

Ordinary Council Meeting

Minutes for Tuesday 27 March 2018

UNCONFIRMED



**city of
kalamunda**

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1. Official Opening

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

2. Attendance, Apologies and Leave of Absence Previously Approved

Councillors

South East Ward

Michael Fernie

Geoff Stallard

South West Ward

Allan Morton (*left the meeting at 9.05pm and did not return*)

Brooke O'Donnell

North West Ward

David Almond

Sara Lohmeyer

Dylan O'Connor - (Deputy Mayor) (Presiding Member)

North Ward

Cameron Blair

Margaret Thomas

Members of Staff

Chief Executive Officer

Rhonda Hardy

Executive Team

Gary Ticehurst - Director Corporate & Community Services

Chris Thompson - Acting Director Asset Services

Peter Varelis - Director Development Services

Simon Di Rosso - General Counsel & Executive Advisor

Management Team

Virginia Miltrup - Manager People Services

Rob Korenhof - Manager Asset Delivery Services

Darren Jones - Manager Community Development

Andrew Fowler-Tutt - Manager Approval Services

Nicole O'Neill - Manager Customer & Public Relations

Administration Support

Kristy Lisle - Executive Research Officer Governance & Legal

Adam Parker - Service Desk Analyst

Members of the Public 38

Members of the Press 1.

Apologies

South East Ward

John Giardina - (Mayor)

Leave of Absence Previously Approved

South West Ward

Lesley Boyd

North Ward

Tracy Destree

3. Public Question Time

3.1. Questions Taken on Notice at Previous Meeting

Nil.

3.2. Public Question Time

A period of not less than 10 minutes is provided to allow questions from the gallery on matters relating to the functions of Council. For the purposes of Minuting, these questions and answers will be summarised.

Frank Lindsey - 95 Aldersyde Road, Piesse Brook

- Q1. Could it be explained what matters of law are in dispute between the City and the Pachamama Centre.
- Q2. Have any Councillors expressed any dissatisfaction with the manner in which this dispute is being handled thus far?
- Q3. Why it is an action that is warranted given that it is likely to cost the City between \$80,000 and \$100,000?
- Q4. In October or November of last year, Mrs Sue Bilich asked a question whether or not there had been an audit of expenditure by the Save Kalamunda Shire Action Group, a group that was granted \$20,000 of ratepayer's money. Has that review been completed, and if not, when will it be completed?

The Presiding Member took questions 1 to 3 on notice. The Director Corporate & Community Services advised the information regarding the Save Kalamunda Shire Action Group will be brought forward.

Iris Jones - 2 Orangedale Road, Lesmurdie

- Q. Regarding the Retirement Conference item in tonight's agenda I would like to be considered to provide a presentation to Council with input from a number of community sources on running the conference.
- A. The Chief Executive Officer advised that a strategy session can be organised for the information to be provided to Council and confirmed Mrs Jones is supporting the recommendation in tonight's meeting and did not want the item deferred.

Andre Stess - 45 Kalamatta Way, Gooseberry Hill.

- Q. Regarding Item 10.3 why does the City not advertise tenders in the local papers to support local businesses?
- A. The Chief Executive Officer advised the tender process requires that the City give state-wide advertising to the tenders. The Manager Customer & Public Relations confirmed not all tenders are placed in the the local paper, however all tenders are placed on Tenderlink which is on the City's website and local businesses are encouraged to review the tenders. The City will take on board Mr Stess's comments

and look to improve the advertising process. The Chief Executive Officer advised that many tenders are advertised via the WALGA Panel.

Greg Schofield - 5 Valley Road, Kalamunda

Mr Schofield made a statement to Council to the effect that Councillor Margaret Thomas, as the Chief Financial Officer for "WA Retirement" [*sic*] and an advisor to the State Government, having worked closely with John Day, had a severe conflict of interest in moving a motion in regard to the aged care development at Wilkins's Road and further that Councillor Thomas "*boosted it through*". Mr Schofield further stated to the effect that he may lay a complaint before the ACCC [*sic*], naming Margaret Thomas and another former Councillor.

The Presiding Member inquired with Mr Schofield as to whether he had a question for the Council, to which Mr Schofield said to the effect that he queried whether the Council was aware of the conflict.

The Chief Executive Officer invited the City's General Counsel to address Mr Schofield. The City's General Counsel invited Mr Schofield to retract his statement and consider rephrasing it such that it not put as a statement of fact, but rather an allegation, or perception leading to the query put to Council.

Mr Schofield rephrased his statement to instead be that "*I perceive a conflict of interest and I ask the Council to address that perception*".

The City's General Counsel took Mr Schofield's question on notice.

4. Petitions/Deputations

- 4.1 A deputation was received from David Shaw regarding item 10.2.1 – Proposed Two Storey House – Lot 45 (4) Brie Brie Crescent, Kalamunda. Mr Shaw spoke in favour of the officer recommendation.
- 4.2 A deputation was received from Joshua Teale and Tegan Wake regarding item 10.4.2 - Lesmurdie Library - Outcome of Public Comment and spoke in favour of the officer recommendation.
- 4.3 A deputation was received from Haidee Dodd, Candice Walsh and Dylan Chualimargana regarding item 10.4.2 Lesmurdie Library - Outcome of Public Comment and spoke in favour of the officer recommendation.
- 4.4 A deputation was received from Marinko Gaspar regarding item 10.4.2 - Lesmurdie Library - Outcome of Public Comment and spoke in favour of the officer recommendation.
- 4.5 A deputation was received from Tony Fowler regarding item 10.5.4 - Wilkins Road Update and Judicial Review and spoke against the recommendation.
- 4.6 A deputation was received from Nigel Dickinson regarding item 10.5.4 - Wilkins Road Update and Judicial Review and spoke against the recommendation.

- 4.7 A deputation was received from Neil Pember regarding item 10.5.4 - Wilkins Road Update and Judicial Review and spoke against the recommendation.
- 4.8 A deputation was received from Paul Fantuz and Peter Fantuz regarding item 10.1.1 - Proposed Road Closure and Road Dedication - Lot 830 (No. 221) Merrivale Road, Pickering Brook and spoke in favour of the recommendation.

5. Applications for Leave of Absence

Cr Brooke O'Donnell has requested a Leave of Absence for the period 8 May 2018 to 5 June 2018 inclusive.

RESOLVED OCM 27/2018

That Council:

Grants the leave of absence for Cr Brooke O'Donnell for the period 8 May 2018 to 5 June 2018 inclusive.

Moved: Cr Allan Morton

Seconded: Cr Sara Lohmeyer

Vote: CARRIED UNANIMOUSLY (9/0)

6. Confirmation of Minutes from Previous Meeting

That the Minutes of the Ordinary Council Meeting held on 27 February 2018, as published and circulated, are confirmed as a true and accurate record of the proceedings.

RESOLVED OCM 28/2018

Moved: Cr Geoff Stallard

Seconded: Cr Brooke O'Donnell

Vote: CARRIED UNANIMOUSLY (9/0)

7. Announcements by the Member Presiding Without Discussion

- 7.1 The Presiding Member acknowledged the attendance of Mr Matthew Hughes, Member for Kalamunda and thanked him for his interest in the meeting.
- 7.2 The Chief Executive Officer informed Councillors the City was successful in winning a State award for the Hartfield Managed Aqua for Recharge Facility. This now places the City as a finalist for the National Awards in 2019.

8. Matters for Which the Meeting may be Closed

- 8.1 10.2.1 CONFIDENTIAL Attachment 15 – Proposed Two Storey House – Lot 45 (4) Brie Brie Crescent, Kalamunda
Submitters Map – provided under separate cover

Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (b) - "the personal affairs of any person."

- 8.2 10.3.1 CONFIDENTIAL Attachments 1 & 2 – Consideration of Tenders for the Maintenance of Bores, Wells, Pumps and Associated Works within the City of Kalamunda (RFT 1723)
Tender Evaluation Report and Price Schedule – provided under separate cover

Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."

- 8.3 10.5.1 CONFIDENTIAL Attachment 2 – Compliance Audit Return
Provided under separate cover

Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (e) - "matter that if disclosed, would reveal - (i) a trade secret; (ii) information that has a commercial value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person; - where the trade secret or information is held by, or is about a person other than the local government"

- 8.4 15.5.1 CONFIDENTIAL Report – Chief Executive Officer Performance Review 2017
Provided under separate cover

Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (a) - "a matter affecting an employee or employees."

Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."

- 8.5 15.5.2 CONFIDENTIAL Report – Chief Executive Officer's Professional Development
Provided under separate cover

Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (a) - "a matter affecting an employee or employees."

- 8.6 A&R 14.1.1 CONFIDENTIAL Report Probity Audit – RFQ Results
Provided under separate cover

Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (d) legal advice obtained, or which may be entered into, by the local government which relates to a matter to be discussed"

Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (e) - "matter that if disclosed, would reveal - (i) a trade secret; (ii) information that has a commercial

value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person; - where the trade secret or information is held by, or is about a person other than the local government"

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (f) - "a matter that if disclosed, could be reasonably expected to - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; (ii) endanger the security of the local government's property; or (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety"*

- 8.7 A&R 14.1.2 CONFIDENTIAL Report Probity Audit – Actions on Recommendations.
Provided under separate cover

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (d) legal advice obtained, or which may be entered into, by the local government which relates to a matter to be discussed"*

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (e) - "matter that if disclosed, would reveal - (i) a trade secret; (ii) information that has a commercial value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person; - where the trade secret or information is held by, or is about a person other than the local government"*

9. Disclosure of Interest
- 9.1. Disclosure of Financial and Proximity Interests
- a. Members must disclose the nature of their interest in matter to be discussed at the meeting. (Section 5.56 of the *Local Government Act 1995*.)
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.70 of the *Local Government Act 1995*.)
- 9.1.1 Cr Michael Fernie declared an Indirect Financial Interest on Item 10.4.2 Lesmurdie Library - Outcome of Public Comment as his partner is employed by the Education Department at Lesmurdie Senior High School.
- 9.2. Disclosure of Interest Affecting Impartiality
- a. Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee had given or will give advice.
- 9.2.1 Nil.

10. Reports to Council

10.1. Corporate Services Reports

10.1.1. Proposed Road Closure and Road Dedication – Lot 830 (No. 221) Merrivale Road, Pickering Brook

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

Previous Items	OCM 258/2017
Directorate	Corporate Services
Business Unit	Economic, Land & Property Services
File Reference	MR-15/221
Applicant	Peter & Gillian Fantuz
Owner	State of Western Australia
Attachments	1. Letter from owners 11.04.2017 [10.1.1.1] 2. Merrivale Road - Road Rationalisation Plan [10.1.1.2] 3. Table C [10.1.1.3] 4. Table D [10.1.1.4]

EXECUTIVE SUMMARY

1. The purpose of this report is to consider the provision of formal access to Lot 830 (No. 221) Merrivale Road, Pickering Brook (Lot 830).
2. It is proposed that formal access be provided to Lot 830 by realigning Merrivale Road. To realign Merrivale Road, it is necessary to excise a portion of land from Reserve 47881 and dedicate it as a road, and to permanently close the redundant (unconstructed) portion of Merrivale Road road reserve.
3. It is recommended that Council support the initiation of the advertising and consultation process for the proposed road closure and road dedication.

BACKGROUND

4. At its Ordinary Council Meeting on 19 December 2017, Council resolved as follows (OCM 258/2017):

That Council:

1. *Requests the Chief Executive Officer to bring a report to Council in March 2018 that considers providing formal access to Lot 830 Merrivale Road.*

DETAILS

5. On 11 April 2017, Peter and Gillian Fantuz (Applicants) wrote to the City seeking formal access to their property at Lot 830, as their current method of access is by way of a gravel track running across Korung National Park. The Applicants' letter is attached to this Report as Attachment 10.1.1.1.

6. The Department of Lands (now the Department of Planning, Lands & Heritage) had previously been contacted by the Applicants and had identified the following two options:
 1. Department of Lands grant a non-exclusive section 91 licence for access purposes (Option 1).
 2. Excise a portion of land from Reserve 47881 and dedicate it as a road (Option 2).
7. Both options require the approval of the Conservation and Parks Commission and the City of Kalamunda.
8. The Applicants have advised that they are not satisfied with Option 1 due to the temporary nature of a licence. The Applicants have requested that the City support Option 2.
9. It is proposed that a portion of land be excised from Reserve 47881 and dedicated as a road, and that the redundant (unconstructed) portion of Merrivale Road road reserve be permanently closed.
10. Asset Services have drafted a Road Rationalisation Plan (Plan 4253-01-01/0) which delineates and marks the proposed road closure and road dedication areas. The Plan has been provided to the Applicants for comment and the Applicants have confirmed that the Plan is acceptable.
11. The Department of Planning, Lands & Heritage has also confirmed that the Plan is sufficient to inform the drafting of a Deposited Plan. Plan 4253-01-01/0 is attached to this Report as Attachment 10.1.1.2.

STATUTORY AND LEGAL CONSIDERATIONS

12. The proposed road closure and road dedication must proceed in accordance with s. 56 and s. 58 of the *Land Administration Act 1997* (WA).
13. Section 56 of the *Land Administration Act* relates to the dedication of land as road. Section 56(1)-(2) states as follows:
 - (1) *If in the district of a local government —*
 - (a) *land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or*
 - (b) *in the case of land comprising a private road constructed and maintained to the satisfaction of the local government —*
 - (i) *the holder of the freehold in that land applies to the local government, requesting it to do so; or*
 - (ii) *those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;*

or

- (c) land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years,*

and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.

- (2) If a local government resolves to make a request under subsection (1), it must —*

- (a) in accordance with the regulations prepare and deliver the request to the Minister; and*
- (b) provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.*

- 14. Section 58 of the *Land Administration Act* relates to permanent road closures. Section 58(1)-(3) states as follows:

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.*
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.*
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.*

- 15. The Department of Planning, Lands & Heritage's requirements for road closure and road dedication applications are set out in Table C and Table D, which are attached to this Report as Attachment 10.1.1.3 and Attachment 10.1.1.4.

POLICY CONSIDERATIONS

- 16. The City's Asset Management Policy (C-AS-01) states that *"As part of a continuous improvement process, the Shire of Kalamunda will continually monitor, audit and review its asset portfolio to ensure it is responsive to service delivery needs and meets the goals and targets set by Council."*
- 17. A review of the portion of road reserve proposed to be closed indicates that it is surplus to the current and future requirements of the road network.
- 18. The portion of land proposed to be dedicated as road is required to provide access to Lot 830.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

19. The City's Asset Services directorate has reviewed the matter and supports the proposed road closure and road dedication. Asset Services notes the costs of formation of a road, if required, would need to be the responsibility of the land owner. The extent of any formation or construction work will need to be determined later.

External Referrals

Department of Biodiversity, Conservation and Attractions

20. The Department of Biodiversity, Conservation and Attractions (DBCA) referred the proposal to the Conservation and Parks Commission.
21. DBCA advised that the closure of the unconstructed road reserve and its addition to the adjacent Reserve 47881 together with the excision of the new road reserve from Reserve 47881, including all surveys, approvals and documentation must be carried out at no cost to the Commission.
22. A further condition of the Commission's support is that the City is requested to carry out a flora and fauna survey prior to the construction of the new road.
23. DBCA requested that it be advised once Council has approved the proposal. Once DBCA receives confirmation that Council has approved the proposal, the approval of the Hon. Minister for Environment will be sought by the Commission.

Department of Planning, Lands & Heritage

24. The Lands Division of the Department of Planning, Lands & Heritage (Lands) provided an overview of the requirements to progress the proposed realignment of Merrivale Road. The overview is set out below.
25. *City to provide a plan to inform Lands' survey instructions:*
- a) Provide plan to identify the final extent of Merrivale Road to be surveyed.
 - b) Plan to be dimensioned and include firm estimates of areas of road to be closed and dedicated.
 - c) Lands' survey coordination team will prepare instructions to be used by the landowners and/or the City's nominated surveyor.
 - d) City to liaise with landowners regarding survey costs.
26. *Council resolution for section 56 road dedication and section 58 road closure, Land Administration Act 1997:*
- a) Council can resolve in the one resolution to undertake the s. 56 and s. 58 processes.
 - b) Section 56 road dedication requirements as per Table D.
 - c) Section 58 road closure requirements as per Table C.

27. *Deposited Plan:*

- a) Draft Deposited Plan depicting road closure and dedication actions as well as Reserve amendments (excision/addition).
- b) Deposited Plan to also include a s. 24KA of the *Native Title Act 1993* notification, to suppress Native Title rights and interests for the road dedication (a public work under the NTA) (Lands to formally notify Native Title claimant group).

28. *Before Lands proceeds with submission to Parliament for Major A Class Reserve Amendment:*

1. City to provide Council Resolution – s. 56/s. 58 LAA road dedication/closure requirements.
2. Draft Deposited Plan.
3. Minister for Environment's and Conservation and Parks Commission's (Branch of DBCA) consent to the proposal.
4. Department of Mines and Petroleum clearance (Lands to obtain).
5. Lands to undertake internal referral to Planning division.

29. *Major A Class Reserve Amendment to be undertaken by Lands:*

- a) Lands to provide briefing note to Lands Director General to advertise proposal.
- b) Arrange for advertisement to be placed in newspaper.
- c) Letters to local Member/s of Parliament.
- d) Prepare submission to Minister including both Houses of Parliament.
- e) Enter submissions to Parliament Register.
- f) Check website for disallowances in both houses of Parliament (14 actual sitting days – spread over an undetermined period).
- g) If no disallowances, final submission to Parliament Register/preparation of necessary documents to close/dedicate road and amend reserve and lodge at Landgate.
- h) If disallowances passed by Parliament, seek to amend, renegotiate and resubmit proposal.

30. Once the above is complete, the proposal will be forwarded to Lands' Delivery Team to finalise the lodgement of documents.

31. Lands anticipates that this process will take between 12-18 months or longer. Due to the timeframe that this proposal will take to complete, the processes/procedures may be subject to change. For example, the South West Settlement Indigenous Land Use Agreement is currently being negotiated. Should this agreement be determined, then the Native Title interests over the subject land would be extinguished and the s. 24KA *Native Title Act* process will not be required and may reduce the overall timeframe.

FINANCIAL CONSIDERATIONS

32. It is proposed that the Applicants are responsible for all costs of the proposal, including, but not limited to, the cost of advertising, surveys, flora and fauna surveys, approvals, documentation preparation and lodgement.

33. It is proposed that the Applicants are to meet all costs associated with the formation of a road reserve, if required, to meet the specification and satisfaction of the City.
34. It is reasonable that the Applicants be required to pay all costs of the proposal given that the proposal only serves to benefit their property, being Lot 830.
35. The estimated costs of the proposal are as follows:
- a) Land Surveys: \$6,000-\$12,000.
 - b) Advertising by the City: \$900-\$1,300.
 - c) Advertising by Lands: Costs associated with the advertising by Lands are not yet known. As an estimate based on previous advertisements placed for similar proposals, this may be in the order of \$800+.
 - d) Flora and Fauna Survey: \$7,000-\$10,000. Only required if road construction proceeds.
 - e) Service relocation and easements: Likely to be nil as Lot 830 is already serviced and no relocations are likely required. Subject to confirmation with the service authorities.
 - f) Road construction: \$250,000 approximately.
 - g) Legal agreement and caveat: \$3,000+. The Applicants will be required to enter into a legal agreement with the City (supported by a caveat) acknowledging that the road is unconstructed, acknowledging that the City has no obligation to construct the road.
36. Due to the timeframe that this proposal will take to complete, the relevant processes/procedures are subject to change, which may impact on the indicative costs provided.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

37. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

Strategy 3.1.1 - Plan for diverse and sustainable housing, community facilities and industrial development to meet changing social and economic needs.

Priority 3: Kalamunda Develops

Objective 3.2 - To connect community to quality amenities.

Strategy 3.2.1 - Optimal management of all assets.

SUSTAINABILITY

Social Implications

38. The proposal will enable the Applicants to access their property at Lot 830 without traversing on National Park.

39. The proposal will not have social or lifestyle implications for other residents, as the road dedication only benefits the Applicants and the portion of road reserve proposed to be closed is unconstructed.

Economic Implications

40. The economic lives of residents will not be impacted by this decision.

Environmental Implications

41. A flora and fauna survey is required to determine the environmental impact of the proposal.

RISK MANAGEMENT CONSIDERATIONS

42.	Risk: The Applicants do not have the resources to fund the road closure and road dedication process.		
	Likelihood	Consequence	Rating
	Possible	Moderate	Medium
	Action/Strategy		
	The City's support for the proposed road closure and road dedication to be conditional on the Applicants paying all costs of and incidental to the proposal.		

OFFICER COMMENT

43. It is proposed that the Applicants will be required to pay all costs of the proposal given that the proposal only serves to benefit their property, being Lot 830.
44. Section 58(3) of the *Land Administration Act* requires that a proposed road closure be advertised in a local paper for a minimum of 35 days.
45. The *Land Administration Act* does not prescribe the manner in which a proposed road dedication must be advertised. However, the Department of Planning, Land & Heritage's Table D provides that a local government must undertake a consultation process in respect of a road dedication.
46. It is recommended that Council support the initiation of the advertising and consultation process for the proposed road closure and road dedication.

Voting Requirements: Simple Majority

Cr Michael Fernie foreshadowed a procedural motion to defer the item to the April Ordinary Council Meeting to allow for further discussion between the land owners and City.

RECOMMENDATION

That Council:

1. Approves the initiation of the advertising and consultation process for the proposed closure of the portion of Merrivale Road, Pickering Brook delineated and marked as "Proposed Road Reserve Closure" on Plan 4253-01-01/0 annexed to this Report as Attachment 10.1.1.2, in accordance with s. 58 of the *Land Administration Act 1997* (WA), subject to the following condition:
 - a) The Applicants must pay all costs of and incidental to the proposal, including, but not limited to, the cost of advertising, surveys, flora and fauna surveys, approvals, documentation preparation and lodgement, formation and construction of a road, if required.
2. Approves the initiation of the advertising and consultation process for the proposed excision and dedication as road of the portion of Reserve 47881 delineated and marked as "Proposed New Road Reserve" on Plan 4253-01-01/0 annexed to this Report as Attachment 10.1.1.2, in accordance with s. 56 of the *Land Administration Act* (WA), subject to the following condition:
 - a) The Applicants must pay all costs of and incidental to the proposal, including, but not limited to, the cost of advertising, surveys, flora and fauna surveys, approvals, documentation preparation and lodgement, formation and construction of a road, if required.
3. Notes that a further report will be presented to Council for consideration of the utility service provider responses and any submissions received.

Moved: LAPSED

Seconded:

Vote:

Voting Requirements: Simple Majority

PROCEDUARL MOTION

RESOLVED OCM 31/2018

That Council:

1. Defer this item until the April Ordinary Council Meeting.

Moved: Cr Michael Fernie

Seconded: Cr Margaret Thomas

Vote: CARRIED UNANIMOUSLY (9/0)

82 Merrivale Road
Pickering Brook
WA 6076

11 April 2017

The CEO
Kalamunda Shire
2 Railway Rd
KALAMUNDA

Dear Rhonda,

I, as the present owner, need to apply to the Shire for appropriate access to Location 830 at what has traditionally been the address of this block at 221 Merrivale Rd. Pickering Brook. When this layout was originally designed the access seems to be via Merrivale Rd. exiting from Kingsmill Rd. However, this road has never been constructed.

A recent experience where a prospective buyer of this property was refused credit from the bank on the grounds that this block has no access other than across what is now National Park under Native Title, means that a more appropriate and formal access needs to be established.

From my, and the previous owners' initial inquiries to the Department of Parks and Wildlife, we were advised that an application could be made to Department of Land (DoL) for an easement from the southern end of the constructed Merrivale Rd. along a portion of the southern boundary of the block (See app 1).

After some 14 months of correspondence DoL now advise that because of Native Title issues this can't happen for at least 2 years and even then may not eventuate (see app 2).

DoL have given me two options, the former being a stop gap resolution only. The second option, and more appropriate, I feel, is for the Council to realign a portion of the unconstructed Merrivale Rd. to about the southern boundary of the block. Because of the close location of the current residence the abutment should achieve at least a similar effect as the requested easement (app 1).

The reason for this is twofold, firstly all services e.g. address, power, phone can remain unchanged and secondly there is no need for any road construction as suitable gravel tracks already exist. I stress this point as my primary concern is for formal and practical access, not necessarily improvements in costly road construction.

Attached please find the salient case file correspondence.

I request the Council assists in what is, to me, a very important formality.

Regards


Gillian S Fantuz

cc Councillor M Fernie

82 Merrivale Road

Pickering Brook

W.A. 6076

20 Jan.2016

The CEO

Department of Lands

WEST PERTH 6873

Attention; Sean Browne (Metropolitan & Peel Region)

Dear Sir,

On behalf of the seller and purchaser we seek your approval of an appropriate easement to Canning Location 830 at 221 Merrivale Road Pickering Brook W.A.

This block has never had access other than through what is now National Park land. Although this has not been a problem in the past, a recent experience (refusal of a bank loan for the purchase of this property) would indicate that a statutory formalisation of appropriate access along the southern boundary is necessary.

Thank you for your consideration and we look forward to a favourable outcome.

Regards,

Signed: On behalf of Sellers

Sarah Hardman

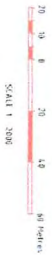
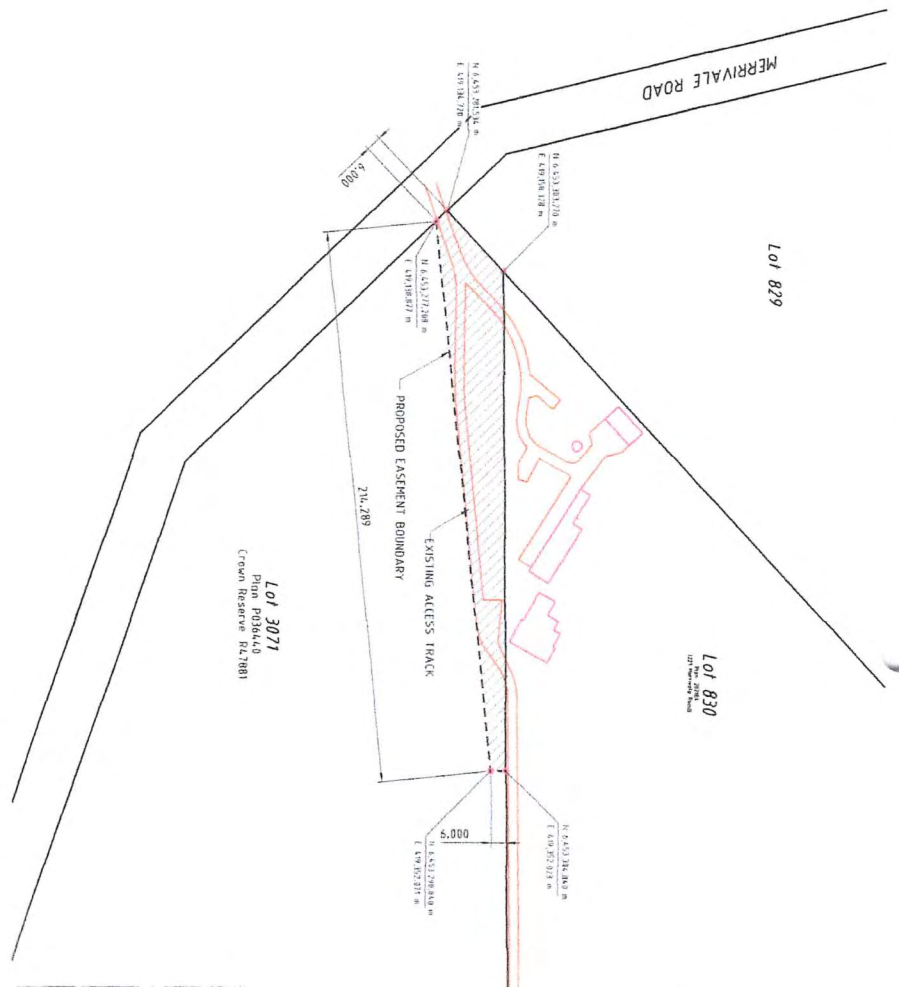
Sarah Hardman

Enduring Power of Attorney for Joseph Hardman

Maurice Hall

Signed: On behalf of Buyer

Gillian Fantuz



LOCATION	LOT 830 221 MERRIVALE ROAD PICKERING BROOK W.A. 6076	BUILDING	LOT 830 ACCESS EASEMENT	EASEMENT PLAN		DRAWN	PLF
						DATE	14.01.16
						DRG No.	G-001



Chuah, Teong

to Sally Fantuz

cc Eidsvold, Jaimie

Tue, Mar 28 4:39 PM

Class A Reserve 47881 Merrivale Road

3 files attached ^ [Save all](#)



Attach 2 Class A Res...
.pdf 1.24 MB



Attach 3 Easement O...
.pdf 1.46 MB



Attach 1 Smartplan...
.pdf 358 KB

[Our ref: 50831-2004 Job No N/A]

Hi Gillian

Thank you for taking the time to speak with a couple of weeks ago.

In the first instance, I ask that you refer to the attached Smartplan graphic wherein to show your property in relation to Merrivale Road. The part of Merrivale Road hatched in red is understood to be unconstructed (not bitumised) which would have otherwise provided direct access to your property (**Attachment 1**).

Merrivale Road is held under the care and control of the local government authority, being Shire of Kalamunda.

Class A Reserve 47881 is held for the purpose of 'National Park' vested pursuant to section 7(2) of the *Conservation and Land Management Act 1984*. The management body is the Conservation Commission of Western Australia, part of Department of Parks and Wildlife.

The Department of Lands (DoL) acknowledges that the Conservation Commission (Department of Park and Wildlife) has advised this Department that it supports the grant of an easement burdening a small portion of Class A Reserve 47881 (Korung National Park) for the purpose of access to your freehold property, being Lot 830 on Deposited Plan 202184, and otherwise known as 221 Merrivale Road in Pickering Brook.

Unfortunately Korung National Park is likely to be the subject of native title rights and interests of the Whadjuk People, which was accepted for registration on 26/6/2011. DoL on behalf of the State Government is unable grant an interest (ie. easement, disposal and grant lease etc.) over any part of Reserve 47881 without addressing native title rights and interests.

As I had briefly explained the State of Western Australia is currently in negotiation with six native title claimants group to surrender native title rights over the South West, which includes Reserve 47881. Once the agreement is finalised native title rights will be surrendered and this will allow DoL to arrange to formal access to your property via a section 144 Easement pursuant to the *Land Administration Act 1997* or to consider any other available options.

I had described two options available to you for further consideration. It is as follows;

Option 1

DoL is able to issue you a non-exclusive section 91 licence over that small portion of Reserve 47881 (currently being used as an informal access track to your property) for the purpose of "Access Only" to the

owner of Lot 830 on Deposited Plan for a term of 2 years. The grant of this licence will be subject to the Conservation Commission, Shire and Department of Mines and Petroleum advising no objections.

It is hoped that whilst in possession of a section 91 licence the State Government and the Native Title Claimants are able to reach an agreement for the South Western Settlement Agreement. If so, the licence will automatically terminate and DoL will then be in a better position to reconsider the grant of an easement or excise the subject portion from Class A Reserve 47881 (if feasible and subject to Conservation Commission's approval) in favour of Lot 830 DP 202184 in order to provide formal access to your property from the constructed part of Merrivale Road.

Option 2

This option involves the Conversation Commission first agreeing to excise the subject portion of land (currently providing Lot 830 with informal track access) to be excised from Reserve 47881. This is in addition to the Shire of Kalamunda also agreeing to resolve to dedicate pursuant to section 56 of the LAA the subject land as a public dedicated road. With regards to native title rights and interest, DoL can undertake a 24KA of the Native Title Act being a notification process only suppresses native title whilst the land is used for a public purpose as a road.

A case can be made to the Shire and the Conservation Commission to advise that because the unconstructed portion of Merrivale Road is not being used for its designated purpose it can be closed pursuant to section 58 of the LAA and subsequently included into Reserve 47881. This can be exchanged for the required subject portion of Reserve 47881, that currently provides you access, which can be dedicated as a road as per the paragraph above.

The proposal to grant an easement and/or excise from a Class A reserve requires ministerial and parliamentary approval. As such, I ask that you refer to the extract from DoL's Practice Manual regarding Class A Reserves and Class A Amendments (Major) wherein to provide you general information about Class A actions (**Attachment 2 and 3**).

Both of these options requires the approval/comments from the Conservation Commission and the Shire which will need to be obtained before DoL can progress any further.

If you have any questions please ask me.

Regards

Teong Chuah | A/Assistant Manager | Case Management - Metropolitan and Peel
Department of Lands | Level 11, 140 William Street | Perth WA 6000
T (08) 6552 4781 | F (08) 6552 4417
E teong.chuah@lands.wa.gov.au | W www.lands.wa.gov.au

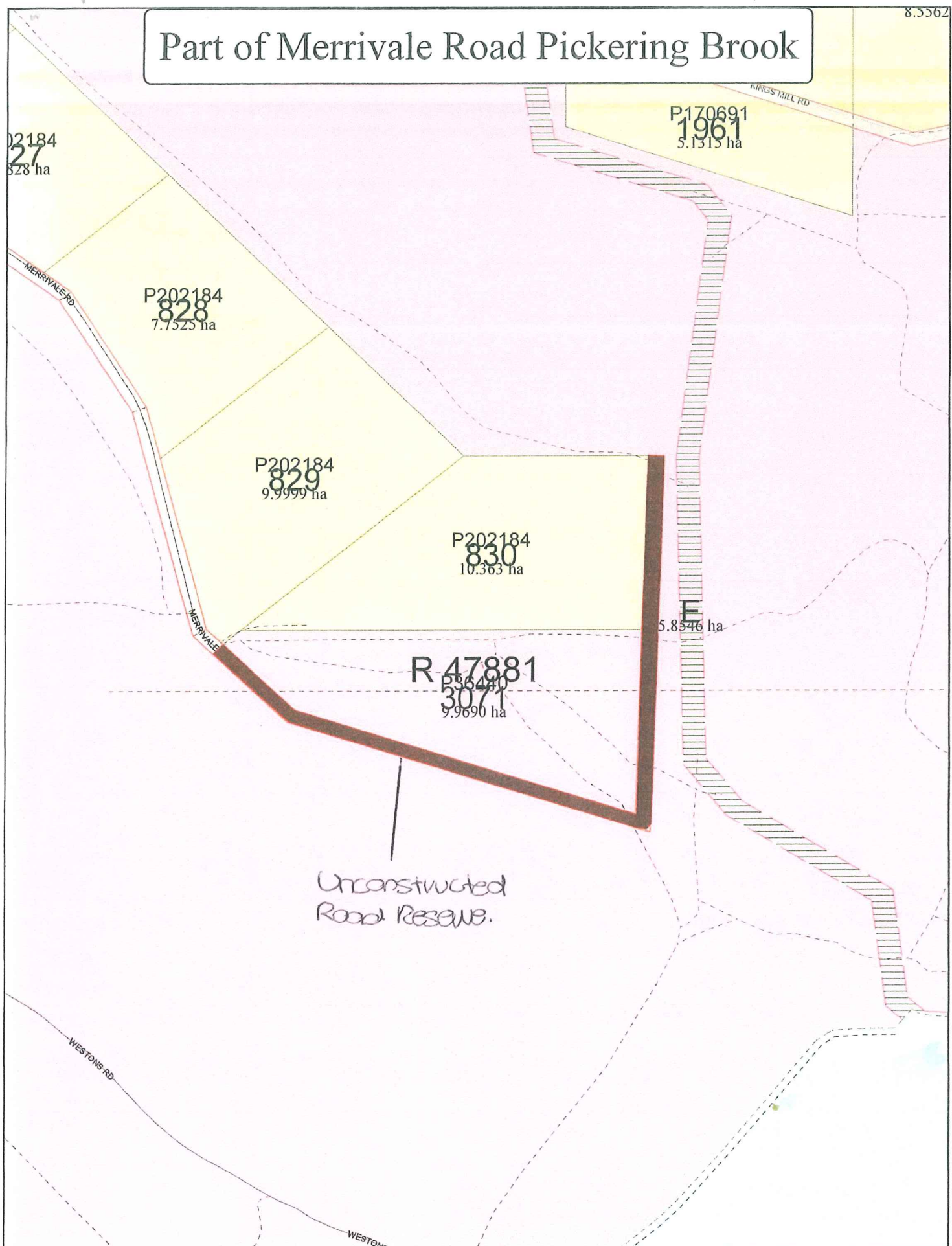


Government of Western Australia
Department of Lands



The Department of Lands has a new Post Office Box. PO Box 1221 West Perth WA 6872. Please update your records accordingly. Thank you

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Scale : 1:6197 (Geographical)
 MGA : SW=418854.0E,6452344.6N Zone 50 / NE=420086.8E,6454267.1N Zone 50
 Lat/Long : 116°08'25.223", -32°03'43.990" / 116°09'12.809", -32°02'41.872" H 263mm by W 201mm

Printed : 15:24 Tue 28/Mar/2017
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Government of Western Australia
Department of Parks and Wildlife
Parks and Visitor Services
Policy and Planning Group, Land Unit

Your ref:
Our ref: 2010/004837
Enquiries: Anne Greig
Phone: (08) 9219 9790
Email: anne.greig@dpaw.wa.gov.au

Sarah Hardman
221 Merrivale Rd
Pickering Brook WA 6076

Dear Sarah

Access to 221 Merrivale Road, Pickering Brook (Lot 830 on Plan 202184) through Korung National Park (Reserve 47881)

The Department of Parks and Wildlife understands that you are in the process of selling 221 Merrivale Road and that you wish to confirm that the current access via Korung National Park to 221 Merrivale Road will be available to any future owner of this property.

Parks and Wildlife Perth Hills District has no objection to this continuing permissive access arrangement to 221 Merrivale Road subject to the following conditions:

1. that the future owner of 221 Merrivale Road confirm their intention, by writing to Parks and Wildlife's Perth Hills District Manager, to use this access route and their agreement to the conditions outlined in this letter;
2. that the only permitted access through Korung National Park will be via the existing track from Merrivale Road aligned alongside the neighbouring property at 211 Merrivale Road (Lot 829 on Plan 202184) to the southwest corner boundary of 221 Merrivale Road;
3. Parks and Wildlife accepts no liability for any accident, injury or claim for damages caused to any person, machinery, equipment or other thing using the firebreak or track to access 221 Merrivale Road;
4. Parks and Wildlife provides no guarantee of the serviceability of the track;
5. any maintenance to the track, including road works and clearing of encroaching vegetation, to retain access or to ensure serviceability is to be paid for by the landowner of 221 Merrivale Road and only those works that have been approved in consultation and by agreement with Parks and Wildlife Perth Hills District are to be completed;
6. that the future owner of 221 Merrivale Road acknowledges the risk from natural disaster or wildfire / bushfire caused by living on a property with restricted vehicular access and that measures are taken to mitigate these risks. For example, considering and possibly implementing advice provided by the Fire and Emergency Services Authority of WA and the Shire of Kalamunda; and
7. Parks and Wildlife reserves the right to review or cancel this arrangement at any time to amend or realign access but will only do so in consultation with the owner of 221 Merrivale Road. The owner may apply for an easement or excision from class A Korung National Park to formalize access to the property.

The Perth Hills District is located at 275 Allen Road, Mundaring. Phone: 9290 6100. Email: mundaring@dpaw.wa.gov.au

Yours sincerely


Anne E. Greig
Land Services Officer



14 December 2015

City of Kalamunda

Parks and Visitor Services Division:
17 Dick Perry Avenue, Technology Park, Kensington
Locked Bag 104, Bentley Delivery Centre, Western Australia 6983
www.dpaw.wa.gov.au



**Minister for Planning; Culture & the Arts
Government of Western Australia**

Our Ref: 33-31524

Ms Sarah Hardman
221 Merrivale Road
PICKERING BROOK WA 6076

Dear Ms Hardman

221 MERRIVALE ROAD, PICKERING BROOK

Thank you for your email of 16 December 2015 regarding the above property.

I have noted the contents of the letter dated 14 December 2015 from the Department of Parks and Wildlife (DPaW). Officers of the Department of Planning have confirmed that the land through which you access your property is part of the Korung National Park (Reserve 47881).

Reserve 47881 is owned by the State and managed by DPaW. The formalisation of your access arrangements through the Reserve is therefore a matter which would need to be agreed with that Department. DPaW falls under the ministerial portfolio of the Minister for Environment, Hon Albert Jacob MLA.

While I am unable to assist in resolving your concerns, I have referred your email to Minister Jacob for his consideration.

I appreciate you raising this matter with me and trust the above information is of assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read "John Day".

**JOHN DAY
MINISTER FOR PLANNING;
CULTURE AND THE ARTS**

4 JAN 2016



Hon Albert Jacob MLA
Minister for Environment; Heritage

Our Ref: 50-11811

Ms Sarah Hardman
221 Merrivale Road
PICKERING BROOK WA 6076

Dear Ms Hardman

I refer to your email dated 16 December 2015 requesting assistance in formalising access to your property in Pickering Brook. As the Minister responsible for the Environment portfolio, including matters relating to Crown land classified as class 'A' reserve such as Korung National Park, your email has been referred to me by Hon John Day MLA, Minister for Planning.

I am pleased to note from your correspondence that staff from the Department of Parks and Wildlife have been helpful in trying to assist you. I understand the Department provided you with an informal access agreement by way of letter, intended to be sufficient evidence to alleviate any concerns over access, which was unfortunately not accepted by the prospective buyer's bank.

I have asked Parks and Wildlife to seek approval from the Conservation Commission of Western Australia for the creation of an easement over the portion of Korung National Park that is used for access to your property. If endorsed by the Conservation Commission, the easement process can then be finalised by the Department of Lands. In accordance with the *Land Administration Act 1997*, this will require the matter to be laid before both Houses of Parliament by the Minister for Lands. I have copied the Minister for Lands, Hon Terry Redman MLA, into this letter to assist in this process.

I trust that in the interim this letter will be sufficient evidence of the intention to formalise legal access to your property.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Albert Jacob'.

Albert Jacob MLA
MINISTER FOR ENVIRONMENT; HERITAGE

cc: Hon Terry Redmond MLA, Minister for Lands
Hon John Day MLA, Minister for Planning

04 FEB 2016



Government of **Western Australia**
Department of **Lands**

Our ref: 39-22563 160579
Enquiries: Jay Colton 6552 4589
jay.colton@lands.wa.gov.au

Ms Sarah Hardman
221 Merrivale Road
PICKERING BROOK WA 6076

Dear Ms Hardman

**ACCESS EASEMENT OVER KORUNG NATIONAL PARK (RESERVE 47881) –
PICKERING BROOK, SHIRE OF KALAMUNDA**

I refer to the letter dated 4 February 2016 from the Hon Albert Jacob MLA, Minister for Environment; Heritage to you which was copied to the Hon Terry Redman MLA, Minister for Lands.

The Department of Parks and Wildlife has recently contacted this Department to bring attention to this matter. The Department's internal Assessment team is currently investigating the proposed grant of an 'access' easement over that portion of Korung National Park (Class A Reserve 47881) used as the access to your freehold Lot 830 on Deposited Plan 202184. This assessment will include an investigation into the history of the land and a determination of whether native title is extinguished.

It is my understanding that the Department of Parks and Wildlife and the Conservation Commission of WA have provided their support to the proposed easement.

As the proposed grant of an easement under section 144 of the *Land Administration Act 1997* (LAA) is through Crown land which is classified as a Class A reserve, the Minister for Lands must cause the proposal to be laid before each House of Parliament. This process will be conducted by the Department of Lands and as this will likely take some time to complete you can contact Jay Colton with any queries on 6552 4589 or jay.colton@lands.wa.gov.au. Jay's details can be passed on to any prospective purchaser if they wish to discuss the matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Cecelia Smith'.

Cecelia Smith
Manager
Metropolitan and Peel Region

23 February 2016

82 Merrivale Rd.
Pickering Brook
W.A. 6076

14th December 2016

The Manager
Department of Lands
West Perth

Attention; Cecelia Smith

ACCESS EASEMENT OVER KORUNG NATIONAL PARK (RESERVE 47881) – PICKERING BROOK, SHIRE OF KALAMUNDA

Dear Cecelia,

I would like to draw your attention to our application for a statutory formalisation of appropriate access easement to our property at 221 Merrivale Road Pickering Brook dated 20th January 2016.

I have enclosed a copy of the map showing the proposed access easement and copies of the correspondence that took place 12 months ago.

I have sent an email and made several phone calls to Jay Colton to enquire as to the progress of this application but have never received a reply.

I appreciate that the process does take some time but I want to ensure that all is in order and that the application is in the system.

I look forward to hearing from you.

Yours sincerely



Gillian Fantuz

cc: Anne E Greig Land Service Officer, Department of Parks and Wildlife

4.6. RESERVE CLASSIFICATIONS

The *Land Act 1933* provided for reserves of Crown land to be classified as Class A, B or C reserve.

Under the LAA, there is only one classification for reserves – Class A reserves. All other reserves are simply known as “reserves”. However existing Class “B” reserves are continued by the LAA’s transitional provisions (see paragraph 4.6.2).

4.6.1. CLASS A RESERVES

4.6.1.1. INTRODUCTION

Class A reserves afford the greatest degree of protection for reserves of Crown land created under the LAA. The “A” classification is used solely to protect areas of high conservation or high community value.

As a matter of policy, Lands Division officers should take into consideration principles including but not limited to the following when proposing to classify Class A reserves:

- Where reserved land has special values warranting a very high level of protection,
- “A” classification should not be created without restraint, as the perceived value of such classifications may otherwise be degraded, and because of the substantial overheads involved in modifying such reserves;
- Reserves should not be given an “A” classification without reference to and agreement by the Department of Industry and Resources (DOIR) because of the constraints on accessing class “A” reserves for mining, resource development and other uses;
- Cabinet may direct “A” classification for specified reserves or a particular category of reserves;
- Regard must be had to the requirements of the *Native Title Act 1993* and associated policies, before proceeding with an “A” classification.

4.6.1.2. AMENDMENT OF CLASS A RESERVES

Under the *Land Act 1933*, class A reserves were, subject to certain actions under section 31(4) of that Act only amended by an Act of Parliament. Under the LAA, the process to amend Class A reserves has been modified.

As a general rule, with the exception of class A CALM reserves, amendments of Class A reserves under the LAA do not require an Act to be presented before both Houses of State Parliament.

Under the LAA, class A reserves can be amended in one of 2 ways:

- Where the amendments are of a minor nature, those amendments may be made by the Minister making a Ministerial order.

Reserves

Chapter 4

What constitutes a minor amendment is set out in section 42(3) of the LAA. Minor amendments include:

- adding Crown land to a class A reserve (Refer Form LAA - 1100– Order for Addition of Land to Class “A” Reserves);
- amending Class A reserves for the purpose of correcting unsurveyed boundaries provided that the area of the reserve is not reduced by more than 5%;
- excising 5% or one hectare, whichever is the lesser, of the area of a class A reserve for the purpose of public utility services;
- redescribing locations or lots or adjusting areas of locations or lots within a class A reserve provided that the external boundaries of the class A reserve do not change; and
- amalgamating 2 or more class A reserves having a similar purpose and the same management body (Refer Form LAA - 1097 – Amalgamation Order for Class “A” Reserves).

Please note, forms are to be completed by RDL staff only, however examples of completed forms are available on RDL’s website (see State Land – Forms) for information purposes only).

- Where the amendments are not of a minor nature (that is, do not come within any of the above 5 types of amendments), the Minister can only amend a Class A reserve by tabling the proposal in both Houses of Parliament in accordance with section 43 of the LAA.

What constitutes a major amendment is set out in section 42(4) of the LAA. Major amendments include:

- reducing the areas of, or excising an area from, a class A reserve for a purpose other than the correction of unsurveyed boundaries or for public utility services – Section 42(4)(a);
- excising an area from a class A reserve for the purpose of creating a road - Section 42(4)(b);
- cancelling a class A reserve - Section 42(4)(c);
- changing the purpose of a class A reserve - Section 42(4)(c); or
- changing the classification of a class A reserve - Section 42(4)(c).

Under section 43, the proposal to amend a Class A reserve can only proceed where:

- a disallowance motion to the proposal is not made within 14 sitting days of either House of Parliament; or
- a disallowance motion is made within the 14 sitting days, debated and lost in 30 sitting days.

Where the disallowance motion is not debated within 30 sitting days, the proposal to amend the Class A reserve lapses and the process must be started all over again.

The number of sitting days for the tabling of a proposal to amend a Class A reserve can be counted across different sessions of Parliament and across different Parliaments – Section 43 (2) and (3) of the LAA.

Any amendment of a Class “A” reserve can only be made after the Minister has advertised his or her intention to make those amendments in a newspaper circulating throughout the State 30 days before making that order – Section 42(5) of the LAA.

Chapter 4

Reserves

Quality Assurance Procedures within RDL state, that Members of Parliament representing the region affected by the proposal from both houses are advised of the impending advertisement and tabling of the proposal.

Quality Assurance procedures also make reference to the preparation and submission for a correction to a submission tabled before Parliament.

4.6.2. CLASS B RESERVES**4.6.2.1. INTRODUCTION**

Class “B” reserves were created under the *Land Act 1933*. Those class B reserves remaining under the *Land Act 1933* continue and remain so classified as if the *Land Act 1933* had not been repealed. Class B reserves cannot be created under the LAA.

4.6.2.2. CANCELLATION OF CLASS B RESERVES

Class B reserves can only be cancelled by the Governor by proclamation in accordance with section 31(2) of the *Land Act 1933* by order made under the LAA (see clause 14(6)(a) of schedule 2 of the LAA)

The Minister for Lands may continue to deal with Class “B” reserves created under the *Land Act 1933* provided that, should the reservation be required to be cancelled, the Minister must make an order under the LAA and also present a special report to both Houses of Parliament setting out the reasons for the cancellation and the purpose to which the land is intended to be used. The report must be made to both Houses of Parliament within 14 days from the date of cancellation, if Parliament is already in session, and if not, within 14 days after the commencement of the next session of Parliament: Section 31(2) of the *Land Act 1933*.

4.6.3. CLASS C RESERVES

Class C Reserves were created under the *Land Act 1933*. Class C Reserves cannot be created under the LAA.

4.9.1. EASEMENTS OVER CLASS A RESERVES

Policy 8.1.7 in the Government Land Policy Manual (please note this manual is not available on this website – please contact RDL's Lands Division, State Land Services for further information) deals with easements over Class A reserves.

Once a reserve has been classified as a Class A reserve for a particular purpose, the Minister can only grant an easement under section 144 of the LAA or permit the creation of an easement (under section 148 of the LAA) over a Class A reserve under section 44 of the LAA. An easement over a Class A reserve can only be granted where:

- the Minister advertises his or her intention to so act in a newspaper circulating throughout the State, and
- a proposal for the easement is laid before both Houses of Parliament in accordance with the procedure set out in section 43 of the LAA.

The Minister must advertise his or her intention in a State newspaper not less than 30 days before granting an easement or permitting the freehold owner of a Class A reserve to issue an easement. The advertisement must detail the reason for granting the easement and the purpose of the easement.

Under section 43, the easement can only proceed where:

- a disallowance motion to the proposal for the easement is not made within 14 sitting days of either House of Parliament; or
- a disallowance motion to the proposal for the easement is made within the 14 sitting days, debated and lost in 30 sitting days.

Where the disallowance motion is not debated within 30 sitting days, the proposal to grant the easement lapses and the process must be started all over again.

The number of sitting days for the tabling of a proposal to grant an easement over a Class A reserve can be counted across different sessions of Parliament and across different Parliaments: see section 43(2) and (3) of the LAA.

Easements over Class A reserves should be avoided, wherever possible. Use of existing roads or other 'corridors' through such reserves is to be encouraged. Where it is necessary to grant an easement through an A Class Reserve, the easement and the services it protects should constitute minimal interference with the reserve's values and use and enjoyment by the public.

The easement purpose should complement at least or be compatible with the purpose of the reserve. For example, a gas pipeline through a show ground reserve or an easement that requires substantial land clearing through a flora conservation reserve may not be appropriate. If such easements are essential, it will be necessary to ensure adequate conditions are contained in the easement document to provide protection and/or compatibility between the two purposes or to excise the area from the reserve.

The Manager of the relevant State Land Services region should ensure that any high-risk easement (eg. gas pipeline) through a Recreation or high public use reserve makes comprehensive provisions to safeguard users against danger (eg. encasing pipe in concrete) and the agreed Crown indemnity clause is used.

Where a Class A reserve is the subject of conditional tenure under section 75 of the LAA, and the landowner proposes to grant an easement using his powers under section 148 of the LAA, Registration Services should not accept such easement without first ensuring that 30 days' notice of intent has been published in the newspaper and approval on behalf of the Minister has been granted after tabling in Parliament.

No other transaction is permitted over a Class A reserve. If a particular transaction is essential over part of a Class A reserve, the land must first be excised from the Class A reserve and brought back to unallocated Crown land. The tabling process for excision of the land in section 43 of the LAA must be followed. See Paragraph 4.6.1.2 for details of this process.

Once the land becomes unallocated Crown land, the powers of the Minister under the LAA can apply.

4.9.2. TRANSACTIONS OVER RESERVES

Transactions under the LAA over reserved land are dependent upon whether or not the reserved land is managed or unmanaged.

4.9.2.1. TRANSACTIONS OVER MANAGED RESERVES

Where a reserve is classified for a specific purpose and placed under the care, control and management of a management body, the management body may deal with the reserved land subject to -

- the express powers granted to that management body in the Management Order; and
- the consent of the Minister for Lands under section 18 of the LAA.

It should be noted that section 46 (3b) of the LAA provides that where a management order has been issued to a state government agency or a Minister, the consent of the Minister for Lands under section 18 of the LAA to a dealing in that reserve is not required unless the management order specifically requires such consent. Section 18(8) (d) of the LAA also sets out some exceptions when prior ministerial approval under section 18 is not required.

4.9.2.2. POWERS OF LOCAL GOVERNMENT UNDER THE *PARKS & RESERVES ACT 1895*

Section 3.54 of the *Local Government Act 1995* empowers Local Governments to exercise certain powers for the purpose of controlling and managing reserves placed under their care, control and management by the *Land Act 1933* and, following its repeal, by the LAA.

Under this section of the *Local Government Act 1995*, Local Governments have certain powers under section 5(1) of the *Parks and Reserves Act 1895* to control and manage reserves, including the power to grant licences for

- the de-pasturing of animals on reserves; and
- the removal of any sand, gravel or other earth or mineral, and for cutting and removing wood.

With the exception of section 5 of the *Parks and Reserves Act 1895* as it relates to the exercise of certain management powers in relation to reserves by Local Government under the *Local Government Act 1995*, most of the management issues relating to reserves of Crown land are now covered by Part 4 of the LAA.

The powers exercised by Local Government over reserves under the *Local Government Act 1995* are statutory powers given to Local Government, and are in addition to the powers under the LAA. Licences prepared and entered into by Local Government (using the powers of a Board appointed under the *Parks and Reserves Act 1895*) are licences granted by Local Government under the *Parks and Reserves Act 1895*.

However, Officers within the Directorate should note that section 5(1a) of the *Parks and Reserves Act 1895* clearly provides that, unless the purpose of the reserve is the same as that

8.4.3. EASEMENTS OVER CLASS A RESERVES

Section 44 of the LAA requires that any proposal to grant an easement over a Class A reserve should be:

- advertised in a State-wide newspaper;
- no sooner than 30 days after advertisement, tabled in both Houses of Parliament.

Easements over Class A reserves should be avoided, wherever possible. Use of existing roads or other 'corridors' through such reserves is to be encouraged. Where it is necessary to grant an easement through an A Class Reserve, the easement and the services it protects should constitute minimal interference with the reserve's values and use and enjoyment by the public.

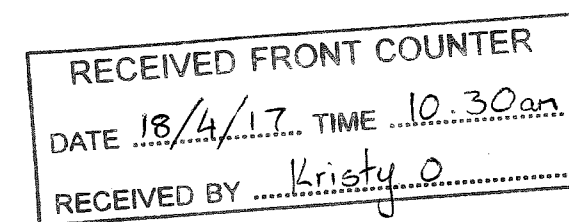
Where after careful consideration it has been agreed that an easement should be created over a Class A Reserve, the Lands Division is to arrange preparation and publication of newspaper advertisement 30 days prior to issuing or granting approval to an easement through a Class A Reserve. Notice for tabling in Parliament may be prepared at the same time. Newspaper advertisements must detail reason, purpose, extent and grantee of the proposed easement. Advertisement must also occur 30 days before action/approval to ensure that easement occurs.

State Land Services Managers of the Lands Division should ensure that any high-risk easement (for example, gas pipeline) through a Recreation or high public use reserve makes comprehensive provisions to safeguard users against danger (for example, encasing pipe in concrete) and the agreed Crown indemnity clause is used.

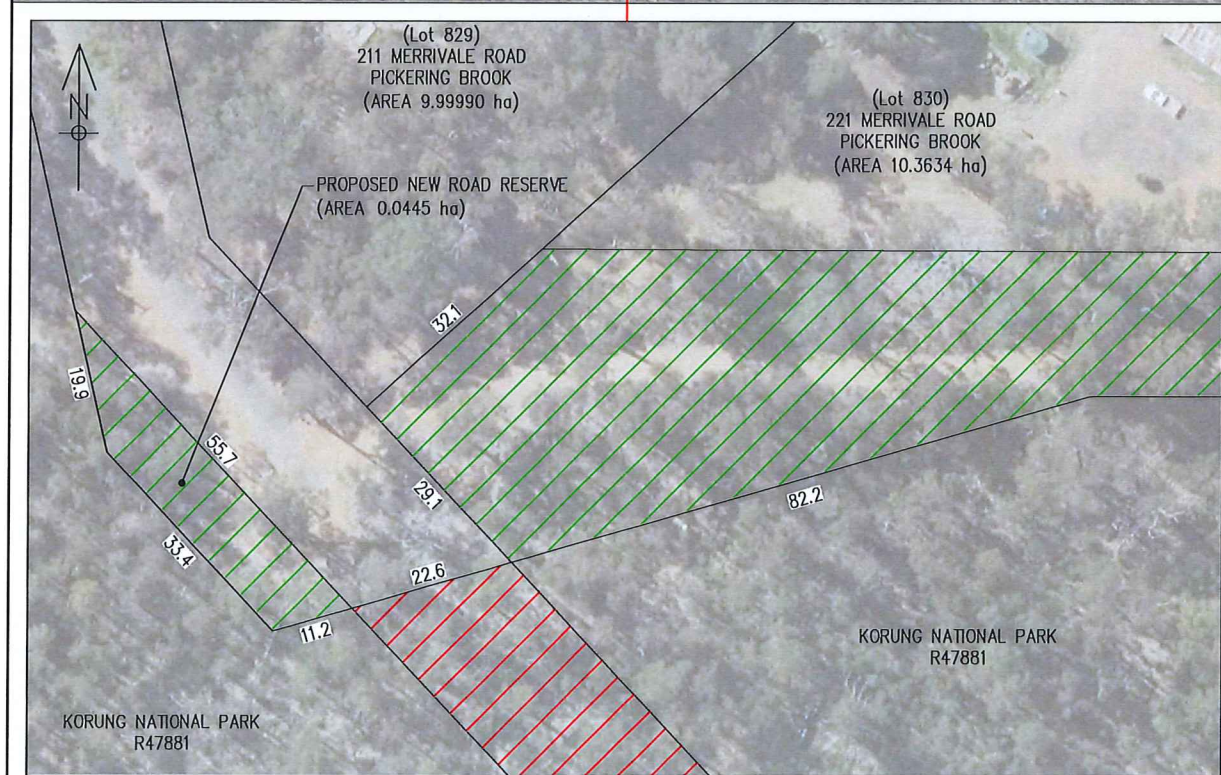
An LAA Easement cannot be granted over CALM Act Reserves for purposes inconsistent with the CALM Act. *(Note however, that the LAA may be amended to enable easements to be granted over CALM Act land for any purpose).*

Where a Class A reserve is the subject of conditional tenure under section 75 of the LAA, and the landowner proposes to grant an easement using his powers under section 148 of the LAA, Registration Services should not accept such easement without first ensuring that 30 days' notice of intent has been published in the newspaper and approval on behalf of the Minister has been granted after tabling in Parliament.

RDL Officers should relate to Policy 8.1.7 in the Government Land Policy Manual which relates to easements over Class A reserves



C. E. O
KALAMUNDA SHIRE
2 RAILWAY RD.
KALAMUNDA.
L.P 6076



INSET
SCALE 1:500

PLAN
SCALE 1:1500

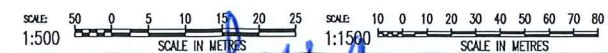
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TABLE C

Local Government Checklist to close a Road (Dedicated Public Road)

ITEM	DOCUMENTS TO BE PROVIDED	ATTACHED
1	Report/Background information to Councillors before Council Meeting to close road	
2	Signed copy of Council Resolution to close road	
3	Copy of advertisement to close road	
4	Copies of any submissions and objections to advertisement	
5	Signed copy of Council motion and comments on submissions and objections	
6	<p>Copies of correspondence to public utility service providers and other agencies confirming their agreement to the proposed closure</p> <ul style="list-style-type: none"> • Water Corporation • Western Power • Alinta Gas • Telstra • Department of Industry and Resources • Dampier to Bunbury Natural Gas Pipeline (DPNGP) Land Access Minister • RDL (Statutory Planning) 	
7	Sketch plan showing proposed allocation/sale of land in road to adjoining owners (to identify easements under either section 167 of the Planning and Development Act 2005 for drainage works, water, electricity or gas, if required or, under section 144 of the LAA)	

TABLE D

RDL Checklist to Dedicate a Road where the land is Reserved or Acquired for use by the Public as a Road under the Care, Control and Management of Local Government

ITEM	DOCUMENTS TO BE PROVIDED	ATTACHED
1	Signed and dated copy of Council resolution to request dedication of road	
2	Details of consultation process together with the number of objections and support plus comments including Local Government's comments on these submissions	
3	Indemnity in favour of the Minister for Lands against any claims for compensation and costs	
4	<p>Copies of correspondence to public utility service providers and other agencies confirming their agreement to the proposed dedication.</p> <ul style="list-style-type: none"> • Water Corporation • Western Power • Alinta Gas • Telstra • Department of Industry and Resources • Dampier to Bunbury Natural Gas Pipeline (DPNGP) Land Access Minister • RDL (Statutory Planning) 	
5	Plan of survey, sketch plan or document to describe the dimensions of the road	
6	Written confirmation that the Local Government has complied with section 56(2) of the LAA	

10.2. Development Services Reports

10.2.1. Proposed Two Storey House - Lot 45 (4) Brie Brie Crescent, Kalamunda

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

Previous Items	N/A
Directorate	Development Services
Business Unit	Approval Services
File Reference	BR-28/004
Applicant	IQ Construction
Owner	Jan and Paul Brenton
Attachments	<ol style="list-style-type: none"> 1. Site Feature Contour Plan [10.2.1.1] 2. Site Plan [10.2.1.2] 3. Site Plan Image Reference [10.2.1.3] 4. Images 1-2 [10.2.1.4] 5. Images 3-5 [10.2.1.5] 6. Floor Plan First Floor [10.2.1.6] 7. Floor Plan Second Floor [10.2.1.7] 8. Elevations [10.2.1.8] 9. Elevations (2) [10.2.1.9] 10. Overshadowing Diagram [10.2.1.10] 11. Applicant Justification [10.2.1.11] 12. Applicant Justification (2) [10.2.1.12] 13. Site Photos [10.2.1.13] 14. Submitters Comments Table [10.2.1.14]
Confidential Attachment	<ol style="list-style-type: none"> 15. Confidential Submitters Map – provided under separate cover <p><i>Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (b) - "the personal affairs of any person."</i></p>

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider a development application for a proposed two storey house at Lot 45 (4) Brie Brie Crescent, Kalamunda.
2. The Proposal is compliant with the deemed to comply requirements of the Residential Design Codes (R Codes), with the exception to the front and rear boundary setbacks and wall height.
3. The proposal was advertised to the surrounding landowners in accordance with the City's P-DEV 45 (Public Notification of Planning Proposals). During the advertising period a total of one (1) objection was received. The applicant has provided further justifications for the assessment under the design principles in line with the R Codes.
4. It is recommended that Council approve the application, subject to appropriate conditions.

BACKGROUND

5. Land Details:

Land Area:	2006m ²
Local Planning Scheme Zone:	Residential R5
Metropolitan Regional Scheme Zone:	Urban

6. Locality Plan:



7. The size of the subject site is narrow in shape, with a two road frontage comprising a 22m frontage to West Terrace and 66m frontage to Brie Brie Crescent. The site has a significant fall of 8m from the north east rear corner of the site to the north west corner fronting West Terrace.

DETAILS

8. The applicant is seeking approval for a two storey house consisting of the following (refer Attachments 1 to 11):
1. Ground floor – kitchen, living, guest bedroom, triple garage and alfresco area.
 2. First floor – bedrooms, activity room and balcony.
9. When a proposal does not meet the deemed to comply requirement of the R Codes, the proposal is assessed against the relevant design principles. The applicant is seeking a design principle assessment in respect to the front boundary setback, rear boundary setback and total wall height of the house.
10. The proposed two storey dwelling is cut into the site which is excavated approximately 2m below the road level and designed to meet ground level at Brie Brie Crescent for vehicle and pedestrian access. The eastern side of the building is cut into the slope to meet existing excavated ground level however

the balcony extends out in a north-westerly direction using pole construction to accommodate the approximate 8m slope of the site.

11. The applicant in support of the proposal has provided justification for the proposed variations (refer Attachments 12 and 13) which addresses the design principles of the R Codes with some general comments which are summarised as follows:

1. The applicant submits the design principle assessments are due to the steep slope of the land and lot size and shape constraining the location of the house on the property. The façade is designed with no large areas of blank wall or unsightly utilities, and is located below the road level and will have an unobtrusive impact on the streetscape. In addition, the house is designed to accommodate the aspect to views of significance with no points of overlooking and balconies facing the street rather than adjoining properties. No privacy or access to light and ventilation will be affected by this proposal.

STATUTORY AND LEGAL CONSIDERATIONS

12. The subject property is zoned "Residential" in accordance with Local Planning Scheme No. 3 (the Scheme) with a density coding of "R5". Under Clause 4.2.1 the objectives of the residential zone are as follows:
1. *To provide primarily for single residential development whilst allowing for a range of densities in order to encourage a wide choice of housing types within the City.*
 2. *To give consideration to grouped dwelling developments if the site is near amenities and can be integrated into the single residential environment.*
 3. *To facilitate a range of accommodation styles and densities to cater for all community groups inclusive of the elderly, young people in transition and the handicapped. Such accommodation is supported where it is appropriately situated in proximity to other services and facilities.*
 4. *To encourage the retention of remnant vegetation.*

POLICY CONSIDERATIONS

13. State Planning Policy 3.1 – Residential Design Codes (R-Codes)

Should any aspect of a proposal not meet the deemed-to-comply provisions of the R-Codes an assessment of the proposal is made against the 'Design Principles' of the R-Codes. In this case clauses:

- 5.1.3 – Lot Boundary Setback and,
5.1.6 – Building Height

14.

Assessment Under Residential Design Codes	Deemed to Comply Provision	Proposed by the Applicant	Design Principle Assessment
Front Setback to Dwelling	12m	2.6m to 7.029m	-9.4m to 4.971m
Rear Setback to Dwelling	6m	2.3m to 4.910m	-3.7m to 1.09m
External Wall Height	6m	6m to *7.2m	-*1.2m

*note, the extent of the non-compliance only applies to the north west portion of the wall, the remainder is compliant with the deemed to comply requirements of the R Codes.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

15. The proposal referred to internal departments who were invited to comment on the proposal or request that the proposal be referred to them for formal assessment. As part of this process the City's Environmental Health and Assets departments requested to make comment.

Following the completion of the internal referral the Environmental Health department returned no concerns to the proposal. The Assets team raised concerns regarding the angle of the crossover as it applied to Brie Brie Crescent. It is considered that these concerns can be addressed with appropriate conditions.

External Referrals

16. The proposal was advertised in accordance with the City's Local Planning Policy P-DEV 45 (Public Notification of Planning Proposals). As part of this advertising letters were sent to adjoining property owners inviting comment. During the course of advertising a total of one (1) response was received, comprising an objection with comments.

A summary of the objection is as follows:

Setbacks:

The respondent presumes that the required setback distances have been put in place for a reason, and that altering them is not acceptable. In addition to this, altering the front boundary setback from 12m to 2.6m will bring the house far too close to the primary street.

Height:

The respondent states that they object to the height as the limit set by the Residential Design Codes is set at 6m.

Responses to the above comments are noted in Attachment 15 – Submitters Table and in the Officer Comment section of this report.

FINANCIAL CONSIDERATIONS

17. If Council refuses the application or imposes conditions that are unacceptable to the applicant, there is a right of review (appeal) to the State Administrative Tribunal (SAT). In the event that Council refuses the application, costs to engage an expert witness to assist the City's General Counsel to defend the City's position at a SAT hearing is expected to be in the vicinity of \$20,000.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

18. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

Strategy 3.1.1 - Plan for diverse and sustainable housing, community facilities and industrial development to meet changing social and economic needs.

SUSTAINABILITY

Social Implications

19. The proximity of the dwelling to the street setback may result in an undue impact on the amenity of the adjoining neighbours.

Economic Implications

20. Nil.

Environmental Implications

21. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 22.
- | Risk: Undue visual impact on the primary street | | |
|--|-------------|--------|
| Likelihood | Consequence | Rating |
| Possible | Moderate | Medium |
| Action/Strategy | | |
| Ensure that appropriate cladding and façade design is incorporated into the frontage of the building to increase the aesthetics of the frontage that faces the street. | | |

OFFICER COMMENT

23. The proposed development meets the deemed-to-comply requirements of the R-Codes with the exception of the primary street setback, rear boundary setback and external wall height.

24. The proposal is assessed against the Design Principles of the R Codes as follows:

5.1.2 Street Setback

P2.1 *Buildings set back from the street boundaries an appropriate distance to ensure they:*

- a) Contribute to, and are consistent with, an established streetscape;*
- b) Provide adequate privacy and open space for dwellings;*
- c) Accommodate site planning requirements such as parking, landscape and utilities; and*
- d) Allow safety clearances for easements for essential corridors.*

P2.2 *Buildings mass and form that:*

- a) uses design features to affect the size and scale of the building;*
- b) use appropriate minor projections that do not detract from the character of the streetscape;*
- c) minimises the proportion of the façade at ground level taken up by building services, vehicle entries and parking supply, blank walls, servicing infrastructure access and metres and the like; and*
- d) positively contributes to the prevailing development context and streetscape.*

In regard to the above design principles the following is noted:

It is acknowledged that the proposal is seeking a significant reduction to the front boundary setback, it should be also noted that a number of surrounding properties also do not achieve the required setback of 12m under the R Codes. Furthermore, the proposed setback of 2.6m does extend out to 7.09m for the upper storey portion of the dwelling.

In respect to the other elements of the design principles, the proposal is fully compliant with the open space and privacy requirements of the R Codes, accommodates parking on site, landscaping and where required utilities. No easements exist on the property.

In respect to building mass and form, the applicant has designed the first floor level to be setback from the ground floor level to improve the articulation of the dwelling and has also proposed a mix of materials to the façade of the dwelling to make it more visually appealing. It should also be noted that due to the natural ground levels, the subject site falls away from Brie Brie Crescent, such that the location of the proposed dwelling will sit approximately 3-4m below the neighbouring property located directly opposite the subject site. This in effect will reduce the appearance of the building in terms of its bulk and scale.

The prevailing development context comprises a mixture of single and some two storey designed dwellings. In this regard, the proposal is considered consistent with the surrounding streetscape.

25. 5.1.3 Lot Boundary Setback:

P3.1 Buildings set back from boundaries so as to :

- a) Reduce impacts of the building bulk on adjoining properties;*
- b) Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and*
- c) Minimise the extent of overlooking and resultant loss of privacy on adjoining properties."*

In regard to the above design principles, the following is noted:

- a) The proposal provides adequate sun and ventilation to the building and open space and adjoining properties and is fully compliant with the overshadowing requirements of the R Codes And will not impact on the provisions of daylight to major openings of neighbouring dwellings; and
- b) The proposed development is fully compliant with respect to visual privacy to the side and rear boundaries of the site.

It is acknowledged that the proposal is seeking a reduction to the rear lot boundary setback. The applicant has sought to address this by increase the building setback for the upper floor to 4.910m thereby lessening the building impact to the rear boundary. Furthermore, the neighbouring property raised no objection to the reduced building setback.

26. 5.1.6 Building Height

P6 Building Height that creates no adverse impact on the amenity of adjoining properties or the streetscape, including road reserves and public open space reserves, and where appropriate maintains:

- a) Adequate access to direct sun into buildings and appurtenant open spaces;*
- b) Adequate daylight to major openings into habitable rooms ; and*
- c) Access to views of significance."*

In regard to the above design principles, the following is noted:

- a) The proposal is fully compliant with the overshadowing requirements of the R Codes And will not impact on the provisions of daylight to major openings of neighbouring dwellings; and
- b) The proposed development would not prevent access to views of significance.

In addition to the above, it should be noted that the house is proposed to be constructed on stumps, and this along with the natural fall of the land has led to the variation in height against the R-Codes. The applicant submits that the pole construction is the ideal way to address the natural ground level without impacting too heavily on the surrounding area. In this regard, the dwelling is to be located on a less undulating portion of the site, thus avoiding centrally located rocky outcrops which will afford the dwelling views to the west of the site. It is considered that were the applicant to undertake cut and fill on the site this would create more of an impact on the surrounding properties, especially during construction if any rock breaking was to occur.

If the dwelling were to satisfy the deemed to comply requirements of the R Codes, more of the building bulk would be positioned to the front portion of the site which may obscure views of significance of dwellings located to the south of the site.

The extent of the non-compliance with the deemed to comply is restricted to the north western portion of the wall height only. The overall wall height meets the deemed to comply.

27. Noting the above, it is recommended that approval be granted subject to conditions.

Voting Requirements: Simple Majority

RECOMMENDATION

RESOLVED OCM 29/2018

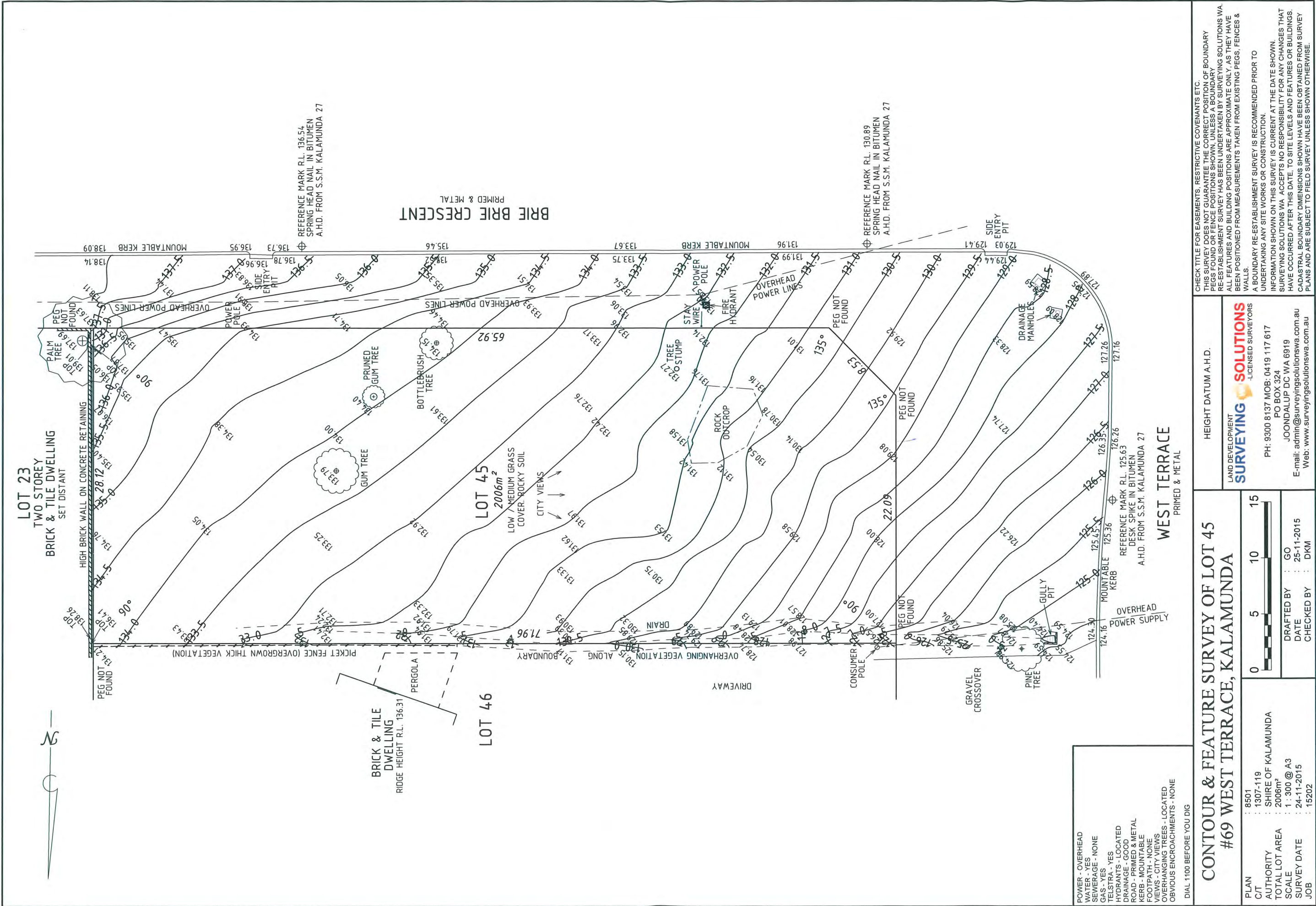
That Council:

1. Approves the application for a two storey house at Lot 45 (4) Brie Brie Crescent, Kalamunda, subject to the following conditions:
 - a) The development shall be carried out only in accordance with the terms of this application as approved herein, and any approved plan.
 - b) Stormwater shall be contained and disposed of on-site, to the satisfaction of the City of Kalamunda.
 - c) Within 30 days of the date of this approval, the applicant shall submit a schedule of materials and colours proposed for the dwelling to the satisfaction of the City of Kalamunda.
 - d) Crossover to be constructed in accordance with the City's *Specification for Crossover Construction*.
 - e) Landscaping within the verge shall be completed in accordance with the City's *Verge Development Guidelines*.

Moved: Cr Margaret Thomas

Seconded: Cr Michael Fernie

Vote: CARRIED UNANIMOUSLY (9/0)





- BUILDER'S NOTES**
- Builder to check all dimensions prior to commencing construction. Do not scale drawings.
 - All site dimensions dependent on original and true surveys.
 - All drawings are to be read in conjunction with all structural engineering drawings.
 - All external steelwork including linels and post supports to be hot dipped galvanised.
 - All steel strutting beam sizes are nominal only and are to be checked by builder before construction.
 - Select timber framing with selected external render finish and internal walling.
 - Timber studwork construction with select cladding externally.
 - All timber sizes not indicated shall comply with the light timber framing code AS 1684.
 - All roof framing to Australian Standards, including all structural engineering drawings.
 - All structural engineering drawings are nominal only and to be confirmed by builder prior to commencing.
 - Termite treatment to local authority requirements and NCC Part 3.1.3, Part 2.1.1 and Part 10.7.
 - Builder to liaise with plumbing contractor on site regarding all plumbing fixtures and fittings.
 - All plumbing fixtures and fittings to be installed in accordance with Australian Standards.
 - All scaffolding to comply with the occupational health, safety and welfare act.
 - Gas hot water system to manufacturer's requirements.
 - Gas cooktop to manufacturer's requirements.
 - Electric oven to manufacturer's requirements.

- ENERGY & STAR RATING**
- Climate zone 5, as per Building Codes of Australia.
 - Select ceiling insulation to house and attached garage.
 - All tap fittings other than bath outlets and garden taps to be a minimum 4 star WELS rated.
 - All shower heads to be minimum 3 star WELS rated.
 - All hot water outlets (taps, showers, washing machine water supply) to be connected to a hot water system or to a recirculating hot water system with pipes installed and insulated in accordance with AS/NZS 3500-2003, plumbing and drainage, part 4 heated water service.
 - Pipework from the hot water system or recirculating hot water system to be insulated to a minimum length of 2 litres of internal volume.
 - All sanitary flushing systems to be a minimum 4 star rated dual flush systems.

BAL NOTES

Site has been designated BAL 12.5, all works to meet requirements as per AS 3959 and completed bushfire management specification.

Items to be addressed as per relevant requirements in the BAL 12.5 specification. All external joints are to be sealed to prevent gaps greater than 3mm. External vents to include mesh screen, door and window construction as per specification, weather seals to all external doors, roof vents to include ember guards, roof penetrations as per specification.

