



City of Nedlands

Corporate & Strategy Reports

Committee Consideration – 12 April 2016

Council Resolution – 26 April 2016

Table of Contents

Item No.		Page No.
CPS12.16	List of Accounts Paid – February 2016	2
CPS13.16	City of Nedlands Repeals Local Law 2016	4
CPS14.16	Internal Audits.....	8

CPS12.16	List of Accounts Paid – February 2016
-----------------	--

Committee	12 April 2016
Council	26 April 2016
Applicant	City of Nedlands
Officer	Kim Chua – Manager Finance
Director	Andrew Melville – Acting 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 February 2016 (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.

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 Corporate and Strategy (or designated alternative officers).

Discussion

The list of accounts paid for February 2016 is attached and is presented to Council.

Conclusion

The list of accounts paid for the month of February 2016 complies with the relevant legislation and can be received by Council.

Attachments

1. List of Accounts Paid – February 2016; and
2. Purchasing Card Expenses – February 2016 (29th January 2016 – 28th February 2016).



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 1

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
NAB - Municipal Account						
CHEQUE						
60319	CITY OF NEDLANDS - CASH CHEQUE / PE	04/02/2016	-229.95	INV	RECOUP PETTY CASH	160.40
				INV	RECOUP PETTY CASH	69.55
60320	WATER CORPORATION	04/02/2016	-1,137.66	INV	WATER HAMPDEN RD FROM 16/11-19/01/2016	62.79
				INV	WATER 55 HAMPDEN FROM 16/11-19/01/2016	14.65
				INV	WATER ROUNDABOUT CARRINGTON ST FROM 17/11-18/01/16	16.74
				INV	WATER ROAD VERGE BAIRD FROM 17/11-18/01/16	123.49
				INV	WATER FOR 1-15 CARRINGTON FROM 19/11-18/01/2016	237.99
				INV	WATER HOUSE AT 110 SMYTH FROM 17/11-18/10/2016	220.08
				INV	WATER FOR 15 HAMPDEN FROM 13/11-19/01/2016	52.33
				INV	WATER FOR 69-71 STIRLING HWY FROM 17/11-18/01/2016	409.59
60321	WATER CORPORATION	04/02/2016	-1,895.25	INV	WATER 1 HAPDEN FROM 16/11-19/01/2016	23.02
				INV	WATER RESERVE 42 LEURA ST FROM 16/11-19/01/2016	385.11
				INV	WATER GARDEN AT WILLIAM RD FROM 13/11-19/01/2016	274.18
				INV	WATER BOWLING CLUB AT SMYTH RD FROM 13/11-19/01/20	865.51
				INV	WATER VERGE HAMPDEN FROM 13/11-19/01/2016	85.81
				INV	RD VERGE AT BROCKWAY RD MT CLAREMONT	196.74
				INV	RD VERGE AT ALFRED RD MT CLAREMONT	46.05
				INV	SPORTS GROUND AT ALFRED RD CLAREMONT	18.83
60322	ALVAREZ HOLMES	04/02/2016	-51.66	INV	REFUND PARTIAL REGISTRATION FEE	51.66
60323	CGU INSURANCE	04/02/2016	-2,000.00	INV	EXCESS PAYMENT FOR CLAIM FLEET 819 IEQK320	2,000.00
60324	MRS V GALLAGHER	04/02/2016	-299.25	INV	REIMBURSEMENT FOR WATERING OF NATURE STRIP	299.25
60325	BEN AND SARAH WARE	04/02/2016	-250.00	INV	COMMUNITY GRANT	250.00
60326	STEPHEN WALKER	04/02/2016	-51.66	INV	REFUND PARTIAL REGISTRATION FEER STERILISATION DOG	51.66
60327	N & L WATSON	04/02/2016	-374.71	RFND	OVERPAYMENT REFUND	374.71



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 2

Chq/Ref	Payee	Date	Amount	Tran	Description	Amount
60328	MR BEN CUNNINGHAM	04/02/2016	-222.00	INV	REFUND OF OVERPAYMENT OF GROUND HIRE PAUL HASLUCK	222.00
60329	KERRY MCCABE	04/02/2016	-86.40	INV	REFUND PAID PARKING INFRINGEMENT 3018369 WITHDRAWN	86.40
60330	CITY OF NEDLANDS - CASH CHEQUE / PE	11/02/2016	-463.15	INV	RECOUP PETTY CASH	463.15
60331	WATER CORPORATION	11/02/2016	-959.29	INV	RESERVE AT MTGOMERY AV MT CLAREMONT	289.11
				INV	RESERVE AT R 24029 DRAPER ST FLOREAT	6.21
				INV	TENNIS COURTS AT 10 DRAPER ST FLOREAT	91.48
				INV	WATER CHARGES FOR INFANT HEALTH 23/11-25/01/2016	41.56
				INV	WATER HALL AT DRAPER ST FLOREAT 23/11-25/01/2016	216.17
				INV	WATER HALL AT 45 MONASH AVE 13/11-19/01/2016	249.95
				INV	DRINKING TAP AT CALADENIA FROM 23/11-25/01/2016	6.21
				INV	GARDEN AT 1 FINCH FROM 23/11-25/01/2016	58.60
60332	WATER CORPORATION	11/02/2016	-8,296.29	INV	INFANT HEALTH AT 25 STRICKLAND 24/11-27/01/2016	100.16
				INV	PARK AT KIRKWOOD RD SWANBOURNE LOT 368 RES 7804	323.21
				INV	ROUNDAABOUT AT NORTH ST SWANBOURNE LOT ROUNDAABOUT	37.67
				INV	RESERVE AT 118 WOOD ST SWANBOURNE LOT 368 RES 7804	182.09
				INV	CHANGE ROOMS AT MARINE PARADE SWANBOURNE LOT RES 2	409.91
				INV	MARINE PDE SWANBOURNE LOT 372 RES 23729	81.63
				INV	WATER CAFE AT 278 MARINE PDE FROM 25/11-28/01/2016	6,375.98
				INV	CLUB AT 282 MARINE PDE 25/11-28/01/2016	785.64
60333	B GORDON	11/02/2016	-55.00	fund	REFUND OF OVERPAYMENT	55.00
60334	PATRICK STEPHENSON	11/02/2016	-180.00	INV	TERM 1 2016 COLOUR MIXING COURSE CANCELLED DUE TO	180.00
60335	CITY OF NEDLANDS - CASH CHEQUE / PE	19/02/2016	-756.55	INV	PETTYCASH FOR DEPOT	475.55
				INV	RECOUP PETTY CASH	281.00
60336	WATER CORPORATION	19/02/2016	-4,898.08	INV	CENTRE AT ADDERLEY ST MT CLAREMONT LOT 6987	2,130.91
				INV	WATER INFANT HEALTH CENTRE AT 97A WARATAH 02/12-03	985.76



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 3

Chq/Ref	Payee	Date	Amount	Tran	Description	Amount
				INV	WATER RESERVE AT NARDINA CR FROM 02/12-03/02/2016	617.44
				INV	WATER SPORTS GROUND AT BEATRICE RD 03/12-04/02/16	364.16
				INV	WATER AT CENTRE AT MELVISTA AVE 02/12-04/02/2016	141.72
				INV	WATER AT RESERVE 116 HACKET RD FROM 02/12-04/02/16	456.27
				INV	WATER AT 54 BIRDWOOD PDE FROM 02/12-04/02/2016	195.54
				INV	WATER GARDEN AT VIX ST DALKEITH 02/12-04/02/2016	6.28
60337	WATER CORPORATION	19/02/2016	-2,429.81	INV	WATER FOR CLUB AT VICTORIA AVE 03/12-04/02/2016	1,159.24
				INV	WATER TENNIS COURT AT BRUCE ST 02/12-04/02/16	235.30
				INV	WATER CLUB AT 140 MELVISTA FROM 02/12-04/02/2016	295.09
				INV	WATER AT BROADWAY FROM 03/12-04/02/2016	605.14
				INV	WATER RESERVE AT WAVELL RD FROM 02/12-04/02/2016	6.18
				INV	WATER RESERVE 792 ESPLANADE 03/12-04/02/2016	16.74
				INV	WATER DAYCARE CENTRE 53 JUTLAND 01/01-29/02/2016	112.12
60338	CAMERON & LEWIS BEDFORD-BROWN	19/02/2016	-455.00	INV	CROSSOVER REBATE FOR 49 WELD ST, NEDLANDS	455.00
60339	ELMARI STEYN	19/02/2016	-150.00	INV	PROCEEDS FROM SALE OF TRESILLIAN STUDIO ARTISTS	150.00
60340	LOUSE WYNTER	19/02/2016	-216.00	INV	TERM 1 2016 COURSE REFUND	216.00
60341	SANDRA HALL	19/02/2016	-60.00	INV	ART SALE AT TRESILLIAN	60.00
60342	CITY OF NEDLANDS - CASH CHEQUE / PE	25/02/2016	-855.92	INV	RECOUP PETTY CASH- TRESILLIAN 23/02/2016	152.20
				INV	RECOUP PETTY CASH - NCC 22/02/2016	68.30
				INV	RECOUP PETTY CASH - MT CLAREMONT LIBRARY 23/02/201	88.10
				INV	RECOUP PETTY CASH - NEDLANDS LIBRARY 15/02/16	140.42
				INV	RECOUP PETTY CASH - NCC 17/02/2016	258.55
				INV	RECOUP PETTY CASH 22/02/2016 ADMIN	148.35
60343	WATER CORPORATION	25/02/2016	-261.60	INV	BOWLING CLUB AT JUTLAND PDE DALKEITH - 26/02/2016	261.60



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 4

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
Total CHEQUE			-\$26,635.23			
EFT						
PY99-16	NAB - MUNICIPAL ACCOUNT	01/02/2016	-10,471.48			
PY01-16	NAB - MUNICIPAL ACCOUNT	09/02/2016	-322,655.53			
PY99-17	NAB - MUNICIPAL ACCOUNT	15/02/2016	-104.90			
PY01-17	NAB - MUNICIPAL ACCOUNT	23/02/2016	-323,605.04			
PY99-18	NAB - MUNICIPAL ACCOUNT	26/02/2016	-12,553.45			
832	EFT TRANSFER: - 05/02/2016	05/02/2016	-385,651.63			
				832.100-01	Advantech Mobile Auto Electrics	
				INV	Remove arced out batteries , supply and fit 2 new	550.00
				832.10428-01	Roads 2000	
				INV	ROAD/FOOTPATH MTCE/CONSTRUCTION	94,022.96
				832.10731-01	Green Skills (Eco Jobs)	
				INV	Fire management Mount Claremont Oval	2,815.25
				INV	Allen Park - Weed Management	242.32
				INV	Allen Park - Weed Management	298.94
				INV	Allen Park - Weed Management	260.44
				INV	Spring weed control Shenton Bushland	1,582.25
				INV	Fuel reduction work Heritage Houses - Allen Park	2,241.90
				INV	Hand weeding Hollywood Reserve	523.14
				832.11272-01	Furnace Technologies Pty Ltd	
				INV	Repair to Large Furnance Technologies (replace	398.53
				832.11410-01	Hays Specialist Recruitment Aust Pt	
				INV	Pay for Claire Bock W/E 17/01/2016	2,375.49
				832.11634-01	Ms N Horley	
				INV	Monthly Councillor Allowance 2015/16	2,180.00
				832.11975-01	JLR Pumps	
				INV	Remove, dismantle and replace	1,445.40
				832.12118-01	Councillor I Argyle	
				INV	Monthly Councillor Allowance 2015/16	2,180.00
				832.12120-01	Mr B G Hodsdon	
				INV	Monthly Councillor Allowance 2015/16	2,180.00
				832.12292-01	Charles & Veronica Soto	
				INV	Volunteers account october - Tresillian Arts	126.70
				INV	Tresillian Arts Centre - Volunteers Account	136.30
				832.12317-01	Techsand Pty Ltd	



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 5

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Install 4 x APRONS as marked in Clement St	4,296.66
				INV	Reinstate footpath/kerb at the cnr of North St	1,588.21
				INV	Reconstruct 18 square metres of footpath at 82	1,339.02
				INV	Remove 44 Square Metres of damaged slab path in	2,772.63
					832.1235-01 CBCA WA Branch Inc	
				INV	VARIOUS BOOKS	60.00
					832.12357-01 Nedlands Newspaper Delivery	
				INV	Nespaper delivery for Nedlands Library	254.43
					832.12427-01 R Hawker	
				INV	Volunteer Vehicle Reimbursement	62.04
					832.12544-01 Councillor T P James	
				INV	Monthly Councillor Allowance 2015/16	2,180.00
					832.12628-01 Diamond Hire	
				INV	Excavator hire for repairs to Kinnimont Street	385.00
					832.12648-01 Mt Claremont Newsround	
				INV	Mt Claremont Library Newspapers	83.26
					832.12682-01 Synergy	
				INV	Electricity charges lot 3128 U A Esplanade 22/12-2	290.50
					832.12735-01 Comfort Keepers	
				INV	Provision of domestic assistance to HACC clients	193.41
					832.12743-01 Active Transport & Tilt Tray Svces	
				INV	Transport Volvo loader from CJD Guildford to	275.00
					832.12777-01 Perth Irrigation Centre	
				INV	Jumbo Valve Boxes	1,095.24
				INV	Parts for reticulation repairs at cnr Bostock &	115.49
					832.12902-01 T Yamamoto	
				INV	Tresillian Arts Centre School Holiday Program	192.00
					832.12914-01 The Worm Shed	
				INV	Worm farm for PROCC	247.00
					832.12918-01 GLG GreenLife Group Pty Ltd	
				INV	Landscape Maintenance as per RFT 2013/14.21 -	7,609.22
				INV	Landscape Maintenance as per RFT 2013/14.21 -	7,609.22
					832.12985-01 Mr R M Hipkins	
				INV	Monthly Councillor Allowance 2015/16	7,973.75
					832.13129-01 Quality Traffic Management Pty Ltd	
				INV	Crew of two traffic controllers, one vehicle and	12,370.91
				INV	Traffic management John XXIII Ave Drainage	4,871.70
				INV	Traffic Management for drainage works	2,875.16



