

Corporate & Community Services Committee Meeting

Minutes for Monday 20 May 2013

CONFIRMED



**shire of
kalamunda**

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MINUTES

1.0 OFFICIAL OPENING

The Chairman opened the meeting at 6.30pm, 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 |
| Simon Di Rosso | | North Ward |
| Allan Morton | | South West Ward |
| Noreen Townsend | | South West Ward |
| Geoff Stallard | | South East Ward |
| John Giardina | | South East Ward |
| Martyn Cresswell | (Chairman) | North West Ward |
| Dylan O'Connor | | North West Ward |
| Bob Emery | | North West Ward |

Members of Staff

| | |
|---------------------|--|
| Rhonda Hardy | Director Corporate & Community Services |
| Darrell Forrest | Manager Governance |
| Darren Jones | Manager Community Services |
| Warwick Carter | Manager Economic Property & Procurement Services |
| Rajesh Malde | Manager Financial Services |
| Darren Von Bergheim | Coordinator Lifestyle & Cultural Services |
| Nicole O'Neil | Coordinator Public Relations |
| Michelle Clark | Executive Assistant to the CEO |
| Meri Comber | Governance Officer |

Members of the Public Nil

Members of the Press Nil

2.2 Apologies

Councillors

Cr Justin Whitten South West Ward

Members of Staff

Clayton Higham Acting Chief Executive Officer

2.3 Leave of Absence Previously Approved

Cr Frank Lindsey South East Ward

3.0 PUBLIC QUESTION TIME

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

3.1 Nil.

4.0 PETITIONS/DEPUTATIONS

4.1 Nil.

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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

Moved: **Cr Margaret Thomas**

Seconded: **Cr Bob Emery**

Vote: **CARRIED UNANIMOUSLY (10/0)**

6.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

6.1 Nil.

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 **37. Confidential Item – Men’s Shed Services** - Provided under separate cover.

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

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 disclosed an Interest Affecting Impartiality as she is a Member and Committee Secretary of the Foothills Men's Shed.

8.2.2 Cr Allan Morton disclosed an Interest Affecting Impartiality as he is a member of the Foothills Men's Shed.

9.0 REPORTS TO COUNCIL

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

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

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

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

PURPOSE

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

BACKGROUND

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

DETAILS

Debtors

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

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

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

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

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

Creditors

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

8. Significant Municipal payments made in the month were:

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

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

Trust Account Payments

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

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

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

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

STATUTORY AND LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

13. Nil.

PUBLIC CONSULTATION/COMMUNICATION

14. Nil.

FINANCIAL IMPLICATIONS

15. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

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

Sustainability Implications

Social Implications

17. Nil.

Economic Implications

18. Nil.

Environmental Implications

19. Nil.

OFFICER COMMENT

20. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 27/2013)

That Council:

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

Moved: **Cr Noreen Townsend**

Seconded: **Cr Margaret Thomas**

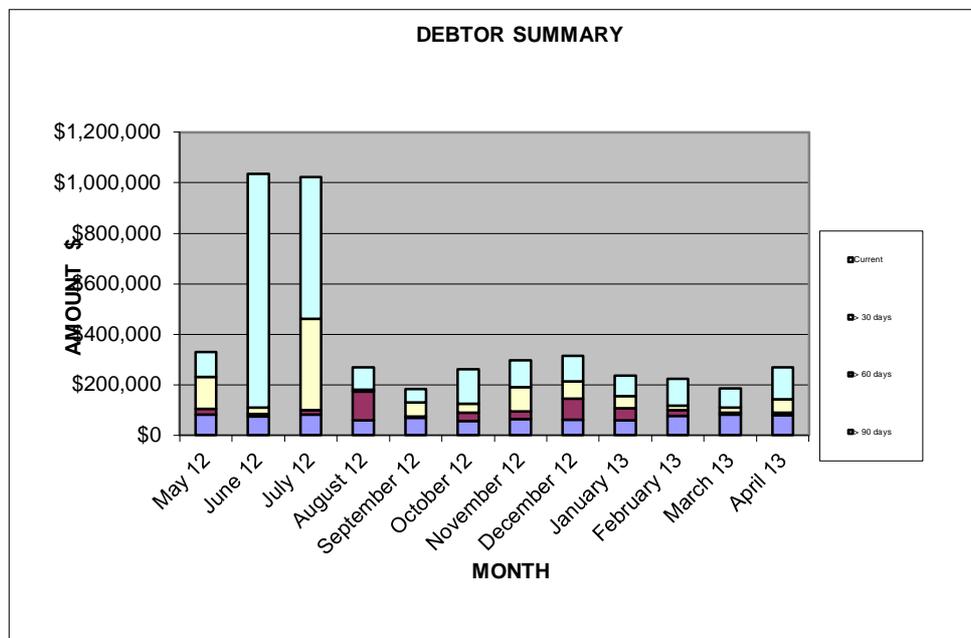
Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1

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

Sundry Debtors Trial Balance - Summary Aged Listing

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



Attachment 1

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

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

Attachment 1

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

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

FOOTNOTES

* Denotes currently in negotiation of invoice amount and details

^ Denotes payment arrangement in place

Attachment 2

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

Sundry Creditors Trial Balance - Summary Aged Listing

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

Comment

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

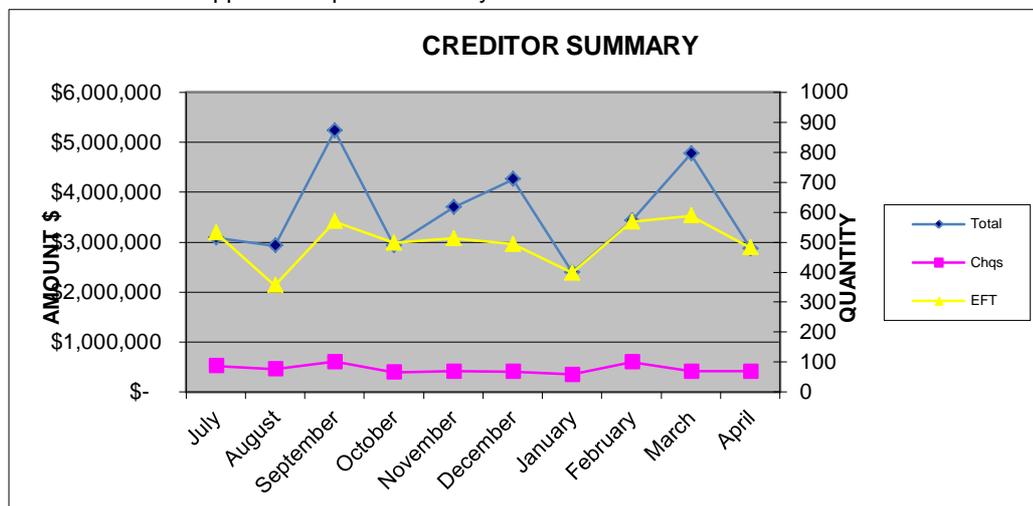
Creditor Payments made

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

*Excludes net staff payroll

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

*Local suppliers are paid on 14 day terms.



Attachment 3

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

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

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

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

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

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

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

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

| Chq/EFT | Date | Name | Description | Amount \$ |
|----------|------------|---|---|--------------|
| EFT28707 | 11/04/2013 | IDEAL HOMES PTY LTD | FOOTPATH DEPOSIT AND INSPECTION FEES REFUND | 1,104.50 |
| EFT28708 | 11/04/2013 | FILTREX INNOVATIVE WASTEWATER SOLUTIONS | REFUND FINAL INSPECTION FEE | 113.00 |
| EFT28709 | 11/04/2013 | UNIQC0 (WA) PTY LTD | PLANT & VEHICLE MANAGEMENT BUREAU SERVICE FOR MARCH 2013 | 3,198.80 |
| EFT28710 | 11/04/2013 | JORGE'S CONTRACTING SERVICES | CLEANING SERVICES AT PETER ANDERTON CENTRE | 2,412.85 |
| EFT28711 | 11/04/2013 | BENCHMARK MAINTENANCE SERVICES | CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS | 838.00 |
| EFT28712 | 11/04/2013 | FONZ'S BOBCAT & TRUCK HIRE | PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS | 4,185.99 |
| EFT28713 | 11/04/2013 | BEAVER TREE SERVICES | TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS | 33,971.30 |
| EFT28714 | 11/04/2013 | VISION SUPER PTY LTD | SUPERANNUATION CONTRIBUTIONS | 715.15 |
| EFT28715 | 11/04/2013 | WEST-SURE GROUP | CASH IN TRANSIT SERVICES - MARCH 13 | 2,379.30 |
| EFT28716 | 11/04/2013 | PARAGON CORPORATE TRAINING | REGISTRATION FOR 3 STAFF TO ATTEND - WHITE CARD TRAINING | 172.50 |
| EFT28717 | 11/04/2013 | KALEIDOSCOPE CRAFT KITS | DRY CLEANING / WASHING SERVICES FOR HARTFIELD PARK RECREATION | 20.00 |
| EFT28718 | 11/04/2013 | LANDMARK PRODUCTS LIMITED | DELIVER AND INSTALLATION OF PICNIC TABLE AND BENCH AT WATTLE GROVE | 346.50 |
| EFT28719 | 11/04/2013 | ROSALYN MISIANI | BOND REFUND FOR THE USE OF HARTFIELD PARK RECREATION CENTRE | 50.00 |
| EFT28720 | 11/04/2013 | JENNIFER DE YOUNG | VOLUNTEER TRANSPORT REIMBURSEMENT REFUND | 524.80 |
| EFT28721 | 11/04/2013 | AARON J STIRK | TECHNICIAN SERVICES FOR VARIOUS EVENTS | 363.00 |
| EFT28722 | 11/04/2013 | LINDSAY GOODWIN | TECHNICIAN SERVICES FOR KALAMUNDA PERFORMING ARTS CENTRE | 132.00 |
| EFT28723 | 11/04/2013 | SUPALUX PAINT CO PTY LTD | PAINTING SERVICES AT VARIOUS LOCATIONS | 11,831.55 |
| EFT28724 | 11/04/2013 | VICTORIA PHYSIOTHERAPY GROUP | PHYSICAL CAPACITIES ASSESSMENT FOR ONE STAFF MEMBER | 137.50 |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PURPOSE

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

BACKGROUND

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

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

DETAILS

Debt Recovery

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

STATUTORY AND LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

13. Nil.

PUBLIC CONSULTATION/COMMUNICATION

14. Nil.

FINANCIAL IMPLICATIONS

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

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

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

Sustainability Implications

Social Implications

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

Economic Implications

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

Environmental Implications

19. Nil.

OFFICER COMMENT

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

| |
|---|
| Voting Requirements: Simple Majority |
|---|

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 28/2013)

That Council:

