CITY OF ARMADALE

A G E N D A

OF **CITY STRATEGY COMMITTEE** TO BE HELD IN THE **COMMITTEE ROOM**, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON **MONDAY, 14 MAY 2007**, AT **7.00 PM.**

A meal will be served at 6.15pm

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings to be read by the Chairman.

DECLARATION OF MEMBERS' INTERESTS

QUESTION TIME

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the City Strategy Committee Meeting held on 12 March 2007, be confirmed.

ITEMS REFERRED FROM INFORMATION BULLETIN

INFORMATION BULLETIN – ISSUE NO.7/2007

The following items were included for information in the "City Strategy section"

- Progress Report on Contingency, Operational and Strategic Projects
- Report on Outstanding Matters
- Accounting Services Report

I N D E X

CITY STRATEGY COMMITTEE

14 MAY 2007

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LIST OF ACCOUNTS PAID – APRIL 2007

WARD	All
FILE REF:	FIN/1
DATE	4 May 2007
REF	AB/MD
RESPONSIBLE MANAGER	Executive Manager Business Services

In Brief:

- The Report presents, pursuant to Regulation 13(1), (3) & (4) of the Local Government (Financial Management) Regulations 1996, the List of Accounts paid for the period 1.4.07 to 30.4.07.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
5. Developing Our Organisation
Improve the financial viability of Council, by
5.4.2 Developing processes to measure and allocate costs of Council services
5.4.3 Developing improved financial management reports

Legislation Implications
Section 6.10 (d) of the Local Government Act 1995 refers, ie.

6.10. Financial management regulations
Regulations may provide for —
(d) the general management of, and the authorization of payments out of —
(i) the municipal fund; and
(ii) the trust fund,
of a local government.

Regulation 13(1), (3) & (4) of the Local Government (Financial Management) Regulations 1996 refers, ie.

13. Lists of Accounts
(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
(a) the payee's name;
(b) the amount of the payment;
(c) the date of the payment; and
(d) sufficient information to identify the transaction.

(3) A list prepared under subregulation (1) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

(4) After the list referred to in subregulation (1) has been prepared for a month the total of all other outstanding accounts is to be calculated and a statement of that amount is to be presented to the council at the meeting referred to in subregulation (3)(a).

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures.

Consultation
Nil

BACKGROUND

Pursuant to Section 5.42 of the Local Government Act 1995 (***Delegation of some powers and duties to CEO***), Council has resolved to delegate to the CEO (*Primary Delegation No: 150 refers*) the exercise of its powers to make payments from the municipal and trust funds.

COMMENT

The List of Accounts paid for the period 1st April to 30th April 2007 is attached. **Refer to Attachment "A-1" – Summary of Attachments – lilac page.)**

RECOMMEND

That Council note the List of Accounts paid as presented at Attachment A-1 of this Report and summarised as follows:

Municipal Fund
Accounts paid totalling $12,717,558.55 on Vouchers 5753 - 5923, Batch 448 - Batch 456, 100630 – 100661 & 300072-300075

Trust Fund
Nil

Moved Cr _____
Motion Carried/Lost (….)

FINANCIAL REPORT – MARCH 2007

WARD	:	ALL
FILE REF	:	FIN/1
DATE	:	4 May 2007
REF	:	AFM / NC
RESPONSIBLE MANAGER	:	EDCorpS and EMBS

In Brief:-

- This Report is in response to Council's resolution of 16th April 2007 to "*refer the Financial Report for the (9) months ended 31 March 2007 to the May 2007 City Strategy Committee meeting for review"*.

Tabled Items
Nil

Strategic Implications
Developing our Organisation:
Improve the environment for effective governance;
Improve the overall financial viability of Council.

Legislation Implications
Local Government Act 1995 – Part 6 – Division 3 – Reporting on Activities and Finance
Local Government (Financial Management) Regulations – Part 4 – Financial Reports

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
The Statement of Financial Activity as presented refers and explains. The statement, whilst identifying a number of areas, does not, at this time, warrant negative concern from a budgetary or financial viewpoint.

Consultation
Directors and Managers relevant to the reported instances of 'material variance'.

BACKGROUND

The purpose of this Report is to provide Committee/Council with further opportunity to review in more detail the Financial Report as previously presented to the 16th April Council Meeting via the CEO's Report. The Report as previously presented and resolved is attached. **(Refer to Attachment "A-3" – Summary of Attachments – lilac page.)**

PROPOSAL AND COMMENT

The March 2007 Monthly Financial Report has been prepared in accordance with legislative requirements and previous Council resolution. (Refer **Attachment A-3**)

For the purposes of reporting material variances from the Statement of Financial Activity, indicators, as resolved by Council, have been applied.

These indicators are:-

Revenue

Material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) $50,000 and in these instances an explanatory comment has been provided.

Expense

Material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) $100,000 and in these instances an explanatory comment has been provided.

For the purposes of explaining each Material Variance, a three part approach has been taken. The parts are:

1. Period Variation
   Relates specifically to the value of the Variance between the Budget and Actual figures for the period of the report.

2. Primary Reason
   Explains the primary reasons for the period Variance. As the report is aimed at a higher level analysis, minor contributing factors are not reported.

3. Budget Impact
   Forecasts the likely $ impact on the Annual Budget position. It is important to note that figures in this part are 'indicative only' at the time of reporting, for circumstances may subsequently change.

RECOMMEND

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996 (as amended), accept the Financial Report for the (9) months ended 31 March 2007.

Moved Cr _____
Motion Carried/Lost ( )

BASIS OF RATES FOR THE 2007-2008 RATING YEAR

WARD	ALL
FILE REF:	RAT/1
DATE	8 May 2007
REF	JEAH
RESPONSIBLE MANAGER	EDCorpS

In Brief:

- The City is legislatively required to review and make recommendation to the Minister on the Basis of Rates (ie. whether a property is rated on its unimproved or gross rental value which is determined by the property's predominant use) to apply for rating purposes. The review process (which occurs on an annual basis) to identify changes (ie. properties moving from an unimproved to gross rental value basis) for the coming 2007-08 rating period has recently been completed, and this Report presents the review findings for Council's consideration and recommendation.

- The Report Recommendation is that Council, in accordance with Section 6.28(1) of the Local Government Act 1995, request the Minister for Local Government and Regional Development to place the (26) properties as identified and listed, on a gross rental valuation basis as of 1st July 2007.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
Corporate Services: – to achieve maximum community benefit from effective use of resources (staff, finances and information technology).

Legislation Implications
S6.28 of the Local Government Act 1995 states:

6.28. Basis of rates

(1) The Minister is to:

(a) determine the method of valuation of land to be used by a local government as the basis for a rate, and

(b) publish a notice of the determination in the Government Gazette.

(2) In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be:

(a) where the land is used predominantly for rural purposes, the unimproved value of the land, and

(b) where the land is used predominantly for non-rural purposes, the gross rental value of the land.

The interpretation of the terms "rural use" and "used predominantly" are explained in the following excerpts from a legal opinion provided by Council's lawyers (these excerpts were included in the covering letter sent to property owners), i.e.

Interpretation of 'rural purposes'
The phrase 'rural purposes' is not defined in the Local Government Act and has not been judicially considered. In these circumstances, the ordinary and natural meaning of the phrase should be applied taking into account the context of section 6.28 of the Local Government Act.

'Rural' means the character of non-urban areas where agriculture is carried out: Schnoor v Penrith City Council (1985) 19 APAD219.

'Rural land' means lands on which grazing, vegetable, animal production or other agricultural or horticultural activities are conducted: Butterworths Australian legal Dictionary (1997). In determining whether land is 'rural land', it is the physical use of the land which is relevant: Cordinup Resorts Pty Ltd & Ors v Terana Holdings Pty Ltd (1997) 143 FLR 18.

From these definitions, it can be adduced that a rural purpose would mean a purpose pertaining to agriculture. 'Agriculture' has been defined to mean the use or cultivation of land for any purpose of husbandry or horticulture, including the raising of livestock and the growing of crops. Using land for open space is not a permitted use for agriculture and therefore would not be a rural use of the land.

Interpretation of 'predominantly'
The word 'predominantly' is also not defined in the Local Government Act however the Land Valuation Tribunal of WA considered its meaning in a related context and laid down the following principles:

→ *the predominant use of land is one of fact and degree,*
→ *'.... where a part of the premises is used for a purpose which is subordinate to the purpose which inspires the use of another part, it is legitimate to disregard the former and treat the dominant purpose as that for which the whole is being used', and*
→ *the predominant purpose for which land is used is determined by more than simply the area of land that is occupied for a particular use.*

Conclusions:

a) whether land is being used for rural purposes depends on whether agriculture is being carried out on the land;

b) whether rural use of the land is the predominant purpose is a question of fact and degree and must be determined on an individual basis by considering the use of the land as a whole and not simply the area of land occupied for a particular use;

c) it is a question of fact and degree as to whether the particular agricultural activities that are being carried out on the land, including the commercial nature of those activities, are sufficient to conclude that the land 'is used predominantly for rural purposes' for the purposes of section 6.28(2);

d) as a general proposition, it is unlikely that land used as a hobby farm would satisfy the description of land 'used predominantly for rural purposes'; and

e) unless, in a particular case, there is sufficient evidence that land 'is used predominantly for rural purposes', then the City would be correct in assessing rating charges on the gross rental value of the land and not on the unimproved value of the land.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The Report Recommendation will have the effect of reducing rate revenues by approximately $20,000 per annum (NB: the figure is an approximation on account of not having GRV's for (8) of the (26) properties.)

Consultation

Owners of properties currently rated on an unimproved valuation basis

BACKGROUND

The initial step to each year's Rating Program is to review and determine the Basis of Rates for the coming year, ie. whether properties are to be rated on their gross rental or unimproved valuation which is dependent on whether the land is being used predominantly for rural or non-rural purposes.

The vast majority of the City's 22,000 (approximately) rateable properties are rated on their gross rental value with only (231) properties currently rated on their unimproved valuation. The focus of this report is the (231) properties currently rated on their unimproved valuation.

DETAILS OF PROPOSAL

This report recommends that (26) properties, currently rated on the basis of their unimproved valuation, be changed to a gross rental valuation basis with effect from 1st July 2007.

The reason for changing the Basis of Rates for these (26) properties **is that they have been assessed as no longer being used predominantly for rural purposes.**

Again this year the review and assessment process has been based upon a self-assessment Land Use Declaration form completed by affected property owners. The review and assessment process has also included reference to other property information held in Council's records and a number of site inspections in instances where neither the Declaration form nor other available property details provided adequate clarification and information as to the predominant use of the property.

Of the (231) properties that were sent a Land Use Declaration form with a covering letter of explanation (this occurred in January 2007 with a return due date of 2nd February 2007), (171) Declarations were returned and of these there were:

- (22) declarations that the land was no longer used for rural purposes – the officers' assessment is to support these declarations without exception, and
- (149) declarations that the land was still being used for rural purposes – the officers' assessment is to support all declarations.

Of the remaining (60) properties for which no Declaration form was received,

- (4) have been assessed as no longer used for rural purposes, and
- (56) have been assessed as still being used for rural purposes.

The officer assessment process and findings on the (60) properties has entailed a mix of site inspections, reference to prior years' Declaration forms and a desk top review referring to aerial photographs and other council records relating to planning, building etc. type matters.

RECOMMEND

That Council in accordance with Section 6.28(1) of the Local Government Act 1995, request the Minister for Local Government & Regional Development to determine, with effect from the 1st July 2007, the method of valuation for the following (26) properties as being the gross rental valuation of the land, ie.

Assess	Lot Diagram/Plan Details	House No	Street	Suburb
230	Lot 100/DP54255	324	Albany Hwy	Bedfordale
1098	Lot 2/DP52842	154	Wollaston Ave	Brookdale
144034	Lot 104/DP12922	1099	Rowley Rd	Brookdale
124666	Lot 60/DP52728	77	Irymple Rd	Karragullen
152744	Lot 9/DP60760	26	Purves Way	Brookdale
167656	Lot 6/DP70770	90	Gardiner Rd	Karragullen

Assess	Lot Diagram/Plan Details	House No	Street	Suburb
173542	Lot 14/DP73718	67	Willows Rd	Brookdale
239100	Lot 49/DP26380	140	Eighth Rd	Brookdale
251883	Lot 301/DP45215	271	Taylor Rd	Forrestdale
256522	Lot 203/DP45216		Honeymyrtle Loop	Forrestdale
256540	Lot 205/DP45216		Honeymyrtle Loop	Forrestdale
256554	Lot 206/DP45216		Honeymyrtle Loop	Forrestdale
256568	Lot 207/DP45216		Honeymyrtle Loop	Forrestdale
256572	Lot 208/DP45216		Honeymyrtle Loop	Forrestdale
256603	Lot 211/DP45216		Honeymyrtle Loop	Forrestdale
256685	Lot 302/DP45217		Oxley Rd	Forrestdale
256702	Lot 304/DP45217		Oxley Rd	Forrestdale
256716	Lot 305/DP45217		Oxley Rd	Forrestdale
256720	Lot 306/DP45217		Oxley Rd	Forrestdale
256734	Lot 307/DP45217		Oxley Rd	Forrestdale
256748	Lot 308/DP45217		Oxley Rd	Forrestdale
251865	Lot 9500/DP45214		Taylor Rd	Forrestdale
256536	Lot 204/DP45216		Honeymyrtle Loop	Forrestdale
256586	Lot 209/DP45216		Honeymyrtle Loop	Forrestdale
256699	Lot 303/DP45217		Oxley Rd	Forrestdale
261402	Lot 22/DP49452	24	Wollaston Ave	Brookdale

Moved Cr _____
Motion Carried/Lost (….)

POLICY – LEGAL REPRESENTATION FOR COUNCILLORS AND EMPLOYEES

WARD	All
FILE REF:	N/A
DATE	7 May 2007
REF	NP
RESPONSIBLE MANAGER	EDCorpS

In Brief:
- This report presents a new policy and management practice ADM 17 – Legal Representation for Councillors and Employees for Council's consideration and determination.
- The recommendation is for Council to adopt the policy and note the management practice.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
Initiative 5 – Improve the environment for effective governance and decision-making, by
- Continuing to review and update Council's policies and management practices
- Reviewing Council's reporting structure and decision-making processes

Legislation Implications
Section 2.7 of the Local Government Act 1995 – Role of the council
"(1) The council
(a) directs and controls the local government's affairs; and
(b) is responsible for the performance of the local government's functions.

(2) Without limited subsection (1), the council is to –
(a) oversee the allocation of the local government's finances and resources; and
(b) determine the local government's policies."

Section 3.1(1) Local Government Act 1995 – General function
"The general function of a local government is to provide for the good governance of persons in its district."
Section 5.42 Local Government Act 1995 – Delegation of Powers and Duties to the CEO
Section 9.56 Local Government Act 1995 – Certain person protected from liability for wrongdoing

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
It is anticipated that costs arising from the operation of the Policy proposed in this Report, will be covered by existing budget allocations for legal costs.

Consultation
Department of Local Government & Regional Development (DLGRD)
City's Lawyers
Chief Executive Officer
Management Executive Group (MANEX)

BACKGROUND

In mid 2006, the Department of Local Government (DLG), in their series of Operational Guidelines (designed to assist local governments in good governance practices), released Guideline No. 14 dealing with the subject, *Legal Representation for Council Members and Employees*. The Guideline contained a model policy and explained the purpose of having such a policy, as follows:

> *In today's society there is an increased risk of legal action being taken or threatened against individual council members and employees. Council members and employees may require legal advice and representation and expect their local government to provide financial assistance to meet the cost of the advice or representation.*
>
> *For example, council members or employees may be threatened with legal action when an aggrieved party believes that they will not or have not carried out their legislative functions or responsibilities in the correct and appropriate manner. Legal action may also be threatened where it is anticipated that such action will influence a vote or a recommendation.*
>
> *Council members and employees may feel inhibited in undertaking their roles in a full, frank and impartial manner if they do not have an assurance that they are protected from threats and will be given proper legal representation if any legal action is taken against them. Local governments have a legislative duty of care to their employees to provide a safe working environment and morally have the same duty to council members. Accordingly, it is appropriate and prudent for local governments to assist council members and employees by adopting a policy to fund or partly fund the cost of providing legal representation in appropriate circumstances.*

Section 9.56 of the Local Government Act 1995 provides protection from actions of tort for anything a council member or employee has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law. However, the legislation does not preclude persons taking action against individual council members or employees if they believe that the council member or employee has not acted in good faith and hence in part the reason for the proposed Policy.

More recently at the Council meeting held on 16 April 2007, the Chief Executive Officer advised Council of a draft legal representation policy upon which Council resolved (113/4/2007 refers) "*note the CEO's advice on the matter of a policy regarding legal representation of councillors and staff and seek an urgent report on the matter."*

DETAILS OF PROPOSAL

Presented at **Attachment A-2** to this Report for Council's consideration and adoption as appropriate, is a draft Policy and Management Practice re: ***Legal Representation for Councillors and Employees.***

The draft Policy and Management Practice as presented have been prepared having regard for, (i) the model policy developed by the Department of Local Government, and (ii) input from the City's lawyers.

COMMENT

Analysis

Hereunder is an overview of the proposed Policy provisions:

- the Policy covers current or former councillors, non-elected members of a Council committee and employees;
- persons seeking assistance under the Policy are to make written application to the Council and such written application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the mater to which the applications refers;
- Council in considering and determining an application for assistance will be guided by the following (3) major criteria, ie.
  - the legal representation costs must relate to a mater that arises from the performance, by that person of his or her functions;
  - in performing his or her functions to which the legal representation relates, the person must have acted in good faith and must not have acted unlawfully or in any way that constitutes improper conduct; and
  - the legal representation costs must not relate to a mater that is of a personal or private nature.
- other than in exceptional circumstances as determined by Council, the Policy does not respond to legal representation costs in respect to legal proceedings instituted by a councillor or employee such as, defamation, negligence, misconduct, restraining orders or violence restraining orders;
- unless otherwise determined by Council, payment of legal representation costs for any one application is not to exceed $10,000;
- the Council on receiving written application for assistance may refuse, grant or grant subject to conditions that application;

- the Policy makes provision in cases where a delay in the approval of an application would be detrimental to the legal rights of the applicant, for the CEO under delegated authority to approve an application subject to that approval subsequently being reported to the next Council meeting whereat Council may exercise any of its powers under the Policy.
- Where an application has been approved and Council subsequently determines that the applicant has not acted in good faith, acted unlawfully or in a way that constitutes improper conduct or given false or misleading information, then the applicant is to repay all or any part of the costs or as much of those costs as are available to be paid by way of set-off.

Options

The options available to Council are:

1. adopt the Policy as presented, OR
2. adopt the Policy as presented but amended by Council; OR
3. not adopt the Policy.

Conclusion

For the following reasons it is recommended that Council adopt the policy and note the management practice:

- Council has previously indicated its preparedness to consider adopting such a policy.
- no councillor or employee should, in the ordinary course of performing their roles and responsibilities in good faith, be at risk either financially or personally from the threat of litigation;
- the Policy is designed to promote good government, ie. the potential risks of personal litigation are minimised thereby allowing councillors and employees to perform their roles and responsibilities in a full, frank and impartial manner.

RECOMMEND

That Council:

1. pursuant to Section 2.7(2)(b) of the Local Government Act 1995, adopt the following new Policy and note the associated Management Practice as presented at Attachment A-2 to this Agenda;

ADM 17 - Legal Representation for Councillors and Employees

Rationale

To facilitate full, frank and impartial decision-making and actions by relevant persons (meaning current and former serving councillors, non-elected members of Council Committees and employees) in the performance of their roles and responsibilities in pursuit of good government of persons in the City.

Policy
The City will fund or partly fund the cost of providing legal representation for relevant persons in circumstances as described in the related Management Practice.

2. **pursuant to Section 5.42 of the Local Government Act 1995, delegate to the Chief Executive Officer (CEO) the authority to exercise the provisions of clause 7.1 of the associated Management Practice, ie.**
   - **In cases where a delay in the approval of an application would be detrimental to the legal rights of the applicant, the CEO may authorize financial assistance for legal representation costs in accordance with the provisions under this Policy provided that an application so approved by the CEO, must be subsequently reported to the next Council Meeting whereat Council may exercise any of its powers under this Policy, including its powers under clause 6.3 which reads, "*the Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs*".**

3. **notes the CEO's intention, in cases where the applicant is the CEO, to on-delegate to the Executive Director Corporate Services, the same delegation powers as referred to in (2) above.**

Moved Cr _____
Motion Carried/Lost (….)

ABSOLUTE MAJORITY RESOLUTION REQUIRED FOR PART 2 OF THE RECOMMENDATION

DRAFT COMMUNITY CONSULTATION POLICY

WARD	ALL
FILE REF:	
DATE	28 March 2007
REF	Manager Community Services
RESPONSIBLE MANAGER	Executive Director Community Services

In Brief:

This item:

- Presents the Draft Community Consultation Policy and recommends that it be released for a public comment period of 21 Days.
- Recommends that Council approve a review of its Advisory Committees.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
Building our Community
Communicating and Marketing
Developing our Organisation

Legislation Implications
Local Government Act 1995
Local Government (Miscellaneous Provisions) Act 1960
Town Planning Scheme
Bush Fires Act 1954
Disability Services Act 1993 Disability Services Regulations 2004
Health Act 1911
Heritage of Western Australia Act 1990
Planning and Development Act 2005

Council Policy/Local Law Implications
The Community Consultation Policy is presented as a draft policy. It has reference to existing Council Policies ENG6 Street Tree Management – Removals and Replacements, Trees in Streets, Ways and Reserves and HLTH3 Alcohol.

Budget/Financial Implications
Council does not have a specific budget allocation for Community Consultation. Costs associated with current consultation practices are met through various budget allocations.
The Advisory Committee review is anticipated to be at a cost of approx. $25, 000.

Consultation

MANEX
All Directorates

BACKGROUND

The City's Strategic Plan 2005 – 2009 identifies as one of its initiatives the requirement to *develop the City's extensive consultation processes into a policy.*

The City has in place a number of operational practices and processes in relation to Community Consultation although not all are formally documented. It would be questionable whether there is validity of documenting all procedures according to each Department. To do so would be time consuming with very little relevance and benefit as each process is dependent upon and unique to the nature of the issue, project, activity or event.

The Draft Community Consultation Policy and Management Practice was developed using the following methodology:

- Identification of statutory requirements where Council has to meet minimum requirements in relation to community consultation.
- The compilation of a table for statutory requirements that was reviewed and agreed to by relevant officers.
- Review of other local government's policies and practices.
- Review of relevant research and reports for direction on trends, current practices, issues, associated with community consultation in a Local Government context.
- Analysis of definitions of concepts associated with 'consultation'.
- Establishment of an internal focus group comprising representatives of each Directorate and officers with specific interest and expertise.

  Members:
  - Manager Community Services
  - Manager Governance and Administration
  - Manager Planning Services
  - Public Relations Co-ordinator
  - Community Development Co-ordinator
  - Senior Environmental Officer
  - CEO's Executive Assistant
  - Asset Management Co-ordinator
- Focus group discussed:
  - concepts and definitions
  - other local government models
  - format and content
  - terminology and community interpretation
  - issues that affect consultation
  - applicable case studies to test content

- Draft Policy and Management Practice developed.
- Review and endorsement by Focus Group.
- Assessment for Compliance.
- MANEX endorsement.

Other Local Government Policies and Practices

Thirteen other Local Governments polices and practices were reviewed.

Some policies are wordy documents that contain lengthy principles, aims, and objectives and give detailed explanation of how those Local Governments interpret and define their commitment to consultation. In keeping with the City of Armadale's practice of keeping its Policy clear and concise, key principles were discussed at length by the Focus Group and the Draft Policy reflects those that were are in keeping with the City's practices and philosophy.

Some Local Governments have compiled extensive manuals and 'how to' kits. This is an option for the City and may be a future consideration once the initial Policy and Management Practice has been tested and its first review undertaken for effectiveness. Alternatively, there are a number of public documents that are currently available that could be used for reference including 'Consulting Citizens: A Resource Guide" compiled by the Department of the Premier and Cabinet Citizens and Civics Unit. The information in this document was used as a base for the flow chart in the Management Practice and it is currently referenced by some officers within the organisation for current practices.

