOWS**

**(a) Reconciliation of Cash**

For the purposes of the statement of cash flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the statement of financial position as follows:

	30/11/2012	30/06/2012
	\$	\$
Cash and Cash Equivalents	20,403,842	8,179,373
Overdraft Funding	<u>                    </u>	<u>(969,975)</u>
	<u>20,403,842</u>	<u>7,209,398</u>

**(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result**

Net Result	19,147,011	7,658,250
Depreciation	3,952,994	9,314,073
(Profit)/Loss on Sale of Asset	(904,499)	(4,035,142)
(Increase)/Decrease in Receivables	(5,965,613)	2,498,153
(Increase)/Decrease in Inventories	9,354	(1,012,343)
Increase/(Decrease) in Payables	(1,951,485)	932,286
Increase/(Decrease) in GST	(477,846)	(2,027,417)
Increase/(Decrease) in Employee Provisor	118,804	260,855
Non Cash Contribution (EMRC)	0	(2,485,321)
Grants/Contributions for the Development of Assets	<u>(1,544,954)</u>	<u>(5,981,716)</u>
Net Cash from Operating Activities	<u>12,383,767</u>	<u>5,121,675</u>

**(c) Undrawn Borrowing Facilities  
Credit Standby Arrangements**

Bank Overdraft limit	1,500,000
Bank Overdraft at Balance Date	0

**SHIRE OF KALAMUNDA**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**AS AT 30 NOVEMBER 2012**

	Actual 30/11/2012 \$	Budget 30/06/2013 \$
<b>RESERVES - CASH/INVESTMENT BACKED</b>		
<b>(a) Land and Property</b>		
Opening Balance	1,653,467	1,653,467
Interest Earned	33,489	47,559
Amount Set Aside / Transfer to Reserve	1,384,443	1,991,770
Amount Used / Transfer from Reserve	0	(1,648,439)
	<u>3,071,399</u>	<u>2,044,357</u>
<b>(b) Waste Management</b>		
Opening Balance	151,513	151,513
Interest Earned	2,048	4,358
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>153,561</u>	<u>155,871</u>
<b>(c) EDP - IT Equipment</b>		
Opening Balance	11,977	11,977
Interest Earned	162	344
Amount Set Aside / Transfer to Reserve	0	268,463
Amount Used / Transfer from Reserve	0	(45,000)
	<u>12,140</u>	<u>235,784</u>
<b>(d) Local Government Elections</b>		
Opening Balance	28,725	28,725
Interest Earned	388	826
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>29,114</u>	<u>29,551</u>
<b>(e) Long Service Leave</b>		
Opening Balance	70,744	70,744
Interest Earned	955	2,035
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>71,699</u>	<u>72,779</u>
<b>(f) Plant and Equipment</b>		
Opening Balance	27,432	27,432
Interest Earned	371	789
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>27,803</u>	<u>28,221</u>

**SHIRE OF KALAMUNDA**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**AS AT 30 NOVEMBER 2012**

	Actual 30/11/2012 \$	Budget 30/06/2013 \$
<b>(g) Stirk Park Reserve</b>		
Opening Balance	23,926	23,926
Interest Earned	323	689
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>24,249</u>	<u>24,615</u>
<b>(h) HACC</b>		
Opening Balance	129,951	129,951
Interest Earned	1,757	3,737
Amount Set Aside / Transfer to Reserve	0	362,657
Amount Used / Transfer from Reserve	0	0
	<u>131,708</u>	<u>496,345</u>
<b>(i) Forrestfield Industrial Area</b>		
Opening Balance	157,853	157,853
Interest Earned	2,133	4,540
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(83,000)
	<u>159,986</u>	<u>79,393</u>
<b>(j) Insurance Contingency</b>		
Opening Balance	159,382	159,382
Interest Earned	2,152	4,584
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>161,535</u>	<u>163,966</u>
<b>(k) Light Plant</b>		
Opening Balance	32,361	32,361
Interest Earned	437	931
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>32,798</u>	<u>33,292</u>
<b>(l) Revaluation</b>		
Opening Balance	132,001	132,001
Interest Earned	1,785	3,796
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>133,786</u>	<u>135,797</u>

**SHIRE OF KALAMUNDA  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
AS AT 30 NOVEMBER 2012**

	Actual 30/11/2012 \$	Budget 30/06/2013 \$
<b>(m) Nominated Employee Leave Provisions</b>		
Opening Balance	23,550	23,551
Interest Earned	318	677
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>23,868</u>	<u>24,228</u>
<b>(n) Unexpended Capital Works and Specific Purpose Grants</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(o) Enviromental Reserve</b>		
Opening Balance	74,583	74,583
Interest Earned	1,007	2,132
Amount Set Aside / Transfer to Reserve	0	66,687
Amount Used / Transfer from Reserve	0	(112,136)
	<u>75,590</u>	<u>31,266</u>
<b>TOTAL CASH BACKED RESERVES</b>	<u><u>4,109,234</u></u>	<u><u>3,555,465</u></u>

**SUMMARY**

	2012-13 Actual YTD \$	2012-13 Budget \$
Opening Balance	2,677,466	2,677,466
Transfer from Accumulated Surplus - Interest	47,326	76,997
Transfer from Accumulated Surplus	1,384,443	2,689,577
Transfer to Accumulated Surplus	<u>0</u>	<u>(1,888,575)</u>
Closing Balance	<u><u>4,109,235</u></u>	<u><u>3,555,465</u></u>

<u>Shire of Kalamunda Investments as at 30/11/2012</u>								
<u>Invoice</u>	<u>Bank</u>	<u>Term</u>	<u>Interest Rate %</u>	<u>Weighted Int Rate</u>	<u>Maturity</u>	<u>Fund</u>	<u>Amount</u>	
<b>Municipal Cash at Bank</b>								
SOK - MOW	ANZ-Meals on Wheels					Municipal		\$8,004.24
SOK - KNACC	Bank West-Home and Community Care					Municipal		\$12,269.48
SOK	Commonwealth Chequing Account					Municipal		\$372,701.80
SOK	Commonwealth Savings Account					Municipal		\$4,912,275.89
SOK	Commonwealth C/P					Municipal		\$0.00
SOK	Commonwealth Savings Account (Health)					Municipal		\$36,143.55
SOK	Commonwealth Savings Account (Trydology)					Municipal		\$0.00
SOK	Commonwealth Overdraft \$1,000,000 GFL					Municipal		\$0.00
								<b>\$5,375,376.86</b>
<b>Cash Investments</b>								
9075	ING	90	4.00%	0.2754%	02/13	Municipal		\$1,226,735.88
9081	NAB	90	4.86%	0.4744%	24/12/12	Municipal		\$2,000,000.00
9082	ING	90	4.84%	0.4724%	24/12/12	Municipal		\$2,000,000.00
9083	NAB	90	4.85%	0.2372%	24/12/12	Municipal		\$1,000,000.00
9084	Bendigo	120	4.65%	0.4734%	24/1/13	Municipal		\$2,000,000.00
9085	Bendigo	90	4.70%	0.4588%	3/1/13	Municipal		\$2,000,000.00
9086	Bendigo	90	4.58%	0.2336%	7/2/13	Municipal		\$1,000,000.00
								<b>\$11,226,735.88</b>
<b>Cash Backed Reserves</b>								
SOK	Commonwealth Bank Savings Account					Reserve		\$4,098,287.92
								<b>\$4,098,287.92</b>
<b>Trust Funds</b>								
						Shire of Kalamunda-BC1F(BRB), Unclaimed Monies	Trust	\$33,446.06
								<b>\$33,446.06</b>
<b>Cell 9 Scheme Contributions</b>								
CELL9 TD2	NAB	81	4.42%	0.2420%	28/1/13	Trust		\$1,121,990.07
CELL9 TD4	Westpac	90	4.84%	0.1210%	10/12/12	Trust		\$812,265.35
CELL9 TD5	Westpac	90	4.89%	0.2850%	10/12/12	Trust		\$1,110,309.32
CELL9 TD6	Bendigo	119	4.65%	0.2421%	1/2/13	Trust		\$1,097,831.22
CELL9 TD7	Bendigo	119	4.65%	0.2481%	1/2/13	Trust		\$1,067,531.22
CELL9 TD8	ANZ	90	4.68%	0.2407%	28/1/13	Trust		\$1,080,705.40
CELL9 TD9	ANZ	81	4.61%	0.2378%	11/2/13	Trust		\$1,056,910.59
CELL9 TD10	ANZ	80	4.39%	0.2179%	7/12/12	Trust		\$1,016,812.00
						Cell 9 Cheque Account		\$1.29
						Cell 9 Direct Saver		\$812,371.31
								<b>\$8,886,492.97</b>
<b>Public Open Space Funds</b>								
POS	Borrowdale	75	4.50%	0.2688%	11/12/12	Trust		\$1,108,914.63
POS	Commonwealth	All Cells						\$1,045,481.34
								<b>\$2,254,395.97</b>
<b>Total Funds</b>								<b>\$21,849,736.96</b>
<b>SUMMARY OF FUNDS</b>								
Municipal								\$16,597,112.84
Reserves								\$4,098,287.92
Trust								\$11,154,336.20
<b>Total Funds</b>								<b>\$31,849,736.96</b>

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**03. Monthly Financial Statements for the Six Months to 31 December 2012**

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 six months to 31 December 2012 incorporating the following: <ul style="list-style-type: none"><li>• Statement of Comprehensive Income by Program</li><li>• Statement of Comprehensive Income by Nature and Type</li><li>• Rate Setting Statement including net current funding position</li><li>• Statement of Financial Position</li><li>• Statement of Equity</li><li>• Schedule of Reserve Accounts Balances</li><li>• Investment Schedule</li></ul>

**PURPOSE**

1. To provide Council with financial reports on the activity of the Shire of Kalamunda with indications of performance against adopted budget.

**BACKGROUND**

2. The Statement of Financial Activity (Attachment 1), incorporating various sub-statements, has been prepared in accordance with the requirement of the *Local Government Act (1995)*, *Local Government (Financial Management) Regulations 1996* (Regulation 34).

**DETAILS**

3. The *Local Government Act (1995)* requires Council to adopt a percentage or value to be used in reporting variances against Budget. Council adopted on 8 August 2012 the reportable variances of 5% or \$5,000 whichever is greater.
4. The adopted percentage on value is applied at Program level and where applicable for the commentary and detail is provided.

**Financial Commentary**

Statement of Comprehensive Income by Nature and Type for the Six Months to 31 December 2012

5. This Statement reveals a net result of a surplus of \$16,232,662 against revised budget for the same period of \$16,483,977.

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*Revenue*

6. Total Revenue is slightly under budget by \$1,006,632. This is made up as follows:
- Rates are under budget by \$111,899. The variance is as a result of timing difference between schedules received from Landgate and generation of interim rates for the month. The section is currently processing interims which are in excess of \$200,000.
  - Operating Grants and Subsidies and Contributions, Reimbursements and Donations are under budget by \$431,738. Of this \$579,249 relates to the Federal Assistance Grants (FAGS) payment for the quarter which has not yet been received, offset by an increase in Community Care funding by \$186,838.
  - Fees and Charges variance is continuing to worsen against budget with the variance increasing to \$412,054 with the major variances coming from:
    - Waste additional bin services under budget by \$354,091 partly due to a lower rates generation than estimated. Although revenue had been revised downwards by \$156,832, a further revision may be required in the statutory budget review in February 2013.
    - Leases and Licences and hall hire were down by \$66,399 but this is due to timing differences and will catch up when the billings are done for the quarter.
  - Interest earnings are under budget by \$27,161. The cash rate was further reduced by 25 basis points in December which did not help our investment income coming from our online saver accounts. Deposit rates have now dropped a cumulative 100 basis points since the original budget was compiled. The outlook does not look promising as economic conditions remain stagnant.
7. Other revenue is under budget by \$24,781 coming from various fines and penalties which are difficult to predict.

*Expenditure*

8. Total expenses are under revised budget with a variance of \$458,228. There are still significant variances within the individual categories as follows:
- "Employment Costs" are well under budget by \$330,952 stemming from some vacant positions.
  - "Materials and Contracts" \$136,750 is under budget in Economic Development Unit and Community Development Unit for various non-recurrent projects; a delay in invoicing second quarter swimming pool management contract and on various maintenance jobs across infrastructure and buildings.
  - Utilities were under by \$209,118 which is put down to late billing from Synergy and therefore primarily a timing difference.

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- Insurance expense is over by \$162,829 with the second and final instalments to LGIS going through in November. The budget will need to be re-phased to allow for this which will eliminate most of the variance.
  - Other expenditure is higher than budget by \$38,709 mainly coming from projects and are mainly timing differences.
9. The interest expense is slightly higher than budget by \$1,242 which is within the Council's reporting threshold. The amounts paid are in accordance with the debenture schedule.
10. Depreciation, although a non-cash cost, is tracking slightly over budget, reporting a small variance of \$15,812 mainly in the category of Building depreciation.

#### *Non-Operating Grants*

11. Non-Operating Grants are over budget by \$216,549. This component is made up of various infrastructure projects which are underway such as Abernethy Rd and Mundaring Weir Rd. In addition, direct grants which are due from the federal government were also received in advance.

#### *Profit on Asset Disposals*

12. There were no additional properties disposed of in the month of December. The variance of \$114,984 is principally a timing issue.

#### Statement of Comprehensive Income by Program for the Six Months to 31 December 2012

13. The overall results comments are as above and generally each Program is within accepted budget except for General Purpose Funding due to delays in FAGS payment, Community Amenities, Recreation and Culture, Transport and Other Property and Services. These are principally due to timing differences.

#### Rate Setting Statement for the Six Months to 31 December 2012

14. This Statement compares the actual to date with the Revised Budget.
15. The results to 31 December 2012 reveal a surplus of \$18,934,427. This was mainly made up of:
- Overall income excluding rates is under budget by \$779,749 with the bulk of the variance coming from Operating grants and lower fees and charges as explained above.
  - Expenditure is \$423,784 lower with the main variance in materials and contracts, employment costs and insurance expenses. These have been commented on in point 8 above.
  - Rates generation is under budget and the variance of \$111,899 is a timing difference related to receipt and processing of interims.
  - There was deferred capital works of approximately \$4,110,460 due to the delays in projects such as the Abernethy Rd and Amenities building at the Depot. The projects will be reviewed in the next budget review and amended where required.



16. The current balance is \$18,934,427 is above budget set at \$15,913,713 due to project based activities reflected above for which now there is catch up in progress.

Investments as at 31 December 2012

17. A total of \$28.96 million is in term deposits or online saving accounts and includes the overdraft facility of which is nil at the moment. This represents a net decrease of \$2.89 million in cash deposits which can be related to there being no instalment due on rates and bins service charge monies in the month of December.

The above is made of:

- Municipal Funds \$13,638,202.
- Reserve Funds \$4,109,235.
- Trust Monies \$11,210,989 (includes amounts for Public Open Space of \$2,248,548).

Average interest rates on term deposits have dropped as indicated previously by a cumulative 100 basis points with investment rates dropping to between 4.4 to 4.6%. Reserve Bank of Australia has changed its cash rate in the month of December to 3.00% although there is a high probability of a 25-50 basis point cut in the coming months as trade conditions in mainly the commodity market and the local retail economy worsen coupled with poor performance in the European and US markets.

All deposits met the Investment Policy requirements and are no longer than 120 days.

Statement of Financial Position as at 31 December 2012

18. Net Current Assets (Current Assets less Current Liabilities) is in positive territory by \$26.67 million mainly due to the rates generation which includes billings for Rates, Bin Services and Pool Inspection fees. The cash position is showing a healthy balance of \$17.52 million. It is projected that this balance will now start falling as our rate of payments to creditors will outstrip our outstanding collections on rates, bins and ESL and sundry debtors.
19. Trade and other receivables comprise of rates and sundry debtors totalling \$8.83 million outstanding.
- The rates balance has reduced by \$8.63 million which represents a collection rate of 70.43% to date. This is a commendable effort.
  - The Sundry debtors has increased to \$314,316 outstanding. The main overdue debtors are:
    - Department of Health & Ageing for \$75,685 which is being delayed as the report on the activities being conducted is being reviewed currently.

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- Lesmurdie Tennis Club for \$29,904 in relation to the club contribution for the extension of the tennis club. The Club president has raised concerns on certain conditions be fulfilled prior to payment. Further meetings are being held by Community Development and a report will be prepared for Council to consider the next course of action.
  - Forrestfield United Soccer Club (FFUSC) WA Inc with \$22,953 outstanding for loan payment and reserve hire. The direct debit of \$800 will be increased to \$1,200 fortnightly from January 2013.
  - Kalamunda & Districts Netball Club with \$17,603 outstanding for court re-surfacing costs. This amount was repaid in December.
  - Bronzewing Investments for \$34,250 for rehabilitation works undertaken for a developer.
20. Fixed Assets have reduced by \$2,437,293 after depreciation mainly due to the delay in works with the budget not having being approved till August. It should also be noted that there are \$4.1million worth of capital works in the pipeline which will compensate for this shortfall.
21. Provisions for annual and long service leave currently stand at \$2.78 million representing an increase of over \$73,000 from November. Hopefully this will reduce significantly with summer holidays coming up. The long term goal is bring this liability down to a more manageable level than what it is currently.
22. Long term borrowings are at \$7.83 million with the inclusion of two new loans last year:
- Kalamunda Water Park at \$1.85 million.
  - Refuse Trucks at \$1.15 million. The purpose of this loan was reviewed in Budget 2012/2013 to fund the Swimming Pool project.

### **STATUTORY AND LEGAL IMPLICATIONS**

23. The *Local Government Act 1995* and the *Local Government (Financial Management) Regulations* require that we present a monthly financial activity statement.

### **POLICY IMPLICATIONS**

24. Nil.

### **PUBLIC CONSULTATION/COMMUNICATION**

25. Nil.

### **FINANCIAL IMPLICATIONS**

26. Nil.

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## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

27. *Shire of Kalamunda Strategic Plan 2009-2014*  
Strategy 5.5.2 Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements.