STORMWATER NOTES

Stormwater Calculation

Roof cover = 369.34m²
Imperious surfaces = 155.19m²
Total = 525.53m²

525.53m² x 0.125 = 65.7m³ (required volume)

4 soakwells @ Ø1200x1200d (holding capacity of 1.31m³ each)

2 soakwells @ Ø1200x600d (holding capacity of 1m³ each)

Total on site holding capacity = 7.24m³

Stormwater to run into soakwells as per builder's standard specification. All soakwells to be interconnected.

Stormwater silt drains to be commercially sized for large capacity, connected to soakwells.

SW soakwells as noted above

SITE COVER

Proposed residence = 281.05m²
Lot 45 = 2006m²

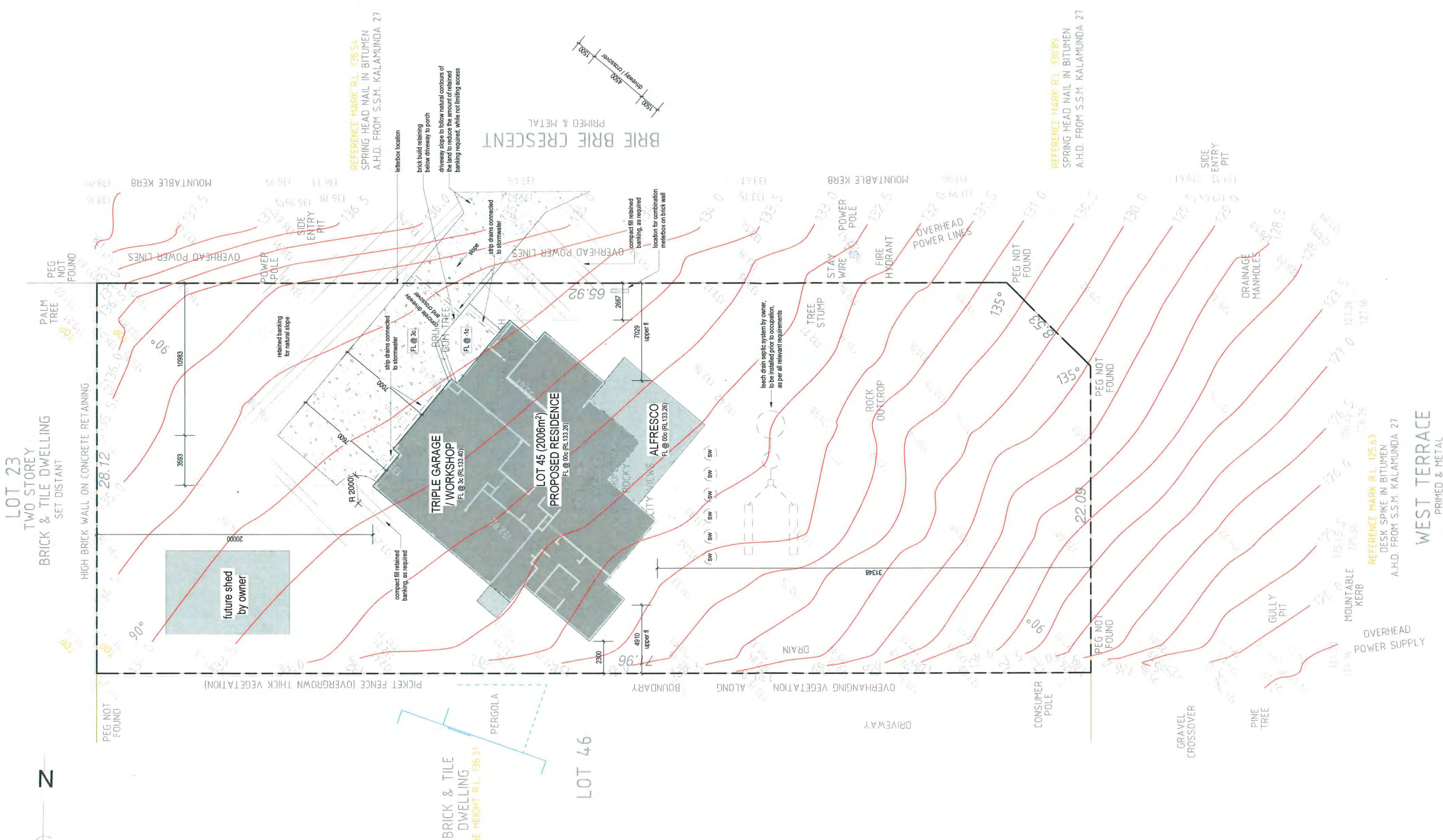
Site cover = 14%

BANKING NOTE

All proposed banking to incorporate natural landscaping with condusive plants and soil for assistance with natural drainage.

GRADING NOTE

Imperious surfaces to grade towards stormwater silt drains or adjacent landscaping areas.





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PROJECT: PROPOSED RESIDENCE

STAGE: WORKING

DRAWING: SITE PLAN

SCALE: 1:200

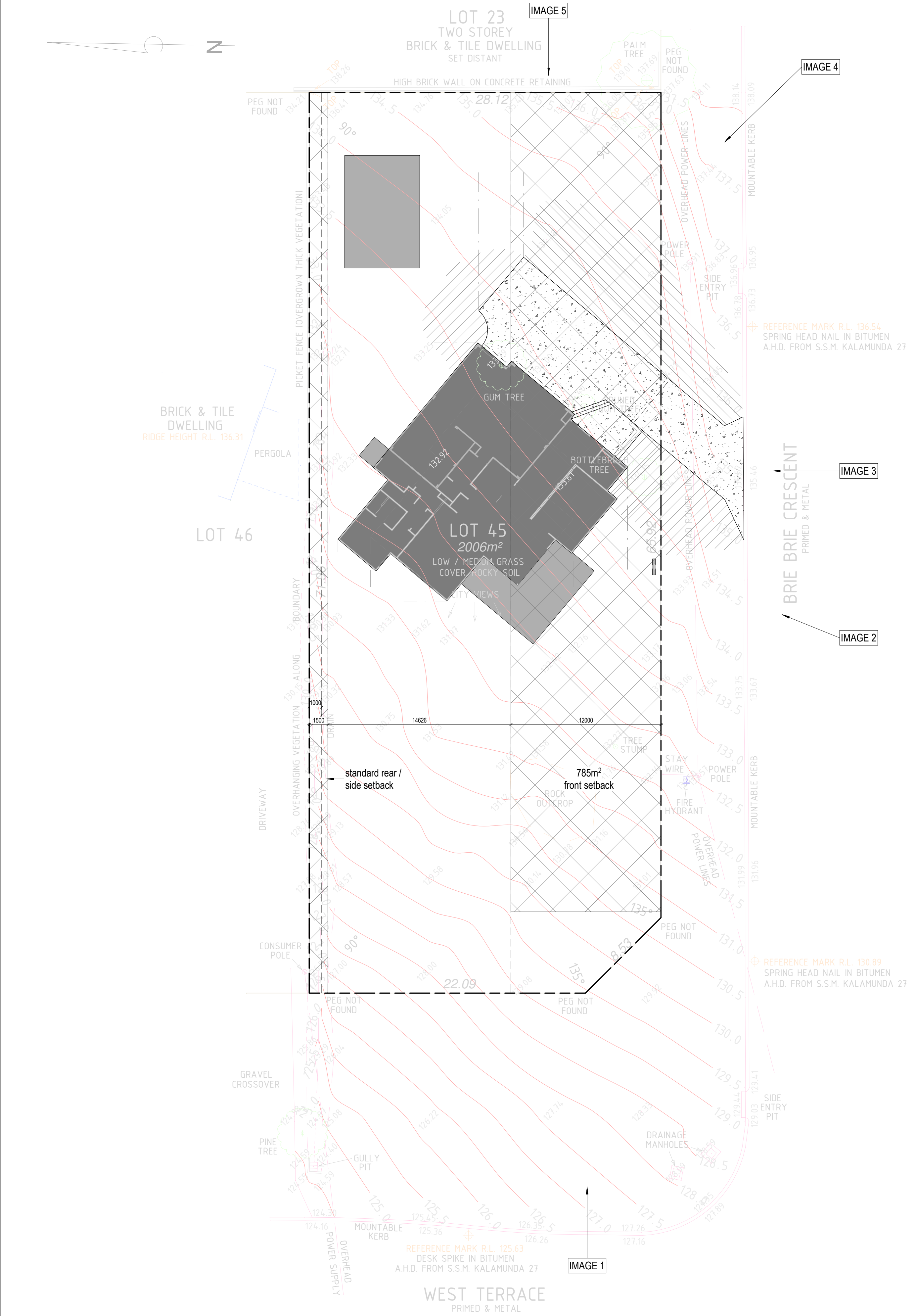
DATE: 8 Nov. 17

SHEET NO: A01 of 19

ADDRESS: LOT 45 (#4) BRIE BRIE CRESCENT, KALAMUNDA

CLIENT: CLIENT

IO CONSTRUCTION



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PROJECT	PROPOSED RESIDENCE	STAGE	WORKING
ADDRESS	LOT 45 (#4) BRIE BRIE CRESCENT, KALAMUNDA		

DRAWING	SITE
0m	DRAWN D.M.
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SCALE	1 : 200	@A2
DATE	21 Dec. 17	
SHEET NO.	XX of 21	



Image 1 - View from West Terrace



Image 2 - Side view from Brie Brie Crescent



Image 3 - Side view from Brie Brie Crescent

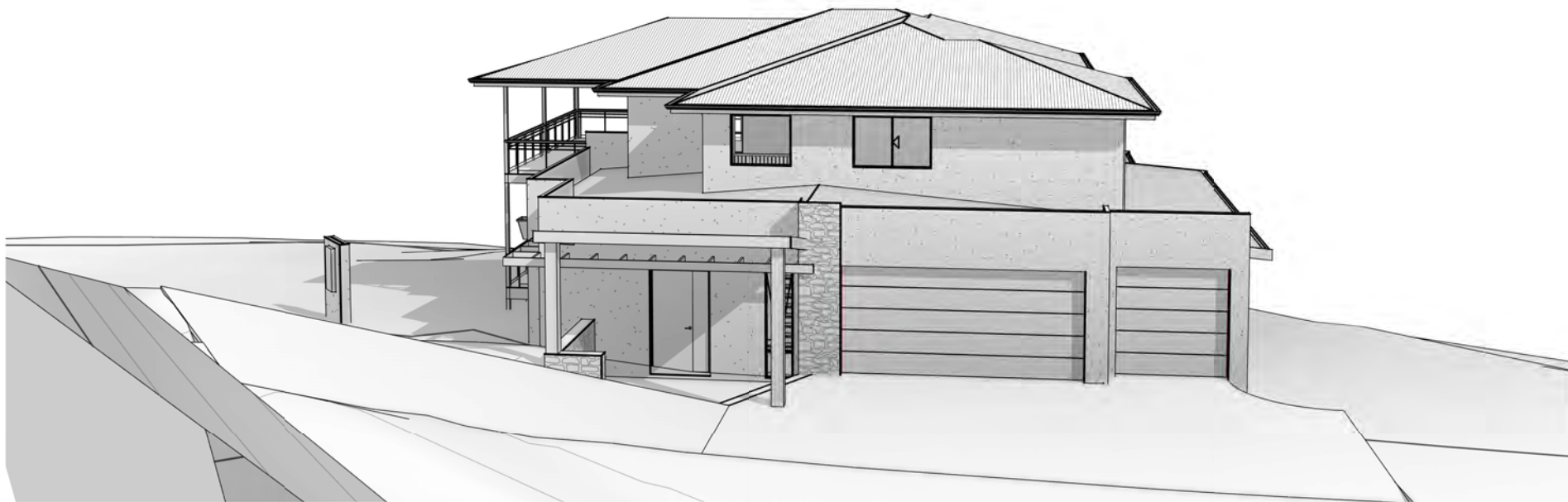


Image 4 - Top view from Brie Brie Crescent

brick boundary fence to be 1800mm high as per Schedule 1 (point 4.d) of the Shire of Kalamunda local fencing law

brick fence shown with transparency

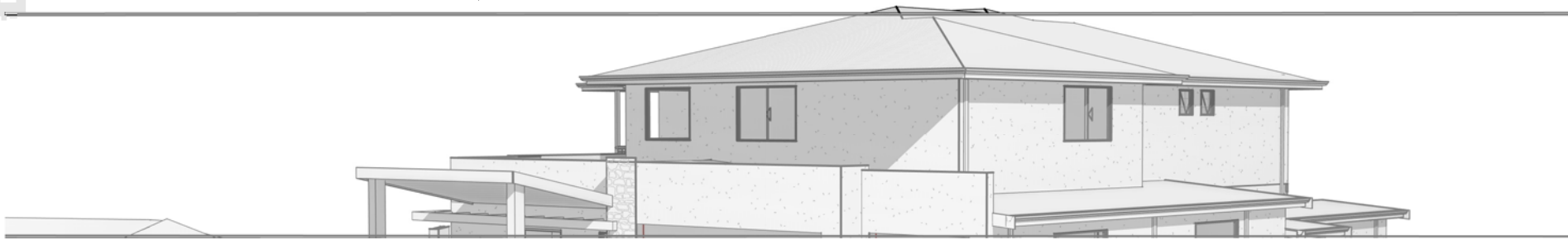
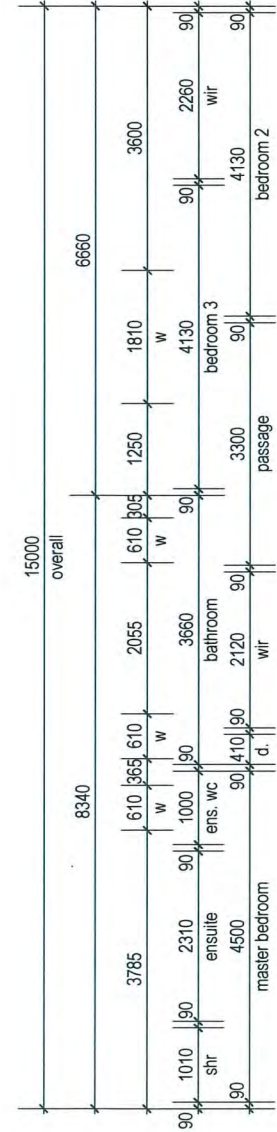
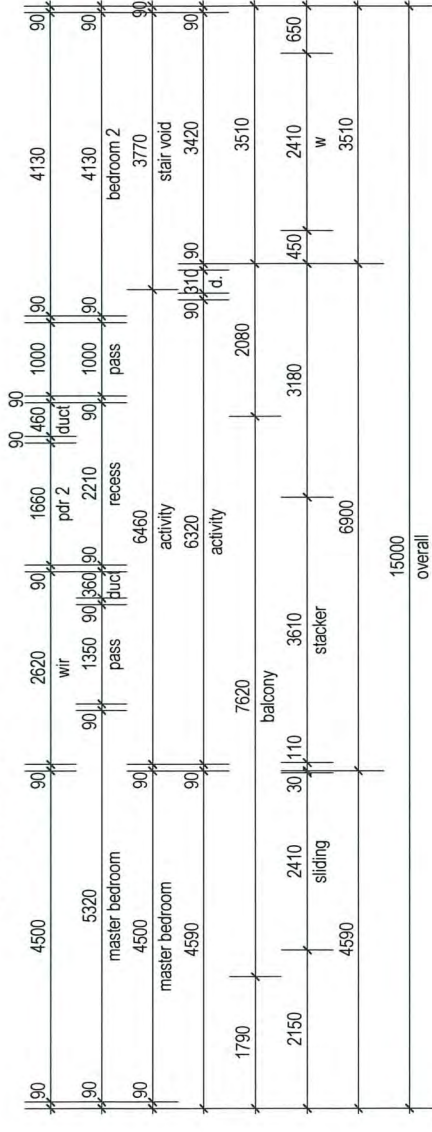
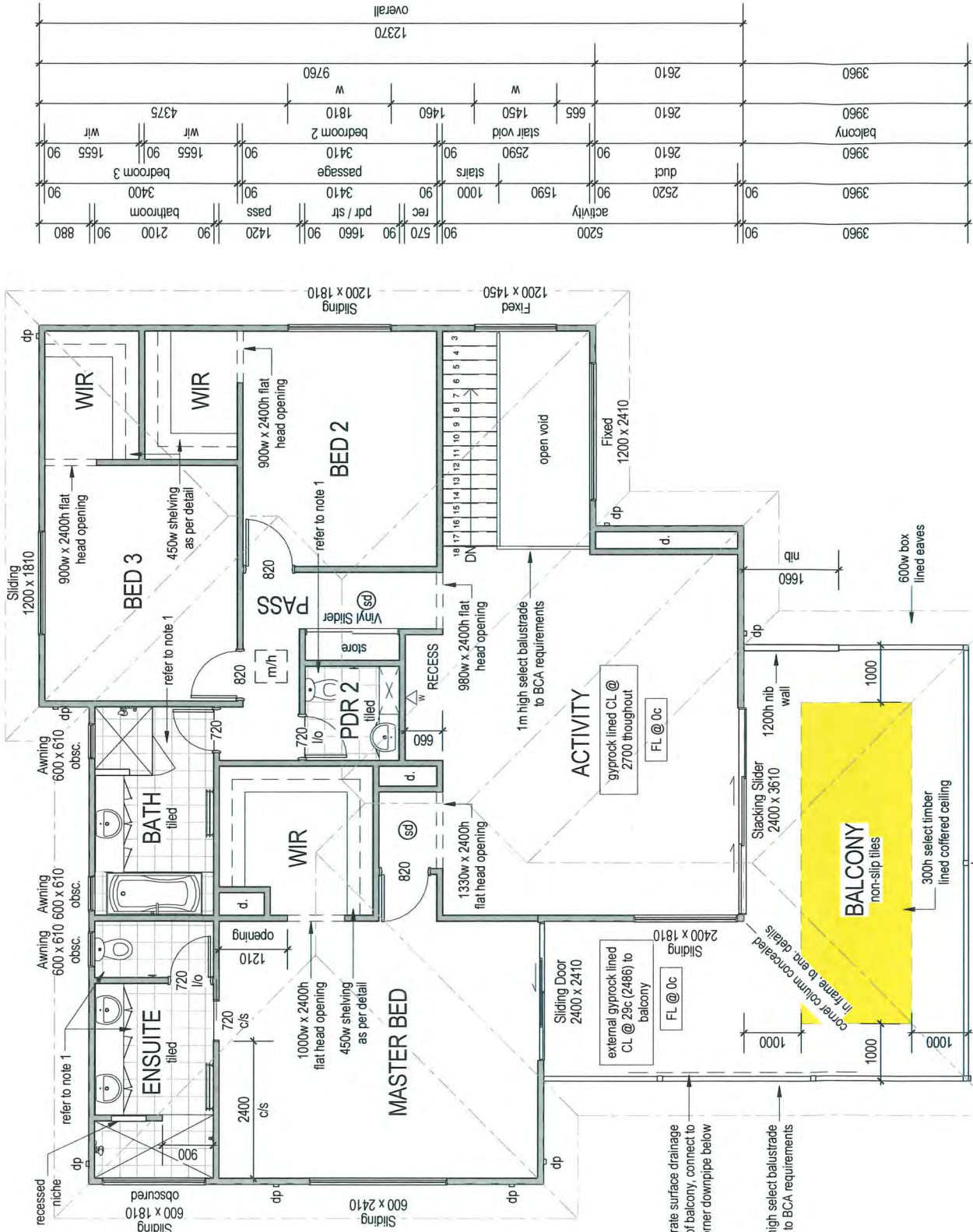
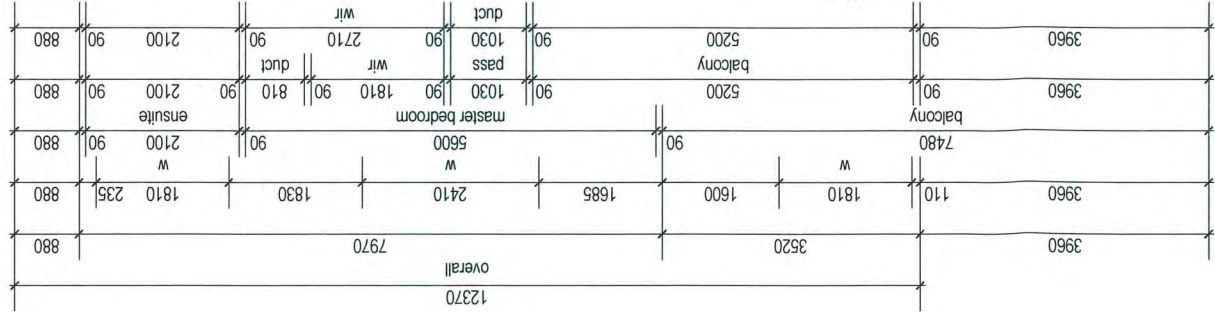


Image 5 - View from Lot 23

BAL NOTES	
Site has been designated BAL 12.5, all works to meet requirements as per AS 3959 and completed bushfire management specification.	
Items to be addressed as per relevant requirements include, but are not limited to - external fibre cement cladding to be a minimum of 6mm thick, all external joints are to be sealed to prevent gaps greater than 3mm, external vents to include mesh screen, door and window construction as per specification, weather seals to all external doors, roof vents to include ember guards, roof penetrations as per specification.	



AREAS	
Name	Area
GF Living	169.3 m²
Workshop / Garage	89.5 m²
Alfresco	39.9 m²
UF Living	152.9 m²
Balcony	40.0 m²
Porch	13.2 m²
TOTAL	504.7 m²



AREAS	
Name	Area
GF Living	169.3 m²
Workshop / Garage	89.5 m²
Alfresco	39.9 m²
UF Living	152.9 m²
Balcony	40.0 m²
Porch	13.2 m²
TOTAL	504.7 m²

symbol indicates capped plumbing provisions required for future use, as follows:

- Fridge recess, cold water for fridge connection
- Workshop, cold water with floor waste
- Recess, hot + cold water with floor waste
- BBQ, hot + cold water with floor waste

hatch indicates varied ceiling height

roof beams to eng. details

BUILDER'S NOTES	
Timber frame construction with select external texture coat render on blueboard, timber sub-floor frame on steel stumps. 2c texture coat rendered brickwork on concrete slab to Workshop and Triple Garage.	
1 - Mechanically vent to outside	
sd - Smoke Detector alarm to be installed in accordance to BCA requirements	
dp - Down Pipe location, nominal only, down pipe and gutter to comply to BCA requirements	
td - Tie Down, refer to engineer's drawings for specifications	
l/o - Lift Off hinge door frame to sanitary compartments BCA requirements	
- 2340h internal doors throughout	
- All external window and door heads @ 28c (2400), from floor level	
- Refer to room layouts for all niche details	

INSULATION NOTE

Ceiling, wall and floor insulation as per addenda - to meet energy efficiency requirements

CLIENT

CLIENT

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PROJECT **PROPOSED RESIDENCE** STAGE **WORKING**

ADDRESS **LOT 45 (#4) BRIE BRIE CRESCENT, KALAMUNDA**

DRAWING **UPPER FLOOR PLAN**

SCALE **1 : 100**

DATE **8 Nov. 17**

SHEET NO. **A03** of 19

DRAWN **D.M.**

5m

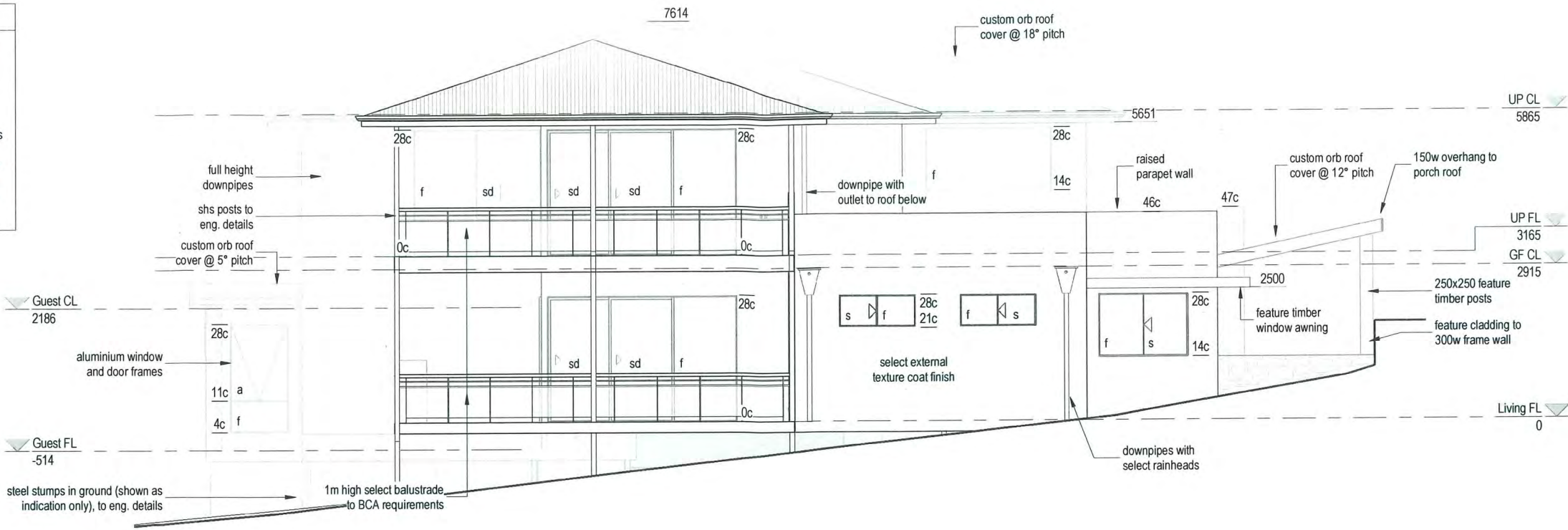
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BAL NOTES

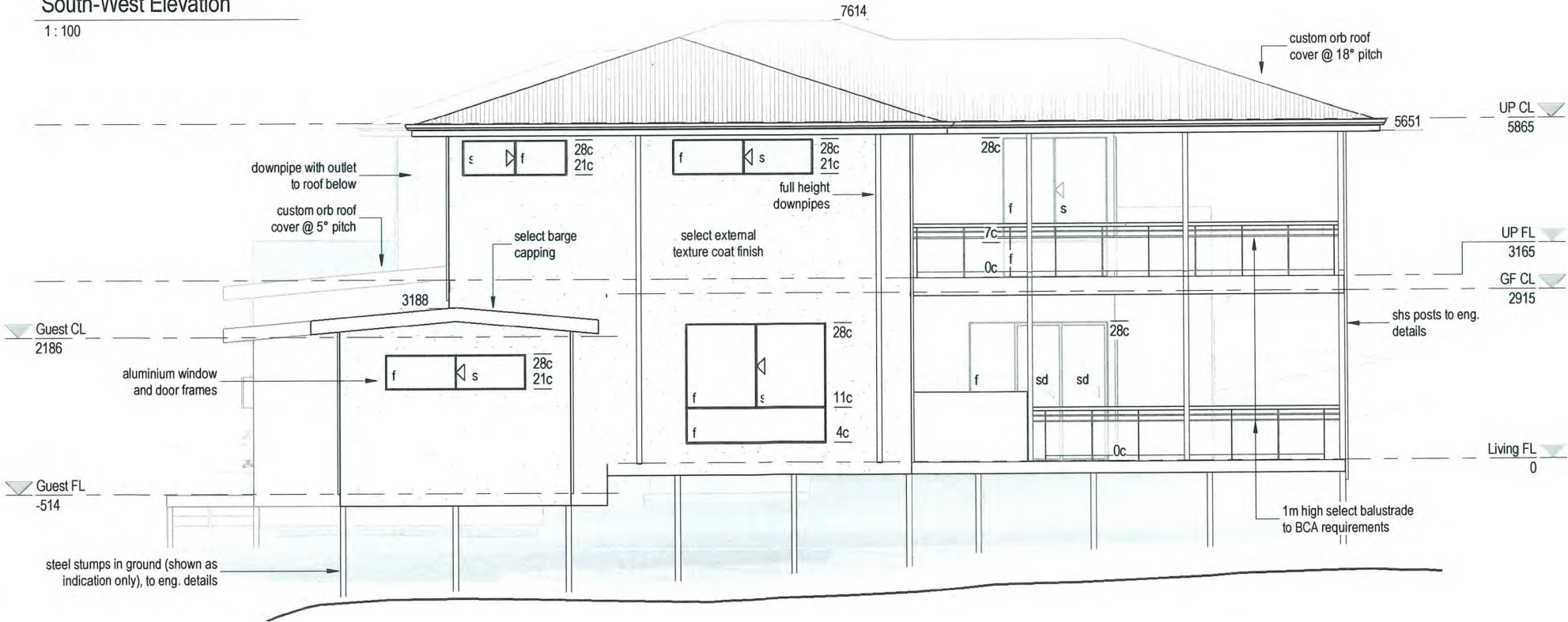
Site has been designated BAL 12.5, all works to meet requirements as per AS 3959 and completed bushfire management specification.

Items to be addressed as per relevant requirements include, but are not limited to - external fibre cement cladding to be a minimum of 6mm thick, all external joints are to be sealed to prevent gaps greater than 3mm, external vents to include mesh screen, door and window construction as per specification, weather seals to all external doors, roof vents to include ember guards, roof penetrations as per specification.



South-West Elevation

1 : 100



North-West Elevation

1 : 100



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QUALITY BUILD

PROJECT **PROPOSED RESIDENCE** STAGE **WORKING**
ADDRESS **LOT 45 (#4) BRIE BRIE CRESCENT,
KALAMUNDA**

DRAWING **ELEVATIONS**
0m 5m
DRAWN **D.M.**
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SCALE **1 : 100**
DATE **8 Nov. 17**
SHEET NO. **A04** of 19

CLIENT

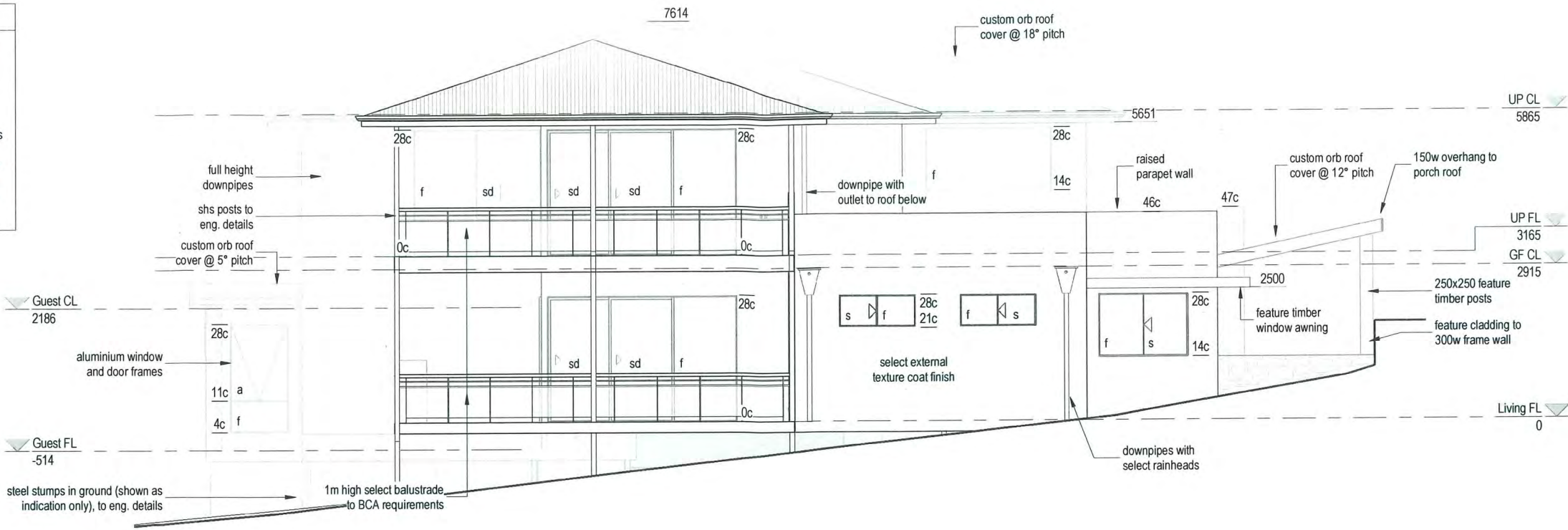
CLIENT

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BAL NOTES

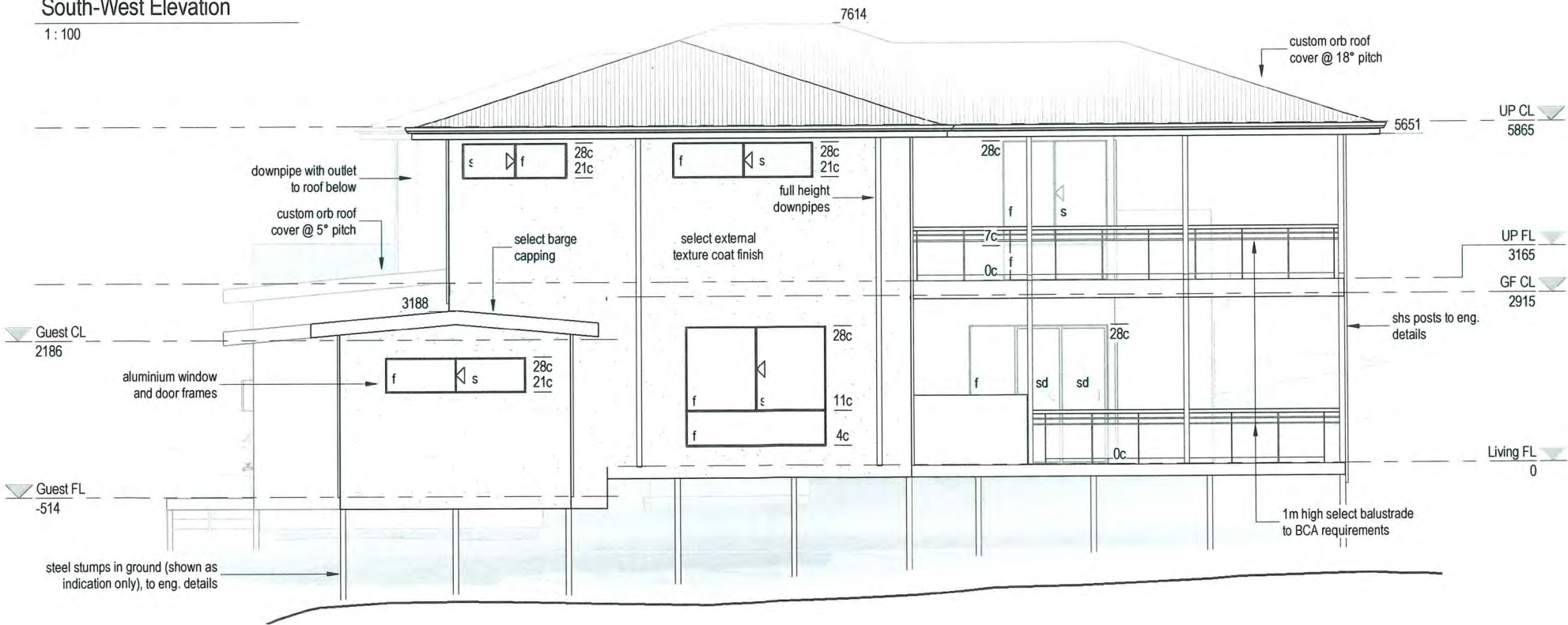
Site has been designated BAL 12.5, all works to meet requirements as per AS 3959 and completed bushfire management specification.

Items to be addressed as per relevant requirements include, but are not limited to - external fibre cement cladding to be a minimum of 6mm thick, all external joints are to be sealed to prevent gaps greater than 3mm, external vents to include mesh screen, door and window construction as per specification, weather seals to all external doors, roof vents to include ember guards, roof penetrations as per specification.



South-West Elevation

1 : 100



North-West Elevation

1 : 100



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INTELLIGENT DESIGN,
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PROJECT **PROPOSED RESIDENCE** STAGE **WORKING**
ADDRESS **LOT 45 (#4) BRIE BRIE CRESCENT,
KALAMUNDA**

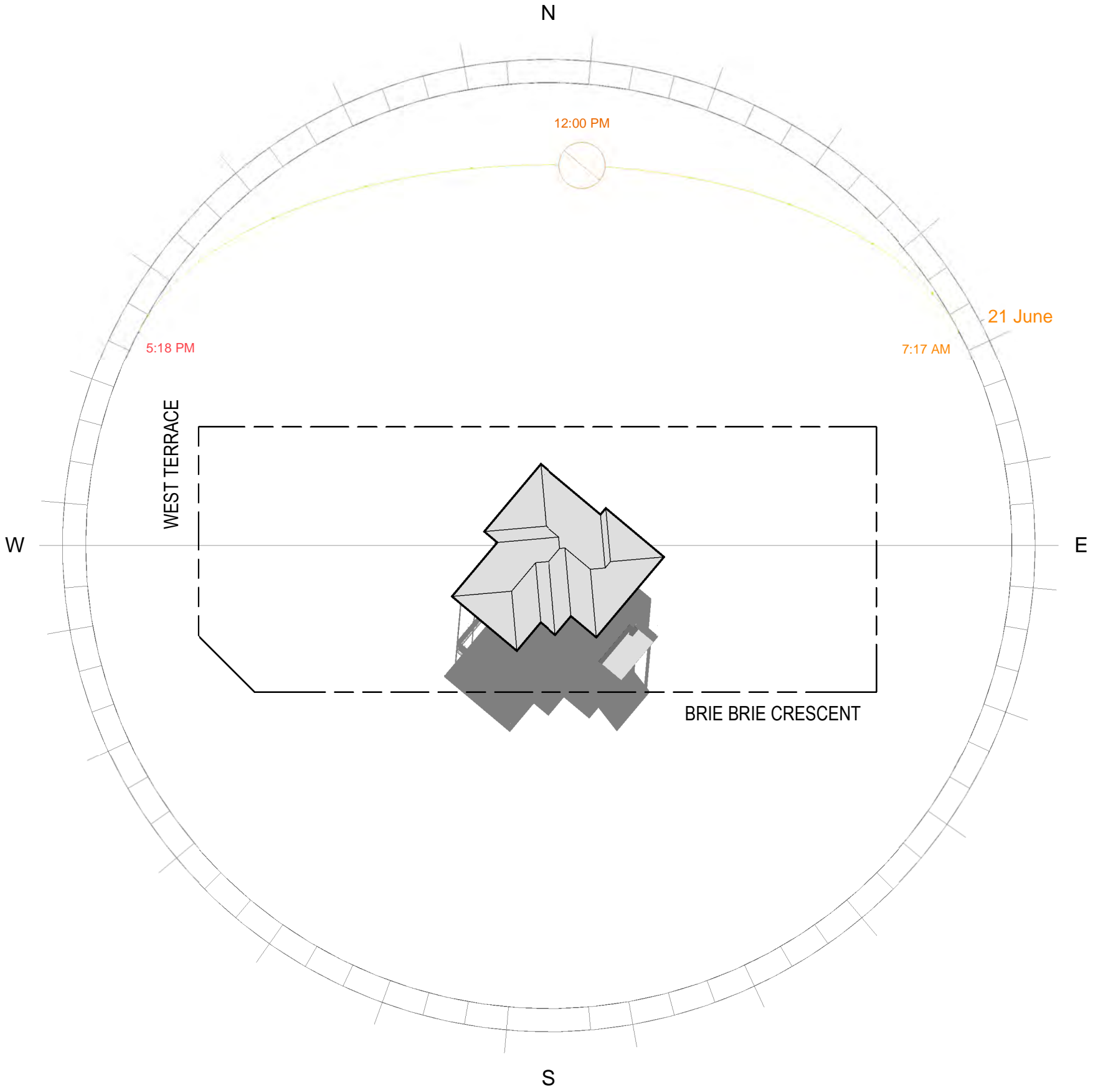
DRAWING **ELEVATIONS**
0m 5m
DRAWN **D.M.**
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SCALE **1 : 100**
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Development Application –

Lot 45 (#4) Brie Brie Crescent, Kalamunda

Dear City of Kalamunda,

Please find enclosed all required architectural plans and relevant governing documents for the application for development approval for proposed works at Lot 45 (#4) Brie Brie Crescent in Kalamunda.

The proposed works is in full compliance with all relevant R-Code requirements and BCA regulations, aside from the building height for which we are seeking a minor variation to as outlined within this document. The scope of the proposed works is a new double storey timber frame residence on steel stumps, with an attached brick on concrete garage and workshop. The existing lot is vacant land with an undulating steep slope and rocky outcrops. Due to the condition of the site, with the slope and the substandard soil beneath, a pole home construction is the ideal way to proceed. In lieu of extensive site works with cutting, filling and retaining the land, the proposed design is able to compliment the natural slope and provide a unique and desirable end result.

Site condition

The current condition of the site is an undesirable vacant lot with sporadic vegetation, rock build ups and a steep slope. The soil has been classified H1 due to the silt, clay and gravel content found, this makes our proposed construction method the logical and ideal step forward. Prior to commencement of construction the lot will be cleared of the vegetation and rock build ups.

Stormwater

All stormwater will be retaining on site with soakwells as calculated on the site plan.

Bushfire Attack Level (BAL)

This site has been assessed and assigned BAL 12.5 as outlined in the included BAL Certificate, as such all construction will proceed in accordance with all requirements of AS 3959.

Building Orientation

The proposed residences angled orientation is due to working with the slope of the land, while best capturing the features of the land without any negative impact on the neighbouring lots. With the proposed orientation, views to the valley below are gained from the alfresco and balcony areas, with access to the sloped site more easily gained with the proposed driveway position.



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Driveway and Crossover

The proposed residence will include an angled driveway and crossover, this is due to the nature of the site and working with the contours. If the driveway and crossover was to come perpendicular off of Brie Brie Crescent then extensive masonry retaining would be needed. The measurements of the driveway and crossover are in compliance with the City's specifications, being 4.5m wide at the lot boundary and 7.5m wide at the road.

Banking

In lieu of masonry retaining we have proposed naturally filled retained banking where required for the driveway and crossover, this option was suggested by the City's engineering department. With naturally filled retained banking we will complement the streetscape and allow provisions for additional landscaping and gardening, while not disrupting any potential verge activity.

Adjacent Lots

The proposed layout, heights and position of the residence is done so with the adjacent lots in mind. The considerable 20m setback to the rear lot 23 provides a generous separation between the two residences and allows our proposed residence to be positioned at a lower point of the slope. The position in relation to the side lot 46 is at the required setback for a wall with no major openings up to 5m (as stated on 'Table 2a: Boundary setbacks – Walls with no major openings'), with all windows facing this boundary at a sill height of 1.8m and living area openings set beyond 8m.

Our proposed residence does not impede any views from the adjacent lots. The rear lot 23 does not have a west facing balcony, and as our proposed residence steps down with the contours of the land the overall height will be kept to a minimum. Currently there is a build-up of tree's along the side boundary to lot 45, there are also no southern facing views on offer.

Due to the orientation of the land and our proposed residence, there would be no shadows cast on to the adjacent lands as depicted on the included sun diagram.

Site History

After conversing with our client and current owner of the land, they have informed us that the land has been bought and sold upwards of 10 times with land remaining vacant throughout this time. This has led to the land becoming unkempt and a blight on the streetscape of the neighbourhood. With our proposed development the area will be gaining a unique residence that doesn't stray too far from the vernacular of the surrounding buildings, and occupants who will care for and maintain the aesthetic of the land.



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Also note that this property was previously Lot 45 (#69) West Terrace, however the owners of the land have gone through the correct process to change this to its current address.

Residential Design Code variation

The proposed development is in full compliance with the Residential Design Code requirements, bar the building heights as stated on 'Table 3: Maximum building heights'. As no scheme, planning policy, structure plan or development plan applies to our proposed residence, 'Category B' is the required heights we will have to meet. As the top of the pitched roof to the lowest point of the natural ground level is less than 9m, the condition is met, however it is the height of the external walls that is exceeded and as such we would ask for a variation to this requirement. The variation we seek is to allow the external walls to come under the 'Category C' heights as stated on 'Table 3', with this variation the proposed development is fully compliant.

The wall itself is within the heights set in 'Category B' however it is the additional height to the natural ground level where the limit is exceeded. As stated throughout this document the proposed pole construction is the ideal method when dealing with a site that contains the types of challenges as lot 45 does. Given the proposed development does not adversely affect the adjacent residences and only stands to compliment the streetscape of the neighbourhood, we would hope that the variation and proposed development will be approved by the City.

Please refer to all included plans and documentation.

Kind Regards,

Dylan Murphy
IQ Construction

November 2017



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Additional Planning Justification

Lot 45 (#4) Brie Brie Crescent,
Kalamunda

IQ Construction

February 2018



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5.1.2 Street Setback

P2.1 Buildings set back from the street boundaries an appropriate distance to ensure they:

- *Contribute to, and are consistent with, an established streetscape;*

The proposed location of the dwelling is setback 2.7m from the Brie Brie Crescent boundary line, as this boundary line is approximately 6.6m from the street curb. The beginning of the dwelling is therefore approximately 9.3m back from the streetscape, fitting in well with the neighbouring properties. Were the 12m front setback to be upheld this would require the dwelling to be over 18m away from the streetscape, making for a very oddly positioned dwelling in relation to neighbouring properties.

- *Provide adequate privacy and open space for dwellings;*

Being such a large site the open space requirements are easily met, as for privacy, the alfresco balconies are positioned away from neighbouring properties and large setbacks to all boundaries to ensure adequate privacy measures are in place.

- *Accommodate site planning requirements such as parking, landscape and utilities; and*

The dwelling is setback to provide ample room for any future verge activity, with the position of the dwelling and driveway away from all utilities and services. The angled driveway, as well as being the most practical and logical solution for this complicated site, provides additional parking spaces to be used by residents of the dwelling without occupying any street verge space. With the retained banking being used in lieu of masonry, this provides a functional space for aesthetically pleasing landscaping areas to enhance the street view of the property.

- *Allow safety clearances for easements for essential corridors.*

The site does not contain any easements, with the proposed work not encroaching on any City or shared land.

P2.2 Buildings mass and form that:

- *Uses design features to affect the size and scale of the building;*

The steep slope of the land at #4 Brie Brie Crescent necessitates a creative solution when building a new residence, as such we adopted timber frame on steel poles as the primary building method. This design and build method allows for the residence to follow the contours of the land, this way the large dwelling is able to hide within the land reducing the overall scale of the dwelling as it sits on the site.

- *Uses appropriate minor projections that do not detract from the character of the streetscape;*



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The design incorporates minor projected features that do not detract from the character of the streetscape.

- *Minimises the proportion of the façade at ground level taken up by building services, vehicle entries and parking supply, blank walls, servicing infrastructure access and the like; and*

The façade of the proposed residence will be clean straight lines with no large areas of blank wall or occupation of services on wall. Vehicle entry is down the driveway from a slim crossover, hidden from the street view.

- *Positively contributes to the prevailing development context and streetscape.*

The current state of the site is a vacant lot with overgrown vegetation, rubbish, detritus and dumped items, making it an unpleasant area. Our proposed new dwelling will be a welcomed contribution to the area and dramatically enhance the overall aesthetic of the streetscape.

5.1.3 Lot Boundary Setback

P3.1 Buildings set back from lot boundaries so as to:

- *Reduce impacts of building bulk on adjoining properties;*

With the 20m setback from Lot 23, as well as the sloping of the land with the dwelling following this slope, the proposed new residence will have no visual impact to the residence on this lot. Being almost unsighted due to the existing fence brick fence. The 2.3m setback from Lot 46 is at the required setback for a wall with no major openings up to 5m (as stated on 'Table 2a: Boundary setbacks – Walls with no major openings'). As Lot 46 slopes away from the proposed residence and with no living areas affected, the proposed residence on Lot 45 will have virtually no impact to the adjoining property.

- *Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and*

As shown on D01 – Shadow Diagram, the proposed residence will have no overshadowing to any adjoining properties, not restricting any direct sun to the adjoining properties. With the generous setbacks, the proposed residence will have minimal impact to the ventilation of adjoining properties.

- *Minimise the extent of overlooking and resultant loss of privacy on adjoining properties.*

The proposed residence to Lot 45 will have absolutely no points of overlooking to adjacent properties and subsequently no loss of privacy to either adjoining lots. With the 20m setback and incline to Lot 23, the existing residence will not be seen from anywhere on the proposed residence. The setbacks and orientation of the building to the boundary shared with Lot 46 provide no points of overlooking to the existing residence, with the balconies facing the street and all living areas orientated away from Lot 46.



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P3.2 Buildings built up to boundaries (other than the street boundary) where this:

- *Make more effective use of space for enhanced privacy for the occupant/s or outdoor living areas;*
- *Does not compromise the design principle contained in clause 5.1.3 P3.1;*
- *Does not have any adverse impact on the amenity of the adjoining property;*
- *Ensures direct sun to a major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted; and*
- *Positively contributes to the prevailing development context and streetscape.*

Proposed residence does not have any points built up to the boundaries.

5.1.6 Building Height

P6 Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape, including road reserves and public open space reserves; and where appropriate maintains:

- *Adequate access to direct sun into buildings and appurtenant open spaces;*
 As shown on D01 – Shadow Diagram, the proposed residence will have no overshadowing to adjoining properties therefore not restricting any direct sunlight access.
- *Adequate daylight to major openings into habitable rooms; and*
 With no overshadowing from the proposed residence, all habitable rooms to adjoining properties will continue to gain daylight as they currently do.
- *Access to view of significance*
 The adjoining Lot 46 does not have access to any views of significance, due to the slope of the land and orientation of the existing residence the proposed residence on Lot 45 will be virtually insignificant from Lot 46's perspective. The rear Lot 23 does have western views down the valley. With our proposed design, orientation and heights this view will not be affected, refer to images on sheet ZZ showing the minimal impact the proposed residence will have on Lot 23's western views.

Site Photos







Submitters Comments Table

Comment on Proposal	Submitter	Officer Comments
<p>Setback:</p> <p>The respondent presumes that the required setback distances have been put in place for a reason, and that altering them is not acceptable. In addition to this, altering the front boundary setback from 12m to 2.6m will bring the house far too close to the primary street.</p>	1	<p>Due to the narrow lot width some discretion is required when applying the 12m primary street setback. In this case a 6m average setback would be applied, meaning a variation of 3.4m is sought. It is noted that should the 12m setback be arbitrarily applied it would render a large proportion of the lot unusable and impractical for a building site.</p>
<p>Height:</p> <p>The respondent states that they object to the height as the limit set by the Residential Design Codes is set at 6m.</p>	1	<p>The external wall height from floor level to ceiling is compliant. The proposed increased height is due more to the fall of the natural ground level as opposed to the increasing wall height. Regardless the height of a building is measured from natural ground level to ceiling level and assessed against the R-Code Design Principles.</p>

10.3. Asset Services Reports

10.3.1. Consideration of Tenders for the Maintenance of Bores, Wells, Pumps and Associated Works within the City of Kalamunda (RFT 1723)

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

Previous Items	N/A
Directorate	Asset Services
Business Unit	Asset Services
File Reference	AD-TEN-004
Applicant	N/A
Owner	N/A

- | | |
|--------------------------|---|
| Confidential Attachments | <ol style="list-style-type: none">1. Tender Evaluation Report – provided under separate cover
<i>Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."</i>2. Price Schedule – provided under separate cover
<i>Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."</i> |
|--------------------------|---|

EXECUTIVE SUMMARY

1. The purpose of this report is to consider the award of a contract for the Maintenance of Bores, Wells, Pumps and Associated Works within the City of Kalamunda (RFT 1723) for a period of three years with an option, at the sole discretion of the City, to extend by a further two x 12 month period.
2. On 9 December 2017, the City of Kalamunda (the City) issued the Request for Tender (RFT 1723) seeking Tenderers for the maintenance of the City's parks and streetscape irrigation bores, wells, pumps and associated pumping infrastructure.
3. It is recommended that Council appoint Hydroquip for the Maintenance of Bores, Wells, Pumps and Associated Works within the City of Kalamunda (RFT 1723).

BACKGROUND

4. The City has in place an annual service program for its irrigation production bores, wells and pumps and associated equipment. The intention of this program is to ensure that bore and pump failures are avoided and that irrigation systems operate efficiently for the term of their useful life. It is recognised that the City would benefit from a competitively tendered contract to assist with gaining the best outcomes for maintaining these assets.

5. The value of this annual maintenance service for the 2016-2017 financial year, plus the last half of 2017 and projected values for the first six months of 2018, equated to a total two-year contract value of \$206,115. Estimates were further projected at \$309,170 for the first 3 years and \$515,300 for up to five years.
6. During the term of the contract, additional service requirements will be added to the City's maintenance program as reserves are handed from development proponents, sport and recreational reserves are refurbished, and unscheduled works occur as a result of older installation failures and changes to ground water conditions.

DETAILS

7. The annual scope of bore, well and pump works is based on an annual servicing program across 15 to 18 installation locations each year, so that all are serviced as a minimum every five years.
8. Annual servicing works are largely undertaken in June to August while irrigation systems are shut down for the winter and before the summer watering program commences in September. It is anticipated that the scheduled works associated with this contract will commence June 2018.
9. The following Panel members were duly appointed to the Tender Evaluation Panel (Panel) by the Director Asset Services:
 - a) Manager Parks and Environmental Services (Panel Chair)
 - b) Supervisor Irrigation and Park Projects
 - c) Reticulation Fitter
10. In the lead up to the commencement of the Tender Evaluation Process and based on the Qualitative Criteria for RFT 1723, consideration was given to determining what would be an acceptable qualitative score that would indicate the ability of a Tenderer to satisfactorily deliver its services. In this instance, the predetermined Qualitative Pass Mark (QPM) for RFT 1723 was set at 60%.
11. Compliance Criteria were evaluated on a "Yes/No" basis, with compliance assessment completed by the Procurement and Finance Officer. All submissions were assessed as compliant with the Tender Compliance Criteria.
12. As part of the Tender assessment process, all submissions must be considered against predefined Qualitative Criteria, which are all described in the Request for Tender document.
13. The purpose of the Qualitative Criteria is to ensure that Tenderers easily understand what is required of them in the context of the future contract that may be entered into and in providing that understanding, ensures that Tenderers have the opportunity to properly demonstrate their ability and experience, amongst other things, in answer to each of the Qualitative Criteria required.

14. The Panel undertakes qualitative evaluation of each Tender submission in accordance with the following general direction:
- a) Panel members read each response and evaluate answers to the Qualitative Criteria on an individual basis;
 - b) Panel members score each respective section and then compare their scores with each other to determine a consensus score;
 - c) Where clarifications are sought from tenderers, all responses are logged in a Clarifications Register and duly considered by the Panel; and
 - d) The evaluation process is observed by the Procurement and Finance Officer to ensure correct processes are followed.
15. Panel members completed the Qualitative Evaluation through comparison of individual scores and determination of consensus scores for each of the Qualitative Criteria on Tuesday 30 January 2018, in accordance with the City's evaluation process in a fair and equitable manner.
16. The Qualitative Criteria and weighting used in evaluating the submissions received are noted in the table below:

Qualitative Criteria	Weighting
1. Relevant Experience	30%
2. Key Personnel Skills and Experience	15%
3. Tenderer's Resources	15%
4. Demonstrated Understanding	40%

Detailed requirements for each of these requirements are outlined in the Tender Evaluation Report (Confidential Attachment 1).

17. The resultant outcomes of the qualitative assessment, in ranked order, are detailed in the table below:

Company Name	Qualitative Total Rank
Hydroquip	1
Western Irrigation	2
Total Eden	3

The actual scores achieved are detailed in the attached Tender Evaluation Report (Confidential Attachment 1), with Hydroquip's score being equivalent to a "Good Offer".

18. The following Tenderer's achieved the required QPM of 60%, advancing to the price assessment stage of the Tender evaluation process:
- a) Hydroquip
 - b) Western Irrigation
19. The Tenderer not achieving the required QPM, did not have its prices assessed.

20. Tenderers were required to provide a Price Schedule to undertake the services as specified in the request for tender completed, for all City locations and scenarios stipulated in Qualitative Criteria under (d) *Demonstrated Understanding*. The Panel assessed the price for an anticipated schedule of works for the period of the contract and no guarantee of the final quantity of works allocated under the contract was given.
21. Tenderers who achieved the QPM were ranked on the pricing for the nominated "scheduled work" locations as per the request document as summarised in the table below:

Tenderer	Rank
Hydroquip	1
Western Irrigation	2

The price assessment is detailed in the attached Tender Evaluation Report (Confidential Attachment 1).

STATUTORY AND LEGAL CONSIDERATIONS

22. Section 3.57 of *Local Government Act 1995*. Part 4 of the *Local Government (Functions and General) Regulations 1996*.

POLICY CONSIDERATIONS

23. Policy C-PP01 – Purchasing, has been followed and complied with.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

24. Nil.

External Referrals

25. Nil.

FINANCIAL CONSIDERATIONS

26. The funding for this service is through individual operational cost codes attributed to the relevant Category 1 (sports space) and Category 2 (irrigated recreational space) park and irrigated streetscape maintenance activities, as per the adopted 2017/2018 budget. Sufficient funds have been allocated in these accounts for 2017/2018.
27. Funding to accommodate the works for the balance of the contract will be allocated in future operating budgets.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

28. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 2: Kalamunda Clean and Green

Objective 2.2 - To achieve environmental sustainability through effective natural resource management effective natural resource management.

Strategy 2.2.1 - Facilitate the appropriate use of water and energy supplies for the City.

SUSTAINABILITY

Social Implications

29. Failure of a bore and pumping system will cause disruption to recreation and sport uses of a City reserve. Failure of a number of the City's system will cause significant reputational risk as providers of quality sports facilities in particular.

Economic Implications

30. Failure of a bore and pumping system can cause significant additional costs associated with reinstatement of a quality turf surface and possible loss of revenue to sporting and recreation clubs.
31. Lack of scheduled maintenance to irrigation water delivery systems may result in an accumulation of costs in a single financial period that will impact the City's capacity to delivery other services.

Environmental Implications

32. Poorly maintained irrigation water delivery systems results in inefficient power and water use, as pumps are run for longer day time periods, breakdowns occur more often and water is not applied appropriately to reduce evaporative losses.

RISK MANAGEMENT CONSIDERATIONS

- 33.
- | | | |
|--|-------------|--------|
| Risk: Tender not awarded. | | |
| Likelihood | Consequence | Rating |
| Possible | Moderate | Medium |
| Action/Strategy | | |
| Responsiveness compromised along with increased costs for unscheduled actions and administrative time required to rectify. | | |
| Purchasing Policy non-compliance for period of the contract. | | |

Risk: The Contractor does not satisfy the specification.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Low
Action/Strategy		
Industry standard measures applied, contract management and 6 monthly review in place.		

OFFICER COMMENT

34. All Tenderers were given the opportunity to provide information in accordance with the RFT.
35. The Panel concluded that Hydroquip provided sufficient information as requested under the Qualitative Criteria in support of its ability to carry out the prescribed works, scoring in excess of the QPM of 60%.
36. It is anticipated that the Contract is to commence in March 2018, subject to consideration of Tender Award by Council.

Voting Requirements: Simple Majority

RESOLVED OCM 32/2018

That Council:

1. Approves the appointment of Hydroquip for the Maintenance of Bores, Wells, Pumps and Associated Works within the City of Kalamunda for a period of three (3) years with an option, at the sole discretion of the City, to extend by a further two (2) x 12 month period in accordance with the Price Schedule in Confidential Attachment 2.

Moved: Cr Margaret Thomas

Seconded: Cr Geoff Stallard

Vote: CARRIED UNANIMOUSLY (9/0)

10.4. Office of the CEO Reports

Cr Thomas requested item 10.4.2 be withdrawn for separate consideration due to community interest.

10.4 Adoption of Office of the CEO Reports

Voting Requirements: Simple Majority

The recommendations of reports 10.4.2 and 10.4.3 be adopted by Council en bloc. Item 10.4.1 is withdrawn for separate consideration as an Absolute Majority is required.

RESOLVED OCM 33/2018

Moved: Cr Margaret Thomas

Seconded: Cr Geoff Stallard

Vote: CARRIED UNANIMOUSLY (9/0)

Cr Michael Fernie declared an indirect financial interest in this item, however did not leave the room for the vote. A motion was put to rescind the en bloc adoption to allow for Cr Fernie to leave the chambers. Cr Fernie left chambers at 8.01pm.

Cr Margaret Thomas sought clarification if Cr Fernie needed to be present in order to vote to rescind the en bloc adoption. The Chief Executive Officer confirmed he do not.

Voting Requirements: Absolute Majority
--

RESOLVED OCM 34/2018

That Council:

1. Rescind en bloc adoption of the Office of the CEO Reports items 10.4.2 and 10.4.3.

Moved: Cr Margaret Thomas

Seconded: Cr Allan Morton

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

(Note: Local Government (Administration) Regulations 1996 – Regulation 10(3) applies).

10.4.1. Community Sports and Recreation Facilities Fund - Small Grants 2018/19 - Scott Reserve Master Plan

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

Previous Items

Directorate Office of the CEO

Business Unit Community Development

File Reference

Applicant N/A

Owner N/A

Attachments 1. Community Sport and Recreation Facilities Fund - Small Grants 2018/19 - Scott Reserve Master Plan [10.4.1.1]

EXECUTIVE SUMMARY

1. The purpose of this report is to consider the City of Kalamunda re-submitting an internal funding application through the Department of Local Government, Sport and Cultural Industries (DLGSCI) Community Sport and Recreation Facilities (CSRFF) 2018/19 Small Grants winter round, for the development of a Master Plan for Scott Reserve, located on Norling Road in High Wycombe.
2. A funding application was submitted for this Master Plan through the CSRFF (2017/18) small grants summer round, however the City was advised the application was unsuccessful.
3. It is recommended Council endorse the Scott Reserve Master Plan application as its priority project for the CSRFF 2018/19 Small Grant winter round.

BACKGROUND

4. Through the CSRFF program the State Government provides financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation with an emphasis on increasing physical activity through the provision of well-planned facilities.
5. The City is required to assess the applications and rate each application received in priority order for funding. All applications for the 2018/19 Small Grants winter round are to be received by DLGSCI by 31 March 2018 for assessment.
6. Successful applicants will be advised in May/June 2018, with funds to be expended by 30 June 2019. The maximum CSRFF grant will be no greater than one third of the total estimated project cost.

DETAILS

7. The key factors providing the catalyst for the development of a Master Plan at Scott Reserve include:

- a) An increasing number of requests from user groups to improve, upgrade facilities and grounds.
 - b) Scott Reserve is the City's only multi-use sporting Reserve without a Master Plan.
 - c) Limitations with the design, functionality of High Wycombe Community & Recreation Centre (HWCRC) located on this Reserve and uncertainty about its best future use.
 - d) Floodlighting issues, site power capacity and multiple points of supply.
 - e) Scott Reserve Pavilion issues – ageing facility/amenities/design functionality/accessibility & inclusion, storage requirements.
 - f) Incoming women's AFL team and desire to cater for inclusive programs.
 - g) Need to plan for long term maintenance of turf cricket wicket, becoming harder for volunteers to maintain and costs are shifting to the City.
 - h) Increasing usage demands on the Reserve, which can negatively impact the standard of the playing surfaces.
 - i) The need to undertake a coordinated approach toward any future developments within Scott Reserve.
 - j) A need to investigate potential options to maximise the efficient usage of the existing grounds/facilities and High Wycombe Community & Recreation Centre.
8. The Master Plan will aim to provide strategic direction and guidance, together with a detailed concept design for the future development of Scott Reserve over the next 10 to 20 years.
9. In particular the Master Plan will:
- a) Identify the overall usage and future capacity of the entire site.
 - b) Identify any power, water supply and environmental constraints.
 - c) Provide a detailed needs and feasibility study.
 - d) Provide design/layout features of potential upgrades with cost estimates.
 - e) Identify sports lighting and car parking requirements.

STATUTORY AND LEGAL CONSIDERATIONS

10. Section 5.56 of the *Local Government Act 1995* (WA) requires that the local government plan for the future of the district.

POLICY CONSIDERATIONS

11. FAC 24 – Active Reserve Use.
FAC 21 - Use and Development of Facilities.
COMR – 21 – Capital Grants - Clubs and Community Groups;
This policy was adopted in July 2017 and is intended to deal with funding requests from clubs or groups towards capital infrastructure projects. This proposal is an internal application for a Master Plan from the City.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

12. Nil.

External Referrals

13. The City has received feedback from three of the major user groups located at Scott Reserve, specifically regarding the future development and direction of the site.
14. Should this CSRFF funding applications be successful, the City would engage all the user groups and other relevant stakeholders as part of the process.

FINANCIAL CONSIDERATIONS

15. The City of Kalamunda's contribution towards the proposed projects will be dependent on the outcome of the CSRFF applications. If the grant application is successful, the CSRFF grant is required to be acquitted by June 2019.
16. The proposed Master Plan cost contribution would be as follows:

Organisation	Contributions ex GST
CSRFF	\$ 16,666
City of Kalamunda	\$ 33,334
Total Project Cost	\$50,000

17. The Master Plan for Scott Reserve is currently listed in the City of Kalamunda Corporate Business Plan for completion in the 2018/19 financial year.
18. If the City's grant funding application is successful, the Master Plan would outline potential projects for consideration and for future advocacy funding through approaching Federal and State election campaigns.
19. Pending an unsuccessful CSRFF announcement, Council has the option of fully funding the total project cost and this could be considered as part of the 2018/19 budget deliberations.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

20. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 1: Kalamunda Cares and Interacts

Objective 1.2 - To provide a safe and healthy environment for community to enjoy.

Strategy - 1.2.3 Provide high quality and accessible recreational and social spaces and facilities.

Strategy 1.2.2 Advocate and promote healthy lifestyle choices by encouraging the community to become more physically active.

Strategy - 1.2.1 Facilitate a safe community environment.

SUSTAINABILITY

Social Implications

21. The provision of high quality community sport and recreation facilities is essential in developing a positive sense of community health and wellbeing.

Economic Implications

22. Nil.

Environmental Implications

23. Further adoption of modern technology, sustainable building materials and efficient power and water supplies, will have a long term positive impact on the environment.

RISK MANAGEMENT CONSIDERATIONS

24.	Risk: That there is limited direction in regard to the future development of Scott Reserve.		
	Likelihood	Consequence	Rating
	Possible	Moderate	Medium
	Action/Strategy		
	Ensure a Master Plan is developed to direct and guide the City to make informed decisions regarding the future development of the Reserve.		
	Risk: That the City does not undertake the Scott Reserve Master Plan and we are not ready to advocate for major projects through Federal and State election campaigns.		
	Likelihood	Consequence	Rating
	Possible	Moderate	Medium
	Action/Strategy		
	Support the development of Scott Reserve Master Plan and lodge the CSRFF application ensure a Master Plan is developed to direct and guide the City to make informed decisions regarding the future development of the reserve		

OFFICER COMMENT

25. Scott Reserve is the only major sporting reserve within the City of Kalamunda without a Master Plan to guide its future development.
26. The need to undertake the development of a Master Plan for Scott Reserve has been raised in various discussions with the user groups. The discussions highlight the need to improve the existing facilities and take a coordinated, long term approach to future upgrades and developments.
27. The Community Facilities Plan (2011) identified a number of issues with High Wycombe Community Recreation Centre, such as the small scale of the

building limiting its capacity to function as a recreation centre and the potential for the building to be reclassified as a neighbourhood community centre.

28. As a result, Council has recently supported changes to the operations of the High Wycombe Community Recreation Centre which include transitioning to an unstaffed facility and the conversion to a 24/7 access gym. It is acknowledged however, that further community engagement needs to occur to consider the future usage options of the facility.
29. The projected population growth of the Scott Reserve catchment, following the Forrestfield North development, will add a significant amount of pressure on the City to provide sports space for informal and structured sporting activities.
30. Through the development of a Master Plan identifying how to maximise the usage of the Reserve through efficient design and layout of the grounds, floodlighting and supporting facilities, the City will be in a position to potentially attract funding for these developments through Federal and State Government Advocacy programs.
31. The importance of Master Plans in determining the future needs and feasibility of capital infrastructure cannot be overstated. In addition to providing the City with a long term strategic approach to capital investment, Master Plans also:
 - a) Identify multi-use and co-location opportunities.
 - b) Identify participation/usage trends and access/inclusion issues.
 - c) Identify levels of community benefit (health & wellbeing).
 - d) Determine the adequacy and availability of existing and surrounding facilities.
 - e) Provide a sound basis for obtaining external funding opportunities.

Voting Requirements: Absolute Majority

RESOLVED OCM 37/2018

That Council:

1. Endorse the Scott Reserve Master Plan application as its priority for the Community Sport and Recreation Facilities Fund 2018/19 Small Grants winter round.
2. Note in the event of a successful Community Sport and Recreation Facilities Fund application, the following cost contributions (ex GST) will be required to be considered as part of the 2018/19 annual budget deliberation process:

Organisation	Contributions ex GST
CSRFF	\$16,666
City of Kalamunda	\$33,334
TOTAL	\$50,000

Moved: Cr Sara Lohmeyer

Seconded: Cr Michael Fernie

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

Attachment 1

Community Sport and Recreation Facilities Funding – Small Grants 2018/19 – Scott Reserve Master Plan

Aerial map of Scott Reserve



10.4.2. Lesmurdie Library - Outcome of Public Comment

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

Cr Michael Fernie declared an Indirect Financial Interest on this item as his partner is employed by the Education Department at Lesmurdie Senior High School. Cr Fernie left chambers at 8.01pm and returned at 8.08pm and was not present for the vote.

Previous Items	OCM 47/2012 OCM 115/2012 OCM 108/2017 OCM 143/2017
Directorate	Office of the CEO
Business Unit	Community Development
File Reference	
Applicant	City of Kalamunda
Owner	City of Kalamunda
Attachments	1. Submission Table [10.4.2.1] 2. Letter for library [10.4.2.2]

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider feedback received from the public comment period and to determine the future operation of the Lesmurdie School Community Library (Lesmurdie Library).
2. A public comment period was held from 13 October 2017 to 13 December 2017 during this time the City of Kalamunda received 294 feedback submissions. Two workshops were held with a total of 54 people participating.
3. Key feedback from the community consultation is to maintain the Lesmurdie Library under the current shared Licence Agreement with the Department of Education.
4. This report recommends that Council:
 - a) Receive the subsequent feedback from the public comment period.
 - b) Endorse the continued operation of the Lesmurdie Library under the current licence agreement with the Department of Education.
 - c) Note a further review of all Libraries identifying activity peaks and troughs shall be undertaken to identify required opening hours and potential efficiencies.

BACKGROUND

5. Council last considered the rationalisation of the Lesmurdie Library in 2012 and following significant community consultation a report was presented to Council in September 2012 (OCM 115/2012) with the following recommendation:

"That Council:

- 1. Notes the public comment feedback provided by residents of the Shire of Kalamunda.***

2. *Supports Option 2 and provide notice in writing to the Minister for Education of the intention to discontinue the Licence Agreement arrangement with the Lesmurdie School Community Library and affect the required twelve month period of notice.*
3. *Support the reallocation of any cost savings towards the services and resources within the Kalamunda Library.*
4. *Progress the valuation of the Lesmurdie School Community Library building (excluding land) by the Valuer-General and report results of the valuation back to Council.*
5. *Agrees the capital return from the Education Department (either or partially or in full) may need to be directed toward required improvements at the Kalamunda Library to accommodate anticipated increased visitation”.*

The recommendation when considered by Council was lost.

6. A Notice of Motion on the Rationalisation of Lesmurdie Library was received at the Ordinary Council Meeting held on 26 June 2017 (OCM 108/2017) as follows:

"That Council:

1. *Request that the Chief Executive Officer submit a report to the August 2017 Corporate & Community Services Committee meeting outlining a plan for the rationalisation of the Lesmurdie Library, including:-*
 - *Community consultation strategy and timeline*
 - *Improvements to other City libraries to cater for current users of the Lesmurdie Library including an analysis of comparative utilization and cost of the other Library branches*
 - *Impacts on staff*
 - *Financial impacts”*

Subsequently in August 2017 (OCM 143/2017) Council were presented with a report outlining a plan for the rationalisation of the Lesmurdie Library and resolved the following:

"That Council:

1. *Endorse the plan to undertake community consultation for 60 days for the rationalisation of the Lesmurdie Library and;*
2. *Request the Chief Executive Officer to report back on the outcomes of the consultation process”*

7. The City has now completed a 60 day public consultation process. The community feedback received, together with the City's comments are now presented to Council for consideration this is included as attachment 10.4.2.1.

DETAILS

8. Following the Ordinary Council Meeting in August 2017, the community was invited to provide feedback on the future use of the Lesmurdie Library over a 60 day public comment period commencing 13 October and concluding 13 December 2017.
9. The consultation process included the display of posters and survey forms at each of the City's four libraries and Administration Centre. Two separate community workshops were held with a total of 54 participants across both workshops. An online survey was also available on the City's engagement portal along with updates and timelines on the consultation process. From this consultation 294 submissions of feedback were received.
10. From the 294 submissions received, 291 respondents were opposed to the closure of the community component of the library.

The overarching theme from respondents was they were appreciative of the library's location, resources and the customer service received from staff at the library. The intergenerational partnership of students working in a shared space was seen as providing a unique opportunity for students to mix with all age groups.

Other comments received aligned to the benefits of retaining the library included:

- a) A great local community resource
- b) Convenient location and ease of parking
- c) A unique intergenerational opportunity for students and community
- d) Peaceful and calm spacious environment in the hills
- e) A partnership that has worked well for a long period of time.

Key comments received are referenced within the summary in attachment 10.4.2.1.

11. The Lesmurdie Library operates under a joint license agreement with the Department of Education and as part of the community engagement process it was deemed prudent to facilitate a workshop with the Lesmurdie Senior High School.

A workshop was held with the Principal and other key staff to gain their feedback.

A detailed submission supporting retaining the current agreement was received from the Lesmurdie Senior High School as attached (10.4.2.2). The submission included the following comments:

- a) Students would be greatly disadvantaged by the closure of the community aspect of the library.
- b) Shared partnership allows for greater diversity of stock and resources.
- c) Students learn to work in a shared environment.
- d) Students have a safe haven to study, parents also bring younger siblings into the library and enjoy the relaxed atmosphere of the library.

12. Feedback from the workshops identified opportunities for improvement at the Lesmurdie Library which included improved directional signage, increased

promotion of the Lesmurdie Library, increased events such as author talks, information forums and increased youth and school holiday activities.

STATUTORY AND LEGAL CONSIDERATIONS

13. Section 3.18(3) (c) of the *Local Government Act 1995* provides that Council must satisfy itself that the services and facilities it provides are managed effectively and efficiently.

POLICY CONSIDERATIONS

14. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

15. Internal consultation was undertaken with the City's Customer and Public Relations and Finance departments with no comments raised.

External Referrals

16. The community were invited to express their views and a 60 day public comment period commenced. Information posters, community survey forms were provided online and in hard copy at the City's four Libraries (Kalamunda, Forrestfield, Lesmurdie and High Wycombe) and the City's Administration Centre. Two separate community workshops were held at the City's Administration Centre and the Lesmurdie Library.

FINANCIAL CONSIDERATIONS

17. The net operating subsidy in the 2017/18 Budget for the Lesmurdie Library is listed below.

Net subsidy balance includes service fees, programs and purchase of library stock, magazines etc.

Budget Area	Net Subsidy	Key Factors
Lesmurdie Community Library	\$204,333	(\$4456) – Income <i>Includes LSHS - \$2,809 contribution to Library Management System maintenance</i> \$38,233 – Indirect Costs (Service Fees) \$146,024 – Employment Costs \$10,867 – City of Kalamunda contribution to power and cleaning charges at LSHS

*Note as part of the Licence Agreement costing of the Lesmurdie Library operates within a shared agreement. The Lesmurdie Senior High School employs the equivalent of 2.7 full time Library staff to provide student services and the City employs 1.5 full time employees. Costs for utilities such as power, water and cleaning are shared between the City and the School.

The State Library of Western Australia allocated \$9,773 to the City for the purchase of library materials for the 2017/18 financial year. This amount is divided equally between, Kalamunda, Lesmurdie, Forrestfield and High Wycombe libraries.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

18. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 1: Kalamunda Cares and Interacts

Objective 1.1 - To be a community that advocates, facilitates and provides quality lifestyles choices.

Strategy 1.1.3 - Facilitate opportunity to pursue learning.

SUSTAINABILITY

Social Implications

19. Public libraries provide the community with opportunities for community connection and lifelong learning.

Economic Implications

20. Nil.

Environmental Implications

21. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 22.
- | | | |
|---|-------------|--------|
| Risk: That the community will express a high degree of negative feedback should the Lesmurdie School Community Library close. | | |
| Likelihood | Consequence | Rating |
| Likely | Moderate | High |
| Action/Strategy | | |
| That the Lesmurdie School Community Library component continues under the current shared license agreement with the Department of Education. | | |
| Risk: That the City continue to fund the operation of the Lesmurdie School Community Library which therefore has adverse impact on the City's financial position. | | |
| Likelihood | Consequence | Rating |
| Likely | Moderate | High |
| Action/Strategy | | |
| Inform Council of the implications of keeping the library open. | | |
23. In receiving the 294 submissions during the public comment period, the community preference is to retain the community component of the Lesmurdie Library.

24. The overarching theme from respondents is they are appreciative of the unique community/school partnership and the opportunity this provides for intergenerational interaction
25. In assessing feedback received, the location, ease of access and convenience for residents to be able to walk or cycle to the Lesmurdie Library was seen as being beneficial especially for older residents who no longer drive or are unable to use public transport to travel to other City libraries.
26. Significant community dissatisfaction is likely should a decision be made to close the community component of the Lesmurdie Library, given that the community is strongly opposed to the closure.
27. To respond to feedback from consultation in regard to operational hours there is an opportunity to further review activity across the City's four libraries to assist in refinement of library operations.

Voting Requirements: Simple Majority

RESOLVED OCM 36/2018

That Council:

1. Receive the public feedback provided by users of the Lesmurdie School Community Library.
2. Support the retention of the Lesmurdie School Community Library under the License Agreement with the Department of Education.

Moved: Cr Sara Lohmeyer

Seconded: Cr Geoff Stallard

Vote: CARRIED UNANIMOUSLY (8/0)

Attachment**Submission Table**

	Details	Comments
1.	spiccia@bigpond.com	I have been attending Lesmurdie Library for many years for personal enjoyment of the resources. When my children were too young to participate in storytime and throughout my children's education at Walliston PS and Lesmurdie SHS. I continue to use the facilities and look forward to taking my grandchildren to storytime in the years to come. Parking and access to the library is much easier than Kalamunda and I wouldn't travel down the hill to use library facilities. Staff and students have always been pleasant and it is a great Lesmurdie Community Asset.
2.	Paten_vale@hotmail.co	I find the staff and atmosphere at the Lesmurdie Library friendly and superior to that in the Kalamunda and Forrestfield Libraries – The mixed use seems to work well, there is adequate parking and ramp access for any disabled people.
3.		I find the Lesmurdie Library more easily accessible than Kalamunda and enjoy the ease of parking there. Please don't close this great facility. I utilise the space for quiet reading and found it very useful when suffering from post natal depression as an area that was non threatening to take some "me time" to read and browse.
4.		Good Library and easy for me to get there. Kalamunda Library too far away for me.
5.	Samueljay.hancock@bigpond.com	Staff are very client focused and professional. Very considerate and helpful. Easy to park during the school day. Practically configured shelving and special areas are well maintained. Located in a peaceful, tree area – quiet, calming and tranquil. Photocopying service with a non-coin operated photocopier. – easy to use – obviates the need to carry a pocketful of coins if a lot of copying is required. Staff always help set up for a specific copying needs. This is appreciated.
6.		There are a high proportion of seniors in the Lesmurdie area plus young children of families that attend Lesmurdie SHS who attend the library for reading mornings. It is a lot more incumbent on these to get to the other libraries with the limited public access for the bus services.
7.		Lesmurdie is the most convenient library to us. We would need to travel 10-15kms to receive the same service. We do go to Kalamunda central for many things as we live on the other side of Lesmurdie
8.		The Lesmurdie Library is at a convenient location. It is our local library that is close to people in Walliston, Carmel, Lesmurdie, Pickering Brook and in Bickley. It is an open, quiet space to read study,

		complete tasks, be tutored and a myriad of other things. My family and I have attended lots of library's holidays workshops. It is a roomy space to do them. It is a nice decorative place and I want to keep it.
9.		It would be a great shame to close the Lesmurdie Library. It offers more than just books and computers. The staff are extremely helpful and knowledgeable and have assisted my children with project research and advice. The library itself is a large open space which is accessible to all, particularly children and the elderly. It is an important social hub for the community. The library has enormous potential to be used for the other community events. It is a "hidden gem" which could be better advertised for its services.
10.		Always use this library from when I started as a student in 1990 up until current day with my two children. Seems ridiculous to stop the use of a facility that is not costing the Shire money and provided access and returns options for the three other libraries. Shift shire focus to the issues that are broken.
11.		Wonderful Library – it would be a real shame to lose it.
12.		More libraries the better as book readers are inundated by computer users & mobile users – we need quiet spots – keep all libraries open. Keep library staff – save money elsewhere please
13.		Lots of older people cannot drive their cars and non buses – too far to walk. Lots of old people can't get out to go to another library.
14.		Please keep this library open.
15.		I use the library mainly for borrowing books and music CDs. It is a very good resource for those elderly people in the area who wish to access a computer.
16.		Don't think this facility gets the credit it deserves. I thought it was only school facility for a long time. Good spaces could be used for community meetings and seminars after school hours
17.		I love it and don't want it closed
18.		My children and I love this library. We wouldn't know what to do if the library closed.
19.		The Lesmurdie Library is a very much loved and enjoyed place for my 3 children and I enjoy it. I use it for my own personal use (resources for my teaching) and it is close to my home in Pickering Brook. I much prefer Lesmurdie to Kalamunda. It has a beautiful atmosphere, friendly staff and a great story time. Many thanks.
20.		As many of our students live in the outer areas they cannot walk home or catch a bus. They are usually picked up by a family member. The library is often used by these students to do some research of school work or homework while waiting for their lift. It is essential in allowing our students to make positive use of their time while waiting.