The City of Wanneroo has a Community Consultation Review Panel that develops and ratifies a consultation strategy for highly rated issues. Similarly the Shire of Denmark requires a Community Consultation Plan be developed for new projects or significant reviews to be referred to their Council for approval and endorsement of methods. The City of Melville provides approval to be determined at a Senior Management level. These processes have merit and may indicate a benchmark for good practice. At this stage, the Draft Management Practice does not determine a documented process that requires formal approval as our current practices are considered efficient with endorsement/approval given by relevant Executive Directors as appropriate. This would also be subject to consideration with the first review.

It is important that Community Consultation includes a 'closing of the loop' which is stipulated in some of the policies and practices reviewed. 'Closing the loop' includes providing feedback to participants on outcomes and evaluation of the process undertaken for continued monitoring of improvement. The Flow Chart in the Draft Management Practice shows this element, but once again has not been prescriptive in how it is to occur.

Conceptual Definitions

The term 'Consultation' has a myriad of definitions and interpretations and an early discussion with officers in regard to the development of a Policy identified that 'plain speak' and everyday language be used. However, there is difficulty in being able to simply have one definition, when each operational area within the organisation works with different needs and requirements. Most of the Local Government policies reviewed had definitions in regard to Community Consultation and these were broken down into components.

For the purpose of developing the City of Armadale Draft Policy the following was agreed as the definitions readily acceptable and understood by officers as the four components or styles of community consultation to be included in the Management Practice:

Information:

- Advising the community of a situation or proposal
- Informing on a decision or direction
- Providing advice on an issue
- No response is required, although people are free to seek a further level of participation

Consultation:

- Undertaking market research to identify needs or issues
- Seeking comment on a proposal, action or issue
- Seeking feedback on a service or facility
- Requiring a response, but limited opportunity for dialogue
- Option for people to seek a further level of participation

Involvement:

- Involving the community in discussion and debate
- Ensuring informed input through briefings and information
- Adopting a more personal and innovative approach through personal contact and meetings / sessions that encourage participation
- Involving at different times in the planning process, i.e. keeping informed and enabling further comment

Partnership:

- Establishing a structure for involvement in decision making, e.g. committee
- Enabling ongoing involvement and keeping informed
- Allocating responsibility in achieving initiatives

Reports and Relevant Research Studies

Community Consultation and in particular Community Participation has been the subject of a number of reports and research studies. Many of these may influence future reviews of the City's Policy and Management Practice as they open debate on issues that affect consultation purpose, effects and practices.

The Local Government Advisory Board of Western Australia in its *Local Government Reform in Western Australia – Ensuring the Future Sustainability of Communities* Report recommended:

8.10 RECOMMENDATION

1.18 That local governments give consideration to making further use of community consultation mechanisms and that the Minister considers measures to formalise the methods local governments are to use to engage the community in their decision making processes.

Whilst there has been no further advice of whether the Minister will act on the recommendation, it is something to be mindful of and the implications this will pose for Councils. If methods are formalised, there may be significant costs and additional pressure on Councils depending on the requirements. There are a number of issues that confront and challenge Local Government in its ability to consult with its community, not the least of which are time constraints, staff resources and cost. However, it may have benefits in ensuring that there are standardised practices across Local Governments.

There is currently a research project being undertaken on Consultation and Policy with eight Victorian Councils and the Victorian Local Government Association (VLGA). The Research Project is in response to the "Best Value" Local Government Legislation in Victoria and the influence it has had on the way that Council engage and undertake consultation with their communities. In the initial overview report of the Project a number of issues have already been identified that affects the practice of consultation including how to analysis information from community consultations, different work cultures within an organisation leading to different approaches and "*A clash of goals – consulting versus 'getting the job done"*.

Some of these issues were debated with various officers during the focus group and whilst there is consensus that the community needs to be consulted, the Policy and Management Practice has been developed by being mindful of not being too prescriptive so that officers may apply it as relevant to their particular area.

As a summary the following are some of the issues that are discussed in research and reports of community consultation and participation that were raised and discussed by the Focus Group.

- Domination of the process by interest groups.
- Expense in cost and time.
- Possibility of diminishing the decision-making role of local government.
- Difficulties in gaining a representative sample of views.
- Consultation tends to favour middle-class, articulate people.
- Skilled and experienced staff.
- Lack of interest and skills among proponents and facilitators – technical or specialist areas not easily understood.
- Uncertainty about the results of public involvement
- Creates delays in decisions
- Analysis of information is not always straightforward

- Confidence in authenticity – Tokenism which results in little interest
- How much information to provide and in what format.

Advisory Committees

Advisory Committees are one of the City's consultative mechanisms and prior reports to Council and MANEX have highlighted some issues in relation to their purpose, objectives, status and operations. It had been the intention to separately review all Advisory Committees as part of the development of the Community Consultation Policy, however the complexity of the issues that needed to be considered precluded it from being fully undertaken. Issues that have previously been raised included original and current purpose, roles and responsibilities of members, difficulty in achieving quorums, appropriateness of the formality for some Advisory Committees (eg YAC), officer role and administration resource support.

It is the opinion of officers that an independent review to ascertain effectiveness of Advisory Committees as a Community Consultation tool should be undertaken prior to the next Local Government Election in October 2007.

DETAILS OF PROPOSAL

The Draft Community Consultation Policy and Management Practice is attached. **(Refer to Attachment "A-4" – Summary of Attachments – purple page.)**

The development of the Community Consultation Policy and Management Practice has taken into consideration statutory requirements, consideration of other local government policies and practices, research and relevant reports and has had the involvement of officers from all Directorates.

It is significant to note that each Directorate has its own practices. Development Services consult extensively primarily with planning issues, Corporate Services consult in regard to determined legislative requirements and Community Services use consultation for more strategic projects. Technical Services consult on a project basis on matters such as traffic and road closures.

The initial Policy and Management Practice is considered to be a document that provides the guidelines and framework which are appropriate for all areas of the organisation.

The regular review of the Policy and Management Practice will need to take into account any additional legislative requirements that will be imposed, consideration of current practices, opportunities for innovation in methods and changes in philosophy of the concepts of community consultation and participation.

Advisory Committees

It is proposed that in addition to the adoption of the Community Consultation Policy that the City's Advisory Committees be formally reviewed to ensure their current processes and format are the most effective for the purposes that they have been created.

A review of Advisory Committees will be to ascertain and determine:

- Active roles of Committees vs Advisory Role.
- Clarity on the extent an Advisory Committee can take action on an issue.
- Clarity of the role of the Officer.
- Cost Benefit Analysis of Advisory Committees.
- Relevance of Advisory Committee and impact on Council decisions.
- Rationalisation of Advisory Committee and potential for amalgamation or reduction.
- Alternatives to Council appointed Advisory Committees. eg Working Groups.

COMMENT

Analysis

There will always be an element of dissatisfaction from the community in regard to Council process and procedure (especially those not supportive of the recommended outcome) and an attempt to develop a Community Consultation Policy that is all encompassing and specific for each facet of Council operations is neither practical nor achievable. Some parts of the community will always express concerns about consultation processes (it is always possible to do more), no matter how extensive consultation is undertaken.

The City's 2005 Community Perceptions Survey results indicate residents are moderately satisfied with Councils community consultation. The report states that residents consider it to be an important responsibility of Council, however there were no comparative figures to ascertain if there had been an increase or decrease in satisfaction.

The Community Consultation Policy and Management Practice have been designed to give principles and guidelines, without being too prescriptive. It is intended that each issue or project will be ascertained individually in regard to appropriate community consultation required.

Options

Council has the following options:

1. Adopt the Community Consultation Policy without releasing it for public comment.
2. Make amendments to the proposed Policy.
3. Endorse the Community Consultation Policy and release it for public comment.
4. Approve a review of its Advisory Committees.
5. Not approve a review of its Advisory Committees.

Option 3 and 4 are recommended.

Conclusion

It is not practical to consult on every issue before Council and the City is currently restricted by resources and time to be completely inclusive of its community in its entire decision making. In reality, Council is faced with competing demands of consulting and including its residents versus 'getting the job done'. The current practices used by the City can be perceived as being 'traditional' however they meet statutory requirements and in general are appropriate.

Instances to be innovative are dependent on the project or issue and available time/resources including the sourcing of additional funding. The Bernice Hargraves Rotunda, Rushton Park Story Wall and the Aboriginal Mural on Albany Highway are examples of projects that provide the opportunity to be creative in involving the community.

Other areas to be considered are the areas of the community that are usually considered as being difficult to engage such as our young people and our indigenous people. Future consultative methods need to consider how best to gain a good representative view in particular to significant projects and issues.

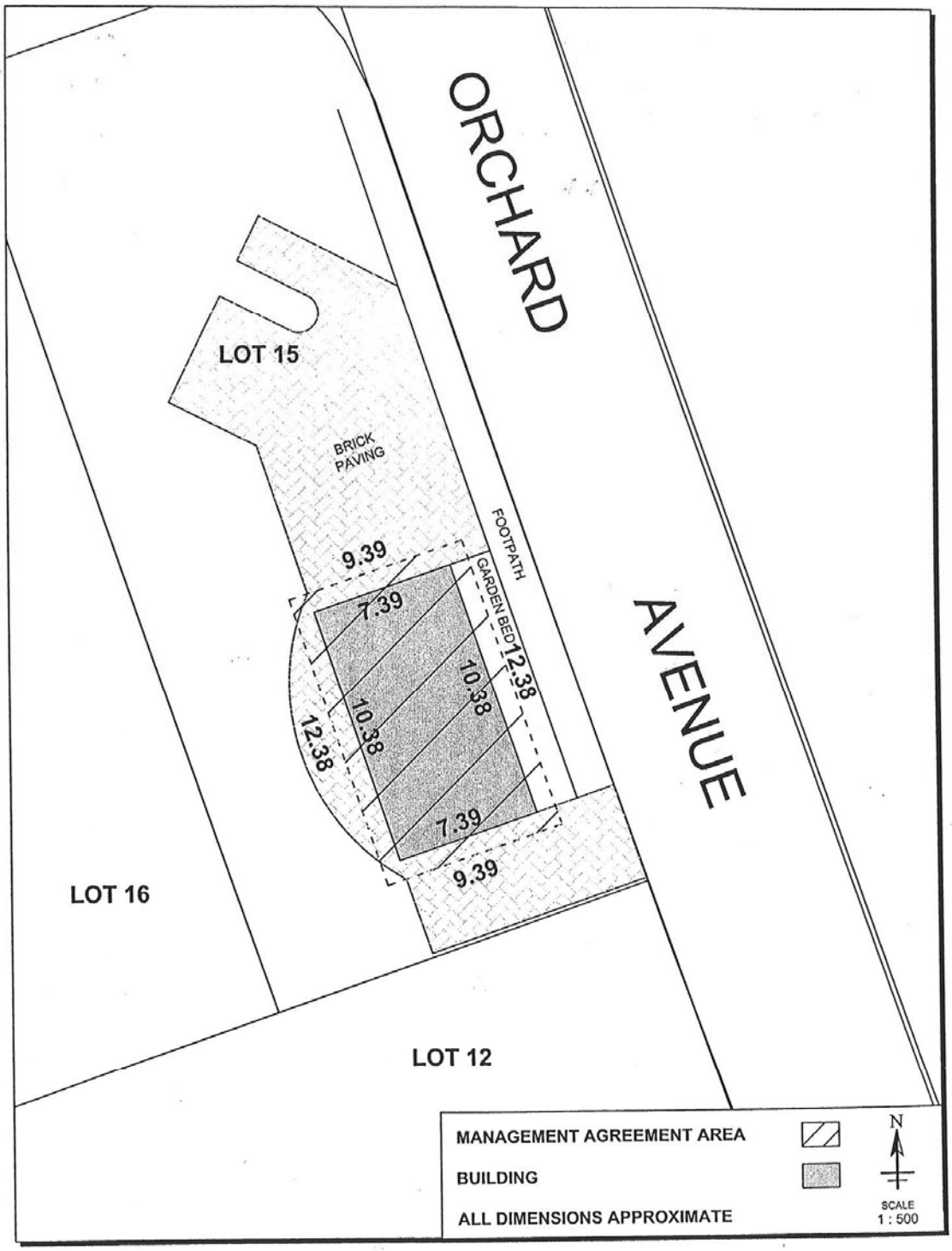
RECOMMEND

That Council:

a. endorse the Draft Community Consultation Policy and note the Management Practice to be released for a 21 day public comment period.

b. approve the review of the City's Advisory Committees.

Moved Cr _____
Motion Carried/Lost (….)



CITY OF Armadale

MANAGEMENT AGREEMENT PLAN
PORTION LOT 15 NEERIGEN STREET, ARMADALE

MANAGEMENT AGREEMENT – 'HAVE A CUPPA' CHRISTIAN OUTREACH CENTRE

WARD	Minnawarra
FILE REF:	N/A
DATE	9 May 2007
REF	NP
RESPONSIBLE MANAGER	Manager Governance & Administration

In Brief:

This item seeks Council's approval to:

- extend the existing Management Agreement with the 'Have A Cuppa' Christian Outreach Centre for the building situated at Lot 15 Neerigen St, Armadale (Former Heritage FM building Memorial Park and referred to as the "premises" in the remainder of this report) for a further six (6) months and month by month thereafter;
- demolish the premises at Lot 15 Neerigen St in the latter part of the 2007/08 financial year.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Initiative 2 – Building Our Community

- Optimising the use of community buildings, facilities and reserves

Initiative 6 – Providing Physical Infrastructure and Caring For the Natural Environment

- Adopting "best of breed" asset management practices, scoped to City of Armadale needs
- Implementing townscape, streetscape and parkland improvements to enhance the distinctive character of the City.
- Reviewing usage of community facilities and community needs/demands

Legislation Implications

Section 3.58(5) Local Government Act – Disposing of Property
Regulation 30(2)(b) Local Government (Functions and General) Regulations – Dispositions of property to which s3.58 of Act does not apply

Council Policy/Local Law Implications

Council Policy ADM 2 – Property Lease Rentals

Budget/Financial Implications
An amount of $15,000 has been included in the 2007/08 draft budget for the demolition of the premises.

Consultation
'Have A Cuppa' Christian Outreach Centre
Community Services Directorate
Technical Services Directorate
Development Services Directorate
RSL

BACKGROUND
Council at its meeting on 5 September 2005, resolved (C80/8/05) to enter into a Management Agreement with 'Have A Cuppa' Christian Outreach Centre for a term of one (1) year expiring 18 September 2006, with a further three (3) one (1) year options (at Council's discretion) for the premises at lot 15 Neerigen St, Armadale at an annual rental of $50 plus GST.

Council at its meeting on 16 October 2006, resolved (CS8/10/06):

1. *That Council extend the existing Management Agreement with the 'Have-A Cuppa' Christian Outreach Centre for (1) year only in line with the terms and conditions outlined in the original Management Agreement for the premises at Lot 15 Neerigen St, Armadale (Former Heritage FM building Memorial Park) to expire 18 September 2007 at an annual rental of $50 plus GST.*

2. *Funding for demolition of the building be considered in the 2007-08 Draft Annual Budget.*

The 'Have a Cuppa' Christian Outreach Centre was formed in 2001 and aims to support families who are confronted with addictions within their families. The group is now well established with a strong client base and has experienced positive results over the last twelve months with an increase in usage of the building from one day a week to five. Local people continue to seek support from this programme at a growing rate and for this programme to continue to be successful, a permanent base to set up office to attend to local needs on a regular basis is necessary.

DETAILS OF PROPOSAL

Correspondence has been received from the 'Have a Cuppa' Christian Outreach Centre requesting that Council:

(i) reconsider its decision to demolish the premises at Lot 15 Neerigen St, Armadale (Former Heritage FM building, Memorial Park) and accordingly extend the agreement and

(ii) if the premises is to be demolished, provide assistance in sourcing alternative premises.

COMMENT

Analysis

Advice from Directorates is summarised as follows:

Development Services: whilst the current Westzone Enterprise's redevelopment and the associated landscaping in Memorial Park have no direct impact on the premises the premises are considered to have limited if any urban design merit and should therefore be demolished.

The Community Services Directorate had previously advised that there are other organisations seeking accommodation close to the CBD and that there is a significant lack of suitable facilities available.

Technical Services Directorate has advised that it would be at least another six (6) months after the expiration of the existing agreement (18/9/07) before any landscaping works would be undertaken.

The RSL have also been involved in discussions and have generally agreed to the landscaping proposed by Westzone. Although the Heritage FM building was not part of these discussions, the RSL advised by letter that there should be no development other than gardens and walkways on a stretch of land thirty (30) to thirty five (35) metres parallel to Jull St. Accordingly any action to demolish the building and presumably replace it with parkland would be consistent with their objective.

Options

On the matter of the current Management Agreement, there are three (3) options available.

Option 1

Extend on a monthly tenancy basis commencing 18 September 2007.

Option 2

Extend the Management Agreement for a six (6) month period from 19/9/07 to 18/3/08 and continue thereafter on a month by month tenancy basis. Given the advice that landscaping works in Memorial Park are unlikely to commence prior to 18/3/08.

This is the recommended option.

Option 3

Not extend the Management Agreement thereby requiring vacant possession as of 19/9/07

Conclusion

(i) Management Agreement

It is clear that the premises at Lot 15 Neerigen St, from an urban design viewpoint has limited structural or aesthetic merit and should therefore be demolished in line with Council's previous intentions. Accordingly and given that landscaping works associated with the redevelopment are not expected to commence before April 2008, option 2 is recommended, i.e. a six (6) month extension to 18 March 2008, and thereafter on a monthly tenancy.

(ii) Alternative Premises

Prior to the City entering into a Management Agreement with 'Have a Cuppa' for the current premises, the Community Development Department had discussed other venue options with the group. The 'Have a Cuppa' group required a dedicated space that is permanently set up for their operations, which precludes the option of hiring one of the rooms in the City's facilities eg. Evelyn Gribble Centre, Armadale Lesser Hall etc. The group has also indicated that they are unable to meet the financial costs of hiring a space.

The options for alternative venues is limited for the group given they have a preference for being in the CBD area, need to set up on a permanent basis and have limited financial capacity. The City can only offer what facilities it does have and this has previously not met the needs of the group. The response to their request for assistance to locate to alternative accommodation, will be a reiteration of previous discussions and suggestions that other organizations may be able to offer venue accommodation eg Drug Arm, Armadale Youth Services.

Alternative accommodation previously discussed with the group included the following:

- Willows Heights (Settlers Common) - $6.00 (day), $9.00 (evening)
- Bedfordale Pavilion - $8.00 (day), $12.00 (evening)
- Armadale Hall - Main Hall $11.00 (day), $15.00 (evening), Lesser Hall $8.00 (day), $12.00 (evening)
- Creyk Park Pavilion - $8.00 (day), $12.00 (evening)
- Bob Blackburn Pavilion - $8.00 (day), $12.00 (evening)
- Evelyn Gribble Activity Room - $9.00 (day), $12.00 (evening)
- Forrestdale Hall - $8.00 (day), $12.00 (evening)

As a support group, 'Have a Cuppa' would be entitled to a further 50% discount on the rates above.

Therefore in response to the applicants request for Council assistance in finding other premises, it is recommended that discussions be initiated with the applicant, once again offering the above facilities and also suggesting to the group that they contact the Community Development Department who may be able to help facilitate accommodation sharing with other organisations

RECOMMEND

That Council

1. **extend the existing Management Agreement with the 'Have a Cuppa' Christian Outreach Centre on the premises at Lot 15 Neerigen St, Armadale for six (6) months in line with the terms and conditions outlined in the original Management Agreement to expire 18 March 2008 and thereafter on a month by month tenancy at the City's discretion, at a rental of $25 plus GST for the first six months and $4.20 plus GST per month thereafter; and**

2. **reaffirm its intentions to demolish the premises at Lot 15 Neerigen St in the latter part of the 2007/08 financial year.**

Moved Cr _____
CARRIED/LOST ( )

APPLICATION FOR ALFRESCO DINING – EL SHADDAI CAFÉ JULL ST, ARMADALE

WARD	Minnawarra
FILE REF:	N/A
DATE	23 April 2007
REF	NP
RESPONSIBLE MANAGER	Manager Governance & Administration

In Brief:

This item seeks Council approval for alfresco dining outside the El Shaddai café in the Jull St Mall Armadale.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Initiative 1 – Planning Ahead & Evaluating Progress

- *Promote business development, employment and residential growth, encouraging the overall economic well-being of the community.*

Initiative 4 – Developing our City

- *Progress development projects of the City's "Armadale Alive" investment strategy, by revitalising Armadale City Centre.*

Legislation Implications

Local Government Act 1995 – Section 3.5(1) – Legislative powers of Local Governments to make local laws.

Health Act 1911 – Section 247 – The Governor may make regulations.

Health (Food Hygiene) Regulations 1993 – Part 2 – Food Premises and food vehicles.

Council Policy/Local Law Implications

Activities and Trading in Thoroughfares and Public Places Local Law

Budget/Financial Implications

Nil

Consultation

Armadale Redevelopment Authority
Planning Department
Health Department
Manager Jull St Markets

BACKGROUND

The Armadale Redevelopment Authority (ARA) on 7 March 2007 approved an application for additional alfresco dining for twenty (20) patrons outside the El Shaddai café in the Jull St Mall, Armadale.

Amongst several conditions imposed by the ARA, one requires the applicant to obtain all relevant licenses from the City of Armadale in accordance with its local laws.

DETAILS OF PROPOSAL

The applicant is seeking to formalize approval given by the ARA to operate an alfresco dining area adjacent to their premises in the Jull St Mall, Armadale for a maximum of twenty (20) persons.

The proposed area is delineated on the plan opposite.

COMMENT

Analysis

As preliminary approval has already been given by the ARA, this item serves to formally approve a permit required under the Activities and Trading in Thoroughfares and Public Places Local Law.

Council has previously granted two alfresco permits, being Café @ 188 and Gloria Jeans both of whom operate from the Jull St Mall. It was considered by Council on each occasion that further encouragement of this activity should be made to other retailers on the basis that it will provide a greater diversity of the City Centre functions and facilities and enhance the ambience of the area.

In conjunction with this, under the Activities and Trading in Thoroughfares and Public Places Local Laws, there is no schedule of fees applicable for this type of activity and therefore to further encourage retailers it is suggested that this continue to apply.

Discussions have taken place with officers from the Planning Department and Health Department regarding the request and they do not foresee any major problems associated with it and are fully supportive.

To comply with the requirements of the Local Law a permit must be issued. For the City's risk management purposes, it is recommended that certain conditions be imposed in the permit as outlined below:

1. The permit is for a twelve (12) month period.
2. The eating area is to be kept in a clean and tidy condition at all times.
3. Chairs, tables and other structures in the eating area are to be maintained in a good, clean and serviceable condition at all times.
4. The eating area shall be conducted strictly in accordance with the provisions of the Health Act 1911 and any future Act regulating the preparation or service of food and all other regulations and local laws governing the conduct of an eating area.

5. The permit holder is solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the outdoor eating facility.
6. The outdoor eating area is not to impede pedestrian access.
7. The permit holder must obtain public risk insurance in the amount of not less than $10,000,000.
8. The permit holder must indemnify the City of Armadale in respect of any injury to any person or any damage to any property, which may occur in connection with the use of the public place by the permit holder.
9. No tables, chairs or other approved structures shall be set up or permitted to remain in the dining area outside of normal business hours.
10. The permit and the conditions of the permit shall, on demand, be shown to an authorised officer of the Council.
11. Council is to be notified of any change of ownership or management of the premises.

These conditions are the same as those imposed by Council on previous applications.

Options

Option 1

Not approve the application. As Council has previously granted permits for the same activity to other applicants and the fact that the ARA has granted a Development Application in this instance, this is not recommended.

Option 2

Approve the application.

Conclusion

It is considered appropriate to approve the application on the grounds that:

1. The ARA have granted a Development Application in this instance;
2. There already exists other outdoor eating facilities elsewhere in the Jull St Mall (Café @188 and Gloria Jeans);
3. The proposed alfresco dining will enhance the amenity of the area; and
4. It will provide a greater diversity of the City Centre functions and facilities.

It is also considered appropriate that the other two operators be granted extensions to their permits for an indefinite period.

