



Corporate & Strategy Reports

Committee Consideration – 11 March 2014
Council Resolution – 25 March 2014

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CPS10.14

List of Accounts Paid – January 2014

Committee	11 March 2014
Council	25 March 2014
Applicant	City of Nedlands
Officer	Rajah Senathirajah – Manager Finance
Director	Michael Cole – Director Corporate & Strategy
Director Signature	
File Reference	Fin/072-17
Previous Item	Nil

Executive Summary

In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* Administration is required to present the List of Accounts Paid for the month to Council.

Recommendation to Committee

Council receives the List of Accounts Paid for the month of January 2014 (Refer to Attachment).

Strategic Plan

KFA: Governance and Civic Leadership

This report will ensure the City meets its statutory requirements.

Background

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid to be prepared each month showing each account paid since the last list was prepared:

1. the payee's name;
2. the amount of the payment;
3. the date of the payment; and
4. sufficient information to identify the transaction.

The list is to be presented to the Council at the next ordinary meeting of the Council after the list is prepared and recorded in the Minutes of that meeting.

Discussion

The list of accounts paid for January 2014 is attached and is presented to Council.

Consultation

Required by legislation:

Yes ☐

No ☒

Required by City of Nedlands policy:

Yes ☐

No ☒

Legislation / Policy

This report meets the requirements of *Regulation 13 of the Local Government (Financial Management) Regulations 1996*.

Budget/Financial Implications

Not applicable.

Risk Management

The Accounts Payable procedures ensure that no fraudulent payments are made by the City, and these procedures are strictly adhered to by the officers. These include the final vetting of approved invoices by the Finance Manager and the Director of Corporate Services (or designated alternative officers).

Conclusion

The list of accounts paid for the month of January 2014 complies with the relevant Legislation and can be received by Council.

Attachments

1. List of Accounts Paid – January 2014
2. Purchasing Card Expenses - January (Statement period 1st January to 31 January 2014)



CITY OF NEDLANDS

All Payments 01/01/2014 to 31/01/2014

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Chq/Ref	Pavee	Date	Amount	Tran	Description	Amount
NAB - Municipal Account						
CHEQUE						
59185	ALINTA GAS	07/01/2014	-269.60	INV	JLP 12/9/13-10/12/13	127.95
				INV	LOT 2 CARRINGTON ST (25/9/13-24/12/13)	135.25
				INV	66 MELVISTA AVE (9/12/13-27/12/13)	6.40
59186	AMP FLEXIBLE LIFETIME SUPER	07/01/2014	-2,614.38	INV	83 - 83-14-12-13-1-83	2,614.38
59187	AMP RETIREMENT SAVINGS ACCOUNT	07/01/2014	-702.58	INV	80 - 80-14-12-13-1-80	702.58
59188	AUSTRALIAN CATHOLIC SUPERANNUATION	07/01/2014	-514.14	INV	8 - 8-14-12-13-14-8	514.14
59189	AUSTRALIAN SUPER - WESTSCHEME DIVIS	07/01/2014	-3,373.99	INV	81 - 81-14-12-13-1-81	130.30
				INV	68 - 68-14-12-13-1-68	934.98
				INV	92 - 92-14-12-13-1-92	162.78
				INV	95 - 95-14-12-13-1-95	1,818.69
				INV	40 - 40-14-12-13-1-40	327.24
59190	CITY OF NEDLANDS PETTY CASH	07/01/2014	-691.50	INV	TRESILLIAN PETTY CASH RECOUP 16/12/13	280.15
				INV	NCC PETTY CASH RECOUP 17/12/13	324.30
				INV	WELL AGED PETTY CASH RECOUP 17/12/13	87.05
59191	COLONIAL FIRST STATE - FIRSTCHOICE	07/01/2014	-102.40	INV	88 - 88-14-12-13-88	102.40
59192	COMMONWEALTH BANK GROUP SUPER	07/01/2014	-1,448.28	INV	2 - 2-14-12-13-14-2	1,448.28
59193	CONCEPT ONE SUPERANNUATION PLAN	07/01/2014	-792.81	INV	97 - 97-14-12-13-1-97	792.81
59194	HESTA SUPER FUND	07/01/2014	-1,011.09	INV	78 - 78-14-12-13-1-78	587.01
				INV	98 - 98-14-12-13-1-98	424.08
59195	MR B G HODSDON	07/01/2014	-2,125.00	INV	COUNCILLORS ALLOWANCE JANUARY 2014	2,125.00
59196	HOST PLUS SUPERANNUATION FUND	07/01/2014	-2,314.04	INV	77 - 77-14-12-13-1-77	1,739.16
				INV	41 - 41-14-12-13-1-41	574.88
59197	KINETIC SUPER	07/01/2014	-565.68	INV	94 - 94-14-12-13-1-94	565.68
59198	LOCAL SUPER DIVISION OF STATEWIDE S	07/01/2014	-2,746.14	INV	69 - 69-14-12-13-1-69	2,746.14
59199	MLC NOMINEES PTY LIMITED	07/01/2014	-821.40	INV	65 - 65-14-12-13-1-65	821.40



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59200	MTAA SUPERANNUATION FUND	07/01/2014	-1,309.10	INV 66	- 66-14-12-13-1-66	516.29
				INV 82	- 82-14-12-13-1-82	792.81
59201	PBTL-LIFETIME SUPERANNUATION FUND	07/01/2014	-325.20	INV 62	- 62-14-12-13-1-62	325.20
59202	PORTFOLIOCARE SUPER SERVICE	07/01/2014	-1,027.28	INV 5	- 5-14-12-13-14-5	1,027.28
59203	RETAIL EMPLOYEES SUPERANNUATION FUN	07/01/2014	-241.38	INV 93	- 93-14-12-13-1-93	241.38
59204	SUNSUPER SUPERANNUATION FUND	07/01/2014	-242.40	INV 91	- 91-14-12-13-1-91	242.40
59205	UNISUPER LIMITED	07/01/2014	-1,083.08	INV 67	- 67-14-12-13-1-67	697.50
				INV 76	- 76-14-12-13-1-76	338.68
				INV 86	- 86-14-12-13-1-86	46.90
59206	GENE PALMER	07/01/2014	-1,126.14	RFND	OVERPAYMENT REFUND	1,126.14
59207	E A KIEW	07/01/2014	-1,329.63	RFND	OVERPAYMENT REFUND	1,329.63
59208	KATHY WHITLEY	07/01/2014	-250.00	INV	13/14 COMMUNITY GRANT FUND	250.00
59209	EWEN MALCOLM	07/01/2014	-68.64	INV	VOLUNTEER VEHICLE REIMBURSEMENT	68.64
59210	VALA- LIBRARIES, TECHNOLOGY & THE F	07/01/2014	-1,870.00	INV	CONFERENCE REGISTRATION CARIS CHAMBERLAIN	1,870.00
59211	MRS D KELLY	07/01/2014	-16.00	fund	REFUND	16.00
59212	ALINTA GAS	14/01/2014	-34.00	INV	SHANN ST 3/10/13-7/1/14	34.00
59213	CITY OF NEDLANDS PETTY CASH	14/01/2014	-895.25	INV	DEPOT PETTY CASH RECOUP 07/01/14	266.75
				INV	ADMIN PETTY CASH RECOUP 03/01/14	84.75
				INV	ADMIN PETTY CASH RECOUP 8/1/14	172.90
				INV	NCC PETTY CASH RECOUP 13/1/14	370.85
59214	FINES ENFORCEMENT REGISTRY	14/01/2014	-4,601.00	INV	LODGEEMENT OF UNPAID INFRINGEMENT FOR ENFORCEMENT	4,601.00
59215	IINET LTD	14/01/2014	-649.75	INV	IINET BROADBAND/ VOIP 20/1/14-20/2/14	649.75
59216	SILVER CHAIN NURSING ASSOCIATION	14/01/2014	-133.03	INV	QUARTERLLY CARELINK MONITORING ALARM FOR PAULINE	133.03
59217	WATER CORPORATION	14/01/2014	-978.77	INV	MELVISTA AVE LOT 103 RES 1670 TO 16/12/13	110.32
				INV	RD VERGE 1 BRUCE ST TO 17/12/13	6.13
				INV	KINDERGARDEN 1670 PRINCESS ROAD TO 16/12/13	197.92
				INV	RD VERGE 999 DALKEITH RD TO 16/12/13	12.26



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				INV	60 STIRLING HWY TO 17/12/13	216.25
				INV	TENNIS COURTS R15752 SMYTH ROAD SHENTON PARK TO	167.65
				INV	HALL R36394 DRAPER ST FLOREAT LOT 10005 TO 28/2/14	134.12
				INV	CROQUET CLUB BRUCE ST NEDLANDS LOT RES 1669 TO	134.12
59218	SAPPHIRE POOLS	14/01/2014	-147.00	INV	REFUND FOR CANCELLED APPLICATION 72 VINCENT ST	147.00
59219	G E & M I DAWSON	14/01/2014	-297.59	RFND	OVERPAYMENT REFUND	297.59
59220	STIRLING CONVEYANCING SERVICES	14/01/2014	-1,017.98	RFND	OVERPAYMENT REFUND	1,017.98
59221	ALISA FASSETTA	14/01/2014	-65.39	INV	REFUND PLAN RETRIEVAL FEES	65.39
59222	PROPERTY OWNERS ASSOCIATION	14/01/2014	-6.00	INV	REFUND OF BOOKING FEES	6.00
59223	RESICERT	14/01/2014	-547.00	INV	APPROVAL FOR 38 MOUNTJOY ROAD, NEDLANDS	547.00
59224	MICHAEL GAFF	14/01/2014	-50.30	INV	REFUND OF OVERCHARGED AMOUNT	50.30
59225	D G BLACK	14/01/2014	-12.00	INV	DOG REFUND	12.00
59226	YORK GUM SERVICES	14/01/2014	-59.00	INV	BOOKS	59.00
59227	PAUL HARLEY	14/01/2014	-95.00	INV	REFUND OF BUILDING APPLICATION FEE	95.00
59228	KARLA HART	14/01/2014	-1,500.00	INV	REPLACEMENT CHEQUE FOR 59175 WRONG NAME ISSUED	1,500.00
59229	MALENE ANDERSON	14/01/2014	-168.00	INV	REFUND OF OVERPAYMENT FOR HIRE OF HALL	168.00
59230	SRI CHINMOI MEDITATION CENTRE	14/01/2014	-68.00	INV	REFUND OF OVERPAYMENT ON ACCOUNT	68.00
59231	CATE ROCCHI COMMUNICATIONS	14/01/2014	-450.00	INV	MEDIA TRAINING	450.00
59232	CITY OF NEDLANDS PETTY CASH	21/01/2014	-404.90	INV	HEALTH PETTY CASH RECOUP 16/1/14	56.65
				INV	NEDLANDS LIBRARY 14/01/14	89.70
				INV	ADMIN PETTY CASH RECOUP 20/1/14	109.85
				INV	PRCC PETTY CASH RECOUP 21/1/14	148.70
59233	COMMISSIONER OF STATE REVENUE	21/01/2014	-230.35	INV	REFUND OF REBATE CLAIMED INCORRECTLY	230.35
59234	WA GENEALOGICAL SOCIETY INC	21/01/2014	-100.00	INV	RENEWAL ASSOCIATE MEMBERSHIP FOR NEDLANDS LIBRARY	100.00
59235	MS JODIE SALTER	21/01/2014	-42.00	INV	COURSE REFUND	42.00
59236	MS REBECCA WONG	21/01/2014	-42.00	INV	COURSE REFUND	42.00