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

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1

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

Rates Outstanding Debtors

Prepared on 09/05/2013

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

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

Back Rates Levied in 12/13

Less - Prepayments (SOY static)

Number Rateable of Assessments

% of Current Rates Outstanding

Current Deferred Rates Amt (from Rate Reports)

Total Rates amount to be collected

| |
|---------------------|
| \$25,289,378 |
| \$107,753 |
| |

22,019

3.95%

\$381,833.11 Rates

\$1,077,298 Rates Only

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

Rates Outstanding Debtors

Prepared on 09/05/2013

Comment

The 2012/2013 Instalment Dates are as follows:

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

Statistics as of 09/05/2013

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

20,549

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

2010/2011 - LAND WARRANTS - Pending Council Approval

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

2011/2012 - GENERAL PROCEDURE CLAIMS

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

29. Quarterly Progress Report – January to March 2013

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

Attachment 1 Quarterly Progress Report - January to March 2013

PURPOSE

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

BACKGROUND

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

DETAILS

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

Quarterly Progress Against Goals

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

Key Performance Indicators

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

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

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

Major Projects

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

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

STATUTORY AND LEGAL IMPLICATIONS

10. Nil.

POLICY IMPLICATIONS

11. Nil.

PUBLIC CONSULTATION/COMMUNICATION

12. Nil.

FINANCIAL IMPLICATIONS

13. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

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

Sustainability Implications

Social implications

15. Nil.

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

OFFICER COMMENT

18. Nil.

| |
|---|
| Voting Requirements: Simple Majority |
|---|

COMMITTEE RECOMMENDATION TO COUNCIL (29/2013)

That Council:

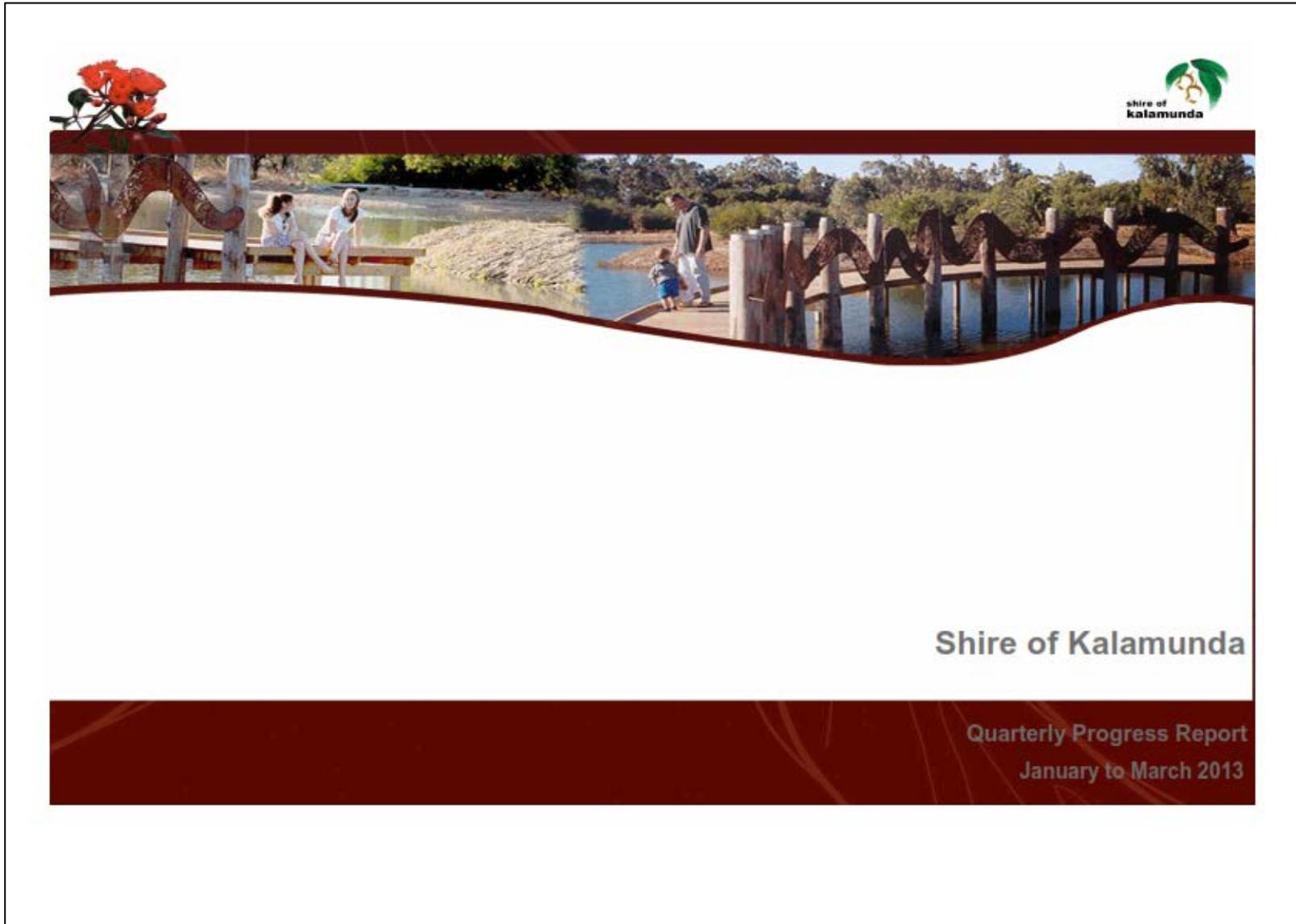
1. Receives the Quarterly interplan Progress Report for January to March 2013.

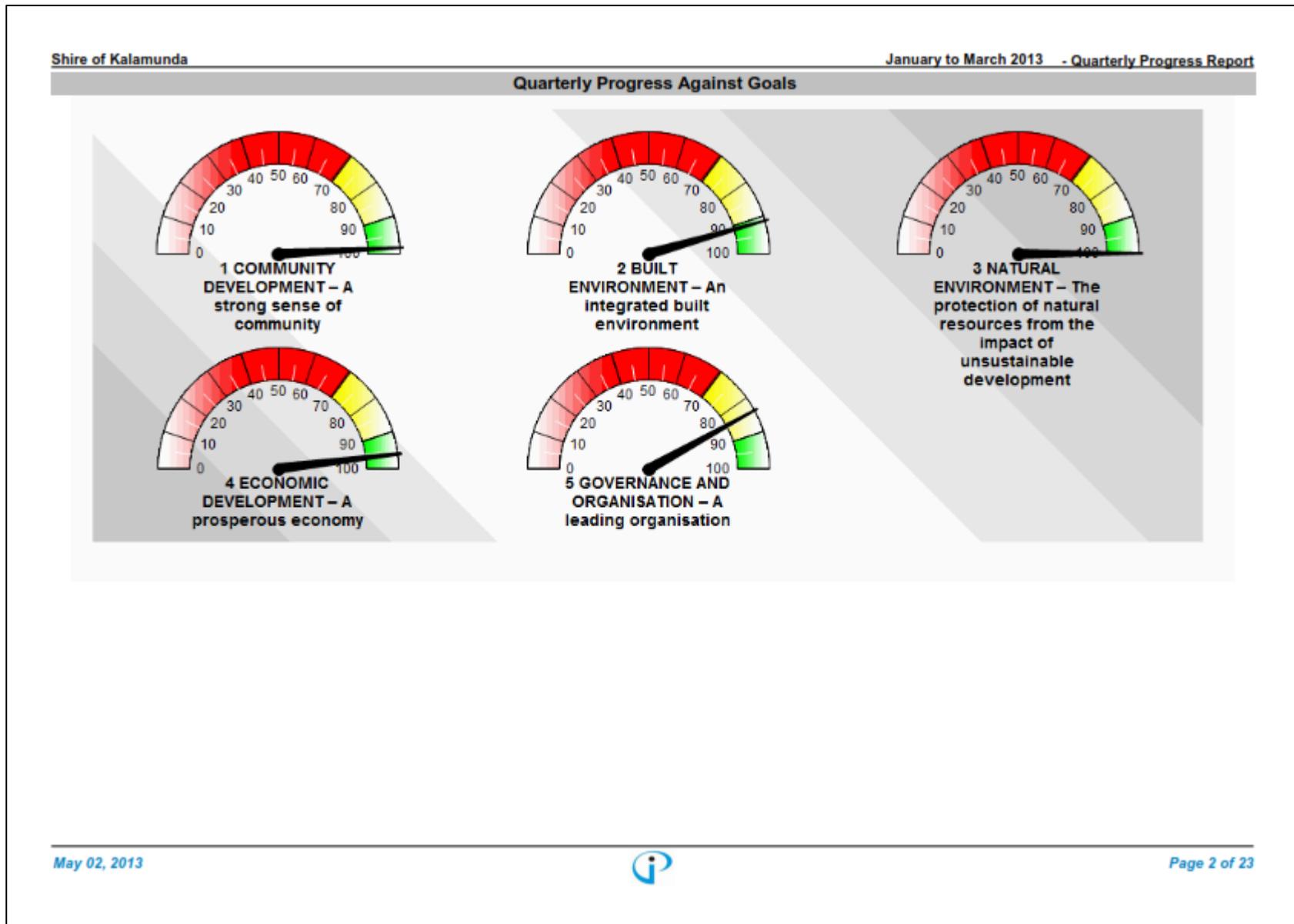
Moved: **Cr Margaret Thomas**

Seconded: **Cr Dylan O'Connor**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1