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 6

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
832.13254-01	Murphy Painting & Decorating					
INV					Painting walls and ceilings at Mt Claremont	14,570.00
832.13283-01	Databank Escrow Services Pty Ltd					
INV					Escrow Annual Fee 01/07/2015-30/06/2015	181.70
832.13306-01	Mr R M Binks					
INV					Monthly Councillor Allowance 2015/16	2,180.00
832.13384-01	Harvey Fresh					
INV					Standing Order - Weekly Milk Delivery	71.01
832.13412-01	Quick Corporate Australia					
INV					Stationery	499.10
INV					Stationery - NCC	216.43
INV					Standing order for Reflex paper	115.72
832.13508-01	J Ewen					
INV					Tresillian Arts Centre, School Holiday Program	864.00
832.13793-01	The Beeman					
INV					Removal of Wasps - invoice # 73	125.00
INV					Eradication of bees outside 8 Swansea Street	165.00
INV					Removal of wasps- Invoice # 74	165.00
832.13813-01	Ms J A Heyes					
INV					Mobile phone reimbursment as per contract amount D	80.00
832.13840-01	H M Andresen					
INV					2 hours of cherry picker hire to install the	374.00
832.13841-01	Commercial & Industrial Mowing					
INV					Fire break clearing to various properties 2015	187.00
INV					Fire break clearing to various properties 2015	187.00
INV					Fire break clearing to various properties 2015	187.00
INV					Firebreak clearing to various properties 2015	187.00
INV					Fire break clearing to various properties 2015	187.00
INV					Fire break clearing to various properties 2015	209.00
INV					Fire break clearing at various properties 2015	187.00
INV					Fire break clearing to various properties 2015	187.00
832.13856-01	Councillor J Porter					
INV					Monthly Councillor Allowance 2015/16	2,180.00
832.13857-01	Councillor L McManus					
INV					Monthly Councillor Allowance 2015/16	2,180.00
832.13872-01	The WRB & SV Hassell Superannuation					
INV					Monthly Councillor Allowance 2015/16	3,467.50
832.13880-01	RTKnetwest					



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 7

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	ANNUAL SUBSCRIPTION - RTK NETWEST. USED IN	4,400.00
				832.13918-01	Pirtek Malaga	
				INV	Clean vinyl, tubing, water hose reeler and hose	561.15
				832.14004-01	Drainflow Services Pty Ltd	
				INV	Citywide drainage educting of pits	2,112.00
				INV	Citywide drainage educting of pits	2,112.00
				INV	Citywide drainage educting of pits	2,112.00
				INV	Citywide drainage educting of pits	2,112.00
				INV	Citywide drainage educting of pits	2,112.00
				INV	Citywide drainage educting of pits	2,112.00
				INV	Citywide drainage educting of pits	2,112.00
				INV	Citywide drainage educting of pits	2,112.00
				INV	Citywide drainage educting of pits	2,112.00
				INV	Citywide drainage educting of pits	2,112.00
				INV	Citywide drainage educting of pits	2,112.00
				832.14005-01	Perth Energy Pty Ltd	
				INV	Power charges 181 Montgomery ave 05/12-03/01/16	4,261.10
				INV	Power charges vaiours locaiton 25/12-24/01/2016	6,704.97
				832.14017-01	Mr M A Goodlet	
				INV	Internet 23/12/15 to 22/01/16	69.00
				832.14123-01	J D Wetherall	
				INV	Monthly Councillor Allowance 2015/16	2,180.00
				832.14159-01	Unirack Australia Pty Ltd	
				INV	Replacement shelving for Maintenance shed	580.00
				832.14165-01	Bridgestone Select Nedlands	
				INV	165 x 13"8 ply radial tyres, fit, env disposal	204.00
				832.14176-01	Advanced Consulting	
				INV	Standing Order - OSH consulting service - Ashley	1,859.00
				832.14217-01	Cardno Geotech Pty Ltd	
				INV	Geotechnical Fieldwork - Brockway Road	9,148.15
				832.14232-01	Mr G Hay	
				INV	Monthly Councillor Allowance 2015/16	2,180.00
				832.14233-01	Ms K A Smyth	
				INV	Monthly Councillor Allowance 2015/16	2,180.00
				832.14325-01	All Auds Super Fund	
				INV	Monthly Councillor Allowance 2015/16	2,180.00
				832.14389-01	WorleyParsons Services Pty Ltd	
				INV	On street parking bay design project for Smyth	8,492.00



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 8

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
832.14432-01					Ampac Debt Recovery	
	INV				Legal fees for services of GPC (summons) to	12,894.51
832.145-01					Protector Alsafe Pty Ltd	
	INV				Supply of PPE for Chris Batchem- 2165. Standing	144.80
	INV				upply of PPE for Chris Batchem - 2165. Standing	217.14
	INV				Supply of PPE for Tom van der Hulst -Employee #	93.30
832.14509-01					Ms J Berry	
	INV				Tresillian Arts Centre, School Holiday Tutor	972.00
832.14510-01					JB Hi-Fi Group Pty Ltd	
	INV				Samsung galaxy S6 64GB Black- Salary	955.98
	INV				Apple iPad Air 2 128 GB wifi & cellular space	1,057.00
832.14676-01					Redman Solutions Pty Ltd	
	INV				Archive manager advanced tool - Archive manager	3,095.40
832.14703-01					A Anderson-Mayes	
	INV				Tresillian Arts Centre, School Holiday program	576.00
832.14730-01					Mr J C Cullinane	
	INV				Tutor fees - Term 4 2015 Painting from Reference	576.00
832.14806-01					Mattress Removal WA	
	INV				350x mattresses collection and disposal	494.00
832.14874-01					Junk Removal	
	INV				Removal of dumped rubbish from Bedbrook Place,	165.00
832.14895-01					Data Documents	
	INV				Tresillian Membership Card Print and Supply	511.50
832.14925-01					Watergarden Warehouse- SHM Investme	
	INV				Supply 18 x Urban Egg Pots 47 x 40cm -URD470	1,242.00
832.14980-01					OSHGroup Pty Ltd	
	INV				Pre- employment medical and Musculoskeletal	275.00
832.14989-01					Bang The Table Pty Ltd	
	INV				Purchase of community engagement online software	11,000.00
832.14992-01					Aspiring Art - Natalie Zuchetti	
	INV				Tresillian Arts Centre, School Holiday Program	1,095.50
832.15007-01					N Bourke	
	INV				2xCopies of Leon a backwood look at boyhood	40.00
832.1670-01					Western Australia Police	
	INV				Police Checks for Volunteers - January - June 2016	29.60
832.2287-01					ERS Australia Pty Ltd	
	INV				Replacemtn of cleaning fluid, and environmental	194.70
832.2600-01					Forpark Australia	



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 9

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Supply and Installation of ParkFit WSPF-0101 as	26,186.60
				832.5120-01	Office Line	
				INV	1800 x 1200 workstation desk in grey for new	379.50
				832.5682-01	WA Hino Sales & Service	
				INV	Full set of engine and air con belts as per quote	118.55
				832.6983-01	Telstra Corporation Ltd	
				INV	Phone charges Nov-Dec 2015	238.27
				832.741-01	Boyan Electrical Services	
				INV	Electrical maintenance - Mt Clarement community ce	89.10
				INV	New Court Gardens - Replace 3 faulty pole lamps	190.98
				INV	Electrical upgrade for Tresillian arts centre.	40,308.97
				INV	Melvista & Vincent Roundabout - Western Power pit	231.28
				INV	Investigate electrical fault in barbecues at	90.88
				INV	street light repair 14/1/16	259.18
				INV	street light repair 14/1/16	259.18
				832.760-01	Brealey Plumbing Service	
				INV	Plumbing maintenance - Public toilets (Allen Park)	253.00
				INV	PLUMBING	286.00
				832.8010-01	Staples Australia Pty Ltd	
				INV	Nedlands Library Stationery Order - Staples (Nov	85.91
				INV	Nedlands Library Stationery Order - Staples	64.02
				832.8110-01	Wattleup Tractors	
				INV	Engine oil, air, fuel and cabin filters as per	844.70
				832.8169-01	Westbooks	
				INV	Nedlands Library - West Books Adult Fiction and	266.48
				INV	Nedlands Library - West Books Junior and YA books	68.16
				INV	Mt Claremont Library - West Books Adult Fiction	75.56
				INV	Mt Claremont Library - West Book Junior and YA	19.58
				832.8170-01	Westcare Industries	
				INV	Summer Concerts 2016 - New PO as first one closed	2,403.50
				832.8242-01	Western Metropolitan Regional Council	
				INV	WASTE DISPOSAL	779.68
				INV	WASTE DISPOSAL	938.20
				832.860-01	Bunnings Group Limited	
				INV	BUILDING SUPPLIES	156.64
				INV	BUILDING SUPPLIES	38.84
				INV	BUILDING SUPPLIES	772.50
				INV	BUILDING SUPPLIES	131.00



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 10

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				832.880-01	Bunzl Limited	
				INV	TOILET SUPPLIES	1,673.28
				832.9872-01	Civica Pty Ltd	
				INV	Business Process Services - Authority Support	3,329.36
833	EFT TRANSFER: - 15/02/2016	12/02/2016	-324,531.42	833.100-01	Advantech Mobile Auto Electrics	
				INV	VEHICLE REPAIRS	647.88
				833.10548-01	Poppy Florist	
				INV	FLOWERS/GIFTS	200.00
				833.10731-01	Green Skills (Eco Jobs)	
				INV	Point Resoultion Foreshore Maintenance inv P006	161.55
				INV	Weed control and firebreak	323.09
				833.10881-01	Mrs D A Strahan	
				INV	Term 1/2016 Withdrawal from French elementary cour	129.60
				833.11284-01	Australia Post	
				INV	Standing Order - Bulk Mail (account 670192)	2,484.63
				833.11410-01	Hays Specialist Recruitment Aust Pt	
				INV	Pay for Joh Miller W/E 17/01/2016	1,195.57
				833.11528-01	University of WA	
				INV	Kidsport voucher for Justin and Hamish Rae	400.00
				833.11588-01	WA Rangers Association	
				INV	1 x Hat Michaela	19.95
				833.11795-01	Mr J Donaldson	
				INV	RUBBISH COLLECTION	1,000.00
				INV	RUBBISH COLLECTION	100.00
				INV	RUBBISH COLLECTION	125.00
				833.12078-01	Signarama West Perth	
				INV	Decal for Mt Claremonth Community Centre to bring	214.50
				833.12079-01	Complete Pest Management Services	
				INV	Pest/rodent treatment & termite inspection- Allen	195.00
				INV	Pest/rodent treatment & termite inspection- Allen	195.00
				INV	Annual termite inspection	195.00
				INV	Annual termite inspection- Drabble house	195.00
				INV	Annual termite inspection- Allen Park	195.00
				INV	Insect & Pest treatment- Mt Claremont playgroup	195.00
				INV	Annual termite inspection- JC Smith Pavilion	195.00
				INV	Annual termite inspection- Mt Claremont playcentr	195.00
				833.12251-01	Greening Australia WA Inc	
				INV	WESROC: Feral Animal Monitoring and Control Study	24,409.55



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 11

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
					833.12317-01 Techsand Pty Ltd	
				INV	Remove Slab Footpath from 9 Knutsford St	9,756.49
				INV	Concrete work - Reeve St Swanbourne	12,698.42
				INV	remove damaged slab footpath at 16 James St	1,940.28
					833.12350-01 Capital Recycling	
				INV	Cartage fee for final recycled waste for contract	2,933.66
					833.12379-01 Public Transport Authority WA	
				INV	Bus Stop 17395 Hampden Road PTA to organise	12,035.10
					833.12413-01 Cannon Hygiene Australia Pty Ltd	
				INV	supply and service sanitary bins and nappy	1,268.41
					833.12532-01 Total Eden Pty Ltd	
				INV	Sprinklers and associated fittings	1,862.98
					833.12534-01 DS Agencies Pty Ltd	
				INV	SFPS7 Park Seat, DDA accessible, 180mm, Heritage	1,221.00
					833.12644-01 Insight CCS	
				INV	After hours call service provider	341.06
				INV	After hours call service provider	287.43
				INV	After hours call service provider	622.77
				INV	After hours call service provider	294.58
					833.12648-01 Mt Claremont Newsround	
				INV	Mt Claremont Library Newspapers	76.86
					833.12682-01 Synergy	
				INV	Various location electricity charges 10/11-18/01/2	3,348.78
				INV	Electricity charges Auxillary light 94 28/12-27/01	1,466.80
				INV	Lot11694 UTS MontGomery Av 18/11/2016-19/01/2016	706.20
					833.12735-01 Comfort Keepers	
				INV	Provision of domestic assistance to HACC clients	193.41
					833.1280-01 Chubb Fire & Security Pty Ltd	
				INV	FIRE EQUIPMENT / SERVICES	755.18
				INV	FIRE EQUIPMENT / SERVICES	222.16
					833.12841-01 Flexipole Industries Pty Ltd	
				INV	Supply of removal bollards as per quote 30/11/15	792.00
					833.12964-01 Barrie's Driving Academy	
				INV	Volunteer bus driver practical driving assessment	176.00
					833.13042-01 Totally Workwear - Mount Hawthorn	
				INV	PPE clothing for maintenance dept.	285.28
					833.13220-01 Lightning Towing	
				INV	STANDING ORDER - Abandoned Vehicle Towing -	145.37



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 12

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
					833.13254-01 Murphy Painting & Decorating	
				INV	Painting of pavement, handrails and external pipe	9,462.00
					833.13384-01 Harvey Fresh	
				INV	Standing Order -Weekly Milk Delivery	71.01
					833.13404-01 Apple Pty Ltd	
				INV	Iphone 6 64gb Engineer Services (Andrew Dickson)	1,057.10
					833.13412-01 Quick Corporate Australia	
				INV	Various stationery	160.49
				INV	Paper A4 reflex 50	115.72
				INV	Stationery	124.34
					833.13428-01 Lock Stock & Farrell Locksmith Pty	
				INV	Upgrade to specialised key system - PRCC, NCC,	507.80
				INV	Upgrade to specialised key system - PRCC, NCC,	893.50
					833.13480-01 DU Electrical Pty Ltd	
				INV	Daran Park - Reset overload on aerator at the	176.00
					833.13534-01 Nu-Trac Rural Contracting	
				INV	Swanbourne Beach - 23 x beach cleans as	699.00
					833.13733-01 West Coast Spring Water P/L	
				INV	5	65.05
					833.13775-01 Australia Post - 604909	
				INV	Standing Order - Reply Paid letters - Small	83.20
					833.13887-01 Shamrock Tyres	
				INV	Removal of Bore Water Stains on Park furniture at	700.00
					833.13918-01 Pirtek Malaga	
				INV	Retractable Elec Cord Reeler. Part No EL2402010	488.75
					833.13931-01 Enviro Sweep	
				INV	Street sweeping as per contract	6,431.10
					833.13946-01 Plants and Garden Rentals	
				INV	Three month hire & maintenance December 2015 -	281.60
					833.14037-01 Beaver Tree Services Aust Pty Ltd	
				INV	Street Tree Pruning-SECTOR 2-Prune 2m below	14,632.86
					833.14105-01 Picture of Health Personal Training	
				INV	Excercise Sessions for DRC Clients in Feb 2016	180.00
					833.14154-01 Arcus Australia Pty Ltd	
				INV	STW18BJ Free Standing Water cooler and additional	1,967.90
					833.14241-01 King.S Contracting	
				INV	Part & Labour - reinstalling reticulation to	1,193.50
					833.14281-01 Criterion Conference Pty Ltd	



