

# Corporate & Community Services Committee Meeting

Agenda for 15 September 2014



**shire of  
kalamunda**

## **NOTICE OF MEETING CORPORATE & COMMUNITY SERVICES COMMITTEE**

Dear Councillors

Notice is hereby given that the next meeting of the Corporate & Community Services Committee will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Monday 15 September 2014 at 6.30pm.**

Dinner will be served prior to the meeting, at 5.30pm.



Rhonda Hardy  
**Chief Executive Officer**  
10 September 2014

## **Our Vision and Our Values**

### **Our Vision**

The Shire will have a diversity of lifestyle and people. It will take pride in caring for the natural, social, cultural and built environments and provide opportunities for people of all ages.

### **Our Core Values**

**Service** – We deliver excellent service by actively engaging and listening to each other.

**Respect** – We trust and respect each other by valuing our difference, communicating openly and showing integrity in all we do.

**Diversity** – We challenge ourselves by keeping our minds open and looking for all possibilities and opportunities.

**Ethics** – We provide honest, open, equitable and responsive leadership by demonstrating high standards of ethical behavior.

### **Our Aspirational Values**

**Prosperity** – We will ensure our Shire has a robust economy through a mixture of industrial and commercial development.

**Harmony** – We will retain our natural assets in balance with our built environment.

**Courage** – We take risks that are calculated to lead us to a bold new future.

**Creativity** – We create and innovate to improve all we do.

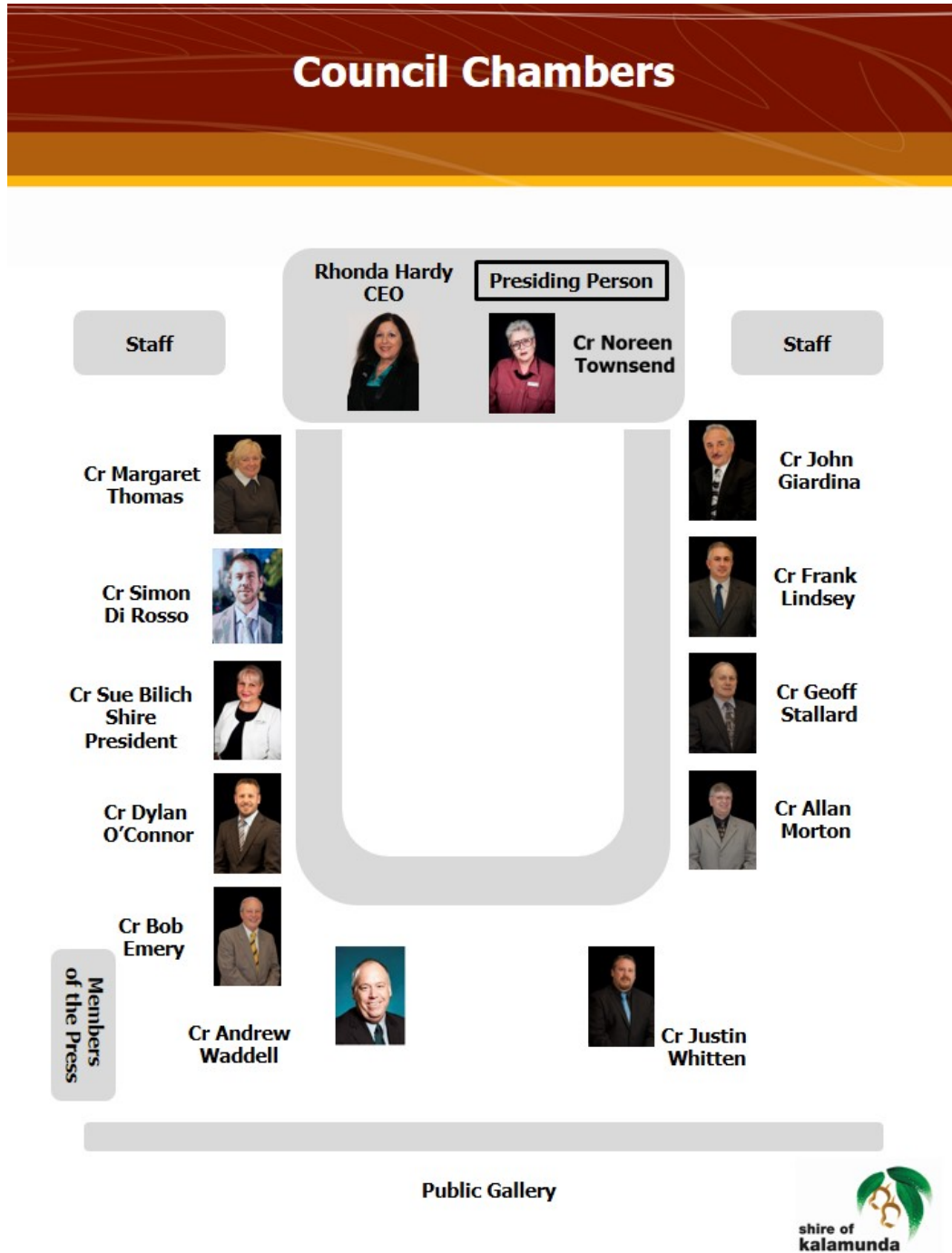


## INFORMATION FOR THE PUBLIC ATTENDING COMMITTEE OR COUNCIL MEETINGS

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

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

### Council Chambers – Seating Layout



## **Standing Committee Meetings – Procedures**

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

## **Emergency Procedures**

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

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

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

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

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## AGENDA

### 1.0 OFFICIAL OPENING

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

Cr Simon Di Rosso – Leave of Absence

Cr Bob Emery – Leave of Absence

### 3.0 PUBLIC QUESTION TIME

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

### 4.0 PETITIONS/DEPUTATIONS

### 5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- 5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 18 August 2014, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

#### Statement by Presiding Member

"On the basis of the above Motion, I now sign the minutes as a true and accurate record of the meeting of 18 August 2014".

### 6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

### 7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

- 7.1 **39. CONFIDENTIAL - Request for Review of Rental Amount – 38 Collins Road, Kalamunda** - (Attachments 1, 2 and 3) Provided under separate cover.

*Reason for Confidentiality: Local Government Act 1995 S5.23(2)(D) – "a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting."*

- 7.2 **40. CONFIDENTIAL - Lesmurdie Tennis Club**

*Reason for Confidentiality: Local Government Act 1995 S5.23(2)(d) – "legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting"*

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## **8.0 DISCLOSURE OF INTERESTS**

### **8.1 Disclosure of Financial and Proximity Interests**

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

### **8.2 Disclosure of Interest Affecting Impartiality**

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

## **9.0 REPORTS TO COUNCIL**

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

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

**33. Debtors and Creditors Report for the Period Ended 31 August 2014**

Previous Items	N/A
Responsible Officer	Director Corporate Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachment 1	Creditors Payment Listing for the month of August 2014
Attachment 2	Summary of Debtors for the month of August 2014
Attachment 3	Summary of Creditors for the month of August 2014

**PURPOSE**

1. To receive the monthly report on creditors payment listings for the month of August 2014 (Attachment 1).
2. To receive the monthly report on debtors and creditors (Attachments 2 and 3).

**BACKGROUND**

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

**DETAILS**

**Debtors**

4. Invoices over 30 days total \$33,678.53, debts of significance are:
  - Kalamunda & Districts Basketball, \$2,029.97, operational expenses;
  - Kalamunda & Districts Football, \$1,887.79, operational expenses;
  - Kalamunda Farmers Market, \$6,490.00, trading in thoroughfares and;
  - MK & EA Richards, \$7,700.00, bond payment.
5. Invoices over 60 days total \$134,978.17, debts of significance are:
  - Discovery Parks, \$81,920.00, annual waste charges;
  - Kalamunda Canning Rugby League, \$3,563.64, operating expenses;
  - Kalamunda District Hockey, \$6,084.00, operating expenses;
  - Kalamunda United FC, \$7,082.44, operating expenses;
  - Water Corporation, \$14,850.00, hydrological study – contribution and;
  - Zig Zag Café, \$6,490.81, operating expenses.



6. Invoices over 90 days total \$501,295.76, debts of significance are:
- Kalamunda Chamber of Commerce, \$4,610.00, annual rent – direct debit arrangement in place;
  - Kalamunda Cricket Club, \$4,775.19, operating expenses – on hold until the cricket season commences in October 2014;
  - Lesmurdie Tennis Club, \$24,000.00, contribution to extension;
  - Matt Stuart, \$165,000.00, developer contribution – Legal prosecutions have commenced and;  
 Velo Zupanovich, \$299,590.50, developer contribution - matter now pending at the State Administrative Tribunal (SAT).

**Creditors**

7. Payments totalling \$3,890,437.56 were made during the month of August 2014. Standard payment terms are 30 days from the end of the month, with local businesses and contractors on 14 day terms.
8. Significant Municipal payments made in the month were:

<b>Supplier</b>	<b>Purpose</b>	<b>\$</b>
Australian Tax Office	PAYG payments	474,964.49
Beaver Tree Services	Tree removal/pruning – various locations	136,236.38
DMC Cleaning	Cleaning of various Shire buildings – 2 months	107,270.26
Eastern Metropolitan Regional Council	Domestic/Waste Charges and disposal fees	329,717.84
Perth Waste Pty Ltd	Weekly collection and disposal of waste services	198,351.67
LGIS insurance	Insurance for 2014/15 – various	588,382.47
Porter Consulting Engineers	Survey Design for Hale Road widening project	52,778.00
Synergy	Power charges	168,144.35
Telstra	Telephone expense including new infrastructure costs	121,760.77
WA Local Government Superannuation Plan	Superannuation contributions	267,895.90
West Australian Treasury Corporation	Loan Repayment Instalments – Loan Nos 218,219	19,106.05

9. These payments total \$2,661,431.73 and represent 68.4% of all payments for the month.

## Trust Account Payments

10. The Trust Accounts maintained by the Shire relate to the following types:

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

11. The following payments were made from the Trust Accounts in the month of August 2014.

Cell 9 Trust		Amount (\$)
Date	Description	
22/8/2014	July 2014 BAS Payment	59,467.13
Forrestfield Industrial Area		Amount (\$)
Date	Description	
11/8/2014	Softwood Logging Services Pty Ltd	29,450.00
BCITF Levy		Amount (\$)
Date	Description	
5/8/2014	Building & Construction Levies – July 2014	18,680.58
Building Services Levy		Amount (\$)
Date	Description	
6/8/2014	Building Levy – July 2014	12,492.20

## STATUTORY AND LEGAL CONSIDERATIONS

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

## POLICY CONSIDERATIONS

13. Nil.

## COMMUNITY ENGAGEMENT REQUIREMENTS

14. Nil.

## FINANCIAL CONSIDERATIONS

15. Nil.

## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

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

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

## SUSTAINABILITY

### Social Implications

17. Nil.

### Economic Implications

18. Nil.

### Environmental Implications

19. Nil.

## RISK MANAGEMENT CONSIDERATIONS

### Debtors

20.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The Shire is exposed to the potential risk of the debtor failing to make payments which it is obligated to do. This will result in the disruption of cash flows and increased collection costs. The loss may be complete or partial and can arise in a number of circumstances.	Possible	Minor	Medium	Ensure debt collections is rigorously managed.

**Creditors**

Risk	Likelihood	Consequence	Rating	Action/Strategy
If the Shire defaults on payment to a creditor, the Shire runs the risk of an adverse credit record resulting in potential future disruptions on cash flows and ability to obtain credit.	Unlikely	Minor	Low	Ensure all disputes are resolved in a timely manner.

**OFFICER COMMENT**

22. Nil.

**Voting Requirements: Simple Majority**

**OFFICER RECOMMENDATION (C&C 33/2014)**

That Council:

1. Receives the list of payments made from the Municipal Accounts in August 2014 (Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
2. Receives the list of payments made from the Trust Accounts in August 2014 as noted in point 11 above in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
3. Receives the outstanding debtors (Attachment 2) and creditors (Attachment 3) reports for the month of August 2014.

Moved:

Seconded:

Vote:

**Attachment 1**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
740	30/07/2014	AUSTRALIAN TAXATION OFFICE	TAXATION	162346.69
741	06/08/2014	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 218 INTEREST PAYMENT	1996.19
742	06/08/2014	LES MILLS AUSTRALIA	MONTHLY LICENCE FEE	1000.54
743	08/08/2014	COMMONWEALTH BANK - BUSINESS CARD	BUSINESS CORPORATE CARD - VARIOUS PURCHASES HACC ACTIVITY OFFICER - \$290.62 LIBRARY SERVICES TEAM LEADER - \$916.47 HACC ACTIVITY OFFICER - \$114.00 HEALTHY COMMUNITIES TEAM LEADER - \$83.48 FUNCTIONS CO-ORDINATOR - \$3079.71 CO-ORDINATOR PROCUREMENT - \$9316.81 HACC ACTIVITY OFFICER - \$257.50 HACC ACTIVITY OFFICER - \$1712.27 MANAGER HR - \$1304.44 DAY CENTRE CO-ORDINATOR - \$425.00	17500.30
744	11/08/2014	IINET TECHNOLOGIES PTY LTD	INTERNET ACCESS	549.55
745	13/08/2014	AUSTRALIAN TAXATION OFFICE	TAXATION	155553.26
746	15/08/2014	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN # 219 FIXED COMPONENT	17109.86
747	27/08/2014	NATIONAL AUSTRALIA BANK LTD	MONTHLY HIRE PURCHASE REPAYMENT FOR TOYOTA HILUX	1018.51
748	27/08/2014	AUSTRALIAN TAXATION OFFICE	TAXATION	157064.54
EFT37834	31/07/2014	A LEVIS & SONS - WATER BORE DRILLERS	SUPPLY OF 4 TEST HOLES KALAMUNDA SENIOR HIGH SCHOOL'S OVAL	440.00
EFT37835	31/07/2014	YMCA OF PERTH INC	YMCA MANAGEMENT FEES - APRIL - JUNE 2014	2704.90
EFT37836	31/07/2014	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	16.45

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT37837	31/07/2014	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	597.57
EFT37838	31/07/2014	PLANTRITE	SUPPLY OF PLANTS FOR VARIOUS LOCATIONS	5820.65
EFT37839	31/07/2014	FIRE AND SAFETY WA	FIRE PROTECTION WEAR / SUPPLIES	1585.98
EFT37840	31/07/2014	PICTON PRESS	PRINTING OF BROCHURES FOR VARIOUS EVENTS	3117.42
EFT37841	31/07/2014	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	1000.00
EFT37842	31/07/2014	THE JAFFA ROOM/ ARTISTRALIA	COPYRIGHT FOR THE SCREENING OF 'THE WAY' AT KALAMUNDA LIBRARY	242.00
EFT37843	31/07/2014	ANTONIO & TERESA ZURZOLO	FOOTPATH DEPOSIT REFUND	700.00
EFT37844	31/07/2014	ELIZABETH PAYNE	SALE OF ARTWORK - NAIDOC - MAKURU EXHIBITION	168.00
EFT37845	31/07/2014	MARGIT ELSE ALTMANN	TRAVEL COMMUNITY VISITORS SCHEME REFUND	144.00
EFT37846	31/07/2014	MARK DOYLE	FOOTPATH DEPOSIT REFUND	1000.00
EFT37847	31/07/2014	LESLIE MILLARD & TRINA BARNES	BOND REFUND	50.00
EFT37848	31/07/2014	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	90389.22
EFT37849	31/07/2014	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	436.00
EFT37850	31/07/2014	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	478.07
EFT37851	31/07/2014	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	832.50
EFT37852	31/07/2014	GULLY VIEWS NEWSAGENCY	SUBSCRIPTIONS & NEWSPAPERS FOR VARIOUS LOCATIONS	254.04
EFT37853	31/07/2014	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	3858.80
EFT37854	31/07/2014	KOSTERAS KALAMUNDA PTY LTD	PLANT / VEHICLE PARTS	88.45
EFT37855	31/07/2014	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANNUAL MEMBERSHIP FEES FOR 2014/2015	14324.71
EFT37856	31/07/2014	SESCO SECURITY CO	SECURITY MONITORING SERVICES FOR VARIOUS LOCATIONS	258.50
EFT37857	31/07/2014	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	985.45
EFT37858	31/07/2014	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	288.43

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT37859	31/07/2014	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	2395.11
EFT37860	31/07/2014	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	4595.13
EFT37861	31/07/2014	MAJOR MOTORS PTY LTD	PLANT / VEHICLE PARTS	143.60
EFT37862	31/07/2014	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	1563.06
EFT37863	31/07/2014	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	915.14
EFT37864	31/07/2014	DAYNITE TOWING SERVICE (WA) PTY LTD (FORMERLEY MOBITOW PTY LTD)	TOWING SERVICES	198.00
EFT37865	31/07/2014	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	143.00
EFT37866	31/07/2014	LGIS INSURANCE BROKING SERVICES	INSURANCE SERVICES - 30/06/14 - 30/06/15	86835.88
EFT37867	31/07/2014	LGIS WORKCARE SCHEME	LGIS WORKCARE INSURANCE - 30/06/14 - 30/06/15	206584.69
EFT37868	31/07/2014	LGIS LIABILITY SCHEME	LGIS LIABILITY INSURANCE - 30/06/14 - 30/06/15	186795.29
EFT37869	31/07/2014	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	11099.83
EFT37870	31/07/2014	BGC ASPHALT	ROAD MATERIALS FOR VARIOUS LOCATIONS	2737.95
EFT37871	31/07/2014	HILL TOP TROPHIES (MILPRO WA)	SUPPLY OF NAME BADGES	21.45
EFT37872	31/07/2014	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	1427.66
EFT37873	31/07/2014	AUSTRALASIAN PERFORMING RIGHTS ASSOCIATION	LICENCE FEE FOR THE USE OF COPYRIGHT MUSIC	1368.78
EFT37874	31/07/2014	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	5890.01
EFT37875	31/07/2014	STAFF LINK PERSONNEL PTY LTD	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	1962.72
EFT37876	31/07/2014	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	1766.60
EFT37877	31/07/2014	APACE AID (INC)	GROWTH AND SUPPLY OF 2, 600 'TUBES' OF A RANGE OF NATIVE PLANT SPECIES FOR THE 2014 PLANTS FOR RESIDENTS PROGRAM	3735.00
EFT37878	31/07/2014	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	220.49
EFT37879	31/07/2014	STAGE FX	TECHNICIAN SERVICES FOR VARIOUS EVENTS	575.00
EFT37880	31/07/2014	KALAMUNDA DISTRICT PIPE BAND	HALL AND KEY BOND REFUND	750.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT37881	31/07/2014	LITTLE LOADS	GARDEN / VERGE SUPPLIES FOR VARIOUS LOCATIONS	484.00
EFT37882	31/07/2014	PLUNKETT HOMES (1903) PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT37883	31/07/2014	ST JOHN AMBULANCE AUSTRALIA (WA) INC	FIRST AID KIT SERVICING FOR VARIOUS LOCATIONS	3295.47
EFT37884	31/07/2014	COMMISSIONER OF POLICE	VOLUNTEER POLICE CHECKS	135.90
EFT37885	31/07/2014	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	8139.00
EFT37886	31/07/2014	WILD SEASONS FLOWERS PTY LTD	FLOWER ARRANGEMENTS	145.00
EFT37887	31/07/2014	CHAMBER OF COMMERCE & INDUSTRY OF WA	CCI ANNUAL MEMBERSHIP SUBSCRIPTION 2014	2832.56
EFT37888	31/07/2014	ALCHEMY TECHNOLOGY	COMPUTER SOFTWARE MAINTENANCE	8426.00
EFT37889	31/07/2014	AMEREX FIRE (WA) (E FIRE AND SAFETY)	FIRE EQUIPMENT MAINTENANCE FOR VARIOUS LOCATIONS	165.00
EFT37890	31/07/2014	NATHANAEL DAVID ALTINIER	FOOTPATH DEPOSIT REFUND	1000.00
EFT37891	31/07/2014	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	3934.70
EFT37892	31/07/2014	KWICKS	PLANT/VEHICLE PARTS	695.81
EFT37893	31/07/2014	LGIS PROPERTY	LGIS PROPERTY INSURANCE - 30/06/14 - 30/06/15	108067.19
EFT37894	31/07/2014	TRILOGY SERVICING PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	671.00
EFT37895	31/07/2014	CELEBRATION HOMES	FOOTPATH DEPOSIT REFUND	1000.00
EFT37896	31/07/2014	ABBOTT STORAGE SYSTEMS	STORAGE SUPPLIES FOR DEPOT	698.50
EFT37897	31/07/2014	AUTO ONE KALAMUNDA	PLANT / VEHICLE PARTS	283.40
EFT37898	31/07/2014	MCDOWALL AFFLECK PTY LTD	ENGINEERING FEES FOR THE KOSTERA OVAL UPGRADE PROJECT	1650.00
EFT37899	31/07/2014	ZIG ZAG COMMUNITY ARTS INC	HALL AND KEY BOND REFUND	350.00
EFT37900	31/07/2014	DUN & BRADSTREET ( AUSTRALIA ) PTY LTD	DEBT COLLECTION FEES FOR LIBRARY SERVICES	252.06
EFT37901	31/07/2014	ALBERTA BROWN	RATES REFUND	749.48
EFT37902	31/07/2014	OPUS INTERNATIONAL CONSULTANTS (PCA) LIMITED	CONSTRUCTION ENGINEER AND INSPECTOR ROLE FOR THE ABERNETHY SEWER PROJECT	2379.64



<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT37903	31/07/2014	CONFECT - EXPRESS	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	464.10
EFT37904	31/07/2014	HILLS GOURMET	CATERING SUPPLIES	89.87
EFT37905	31/07/2014	CAROLE & ALAN GARNER	RATES REFUND	336.85
EFT37906	31/07/2014	GEMMILL HOMES	FOOTPATH DEPOSIT REFUND	1000.00
EFT37907	31/07/2014	COUNCIL ON THE AGEING WA INC (COTA)	ANNUAL FEE - 01/07/14 - 30/06/15	1000.00
EFT37908	31/07/2014	WILLIAM GRIFFIN	SEPTIC TANK APPLICATION AND INSPECTION FEE REFUND	236.00
EFT37909	31/07/2014	HILLS GAS SUPPLY	SUPPLY OF BOTTLED GAS FOR VARIOUS LOCATIONS	110.00
EFT37910	31/07/2014	KIM BAKER BALLET ACADEMY	HALL AND KEY BOND REFUND	350.00
EFT37911	31/07/2014	G.D.CHARLTON	PODIATRY SERVICES AT JACK HEALEY CENTRE	1034.30
EFT37912	31/07/2014	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	9648.38
EFT37913	31/07/2014	RACHEL URBANI	HALL BOND REFUND	50.00
EFT37914	31/07/2014	RONALD BEEBE	PLANNING APPLICATION FEE REFUND	147.00
EFT37915	31/07/2014	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	788.46
EFT37916	31/07/2014	CASPIAN MACLEAN	REIMBURSEMENT FOR PURCHASE OF COMPUTER PARTS / ACCESSORIES	98.00
EFT37917	31/07/2014	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	263.63
EFT37918	31/07/2014	BINDALE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	65.27
EFT37919	31/07/2014	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	15.15
EFT37920	31/07/2014	NEVERFAIL SPRINGWATER LTD (ZZCC)	BOTTLED WATER SUPPLIES / MAINTENANCE	26.65
EFT37921	31/07/2014	LIBERTY OIL WESTERN AUSTRALIA PTY LTD	SUPPLY OF FUEL	7642.78
EFT37922		EFT PAYMENT CANCELLED		
EFT37923	31/07/2014	KOTT GUNNING LAWYERS	LEGAL EXPENSES	4523.31
EFT37924	31/07/2014	JORGE'S CONTRACTING SERVICES	CLEANING SERVICES AT PETER ANDERTON CENTRE	2412.85
EFT37925	31/07/2014	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	1056.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT37926	31/07/2014	FONZ'S BOBCAT & TRUCK HIRE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	5235.13
EFT37927	31/07/2014	NEROLIE BLURTON	SALE OF ARTWORK - NAIDON - MAKURU - EXHIBITION	280.00
EFT37928	31/07/2014	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	1267.20
EFT37929	31/07/2014	DARLINGHURST PTY LTD - STEPHEN SHIRCORE	PLANNING APPLICATION FEE REFUND	147.00
EFT37930	31/07/2014	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	788.13
EFT37931	31/07/2014	SIMSAI CONSTRUCTION GROUP PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT37932	31/07/2014	FIRST 5 MINUTES PTY LTD	EMERGENCY RESPONSE PROCEDURES AND EVACUATION EXERCISE	3746.36
EFT37933	31/07/2014	AARON J STIRK	TECHNICIAN SERVICES FOR VARIOUS EVENTS	153.00
EFT37934	31/07/2014	ROBYN HARDY	SALE OF ARTWORK - NAIDOC - MAKURU EXHIBITION	591.50
EFT37935	31/07/2014	EYEZON PTY LTD ( WHAT'S ON )	1/2 PAGE PERTH HILLS SPREAD ADVERTISING IN WHAT'S ON PERTH - JUNE/JULY 2014	449.00
EFT37936	31/07/2014	FOXTEL	ANNUAL BUSINESS PACKAGE - 28/06/14 - 27/07/14	205.00
EFT37937	31/07/2014	MACQUARIE EQUIPMENT RENTALS PTY LTD	HPRC LEASE - CARDIO - 01/08/14 - 31/10/14	6157.74
EFT37938	31/07/2014	ETTIS PTY LTD	ANNUAL TAGGING AND TESTING OF ELECTRICAL APPLIANCES	697.40
EFT37939	31/07/2014	CATHERINE DANIELS	REIMBURSEMENT FOR VARIOUS COSTS	219.00
EFT37940	31/07/2014	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	518.42
EFT37941	31/07/2014	BODYSCENTS	ASSORTED MERCHANDISE FOR THE ZIG ZAG CULTURAL CENTRE GIFT SHOP	206.25
EFT37942	31/07/2014	S & J DEVELOPMENTS P/L T/AS LANSDOWN CONSTRUCTION	PAYMENT OF RETENTION FOR THE AMENTIES CONSTRUCTION PROJECT. END OF DEFECT LIABILITY PERIOD JUNE 2014	13723.14
EFT37943	31/07/2014	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION CENTRE AND DEPOT	468.80