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

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

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

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

| Shire of Kalamunda | | January to March 2013 - Quarterly Progress Report | | | | |
|---|--|---|-------------|------------|--------------|----------|
| Strategy: 1.1.4 Ensure that people with disabilities have the same opportunities as other people to access the services, events and facilities of the Shire | | | | | | |
| 1.1.4.3 Oversee the construction of an accessible toilet and changing room at Kalamunda Water Park (IPM Project PR-7107/12) | Brayden Thornton - Coordinator Building Maintenance | 95.00% | In Progress | 01/07/2012 | 30/06/2013 | |
| PROGRESS COMMENTS Work Commenced 11th February. Final stages of fitout to be completed by week ending 5th May. Handover to be confirmed. Project on time and within budget allocated. | | | | | | |
| Outcome: 1.2 A vibrant Arts and Cultural life community | | | | | | |
| Strategy: 1.2.1 Strengthen the community spirit through the provision of cultural activities promoting participation and capacity building in partnership with community groups and networks | | | | | | |
| 1.2.1.7 Review the Shire's Community Cultural Plan with community input. | Darren Von Bergheim - Coordinator Community & Cultural Services | 84.00% | Deferred | 01/07/2012 | 30/06/2013 | Deferred |
| PROGRESS COMMENTS The review of the Community Cultural Plan has been deferred until 2013/14 when Shire Officers will develop a framework for the consultation and development of the Shire's Cultural Plan. | | | | | | |
| 1.2.1.13 Oversee the development of the Kalamunda Community Garden. | Darren Von Bergheim - Coordinator Community & Cultural Services | 80.00% | In Progress | 01/09/2012 | 30/06/2013 | |
| PROGRESS COMMENTS The GIY Kalamunda Group continue to establish the Community Garden, conducting weekly Busy Bees and are now planning towards an official opening scheduled for September 2013. | | | | | | |
| 1.2.1.6 Ensure the Shire gains optimum value from the Kalamunda Performing Arts Centre through the provision of a varied programme of activities. | Catherine Daniels - Customer Service Officer - Kalamunda Performing Art Centre | 75.00% | In Progress | 01/07/2012 | 30/06/2013 | |
| PROGRESS COMMENTS A strong variety of programming is planned for 2013 including Gold Logie award winner John Wood (When Dad Married Fury - October) and renowned actress Amanda Muggleton (The BookClub - June). In addition we have opera in the form of Fiona Mariah, The Ten Sopranos, and an African/Creole singer Grace Barbe. The Shire continues to take on 'shared-risk/profit' arrangements which continue to be a successful means of bringing quality shows whilst minimising cost implications. | | | | | | |
| May 02, 2013 | | | | | Page 7 of 23 | |

| Shire of Kalamunda | | January to March 2013 - Quarterly Progress Report | | | | |
|--|---|---|-------------|------------|--------------|--|
| Strategy: 1.2.1 Strengthen the community spirit through the provision of cultural activities promoting participation and capacity building in partnership with community groups and networks | | | | | | |
| 1.2.1.5 Oversee Men's Shed operations, inclusive of the relocation of the Kalamunda Men's Shed. | Darren Von Bergheim - Coordinator Community & Cultural Services | 100.00% | Completed | 01/07/2012 | 31/12/2012 | |
| PROGRESS COMMENTS | | | | | | |
| 1. Kalamunda Men's Shed Insulation works and installation of air-conditioning for the Kalamunda Men's Shed relocation at the Lesmurdie Scout Hall has been finalised, thus completing the relocation project. | | | | | | |
| 2. Foothills Men's Shed A short-term shared arrangement of the Men's Shed Boss over an eight week period to assist in assessing the Foothills Men's Shed operations commenced 19th February 2013 and outcomes will be reviewed at the end of this period. | | | | | | |
| Strategy: 1.2.3 Support the community's desire to celebrate culture through a broad cross-section of festivals and events whilst maximising partnerships and financial opportunities | | | | | | |
| 1.2.3.6 Coordinate and manage Shire of Kalamunda events held throughout the year, and provide support to community events. | Marilyn Keys - Art Gallery and Events Coordinator | 75.00% | In Progress | 01/07/2012 | 30/06/2013 | |
| PROGRESS COMMENTS | | | | | | |
| The Events Review continues with further consultation with community event organisers. Feedback has been sought in relation to new ideas to improve and enhance the current event listing. Consultation continues with community events to assist in the delivery and development with Kalamunda Show, Forrestfield Market and a number of smaller one off events. | | | | | | |
| Outcome: 1.3 The community has access to a diverse range of recreational opportunities | | | | | | |
| Strategy: 1.3.1 Manage the effective promotion, planning and usage of recreational spaces, services and facilities | | | | | | |
| 1.3.1.10 Undertake a review of the Community Facilities Plan priorities in conjunction with the long term financial plan. | Darren Jones - Manager Community Development | 92.00% | In Progress | 01/07/2012 | 30/06/2013 | |
| PROGRESS COMMENTS | | | | | | |
| Major projects identified within the Community Facilities Plan have been put forward for integration within the 10 year long term financial plan. | | | | | | |
| The proposed 10 Year Community Facilities Plan priorities and Building Rationalisation Plan were both presented to a Councillor Workshop on 2 April 2013. | | | | | | |
| These plans will continue to be reviewed and considered through annual budget deliberation processes. | | | | | | |
| Following a successful Community Sport and Recreation Facilities Fund submission CCS Strategic were engaged to commence the Darling Range Masterplan Study of which a | | | | | | |
| May 02, 2013 | | | | | Page 8 of 23 | |

| Shire of Kalamunda | | January to March 2013 - Quarterly Progress Report | | | | |
|--|---|---|-------------|--------------|------------|--|
| Strategy: 1.3.1 Manage the effective promotion, planning and usage of recreational spaces, services and facilities | | | | | | |
| PROGRESS COMMENTS | | | | | | |
| <p>final report will be presented to Council in June 2013.</p> <p>Other projects that have been identified within the Community Facilities Plan are also underway, including:</p> <ul style="list-style-type: none"> - Hartfield Park Recreation Centre Needs and Feasibility Study (completed) - Foothills Water Proofing Strategy - Forrestfield Skate park - Equestrian relocation - Morrison Oval clearing (Department of Environment and Conservation application) - Forrestfield Bowling Club Carpark - Woodlupine Nature Playspace - Lalor Place, Fleming Reserve and Ollie Worrell playgrounds. <p>Recent Liberal government funding pledge amounts of \$6M and \$1M towards Hartfield Park Master Plan and Kostera Oval respectively, have presented a unique opportunity to fast track large scale projects.</p> | | | | | | |
| 1.3.1.9 Monitor the performance of the Kalamunda Water Park. | Travis Moore - Coordinator Recreation Services | 84.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS | | | | | | |
| <p>Financial and monthly reporting processes for 2012/2013 finalised with YMCA.</p> <p>2012/2013 season to concluded at the end of March.</p> <p>Officers are currently working on the development of a 10 year asset management plan to guide future maintenance requirements and upgrades at the facility.</p> | | | | | | |
| 1.3.1.14 Oversee the construction of lighting and fencing at Maida Vale Reserve (IPM project PR-7071/12) | Brayden Thornton - Coordinator Building Maintenance | 75.00% | Deferred | 01/07/2012 | 30/06/2013 | Deferred  |
| PROGRESS COMMENTS | | | | | | |
| The cost of the project as per the required design par standards exceeded anticipated costs. Project to be deferred pending further investigation and/or additional budget allocation. | | | | | | |
| 1.3.1.13 Oversee the construction of a toilet block at Jorgensen Park (IPM Project PR-7044/12) | Brayden Thornton - Coordinator Building Maintenance | 75.00% | Deferred | 01/07/2012 | 30/06/2013 | Deferred  |
| PROGRESS COMMENTS | | | | | | |
| Project has been deferred after discussion with Learning Centre Committee to undertake a broader masterplanning process in 2013/14. | | | | | | |
| May 02, 2013 | |  | | Page 9 of 23 | | |

| Shire of Kalamunda | | January to March 2013 - Quarterly Progress Report | | | | |
|---|---|---|-------------|------------|---------------|---|
| Strategy: 1.3.1 Manage the effective promotion, planning and usage of recreational spaces, services and facilities | | | | | | |
| 1.3.1.7 Undertake the development of a Masterplanning process for Darling Range Sports College Public Open Space. | Travis Moore - Coordinator Recreation Services | 84.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS The Masterplan is now close to being finalised, with the community consultation, audit of existing facilities and feasibility components of the project now completed. Officers are now currently working with the consultant to finalise the findings of the report and determine a proposed way forward. A presentation is planned to occur to Council in June. | | | | | | |
| Strategy: 1.3.2 Develop the current shared pathways network to adequately provide for walking, cycling and recreational hiking | | | | | | |
| 1.3.2.1 Contribute towards the development of a Regional Trails Masterplan in conjunction with the Shire of Mundaring, Department Environment Conservation and Eastern Metropolitan Regional Council. | Travis Moore - Coordinator Recreation Services | 84.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Survey and audit of existing trail facilities completed. Draft report received, with Officers now in the process of reviewing and providing feedback. It is envisaged that the report will be finalised by July 2013. | | | | | | |
| Strategy: 1.3.4 Develop active and passive recreational facilities based on environmentally sustainable principles | | | | | | |
| 1.3.4.9 Implement Woodlupine Living Stream Project. | Tamara Wilkes-Jones - Environmental Coordinator | 83.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Earthcare Landscapes have commenced work on the Wattle Grove naturescape playground project. | | | | | | |
| 1.3.4.3 Investigate alternative water sources at Hartfield Park Reserve | Jordana Maxwell - Recreation Services Officer | 83.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Stage 2 of the Hydrology tests are now nearing completion, with the preliminary results suggesting that the project may be feasible. | | | | | | |
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| Strategy: 1.3.4 Develop active and passive recreational facilities based on environmentally sustainable principles | | | | | | | |
| PROGRESS COMMENTS | | | | | | | |
| An update on the progress of the project will be included in a presentation to Council on the overall redevelopment of Hartfield Park Reserve later this year. | | | | | | | |
| 1.3.4.2 Develop and upgrade Lalor Place POS to a Local level developed park (IPM Project PR-7109/12) | Travis Moore - Coordinator Recreation Services | 83.00% | In Progress | 01/07/2012 | 30/06/2013 | | |
| PROGRESS COMMENTS | | | | | | | |
| Awaiting approval from the Minister for Planning to utilise cash-in-lieu funds to undertake the project. | | | | | | | |
| Outcome: 1.4 The Shire of Kalamunda is a safe and secure community | | | | | | | |
| Strategy: 1.4.2 Facilitate and, where appropriate, support and educate the community in the development and implementation of community safety and crime prevention initiatives | | | | | | | |
| 1.4.2.1 Research and develop a Safer Community Strategy. | Rhonda Hardy - Director Corporate and Community Services | 100.00% | Completed | 01/07/2012 | 30/06/2013 | | |
| PROGRESS COMMENTS | | | | | | | |
| The draft Community Safety and Crime Prevention Plan has been completed and is going through an internal review. | | | | | | | |
| Strategy: 1.4.3 Ensure effective planning for and coordinated management of emergencies within the Shire | | | | | | | |
| 1.4.3.1 Facilitate the development and implement a community action plan for the Zig Zag antisocial issues in Gooseberry Hill. | Rhonda Hardy - Director Corporate and Community Services | 100.00% | Completed | 01/07/2012 | 30/06/2013 | | |
| PROGRESS COMMENTS | | | | | | | |
| Council adopted the Zig Zag Community Action Plan in December 2012. A range of reports are being developed to address the actions in the Plan. | | | | | | | |
| Outcome: 1.5 Opportunities and support for young people | | | | | | | |
| Strategy: 1.5.1 Facilitate a coordinated approach to identifying and meeting the needs of young people, maximising partnerships and financial opportunities | | | | | | | |
| 1.5.1.2 Undertake an audit of skate park facilities within the Shire to determine future needs and establish priorities. | Darren Von Bergheim - Coordinator Community & Cultural Services | 100.00% | Completed | 01/07/2012 | 01/03/2013 | | |
| PROGRESS COMMENTS | | | | | | | |
| The Forrestfield Skate Park facility was funded and will be developed in 2013/14. | | | | | | | |