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59237	HARVEYS REAL ESTATE	21/01/2014	-807.75	INV	INSTALLMENT PAID TWICE 2 TRAYLEN	807.75
59238	IAN FORDYCE	21/01/2014	-160.20	INV	REIMBURSEMENT OF VOLUNTEER VEHICLE EXPENSES	160.20
59239	W E GARDNER	21/01/2014	-26.40	INV	VOLUNTEER VEHICLE REIMBURSEMENT	26.40
59240	FRANCIE-MAY READ	21/01/2014	-103.40	INV	VOLUNTEER VEHICLE REIMBURSEMENT	103.40
59241	FRICHOT & FRICHOT PO BOX 388	21/01/2014	-882.41	RFND	OVERPAYMENT REFUND	882.41
59242	CLARE NINA NORELLI	21/01/2014	-150.00	INV	CHRISTMAS SING A LONG 2013	150.00
59243	MS V E ROBERTS	31/01/2014	-124.00	fund	OVERPAYMENT REFUND	124.00
59244	DAVE ROBINSON	31/01/2014	-68.20	INV	VOLUNTEER VEHICLE REIMBURSEMENT	68.20
59245	LESLEY MARSHALL	31/01/2014	-94.00	INV	COURSE REFUND	94.00
59246	SUE SKULL	31/01/2014	-42.00	INV	COURSE REFUND	42.00
59247	MIRIAM STANBOROUGH	31/01/2014	-42.00	INV	COURSE REFUND	42.00
59248	G A GRAHAM	31/01/2014	-9.00	INV	REFUND DOG FEES	9.00
59249	MRGTV PTY LTD	31/01/2014	-1,100.00	INV	VIDEO CAPTURE ON THE OLD SWANBOURNE HOSPITAL	1,100.00
59250	SONLIFE CHURCH INC	31/01/2014	-400.00	fund	REFUND FOR OVERPAYMENT OF TRESILLIAN ROOM HIRE FEE	400.00
59251	AMP FLEXIBLE LIFETIME SUPER	31/01/2014	-1,788.44	INV	83 - 83-14-15-16-83	1,788.44
59252	AMP RETIREMENT SAVINGS ACCOUNT	31/01/2014	-946.35	INV	80 - 80-14-15-16-80	946.35
59253	AUSTRALIAN CATHOLIC SUPERANNUATION	31/01/2014	-272.99	INV	8 - 8-14-15-16-8	272.99
59254	AUSTRALIAN SUPER - WESTSCHEME DIVIS	31/01/2014	-2,380.11	INV	68 - 68-14-15-16-68	623.32
				INV	81 - 81-14-15-16-81	89.25
				INV	92 - 92-14-15-16-92	108.52
				INV	95 - 95-14-15-16-95	1,212.46
				INV	40 - 40-14-15-16-40	346.56
59255	CITY OF NEDLANDS - CHEQUE	31/01/2014	-517.75	INV	NCC PETTY CASH RECOUP 24/1/14	419.75
				INV	HEALTH PETTY CASH RECOUP 24/1/14	98.00
59256	COLONIAL FIRST STATE - FIRSTCHOICE	31/01/2014	-356.99	INV	88 - 88-14-15-16-88	69.71
				INV	11 - 11-14-15-16-11	287.28
59257	COMMONWEALTH BANK GROUP SUPER	31/01/2014	-965.52	INV	2 - 2-14-15-16-2	965.52



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59258	CONCEPT ONE SUPERANNUATION PLAN	31/01/2014	-528.54	INV 97	- 97-14-15-16-97	528.54
59259	HESTA SUPER FUND	31/01/2014	-815.42	INV 78	- 78-14-15-16-78	391.34
				INV 98	- 98-14-15-16-98	424.08
59260	HOST PLUS SUPERANNUATION FUND	31/01/2014	-1,208.54	INV 77	- 77-14-15-16-77	599.71
				INV 41	- 41-14-15-16-41	608.83
59261	KINETIC SUPER	31/01/2014	-276.39	INV 94	- 94-14-15-16-94	276.39
59262	LOCAL SUPER DIVISION OF STATEWIDE S	31/01/2014	-1,830.76	INV 69	- 69-14-15-16-69	1,830.76
59263	MLC NOMINEES PTY LIMITED	31/01/2014	-547.60	INV 65	- 65-14-15-16-65	547.60
59264	MTAA SUPERANNUATION FUND	31/01/2014	-903.90	INV 66	- 66-14-15-16-66	375.36
				INV 82	- 82-14-15-16-82	528.54
59265	PBTL-LIFETIME SUPERANNUATION FUND	31/01/2014	-186.00	INV 62	- 62-14-15-16-62	186.00
59266	PORTFOLIOCARE SUPER SERVICE	31/01/2014	-821.82	INV 5	- 5-14-15-16-5	821.82
59267	RETAIL EMPLOYEES SUPERANNUATION FUN	31/01/2014	-173.65	INV 93	- 93-14-15-16-93	173.65
59268	SUNSUPER SUPERANNUATION FUND	31/01/2014	-162.80	INV 91	- 91-14-15-16-91	162.80
59269	UNISUPER LIMITED	31/01/2014	-961.95	INV 67	- 67-14-15-16-67	465.00
				INV 76	- 76-14-15-16-76	307.55
				INV 86	- 86-14-15-16-86	189.40

Total CHEQUE **-\$61,231.07**

EFT

PY01-15	NAB - MUNICIPAL ACCOUNT	14/01/2014	-295,765.70			
PY01-16	NAB - MUNICIPAL ACCOUNT	28/01/2014	-299,455.99			
657	EFT TRANSFER: - 07/01/2014	03/01/2014	-25,014.50	657.7990-01	WA Treasury Corporation	
				INV	Loan 178 January 2014 Repayment	25,014.50
658	EFT TRANSFER: - 09/01/2014	09/01/2014	-533,223.47	658.100-01	Advantech Mobile Auto Electronics	
				INV	VEHICLE REPAIRS	198.00
				INV	remove u/s amber strobe lamp, fit and wire	247.50
				INV	Remove smashed LHR side clearance lamp, supply	132.00
				INV	Strip faulty side platform controller, rewire	148.50



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					658.10056-01 City of Nedlands Social Club	
				INV	Payroll Deduction	216.00
				INV	Payroll Deduction	200.00
				INV	Payroll Deduction	206.00
					658.10221-01 Hire Society	
				INV	Supply 40 x All purpose glass Sweizel, 100 x	244.50
					658.10548-01 Poppy Florist	
				INV	Flowers for exhibition opening Studio Artists 201	150.00
				INV	Bouquet for dance group - Blessing of the River	100.00
					658.10635-01 Rotary Club of Nedlands Inc	
				INV	Catering for Blessing of the River	660.00
					658.10731-01 Green Skills (Eco Jobs)	
				INV	Maintenance staff	808.50
				INV	Maintenance staff	19,412.11
					658.10895-01 State Library of WA	
				INV	Damaged Books	57.20
				INV	Lost/Damaged Item	37.40
				INV	Lost/Damaged Item	20.90
				INV	Lost/Damaged Item	19.80
					658.11029-01 Delshine Products WA	
				INV	205 litre drum of truckwash concentrate, picking	510.00
					658.11037-01 Jim Davies & Associates	
				INV	Progress claim 2 on contract P5509a - Mt	908.60
				INV	Progress claim 3 on contract P5419b - Mt	2,656.50
					658.11167-01 Heatley Sales	
				INV	Frontier smoked safety glasses	53.24
					658.11284-01 Australia Post	
				INV	Bulk Postage Administration December 2013	7,196.01
					658.11296-01 Budget Rent a Car	
				INV	Rental of small compact on Res' No 33633098	997.63
					658.11559-01 Icon Septech Pty Ltd	
				INV	424WSEF - Universal frame	6,842.71
					658.11634-01 Ms N Horley	
				INV	Councillors Allowance January 2014	2,125.00
					658.11954-01 Carealot Home Health Services Pty L	
				INV	Domestic Assistance to HACC clients	432.00
				INV	Domestic Assistance to HACC clients in Oct & Nov	297.00
					658.12023-01 Terrace Photographers Pty Ltd	



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		INV			Photograph councillors, mayor and exec in park;	913.00
		658.12079-01			Complete Pest Management Services	
		INV			Quarterly termite inspection Drabble house 2013/1	518.00
		658.12117-01			SAI Global Ltd	
		INV			AS 4970-09 Protect Trees Develop Sites (&	102.39
		658.12118-01			Councillor I Argyle	
		INV			Councillors Allowance January 2014	2,125.00
		658.12232-01			Dymocks Claremont	
		INV			Standing order for Adult Library Stock Mt	349.82
		INV			Standing order for Adult Library Stock Nedlands	506.88
		INV			Standing order for Junior Library Stock Mt	13.59
		658.1235-01			CBCA WA Branch Inc	
		INV			Renewal for Childrens Book Council 2014	50.00
		658.12427-01			R Hawker	
		INV			Mileage Claim for Library Volunteers	32.25
		658.12532-01			TOTAL EDEN PTY LTD	
		INV			Controller, parts, sprinklers and relevant	3,440.97
		658.12544-01			Councillor T P James	
		INV			Councillors Allowance January 2014	2,125.00
		658.12642-01			Domain Catering	
		INV			Catering for business sundowner Dec 2013	1,395.00
		658.12644-01			Insight CCS	
		INV			Standing order Insight after hours call service	257.22
		658.12648-01			Mt Claremont Newsround	
		INV			Newspaper for Mt Claremont July 2013 - December	101.08
		658.12677-01			Wilson Security	
		INV			Nedlands Library mobile security patrol services	214.38
		658.12682-01			SYNERGY	
		INV			64 Melvista Ave (11/12/13-23/12/13)	13.55
		INV			U A Lot 3128 Esplanade (16/11/13-17/12/13)	548.70
		INV			Group Electricity (18/6/13-19/12/13)	18,869.05
		658.12735-01			Comfort Keepers	
		INV			Provision of domestic assistance to HACC clients	567.03
		658.12777-01			PERTH IRRIGATION CENTRE	
		INV			Parts & Fittings for St Peters Square	622.55
		INV			Parts & Fittings for Street Gardens & Verges	650.67
		INV			1 x Box of 12 Hunter I40 dual nozzle sprinklers	979.86
		INV			1 x Box of 12 Hunter I40 dual nozzle sprinklers	979.86



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				INV	1 x Box of 12 Hunter I40 dual nozzle sprinklers	979.86
				INV	1 x Box of 12 Hunter I40 dual nozzle sprinklers	979.86
				INV	1 x Box of 12 Hunter I40 dual nozzle sprinklers	979.86
				INV	Parts & Fittings for irrigation at Beechum Road	136.39
					658.12829-01 UHY HAINES NORTON	
				INV	Training Fair Value & Risk Management - Vanaja	847.00
					658.12841-01 Flexipole Industries Pty Ltd	
				INV	24 x Black Flexipole Bollards for replacement of	952.60
					658.12885-01 Raeco/CEI Pty Ltd	
				INV	Stationery Nedlands Library	251.40
					658.12890-01 Mr M R Cole	
				INV	Internet Reimbursement 7/11/13-6/12/13	69.95
					658.12970-01 Cardno (WA) Pty Ltd	
				INV	Detailed design of eft turn pocket - North stree	2,777.50
					658.12985-01 Mr R M Hipkins	
				INV	Christmas Reimbursements/ Parking	198.09
				INV	Mayoral Allowance January 2014	7,577.92
					658.13010-01 Quick Colourprint	
				INV	New name badge for Michael Cole	17.95
				INV	Name Badge /Business Cards	185.95
				INV	Business Cards for Councillor Smyth	89.00
				INV	Name badge for Tracey Davidson.	19.95
					658.13129-01 Quality Traffic Management Pty Ltd	
				INV	Extension of PO512443 - Traffic Management	791.82
				INV	Traffic Management Services Underwood Avenue,	494.89
					658.13263-01 BLJ Australia	
				INV	Review of Electricity costs - maintenance Service	404.80
					658.13267-01 Dept of Transport	
				INV	STANDING ORDER - DEPARTMENT OF TRANSPORT -	691.20
					658.13290-01 Mr V R Senathirajah	
				INV	CPA Membership Renewal Year 2014	670.00
					658.13306-01 Mr R M Binks	
				INV	Councillors Allowance January 2014	2,125.00
					658.13345-01 THE TYLKA FAMILY TRUST	
				INV	3/16" x6" , 5/16" x 7" Centre punch set.	63.69
					658.13404-01 Apple Pty Ltd	
				INV	IPHONE 5S SPACE GRAY 16GB-AUS	3,476.00
					658.13412-01 QUICK CORPORATE AUSTRALIA	