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT37944	31/07/2014	FOOTHILLS MENS SHED INC	MANUFACTURE AND INSTALL BENCHES, MANUFACTURE AND INSTALL TABLE TOP AND ENCLOSE BRICKWORK, MANUFACTURE AND INSTALL TABLE TOP FOR POOL TABLE. TIMBER AND 4 LITRES EXTERIOR STAIN VARNISH TO BE SUPPLIED BY HACC.	660.00
EFT37945	31/07/2014	RESICERT PROPERTY INSPECTIONS	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT THE ZIG ZAG CULTURAL CENTRE	400.00
EFT37946	31/07/2014	MPK TREE SERVICES	TREE REMOVAL / BRANCH PRUNING AT VARIOUS LOCATIONS	7826.50
EFT37947	31/07/2014	TURFWORKS WA PTY LTD	RESERVE MOWING AT VARIOUS LOCATIONS	4628.95
EFT37948	31/07/2014	NEVERFAIL SPRINGWATER LTD (ADMIN OFFICE)	BOTTLED WATER SUPPLIES / MAINTENANCE	79.55
EFT37949	31/07/2014	STAN THE TYRE MAN ( STAN'S TYRE SERVICE WA )	PLANT / VEHICLE PARTS	1655.50
EFT37950	31/07/2014	WOBBLYJULES INVESTMENTS FUND	SUPERANNUATION CONTRIBUTIONS	218.60
EFT37951	31/07/2014	IAN ROGERS	RETURN OF OUTSTANDING WORKS BOND - WAPC 379-13 - 76 BANDALONG WAY HIGH WYCOMBE	10792.50
EFT37952	31/07/2014	DASCO BUILDING GROUP	FOOTPATH DEPOSIT REFUND	1000.00
EFT37953	31/07/2014	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	314.15
EFT37954	31/07/2014	JOHN COLES NURSURY	REPLACEMENT OF CAMILAS THROUGHOUT KALAMUNDA TOWN SQUARE	352.35
EFT37955	31/07/2014	WESTERN TECHNICAL SERVICES PTY LTD	SUPPLY AIR CONDITIONING MAINTENANCE & REPAIR SERVICES TO VARIOUS LOCATIONS	198.00
EFT37956	31/07/2014	THE SULLIVAN SUPER FUND	SUPERANNUATION CONTRIBUTIONS	668.90
EFT37957	31/07/2014	DAYTONE PRINTING PTY LTD	PRINTING OF BROCHURES / INVITES FOR VARIOUS LOCATIONS	137.50
EFT37958	31/07/2014	DAVIDSON TRAHAIRE CORPSYCH	EMPLOYEE ASSITANCE PROGRAMME	253.00
EFT37959	31/07/2014	URBANECO GARDENS	HOME MAINTENANCE	600.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT37960	31/07/2014	REAL TEENS FOUNDATION	HALL AND KEY BOND REFUND	350.00
EFT37961	31/07/2014	LAURA BERNAY	A TASTE OF FRANCE' PERFORMANCE BY LAURA BERNAY AND BAND AT KALAMUNDA PERFORMING ARTS CENTRE	2100.00
EFT37962	31/07/2014	RICHARD HANCOCK	SEPTIC TANK APPLICATION AND INSPECTION FEE REFUND	236.00
EFT37963	31/07/2014	GWYNETH T RAUBENHEIMER	SALE OF ARTWORK - NAIDOC - MAKURU EXHIBITION	105.00
EFT37964	31/07/2014	ISWARI JARRATT	TRAVEL COMMUNITY VISITORS SCHEME REFUND	22.50
EFT37965	31/07/2014	BUILDING DEVELOPMENT GROUP CONSTRUCTIONS PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT37966	31/07/2014	MARK MCDERMOTT	PLANNING APPLICATION FEE REFUND	147.00
EFT37967	31/07/2014	AMANDA WHITE	SALE OF ARTWORK - NAIDOC - MAKURU EXHIBITION	189.00
EFT37968	04/08/2014	NATIONAL FOODSERVICE EQUIPMENT - NFE	SUPPLY OF CONVECTION ELECTRIC OVEN FOR HACC	2766.50
EFT37969	04/08/2014	PERTH WASTE PTY LTD	DOMESTIC / RECYCLING RUBBISH SERVICES & BIN CHARGES	106920.00
EFT37970	07/08/2014	DMC CLEANING	CLEANING OF VARIOUS SHIRE BUILDINGS	53694.40
EFT37971	14/08/2014	KALAMUNDA ACCIDENT REPAIR CENTRE	INSURANCE EXCESS FOR REPAIRS TO VEHICLE	2589.41
EFT37972	14/08/2014	MOTORCHARGE - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 31ST JULY 2014	6057.64
EFT37973	14/08/2014	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	16.45
EFT37974	14/08/2014	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	1340.00
EFT37975	14/08/2014	CABCHARGE AUSTRALIA LIMITED	CABCHARGE FEES	59.70
EFT37976	14/08/2014	ARTHRITIS FOUNDATION OF WA	KEY BOND REFUND	50.00
EFT37977	14/08/2014	PICTON PRESS	PRINTING OF BROCHURES FOR VARIOUS EVENTS	3270.84
EFT37978	14/08/2014	ID CONSULTING PTY LTD (INFORMED DECISIONS)	FORECAST.ID SUBSCRIPTION FOR JULY - SEPT 2014	7755.00
EFT37979	14/08/2014	MACQUARIE EQUIPMENT FINANCE PTY LTD	BUYOUT OF THE APC POWER UNITS	7454.09
EFT37980	14/08/2014	DOT ULIJN (DOT BLASZCZAK)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	49.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT37981	14/08/2014	ASSETIC AUSTRALIA PTY LTD	ANNUAL SUPPORT AND MAINTENANCE FOR ASSETIC PREMIUM AND TRAINING	20625.00
EFT37982	14/08/2014	AUSTRALIAN TRAINING MANAGEMENT	REGISTRATIIN FOR 3 STAFF TO ATTEND SAFE QUICK CUT SAW OPERATION AND MAINTENANCE COURSE	600.00
EFT37983	14/08/2014	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	2115.00
EFT37984	14/08/2014	JOHN & NOVA ASHLEY	RATES REFUND	470.00
EFT37985	14/08/2014	LESCHEN JOY WATSON	TRAVEL COMMUNITY VISITORS SCHEME REFUND	24.00
EFT37986	14/08/2014	CAROL ANNE CRUTE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	16.80
EFT37987	14/08/2014	GREGORY FIRMAN	KEY BOND REFUND	50.00
EFT37988	14/08/2014	ZANTHORREA NURSERY	SUPPLY OF MATURE NATIVE PLANTS FOR WOODLUPINE LIVING STREAM PLANTING AREA	225.20
EFT37989	14/08/2014	BRUCE RIDLEY	FOOTPATH DEPOSIT REFUND	1000.00
EFT37990	14/08/2014	GILL BAXTER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	84.00
EFT37991	14/08/2014	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	87590.56
EFT37992	14/08/2014	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	359.00
EFT37993	14/08/2014	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	478.07
EFT37994	14/08/2014	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	1257.95
EFT37995	14/08/2014	KALAMUNDA AUTO ELECTRICS	PLANT / VEHICLE PARTS	1219.00
EFT37996	14/08/2014	KALAMUNDA TOYOTA	PLANT / VEHICLE PARTS	507.06
EFT37997	14/08/2014	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	128.50
EFT37998	14/08/2014	SESCO SECURITY CO	SECURITY MONITORING SERVICES FOR VARIOUS LOCATIONS	159.50
EFT37999	14/08/2014	LANDGATE - VALUATIONS	VALUATIONS FOR VARIOUS LOCATIONS	1418.86
EFT38000	14/08/2014	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	169.48
EFT38001	14/08/2014	MCKAY EARTHMOVING PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38002	14/08/2014	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	82.89
EFT38003	14/08/2014	FASTA COURIERS	COURIER FEES	129.61
EFT38004	14/08/2014	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	736.13
EFT38005	14/08/2014	MAJOR MOTORS PTY LTD	PLANT / VEHICLE PARTS	143.60
EFT38006	14/08/2014	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	651.15
EFT38007	14/08/2014	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1055.89
EFT38008	14/08/2014	DAYNITE TOWING SERVICE (WA) PTY LTD (FORMERLEY MOBITOW PTY LTD)	TOWING SERVICES	451.00
EFT38009	14/08/2014	LINDLEY CONTRACTING	PLUMBING REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	2041.00
EFT38010	14/08/2014	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	4367.01
EFT38011	14/08/2014	DEPARTMENT OF PREMIER & CABINET - STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING	180.70
EFT38012	14/08/2014	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	4228.46
EFT38013	14/08/2014	BGC ASPHALT	ROAD MATERIALS FOR VARIOUS LOCATIONS	164.45
EFT38014	14/08/2014	HILL TOP TROPHIES (MILPRO WA)	SUPPLY OF NAME BADGES	21.45
EFT38015	14/08/2014	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	661.98
EFT38016	14/08/2014	KALAMUNDA & DISTRICTS JUNIOR FOOTBALL CLUB	HALL AND KEY BOND REFUND	550.00
EFT38017	14/08/2014	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	4222.52
EFT38018	14/08/2014	AIR LIQUIDE WA PTY LTD	GAS BOTTLE FACILITY FEE	745.50
EFT38019	14/08/2014	GILFORD BUILDING SERVICES	FOOTPATH DEPOSIT REFUND	4200.00
EFT38020	14/08/2014	KALAMUNDA & DISTRICTS HISTORICAL SOCIETY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	105.00
EFT38021	14/08/2014	CRABBS KALAMUNDA (IGA)	GROCERY SUPPLIES	35.60
EFT38022	14/08/2014	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT38023	14/08/2014	KALAMUNDA VOLUNTEER BUSHFIRE BRIGADE	CATERING FOR BFAC	220.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38024	14/08/2014	HIGHLINE LTD	PLANNING APPLICATION FEE REFUND	336.92
EFT38025	14/08/2014	BIBBULMUN TRACK FOUNDATION	2014/2015 MEMBERSHIP FEES	125.00
EFT38026	14/08/2014	WATTLE GROVE VETERINARY HOSPITAL	VETERINARY FEES	320.00
EFT38027	14/08/2014	ASHMY PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT38028	14/08/2014	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	MEMBERSHIP RENEWAL FOR 2014/15	295.00
EFT38029	14/08/2014	HELEN ARMSTRONG & ASSOCIATES (T/AS WAXING LYRICAL CANDLES)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	10.50
EFT38030	14/08/2014	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	7081.80
EFT38031	14/08/2014	FORRESTFIELD NEWSPAPERS & MAGAZINES DELIVERY	NEWSPAPERS / MAGAZINES DELIVERIES FOR VARIOUS LOCATIONS	74.60
EFT38032	14/08/2014	LOCAL GOVERNMENT MANAGERS AUSTRALIA (WA DIVISION)	2014/2015 LGMA MEMBERSHIP FOR VARIOUS STAFF MEMBERS	2280.00
EFT38033	14/08/2014	DICK SMITH ELECTRONICS	ELECTRICAL SUPPLIES	178.99
EFT38034	14/08/2014	CHAMBER OF COMMERCE & INDUSTRY OF WA	CONSULTATION SERVICES - EBA NEGOTIATIONS 2014	1842.51
EFT38035	14/08/2014	IMPRESSIONS THE HOME BUILDER	FOOTPATH DEPOSIT REFUND	1000.00
EFT38036	14/08/2014	AMEREX FIRE (WA) (E FIRE AND SAFETY)	FIRE EQUIPMENT MAINTENANCE FOR VARIOUS LOCATIONS	264.00
EFT38037	14/08/2014	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	5678.79
EFT38038	14/08/2014	TRILOGY SERVICING PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	4672.78
EFT38039	14/08/2014	KLAUS & SUSANNE HANSEN	FOOTPATH DEPOSIT REFUND	950.00
EFT38040	14/08/2014	WEST AUSTRALIAN NEWSPAPERS HOLDINGS LTD	ADVERTISING FOR EXHIBITIONS AT ZIG ZAG GALLERY	188.40
EFT38041	14/08/2014	KANYANA WILDLIFE REHABILITATION CENTRE INC	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	37.60

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38042	14/08/2014	RED DIRT ARTS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	17.50
EFT38043	14/08/2014	BIG W (AR W1.C3.U.07)	LIBRARY SUPPLIES FOR FORRESTFIELD LIBRARY	429.00
EFT38044	14/08/2014	DUN & BRADSTREET ( AUSTRALIA ) PTY LTD	DEBT COLLECTION FEES FOR LIBRARY AND DEBTORS	37.87
EFT38045	14/08/2014	FOOD TECHNOLOGY SERVICES PTY LTD	HIRE OF TEMPORARY STAFF FOR HEALTH DEPARTMENT	2422.75
EFT38046	14/08/2014	ATI-MIRAGE TRAINING SOLUTIONS	REGISTRATION FOR STAFF MEMBER TO ATTEND LEADING AND MANAGING TEAMS COURSE	687.98
EFT38047	14/08/2014	CONFECT - EXPRESS	KIOSK SUPPLIES FOR HARTFIELD RECREATION CENTRE	564.11
EFT38048	14/08/2014	MASTERS ATHLETICS WA	KEY BOND REFUND	50.00
EFT38049	14/08/2014	HILLS GOURMET	CATERING SUPPLIES	359.96
EFT38050	14/08/2014	PETER & CHERYL FOWLER	KEY BOND REFUND	50.00
EFT38051	14/08/2014	ROBERT WOOD	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	2.10
EFT38052	14/08/2014	UNA BELL	SALE OF ARTWORK - NAIDOC - MAKURU EXHIBITION	315.00
EFT38053	14/08/2014	ORIENTEERING ASSOCIATION OF WESTERN AUSTRALIAN (INC)	KEY BOND REFUND	50.00
EFT38054	14/08/2014	ROSEBRIDGE HOUSE BED & BREAKFAST	ACCOMODATION FEES FOR COMEDY SHOW PERFORMERS	350.00
EFT38055	14/08/2014	JANINE WICKETT	HALL AND KEY BOND REFUND	750.00
EFT38056	14/08/2014	BLUEPRINT HOMES	FOOTPATH DEPOSIT REFUND	1000.00
EFT38057	14/08/2014	CONSTABLE CARE CHILD SAFETY FOUNDATION INC	COMMUNITY PARTNERSHIP AGREEMENT BETWEEN CONSTABLE CARE CHILD SAFETY FOUNDATION (INC.) AND THE SHIRE OF KALAMUNDA 2014/15.	11000.00
EFT38058	14/08/2014	KIM BAKER BALLET ACADEMY	FOOTPATH DEPOSIT REFUND	1000.00
EFT38059	14/08/2014	KERB - FIX	KERB REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	935.00



<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38060	14/08/2014	MAIDA VALE DELIVERY ROUND	PAPER AND MAGAZINES DELIVERIES FOR HIGH WYCOMBE LIBRARY	78.40
EFT38061	14/08/2014	EASTERN REGION SECURITY	SECURITY SERVICES TO VARIOUS SHIRE BUILDINGS	6628.50
EFT38062	14/08/2014	G.D.CHARLTON	PODIATRY SERVICES AT JACK HEALEY CENTRE	1362.03
EFT38063	14/08/2014	PETER STANNARD HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1104.50
EFT38064	14/08/2014	CLASSIC GUITAR SOCIETY OF WA	HALL AND KEY BOND REFUND	450.00
EFT38065	14/08/2014	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	8649.31
EFT38066	14/08/2014	EASIFLEET MANAGEMENT	STAFF CONTRIBUTIONS TO NOVATED LEASES	9479.96
EFT38067	14/08/2014	ROSLYN RECHICHI	HALL BOND REFUND	300.00
EFT38068	14/08/2014	AGED & COMMUNITY SERVICES WA INC	REGISTRATION FOR STAFF TO ATTEND COMMUNITY CARE FORUM	30.00
EFT38069	14/08/2014	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	689.53
EFT38070	14/08/2014	MADE 4 YOU (LYGIA)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	21.00
EFT38071	14/08/2014	REDINK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT38072	14/08/2014	ALL WAYS WROUGHT IRON & PATIOS	PLANNING APPLICATION FEE REFUND	147.00
EFT38073	14/08/2014	MD ZIAUR RAHMAN	KEY BOND REFUND	50.00
EFT38074	14/08/2014	LESMURDIE ARTS & CRAFTS INC	HALL AND KEY BOND REFUND	350.00
EFT38075	14/08/2014	MOHAMMAD ASAF JUMA	FOOTPATH DEPOSIT REFUND	1000.00
EFT38076	14/08/2014	KALAMUNDA MEN'S SHED INC	TRAFFIC ASSISTANCE WITH PLANTS FOR RESIDENTS	660.00
EFT38077	14/08/2014	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	263.63
EFT38078	14/08/2014	BINDALE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	70.60
EFT38079	14/08/2014	JUSTIN G MAY	FOOTPATH DEPOSIT REFUND	1000.00
EFT38080	14/08/2014	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	24.00
EFT38081	14/08/2014	NEVERFAIL SPRINGWATER LTD (ZZCC)	BOTTLED WATER SUPPLIES / MAINTENANCE	40.60
EFT38082	14/08/2014	HAMMOND LEGAL	LEGAL EXPENSES	10679.16
EFT38083	14/08/2014	FILTREX INNOVATIVE WASTEWATER SOLUTIONS	FINAL SEPTIC TANK INSPECTION FEE REFUND FOR 2 PROPERTIES	226.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38084	14/08/2014	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	209.00
EFT38085	14/08/2014	METROSTRATA DEVELOPMENTS PTY LTD T/A MYGEN HOMES	FOOTPATH DEPOSIT REFUND	1000.00
EFT38086	14/08/2014	FONZ'S BOBCAT & TRUCK HIRE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	5427.55
EFT38087	14/08/2014	NEROLIE BLURTON	SALE OF ARTWORK - NAIDOC - MAKURU EXHIBITION	840.00
EFT38088		EFT PAYMENT CANCELLED		
EFT38089	14/08/2014	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	1137.95
EFT38090	14/08/2014	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	788.13
EFT38091	14/08/2014	WEST-SURE GROUP	CASH IN TRANSIT SERVICES - JULY 2014	2093.52
EFT38092	14/08/2014	JULIAN LEAVERS	HALL AND KEY BOND REFUND	1050.00
EFT38093	14/08/2014	PATRICIA MOSS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	12.60
EFT38094	14/08/2014	KARIN HOTCHKIN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	56.00
EFT38095	14/08/2014	STEPHANIE FRANCES KACIUBA	HALL AND KEY BOND REFUND	350.00
EFT38096	14/08/2014	THE GOOD GUYS	REPLACEMENT FRIDGE FOR DONATION TO FOOTHILLS LEARNING CENTRE	580.00
EFT38097	14/08/2014	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	15154.25
EFT38098	14/08/2014	JENNIFER DE YOUNG	VOLUNTEER TRANSPORT REIMBURSEMENT REFUND	638.00
EFT38099	14/08/2014	AARON J STIRK	TECHNICIAN SERVICES FOR VARIOUS EVENTS	221.00
EFT38100	14/08/2014	LINDSAY GOODWIN	TECHNICIAN SERVICES FOR VARIOUS EVENTS	1258.00
EFT38101	14/08/2014	HELEN COPELAND	KEY BOND REFUND	50.00
EFT38102	14/08/2014	STRATEGEN ENVIRONMENTAL CONSULTANTS	PROFESSIONAL SERVICES - AGENCY CONSULTATION	563.75
EFT38103	14/08/2014	CLAIRE O'NEILL - CLAIRE'S EMBROIDERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	189.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38104	14/08/2014	LINDA STONES	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	54.95
EFT38105	14/08/2014	LEWIS FAMILY TRUST	BUILDING MAINTENANCE TELEPHONE / SECURITY LINE REPAIR WORK	154.00
EFT38106	14/08/2014	PETER FALCONER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	149.10
EFT38107	14/08/2014	DIDEN HOUSE JEWELLERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	244.30
EFT38108	14/08/2014	WILKON BUILDING SERVICES P/L	FOOTPATH DEPOSIT REFUND	1000.00
EFT38109	14/08/2014	FOXTEL	ANNUAL BUSINESS PACKAGE	205.00
EFT38110	14/08/2014	HANDS-ON INFECTION CONTROL	HEPITITIS B VACCINATIONS FOR STAFF	274.21
EFT38111	14/08/2014	HANS SCHWALB	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	24.50
EFT38112	14/08/2014	JIM BAKER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	17.50
EFT38113	14/08/2014	ADDSTYLE CONSTRUCTIONS PTY LTD	PLANNING APPLICATION FEE REFUND	594.00
EFT38114	14/08/2014	THE ARTFUL FLOWE - FELICIA LOWE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	81.55
EFT38115	14/08/2014	RAJESH MALDE	REFUND OF EMPLOYMENT CONTRACT ALLOWANCE	699.00
EFT38116	14/08/2014	CATHERINE DANIELS	REIMBURSEMENT FOR VARIOUS COSTS	51.00
EFT38117	14/08/2014	GILLIAN LILLEYMAN	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	34.65
EFT38118	14/08/2014	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	518.42
EFT38119	14/08/2014	NICHOLAS TAYLOR PHOTOGRAPHY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	63.00
EFT38120	14/08/2014	SILK ON SILK (ROSEMARY LONSDALE)	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	224.00
EFT38121	14/08/2014	MAVIS PASKULICH	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	135.10

