



City of Nedlands

# Corporate & Strategy Reports

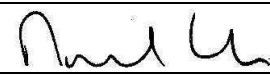
**Committee Consideration – 12 March 2013**  
**Council Resolution – 26 March 2013**

## Table of Contents

Item No.		Page No.
CPS09.13	List of Accounts Paid – January 2013 .....	3
CPS10.13	Compliance Audit Return.....	5
CPS11.13	Policy and Delegations Review .....	8
CPS12.13	Appointment of Auditor .....	12

<b>CPS09.13 List of Accounts Paid – January 2013</b>
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<b>Committee</b>	12 March 2013
<b>Council</b>	26 March 2013

<b>Applicant</b>	City of Nedlands
<b>Owner</b>	City of Nedlands
<b>Officer</b>	Rajah Senathirajah – Manager Finance
<b>Director</b>	Michael Cole – Director Corporate & Strategy
<b>Director Signature</b>	
<b>File ref.</b>	Fin/072-17
<b>Previous Item No's</b>	Nil
<b>Disclosure of Interest</b>	No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the <i>Local Government Act (1995)</i> .

### Purpose

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

### Recommendation to Committee

**Council receives the List of Accounts Paid for the month of January 2013. (Refer to Attachment)**

### Strategic Plan

KFA 5: Governance

5.6 - Ensure compliance with statutory requirements and guidelines.

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:*

- a) the payee's name;
- b) the amount of the payment;
- c) the date of the payment; and
- d) sufficient information to identify the transaction.

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.

### **Proposal Detail**

Not applicable.

### **Consultation**

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

### **Legislation**

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

### **Budget/Financial implications**

Not applicable.

### **Risk Management**

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

### **Discussion**

The list of accounts for January 2013 has been prepared in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996 and is now presented to Council.

### **Conclusion**

The list of accounts paid for the month of January 2013 complies with the relevant legislation and can be received by Council.

### **Attachments**

1. List of Accounts Paid – January 2013



# CITY OF NEDLANDS

## All Payments 1/1/2013 to 31/1/2013

Database: LIVE

Page: 1

Chg/Ref	Pavee	Date	Amount	Tran	Description	Amount
<b>NAB - Municipal Account</b>						
<b>CHEQUE</b>						
58296	APPLE PTY LTD	04/01/2013	-799.00	INV	1X IPHONE 5 BLACK 16GB GSM-AUS - GREG TREVASKIS	799.00
58297	CITY OF NEDLANDS PETTY CASH	04/01/2013	-908.50	INV	DEPOT PETTY CASH RECOUP 28/12/12	492.40
				INV	ADMIN PETTY CASH RECOUP 02/01/13	416.10
58298	COUNCILLOR B G HODSDON	04/01/2013	-737.49	INV	COUNCILLORS ALLOWANCE JAN 2013	737.49
58299	IINET LTD	04/01/2013	-622.68	INV	COMPUTER NETWORK FEES	622.68
58300	CATHERINE MEYEROWITZ	04/01/2013	-38.00	INV	REFUND OF REGISTRATION FEES	38.00
58301	MS S. BURNARD	04/01/2013	-115.20	INV	COURSE REFUND	115.20
58302	ALINTA GAS	11/01/2013	-94.80	INV	GAS CHARGES 2 CARRINGTON ST 25/09/12-24/12/12 (625)	94.80
58303	CITY OF NEDLANDS PETTY CASH	11/01/2013	-495.15	INV	NCC PETTY CASH RECOUP 08/01/13	495.15
58304	IINET LTD	11/01/2013	-422.68	INV	COMPUTER NETWORK FEES	422.68
58305	SHIRE OF PEPPERMINT GROVE	11/01/2013	-297.00	INV	SIP LICENCE FOR OVERDRIVE E-BOOK SETUP AND ANNUAL	165.00
				INV	ENVISIONWARE AND PC RESERVATION TRAINING	132.00
58306	UWA SPORT & RECREATION ASSOCIATION	11/01/2013	-240.00	INV	WORKSHOP FEES	240.00
58307	ZURICH AUSTRALIAN INSURANCE LTD	11/01/2013	-2,000.00	INV	INSURANCE EXCESS 1 DQM235 FLT 587	2,000.00
58308	MR J.SWIRE - THOMPSON	11/01/2013	-135.00	INV	REFUND OF SAME DAY PLAN RETRIEVAL FEES	135.00
58309	MRS ANNE DUNNE	11/01/2013	-46.00	INV	REFUND FOR LIBRARY LOST ITEMS	46.00
58310	FINES ENFORCEMENT REGISTRY	11/01/2013	-4,085.00	INV	LODGEMENT OF UNPAID INFRINGEMENTS FOR ENFORCEMENT	4,085.00
58311	MYRIAH JONES	11/01/2013	-457.50	INV	MILEAGE CLAIM FOR LIBRARY VOLUNTEERS	457.50
58312	ALINTA GAS	18/01/2013	-280.10	INV	GAS CHARGES 04/09/12-29/11/12	189.20
				INV	GAS CHARGES 10/09/12-06/12/12	27.20
				INV	GAS CHARGES 11/09/12-07/12/12	21.80
				INV	GAS CHARGES 04/09/12-30/11/12	24.45
				INV	GAS CHARGES 05/09/12-29/11/12	17.45
58313	BAY ROAD PANTRY	18/01/2013	-284.00	INV	25% PAYMENT FOR COLLEGE PARK TENNIS BOOKINGS	284.00



# CITY OF NEDLANDS

## All Payments 1/1/2013 to 31/1/2013

Database: LIVE

Page: 2

Chg/Ref	Pavee	Date	Amount	Tran	Description	Amount
58314	CITY OF NEDLANDS PETTY CASH	18/01/2013	-621.05	INV	NEDLANDS LIB. PETTY CASH RECOUP 14/01/13	164.10
				INV	ADMIN PETTY CASH RECOUP 15/01/13	48.95
				INV	NCC PETTY CASH RECOUP 15/01/13	408.00
58315	OSBORNE PARK WELDING SUPPLIES PTY LTD	18/01/2013	-184.59	INV	SILVER SOLDER AND BRASS WELDING ROD PACK.	184.59
58316	RAECO INTERNATIONAL PTY LTD	18/01/2013	-190.75	INV	BOOK TAPE, SPINE LABEL PROTECTORS	190.75
58317	THE BEEMAN	18/01/2013	-145.00	INV	REMOVE ESTABLISHED BEEHIVE FROM VERGE TREE	145.00
58318	MARK BRENDON WHEELER	18/01/2013	-3,520.00	INV	ONGOING UPDATES TO THE CITY OF NEDLANDS INTRANET.	3,520.00
58319	MANDURAH CRUISES	18/01/2013	-220.00	INV	DOLPHIN AND CANAL CRUISE 22/01/13	220.00
58320	IAN LOVE	18/01/2013	-250.00	INV	2012/13 COMMUNITY GRANT FUND 11/12/12	250.00
58321	ALLEN PARK TENNIS CLUB	18/01/2013	-1,000.00	INV	12/13 COMMUNITY GRANT FUND 11/12/12	1,000.00
58322	CHRISTIAN CITY CHURCH CRAWLEY	18/01/2013	-1,100.00	INV	12/13 COMMUNITY GRANT FUND 11/12/12	1,100.00
58323	JOHN MCKENZIE & ASSOCIATES ARCHITECTS	18/01/2013	-139.00	INV	CANCEL APPLICATION FOR 78 KINGSWAY RCT 375040	139.00
58324	ALINTA GAS	25/01/2013	-21.55	INV	GAS CHARGES 04/10/12-04/01/13	21.55
58325	CITY OF NEDLANDS PETTY CASH	25/01/2013	-359.20	INV	NCC PETTY CASH RECOUP 22/01/13	359.20
58326	DEPARTMENT OF HEALTH, ENVIRONMENTAL	25/01/2013	-40.00	INV	VERIFICATION OF FOOD SAFETY PROGRAMS WORKSHOP	40.00
58327	THE BEEMAN	25/01/2013	-165.00	INV	INVOICE NUMBER 80 REMOVAL OF ONE ESTABLISHED BEE	165.00
58328	WATER CORPORATION	25/01/2013	-160.70	INV	REINSTATEMENT COST FOR HYDRANT WORKS	160.70
58329	COTA WA	25/01/2013	-110.00	INV	COTA POLICY FORUM FOR STAFF	110.00
58330	DONALD PETER LEINSTER' MACKAY	25/01/2013	-100.00	INV	FATHER CHRISTMAS AT PROCC	100.00
58331	MS ANNA HERMAN	25/01/2013	-84.00	INV	COURSE REFUND DUE TO INSUFFICIENT NUMBERS	84.00
58332	MS SILPA JETHWA	25/01/2013	-47.00	INV	COURSE REFUND DUE TO INSUFFICIENT NUMBERS	47.00
58333	SIMON FERREIRA	25/01/2013	-250.00	INV	2012/2013 SPONSORSHIP OF YOUTH INITIATIVES FUND	250.00
58334	C D MCALLISTER NOMINEES PTY LTD	25/01/2013	-1,770.50	INV	BA REFUND @ 43 BROADWAY	1,770.50
58335	MS ELIZABETH SWANSON	25/01/2013	-237.20	INV	YOGA CLASS WITHDRAWAL	237.20