### Sustainability Implications

#### Social Implications

28. Nil.

#### Economic Implications

29. Nil.

#### Environmental Implications

30. Nil.

### OFFICER COMMENT

31. All comments are contained within the "Details" area of this report.

<b>Voting Requirements: Simple Majority</b>
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### COMMITTEE RECOMMENDATION TO COUNCIL (C&C 03/2013)

That Council:

1. Receives the monthly financial statements for the six months to 31 December 2012, which comprises:
- Statement of Comprehensive Income by Nature and Type
  - Statement of Comprehensive Income by Program
  - Rate Setting Statement including net funding position
  - Investment Schedule
  - Statement of Financial Position
  - Equity Statement
  - Cashflow Statement
  - Reserve Balances Statement

Moved: **Cr Margaret Thomas**

Seconded: **Cr Justin Whitten**

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

**Attachment 1**

**SHIRE OF KALAMUNDA  
STATEMENT OF COMPREHENSIVE INCOME  
BY NATURE OR TYPE  
FOR THE 6 MONTHS TO 31 DECEMBER 2012**

	31/12/2012 Actual \$	31/12/2012 Budget \$	2012-13 Budget \$	31/12/2011 Actual \$
<b>REVENUE</b>				
Rates	25,515,374	25,627,273	25,923,920	23,325,710
Operating Grants and Subsidies	2,385,441	2,792,104	5,629,892	1,932,936
Contributions, Reimbursements and Donations	318,417	343,492	796,674	535,061
Fees and Charges	8,695,500	9,106,554	11,156,037	8,378,683
Interest Earnings	301,379	328,540	845,591	288,236
Other Revenue	29,705	54,486	109,001	18,252
	<u>37,245,817</u>	<u>38,252,449</u>	<u>44,461,115</u>	<u>34,478,879</u>
<b>EXPENSES</b>				
Employee Costs	(9,577,821)	(9,908,773)	(19,347,629)	(9,589,231)
Materials and Contracts	(7,098,091)	(7,234,841)	(14,526,785)	(6,653,121)
Utility Charges	(1,031,636)	(1,240,754)	(2,482,302)	(934,356)
Depreciation on Non-Current Assets	(4,754,768)	(4,738,956)	(9,478,169)	(4,663,442)
Interest Expenses	(257,082)	(255,840)	(511,688)	(63,749)
Insurance Expenses	(567,505)	(404,676)	(598,979)	(546,757)
Other Expenditure	(175,705)	(136,996)	(308,534)	(202,338)
	<u>(23,462,608)</u>	<u>(23,920,836)</u>	<u>(47,254,086)</u>	<u>(22,652,994)</u>
	13,783,209	14,331,613	(2,792,971)	11,825,885
Non-Operating Grants, Subsidies and Contributions	1,544,954	1,328,405	2,644,484	3,472,796
Increase/(Decrease) in Equity EMRC				
Profit on Asset Disposals	948,939	833,955	2,676,312	545,000
Loss on Asset Disposal	(44,440)	(9,996)	(20,000)	-
<b>NET RESULT</b>	<u>16,232,662</u>	<u>16,483,977</u>	<u>2,507,825</u>	<u>15,843,680</u>
Other Comprehensive Income	0	0	0	0
<b>Total Other Comprehensive Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL COMPREHENSIVE INCOME</b>	<u><u>16,232,662</u></u>	<u><u>16,483,977</u></u>	<u><u>2,507,825</u></u>	<u><u>15,843,680</u></u>

**SHIRE OF KALAMUNDA  
STATEMENT OF COMPREHENSIVE INCOME  
BY PROGRAM  
FOR THE 6 MONTHS TO 31 DECEMBER 2012**

	31/12/2012 Actual \$	31/12/2012 Budget \$	2012-13 Budget \$	31/12/2011 Actual \$
<b>REVENUE</b>				
Governance	6,052	6,804	13,626	3,183
General Purpose Funding	26,483,029	27,184,879	29,227,663	24,594,123
Law, Order, Public Safety	196,925	179,528	359,089	168,500
Health	84,542	51,084	102,217	60,544
Education and Welfare	2,071,460	1,829,726	3,653,074	1,893,718
Community Amenities	8,332,081	8,415,231	10,674,791	7,506,229
Recreation and Culture	716,042	1,049,444	2,380,654	1,063,720
Transport	1,292,639	1,130,333	2,322,434	2,624,768
Economic Services	356,533	361,716	636,181	334,762
Other Property and Services	200,407	206,064	412,181	306,042
	<u>39,739,710</u>	<u>40,414,809</u>	<u>49,781,911</u>	<u>38,555,589</u>
<b>EXPENSES EXCLUDING FINANCE COSTS</b>				
Governance	(1,512,362)	(1,310,381)	(2,559,481)	(1,180,709)
General Purpose Funding	(380,985)	(373,753)	(718,548)	(490,261)
Law, Order, Public Safety	(759,991)	(793,346)	(1,560,444)	(780,423)
Health	(451,596)	(453,634)	(901,895)	(385,845)
Education and Welfare	(1,671,167)	(2,059,139)	(4,035,216)	(1,819,579)
Community Amenities	(4,822,221)	(5,331,982)	(10,652,091)	(4,779,169)
Recreation & Culture	(8,279,518)	(8,614,778)	(17,078,483)	(8,345,378)
Transport	(3,661,753)	(3,940,608)	(7,881,146)	(3,920,325)
Economic Services	(377,468)	(418,849)	(823,721)	(248,372)
Other Property and Services	(1,332,906)	(378,522)	(551,373)	(698,098)
	<u>(23,249,967)</u>	<u>(23,674,992)</u>	<u>(46,762,398)</u>	<u>(22,648,160)</u>
<b>FINANCE COSTS</b>				
Other Property and Services	(257,082)	(255,840)	(511,688)	(63,749)
	<u>(257,082)</u>	<u>(255,840)</u>	<u>(511,688)</u>	<u>(63,749)</u>
<b>NET RESULT</b>	<u>16,232,662</u>	<u>16,483,977</u>	<u>2,507,825</u>	<u>15,843,680</u>
Other Comprehensive Income	0	0	0	0
<b>Total Other Comprehensive Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL COMPREHENSIVE INCOME</b>	<u>16,232,662</u>	<u>16,483,977</u>	<u>2,507,825</u>	<u>15,843,680</u>

<b>SHIRE OF KALAMUNDA</b>					
<b>STATEMENT OF FINANCIAL ACTIVITY</b>					
<b>(NATURE OR TYPE)</b>					
<b>FOR THE 6 MONTHS TO 31 DECEMBER 2012</b>					
	Actual	Budget YTD	Budget	Variance	Variance
	31/12/2012	2012-13	2012-13		
	\$	\$	\$	\$	%
<b>OPERATING REVENUES</b>					
Operating Grants and Subsidies	2,385,441	2,792,104	5,629,892	(406,669)	(14.56%)
Contributions, Reimbursements and Donations	318,417	343,492	796,674	(25,075)	(7.30%)
Profit on Asset Disposals	948,939	833,955	2,576,312	114,984	13.79%
Fees and Charges	8,695,500	9,106,554	11,156,037	(411,054)	(4.51%)
Interest Earnings	301,379	328,540	845,591	(27,161)	(8.17%)
Other Revenue	29,705	54,486	109,001	(24,781)	(45.48%)
<b>Total (Excluding Rates)</b>	<u>12,679,382</u>	<u>13,459,131</u>	<u>21,213,507</u>	<u>(779,749)</u>	<u>(5.79%)</u>
<b>OPERATING EXPENSES</b>					
Employee Costs	(9,577,821)	(9,908,773)	(19,347,629)	330,952	(3.34%)
Materials and Contracts	(7,098,091)	(7,234,841)	(14,526,785)	136,750	(1.89%)
Utility Charges	(1,031,636)	(1,240,754)	(2,482,302)	209,118	(16.85%)
Depreciation on Non-Current Assets	(4,754,768)	(4,738,956)	(9,478,169)	(15,812)	0.33%
Interest Expenses	(257,082)	(255,840)	(511,688)	(1,242)	0.49%
Insurance Expenses	(567,505)	(404,676)	(598,979)	(162,829)	40.29%
Loss on Asset Disposal	(44,440)	(9,996)	(20,000)	(34,444)	344.58%
Other Expenditure	(175,705)	(136,996)	(308,534)	(38,709)	28.26%
<b>Total</b>	<u>(23,507,048)</u>	<u>(23,930,832)</u>	<u>(47,274,066)</u>	<u>423,784</u>	<u>(1.77%)</u>
<b>Funding Balance Adjustment</b>					
<b>Non-Cash Expenditure and Revenue</b>					
(Profit)/Loss on Land Disposals	(948,939)	(833,955)	(2,676,312)	(114,984)	13.79%
(Profit)/Loss on Asset Disposals	44,440	9,996	20,000	34,444	344.58%
Depreciation and Amortisation on Assets	4,754,768	4,738,956	9,478,169	15,812	0.33%
Movement in Employee Benefit Provisions	142,380	0	0	142,380	
<b>Total</b>	<u>3,992,649</u>	<u>3,914,997</u>	<u>6,821,857</u>	<u>77,652</u>	<u>1.98%</u>
<b>Net Operating Result Excluding Rates</b>	<u>(6,835,017)</u>	<u>(6,556,704)</u>	<u>(19,238,722)</u>	<u>(278,313)</u>	<u>4.14%</u>
<b>CAPITAL REVENUES</b>					
Non-Operating Grants, Subsidies and Contributions	1,544,954	1,328,405	2,644,484	216,549	16.30%
Proceeds from Disposal of Land	1,432,250	1,464,596	3,661,491	(32,347)	(2.21%)
Proceeds from Disposal of Assets	107,792	114,156	285,391	(6,364)	(5.58%)
Proceeds from New Debentures	0	9,840	19,680	(9,840)	(100.00%)
Self-Supporting Loan Principal Income	30,149	30,149	59,537	-	0.00%
Overdraft Funds Utilised	0	0	1,200,000	0	
Transfers from Reserves (Restricted Assets)	0	944,274	1,888,575	(944,274)	(100.00%)
<b>Total</b>	<u>3,115,145</u>	<u>3,891,421</u>	<u>9,759,158</u>	<u>(776,276)</u>	<u>(19.95%)</u>
<b>CAPITAL EXPENDITURE</b>					
Purchase Land Held for Resale	(303,410)	(1,711,452)	(3,422,940)	1,408,042	(82.27%)
Purchase Land and Buildings	(268,015)	(1,214,628)	(2,429,758)	946,613	(77.93%)
Purchase Infrastructure Assets - Roads	(1,270,826)	(2,024,634)	(4,050,212)	753,808	(37.23%)
Purchase Infrastructure Assets - Drainage	(246,418)	(293,382)	(586,913)	46,964	(16.01%)
Purchase Infrastructure Assets - Parks and Ovals	(76,598)	(291,348)	(583,022)	214,750	(73.71%)
Purchase Infrastructure Assets - Footpaths	(130,919)	(208,314)	(416,909)	77,895	(37.15%)
Purchase Infrastructure Assets - Special Works	(27,690)	(252,132)	(504,415)	224,442	(89.02%)
Purchase Plant and Equipment	(71,881)	(517,854)	(1,035,732)	445,973	(86.12%)
Purchase Furniture and Equipment	(84,897)	(77,370)	(129,861)	(7,527)	9.79%
Capital Contributions and Grants Owing	0	0	(41,667)	0	
Repayment of Debentures	(276,473)	(276,473)	(559,442)	0	0.00%
Overdraft Funds (Repayment)	(969,975)	(971,739)	(971,739)	1,764	(0.18%)
Advances to Clubs	0	0	(19,680)	0	
Transfers to Reserves (Restricted Assets)	(1,442,492)	(1,517,471)	(2,766,574)	74,979	(4.94%)
<b>Total</b>	<u>(5,169,595)</u>	<u>(9,356,797)</u>	<u>(17,518,864)</u>	<u>4,187,202</u>	<u>(44.75%)</u>
Rate Revenue	25,515,374	25,627,273	25,923,920	(111,899)	(0.44%)
Opening Funding Surplus (Deficit)	2,308,520	2,308,520	2,308,520	0	0.00%
<b>Closing Funding Surplus (Deficit)</b>	<u>18,934,627</u>	<u>15,913,713</u>	<u>1,234,012</u>	<u>3,020,714</u>	<u>18.98%</u>

**SHIRE OF KALAMUNDA**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**For the 6 Months to 31 December 2012**

**NET CURRENT FUNDING POSITION**

	Positive=Surplus (Negative=Deficit) 2012-13	
	31/12/2012	Last Period
	\$	\$
<b>Current Assets</b>		
Cash Unrestricted	13,403,674	16,294,607
Cash at Bank - Reserves (Restricted)	4,119,959	4,109,235
Receivables - Rates and Rubbish	8,534,321	9,972,607
Receivables -Other	233,165	(792,976)
Inventories	172,723	191,921
(* exclude loan receivable)	<u>26,463,842</u>	<u>29,775,394</u>
<b>Less: Current Liabilities</b>		
Overdraft	0	0
Payables	(3,409,456)	(4,179,349)
Provisions	(2,078,105)	(2,054,529)
(* exclude loan payable)	<u>(5,487,560)</u>	<u>(6,233,878)</u>
<b>Net Current Asset Position</b>	<u><b>20,976,281</b></u>	<u><b>23,541,516</b></u>
<b>Add:</b>		
Provision for Long Service Leave	629,668	606,092
Provision for Annual Leave	1,448,437	1,448,437
Interest Bearing Liabilities accrued	0	0
<b>Less:</b>		
Restricted Cash (Reserves)	<u>(4,119,959)</u>	<u>(4,109,235)</u>
<b>Net Current Funding Position</b>	<u><b>18,934,427</b></u>	<u><b>21,486,809</b></u>

**SHIRE OF KALAMUNDA  
STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2012**

NOTE	Actual YTD 31/12/2012 \$	Actual 30/06/2012 \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	17,523,633	8,179,373
Trade and Other Receivables	8,827,023	2,753,854
Inventories	172,723	201,275
Land Held for Resale	153,331	625,695
<b>TOTAL CURRENT ASSETS</b>	<u>26,676,710</u>	<u>11,760,197</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	996,051	1,026,201
Land Held for Resale	284,660	284,660
Shares in Other Equities	13,420,932	13,420,932
Property, Plant and Equipment Infrastructure	160,572,441	162,280,977
	155,614,663	156,343,420
<b>TOTAL NON-CURRENT ASSETS</b>	<u>330,888,747</u>	<u>333,356,190</u>
<b>TOTAL ASSETS</b>	<u>357,565,457</u>	<u>345,116,387</u>
<b>CURRENT LIABILITIES</b>		
Bank Overdraft	0	969,975
Trade and Other Payables	3,409,455	6,088,978
Borrowings	559,442	559,442
Provisions	2,078,105	1,935,725
<b>TOTAL CURRENT LIABILITIES</b>	<u>6,047,002</u>	<u>9,554,120</u>
<b>NON-CURRENT LIABILITIES</b>		
Long Term Borrowings	7,833,578	8,110,051
Provisions	385,274	385,274
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>8,218,852</u>	<u>8,495,325</u>
<b>TOTAL LIABILITIES</b>	<u>14,265,854</u>	<u>18,049,445</u>
<b>NET ASSETS</b>	<u>343,299,603</u>	<u>327,066,942</u>
<b>EQUITY</b>		
Retained Surplus	209,514,015	194,723,847
Reserves - Cash/Investment Backed	4,119,959	2,677,466
Reserves - Asset Revaluation	129,665,629	129,665,629
<b>TOTAL EQUITY</b>	<u>343,299,603</u>	<u>327,066,942</u>



**SHIRE OF KALAMUNDA**  
**STATEMENT OF CASH FLOWS**  
For the 6 Months to 31 December 2012

	NOTE	31/12/2012 Actual \$	2012/13 Budget \$	30/06/2012 Actual \$
<b>Cash Flows From Operating Activities</b>				
<b>Receipts</b>				
Rates		18,104,457	25,713,030	23,967,967
Operating Grants and Subsidies		2,385,441	5,621,043	3,840,609
Contributions, Reimbursements and Donations		318,417	677,840	3,611,252
Fees and Charges		10,754,553	10,123,538	12,775,204
Interest Earnings		301,379	768,937	818,407
Goods and Services Tax		509,328	1,682,449	1,072,958
Other Revenue		29,705	91,906	41,877
		<u>32,403,280</u>	<u>44,678,743</u>	<u>46,128,275</u>
<b>Payments</b>				
Employee Costs		(9,656,607)	(19,301,666)	(19,424,462)
Materials and Contracts		(9,573,558)	(13,704,645)	(14,825,441)
Utility Charges		(1,031,636)	(2,443,131)	(2,041,258)
Insurance Expenses		(567,505)	(598,979)	(488,355)
Interest Expenses		(253,275)	(511,688)	(458,401)
Goods and Services Tax		(1,188,776)	(1,508,891)	(3,100,375)
Other Expenditure		(175,705)	(293,258)	(668,307)
		<u>(22,447,063)</u>	<u>(38,362,258)</u>	<u>(41,006,600)</u>
<b>Net Cash Provided By (Used In) Operating Activities</b>	14(b)	<u>9,956,217</u>	<u>6,316,485</u>	<u>5,121,675</u>
<b>Cash Flows from Investing Activities</b>				
Payments for Development of Land Held for Resale		(11,200)	(3,422,940)	(1,692,326)
Payments for Purchase of Property, Plant & Equipment		(717,004)	(3,595,351)	(6,310,787)
Payments for Construction of Infrastructure		(1,752,451)	(6,141,471)	(7,208,058)
Non-Operating Grants, Subsidies and Contributions used for the Development of Assets		1,544,954	2,644,484	5,082,718
Proceeds from Sale of Land		1,432,250	3,661,491	6,665,917
Proceeds from Sale of Plant & Equipment		107,792	285,391	105,329
<b>Net Cash Provided By (Used In) Investing Activities</b>		<u>604,341</u>	<u>(6,568,396)</u>	<u>(3,357,207)</u>
<b>Cash Flows from Financing Activities</b>				
Repayment of Debentures		(276,473)	(559,442)	(487,253)
Capital Contributions Repayments		0	(41,667)	0
Proceeds from Self Supporting Loans		30,149	59,537	55,901
Advance to Clubs		0	(19,680)	0
Overdraft Funding Utilised		0	1,200,000	0
Overdraft Funding		0	0	0
Proceeds from New Debentures		0	19,680	3,000,000
<b>Net Cash Provided By (Used In) Financing Activities</b>		<u>(246,323)</u>	<u>658,428</u>	<u>2,568,648</u>
<b>Net Increase (Decrease) in Cash Held</b>		<u>10,314,235</u>	<u>406,517</u>	<u>4,333,116</u>
Cash at Beginning of Year		7,209,398	7,209,398	2,876,281
<b>Cash and Cash Equivalents at the End of the Year</b>	14(a)	<u>17,523,633</u>	<u>7,615,915</u>	<u>7,209,398</u>
Cash and Cash Equivalents	3	17,523,633		
Bank Overdraft	3	0		
		<u>17,523,633</u>		

Please note that the following amount is included in the Total Cash and Cash Equivalents shown above. This amount is the Restricted Cash for Reserve Accounts.