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				INV	Web Order 528404	18.80
				INV	Web Order 531927	262.25
				INV	Standing Order- White A4 Printing Paper - August	173.58
				INV	Web Order 533077	241.31
					658.13476-01 ROAD SIGNS AUSTRALIA PTY LTD	
				INV	Supply & installation of signage & other street	726.00
					658.13568-01 Digital Mapping Solutions	
				INV	GIS Consulting Services - Review IntraMaps	858.00
					658.13581-01 Captain Stirling IGA Supermarket	
				INV	Consumables for Technical Services Team Meeting	79.19
					658.13628-01 Liquor Barons Dalkeith	
				INV	12X Red wine, 12 X white wine, 24 X Sparkling	538.32
					658.13652-01 Sustainable Outdoors	
				INV	Install Coir Matting at Beecham Rd revegetation	2,530.00
					658.13713-01 Kinetic Health Group Pty Ltd	
				INV	Pre-employment medical (standard and back	254.10
				INV	Pre-employment medicals - Emma WALLACE - Planning	156.20
					658.13728-01 FOI WA Services, Advice &	
				INV	FOI application advice - Minister for Local	700.00
					658.13733-01 West Coast Spring Water P/L	
				INV	15L Cooler bottle water supply to NCC	36.25
					658.13775-01 Australia Post - 604909	
				INV	Reply Paid Letters December 2013	37.72
					658.13777-01 Cows Parts Pty Ltd	
				INV	AFA184MC (x4) air filters.P6575 M/Cyl (X4).	218.94
				INV	AFA184MC (x4) air filters.P6575 M/Cyl (X4).	158.62
					658.13803-01 Snap Printing Northbridge	
				INV	Volunteer invitations	84.00
					658.13824-01 ALS Library Services Pty Ltd	
				INV	Standing order for Adult Library Stock Mt	10.39
				INV	Standing order for Adult Library Stock Nedlands	59.96
				INV	Standing order for Adult Library Stock Nedlands	19.98
					658.13851-01 Reece's Structures & Gilkison Event	
				INV	Hire of 10x tables and table cloths and 50x	699.00
					658.13856-01 Councillor J Porter	
				INV	Councillors Allowance January 2014	2,125.00
					658.13857-01 Councillor L McManus	
				INV	Councillors Allowance January 2014	2,125.00



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658.13872-01	The WRB & SV Hassell Superannuation					
INV	Deputy Mayor Allowance January 2014		3,332.00			
658.13895-01	Ms M B Hulls					
INV	Reimbursement Mobile Phone 3/11/13-2/12/13		80.69			
658.13905-01	Marketforce Express Pty Ltd					
INV	Post Newspapers Sat 02/11/13 Public Notices		349.36			
658.13915-01	Schmick Steel Work					
INV	242 Directional signs - Yange Kep Bidi -		5,331.99			
INV	Installation of 125 directional signs for Yange		16,461.50			
658.13938-01	HAS Earthmoving					
INV	Installation of 1800mm dia x 2400mm deep rc liner		14,300.00			
658.13944-01	Ergolink					
INV	x1 delta hi back office chair with arms.		313.41			
658.13948-01	Lovering Super Fund Pty Ltd					
INV	73 - 73-14-12-13-1-73		287.65			
658.13990-01	Vehequip					
INV	Supply and fit charging cable for new I phone.		110.00			
INV	Supply and fit new hands free complete kit for I		614.90			
INV	Remove old cradle, supply and fit new cradle to		99.00			
658.13992-01	Get Wet Ponds & Aquariums					
INV	Fish Tank Servicing - City of Nedlands Front		77.00			
658.14001-01	Humaan Pty Ltd					
INV	Produce 6 QR codes for interpretive signage on		792.00			
658.14017-01	Mr M Goodlet					
INV	Internet Reimbursement 23/9/13-22/10/13		69.00			
658.14052-01	Mr G K Trevaskis					
INV	Internet Reimbursement 8/12/13-8/1/14		59.95			
658.14080-01	Randstad					
INV	Michelle Reilly Week Ending 01/12/13		1,354.05			
INV	Michelle Reilly W/E 17/11/2013		1,354.05			
INV	Bjavini Pankhania w/ending 17/11/13		314.55			
658.14090-01	Western Technical Services					
INV	Monthly maintenace to Humidifier in Nedlands		176.00			
658.14101-01	Ms J Eyre					
INV	Reimbursement of Expenses for Social Support		14.00			
658.14123-01	J D Wetherall					
INV	Councillors Allowance January 2014		2,125.00			
658.14176-01	Advance Interests Pty Ltd					



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		INV			OSH Consultant - Ashley Cole - 2/12/2013 -	2,079.95
		658.14181-01			Database Super Fund	
		INV	10		- 10-14-12-13-1-10	1,350.45
		658.14194-01			Italiano Superannuation Fund	
		INV	9		- 9-14-12-13-14-9	572.61
		658.14213-01			Essential Super	
		INV	3		- 3-14-12-13-14-3	587.55
		658.14214-01			Fire Engine Fun	
		INV			childrens christmas party 2013	250.00
		658.14232-01			Mr G Hay	
		INV			Councillors Allowance January 2014	2,125.00
		658.14233-01			Ms K A Smyth	
		INV			Councillors Allowance January 2014	2,125.00
		658.14235-01			FinHQ Wrap I Super & Pension	
		INV			Nigel Shaw 102423878 (MC)	2,125.00
		658.14245-01			AssetFinda	
		INV			Data Migration	18,700.00
		658.14261-01			Keep Australia Beautiful National	
		INV			Australian Sustainable Cities Awards 2013-	121.00
		658.145-01			Protector Alsafe Pty Ltd	
		INV			Uniform and PPE for Nathan Deery - Including	23.06
		658.1760-01			Cottesloe Golf Club Inc	
		INV			Staff Christmas Function Food & Beverages - 20	5,946.00
		658.1813-01			Creation Landscape Supplies	
		INV			Supply 6m3 of cracked pea gravel to Loftus and	554.40
		658.1820-01			Crommelins Australia	
		INV			Air and fuel filters kit for Vertical rammer	178.42
		658.2030-01			Child Support Registrar	
		INV			Payroll Deduction	584.42
		INV			Payroll Deduction	584.42
		INV			Payroll Deduction	584.42
		658.2075-01			Landgate	
		INV			Service Fee - Extraction of Rectified Aerial	484.00
		658.350-01			AIM Aust Institute of Management	
		INV			Safety Representative Course - Drane, Andrew -	720.00
		INV			Safety Representative Course - Barnes, Leanne -	720.00
		658.360-01			Australia Post	
		INV			Mastercard Counter Transaction December 2013	196.84



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				658.380-01	Australian Taxation Office	
				INV	Payroll Deduction	81,322.75
				658.3910-01	Kleenit Pty Ltd	
				INV	Graffiti Removal for the month of November 2013	1,683.39
				658.400-01	Australian Services Union	
				INV	Payroll Deduction	137.14
				INV	Payroll Deduction	137.14
				INV	Payroll Deduction	112.70
				658.4040-01	The Lane Bookshop	
				INV	VARIOUS BOOKS	123.06
				INV	VARIOUS BOOKS	15.99
				INV	VARIOUS BOOKS	50.35
				INV	Bookclub set for Nedlands library	24.99
				658.4120-01	Lightning Laundry	
				INV	November laundry	442.00
				658.4370-01	Martineaus Patisserie	
				INV	Supply morning tea for 30 people for Nedlands	510.00
				INV	Catering for Nedlands library	117.00
				658.4500-01	McLeods Barristers & Solicitors	
				INV	Lot 60 Alfred Road Swanbourne - Proposed Multiple	3,984.47
				INV	Application for retrospective approval of 3	411.01
				INV	SAT Reviews by Hartono: DR 96 and 97 of 2013:	1,694.07
				658.5080-01	Oce Australia Ltd	
				INV	SO Basic Charges for OCE Color Wave 550 Printer	187.00
				INV	SO Basic Charges for OCE Color Wave 550 Printer	187.00
				658.5341-01	Park Motor Body Builders	
				INV	Overhaul beaver tail trailer, including new axle,	2,937.00
				INV	Repairs to bent tailgate on Parks Hino Fleet no	522.50
				658.540-01	Baileys Fertilisers	
				INV	1 Pallet of Soil Improver Plus	399.30
				658.5850-01	Soundpack Solutions	
				INV	Talking book cases	213.68
				658.6816-01	Swanbourne Nedlands Surf Life Savin	
				INV	Annual Grant 2013	44,070.98
				658.6820-01	Swanbourne Veterinary Centre	
				INV	STANDING ORDER - Pound Fees 2013-2014	165.00
				658.6983-01	Telstra Corporation Ltd	
				INV	Data Charges to 9/1/14	17,904.45



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				INV	Internet access at MTC Library to 16/1/14	101.95
				INV	Landline Charges to 13/12/13; Rental to 13/1/14	4,100.99
				658.741-01	Boyan Electrical Services	
				INV	Check uplights Piness & Vincent Roundabout	88.00
				INV	Replace faulty lamp at Blain Park - required	181.50
				INV	Replace switch board enclosure for all electrics	2,904.00
				658.760-01	Brealey Plumbing Service	
				INV	unblock adult toilet at Mt claremont playcentre.	269.50
				INV	fix faulty flush buttons in ladies toilet at	220.00
				INV	check and repair drainage at Allen park lower	198.00
				658.7675-01	Landgate - GRV	
				INV	Gross Rental Valuations - GRV Schedules	401.18
				658.800-01	Brown McAllister Surveyors	
				INV	81 The Avenue - Surveyor prepare conversion plan	880.00
				658.8010-01	Staples Australia Pty Ltd	
				INV	Stationery Nedlands Library	322.69
				658.8358-01	WALGS Plan	
				INV	50 - 50-14-12-13-1-50	46,192.58
				INV	51 - 51-14-12-13-1-51	95,577.17
				658.860-01	Bunnings Group Limited	
				INV	Materials for bushcare	75.48
				INV	1 tin Fiberglass Resin, 15ml resin catalyst, 3 x	42.13
				INV	2 x bags rapid set	14.32
				INV	1 x 4l paint, 1 x roller kit.	58.79
				INV	BUILDING SUPPLIES	70.45
				INV	4l paint, 40x19mm.2.4 timber	95.40
				INV	BUILDING SUPPLIES	62.27
				658.9872-01	Civica Pty Ltd	
				INV	Support for Nick cook 10/12/13-9/1/14	3,098.70
				INV	Monthly MS - DR, Admin Services & Release Mgmt	9,680.00
				658.9876-01	Priestman & Sharp	
				INV	Panel and paint repairs as per quote No 13486.	1,715.12
				INV	Panel and paint repairs as per quote No 13473.	1,470.97
				INV	Panel and paint repairs as per quotation No	674.43
				INV	Insurance excess on panel/paint repair. Quote No	2,000.00

659 EFT TRANSFER: - 16/01/2014

16/01/2014

-392,064.21

659.10731-01 **Green Skills (Eco Jobs)**

INV Maintenance staff

1,051.33

659.11588-01 **WA Rangers Association**



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				INV	Leather ID holders	180.95
				659.11804-01	WALGA	
				INV	Participate in LG EM Preparation - Kayla Binding	456.50
				INV	Manage Recovery Activities for LG - Kayla Binding	456.50
				659.12235-01	Lovegrove Turf Services Pty Ltd	
				INV	Apply 'Jaelin' broad leaf weed control herbicide	10,514.52
				659.12682-01	SYNERGY	
				INV	Moss Vale (5/11/13-8/1/14)	74.15
				INV	11 Sayer St Swanbourne (Abolish)	360.20
				INV	Grasby St (5/11/13-8/1/14)	70.05
				INV	34 Verdun St (6/12/13-2/1/14)	394.85
				INV	City wide Auxillary Lighting Charges 28/11/13-	1,430.40
				INV	Street Light Tariff Charges for 25/11/13-24/12/13	39,949.30
				659.12735-01	Comfort Keepers	
				INV	Provision of domestic assistance to HACC clients	920.41
				INV	Provision of domestic assistance to HACC clients	154.04
				INV	Provision of domestic assistance to HACC clients	841.47
				659.1280-01	Chubb Fire & Security Pty Ltd	
				INV	Monitoring and servicing of Fir indication panels	313.50
				659.12953-01	Ms N K McIntosh	
				INV	Reimbursement of 2014 CPA Membership Fee	300.00
				659.13015-01	Austral Mercantile Collections Pty	
				INV	Rates - 2013/14 Debt recover legal charges - NOD	34.53
				659.13064-01	Colleagues Print Solutions	
				INV	Parking Permit Sleeves	967.00
				659.13088-01	TAX SMART AUSTRALIA	
				INV	Tax Smart Taxation Continuation 2014-2015	440.00
				659.13123-01	TOLL PRIORITY	
				INV	Standing Order 2013/2014 Daily Collection of	352.65
				659.13220-01	Lightning Towing	
				INV	STANDING ORDER - Abandoned Vehicle Towing -	132.00
				659.13254-01	Murphy Painting & Decorating	
				INV	Painting services - NCC	1,660.00
				INV	Painting services - College Park Play Centre	490.00
				INV	Painting services - Administration toilet	1,880.00
				659.13290-01	Mr V R Senathirajah	
				INV	Mobile Phone Reimbursement Dec 2013	65.76
				659.13340-01	Christian City Church Crawley Inc	