# CITY OF NEDLANDS

## All Payments 1/1/2013 to 31/1/2013

Database: LIVE

Page: 3

Chg/Ref	Pavee	Date	Amount	Tran	Description	Amount
58337	MS CLAIRE KESSISSOGLOU	25/01/2013	-84.00	INV	COURSE REFUND FOR WITHDRAWAL	84.00
58338	MANDURAH CRUISES	25/01/2013	-144.00	INV	FISH & CHIPS FOR 12 PAX	144.00
58339	EWEN MALCOLM	25/01/2013	-68.64	INV	VEHICLE REIMBURSEMENT	68.64
58340	DOME NIGHTGLEN	25/01/2013	-500.00	INV	VOLUNTEER RECOGNITION VOUCHER	500.00
58341	COMMUNITY TELEVISION PERTH INC.	25/01/2013	-55.00	INV	DVD SALES SHADOW BOXING MAX HIPKINS	55.00
58342	ALEX GAVRANIC	25/01/2013	-56.00	INV	REFUND OF HALL HIRE	56.00
58343	MR C R & MRS K PITTMAN	25/01/2013	-384.67	RFND	OVERPAYMENT REFUND	384.67
<b>Total CHEQUE</b>			<b>-384.67</b>			
			<b>-\$24,181.15</b>			
<b>EFT</b>						
PY01-14	NAB - MUNICIPAL ACCOUNT	01/01/2013	-274,765.92			
PY01-15	NAB - MUNICIPAL ACCOUNT	15/01/2013	-277,430.51			
PY01-16	NAB - MUNICIPAL ACCOUNT	29/01/2013	-281,336.37			
586	EFT TRANSFER: - 07/01/2013	04/01/2013	-184,147.66	586.10024	<b>Lawn Doctor</b>	
				INV	LAWNMOWING	4,199.93
				INV	LAWNMOWING	4,199.93
				586.10498	<b>X-PRESS MAGAZINE</b>	
				INV	ADVERTISING	660.00
				586.10516	<b>Giant Autos (1997) Pty Ltd</b>	
				INV	VEHICLE PARTS	163.04
				586.10662	<b>B &amp; J Illustrations</b>	
				INV	Proceeds from Sale of Artworks 15-30 Nov 12	3,525.00
				586.11804	<b>West Australian Local Government Association</b>	
				INV	Advertisement in Post Newspaper for new Tennis Crt	716.91
				INV	Review template CEO contract	1,100.00
				586.11816	<b>MCINERNEY FORD</b>	
				INV	Ford FG MK11 G6E Sedan as per FLM/140	51,311.14
				586.11923	<b>PARTY TOWN</b>	
				INV	Supply 3 x 7 Helium Balloon Bouquet ARGMT/LATEX	94.50
				586.12019	<b>Sunny Sign Company Pty Ltd</b>	
				INV	Two signs including poles, caps and brackets for	299.82
				586.12026	<b>Bolinda Publishing Pty Ltd</b>	
				INV	Standing Order - Nedlands library - Large print	237.98
				INV	Standing Order - Mt Claremont library - Large	98.65



**CITY OF NEDLANDS**  
**All Payments 1/1/2013 to 31/1/2013**

Database: LIVE

Page: 4

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
586.12451					<b>GHD PTY LTD</b>	
	INV				Environmental Health - Annual Brockway landfill	4,532.00
	INV				Environmental Health - Annual Brockway landfill	10,466.50
586.12546					<b>Greenway Enterprises</b>	
	INV				350g Fluro Orange Survey Paint	132.70
586.12677					<b>Wilson Security</b>	
	INV				Mobile Patrol JLP Nov 12	217.37
586.12682					<b>SYNERGY</b>	
	INV				Electricity 10/10/12-07/12/12 Esplanade,	480.40
	INV				Electricity 09/10/12-07/12/12 LT792 Esplanade	234.80
	INV				Electricity 15/11/12-17/12/12 U A 3128	424.20
	INV				Auxillary Lighting Charges 28/10/12-27/11/12	1,469.45
	INV				Street Lighting 25/10/12-24/11/12	40,883.50
	INV				Electricity 10/10/12-08/12/12 U B 140	373.75
	INV				Electricity 07/09/12-06/12/12 34 Verdun St	1,639.80
586.12743					<b>Active Transport &amp; Tilt Tray Svces</b>	
	INV				Transport Ford Ranger from Depot to McInerney	176.00
586.12885					<b>Raeco/CEI Pty Ltd</b>	
	INV				Book covering, cutting mat	203.98
	INV				Book covering, cutting mat	78.91
586.12918					<b>GLG GreenLife Group Pty Ltd</b>	
	INV				Landscape Maintenance	7,313.17
	INV				Verge Mowing Services	6,998.30
586.13023					<b>Apprenticeships Australia Pty Ltd</b>	
	INV				Safety Representatives Training 21/01/13-25/01/13	1,220.00
586.13073					<b>NAPOLEON STREET NEWSAGENCY</b>	
	INV				Nedlands Magazine subscriptions for November 2012	87.80
	INV				Mt Claremont Magazine subscriptions for November	8.95
586.13093					<b>D &amp; T ASPHALT PTY LTD</b>	
	INV				Asphalt Road Repair Services - Hynes Road	5,162.85
	INV				Asphalt Road Repair Services	2,171.40
	INV				Asphalt Road Repair Services - James St	2,310.00
586.13342					<b>Shawmac Pty Ltd</b>	
	INV				Preparation of Design Drawings Bruce/Elizabeth St	5,610.00
586.13381					<b>Carrington's Traffic Services</b>	
	INV				Traffic Management Services	5,127.69
	INV				Traffic Management Services	612.90
586.13412					<b>QUICK CORPORATE AUSTRALIA</b>	