**SHIRE OF KALAMUNDA**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**For the 6 Months to 31 December 2012**

**NOTES TO THE STATEMENT OF CASH FLOWS**

**(a) Reconciliation of Cash**

For the purposes of the statement of cash flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the statement of financial position as follows:

	31/12/2012	30/06/2012
	\$	\$
Cash and Cash Equivalents	17,523,633	8,179,373
Overdraft Funding	<u>                    </u>	<u>(969,975)</u>
	<u>17,523,633</u>	<u>7,209,398</u>

**(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result**

Net Result	16,232,662	7,658,250
Depreciation	4,754,768	9,314,073
(Profit)/Loss on Sale of Asset	(904,499)	(4,035,142)
(Increase)/Decrease in Receivables	(5,351,864)	2,498,153
(Increase)/Decrease in Inventories	28,552	(1,012,343)
Increase/(Decrease) in Payables	(2,721,378)	932,286
Increase/(Decrease) in GST	(679,449)	(2,027,417)
Increase/(Decrease) in Employee Provisor	142,380	260,855
Non Cash Contribution (EMRC)	0	(2,485,321)
Grants/Contributions for the Development of Assets	<u>(1,544,954)</u>	<u>(5,981,718)</u>
Net Cash from Operating Activities	<u>9,956,217</u>	<u>5,121,675</u>

**(c) Undrawn Borrowing Facilities  
Credit Standby Arrangements**

Bank Overdraft limit	1,500,000
Bank Overdraft at Balance Date	0

**SHIRE OF KALAMUNDA  
 STATEMENT OF CHANGES IN EQUITY  
 AS AT 31 DECEMBER 2012**

NOTE	RETAINED SURPLUS \$	RESERVES CASH/ INVESTMENT BACKED \$	ASSET REVALUATION RESERVE \$	TOTAL EQUITY \$
Balance as at 1 July 2011	187,014,762	2,728,298	129,875,629	319,618,689
Net Result	7,658,253	0	0	7,658,253
Total Other Comprehensive Income	0	0	(210,000)	(210,000)
Transfer from/(to) Reserves	50,832	(50,832)	0	0
Transfer to Trust	0	0	0	0
<b>Balance as at 30 June 2012</b>	<b>194,723,847</b>	<b>2,677,466</b>	<b>129,665,629</b>	<b>327,066,942</b>
Net Result	16,232,661	0	0	16,232,661
Transfer from/(to) Reserves	(1,442,493)	1,442,493	0	0
<b>Balance as at 31 December 2012</b>	<b>209,514,015</b>	<b>4,119,959</b>	<b>129,665,629</b>	<b>343,299,603</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF KALAMUNDA  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
AS AT 31 DECEMBER 2012**

	Actual 31/12/2012 \$	Budget 30/06/2013 \$
<b>RESERVES - CASH/INVESTMENT BACKED</b>		
<b>(a) Land and Property</b>		
Opening Balance	1,653,467	1,653,467
Interest Earned	41,503	47,559
Amount Set Aside / Transfer to Reserve	1,384,443	1,991,770
Amount Used / Transfer from Reserve	0	(1,648,439)
	<u>3,079,413</u>	<u>2,044,357</u>
<b>(b) Waste Management</b>		
Opening Balance	151,513	151,513
Interest Earned	2,449	4,358
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>153,962</u>	<u>155,871</u>
<b>(c) EDP - IT Equipment</b>		
Opening Balance	11,977	11,977
Interest Earned	195	344
Amount Set Aside / Transfer to Reserve	0	268,463
Amount Used / Transfer from Reserve	0	(45,000)
	<u>12,172</u>	<u>235,784</u>
<b>(d) Local Government Elections</b>		
Opening Balance	28,725	28,725
Interest Earned	465	826
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>29,190</u>	<u>29,551</u>
<b>(e) Long Service Leave</b>		
Opening Balance	70,744	70,744
Interest Earned	1,141	2,035
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>71,885</u>	<u>72,779</u>
<b>(f) Plant and Equipment</b>		
Opening Balance	27,432	27,432
Interest Earned	444	789
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>27,876</u>	<u>28,221</u>

**SHIRE OF KALAMUNDA  
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
 AS AT 31 DECEMBER 2012**

	Actual 31/12/2012 \$	Budget 30/06/2013 \$
<b>(g) Stirk Park Reserve</b>		
Opening Balance	23,926	23,926
Interest Earned	386	689
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>24,312</u>	<u>24,615</u>
<b>(h) HACC</b>		
Opening Balance	129,951	129,951
Interest Earned	2,101	3,737
Amount Set Aside / Transfer to Reserve	0	362,657
Amount Used / Transfer from Reserve	0	0
	<u>132,052</u>	<u>496,345</u>
<b>(i) Forrestfield Industrial Area</b>		
Opening Balance	157,853	157,853
Interest Earned	2,550	4,540
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(83,000)
	<u>160,403</u>	<u>79,393</u>
<b>(j) Insurance Contingency</b>		
Opening Balance	159,382	159,382
Interest Earned	2,574	4,584
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>161,956</u>	<u>163,966</u>
<b>(k) Light Plant</b>		
Opening Balance	32,361	32,361
Interest Earned	523	931
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>32,884</u>	<u>33,292</u>
<b>(l) Revaluation</b>		
Opening Balance	132,001	132,001
Interest Earned	2,134	3,796
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>134,135</u>	<u>135,797</u>

**SHIRE OF KALAMUNDA  
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
 AS AT 31 DECEMBER 2012**

	Actual 31/12/2012 \$	Budget 30/06/2013 \$
<b>(m) Nominated Employee Leave Provisions</b>		
Opening Balance	23,550	23,551
Interest Earned	380	677
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>23,930</u>	<u>24,228</u>
<b>(n) Unexpended Capital Works and Specific Purpose Grants</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(o) Environmental Reserve</b>		
Opening Balance	74,583	74,583
Interest Earned	1,205	2,132
Amount Set Aside / Transfer to Reserve	0	66,687
Amount Used / Transfer from Reserve	0	(112,136)
	<u>75,788</u>	<u>31,266</u>
 <b>TOTAL CASH BACKED RESERVES</b>	 <u><b>4,119,959</b></u>	 <u><b>3,555,465</b></u>

**SUMMARY**

	2012-13 Actual YTD \$	2012-13 Budget \$
Opening Balance	2,677,466	2,677,466
Transfer from Accumulated Surplus - Interest	58,050	76,997
Transfer from Accumulated Surplus	1,384,443	2,689,577
Transfer to Accumulated Surplus	<u>0</u>	<u>(1,888,575)</u>
Closing Balance	<u><b>4,119,959</b></u>	<u><b>3,555,465</b></u>

**Shire of Kalamunda Investments as at 31/12/2012**

<u>Invest#</u>	<u>Bank</u>	<u>Term</u>	<u>Interest Rate %</u>	<u>Weighted Int Rate</u>	<u>Maturity</u>	<u>Fund</u>	<u>Amount</u>
<b>Municipal Cash at Bank</b>							
SOK - MOW	ANZ-Meals on Wheels					Municipal	\$8,004.24
SOK - KHACC	Bank West-Home and Community Care					Municipal	\$12,249.48
SOK	Commonwealth Chequing Account					Municipal	\$526,417.93
SOK	Commonwealth Savings Account					Municipal	\$1,781,438.43
SOK	Commonwealth CIP					Municipal	-\$5.42
SOK	Commonwealth Savings Account (Health)					Municipal	\$22,040.84
SOK	Commonwealth Savings Account (Trybooking)					Municipal	\$0.00
SOK	Commonwealth Overdraft \$1,500,000 GFL					Municipal	\$836.72
							<b>\$2,350,982.22</b>
<b>Cash Investments</b>							
9075	ING	90	4.60%	0.2741%	6/2/13	Municipal	\$1,226,735.88
9001	NAB	120	4.38%	0.4308%	23/4/13	Municipal	\$2,024,233.43
9082	ING	120	4.54%	0.4463%	5/4/13	Municipal	\$2,024,133.70
9083	NAB	120	4.38%	0.2153%	23/4/13	Municipal	\$1,012,116.72
9084	Bendigo	120	4.85%	0.4711%	24/1/13	Municipal	\$2,000,000.00
9085	Bendigo	90	4.70%	0.4565%	3/1/13	Municipal	\$2,000,000.00
9086	Bendigo	90	4.58%	0.2224%	7/2/13	Municipal	\$1,000,000.00
							<b>\$11,207,219.73</b>
<b>Cash Backed Reserves</b>							
SOK	Commonwealth Bank Savings Account					Reserve	\$4,109,235.40
							<b>\$4,109,235.40</b>
<b>Trust Funds</b>							
	Shire of Kalamunda-BCITF,BRB,Unclaimed Monies					Trust	\$53,249.93
							<b>\$53,249.93</b>
<b>Cell 9 Scheme Contributions</b>							
CELL9 TD2	NAB	91	4.42%	0.2409%	28/1/13	Trust	\$1,121,990.07
CELL9 TD4	Westpac	90	4.45%	0.1121%	10/3/13	Trust	\$518,807.63
CELL9 TD5	Westpac	90	4.45%	0.2430%	10/3/13	Trust	\$1,124,503.95
CELL9 TD6	Bendigo	119	4.65%	0.2479%	1/2/13	Trust	\$1,097,631.22
CELL9 TD7	Bendigo	119	4.65%	0.2479%	1/2/13	Trust	\$1,097,631.22
CELL9 TD8	ANZ	90	4.65%	0.2396%	29/1/13	Trust	\$1,060,785.40
CELL9 TD9	ING	91	4.61%	0.2366%	11/2/13	Trust	\$1,066,910.69
CELL9 TD10	ANZ	90	4.65%	0.2313%	7/3/13	Trust	\$1,024,272.66
	Cell 9 Cheque Account						\$0.94
	Cell 9 Online Saver						\$806,867.84
							<b>\$8,909,191.52</b>
<b>Public Open Space Funds</b>							
POS	NAB	120	4.49%	0.2617%	10/4/13	Trust	\$1,200,274.36
POS	Commonweal	At Cal					\$1,046,274.06
							<b>\$2,246,548.42</b>
<b>Total Funds</b>							<b>\$28,958,427.22</b>
<b>SUMMARY OF FUNDS</b>							
Municipal							\$13,638,201.05
Reserves							\$4,109,235.40
Trust							\$11,210,989.87
<b>Total Funds</b>							<b>\$28,958,427.22</b>

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

**04. Debtors and Creditors Reports for the Period to 31 December 2012**

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachment 1	Summary of Debtors for the period to 31 December 2012
Attachment 2	Summary of Creditors for the period to 31 December 2012

**PURPOSE**

1. To receive a report on debtors and creditors.

**BACKGROUND**

2. Attached are the reports detailing aged Debtors (Attachment 1) and Creditors (Attachment 2) as at 31 December 2012.
3. Council has requested reports detailing outstanding debtors and creditors on a monthly basis.

**DETAILS**

**Debtors**

4. Invoices over 30 days total \$68,850.46. Of the balance outstanding, \$34,250 relates to Bronzewing Investments, a developer for which the Environmental team is doing some plant rehabilitation works.
5. Invoices over 60 days total \$81,810.35. Of this balance, \$75,685 relates to a Department of Health grant third instalment. The invoice was settled in January 2013.
6. Invoices over 90 days total \$62,557.02. The two largest debtors in this category are:
  - Forrestfield United Soccer Club for \$22,953.54. A direct debit is in place for \$800 per fortnight. This has been increased to \$1,200 from January 2013; and the other major debtor is
  - Lesmurdie Tennis Club, The Shire is working with the Club to clarify the conditions outlined within Council's resolution and the documentation/certificates previously provided. Should a satisfactory resolution not be reached once these areas have been clarified, then a report will be presented to the Audit Committee seeking direction from Council as to a way forward at that point.



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## Creditors

7. Payments totalling \$4,255,844.47 were made during the month of October 2012. Standard payment terms are 30 days from the end of month, with local business and contractors on 14 day terms.
8. Invoices showing as outstanding greater than 60 and 90 days are the result of the original invoice documentation not being received by Finance. All contractors, trades and suppliers are advised of the Shire's preference to pay by Electronic Funds Transfer ("EFT") for efficiency and cost savings.

9. Significant payments made in the month were:

<b>Supplier</b>	<b>Purpose</b>	<b>\$</b>
ATO	PAYG Tax	291,189.33
Cleanaway	Domestic Refuse Collection	193,399.26
EMRC	Domestic Waste Charges	173,349.97
Fulton Hogan Ind. Pty Ltd	Road Materials	265,237.14
PH Concrete	Footpath Maintenance	38,547.39
Western Educting Svc	Kerbside collection	301,786.02
Synergy	Street lighting	47,535.25
WA Local Govt Super	Staff Super Contributions	132,700.74
Secure Traffic	Traffic Management – various	56,166.00
DFES	ESL Second Quarter	1,328,069.39
Beaver Tree Svcs	Tree removal & pruning svcs	98,048.50
Deloitte Touche Tohmatsu	Forensic Audit svcs	96,117.54
<b>Total</b>		<b>3,022,146.53</b>

The above represents 71.0% of all payments for the month.

## STATUTORY AND LEGAL IMPLICATIONS

10. Nil.

## POLICY IMPLICATIONS

11. Nil.

## PUBLIC CONSULTATION/COMMUNICATION

12. Nil.

## FINANCIAL IMPLICATIONS

13. Nil.

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## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

14. *Shire of Kalamunda Strategic Plan 2009 - 2014*  
Strategy 5.5.2 Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements.

### Sustainability Implications

#### Social Implications

15. Nil.

#### Economic Implications

16. Nil.

#### Environmental Implications

17. Nil.

### OFFICER COMMENT

18. Nil.

<b>Voting Requirements: Simple Majority</b>
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### COMMITTEE RECOMMENDATION TO COUNCIL (C&C 04/2013)

That Council:

1. Receives the outstanding debtors (Attachment 1) and creditors (Attachment 2) reports for the period to 31 December 2012.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Dylan O'Connor**

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

**Attachment 1**

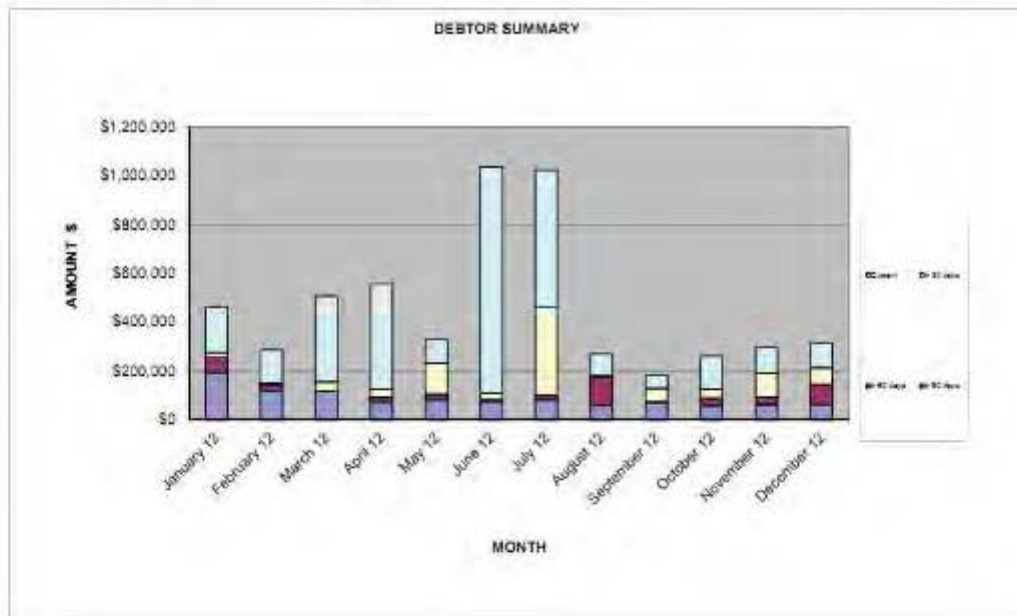
**SHIRE OF KALAMUNDA**

**SUMMARY OF DEBTORS**

FOR THE PERIOD ENDED 31st December 2012

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

	> 90 days	> 60 days	> 30 days	Current	Total
January 12	\$194,871	\$60,408	\$20,509	\$187,062	\$462,850
February 12	\$117,987	\$23,893	\$7,811	\$137,709	\$287,400
March 12	\$116,824	\$1,930	\$37,629	\$349,595	\$505,977
April 12	\$73,797	\$19,947	\$32,462	\$430,258	\$556,464
May 12	\$81,227	\$23,488	\$127,331	\$96,775	\$328,820
June 12	\$74,201	\$9,487	\$25,123	\$927,493	\$1,036,304
July 12	\$81,218	\$19,540	\$361,204	\$560,352	\$1,022,313
August 12	\$58,924	\$114,643	\$7,994	\$87,469	\$269,031
September 12	\$70,242	\$4,613	\$54,323	\$54,074	\$183,252
October 12	\$57,664	\$31,443	\$36,312	\$135,754	\$261,173
November 12	\$63,746	\$29,488	\$97,046	\$106,392	\$296,672
December 12	\$62,557	\$81,810	\$68,850	\$101,098	\$314,316



**SHIRE OF KALAMUNDA**  
**SUMMARY OF DEBTORS**  
**FOR THE PERIOD ENDED 31st December 2012**

AMOUNT	DEBTOR	DETAILS	STATUS
<b>New debt since aged &gt;90 days</b>			
<b>&gt;90 days</b>			
\$22,953.54	Forrestfield United Soccer Club WA Inc. ^	Loan 214 Payment / Reserve Hire	Fortnightly Direct Debits in place. WEF 10/01/13 the direct debit has been increased from \$800 to \$1200 as per instruction from the Club.
\$800.00	Janus Entertainment^	Hire of KPAC	D&B served the Director on 29/4/2012. Order issued to proceed to judgement. Four instalments paid to date but not as per schedule - current balance \$680. Direct Debit in place through D&B
\$950.00	Jasmine Lee Frost ^	Supreme Court Costs	Direct Debit payment plan of \$50 per fortnight.
\$633.60	Kalamunda Farmers Markets ^	Trading in Thoroughfares	Direct Debit commenced 01 Nov 12 - \$633 per fortnight - final instalment due 10 Jan 13
\$29,904.60	Lesmurdie Tennis Club	Club contribution to Extention of Tennis Club	Club President advised that a number of conditions needed to be fulfilled and issues resolved prior to payment of this account. Club to contact Shire accordingly. Advised Community Development 30 Oct 12
\$770.95	Walliston Riding & Pony Club*	Misc - Invoices	Reminder invoices sent. The president is un-cooperative in resolving outstanding invoices. Further correspondence recently sent by CD
\$3,384.00	WA Institute of Tae Kwan Do ^	Hall Hire - Agricultural Hall	Direct Debit commenced 15 Nov 12 - \$376 per fortnight. All future hirings have been cancelled to reduce further exposure.
\$3,160.33	90+ Days Debts consisting of amounts under \$1,000.00.		
<b>\$62,557.02</b>	<b>Total Debts 90+ Days</b>		

**SHIRE OF KALAMUNDA**  
**SUMMARY OF DEBTORS**  
 FOR THE PERIOD ENDED 31st December 2012

AMOUNT	DEBTOR	DETAILS	STATUS
<b>&gt;60 days</b>			
\$75,685.00	Department of Health and Ageing	Healthy Communities Grant - 3rd Installment	
\$1,835.63	Zig Zag Café Kalamunda	Hire - Zig Zag Café	Follow up being done with debtor.
\$4,289.72	60+ Days Debts consisting of amounts under \$1,000.00.		All debtors have been sent reminder invoices pending contact by telephone.
<b>\$81,810.35</b>	<b>Total Debts 60+ Days</b>		
<b>&gt;30 days</b>			
\$34,250.00	Bronzewing Investments	Rehabilitation - purchase of 25,000 plants	
\$5,960.73	FESA	Quarterly Charge - Provision of motor vehicle	
\$5,748.70	Foothills Netball Association		Paid 02 Jan
\$6,120.00	Forrestfield United Soccer Club WA Inc. <sup>^</sup>		As above
\$2,003.36	Kalamunda & Districts Football	Operational Expenses / Lease Fee	
\$1,985.57	Kalamunda Club	Lease Fees	
\$1,032.92	Kalamunda District Rugby Club		Paid 03 Jan
\$2,577.48	Maida Vale Tennis Club	Loan 217	
\$1,835.63	Zig Zag Café Kalamunda	Hire - Zig Zag Café	
\$7,336.07	30+ Days Debts consisting of amounts under \$1,000.00.		Balance represents total of accounts in debit and credit. Reminder invoices to be sent.
<b>\$68,850.46</b>	<b>Total Debts 30+ Days</b>		
<b>Formal legal proceedings have been initiated against:</b>			

**FOOTNOTES**

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

**Attachment 2**

**SHIRE OF KALAMUNDA**  
**SUMMARY OF CREDITORS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2012**

Sundry Creditors Trial Balance - Summary Aged Listing

Month End	> 90 days	> 60 days	> 30 days	Current	Total
31/07/2012	\$1,129	\$2,416	\$829,279	\$1,240,322	\$2,073,148
31/08/2012	\$5,963	\$434	\$10,731	\$1,784,665	\$1,801,783
30/09/2012	\$13,713	\$1,630	\$6,382	\$1,036,804	\$1,058,509
31/10/2012	\$923	\$91,136	\$40,634	\$1,275,858	\$1,408,551
30/11/2012	\$8,738	\$4,059	\$10,289	\$1,367,687	\$1,410,773
31/12/2012	\$8,580	-\$454	\$53,997	\$544,597	\$806,710

**Comment**

- > 90 days Original invoices for High Wycombe Family Centre, Swan Marquees & Party Hire & Main Roads not received in Ac
- > 60 days Original invoices for Brian Langley (The City Poet) and Credit for Dun & Bradstreet not received in Accounts to pro
- > 30 days These invoices are paid on the third fortnightly payment run.