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				INV	2013/2014 Community Grant Fund	1,100.00
659.13384-01					Harvey Fresh	
				INV	Weekly Milk Delivery - December 2013	69.39
659.13437-01					MOWMASTER TURF EQUIPMENT	
				INV	Repairs as required to Allen Park MEY Cylinder	249.00
659.13547-01					Kalamunda Fencing & Gatemakers	
				INV	Replace one single, self-closing Loop top design,	1,105.50
				INV	Replace two damaged supper six panels at 64/66	979.00
659.13728-01					FOI WA Services, Advice &	
				INV	For FOI Consulting services provided by Tim	1,800.00
659.13733-01					West Coast Spring Water P/L	
				INV	15L Cooler bottle water supply to NCC	29.00
				INV	15 liter water btl for PROCC 2013/14	21.75
659.13777-01					Covs Parts Pty Ltd	
				INV	Washer pump BAF217K624A for Falcon Cab/chassis	62.56
659.13794-01					CAI Fences and Greenhouses	
				INV	Supply and install 9m of Jacaranda weld mesh	1,375.00
659.13803-01					Snap Printing Northbridge	
				INV	mail merge, print and bar code 11,057 letters;	4,041.00
659.13813-01					Ms J A Heyes	
				INV	Mobile Phone December 2013	72.50
659.13824-01					ALS Library Services Pty Ltd	
				INV	Standing order for Adult Library Stock Nedlands	19.99
				INV	Standing order for Adult Library Stock Mt	19.99
				INV	Standing order for Adult Library Stock Mt	23.99
659.13841-01					Commercial & Industrial Mowing	
				INV	Fire break clearing to varios council locations	176.00
				INV	Fire break clearing to varios council locations	176.00
				INV	Fire break clearing to varios council locations	187.00
				INV	Fire break clearing to varios council locations	176.00
				INV	Fire break clearing to varios council locations	176.00
				INV	Fire break clearing to varios council locations	176.00
				INV	Fire break clearing to varios council locations	176.00
				INV	Fire break clearing to varios council locations	418.00
				INV	Fire break clearing to varios council locations	187.00
				INV	Fire break clearing to varios council locations	220.00
				INV	Slash grss on embankment located off Prince	385.00
659.13842-01					Tree Amigos Tree Surgeons Pty Ltd	



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				INV	Grind stump	666.49
				INV	23 Adderley St Mtt Claremont (drainage	857.73
				INV	41 Hillway-Remove agonis adjacent to wall in	704.22
				INV	Allen Park -Heritage precinct-Tom Collins house	1,262.80
				INV	Remove euc citrodora and euc globulus from	5,911.40
					659.13850-01 Adasound Public Address	
				INV	Sound equipment hire for Blessing of the River	689.50
					659.13882-01 Commercial Cleaning Services (WA) P	
				INV	Cleaning services to various council locations	7,227.00
					659.13905-01 Marketforce Express Pty Ltd	
				INV	Post Newspaper - Public Notice Committee and	512.24
				INV	Public Notice to the Post & Western Suburbs.	715.62
				INV	Monthly full page Nedlands News Update	1,573.00
				INV	Term 1 2014 Ad for Term and School Holiday Post	729.15
				INV	Advertisement 'Ground Water Guardian' campaign	474.30
				INV	Local Public Notice - Fee Increases or Point	259.89
					659.13938-01 HAS Earthmoving	
				INV	Installation of 1800mm dia RC Liner x 2400mm deep	6,743.55
					659.13945-01 Italia Stone Group Pty Ltd	
				INV	Retention monies refunded to Italia Stone for	19,784.79
					659.13997-01 Mr D J Wong	
				INV	Reimbursement of 2014 CPA Membership Fees	670.00
					659.14005-01 Perth Energy Pty Ltd	
				INV	Electricity 25/11/13-24/12/13	10,364.00
					659.14052-01 Mr G K Trevaskis	
				INV	Reimbursement Internet 8/1/14-8/2/14	59.95
					659.14080-01 Randstad	
				INV	Michelle Reilly Week Ending 22/12/13	1,354.05
				INV	Michelle Reilly Week Ending 15/12/13	1,354.05
				INV	Michelle Reilly Week Ending 08/12/13	1,412.09
					659.14090-01 Western Technical Services	
				INV	service and maintenance Administration	442.55
				INV	service and maintenance	187.00
				INV	service and maintenance - New compressor required	2,605.01
				INV	service and maintenance - Nedlands library	187.00
				INV	repair work and monthly maintenance on Nedlands	290.40
				INV	repair work and monthly maintenance on Nedlands	547.25
					659.14136-01 C-Wise	



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				INV	Supply Moisture Mulch to Camellia Ave	1,980.00
				659.14163-01	Western Sheds	
				INV	Additional roller door for college Park shed	1,000.00
				659.14190-01	Leda Security Products	
				INV	Supply and install motorised Cantilever gate as	35,326.63
				659.14210-01	Bluestone Recruitment	
				INV	Tree pruning crew. Roy Smith- week ending 22/12/13	1,630.64
				INV	Tree pruning crew. Stan Mader- week ending	2,077.15
				INV	Tree pruning crew. Stan Mader- week ending	1,681.50
				INV	Tree pruning crew. Stan Mader- week ending 5/1/14	1,261.13
				INV	Tree pruning crew. Stan Mader- week ending	1,236.40
				659.14225-01	Tony Wise Ceramics	
				INV	Tutor fees Term 3 "Things we use" 2013	940.00
				659.14241-01	King.S Contracting	
				INV	Repair retic on Walba Wy Swanbourne	966.02
				659.14242-01	Prime Promotional Products	
				INV	promotional City branded products for 13/14	12,237.65
				659.14243-01	Hudson Global Resources	
				INV	Tracey Davidson Week Ending 13/12/13	1,442.42
				INV	Tracey Davidson Week Ending 20/12/13	1,087.78
				INV	Judith McGurk Week Ending 20/12/13	1,550.67
				INV	Judith McGurk Week Ending 13/12/13	1,571.63
				INV	Judith McGurk Week Ending 27/12/13	607.70
				659.14257-01	V-Vo Architectural Mosaics	
				INV	Consultation for Nagal Pass art work installation	104.50
				659.14262-01	Coulson Legal	
				INV	City of Nedlands v Civic Legal Pty Ltd -	3,300.00
				659.1427-01	City of Stirling	
				INV	Delivered meals subsidies for the City	1,692.60
				659.145-01	Protector Alsafe Pty Ltd	
				INV	Mossie / fly netting (head protection) and	28.16
				INV	Uniform and PPE for Nathan Deery - Including	253.24
				659.1760-01	Cottesloe Golf Club Inc	
				INV	Citizenship Ceremony May 2013	2,956.20
				659.350-01	AIM Aust Institute of Management	
				INV	Workplace Leadership - Daniel Sharples - 13	570.00
				659.380-01	Australian Taxation Office	
				INV	Payroll Deduction	87,740.30



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659.4150-01 LO-GO Appointments						
INV		Weekending 7/12/1, J Britton , labourer parks				1,458.60
INV		Weekending 14/2/13, J Britton , labourer parks				1,801.80
INV		Weekending 30/11/13, J Britton , labourer parks				1,716.00
659.4325-01 Main Roads Western Australia						
INV		Installation of Signage and Pavement Markings				1,121.74
659.4500-01 McLeods Barristers & Solicitors						
INV		Invoice # - 77953 - Native Title: Category "A"				710.56
INV		Iv # - 78003 - 34903, Acquisition of land for				2,808.00
INV		Matter No. 34773 - Local Government Amendment				2,191.71
INV		Matter No. 3136 City of Nedlands Advice on				1,622.66
659.4788-01 LGISWA - Workcare						
INV		Additional Contributionfor Workers Compensation				16,282.57
659.4945-01 Sheppard's Newsround						
INV		NEWSPAPER DELIVERY December 2013				81.80
659.5592-01 Placer Management Group						
INV		Christine Oelschlaeger Week Ending 05/01/14				344.03
INV		Christine Oelschlaeger Week Ending 29/12/13				642.18
INV		Christine Oelschlaeger Week Ending 15/12/13				1,055.01
INV		Christine Oelschlaeger Week Ending 22/12/13				1,628.39
659.5687-01 Printsource Design Service						
INV		Tresillian Permits 2014 4 Terms x 250 Permits				2,265.00
659.5716-01 Professional PC Support						
INV		January to March 2014 WSLG Amlib library				3,080.64
INV		January to March 2014 WSLG Amlib library				2,881.91
659.6820-01 Swanbourne Veterinary Centre						
INV		STANDING ORDER - Pound Fees 2013-2014				66.00
659.6983-01 Telstra Corporation Ltd						
INV		Mobile Phone Charges to 1/1/14				1,920.32
659.741-01 Boyan Electrical Services						
INV		Please repair damage lead onjigsaw.				55.00
INV		Electrical maintenance - Mt Claremont community				223.30
INV		Electrical maintenance - Mt Claremont Changerooms				88.00
INV		Electrical maintenance - Dalkieth Hall				315.70
INV		Electrical maintenance - NCC				282.70
INV		Electrical maintenance - NCC				88.00
INV		Electrical maintenance - Tresillian				141.90
INV		Electrical maintenance - Nedlands Library				138.60



CITY OF NEDLANDS

All Payments 01/01/2014 to 31/01/2014

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Chq/Ref	Pavee	Date	Amount	Tran	Description	Amount
				INV	Electrical maintenance - Nedlands Library	258.50
				INV	Electrical maintenance - Mt Claremont community	589.60
				INV	Electrical maintenance - Mt Claremont community	7,386.50
				INV	Electrical maintenance - Mt Claremont community	247.50
				INV	Electrical maintenance - Mt Claremont community	143.00
				INV	Electrical maintenance - Mt Claremont community	107.80
				INV	Electrical maintenance - Mt Claremont community	155.10
				INV	Electrical Maintenance Depot	203.50
				659.760-01	Brealey Plumbing Service	
				INV	Repair or replace leaking drinking fountain at	418.00
				INV	fix blocked ladies toilet at drabble house	313.50
				INV	fix blocked toilet at admin	198.00
				INV	fix blocked urinal at dalkeith hall	198.00
				659.8242-01	West Metro Regional Council	
				INV	WASTE DISPOSAL	9,527.97
				INV	WASTE DISPOSAL	12,857.31
				659.860-01	Bunnings Group Limited	
				INV	Supply of building products and materials -	159.35
				INV	BUILDING SUPPLIES	43.95
				INV	BUILDING SUPPLIES	19.64
				INV	BUILDING SUPPLIES	40.62
				INV	BUILDING SUPPLIES	41.58
				INV	BUILDING SUPPLIES	73.16
				INV	BUILDING SUPPLIES	22.02
				INV	BUILDING SUPPLIES	52.82
				INV	Supply of building products and materials - NCC	57.76
				INV	Materials for bushcare	240.29
				659.880-01	Bunzl Limited	
				INV	Cleaning supplies Nedlands Library	314.49
				659.9872-01	Civica Pty Ltd	
				INV	Setup & Configure Authority Parking Permits	5,643.00
661	EFT TRANSFER: - 23/01/2014	23/01/2014	-411,473.21	661.100-01	Advantech Mobile Auto Electronics	
				INV	Supply and fit RHR stop tail indicator LED	330.00
				INV	Investigate wiper/washer not operating. Fit new	148.50
				661.11421-01	Cool Clear Water Group Ltd	
				INV	Water (filtered) svces January	546.70
				661.11660-01	Perth Auto Alliance Pty Ltd	
				INV	Set of engine drive belts to suit Ford Ranger	99.79