**CITY OF NEDLANDS**  
**All Payments 1/1/2013 to 31/1/2013**

Database: LIVE

Page: 5

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	DIVIDER A4 MANILLA 10T WHITE, FASTENER AVERY	157.87
				INV	Web Order 444161	330.35
<b>586.13476</b>					<b>ROAD SIGNS AUSTRALIA PTY LTD</b>	
				INV	Supply and installation of street signs.	859.54
				INV	Supply & Installation of the C3 Church Street	104.50
<b>586.13581</b>					<b>Captain Stirling IGA Supermarket</b>	
				INV	Drinks/nibbles for 4x ISP workshops	95.00
<b>586.13647</b>					<b>Kidsafe Western Australia (Inc)</b>	
				INV	Playscapes in Public Spaces Seminar	130.00
				INV	Plant in Playspaces	25.00
<b>586.13746</b>					<b>Petrol Pump Repairs Pty Ltd</b>	
				INV	Repairs to processor board on Depot diesel	301.24
<b>586.13802</b>					<b>Kool Digital Graphics</b>	
				INV	Design of stronger brand - Western Suburbs	308.00
<b>586.13851</b>					<b>Reece's Structures &amp; Gilkison Event</b>	
				INV	Hire of 30 Bean Bags for 4sure Festival December	253.00
<b>586.13865</b>					<b>Expect Australia Pty Ltd</b>	
				INV	Relief Staff - (Kirsty Healey 5th & 6th December	2,218.83
				INV	Relief Staff (Jessica Patick) 26th-30th November	1,915.61
<b>586.14000</b>					<b>Air-born Amusements</b>	
				INV	Hire of Inflatable Climbing wall for 4Sure	649.00
<b>586.14047</b>					<b>Sandgroper Kids Entertainment</b>	
				INV	Santa Hire for Playcentre Xmas Party 2012	160.00
<b>586.145</b>					<b>PROTECTOR ALSAFE PTY LTD</b>	
				INV	SAFETY CLOTHING	23.80
				INV	SAFETY CLOTHING	52.38
				INV	SAFETY CLOTHING	7.79
				INV	SAFETY CLOTHING	12.51
				INV	SAFETY CLOTHING	148.55
<b>586.2075</b>					<b>Landgate</b>	
				INV	Landgate Aerial Imagery	462.00
<b>586.3760</b>					<b>KMART INNALOO</b>	
				INV	DRC Activities	150.00
<b>586.3910</b>					<b>KLEENIT PTY LTD</b>	
				INV	Removal of graffiti and bus shelter inspections	1,368.89
<b>586.4500</b>					<b>McLeods Barristers &amp; Solicitors</b>	
				INV	Matter 31018 Swimming Pool, Rochdale Rd	1,100.38
				INV	Matter 28759 Melvista Lodge	892.65





# CITY OF NEDLANDS

## All Payments 1/1/2013 to 31/1/2013

Database: LIVE

Page: 6

Chg/Ref	Pavee	Date	Amount	Tran	Description	Amount
				INV	Matter 32957 Planning Approval for QE11	1,390.95
			<b>586.4959</b>		<b>NEDLANDS TYRE SERVICE</b>	
				INV	TYRES	123.50
				INV	TYRES for 1DFL086	1,435.00
			<b>586.5080</b>		<b>OCE AUSTRALIA LTD</b>	
				INV	Usage Charge Color wave 300 Nov 12	117.59
			<b>586.540</b>		<b>Baileys Fertilisers</b>	
				INV	FERTILISER	1,379.13
				INV	FERTILISER	307.46
			<b>586.5682</b>		<b>WA HINO SALES &amp; SERVICE</b>	
				INV	Oil,air, fuel, sump and pollen filter kit	1,804.75
			<b>586.880</b>		<b>Bunzl Limited</b>	
				INV	TOILET SUPPLIES	1,319.07
587 EFT TRANSFER: - 11/01/2013		11/01/2013	-354,804.62	<b>587.10024</b>	<b>Lawn Doctor</b>	
				INV	LAWNMOWING	4,199.93
				<b>587.10428</b>	<b>ROADS 2000</b>	
				INV	ROAD/FOOTPATH MTCE/CONSTRUCTION	28,908.79
				<b>587.10495</b>	<b>PERTH FLYING SQUADRON YACHT CLUB (INC.)</b>	
				INV	September 24 2012 - Citizenship Ceremony	4,175.00
				<b>587.10548</b>	<b>Poppy Florist</b>	
				INV	FLOWERS/GIFTS	200.00
				INV	FLOWERS/GIFTS	120.00
				<b>587.10859</b>	<b>CSP Industries Pty Ltd</b>	
				INV	Starter rope, 2.7mm, 3.0mm, Rolls, Elastostart x	94.60
				INV	Freight Charges for Invoice 30518	15.00
				<b>587.11284</b>	<b>Australia Post</b>	
				INV	Bulk Postage Dec 12	2,639.25
				<b>587.11357</b>	<b>The Honda Shop</b>	
				INV	QP207/GX120 2" Water Pump. Parks Tanker Fleet No	928.00
				<b>587.11565</b>	<b>WELLINGTON SURPLUS STORES (PERTH)</b>	
				INV	Boots/ Socks	266.90
				<b>587.11804</b>	<b>West Australian Local Government Association</b>	
				INV	Local Government Act - Introduction. Training	456.50
				<b>587.11944</b>	<b>COMMUNICATIONS AUSTRALIA PTY LTD</b>	
				INV	SO 12/13 Comms Australia PABX /Telephone annual	1,474.46
				<b>587.11954</b>	<b>Carealot Home Health Services Pty Ltd</b>	
				INV	Domestic Assistance to HACC clients - Nov 2012	502.50
				<b>587.12117</b>	<b>SAI Global Ltd</b>	



**CITY OF NEDLANDS**  
**All Payments 1/1/2013 to 31/1/2013**

Database: LIVE

Page: 7

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Licence for access for Online Version of BCA and	2,078.13
587.12317					<b>TECHSAND PTY LTD</b>	
				INV	Reconstruction of Footpath on Asquith Street, Mt	20,365.37
587.12406					<b>J &amp; M PAULIK &amp; SONS</b>	
				INV	Farewell & Thank you Flowers to Cr Walker	150.00
587.12425					<b>PSV Design</b>	
				INV	Check of Building Permit Application Drawings	660.00
587.12474					<b>QAS Pty Ltd</b>	
				INV	an 12/13 QAS quick address pro 5.1 serv/clnt	7,766.54
587.12541					<b>AIM-UWA Alliance</b>	
				INV	Marketing Management Seminar for Adam Brouwer	1,320.00
587.1260					<b>Choice One Pty Ltd</b>	
				INV	TEMP STAFF WAGES	265.65
587.12628					<b>DIAMOND HIRE</b>	
				INV	Hire of one generator for 4Sure Festival December	495.00
587.12644					<b>Insight CCS</b>	
				INV	CONTRACT CA0126 A/HRS CALL SVCE Oct 12	244.86
				INV	CONTRACT CA0126 A/HRS CALL SVCE Nov 12	55.73
587.12682					<b>SYNERGY</b>	
				INV	Electricity 06/11/12-07/01/13 Moss Vale, Floreat	64.50
				INV	Electricity 07/12/12-03/01/13 34 Verdun St	166.85
				INV	Group Electricity 06/10/12-13/12/12	16,901.60
587.12735					<b>COMFORT KEEPERS</b>	
				INV	Provision of domestic assistance in HACC clients	1,025.32
				INV	Provision of domestic assistance in HACC clients	1,173.60
				INV	Provision of domestic assistance in HACC clients	530.85
				INV	Provision of domestic assistance in HACC clients	48.26
587.12769					<b>SAFETY ZONE AUSTRALIA PTY LTD</b>	
				INV	Safety glasses	224.42
587.12831					<b>Patricia E Panayotou</b>	
				INV	Reimbursement for Stationery Paid	161.35
587.12941					<b>ISIS CAPITAL LIMITED</b>	
				INV	Commvault bkup server 2 01/12/12-28/02/13	9,811.73
587.13073					<b>NAPOLEON STREET NEWSAGENCY</b>	
				INV	Mt Claremont Magazine subscriptions for October	104.24
				INV	Nedlands Magazine subscriptions for October 2012	295.38
587.13081					<b>Green Steam Australia Pty Ltd</b>	
				INV	Melvista Ward Non Chemical Weed Ctrl	4,895.17