21.		This is a great facility. Students get to see adults using the library as lifelong learners.
22.		It would be such a shame if the library was to close.
23.		We use Lesmurdie Library because the quieter setting and smaller storytime group suits my child with special needs. The large groups Kalamunda library would be overwhelming for him meaning he would disrupt the class or miss out.
24.		I think it's fab resource and library for the community and would be terrible if it shut.
25.		Lesmurdie Library is a lovely place to go to on a rainy or too hot days with very nice and helpful staff. Storytime is quiet and special. I think Lesmurdie library makes a big difference in the hills community.
26.		Facilities and layout at Lesmurdie is much better for my child's age. Also better parking facilities.
27.		I joined at the main library but mostly use Lesmurdie as its closer and the kids like playing Lego while I browse. At the other library they just get into things they shouldn't like the water filter so I can never stay long. Would really prefer this one stays open.
28.		The Lesmurdie Library is brilliant. It is well resourced (probably because of the school) but it is so useful. When Kalamunda is busy, it is great to be in the quietness of Lesmurdie. With the rapid expansion of the subdivisions out this way, why would the council move to reduce facilities in this area.
29.		Storytime here is fabulous, friendly helpful staff, ample parking, craft activities made available during school holidays aside from the school holiday programs.
30.		Excellent range of books, essential local service. Essential service to supplement my children's reading and their education (primary school kids). Schools just don't have enough reading resources.
31.		My daughter has tutoring every week at the Lesmurdie Library. We utilise this service on a weekly basis to get books for all 3 of my children (sometimes DVDs and CDs) . I also spend time once every 3 weeks between dropping my daughter at school and attending a regular apt. I love this library – the staff are so friendly and parking is much better than the alternative of Kalamunda. Please do not stop this service for the community.
32.		Lesmurdie library is the best library there is and it should always be a public library.
33.	Richard Wilson	A conveniently located service. Extremely helpful staff. Broad range of products, I can walk to the library from my home.
34.	Peta Vetta	Great local library & close to the school my kids attend so I use this library weekly to borrow books. I will be very disappointed if it closes
35.	Dcp6@bigpond.com	When I lived in Lesmurdie my children went to the high school and accessed Lesmurdie Library frequently with my children. I find that the various libraries have different books and the only reason

		don't go regularly is because I live in Kalamunda. There has been a lot of money spent on Kalamunda library recently. Why can't the people in Lesmurdie have the same opportunities in their area?
36.		It is very convenience. Always has youth / YA resources for my children. Storytime was excellent for my young children as they were growing up. Staff are always extremely helpful and informative. Displays are great. Has a great atmosphere being attached to the high school.
37.		The staff are always very helpful. The Library always looks very nice and well maintained. Do not disappoint me by reducing the book volume of hours of operation – books are great and should be encouraged not dissuaded.
38.		I can easily walk to Lesmurdie Library – good exercise. Although I'm a member of the Kalamunda Library I normally use Lesmurdie. I understand the cost sharing 50/50 with the City and School. From my observations the students use the library far more than the public. The sharing costs should be more like 80/20. This is supported by the fact that the library hours during school holidays are short. Many students use the library for research and classes so this use is not reflected in visitations of items issued. when compared to other local governments Kalamunda is big in area so the people are spread out. To be more relevant you should compare the cost per population. If you transfer the Lesmurdie Library staff to other libraries the cost saving will be minimal especially as the state pays for the books.
39.		I like using this library because it opens before 9am which I find much more convenience as I come straight after dropping some of the children off at school.
40.		The Library facilities and staff are brilliant.

Eileen Moore

From: STONE John [Lesmurdie Senior High School] <john.stone1@education.wa.edu.au>
Sent: Thursday, 16 November 2017 3:55 PM
To: Enquiries
Subject: IE-207441 - Feedback re Future use of Lesmurdie School and Community Library

Hello there

Please find below our overall school response:

We strongly believe that our students will be greatly disadvantaged by a closure of the Community aspect of the shared library:

- as the access to resources from the other City of Kalamunda Libraries and State Library will no longer be available. This will impact on the quality, volume and diversity of resources that are available to our students. Our non-fiction collection is always current, relevant and extensive (subject matter covered) as this is largely provided by the City of Kalamunda.
- Lesmurdie SHS teachers also have access to an extensive collection for their own professional learning and resources for curriculum delivery. They also access the junior collections for their own children and personal reading.
- Our students having out-of-school hours access to the shared library both after school and during vacation periods has had a tangible influence on senior school students' capacity to study.
- Our students' learn to work in a shared environment mixing with young children through to the elderly. This engenders a sense of overall community respect and moderation in behaviour which typifies the Hills Community values and feel.
- It is very pleasing that a group of Year 9 students is circulating a petition supporting the continuation of the School and Community Library. This has demonstrated the value that students put on this joint facility and participating as an active citizen in their community.
- Students have a safe haven in which to study after school. Parents also take the opportunity to bring younger siblings into the library to borrow and enjoy the relaxed and pleasant ambience of this library. The extended opening hours enables tutors to meet with our students in a safe and supervised environment.
- The combination of School and City staff has developed into a cohesive and professional group, sharing expertise and ideas. The diversity of tasks has had the added benefit in up skilling of all staff members resulting in a very efficient delivery of quality library service to both the school and local communities.



John Stone | Principal

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10.4.3. Execution of Documents

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

Previous Items	OCM 17/2017
Directorate	Office of the CEO
Business Unit	Governance & Legal Services
File Reference	
Applicant	N/A
Owner	N/A

Attachments	1. Execution of Documents - Current Authorisations [10.4.3.1]
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EXECUTIVE SUMMARY

1. The purpose of this report is to amend the authorisation provided to specified staff at the Officer and Manager level to sign documents on behalf of the City of Kalamunda (City) that do not require the affixing of the Common Seal.
2. The authorisations contained in the recommendation are in accordance with the provisions of the *Local Government Act 1995* (Act) and provide the framework for continued efficient operations within the administration of the City.
3. The recommendation requests amendments to the current authorisation provided by Council, which is required to include additional positions established within the City.

BACKGROUND

4. The Act was amended in late 2009 to clarify the requirement for the execution of documents with or without the Common Seal.
5. Initial authorisations for some staff to execute documents on behalf of the City were provided in 2010 and have been amended several times as a consequence of organisational restructures, position title changes and additional staff appointments. Authorisations were most recently considered and approved by Council at the Ordinary Council Meeting of 27 February 2017 as presented in Attachment 10.4.3.1.
6. These authorisations apply where signing under the Common Seal is not required for the document to be validly executed.

DETAILS

7. The recommendation does not propose to extend the authorisations to include additional document types. Instead the City is requesting the inclusion of some new positions in the approved authorisations.

8. The following changes have been included in the recommendation:
- Additions
General Counsel
Manager Asset and Waste Operations
Manager Parks and Environmental Services
Manager People Services
9. At present, the position of General Counsel does not have any authority to execute documents. It is appropriate a position of this nature have the same authority as the City's Directors. The level of authority for General Counsel would be to execute any document, including deeds, which are necessary or appropriate to be signed for the position to carry out its functions and duties under any written law.
10. The level of authority proposed for each of the three new Manager positions is to execute any document, excluding deeds, which are necessary or appropriate to be signed to carry out the Manager's functions and duties under any written law.

STATUTORY AND LEGAL CONSIDERATIONS

11. Section 9.49A of the Act – Execution of documents, provides:
- (1) A document is duly executed by a local government if: -*
- (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
- (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) The common seal of the local government is to be affixed to a document in the presence of: -*
- (a) the mayor or president; and*
- (b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.*
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*

(6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.

(7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

12. Section 9.49B of the Act – Contract formalities, provides: -

(1) Insofar as the formalities of making, varying or discharging a contract are concerned, a person acting under the authority of a local government may make, vary or discharge a contract in the name of or on behalf of the local government in the same manner as if that contract was made, varied or discharged by a natural person.

(2) The making, variation or discharge of a contract in accordance with subsection (1) is effectual in law and binds the local government concerned and other parties to the contract.

(3) Subsection (1) does not prevent a local government from making, varying or discharging a contract under its common seal.

POLICY CONSIDERATIONS

13. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

14. Input has been received from all Directorates as to their requirements of authorisations which should be considered by Council.

External Referrals

15. Nil.

FINANCIAL CONSIDERATIONS

16. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

17. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

SUSTAINABILITY

Social Implications

18. Nil.

Economic Implications

19. Nil.

Environmental Implications

20. Nil.

RISK MANAGEMENT CONSIDERATIONS

21.	Risk: Delays to execution of documents if adequate number of appropriate staff are not authorised to carry out that function.		
	Likelihood	Consequence	Rating
	Possible	Moderate	Medium
	Action/Strategy		
	<ul style="list-style-type: none"> Recommendation contained in this report to authorise four positions to execute documents reduces risk; and In the event that recommendation is not adopted then there is increased risk of delay on document execution, which would require strict programming of existing authorised officer time to ensure that all documents are executed as soon as practicable. 		

OFFICER COMMENT

22. The authorisations contained in the recommendation of this report are in accordance with the provisions of the Act and provide the framework for continued efficient operations within the City's Administration.

Voting Requirements: Simple Majority

RESOLVED OCM 38/2018

That Council:

1. Pursuant to section 9.49A of the *Local Government Act 1995*, authorises the following Officers of the City of Kalamunda to sign documents on behalf of the City of Kalamunda, as specified: -

- i. Chief Executive Officer**
- ii. Director Asset Services**
- iii. Director Corporate and Community Services**
- iv. Director Development Services**
- v. General Counsel**

any document, including a deed, that is necessary or appropriate to be signed for these Officers to carry out their functions and duties under any written law.

- i. Manager Approval Services***
- ii. Manager Asset and Waste Operations***
- iii. Manager Asset Delivery***
- iv. Manager Asset Planning and Management***
- v. Manager Community Development***
- vi. Manager Community Safety and Compliance Services***
- vii. Manager Economic Land and Property Services***
- viii. Manager People Services***
- ix. Manager Parks and Environmental Services***
- x. Manager Strategic Planning***

any document, excluding a deed, that is necessary or appropriate to be signed to carry out the Manager's functions and duties under any written law.

i. Manager Financial Services

- a. Leases
- b. Extensions of Leases
- c. Assignments of Leases
- d. Deed of Variation of Leases
- e. Surrenders of Leases
- f. Licences
- g. Assignments and Assignments and Variations of Licences

Moved: Cr Margaret Thomas

Seconded: Cr Geoff Stallard

Vote: CARRIED UNANIMOUSLY (9/0)

Attachment 1

Shire of Kalamunda

Execution of Documents – Authorisations

[s 9.49A of the ***Local Government Act 1995***]***Extract from OCM Minutes 27 February 2017 – OCM Resolution 17/2017***

Council authorises the following Officers of the Shire of Kalamunda to sign documents on behalf of the Shire of Kalamunda, as specified:-

- i. The Chief Executive Officer***
- ii. The Director of Development Services***
- iii. The Director of Asset Services***
- iv. The Director of Corporate & Community Services***

any document, including Deeds, that is necessary or appropriate to be signed for these officers to carry out their functions and duties under any written law.

- v. Manager Community Development***
- vi. Manager Economic Land & Property Services***
- vii. Manager Approval Services***
- viii. Manager Strategic Planning***
- ix. Manager Community Safety & Compliance Services***
- x. Manager Asset Maintenance***
- xi. Manager Asset Delivery***
- xii. Manager Asset Planning & Management***

any document, excluding Deeds, that is necessary or appropriate to be signed to carry out the Manager's functions and duties under any written law.

xiii. Manager Financial Services

- a. Leases
- b. Extensions of Lease
- c. Assignments of Lease
- d. Deed of Variation of Lease
- e. Surrenders of Lease
- f. Licences
- g. Assignments and Assignments and Variations of Licence

10.5. Chief Executive Officer Reports

10.5.1. Compliance Audit Return 2017

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

Previous Items	N/A
Directorate	Office of the CEO
Business Unit	Governance & Legal Services
File Reference	N/A
Applicant	N/A
Owner	N/A
Attachments	1. City of Kalamunda - 2017 Compliance Audit Return v 2 [10.5.1.1]
Confidential Attachment	2. Compliance Audit Return <u>Reason for Confidentiality:</u> <i>Local Government Act 1995 (WA) Section 5.23 (2) (e) - "matter that if disclosed, would reveal - (i) a trade secret; (ii) information that has a commercial value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person; - where the trade secret or information is held by, or is about a person other than the local government"</i>

EXECUTIVE SUMMARY

1. The City of Kalamunda is to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit return is to be carried out in accordance with regulations 13, 14 and 15 of the *Local Government (Audit) Regulations 1996* (Regulations).
2. In accordance with those requirements, the Legal and Governance Services team has compiled a comprehensive compliance review with the results now presented to Council for consideration and adoption.
3. Officers are requesting Council endorsement of the compliance audit return, including additional explanatory information, for the period of 1 January 2017 to 31 December 2017, as Attachment 10.4.4.1 of this report.

BACKGROUND

4. Each local government in Western Australia is required to carry out a compliance audit return for the period 1 January 2017 to 31 December 2017. A compliance audit is an audit of compliance with the statutory requirements prescribed by regulation 13 of the Regulations.
5. After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister. The compliance audit return for 2017 has been prepared through the Department of Local Government and Communities' Smart Hub and is attached to this report (Attachment 10.4.4.1).

6. The City's Internal Auditor has reviewed the processes adopted for preparation of the Compliance Audit Return identifying some minor administration process improvements refer (Confidential Attachment 10.4.1.1).
7. The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
8. After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —
 - a) presented to the council at a meeting of the council; and
 - b) adopted by the council; and
 - c) recorded in the minutes of the meeting at which it is adopted.
9. After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - b) any additional information explaining or qualifying the compliance audit,

is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
10. Certification in relation to a compliance audit return means signed by —
 - a) the mayor; and
 - b) the CEO.

DETAILS

11. The compliance audit return for 2017 is the first return carried out by the City's new Legal and Governance Services team. In accordance with the requirements, the team has compiled a comprehensive compliance review with the results now presented to Council for consideration and adoption.
12. There has been a minor compliance issue with regard to the timing of lodgement of Primary Returns by designated persons, however the Department of Local Government and Communities has already been made aware of the situation.
13. Despite this minor compliance issue, the results of the 2017 compliance audit return show a strong culture of compliance by the City with the requirements of the *Local Government Act 1995* (WA) and its regulations.
14. The City's Internal Auditor completed a review of the Compliance Audit Return confirming that the processes used to prepare the return were adequate. Notwithstanding, the review identified some minor administration process improvements which the City has either implemented or is committed to implement prior to 30 June 2018.

15. Once endorsed by Council, the results of the compliance audit return will be forwarded to the Department of Local Government and Communities by 31 March 2018.

STATUTORY AND LEGAL CONSIDERATIONS

16. Regulations 13-15 of the *Local Government (Audit) Regulations 1996*

POLICY CONSIDERATIONS

17. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

18. The compliance audit return required input from the following Business Units:
1. Office of the Chief Executive Officer;
 2. Asset Services;
 3. Governance and Legal Services;
 4. Economic Land & Property Services;
 5. Financial & Risk Services; and
 6. People Services.

External Referrals

19. Guidance has been communicated by the Department of Local Government & Communities (DLGC) via government circulars, guidelines and direct contact.

FINANCIAL CONSIDERATIONS

20. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

21. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Strategy 4.1.2 - Build an effective and efficient service based organisation.

SUSTAINABILITY

Social Implications

22. Nil.

Economic Implications

23. Nil.

Environmental Implications

24. Nil.

RISK MANAGEMENT CONSIDERATIONS

25.	Risk: That the Council does not endorse the City's 2017 compliance audit return.		
	Likelihood	Consequence	Rating
	Unlikely	Moderate	Low
	Action/Strategy		
	<ul style="list-style-type: none"> The City would request an extension of time from the Department; The CAR would be represented to the Council once any concerns had been addressed. 		

OFFICER COMMENT

26. In addition to the compliance audit return, it is a legislative requirement for the CEO to conduct a review of certain systems and procedures. This review looks at the appropriateness and effectiveness of the City's systems and procedures in regard to risk management, internal control and legislative compliance.

Prescribed actions are detailed at regulation 17 of the Regulations:

"(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
(a) risk management; and
(b) internal control; and
(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.

(3) The CEO is to report to the audit committee the results of that review."

Voting Requirements: Simple Majority

RESOLVED OCM 35/2018

That Council:

1. Notes that the City's Audit and Risk Committee has reviewed the compliance audit return for the period of 1 January 2017 to 31 December 2017.
2. Notes the Internal Audit Report of the Compliance Audit Return (Confidential Attachment 10.4.1.1).
3. Endorse the compliance audit return, including additional explanatory information, for the period of 1 January 2017 to 31 December 2017 as Attachment 10.4.4.1 of this report.
4. Request that a certified copy of the compliance audit return is lodged by the City with the Department of Local Government and Communities by 31 March 2018.

Moved: Cr Margaret Thomas

Seconded: Cr Michael Fernie

Vote: CARRIED UNANIMOUSLY (9/0)



Department of
**Local Government, Sport
and Cultural Industries**

Kalamunda - Compliance Audit Return 2017

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2017.	N/A	The City did not have any land transaction or business undertaking meeting the >\$10m criteria.	Peter Rogers
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2017.	N/A	The City did not have any land transaction or business undertaking meeting the >\$10m criteria.	Peter Rogers
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2017.	N/A	The City did not have any land transaction or business undertaking meeting the >\$10m criteria.	Peter Rogers
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017.	N/A	The City did not have any land transaction or business undertaking meeting the >\$10m criteria.	Peter Rogers
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A	The City did not have any land transaction or business undertaking meeting the >\$10m criteria.	Peter Rogers



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Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Peter Rogers
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Peter Rogers
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Peter Rogers
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A	The only power ever delegated to a Committee was to the OCM 170/2017, which was subsequently rescinded through OCM 242/2017. As such, by the end of 2017 there were no recorded delegations on the register.	Peter Rogers
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 financial year.	N/A	None to review.	Peter Rogers
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Peter Rogers
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Peter Rogers
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Peter Rogers
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Peter Rogers
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes	OCM 242/2017 to revoke a delegation to the Audit and Risk Committee was carried with an absolute majority (8/3).	Peter Rogers
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Peter Rogers
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year.	Yes	OCM 102/2017 which was the report on the review of delegations, which was passed with an absolute majority.	Peter Rogers
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Peter Rogers

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent



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No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Peter Rogers
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes	All interests are registered by way of a form, and called out at the meeting. The form captures the interest, the reason for the declaration and the Councillor. During 2017, Council has never considered a vote to allow a Councillor to remain in the chamber when declaring an interest.	Peter Rogers
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Peter Rogers
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	No	Two new Councillors did not submit their primary returns by the required date. Both have been referred to the Department and the CCC.	Peter Rogers
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	No	One new staff member has not filled out a primary return by the required date.	Peter Rogers
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes		Peter Rogers
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	Yes		Peter Rogers
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Peter Rogers
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Peter Rogers
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Peter Rogers
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Peter Rogers



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No	Reference	Question	Response	Comments	Respondent
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Peter Rogers
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Peter Rogers
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Peter Rogers
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Peter Rogers
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Peter Rogers

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A	Community Leases are exempt under Regulation (2)(b) of the Local Government (Functions and General) Regulations 1996. Lease to NBN Co of portion of Reserve 52678 was exempt under Regulation 30(2)(c)(ii) of the Local Government (Functions and General) Regulations 1996.	Peter Rogers
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Peter Rogers



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Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes	All disclosure of gift forms completed by candidates and received by the City (there being three forms from two candidates) were placed on a public register. Both candidates were unsuccessful and gift declarations have since been removed.	Peter Rogers

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	Council established its Audit and Risk Committee on 25 February 2013, OCM 13/2013. This resolution was carried with an absolute majority.	Peter Rogers
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	The Audit and Risk Committee does not have any delegated authority to decide matters on behalf of Council.	Peter Rogers
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Grant Thornton, Michael Hillgrove – Certificate of Registration No. 16037.	Peter Rogers
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	Appointed by resolution of Council, OCM 150/2015.	Peter Rogers
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes	Audit Report signed on 13 October 2017.	Peter Rogers
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes	Sent to Department via email on 30 October 2017.	Peter Rogers
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No matters raised.	Peter Rogers



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No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	No matters raised.	Peter Rogers
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	No matters raised.	Peter Rogers
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes	Objectives of the audit contained in Engagement Letter dated 18 April 2017.	Peter Rogers
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes	Refer to Audit Findings Report, page 4 – Audit Focus Areas.	Peter Rogers
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes	Refer to Audit Findings Report, page 4 – Audit Focus Areas.	Peter Rogers
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes	Contained in Engagement Letter dated 18 April 2017.	Peter Rogers
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes	Contained in Engagement Letter dated 18 April 2017.	Peter Rogers

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Council adopted Kalamunda Achieving: Corporate Business Plan 2017 (the City's Corporate Business Plan) at 26 June 2017 Ordinary Council Meeting [OCM 104/2017].	Peter Rogers
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Council adopted Kalamunda Achieving: Corporate Business Plan 2017 (the City's Corporate Business Plan) at 26 June 2017 Ordinary Council Meeting [OCM 104/2017].	Peter Rogers



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No	Reference	Question	Response	Comments	Respondent
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Council adopted Kalamunda Advancing – Strategic Community Plan 2017-2027 (the City's Strategic Community Plan) at 26 June 2017 Ordinary Council Meeting [OCM 103/2017].	Peter Rogers
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Council adopted Kalamunda Advancing – Strategic Community Plan 2017-2027 (the City's Strategic Community Plan) at 26 June 2017 Ordinary Council Meeting [OCM 103/2017].	Peter Rogers
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	<p>The City has adopted an overarching Asset Management Strategy.</p> <p>Pathways Asset Management Plan – endorsed May 2017 OCM.</p> <p>Parks Asset Management Plan 2017 – endorsed August 2017 OCM.</p> <p>Roads and Drainage Asset Management Plan's proposed for 2018 and Buildings Asset Management Plan proposed for 2019.</p>	Peter Rogers
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Council adopted the amended Kalamunda Accountable: Long Term Financial Plan to 2027 (the City's Long Term Financial Plan) at 28 June 2017 Special Council Meeting [SCM 112/2017].	Peter Rogers
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Workforce Plan adopted by in June 2013. A new draft Workforce Plan has been developed by management. It is being updated during the budget process for 2018/19 and will then be presented to Council for endorsement.	Peter Rogers



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Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A	The City did not recruit a CEO during 2017.	Peter Rogers
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A	The City did not recruit a CEO during 2017. The CEO is currently the only senior employee of the City.	Peter Rogers
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A	The City did not recruit a CEO during 2017.	Peter Rogers
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A	The City did not recruit a CEO during 2017.	Peter Rogers
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A	The City did not consider any employment or dismissal of a senior employee during 2017, as the CEO is the City's only senior employee.	Peter Rogers



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Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	The CEO is the complaints officer.	Peter Rogers
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes	The City has no complaints which required action.	Peter Rogers
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Peter Rogers
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Peter Rogers
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Peter Rogers
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Peter Rogers

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes	All tenderers were publicly invited to submit a tender in order to create a contract worth equal to or greater than \$150,000.	Peter Rogers
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes	The City did not split any tenders to avoid the requirement to comply with regulation 11(1) of the Local Government (Functions and General) Regulations 1996.	Peter Rogers
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes	All tenders were advertised in the West Australian.	Peter Rogers



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and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Peter Rogers
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Peter Rogers
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Peter Rogers
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes	Any tender submissions that were non-compliant with regulation 18(1) was refused and returned to the tenderer unopened.	Peter Rogers
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Peter Rogers
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes	There is more information in the City's tender register than required by Regulation 17, and is currently being removed by officers.	Peter Rogers
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Peter Rogers
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Peter Rogers
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A	All Expressions of Interest received by the City were submitted by the correct time and in the correct location, therefore there was no need to reject any EOI.	Peter Rogers
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Peter Rogers
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Peter Rogers



**Department of
Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	The City has not invited any pre-qualified suppliers.	Peter Rogers
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A	The City has not invited any pre-qualified suppliers.	Peter Rogers
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A	The City has not invited any pre-qualified suppliers.	Peter Rogers
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A	The City has not invited any pre-qualified suppliers.	Peter Rogers
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A	The City has not invited any pre-qualified suppliers.	Peter Rogers
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A	The City has not invited any pre-qualified suppliers.	Peter Rogers
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Peter Rogers
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A	The City has not invited any pre-qualified suppliers.	Peter Rogers
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	The City of Kalamunda doesn't have a policy with regard to regional price preference.	Peter Rogers
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A	The City of Kalamunda doesn't have a policy with regard to regional price preference.	Peter Rogers



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Peter Rogers

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Kalamunda

Signed CEO, Kalamunda

10.5.2. Review of Local Government Act 1995 - Submission to the Department of Local Government, Sport & Cultural Industries

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

Previous Items	OCM September 2017
Directorate	Office of the CEO
Business Unit	Governance & Legal Services
File Reference	
Applicant	N/A
Owner	N/A

Attachments 1. City of Kalamunda Submission [10.5.2.1]

EXECUTIVE SUMMARY

1. This report is to request Council receive the final submission and notes the submission was lodged and accepted by the Department of Local Government, Sport and Cultural Industries (DLGSC) on 12 March 2018.
2. The Department of Local Government, Sport and Cultural Industries initiated a review of the *Local Government Act 1995* and released a Discussion Paper in November 2017.
3. Councillors and Officers have prepared detailed comments in respect of the key issues and have highlighted issues, whilst not raised (in the Discussion Paper), that should be considered.

BACKGROUND

4. In November 2017 the Minister for Local Government, Hon. David Templeman MLA, announced the commencement of a review of the *Local Government Act 1995* (WA) (LGA).
5. The review is to be undertaken in two phases. The first will focus on modernising local government, with the policy work and consultation to be completed in 2017 as part of this phase (Phase 1), with a Bill (on Phase 1) expected in 2018.
6. Key topics in Phase 1 with respect to proposed amendment to the LGA, will be to seek increasing elector participation, electronic disclosure (making information more readily available), the simplification of the disclosure of gifts and provisions aimed at reducing 'red tape'.
7. The theme of the second phase is delivering for the community (Phase 2), with the policy work and consultation for Phase 2 to be completed in 2018 with a Phase 2 Bill in 2019. Key themes for this Phase will be improving behaviour and relationships, increasing community participation, enabling local government enterprises, improving financial management and again, reducing 'red tape'.

8. In July 2017, the Western Australian Local Government Association's (WALGA) State Council considered and adopted the following Consultation Process:
 - a) WALGA sent an Infopage to all Western Australian local governments, including a Discussion Paper, on issues identified over the last eight years including advocacy positions resolved by the sector. This included a request for local governments to submit additional items for consideration in the [LGA] review process. Councils were able to submit individually or collectively through their respective Zone;
 - b) WALGA held Zone/regional group forums on the Act/Regulatory amendment suggestions in-conjunction with Zone meetings or separately; and
 - c) Finalised feedback and recommendations on legislative and regulatory change would be provided through a State Council agenda item that would go through the respective Zones.
9. WALGA listed approximately 40 issues raised or resolved through State Council or Zone meetings. The majority of the issues raised by WALGA are sensible and relevant positions in relation to the legislation.
10. The final collated feedback was prepared as a State Council Agenda Item for Zone consideration during the November/December 2017 round of Zone meetings. State Council will ultimately determine its position at its meeting of 6 December 2017.
11. The City of Kalamunda Council's endorsed its submission to WALGA in September 2017 and this submission was forwarded to WALGA by Friday 20 October 2017.

DETAILS

12. Phase 1 of the Local Government Act Review covered a range of topics as follows:
 1. Relationship between Council and the Administration
 2. Training for Elected Members
 3. Behaviour of Elected Members
 4. Local Government Administration
 5. Supporting Local Governments in challenging times
 6. Making it easier for staff to transfer between State and Local Government employment
 7. Public Confidence in Local Government – Gifts
 8. Transparency – Access to Information
 9. Available information
 10. Reducing red tape
 11. Regional Subsidiaries

Each topic has a number of discussion questions and the City's responses are outlined in Attachment 10.5.2.1.

STATUTORY AND LEGAL CONSIDERATIONS

13. *Local Government Act 1995* (WA).

POLICY CONSIDERATIONS

14. Review and large-scale reform of the *Local Government Act 1995* (WA) will require a complete audit and review of all City of Kalamunda policies, procedures and processes to ensure compliance and currency.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

15. Nil.

External Referrals

16. Nil.

FINANCIAL CONSIDERATIONS

17. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

18. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

SUSTAINABILITY

Social Implications

19. Nil.

Economic Implications

20. Nil.

Environmental Implications

21. Nil.

RISK MANAGEMENT CONSIDERATIONS

22. Nil.

OFFICER COMMENT

23. Nil.

Cr Fernie sought clarification regarding why this report has come to the Ordinary Council Meeting after the submission was lodged. The Chief Executive Officer confirmed submissions were due to be with the Department of Local Government, Sport and Cultural Industries by 9 March, which was before the March Ordinary Council Meeting and was unable to be considered at the February Ordinary Council Meeting as the information was still being collated and the submission wasn't finalised for the February meeting. It was presented to Council at an internal workshop and input was taken through that process and is now been submitted for endorsement.

Cr Geoff Stallard sought clarification on the gift declaration amount suggesting it should be \$500 and not \$50,000. The Chief Executive Officer will confirm this is a typographical error.

Voting Requirements: Simple Majority

RESOLVED OCM 39/2018

That Council:

1. Receives the City of Kalamunda's submissions shown as Attachment 10.5.2.1 and notes the Submission was lodged on 12 March 2018 to the Department of Local Government, Sport and Cultural Industries.

Moved: Cr Michael Fernie

Seconded: Cr Margaret Thomas

Vote:

For	Against
Cr Michael Fernie	Cr Geoff Stallard
Cr Allan Morton	Cr Sara Lohmeyer
Cr Brooke O'Donnell	
Cr David Almond	CARRIED 7/2
Cr Cameron Blair	
Cr Margaret Thomas	
Cr Dylan O'Connor	

VERSION 3.0

MARCH 9, 2018



CITY OF KALAMUNDA
2 RAILWAY ROAD, KALAMUNDA

LOCAL GOVERNMENT ACT REVIEW

On the 8 November 2017, the Department of Local Government, Sport and Cultural Industries (**Department**) released its *Local Government Act 1995 Review – Phase 1: Consultation Paper* (**Consultation Paper**).

The review will be undertaken in two phases. Phase 1 of the review considers the following matters:

- meeting community expectations of standards and performance;
- transparency;
- making more information available online; and
- red tape reduction.

The Consultation Paper is seeking the City of Kalamunda's comment on questions raised by the Consultation Paper, as well as any other comment on other aspects of the Act that in the City's view should be reformed. While the Consultation Paper deals with the matters listed above, responses and proposals for reform are invited on any aspect that contributes to the principles underpinning the review of local government legislation.

The Minister is seeking a comprehensive reform of the law and regulations that governs the local government section, noting:

"Where possible, I would like the detail relating to the powers and responsibilities for local government to be addressed in regulations rather than a prescriptive Act to ensure that the legislation is more flexible and adaptable to changing needs."

Minister David Templeman (Page 8, Consultation Paper)

This report seeks to collate the City's response to the Consultation Paper, with the report endorsed by Council in relation to WALGA Discussion Paper (**attached**) and submissions made separately to EMRC.

Submissions close on Friday 9 March 2018. A second consultation paper will be released in 2018.

1. RELATIONSHIP BETWEEN COUNCIL AND ADMINISTRATION

Defining Council and Elected Members

Under the Act, the council –

- governs the local government's affairs; and
- is responsible for the performance of the local government's functions, which includes (although is not limited to):
 - overseeing the allocation of the local government's finances and resources; and
 - determining the local government's policies.

The role of an individual Councillor includes –

- representing the interests of electors, ratepayers and residents of the district;
- providing leadership and guidance to the community in the district;
- facilitating communication between the community and the council;
- participating in the local government's decision-making processes at council and committee meetings; and
- performing such other functions as are given to a councillor by the Act or any other written law.

1. How should a council's role be defined? What should the definition include?

The Council has no issue with retaining the current decision-making, budgeting and policy-making functions as they are currently defined under the Act.

However, the role of council should be broadened to include the following functions:

- developing an integrated planning and reporting framework, particularly the Strategic Plan;
- delivering, facilitating or funding a range of quality services for the district;
- developing and reviewing local laws;
- advocating on behalf of the district's community to State and Federal levels of government, statutory authorities and other sectors.

With regard to a Councillor's role, consideration should be given to:

- removing the wording "providing leadership and guidance to the community" – this is language common to a 'top-down' command style of government of the 80s/90s which is becoming less popular in the 'bottom-up' community empowerment model of the modern era;
- the obligation to participate in strategic planning, budgeting and policy making for effective and efficient provision of services, facilities and assets;
- the obligation to acquire and maintain skills necessary to perform the role of a Councillor;
- the obligation to performance review the CEO;
- recognise the quasi-judicial role of Councillors, and how this may conflict with existing obligations as a Councillor; and
- ensure that the council acts honestly, efficiently and appropriately in carrying out its statutory functions (Northern Territory provision).

In the City's response to the WALGA Discussion Paper it stated:

"The City does not believe that enough consideration has been given to updating the role of Councillor under section 2.10 of the LGA. This matter was also raised at the Eastern Metropolitan Regional Council meeting of 18 August 2017.

A recent State Planning Commission deliberation indicated that the role of Councillors is not only to uphold the views of the ratepayers, but also to uphold other legislation, such as the Town Planning Act and the Health Act.

The City is of the opinion that section 2.10 of the LGA should be amended to reflect the contemporary expectations of the role of Elected Members."

Defining CEO and administration

The CEO's functions under the Act are to:

- advise the council in relation to the functions of a local government under this Act and other written laws;
- ensure that advice and information is available to the council so that informed decisions can be made;
- cause council decisions to be implemented;
- manage the day to day operations of the local government;
- liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;
- speak on behalf of the local government if the mayor or president agrees;
- be responsible for the employment, management, supervision, direction and dismissal of other employees;
- ensure that records and documents of the local government are properly kept for the purposes of the Act and any other written law; and
- perform any other function specified or delegated by the local government or imposed under the Act or any other written law as a function to be performed by the CEO.

<p>2. How should the role of the CEO and administration be defined?</p> <p>The role of the CEO should be broadened to include the following:</p> <ul style="list-style-type: none"> • Developing processes for major strategic planning exercises with Councillors and administration. <p>Other than this inclusion, the City is satisfied with the current definition of the role of the CEO.</p>
<p>3. What other comments would you like to make on the roles of council and administration?</p> <p>Nil.</p>
<p>4. Are there any areas where the separation of powers is particularly unclear? How do you propose that these are improved?</p> <p>No the current separation of powers is clear.</p> <p><u>Senior Employees – section 5.37(2)</u></p> <p>The Council supports retention of the section 5.37 (2)</p> <p><u>Annual Review of Certain Employees Performances – section 5.38</u></p> <p>The Council supports the removal of section 5.38, however wished to amended Section 5.41(g) should be changed to include the CEO undertake a review of all senior management positions and report findings to Council annually.</p>

5. Do you have any other suggestions or comments on this topic?

Additionally, the City of Kalamunda supports WALGA's position that:

Council should determine whether their Mayor or President will be elected by the Council or elected by the community.

External Committee Members

The City of Kalamunda requests that section 5.100 of the *Local Government Act 1995* (WA) be amended to allow for reimbursement of Any cost incurred by committee members on external committees.

2. TRAINING

The 2016 Census of Western Australia Elected Members conducted by the University of Western Australia on behalf of the Department found that approximately one in four elected members completing the survey had not completed Year 12. It could be argued that elected members should be provided with the knowledge and skills to be able to properly understand and perform their role.

Since 2013-14, WALGA has delivered more than 340 training courses to elected members across the State. Over the same period, approximately 70 elected members have enrolled in the Elected Member Diploma.

	2013-14	2014-15	2015-16	2016-17
Courses delivered	61	89	90	106
Individual registrations	625	899	838	930

6. What competencies (skills and knowledge) do you think an elected member requires to perform their role?

In the City's response to the WALGA Discussion Paper it stated:

"The City considers that the most important areas of training are:

- a) Planning;*
- b) Finance;*
- c) Interest and Gift Disclosures;*
- d) Obligations under the Local Government Act; and*
- e) Standing Orders."*

Furthermore, the City contends that strategic planning, reporting and leadership are also key competencies for an elected member.

7. Do these vary between local governments? If so, in what way?
No. The obligations and role of an elected member is the same across the local government industry.
8. Who should pay for the costs of training (course fees, travel, other costs)?
<p>The Local government should be responsible for the arrangement and payment of training.</p> <p>However, the City is supportive of a training fund being established across the local government sector to assist with the costs of training.</p> <p>The purpose of each local government contributing a proportion of their annual revenue is to share the cost of training across the sector, and assist smaller, regional local government Shires that may struggle to source appropriate training courses for their Councillors.</p>
9. If councils are required to pay for training, should a training fund be established to reduce the financial impact for small and regional local governments? Should contribution to such a fund be based on local government revenue or some other measure?
<p>A training fund should be established to reduce the financial impact on small and regional local governments. However, an emphasis should be on supporting regional councils.</p> <p>The Town of East Fremantle is a small local government authority, but is geographically closer and has greater access to support and training for their Councillors. This is not the case for regional councils – for example, the Shire of Dowerin which was recently subject to a CCC investigation.</p> <p>The measure of contribution should be based on geographical isolation, not just revenue of the local government authority.</p>
10. Should elected member training be mandatory? Why or why not?
In the Council does not support mandatory training. Many Councilors are highly trained and come from varied backgrounds. Those that have gaps in knowledge should be able to self-determine their training needs.
11. Should candidates be required to undertake some preliminary training to better understand the role of an elected member?
<p>In the City's response to the WALGA Discussion Paper it stated:</p> <p><i>"The City agrees that candidates should not be required to undertake training prior to nominating for election.</i></p> <p><i>The City of Kalamunda ran a mock Council meeting instead of a Candidate Information Session, which was attended by the WAEC. This event was well attended by candidates, and had them roleplaying the consideration of two complex planning matters. The City believes that local governments should take a greater role in promoting these kinds of creative information sessions, rather than mandate training for candidates."</i></p>

12. Should prior learning or service be recognized in place of completing training for elected members? If yes, how would this work?
<p>In the City's response to the WALGA Discussion Paper it stated:</p> <p><i>"Most professions require employees to undertake Continued Professional Development to update their knowledge and skills. The City considers this should be the same case for Elected Members, as long as the training seeks to enhance, update or continue their current knowledge, and takes recognition of prior learning of long-term Elected Members into account."</i></p> <p>A mechanism should be outlined in the revised Act which allows for a Councillor to make an application to the Department of Local Government to consider prior learning. The Department will then make a determination and inform the Councillor. Any decision can be appealed to the Minister for review of the decision.</p>
13. What period should apply for elected members to complete essential training after their election?
<p>This should be determined by the individual councillors based on their time availability and any other matters that may impact on their ability to.</p>
14. Should ongoing professional development be undertaken by elected members?
<p>Yes if elected members so choose.</p>
15. If so, what form should this take?
<p>The WA Local Government Association (WALGA) is WA local government's peak industry body. WALGA advocates on behalf of 138 WA local governments and negotiates service agreements for the sector. WALGA also delivers training for Councillors.</p> <p>WALGA should be the preferred training body running a CPD programme for Councillors, however WALGA should not be mandated as the only training body as this will decrease potential competition from other competent trainers.</p>
16. Do you have any other suggestions or comments on training?
<p>None.</p>

3. THE BEHAVIOUR OF ELECTED MEMBERS

<p>17. Should standards of conduct/behavior differ between local governments? Please explain.</p> <p>No. This will allow of consistent expectation on behalf of all local governments, but particularly the Department, who will be able to advise each local government with regard to conduct with assurity.</p> <p>The City notes WALGA's position on standards of conduct:</p> <p><i>"WALGA supports:</i></p> <ol style="list-style-type: none"> <i>1. Official conduct legislation to govern the behavior of Elected Members;</i> <i>2. An efficient and effective independent Standards Panel process;</i> <i>3. An ability for the Standards Panel to dismiss vexatious and frivolous complaints;</i> <i>and</i> <i>4. Confidentiality for all parties being a key component of the entire process."</i> <p><i>NOTE: Point 3 achieved under the Local Government Legislation Amendment Act 2016."</i></p>
<p>18. Which option do you prefer for codes of conduct and why?</p> <p>The City's preference is Option Five. A model Code of Conduct would result in an easier adoption process with less administrative work, and consistency across the local governments. It is a process that appears to have worked well for constitutions (Model Rules) with the most recent review of the <i>Associations Incorporation Act 2015</i> (WA).</p>
<p>19. How should a code of conduct be enforced?</p> <p>A breach of a Code of Conduct should result in an internal disciplinary matter for individual councils to determine. Multiple breaches of the Code of Conduct should result in referral to the Standards Panel.</p>
<p>20. Do you support streamlined Rules of Conduct regulations? Why?</p> <p>Yes. The City supports streamlined Rules of Conduct regulations.</p>
<p>21. If the rules were streamlined, which elements should be retained?</p> <p>In the event that the Rules of Conduct are streamlined, then the following elements should be retained:</p> <ul style="list-style-type: none"> • Disclosing information; • Securing personal advantage/disadvantage of others; • Misuse of local government resources; • Disclosure of interests.

<p>22. Do you support a reduction in the time frame in which complaints can be made? Is three months adequate?</p>
<p>The City contends that three months to make a complaint is adequate. As shown on Page 40 of the Consultation Paper, most complaints are made within three months of the incident.</p>
<p>23. Do you support an outcome-based framework for elected members? Why or why not?</p>
<p>No. The City favours a prescriptive approach to regulating conduct. The City submits that establishing a framework which is vague will lead to confusion and abuse of the complaint system. The City agrees with the point raised in the Consultation Paper, “this proposal may create uncertainty as to what behaviours would constitute a breach and could result in an increase in the number of complaints received.”</p>
<p>24. What specific behaviours should an outcomes based framework target?</p>
<p>In the event that a specific outcomes-based framework is introduced, the City is supportive of those behaviours on page 41 as guiding good behaviour.</p>
<p>25. Should the rules of conduct that govern behavior of elected members be extended to all candidates in council elections? Please explain.</p>
<p>Yes. The Rules of Conduct should apply to all candidates in an election.</p> <p>The following are comments from 17 October 2017:</p> <p><i>“Local Government Minister David Templeman said he was ‘dismayed’ by the number of reports of online bullying by candidates and community members in the lead-up to local government elections.</i></p> <p><i>Mr Templeman said, while he was delighted a record number of candidates had nominated across the State, reports of bullying were a major concern.</i></p> <p><i>‘I call on candidates and community members to show more respect in the way in which they are behaving, as trolling and negativity does not attract quality and diverse candidates,’ he said.</i></p> <p><i>‘If we want a vibrant, diverse and quality local government sector, we must ensure that people feel safe, respected and valued when they put themselves forward.’”</i></p> <p style="text-align: right;">David Templeman, Minister for Local Government</p>

26. Should the offence covering improper use of information be extended to former members of council for a period of twelve months? Why?
Yes. Elected Members owe a fiduciary obligation to the Council. It is arguable that this obligation shouldn't cease once the person is no longer an Elected Member, and that person might have access to information that is still current and required to be kept confidential.
27. Should this restriction apply to former employees? Please explain.
Yes. Staff should be restricted in their use of confidential information obtained as a result of their former position with a local government authority.
28. Is it appropriate to require the existence and details of a complaint to remain confidential until the matter is resolved? Why?
Yes. It is very important that all the facts of a matter are known and an outcome is reached before details are made public of any complaint.
29. What do you see as the benefits and disadvantages of this model?
The City submits that the merits of the Conduct Review Committee model are outlined on page 47 to 48 of the Department's Consultation Paper.
30. What powers should the Conduct Review Committee have?
<p>The City submits that the powers of Conduct Review Committee have been outlined on page 47 of the Consultation Paper:</p> <p><i>The Conduct Review Committee would be limited to the following actions:</i></p> <ul style="list-style-type: none"> • <i>Dismissing the complaint due to non-compliance</i> • <i>Dismissing the complaint for being trivial, frivolous or vexatious or without substance</i> • <i>Ordering mediation</i> • <i>Ordering a public apology</i> • <i>Directing the complaint to the Standards Panel.</i>
31. In your opinion what matters should go directly to the Standards Panel?
All matters should be referred to the Conduct Review Committee in the first instance.
32. Who should be able to be a member of a panel: elected members, people with local government experience, independent stakeholders?
Members of the Standards Panel should be assessed based on their skills not their current position.

33. Who should select the members for the pool?
Minister for Local Government.
34. How many members should there be on the Review Committee?
The City submits that there should be three members of the Conduct Review Committee, with deputy members appointed to sit when there is an absent member of the Committee. Additionally, elected members who are on the same Council as the person against whom a complaint is being made should not sit to hear that complaint.
35. Are the proposed actions for the Review Committee appropriate? If not, what do you propose?
The City believes that the proposed actions for the Review Committee are appropriate.
36. Which of the options for dealing with complaints do you prefer? Why?
The City supports Option 2 – Sector Conduct Review Committees.
37. Are there any other options that could be considered?
None.
38. Who should be able to request a review of a decision: the person the subject of the complaint, the complainant or both?
Any person is who is party to the complaint (either the complainant or the person against whom the complaint is made) should be able to request a review of the decision.
39. Do you support the inclusion of mediation as a sanction for the Panel? Why or why not?
Yes. Mediation is an increasingly popular method which allows parties to resolve a dispute. Mediation keeps the dispute in the control of the parties themselves, rather than handing control to a third party. It would work best if kept inform and quick. The success of any mediation will likely be driven by the quality of the mediator, and this should be a consideration.
40. Do you support the Panel being able to prohibit elected members from attending council meetings? Why or why not?
No. Complaints are to remain confidential, and Elected Members are required to perform their duties as a Councillor until such time as they are found to have breached their conduct obligation.

41. How many meetings should the Panel be able to order the elected member not attend?
In the event that the new Act is amended to allow the Panel to prohibit elected members from attending council meetings, this should be for no longer than 3 months after the complaint is lodged.
42. Should the elected member be eligible for sitting fees and allowances in these circumstances?
Yes.
43. Do you support the Panel being able to award financial compensation to the local government? Why or why not?
No. It is unclear what loss is being compensated.
44. What should the maximum amount be?
In the event that the new Act is amended to allow the Panel to award financial compensation to the local government, this amount should be a defined percentage of the Elected Members annual sitting fee.
45. Do you support this option? Why or why not?
The City is neither for nor against this option. Most courts require the payment of a fee to commence a case. If a fee is to be introduced, it should not be so onerous that it would deter a genuine complaint from commencing.
46. Do you believe that a complaint administrative fee would deter complainants from lodging a complaint? Is this appropriate?
<p>An administrative fee would be unlikely to deter either a valid or frivolous/vexatious complaint – as both would likely be equally motivated for different reasons.</p> <p>The new Act should be careful about imposing anything which may deter any complaint. All complainants should have equal access to have their complaint heard, and this should not be deterred by access to financial resources.</p> <p>Clear and proscriptive rules around behavior should result in less frivolous and vexatious complaints.</p>
47. Would a complaint administrative fee be appropriate for a sector conduct review committee model? Why or why not?
The City is neither for nor against this option.

48. What would be an appropriate fee for lodging a complaint?
<p>An appropriate fee for lodging a complaint may be similar to that of a Freedom of Information application. An amount of \$50 to \$100 would be appropriate if a fee was going to be imposed under the new Act.</p> <p>It should be noted that it is difficult for local governments to advise on how much the administrative fee should be, as this amount should be determined by the costs associated with running the Standards Panels.</p>
49. Should the administrative fee be refunded with a finding of minor breach or should it be retained by the Department to offset costs? Why or why not?
<p>If an administrative fee is to be introduced, then it should be refunded to the applicant when the complaint is determined in favour of that applicant.</p>
50. Do you support the cost of the panel proceedings being paid by a member found to be in breach? Why or why not?
<p>Any councilors found to be not guilty of a breach should be allowed to have their legal cost reimbursed, however this should be capped by the Council.</p>
51. Do you support the tabling of the decision report at the Ordinary Council Meeting? Why or why not?
<p>The decision report should be presented to an Ordinary Council meeting once finalised.</p>
52. Do you support this option? Why or why not?
<p>Yes. The City supports councils being required to table any decision reports which result from a minor breach finding against one of their elected members at the next Ordinary Council Meeting that is open to the public whether found to be guilty or not.</p>
53. Should not-for-profit organization members participate in council decisions affecting that organization? Why or why not?
<p>Question 53 can only be answered, if there is a clear understanding of what “member” means. If an Elected Member is a board member or officer of a not-for-profit, then they should be required to declare an interest on a decision effecting that organization.</p> <p>This would be similar to Key Management Persons being required to make declarations of Related Party Transactions. However, if an Elected Member is merely a “member” of a not-for-profit, subscribing to the organisation’s objectives under the constitution, then that person shouldn’t have to declare a conflict.</p>

In this event, the Elected Member has limited control over the direction of the organization other than likely voting rights at a general meeting.

54. Would your response be the same if the elected member was an office holder in the organization?

See 53 above. Office holders and officers should be required to declare their interest in the organisation.

55. Do you have any other suggestions or comments on this topic?

The City also supports WALGA's position with regard to frivolous and vexatious complainants:

"It is recommended that a statutory provision be considered, permitting a Local Government to declare a person a vexatious or frivolous complainant. Section 5.110(3a) of the Act was recently introduced in relation to the Local Government Standards Panel ruling on vexatious and frivolous Rules of Conduct Regulations breach allegations.

Given the extensive cost and diversion of administrative resources currently associated with vexatious and frivolous complainants across the Local Government sector, it is recommended that a more general mechanism, based on the principles associated with the introduction of Section 5.110(3A), be investigated.

Amendments to the legislation would need to cover the following points to implement the proposed arrangements:

- *Create a head of power to determine whether a community member is vexatious (potentially establish a new body through legislation and give it this power of determination);*
- *Define vexatious behavior broadly to include the extent and nature of communication between the alleged vexatious person and the Local Government (using words such as 'unreasonable', 'persistent', 'extensive', 'malicious' and 'abusive');*
- *Outline the restrictions to statutory rights which can be imposed on a person if he or she is declared by the independent body to be vexatious;*
- *Establish a process, if necessary, to enable a Local Government to present its case for the alleged vexatious person to defend himself/herself;*
- *Determine what appeal rights are necessary."*

And:

"WALGA supports, in principle, a proposal for an individual elected member to be 'stood down' from their role when they are under investigation; have been charged; or when their continued presence prevents Council from properly discharging its functions or affects the Council's reputation, subject to further policy development work being undertaken.

Further policy development of the Stand Down Provisions must involve specific consideration of the following issues of concern to the Sector:

1. *That... the established principles of natural justice and procedural fairness are embodied in all aspects of the proposed Stand Down Provisions; and*
2. *That activities associated with the term 'disruptive behavior', presented as reason to stand down a defined Elected Member on the basis their continued presence may make a Council unworkable, are thoroughly examined and clearly identified to ensure there is awareness, consistency and opportunity for avoidance.*
3. *In 2008 a Discussion Paper was circulated seeking feedback regarding legislative amendments to suspend an individual Elected Member, as follows:*
 - * An elected member to have the ability to stand down where they are being investigated or have been charged;*
 - * An elected member to be forcibly stood down where they are being investigated or have been charged and whose continued presence prevents Council from properly discharging its functions and affects its reputation and integrity or where it is in the public interest;*
 - * The Standards Panel to make the stand down decision;*
 - * Such matters to be referred to the Standards Panel only by a Council (absolute majority), a statutory agency or the Department;*
 - * Three to six months stand down periods with six month extensions;*
 - * The elected member to remain entitled to meeting fees and allowances; and*
 - * Inclusion of an offence for providing false information leading to a stand down."*

Conflicts of Interest

Additionally and as per an EMRC recommendation, the City believes that section 5.60 of the LGA should be updated to include impartiality interests and allow section 5.67 to disqualify the members, having disclosed the impartiality interest, from participating in the meeting.

Sections 5.65 and 5.67 of the LGA stipulates that a Councillor or Committee member who has a section 5.60 financial interest in a matter before the Council, must disclose the nature of the interest, depart the meeting room and not participate in the decision-making process.

On the other hand, members that do have an impartiality interest within the scope of r 11 of the *Local Government (Rules of Conduct) Regulations 2007* (WA) having disclosed the interest affecting impartiality may continue to remain at the meeting and vote on the matter. This appears to conflict with the well-established common law rule against bias.

The Department of Local Government and Communities Operational Guideline No. 01 - January 2011, which is provided to local government Elected Members in WA makes the DGLC's understanding of the obligation to vote clear in the following terms (OG s.3) –

'There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest.

For example, with the declaration of a financial interest an elected member leaves the room and does not vote (unless permitted to do so by the meeting or the Minister).

With the declaration of an impartiality interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the meeting continues as if no interest existed.'

Under common law, a decision by a body such as a local government Council is liable to be set aside as invalid if one of the Council members was disqualified for bias, actual or apprehended (see *Dickason v Edwards* (1910) 10 CLR 243 at 259; *1W v City of Perth* (1997) 71 ALJR 943 at 969; and *Irwin v Meander Valley Council* [2007] TASSC 79 at [37]).

A Council member who considers that he/she has an interest in a matter before the Council which is sufficiently significant to justify a disclosure of the interest as affecting impartiality, runs a clear risk of being considered to have an actual or apprehended bias, and on the principle mentioned above, that bias in the absence of statutory provisions to the contrary, could result in the Council decision on judicial review being set aside as invalid, and other related consequences.

CEO's as Complaints Officer

The CEO should remain the complaints officer.

4. LOCAL GOVERNMENT ADMINISTRATION

<p>56. Would councils benefit from assistance with CEO recruitment and selection? Why?</p> <p>The recruitment of an appropriate and competent Chief Executive Officer is one of the most important decisions a Council will make with respect to the district. CEO's are incredibly influential figures with respect to the strategic, operational and financial future of the local government.</p> <p>A mediocre CEO may succeed at keeping the organization ticking over, however a great CEO can:</p> <ul style="list-style-type: none"> • set and encourage excellence throughout the organization; • maintain morale and provide inspiration; • keep the organization focused on its goals; and • boost support from the community, funders and partners. <p>Councillors selected to appoint a CEO might not fully appreciate what makes a good local government CEO, or additionally, might not fully appreciate the qualities that they want in the CEO that is right for their local government.</p>
<p>57. How could the recruitment and selection of local government CEOs be improved?</p> <p>Recruitment and selection of local government CEOs could be improved in the following areas:</p> <ul style="list-style-type: none"> • Establishing appropriate position descriptions which allow for the measurement of annual performance; increasing the link between initial position description and the annual requirement of Council to review CEO performance. • Remuneration – at present it is very difficult for local governments to benchmark remuneration packages. Greater transparency and data is required with respect to CEO remuneration and employment packages across the State.
<p>58. Should the Public Sector Commission be involved in CEO recruitment and selection? If so, how?</p> <p>It may be appropriate for the Public Sector to offer their services. This may particularly be of benefit to smaller regional councils.</p>
<p>59. Should other experts be involved in CEO recruitment and selection? If so, who and how?</p> <p>The involvement of experts should be at the discretion of each individual Council.</p>
<p>60. What competencies, attributes and qualifications should a CEO have?</p> <p>The City is broadly of the opinion that key competencies should be left for Councils to determine, however at minimum all CEOs should have the following skills:</p> <ul style="list-style-type: none"> • Financial management; • Knowledge of planning law;

<ul style="list-style-type: none"> • Strategic planning and vision setting; • HR/OD; and • Governance.
61. Should the process of appointing an acting CEO be covered in legislation? Why or why not?
No. Acting positions should be at the discretion of the local government.
62. If so, who should appoint the CEO when there is a short term temporary vacancy (covering sick or annual leave for example)?
The appointment of an acting CEO should be at the current CEO's discretion. The CEO is best positioned to know the needs of the role over vacancy period.
63. Who should appoint the CEO if there will be vacancy for an extended period (for example, while a recruitment process is to be undertaken)?
This should be the responsibility of the current Council.
64. Who should be involved in CEO performance reviews?
<p>Currently, section 5.38 of the <i>Local Government Act 1995</i> (WA) requires that the CEO's performance is reviewed at least once in relation to every year of employment. The LGA does not prescribe the manner in which that performance review is to be conducted. Specifically, however, the City would like to see the LGA amended to exclude Councillors who have actual or perceived bias from being involved fundamentally in the performance review process. This would need to be a decision of the Council.</p> <p>A Councillor should be excluded, for example, when there is a current complaint made about that Councillor by the CEO. It is not uncommon for the CEO of a local government authority to be the one to make a complaint against a Councillor for a potential breach of the Act or Regulations on behalf of the City.</p>
65. What should the criteria be for reviewing a CEO performance?
As a general rule, the criteria for reviewing a CEO's performance should be left to the discretion of the local government in question, however Council's should be required to develop a public policy on the criteria by which its CEO will be assessed.
66. How often should CEO performance be reviewed?
The CEO's performance should be reviewed annually.

67. Which of the above options do you prefer? Why?
The City supports Option 2 – that local governments are to adopt a CEO performance review policy.
68. Is there an alternative model that could be considered?
None.
69. Would a ‘cooling off’ period before a council can terminate the CEO following an election assist strengthening productive relationships between council and administration?
The Council believes the termination of a CEO should be at its discretion.
70. What length should such a cooling off period be?
The City believes that this ‘cooling off’ period should be a six month period.
71. For what period before an election should there be a restriction on a council from extending a CEO contract? Should there be any exceptions to this?
The Council submits that there should be a restriction on a council from extending a CEO’s contract for a period of three months prior to the day of the election.
72. Is greater oversight required over local government selection and recruitment of staff?
No. This should be subject to individual local government processes, and ultimately should form part of the CEO’s performance review if important. In that case, Councils would require a behavior of their CEO to be the quality recruitment and development of executive staff.
73. Should certain offences or other criteria exclude a person from being employed in a local government? If so, what?
This would be heavily dependent on the roll and nature of the offence. Effective HR processes and background checks should efficiently address this matter outside of legislation.
74. Do you have any other suggestions or comments on this topic?
None.

5. SUPPORTING LOCAL GOVERNMENT IN CHALLENGING TIMES

<p>75. Should the appointed person be a departmental employee, a local government office or an external party? Why?</p>
<p>The City submits that any appointed person appointed under a remedial notice should be an external party (which can include a departmental employee). This would be similar to administration under the <i>Corporations Act 2001</i>, however the City does note that administration would be more similar to the replacement of Council. There also needs to be a right of appeal.</p>
<p>76. Should the appointed person be able to direct the local government or would their role be restricted to advice and support? Please explain.</p>
<p>Yes. The appointed individual(s) should be able to direct the local government until such a time that the local government is able to provide for the good governance of the district. The aim of intervention should be to intervene to deliver back to Council and administration.</p>
<p>77. Who should pay for the appointed person? Why?</p>
<p>As the decision would be that of the State Government, it should be the responsibility of the State to ensure payment of the appropriate appointed person(s).</p>
<p>78. What powers should an appointed person have?</p>
<p>Consideration should be given to section 437A of the <i>Corporations Act 2001</i> – Role of administrator:</p> <ul style="list-style-type: none"> (1) <i>While a company is under administration, the administrator:</i> <ul style="list-style-type: none"> (a) <i>Has control of the company's business, property and affairs; and</i> (b) <i>May carry on that business and manage that property and those affairs; and</i> (c) <i>May terminate or dispose of all or part of that business, and may dispose of any of that property; and</i> (d) <i>May perform any function, and exercise any power, that the company or any of its officers could perform or exercise if the company were not under administration.</i> (2) <i>Nothing in subsection (1) limits the generality of anything else in it.</i> <p>Again, the City notes that not all of this section is useful, as it contemplates powers which would be available to a Commissioner if they replaced the Council.</p>
<p>79. Do you think the proposed approach would improve the provision of good governance in Western Australia? Please explain.</p>
<p>The City cannot comment on whether this would improve the provision of good governance in Western Australia for local government. More consultation and research would be required before that question could be answered. However, the City notes that administration has been effective in improving corporate governance.</p>

80. What issues need to be considered in appointing a person?
This is for the State Government to determine.
81. Do you have any other suggestions or comments on this topic?
None.

6. MAKING IT EASIER TO MOVE BETWEEN STATE AND LOCAL GOVERNMENT EMPLOYMENT

82. Should local and State government employees be able to carry over the recognition of service and leave if they move between State and local government?
Yes. The ability for local and State Government employees to be able to carry over the recognition of services and leave if they move between local government and the State will make it easier for employees to move employment. Easy transfer of employees between the two will be good for the sector.
83. What would be the benefits if local and State government employees could move seamlessly via transfer and secondment?
See Part 82 above.
84. Do you have any other suggestions or comments on this topic?
None.

7. GIFTS

85. Is the new framework for disclosing gifts appropriate?
<p>The City believes that a revamp of the gift provisions is required to streamline and simplify the area. The City would like to ensure that contributions to travel are included in the definition of 'gift' and the requirement to disclose separately be deleted.</p> <p>As such, the City notes WALGA's position on gifts and contributions to travel:</p> <p><i>"The current Gift Provisions in the Local Government Act are very confusing and overly prescriptive. The Department of Local Government and Communities have established a Gift Working Group to look at completely reviewing the gift provisions for changes following the March 2017 State Election. WALGA is a participant in this working group. WALGA representatives have been advocating for the following:</i></p>

<ul style="list-style-type: none"> • <i>There be one section for declaring gifts. Delete declarations for Travel;</i> • <i>No requirement to declare gifts received in a genuinely personal capacity;</i> • <i>Gift provisions only for Elected Members and CEO's. Other staff fall under Codes of Conduct from the CEO to the staff;</i> • <i>Gifts only to be declared if above \$50,000;</i> • <i>There will not be any category of notifiable gifts or prohibited gifts;</i> • <i>Gifts only to be declared in respect to an Elected Member or CEO carrying out their role;</i> • <i>Exemptions for ALGA, WALGA and LG Professionals (already achieved);</i> • <i>Exemption for electoral gifts received that relate to the State and Commonwealth Electoral Acts. So Elected Members who are standing for State or Federal Parliament will only need to comply with the State or Federal electoral act and not declare it as a Local Government gift."</i>
86. If not, why?
See Part 85 above.
87. Is the threshold of \$500 appropriate?
The legislative threshold should be in line with the requirements placed on the State Government. Additional, more stringent, rules should be set through policy at Council's discretion.
88. If no, why?
N/A
89. Should certain gifts – or gifts from particular classes or people – be prohibited? Why or why not?
No. The most important consideration is that gifts are declared when received.
90. If yes, what gifts should be prohibited?
N/A
91. Should gifts received in a personal capacity be exempt from disclosure?
<p>The City believes that strict clarity should be given to what is in a "gift received in a genuinely personal capacity". As a general rule, the City is not supportive of exemptions for gifts received in a "personal capacity".</p> <p>Gifts from family should be exempt. However, careful safeguards should be put in place to ensure that gifts aren't provided to a Councillor through a family member.</p>

92. If yes, how could 'personal capacity' be defined?
See Part 91 above.
93. Should there be any other exemptions from the requirement to disclose a gift over the threshold?
No. The City is supportive of the general position of the gifts working group outlined on page 82.
94. If so, what should these be? Please justify your proposal.
N/A
95. Do you have any other suggestions or comments on this topic?
None.

8. ACCESS TO INFORMATION

96. Which general option do you prefer for making local public notices available? Why?
<p>As per an EMRC recommendation, the City believes that sections 1.7 and 1.8 of the LGA be amended to remove the requirement for publication in a newspaper and instead provide for publication to any medium that would provide circulation sufficient to inform the people of the district and the State.</p> <p>The LGA requires newspaper notices to inform the public. Newspapers have long been deemed the best outlets for these notices because they are widely accessible, relatively inexpensive, have a documented list of subscribers and are easily preserved for records.</p> <p>With the proliferation of online websites and a declining readership to printed newspapers, posting public notices on websites can save ratepayers money. Because of those changing patterns of readership, the proposal to move public notices to online will save local government significant expenditure.</p> <p>The City is in support of modernizing requirements for public notices. The City therefore supports option 6 which replaces the need to print notices with print and electronic notices for both local and state notice.</p>
97. Which general option do you prefer for State-wide public notices? Why?
See Part 96 above.

98. With reference to the list of public notices, do you believe that the requirement for a particular notice should be changed? Please provide details.
No.
99. For the State-wide notices in Attachment 3, are there alternative websites where any of this information could be made available?
The City is in support of the development of a central portal for local government notices.
100. Using the following table, advise how you think information should be made available:
<ul style="list-style-type: none"> • Annual Report – both; • Primary and Annual Returns – both; • Discretionary disclosure generally – both; • Gifts – both; • Disclosure of travel contributions – both; • Electoral gifts register – both; • Allowance for deputy mayor or deputy president – website; • Payments for certain committee members – website; • Tenders register – website; • Register of delegations to committees, CEO and employees – both; • Minutes of council, committee and elector meetings – website; • Future plan for the district – both; • Annual Budget – both; • Notice papers and agendas of meetings – website; • Complaints register – both; • Contracts of employment of the CEO and other senior local government employees – neither; • Schedule of fees and charges – both; • Proposed local laws – website; • Gazetted local laws – website; • Rates record – both; • Electoral roll – both. <p>Most medium to large local governments would make the majority of this information assessable through their website as a matter of course however requiring all of this information to be placed on the City's website could result in a significant increase in work load for smaller regional local governments.</p>
101. Should the additional information that is available to the public in other jurisdictions be available here? If so which items? How should they be made available: in person, website only or both?
Adverse findings by the Standards Panel or State Administrative Tribunal against elected members.

102.	Is there additional information that you believe should be made publicly available? Please detail.
No.	
103.	For Local Governments: How often do you receive requests from members of the public to see this information? What resources do you estimate are involved in providing access in person (hours of staff time and hourly rate)?
N/A	
104.	Do you have any other suggestions or comments on this topic?
None.	

9. AVAILABLE INFORMATION

105.	Which of these options do you prefer? Why?
The City is supportive of Option 3. Local governments will not be required to report additional information to the public, however the local government will be required to develop a policy position on each part of additional information and whether it does or doesn't choose to release that information.	
106.	In the table below, please indicate whether you think the information should be made available, and if so, whether this should be required or at the discretion of the local government:
<ul style="list-style-type: none"> • Live streaming – Council does not support living stream given the associate costs and the impact upon debate. • Diversity data – required; • Elected member attendance – required; • Elected member attendance at external meetings/events – optional; • Gender equity ratios for staff salaries – required; • Complaints/actions – required; • Performance reviews of CEO – optional; • Website information on rate categories – required; • District maps and ward boundaries – required; • Adverse findings of SP/SAT and CCC – required; and • Financial and non-financial benefit register – required. 	
107.	What other information do you think should be made available?
None.	

108. Do you have any other suggestions or comments on this topic?
None.

10. REDUCING RED TAPE

<p>109. Which regulatory measures within the Act should be removed or amended to reduce the burden on local governments? Please provide detailed analysis with your suggestions.</p> <p>a) Briefly describe the red tape problem you have identified.</p> <p>b) What is the impact of this problem? Please quantify if possible.</p> <p>c) What solutions can you suggest to solve this red tape problem?</p>
No comment.
<p>110. Which regulatory measures within the Act should be removed or amended to reduce the burden on the community? Please provide detailed analysis with your suggestions.</p> <p>a) Briefly describe the red tape problem you have identified.</p> <p>b) What is the impact of this problem? Please quantify if possible.</p> <p>c) What solutions can you suggest to solve this red tape problem?</p>
No comment.
111. Should the provisions for a special majority be removed? Why or why not?
The City is neither for, nor against, the removal of the provision for a special majority. The City understands that purpose of the special majority is to ensure that it has the support of the majority of Council for more important decisions.
112. Is it appropriate that council have a role in the appointment, dismissal or performance management of any employees other than the CEO? Why or why not?
No the current arrangements with designated senior employees are adequate.
113. Is it necessary for some employees to be designated as senior employees? If so, what criteria should define which employees are senior employees?
Employees should only be designated as senior employees if there is a purpose in that designation.

The *Corporations Act 2001* (Cth) requires that an ‘officer’ exercise their powers and discharge their duties with care and diligence (section 180).

This duty is subject to a business judgement rule that requires officers to:

- make a judgement in good faith and for a proper purpose;
- not to have a material personal interest in the subject matter of the judgement;
- inform themselves about the subject matter of the judgement to the extent they reasonably believe to be appropriate; and
- rationally believe that the judgement is in the best interests of the corporation.

In addition, officers of a company must exercise their powers and discharge their duties in good faith in the best interests of the corporation and for a proper purpose (section 181). They are prohibited from improperly using their position to gain an advantage for themselves or someone else or to cause detriment to the corporation (section 182) and are prohibited from using information obtained as a consequence of their role with the company to gain an advantage for themselves or someone else or to cause detriment to the corporation (section 183).

All of the provisions give rise to civil obligations. They are also civil penalty provisions. In a case where a court determines that a civil penalty provision has been contravened, it must make a declaration to that effect and may order the person pay the Commonwealth a *pecuniary* penalty of up to \$200,000 and may order the person compensate the company for any loss as a result of that contravention (Part 9.4B). The court may also disqualify the person from managing corporations for a period the court considers appropriate (section 206C).

The *Corporations Act 2001* (Cth) also sets out criminal offences where an officer acts recklessly or is intentionally dishonest in their failure to exercise their powers and discharge their duties in good faith and in the best interests of the company or for a proper purpose. Similarly, criminal offences are created where a person recklessly or intentionally dishonestly misuses their position or information they have gained through their position with the company (section 184).

114. Are the existing related party disclosure provisions in the Act sufficient without the additional requirements introduced by AASB 124? Why or why not?

With respect to the *Local Government (Financial Management) Regulations 1996*, the City supports WALGA’s proposal that:

“Regulation 4 of the Financial Regulations provides a mechanism for an exemption from the Australian Accounting Standards (AAS). Regulation 16 is an example of the use of this mechanism, relieving Local Governments from the requirement to value land under roads.

A Zone has requested that an exemption be allowed from the implementation of AASB 123 ‘Related Party Transactions’ due to the current provisions in the Act on declarations of interest at meetings and in Primary and Annual returns. This is regarded as providing appropriate material declaration and disclosure of interests associated with function of Local Government.”

The City supports this proposal. The definition of what would be a related party, and thus in need of disclosure, is broader than the Act. For example, a “closely associated person” required with respect

to a financial declaration under the Act would not capture all people who would need to be declared as a result of Related Party Transaction declarations (eg. parents and siblings).	
115.	The threshold for trade-ins was set originally to \$50,000 in 1996 and raised to \$75,000 in 2015. Should that threshold be raised higher, if so how high?
The City proposes that threshold for trade-in's be raised to \$100,000.	
116.	Should the threshold remain at \$75,000 but with separate exemptions for specific types of equipment, for example plant?
See Part 115 above.	
117.	The general \$20,000 threshold was put in place in 1996 and has not been amended. Should the threshold be raised higher than \$20,000? If so, what should it be and why?
The City proposes that the threshold for all property be raised to \$150,000 in line with the tender threshold.	
118.	Would raising these thresholds create an unacceptable risk that the items would not be disposed of to achieve the best price for the local government?
No. Individual local governments could get an evaluation if they had any doubt as to the value of the item.	
119.	Is there an alternative model for managing the disposal of property? Please explain.
N/A	
120.	Do you have any other suggestions or comments on this topic?
None.	

11. REGIONAL SUBSIDIARIES

121.	Which option do you prefer?
<p>The City of Kalamunda supports WALGA's position with regard to Regional Subsidiaries:</p> <p><i>That WALGA advocates for legislative and regulatory amendments to enable Regional Subsidiaries to:</i></p> <p><i>1. Borrow in their own right;</i></p>	

<p>2. <i>Enter into land transactions; and</i></p> <p>3. <i>Undertake commercial activities.</i></p> <p>The City supports both Options 2 (Regional Subsidiaries are permitted to borrow from Treasury Corporation) and Option 3 (Regional subsidiaries are permitted to borrow from financial institutions).</p>
<p>122. Should regional subsidiaries be allowed to borrow money other than from the member councils?</p>
<p>See Part 121 above.</p>
<p>123. Why or why not?</p>
<p>See Part 121 above.</p>
<p>124. If a regional subsidiary is given the power to borrow directly, what provisions should be put in place to mitigate the risks?</p>
<p>The establishment of appropriate governance framework to guide decision-making, financial management, risk management, compliance and strategic planning.</p>
<p>125. Do you have any other suggestions or comments on this topic, including on any other aspect of the <i>Local Government (Regional Subsidiaries) Regulations 2017</i>?</p>
<p>None.</p>
<p>126. You are invited to make comment and put forward suggestions for change on other matters which have not been covered in this paper.</p>
<p><u>Voluntary Voting – section 4.65 of the LGA</u></p> <p>The City of Kalamunda supports the following WALGA proposal:</p> <p><i>Voting in Local Government elections should remain voluntary.</i></p> <p><u>Administration Regulations</u></p> <p>The City supports WALGA's proposal with regards to the <i>Local Government (Administration) Regulations 1996</i>:</p> <p><i>“Regulation 10 provides a mechanism for the revocation or change to a previous decision of Council. It does not however, contain any provision clarifying that the provisions [does] not apply to Council decisions that have already been implemented. This regulatory deficiency is currently managed administratively, but</i></p>

warrants an appropriate amendment to assist [clarifying] the rights of a Councillor to seek a revocation or change."

And:

"Regulation 11 contains a potential anomaly in that the content requirements relating to Minutes of a Council or Committee meeting do not make reference to the reports and information that formed the basis of the Agenda to that meeting. Despite it being a common practice that Agenda reports and information are included in most Minutes, this is not universally the case, and it is recommended that an amendment be considered as an aid to community understanding of the decision-making process of the Council."

And:

"The Local Government Legislation Amendment Act 2016 introduced Section 5.102AB, which provides that Regulations may be made relating to the recovery of advance payments of annual allowances or annual fees made to a person who subsequently ceases to hold office during the period to which the payment relates..."

Regulations enabling the recovery of advance annual payments have yet to be made and it is recommended this matter be prioritised."

Financial Regulations

The City supports WALGA's proposal with regards to Financial Management:

"That a review be undertaken to remove fees and charges from legislation and Councils be empowered to set fees and charges for Local Government services."

And:

"Section 6.20(2) requires, where a power to borrow is proposed to be exercised and details of the proposal are not included in the annual budget, that the Local Government must give one month's public notice of the proposal (unless an exemption applies). There is no associated requirement to request or consider written submission prior to exercising the power to borrow, as is usually associated with giving public notice. Section 6.20(2) simply stops the exercise of power to borrow for one month, and it is recommended it be deleted."

And:

"Section 6.21 of the Local Government Act 1995 should be amended to allow Local Governments to use freehold land, in addition to its general fund, as security when borrowing."

And:

"WALGA's policy position regarding charitable purposes is as follows:

- 1. Amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the*

*Commonwealth Aged Care Act 1997;**2. Either*

- a) amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or*
- b) establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates.*

Additionally, EMRC recommended that amendments should be made to the Act to allow a local government authority to make the decisions on providing concessions to charitable organisations where appropriate. The Act should be amended to clarify those circumstances where rating exemptions for charitable purposes are waived under contractual arrangements with local governments. A review of section 6.26(2)(g) should at least be considered prior to any new Act coming into force.

And:

"1. That Section 6.28 be reviewed to examine the limitations of the current methods of valuation of land, Gross Rental Value or Unimproved Value, and explore other alternatives.

The method of valuation of land to be used as the basis of rating in Western Australia is either: Gross Rental Value for predominantly non-rural purpose; or unimproved value of land for rural purposes. These are the only two methods available under the Section 6.28 of the Local Government Act in Western Australia.

Eastern State Local Governments can elect to rate on one of the following options:

- * Site Value – levy on the unimproved value of land only and disregards the value of buildings, personal property and other improvements;*
- * Capital Value – value of the land including improvements;*
- * Annual Value – rental value of a property (same as GRV).*

Alternative land valuation methods came under the scope of the WALGA Systemic Sustainability Study, particularly Capital Improved Valuations which is in operation in Victoria and South Australia.

2. Advocate for amendment to Section 6.28 to enable Differential Rating based on the time land remains undeveloped.

Concern at the amount of vacant land remaining in an undeveloped state for an extensive period of time and holding up development opportunities.

North Metropolitan Zone advocates an amendment to the current legislative provisions in relation to differential rating to enable a differential rate to be applied on the basis of the length of time a property has remained in an undeveloped state.

And with regard to Differential General Rates – section 6.41:

“This section outlines the characteristics that Local Governments may take into account when imposing differential general rates. It is recommended the issue of time-based differential rating should be examined, to address some Local Governments view that vacant land should be developed in a timely manner..”

And:

“That Section 6.41 be amended to:

(a) permit the rates notice to be issued to electronically; and

(b) introduce flexibility to offer regular rate payments (i.e. fortnightly, monthly etc) without requirement to issue individual instalment notice.”

And:

“That Section 6.56 be amended to clarify that all debt recovery action costs incurred by a Local Government in pursuing recovery of unpaid rates and services charges to be recoverable and not be limited by reference to the ‘cost of proceedings.’”

And:

“Legislation should be amended so rate equivalency payments made by LandCorp and other Government Trading Entities are made to the relevant Local Governments instead of the State Government.”

And:

“Resource projects covered by State Agreement Acts should be liable for Local Government rates.”

Audit

The City supports WALGA’s position that:

“The Local Government Amendment (Auditing) Bill 2017, before Parliament at the time of writing, will substantially replace much of Part 7 to provide for the auditing of Local Governments by the Auditor General. New legislation will allow the Auditor general to contract out some or all of the financial audits but all audits will be done under the supervision of the Auditor General and Office of the Auditor General. State Government will pay the cost for the conduct of performance audits.”

Miscellaneous Provisions

The City supports the following proposals from WALGA:

“Amend Section 9.13 by introducing the definition of ‘responsible person’ and enable Local Governments to administer and apply effective provisions associated with vehicle related offences.”

And:

“Schedule 2.1 of the Local Government Act 1995 should be amended so that the electors of a Local Government affected by any boundary change or amalgamation proposal are entitled to petition the Minister for a binding poll.”

And:

“That Schedule 2.1 Clause 2(1)(d) be amended so that the prescribed number of electors required to put forward a proposal for change increase from 250 (or 5% of electors) to 500 (or 5% of electors) whichever is fewer.”

With respect to particular functions of local government, the City of Kalamunda supports the following WALGA positions:

Section 3.51 of the Local Government Act 1995 concerning “affected owners to be notified of certain proposals” should be amended to achieve the following effects:

- 1. to limit definition of “person having an interest” to those persons immediately adjoining the proposed road works (i.e. similar principle to town planning consultation); and*
- 2. to specify that only significant, defined categories of proposed road works require local public notice under Section 3.51(3)(a).*

And:

The Local Government Act 1995 includes a provision, under Section 3.53, that is carried forward from Section 300 of the former Local Government Act 1960...

It is recommended that Section 3.53 of the Act be deleted and that responsibility for facilities located on Crown Land return to the State as the appropriate land manager.

And:

The compliance obligations of Regional Local Governments should be reviewed.

And:

The Local Government Act 1995 should be amended to enable Local Governments to establish Council Controlled Organisations (COO) – also referred to as ‘Local Government Enterprises’ i.e. WALGA’s Systemic Sustainability Study 2008.

And:

WALGA supports an increase in the tender threshold to align with the State Government tender threshold (\$250,000).

However, in the above case, the City believes that the value of the tender threshold limit for each local government should be established having regard to the respective size of local government in accordance with the SAT banding subject to an upper limit threshold.

And:

That Regulation 30(3) (of Local Government (Functions and General) Regulations 1996) be amended to delete any financial threshold limitation (currently \$75,000) on a disposition where it is used exclusively to purchase other property in the course of acquiring goods and services, commonly applied to a trade-in activity.