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| Strategy: 1.5.1 Facilitate a coordinated approach to identifying and meeting the needs of young people, maximising partnerships and financial opportunities | | | | | | |
| 1.5.1.1 Manage the implementation of the Shire's Youth Consultation Plan, consulting and empowering young people and service providers as appropriate to assist in the delivery of services and activities programmed and/or budgeted. | Alison Harpin - Strategic Projects Team Leader (Youth) | 92.00% | In Progress | 01/07/2011 | 30/06/2013 |  |
| PROGRESS COMMENTS | | | | | | |
| <p>Youth Consultation Plan - priority tasks being progressed as follows:</p> <p>1.Youth Communications</p> <ul style="list-style-type: none"> • Youth Web, Facebook and Blog all updated and experiencing some increased traffic. <p>2.Youth Council</p> <ul style="list-style-type: none"> • First meeting of advisory group held 26 April, with direction and framework for group emerging which will be further supported with workshop based meetings in June. <p>3.Skate Facilities</p> <ul style="list-style-type: none"> • Forrestfield Skate Facility - Still awaiting outcome of Cash-in-lieu application through WA Planning Commission. • Skate Park & BMX jumps inspection schedule continues to be implemented (fortnightly). <p>4. Youth Programming/Events</p> <ul style="list-style-type: none"> • School holiday workshops completed - disappointing attendance levels but feedback very positive from those participating. • Ramp it Up Skate event (4 May) • Youth Arts Fest - Exhibition in Zig Zag Gallery (22-28 May) with a youth-focussed Opening/ Celebration evening (22 May). • Kalamunda Careers Expo (11 June) | | | | | | |
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| Goal: 2 BUILT ENVIRONMENT – An integrated built environment | | | | | | |
| Outcome: 2.1 Meeting community needs today and into the future | | | | | | |
| Strategy: 2.1.1 Develop and implement a policy and structure to ensure the effective management of Shire owned and managed land and buildings | | | | | | |
| 2.1.1.2 Continue to develop the Woodlupine Digital Hub as part of the Foothills Infrastructure Project | Warwick Carter - Manager Economic, Property & Procurement Services | 80.00% | In Progress | 01/09/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Expression of interest for RDAF funding unsuccessful in Round 4. Strategy being developed to liaise with Federal Government directly. | | | | | | |
| Strategy: 2.1.2 Design and implement effective decision making frameworks for asset management | | | | | | |
| 2.1.2.1 Ensure Asset Management Plans are implemented for each class of assets. | Sam Assaad - Manager Infrastructure Operations | 75.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Asset Management Policy completed. Asset Management Strategy in final stage of review. Draft Plans for Stormwater, Parks and Fleet are in final stage of review. | | | | | | |
| Strategy: 2.1.5 Ensure the local planning scheme, strategy and policies appropriately consider future growth expectations | | | | | | |
| 2.1.5.1 Preparation of the Local Housing Strategy | David Tomlinson - Coordinator Statutory Planning | 90.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Strategy essentially finalised and is being edited by consultant. Likely to be presented to Council to request advertising by April. | | | | | | |
| Outcome: 2.2 Development of urban design to meet community aspirations of history, heritage and lifestyle values | | | | | | |
| Strategy: 2.2.1 Support the preservation of historic sites and buildings | | | | | | |
| 2.2.1.2 Undertake a review of the Municipal Inventory of Heritage Places. | Nina Lytton - Coordinator Strategic Planning | 91.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS In house review of the records is under way. Waiting for adoption of the 2012/13 Budget before the consultant is engaged. Brief for the consultant has been sent out. Steering committee is being assembled. Consultant has been engaged for the Stage 1 that is proposed to be completed by the end of 12/13 financial year Consultancy work is on target (the first draft to be completed by the first week in March- Stage 1) | | | | | | |
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| Strategy: 2.2.1 Support the preservation of historic sites and buildings | | | | | | |
| Strategy: 2.2.2 Ensure that the construction of buildings, roads, footpaths, and other elements of the built environment is carried out in compliance with legislation, the local planning scheme, strategy, policies and best practice environmental design principles | | | | | | |
| 2.2.2.12 Develop drainage guidelines including water sensitive urban design principles and ensure these are provided on the Shire website. | Sam Assaad - Manager Infrastructure Operations | 75.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS New guidelines are being developed by peak bodies and these will be incorporated into the Shire's methodology. Several guidelines are now in use. Alternate methods of stormwater disposal need to be incorporated into the planning/building and environmental business units. Need for additional Gross Pollutant Trap and other water treatment devices is recognised to maintain water quality in basins, lakes, creeks and channels. Proposed budget item for 2013/14 includes flood study to take account of subdivision impacts on channels/drains and water bodies. | | | | | | |
| Outcome: 2.3 Long term viability of infrastructure and facilities | | | | | | |
| Strategy: 2.3.2 Maintain, refurbish or upgrade existing infrastructure to encourage increased utilisation and extension of asset life | | | | | | |
| 2.3.2.1 Implement the annual footpath construction renewal programme. | Sam Collura - Supervisor - Footpaths | 0.00% | Not Started | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Milner Road, Forrestfield has not yet started due to the area being in the process of a possible rezone. Project on hold at this stage. | | | | | | |
| 2.3.2.16 Implement annual car park construction programme | Keith Batty - Works Supervisor - Roads | 80.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Forrestfield Bowling Club Carpark construction and kerb completed, hotmix outstanding. Falls Road Carpark construction completed, kerb hotmix and footpath outstanding. Hartfield Park Hockey Club Carpark completed. | | | | | | |
| 2.3.2.19 Implement the annual road renewal construction programme | Keith Batty - Works Supervisor - Roads | 83.00% | In Progress | 01/07/2011 | 30/06/2021 |  |
| PROGRESS COMMENTS Chisholm Crescent overlay - completed Berkshire Road, reconstruction, linemarking - outstanding Merrivale Road - Completed | | | | | | |
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| Strategy: 2.3.2 Maintain, refurbish or upgrade existing infrastructure to encourage increased utilisation and extension of asset life | | | | | | |
| PROGRESS COMMENTS | | | | | | |
| Mundaring Weir Road, linemarking - outstanding Victory Road - completed Canning Road Karragullen completed, however wrong mix applied by asphalt company. Being handled by Manager. Mundaring W | | | | | | |
| 2.3.2.10 Implement the annual drainage construction programme | Paul Weaver - Works Supervisor - Drainage | 83.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS | | | | | | |
| <p>January 2013 Canning Road - Install new drainage system into existing system - Completed</p> <p>February 2013 Graham Road - Install soak wells - Completed</p> <p>February 2013 Berkshire Road - Install side entries - Completed</p> <p>March 2013 Traylen Road - Creek restoration - Completed</p> | | | | | | |
| 2.3.2.18 Implement the actions defined in the asbestos management plan and audits in line with budget allocation | Brayden Thornton - Coordinator Building Maintenance | 80.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS | | | | | | |
| <p>Review of Asbestos Management Plan and Asbestos Management Register is underway to improve outcomes and functionality. Coffey Group (Environmental Consultants) have been engaged for this review of the Asbestos Management Plan.</p> <p>1st Draft of Asbestos Management Plan updates are being reviewed. An updated works program is also underway.</p> <p>Sites where asbestos removal has been recently undertaken to date: Operations Centre Workshop. Expenditure YTD is at approx 80% of budgeted allocation</p> | | | | | | |
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| Strategy: 2.3.2 Maintain, refurbish or upgrade existing infrastructure to encourage increased utilisation and extension of asset life | | | | | | |
| 2.3.2.25 Arrange compliance checks of Shire buildings for electrical safety, and programme the installation of RCDs and other upgrades as required | Brayden Thornton - Coordinator Building Maintenance | 75.00% | In Progress | 01/07/2012 | 30/06/2013 | |
| <p>PROGRESS COMMENTS</p> <p>Scheduled works completed in March and April:</p> <ul style="list-style-type: none"> Morrison Oval Pavilion (and public WC) Cricket Club - completed Edinburgh Rd. Centre - completed Anderson Rd demountable - completed Anderson Rd Community Centre - completed Maida Vale Tennis Club - completed Range View Tennis Club - completed Scott Reserve Pavilion- completed Town Square Hall - completed Lesmurdie Hall - completed Ray Owen Pavilion (Football) - completed Rollerama - completed KADS Theatre - completed Peter Anderton Lodge - completed Woodlupine Community Centre - completed Woodlupine CHC - completed Woodlupine Family Centre - completed <p>Works Pending in May:</p> <ul style="list-style-type: none"> Main Administration Building (SoK) Jorgensen Park and some BBQ's | | | | | | |
| 2.3.2.17 Implement the annual drainage renewal construction programme | Paul Weaver - Works Supervisor - Drainage | 83.00% | In Progress | 01/07/2012 | 30/06/2013 | |
| <p>PROGRESS COMMENTS</p> <p>Renewals programmed for 2012 - 2013:</p> <ul style="list-style-type: none"> Blackbutt Way - Completed Traylen Road - Creek restoration - Completed Courtney Place - Filling in of open drain, ongoing | | | | | | |