CITY OF NEDLANDS

All Payments 01/01/2014 to 31/01/2014

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Chq/Ref	Pavee	Date	Amount	Tran	Description	Amount
					661.12079-01 Complete Pest Management Services	
	INV				Nedlands community Care 6 weekly internal	190.00
	INV				Nedlands community Care monthly internal	190.00
					661.12357-01 Nedlands Newspaper Delivery	
	INV				Standing Order Newspaper Delivery to Nedlands	228.54
					661.12682-01 SYNERGY	
	INV				Lt 368 Kirkwood Rd 14/11/13-14/1/14	1,066.30
	INV				Lt 1 Odern Cres 14/11/13-13/1/14	891.60
	INV				Lot 11694 Montgomery Ave 7/11/13-14/1/14	666.20
	INV				61 Clement St 14/11/13-13/1/14	482.35
					661.12735-01 Comfort Keepers	
	INV				Provision of domestic assistance to HACC clients	276.64
					661.12754-01 Armaguard	
	INV				Dec 2013- Daily Banking Pickup	1,243.15
					661.12765-01 Perthwaste Pty Ltd	
	INV				SO 2013/14 Residential Services December 2013	27,967.86
	INV				Waste Disposal - Residential and Commerical	60,588.14
	INV				Kerbside Prepayment February 2014	45,000.00
	INV				Prepayment February 2014	90,100.00
					661.12847-01 Lanier Australia Pty Ltd	
	INV				Lease Contracts for January 2014	14,977.30
					661.12918-01 GLG GreenLife Group Pty Ltd	
	INV				Standing Order for Verge Mowing Services provided	7,344.08
	INV				Landscape Maintenance as per RFQ 2011/12.06 -	7,532.57
	INV				Landscape Maintenance as per RFQ 2011/12.06 -	7,532.57
					661.12944-01 Reliance Petroleum	
	INV				Fule- Diesel/ Unleaded	29,786.13
					661.13016-01 Opus International Consult PCA Ltd	
	INV				Nedlands Road Reserve Asset Data Collection -	2,794.00
					661.13093-01 D & T Asphalt Pty Ltd	
	INV				Supply and lay asphalt to depot entrance	1,813.35
	INV				Supply and lay asphalt to depot entrance	1,801.80
					661.13095-01 Rentokil Initial Pty Ltd	
	INV				Ambius - Plants and Plant Watering (Standing	341.04
					661.13290-01 Mr V R Senathirajah	
	INV				Internet Reimbursement 8/1/14-8/2/14	59.95
					661.13384-01 Harvey Fresh	
	INV				Weekly Milk Delivery - January - June 2014	69.39



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Chq/Ref	Pavee	Date	Amount	Tran	Description	Amount
				INV	Weekly Milk Delivery - July to December 2013	69.39
661.13468-01					TREK TEL PTY LTD	
				INV	Logged into system remotely and reset LIM card.	55.00
661.13540-01					Mrs G R Poezyn	
				INV	Reimbursement of University Fees	1,464.30
661.13723-01					WILROOF Australia	
				INV	Replace tiles to sections of Administration roof	26,400.00
661.13812-01					Mrs N Ceric	
				INV	Mobile Phone Reimbursement January 2014	60.00
661.13824-01					ALS Library Services Pty Ltd	
				INV	Standing order for Adult Library Stock Nedlands	13.59
				INV	Standing order for Adult Library Stock Mt	19.99
661.13863-01					G M S Security (WA) Pty Ltd	
				INV	Maintenance and servicing to Citys security syste	499.40
				INV	maintenance and equipment to City's security	682.00
				INV	monitoring fees for council buildings	800.80
				INV	monitoring fees for council buildings	800.80
661.13932-01					Information Management Group Pty Lt	
				INV	Offsite Tape Storage Charges Dec 13	114.40
				INV	Offsite Storage, Archiving for Dec 13	1,017.43
661.13962-01					BT Super for Life	
				INV	75 - 75-14-5-15-75	1,306.00
661.13980-01					Website Weed & Pest WA Pty Ltd	
				INV	Spray all road-side kerbs and hard stands for	9,605.00
661.14056-01					Shred-X Pty Ltd	
				INV	Standing Order - Contract Services - Shredding	216.02
661.14071-01					M Devine	
				INV	Tutor payment School Holiday Cartoons Term 4 2013	320.00
661.14093-01					Western Glass Pty Ltd	
				INV	Supply and install aluminum doors and safety glas	365.20
				INV	Supply and install aluminum doors and safety glas	7,582.29
661.14105-01					Picture of Health Personal Training	
				INV	Exercise Sessions for DRC Clients on 12/2,19/2,	180.00
661.14166-01					Dept of Lands	
				INV	Lease Payment for Naked Fig Cafe 6 Months	9,058.38
661.14176-01					Advance Interests Pty Ltd	
				INV	OSH consultancy service - Ashley Cole -	2,079.95
661.14218-01					Ms A Hobson	



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All Payments 01/01/2014 to 31/01/2014

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Chq/Ref	Pavee	Date	Amount	Tran	Description	Amount
				INV	Tutor paymen Card making & gifts January 2014	564.00
				661.14228-01	ADV Technical Consulting	
				INV	Standard (turbo) Wildcard SSL (4 years) (annual)	963.60
				661.14243-01	Hudson Global Resources	
				INV	Tracey Davidson Week Ending 10/1/14	1,087.78
				INV	Judith McGurk Week Ending 10/1/14	1,487.81
				INV	Judith McGurk Week Ending 3/1/14	1,194.44
				661.14253-01	A Qara Tiling	
				INV	renovation work & tiing in men & ladies toilets	8,778.00
				INV	extra tiling work to be done in admin toilets.	1,210.00
				661.14260-01	Nomm Pty Ltd	
				INV	Remove existing decking from Drabble house	3,975.00
				661.14263-01	Worldwide Printing Solutions	
				INV	Brian Simmonds Twilight flyers 2013	550.00
				INV	The Buzz Term 1 2014 - 2000 Copies - Youth and	1,306.00
				661.14264-01	NCI Projects Pty Ltd	
				INV	Refund-Application paid twice.	1,688.25
				661.2048-01	Tillys Home Helpers	
				INV	Provision of Gardening Service to HACC Clients in	956.45
				661.3580-01	Jason Signmakers	
				INV	One double sided Public Toilet, with indicative	83.60
				661.3615-01	JJ Cleaning Pty Ltd	
				INV	Cleaning of NCC offices for Dec 13	1,996.00
				661.4500-01	McLeods Barristers & Solicitors	
				INV	Submissions in relation to proposed disposition	3,875.65
				661.6983-01	Telstra Corporation Ltd	
				INV	Telstra Internet/Data Charges to 3/2/14	10,732.97
				661.8620-01	Zipform Pty Ltd	
				INV	2013/14 3rd Instalment Notice, Printing and	4,245.77
662 EFT TRANSFER: - 28/01/2014		24/01/2014	-28,400.46	662.10138-01	CITY OF NEDLANDS	
				INV	Additional Bin Services John Leckie	1,543.84
				662.11037-01	Jim Davies & Associates	
				INV	Progress claim 4 on contract P5419b - Mt	5,854.88
				INV	Progress claim 3 on contract P5509a - Mt	1,597.75
				662.11732-01	Local Govt Managers Australia	
				INV	2013 LGMA Aspiring Leaders Forum - Registration	250.00
				662.12735-01	Comfort Keepers	
				INV	Provision of domestic assistance to HACC clients	315.24



CITY OF NEDLANDS

All Payments 01/01/2014 to 31/01/2014

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Chq/Ref	Pavee	Date	Amount	Tran	Description	Amount
					662.12890-01 Mr M R Cole	
				INV	Broadband Reimbursement 7/12/13-6/1/14	627.95
					662.13508-01 J Ewen	
				INV	TUTOR FEES Term 1 2014 School Holiday classes. x	1,034.00
					662.13925-01 Excel Trophies	
				INV	On site visit to apply vinyl lettering to honour	198.00
					662.13946-01 Plants and Garden Rentals	
				INV	Plant Hire January 2014	281.60
					662.14224-01 Robayne Pty Ltd	
				INV	Please supply 1 x 4l tin of Wattyl PolyU 400	482.72
					662.14270-01 J G Britton	
				INV	Rates Refund for Overpayment of Rates	666.64
					662.4150-01 LO-GO Appointments	
				INV	Weekending 21/12/13, R Trinder , labourer parks	1,474.00
				INV	Weekending 28/12/13, R Trinder , labourer parks	616.00
				INV	Weekending 14/12/13, R Trinder , labourer parks	1,100.00
				INV	Weekending 4/1/14, R Trinder , labourer parks and	1,474.00
				INV	Weekending 7/12/13, R Trinder , labourer parks	1,474.00
				INV	Weekending 21/12/13, J Britton , labourer parks	1,458.60
				INV	Weekending 28/12/13, J Britton , labourer parks	729.30
				INV	Weekending 4/1/14, J Britton , labourer parks and	729.30
				INV	Weekending 11/1/14, J Britton , labourer parks	1,801.80
					662.4500-01 McLeods Barristers & Solicitors	
				INV	Matter No. 34773 - Local Government Amendment	930.61
					662.5592-01 Placer Management Group	
				INV	Christine Oelschlaeger Week Ending 12/1/14	1,720.13
					662.8170-01 Westcare Industries	
				INV	A6 Site Visit Cards - Quantity 1000	206.80
					662.8242-01 Western Metropolitan Regional Council	
				INV	WASTE DISPOSAL	952.28
				INV	WASTE DISPOSAL	438.50
				INV	WASTE DISPOSAL	413.02
					662.860-01 Bunnings Group Limited	
				INV	1 x Extension lead, 4 x bolts & nuts	29.50
663 EFT TRANSFER: - 31/01/2014		31/01/2014	-198,314.47		663.10056-01 City of Nedlands - Social Club	
				INV	Payroll Deduction	212.00
				INV	Payroll Deduction	216.00
					663.11766-01 Dix Marketing	



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All Payments 01/01/2014 to 31/01/2014

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Chq/Ref	Pavee	Date	Amount	Tran	Description	Amount
				INV	Repair kit for SS air blow down gun. Fleet No 785	38.00
663.11795-01	Mr J Donaldson			INV	STNDING ORDER 2013/14 - Swanbourne beach	800.00
663.13064-01	Colleagues Print Solutions			INV	AutoCITE Animal Infringement Tickets 5000	1,045.00
663.13129-01	Quality Traffic Management Pty Ltd			INV	Design update of Traffic Management Plan & TCD's	506.00
663.13824-01	ALS Library Services Pty Ltd			INV	Standing order for Adult Library Stock Mt	19.99
663.13895-01	Ms M B Hulls			INV	Reimbursement Mobile Phone 3/12/13-2/1/14	77.11
663.13948-01	Lovering Super Fund Pty Ltd			INV	73 - 73-14-15-16-73	148.45
663.14053-01	Claremont Cellars			INV	Drinks for business sundowner Dec 2013	832.02
663.14181-01	Database Super Fund			INV	10 - 10-14-15-16-10	882.70
663.14194-01	Italiano Superannuation Fund			INV	9 - 9-14-15-16-9	352.78
663.14213-01	Essential Super			INV	3 - 3-14-15-16-3	391.70
663.14237-01	A Beautiful City Pty Ltd			INV	People Counters Hampden Rd/Waratah Ave Stage 2	1,800.00
				INV	People Counters Hampden Rd/Waratah Ave Stage 1	3,600.00
663.14263-01	Worldwide Printing Solutions			INV	printing of x400 invitations for summer busines	285.00
663.14271-01	Peluso Design			INV	Tutor payment Intro to Up-cycling Term 4 2013	658.00
663.1955-01	David Gray & Co Pty Ltd			INV	2 x 10 kg SAS PRO (Ant Bait)	205.92
663.2030-01	Child Support Registrar			INV	Payroll Deduction	584.42
				INV	Payroll Deduction	584.42
663.2075-01	Landgate			INV	Landgate searches - Online transactions	117.29
663.380-01	Australian Taxation Office			INV	Payroll Deduction	86,959.14
663.400-01	Australian Services Union					



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All Payments 01/01/2014 to 31/01/2014

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Chq/Ref	Pavee	Date	Amount	Tran	Description	Amount
				INV	Payroll Deduction	137.14
				INV	Payroll Deduction	137.14
			663.6983-01		Telstra Corporation Ltd	
			INV		Landline Charges to 13/1/14 Rental to 13/2/14	3,614.38
			663.8010-01		Staples Australia Pty Ltd	
			INV		STATIONERY	218.02
			663.8358-01		WALGS Plan	
			INV	50	- 50-14-16-15-50	31,268.19
			INV	51	- 51-14-16-15-51	62,623.66