# CITY OF NEDLANDS

## All Payments 1/1/2013 to 31/1/2013

Database: LIVE

Page: 8

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
587.13159				Power Vac Pty Ltd		
	INV			K5731.02.00 Vacuum filter, Eucla spot cleaner,		197.35
587.13178				OCLC (UK) Ltd		
	INV			Amlib training		550.00
587.13220				Lightning Towing		
	INV			Abandoned Vehicle Towing UIB 713		132.00
587.13364				Dingle Bird Environmental Pty Ltd		
	INV			Review of Asbestos Register		23,925.00
587.13369				DATA#3 LIMITED		
	INV			health camera purchase IXUS125HSBK - Canon IXUS		211.68
	INV			SAMSUNG,24" WIDE LED,BLACK HEIGHT ,3YRS WARRANTY		313.50
	INV			Monitor & Leadtek PCIe Quadro		363.00
	INV			6x 5mtr 3.5mm Stereo Male to 3.5mm Stereo Female		36.30
	INV			Cisco main firewall Maintenance/warranty renewal		1,020.54
587.13370				Chokeyby Road & Chocbel		
	INV			Miscellaneous Items		256.46
587.13381				Carrington's Traffic Services		
	INV			Signage and Bollards required for traffic Nov 12		823.68
	INV			Signage and Bollards required for traffic Dec 12		851.14
	INV			Traffic Management Services - 2 man crew,		3,034.60
	INV			Traffic Management Services - 2 man crew,		4,923.78
	INV			Traffic Management Services - 2 man crew,		2,526.38
	INV			Traffic Management Services - 2 man crew,		3,155.44
	INV			Traffic Management Services - 2 man crew,		486.20
587.13412				QUICK CORPORATE AUSTRALIA		
	INV			30 reams A4 white paper		173.58
	INV			Stationery		170.93
587.13451				Biowise		
	INV			Supply and deliver 25 cu/m of AS certified course		1,232.00
587.13476				ROAD SIGNS AUSTRALIA PTY LTD		
	INV			INSTALL SIGN POST IN GROUND		63,550.41
587.13484				TREE MANAGEMENT INSTITUTE PTY LTD		
	INV			Training Workshop- Tree hazard identification		346.50
587.13489				Artcraft Pty Ltd		
	INV			MMF-VIC - MULTI-MESSAGE SIGN FRAME		805.20
587.13534				Nu-Trac Rural Contracting		
	INV			Beach Sweeping Services for12&26/10/12		1,290.00



**CITY OF NEDLANDS**  
**All Payments 1/1/2013 to 31/1/2013**

Database: LIVE

Page: 9

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
587.13540					<b>Mrs G R Poezyn</b>	
	INV				Fees Reimbursement LAW421	1,413.00
587.13581					<b>Captain Stirling IGA Supermarket</b>	
	INV				Staff Meeting Food	109.67
587.13588					<b>Truck Centre (WA) Pty Ltd</b>	
	INV				Oil, air, fuel, power steering Filter Kit for Fit	566.32
587.13609					<b>Perth Security Services</b>	
	INV				Security services for 4Sure Festival December 8	588.72
587.13617					<b>Carlisle Events Hire Pty Ltd</b>	
	INV				Hire of Trestle Tables, Marquees, Chairs	1,368.40
	INV				Marquee and flooring for dance group - 4Sure	2,351.80
587.13626					<b>Poolegrave Signs &amp; Engraving</b>	
	INV				Supply of new Plaque for the City of nedlands	1,320.00
587.13628					<b>Liquor Barons Dalkeith</b>	
	INV				6 bottles of white wine. Xmas party 2012	59.94
	INV				Twin Islands Sparkling	265.25
587.13653					<b>Achieveability Pty Ltd</b>	
	INV				Con O'Shea attendance seminarCertificate IV	650.00
587.13713					<b>Kinetic Health Group Pty Ltd</b>	
	INV				pre employment medical for Jessica Patrick -	156.20
587.13772					<b>Ms D E Blake</b>	
	INV				Nov/Dec 12 Internet Reimbursement	69.95
587.13775					<b>Australia Post - 604909</b>	
	INV				Reply Paid Letters	50.17
587.13802					<b>Kool Digital Graphics</b>	
	INV				Annual Report 2011/12	5,368.00
587.13808					<b>Grant Thornton Australia Ltd</b>	
	INV				30 September 2012 - Fee for professional services	5,852.00
587.13824					<b>ALS Library Services Pty Ltd</b>	
	INV				Mt Claremont Library - Adult	307.70
	INV				Nedlands Library - Adult local	205.52
587.13850					<b>Adasound Public Address</b>	
	INV				Blessing of the River Event - 9 December - PA and	712.00
	INV				Hire of Stage, sound and lighting for 4Sure	2,955.00
587.13865					<b>Expect Australia Pty Ltd</b>	
	INV				Relief Staff ( Jessica Patrick	1,819.13
	INV				final pay out fee for qualified childcare giver	6,110.32
	INV				Relief Staff - PROCC ( Janine Ballingall 21/12/12	207.90



**CITY OF NEDLANDS**  
**All Payments 1/1/2013 to 31/1/2013**

Database: LIVE

Page: 10

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
587.13915					<b>Schmick Steel Work</b>	
	INV				INSTALLATIONAL OF BUSH TO BEACH DIRECTION SIGNAGE	7,474.41
587.13927					<b>Miss Maud</b>	
	INV				Catering Welcome Morning Tea for New CEO - Greg	259.85
	INV				FOOD FOR SUSTAINABLE NEDLANDS COMMITTEE MEETING	356.20
587.13935					<b>Pronto Gourmet Deli</b>	
	INV				Catering Tuesday 23 October Beyond Gardens semina	997.90
587.13944					<b>Ergolink</b>	
	INV				Ergo Chair - Marion	412.05
587.13946					<b>Plants and Garden Rentals</b>	
	INV				Monthly Hire of in-door Plants for Nov 12	281.60
587.13977					<b>Engineering Approvals</b>	
	INV				Engineering DCU Consultancy Services - STANDING	280.00
	INV				Engineering DCU Consultancy Services - STANDING	280.00
	INV				Engineering DCU Consultancy Services - STANDING	420.00
587.13990					<b>Vehequip</b>	
	INV				Supply & fit Bury 9045 hands free phone kit c/w	605.00
	INV				Supply & fit Bury 9045 hands free phone kit c/w	605.00
587.14004					<b>Drainflow Services Pty Ltd</b>	
	INV				Educting Services	18,195.10
587.14005					<b>Perth Energy Pty Ltd</b>	
	INV				Electricity 2511/12-24/12/12	9,349.86
587.14023					<b>Water2Water</b>	
	INV				Cup Holder for Water2Water dispenser	26.40
587.14046					<b>Swan Canoe Club</b>	
	INV				Con Kidsport Voucher for Jacqueline/Lauren Harding	190.00
587.14050					<b>Subway Claremont</b>	
	INV				Catering for Childrens Picnic Beaton Park	452.40
587.14053					<b>Claremont Cellars</b>	
	INV				Drinks - John ELckie Opening - 19 December 2012 -	295.98
587.14056					<b>Shred-X Pty Ltd</b>	
	INV				Shred-X Secure Document Destruction Agreement	33.00
	INV				Shred-X Secure Document Destruction Agreement	33.00
	INV				Shred-X Secure Document Destruction Agreement	183.02
	INV				Shred-X Secure Document Destruction Agreement	33.83
	INV				Shred-X Secure Document Destruction Agreement	309.51
587.14062					<b>Miss C E Chamberlain</b>	