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| Strategy: 2.3.2 Maintain, refurbish or upgrade existing infrastructure to encourage increased utilisation and extension of asset life | | | | | | |
| 2.3.2.40 Oversee works at Central Hall (KADS) - replacement of roof, replacement of wall in Western direction and major structural refurbishment (IPM Project PR-5176/10) | Brayden Thornton - Coordinator Building Maintenance | 24.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Carry over project for 2013-14 | | | | | | |
| Strategy: 2.3.3 Maintain, refurbish or upgrade reserves and park lands infrastructure, and maintain reserves support infrastructure such as public amenities and playgrounds | | | | | | |
| 2.3.3.10 Oversee works at Carilla Camping Ground - upgrade facility inclusive of improved disability access and provide a water connection to the Heritage Building and a shelter over the BBQ area (IPM Project PR-112/10) | Brayden Thornton - Coordinator Building Maintenance | 20.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Purchase orders have been raised and ordered with successful tenderer. Work to start at end of May completion by end of June. | | | | | | |
| 2.3.3.11 Oversee the installation of new toilets at the Kalamunda History Village to accommodate visitors on site (IPM Project PR-7067/12) | Brayden Thornton - Coordinator Building Maintenance | 40.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Carry over project for 2013/14 | | | | | | |
| Strategy: 2.3.4 Maintain and improve local road and verge networks and implement traffic management initiatives where required | | | | | | |
| 2.3.4.17 Seek funding from Federal Government, and other sources for National and State Black Spot projects, including potential Black Spot locations. | Clayton Higham - Director Development and Infrastructure | 100.00% | Completed | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS No funding application was submitted under the National and State Blackspot Programme for 13/14. The last date for submission was 10th July 2012. Due to the staff turnover the application could not be completed. | | | | | | |
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| Strategy: 2.3.4 Maintain and improve local road and verge networks and implement traffic management initiatives where required | | | | | | |
| 2.3.4.22 Oversee works on Abernethy Road, from Dundas Road to Kalamunda Road (IPM Project PR-5726/10) | Sam Assaad - Manager Infrastructure Operations | 100.00% | Completed | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Project has been cancelled. | | | | | | |
| Strategy: 2.3.5 Develop and facilitate private/public partnerships to fund and provide infrastructure and facilities | | | | | | |
| 2.3.5.3 Cell 9 Project Management | Andrew Fowler-Tutt - Manager Development Services | 75.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Project management of the Scheme ongoing. The new Developer Contribution Rate of \$27,335 was adopted at the Ordinary Council Meeting on the 17 December 12. The owner of Lot 30 Hale Road has agreed for the Scheme to acquire a 3017sqm portion of the site to allow for Arthur Road to be extended through to the Promenade. A legal agreement is currently being prepared to this effect. | | | | | | |
| 2.3.5.1 Investigate opportunities for the development of Pioneer Park. | Rhonda Hardy - Director Corporate and Community Services | 80.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS A range of investigations are currently underway to establish feasibility and costs of remediation and redevelopment of the recreation ovals, as well as potential land uses and partnership opportunities. | | | | | | |
| Goal: 3 NATURAL ENVIRONMENT – The protection of natural resources from the impact of unsustainable development | | | | | | |
| Outcome: 3.2 Develop and implement local and regional policies and initiatives to mitigate climate change impacts | | | | | | |
| Strategy: 3.2.5 Facilitate and encourage the use of alternative renewable energy sources | | | | | | |
| 3.2.5.1 Develop, implement and review the Shire's local and regional initiatives to mitigate and adapt to climate change impacts through the Carbon Emissions Reduction Action Plan. | Tamara Wilkes-Jones - Environmental Coordinator | 83.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS The environment team is continues to collect quotes for actions in the new financial year. The local climate change adaptation action plan is undergoing its final review. | | | | | | |
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| Goal: 4 ECONOMIC DEVELOPMENT – A prosperous economy Outcome: 4.1 Improved transport access to Perth CBD and other major centres / facilities Strategy: 4.1.2 Advocate for the extension of rail facilities to the Perth airport and the Kalamunda region | | | | | | |
| 4.1.2.1 Identification of preferred Perth Airport Rail route alignment and location of railway station east of Perth International Airport. | Andrew Fowler-Tutt - Manager Development Services | 75.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Working with the Perth Transport Authority (PTA) to identify a preferred rail alignment into High Wycombe. A meeting was held with the PTA on 4 September 2012. Subsequent to the meeting a letter has been forward to the PTA in support of the proposed rail line extension and park and ride facility in High Wycombe. | | | | | | |
| Strategy: 4.1.3 Work with the Department of Planning, other relevant government agencies, and other local governments to implement the Kewdale-Hazelmere Integrated Master Plan | | | | | | |
| 4.1.3.2 Oversee the design for the upgrade of Abernethy Road to dual carriageway (from railway bridge to Kalamunda Road). | Sam Assaad - Manager Infrastructure Operations | 100.00% | Completed | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Design completed. | | | | | | |
| 4.1.3.3 Continue planning strategies for Stage 2 and 3 of the Forrestfield/High Wycombe Industrial Area. | Andrew Fowler-Tutt - Manager Development Services | 75.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Working with the following Consultants to progress the planning of the industrial areas: TPG Planning Consultants - Structure Plan and MRS Submission Stragen Environmental Consultants -Water Monitoring and LWMS Shawmac - Traffic and Servicing Report The Environmental Review, District Water Management Strategy, Servicing Report and Traffic Report have all been reviewed and comments provided back to the consultants on the required changes to each of the documents. The Department of Water have advised that no further water monitoring beyond December 2012 for Stages 2 and 3 is required. The changes have been made by the Consultants to the reports and returned to the Shire for final review. Once completed the Metropolitan Regional Scheme Submission Report to the WA Planning Commission will be prepared. | | | | | | |
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| Strategy: 4.1.3 Work with the Department of Planning, other relevant government agencies, and other local governments to implement the Kewdale-Hazelmere Integrated Master Plan | | | | | | |
| 4.1.3.4 Finalise Planning Requirements for Stage 1 of the Forrestfield / High Wycombe Industrial Area. | Andrew Fowler-Tutt - Manager Development Services | 100.00% | Completed | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Structure Plan presently with the WA Planning Commission for endorsement. Scheme Amendment 48 to establish Scheme provisions for the Developer Contribution Plan for Stage 1 was endorsed by Council on 27 August. Amendment 48 approved by the Minister on 5 February. Structure Plan endorsed by the WA Planning Commission on 26 February 2013. Planning for Stage 1 now finalised. Development applications for Stage 1 can now be received. | | | | | | |
| Outcome: 4.2 Increased opportunities for local business and employment | | | | | | |
| Strategy: 4.2.4 Preserve the economic viability of agricultural and viticultural land use activities | | | | | | |
| 4.2.4.1 Hills Orchard Study Review. | Nina Lytton - Coordinator Strategic Planning | 83.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS The results from the residents questionnaire have been collated and analysed. With this information, the results have been prepared to be presented to the Department of Planning and Department of Agriculture and Food in individual meetings. Following these meetings, actions and tasks were prepared and presented to the working group in December 2012. Soil mapping information has been obtained from the Department of Agriculture. Staff is currently working on the draft Review document. It is anticipated that the first draft review recommendations will be ready to be presented to Council by 9 March 2013 and the draft report completed by the end of April 2013. The project on track in February Presentation to Councillors on 8 April | | | | | | |

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

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| Strategy: 5.1.3 Ensure appropriate systems and procedures are in place to comply with statutory requirements | | | | | | |
| PROGRESS COMMENTS | | | | | | |
| Initial work has been started on the Chart Of Accounts project. | | | | | | |
| Business Unit Structure has been presented to the Senior Management Group in February and comments received. Need to allow for restructure in the Operations business unit. | | | | | | |
| Feedback has been received in regard to simplifying cost centres and element cost codes. | | | | | | |
| Strategy: 5.1.4 Regularly review and develop local laws and policies to ensure relevance to the strategic direction of the Shire and community | | | | | | |
| 5.1.4.2 Research and produce Shire policies as required. | Rhonda Hardy - Director Corporate and Community Services | 80.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS | | | | | | |
| A full review of all Shire policies has commenced in December 2012, which will include the development of a policy framework and a range of new policies that are required as a result of the recent forensic audit. | | | | | | |
| A Governance Framework has been developed and is awaiting adoption. The policy review is due to be completed and presented to Council in May 2013. | | | | | | |
| Outcome: 5.4 Diversify revenue and funding sources | | | | | | |
| Strategy: 5.4.1 Measure, monitor and improve cost and effectiveness of the functions and services of the Shire | | | | | | |
| 5.4.1.14 Undertake a comprehensive review of the Shire's IT leasing arrangement with Macquarie removing ISIS and provide an evaluation of the lease in terms of lease versus buy option in preparation for the 2012/13 budget. | Gerard Thomas - Manager Technology and Corporate Support | 100.00% | Completed | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS | | | | | | |
| Options are being presented by the Commonwealth Bank, dell and one other finance company to see if we can get a more cost effective structure in place with our current lease arrangements until the contract expires. | | | | | | |
| Outcome: 5.5 Finance and business systems meet the needs of the organisation | | | | | | |
| Strategy: 5.5.2 Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements | | | | | | |
| 5.5.2.8 Oversee the development of the Shire's Long Term Financial Plan. | Rhonda Hardy - Director Corporate and Community Services | 75.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
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| Strategy: 5.5.2 Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements | | | | | | |
| PROGRESS COMMENTS The Long Term Financial Plan (LTFP) is being drafted and initial outline of the Plan was presented to Councillors in March. The adoption of the LTFP is on schedule for 26 June 2013. | | | | | | |
| Strategy: 5.5.3 Ensure business continuity and risk management plans are in place and reviewed regularly | | | | | | |
| 5.5.3.4 Annually review and update the Shire's long-term financial plan in line with planning developments, business plans, organisational growth and rating | Rajesh Malde - Manager Financial Services | 75.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS Underlying assumptions have been reviewed and linked to the Long Term Financial Plan (LTFP) model. The draft Asset Management Plan, Workforce Plan, Community Facilities Plan and Building Rationalisation Plan have now been linked to the LTFP. Budget templates are currently being reviewed by Managers. | | | | | | |
| Strategy: 5.5.4 Ensure appropriate systems and procedures are in place to enhance effective business management | | | | | | |
| 5.5.4.5 Develop and implement an organisational workforce plan to understand and manage the supply and demand of human resources, in line with the regulatory requirements for integrated planning. | Davina Sandhu - Manager Human Resources & Organisational Development | 75.00% | In Progress | 01/07/2012 | 30/06/2013 |  |
| PROGRESS COMMENTS A presentation for Councillors was held at the beginning of April to give the Councillors an overview of what the Shire's Workforce plan looks like and the proposed growth of the workforce. The plan is currently being finalised. | | | | | | |

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

30. Community Care – Quarterly Report – March 2013

| | |
|---------------------|---|
| Previous Items | |
| Responsible Officer | Director Corporate & Community Services |
| Service Area | Community Care |
| File Reference | CO-SPC-022 |
| Applicant | N/A |
| Owner | N/A |
| Attachment 1 | Volumes Report - Monthly Hours Worked By Category |
| Attachment 2 | Financial Summary |
| Attachment 3 | Meals on Wheels Financial Summary |

PURPOSE

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

BACKGROUND

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

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

DETAILS

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

Service Delivery

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

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

Domestic Assistance (Service Group 1)

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

In Home Respite (Service Group 1)

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

Other Food Services (Service Group 1)

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

Social Support (Service Group 1)

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

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

Personal Care (Service Group 1)

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

Centre Based Day Care (Service Group 4)

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

Meals on Wheels (Service Group 6)

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

Transport (Service Group 7)

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

Counselling Support Information and Advocacy (Service Group 9)

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

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

Home Maintenance (Service Group 10)

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

Community Visitors Scheme

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

Community Aged Care Packages ("CACP")

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

Workforce Management

34. Nil.

STATUTORY AND LEGAL IMPLICATIONS

35. Nil.

POLICY IMPLICATIONS

36. Nil.

PUBLIC CONSULTATION/COMMUNICATION

37. Nil.

FINANCIAL IMPLICATIONS

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

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

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

41. Nil.

Sustainability Implications

Social Implications

42. *Shire of Kalamunda Aged Accommodation Strategy 2008:*
- 6.1 A strong desire to “age in place” is now the well-established preference for older people and is a key theme that underlies Commonwealth and State Government policy and programs. This encompasses being able to continue to live in the familiar surroundings of the home and local environment as independently as possible, and with support services if required.