Total EFT - \$2,183,712.01

TOTAL PAYMENTS - \$2,244,943.08

NAB - Trust Account

CHEQUE

11933	A ANDERSON-MAYES	07/01/2014	-200.00	RFND	HALL AND KEY BOND DRABBLE HSE	200.00
11934	J E HAZELL	07/01/2014	-1,560.00	RFND	34 GOLDSMITH RD - FOOTPATH REFUND	1,560.00
11935	D P MARSHMENT	07/01/2014	-1,500.00	RFND	39 ALDERBURY ST - FOOTPATH REFUND	1,500.00
11936	MS M J ROWBOTTOM	07/01/2014	-1,500.00	RFND	37 LISLE ST - FOOTPATH REFUND	1,500.00
11937	MR P L MURRAY	07/01/2014	-1,560.00	RFND	23 EDWARD ST - FOOTPATH REFUND	1,560.00
11938	A R BENNETT	07/01/2014	-1,500.00	RFND	12 MARITA RD - FOOTPATH REFUND	1,500.00
11939	D CHEN	07/01/2014	-1,560.00	RFND	VERGE BOND REFUND	1,560.00
11940	NEXUS HOME IMPROVEMENTS	07/01/2014	-1,560.00	RFND	VERGE BOND REFUND	1,560.00
11941	SOFTWOOD TIMBERYARDS T/AS PATIO LIV	07/01/2014	-1,500.00	RFND	VERGE BOND REFUND	1,500.00
11942	PATIO LIVING	07/01/2014	-1,560.00	RFND	VERGE BOND REFUND	1,560.00
11943	SOFTWOOD TIMBERYARD T/AS PATIO LIVI	07/01/2014	-1,560.00	RFND	VERGE BOND REFUND	1,560.00
11944	NOVUS HOMES	07/01/2014	-1,500.00	RFND	VERGE BOND REFUND	1,500.00
11945	CONSTRUCTION TRAINING FUND	14/01/2014	-17,606.77	INV	RECONCILIATION & RETURN DECEMBER 2013	17,606.77
11946	S MALISZEWSKI	14/01/2014	-1,560.00	RFND	VERGE BOND REFUND PAID TWICE 70 VINCENT	1,560.00
11947	K LOASBY	14/01/2014	-211.00	RFND	HALL AND KEY BOND REFUND DALKEITH HALL	211.00

All Payments 01/01/2014 to 31/01/2014

Chq/Ref	Pavee	Date	Amount	Tran	Description	Amount
11948	ZAZEN BUILDING AND DESIGN	14/01/2014	-1,500.00	RFND	VERGE BOND - 8 ZAMIA ST, MTC	1,500.00
11949	OUTDOOR WORLD WANGARA	14/01/2014	-1,560.00	RFND	VERGE BOND - 8 ZAMIA ST, MTC	1,560.00
11950	A W MANGANO	14/01/2014	-1,560.00	RFND	VERGE BOND - 51 MINORA ROAD	1,560.00
11951	FREMATLE FURNITURE FACTORY	14/01/2014	-1,560.00	RFND	VERGE BOND - 101 MONASH AVE	1,560.00
11952	PETER STANNARD HOMES PTY LTD	14/01/2014	-1,500.00	RFND	VERGE BOND - 7 CLELAND ST	1,500.00
11953	MR C W BRAUHART	14/01/2014	-1,500.00	RFND	VERGE BOND - 48 LISLE ST	1,500.00
11954	METRONODE PTY LTD	14/01/2014	-1,500.00	RFND	VERGE REFUND - 37 LEMNOS ST	1,500.00
11955	PAUL HARLEY	14/01/2014	-35.50	INV	REFUND OF BUILDING APPLICATION FEE	35.50
11956	DAVROB CONSTRUCTION & PROJECT MANAG	14/01/2014	-1,500.00	INV	REPLACE CHQ11895 59 GOLDSMITH RD FOOTHPATH REFUND	1,500.00
11957	S J PASSMORE 160 WARATAH AVE	21/01/2014	-1,500.00	RFND	VERGE BOND - 44 LOFTUS ST	1,500.00
11958	DALE ALCOCK HOME IMPROVEMENT	21/01/2014	-1,500.00	RFND	VERGE BOND - 65 KINGSWAY	1,500.00
11959	MS N A TEW	21/01/2014	-1,560.00	RFND	VERGE BOND - 20 BORONIA AVE	1,560.00
11960	DALE ALCOCK HOME IMPROVEMENT	31/01/2014	-1,500.00	RFND	VERGE BOND - 9 STRICKLAND ST	1,500.00
11961	MR S KURNIAWAN	31/01/2014	-1,560.00	RFND	VERGE BOND - 61 BIRDWOOD	1,560.00
11962	ADDSTYLE CONSTRUCTIONS PTY LTD	31/01/2014	-1,500.00	RFND	VERGE BOND - 46 RILEY RD	1,500.00
11963	DAVLEY BUILDING PTY LTD	31/01/2014	-1,500.00	RFND	VERGE BOND - 3 CARRINGTON ST	1,500.00
11964	DAVLEY BUILDING PTY LTD	31/01/2014	-60.00	RFND	VERGE BOND - 3 CARRINGTON ST	60.00
11965	MR L T SMITH	31/01/2014	-1,560.00	RFND	VERGE BOND - 11 SHANN ST	1,560.00
Total CHEQUE			-	\$60,893.27		
EFT						
660	EFT TRANSFER: - 22/01/2014	22/01/2014	-6,459.75	660.14265-01	NCI Projects Pty Ltd fund Verge Bond 83-87 Stirling Hwy Over Pmnt INV Refund-Application paid twice.	1,560.00 4,899.75
664	EFT TRANSFER: - 31/01/2014	31/01/2014	-11,613.47	664.12228-01	Dept of Commerce- Building Commissi INV Reconciliation and Return - December 2013	11,613.47
Total EFT			-	\$18,073.22		
TOTAL PAYMENTS			-	\$78,966.49		

City of Nedlands

Purchasing Card Payments - December 2013 (Statement period 28th December 2013 to 28th January 2014)

Date	Supplier	Description	AUD
02-Jan-14	Pensione Hotel Melbourne	Hotel for Conference	591.75
02-Jan-14	National Archives Of	digitisation of records for Paul Royle	59.80
02-Jan-14	Nedlands Supa Iga	DRC provisions	45.98
02-Jan-14	Bunnings 306000	Materials for gate repairs	57.36
02-Jan-14	Jb Hi Fi	Replacement SD Cards for Camera	59.97
02-Jan-14	The Reject Shop 6617	storage	293.75
02-Jan-14	Ikea Perth	storage and minor equipment	259.35
02-Jan-14	Ikea Perth	staff refreshments	9.00
03-Jan-14	Qantas Airways	Flights for Conference	405.00
03-Jan-14	Super A Mart	wall units (3)	147.00
03-Jan-14	Fantastic Furniture	console table (keep the paper work)	132.00
06-Jan-14	Bouvard Cruises	Social Support Activity Pre Paid Tickets	301.92
07-Jan-14	Paper Pak	Citizenship gift bag top up for amanda	139.70
08-Jan-14	Officeworks Osborne Par	Stationery for Volunteer Function	39.47
09-Jan-14	Bouvard Cruises	Refund for cancellation	- 34.00
09-Jan-14	Coles Claremont	Insecticide for foreshore cabinet	36.00
09-Jan-14	Officeworks Subiaco	Stationery	84.92
10-Jan-14	Bunzl Ltd	Materials	38.40
13-Jan-14	Woolworths 4358	Vlunteer catering	184.84
13-Jan-14	Jb Hi Fi	Replacement stolen chargers & cables for iphones	91.84
13-Jan-14	Bunnings 306000	Insecticide for irrigation cabinets	102.28
13-Jan-14	Red Dot	storage and minor equipment	69.84
13-Jan-14	Greenway Enterprises	Soil wetter for watering planted areas over summer	167.95
13-Jan-14	Greenway Enterprises	Soil wetter for watering planted areas over summer	167.00
14-Jan-14	Nedlands Supa Iga	DRC provisions	57.84
15-Jan-14	On Topic Media Pty L	Weekend Notes Subscription Summer Concerts	99.50
15-Jan-14	Facebk *54qjl5w3m2	Facebook advertising for Summer Concerts	27.00
16-Jan-14	Nedlands Supa Iga	DRC provisions	46.35
16-Jan-14	Reece 6034	deposit for handrails for renovated staff toilets	140.00
16-Jan-14	Austin Computers	Two Monitors for Kayla Binfig	378.00
17-Jan-14	Calculator World	Engineering specific calculator for Maria Hulls	85.21
17-Jan-14	Liquorbarons Dalkeith	entertainers- father christmas	40.99
20-Jan-14	Nedlands Supa Iga	hand soap for newly refurnished toilets	10.27
22-Jan-14	Woolworths 4372	DRC catering Australia Day	52.43
22-Jan-14	Reece 6034	grab rails for the newly renovated staff toilets.	535.96
22-Jan-14	Professional Trapping	Camera to monitor wildlife in baiting stations	359.80
22-Jan-14	City Livestock	Raw oats for rabbit baiting program	21.50
23-Jan-14	Nedlands Supa Iga	DRC Australia Day Provisions	81.95
23-Jan-14	Lamp Replacements Aust	specific light types needed for MTCCC	220.00
28-Jan-14	Nedlands Supa Iga	DRC catering	34.91
28-Jan-14	Aust Post Lpo 635137	Batteries for gal con and security camera	55.80
28-Jan-14	Dome Nedlands	Catering for meeting	21.70
28-Jan-14	Officemax Australia	stationery	38.53
			<u><u>5,758.86</u></u>

CPS11.14	2013 Compliance Audit Return
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Committee	11 March 2014
Council	25 March 2014
Applicant	City of Nedlands
Officer	Phoebe Huigens, Policy and Projects Officer
Director	Michael Cole – Director Corporate & Strategy
Director Signature	
File Reference	ORN/007-04
Previous Item	Nil

Executive Summary

The 2013 Compliance Audit Return is an annual return that is required to be reviewed and adopted by Council prior to submission to the Department of Local Government by 31 March 2014.

Recommendation to Committee

Council adopts the 2013 Compliance Audit Return.

Strategic Plan

KFA: Governance and Civic Leadership

The completion of the 2013 Compliance Audit Return provides a measure of compliance with certain statutory requirements under the Local Government Act 1995 and related regulations.

Background

Local governments are required to complete the annual Compliance Audit Return. The attached return for the City of Nedlands is for the period 1 January 2013 to 31 December 2013. It is required to be considered and adopted by Council, and submitted to the Department of Local Government by 31 March 2014. The Audit and Risk Committee is required to review the return and is to submit the results of that review to Council.

Key Relevant Previous Council Decisions:

Not applicable.

Consultation

Required by legislation: Yes ☒ No ☐

Required by City of Nedlands policy: Yes ☐ No ☒

The Audit and Risk Committee has reviewed the return.

Legislation / Policy

Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* as follows:

In accordance with Regulation 14 and 15 of the Local Government

(Audit) Regulations 1996 the Compliance Audit Return 2013 must be:

1. Presented to the Audit and Risk Committee for review and then presented to Council;
2. Adopted by Council;
3. Recorded in the minutes of the meeting at which it was adopted; and
4. A certified copy of the return, along with a copy of the minutes recording its adoption, to be submitted to the Department of Local Government by 31 March 2014.

Budget/Financial Implications

Within current approved budget: Yes ☒ No ☐

Requires further budget consideration: Yes ☐ No ☒

The 2013 Compliance Audit Return is conducted using internal resources and there are no other financial impacts.

Risk Management

The completion of the 2013 Compliance Audit Return provides a measure of compliance with a number of statutory requirements under the *Local Government Act 1995* and related regulations. Completion of the return minimises the risk of legislative non-compliance.

Discussion

The City's 2013 Compliance Audit Return was completed in January by the Director Corporate and Strategy in consultation with the Policy and Projects Officer after reviewing and assessing:

- Council meeting agendas and minutes
- Performance plans, media advertisements, procedures and policies, local laws etc
- Interviews with responsible officers.

Conclusion

The City is committed to compliance and operating at best-practice levels in all areas. The completion of the Compliance Audit Return for 2013 demonstrated a perfect level of compliance by the City of Nedlands for questions listed in the return.

In accordance with Regulation 14 and 15 of the *Local Government (Audit) Regulations 1996* the Compliance Audit Return 2013 must be:

1. Presented to Council;
2. Adopted by Council;
3. Recorded in the minutes of the meeting at which it was adopted; and
4. A certified copy of the return, along with a copy of the minutes recording its adoption, to be submitted to the Department of Local Government by 31 March 2014.

The return, having been reviewed by the Audit and risk Committee is now referred for Councils consideration.