Cooperative Bulk Handling

The City submits that consideration should be given to the amendment of section 6.26(2)(i) and 6.26(3) of the LGA in order to provide for a more accurate rate equivalent setting for the 'contribution' provided by Cooperative Bulk Handling to local government districts in which Cooperative Bulk Handling owns land.

At present, Cooperative Bulk Handling is exempt from the requirement to pay local government rates pursuant to section 6.26(2)(i) of the LGA, however, is required to pay an agreed 'contribution' in lieu thereof. This contribution is determined by reference to the tonnes of grain stored on the relevant site and the contribution agreement is subject to Ministerial oversight in the event Cooperative Bulk Handling and the relevant local government cannot agree on terms.

At present, the audit of storage of grain is undertaken by Cooperative Bulk Handling, rather than an independent third party auditor, which, in the City's submission would be appropriate, and additionally, a scalable mechanism should be applied to any calculation to ensure that the effective 'contribution' be representative of the comparative rateable value of the land.

The agreement in force is currently heavily in favour of CBH with review provisions untenable as it requires the assent from other local authorities with similar CBH facilities. Attempts to compare agreements have not been possible due to the confidentiality involved in the arrangements of each agreement.

Comparable new organisations who are in competition with CBH do not enjoy similar rate exemptions.

Penalties under the Act

As per an EMRC recommendation, the City believes that the penalties allowed under the LGA should be increased to a sufficient amount to discourage breaches.

Penalties are imposed to discourage breaches and reflect the severity of those breaches. The maximum penalty allowed under the LGA is \$5,000. It is submitted that to achieve its intended purpose, the *value* of the \$5,000 penalty established in 1995 must be reconciled, as since that time, the comparative value of this monetary imposition has significantly eroded due to inflation and general living standards.

In 2013, the Supreme Court of Western Australia considered the powers of local governments to issue notices under section 3.25 of the LGA, in the case of *Saliba v Town of Bassendean* [2013] WASC 93.

Privacy Policy

As per an EMRC recommendation, the City believes that the LGA be amended to provide support for the open and transparent management of personal information in compliance with the Australian Privacy Principles (AAP) or such a code.

The APP do not apply to local governments or state or territory governments. Section 6C of the *Privacy Act 1988* (Cth) states that entities which are state or territory authorities or prescribed instrumentalities of a state or territory (including local governments) are not classified as organisations. As these entities are not organisations they are exempt from the coverage of the APPs. Some states have privacy laws that cover state and local government bodies.

The state public sector in Western Australia does not currently have a legislative privacy regime. Various confidentiality provisions cover government agencies and some of the privacy principles are provided for in the *Freedom of Information Act 1992 (WA)* overseen by the Office of the Information Commissioner (WA).

Local governments have access to a significant amount of information including a ratepayer's database. To ensure legislative support, it is considered imperative that the LGA supports the efforts of local governments to manage personal information in an open and transparent way.

Business Planning

Current consideration between EMRC local governments is being given to the issue of a land transaction being caught up in the requirement to prepare a business plan if it is "preparatory to" a major land transaction.

It is possible for a local government to acquire a property (enter into a contract to purchase the property) at which point a business plan becomes preparatory to a major land transaction. Having done so, it is then impossible to complete the acquisition, as a local government authority must do the business plan before entering into the transaction, however the requirement to do the business plan does not kick in until it has entered into the contract to purchase.

Many local governments are now entering into larger and increasingly more complex land transactions to achieve positive development outcomes in their districts. These transactions can involve long, complex arrangements including buying land, amalgamating it, subdividing it, developing it, building facilities etc. There may be multiple agreements to achieve these purposes. These transactions will become increasingly common as Perth seeks to complete infill development. The business planning provisions do not realistically allow for this to occur as they are drafted for smaller, one-off transaction. The legislation currently provides a very narrow path of compliance. Some thought needs to be given to a set of provisions that will enable local governments to proceed with these larger more complex developments and still provide the necessary accountability, public input and reporting.

Financial Provisions

The City of Kalamunda would like a review to be considered of the following sections of the *Local Government Act 1995 (WA)*:

- section 6.16(2)(b) – *a fee or charge may be imposed for the following – supplying a service or carrying out work at the request of a person*

The City of Kalamunda notes that it cannot charge an administration fee for processing the State Government rebates on rates and ESL payments. A resident in the district wanted the Office of State Revenue to process the rebate. This resulted in the City having to refund monies due to the vague wording of the Act in this area. The Department didn't consider managing the administration of the claim as a form of service, despite the administration including document checks, administering the rebates through the local government's finance systems (ie. payments, rejections, refunds etc) and answering queries from the resident. The City has a dedicated Rates Officer who undertakes administration work, however no compensation from the Office of State Revenue flows to the City, and there is no power available for the City to charge an administration fee.

- section 6.26(1)(d)
- section 6.26(1)(e)
- section 6.26(1)(g)

A significant amount of rates revenue is lost through exempt organisations. These organisations still enjoy the amenities provided by the local government. At present, religious organisations are running retirement homes and claiming exemption under the banner of charitable purposes. In addition, Homeswest (under the Department of Housing) which owns significant housing stock across local governments has started transferring the responsibilities for rental properties to Community Housing Authorities, a body exempt from rates using section 6.26(g) of the Act.

10.5.3. Retirement Housing Conference February 2018

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

Previous Items	
Directorate	Office of the CEO
Business Unit	Chief Executive Officer
File Reference	
Applicant	N/A
Owner	N/A

Attachments 1. Retirement Housing Conference 2018 [10.5.3.1]

EXECUTIVE SUMMARY

1. This report provides a summary of the information delivered at the Retirement Housing Conference held in Sydney in February 2018.
2. Retirement housing is one of the new initiatives to supply sufficient and built for purpose homes for Australian retirees, living in different stages of life and financial capacities.
3. This report recommends Council hosts a Retirement Living Community Conference to share information on current trends and ideas emerging in the retirement living sector.

BACKGROUND

4. At its meeting in December 2017 Council approved attendance to the Retirement Housing Conference for Councillor Margaret Thomas and the Chief Executive Officer.
5. The City of Kalamunda has been advocating and facilitating requirements to ensure retirees have diverse and adequate accommodation within the City to provide for their needs. The City recognised in 2008 it had a deficiency in aged care beds and a strategic focus has since been to identify and free up land that can provide integrated aged care and independent living units for the ageing population. The City adopted its inaugural Aged Accommodation Strategy in 2008. The Strategy was reviewed and revised in 2016 with the following key recommendations: -
 1. *Should not directly undertake any retirement or aged care developments. The sector has become increasingly demanding in terms of regulation, cost efficiency pressures, operational requirements and market demands that both the retirement living, and aged care sectors have become more demanding of their owner/operators;*
 2. *Encourage providers that will provide a 'hub and spoke' approach to aged care which means they will have one or more home bases within the Shire and be able to use these to provide home (community) care services and therefore encourage ageing in place;*

3. *Use government assets (including State Government land) to encourage retirement living and aged care developments (similar to the Carine Rise and Ridgewood Seniors Affordable Housing development examples); and*
4. *Prioritise sites close to existing amenities (shops, public transport) which also helps to address the social isolation that some residents have with retirement villages that are suitable for a ground lease to a retirement/aged care operator.*

DETAILS

6. The Property Council of Australia reported around 184,000 Australians live in retirement villages. The number is expected to double to 382,000 within 8 years as retirees secure their own retirement homes in the future. The increase of life expectancy and low fertility is contributing to the population challenges in Australia. The majority of people over the age of 65 are facing insufficient retirement housing.
7. The high requirements for retirement living in Australia designates land developers to grasp the opportunities in the prevailing market. Stockland, one of the largest diversified property groups in Australia, reports a profit of \$26m from the retirement housing market in 2016, which was an increase of \$8m from the previous year. To maximise substantial opportunities in a thriving property development, the Retirement Housing Conference, features the analysis regarding policies and regulations for diverse housing development.
8. The Retirement Housing Conference looked at insightful growth potentials for the retirement living sector and discussed topics ranging from:
 - a) How to establish strategic property planning with a consideration of the ageing community.
 - b) How to assimilate integrated facilities, building designs and services to suit age-friendly eco-system.
 - c) Identified the key components and systematic build management from previous successful retirement housing projects.
 - d) Explored the robust regulatory framework to reach procedural approach for land acquisition and redevelopment.
 - e) Outlined the advantages of modular construction to enable a systematic construction framework and built etiquettes.
9. The Retirement Housing Conference 2018 presentations are summarised in Attachment 10.5.3.1.

10. Key points made throughout the Conference included:

- a) Ageing population will be reaching 89% by 2040 – this a doubling of present day numbers. “Baby Boomers” (*people born between 1946 and 1964*) will stay at home longer.
- b) Integrated aged care providing a continuum of care, within mixed use developments is the current demand trend.
- c) Vertical integration is becoming popular in urbanised areas.
- d) Downsizing is becoming another trend so housing choice with medium density options is also needed.
- e) Older people are also keen to stay local and in their own homes for as long as possible and receive home assistance.
- f) We need to rethink our homes – shift toward assisted living as a mid-way between Independent Living and Residential Aged Care.
- g) Residential Aged Care (RAC) demand is shifting – RAC stays are now only averaging 18 months – 2 years, as people now wait to the last minute until they go into a RAC.
- h) There is an Affordable Housing Crisis – which needs a wider solution, a new range of commercial products is required because the Baby Boomers will hold the money and will create another property market boom.
- i) Ageism needs to be addressed as older people still want to contribute in their communities through interesting and diverse range of volunteering opportunities.
- j) Residential Aged Care will reduce in demand due to the high set up costs and running costs which will push the limits of viability.
- k) Modern aged care facilities will comprise a “Walk in Carried out” scenario whereby demand will shift to independent living similar to over 55 villages then to medium care with visitation, and finally dementia unit or 24 hr nursing all in the same complex.
- l) Technology will drive the ability for seniors to live in their homes for longer and the demand for home-based assistance will increase significantly.
- m) A Social Licence is key - Having a social license is the foundation for future opportunities. How do you develop your social licence? Successful retirement village operators describe an *intangible quality* or *vibe* that is the *soul* of the village. This quality is multidimensional and until recently no one has defined or measured it.

- n) Bad publicity hurts - A Key marketing tool is by "Word of Mouth Buy and Tells". (Or WOMBAT)
- o) Community vitality is key - Community Vitality - is the sentiment of stakeholders toward their community capacity to: - integrate community, individual & operator values; plan, make decisions, and act together to realise mutually beneficial outcomes; provide opportunities for residents to pursue their own life goals; to provide opportunities for its residents to experience positive life outcomes; sustain itself into the future.
- p) Rethinking our 'economic culture' by moving from isolation to interdependence relationships. The retiring population actively plays a role in the lifestyle of 'working' communities.
- q) We are living in the information age with the means for evolving our human cultural identity from individualism to cross generational interdependent living, and challenging our old industrialized mindsets focused on hierarchies and cold rationalism.
- r) A paradigm shift towards the sharing economy where accumulation takes a back seat to continual self-expression.
- s) The next innovation is the development of a serviced apartment concept whereby residents pay a capital sum to move into the apartment and can live independently for a time, but expects to need care before too long. Once the resident is assessed as needing care, that care can be delivered in their apartment without having to move them again.
- t) Operators' business model need to be sufficiently flexible to offer a continuum of care for older residents, and that means thinking retirement villages are about "property" needs to change to be about people.
- u) Villages are recognised as a "permitted" residential development rather than "discretionary" in Auckland and Christchurch, and, shortly, in Wellington. Christchurch has relaxed stringent site coverage, minimum unit size, set-back and other rules for retirement villages. Most Councils offer discounted development contributions to villages to acknowledge they impose reduced demand on Council amenities than conventional housing developments. Villages are an accepted mainstream residential development for older people.
- v) Town Planners need to understand retirement villages are residential developments except they on a larger scale than a conventional development. Their thinking needs to adapt to recognise both the operators needs to provide comfortable, secure residential accommodation for local older people as well as neighbours realistic needs to preserve their areas amenities.

- w) The key to large scale development is to build trust early by engaging with the target market and the local community and stakeholders.

STATUTORY AND LEGAL CONSIDERATIONS

11. Nil.

POLICY CONSIDERATIONS

12. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

13. The City is committed to effective community engagement and as the City deals with an ageing population it is imperative the community is educated and informed about trends in retirement living.

External Referrals

14. It is recommended the concept being proposed in this report for the City to host a Retirement Living Community Conference is referred to the Kalamunda Aged Care Advisory Committee for comment and advice.

FINANCIAL CONSIDERATIONS

15. If supported by Council, a budget of \$20,000 will be listed in the 2018/19 community engagement budget.
16. Costs would likely include a fee for key note speakers if required, as well as refreshments for morning tea and lunch. Also, the cost of hiring the venue and technology support, advertising, printing and program design as well as associated staffing costs.
17. It is envisaged the Conference will attract participants who are not residents of the City. It is proposed residents are given first priority and that non-residents will be required to pay a fee of \$20.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

18. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 1: Kalamunda Cares and Interacts

Objective 1.1 - To be a community that advocates, facilitates and provides quality lifestyles choices.

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

Strategy 1.1.3 - Facilitate opportunity to pursue learning.

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

Strategy 3.1.1 - Plan for diverse and sustainable housing, community facilities and industrial development to meet changing social and economic needs.

SUSTAINABILITY

Social Implications

19. The Conference highlighted new concepts such as a 'social licence' and how the aged care housing development need to provide social inclusiveness, pastoral care, individuality and sense of pride and community vitality. Community Vitality philosophy and a benchmarking tool that measures the things that matter most in retirement communities.

Economic Implications

20. The example highlighted at the Conference from the Dubbo City Council shows that property investment and economic activity increased when the City positioned itself as a place for retirement living.

Environmental Implications

21. Nil.

RISK MANAGEMENT CONSIDERATIONS

22.	Risk: Lack of attendance.		
	Likelihood	Consequence	Rating
	Unlikely	Moderate	Low
	Action/Strategy		
	Ensure promotion to the target audience is effective.		

OFFICER COMMENT

23. The Retirement Housing Conference highlighted many significant trends and innovations occurring in the sector which would be beneficial to share with residents living in the City of Kalamunda.
24. The Kalamunda community has a very strong concern about aged care housing and a community conference would be a way to continue interest and engagement with residents.
25. During the Retirement Housing Conference, City of Kalamunda delegates spoke with a number of the presenters who advised they would be very willing to give presentations should a Conference be supported.
26. An aged care forum was held by the Aged Care Today (ACT) in 2015 which was very popular and well attended, suggesting there is a desire for ongoing conversations and knowledge sharing within the community.

27. The Retirement Housing Conference clearly highlighted throughout the sessions the future for the sector will move towards integrated aged care, providing a continuum of services in one location and interfacing with the broader community. This trend aligns to the pathway the City has pursued with its strategy on sites such as Wilkins Road and Gavour Road.
28. It is essential the City continue to pursue sites that will meet the social, emotional and physical needs of the ageing community, as well as being financially viable for operators to invest and develop.

Cr Thomas provided council with a rundown on the conference.

Voting Requirements: Simple Majority

RESOLVED OCM 40/2018

That Council:

1. Receives the Summary of the Retirement Housing Conference shown as Attachment 10.5.3.1.
2. Notes the Retirement Housing Conference clearly highlighted throughout the sessions the future for the sector will move towards integrated aged care, providing a continuum of services in one location and interfacing with the broader community.
3. Agrees in principle to support holding a Retirement Living Community Conference between October to November 2018, subject to a further report outlining the program, key note speakers, logistics and costs.
4. List for consideration \$20,000 in the 2018/19 budget to cover costs associated with hosting a conference and charge an entry fee for Non-Residents of the City of Kalamunda of \$20 to subsidise costs for food and beverages.
5. Refers the concept of the Retirement Living Conference to the Kalamunda Aged Care Advisory Committee for their advice on the proposal.

Moved: Cr Margaret Thomas

Seconded: Cr Geoff Stallard

Vote: CARRIED UNANIMOUSLY (9/0)

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**RETIREMENT HOUSING CONFERENCE 2018****DEVELOPING PROFITABLE RESIDENCES FOR AGING POPULATIONS****Session 1 - Simon Furness – Director of Property & Housing, Uniting Church - Mixed-Tenure Housing – Integrating Retirement Housing within the Wider Community**

Mixed tenure provides accommodation where social inclusiveness, pastoral care, individuality, lifetime support and financial security are delivered in an affordable community setting where residents have a sense of pride and family. This is the new era in retirement housing being demanded in Australia.

Social benefits are maximized through an outcomes framework including:

- Safety
- Empowerment
- Affordability
- Belonging
- Wellbeing.

We need to address vulnerabilities and resourcing deficiencies through an outcomes framework to mitigate community wide effects. The goal is to stay home and be sick.

Commercial Benefits and Market Drivers

Aging population will reach 89% by 2040 – this a doubling of present day numbers. Baby boomers will stay at home longer.

Greater diversity – cultural and linguistic e.g. Leichardt was an Italian community since the 1950s, now they have sold out and spread into the broader community.

There is a shift towards lifelong renters and an increasingly urbanized community.

Residential Aged Care (RAC) demand is shifting – RAC stays are now only averaging 18 months – 2 years, as people now wait to the last minute until they go into a RAC.

We need to rethink our homes – **shift toward assisted living** as a mid-way between independent living and RAC.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

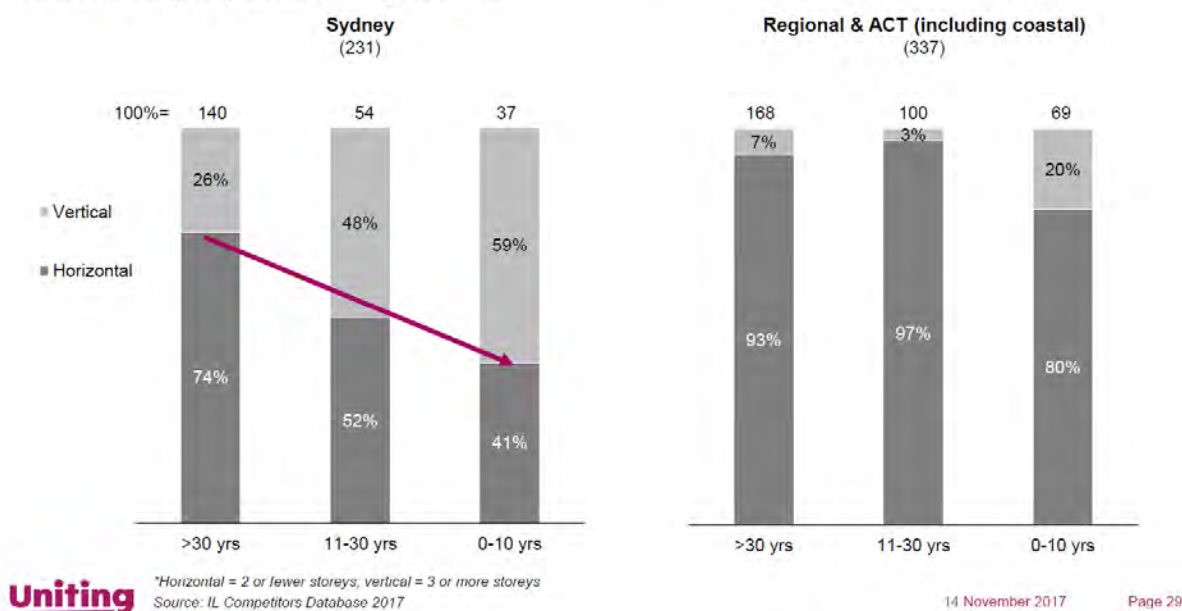
How do we reduce aged discrimination? Seniors will want to be more involved - volunteering work will increase but it will need to be rewarding, interesting so seniors feel they can participate and contribute. Volunteering work needs to be flexible and with a wide range of different options.

Residential Villages (RV) are getting larger and higher which is now commonplace; in the eastern states demand has shifted to 3 storey and above in the market. This aligns with housing infill and density targets required in urbanized cities.

RVs in Sydney metro have shifted from horizontal to vertical villages while most villages in regional areas are still horizontal

Vertical vs horizontal* mix evolution in NSW & ACT

Percent of villages by construction age and type



There is an affordable housing crisis – which needs a wider solution, a new range of commercial products is required because the Baby Boomers will hold the money and will create another property market boom.

Impediments

- Aged Care Support is dependent upon Govt funding models... which are so mixed up and difficult.
- Regulations are complicated when mixing up housing types and tenure.
- Environmental planning and zoning regulations don't help the mix.

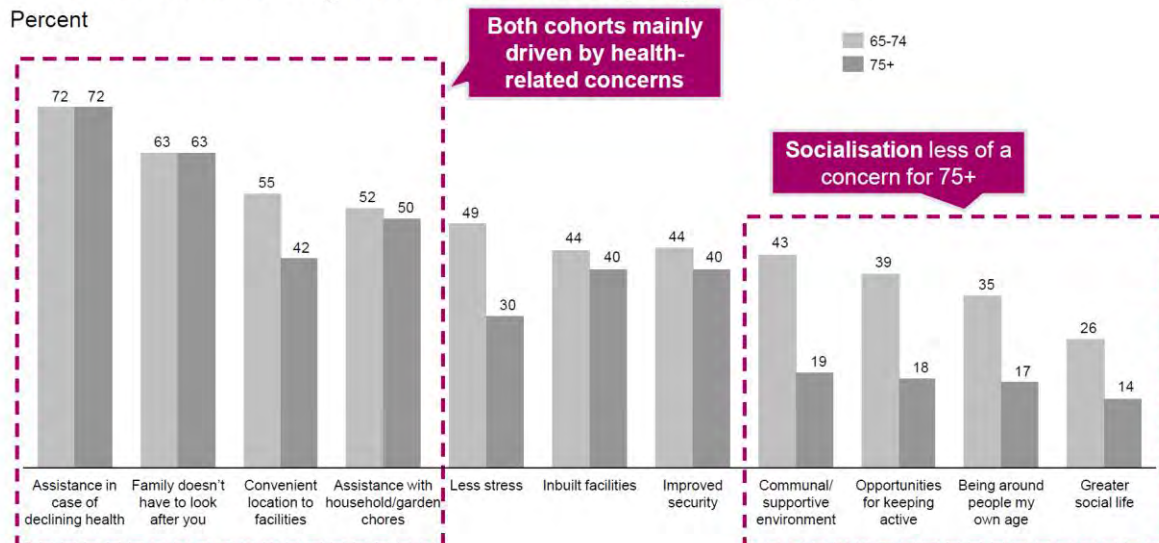
ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

- There is a need for diverse markets – but there are not a lot of experts experienced with the mixed operating models which bring about risks and conservatism.
- Seniors desire security and privacy, however the key factor that drives them towards RV is health issues... not so much security.

The move to an RV seems to be strongly driven by health concerns, a desire to remain independent and an inability to manage the family home; 75+ age group is not as concerned about socialisation opportunities

Factors which encourage relocation to an RV, 65 years and over





Percent

**Uniting's Social Model**

Uniting has mixed housing stock of 2752 dwellings with 928 being rentals.

Integrating early learning centre in aged care campus has been a successful mix – e.g. Waverley campus – is a mix high end commercial development and a focus on aged care and affordable housing on rest of the site. Cafes, libraries, allied health services are integrated in public areas and leased out to private operators or if these services are in the RAC they are run by volunteers.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Emerging Solutions to Foster Community Integrated Retirement Villages**

Solution	Overview	Example
 <p>Shared facilities</p>	<ul style="list-style-type: none"> Design retirement community facilities to be shared with the broad community e.g. dining, cafes, wellbeing centre 	<ul style="list-style-type: none"> IRT Kangara Waters (TripAdvisor rated Birrigai Café)
 <p>Mixed developments</p>	<ul style="list-style-type: none"> Build mixed developments which include housing and facilities for the broader community 	<ul style="list-style-type: none"> Beaumaris Beach Village Precinct, WA (Brightwater Care Group and OP properties)
 <p>Shared community programs</p>	<ul style="list-style-type: none"> Through partnerships create programs within the RV community centre that attract the broader community 	<ul style="list-style-type: none"> Dallas-based care provider C.C. Young
 <p>Education partnerships</p>	<ul style="list-style-type: none"> Situate a senior living community in close proximity to a campus, share facilities and potentially formalise a learning and skills exchange program 	<ul style="list-style-type: none"> Lansell Village, Lasell College, Newton, Massachusetts Catholic RV & RAC on a Bendigo school site Tafe NSW

Uniting

16 February 2018

Examples of Retirement Villages in Mixed Use Development

Example 1 - U City in Adelaide – the next development will be a 20 storey building, incorporating disability housing, and affordable housing into RV as well as a RAC.



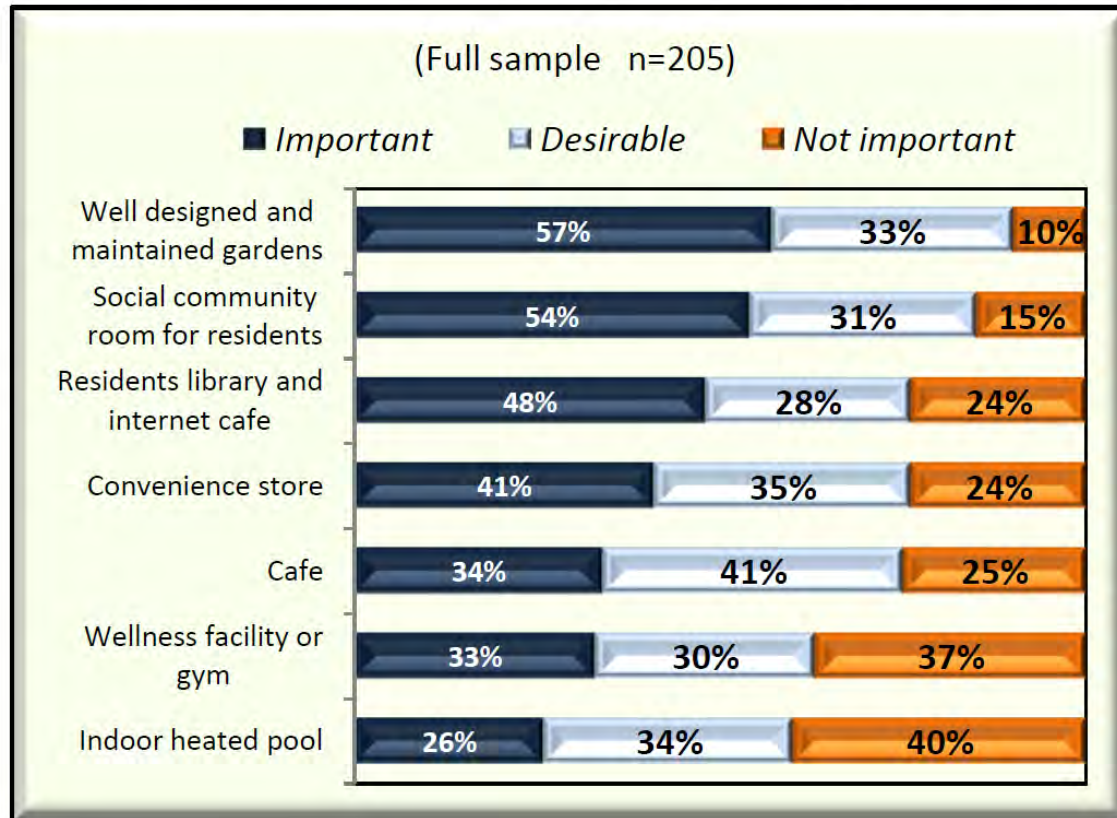
ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Example 2 - Ivanhoe Estate - Qld**

BlueCross Ivanhoe sets a high standard of aged care services in Melbourne's North Eastern suburbs. This residence features 178 large single rooms each with a private ensuite, as well as a cafe, cinema, beauty salon, landscaped outdoor spaces, luxurious indoor living spaces and much more - all delivered to the exceptional standard for which BlueCross is known.

Figure 1 - Ivanhoe Development**Example 3 - University Retirement Living e.g. Penn state**

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**What Residents Desire in Retirement Living**

Question 20: Please tell us the desirability of the following possible features on the site

**Key Messages**

Develop solutions to retirement housing in the context of the current deliberations around affordability.

How might NFPs, commercial developers, financial institutions and government join forces to deliver affordable retirement housing?

Retirement Villages will be within mixed use developments – integration into the community is key.

Social integration will be demanded by the forthcoming baby boomer cohort.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Session 2 - Muktar Latif, Former Chief of Housing City of Vancouver and CEO of Pomegranate Housing Consultancy****New Approaches to Retirement Housing in Canada**

By 2026, it is estimated over 2.4m Canadians age 65years and older will require paid and unpaid continuing care supports—a 71% increase over 2011.

Younger seniors have different needs for continuing care supports than older seniors.

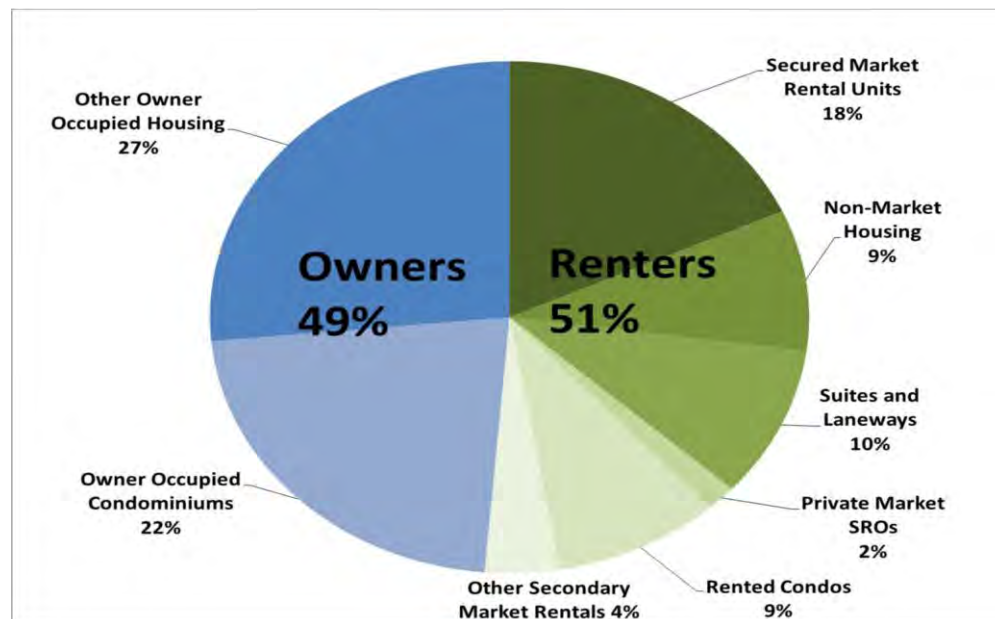
Among those who require paid continuing care supports, older seniors tend to have greater needs related to issues with cognition, behaviour, and physical function. Understanding these needs is important because it affects the level and cost of service.

Vancouver and London Examples of the Aging Population Issues.

Housing markets - under occupation versus affordable housing for younger people.
Insufficient value in own homes to downsize.

Target people in high price brackets who can afford to downsize but need to provide a high quality product.

Figure 1 - Mixed Communities – Housing Tenure in Vancouver



ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Figure 2 – Aging Populations

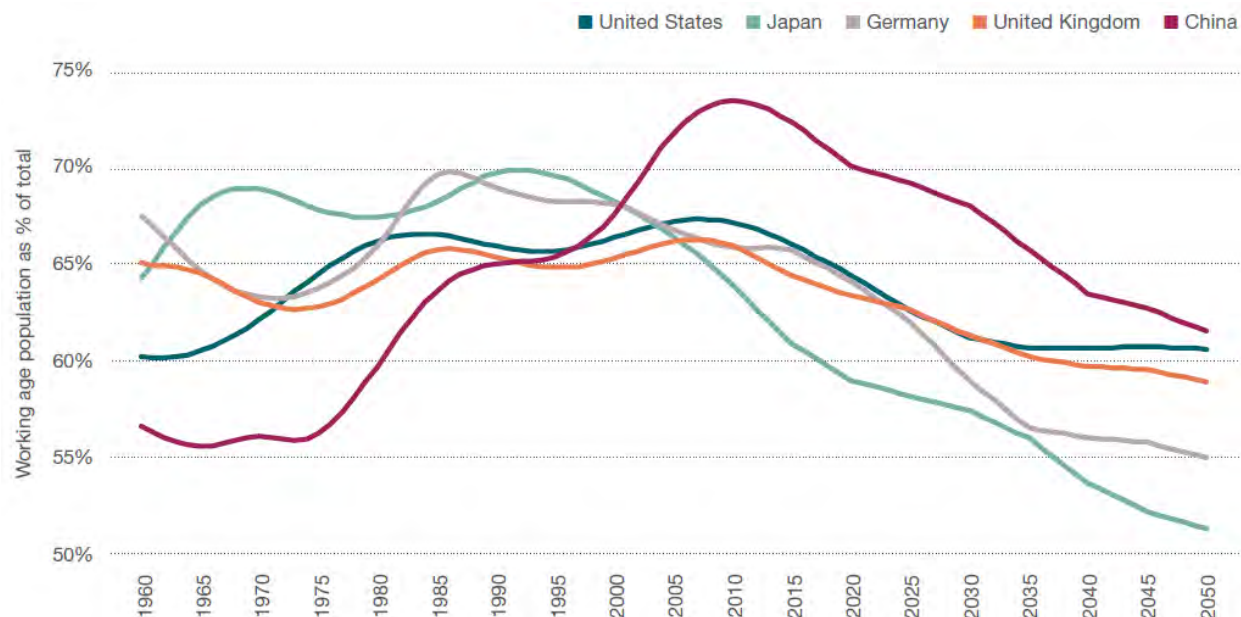
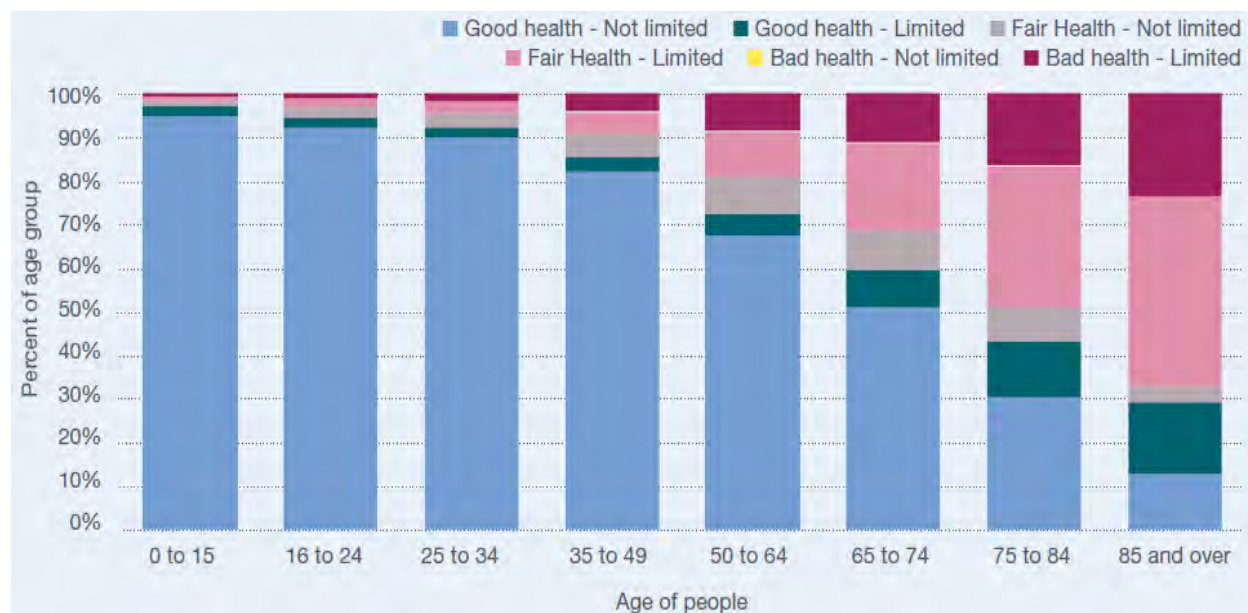


Figure 3 - Health Issues in Aging Population



ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Figure 4 – Housing under Occupation Levels In Aging Population

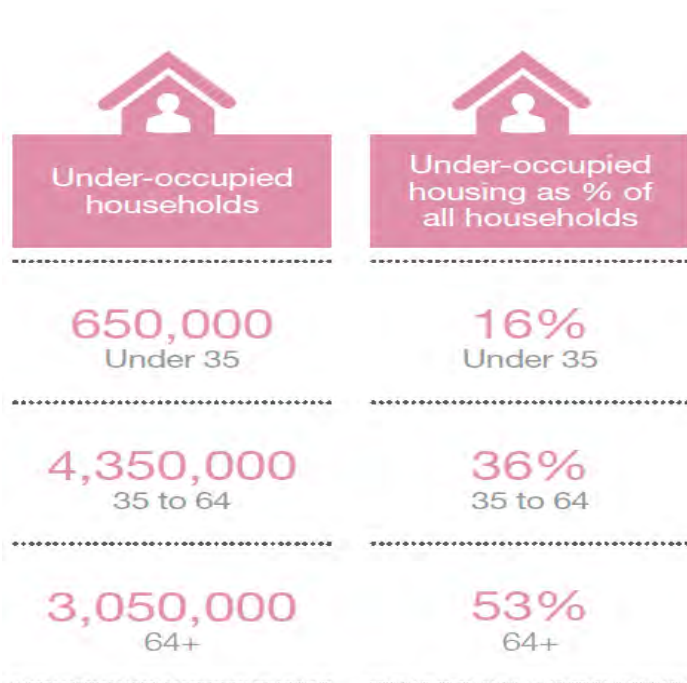
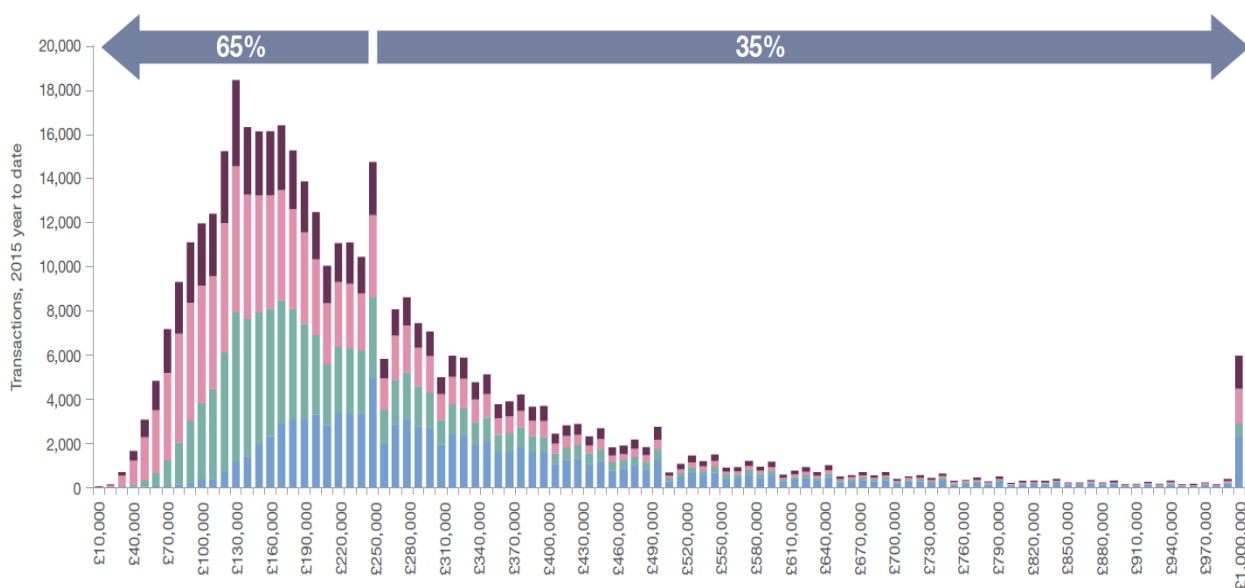
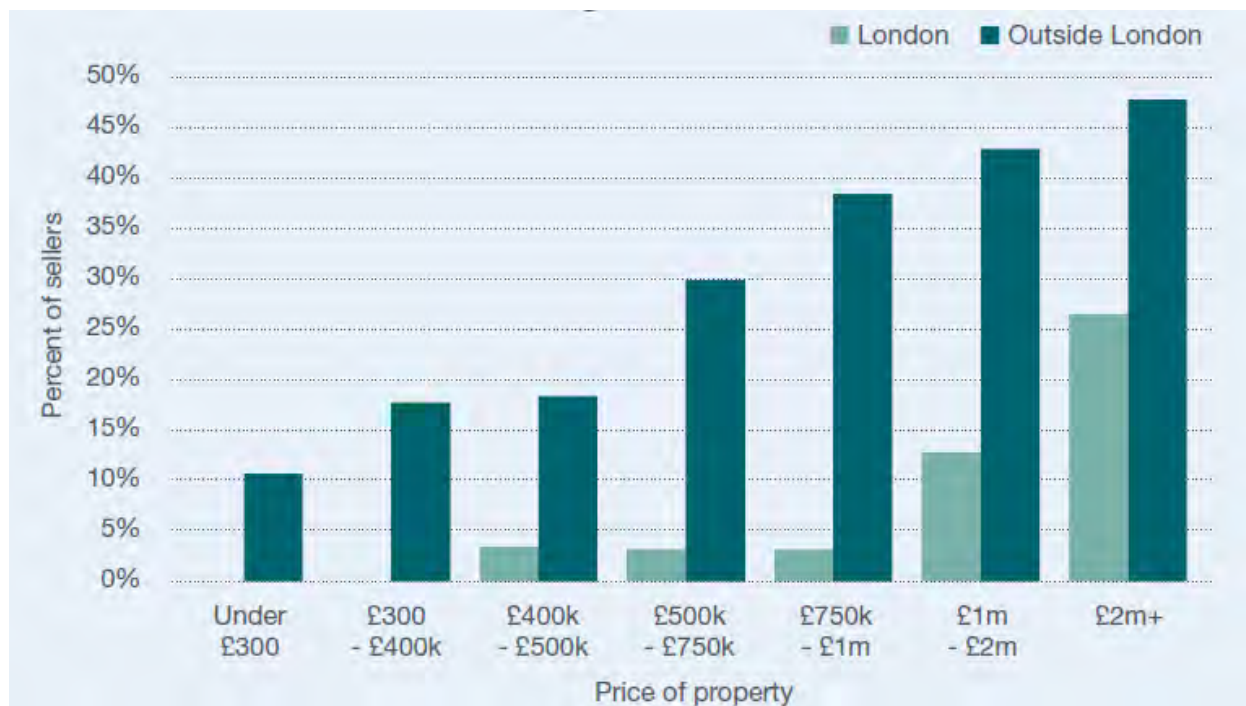


Figure 5 – Insufficient Levels of Value in Housing to Downsize



ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Figure 6 – Downsizing in Concentrated in high Price Brackets****Solutions Required**

- Stabilizing real estate value
- A better way to build - design detailing and innovative manufacturing

Market Segmentation Required to Determine Different Levels of Need

- Younger seniors (age 65–74)
- Older seniors (age 75–84)
- Eldest seniors (age 85+)

Diversification of Housing Options:**Co-housing model**

Co-housing communities consist of privately owned homes in addition to extensive common areas. They are **designed by residents** who choose to live in a close-knit neighborhood with a healthy blend of privacy and community.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Case study 1 - Aspen Green – Vancouver - Life Lease 29yr Lease Prepaid no Property Tam. Sold at 80% of MV.



- 54 one and two bedroom apartments
- High specification
- Non-profit developer
- 29 year pre-paid lease
- No property tax
- Lease payment returned at the end of Lease

Case study 2- Mixed Use Housing Model. In UK over 55 women

- 159 one, two, three and four bed homes for sale and rent
- Co-housing project of 35 homes for women over 55
- High specification
- Non-profit developer



ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Case study 3 – Mixed use - high end plus affordable**

- 44 condos, 56 rentals and 30 care units
- One member of family over 55
- Deepens market
- Provision of family care-givers
- Private developer

Case Study 4: Community Land Trust Model

The Community Land Trust is a partnership between co-op and non-profit housing sectors, the City of Vancouver, BC Housing and Vancity Credit Union

- City Requested EOI for City-owned sites
- 4 sites leased for 99 years
- **358 units** with rents
- **averaging about 25% below market**
- Homes for low and moderate income families and seniors

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Session 3 – Adam Strong - Managing Director Strongbuild NSW****Offsite Manufacturing and the Benefits to Retirement Housing Projects**

The future of the building industry will be built on innovative thinking and energy efficient sustainable materials. Panelisation is automated manufacturing of key building elements, offsite in controlled factory environments. Floors, walls and roofs are pre-finished then transported and assembled on site.

Example 1 - AVEO Norwest, Baulkham Hills NSW

- Master planned for 450 retirement apartments and a 145 bed RACF
- Stage 1 includes 67 retirement apartment
- Project Delivered 10 weeks faster
- Structure erected in 16 weeks
- Project delivered 0.5% more efficient than conventional build
- 6000 tonnes

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Figure 1 - AVEO Norwest, Baulkham Hills NSW****Example 2 - Phoenix Apartments -Rouse Hill, NSW**

- Site master planned for 780 apartments
- Stage 1 -134 residential apartments
- In-ground basement –2 levels, concrete
- Residential tower (2 building) – 6 levels, timber



ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Our Manufactured Solution Second Structural Concept**

- Structure
- CLT lift & stair shafts
- CLT floors & roofs
- CLT intertenancy & corridor walls
- Steel beams over internal walls
- Cost saving -\$200,000
- Project will be delivered 14 weeks faster than conventional build
- Project will be delivered 5% more efficient that conventional build

Session 4 – Shalian Singh – Head of healthcare and retirement, Colliers International**Prospecting Future Retirement Housing Developments and Policies in Productive Property Management**

Mr Singh is Colliers' healthcare and retirement head and is a veteran of the sector. He has had previous roles in National Australia Bank's aged care business and in strategy at Japara Healthcare.

With the multitude of changes occurring across the broader health care framework, the retirement living sector is undergoing unprecedented change. Convergence with the traditionally siloed RAC and

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

primary care sectors is occurring at a rapid pace, with consumers also far more attuned to the equation of cost versus value. These elements as well as the drive for deploying capital and an aging population are providing both opportunities and new threats for retirement village operators.

Operating models that remain the same will become harder to sustain – therefore the status quo is not a sound option.

Multiple things need to be looked at from a strategic angle in the short term as most changes to operating models will take time to fully realise.

The new continuum of care will be impacted by seniors who will live longer but live sicker. The next batch of seniors is now under consumer directed care where they can demand value. The consumer context is base care to premium care to boutique retirement living.

The cost to provide a RAC is now \$255,000 - \$300,000 per bed.

Federal funding cuts, combined with an increasingly user-pays system, will push existing aged care operators to build scale and retirement village operators to adopt more services.

That analysis comes as the aged care sector adjusts to the funding cuts in the last federal budget that will strip out \$1.7 billion during the next four years.

Already, brokers' analysts have dampened their expectations on growth prospects for the listed operators, including Estia Health, Japara Healthcare and Regis Healthcare, all of which have floated recently.

Cuts to the Aged Care Funding Instrument – the government's main funding tool – would vary in its impact on operators according to how many residents they have in mid or high-level care.

That impact could range from 9 to 15 per cent of total government revenue.

These changes will further marginalise operators who were already struggling. Operators with strong systems in place to ensure accurate ACFI claims have scale to better manage costs and the ability to implement other revenue-based strategies, will be the ones who will maintain their earnings.

Pressure on viability of certain operators will grow given the increased take-up of care services outside the traditional residential aged care setting.

The aged care sector and its flow-on impacts contributed \$17.6 billion to the national economy in the 2015 financial year, according to a Deloitte Access Economics report.

And, as the nation's population ages, as many as 76,000 new residential aged care places will be required by 2023-24 to meet demand.

At the same time, the number of home care places is forecast to increase to 157,823 by 2025.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

That increase will push the operators of retirement village and manufactured housing estates to provide greater levels of care for their residents. They are progressing to low, perhaps even medium, levels of care traditionally the domain of residential aged care providers.

It also means that when people turn to residential aged care, they are likely to be older, more frail and requiring higher levels of care. As a result, residents may be staying for shorter periods of time at aged care facilities and changing their payment preferences.

Co-location with retirement villages will be one likely response to structural change in the aged care sector. For aged care operators, scale becomes increasingly important, noting that some smaller operators may come under pressure as their business becomes less viable.

There is potentially a greater role for merger and acquisition as well as joint-venture activity across the continuum of care.

<u>Session 5 – Jennifer Stuart-Smith CEO James Milson Point</u>
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<u>Strategising Aged Care Planning and Management to Assist Healthcare for Tenants within Residential Care</u>

North Sydney Council in 1968 called on the community to establish a committee to explore the establishment of residential aged care facilities in North Sydney. Aldermen and community members formed the first committee which met on 26 May 1969 and adopted the name “*North Sydney Homes for the Aged Association*”. Land was acquired in part from the Department of Main Roads by purchase and gift and in part gifted by the Council for the project. In 1974 the Tower and the Hostel opened.

The James Milson Retirement Village located at the corner of High Street and Clark Road, North Sydney is a community project providing accommodation for approximately 250 aged people on the lower North Shore. The Village is operated by the North Sydney Retirement Trust (the Trust).

When considering expansion projects the following requirements are essential:

- Set up of site development team
- Design considerations
- Management considerations
- Sustainability considerations
- Systems and process
- Partnering and partnership

James Milson Village offers an ideal retirement option for people choosing an apartment lifestyle. Apartments offer expansive views and are tastefully finished, well maintained and include the provision of a whitegoods package dependent on the apartment chosen.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

James Milson Village has 97 apartments situated in two buildings (The Tower and Camaraigal House). Residents have a choice of one or two-bedroom apartments.

Each resident has access to a range of shared facilities including;

- Lounge and computer facilities with Wi-Fi connections
- Terraced areas for family gatherings
- Barbeque facilities
- Library facilities
- Hairdressing salon
- Chapel and Church services
- Large Function area – Level 3 of Elamang House includes tea and coffee making facilities
- Gymnasium
- On site kiosk

James Milson Village offers a unique caring services for the ageing population of North Sydney and surrounds including;

- On site manager Monday to Friday
- After hours support through a Registered Nurse and/or Vital Call
- In home support services (nursing, community access and domestic assistance)
- Wellness and Rehabilitative Services
- Maintenance, gardening and IT Support Services
- Social events and activities
- Visiting Podiatry and other specialist allied health services/practitioners

The financial requirements at James Milson Village vary depending on your choice of apartment and entry method (Loan/Licence or rental).

Rental arrangements are governed by the Residential Tenancy Act 2010. Tenants are required to pay a bond of four weeks rent and a daily rental payment billed and payable monthly. Rental amounts are adjusted in July annually.

Loan/Licence; arrangements as governed by the Retirement Villages Act and Regulations. Entry payments (ingoing contributions) are required to be paid in full prior to moving into an apartment. Tenants are required to pay a recurrent charge - recurrent charges enable James Milson Village to meet the daily operational and management requirements of the Village. Recurrent charges are adjusted in July annually.

Residents entering on a Loan/Licence arrangement are subject to a Deferred Management Fee (DMF); the DMF is calculated at a rate of 6% annually for a maximum of 5 years or 30%.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Session 6 – Christopher Howe, Chief Executive Director - Bethanie Group – Western Australia****Discovering Opportunities – Location, Location, Location – Retirement Housing and Villages****Bethanie Facts**

- 63 years old
- The most recognised aged care brand in Western Australia
- One of the Largest aged care and retirement living operators in Western Australia
- Design and supervise construction in-house
- 24 sites
- 12 aged care facilities
- 14 retirement villages
- 3500 community care customers
- 9 social centres
- Social housing provider for the Western Australian Government

Site Selection**Brownfields**

- Maximise your stock
- Look for other opportunities

Greenfields

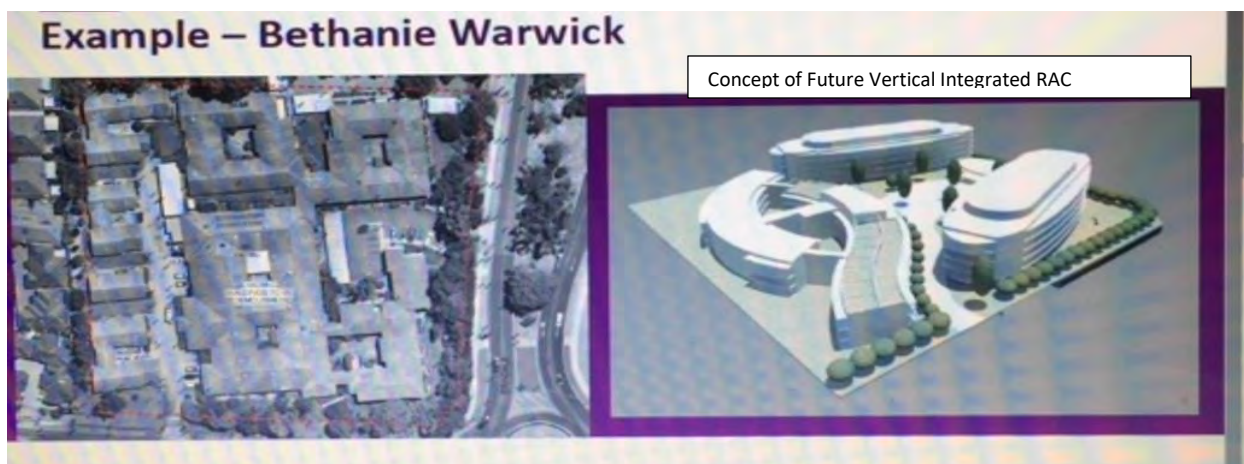
- Government
- Private
- Others
- Partnerships

Bethanie only build campus style Residential Villages (RV) and Residential Aged Care (RAC) together – this provides for a continuum of care.

- Locations will have site limitations
- We will consider local demographic
- We will consider median house price
- We will consider the financial profile
- Aging profile - is the customer base there and will it be there in the future?
- Competition - apartments and retirement living?
- Build Type - broad acre/multi-level appetite
- Build cost - IRR ROI initial capital return or long term - what debt can you hold??
- Why are you're developing what options do you have? Recurs or rebuild?

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Examples of Partnership Opportunities: Example 1 - Brownfield - Warwick Redevelopment**

A new vertical integrated RV and RAC is proposed for the redevelopment of the existing site - residents will be relocated to the new Gwelup Campus during the development phase.

Figure 1 – Warwick Proposed redevelopment – Vertical Integrated RV**Example 2 - Bethanie at Gwelup – Partnership with a Church Group.**

Partnered with Church – Agreed to rebuild the church in exchange for the land. Contains dementia units within the 2 storey RAC as well as villas plus campus managers and church.

Figure 2 – Land and Site Plan at Gwelup

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Example 3 - Local Government Partnership – Bethanie at Dalyalup**

City of Bunbury (CoB) had a site they wanted to facilitate for aged care. Bethanie - Dalyalup. – Joint Venture with DoH and CoB. Funded through a Federal stimulus package. Has a cancer respite centre for chemotherapy with St Johns as a partnership model.

Example 4 - State Government Partnership - Claremont on the Park

State allocated a portion of Claremont Oval for aged care high rise development. Claremont on the Park is State Govt. land provisioned for aged care. The development will contain serviced apartment @ weekly service fee. Compulsory. 30-40% can be offset by HACC package.

Figure 4 – Claremont on Park**Example 5 - ECU University campus - Joondalup**

ECU have allocated a site In Joondalup for a RAC and a Village development to assist with facilitating student placements into their nursing programs. This development will provide a training site within the campus.

The funding model will be Capex and Lease Return.

Key Messages:

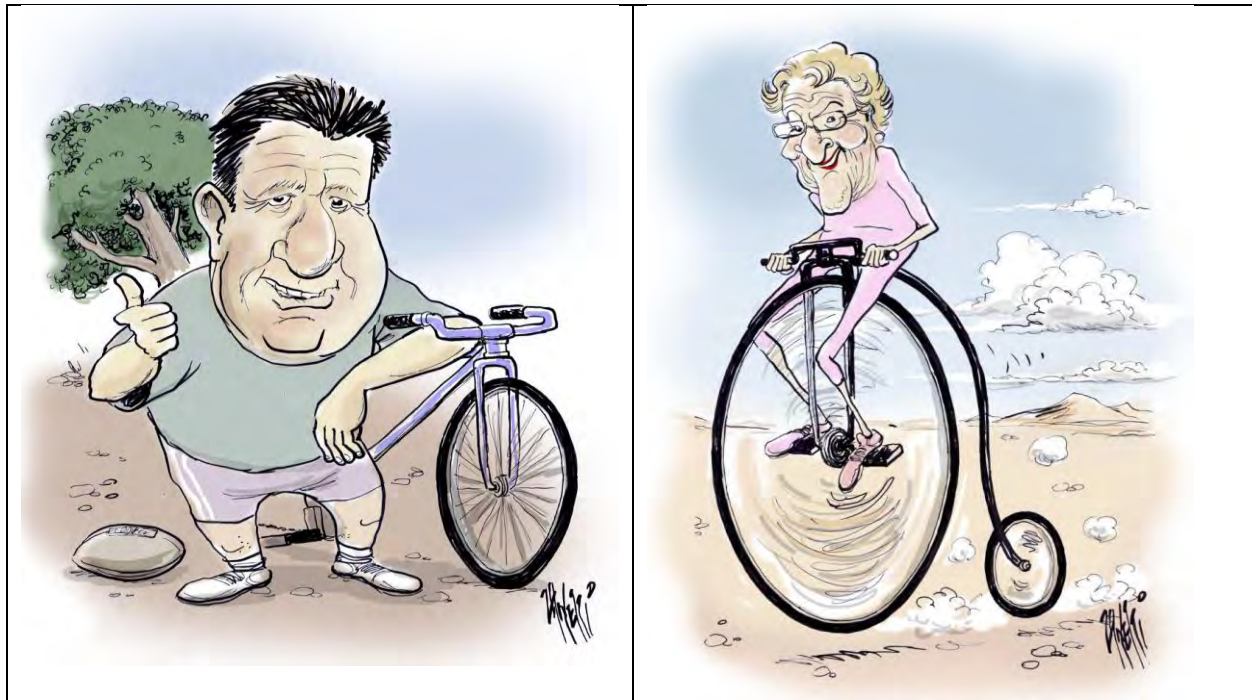
- The opportunities are out there you just need to go out and hunt
- Know why you want to redevelop (brownfields) before you start
- Location - Location - Location
- Do your due diligence (build cost/style to suit demographic)
- Proceed with caution with partnerships
- Create the opportunities

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Session 7 - Mathew Dickerson, Director Axis and Former Mayor of Dubbo City Council NSW****Employing a Multidisciplinary Collaboration of Various Departments to Create Viable Housing Operations and Management**

The reality of modern day retirement is people are living longer, healthier are mobile and want to be a part of the community and active.

Social cohesion policies increase investment attractiveness

- Research increasingly shows that a strong economy and strong society are intrinsically linked
- These were once thought to be separate issues
- Community safety; design quality; social inclusion are all proven to have a positive impact on economic growth
- Social capital is a key feature in regional development - trust; social networks; high skill levels = business growth



ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Individual Housing Designed for Seniors

Design from ground up - seniors will have more time to travel, robotic devices to support lifestyle and access to services, cameras security when away, automated processes such as watering the garden and pet services.

The future will be for Over 55 Residential Village (RV) - similar concept to grouped housing estate. Common facilities to reduce cost e.g. swimming pool BBQ will be the norm. Residential Aged care (RAC) - we will see fewer of these because of high set up cost running costs which will push limits of viability.

Modern aged care facilities – will be WICO – “walk in carried out”.

Moving Past Independence

The Past

- Dedicated aged care facilities
- Dedicated high-care facilities exist historically
- High set up and running costs push the limits of viability

The Future

- Modern aged care facilities
- Combined facility which caters from walk in to carry out (WICO)
- Independent living similar to an over 55 village
- Medium care or independent living with visitation
- Dementia unit
- High care 24 hour nursing
- All at the one location to reduce stress and increase convenience

This approach makes a more viable mixture. Government can work with developers to establish sites and assist with planning requirements to expedite.

Example of the Dubbo Experience – Local Government Can Work with Developers

In 2002, Dubbo City Council looked at a strategic future for Dubbo:

- An aging population was identified as a key growth area
- Final report was public to encourage developers to act
- As a result, Dubbo has a huge variety of options
- From gated estates to over 55 villages and WICO
- Dubbo is retaining retirees and attracting from city and region
- New options being created that aren't obvious–until they are
- CBD apartments are being constructed for the first time in Dubbo
- Sales off the plan–very unusual for regional areas
- With 25% of one set already sold, the majority of sales have been to...Retirees wanting to improve their lifestyle and convenience

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Key Messages:**

Viable retirement today looks different to the past and will look different in the future.

Obvious solutions aren't obvious until someone else comes up with them then the picture will be norm.

Diversity in housing stock is essential.

Session 8 - Susan Stannard, Strategic land Use Planner, Wingecarribee Shire Council

Land Use Planning for Infill - Key Council Role to Facilitate Diversity in Housing Stock.

The Missing Middle – Medium Density Housing

Wingecarribee Shire is better known as the NSW Southern Highlands, approximately half way between Sydney and Canberra.

It covers an area of some 2,700 square kilometres. If superimposed over the Sydney Metropolitan Area, it would extend up the coast to Narrabeen, west to Springwood in the Lower Blue Mountains and beyond Campbelltown to the south.

Its urban structure comprises a central spine of four principal towns - Mittagong, Bowral, Moss Vale and Bundanoon, interspersed with small villages and other villages radiating out from that spine. These towns and villages are themselves separated by rural land, a 'green between' fiercely protected by the Shire's communities. But with some 75% of the Shire being within a Rural or Environmental Protection zone, that leaves only 25% of the Shire for all other forms of urban development, including residential development and the open space it supports.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Therefore, for Wingecarribee, the key challenge is to optimise housing choice within the residential zones and those business zones which permit some form of residential development. It is crucial to provide a range of housing choice which best aligns with the needs and expectations of the various socio economic groups which comprise the Wingecarribee community. The implications for land use planning generally within the Shire are too serious to not do so.

My particular focus will be on the provision for good quality infill development and its potential value to the developer, the community and to those authorities such as Local Councils, charged with the efficient and effective management of land through land use planning.

Land use planning is the efficient and ethical management of land. At its heart it epitomises the fundamental economic problem - the allocation of a scarce resource among competing demands. It incorporates principles of environmental sustainability, resource management, social justice, heritage conservation and urban amenity.

Within the urban framework, the provision of housing choice is central to the broader management of housing supply, its distribution and use. In locations with a relatively high proportion of older residents, the provision of housing stock which meets their expectations and needs is critical to its success, both from a developer perspective in ensuring the profitability of such development and from a social perspective in ensuring the subsequent release of housing stock more suited to younger populations within the community.

All Councils are provided with estimates of housing need, calculated by the Department of Planning & Environment based on current trends in population change. The Department considers that Wingecarribee will require an additional 7,000 dwellings by 2031. The current supply of dwellings in the Shire at 2016 was approximately 21,500.

What form that housing should take is a decision generally left to Councils based on the current supply and projected need. With regard to current supply, almost 91% of our housing stock comprises detached houses compared with 80% for regional NSW and only 66.5% for NSW in total. Of equal relevance to the type of housing is its size. Over 80% of our dwellings contains 3 or more bedrooms, sometimes many more than three.

With regard to projected need, in 2016, the highest in-migration by age was 65 years & over – almost 40% of all in-migration, bringing to 26% the proportion of the Wingecarribee population in that age group, an increase of 4.5% since 2011. A census taken today would, I'm sure, show that population to be closer to 30%.

Therefore, we face a situation where virtually all our housing stock comprises larger homes while our population is trending towards smaller households. How are we to reconcile the two so that the new housing we provide better aligns with future demand and ensure minimal adverse impacts on rural and environmental land and on the current preferred residential character and amenity of our towns and villages?

Two recent studies confirm that the vast majority of Australians strongly prefer to remain in their own homes as they age. (Productivity Commission's research paper on Housing Decisions of Older Australians 2015 and a report from the Bankwest Curtin Economics Centre report 2016).

There are emotional reasons for this:

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

- It represents the family home and although it may be ‘a bit big for them now’, it provides additional bedrooms for family visits, even if those visits occur only once or twice a year.
- They can remain within a community where they are known, feel comfortable and, to that extent, have a degree of support and even protection.
- They avoid the trauma and uncertainty of moving.

And there are financial reasons:

- It is their most valuable asset and the one with the greatest potential for future capital growth,
- It shields them from any reduction in their pension due to the release of capital from their ‘principal dwelling’ which is currently exempt from the assets test.
- It offers the best chance to provide a legacy or inheritance to their children.
- They avoid the not insignificant costs of relocation, including agent commissions, removal fees and stamp duty.

So, both emotionally and financially, their home is indeed their ‘castle’, a security ‘fortress’ at a time when security is their highest priority.

Government policy and fiscal goals increasingly support the ‘age in place’ model; and local economies benefit. Businesses providing home and garden maintenance services are among the fastest growing employment opportunities within Wingecarribee Shire.

Council supports ageing in place. Studies show there are many social benefits, not least of which is the maintenance of social mix. The challenge comes with the type of ‘place’ in which they choose to age and its implications for the management of housing stock to provide a ‘better fit’ between housing and households.

Council’s principal housing goal is to encourage greater housing choice through the supply and quality of low rise medium density housing which includes:

- Townhouses and terraces
- Dual occupancies (two homes on one block of land)
- Manor homes (small low-rise residential buildings containing only 3 to 4 homes)

Such development is commonly referred to as ‘the missing middle’, a term now embraced by the NSW Department of Planning & Environment. Draft guidelines are being developed to improve the design of medium density residential development; and the Department is now working towards guidelines of specific relevance to regional areas such as Wingecarribee.

But it’s one thing to declare a policy position and create guidelines and quite another thing entirely to actually get that development built. The supply of such housing won’t occur without a manifest demand sufficient to convince developers that they will receive sufficient financial return on their investment.

Research, and anecdotal experience, indicates that downsizing remains a relatively uncommon path for older Australians. According to the Productivity Commission’s survey, only about one in five older Australians have sold their property and purchased a less expensive (and presumably smaller) home since turning 50. Of the older home owners who have not moved, only about 15 per cent had any intention of doing so.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

There are certainly advantages to downsizing:

- It frees up existing housing stock more suited to larger households.
- Makes better use of existing land zoned for medium density development.
- Maximises existing infrastructure in the towns and larger villages.
- Increases the population base of smaller villages to encourage local businesses and services.
- Retains the traditional social mix of regional towns and villages with associated informal support mechanisms.

However there can also be significant costs, both financial and emotional:

- The costs of selling and moving, including agents' fees, stamp duty and removal fees.
- The emotional stress of finding new accommodation, disposing of long held items of sentimental value which will not fit into a smaller dwelling.
- Accepting that a smaller dwelling may not be any less expensive than a larger one. Smaller rural properties can cost more than larger ones. An apartment closer to town, or a beach home, can cost more than a suburban home.
- The loss of potential future capital growth from a larger home.
- The potential loss of pension income through greater exposure to the pension asset test which exempts the family home, but not any of the proceeds from its sale.

If these barriers to downsizing were not sufficient, there is the fact that for most older residents, a seniors living development will be their first experience with strata living and its associated demands, be they real or perceived, on personal freedoms & personal 'space' as well as the costs and regulations around the use of communal areas.

It is really no wonder that many older people prefer to age in their own home. It's simpler and easier. If we are to overcome these barriers, we need to provide a style and standard of housing which offers sufficient inducement to older residents so that they are prepared to make, and actually want to make such a move.

According to a 2016 report from the Bankwest Curtin Economics Centre, Australia's housing stock generally is not meeting the demands of older Australians. The survey found that older Australians want a greater range of downsizing options that suit their lifestyle and standards.

According to a 2014 Australian Housing and Urban Research Institute (AHURI) survey, the "dream downsizing home" is:

- Smaller in size with a more manageable garden than the current home.
- Easy to access and to move around in, and preferably with only one level.
- A lifestyle improvement, such as relocation to a coastal or more scenic area, or to easier access to entertainment or cultural venues.
- Close to shops, health services and public transport.
- Located in an area which is desired by the downsizers.
- Nice neighbours.
- Something which delivers a financial saving by enabling them to live mortgage free or by freeing up cash to supplement other retirement income.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

This can be a particular challenge in locations with a higher socio economic demographic. The 13th Annual Demographia International Housing Affordability Survey identified Wingecarribee Shire as the 7th least affordable location for housing in the world. Tweed Heads was ranked 8th.

These results are based on a “median multiple” value (the median house price divided by median income) and do need to be read with caution, nonetheless, Wingecarribee property prices are high and the people who own them are wealthy even though their official income status may not reveal this.

The most recent five year compound annual growth rates for Wingecarribee more than match Sydney and the owners of those properties are more likely than not retirees from Sydney.

- Mittagong - 11.5% compared with Bankstown 11.6%,
- Moss Vale - 13.6% compared with Hornsby 13.4% or Killara 13.6%.

So, to the list of criteria which comprise the downsizing ‘dream’ considered above, I would add the following based on my own experience and research - downsizing should not mean downgrading.

High quality, well designed and well-presented residential development sells and it sells very well. Meeting the demands of a higher socio-economic demographic has been successfully achieved in Sydney and Melbourne where imaginative, quality development has been shown to create its own market and proven that such a market can be highly profitable.

Yet, when it comes to regional centres, there seems to be a reluctance to apply those same standards to residential development. There is no logical reason for this. After all, as discussed, the market for these regional dwellings is largely the Sydney market relocated.

Within NSW, the Seniors Living State Policy provides for multi dwelling housing in low density zones and enables increased density within those developments. This provides developers with the opportunity to work with Councils to achieve a development both acceptable to the community and desired by potential residents.

The precise characteristics which define well designed residential development will, of course, vary depending on location. But the following key elements seem to be consistent requirements:

- Design which responds well to the site.
- Variety of designs and lot sizes within a cohesive framework.
- Clever use of landscaping to delineate boundaries & provide privacy. Will soften the development over time.
- Discreet location of parking & garbage bins
- Decent ceiling heights.
- Deep window sills / bay windows.
- Quality materials in construction.
- Quality appliances which don’t have to be large.
- Plenty of storage.
- Generous garages to allow for older drivers’ limitations.
- Generous laundry with ceiling light to enable inside clothes drying.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

In my research for this presentation, I spoke with several residents of seniors living developments. It was interesting that, on almost every occasion, they would confide that, “of course, we’ve got the best one here”.

Their reasons for why this was the case varied greatly. Sometimes it was a larger lot, or a smaller lot if they didn’t want a garden, or had a nicer outlook, or was easier for parking, or the house design particularly appealed to them, or they were located in a particular part of the development, be it the middle or the edge.

Now that is skillful design. It is responsive design and it is quality design. And because of that design these residents are now ‘living the dream’. In fact they are living in the dream – that ‘**dream downsizing house**’.

So, these developments are a win for the residents. They are a win for the urban environment in the provision of quality infill housing. They are a win for the natural environment as they can replace, at least in part, the need for rezoning. They are a win for the agricultural lands as some of those downsizers were from rural properties, too large for them to now manage. And they are a win for the developer; there is a demand; they are profitable. They represent a downsizing dream which we can all share.

<p><u>Session 9 - Andrew Sweeney – Greengate - Innovative Integrated Vertical Care Villages</u></p>
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As urbanization of our major cities accelerates we are seeing increased height and density, particularly around established transport and amenity nodes. Planning authorities are seeking to extract greater use of existing community and social infrastructure while enhancing a local identity and sense of place. In response to this, and seniors’ preference to stay at home in their local communities new forms of vertical villages are emerging.

Greengate specializes in creating “vertical villages’ which typically comprise 60-100 independent living or assisted living apartments and 60-100 bed boutique aged care homes with 24 hour care (low/high and dementia care).

The villages are located in inner urban or town centres in Sydney and Brisbane close to transport and amenities. Greengate have pioneered innovative ways of working with churches, charitable and government land partners, who additional to liberating land value seek social outcomes for local elderly.

Greengate recognise people are living healthier, living longer and looking for vibrant communities that provide both independent village living and a modern aged care home in one convenient locations.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**St Brigid's Green Example**

St Brigid's Green Maroubra NSW- Integrated vertical care was awarded "Best retirement Living development" at the 2016 Property Council Australia's Innovation and Excellence Awards. Greengate manage the village, maintain the gardens and help to coordinate social activities. An extensive range of facilities are provided to residents:

<ul style="list-style-type: none"> • Dining rooms • Lounge areas • Self-services café • Library • Theatrette • Activity room • Function rooms 	<ul style="list-style-type: none"> • Outdoor BBQ • Fitness centre • Chapel • Men's shed • Security cameras • Onsite manager • Reception • Mobility scooter parking
--	--

Figure 1 - St Brigid's Green – Example off vertical Integration



Other Greengate village includes **St Peters Green, St Luke's Green** where the village was built around a **church on 6000sm**. The latest development is St Patrick's Green in Kogarah, NSW which will be a 12 storey development. Early community engagement is essential, working with neighbours to gain acceptance of the concept and involve neighbours in design stages to ensure they will accept this development in their community.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Figure 2 – Church Central to the Development



The key message from Greengate is **retirement housing needs to be integrated, modern, and provide for independent living through to assisted living and aged care to be viable and in demand**. The future will see a convergence of artificial intelligence, technology and design that will modernize a revolutionize retirement living. Community hubs will be created for the aging populations and examples of these are occurring in the UK.

Session 9 - Natasha Chadwick - New Directions Care – Bellmere in Queensland

The World's First Inclusive Micro Town Community

Introducing the world's first inclusive, small scale living community in Bellmere north of Brisbane.

Game changing, innovator and risk taker Natasha Chadwick founded New Directions care and created the world's first inclusive micro-town aged community.

This is an integrated community of small houses that does not segregate people living with dementia. It consist of 17 houses within a precinct that includes a shop, café, cinema, beauty salon, barber and wellness centre featuring a doctor, dentist and physio which are all accessible by the broader community.

Winner of the Facility of the Year 2017 and Best Silver Architecture 2016, New Direction Care offers the essence of modern day living for those in their twilight years.

Perfectly located between Brisbane and the Sunshine Coast, New Direction Care is a \$35 million residential care community expertly designed offering state of the art living that's focused around you.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

New Direction Care is open to everyone with an ACAT Assessment, including those supported by the Government. Now that is a completely new direction in aged care - the first of its kind anywhere in the world.

Figure 1 – Entrance to Bellmere



Figure 2 - Domestic-style living



New Direction Care features elegant seven-bedroom homes all with ensuites and spacious built-ins, cleverly designed and styled by Shaynna Blaze.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Coupled with a functional open plan kitchen showcasing the latest appliances, family dining room, cosy sitting rooms and private gardens that invite you in, making it a place you and your family will feel immediately at home.

The micro town incorporates a broad range of necessary services:

<ul style="list-style-type: none"> • A retail precinct • Corner store • Barber • Craft room • Cinema • Music room 	<ul style="list-style-type: none"> • Gym • Spa • Massage • Dental clinic • GP clinic
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We all have our own wants and needs, yet living with like-minded people is possible when we share similar core values, interests, hobbies and lifestyles. To assist with this we use a cutting edge profiling tool that draws out an individual's social world view and personality traits with a particular focus on factors that influence living and interacting with others. This means you will live with like-minded people. As normal a life as possible with freedom, independence & choice. We all want individuality and to be part of a community that is developed around meaningful relationships. Respect for each other, and putting yourself in someone else's place ensures empathy.

Supported by a team of professionals and specialists, dedicated multi-skilled House Companions assist you as needed. They also provide a shoulder to cry on and join you around the dining room table at meal times just like in any family.

Registered nurses available 24/7 provide for private visits in your home, or at the onsite clinic where you can also be reviewed by other professionals such as Doctors, a Dentist, Podiatrist and Massage Therapist.

With our Physiotherapists, Exercise Physiologists, Lifestyle Team and a Dementia Support Specialist we also understand that no matter how complex your care needs, additional support to help you maintain a normal life, health and wellness is never too far away.

Features:

- 17 domestic-style houses (seven residents to a home)
- 120 beds
- Specialist services - dementia care, younger onset dementia, adult mental health.

Types of care:

- Small scale living - residential aged care
- Respite care
- All-inclusive Government support

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Figure 3 – Just Like Living in the Suburbs



Figure 4 - Shared Rooms for Partners

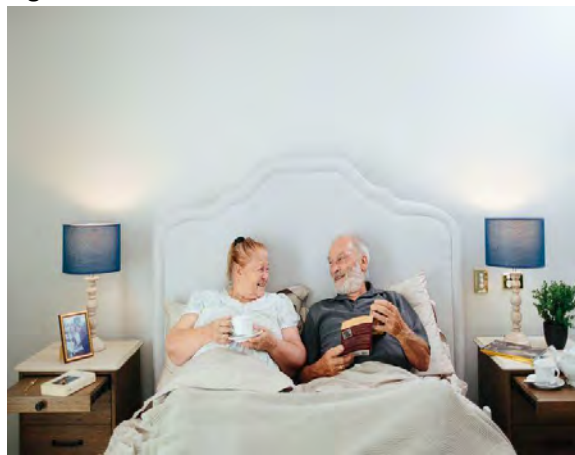


Figure 5 - Communal Shop



ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Figure 6 - Men's shed



Figure 7 – The town café

Key Messages:

- Inclusiveness is making people healthier and happier.
- Understand their past to place them in the future within a RV.
- Assessment is essential before placement - make sure they will fit in with the household.

Session 10 - John Burgess - Vision Lifestyle Projects - Maximising a Retirement Community Social Licence through Community Vitality

NZ's RVA Executive Director (John Collyns) said that an 80 year old wants:

- A safe place to live
- Money to live on
- A path to care
- An operator with a 'social licence'

John Burgess developed the Community Vitality philosophy and a benchmarking tool that measures the things that matter most in retirement communities thus enabling continual improvement to maximise social, economic and environmental outcomes.

Community Vitality has been established by Vision Lifestyle Projects (Vision), with the goal of establishing an industry benchmark for the retirement villages. Vision began researching community wellbeing and relevant studies that had been carried out around the world.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Through this investigation the concept of Community Vitality was created - the sentiment of residents around what makes up the best retirement community. Community Vitality is an innovative management tool that uses scientifically valid methods to measure resident perceptions of the 19 indicators of Community Vitality and then compares the village's results against a benchmark and an industry average.

The ability of an organisation to carry on its business because of the confidence society behaves in a legitimate accountable and socially environmentally acceptable way. It's not just derived from a need for legal and regularity compliance but also must account for the inputs from a wider group of stakeholders and sense of transparency and accountability in its external reporting.

To ensure that Community Vitality is a scientifically valid measure of a community's wellbeing, Vision engaged Stewart Vella from the School of Psychology at the University of Wollongong to assist in the research and development of the methodology paper, survey and the establishment of the benchmark.

Through the constant sampling of both independent living and serviced apartment retirement villages around Australia, Community Vitality is able to collect and compare a snapshot of each participating community in order to establish and maintain an industry benchmark.

Bad Publicity Hurts

The recent AVEO example >> bad publicity - consumer loses - devaluation of property and loss of vitality.

The Social Licence

Having a social license is the foundation for future opportunities.

How do you develop your Social Licence?

Successful retirement village operators describe an *intangible quality* or *vibe* that is the *soul* of the village. This quality is multidimensional and until recently no one has defined or measured it.

It is reflected in their perception of many factors including:

- The village's community spirit.
- How the residents interact with one another, with staff and with visitors.
- The energy and activity around the village.
- Whether residents openly recommend their village to others.

While factors such as good design can play a significant role in enhancing this *vibe* there are many examples of successful older retirement villages where the built product and design would be considered inferior by today's standards, however have vibrant communities.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

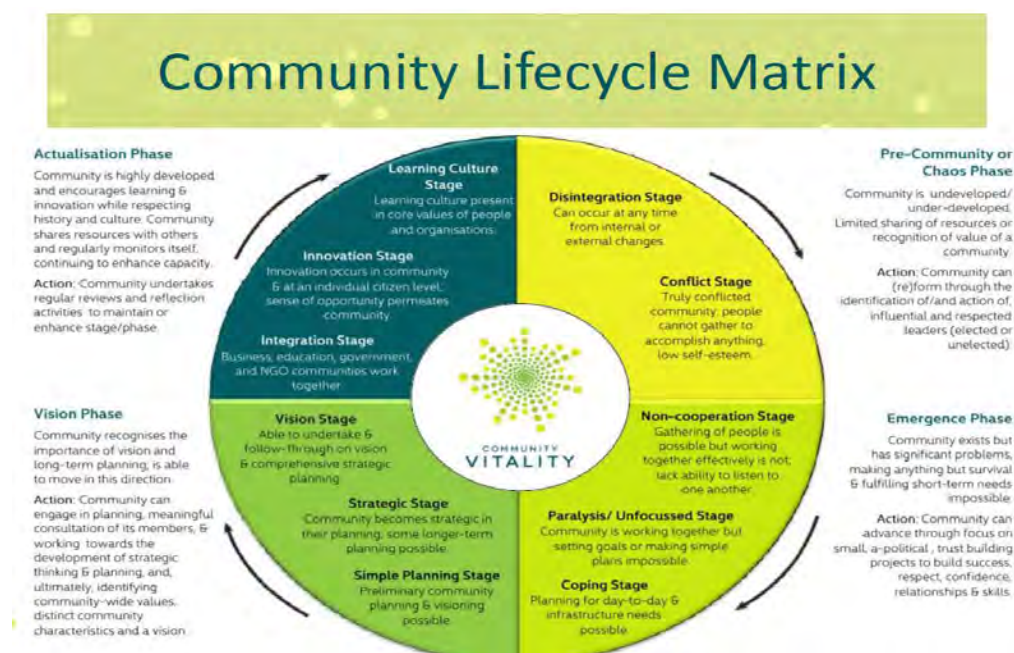
Equally, there are examples of new retirement villages which are beautifully designed, however lack this vibe. So the research indicates that it is not the built product or community spaces alone that deliver success.