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 13

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Higher density living 2 day conferece + workshop	2,967.80
				833.145-01	Protector Alsafe Pty Ltd	
				INV	Supply of PPE for Tom van der Hulst - Employee #	60.50
				INV	Supply of PPE for Tom van der Hulst - Employee #	46.20
				INV	Supply of PPE for Tom van der Hulst - Employee #	190.61
				833.14510-01	JB Hi-Fi Group Pty Ltd	
				INV	Apple Ipad A2 case LOGITECH - TYPE + BLACK KB	107.00
				833.14681-01	Internode Pty Ltd	
				INV	internode IBC Access and Hardware management &	12,902.00
				833.14693-01	Easifleet	
				INV	Payment of car lease for Paul Busby Emp#335	469.76
				833.14731-01	Newton-Burriss Carpentry	
				INV	Carpentry work at Point Resolution childcare	2,225.00
				833.14748-01	System Maintenance	
				INV	12 Month service and continuing monthly services	290.29
				833.14766-01	TransAct Capital Communications Pty	
				INV	Transact Mobile Voice and Data services Bill for	3,143.64
				833.14858-01	Aha! Consulting	
				INV	IAP2 Emotion, Outrage and Public Participation	770.00
				833.14882-01	NQ Vision Pty Ltd T/A Ezflo Fertili	
				INV	Harris Park - 1 x 5 gallon EZ Flo 005 - FX unit	595.00
				833.14888-01	Corsign WA Pty Ltd	
				INV	priate property signs 5/1/16	825.00
				833.14914-01	C J Planning Pty Ltd T/A Planning	
				INV	New Local Planning Scheme No.3 - advice from	5,500.00
				INV	New Local Planning Scheme No.3 - advice from	968.00
				833.14932-01	Aus Chill Technical Services Pty Lt	
				INV	Air conditioning units maintenance- Tresillian	198.00
				833.14973-01	Skateboarding WA	
				INV	2 x skateboarding workshops. January 20, 9am -	1,045.00
				833.14978-01	Labourforce Impex Personnel Pty Ltd	
				INV	Causal tree pruning crew	763.90
				833.14988-01	Visimax	
				INV	Snake Capture Bag	336.30
				833.14990-01	I.O'Driscoll Fabrications	
				INV	Straighten and re-weld mounting plate on park	82.50
				833.14991-01	MA Glover- Consultant Pty Ltd	
				INV	provide pavement Rehabilitation Training for	5,995.00



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 14

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
					833.15005-01 Becarwise	
				INV	Payment of car lease for Greg Trevasakis CEO	1,100.11
					833.3055-01 Holton Connor Pty Ltd	
				INV	Completion of 80% Contract Documentation - Allen	22,126.50
					833.3250-01 inet Ltd	
				INV	COMPUTER NETWORK FEES	2,120.07
					833.360-01 Australia Post	
				INV	Counter Transaction Fee	431.48
					833.380-01 Australian Taxation Office	
				INV	Payroll Deduction	102,076.07
				INV	Payroll Deduction	7,819.00
					833.4150-01 LO-GO Appointments	
				INV	Weekending 31/10/15, J Render , labourer parks	117.15
					833.4500-01 McLeods Barristers & Solicitors	
				INV	Food Act Prosecution	1,661.77
					833.5080-01 Oce Australia Ltd	
				INV	SO 2015 Basic charges at Depot OCE color wave 550	187.00
					833.5716-01 Professional PC Support	
				INV	Feb 2016 WSLG Amlib library management system	956.93
				INV	Feb 2016 WSLG Amlib library management system	960.64
					833.6983-01 Telstra Corporation Ltd	
				INV	PHONE CHARGES	321.24
					833.741-01 Boyan Electrical Services	
				INV	Jenkins & Vincent St Roundabout - Replace faulty	157.98
				INV	Electrical work at Hackett Play centre.	943.98
				INV	Inspect and Repair faulty barbecue	387.12
					833.760-01 Brealey Plumbing Service	
				INV	PLUMBING	154.00
				INV	PLUMBING	176.00
				INV	Clear blocked toilet and replace flushing valve	308.00
				INV	Repairs cistern at David Cruikshank	110.00
				INV	Repair taps at Beatton Park	143.00
					833.8010-01 Staples Australia Pty Ltd	
				INV	Diet Ginger beer 375ml ctn 12	24.90
				INV	STATIONERY	347.52
				INV	STATIONERY	12.34
				INV	STATIONERY	96.95
				INV	STATIONERY	20.27



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 15

Chq/Ref	Payee	Date	Amount	Tran	Description	Amount
				INV	STATIONERY	202.66
				INV	STATIONERY	12.38
				INV	STATIONERY	1,472.33
				INV	STATIONERY	382.86
				INV	STATIONERY	85.47
				INV	STATIONERY - inv 9016946307	295.79
				INV	STATIONERY	603.37
				INV	STATIONERY	176.53
				INV	Depot stationery	125.93
				INV	STATIONERY	2,304.18
				INV	STATIONERY	28.71
				INV	STATIONERY	73.30
					833.8169-01 Westbooks	
				INV	Mt Claremont Library Junior local stock	11.89
					833.8242-01 Western Metropolitan Regional Council	
				INV	SO council waste disposal (1 July to 31 Dec	657.72
				INV	SO council waste disposal (1 July to 31 Dec	372.76
					833.8450-01 Wurth Australia Pty Ltd	
				INV	Top up all grab kits, sandpaper rolls and battery	29.23
					833.860-01 Bunnings Group Limited	
				INV	BUILDING SUPPLIES	15.87
				INV	BUILDING SUPPLIES	29.96
				INV	BUILDING SUPPLIES	58.43
				INV	BUILDING SUPPLIES	155.57
				INV	BUILDING SUPPLIES	148.49
				INV	BUILDING SUPPLIES	128.47
				INV	BUILDING SUPPLIES	113.75
				INV	Building products and material for Tresillian	22.05
					833.8620-01 Zipform Pty Ltd	
				INV	2015/16 - 3rd Instalment Notices	4,351.37
					833.9872-01 Civica Pty Ltd	
				INV	Authority Managed Services MS- DR, Admin	4,738.37
834	EFT TRANSFER: - 19/02/2016	19/02/2016	-259,447.75			
				834.10859-01 CSP Industries Pty Ltd		
				INV	New HT 131Z telescopic pruner chain saw PO 523221	1,229.00
					834.11410-01 Hays Specialist Recruitment Aust Pt	
				INV	Pay for Claire Bock w/e 24/01/2016	2,375.49
				INV	Pay John Miller W/E 10/01/2016	1,195.57
				INV	Pay Claire Bock w/e 31/01/2016 - PO 523234	1,437.80



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 16

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Pay John Miller W/E 31/01/2016	726.90
				834.11559-01	Icon Septech Pty Ltd	
				INV	Universal side entry frame	4,917.31
				834.11760-01	Forcorp Pty Ltd	
				INV	LED DIN pole mount amber beacons (2 off)	418.00
				834.11898-01	Turf Care WA Pty Ltd	
				INV	Carry out extra mowing duties to various locations	3,410.00
				834.12079-01	Complete Pest Management Services	
				INV	Termite inspection - Mt Claremont changerooms	195.00
				INV	Inspect & Pest treatment - college park family	190.00
				834.12427-01	R Hawker	
				INV	Volunteer vehicle reimbursement claim	24.64
				834.12532-01	Total Eden Pty Ltd	
				INV	Sprinklers, pipe fittings	271.88
				834.12682-01	Synergy	
				INV	ELECTRICITY- 25/12/15 to 24/01/16	43,272.75
				834.12885-01	Raeco/CEI Pty Ltd	
				INV	Binders Tape/ Single Stitch	74.84
				834.12896-01	Chandler MacLeod Limited	
				INV	Pay for Joe Hodges W/E 10/01/16 & 17/01/16	4,965.00
				834.13010-01	Spot on Print	
				INV	Names Badges annd Business Cards	403.35
				834.13016-01	Opus International Consult PCA Ltd	
				INV	Traffic and Parking Assessment of Swanbourne High	6,325.00
				834.13042-01	Totally Workwear - Mount Hawthorn	
				INV	New uniforms for maintenance officer	604.63
				834.13123-01	Toll Priority	
				INV	Standing Order - Toll Priority	368.65
				834.13129-01	Quality Traffic Management Pty Ltd	
				INV	20313 Kinninmont Avenue	10,068.71
				834.13170-01	Paperbark Technologies	
				INV	Supply Arborist report for eucalyptus cladocalyx	415.00
				834.13220-01	Lightning Towing	
				INV	Standing Order - Abandoned Vehicle Towing	152.29
				834.13296-01	Mr D Kelsall	
				INV	Seek heritage advice from David Kelsall with	577.50
				834.133-01	Alinta Energy	
				INV	Gas charges Lot 6987 Montgomery Ave 04/11-05/02/16	89.40



CITY OF NEDLANDS
All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 17

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
					834.13412-01 Quick Corporate Australia	
				INV	Stationery - NCC	397.67
				INV	Stationery supplies - Tech services	13.68
				INV	Stationery for Depot (web order number 712021)	317.28
					834.13437-01 Mowmaster Turf Equipment	
				INV	Sharpen and set 22" wicket mower, repairs to	389.75
					834.13626-01 Poolegrave Signs & Engraving	
				INV	Building Plaque - David Cruickshank Reserve	660.00
					834.13690-01 Pacific Biologics Pty Ltd	
				INV	Env Health purchase 1 x Prolink XR Briquet Case	1,480.27
					834.13741-01 Dave's Landscaping & Brickpaving	
				INV	Reinstate paving at 11 Reeve St Swanbourne after	770.00
					834.13771-01 Triple A Haulage	
				INV	Drop off tables and chairs in Cruickshank pavillion	528.00
					834.13927-01 Miss Maud	
				INV	Morning tea, lunch and afternoon tea for Pavement	206.30
					834.13959-01 Manheim Pty Ltd	
				INV	STANDING ORDER - Storage fees abandoned vehicles	110.00
					834.13992-01 Get Wet Ponds & Aquariums	
				INV	Service for Aquariums	82.50
					834.14005-01 Perth Energy Pty Ltd	
				INV	Statement No: 2074152 04/01/15 to 04/02/2016	4,595.87
					834.14052-01 Mr G K Trevaskis	
				INV	Internet reimbursment 08/02-08/03/2016	59.95
					834.14165-01 Bridgestone Select Nedlands	
				INV	Steel radial tyres (4 off) strip, fit, balance,	913.00
					834.14176-01 Advanced Consulting	
				INV	Standing Oder - OSH consulting service - Ashley	1,997.60
					834.14255-01 Transoft Solutions (Australia) Pty	
				INV	AutoTURN MAP annual subscription (valid to 31	594.00
					834.14393-01 Hudson & Hughie Pty Ltd	
				INV	Refreshments for Joint Aus Day Awards and	2,050.00
					834.14407-01 BCE Surveying	
				INV	Supply of scanned detail survey of road reserve	4,064.50
				INV	SUPPLY of scanned detail survey of road reserve	7,276.50
					834.14417-01 Esafe Services Pty Ltd	
				INV	Testing of appliances at tresillian	149.05
					834.14468-01 Ricoh Australia Pty Ltd	



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 18

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Service Finance Rental and Service Contract	4,212.33
				834.14506-01	Willis Australia Ltd	
				INV	Landlords Insurance Policy 2015/2016 23 December	446.24
				834.14585-01	Mark One Visual	
				INV	Christmas Lights - installation and dismantle -	2,200.00
				834.14641-01	Minuteman Press Fremantle	
				INV	Splashfest - 2 full cover UV printed 510g Vinyl	451.00
				834.14693-01	Easifleet	
				INV	Paymnet of car lease for Paul Busby Emp 335	469.76
				INV	Payment of car lease for Paul Busby Emp 335	469.76
				834.14760-01	Matrix Productions Australia Pty Lt	
				INV	PA system for ceremony	422.95
				834.14873-01	Westbuild	
				INV	Bagged sand & cement	320.76
				INV	Asphalt cold mix	1,058.82
				834.14879-01	Stylus Design	
				INV	Design 2x A3 posters, 1 x A5 flyer, print ad	1,149.50
				834.14932-01	Aus Chill Technical Services Pty Lt	
				INV	Air conditioning maintenance - MT Claremont libra	346.50
				INV	Air conditioning maintenace - PRCC	104.50
				INV	Air conditioning maintenance - Nedlands Library	451.00
				INV	Air conditioning maintenance - Admin	814.00
				834.14937-01	Action Asbestos Removals	
				INV	Removal of asbestos eave sheet lining at PROCC	1,749.00
				834.14939-01	BAX Services	
				INV	Comprehensive soft fall clean	1,284.80
				INV	Comprehensive cleaning of soft fall	1,425.60
				834.14972-01	Allwestplant hire Australia Pty Ltd	
				INV	Greenville Street drainage supervision and install	8,892.40
				INV	16 Zamia Street Mt Claremont - drainage soakwell	4,489.10
				834.14980-01	OSHGroup Pty Ltd	
				INV	Kristine Bishop - Pre-employment medical and	275.00
				834.15014-01	Mr V R Senathirajah	
				INV	Rates Refund	638.18
				834.1700-01	Community Newspaper Group Ltd	
				INV	SUmmer concerts 2016-9,000 flyer inserts	643.50
				834.2048-01	Tillys Home Helpers	
				INV	Provision of Gardening Services to HACC clients	1,584.00