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38122	14/08/2014	BEESWAX CREATIONS	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	13.44
EFT38123	14/08/2014	RESICERT PROPERTY INSPECTIONS	BOND REFUND FOR THE USE OF THE SEMINAR ROOM AT ZIG ZAG CULTURAL CENTRE	400.00
EFT38124	14/08/2014	MPK TREE SERVICES	TREE REMOVAL / BRANCH PRUNING AT VARIOUS LOCATIONS	2381.50
EFT38125	14/08/2014	RIA SHERYL & ELIZERH BELISARIO	CROSSOVER CONTRIBUTION	400.00
EFT38126	14/08/2014	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	294.54
EFT38127	14/08/2014	VISSYART	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	4.34
EFT38128	14/08/2014	SPARKS REFRIGERATION AND AIRCONDITIONING	SUPPLY OF GAS REMOVAL SERVICES FOR WHITE GOODS AT WALLISTON TRANSFER STATION	1360.00
EFT38129	14/08/2014	SCORPION TRAINING SOLUTIONS	REGISTRATION FOR STAFF TO ATTEND INCIDENT INVESTIGATION TRAINING	450.00
EFT38130	14/08/2014	OFF PEN PUBLISHING - BETH BAKER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	3.15
EFT38131	14/08/2014	STAN THE TYRE MAN ( STAN'S TYRE SERVICE WA )	PLANT / VEHICLE PARTS	1688.50
EFT38132	14/08/2014	WOBBLYJULES INVESTMENTS FUND	SUPERANNUATION CONTRIBUTIONS	241.61
EFT38133	14/08/2014	HIT PRODUCTIONS PTY LTD	2ND INSTALMENT FOR 'MANAGING CARMEN' PERFORMANCE	1466.67
EFT38134	14/08/2014	GRAHAM STIMSON	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	98.00
EFT38135	14/08/2014	BALLIGART - HELEN LOCK	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	18.55
EFT38136	14/08/2014	FLEETCARE PTY LTD	STAFF CONTRIBUTIONS TO NOVATED LEASING	4139.62
EFT38137	14/08/2014	ALL WE NEED IS RIGHT HERE	MAKARU FESTIVAL SPONSORSHIP	16500.00
EFT38138	14/08/2014	SAMANTHA ROWE MLC	HALL AND KEY BOND REFUND	350.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38139	14/08/2014	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	240.94
EFT38140	14/08/2014	CRYSTALINA JEWELLERY	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	4.55
EFT38141	14/08/2014	DARLING RANGE CONNECT	KEY BOND REFUND	50.00
EFT38142	14/08/2014	FRIENDSHIP FORCE OF PERTH	HALL BOND REFUND	300.00
EFT38143	14/08/2014	WESTERN TECHNICAL SERVICES PTY LTD	SUPPLY AND INSTAL AIRCONDITIONER TO WOMENS POWDER ROOM - 36 CASURINA RD MAIDA VALE	3886.30
EFT38144	14/08/2014	KALAMUNDA PATISSERIE	CATERING SUPPLIES	8.50
EFT38145	14/08/2014	LINDAS BOOKS / ROLEYSTONE COURIER	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	18.20
EFT38146	14/08/2014	IRENE YOUNG	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	16.80
EFT38147	14/08/2014	THE SULLIVAN SUPER FUND	SUPERANNUATION CONTRIBUTIONS	668.90
EFT38148	14/08/2014	WAITAWHILE ART	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	2.52
EFT38149	14/08/2014	RONALD PENDAL	TRAVEL COMMUNITY VISITORS SCHEME REFUND	128.00
EFT38150	14/08/2014	STILLPOINT COMMUNITIES INCORPORATED	YOUTH SERVICE PROVISION AT HARTFIELD PARK RECREATION CENTRE	1000.00
EFT38151	14/08/2014	STOCK PHOTOGRAPHY PTY LTD	CORPORATE PHOTO MANAGER - ANNUAL HOSTING CHARGES FOR 1 JULY 14 - 30 JUNE 15	2100.00
EFT38152	14/08/2014	URBANECO GARDENS	HOME MAINTENANCE	1075.00
EFT38153	14/08/2014	GARY LYNN	PERFORMANCE OF 'SINATRA & FRIENDS' FOR MORNING MUSIC	200.00
EFT38154	14/08/2014	BIANCA HESLOP	HALL AND KEY BOND REFUND	350.00
EFT38155	14/08/2014	REBECCA HAYES	KEY BOND REFUND	50.00
EFT38156	14/08/2014	ANDREW BROWN	FOOTPATH DEPOSIT REFUND	2000.00
EFT38157	14/08/2014	PAULINE MANN	SALE OF MERCHANDISE AT ZIG ZAG CULTURAL CENTRE GIFT SHOP	213.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38158	14/08/2014	NORMA MACDONALD	SALE OF ARTWORK - NAIDOC - MAKURU EXHIBITION	704.90
EFT38159	14/08/2014	SHARYN EGAN	SALE OF ARTWORK - NAIDOC - MAKURU EXHIBITION	476.00
EFT38160	14/08/2014	VANESSA PARSONS	KEY BOND REFUND	50.00
EFT38161	14/08/2014	TURNER CONSTRUCTIONS	FOOTPATH DEPOSIT AND BUILDING FEES REFUND AS APPLICATION CANCELLED	1607.50
EFT38162	14/08/2014	PROMOTIONAL EXPOSURE	PERFORMANCE BY COMEDY GOLD AT KALAMUNDA PERFORMING ARTS CENTRE	1774.66
EFT38163	14/08/2014	KALAMUNDA LIBERAL PARTY	HALL BOND REFUND	500.00
EFT38164	14/08/2014	CHRIS DURRANT	HALL AND KEY BOND REFUND	350.00
EFT38165	14/08/2014	LISA SCOTT-MURPHY	KEY BOND REFUND AND HIRE OF TOWN SQUARE FEES	78.00
EFT38166		EFT PAYMENT CANCELLED		
EFT38167	14/08/2014	JESSICA MAHER	HALL AND KEY BOND REFUND	1050.00
EFT38168	14/08/2014	SCREEN FOR LIFE	KEY BOND REFUND	50.00
EFT38169	28/08/2014	KALAMUNDA ACCIDENT REPAIR CENTRE	INSURANCE EXCESS FOR REPAIRS TO VEHICLE	628.23
EFT38170	28/08/2014	BARNETTS (WA) PTY LTD	HARDWARE SUPPLIES	940.29
EFT38171	28/08/2014	STYLECORP CORPORATE WEAR	SUPPLY OF UNIFORM FOR VARIOUS STAFF MEMBERS	6588.75
EFT38172	28/08/2014	ROBERT DUVAL FOODS PTY LTD	CATERING - FOR QUIT TARGA WEST 2014 EVENT	2579.18
EFT38173	28/08/2014	MOTORCHARGE - WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	FUEL - PERIOD ENDING 15 AUGUST 2014	5489.81
EFT38174	28/08/2014	SALMAT MEDIAFORCE PTY LTD	DISTRIBUTION OF FLYERS FOR EVENTS WITHIN THE SHIRE	1256.31
EFT38175	28/08/2014	BLUE RIBBON PET FOODS	SUPPLY OF DOG FOOD FOR POUND	144.00
EFT38176	28/08/2014	NEVERFAIL SPRINGWATER LTD (KALA LIB)	BOTTLED WATER SUPPLIES / MAINTENANCE	16.45
EFT38177	28/08/2014	KALAMUNDA GLASS & WINDSCREENS ON WHEELS	GLASS REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	4936.64
EFT38178	28/08/2014	FIRE AND SAFETY WA	FIRE PROTECTION WEAR / SUPPLIES	298.87
EFT38179	28/08/2014	MARK ROBERT READINGS	MC FOR QUIT TARGA WEST EVENT 15 AUGUST 2014	880.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38180	28/08/2014	CABCHARGE AUSTRALIA LIMITED	CABCHARGE FEES	6.00
EFT38181	28/08/2014	VE GRAPHICS PTY LTD	SUPPLY OF BANNERS FOR VARIOUS EVENTS	77.00
EFT38182	28/08/2014	TOP OF THE LADDER GUTTER CLEANING	GUTTER CLEANING SERVICES FOR VARIOUS LOCATIONS	5786.00
EFT38183	28/08/2014	VIP CARPET AND UPHOLSTERY CLEANING SERVICE	CARPET CLEANING AT VARIOUS LOCATIONS	200.00
EFT38184	28/08/2014	BIDVEST FOODSERVICE	GROCERIES FOR PETER ANDERTON CENTRE	1535.46
EFT38185	28/08/2014	SEAMLESS (AUST) PTY LTD	REGISTRATION FOR 1 STAFF TO ATTEND WRITING FOR THE WEB & ACCESSIBILITY WORKSHOP	770.00
EFT38186	28/08/2014	DAVID RUSSELL RATTIGAN	RATES REFUND	1597.85
EFT38187	28/08/2014	ALLAN MORTON	COUNCILLOR ALLOWANCE - 24/07/14 - 28/08/14	2520.20
EFT38188	28/08/2014	TERRY JAMES & ELIZABETH ANNE PILCHER	RATES REFUND	729.56
EFT38189	28/08/2014	LINDA O'TOOLE	FOOTPATH DEPOSIT REFUND	1000.00
EFT38190	28/08/2014	TERENCE J & CHERRIE E STOTT	FOOTPATH DEPOSIT REFUND	1000.00
EFT38191	28/08/2014	DONNA MARIE MCPHERSON	REIMBURSEMENT OF PURCHASE OF RESOURCE MATERIAL	83.88
EFT38192	28/08/2014	KINGSLEY & JOANNE MORGAN	RATES REFUND	351.45
EFT38193	28/08/2014	GWENDOLINE LILIAN HOOD	RATES REFUND	557.94
EFT38194	28/08/2014	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	89916.12
EFT38195	28/08/2014	SHIRE OF KALAMUNDA STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	300.00
EFT38196	28/08/2014	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	478.07
EFT38197	28/08/2014	AUSTRALIA POST	POSTAL EXPENSES	5063.63
EFT38198	28/08/2014	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES FOR VARIOUS LOCATIONS	3729.31
EFT38199	28/08/2014	COATES HIRE OPERATIONS PTY LTD	PLANT / EQUIPMENT HIRE	377.45
EFT38200	28/08/2014	COVS PARTS PTY LTD	PLANT / VEHICLE PARTS	1613.79
EFT38201	28/08/2014	LANDGATE	LAND ENQUIRIES FOR VARIOUS LOCATIONS	1132.38
EFT38202	28/08/2014	JASOL AUSTRALIA	CLEANING SUPPLIES	477.86
EFT38203	28/08/2014	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	715.58

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38204	28/08/2014	SESCO SECURITY CO	SECURITY MONITORING SERVICES FOR VARIOUS LOCATIONS	379.50
EFT38205	28/08/2014	STATE LIBRARY OF W.A.	LOST AND DAMAGED BOOKS FOR KALAMUNDA LIBRARY	786.50
EFT38206	28/08/2014	WALKERS HARDWARE (MITRE 10)	HARDWARE SUPPLIES	67.47
EFT38207	28/08/2014	ECHO NEWSPAPER	ADVERTISING FOR VARIOUS JOBS / EVENTS	1100.00
EFT38208	28/08/2014	BUNZL LTD	KITCHEN / CLEANING SUPPLIES	231.17
EFT38209	28/08/2014	EASTERN METROPOLITAN REGIONAL COUNCIL	DOMESTIC / WASTE CHARGES - RED HILL TIP. MATTRESS DISPOSAL FEES. WATER CONSERVATION REVIEW & RECOMMENDATIONS FOR WATER ACTION PLAN	329717.84
EFT38210	28/08/2014	BORAL CONSTRUCTION MATERIALS GROUP	ROAD MATERIALS FOR VARIOUS LOCATIONS	4195.59
EFT38211	28/08/2014	A & S HILL	ELECTRICIAL REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	31525.67
EFT38212	28/08/2014	DOMUS NURSERY	GARDEN SUPPLIES FOR VARIOUS LOCATIONS	2252.25
EFT38213	28/08/2014	3 VODAFONE HUTCHISON AUSTRALIA PTY LTD	COMMUNICATION EXPENSES	2040.69
EFT38214	28/08/2014	STATEWIDE BEARINGS	PLANT / VEHICLE PARTS	357.36
EFT38215	28/08/2014	FASTA COURIERS	COURIER FEES	467.80
EFT38216	28/08/2014	THE WATERSHED WATER SYSTEMS	RETICULATION PARTS FOR VARIOUS RESERVES	4879.98
EFT38217	28/08/2014	RAECO	STATIONERY / OFFICE SUPPLIES	51.70
EFT38218	28/08/2014	MCINTOSH & SON	PLANT / VEHICLE PARTS	1451.58
EFT38219	28/08/2014	SUNNY INDUSTRIAL BRUSHWARE	PLANT / VEHICLE PARTS	572.20
EFT38220	28/08/2014	SONIC HEALTHPLUS (KINETIC HEALTH GROUP LTD)	PREPLACEMENT MEDICALS / BASELINE HEARING TESTS	1184.70
EFT38221	28/08/2014	LESMURDIE SAND, SOIL & BOBCAT HIRE	GARDEN / RESERVE SUPPLIES	200.00
EFT38222	28/08/2014	SANDGROPER SEPTICS	SEPTIC / GREASE TANK CLEAN OUT SERVICES AT VARIOUS LOCATIONS	368.59
EFT38223	28/08/2014	ALSCO LINEN SERVICE	LINEN HIRE / LAUNDRY SERVICES	372.72
EFT38224	28/08/2014	BRADOCK PODIATRY SERVICES PTY LTD	PODIATRY SERVICES AT JACK HEALEY CENTRE	1072.98



<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38225	28/08/2014	KALA BOB KATS PTY LTD	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	4359.66
EFT38226	28/08/2014	ACTIMED AUSTRALIA PTY LTD	MEDICAL SUPPLIES FOR PODIARTIST	520.36
EFT38227	28/08/2014	GRONBEK SECURITY	SECURITY KEY SERVICES TO VARIOUS SHIRE BUILDINGS	1699.34
EFT38228	28/08/2014	GRIMES CONTRACTING PTY LTD	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	4057.97
EFT38229	28/08/2014	BGC ASPHALT	ROAD MATERIALS FOR VARIOUS LOCATIONS	1070.05
EFT38230	28/08/2014	WA LIMESTONE COMPANY	ROAD MATERIALS FOR VARIOUS LOCATIONS	576.58
EFT38231	28/08/2014	STAPLES AUSTRALIA PTY LTD(CORPORATE EXPRESS AUSTRALIA LTD)	STATIONERY / OFFICE SUPPLIES	5143.45
EFT38232	28/08/2014	KALAMUNDA STATE EMERGENCY SERVICE	REIMBURSEMENT - GOODS AND SERVICES	1872.98
EFT38233	28/08/2014	HILL TOP TROPHIES (MILPRO WA)	SUPPLY OF NAME BADGES	21.45
EFT38234	28/08/2014	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	3330.42
EFT38235	28/08/2014	JOHN GIARDINA	COUNCILLOR ALLOWANCE - 24/07/14 - 28/08/14	4005.78
EFT38236	28/08/2014	GEOFF STALLARD	COUNCILLOR ALLOWANCE - 24/07/14 - 28/08/14	2520.20
EFT38237	28/08/2014	FOODWORKS FRESH FORRESTFIELD	GROCERY SUPPLIES	1163.08
EFT38238	28/08/2014	WA LOCAL GOVERNMENT ASSOCIATION (ADVERTISING)	ADVERTISING FOR VARIOUS JOBS / EVENTS	4807.26
EFT38239	28/08/2014	IT VISION	SYNERGYSOFT - CANCELLING OF OLD PURCHASE ORDERS	330.00
EFT38240	28/08/2014	KALAMUNDA & DISTRICTS JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT38241	28/08/2014	MACDONALD JOHNSTON ENGINEERING	PLANT / VEHICLE PARTS	2972.66
EFT38242	28/08/2014	LO-GO APPOINTMENTS	HIRE OF TEMPORARY STAFF FOR DEPOT / ADMIN	4303.20
EFT38243	28/08/2014	BRIDGESTONE AUSTRALIA LTD	PLANT / VEHICLE PARTS	450.81
EFT38244	28/08/2014	WORK CLOBBER (MIDLAND)	PROTECTIVE CLOTHING SUPPLIES	251.30
EFT38245	28/08/2014	GREEN SKILLS (ECOJOBS)	LABOUR ASSISTANCE FOR TREE PLANTING	379.50
EFT38246	28/08/2014	BENARA NURSERIES	GARDEN / VERGE SUPPLIES	481.25

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38247	28/08/2014	LIMECRETE PTY LTD	SUPPLY OF ROAD MATERIALS FOR VARIOUS LOCATIONS	1142.50
EFT38248	28/08/2014	ONESTEEL DISTRIBUTION (MIDALIA STEEL)	PLANT / VEHICLE PARTS	1344.86
EFT38249	28/08/2014	J BLACKWOOD & SON LIMITED	PROTECTIVE WEAR / SUPPLIES	9700.18
EFT38250	28/08/2014	EASTERN HILLS SAWS AND MOWERS	PLANT / VEHICLE PARTS	294.55
EFT38251	28/08/2014	AIR LIQUIDE WA PTY LTD	GAS BOTTLE FACILITY FEE	114.61
EFT38252	28/08/2014	DFES DIRECT BRIGADE ALARM MONITORING	DFES ANNUAL MONITORING FEES 2014/15 FOR KALAMUNDA PERFORMING ARTS CENTRE	1686.54
EFT38253	28/08/2014	LOVEGROVE TURF SERVICES	TURF MAINTENANCE / SERVICES AT VARIOUS LOCATIONS	5274.00
EFT38254	28/08/2014	FORRESTFIELD FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	75.00
EFT38255	28/08/2014	VENTURA HOMES PTY LTD	FOOTPATH DEPOSIT REFUNDS	6200.00
EFT38256	28/08/2014	CITY OF JOONDALUP	LIBRARY EXPENSES	27.50
EFT38257	28/08/2014	HILLS BMX CLUB (INC)	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT38258	28/08/2014	ASHMY PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT38259	28/08/2014	KALAMUNDA SHOWTIME SINGERS INC /COMMUNITY CHORAL SOCIETY	HALL, KEY, GRAND PIANO BOND REFUND AND HIRE FEES	1100.00
EFT38260	28/08/2014	E & MJ ROSHER PTY LTD	PLANT / VEHICLE PARTS	66.00
EFT38261	28/08/2014	PLUNKETT HOMES (1903) PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT38262	28/08/2014	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	REGISTRATION FEES FOR 3 STAFF TO ATTEND VARIOUS COURSES	700.00
EFT38263	28/08/2014	CHADSON ENGINEERING PTY LTD	POOL MAINTENANCE SUPPLIES	728.20
EFT38264	28/08/2014	UNIVERSAL ENGINEERS SUPPLIES (UES)	PLANT / VEHICLE PARTS	99.45
EFT38265	28/08/2014	COMMISSIONER OF POLICE	VOLUNTEER POLICE CHECKS	58.80
EFT38266	28/08/2014	SWAN MARQUEES AND PARTY HIRE	EQUIPMENT HIRE FOR QUIT TARGA WEST EVENT 2014	33.05
EFT38267	28/08/2014	HAWLEY'S BOBCAT SERVICE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6811.20
EFT38268	28/08/2014	WILD SEASONS FLOWERS PTY LTD	FLOWER ARRANGEMENTS	425.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38269	28/08/2014	KALAMUNDA & DISTRICTS BASKETBALL ASSOCIATION INC	KIDSPORT FUNDING FOR VARIOUS PLAYERS	220.00
EFT38270	28/08/2014	FORRESTFIELD NEWSPAPERS & MAGAZINES DELIVERY	NEWSPAPERS / MAGAZINES DELIVERIES FOR VARIOUS LOCATIONS	35.75
EFT38271	28/08/2014	AABEL LINE MARKING	LINE MARKING FOR VARIOUS LOCATIONS	2558.60
EFT38272	28/08/2014	CHILDRENS BOOK COUNCIL OF AUSTRALIA - WA BRANCH	2014 CHILDREN BOOK WEEK MERCHANDISE ORDER	565.00
EFT38273	28/08/2014	DANMAR HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1200.00
EFT38274	28/08/2014	LOCAL GOVERNMENT MANAGERS AUSTRALIA (WA DIVISION)	2014-2015 LGMA (WA DIVISION) MEMBERSHIP FOR 1 STAFF MEMBER	456.00
EFT38275	28/08/2014	J CORP PTY LTD	FOOTPATH DEPOSIT REFUND	1200.00
EFT38276	28/08/2014	ICON-SEPTECH	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	6579.82
EFT38277	28/08/2014	IAN JUSTIN WHITTEN	COUNCILLOR ALLOWANCE - 24/07/14 - 28/08/14	2520.20
EFT38278	28/08/2014	ELAINE FORRESTAL	HOLIDAY PROGRAMS AT VARIOUS LIBRARIES	660.00
EFT38279	28/08/2014	B & J CATALANO PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	17193.74
EFT38280	28/08/2014	HILL TOP GROUP PTY	CONTRACTOR BUILDING MAINTENANCE FOR VARIOUS BUILDINGS	5398.07
EFT38281	28/08/2014	TALONS HIGH SECURITY FENCING	MAINTENANCE, REPAIRS AND SERVICING TO OPERATIONS CENTRE SECURITY FENCING	385.00
EFT38282	28/08/2014	FREEDOM POOLS	FOOTPATH DEPOSIT REFUND	1000.00
EFT38283	28/08/2014	LGIS PROPERTY	LGIS PROPERTY INSURANCE - 30/6/14 - 30/9/15	99.42
EFT38284	28/08/2014	TRILOGY SERVICING PTY LTD	AIRCONDITIONING MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	1220.68
EFT38285	28/08/2014	GYMCARE	GYM EQUIPMENT REPAIRS / MAINTENANCE	174.90
EFT38286	28/08/2014	QUICK CORPORATE AUST PTY LTD	STATIONERY & OFFICE SUPPLIES	2410.61
EFT38287	28/08/2014	SUSAN BILICH	COUNCILLOR ALLOWANCE - 24/07/14 - 28/08/14	9205.29
EFT38288	28/08/2014	1ST KALAMUNDA SCOUT GROUP	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT38289	28/08/2014	COMMUNITY NEWSPAPER GROUP LTD	ADVERTISING FOR VARIOUS JOBS AND EVENTS	2175.77

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38290	28/08/2014	PETER CLARK - PIANO TUNER	MAINTENANCE / REPAIRS TO PIANOS IN VARIOUS SHIRE BUILDINGS	330.00
EFT38291	28/08/2014	DUN & BRADSTREET ( AUSTRALIA ) PTY LTD	DEBT COLLECTION FEES FOR RATES AND LIBRARIES	1872.42
EFT38292	28/08/2014	JULIAN POPE	FOOTPATH DEPOSIT REFUND	1000.00
EFT38293	28/08/2014	BANK OF I.D.E.A.S.	TRAINING / WORKSHOPS WITH PETER KAGEYAMA	3360.00
EFT38294	28/08/2014	SAI GLOBAL LTD	SUPPLY OF AUSTRALIAN STANDARDS	8.64
EFT38295	28/08/2014	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	PADLOCKS / KEYS SUPPLIES	227.10
EFT38296	28/08/2014	OPUS INTERNATIONAL CONSULTANTS (PCA) LIMITED	PROFESSIONAL SERVICES - RELOCATION OF SEWER	7548.75
EFT38297	28/08/2014	ADVANCE AUTOQUIP	SERVICE ON VEHICLE HOIST	198.00
EFT38298	28/08/2014	DIMITRE VASIL STOYANOF	FOOTPATH DEPOSIT REFUND	1036.00
EFT38299	28/08/2014	G FORCE PRINTING	SUPPLY OF PRINTED STATIONERY STOCK	2622.40
EFT38300	28/08/2014	T-QUIP	PLANT / VEHICLE PARTS	623.40
EFT38301	28/08/2014	NATALIE ALEXANDRIA MORRIS	RATES REFUND	411.53
EFT38302	28/08/2014	AWARD IRRIGATION PTY LTD	RETICULATION PARTS	1980.00
EFT38303	28/08/2014	HOSECO	PLANT / VEHICLE PARTS	158.91
EFT38304	28/08/2014	DIRECT TRADES SUPPLY PTY LTD	HARDWARE SUPPLIES	2646.78
EFT38305	28/08/2014	SPECIALISED SECURITY SHREDDING	SECURE DOCUMENT DISPOSAL BIN REMOVAL AND REPLACEMENT	55.00
EFT38306	28/08/2014	GEMMILL HOMES	FOOTPATH DEPOSIT REFUND	1000.00
EFT38307	28/08/2014	MARGARET THOMAS	COUNCILLOR ALLOWANCE - 24/07/14 - 28/08/14	2520.20
EFT38308	28/08/2014	OFFICWORKS SUPERSTORES PTY LTD	OFFICE SUPPLIES / STATIONARY	984.60
EFT38309	28/08/2014	WESTRAC PTY LTD	PLANT / VEHICLE PARTS	513.34
EFT38310	28/08/2014	WA NATURALLY PUBLICATIONS/DEPARTMENT OF ENVIRONMENT & CONSERVATION	MERCHANDISE SUPPLIES FOR THE ZIG ZAG CULTURAL CENTRE	1318.14
EFT38311	28/08/2014	M2 TECHNOLOGY	MESSAGING SERVICES FOR HARTFIELD PARK RECREATION CENTRE	389.99
EFT38312	28/08/2014	PORTER CONSULTING ENGINEERS	SURVEY/DESIGN FOR HALE ROAD WIDENING PROJECT	52778.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38313	28/08/2014	BGC CEMENT BAGGED PRODUCTS	ROAD MATERIALS SUPPLIES	1586.03
EFT38314	28/08/2014	KELLY BRADLEY	HALL AND KEY BOND REFUND	550.00
EFT38315	28/08/2014	INSIGHT CCS PTY LTD	AFTER HOURS ANSWERING SERVICES	2428.14
EFT38316	28/08/2014	JAMES H & HELEN A TOLLAN	FOOTPATH DEPOSIT REFUND	1000.00
EFT38317	28/08/2014	NOREEN TOWNSEND	COUNCILLOR ALLOWANCE - 24/07/14 - 28/08/14	2520.20
EFT38318	28/08/2014	ELECTRICITY NETWORKS CORP T/A WESTERN POWER	LIGHTING UPGRADE FOR SPORTS GROUND - 199 HALE ROAD FORRESTFIELD	5000.00
EFT38319	28/08/2014	SNAP PRINTING - MIDLAND	PRINTING OF BUSINESS CARDS FOR VARIOUS STAFF	468.00
EFT38320	28/08/2014	FRANK LINDSEY	COUNCILLOR ALLOWANCE - 24/07/14 - 28/08/14	2520.20
EFT38321	28/08/2014	DOMENICA SCHIAVONI	HALL AND KEY BOND REFUND	1050.00
EFT38322	28/08/2014	WATTLE GROVE PLANT FARM	GARDEN / VERGE SUPPLIES	798.82
EFT38323	28/08/2014	KERB - FIX	KERB REPAIRS / MAINTENANCE FOR VARIOUS LOCATIONS	598.40
EFT38324	28/08/2014	SIMON DI ROSSO	COUNCILLOR ALLOWANCE - 24/07/14 - 28/08/14	2520.20
EFT38325	28/08/2014	G.D.CHARLTON	PODIATRY SERVICES AT JACK HEALEY CENTRE	1010.28
EFT38326	28/08/2014	MICROCHIPS AUSTRALIA	FREIGHT COSTS FOR THE HIRE OF TWO MICROCHIP SCANNERS FROM MELBOURNE	75.00
EFT38327	28/08/2014	GENTRONICS	PLANT / VEHICLE PARTS	562.63
EFT38328	28/08/2014	SECURE TRAFFIC	TRAFFIC MANAGEMENT FOR VARIOUS LOCATIONS	7748.95
EFT38329	28/08/2014	JACKSON MCDONALD LAWYERS	LEGAL EXPENSES	385.00
EFT38330	28/08/2014	HUMES	DRAINAGE SUPPLIES FOR VARIOUS LOCATIONS	6630.58
EFT38331	28/08/2014	BOYA EQUIPMENT PTY LTD	PLANT / VEHICLE PARTS	514.80
EFT38332	28/08/2014	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	833.85
EFT38333	28/08/2014	WARDEN CONSTRUCTION (WA) PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT38334	28/08/2014	ROAD SIGNS AUSTRALIA (ALLPACK SIGNS )	TRAFFIC PROTECTION PRODUCTS / SIGNAGE	1148.18
EFT38335	28/08/2014	REDINK HOMES PTY LTD	FOOTPATH DEPOSIT REFUND	1200.00
EFT38336	28/08/2014	PIRTEK WELSHPOOL	PLANT / VEHICLE PARTS	909.87
EFT38337	28/08/2014	MULTILEC ENGINEERING	QUARTERLY SERVICING & TESTING OF LIFTS	504.33
EFT38338	28/08/2014	AJ BAKER & SONS PTY LTD	ICE MACHINE SERVICE / MAINTENANCE	572.34