Attachments

1. Compliance Audit Return 2013



Nedlands - Compliance Audit Return 2013

Certified Copy of Return

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

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2013.	N/A		Michael Cole
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2013.	N/A		Michael Cole
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2013.	N/A		Michael Cole
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2013.	N/A		Michael Cole
5	s3.59(5)	Did the Council, during 2013, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Michael Cole



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	Committees do not have delegated authority	Michael Cole
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Michael Cole
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Michael Cole
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Michael Cole
5	s5.18	Has Council reviewed delegations to its committees in the 2012/2013 financial year.	Yes		Michael Cole
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Michael Cole
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	See Council Minutes 24 September 2013	Michael Cole
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Michael Cole
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes	By letter 19 December 2013	Michael Cole
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes	See Council Minutes 24 September 2013	Michael Cole
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes	Reported to Council Monthly	Michael Cole
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2012/2013 financial year.	Yes	on 25 June 2013 and 24 September 2013	Michael Cole
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes	Electronic records kept	Michael Cole

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	N/A		Michael Cole
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Michael Cole



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Michael Cole
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Michael Cole
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Michael Cole
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2013.	Yes		Michael Cole
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2013.	Yes		Michael Cole
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Michael Cole
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Michael Cole
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Michael Cole
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Michael Cole
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Michael Cole
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Michael Cole
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Michael Cole



No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A		Michael Cole
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Michael Cole

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Michael Cole
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Michael Cole

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Michael Cole

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Michael Cole
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Michael Cole
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Michael Cole
4	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Michael Cole
5	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Michael Cole



No	Reference	Question	Response	Comments	Respondent
6	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2013 received by the local government within 30 days of completion of the audit.	Yes		Michael Cole
7	s7.9(1)	Was the Auditor's report for 2012/2013 received by the local government by 31 December 2013.	Yes		Michael Cole
8	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No matters raised by Auditor	Michael Cole
9	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Michael Cole
10	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Michael Cole
11	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Michael Cole
12	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Michael Cole
13	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Michael Cole
14	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Michael Cole
15	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Michael Cole



Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A	No CEO appointment in 2013	Michael Cole
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A	No CEO or designated senior officers appointments in 2013	Michael Cole
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Michael Cole
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Michael Cole
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Michael Cole

Official Conduct

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



Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Michael Cole
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Michael Cole
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Michael Cole
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Michael Cole
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Michael Cole
6	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Michael Cole
7	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Michael Cole
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Michael Cole
9	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Michael Cole
10	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Michael Cole
11	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes		Michael Cole



No	Reference	Question	Response	Comments	Respondent
12	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Michael Cole
13	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Michael Cole
14	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Michael Cole
15	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less.	Yes		Michael Cole

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

Signed Mayor / President, Nedlands

Signed CEO, Nedlands

CPS12.14 Terms of Reference – Audit and Risk Committee

Committee	11 March 2014
Council	25 March 2014
Applicant	City of Nedlands
Officer	Rajah Senathirajah
Director	Michael Cole – Director Corporate & Strategy
Director Signature	
File Reference	ORN/007-04
Previous Item	Nil

Executive Summary

The purpose of this report is to consider recommendations to amend the Terms of Reference of the Audit and Risk Committee.

Recommendation to Committee

Council:

1. amends the terms of reference of the Audit and Risk Committee as follows:

a. Membership

- i. In point (4) to amend the wording of quorum from “three” to “when at least 50% of the eligible members are present”
- ii. In point (9):

1. Remove the words “are non-voting and” and replace with “shall”
2. Add “/or” after the words “Audit and”

b. Staff

- i. Amend the title of the Director

c. Invitees/Attendees

- i. Delete “financial advisors” and replace with “internal auditors”

d. Meetings

- i. In the third dot point delete the words “following the completion of” and replace with “with regards to” and
 - ii. Add the words “interim and/or final” before the words “Annual Report”
- e. Delegated Authority
 - i. Include a new delegation for the Committee to have delegated authority to meet with the auditor in accordance with Section 7.12A(2) of the Local Government Act 1995.
2. Delegates authority for the Audit and Risk Committee to meet with the auditor in accordance with Section 7.12A(2) of the Local Government Act 1995.

Strategic Plan

KFA: Governance and Civic Leadership

The Audit and Risk Committee assists the Council to meet its statutory audit requirements under the Local Government Act 1995 and related regulations.

Background

The purpose of the Audit and Risk Committee (the Committee) is to assist the Council to discharge its responsibilities with regard to the exercise of due care, diligence and skill in relation to:

1. the reporting of financial information, the application of accounting policies, and the management of the financial affairs of the City, and
2. the assessment of the adequacy of the management of Risk.

The terms of reference set out the scope of the Committee, its membership, staff support and meetings.

The appointment of elected members to the Committee were confirmed at the Special Council meeting of 22 October 2013 for a Committee for a period ending immediately prior to the next Local Government elections in 2015. The Audit and Risk Committee have now reviewed the terms of reference and have recommended changes for Council's consideration.

Key Relevant Previous Council Decisions:

Special Council meeting of 22 October 2013 – Committee appointed for a period ending immediately prior to the next Local Government elections in 2015.

Consultation

Required by legislation: Yes ☐ No ☒

Required by City of Nedlands policy: Yes ☒ No ☐

All committees are requested to review the terms of reference at their first meeting and to make recommendation to Council for any changes.

Legislation / Policy

Section 5.8 of the Local Government Act 1995 sets out the requirements for the appointment of committees.

Budget/Financial Implications

Within current approved budget: Yes ☒ No ☐

Requires further budget consideration: Yes ☐ No ☒

There are no financial impacts with this proposal.

Risk Management

The Committee assists the Council to meet its obligations for financial management and risk.

Discussion

The terms of reference have been reviewed by the Audit and Risk Committee and a number of changes are proposed:

1. Membership

- a. In point (4) to amend the wording of quorum from “three” to when at least 50% of the eligible members are present”

Reason – the revised wording is suitable to allow for the proposal to allow for voting community members.

b. In point (9):

- i. Remove the words “are non-voting and” and replace with “shall”
- ii. Add “/or” after the words “Audit and”

Reason – Guidelines from the Department of Local Government and Communities recommend community members, provided there are more elected member representatives. The experience over the past 2 years when a community Member was appointed is to include the community member in the decision making of the committee.

The inclusion of the “and/or” is to recognize that community members could have either appropriate audit or risk qualifications or both.

2. Staff

- a. Amend the title of the Director

Reason – a minor correction to the correct title

3. Invitees/Attendees

- a. Delete “financial advisors” and replace with “internal auditors”

Reason – The City does not have financial advisors, whereas the Committee does meet with internal auditors.

4. Meetings

- a. In the third dot point delete the words “following the completion of” and replace with “with regards to” and
- b. Add the words “interim and/or final” before the words “Annual Report”

Reason – clarifies that the committee can meet with the auditors for both the interim audit and on completion of the final audit.

5. Delegated Authority

Include a new delegation for the Committee to have delegated authority to meet with the auditor in accordance with Section 7.12A(2) of the *Local Government Act 1995*.

Reason – To confirm the Committee can meet with the Auditors rather than the requirement for the Auditors to meet with the whole Council.

Conclusion

The proposed changes to the terms of reference are explained above and recommended to improve the effectiveness of the Committee.

Attachments

1. Amended Terms of Reference – Marked Up Version



Terms of Reference of Audit & Risk Management Committee

Purpose

To assist the Council to discharge its responsibilities with regard to the exercise of due care, diligence and skill in relation to:

- the reporting of financial information, the application of accounting policies, and the management of the financial affairs of the City,
- the assessment of the adequacy of the management of Risk.

Scope

The committee shall have as its primary duties and responsibilities the following tasks:

Audit

1. To consider and approve the brief for the provision of audit services;
2. To evaluate the responses to the request for the provision of audit services and to make a recommendation to Council on the appointment of an auditor;
3. To meet with Council's external auditors and review the Audit Plan prior to the conduct of the interim audit each year;
4. To ensure that the audit is being conducted in accordance with the brief and the terms of appointment and that matters of concern to the Council and/or the Committee are being addressed;
5. Ensure that the Council's financial affairs and systems and processes are being managed and reported in accordance with statutory requirements and Australian Accounting Standards;
6. Ensure that relevant financial information is reported to Council in a form that meets the needs and expectations of Council, clearly setting out the key relevant financial data, such that the Council can confidently understand the financial performance of the Council's affairs;
7. Review the audit report and make appropriate recommendations to Council; and



8. Where appropriate and with the approval of Council seek advice and/or assistance in relation to matters pertaining to the audit or financial affairs of the City.

Risk Management

1. At least once every year consider a report in relation to the management of risk within the City of Nedlands, and satisfy itself that appropriate controls and processes are in operation, and are adequate for dealing with the risks that impact on the City.
2. To address any specific requests referred to it from Council in relation to issues of risk and risk management.

Membership

1. The membership of the committee shall comprise the Mayor and one Councillor from each ward with the Councillors being determined by nomination and if necessary a ballot conducted at a Council Meeting and up to two non-Councillor Members, being residents of The City of Nedlands
2. Council may if it considers it appropriate appoint deputies to the members of the committee.
3. If a vacancy on the committee occurs for whatever reason then Council shall appoint a replacement in accordance with the same arrangements as for the original appointment set out in 1 above.
4. The quorum for a meeting shall ~~be three~~ be when at least 50% of the eligible members are present.
5. The term of membership expires with the expiry of the committee immediately prior to the next ordinary Council election.
6. The presiding member shall be determined by election amongst the members of the committee. The election will take place at the first meeting following the reconstitution of the committee after each ordinary Council election. The Mayor is eligible to vote for a presiding member but is not eligible to sit as the presiding member.
7. The term of the presiding member expires with the expiry of the committee immediately prior to the next ordinary Council election; and
8. Should the elected presiding member not be present during a meeting of the committee then a temporary presiding member shall



be elected in accordance with 3. above.

9. Community members ~~are non-voting and shall~~ have appropriate qualifications in Audit and or Risk.

Staff

The following staff will attend committee meetings to provide technical support and advice:

- Chief Executive Officer;
- Director of Corporate Services and Strategy; and
- Manager Finance.

Other staff may attend committee meetings when requested by the Committee through the Chief Executive Officer:

Invitees/Attendees

The committee may invite relevant persons to attend and address or advise the committee, within the ambit of its scope and where necessary with the approval of Council (eg if authorisation of funding is required), as it sees fit including but not limited to:

- the external auditor or his/her representative,
- ~~financial advisors~~ internal auditors,
- relevant consultants.

Meetings

The Committee shall have flexibility in relation to when it needs to meet, but as a minimum shall meet twice a year. It is the responsibility of the presiding member to call the meetings of the committee. As a minimum the following business shall be conducted either at each or collectively over the two meetings:

- meet with the internal auditor with regards to the Audit Plan;
- consider a report in relation to the management of risk and review the insurance requirements of the City of Nedlands; and
- meet with the auditor ~~following the completion of~~ with regards to the Annual Audit and the issue of the interim and/or final Audit Report.

Delegated Authority



The Audit and Risk Committee will have delegated authority to meet with the auditor in accordance with Section 7.12A(2) of the Local Government Act 1995

CPS13.14 Audit and Risk Committee – Non-Councillor Member

Committee	11 March 2014
Council	25 March 2014
Applicant	City of Nedlands
Officer	Michael Cole – Director Corporate & Strategy
Director	Michael Cole – Director Corporate & Strategy
Director Signature	
File Reference	FIN/006-04
Previous Item	Nil

Purpose

To confirm the appointment of the non-Councillor member to the Audit and Risk Committee.

COMMITTEE RECOMMENDATION

That Council confirms the appointment of Mr Ken Eastwood as the non-Councillor member of the Audit and Risk Committee.

Background

At the Special Council meeting of 22 October 2013, Council resolved to appoint up to two non-Councillor members of the Audit and Risk Committee.

Discussion

In response to an advertisement in the local press, Administration received two expressions of interest, including one from Mr Ken Eastwood. The Second nominee withdrew her nomination.

A copy of Mr Eastwood's CV have been provided to Councillors under confidential cover. He is well qualified for this position and his appointment to the Committee is supported.

Consultation

An advertisement calling for nominations to the Committee was advertised in the local press. The Audit and Risk Committee has been consulted prior to formal consideration by Council.

Conclusion

Mr Eastwood is well qualified for this position and has already serviced on the Committee, and his appointment to the Committee is supported.

Strategic Implications

Key Focus Area 5: Governance

The Audit and Risk Committee is a legislative requirement and the Terms of Reference have been prepared to ensure compliance with statutory requirements and guidelines.

Budget Implications

Not Applicable.

Policy Implications

Not Applicable.

Legislative Requirement

Local Government Act 1995 sets out the requirements for the establishment of the Audit Committee and provides for non-Councillor members.

Attachments

Confidential – CV's of Ken Eastwood

CPS14.14 Policy Review

Committee	11 March 2014
Council	25 March 2014
Applicant	City of Nedlands
Officer	Phoebe Huigens, A/Manager Health & Compliance
Director	Michael Cole, Director Corporate & Strategy
Director Signature	
File Reference	IFM/417
Previous Item	NIL

Executive Summary

All Council Policies are required to be reviewed regularly and approved by Council. The Policies contained in this report have been reviewed.