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 19

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				834.260-01	Arteil WA Pty Ltd	
				INV	CH3 Karis Mk3 Ajustable arms Duomatic Chair	247.50
				834.3910-01	Kleenit Pty Ltd	
				INV	Standing Order - Graffiti removal (June to	1,528.67
				834.4500-01	McLeods Barristers & Solicitors	
				INV	Food Act Prosecution	10,056.46
				INV	Food Act Prosecution	480.69
				INV	Annual Audit Fees 2015	143.00
				INV	Food Act Prosecution	2,388.21
				INV	Swanbourne Beach Proposal	326.34
				834.5080-01	Oce Australia Ltd	
				INV	5 x PPC 841mm x 1189mm A0 Paper roll for OCE 550	163.88
				834.5200-01	ANL Lighting Australia Pty Ltd	
				INV	Restock of various lights which are used	199.32
				834.6030-01	Richgro Gardening Products	
				INV	Supply of Mancozeb and Pinebark Mulch	973.17
				834.6600-01	St John Ambulance Western Australia	
				INV	First aid refresher training- Angela Lisa PO 52333	199.00
				INV	First Aid refresher training Angela PO 523335	160.00
				INV	1x provide first air Michaela Eaton PO 523275	160.00
				INV	Provide first aid course - PO 523331	199.00
				834.6820-01	Swanbourne Veterinary Centre	
				INV	POUND FEES	68.20
				834.7280-01	Total Turf	
				INV	Mt Claremont Lakes - 2 x Trough blokes, 2 x 20 kg	594.00
				834.741-01	Boyan Electrical Services	
				INV	Electrical maintenance - MTCCC	341.28
				INV	Electrical maintenance - JC Smith Pavillion	335.01
				INV	Replace non operational bollard lights	64,412.77
				INV	Electrical maintenance - NCC	793.53
				INV	Electrical maintenance - depot	185.82
				834.760-01	Brealey Plumbing Service	
				INV	Connect water filler at Depot	187.00
				INV	Plumbing maintenance - College park family centre	137.50
				INV	PLUMBING	352.00
				INV	Plumbing maintenance - PRCC	1,028.50
				834.7675-01	Landgate - GRV	
				INV	GRV valuation for 2015-16	484.58



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 20

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				834.8010-01	Staples Australia Pty Ltd	
				INV	STATIONERY	54.97
				INV	STATIONERY	59.24
				INV	Stationery	51.43
				INV	Stationery - PO # 523418	462.53
				INV	STATIONERY	17.11
				INV	STATIONERY	240.97
				834.8170-01	Westcare Industries	
				INV	Splashfest. Print 500 x A3 posters (150gsm gloss)	117.70
				INV	Splashfest. Print 500 x A3 posters (150gsm gloss)	426.80
				834.8242-01	Western Metropolitan Regional Council	
				INV	Waste disposal and greenwaste oct to dec 2015	220.00
				INV	WASTE DISPOSAL	627.61
				INV	WASTE DISPOSAL	11,062.21
				INV	WASTE DISPOSAL	15,087.60
				834.860-01	Bunnings Group Limited	
				INV	BUILDING SUPPLIES	95.00
				INV	BUILDING SUPPLIES	5.70
				INV	Crafright Lightweight Measuring Wheel With Bag	28.48
				INV	BUILDING SUPPLIES	128.51
				INV	BUILDING SUPPLIES	318.09
				INV	BUILDING SUPPLIES	35.04
836	EFT TRANSFER: -	26/02/2016	-523,913.48	836.100-01	Advantech Mobile Auto Electrics	
				INV	VEHICLE REPAIRS	457.00
				836.10056-01	City of Nedlands - Social Club	
				INV	Payroll Deduction	354.00
				INV	Payroll Deduction	354.00
				INV	Payroll Deduction	3.00
				836.10221-01	Hire Society	
				INV	Furniture for citizenship ceremony	507.94
				836.10895-01	State Library of WA	
				INV	Lost and damaged material state library WA	1,430.00
				836.11410-01	Hays Specialist Recruitment Aust Pt	
				INV	Pay for John Miller W/E 07 /02/2016	985.15
				836.11559-01	Icon Septech Pty Ltd	
				INV	450mm Class 2 spigot and socket rubber ring joint	2,168.10
				836.11602-01	Arrow Pressure Wash	
				INV	Scheduled service and safety inspection	368.50



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 21

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
					836.12079-01 Complete Pest Management Services	
				INV	Rat bait for resident - 15 buckets Liphatech	4,669.95
				INV	Insect & Pest treatment - Admin	208.00
				INV	Insect & Pest treatment - Tresillian	198.00
					836.12117-01 SAI Global Ltd	
				INV	Australian Standard AS 2303:2015	157.49
					836.12238-01 Men In Harmony Barbershop Chorus In	
				INV	Entertainment for citizenship ceremony 21012016	600.00
					836.12357-01 Nedlands Newspaper Delivery	
				INV	271215 - 230116	213.76
					836.12451-01 GHD Pty Ltd	
				INV	QS Works and Sub Consultant Management Fee	3,712.50
				INV	Project variation fee for final revisions	5,217.30
					836.12532-01 Total Eden Pty Ltd	
				INV	Sprinklers, fittings, nozzles, batteries, primer	584.79
					836.12682-01 Synergy	
				INV	ELECTRICITY 10/11/2015 to 20/01/2016	8,237.95
					836.12735-01 Comfort Keepers	
				INV	Provision of domestic assistance to HACC clients	193.41
					836.12765-01 Perthwaste Pty Ltd	
				INV	Contamination - Mixed recycle and greenwaste	2,097.39
				INV	Waste disposal residential and commercial Jan 16	15,080.14
				INV	SO 2015/16 residential services - January 2016	14,330.69
				INV	SO 2015/16 February 2016	90,100.00
				INV	Waste Disposal - Residential and Commercial	45,000.00
					836.1280-01 Chubb Fire & Security Pty Ltd	
				INV	Fire equipment testing - Depot	4,762.71
					836.12896-01 Chandler MacLeod Limited	
				INV	Pay Joe Hodges W/E 24/01/2016	2,711.16
					836.12944-01 Centrel Pty Ltd	
				INV	Fuel - Diesel	4,058.67
				INV	Fuel - Unleaded Petrol	4,482.32
					836.13010-01 Spot on Print	
				INV	Business Cards and courier charges	328.00
					836.13014-01 Nespresso Professional	
				INV	10 boxes of Lungo Leggero coffee	310.00
					836.13015-01 Austral Mercantile Collections Pty	
				INV	DEBT COLLECTING FEES	14.30



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 22

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	DEBT COLLECTING FEES	12.10
				INV	DEBT COLLECTING FEES	17.05
					836.13016-01 Opus International Consult PCA Ltd	
				INV	Nedlands Aquith Street parking	11,756.25
				INV	Swanbourne High school estate parking and traffic	3,641.00
					836.13129-01 Quality Traffic Management Pty Ltd	
				INV	Installation, maintenance and removal of traffic	13,608.96
					836.13267-01 Dept of Transport	
				INV	Vehicle search fee -December 2015	18.80
					836.133-01 Alinta Energy	
				INV	Allen Park change room 03/11/2015 to 03/02/2016	169.00
					836.13327-01 By Word of Mouth Catering	
				INV	9 feb 2016 - 22 x Meals and dessert for meeting	847.00
					836.13373-01 RAC Driving Centre	
				INV	Operate & maintain a 4WD vehicle	325.00
				INV	4WD course - Operate and Maintain	325.00
					836.13384-01 Harvey Fresh	
				INV	Standing order - weekly milk delivery	71.01
				INV	Standing order - weekly milk delivery	71.01
					836.13404-01 Apple Pty Ltd	
				INV	Iphone 6s 64 GB Salary Sacrifice Hassan	1,204.50
					836.13412-01 Quick Corporate Australia	
				INV	Stationary	4.29
				INV	Stationary	133.18
					836.13437-01 Mowmaster Turf Equipment	
				INV	Service and repairs to Honda rotary mower. Fleet	200.10
					836.13568-01 Digital Mapping Solutions	
				INV	SO GIS consulting service onsite (Drew France)	1,716.00
				INV	SO GIS consulting services onsite (Drew France)	3,432.00
					836.13619-01 The Poster Girls	
				INV	Summer Concerts 2016- Poster Girls -	39.60
					836.13733-01 West Coast Spring Water P/L	
				INV	PRCC water	31.00
				INV	15 L Cooler bottle water supply to NCC	7.75
					836.13887-01 Shamrock Tyres	
				INV	Removal of bore water stains from signs and	850.00
					836.13895-01 Ms M B Hulls	
				INV	50% charges for mobile phone - January 2016	107.50



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 23

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
836.14037-01	Beaver Tree Services Aust Pty Ltd					
INV					Street Tree Pruning-SECTOR 4-Prune 2m below	40,688.97
836.14165-01	Bridgestone Select Nedlands					
INV					Firestone 295/80R/22.5 steel radial truck tyres	2,200.00
836.14266-01	Denver Technology					
INV					Trouble shooting Network	1,188.00
836.14267-01	Eco Faeries					
INV					January school holiday activity at Nedlands	250.00
836.1427-01	City of Stirling					
INV					Meals for Nedlands Day centre month endin 31/12/15	768.90
836.14273-01	Lasso Kip Pty Ltd					
INV					75mm x 13 mm ad in February 2016	605.00
INV					Summer Concerts 2016- Advertisement in Parents Pape	363.00
836.14451-01	Cleandustrial Services Pty Ltd					
INV					Cleaning services Dec 2015	378.73
836.145-01	Protector Alsafe Pty Ltd					
INV					Boots Safty	179.00
836.14506-01	Willis Australia Ltd					
INV					additional workers comp - 30/09/2014 to 30/09/2015	35,995.16
836.14515-01	Programmed Integrated Workforce					
INV					Pay Pinca Lauro W/E 24/01/2016	789.70
INV					Pay for Pinca LauroW/E 31/01/2016	1,579.40
836.14731-01	Newton-Burris Carpentry					
INV					Repairs to toilet door to open/close properly	220.00
836.14744-01	The Trustee for The Lane Family Tru					
INV					Mark out 1 'Gridiron Field' at Mt Claremont Oval	660.00
836.14802-01	Kwik Kopy Centre - Perth CBD					
INV					clean up Australia day certificate -	30.00
INV					Program printing for Citizenship Ceremony	302.50
INV					60 DL invites for Volunteer event	75.90
INV					Invitation - Vol Appreciation and courier charges	75.90
836.14817-01	Diversus					
INV					Sharepoint Consultancy - 30 Bulk Hours @ 160 per	5,280.00
836.14879-01	Stylus Design					
INV					Summer Concerts graphic	60.50
INV					Design and file preparation of All Abilities	363.00
836.14882-01	NQ Vision Pty Ltd T/A Ezflo Fertili					
INV					Peave Memorial Rose Garden - 3 x 80 mm CBV -300	374.00



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 24

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
					836.14893-01 G. Tuke	
	INV				Positive Ageing - Line Dance classes	180.00
					836.14895-01 Data Documents	
	INV				250 Subject of Notes brochures - Jan 2016	429.00
					836.14919-01 Kelair Holdings Pty Ltd	
	INV				Skip bin hire for John XXIII depot, to remove	7,865.00
					836.14932-01 Aus Chill Technical Services Pty Lt	
	INV				Supply & Install two lockable thermostat control	503.60
					836.14955-01 Nedlands News	
	INV				paper deliver 27/12/15 to 28/01/16	59.13
					836.14964-01 Lenzo Plasterers	
	INV				Rendering works as per quotation	24,970.00
					836.14993-01 Marketforce	
	INV				Advertising for Allen Park Pavilion refurbishment	354.99
	INV				Death notice for Martyn Webb	50.96
	INV				Advertisement of 2016 Council and Committee	528.91
					836.15005-01 Becarwise	
	INV				Repayment of car lease for Greg Trevaskis	1,100.11
					836.15010-01 AHG TRADE PARTS PTY LTD	
	INV				Oil filters (2 off) Air filters (2 off) for	131.05
					836.15012-01 Applied Education	
	INV				Payroll Administration and Salary Packaging Course	999.00
					836.15016-01 Mr R W Adams	
	INV				Rates Refund	605.14
					836.15017-01 J G Hutton	
	INV				Rates Refund	78.89
					836.1760-01 Cottesloe Golf Club Inc	
	INV				Farewell function for the Director Corporate &	3,123.60
					836.2075-01 Landgate	
	INV				Aerial imagery sept 2015	523.60
					836.2622-01 Fuji Xerox Australia Pty Ltd	
	INV				Fuji Copy Charges	2,330.06
	INV				Fuji Lease Charges	13,401.30
	INV				A3 and A4 white papers	136.07
	INV				Fluoro Orange A4 paper (5 reams)	210.93
					836.2685-01 Gallery 360 Pty Ltd	
	INV				1 sheet 5mm self adhesive foamcore cut into	68.00
					836.3173-01 Mrs B L Hunt	



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 25

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Tutor fee- term2 2015 water color classes	1,880.00
			836.380-01		Australian Taxation Office	
				INV	Payroll Deduction	102,654.81
			836.400-01		Australian Services Union	
				INV	Payroll Deduction	93.70
				INV	Payroll Deduction	93.70
			836.4500-01		McLeods Barristers & Solicitors	
				INV	Legal issues associated with the new draft TPS	1,483.64
				INV	Local Governnet response to Native Title Claims	327.30
				INV	Impact of 2015 regulations on Appendix V TPS 2	853.85
				INV	Parking Prosecution	1,589.57
				INV	Planning Prosecution	1,379.84
			836.6600-01		St John Ambulance Western Australia	
				INV	1 day First Aid Course PO 523472	160.00
			836.741-01		Boyan Electrical Services	
				INV	Electrical maintenance - MTCC	168.60
				INV	Electrical maintenance - Tresillian	136.32
				INV	Electrical maintenance - Cruikshank Pavilion	1,334.63
				INV	Electrical maintenance - Admin	2,819.67
				INV	Street Verges - Repair faulty PE Cell and lamp on	163.48
				INV	Electrical maitenance - College Family Centre	566.64
				INV	Electrical maintenance - Admin	858.53
			836.760-01		Brealey Plumbing Service	
				INV	Replace trap & clear blockage in basin- Rose Garde	253.00
				INV	Service two leaking cisterns at PROCC	176.00
				INV	Clear Blocked urinal - Beaton Park	187.00
			836.7675-01		Landgate - GRV	
				INV	GRV Valuation for 2015-16	407.43
				INV	GRV valuation for 2015-16	537.03
			836.8000-01		Solver Paints	
				INV	PAINT SUPPLY for PO 523437	149.42
			836.8010-01		Staples Australia Pty Ltd	
				INV	STATIONERY	10.03
			836.8169-01		Westbooks	
				INV	Mt Claremont library	36.88
				INV	Nedlands Library -West Books Adult Fiction and	172.08
				INV	VARIOUS BOOKS	36.74
				INV	Mt Claremont Library -West Books	198.84