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38339	28/08/2014	HOLCIM AUSTRALIA PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	2827.90
EFT38340	28/08/2014	ROSE SMART	MAINTAIN ROSE BEDS AT VARIOUS LOCATIONS	8823.05
EFT38341	28/08/2014	ANDREW WADDELL	COUNCILLOR ALLOWANCE - 24/07/14 - 28/08/14	2520.20
EFT38342	28/08/2014	RESIDENTIAL BUILDING WA PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT38343	28/08/2014	LESMURDIE SAINTS JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	652.00
EFT38344	28/08/2014	PETER TUCATS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	263.63
EFT38345	28/08/2014	DRAINFLOW SERVICES PTY LTD	CLEANING / MAINTAINING STORM WATER DRAINS	10414.80
EFT38346	28/08/2014	FORESTVALE TREES PTY LTD	GARDEN / VERGE SUPPLIES	2420.00
EFT38347	28/08/2014	BINDALE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	78.59
EFT38348	28/08/2014	NEVERFAIL SPRINGWATER LTD (PETER ANDERTON CEN)	BOTTLED WATER SUPPLIES / MAINTENANCE	15.15
EFT38349	28/08/2014	GAMEZON ENTERPRISES PTY LTD	PLANT / VEHICLE PARTS	550.00
EFT38350	28/08/2014	CALLERS ASSOCIATION OF WESTERN AUSTRALIA (INC)	HALL BOND REFUND	300.00
EFT38351	28/08/2014	DYLAN O'CONNOR	COUNCILLOR ALLOWANCE - 24/07/14 - 28/08/14	2520.20
EFT38352	28/08/2014	LIBERTY OIL WESTERN AUSTRALIA PTY LTD	SUPPLY OF FUEL	14284.77
EFT38353	28/08/2014	VISWAJITH BALAGURU	HALL AND KEY BOND REFUND	350.00
EFT38354	28/08/2014	PH CONCRETE (WA) PTY LTD	FOOTPATH MAINTENANCE / REPAIRS FOR VARIOUS LOCATIONS	17347.92
EFT38355	28/08/2014	DAVID GRAY & CO PTY LTD	WHEELIE RUBBISH BIN SUPPLIES	2815.34
EFT38356	28/08/2014	JORGE'S CONTRACTING SERVICES	CLEANING SERVICES AT PETER ANDERTON CENTRE	2292.23
EFT38357	28/08/2014	BENCHMARK MAINTENANCE SERVICES	CONTRACTOR BUILDING MAINTENANCE VARIOUS BUILDINGS	121.00
EFT38358	28/08/2014	FONZ'S BOBCAT & TRUCK HIRE	PLANT EQUIPMENT AND OPERATOR HIRE FOR VARIOUS LOCATIONS	6569.66
EFT38359	28/08/2014	NANCY GILLESPIE	CONSIGNMENT SUPPLIER - ZIG ZAG CULTURAL CENTRE - 01/07/14 - 31/07/14	63.00
EFT38360	28/08/2014	BEAVER TREE SERVICES	TREE REMOVAL / PRUNING FOR VARIOUS LOCATIONS	133831.23

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38361	28/08/2014	VISION SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	771.49
EFT38362	28/08/2014	RICHARD M & HAZEL J FRENCH	FOOTPATH DEPOSIT REFUND	700.00
EFT38363	28/08/2014	DAVID A WILLIAMS	RATES REFUND	449.74
EFT38364	28/08/2014	TOX FREE AUSTRALIA (KWINANA)	COLLECTION AND DISPOSAL OF CHEMICAL / PAINT WASTES	23689.00
EFT38365	28/08/2014	OFFICINO	SUPPLY OF OFFICE CHAIR FOR KALAMUNDA COMMUNITY CARE	429.00
EFT38366	28/08/2014	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	16368.74
EFT38367	28/08/2014	PERTH PETROLEUM SERVICES	OIL & CHEMICAL SPILL EQUIPMENT SUPPLIES	1467.40
EFT38368	28/08/2014	FOUNT OF LIFE OUTREACH MINISTRIES INC	HALL AND KEY BOND REFUND	450.00
EFT38369	28/08/2014	THE TEMP FENCE SHOP - TTFS GROUP PTY LTD	FENCING SUPPLIES - POLYMER RECYCLED BLOCK	731.50
EFT38370	28/08/2014	HARE & FORBES PTY LTD	PLANT / VEHICLE PARTS	1045.00
EFT38371	28/08/2014	EDWINA FORWARD ENGRAVING	80 PLAQUES FOR COMMERATIVE TREE PLANTING 2014	1406.02
EFT38372	28/08/2014	BETA SOUVENIRS	SUPPLY OF VARIOUS MERCHANDISE FOR ZIG ZAG CULTURAL CENTRE	978.40
EFT38373	28/08/2014	CAPTIVATE GLOBAL (DIGITAL MARKETING ATC MPH UNIT TRUST)	MESSAGES ON HOLD - HALF YEARLY CHARGE	1313.40
EFT38374	28/08/2014	STRATEGEN ENVIRONMENTAL CONSULTANTS	WATER MONITORING AT MOIRA AVENUE AND ADDITIONAL VARIATION AT WILKINS ROAD	1751.75
EFT38375	28/08/2014	ZIG ZAG CAFE KALAMUNDA	SUPPLY OF HOT DRINKS FOR THE OPENING OF THE YOUTH ARTS FEST EXHIBITION	250.00
EFT38376	28/08/2014	WILD EYED PRESS	ASSORTED MERCHANDISE FOR THE ZIG ZAG CULTURAL CENTRE GIFT SHOP	554.68
EFT38377	28/08/2014	ROBERT EMERY	COUNCILLOR ALLOWANCE - 24/07/14 - 28/08/14	2520.20
EFT38378	28/08/2014	EYEZON PTY LTD ( WHAT'S ON )	ADVERTISING IN METRO MAP IN WHATS ON - 4 EDITIONS FOR 4 SEASONS	744.00
EFT38379	28/08/2014	HEMA MAPS PTY LTD	SUPPLY OF VARIOIUS MAPS	256.24

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38380	28/08/2014	ORORA LTD	COLLECTION OF CARDBOARD FROM WALLISTON TRANSFER STATION	347.60
EFT38381	28/08/2014	ASPHALTECH PTY LTD	ROAD MATERIALS FOR VARIOUS LOCATIONS	859.98
EFT38382	28/08/2014	SAFE T CARD AUSTRALIA PTY LTD	MONTHLY MONITORING CHARGES FOR VARIOUS LOCATIONS	66.00
EFT38383	28/08/2014	TOURISM COUNCIL WA	TOURISM COUNCIL AND VISITOR CENTRE ASSOCIATION MEMBERSHIP 2014/15	1278.00
EFT38384	28/08/2014	DAVRIC AUSTRALIA	MERCHANDISE FOR ZIG ZAG CULTURAL CENTRE	380.73
EFT38385	28/08/2014	KALAJOS SCHOOL OF GYMNASTICS	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT38386	28/08/2014	JB HI-FI COMMERCIAL	VARIOUS ELECTRICAL SUPPLIES	5400.00
EFT38387	28/08/2014	REDCLIFFE JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	195.00
EFT38388	28/08/2014	ACES NETBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	180.00
EFT38389	28/08/2014	MPJ (WA) PTY LTD	SUPERANNUATION CONTRIBUTIONS	518.42
EFT38390	28/08/2014	ROCKWATER PTY LTD	TENDER ASSESSMENT - HARTFIELD PARK	1617.00
EFT38391	28/08/2014	HILLS DISTRICT CALISTHENICS CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	200.00
EFT38392	28/08/2014	TAMARA HOCKING	GROUP FITNESS CLASSES INSTRUCTOR	454.30
EFT38393	28/08/2014	ADELINE CALCOTT	HALL AND KEY BOND REFUND	350.00
EFT38394	28/08/2014	FRIENDS OF THE ART GALLERY OF WESTERN AUSTRALIA	ADVERTISING IN ARTIFACTS MAGAZINES - APRIL - JULY 2014 EDITIONS	520.00
EFT38395	28/08/2014	EXECUTIVE MEDIA PTY LTD	ADVERT IN CARAVANNING AUSTRALIA SPRING 2014 EDITION FOR ZIG ZAG CULTURAL CENTRE	350.00
EFT38396	28/08/2014	TOTAL GREEN RECYCLING	RECYCLING OF ELECTRICAL APPLIANCES E-WASTE	2949.06
EFT38397	28/08/2014	SOVEREIGN BUILDING COMPANY PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT38398	28/08/2014	DMC CLEANING	CLEANING OF VARIOUS SHIRE BUILDINGS	53575.86
EFT38399	28/08/2014	CUROST MILK SUPPLY	MILK SUPPLY FOR ADMINISTRATION CENTRE AND DEPOT	492.32
EFT38400	28/08/2014	ELAN ENERGY MANAGEMENT	COLLECTION AND DISPOSAL OF TYRES	2006.94
EFT38401	28/08/2014	KJERSTIN BJELLAND	MONTHLY RENTAL FOR AUGUST 2014 LOT 918 MONARCH WAY	1580.00



<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38402	28/08/2014	NICHOLAS ROUND	REIMBURSEMENT OF COSTS RELATING TO SHANDY - GRAFFITI WORKING DOG	1207.39
EFT38403	28/08/2014	HOMESTYLE FURNITURE	SUPPLY AND INSTALLATION OF HOLLAND BLINDS AT KALAMUNDA PERFORMING ARTS CENTRE	700.00
EFT38404	28/08/2014	MPK TREE SERVICES	TREE REMOVAL / BRANCH PRUNING AT VARIOUS LOCATIONS	21659.00
EFT38405	28/08/2014	TURFWORKS WA PTY LTD	RESERVE MOWING AT VARIOUS LOCATIONS	9257.90
EFT38406	28/08/2014	A1 TROJAN PEST CONTROL	PEST CONTROL SERVICES FOR VARIOUS LOCATIONS	308.00
EFT38407	28/08/2014	REECE WRIGHT	PART DOG REGISTRATION REFUND	12.50
EFT38408	28/08/2014	NEVERFAIL SPRINGWATER LTD (ADMIN OFFICE)	BOTTLED WATER SUPPLIES / MAINTENANCE	52.05
EFT38409	28/08/2014	ISSEY PTY LTD	SUPPLY AND INSTALLATION OF SHADE CLOTH TO ELECTRIC ROLL OUT BLINDS AT ZIG ZAG CAFE	1243.00
EFT38410	28/08/2014	STAN THE TYRE MAN ( STAN'S TYRE SERVICE WA )	PLANT / VEHICLE PARTS	3531.00
EFT38411	28/08/2014	ZACKS COMMERCIAL ARTISTS	ART / CRAFTS SUPPLIES FOR HARTFIELD PARK RECREATION CENTRE	358.75
EFT38412	28/08/2014	CHRIS KERSHAW PHOTOGRAPHY	PHOTOGRAPHY FOR TARGA RALLY	600.00
EFT38413	28/08/2014	WOBBLYJULES INVESTMENTS FUND	SUPERANNUATION CONTRIBUTIONS	229.58
EFT38414	28/08/2014	ALLEASING PTY LTD	LEASING COSTS FOR EQUIPMENT AT VARIOUS LOCATIONS - OCTOBER 14 - DECEMBER 2014	45615.83
EFT38415	28/08/2014	MELISSA CLEMENTS	YOUTH ARTS FESTIVAL 2014 - GALLERY PRIZE	100.00
EFT38416	28/08/2014	LORILEE GALE	KEY BOND REFUND	50.00
EFT38417	28/08/2014	QUEENS PARK JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT38418	28/08/2014	ENVIRO SWEEP	PROVISION OF FOOTPATH/CARPARK SWEEPING SERVICES	18250.38
EFT38419	28/08/2014	WORM AFFAIR	SUPPLY OF WORM CAFES, WORMS AND COMPOST BINS	60.30
EFT38420	28/08/2014	PERTH WASTE PTY LTD	DOMESTIC / RECYCLING RUBBISH SERVICES & BIN CHARGES	288255.22

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38421	28/08/2014	FORT KNOX RECORDS MANAGEMENT	SECONDARY STORAGE AND DESTRUCTION OF RECORDS	416.13
EFT38422	28/08/2014	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND (ACSRF)	SUPERANNUATION CONTRIBUTIONS	240.94
EFT38423	28/08/2014	REMPPLAN	REMPPLAN ECONOMY SUBSCRIPTION TO 1 SEPTEMBER 2015	4995.00
EFT38424	28/08/2014	BOLLYWOOD DANCE STUDIO	HALL AND KEY BOND REFUND	350.00
EFT38425	28/08/2014	KALAMUNDA PATISSERIE	CATERING SUPPLIES	25.50
EFT38426	28/08/2014	KEWDALE CAD AND DRAFTING SUPPLIES PTY LTD	OFFICE FURNITURE SUPPLIES	1672.00
EFT38427	28/08/2014	THE SULLIVAN SUPER FUND	SUPERANNUATION CONTRIBUTIONS	668.90
EFT38428	28/08/2014	SANDUN PATABENDIGE	REFUND OF VARIOUS GOODS	85.00
EFT38429	28/08/2014	PAUL AND KAYE MORO	ASSORTED MERCHANDISE FOR THE ZZCC GIFT SHOP	298.00
EFT38430	28/08/2014	VERSER TECHNOLOGY LIFECYCLES PTY LTD	PICK UP AND RETURN OF THE MAQUARIE LEASED EQUIPMENT	512.27
EFT38431	28/08/2014	DAYTONE PRINTING PTY LTD	PRINTING OF BROCHURES / INVITES FOR VARIOUS LOCATIONS	1586.43
EFT38432	28/08/2014	ALEISHA MARIE OWEN	FOOTPATH DEPOSIT REFUND	1200.00
EFT38433	28/08/2014	BUILDING CONTRACTOR PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT38434	28/08/2014	ELEMENT CONSTRUCTION WA PTY LTD	FOOTPATH DEPOSIT REFUND	1000.00
EFT38435	28/08/2014	WEST TIP WASTE CONTROL PTY LTD	COLLECTION AND RETURN OF HOOKLIFT BINS FROM WALLISTON TRANSFER STATION	20270.25
EFT38436	28/08/2014	URBANECO GARDENS	HOME MAINTENANCE	1650.00
EFT38437	28/08/2014	EXTREME CHEER ALLSTARS	HALL AND KEY BOND REFUND	750.00
EFT38438	28/08/2014	WML CONSULTANTS PTY LTD	SUPPLY DESIGN PLANS FOR KALAMUNDA ROAD UPGRADE	3297.25
EFT38439	28/08/2014	THE KALEIDOSCOPE ENSEMBLE INC	CHILDREN'S BOOK WEEK MUSICAL STORY TIME AT KALAMUNDA LIBRARY	350.00
EFT38440	28/08/2014	NIKITA POWELL	YOUTH ARTS FESTIVAL 2014 - JUDGES AWARD 10-14 AGE GROUP	250.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38441	28/08/2014	TIFFANY SILVA	YOUTH ARTS FESTIVAL 2014 - BEST INTERPRETATION OF THEME PRIZE	250.00
EFT38442	28/08/2014	NK ASPHALT	ROAD MATERIAL SUPPLIES AT VARIOUS LOCATIONS	9850.50
EFT38443	28/08/2014	PACERS SOFTBALL CLUB	KIDSPORT FUNDING FOR VARIOUS PLAYERS	400.00
EFT38444	28/08/2014	SHOP SUPPLIES PTY LTD	SUPPLY OF A CARD SPINNER FOR ZIG ZAG CULTURAL CENTRE	195.95
EFT38445	28/08/2014	THE LUCKY CHARM	SUPPLY AND DELIVERY OF MAGAZINES TO KALAMUNDA LIBRARY	32.60
EFT38446	28/08/2014	STEVEDORES JAZZ BAND	ENTERTAINMENT FOR QUIT TARGA WEST EVENT 15 AUGUST 2014	1850.00
EFT38447	28/08/2014	FAIR GO ECO	ASSORTED MERCHANDISE FOR THE ZIG ZAG CULTURAL CENTRE GIFT SHOP	934.93
EFT38448	28/08/2014	CELEBRITY SPEAKERS AUSTRALIA PTY LTD	PART PAYMENT FOR GUEST SPEAKER SERVICES FOR KALAMUNDA SPORTS STAR AWARDS NIGHT	750.00
EFT38449	28/08/2014	CRD CONSULTING	PROFESSIONAL DEVELOPMENT WORKSHOP AND SAVE YOUR SANITY WORKSHOP	700.00
EFT38450	28/08/2014	ELIZABETH (BETH) CRAIG	TRAVEL COMMUNITY VISITORS SCHEME REFUND	15.00
EFT38451	28/08/2014	MINERS GEMS T/A HASS DRILLING AND EXPLORATION	AUGER DRILLING PROGRAM AT KOSTERA OVAL	1650.00
EFT38452	28/08/2014	ANTONIETTA & ZARKO BISKUPIC	FOOTPATH DEPOSIT REFUND	700.00
EFT38453	28/08/2014	PNG ASSOCIATION OF WA INC.	HALL AND KEY BOND REFUND	750.00
EFT38454	28/08/2014	SCREEN FOR LIFE	KEY BOND REFUND	50.00
EFT38455	28/08/2014	DAN SHERIDAN	BOND REFUND FOR THE USE OF THE GALLERY AT ZIG ZAG CULTURAL CENTRE	500.00
EFT38456	28/08/2014	STEFFEN AMES	FOOTPATH DEPOSIT REFUND	1000.00
EFT38457	28/08/2014	ANDREW & LIANA CLARKE	FOOTPATH DEPOSIT REFUND	1000.00
EFT38458	28/08/2014	SWEETMAN EXCAVATIONS	FOOTPATH DEPOSIT REFUND	1000.00
EFT38459	28/08/2014	PETER CHAPPELL	HALL AND KEY BOND REFUND	350.00
EFT38460	28/08/2014	SORAYA FARMAND	KEY BOND REFUND	50.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT38461	28/08/2014	PERTH NEPAL PTY LTD	HALL, KEY BOND REFUND AND HIRE FEES	601.00
EFT38462	28/08/2014	GEMMA SAMRETH	HALL AND KEY BOND REFUND	350.00
EFT38463	28/08/2014	GEORGINA BENNETT	HALL AND KEY BOND REFUND	350.00
EFT38464	28/08/2014	MARIA MAEA	HALL AND KEY BOND REFUND	750.00
67926	30/07/2014	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	379.40
67927	30/07/2014	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	200.80
67928	30/07/2014	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	601.40
67929	30/07/2014	TELSTRA CORPORATION	TELEPHONE EXPENSES	1399.61
67930	30/07/2014	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	9121.80
67931	30/07/2014	SYNERGY	POWER CHARGES	4888.40
67932	30/07/2014	ALINTA ENERGY	GAS CHARGES	1968.00
67933	30/07/2014	DIRECTOR OF LICENSING SERVICES	NUMBER PLATES	200.00
67934	30/07/2014	CITY OF WANNEROO	LOST BOOKS	21.59
67935	30/07/2014	CASH - ADMIN	PETTY CASH REIMBURSEMENT	708.95
67936	30/07/2014	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	163.95
67937	30/07/2014	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	118.10
67938	30/07/2014	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	178.70
67939	30/07/2014	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	493.98
67940	30/07/2014	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1618.73
67941	30/07/2014	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	300.71
67942	30/07/2014	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	210.22
67943	30/07/2014	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	89.25
67944	30/07/2014	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	897.57
67945	30/07/2014	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1001.66
67946	30/07/2014	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	111.89
67947	30/07/2014	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	449.90
67948	30/07/2014	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	192.30
67949	30/07/2014	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	210.09

Chq/EFT	Date	Name	Description	Amount
67950	30/07/2014	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	133.50
67951	30/07/2014	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	135.07
67952	30/07/2014	AUSTRALIAN RETIREMENT FUND - ARF ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	164.33
67953	30/07/2014	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS	178.79
67954	30/07/2014	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	635.45
67955	30/07/2014	AXA	SUPERANNUATION CONTRIBUTIONS	51.79
67956	30/07/2014	MLC NAVIGATOR ACCESS SUPER & PENSION	SUPERANNUATION CONTRIBUTION	43.16
67957	30/07/2014	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	251.48
67958	30/07/2014	TERRA SPEI PTY LTD	BUILDING APPLICATION FEE REFUND	77.00
67959	30/07/2014	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	195.12
67960	30/07/2014	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	187.37
67961	30/07/2014	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	195.99
67962	30/07/2014	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	51.79
67963		CHEQUE CANCELLED		
67964		CHEQUE CANCELLED		
67965	13/08/2014	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	379.40
67966	13/08/2014	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	200.80
67967	13/08/2014	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	601.40
67968	13/08/2014	TELSTRA CORPORATION	TELEPHONE EXPENSES	26223.22
67969	13/08/2014	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	3779.42
67970	13/08/2014	BCITF	LEVY FEE - JULY 2014	18334.08
67971	13/08/2014	SYNERGY	POWER CHARGES	140017.70
67972	13/08/2014	ALINTA ENERGY	GAS CHARGES	1439.30
67973	13/08/2014	DIRECTOR OF LICENSING SERVICES	NUMBER PLATES	200.00
67974	13/08/2014	BUILDING COMMISSION	BUILDING LEVY - JULY 2014	11911.62
67975	13/08/2014	CASH - FORRESTFIELD LIBRARY	PETTY CASH REIMBURSEMENT	142.15
67976	13/08/2014	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	93.10
67977	13/08/2014	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	447.99