RECOMMEND

That Council approve the application from El Shaddai for an Alfresco dining area at their premises in Jull Street (Lot 77) as indicated on the attached plan for a maximum of twenty (20) person and that the following conditions be imposed

- **The permit is for a twelve (12) month period.**
- **The eating area is to be kept in a clean and tidy condition at all times.**
- **Chairs, tables and other structures in the eating area are to be maintained in a good, clean and serviceable condition at all times.**
- **The eating area shall be conducted strictly in accordance with the provisions of the Health Act 1911 and any future Act regulating the preparation or service of food and all other regulations and local laws governing the conduct of an eating area.**
- **The permit holder is solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the outdoor eating facility.**
- **The outdoor eating area is not to impede pedestrian access.**
- **The permit holder must obtain public risk insurance in the amount of not less than $10,000,000.**
- **The permit holder must indemnify the City of Armadale in respect of any injury to any person or any damage to any property, which may occur in connection with the use of the public place by the permit holder.**
- **No tables, chairs or other approved structures shall be set up or permitted to remain in the dining area outside of normal business hours.**
- **The permit and the conditions of the permit shall, on demand, be shown to an authorised officer of the Council.**

Moved Cr _____
CARRIED/LOST ( )

APPLICATION FOR A TRADERS PERMIT – MR GALOR MOADA

WARD	All
FILE REF:	N/A
DATE	1 May 2007
REF	NP
RESPONSIBLE MANAGER	Manager Governance & Administration

In Brief:

- An application has been received from Mr Galor Moada for a traders permit to enable the door to door sale of paintings and picture frames.
- The recommendation is to approve the application.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

Section 3.5 (1) Local Government Act 1995 – Legislative power of local governments
Door to Door Trading Act 1987

Council Policy/Local Law Implications

Activities and Trading in Thoroughfares and Public Places Local Law

Budget/Financial Implications

Permit fee is $540.

Consultation

Community Development Department
Planning Department
Technical Services Directorate
Armadale Redevelopment Authority

BACKGROUND

Door to door trading falls within the Activities and Trading in Thoroughfares and Public Places Local Law where the goods for sale are not of the sellers own manufacture. In such cases a permit is required.

DETAILS OF PROPOSAL

The applicant is seeking permission, as required under the Activities and Trading in Thoroughfares and Public Places Local Law to sell oil paintings and frame, door to door within the City of Armadale.

COMMENT

Analysis

Clause 6.3(1) of the Activities and Trading in Thoroughfares and Public Places Local Law states:

"A person shall not carry on trading unless that person is –

(a) the holder of a valid trader's permit; or
(b) an assistant specified in a valid trader's permit."

Clause 6.5 (1) of the local law also states:

"(1) In determining an application for a permit for the purposes of this division, the local government is to have regard to –

(a) any relevant policies of the local government;
(b) the desirability of the proposed activity;
(c) the location of the proposed activity;
(d) the principles set out in the Competition Principles Agreement; and
(e) such other matters as the local government may consider to be relevant in the circumstances of the case."

Door to door trading not only falls within the jurisdiction of the Activities and Trading in Thoroughfares and Public Places local law but is also encompassed by the Door to Door Trading Act 1987 and as such is also subject to the requirements of that Act.

Amongst other matters, this Act places obligations on traders to leave the premises when requested to do so and stipulating that it's an offence to harass or coerce potential buyers.

In addition, Section 9 of the *Door to Door Trading Act 1987* states:

"Except by prior appointment, no dealer shall call on a person:

(a) at any time on a Sunday or a public holiday;
(b) on a Saturday;
(i) between midnight and 9.00 a.m.; or
(ii) between 5.00 p.m. and midnight;
or
(c) on any other day;
(i) between midnight and 9.00 a.m.; or
(ii) between 8.00 p.m. and midnight,

for the purpose of negotiating a contract to which this Act applies or for an incidental or related purpose."

Comments have been received from the Community Development, Planning and the Armadale Redevelopment Authority, all of which have advised that they do not have any jurisdictional power over such applications and therefore have no involvement in the activity. Technical Services have advised that that they cannot foresee any problems associated with this activity.

Currently there are no traders with a council permit operating within the city and if approved any permit issued would have a number of conditions imposed.

Options

Option 1

Not approve the application.

The local law determines under what circumstances the local government may refuse an application.

Clause 6.5(2) of the local law states:

"The local government may refuse to approve an application for a permit under this Division on any one or more of the following grounds –

- *(a) that the applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in respect of which the permit is sought;*
- *(b) that the applicant is not a desirable or suitable person to hold a permit;*
- *(c) that –*
  - *(i) the applicant is an undischarged bankrupt or is in liquidation;*
  - *(ii) the applicant has entered into any composition or arrangement with creditors; or*
  - *(iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager has been appointed in relation to any part of the applicant's undertakings or property;*
- *(d) such other grounds as the local government may consider to be relevant in the circumstances of the case.*

In considering the above there does not appear to be any reason why the application should not be approved unless Council considers there is an opportunity under (d) above.

Option 2

Approve the application.

Unless Council deems there to be other grounds under (d) above to refuse the application, it is recommended that this option be accepted.

RECOMMEND

That Council approves the application from Mr G Moada of 31 Cavender St, Singleton to conduct door to door trading subject to the following:

- **Assistants – I-Etan DelaCore**
- **Area to which permit applies – The whole of the City's district;**
- **Days and Hours of Trading – Monday to Friday 4.00 pm to 7.00 pm**
- **Type of goods to be traded – Oil paintings and picture frames;**
- **Fee – $40 plus $500 per annum plus GST;**
- **Period of permit – 12 months from the date of issue of the permit;**
- **The applicant obtaining public liability insurance for an amount not less than $10,000,000;**
- **Vehicles to be used – White Mitsubishi Star Wagon, registration 1CLJ 886 and a black Jeep Cherokee, registration QRZ 903**
- **Compliance with the Door to Door Trading Act 1987;**
- **Compliance with the Activities and Trading in Thoroughfares and Public Places Local Law and any other applicable legislation; and**
- **There being any legitimate complaints received the permit may be cancelled.**

Moved Cr _____
CARRIED/LOST ( )

RECORDING OF COUNCIL PHONE CALLS

At the Council meeting held on 16 April 2007, Cr Zelones referred the following matter to City Strategy Committee.

> *That the matter of recording of council phone calls be referred to the City Strategy Committee.*

The following comment has been provided by Cr Zelones for consideration:-

Over the years there have been many instances where officers have been accused of giving verbal advice or being rude/offensive to various members of the public. Most recently we have been told of calls received from certain members of the public who have attempted to manipulate staff by asking questions and demanding answers that could be considered offensive by the general public.

I understand that our new phone equipment, installed at great expense, is capable of doing more than just managing incoming/outgoing phone calls. Given that many organizations have introduced monitoring of phone calls, for quality control purposes and training, it would seem that such consideration at the City of Armadale would be a progressive step.

I will add to my comment at the next City Strategy meeting.

It may well be that not all calls need to be monitored or that it is made a staff option should it be necessary.

I recommend that officers investigate the feasibility of monitoring/recording of Council phone conversations and develop a Policy/Management Practice that would guide its usage.

RECOMMEND

To be considered.

Moved Cr _____
Motion Carried/Lost (….)

COUNCILLOR WORKSHOPS

At the Council meeting held on 16 April 2007, Cr Cominelli referred the following matter to City Strategy Committee.

> *That the matter of Councillor Workshops be referred via Manex to the City Strategy Committee.*

The following comment has been provided by Cr Cominelli for consideration:-

> Would officers please check the Diary when arranging workshops, as many Councillors have other previous engagements and need time to make other plans or to inform .deputies to attend .
>
> Two days is NOT enough time.

Officer Comment

Cr Cominelli's comments are noted and acknowledged."

RECOMMEND

Council acknowledge the comment of providing councillors with reasonable prior notice of forthcoming engagements having regard for the City's Diary of Forward Municipal Engagements.

Moved Cr _____
Motion Carried/Lost (….)

COUNCILLORS' ITEMS

CHIEF EXECUTIVE OFFICER'S REPORT

MEETING DECLARED CLOSED AT _____

CITY STRATEGY COMMITTEE

SUMMARY OF "A" ATTACHMENTS

14 MAY 2007

Attachment No.	Subject	Page
A-1	List of Accounts paid for the period 1 April to 30 April 2007	44 - 66
A-2	Policy - ADM 17 - Legal Representation for Councillors and Employees	67 - 71
A-3	Financial Report – March 2007	72 - 96
A-4	Draft Community Consultation Policy and Management Practice	96 - 115

CITY OF Armadale

LIST OF ACCOUNTS PAID

FOR THE PERIOD

1 TO 30 APRIL 2007

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
5753	02/04/2007	DJ & P Murphy	Refund-Overpayment of Rates	28.05
5754	02/04/2007	NW & JD Humphries	Refund-Overpayment of Rates	476.69
5755	02/04/2007	R Knapp	Entertainment-Minnawarra Festival	350.00
5756	02/04/2007	City of Armadale	Out of Pocket Expenses-LGMA Congress	700.00
5757	02/04/2007	City of Armadale	Tfr to Workers Comp Reserve A/C for 2006/07	57000.00
5758	04/04/2007	J Weston	Refund-Overpayment of Rates	403.48
5759	04/04/2007	B Wilde	Refund-Overpayment of Rates	383.64
5760	04/04/2007	G Mason	Refund-Overpayment of Rates	181.91
5761	04/04/2007	J McDonald	Refund-Overpayment of Rates	257.40
5762	04/04/2007	SJ Snell	Refund-Overpayment of Rates	429.94
5763	04/04/2007	G & S Halliwell	Refund-Overpayment of Rates	383.64
5764	04/04/2007	DM Trowbridge	Refund-Overpayment of Rates	396.86
5765	04/04/2007	ME Rodziewicz	Refund-Overpayment of Rates	512.12
5766	04/04/2007	W & H Tozer	Refund-Overpayment of Rates	575.46
5767	04/04/2007	M Hill	Entertainment-Minnawarra Festival	100.00
5768	05/04/2007	BL Winchcombe	Refund-Security Deposit	400.00
5769	05/04/2007	KA Schiebaan	Refund-Security Deposit	400.00
5770	05/04/2007	Ventura Homes Pty Ltd	Refund-Security Deposit	400.00
5771	05/04/2007	Jaxon Constructions Pty Ltd	Refund-Security Deposit	400.00
5772	05/04/2007	DM Durnford	Refund-Security Deposit	400.00
5773	05/04/2007	JA Langham	Refund-Security Deposit	800.00
5774	05/04/2007	Diamond Communications Pty Ltd	Refund-Special Performance Bond	5000.00
5775	05/04/2007	Pan People Projects Inc	Entertainment-Minnawarra Festival	880.00
5776	05/04/2007	The Rhein Donau Club	Entertainment-Minnawarra Festival	200.00
5777	05/04/2007	Armadale Junior Football	Road Closure Supervision-Minnawarra Festival	450.00
5778	05/04/2007	South West Aboriginal Entertainment	Entertainment-Minnawarra Festival	980.00
5779	05/04/2007	The Amazing Drumming Monkeys	Entertainment-Minnawarra Festival	650.00
5780	05/04/2007	Knot Work	Entertainment-Minnawarra Festival	800.00
5781	05/04/2007	Latin Music	Entertainment-Minnawarra Festival	750.00
5782	05/04/2007	PJ & S Holmes	Mailing Services-Youth & Skate Park Survey	637.23
5783	05/04/2007	Lupica Steel Fabrication	Repairs to vandalised gri	253.00
5784	05/04/2007	F Sewell	Refund-Overpayment of Crossover	1868.46
5785	05/04/2007	M & S Bolt	Refund-Overpayment of Crossover	112.20
5786	05/04/2007	R Van Delft	University Fees Reimbursement	1000.00

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ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
5787	05/04/2007	S Luscombe	University Fees Reimbursement	1000.00
5788	05/04/2007	City of Armadale	Tfr Bond to P/W 71036	400.00
5789	05/04/2007	Dept of Environment & Conservation	Clearing Permit Application Fee	150.00
5790	05/04/2007	Dymocks Hay Street	Book Purchases	101.91
5791	05/04/2007	City of Armadale	Refund Dog Registrations	185.00
5792	05/04/2007	West Australian Young Readers Book Award	Stationery	50.60
5793	11/04/2007	West Australian Newspaper	Advertising	42.35
5794	11/04/2007	City of Armadale	Petty Cash Recoup	170.75
5795	11/04/2007	Motor Industry Training Assoc of WA	Hire of Temporary Staff	871.63
5796	11/04/2007	Village Life Ltd	Refund-Overpayment of Rates	12884.11
5797	11/04/2007	Westate Realty	Refund-Overpayment of Rates	682.02
5798	11/04/2007	Travelworld-Armadale	Airfare-Indigenous Service Conference	707.00
5799	11/04/2007	Bubblemania	Entertainment-Minnawarra Festival	1430.00
5800	11/04/2007	T von Ziarno	Entertainment-Minnawarra Festival	2750.00
5801	11/04/2007	Fairies Forever	Entertainment-Minnawarra Festival	660.00
5802	11/04/2007	Skilled Rail Services	Hire of Flag Person	286.84
5803	11/04/2007	MT & BL Vernon	Refund-Overpayment of Crossover	1819.40
5804	11/04/2007	R Williams	Refund-Overpayment of Crossover	592.68
5805	11/04/2007	J Buggins	Council Contribution to Crossover	275.00
5806	11/04/2007	R Van Leeuwen	Refund-Lost Book Returned	34.95
5807	11/04/2007	J Burrows	Donation-U/18 Sport	100.00
5808	11/04/2007	Australian Technical College	Refund-Overpayment of Signage Fee	7.50
5809	11/04/2007	E Turner	Refund Dog Registration	9.00
5810	11/04/2007	Crown Content	Subscriptions	429.00
5811	11/04/2007	C Surgeon	Co-Ordinanting Roleystone My Space Website	200.00
5812	11/04/2007	P Manifis	Entertainment-School Holiday Program	600.00
5813	11/04/2007	A Keeling	Book Purchase	18.00
5814	11/04/2007	Dept of Consumer & Employment Protection	Staff Training	55.00
5815	12/04/2007	Teenie Weenie Party Ponies	Entertainment-Minnawarra Festival	600.00
5816	12/04/2007	Dale Little Athletics	Refund-Hall/Key Deposit	300.00
5817	12/04/2007	J Dawson	Refund-Key Deposit	100.00
5818	12/04/2007	In Vogue Living Pty Ltd	Refund-Security Deposit	400.00
5819	12/04/2007	Merriwa Constructions Pty Ltd	Refund-Security Deposit	400.00
5820	12/04/2007	Glenbarrie Enterprises Pty Ltd	Refund-Security Deposit	400.00

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
5821	12/04/2007	Peter Stannard Homes Pty Ltd	Refund-Security Deposit	400.00
5822	12/04/2007	RJ Eikelboom	Refund-Security Deposit	400.00
5823	12/04/2007	Ashmy Pty Ltd	Refund-Security Deposit	400.00
5824	12/04/2007	CA Naylor	Refund-Security Deposit	400.00
5825	12/04/2007	CJ Lane	Refund-Security Deposit	400.00
5826	12/04/2007	Plunkett Homes	Refund-Security Deposit	800.00
5827	12/04/2007	KE & RK Seaman	Refund-Overpayment of Rates	205.00
5828	12/04/2007	BCITF	Levy Collected-March 2007	47979.67
5829	12/04/2007	City of Armadale	Commission on Levy Collected-March 2007	1178.10
5830	12/04/2007	City of Armadale	Petty Cash Recoup	622.95
5831	12/04/2007	Armadale Society of Artists (Inc)	Community Grant	500.00
5832	13/04/2007	City of Armadale	Petty Cash Recoup	66.55
5833	13/04/2007	Norwich Superannuation Portfolio	Payroll Deductions-F/E 10.04.07	250.00
5834	13/04/2007	Super Directions Personal Super Plan	Payroll Deductions-F/E 10.04.07	196.23
5835	13/04/2007	Asgard Employee Superannuation Account	Payroll Deductions-F/E 10.04.07	183.38
5836	13/04/2007	Unisuper Limited	Payroll Deductions-F/E 10.04.07	168.92
5837	13/04/2007	Gowrie	Community Grant	550.00
5838	17/04/2007	Clerk of Courts	Payment of Summons	66.20
5839	17/04/2007	City of Armadale	Receipt 296882 Reversed in Error	40.00
5840	17/04/2007	Brassey Hotel	Accomodation-Museums/Changing Climates Conference	810.00
5841	17/04/2007	Travelworld-Armadale	Airfares-Museums/Changing Climates Conference	606.00
5842	17/04/2007	M Esslemont	Donation-U/18 Sport	100.00
5843	17/04/2007	D & D Bullock	Refund-Overpayment of Crossover	880.00
5844	17/04/2007	D Muller	Refund-Overpayment of Crossover	756.25
5845	17/04/2007	Skysurfers Trampoline Academy	Refund-Special Permit Fee	59.00
5846	17/04/2007	M D Duncan & S J Roberts	Refund-Overpayment of Rates	237.46
5847	17/04/2007	KA Stone	Refund-Cool & Cosy Rebate Scheme	100.00
5848	17/04/2007	L Meaney	Art Aquisition--Minnawarra Art Festival	4950.00
5849	17/04/2007	J Lacey	Sale of Artworks-Minnawarra Art Festival	2100.00
5850	17/04/2007	Yak Hua Lim	Sale of Artworks-Minnawarra Art Festival	900.00
5851	17/04/2007	S Daiby	Refund-Hall/Key Deposit	300.00
5852	17/04/2007	Concept Steel Constructions	Refund-Security Deposit	400.00
5853	17/04/2007	RJ Watson	Refund-Security Deposit	400.00
5854	17/04/2007	Celebration Homes	Refund-Security Deposit	400.00

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
5855	17/04/2007	Swift Demolition	Refund-Security Deposit	400.00
5856	17/04/2007	W & K White	Refund-Security Deposit	400.00
5857	17/04/2007	DI Cumming	Refund-Security Deposit	400.00
5858	17/04/2007	K & MF Luck	Refund-Security Deposit	400.00
5859	17/04/2007	Ashmy Pty Ltd	Refund-Security Deposit	400.00
5860	17/04/2007	Blueprint Homes (WA) Pty Ltd	Refund-Security Deposit	1600.00
5861	17/04/2007	City of Armadale	Refreshments-Westfield Health Day	300.00
5862	17/04/2007	W Hannivig-Jones	Refund-Hall/Key Deposit	550.60
5863	17/04/2007	Department for Planning & Infrastructure	Purchase of Various Reserves	107946.25
5864	17/04/2007	City of Armadale	FBT-Q/E 31.03.07	26300.00
5865	17/04/2007	City of Armadale	Petty Cash Recoup	83.75
5866	18/04/2007	St Matthew's Anglican Parish	Refreshments	108.00
5867	18/04/2007	C Franz	1st Prize-Minnawarra Art Award	5000.00
5868	18/04/2007	Registrar of Births/Deaths & Marriages	Microfiche-Birth, Deaths & Marriages	324.00
5869	18/04/2007	E Zagoria	Sale of Artworks-Minnawarra Art Festival	337.50
5870	18/04/2007	J Fisher	Sale of Artworks-Minnawarra Art Festival	600.00
5871	18/04/2007	Craftwood Design	Sale of Artworks-Minnawarra Art Festival	750.00
5872	18/04/2007	N Grant	Sale of Artworks-Minnawarra Art Festival	900.00
5873	18/04/2007	Y Pullman	Sale of Artworks-Minnawarra Art Festival	345.00
5874	18/04/2007	R Bristow	Sale of Artworks-Minnawarra Art Festival	360.00
5875	18/04/2007	H McLaughlin	Sale of Artworks-Minnawarra Art Festival	487.50
5876	18/04/2007	I Freeth	Sale of Artworks-Minnawarra Art Festival	637.50
5877	18/04/2007	Raeburn Orchards	Refreshments	90.00
5878	20/04/2007	City of Armadale	Forfeiture due to Damage-T20380	449.40
5879	20/04/2007	Clydesdale Developments Pty Ltd	Refund-Overpayment of Rates	925.48
5880	20/04/2007	Dale Cabinets	Refund-Overpayment of Rates	1453.55
5881	20/04/2007	CANCELLED	CANCELLED	0.00
5882	20/04/2007	Parkerville Children & Youth Care Inc	Refund-Overpayment of Rates	296.45
5883	20/04/2007	Lupica Steel Fabrication	Repairs	275.00
5884	20/04/2007	Mediterranean Shipping Company	Purchase of Seatainers-Landfill Site	5059.89
5885	20/04/2007	Arrow Holdings	Refund-Security Deposit	400.00
5886	20/04/2007	Peet Adios Syndicate Ltd	Refund-Defect Liability Bond	21085.42
5887	23/04/2007	CANCELLED	CANCELLED	0.00
5888	23/04/2007	CANCELLED	CANCELLED	0.00

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
5889	23/04/2007	Dept Of Housing & Works	Refund-Overpayment of Rates	1653.60
5890	23/04/2007	F Lowe	Sale of Artworks-Minnawarra Art Festival	642.00
5891	23/04/2007	Skysurfers Trampoline Academy	Refund Booking Fee-Cancelled Event	82.25
5892	26/04/2007	SN & CW Thomas	Refund-Overpayment of Rates	174.91
5893	26/04/2007	SE Cooper	Refund-Overpayment of Rates	410.09
5894	26/04/2007	BM & SA McClenaghan	Refund-Overpayment of Rates	377.03
5895	26/04/2007	LE & RA King	Refund-Overpayment of Rates	55.31
5896	26/04/2007	EL Gobenna	Refund-Overpayment of Rates	370.41
5897	26/04/2007	City of Armadale	Expenses Reimbursement-Champion Lakes Regatta	140.00
5898	26/04/2007	City of Armadale	Protective Clothing	623.00
5899	26/04/2007	I Domney & S Henderson	Refund-Overpayment of Crossover	572.99
5900	26/04/2007	M Lewis	Refund-Overpayment of Crossover	450.72
5901	26/04/2007	Saint Christopher's	Community Grant	550.00
5902	26/04/2007	Neighbourhood Watch	Community Grant	500.00
5903	26/04/2007	Fines Enforcement Registry	FER Lodgement Fees	533.00
5904	26/04/2007	I Domney & S Henderson	Council Contribution to Crossover	275.00
5905	26/04/2007	E Smith	Refund-Dog Registration	20.00
5906	30/04/2007	Norwich Superannuation Portfolio	Payroll Deductions-F/E 24.04.07	250.00
5907	30/04/2007	Super Directions Personal Super Plan	Payroll Deductions-F/E 24.04.07	64.42
5908	30/04/2007	Asgard Employee Superannuation Account	Payroll Deductions-F/E 24.04.07	189.24
5909	30/04/2007	Unisuper Limited	Payroll Deductions-F/E 24.04.07	168.92
5910	30/04/2007	Dymocks Hay Street	Book Purchases	392.32
5911	30/04/2007	Artistry of Flowers	Flowers	60.00
5912	30/04/2007	Van Kuyl's Bus & Coach Charters	Hire of Bus	140.00
5913	30/04/2007	City of Armadale	Petty Cash Recoup	139.70
5914	30/04/2007	City of Armadale	Petty Cash Recoup	79.35
5915	30/04/2007	City of Armadale	Petty Cash Recoup	99.70
5916	30/04/2007	Rawlhouse Publishing Pty Ltd	Subscriptions	529.00
5917	30/04/2007	A Curtis	Staff Training	440.00
5918	30/04/2007	RW & GM Taylor	Refund-Overpayment of Rates	145.54
5919	30/04/2007	MJ & SM Kerr	Refund-Overpayment of Rates	64.41
5920	30/04/2007	P Nind	Refund-Planning Application Fee	100.00
5921	30/04/2007	A Webster	Refund-Key Deposit	100.00
5922	30/04/2007	Afrotonic	Refund-Key Deposit	100.00