Meanwhile industry accreditation systems and valuation methodologies have continued to focus on working through a checklist of those things they can touch and feel rather than measure the *social capital* of the village. It can be argued therefore that these measures are incomplete in that they fail to capture the real essence of a successful retirement village.

It is only in the past 5 years that some national, state and local governments have started to explore what truly makes up their communities and to measure their own performance with indicators having been developed to measure a range of factors. One of these factors is the concept of *Community Vitality* and the community lifecycle matrix has been developed that identifies where communities are in the life cycle.

The community lifecycle matrix:-

- Stage 1 - Chaos community - disintegration stage and chaos stage.
- Stage 2 - emergence - non-cooperation - paralysis - coping stage
- Stage 3 - vision phase - simple planning - strategic planning - visions stage
- Stage 4 - actualization - integration - innovation - learning culture



ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**WOMBAT**

A key marketing tool is “Word of mouth Buy and Tells” (WOMBAT)

Communities gain resilience and capacity as they move through the phases of the lifecycle matrix.

- Movements are not linear.
- No community is static.
- Conscious thought and effort must be expended to maintain and move on.

How Do We Move Forward?

Your social licence only improves as you focus on social matters within your community.

Community Vitality is Key

Community vitality - is the sentiment of stakeholders toward their community capacity to:

- Integrate community, individual & operator values.
- Plan, make decisions, and act together to realise mutually beneficial outcomes.
- Provide opportunities for residents to pursue their own life goals.
- Provide opportunities for its residents to experience positive life outcomes.
- Sustain itself into the future.

E.g. the busy restraint versus the quiet one = vitality.

If you can't measure you can't manage it. Peter Drucker.

It's a philosophy that influences everything.

Build KPIs around social metrics.

Community vitality – Themes and Indicators

19 indicators grouped into 3 themes:

- **Community** - representation, voice, independence, belonging, respect.
- **Resident wellbeing** - access to services, volunteering, health, physical environment, personal development, Involvement, recreational activities, fitness.
- **Management** – safety, security, economics, trust, management processes and sustainability.

Note - trust and economics are the highest value indicators.

Understanding these social indicators, focusing them and communicating them are at the heart of maximizing a Social Licence.

Social benefits will be dramatic and they are the lead indicator for financial benefits.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Session 11 - Nicholas George – TVS Architects QLD - Solaris Civic Precinct – A Mixed Use Integrated Retirement Living Example**

Let's create the ultimate environment.



Figure 1 - Solaris Civic Precinct -Forster, New South Wales Mixed Use, Integrated Retirement Living, Civic Centre

Isolation to Interdependence

If you want to go fast, go alone. If you want to go far, go together.

From To	isolation	interdependence
Intent	a defense mechanism	leveraging together
Activity	neighborhood living without external exchange	integrated living in a sharing economy ecosystem
Environment	stand-alone buildings accommodating self-sufficient amenity	Unique mixed use strategic destinations
Creates	Redundancy and sameness	sharing economy

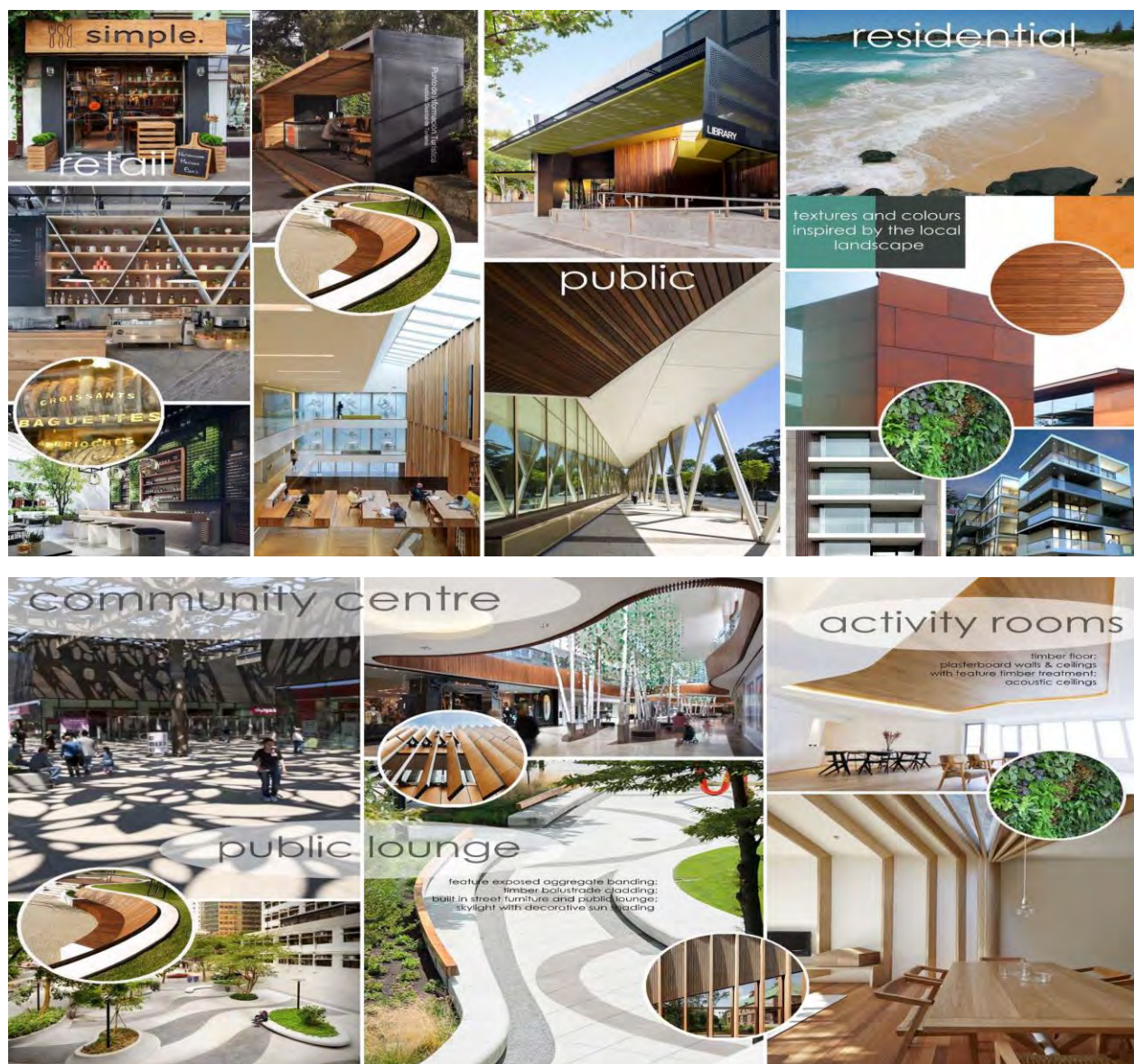
ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Sharing Economy Buildings

A paradigm shift towards the sharing economy where accumulation takes a back seat to continual self-expression requiring:

- Destinations that empower interdependent communities and generate a sense of ownership.
- Accommodating diverse user activities through complimentary interactions.
- Integrating cross generation al living into mixed use developments that capture the authentic human narrative of the communities they serve.

Figure 2 & 3 - Focusing people's perceptions of place - Who do we want to be? Design Elements



ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Figure 4 - The built environment as a sharing economy ecosystem - Strategic Space Planning**

- Generous shared civic plaza for social interaction of planned complimentary user groups
- Combined Retirement Living Activities In The Town Centre
 - Library
 - Information Centre
 - Café
 - Retail.....Medical Specialists
- Prioritising design value for complimentary human experience before pragmatic utility and regulation performance.
- Landscape Integration - Using the contextual landscape to support a variety of social interactions that make a place unique.

Solaris - it's about the experience people have in the places that matter to them!

Key Message

Rethinking our 'economic culture' by moving from isolation to interdependence relationships. The retiring population actively plays a role in the lifestyle of 'working' communities.

We are living in the information age with the means for evolving our human cultural identity from individualism to cross generational interdependent living, and challenging our old industrialized mindsets focused on hierarchies and cold rationalism.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Session 12 - John Collins Executive Director – Retirement Villages Associations New Zealand
Integrating a Continuum of Care in Retirement villages

From their beginning around 35 years ago, NZ retirement villages fell into one of two types – a fully standalone village with limited, if any residential care, or a village that was part of a residential care facility, and was intended to provide additional revenue and a potential supply for the care facility.

Over time, the demand for a pure lifestyle village has declined and today almost all new villages in NZ include a care facility. This is in response to market demand, as much as the need to build new care facilities when the government subsidies is insufficient to include capital development.

The next innovation is the development of a serviced apartment concept whereby residents pay a capital sum to move into the apartment and can live independently for a time, but expects to need care before too long. Once the resident is assessed as needing care, that care can be delivered to them in their apartment without having to move them again.

Some would say the future of New Zealand's elderly has never looked brighter, and in many ways that's true. Medicine and technology have advanced such that people are living longer than ever before, while retirement villages offer senior New Zealanders the option of living independently in secure communities with a range of amenities on their doorstep.

Unfortunately, the future is not so bright for those who are no longer able to live independently and require rest home, hospital or dementia care. Within the next 10 years, as the baby boomers age, the number of New Zealanders requiring care is expected to triple.

The NZ retirement village industry – An Overview

- 401 registered retirement villages as at 31 December 2017
- 31,000 units –villas, apartments, serviced apartments
- Average village size = 74 units
- 40,300 residents at 1.3 people/unit
- 73% of villages have a care facility on site; many “lifestyle” villages are looking at building care
- Approximately 23,300 care beds within RV campuses; about 53% of all care beds
- 95% of villages = LTO; 5% = unit title
- \$13.5 billion capital value

Market share drivers

- Increased availability of quality product and continuum of care available
- Market acceptance of RV as mainstream housing option for older people
- Increasing average age of residents with resultant turnover
- Releasing equity in property due to increased property values and mobility of capital
- Affordability of village units compared with owning own home
- Improved sense of security, companionship and physical activity

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**The continuum of care**

- 667 residential aged care facilities with 38,240 care beds
- Slight growth over the last three years
- 73% of villages offer residential aged care
- A further 10% plan to build care facilities
- 20,300 aged care beds (53% of total) are in retirement villages. Balance are in stand-alone residential care facilities.
- Government funding doesn't include enough money for capital development.
- All new residential care is now part of a retirement village development.
- All Lifestyle villages also offer ageing-in-place support:
- Personal services (bathing, wound dressing, medicine administration, etc.)
- General services (housekeeping, gardening, etc.)
- Free to all if assessed as needing it. Can be delivered by villages under contract to DHB
- Rest home or hospital level care:
- Privately-funded or publicly –funded, but assessment required.
- Free to resident if assets below \$250,000 (roughly).
- Resident pays if assets above \$250,000 until assets eroded to the “free” subsidy

Traditional subsidized room

- 11 m² or so
- Shared bathroom amenities
- Limited amenities and outlook
- But – usually friendly, comfortable, homely
- Addresses social housing issues for people without much capital
- Quality of care delivered is no different to a serviced apartment

Serviced apartments

- Residents and their families wanting care delivered in an apartment environment.
- Offering choices for residents.
- Can purchase additional “packages” of care if desired (meals, laundry, cleaning, etc)
- Assisting residents to maintain their independence and autonomy
- Enabling residents to remain in a care suite as their health deteriorates. Well-designed and safe environment for staff to deliver this care.
- Offering competitive accommodation choices -\$130k -\$400k (or more)
- Amenities provided include low-risk kitchen (jug, microwave, fridge), bathroom with grab bars, call buttons, hospital bed-capable, lounge, outdoor space.

Combination of options

- Families don't want to pay a capital sum but want a “nicer” room
- Premium charges can apply
- Varies from operator or operator but can be \$50 -\$200 per day
- Resident gets a larger room, closer to amenities, outside area, separate lounge, private *ensuite*
- Available to state-funded and private paying residents
- But – the quality of the actual care doesn't change; it's just delivered in “nicer” surroundings

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Regulatory Arrangements – RV Act**

- Must register as a retirement village
- Memorial on land to protect residents' interests
- Residents must have legal advice
- Statutory supervisor appointed
- Code of Practice requirements apply as in an ILU

Regulatory Arrangements – Aged Residential Care

Compliance audit for the following details:

- Adequate toilet and bathing facilities
- Privacy, proximity to room, hot water (!), non-slip floor, easily identified
- Personal bed space
- Can move in safety around it with mobility aids, staff trained, hoists available
- Emergency call systems
- Fire alarms, personal call button, staff training, additional support
- Access to communal areas
- Proximity to nurses' station
- Hygiene –cleaning, laundry facilities, hand washing available

Aged Care Compliance

- Primary –safe and appropriate care.
- Outcome-based approach –are systems sufficiently robust to meet needs safely? Can be subjective, but mostly objective.
- Mix of staff training and competence measures, physical environment, food, social environment, care planning, evaluation and medication management.

Deferred Management Fees

The Deferred Management Fee helps pay for all the public facilities in a village that everyone uses – community halls, bowling greens, swimming pools and the like.

Not all villages run a DMF scheme, and not all DMF schemes are exactly the same. The principle is when a person buys into a village, the price is generally cheaper than if you bought a similar property outside the retirement village. That's because you've deferred paying that difference until you leave.

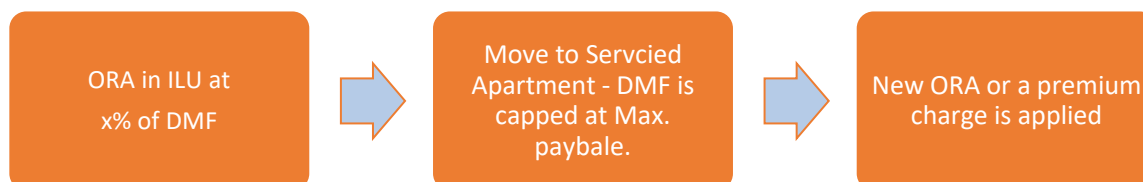
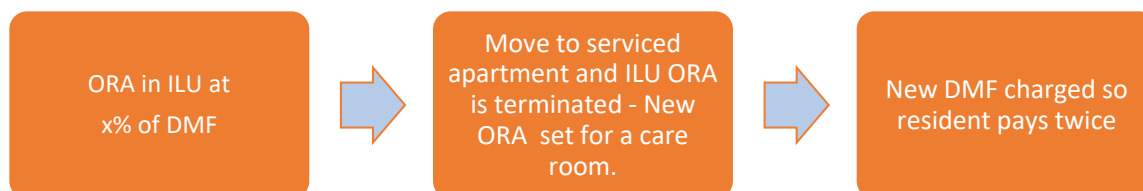
The amount of the DMF is calculated as a percentage of the sale price multiplied by the number of years you've lived there. For instance, if the DMF is 3%, you sell your property for \$400,000 and you've lived in the village for 5 years then fee is calculated like this:

3% of \$400,000 – that's \$12,000 - times 5 years equals \$60,000.

The Business Models – Residents Move from Independence to Care

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

In New Zealand it is seen that a solution to the aged care funding crisis exists in the merging of the retirement village and aged care business models through the use of Occupation Right Agreements (ORA) to source the capital investment required to fund an aged care bed. This concept is already well established in the New Zealand market and has similarities to the Australian approach, where refundable accommodation deposits or Deferred Management Fee (DMF) are collected from residents by the providers of aged care beds.

Model 1 – Resident Moves from Independence to care**Model 2 – Resident Moves from Independence to care****Model 3 - Resident moves to a serviced apartment certified for home level care****Achieving Awareness at Planning Level**

- Population growth and an aging population
- Importance of a continuum of care
- Inadequate suitable housing for older people generally available
- Older people want to downsize from big, unsuitable family homes to a smaller, easy-care property. RV can meet that need.
- Lack of suitable sites in urban areas
- Disconnect between community expectations, existing planning provisions and village needs
- The built form standards

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Lack of Suitable Sites

- Retirement villages are demonstrably a “residential” activity.
- Need to be close to where their intending residents live –majority come from within a 10-15 km radius of the village.
- Village community reflects the community around it.
- Minimum size for multi-story is 4,000 m²; finding large areas in developed cities is difficult.
- Important that villages are suitably provided for and enabled in planning rules.

Disconnect in Community Expectations

Opposition from local communities can be virulent. Villages are medium to high density accommodation, and pressure on operators to reduce the scale and address “residential urban design principles”.

Therefore villages must:

- Be visually attractive and suit their surroundings
- Manage effects on neighbours’ amenities
- Meet residents’ care needs
- Provide high-quality on-site amenities
- Ensure the sites are used effectively and efficiently.

Example 1 - Rawhiti Retirement Village, Epsom, Auckland

The negotiated outcome

- Three building levels
- Independent living located in own area (but connected)
- All car parking onsite and under cover
- Site coverage 65%
- 68 care beds inclusive of 20 dementia beds
- 27 independent living units averaging 100 sq.
- Café, Bistro, Wellness, hairdresser leases.



ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Built form standards**

Village developers should resist a “one size fits all” approach to residential development because:

- Villages are more intensive in their land use.
- Retired people have different needs for external public amenities (swimming pools, sports grounds, libraries, etc.) to a conventional housing development.
- Community services need to be provided on-site for the entire campus.
- Villages should be considered “affordable” housing developments, not just enclaves for the wealthy.

This means that factors such as maximum permitted height, set-back from the boundary, number of parking spaces, minimum household unit size, open space requirements, opening doors, balcony areas and open space requirements should be re-evaluated for villages.

What happened in Christchurch?

- No minimum net site area for any residential unit;
- Maximum site cover is 45% (note that other multi-unit developments have a maximum of 40%);
- RV exempted from providing a minimum outdoor living space;
- RV exempted from general minimum setback and distance to living room windows, etc. apart from internal boundaries of the site;
- RV exempt from a minimum unit size;
- RV exempt from ground floor habitable space;
- RV exempt from service, storage and waste management spaces.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Accessibility**

Villages should be exemplars of best design for older people, regardless of their degree of mobility.

- Be aware of the parameters of Universal Design
- Flat floor entry and no steps
- Kitchen bench heights so accessible for people in wheelchairs
- No-step shower access
- Height and location of power points and switches
- Doors and corridors wide enough for wheelchairs (and hospital beds)
- Hide reinforcing material until it's needed for grab rails, etc

Attitude – Describe the Benefits Villages Offer the Community

- Comprehensive, safe, secure living options for an ageing population.
- Every unit built releases a family home to the market for a new family to live in.
- Avoid land use conflict and realises residential intensification.
- Increases the range of housing types to better manage long-term community needs.
- Realises equity and add to retirement savings for the broader economic good of the community.
- The best villages contribute back to their community through residents, volunteering etc.

And the Reality in New Zealand?

Villages are recognised as a “permitted” residential development rather than “discretionary” in Auckland and Christchurch, and, shortly, in Wellington.

Christchurch has relaxed stringent site coverage, minimum unit size, set-back and other rules for retirement villages.

Most Councils offer discounted development contributions to villages to acknowledge that they impose reduced demand on Council amenities than conventional housing developments.

Villages are an accepted mainstream residential development for older people.

The RVA continues to make the case for our members!

Key Messages

Operators’ business models need to be sufficiently flexible to offer a continuum of care for older residents, and that means thinking that retirement villages are about “property” needs to change to be about people.

Town planners need to understand that retirement villages are residential developments, except on larger scale than a conventional development. They also need to understand that their thinking needs to adapt to recognise both the operators needs to provide comfortable, secure residential accommodation for local older people as well as neighbours realistic needs to preserve the amenity of their area.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Session 13 – Mark Warwick Sewell – CEO – Warrigal NSW****Trust Bases Sales – How to Engage a Community to Build a Compelling Demand for a Retirement Housing Project****Key points:**

- Retirement Villages have a stigma. Many people fear what they will be like.
- Sales rates off plans are modest in Australia and drop rates are high.
- There are methods which can reduce marketing spend, increase demand and reduce dropout rates.
- An older person's last housing purchase needs to be sold to them based on trust levels.
- There are innovative trust based processes that are working well.
- Warrigal has the case studies.

The changing landscape in aged care including government deregulation and reform, market competition and customer expectations require providers to totally rethink how they deliver services. Warrigal has taken the lead at Shell Cove by developing a very new Service Delivery Model which will provide customers with innovations such as paperless systems and technology, concierge services, a customer service culture and Shellharbour community integration.

Social concepts such as place-making and sense-making will underpin the precinct at Warrigal Shell Cove. Mark Sewell, Warrigal CEO says "People who live here, or visit here, will immediately feel a sense of belonging through recognising visual cues that link them to their iconic past. Customers will embrace lifestyle changes and make sense of their new community and environment through hearing stories, and learning about the positive benefits of living well longer and new ways of doing things at Warrigal Shell Cove.

Warrigal is working closely with Shellharbour City Council to activate the Shell Cove Marina precinct for older people. Warrigal's precinct at Shell Cove has been designed to provide facilities and meeting places for customers as well as the broader community to enjoy. Mark Sewell says "Older people from all over the region will have the opportunity to connect with others in Warrigal Shell Cove's meeting and conference rooms, as well as enjoy a meal or coffee at our new Bistro and Café or get treated like royalty in the Day Spa".

The University of Wollongong (UoW) is another key partner working collaboratively with Warrigal on this world class initiative. Students and researchers from the UoW will play an integral role in undertaking longitudinal research of customer's lived experiences to obtain evidence of how the model makes a difference.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Shell Cove NSW**

The \$60 million project has received \$17 million in funding through the NSW Government's Restart NSW Illawarra Infrastructure Fund. When completed, Warrigal Shell Cove will incorporate a 128 suite residential care home, an impressive public access community space known as 'The Quay', 33 private villas, 47 luxury apartments and 6 fully serviced apartments.

33 villas & 47 apartments sold in one day.

- Over 400 now on waiting list
- 128 residential care suites (50% filled)
- 6 serviced apartments to be released
- 965 jobs during construction
- new jobs when fully commissioned
- Café, Bistro, Wellness, Hairdresser leases



ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Figure 1 – Shell Cove Complex

Trust Based Sales – Community Building Methods

The key to large scale development is to build trust early by engaging with the target market and the local community and stakeholders.

- Engage early with potential future residents.
- Invite them to be part of the design team.
- Invite the neighbours and the local community in to be a part of the design team.
- Set up communication channels early - residents Facebook pages.
- Residents become ambassadors and do the selling for you.
- Build trust - from the start.

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS**Figure 2 – Let the community co-design colours and materials and identify needs**

These residents selected the colours and the materials and furniture.

**Testimonials are Powerful**

Let your residents be your salesforce - “This is a really special place for to live”.

We moved in exactly a week ago and we are ecstatic. We both love it! It’s just a lovely lifestyle –the people are really nice, the staff are beautiful“

Figure 3 - Julie and Andrew Kennedy, brand new residents of Warrigal Shell Cove!

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

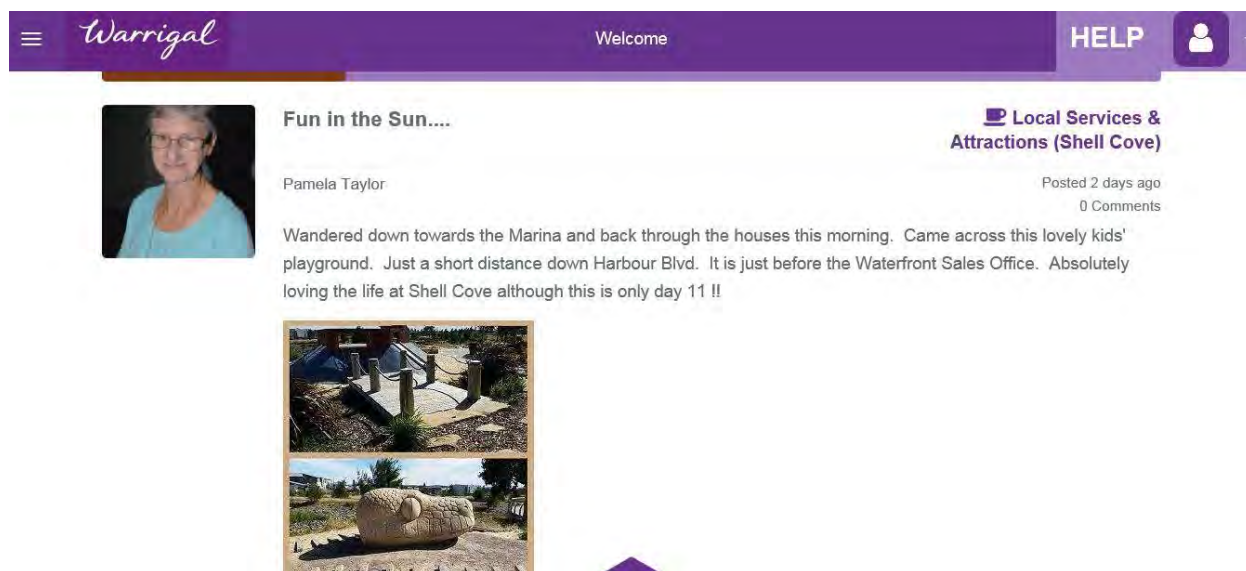


Figure 4 – Shell Cove Discussion Board



Figure 5- Make Sure it is a Fun Place

ATTACHMENT 1 – RETIREMENT HOUSING CONFERENCE REPORT - SUMMARY OF PRESENTATIONS

Figure 6 – Focus on Social interactions

Key Messages:

- Trust based sales – build trust through early engagement.
- Create a compelling product.
- 'Sell' the community.
- Acknowledge the fears.
- Engage, share the leadership

10.5.4. Wilkins Road Update and Judicial Review

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

Previous Items	SCM 156/2011
Directorate	Office of the CEO
Business Unit	Chief Executive Officer
File Reference	
Applicant	N/A
Owner	N/A

EXECUTIVE SUMMARY

1. To reports is for Council to consider if further action, by the City of Kalamunda, should be undertaken in relation to the revocation of the Metropolitan Region Scheme (MRS) amendment on the Wilkins Road Site decision by the Government of Western Australia.
2. In August 2017 the Minister for Planning, the Hon. Rita Saffioti, revoked the previous decision of Minister Donna Faragher to approve the Amendment 55 to Lot 59 (No. 40) Wilkins Road, Kalamunda ('the land') from a "Parks and Recreation" reserve to "Urban" citing issues of bushfire and aboriginal heritage.
3. This report recommends Council request the Chief Executive Officer to prepare a detailed report as to whether a judicial review of the Hon. Rita Saffioti's decision to revoke previous planning Minister Donna Faragher's approval of Amendment 55 to Lot 59 (No. 40) Wilkins Road, Kalamunda ('the land') from a "Parks and Recreation" reserve to "Urban" is appropriate and if so, the prospects of such an application.

BACKGROUND

4. The Wilkins Road site was assessed and identified as a potential site for aged care in 2011.
5. The City issued an Expression of Interest to test market feasibility. The City received responses from Bethanie Group and Southern Cross who provided concept designs for the site.
6. At an Special Meeting of Council in November 2011 it was resolved (SCM156/2011):
 1. *That Bethanie Group Inc. be advised they are the preferred partner of the Shire of Kalamunda in the development of Reserve 30314 (40) Wilkins Road Kalamunda; and that they will create a complex that will yield :- • 100 bed Residential Care facility • 50 Community Housing Apartments • 40 Serviced Apartments • 134 Independent Living Villas • 36 Independent Living Apartments • Plus other services, facilities and amenities as outlined in this report.*

2. *Notwithstanding the above recommendation if during the development and detailed design unforeseen constraints prevail or improvement opportunities present themselves the configuration of the accommodation types within the Wilkins Road site may be required to be altered, however the overall yield in accommodation will be retained.*
3. *That subject to all relevant statutory approvals and clearances being received to allow development of the land, negotiations proceed with Bethanie Group Inc. to develop formal lease documentation.*
4. *That the Chief Executive Officer be authorised to negotiate a legal agreement with Bethanie Group Inc. to formulate a contract or lease for the land with consideration being given to items such as rates and charges applicable, lease amounts and commercial tenancies arrangements.*
5. *That Environmental Consultants be engaged to assess the environmental clearances required and provide recommendations on the process to be followed in obtaining the required clearances which will allow the development to proceed.*
6. *That the Shire of Kalamunda commences negotiation with the State Government for the acquisition of the site.*

Moved: Cr Frank Lindsey

Seconded: Cr Noreen Townsend

Vote: CARRIED UNANIMOUSLY (11/0)

7. In January 2012 the City met with the then Minister for Planning, the Hon. John Day, to discuss the potentiality of the Wilkins Road site and whether the City should pursue a rezoning under the MRS. From this meeting the Minister indicated he was supportive of the Wilkins Road Site to be prepared for a Metropolitan Region Scheme (MRS) amendment and to be included in the review of the City's Local Planning Strategy.
8. In December 2012, Council resolved to request the Western Australian Planning Commission (WAPC) initiate an amendment to the Metropolitan Region Scheme for Lot 59 (No. 40) Wilkins Road, Kalamunda ('the land') from a "Parks and Recreation" reserve to "Urban".
9. In February 2013, the WAPC endorsed the Local Planning Strategy (LPS) including the provision of additional aged accommodation as a critical key strategic issue for the City. Clause 3.3.2 of the LPS specifically identifies the need for an Aged Accommodation Strategy which was updated in 2016.
10. In February 2013 on advice from the WAPC the City of Kalamunda resolved to initiate Scheme Amendment No. 55 to rezone the land from "Regional Reserve – Parks and Recreation" to "Special Use (aged Persons Accommodation)."
11. In August 2015 Council resolved to adopt Amendment 55 and forward the amendment to the then Minister of Planning.

DETAILS

12. In January 2017 the then Planning Minister, the Hon. Donna Faragher, approved the MRS amendment.
13. In June 2017 the CEO and Mayor met with Minister Saffioti who advised she was reviewing the amendment because she had concerns around aboriginal heritage, environmental impacts, bushfire and viability of the site. No details of these issues were presented to the City for further clarification.
14. In August 2017, Minister Saffioti revoked the decision to approve Wilkins Road site citing issues of bushfire and aboriginal heritage.
15. Regarding aboriginal heritage, the MRS amendment 55 was referred to both the Department of Aboriginal Affairs (DAA) and the South Western Aboriginal Land and Sea Council (SWALSC) for comment. The DAA submission to the MRS amendment recommended that their Cultural Due Diligence Guidelines be considered, in order to assist in identifying the risk future activities may have on aboriginal heritage values. SWALSC provided no comment.
16. From the Commission's perspective, the advice provided from the DAA didn't indicate there was any substantive aboriginal heritage issue with the site. The City has produced a range of environmental impact studies and these indicated the cockatoo habitat and environmental issues could be managed.
17. A Bushfire Management Plan was completed which also indicated bushfire risk could be managed on this site.
18. The community, through Mr Neil Pember, lodged a petition to the State Parliament supported by Donna Faragher MLC. The City is still awaiting the outcome of the Petition which is being considered by the Legislative Council Committee Office.
19. The only option left to the City, if it wishes to continue to pursue the Wilkins Road site as an option for an integrated aged care facility, will be to investigate the merits of undertaking an independent Judicial Review (or potentially a merits review) through the Supreme Court of Western Australia. This process will review the decision of Minister Saffioti to revoke the approval of a former Minister.
20. The City has updated the Kalamunda Aged Care Advisory Committee of the decision and has received support from the Committee for the City to pursue a legal action through a Judicial Review.

At its meetings in February 2018, the Kalamunda Aged Care Advisory Committee Advised Council as follows:

That KACAC recommends that Council undertake a judicial review on the Minister's decision to revoke the approval for a rezoning of the site.

Moved: Cr Margaret Thomas

Seconded: Helen Dymond

Vote: Carried (5/1)

STATUTORY AND LEGAL CONSIDERATIONS

21. Should Council wish to consider a Judicial Review of the Minister's decision to revoke approval of Amendment 55 to Lot 59 (No. 40) Wilkins Road, the City will undertake a detailed assessment of the prospects of such an action.
22. As a primary point, Council should be aware a Judicial Review deals only with legal errors and not errors in terms of the decision's merits. In other words, errors of law, not errors of fact. In this case, such an error would likely mean Council is of the view the Minister did not have jurisdiction to make a decision to revoke approval of Amendment 55, whether or not the Minister considered such a decision was necessary based upon any factual information before her at the time.
23. The City's assessment of the prospects of a Judicial Review of the Minister's decision will be presented to Council by the CEO in a further report and briefing to Council for consideration, should the Council resolve to proceed in this manner.
24. In terms of process, the commencement of a Judicial Review is by application to either the Supreme Court of Western Australia, together with an affidavit in support of the application, or the Federal Court depending upon whether the application should be made under the *Administrative Decisions (Judicial Review) Act 1977* (Cth).
25. The Minister would then have the option to enter an appearance in order to be heard in the matter, or the Minister could opt to abide by the ultimate decision of the Court without putting forward any argument.
26. It may also be possible to seek a merits review of the Minister's decision subject to whether the argument, to be put should be determined on a factual basis, rather than a legal error basis. It is presently too early to determine whether this form of review would be appropriate in this matter, however, such a determination will also be considered by the City in review of the prospects of an appeal.

POLICY CONSIDERATIONS

27. Aged Care Accommodation strategy support the need for aged care.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

28. Nil.

External Referrals

29. Extensive community consultation was undertaken in relation to Amendment 55 and has been an ongoing issue within the community.

30. Council may consider it prudent to consult the community on whether it should pursue a Judicial Review.

FINANCIAL CONSIDERATIONS

31. The City of Kalamunda has spent over \$200,000 preparing the Wilkin Road site with the required planning reports on the basis the former Minister John Day and the Department of Planning had indicated in principle support for the site as being appropriate for aged care.
32. A judicial review would cost in the order of \$20,000 to \$40,000. However, as the City has in-house General Counsel, costs can be managed and minimised where possible.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

33. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 1: Kalamunda Cares and Interacts

Objective 1.1 - To be a community that advocates, facilitates and provides quality lifestyles choices.

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

SUSTAINABILITY

Social Implications

34. The aged care deficit will increase in the City of Kalamunda given the Wilkins Road revocation decision. This site has been assessed as being the largest and most appropriate site for an age care facility, in close proximity to services.

Economic Implications

35. The aged care sector is a growth industry and other regions are seeing economic stimulation through aged care development.

Environmental Implications

36. The City has produced a range of environmental impact studies and these indicate the cockatoo habitat and environmental issues could be managed.

RISK MANAGEMENT CONSIDERATIONS

37.	Risk: Loss of Ongoing support of the State Government		
	Likelihood	Consequence	Rating
	Possible	Significant	High
	Action/Strategy		
	The City will need to ensure other advocacy efforts are not jeopardised by this action and will require ongoing liaison with elected members and the Minister.		
	Risk: Cost to community being perceived as frivolous		
	Likelihood	Consequence	Rating
	Likely	Moderate	High
	Action/Strategy		
	The action will incur costs and this will require clear and concise explanation of the rationale for pursuing a legal challenge.		
	Risk: Community polarisation		
	Likelihood	Consequence	Rating
	Almost Certain	Moderate	High
	Action/Strategy		
	The action would reignite the strong feelings between the supporters of aged care, adjoining neighbours and the environmental groups and this will require ongoing mediation.		

OFFICER COMMENT

38. A decision to undertake a judicial review of a Minister's decision is highly contentious and Council must recognise this action will likely have unintended consequences both positive and negative.
39. There positive consequences may include:
- a) The City could be successful in the review and the Wilkins Road decision may be overturned.
 - b) The City will set a precedent, if successful, which will show local government can control its own planning decisions and the State should not be changing direction without good reason.
 - c) The City will demonstrate leadership in its journey to deliver aged care accommodation.
 - d) The City may be able to recoup its costs if successful.
40. The negative consequences have been outlined in the risk table.
41. Council must be aware there are no guarantees of success in taking legal action, as the City has no specific knowledge of the basis for which the Minister revoked the decision. The details can only be borne through the judicial review process.

The Presiding Member referred to the replacement recommendation provided to Council prior to the meeting.

Voting Requirements: Simple Majority

RESOLVED OCM 41/2018

That Council:

1. Request the Chief Executive Officer prepare a detailed report by May 2018 as to whether a judicial review or merits-based review of the Minister for Planning's, Minister Rita Saffioti, decision to revoke previous Minister for Planning's, Minister Donna Faragher, approval of MRS Amendment 1271/41 is appropriate and if so, the prospects of such application.

Moved: Cr Margaret Thomas

Seconded: Cr Michael Fernie

Vote:

For	Against
Cr Michael Fernie	Cr Sara Lohmeyer
Cr Geoff Stallard	
Cr Allan Morton	CARRIED 8/1
Cr Brooke O'Donnell	
Cr David Almond	
Cr Cameron Blair	
Cr Margaret Thomas	
Cr Dylan O'Connor	

10.5.5. Forreestfield / High Wycombe Industrial Area Stage 1 – Development Contribution Plan: Report (2017-2018 Annual Review) – Adopt for the Purposes of Public Advertising

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

Previous Items	SCM 62/2015 OCM 198/2016 OCM 185/2017
Directorate	Development Services
Business Unit	Development Services Directorate
File Reference	PG-STU-028
Applicant	N/A
Owner	Various
Attachments	1. Forreestfield Industrial Area Stage 1 DCP 2017-18 Review - Att 1 [10.5.5.1] 2. Forreestfield Industrial Area Stage 1 DCP 2017-18 Review - Att 2 [10.5.5.2]

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider the Forreestfield / High Wycombe Industrial Area Stage 1 - Development Contribution Plan (DCP) Report annual review and advertise the updated rate and relevant documentation for public comment.
2. The review has resulted in a decrease in the contribution rate to \$20.92/m² from \$29.79/m² primarily due to utility relocations being further investigated and infrastructure upgrades to Dundas Road no longer being required.
3. Council at the Ordinary Meeting held 30 October 2017 deferred consideration of the DCP Report annual review to allow for updated cost estimates to be provided for infrastructure items.
4. A modification has also been recommended to the Priority of Works schedule to include the acquisition, design and construction of Road 1 (Bonser Road) as the seventh priority.
5. Council is recommended to adopt the DCP for the purposes of public advertising.

BACKGROUND

6. The amendment to include the DCP Scheme within the City of Kalamunda's (the City) Local Planning Scheme No. 3 (LPS3) was gazetted in May 2013. This initiation allowed the City to place on development and subdivision approvals, the obligation to pay a DCP contribution.
7. Following the gazettal of the DCP, Council was required to adopt a DCP Report and cost apportionment schedule. The DCP Report and the associated cost apportionment schedule sets out in detail the calculation of cost contributions

for development in accordance with the methodology shown in the DCP. The DCP Report needs to be a dynamic document to maintain the currency of the cost of infrastructure, land and other DCP items. The DCP Report does not form part of LPS3 but once adopted by Council, is required by Clause 6.5.11.2 of LPS3 to be reviewed at least annually.

8. The DCP Report has previously been reviewed in December 2016, June 2015 and April 2014.

9. Council at the Ordinary Meeting held 30 October 2017 deferred consideration of the DCP Report annual review to allow for updated cost estimates to be provided for infrastructure items. Council resolved by way of an Alternative Recommendation that instructed as follows:

"The matter be deferred to the next appropriate Ordinary Council Meeting in order for additional information to be provided regarding the following matters:

- 3. Compliance related drainage issues from private properties on Ashby and Nardine Close;*
- 4. Review the civil design and cost estimates for Ashby/Nardine Close and the proposed intersections at Nardine Close/Milner Road, Ashby Close/Berkshire Road and Berkshire/Milner Road in the context of geotechnical investigations; and*
- 5. Consultation with the landowner group."*

LOCALITY PLAN

10.



DETAILS

11. The DCP Report is necessary to bring to account the development of 276,800.5m² of land since the DCP became operable. At each DCP Report review, all factors contributing to the contribution rate must be revised.

The significant factors reviewed are as follows:

2. Remaining developable area.
3. Land yet to be acquired.
4. Land valuation.
5. Works completed or partially completed.
6. Cost of works remaining.
7. Administration costs.
8. Works priorities.

12. *Remaining developable area*

The future developable area is expected to provide the contributions necessary to account for all the remaining DCP costs. As at 30 June 2017 approx. 383,717.987m² of land is remaining to be developed.

13. *Land Requiring Acquisition*

As at 30 June 2017, 16,108.5m² has been acquired and 13,618m² is requiring acquisition.

Acquired Area (m ²)	Cost (\$)
16,108.5	\$4,188,210 (@\$260/m ²)
166	\$36,520 (@\$220/m ²)
Requiring Acquisition	Cost (\$)
13,618m ²	\$2,995,960 (@\$220/m ²)

14. Land acquisitions have been included within the Acquired Area in the table above for all properties that have entered into legal agreements with the City prior to 30 June 2017. The payment for some of these acquisitions occurred after the 30 June 2017.

15. *Land Valuation*

Land to be acquired has been identified in the DCP. In June 2017, an independent valuer was engaged to provide the estimated rate at which land should be acquired at through the DCP. The rate is valued at \$220/m². Given the delay due to deferral and recent land transactions in the locality, the City will contact the valuer to provide an updated valuation which will inform the final DCP presented to Council for final adoption.

16. Lot 51 Sultana Road West requires the partial demolition of an existing masonry garage to permit the construction of Road 2A to facilitate development. In March 2017, the City engaged a quantity surveyor to estimate the cost of demolishing the garage, partial reimbursement for the loss of the built form and costs required to "make good" the remaining parts of the residence. This cost has been estimated at approx. \$60,000. This cost has been included in the estimate to construct Road 2A.

17. *Works Completed or Partially Completed*

As at 30 June 2017, \$5,426,652.22 worth of works (including design), administrative items and reimbursements have been completed.

Item	Completed
Nardine / Ashby Close*	\$472,300.90
Nardine Close Extension (2A) Stage 1	\$24,000.00
Nardine Close Extension (2A) Stage 2	\$12,500.00
Nardine Close/Milner Road Intersection	\$4,677.50
Milner/Berkshire/Dundas Road Intersection	\$4,536.14
Land for Roads	\$4,224,730.00
Subtotal – Infrastructure	\$4,742,744.54
Administration	\$329,740.30
Reimbursements	\$354,164.00
Subtotal – Administrative Items / Reimbursements	\$683,904.30
Total	\$5,426,648.84

18. Financial records relating to the works completed to date have been verified with the following changes since the October 2017 draft DCP Report:

1. Costs relating to Nardine / Ashby Close have been updated from \$464,556.59 to \$472,300.90 to reflect the latest financial information within the City's financial records system.
2. Costs relating to Reimbursements have been updated from \$339,621.57 to \$354,164.30 to reflect the latest financial information within the City's financial records system.

19. *Cost of Works Remaining*

As at 30 June 2017, \$10,585,928.93 worth of works are remaining to be completed and \$585,033.79 worth of administrative tasks required to be undertaken.

Item	Remaining
Berkshire Road*	\$261,211.23
Milner Road*	\$795,789.87
Nardine/Ashby Close*	\$1,067,679.93
Road 1*	\$548,977.58
Nardine Close Extension (2A) Stage 1*	\$617,222.73
Nardine Close Extension (2A) Stage 2*	\$589,805.55
Sultana Road West*	\$1,026,535.82
Nadine Close/Milner Road Intersection*	\$406,911.90
Ashby Close/Berkshire Road Intersection*	\$210,254.39
Berkshire/Milner Road Intersection*	\$961,225.23
Bush Forever Fencing*	\$105,875.33
Contingency on infrastructure (12%)	\$790,978.75
Land for Roads	\$2,995,960.00
Subtotal – Infrastructure	\$10,378,428.31
Administration	\$768,000
Gross / Net Variation**	-\$195,463.00
Reimbursements	\$12,496.79
Subtotal – Administration Items	\$585,033.79
Total	\$10,963,462.10

* Items where a 12% contingency is applied.

** The previous versions of the DCP calculated contributions based on a gross area (calculated based on total land area) and collected on a net area (deducting areas for road reservations). This has resulted in a short fall. The short fall will be dealt with by Council at the end of the DCP. To ensure this short fall does not exacerbate and is passed on to future contributors, the calculation for contributions has been modified to deduct the shortfall incurred to date.

20. The City undertook a comprehensive review of the utility relocation cost estimates required as part of the development of the area. The comprehensive review included the preparation of detailed feasibility analysis by Western Power and the City's consultant engineer. The previous standalone utility estimate of approx. \$5.5 million dollars has been removed from the DCP Report and replaced as a separate line item estimate within the respective road upgrades. This has provided a significant reduction in costs and as such is reflected in the rate.
21. Further investigation and detailed review of civil designs for the following infrastructure items have now been completed for the following items of infrastructure:
- e) Ashby / Nardine Close Extension;
 - f) Nardine Close / Milner Road Intersection;
 - g) Ashby Close / Berkshire Road Intersection; and
 - h) Milner / Berkshire Road Intersection.
22. The cost estimates for remaining works that have been reviewed in response to further geotechnical investigations and refined civil designs are shown below. A summary of the cost review and reasons for the changes are also provided.

Item	Previous \$	Revised \$	Reasons
Ashby/Nardine	\$722,033.79	\$1,067,679.93	Civil design changes. Street lighting.
Nardine/Milner	\$345,443.91	\$406,911.90	Pavement design requiring full re-construction. ATCO Gas supervision. Traffic management.
Ashby/Berkshire	\$233,757.03	\$210,254.39	Reduction through civil design review.
Milner/Berkshire	\$591,299.54	\$961,225.23	Pavement design requiring full re-construction. Civil design Utility relocations Traffic management

23. The remaining roads in the DCP also now have design and superintendence costs included within the estimates to ensure that these costs are included within the respective infrastructure items. Design and superintendence has been included at 10% of the total cost of the infrastructure item, which

reflects 5% for detailed civil designs and 5% for management of infrastructure delivery and superintendence. Actual costs for design and superintendence are only ever claimed expended the DCP.

24. *Administration Costs*

Administration costs have been updated to reflect current expenditure until 30 June 2017. The annual figures have been multiplied over the remaining 6 years showing an estimated total cost of \$768,000.

25. The 2016-17 annual review included a \$20,000 allowance for staff time and project management costs. Until the 30 June 2017, approx. \$60,000 in staff time has been incurred but only \$20,000 was estimated and thus recovered. It is recommended that Council include \$70,000 for staff time and project management costs in the 2017-18 review to ensure these costs are recovered. This is an estimate and the actual cost of staff time is only ever recovered from the DCP. The cost break-down is shown in the DCP Report at Appendix K and represents 0.7 full time staff equivalents plus allowances for specialist consultant, legal, survey and valuation services.

26. The administration of the DCP includes but is not limited to the following key tasks:

- a) Land acquisition management.
- b) Scheme review / management.
- c) Council reporting requirements.
- d) Stakeholder management and engagement.
- e) Day-to-day scheme administration.

27. *Works Priorities*

Subdivision and development within DCPs are staged over a number of years. Contributions are generally collected at the time of subdivision or development. In this context, contributions are collected on a staged basis and there are not always enough funds within the DCP to deliver all of the infrastructure included. For this reason, Clause 6.5.7 (d) of LPS3 requires Council to establish a priority works schedule for the provision of DCP infrastructure.

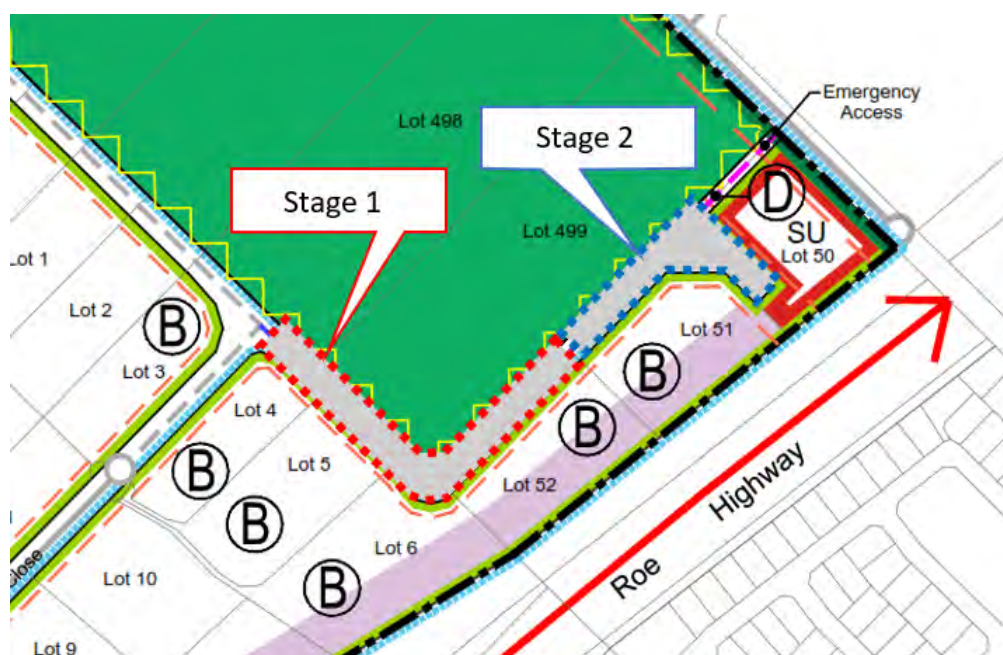
28. Clause 4 of the DCP Report contains the priority works schedule and outlines the key principles utilised to guide the identification of infrastructure priorities. Subject to the availability of funding, the following have been determined by the City as current priority items:

- a) Administration Costs;
- b) Nardine / Ashby Close design, land acquisition and construction;
- c) Nardine Close / Milner Road intersection design and construction;
- d) Ashby Close / Berkshire Road intersection design and construction;
- e) Berkshire / Milner / Dundas Road intersection design and construction;
- f) Nardine Close Extension (Road 2A: Stage 1) design and construction;
- g) Road 1 (Bonser Road), land, design and construction; and
- h) Nardine Close Extension (Road 2A: Stage 2) design, land acquisition and construction.

29. Road 1 (Bonser Road) is recommended to be introduced as the seventh priority. The landowner of Lot 547 Berkshire Road have advised the City that they wish to pre-fund the construction of the road as an offset against cost contribution requirements. Given the cost of the road is greater than the contributions required by Lot 547 Berkshire Road, by introducing Road 1 as the seventh priority this will allow the balance of the cost to be repaid through the DCP without interest.

30. The modifications to priorities will result in the land acquisition and construction for Road 2A: Stage 2 to Lot 51 and 50 Sultana Road West being delayed to allow staged payment for Road 1 as contributions are received. In considering this recommendation, it is important to note that Lot 51 Sultana Road West will eventually have access and frontage to Road 2A: Stage 1, which is proposed to remain at priority six and above Road 1. Additionally, Lot 52 Sultana Road West already has direct road frontage to Sultana Road West. It is important to note that Road 1 will service lots that are currently in the process of receiving development approval or have paid contributions. Prioritising Road 1 will also have no impact on the delivery of infrastructure items that are above it within the priority of works. Priority items above Road 1 will be funded before repayment of Road 1 commences.

31.



32. The identification of priorities is undertaken as part of the annual cost estimate review and associated DCP Report update, taking into consideration the cost of infrastructure and funds available.

33. Based on the available funds, the following priority works are able to be funded:

- a) Nardine / Ashby Close design, land acquisition and construction;
- b) Nardine Close / Milner Road intersection design and construction;
- c) Ashby Close / Berkshire Road intersection design and construction; and
- d) Berkshire / Milner Road intersection design and construction.

34. The Nardine Close Extension (Road 2A: Stage 1) will be considered for construction once tender prices are known for the remaining intersection upgrades. Council may also consider pre-funding any shortfall to enable the construction of Road 2A Stage 1. This matter will be considered further and separately to the advertising of the annual review of the DCP Report.
35. Under the proposed priorities, the Nardine Close Extension (Road 2A: Stage 2) land acquisition and construction will be scheduled once Road 1 has been re-paid and additional DCP funds become available.
36. It is also important to note that Council is not committing to the priority of works through this report but is providing an opportunity for landowners to comment on the DCP Report and associated priority of works. At conclusion of the advertising period, Council will be provided an opportunity to consider submissions received and make a determination with or without modifications to the priority of works.

STATUTORY AND LEGAL CONSIDERATIONS

37. Clause 6.5.11.2 of LPS3 requires the DCP cost estimates to be reviewed at least annually.
38. The DCP contributions are administered and determined in accordance with the provisions of Clause 6.5 and Schedule 12 of LPS3.

POLICY CONSIDERATIONS

39. The review of the DCP has been undertaken in accordance with the requirements of the Western Australian Planning Commission's (WAPC) State Planning Policy 3.6 – Development Contributions for Infrastructure.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

40. The City's finance team have been working closely with planning staff to ensure appropriate and accurate financial information is provided as key inputs into the annual review.
41. The City's Assets Delivery team have been working closely with planning staff to ensure the efficient and timely delivery of infrastructure associated with the DCP.

External Referrals

42. Council engaged management consultants Woodsome in August 2016 to review the operational aspects of the DCP and assist the City with developing operational documentation that would streamline the day-to-day management of the DCP.

43. The City's annual review from October 2017 and all development related and financial inputs have been independently investigated, validated and verified. The Woodsome review is contained in Attachment 2.

44. *Independent Review*

The Woodsome review has concluded with the following key findings:

- a) The DCS is compliant with the relevant criteria under SPP 3.6 Section 5 Policy Measure. The further refinement and update of the land use development data spreadsheet to produce the Contributions Mastersheet – July 2017 ensures further transparency and accountability.
- b) The preparation of the Contributions Mastersheet – July 2017 reconciles the developed and remaining developable area and rationalises the current lot amalgamations. Outputs from this document are utilised in the DCP calculation.
- c) Infrastructure and Administration Costs have been updated and calculated appropriately. Outputs from this document are utilised in the DCS calculation.
- d) A dissection of the receipts and payments for the 2017 financial year agree with the General Ledger summary provided by the City.
- e) Utilising the key outputs from the Contributions Mastersheet – July 2017 and all costs associated with the DCP, the rate is calculated at \$18.6969. It is import to note that Woodsome were not engaged to review the DCP Report since Council's deferral on 30 October 2017.

45. Woodsome were not engaged to review the DCP Report since Council's deferral on 30 October 2017. The timing of the delivery of infrastructure estimates would not have provided sufficient time for an external review. Woodsome can assist the City with a final review of the documentation, inputs and calculations upon finalisation and post-public advertising of the DCP Report and provide a outcomes report accordingly.

46. It is recommended to advertise the review to the landowners in Stage 1 for a period of not less than 28 days and conduct a community information session for landowners. The DCP review will be presented back to Council for adoption with a summary of submissions received and any recommended modifications.

FINANCIAL CONSIDERATIONS

47. The operation of the DCP presents a major administrative responsibility for the City. While the DCP is self-funded, the City has an implicit obligation to efficiently and effectively manage the revenues and works.
48. The remaining developable area is reliant on the DCP to provide the necessary infrastructure to facilitate development. In particular, the timely provision of roads and drainage is critical as most developments rely on these improvements for suitable access.
49. Previously, contributions were being based on a gross area (calculated based on total land area) and collected on a net area (deducting areas for road reservations). This has resulted in a short fall of \$195,463 over the operation

of the DCP to date. The short fall will be dealt with by Council at the end of the DCP through a Special Area Rate or other funding arrangement.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

50. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth.

Strategy 3.1.1 - Plan for diverse and sustainable housing, community facilities and industrial development to meet changing social and economic needs.

51. Stage 1 was originally identified under the Kewdale Hazelmere Integrated Master Plan (2006) as future development areas given the key strategic location adjacent to Perth Airport, Forrestfield Marshalling Yards/Container Depot and key road freight routes of Roe Highway, Dundas Road, Abernethy Road and Tonkin Highway.

52. The site is identified for industrial development in the City's Local Planning Strategy (2010).

SUSTAINABILITY

Social Implications

53. The provision of infrastructure in a timely, coordinated and responsible manner can have a significant impact on the quality of life for both existing and future residents. Impacts on the quality of life need to be considered at both a micro and macro level, with infrastructure planning needing to deliver net community benefits and recognising that the expectations of not every single landowner will be able to be satisfied.

Economic Implications

54. The implementation of DCPs, as a basic principle, are not intended to deliver infrastructure, services or similar that would not ordinarily be provided through subdivision and development processes; as such, a DCP does not offer any direct economic benefits to an area. DCPs can, however, assist in the timely, efficient and equitable provision of infrastructure that may in turn facilitate economic growth and employment creation.

Environmental Implications

55. The proposed DCP infrastructure is identified in areas where vegetation is predominantly cleared. A portion of road reservation abuts a Bush Forever Reserve and during the construction phase, due consideration will have to be given to ensure impacts to this area are minimised.

RISK MANAGEMENT CONSIDERATIONS

56.	Risk: Not undertaking the review so the Development Contribution Plan is not in alignment with current costs and infrastructure needs.		
	Likelihood	Consequence	Rating
	Rare	Insignificant	Low
	Action/ Strategy		
	Ensure Council is aware that a DCP review is required to ensure the new rate is reflective of projected costs to deliver infrastructure works and land purchases. Additionally, Clause 6.5.11.2 of LPS3 requires the DCP Report is reviewed at least annually.		
	Risk: There is not enough money collected in the DCP to fund infrastructure upgrades.		
	Likelihood	Consequence	Rating
	Unlikely	Major	High
	Action/ Strategy		
	Undertake annual reviews to ensure the scope of infrastructure remains relevant and to maintain the currency of the cost of infrastructure, land and other DCP items.		

OFFICER COMMENT

57. The review to the DCP Report has resulted in a decrease in the contribution rate to \$20.92/m² from the current adopted rate of \$29.79/m². This is due to the following key contributing factors:
- c) Western Power pole relocations have been further investigated.
 - d) Actual costs for power pole relocations are now included within the respective road estimates.
 - e) Infrastructure upgrades to Dundas Road are no longer required given the review of the infrastructure framework and as such no utility relocations are required on Dundas Road.
58. It is recommended to advertise the review to the landowners in Stage 1 for a period of not less than 28 days and conduct a community information evening for landowners. The DCP review will be presented back to Council for adoption with a summary of submissions received and any recommended modifications.
59. The DCP has a cash balance of \$2,937,443.06 as at 30 June 2017. There are a number of infrastructure projects planned in the short term, these are outlined in the works priorities in Section 4 of the DCP Report.

The Presiding Member asked for clarification relating to the community information evening and when it would be held. The Director Development Services advised it would be scheduled within two weeks of the consultation period to give landowners an appropriate amount of time to make themselves available, they will be notified by post and email.

Voting Requirements: Simple Majority

RESOLVED OCM 30/2018

That Council:

1. Adopt the Forrestfield/High Wycombe Industrial Area Stage 1 – Development Contribution Plan – Report: 2017 – 18 (Attachment 1) for the purposes of public advertising for a period of not less than 28 days by post to the affected landowners.
2. Conduction of a community information even with affected landowners.

Moved: Cr Michael Fernie

Seconded: Cr Sara Lohmeyer

Vote: CARRIED UNANIMOUSLY (9/0)



Forrestfield / High Wycombe Industrial Area Stage 1
Development Contribution Plan – Report
July 2017- June 2018
(Revised Feb 2018)

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1. Introduction

1.1 Background

The Forrestfield / High Wycombe development area is located within the City of Kalamunda (the City) and is generally bound by Maida Vale Road to the north, Roe Highway to the east, Berkshire Road to the south and Dundas Road to the west.

The Forrestfield / High Wycombe Local Structure Plan (the LSP) has been prepared to facilitate industrial subdivision and development within the area. Due to the nature of fragmented landownership a Development Contribution Plan (DCP) has been prepared to coordinate the provision of common infrastructure required to cater for development.

A copy of the Forrestfield / High Wycombe Local Structure Plan is contained in Figure 1.

The LSP was modified February 2017 by the City and adopted by Council for the purposes of public advertising. The modifications relevant to infrastructure in the DCP have been included in the annual review and include:

- Modification of Berkshire / Milner / Dundas Road to a full movement intersection.
- Removal of upgrades to Dundas Road.
- Extension of Road 2A through to Lot 50 and 51 Sultana Road West.
- Demolition and compensation for garage on Lot 51 to facilitate Road 2A.
- Relocation of proposed Road 1.

Additional changes have been made since Council adopted the previous DCP, as follows:

- Removal of entry statement on Berkshire Road.
- Removal of carriageway upgrades to Berkshire Road.
- Updated administration costs.
- Revised utility relocation estimates (now within each relevant road cost estimate).
- Accounting for contributions received and land purchased.

1.2 Purpose of Development Contribution Plan

This report has been prepared to set out in detail:

- The infrastructure, land and other items for which development contributions are to be collected;
- How land values are calculated and the valuation methodology applied;
- The cost estimates of infrastructure and other items;
- The periodic review of the cost estimates;
- The cost contribution rate applicable;
- Principles for the priority and timing of infrastructure provision and land acquisition; and
- Various other operational matters.

1.3 Status

This DCP Report has been prepared pursuant to Clause 6.5.3 of the City's Local Planning Scheme No.3 (LPS3).

The DCP Report should be read in conjunction with Clause 6.5 and Schedule 12 (DCP Scheme) of LPS3 and the LSP. This DCP Report does not form part of LPS3 but has been prepared generally in accordance with the DCP Scheme contained in Schedule 12 of LPS3.

2. Infrastructure, Land and Other Items

This section of the DCP Report identifies the infrastructure, land and other items for which development contributions will be collected. These items include:

- Land for roads and intersections;
- Roads and intersections;
- Landscaping;
- Fencing treatment to Bush Forever; and
- Administration costs.

2.1 Land Value

Land is required to deliver the infrastructure outlined within the DCP. To determine the total cost of items, an estimate of land value needs to be identified. For the purposes of land acquisitions the net land value is to be determined in accordance with the definition of "value" in LPS3 Clause 6.5.12.

Local Planning Scheme No. 3 Amendment 88 proposes to amend the valuation methodology of Clause 6.5.12 to read "Valuation methodology will be defined for each particular arrangement by the applicable Development Contribution Plan Report." In this case, advice the City has been provided by consultants indicates that in the context of the nature of highly fragmented land ownership, static feasibility valuations will be undertaken for all land parcels; however, for the purposes of implementing a single land value for the DCP a combination of the comparative sales approach, piecemeal approach and an average rate approach will be utilised.

This approach is consistent with previous versions of the DCP and based on consultant advice, is the most appropriate methodology. An amendment to LPS3 is being progressed to modify the requirements of Clause 6.5.12.

Valuation reports undertaken August 2017 indicate a land value rate of \$220/m².

2.2 Roads / Intersections

Note: All service and utility relocation cost estimates and street lighting have been included as part of road or intersection upgrade estimates.

2.2.1 Berkshire Road

Berkshire Road is an existing road and borders a significant portion of the LSP area. Berkshire Road is required to be upgraded to service the future development envisaged by the LSP.

The following items are included in the DCP for Berkshire Road:

- Construction of a shared path along the north side of Berkshire Road to provide a continuous path between Milner Road and Roe Highway, including upgrading of the existing pedestrian path in this location.
- Raising of a power line crossing to provide unrestricted clearance for RAV7 vehicles.

The future development cost for Berkshire Road is estimated at \$261,211.23

A detailed breakdown of the cost is provided in Appendix A.

2.2.3 Milner Road

Milner Road is an existing road and borders the northern boundary of the LSP area. Milner Road is required to be upgraded to service the future development envisaged by the LSP.

The following items are included in the DCP for Milner Road:

- Widen carriageway along north side by approximately one metre to provide an eight-metre-wide carriageway.
- Construction of a 2.5m shared path to provide connection between Berkshire Road and Sultana Road West.

- Construction of a 180-metre section of shared path along the north side to complete the path section and provide a continuous path between Berkshire Road and Sultana Road West.
- Remove existing bitumen pedestrian path along the south side and reinstate the verge area.
- Road upgrades to accommodate category RAV7 vehicles between Berkshire Road and Nardine Close.
- Road upgrades to accommodate category RAV4 between Nardine Close and Sultana Road West.

The future development cost for Milner Road is estimated at \$795,789.87.

A detailed breakdown of the cost is provided in Appendix B.

2.2.4 Nardine / Ashby Close

Nardine / Ashby Close are existing roads providing the primary connection through the industrial area from Berkshire Road to Milner Road. Nardine / Ashby Close is required to be extended and upgraded to service the future development envisaged by the LSP.

The following items are included in the DCP for Nardine / Ashby Close:

- Creation of new road reserve section between existing cul-de-sac and Ashby Close alignment.
- Widen carriageway by approximately two metres along both the north and south sides between Nardine Close and cul-de-sac to provide a 10-metre-wide carriageway. Road and intersection upgrades to accommodate category RAV7 vehicles.
- Construction of a new 10-metre wide road section from the existing cul-de-sac south to provide connection to Ashby Close.
- Construction of drainage swales along the road verge sections in accordance with the Drainage Strategy.
- Installation of 'StormTech' (or similar) stormwater infiltration chambers under the road pavement in accordance with the Drainage Strategy.
- Construction of a shared path along the east side to provide connection between Milner Road and Ashby Close.
- Modifications to the Ashby Close and Berkshire Road intersection to restrict access to left in, left out only.

The future development cost for Nardine / Ashby Close is at \$1,539,980.83

Completed Portion: \$472,300.90

Uncompleted Portion: \$1,067,679.93

No detailed breakdown is provided as this work has been priced through a competitive tender process.

A summary of provided as Appendix C.

2.2.5 Road 1

Road 1 is a new road providing a connection between Nardine Close and Berkshire Road. Road 1 is required to be created to service the future development envisaged by the LSP.

The following items are included in the DCP for Road 1:

- Construction of a new 10-metre wide road from the existing cul-de-sac east to provide connection to Nardine Close.
- Construction of drainage swales along the road verge sections in accordance with the Drainage Strategy.
- Construction of a shared path along the north side to provide connection between Nardine Close and Berkshire Road.
- Creation of a new road reserve between Berkshire Road and Nardine Close.
- Road and intersection upgrades to accommodate category RAV7 vehicles.

The future development cost for Road 1 is estimated at \$548,977.58

A detailed breakdown of the cost is provided in Appendix D.

2.2.6 Nardine Close Extension (Road 2A)

Nardine Close extension is a new road providing access to lots currently serviced by a series of battle-axe legs. Nardine Close extension is required to be created to service the future development envisaged by the LSP.

The following items are included in the DCP for the Nardine Close extension:

- Construction of a new 10-metre-wide section to service current battleaxe configured lots.
- Construction of drainage swales along the road verge sections in accordance with the Drainage Strategy.
- Roads will only be constructed to service current battleaxe configured lots if land assembly and consolidation processes do not provide the affected lands with access from gazetted and constructed public roads.
- Creation of a new 20 and 14 metre road reserve section as required.
- Demolition and compensation for an existing garage on Lot 51 Sultana Road West to facilitate road creation and construction.
- Associated service installation and relocation.

The future development cost for Nardine Close Extension (Road 2A) including demolition and compensation for the garage removal at Lot 51 Sultana Road West is estimated at:

Stage 1: \$617,222.73

Stage 2: \$589,805.55

A detailed breakdown of the cost is provided in Appendix E.

2.2.7 Sultana Road West (50% contribution)

Sultana Road West is an existing road and borders a significant portion of the LSP area to the east. Sultana Road West is required to be upgraded to service the future development envisaged by the LSP.

The following items are included in the DCP for Sultana Road West:

- Widen carriageway along both the east and west sides by approximately one metre between Milner Road and Lot 222 (128) Sultana Road West (previously widening was proposed for the full length to Smokebush Place) to provide an eight-metre-wide carriageway.
- Construction of drainage swales along the road verge sections for stormwater disposal.
- Construction of a shared path along the west side to provide connection between Milner Road and Lot 222 (128) Sultana Road West.

The future development cost for Sultana Road West is estimated at \$1,026,535.82

A detailed breakdown of the cost is provided in Appendix F.

2.2.8 Nardine Close / Milner Road Intersection

Nardine Close / Ashby Road intersection is required to be upgraded to service the future development envisaged by the LSP.

The future development cost for Nardine Close / Milner Road intersection is estimated at \$406,911.90

A detailed breakdown of the cost is provided in Appendix G.

2.2.9 Ashby Close / Berkshire Road Intersection

Ashby Close / Berkshire Road intersection is required to be upgraded to service the future development envisaged by the LSP.

The future development cost for Ashby Close / Berkshire Road intersection is estimated at \$210,254.39

A detailed breakdown of the cost is provided in Appendix H.

2.2.10 Milner / Dundas / Berkshire Road Intersection

Milner / Dundas / Berkshire Road intersection is required to be upgraded to service the future development envisaged by the LSP.

- The previous review of the DCP included approx. 10% of the construction cost (excluding utility relocations) of the upgrade of the Milner / Berkshire / Dundas Road intersection. At this time it was assumed approx. 90% of costs will be incurred by Public Transport Authority (PTA) as a result of the impact the Forrestfield Airport Link (FAL) project will have on this intersection utilising RAV4 vehicles.
- The FAL have since reviewed their haulage requirements and decided to utilise as of right vehicles (19.5 semi-trailers) and no longer require the upgrade of this intersection to a RAV4 standard.
- The FAL have offered to provide a nominal \$80,000 contribution to the upgrade of this intersection once it has been upgraded, this will be accounted for in the costs included in the DCP when the funds have been received by the FAL.

The future development cost for Milner Road / Dundas Road / Berkshire Road intersection is estimated at \$961,225.23

A detailed breakdown of the cost is provided in Appendix I.

2.2.11 Bush Forever Fencing

The 'Bush Forever' site is located at the southern end of the site between Nardine Close and Sultana Road West. There is a requirement to fence off this section of 'Bush Forever'.

The fence type used for cost estimates consists of pine posts and rails with a chainmesh infill between posts.

The future development cost for Bush Forever Fencing is estimated at \$105,875.33.

A detailed breakdown of the cost is provided in Appendix J.

2.3 Land for Road Reserve

The DCP takes responsibility for acquiring DCP road reserve land where the existing reserve is widened or where the road is a new road.

See Section 2.1 for information on land valuation methodology.

The following table summarises the remaining road reserve acquisitions:

Property Address	Remaining Acquisition Area (m ²)	Remaining Acquisition Cost
Lot 16 (285) Berkshire Road	300	\$66,000
Lot 17 (287) Berkshire Road	300	\$66,000
Lot 547 (291) Berkshire Road	7,479	\$1,645,380
Lot 200 (103) Milner Road	93	\$20,460

Lot 50 (170) Sultana Road West	1,855	\$408,100
Lot 51 (168) Sultana Road West	2,491	\$548,020
Lot 52 (166) Sultana Road West	1,100	\$242,000
Total	13,618	\$2,995,960

2.4 Administrative Items

Administrative items include all expended and estimated future costs associated with administration, planning and development of the LSP, DCP and any technical documents necessary for the implementation of the above, including:

- Planning studies;
- Road design costs;
- Other related technical and professional studies; and
- Scheme Management Costs (including administration and management of the DCP).

The total cost forecast for administrative items over the remaining life of the DCP is estimated at \$768,000.

A detailed breakdown of the costs is provided in Appendix K.

2.5 Estimated Cost

The following table provides a summary of the estimated cost for all infrastructure, land and other items within the DCP.

Item	Actual	Remaining	Total (Actual + Remaining)
Berkshire Road*	\$0	\$261,211.23	\$261,211.23
Milner Road*	\$0	\$795,789.87	\$795,789.87
Nardine/Ashby Close*	\$472,300.90	\$1,067,679.93	\$1,539,980.83
Road 1*	\$0	\$548,977.58	\$548,977.58
Nardine Close Extension (2A) Stage 1*	\$24,000.00	\$617,222.73	\$641,222.73
Nardine Close Extension (2A) Stage 2*	\$12,500.00	\$589,805.55	\$602,305.55
Sultana Road West*	\$0	\$1,026,535.82	\$1,026,535.82
Nadine Close/Milner Road Intersection*	\$4,677.50	\$406,911.90	\$411,589.40
Ashby Close/Berkshire Road Intersection*	\$0	\$210,254.39	\$210,254.39
Berkshire/Milner Road Intersection*	\$4,536.14	\$961,225.23	\$965,761.37
Bush Forever Fencing*	\$0	\$105,875.33	\$105,875.33
Contingency on civil (12%)	\$0	\$790,978.75	\$790,978.75
Land for Roads	\$4,224,730.00	\$2,995,960.00	\$7,220,690.00
Subtotal – Infrastructure	\$4,742,744.54	\$10,378,428.31	\$15,121,172.85
Administration	\$329,740.30	\$768,000	\$1,097,740.30
Gross / Net Variation**	\$0	-\$195,463.00	-\$195,463.00
Reimbursements	\$354,164.00	\$12,496.79	\$366,660.79
Subtotal – Administration Items	\$683,904.30	\$585,033.79	\$1,268,938.09
Total	\$5,426,648.84	\$10,963,462.10	\$16,390,110.94

* 12% contingency applied

** The previous DCP calculated contributions based on a gross area (calculated based on total land area) and collected on a net area (deducting areas for road reservations). This has resulted in a short fall. The short fall will be dealt with by Council at the end of the DCP. To ensure this short fall does not exacerbate and is passed on to future contributors, the calculation for contributions has been modified to deduct the shortfall incurred to date.

3. Development Contribution Methodology

This section of the DCP Report sets out the methodology for determining the development contributions applicable. The development area is characterised by a single precinct and development contributions are made on a 'per square metre' basis.

Schedule 12 of LPS3 sets out the method for calculating contributions:

$$\text{Contribution rate} = \frac{\text{Cost of infrastructure items} + \text{cost of administrative items (\$)}}{\text{Net lot area of DCA (m}^2\text{)}}$$

$$\text{Net lot area} = \text{Contribution Area} - (\text{Area of Road Reserve} + \text{Developed Area})$$

$$\text{Cost of infrastructure items} = \text{remaining infrastructure costs} - \text{funds held as money}$$

3.1 Area Inputs

Area Input	Area
Contribution Area	690,411m ²
Area of Road Reserve	29,892.51m ²
Developed Area	276,800.5m ²
Net lot area	383,717.987m ²

$$\text{Net lot area} = \text{Contribution Area} - (\text{Area of Road Reserve} + \text{Developed Area})$$

3.2 Cost Inputs

Cost Input	\$/m ²
Remaining infrastructure costs	\$10,378,428.31
Funds held	\$2,937,443.06
Cost of infrastructure items	\$7,440,985.25
Cost of administrative items	\$585,033.79

$$\text{Cost of infrastructure items} = \text{remaining infrastructure costs} - \text{funds held as money}$$

3.3 Calculation

$$\text{Contribution rate} = \frac{\text{Cost of infrastructure items} + \text{cost of administrative items (\$)}}{\text{Net lot area of DCA (m}^2\text{)}}$$

$$= \frac{\$7,440,985.25 + \$585,033.79}{383,717.987\text{m}^2}$$

$$\approx \$20.92/\text{m}^2$$

4. Priority and Timing of Provision

The following key principles are utilised to guide the identification of priorities for the provision of infrastructure and land acquisition, including:

- Ensuring a constant turnover of funds – By managing the cash flow of the DCP, the City can optimise the use of funds between land acquisition and civil works and recoupment of developer pre-funding.
- Prioritising the purchase of land identified for public purposes that encompasses all of, or a substantial portion of, one landholding – such landholdings are essentially “quarantined” from subdivision and/or development and would be difficult to sell to a private buyer.
- Constructing infrastructure on an “as needs” basis to facilitate development – This is especially apparent in the context of road upgrades.
- Undertaking works and land acquisition in areas of fragmented ownership – this assists in the successful and coordinated development of these areas. In areas of consolidated ownership, most infrastructure and land is provided by the developer as offsets to cost contributions.
- Grant funding opportunities – the City will actively seek grant funding to assist in the provision of DCP infrastructure. In most instances, the use of grant funding is reliant on the City providing a matching or partial contribution. The City may utilise DCP funds and elevate the priority and timing of an infrastructure item to capitalise on grant funding opportunities. This approach is beneficial to the long- term financial viability of the DCP.

Subject to the availability of funding, the following items have been determined by the City as current priority items:

1. Administration Costs;
2. Nardine / Ashby Close design, land acquisition and construction;
3. Nardine Close / Milner Road intersection design and construction;
4. Ashby Close / Berkshire Road intersection design and construction;
5. Berkshire / Milner Road intersection design and construction;
6. Nardine Close Extension (Road 2A: Stage 1) design and construction;
7. Road 1 (Bonser Road), land, design and construction; and
8. Nardine Close Extension (Road 2A: Stage 2) design, land acquisition and construction.

The priorities have been identified in order of priority. The identification of priorities will be undertaken as part of the annual cost estimate review and associated DCP Report update.

5. Period of Operation and Review

The DCP will operate for a period of 10 years, being the date of gazettal of the related scheme amendment to incorporate the DCP into LPS3 as Schedule 12.

The DCP Scheme will be reviewed at least every 5 years from the date of gazettal or earlier when considered appropriate, having regard to the rate of subsequent development in the area since the last review and the degree of development potential still existing.

The DCP Report, incorporating cost estimates, will be reviewed at least annually, allowing for more frequent reviews to be completed on an as-required basis having regard to cost volatility and development priorities.

6. Operational Matters

This section of the DCP Report addresses various operational matters associated with the DCP.

6.1 Principles

Refer Clause 6.5.6 of LPS3.

6.2 Matters Addressed in Development Contribution Plan – Scheme Amendment 88

Through implementation of the DCP there have been a number of interpretations of the DCP Report that are inconsistent with the DCP Scheme. This section of the DCP Report identifies the matters that have been addressed in a review of the DCP Scheme to ensure the DCP Report operates in conformance with the DCP Scheme.

Subsequent to adoption of this DCP Report the City will initiate the process to ensure the DCP Scheme is brought into alignment.

- Methodology for the valuation of land. The DCP Scheme refers to the static feasibility model in order to determine the value of land. This has not been the case for implementation of the DCP where a direct comparison approach has been utilised. The DCP Scheme needs to reflect the land value approach taken to date. It is not uncommon for the valuation approach to be deferred to the DCP Report.
- Cul-de-sac at the intersection of Berkshire Road and Milner Road has been modified to a through connection.
- Include the construction of Road 1 and not just the land component.
- Calculation methodology changed to Net Lot Area not Total Lot Area and additional definition provided for clarity.