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
67978	13/08/2014	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1847.01
67979	13/08/2014	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	258.49
67980	13/08/2014	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	210.22
67981	13/08/2014	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	94.58
67982	13/08/2014	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	971.25
67983	13/08/2014	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	984.35
67984	13/08/2014	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	105.23
67985	13/08/2014	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	497.00
67986	13/08/2014	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	423.00
67987	13/08/2014	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	210.09
67988	13/08/2014	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	136.63
67989	13/08/2014	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	74.17
67990	13/08/2014	AUSTRALIAN RETIREMENT FUND - ARF ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	166.13
67991	13/08/2014	SHELFORD CONSTRUCTIONS PTY LTD	FOOTPATH DEPOSIT REFUND	1400.00
67992	13/08/2014	CASH - ZIG ZAG CULTURAL CENTRE	PETTY CASH REIMBURSEMENT	68.95
67993	13/08/2014	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	635.45
67994	13/08/2014	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	256.31
67995	13/08/2014	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	205.96
67996	13/08/2014	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	187.37
67997	13/08/2014	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	197.73
67998		CHEQUE CANCELLED		
67999	27/08/2014	HOSPITAL BENEFIT FUND OF WA	PAYROLL DEDUCTIONS	379.40
68000	27/08/2014	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	225.90
68001	27/08/2014	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	582.00
68002	27/08/2014	TELSTRA CORPORATION	TELEPHONE EXPENSES	94137.94
68003	27/08/2014	WATER CORPORATION	WATER USE AND SERVICE CHARGE FEES	5720.39
68004	27/08/2014	SYNERGY	POWER CHARGES	23238.25

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
68005	27/08/2014	ALINTA ENERGY	GAS CHARGES	617.15
68006	27/08/2014	CASH - KALAMUNDA LIBRARY	PETTY CASH REIMBURSEMENT	219.27
68007	27/08/2014	CASH - HARTFIELD PARK	PETTY CASH REIMBURSEMENT	294.15
68008	27/08/2014	WESTSCHEME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	418.65
68009	27/08/2014	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1932.85
68010	27/08/2014	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	316.28
68011	27/08/2014	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	210.22
68012	27/08/2014	COGNET NOMINEES PTY LTD ACF MAP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	95.91
68013	27/08/2014	COLONIAL 1ST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	993.32
68014	27/08/2014	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1002.87
68015	27/08/2014	AMPLIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	124.55
68016	27/08/2014	CASH - MEALS ON WHEELS	PETTY CASH REIMBURSEMENT	494.00
68017	27/08/2014	CASH - KALAMUNDA HACC	PETTY CASH REIMBURSEMENT	476.80
68018	27/08/2014	ANZ SUPER ADVANTAGE	SUPERANNUATION CONTRIBUTIONS	218.91
68019	27/08/2014	AMP SUPER LEADER	SUPERANNUATION CONTRIBUTIONS	113.20
68020	27/08/2014	ING INTEGRA PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	171.76
68021	27/08/2014	AUSTRALIAN RETIREMENT FUND - ARF ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	166.53
68022	27/08/2014	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS	147.56
68023	27/08/2014	MACQUARIE WRAP	SUPERANNUATION CONTRIBUTIONS	635.45
68024	27/08/2014	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	293.36
68025	27/08/2014	TWU SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	192.27
68026	27/08/2014	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	187.37
68027	27/08/2014	KINETIC SUPERANNUATION LTD	SUPERANNUATION CONTRIBUTIONS	194.98
				3890437.56

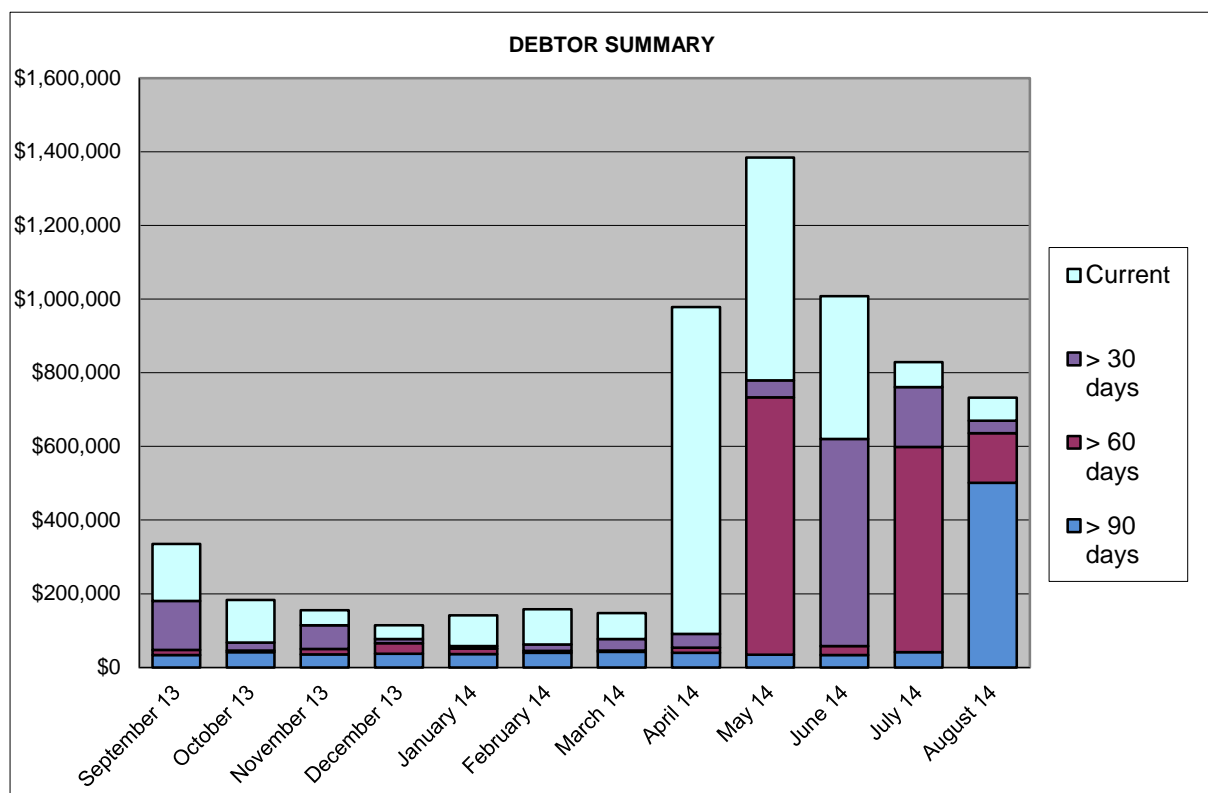
**Attachment 2**

**SHIRE OF KALAMUNDA  
 SUMMARY OF DEBTORS**

**FOR THE PERIOD ENDED 31st August 2014**

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

	> 90 days	> 60 days	> 30 days	Current	Total
September 13	\$33,547	\$13,845	\$132,820	\$155,054	\$335,266
October 13	\$41,669	\$3,852	\$22,138	\$115,581	\$183,240
November 13	\$35,402	\$14,890	\$63,761	\$41,601	\$155,654
December 13	\$36,884	\$28,991	\$11,194	\$36,916	\$113,986
January 14	\$35,901	\$15,076	\$6,820	\$83,752	\$141,548
February 14	\$39,263	\$5,669	\$17,441	\$95,509	\$157,881
March 14	\$42,207	\$3,249	\$31,796	\$70,204	\$147,456
April 14	\$39,669	\$14,103	\$37,186	\$887,621	\$978,580
May 14	\$34,154	\$698,845	\$46,507	\$605,206	\$1,384,712
June 14	\$33,834	\$23,769	\$562,976	\$387,285	\$1,007,863
July 14	\$41,743	\$556,555	\$163,070	\$67,385	\$828,752
August 14	\$501,296	\$134,978	\$33,679	\$62,152	\$732,105





SHIRE OF KALAMUNDA SUMMARY OF DEBTORS FOR THE PERIOD ENDED 31st August 2014			
AMOUNT	DEBTOR	DETAILS	STATUS
<b>&gt;90 days</b>			
\$4,610.00	Kalamunda Chamber of Commerce ^	Annual Rent	Direct Debit \$250 per fortnight in place.
\$4,775.19	Kalamunda Cricket Club	Operating Expenses Pat Moran Pavilion	Club to recommence instalments October 2014 - schedule in place.
\$24,000.00	Lesmurdie Tennis Club Inc *	Contribution to Extension	The Shire is monitoring - 2 instalment payments made.
\$165,000.00	Matt Stuart	Developer Contribution	Planning Department managing outstanding account
\$299,590.50	Velo Zupanovich	Developer Contribution	Matter pending at the State Administrative Tribunal (SAT).
\$3,320.07	90+ Days Debts consisting of amounts under \$1,000.00.		Debtors to be contacted to advise debt recovery action pending / final notices issued / debt with D&B or possible write-off of debt pending.
<b>\$501,295.76</b>	<b>Total Debts 90+ Days</b>		
<b>&gt;60 days</b>			
\$81,920.00	Discovery Parks	Annual Waste Charges	Shire in negotiations
\$5,783.51	Forrestfield United	Loan 214	Direct Debit \$600 per fortnight in place
\$1,113.75	J & M Dunning	Private Works	Reminder invoice to be sent
\$3,563.64	Kalamunda Canning Rugby League	Reserve Hire / Operating Expenses	Club awaiting Kids Sport funding / Committee meeting early September
\$6,084.00	Kalamunda District Hockey	Reserve Hire / Operating Expenses	Club advised cheque mailed 02/09
\$7,082.44	Kalamunda United FC	Reserve Hire / Operating Expenses	Original cheque not received - to be reissued 08/09 - meeting
\$14,850.00	Water Corporation	Contribution to Hydrological Study	Confirmed additional details with Water Corporation Creditors 01/09

\$6,490.81	Zig Zag Café	Lease / Operating Expenses	Payment schedule in place.
\$8,090.02	60+ Days Debts consisting of amounts under \$1,000.00.		All debtors to be contacted by telephone / email - copy invoices mailed as required.
<b>\$134,978.17</b>	<b>Total Debts 60+ Days</b>		
<b>&gt; 30 days</b>			
\$2,029.97	Kalamunda & Districts Basketball	Operational Expenses	Reminder invoice to be sent
\$1,887.79	Kalamunda & Districts Football	Operational Expenses	Reminder invoice to be sent
\$6,490.00	Kalamunda Farmers Market	Health Services Fees	Reminder invoice to be sent
\$1,032.70	Kalamunda Patisserie	Health Services Fees	Reminder invoice to be sent
\$7,700.00	MK & EA Richards	Bond - Planning	Reminder invoice to be sent
\$14,538.07	30+ Days Debts consisting of amounts under \$1,000.00.		Reminder invoices to be sent
<b>\$33,678.53</b>	<b>Total Debts 30+ Days</b>		
<b>&lt; 30 days</b>			
<b>\$67,394.06</b>	<b>Total of Current Debts</b>		
<b>\$5,241.81</b>	<b>Total of Accounts in Credit</b>		
<b>\$732,104.71</b>	<b>Total - Debtors Trial Balance</b>		
<b>FOOTNOTES</b>			
* Denotes currently in negotiation of invoice amount and details			
^ Denotes payment arrangement in place			

**Attachment 3**

**SHIRE OF KALAMUNDA**  
**SUMMARY OF CREDITORS**  
**FOR THE PERIOD ENDED 31 AUGUST 2014**

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

Month End	> 90 days	> 60 days	> 30 days	Current	Total
31/07/2013	\$3,168	\$30,928	\$7,860	\$704,407	\$746,364
31/08/2013	\$1,618	\$6,095	\$46,102	\$542,740	\$596,555
30/09/2013	\$3,630	\$53,734	\$7,014	\$383,394	\$447,773
31/10/2013	\$12,120	\$1,454	\$107,830	\$1,566,553	\$1,687,957
30/11/2013	\$12,873	\$19,461	\$188,950	\$1,734,521	\$1,955,805
31/12/2013	\$1,090	\$8,183	\$10,820	\$781,525	\$801,618
31/01/2014	\$38,061	-\$3,986	\$64,483	\$863,813	\$962,372
28/02/2014	\$35,788	\$938	-\$2,540	\$2,145,331	\$2,179,518
31/03/2014	\$2,606	-\$2,850	\$14,442	\$846,590	\$860,788
30/04/2014	\$67,486	\$5,942	\$48,203	\$1,019,834	\$1,141,466
31/05/2014	\$183	\$31,578	\$72,756	\$1,596,398	\$1,700,916
30/06/2014	\$19,629	\$13,872	\$133,021	\$2,251,529	\$2,418,051
31/07/2014	\$9,347	\$1,978	\$27,392	\$449,082	\$487,799
31/08/2014	\$1,000	\$208,043	\$15,978	\$601,439	\$826,460

**Comment**

- > 90 days      Original Invoices for Fuji Xerox Australia not received in Accounts to process
- > 60 days      Original Invoices for Ashmy Pty Ltd, Redink Homes and a credit from Barnetts Pty Ltd not received in Accounts to process.
- > 30 days      These invoices are paid on the third fortnightly payment run.

**Creditor Payments made**

Month	Amount \$	Quantity		
		Cheques	EFTs	Total
Jul-13	\$ 3,861,531	83	462	545
Aug-13	\$ 2,924,590	107	573	680
Sep-13	\$ 3,520,038	69	523	592
Oct-13	\$ 4,358,209	79	513	592
Nov-13	\$ 4,306,884	75	577	652
Dec-13	\$ 5,791,804	106	556	662
Jan-14	\$ 2,690,559	40	404	444
Feb-14	\$ 4,390,155	102	631	733
Mar-14	\$ 4,612,357	73	578	651
Apr-14	\$ 2,851,930	71	524	595
May-14	\$ 3,402,145	72	512	584
Jun-14	\$ 3,452,822	78	550	628
Jul-14	\$ 3,439,392	70	511	581
Aug-14	\$ 3,890,438	101	630	731

\*Excludes net staff payroll

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

\*Local suppliers are paid on 14 day terms.

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

**34. Rates Debtors Report for the Period Ended 31 August 2014**

Previous Items	N/A
Responsible Officer	Director Corporate Services
Service Area	Finance
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A

Attachment 1                      Summary of Outstanding Rates for the period ended 31 August 2014

**PURPOSE**

1. To receive a report on rates debtors for the period ended 31 August 2014.

**BACKGROUND**

2. Attached is the report detailing rates debtors for the period ended 31 August 2014 (Attachment 1).
3. Rates notices were issued on 10 July 2014 with instalment dates as follows:

Option 1 (Full Payment) -      By 14 August 2014

Option 2 (Two Instalments) – 1<sup>st</sup> Instalment Date by 14 August 2014  
2<sup>nd</sup> Instalment Date by 18 December 2014

Option 3 (Four Instalments) – 1<sup>st</sup> Instalment Date by 14 August 2014  
2<sup>nd</sup> Instalment Date by 16 October 2014  
3<sup>rd</sup> Instalment Date by 18 December 2014  
4<sup>th</sup> Instalment Date by 12 February 2015

The grace period of two weeks has now closed for the instalment period, with a total of 8,858 ratepayers having taken up the instalment option. 1466 have taken up Option 2 to pay by two instalments and 7392 have taken up Option 3 paying four instalments. A total of 10,554 ratepayers have paid in full.

Any amounts outstanding on those ratepayers without an instalment option are regarded as defaulted and essentially fall off from this arrangement, at the date of reporting, there were 2,585 that hadn't paid. The Shire can accept a direct debit payment arrangement to finalise the balance or a special payment arrangement is made in extenuating circumstances. Strict protocols are maintained so that the Shire is seen to be fair and equitable to all ratepayers. 136 ratepayers have taken up a direct debit payment arrangement and this is expected to increase after final notices have been sent out. The Shire of Kalamunda now offers direct debit arrangements for instalments, however at this stage there has been little response.

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4. As noted on (Attachment 1), the Shire has collected \$15,316,543 (includes Deferred Balance of \$463,579) or 50.17% of the debt from the date the rates and service charges were raised. This compares to last year which was 51.34%
  5. No Interim rates have been raised since May 2014. These will commence in September 2014.

## **DETAILS**

### **Debt Recovery**

6.
  - There are now nine outstanding debts from 2012/13 that remain with Dun & Bradstreet (D&B) who have had Judgement entered against them; All have been issued with "Property Sales and Seizure Order". The next step is proceed with Land Warrants for these properties which will occur in 2014/2015.
  - There remains 31 Ratepayers from 2013/2014, 17 of those who received judgement are close to paying the balance of their rates. For the balance who have not responded to judgement and no payment received, the Shire will proceed to a Land Warrant.
  - A report will be brought to Council in the 2014/2015 period to approve the issuance of a land warrants for those that have proceeded to Judgment and have still not satisfied the claim.

## **STATUTORY AND LEGAL CONSIDERATIONS**

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

## **POLICY CONSIDERATIONS**

8. Nil.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

9. Nil

## **FINANCIAL CONSIDERATIONS**

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

## **STRATEGIC COMMUNITY PLAN**

### **Strategic Planning Alignment**

11. *Kalamunda Advancing: Strategic Community Plan to 2023*  
OBJECTIVE 6.8 – To ensure financial sustainability through the implementation of effective financial management, systems and plans.

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

## SUSTAINABILITY

### Social Implications

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

### Economic Implications

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

### Environmental Implications

14. Nil.

## RISK MANAGEMENT CONSIDERATIONS

15.

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

## OFFICER COMMENT

16. Nil.

**Voting Requirements: Simple Majority**

## OFFICER RECOMMENDATION (C&C 34/2014)

That Council:

1. Receives the rates debtors report for the period ended 31 August 2014 (Attachment 1).

Moved:

Seconded:

Vote:

**Attachment 1**

**SHIRE OF KALAMUNDA**

**SUMMARY OF OUTSTANDING RATES**

**FOR THE PERIOD ENDED 31 August 2014**

**Rates Outstanding Debtors**

	3rd Previous Year + Outstanding	2nd Previous Year Outstanding	Previous Year Outstanding	Current Outstanding	<b>Total Outstanding</b>	Previous Year Total Outstanding
30/06/2014	\$360,404	\$99,230	\$410,138	\$15	\$869,786	<b>\$781,022</b>
31/07/2014	\$356,534	\$95,176	\$367,211	\$25,230,436	\$26,049,358	<b>\$23,847,216</b>
31/08/2014	\$353,872	\$93,646	\$269,381	\$14,958,090	\$15,674,989	<b>\$9,913,660</b>

**Rates Outstanding as at 30/06/2014**

\$869,786

**Rate Levied 2014/2015**

\$30,121,746

Interim 2014/2015

Back Rates

**Total Levies To Date for 2014/2015**

\$30,121,746

Total Rates Outstanding

\$15,674,989

Current Deferred Rates Amt (from Rate Reports)

**\$ 463,579**

**Total Rates amount to be collected not including deferred**

**\$15,211,410**

% of Rates Outstanding:

**49.83%**

**Comment**

The 2014/2015 Instalment Dates are as follows:

	4xinstalments	2xinstalments
1st Instalment	14/08/2014	14/08/2014
2nd Instalment	16/10/2014	18/12/2014
3rd Instalment	18/12/2014	
4th Instalment	12/02/2015	

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

**35. Revised Record Keeping Plan**

Previous Items	OCM 1/4, OCM 61/09
Responsible Officer	Director of Corporate Services
Service Area	Records
File Reference	IM-RMA-008
Applicant	N/A
Owner	N/A

[Attachment 1](#) Revised Record Keeping Plan 2014

**PURPOSE**

1. To endorse the revised Record Keeping Plan 2014 (RKP) for submission to the State Records Commission, as required by the *State Records Act 2000* (the Act) (Attachment 1).

**BACKGROUND**

2. The Act requires all Government agencies to submit a RKP to the State Records Commission for approval, with a revised plan to be submitted at least every five years.
3. The original draft RKP was approved by Council in February 2004 for submission to the State Records Commission, and after some modifications was approved on 15 July 2004 for five years.
4. A revised RKP was approved by Council in June 2009. The revised RKP was submitted to the State Records Commission, and was approved on 2 October 2009. There was a list of improvements required as part of the approval, the improvements were:
  - Further development and implementation of policy and procedures for Email Management.
  - Provision of alternative storage conditions for the Shire's temporary records stored in the offsite storage demountable.
  - Reinstatement of a regular disposal program.
5. The Shire of Kalamunda is required to review and submit a further revised RKP by 2 October 2014.

**DETAILS**

6. It is a requirement of the Act that a government organisation's RKP sets out how records are to be created by the organisation and how it is to keep its records. The RKP is to provide an accurate reflection of the record keeping program within the organisation, including information regarding the organisation's record keeping system(s), disposal arrangements, policies, practices, and processes. The RKP is the primary means of providing evidence of compliance with the Act and the implementation of best practice record keeping within the organisation.



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7. There are six principles that are addressed in the Plan. Government organisations are to ensure the following:
    - i. Proper and Adequate Records – Records are to be created and kept which properly and adequately record the performance of the organisation's functions and which are consistent with any written law to which the organisation is subject when performing its functions.
    - ii. Policies and Procedures – Record keeping programs are to be supported by policy and procedures.
    - iii. Language Control – Appropriate controls are to be in place to identify and name government records.
    - iv. Preservation – Records are to be protected and preserved.
    - v. Retention and Disposal – Records are retained and disposed of in accordance with an approved disposal authority.
    - vi. Compliance – Employees are to comply with the record keeping plan.
  8. Section 28 of the Act requires that “no more than 5 years is to elapse between the approval of a government organization's record keeping plan and a review of it or between one review and another” and that a report of this review must be submitted to the State Records Commission.

#### **STATUTORY AND LEGAL CONSIDERATIONS**

9. The creation of a RKP is required under Section 16 of the Act, the submission to the State Records Commission is required under Section 20 of the same Act. Section 28 requires that a review occur every five years.

#### **POLICY CONSIDERATIONS**

10. The Shire of Kalamunda's Record Keeping Policy, Policy Number INF4, is current and does not require amendment as a result of the RKP.
11. The Councillor Record Keeping Policy, Policy Number INF5, is current and does not require amendment as a result of the RKP.

#### **COMMUNITY ENGAGEMENT REQUIREMENTS**

12. Nil.

#### **FINANCIAL CONSIDERATION**

13. The RKP is, in most respects, cost neutral. The major cost arising from a recommendation from the RKP is the proposal to implement external training for staff on records matters. This has generally been undertaken internally by Records Officers, however there is the opportunity to improve how Records refresher training is undertaken. The external training would be completed online, in the staff members own time, and will require that the staff member complete a multiple choice test to ensure the information was understood.

14. The training costs will be put forward as part of the Budget process for the 2015/16 financial year.

## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

OBJECTIVE 6.6 – To ensure excellent information, technology and communications services are being consistently delivered.

Strategy 6.6.1 Provide a records information system that is compliant with the State Records Act 2000.

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

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

## SUSTAINABILITY

### Social Implications

16. Proper management of information ensures that duplication of effort does not occur. Access to information that is correct, provided on time and easily accessible is important for staff, councillors, government agencies and residents.

### Economic Implications

17. Proper management of information allows for the best use of resources.

### Environmental Implications

18. Nil.

## RISK MANAGEMENT CONSIDERATONS

	Risk	Likelihood	Consequence	Rating	Action/Strategy
19.	The RKP is not approved by Council	Unlikely	Minor	Low	If rejected, request an extension of time from the State Records Commission, and resubmit the Item with appropriate changes to Council in the October round of meetings.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Council requests amendments to the RKP not possible under the Legislative Framework	Unlikely	Minor	Low	Explain to Council the requirements under the State Records Act 2000.
Local Government Reform significantly affects the way in which the Records System operates	Likely	Minor	High	Submit a new RKP to take into account changes from Local Government Reform

**OFFICER COMMENT**

20. The RKP demonstrates the Shire of Kalamunda’s degree of compliance with the Act. The State Records Commission allows for a submission of no change (from the last RKP submission), using their checklist, however the Shire of Kalamunda did not fit within the category. The introduction of a contractor for secondary storage meant that a significant change occurred, and a RKP review is required.
19. The 2009 Shire of Kalamunda RKP identified a number of improvement opportunities. In undertaking a review of the 2009 plan, and creating the 2014 draft plan, the following achievements and improvements are reported:

Improvement	Action
Further development and implementation of policy and procedures for Email Management	The email management policy and procedure has been improved and further developed. A central method of capture of emails now allows auditing of emails sent and received against those that have been registered by staff.
Provision of alternative storage conditions for the Shire’s temporary records stored in the offsite storage demountable	Fort Knox have been contracted to provide secondary storage for Shire of Kalamunda Inactive Records. The offsite storage demountable is now used as a staging area for moving Records to Secondary Storage, and for storing of records waiting for the contractor to pick up and destroy.
Reinstatement of a regular disposal program	Disposal of records identified under the General Disposal Authority for Local Government as being ready for destruction is now undertaken annually.