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 26

Chq/Ref	Payee	Date	Amount	Tran	Description	Amount
				INV	VARIOUS BOOKS	27.26
				836.8242-01	Western Metropolitan Regional Council	
				INV	Waste disposal	334.21
				836.860-01	Bunnings Group Limited	
				INV	materials for allen park hollow	143.93
				INV	BUILDING SUPPLIES	180.87
				INV	materials for Carrington Park	195.19
				836.880-01	Bunzl Limited	
				INV	TOILET SUPPLIES	386.93
				INV	TOILET SUPPLIES	677.99
				836.9876-01	Priestman & Sharp	
				INV	Panel and paint repairs as per quotation No	677.05
	Total EFT		-2,162,934.68			
	TOTAL PAYMENTS		-2,189,569.91			

NAB - Trust Account

CHEQUE

12721	A J BENOIT	04/02/2016	-1,650.00	RFND	5 DALKEITH RD - FOOTPATH REFUND	1,650.00
12722	NORTH SHORE POOLS	04/02/2016	-1,560.00	RFND	83 WEBSTER ST - FOOTPATH REFUND	1,560.00
12723	LIVING ENVIRONS	04/02/2016	-1,600.00	RFND	8 BENTLEY - FOOTPATH REFUND	1,600.00
12724	COMMAND BUILDING SERVICES	04/02/2016	-1,560.00	RFND	18 BENTLEY CLOSE - FOOTPATH REFUND	1,560.00
12725	BUILT 2 LAST SERVICES	04/02/2016	-1,650.00	RFND	46 CLEMENT ST - FOOTPATH REFUND	1,650.00
12726	SPRINGATE CONSTRUCTIONS PTY LTD	04/02/2016	-1,650.00	RFND	89 SMYTH RD - FOOTPATH REFUND	1,650.00
12727	GLASSHOUSE CONSERVATORIES	04/02/2016	-1,650.00	RFND	22 KINGSTON ST - FOOTPATH REFUND	1,650.00
12728	M L SMITH	04/02/2016	-1,600.00	RFND	15 ARCHDEACON ST - FOOTPATH REFUND	1,600.00
12729	PETER STANNARD HOMES PTY LTD	04/02/2016	-589.86	RFND	16 JAMES RD - FOOTPATH REFUND	589.86
12730	DALE ALCOCK HOMES	04/02/2016	-1,600.00	RFND	13 ROCKTON RD - FOOTPATH REFUND	1,600.00
12731	B WALLER	11/02/2016	-1,500.00	RFND	5 CIRCE CIRCLE - FOOTPATH REFUND	1,500.00
12732	DALE ALCOCK HOMES	11/02/2016	-1,600.00	RFND	48A MOORO DRIVE - FOOTPATH REFUND	1,600.00
12733	WESTRAL HOME IMPROVEMENTS - CANNING	11/02/2016	-1,650.00	RFND	31 BROOME ST - FOOTPATH REFUND	1,650.00



CITY OF NEDLANDS

All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 27

Chq/Ref	Pavee	Date	Amount	Tran	Description	Amount
12734	MERIT CONSULTING GROUP	11/02/2016	-1,560.00	RFND	10 CARRINGTON ST - FOOTPATH REFUND	1,560.00
12735	GREEN SHORE BUILDERS PTY LTD	11/02/2016	-1,600.00	RFND	10 CARRINGTON ST - FOOTPATH REFUND	1,600.00
12736	G HICKLIN	11/02/2016	-1,650.00	RFND	7 CAMERON GREEN - FOOTPATH REFUND	1,650.00
12737	Z J TEH	11/02/2016	-1,500.00	RFND	18 COLIN ST - FOOTPATH REFUND	1,500.00
12738	M CAMPION	11/02/2016	-1,600.00	RFND	82 CIRCE CIRCLE - FOOTPATH REFUND	1,600.00
12739	MS C HUNT	19/02/2016	-182.00	RFND	REFUND HALL AND KEY BOND J C SMITH PAVIL	182.00
12740	D T KUAN	19/02/2016	-1,500.00	RFND	24 MERIWA ST - FOOTPATH REFUND	1,500.00
12741	O W CHUA	19/02/2016	-1,500.00	RFND	71 MERIWA ST - FOOTPATH REFUND	1,500.00
12742	J D LOW	19/02/2016	-1,500.00	RFND	15 CIRCE CIRCLE - FOOTPATH REFUND	1,500.00
12743	PERTH DEMOLITION	19/02/2016	-1,500.00	RFND	52 MERIWA ST - FOOTPATH REFUND	1,500.00
12744	SEACREST HOMES	19/02/2016	-1,500.00	RFND	11 CIRCE CIRCLE - FOOTPATH REFUND	1,500.00
12745	PERTH DEMOLITION	19/02/2016	-1,500.00	RFND	90 CIRCE CIRCLE - FOOTPATH REFUND	1,500.00
12746	GAVALLI HOMES PTY LTD	19/02/2016	-1,500.00	RFND	90 CIRCLE CIRCE - FOOTPATH REFUND	1,500.00
12747	P CHATFIELD	19/02/2016	-1,650.00	RFND	5 LANGHAM ST - FOOTPATH REFUND	1,650.00
12748	MESH HOLDINGS PTY LTD	19/02/2016	-1,560.00	RFND	27 VIKING ROAD - FOOTPATH REFUND	1,560.00
12749	MANOR HOME BUILDERS PTY LTD	19/02/2016	-1,560.00	RFND	27 VIKING RD - FOOTPATH REFUND	1,560.00
12750	F KHAN	19/02/2016	-1,650.00	RFND	138 VICTORIA AV - FOOTPATH REFUND	1,650.00
Total CHEQUE			-\$44,871.86			
EFT						
835	EFT TRANSFER: - 22/02/2016	22/02/2016	-20,804.75	835.12228-01	Dept of Commerce - Building Commiss	
				INV	Reconciliation and return Jan 2016	8,725.18
				835.12229-01	Construction Training Fund	
				INV	Monthly reconciliation and return Jan 2016	8,869.57
				835.14299-01	Peter Stannard Homes Pty Ltd	
				INV	Verge bond refund TR7083. Previous payment refunde	1,560.00
				835.15009-01	D M Utting	
				fund	29 VIEWWAY - FOOTPATH REFUND	1,650.00
Total EFT			-\$20,804.75			



CITY OF NEDLANDS
All Payments 1/02/2016 to 29/02/2016

Database: LIVE

Page: 28

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
TOTAL PAYMENTS			<u><u>-\$65,676.61</u></u>			

City of Nedlands

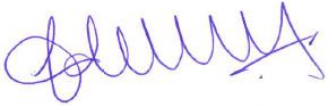
Purchasing Card Payments - February 2016 (Statement period 29th Jan 2016 to 29th Feb 2016)

Date	Supplier	Description	AUD
29-Jan-16	Kmart 1139	Dvds For DRC Groups	46.55
29-Jan-16	Jb Hi Fi	Access point for proc	79.00
29-Jan-16	Ple Computers Pty Ltd	SPF card for testing	263.00
29-Jan-16	Jb Hi Fi	Diffecnce paid on replacement	-10.00
29-Jan-16	Chelsea Pizza Co	Freshments for Farewell for Mike Cole	224.10
29-Jan-16	Poppy Florist	Flowers for Mike Cole's Wife - Farewell, Mike Cole	80.00
29-Jan-16	V/cellars 5164	Refreshments for Mike Cole's Farewell	248.28
29-Jan-16	Martineaus Patisseri	Refreshments for Mike Cole's Farewell	3.52
29-Jan-16	Martineaus Patisseri	Refreshments for Mike Cole's Farewell	85.48
29-Jan-16	Bag Sole Sub	name added to honour board by contractor	126.50
29-Jan-16	City Of Nedlands	albert- trial transaction	-0.01
29-Jan-16	City Of Nedlands	terminal test - IT	0.01
1-Feb-16	Sanity Music	Dvd for Day Centre	29.99
1-Feb-16	Officeworks 0602	2 x Visitors Books - 2 x Guest Book	99.84
1-Feb-16	Spotlight Innaloo	Summer Concerts - Bunting	20.94
1-Feb-16	Captain Stirling Iga	Milk for staff kitchen	17.52
1-Feb-16	Coles 0299	DRC catering	44.99
1-Feb-16	Coles 0299	DRC catering	133.43
1-Feb-16	Neds Cafe	Team meeting offsite	11.70
1-Feb-16	Central Institute Of	Refund of InDesign course	-280.00
1-Feb-16	Facebk *wea2b9a3m2	Facebook advertising All Abilities	1.62
1-Feb-16	St John Ambulance Aust	first aid training	35.97
1-Feb-16	St John Ambulance Aust	first aid training	163.03
1-Feb-16	Eb Leadership Essenti	first aid traininig	214.50
1-Feb-16	Coles 0299	food and ingeidents for experiences (children)	35.47
2-Feb-16	Pandora Retail	City Contribution for farewell gift for 18 yrs	175.00
2-Feb-16	Rawlinsonspublishing	Cost guide	135.00
3-Feb-16	Wilson Parking Per058	Parking - Employee Training Cert IV Investigation	12.36
3-Feb-16	Captain Stirling Iga	Milk for staff kitchen	8.76
3-Feb-16	Woolworths 4371	Centre Based Day Care - activities	29.99
3-Feb-16	Kmart 1139	Centre Based Day Care - activities	63.90
3-Feb-16	Wizard Pharmacy Claremont	Medicine for children	6.05
3-Feb-16	Wizard Pharmacy Claremont	Medicine for children	18.18
4-Feb-16	Wilson Parking Per058	Parking - Employee Training Cert IV Investigation	12.36
4-Feb-16	Dome Nedlands	Entertainment & refreshments - catering	12.00
4-Feb-16	Dusk Australasia Pty	Office supplies	27.00
4-Feb-16	Martineaus Patisseri	Entertainment & refreshments - catering	98.50
4-Feb-16	Woolworths 4358	Entertainment & refreshments	10.50
4-Feb-16	The Cheesecake Shop	Entertainment & refreshments - catering	34.95
4-Feb-16	Pennant House	New Flags	212.30
5-Feb-16	Coles 0299	Summer Concerts lollies for give aways	41.80
5-Feb-16	Wilson Parking Per058	Parking - Local Gov Investigation Training	12.36
5-Feb-16	Robert Muir Books	Purchase of Rags Sticks and wire - book	40.00
5-Feb-16	Nedlands Supa Iga	DRC catering	22.17
5-Feb-16	The Reject Shop 6617	Entertainment & refreshments	12.50
5-Feb-16	The Herdsman Churchlands	Entertainment & refreshments - catering	15.49
5-Feb-16	Jacks Wholefoods And Groc	food for children	21.98

8-Feb-16	Bunnings 483000	Summer Concerts cable ties and tape	8.91
8-Feb-16	Claremont Quarter	Summer Concerts survey prize	75.00
8-Feb-16	Bunnings 302000	Rubber Softfall for PROCC	129.80
8-Feb-16	Jb Hi Fi	Minor equipment	51.95
8-Feb-16	Puseys Puffs	Entertainment & refreshments - catering	64.80
8-Feb-16	Lizzi Bee Dal	Office supplies - flowers	80.00
8-Feb-16	Officeworks 0622	stationery for children	177.65
9-Feb-16	The Shrhse Deck Dn Swa	Summer Concerts survey prize	151.50
9-Feb-16	Ambe Corporation Pty Ltd	DRC Catering	20.00
9-Feb-16	Woolworths 4372	DRC Catering	12.10
9-Feb-16	Woolworths 4372	DRC Catering	17.96
9-Feb-16	Kmart 1139	Stationery	57.50
9-Feb-16	Ofwks Online Bentleigh	Brother printer labels	233.58
10-Feb-16	Msy Technology Wa	Monitor stand for Andrew	132.51
10-Feb-16	Bookdepository.Com	Library stock purchase adult Mtc and Neds	379.22
10-Feb-16	Bookdepository.Com	Library stock purchase adult Mtc and Neds	214.58
10-Feb-16	Officeworks 0602	Printer cartridges, SD Card reader and 2 SD cards	167.00
10-Feb-16	Officeworks 0602	Printer cartridges, SD Card reader and 2 SD cards	19.79
10-Feb-16	Officeworks 0602	Printer cartridges, SD Card reader and 2 SD cards	29.00
10-Feb-16	Officeworks 0602	Printer cartridges, SD Card reader and 2 SD cards	29.00
10-Feb-16	Jacks Wholefoods And Groc	DRC catering	22.88
10-Feb-16	Jacks Wholefoods And Groc	DRC catering	36.59
10-Feb-16	Bunnings 483000	Tools, cable ties & parts required for verges	200.83
10-Feb-16	Woolworths 4313	catering	36.00
10-Feb-16	Coles 0380	catering	20.00
11-Feb-16	Poppys Flowers	Project Management Award - Pavilion Opening Ceremo	100.00
11-Feb-16	Captain Stirling Iga	cooking ingredients	11.44
11-Feb-16	Captain Stirling Iga	cooking ingredients	10.99
11-Feb-16	Bunnings 454000	garden equipment	28.58
11-Feb-16	St John Ambulance Aust	first training	21.00
12-Feb-16	Bunnings 483000	River rocks for pots in main entrance at admin	88.04
12-Feb-16	Www Lm Ag De	Training for John Azure	399.00
12-Feb-16	Nedlands Supa Iga	Freshments for NBN Meeting with CEOs	36.52
12-Feb-16	Nedlands Supa Iga	Freshments for NBN Meeting with CEOs	25.30
12-Feb-16	Terry White Chemists	Office supplies	26.95
12-Feb-16	Woolworths 4313	entertainment- meet and greet	14.52
12-Feb-16	Woolworths 4313	entertainment- meet and greet	10.97
12-Feb-16	Coles 0298	food for children	9.00
12-Feb-16	Boatshed Market Pty Ltd	Catering for Nedlands Library Volunteer Event	479.60
12-Feb-16	Captain Stirling Iga	Library Events, Volunteers & Staff amenities	31.61
12-Feb-16	Captain Stirling Iga	Library Events, Volunteers & Staff amenities	28.90
12-Feb-16	Captain Stirling Iga	Library Events, Volunteers & Staff amenities	52.32
15-Feb-16	Jb Hi Fi	Phone accessories and bracket	213.80
15-Feb-16	Bunnings 318000	Plastic drop sheets for classes - Students	98.00
15-Feb-16	Bunnings 454000	Parts for the repair of Bus Shelters	28.35
15-Feb-16	Bunnings 309000	River rocks for pots in main entrance at admin	32.07
15-Feb-16	Bunnings 309000	River rocks for pots in main entrance at admin	96.21
15-Feb-16	Bunnings 309000	River rocks for pots in main entrance at admin	96.21
15-Feb-16	Corporate Rewards	Display Equipment - Pavilion Opening	99.00
15-Feb-16	Bunnings 483000	Hand tools and equipment required for Hamilton	153.64