Economic Implications

43. Nil.

Environmental Implications

44. Nil.

OFFICER COMMENT

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

| |
|---|
| Voting Requirements: Simple Majority |
|---|

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 30/2013)

That Council:

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

Moved: **Cr Margaret Thomas**

Seconded: **Cr Noreen Townsend**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1

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

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

Number of Working Days

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

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

Attachment 2

**Financial Summary
Community Care 2012/2013**

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

Attachment 3

Meal on Wheels – Financial Summary

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

Notes:

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

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

31. Adoption of Draft Governance Framework

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

PURPOSE

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

BACKGROUND

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

DETAILS

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

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

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

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

COMMUNITY ENGAGEMENT REQUIREMENTS

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

FINANCIAL CONSIDERATIONS

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

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Alignment

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

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

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

Sustainability Considerations

Social Implications

14. Nil.

Economic Implications

15. Nil.

Environmental Implications

16. Nil.

RISK MANAGEMENT CONSIDERATIONS

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

OFFICER COMMENT

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

| |
|---|
| Voting Requirements: Simple Majority |
|---|

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 31/2013)

That Council:

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

Moved: **Cr Bob Emery**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1

Governance Framework is a separate attachment to this document.

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

32. Review of Delegations

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

PURPOSE

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

BACKGROUND

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

DETAILS

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

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

STATUTORY AND LEGAL IMPLICATIONS

13. Section 5.42 of the *Local Government Act 1995* states that:
- “A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in Section 5.43.” (absolute majority required).
- Limits on delegations to CEOs – S.5.43.
- Requirement for review – S.5.46.
14. There are also similar delegation provisions in the *Building Act 2011*, Local Planning Scheme No 3 and *Health Act 1911*.

POLICY IMPLICATIONS

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

PUBLIC CONSULTATION/COMMUNICATION

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

FINANCIAL IMPLICATIONS

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

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

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

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

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

Sustainability Implications

Social Implications

19. Nil.

Economic Implications

20. Nil.

Environmental Implications

21. Nil.

OFFICER COMMENT

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

| |
|---|
| Voting Requirements: Absolute Majority |
|---|

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 32/2013)

That Council:

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

Moved: **Cr Margaret Thomas**

Seconded: **Cr Bob Emery**

Vote: **CARRIED UNANIMOUSLY / ABSOLUTE MAJORITY (10/0)**

Attachment 1



Register of Delegations from Council

Delegations retained from the 2007 Delegation Register

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

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

Moved: Cr Cresswell

Seconded: Cr Thomas

For the Motion:

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

Against the Motion:

Cr Sadler
Cr Robinson

CARRIED/ABSOLUTE MAJORITY
OCM 62/09

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

Advent Park - Application for a Temporary Caravan Park Licence

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

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

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

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

DELEGATION INDEX

Local Government Act 1995

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

Building Act 2011

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

Local Government (Financial Management) Regulations 1996

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

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

| Delegation | Section of Act | Delegation Title |
|------------|----------------|------------------|
| PLN1 | | Planning Matters |

Strata Titles Act 1985

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

Bush Fires Act 1954

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

Caravan Parks and Camping Grounds Regulations 1997

| Delegation | Regulation | Delegation Title |
|------------|------------|---------------------------|
| CPR1 | 11 | Caravan Parks and Camping |

Food Act 2008

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

Local Laws

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

Miscellaneous

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

REVOKED DELEGATIONS

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

| Delegation | Delegation Title |
|-------------------|--|
| MISC7 | Traffic Consideration – Shopping Centre Kalamunda Road, High Wycombe |
| MISC8 | Tender – Skate Park Construction – Fleming Reserve |
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DELEGATION REGISTER

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|------------------------|--|---------------------|-------------------------|
| Title: | Notice Requiring a Thing to be Done | | |
| Delegation No.: | LGA1 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

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

RELATED DOCUMENTS:

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

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

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|------------------------|--|---------------------|-------------------------|
| Title: | Tenders and Expressions of Interest | | |
| Delegation No.: | LGA2 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

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

RELATED DOCUMENTS:

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

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| Notes: | |
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DELEGATION REGISTER

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|-------------------------|-------------------------------------|----------------------------|-------------------------|
| Title: | Lease and Licence Agreements | | |
| Delegation No.: | LGA3 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

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

RELATED DOCUMENTS:

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

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

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|------------------------|---|---------------------|-------------------------|
| Title: | Disposal of Surplus Property and Materials | | |
| Delegation No.: | LGA4 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

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| Legislation: | Local Government Act 1995, s.3.58; Local Government (Functions and General) Regulations 1996, r.30 |
| Power or Duty of the Local Government which is being delegated: | <p>3.58. Disposing of property (1) In this section — "dispose" includes to sell, lease, or otherwise dispose of, whether absolutely or not; "property" includes the whole or any part of the interest of a local government in property, but does not include money.</p> <p>30. Dispositions of property to which section 3.58 of Act does not apply (3) A disposition of property other than land is an exempt disposition if — (a) its market value is less than \$20 000; or (b) it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50 000.</p> |
| <p>Under section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.58 of the <i>Local Government Act 1995</i> where – the disposition of property is an exempt disposition in accordance with Regulation 30(3) of the <i>Local Government (Functions and General) Regulations 1996</i>.</p> | |

RELATED DOCUMENTS:

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| Council Policy: | |
| Administration Policy/Procedure: | |

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| Notes: | |
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DELEGATION REGISTER

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|-------------------------|---|----------------------------|-------------------------|
| Title: | Access to Local Government Information | | |
| Delegation No.: | LGA6 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

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

RELATED DOCUMENTS:

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| Council Policy: | INF3 – Freedom of Information INF4 – Record Keeping Policy |
| Administration Policy/Procedure: | n/a |
| Notes: | |



DELEGATION REGISTER

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

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

RELATED DOCUMENTS:

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

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| Notes: | |
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DELEGATION REGISTER

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

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

RELATED DOCUMENTS:

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|---|-------------------------------|
| Council Policy: | FIN7 – Short Term Investments |
| Administration Policy/Procedure: | n/a |

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| Notes: | |
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DELEGATION REGISTER

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|-------------------------|--|----------------------------|-------------------------|
| Title: | Appointment of "Authorised Persons" | | |
| Delegation No.: | LGA9 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

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

RELATED DOCUMENTS:

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

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

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

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

RELATED DOCUMENTS:

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

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| Notes: | |
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DELEGATION REGISTER

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

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

RELATED DOCUMENTS:

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

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| Notes: | |
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DELEGATION REGISTER

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|------------------------|--------------------|---------------------|-------------------------|
| Title: | Common Seal | | |
| Delegation No.: | LGA12 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | 21 June 2010 | Date Last Reviewed: | |

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

CROSS REFERENCES (If any):

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



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|------------------------|-----------------------------|---------------------|-------------------------|
| Title: | Granting Concessions | | |
| Delegation No.: | LGA13 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | 16 August 2010 | Date Last Reviewed: | |

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|---|--|--|--|
| Legislation/Policy: | Section 6.12 of the Local Government Act 1995 | | |
| Power or Duty of the Local Government which is being delegated: | Power to grant concessions in relation to any amount of money owed to the Shire of Kalamunda | | |
| <p>Pursuant to section 5.42 of the <i>Local Government Act 1995</i>, the Chief Executive Officer is delegated authority to exercise the powers or discharge the duties of the Council in regard to the granting of concessions in relation to money owed to the Shire of Kalamunda as fees or charges for use of or admission to any Recreation Centre or Sporting Ground, the Kalamunda Aquatic Centre and other similar facility or property owned, controlled, managed or maintained by the Shire.</p> <p>RESOLVED OCM 112/2010 That the Chief Executive Officer provide Council with a quarterly report of the use of this delegation.</p> | | | |

CROSS REFERENCES (If any):

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|-------------------------|--|-------------|--|
| Management Practice No. | | Policy No.: | |
|-------------------------|--|-------------|--|

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| Notes: | <p>6.12. Power to defer, grant discounts, waive or write off debts</p> <p>(1) Subject to subsection (2) and any other written law, a local government may —</p> <p>(a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money;</p> <p>(b) waive or grant concessions in relation to any amount of money; or</p> <p>(c) write off any amount of money, which is owed to the local government.</p> <p>* <i>Absolute majority required.</i></p> <p>(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.</p> <p>(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.</p> <p>(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.</p> |
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DELEGATION REGISTER

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

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|---------------------|---|
| Legislation/Policy: | Section 3.58 of the Local Government Act 1995 |
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| Power or Duty of the Local Government which is being delegated: | (2) Except as stated in this section, a local government can only dispose of property to — (a) the highest bidder at public auction; or (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender. |
|---|--|

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated the power to dispose of the following properties –

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

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

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

CROSS REFERENCES (If any):

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|-------------------------|--|-------------|--|
| Management Practice No. | | Policy No.: | |
|-------------------------|--|-------------|--|

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| Notes: | <p><u>RESOLVED OCM 50/2011</u></p> <p>1. That:</p> <ul style="list-style-type: none"> • 39 Maida Vale Road Maida Vale • 21 Andrew Street, Kalamunda • 2 Cabarita Road, Kalamunda • 29 Barbical Place, Lesmurdie • 43 Boonooloo Road, Kalamunda <p>be disposed of in accordance with Sections 3.58 and 3.59 of the <i>Local Government Act 1995</i>.</p> <p>2. That sworn valuations be obtained for each lot prior to being released for sale.</p> <p>3. That no lot be sold for less than its sworn value unless authorised by Council resolution.</p> <p>4. That the following properties be "Open Listed" with the five Real Estate Agents that responded to the requested marketing proposal:</p> <ul style="list-style-type: none"> • 21 Andrew Street, Kalamunda |
|--------|--|

| | |
|--|--|
| | <ul style="list-style-type: none">• 2 Cabarita Road, Kalamunda• 29 Barbical Place, Lesmurdie• 43 Boonooloo Road, Kalamunda <p>5. That 39 Maida Vale Road be listed exclusively with the sole Real Estate Agent that identified this site as a development site.</p> <p>6. That in accordance with Section 5.42 of the <i>Local Government Act 1995</i> - Delegation of some powers and duties to the CEO, the CEO be delegated the power to dispose of the properties.</p> <p>7. That in accordance with Section 5.43 of the <i>Local Government Act 1995</i> – Limits on delegations to CEO, the limit be set at 5 million dollars (\$5,000,000) for properties the subject of this Report.</p> <p>8. That in accordance with Section 6.11 of the <i>Local Government Act 1995</i> – Reserve accounts, establish the following reserve account from the proceeds (2.5% of gross proceeds) of selling freehold land parcels and any crown reserves:</p> <ul style="list-style-type: none">• Environmental Reserve – to be used to fund environmental strategies, programs and projects. <p>9. Prior to the listing of the properties referred to in (4) above, the Chief Executive Officer cause the undertaking of an assessment of the vegetation on each of the properties with a view to ensuring that any significant vegetation identified is retained at development stage, where reasonably possible, by an appropriate means such as a building envelope. The Chief Executive Officer to request the Real Estate Agents to inform prospective purchasers of such requirements.</p> <p>Moved: Cr Margaret Thomas</p> <p>Seconded: Cr Allan Morton</p> <p>Vote: CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (11/0)</p> |
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DELEGATION REGISTER