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ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
5923	30/04/2007	A Pieper	Refund-Hall/Key Deposit	300.00
100630	02/04/2007	Westpac Banking Corporation	Surplus Funds Invested	995205.56
100631	02/04/2007	Westpac Banking Corporation	Surplus Funds Invested	995205.56
100632	02/04/2007	Westpac Banking Corporation	Surplus Funds Invested	995205.56
100633	02/04/2007	Westpac Banking Corporation	Surplus Funds Invested	995205.56
100634	02/04/2007	Westpac Banking Corporation	Surplus Funds Invested	995205.56
100635	02/04/2007	Westpac Banking Corporation	Surplus Funds Invested	995205.56
100636	02/04/2007	Westpac Banking Corporation	Surplus Funds Invested	995205.56
100637	03/04/2007	Westpac Banking Corporation	Surplus Funds Invested	300000.00
100638	03/04/2007	Westpac Banking Corporation	Westpac Merchant Fees	545.49
100639	03/04/2007	Westpac Banking Corporation	Westpac Merchant Fees	44.00
100640	03/04/2007	Westpac Banking Corporation	Westpac Merchant Fees	42.12
100641	03/04/2007	Westpac Banking Corporation	Westpac Merchant Fees	25.52
100642	03/04/2007	Westpac Banking Corporation	Westpac Activity Fee	3535.17
100643	03/04/2007	Westpac Banking Corporation	Westpac Handyway Monthly Fee	287.61
100644	10/04/2007	Westpac Banking Corporation	Payroll-F/E 10.04.07	335876.05
100645	11/04/2007	Westpac Banking Corporation	Surplus Funds Invested	994318.49
100646	11/04/2007	Westpac Banking Corporation	Surplus Funds Invested	994318.49
100647	11/04/2007	Westpac Banking Corporation	Surplus Funds Invested	994318.49
100648	11/04/2007	Westpac Banking Corporation	Surplus Funds Invested	994318.49
100649	11/04/2007	Westpac Banking Corporation	Surplus Funds Invested	994318.49
100650	11/04/2007	Westpac Banking Corporation	Surplus Funds Invested	994318.49
100651	11/04/2007	Westpac Banking Corporation	Surplus Funds Invested	994318.49
100652	11/04/2007	Westpac Banking Corporation	Surplus Funds Invested	994318.49
100653	11/04/2007	Westpac Banking Corporation	Surplus Funds Invested	994318.49
100654	11/04/2007	Westpac Banking Corporation	Surplus Funds Invested	994318.49
100655	12/04/2007	Westpac Banking Corporation	Payroll-F/E 12.04.07	107.43
100656	16/04/2007	Westpac Banking Corporation	Mastercard Expenses-March 2007	587.20
100657	23/04/2007	Westpac Banking Corporation	Surplus Funds Invested	1000000.00
100658	23/04/2007	Fleet Partners	Motor Vehicle Lease-1BTY692	656.06
100659	24/04/2007	Westpac Banking Corporation	Payroll-F/E 24.04.07	341641.84
100660	24/04/2007	Westpac Banking Corporation	Payroll-F/E 24.04.07	333.94
100661	24/04/2007	Westpac Banking Corporation	Payroll-F/E 24.04.07	333.94
448.1003	05/04/2007	Tyrepower Kelmscott	Tyres	428.00

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ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
448.1070	05/04/2007	Aussie Cherry Picker Hire	Hire of Cherry Picker	1155.00
448.11	05/04/2007	Absolute Asphalt Pty Ltd	Asphalt Layed	6815.16
448.1163	05/04/2007	Advanced Spatial Technologies Pty Ltd	Subscriptions	1936.00
448.1167	05/04/2007	Clotworthy G	Hire of Equipment	605.00
448.127	05/04/2007	Beaver Tree Services Aust Pty Ltd	Treelopping	25779.05
448.1348	05/04/2007	Museums Australia	Staff Training	435.00
448.1375	05/04/2007	Insight CCS Pty Ltd	After Hours Call Service-February 2007	615.38
448.1410	05/04/2007	Scarp Express	Refreshments	127.91
448.1439	05/04/2007	More4Less Mowing	Install Fire Breaks	429.00
448.1451	05/04/2007	Alinta Asset Management (2) Pty Ltd	Locate HP Gasmain-Connell Avenue	660.00
448.1483	05/04/2007	Canon Australia Pty Ltd	Photocopier Usage	2923.93
448.1486	05/04/2007	Ergolink	Office Furniture	165.00
448.1494	05/04/2007	Dale Hardware & Timber Pty Ltd	Hardware	114.95
448.150	05/04/2007	Office Max	Stationery	239.35
448.1507	05/04/2007	Reece Pty Ltd	Hot Water System-Creyk Park Pavilion	1352.95
448.1515	05/04/2007	Integrated Group Limited	Hire of Temporary Staff	950.40
448.1519	05/04/2007	Kerb-Fix	Construction of Concrete Crossovers	2768.80
448.1527	05/04/2007	HM Earley	Criminal Profiling Club	60.00
448.1541	05/04/2007	Perth Process Service	Service of Summons	5222.70
448.155	05/04/2007	BP Australia Pty Ltd	Fuel & Oils	23430.45
448.1571	05/04/2007	Pitney Bowes Credit Australia Ltd	Lease-Letter Opener/Minimailer	862.53
448.1612	05/04/2007	Tranen Pty Ltd	Fertiliser	3804.90
448.1685	05/04/2007	AAMC-Australasian Management Centre	Staff Training	1650.00
448.172	05/04/2007	Byford Bobcats	Hire of Bobcat	300.00
448.176	05/04/2007	Cabcharge Australia Pty Ltd	Service Fee	6.00
448.1767	05/04/2007	Telemanagement Australia Pty Ltd	Repairs	497.00
448.1770	05/04/2007	Voicedata Services Pty Ltd	Repair PABX-Depot	1628.00
448.179	05/04/2007	NO Cain	Telephone Reimbursement	48.31
448.1800	05/04/2007	Chifley Business School	Staff Training	675.00
448.1803	05/04/2007	Skillbuilders Therapy Services	Staff Training	150.00
448.1804	05/04/2007	T Issues Consultancy	Consultancy-North Forrestdale Education Program	3455.00
448.1806	05/04/2007	Level & Detail Surveys	Survey-Nicholson Road	7345.80
448.1808	05/04/2007	Leagues Pty Ltd	Protective Clothing	269.50
448.1811	05/04/2007	Truck Centre (WA) Pty Ltd	Parts	160.46

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
448.1813	05/04/2007	Tactile Indicators Pty Ltd	Tactile Pavers	1024.00
448.1816	05/04/2007	Red 11 Pty Ltd	Computer Equipment	1570.80
448.1836	05/04/2007	Copley Contracting	Hire of Excavator	2323.20
448.184	05/04/2007	Canon Finance Australia Limited	Photocopier Rental	1211.70
448.1844	05/04/2007	Connected Communities Armadale	Council Contribution	22000.00
448.193	05/04/2007	Challenge Batteries WA	Parts	27.50
448.222	05/04/2007	Civica Pty Ltd	Trim Interegation	11000.00
448.246	05/04/2007	Concept Media	Advertising	265.32
448.25	05/04/2007	Alinta Gas	Gas Charges	3561.35
448.260	05/04/2007	Courier Australia	Courier Services	194.58
448.269	05/04/2007	Bicubic	Printing	214.50
448.297	05/04/2007	DTZ Australia	Valuation Services-Various Locations	2784.00
448.305	05/04/2007	Ejan Communications	Electronic Services	3358.30
448.311	05/04/2007	ERS Australia	Service Fee	256.85
448.321	05/04/2007	Filters Plus	Parts	37.40
448.335	05/04/2007	G Force Printing	Printing	290.95
448.345	05/04/2007	Godfreys	Parts	72.00
448.355	05/04/2007	Greenridge Outdoor Contracting	Garden Maintenance-Various Locations	2137.15
448.362	05/04/2007	Hagan C	Catering	888.14
448.367	05/04/2007	Palis Event Hire & Sales	Hire of Equipment	644.00
448.372	05/04/2007	Harvey Norman Computer Superstore	Stationery	47.95
448.388	05/04/2007	Hort West	Garden Maintenance-Various Locations	4012.50
448.389	05/04/2007	Hosemasters-Maddington	Parts	403.00
448.456	05/04/2007	Liquor Barons Armadale	Refreshments	390.41
448.463	05/04/2007	Lo-Go Appointments	Hire of Temporary Staff	1911.86
448.485	05/04/2007	Mercury Firesafety Pty Ltd	Service-Fire Extinguishers	661.10
448.488	05/04/2007	Metropolitan Cash Register Co	Stationery	51.15
448.494	05/04/2007	Minter Ellison Lawyers	Legal Advice-Various Cases	8680.10
448.503	05/04/2007	Williams Handcock	Legal Advice-Various Cases	5784.10
448.518	05/04/2007	Nicholls CE & Son Pty Ltd	Swimming Pool Inspections-March 2007	4604.60
448.566	05/04/2007	Prime Health Group	Preplacement Medicals	440.00
448.572	05/04/2007	Quick Corporate Australia Pty Ltd	Stationery	688.71
448.577	05/04/2007	Rabor Smash Repairs	Insurance Excess-P797	300.00
448.579	05/04/2007	Railway Avenue Vet Hospital	Animal Euthanasia	204.70

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
448.58	05/04/2007	Armadale Hiab Service	Hire of Hiab	143.00
448.597	05/04/2007	Roleystone Volunteer Bushfire Brigade	Expenses Reimbursement	351.11
448.60	05/04/2007	Armadale Kelmscott Electrical Services	Electrical Services	4040.49
448.61	05/04/2007	Armadale Lock & Key Service	Padlocks	600.00
448.62	05/04/2007	Armadale Mower World	Parts	172.80
448.630	05/04/2007	Skipper Trucks/Amcap	1 x New Motor Vehicle	67683.75
448.632	05/04/2007	Sledgehammer Concrete Cutting Service	Concrete Cutting	5673.71
448.645	05/04/2007	Sportsworld of WA	Protective Clothing	250.80
448.647	05/04/2007	Stamp-It Rubber Stamps	Stationery	47.86
448.649	05/04/2007	Startrek Holdings Pty Ltd	Curatorial Organisation-Minnawarra Art Award	2449.70
448.659	05/04/2007	Sunny Brushware Supplies	Hardware	528.00
448.66	05/04/2007	Armadale Police & Citizens Youth Club	Council Contribution-February 2007	6378.05
448.662	05/04/2007	Supa Pest & Weed Control	Weed & Pest Control	10940.36
448.667	05/04/2007	Target Towing Service	Towing Charges	198.00
448.668	05/04/2007	Taylor Tyres Pty Ltd	Tyres	405.00
448.669	05/04/2007	Telstra	Telephone Charges	1156.86
448.670	05/04/2007	Termico Pest Management	Weed & Pest Control	500.50
448.68	05/04/2007	Armadale State Emergency Service	Expenses Reimbursement	1881.62
448.682	05/04/2007	Examiner Newspapers (WA)	Advertising	306.72
448.690	05/04/2007	Toll Fast	Courier Services	53.01
448.696	05/04/2007	Trade Power	Parts-Various Locations	1589.00
448.731	05/04/2007	WA Local Government Association	Advertising	303.42
448.74	05/04/2007	Armadale-Kelmscott Self Storage	Storage Unit Rental	251.85
448.744	05/04/2007	Water Corporation	Water Charges	425.70
448.754	05/04/2007	Westbooks	Book Purchases	111.16
448.760	05/04/2007	Western Rural Traders	Hardware	997.15
448.771	05/04/2007	White P & K Brickpaving & Landscaping	Construction of Concrete Crossovers	12985.50
448.772	05/04/2007	Wild West Bobcat Hire	Install Fire Breaks	935.00
448.778	05/04/2007	WJ Moncrieff Pty Ltd	Computer Equipment	3183.40
448.795	05/04/2007	CANCELLED	CANCELLED	0.00
448.84	05/04/2007	C Askew	Telephone Reimbursement	90.70
448.85	05/04/2007	Aslab Pty Ltd	Asphalt Testing	823.83
448.855	05/04/2007	Pink Healthcare Services	Sanitary Sewrvices	631.49
448.924	05/04/2007	E & MJ Rosher Pty Ltd	Parts-Various Plant	501.80

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
448.928	05/04/2007	Goldshore Enterprises Pty	Junk Collection	19332.08
448.95	05/04/2007	Aust-Guard Security Services	Security Services	5565.55
448.980	05/04/2007	Sherrard DJ	Gatekeeper-Roleystone Greenwaste Site	2336.00
449.113	11/04/2007	Australian Taxation Office	Payroll Deductions-F/E 27.03.07	100026.13
449.1410	11/04/2007	Scarp Express	Refreshments	46.48
449.1621	11/04/2007	D & H Concrete	Concrete Services	5382.74
449.1698	11/04/2007	SG Wasley	Telephone Reimbursement	53.89
449.1817	11/04/2007	Select Australasia	Hire of Temporary Staff	1199.66
449.1840	11/04/2007	Max's Brick Paving & Bobcat Hire	Construction of Concrete Crossovers	878.35
449.199	11/04/2007	Charter Plumbing & Gas	Plumbing Services	55.00
449.352	11/04/2007	Grayson's Concrete Services	Construction of Concrete Crossovers	17611.99
449.367	11/04/2007	Palis Event Hire & Sales	Hire of Equipment	170.00
449.387	11/04/2007	Home & Garden Handyman	Maintenance Works-Various Locations	1600.00
449.463	11/04/2007	Lo-Go Appointments	Hire of Temporary Staff	3284.49
449.662	11/04/2007	Supa Pest & Weed Control	Weed & Pest Control	8178.28
449.682	11/04/2007	Examiner Newspapers (WA)	Advertising	770.00
449.771	11/04/2007	White P & K Brickpaving & Landscaping	Construction of Concrete Crossovers	2949.10
449.776	11/04/2007	G Wilson	Telephone Reimbursement	34.28
449.795	11/04/2007	WA Reticulation Supplies	Reticulation Parts	152.95
450.109	13/04/2007	Australian Metal Workers Union	Payroll Deductions-F/E 10.04.07	69.20
450.112	13/04/2007	Australian Services Union	Payroll Deductions-F/E 10.04.07	702.00
450.1438	13/04/2007	Shire of Beverley	Payroll Deductions-F/E 10.04.07	40.00
450.1636	13/04/2007	Westscheme Pty Ltd	Payroll Deductions-F/E 10.04.07	136.61
450.1656	13/04/2007	City of South Perth	Payroll Deductions-F/E 10.04.07	42.25
450.1715	13/04/2007	Australian Skandia	Payroll Deductions-F/E 10.04.07	168.92
450.214	13/04/2007	City of Armadale-Social Club	Payroll Deductions-F/E 10.04.07	220.00
450.216	13/04/2007	City of Canning	Payroll Deductions-F/E 10.04.07	155.00
450.217	13/04/2007	City of Gosnells	Payroll Deductions-F/E 10.04.07	240.77
450.375	13/04/2007	HBF of WA	Payroll Deductions-F/E 10.04.07	1261.85
450.453	13/04/2007	LGRCEU	Payroll Deductions-F/E 10.04.07	634.94
450.621	13/04/2007	Shire of Kalamunda	Payroll Deductions-F/E 10.04.07	38.00
450.622	13/04/2007	Shire of Mundaring	Payroll Deductions-F/E 10.04.07	135.00
450.738	13/04/2007	WALGS Plan	Payroll Deductions-F/E 10.04.07	80405.42
451.1003	13/04/2007	Tyrepower Kelmscott	Tyres	695.00

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
451.1048	13/04/2007	Ayres Light Engineering	Parts	473.00
451.1208	13/04/2007	Health on The Move	COA Staff Blood Tests/Health Assessments	5610.00
451.1235	13/04/2007	Repco Auto Parts	Parts-Various Plant	1441.83
451.127	13/04/2007	Beaver Tree Services Aust Pty Ltd	Treelopping	7066.95
451.128	13/04/2007	Bedfordale VBFB	Expenses Reimbursement	8990.79
451.136	13/04/2007	BGC Concrete	Concrete Products	1623.60
451.1385	13/04/2007	Armadale Kelmscott Refrigeration	Degassing of Fridges/Freezers-Landfill Site	330.00
451.1483	13/04/2007	Canon Australia Pty Ltd	Photocopier Usage	27.78
451.150	13/04/2007	Office Max	Stationery	77.00
451.1510	13/04/2007	Realisations Consultancy Pty Ltd	Staff Training	1287.00
451.1514	13/04/2007	PR West	Maintenance Works-Various Locations	1369.50
451.1515	13/04/2007	Integrated Group Limited	Hire of Temporary Staff	902.88
451.1519	13/04/2007	Kerb-Fix	Construction of Concrete Crossovers	748.00
451.1547	13/04/2007	GJ Squires	Maintenance Works-Various Locations	1380.50
451.155	13/04/2007	BP Australia Pty Ltd	Fuel & Oils	18119.09
451.1555	13/04/2007	Hope Valley Nursery	Gardening Products	466.62
451.1620	13/04/2007	Mayday Earthmoving	Hire of Water Truck	11550.00
451.1621	13/04/2007	D & H Concrete	Concrete Services	4483.68
451.165	13/04/2007	Builders Registration Board	Levy Collected-March 2007	4690.50
451.1651	13/04/2007	Tumbleweed Sales Pty Ltd	Parts	137.20
451.1683	13/04/2007	Southern Bins	Bulk Rubbish Bins	350.00
451.1692	13/04/2007	Weston Remarking Services	Linemarking-Various Locations	4521.00
451.1694	13/04/2007	Bill Express Ltd	Bill Payment-March 2007	68.39
451.1710	13/04/2007	Husqvarna Construction Products	Parts-Various Locations	550.00
451.1754	13/04/2007	Yakka Pty Ltd	Protective Clothing	335.02
451.1798	13/04/2007	Antiskid Industries Pty Ltd	Bitumen Spray	17556.00
451.1806	13/04/2007	Level & Detail Surveys	Survey-Gilwell Ave/Page Road	2673.00
451.1811	13/04/2007	Truck Centre (WA) Pty Ltd	Parts	262.78
451.1815	13/04/2007	Pedersens Hire Pty Ltd	Hire of Equipment	223.98
451.183	13/04/2007	Canning's Trademart	Gardening Products	115.89
451.184	13/04/2007	Canon Finance Australia Limited	Photocopier Rental	1039.01
451.1840	13/04/2007	Max's Brick Paving & Bobcat Hire	Construction of Concrete Crossovers	1285.35
451.1850	13/04/2007	LGCSAWA	Staff Training	70.00
451.1851	13/04/2007	Armadale Nursing Centre	Hire of Bus	85.00

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
451.194	13/04/2007	Challenge Chemicals Australia	Cleaning Chemicals	1174.14
451.199	13/04/2007	Charter Plumbing & Gas	Plumbing Services	1803.85
451.201	13/04/2007	Chefmaster Australia	Cleaning Materials	424.10
451.208	13/04/2007	Chris Mills Auto A/C & Heating	Repairs-P198	828.30
451.223	13/04/2007	CJD Equipment Pty Ltd	Parts	491.72
451.232	13/04/2007	Coca-Cola Amatil (Aust) Pty Ltd	Refreshments	151.86
451.235	13/04/2007	Colli Timber & Hardware	Hardware	24.91
451.248	13/04/2007	CD's Confectionery Wholesalers	Refreshments	92.20
451.269	13/04/2007	Bicubic	Printing	182.60
451.273	13/04/2007	ColourPoint Print & Design	Printing	148.00
451.289	13/04/2007	Hastie Services Pty Ltd	Airconditioning Maintenance	933.70
451.297	13/04/2007	DTZ Australia	Valuation-L167, Amethyst Crescent	1212.00
451.305	13/04/2007	Ejan Communications	Electronic Services	1347.50
451.321	13/04/2007	Filters Plus	Parts	74.80
451.335	13/04/2007	G Force Printing	Printing	653.73
451.341	13/04/2007	Gibbons Holden	1 x New Motor Vehicle	24961.33
451.348	13/04/2007	KA Goode	Telephone Reimbursement	93.85
451.352	13/04/2007	Grayson's Concrete Services	Construction of Concrete Crossovers	29293.99
451.355	13/04/2007	Greenridge Outdoor Contracting	Garden Maintenance	807.50
451.362	13/04/2007	Hagan C	Catering	1072.28
451.373	13/04/2007	MW Hassack	Telephone Reimbursement	35.94
451.376	13/04/2007	Department of Health	Staff Training	390.01
451.378	13/04/2007	Heatley Sales Pty Ltd	Parts	372.57
451.387	13/04/2007	Home & Garden Handyman	Maintenance Works-Various Locations	1600.00
451.389	13/04/2007	Hosemasters-Maddington	Parts	350.21
451.39	13/04/2007	Angus & Robertson Bookworld	Book Purchases	228.24
451.447	13/04/2007	Lawrence & Hanson	Protective Clothing	682.13
451.452	13/04/2007	LG Net (WA) Pty Ltd	Advertising	330.00
451.463	13/04/2007	Lo-Go Appointments	Hire of Temporary Staff	1580.05
451.482	13/04/2007	Mazzega's Mitre 10 Home & Trade	Hardware	157.25
451.495	13/04/2007	Miracle Recreation Equipment	Play Equipment-Kuhl Park	30250.00
451.50	13/04/2007	Arcus Refrigeration Service Pty Ltd	Repairs	128.98
451.528	13/04/2007	Orica Australia Pty Ltd	Cleaning Chemicals	277.97
451.549	13/04/2007	Perth City Glass	Repair Broken Windows-Various Locations	5128.20

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ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007				
Cheque or EFT No.	**Date**	**Payee**	**Description**	**Cheque Amount**
451.568	13/04/2007	Prosser Toyota	Parts	67.31
451.57	13/04/2007	Armadale Hardware & Building Supplies	Hardware	204.00
451.572	13/04/2007	Quick Corporate Australia Pty Ltd	Stationery	2189.79
451.579	13/04/2007	Railway Avenue Vet Hospital	Animal Euthanasia	199.30
451.594	13/04/2007	Rocla Pty Limited	Concrete Products	2681.71
451.597	13/04/2007	Roleystone Volunteer Bushfire Brigade	Expenses Reimbursement	247.24
451.60	13/04/2007	Armadale Kelmscott Electrical Services	Electrical Services	5257.93
451.61	13/04/2007	Armadale Lock & Key Service	Padlocks	213.00
451.620	13/04/2007	Sheridans for Badges	Stationery	35.20
451.625	13/04/2007	Signature Security Group Pty Ltd	Security Services	2584.29
451.630	13/04/2007	Skipper Trucks/Amcap	Parts	367.31
451.632	13/04/2007	Sledgehammer Concrete Cutting Service	Concrete/Bitumen Cutting	5582.72
451.643	13/04/2007	Specific Courier Service	Courier Services	267.30
451.647	13/04/2007	Stamp-It Rubber Stamps	Stationery	32.88
451.650	13/04/2007	State Law Publisher	Advertising	161.36
451.660	13/04/2007	Sunny Sign Company	Signs	189.20
451.662	13/04/2007	Supa Pest & Weed Control	Weed & Pest Control	8036.49
451.667	13/04/2007	Target Towing Service	Towing Charges	220.00
451.668	13/04/2007	Taylor Tyres Pty Ltd	Tyres	24.00
451.669	13/04/2007	Telstra	Telephone Charges	237.02
451.670	13/04/2007	Termico Pest Management	Weed & Pest Control	1116.50
451.682	13/04/2007	Examiner Newspapers (WA)	Advertising	1240.15
451.692	13/04/2007	Total Eden	Reticulation Parts	4168.46
451.695	13/04/2007	Toyota Finance Australia Ltd	Motor Vehicle Lease-1CDC503	426.01
451.712	13/04/2007	Valuer General's Office	GRV Valuations	5914.22
451.729	13/04/2007	WA Library Supplies	Stationery	468.76
451.747	13/04/2007	Conplant Pty Ltd	Parts	16.50
451.755	13/04/2007	Westcare Industries	Protective Clothing	818.22
451.778	13/04/2007	WJ Moncrieff Pty Ltd	Computer Equipment	9165.20
451.795	13/04/2007	WA Reticulation Supplies	Reticulation Parts	1905.65
451.796	13/04/2007	Micropay Pty Ltd	Stationery	622.00
451.847	13/04/2007	Office Line	Office Furniture	4660.70
451.85	13/04/2007	Aslab Pty Ltd	Asphalt Testing	2059.16
451.889	13/04/2007	L & L Design Services	Civil Design & Administration Assistance	5497.80