# CITY OF NEDLANDS

## All Payments 1/1/2013 to 31/1/2013

Database: LIVE

Page: 11

Chg/Ref	Pavee	Date	Amount	Tran	Description	Amount
				INV	Attendance at New Librarians Symposium Feb 13	1,000.00
<b>587.1427</b>					<b>City of Stirling</b>	
				INV	Delivered meal subsidies for the City of Nedlands	898.80
				INV	Meals to be delivered to Nedlands Day Centre Nov	1,027.50
				INV	Meal to be delivered to Nedlands Day Centre	2,085.00
				INV	Delivered meal subsidies for the City of Nedlands	2,102.10
<b>587.145</b>					<b>PROTECTOR ALSAFE PTY LTD</b>	
				INV	SAFETY CLOTHING	7.03
				INV	SAFETY CLOTHING	8.80
				INV	SAFETY CLOTHING	155.70
<b>587.2075</b>					<b>Landgate</b>	
				INV	TITLE SEARCHES Nov 12	245.50
<b>587.360</b>					<b>Australia Post</b>	
				INV	Counter B/Pay & C/Card Trans Fee A/C 9484754	341.50
<b>587.3660</b>					<b>Harbottle On-Premise</b>	
				INV	LIQUOR & SOFTDRINK SUPPLIES	96.00
<b>587.3760</b>					<b>KMART INNALOO</b>	
				INV	DRC Activities	247.00
<b>587.4040</b>					<b>The Lane Bookshop</b>	
				INV	VARIOUS BOOKS	18.39
				INV	VARIOUS BOOKS	131.91
				INV	VARIOUS BOOKS	168.69
<b>587.4150</b>					<b>LO-GO Appointments</b>	
				INV	Victoria Wheeler Week Ending 15/12/12	684.75
				INV	Sharon Baker Week Ending 22/12/12	840.18
				INV	Week Ending 15/12/12 - O.Reece, Labourer for	1,764.84
				INV	Week Ending 08/12/12 - O.Reece, Labourer for	1,428.68
				INV	Week Ending 01/12/12 - O.Reece, Labourer for	1,407.67
				INV	Week Ending 24/11/12 - O.Reece, Labourer for	1,785.85
				INV	Week Ending 22/12/12 - G. Williams, Parks and	1,302.62
				INV	Week Ending 08/12/12 - G. Williams, Parks and	1,428.68
				INV	Week Ending 24/11/12 - G. Williams, Parks	1,680.80
				INV	Week Ending 01/12/12 - G. Williams, Parks	1,764.84
				INV	Week Ending 15/12/12 - G. Williams, Parks and	1,407.67
				INV	Week Ending 29/12/2012 - G. Williams - Parks and	966.46
				INV	week ending 1/12/12 - J.Bilton, labourer Parks	1,037.85
				INV	week ending 1/12/12 - R. Notley, Labourer parks	1,412.07
				INV	Week ending 15/12/12. J.Bilton, labourer Parks	1,037.85



# CITY OF NEDLANDS

## All Payments 1/1/2013 to 31/1/2013

Database: LIVE

Page: 12

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Week ending 8/12/12. R. Notley, labourer	1,433.47
				INV	Week ending 15/12/12. R. Notley, labourer Parks	1,326.49
				INV	Week ending 8/12/12. J.Bilton, labourer Parks	1,037.85
				<b>587.4440</b>	<b>McDowall Affleck Pty Ltd</b>	
				INV	Adams Rd Cul -de-sac construction phase	968.00
				<b>587.4500</b>	<b>McLeods Barristers &amp; Solicitors</b>	
				INV	Matter 32570 Show Cause Letter	1,268.85
				<b>587.4660</b>	<b>MODERN TEACHING AIDS PTY LTD</b>	
				INV	Peg Mattress' x 6 and wall Racks	359.48
				<b>587.4782</b>	<b>LGIS INSURANCE BROKING</b>	
				INV	INSURANCE	1,108.70
				<b>587.4959</b>	<b>NEDLANDS TYRE SERVICE</b>	
				INV	TYRES	247.00
				<b>587.5580</b>	<b>PIRTEK (MALAGA) PTY LTD</b>	
				INV	Cylinder Adaptor	135.99
				<b>587.5592</b>	<b>PLACER MANAGEMENT GROUP</b>	
				INV	Charissa McCabe 17/12/12-21/12/12	1,860.10
				INV	Tim Reynolds 22/10/12-26/10/12	1,881.00
				<b>587.6500</b>	<b>SKIPPER TRUCK PARTS</b>	
				INV	Oil, air, fuel, power steering, and pollen filter	479.69
				<b>587.6585</b>	<b>SPOTLIGHT PTY LTD</b>	
				INV	ART SUPPLIES	74.93
				<b>587.6600</b>	<b>St John Ambulance Australia</b>	
				INV	Drug Aware 4Sure Festival	224.00
				<b>587.6820</b>	<b>Swanbourne Veterinary Centre</b>	
				INV	POUND FEES	66.00
				<b>587.6983</b>	<b>TELSTRA CORPORATION LTD</b>	
				INV	BigPond Internet access at MTC Lib to 16/01/13	59.95
				INV	Usage to 13/12/12, Services & Equip Rental to	4,383.04
				INV	Mobile Charges to 01/01/13	2,005.08
				<b>587.7675</b>	<b>Landgate - GRV</b>	
				INV	Schedule Valuations	680.05
				<b>587.8010</b>	<b>Corporate Express Australia Ltd</b>	
				INV	Diet Ginger Beer	44.99
				<b>587.860</b>	<b>Bunnings Group Limited</b>	
				INV	BUILDING SUPPLIES	6.60
				INV	BUILDING SUPPLIES	7.96
				INV	BUILDING SUPPLIES	129.63



**CITY OF NEDLANDS**  
**All Payments 1/1/2013 to 31/1/2013**

Database: LIVE

Page: 13

Chg/Ref	Pavee	Date	Amount	Tran	Description	Amount
				INV	BUILDING SUPPLIES	21.28
				INV	BUILDING SUPPLIES	159.42
				INV	BUILDING SUPPLIES	61.57
				INV	BUILDING SUPPLIES	50.58
				INV	BUILDING SUPPLIES	32.18
				INV	BUILDING SUPPLIES	14.26
				INV	BUILDING SUPPLIES	75.05
			587.897		<b>Cabcharge Australia Limited</b>	
				INV	Dec Period	24.45
			587.9872		<b>Civica Pty Ltd</b>	
				INV	civica authority managed services Jan 13	9,350.00
588	EFT TRANSFER: - 18/01/2013	18/01/2013	-314,830.89	588.10516	<b>Giant Autos (1997) Pty Ltd</b>	
				INV	VEHICLE PARTS	591.54
				588.10731	<b>Green Skills (Eco Jobs)</b>	
				INV	Conservation staff Hollywood Reserve	1,692.90
				INV	Bushcare Staff	2,443.25
				INV	Bushcare staff 24/10/12-06/11/12	12,287.32
				INV	Bushcare staff 10/10/12-23/10/12	14,113.33
				588.10787	<b>DOWNER EDI WORKS PTY LTD</b>	
				INV	Kerbing Construction Work - 50mm Semi-Mountable	8,118.91
				INV	Kerbing Construction Services - 50 Face MRD SM1	1,949.38
				INV	Kerbing Construction Services - 50 Face MRD SM1	947.68
				INV	36 Brockman St, Claremont	224.80
				588.11353	<b>DICK SMITH ELECTRONICS PTY LTD</b>	
				INV	Samsung Galaxy S3 Purchase - Mark Goodlet	667.00
				588.11804	<b>West Australian Local Government Association</b>	
				INV	G212110427 Tresillian Courses	70.07
				INV	Brian Simmonds Art Sale 2012 plus Term 4	1,019.85
				588.11954	<b>Carealot Home Health Services Pty Ltd</b>	
				INV	Domestic Assistance to HACC clients - Nov 2012	320.50
				588.12044	<b>TREE SURGEONS OF WA</b>	
				INV	Pruning banksias Underwood Avenue and Selby	2,915.00
				INV	Tree pruning along boundary line of residential	3,234.00
				588.12079	<b>COMPLETE PEST MANAGEMENT SERVICES</b>	
				INV	PRE DEMOLITION RAT BAITING - 81 PHILIP ROAD,	140.00
				INV	PRE-DEMOLITION RAT BAITING @ 68 HOBBS	140.00
				588.12222	<b>Conservation Volunteers Australia</b>	
				INV	Four weeks conservation volunteer work	1,980.00