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

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

CROSS REFERENCES (If any):

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



DELEGATION REGISTER

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

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

RELATED DOCUMENTS:

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

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| Notes: | <p><u>RESOLVED OCM 211/2011</u></p> <p>That Council:</p> <ol style="list-style-type: none"> 1. That Council notes Confidential Attachments 1 and 2. 2. Provide exclusive rights to Ventura Homes for the development of House and Land packages for the whole of the site at Lot 263(39) Maida Vale Road in Maida Vale. 3. Pursuant to Section 5.42 (1) and Section 5.43 (b) of the <i>Local Government Act 1995</i> delegates authority to Chief Executive Officer to accept Tenders for Construction works up to \$250,000 for this project. <p>Moved: Cr Margaret Thomas</p> <p>Seconded: Cr Justin Whitten</p> <p>Vote: CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (10/0)</p> |
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DELEGATION REGISTER

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

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

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

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

CROSS REFERENCES (If any):

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| Management Practice No. | | Policy No.: | |
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| Notes: | |
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| BLD1: DELEGATIONS – Building Services | | | | |
|---|-------------------------------------|---|--------------------------|--|
| <i>Building Act 2011</i> | <i>Section</i> | <i>Type</i> | <i>Authorised Person</i> | Delegated persons |
| Delegation | s127, s20, s21, s22 s58 | Delegation from Council to an employee of the Shire | CEO | To an employee of the Shire of Kalamunda in accordance with section 5.36 of the <i>Local Government Act 1995</i> |
| Granting and refusing to grant Building, Occupancy, and Demolition Permits | s20, s21, s22 s58 | Granting of and the Refusal to grant a Building or Demolition Permit for <i>certified</i> and <i>uncertified applications</i> , and also <i>Occupancy Permits</i> | | <p>Principal Building Surveyor: Subject to the following qualifications -</p> <p>Building Surveyor Level 1 No restrictions</p> <p>Building Surveyor Technician Limited to a building with a max floor area not exceeding 500m² and not exceeding 2 stories in height – includes unauthorised buildings.</p> <p>Building Surveyor Level 2 Limited to a building with a max floor area not exceeding 2000m² and not exceeding 3 stories in height - includes unauthorised buildings.</p> |
| Granting and refusing to issue Certificates | s58, | Building Approval Certificate | | As above. |
| Extending times | s65 | Consider extending the period of duration of an Occupancy Permit or Building Approval Certificate | | Principal Building Surveyor |
| Building Orders | s110 | Issue Building Orders | | Principal Building Surveyor |
| Building Orders - Swimming Pool Fencing | s110 | Issuing Building Orders pertaining to swimming pool security fencing | | All Building Surveyors, Swimming Pool Inspector, Compliance Officers |
| Revoke Building Orders | s117 | Revoking Orders | | Principal Building Surveyor |



DELEGATION REGISTER

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

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

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

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

s100 – Entry powers

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

s101 – Powers after entry for compliance purposes

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

s102 – Obtaining information and documents

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

s103 – Use of force and assistance

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

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

s106 – Entry warrant to enter place

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

CROSS REFERENCES (If any):

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



DELEGATION REGISTER

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

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

CROSS REFERENCES (If any):

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



DELEGATION REGISTER

| | | | |
|------------------------|--|---------------------|-------------------------|
| Title: | Payments from the Municipal and Trust Funds | | |
| Delegation No.: | FMR1 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

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

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

RELATED DOCUMENTS:

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

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

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|------------------------|-------------------------|---------------------|-------------------------|
| Title: | Planning Matters | | |
| Delegation No.: | PLN1 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | 21 June 2010 | Date Last Reviewed: | |

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| Legislation/Policy: | Shire of Kalamunda Local Planning Scheme No 3; <i>Planning and Development Act 2005</i> | | |
| Power or Duty of the Local Government which is being delegated: | <p>Pursuant to Clause 11 of the Shire of Kalamunda Local Planning Scheme No 3, the Chief Executive Officer is delegated authority to exercise the powers or discharge the duties of the Council in regard to the following:-</p> <p>Advertising</p> <p>To advertise all development proposals in accordance with clause 9.4 of the Scheme, and Structure Plans in accordance with clause 6.2 of the Scheme.</p> <p>Determination of Applications</p> <p>To determine all applications in accordance with clauses 5.6, 5.8, 7.5, 8.3, 8.4, 10.3, 10.4, 10.5, 10.6, 10.7 and 10.8 of the Scheme.</p> <p>Cash-in-lieu</p> <p>To accept and determine Cash-in-lieu payments.</p> <p>Subdivision Applications and Clearances</p> <p>To make recommendations to the Western Australian Planning Commission on all subdivision and amalgamation applications and to endorse applications for clearance where relevant conditions have been satisfied.</p> <p>Appeals (Reviews)</p> <p>To attend the State Administrative Tribunal on behalf of Council and to determine conditions to be applied to applications the subject of mediation or successful appeal and to enter into Minute of Consent Orders accordingly.</p> <p>Enforcement and Administration</p> <p>Any of its powers, and the discharge of any of its duties, under Part 11 of the Scheme.</p> | | |

CROSS REFERENCES (If any):

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

11.3.2 The CEO may delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers or the discharge of any of the Chief Executive's duties under clause 11.3.1.



DELEGATION REGISTER

| | | | |
|-------------------------|----------------------|----------------------------|---|
| Title: | Strata Titles | | |
| Delegation No.: | STA1 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer; Manager Building Services |
| Date Adopted: | | Date Last Reviewed: | |

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

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

RELATED DOCUMENTS:

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

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| Notes: | |
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DELEGATION REGISTER

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

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

RELATED DOCUMENTS:

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|----------------------------------|--|
| Council Policy: | n/a |
| Administration Policy/Procedure: | n/a |
| Notes: | <p>Bush Fires Act 1954 17(10) A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).</p> |



DELEGATION REGISTER

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

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

RELATED DOCUMENTS:

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

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

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

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

CROSS REFERENCES (If any):

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

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

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

RELATED DOCUMENTS:

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|---|---|
| Council Policy: | HLTH10 – Temporary Occupancy of a Caravan on Private Land |
| Administration Policy/Procedure: | n/a |

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| Notes: | |
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DELEGATION REGISTER

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

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

RELATED DOCUMENTS:

| | |
|-------------------|--|
| Council Policy: | |
| Administration | |
| Policy/Procedure: | |

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



DELEGATION REGISTER

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

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

RELATED DOCUMENTS:

| | |
|-------------------|--|
| Council Policy: | |
| Administration | |
| Policy/Procedure: | |

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



DELEGATION REGISTER

| | | | |
|-------------------------|-------------------|----------------------------|-------------------------|
| Title: | Local Laws | | |
| Delegation No.: | LL2 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

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

RELATED DOCUMENTS:

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

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| Notes: | |
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DELEGATION REGISTER

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

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

RELATED DOCUMENTS:

| | |
|---|--|
| Council Policy: | |
| Administration Policy/Procedure: | |

| | |
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| Notes: | |
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DELEGATION REGISTER

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|------------------------|---|---------------------|-------------------------|
| Title: | Use of the Shire of Kalamunda Logo | | |
| Delegation No.: | MISC1 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

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

RELATED DOCUMENTS:

| | |
|----------------------------------|---------------------------------------|
| Council Policy: | ADM19 – Use of Council Crest and Logo |
| Administration Policy/Procedure: | n/a |

| | |
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| Notes: | |
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DELEGATION REGISTER

| | | | |
|------------------------|--|---------------------|-------------------------|
| Title: | Donations, Grants and Contributions | | |
| Delegation No.: | MISC2 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

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

RELATED DOCUMENTS:

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

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



DELEGATION REGISTER

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

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

RELATED DOCUMENTS:

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

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



DELEGATION REGISTER

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

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

RELATED DOCUMENTS:

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

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



DELEGATION REGISTER

| | | | |
|------------------------|---------------------------|---------------------|-------------------------|
| Title: | Fireworks Displays | | |
| Delegation No.: | MISC5 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

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

RELATED DOCUMENTS:

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

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



DELEGATION REGISTER

| | | | |
|-------------------------|-----------------------------------|----------------------------|-------------------------|
| Title: | Public Liability Insurance | | |
| Delegation No.: | MISC6 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

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

RELATED DOCUMENTS:

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

| | |
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| Notes: | |
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Attachment 2



DELEGATION REGISTER

| | | | |
|------------------------|--|---------------------|-------------------------|
| Title: | Tenders and Expressions of Interest | | |
| Delegation No.: | LGA 2 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

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

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

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

CROSS REFERENCES (If any):

| | | | |
|---|--|------------|--------------------|
| Management Procedure – Purchasing and Tender Guidelines | | Policy No. | PUR 1 - Purchasing |
|---|--|------------|--------------------|

| | |
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| Notes: | |
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Attachment 3

DELEGATION REGISTER



| | | | |
|------------------------|------------------------------------|---------------------|-------------------------|
| Title: | Investment of Surplus Funds | | |
| Delegation No.: | LGA8 | | |
| Delegation from: | Council | Delegated to: | Chief Executive Officer |
| Date Adopted: | | Date Last Reviewed: | |

| | |
|---------------------|--|
| Legislation/Policy: | Local Government Act 1995, s 6.14 Local Government (Financial Management) Regulations 1996, Regulation 19 and 19C |
|---------------------|--|

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

Pursuant to section 5.42 of the *Local Government Act 1995*, the Chief Executive Office is delegated authority to invest surplus funds of the Shire of Kalamunda's funds held in the municipal or the trust funds of a local government that is not, for the time being, required by the local government for any other purpose.

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

CROSS REFERENCES (If any):

| | | | |
|---|--|-------------|-----------------------------|
| Management Practice No. – Investment of Surplus Funds | | Policy No.: | Investment of Surplus Funds |
|---|--|-------------|-----------------------------|

| | |
|--------|--|
| Notes: | |
|--------|--|

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

33. Budget 2012/2013 – Differential Rates

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

PURPOSE

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

BACKGROUND

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

The following table reflects these options.