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
451.924	13/04/2007	E & MJ Rosher Pty Ltd	Parts	376.05
451.95	13/04/2007	Aust-Guard Security Services	Security Services	1111.00
451.975	13/04/2007	Drake Australia Pty Ltd	Hire of Temporary Staff	6226.34
451.978	13/04/2007	Armadale Newspaper Delive	Newspapers	16.40
452.813	16/04/2007	Department of Environment & Conservation	Landfill Levy-Q/E 31.03.07	53245.37
453.1049	18/04/2007	Securepay Pty Ltd	Monthly Service Fee-March 2007	27.50
453.1056	18/04/2007	Allwest Windscreens & Tinting	Parts	253.00
453.1094	18/04/2007	Custom Fluidpower Pty Ltd	Parts-P199	1030.32
453.113	18/04/2007	Australian Taxation Office	Payroll Deductions-F/E 10.04.07	103801.61
453.1167	18/04/2007	Clotworthy G	Hire of Equipment	550.00
453.127	18/04/2007	Beaver Tree Services Aust Pty Ltd	Treelopping	1254.00
453.1346	18/04/2007	Champion Drive News	Newspapers	67.75
453.1385	18/04/2007	Armadale Kelmscott Refrigeration	Degassing of Fridges/Freezers-Landfill Site	330.00
453.141	18/04/2007	BJ Hahn & Co	Hire of Bobcat	7788.00
453.1410	18/04/2007	Scarp Express	Refreshments	336.04
453.1434	18/04/2007	Dustex Australia Pty Ltd	Cleaning Chemicals	4735.72
453.1483	18/04/2007	Canon Australia Pty Ltd	Photocopier Usage	4369.18
453.1514	18/04/2007	PR West	Maintenance Works-Various Locations	2620.20
453.1515	18/04/2007	Integrated Group Limited	Hire of Temporary Staff	950.40
453.1547	18/04/2007	GJ Squires	Maintenance Works-Various Locations	4291.10
453.162	18/04/2007	G Bryers	Telephone Reimbursement	77.74
453.1620	18/04/2007	Mayday Earthmoving	Hire of Vibe Roller	11550.22
453.1621	18/04/2007	D & H Concrete	Concrete Services	5417.50
453.1770	18/04/2007	Voicedata Services Pty Ltd	Parts-PABX System	3969.15
453.1783	18/04/2007	Bellridge Pty Ltd	Subscription	1463.00
453.1789	18/04/2007	The Bobcat Man	Hire of Bobcat	528.00
453.1813	18/04/2007	Tactile Indicators Pty Ltd	Tactile Treatment-Eighth Road	1376.00
453.199	18/04/2007	Charter Plumbing & Gas	Plumbing Services	70.95
453.222	18/04/2007	Civica Pty Ltd	Authority Services	22000.00
453.245	18/04/2007	Compu-Stor	Computer Data Storage	56.75
453.362	18/04/2007	Hagan C	Catering	711.70
453.372	18/04/2007	Harvey Norman Computer Superstore	Computer Equipment	210.00
453.383	18/04/2007	Hersey JR & A Pty Ltd	Hardware	363.27
453.390	18/04/2007	Hotmix Ltd	Granite	52.91

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
453.397	18/04/2007	IBM Australia Limited	Computer Equipment Leases	923.57
453.460	18/04/2007	Local Government Managers Aust WA	Staff Training	572.00
453.52	18/04/2007	Arma Workwear	Protective Clothing	78.65
453.57	18/04/2007	Armadale Hardware & Building Supplies	Hardware	80.00
453.572	18/04/2007	Quick Corporate Australia Pty Ltd	Stationery	1461.63
453.60	18/04/2007	Armadale Kelmscott Electrical Services	Electrical Services	3766.18
453.622	18/04/2007	Shire of Mundaring	Mary Durack Awards	702.28
453.669	18/04/2007	Telstra	Telephone Charges	2992.29
453.690	18/04/2007	Toll Fast	Courier Services	167.55
453.728	18/04/2007	WA Hino Sales & Service	Parts-P247	781.15
453.74	18/04/2007	Armadale-Kelmscott Self Storage	Storage Unit Rental	330.00
453.744	18/04/2007	Water Corporation	Water Charges	685.00
453.759	18/04/2007	Synergy Energy	Electricity Charges	52847.80
453.771	18/04/2007	White P & K Brickpaving & Landscaping	Construction of Concrete Crossovers	979.00
453.782	18/04/2007	Works Statewide Kerbing	Kerbing	2375.00
453.795	18/04/2007	WA Reticulation Supplies	Reticulation Parts	51.40
453.806	18/04/2007	AutoVac Sweeping Services	Street Sweeping	1440.00
453.978	18/04/2007	Armadale Newspaper Delivery	Newspapers	16.40
454.1024	20/04/2007	Opus International Consultants (PCA)	Forrestdale Road Design & Sporting Ovals	21526.56
454.1025	20/04/2007	Klyne Consultants Pty Ltd	Traffic Impact Analysis	3168.00
454.11	20/04/2007	Absolute Asphalt Pty Ltd	Asphalt Layed	8151.44
454.117	20/04/2007	B & J Breaker Hire	Hire of Rockbreaker	2436.50
454.120	20/04/2007	Baileys Fertilisers	Fertiliser	3126.75
454.127	20/04/2007	Beaver Tree Services Aust Pty Ltd	Treelopping	2964.50
454.13	20/04/2007	Accidental First Aid Supplies	First Aid Supplies	162.25
454.1334	20/04/2007	John Hughes Group	Parts	42.03
454.136	20/04/2007	BGC Concrete	Concrete Products	1353.00
454.1381	20/04/2007	Scout Creative Pty Ltd	Advertising	165.00
454.1446	20/04/2007	Old MacDonalds Travelling Farms	Entertainment-Minnawarra Festival	770.00
454.1484	20/04/2007	Harvey Norman Furniture	Bar Fridge-Kelmscott Library	329.00
454.1486	20/04/2007	Ergolink	Office Furniture	2013.00
454.1494	20/04/2007	Dale Hardware & Timber Pty Ltd	Hardware	514.71
454.1519	20/04/2007	Kerb-Fix	Construction of Concrete Crossovers	1744.00
454.1548	20/04/2007	TA & MT Kelly	Hire of Backhoe	1980.00

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
454.155	20/04/2007	BP Australia Pty Ltd	Fuel & Oils	4683.80
454.1550	20/04/2007	Macmillan Publishers Aust Pty Ltd	Book Purchases	215.55
454.1577	20/04/2007	Supreme Printers	Printing	1391.50
454.1582	20/04/2007	J Williams	Consignment Stock-March 2007	779.40
454.161	20/04/2007	Browns Sweeping	Street Sweeping	1056.00
454.1634	20/04/2007	Multi Turf	Mowing	3993.00
454.1646	20/04/2007	Department of Environment & Conservation	Firewood Permits-March 2007	374.79
454.1698	20/04/2007	SG Wasley	Telephone Reimbursement	53.89
454.1754	20/04/2007	Yakka Pty Ltd	Protective Clothing	266.90
454.1770	20/04/2007	Voicedata Services Pty Ltd	PABX Telephone System	87715.97
454.179	20/04/2007	NO Cain	Telephone Reimbursement	65.11
454.1817	20/04/2007	Select Australasia	Hire of Temporary Staff	1515.36
454.1834	20/04/2007	Ezy-Drive	Parts-Various Locations	2563.00
454.1841	20/04/2007	Kleenit Pty Ltd	Remove Graffiti-Various Locations	748.88
454.199	20/04/2007	Charter Plumbing & Gas	Plumbing Services	848.70
454.222	20/04/2007	Civica Pty Ltd	Excel Implementation	2750.00
454.256	20/04/2007	Parchem Construction Products Pty Ltd	Parts	78.99
454.295	20/04/2007	Down Under Signs Pty Ltd	Signs	150.00
454.30	20/04/2007	Fonebiz Repair Centre	Repairs-Rangers Pagers	1040.00
454.304	20/04/2007	Edwards Dunlop Paper	Stationery	321.75
454.305	20/04/2007	Ejan Communications	Electronic Services	1028.50
454.335	20/04/2007	G Force Printing	Printing	301.29
454.338	20/04/2007	GC Sales (WA)	Parts-Waste Services	1133.00
454.345	20/04/2007	Godfreys	Repairs-Vacuum Cleaners	574.95
454.352	20/04/2007	Grayson's Concrete Services	Construction of Concrete Crossovers	19329.75
454.362	20/04/2007	Hagan C	Catering	1004.30
454.372	20/04/2007	Harvey Norman Computer Superstore	3 x Digital Cameras-Parks Department	948.00
454.388	20/04/2007	Hort West	Reinstatement of Verges-Cammillo Road	3162.50
454.450	20/04/2007	Leo Schmitz & Associates	Consultancy-Armadale Aquatic Centre	2000.00
454.463	20/04/2007	Lo-Go Appointments	Hire of Temporary Staff	3405.63
454.47	20/04/2007	Aragon & Associates Pty Ltd	Staff Training	2178.00
454.485	20/04/2007	Mercury Firesafety Pty Lt	Service Fire Extinguisher	19.25
454.53	20/04/2007	Armadale Canvas Works	Parts	217.80
454.549	20/04/2007	Perth City Glass	Repair Broken Windows-Various Locations	1983.63

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
454.572	20/04/2007	Quick Corporate Australia Pty Ltd	Stationery	1984.87
454.597	20/04/2007	Roleystone Volunteer Bushfire Brigade	Expenses Reimbursement	110.00
454.627	20/04/2007	Sirenco	Parts-Bedfoirdale BFB	624.80
454.630	20/04/2007	Skipper Trucks/Amcap	Parts	131.30
454.640	20/04/2007	Southern Scene Pty Ltd	Book Purchases	276.71
454.643	20/04/2007	Specific Courier Service	Courier Services	297.00
454.646	20/04/2007	Stadia Instruments Pty Ltd	Staff Training	363.00
454.647	20/04/2007	Stamp-It Rubber Stamps	Stationery	40.20
454.650	20/04/2007	State Law Publisher	Advertising	99.45
454.651	20/04/2007	State Library of WA	Lost/Damaged Items	665.50
454.668	20/04/2007	Taylor Tyres Pty Ltd	Tyres	976.00
454.670	20/04/2007	Termico Pest Management	Weed & Pest Control	308.00
454.712	20/04/2007	Valuer General's Office	GRV Valuations	63.20
454.74	20/04/2007	Armadale-Kelmscott Self Storage	Storage Unit Rental	18.06
454.744	20/04/2007	Water Corporation	Water Charges	326.85
454.752	20/04/2007	West Side Safety Products	Protective Clothing	329.84
454.756	20/04/2007	Western Australian Treasury Corp	Loan 281A-Repayment	15180.17
454.759	20/04/2007	Synergy Energy	Electricity Charges	1726.25
454.776	20/04/2007	G Wilson	Telephone Reimbursement	38.95
454.778	20/04/2007	WJ Moncrieff Pty Ltd	Computer Equipment	942.70
454.782	20/04/2007	Works Statewide Kerbing	Kerbing	9577.20
454.795	20/04/2007	WA Reticulation Supplies	Reticulation Parts	244.55
454.8	20/04/2007	Able Blinds	Repairs	88.00
454.90	20/04/2007	Blackwoods/Atkins	Cleaning Materials	601.92
454.975	20/04/2007	Drake Australia Pty Ltd	Hire of Temporary Staff	8019.65
454.976	20/04/2007	Port Printing Pty Ltd	Printing	734.00
454.99	20/04/2007	Australia Post	Postage Charges	10053.69
455.109	30/04/2007	Australian Metal Workers Union	Payroll Deductions-F/E 24.04.07	69.20
455.112	30/04/2007	Australian Services Union	Payroll Deductions-F/E 24.04.07	633.20
455.1438	30/04/2007	Shire of Beverley	Payroll Deductions-F/E 24.04.07	40.00
455.1636	30/04/2007	Westscheme Pty Ltd	Payroll Deductions-F/E 24.04.07	133.66
455.1656	30/04/2007	City of South Perth	Payroll Deductions-F/E 24.04.07	42.25
455.1715	30/04/2007	Australian Skandia	Payroll Deductions-F/E 24.04.07	168.92
455.214	30/04/2007	City of Armadale-Social Club	Payroll Deductions-F/E 24.04.07	224.00

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
455.216	30/04/2007	City of Canning	Payroll Deductions-F/E 24.04.07	50.00
455.217	30/04/2007	City of Gosnells	Payroll Deductions-F/E 24.04.07	240.77
455.375	30/04/2007	HBF of WA	Payroll Deductions-F/E 24.04.07	1261.85
455.453	30/04/2007	LGRCEU	Payroll Deductions-F/E 24.04.07	634.94
455.621	30/04/2007	Shire of Kalamunda	Payroll Deductions-F/E 24.04.07	38.00
455.622	30/04/2007	Shire of Mundaring	Payroll Deductions-F/E 24.04.07	135.00
455.738	30/04/2007	WALGS Plan	Payroll Deductions-F/E 24.04.07	87726.05
456.1032	30/04/2007	Waminda Aboriginal CorporATION	Koorlangah Mia Funding-Q/E 30.04.07	43042.73
456.1066	30/04/2007	RW Glanville	Kelmscott Library Site Rental-May 2007	6993.61
456.1080	30/04/2007	Artery Media Solutions	Advertising	813.34
456.1094	30/04/2007	Custom Fluidpower Pty Ltd	Parts-P199	870.21
456.1121	30/04/2007	Officeworks Business Direct	Stationery	339.28
456.115	30/04/2007	Auswaste	Bulk Rubbish Bins	586.30
456.117	30/04/2007	B & J Breaker Hire	Hire of Rockbreaker	20828.50
456.1182	30/04/2007	Foxrock Contracting Pty Ltd	Forrestdale Main Drain-Ranford Road	17875.00
456.1219	30/04/2007	Metro Modelling Academy	School Holiday Program	220.00
456.127	30/04/2007	Beaver Tree Services Aust Pty Ltd	Treelopping	26191.00
456.1328	30/04/2007	Landfill Gas & Power Pty Ltd	Electricity Charges	21761.20
456.133	30/04/2007	BGC Asphalt	Granite	34019.35
456.141	30/04/2007	BJ Hahn & Co	Hire of Bobcat	3267.00
456.1410	30/04/2007	Scarp Express	Refreshments	63.65
456.1456	30/04/2007	Glenview Machine Kerbing	Kerbing	11000.00
456.1465	30/04/2007	Asphalt Solutions	Asphalt Layed	9482.00
456.1494	30/04/2007	Dale Hardware & Timber Pty Ltd	Hardware	1335.21
456.1514	30/04/2007	PR West	Maintenance Works-Various Locations	2435.40
456.1515	30/04/2007	Integrated Group Limited	Hire of Temporary Staff	1188.00
456.1519	30/04/2007	Kerb-Fix	Construction of Concrete Crossovers	2072.00
456.153	30/04/2007	Boral Construction Materials Group	Bitumen Spray	5276.70
456.1547	30/04/2007	GJ Squires	Maintenance Works-Various Locations	2255.00
456.1550	30/04/2007	Macmillan Publishers Aust Pty Ltd	Book Purchases	15.26
456.1555	30/04/2007	Hope Valley Nursery	Gardening Products	277.75
456.157	30/04/2007	Brook Marsh Pty Ltd	Survey-Warton Road	14080.00
456.1571	30/04/2007	Pitney Bowes Credit Australia Ltd	Rental of Letter Inserter/Opener	862.53
456.1591	30/04/2007	Templar Distribution	Storage of Brochures-Tourist Centre	103.97

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
456.161	30/04/2007	Browns Sweeping	Street Sweeping	605.00
456.1621	30/04/2007	D & H Concrete	CNR Page & Gitwell	2251.49
456.1641	30/04/2007	McLeods Barristers & Solicitors	Legal Advice	732.60
456.1692	30/04/2007	Weston Remarking Services	Linemarking-Various Locations	31107.62
456.1732	30/04/2007	Refresh Waters Pty Ltd	Refreshments	10.00
456.1754	30/04/2007	Yakka Pty Ltd	Protective Clothing	180.09
456.176	30/04/2007	Cabcharge Australia Pty Ltd	Cabcharge Dockets	113.08
456.1777	30/04/2007	Alleasing Pty Ltd	Telephone System Lease-Q/E 31.07.07	6459.00
456.1790	30/04/2007	HS Brooking	Painting-Various Locations	1210.00
456.18	30/04/2007	Advans Exhibition Services	Hire of Equipment	6536.46
456.181	30/04/2007	Canning Floorcovering Centre	Vinyl/Carpet-Various Locations	3880.00
456.1817	30/04/2007	Select Australasia	Hire of Temporary Staff	1523.22
456.1823	30/04/2007	Herron Todd White (WA) Pty Ltd	Valuation-North Forrestdale Structure Plan	11825.00
456.183	30/04/2007	Canning's Trademart	Gardening Products	1037.36
456.184	30/04/2007	Canon Finance Australia Limited	Photocopier Rental	560.07
456.1841	30/04/2007	Kleenit Pty Ltd	Remove Graffiti-Various Locations	1698.40
456.1848	30/04/2007	Ponies For Any Occasion	Entertainment-Westfield Health Day	550.00
456.1849	30/04/2007	Protective Cases	Parts	346.00
456.189	30/04/2007	Castrol Australia Pty Ltd	Fuel & Oils	3646.26
456.193	30/04/2007	Challenge Batteries WA	Parts	176.00
456.194	30/04/2007	Challenge Chemicals Australia	Cleaning Chemicals	60.50
456.199	30/04/2007	Charter Plumbing & Gas	Plumbing Services	1894.35
456.223	30/04/2007	CJD Equipment Pty Ltd	Parts-Various Plant	1230.63
456.227	30/04/2007	Cleanaway	Recycling Collections-March 2007	53766.68
456.232	30/04/2007	Coca-Cola Amatil (Aust) Pty Ltd	Refreshments	324.13
456.248	30/04/2007	CD's Confectionery Wholesalers	Refreshments	1168.90
456.261	30/04/2007	Coventrys	Parts	878.02
456.269	30/04/2007	Bicubic	Printing	413.60
456.277	30/04/2007	Landgate	Title Searches	243.00
456.289	30/04/2007	Hastie Services Pty Ltd	Airconditioning Maintenance	2410.85
456.295	30/04/2007	Down Under Signs Pty Ltd	Signs	946.00
456.296	30/04/2007	Drive Safe Australia (WA)	Staff Training	1870.00
456.305	30/04/2007	Ejan Communications	Electronic Services	1405.80
456.315	30/04/2007	Exact Images	Laminating	37.00

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
456.330	30/04/2007	Foliot Fencing Pty Ltd	Fencing-Minnawarra Park	2151.60
456.335	30/04/2007	G Force Printing	Printing	210.76
456.336	30/04/2007	Galvins Plumbing Plus	Parts	41.61
456.337	30/04/2007	Garvey M	Painting-Various Locations	481.25
456.341	30/04/2007	Gibbons Holden	1 x New Motor Vehicle	24491.63
456.347	30/04/2007	Good Earth Garden Products	Fertiliser	784.08
456.362	30/04/2007	Hagan C	Catering	4766.96
456.372	30/04/2007	Harvey Norman Computer Superstore	Computer Equipment	134.95
456.376	30/04/2007	Department of Health	Nursing Services-March 2007	392.92
456.378	30/04/2007	Heatley Sales Pty Ltd	Parts	287.65
456.384	30/04/2007	Hills Appliance	Bar Fridge-Parks Department	285.00
456.387	30/04/2007	Home & Garden Handyman	Maintenance Works-Various Locations	840.00
456.39	30/04/2007	Angus & Robertson Bookworld	Book Purchases	66.30
456.397	30/04/2007	IBM Australia Limited	Computer Equipment Leases	22449.40
456.401	30/04/2007	Waterman Irrigation	Parts	258.50
456.412	30/04/2007	Jarrahdale Heating & Cooling	Parts	390.00
456.414	30/04/2007	Jason Signmakers	Bus Shelters	5610.00
456.420	30/04/2007	John Bullock & Associates	Survey-265 Lake Road	935.00
456.432	30/04/2007	Kel Steel Constructions	Parts-Various Locations	3888.50
456.440	30/04/2007	Kott Gunning Lawyers	Legal Advice	519.75
456.443	30/04/2007	Landscape Development	Landscape Maintenance-March 2007	2214.85
456.447	30/04/2007	Lawrence & Hanson	Protective Clothing	156.82
456.456	30/04/2007	Liquor Barons Armadale	Refreshments	1368.14
456.463	30/04/2007	Lo-Go Appointments	Hire of Temporary Staff	1624.82
456.464	30/04/2007	Lori's Fuel Station	Fuel & Oils	2540.75
456.468	30/04/2007	IF MacRae	Telephone Reimbursement	220.20
456.496	30/04/2007	Mirco Bros Machinery	Parts	384.45
456.52	30/04/2007	Arma Workwear	Protective Clothing	907.50
456.549	30/04/2007	Perth City Glass	Repair Broken Windows-Various Locations	630.30
456.552	30/04/2007	Pharmacy Plus Kelmscott	Newspapers	58.80
456.57	30/04/2007	Armadale Hardware & Building Supplies	Hardware	2185.40
456.572	30/04/2007	Quick Corporate Australia Pty Ltd	Stationery	2770.52
456.577	30/04/2007	Rabor Smash Repairs	Insurance Excess-AK036	300.00
456.58	30/04/2007	Armadale Hiab Service	Hire of Hiab	393.25

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007

Cheque or EFT No.	Date	Payee	Description	Cheque Amount
456.585	30/04/2007	Readymix	Limestone	54455.40
456.589	30/04/2007	REVS WA	Motor Vehicle Searches	17.50
456.593	30/04/2007	Robin Salter & Associates	Consultancy-Armadale Aquatic Centre	561.00
456.594	30/04/2007	Rocla Pty Limited	Concrete Products	63588.13
456.598	30/04/2007	Roofdek	Repair Roof-Minnawarra House	1276.00
456.60	30/04/2007	Armadale Kelmscott Electrical Services	Electrical Services	3456.86
456.604	30/04/2007	S & L Engineering	Service	115.50
456.61	30/04/2007	Armadale Lock & Key Service	Keys Cut	88.00
456.62	30/04/2007	Armadale Mower World	Parts	27.00
456.63	30/04/2007	Armadale Newsagency	Newspapers	163.70
456.643	30/04/2007	Specific Courier Service	Courier Services	297.00
456.651	30/04/2007	State Library of WA	Lost/Damaged Items	333.30
456.656	30/04/2007	Stirling Business Machines Pty Ltd	Repairs	294.50
456.659	30/04/2007	Sunny Brushware Supplies Pty Ltd	Hardware	847.00
456.660	30/04/2007	Sunny Sign Company	Signs	52.80
456.662	30/04/2007	Supa Pest & Weed Control	Weed & Pest Control	3067.35
456.666	30/04/2007	Tandy Electronics	Computer Equipment	79.90
456.667	30/04/2007	Target Towing Service	Towing Charges	198.00
456.668	30/04/2007	Taylor Tyres Pty Ltd	Tyres	1813.00
456.669	30/04/2007	Telstra	Telephone Charges	4586.45
456.672	30/04/2007	The Chair Doctor WA Pty Ltd	Office Furniture	129.80
456.673	30/04/2007	Annice Henderson Florist	Flowers-Minnawarra Art Award	100.00
456.690	30/04/2007	Toll Fast	Courier Services	58.51
456.702	30/04/2007	Tree Planting & Watering	Hire of Water Truck	13274.25
456.712	30/04/2007	Valuer General's Office	GRV Valuations	306.10
456.729	30/04/2007	WA Library Supplies	Stationery	237.27
456.730	30/04/2007	WA Limestone Co	Limestone	9298.81
456.731	30/04/2007	WA Local Government Association	Advertising	4093.18
456.74	30/04/2007	Armadale-Kelmscott Self Storage	Storage Unit Rental	170.00
456.744	30/04/2007	Water Corporation	Water Charges	371.40
456.748	30/04/2007	Wembley Cement Industries	Concrete Products	3481.06
456.75	30/04/2007	Armaguard	Armaguard Services-March 2007	1860.72
456.751	30/04/2007	West Coast Synthetic Surfaces	Fencing-Roleystone Tennis Courts	4565.00
456.752	30/04/2007	West Side Safety Products	Protective Clothing	285.79

ACCOUNTS PAID AND SUBMITTED TO CITY STRATEGY COMMITTEE HELD ON 14 MAY 2007				
Cheque or EFT No.	Date	Payee	Description	Cheque Amount
456.755	30/04/2007	Westcare Industries	Protective Clothing	26.95
456.757	30/04/2007	Western Educting Service	Educting Services	6682.50
456.759	30/04/2007	Synergy Energy	Electricity Charges	2673.50
456.778	30/04/2007	WJ Moncrieff Pty Ltd	Computer Equipment	2139.56
456.786	30/04/2007	Zipform Pty Ltd	Printing	1771.00
456.8	30/04/2007	Able Blinds	Repair Blinds-Administration Building	2448.10
456.819	30/04/2007	All Earth Group Pty Ltd	Concrete Recycling	8718.62
456.844	30/04/2007	Quality Traffic Management Pty Ltd	Hire of Traffic Controllers	23826.50
456.847	30/04/2007	Office Line	Office Furniture	14924.80
456.90	30/04/2007	Blackwoods/Atkins	Parts-Workshop	1433.94
456.924	30/04/2007	E & MJ Rosher Pty Ltd	Parts-P350	1721.85
456.928	30/04/2007	Goldshore Enterprises Pty Ltd	Junk Collection	16768.36
456.948	30/04/2007	Barnetts Architectural Hardware	Hardware	52.67
456.974	30/04/2007	CANCELLED	CANCELLED	0.00
456.99	30/04/2007	Australia Post	Postage Charges	230.80
300072	11/04/2007	Westpac Banking Corporation	Surplus Funds Invested	1988636.98
300073	11/04/2007	Westpac Banking Corporation	Surplus Funds Invested	1690341.44
300074	11/04/2007	Westpac Banking Corporation	Surplus Funds Invested	994318.49
300075	30/04/2007	Westpac Banking Corporation	Surplus Funds Invested	57000.00
			TOTAL	**26187924.07**

Pursuant to Regulation 13(4) of the Local Government (Financial Management) Regulations, the total of all other outstanding accounts for payment as at the date of this cheque listing being prepared is ($1,469,619.26)

POLICY

ADM 17 - Legal Representation

Management Practice
ADM 17

Relevant Delegation
N/A

Rationale

To facilitate full, frank and impartial decision-making and actions by relevant persons (meaning current and former serving councillors, non-elected members of Council Committees and employees) in the performance of their roles and responsibilities in pursuit of good government of persons in the City.