7. Figures

7.1 Draft Forrestfield / High Wycombe Local Structure Plan (As Amended)



8. Appendices

8.1 Appendix A: Berkshire Road

	BERKSHIRE ROAD				
	Revised Cost August 2017 - Based on Curnow Portion B rates, road widening removed				
	Description	Quantity	Unit	Rate	Amount
1	Preliminaries				
	Mobilisation, Site Establishment	1	ITEM	\$5,000.00	\$5,000.00
	Insurances	1	ITEM	\$5,000.00	\$5,000.00
	Construction Supervision	1	ITEM	\$5,000.00	\$5,000.00
	Traffic Management	1	ITEM	\$8,000.00	\$8,000.00
2	Survey Control and Testing				
	Survey, Control and Setout	1	ITEM	\$3,000.00	\$3,000.00
	As-Constructed Survey	1	ITEM	\$600.00	\$600.00
3	Clearing and Demolition				
	Clear Large Trees inc Grubbing	0	ea	\$246.00	\$0.00
	Clear Small Trees inc Grubbing	20	ea	\$179.00	\$3,580.00
	Clear shrubs/grass	3215	m2	\$1.82	\$5,851.30
	Demolish and Dispose redundant footpaths	700	m2	\$97.37	\$68,159.00
4	Earthworks				
	Remove 100mm Topsoil to spoil	1720	m2	\$3.00	\$5,160.00
5	Roadworks				
	Supply and Install new concrete footpaths*	2420	m2	\$38.12	\$92,250.40
	Supply and Install Pram Ramps	5	ea	\$550.00	\$2,750.00
6	Miscellaneous				
	Clean up	1	ITEM	\$3,500.00	\$3,500.00
	Adjust Telstra Pit	1		\$3,000.00	\$3,000.00
	Adjust stay poles	2		\$5,000.00	\$10,000.00
	Adjust hydrant	1		\$3,000.00	\$3,000.00
	Provision for misc./unidentified service relocations			\$10,000.00	\$10,000.00
7	Subtotal				\$233,850.70
8	BCITF Levy				\$467.70
	Council Supervision				\$3,507.76
	Design and Superintendence	1	10%		\$23,385.07
9	Total				\$261,211.23

8.2 Appendix B: Milner Road

	MILNER ROAD				
	Revised Cost March 2017 - Based on Curnow Portion B rates				
	Description	Quantity	Unit	Rate	Amount
1	Preliminaries				
	Mobilisation, Site Establishment	1	ITEM	\$10,000.00	\$10,000.00
	Insurances	1	ITEM	\$5,000.00	\$5,000.00
	Service Locations	1	ITEM	\$5,000.00	\$5,000.00
	Construction Supervision	1	ITEM	\$12,734.02	\$12,734.02
	Traffic Management	1	ITEM	\$10,000.00	\$10,000.00
2	Survey Control and Testing				
	Survey, Control and Setout	1	ITEM	\$4,500.00	\$4,500.00
	Compaction Tests	18	ea	\$300.00	\$5,400.00
	As-Constructed Survey	1	ITEM	\$3,000.00	\$3,000.00
3	Clearing and Demolition				
	Clear Large Trees inc Grubbing	9	ea	\$246.00	\$2,214.00
	Clear Small Trees inc Grubbing	6	ea	\$179.00	\$1,074.00
	Clear shrubs/grass	5000	m2	\$1.82	\$9,100.00
	Demolish and Dispose redundant footpaths	1490	m2	\$97.37	\$145,081.30
	Demolish and Dispose redundant kerbing*	850	m	\$2.73	\$2,320.50
	Remove and Dispose redundant pavements	150	m2	\$35.65	\$5,347.50
4	Earthworks				
	Remove 100mm Topsoil to spoil	5000	m2	\$3.00	\$15,000.00
	Form, Shape, Compact Subgrade*	3080	m2	\$4.00	\$12,320.00
	Cut to spoil*	1100	m3	\$24.64	\$27,093.16
	Dust Control	1	ITEM	\$3,000.00	\$3,000.00
5	Roadworks				
	Supply and Install 220mm limestone sub-base*	678	m3	\$50.00	\$33,880.00
	Supply and Install 100mm road base	308	m3	\$65.00	\$20,020.00
	Supply and Install 7mm Primer Seal*	3080	m2	\$2.60	\$8,008.00
	Supply and Install 30mm AC10*	2300	m2	\$12.19	\$28,037.00
	Supply and Install MK*	20	m	\$35.00	\$700.00
	Supply and Install SMK*	1600	m	\$20.48	\$32,768.00
	Reinstate existing Crossovers	40	m2	\$90.00	\$3,600.00
	Supply and Install new concrete footpaths*	1500	m2	\$38.12	\$57,180.00
	Supply and Install Pram Ramps	4	ea	\$550.00	\$2,200.00
6	Drainage				
	Convert Existing SEP's to Gullys	14	ea	\$2,350.00	\$32,900.00
	Convert Existing SEP's to Manholes	2	ea	\$2,000.00	\$4,000.00
	Supply and Install new SEP'd	2	ea	\$3,000.00	\$6,000.00
	Supply and Install 375 dia. RCP	15	m	\$400.00	\$6,000.00
7	Miscellaneous				
	Supply and Install misc linemarking and Signage	1	ITEM	\$5,000.00	\$5,000.00
	Supply and Install street lighting	700	m	\$110.00	\$77,000.00

	Supply and Install trees	75	ea	\$450.00	\$33,750.00
	Maintenance of trees and verges for a 2 year period	2	Year	\$11,353.75	\$22,707.50
	Clean up	1	ITEM	\$2,500.00	\$2,500.00
	Relocate light poles	2		\$5,000.00	\$10,000.00
	Adjust access chamber in road	4		\$7,000.00	\$28,000.00
	Provision for misc./unidentified service relocations			\$20,000.00	\$20,000.00
8	Subtotal				\$712,434.98
9	BCITF Levy	1	ITEM	\$1,424.87	\$1,424.87
	Council Supervision	1	ITEM	\$10,686.52	\$10,686.52
	Design and Superintendence	1	10%		\$71,243.50
10	Total				\$795,789.87

8.3 Appendix C: Nardine / Ashby Close

Nardine/Ashby Close Connection Tender and Estimated Sums			
	Tender/Estimate Price	Actual	Future
Portion A	\$ 513,675.73	\$ 434,042.75	\$ 79,632.98
Portion B	\$ 683,489.43	\$ -	\$ 683,489.43
Street Lighting	\$ 196,771.96	\$ -	\$ 196,771.96
Subtotal	\$ 1,393,937.12	\$ 434,042.75	\$ 959,894.37
Interface Management Plan	\$ 6,650.00	\$ -	\$ 6,650.00
Design and Superintendency	\$ 139,393.71	\$ 38,258.15	\$ 101,135.56
Total	\$ 1,539,980.83	\$ 472,300.90	\$ 1,067,679.93
*Note: Design and Superintendency estimate based on 10%, actual costs will be recorded and updated until construction is complete			
Actual costs are taken from GL account to 30 June			
Street lighting includes WP commissioning fee			

8.4 Appendix D: Road 1

	ROAD 1				
	Revised Cost March 2017 - Based on Curnow Portion B rates				
	Description	Quantity	Unit	Rate	Amount
1	Preliminaries				
	Mobilisation, Site Establishment	1	ITEM	\$10,000.00	\$10,000.00
	Insurances	1	ITEM	\$5,500.00	\$5,500.00
	Service Locations	1	ITEM	\$1,500.00	\$1,500.00
	Construction Supervision	1	ITEM	\$11,000.00	\$11,000.00
	Traffic Management	1	ITEM	\$2,000.00	\$2,000.00
2	Survey Control and Testing				
	Survey, Control and Setout	1	ITEM	\$3,500.00	\$3,500.00
	Compaction Tests	30	ea	\$300.00	\$9,000.00
	As-Constructed Survey	1	ITEM	\$1,200.00	\$1,200.00
3	Clearing and Demolition				
	Clear Small Trees inc Grubbing	20	ea	\$179.00	\$3,580.00
	Clear shrubs/grass	4540	m2	\$1.82	\$8,262.80
4	Earthworks				
	Remove 100mm Topsoil to spoil	4540	m2	\$3.00	\$13,620.00
	Form, Shape, Compact Subgrade*	4610	m2	\$4.00	\$18,440.00
	Form and Compact Embankment Foundation	4610	m2	\$2.70	\$12,447.00
	Import Fill, Shape, Compact	920	m3	\$30.00	\$27,600.00
	Cut to spoil	125	m3	\$24.64	\$3,080.00
	Dust Control	1	ITEM	\$3,000.00	\$3,000.00
5	Roadworks				
	Supply and Install 220mm limestone sub-base	1085	m3	\$50.00	\$54,250.00
	Supply and Install 100mm road base	495	m3	\$65.00	\$32,175.00
	Supply and Install 7mm Primer Seal*	4610	m2	\$2.60	\$11,986.00
	Supply and Install 30mm AC10*	4350	m2	\$12.19	\$53,026.50
	Supply and Install FK*	275	m	\$55.20	\$15,180.00
	Supply and Install SMK*	490	m	\$20.48	\$10,035.20
7	Miscellaneous				
	Supply and Install street lighting	340	m	\$110.00	\$37,400.00
	Supply and Install misc linemarking and Signage	1	ITEM	\$5,000.00	\$5,000.00
	Supply and Install vegetation for swales	495	m2	\$10.00	\$4,950.00
	Supply and Install trees	175	ea	\$450.00	\$78,750.00
	Maintenance of trees and verges for a 2 year period	2	Year	\$6,228.75	\$12,457.50
	Supply and Install select fill for swales	140	m3	\$30.00	\$4,200.00
	Supply and Install gravel for swales	495	m2	\$33.00	\$16,335.00
	Clean up	1	ITEM	\$2,000.00	\$2,000.00
	Provision for misc./unidentified service relocations				\$20,000.00
8	Subtotal				\$491,475.00
9	BCITF Levy				\$982.95

	Council Supervision				\$7,372.13
	Design and Superintendence		10%		\$49,147.50
10	Total				\$548,977.58

8.5 Appendix E: Road 2A

Road 2A INDICATIVE DEVELOPMENT COSTS			
CONSTRUCTION COSTS	Estimate	Actuals	Remaining
Preliminaries	\$ 69,500		\$ 69,500
Earthworks and Siteworks	\$ 141,400		\$ 141,400
Retaining Walls	\$ 6,000		\$ 6,000
Acid Sulphate Soil	\$ -		\$ -
Sewer Reticulation	\$ -		\$ -
Water Reticulation (including road reinstatements)	\$ 96,000		\$ 96,000
Fire Servicing	\$ -		\$ -
Drainage	\$ 4,250		\$ 4,250
Roads and Paths	\$ 435,000		\$ 435,000
Fencing & Bollards	\$ 5,000		\$ 5,000
Underground Power	\$ 94,000		\$ 94,000
Communications	\$ 16,200		\$ 16,200
Gas Servicing	\$ -		\$ -
Landscaping	\$ -		\$ -
Design and Professional Fees (10%)	\$ 86,735	\$ 36,500.00	\$ 50,235
CONSTRUCTION TOTAL	\$ 954,085	\$ 36,500.00	\$ 917,585
DEVELOPMENT FEES AND CHARGES	Estimate	Actuals	Remaining
Water Corporation Standard Sewer Infrastructure Contribution	\$ -		\$ -
Water Corporation Standard Water Infrastructure Contribution	\$ -		\$ -
Water Corporation Standard Drainage Infrastructure Contribution	\$ -		\$ -
Local Authority Fees	\$ 7,000		\$ 7,000
Water Corporation Fees	\$ 3,600		\$ 3,600
Western Power Fees	\$ 10,000		\$ 10,000
Communications Headworks and Backhaul Charges	\$ -		\$ -
WAPC and Landgate Fees	\$ 3,812		\$ 3,812

Developer Contribution Scheme	\$ -		\$ -
Cost Sharing for Common Infrastructure (Section 159 of the Planning Act)	\$ -		\$ -
Administration Contingency Sum	\$ 8,000		\$ 8,000
DEVELOPMENT FEES AND CHARGES TOTAL	\$ 32,412		\$ 32,412
SUB TOTAL COSTS	\$ 986,497	\$ 36,500	\$ 949,997
GST	\$ 98,650	\$ 3,650	\$ 95,000
TOTAL COSTS	\$ 1,085,146	\$ 40,150	\$ 1,044,996
STAGE 1 (65%)	\$ 641,222.73	\$ 24,000.00	\$ 617,222.73
STAGE 2 (55%)+	\$ 542,573.08	\$ 12,500.00	\$ 530,073.08
Lot 51 Garage Demolition and Compensation	\$ 59,732.47	\$ -	\$ 59,732.47
Total Stage 2	\$ 602,305.55	\$ 12,500.00	\$ 589,805.55
Staging apportionment of actuals is approximate			

8.6 Appendix F: Sultana Road West

	SULTANA ROAD WEST				
	Revised Cost March 2017 - Based on Curnow Portion B rates (includes works on southern verge only to eastern boundary of Lot 222, includes intersection works on southern side)				
	Description	Quantity	Unit	Rate	Amount
1	Preliminaries				
	Mobilisation, Site Establishment	1	ITEM	\$7,500.00	\$7,500.00
	Insurances	1	ITEM	\$5,330.21	\$5,330.21
	Service Locations	1	ITEM	\$2,500.00	\$2,500.00
	Construction Supervision	1	ITEM	\$10,660.42	\$10,660.42
	Traffic Management	1	ITEM	\$8,000.00	\$8,000.00
2	Survey Control and Testing				
	Survey, Control and Setout	1	ITEM	\$5,500.00	\$5,500.00
	Compaction Tests	3	ea	\$300.00	\$900.00
	As-Constructed Survey	1	ITEM	\$3,500.00	\$3,500.00
3	Clearing and Demolition				
	Clear Large Trees inc Grubbing	0	ea	\$246.00	\$0.00
	Clear Small Trees inc Grubbing	15	ea	\$179.00	\$2,685.00
	Clear shrubs/grass	6750	m2	\$1.82	\$12,285.00
	Demolish and Dispose redundant kerbing*	850	m	\$2.73	\$2,320.50
4	Earthworks				
	Remove 100mm Topsoil to spoil	6750	m2	\$3.00	\$20,250.00
	Form, Shape, Compact Subgrade*	3100	m2	\$4.00	\$12,400.00
	Cut to spoil*	1766	m3	\$24.64	\$43,516.70
	Dust Control	1	ITEM	\$7,000.00	\$7,000.00
5	Roadworks				
	Supply and Install 220mm limestone sub-base	682	m3	\$50.00	\$34,100.00
	Supply and Install 100mm road base	310	m3	\$65.00	\$20,150.00
	Supply and Install 7mm Primer Seal*	3100	m2	\$2.60	\$8,060.00
	Supply and Install 30mm AC10*	2040	m2	\$12.19	\$24,867.60
	Supply and Install FK	850	m	\$55.20	\$46,920.00
	Reinstate existing Crossovers	170	m2	\$90.00	\$15,300.00
	Supply and Install Pram Ramps	6	ea	\$550.00	\$3,300.00
6	Drainage				
	Remove and Replace existing culverts OR extend existing culvert	1	ea	\$5,000.00	\$5,000.00
	Covert Existing SEP's to Manholes	1	ea	\$2,000.00	\$2,000.00
	Supply and Install new SEP'd	1	ea	\$3,000.00	\$3,000.00
	Supply and Install 375 dia. RCP	5	m	\$400.00	\$2,000.00
7	Miscellaneous				

	Supply and Install misc linemarking and Signage	1	ITEM	\$5,000.00	\$5,000.00
	Supply and Install street lighting on southern side	650	m	\$110.00	\$71,500.00
	Supply and Install trees	64	ea	\$450.00	\$28,800.00
	Maintenance of trees and verges for a 2 year period	2	Year	\$18,696.05	\$18,696.05
	Supply and Install select fill for swales	1620	m3	\$30.00	\$48,600.00
	Supply and Install gravel for swales	1890	m2	\$33.00	\$62,370.00
	Clean up	1	ITEM	\$5,000.00	\$5,000.00
	Relocation of power pole at Milner Road Intersection (based on Dundas/Milner/Berkshire Quote)			\$350,000.00	\$350,000.00
	Provision for misc./unidentified service relocations			\$20,000.00	\$20,000.00
8	Subtotal				\$919,011.48
9	BCITF Levy	1	ITEM	\$1,838.02	\$1,838.02
	Council Supervision	1	ITEM	\$13,785.17	\$13,785.17
	Design and Superintendence	1	10%	\$91,901.15	\$91,901.15
10	Total				\$1,026,535.82

8.7 Appendix G: Nardine / Milner Intersection

<u>Milner Road and Nardine Close Intersection - RAV7 Option</u>							
Shawmac Estimate 31-Jan-2018 (Based on Curnow Portion B rates & Western Power Quotation)							
City of Kalamunda Review 06-Feb-2018							
Item	Description	Quantity	Unit	Rate	Amount	Actual	Remaining
1.0	Preliminaries						
1.1	Includes mobilisation, demobilisation, supervision, insurances etc			6.00%	\$18,509.21		\$18,509.21
2.0	Survey Control and Testing						
2.1	Includes setout, as-cons, compaction testing etc			5.00%	\$15,424.35		\$15,424.35
3.0	Clearing and Demolition						
3.1	Clear light vegetation inc small trees	670	m2	\$1.82	\$1,219.40		\$1,219.40
3.2	Demolish and Dispose redundant footpaths and crossovers	80	m3	\$97.37	\$7,789.60		\$7,789.60
3.3	Demolish and Dispose redundant kerbing	400	m	\$2.73	\$1,092.00		\$1,092.00
3.4	Remove and Dispose redundant drainage pits	1	ea	\$500.00	\$500.00		\$500.00
3.5	Demolish and Dispose of 100mm of pavement	120	m3	\$97.37	\$11,684.40		\$11,684.40
3.6	Demolish and Dispose of existing pavement (full depth)	90	m3	\$97.37	\$8,763.30		\$8,763.30
4.0	Earthworks						
4.1	Remove 100mm Topsoil to stockpile	670	m2	\$3.00	\$2,010.00		\$2,010.00
4.2	Respread Topsoil	670	m2	\$2.00	\$1,340.00		\$1,340.00
4.3	Form, Shape, Compact Subgrade	1190	m2	\$4.00	\$4,760.00		\$4,760.00
4.4	Preparation of the existing pavement surface	1190	m2	\$4.00	\$4,760.00		\$4,760.00
4.5	Cut to spoil	380	m3	\$24.64	\$9,363.20		\$9,363.20
4.6	Dust Control		ITEM	\$2,000.00	\$2,000.00		\$2,000.00
5.0	Roadworks						
5.1	Supply and Install 220mm limestone sub-base	920	m2	\$10.50	\$9,660.00		\$9,660.00
5.2	Supply and Install 100mm road base	2110	m2	\$10.20	\$21,522.00		\$21,522.00
5.3	Supply and Install 7mm Primer Seal	2110	m2	\$2.60	\$5,486.00		\$5,486.00
5.4	Supply and Install 40mm AC14	1270	m2	\$21.00	\$26,670.00		\$26,670.00
5.5	Supply and Install 30mm AC10	840	m2	\$12.50	\$10,500.00		\$10,500.00

5.6	Supply and Install FK	12	m	\$55.20	\$662.40		\$662.40
5.7	Supply and Install SMK	350	m	\$20.48	\$7,168.00		\$7,168.00
5.8	Reinstate existing crossovers	180	m2	\$90.00	\$16,200.00		\$16,200.00
5.9	Supply and Install new concrete footpaths	440	m2	\$38.12	\$16,772.80		\$16,772.80
5.1	Supply and Install Pram Ramps	4	ea	\$550.00	\$2,200.00		\$2,200.00
6.0	Drainage						
6.1	Convert Existing Manholes to SEP's	1	ea	\$2,000.00	\$2,000.00		\$2,000.00
6.2	Adjust SEP lid	1	ITEM	\$500.00	\$500.00		\$500.00
6.3	Supply and Install new SEP's	2	ea	\$3,000.00	\$6,000.00		\$6,000.00
6.4	Supply and Install 375 dia. RCP	0	m	\$400.00	\$0.00		\$0.00
7.0	Miscellaneous						
7.1	Supply and Install misc linemarking and Signage		ITEM		\$1,000.00		\$1,000.00
7.2	Western Power Infrastructure Relocations		QUOTED PRICE		\$64,253.00		\$64,253.00
7.3	Adjust MS Covers	1	ea	\$5,000.00	\$5,000.00		\$5,000.00
7.4	Adjust Hydrant in verge	1	ea	\$3,000.00	\$3,000.00		\$3,000.00
7.5	Reinstate fence and wall on new boundary	20	m	\$35.80	\$716.00		\$716.00
7.6	Remove and Dispose of handstand area, Reinstate internal area	40	m2	\$97.37	\$3,894.80		\$3,894.80
7.7	Provisional Sum - Allowance for miscellaneous/unidentified service relocations		ITEM		\$50,000.00		\$50,000.00
				Construction Subtotal ex Prelims, Survey	\$308,486.90		\$308,486.90
				Construction Subtotal	\$342,420.46		\$342,420.46
8.0	Allowances & Charges						
8.1	Temporary Traffic Management			10.00%	\$34,242.05		\$34,242.05
8.2	BCITF Levy			0.20%	\$684.84		\$684.84
8.3	Design and Superintendence			10.00%	\$34,242.05	\$4,677.50	\$29,564.55
				Allowances & Charges Subtotal	\$69,168.93		\$64,491.44
				GRAND Total	\$411,589.39	\$4,677.50	\$406,911.90

8.8 Appendix H: Ashby / Berkshire Intersection

<u>Berkshire/Ashby Intersection - RAV7 Option</u>					
Shawmac Estimate 31-Jan-2018 (Based on Curnow Portion B rates & Western Power Quotation)					
City of Kalamunda Review 06-Feb-2018					
Item	Description	Quantity	Unit	Rate	Amount
1.0	Preliminaries				
1.1	Includes mobilisation, demobilisation, supervision, insurances etc			6.00%	\$9,455.16
2.0	Survey Control and Testing				
2.1	Includes setout, as-cons, compaction testing etc			5.00%	\$7,879.30
3.0	Clearing and Demolition				
3.1	Clear Large Trees inc Grubbing	25	ea	\$246.00	\$6,150.00
3.2	Clear Small Trees inc Grubbing	10	ea	\$179.00	\$1,790.00
3.3	Demolish and Dispose redundant kerbing	115	m	\$2.73	\$313.95
3.4	Remove and Dispose redundant drainage pits	2	ea	\$500.00	\$1,000.00
3.5	Demolish and Dispose of existing pavement	65	m3	\$97.37	\$6,329.05
4.0	Earthworks				
4.1	Remove 100mm Topsoil to spoil	1400	m2	\$3.00	\$4,200.00
4.2	Respread Topsoil	1400	m2	\$2.00	\$2,800.00
4.3	Form, Shape, Compact Subgrade	1250	m2	\$4.00	\$5,000.00
4.4	Cut to spoil	400	m3	\$24.64	\$9,856.00
4.5	Dust Control		ITEM	\$2,000.00	\$2,000.00
5.0	Roadworks				
5.1	Supply and Install 220mm limestone sub-base	520	m2	\$10.50	\$5,460.00
5.2	Supply and Install 100mm road base	520	m2	\$8.50	\$4,420.00
5.3	Supply and Install 7mm Primer Seal	520	m2	\$2.60	\$1,352.00
5.4	Supply and Install 40mm AC14	290	m2	\$21.00	\$6,090.00
5.5	Supply and Install 30mm AC10	240	m2	\$12.50	\$3,000.00
5.6	Supply and Install FK	0	m	\$55.25	\$0.00
5.7	Supply and Install SMK	170	m	\$20.00	\$3,400.00
5.8	Reinstate existing crossovers	0	m2	\$90.00	\$0.00
5.9	Supply and Install new concrete footpaths	150	m2	\$38.12	\$5,718.00

5.10	Supply and Install Red Brick Pavement - Heavy Duty	35	m2	\$70.00	\$2,450.00
6.0	Drainage				
6.1	Convert Existing Manholes to SEP's	2	ea	\$2,250.00	\$4,500.00
6.2	Convert Existing Manholes to Combination Pits	1	ea	\$2,500.00	\$2,500.00
6.3	Convert Existing Gullies to Manholes	2	ea	\$2,000.00	\$4,000.00
6.4	Convert Existing Gullies to SEP's	1	ea	\$2,250.00	\$2,250.00
6.5	Supply and Install new SEP's	2	ea	\$3,000.00	\$6,000.00
6.6	Supply and Install 300 dia. RCP	20	m	\$400.00	\$8,000.00
7.0	Miscellaneous				
7.1	Supply and Install misc linemarking and Signage		ITEM		\$5,000.00
7.2	Western Power Infrastructure Relocations		QUOTE D PRICE		\$12,007.00
7.3	Adjust Access Chamber		ITEM		\$7,000.00
7.4	Relocate Valve and Water Meter		ITEM		\$10,000.00
7.5	Adjust Hydrant in Road		ITEM		\$5,000.00
7.6	Provisional Sum - Allowance for miscellaneous/unidentified service relocations		PS		\$20,000.00
				Construction Subtotal ex Prelims, Survey	\$157,586.00
				Construction Subtotal	\$174,920.46
8.0	Allowances & Charges				
8.1	Temporary Traffic Management			10.00%	\$17,492.05
8.2	BCITF Levy			0.20%	\$349.84
8.3	Design and Superintendence			10.00%	\$17,492.05
				Allowances & Charges Subtotal	\$35,333.93
				GRAND Total	\$210,254.39

8.8 Appendix I: Milner / Berkshire / Dundas Intersection

<u>Dundas/Berkshire/Milner Intersection - RAV 7 Option</u>							
Shawmac Estimate 31-Jan-2018 (Based on Curnow Portion B Rates & Western Power Quotation)							
City of Kalamunda Review 06-Feb-2018							
Item	Description	Quantity	Unit	Rate	Estimate	Actual	Remaining
1.0	Preliminaries						
1.1	includes mobilisation, demobilisation, supervision, insurances etc			6.00%	\$47,027.99		\$47,027.99
2.0	Survey Control and Testing						
2.1	includes setout, as-cons, compaction testing etc			5.00%	\$39,189.99		\$39,189.99
3.0	Clearing and Demolition						
3.1	Clear Large Trees inc Grubbing	2	ea	\$246.00	\$492.00		\$492.00
3.2	Clear shrubs/grass	100	m2	\$1.82	\$182.00		\$182.00
3.3	Demolish and Dispose redundant footpaths	15	m3	\$97.67	\$1,465.05		\$1,465.05
3.4	Demolish and Dispose redundant kerbing	485	m	\$2.73	\$1,324.05		\$1,324.05
3.5	Remove and Dispose redundant pavements	580	m3	\$97.37	\$56,474.60		\$56,474.60
3.6	Remove and Dispose of existing median	10	m2	\$97.67	\$976.70		\$976.70
4.0	Earthworks						
4.1	Remove 100mm Topsoil to spoil	100	m2	\$3.00	\$300.00		\$300.00
4.2	Respread Topsoil	100	m2	\$2.00	\$200.00		\$200.00
4.3	Form, Shape, Compact Subgrade	840	m2	\$4.00	\$3,360.00		\$3,360.00
4.4	Cut to spoil	270	m3	\$24.64	\$6,652.80		\$6,652.80
4.5	Dust Control		ITEM	\$2,000.00	\$2,000.00		\$2,000.00
5.0	Roadworks						
5.1	Supply and Install 220mm limestone sub-base	750	m2	\$10.50	\$7,875.00		\$7,875.00
5.2	supply and install 100mm road base	750	m2	\$8.50	\$6,375.00		\$6,375.00
5.3	Supply and Install 120mm road base	3400	m2	\$10.20	\$34,680.00		\$34,680.00
5.4	Supply and Install 7mm Primer Seal	4090	m2	\$2.60	\$10,634.00		\$10,634.00
5.5	Supply and Install 40mm AC14	4090	m3	\$21.00	\$85,890.00		\$85,890.00
5.6	Supply and Install SMK	735	m	\$20.48	\$15,052.80		\$15,052.80
5.7	Supply and Install Red Brick Pavement - Heavy Duty	65	m2	\$70.00	\$4,550.00		\$4,550.00
5.8	Supply and Install new concrete footpaths	240	m2	\$38.12	\$9,148.80		\$9,148.80

5.9	Supply and Install Pram Ramps	4	ea	\$550.00	\$2,200.00		\$2,200.00
6.0	Drainage						
6.1	Convert Existing Manhole to Gullys	1	ea	\$2,250.00	\$2,250.00		\$2,250.00
6.2	Convert Existing SEP's to Manholes	3	ea	\$2,000.00	\$6,000.00		\$6,000.00
6.3	Supply and Install new SEP's	3	ea	\$3,000.00	\$9,000.00		\$9,000.00
6.4	Supply and Install 375 dia. RCP	15	m	\$400.00	\$6,000.00		\$6,000.00
7.0	Miscellaneous						
7.1	Supply and Install misc linemarking and Signage		ITEM		\$5,000.00		\$5,000.00
7.2	Western Power Infrastructure Relocations		QUOTED PRICE		\$430,717.00		\$430,717.00
7.3	Adjust hydrant/valve covers in road	5	ea	\$5,000.00	\$25,000.00		\$25,000.00
7.4	Provisional Sum - Allowance for miscellaneous/unidentified service relocations		PS		\$50,000.00		\$50,000.00
				Constructi on Subtotal ex Prelims, Survey	\$783,799.80		\$870,017.78
				Constructi on Subtotal	\$870,017.78		\$870,017.78
8.0	Allowances & Charges						
8.1	Temporary Traffic Management			10.00%	\$87,001.78		\$87,001.78
8.2	BCITF Levy			0.20%	\$1,740.04		\$1,740.04
8.3	Design and Superintendence			10.00%	\$87,001.78	\$4,536.14	\$82,465.64
8.4	FAL Contribution				-\$80,000.00		-\$80,000.00
				Allowance s & Charges Subtotal	\$95,743.59		\$91,207.46
				GRAND Total	\$965,761.37	\$4,536.14	\$961,225.23

8.10 Appendix J: Bush Forever Fencing

Bushforever Site	Length (m) =	1020
Description	Base Costs	Amount
Siteworks		\$14,420.00
Drainage		\$ -
Roads		\$ -
Miscellaneous		\$75,400.00
Site supervision		\$1,347.30
Site Facilities		\$898.20
Contingency		
Civil, Geotechnical & Survey		\$13,809.83
SUB TOTAL		\$ 105,875.33

8.11 Appendix K: Administrative Items

Description	Annual (\$)	Years	Future (\$)
Consultant Expenditure			
Legal / Land Admin	\$15,000.00	6	\$90,000.00
DCP Annual Review / Audit	\$33,000.00	6	\$198,000.00
Land Valuation	\$10,000.00	6	\$60,000.00
Staffing Costs			
Planning / Project Management (0.7 FTE)	\$70,000.00	6	\$420,000.00
Total	\$128,000.00		\$768,000.00

Date	Actuals
13/14	\$53,585.00
14/15	\$123,321.00
15/16	\$15,736.00
16/17	\$137,098.30

Admin costs to date \$329,740.30



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8 September 2017

BY EMAIL

Chief Executive Officer
City of Kalamunda
PO Box 42
KALAMUNDA WA 6926

Attention: Natalie Martin Goode, Director Development Services

Dear Madam,

FORRESTFIELD INDUSTRIAL AREA DEVELOPER CONTRIBUTION SCHEME [DCS] – INDEPENDENT REVIEW

Executive Summary

- I. The DCS is compliant with the relevant criteria under SPP 3.6 *Section 5 Policy Measure*. The further refinement and update of the land use development data spreadsheet to produce the *Contributions Mastersheet – July 2017* ensures further transparency and accountability.
- II. The preparation of the *Contributions Mastersheet – July 2017* reconciles the developed and remaining developable area and rationalises the current lot amalgamations. Outputs from this document are utilised in the DCS calculation.
- III. Infrastructure and Administration Costs have been updated and calculated appropriately. Outputs from this document are utilised in the DCS calculation.
- IV. A dissection of the receipts and payments for the 2017 financial year agree with the General Ledger summary provided by the City of Kalamunda.
- V. Utilising the key outputs from the *Contributions Mastersheet – July 2017* and all costs associated with the DCS the DCS rate is calculated at \$18.6969

Background

In June 2017 the City of Kalamunda [CoK] issued a request for a peer review for its Forrestfield / High Wycombe Stage 1 Industrial Area DCS. Woodsome Management [Woodsome] was appointed to the project in June 2017.

The scope of works specified included the following:

1. Compliance with State Planning Policy 3.6: Developer Contributions
 - a. Ensure appropriate administration processes, timeframes, scheme provisions, calculation methodologies are in place. Review compliance against all criteria of policy.
2. Developed area and remaining developable area
 - a. Calculate area of developed land and undeveloped land for use in contribution rate
 - b. Rationalise lots into their current lot numbers and sizes

3. Infrastructure and administrative costs
 - a. Ensure costs have been calculated appropriately and fairly
4. Provide an independent calculation of the contribution rate
 - a. Review the City's contribution rate calculation in an effort to confirm its calculation methodology

Information provided by the City included the following:

1. Transaction summaries for all accounts
2. Audited financial statements [within the timeframe of the independent review these had not issued however a statement of transactions was issued]
3. Development contribution spreadsheets
4. Developed land data
5. Undeveloped land data
6. Other outstanding assets and liabilities
7. Infrastructure cost estimates
8. Road designs
9. Administration cost estimates

Since June Woodsome has worked closely with Officers from the City to undertake the independent review.

This report summarises the outcomes of the independent review and the process undertaken for the independent review.

1. Independent Review Process and Compliance with State Planning Policy 3.6: Developer Contributions [SPP 3.6]

SPP 3.6 sets out the principles and considerations that apply to development contributions for the provision of infrastructure in new and established areas.

Notwithstanding the requirements of SPP 3.6 our approach to compliance with SPP 3.6 starts with an understanding of the base data utilised in the formulation of DCS. The key elements of the base data in any DCS generally comprise a clearly defined and articulated:

- Planning Framework
- Land Use Development Data and Unit of Charge
- Infrastructure Works List
- Cost Apportionment Method

The independent review process considered the following broad questions against each of the key elements under the independent review scope of works:

Strategic basis for the scheme –

- Does the DCS reasonably reflect the most recent version of the strategic basis (i.e. planning framework)?

Overall design of scheme –

- Are cost apportionment principles fair and reasonable?
- Should there be a single charge area or multiple charge areas with potentially variables charges (to reflect areas using / gaining differential benefit from infrastructure)?

Infrastructure projects included –

- Are infrastructure projects listed in the scheme fair and reasonable, including list of items, specifications, cost and delivery plan?

Development data included –

- Is the development data used in the DCS reasonable, in terms of the quantum, timing and type of development assumed?
- Has consideration been given to differential demand loading on infrastructure by land uses and / or sub areas?

Unit of charge adopted –

- Is use of a per m² rate the best method for the scheme?

The table below summarises the independent review assessment against the relevant criteria under SPP 3.6 *Section 5 Policy Measures*:

	POLICY MEASURES (relevant aspects)	ASSESSMENT AGAINST RELEVANT MEASURES	COMPLIANCE
5.1	Scope	<ul style="list-style-type: none"> DCS project list comprises infrastructure items. Contributions are for initial capital requirements. The initial overall review undertaken by Woodsome (Final Report Jan 2017) proposed a number of recommendations. The City have accepted the recommendations and the current DCS contributions are now formulated through an open and transparent process. 	Compliant
5.2	Principles		
5.2.1	Needs / Nexus	<ul style="list-style-type: none"> The need and nexus for the DCS infrastructure project list is clearly demonstrated through the ultimate land use and development data utilised within the DCS calculation. 	Compliant
5.2.2	Transparency	<ul style="list-style-type: none"> The initial overall review undertaken by Woodsome (Final Report Jan 2017) proposed a number of recommendations particularly around the quantum of information / base data feeding into the DCS calculation. The City have applied the recommendations to the DCS base data inputs. This independent review further refines the format of the base data input specifically around the development data and infrastructure costings. 	Compliant (subject to adopting / managing the updated Contributions Mastersheet)
5.2.3	Equity	<ul style="list-style-type: none"> Contributions are levied from all developments within the DCS charge area based on the appropriate apportionment. 	Compliant
5.2.4	Certainty	<ul style="list-style-type: none"> The initial overall review undertaken by Woodsome (Final Report Jan 2017) proposed a number of recommendations particularly around the infrastructure project list base data feeding into the DCS calculation and method of 	Compliant (subject to adopting / managing the updated

		<p>accounting. The City have applied the recommendations to the DCS calculation and corrected previous anomalies.</p> <ul style="list-style-type: none"> – This independent review further refines the format of the base data input specifically around the development data and infrastructure costings. 	Contributions Mastersheet)
5.2.5	Efficiency	<ul style="list-style-type: none"> – Contributions are justified on a whole of life capital cost. 	Compliant
5.2.6	Consistency	<ul style="list-style-type: none"> – Contributions are applied uniformly based on a consistent methodology 	Compliant
5.2.7	Consultation	<ul style="list-style-type: none"> – The City have consulted with landowners and developers on the DCS 	Compliant
5.2.8	Accountable	<ul style="list-style-type: none"> – There is full accountability in determining the contributions payable and expenditure 	Compliant
5.3	Imposing a DCS	<ul style="list-style-type: none"> – The DCS is supported by a DCP within the City TPS. 	Compliant

2. Developed Area and remaining Developable Area

The scope of the review required the developed and undeveloped areas to be calculated and brought up to date and for the lot sizes to be rationalised into their current state. To achieve this, three main tasks would need to be completed; reformat the layout of the data, amalgamate the lots that needed to be amalgamated, and confirm and update the values within the spreadsheet.

The initial base data was provided by the City in several spreadsheets with the *DCS Mastersheet 2017 – 2018 Draft - June 2017* [City Mastersheet] being the key base data document.

Initial Observations:

There was an excess amount of information on the City Mastersheet and some information was recorded across multiple spreadsheets. In some instances, the same information was on different spreadsheets with different values, this was particularly prevalent with the recorded land areas of road reserve acquired. This meant it was important to confirm the true values, and to create a spreadsheet with only the relevant and correct information. This new document titled *Contributions Mastersheet – July 2017* [Mastersheet] has been verified by the City and is Attachment 1.

Work Completed:

From these initial observations the first task was to determine the required information for the spreadsheet. What was concluded was that the Mastersheet would need to include Gross Lot Areas, Road Reserve to be Acquired, Road Reserve Acquired, Net Lot Areas, Actual Contributions, Lot Area Equivalent from Contributions, Rate Paid, Reimbursement Paid and Rate Paid after Reimbursement. This would create a single transparent document clearly recording DCS contributions to date, the land area paid for, and the respective DCS rates paid per lot number. This would also facilitate access to the required values for calculating the DCS rate.

The next step involved amalgamating the lots that were to be grouped.

Old Lots	New Lot Number
8,9,10	100
60,61,62,63	810
1,20,21	800
18,19,22,23,24,25	99

Subsequently the values of lot areas, actual contributions and reimbursements were reconciled with other spreadsheets and the financial statements to ensure accuracy. The reimbursements and contributions are now up to date as of the 30th June 2017.

Road Reserve Acquired was the next value that needed to be reconciled with the financial statements, any value of road area that was ceded to the City was included in road reserve acquired and added to the total actual contributions of the lot. This occurred for two lots, lot 800 and lot 101. The rest of the road reserve that was acquired was checked against payments gathered from the financial statements.

Following on, the actual rates paid based on contributions before and after reimbursements were paid was calculated. This was done based on contribution paid relative to the net lot area of each lot. The Mastersheet records the rate each lot owner has paid after reimbursement and these values are also accurate up to the 30th June 2017.

Final Mastersheet:

The Mastersheet details Lot Number, Old Lot Numbers, Gross Lot Area, Road Reserve to be acquired, Road Reserve Acquired, Net Lot Area, Actual Contributions, Lot Area from Contributions, Rate Paid, Reimbursements Paid and Rate Paid after Reimbursement.

What could potentially be added is two or three more columns that have the rate that should be paid, reimbursement necessary, and a 'to be paid' column which may be useful in the future.

This new Mastersheet is a critical base data document for the future DCS calculation and needs to be updated by the City on a regular basis (as transactions occur) and in a clear and transparent manner.

3. Infrastructure, Administrative Costs and Receipts / Payments Dissection

Infrastructure Costs & Administrative Costs:

The data provided by the City (City Mastersheet) was prepared by Shawmac and Porter Engineering. Shawmac based their OPC's (opinion of probable cost) on the successful tender from Curnow Group (July 2016), and the itemized schedule they provided in their tender. From other projects Woodsome Management is involved with, we have seen no movement in the sub contractor rates for civil works.

Porter Engineering provided an OPC for Road 2A, however a schedule of rates was not provided.

Please note that the OPC's provided exclude any expenditure to date ie they represent total costs unless specifically stated. Attachment 2 details costs of work completed to date and future costs of the DCS.

Berkshire Road OPC \$255,364.96

The costs are in accordance with the rates used throughout this review.

Milner Road OPC \$777,979.00

The costs are in accordance with the rates used throughout this review.

**Nardine Close OPC Portion A \$557,327.30
OPC Portion B \$629,263.08**

The OPC has been provided by Shawmac, and the figures are representative of OPC's prepared to date.

Nardine Milner Intersection OPC \$350,121.41

The costs are in accordance with the rates used throughout this review. The Western Power feasibility has been used and is verified by Purchase Order 104852 from City to Western Power.

New Road 1 OPC \$536,690.70

The costs are in accordance with the rates used throughout this review.

Sultana Road West OPC \$1,003,560.54

The costs are in accordance with the rates used throughout this review. This includes an allowance for the Sultana Rd West/Milner intersection power pole relocation. A formal feasibility from Western Power has not been received as yet. The allowance is in a similar order to the Dundas/Berkshire/Milner intersection.

2A Stage 1 OPC \$669,411.60

2A Stage 2 OPC \$626,157.67

The costs are in accordance with the rates used throughout this review. A 20% additional cost has been included for additional preliminary costs if Road 2A is constructed in 2 stages

Ashby/Berkshire Intersection OPC \$233,757.03

The costs are in accordance with the rates used throughout this review. The Western Power feasibility has been used and is verified by Purchase Order 106120 from City to Western Power.

Milner/Dundas/Berkshire Intersection OPC \$595,835.68

(RAV 7 Standard)

The costs are in accordance with the rates used throughout this review. The Western Power estimate used is for underground power and the 30% contingency has not been included; it has been taken into account in the Overall Project Contingency of 12%, as directed by City.

We have not been provided with any supporting data for the FAL contribution; hence we are assuming that it is correct as provided by City.

Bush Forever Site OPC \$105,875.33

This OPC has been prepared by Shawmac

Scheme Management Fees (Admin) OPC \$1,097,741.00

This was prepared by the City based on current costs expended.

Contingency 12% of Scheme Costs \$760,961.32

We believe this is an acceptable figure to use, especially as the Western Power 30% contingency has not been adopted in the scheme costs.

Receipts / Payments Dissection:

Attachment 3 includes the dissections of receipts and payments for the year ending 30th June, 2017 and a summary since the start of the project.

The receipts and payments for the 2017 financial year agree with the General Ledger summary provided by the City.

We have assumed the following will be cross referenced by the City:

- The closing balance at 30th June, 2017 is \$2,937,443.06;
- There are a few contra transactions in both receipts and payments. If we net off these contras with their corresponding income/expenses, they reconcile to the City's summary. The financial statement (when it is prepared) should reflect the dissections.

4. Provide an Independent Calculation of the Contribution Rate

Utilising the inputs from the Mastersheet and all costs associated with the DCS the DCS rate is calculated using the formula $(\text{Remaining Costs} - \text{Cash in Hand}) / (\text{Lot Area Remaining})$, which gives a DCS rate of **\$18.6969**.

Attachment 4 details the DCS calculation and Attachment 5 compares the calculation with the calculation provided by the City.

Please do not hesitate to contact the undersigned should you require any clarification on the above.

Yours Sincerely,



Woodsome Management

Attachment 1 – Contributions Mastersheet July 2017
 Attachment 2 – Infrastructure and Administration Costs
 Attachment 3 – Receipts and Payments Dissection
 Attachment 4 – DCS Calculation
 Attachment 5 – DCS Calculation Comparison

ATTACHMENT 1											
CONTRIBUTIONS MASTERSHEET JULY 2017											
FINAL 08.09.17											
Road	Lot Number	Old Lots	Gross Lot Area	Road Reserve to be Acquired	Road Reserve Acquired	Net Lot Area	Lot area equivalent from contributions	Actual contributions + Road ceded to Shire	Rate Paid	Reimbursement Paid	Reimbursement to be paid
Ashby Close	4		10,855	3,292	3,292	7,563.5	7,563.5	\$ 224,332.00	29.7	\$ -	\$ -
Ashby Close	5		11,434	1,311	1,311	10,123.0	10,123.0	\$ 300,246.00	29.7	\$ -	\$ -
Ashby Close	6		14,307	799	799	13,508.0	0.0	\$ -	0.0	\$ -	\$ -
Berkshire Rd	4		19,046			19,046.0	0.0	\$ -	0.0	\$ -	\$ -
	100	8,9,10	32,068	166	166	31,902.0	31,902	\$ 861,926.22	27.0	\$ 59,490.13	\$ -
Berkshire Rd	11		10,397	302	302	10,095.0	10,095.0	\$ 299,416.00	29.7	\$ -	\$ -
Berkshire Rd	12		10,032			10,032.0	10,032.0	\$ 294,333.00	29.3	\$ 15,683.07	\$ -
Berkshire Rd	13		10,008			10,008.0	0.0	\$ -	0.0	\$ -	\$ -
Berkshire Rd	14		10,000			10,000.0	0.0	\$ -	0.0	\$ -	\$ -
Berkshire Rd	17		10,000	300		9,700.0	9,700.0	\$ 312,273.00	32.2	\$ 15,786.04	\$ 8,897.95
Berkshire Rd	222		10,150			10,150.0	0.0	\$ -	0.0	\$ -	\$ -
Berkshire Rd	223		10,139			10,139.0	0.0	\$ -	0.0	\$ -	\$ -
Berkshire Rd	547		40,570	7,479		33,091.0	0.0	\$ -	0.0	\$ -	\$ -
	810	60,61,62,63	43,264	95	95	43,169.0	43,169.0	\$ 1,232,547.00	28.6	\$ 72,513.37	\$ -
Milner Road	64		9,611			9,611.0	0.0	\$ -	0.0	\$ -	\$ -
Milner Road	65		9,149			9,149.0	0.0	\$ -	0.0	\$ -	\$ -
Milner Road	200		9,619	93		9,526.0	9,526.0	\$ 274,035.00	28.8	\$ 15,591.52	\$ 2,501.43
Milner Road	201		9,627			9,627.0	0.0	\$ -	0.0	\$ -	\$ -
Milner Road	202		9,627			9,627.0	0.0	\$ -	0.0	\$ -	\$ -
Milner Road	203		9,557			9,557.0	0.0	\$ -	0.0	\$ -	\$ -
Milner Road	204		9,527			9,527.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	2		10,262	1,093	1,093	9,169.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	3		10,061	2,023	2,023	8,038.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	15		10,296	7	7	10,289.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	16		10,296	300		9,996.0	0.0	\$ -	0.0	\$ -	\$ -
	800	1,20,21	30,579	2,194	2,194	28,385.0	28,385.0	\$ 841,923.00	29.7	\$ -	\$ -
	99	18,19,22,23,24,25	60,847	2,443	2,443	58,404.0	58,404	\$ 1,824,955.00	31.2	\$ 92,248.01	\$ 1,097.12
Nardine Close	205		9,760			9,760.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	206		9,566			9,566.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	207		9,567			9,567.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	208		9,565			9,565.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	209		9,563			9,563.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	210		9,562			9,562.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	211		9,560			9,560.0	9,560.0	\$ 298,533.00	31.2	\$ 15,160.62	\$ -
Nardine Close	212		9,558			9,558.0	9,558.0	\$ 304,971.00	31.9	\$ 21,617.22	\$ 0.2966
Nardine Close	217		9,821			9,821.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	218		9,823	180	180	9,643.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	220		10,150			10,150.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	221		10,155			10,155.0	0.0	\$ -	0.0	\$ -	\$ -
Nardine Close	223	BUSH FOREVER	30,816			30,816.0					\$ -
Sultana Road West	10		9,569			9,569.0	0.0	\$ -	0.0	\$ -	\$ -
Sultana Road West	50		10,895	1,855		9,040.0	0.0	\$ -	0.0	\$ -	\$ -
Sultana Road West	51		12,279	2,491		9,788.0	0.0	\$ -	0.0	\$ -	\$ -
Sultana Road West	52		12,901	3,470	2,370	9,431.0	0.0	\$ -	0.0	\$ -	\$ -
Sultana Road West	80		9,566			9,566.0	0.0	\$ -	0.0	\$ -	\$ -
Sultana Road West	81		9,568			9,568.0	0.0	\$ -	0.0	\$ -	\$ -
Sultana Road West	213		9,568			9,568.0	0.0	\$ -	0.0	\$ -	\$ -
Sultana Road West	214		9,568			9,568.0	0.0	\$ -	0.0	\$ -	\$ -
Sultana Road West	219		9,823			9,823.0	9,823	\$ 291,348.51	29.7	\$ -	\$ -
Sultana Road West	220		9,822			9,822.0	9,822.0	\$ 279,828.77	28.5	\$ 15,949.19	\$ -
Sultana Road West	221		5,153			5,153.0	0.0	\$ -	0.0	\$ -	\$ -
Sultana Road West	222		4,583			4,583.0	0.0	\$ -	0.0	\$ -	\$ -
Sultana Road West	432		19,138			19,138.0	19,138.0	\$ 597,628.00	31.2	\$ 30,124.49	\$ -
Sultana Road West	497	BUSH FOREVER	40,544			40,544.0					
Sultana Road West	498	BUSH FOREVER	40,519			40,519.0					
Sultana Road West	499	BUSH FOREVER	40,519			40,519.0					
	TOTAL		842,809	29,893	16,275	812,917	276,801	\$ 8,238,295.50		\$ 354,163.66	\$ 12,496.797
LESS BUSHFOREVER		152,398	690,411	\$ 7,220,690.00	\$ 4,224,730.00	660,519	LESS REIMBURSEMENTS		\$ 7,884,131.84		
				TO BE ACQUIRED	\$ 2,995,960.00	TOTAL AREA LEFT	383,718	ROAD CEDED TO SHIRE	\$ 1,284,140.00		

ATTACHMENT 2**FINAL 08.09.2017**

INFRASTRUCTURE / ADMINISTRATION ITEMS	INITIAL COSTS	WM REVIEW July 2017	COMPLETED
Berkshire Road	\$255,364.96	\$255,364.96	
Dundas Road	\$0.00	\$0.00	
Milner Road	\$777,979.00	\$777,979.00	
Nardine Ashby - Portion A	\$557,327.30	\$92,770.71	\$464,556.59
Nardine Ashby - Portion B	\$629,263.08	\$629,263.08	
Nardine Milner Intersection	\$350,121.41	\$345,443.91	\$4,677.50
New Road 1	\$536,690.70	\$536,690.70	
Sultana Road West	\$1,003,560.54	\$1,003,560.54	
2A Stage 1 (65%)	\$669,411.60	\$645,411.60	\$24,000.00
2A Stage 2 (55%) + Lot 51 Garage Demo	\$626,157.67	\$613,657.67	\$12,500.00
Ashby / Berkshire Intersection	\$233,757.03	\$233,757.03	
Milner / Dundas / Berkshire Intersection RAV 7	\$595,835.68	\$591,299.54	\$4,536.14
Bush Forever Lots - Fencing	\$105,875.33	\$105,875.33	
Scheme Management Fees (Admin)	\$1,097,741.00	\$768,000.00	\$329,741.00
Contingency (12%) including scheme costs	\$760,961.32	\$699,728.89	\$61,232.43
TOTAL COST ESTIMATE	\$8,200,046.61	\$7,298,802.96	\$901,243.66

ATTACHMENT 3					
SHIRE OF KALAMUNDA					
FORRESTFIELD INDUSTRIAL AREA SCHEME STAGE 1					
SUMMARY OF TOTALS REVENUE / EXPENSES					
	FY	FY	FY	FY	
	30.06.14	30.06.15	30.06.16	30.06.17	TOTAL
REVENUE					
Contributions received during the year	861,926.22	1,219,172.27	3,059,116.10	1,832,934.51	6,973,149.10
Interest	4,124.49	24,060.61	46,633.32	31,987.48	106,805.90
	866,050.71	1,243,232.88	3,105,749.42	1,864,921.99	7,079,955.00
EXPENSES					
Advertising Costs	-	-	-	464.40	464.40
Audit Fees	-	2,500.00	2,500.00	1,200.00	6,200.00
Consultancy Fees	-	60,620.00	-	68,850.00	129,470.00
Contribution Refund	-	-	-	354,163.67	354,163.67
Land Acquisition Costs	-	-	-	2,948,337.31	2,948,337.31
Land clearing Costs	-	29,450.00	-	-	29,450.00
Land Valuation Fees	12,000.00	6,000.00	-	-	18,000.00
Legal Fees	1,152.16	2,799.92	2,710.79	46,583.90	53,246.77
Project Management Costs	10,835.66	21,951.05	10,525.20	20,000.00	63,311.91
Road Construction Costs	-	-	-	510,270.23	510,270.23
Store Location Fees	8,507.65	-	-	-	8,507.65
Survey Fees	21,090.00	-	-	-	21,090.00
	53,585.47	123,320.97	15,735.99	3,949,869.51	4,142,511.94
NET SURPLUS					
	\$ 812,465.24	\$ 1,119,911.91	\$ 3,090,013.43	\$ (2,084,947.52)	\$ 2,937,443.06

ATTACHMENT 3								
169900060 - Forrestfield Industrial Area Trust MUN								
Receipts Dissections								
01.07.2016 to 30.06.2017								
						Consultancy	Land Acquisition	Road Construction
	Date	Description	TOTAL	Contributions	Interest	Contra	Contra	Contra
Con	1/07/2016	recognise payment of contribution from MEM Properties Pty Ltd. Invoice 22745 dated 25/05/2016 JNL to recognise payment of contribution from MEM Properties Pty Ltd. Invoice 22745 dated 25/05/2016	597,628.00	597,628.00				
Int	31/07/2016	Forrestfield Industrial Area Stage 1 BOS Interest Earned July 2016	4,664.64		4,664.64			
Int	31/08/2016	Forrestfield Industrial Area Stage 1 BOS Interest Earned August 2016	4,037.19		4,037.19			
Int	30/09/2016	Forrestfield Industrial Area Stage 1 BOS Interest Earned September 2016 JNL Interest Earned September 2016	3,235.11		3,235.11			
Int	31/10/2016	Forrestfield Industrial Area Stage 1 BOS Interest Earned October 2016 JNL Interest Earned October 2016	3,337.34		3,337.34			
Int	30/11/2016	Forrestfield Industrial Area Stage 1 BOS Interest Earned November 2016 JNL Interest Earned November 2016	2,726.95		2,726.95			
Int	31/12/2016	Forrestfield Industrial Area Stage 1 BOS Interest Earned December 2016 JNL Interest Earned December 2016	2,726.95		2,726.95			
Int	31/12/2016	Forrestfield Industrial Area Stage 1 BOS Interest Earned December 2016 JNL Interest Earned December 2016	2,908.72		2,908.72			
Con	31/12/2016	recognise payment of Invoice 23649 by Sundance Transport Pty Ltd JNL to recognise payment of Invoice 23649 by Sundance Transport Pty Ltd	299,416.00	299,416.00				
Con	31/12/2016	transfer developer contribution received in cash JNL to transfer developer contribution received in cash	271,484.00	271,484.00				
Int	31/01/2017	Forrestfield Industrial Area Stage 1 BOS Interest Earned January 2017 JNL Interest Earned January 2017	2,918.90		2,918.90			
Consult	9/02/2017	Aecom Australia P/L Invoice 21196717 dated 18/01/2017 JNL to transfer cost to correct job number	8,975.62			8,975.62		
Consult	9/02/2017	Petty Cash Reimbursement 17/10/2016 JNL to transfer Petty Cash Reimbursement to correct cost account	24.13			24.13		
Consult	9/02/2017	recognise payment to Woodscome Management P/L from Reserve JNL to recognise payment to Woodscome Management P/L from Reserve	2,500.00			2,500.00		
Land	23/02/2017	David & Beatrice JNL to recognise the expenditure in Forrestfield Industrial Scheme Stage 1	207,740.00				207,740.00	
Road		Shawmac Pty Ltd. Invoice 7916 dated 10/02/2017 JNL to recognise the expenditure in Forrestfield Industrial Scheme Stage 1	212,189.75					212,189.75
Int	28/02/2017	Forrestfield Industrial Area Stage 1 BOS Interest Earned February 2017 JNL Interest Earned February 2017	2,146.56		2,146.56			
Int	31/03/2017	Forrestfield Industrial Area Stage 1 BOS Interest Earned March 2017 JNL Interest Earned March 2017	1,889.30		1,889.30			
Con	31/03/2017	Perdaman Industrial Property P/L. Lot 4 (21) Ashby Close, Forrestfield. Invoice 24407 dated 31/03/2017 JNL to recognise payment of Development Contributions	224,332.00	224,332.00				
Con		Perdaman Industrial Property P/L. Lot 5 (19) Ashby Close, Forrestfield. Invoice 24408 dated 31/03/2017 JNL to recognise payment of Development Contributions	300,246.00	300,246.00				
Int	1/04/2017	correct interest earned for Forrestfield Industrial Area Scheme Stage 1 Reserve 01/04/2017 JNL to correct interest earned for Forrestfield Industrial Area Scheme Stage 1 Reserve 01/04/2017	10.00		10.00			
Int	30/04/2017	Forrestfield Industrial Area Stage 1 BOS Interest Earned April 2017 JNL Interest Earned April 2017	1,248.71		1,248.71			
Int	31/05/2017	Forrestfield Industrial Area Stage 1 BOS Interest Earned May 2017 JNL Interest Earned May 2017	1,463.45		1,463.45			
Con	29/06/2017	recognise the developer contribution paid by David Letizia JNL to recognise the developer contribution paid by David Letizia	215,548.51	215,548.51				
Con	29/06/2017	recognise the GST adjustment to invoice number 20419 issued to David Letizia JNL to recognise the GST adjustment to invoice number 20419 issued to David Letizia	2,800.00	2,800.00				
Int	30/06/2017	Forrestfield Industrial Area Stage 1 BOS Interest Earned June 2017 JNL Interest Earned June 2017	1,400.61		1,400.61			
			\$ 2,377,598.44	\$ 1,911,454.51	\$ 34,714.43	\$ 11,499.75	\$ 207,740.00	\$ 212,189.75

ATTACHMENT 3													
169900060 - Forrestfield Industrial Area Trust MUN													
Payment Dissections													
01.07.2016 to 30.06.2017													
	Date	Description	TOTAL	Advertising	Audit Fees	Consultancy	Contribution Refund	Land Acquisition	Legal Expenses	Project Management	Road Construction	Contribution Contra	Interest Contra
Road	22/09/2016	Shawmac Pty Ltd. Invoice 00007385 dated 29/04/2016 JNL to recognise creditor payments from Forrestfield Industrial Area for September 2016	8,000.00								8,000.00		
Leg		McLeods Barristers and Solicitors. Invoice 93469 dated 28/07/2016 JNL to recognise creditor payments from Forrestfield Industrial Area for September 2016	2,118.65						2,118.65				
Leg		McLeods Barristers and Solicitors. Invoice 93581 dated 29/07/2016 JNL to recognise creditor payments from Forrestfield Industrial Area for September 2016	835.85						835.85				
Leg		McLeods Barristers and Solicitors. Invoice 93578 dated 29/07/2016 JNL to recognise creditor payments from Forrestfield Industrial Area for September 2016	3,881.98						3,881.98				
Leg		McLeods Barristers and Solicitors. Invoice 93926 dated 30/08/2016 JNL to recognise creditor payments from Forrestfield Industrial Area for September 2016	1,797.98						1,797.98				
Leg		McLeods Barristers and Solicitors. Invoice 93932 dated 30/08/2016 JNL to recognise creditor payments from Forrestfield Industrial Area for September 2016	866.45						866.45				
Leg		McLeods Barristers and Solicitors. Invoice 93936 dated 30/08/2016 JNL to recognise creditor payments from Forrestfield Industrial Area for September 2016	913.21						913.21				
Land	29/10/2016	PART SALE OF LAND PER AGREEMENT FOR LOT 3 (#16) ASHBY CLOSE FORRESTFIELD - 2023.013SQM @ \$260/SQM	525,983.00					525,983.00					
Land		PART SALE OF LAND PER AGREEMENT FOR LOT 2 (249) BERKSHIRE ROAD FORRESTFIELD - 10935SQM @ \$260/SQM	284,180.00					284,180.00					
Land		PART SALE OF LAND PER AGREEMENT GOT LOT 15 (283) BERKSHIRE ROAD FORRESTFIELD - 75SQM @ \$260/SQM	1,820.00					1,820.00					
Road	29/10/2016	(Jnl to transfer costs payable related to Nardine / Ashby / Berkshire road construction costs)	80,938.11								80,938.11		
Consult		(Jnl to transfer consultancy costs)	15,830.00			15,830.00							
Leg		(Jnl to transfer legal fees)	7,257.87						7,257.87				
Con refund		(Jnl to transfer excess contribution received from Carroda Pty Ltd)	54.00				54.00						
Road	29/10/2016	Jnl to transfer expenses related to Nardine / Milner intersection - reserve entry	4,677.50								4,677.50		
Leg	24/11/2016	McLeods Invoice 94746 dated 27/10/2016 JNL to transfer payment of McLeods invoices to correct account	2,881.25						2,881.25				
Leg		McLeods Invoice 94748 dated 27/10/2016 JNL to transfer payment of McLeods invoices to correct account	123.50						123.50				
Leg		McLeods Invoice 94737 dated 27/10/2016 JNL to transfer payment of McLeods invoices to correct account	1,396.05						1,396.05				
Leg		McLeods Invoice 94747 dated 27/10/2016 JNL to transfer payment of McLeods invoices to correct account	387.80						387.80				
Leg		McLeods Invoice 94751 dated 27/10/2016 JNL to transfer payment of McLeods invoices to correct account	683.55						683.55				
Leg		McLeods Invoice 94774 dated 28/10/2016 JNL to transfer payment of McLeods invoices to correct account	806.80						806.80				
Int	31/12/2016	Forrestfield Industrial Area Stage 1 BOS Interest Earned December 2016 JNL Interest Earned December 2016	2,726.95										2,726.95
Road	31/12/2016	transfer from reserves for amounts paid to Porter Consulting Engineers for road design & survey JNL to transfer from reserves for amounts paid to Porter Consulting Engineers for road design & survey	9,000.00								9,000.00		
Road	31/12/2016	transfer amounts from reserve for progress payment made to Curnow Group Hire Pty Ltd JNL to transfer amounts from reserve for progress payment made to Curnow Group Hire Pty Ltd	102,003.67								102,003.67		
Road	31/12/2016	transfer reserve amounts for payment for Nardine Close Construction JNL to transfer reserve amounts for payment for Nardine Close Construction	159,553.61								159,553.61		
Consult	31/12/2016	transfer from reserve for amounts paid to Woodsome Management Pty Ltd JNL to transfer from reserve for amounts paid to Woodsome Management Pty Ltd	15,000.00			15,000.00							
Road	31/12/2016	transfer from reserves for amounts paid to Porter Consulting Engineers JNL to transfer from reserves for amounts paid to Porter Consulting Engineers	2,000.00								2,000.00		
Consult	31/12/2016	transfer from reserves for amounts paid to Woodsome Management Pty Ltd JNL to transfer from reserves for amounts paid to Woodsome Management Pty Ltd	5,000.00			5,000.00							
Road	31/12/2016	transfer from reserves for amounts paid to Shawmac Pty Ltd JNL to transfer from reserves for amounts paid to Shawmac Pty Ltd	3,060.00								3,060.00		
Con		recognise payment of Invoice 23649 by Sundance Transport Pty Ltd JNL to recognise payment of Invoice 23649 by Sundance Transport Pty Ltd	78,520.00									78,520.00	
Leg	31/12/2016	transfer funds from reserve account to settle legal fees paid - N380 JNL to transfer funds from reserve account to settle legal fees paid - N380	6,579.00						6,579.00				
Consult	31/12/2016	transfer funds from reserve account to settle consultancy fees paid N380 JNL to transfer funds from reserve account to settle consultancy fees paid N380	5,000.00			5,000.00							
Consult	31/12/2016	transfer consultancy fees paid to Aecom Pty Ltd JNL to transfer consultancy fees paid to Aecom Pty Ltd	8,975.62			8,975.62							
Audit	31/12/2016	transfer audit fees paid to Grant Thornton JNL to transfer audit fees paid to Grant Thornton	1,200.00		1,200.00								
Con refund	31/12/2016	(Jnl to transfer from reserve interest payment accrued on refund of contribution paid Delcove Nominees Pty Ltd)	1,265.42						1,265.42				
Con refund		(Jnl to transfer from reserve excess contribution paid - Delcove Nominees Pty Ltd)	68,619.20				68,619.20						
Con refund		(Jnl to transfer from reserve interest payment accrued on refund of contribution paid J D Rigging & Construction Pty Ltd)	175.53				175.53						
Con refund		(Jnl to transfer from reserve excess contribution paid - J D Rigging & Construction Pty Ltd)	14,985.09				14,985.09						
Con refund		(Jnl to transfer from reserve interest payment accrued on refund of contribution paid A P Djumovic Pty Ltd)	111.26				111.26						
Con refund		(Jnl to transfer from reserve excess contribution paid - A P Djumovic Pty Ltd)	15,674.78				15,674.78						
Con refund		(Jnl to transfer from reserve interest payment accrued on refund of contribution paid Pundit Pty Ltd)	273.95				273.95						
Con refund		(Jnl to transfer from reserve excess contribution paid - Pundit Pty Ltd)	15,409.11				15,409.11						
Con refund		(Jnl to transfer from reserve interest payment accrued on refund of contribution paid MEM Properties unit trust)	126.10				126.10						
Con refund		(Jnl to transfer from reserve excess contribution paid - MEM Properties unit trust)	29,998.39				29,998.39						
Con refund		(Jnl to transfer from reserve interest payment accrued on refund of Carroda Pty Ltd & Sancom Nominees Pty Ltd)	589.00				589.00						
Con refund		(Jnl to transfer from reserve excess contribution paid - Carroda Pty Ltd & Sancom Nominees Pty Ltd)	91,605.01				91,605.01						
Con refund		(Jnl to transfer from reserve interest payment accrued on refund of contribution paid AAA Egg Company Pty Ltd)	370.37				370.37						
Con refund		(Jnl to transfer from reserve excess contribution paid - AAA Egg Company Pty Ltd)	15,578.82				15,578.82						
Con refund		(Jnl to transfer from reserve interest payment accrued on refund of Willaford Pty Ltd)	135.24				135.24						
Con refund		(Jnl to transfer from reserve excess contribution paid - Willaford Pty Ltd)	6,500.00				6,500.00						
Con refund		(Jnl to transfer from reserve interest payment accrued on refund of contribution paid Blue Manta (Asia) Pty Ltd)	335.26				335.26						
Con refund		(Jnl to transfer from reserve excess contribution paid - Willaford Pty Ltd)	14,981.98				14,981.98						
Con refund		(Jnl to transfer from reserve excess contribution paid - Blue Manta (Asia) Pty Ltd)	15,256.26				15,256.26						
Land	31/12/2016	(Jnl to transfer from reserve for payment to purchase of lot 218 (67) - Nardine Close, Forrestfield - TMD Family Trust)	30,420.00					30,420.00					
Land		(Jnl to transfer from reserve for payment to purchase of lot 218 (67) - Nardine Close, Forrestfield - Warren Pymont)	16,380.00					16,380.00					
Land		(Jnl to transfer from reserve for payment to purchase of lot 60 - Milner Road, High Wycombe - Delcove Nominees Pty Ltd)	24,700.00					24,700.00					
Consult	31/12/2016	(Jnl, transfer from reserve for petty cash reimbursement)	24.13			24.13							
Leg		(Jnl, transfer from reserve to reimburse payments made to lawyers)	7,526.78						7,526.78				
Road		(Jnl, transfer from reserve to reimburse costs incurred in development of road 2)	13,000.00								13,000.00		
Road		(Jnl, transfer from reserve to reimburse costs incurred in development of Nadine/Ashby /Berkshire Road)	6,120.00								6,120.00		
Consult	9/02/2017	Woodsome Management P/L Invoice 699 dated 23/01/2017 JNL to recognise payment to Woodsome Management from Reserve	2,500.00			2,500.00							
Consult	9/02/2017	recognise payment to Woodsome Management P/L from Reserve JNL to recognise payment to Woodsome Management P/L from Reserve	2,500.00			2,500.00							
Leg	23/02/2017	McLeods Barristers & Solicitors. Invoice 96125 dated 31/01/2017 JNL to recognise the expenditure in Forrestfield Industrial Scheme Stage 1	160.25						160.25				
Leg		McLeods Barristers & Solicitors. Invoice 96123 dated 31/01/2017 JNL to recognise the expenditure in Forrestfield Industrial Scheme Stage 1	113.50						113.50				
Consult		The Planning Group WA Pty Ltd. Invoice 42877 dated 31/01/2017 JNL to recognise the expenditure in Forrestfield Industrial Scheme Stage 1	1,500.00			1,500.00							
Road		Curnow Group Hire Pty Ltd. Invoice 00150281 dated 23/12/2016 JNL to recognise the expenditure in Forrestfield Industrial Scheme Stage 1	83,803.05								83,803.05		
Road		Porter Consulting Engineers. Invoice 00017033 dated 01/02/2017 JNL to recognise the expenditure in Forrestfield Industrial Scheme Stage 1	5,000.00								5,000.00		
Land	23/02/2017	David & Beatrice JNL to recognise the expenditure in Forrestfield Industrial Scheme Stage 1	207,740.00					207,740.00					
Road		Shawmac Pty Ltd. Invoice 7916 dated 10/02/2017 JNL to recognise the expenditure in Forrestfield Industrial Scheme Stage 1	212,189.75								212,189.75		
Land	23/02/2017	David & Beatrice Kelly JNL to recognise the expenditure in Forrestfield Industrial Scheme Stage 1	207,740.00					207,740.00					
Road		Shawmac Pty Ltd. Invoice 7916 dated 10/02/2017 JNL to recognise the expenditure in Forrestfield Industrial Scheme Stage 1	4,449.75								4,449.75		

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ATTACHMENT 4			
DCS CALCULATION			
FINAL 08.09.2017			
INFRASTRUCTURE / ADMINISTRATION ITEMS	TOTAL COST METHOD	FUTURE COSTS METHOD	COMPLETED
Berkshire Road	\$255,364.96	\$255,364.96	
Dundas Road	\$0.00	\$0.00	
Milner Road	\$777,979.00	\$777,979.00	
Nardine Close - Portion A	\$557,327.30	\$92,770.71	\$464,556.59
Nardine Close - Portion B	\$629,263.08	\$629,263.08	
Nardine Milner Intersection	\$350,121.41	\$345,443.91	\$4,677.50
New Road 1	\$536,690.70	\$536,690.70	
Sultana Road West	\$1,003,560.54	\$1,003,560.54	
2A Stage 1	\$669,411.60	\$645,411.60	\$24,000.00
2A Stage 2 + Lot 51 Garage Demo	\$626,157.67	\$613,657.67	\$12,500.00
Ashby/Berkshire Intersection	\$233,757.03	\$233,757.03	
Milner/Dundas/Berkshire Intersection RAV 7	\$595,835.68	\$591,299.54	\$4,536.14
Bush Forever Lots - Fencing	\$105,875.33	\$105,875.33	
SUBTOTAL	\$6,341,344.29	\$5,831,074.06	\$510,270.23
Land Acquisition Costs including RR ceded - cash equivalent	\$7,220,690.00	\$2,995,960.00	\$4,224,730.00
Contingency (12%) including scheme costs	\$760,961.32	\$699,728.89	\$61,232.43
Scheme Management Fees (Admin)	\$1,097,741.00	\$768,000.00	\$329,741.00
TOTAL COST ESTIMATE	\$15,420,736.61	\$10,294,762.95	\$5,125,973.66
LESS SHORTFALL CORRECTION	\$195,463.00	\$195,463.00	
ADJUSTED COST ESTIMATE	\$15,225,273.61	\$10,099,299.95	
INCOME			
Less cash in hand	\$2,937,443.06	\$2,937,443.06	
Less contribution grants	\$0.00	\$0.00	
Less actual costs to date (including land)	\$5,125,973.66	\$0.00	
Reimbursements to be paid	-\$12,496.80	-\$12,496.80	
sub-total	\$8,050,919.92	\$2,924,946.26	
NET OUTSTANDING COSTS	\$7,174,353.69	\$7,174,353.69	
AREA			
Gross Lot Area less Bush forever lots	690,411	690,411	
Less proposed Road Reserve	29,893	29,893	
Lot Area Created	276,800	276,800	
sub-total	383,718	383,718	
Gross Lot Area less Bush Forever Lots less Lot Area Created / NET LOT AREA LESS LOT AREA CREATED	383,718	383,718	
Contribution Rate \$/m2 (Gross Lot Area) minus equivalent land area/contribution received	\$18.6969	\$18.6969	

ATTACHMENT 5			
DCS RATE COMPARISON CoK/Woodsome - Future Cost Method			
FINAL 08.09.17			
INFRASTRUCTURE / ADMINISTRATION ITEMS	CoK Values	Woodsome Values	Difference
Berkshire Road	\$255,364.96	\$255,364.96	\$0.00
Dundas Road	\$0.00	\$0.00	\$0.00
Milner Road	\$777,979.00	\$777,979.00	\$0.00
Nardine Close	\$722,033.79	\$722,033.79	\$0.00
Nardine Milner Intersection	\$345,443.91	\$345,443.91	\$0.00
New Road 1	\$536,690.70	\$536,690.70	\$0.00
Sultana Road West	\$1,003,560.54	\$1,003,560.54	\$0.00
2A Stage 1 (65%)	\$645,411.60	\$645,411.60	\$0.00
2A Stage 2 (55%) + Lot 51 Garage Demo	\$613,657.67	\$613,657.67	\$0.00
Ashby/Berkshire Intersection	\$233,757.03	\$233,757.03	\$0.00
Milner/Dundas/Berkshire Intersection RAV 7	\$591,299.54	\$591,299.54	\$0.00
Bush Forever Lots - Fencing	\$105,875.33	\$105,875.33	\$0.00
Land Acquisition Costs Remaining	\$2,995,960.00	\$2,995,960.00	\$0.00
Scheme Management Fees (Admin)	\$768,000.00	\$768,000.00	\$0.00
Contingency (12%) including scheme costs	\$699,728.89	\$699,728.89	\$0.00
TOTAL COST ESTIMATE	\$10,294,763	\$10,294,762.95	\$0.00
LESS SHORTFALL CORRECTION	\$195,463.00	\$195,463.00	\$0.00
ADJUSTED COST ESTIMATE	\$10,099,300	\$10,099,299.95	\$0.00
Less total income received	\$2,937,443.06	\$2,937,443.06	\$0.00
Less actual costs to date (including land)	\$0.00	\$0.00	\$0.00
Sultana Road Refund + Other refunds	-\$12,496.80	-\$12,496.80	\$0.00
sub-total	\$2,924,946.26	\$2,924,946.26	\$0.00
Net outstanding costs	\$7,174,353.69	\$7,174,353.69	\$0.00
Gross Lot Area less Bush forever lots	687,968	690,411	2,443
Less proposed Road Reserve	27,450	29,893	2,443
Lot Area Created	276,801	276,801	0
sub-total	383,718	383,718	0
Gross Lot Area less Bush Forever Lots less Lot Area Created / NET LOT AREA LESS LOT AREA CREATED	383,718	383,718	0
Contribution Rate \$/m2 (Gross Lot Area) minus equivalent land area/contribution received	\$18.6969	\$18.6969	\$0.00

10.5.6. Budget Review for Seven Months to January 2018

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	
Applicant	N/A
Owner	N/A

Attachments	1.	Amended Financial Activity Statement N& T [10.5.6.1]
	2.	Amended Financial Activity Statement Program [10.5.6.2]
	3.	Net Funding Position [10.5.6.3]
	4.	Reserves [10.5.6.4]
	5.	Reconciliation of Variances [10.5.6.5]

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to consider and approve amendments to the 2017/18 Adopted Budget as identified in the seven months to 31 January 2018 budget review.
2. It is recommended that Council:
 1. Notes the 2017/18 January Budget Review Explanation and Summary (Attachment 10.1.1.5).
 2. Pursuant to Section 6.8 (1) (b) of the *Local Government Act 1995*, authorises the Chief Executive Officer to amend the 2017/2018 current budget to reflect the changes summarised in the Amended Rates Setting Statement (Attachment 10.1.1.1).
 3. Pursuant to Section 6.16(3) (b) of the *Local Government Act 1995*, amends the following fees and charges:-

HPRC Badminton Court Hire Fees

CURRENT FEES	AMMENDED FEES		
PEAK - Single Court	2 x courts	3 x courts	4 x courts
\$22.00	\$19.80	\$17.80	\$16.00
OFF PEAK - Single Court	2 x courts	3 x courts	4 x courts
\$12.50	\$11.25	\$10.10	\$9.10

BACKGROUND

3. Regulation 33a (1) of the *Local Government (Financial Management) Regulations 1996* requires that a local government is to conduct a formal review of its adopted budget between 1 September and 31 March.
4. In pursuit of improved fiscal management and accountability, the City of Kalamunda undertakes an additional first term budget review which was conducted in October 2017. The Mid Term Budget Review covering the seven months to January 2018 is the statutory review.
5. The primary objective of regular budget reviews is to ensure that the City is closely monitoring its revenue and expenditure to mitigate the risk of the City posting a deficit at the end of this financial year. It also incorporates any changes to carry forward estimates against incomplete capital works projects as at 30 June 2018.
6. This paper provides the City with the opportunity to monitor and implement strategies to ensure that the City's Current Ratio and Untied Cash to Unpaid Trade Creditors Ratio will be further improved upon for the year ending 30 June 2018.

DETAILS

Closing Surplus position (Attachment 10.1.1.1)

7.

Summary of Movements from the Amended Financial Activity Statement			
Description	September Budget Review \$	Proposed Revised Budget \$	Variance \$
Opening Surplus Position	5,749,088	5,749,088	-
Operating Revenue Excluding Rates	20,074,372	20,744,259	669,887
Operating Expenditure	(56,190,690)	(61,230,924)	(5,040,234)
Non-Cash Movements	5,608,201	10,423,381	4,815,180
Investing Activities	(17,362,152)	(15,593,444)	1,768,708
Financing Activities	9,770,196	7,272,788	(2,497,408)
Rates Revenue	35,812,062	35,812,062	-
Closing Surplus Position	3,461,077	3,177,209	(283,868)

8. A brief synopsis of the budget variances above are as follows:

Opening Surplus Position:

The opening surplus position has been retained as it reflects the audited position for the financial year 2016/17 which has now been finalised.

Operating Revenue:

Operating Revenue excluding rates is higher than approved budget by \$669,887 of which:

- a) \$305,788 relates to Contributions and Reimbursements;
- b) \$303,974 relates to higher waste fees received; and
- c) \$84,689 higher interest income as a result of a significant uptake on payment arrangements for rates debts.

Operating Expenditure:

Operating Expenditures are higher than the revised budget by \$5 million. Due to the variance being predominantly non-cash movement related to depreciation, there is no adverse impact on the closing surplus position. Areas of significant changes are as follows:

- a) Depreciation on non-current assets is higher by \$4.5 million which aligns to the results of the infrastructure revaluation conducted in 2016/17;
- b) Loss on asset disposal of \$239,000 relates to the write-off of all HACC related assets (except the building) from the asset register which was part of the agreement with the new provider, Rise Network;
- c) Net increase in staff costs by \$223,537 emanating mainly from the IT and HR area which have better aligned resources to delivery of the Corporate Plan;
- d) Insurance expense is slightly higher by \$43,802 to allow for property claims excesses paid to date; and
- e) The rest of the expenditure types are within the budget thresholds of 5%.

Non-cash movements:

- a) Non-Cash Movements of \$5m million of which \$4.5 million relates to the change in the valuation of infrastructure assets, following a revaluation exercise done in 2016/17. The balance relates to the loss on disposal of assets calculated with the transfer of the HACC program to Rise Network on 30 June 2017.

The above non-cash movements are required to be added back to determine the final closing surplus position.

Investing activities:

- a) Investing activities decreased by \$1.8 million. The main areas affected were:
- i. Non-operating grants income increased by \$214,622 through:
 - ii. Department of Fire & Emergency Services for the purchase of a truck for \$504,832
 - iii. Roads to Recovery funding increased by \$108,527 for Patterson Rd
 - iv. Other changes in funding to allow for delays or un-successful applications amounting to \$398,737 of which \$200,000 is related to the Forrestfield Skatepark Toilet and \$60,000 relates to the Trails Loop project.
 - v. Capital Expenditure is lower than budget by \$1.5 million due to:
 - A. Property Plant and Equipment expenditure reductions of \$169,631 to allow for:
 - I. \$905,884 carry forward in 2018/19 attributable to:
 - 1) \$285K for the Forrestfield Skate Park as the Project has been delayed due to investigation to determine the most effective wastewater disposal system for the site given the cost to connect to the Water Corporation deep sewer proved to be cost prohibitive. Approvals for installation of a septic tank and disposal system is currently being addressed.
 - 2) \$250K for the Kalamunda Community Centre due to lack of direction from the State Government on funding sources;
 - 3) \$350K Kalamunda History Village due to late advice of funding from lotteries West which has resulted in a delay in calling for tenders;
 - II. \$400,000 increased spend on the construction of the hockey clubroom building.
 - III. \$35,000 increased budget for Forrestfield & Districts Bowling Club, synthetic bowling green, to allow for new irrigation system;
 - B. Infrastructure expenditures are reducing by a net \$1.38 million which are mainly due to carry overs. The major variations relate to:
 - I. Kalamunda Rd/Newburn Rd - \$108,972 due to changes in funding;
 - II. Mundaring Weir Rd seal and shoulder- \$300,000 partial carryover as tender will not be completed until last quarter 2017/18;
 - III. Mundaring Weir Rd – Bridge - \$153,000 works planned for 2017/18;
 - IV. Abernethy Rd - \$120,000 partial carry over as work will commence in last quarter 2017/18;

- V. Transfer Station carpark - \$200,000 – upgrade decision to be considered by Council;
 - VI. \$80K Stirk Park master plan for which community consultation still ongoing; and
 - VII. Alan Anderson \$150K part carry over as the tender process has only just commenced.
 - b) Financing activities shows an increase in reserves by \$2.5million due to appropriations to Reserves with:
 - i. \$2.2million allocated to un-expended capital works and specific purpose grants reserve;
 - ii. \$156K increase in waste reserves to allow for additional revenues received; and
 - iii. \$150K transferred to the WARR reserve to allow for the carryover from the Alan Anderson project.
 - c) Rates revenue is maintained in accordance with budget as information on interim rates is not available at the present time.
9. The City's year end cash position will be strong based on the revised closing surplus position of \$3,177,209.
10. The City will still need to keep tight control over income and expenditure to ensure a surplus is in place at 30 June 2018 to strengthen the City's financial capacity and reserves.
11. In light of this Budget Review all future Financial Reports presented to Council for adoption will include adjustments to the current Budget.