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

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

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

DETAILS

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

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

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

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

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

STATUTORY AND LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

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

PUBLIC CONSULTATION/COMMUNICATION

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

FINANCIAL IMPLICATIONS

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

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

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

Sustainability Implications

Social Implications

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

Economic Implications

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

Environmental Implications

19. Nil.

OFFICER COMMENT

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

| |
|---|
| Voting Requirements: Simple Majority |
|---|

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 33/2012)

That Council:

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

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

Moved: **Cr Margaret Thomas**

Seconded: **Cr Geoff Stallard**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1

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

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

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

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

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

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

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

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

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

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

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

34 Hartfield Park Advisory Committee – Nominations for Membership

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

PURPOSE

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

BACKGROUND

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

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

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

DETAILS

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

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

STATUTORY AND LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

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

PUBLIC CONSULTATION/COMMUNICATION

9. Nil.

FINANCIAL IMPLICATIONS

10. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

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

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

Sustainability Implications

Social Implications

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

Economic Implications

14. Nil.

Environmental Implications

15. Nil.

OFFICER COMMENT

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

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

Voting Requirements: Absolute Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 34/2013)

That Council:

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

Moved: **Cr Allan Morton**

Seconded: **Cr Noreen Townsend**

Vote: **CARRIED UNANIMOUSLY / ABSOLUTE MAJORITY (10/0)**

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

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

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

PURPOSE

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

BACKGROUND

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

DETAILS

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

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

STATUTORY AND LEGAL IMPLICATIONS

18. Nil.

POLICY IMPLICATIONS

19. Nil.

PUBLIC CONSULTATION/COMMUNICATION

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

FINANCIAL IMPLICATIONS

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

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

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

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

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

23. *Shire of Kalamunda Youth Plan 2011*

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

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

Sustainability Implications

Social Implications

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

Economic Implications

25. Nil

Environmental Implications

26. Nil

OFFICER COMMENT

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

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

Councillors asked if the chaplaincy contribution was linked with CPI, if the contribution of \$20,500 was for all schools and how the amount was divided. Coordinator Lifestyle & Cultural Services responded that the Chaplaincy program was not linked with CPI and the \$20,500 was for all participating schools in the Shire. The question regarding how the funds are allocated was taken on notice and Councillors will be updated prior to the Ordinary Council Meeting.

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| Voting Requirements: Simple Majority |
|---|

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 35 /2013)

That Council:

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

Moved: **Cr Simon Di Rosso**

Seconded: **Cr Geoff Stallard**

Vote: **CARRIED UNANIMOUSLY (10/0)**

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

36. Community Safety & Crime Prevention Plan 2013-2018

| | |
|---------------------|--|
| Previous Items | |
| Responsible Officer | Director Corporate & Community Services |
| Service Area | Community Development |
| File Reference | CO-CCS-073 |
| Applicant | N/A |
| Owner | N/A |
| Attachment 1 | Community Safety & Crime Prevention Plan 2013-2018 |

PURPOSE

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

BACKGROUND

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

DETAILS

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

Five Strategy Areas

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

STATUTORY AND LEGAL IMPLICATIONS

16. Nil.

POLICY IMPLICATIONS

17. Nil.

PUBLIC CONSULTATION/COMMUNICATION

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

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

FINANCIAL IMPLICATIONS

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

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

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

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

OBJECTIVES:

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

Sustainability Implications

Social Implications

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

Economic Implications

23. Nil.

Environmental Implications

24. Nil.

OFFICER COMMENT

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

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

A Councillor asked if there was to be provision for a Councillor to be a member of this Committee. Manager Community Development indicated that there will be, however recruitment of a staff member is the first priority before re-establishing the Committee.

The Manager Governance noted that all delegates' memberships cease for all Committees of Council in October this year due to the local government elections and that it may be prudent to wait until after the election to commence the new Committee.

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| Voting Requirements: Simple Majority |
|---|

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 36/2013)

That Council:

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

Moved: **Cr John Giardina**

Seconded: **Cr Sue Bilich**

Vote: **CARRIED UNANIMOUSLY (10/0)**

Attachment 1



D R A F T

COMMUNITY SAFETY & CRIME PREVENTION PLAN

2013 – 2018



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| 2 | Background |
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| 4 | Strategy Areas |
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INTRODUCTION

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

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

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

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

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

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

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

Aim

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

Guiding Principles

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

BACKGROUND

2007-2010 Community Safety and Crime Prevention Plan

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

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

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

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

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

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

Community Crime Profile Data

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

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

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

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

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

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

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

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

Explanation of Offence Type

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

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

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

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

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

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

Source: Western Australia Police website

PLANNING FRAMEWORK

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

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

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

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



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

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

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

Cultural Plan 2006

To provide guidance in the cultural development of the Shire as a vibrant community.

A vibrant and active community, that interacts and engages through public places, events and activities will act as a deterrent to crime and will also reduce perceptions of crime.

Community Health and Wellbeing Plan

To detail the Council's vision for enhancing the health and wellbeing of the community.

Environmental Health, Emergency Management and Early Years Intervention strategies to assist in maximising the health and safety of the community.

STRATEGY AREAS

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

The five Strategy Areas are:

Strategy 1 – Awareness and Understanding

Strategy 2 – Programs and Partnerships

Strategy 3 – Physical Environment

Strategy 4 – Emergency Management, Ranger and Environmental Health Services

Strategy 5 – Targeted Precinct Planning

Strategy One – Awareness and Understanding

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

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

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

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

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

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

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

Strategy Two – Programs and Partnerships

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

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

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

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

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

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

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

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

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

Strategy Three – Physical Environment

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

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

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

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

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

Objective 3.0 environment

Contribute to and promote a safe physical

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

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

Strategy Four – Emergency Management, Ranger and Environmental Health Services

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

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

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

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

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

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

community.

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

Ranger Services 2013 - 2018

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

Ranger Services 2013 - 2018 Annual budget

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

Health Services 2013-2018

Strategy Five – Targeted Precinct Planning

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

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

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



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

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

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

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

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

IMPLEMENTATION

Community Safety & Crime Prevention Advisory Committee

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

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

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

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

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

Funding/Resources

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

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

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

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

Evaluation and Review

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

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

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

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

Cr Noreen Townsend and Cr Allan Morton disclosed an Interest Affecting Impartiality.

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

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

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

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

This report was circulated under separate cover and discussed under Agenda Item 14.

The Officer Recommendation was put but defeated. A Councillor had foreshadowed a motion and this was put, Councillors went into debate. A Councillor suggested a small amendment which was accepted by the Mover and Seconder. The vote was then taken.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 37/2013)

That Council:

1. Endorses the strategy to:
 - a. Continue with short-term shared access of Men’s Shed Boss.
 - b. Commence discussions with the Men’s Sheds to develop plans for both Men’s Sheds to be self-sustaining and self-managed.
 - c. Prepare the Men’s Sheds for the phasing out of the Men’s Shed Boss service by 2015/2016.

Moved: **Cr Noreen Townsend**

Seconded: **Cr Margaret Thomas**

Vote: **For**
Cr Noreen Townsend
Cr Bob Emery
Cr Margaret Thomas

Against
Cr John Giardina
Cr Geoff Stallard
Cr Allan Morton
Cr Dylan O’Connor

**Cr Sue Bilich
Cr Simon Di Rosso
Cr Martyn Cresswell**

LOST (3/7)

Voting Requirements: Simple Majority

FORESHADOWED MOTION

That Council:

1. Request the Acting Chief Executive Officer to undertake discussions with representatives of both Men's Sheds, in conjunction with the Ward Councillors during 2013/14 with consideration to:
 - Short-term shared access of Men's Shed Boss
 - Proposed Capital Plans and Developments, including expectations of and from Shire
 - Proposed phased staffing withdrawal plan of Men's Shed Boss service with a view toward becoming self-managed Men's Shed in three to five years.
2. Receive a report in relation to the above in April 2014 to enable Council to make informed decisions on the future of Men's Sheds within the 2014/15 budget deliberation process.

Moved: **Cr John Giardina**

Seconded: **Cr Geoff Stallard**

Vote:

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 37/2013)

That Council:

1. Request the Acting Chief Executive Officer to undertake discussions with representatives of both Men's Sheds, in conjunction with the Ward Councillors during 2013/14 with consideration to:
 - Short-term shared access of Men's Shed Boss
 - Proposed Capital Plans and Developments, including expectations of and from Shire
 - Proposed phased staffing withdrawal plan of Men's Shed Boss service with a view toward becoming self-managed Men's Shed in **two to three** years.

2. Receive a report in relation to the above in April 2014 to enable Council to make informed decisions on the future of Men's Sheds within the 2014/15 budget deliberation process.

Moved: **Cr John Giardina**

Seconded: **Cr Geoff Stallard**

Vote: **CARRIED UNANIMOUSLY (10/0)**

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Nil.

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

11.1 Nil.

12.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

12.1 Cr Stallard – Infill in Kalamunda

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

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

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

12.2 Cr Whitten – Car Parking at Dawson Park Primary School

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

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

13.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

13.1 Nil.

14.0 MEETING CLOSED TO THE PUBLIC

14.1 Meeting Closed to the Public

That the meeting go behind closed doors to discuss Confidential Item 37 – Provision of Services to Men's Sheds.

Moved: **Cr Sue Bilich**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY (10/0)**

The meeting closed to the public at 6.45pm.

Cr Noreen Townsend and Cr Allan Morton disclosed an Interest Affecting Impartiality.

14.2 **Meeting Reopened to the Public**

That the meeting reopen to the public.

Moved: Cr Geoff Stallard

Seconded: Cr Sue Bilich

Vote: CARRIED UNANIMOUSLY (10/0)

The meeting reopened to the public at 7.04pm and the Presiding Person read the Resolution of the Committee to the Meeting.

- 14.3 **37. Confidential Item –Provision of Services to Men’s Sheds**
Reason for Confidentiality – *Local Government Act 1995: Section 5.23 (2) (a) “a matter affecting an employee or employees”.*

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| Voting Requirements: Simple Majority |
|---|

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 37/2013)

That Council:

1. Request the Acting Chief Executive Officer to undertake discussions with representatives of both Men’s Sheds, in conjunction with the Ward Councillors during 2013/14 with consideration to:
 - Short-term shared access of Men’s Shed Boss
 - Proposed Capital Plans and Developments, including expectations of and from Shire
 - Proposed phased staffing withdrawal plan of Men’s Shed Boss service with a view toward becoming self-managed Men’s Shed in two to three years.

2. Receive a report in relation to the above in April 2014 to enable Council to make informed decisions on the future of Men’s Sheds within the 2014/15 budget deliberation process.

Moved: Cr John Giardina

Seconded: Cr Geoff Stallard

Vote: CARRIED UNANIMOUSLY (10/0)

15.0 CLOSURE

15.1 There being no further business the Chairman declared the meeting closed at 7.05pm.

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

Signed: _____
Chairman

Dated this _____ day of _____ 2013