Policy

The City will fund or partly fund the cost of providing legal representation for relevant persons in circumstances as described in the related Management Practice.

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Related Local Law N/A
Related Policies N/A
Related Budget Schedule

Last Reviewed
Next Review Date 4 March 2010

Authority Council Meeting of

MANAGEMENT PRACTICE	
ADM 17	*Legal Representation For Councillors and Employees*

The City of Armadale may provide financial assistance to relevant persons in connection with the performance of their functions provided that the relevant person has acted in good faith and in accordance with their role(s), power(s) and responsibility(s).

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the City.

1. KEY TERMS

In this management practice, unless the contrary intention appears:

"approved lawyer" means –

(a) a 'certified practitioner' under the *Legal Practices Act 2003;* or

(b) a law firm on the City's panel of legal service providers, unless the Council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise,

approved in writing by the Council or the CEO under delegated authority.

"City" means the City of Armadale.

"legal proceedings" may be civil, criminal or investigative.

"legal representation'' is the provision of legal services, to or on behalf of a relevant person, by an approved lawyer that is in respect of a matter or matters arising from the performance of the functions of the relevant person; and legal proceedings involving the relevant person that have been, or may be, commenced.

"legal representation costs" are the costs, including fees and disbursements, properly incurred in providing legal representation.

"legal services" includes advice, representation or documentation that is provided by an approved lawyer.

"payment" by the City of legal representation costs may be either by –

(a) a direct payment to the approved lawyer (or relevant firm); or

(b) a reimbursement to the relevant person.

"relevant person" means a current or former councillor, non-elected members of a committee or employee.

2. PAYMENT CRITERIA

There are three (3) major criteria for determining whether the City will pay the legal representation costs of a relevant person. These are –

(a) the legal representation costs must relate to a matter that arises from the performance, by the relevant person, of his or her functions;

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(b) in performing his or her functions, to which the legal representation relates, the relevant person must have acted in good faith, and must not have acted unlawfully or in any way that constitutes improper conduct; and

(c) the legal representation costs must not relate to a matter that is of a personal or private nature.

3. EXAMPLES OF LEGAL REPRESENTATION COSTS THAT MAY BE APPROVED

3.1 If the criteria in clause 2 are satisfied, the City may approve the payment of legal representation costs –

(a) where proceedings are brought against a relevant person in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the relevant person;

(b) to enable proceedings to be commenced and/or maintained by a relevant person to permit him or her to carry out his or her functions – for example where a relevant person seeks to take action to obtain a restraining order against a person using threatening behaviour to the relevant person; or

(c) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the Council by publicly making adverse personal comments about a relevant person.

3.2 The City will not approve, other than in exceptional circumstances, the payment of legal representation costs in respect of legal proceedings instituted by a relevant person, such as a defamation action or negligence action, or for a misconduct restraining order or violence restraining order.

4. APPLICATION FOR PAYMENT

4.1 A relevant person who seeks assistance under this policy is to make written application to the Council.

4.2 The written application for payment of legal representation costs is to give details of –

(a) the matter for which legal representation is sought;

(b) how that matter relates to the functions of the relevant person making the application;

(c) the lawyer (or law firm) who is to be asked to provide the legal representation;

(d) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);

(e) an estimated cost of the legal representation; and

(f) why it is in the interests of the City for payment to be made.

4.3 The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

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4.4 As far as practicable the application is to be made before commencement of the legal representation to which the application relates.

4.5 The application is to be accompanied by a signed written statement by the applicant that he or she –

(a) has read and understands the terms of this Management Practice;

(b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 8 and any other conditions to which the approval is subject; and

(c) undertakes to repay to the City any legal representation costs in accordance with the provisions of clause 8.

4.6 An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by the Executive Director Corporate Services.

5. LEGAL REPRESENTATION COSTS – LIMIT

5.1 Unless otherwise determined by the Council, payment of legal representation costs in respect of a particular application is not to exceed $10,000.

5.2 A relevant person may make a further application to the Council in respect of the same matter.

5.3 As far as practicable, approved payments for legal representation of relevant persons will be made by the City directly to the approved lawyer.

6. COUNCIL'S POWERS

6.1 The Council may –

(a) refuse;

(b) grant; or

(c) grant subject to conditions, including a financial limit,

an application for payment of legal representation costs.

6.2 In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the City's Directors and Officers Liability Insurance or Directors and Officers Supplementary Legal Expenses insurance policies (or their equivalent).

6.3 The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

6.4 The Council may, subject to clause 6.5, determine that a relevant person whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –

(a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or

(b) given false or misleading information in respect of the application.

6.5 A determination under clause 6.4 may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

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6.6 Where the Council makes a determination under clause 6.4, the legal representation costs paid by the City are to be repaid by the relevant person in accordance with clause 8.

7. CHIEF EXECUTIVE OFFICER'S POWERS AND DUTIES

7.1 In cases where a delay in the approval of an application would be detrimental to the legal rights of the applicant, the CEO may authorise financial assistance for legal representation costs in accordance with delegated authority.

7.2 Where the CEO is the applicant, the Executive Director Corporate Services may authorise financial assistance for legal representation costs in accordance with delegated authority.

7.3 An application approved by the CEO under clause 7.1, or by the Executive Director Corporate Services under clause 7.2, is to be submitted to the next meeting of the Council which may exercise any of its powers under this policy, including its powers under clause 6.3.

8. REPAYMENT OF LEGAL REPRESENTATION COSTS

8.1 A relevant person whose legal representation costs have been paid by the City is to repay the City –

(a) all or part of those costs – in accordance with a determination by the Council under clause 6.4;or

(b) as much of those costs as are available to be paid by way of set-off – where the relevant person receives monies paid for costs, damages or settlement, in respect of the matter for which the City paid all or part of the legal representation costs.

8.2 The City may take action in a court of competent jurisdiction to recover any monies due it under this Management Practice.

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City of Armadale

March 2007 Monthly Financial Report

March 2007 Monthly Financial Report

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City of Armadale

Statement of Financial Activity

City of Armadale
Statement of Financial Activity
For the period 1 July 2006 to 31 March 2007

Particulars	Notes / Tables	2006-2007 Revised Budget $	31 March 2007 YTD Budget $	31 March 2007 YTD Actual $	Material Variance Indicator
Operating Revenue					
Chief Executive's Office					
Chief Executive Officer		0	0	2,800	
Human Resources		0	0	0	
Public Relations		0	0	0	
Community Services					
Community Services		0	0	0	
Community Development	2	700,272	656,419	720,937	Revenue Up
Libraries and Heritage		119,200	92,641	74,908	
Rangers and Emergency	2	374,000	280,398	337,793	Revenue Up
Recreation	2	731,391	564,073	485,267	Revenue Down
Corporate Services					
Corporate Services	2	2,980,821	2,356,681	2,714,028	Revenue Up
Budgeting	2	132,090	99,018	44,128	Revenue Down
Finance		0	0	0	
Governance and Administration		170,423	127,782	138,366	
IT Services		0	0	0	
Rates	2	21,846,658	21,670,074	21,969,579	Revenue Up
Development Services					
Development Services		0	0	0	
Building	2	625,900	478,982	653,398	Revenue Up
Environment Planning		59,400	59,400	29,736	
Health		92,100	70,595	52,904	
Planning	2	438,700	328,878	510,778	Revenue Up
Project Co-ordination	2	2,256,089	1,500,000	2,125,446	Revenue Up
Technical Services					
Technical Services		33,600	3,447	4,578	
Asset Management		0	0	0	
Civil Works	2	4,705,286	3,200,692	2,407,192	Revenue Down
Engineering Design		518,262	388,539	426,215	
Infrastructure		0	0	0	
Parks		20,000	14,994	17,923	
Property		0	0	0	
Subdivisions		130,000	97,461	115,633	
Support		0	0	0	
Waste		4,636,843	4,406,128	4,428,415	
Total Operating Revenue		**40,571,035**	**36,396,202**	**37,260,025**	

Statement of Financial Activity (continued)

City of Armadale
Statement of Financial Activity
For the period 1 July 2006 to 31 March 2007

Particulars	Notes / Tables	2006-2007 Revised Budget $	31 March 2007 YTD Budget $	31 March 2007 YTD Actual $	Material Variance Indicator
Operating Expense					
Chief Executive's Office					
Chief Executive Officer	2	(1,133,223)	(872,788)	(727,479)	Expense Down
Human Resources		(521,117)	(392,622)	(316,158)	
Public Relations		(292,935)	(220,021)	(128,990)	
Community Services					
Community Services		(268,667)	(202,573)	(152,799)	
Community Development	2	(953,038)	(700,151)	(553,419)	Expense Down
Libraries and Heritage	2	(1,915,599)	(1,449,914)	(1,192,485)	Expense Down
Rangers and Emergency		(1,021,511)	(773,221)	(785,482)	
Recreation		(1,382,579)	(1,020,586)	(1,078,426)	
Corporate Services					
Corporate Services	2	(723,872)	(518,642)	(399,275)	Expense Down
Budgeting		(7,207,202)	(5,403,114)	(5,476,829)	
Finance	2	(537,600)	(404,875)	302,973	Expense Down
Governance and Administration		(847,800)	(644,185)	(584,731)	
IT Services		(1,371,900)	(1,029,689)	(1,009,807)	
Rates		(531,100)	(426,874)	(407,982)	
Development Services					
Development Services		(351,453)	(264,950)	(264,098)	
Building		(667,961)	(506,181)	(483,889)	
Environment Planning		(230,181)	(173,578)	(117,461)	
Health		(574,612)	(436,013)	(443,514)	
Planning	2	(1,398,735)	(1,056,228)	(882,345)	Expense Down
Project Co-ordination		(83,360)	(63,024)	(127,765)	
Technical Services					
Technical Services	2	(1,364,356)	(1,028,265)	(823,916)	Expense Down
Asset Management	2	(307,450)	(231,858)	(88,149)	Expense Down
Civil Works	2	(1,802,664)	(1,382,775)	(1,742,859)	Expense Up
Engineering Design	2	(1,909,761)	(1,436,378)	(647,795)	Expense Down
Infrastructure		(273,961)	(207,014)	(112,090)	
Parks	2	(3,357,235)	(2,536,609)	(2,313,230)	Expense Down
Property	2	(1,654,791)	(1,259,735)	(1,556,874)	Expense Up
Subdivisions		(128,265)	(97,328)	(80,079)	
Support	2	(55,708)	(80,847)	120,902	Expense Down
Waste		(3,552,000)	(2,670,628)	(2,766,722)	
Total Operating Expense		**(36,420,636)**	**(27,490,666)**	**(24,840,775)**	

Statement of Financial Activity (continued)

City of Armadale
Statement of Financial Activity
For the period 1 July 2006 to 31 March 2007

Particulars	Notes / Tables	2006-2007 Revised Budget $	31 March 2007 YTD Budget $	31 March 2007 YTD Actual $	Material Variance Indicator
Non-Operating Revenue					
Corporate Services					
Corporate Services		2,945,877	0	0	
Development Services					
Planning		656,280	0	0	
Technical Services					
Support	2	772,276	743,100	392,452	Revenue Down
Total Non-Operating Revenue		**4,374,433**	**743,100**	**392,452**	
Capital Expense					
Community Services					
Community Services		(600)	(450)	0	
Libraries and Heritage		(28,700)	(21,519)	(3,045)	
Rangers and Emergency		(59,851)	(44,874)	0	
Recreation		(32,000)	(32,000)	0	
Corporate Services					
Corporate Services		(25,000)	(18,747)	(20,924)	
Governance and Administration		(190,435)	(142,776)	(96,040)	
Development Services					
Building		(1,100)	(828)	0	
Health		(1,100)	(828)	0	
Planning		(636,290)	(13,653)	(61,614)	
Project Co-ordination	2	(2,172,729)	0	(250,763)	Expense Up
Technical Services					
Technical Services		(6,000)	(6,000)	0	
Civil Works	2	(11,595,146)	(9,423,029)	(3,480,882)	Expense Down
Parks	2	(812,926)	(646,197)	(409,740)	Expense Down
Property	2	(1,733,450)	(1,062,784)	(402,569)	Expense Down
Support	2	(2,388,736)	(2,328,266)	(850,800)	Expense Down
Waste		(83,090)	(83,090)	(80,409)	
Total Capital Expense		**(19,767,153)**	**(13,825,041)**	**(5,656,785)**	
Non-Operating Expense					
Corporate Services					
Corporate Services		(2,539,010)	(237,750)	(232,561)	
Total Non-Operating Expense		**(2,539,010)**	**(237,750)**	**(232,561)**	
Adjustments for Non-Cash Items Written Back					
Profit and Loss		(128,799)	(96,552)	(6,976)	
Depreciation		8,245,911	6,181,893	6,313,750	
Total Adjustments for Non-Cash Items		**8,117,112**	**6,085,341**	**6,306,774**	
Suspense Items Yet To Be Applied		0	0	(142,678)	
Opening Surplus / (Deficit)		5,642,938	5,642,938	5,642,938	
Closing Surplus / (Deficit)		**(21,281)**	**7,314,124**	**18,729,390**	

Notes to the Statement of Financial Activity

1 Statement of Objective

In order to discharge its financial responsibilities to the community, the City has developed a set of operational and financial objectives. The objectives have been established both on an overall basis, reflected by the City's Vision Statement, and for each of its broad activities / programmes.

Our Vision

Our vision is for the City of Armadale to be:

- Strong in opportunity
- Clean, green and prosperous
- A strategic regional centre
- A place combining city living with a beautiful bushland setting
- A place where change is welcomed
- A great place to raise children and grow old with dignity

Council operations, as disclosed in this report, encompass the following service oriented management units:

Chief Executive Officer

Includes the administration of the Chief Executive's Office and the Members of Council, including fees, expenses and allowances paid to Members. Overseen by the Chief Executive Officer.

Human Resources

Includes the administration and co-ordination of all corporate Human Resource related matters, including corporate training, occupational safety and health advisement, and staff recruitment. Overseen by the Human Resources Manager.

Public Relations

Includes all facets of corporate marketing and promotion, including newsletters, media releases, corporate image development and marketing plans. Overseen by the Public Relations Co-ordinator.

Community Services

Includes the administration of the Executive Director of Community Services' Office, including specialist projects relating to the Community Services Directorate. Overseen by the Executive Director of Community Services.

Notes to the Statement of Financial Activity (continued)

1 Statement of Objective (continued)

Community Development

Includes the administration and operation of services relating to indigenous support, volunteers, youth, aged and disabled, and community development. Overseen by the Manager of Community Development.

Libraries and Heritage

Includes the administration and operation of local libraries, museums, historical facilities and tourism information offices. Overseen by the Manager of Libraries and Heritage Services.

Rangers and Emergency

Includes the administration and operation of fire prevention services, animal control, voluntary emergency service groups, the control of off-road vehicles, enforcement of local laws and vehicle impoundment. Overseen by the Manager of Ranger and Emergency Services.

Recreation

Includes the administration and operation of halls, public swimming pools, indoor and outdoor sporting complexes, recreational programs, festivals and anniversary celebrations. Overseen by the Manager of Recreation Services.

Corporate Services

Includes the administration of the Executive Director of Corporate Services' Office, including specialist projects relating to the Corporate Services Directorate. Overseen by the Executive Director of Corporate Services.

Budgeting

Includes the administration of non-cash expenditure and revenue associated with local government accounting requirements, including profit and loss and depreciation. Overseen by the Budget / Accounting Officer.

Finance

Includes the administration and operation of all corporate finance related matters, including cash receipting, billing, investment of funds, payment of creditors, and the corporate finance systems. Overseen by the Senior Accounting Officer.

Notes to the Statement of Financial Activity (continued)

1 Statement of Objective (continued)

Governance and Administration

Includes the provision of governance services, such as preparation of policy documents, annual report, statutory reviews and the maintenance of statutory registers. The area also includes the administration of the corporate office requirements, including telephone systems and reception, record keeping, photocopying, stationery, and insurance related matters. Overseen by the Manager of Governance and Administration.

IT Services

Includes the provision, operation and maintenance of the corporate computer systems, including software management, hardware management, printing and consumables and communications networks. Overseen by the Manager of Information Technology.

Rates

Includes the administration, and maintenance of, rate records and rating valuations. This management unit, whilst overseeing all Rate Revenue does not include the Rate Revenue in any calculations. Overseen by the Senior Rates Officer.

Development Services

Includes the administration of the Executive Director of Development Services' Office, including specialist projects relating to the Development Services Directorate. Overseen by the Executive Director of Development Services.

Building

Includes the administration, inspection and operations concerned with application of building standards, including the examination, processing and inspection of buildings, building sites and swimming pools. Overseen by the Building Services Manager.

Environment Planning

Includes the administration, inspection and operation of environmental concerns including flood mitigation works, river bank restoration, bush land redevelopment, water catchment maintenance and soil and air conservation. Overseen by the Senior Environmental Planner.

Health

Includes the administration, inspection and operations of programs concerned with the general health of the community and includes the provision of immunisation programs, inspection and licencing of food premises and conducting preventative service programs. Overseen by the Health Services Manager.

Notes to the Statement of Financial Activity (continued)

1 Statement of Objective (continued)

Planning

Includes the administration, inspection and operation of town planning and regional development services including the preparation of town planning development schemes, zoning considerations and maintenance of geographic information systems (GIS). Overseen by the Planning Services Manager.

Project Co-ordination

Includes the administration and application of major planning projects, currently the North Forrestdale Developer Contribution Scheme. Overseen by the Project Co-ordinator.

Technical Services

Includes the administration of the Executive Director of Technical Services' Office, including specialist projects relating to the Technical Services Directorate. Overseen by the Executive Director of Technical Services.

Asset Management

Includes the monitoring and recording of Council's assets, including infrastructure, and the development of plans for their maintenance and redevelopment. Overseen by the Asset Management Co-ordinator.

Civil Works

Includes the administration, regulation, maintenance and construction associated with the provision of streets, roads, bridges, pathways, drainage, and associated components, under the control of the City. Overseen by the Manager of Civil Works.

Engineering Design

Includes the engineering analysis and associated design of Council works, generally associated with Civil Works, Parks and Subdivisions. Also includes the administration of Council's private crossovers program. Overseen by the Manager of Engineering and Design.

Infrastructure

Includes the planning associated with new infrastructure assets including those relating to the Civil Works and Subdivision areas. Overseen by the Manager of Technical Services.

Parks

Includes the maintenance and construction associated with the provision of recreation grounds, parks, gardens, streetscapes, road verges and roundabouts. Overseen by the Manager of Parks.

Notes to the Statement of Financial Activity (continued)

1 Statement of Objective (continued)

Property
Includes the provision and maintenance of Council's built assets such as community facilities, sporting clubs and pavilions, public halls and centres, administration centres, and emergency service facilities. Overseen by the Manager of Property Services.

Subdivisions
Includes the planning and engineering requirements associated with new subdivisions. Overseen by the Subdivision Engineer.

Support
Includes the maintenance and provision of the works depot, machinery and equipment of the City, and inventory such as fuel, oil and road construction materials. Overseen by the Co-ordinator of Support Services.

Waste
Includes the administration and operation of refuse collection and disposal services, including general, recyclable and green waste collection services and associated waste disposal sites. Overseen by the Co-ordinator of Waste Services.

2 Material Variances Explanation

For the purposes of reporting the material variances, the following indicators, as resolved, have been applied:

Revenues – Material variances will be identified where, for the period being reported, the actual varies to budget by an amount of (+) or (-) $50,000 and in these instances an explanatory comment will be provided.
Expenses – Material variances will be identified where, for the period being reported, the actual varies to budget by an amount of (+) or (-) $100,000 and in these instances an explanatory comment will be provided.

Before commenting on each of the specific material variances identified for review, it is important to note that, whilst many accounts will influence the overall variance, only those accounts within the affected management unit significantly contributing to the variance will be highlighted.

Notes to the Statement of Financial Activity (continued)

2 Material Variance Explanation (continued)

For the purposes of explaining each Material Variance, a three part approach has been taken. The parts are:

1. Period Variation
   Relates specifically to the value of the Variance between the Budget and Actual figures for the period of the report.

2. Primary Reason
   Explains the primary reasons for the period Variance. As the report is aimed at a higher level analysis, minor contributing factors are not reported.

3. Budget Impact
   Forecasts the likely $ impact on the Annual Budget position. It is important to note that figures in this part are 'indicative only' at the time of reporting, for circumstances may subsequently change.

Notes to the Statement of Financial Activity (continued)

2 Material Variance Explanation (continued)

Operating Revenue (Up)

1 Community Development
- Period Variation – Period actual is greater than period budget by $64,518.
- Primary Reason – Grants received earlier than expected.
- Budget Impact – Nil.

2 Rangers and Emergency
- Period Variation – Period actual is greater than period budget by $57,395..
- Primary Reason – Increased enforcement activity for the period.
- Budget Impact – Nil.

3 Corporate Services
- Period Variation – Period actual is greater than period budget by $357,347.
- Primary Reason – Greater than expected interest earnings for the period as well as some unbudgeted rebates received.
- Budget Impact – Additional revenue of approximately $150k.

4 Rates
- Period Variation – Period actual is greater than period budget by $299,505.
- Primary Reason – Extra rate revenue at the rates strike and a greater level of interim rates activity than anticipated for this time of the year. The extra funds associated with the rates strike are from interim rates received just prior to the cut-off period for the strike.
- Budget Impact – Additional revenue of approximately $80k.

5 Building
- Period Variation – Period actual is greater than period budget by $174,416.
- Primary Reason – A higher than anticipated level of building activity.
- Budget Impact – Additional revenue of approximately $80k.

6 Planning
- Period Variation – Period actual is greater than period budget by $151,900.
- Primary Reason – A higher than anticipated level of planning activity.
- Budget Impact – Additional revenue of approximately $80k.