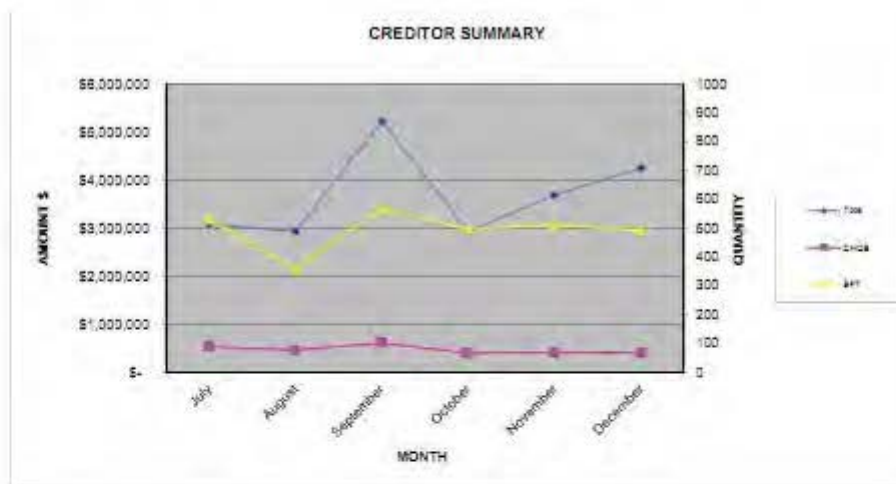
Creditor Payments made

Month	Amount \$	Quantity		
		Cheques	EFTs	Total
July	\$ 3,089,557	86	531	619
August	\$ 2,928,637	77	356	433
September	\$ 5,229,543	101	569	670
October	\$ 2,931,567	66	497	563
November	\$ 3,692,467	70	512	582
December	\$ 4,255,844	68	493	561

\*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.



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

**05. Rates Debtors Report for the Period Ended 31 December 2012**

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A
Attachment 1	Summary of Outstanding Rates for the period ended 31 December 2012

**PURPOSE**

1. To receive a report on rates debtors for the period ended 31 December 2012.

**BACKGROUND**

2. Attached is the report detailing rates debtors for the period ended 31 December 2012 (Attachment 1).
3. Rates notices were issued on 14 August 2012. Three instalments have fallen due on 18 September, 19 November and 18 December 2012. A grace period of two weeks is given before closing the instalment period. Strict protocols are maintained so the Shire is seen to be fair and equitable to all ratepayers.
4. As noted on (Attachment 1) 70.43% of the rates debt has been collected within four and a half month period, including an ex-gratia payment of \$47,757 from Co-operative Bulk Handling. This is a significant improvement on last year's collection rate which stood at 66.87%.
5. Final reminder notices were sent on the 14 November 2012. These reminders in conjunction with the instalments have resulted in the collection of in excess of \$4.2 million.
6. Interim rates raised in the past two months are in excess of \$159,000.

**DETAILS**

**Debt Recovery**

7. Debt Recovery (Stage 3) - this stage involves the issue of Property Seizure and Sale Orders ("PS&SO") with Dun & Bradstreet.
8. All of the 48 outstanding debts that remain with Dun & Bradstreet have had Judgement entered against them; 27 of these have now substantially paid their rates. Of the remaining 21 outstanding debts, 20 have gone to PSSO stage and one is going for a "substituted service" whereby the solicitor obtains an affidavit from the serving agent stating that they were unable to serve the ratepayer due to property trespassing laws invoked by the ratepayer including physical barriers to get access to the property. This ratepayer will then be deemed to be "served" via registered post.

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## STATUTORY AND LEGAL IMPLICATIONS

9. Nil.

## POLICY IMPLICATIONS

10. Nil.

## PUBLIC CONSULTATION/COMMUNICATION

11. Nil.

## FINANCIAL IMPLICATIONS

12. The collection rate of 70.43% has assisted Council operations through improved cash-flow.

## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

13. *Shire of Kalamunda Strategic Plan 2009 – 2014*
- |          |       |  |
|----------|-------|--|
| Strategy | 5.5.2 | Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements. |
|----------|-------|--|

### Sustainability Implications

#### Social Implications

14. Nil.

#### Economic Implications

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

#### Environmental Implications

16. Nil.

## OFFICER COMMENT

17. The total amount outstanding as at 31 December is \$8,438,304. There remain two more instalments outstanding which will result in this balance being reduced substantially and the bulk of the rates debt will be collected by end of March 2013.



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<b>Voting Requirements: Simple Majority</b>
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**COMMITTEE RECOMMENDATION TO COUNCIL (C&C 05/2013)**

That Council:

1. Receives the rates debtors report for the period ended 31 December 2012 (Attachment 1).

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Noreen Townsend**

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

**Attachment 1**

**SHIRE OF KALAMUNDA**

**SUMMARY OF OUTSTANDING RATES**

**FOR THE PERIOD ENDED December, 2012**

**Rates Outstanding Debtors**

*Prepared on 09/01/2013*

	3rd Previous Year + Outstanding	2nd Previous Year Outstanding	Previous Year Outstanding	Current Outstanding	Total Outstanding	Previous Year Total Outstanding
31/12/2011	\$260,994	\$114,940	\$164,934	\$7,807,436	<b>\$8,348,304</b>	\$7,960,340
31/01/2012	\$260,914	\$110,802	\$154,888	\$4,959,470	<b>\$5,486,074</b>	\$7,011,340
29/02/2012	\$259,617	\$105,398	\$139,395	\$2,183,852	<b>\$2,688,263</b>	\$4,559,161
31/03/2012	\$259,520	\$87,952	\$121,087	\$1,287,044	<b>\$1,756,614</b>	\$3,568,478
30/04/2012	\$259,496	\$86,466	\$114,770	\$900,448	<b>\$1,361,182</b>	\$1,683,884
31/05/2012	\$259,166	\$84,731	\$108,821	\$665,149	<b>\$1,117,867</b>	\$1,138,225
31/06/2012	\$258,050	\$79,620	\$99,766	\$535,703	<b>\$973,139</b>	\$860,256
31/07/2012		\$332,789	\$89,640	\$356,660	<b>\$779,089</b>	\$24,249,501
31/08/2012	\$328,059	\$86,156	\$288,226	\$21,696,002	<b>\$22,396,443</b>	\$20,577,566
30/09/2012	\$325,814	\$77,302	\$214,610	\$12,879,066	<b>\$13,496,792</b>	\$12,854,591
30/10/2012	\$322,288	\$92,829	\$188,433	\$12,218,828	<b>\$12,822,377</b>	\$11,877,663
30/11/2012	\$316,368	\$70,318	\$163,723	\$9,019,188	<b>\$9,569,597</b>	\$9,389,022
31/12/2012	<b>\$311,157</b>	<b>\$693,373</b>	<b>\$147,761</b>	<b>\$7,478,618</b>	<b>\$8,630,908</b>	<b>\$8,348,304</b>

Total Rate Levied 2007/08	\$16,045,496
Total Rate Levied 2008/09	\$17,322,057
Total Rate Levied 2009/10	\$19,832,279
Total Rate Levied 2010/11	\$21,035,935
Total Rate Levied 2011/12	\$23,565,592

**Rate Levied 2012/2013** **\$25,289,378**

<b>\$25,289,378</b>
\$118,093
\$118,199
<b>\$25,525,670</b>

Back Rates Levied in 12/13  
12/13 - Interim Rates & Adjmts (various)  
**Total Levies To Date for 2012/13**

Number Rateable of Assessments 21,888  
**% of Current Rates Outstanding : 29.57%**

**Comment**

The 2012/2013 Instalment Dates are as follows:

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

**Statistics as of 09/01/2013**

11,791	Assessments - Paid in Full or who are in 'Credit' balance
9,605	Assessments - Not Yet Paid in Full (report only balances greater than \$2.00)
<b>21,396</b>	
1,409	Assessments - Paying via 2 x Instalment Option as at today
7,305	Assessments - Paying via 4 x Instalment Option as at today
1,599	Assessments - who are Pensioners with rates not paid and are not yet due until 30/06/2013
385	Assessments - on Direct Debit Arrangements
12	Assessments - on Alternative Arrangements
<b>10,710</b>	

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

**06. Falls Farm Advisory Committee – Nomination for Membership**

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	CO-CCS-014/1
Applicant	N/A
Owner	N/A

**PURPOSE**

1. To consider the appointment of Geraldine Smailes as a member of the Falls Farm Advisory Committee (“FFAC”) as a representative of the Soroptimist International of Darling Range.

**BACKGROUND**

2. The FFAC’s primary function is to provide the opportunity for user groups and Council to communicate on any relevant matters or developments relative to the Falls Farm facility.
3. The current membership of the FFAC is as follows:

<b>Name</b>	<b>Representing</b>
Cr John Giardina	Councillor Delegate
Iris Jones	Lesmurdie & Districts Community Association Inc
John Kenny	Community Representative
Pauline Tonkin	Community Representative
Joan Saunders	Tranquil Oasis (Comfort & Relaxation)
Robyn Slarke	Dharmapala Buddhist Centre
Derek Winter	Lions Club of Lesmurdie

4. The FFAC meets twice a year at the Falls Farm facility, but has the ability to increase frequency on a needs basis.

**DETAILS**

5. As per the Terms of Reference for the FFAC, key components of the membership include:
  - A total membership of up to eight members, all of whom shall be appointed by Council for a term of two years unless Council elects to reappoint any or all members for a further term.
  - Membership shall include preferably one representative from each user group of the facility or other interested people.
  - In accordance with the *Local Government Act 1995*, a minimum of three persons must be appointed to the Committee.

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## STATUTORY AND LEGAL IMPLICATIONS

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

## POLICY IMPLICATIONS

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

## PUBLIC CONSULTATION/COMMUNICATION

8. Nil.

## FINANCIAL IMPLICATIONS

9. Nil.

## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

10. *Shire of Kalamunda Strategic Plan 2009-2014*
- Strategy 5.2.1 Customer Insight – Develop an in-depth understanding of our customers, and use the information we receive to drive improvements to service standards, service delivery and service culture.

### Sustainability Implications

#### Social Implications

11. The objectives of the Shire's Management/Advisory Committees are as follows:
- To advise Council on matters pertaining to the facilities.
  - To examine proposals for development from a community perspective and in accordance with Council policies and practices.
  - To provide an opportunity for all people and residents who use the facility to meet at regular intervals to discuss their common and particular interests.

#### Economic Implications

12. Nil.

#### Environmental Implications

13. Nil.

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**OFFICER COMMENT**

14. There are currently seven members on the FFAC and in accordance with its membership, defined within the Terms of Reference, a total of up to eight can be appointed.

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

**COMMITTEE RECOMMENDATION TO COUNCIL (C&C 06/2013)**

That Council:

1. Appoints Geraldine Smailes, as a representative of the Soroptimist International of Darling Range, as a member of the Falls Farm Advisory Committee.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Allan Morton**

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

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

**07. Hartfield Park Advisory Committee – Nominations for Membership**

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

**PURPOSE**

1. To consider the appointment of a Committee member to the Hartfield Park Advisory Committee ("HPAC").

**BACKGROUND**

2. The Shire has recently received one nomination and one resignation for the HPAC.
3. The current membership of the HPAC is as follows:

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

4. Due to the recent resignation of Forrestfield Cricket Club President, Brendan Cebalo, the Club has formally requested that Jason Gill be the main representative on behalf of the Forrestfield Cricket Club.

**DETAILS**

5. As per the Terms of Reference for the HPAC, key components of the membership include:
  - A total membership of up to eight (8) members, all of whom shall be appointed by Council for a term of two (2) years unless Council elects to reappoint any or all members for a further term.
  - Membership shall include one representative from each user group of the facility or other interested people.
  - In accordance with the *Local Government Act 1995*, a minimum of three (3) persons must be appointed to the Committee.
  - User groups with representatives on the Advisory Committee may nominate a deputy that only has provision to attend meetings and vote when the key representative is absent.

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## STATUTORY AND LEGAL IMPLICATIONS

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

## POLICY IMPLICATIONS

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

## PUBLIC CONSULTATION/COMMUNICATION

8. Nil.

## FINANCIAL IMPLICATIONS

9. Nil.

## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

10. *Shire of Kalamunda Strategic Plan 2009-2014*
- |             |  |
|-------------|--|
| Outcome 1.3 | The community has access to a diverse range of recreational opportunities. |
| Outcome 2.3 | Long term viability of infrastructure and facilities.                      |

### Sustainability Implications

#### Social Implications

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

#### Economic Implications

13. Nil.

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Environmental Implications

14. Nil.

**OFFICER COMMENT**

15. The nomination for Jason Gill to represent the Forrestfield Cricket Club as a main representative, given the notification that the current main representative is no longer able to attend Committee meetings, will provide the Club with a main representative.

16. Should Council accept the nominations, the following will be the new membership of the HPAC:

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

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

**COMMITTEE RECOMMENDATION TO COUNCIL (C&C 07/2013)**

That Council:

1. Appoints Jason Gill representing Forrestfield Cricket Club as a member of the Hartfield Park Advisory Committee.

Moved: **Cr Allan Morton**

Seconded: **Cr Justin Whitten**

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



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

**08. Scott Reserve Advisory Committee – Nominations for Membership**

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

**PURPOSE**

1. To consider the appointment of two Committee members and a deputy member to the Scott Reserve Advisory Committee ("SRAC").

**BACKGROUND**

2. The Shire has recently received three nominations for the SRAC.
3. The current membership of the SRAC is as follows:

<b>Name</b>	<b>Representing</b>
Cr Dylan O'Connor	Councillor Delegate
Martyn Cresswell	Edney Primary School
Brett Hockley	High Wycombe Amateur Football Club
Mark Doyle	High Wycombe Amateur Football Club (Deputy)
Davina Griffiths	High Wycombe Amateur Football Club (Deputy)
David Sheedy	High Wycombe Amateur Football Club (Deputy)
Mark Brinkworth	High Wycombe Junior Football Club
Sheryle Scroop	High Wycombe Junior Football Club (Deputy)
Frank Scardifield	High Wycombe Cricket Club
Aaron Savory	High Wycombe Cricket Club (Deputy)

4. Due to the recent resignations of High Wycombe Amateur Football Club President Brett Hockley and High Wycombe Junior Football Club President Mark Brinkworth, the Amateur Football Club has formally requested that Craig Gallagher be the representative and the Junior Football Club be represented by Aaron Savory, who is currently a deputy for High Wycombe Cricket Club.
5. Due to the current deputy for High Wycombe Cricket Club, Aaron Savory, requesting to represent the High Wycombe Junior Football Club, the High Wycombe Cricket Club has requested a deputy delegate representative, Brent Scardifield, be appointed.

**DETAILS**

6. As per the Terms of Reference for the SRAC, key components of the membership include:
  - A total membership of up to eight (8) members, all of whom shall be appointed by Council for a term of two (2) years unless Council elects to reappoint any or all members for a further term.

- Membership shall include one representative from each user group of the facility or other interested people.
- In accordance with the *Local Government Act 1995*, a minimum of three (3) persons must be appointed to the Committee.
- User groups with representatives on the Advisory Committee may nominate a deputy that only has provision to attend meetings and vote when the key representative is absent.

7. The following resignations have been received:

<b>Representative</b>	<b>Club</b>
Brett Hockley	High Wycombe Amateur Football Club
Mark Brinkworth	High Wycombe Amateur Football Club
Aaron Savory	High Wycombe Cricket Club (Deputy)

8. Whilst Aaron Savory is an existing deputy delegate, currently representing High Wycombe Cricket Club. After being recently appointed as President of the High Wycombe Junior Football Club, he has since requested to be the main representative for the High Wycombe Junior Football Club and no longer the deputy for the High Wycombe Cricket Club on the SRAC.

9. The following nominations have been received for membership:

<b>Representative</b>	<b>Club</b>
Craig Gallagher	High Wycombe Amateur Football Club
Aaron Savory	High Wycombe Junior Football Club
Brent Scardifield	High Wycombe Cricket Club (Deputy)

## **STATUTORY AND LEGAL IMPLICATIONS**

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

## **POLICY IMPLICATIONS**

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

## **PUBLIC CONSULTATION/COMMUNICATION**

12. Nil.

## **FINANCIAL IMPLICATIONS**

13. Nil.

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## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

14. *Shire of Kalamunda Strategic Plan 2009-2014*
- |                             |   |
|-----------------------------|---|
| Outcome 1.3<br>recreational | The community has access to a diverse range of opportunities. |
| Outcome 2.3                 | Long term viability of infrastructure and facilities.         |

### Sustainability Implications

#### Social Implications

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

#### Economic Implications

17. Nil.

#### Environmental Implications

18. Nil.

### OFFICER COMMENT

19. The nomination for Craig Gallagher to represent the High Wycombe Amateur Football Club as main representative, given the resignation of the current Club's Representative/President, will provide the Club with a main representative.
20. The nomination for existing Deputy Committee member representing High Wycombe Cricket Club Aaron Savory to now represent High Wycombe Junior Football Club will provide the Club with a main representative.

21. The nomination for Deputy Committee member representing High Wycombe Cricket Club, Brent Scardifield, to now represent High Wycombe Cricket Club will provide the Club with a deputy representative.
22. Should Council accept the nominations, the following will be the new membership of the SRAC:

<b>Name</b>	<b>Representing</b>
Cr Dylan O'Connor	Councillor Delegate
Martyn Cresswell	Edney Primary School
Craig Gallagher	High Wycombe Amateur Football Club
Mark Doyle	High Wycombe Amateur Football Club (Deputy)
Davina Griffiths	High Wycombe Amateur Football Club (Deputy)
David Sheedy	High Wycombe Amateur Football Club (Deputy)
Aaron Savory	High Wycombe Junior Football Club
Sheryle Scroop	High Wycombe Junior Football Club (Deputy)
Frank Scardifield	High Wycombe Cricket Club
Brent Scardifield	High Wycombe Cricket Club (Deputy)

**Voting Requirements: Absolute Majority**

**COMMITTEE RECOMMENDATION TO COUNCIL (C&C 08/2013)**

That Council:

1. Appoints Craig Gallagher, representing High Wycombe Amateur Football Club, as a member of the Scott Reserve Advisory Committee.
2. Appoints member Aaron Savory, representing High Wycombe Junior Football Club, as a member of the Scott Reserve Advisory Committee.
3. Appoints Brent Scardifield, representing High Wycombe Cricket Club, as a deputy member of the Scott Reserve Advisory Committee.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Justin Whitten**

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

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

**09. Public Liability Insurance for Groups Hiring Shire Facilities**

Previous Items	Nil
Responsible Officer	Director Corporate & Community Services
Service Area	Corporate Support
File Reference	
Applicant	
Owner	
Attachment 1	List of Permanent Hall and Facility Hirers
Attachment 2	Feedback from WA Local Government Authorities regarding Public Liability Insurance

**PURPOSE**

1. For Council to establish the Shire's position on Public Liability Insurance for groups (and in particular seniors' groups) who hire the Shire's halls or facilities more than twelve times per insurance year (1 July to 30 June).