STATUTORY AND LEGAL CONSIDERATIONS

12. Section 6.8 (1)(b) of the *Local Government Act 1995* requires an absolute majority decision by Council for any budget amendments.
13. Section 6.16(3) (b) of the *Local Government Act 1995*, fees and charges may be amended from time to time during a financial year.

POLICY CONSIDERATIONS

14. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

15. Senior staff and Managers commenced work on the Budget Review in early February 2018 and with the final input of Directors completed the Review for Council consideration in March 2018. During this period meetings were held to ensure the integrity of budget projection.

External Referrals

16. A briefing to Council was held on 6th March 2018.

FINANCIAL CONSIDERATIONS

17. The Amended Financial Activity Statement shows the City is projected to be in a surplus position at the end of the financial year.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

18. *Kalamunda Advancing Strategic Community Plan to 2027*

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Strategy 4.1.2 - Build an effective and efficient service based organisation.

SUSTAINABILITY

Social Implications

19. Nil.

Economic Implications

20. Nil.

Environmental Implications

21. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 22.
- | | | |
|---|-------------|--------|
| Risk: Expenditure exceeds budgeted allocation resulting in negative impact on closing funds position. | | |
| Likelihood | Consequence | Rating |
| Possible | Moderate | Medium |
| Action/Strategy | | |
| Monthly management reports are tracked by business unit managers to ensure that they are operating within budget parameters.
Introduction of budget KPIs for all managers, which are strictly monitored
Introduction of scalable reports which are scrutinised by Executive on a monthly basis.
Increased reporting detail from July 2017 in line with changes in materiality threshold.
Budget reviews and forecasting of expenditures against potential revenues are monitored closely. | | |

Risk: Funds spent without a budget allocation		
Likelihood	Consequence	Rating
Unlikely	Significant	Medium
Action/Strategy		
Electronic purchasing system in place which tracks and allows authorisation of purchase orders only if a budget is available. Increased segregation of duties between purchasing business unit with responsibility for issue of purchasing orders now with Finance basically centralizing compliance aspect of purchasing.		

OFFICER COMMENT

23. The amended Financial Activity Statement following the January 2018 budget review in Column 5 (2017/18 Proposed Budget Review Attachment 10.1.1.1) reveals a balanced budget estimate for 30 June 2018 with a surplus of \$3,177,209.
24. It should be noted that the Reserves overall are still maintained at a high level with an amount of \$10,820,788 as shown in (Attachment 10.1.1.4) The main reason for the increase in reserves at 30 June 2018 is due to the carryover of some infrastructure capital projects as works for some may not be completed by year end.
25. The key to pro-actively managing the City's finances will be to diversify its revenue streams and continuing to monitor closely revenues and expenditure against allocated budgets. The City will also continue to monitor service delivery to align resources with strategic priorities.
26. It is critical that Council is committed to this strategy in order to meet service level and management requirements in a financially sustainable manner.
27. The City is focussed on ensuring that it returns a positive surplus and is constantly looking at improving its financial sustainability in line with the new ratios introduced.

Voting Requirements: Absolute Majority

RESOLVED OCM 42/2018

That Council:

1. Notes the 2017/18 January Budget Review Explanation and Summary (Attachment 10.1.1.5).
2. Pursuant to Section 6.8 (1) (b) of the *Local Government Act 1995*, authorises the Chief Executive Officer to amend the 2017/2018 current budget to reflect the changes summarised in the Amended Rates Setting Statement (Attachment 10.1.1.1).
3. Pursuant to Section 6.16(3) (b) of the *Local Government Act 1995*, amends the following fees and charges:-

HPRC Badminton Court Hire Fees

CURRENT FEES		AMMENDED FEES		
PEAK - Single Court		2 x courts	3 x courts	4 x courts
\$22.00		\$19.80	\$17.80	\$16.00
OFF PEAK - Single Court		2 x courts	3 x courts	4 x courts
\$12.50		\$11.25	\$10.10	\$9.10

Moved: Cr Geoff Stallard

Seconded: Cr Brooke O'Donnell

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

Cr Thomas left chambers at 8.35pm and returned at 8.36pm

CITY OF KALAMUNDA

28/02/2018 12:26

AMENDED FINANCIAL ACTIVITY STATEMENT
BY NATURE OR TYPE
FOR THE 7 MONTHS TO 31 JANUARY 2018

	NOTE	1 31/01/2018 Actual YTD \$	2 31/01/2018 YTD Budget \$	3 2017/18 Original Budget \$	4 2017/18 September Budget Review \$	5 2017/18 January Budget Review \$	6 Variance (5-4) \$	Variance %
Net current assets at start of financial year - surplus/(deficit)	4	5,749,088	5,749,088	3,323,060	5,749,088	5,749,088	-	0.0%
Revenue from operating activities (excluding rates and non-operating grants,subsidies and contributions)	1,2							
Operating Grants and Subsidies		704,965	722,683	1,412,166	1,418,861	1,417,195	(1,666)	(0.1%)
Contributions, Reimbursements and Donations		1,032,470	384,068	3,666,527	2,168,345	2,474,133	305,788	14.1%
Profit on Asset Disposals		226	-	-	-	-	-	
Fees and Charges		13,983,232	13,752,312	15,040,032	15,048,093	15,352,067	303,974	2.0%
Interest Earnings		529,215	563,844	1,148,432	1,148,432	1,233,121	84,689	7.4%
Other Revenue		31,607	59,234	101,564	101,564	78,666	(22,898)	(22.5%)
Ex Gratia Rates Revenue		112,349	112,349	189,077	189,077	189,077	-	-
		16,394,064	15,594,490	21,557,798	20,074,372	20,744,259	669,887	
Expenditure from operating activities	1,2							
Employee Costs		(13,401,742)	(14,076,176)	(23,803,852)	(23,850,313)	(24,073,850)	(223,537)	(0.9%)
Materials and Contracts		(11,684,430)	(12,263,471)	(21,228,190)	(21,149,459)	(21,117,801)	31,658	0.1%
Utility Charges		(1,253,740)	(1,431,584)	(2,454,603)	(2,456,072)	(2,448,372)	7,700	0.3%
Depreciation on Non-Current Assets		(5,909,257)	(4,836,968)	(6,047,128)	(6,047,128)	(10,623,308)	(4,576,180)	(75.7%)
Interest Expenses		(203,662)	(204,400)	(350,410)	(350,410)	(350,410)	-	0.0%
Insurance Expenses		(635,430)	(578,560)	(562,243)	(579,243)	(623,045)	(43,802)	(7.6%)
Loss on Asset Disposal		(239,067)	(29,162)	(50,000)	(50,000)	(289,000)	(239,000)	(478.0%)
Other Expenditure		(181,953)	(799,430)	(1,699,278)	(1,708,066)	(1,705,139)	2,927	0.2%
Total		(33,509,281)	(34,219,751)	(56,195,703)	(56,190,690)	(61,230,924)	(5,040,234)	
Operating activities excluded from budget								
Profit on Asset Disposals	2(a)	(226)	-	-	-	-	-	
Loss on Asset Disposals		239,067	29,162	50,000	50,000	289,000	239,000	478.0%
Depreciation and amortisation on Assets	2(a)	5,909,257	4,836,968	6,047,128	6,047,128	10,623,308	4,576,180	75.7%
Deferred Loan (Non Current) FUSC		(166)	-	(329)	(329)	(329)	-	0.0%
EMRC Contribution (Non-Cash)		-	-	(3,082,862)	(1,582,862)	(1,582,862)	-	0.0%
Movement in Provisions (Non-current)		(264,238)	(28,701)	1,127,264	1,127,264	1,127,264	-	0.0%
Pensioners Deferred Rates Movement		-	-	(33,000)	(33,000)	(33,000)	-	0.0%
Total		5,883,694	4,837,429	4,108,201	5,608,201	10,423,381	4,815,180	
Amount attributable to operating activities	3	(5,482,434)	(8,038,744)	(27,206,644)	(24,759,029)	(24,314,196)	444,833	
INVESTING ACTIVITIES								
Non operating grants, subsidies and contributions		2,698,305	648,319	4,568,290	4,377,656	4,592,278	214,622	4.9%
Purchase Land Held for Resale		-	-	-	(46,888)	(46,888)	-	0.0%
Purchase property, plant and equipment		(1,943,076)	(2,022,113)	(6,757,317)	(7,303,611)	(7,133,981)	169,631	2.3%
Purchase and construction of infrastructure		(5,593,710)	(7,582,581)	(15,919,338)	(16,339,309)	(14,954,854)	1,384,455	8.5%
Proceeds from Disposal of Assets		36,490	-	-	-	-	-	0.0%
Loan funds raised		-	-	1,950,000	1,950,000	1,950,000	-	0.0%
Amount attributable to investing activities		(4,801,991)	(8,956,375)	(16,158,365)	(17,362,152)	(15,593,444)	1,768,708	
FINANCING ACTIVITIES								
Repayment of Debentures		(442,446)	(437,927)	(750,747)	(750,747)	(750,747)	-	0.0%
Capital (Developer) - Contribution		-	97,685	-	-	-	-	0.0%
Proceeds from self-supporting loans		38,008	44,905	77,023	77,023	77,023	-	0.0%
Transfers to Reserves (Restricted Assets)		(75,546)	(60,795)	(983,510)	(2,183,510)	(5,391,472)	(3,207,962)	(146.9%)
Transfers from Reserves (Restricted Assets)		5,525,573	5,246,173	12,352,430	12,627,430	13,337,984	710,554	5.6%
Amount attributable to financing activities		5,045,588	4,890,041	10,695,196	9,770,196	7,272,788	(2,497,408)	
Budgeted deficiency before general rates		(5,238,837)	(12,105,078)	(32,669,813)	(32,350,985)	(32,634,853)	(283,868)	(0.9%)
Estimated amount to be raised from general rates		34,278,293	34,753,782	35,812,062	35,812,062	35,812,062	-	0.0%
Net current assets at end of financial year - surplus/(deficit)		29,039,456	22,648,703	3,142,249	3,461,077	3,177,209	(283,868)	(8.2%)

CITY OF KALAMUNDA

28/02/2018 11:44

AMENDED FINANCIAL ACTIVITY STATEMENT BY PROGRAM FOR THE 7 MONTHS TO 31 JANUARY 2018

	NOTE	1 2017/18 Actual YTD	2 2017/18 YTD Budget	3 2017/18 Original Budget	4 2017/18 September Budget Review	5 2017/18 January Budget Review	6 Variance (5-4) \$
Net current assets at start of financial year - surplus/(deficit)	4	5,749,088	5,749,088	3,323,060	5,749,088	5,749,088	-
Revenue from operating activities (excluding rates and non-operating grants, subsidies and contributions)	1,2						
Governance		10,270	65,698	112,130	113,948	113,948	-
General Purpose Funding		1,370,653	1,396,150	5,828,046	4,342,802	4,428,639	85,837
Law, Order, Public Safety		342,442	282,776	510,602	510,602	533,930	23,328
Health		611,517	605,913	623,495	623,495	623,495	-
Education and Welfare		39,335	42,186	67,682	67,682	67,682	-
Community Amenities		11,711,198	11,465,553	11,696,186	11,696,186	11,961,409	265,223
Recreation and Culture		477,167	1,023,139	1,689,792	1,689,792	1,867,659	177,867
Transport		5,569	-	-	-	-	-
Economic Services		410,443	458,134	607,042	607,042	605,042	- 2,000
Other Property and Services		1,415,469	271,228	422,823	422,823	542,455	119,632
		<u>16,394,065</u>	<u>15,610,777</u>	<u>21,557,798</u>	<u>20,074,372</u>	<u>20,744,259</u>	<u>669,887</u>
Expenditure from operating activities	1,2						
Governance		(2,331,077)	(2,311,360)	(3,838,665)	(3,786,416)	(3,848,705)	(62,290)
General Purpose Funding		(430,751)	(455,184)	(755,528)	(760,463)	(765,838)	(5,375)
Law, Order, Public Safety		(1,178,237)	(1,204,343)	(2,043,053)	(2,024,871)	(1,966,837)	58,034
Health		(872,120)	(948,672)	(1,595,707)	(1,621,279)	(1,611,533)	9,746
Education and Welfare		(350,183)	(336,883)	(557,431)	(561,556)	(551,038)	10,518
Community Amenities		(8,771,018)	(8,788,550)	(15,189,186)	(15,339,043)	(15,652,185)	(313,143)
Recreation & Culture		(12,323,728)	(11,420,719)	(18,558,091)	(18,620,195)	(19,611,820)	(991,626)
Transport		(5,763,592)	(6,215,184)	(9,355,676)	(9,328,830)	(12,446,944)	(3,118,114)
Economic Services		(707,080)	(722,684)	(1,242,151)	(1,241,283)	(1,246,172)	(4,889)
Other Property and Services		(781,495)	(1,832,459)	(3,060,216)	(2,906,756)	(3,529,851)	(623,095)
		<u>(33,509,280)</u>	<u>(34,236,038)</u>	<u>(56,195,703)</u>	<u>(56,190,690)</u>	<u>(61,230,924)</u>	<u>(5,040,234)</u>
Operating activities excluded from budget							
Profit on Asset Disposals	2(a)	(226)	-	-	-	-	-
Loss on Asset Disposals		239,067	29,162	50,000	50,000	289,000	239,000
Depreciation and Amortisation on Assets	2(a)	5,909,257	4,836,968	6,047,128	6,047,128	10,623,308	4,576,180
Deferred Loan (Non Current) FUSC		(166)	-	(329)	(329)	(329)	-
EMRC Contribution (Non-Cash)		-	-	(3,082,862)	(1,582,862)	(1,582,862)	-
Movement in Provisions (Non-current)		(264,238)	(28,701)	1,127,264	1,127,264	1,127,264	-
Pensioners Deferred Rates Movement		-	-	(33,000)	(33,000)	(33,000)	-
Total		<u>5,883,694</u>	<u>4,837,429</u>	<u>4,108,201</u>	<u>5,608,201</u>	<u>10,423,381</u>	<u>4,815,180</u>
Amount attributable to operating activities	3	<u>(5,482,434)</u>	<u>(8,038,744)</u>	<u>(27,206,644)</u>	<u>(24,759,029)</u>	<u>(24,314,196)</u>	<u>444,833</u>
INVESTING ACTIVITIES							
Non operating grants, subsidies and contributions		2,698,305	648,319	4,568,290	4,377,656	4,592,278	214,622
Purchase Land Held for Resale		-	-	-	(46,888)	(46,888)	-
Purchase property, plant and equipment		(1,943,076)	(2,022,113)	(6,757,317)	(7,303,611)	(7,133,981)	169,631
Purchase and construction of infrastructure		(5,593,710)	(7,582,581)	(15,919,338)	(16,339,309)	(14,954,854)	1,384,455
Proceeds from Disposal of Assets		36,490	-	-	-	-	-
Loan funds raised		-	-	1,950,000	1,950,000	1,950,000	-
Amount attributable to investing activities		<u>(4,801,991)</u>	<u>(8,956,375)</u>	<u>(16,158,365)</u>	<u>(17,362,152)</u>	<u>(15,593,444)</u>	<u>1,768,708</u>
FINANCING ACTIVITIES							
Repayment of Debentures		(442,446)	(437,927)	(750,747)	(750,747)	(750,747)	-
Capital (Developer) - Contribution		-	97,685	-	-	-	-
Proceeds from self-supporting loans		38,008	44,905	77,023	77,023	77,023	-
Transfers to Reserves (Restricted Assets)		(75,546)	(60,795)	(983,510)	(2,183,510)	(5,391,472)	(3,207,962)
Transfers from Reserves (Restricted Assets)		5,525,573	5,246,173	12,352,430	12,627,430	13,337,984	710,554
Amount attributable to financing activities		<u>5,045,588</u>	<u>4,890,041</u>	<u>10,695,196</u>	<u>9,770,196</u>	<u>7,272,788</u>	<u>(2,497,408)</u>
Budgeted deficiency before general rates		(5,238,837)	(12,105,078)	(32,669,813)	(32,350,985)	(32,634,853)	(283,868)
Estimated amount to be raised from general rates		<u>34,278,293</u>	<u>34,753,782</u>	<u>35,812,062</u>	<u>35,812,062</u>	<u>35,812,062</u>	-
Net current assets at end of financial year - surplus/(deficit)		<u>29,039,457</u>	<u>22,648,703</u>	<u>3,142,249</u>	<u>3,461,077</u>	<u>3,177,209</u>	<u>(283,868)</u>

CITY OF KALAMUNDA

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

FOR THE 7 MONTHS TO 31 JANUARY 2018

4. Composition of net current assets

Composition of net current assets	2017/18 Actual	2017/18 Original Budget	2017/18 September Budget Review	2017/18 January Budget Review
	\$	\$	\$	\$
Current Assets				
Cash - Unrestricted	28,012,160	7,681,438	8,000,267	7,716,398
Cash - Restricted Reserves	13,317,274	7,057,778	8,323,380	10,820,788
Receivables	8,386,182	2,409,221	2,409,221	2,409,221
Inventories	114,523	359,219	359,219	359,219
<i>*excludes loan receivables</i>	49,830,139	17,507,656	19,092,087	21,305,626
Less : Current Liabilities				
Trade and other payables	(7,143,500)	(7,270,605)	(7,270,605)	(7,270,605)
Current portion of long term borrowings	(329,913)	(984,351)	(984,351)	(984,351)
Provisions	(3,017,660)	(3,278,113)	(3,278,113)	(3,278,113)
	(10,491,073)	(11,533,069)	(11,533,069)	(11,533,069)
Unadjusted net current assets	39,339,066	5,974,587	7,559,018	9,772,557

Differences between the net current assets at the end of each financial year in the rate setting statement and net current assets detailed above arise from amounts which have been excluded when calculating the budget deficiency in accordance with FM Reg 32 as movements for these items have been funded within the budget estimates. These differences are disclosed as adjustments below.

Adjustments

Less: Cash - restricted reserves	(13,317,272)	(7,057,778)	(8,323,380)	(10,820,788)
Less: Land held for resale		-		
Less: Current loans - clubs / institutions	(329,913)	(37,024)	(37,024)	(37,024)
Add: Current portion of long term borrowings	329,913	984,351	984,351	984,351
Add: Provision for Annual Leave	1,479,074	1,708,725	1,708,725	1,708,725
Add: Provision for Long Service Leave	1,538,587	1,569,388	1,569,388	1,569,388
Less				
Restricted Cash (Reserves)	(13,317,274)	(7,057,778)	(8,323,380)	(10,820,788)
	29,039,456	3,142,249	3,461,078	3,177,209

CITY OF KALAMUNDA
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE 7 MONTHS TO 31 JANUARY 2018

9. CASH BACKED RESERVES

	2017/18 Actual					2017/18 Original Budget					2017/18 September Budget Review					2017/18 January Budget Review				
	Opening Balance \$	Interest Transfer to	Transfer to \$	Transfer (from) \$	Closing Balance \$	Opening Balance \$	Interest Transfer to	Transfer to \$	Transfer (from) \$	Closing Balance \$	Opening Balance \$	Interest Transfer to	Transfer to \$	Transfer (from) \$	Closing Balance \$	Opening Balance \$	Interest Transfer to	Transfer to \$	Transfer (from) \$	Closing Balance \$
Land and Property Enhancement and Maintenance Reserve	1,835,357	7,726	0	0	1,843,083	1,829,886	15,563	0	(896,151)	949,298	1,835,357	15,563	700,000	(896,151)	1,654,769	1,835,357	15,563	700,000	(896,151)	1,654,769
Waste Management Reserve	1,301,219	5,480	0	0	1,306,699	1,583,187	21,599	350,000	(200,000)	1,754,786	1,301,219	21,599	350,000	(385,000)	1,287,818	1,301,219	21,599	550,000	(429,146)	1,443,672
EDP - IT Equipment Reserve	831,397	3,500	0	0	834,897	809,425	3,474	0	(629,000)	183,899	831,397	3,474	0	(719,000)	115,871	831,397	3,474	250,000	(883,843)	201,028
Local Government Elections Reserve	128,192	540	0	0	128,732	130,054	5,219	110,000	(146,000)	99,273	128,192	5,219	110,000	(146,000)	97,411	128,192	5,219	120,699	(146,000)	108,110
Long Service Leave Reserve	1,556,519	6,553	0	0	1,563,072	1,577,337	19,430	140,000	(771,973)	964,794	1,556,519	19,430	140,000	(771,973)	943,976	1,556,519	19,430	140,000	(771,973)	943,976
Plant and Equipment Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stirk Park Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HACC Reserve	341,727	1,440	0	0	343,167	0	0	0	0	0	341,727	0	0	0	341,727	341,727	0	0	0	341,727
Forrestfield Industrial Area Reserve	121,445	513	0	0	121,958	120,981	2,033	0	0	123,014	121,445	2,033	0	0	123,478	121,445	2,033	0	0	123,478
Insurance Contingency Reserve	178,606	753	0	0	179,359	177,816	2,850	0	(150,000)	30,666	178,606	2,850	0	(150,000)	31,456	178,606	2,850	107,500	(150,000)	138,956
Light Plant Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Revaluation Reserve	253,407	1,067	0	0	254,474	252,483	4,289	0	(200,000)	56,772	253,407	4,289	0	(200,000)	57,696	253,407	4,289	0	(200,000)	57,696
Nominated Employee Leave Provisions Reserve	1,775,544	7,479	0	0	1,783,023	1,769,945	27,376	110,000	(350,000)	1,557,321	1,775,544	27,376	110,000	(350,000)	1,562,920	1,775,544	27,376	110,000	(350,000)	1,562,920
Forrestfield Industrial Scheme Stage 1	2,937,443	8,885	0	(525,573)	2,420,755	2,873,290	0	0	(2,873,290)	(0)	2,937,443	0	0	(2,873,290)	64,153	2,937,443	0	0	(2,873,290)	64,153
Waste Avoidance and Resource Recovery Reserve	60,000	260	0	0	60,260	60,000	1,200	0	(60,000)	1,200	60,000	1,200	0	(60,000)	1,200	60,000	1,200	150,000	(60,000)	151,200
Asset Enhancement Reserve	1,300,091	5,473	0	0	1,305,564	1,097,569	1,098	0	0	1,098,667	1,300,091	1,098	500,000	0	1,801,189	1,300,091	1,098	607,500	(250,000)	1,658,689
Unexpended Capital Works and Specific Purpose Grants Reserve	5,989,205	25,218	0	(5,000,000)	1,014,423	5,988,375	0	169,223	(5,986,016)	171,582	5,989,205	0	169,223	(5,986,016)	172,412	5,989,205	0	2,551,486	(6,237,581)	2,303,110
Environmental Reserve	157,148	660	0	0	157,808	156,350	156	0	(90,000)	66,507	157,148	156	0	(90,000)	67,304	157,148	156	0	(90,000)	67,304
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	18,767,300	75,546	0	(5,525,573)	13,317,274	18,426,698	104,287	879,223	(12,352,430)	7,057,778	18,767,300	104,287	2,079,223	(12,627,430)	8,323,380	18,767,300	104,287	5,287,185	(13,337,984)	10,820,788

CITY OF KALAMUNDA		
BUDGET REVIEW JANUARY 2018		
SUMMARY OF CHANGES		
		Variance
	\$	\$
	Increase/(decrease)	Increase/(decrease)
Funding Surplus C/F as per September 2017 Budget Review		3,461,077
OPERATING		
Income		
Operating Grants and Subsidies		
Consolidated changes	(1,666)	(1,666)
Contributions, Reimbursements and Donations		
Synergy refund	66,654	
Amounts recovered from Department of Education for shared maintenance of Kostera Oval	68,923	
Insurance reimbursements for parks and building related damage claims	113,418	
Municipal workfare claims	33,478	
Other consolidated changes	23,315	305,788
Fees and Charges		
Budget increased to match actual receipt of refuse collection fees	220,689	
Recycling rebates - Allied Metal and Remondis	40,000	
Higher supervision fees in relation to Forrestfield Airport development projects	25,000	
Other consolidated changes	18,285	303,974
Interest Earnings		
Increase in rates penalty interest income	65,000	
Other consolidated changes	19,689	84,689
Other Revenue		
Reduction of fines and penalty income from Statutory Planning business unit	(26,226)	
Other consolidated changes	3,328	(22,898)
Expenditure		
Employee costs		
New staff positions		
Organisational Development Coordinator	(76,000)	
IT security officer	(47,095)	
GIS officer - Records	(21,723)	
Project Manager - Records	(33,791)	
IT department restructure cost	(160,905)	
Savings in workers compensation	215,666	
Other consolidated changes	(99,689)	(223,537)
Materials and Contracts		
Increase to legal expenses budget to address supreme court actions against the City	(50,000)	
Backfill of staff requirements in IT	(20,000)	
Higher IT hardware expenditure due to new drafting machines and staff growth	(20,000)	
Higher bank charges	(30,000)	
Purchase a portion of Lot 7 (No. 257) Lesmurdie Road, Lesmurdie - resolved (OCM 239/2017)	(43,400)	
Consolidated increase in materials and contracts costs in Waste Management	(185,562)	
Consolidated increase in materials and contracts costs in Parks Maintenance mainly due to contract mowing and adhoc tree pruning and removals.	(59,600)	
Hartfield Park Cultural Heritage Management Plan	(50,000)	
Forrestfield North project budget increased - 2018-19 allocation to be reduced by 100k	(100,000)	
Election expenses less than budgeted	10,699	
Reduction of management fees budget until finalisation of agreement - Kalamunda Water Park.	90,000	
Reduction of debt collection charges budget	90,000	
Lower than expected volume of valuations	10,000	
Consolidated reduction in materials and contracts costs in infrastructure maintenance	91,371	
Reductions to budgets in demolition projects - Pioneer Park Pavilion, Green Room, Pickering Brook Tennis Court Shelter, Toy Library Garage	38,214	
Reclassification of operating expenditure as capital expenditure - N385 Woodlupine Creek temporary work and Risk Management		
Software cost in IT	54,697	
Reduction in materials and contracts costs in fire mitigation	64,000	
Reduction to Job 1305 Poison Gully Offset project due to review of offset program and cultural engagement plan.	43,160	
Reduce budget for ranger and fire inspectors Ipads due to duplication	20,000	
Reallocation of building maintenance budgets to capital building projects	25,000	
Other consolidated changes	53,079	31,658
Utility Charges		
Consolidated changes	7,700	7,700
Depreciation on Non Current Assets		
Infrastructure adjustment to bring in line with Assetic asset management system.	(3,956,731)	
Buildings depreciation adjustment to bring in line with Assetic asset management system.	(519,419)	
Furniture, Plant and Equipment	(100,000)	(4,576,180)

CITY OF KALAMUNDA		
BUDGET REVIEW JANUARY 2018		
SUMMARY OF CHANGES		
		Variance
	\$	\$
	Increase/(decrease)	Increase/(decrease)
Insurance Expenses		
Cost of restoration/replacement work below excess claim amount	(52,281)	
Consolidated changes	8,479	(43,802)
Loss on Asset Disposal		
Loss from write off of mainly HACC assets except the building	(239,000)	(239,000)
Other Expenditure		
Consolidated changes	2,927	2,927
Non Cash Items added back		
Loss on Asset Disposal	239,000	239,000
Depreciation	4,576,180	4,576,180
CAPITAL		
Investing Activities		
Capital Contributions & Grants		
Grant from DFES for Fire Truck	504,832	
Additional roads to recovery funding allocated to Job 3413 Patterson Road	108,527	
Return excess blackspot funding - Job 3366 Abernethy Rd/Grogan Rd	(48,329)	
Carry over blackspot funding to next year for Job 3405 Kalamunda Rd/Newburn Rd	(48,432)	
Grant funding for Trails Loop Implementation unlikely to be received this financial year due to delay in commencement of project	(60,000)	
Job 4831 Forrestfield Skate park toilet block project carried over to next year - 200k cash in lieu funding to be identified against this job in 2018-19	(200,000)	
Unsuccessful grant funding for bus shelters	(26,500)	
Other consolidated changes	(15,476)	214,622
Purchase property, plant and equipment		
Buildings		
Carry forward of building projects (see slides for further information)	905,884	
Net increase in building projects (see slides for further information)	(340,807)	
Plant and Equipment		
- Forrestfield Skate park Security Camera Project removed as work undertaken via separate CCTV project.	50,000	
- Carry over 100k from N386 Federal Government Safer Communities CCTV Project to next financial year	100,000	
- Purchase of Fire Truck (DFES funded)	(504,832)	
Furniture and Equipment - New Software in IT (Contracts and procurement software and higher quotation for risk management software)	(43,052)	
	2,438	169,631
Purchase and Construction of Infrastructure		
Roads Expenditure		
Carry forward of roads projects (see slides for further information)	721,972	
Net reduction in roads projects (see slides for further information)	(203,552)	
Reduction in Drainage Expenditure	194,057	
Parks and Ovals Expenditure		
Carry forward of parks projects (see slides for further information)	308,500	
Net reduction in parks projects (see slides for further information)	182,885	
Reduction in Footpaths Expenditure	34,107	
Special works Expenditure		
Carry forward of special projects (see slides for further information)	200,000	
Net increase in parks projects (see slides for further information)	(53,514)	1,384,455
Financing Activities		
Net movement due to carry over of transfer station upgrade project to next financial year and funds release from reserve towards repayment of WATC loan for waste compactor.	(155,854)	
Net movement from IT reserve to fund additional software purchases and Project Manager position during last quarter of 2017-18, and funds redirected from asset enhancement reserve.	(85,157)	
Saving in election expenses transferred back to elections reserve	(10,699)	
50 % savings from workers compensation directed to insurance contingency reserve	(107,500)	
Funds moved to the Waste Avoidance and Resource Recovery Reserve O/A Alan Anderson Park restoration carry forward to next financial year	(150,000)	
Net Funds moved out from the Asset Enhancement Reserve - Increase from 50 % savings from workers compensation and redirect reserve funds towards shortfall in IT reserve.	142,500	
Net Funds moved to the Capital Unexpended Capital Works and Specific Purpose Grants Reserve for projects carried over to next financial year	(2,130,698)	(2,497,408)
Closing Funding Surplus as per Budget Review January 2018		3,177,210
City of Kalamunda		297

10.5.7. Debtors and Creditors Report for the Period Ended 28 February 2018

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A

Attachments	1. Creditors Payments for the month of February 2018 [10.5.7.1]
	2. Summary of Debtors for the month of February 2018 [10.5.7.2]
	3. Summary of Creditors for the month of February 2018 [10.5.7.3]

EXECUTIVE SUMMARY

1. The Debtors and Creditors report provides Council with payments made from Municipal and Trust accounts together with outstanding debtors for the month of February 2018.
2. To receive the list of payments made from the Municipal Accounts in February 2018 in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 13)*.
3. To receive the list of payments made from the Trust Accounts in February 2018 in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 13)*.
4. To receive the outstanding debtors and creditors reports for the month of February 2018.

BACKGROUND

5. Trade Debtors and Creditors are subject to strict monitoring and control procedures and in the month of February 2018 there were no abnormal overdue debtors that demanded special attention.
6. In accordance with the *Local Government (Financial Management) Regulations 1996 (Regulation 13)* reporting on outstanding debtors and creditors must occur monthly.

DETAILS

Debtors

7. Sundry debtors as of 28 February 2018 were \$140,087 of which \$104,040 was made up of current debts and \$7,149 unallocated credits (excess or overpayments).
8. Invoices over 30 days total \$15,370, debts of significance are:
 - a) Aroona Alliance, \$2,970, Private Works;
 - b) Zig Zag Gymnastics, \$2,923, Hall Hire;
 - c) Illuminations Dance Company, \$1,786, Hall Hire; and
 - d) Midland Sisdac, \$1,596 Hall Hire.
9. Invoices over 60 days total \$7,064, debts of significance are:
 - a) Zig Zag Gymnastics, \$2,923, Hall Hire; and
 - b) Titan Taekwon-Do, \$1,144, Hall Hire.
10. Invoices over 90 days total \$20,762, debts of significance are:
 - a) Zig Zag Gymnastics, \$9,170, Hall Hire – City is in discussions with the lessee on how best to reduce the debt;
 - b) N Tota & C Rosca, \$4,400, Replacement of Verge Trees;
 - c) Illuminations Dance Company, \$1,931, Hall Hire;
 - d) Evolution Cheer and Dance, \$1,508, Hall Hire; and
 - e) Keith Mortimer, \$1,133, Replacement Street Tree.

Creditors

11. Payments totalling \$4,148,129.22 were made during the month February 2018. Standard payment terms are 30 days from the end of the month, with local businesses and contractors on 14 day terms.
12. Significant Municipal payments (GST inclusive) made in the month were:

Supplier	Purpose	\$
Eastern Metropolitan Regional Council (EMRC)	Domestic waste charges – disposal fees	438,354.12
Australian Tax Office	PAYG payments	390,941.91
Le Grove Landscaping	Land scaping works for the development of grass hockey fields – Hartfield Park	389,890.23
Asphaltech Pty Ltd	Road materials for various locations	230,943.67
Cleanaway	Waste, recycling & bulk bin disposal service fees	215,202.40
All Earth Group Pty Ltd	Disposal of road sweepings, gully education soils & mixed waste materials	191,079.81
WA Local Government Superannuation Plan	Superannuation contributions	185,643.64

Synergy	Power charges – various locations and street lighting	140,197.80
WINC Australia Pty Ltd	Stationery, office supplies & Microsoft Annual license fees	137,065.19
Equity Settlements Trust Account	Rates Refund	86,307.95
Beaver Tree Services	Tree removal / pruning for various locations	50,647.58

These payments total \$ 2,456,274.30 and represent 59.21% of all payments for the month.

Payroll

13. Salaries are paid in fortnightly cycles. A total of \$1,169,502.54 was paid in net salaries for the month February 2018.
14. Details are provided in (Attachment 10.1.2.1) after the creditor's payment listing.

Trust Account Payments

15. The Trust Accounts maintained by the City relate to the following types:
 - a) CELL 9 Trust
 - b) POS Trust
 - c) BCITF Levy
 - d) Building Services (Licence) Levy
 - e) Unclaimed Monies
16. The following payments (GST exclusive) were made from the Trust Accounts in the month of February 2018.

BCITF Levy		Amount (\$)
Date	Description	
2/2/2018	Building and Construction Industry Training fund levy January 2018	4,955.21
CELL 9		Amount (\$)
Date	Description	
27/2/2018	A Proud Land Mark Pty Ltd – valuation of lot 33, Hale Road, Wattle Grove	1,050.00
27/2/2018	Opteon – truck watering to Hale & Wimbridge road roundabout landscape works	4,000.00
BRB Levy		Amount (\$)
Date	Description	
28/2/2018	Building Services (Licenses) Levy – February 2018	9,253.58

STATUTORY AND LEGAL CONSIDERATIONS

17. Pursuant to Regulation 12(1) of the *Local Government (Financial Management) Regulations 1996* (WA), a payment may only be made from the municipal fund or the trust fund —
- a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - b) otherwise, if the payment is authorised in advance by a resolution of the Council.
18. On 26 June 2017, Council resolved to adopt the City's current Delegation Register (ref OCM 102/2017), which was accordingly updated and came into effect on 27 June 2017 (27 June 2017 Register of Delegations). The previous review of the register was completed 25 May 2015.
19. Delegation FMR1 – *'Payments from Municipal and Trust Funds'* of the 27 June 2017 Register of Delegations, provides that under section 5.42 of the *Local Government Act 1995* (WA), the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the *Local Government (Financial Management) Regulations 1996* (WA), regarding the making of payments from the municipal and trust funds.
20. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* (WA) provides that if the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
- a) the payee's name; and
 - b) the amount of the payment; and
 - c) the date of the payment; and
 - d) sufficient information to identify the transaction
21. This report is prepared in accordance with the requirements of Regulation 13 the *Local Government (Financial Management) Regulations 1996* (WA).

POLICY CONSIDERATIONS

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

CONSULTATION /COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

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

External Referrals

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

FINANCIAL CONSIDERATIONS

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

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Strategy 4.1.2 - Build an effective and efficient service-based organisation.

SUSTAINABILITY

Social Implications

27. Nil.

Economic Implications

28. Nil.

Environmental Implications

29. Nil.

RISK MANAGEMENT CONSIDERATIONS

Debtors

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

Creditors

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

OFFICER COMMENT

32. Creditor payments for February 2018 are in the normal range in line with trend expenditure.

Voting Requirements: Simple Majority

RESOLVED OCM 43/2018

That Council:

1. Receives the list of payments made from the Municipal Accounts in February 2018 (Attachment 10.1.2.1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 13)*.
2. Receives the list of payments made from the Trust Accounts in February 2018 as noted in point 15 above in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 13)*.
3. Receives the outstanding debtors and creditors reports (Attachments 10.1.2.2 & 10.1.2.3) for the month of February 2018.

Moved: Cr Margaret Thomas

Seconded: Cr Cameron Blair

Vote: CARRIED UNANIMOUSLY (9/0)

Chq/EFT	Date	Name	Description	Amount
1202	31/01/2018	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	2787.40
1203	02/02/2018	LES MILLS ASIA PACIFIC INDUSTRIES	MONTHLY LICENCE FEE	1284.42
1204	07/02/2018	AUSTRALIAN TAXATION OFFICE	TAXATION	187429.45
1205	08/02/2018	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	6396.01
1206	09/02/2018	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	699.82
1207	15/02/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO 219 FIXED COMPONENT	17037.83
1208	20/02/2018	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS COSTS DIRECTOR ASSET SERVICES - \$1424.00 GENERAL COUNSEL & EXECUTIVE ADVISOR - \$26.67 PROCUREMENT & FINANCE OFFICER - \$2413.52 CHIEF EXECUTIVE OFFICER - \$100.00 FUNCTIONS CO-ORDINATOR - \$555.06 DIRECTOR DEVELOPMENT SERVICES - \$-1625.00 MANAGER PEOPLE SERVICES - \$8834.00 LIBRARY SERVICES TEAM LEADER - \$2706.53 SENIOR PROCUREMENT OFFICER - \$176.83	14611.61
1209	21/02/2018	AUSTRALIAN TAXATION OFFICE	TAXATION	203512.46
EFT61306	08/02/2018	THE WORKWEAR GROUP PTY LTD	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	299.58
EFT61307	08/02/2018	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 05 FEBRUARY 2018	2804.35
EFT61308	08/02/2018	SHAWMAC PTY LTD	FORRESTFIELD / HIGH WYCOMBE INDUSTRIAL AREA - PLANNING SCHEMES - PAVEMENT INVESTIGATION & DESIGN	10202.50
EFT61309	08/02/2018	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	5257.62
EFT61310	08/02/2018	THE PLANNING GROUP WA PTY LTD (TPG TOWN PLANNING URBAN DESIGN & HERITAGE)	PROFESSIONAL PLANNING SERVICES FOR FORRESTFIELD NORTH STRUCTURE PLAN	30247.26

Chq/EFT	Date	Name	Description	Amount
EFT61311	08/02/2018	KALAMUNDA PHYSIOTHERAPY CENTRE	MAINTENANCE & REPAIRS TO THE KERBING AT 45 CENTRAL ROAD KALAMUNDA	1260.00
EFT61312	08/02/2018	AUSTRALIAN TRAINING MANAGEMENT	REGISTRATION FOR STAFF TO ATTEND SENIOR FIRST AID COURSE AT THE ZIG ZAG CULTURAL CENTRE	1400.00
EFT61313	08/02/2018	ALL EARTH GROUP PTY LTD	DISPOSAL OF ROAD SWEEPINGS, GULLY EDUCTION SOILS & MIXED WASTE MATERIALS	191079.81
EFT61314	08/02/2018	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	960.00
EFT61315	08/02/2018	WHITE ROOM FRAMING STUDIOS	FRAMING SERVICES	336.00
EFT61316	08/02/2018	KOORI KIDS PTY LTD	SUCCESSFUL FUNDING THROUGH THE COMMUNITY DEVELOPMENT FUNDING PROGRAM ROUND ONE - DECEMBER 2017	450.00
EFT61317	08/02/2018	IMPERIAL POOLS	FOOTPATH DEPOSIT REFUND	2500.00
EFT61318	08/02/2018	LEISURE TIME PTY LTD	RATES REFUND	741.03
EFT61319	08/02/2018	ROBYN BEARDSSELL	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	84.00
EFT61320	08/02/2018	CAROL ANNE CRUTE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE -	9.80
EFT61321	08/02/2018	HENRY MAXWELL	CROSSOVER CONTRIBUTION	428.00
EFT61322	08/02/2018	GILL BAXTER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	5.60
EFT61323	08/02/2018	JURG HUNZIKER	CONSULTATION SERVICES - DESIGN ADVISORY COMMITTEE - WORK COMPLETED BETWEEN 01/12/17 - 31/12/17	750.00
EFT61324	08/02/2018	ANGELO CONDIDORIO	CROSSOVER CONTRIBUTION	428.00
EFT61325	08/02/2018	CITY OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	150.00
EFT61326	08/02/2018	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1085.85
EFT61327	08/02/2018	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	1597.41
EFT61328	08/02/2018	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	678.87
EFT61329	08/02/2018	LANDGATE	LAND ENQUIRIES FOR VARIOUS LOCATIONS	177.10

Chq/EFT	Date	Name	Description	Amount
EFT61330	08/02/2018	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	482.94
EFT61331	08/02/2018	WA LOCAL GOVERNMENT ASSOCIATION	GAPP ANNUAL SUBSCRIPTION AND SERVICE FEE DECEMBER 2017 TO MAY 2018	550.00
EFT61332	08/02/2018	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	8289.76
EFT61333	08/02/2018	CLEANAWAY	WASTE / RECYCLING & BULK BIN DISPOSAL SERVICES FEES	215202.40
EFT61334	08/02/2018	LANDGATE - VALUATIONS	GROSS RENTAL VALUATION FEES FOR VARIOUS LOCATIONS	329.50
EFT61335	08/02/2018	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	438.49
EFT61336	08/02/2018	MCKAY EARTHMOVING PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	231.00
EFT61337	08/02/2018	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	1077.51
EFT61338	08/02/2018	FASTA COURIERS	COURIER FEES	149.33
EFT61339	08/02/2018	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	6682.83
EFT61340	08/02/2018	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES / CLEANING SUPPLIES	934.33
EFT61341	08/02/2018	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1483.79
EFT61342	08/02/2018	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	451.00
EFT61343	08/02/2018	SYNERGY	POWER CHARGES	5633.55
EFT61344	08/02/2018	ALINTA ENERGY	GAS CHARGES	1860.30
EFT61345	08/02/2018	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	467.65
EFT61346	08/02/2018	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	3056.05
EFT61347	08/02/2018	KENNEDYS TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	30555.26
EFT61348	08/02/2018	MILPRO WA (INCORPORATING HILL TOP TROPHIES)	SUPPLY OF NAME BADGES	129.25

Chq/EFT	Date	Name	Description	Amount
EFT61349	08/02/2018	BRICK CONCEPTS	CROSSOVER MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	2156.00
EFT61350	08/02/2018	A1 DIESEL INJECTION	PLANT / VEHICLE PARTS	220.00
EFT61351	08/02/2018	OWEN MCGRATH	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	38.50
EFT61352	08/02/2018	MARKETFORCE PTY LTD	ADVERTISING FOR VARIOUS JOBS / EVENTS	452.17
EFT61353	08/02/2018	IT VISION AUSTRALIA PTY LTD	DOC ASSEMBLER - ANNUAL LICENSE FEE- 01/12/17 - 30/11/18 CONFUENCE USER LICENSES FOR JANUARY 2018	38460.04
EFT61354	08/02/2018	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	21622.29
EFT61355	08/02/2018	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	911.68
EFT61356	08/02/2018	MARK & LEANNE DOUGLAS	FOOTPATH DEPOSIT REFUND	2500.00
EFT61357	08/02/2018	AUSTRALIAN INSTITUTE OF MANAGEMENT	REGISTRATION FOR STAFF TO ATTEND LEADERSHIP SEMINAR	5600.00
EFT61358	08/02/2018	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	103.95
EFT61359	08/02/2018	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES FOR VARIOUS FUNCTIONS	496.10
EFT61360	08/02/2018	WATTLE GROVE VETERINARY HOSPITAL	VETERINARY FEES	220.00
EFT61361	08/02/2018	HIGH WYCOMBE CRICKET CLUB	HIGH WYCOMBE CRICKET CLUB - GRASS TURF WICKETS MAINTENANCE FROM JAN - MAR 18 KIDSPORT FUNDING FOR VARIOUS PLAYERS	8096.00
EFT61362	08/02/2018	GCS SERVICES	SUPPLY OF DISHWASHER RACKS FOR ADMIN KITCHEN	345.40
EFT61363	08/02/2018	HELEN ARMSTRONG & ASSOCIATES (T/AS WAXING LYRICAL CANDLES)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	16.80
EFT61364	08/02/2018	KALAMUNDA PLUMBING & ELECTRICAL	PLUMBING REPAIRS / MAINTENANC FOR VARIOUS LOCATIONS	7952.85
EFT61365	08/02/2018	TOTAL EDEN PTY LTD	RETICULATION PARTS AND SERVICES AS REQUIRED	4421.06

Chq/EFT	Date	Name	Description	Amount
EFT61366	08/02/2018	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	5786.85
EFT61367	08/02/2018	HILLS BOBCAT AND TRUCK HIRE SERVICE - DAVID VALLIS	FOOTPATH DEPOSIT REFUND	2500.00
EFT61368	08/02/2018	WILD SEASONS FLOWERS PTY LTD	FLOWER ARRANGEMENTS FOR CITIZENSHIP CEREMONY	150.00
EFT61369	08/02/2018	STRAND CONVEYANCING	RATES REFUND	287.30
EFT61370	08/02/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA DIVISION)	REGISTRATION FOR STAFF TO ATTEND INDUCTION TO LOCAL GOVERNMENT WORKSHOP	1675.00
EFT61371	08/02/2018	TECHNOLOGY ONE LTD	MAP BUILDER IMPLEMENTATION SERVICES	5412.00
EFT61372	08/02/2018	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	50% COST SHARING FOR THE COMMUNITY FIRE MANAGER FOR THE PERIOD 29/09/17 - 28/12/17 AS PER MOU BETWEEN DFES AND THE CITY OF KALAMUNDA	23021.90
EFT61373	08/02/2018	SUITCASE CIRCUS	SCHOOL HOLIDAY PROGRAM AT HARTFIELD PARK RECREATION CENTRE	380.00
EFT61374	08/02/2018	ANNA HAMERSLEY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	72.45
EFT61375	08/02/2018	CENTAMAN SYSTEMS PTY LTD	ANNUAL LICENSES AND SUPPORT FEES - 01/11/17 - 31/10/18 FOR ADMIN, HARTFIELD PARK & HIGH WYCOMBE RECREATION CENTRES	17606.82
EFT61376	08/02/2018	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	21332.44
EFT61377	08/02/2018	PARKS AND LEISURE AUSTRALIA	REGISTRATION FOR STAFF TO ATTEND PLAYSCAPES TECHNICAL TOUR	594.00
EFT61378	08/02/2018	CELEBRATION HOMES	FOOTPATH DEPOSIT REFUNDS	5000.00
EFT61379	08/02/2018	COMMUNITY NEWSPAPER GROUP LTD	ADVERTISING FOR VARIOUS JOBS AND EVENTS	5760.81
EFT61380	08/02/2018	KANYANA WILDLIFE REHABILITATION CENTRE INC	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	524.00

Chq/EFT	Date	Name	Description	Amount
EFT61381	08/02/2018	BIG W (AR W1.C3.U.07)	BOOKS, CDS AND DVDS FOR FORRESTFIELD LIBRARY	547.00
EFT61382	08/02/2018	FOOD TECHNOLOGY SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR HEALTH DEPARTMENT	2091.65
EFT61383	08/02/2018	ATI-MIRAGE TRAINING SOLUTIONS	REGISTRATION FOR STAFF TO ATTEND TIME MANAGEMENT WITH OUTLOOK TRAINING	397.38
EFT61384	08/02/2018	B & A ILIJOVSKI	RATES REFUND	331.01
EFT61385	08/02/2018	PICKERING BROOK HERITAGE GROUP	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	31.50
EFT61386	08/02/2018	G FORCE PRINTING	SUPPLY OF PRINTED STATIONERY STOCK	472.56
EFT61387	08/02/2018	SPECIALISED SECURITY SHREDDING	SECURE DOCUMENT DISPOSAL BIN REMOVAL AND REPLACEMENT	121.00
EFT61388	08/02/2018	HERITAGE HOMES WA PTY LTD	BUILDING APPLICATION FEE REFUND	118.50
EFT61389	08/02/2018	PORTER CONSULTING ENGINEERS	HALE ROAD/WOOLWORTHS DRIVE INTERSECTION AND COMMERCIAL ACCESS REVIEW	550.00
EFT61390	08/02/2018	ROSEBRIDGE HOUSE BED & BREAKFAST	ACCOMMODATION X 4 ROOMS FOR JAMES BLUNDELL GROUP PERFORMANCE AT KALAMUNDA PERFORMING ARTS CENTRE	700.00
EFT61391	08/02/2018	BLUEPRINT HOMES (WA) PTY LTD	FOOTPATH DEPOSIT REFUNDS	5000.00
EFT61392	08/02/2018	WOOLWORTHS GROUP LIMITED	GROCERY SUPPLIES FOR AUSTRALIA DAY CITIZENSHIP CEREMONY	762.69
EFT61393	08/02/2018	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	828.26
EFT61394	08/02/2018	GIUSEPPE AND DIANA CASELLA	FOOTPATH DEPOSIT REFUND	2500.00
EFT61395	08/02/2018	KATHERINE WILLIAMS	HALL AND KEY BOND REFUND	550.00
EFT61396	08/02/2018	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASES	9495.25
EFT61397	08/02/2018	JAMIE & NICOLA JANE MUNROE	RATES REFUND	697.76
EFT61398	08/02/2018	TOM CAIRNS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	4.20
EFT61399	08/02/2018	WARDEN CONSTRUCTION (WA) PTY LTD	BUILDING APPLICATION FEE REFUND	63.27

Chq/EFT	Date	Name	Description	Amount
EFT61400	08/02/2018	OVEN SPARKLE PTY LTD	OVEN CLEANING SERVICES FOR VARIOUS LOCATIONS	528.00
EFT61401	08/02/2018	DRAINFLOW SERVICES PTY LTD	CLEANING / MAINTAINING STORM WATER DRAINS	1731.40
EFT61402	08/02/2018	SIMPLY SETTLEMENTS	RATES REFUND	221.15
EFT61403	08/02/2018	LIBERTY OIL AUSTRALIA PTY LTD	SUPPLY OF FUEL	31680.88
EFT61404	08/02/2018	GUMNUTS & LAVENDER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	4.20
EFT61405	08/02/2018	AVELING HOMES	FOOTPATH DEPOSIT REFUND	2500.00
EFT61406	08/02/2018	RAGHURAM REDDY BODDU	RATES REFUND	182.66
EFT61407	08/02/2018	KOTT GUNNING LAWYERS	LEGAL EXPENSES	4499.00
EFT61408	08/02/2018	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	495.00
EFT61409	08/02/2018	CHRISTINE VITLER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	22.75
EFT61410	08/02/2018	NANCY GILLESPIE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	14.00
EFT61411	08/02/2018	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	4040.85
EFT61412	08/02/2018	WEST-SURE GROUP PTY LTD	CASH IN TRANSIT SERVICES - JANUARY 2018	1573.94
EFT61413	08/02/2018	SIMSAI CONSTRUCTIONS GROUP PTY LTD	FOOTPATH DEPOSIT REFUND	2500.00
EFT61414	08/02/2018	KARIN HOTCHKIN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18 SALE OF ARTWORK - COLLECTIONS OF THE NAÏVE EXHIBITION	3843.00
EFT61415	08/02/2018	ALISON MULCAHY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	11.20
EFT61416	08/02/2018	THE GOOD GUYS	ELECTRICAL SUPPLIES	1140.00
EFT61417	08/02/2018	THE PETAL PRESS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	2.94

Chq/EFT	Date	Name	Description	Amount
EFT61418	08/02/2018	CLAIRE O'NEILL - CLAIRE'S EMBROIDERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	112.70
EFT61419	08/02/2018	LINDA STONES	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	146.65
EFT61420	08/02/2018	IAN MOSS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	143.50
EFT61421	08/02/2018	PETER FALCONER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	4.20
EFT61422	08/02/2018	JANICE PITTMAN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	30.80
EFT61423	08/02/2018	SAFE T CARD AUSTRALIA PTY LTD	MONTHLY MONITORING CHARGES FOR VARIOUS LOCATIONS	132.00
EFT61424	08/02/2018	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	19469.89
EFT61425	08/02/2018	THE ARTFUL FLOWE - FELICIA LOWE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	38.50
EFT61426	08/02/2018	DATATEL COMMUNICATIONS PTY LTD T/A ETTIS	ANNUAL TAGGING AND TESTING OF ELECTRICAL APPLIANCES	1728.54
EFT61427	08/02/2018	DAVID GREEN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	90.93
EFT61428	08/02/2018	JETZ NETBALL CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	300.00
EFT61429	08/02/2018	JB HI-FI COMMERCIAL	VARIOUS ELECTRICAL SUPPLIES	7191.00
EFT61430	08/02/2018	RIDING FOR THE DISABLED ASSOC - SWAN VALLEY	KIDSPORT FUNDING FOR VARIOUS PLAYERS	109.00
EFT61431	08/02/2018	TTM HOME SERVICES	EVENTS SETUP & LABOUR ASSISTANT FOR MOVIES NIGHT	70.00
EFT61432	08/02/2018	JACQUELINE ROVIS-HERMANN	RATES REFUND	184.00
EFT61433	08/02/2018	SILK ON SILK (ROSEMARY LONSDALE)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	238.00

Chq/EFT	Date	Name	Description	Amount
EFT61434	08/02/2018	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION CENTRE AND DEPOT	438.44
EFT61435	08/02/2018	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	1361.54
EFT61436	08/02/2018	MAVIS PASKULICH	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	63.70
EFT61437	08/02/2018	COB DESIGNS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	24.50
EFT61438	08/02/2018	LASER CORPS	DEPOSIT FOR MOBILE LASER TAG FOR CORYMBIA MULTICULTURAL FESTIVAL 2018	450.00
EFT61439	08/02/2018	KATIE BYRNE SETTLEMENTS TRUST ACCOUNT	RATES REFUND	1359.69
EFT61440	08/02/2018	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	1209.00
EFT61441	08/02/2018	SPARKS REFRIGERATION AND AIRCONDITIONING	DEGASSING OF FRIDGES, FREEZERS AND AIR CONDITIONING UNITS	1565.00
EFT61442	08/02/2018	OFF PEN PUBLISHING - BETH BAKER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	8.40
EFT61443	08/02/2018	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT / VEHICLE PARTS	793.10
EFT61444	08/02/2018	CHRIS KERSHAW PHOTOGRAPHY	PHOTOGRAPHY SERVICES - STAFF & ELECTED MEMBER PORTRAITS	880.00
EFT61445	08/02/2018	GRAHAM STIMSON	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	35.00
EFT61446	08/02/2018	BALLIGART - HELEN LOCK	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	45.50
EFT61447	08/02/2018	PETER WEBB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	108.29
EFT61448	08/02/2018	CATHERINE AURUBIND	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	51.10
EFT61449	08/02/2018	IRENE YOUNG	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	33.60
EFT61450	08/02/2018	MINKA SMITH	HALL & KEY BOND REFUND	350.00

Chq/EFT	Date	Name	Description	Amount
EFT61451	08/02/2018	NICKY WINTER - KASZAZZ IN KALAMUNDA	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	25.20
EFT61452	08/02/2018	HERB & ESSENCE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	30.10
EFT61453	08/02/2018	FOCUS MUSIC PTY LTD	HALL & KEY BOND REFUND YOUTH HOLIDAY PROGRAM - MUSICAL THEATRE WORKSHOP AT HARTFIELD PARK RECREATION CENTRE	625.00
EFT61454	08/02/2018	SEATADVISOR PTY LTD	TICKET SALES FEES JAN 2018	323.51
EFT61455	08/02/2018	STARWEST PARTY HIRE	HIRE OF MOVIE SCREEN, PROJECTOR, SOUND AND LIGHTING PLUS GENERATOR & POPCORN SUMMER SERIES 2018	1395.00
EFT61456	08/02/2018	SECURE PAY	TICKET TRANSACTION FEES	15.58
EFT61457	08/02/2018	ELEMENT PLASTERING	GRINDING AND RENDER REPAIR WORK REQUIRED TO PREPARE SURFACES FOR PAINTING WORKS AT PICKERING BROOK SPORTS CLUB	1700.00
EFT61458	08/02/2018	SWAN VIEW JUNIOR / SENIOR FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	180.00
EFT61459	08/02/2018	THE PLATINUM ZONE	HALL & KEY BOND REFUND	455.00
EFT61460	08/02/2018	LEE SELSMARK	PARTIAL REFUND OF DOG REGISTRATION FOR PENSIONER REBATE	10.00
EFT61461	08/02/2018	ACADEMY OF DANCE AND ELEGANCE	HALL & KEY BOND REFUND	455.00
EFT61462	08/02/2018	LE GROVE LANDSCAPING	LANDSCAPING WORKS FOR THE DEVELOPMENT OF GRASS HOCKEY FIELDS HARTFIELD PARK, FORRESTFIELD	389890.23
EFT61463	08/02/2018	ATI MARTIAL ARTS FORRESTFIELD T/A TOMSHIN TAEKWONDO	KIDSPORT FUNDING FOR VARIOUS PLAYERS	374.00
EFT61464	08/02/2018	UNWINED T/A POSSUM CREEK LODGE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	81.20
EFT61465	08/02/2018	TREASURES OF AUSTRALIA	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	100.59

Chq/EFT	Date	Name	Description	Amount
EFT61466	08/02/2018	ALINTA ENERGY (ELECTRICITY ACCOUNT)	POWER CHARGES	8644.35
EFT61467	08/02/2018	SPICK AND SPAN COMMERCIAL PROPERTY MAINTENANCE PTY LTD	CLEANING SERVICES INCLUDING ADDITIONS TO THE SCHEDULE, SPECIAL CLEANS AND SUPPLY OF CONSUMABLES FOR VARIOUS LOCATIONS	5344.80
EFT61468	08/02/2018	MURPHY PAINTING & DECORATING	PAINTING WORKS TO KPAC THEATRE ENTRANCE, FOYER, HALLWAYS, BAR, TOILETS UPSTAIRS AND DOWN AND KITCHEN AREAS AND HARTFIELD PARK RECREATION CENTRE	24560.00
EFT61469	08/02/2018	WATTLE FACILITIES GROUP	WEEKLY WATERING SERVICES FOR GRASSTREES - JANUARY 2018	660.00
EFT61470	08/02/2018	TERRI HILL T/A ABLAZE GLASS STUDIO	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	80.50
EFT61471	08/02/2018	DOWSING GROUP PTY LTD	CONCRETE FOOTPATHS, DUAL-USE PATHS, CROSSOVERS AND MISCELLANEOUS WORKS AT VARIOUS LOCATIONS	17346.44
EFT61472	08/02/2018	THEENDSTOP - NATHAN HOYLT	PART PAYMENT - ENTERTAINMENT AT CORYMBIA MULTICULTURAL FESTIVAL 2018	900.00
EFT61473	08/02/2018	PROMAPP SOLUTIONS LTD	PROMAPP SUBSCRIPTION - JANUARY 2018	2145.00
EFT61474	08/02/2018	RECRUITWEST PTY LTD	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	11865.70
EFT61475	08/02/2018	GORDON & JANIS PRUNSTER	CROSSOVER CONTRIBUTION	428.00
EFT61476	08/02/2018	VIZSTONE	MANAGE ENGINE ENTERPRISE HELPDESK - HOSTED MONTHLY FEE - FEB 2018	2689.50
EFT61477	08/02/2018	SUPERSONIC SCIENCE - ALESHA ROCHFORD	FINAL PAYMENT - HOLIDAY WORKSHOP TO PERFORM AT THE HARTFIELD PARK RECREATION CENTRE	239.25
EFT61478	08/02/2018	ALASTAIR TAYLOR	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/01/18	20.30
EFT61479	08/02/2018	SYLVANA DOUGLAS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/01/18 - 31/1/18	5.60

Chq/EFT	Date	Name	Description	Amount
EFT61480	08/02/2018	ROLEYSTONE NETBALL CLUB INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	150.00
EFT61481	08/02/2018	ROSEEN PEARSE	PERFORMANCE FOR MORNING MUSIC FEB 2018 (KAREN CARPENTER TRIBUTE)	500.00
EFT61482	08/02/2018	EMMA BONIFACE	KEY BOND REFUND	50.00
EFT61483	08/02/2018	CHARISSA HALTON	KEY BOND REFUND	50.00
EFT61484	08/02/2018	JBS&G AUSTRALIA PTY LTD	BRAND ROAD LANDFILL AUDIT	3322.00
EFT61485	08/02/2018	A J POWER	LEGAL EXPENSES	5115.00
EFT61486	08/02/2018	LUSH DIGITAL MEDIA	FINAL PAYMENT - PUBLIC CONSULTATION ANIMATIONS - 3 X 30 SEC ANIMATION	2750.00
EFT61487	08/02/2018	MOUNTAIN BIKE AUSTRALIA LTD	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	300.00
EFT61488	08/02/2018	RAE'S FX FACE PAINTING	FACEPAINTING AT HARTFIELD PARK RECREATION CENTRE	180.00
EFT61489	08/02/2018	LF MEDIA	OUTDOOR FLOOR STICKERS FOR PUBLIC OPEN SPACE PROJECT	634.77
EFT61490	08/02/2018	PEOPLE SOLUTIONS AUSTRALASIA PTY LTD	CAREER SEARCH PROGRAM FOR STAFF MEMBERS - DECEMBER 2017	11550.00
EFT61491	08/02/2018	JASMIN RIVERA	PART REFUND FOR GYM MEMBERSHIP	232.00
EFT61492	08/02/2018	INSTITUTION OF ENGINEERS AUSTRALIA	REGISTRATION FOR A STAFF MEMBER TO ATTEND WATER SENSITIVE URBAN DESIGN 10TH INTERNATIONAL CONFERENCE	1325.00
EFT61493	08/02/2018	AARON BOYER	KEY BOND REFUND	50.00
EFT61494	08/02/2018	JOSEPH CREESE	KEY BOND REFUND	50.00
EFT61495	08/02/2018	MEGAN WATSON	KEY BOND REFUND	50.00
EFT61496	08/02/2018	SOLAR HARNESS NOMINEES	FOOTPATH DEPOSIT REFUND	2500.00
EFT61497	22/02/2018	KALAMUNDA ACCIDENT REPAIR CENTRE	INSURANCE EXCESS FOR REPAIRS TO 2 VEHICLES	1000.00
EFT61498	22/02/2018	WEX AUSTRALIA PTY LTD - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 19 FEBRUARY 2018	2258.08

Chq/EFT	Date	Name	Description	Amount
EFT61499	22/02/2018	NIGHTINGALES PHARMACY & NEWSAGENCY KALAMUNDA	FIRST AID STOCK ITEMS FOR VARIOUS LOCATIONS	453.79
EFT61500	22/02/2018	SHAWMAC PTY LTD	FORRESTFIELD / HIGH WYCOMBE INDUSTRIAL AREA INTERSECTION FINAL DESIGNS	1631.58
EFT61501	22/02/2018	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	45.42
EFT61502	22/02/2018	1ST FORRESTFIELD SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	150.00
EFT61503	22/02/2018	CARDNO (WA) PTY LTD	RETAINING WALLS INSPECTION AT 63 GOOSEBERRY HILL ROAD, INCLUDING REPORTS	4708.00
EFT61504	22/02/2018	APOSTLE NATURAL SPRING WATER	DRINKING WATER, DISPENSER AND CUP SUPPLIES FOR ZIG ZAG CULTURAL CENTRE	40.00
EFT61505	22/02/2018	NEVERFAIL SPRINGWATERLTD (FORRESTFIELD LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	37.85
EFT61506	22/02/2018	PICTON PRESS	PRINTING OF BROCHURES FOR VARIOUS EVENTS	239.77
EFT61507	22/02/2018	HILLS HOCUS POCUS	SUPPLY OF BALLOONS IN AUSTRALIAN COLOURS FOR CITIZENSHIP CEREMONY	145.00
EFT61508	22/02/2018	DOT ULIJN (DOT BLASZCZAK)	SALE OF ARTWORK - LIONS CLUB ART AWARDS EXHIBITION	413.00
EFT61509	22/02/2018	TOP OF THE LADDER	GUTTER CLEANING SERVICES FOR VARIOUS LOCATIONS	10098.00
EFT61510	22/02/2018	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	707.00
EFT61511	22/02/2018	SEAMLESS (AUST) PTY LTD	SUPPORT SERVICES - 1 HOUR FOR BROKEN SYNC	220.00
EFT61512	22/02/2018	WHITE ROOM FRAMING STUDIOS	SUPPLY OF ARTITEQ HOOKS FOR THE GALLERY	123.46
EFT61513	22/02/2018	GIRL GUIDES WESTERN AUSTRALIA INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	450.00
EFT61514	22/02/2018	MELVILLE G & RHONDA HOWE	FOOTPATH DEPOSIT REFUNDS	2000.00
EFT61515	22/02/2018	ELIZABETH PAYNE	SALE OF ARTWORK - LIONS CLUB ART AWARDS EXHIBITION	227.50
EFT61516	22/02/2018	ROBYN BEARDSSELL	SALE OF ARTWORK - LIONS CLUB ART AWARDS EXHIBITION	196.00
EFT61517	22/02/2018	RUTH BALE	SALE OF ARTWORK - LIONS CLUB ART AWARDS EXHIBITION	210.00

Chq/EFT	Date	Name	Description	Amount
EFT61518	22/02/2018	DUNCAN J & JANICE D ALEXANDER	RATES REFUND	230.94
EFT61519	22/02/2018	JOHN PATRICK & BERNADETTE MARY MURTAGH	RATES REFUND	324.16
EFT61520	22/02/2018	ALICE MAREE CLARKE & ALBERT KELLAS	RATES REFUND	596.40
EFT61521	22/02/2018	ANGELICA BACCHION	RATES REFUND	559.99
EFT61522	22/02/2018	DAMIAN & SHARYN ALLAN	RATES REFUND	579.50
EFT61523	22/02/2018	KAROL EDMUND PALUSZAK	SALE OF ARTWORK - LIONS CLUB ART AWARDS EXHIBITION	196.00
EFT61524	22/02/2018	CITY OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	177.00
EFT61525	22/02/2018	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1085.85
EFT61526	22/02/2018	AUSTRALIA POST	POSTAL EXPENSES / COUNTER BILLPAY TRANSACTION FEES	9678.49
EFT61527	22/02/2018	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	1843.05
EFT61528	22/02/2018	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	612.42
EFT61529	22/02/2018	KALAMUNDA AUTO ELECTRICS	PLANT / VEHICLE PARTS	1244.10
EFT61530	22/02/2018	WA LOCAL GOVERNMENT ASSOCIATION	GAPP FEDERAL GOVERNMENT ADVOCACY PROGRAM REGISTRATION FOR STAFF TO ATTEND LAND USE PLANNING FOR IMPROVED ENVIRONMENTAL OUTCOMES	11088.00
EFT61531	22/02/2018	CLEANAWAY	WASTE / RECYCLING & BULK BIN DISPOSAL SERVICES FEES	26588.32
EFT61532	22/02/2018	LANDGATE - VALUATIONS	GROSS RENTAL VALUATION FEES FOR VARIOUS LOCATIONS	1394.01
EFT61533	22/02/2018	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	707.86
EFT61534	22/02/2018	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	1657.71
EFT61535	22/02/2018	ZIPFORM PTY LTD	DESIGN AND PRODUCTION OF 4TH INSTALMENT NOTICES AND ENVELOPES	2727.13
EFT61536	22/02/2018	VODAFONE HUTCHISON AUSTRALIA PTY LTD	COMMUNICATION EXPENSES FOR EMERGENCY SERVICES - FEBRUARY 2018	1704.19
EFT61537	22/02/2018	FASTA COURIERS	COURIER FEES	316.79

Chq/EFT	Date	Name	Description	Amount
EFT61538	22/02/2018	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	243.20
EFT61539	22/02/2018	SG ENVIRO	SEPTIC / GREASE TANK CLEAN OUT SERVICES AT VARIOUS LOCATIONS	149.69
EFT61540	22/02/2018	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES / CLEANING SUPPLIES	722.49
EFT61541	22/02/2018	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1067.28
EFT61542	22/02/2018	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	2021.80
EFT61543	22/02/2018	SYNERGY	POWER CHARGES	140197.80
EFT61544	22/02/2018	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	ANNUAL ALL PARKS PASS X 3, HOLIDAY PARK PASS X 5	455.41
EFT61545	22/02/2018	ALINTA ENERGY	GAS CHARGES	1041.50
EFT61546	22/02/2018	DEPARTMENT OF PREMIER & CABINET - STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING	390.60
EFT61547	22/02/2018	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS LOCATIONS	159.10
EFT61548	22/02/2018	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	3862.71
EFT61549	22/02/2018	KENNEDYS TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	27431.25
EFT61550	22/02/2018	WESTSIDE FIRE SERVICES	TESTING AND INSPECTION OF FIRE EQUIPMENT / SUPPLIES	442.01
EFT61551	22/02/2018	KALAMUNDA STATE EMERGENCY SERVICE (SES)	REIMBURSEMENT - GOODS AND SERVICES	4131.44
EFT61552	22/02/2018	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	884.89
EFT61553	22/02/2018	AUSTRALASIAN PERFORMING RIGHTS ASSOCIATION	LICENCE FEE FOR THE USE OF COPYRIGHT MUSIC AT VARIOUS LOCATIONS	1333.19
EFT61554	22/02/2018	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	8737.19
EFT61555	22/02/2018	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	399.30
EFT61556	22/02/2018	WALLISTON PRIMARY SCHOOL	HALL & KEY BOND REFUND	455.00
EFT61557	22/02/2018	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES FOR VARIOUS FUNCTIONS	112.05

Chq/EFT	Date	Name	Description	Amount
EFT61558	22/02/2018	GUILDFORD KALAMUNDA DISTRICTS SWIMMING CLUB (INC)	KIDSPORT FUNDING FOR VARIOUS PLAYERS	737.00
EFT61559	22/02/2018	DALE ALCOCK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	5000.00
EFT61560	22/02/2018	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	REIMBURSEMENT COSTS FOR VOLUNTEER BUSHFIRE BRIGADE	7352.86
EFT61561	22/02/2018	OCE CORPORATE PTY LTD - OFFICE CLEANING EXPERTS PTY LTD	CLEANING SERVICES / CONSUMABLES FOR VARIOUS LOCATIONS	34903.00
EFT61562	22/02/2018	CAT WELFARE SOCIETY INC	CAT HAVEN REHOMING OF UNCLAIMED CATS FROM THE CITYS POUND	88.00
EFT61563	22/02/2018	CONSERVATION COUNCIL OF WA	HALL BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	300.00
EFT61564	22/02/2018	HOMEBUYERS CENTRE	FOOTPATH DEPOSIT REFUNDS	10000.00
EFT61565	22/02/2018	COMMISSIONER OF POLICE	VOLUNTEER POLICE CHECKS	74.50
EFT61566	22/02/2018	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6311.25
EFT61567	22/02/2018	ORBIT HEALTH & FITNESS SOLUTIONS	GYM EQUIPMENT SUPPLIES	99.75
EFT61568	22/02/2018	AMEREX FIRE (WA) (E FIRE AND SAFETY)	FIRE EQUIPMENT MAINTENANCE FOR VARIOUS LOCATIONS	492.80
EFT61569	22/02/2018	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	25821.22
EFT61570	22/02/2018	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	HIRE OF TEMPORARY STAFF FOR ADMIN / DEPOT	2820.02
EFT61571	22/02/2018	KERRY HAWDON	PART DOG REGISTRATION FEE REFUND	155.00
EFT61572	22/02/2018	ENGIE MECHANICAL SERVICES AUSTRALIA PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	5109.16
EFT61573	22/02/2018	CELEBRATION HOMES	FOOTPATH DEPOSIT REFUND	2500.00
EFT61574	22/02/2018	GARY W & LESLEY J SINGLETON	FOOTPATH DEPOSIT REFUND	1500.00
EFT61575	22/02/2018	WEST AUSTRALIAN NEWSPAPERS HOLDINGS LTD	ADVERTISING IN WHAT'S ON IN THE WEST FOR ZIG ZAG GALLERY EXHIBITION PROGRAM	566.35

Chq/EFT	Date	Name	Description	Amount
EFT61576	22/02/2018	GORDON & HILARY COVELL	CROSSOVER CONTRIBUTION	428.00
EFT61577	22/02/2018	KANYANA WILDLIFE REHABILITATION CENTRE INC	FUNDRAISING FROM KANYANA EVENT HELD AT HARTFIELD PARK RECREATION CENTRE	718.30
EFT61578	22/02/2018	PERRY ENVIRONMENTAL CONTRACTING	WEED CONTROL AT VARIOUS LOCATIONS	7016.00
EFT61579	22/02/2018	DEPARTMENT OF TRANSPORT	FLEET VEHICLE REGISTRATIONS	26.80
EFT61580	22/02/2018	PETER CLARK - PIANO TUNER	MAINTENANCE / REPAIRS TO PIANOS IN VARIOUS LOCATIONS	350.00
EFT61581	22/02/2018	HILLSIDE CHURCH INC	KEY BOND REFUND	50.00
EFT61582	22/02/2018	BGC RESIDENTIAL PTY LTD	FOOTPATH DEPOSIT REFUND	2500.00
EFT61583	22/02/2018	ATI-MIRAGE TRAINING SOLUTIONS	REGISTRATION FOR A STAFF MEMBER TO ATTEND MANAGE STRESS, BUILD RESILIENCE	420.75
EFT61584	22/02/2018	MARK ANDREW CLANCY	REFUND DUE TO MATTRESS COLLECTION CANCELLED	23.00
EFT61585	22/02/2018	STRATAGREEN	GARDEN / RESERVE SUPPLIES	508.68
EFT61586	22/02/2018	UNA BELL	SALE OF ARTWORK - LIONS CLUB ART AWARDS EXHIBITION	420.00
EFT61587	22/02/2018	GAIL DOUST KEIRLE	SALE OF ARTWORK - LIONS CLUB ART AWARDS EXHIBITION	1260.00
EFT61588	22/02/2018	ELECTRICITY NETWORKS CORP T/A WESTERN POWER	SULTANA ROAD HIGH WYCOMBE - DIP FEE - PROJECT CANCELLED - DIP EXPIRED	495.00
EFT61589	22/02/2018	WOOLWORTHS GROUP LIMITED	GROCERY SUPPLIES FOR VARIOUS FUNCTIONS	1540.52
EFT61590	22/02/2018	SNAP PRINTING - MIDLAND	PRINTING OF BUSINESS CARDS FOR VARIOUS STAFF	390.00
EFT61591	22/02/2018	FORRESTFIELD TENNIS CLUB (INC)	FORRESTFIELD TENNIS CLUB HIRE FEES FROM HARTFIELD PARK RECREATION CENTRE - 01/01/18 - 31/01/18	32.00
EFT61592	22/02/2018	HILLIANS NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	600.00
EFT61593	22/02/2018	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS LOCATIONS	6395.81
EFT61594	22/02/2018	GLENDA DAWN CHARLTON (PODIATRY)	PODIATRY SERVICES AT JACK HEALEY CENTRE	887.43
EFT61595	22/02/2018	FIRE PROTECTION ASSOCIATION AUSTRALIA	REGISTRATION FOR A STAFF MEMBER TO ATTEND BUILDING AND PLANNING AWARENESS COURSE	830.00

Chq/EFT	Date	Name	Description	Amount
EFT61596	22/02/2018	STEVEN A MCDOUGALL	FOOTPATH DEPOSIT REFUND	2500.00
EFT61597	22/02/2018	MOHAMMED SHAHIDUL ISLAM & NASRIN AKTER	FOOTPATH DEPOSIT REFUND	750.00
EFT61598	22/02/2018	DRAINFLOW SERVICES PTY LTD	CLEANING / MAINTAINING STORM WATER DRAINS	35306.70
EFT61599	22/02/2018	STATE WIDE TURF SERVICES	TURF SUPPLIES / MAINTENANCE FOR VARIOUS LOCATIONS	7808.90
EFT61600	22/02/2018	FLUTISSIMO	HALL BOND REFUND	400.00
EFT61601	22/02/2018	KAYE AMANN	WORKING WITH CHILDREN CARD - REIMBURSEMENT	84.00
EFT61602	22/02/2018	JANET FLETCHER	KEY BOND REFUND	50.00
EFT61603	22/02/2018	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	50647.58
EFT61604	22/02/2018	FIRE 4 HIRE	VERGE / RESERVE MAINTENANCE AT VARIOUS LOCATIONS	880.00
EFT61605	22/02/2018	SUPALUX PAINT CO PTY LTD	PAINTING WORKS AT THE PICKERING BROOK SPORTS CLUB- EXTERNAL WALL AND TIMBER JOINERY	10585.58
EFT61606	22/02/2018	AROUNDABOUT GARDENING SERVICES	VERGE / GARDEN MAINTENANCE FOR VARIOUS LOCATIONS	3590.40
EFT61607	22/02/2018	SAFE T CARD AUSTRALIA PTY LTD	MONTHLY MONITORING CHARGES FOR VARIOUS LOCATIONS	809.05
EFT61608	22/02/2018	FOXTEL	MONTHLY SUBSCRIPTION FEE	210.00
EFT61609	22/02/2018	KALAMUNDA ELECTRICS	ELECTRICAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	12686.69
EFT61610	22/02/2018	AAAC TOWING PTY LTD	TOWING SERVICES FEES	495.00
EFT61611	22/02/2018	JB HI-FI COMMERCIAL	VARIOUS ELECTRICAL SUPPLIES	4065.27
EFT61612	22/02/2018	SAINT BRIGID'S NETBALL CLUB (SBNC)	KIDSPORT FUNDING FOR VARIOUS PLAYERS	300.00
EFT61613	22/02/2018	CUROST MILK SUPPLY	MILK SUPPLY FOR DEPOT	171.84
EFT61614	22/02/2018	DFP RECRUITMENT SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	3116.23
EFT61615	22/02/2018	MICHAEL J & SARAH K RING	FOOTPATH DEPOSIT REFUND	1000.00
EFT61616	22/02/2018	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	1027.00
EFT61617	22/02/2018	BUILDING LINES APPROVALS PTY LTD	FOOTPATH DEPOSIT REFUND	2500.00

Chq/EFT	Date	Name	Description	Amount
EFT61618	22/02/2018	NEVERFAIL SPRINGWATER LTD (ADMIN OFFICE)	BOTTLED WATER SUPPLIES / MAINTENANCE	206.66
EFT61619	22/02/2018	STAN THE TYRE MAN (STAN'S TYRE SERVICE WA)	PLANT / VEHICLE PARTS	3106.40
EFT61620	22/02/2018	HORIZON WORKS	MODIFICATION, SUPPLY AND INSTALLATION OF PATH HANDRAIL AT NANGANA WAY / TAYLOR ROAD FOOTPATH	2547.60
EFT61621	22/02/2018	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED / OPERATING LEASING	20633.25
EFT61622	22/02/2018	CHAMPION MUSIC	50% DEPOSIT - PERFORMANCE BY PHILIP WALLEYSTACK AT THE CORYMBIA MULTICULTURAL FESTIVAL 2018	1500.00
EFT61623	22/02/2018	SETTLE WISE CONVEYANCING	RATES REFUND	217.86
EFT61624	22/02/2018	WORKPOWER INCORPORATED	WEED CONTROL AT VARIOUS LOCATIONS	6677.00
EFT61625	22/02/2018	BEN TRAGER HOMES	FOOTPATH DEPOSIT REFUND	2500.00
EFT61626	22/02/2018	THE LUCKY CHARM	NEWSPAPERS / MAGAZINES SUPPLIES FOR VARIOUS LOCATIONS	85.43
EFT61627	22/02/2018	ALLPEST WA	REMOVAL OF BEES FROM FALLEN VERGE TREE BRANCHES AT 10 TAMBULAN ROAD, MAIDA VALE	195.00
EFT61628	22/02/2018	SPIDER WASTE COLLECTION SERVICES PTY LTD	RESOURCE RECOVERY FACILITY -THE TRANSPORATION AND PROCESSING OF MATTRESSES	2772.00
EFT61629	22/02/2018	UNDERSTANDING MUSIC SEMINAR	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	300.00
EFT61630	22/02/2018	TIMBER INSIGHT PTY LTD	REGISTRATION FOR A STAFF MEMBER TO ATTEND THERMAL PERFORMANCE FOR TIMBER-FRAMED RESIDENTIAL CONSTRUCTION COURSE	88.00
EFT61631	22/02/2018	BLACKTREE TECHNOLOGY PTY LTD	RADIO ID & ACCESS TO THE CENTRAL PARK REPEATER SITE FOR 8 RADIOS	255.20
EFT61632	22/02/2018	PHOENIX NETBALL CLUB INC	KEY BOND REFUND	50.00
EFT61633	22/02/2018	NATURE CALLS PORTABLE TOILETS	HIRE OF PORTABLE TOILET FACILITIES FOR THE 2018 SUMMER SERIES EVENTS	385.00