15-Feb-16	Spudshed	entertainment	9.98
16-Feb-16	Liquorbarons Dalkeith	Catering for Volunteer event	110.95
16-Feb-16	Nedlands Supa Iga	DRC catering	15.00
16-Feb-16	Dalkeith Iga	consumables- food	4.89
16-Feb-16	Coles 0299	consumables (food)	28.17
17-Feb-16	Diamond Hire	Diamond Saw to cut 150mm deep concrete	225.01
17-Feb-16	Captain Stirling Newsagen	office- stationery (diaries)	48.80
18-Feb-16	Kmart 1024	Print of professional photos - Pavilion Opening	6.60
18-Feb-16	Officeworks 0620	Name Badges - Pavilion Opening	26.65
18-Feb-16	Hireking Partysour	Refundable deposit for equipment + hire	210.00
18-Feb-16	Kmart 1024	Display matls and bar equipment - Pavilion Opening	51.50
18-Feb-16	Bookdepository.Com	Library stock adult Nedlands	300.44
18-Feb-16	Spudshed	DRC catering	11.99
18-Feb-16	Spudshed	DRC catering	211.65
18-Feb-16	Jacks Wholefoods And Groc	consumables- food	18.72
18-Feb-16	Virgin Aust 7952128303137	Return flights for Aron Holbrook	585.70
18-Feb-16	Captain Stirling Iga	Catering for volunteer event	36.94
18-Feb-16	Captain Stirling Iga	Catering for volunteer event	41.80
19-Feb-16	Perth Party Hire	Lecturn used for opening of Cruikshank Pavillion	70.00
19-Feb-16	Diamond Hire	Diamond Saw Blade	330.00
19-Feb-16	Afc Group Pty Ltd Bel	Fiber for Depot to shed project	544.09
19-Feb-16	Coles 0490	Consumables - Pavilion Opening	64.35
19-Feb-16	Coles 0490	Consumables - Pavilion Opening	57.11
19-Feb-16	Leeming Supa Iga	DRC Catering	32.89
19-Feb-16	Leeming Supa Iga	DRC Catering	32.39
19-Feb-16	City Of Nedlands	Development Application Fees - Rose Gdn	192.00
19-Feb-16	City Of Nedlands	Development Application Fees - Rose Gdn	1.15
22-Feb-16	Jb Hi Fi	16 GB USB purchased	29.95
22-Feb-16	Captain Stirling Iga	Refreshments for Audit & Risk Committee Meeting	4.18
22-Feb-16	Captain Stirling Iga	Refreshments for Audit & Risk Committee Meeting	30.68
22-Feb-16	Captain Stirling Iga	Ice for Adam Armstrong opening event.	8.20
22-Feb-16	Salt	Account client meals	60.00
22-Feb-16	Nedlands Supa Iga	DRC Catering	20.46
22-Feb-16	Nedlands Supa Iga	DRC Catering	25.29
22-Feb-16	Barretts Bread	Refreshments - catering	66.00
22-Feb-16	Nedlands Supa Iga	Refreshments - catering	36.08
22-Feb-16	Nedlands Supa Iga	Refreshments - catering	12.92
23-Feb-16	Trybooking.Com/mycharge	Registration for CBW event	25.30
23-Feb-16	The Reject Shop 614	other- craft	9.00
24-Feb-16	Kmart 1139	Prizes for Social Support Quiz Night.	143.44
24-Feb-16	Pp*floral Image Home	Equipment Hire - Pavilion Opening	220.00
24-Feb-16	Coles 0298	Quiz night catering	58.96
24-Feb-16	Coles 0298	Quiz night catering	9.95
24-Feb-16	Greenway Enterprises	Wetting agent for watering plants	568.26
24-Feb-16	Diamond Hire	Hiring a cahinsaw	101.60
25-Feb-16	Hireking Partysour	Return of deposit for equipment	-200.00
25-Feb-16	Coles 0299	Refreshments for staff meeting.	28.05
25-Feb-16	Coles 0299	Refreshments for staff meeting.	33.50
25-Feb-16	Bouvard Cruises	Take off Tuesday entry fees	179.52
25-Feb-16	Bunnings 483000	Replacement tools for vehicles	345.42

25-Feb-16	Yabba Dabba Cafe Ktc Dal	Entertainment/refreshments - catering	8.40
25-Feb-16	Coles 0299	consumables- food	22.44
25-Feb-16	Coles 0299	consumables- food	27.56
25-Feb-16	Coles 0299	consumables- food	50.00
26-Feb-16	Woolworths 4372	Quiz night catering	2.20
26-Feb-16	Woolworths 4372	Quiz night catering	5.42
26-Feb-16	Totally Workwear Mt Ha	Work shirts	159.30
29-Feb-16	Roadshow Films B2b	Licence to show movies	276.75
29-Feb-16	City Of Perth Park9	Parking for meeting	7.20
			<u>12,903.55</u>

CPS13.16	City of Nedlands Repeals Local Law 2016
Committee	12 April 2016
Council	26 April 2016
Applicant	City of Nedlands
Officer	Pollyanne Fisher – Policy & Projects Officer
Director	Andrew Melville – Acting Director Corporate & Strategy
Director Signature	
File Reference	PP-PPR-00017
Previous Item	Item PD31.15 – Draft Local Planning Policy – Advertising Signs (23 June 2015) Item PD49.15 – Proposed Amendments to Fill and Fencing Local Planning Policy (LPP) and Subsequent Proposed Revocation of Fencing Local Law (24 November 2015)

Executive Summary

This report seeks Council approval to make the City of Nedlands Repeals Local Law 2016 for the purpose of public advertising.

The first part of the local law-making process is for Council to resolve that a proposed local law be advertised for public consultation. At that meeting, it is necessary under section 3.12(2) of the *Local Government Act 1995* for the Mayor to read aloud the purpose and effect of the proposed local law.

The **PURPOSE** of the local law is to repeal superfluous, defunct and obsolete local laws.

The **EFFECT** of the local law being more efficient and effective local government by removing outdated local laws from the public record.

Recommendation to Committee

Council:

1. **Makes the proposed City of Nedlands Repeals Local Law 2016 as detailed in Attachment 1 for the purposes of public advertising;**
2. **Advertises the proposed City of Nedlands Repeals Local Law 2016 in accordance with section 3.12 (3)(a) of the *Local Government Act 1995*;**

3. **Forwards a copy of the proposed City of Nedlands Repeals Local Law 2016 to the Minister for Local Government in accordance with section 3.12 (3)(b) of the *Local Government Act 1995*; and**
4. **Requests Administration to prepare a further report at the conclusion of the public advertising period to enable the Council to consider any submissions made.**

Strategic Plan

KFA: Governance and Leadership

Optimise opportunities for the community to access and participate in decision-making processes.

Background

At the Ordinary Meeting of Council on 23 June 2015 a resolution was made to revoke the City of Nedlands Signs Local Law 2007. Later at the Ordinary Meeting of Council on 24 November 2015 a resolution was made to revoke the City of Nedlands Fencing Local Law 2007.

To fulfill these resolutions, a new Local Law must be made for the purposes of repeal. The proposed City of Nedlands Repeals Local Law 2016 found in Attachment 1, meets the requirements of the *Local Government Act 1995* to 'make' a local law for the purpose of repeal/revocation.

The City of Nedlands Signs Local Law was rendered obsolete with the adoption of the new Advertising Signs Local Planning Policy on 23 June 2015. Council resolved to revoke the City of Nedlands Signs Local Law 2007 at this meeting. The City previously invited public comment on the intention to revoke this local law between 3 October and 24 November 2014 by placing an advertisement in the West Australian Newspaper and on the City's website. No submissions from were received.

The City of Nedlands Fencing Local Law 2007 will be rendered obsolete with the adoption of the new Fill and Fencing Local Planning Policy, a draft of which was adopted for public advertisement on 24 November 2015. Council resolved to revoke the City of Nedlands Fencing Local Law 2007 at this meeting. The public consultation period for public comment to be received on the new policy has now closed and a further report is being prepared for Council.

Key Relevant Previous Council Decisions:

Item PD31.15 – Draft Local Planning Policy – Advertising Signs (23 June 2015)

“Council resolved to revoke the City of Nedlands Signs Local Law 2007, revoke Council's Roof Signs Policy adopt a draft Advertising Signs Local Planning Policy with amendments.”

Item PD49.15 – Proposed Amendments to Fill and Fencing Local Planning Policy (LPP) and Subsequent Proposed Revocation of Fencing Local Law (24 November 2015).

“Council resolved to approve and advertise a draft amended Fill and Fencing Local Planning Policy for the purpose of public consultation and instructed Administration to advertise the City’s intention to revoke the City of Nedlands Fencing Local Law 2007.”

Discussion

The procedure for making local laws is detailed in the *Local Government Act 1995* and is a specific process that must be adhered to in order for the local law to be accepted by the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

Section 3.12 (2) of the Act states that the first action in the process of making a local law is for the Mayor to give notice to the meeting of the purpose and effect of the proposed local law. Regulation 3 of the Local Government (Functions and General) Regulations 1996 states that this can be achieved by ensuring that:

“(a) the purpose and effect of the proposed local law is included in the agenda for that meeting;
(b) the minutes of the meeting of the Council include the purpose and effect of the proposed local law.”

Section 3.12 (3) of the *Local Government Act 1995* then requires that the City advertise the proposal to make a new City of Nedlands Repeals Local Law 2016 by statewide public notice, make copies available for inspection and invite submissions on the proposed local law.

It is anticipated that the local law making process will take approximately six months, enabling the operation of the proposed City of Nedlands Repeals Local Law 2016 to commence in the first part of the 2016/17 financial year.

Attachment 1 contains the proposed City of Nedlands Repeals Local Law 2016.

Consultation

Required by legislation:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Required by City of Nedlands policy:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Should the proposed City of Nedlands Repeals Local Law 2016 be supported the City is required to advertise the proposal to make the new local law by statewide public notice, make copies available for inspection and invite submissions on the proposed local law. The submission period is required to be at least six weeks in compliance with Section 3.12(3) of the *Local Government Act 1995*.

Legislation / Policy

Local Government Act 1995
Local Government (Functions and General) Regulations 1996
Advertising Signs Local Planning Policy
Fill and Fencing Local Planning Policy

Budget/Financial Implications

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

Funds are available in the City of Nedlands operating budget for statutory advertising.

Risk Management

Failure to properly repeal the City of Nedlands Signs Local Law 2007 and Fencing Local Law 2007 could result in uncertainty for the community over what is considered acceptable by Council in relation to signs and fencing, and may result in inconsistent decision making on applications for Planning matters relating to both.

There is a risk that the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation may request amendments or even disallow the proposed City of Nedlands Repeals Local Law 2016. This risk has been mitigated by seeking input from the Senior Legislation Officer at the Department of Local Government and Communities as the requirements and content for the new proposed local law.

Conclusion

The recommendation put to Council allows for the public advertisement of the City of Nedlands Repeals Local Law 2016 as the first part of the process for 'making' the local law. The 'making' of this local law will fulfill previous Council resolutions to revoke the City of Nedlands Signs Local Law 2007 and City of Nedlands Fencing Local Law 2007.

Attachments

1. Proposed City of Nedlands Repeals Local Law 2016

LOCAL GOVERNMENT ACT 1995

CITY OF NEDLANDS

REPEALS LOCAL LAW 2016

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Nedlands resolved on **<INSERT RESOLUTION DATE>** to make the following local law.

Arrangement

PART 1 - PRELIMINARY

- 1.1 Citation**
- 1.2 Purpose and effect**
- 1.3 Commencement**

PART 2 – SIGNS LOCAL LAW 2007

- 2.1 Repeal of the City of Nedlands Signs Local Law 2007**

PART 3 – FENCING LOCAL LAW 2007

- 3.1 Repeal of the City of Nedlands Fencing Local Law 2007**

PART 1 – PRELIMINARY

1.1 Citation

This local law is the *City of Nedlands Repeals Local Law 2016*.

1.2 Purpose and effect

The **PURPOSE** of the local law is to repeal superfluous, defunct and obsolete local laws.

The **EFFECT** of the local law being more efficient and effective local government by removing outdated local laws from the public record.

1.3 Commencement

This local law comes into operation 14 days after the date of publication in the *Government Gazette*.

PART 2 – SIGNS LOCAL LAW 2007

2.1 The *City of Nedlands Signs Local Law 2007* published in the *Government Gazette* on 13 February 2008 at p. 411 and the local law relating to Signs, Hoardings and Bill Posting published in the *Government Gazette* on 19 April 1991 is repealed.

PART 3 – FENCING LOCAL LAW 2007

3.1 The *City of Nedlands Fencing Local Law 2007* published in the *Government Gazette* on 13 February 2008 at p. 401 and the *City of Nedlands Local Law Relating to Fencing* published in the *Government Gazette* on 21st February 2000 and as amended and published in the *Government Gazette* on 1st September 2000 is repealed.

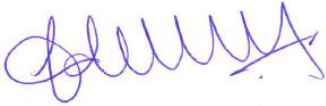
Dated this day of 2016

The Common Seal of the City of Nedlands was affixed by authority of a resolution of the Council in the presence of:

Mayor
MAX HIPKINS

Chief Executive Officer
GREG TREVASKIS

CPS14.16	Internal Audits
-----------------	------------------------

Committee	12 April 2016
Council	26 April 2016
Applicant	City of Nedlands
Officer	Pollyanne Fisher – Policy & Projects Officer
Director	Andrew Melville – Acting Director Corporate & Strategy
Director Signature	
File Reference	PP-003188
Previous Item	Nil.