**BACKGROUND**

2. Hirers of Shire property fall into two broad categories:
  - Regular Users - such as Incorporated Bodies, Associations, Sporting groups or organisations making a profit.
  - Casual Hirers – such as a person or organisation who hires the facilities for a one off event or up to a maximum of 12 times per insurance year (1 July to 30 June).
3. The Shire is aware of a number of groups which use the Shire's community facilities on a regular weekly basis. A list of these groups is shown at (Attachment 1).
4. Many groups are incorporated or are a sub group of a larger organisation, whilst others are simply members of the community who meet for a range of reasons and are not a legal entity. It is this group that have no legal entity status that are the focus of this report as their entity status precludes them from protection under the Shire's Public Liability Insurance Policy.
5. The Shire, as with most local government authorities in Western Australia, is part of the Local Government Insurance Services Liability Scheme. This Scheme, which includes a Casual Hirers Liability Protection Policy, covers the Shire for Property Liability, Products Liability Property in Car, Custody and Control, Buildings Works, Liable and Slander and Professional Indemnity. The Shire's Public Liability Insurance protects the Shire in the event it is negligent resulting in third party injury or third party property damage.

6. Local Government Insurance Services ("LGIS"), have advised the Public Liability Insurance cover they provide, in the form of Casual Hirer Insurance, does not cover regular groups. Cover under this part of the LGIS Liability Scheme is restricted to non-regular usage of less than 12 times a year
7. This issue was raised at the Corporate & Community Services Committee meeting on 10 December 2012. Councillors were asked by a member of the public if they were aware of a clause in the Shire's booking form for the use of the Shire's facilities which indicates hirers must supply their own Public Liability insurance. Councillors were advised of the view that, if this cost is imposed it may lead to having to disband some groups using these facilities.
8. It was confirmed regular users have been required to agree, on the application form when applying to hire facilities, that if users cause a negligent action resulting in third party injury or third party property damage that they would be liable. Furthermore it was advised that this matter was being investigated further to determine if the Shire's request for waiver is legal and appropriate and what options are available to community groups who do not have their own Public Liability insurance in place.

## DETAILS

9. As a result of the advice from LGIS regarding groups that are not able to seek protection under the Shire's Casual Users Policy, the Shire sought legal advice to confirm the issue. The legal advice confirms there is an issue for senior groups as well as all groups that meet weekly and are not incorporated.  
*"If the "group" is not incorporated or an association and does not have office bearers it would not be possible to hold the "group" liable for any act of negligence or breach of statutory duty. Rather, it is the individual person whose negligent act or omission causes damage or injury to another. In addition, arguably, apart from the clause relating to "Release from Liability/Indemnity", the individual person who signs the hire application form as the hirer may be individually liable as the occupier of the premises in certain circumstances. Again, it is not the group that can be held liable but the individual who signs the contract for hire."*
10. The Shire's legal advisor suggested that other Local Governments be contacted to identify if they are experiencing the same issue and how they were dealing with it.
11. The Shire has recently completed consulting with other local government authorities to establish how they handle this issue. It was considered by all the Local governments that regular groups with no public liability insurance is an issue and the responses to how each is managing the issue is quite varied.
12. A summary of the responses received is at (Attachment 2).

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13. A survey of 14 metropolitan local governments (Attachment 2) revealed all of them required users of facilities, who did not fit within the Casual Users criteria, to provide a current Certificate of Currency for Public Liability Insurance. Whilst all were aware of the requirement for Regular Users to have their own Public Liability Insurance some local government authorities were stricter than others.
14. The City of Belmont, for example, did require users to provide a Certificate of Currency, but in some instances assessed the risk of the activities being undertaken by a particular user and the ability of the group or individual to meet the costs of the insurance. Whilst users were encouraged to take out the insurance if the risk was low they were not prevented from using the City's facilities.
15. The Cities of Gosnells and Joondalup also indicated they too had regular users who did not carry public liability insurance. The City of Gosnells indicated they had undertaken some discussion with LGIS in relation to the number of uses that would constitute a Casual User.
16. The Cities of Kwinana and Melville and the Shire of Mundaring advised they strictly adhered to the requirement of all regular users of facilities to provide a Certificate of Currency before they were able to use their facilities. The Shire of Mundaring indicated they maintained a register and when Certificates expired users were required to provide a current certificate to enable them to continue using the facilities.
17. The survey also asked if local government authorities sought alternative insurance for and on behalf of user groups. All local government authorities which responded to this question advised they do not provide additional assistance to groups in the form of insurance.
18. The survey also asked if other local government authorities used a 'release from Liability/ Indemnity clause in their hire booking forms. This was not the practice of others and the Shire sought legal advice on the use of a release clause which outlined:
- "In regard to the "Release from Liability/Indemnity" the problem again is that if the senior group is simply a number of people who gather weekly and are not otherwise an incorporated association, the individual who signs as the Hirer is only indemnifying the Shire in respect of liability that is caused by any unlawful or negligent act or omission by the individual hirer or breach of the contract by the individual hirer and is not indemnifying the Shire of Kalamunda in respect of the acts or omissions of the individuals comprising the group. Therefore, I consider that the "Release from Liability/Indemnity" is likely to be of limited benefit to the Shire."*
19. In conclusion to the issues raised with the Shire's lawyer it was noted by the lawyer that :
- "It is difficult to overcome the problem in the absence of the groups and seniors' group being incorporated under the Associations Incorporation Act 1987 (WA). However, it is likely that such a formal structure would impose a financial burden and administrative responsibilities which the seniors would not be able to fulfil. While I understand that the provision of hire of Shire facilities to community groups such as seniors' groups is an important social*
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*amenity which the Shire is likely to be expected by the ratepayers to provide, the solution is less easy."*

## **STATUTORY AND LEGAL IMPLICATIONS**

20. Whilst there is some protection for office bearers and members of groups incorporated under the *Associations Incorporation Act 1987 (WA)*, for non-incorporated groups and individuals, there is the potential for their personal assets to be at risk in the event of a person suing them for damages as a result of negligence, and hence why most incorporated associations will purchase adequate public liability insurance.

## **POLICY IMPLICATIONS**

21. The Shire's Casual Users Insurance Policy is specific as to what constitutes a Casual User and who is covered under this Policy. There is no Council Policy covering this topic.

## **PUBLIC CONSULTATION/COMMUNICATION**

22. An education and information session could be undertaken with all user groups to clarify the Shire's position and the obligations of users of Shire facilities.

## **FINANCIAL IMPLICATIONS**

23. The absence of insurance could result in users being sued if it is shown they have been negligent towards others.
24. In the event that individual negligence causes damage to a Shire facility the Shire would have the right under civil law to pursue a remedy however it is likely it may be ethically difficult for the Shire to recover the cost of repairs.
25. It would cost a community group on average \$700-800 a year to purchase public liability insurance.

## **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

### **Strategic Planning Implications**

26. Nil.

### **Sustainability Implications**

#### Social Implications

27. Local Government has a responsibility for community wellness and development through ensuring people are socially interactive. Community groups are significant in achieving the goal of community capacity building.



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Economic Implications

28. The strict adherence to a requirement for all Regular User groups to provide evidence of a current Public Liability Insurance Policy may be financially onerous on some groups and may result in some no longer being able undertake activities at the current level or frequency.

Environmental Implications

29. Nil.

**OFFICER COMMENT**

30. The Shire does not necessarily recommend groups use a particular company to source Public Liability insurance, but is aware of the Local Community Insurance Services (LCIS). LCIS is a specialist insurance provider established to manage the insurance needs for not for profit clubs and community groups within Australia. LCIS is a division of Jardine Lloyd Thompson and has been actively providing insurance solutions to clubs and volunteer based community groups since 1987. Jardine Lloyd Thompson has worked closely with both local and state Governments to ensure the insurances offered by LCIS meet the requirements of both these spheres of Government.
31. Clubs and community groups need insurance to protect against risks associated with their annual ongoing activities. To be eligible to take out insurance a group must have the following characteristics:
- Provide services to the broader community;
  - Have a turnover/funding of up to \$5 million per annum;
  - Do not distribute profits to members; and
  - Consist mainly of volunteers.
32. The Shire has contacted LCIS to get an idea of how much an annual premium would cost a seniors group that meet on a weekly basis. LCIS advised the cost of the annual premium, providing cover up to \$10 million for any one occurrence, would be \$760.22.
33. This would equate to a weekly cost, to the group as a whole, of \$13.50. If a group had a regular attendance of 10 participants this would equate to \$1.35 per person per week. Bigger groups, such as the Forrestfield Seniors Leisure Group, would be able to distribute the costs across their 84 members. This would equate to \$0.16 per person per week.
34. The Shire's insurer is of the opinion that ensuring that hirers have Public Liability insurance in place will provide comfort for the local government authority knowing that in the event of a claim the reputational risk of the Shire is also protected. It is also their view that if an incident was to occur on Shire property, it would be likely that the claimant would join the Shire in legal action. If it was found that the Shire has not been negligent then the LGIS Self Insurance Scheme would deny liability on behalf of the local government authority. If the hirer did not have Public Liability Insurance, this could reflect poorly on the Shire as the claimant may not be able to recover the out of pocket expenses from the negligent party.

35. A possible way of reducing the cost to members is for all groups using a particular facility, for example Woodlupine Family and Community Centre collaborate and source a single insurance policy. The policy could list all user groups under one incorporated organisation. This would be at the discretion of the insurer to accept such cover.
36. Following consideration of this report and the legal advice received it will be recommended that Council agree to remove the Release from Liability/Indemnity form the Request to Hire form.
37. It is also proposed that a *Shire Facility Hire and Usage Policy* is developed that will articulate the will of the Council in regard to the outcome of this report. The Policy development will precede a review of existing processes and procedures prior to the next renewal date for regular groups hire in January 2014.

*A Councillor foreshadowed an additional point to the Officer Recommendation, the Chairman asked for the details and the Mover and Seconder accepted the addition. This was then debated and voted on, with the understanding that prior to the Ordinary Council Meeting criteria be developed for how financial hardship will be determined.*

#### **Voting Requirements: Simple Majority**

#### **OFFICER RECOMMENDATION (C&C 09/2013)**

That Council:

1. Requires regular users, individuals or groups that use Shire facilities more than on a one off/occasional basis (ie up to 12 times a year), to have their own Public Liability cover, up to \$10 million for any one occurrence, and provide a copy of the certificate when they renew their annual booking.
2. Will develop, adopt and apply a Risk Assessment Framework, in certain cases, to determine if use will be permitted without insurance. If permission is granted users would need to be prepared to acknowledge that:
  - Members of the group are aware of their responsibilities in relation to their liability if they injure someone or damage property. Any negligence on the part of an individual will be that individuals responsible and they may be legally liability for that action.
  - Members of the group are aware that should damage occur to the building the Shire's insurer may claim all of the costs back from the group or individual/s responsible.
3. Requests the Shire's Public Liability insurance provider, Local Government Insurance Services LGIS Liability Scheme, conduct information session with user groups to explain their responsibilities and options available.
4. Requests the development of a Facility Hire and Usage Policy and a review of process and procedures be undertaken before renewals of bookings are required for 2014.

Moved: **Cr Frank Lindsey**  
Seconded: **Cr Noreen Townsend**  
Vote:

**Voting Requirements: Simple Majority**

**COMMITTEE RECOMMENDATION TO COUNCIL (C&C 09/2013)**

That Council:

1. Requires regular users, individuals or groups that use Shire facilities more than on a one off/occasional basis (ie up to 12 times a year), to have their own Public Liability cover, up to \$10 million for any one occurrence, and provide a copy of the certificate when they renew their annual booking.
2. Will develop, adopt and apply a Risk Assessment Framework, in certain cases, to determine if use will be permitted without insurance. If permission is granted users would need to be prepared to acknowledge that:
  - Members of the group are aware of their responsibilities in relation to their liability if they injure someone or damage property. Any negligence on the part of an individual will be that individuals responsible and they may be legally liability for that action.
  - Members of the group are aware that should damage occur to the building the Shire's insurer may claim all of the costs back from the group or individual/s responsible.
3. Requests the Shire's Public Liability insurance provider, Local Government Insurance Services LGIS Liability Scheme, conduct information session with user groups to explain their responsibilities and options available.
4. Requests the development of a Facility Hire and Usage Policy and a review of process and procedures be undertaken before renewals of bookings are required for 2014.
5. **Provides a budget allocation to facilitate donations to Seniors Groups to pay for the Public Liability Insurance if they can demonstrate they have financial hardship and would be unable to operate.**

Moved: **Cr Frank Lindsey**  
Seconded: **Cr Noreen Townsend**  
Vote: **CARRIED UNANIMOUSLY (9/0)**

**Attachment 1**

	<b>Permanent Users 2013</b>	<b>Type of Group (Incorporated Body, Individual, Sporting Group Inc., etc</b>	<b>Frequency (Weekly or fortnightly if not stated)</b>	<b>Number of Members</b>	<b>Name of Overarching Body (Name on Insurance Policy)</b>	<b>Proof of PL insurance provided *x* **p**</b>
1	1st Kalamunda Brownie Unit	Inc.			Girl Guides Assoc	P
2	A Kappella Munda	Group			Voice Moves	P
3	Ability Life	Individual				not sighted
4	After School Arts	Group				P
5	Alzheimers Australia WA	Inc.				P
6	ASHA	Inc			Australian Spiritual Healers Association	P
7	Australasian Christian Fellowship	NFP				P
8	Austism Association of Western Australia	Inc				not sighted
9	Breathe to Live	Inc				not sighted
10	Caledonian Society of WA (Inc)	Inc				not sighted
11	<b>Card Club</b>	<b>Group</b>				<b>x</b>
12	Catherine Bradock - Podiatry	Individual/Contractor				not sighted
13	Catherine Bradock - Podiatry	Individual/Contractor				not sighted
14	Chuan Chu Li (Kung Fu)	Inc				x
15	Community Physiotherapy Services (Kalamunda Health Service)	Group				P
16	Continuing Anglican Church	Inc.				P
17	Darleen Clausen Yoga	Inc.				not sighted
18	Delany School Of Irish Dancing	Group				P
19	Dharmapala Buddhist Centre	Group	x			x
20	Ela Majocho - Yoga Classes	Group			BKS Iyengar Yoga	P
21	<b>Embroidery Ladies (Ledger Road Hall)</b>	<b>Group</b>				<b>P</b>
22	Foothills Camera Club					P
23	Foothills Mens Shed	Inc.			to 1.3.2013	P
24	<b>Forrestfield Autumn Club (Woodlupine)</b>	<b>Group</b>		<b>14</b>		<b>x</b>

<b>Permanent Users 2013</b>		<b>Type of Group (Incorporated Body, Individual, Sporting Group Inc., etc</b>	<b>Frequency (Weekly or fortnightly if not stated)</b>	<b>Number of Members</b>	<b>Name of Overarching Body (Name on Insurance Policy)</b>	<b>Proof of PL insurance provided *x* **p**</b>
25	Forrestfield Bulls Amateur Boxing Club	Group				P
26	Forrestfield Community Bank	Inc.	Monthly			Casual User
27	Forrestfield Community Bank (FOC)	Inc.				not sighted
28	<b>Forrestfield Eggers &amp; Craft Group (Craft)</b>	<b>Group</b>		<b>10</b>		<b>x</b>
29	<b>Forrestfield Pottery Group</b>	<b>Group</b>		<b>9</b>		<b>x</b>
30	Forrestfield Residents Association	Inc		10		x
31	<b>Forrestfield Senior Citizen Travel &amp; Social Club Inc</b>	<b>Inc</b>		<b>60</b>		<b>x</b>
32	<b>Forrestfield Senior Citizens Indoor Bowls</b>					<b>x</b>
33	<b>Forrestfield Seniors Leisure Group</b>	<b>Group</b>		<b>84</b>		<b>x</b>
34	Forrestfield Toy Library	Inc		20		not sighted
35	Fount of Life Ministries	Inc				not sighted
36	Friends of the Railway Reserve	Group		12		x
37	Gem Camera Club Inc	Inc				not sighted
38	Geoffrey Hendrickse					P
39	GKR Karate Aust Pty Ltd	Company				P
40	Gooseberry Hill Playgroup	Group			Playgroup Association	P
41	Gooseberry Hill Scouts	Inc.			Scouts	not sighted
42	Grow	Inc				P
43	Hairdressers	Individuals contractors				x
44	Healthcare & Fitness	Group				P
45	Helen O'Grady Children's Drama Academy	Group				P
46	Heritage Rose Group	Inc				Casual User
47	<b>High Wycombe Leisure Group for Over 55's</b>	<b>Group</b>		<b>22</b>		<b>x</b>
48	<b>Hills Embroidery Group (Jack Healey Centre)</b>	<b>Group</b>		<b>12</b>		<b>x</b>
49	Hills Folk Club	Inc		50		Casual User
50	Hills Karate Club	Inc				not sighted
51	Hills Playgroup Inc	Inc				not sighted
52	JHC Computer Classes					
53	Kalamunda & District Pipe Band	Group				not sighted

	<b>Permanent Users 2013</b>	<b>Type of Group (Incorporated Body, Individual, Sporting Group Inc., etc</b>	<b>Frequency (Weekly or fortnightly if not stated)</b>	<b>Number of Members</b>	<b>Name of Overarching Body (Name on Insurance Policy)</b>	<b>Proof of PL insurance provided *x* **p**</b>
54	Kalamunda & Districts Agricultural Society	Inc				not sighted
55	Kalamunda & Districts Arts & Crafts Group Inc.	Inc				P
56	Kalamunda Children's Choir	Group			To be arranged through Australian National Choir Assoc.	not sighted
57	Kalamunda Circle Dance Group	Group				not sighted
58	Kalamunda Community Learning Centre	Inc				not sighted
59	Kalamunda Happy Hatters	Group			Association of Red Hatted Groups	P
60	Kalamunda Performers	Group				P
61	Kalamunda Scottish Country Dance Group	Inc				not sighted
62	<b>Kalamunda Senior Citizens Club (Carpet Bowls)</b>	<b>Inc</b>			<b>expired 2.2.12</b>	x
63	Kalamunda Showtime Singers	Inc				not sighted
64	Kalamunda Stained Glass Group	Group		10		x
65	Kalamunda Stamp Club	Group			through WA Philatelic Council	not sighted
66	Kalamunda Village Markets	Inc				P
67	Katherine Rogers (Dance Lessons)	Group				P
68	Keith N Jacobson (yoga)	Group				P
69	Kids 'N' Music - Leonie	Company				P
70	Kim Baker Ballet Academy	Group				P
71	Konga - Amber Jones (Dance Fitness)	Group				x
72	Konga with Naomi (Dance Fitness)	Group				P
73	Kundalini Yoga	Group				P
74	Kundalini Yoga & Meditation	Group				not sighted
75	Lesmurdie & Districts Community Association Inc.	Group	Monthly			Casual User
76	Liberal Party WA (Inc) Hasluck Division	Inc.				P