Notes to the Statement of Financial Activity (continued)

2 Material Variance Explanation (continued)

Operating Revenue (Up) (continued)

7 Project Co-ordination

- Period Variation – Period actual is greater than period budget by $625,446.
- Primary Reason – Greater than anticipated revenue. Note: All revenue is to be offset by expenditure in this area so no effect on the end-of-year position will occur.
- Budget Impact – Nil.

Operating Revenue (Down)

1 Recreation

- Period Variation – Period actual is less than period budget by $78,806.
- Primary Reason – Less than anticipated revenue for the period predominantly represented by school usage charges at the Aquatic Centre not yet received / billed and contributions towards recreation projects.
- Budget Impact – Nil.

2 Budgeting

- Period Variation – Period actual is less than period budget by $54,890.
- Primary Reason – Book profit less than anticipated. This represents a non-cash item for Council.
- Budget Impact – Nil.

3 Civil Works

- Period Variation – Period actual is less than period budget by $793,500.
- Primary Reason – Later than anticipated grant monies received for the period.
- Budget Impact – Nil.

Operating Expense (Down)

1 Chief Executive Officer

- Period Variation – Period actual is less than period budget by $145,309.
- Primary Reason – Less than anticipated activity in the areas of Economic Development and Promotions for the period.
- Budget Impact – Nil.

Notes to the Statement of Financial Activity (continued)

2 Material Variance Explanation (continued)

Operating Expense (Down) (continued)

2 Community Development

- Period Variation – Period actual is less than period budget by $146,732.
- Primary Reason – A lesser than expected call for Contributions and Donations and a number of projects to yet be fully commenced.
- Budget Impact – Nil.

3 Libraries and Heritage

- Period Variation – Period actual is less than period budget by $257,429.
- Primary Reason – Less than anticipated employment costs and less than anticipated project costs.
- Budget Impact – Under expenditure of approximately $80k.

4 Corporate Services

- Period Variation – Period actual is less than period budget by $119,367.
- Primary Reason – Less than anticipated employment costs and less than anticipated project costs.
- Budget Impact – Under expenditure of approximately $50k.

5 Finance

- Period Variation – Period actual is less than period budget by $707,848.
- Primary Reason – Incorrect accounting treatment of sale of land. To be rectified for the next report.
- Budget Impact – Nil.

6 Planning

- Period Variation – Period actual is less than period budget by $173,883.
- Primary Reason – Less than anticipated expenditure in the areas of employee costs, legal fees and consultancy.
- Budget Impact – Under expenditure of approximately $80k.

7 Technical Services

- Period Variation – Period actual is less than period budget by $204,349.
- Primary Reason – Less than expected street lighting expense, street lighting works and employee costs.
- Budget Impact – Under expenditure of approximately $80k.

Notes to the Statement of Financial Activity (continued)

2 Material Variance Explanation (continued)

Operating Expense (Down) (continued)

8 Asset Management

- Period Variation – Period actual is less than period budget by $143,709.
- Primary Reason – Less than expected employee costs as well as software development delays.
- Budget Impact – Under expenditure of approximately $80k.

9 Engineering and Design

- Period Variation – Period actual is less than period budget by $788,583.
- Primary Reason – Crossover construction not occurring at the expected rate.
- Budget Impact – Nil, as contributions are offset against works.

10 Parks

- Period Variation – Period actual is less than period budget by $223,379.
- Primary Reason - Less than expected maintenance works in a number of areas including road shoulders and verges, roundabouts and dry parks, although some higher than anticipated expense level activity also exists including street trees.
- Budget Impact – Nil.

11 Support

- Period Variation – Period actual is less than period budget by $201,749.
- Primary Reason – Over allocation of Plant Costs of approximately $80k has occurred. Fuel expenses for the organisation are also lower than expected by about $35k for this period.
- Budget Impact – Nil.

Operating Expense (Up)

1 Civil Works

- Period Variation – Period actual is greater than period budget by $360,084.
- Primary Reason – Large-scale maintenance works have been brought forward in the year.
- Budget Impact – Greater expense of approximately $150k.

2 Property

- Period Variation – Period actual is greater than period budget by $297,139.
- Primary Reason – Earlier than scheduled maintenance works in public halls, pavilions, libraries and depot buildings as well as some required works exceeding estimates.
- Budget Impact – Greater expense of approximately $80k.

Notes to the Statement of Financial Activity (continued)

2 Material Variance Explanation (continued)

Non-Operating Revenue (Up)

Nil

Non-Operating Revenue (Down)

1 Support

- Period Variation – Period actual is less than period budget by $350,648.
- Primary Reason – Lesser number of vehicle disposals than anticipated. Associated under-expense in the Capital Expense area for Support is occurring.
- Budget Impact – Nil.

Capital Expense (Down)

1 Civil Works

- Period Variation – Period actual is less than period budget by $5,942,147.
- Primary Reason – Delays in scheduled works. At this stage it is anticipated that some scheduled works may not occur this financial year.
- Budget Impact – Nil, as works will be carried forward into the next financial year.

2 Parks

- Period Variation – Period actual is less than period budget by $236,457.
- Primary Reason – Delays in scheduled works. At this stage it is anticipated that some scheduled works may not occur this financial year.
- Budget Impact – Nil, as works will be carried forward into the next financial year.

3 Property

- Period Variation – Period actual is less than period budget by $660,215.
- Primary Reason – Delays in scheduled works. At this stage it is anticipated that some scheduled works may not occur this financial year.
- Budget Impact – Nil, as works will be carried forward into the next financial year.

4 Support

- Period Variation – Period actual is less than period budget by $1,477,466.
- Primary Reason – Lesser number of vehicle changeovers than anticipated.
- Budget Impact – Nil.

Notes to the Statement of Financial Activity (continued)

2 Material Variance Explanation (continued)

Capital Expense (Up)

1 Project Co-ordination

- Period Variation – Period actual is greater than period budget by $250,763.
- Primary Reason – Works carried out earlier than expected. Note: All expenditure is to be offset by revenue in this area so no effect on the end-of-year position will occur.
- Budget Impact – Nil.

Non-Operating Expense (Down)

Nil

Non-Operating Expense (Up)

Nil

Net Current Asset Position

City of Armadale
Net Current Asset Position
For the period 1 July 2006 to 31 March 2007

	Notes / Tables	Brought Forward 1 July $	2006-2007 Revised Budget $	31 March 2007 YTD Actual $
Current Assets				
Cash - Unrestricted	1	9,507,807	3,681,595	18,177,335
Cash - Restricted	2	5,097,121	5,013,434	6,288,009
Cash - Reserves	3	4,708,743	5,169,273	4,726,184
Receivables and Accruals	4	1,851,938	1,438,974	2,124,127
Inventories	5	91,183	100,000	113,700
		21,256,792	**15,403,276**	**31,429,355**
Less Current Liabilities				
Creditors and Accruals	6	(5,807,990)	(5,241,850)	(1,685,772)
Sundry Deposits and Bonds	7	(1,758,150)	(1,758,150)	(2,734,695)
Interest Bearing Liabilities	8	(233,934)	(317,000)	(234,072)
Provisions	9	(2,274,574)	(2,220,743)	(2,274,574)
		(10,074,648)	**(9,537,743)**	**(6,929,113)**
Net Current Asset Position (Prior to Adjustment)		**11,182,144**	**5,865,533**	**24,500,242**
Adjustments				
Additions				
Sundry Deposits and Bonds		1,758,150	1,758,150	2,734,695
Interest Bearing Liabilities		233,934	317,000	234,072
Provisions		2,274,574	2,220,743	2,274,574
Subtractions				
Cash - Restricted		(5,097,121)	(5,013,434)	(6,288,009)
Cash - Reserves		(4,708,743)	(5,169,273)	(4,726,184)
Net Current Asset Position		**5,642,938**	**(21,281)**	**18,729,390**

Notes to the Net Current Asset Position

City of Armadale
Notes / Tables to the Net Current Asset Position
For the period 1 July 2006 to 31 March 2007

		Notes / Tables	Brought Forward 1 July $	2006-2007 Revised Budget $	31 March 2007 YTD Actual $
1	**Cash - Unrestricted**				
	Cash at Bank		9,500,792	3,681,595	(83,642)
	Cash in Investments		0	0	18,270,429
	Cash on Hand		7,015	0	8,165
	Dishonoured Cheques		0	0	(17,162)
	Cheque Writing Control		0	0	(455)
			9,507,807	**3,681,595**	**18,177,335**
2	**Cash - Restricted**				
	Provisions		2,077,629	1,993,942	2,274,574
	Sundry Deposits and Bonds		1,758,150	1,758,150	2,734,695
	Unspent Grants		0	0	0
	Public Open Space		792,570	792,570	680,862
	North Forrestdale Project Funds		146,611	146,611	146,611
	Works Contributions		322,161	322,161	451,267
			5,097,121	**5,013,434**	**6,288,009**
3	**Cash - Reserves**				
	Cash at Bank		4,708,743	5,169,273	386
	Reserve Cash in Investments		0	0	4,725,798
			4,708,743	**5,169,273**	**4,726,184**
4	**Receivables and Accruals**				
	Prepayments		9,062	5,000	0
	Revenue in Advance		(430,231)	0	0
	Accrued Revenue		419,004	400,000	0
	Debtors - Rates		(397,781)	(300,000)	669,935
	Debtors - Sanitation (Rates)		43,197	25,000	78,464
	Debtors - Swimming Pool Inspection Levy		462	500	898
	Debtors - Instalment Fees and Charges		2,498	2,200	8,854
	Debtors - ESL (Rates)		19,115	17,000	43,149
	Debtors - ESL Interest		193	100	1,538
	Debtors - Rebate Generated (Rates)		0	0	1,586,946
	Debtors - Rebate Claimed (Rates)		0	0	(1,007,638)
	Debtors - Rebate Generated (ESL)		0	0	189,212
	Debtors - Rebate Claimed (ESL)		0	0	(175,717)
	Debtors - General		2,075,761	1,160,424	610,432
	Debtors - Employees		3,657	2,500	774
	Debtors - Libraries		16,989	17,000	25,868
	Debtors - Rangers (Legacy)		93,249	92,000	84,739
	Debtors - Fire		10,200	9,000	8,684
	Debtors - Animals		76,679	76,000	83,124
	Debtors - Parking		21,982	22,000	24,296
	Debtors - Litter		9,631	10,000	11,687
	Debtors - Off Road Vehicles		49	50	513
	Debtors - Health		100	100	747
	Debtors - Goods and Services Tax		0		0
	Debtors - Thoroughfares		500	100	0
	Doubtful Debts Provision		(122,378)	(100,000)	(122,378)
			1,851,938	**1,438,974**	**2,124,127**

Notes to the Net Current Asset Position (continued)

City of Armadale
Notes / Tables to the Net Current Asset Position
For the period 1 July 2006 to 31 March 2007

		Notes / Tables	Brought Forward 1 July $	2006-2007 Revised Budget $	31 March 2007 YTD Actual $
5	**Inventories**				
	Depot Stock		91,183	100,000	113,700
			91,183	**100,000**	**113,700**
6	**Creditors and Accruals**				
	Goods and Services Tax		90,704	100,000	130,300
	Trade Creditors		(2,452,646)	(2,000,000)	(1,522,141)
	Cheque Writing Control		(2,902,341)	(2,978,850)	0
	Cheque Reversal		0	0	0
	Purchase Order Commitment		(10,534)	(10,000)	(11,665)
	GST Commitment		853	0	956
	Superannuation		(71,583)	(70,000)	0
	Salaries and Wages		0	0	0
	Loan Interest		(7,557)	(8,000)	0
	Accrued Expenses		(378,857)	(200,000)	0
	Revenue in Advance		0	0	0
	ESL Raised		(26,649)	(30,000)	(2,467,792)
	ESL Interest		(8,726)	(9,000)	(12,882)
	ESL Remitted		0	0	2,228,084
	Rostered Days Off		(38,527)	(35,000)	(32,191)
	Payroll Equalisation		(2,127)	(1,000)	1,559
			(5,807,990)	**(5,241,850)**	**(1,685,772)**
7	**Sundry Deposits and Bonds**				
	Contractor Deposits		(987,876)	(980,000)	(1,840,041)
	Other Deposits		(15,746)	(20,000)	(15,549)
	General Deposits		(173,256)	(170,000)	(165,456)
	Hall Deposits		(45,987)	(50,000)	(47,242)
	Library Deposits		(935)	(1,000)	(936)
	Kerb Deposits		(534,350)	(537,150)	(665,471)
			(1,758,150)	**(1,758,150)**	**(2,734,695)**

Notes to the Net Current Asset Position (continued)

City of Armadale
Notes / Tables to the Net Current Asset Position
For the period 1 July 2006 to 31 March 2007

		Notes / Tables	Brought Forward 1 July $	2006-2007 Revised Budget $	31 March 2007 YTD Actual $
8	**Interest Bearing Liabilities**				
	Loan 268 - Pries Park Pavilion		(4,502)	(500)	(4,640)
	Loan 271 - Recreation Centre		(27,399)	(400)	(27,399)
	Loan 276 - Gwynne Park Extension		0	0	0
	Loan 279 - Old Administration Upgrade		0	0	0
	Loan 280 - Forrestdale Land		0	0	0
	Loan 281 - Golf Course Plan		(23,804)	(25,000)	(23,804)
	Loan 282 - Corporate System		(106,950)	(105,000)	(106,950)
	Loan 283 - ARA Works (1)		0	(25,000)	0
	Loan 284 - Rushton Park Redevelopment		(23,919)	(25,000)	(23,919)
	Loan 285 - Temporary Administration		(39,264)	(40,000)	(39,264)
	Loan 286 - Kelmscott Library Relocation		(8,096)	(9,000)	(8,096)
	Loan 287 - Civil Works		0	(25,000)	0
	Loan 288 - Municipal Borrowings (1)		0	(40,100)	0
	Loan 289 - Civil Works (2)		0	(22,000)	0
			(233,934)	**(317,000)**	**(234,072)**
9	**Provisions**				
	Annual Leave		(1,161,894)	(1,121,743)	(1,161,894)
	Sick Leave		(100,000)	(100,000)	(100,000)
	Long Service Leave		(1,012,680)	(999,000)	(1,012,680)
			(2,274,574)	**(2,220,743)**	**(2,274,574)**

Investment Analysis

City of Armadale
Investment Analysis
For the month ended 31 March 2007

Investments Maturing March 2007

Date	ID #	Form	Institution	Investment	Interest Rate	Maturity Date	Earnings
Municipal Fund							
19-Feb-07	62877	Bank Bill	Westpac Bank	$ 994,719.81	6.25%	22-Mar-07	$ 5,280.19
26-Feb-07	63972	Bank Bill	Westpac Bank	$ 996,951.79	6.20%	16-Mar-07	$ 3,048.21
26-Feb-07	63993	Bank Bill	Westpac Bank	$ 994,889.27	6.25%	28-Mar-07	$ 5,110.73
26-Feb-07	63994	Bank Bill	Westpac Bank	$ 994,889.27	6.25%	28-Mar-07	$ 5,110.73
26-Feb-07	63995	Bank Bill	Westpac Bank	$ 994,889.27	6.25%	28-Mar-07	$ 5,110.73
26-Feb-07	63997	Bank Bill	Westpac Bank	$ 994,889.27	6.25%	28-Mar-07	$ 5,110.73
26-Feb-07	63998	Bank Bill	Westpac Bank	$ 994,889.27	6.25%	28-Mar-07	$ 5,110.73
26-Feb-07	63999	Bank Bill	Westpac Bank	$ 994,889.27	6.25%	28-Mar-07	$ 5,110.73
Continuous		11:00 AM	Westpac Bank	Various	Various	Continuous	$ 7,421.43
Reserve Fund							
Continuous		11:00 AM	Westpac Bank	Various	Various	Continuous	$ 197.87
Trust Fund							
Continuous		11:00 AM	Westpac Bank	Various	Various	Continuous	$ 352.88
						Total Period Earnings	**$ 46,964.96**
						Total Interest Earned YTD	**$ 1,039,226.07**
						Total Budget YTD	**$ 730,438.00**
						Total Budget	**$ 817,021.00**

Benchmark	30 Days	90 Days	180 Days	365 Days
(BBSW Bank Bill Swap Rate)	6.46%	6.52%	6.64%	6.78%

Investment Analysis (continued)

City of Armadale
Investment Analysis
For the month ended 31 March 2007

Investments Commenced March 2007

Date	ID #	Form	Institution		Amount	Interest Rate	Maturity Date		Earnings
Municipal Fund									
26-Feb-07	63986	Bank Bill	Westpac Bank	$	994,033.08	6.26%	02-Apr-07	$	5,966.92
26-Feb-07	63987	Bank Bill	Westpac Bank	$	994,033.08	6.26%	02-Apr-07	$	5,966.92
26-Feb-07	63988	Bank Bill	Westpac Bank	$	994,033.08	6.26%	02-Apr-07	$	5,966.92
26-Feb-07	63989	Bank Bill	Westpac Bank	$	994,033.08	6.26%	02-Apr-07	$	5,966.92
26-Feb-07	63990	Bank Bill	Westpac Bank	$	994,033.08	6.26%	02-Apr-07	$	5,966.92
26-Feb-07	63991	Bank Bill	Westpac Bank	$	994,033.08	6.26%	02-Apr-07	$	5,966.92
26-Feb-07	63992	Bank Bill	Westpac Bank	$	994,033.08	6.26%	02-Apr-07	$	5,966.92
26-Feb-07	63978	Bank Bill	Westpac Bank	$	992,510.22	6.26%	11-Apr-07	$	7,489.78
26-Feb-07	63979	Bank Bill	Westpac Bank	$	992,510.22	6.26%	11-Apr-07	$	7,489.78
26-Feb-07	63980	Bank Bill	Westpac Bank	$	992,510.22	6.26%	11-Apr-07	$	7,489.78
26-Feb-07	63981	Bank Bill	Westpac Bank	$	992,510.22	6.26%	11-Apr-07	$	7,489.78
26-Feb-07	63982	Bank Bill	Westpac Bank	$	992,510.22	6.26%	11-Apr-07	$	7,489.78
26-Feb-07	63983	Bank Bill	Westpac Bank	$	992,510.22	6.26%	11-Apr-07	$	7,489.78
26-Feb-07	63984	Bank Bill	Westpac Bank	$	992,510.22	6.26%	11-Apr-07	$	7,489.78
22-Mar-07	67430	Bank Bill	Westpac Bank	$	994,481.04	6.33%	23-Apr-07	$	5,518.96
28-Mar-07	68013	Bank Bill	Westpac Bank	$	994,273.80	6.37%	30-Apr-07	$	5,726.20
28-Mar-07	68018	Bank Bill	Westpac Bank	$	994,273.80	6.37%	30-Apr-07	$	5,726.20
28-Mar-07	68022	Bank Bill	Westpac Bank	$	994,273.80	6.37%	30-Apr-07	$	5,726.20
28-Mar-07	68024	Bank Bill	Westpac Bank	$	994,273.80	6.37%	30-Apr-07	$	5,726.20
28-Mar-07	68025	Bank Bill	Westpac Bank	$	994,273.80	6.37%	30-Apr-07	$	5,726.20
28-Mar-07	68026	Bank Bill	Westpac Bank	$	994,273.80	6.37%	30-Apr-07	$	5,726.20
26-Feb-07	63985	Bank Bill	Westpac Bank	$	992,510.22	6.26%	11-Apr-07	$	7,489.78
Continuous		11:00 AM	Westpac Bank		Various	Various	Continuous	$	4,792.00
Reserve Fund									
26-Feb-07	63974	Bank Bill	Westpac Bank	$	1,985,020.44	6.26%	11-Apr-07	$	14,979.56
26-Feb-07	63975	Bank Bill	Westpac Bank	$	992,510.22	6.26%	11-Apr-07	$	7,489.78
26-Feb-07	63976	Bank Bill	Westpac Bank	$	1,687,267.37	6.26%	11-Apr-07	$	12,732.63
Continuous		11:00 AM	Westpac Bank		Various	5.25%	Continous	$	192.00
Trust Fund									
Continuous		11:00 AM	Westpac Bank		Various	Various	Continuous	$	383.00
							Total Projected Period Earnings	**$**	**182,131.81**

All investments have been made in accordance with legislative requirements and Council's investment policies and strategies.

CITY OF Armadale

POLICY

COMD 2

COMMUNITY CONSULTATION

Management Practice
COMD 2

Relevant Delegation
N/A

Rationale

Council is committed to maintaining dialogue with its community to understand their needs and expectations. In achieving its Strategic aims, Council recognises the need to consult with its community and encourage community participation so as to enhance its decision-making. This policy provides the framework and principles for undertaking community consultation and encouraging participation.

Policy

Council will be guided by the following principles in relation to community consultation.

Council will:

- Seek to keep the community informed, listen to concerns and provide feedback.
- Encourage participation as appropriate.
- Be open and honest about the purpose of any consultation activity.
- Use a range of approaches to engage community views.
- Seek to allow sufficient time to consult.
- Undertake to make balanced decisions using the outcomes of consultation whilst taking into account other influences such as budget constraints, statutory obligations and strategic directions.
- Strive to continuously improve its community consultation.

Related Local Law

Related Policies

Related Budget Schedule

Last Reviewed

Next Review Date

Authority **Council Meeting of**

MANAGEMENT PRACTICE	
COMD 2	**Community Consultation**

All issues, projects, activities or events that Council seeks community input into are to be considered individual and unique and as such this management practice is not prescriptive. It is intended to be used as a framework and guide to undertaking community consultation and encouraging relevant and appropriate participation.

Flow Chart – Figure 1.
The Flow Chart indicates the process to determine Community Consultation and is depicted according to three stages:

1. Planning - Context and Preparation
2. Practice – Conducting the Consultation
3. Results – Outputs and Outcomes.

Table 1 – Description of Styles, Possible Methods and Benefits/Constraints of each.
An important part of the process is determining the Style of Consultation and most appropriate methods given resources and constraints. Table 1 describes the Styles of Consultation that Council recognises and lists the possible methods associated with each.

Table 2 - Statutory Requirements
Table 2 is a guide to minimum requirements according to specific legislative prescriptions. It should be noted that the Table is correct at the time of Council adoption of the Community Consultation Policy and Management Practice, however officers should verify with Corporate Services for changes at the time of consultation.