Chq/EFT	Date	Name	Description	Amount
EFT61634	22/02/2018	KEN ITO	DRAFTING OF PEOPLE SERVICES FLOORPLAN	200.00
EFT61635	22/02/2018	MARK ONE VISUAL	PROVISION & INSTALL & DISMANTLE OF CHRISTMAS FESTIVAL STAGE LIGHTING - TEDDY BEAR & SANTA'S CHAIR	5500.00
EFT61636	22/02/2018	MARKET CREATIONS	MARKETING & TECHNOLOGY SERVICE FEES & MONTHLY CLOUD HOSTING SERVICES	36902.48
EFT61637	22/02/2018	K N JACOBSON YOGA TEACHER	TEN WEEK BLOCK YOGA CLASSES - COMMENCING 6TH FEB 2018	1250.00
EFT61638	22/02/2018	KERB DIRECT KERBING PTY LTD	SUPPLY AND LAY EXTRUDED CONCRETE KERBING AT BERKSHIRE ROAD FORRESTFIELD	2895.87
EFT61639	22/02/2018	ALINTA ENERGY (ELECTRICITY ACCOUNT)	POWER CHARGES	6864.46
EFT61640	22/02/2018	OPTEON (WESTERN AUSTRALIA) PTY LTD	VALUATION - LOT 33 HALE ROAD WATTLE GROVE	4400.00
EFT61641	22/02/2018	DIVERSUS	PURCHASE OF INTRANET & CR PORTAL BASE PRODUCT - 1 FEB 2018 - 31 JAN 2019	14740.00
EFT61642	22/02/2018	ENTIRE FIRE MANAGEMENT	FIREBREAK MAINTENANCE AT VARIOUS LOCATIONS	1361.25
EFT61643	22/02/2018	BORRELLO GRAHAM LAWYERS	LEGAL EXPENSES	10372.05
EFT61644	22/02/2018	PICASSO PRINT & DESIGN PTY LTD	ARTWORK - GRAPHIC DESIGN FOR VARIOUS ITEMS	2092.20
EFT61645	22/02/2018	DOWSING GROUP PTY LTD	SUPPLY AND INSTAL ENTRANCE RAMP MODIFICATIONS	2914.12
EFT61646	22/02/2018	RECRUITWEST PTY LTD	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	3207.19
EFT61647	22/02/2018	COLETTE K KNOX	CROSSOVER CONTRIBUTION	428.00
EFT61648	22/02/2018	MGTC OWNERS CLUB INC	KEY BOND REFUND	50.00
EFT61649	22/02/2018	SUPERSONIC SCIENCE - ALESHA ROCHFORD	50% DEPOSIT - 1 X HOLIDAY WORKSHOP - HANDS ON WORKSHOP 60 MINUTES	239.25
EFT61650	22/02/2018	DOROTHEA BASSETT	PRESENTATION OF AROMATHERAPY WORKSHOP AT FORRESTFIELD LIBRARY	150.00
EFT61651	22/02/2018	EXTREME MARQUEES PTY LTD	DEPOSIT FEES FOR THE HIRE OF A MARQUEE	1015.14
EFT61652	22/02/2018	SOUNDPROOF PTY LTD T/A QUASH	SUPPLY & INSTALL ACOUSTIC DOORS TO VARIOUS OFFICES & ROOMS	31598.60

Chq/EFT	Date	Name	Description	Amount
EFT61653	22/02/2018	BLU SKY FACTORY	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	200.00
EFT61654	22/02/2018	A PROUD LANDMARK PTY LTD	TRUCK WATERING TO HALE RD / WIMBRIDGE RD ROUNDABOUT	1155.00
EFT61655	22/02/2018	DRIVE IN IRONING	DRY CLEAN OF DRIVER SUITS USED FOR PROMOTION OF EVENTS	137.50
EFT61656	22/02/2018	UNIDATA PTY LTD	AREA/VELOCITY SENSOR, FOR MEASURING FLOW IN OPEN CHANNELS OR PARTIALLY FILLED PIPES	6358.00
EFT61657	22/02/2018	SPOTSCREEN	SKIN CANCER SCREENS FOR VARIOUS STAFF AND COMPANY REPORT	8768.10
EFT61658	22/02/2018	WESTSIDE TALENT PTY LTD	FINAL PAYMENT FOR JAMES BLUNDELL PERFORMANCE AT KALAMUNDA PERFORMING ARTS CENTRE	4400.00
EFT61659	22/02/2018	JOSHUA HADFIELD	SITE WORKS AND BLOCK LAYING AT RAY OWEN SITE FOR WESTERN POWER ENCLOSURE	3750.00
EFT61660	22/02/2018	LYNWOOD UNITED FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	150.00
EFT61661	22/02/2018	CLINTON PRICE	SALE OF ARTWORK - LIONS CLUB ART AWARDS EXHIBITION	56.00
EFT61662	22/02/2018	KAYO DEKKER	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	200.00
EFT61663	22/02/2018	ROLLERBLADING FOR KIDS - SARAH ANDROS	KEY BOND REFUND	50.00
EFT61664	22/02/2018	ENERGETIC KIDS	HALL & KEY BOND REFUND	455.00
EFT61665	27/02/2018	THE WORKWEAR GROUP PTY LTD	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	1250.53
EFT61666	27/02/2018	RICOH AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	2389.46
EFT61667	27/02/2018	IMAGE EMBROIDERY	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	2542.98
EFT61668	27/02/2018	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PLANT / VEHICLE PARTS	682.29
EFT61669	27/02/2018	THE PLANNING GROUP WA PTY LTD (TPG TOWN PLANNING URBAN DESIGN & HERITAGE)	PROFESSIONAL PLANNING SERVICES FOR FORRESTFIELD NORTH STRUCTURE PLAN	34405.80

Chq/EFT	Date	Name	Description	Amount
EFT61670	27/02/2018	FERAL INVASIVE SPECIES ERADICATION MANAGEMENT (FISEM)	TREAT AND CONTROL THE RABBITS AT 37 RIDLEY RD WELSHPOOL	325.00
EFT61671	27/02/2018	THE JAFFA ROOM/ ARTISTRALIA	SCREENING APPROVAL FOR 6 X TITLES FOR THE 2018 SUMMER SERIES MOVIE NIGHT EVENTS	6666.00
EFT61672	27/02/2018	TOTALLY WORKWEAR	SUPPLY OF PROTECTIVE CLOTHING	1005.02
EFT61673	27/02/2018	FOCUS CONSULTING WA PTY LTD	SUPPLY OF FEE PROPOSAL, FOR ELECTRICAL CONSULTING SERVICES: KOSTERA OVAL INFRASTRUCTURE	2200.00
EFT61674	27/02/2018	ALLAN MORTON	COUNCILLOR ALLOWANCE - 01/02/18 - 28/02/18	2212.51
EFT61675	27/02/2018	LESLEY BOYD	COUNCILLOR ALLOWANCE - 01/02/18 - 28/02/18	2212.51
EFT61676	27/02/2018	COATES HIRE OPERATIONS PTY LTD	PLANT / EQUIPMENT HIRE	356.77
EFT61677	27/02/2018	KONNECT (COVENTRY FASTENERS)	PLANT / VEHICLE PARTS	243.88
EFT61678	27/02/2018	WA LIBRARY SUPPLIES PTY LTD	LIBRARY / OFFICE SUPPLIES	433.05
EFT61679	27/02/2018	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	341.00
EFT61680	27/02/2018	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP & MATTRESS DISPOSAL FEES	438354.12
EFT61681	27/02/2018	RAECO	STATIONERY / OFFICE SUPPLIES	126.26
EFT61682	27/02/2018	MCINTOSH & SON	PLANT / VEHICLE PARTS	5107.31
EFT61683	27/02/2018	SONIC HEALTHPLUS (KINETIC HEALTH GROUP LTD)	PREPLACEMENT MEDICALS / BASELINE HEARING TESTS	1658.75
EFT61684	27/02/2018	CLEAN CLOTH COTTON TRADERS	PROTECTIVE SUPPLIES	202.79
EFT61685	27/02/2018	WESTBOOKS	LIBRARY SUPPLIES	211.07
EFT61686	27/02/2018	WA LIMESTONE COMPANY	ROAD MATERIALS FOR VARIOUS LOCATIONS	1289.50
EFT61687	27/02/2018	WINC AUSTRALIA PTY LTD	STATIONERY / OFFICE SUPPLIES & MICROSOFT ANNUAL LICENSING FEES	137065.19
EFT61688	27/02/2018	BLADON WA PTY LTD	MEMORABILIA SUPPLIES	95.70
EFT61689	27/02/2018	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	473.31
EFT61690	27/02/2018	JOHN GIARDINA	COUNCILLOR ALLOWANCE - 01/02/18 - 28/02/18	8093.17
EFT61691	27/02/2018	GEOFF STALLARD	COUNCILLOR ALLOWANCE - 01/02/18 - 28/02/18	2212.51

Chq/EFT	Date	Name	Description	Amount
EFT61692	27/02/2018	LESMURDIE TENNIS CLUB	PROGRESS PAYMENT - REFURBISHMENT OF TOILETS AT LESMURDIE TENNIS CLUB	2362.67
EFT61693	27/02/2018	BRIDGESTONE AUSTRALIA LTD	PLANT / VEHICLE PARTS	1033.28
EFT61694	27/02/2018	CITY OF ARMADALE	LONG SERVICE LEAVE RECOUP - ANDREW BATES	4117.87
EFT61695	27/02/2018	J BLACKWOOD & SON LIMITED	PROTECTIVE WEAR / SUPPLIES	2042.06
EFT61696	27/02/2018	CAT WELFARE SOCIETY INC	REHOMING OF UNCLAIMED CATS FROM THE CITYS POUND	110.00
EFT61697	27/02/2018	TOTAL PACKAGING (WA) PTY LTD	SUPPLY OF DOG LITTER BAGS	1372.80
EFT61698	27/02/2018	AABEL LINE MARKING	LINE MARKING FOR VARIOUS LOCATIONS	1172.88
EFT61699	27/02/2018	ARCUS REFRIGERATION SERVICE PTY LTD	PARTS & MAINTENANCE FEES FOR THE WATER COOLER AT HARTFIELD PARK RECREATION CENTRE	454.61
EFT61700	27/02/2018	WA HINO SALES & SERVICE	PLANT / VEHICLE PARTS	78.77
EFT61701	27/02/2018	ACCESS ICON PTY LTD T/A CASCADA	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	5451.60
EFT61702	27/02/2018	B & J CATALANO PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	9292.67
EFT61703	27/02/2018	SMITH SCULPTORS	REPAIRS & RESTORATION OF THE GUMNUT FOUNTAIN, HALE ROAD ROUNDABOUT, FORRESTFIELD	4510.00
EFT61704	27/02/2018	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	9898.38
EFT61705	27/02/2018	COMMUNITY NEWSPAPER GROUP LTD	ADVERTISING FOR VARIOUS JOBS AND EVENTS	3286.80
EFT61706	27/02/2018	WREN OIL	WASTE OIL RECYCLING - DISPOSAL FEES	16.50
EFT61707	27/02/2018	BROOKE O'DONNELL	COUNCILLOR ALLOWANCE - 01/02/18 - 28/02/18	2212.51
EFT61708	27/02/2018	SAI GLOBAL LTD	SUPPLY OF AUSTRALIAN STANDARDS	139.89
EFT61709	27/02/2018	REPEAT PLASTICS (WA)	SUPPLIES OF RECYCLED PLASTIC PRODUCTS	3549.10
EFT61710	27/02/2018	MICHAEL ANDREW FERNIE	COUNCILLOR ALLOWANCE - 01/02/18 - 28/02/18	2212.51
EFT61711	27/02/2018	LES MILLS ASIA PACIFIC INDUSTRIES	MONTHLY LICENCE FEE	103.74
EFT61712	27/02/2018	COCA-COLA AMATIL (AUST) PTY LTD	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	448.80
EFT61713	27/02/2018	G FORCE PRINTING	SUPPLY OF PRINTED STATIONERY STOCK	800.36
EFT61714	27/02/2018	T-QUIP	PLANT / VEHICLE PARTS	453.40

Chq/EFT	Date	Name	Description	Amount
EFT61715	27/02/2018	ABAXA (WH LOCATION SERVICES)	SUPPLY UNDERGROUND SERVICE LOCATIONS AT VARIOUS LOCATIONS	5726.26
EFT61716	27/02/2018	SPECIALISED SECURITY SHREDDING	SECURE DOCUMENT DISPOSAL BIN REMOVAL AND REPLACEMENT	33.00
EFT61717	27/02/2018	MARGARET THOMAS	COUNCILLOR ALLOWANCE - 01/02/18 - 28/02/18	2212.51
EFT61718	27/02/2018	OFFICEWORKS SUPERSTORES PTY LTD	OFFICE SUPPLIES / STATIONERY	159.56
EFT61719	27/02/2018	SARA LOHMEYER	COUNCILLOR ALLOWANCE - 01/02/18 - 28/02/18	2212.51
EFT61720	27/02/2018	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	MERCHANDISE SUPPLIES FOR RESALE AT THE ZIG ZAG CULTURAL CENTRE	224.25
EFT61721	27/02/2018	VERMEER (WA & NT)	PLANT / VEHICLE PARTS	203.94
EFT61722	27/02/2018	MAYDAY EARTHMOVING	PLANT AND EQUIPMENT HIRE	12342.00
EFT61723	27/02/2018	BGC CEMENT BAGGED PRODUCTS	ROAD MATERIALS SUPPLIES	258.98
EFT61724	27/02/2018	MATRIX PRODUCTIONS AUSTRALIA PTY LTD	LIGHTING EQUIPMENT, SOUND SYSTEMS, STAGING & AUDIOVISUAL SUPPLIES FOR KPAC	2908.05
EFT61725	27/02/2018	WEBSITE WEED & PEST PTY LTD	WEED CONTROL AT VARIOUS LOCATIONS	40000.00
EFT61726	27/02/2018	BOYA EQUIPMENT PTY LTD	PLANT / VEHICLE PARTS	749.65
EFT61727	27/02/2018	LIGHTFORCE ASSET PTY LTD T/AS ERECTIONS WA	SUPPLY & INSTALL W-BEAM GUARDRAILS AT WANDOO ROAD FORRESTFIELD	5236.00
EFT61728	27/02/2018	360 ENVIRONMENTAL PTY LTD	GROUND WATER MONITORING & ADDITIONAL INVESTIGATIVE WORKS AT BRAND HIGHWAY & SITE INSPECTIONS & DWER REPORTING	4318.05
EFT61729	27/02/2018	PIRTEK WELSHPOOL	PLANT / VEHICLE PARTS	493.92
EFT61730	27/02/2018	WOOD & GRIEVE ENGINEERS LTD	PROFESSIONAL SERVICES FOR MUNDARING WEIR RD DESIGN UPGRADE, SURVEY AND DOCUMENTATION	8786.25
EFT61731	27/02/2018	ECL GROUP (FUELQUIP AUSTRALIA)	BOWSER AND TRANSPONDER REPAIRS AT DEPOT	4996.75
EFT61732	27/02/2018	DAVID K ALMOND	COUNCILLOR ALLOWANCE - 01/02/18 - 28/02/18	2212.51
EFT61733	27/02/2018	TRUCK CENTRE WA PTY LTD	PLANT / VEHICLE PARTS	643.55
EFT61734	27/02/2018	WEST COAST SHADE PTY LTD ATF THE WEST COAST SHADE TRUST	REPLACEMENT SHADE SAILS AT SHEFFIELD RESERVE	5390.00

Chq/EFT	Date	Name	Description	Amount
EFT61735	27/02/2018	DYLAN O'CONNOR	COUNCILLOR ALLOWANCE - 01/02/18 - 28/02/18	3519.34
EFT61736	27/02/2018	CONTRAFLOW	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	23002.77
EFT61737	27/02/2018	SAFETY BARRIERS WA PTY LTD	SUPPLY, INSTALL NEW & DAMAGED W-BEAM BARRIER BALUSTRADE AT VARIOUS LOCATIONS, INCLUDING TRAFFIC MANAGEMENT AND SERVICE LOCATOR	31189.29
EFT61738	27/02/2018	EQUITY SETTLEMENTS TRUST ACCOUNT	RATES REFUND	86307.95
EFT61739	27/02/2018	CENTURION TEMPORARY FENCING	TEMPORARY FENCING HIRE FOR VARIOUS EVENTS	2026.48
EFT61740	27/02/2018	LAND INSIGHTS	INTERFACE MANAGEMENT PLAN AT ASHBY CLOSE FORRESTFIELD	139.93
EFT61741	27/02/2018	ACCESS OFFICE INDUSTRIES	LIBRARY SUPPLIES	1005.18
EFT61742	27/02/2018	HEALTHZONE PTY LTD T/AS BAD BACKS WA	OFFICE FURNITURE SUPPLIES	552.95
EFT61743	27/02/2018	REMONDIS AUSTRALIA PTY LTD	COLLECTION AND RECYCLING OF CARDBOARD	4036.07
EFT61744	27/02/2018	ASPHALTECH PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	230943.67
EFT61745	27/02/2018	DAIMLER TRUCKS PERTH	PLANT / VEHICLE PARTS	403.14
EFT61746	27/02/2018	TRACY L DESTREE-THOMPSON	COUNCILLOR ALLOWANCE - 01/02/18 - 28/02/18	2212.51
EFT61747	27/02/2018	MICRO PRODUCTS AUSTRALIA	SUPPLY OF 5 X RT100 RECHARGEABLE READER / WRITERS CHIP READERS FOR RANGERS DEPARTMENT	1250.00
EFT61748	27/02/2018	CAMERON BLAIR	COUNCILLOR ALLOWANCE - 01/02/18 - 28/02/18	2212.51
EFT61749	27/02/2018	TURFWORKS WA PTY LTD	RESERVE MOWING AT VARIOUS LOCATIONS	10200.58
EFT61750	27/02/2018	SEEDSTICKS PTY LTD	SUPPLY OF RECYCLED WHITE GLOSS - 5 EVERLASTING DAISY @ 1000 FOR NEW RESIDENT PACKS	1540.00
EFT61751	27/02/2018	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	BULK BIN SERVICES FOR GREEN AND MIXED WASTE COLLECTIONS AND DISPOSAL	1184.83
EFT61752	27/02/2018	INTEGRATED RECORDS MANAGEMENT	MONTHLY OFFSITE STORAGE FEES	537.30
EFT61753	27/02/2018	BURGESS RAWSON (WA) PTY LTD	VALUATION FEES OF 7820 SQM PORTION OF 88 HALE ROAD, FORRESTFIELD	1950.00
EFT61754	27/02/2018	SHERWOOD FLOORING PTY LTD	SUPPLY WOODEN FLOOR MAINTENANCE SERVICES AT KALAMUNDA PERFORMING ARTS	2277.00

Chq/EFT	Date	Name	Description	Amount
EFT61755	27/02/2018	ALLPET PRODUCTS	PET FOOD FOR POUND	376.00
EFT61756	27/02/2018	PROMOTIONAL EXPOSURE	DEPOSIT FEE FOR COMEDY GOLD TOUR 2018 AT KALAMUNDA PERFORMING ARTS CENTRE	1650.00
EFT61757	27/02/2018	ARCUS AUSTRALIA PTY LTD	SUPPLY ONE WATER COOLER FOR THE JACK HEALEY CENTRE	1727.00
EFT61758	27/02/2018	VARIDESK AU PTY LTD	OFFICE FURNITURE SUPPLIES	1350.00
EFT61759	27/02/2018	BLUE FORCE PTY LTD	SUPPLY / INSTALLATION & MAINTAINENCE OF SECURITY SERVICES	82.50
EFT61760	27/02/2018	ALL IMPACT PTY LTD T/A DMI SIGNS	PRINT AND SUPPLY 4 X A2 DIGITAL PRINT OF THE HOCKEYFIELD DEVELOPMENT AREA WITH ANTI - GRAFFITI LAMINATE, INCLUDING ONCE OFF ARTWORK CHARGE	270.05
EFT61761	27/02/2018	ASTERISK INFORMATION SECURITY PTY LTD	SECURITY CONSULTATION PROVIDED FOR IT DEPARTMENT	495.00
EFT61762	27/02/2018	WESTERN TREE RECYCLERS	GREEN WASTE PROCESSING SERVICES	15532.00
EFT61763	27/02/2018	MAPS GROUP LTD T/AS PROCUREMENT AUSTRALIA	PROFESSIONAL FEES - 3RD INSTALMENT - PROVISION FOR INSURANCE TENDERING SERVICES	7700.00
EFT61764	27/02/2018	CORSIGN WA PTY LTD	SUPPLIES OF SIGNAGE AND RELATED EQUIPMENT	1628.00
EFT61765	27/02/2018	MANAGED RECHARGE	ASSESSMENT FOR HARTFIELD PARK MAR TRIAL ASSESSMENT AND REPORT	12993.75
EFT61766	27/02/2018	PROMAPP SOLUTIONS LTD	PROMAPP SUBSCRIPTION - DECEMBER 2017	2145.00
EFT61767	27/02/2018	TENDERLINK.COM	TENDERLINK IMPLEMENTATION 1 PUBLIC TENDER NOTICE AND 2 ETBS	165.00
EFT61768	27/02/2018	TOPLINE TYRES PTY LTD	REMOVAL AND RECYCLING OF TYRES FROM WALLISTON TRANSFER STATION	483.20
EFT61769	27/02/2018	JBS&G AUSTRALIA PTY LTD	BRAND ROAD LANDFILL AUDIT	8580.00
EFT61770	27/02/2018	GYMMASTER SOFTWARE - TRESHNA ENTERPRISES LTD	STUDIO PACKAGE x 1 MONTH FOR THE HIGH WYCOMBE COMMUNITY AND RECREATION CENTRE GYM.	80.00

Chq/EFT	Date	Name	Description	Amount
EFT61771	27/02/2018	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	SUPPLY OF ALTERNATIVE WATER SUPPLY GOODS FOR RAY OWEN AND KOSTERA OVALS	7665.13
EFT61772	27/02/2018	THE KIT BAG	SUPPLY OF 3 5.11 PATROL BAGS FOR FIRE INSPECTORS	79.95
EFT61773	27/02/2018	PAVEMENT ANALYSIS PTY LTD	PAVING ASSESSMENT AT VARIOUS LOCATIONS	7260.00
EFT61774	27/02/2018	MERCURY CREATIVE T/A BRANDED WHITEBOARDS	SUPPLY OF BRANDED WHITE BOARD AND SUPPLIES TO USE AT COMMUNITY ENGAGEMENT POP-UPS	801.90
EFT61775	27/02/2018	BITUTEK PTY LTD	SPRAYED BITUMEN RESEALS AT NORM SADLER PAVILION CAR PARK & REID OVAL ACCESS ROAD	18922.92
72164	05/02/2018	BUILDING COMMISSION	BUILDING LEVY - JANUARY 2018	9422.10
72165		CHEQUE CANCELLED		
72166	07/02/2018	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	169.80
72167		CHEQUE CANCELLED		
72168	07/02/2018	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	748.26
72169	07/02/2018	TELSTRA CORPORATION	TELEPHONE EXPENSES	47855.06
72170	07/02/2018	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	7669.63
72171	07/02/2018	BCITF	LEVY FEE - JANUARY 2018	4790.21
72172	07/02/2018	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	164.14
72173	07/02/2018	CASH - LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	96.94
72174	07/02/2018	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	109.80
72175	07/02/2018	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	61.95
72176	21/02/2018	DEPARTMENT OF HOUSING	RATES REFUND	1765.93
72177	21/02/2018	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	169.80
72178	21/02/2018	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	109.80
72179	21/02/2018	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	748.26
72180	21/02/2018	TELSTRA CORPORATION	TELEPHONE EXPENSES	38637.15
72181	21/02/2018	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	370.88
72182	21/02/2018	CASH - ADMIN	PETTY CASH REIMBURSEMENT	860.35
72183	21/02/2018	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	223.05

Chq/EFT	Date	Name	Description	Amount
72184	21/02/2018	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	177.75
72185	21/02/2018	CASH - LESMURDIE LIBRARY	PETTY CASH REIMBURSEMENT	93.32
72186	21/02/2018	CASH - HIGH WYCOMBE LIBRARY	PETTY CASH REIMBURSEMENT	151.23
72187	21/02/2018	CASH - KPAC	PETTY CASH REIMBURSEMENT	160.27
DD38085.1	06/02/2018	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	92448.01
DD38085.2	06/02/2018	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	844.57
DD38085.3	06/02/2018	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	615.96
DD38085.4	06/02/2018	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	275.97
DD38085.5	06/02/2018	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	296.80
DD38085.6	06/02/2018	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	266.63
DD38085.7	06/02/2018	HUNDAL & ROGERS FUTURE FUND	SUPERANNUATION CONTRIBUTIONS	467.16
DD38085.8	06/02/2018	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	168.58
DD38085.9	06/02/2018	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	317.48
DD38152.1	06/02/2018	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1147.45
DD38198.1	20/02/2018	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	93195.63
DD38198.2	20/02/2018	CARE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	271.25
DD38198.3	20/02/2018	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	607.39
DD38198.4	20/02/2018	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1109.70
DD38198.5	20/02/2018	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	275.97
DD38198.6	20/02/2018	BENDIGO SMART START PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	296.80
DD38198.7	20/02/2018	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	266.63
DD38198.8	20/02/2018	HUNDAL & ROGERS FUTURE FUND	SUPERANNUATION CONTRIBUTIONS	467.16
DD38198.9	20/02/2018	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	126.22
DD38085.10	06/02/2018	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	227.75
DD38085.11	06/02/2018	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	3550.86

Chq/EFT	Date	Name	Description	Amount
DD38085.12	06/02/2018	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	950.65
DD38085.13	06/02/2018	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	347.36
DD38085.14	06/02/2018	ASGARD & WRAP ALLOCATED PENSION	SUPERANNUATION CONTRIBUTIONS	710.14
DD38085.15	06/02/2018	POWERWRAP MASTER PLAN	SUPERANNUATION CONTRIBUTIONS	172.92
DD38085.16	06/02/2018	REI SUPER	SUPERANNUATION CONTRIBUTIONS	231.85
DD38085.17	06/02/2018	THE TRUSTEE FOR DK ALWAYS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	478.17
DD38085.18	06/02/2018	UNISUPER	SUPERANNUATION CONTRIBUTIONS	43.07
DD38085.19	06/02/2018	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	221.79
DD38085.20	06/02/2018	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	235.68
DD38085.21	06/02/2018	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	229.88
DD38085.22	06/02/2018	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	289.41
DD38085.23	06/02/2018	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1448.80
DD38085.24	06/02/2018	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	538.60
DD38085.25	06/02/2018	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1517.84
DD38085.26	06/02/2018	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	453.90
DD38085.27	06/02/2018	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	842.98
DD38085.28	06/02/2018	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	642.69
DD38085.29	06/02/2018	CARE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	271.25
DD38198.10	20/02/2018	MLC MASTERKEY SUPER GOLD STAR VERSION ACCOUNT	SUPERANNUATION CONTRIBUTIONS	464.48
DD38198.11	20/02/2018	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	227.75
DD38198.12	20/02/2018	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	950.65
DD38198.13	20/02/2018	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	271.25
DD38198.14	20/02/2018	AMP SUPER	SUPERANNUATION CONTRIBUTIONS	61.75
DD38198.15	20/02/2018	A & H VALLANCE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	61.07
DD38198.16	20/02/2018	POWERWRAP MASTER PLAN	SUPERANNUATION CONTRIBUTIONS	172.92

Chq/EFT	Date	Name	Description	Amount
DD38198.17	20/02/2018	REI SUPER	SUPERANNUATION CONTRIBUTIONS	231.85
DD38198.18	20/02/2018	THE TRUSTEE FOR DK ALWAYS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	500.53
DD38198.19	20/02/2018	UNISUPER	SUPERANNUATION CONTRIBUTIONS	33.13
DD38198.20	20/02/2018	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	222.74
DD38198.21	20/02/2018	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	235.68
DD38198.22	20/02/2018	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	229.65
DD38198.23	20/02/2018	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1362.32
DD38198.24	20/02/2018	BWMT SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	254.27
DD38198.25	20/02/2018	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	538.60
DD38198.26	20/02/2018	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1658.53
DD38198.27	20/02/2018	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	3724.08
DD38198.28	20/02/2018	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	328.72
DD38198.29	20/02/2018	IOOF PORTFOLIO SERVICE PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	842.98
DD38198.30	20/02/2018	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	642.69
				4148129.22
		<u>City of Kalamunda Payroll</u>		
F802075465321	06/02/2018	CITY OF KALAMUNDA PAYROLL	VARIOUS AWARDS TO 6 FEBRUARY 2018	574,121.81
F802216171168	20/02/2018	CITY OF KALAMUNDA PAYROLL	VARIOUS AWARDS TO 20 FEBRUARY 2018	595,380.73
				1,169,502.54

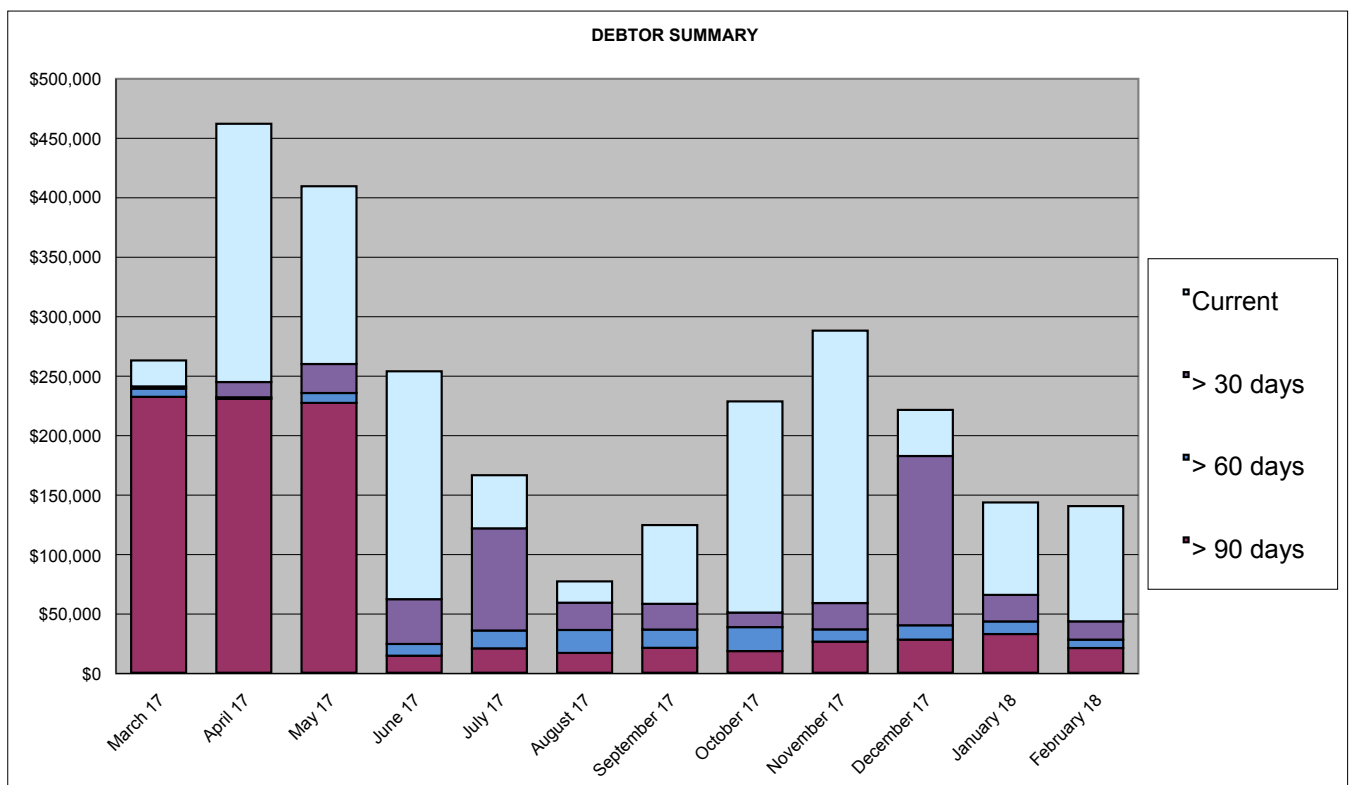
CITY OF KALAMUNDA

SUMMARY OF DEBTORS

FOR THE PERIOD ENDED 28th February 2018

Sundry Debtors Trial Balance - Summary Aged Listing

	> 90 days	> 60 days	> 30 days	Current	Total
March 17	\$231,972	\$6,914	\$1,839	\$21,831	\$262,555
April 17	\$230,228	\$1,340	\$12,839	\$217,140	\$461,547
May 17	\$226,862	\$8,311	\$24,390	\$149,457	\$409,020
June 17	\$14,312	\$9,873	\$37,649	\$191,599	\$253,433
July 17	\$20,461	\$15,044	\$85,877	\$44,673	\$166,056
August 17	\$16,644	\$19,298	\$22,937	\$17,910	\$76,788
September 17	\$20,928	\$15,367	\$21,633	\$66,214	\$124,143
October 17	\$18,194	\$20,151	\$12,226	\$177,561	\$228,132
November 17	\$26,143	\$10,309	\$22,124	\$229,043	\$287,618
December 17	\$27,840	\$12,063	\$142,304	\$38,766	\$220,973
January 18	\$32,525	\$10,603	\$22,322	\$77,713	\$143,163
February 18	\$20,762	\$7,064	\$15,369	\$96,892	\$140,087



CITY OF KALAMUNDA SUMMARY OF DEBTORS FOR THE PERIOD ENDED 28th February 2018			
AMOUNT	DEBTOR	DETAILS	STATUS
>90 days			
\$9,169.89	Zig Zag Gymnastics	Hall Hire	Cash Flow issues - Owner provided payment schedule - to be paid in full by April 30th
\$4,400.00	NA Tota & C Rosca *	Replacement of Verge Trees	Debtor referred to Parks & Environment regarding expense - pending
\$1,931.50	Illuminations Dance Company	Hall Hire	Referred to debt collectors - D&B collecting \$200 weekly
\$1,508.25	Evolution Cheer and Dance ^	Hall Hire	Paying instalments - cash flow problems - debt reducing
\$1,133.00	Keith Mortimer	Replacement cost of damaged street tree	Referred to debt collectors - Dun & Bradstreet - Unable to locate - to consider for write-off
\$2,619.05	90+ Days Debts consisting of amounts under \$1,000.00.	11 Debtors - average debt \$238	Debtors to be contacted to advise debt recovery action pending / final notices issued / debt with D&B or possible write-off of debt pending
\$20,761.69	Total Debts 90+ Days		
>60 days			
\$2,923.14	Zig Zag Gymnastics	Hall Hire	As Above
\$1,144.00	Titan TaekwonDo	Hall Hire	Statement and reminder invoices issued
\$2,997.07	60+ Days Debts consisting of amounts under \$1,000.00.	11 Debtors - average debt \$272.46	All debtors contacted by telephone / email / copy invoices mailed.
\$7,064.21	Total Debts 60+ Days		
>30 days			
\$2,970.00	Aroona Alliance	Private Works - Installation of Drainage Pipe	Statement issued
\$2,923.14	Zig Zag Gymnastics	Hall Hire	As Above
\$1,785.75	Illuminations Dance Company	Hall Hire	Referred to debt collectors - see above entry
\$1,596.05	Midland Sisdac	Hall Hire	Statement issued
\$6,094.64	30+ Days Debts consisting of amounts under \$1,000.00.	21 Debtors - average debt \$290.22	Statements issued
\$15,369.58	Total Debts 30+ Days		
< 30 days			
\$104,040.20	Total of Current Debts		
\$7,148.51	Total of Accounts in Credit		
\$140,087.17	Total - Debtors Trial Balance		
FOOTNOTES			
* Denotes currently in negotiation of invoice amount and / or details			
^ Denotes payment arrangement in place			

CITY OF KALAMUNDA

SUMMARY OF CREDITORS

FOR THE PERIOD ENDED 28 FEBRUARY 2018

Sundry Creditors Trial Balance - Summary Aged Listing

Month End	> 90 days	> 60 days	> 30 days	Current	Total
7/31/2016	\$0	\$4,210	\$762	\$734,480	\$739,452
8/31/2016	\$26,903	\$3,465	\$30,621	\$880,029	\$941,019
9/30/2016	\$715	\$15,405	\$21,130	\$918,399	\$955,649
10/31/2016	\$19,124	\$28,883	\$102,114	\$1,300,775	\$1,450,897
11/30/2016	\$1,002	\$22,106	\$377,933	\$1,377,570	\$1,778,611
12/31/2016	\$253	\$602	\$31,034	\$984,629	\$1,016,519
1/31/2017	\$0	\$12,775	\$66,397	\$790,305	\$869,476
2/28/2017	\$11,534	\$3,793	\$29,759	\$2,985,350	\$3,030,436
3/31/2017	\$932	\$0	\$101,600	\$1,010,758	\$1,113,290
4/30/2017	\$16,344	\$3,345	\$33,404	\$1,495,781	\$1,548,875
5/31/2017	\$8,920	\$12,381	\$47,750	\$2,495,403	\$2,564,454
6/30/2017	\$35,271	\$62,597	\$10,220	\$3,765,703	\$3,873,791
7/31/2017	\$7,214	-\$85	\$2,330	\$928,027	\$937,483
8/31/2017	\$11,870	\$24,652	\$232,335	\$1,318,300	\$1,587,157
9/30/2017	\$3,924	\$48,721	\$21,845	\$613,992	\$688,482
10/31/2017	\$9,241	\$3,450	\$25,817	\$1,182,360	\$1,220,868
11/30/2017	-\$806	\$28,733	\$12,953	\$637,757	\$678,637
12/31/2017	-\$56,248	\$112,765	\$45,257	\$796,722	\$898,496
1/31/2018	\$6,710	\$5,258	\$122,852	\$867,737	\$1,002,558
2/28/2018	\$1,890	\$40,937	\$29,239	\$2,798,433	\$2,870,498

Comment

- > 90 days Original invoices for Statewide Bearings, Summit Homes Group, Abco Products, North Meto Tafe, & Fuji not received in Accounts to process
- > 60 days Original Invoices not received for Ladelle Pty Ltd, Statewide Bearings, Synergy & YMCA of Perth in Accounts for processing
- > 30 days These invoices are paid on the third fortnightly payment run.

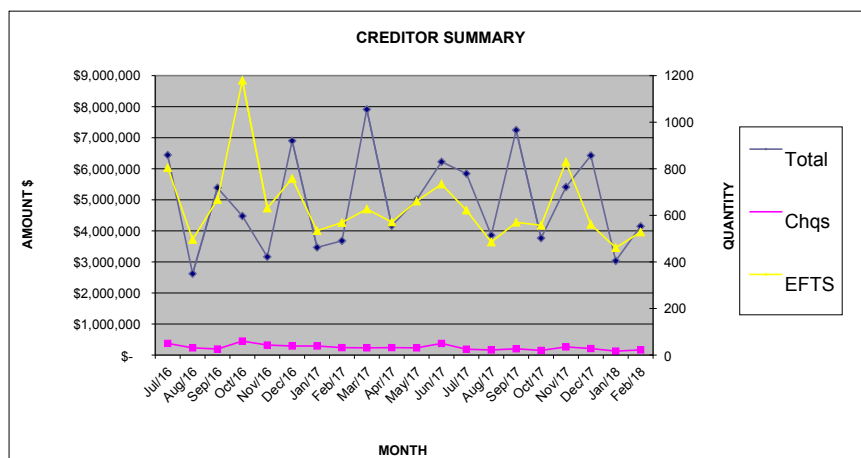
Creditor Payments made

Month	Amount \$	Quantity		
		Cheques	EFTs	Total
Jul-16	\$ 6,442,728	50	805	855
Aug-16	\$ 2,620,389	31	496	527
Sep-16	\$ 5,388,229	26	668	694
Oct-16	\$ 4,478,302	60	1180	1240
Nov-16	\$ 3,164,854	43	631	674
Dec-16	\$ 6,900,947	39	758	797
Jan-17	\$ 3,467,390	39	534	573
Feb-17	\$ 3,680,070	32	569	601
Mar-17	\$ 7,913,224	31	627	658
Apr-17	\$ 4,166,400	32	571	603
May-17	\$ 5,002,758	31	661	692
Jun-17	\$ 6,223,756	50	734	784
Jul-17	\$ 5,846,091	25	622	647
Aug-17	\$ 3,859,524	22	485	507
Sep-17	\$ 7,246,066	27	570	597
Oct-17	\$ 3,766,484	20	557	577
Nov-17	\$ 5,412,342	35	829	864
Dec-17	\$ 6,427,319	28	561	589
Jan-18	\$ 3,034,896	17	461	478
Feb-18	\$ 4,148,129	22	528	550

*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.



10.5.8. Monthly Financial Statements to 28 February 2018

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

Previous Items	N/A
Directorate	Corporate Services
Business Unit	Financial Services
File Reference	FIR-SRR-006
Applicant	N/A
Owner	N/A

Attachments	1. Statement of Financial Activity 28 February 2018 [10.5.8.1]
	2. Statement of Net Current Funding Position 28 February 2018 [10.5.8.2]

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with the Statutory Financial Statements for the period to February 2018.
2. The Statutory Financial Statements report on the activity of the City of Kalamunda with comparison of the period's performance against the budget adopted by the Council on 30 October 2017 subsequent to the first-term budget review.
3. The City's Financial Statements as at 28 February 2018 demonstrate the City has managed its budget and financial resources effectively.
4. It is recommended that Council receives the Monthly Statutory Financial Statements for the period to 28 February 2018, which comprise:
 - a) Statement of Financial Activity (Nature or Type) for the period ended 28 February 2018;
 - b) Statement of Financial Activity (Statutory Reporting Program) for the period ended 28 February 2018; and
 - c) Net Current Funding Position, note to financial report as of 28 February 2018.

BACKGROUND

5. The Statement of Financial Activity (Attachment 10.1.3.1), incorporating various sub-statements, has been prepared in accordance with the requirements of the *Local Government Act 1995* (WA) and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* (WA).
6. The opening funding position in the Statement of Financial Activity reflects the audited surplus carried forward from 2016/17.

DETAILS

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

Financial Commentary

Statement of Financial Activity by Nature and Type for the eight months ended 28 February 2018

8. This Statement reveals a net result surplus of \$25,018,482 compared to budget for the same period of \$17,248,080. The majority of the final variance of \$7,770,401 comprises \$4,985,007 from Investing activities.

Operating Revenue

9. Total Revenue excluding rates is over budget by \$994,218. This is made up as follows:
- a) Operating Grants, Subsidies and Contributions are over budget by \$669,900 the variance is mainly attributable to \$518,197 received from CELL 9 trust for the reimbursements of operational expenditure incurred on behalf of the trust.
 - b) Fees and Charges are over budget by \$178,274. This is mainly attributable to a variance of \$224,084 in waste fees as part of the yearly fees raised in line with rates.
 - c) Interest Income is over budget by \$172,564. The variance is mainly due to the maturity of a majority of the term deposits during February 2018. The City has invested a larger portion of its funds under six months' tenure which offers the best interest rate in the current market.
 - d) Other Revenue is under budget by \$26,746. This is mainly due to the lower than projected revenue from fines and enforcements.

Operating Expenditure

10. Total expenses are under budget by \$461,134. The significant variances within the individual categories are as follows:
- a) Employment Costs are under budget by \$532,503 which is primarily due to vacant positions not filled and timing of training programmes scheduled for the period.
 - b) Materials and Contracts is under budget by \$775,567. This is mainly attributed to:
 - i. Waste costs are under budget by \$240,730 mainly from lower putrescible waste charges and verge collection costs.
 - ii. Consultancy costs being under budget by \$560,468 related to non-recurrent projects including Forrestfield North Project & revaluation of infrastructure assets for 2017/2018. It is envisaged that most of the consulting budget will be utilised in remaining months.

- c) Utilities are under budget by \$139,908 of which; \$113,059 relates to street lighting which is lower than projected.
- d) Depreciation, although a non-cash cost, is tracking over budget, reporting a variance of \$1,514,467. During the 2016/17-year end audit review it was observed that the depreciation rates applied for infrastructure assets were lower than the actual consumption rate. For 2017/18 the actual depreciation is estimated based on the 2016/17 end of the year depreciation. The effect of the depreciation rates change will be adjusted in the mid-year review.
- e) Interest expense is under budget by \$738. This is a result of a timing difference between amounts accrued and the budget which is based on the debenture payments schedules.
- f) Insurance expense is under budget by \$4,248. The variance is within the reporting threshold.
- g) Other expenditure is under budget by \$733,529 of which \$658,965 relates to Forrestfield Industrial Area Scheme Stage 1 operational expenditure. This is considered to be a timing matter.
- h) Loss on disposal of Assets is over budget by \$205,738. This relates to the disposal of fixed assets allocated to HACC after the discontinued operations of the HACC business unit.

Investing Activities

Non-operating Grants and Contributions

11. The non-operating grants and contributions are over budget by \$1,510,671. This is mainly attributable to:
- a) Reimbursements received \$616,249 from CELL 9 trust to cover the expenditure incurred on capital development projects.
 - b) Black spot grant funding received from MRWA is over budget by \$549,602. This is considered as a timing issue.
 - c) Department of Fire & Emergency Services (DFES) donated a new fire truck to the City in replacement of the old fire truck. The new fire truck was valued at \$504,832 at the time of recognising in the City's assets register.

Capital Expenditures

12. The total Capital Expenditure on Property, Plant and Equipment and Infrastructure Assets is under budget by \$3,499,584. A review will be done in the mid-year review to determine which projects may not be completed by year end and allowance be made for the funds to be put aside to the specific reserves.
13. Capital work-in-progress of \$1,117,952, represents the costs expended on Forrestfield Industrial Area Scheme Stage 1 and CELL 9 Wattle Grove development. The relevant expenditure is funded by the Forrestfield Industrial Area Scheme Stage 1 reserve account and the CELL 9 trust account. These assets once constructed will be passed over to the City for management.

Financing Activities

14. The amounts attributable to financing activities shows a variance of \$148,063 which is mainly reserve movements. More details of the reserve movements are given under note 24 of this report.

Rates revenues

15. Rates generation is under budget with a variance of \$345,085. The variance is mainly attributable to interim rates. The City commenced its interim rates generation process during end October 2017.

Statement of Financial Activity by Program for the period ended 28 February 2018

16. Generally, each Program is within the accepted budget except for 'Other Property and Services', 'Recreation and Culture' and 'Transport'. Major variances have been reported by Nature and Type under points 9 to 15 above.

Statement of Net Current Funding Position as at 28 February 2018

17. The commentary on the net current funding position is based on comparison of the actual to February 2018 to the February 2017 actuals.
18. Net Current Assets (Current Assets less Current Liabilities) amount to \$35.2 million. The restricted cash position is \$13.3 million which is higher than the previous period's balance of \$12.4 million. This is mainly attributed to the transfers to reserves in the nominated employee leave reserve and the unexpended capital works reserve.
19. Unrestricted cash has decreased by \$2.2 million when compared with the balance at February 2017 mainly as a result of the increased capital expenditure and higher receivables.
20. Trade and other receivables outstanding comprise rates and sundry debtors totalling \$3.2 million.
The rates balance increased by \$0.6 million from last year which reflects increases in rates generation.
21. Sundry debtors have decreased from \$481,439 to \$140,087, of which \$104,040 consists of current debt due within 30 days.
22. Receivables Other represents \$1.2 million comprising:
a) Emergency Service Levy receivables \$0.5 million
b) Receivables sanitation \$0.6 million
23. Provisions for annual and long service leave have increased by \$294,584 to \$3 million when compared to the previous year. The large variance is coming from the 2016/17-year end adjustment with long service leave liability increasing by \$198,518 as more employees came under the criteria for calculation of the liability.

24. Restricted Reserves have increased from \$12.4 million to \$13.3 million when compared to February 2017. The increase is due to the following:

- a) Unexpended capital works reserve increased by \$0.8 million
- b) Nominated employee leave provision increased by \$0.6 million.
- c) Asset enhancement reserve increased by \$0.4 million
- d) Waste management reserve has increased by \$0.5 million
- e) EDP IT Equipment reserve has increased by \$0.3 million
- f) Forrestfield Industrial Area Scheme Stage 1 has decreased by \$1.8 million. With commencement of its major capital projects, amounts have been drawn down from the reserve to meet the necessary funding requirements.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

26. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

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

External Referrals

28. As noted in point 25 above, the City is required to present to the Council a monthly statement of financial activity with explanations for major variances.

FINANCIAL CONSIDERATIONS

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

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Strategy 4.1.2 - Build an effective and efficient service based organisation.

SUSTAINABILITY

Social Implications

31. Nil.

Economic Implications

32. Nil.

Environmental Implications

33. Nil.

RISK MANAGEMENT CONSIDERATIONS

34.	Risk: Over-spending the budget.		
	Likelihood	Consequence	Rating
	Possible	Moderate	Medium
	Action/Strategy		
	Monthly management reports are reviewed by the City and Council. Procurement compliance is centrally controlled via the Finance Department.		
	Risk: Non-compliance with Financial Regulations		
	Likelihood	Consequence	Rating
	Unlikely	Moderate	Low
	Action / Strategy		
	The financial report is scrutinised by the City to ensure that all statutory requirements are met. Internal Audit reviews to ensure compliance with Financial Regulations.		

OFFICER COMMENT

35. The City's Financial Statements as at 28 February 2018 demonstrate the City has managed its budget and financial resources effectively.

Voting Requirements: Simple Majority

RESOLVED OCM 47/2018

That Council:

Receives the Monthly Statutory Financial Statements for the period to 28 February 2018, which comprises:

1. Statement of Financial Activity (Nature and Type) for the period ended 28 February 2018.
2. Statement of Financial Activity (Statutory Reporting Program) for the period ended 28 February 2018.

3. Net Current Funding Position, note to financial report as of 28 February 2018.

Moved: Cr Margaret Thomas

Seconded: Cr Geoff Stallard

Vote: CARRIED UNANIMOUSLY (9/0)

CITY OF KALAMUNDA
STATEMENT OF FINANCIAL ACTIVITY
BY NATURE AND TYPE
FOR THE EIGHT MONTHS ENDED 28 FEBRUARY 2018

	28/02/2018 YTD Actual (b) \$	28/02/2018 YTD Budget (a) \$	Annual Budget \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(b) %
Net current assets at start of financial year - surplus/(deficit)	5,749,088	5,749,088	5,749,088	(0)	(0%)
	5,749,088	5,749,088	5,749,088	(0)	(0%)
Revenue from operating activities (excluding rates)					
Operating Grants and Subsidies	972,263	998,498	1,418,861	(26,235)	(2.7%)
Contributions, Reimbursements and Donations	1,118,554	422,419	2,168,345	696,135	62.2%
Profit on Asset Disposal	226	0	0	226	100.0%
Fees and Charges	14,182,253	14,003,979	15,048,093	178,274	1.3%
Interest Earnings	816,220	643,656	1,148,432	172,564	21.1%
Other Revenue	40,950	67,696	101,564	(26,746)	(65.3%)
Ex Gratia Rates Revenue	112,349	112,349	189,077	0	0.0%
Total (Excluding Rates)	17,242,815	16,248,597	20,074,372	994,218	
Expenditure from operating activities					
Employee Costs	(15,344,313)	(15,876,816)	(23,850,313)	532,503	3.5%
Materials and Contracts	(13,297,858)	(14,073,425)	(21,149,459)	775,567	5.8%
Utilities Charges	(1,496,938)	(1,636,846)	(2,456,072)	139,908	9.3%
Depreciation (Non-Current Assets)	(6,753,435)	(5,238,968)	(6,047,128)	(1,514,467)	(22.4%)
Interest Expenses	(229,352)	(233,600)	(350,410)	4,248	1.9%
Insurance Expenses	(583,094)	(578,678)	(579,243)	(4,416)	(0.8%)
Loss on Asset Disposal	(239,066)	(33,328)	(50,000)	(205,738)	(86.1%)
Other Expenditure	(247,641)	(981,170)	(1,708,066)	733,529	296.2%
Total	(38,191,697)	(38,652,831)	(56,190,691)	461,134	
Operating activities excluded					
Depreciation (Non-Current Assets)	6,753,435	5,238,968	6,047,128	1,514,467	22.4%
(Profit)/Loss on Asset Disposal	238,840	33,328	50,000	205,512	86.0%
EMRC Contribution (Non-cash)	0	0	(1,582,862)	0	
Deferred Loan (non-current) FUSC	(166)	0	(329)	(166)	100.0%
Movement in Provisions	(222,449)	(28,701)	1,127,264	(193,748)	87.1%
Pensioners Deferred Rates Movement	0	0	(33,000)	0	
Total	6,769,661	5,243,595	5,608,201	1,526,066	
Amount attributable to operating activities	(8,430,134)	(11,411,551)	(24,759,030)	2,981,417	
Investing Activities					
Proceeds from Disposal of Assets	36,490	0	0	36,490	100.0%
Grants, Subsidies and Contributions	2,698,187	1,187,516	3,767,124	1,510,671	56.0%
Land Development Costs	0	0	(46,888)	0	
Land and Buildings New	(121,833)	(847,778)	(2,336,753)	725,944	(595.9%)
Land and Buildings Replacement	(591,483)	(1,048,772)	(1,925,772)	457,289	(77.3%)
Plant and Equipment New	(467,935)	(349,250)	(2,132,086)	(118,685)	25.4%
Plant and Equipment Replacement	(504,832)	(26,664)	(40,000)	(478,168)	94.7%
Furniture and Equipment	(398,858)	(484,739)	(869,000)	85,881	(21.5%)
Infrastructure Assets - Roads New	(753,767)	(1,346,999)	(2,354,218)	593,232	(78.7%)
Infrastructure Assets - Roads Renewal	(1,449,865)	(2,667,839)	(3,581,955)	1,217,975	(84.0%)
Infrastructure Assets - Drainage New	(1,634,143)	(1,341,387)	(1,428,022)	(292,756)	17.9%
Infrastructure Assets - Drainage Renewal	(53,064)	(166,502)	(447,995)	113,438	(213.8%)
Infrastructure Assets - Footpaths New	(180,723)	(309,692)	(455,659)	128,969	(71.4%)
Infrastructure Assets - Footpaths Renewal	(131,798)	(342,861)	(477,999)	211,063	(160.1%)
Infrastructure Assets - Car Parks New	104,684	(108,786)	(980,672)	213,470	203.9%
Infrastructure Assets - Car Parks Renewal	(215,426)	(348,948)	(665,474)	133,522	(62.0%)
Infrastructure Assets - Parks and Ovals New	(864,795)	(1,295,965)	(2,239,758)	431,170	(49.9%)
Infrastructure Assets - Parks and Ovals Renewal	(260,564)	(337,802)	(1,216,556)	77,238	(29.6%)
Infrastructure Assets - Capital Work-in progress	(1,117,952)	(1,056,214)	(2,491,000)	(61,738)	5.5%
Amounts attributable to investing activities	(5,907,675)	(10,892,681)	(19,922,684)	4,985,007	
Financing Activities					
Repayment of borrowings	(457,496)	(500,488)	(750,747)	42,992	9.4%
Self-Supporting Loan Principal	53,058	51,320	77,023	1,738	3.3%
Proceeds from new borrowings	0	0	1,950,000	0	
Capital (Developer) - Contributions	0	195,370	610,532	(195,370)	(100.0%)
Transfers from cash backed reserves (restricted assets)	5,554,827	5,246,173	12,627,430	308,654	5.6%
Transfers to cash backed reserves (restricted assets)	(79,431)	(69,480)	(69,480)	(9,951)	(12.5%)
Amounts attributable to financing activities	5,070,958	4,922,895	14,444,758	148,063	
Surplus / (deficiency) before general rates	(9,266,851)	(17,381,338)	(30,236,954)	8,114,486	
Rate Revenue	34,285,333	34,629,418	35,812,062	(344,085)	(1.0%)
Net current assets at end of the period - surplus/(deficit)	25,018,482	17,248,080	5,575,107	7,770,401	31.1%

CITY OF KALAMUNDA
STATEMENT OF FINANCIAL ACTIVITY
(STATUTORY REPORTING PROGRAM)
FOR THE EIGHT MONTHS ENDED 28 FEBRUARY 2018

	28/02/2018 YTD Actual (b) \$	28/02/2018 YTD Budget (a) \$	Annual Budget \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(b) %
Net current assets at start of financial year - surplus/(deficit)	5,749,088	5,749,088	5,749,088	(0)	(0.0%)
Revenue from operating activities (excluding rates)	5,749,088	5,749,088	5,749,088	(0)	
Governance	10,270	73,518	113,948	(63,248)	(615.9%)
General Purpose Funding	1,925,481	1,775,933	4,342,802	149,548	7.8%
Law, Order and Public Safety	367,891	309,436	510,602	58,455	15.9%
Health	613,959	608,800	623,495	5,159	0.8%
Education and Welfare	44,037	47,284	67,682	(3,247)	(7.4%)
Community Amenities	11,756,619	11,511,668	11,696,186	244,951	2.1%
Recreation and Culture	595,474	1,145,550	1,689,792	(550,076)	(92.4%)
Transport	5,569	0	0	5,569	100.0%
Economic Services	430,958	487,904	607,042	(56,946)	(13.2%)
Other Property and Services	1,492,557	308,957	422,823	1,183,600	79.3%
Total (Excluding Rates)	17,242,815	16,269,050	20,074,372	973,765	
Expenditure from operating activities					
Governance	(2,514,415)	(2,601,587)	(3,786,416)	87,172	3.5%
General Purpose Funding	(450,031)	(513,314)	(760,463)	63,283	14.1%
Law, Order and Public Safety	(1,275,479)	(1,360,785)	(2,024,871)	85,306	6.7%
Health	(909,920)	(1,076,761)	(1,621,279)	166,841	18.3%
Education and Welfare	(369,851)	(379,991)	(561,556)	10,140	2.7%
Community Amenities	(9,872,973)	(10,073,385)	(15,339,043)	200,412	2.0%
Recreation and Culture	(12,362,958)	(12,853,480)	(18,620,195)	490,522	4.0%
Transport	(8,269,806)	(6,992,499)	(9,328,830)	(1,277,307)	(15.4%)
Economic Services	(744,010)	(821,136)	(1,241,283)	77,126	10.4%
Other Property and Services	(1,422,255)	(2,000,346)	(2,906,756)	578,091	40.6%
Total	(38,191,698)	(38,673,284)	(56,190,692)	481,586	
Operating activities excluded					
Depreciation (Non-Current Assets)	6,753,435	5,238,968	6,047,128	1,514,467	22.4%
(Profit)/Loss on Asset Disposal	238,840	33,328	50,000	205,512	86.0%
EMRC Contribution (Non-cash)	0	0	(1,582,862)	0	
Deferred Loan (non-current) FUSC	(166)	0	(329)	(166)	100.0%
Movement in Provisions	(222,449)	(28,701)	1,127,264	(193,748)	87.1%
Pensioners Deferred Rates Movement	0	0	(33,000)	0	
Total	6,769,661	5,243,595	5,608,201	1,526,066	
Amount attributable to operating activities	(8,430,135)	(11,411,551)	(24,759,031)	2,981,416	
Investing Activities					
Proceeds from Disposal of Assets	36,490	0	0	36,490	100.0%
Non-operating grants, subsidies and contributions	2,698,187	1,187,516	3,767,124	1,510,671	56.0%
Land Development Costs	0	0	(46,888)	0	
Land and Buildings New	(121,833)	(847,778)	(2,336,753)	725,944	(595.9%)
Land and Buildings Replacement	(591,483)	(1,048,772)	(1,925,772)	457,289	(77.3%)
Plant and Equipment New	(467,935)	(349,250)	(2,132,086)	(118,685)	25.4%
Plant and Equipment Replacement	(504,832)	(26,664)	(40,000)	(478,168)	94.7%
Furniture and Equipment	(398,858)	(484,739)	(869,000)	85,881	(21.5%)
Infrastructure Assets - Roads New	(753,767)	(1,346,999)	(2,354,218)	593,232	(78.7%)
Infrastructure Assets - Roads Renewal	(1,449,865)	(2,667,839)	(3,581,955)	1,217,975	(84.0%)
Infrastructure Assets - Drainage New	(1,634,143)	(1,341,387)	(1,428,022)	(292,756)	17.9%
Infrastructure Assets - Drainage Renewal	(53,064)	(166,502)	(447,995)	113,438	(213.8%)
Infrastructure Assets - Footpaths New	(180,723)	(309,692)	(455,659)	128,969	(71.4%)
Infrastructure Assets - Footpaths Renewal	(131,798)	(342,861)	(477,999)	211,063	(160.1%)
Infrastructure Assets - Car Parks New	104,684	(108,786)	(980,672)	213,470	203.9%
Infrastructure Assets - Car Parks Renewal	(215,426)	(348,948)	(665,474)	133,522	(62.0%)
Infrastructure Assets - Parks and Ovals New	(864,795)	(1,295,965)	(2,239,758)	431,170	(49.9%)
Infrastructure Assets - Parks and Ovals Renewal	(260,564)	(337,802)	(1,216,556)	77,238	(29.6%)
Infrastructure Assets - Capital Work-in-progress	(1,117,952)	(1,056,214)	(2,491,000)	(61,738)	5.5%
Amounts attributable to investing activities	(5,907,675)	(10,892,681)	(19,922,684)	4,985,007	
Financing Activities					
Self-Supporting Loan Principal Income	53,058	51,320	77,023	1,738	3.3%
Proceeds from new borrowings	0	0	1,950,000	0	
Capital (Developer) - Contributions	0	195,370	610,532	(195,370)	(100.0%)
Transfers from cash backed reserves (restricted assets)	5,554,827	5,246,173	12,627,430	308,654	5.6%
Capital Contributions and Grants Owing	0	0	0	0	
Repayment of borrowings	(457,496)	(500,488)	(750,747)	42,992	9.4%
Transfers to cash backed reserves (restricted assets)	(79,431)	(69,480)	(69,480)	(9,951)	(12.5%)
Amounts attributable to financing activities	5,070,958	4,922,895	14,444,758	148,064	
Surplus / (deficiency) before general rates	(9,266,851)	(17,381,338)	(30,236,955)	8,114,486	
Rate Revenue	34,285,333	34,629,418	35,812,062	(344,085)	(1.0%)
Net current assets at end of the period - surplus/(deficit)	25,018,482	17,248,080	5,575,107	7,770,401	31.1%

CITY OF KALAMUNDA
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE EIGHT MONTHS ENDED 28 FEBRUARY 2018

NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)

	28/02/2018	28/02/2017
	\$	\$
Current Assets		
Cash and Cash Equivalents (Unrestricted)	28,283,364	30,606,058
Cash and Cash Equivalents - Reserves (Restricted)	13,291,902	12,430,818
Receivables - Rates	3,069,757	2,484,404
Receivables - Sundry	140,087	481,439
Receivables -Other	1,177,830	1,351,729
Inventories	78,733	138,998
(* exclude loan receivable)	<u>46,041,673</u>	<u>47,493,447</u>
Less: Current Liabilities		
Payables	(7,731,289)	(7,058,160)
Provisions	(3,059,449)	(2,764,866)
(* exclude loan payable)	<u>(10,790,738)</u>	<u>(9,823,026)</u>
Net Current Asset Position	<u>35,250,935</u>	<u>37,670,421</u>
Add:		
Provision for Long Service Leave	1,542,687	1,339,088
Provision for Annual Leave	1,516,762	1,425,778
Less:		
Cash and Cash Equivalents - Reserves (Restricted)	<u>(13,291,902)</u>	<u>(12,430,818)</u>
Net Current Funding Position	<u>25,018,482</u>	<u>28,004,469</u>

10.5.9. Rates Debtors Report for the Period Ended 28 February 2018

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

Previous Items	N/A
Directorate	Rates Services
Business Unit	Rates Coordinator
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A

Attachments	1. Rates Debtors Report for the period Ended 28 February 2018 [10.5.9.1]
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EXECUTIVE SUMMARY

1. The purpose of this report is to provide Council with information on the rates collection percentage and the status of recovery actions.
2. It is recommended that Council receive the Rates Debtors report for the month of February 2018 (Attachment 10.1.4.1).
3. The City has collected \$33.45 million (91.85%) in rates as at 28 February 2018.

BACKGROUND

4. Rate Notices were issues on 11 July 2017 with the following payment options available:

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

5. A total of 24,466 Rate Notices were sent on 11 July 2017. Rates Levied and Collectable for the 2017/18 Financial Year currently total \$36,920,221. As at 28 February 2018, a total of \$33,451,558 has been collected. This represents a collection rate of 91.85% which is statistically comparable to the 92.70% at the same time in the 2016/2017 Financial Year. The collection rate is expected to increase with the continuation of Debt Recovery.
6. A total of 9,242 ratepayers took up an instalment option last year. As of the 2017/2018 cut-off date 9,099 properties are on the instalment options. Of these, 1,703 took up the option to pay by two instalments and 7,396 have chosen to pay by four instalments.

7. Three additional services have been introduced in recent years to better assist ratepayers in paying their amounts due. These are:
 - a) A Smarter Way to Pay – with approximately 735 ratepayers signed up. This represents a 32% increase from the previous year. It is expected that this will further increase once demand letters are issued for ratepayers who are in default.
 - b) eRates – there are 2,198 properties signed up for email delivery, compared to 1,949 in the previous year. This represents a 15% increase in this service and 9% of the rates database;
 - c) BPay View – approximately 857 ratepayers have signed up for this service. Last year a total of 638 had signed up, representing a 19% increase in this service.
8. Interim Rating processing commenced in October 2017 and is continuing. While mostly focused on processing changes made to values last financial year or making changes to values from the revaluation, over \$90,000 has been raised in new charges. Training additional staff to raise interim rates during this year will accelerate the processing of interim rates.
9. Call recording software has been utilised in the Rates Department since 2015, primarily for customer service purposes, as it allows review of calls which results in training and process improvements. Throughout the month of February 2018, the Rates department handled 1,110 calls with a total call time of approximately 52 hours.

DETAILS

10. There were 87 properties with outstanding balances from previous years; the majority of these accounts have a balance owing (including current charges) of over \$5,000 and special attention will be taken with these accounts in the 2017/2018 debt collection process. Some of these accounts have circumstances that are preventing debt collection such as bankruptcy, seizure of land by another organisation or already pending legal action.
11. The City began debt collection in November 2017 with final notices sent to all accounts with a balance owing of more than \$50 who are not on an Instalment or Direct Debit plan with the City. Final Notices were due for payment no later than 08 December 2017 with an extension given until 15 January 2018 for arrangements and payment delays.
12. In February 2018, the City undertook a review of all accounts that have been sent a Final Notice. Those accounts that remain outstanding without a Direct Debit in place will be sent a Letter of Demand by the City's Debt Collection Firm. The file is currently with the Debt Collection Firm for a letter to be issued in early March 2018. The Letter of Demand will allow 14 days for Payment in Full, or a Direct Debit arrangement to be made, before the City considers proceeding with further recovery action.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

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

COMMUNITY ENGAGEMENT REQUIREMENTS

Internal Referrals

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

External Referrals

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

FINANCIAL CONSIDERATIONS

17. The early raising of rates in July 2017 allows the City's operations to commence without delays by increasing cashflow, in addition to earning additional interest income.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

18. *Kalamunda Advancing Strategic Community Plan to 2027*
- Priority 4: Kalamunda Leads
- Objective 4.1 - To provide leadership through transparent governance.
- Strategy 4.1.1** - Provide good governance.

SUSTAINABILITY

Social Implications

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

Economic Implications

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

Environmental Implications

22. The increase in take up of eRates and BPay View, as a system of Rate Notice delivery, will contribute to lower carbon emissions due to a reduction in printing and postage.

RISK MANAGEMENT CONSIDERATIONS

23.	Risk: Failure to collect outstanding rates and charges.		
	Likelihood	Consequence	Rating
	Likely	Moderate	High
	Action/Strategy		
	Ensure debt collections are rigorously maintained.		

OFFICER COMMENT

24. The City's debt collection strategy has proven to be very effective with a 97.23% collection rate in the 2016/17 financial year.

The 2017/18 year to date collection rate is on par with the same time last year.

The City is ranked in the top 4 WA metropolitan Councils (of 19 Councils surveyed) for efficiency in rates collection (Source: Australasian LG Performance Excellence Survey, 2017).

Cr Thomas sought clarification on debt recovery. The Director Corporate & Community Services provided relevant information

Voting Requirements: Simple Majority

RESOLVED OCM 45/2018

That Council:

1. Receives the rates debtors report for the period ended 28 February 2018 (Attachment 10.1.4.1).

Moved: Cr Margaret Thomas

Seconded: Cr Allan Morton

Vote: CARRIED UNANIMOUSLY (9/0)

CITY OF KALAMUNDA

SUMMARY OF OUTSTANDING RATES

FOR THE PERIOD ENDED 28 February 2018

Rates Outstanding Debtors

		3rd Previous Year + Outstanding	2nd Previous Year Outstanding	Previous Year Outstanding	Current Outstanding	Total Outstanding	Previous Year Total Outstanding
30-Jun-17		Balance Forward				\$1,413,452	\$1,226,895
31-Jul-17		\$464,623.66	\$185,444.47	\$678,001.88	\$31,054,760.25	\$32,382,830.26	\$30,915,019.14
31-Aug-17		\$458,216.51	\$172,068.42	\$532,049.93	\$18,068,347.98	\$19,230,682.84	\$17,847,467.10
30-Sep-17		\$454,963.56	\$166,311.09	\$491,030.60	\$16,490,860.81	\$17,603,166.06	\$16,711,750.04
31-Oct-17		\$445,855.31	\$160,460.67	\$456,596.72	\$13,852,085.26	\$14,914,997.96	\$13,984,570.43
30-Nov-17		\$444,587.57	\$157,338.36	\$436,989.54	\$12,315,049.12	\$13,353,964.59	\$12,086,294.75
31-Dec-17		\$439,051.31	\$153,543.85	\$402,304.07	\$7,231,988.52	\$8,226,887.75	\$7,493,060.83
31-Jan-18		\$433,581.21	\$148,474.43	\$371,963.31	\$6,010,590.54	\$6,964,609.49	\$6,078,928.00
28-Feb-18		\$431,765.38	\$144,138.29	\$358,674.20	\$2,534,084.62	\$3,468,662.49	\$2,898,988.45
31-Mar-18						\$0.00	\$2,515,691.28
30-Apr-18						\$0.00	\$2,293,823.40
31-May-18						\$0.00	\$1,763,246.02
30-Jun-18						\$0.00	\$1,413,451.55

Rates Outstanding as at 30/06/2017

\$1,413,452

Rate Levied 2017/2018

\$35,415,019

Interim 2017/2018

\$62,653

Back Rates

\$29,097

Total Levies To Date for 2017/2018

\$35,506,769

Total Collectable

\$36,920,221

Total Collected to date

\$33,451,558

Total Rates Outstanding

\$3,468,662

Current Deferred Rates Amt (from Rate Reports)

\$ 500,043

Total Rates amount to be collected not including deferred

\$2,968,619

2016/2017

% of Rates Outstanding :

8.15%

7.30%

% of Rates Collected :

91.85%

92.70%

10.6. Audit & Risk Committee Reports

10.6.1. Adoption of Audit & Risk Committee Report

Voting Requirements: Simple Majority

EN BLOC RESOLUTION OCM 46/2018

That recommendations of reports A&R 9.1.1 to A&R 14.1.2 inclusive, be adopted by Council en bloc.

Moved: Cr Geoff Stallard

Seconded: Cr Michael Fernie

Vote: CARRIED UNANIMOUSLY (9/0)

A&R 9.1.1 City of Kalamunda Risk Profile

EN BLOC RESOLUTION OCM 46/2018

That Council:

1. Endorse the Risk Profile.
2. Notes the Strategic Risk Register.
3. Notes that the Risk Profile will be brought to subsequent Audit & Risk Committee Meetings.

A&R 9.1.2 Audit & Risk Committee Structure

EN BLOC RESOLUTION OCM 46/2018

That Council:

1. Endorses the revised Terms of Reference for the Audit and Risk Committee with amendment to the membership to include an independent external member with expertise in auditing.
2. Request the CEO prepare a report to Council outlining the selection criteria and the appointment process of an external member.
3. Notes information provided regarding the operation of Audit and Risk Committees in other local governments.

A&R 9.1.3. Strategic Internal Audit Plan 2017-20

EN BLOC RESOLUTION OCM 46/2018

That Council:

1. Endorses the City of Kalamunda Strategic Internal Audit Plan 2017-2020 to include scope changes as raised by Council.
2. Notes that Crowe Horwath Pty Ltd, the appointed Internal Auditor is to provide a quarterly report to the Audit & Risk Committee commenting on the work done to date.
3. Notes that an annual review will be conducted of the Strategic Internal Audit Plan and changes brought to the Audit and Risk Committee for endorsement prior to commencement or works.

A&R 9.1.4. Officer of the Auditor General - Focus Audit on City of Kalamunda Corporate Credit Cards

EN BLOC RESOLUTION OCM 46/2018

That Council:

1. Notes the Office of the Auditor General report and recommendations as provided in Confidential Attachment 9.1.1.1;
2. Requests the Internal Auditor, Crowe Horwath Pty Ltd to provide an update in the June Audit and Risk Meeting of the changes in the controls/review of credit card spend.

A&R 9.2.1. Compliance Audit Return 2017

EN BLOC RESOLUTION OCM 46/2018

That Council:

1. Defer the item until March Ordinary Council Meeting.

A&R 14.1.1. Probity Audit - RFQ Results

EN BLOC RESOLUTION OCM 46/2018

That Council:

1. Requests the Chief Executive Officer to engage an independent auditor to carry out an additional review of 10 tenders chosen randomly by the consultant at a cost of \$15,400.
2. Allocates additional budget of \$16,000 for the purposes of carrying out an additional review of tenders.
3. Notes that the results of the additional Probity Audit will be reported to the June 2018 Audit and Risk Committee meeting.

A&R 14.1.2. Probity Audit – Actions on Recommendations

EN BLOC RESOLUTION OCM 46/2018

That Council:

1. Notes the remedial actions undertaken so far which have been addressed in the Deloitte probity reports and requests the internal auditor to provide an update in the June 2018 meeting.

11. Motions of Which Previous Notice has been Given

11.1 Nil.

12. Questions by Members Without Notice

12.1 - Cr Stallard - North East Sub-Regional Structure Plan

Q1. Regarding the comments and findings, what are the implications for Pickering Brook and other areas surrounding the Kalamunda City.

A1. The Chief Executive Officer advised in respect to Pickering Brook and the Pickering Brook Town Centre, the Western Australian Planning Commission (WAPC) have created a planning investigation area over the town site. This means further intensive studies around priority agricultural areas and bushfire and water protection issues need to be undertaken by the WAPC and input into this study will be required from the City. The WAPC did make it clear that they will not support development through the hills region because of the bushfire issues.

Q2. Is this set in concrete at this stage or is it in draft form.

A2. The Chief Executive Officer confirmed the Minister has been briefed and has passed through parliament.

Q3. In which decade will they be looking at Pickering Brook?

A3. The Chief Executive Officer advised until they complete the planning investigation they haven't set a time frame.

12.2 - Cr Fernie - North East Sub-Regional Structure Plan

Q1. If it is planning investigation and the WAPC will be leading this, what input will the community have on that?

A1. The Chief Executive Officer advised contact would be made with the WAPC to gather further information.

12.3 - Cr Fernie - Local Planning Scheme (LPS) 3

Q1. Can an indication be provided of when the City will be moving forward from LPS 3 into LPS 4 and have the City started work on the Local Planning Strategy and how well will the needs of the aged care be incorporated in the Local Planning Strategy?

A1. The Chief Executive Officer advised there has been a lot of work on the studies that support the Local Planning Strategies to date. The time frame from memory that the Local Planning Strategy would be completed by the end of next financial year. With respect to aged care, the Local Planning Strategy 2013 had aged care sites designated in it.

12.1 10.5.3 Debtors and Creditors Report for the Period Ended 31 December 2017

Q1. Referring to paragraph 8 Cr Brooke O'Donnell sought clarification on the number of verge trees replaced for \$4,400.

A1. Eight 100Lt Marri Trees to replace trees taken down without Council permission by the developer.

12.2 10.5.4 Debtors and Creditors Report for the Period Ended 31 January 2018

Q1. Cr O'Connor asked for further clarification on EFT61170 for Repeat Plastics (WA) for \$3357.97.

A1. The purchase was for two benches \$2,442 (ex GST) and repair for an existing one \$610 Ex GST.

13. Questions by Members of Which Due Notice has been Given

13.1 Nil.

14. Urgent Business Approved by the Presiding Member or by Decision

14.1 Nil.

15. Meeting Closed to the Public

15.1 That the Meeting be closed to the public to consider confidential items.

RESOLVED OCM 47/2018

Moved: Cr Sara Lohmeyer

Seconded: Cr Michael Fernie

Vote: CARRIED UNANIMOUSLY (9/0)

The Meeting closed to the public at 8.48pm and all members of the public gallery and staff left the Meeting.

Cr Allan Morton left chambers at 9.05pm and did not return.

15.2 **15.5.1. Chief Executive Officer's Performance Review 2017**

Previous Items May 2016
 April 2017
 November 2017
Directorate Office of the CEO
Business Unit Human Resources
File Reference
Applicant
Owner

- Attachments 1. CEO Performance Review 2016-17 (Summary
 Report) [15.5.1.1]
 2. Proposed CEO KPIS 2018-19 [15.5.1.2]

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (a) - "a matter affecting an employee or employees."*

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."*

Voting Requirements: Simple Majority

RESOLVED OCM 48/2018

That Council:

1. Notes that the performance review of Ms Rhonda Hardy, Chief Executive Officer, has been undertaken for the period of July 2016 to December 2017 and notes the consultant report at attachment 15.4.1.1.
2. Accepts the outcome of 'Meets Expectations' and thanks Mrs Hardy for her efforts.
3. Endorses the CEO's Performance Criteria for the periods January 2018 to June 2018 and July 2018 to June 2019, as set out in attachment 15.4.1.2.
4. Notes that the annual remuneration review was undertaken, and that given the current state economic climate and the latest SAT determination, it is recommended that no increase be applied to the CEO's TRP for the previous period.
5. Notes the Chief Executive Officer's Performance Review Committee supports the CEO to undertake professional development as set out in agenda paper 15.5.1.
6. Requests the Manager, People Services prepare the CEO Performance Review Policy for Council approval in April 2018.

Moved: Cr Sara Lohmeyer

Seconded: Cr Margaret Thomas

Vote: CARRIED UNANIMOUSLY (8/0)

15.3 15.5.2. Chief Executive Officer - Professional Development

Previous Items

Directorate	Office of the CEO
Business Unit	Chief Executive Officer
File Reference	
Applicant	N/A
Owner	N/A

Attachment	1. CEO Professional Development Course Outline - Confidential Attachment [15.5.2.1]
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Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (a) - "a matter affecting an employee or employees."*

Voting Requirements: Simple Majority

RESOLVED OCM 49/2018

That Council:

1. Approves the Chief Executive Officer's attendance to the Australian Institute of Company Directors residential program to be held in Queensland from 14 to 18 June 2018.
2. Notes the Chief Executive will self-fund any costs over and about the professional development allowance as allocated by Council.

Moved: Cr Margaret Thomas

Seconded: Cr Geoff Stallard

Vote: CARRIED UNANIMOUSLY (8/0)

- 15.4 That the Meeting be reopened to the public after consideration of confidential items.

RESOLVED OCM 50/2018

Moved: Cr Sara Lohmeyer

Seconded: Cr Brooke O'Donnell

Vote: CARRIED UNANIMOUSLY (8/0)

The Meeting reopened to the public at 9.15pm. As no members of the public returned to the meeting, the Presiding Member dispensed with reading the decisions made behind closed doors.

16. Tabled Documents

- 16.1 Public Briefing Agenda Forum Minutes 13 March 2018.

17. Closure

There being no further business, the Presiding Member declared the Meeting closed at 9.16pm.

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

Signed: _____
Presiding Member

Dated this _____ day of _____ 2018.