Executive Summary

BDO Audit (WA) Pty Ltd are the City's appointed Internal Auditors. As part of an agreed Internal Audit plan, BDO Audit (WA) Pty Ltd have conducted a number of internal audits across various business areas within the City. This report seeks to provide Council with an update as to the actions and outcomes arising from these internal audits.

Recommendation to Committee

Council receives the City's update for internal audits and notes the actions by Administration.

Strategic Plan

KFA: Governance and Leadership

This KFA underpins the City's activities in the other KFAs, to ensure a high standard of services, regulatory functions and advocacy are provided.

Background

The CEO called for tenders on 15 January 2014 inviting proposals from suitably qualified firms to provide an internal audit consultancy service, focusing on the City's operations over a period of three years.

In line with the strategic objective of managing the City's resources in a sustainable and responsible manner, the key objectives of the audit program are as follows:

- To satisfy the requirements of Regulation 6 of the Local Government (Financial Management) Regulations 1996; and
- To ensure that the City's business processes incorporate appropriate internal controls designed to safeguard the assets of the city while achieving efficient and effective utilisation of resources;

Regulation 6 of the Local Government (Financial Management) Regulations 1996 stipulate that the CEO is to:

“(c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every four years) and report to the local government the results of those reviews.”

In addition to this, the CEO sought to achieve operational improvements and efficiencies through an effective audit program to identify business processes that can be improved, and to ensure that the resources of the City are efficiently and effectively managed. Specifically, the CEO required auditing services that would examine the adequacy and effectiveness of the City's internal controls designed to safeguard the assets, and make appropriate recommendations.

The areas identified to be covered within the audit program include:

- Risk Management
- Business Continuity Management
- Rates
- Investments
- Cash Handling
- Accounts Receivable
- Procurement and Contract Management
- Accounts Payable
- Human Resources
- Asset Management
- Building Services (Regulatory)
- Planning Services
- Waste Services
- Park Services
- Fleet Services
- Engineering Services
- Project Management
- Information Technology Controls

The tender was awarded to BDO Audit (WA) Pty Ltd for a three year period commencing 1 April 2014.

Eight internal audits have been completed under this agreement thus far, with an ninth currently in progress.

Key Relevant Previous Council Decisions:

Nil.

Discussion

Since the contract commenced on 1 April 2014, BDO have completed audits across a number of business areas and provided recommendations. These reports and recommendations have been reviewed by the City's Executive Management Team in the first instance with final reports presented to the City's Audit and Risk Committee.

The audits have been carried out in accordance with annual Internal Audit Plans produced by BDO in conjunction with the City. Each area audited has been given an overall rating that represent the conclusion of the audit based on the results of an audit of a process or audit area. The control environment has been rated using the following criteria agreed with City management before the engagement commenced:

Rating	Definition
Weak	No control framework in place. Significant control weaknesses were noted which have resulted in a material exposure. No compensating controls in place to mitigate the identified risks.
Marginal	Limited control framework in place. Significant control weaknesses were noted which, if not addressed, may result in a material exposure.
Satisfactory	Overall a control framework is in place. Some improvements identified which would further strengthen the control environment.
Good	Strong control environment in place and operating effectively (subject to limitations of sampling).

In addition, a framework for audit ratings was developed to prioritise the internal audit findings according to their relative significance, depending on their impact on a process, as follows:

Rating	Definition
High	Issue represents a control weakness which could have or is having a major adverse effect on the ability to achieve process objectives.
Medium	Issue represents a control weakness which could have or is having a significant adverse effect on the ability to achieve process objectives.
Low	Issue represents a minor control weakness with minimal but reportable impact on the ability to achieve process objectives.
Improvement Opportunity	Issue represents an opportunity for management to consider in order to improve the effectiveness of the control environment.

The following business areas have been audited as part of the ongoing three year program, rated as follows:

Business Area	Date	Overall Rating
Capital Works Review	October 2015	Satisfactory
IT General Controls Review	August 2015	Marginal
Business Continuity Management Review	July 2015	Marginal
Procurement and Contract Management Review	April 2015	Satisfactory
Project Management Review	December 2014	Satisfactory
Expenses and Corporate Credit Card Review	November 2014	Satisfactory
Risk Management Review	August 2014	Marginal
Cash and Bank Review	July 2014	Satisfactory

Recommendations were made as part of each review for identified areas of improvement. Actions were agreed by the CEO in response to addressing the recommendations and assigned to appropriate roles within the City, with an internal working group put in place to monitor and follow up on all actions. This group meets monthly and report back on the completion and progress of actions to the CEO. A copy of the internal working groups report is attached for Councillors information in Attachment 1.

A number of actions have been completed to date and presented back to auditors to assist with their follow up reviews, evidencing improved business processes across a number of areas. Remaining items are in progress or pending to be completed in alignment with specific upcoming business activities.

Working towards and completing these actions effectively demonstrates improvements and increased efficiencies, and it is likely that higher ratings would be achieved now as a result in the business areas covered should they be reassessed against the original rating matrix.

Target completion dates were agreed for many of the actions. It has been necessary to change some dates for various operational reasons. Action owners have been updated as staff occupying the relevant position assigned to the action have changed.

Consultation

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

The CEO reports to the Audit and Risk Committee in relation to the internal audit program.

Legislation / Policy

Local Government Act 1995
 Local Government (Financial Management) Regulations 1996
 Local Government Guidelines No.9 – Audit in Local Government

Budget/Financial Implications

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

Risk Management

An internal audit provides a methodology for the City to focus on the inherent risks associated with a business area's activities and processes, and to provide independent assurances that risks are being managed.

The internal audits completed by BDO provide the City with an independent review of business functions, identifying weaknesses and improvements, all for the purpose of risk mitigation, service level improvements and increased efficiencies.

Every improvement and outcome achieved by the City to address the confirmed actions that have arisen from each audit undertaken, further mitigates risk to the City and improves the levels of service it offers.

Pursuant to section 5.41 of the Act, the CEO is responsible for the day-to-day management of Council activities including the direction of staff and implicitly the internal audit function. The CEO has the option to engage an external auditor to complete a review of internal financial systems, or alternatively, the CEO may assign an internal audit officer to perform the task on a full-time or part-time basis.

Conclusion

Actions have been identified as part of the internal audits undertaken by BDO that will improve the levels of service the City can offer across various business areas and mitigate risk.

These actions, and details of the progress that has been made to achieve outcomes associated with the actions, are presented in Attachment 1 so as that they can be received and noted by Council.

Attachments

1. Internal Audit Action Tracking Log

Internal Audit Action Tracking Log (as at 1 April 2016)

View the full audits here:

[Risk Management](#)

[Procurement and Contract Management](#)

[Project Management](#)

[Expenses and Corporate Credit Card Review](#)

[Capital Works Review](#)

[Cash and Bank Review](#)

[Business Continuity](#)

[IT General Controls](#)

Compiled Outstanding Action List – Monitoring Log

Audit	Actions	Action Owner	Target Date	Status	Outcome
Risk Management (item 3.1.1)	<p>Lack of alignment of risk management strategy with the organisation's objectives and goals</p> <p>Recommendations of the audit to be incorporated into the existing draft Governance Framework for Risk Management. Framework to be implemented once approved.</p>	Manager Corporate & Strategy	October 2014	Completed	Framework implemented and reviewed monthly

Risk Management (item 3.2.1)	<p>Lack of formalisation and documentation of the risk management process Recommendations of the audit to be incorporated into the existing draft Governance Framework for Risk Management. Framework to be implemented once approved.</p>	Manager Corporate & Strategy	October 2014	Completed	Framework implemented and reviewed monthly
Risk Management (item 3.3.1)	<p>Insufficient risk description and communication Revised template for risk assessments is to be implemented and the risk register to be accessible to all via SharePoint. Greater awareness of the Framework and the location of templates and supporting documentation is to be arranged.</p>	Manager Corporate & Strategy	October 2014	Completed	
Risk Management (item 3.3.2)	<p>Missing practical advice in staff induction Staff presentation to be enhanced to include relevant information with regard to Risk Management, specifically to include practical, usable hands-on procedures that are tailored to the City's operating environment and potential needs.</p>	Manager Corporate & Strategy	December 2014	Completed	
Risk Management (item 4.1)	<p>Review of strategic risk register Strategic risks were included in the Strategic Community Plan and Corporate Business Plan. These are to be incorporated into the Risk Register for</p>	Policy & Projects Officer	December 2014	Completed	

	regular review and Governance Framework for Risk Management.				
Risk Management (item 4.2)	<p>Job description - Corporate Strategy Director</p> <p>While there is already the inclusion of appropriate responsibilities in the PD for the Manager Corporate Strategy and Systems, and this officer reports to the Director Corporate and Strategy, it is agreed to update the PD for the Director to include appropriate responsibilities for risk management.</p>	Director Corporate & Strategy	October 2014	Completed	
Procurement & Contract Management (item 3.1.1)	<p>Non-adherence to established procurement policies and procedures</p> <p>A) All staff involved in the procurement function will be reminded at least once every six months of the benefits to the City of complying with the City's Purchasing Procedure. Suppliers are also to be reminded that there could be delays in the processing of invoices not having a valid Purchase Order Number, and the City cannot be held responsible if payment terms are exceeded.</p> <p>B) In instances where the Invoice amount exceeds the PO value by not more than 30% or \$5,000 (whichever is lower), a written explanation by the authorising officer for the variance will be taken as complying with the requirements of the</p>	Manager Finance	May 2015 December 2015	Completed December 2015	Completed including demonstration to Auditors that sufficient reminders are in place for this to happen every 6 months.

	City. Should the variance be greater than the allowed tolerance, fresh POs would need to be raised.				
Procurement & Contract Management (item 3.2.1)	Lack of a complete and accurate contract list for Technical Services Full transition from TRIM to SharePoint will enable full contract listings to be efficiently maintained and generated within the SharePoint system.	N/A	N/A	Completed	Sharepoint case created for each contract, from which a list can be generated and is managed through a reporting process.
Procurement & Contract Management (item 3.2.2)	Self-approved Purchase Requisitions The independent Review of Requisitions before they are converted into Purchase Orders is sufficient control to prevent the raising of fraudulent POs. This is a more effective control than an exception report after the event.	N/A	N/A	Completed	Control is already in place as an independent officer reviews all requisitions made.
Procurement & Contract Management (item 3.2.3)	Purchasing Procedure needs to be reviewed and updated A review of the current procedure is to be carried out.	Policy & Projects Officer	June 2015 December 2015	Completed December 2015	Procedure updated and published to all staff.
Procurement & Contract Management (item 3.2.4)	Contract management policy and procedures should be documented Develop and document contract management policies and procedures to be communicated to all staff members.	Policy & Projects Officer in conjunction with Technical Services	September 2015 December 2015	Completed December 2015	Policy is not appropriate for contract management as this is an internal operational activity. Procedure created for staff including step by step

					guidance for management of contract documents and consistent data capture.
Procurement & Contract Management (item 4.1)	Multiple storage repositories for contract documentation Migrate all contractual documents whose terms have not expired from TRIM to SharePoint, to provide easy access when necessary and mitigate then risk of loss of hard copies.	Purchasing & Tenders Coordinator	July 2015	Completed July 2015	Completed. All current contract documentation copied to Sharepoint for a full listing in one accurate repository.
Project Management (item 3.1.1)	Lack of formalised project management policies, framework, guidelines and procedures Project management policies/framework/guidelines and procedures: protocol and templates to be provided on intranet. It is management's intention that the project plan becomes a living document once approved.	Policy & Projects Officer	April 2015 April 2016	In progress	Target dates in response to staff changes and prioritisation of procurement and contract management recommendations.
Project Management (item 3.2.1)	Deficiency in keeping track of project management training for staff Training should be provided to the key staff involved in managing projects on the policies and procedures that are to be implemented. Integrated approach is to be used which aligns with annual and 6 monthly performance reviews.	Manager Human Resources	April 2015 April 2016	In progress	

	Manager to budget in training budgets as required.				
Project Management (item 3.2.2)	<p>Inconsistent project risk management practices</p> <p>A) Key project management staff should be trained in the Project Risk Assessment procedure currently operated by the City.</p> <p>B) A standard Project Risk Register template with all related project risks should be documented and made available on the City's intranet.</p> <p>C) Project Managers should use the project risk register and add specific risks that relate to their projects.</p>	<p>A) Policy & Projects Officer</p> <p>B) Policy & Projects Officer</p> <p>C) Project Managers</p>	<p>June 2015</p> <p>June 2016</p>	In progress	
Project Management (item 3.3.1)	<p>Project classification</p> <p>Project scale assessment within current Project Plan and Project Implementation Document to be reviewed to reflect detailed recommendations of the audit.</p>	Policy & Projects Officer	<p>May 2015</p> <p>April 2016</p>	In progress	
Project Management (item 3.3.2)	<p>Project closure and evaluation</p> <p>A formal process to be established to complete project closure and evaluation with objective evaluation criteria, an authoritative review, and properly authorised approval and sign off.</p>	Policy & Projects Officer	<p>April 2015</p> <p>April 2016</p>	In progress	
Project Management (item 3.3.3)	<p>Project roles and responsibilities</p> <p>Project management and participants' roles and responsibilities are usually documented and communicated in the Project Plan.</p>	Policy & Projects Officer	<p>April 2015</p> <p>April 2016</p>	In progress	

Project Management (item 3.3.4)	<p>Project change and issue management</p> <p>A) Project changes to be formally discussed and approved by key project stakeholders, and authorised by an individual with the delegated authority to sign off on the level of change sought. Add to change management and issue in project plan.</p> <p>B) A changes and issues register to be maintained on a “by project” basis as part of project documentation, including or alongside minutes of meetings. Add to change management and issue in project plan.</p>	Policy & Projects Officer	June 2015 June 2016	In progress	
Project Management (item 3.4.1)	<p>Project management information</p> <p>A policy for the standard structure of storing project file folders and applying version control over key documentation should be communicated to all departments and become a required standard practice.</p>	Policy & Projects Officer – implement and to be carried out ongoing by project manager	Implement November 2015 – then Ongoing	Pending – on hold	To be implemented as part of new 365 Sharepoint document management tools. Date to be confirmed.
Project Management (item 3.4.2)	<p>Project management templates</p> <p>In consultation with the managers of key business areas and project stakeholders, and having regard to the varying complexities and sizes of projects and the needs of sound project management practice, management should develop</p>	Policy & Projects Officer	June 2015 June 2016	In progress	

	project management templates, forms, and checklists for each stage of the project management life-cycle.				
Cash and Bank Review (item 3.1.1)	Nab Connect User Accounts Deactivate the authorising rights when the staff members are not in the acting role.	Manager Finance	As Required	Completed	This is already being completed effectively, but the process has been documented formally for continued effective management in future.
Cash and Bank Review (item 3.2.1)	Cash Security – Administration Officer and Nedlands Library Out Station User Accounts A) The door to the cashier’s office is to be closed when no one is in the office. B) The side door to the Council Chambers is to be closed at all times, with entry restricted to those with Card Keys (swipe cards). C) Nedlands Library – the practice is to keep a small float (\$50) in a drawer at the front desk. Management is confident that the probability of theft from the drawer during the opening out is low, as is the impact of such a theft.	Director Corporate & Strategy		Completed	Administration building upgrades to address further too as an improvement opportunity. Proposed changes have Executive approval and are proceeding
Cash and Bank Review (item 3.3.1)	No Formalised Procedure for Opening and Closing Bank Accounts – Investment Accounts	Director Corporate & Strategy	July 2014	In progress	