- 
20. The Shire of Kalamunda is compliant with the Act.
  21. Further improvements are listed in the Records Area since the last RKP submission are listed below:
    - i. Full redevelopment of the Records Disaster Recovery Plan
    - ii. Re-boxing of inactive records
    - iii. Review of the Electronic Document Records Management System
    - iv. Records Storage Review
    - v. Improvement of KPI Reporting
    - vi. Development of Automated Workflow systems
    - vii. Regular reviews of the Records Manual
    - viii. Improved records induction documentation
  22. Local Government Reform may have a significant effect on the Shire of Kalamunda RKP. If a merger or boundary change occurs between the Shire of Kalamunda and the City of Belmont, there will be changes to the records database, classification systems, storage conditions, email capture, website & intranet capture, related databases, procedures & policies. It is likely that the State Records Commission will approve the RKP for two years only, due to the uncertainty of Local Government Reform, rather than the normal five years.

<b>Voting Requirements: Simple Majority</b>
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**OFFICER RECOMMENDATION (C&C 35/2014)**

That Council:

1. Endorses the draft Record Keeping Plan 2014 for submission to the State Records Commission (Attachment 1).

Moved:

Seconded:

Vote:

**[Attachment 1](#)**

Record Keeping Plan 2014

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

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

**36. Petition Requesting Improvements to Playgrounds within Redgum Estate, Forrestfield**

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Community Development
File Reference	TL-05/002, TL-05/004, RY-02/002
Applicant	N/A
Owner	Shire of Kalamunda
Attachment 1	Letter from Nathan Morton and petition from residents
Attachment 2	Photos of existing parks and facilities

**PURPOSE**

1. To receive the petition from the residents of Redgum Estate regarding improvements to two local parks within Forrestfield.

**BACKGROUND**

2. In July 2014, the Shire received a petition (Attachment 1) from the local residents of Redgum Estate, Forrestfield through Nathan Morton MLA requesting improvements to the following two public open spaces:
  - Redgum Reserve
  - Tilia Court Reserve
3. Redgum Estate is located in the north west corner of Forrestfield and contains approximately 300 households.
4. Tilia Court Reserve and Redgum Reserve are located on Crown Land vested with the Shire for public recreation.
5. Council's Long Term Financial Plan has identified \$120,000 to undertake upgrades for Tilia Court Reserve in the 2017/18 financial year, however currently no funds have been included for Redgum Estate within the Shire's ten year Financial Plan.
6. As such, Council is now presented with the petition seeking upgrades to both Redgum Reserve and Tilia Court Reserve for consideration.

**DETAILS**

7. Redgum Reserve is located on the corner of Hale Road and Reynolds Road, Forrestfield. Redgum Reserve contains a combination play unit and gazebo shade structure, together with bench seating which was installed in 1996 (Attachment 2).
8. Tilia Court Reserve is located on Tilia Court, Forrestfield. The combination unit was installed in 1995. Tilia Court Reserve contains a combination play unit, double swing, pathways and a basketball ring (Attachment 2). Recent

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upgrade works completed in June 2014 include a new double swing, limestone surround and a new basketball ring.

9. The petition received has 123 signatures from local residents of the Redgum Estate.
10. The petition does not provide any details of specific improvements it simply states “We the undersigned, believe the Shire of Kalamunda needs to improve the local parks within the Redgum Estate. These are currently unsafe, ill-equipped and poorly maintained”.
11. Nathan Morton’s covering letter advises that residents would like to see the parks beautified. This would include the provision of a new playground equipment, park benches etc.
12. The Communities Facilities Plan identified both parks to be upgraded to a Local level park - developed.
13. The standards for provision which staff utilise to guide parks and reserve developments, stipulate that a Local level park – developed, consists of the following design elements:
  - Within a 400 metre radius or 5 minute walk of most dwellings
  - Minimum site 0.5 ha
  - Street frontage on all sides, maximum 25% of perimeter abutting development
  - Rectangular in shape and minimum width of 50 metres
  - Playground equipment/play space(s) capable of catering for:
    - 0-3 yr olds
    - 3-5 yr olds
    - 5-7 yr olds
    - 8-12 yr olds
  - Incorporate natural and designed play elements
  - Quiet space with shade, views and bench seating
  - Grassed area in most local parks
  - In natural/bush local parks soft fall or synthetic surface
  - Amenities – natural or artificial shade, bench seating, pathways on to the park and to the play space
  - Involve the surrounding local area in the design of the park
  - Design elements to reflect the identity and culture area

#### **STATUTORY AND LEGAL CONSIDERATIONS**

14. Nil.

#### **POLICY CONSIDERATIONS**

15. Nil.

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## COMMUNITY ENGAGEMENT REQUIREMENTS

16. Officers have contacted the instigator of the petition, Evan Dunne (a 12 year old local resident) to confirm the exact parks which the petition is referring to and what improvements the petition is referring to. Evan confirmed the two parks were Tillia Court Reserve and Redgum Reserve with the improvements to include items such as:
- Rubbish bins
  - Shade
  - Bench seats or picnic tables
  - Upgrade of play equipment
  - Make the playgrounds safer such as installation of rubber soft fall.

## FINANCIAL CONSIDERATIONS

17. Council's Long Term Financial Plan \$120,000 has been included in the 2017/18 financial year to upgrade Tillia Court Reserve to a local level park - developed.
18. It is proposed that savings will be identified within the 2014/15 quarterly budget review process in order to fund the proposed items of \$2,000 for new bench seating at Tillia Court Reserve and \$10,000 for perimeter fencing at Redgum Reserve.

## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

19. *Kalamunda Advancing: Strategic Community Plan to 2023*
- Strategy 1.9 To provide high quality community facilities to meet the needs of our current and our future community.

## SUSTAINABILITY

### Social Implications

20. The provision of high quality parks and reserves assists in ensuring the community is both active and engaged.

### Economic Implications

21. Nil.



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## Environmental Implications

22. Nil.

## RISK MANAGEMENT CONSIDERATIONS

23.

Risk	Likelihood	Consequence	Rating	Action/Strategy
That the petitioners believe that their concerns have not been heard.	Possible	Minor	Medium	Advise the petitioners in writing of the rationale and Council's decision, together with providing an opportunity to meet and further discuss.
That the existing equipment is a health and safety issue.	Unlikely	Major	Medium	Continue to undertake regular safety assessments of the equipment and action any outcomes as necessary.

## OFFICER COMMENT

24. Recent playground inspection reports completed in 2014 for both reserves identify the risk level to be low, with only minor maintenance works required including weeding, removal of graffiti, replacement of playground edging and replacement of slide.

25. Within the nearby area, there are a number of other areas of Public Open Space which cater for the needs of the Redgum Estate community (Attachment 3), in particular:

### Local Level Parks

- Virgilia Way Reserve (Located 400m from Tillia Court Reserve )
- Hartfield Park Reserve (Located 200m from Redgum Reserve)
- Juniper Way Reserve (800m from Tillia Court Reserve and 1.2km from Redgum Reserve)

### Neighbourhood Level Parks

- Wattle Grove Nature Playspace (Located 1.2kms from Redgum Reserve and 1.7 km Tillia Court Reserve)
- It should be acknowledged that this reserve is a drive to park for nearby residents

- 
26. Recent upgrades have also occurred at Hartfield Park (new playground) and Tillia Court (replacement of basketball ring and new swing).
  27. In addition, funds have also been allocated in 2015/16 to upgrade Juniper Way Reserve to meet the standards of being a local level park – developed.

### **Redgum Reserve**

28. Redgum Reserve is 1.0 hectare in size which largely accounts for the linear open space and the drainage.
29. Whilst the current level of amenity is considered sufficient to meet the standards of provision for local level parks, the play space and playground area is situated in close proximity to Hale Road, with no barrier fencing which is not considered desirable, given the heavy traffic on this road.
30. The current location of the playspace presents a number of safety concerns, which could be alleviated through the installation of perimeter fencing. The estimated cost of this is \$10,000.
31. A number of the items outlined within the playground inspection report have already been completed including weeding and graffiti removal, with the only outstanding item now being the replacement of playground edging which has been ordered.
32. As such, it is recommended that Council considers allocating up to \$10,000 as part of the upcoming quarterly review process to install perimeter fencing at the site.

### **Tillia Court Reserve**

33. Within Council's 10 year financial plan, \$120,000 is currently allocated within the 2017/18 financial year, to undertake a major upgrade of the site. This timeframe is considered to still be sufficient.
34. In the meantime, it is recommended that some bench seating be installed at the site, together with completing the works outlined within the recent playground inspection report. In particular the replacement of the existing worn slide (already on order) and weeding of the main playground area as identified in the playground inspection report.
35. It should be noted that Tilia Court Reserve already contains infrastructure which is considered to be over and above what would normally be provided at a local level Park, including a basketball court.
36. In summary, it is recommended that Council considers allocating \$2,000 at the quarterly review to install bench seating at Tilia Court Reserve.

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<b>Voting Requirements: Simple Majority</b>
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**OFFICER RECOMMENDATION (C&C 36/2014)**

That Council:

1. Receives the petition for the improvement of two parks within the Redgum Estate, Forrestfield.
2. Receives the updates in relation to the improvements at the reserves.
3. Considers allocating \$2,000 in the 2014/15 quarterly budget review to install bench seating at Tillia Court Reserve should surplus funds be identified.
4. Considers allocating \$10,000 in the 2014/15 quarterly budget review to install perimeter fencing at Redgum Reserve should surplus funds be identified.
5. Requests the CEO to advise the petitioner, Evan Dunne in writing of Council's resolution in relation to the Redgum estate petition and the current timing of the upgrades to Tillia Court Reserve and Redgum Reserve as per Council's 10 year Financial Plan.

Moved:

Seconded:

Vote:

## Attachment 1



# Nathan Morton MLA

Your State Member for Forreestfield



Representing: Forreestfield, Gooseberry Hill, High Wycombe, Kenwick, Kevildale, Moorington, Moolvale, Orange Grove and Rumble Grove

23 JUN 2014

Ms Rhonda Hardy  
Chief Executive Officer  
Shire of Kalamunda  
PO Box 42  
KALAMUNDA WA 6926

Dear Ms Hardy, *Rhonda*

I recently met with Evan Dunne, an 11-year-old student from Dawson Park Primary School, regarding concerns he has for his local park located at the end of Citrine Gardens in Forreestfield.

It is Evan's goal to see the park beautified as well as having additional services added to the park. These would include new play equipment, new park benches and possibly also barbecue facilities.

I understand Evan has already been in contact with the Shire of Kalamunda and that some work has already taken place at the park.

Evan's initiative should be both congratulated and nurtured and I am keen to assist him with his query. I appreciate any additional works at the park are subject to budgetary constraints, but I would welcome the opportunity to discuss this matter further.

Evan has collected more than 160 signatures from people who are keen to see the park renovated and I have included this petition for your consideration.

I look forward to your response.

Kind regards,

**NATHAN MORTON MLA**  
Member for Forreestfield

Shops 7 & 8, High Wycombe Shopping Village,  
530 Kalamunda Road, HIGH WYCOMBE WA 6057  
PO Box 2192 High Wycombe WA 6057

Phone: 9454 6415  
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[www.nathanmorton.com.au](http://www.nathanmorton.com.au)  
 NathanMortonMLA

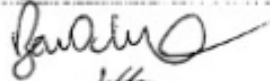
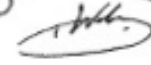
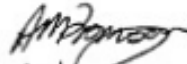

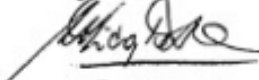
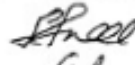
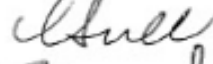
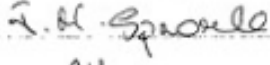
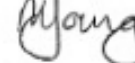
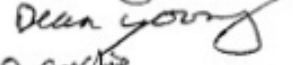
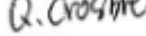
Petition to improve local parks in the Redgum Estate

We, the undersigned, believe that the Shire of Kalamunda needs to improve the local parks within the Redgum Estate. These are currently unsafe, ill-equipped and poorly maintained.

Date	Name	Address	Signature
30/4/14	Drew Moore	29 Calcite Place	Drew
30-04-14	Chris Wilson	15 Jacobina Way	Wilson
30/4/14	Raemyn Donald	Kalamunda Primary School	Raemyn
25-14	Maire Dunne	39 Reynolds Rd	<del>Maire</del>
03-05-14	Eva Dunne	39 Reynolds Road	E Dunne
03/5/14	Lucy Smith	41 Reynolds Road	Lucy
3-5-14	CHRIS SMITH	41 REYNOLDS ROAD	Chris
3-5-14	JOHN GALLAGHER	38 REYNOLDS R D	John
3-5-14	Joy Fuller	Muslock Drive	Joy
3-5-14	GAY GALLAGHER	Reynolds Rd F/F	Gay
3-5-14	J HUNT	REYNOLDS RD F/F	John
3-5-14	Bonnie Hunt	36 Reynolds Rd F/F	Bonnie
3-5-14	Lindy McMiles	37 Reynolds Rd F/F	Lindy

Petition to improve local parks in the Redgum Estate

We, the undersigned, believe that the Shire of Kalamunda needs to improve the local parks within the Redgum Estate. These are currently unsafe, ill-equipped and poorly maintained.

Date	Name	Address	Signature
3/5/2014	BELIAN ORLHAIN	2 KUNZITE COURT	
3/5/2014	Duncan Wilson	4 KUNZITE CRT	
3/5/2014	ALISON FROWSON	8 KUNZITE CRT.	
3.5.14	Megan Rhodes	10 Kunzite CRT	
3.5.14	Brandee Gibson	14 Kunzite CRT	
3/5/14	MEREDITH EAGLETON	81 REYNOLDS RD F/FIELD	
3/5/14	SARAH SNELL	91 REYNOLDS RD F/FIELD	
3/5/14	CHRIS SNELL	13 KUNZITE COURT	
3/5/14	SAM SPROULE	16 KUNZITE CRT	
3/5/14	JOAN SPROULE	16 KUNZITE CRT	
3/5/14	NICKY YOUNG	12 ALMOND WY	
3/5/14	DEAN YOUNG	12 ALMOND WY	
3/5/14	Qiong Crosbie	15 Kunzite Court	

Petition to improve local parks in the Redgum Estate

We, the undersigned, believe that the Shire of Kalamunda needs to improve the local parks within the Redgum Estate. These are currently unsafe, ill-equipped and poorly maintained.

Date	Name	Address	Signature
3. May.	Nal Turner	Forrestfield	N Turner
3 May	Jane Edwards	Forrestfield	J Edwards
3 "	Pia Choi	Forrestfield	P Choi
3 "	Shelley Wall	Forrestfield	S Wall
3 "	TERESA EVANS	Forrestfield	T Evans
3 - may	D. Armstrong	Forrestfield	D. Armstrong
3rd May	M. WICKS	FORRESTFIELD	M.A. Wicks
3 May	V. CHRISTOPHER	FORRESTFIELD	V Christopher
3 May	B GREEN	FORRESTFIELD	B Green
3. May	J. Bishop	Forrestfield	J. Bishop
3 May	Jenny Vigil	Forrestfield	J. Vigil
3 MAY	Glenice Kirkup	Forrestfield	G Kirkup
"	RAY HUTCHINGS	F/F	R Hutchings


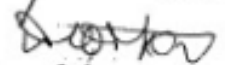

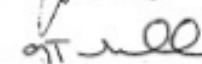

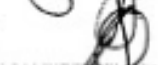
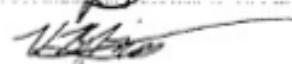
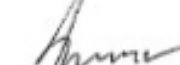

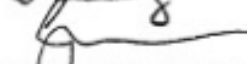
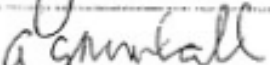
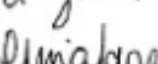
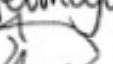
Petition to improve local parks in the Redgum Estate

We, the undersigned, believe that the Shire of Kalamunda needs to improve the local parks within the Redgum Estate. These are currently unsafe, ill-equipped and poorly maintained.

Date	Name	Address	Signature
3/5/14	Carla Daville	Konzite Ct Forrest Rd	Daville
3/5/14	M de Bruijn	44 HUIZITE	M de Bruijn
3/5/14	Val Bellart	Dianella	Val Bellart
3/5/14	JOHN DUNNE	39 REYNOLDS RD	J Dunne
3/5/14	Lisa Barlow	Hamilton Hill	Lisa Barlow
3/5/14	DAVIES	Manilla Hill	DAVIES
04/05/14	N. Fredericks	Calcite Place	N. Fredericks
04/5/14.	Lore Hardy	21 Marble Place	L. A. Hardy
4/5/14	Michelle Davis	15 Marble Pl	M Davis
04/05/14	Rebecca Standan	14 Marble Pl	Rebecca Standan
4/5/14	Andrea Pike	27 Platinum Way	Andrea Pike
4/5/14	GLEN OOSTERHUIS	23 PLATINUM WAY	Glen Oosterhuis
4/5/14	MICHAEL PIKE	27 PLATINUM WAY	Michael Pike


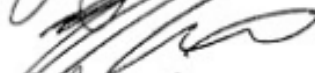


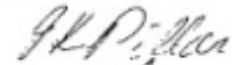




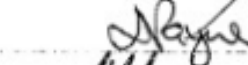

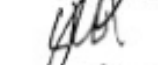
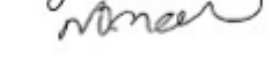


We, the undersigned, believe that the Shire of Kalamunda needs to improve the local parks within the Redgum Estate. These are currently unsafe, ill-equipped and poorly maintained.

Date	Name	Address	Signature
8/5/14	Casie Padota	98 Fruit Tree Cres Forrestfield	
8/5/14	L MORTON	3 The Retreat Forrestfield	
8/5/14	A JOHNSON	197 Sultana Rd East, Maida Vale	
8-5-14	A Turnbull	67 Fruit tree cres Forrestfield	
8/5	S Wynne	45 Fagn Way Forrestfield	
11	Ruth Tucker	DANSON AVE FF	
8/5	Vicki Hunt	Marble Place	
8/5	ANANDAMANN	31A Holmes Rd	
8/5	Angie Hardy	21 Marble Place, Forrie	
8/5	Gemma Keilty	3 Karalak CCI, Forrestfield	
	Angie Grumball	62 Morra Ave, FF	
8/5	Melissa Lang	50 Apricot St. F.F.	
8/5	Christina Chong	4 Pynus Way F.F	

Petition to improve local parks in the Redgum Estate


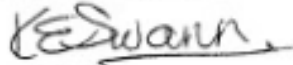
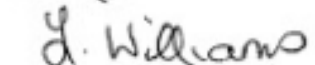
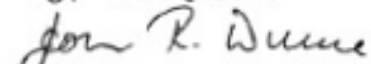
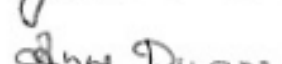
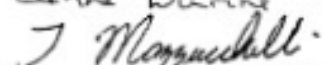
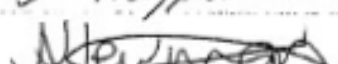
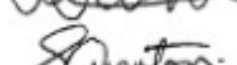
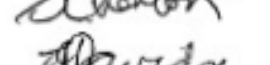
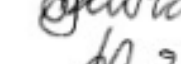
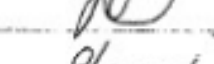
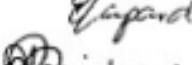
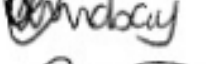
We, the undersigned, believe that the Shire of Kalamunda needs to improve the local parks within the Redgum Estate. These are currently unsafe, ill-equipped and poorly maintained.

Date	Name	Address	Signature
4/5/14	Jodie Scott	11 Tilia Court Forrestfield	
4/5/14	Anthony Torquato	3 Sheridan Csc	
4/5/14	Matthew Finnerty	14 Finch Crt High Wycombe	
4-5-14	Rachelle Duckworth	29 Platinum way F/field	
4-5-14	Kathleen Pillar	25 Platinum Way	
4-5-14	Terence Duckworth	28 PLATINUM WAY FORESTFIELD	
4/5/14	A. McKeown	32 Reynolds Rd	
4/5/14	C. Duckett	35 Reynolds Rd Forrestfield	
6/5/14	EDDIE BEAUFORD	91 FRUIT TREE CTS F/field	
6/5/14	Dynne Payne	Forrestfield	
6/5/14	Michael Gilbert	East Frm.	
7/5/14	Linda Lloyd	26 Pine Tree Green Off	
7/5/14	Nadia O'malley	Forrestfield	

We, the undersigned, believe that the Shire of Kalamunda needs to improve the local parks within the Redgum Estate. These are currently unsafe, ill-equipped and poorly maintained.

Date	Name	Address	Signature
8/5	Jhel Joyce	92 Fruit Tree Cr Forestfield	J Joyce
8/5	Alex Sheil	12 Simmonds Ide, MINTHROP	A Sheil
8/5	Kym Firkins	6 LIFFORD WAY BELLEVUE	K Firkins
8/5	Teresa Byng	17 Pumice Cr + F/field	T Byng
8/5	Michelle Haslett	10 Turquoise Ct F/F	M Haslett
8/5	Sharon Pitt	10 AZURITE CVT	S Pitt
8/5	Del West	104 SULTANA RD WEST HIGH WYCOMBE	D West
08/05/2014	RAEENE HARDING	170 BERKSHIRE RD F/FIELD	R Harding
8/5/14	LIZ SHANKLAND	42 JAMPSON RD, KALAMUNDA	L Shankland
08/05/2014	KEVIN JONES	50 TAUBACK WAY F/FIELD	K Jones
08/05/14	Bianca Beckett	8 Stevens Rd H/wy	B Beckett
8-5-14	Daini Smith	15 Bittern CI MLV	D Smith
8-5-14	Lisa Tiivel	95 Miffenham Rd High Wycombe	L Tiivel

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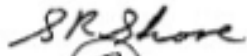


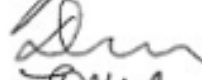

Date	Name	Address	Signature
8-5-14	T. Smith	820 Park Road, Hovea	
8-5-14	K Swann	83 Glen St	
8-5-14	L. Williams	96 Calluna Way F/F.	
8.5.14	J.R. Dunne	10 SOVEREIGN PL. F/F	
8-5-14	anne J Dunne	10 Sovereign Place	
9.5.14	T. MAZZUCHELLI	High Wycombe	
9.5.14	J. Newman.	Lesmurdie	
9.5.14	S. Overton	65 Fruit Tree crescent F/F.	
9.5.14	F. Davidson	14 Nectarine Way, Forrestfield	
9.5.14	J. Rogers-Cdey	41 Ulcombe Street Kenwick	
9.5.14	E. Lampard	5 Plum wy, F/Field	
9.5.14	A. Lindsay	37 Begonia way F/Field	
9.5.14	T. Bevan	154 Berkshire Rd F/Field	

We, the undersigned, believe that the Shire of Kalamunda needs to improve the local parks within the Redgum Estate. These are currently unsafe, ill-equipped and poorly maintained.

Date	Name	Address	Signature
9-5-14	Carmen den Ridder	13 Scalabach way	
9-5-14	Ann Castledine	Mayston 92930654	
9-5-14	Mandy Flood	29 Passiflora Dr. F.F	
11-5-14	Thomas M Lead	332 Preston Point Rd	
11-5-14	Lauren Fredericks	1 Mallow Way, F.F	
11/5/14	SEAN FREDERICKS	1 Mallow Way F.F.	
11/5/14	ROBERT FREDERICKS	1 Mallow Way F.F.	
11/5/14	BERYL SHORE	35 OKEHAMPTON <sup>WAVERLEY</sup>	
11/5	Sylvia Suppl	53 Newborough <sup>ST</sup> SCARBOROUGH	
11/5/14	Tyson Fredericks	53 Newborough St, Scarborough	
11/5/14	Jessica Cherie	48 Sturridge Road, Lockridge	
11/5/14	Brayden Fredericks	1 Mallow Way, Forrestfield	
11/5/14	Jo Walter	20 Bankfield Pt + OCEAN REEF	

Petition to improve local parks in the Redgum Estate

We, the undersigned, believe that the Shire of Kalamunda needs to improve the local parks within the Redgum Estate. These are currently unsafe, ill-equipped and poorly maintained.