**CITY OF NEDLANDS**  
**All Payments 1/1/2013 to 31/1/2013**

Database: LIVE

Page: 14

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
588.12292					<b>CHARLES &amp; VERONICA SOTO</b>	
	INV				Food for Tresillian Xmas party 2012	350.00
588.12316					<b>DALKEITH IGA</b>	
	INV				DRC Supplies ( Kitchen Provisions )	251.85
588.12427					<b>ROD HAWKER</b>	
	INV				Vehicle Reimbursement	28.75
588.12677					<b>Wilson Security</b>	
	INV				Old Swanbourne Hospital Patrol 01/11/12-30/11/12	2,674.60
	INV				Old House Swanbourne Patrol Nov 12	734.24
588.12682					<b>SYNERGY</b>	
	INV				Electricity 14/11/12-11/01/13 Allen Park	956.55
	INV				Electricity 06/11/12-07/01/13 Grsby St, Floreat	45.90
588.12693					<b>PPW PTY LTD</b>	
	INV				C D BOX - BLACK 245x130x145mm	206.25
588.12839					<b>BG &amp; E Pty Ltd</b>	
	INV				Request for additional information on Beecham	1,542.75
588.12914					<b>The Worm Shed</b>	
	INV				WORM FARM	434.00
	INV				Worm Cafe	651.00
588.13010					<b>Quick Colourprint</b>	
	INV				Business Cards - Greg Trevaskis - CEO	104.00
588.13081					<b>Green Steam Australia Pty Ltd</b>	
	INV				Thermal weed control as per RFT 2011/12.13 for	12,709.83
588.13123					<b>TOLL PRIORITY</b>	
	INV				Dec 2012 collection of outgoing mail	344.11
588.13152					<b>COMPLETE HIRE &amp; SALES PTY LTD</b>	
	INV				Portable toilet hire for 4Sure Festival	657.25
588.13220					<b>Lightning Towing</b>	
	INV				Abandoned Vehicle Towing 1AYX416	132.00
588.13369					<b>DATA#3 LIMITED</b>	
	INV				VMware licensing renewal as part of the Walga.	24,200.00
588.13381					<b>Carrington's Traffic Services</b>	
	INV				Traffic Management Services - 2 man crew,	807.09
	INV				Traffic Management Services - 2 man crew,	699.13
588.13384					<b>Harvey Fresh</b>	
	INV				Standing Order Milk Supply FREE RANGE LITE MILK	69.39
588.13412					<b>QUICK CORPORATE AUSTRALIA</b>	
	INV				30 reams A4 white paper	173.58



**CITY OF NEDLANDS**  
**All Payments 1/1/2013 to 31/1/2013**

Database: LIVE

Page: 15

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Web Order 446787	241.70
				INV	Web Order 446787	37.93
				INV	30 reams A4 white paper	173.58
<b>588.13581</b>					<b>Captain Stirling IGA Supermarket</b>	
				INV	NCC Supplies ( Kitchen Provisions )	108.17
				INV	Staff Meeting after Council & DC Cruickshank	382.66
<b>588.13652</b>					<b>Sustainable Outdoors</b>	
				INV	Greenway maintenance Montgomery Ave, Underwood	2,235.75
<b>588.13713</b>					<b>Kinetic Health Group Pty Ltd</b>	
				INV	Pre-employment medical Stuart John Michael	309.10
				INV	pre-employment medical - Terry Egmolesse	156.20
				INV	Fitness for Work Assessment - Daniel Wong	220.00
				INV	pre-employment medical - Tresillian Community	156.20
<b>588.13728</b>					<b>FOI (WA) Services, Advice &amp; Solutions - Consultants</b>	
				INV	FOI General Staff Briefing Sessions	8,950.00
<b>588.13734</b>					<b>Purple Pig (Australia) Pty Ltd</b>	
				INV	One metre of 63mm clear suction hose. Parks	89.03
<b>588.13788</b>					<b>Localise Pty Ltd</b>	
				INV	Strategic Planning Consultancy for ISP process	4,246.00
<b>588.13798</b>					<b>Aloma Berg</b>	
				INV	TERM 2 2012 TUTOR FEES	1,080.00
<b>588.13812</b>					<b>Nicole Borowicz</b>	
				INV	Reimbursement Mobile Dec12 & Jan 13	120.00
<b>588.13813</b>					<b>Ms J A Heyes</b>	
				INV	December 12 Mobile Reimb. 01/12/12-31/12/12	76.50
<b>588.13824</b>					<b>ALS Library Services Pty Ltd</b>	
				INV	Standing Order - Adult local stock books	86.38
				INV	Standing Order - Nedlands Library - Childrens	35.98
<b>588.13841</b>					<b>Commercial &amp; Industrial Mowing</b>	
				INV	Fire break cleaing to various council locations	187.00
				INV	Fire break cleaing to various council locations	165.00
				INV	Fire break cleaing to various council locations	198.00
				INV	Fire break cleaing to various council locations	308.00
				INV	Fire break cleaing to various council locations	220.00
				INV	Fire break cleaing to various council locations	165.00
				INV	Fire break cleaing to various council locations	198.00
				INV	Fire break cleaing to various council locations	220.00
				INV	Fire break cleaing to various council locations	154.00



**CITY OF NEDLANDS**  
**All Payments 1/1/2013 to 31/1/2013**

Database: LIVE

Page: 16

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Fire break cleaing to various council locations	187.00
<b>588.13882</b>					<b>Commercial Cleaning Services (WA) P/L</b>	
				INV	Cleaning services to various council locations Dec	7,227.00
<b>588.13977</b>					<b>Engineering Approvals</b>	
				INV	Engineering DCU Consultancy Services - STANDING	522.00
				INV	Engineering DCU Consultancy Services - STANDING	455.00
<b>588.14049</b>					<b>WA Spit Roast</b>	
				INV	Catering Staff Christmas Function - 21 December	3,321.35
<b>588.14052</b>					<b>Mr G K Trevaskis</b>	
				INV	Reimbursement Monthly Internet Charge Jan 13	69.95
<b>588.14055</b>					<b>Renae Coles</b>	
				INV	Artist Fee, 2 x Assistants and Material costs	760.00
<b>588.145</b>					<b>PROTECTOR ALSAFE PTY LTD</b>	
				INV	SAFETY CLOTHING	379.83
				INV	SAFETY CLOTHING	187.66
				INV	SAFETY CLOTHING	7.27
				INV	SAFETY CLOTHING	6.53
				INV	SAFETY CLOTHING	7.26
				INV	SAFETY CLOTHING	20.47
<b>588.3040</b>					<b>HISCO PTY LTD</b>	
				INV	KITCHEN SUPPLIES	134.11
<b>588.3055</b>					<b>Holton Connor Pty Ltd</b>	
				INV	John Leckie Pavillion Project No. 1001 Claim No 2	2,970.00
				INV	John Leckie - Project No. 1001 Claim No. 26	2,200.00
				INV	John Leckie Pavillion Project No. 1001 Claim No.	4,180.00
<b>588.350</b>					<b>Aust Institute of Management</b>	
				INV	TRAINING -SEMINARS/COURSES Brid	835.00
				INV	TRAINING -SEMINARS/COURSES	780.00
				INV	TRAINING -SEMINARS/COURSES	410.00
<b>588.380</b>					<b>Australian Taxation Office</b>	
				INV	Payroll Deduction	78,410.52
<b>588.4040</b>					<b>The Lane Bookshop</b>	
				INV	VARIOUS BOOKS	95.84
				INV	VARIOUS BOOKS	105.44
<b>588.4150</b>					<b>LO-GO Appointments</b>	
				INV	Victoria Wheeler Week Ending 22/12/12	1,506.45
				INV	Victoria Wheeler Week Ending 29/12/12	308.14
				INV	Week ending 28/12/12. R. Notley, labourer Parks	706.04