	The policy will be reviewed and presented to the Audit and Risk Committee in the first instance for approval.				
Cash and Bank Review (item 3.3.2)	<p>Cash Receipting – Nedlands Library Investigate the \$6.20 anomaly identified in order to determine how it arose. Measures to be put in place to prevent this issue arising again in the future. Float counts (which are evidenced) should continue to be performed at the Library; these should be performed on a sporadic basis. Management to work towards improving the receipting system implemented at Nedlands Library and investigate the receipting practices at the other Out Stations.</p>	Manager Finance & Manager Community Services	1 July 2014	In progress	
Cash and Bank Review (item 3.3.3)	<p>Authorised Signatories – Bank Records Management to request formal bank confirmations acknowledging receipt of the bank forms sent in by the City. Management also to conduct a reconciliation between the signatories in the current Bank Authorisation form and the “Operation of Council Bank Accounts” Policy is accepted. The Financial expenditure thresholds are to be documented in the Council Policy Manual.</p>	Director Corporate & Strategy	15 July 2014	Completed	

Cash and Bank Review (item 3.3.4)	Breach of Term Deposit Thresholds Management to review the current deposit thresholds and Discuss whether they are still applicable and appropriate – to be implemented when the investment Policy is next reviewed in September 2014.	Director Corporate & Strategy	September 2014	Completed	
Cash and Bank Review (item 3.3.5)	Petty Cash Practices Staff to be reminded of the need to comply with the practices detailed in the Petty Cash Procedures documented. Alternatively the requirement should be removed from the Procedures document if this is an obsolete practice. Petty cash floats amounts to be introduced.	Manager Finance	July 2014	Completed	BDO identified in January 2015 review that there was an outstanding action to review the procedure. This was not required as part of the original recommendation and there are no specific issues identified that require it to be reviewed so this action is complete.
Expenses and Corporate Credit Card Review (item 3.1.1)	Inadequate or Deficient Policies, Procedures and Guidelines <ul style="list-style-type: none"> • Management to update the CCC Policy. • Card cancellation procedure will be fully documented • End of month statement review and invoice reconciliation process will be documented in sufficient detail and subsequent follow up and clearance of any queries. 	Director Corporate & Strategy	31 March 2015	Completed	Formalised documentation created to accompany existing effective processes.

	<ul style="list-style-type: none"> Formalise the policy and procedures using the City of Nedlands official letter head and indicate the current and next review dates in the document. 				
Expenses and Corporate Credit Card Review (item 3.3.1)	<p>Inadequate P-Card Review Procedures</p> <p>A) Outline in the P-Card document that this list of Cardholders should be reviewed at least on a bi-annual or yearly basis</p> <p>B) Review to be performed with a view to ensure that current P-Card holders still have the need to have their P-Card, and that the approval process remains appropriate.</p> <p>C) Review will be documented and signed off as evidence of having been performed.</p> <p>D) P-Card policy to clearly define the acceptable timeframe for review.</p> <p>E) Review of P-Card Claims.</p>	Manager Finance	5 January 2015	Completed	
Expenses and Corporate Credit Card Review (item 3.3.2)	<p>Insufficient preventative restrictions over card usage</p> <p>Management should check with NAB if it is possible implement the same system controls for the CCC as for the P-card; ie to have the system restrict cardholders from withdrawing cash using a CCC.</p>	N/A	N/A	No action required	CCCs are restricted to the CEO and 3 Directors. There may be emergency situations when it is necessary for cash withdrawal by one of more of these executives.



Business Continuity Management Review (3.2.1)	<p>Formalisation of IT DRP and Business Continuity Sub Plan IT Disaster Recovery Plan IT DRP to be formalised as soon as practical, and should include the following:</p> <ul style="list-style-type: none"> • Disaster definition; • Disaster scenario; • Disaster recovery strategy; • Disaster recovery sites and services; • Disaster recovery team and responsibilities; • Disaster recovery action plan; • Recovery sequence; • Test the plan; and • Maintaining the plan. 	Manager Corporate Strategy and Systems	December 2015 July 2016	In progress	
Business Continuity Management Review (3.2.2)	<p>Crisis Management and Business Continuity Response Plan a) BCP Plan Objectives, Scope & Plan Activation The sub plan for each area should initiate a process to identify critical risk to the business function. As estimate of the issue and perceived down time to the operation should then be feed to the CEO and Executive in preparation for the possible implementation of the BCM. b) Clear roles and responsibilities</p>	Manager Corporate Strategy and Systems	December 2015 July 2016	In progress	



	<p>Management to consider enhancing the current plan to include a section of description of role and responsibilities.</p> <p>c) Command Centre Command Centre to be pre designated as part of the BC strategy and the requirements to operate the command centre should be determined and documented in the plan – All communication infrastructures are cloud based, each council site is fully capable of delivering a crisis centre.</p> <p>d) Business Continuity Strategy and Response The plan is to descriptive instruction on the response option for loss scenarios.</p> <p>e) Site's office emergency plan Update the Crisis Management and business Continuity plan to provide clear reference to the site's emergency plan and remove emergency contact information from the CM and BCP to avoid maintenance of duplicate information in both plans. Also to advise emergency plan holder to update the emergency plan to include the reporting to CM and BCP team for deciding on activation of the CM and BCP.</p>				
Business Continuity	<p>IT DRP Testing Management to implement the following:</p>	Manager Corporate	December 2015	In progress	

Management Review (3.2.3)	<ul style="list-style-type: none"> ● Formalize the test strategy, plan and result for IT DRP testing conducted Minimum testing requirements should include, nut not be limited to: <ul style="list-style-type: none"> - Communication plans, - alternate site activation - Date backup and recovery - Physical and computer security; and - Recovery of critical business functions ● Test to involve business users to conduct the business testing ● Prepare test schedules for the DRP tests; ● Conduct a test de brief, document issue log and lesson learned; ● The City is also to provide test results on an annual basis and these are to be reported to responsible senior management and the board of directors or its responsible committee 	Strategy and Systems	July 2016		
Business Continuity Management Review (3.2.4)	<p>BCP & DRP training Management intent to conduct work area reviews, develop documents then familiarizes the DCP process by going through the BCP exercise and tested with the staff. This will be reviewed every 2 years</p>	Manager Corporate Strategy and Systems	December 2015 July 2016	In progress	
Business Continuity	<p>BCP Plan Maintenance</p>	Manager Corporate	December 2015	In progress	

Management Review (4.1)	Management to record all the change history and version number in the document control section rather than on the front page of the BCM Plan. Management to also define the plan maintenance procedures in the BCM policy for continuing management and monitoring.	Strategy and Systems	July 2016		
Business Continuity Management Review (4.2)	<p>Improvement on the Crisis Management & Business Continuity Response Plan</p> Management to consider enhancing the current plan to incorporate the following points: <ul style="list-style-type: none"> • A decision tree approach to help guide the management team under situation of intense pressure; • Overall Crisis Management, Business Continuity Management and Emergency team organization structure; • Incident escalation procedures involve appropriate civil authorities and other external Agencies; • Procedures for handling the media and communications with internal and other external parties; • Notification details that the responsible officer required to provide to Emergency Management Team Directors when notified the event. 	Manager Corporate Strategy and Systems	December 2015 July 2016	In progress	

	<ul style="list-style-type: none"> A glossary for technical term relating to the business continuity. 				
Capital Works (3.2.1)	<p>Lack of a Formalised Capital Works Framework</p> <p>A formalised framework will be developed in time for the 2016/17 Budget process. This will be linked to the Asset Management Strategy, Forward Works Plan as well as the Strategic Community Plan and Corporate Business Plan</p>	Director Technical Services and Director Corporate and Strategy	January 2016	In progress	Draft version under review
Capital Works (3.2.2)	<p>Lack of formalised capital work guidelines</p> <p>A more formalised guideline document will be developed in time for the 2016/17 Budget process. This will be linked to the Asset Management Strategy, Forward Works Plan as well as the Strategic Community Plan and Corporate Business Plan</p>	Director Technical Services	January 2016 July 2016	In progress	Guideline is being developed concurrently with asset management strategy review and forward works planning, and draft framework
Capital Works (3.3.1)	<p>Insufficient comparative reviews of the Strategy Plan</p> <p>Management will review reporting against the Strategic Community Plan.</p>	Director Corporate & Strategy	December 2015 July 2016	In progress	The Strategic Community Plan is currently being reviewed with a view to update before the conclusion of the 15/16 financial year.
IT General Controls	<p>Inappropriate User Access Right Assignment</p>	Manager Corporate	December 2015	In progress	Reporting against user access aligned



<p>(3.1.1)</p>	<p>A full review to be conducted to ensure access rights are aligned to job roles and responsibilities.</p>	<p>Strategy & Systems</p>			<p>with job roles and responsibility is underway.</p> <p>The Audit report identified some system accounts remained open for ex-employees suggesting access was retained, however this is incorrect. An accompanying Active Directory account is required for access to be obtained to any City system.</p> <p>The Active Directory accounts are effectively managed and employees have access removed on their last day of work to ensure no further access to any systems can be obtained. This is</p>
----------------	---	-------------------------------	--	--	---



					reported and reviewed quarterly.
IT General Controls (3.2.1)	<p>Lack of user access audit log The user log to be reviewed on a periodic basis by Security Administrator.</p>	Information Systems Coordinator	December 2015 and then ongoing	Completed	
IT General Controls (3.2.2)	<p>User Access Security Administration Procedures</p> <p>A) Improve the current user access request form to include more detail about the functions should be granted to user based on his/her job roles and responsibilities.</p> <p>In addition, the user ID deactivation form should include the list of system applications to be activated.</p> <p>B) Establish a formal user access review procedure with the view to remove or disable inactive users and to determine whether the access granted will commensurate with their current job role for the various applications in use at the City (Windows/Authority/Network folder/NAB online banking). This review should be conducted at least on a half yearly basis.</p>	Information Systems Coordinator	December 2015	Completed	Updated 6 monthly reports being provided to Management

	<p>The process should include:</p> <ul style="list-style-type: none"> • A list of users to be sent to business managers for them to validate individual user's access rights against their current job roles and responsibilities. • Once the review is performed, the IT Team should receive the inputs from business areas and perform the necessary actions or amendments. • E-mails and actions in relation to reviews should be retained as evidence of the required actions having been undertaken and for audit purposes. • Frequency of the review e.g. at least on a half yearly basis. • A user access security matrix should be developed and maintained as part of this process. 				
IT General Controls (3.3.1)	<p>Formalisation of IT strategic plan With the current changes to the IT infrastructure, a documented IT strategic plan is crucial to ensure that business strategy and IT decisions are evaluated against the IT strategy to ensure alignment. The plan should be formalised, approved and signed off by management as soon as practicable.</p>	Manager Corporate Strategy & Systems	March 2016 July 2016	In progress	Being finalised in alignment with business continuity activities
IT General Controls (3.3.2)	<p>Inadequate password parameter settings The Password Policy will be reviewed.</p>	Manager Corporate	December 2015 April 2016	In progress	Communications are currently underway with departments



	<p>Management should consider revising the password parameters setting to be consistent and in line with standard industry best practice as follows:</p> <p>Window Active Directory level</p> <p>A) Password Policy</p> <ul style="list-style-type: none"> • Minimum password length: 8 characters; • Minimum password age: 7 days; • Password must meet complexity requirements - Enabled • Enforce password history – 10 passwords remembered; • Account lockout threshold – 5 invalid logon attempts; • Account lockout duration: 30 minutes <p>B) Audit Policy</p> <ul style="list-style-type: none"> • Audit account logon events: Success, failure; • Audit logon events: Success, failure; • Audit account management: Success, failure. 	<p>Strategy & Systems</p>			<p>prior to go live implementation</p>
<p>IT General Controls (3.3.3)</p>	<p>Formalisation of ICT Protocols and Procedures Management should complete, review and update the ICT Protocols and Procedures</p>	<p>Manager Corporate Strategy & Systems</p>	<p>February 2016</p>	<p>Completed</p>	

	document and communicate to all staff as soon as practicable.				
IT General Controls (4.1) <i>(Improvement Opportunity)</i>	<p>Backup and restoration testing Review the tapes backup process and determine whether this is still necessary with the online replication of data from production server at Malaga Data Centre to backup server at the Depot. If tape backup is still necessary, we recommend that management periodically restore the data from backup tapes to ensure that data could be restored successfully in the event of errors or system failure.</p> <p>To be undertaken as part of the finalisation of disaster recovery plan and documentation.</p>	Manager Corporate Strategy & Systems	December 2015 June 2016		Target date changed as: This is an 'improvement opportunity' to be investigated as part of the 365 data migration.
IT General Controls (4.2) <i>(Improvement Opportunity)</i>	<p>Change Management Procedures Develop a formal change request form with the appropriate sign-off to ensure that sufficient permission is sought, rollback plan and documentation is maintained when changes are made to IT infrastructure, system and applications.</p>	Manager Corporate Strategy & Systems	December 2015 May 2016		This is an 'improvement opportunity' to be investigated
IT General Controls (4.3) <i>(Improvement Opportunity)</i>	<p>Network Penetration Testing Conduct network penetration testing once the IT infrastructure changes are fully completed in order to ensure their current</p>	Manager Corporate Strategy & Systems	Testing in early 2016		This has been organised and plans are in place for this to start shortly.



	security measures are adequate to respond to intruder/cyber-attacks.				
--	--	--	--	--	--

Note: A number of target dates have been extended from what was originally documented by auditors so that the activities align with various other associated business activities, and to accommodate staff changes and legislation requirements.