Date	Name	Address	Signature
11/5/14	Bert Warrone	20 Zambesia Avenue OCEAN ROOF 6007 25 JINDARNA CLOSE	
12-5-14	STEPHEN SHORE	COOLONGUP WA 6168	
14-5-14	Brenda Jenkins	1 Trana Pl Forrestfield WA 6058	
14-5-14	MARK JENKINS	1 Trana Place FORRESTFIELD	
14/5/14	Denise Cowin	60 Kooka burra Cres High Wycombe	
14/5/14	JOHN MOORE	29 CALLETE PL FORRESTFIELD	

**Attachment 2 – Existing parks and facilities**

**Redgum Reserve**



**Tillia Court Reserve**









Attachment 3



	<p><b>Disclaimer</b> : The Shire of Kalamunda accepts no responsibility for the accuracy of this image or the results of any actions taken when using this image, based on information provided by and with the permission of the Western Australian Land Information Authority.</p>	<p><b>Scale:</b> 1:6000</p>	
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**Declaration of financial / conflict of interests to be recorded prior to dealing with each item.**

**37. Complaint Handling Policy and Management Procedures**

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Governance & Public Relations
File Reference	CS-PRC-001
Applicant	N/A
Owner	N/A
Attachment 1	Complaint Handling Policy
Attachment 2	Complaint Handling Management Procedures

**PURPOSE**

1. For Council to adopt the Complaint Handling Policy (Attachment 1) and note the Management Procedures (Attachment 2).

**BACKGROUND**

2. As part of the ongoing review of the Shire's existing policies and other operational documents, the lack of an effective and properly documented Complaints Handling Policy and Procedure was identified as a current weakness.

**DETAILS**

3. In fulfilling its obligation to provide a range of services to the community, the Shire may on occasions not meet the expectations of the community. Therefore there needs to be a mechanism for the community to express their dissatisfaction.
4. An effective, user friendly and easily accessible complaints process provides this opportunity to the community. To ensure this process is effective a Complaints Handling Policy and Procedure is essential to ensure any complaints are handled in a consistent fair and transparent manner.
5. The proposed Policy and Management Procedures has been developed on this basis.

**STATUTORY AND LEGAL CONSIDERATIONS**

6. *Local Government Act 1995*

**POLICY CONSIDERATIONS**

7. The adoption of the proposed Policy will provide a framework for handling complaints received by the Shire in a consistent, fair, effective and transparent manner.

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## COMMUNITY ENGAGEMENT REQUIREMENTS

8. There is no requirement to seek community input to the proposed Policy

## FINANCIAL CONSIDERATIONS

9. Nil.

## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

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

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

## SUSTAINABILITY

### Social Implications

11. Nil.

### Economic Implications

12. Nil.

### Environmental Implications

13. Nil.

## RISK MANAGEMENT CONSIDERATIONS

14.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Policy and Procedures are not followed	Unlikely	Minor	Low	Ensure all staff are aware of the Policy and embrace the philosophy and comply with the Management Procedures.

## OFFICER COMMENT

15. Good Governance principles provide that service delivery organisations should have an effective, user friendly and publicly available mechanism to receive feedback.

- 
16. Complaints are an important way for the management of an organisation to be accountable to the public, as well as providing valuable prompts to review organisational performance and the conduct of people that work within and for it. Effective complaint handling is fundamental to the provision of a quality service.
  17. A complaint is an “expression of dissatisfaction made to an organisation, related to its products, or the complaints handling process itself, where a response or resolution is explicitly or implicitly expected”.
  18. An effective complaint handling system provides three key benefits to an organisation:
    - It resolves issues raised by a person who is dissatisfied in a timely and cost-effective way.
    - It provides information that can lead to improvements in service delivery.
    - Where complaints are handled properly, a good system can improve the reputation of an organisation and strengthen public confidence in an organisation’s administrative processes.
  19. The matters have formed the basis for the development of the proposed Policy and accompanying Management Procedures.

<b>Voting Requirements: Simple Majority</b>
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**OFFICER RECOMMENDATION (C&C 37/2014)**

That Council:

1. Adopts the Complaint Handling Policy (Attachment 1)
2. Notes the Complaint Handling Management Procedures (Attachment 2)

Moved:

Seconded:

Vote:

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## Attachment 1

<b>[Policy Number]: Complaint Handling Council Policy</b>	
<b>Management Procedure</b>	<b>Relevant Delegation</b>

### Purpose

To establish an effective complaints handling system that will provide the framework and basis for all complaints to be resolved in a fair, efficient and structured manner.

### Policy Statement

The Council and the Shire of Kalamunda have a statutory obligation to carry out their functions in a fair, impartial, transparent, responsive and efficient manner for the benefit of all residents.

The Council and the Shire of Kalamunda recognises that its residents have a right to expect that these principles will underpin its decisions and delivery of excellent customer service.

When residents believe that their expectations have not been met, they have the right to expect that the Shire will deal with their concerns in a professional, respectful, satisfactory and timely manner.

The Shire welcomes complaints with respect to customer service as a form of feedback, and will use this feedback to:

- provide opportunities for system and process improvement;
- provide equitable redress to customers for poor service and processes;
- provide an opportunity to actively resolve service complaints and reduce the incidence of recurring complaints.

Residents submitting a complaint to the Shire can expect that:

- officers will regularly provide updates on the progress of the complaint and the expected timeframes for resolution;
- they are provided with information on the Shire's complaints handling process;
- they will be treated with tact, courtesy and fairness at all times; and
- appropriate confidentiality of the complaint will be maintained upon request.

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## Definition of a Complaint

A 'Complaint' is an expression of dissatisfaction with the standard of service, action or lack of, by the Council or Shire staff, affecting an individual person or group of people. Issues the Shire will not consider as complaints under this Policy are:

- a request for Shire services.
- a request for information or explanation of policies or procedures or decisions of Council.
- reports of damaged or faulty infrastructure (e.g.: damaged footpath, potholes in the road)
- reports of hazards (e.g.: fallen tree branch).
- reports concerning neighbours or neighbouring property (e.g.: noise or unauthorised building works). Including disputes between property owners.
- the lodging of an appeal in accordance with procedure or policy.
- issues relating to Statutory Functions with respect to Planning, Building, Health or Ranger Services.
- excludes issues relating to debt collection matters

The Shire also will not consider or investigate as complaints issues that are over two years old [this accords with the time limit for general prosecutions of issues under the *Local Government Act 1995*].

In the context of this policy, complaints involving the behaviour of Employees and Elected Members is excluded. These matters will be handled under the Shire's Code of Conduct.

<b>Related Local Law</b>			
<b>Related Policies</b>			
<b>Related Budget Schedule</b>			
<b>Legislation</b>			
<b>Conditions</b>			
<b>Authority</b>			
<b>Adopted</b>		<b>Next Review Date</b>	

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## Attachment 2

### Complaint Handling Council Policy Procedure

#### Relevant Shire of Kalamunda Council Policy

Complaint Handling

#### Relevant Shire of Kalamunda Policy

## Purpose

To ensure that the Shire has an effective complaints handling system incorporating guidelines for dealing with complaints submitted or referred to the Shire concerning the performance of its statutory obligations and the level or quality of services provided. See the Definitions – Complaint section for what does and does not constitute a complaint for the purposes of this procedure.

This procedure also includes the process for internal review of the Shire's complaints handling that will provide the framework and basis for all complaints to be resolved in a fair, efficient, impartial, transparent, responsive and structured manner for the benefit of residents.

## Definitions

### Complaint

A complaint is an expression of dissatisfaction with the standard of service, action or lack of, by the Shire or its staff, affecting an individual person or group of people. A valid complaint is one where the Council or Shire may appear to have failed to respond appropriately to a request for a decision, service or a report

For the purposes of the Policy and this Procedure, a complaint does not include:

- a request for Shire services.
- a request for information or explanation of policies or procedures or decisions of Council.
- reports of damaged or faulty infrastructure (e.g.: damaged footpath, potholes in the road).
- reports of hazards (e.g.: fallen tree branch).
- reports concerning neighbours or neighbouring property (e.g.: noise or unauthorised building works). Including disputes between property owners.
- the lodging of an appeal in accordance with procedure or policy.
- issues relating to Statutory Functions with respect to Planning, Building, Health or Ranger Services.
- excludes issues relating to debt collection matters

*[An anonymous complaint will be handled as provided in the "Complaint types and subsequent actions" section of this Procedure].*



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## **Shire Officials / Delegates of Council**

Shire officials include elected members, staff and delegates of Council. A delegate of Council is a person or body to whom a function of Council is delegated, such as staff, elected members, community representatives, volunteers, consultants and contractors.

### **Malicious complaint**

A complaint made for the purpose of hurting another person (their career, their reputation or their livelihood).

### **Vexatious complaint**

Complaints that are not supported by any evidence and there is other evidence to suggest that the complaint was made primarily for the purpose of causing annoyance or obstruction of process.

## **Detail**

### **Principles for handling complaints**

- Complaints should be resolved in a timely and cost effective manner and, where possible, without recourse to legal action.
- Staff should seek to resolve difficulties, disagreements or disputes by discussion, negotiation, mediation or conciliation wherever possible.
- Complainants have the following rights:
  - Only directly involved parties can lodge a service complaint
  - The Shire should inform members of the public that they have the right to lodge a complaint if they are unsatisfied with a particular action, decision or service.
  - Any complaint lodged will be assessed and investigated in a timely manner.
  - The person who lodges the complaint has the right for their privacy to be maintained, if requested.
  - Complainants will not be subjected to any form of prejudice, harassment or reprisal.

### **Lodging and processing of complaints**

Complaints may be lodged with the Shire in the following ways:

- In writing including by facsimile, email or other electronic means or by completing a Complaint Form (Attachment 1) available at any of the Shire's public service counters.

Complaints must include the name, address and contact number of the complainant and a brief description of the problem.

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Where staff are subjected to anti-social or aggressive/threatening behaviour by a group or individual, they are to call the police in the first instance.

Upon receipt of an initial complaint, Shire staff will:

1. Ensure that the complaint is provided to Records Staff for registration as a Customer Complaint in Synergy.
2. Endeavour to resolve issues that are the subject of complaints at the first point of contact;
3. Refer the complaint to the appropriate staff member/department should the complaint relate to a different work area of the Shire;

#### Referral of Complaint for Investigation

Upon receipt of a referred complaint, the responsible officer is to:

1. Provide acknowledgement to the complainant within five (5) working days following receipt of the complaint, and continue to ensure the complainant is kept informed of the progress regarding investigation and resolution of the complaint;
2. Record any actions taken, any communication (verbal or written) and the resolution in the Shire's Complaints Database in Synergy;
3. Ensure, wherever possible, all complaints are resolved within ten (10) working days from the date of lodgement of the complaint, and provide written advice to the complainant as to the outcome of investigations. Should there be a requirement for extra time to resolve the complaint, advice is to be provided to the complainant, including an expected completion date.
4. The complainant is to be advised of the outcome of the investigation of the complaint and where appropriate, an offer of redress will be made and the complainant will be advised of any measures taken to minimise the chances of the issue(s) underlying the complaint occurring again;
5. In instances where complaints are of a more serious nature, are not satisfactorily resolved or require investigation across a number of work or service areas, the complaint should be referred to the relevant Director to investigate and resolve
6. Delegates of Council who are conducting works on behalf of the Shire are required to report directly to their supervisor any complaints received by them regarding any aspects of the Shire's operations or their work. The delegate's supervisor will address issues pertaining

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to the complaint. Should the supervisor fail to resolve the complaint, it should be referred to the Business Unit Manager for further review if appropriate

## **Recording of Complaints**

All complaints received by the Shire will be recorded in the Complaints Database in Synergy as a 'complaint'. The relevant Business Unit Manager is to be advised of the complaint and who it has been referred to for action.

Staff must distinguish between a complaint and a request for service. Where a resident is requesting a service and there is no prior indication of failure to provide that service to the resident, the request will be recorded in the 'Customer Service Request Database in synergy' as a standard service request.

## **Complaint types and subsequent actions**

### ***Planning, Building, Health and Ranger Services – Statutory Functions***

Complaints relating to Statutory Functions with respect to Planning, Building, Health and Rangers will not be investigated under the Policy or this Procedure, although the general principles for the handling of complaints in this Procedure will be applied.

### ***Anonymous complaints and confidentiality***

Anonymous complaints will not be pursued unless they can be independently corroborated as the Shire cannot determine the validity and nature of the complaint nor seek additional information to investigate the complaint when the source is unknown. Independently corroborated, for this procedure's definition, means either:

- Complaints from non-anonymous complainants on similar subjects, or the same staff member.
- An easily investigated method of corroboration. Eg, a check of records for notes from a meeting, a diary entry for access of a property, a photo from a parking infringement.

Where an anonymous complaint has been independently corroborated, such cases will be dealt with in a similar manner to complaints where the complainant has been identified, except where there is a statutory requirement for identification of the complainant.

The Shire encourages complainants to provide personal or business contact information when lodging complaints, however where a complainant requests their identity and complaint details remain confidential; the Shire will ensure that disclosure of any personal information to third parties is not made.

### ***Malicious, Frivolous and Vexatious complaints***

All complaints received by the Shire will be investigated as a serious matter. However, if following investigation, a complaint is found to be malicious, frivolous or vexatious, a recommendation will be made to the Chief Executive Officer (CEO) that no further action is to be taken regarding the complaint.

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Following the recommendation, the complainant will be informed in writing of the decision.

The Shire may, at its discretion, seek legal advice with respect to implications of the suspected vexatious or malicious complaints.

### ***Persistent complainants***

In some instances, the Shire will encounter complainants who are persistent and write repeatedly to the point that resources are unreasonably diverted. Where complaints are about the same or similar issue(s) and the Shire has addressed or dismissed the issue(s) as being without substance, then an administrative control may be put in place to limit responses to future complaints.

Under these circumstances, details of the number and nature of complaints will be provided to the Manager responsible for Governance, and PR who may make a recommendation to the CEO that further correspondence and/or telephone contact is to be restricted. The CEO will consider all facts and issues of the individual case prior to acting on any recommendation(s). If a decision is made to endorse the recommendation, the CEO will write to the complainant explaining the Shire's intention not to acknowledge or respond to further correspondence on the matter(s) unless new information is provided that warrants action. The complainant will be advised that future written material will be filed.

With respect to telephone calls, the complainant may be told that their calls will only be taken during restricted times and then only by a specific officer; or that no future phone calls will be accepted or interviews granted about the same matter.

### ***Difficult Complainants***

In cases where a complainant's behaviour is aggressive or threatening, or where the complainant:

- is consistently rude, abusive or makes threats to staff or third parties using Shire services or on Shire premises; or
- causes damage to Shire property or threatens physical harm to staff or third parties.

Staff should contact the Manager responsible for Governance immediately, and report the details of the complaints behaviour to their Manager and HR. A report, supported with any witness statements where available, should be prepared by the Manager responsible for Governance for review by Directors and the CEO to determine whether the complaint should be reported to the WA police, and to decide whether the complainant's access to the Shire premises is to be restricted.

The CEO will consider all the facts and issues of each case and may notify the complainant that they are not permitted to enter the Shire buildings for a period of time, that no phone calls will be accepted and that they may only correspond with Shire in writing.

The CEO will notify the complainant in writing of the nature and the duration of restrictions placed upon them and if a report to the WA Police has been lodged.

Where a complainant has been provided with a notice of restriction, and that person attempts to enter a Shire premises, staff are advised to call the police, as the police have the authority to remove them.

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### ***Complaints that will not be investigated***

This procedure primarily relates to circumstances where there is no statutory authority covering the resolution of a complaint. It focuses on complaints about Shire decisions or service delivery which is distinct from matters such as the reporting of corruption or misconduct of elected members and staff.

The Shire may determine that a complaint will not be investigated where that complaint:

- is considered frivolous, vexatious or not made in good faith or concerns trivial matters;
- involves a matter where an adequate remedy or right of appeal already exists, whether or not the complainant uses the remedy or right of appeal;
- where a matter is subject to an existing mediation process;
- relates to a decision made by a meeting of Council;
- relates to conduct before a court, coroner or tribunal;
- relates to a matter under investigation by the Minister for Local Government and Communities, Corruption and Crime Commission, the WA Ombudsman's office, a Minister of the Crown or Government Department or the WA Police Service;
- relates to the appointment or dismissal of an employee or an industrial or disciplinary issue;
- relates to a decision, recommendation, act or omission which is more than one year old;
- relates to a matter awaiting determination by the Council;
- relates to actions or conduct of private individuals;
- involves a matter where the complainant declines or refuses to provide further information and/or there are threats made against the Shire and/or its staff.

The Shire also will not consider or investigate as complaints, issues that are over two years old [this accords with the time limit for general prosecutions of issues under the *Local Government Act 1995*].

In the context of the Policy and these Procedures, complaints involving the behaviour of Employees and Elected Members is excluded. These matters will be handled under the Shire's Code of Conduct.

If the Shire decides not to investigate a complaint, the complainant will be advised of the reason for the decision.

### **Review Process**

In instances where complaints have not been actioned or resolved in accordance with the above processes, or the outcome is regarded as unsatisfactory to the complainant, the following is to occur:

1. the complaint is to be referred to the relevant Director who will investigate the matter and review the action and steps taken to resolve the complaint;

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2. the relevant Director will provide a report will to the CEO detailing the history of the complaint and the actions taken to resolve the issue(s);
  3. the CEO will determine the appropriate resolution of the outstanding complaint and the review of the service complaint handling process;
  4. should the CEO require an independent review of a complaint this will be carried out by the Manager responsible for Governance and PR.

In circumstances where these internal processes are unable to resolve a complaint or satisfy the complainant, the Shire will refer the complainant to an appropriate external agency for review.

### **Referral of Complaint to another Authority**

A complainant may at any time they are not satisfied with the Shire's handling of their complaint be advised that they can refer it to another appropriate Authority for consideration.

These include the Department of Local Government and Communities, the WA Ombudsman or the Corruption and Crime Commission.

### **Reporting**

On a quarterly basis the Manager responsible for Governance and PR will provide a report to the CEO outlining complaints received for the previous quarter and subsequent follow-up and departmental action.

- Reports will provide the following information on each complaint:
- The issue at the centre of the complaint;
- The outcome of investigations in each instance;
- Action taken to address the complainant's issue(s);
- Time taken to address the complainant's issue(s);
- Feedback from the complainant, where possible, as to satisfactory resolution of the complaint or otherwise;
- Referral of the complaint to an external agency;
- Recommendations or actions taken to improve service.

On an annual basis the Manager responsible for Governance and PR will prepare a statistical summary of complaints received for the Shire's statutory annual report.

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

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

**38. Provision and Management of Light Vehicles– Adoption of Policy**

Previous Items	OCM-49/2010
Responsible Officer	Director Infrastructure Services
Service Area	Infrastructure Services
File Reference	AD-TEN-008
Applicant	N/A
Owner	N/A
Attachment 1	Draft Policy Provision and Management of Light Vehicles
Attachment 2	Draft Management Procedures

**PURPOSE**

1. To consider and adopt the proposed Policy – Provision and Management of Light Vehicles (Attachment 1) and to note the associated Management Procedures (Attachment 2).

**BACKGROUND**

2. A comprehensive review of the management of the Shire vehicle fleet was carried out as part of the budget preparation for 2014/15. One of the outcomes was that a review of the current Council Policy and Procedures was necessary as the current Policy ADM9 dates back to April 2010.

**DETAILS**

3. Council currently operates with Policy ADM9 adopted on 19 April 2010 which provides the framework for selecting, allocating and operating vehicles for the Shire light vehicle fleet.
4. The current policy addresses a number of criteria including operational and business needs, Fringe Benefits Tax (FBT) liability, vehicle safety requirements and overall cost to purchase, maintain and replace the vehicles.
5. Since 2010, a number of changes have taken place including improvements to vehicles and their technology, environmental considerations, FBT legislation and the advent of novated leases as an option for staff and employers in employment contracts.
6. An outcome from the review of the management of the light vehicle fleet during the 2014/15 budget preparation considered these changes in the industry and the vehicle market including the option of leasing vehicles rather than purchase. It is an appropriate time to revise Council's vehicle policy and procedure to allow for a range of updated criteria in the management of the fleet based on whole of life outcomes.

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## **STATUTORY AND LEGAL CONSIDERATIONS**

7. Section 2.7 of the *Local Government Act 1995* (the Act) provides that the development and adoption of policies is a key part of the role of Council.

## **POLICY CONSIDERATIONS**

8. The new Policy will form part of the Policy Register.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

9. Community consultation is not considered necessary for the adoption of this policy.

## **FINANCIAL CONSIDERATION**

10. Efficient management of the Shire light vehicle fleet will produce benefits for both the Shire and the staff.

## **STRATEGIC COMMUNITY PLAN**

### **Strategic Planning Alignment**

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

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

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

## **SUSTAINABILITY**

### **Social Implications**

12. Vehicle selection will include the latest safety criteria as well as allowing more flexibility for employees in their salary packages.

### **Economic Implications**

13. Employee salary packages will allow for novated leases and FBT payments. The Policy and Procedure will allow better management of the Shire FBT exposure.

### **Environmental Implications**

14. Vehicle selection will include the latest environmental criteria in the whole of life cost.



**RISK MANAGEMENT CONSIDERATONS**

15.	Risk	Likelihood	Consequence	Rating	Action/Strategy
	Policy and Procedures are not followed	Possible	Minor	Medium	Ensure all staff are aware of the Policy and embrace the philosophy and comply with the Management Procedures.

**OFFICER COMMENT**

16. An extensive review of the management of the fleet and consultation with the Shire managers and their staff addressed a number of items which are listed below:

- Special requirements for vehicles (4WD, special needs, communications)
- Call out arrangements for staff
- Maintenance and garaging at the Operations Centre
- Pool vehicle garaging – some with commuter rights
- Log books
- GPS tracking in vehicles
- Accident or incident procedure
- Limited private use category (contributions)
- Pool vehicle electronic booking controls
- Staff training (e.g. FBT, logbooks)
- Animal transport
- Novated leases – lease period to contract period
- Hired vehicles – operating leases
- Staff calling in sick

17. All the above matters were incorporated into the Policy procedures following review by the management group.

18. The review and development of new Policies ensures that these documents are relevant to the current Strategic Direction and operational environment of the Shire. The new Policies provide clear guidelines and criteria to minimise risk to the operations of the Shire.

**Voting Requirements: Simple Majority**

**OFFICER RECOMMENDATION (C&C 38/2014)**

That Council:

1. Revoke the previous Policy ADM9.

2. Adopts the Draft Policy – Provision and Management of Light Vehicles (Attachment 1).
3. Notes the Management Procedures for this Policy (Attachment 2).

Moved:

Seconded:

Vote:

**Attachment 1**

<b>[Policy Number]: Provision and Management of Light Vehicles - Council Policy</b>	
<b>Management Procedure</b>	<b>Relevant Delegation</b>

**Purpose**

To provide a framework for selecting, utilisation, allocation and management of light vehicles that is consistent with the Shire’s operational requirements.

**Policy Statement**

The Shire of Kalamunda is committed to providing a vehicle fleet that:

- enables it to meet operational requirements in a sustainable and responsible manner;
- supports its service delivery requirements in a cost effective manner, whilst delivering effective outcomes relating to vehicle efficiency, safety and environmental performance

In achieving this objective the Shire commits to strategically managing the following elements:

- whole of life management,
- procurement and disposal process,
- vehicle allocation for business and private use,
- vehicle maintenance and performance,
- Fringe Benefits Tax exposure

<b>Related Local Law</b>			
<b>Related Policies</b>			
<b>Related Budget Schedule</b>			
<b>Legislation</b>	Fringe Benefits Tax Act 1986		
<b>Conditions</b>			
<b>Authority</b>			
<b>Adopted</b>		<b>Next Review Date</b>	

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## Attachment 2

### Provision and Management of Light Vehicles – Management Procedure

#### Relevant Shire of Kalamunda Council Policy

N/A

#### Relevant Shire of Kalamunda Policy

Provision and Management of Light Vehicles

## Purpose

To provide a framework and appropriate management procedures for selecting, utilisation, allocation and management of light vehicles that is consistent with the Shire's operational requirements.

## Application

The Policy and these procedures apply to all Shire owned light vehicles and all staff who utilise a Shire vehicle, except those provided for in the transition provisions of this procedure.