	<b>Permanent Users 2013</b>	<b>Type of Group (Incorporated Body, Individual, Sporting Group Inc., etc</b>	<b>Frequency (Weekly or fortnightly if not stated)</b>	<b>Number of Members</b>	<b>Name of Overarching Body (Name on Insurance Policy)</b>	<b>Proof of PL insurance provided *x* **p**</b>
77	Lions Club of Lesmurdie	Inc.				not sighted
78	Living Faith Church Kalamunda - Anoint the World Ministries	Group				P
79	Madjital Moorna	Inc.				P
80	Maitreya Spiritual & Healing Sanctuary	Group				x
81	Man Kind Project	Group				not sighted
82	Margaret Morris Method of Dance & Exercise	Group				not sighted
83	Mary Squillace (Dancing)	Group				not sighted
84	Mead Street Physiotherapy	Individuals contractors				not sighted
85	Morris Car Club Of WA Inc.	Inc				not sighted
86	Perth PC User Group	Inc				not sighted
87	Prime Movers	Inc				P
88	Retirees WA (Inc) Forrestfield	Group				x
89	<b>Seniors Line Dancing</b>	<b>Inc</b>				<b>not sighted</b>
90	Seventh-day Adventist Church	Inc				not sighted
91	Shalom Community Church	Inc				x
92	Silken Rythems Middle Eastern Dance School	Group				x
93	Society of Woodlupine	Group				x
94	Soroptimists International of Darling Range	Inc				not sighted
95	Southpex	group				not sighted
96	Tai Chi Practice Group	Group				x
97	The Musical Garden	Group				not sighted
98	Tranquil Oasis	Group				x
99	University Of The Third Age - Lesmurdie Hills Region	Inc				P
100	Weight Watchers Int.	Inc				P
101	Win Win Mediation Solutions	Group				x
102	<b>Woodlupine Seniors Coffee Lounge</b>	<b>Group</b>		<b>20-30</b>		<b>x</b>
103	<b>Woodlupine Seniors Computer Class</b>	<b>group</b>				<b>x</b>
104	<b>Woodlupine Seniors Tai Chi</b>	<b>group</b>		<b>20+</b>		<b>x</b>
105	Wu Tao - The Dancing Way	Group				x

<b>Permanent Users 2013</b>		<b>Type of Group (Incorporated Body, Individual, Sporting Group Inc., etc</b>	<b>Frequency (Weekly or fortnightly if not stated)</b>	<b>Number of Members</b>	<b>Name of Overarching Body (Name on Insurance Policy)</b>	<b>Proof of PL insurance provided *x* **p**</b>
106	Yoga Health - Anne Atherton	Inc				not sighted
107	Zig Zag Community Arts	inc				not sighted
108	Zumba In Motion	group				P

Total Hirers of Shire Facilities	108
Community Groups with Insurance	73
Community Groups without Insurance	14
Groups under Casual User Policy	4
Seniors Groups without Insurance	17

\*x\* - Indicates no public liability cover

\*\*√\*\* - Indicates Certificate of Currency provided

not sighted - Hirer indicated insurance in place - Certificate of Currency not provided



## Attachment 2 Public Liability Insurance for Seniors Groups

	Does the LGA require Community Groups to have their PL insurance if they are a regular user of a LG facility?	Does the LGA assist or provided cover for groups who do not fit the criteria under the LG's Casual User Policy*?	Are any of the User Groups covered by the policy of an Overarching Body?	Does the LGA require regular hirers to sign indemnity forms acknowledging and accepting any liability in the event of negligence?	Does/or has the LGA encountered any resistance or issues in relation to regular hirers and PL insurance?
<b>City of Armadale</b>	All incorporated user groups (such as Prime Movers) are required to provide a current copy of public liability insurance.	No.	This depends on the activity: <ul style="list-style-type: none"> <li>If it just for a group meeting (people just sitting around for discussion), then no.</li> <li>If it is to be a physical activity (eg Tae Kwondo), we request they have Personal Injury (at a minimum) or PL insurance cover.</li> </ul> <p>If part of a community association the booking must include authority to hire on the association letter head.</p>	No.	The City has not had any issues in relation to this.
<b>City of Bayswater</b>	The City does not permit any groups to hire venues on a regular basis unless they can produce a Certificate of Currency for Public Liability (minimum of \$10m).	The City does do not assist them in any way to obtain their cover.	X(**)	X	X
<b>City of Belmont</b>	The City requests any group that falls outside of the parameters of the Casual Hirers Policy (ie any hirer other than Incorporated Bodies, Sporting Clubs or Associations and a group that hires a facility more than 12 times in a calendar year) needs to get PL cover and proof to the City.  In some instances the City will	No.	X	No.	X

	<b>Does the LGA require Community Groups to have their PL insurance if they are a regular user of a LG facility?</b>	<b>Does the LGA assist or provided cover for groups who do not fit the criteria under the LG's Casual User Policy*?</b>	<b>Are any of the User Groups covered by the policy of an Overarching Body?</b>	<b>Does the LGA require regular hirers to sign indemnity forms acknowledging and accepting any liability in the event of negligence?</b>	<b>Does/or has the LGA encountered any resistance or issues in relation to regular hirers and PL insurance?</b>
	assess of the activity to be undertaken.				
<b>City of Cockburn</b>	If it is deemed an organised event then Council will request proof of public liability insurance cover in the form of a Certificate of Currency from all vested parties.		X	X	X
<b>City of Fremantle</b>	<p>The City requires regular users to have their own public liability insurance as the need for it is clearly established by them being regular users.</p> <p>The intent of the casual hirers policy is to cover those groups who are defined as casual hirers, eg a wedding party as it would be a one off type need.</p>	<p>No. Some of these regular user groups may not be in a financial position to pay for the insurance cover. Rather than saying no to those that do not have appropriate cover, council could gift them the money to pay for it themselves similarly to how we manage some ad hoc artists and performers during events. To date this has only been done for events, not meetings but it is possible.</p> <p>Seniors groups would have to take a policy out themselves and could do so through the likes of the local community insurance website.</p>	Not to date, with the exception of seniors one off events .	<p>No.</p> <p>NB We do have disclaimer register for participation in high risk activities for social groups.</p>	
<b>City of Gosnells</b>	The City does not deny the Seniors a booking if they do not have PL insurance. We do strongly encourage them to review the situation if they wish to cover themselves against any claims.	X	X	X	Currently the City is negotiating with LGIS to increase the number of bookings allowable under the Casual Hirer Liability scheme.

	<b>Does the LGA require Community Groups to have their PL insurance if they are a regular user of a LG facility?</b>	<b>Does the LGA assist or provided cover for groups who do not fit the criteria under the LG's Casual User Policy*?</b>	<b>Are any of the User Groups covered by the policy of an Overarching Body?</b>	<b>Does the LGA require regular hirers to sign indemnity forms acknowledging and accepting any liability in the event of negligence?</b>	<b>Does/or has the LGA encountered any resistance or issues in relation to regular hirers and PL insurance?</b>
<b>City of Joondalup</b>	The City does require Community Groups to have their own PL insurance.  However, some still haven't carried out the policy and are still using City facilities.	No.  The City has hosted a presentation for seniors groups by LGIS regarding the matter of PL insurance.  The presentations encouraged local seniors groups to band together and seek wholesale cover. This would reduce the cost of premiums.	Yes – some are already covered by their over-arching organisation (ie RSL and Retirees WA).	No.	X
<b>City of Kwinana</b>	The City requires regular user groups to have their own PL cover and provide a copy of the certificate when they renew their annual booking.	X	X	X	It has not really been an issue for the City and all groups readily comply.
<b>City of Melville</b>	It is the City's policy (as requested by LGIS) to require all hirers to hold public liability insurance where they do not meet the requirements of the Casual Hirer policy.  The policy we take out with LGIS called Casual Hirer's PL insurance is quite generous. They have created a policy whereby someone can have a wedding or use a hall as a one off without needing their own insurance as the City has taken out the policy to cover them. This is limited to 1 hire per calendar month.	Absolutely not.  For smaller groups (eg weekly knitting class) is up to the City as to whether they are willing to take a risk.  Each group who hires a venue, whether they have insurance or not, should be risk assessed. In certain cases, the City may be willing to risk letting them use the space without insurance. There are two key points that need to be made in relation to this course:  • Members of the group must be made aware of	Seniors groups vary. Some of them will be part of a national or state organisation which will have its own insurance and are asked to provide a copy of that insurance.	The City does not use an indemnity form for that purpose. There is a form for determining whether you are a casual hirer or not. If you aren't, all it says is that you must obtain your own insurance.	Risk assessment is the key.

	Does the LGA require Community Groups to have their PL insurance if they are a regular user of a LG facility?	Does the LGA assist or provided cover for groups who do not fit the criteria under the LG’s Casual User Policy*?	Are any of the User Groups covered by the policy of an Overarching Body?	Does the LGA require regular hirers to sign indemnity forms acknowledging and accepting any liability in the event of negligence?	Does/or has the LGA encountered any resistance or issues in relation to regular hirers and PL insurance?
		<p>their responsibilities in relation to their liability if they injure someone or damage property. Any negligence on the part of an individual will be that individuals responsible and they may be legally liability for that action.</p> <ul style="list-style-type: none"> <li>• Second, if the group damages the building in some way the City’s insurer may claim all of the costs back from the group. It is entirely possible that legal action may be taken against the individual responsible.</li> </ul>			
<p><b>Shire of Mundaring</b></p>	<p>The Shire requests regular users provide a copy of a Certificate of Currency when they are making a booking application. The Shire does not insist on having one before we accept their booking.</p> <p>Most regular users have supplied copies of a Certificates of Currency according to our booking application request.</p> <p>A register is kept of the certificates and reminder letters are sent out if a copy of the current certificate is not received upon renewal of the policy.</p>	<p>No. The mention of insurance seems to scare many groups although they do understand the necessity for it when explained. If we insisted on them having insurance some may elect not to have their activity.</p> <p>It is something the Shire has tried to deal with subtly by incorporating the question of insurance into the booking application and making groups aware of their obligation to protect themselves and their clients.</p> <p>If we insisted on it, but might</p>	<p>Not as such. We have directed some groups to the LCIS.</p> <p>In respect to seniors groups Mundaring Senior Citizens and Mundaring Sharing use Local Community <b>Insurance</b> Services (LCIS).</p> <p>In respect to Seniors programs run by the shire such as Active Aging, they are covered by the Shire’s PL insurance.</p>	<p>No,</p>	

	<b>Does the LGA require Community Groups to have their PL insurance if they are a regular user of a LG facility?</b>	<b>Does the LGA assist or provided cover for groups who do not fit the criteria under the LG's Casual User Policy*?</b>	<b>Are any of the User Groups covered by the policy of an Overarching Body?</b>	<b>Does the LGA require regular hirers to sign indemnity forms acknowledging and accepting any liability in the event of negligence?</b>	<b>Does/or has the LGA encountered any resistance or issues in relation to regular hirers and PL insurance?</b>
		also need to assist in helping them get coverage if, for whatever reason, they are unable to get their own. We may also need to ask the question, if they can't get it why not and look at the viability of that group or activity and whether it is worth supporting or not.			
<b>City of South Perth</b>	The City requires all regular groups, seniors or otherwise, hiring facilities that are conducting physical activities such as dancing, exercise to provide evidence of public liability insurance.	X	X	X	X
<b>City of Subiaco</b>	The City requests all groups hiring facilities on a regular basis (more than 12 times per year) to have a minimum of \$10,000,000 PL cover as these groups are not covered under the PL policy that has been taken out by the City. The City has an additional "casual hirers" policy which only covers the negligence of casual hirers (less than 12 times per year).  The smaller community / senior groups that hire the City's facilities on a regular basis is an issue that we are currently addressing.	No.	X	X	X

	<b>Does the LGA require Community Groups to have their PL insurance if they are a regular user of a LG facility?</b>	<b>Does the LGA assist or provided cover for groups who do not fit the criteria under the LG’s Casual User Policy*?</b>	<b>Are any of the User Groups covered by the policy of an Overarching Body?</b>	<b>Does the LGA require regular hirers to sign indemnity forms acknowledging and accepting any liability in the event of negligence?</b>	<b>Does/or has the LGA encountered any resistance or issues in relation to regular hirers and PL insurance?</b>
<b>City of Swan</b>	All the City's incorporated seniors groups have their own Public Liability Cover - either at their own expense or cover provided by their respective organisation. We have been requesting this for a number of years now and will not confirm a booking after the initial 12 per calendar year have been availed of.	No, we don't have the flexibility to add to existing policies, and we can't act as a broker to facilitate installing policies for them. We have in the past directed groups to LCIS for them to arrange their own cover.	If they are an incorporated organisation we request the cover of the organisation, if they aren't, we insist they hold their own or limit them to 12 uses.	As a last resort we have used indemnity forms, but sparingly.	Each group is unique to deal with and holds their own unique risks.

\* Casual Hirers – a person or organisation who hires the facilities for a one off event or up to a maximum of 12 times per insurance year (1 July to 30 June).

\*\* "X" – No comment received on query.

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

*Cr Noreen Townsend and Cr Allan Morton declared an interest affecting impartiality as they are Board Members of Community Groups.*

**10. Proposed Lease Policy**

Previous Items	OCM 61 15 June 2009, OCM 74 17 May 2010, OCM81 20 June 2010, OCM 05/2012
Responsible Officer	Director Corporate & Community Services
Service Area	Economic Property & Procurement Services
File Reference	OR-CMA-023
Applicant	N/A
Owner	N/A
Attachment 1	Summary of Submissions
Attachment 2	List of Meetings held with Associations
Attachment 3	Draft Lease Policy
Attachment 4	Draft Lease Policy Procedure

**PURPOSE**

1. To adopt the Draft Lease Policy for leasing Shire properties to Community Associations.

**BACKGROUND**

2. The Shire has numerous properties that are made available to community organisations such as sporting clubs, scout groups and hobby organisations. All groups using the clubs on an exclusive, long-term basis enter into a lease agreement with the Shire.
3. AT the Ordinary Council Meeting of 15 June 2009 Council resolved (OCM61/09)  
*That a separate review be conducted into rental fees charges in relation to leases, licence and other tenancy arrangements to ensure fairness, consistence and transparency across all organisations using Council buildings.*
4. At the Ordinary Council Meeting on 21 June 2010 Council resolved (OCM81/10)  
*That Council adopt the amended Policy FAC12 Lease and License Terms and Conditions of Council Owned or Controlled Properties for the purpose of advertising and public consultation with effected groups and organisations for a period of 60 days from the date of the advertisement.*
5. Following the feedback from this advertising, Council considered the matter at the Ordinary Council Meeting on 20 February 2012 and resolved (OCM05/2012)  
*Adopts "in principle" Policy FAC12 – Lease and Licence Terms and Conditions of Council Owned or Controlled Properties as amended and presented in (Attachment 2) for the purpose of advertising and public consultation for a period of 30 days from the date of advertisement.*

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## **DETAILS**

6. The policy was distributed to all associations with a lease within the Shire and the feedback is summarised in (Attachment 1).
7. Generally the policy was seen as overly complex, with associations concerned about the implications of paying rent based on 1% of the buildings valuation. It was also considered by management to be difficult to administer.
8. The Shire has undertaken extensive meetings with Associations to discuss their submissions and a way forward (Attachment 2). From these discussions a new lease policy was drafted.
9. The new draft policy relates only to Community Associations, with commercial leases to be separate arrangements.

## **STATUTORY AND LEGAL IMPLICATIONS**

10. Section 3.58 Disposing of Property in the *Local Government Act 1995* states: "Dispose includes to sell, lease or otherwise dispose of, whether absolutely or not."

## **POLICY IMPLICATIONS**

11. The adoption of the Policy will give the Shire direction on future leases and licences.

## **PUBLIC CONSULTATION/COMMUNICATION**

12. The original draft policy was referred to all associations for comment. Following assessment of the comment meetings were held with 39 associations to discuss feedback and a proposed way forward.

## **FINANCIAL IMPLICATIONS**

13. The total cost to the Shire for contributing toward the buildings and associations will remain unchanged. The resultant leases will allow for parity between the associations. There will be financial implications, both positive and negative, for some associations.

## **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

### **Strategic Planning Implications**

14. *Shire of Kalamunda Strategic Plan 2009-2014:*  
  
Goal 2 – BUILT ENVIRONMENT – An integrated built environment  
  
2.1.1 Develop and implement a policy and structure to ensure the effective management of Shire owned and managed land and buildings.



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## **Sustainability Implications**

### Social Implications

15. Equitable access to community and cultural infrastructure is seen as an essential ingredient in creating social capital and a safe, inclusive, accessible and sustainable community.

### Economic Implications

16. There are unlikely to be any economic implications beyond the impact to the individual associations.

### Environmental Implications

17. By making more clubs responsible for their utilities, it may lead to reduced consumption in some cases.

## **OFFICER COMMENT**

18. The principles of good policy are transparency, consistency and predictability. The draft policy addresses these factors and will lead to a fairer, simpler system.
19. The implications of the policy are that all clubs would be responsible for their own consumables and minor maintenance (this is already the case for many of the existing clubs). The Shire in turn would reduce the rental fee to \$1, as well as amongst other things undertake major maintenance, certain statutory compliances (electrical testing, fire extinguisher servicing) and pay for building insurance.
20. There are limited clubs who currently have arrangements where the Shire is responsible for all cleaning, utilities and consumables used on the site. Three clubs combined exceeded \$30,000 in the 2011/2012 financial year, due largely to excessive power consumption and consumables. On the other hand, other associations have taken a higher level of responsibility for their club, carrying out all maintenance, a building program as well as all bills and other charges.
21. In many cases, costs to associations will go down, due to the lease falling from often \$400 - \$1000 per year, to a \$1 amount.
22. The Policy and associated procedure allows for Council to consider additional subsidies for associations should Council determine that such matters were warranted.
23. Council has the options of not approving the policy, sending it out for further advertising, or adopting the policy.

24. Given the extensive history of reviews and advertising of the policy, Associations appear keen to have the matter finalised. Staff have held meetings with associations to discuss their feedback and discussed the principles as set out in the draft policy document, with general support from most clubs.
25. If approved, staff will complete a draft lease document based on the Policy and Procedure, working toward a 1 July 2013 start date for expired agreements.
26. The Chief Executive Officer will organise "Routine" changes to leases etc arising out of the implementation of the Policy.

*Thomas Saggors spoke on behalf of the Veteran Car Club of WA. He expressed concern at the limit of a 5-10 year lease. He explained this Club has occupied the land for 42 years, they totally manage and maintain the property and have made a large investment with regard to buildings on the land. They maintain a Main Hall, Caretaker's Residence and Spare Parts Building.*

*The Acting Chief Executive Officer noted that the Draft Community Groups' Lease Policy Procedure (Attachment 4) made allowances for situations where Associations could request a longer lease to support financial obligations. She suggested, however, that the wording could be amended prior to the Ordinary Council Meeting to allow for negotiations of longer leases in extenuating circumstances. The amended attachments are attached to these Minutes.*

<b>Voting Requirements: Simple Majority</b>
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**COMMITTEE RECOMMENDATION TO COUNCIL (C&C 10/2013)**

That Council:

1. Notes the Summary of Submissions in (Attachment 1).
2. Adopts the *Lease Council Policy* as set out in (Attachment 3).
3. Notes the *Lease Council Policy Procedure* in (Attachment 4).
4. Notes that the Chief Executive Officer will finalise any amendments to leases of a routine nature, under current delegated authority (LGA3).