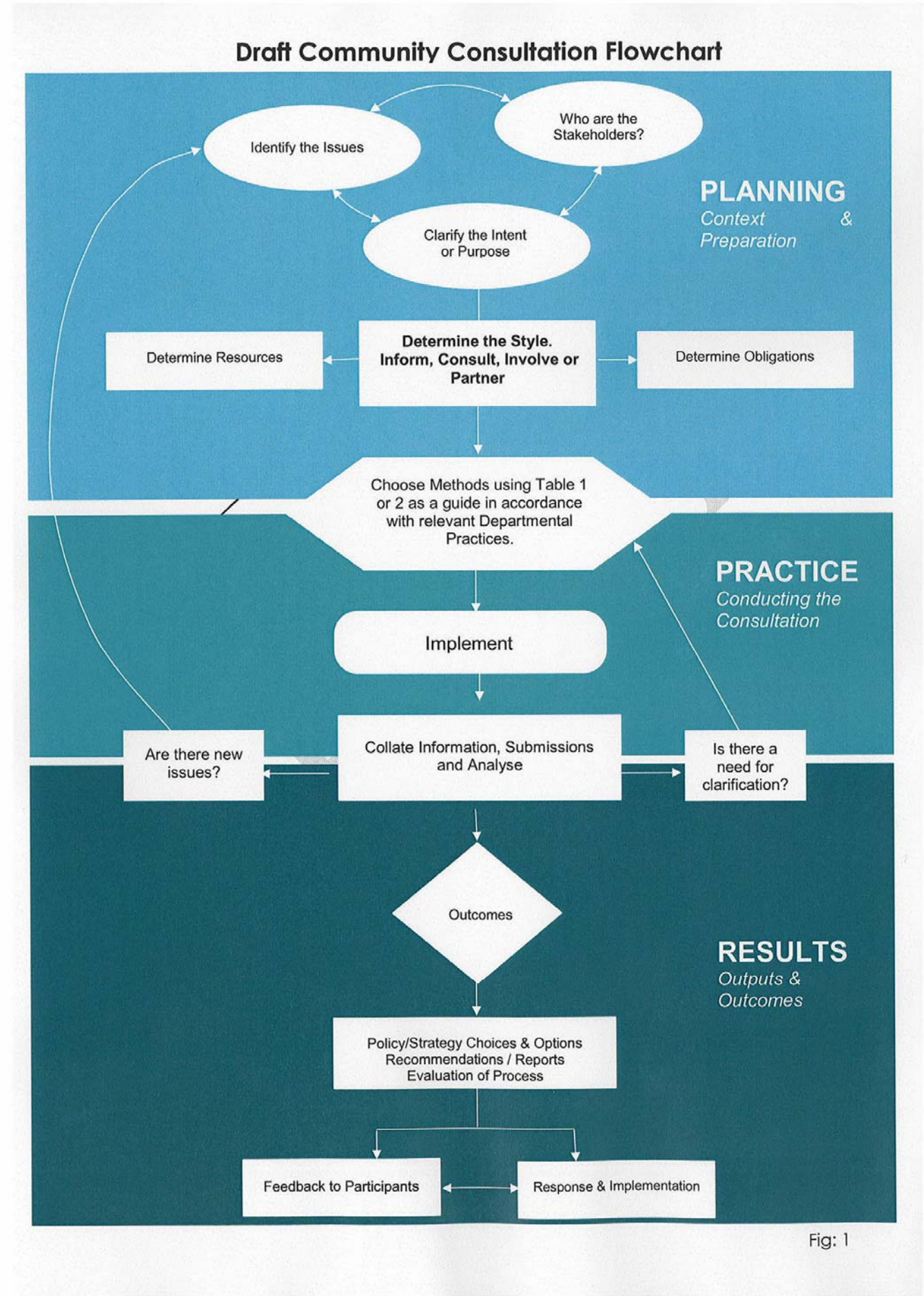
Draft Community Consultation Flowchart
Identify the Issues
Who are the Stakeholders?
Clarify the Intent or Purpose
PLANNING
Context & Preparation
Determine Resources
Determine the Style. Inform, Consult, Involve or Partner
Determine Obligations
Choose Methods using Table 1 or 2 as a guide in accordance with relevant Departmental Practices.
PRACTICE
Conducting the Consultation
Implement
Are there new issues?
Collate Information, Submissions and Analyse
Is there a need for clarification?
Outcomes
RESULTS
Outputs & Outcomes
Policy/Strategy Choices & Options
Recommendations / Reports
Evaluation of Process
Feedback to Participants
Response & Implementation

Fig: 1

Table 1 – Description of Styles, Possible Methods and Benefits/Constraints

INFORMATION

- Advising the community of a situation or proposal
- Informing on a decision or direction
- Providing advice on an issue
  - No response is required, although people are free to seek a further level of participation

Possible Method	Description	Benefit	Constraint
Personal Telephone Contact	Informal unstructured information exchange	• Limited capacity to discuss issues • Opportunity to exchange basic information	• Tends to be customer initiated • No formal record / tracking of information.
In Person Meeting	Informal / semi formal discussion either one-to-one or in a small group	• Capacity to discuss issues and exchange different points of view • Opportunity to develop rapport with community	• Tends to be customer initiated • Limits the number of people accessing information
Written Correspondence	Personally addressed letter informing residents of a project, issue, service or action	• All affected people receive the same information • Record of communication • Generally cost effective	• Assumes literacy levels of residents
Pamphlet	A leaflet designed to provide information on a particular item	• Enables presentation of the facts • Potential to create greater interest through appealing presentation	• Can be a costly exercise • Assumes literacy levels of residents
Letter Box Drop	Mass produced communication to affected people	• All affected people receive the same information • Affordable broadcast of information	• Assumes literacy levels of residents • May be perceived as 'junk mail' and ignored.
Notice in Local Paper	Paid advertisement in local newspaper	• A method of advising all residents	• Assumes interested / affected people will read the paper.
Media Statement / Release	Press article in local paper	• Creates interest in an issue through local media	• Depends on media reporting • Risk of misinterpretation
Site Display	On-site information board describing proposed development / activity	• Places information in local area which is accessible to affected residents	• Impact of information depends on the quality of the display
Displays in other locations	Visual and / or auditory	• Potential to capture and inform a wide	• Dependent on the quality of

Table 1 – Description of Styles, Possible Methods and Benefits/Constraints

e.g. libraries and shopping centres	information is placed in areas of high public use Manned and unmanned.	cross section of the community	the display • May be a high cost if display is supported by staff to explain / answer questions
Presentations – Community Groups, Stakeholders, Committees	Formal or informal presentations at Community, Stakeholders meetings.	• Good for targeted information. • Enables interaction and communication for the purpose of clarification.	• Need to be consistent across community and stakeholder organisations so as to ensure equality of access to information. • Cost associated with staff resources and 'out of hours' meetings.

CONSULTATION

- Undertaking market research to identify needs or issues
- Seeking comment on a proposal, action or issue
- Seeking feedback on a service or facility
- Requiring a response, but limited opportunity for dialogue
- Option for people to seek a further level of participation

Possible Method	Description	Benefit	Constraint
Request for Comment	Provision of a place for customers to lodge ideas / feedback	• Easy to implement	• Will lose impact if feedback is not provided on suggestions • Can appear tokenistic if used as sole source of consultation

Table 1 – Description of Styles, Possible Methods and Benefits/Constraints

Telephone Survey	Individual phone contact to complete a structured review	• Provides data to assess needs / trends • Personal approach tends to increase the level of response • Capacity to reach a wide range of groups in the community	• Can be costly and time-consuming depending on the sample size • Need to limit question options for ease of analysis • Excludes people who do not have a telephone • Major surveys can result in high 'knock back' (too busy, invasion of personal space etc)
Written Survey	Written structured survey to gather data / information	• Provides basis for assessing needs / trends or obtaining feedback on a service • Enables broad or targeted input	• Attracts the interested respondents • Can be costly depending on sample size • Tend to be limited to closed questions for ease of analysis • Assumes literacy levels of residents
Hotline / Phone-in	Time-limited opportunity for customers to make contact and provide feedback in a semi-structured / informal context	• Capacity to reflect / expand and clarify points	• Relies on skilled interviewers • Relies on publicity and public interest

Table 1 – Description of Styles, Possible Methods and Benefits/Constraints

CONSULTATION CONTINUED

Possible Method	Description	Benefit	Constraint
Media Promotion Inviting Submission	Broadcast to community seeking a written presentation of views on a proposal/ concept / activity	• Useful as part of a wider consultation process • Broadens potential information source • Easy to implement • Enables formal comments on issues • Demonstrates commitment to resident input	• Limits the opportunity for dialogue / clarification • Attracts organised & motivated groups/ individuals (not the silent majority)
Presentations - Community Groups, Stakeholders, Committees	Formal or informal presentations at Community, Stakeholders meetings.	• Good for targeted information. • Enables interaction and communication for the purpose of clarification.	• Need to be consistent across community and stakeholder organisations so as to ensure equality of access to information. • Cost associated with staff resources and 'out of hours' meetings.
Public Exhibition	The formal exhibition of a plan or document at key locations for a set period of time	• Gives all people in the community the opportunity to view and comment on a plan or strategy	• Requires a high level of promotion • Requires the allocation of additional time to a planning process • Requires motivated people to respond
Interview	Face to face structured interview	• Forms the basis of assessing issues / trends • Rich source of customer information • Capacity to reflect / expand and clarify points	• Time consuming and costly • May not be representative of all groups
Focus Group Session	Semi-structured interview in a small group (with invited representative participants)	• Participants explore and build on issues • Allows in-depth discussion	• May not be representative of all groups

Table 1 – Description of Styles, Possible Methods and Benefits/Constraints

Meeting with User or Stakeholder Groups	Face to face semi-structured meeting with a specific group	• Capacity to draw out issues of concern to the group • Opportunity to clarify issues of contention / uncertainty • Opportunity to develop an action that responds to issues	• Requires a competent and effective facilitator

Table 1 – Description of Styles, Possible Methods and Benefits/Constraints

INVOLVEMENT

- Involving the community in discussion and debate
- Ensuring informed input through briefings and information
- Adopting a more personal and innovative approach through personal contact and meetings / sessions that encourage participation
- Involving at different times in the planning process, i.e. keeping informed and enabling further comment

Possible Method	Description	Benefit	Constraint
Meeting with existing interest group, e.g. environmental, parents, school children, youth, aged, people with disabilities, business groups, etc.	Link to an existing meeting or formed group to discuss broader community needs or issues	• Involves people who would normally not have the interest or time • Provides rich source of information on needs and issues within the community	• Requires facilitator who is skilled in relating to different groups and creating an interest in the topic
Workshop Session	Structured approach to involving meeting participants in working through an issue and / or developing solutions. Can be selected participants or an open meeting, although generally need to limit numbers to be effective, i.e. 10–30 people	• Can produce a plan or recommended actions or obtain specific feedback on plan or programme • Enables the involvement of all participants	• Requires participants to be open minded and represent a diversity of interests • Requires a skilled facilitator • Requires detailed recording of notes
Public Art Session	The integration of public art into the consultation process, i.e. using public art as a tool to encourage people to express their ideas, views and values	• A positive and creative way to involve people • Contributes to community development • Results in an art 'product' that can be used to enhance the urban environment	• Resources required for materials • Requires a skilled facilitator

Table 1 – Description of Styles, Possible Methods and Benefits/Constraints

Community Forum	The use of speakers to provide information and facilitate informed discussion on a topic	• Participants become informed of all aspects of an issue • Good for less contentious issues or when seeking to generate interest in a topic	• Requires organisation in advance • Need to ensure speakers give balanced view
Community Debate	Organised speakers and debating panels used to discuss an issue	• Promotes informed thinking • Ensures managed debate and discussion, and the recognition that there is more than one side to an argument	• Requires organisation in advance • Needs to be clear sides to an issue

Table 1 – Description of Styles, Possible Methods and Benefits/Constraints

INVOLVEMENT CONTINUED

Possible Method	Description	Benefit	Constraint
Site Tour / Meeting	Semi-structured or unstructured meeting at place of issue	• Opportunity for affected parties to view / visualise issues or proposals • Opportunity to clarify concerns and exchange views	• Require balanced participation to resolve issues and make recommendations
Public Meeting	Gathering of large numbers of people to inform them of an issue or enable comment / input	• Broadcast of information to a large group • Open to anyone who has an interest	• Requires good facilitation to ensure information exchange is handled well • Risk of control or disruption by interest groups / individuals

Table 1 – Description of Styles, Possible Methods and Benefits/Constraints

PARTNERSHIP

- Establishing a structure for involvement in decision making, e.g. committee
- Enabling ongoing involvement and keeping informed
- Allocating responsibility in achieving initiatives

Possible Method	Description	Benefit	Constraint
Committee of Management, Advisory Group or Reference Group.	Committee that works with Council under delegated power to manage a service or facility. Representation may be by appointment or election.	• Shares responsibility for the management of a facility and / or delivery of a service • Involves community members in the care and control of local resources	• Need to ensure the broad involvement of interested individuals • Potential to be controlled by select few
Taskforce or Working Party	Group of people selected to work with Council to complete a task or develop a new service or facility	• Opportunity to maximise skills and resources within the community • Rich source of skills and abilities to complement the roles undertaken by Council	• Requires a skilled chairperson to maximise the contribution of all members
Joint Venture	A formal arrangement with stakeholders or organisations to plan for and achieve a project or service, e.g. a funding joint venture	• Greater commitment and responsibility from within the community to establish a facility or service • Less reliance on Council funding and resources	• Tendency for strong sense of ownership by groups that have contributed funds and time

Table 2 – Statutory Requirements

METHOD		LETTER OR LETTER BOX DROP - Personally addressed letter first preference	SITE DISPLAY	MEDIA RELEASE	CITY VIEWS	LOCAL PUBLIC NOTICE	STATEWIDE PUBLIC NOTICE	SPECIAL INTEREST GROUPS	DISPLAYS	GOVT. GAZETTE	PUBLIC MEETING	INTRANET / EMAIL	WEBSITE	REPORT TO COUNCIL	COMMENTS
ISSUE	STATUTE	To consult/notify key stakeholders eg. Adjoining/affected owners, specific community groups or members, other government bodies	On –site information board describing proposed development / activity	News story in Local Paper	To advise key stakeholders and the general community	To advise key stakeholders and the local community	To advise key stakeholders and the wider community	To consult specific key stakeholders	To notify the general community	To notify the wider community	To provide opportunity of discussion with key stakeholders and the general community	To inform staff	To notify the general community	To seek resolution of Council	
Affected owners to be notified of certain proposals	LGA S3.51 (3)	■													Given notice prior to anything being done
Annual Reports	LGA S5.55					■					■			■	No later than 31 December
Boundary Review	LGA Schedule 2.2(7)					■				■				■	42 Days
Commercial Enterprises – Major Trading Undertaking	LGA S3.59(4)						■							■	42 Days
Major Land Transaction	LGA S3.59(4)						■							■	42 Days
Compliance Audit Return	LGA 7.13(1)													■	
Conditions for exercise if power of sale of land	LGA Schedule 6.3 (1) (B)					■									Not less than 3 months and not more than 12 months requiring payment if no sufficient address is available
Disposal of Property	LGA S3.58(3)						■							■	14 Days
Elections – Election Notice	LGA S4.64(1)						■								No later than on 19th day before Election Day
Close of Enrolments	LGA S4.39(2)						■								On or after 20th day, but no later than 56th day before Election Day
Call for Nominations	LGA S4.47						■								On or after 56th day but not later than 45th day before Election Day
Finance - Fees and Charges Amendment	LGA S6.19					■								■	7 Days minimum
Rates - Differential or Minimum	LGA S6.36(1)					■								■	21 Days

Table 2 – Statutory Requirements

METHOD		LETTER OR LETTER BOX DROP - Personally addressed letter first preference	SITE DISPLAY	MEDIA RELEASE	CITY VIEWS	LOCAL PUBLIC NOTICE	STATEWIDE PUBLIC NOTICE	SPECIAL INTEREST GROUPS	DISPLAYS	GOVT. GAZETTE	PUBLIC MEETING	INTRANET / EMAIL	WEBSITE	REPORT TO COUNCIL	COMMENTS
ISSUE	STATUTE	To consult/notify key stakeholders eg Adjoining/affected owners, specific community groups or members, other government bodies	On-site information board describing proposed development / activity	News story in Local Paper	To advise key stakeholders and the general community	To advise key stakeholders and the local community	To advise key stakeholders and the wider community	To consult specific key stakeholders	To notify the general community	To notify the wider community	To provide opportunity of discussion with key stakeholders and the general community	To inform staff	To notify the general community	To seek resolution of Council	
Local Laws - Purpose and Effect	LGA S3.12(3)(a)														42 Days
After Gazettal	LGA S3.12(6)														7 Days minimum (Law effective 14 days after Gazettal)
Review	LGA S3.16(5)														84 Days
Meetings - Notice of Council Meetings	Admin Reg's 12(1)														At least once annually
Change of Meeting Dates or Times	Admin Reg's 12(2)														7 Days minimum
Electors Meetings	LGA S5.29														14 Days
Payment to employees in addition to contract or award	LGA 5.5														
Planning - Town Planning Scheme Amendments; and Rezoning (Note: A rezoning is a Town Planning Scheme Amendment)	Town Planning Regs 1967 S.25														42 Days Depending on the significance of the amendment other advertising may also be desirable Can be all or one of advertising methods

Table 2 – Statutory Requirements

METHOD		LETTER OR LETTER BOX DROP - Personally addressed letter first preference	SITE DISPLAY	MEDIA RELEASE	CITY VIEWS	LOCAL PUBLIC NOTICE	STATEWIDE PUBLIC NOTICE	SPECIAL INTEREST GROUPS	DISPLAYS	GOVT. GAZETTE	PUBLIC MEETING	INTRANET / EMAIL	WEBSITE	REPORT TO COUNCIL	COMMENTS
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Local Planning Policy	TPS 4 S2.4														21 Days ** Local Public Notice to be published once a week for two consecutive weeks Town Planning Scheme allows any other form of advertising if deemed necessary
Development Applications	TPS 4 S9.4													Depending on delegation	14 Days Can be all or one of advertising methods
Outline Development Plans	TPS 4 S6A.3														21 Days
Pedestrian Access way Closures								Service Authorities							21 Days
Planning for the future															
Power to Borrow	LGA 6.20														One Month *Unless it is of a prescribed kind or: ** (4) A local government is not required to give local public notice under subsection (3) — (a) where the change of purpose has been disclosed in the annual budget of the local government for the relevant financial year; or (b) in such other circumstances as are prescribed.
Planning For the Future	LGA S5.57(2)														7 Days
Procedure to change method of election by council	LGA 2.12A														42 days

Table 2 – Statutory Requirements

METHOD		LETTER OR LETTER BOX DROP - Personally addressed letter first preference	SITE DISPLAY	MEDIA RELEASE	CITY VIEWS	LOCAL PUBLIC NOTICE	STATEWIDE PUBLIC NOTICE	SPECIAL INTEREST GROUPS	DISPLAYS	GOVT. GAZETTE	PUBLIC MEETING	INTRANET / EMAIL	WEBSITE	REPORT TO COUNCIL	COMMENTS
ISSUE	STATUTE	To consult/notify key stakeholders eg. Adjoining/affected owners, specific community groups or members, other government bodies	On –site information board describing proposed development / activity	News story in Local Paper	To advise key stakeholders and the general community	To advise key stakeholders and the local community	To advise key stakeholders and the wider community	To consult specific key stakeholders	To notify the general community	To notify the wider community	To provide opportunity of discussion with key stakeholders and the general community	To inform staff	To notify the general community	To seek resolution of Council	
Regulations about council and council committee meetings and committees	LGA 5.25(g) Admin Regs 12														
Reserve Accounts	LGA 6.11														Except: a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or (b) in such other circumstances as are prescribed.
Reserve accounts – Transitional provisions/Financial management & audit	LGA Schedule 9.3 30 (2)														Where it is proposed to take any action under subclause (1) after the adoption of the annual budget, give one month's local public notice of the proposal.
Reinvestment of land for non payment of rates	LGA 6.74 Financial Management Regs 77(1)														30 days
Reviews – Provisions about names, wards and representation	LGA Schedule 2.2 7 (1)														(1) Before carrying out a review a local government has to give local public notice advising — (a) that the review is to be carried out; and (b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given. (2) In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.

Table 2 – Statutory Requirements

METHOD		LETTER OR LETTER BOX DROP - Personally addressed letter first preference	SITE DISPLAY	MEDIA RELEASE	CITY VIEWS	LOCAL PUBLIC NOTICE	STATEWIDE PUBLIC NOTICE	SPECIAL INTEREST GROUPS	DISPLAYS	GOVT. GAZETTE	PUBLIC MEETING	INTRANET / EMAIL	WEBSITE	REPORT TO COUNCIL	COMMENTS
ISSUE	STATUTE	To consult/notify key stakeholders eg. Adjoining/affected owners, specific community groups or members, other government bodies	On –site information board describing proposed development / activity	News story in Local Paper	To advise key stakeholders and the general community	To advise key stakeholders and the local community	To advise key stakeholders and the wider community	To consult specific key stakeholders	To notify the general community	To notify the wider community	To provide opportunity of discussion with key stakeholders and the general community	To inform staff	To notify the general community	To seek resolution of Council	
Road Closures	LGA S3.50	■	■			■									
Tenders for providing goods and services	LGA MP 3.57 (2)						■								14 days for any tender exceeding $50,000
Private swimming pools	LGA MP 245A (10)(a)									■					Give notice of charges for swimming pool inspections
Gazettal of establishment of pounds or appointment or removal of pound keeper to be evidence	LGA 450									■					Give public notice of the establishment of a pound and the appointment or removal of pound keepers and rangers.
Local government may close pound or dismiss pound keeper	LGA MP 451 (2)					■									In newspaper circulating the area
Notice of fees to be exhibited at pound	LGA MP 456		■												Give notice of fees and charges
Local government fees may vary	LGA MP 464									■					Give notice of increase or variation to pound fees
Notice of cattle impounded must be posted up	LGA MP 468		■												Give notice of impounded cattle
Notice of impounding	LGA MP 469 (5)					■				■					Give notice of the impounding of cattle after 24hours after impounding the cattle
Sale of unclaimed cattle	LGA MP 474		■			■									Give 3 days notice within 7 days of the impounding notice of sale of cattle
Prohibited burning times may be declared by the Minister	BFA 17(8)(9)				■	■									Give notice of variation of prohibited burning times no later than 2 days before. Notify adjoining councils, FESA, other govt departments, Newspaper circulating in district, radio broadcast, prominent positions in district or by other means notified.
Restricted burning times may be declared	BFA 18(5)				■	■									Give notice of variation of prohibited burning times no later than 2 days

Table 2 – Statutory Requirements

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by Authority					■	■									before. Notify adjoining councils, FESA, CALM, other govt departments, Newspaper circulating in district, radio broadcast, prominent positions in district or by other means notified.
Local government may appoint bush fire control officer	BFA 38(2)(a)					■									Give notice of appointment
Local government may appoint fire weather officer	BFA 38(6d)					■									Give notice of appointment
Disability and inclusion plans	DSA 28(10)						■								Must undertake public consultation when preparing, reviewing or amending a disability access and inclusion plan
Fees and charges may be fixed by resolution	HA 344C(2)					■				■				■	Give notice of council resolution setting fees at least 14 days before it is to take effect
Local Government Inventories	HWA 45(4)							■							Ensure that inventory of heritage building is compiled with proper public consultation
Consultation of persons likely to be affected	PDA 83							■							Prior to submitting a local planning scheme for approval, make reasonable endeavours to consult with public authorities and persons affected by the scheme
Advertisement of scheme or amendment	PDA 84									■					An adopted or amended scheme is to be advertised for public inspection
Approval and publication of scheme or amendment	PDA 87(3)									■					Upon approval by the Minister the scheme or amendment to be advertised
Submissions on consolidated scheme	PDA 89(2)						■								Following approval from the Minister of a consolidated scheme, invite submissions from the public on the effectiveness of the scheme etc.

Table 2 – Statutory Requirements

METHOD		LETTER OR LETTER BOX DROP - Personally addressed letter first preference	SITE DISPLAY	MEDIA RELEASE	CITY VIEWS	LOCAL PUBLIC NOTICE	STATEWIDE PUBLIC NOTICE	SPECIAL INTEREST GROUPS	DISPLAYS	GOVT. GAZETTE	PUBLIC MEETING	INTRANET / EMAIL	WEBSITE	REPORT TO COUNCIL	COMMENTS
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No changes to consolidated scheme	PDA 91									[redacted]					Give notice of no amendments to consolidated scheme
Changes to consolidated scheme	PDA 92(2)(b)														Give notice of amended scheme
Street tree management	CP ENG 6	[redacted]													Residents and occupants to be formally advised of proposed tree removals
Alcohol	HLTH 3	[redacted]													Consultation with affected residents for liquor licence applications

Abbreviations

LGA – Local Government Act 1995
LGA MP – Local Government (Miscellaneous Provisions) Act 1960
TPS – Town Planning Scheme
BFA – Bush Fires Act 1954
DSA – Disability Services Act 1993 Disability Services Regulations 2004
HA – Health Act 1911
HA – Heritage of Western Australia Act 1990
PDA – Planning and Development Act 2005
ENG – Council Policy
HLTH – Council Policy

Table 2 – Statutory Requirements

Definitions - Local and Statewide Public Notices

1.7. Local public notice

(1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —

(a) published in a newspaper circulating generally throughout the district;

(b) exhibited to the public on a notice board at the local government's offices; and

(c) exhibited to the public on a notice board at every local government library in the district.

(2) Unless expressly stated otherwise it is sufficient if the notice is —

(a) published under subsection (1)(a) on at least one occasion; and

(b) exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than —

(i) the time prescribed for the purposes of this paragraph; or

(ii) if no time is prescribed, 7 days.

[Section 1.7 amended by No. 64 of 1998 s. 18(3).]

1.8. Statewide public notice

Where under this Act Statewide public notice of a matter is required to be given, section 1.7 applies except that the newspaper referred to in section 1.7(1)(a) is required to circulate generally throughout the State.