# CITY OF NEDLANDS

## All Payments 1/1/2013 to 31/1/2013

Database: LIVE

Page: 17

Chg/Ref	Pavee	Date	Amount	Tran	Description	Amount
				INV	Week ending 21/12/12 R. Notley, Labourer Parks	691.90
				INV	Victoria Wheeler 02/01/13-04/01/13	958.65
				INV	Sharon Baker 02/01/13-04/01/13	530.64
			<b>588.4782</b>		<b>LGIS INSURANCE BROKING</b>	
				INV	Insurance Premium adjustment for new Motor	2,045.01
			<b>588.5592</b>		<b>PLACER MANAGEMENT GROUP</b>	
				INV	Charissa McCabe Week Ending 04/01/12	758.73
				INV	Victoria Wheeler 22/10/12-23/10/12	619.74
			<b>588.5850</b>		<b>Soundpack Solutions</b>	
				INV	100 clear single DVD cases	112.20
			<b>588.6560</b>		<b>Southern Scene Pty Ltd</b>	
				INV	Standing Order - Nedlands Library - Large print	386.87
			<b>588.8010</b>		<b>Corporate Express Australia Ltd</b>	
				INV	STATIONERY	86.23
				INV	STATIONERY	80.36
			<b>588.8242</b>		<b>West Metro Regional Council</b>	
				INV	WASTE DISPOSAL	17,905.80
				INV	WASTE DISPOSAL	25,048.53
				INV	WASTE DISPOSAL	29,315.39
			<b>588.9872</b>		<b>Civica Pty Ltd</b>	
				INV	civica authority managed services Feb 13	9,350.00
589	EFT TRANSFER: - 25/01/2013	25/01/2013	-195,924.36	<b>589.10192</b>	<b>Local Govt Planners Association</b>	
				INV	TRAINING - SEMINARS/COURSES	180.00
				<b>589.10283</b>	<b>Auslib Press Pty Ltd</b>	
				INV	SUBSCRIPTIONS	74.80
				<b>589.10731</b>	<b>Green Skills (Eco Jobs)</b>	
				INV	Conservation staff Swanbourne Dunes	1,201.41
				<b>589.10787</b>	<b>DOWNER EDI WORKS PTY LTD</b>	
				INV	Kerbing Construction Work - 50mm Semi-Mountable	11,510.35
				<b>589.11009</b>	<b>Worldwide Online Printing</b>	
				INV	Invitations x 300 for new postponed conference	170.00
				<b>589.11068</b>	<b>Graffiti Busters</b>	
				INV	Graffiti Removal Monash Ave, Hollywood	484.00
				<b>589.11577</b>	<b>BurkeAir Pty Ltd</b>	
				INV	Scheduled maintenance across various council site	249.70
				INV	Scheduled maintenance across various council site	975.07
				INV	Service call - Mt Claremont cafe - La Mousse	249.70
				INV	A.C not working at nedlands library	509.30



**CITY OF NEDLANDS**  
**All Payments 1/1/2013 to 31/1/2013**

Database: LIVE

Page: 18

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	service and maintenance of varoius units	145.40
<b>589.11804</b>					<b>West Australian Local Government Association</b>	
				INV	Death Notice for Janet Shaw	134.01
				INV	Paraquad ODP Advertising	168.96
				INV	Advertisment for tennis court booking officer -	656.33
				INV	Staff Training for R Boley - Local Government Act	467.50
				INV	Advertisments in The Post and Western Suburbs	1,810.70
<b>589.12038</b>					<b>WA ENERGY CONSULTANTS PTY LTD</b>	
				INV	Electrical Audit of all City's electrical meters	3,168.00
<b>589.12079</b>					<b>COMPLETE PEST MANAGEMENT SERVICES</b>	
				INV	Monthly pest inspection internal & external	185.00
				INV	Monthly pest inspection internal & external	185.00
				INV	Monthly pest inspection internal & external	185.00
				INV	Monthly pest inspection internal & external	185.00
				INV	Monthly pest inspection internal & external	185.00
<b>589.12090</b>					<b>Action Glass Pty Ltd</b>	
				INV	remove and replace existing door to open correct	1,056.00
<b>589.12427</b>					<b>ROD HAWKER</b>	
				INV	Vehicle Reimbursement	42.50
<b>589.12507</b>					<b>Carpet Force (Commercial) Pty Ltd</b>	
				INV	Supple of aluminium carpet strip	118.80
<b>589.12532</b>					<b>TOTAL EDEN PTY LTD</b>	
				INV	Irrigation fittings for Melvista Oval	107.46
<b>589.12622</b>					<b>Charles Service Company</b>	
				INV	Cleaning for December 12	10,941.61
				INV	Cleaning to Tresillian Arts centre Dec 12	1,489.28
<b>589.12653</b>					<b>SIFTING SANDS</b>	
				INV	Clean sand/undersurface	9,519.00
<b>589.12682</b>					<b>SYNERGY</b>	
				INV	Electricity 06/10/12-05/12/12 Dot Bennett Park	498.00
				INV	Streetlight Tariff Charge 25/11/12-24/12/12	39,564.70
				INV	Auxillary Light Charges 28/11/12-27/12/12	1,422.05
				INV	Electricity 13/11/12-15/01/13 (3827units)	1,114.10
				INV	Electricity 13/11/12-15/01/13 (1148units)	353.35
<b>589.12735</b>					<b>COMFORT KEEPERS</b>	
				INV	Provision of domestic assistance in HACC clients	1,094.12
				INV	Provision of domestic assistance in HACC clients	712.50
<b>589.12777</b>					<b>PERTH IRRIGATION CENTRE</b>	



**CITY OF NEDLANDS**  
**All Payments 1/1/2013 to 31/1/2013**

Database: LIVE

Page: 19

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Invoice number E5623 concrete surrounds	154.00
				INV	Invoice number E5875 irrigation parts	140.18
				INV	invoice number E5591 battery operational	979.25
			<b>589.1280</b>		<b>Chubb Fire &amp; Security Pty Ltd</b>	
				INV	FIRE EQUIPMENT / SERVICES	261.27
				INV	FIRE EQUIPMENT / SERVICES	315.04
				INV	FIRE EQUIPMENT / SERVICES	224.18
				INV	FIRE EQUIPMENT / SERVICES	98.34
				INV	FIRE EQUIPMENT / SERVICES	409.42
				INV	FIRE EQUIPMENT / SERVICES	3,467.53
				INV	FIRE EQUIPMENT / SERVICES	295.02
				INV	FIRE EQUIPMENT / SERVICES	557.70
				INV	FIRE EQUIPMENT / SERVICES	195.03
				INV	FIRE EQUIPMENT / SERVICES	705.43
				INV	FIRE EQUIPMENT / SERVICES	100.98
				INV	FIRE EQUIPMENT / SERVICES	100.98
				INV	FIRE EQUIPMENT / SERVICES	187.22
				INV	FIRE EQUIPMENT / SERVICES	142.78
				INV	FIRE EQUIPMENT / SERVICES	122.54
				INV	FIRE EQUIPMENT / SERVICES	268.07
				INV	FIRE EQUIPMENT / SERVICES	100.98
			<b>589.12847</b>		<b>LANIER (AUSTRALIA) PTY LTD</b>	
				INV	Lease Printer up to 30/11/12	11,721.78
			<b>589.13031</b>		<b>ECHELON AUSTRALIA PTY LTD</b>	
				INV	OSH Audits and Advisory Services Programme	6,875.00
				INV	Business Continuity consultancy to 03/10/12	3,850.00
			<b>589.13056</b>		<b>Robinson Buildtech</b>	
				INV	After hours maintenance service - College Park	412.50
			<b>589.13095</b>		<b>Rentokil Initial Pty Ltd</b>	
				INV	Administration Building - Plant Hire - Final	213.57
				INV	Indoor Plant Hire & Maint - Corp Svces - Admin Jan	203.09
			<b>589.13220</b>		<b>Lightning Towing</b>	
				INV	CALL out no pick up Lexus 4X4 Hooley St	71.50
			<b>589.13254</b>		<b>Murphy Painting &amp; Decorating</b>	
				INV	Painting of toilet door at depot	180.00
				INV	Paint in Communications area at Admin	3,280.00
			<b>589.13274</b>		<b>SYRINX ENVIRONMENTAL PTY LTD</b>	
				INV	01/08/12-27/12/12 Waratah Place Gross Pollutant	13,469.50