Moved: **Cr Margaret Thomas**

Seconded: **Cr Justin Whitten**

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

### Attachment 1

Submitter	Issue	Response
Foothills Information and Referral Service	Poor existing condition of building.	Buildings made available for occupancy meet at least the minimum standards for health or safety and were compliant with regulations in existence at the time they were built. Applications can be lodged seeking grant funding to upgrade premises or a request can be lodged seeking consideration of funding within Shire Building Maintenance budget.
	Broken windows and vandalism should be claimed under buildings insurance	Tenants will not be required to cover or contribute to the buildings insurance excess (\$1,500) - vandalism by parties not related to or guests of tenants will be covered by Shire but all incidents must be the subject of a police report which will likely include a statutory declaration. Damage caused by tenant action or neglect to be paid for by tenants.
	Shire should be responsible for all programmed maintenance.	To ensure compliance with insurance or other needs of the Shire as landowner, Shire to be responsible for programmed maintenance required to satisfy statutory health and safety requirements. Any programmed maintenance associated with occupancy will be the responsibility of the tenant.
Foothills Learning Centre	Seniors group on pensions with no capacity to pay a lease/licence fee, legal fees.	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
	Beyond physical and financial capacity of group to maintain gardens or external areas.	As part of lease/licence negotiations, consideration needs to be given to matching building characteristics to tenant needs and capacity to manage eg hall hire of a community multi-use with access to storage versus lease/licence of a building.
	Security costs should be met by Shire.	Security considered to be an occupancy issue and mainly required to safeguard contents. Accordingly security costs to be met by tenants.
Foothills Netball Centre	Seeking nil rental during term of self-supporting loan.	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.

Forrestfield Bulls Boxing Club	No capacity to meet any costs and no benefit seen in a Lease or Licence. Already has exclusive use of building.	Use of building should be formally documented to ensure that responsibilities are understood and agreed to eg by MOU if not through Lease/Licence. Even if being met by donation through Community Development, occupancy costs specifically relating to the building need to be clarified and budgeted for.
Forrestfield Sporting Club	No issues. Is in favour of published policy.	
Hills Amateur Radio Group	Small membership precludes contribution to rent as a sub-tenant.	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
	Any maintenance requiring a tradesman is not minor (and therefore should be met by Shire).	Minor maintenance will be defined within the agreement. The Shire requires the use of qualified tradesmen to ensure public safety of users in Shire buildings. Acceptance of responsibility for minor maintenance is a trade-off for payment of minimal rental.
	External painting should be Shire responsibility.	Major maintenance will be defined within the agreement and generally external painting of the entire building would be considered major maintenance. Retouching, painting of small areas, painting required due to tenant action, neglect or preference, maintenance and addition of special purpose painting (murals, club colours) are considered to be a tenant responsibility.
	Testing of existing appliances should be Shire responsibility. Installing party to be responsible for any future appliances.	The Shire rarely provides non-fixed appliances and in the main all appliances have been sourced by tenants. Tenants to remain responsible for non-fixed appliances in buildings.
	Shire policies restrict members carrying out work themselves.	Agreements will allow clubs to arrange and pay directly for certain minor maintenance work (defined within agreement) without requiring prior Shire approval. Subject to work being completed by properly qualified tradesmen and compliance with regulations. Clubs to provide an annual report to the Shire on work done together with copies of required compliance certificates. No alterations or improvements to the premises to be completed without the Shire's consent as landowner.

Kalamunda Archery Club	Why pay rent if Club has paid for its own improvements to the property.	Submission noted and policy to reflect input... Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
Kalamunda Basketball and Netball Associations	Does not agree that rental based on GRV is equitable. Presence of self-supporting loan is not recognised.	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
	Programmed maintenance should be Shire sole responsibility.	To ensure compliance with insurance or other needs of the Shire as landowner, Shire to be responsible for programmed maintenance required to satisfy statutory health and safety requirements. Any programmed maintenance associated with occupancy will be the responsibility of the tenant.
	Decisions on grants assistance should be transparent.	Community Development to conduct a review of grant funding rules and procedures to address transparency of process and consider widening of availability to funds to assist clubs transition to new arrangements.
	Do not support donations concept which will create unnecessary paperwork and promote disagreements.	Concept of donations in relation to rental or maintenance has been reviewed based on feedback and internal analysis of ease of implementation and ongoing administration. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
	Need a clear appeal process to higher than operational level.	Process for dispute resolution in relation to Lease/Licence issues will be included in agreements.
	Seeking to be excluded from the Shire policy.	Council decision to be made based on separate analysis of cost to Shire of a special purpose agreement versus use of the new standard agreement.
Kalamunda and Districts Toy Library	Replacement cost (to determine rental) should be divided by remaining life of the building.	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.

	Shire should meet all legal costs associated with new agreement.	Standard documents to be developed for lease/licence which will minimise legal costs incurred. Shire to cover legal costs relating to new agreements.
	Share of utilities costs should take into account income position.	Tenants should pay for occupancy costs incurred to ensure minimisation of costs.
	Programmed maintenance costs should be met by Shire as a duty of care.	To ensure compliance with insurance or other needs of the Shire as landowner, Shire to be responsible for programmed maintenance required to satisfy statutory health and safety requirements. Any programmed maintenance associated with occupancy will be the responsibility of the tenant.
	Donations should be for the term of the agreement. Donations amount of \$1,000 is insufficient.	Concept of donations in relation to rental or maintenance has been reviewed based on feedback and internal analysis of ease of implementation and ongoing administration. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups. Community Development to conduct a review of grant funding rules and procedures to address transparency of process and consider widening of availability to funds to assist clubs transition to new arrangements.
	Organisation should not be expected to upkeep shire assets.	Focus of current proposed policy is on recovery of occupancy costs and tenants arranging and meeting minor maintenance costs in exchange for minimal rental fees charged to all community groups.
Kalamunda Club	Replacement cost (to determine rental) does not recognise club contribution. Self-supporting loans should be taken into account. Membership base should be taken into account (pensioners and juniors).	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
	Shire should pay all programmed maintenance costs, including painting.	To ensure compliance with insurance or other needs of the Shire as landowner, Shire to be responsible for programmed maintenance required to satisfy statutory health and safety requirements. Painting not considered to be a compliance issue affecting insurance, or involving statutory health and safety requirements. Painting to be considered within budget framework. Any programmed maintenance associated with occupancy will be the responsibility of tenant.

Kalamunda Districts Arts and Craft (Inc)	Would find it difficult to pay legal fees associated with a licence as takings have reduced with change in location.	Standard documents to be developed for lease/licence which will minimise legal costs incurred. Shire to cover legal costs relating to new agreements.
Kalamunda Districts Football Club	no incentive to clubs to fund improvements if this results in increase in GRV and therefore rental.	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
	Facilities are substandard and make club growth difficult.	Buildings made available for occupancy meet at least the minimum standards for health or safety and were compliant with regulations in existence at the time they were built. Applications can be lodged seeking grant funding to upgrade premises or a request can be lodged seeking consideration of funding within Shire Building Maintenance budget.
	Legal fees should be split 50/50 between clubs and shire.	Standard documents to be developed for lease/licence which will minimise legal costs incurred. Shire to cover legal costs relating to new agreements.
	All programmed maintenance to be Shire responsibility.	To ensure compliance with insurance or other needs of the Shire as landowner, Shire to be responsible for programmed maintenance required to satisfy statutory health and safety requirements. Any programmed maintenance associated with occupancy will be the responsibility of the tenant.
	Wants to use club member tradesmen without needing to obtain Shire approval.	Agreements will allow clubs to arrange and pay directly for certain minor maintenance work (defined within agreement) without requiring prior Shire approval. Subject to work being completed by properly qualified tradesmen and compliance with regulations. Clubs to provide an annual report to the Shire on work done together with copies of required compliance certificates. No alterations or improvements to the premises to be completed without the Shire's consent as landowner.
Kalamunda Dramatic Society	Legal fees should be shire cost.	Standard documents to be developed for lease/licence which will minimise legal costs incurred. Shire to cover legal costs relating to new agreements.
	Owner of item should be responsible for electrical repairs.	
	Programmed maintenance should be shire responsibility.	To ensure compliance with insurance or other needs of the Shire as landowner, Shire to be responsible for programmed maintenance required to satisfy statutory health and safety

		requirements. Any programmed maintenance associated with occupancy will be the responsibility of the tenant.
	Existing poor state of building, necessitates urgent repairs.	Buildings made available for occupancy meet at least the minimum standards for health or safety and were compliant with regulations in existence at the time they were built. Applications can be lodged seeking grant funding to upgrade premises or a request can be lodged seeking consideration of funding within Shire Building Maintenance budget.
Kalamunda Lapidary Club	Shire should be responsible for fencing repairs, blocked drains and grounds upkeep.	Major and minor maintenance will be defined within the agreement. Generally blocked drains would be considered an occupancy item associated with use ie tenant responsibility. Tenants will be expected to cover minor maintenance in exchange for minimal rental fees charged to all community groups. The tenants are expected to keep the grounds neat and tidy, free from rubbish and leaves etc. Tree lopping would generally be considered under major maintenance.
	Shire should be responsible for termite inspections and pest control.	Termite inspections and treatment to be Shire responsibility (as Programmed Maintenance). All other pest control and treatment (ants, rodents, bees etc). to be tenant responsibility as occupant.
Kalamunda Men's Shed	Considers rental amount should be minimal and based on number of members so cost per member is the same.	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
	Seeking Shire support to meet utility costs.	The Shire has agreed to support the Group during the development phase however in the longer term it will be expected that the Group will generate sufficient funds to cover occupancy costs to place Group on the same footing as other Community Groups.
	Prepared to undertake maintenance, programmed maintenance and some capital works themselves.	Agreements will allow clubs to arrange and pay directly for certain minor maintenance work (defined within agreement) without requiring prior Shire approval. Subject to work being completed by properly qualified tradesmen and compliance with regulations. Clubs to provide an annual report to the Shire on work done together with copies of required compliance certificates. No alterations or improvements to the premises to be completed without the Shire's consent as



		landowner.
	Wish to be involved in decision making on cost and scope of maintenance and capital works.	Men's Sheds have a direct communication link with Coordinator Community and Cultural Services which enables dialogue on maintenance and capital works.
Kalamunda Pistol Club	Seeking ten year term.	All leases or licences will be on 5 year terms with an option of a further 5 years. But if there is a compelling need for a longer term, eg self-supporting loan or external grant funding for major upgrades where the loan term exceeds the lease term or the donor requires a longer term to justify the funding, then this can be considered as a special case at the time.
Kalamunda Tennis Club	Legal fees should be shire cost.	Standard documents to be developed for lease/licence which will minimise legal costs incurred. Shire to cover legal costs relating to new agreements.
	Recycling services should be provided. Rubbish and waste services should be a reasonable amount.	A recycling bin service is available subject to the cost being met by the Club. Cost is determined under the contact with the contractor.
	Prefer rent amount based on number of courts with an annual CPI increase.	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
	Has not been told why grants were not approved in the past. Access to grants > \$1,000 should be available on a case by case basis.	Concept of donations in relation to rental or maintenance has been reviewed based on feedback and internal analysis of ease of implementation and ongoing administration. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups. Community Development to conduct a review of grant funding rules and procedures to address transparency of process and consider widening of availability to funds to assist clubs transition to new arrangements.
	Seeking involvement in decisions on ongoing maintenance to prevent unnecessary maintenance bills.	Major and minor maintenance will be defined within the agreement. Agreements will allow for tenants arranging and meeting minor maintenance in exchange for minimal rental

		fees charged to all community groups.
Lesmurdie Girl Guides	Current level of membership fees will not support an increased rent or payment of other than basic maintenance costs.	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
	Building condition poor. Consider there are issues with electrical system.	Buildings made available for occupancy meet at least the minimum standards for health or safety and were compliant with regulations in existence at the time they were built. Applications can be lodged seeking grant funding to upgrade premises or a request can be lodged seeking consideration of funding within Shire Building Maintenance budget.
	Uncertainty at future position of building affects ability to plan.	The Shire reviews its building portfolio on an ongoing basis as part of normal business practice to meet forecast community needs. The Shire will where possible keep tenants informed of the planned future of a building to enable decisions to be made on expenditure.
	Seeking estimate of ongoing maintenance costs to be passed on to enable analysis of continuing to use building or move elsewhere on a hire fee.	Major and minor maintenance will be defined within the agreement. Agreements will allow for tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
Lesmurdie Mazonod Cricket Club	Question whether rental based on GRV will be affordable by club. Considers club viability is being affected by increasing expenditure.	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
	Ground lighting is used by general public and club would be happy for the lights to be left off to reduce electricity cost.	Switch arranged for floodlighting on eastern side of oval to enable clubs to control usage.
	Not convinced that all programmed maintenance costs are actually required.	To ensure compliance with insurance or other needs of the Shire as landowner, Shire to be responsible for programmed maintenance required to satisfy statutory health and safety requirements. Any programmed maintenance associated with occupancy will be the responsibility of the tenant.

	Seeking to be consulted on future works proposed by the Shire or co-tenant.	The Shire requires all tenants to sign in support of Applications to Undertake Improvements proposed in relation to club premises. Club support will be canvassed for works proposed by Shire but usually the request is generated from the Clubs.
Lesmurdie Tennis Club	Must consider age and size of facilities and club contributions in rental calculations. Would prefer retention of rent based on number of courts. Proposed rental determination not transparent and must be dropped.	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
	Tenant to meet basic security costs. Shire to meet costs of monitored security services.	Security considered to be an occupancy issue and mainly required to safeguard contents. Accordingly security costs to be met by tenants.
	Clubs to meet first \$200 of insurance excess in event of a buildings insurance claim.	Tenants will not be required to cover or contribute to the buildings insurance excess (\$1,500) - vandalism by parties not related to or guests of tenants will be covered by Shire but all incidents must be the subject of a police report which will likely include a statutory declaration. Damage caused by tenant action or neglect to be paid for by tenants.
	Shire to meet legal fees for lease/licence preparation.	Standard documents to be developed for lease/licence which will minimise legal costs incurred. Shire to cover legal costs relating to new agreements.
	Shire to be responsible for all programmed maintenance.	To ensure compliance with insurance or other needs of the Shire as landowner, Shire to be responsible for programmed maintenance required to satisfy statutory health and safety requirements. Any programmed maintenance associated with occupancy will be the responsibility of the tenant.
	Major maintenance should be joint dollar for dollar shire/tenant responsibility after deducting grant funding.	Major maintenance will be defined in new agreement to provide greater clarity to users. Projects sought as a club preference will be considered for funding on a case by case basis with contribution level varying depending on Shire perception of meeting general community needs.
	Shire to be responsible for tree lopping programme (including roots) as major maintenance and in view of tree retention policy.	Major maintenance will be defined in new agreement to provide greater clarity to users.

	Responsibility for maintenance of courts (including resurfacing) and playing fields should be addressed in agreement.	Major maintenance will be defined in new agreement to provide greater clarity to users.
	Seeking 10 year term with 10 year option.	All leases or licences will be on 5 year terms with an option of a further 5 years. But if there is a compelling need for a longer term, eg self-supporting loan or external grant funding for major upgrades where the loan term exceeds the lease term or the donor requires a longer term to justify the funding, then this can be considered as a special case at the time.
Pickering Brook Heritage Group	Provided building from own resources. Do not agree with rental method proposed.	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
	External maintenance and painting should be shire responsibility.	Major maintenance will be defined within the agreement and generally external painting of the entire building would be considered major maintenance. Retouching, painting of small areas, painting required due to tenant action, neglect or preference, maintenance and addition of special purpose painting (murals, club colours) are considered to be a tenant responsibility.
	Shire should be responsible for all programmed maintenance.	To ensure compliance with insurance or other needs of the Shire as landowner, Shire to be responsible for programmed maintenance required to satisfy statutory health and safety requirements. Any programmed maintenance associated with occupancy will be the responsibility of the tenant.
Schools of Kalamunda Area Motor Programme	Cannot afford to pay more than nominal rent.	Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.
	Shire to be responsible for programmed maintenance.	To ensure compliance with insurance or other needs of the Shire as landowner, Shire to be responsible for programmed maintenance required to satisfy statutory health and safety requirements. Any programmed maintenance associated with occupancy will be the responsibility of the tenant.

<p>Veteran Car Club</p>	<p>Inappropriate to pay rent when club has had sole responsibility for construction of infrastructure and is prepared to continue to arrange and pay for maintenance.</p>	<p>Submission noted and policy to reflect input.. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups.</p>
	<p>Prefer to self-insure buildings so that payout will be used at club discretion.</p>	<p>The Shire must also continue to insure the buildings as they are Shire assets and recorded on Shire balance sheet.</p>
	<p>Club has not previously had access to grant funding.</p>	<p>Concept of donations in relation to rental or maintenance has been reviewed based on feedback and internal analysis of ease of implementation and on going administration. Reached the view that costs outweigh benefits and focus should be on recovery of occupancy costs and tenants arranging and meeting minor maintenance in exchange for minimal rental fees charged to all community groups. Community Development to conduct a review of grant funding rules and procedures to address transparency of process and consider widening of availability to funds to assist clubs transition to new arrangements.</p>

## **Attachment 2**

Clubs Shire Staff have met with:

Darling Range Horse and Pony Club  
Darling Range Wildflower Society  
Foothills Information and Referral Service  
Foothills Learning Centre  
Foothills Netball Association  
Forrestfield and Districts Bowling Club  
Forrestfield Sporting Club (FCC)  
Forrestfield Tennis Club  
Forrestfield United Soccer Club  
Girls Guide Sanderson Road  
High Wycombe Amateur Football Club  
High Wycombe Cricket Club  
High Wycombe Junior Football Club  
Hills Amateur Radio Group  
Kala & Districts Football  
Kalamunda & Districts Arts and Crafts Group  
Kalamunda and Districts Rugby Club  
Kalamunda Archery Club  
Kalamunda Basketball Association  
Kalamunda BMX  
Kalamunda Club  
Kalamunda Cricket Club  
Kalamunda Dramatic Society  
Kalamunda Junior Football Club  
Kalamunda Lapidary Club  
Kalamunda Men's Shed  
Kalamunda Netball Association  
Kalamunda Pistol Club  
Kalamunda Rangers Baseball  
Kalamunda Tennis Club  
Kalamunda Toy Library  
Kalamunda United Soccer Club  
Lesmurdie Mazonod Cricket Club  
Lesmurdie Tennis Club  
Pickering Brook Heritage Group  
Pickering Brook Sports Club  
SKAMP  
Veteran Car Club of WA  
Walliston Riding and Pony Club

**Revised Attachment 3**

<b>Xx Community Groups' Lease Council Policy</b>	
<b>Management Procedure</b> Community Groups' Leasing Guideline Policy Procedure	<b>Relevant Delegation</b>

**Purpose**

To provide spaces for community groups within the Shire and ensure consistency and transparency for all leasing activities. This Policy will also ensure that lessees maintain a sense of responsibility toward Shire assets and provide for the effective use and efficient management of those facilities to the benefit of ratepayers.