Recommendation to Committee

Council:

1. approves the following policies:
 - a. Purchasing of Goods & Services up to \$100,000
 - b. Footpaths
 - c. Crossovers
 - d. Corner Truncations
2. revokes the following policies:
 - a. Traffic Management

Strategic Plan

KFA: Governance and Civic Leadership

Under the *Local Government Act 1995* section 2.7, one of the roles of Council is to:

- (2)(b) Determine the local government's policies.

Background

Council commenced the policy review process in December 2009. Council policies are now continuously reviewed to ensure they reflect the strategic nature and responsibilities of Council and are kept up to date.

Key Relevant Previous Council Decisions:

Not applicable.

Discussion

The procedure for policy review is as follows:

- Policies will be discussed at Councillor Briefings prior to presentation to Council;
- Where a number of policies have common themes, these policies will be combined to establish a new policy. The old policies will be revoked, and the new replacement policy will be adopted;
- Administration may at times recommend a policy be revoked with no Council Policy to replace it. This may occur when it has been identified that the policy is operational or covered under legislation and/or the responsibility of the Chief Executive Officer.

Policy statements should provide guidance for decision making by Council and demonstrate the transparency of the decision making process.

The following policies are presented for approval:

- Purchasing of Goods and Services up to \$100,000
 - o Workshopped with Council on Tuesday 4 February 2014
 - o Old policy has been condensed
 - o Purchasing thresholds remain unchanged.
- Footpaths
 - o Workshopped with Council on Tuesday 4 February 2014
 - o This policy has been edited to outline the City's criteria for the design and installation of footpaths
 - o This policy is to be applied only to footpaths, not cycle paths.
- Crossovers
 - o Workshopped with Council on Tuesday 4 February 2014
 - o This policy has been edited to more clearly explain the City's obligations regarding crossovers, and the application of the crossover subsidy

- Corner Truncations
 - o Workshopped with Council on Tuesday 4 February 2014
 - o This policy has been expanded to include a detailed context section to explain the need for this policy. The policy particularly applies to the Mount Claremont area where road truncations are larger than the standard.

The following policies are presented for revocation:

- Traffic Management
 - o Workshopped with Council on Tuesday 4 February 2014
 - o This policy has been identified to be revoked as the policy outlines traffic management practices that the City undertakes inherently, and does not require a policy.

Consultation

Required by legislation:	Yes ☐	No ☒
Required by City of Nedlands policy:	Yes ☐	No ☒

Legislation / Policy

Local Government Act 1995

Budget/Financial Implications

Within current approved budget:	Yes ☒	No ☐
Requires further budget consideration:	Yes ☐	No ☒

Risk Management

Risk management processes are built into operational guidelines where appropriate.

Regularly reviewing and updating Council Policies reduces risk to Council and the City.

Conclusion

Council policy is continuously reviewed to ensure policies are current and that effective service delivery and organisational performance is maintained.

Once approved by Council, the appropriate procedures will be updated or developed by Administration to reflect the new policies.

Attachments

- a. Purchasing of Goods & Services up to \$100,000**
- b. Footpaths**
- c. Crossovers**
- d. Corner Truncations**
- e. Traffic Management**



Purchasing of Goods and Services up to \$100,000

KFA Governance and Civic Leadership

Status Council

Responsible Division Corporate and Strategy

Objective This policy outlines Council's approach to the procurement of goods and services up to the value of \$100,000.

Context

Regulation 11A of the *Local Government (Functions and General) Regulations 1996* requires a local government to prepare, adopt and implement a purchasing policy in relation to the supply of goods or services where the consideration is expected to be \$100,000 or less. Purchases above \$100,000 must follow the process detailed in Regulation 11 of the *Local Government (Functions and General) Regulations 1996* and requires a local government to invite tenders.

All purchases by the City of Nedlands shall:

- Comply with relevant legislation, regulations and the City's policies and code of conduct;
- Transparent, free from bias and fully documented in accordance with applicable policies and audit requirements; and
- Ensure effective and proper expenditure of public moneys based on achieving value for money.

Statement

Purchasing Thresholds

The following table outlines the procedure for purchases. The value for procurement is the expected value (excluding GST) of the contract over the full contract period (including options to extend).

Amount of Purchase	Procedure*
Up to \$1 000	Direct purchase from suppliers requiring only one verbal quotation or priced printouts from reputable a supplier's catalogue or website
\$1 001 - \$10 000	Obtain at least 3 verbal quotations or priced printouts from reputable suppliers catalogues or websites



\$10,001 - \$25 000	Obtain at least three written quotations
\$25 001 - \$99 999	Obtain at least three written quotations containing price and specification of goods and services and assess according to a pre-determined selection criteria. Where the best overall value for money is not recommended a subsequent explanation is provided to Council.
\$100,000 and above	Conduct a public tender process, tender to be awarded by Council.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under \$100,000 (excluding GST). If a decision is made to seek public tenders for contracts of less than \$100,000 a Request for Tender process that follows the procedures for tendering outlined in Regulation 11 must be followed in full.

Quotation and Tender Exemptions

In the following instances, quotation procedures or public tenders are not required, regardless of the value of the purchase:

- An emergency situation as defined by the *Local Government Act 1995*;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (Common Use Arrangements), a Regional Council or another local government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- Any of the other exclusions under Regulation 11.

Value for Money

An assessment of the best value for money outcome for any purchasing shall consider:

- All relevant whole-of-life costs and benefits for goods and whole of contract life costs (for services). This consideration includes transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- The financial viability and capacity of the supplier to supply without risk of default;
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable; and
- Minimising the social, environmental and economic impacts in procurement decision making.

Ethics and Integrity of Employees



It is the responsibility of all staff involved in procurement of goods or services for the City of Nedlands to ensure that any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

All officers and employees of the City of Nedlands shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the City of Nedlands.

The City of Nedlands recognises the personal rights of all employees to engage in other activities, but strongly discourages such activities within the boundaries of City of Nedlands that may have the potential to create a perception of a conflict of interest or a conflict with the objectives of this policy or an employee's contract of employment. Accordingly, employees must disclose to the Chief Executive Officer any activity or interests (including indirect financial interests) that may create a conflict of interest when performing any of their duties including an activity or an interest by a person with whom they have a close association as provided for in section 5.62 of the *Local Government Act 1995*.

Related documentation

Purchasing of Goods and Services Procedure

Related local law and legislation

Regulation 11A of the Local Government (Functions and General) Regulations 1996
Regulation 11 of the Local Government (Functions and General) Regulations 1996

Related delegation

Nil

Review History

25 May 2010 (Report CM12.10)



Footpaths – Construction and Maintenance

KFA	Natural and Built Environment
Status	Council
Responsible division	Technical Services
Objective	To outline a strategy for improving and rehabilitating the footpath network throughout the City. For information regarding the City's cycle network, please refer to the City's Bike Plan.

Context

The City of Nedlands is responsible for the provision and care of footpaths. The City will aim to minimise the cost of rehabilitating and maintaining footpaths in the City to an acceptable standard ~~in accordance with Australian Standards AS1428 Design for Access and Mobility, and Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths~~.

Statement

The City of Nedlands will develop and implement a strategy for the improvement and rehabilitation of the footpath network and for the integration of a hierarchy of paths for pedestrians and cyclists. A schedule of footpath improvements and rehabilitation shall be submitted to Council as a Forward Works Program. Priority shall be for paths that provide strategic routes to schools, aged care facilities, commercial centres, hospitals, child care centres and recreational facilities and along bus routes.

The City shall construct footpaths:

- ~~to meet its obligations under the Disability Access and Inclusion Plan;~~
- ~~in accordance with Australian Standards AS1428 Design for Access and Mobility, and Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths;~~
- ~~where practicable and where budget allows, in accordance with 'Crime Prevention Through Environmental Design' principles; and~~
- ~~in a location that, where complying with other requirements and where reasonably practicable, is closer to the boundary than the kerb.~~

Notification requirements will be as outlined in the Council's Community Engagement Policy and Strategy.

The procedures associated with this policy detail the ways in which the strategy will be developed and the standards and specifications for footpaths.

Related documentation



10 Year Strategic Community Plan
Forward Works Program
Footpaths – Construction and Maintenance Procedures
Disability Access and Inclusion Plan

Related Local Law/legislation

Local Law on Thoroughfares
Local Government Act 1995 Schedule 9.1 (7)
Local Government (Administration) Regulations 1996
Local Government (Uniform Local Provisions) Regulations 1996
Disability Access and Inclusion Plan

Related delegation

Nil

Review History

24 July 2012 (Report CP31.12)
26 February 2013 (Report CPS07.13)



Crossover Construction and Maintenance

KFA	Natural and Built Environment
Status	Council
Responsible Division	Technical Services
Objective	To protect public safety and the interests of property owners in the City of Nedlands by providing a minimum standard for crossovers.

Context

The City of Nedlands has a responsibility for the control of crossings from its thoroughfares to adjacent properties.

Statement

1. The City of Nedlands will ensure that all new and modified crossovers are safe to the public;
 2. The City of Nedlands has crossover standards which are to be implemented for all new or modified crossovers;
 3. Council will provide a subsidy for the construction of a crossover where:
 - a. The crossover is the primary crossover to a newly developed property;
 - b. Approval is obtained prior to the construction of the crossover; and
 - c. The crossover conforms to the specifications provided in the procedure associated with this policy;
 4. The amount of the subsidy is provided in the Schedule of Fees and Charges that forms part of the annual budget;
 5. The City of Nedlands will ensure that crossovers are safe to the public;
 6. The maximum combined crossover width (one or two driveways) is 9m and the width requirements of the Nature Strip Development policy also apply; and
 7. The term “crossover” has the same meaning as “crossing” in the *Local Government (Uniform Local Provisions) Regulations 1996*.
-

Related documentation

Crossover construction and maintenance procedure.

Related local law and legislation

Local Government Act 1995 Schedule 9.1(7)

Local Government (Uniform Local Provisions) Regulations 1996



Related delegation

Nil

Review History

24 October 2000 (Report T43.00)
28 October 2003 (Report T29.03)
23 November 2004 (Report T34.04)
13 December 2005 (Report CP36.05)
26 February 2013 (Report CPS07.13)



Corner Truncations

KFA	Built Environment
Status	Council
Responsible division	Technical Services
Objective	To maintain larger than standard truncations where they exist to preserve the open and spacious character of the City of Nedlands.

Context

Truncation closures are often requested in an ad hoc manner. Most of the requested closures have been in the Mt Claremont area where lots sizes are relatively small (R20 to R40 coding), but road truncations are larger than the standard.

The extra large truncations may have been created to provide extra space within the streetscape to compensate for the small lots created in the area, with no large useable open space for use of the community.

Council consider that it is not orderly and proper planning to support truncation closures on an ad hoc basis as this would create uneven truncations and may create problems for servicing authorities in the future. Closures of such large truncations would only benefit the adjoining landowner and the closure proceeds would go to the Crown. Council and the community would not benefit.

Statement

Council requires standard corner truncations to be maintained. If any truncation exists in excess of the standard, Council is not prepared to support any reduction.

Related documentation

NIL

Related Local Law/legislation

NIL

Related delegation



NIL

Issued

Amendments

27 April 1999 (Report E68.99)
12 February 2002 (Report E14.02)
10 December 2002 (Report E166.02)
25 November 2003 (Report E109.03)
26 October 2004 (Report E130.04)
22 November 2005 (Report CP35.05)



Traffic Management

KFA	Transport
Status	Council
Responsible Division	Technical Services
Objective	The policy seeks to outline Council's approach to development of the Traffic Management Network that balances the needs of a broad range of road users with an appropriate level of safety and amenity for residents and visitors.

Context

This policy outlines the process for how the City moderates the adverse effects of vehicular traffic on its suburban environment and urban lifestyle for its residents.

The City will work closely with residents to properly identify concerns through a Traffic Management Committee of Council.

Statement

Traffic Management within the City will take a holistic approach that investigates:

- Traffic and Parking Hot Spots throughout the City.
- Reduction in the number and severity of accidents.
- Safety and convenience for pedestrian, cyclists, the elderly and other vulnerable road users.
- Establishment of key warrant areas for the installation of traffic calming devices.
- Review of the road/parking geometry, thus saving on construction costs.
- Provision of space for non-traffic activities.
- Improvement of the visual environment and maintenance of residential safety and amenity.
- Improvement in access to public transport.
- Discourage the use of inappropriate routes by vehicles.

Notification requirements will be as outlined in the Council's Community Engagement Policy and Strategy.

Related documentation

Nil

Related Local Law / Legislation



Local Government Act 1995
Road Traffic Act 1974
Main Roads Act 1930

Related delegation

Nil

Review History

28 September 2010 (Report CM24.10)

TO BE REVOKED