## Glossary and Definitions

**ANCAP** - Australian New Car Assessment Program

**Authorised Driver** – the person who is driving the vehicle by authorisation of the Shire.

**Authorised leave** - is any leave including annual, long service, un-paid, or any other leave approved by senior management.

**Commuter Use of pool vehicles** - Commuting between home and work and work related use only.

**Contract employees** (fixed term) - includes the CEO, Directors and Managers.

**Contributed Private use area** - Encompasses use in the Metropolitan area and up to 100km from Perth GPO - or the extremities of the Shire of Gingin to the North, The City of Mandurah and the Shire of Murray in the South and the Shires of Toodyay, York and Northam to the East.

**Custodian user** - means an employee who has been allocated a Shire-owned vehicle for business and either private or commuter use.

**FBT** – Fringe Benefits Tax

**Light vehicle** - means a 2WD or 4WD passenger or commercial vehicle such as a panel van, single or dual cab utility with a load carrying capacity of up to 2 tonnes or a towing capacity not exceeding 3.5 tonnes or as defined in the FBT Act.

**Log Books** – mandatory requirement for completion to satisfy tax audits, procedure included as Attachment 1.

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**Minor and incidental travel** – travel which does not involve any regular substantial deviation or substantial interruption of the journey between the workplace and the home. Additionally, the minor and incidental travel should not be a regular part of the trip.

**Novated Lease** - is a structured motor vehicle lease agreement between an employee, the employer and a finance company that allows an employee to pre salary sacrifice a proportion of their salary on majority of the costs associated with financing and running of a motor vehicle. All FBT payable under a novated lease will be an after tax contribution by an employee.

**Permanent Full Time Employees** – includes all full time employees who wish to novate a motor vehicle from their existing salary package.

**Permanent Employees with motor vehicle provision as a condition of employment** – includes existing coordinators, senior officers and team leaders who have provision of a Shire owned and maintained motor vehicle for business or conditional private or commuter use a condition of employment.

**Pool vehicle** - means a light vehicle owned by the Shire without a designated custodian and used exclusively for business by employees generally.

**Purchase value** (of vehicles) - means the GST inclusive purchase cost of a vehicle selected under the option of a novated lease, including the cost of optional extras but excluding registration and insurance.

**Responsible Officer** – the staff member to whom the vehicle is allocated. Where the vehicle is not allocated to a staff member, or has shared use, the Fleet Manager is the responsible officer.

**TEC** – Total Employment Cost

## Detail

### Provision and Utilisation of Vehicles

The Shire will purchase or lease a fleet of light vehicles that will enable its business to be undertaken in an efficient and cost effective manner, with a focus on minimising exposure to FBT liability.

The Shire will aim to maximise the usage of the vehicle fleet in order to reduce the fleet size and deliver financial benefits and minimise its FBT liability. By maximising the business kilometres travelled per vehicle the Shire can reduce its FBT liability.

The Shire will record fleet vehicle information through the use of asset registers, electronic vehicle booking, log books and FBT information.

The Shire provides vehicles to employees through:

- Provision of a dedicated vehicle as a requirement of a position description where the vehicle is available for business and/or commuter use.
- As above with the option for an employee contribution for private use.

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- Provision of a pool vehicle to employees strictly limited to business use only and not subject to take home privileges.
  - Contracts with novated leases.

Subject first and foremost to Business needs, the CEO at his/her absolute discretion, may extend to any permanent full time employee, the option to access a novated lease vehicle whereby all costs associated with the lease will be deducted from the employee's existing salary package.

### **Transition Provisions**

All arrangements for the provision and utilisation of vehicles in place upon the adoption of the policy and these Management Procedures will remain until the staff member involved ceases employment with the Shire or a new arrangement is negotiated.

Where it is deemed that employees who currently have access to a Shire provided vehicle and do not have any employment provision in place may be given up to six months notice that the vehicle is no longer required for business purposes and will be removed from the fleet.

### **Vehicle Justification**

Business requirements will be the primary consideration in the acquisition of purchased or leased vehicles. In choosing the most appropriate vehicle to meet its business needs, the Shire will consider current and future business needs, financial, safety and environmental considerations. Consideration of whole of life cycle costs, minimising accessory levels without sound justification and replacing high cost vehicles with lower cost alternatives will be a strong focus of the Shire, including leasing options.

Any requests for adding an additional vehicle to the Shire's fleet must be supported by a fully documented business case submitted by the Business Unit Manager through the relevant Director to the Chief Executive Officer for approval.

Any business case should also consider alternative forms of transport (e.g. taxi vouchers, vehicle mileage allowance, pool car sharing, travel smart options) when determining the business travel requirements of a position.

### **Vehicle Selection Parameters**

The following parameters will apply to light vehicle purchase or leasing selections:

- Pool Vehicles
  - a. 5 star ANCAP rating
  - b. 5 green star rating (*Refer website: <http://www.greenvehicleguide.gov.au>*)
  - c. Engine capacity: not exceeding 2000cc
  - d. Automatic transmission
  - e. CO<sub>2</sub> emissions: not exceeding 185g/km
  - f. Subject to whole-of-life cost modelling.

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- g. No extra accessories without justification and approval
  - h. Fuel efficiency

Commercial Vehicles used by Non Fixed Term Contract Employees

- a. 2WD, 4WD, 4 cylinder diesel or 6 cylinder LPG
- b. Subject to whole-of-life cost modelling.
- c. 5 star ANCAP rating
- d. No extra accessories without justification and approval
- e. Fuel efficiency

### **Vehicle Accessories**

The fitting of functional or safety accessories for Shire vehicles is subject to the approval of the Director Infrastructure Services. Any requests for accessories that are not approved by the Director Infrastructure as functional or safety accessories will only be provided where the staff member funds the accessory. The staff member will be responsible for removal of the accessories prior to the disposal or replacement of the vehicle.

### **Other Specifications and Conditions by CEO**

The CEO is authorised to determine specifications and conditions including, but not limited to:

- a. varying the minimum ANCAP rating requirement for any light vehicle or group of vehicles; and
- b. deciding the methodology, selection criteria - and their relative weightings - to be used in the selection assessment;
- c. approving light vehicle changeovers in less than the prescribed changeover period where it is economically or operationally advantageous for the Shire; and
- d. deciding what optional extras are to be included with the purchase and what paint colours or types will not be permitted;
- e. determining requests from employees for optional extras and whether an employee contribution will be required for requested optional extras;
- f. deciding whether, in what manner or with what system of electronic positioning, tracking, and monitoring equipment a vehicle is to be fitted. Pool vehicles will be fitted with a GPS tracking device for monitoring of travel.

### **Novated Lease**

Where it is deemed a position shall require the provision of a motor vehicle via a recruitment and/or retention strategy, an additional allowance maybe paid to the employee as a part of their Total Employment Contract (Employee will need to be on an employment contract not Enterprise Agreement):

<b>Position</b>	<b>Allowance</b>	<b>Cost of Vehicle</b>
Chief Executive Officer	\$13,500	\$35k to \$40k
Director	\$12,500	\$30k to \$35k
Manager	\$11,500	\$25k to \$30k
Coordinator	\$10,000	\$20k to \$25k

If the employee chooses a vehicle that costs more than the determined allocation, the employee will be required to meet the additional cost from their own salary component. The above allowances are the maximum that the Shire will be allowing for the respective position. The amount takes into consideration of certain parameters which assumes basic use of a car within the published threshold. It may not cover the full cost of running the car and assumes that there is a certain percentage is of a private nature for which the employee is deemed to be contributing towards.

### **Novated Lease – Conditions**

1. Novated lease agreements may only be made by an agency specifically approved by the CEO or pre-approved by the Shire.
2. The provisions, liabilities and administration of a lease agreement will remain the responsibility of the employee for the duration of the lease, regardless whether or not the employee remains in the Shire's employ during the lease period.
3. While the Shire is a signatory to the lease agreement and will administer the pre-tax and post-tax payments from the employee's salary package, all other aspects of the lease remains the responsibility of the employee for the duration of the lease. Should the employee cease employment with the Shire during the lease period, the employee becomes responsible for making all lease payments.

### **Employee Private Use Conditions and Contributions - Shire-owned Vehicles**

1. All officers with conditional private use of a Shire-owned vehicle are required to make an after-tax contribution, paid fortnightly. The amount of contribution and the conditions of use will be as required in their contracts of employment or as determined by the CEO.
2. The fortnightly contribution rate will be determined by the CEO and is based on recovering approximately one third of the average vehicle operating cost including estimated FBT expenses and a comparison with industry benchmarks. The contribution rate is subject to review from time to time, as part of FBT management.
3. This private use provision does not include periods of authorised leave or sick leave in excess of two days.

### **Procurement**

The purchase of goods or services by a local government is required to comply with the provisions of s3.57 of the *Local Government Act 1995* and Part IV of the *Local Government (Functions and General Regulations 1996)*.



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In order to meet this obligation, the purchase and replacement of vehicles owned by the Shire in its light vehicle fleet must be selected from the *State Government Fleet Acquisition List – Department of Treasury and Finance Common Use Arrangement (CUA) 37804*.

Any proposal to purchase a vehicle outside of the State Government list must be approved by the CEO.

## **Fleet Management**

### **Accountability Structures and Accountabilities**

The Director Infrastructure Services (or their delegate) will be responsible for managing the fleet within the Shire policy. Business unit managers shall be responsible for ensuring that this policy is complied with. All staff who use a Shire vehicle are required to comply with this policy.

### **Shire Responsibilities (Shire owned vehicles)**

The Shire is responsible for the following:

- Annual Registration, Insurance and FBT payments.
- Servicing and maintenance costs for each vehicle.
- Where vehicles are outside of their warranty period, road side assistance will be purchased.
- A fuel card will be provided and used when purchasing fuels and oils. A fuel card may not be used for purchasing any other items. Employees with use of vehicles when on leave are required to use fuel cards for fleet management purposes. If considered appropriate, employees can then repay the costs based on km charges or weekly rate.
- The Shire may charge a fee for private use of a vehicle which will be determined by the CEO. The CEO will determine the contribution to be paid by staff with full private and limited private use entitlements, and will review the contribution from time to time. Unless agreed by the CEO, all contributions are to be deducted after tax and will not be suspended due to staff being on leave.
- Contribution rates shall take into account the make and type of vehicle allocated, and shall be annualised and paid fortnightly over 26 pay periods.
- The Shire may undertake an independent random audit or inspection of vehicles to ensure that the conditions of this policy are being met.

### **Fleet Manager Responsibilities**

The Fleet Manager shall:

- Monitor vehicle use and optimise vehicle usage to enable the cost effective management of the fleet.
- Ensure that the vehicle fleet is managed in accordance with the Shire's Fleet Management Plan.
- Ensure that fleet vehicles are maintained in accordance with maintenance schedules.
- The Fleet Manager will undertake annual reviews of whole of life cost cycles to ensure vehicle turnover at optimal replacement times.
- The Fleet Manager will prepare the annual vehicle replacement program for the light vehicle fleet as part of the budget cycle.

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- The Fleet Manager will undertake an annual review of the light vehicle procedure to ensure operation of the fleet with maximum efficiency.

### **Business Unit Manager's Responsibility**

The Business Unit Manager shall:

- Ensure that all approved vehicle swaps are notified in writing to the Fleet Manager, Manager Financial Services and Manager Strategy and People Services a minimum of 5 days prior to the swap date.
- Recommend the type of vehicle, standard and optional accessories and other matters to meet the needs of the business unit.
- Allocate vehicles to specific positions in consultation with the Manager Strategy and People Services and the Director infrastructure Services.
- Prepare the business case when allocating a vehicle to a position.
- Monitor compliance with Shire policy of all vehicles allocated within the business unit.
- Monitor log book record keeping in accordance with Attachment 1.

### **Authorised Driver Responsibility**

A staff member authorised to drive a Shire vehicle shall:

- Hold a current Western Australian Driver's Licence.
- Familiarise themselves with the Policy and the provisions of this Management Procedure and ensure all documentation is completed in accordance with the Policy and Management Procedure, including the **vehicle log book** as per Attachment 1.
- Sign an acknowledgement confirming their compliance with the Shire's use of motor vehicles including compliance with the fleet policy.
- Ensure that parking fines and traffic infringements are paid by the authorised driver.
- Report mechanical defects as soon as practicable.
- Ensure that the vehicle is always maintained in a clean and tidy state.
- Ensure that the vehicle is serviced in accordance with servicing schedules.
- Ensure that the vehicle is appropriately secured and safely parked at all times.
- Ensure that nominated drivers fully declare driving convictions that may affect insurance coverage.
- Ensure that only authorised persons as determined in the policy are permitted to drive the vehicle.
- Ensure that passenger and load limits are adhered to at all times. Off road vehicle use is not permitted other than where the vehicle is designated for such use (Off road use will only be for business purposes).
- Smoking is NOT permitted in Shire vehicles at any time.

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## Other Responsibilities – Commuter and Limited Private Use

It shall be the responsibility of the person to whom the vehicle has been allocated to ensure that:

- Any nominated drivers shall reveal any previous driving offences (not speeding or parking) and accumulated demerit points up to 5 years previously that may affect insurance cover.
- Any nominated driver is familiar with the conditions of the Policy and these Management Procedures and that all forms relating to the allocation of the vehicle (including nominee's information) are provided to the Shire.
- Parking fines and traffic infringements are paid by the offending driver.
- The vehicle is housed in a secure and preferably off street location, and kept locked at all times when not in use.
- The vehicle will be available for Shire business on a daily basis (excluding approved periods of leave). This will take precedence over private use.
- The vehicle will be garaged at the Operations Centre when the staff are away on authorised leave in excess of two days. The staff will inform HR, Finance and Operations of the days the vehicle has been garaged via the leave form.
- Arrangements are made to return vehicles to the Shire during absences on sick leave for more than two days.
- Only authorised persons (employee or nominee) may drive a Shire vehicle. In an emergency any person holding a WA Drivers Licence may drive the vehicle, provided the employee is a passenger in the vehicle at the time the vehicle is being driven.
- Pets are **not** permitted in Shire vehicles, except for times when private use is permitted and provided that the interior of the vehicle is not damaged or affected by odour. The CEO has the discretion to prohibit pets from a specific vehicle or all vehicles.
- The vehicle is used in accordance with the terms for which the vehicle was allocated. (i.e. vehicles provided for commuting use only are not to be used for private use.

## Accident or Damage

In the event of an accident or damage to a vehicle it is the responsibility of the employee to:

- Report as soon as practicable to the Fleet Manager and/or Manager Strategy and People Services any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle.
- Report any accident in a motor vehicle to the Police where required by law.
- Not accept or acknowledge any liability on behalf of the Shire arising from an accident.

Complete as soon as practicable after the accident the appropriate claim form and, in consultation with the employee's supervisor, an incident report form, and return them to the Manager Strategy and People Services/ Finance Officer

Employees, or their nominated person, if found to be driving a Shire vehicle under the influence of drugs or alcohol, will be held personally responsible for any repairs or legal action resulting from any accident in which they are involved. Similar conditions shall apply to damage occurring

as a result of inappropriate behaviour. Full costs relating to damage will be recovered from the employee. The employee would not normally be liable for any insurance excess costs involved if damage to the vehicle occurs in circumstances defined within authorised use.

### **Suspension/Cancellation of Drivers Licence**

An employee whose licence has been suspended shall immediately advise their supervisor and arrange for the vehicle to be returned to the Shire Operations Centre. The employee will notify Manager Strategy and People Services of the situation and arrange to have any deduction of payments (if being made) discontinued until the suspension expires and/or private use rights are resumed.

### **Disposal of Vehicles**

The disposal of any local government property is subject to the provisions of s3.58 of the *Local government Act 1995* and r30 of the *Local Government (Functions and General) Regulations 1996*.

Used Shire-owned light vehicles no longer required or that are replaced must be sold by tender or public auction, either directly by the Shire or through an agency approved by the CEO.

### **Breach of Policy/Procedure**

Any breach of the Policy or these Management Procedures will be regarded seriously.

If it is established an employee has:

- Used a vehicle in a manner that was not within the use permitted to them and there is an additional impact on the FBT liability the Shire is entitled to request reimbursement for the extra FBT incurred. For example, if an employee is permitted commuter usage of a Council vehicle only and is found to be using it for private use, the Shire could ask the employee to payback the extra impact on the FBT liability and possible a retraction of the vehicle.
- Exceeded the limited private use provisions, this arrangement may be cancelled.
- Not disclosed information which may impact upon their legal right to drive a vehicle or insurance coverage, maybe subject to disciplinary action as determined by the CEO.
- Not completed the required information in the vehicle log book.

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

(Attachment 1)

## **xx: Provision and Management of Light Vehicles – Logbook Guidelines**

### **Policy**

Provision and Management of Light Vehicles

### **Relevant Delegation**

### **Introduction**

A logbook is used to work out the business use percentage of a vehicle therefore, the primary purpose of a logbook is to record all work-related journeys made in a vehicle. If a work-related journey is not recorded, the logbook will indicate a lower business use percentage than it could.

### **The logbook**

A logbook is valid for five years (assuming there are no major changes in the pattern of use during this period). After the fifth year, a new logbook needs to be kept. Therefore, if a vehicle's business use percentage is established from a logbook maintained in a year one, in the next 4 years only odometer records need to be maintained in respect of that vehicle.

To be valid, a logbook must cover at least 12 continuous weeks. The 12-week period chosen should be representative of the vehicle's business use. The same business use percentage established for a vehicle by the maintenance of a logbook can be used for a replacement vehicle.

If the vehicle started to be used for business purposes less than 12 weeks before the end of FBT year (31 March), the 12 week period can extend into the next FBT year.

In the first year a log book is kept it must contain the following information:

- i. when the logbook period begins and ends;
- ii. the vehicle's odometer readings at the start and end of the logbook period;
- iii. the total number of kilometres that the vehicle travelled during the logbook period;
- iv. the number of kilometres travelled for work activities based on journeys recorded in the logbook.

Please note, if two or more journeys are made in a row on the same day, these can be recorded as a single journey; and

- v. the business use percentage for the logbook period.

### Logbook Entries

The logbook must record the following information for each work-related journey undertaken during the logbook period:

- i. the date the journey began and the date it ended;
- ii. the vehicle's odometer readings at the start and end of the journey;
- iii. how many kilometres the vehicle travelled on the journey; and
- iv. the reason for the journey.

Please note, the ATO does not accept a trip description of 'business' or 'work-related', and a reasonable description of the purpose of each work journey needs to be made.

Further, the logbook entries must be made at the end of the journey, or as soon as possible afterwards, and must be in English.

### Odometer Records

Valid odometer records must be maintained for vehicles owned or leased by an employer and used privately by employees / associates during the FBT year. Broadly, the odometer records should show:

- the vehicle's opening and closing odometer readings, and
- the make, model, engine capacity and registration number of the vehicle.

### Sample Logbook

There is no particular logbook format prescribed in the FBT law and the following is provided as a sample only of a logbook recording:

Employer name				FBT year ended 31 March 2013		
Make: Holden		Model: Utility		Engine Type: 3,800cc		Registration No: AAA 999
Date trip began	Date trip ended	Odomete r start	Odomete r end	Kilometres travelled		Purpose of the journey
				Business km	Private km*	
06/06/2012	06/06/2012	118,500km	118,570km	70km	0km	Visit mechanic, tax
07/06/2012	07/06/2012	118,570km	118,580km	0km	10km	Home commuting

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## STATUS OF TRAVEL FOR FBT PURPOSES: QUICK REFERENCE

### GUIDE Scenario 1

Home (A) → Regular place of employment (B) → Home (C)

A → B → C *Represents private travel & kilometres travelled to be recorded as "Private" on logbook*

### Scenario 2

Home (A) → Irregular visit to client and / or perform substantial work at a location that is not a regular place of employment of employee (B) → Regular place of employment (C)

A → B → C *Represents business travel & kilometres travelled to be recorded as "Business" on logbook*

### Scenario 3

Regular place of employment (A) → Irregular visit to client and / or perform substantial work at a location that is not a regular place of employment of employee (B) → Home (C)

A → B → C *Represents business travel & kilometres travelled to be recorded as "Business" on logbook*

### Scenario 4

Regular place of employment (A) → Home (B) →  
(next working day) Irregular visit to client and / or perform substantial  
work at a location that is not a regular place of employment of  
employee (C) → Regular place of employment (D)

- a) Where the employee has regular use of employer-provided vehicle for home to work travel

A → B *Represents private travel & kilometres travelled to be recorded as "Private" on logbook*

C → D *Represents business travel & kilometres travelled to be recorded as "Business" on logbook*

- b) Where the employee does not have regular use of employer-provided vehicle for home to work travel

A → B → C → D *All travel represents business travel & kilometres travelled to be recorded as "Business" on logbook*

### Scenario 5

Regular place of employment (A) → Irregular visit to client and  
/ or perform substantial work at a location that is not a regular place of  
employment of employee (B) → Home (C) → (next  
working day) Regular place of employment (D)

- a) Where the employee has regular use of employer-provided vehicle for home to work travel

A → B → C *Represents business travel & kilometres travelled to be recorded as "Business" on logbook*

C → D *Represents private travel & kilometres travelled to be recorded as "Private" on logbook*

- b) Where the employee does not have regular use of employer-provided vehicle for home to work travel

A → B → C → D *All travel represents business travel & kilometres travelled to be recorded as "Business" on logbook*



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### Scenario 6

(On an ongoing basis) Home (A) → Visit client(s) and / or perform substantial work at varying locations (i.e. not subject to a regular roster or pattern) (B) → Home (C):

(employee's work is essentially "itinerant")

A → B → C *Represents business travel & kilometres travelled to be recorded as "Business" on logbook*

### Scenario 7

[As per (6) above, but occasionally (e.g. weekly) Home (A)] → Visit employer's base or head office to attend to various administrative matters (e.g. submit reports, collect mail, attend meetings) (B) → Home (C)

A → B → C *Represents business travel & kilometres travelled to be recorded as "Business" on logbook*

### Scenario 8

Home (A) → Regular place of employment (B) → Visit client(s) and / or perform substantial work at varying locations (i.e. not subject to a regular roster or pattern) (C) → Regular place of employment (D) → Home (E)

A → B *Represents private travel & kilometres travelled to be recorded as "Private" on logbook*

B → C → D *Represents business travel & kilometres travelled to be recorded as "Business" on logbook*

D → E *Represents private travel & kilometres travelled to be recorded as "Private" on logbook*

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

**39. CONFIDENTIAL - Request for review of rental amount – 38 Collins Road, Kalamunda**

Reason for Confidentiality: *Local Government Act 1995 S5.23(2)(D) – “a contract entered into, or which may be entered into, by the local government which relates to a matter to be discussed at the meeting.”*

Previous Items	OCM184/2012
Responsible Officer	Director Corporate Services
Service Area	Financial Services
File Reference	CL-11/038
Applicant	Jos Henley-Boesten
Owner	Shire of Kalamunda
Confidential Attachment 1	Valuation for 36 Collins Road, Kalamunda <u>Reason for Confidentiality:</u> <i>Local Government Act 1995 S5.32(2)(e)(ii) – “ a matter that if disclosed, would reveal information that has a commercial value to a person.”</i>
Confidential Attachment 2	Submission from Jos Henley-Boesten <u>Reason for Confidentiality:</u> <i>Local Government Act 1995 S5.32(2)(e)(ii) – “ a matter that if disclosed, would reveal information that has a commercial value to a person.”</i>
Confidential Attachment 3	Extract from Kalajos’ submission – hours available for use of Gymnastics area <u>Reason for Confidentiality:</u> <i>Local Government Act 1995 S5.32(2)(e)(ii) – “ a matter that if disclosed, would reveal information that has a commercial value to a person.”</i>

Full Report and (Confidential Attachments 1,2 & 3) circulated to Councillors under separate cover.

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

**40. CONFIDENTIAL - Lesmurdie Tennis Club**

*Reason for Confidentiality: Local Government Act 1995 S5.23(2)(d) – “legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting”*

Previous Items	OCM 99/2012, OCM 44/2014
Responsible Officer	Director Corporate Services
Service Area	Financial Services
File Reference	FL-02/22
Applicant	N/A
Owner	Shire of Kalamunda

Full Report Circulated to Councillors under separate cover.

- 10.0        MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
  
- 11.0        QUESTIONS BY MEMBERS WITHOUT NOTICE**
  
- 12.0        QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
  
- 13.0        URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY  
              DECISION**
  
- 14.0        MEETING CLOSED TO THE PUBLIC**
  
- 15.0        CLOSURE**