**Policy Statement**

The Shire is committed to providing long-term leased facilities to community groups within the Shire to support their activities for the benefit of ratepayers. Leases are on the basis that the community group will be responsible for the consumables they use, minor maintenance and other nominal costs. Such leases are available only to associations formed under the *Associations Incorporation Act 1987*, all other long-term leases will be considered as Commercial Leases.

In recognition of the community benefit provided by Associations, the lease fee applicable will be \$1.00 per annum (peppercorn).

Lease terms should not generally be negotiated for a total term, including options, longer than 10 years.

<b>Related Local Law</b>	
<b>Related Policies</b>	
<b>Related Budget Schedule</b>	
<b>Legislation</b>	<i>Local Government Act 1995, Section 3.58</i>
<b>Conditions</b>	
<b>Authority</b>	
<b>Adopted</b>	<b>Next Review Date</b>

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## Revised Attachment 4

### Community Groups' Lease Policy Procedure

#### Relevant Shire of Kalamunda Council Policy

Xxx Community Groups' Lease Council Policy

#### Relevant Shire of Kalamunda Policy

## Purpose

The Shire is committed to transparency and equity in all aspects of Leasing to community groups. The purpose of this procedure is to provide clarification regarding:

- Expectations of what the Shire will provide for in Community Buildings.
- Expectations of what the Associations will provide for in Community Buildings.

## Definitions

Association	A Community Association incorporated under the <i>Associations Incorporation Act 1987</i> .
Community Building	Means a land, building or other construction controlled by the Shire and the subject of a lease.
Financial Year	Means the year commencing 1 <sup>st</sup> July in any year and ending 30 June the following year.
Shire	Means the Shire of Kalamunda.
Winding Up	Means an action commenced to lead to the finalisation of the Association.

## Detail

### LEA1: Community Groups' Lease Council Policy

This guideline is to be read in conjunction with the Community Groups' Lease Council Policy. Where there is any inconsistency, the policy is to prevail to the extent of the inconsistency. The guideline and policy are to be read in conjunction with the *Local Government Act 1995* ("the Act" and Regulations), where there is any inconsistency, the Act prevails to the extent of the inconsistency. Where there is inconsistency between this guideline and/or the policy and the lease document, the lease document prevails.

### Actions of the Association

Generally the Associations will be responsible for the day-to-day costs associated with the buildings and any maintenance works considered minor in nature. The Associations are further responsible for repairing any damage caused due to an act or omission of any member or visitor to their premises.



The Association must use the premises for purposes corresponding to the purpose for which the area is held by the Shire.

The Shire's written consent must be obtained prior to affixing advertising of any sort to the premises.

The Association must immediately notify the Shire where an incident occurs which may jeopardise the health or safety of users or the general public or which may affect the Shire's buildings insurance policy.

The Association is not authorised to engage contractors on behalf of the Shire or to seek reimbursement of costs incurred which have not been authorised by delegated Shire officers prior to the work being done.

It is not possible to complete an exhaustive list of responsibilities, and the list below is to be considered in the spirit of the agreement. These works include, but are not limited to the following:

<b>Item</b>	<b>Comment</b>
Cleaning of the Facility	Includes internal and external cleaning.
Consumables	Utilities, toilet paper, hand towel, soap etc.
Sewer Connection Costs	If connected to sewer.
Septic Tank pump outs	If not connected to sewer – should be undertaken at least every five years.
Grease Trap Pump Outs	If connected to sewer, as directed by the Water Corporation under a licence to discharge waste into the sewer. If not connected to sewer, dependant on usage (generally quarterly) and at the discretion of the Shire.
Licence to discharge waste	Application to Water Corporation and payment of associated initial and ongoing fees. Associated with the installation of a commercial kitchen.
Security Costs	The costs of installation, all call-outs (other than those caused by the Shire), monitoring and maintenance.
Cool Rooms	The Association is responsible for the provision, maintenance and repair of cool rooms.
Air conditioners (reverse cycle)	Cleaning of filters (at least annually to promote air quality).
Appliances	Including Fridges, pie warmers, ice machines and any other electrical appliance.
Rubbish/waste and recycling	
Graffiti	Internally created by members or visitors at the premises.
Insurance	Public Risk, Workers Compensation, Professional Indemnity, Directors and Officers Liability, Volunteer Workers, Contents.
Landscaping	Gardens, where associated with the leased area are to be maintained.
Minor items faulty from "wear and tear"	Items such as tap fittings, shower heads, door closing mechanisms.
Utilities	Shire will use best endeavours to install sub meters but where this is not possible allocations will be mutually agreed.
Any other maintenance issue deemed to be minor maintenance	

## **Maintenance Register**

The Association shall keep a book registering all maintenance works carried out by the Association or its contractors. Associations are required to use registered tradespeople to undertake those works requiring specialist skills, and forward compliance certificates (including septic tank and grease arrestor tank pump outs) to the Shire annually or upon request.

## **Conditions Precedent and Ongoing Reporting Requirements**

Associations shall provide a copy of their Certificate of Incorporation and confirmation that the Association remains registered prior to a lease being entered into.

Associations shall provide to the Shire no less than once per calendar year either on the anniversary of the commencement date of the Lease Agreement or at the request of the Shire:

- Certificates of Currency for Public Liability Insurance.
- A copy of the minutes from the Annual General Meeting of the Association.
- Confirmation of their continuing incorporated Association status.
- A copy of the financial statements for the club for the previous financial year within 120 days of the end of the respective financial year.

## **Additions or Alterations to a Building**

From time to time, Associations may seek the Shire's consent as landlord to make additions or alterations to the Building structure to suit their own particular circumstances. Such requests must be supported by the co-tenants of the building (if any) and must be made using the Shire's "Application to Undertake Additions or Improvements on Shire of Kalamunda Facilities".

The Shire's consent to the Association's request does not constitute a funding approval by the Shire.

## **Payment of Invoices raised by Shire**

Unless previously varied by the Shire in writing all invoices issued by the Shire are to be paid within 30 days of the date of the invoice.

Any dispute in regard to an invoice must be raised prior to expiry of the 30 days and will be dealt with in terms of Clause 12.

Associations may not seek to offset payment claims from other areas of the Shire against invoices raised in relation to the leased premises.

## **Exclusive Occupancy and Quiet Enjoyment**

The Associations can expect quiet enjoyment and exclusive occupancy of the leased area.

Associations may allow the occasional hire of spaces to third parties, however the Shire expects that it will at least be made readily available, under the control of the Association, to fellow Shire of Kalamunda community groups generally on a recovery of cost only basis.

This reflects both the subsidised nature of the premises made available by the Shire and the “public open space” nature of vested reserves generally. The Association is responsible for any and all costs for damage caused by an occasional user. Subletting of the premises is prohibited.

The Shire reserves the general right to seek access on its own behalf to the leased area for a community event use no more than two times per year for a period of no more than two weeks in total for which minimum notice of six months will be given and on the basis that the use will not be to the operating or financial detriment of the Association.

### **Security**

Where a security system is installed, the Association will nominate the persons to be informed of an alarm and to provide instructions to the Security firm in regard to reacting to a call out. Where a system is already installed, an Association may choose to have it disconnected.

### **Actions of the Shire**

The Shire may from time to time make available to Associations community buildings for lease. The use of the buildings will be covered by a lease document setting out the terms by which the Shire and Association will abide.

The Shire will be responsible for:

<b>Item</b>	<b>Comment</b>
Major Maintenance	Associations responsible for Minor Maintenance.
Building Insurance;	Associations responsible for Contents, Public Liability and Workers Compensation Insurances.
Electrical Testing and Compliance of Shire fixtures;	Associations responsible for all appliances and fixtures they have brought into the building (ie fridges, cool rooms, air conditioners).
Fire Extinguisher Testing and Service;	As part of the Shire's Compliance approach to satisfy insurance requirements.
Graffiti	On external walls, areas not created by a member or visitor to the premises.
Legal fees	Incurred in association with the granting of a standard lease document.
Vandalism	An act will only be considered vandalism if it is reported by the Association to the police. A copy of the Police report will be required.

## **Subsidies**

The Shire may from time-to-time consider it warranted to subsidise an Association in regard to building occupancy costs. In this case, a budget allocation for the subsidy will be created and Lease and Licensing staff shall charge costs to this account until such time as the money is expended or the budget reviewed. After such time as the funds are expended, the Association will be liable for the costs.

Applications are to be made in writing, addressed to Manager Property.

## **Disputes**

Any dispute must be made in writing to the Manager Property, outlining the issues and the resolution sought. The Manager of Property will respond in writing within 14 days with a final response or, where it is not possible to provide a final response, will within 14 days provide a timeframe in which the final response will be provided.

If not satisfied with the final response, an Association may in writing request a review by the CEO, giving the grounds for the Association's dissatisfaction. At the CEO's discretion, the item may be determined or brought to Council for further consideration. The CEO's decision is final.

## **Term of Lease**

Leases shall generally be five years in length, with an option for a second term of five years. The Shire at its discretion can consider longer leases where the term of lease is required to support a loan arrangement or in other extenuating circumstances, where approved by resolution of Council.

## **Inspections**

The Shire may, with notice, conduct an inspection of the premises quarterly. In practice, the Shire is likely to undertake only as required.

## **Access**

The Shire may without notice access the building to assess and undertake maintenance or emergency repairs. Other than in an emergency the Shire will attempt to contact the Association prior to entering. The Association is responsible for ensuring that the Shire is provided with all necessary contact names and details.

The Shire must hold a copy of keys for all locks used in the building and any security system must include the Shire's building maintenance code (to be arranged between the security company and the Shire). The Shire's written consent is required prior to changing keys.

## **Direction to Complete Works**

The Shire may direct an Association to complete works deemed to fall within their responsibility. This will generally be in writing but this depends on the urgency of the works. In an emergency, the Shire may undertake works deemed to be the responsibility of the club and seek reimbursement.

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## **Liquor Licences**

The Shire will only support new applications for liquor licensing where there is an ancillary benefit to the Association. In cases where the Shire supports a licence, notwithstanding the additional restrictions of the Department of Racing, Gaming and Liquor, the operating hours the Shire will consider will generally be limited to:

MONDAY	14:00	-	22:00
TUESDAY	14:00	-	22:00
WEDNESDAY	14:00	-	22:00
THURSDAY	14:00	-	22:00
FRIDAY	14:00	-	MIDNIGHT
SATURDAY	MIDDAY	-	MIDNIGHT
SUNDAY	MIDDAY	-	22:00
PUBLIC HOLIDAY	MIDDAY	-	22:00

If any alterations are required to be made to the Premises in order to either obtain a licence or enable continuation of a licence, the Association will be solely responsible for effecting and meeting the costs of such alterations subject first to obtaining the Shire's written consent.

## **Gaming Licences**

The Shire will only support applications for gaming license where there is an ancillary benefit to the Association and for uses such as raffles and bingo.

## **Statutory Compliance**

The Association shall comply with and obey the provisions of all regulations, local laws, by laws, Acts, or Amendments affecting the premises.

## **Default**

Should a club default on their agreement, the Shire may, by resolution of Council, end the lease agreement.

## **Notification of Default**

In most cases, the Shire will give the Association a notice which will tell the Association what the default is and ask them to fix the default, if it can be fixed. The notice will allow a period of time to fix the default. The Shire does not have to give the Association a notice where it is believed on reasonable grounds that urgent action is necessary to protect the Leased Premises.

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### **Winding Up or Change of Incorporation Type**

Where an Association is subject to winding up proceedings or has changed its operations to the extent that it no longer meets guidelines for being an incorporated Association, the Shire may, by resolution of Council, end the lease agreement.

### **Termination**

Either party may terminate the agreement by giving three months' notice in writing to the other.

In such cases, the Association is responsible for any outstanding financial liabilities.

### **Timing**

A power, authority, right or discretion conferred by the Lease may be exercised from time to time as the occasion requires. If the Shire does not exercise a power, authority, right or discretion fully or at a given time, the Shire can still exercise it later.

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

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

**11. Local Planning Scheme No. 3 Amendment– Lot 59 (40) Wilkins Road, Kalamunda - Rezone from Regional Reserve – Parks and Recreation to Special Use (Residential Aged Care)**

Previous Items	OCM 184/2012
Responsible Officer	Director Development & Infrastructure Services
Service Area	Development Services
File Reference	WL-11/40
Applicant	Nil
Owner	State Government
Attachment 1	Proposed amendment to Local Planning Scheme No. 3 - Locality Plan
Attachment 2	Proposed amendment to Metropolitan Region Scheme - Locality Plan

**PURPOSE**

1. To initiate an amendment to Local Planning Scheme No. 3 ("the Scheme") to rezone the subject site from Regional Reserve – Public Purpose to Special Use (Residential Aged Care).

**BACKGROUND**

2. At its Ordinary meeting of 17 December 2012, Council resolved :

*That Council:*

1. *Requests the Western Australian Planning Commission initiate an amendment to the Metropolitan Region Scheme, rezoning Lot 59 (40) Wilkins Road in Kalamunda from a "Parks and Recreation" reserve to "Urban" zone.*
  2. *Requests the Department of Regional Development and Lands transfer the land to the Shire, in order to progress an Aged Accommodation development on the site.*
  3. *Advises the Minister for Planning of these requests, seeking support for the development.*
3. Following this, the Department of Planning wrote to the Shire acknowledging the request to amend the MRS and that it would be appropriate to initiate an amendment to the Local Planning Scheme to Special Use (Aged Persons Accommodation) as soon as possible, as an opportunity to run the two processes parallel.

**DETAILS**

4. It is proposed to initiate an amendment to the Scheme to rezone the subject site from "Regional Reserve – Parks and Recreation" to "Special Use – (Residential Aged Care)".

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5. The subject site is vacant and has frontage to Wilkins Road and Lesmurdie Road East and has an area of 10.7 hectares. The site is vegetated and there are no improvements.
  6. The purpose of the amendment is to create the statutory framework to facilitate the potential development of residential aged care accommodation. The Special Use designation will limit possible development only to that identified in the Special Use provisions listed in Schedule 4 of the Scheme.

### **STATUTORY AND LEGAL IMPLICATIONS**

7. The *Town Planning Regulations 1967* and *Planning and Development Act 2005* establish procedures relating to amendments to local planning schemes. If Council resolves to initiate the amendment, then ultimately it will be determined by the Minister for Planning.
8. Amendment to the Local Planning Scheme will be contingent on the site being rezoned to Urban under the Metropolitan Region Scheme.

### **POLICY IMPLICATIONS**

9. Nil.

### **PUBLIC CONSULTATION/COMMUNICATION**

10. If the amendment is initiated by Council, it will be formally advertised for 42 days in accordance with the provisions of the *Town Planning Regulations 1967* and *Planning and Development Act 2005*.
11. Public consultation will not occur until the Environmental Protection Authority and the WA Planning Commission give consent to advertise.

### **FINANCIAL IMPLICATIONS**

12. Advertising costs associated with the amendment will be covered within the current budget.

### **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

#### **Strategic Planning Implications**

13. The development of Aged Care facilities is a priority of the Shire and identified in a number of strategic documents, including the Local Planning Strategy, Shire of Kalamunda Aged Accommodation Strategy, Draft Shire of Kalamunda Strategic Plan and Draft Local Housing Strategy. The subject site has been identified as a high priority location for aged residential accommodation.

#### **Sustainability Implications**

##### Social Implications

14. Nil at this stage, however if the Scheme is amended, it will allow consideration of Aged Persons accommodation on the subject site.



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Economic Implications

15. Nil at this stage.

Environmental Implications

16. Nil at this stage, however if the Schemes are amended and development proceeds, it will necessitate the clearing of some vegetation. Due to the possible environmental sensitivities of the site, it will likely be necessary to gain both State and Federal approval for clearing.

**OFFICER COMMENT**

17. Initiating the amendment will provide the statutory framework for consideration of aged person's accommodation on the site. The strategic justification for the amendment has been established through numerous instruments. Additionally, proceeding with the amendment now will enable it and the MRS amendment to be considered in parallel.
18. It is recommended the Council initiate the amendment.

<b>Voting Requirements: Simple Majority</b>
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**COMMITTEE RECOMMENDATION TO COUNCIL (C&C 11/2013)**

That Council:

1. Initiates an amendment to Local Planning Scheme No. 3 in accordance with the following:

PLANNING AND DEVELOPMENT ACT 2005

RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME

SHIRE OF KALAMUNDA

LOCAL PLANNING SCHEME NO. 3

AMENDMENT NO.

Resolved that the Council in pursuance of Part 5 of the Planning and Development Act 2005 amend the Local Planning Scheme by:

1. Rezoning Lot 59 (40) Wilkins Road, Kalamunda from "Regional Reserve - Parks and Recreation" to 'Special Use (Aged Residential Care)' zone, and
2. Including the 'Special Use' site in Schedule 4, 'Special Use Zones' as follows:

No.	Description of land	Special Use	Conditions
	Lot 59 (40) Wilkins Road, Kalamunda	Aged Residential Care  (a) Within this zone, the following uses are permitted (P): <ul style="list-style-type: none"> <li>• Aged Residential Care;</li> <li>• Caretaker's Dwelling;</li> <li>• Consulting Rooms;</li> <li>• Grouped Dwelling; and</li> <li>• Single House</li> </ul> (b) Council may approve other ancillary or incidental uses on this site, provided that they form part of the operational business of the facility and which uses might complement or enhance the usual living standards and requirements of residents living in and staff serving a facility of this nature.  (c) All other uses not mentioned under Sub Clauses (b) and (c) of this Clause are not permitted (X).	At least one occupant of any dwelling within this facility must generally have reached the age of 55 years.  Development must be connected to a reticulated sewer system.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Noreen Townsend**

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



**Attachment 2**



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

10.1 Nil.

**11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE**

11.1 Cr Whitten – Infrastructure Audit, February

Q. May I have an up-date on the Infrastructure Audit requested last year?

A. Manager Technology & Corporate Support reported that the audit had taken place and a draft report has been received this week. Currently analysis is taking place comparing inside knowledge against the report. It is envisaged that the final report will be available in the next few weeks; currently the process is two thirds complete. Proposed solutions and strategies will be included in the final report.

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

12.1 Zig Zag Scenic Drive Community Action Plan

Q. A councillor asked if it was known what percentage of the troublemakers were local. Through the Chair, Director Corporate & Community Services indicated that there were no specific statistics on this, but she would take the question on notice and look into the matter.

A. During the public meetings the police who attended the discussions provided no advice on the source of the vehicles.

12.2 Cr Bilich – Derelict Building on Canning Road, opposite Orange Dale Road.

Q. There is a building on land on Canning Road opposite Orange Dale Road which looks to be unsafe – only one wall is standing. Please could the Shire investigate this with a view to having it addressed?

A. The property address is Lot 3 (345) Canning Road, Walliston, Zoned Special Rural. The cottage over the years has deteriorated to such a stage that the roof has now collapsed and is supported by one wall and remnants of the other walls. The Shire wrote to the owners of the land on 25 January 2013 requesting that they demolish the structure and remove all materials off site.

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

13.1 Nil.

**14.0 MEETING CLOSED TO THE PUBLIC**

14.1 Nil.

**15.0 CLOSURE**

15.1 There being no further business the Chairman declared the meeting closed at 7.09pm.

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

Signed: \_\_\_\_\_  
Chairman

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2013