**CITY OF NEDLANDS**  
**All Payments 1/1/2013 to 31/1/2013**

Database: LIVE

Page: 20

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
589.13327				By Word of Mouth Catering		
	INV			Staff Training Day Catering		320.10
589.13381				Carrington's Traffic Services		
	INV			Signage and Bollards required for traffic		361.50
	INV			Traffic Management Services - 2 man crew, vehicle		345.49
589.13412				QUICK CORPORATE AUSTRALIA		
	INV			30 reams A4 white paper		173.58
589.13428				Lock Stock & Farrell Locksmith Pty		
	INV			Rekey garage door at Depot - Parks garden shed		242.10
589.13480				DU Electrical Pty Ltd		
	INV			invoice number 00012562 attend to fault at mason		589.60
	INV			Attend fault at Resolution Point Reserve		184.80
	INV			invoice number 00012561 pump tripping out circuit		1,519.10
	INV			Invoice number 00012579 attended a power fault at		115.50
589.13568				Digital Mapping Solutions		
	INV			GIS Consulting Services - Intergartion between		836.00
589.13812				Nicole Borowicz		
	INV			Mobile Phone Reimbursement Feb 13		60.00
589.13895				Ms M B Hulls		
	INV			50% Mobile Phone Reimbursement 03/12/12-02/01/13		52.25
589.13937				Doghhouse Media Pty Ltd		
	INV			an 12/13 Doghouse Media hosting Nedlands web site		1,650.00
589.13963				Kristen Vargas		
	INV			Tutor Fees School holiday wk 1 Digital Term 1 13		416.00
	INV			Tutor Fees School holiday wk 2 Digital Term 1 13		376.00
589.14015				Mr A Shiell		
	INV			Surv Registration 1 yr Practitioner Building		295.00
589.14044				Innaloo Curtain and Blind Centre		
	INV			Supply and install curtains to main Hall - John		3,270.00
589.145				PROTECTOR ALSAFE PTY LTD		
	INV			SAFETY CLOTHING		162.88
	INV			SAFETY CLOTHING		45.01
	INV			SAFETY CLOTHING		151.62
	INV			SAFETY CLOTHING		270.37
589.3475				J Blackwood & Son Ltd		
	INV			Blower Heat Elec Port		2,455.20
589.4040				The Lane Bookshop		
	INV			VARIOUS BOOKS		58.38



**CITY OF NEDLANDS**  
**All Payments 1/1/2013 to 31/1/2013**

Database: LIVE

Page: 21

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
			<b>589.4150</b>		<b>LO-GO Appointments</b>	
				INV	Week ending 22/12/12. R. Notley, labourer Parks	1,593.93
				INV	Week ending 5/1/13. R. Notley, labourer Parks	1,005.57
				INV	Week ending 5/1/13. J.Bilton labourer Parks and	1,037.85
				INV	S.Baker Week Ending 12/01/13	884.40
				INV	V.Wheeler Week Ending 12/01/13	1,529.28
			<b>589.4500</b>		<b>McLeods Barristers &amp; Solicitors</b>	
				INV	Matter No 27104 Lease of a portion of reserve	368.94
			<b>589.4660</b>		<b>MODERN TEACHING AIDS PTY LTD</b>	
				INV	Procc art and craft supplies	791.34
			<b>589.5100</b>		<b>Pope Packaging</b>	
				INV	396 * Nedlands Greenwaste Bags	849.42
			<b>589.5592</b>		<b>PLACER MANAGEMENT GROUP</b>	
				INV	Charissa McCabe 07/01/13-11/01/13	1,835.63
			<b>589.5687</b>		<b>Printsource Design Service</b>	
				INV	100 x Residential Parking Permits 2013 (green)	445.00
			<b>589.5716</b>		<b>Professional PC Support</b>	
				INV	COMPUTER EQUIPMENT/MTCE	2,744.68
				INV	COMPUTER EQUIPMENT/MTCE	2,933.68
			<b>589.6983</b>		<b>TELSTRA CORPORATION LTD</b>	
				INV	Phone Charges to 09/02/13;Usage to 09/01/13	10,847.16
			<b>589.7378</b>		<b>TRIPLE A CLEANING CO</b>	
				INV	window cleaning - Nedlands library	434.50
				INV	Window cleaning - Mt claremont library	363.00
			<b>589.741</b>		<b>Boyan Electrical Services</b>	
				INV	Electrical maintenance	1,016.40
				INV	Electrical maintenance	88.00
				INV	Electrical maintenance	132.00
				INV	Electrical maintenance	554.40
				INV	Electrical maintenance	93.50
				INV	Electrical maintenance	563.20
				INV	Electrical maintenance	3,954.50
				INV	Electrical maintenance	180.40
				INV	Electrical maintenance	286.00
				INV	Electrical maintenance	2,572.90
				INV	Electrical maintenance	132.00
				INV	Electrical maintenance	753.50
				INV	Electrical check and completion of Form 5 for	320.00







# CITY OF NEDLANDS

## All Payments 1/1/2013 to 31/1/2013


Database: LIVE

Page: 23

<u>Chg/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
<b>NAB - Trust Account</b>						
<b>CHEQUE</b>						
11585	PERTH IONIAN CLUB	11/01/2013	-188.00	RFND	HALL & KEY BOND REFUND	188.00
11586	WEBB & BROWN NEAVES	11/01/2013	-1,500.00	RFND	16 NIDJALLA LOOP SWANBOURNE FOOTPATH RE	1,500.00
11587	BARRIER REEF POOLS WA PTY LTD	11/01/2013	-1,500.00	RFND	42 WEBSTER STREET- FOOTPATH	1,500.00
11588	BREWER BUILDING PTY LTD	11/01/2013	-1,500.00	RFND	81 GROVEDALE ROAD- FOOTPATH	1,500.00
11589	NORVIK INDUSTRIES PTY LTD	11/01/2013	-1,500.00	RFND	83 MINORA RD - FOOTPATH REFUND	1,500.00
11590	SOFTWOODS TIMBERYARDS P/L T/AS PATI	11/01/2013	-1,500.00	RFND	47 ROBINSON STREET- FOTPATH REFUND	1,500.00
11591	SOFTWOODS TIMBERYARDS P/L T/AS PATI	11/01/2013	-1,500.00	RFND	116 PRINCESS ROAD - FOOTPATH REFUND	1,500.00
11592	MR H BUTENMSCHOEN	18/01/2013	-1,500.00	RFND	44A LISLE STREET - FOOTPATH REFUND	1,500.00
11593	DEPT OF COMMERCE	18/01/2013	-3,200.44	INV	RECONCILIATION & RETURN DEC 12	3,200.44
11594	CONSTRUCTION TRAINING FUND	18/01/2013	-19,251.15	INV	RECONCILIATION & RETURN DEC 12	19,251.15
11595	MR G THOMAS	25/01/2013	-194.00	RFND	HALL & KEY BOND REFUND DRABBLE HOUSE	194.00
11596	L J IKIN	25/01/2013	-1,500.00	RFND	47 ROBINSON STREET - FOOTPATH REFUND	1,500.00
11597	J A BATEMAN	25/01/2013	-1,500.00	RFND	110 WILLIAM ST - FOOTPATH REFUND	1,500.00
11598	MR M WELLS	25/01/2013	-1,500.00	RFND	4 STANLEY ST - FOOTPATH REFUND	1,500.00
11599	E M THOMAS	25/01/2013	-1,500.00	RFND	39 VINCENT ST- FOOTPATH REFUND	1,500.00
11600	TEGELLA CONSTRUCTION	25/01/2013	-1,500.00	RFND	121 ROCHDALE ROAD - FOOTPATH REFUND	1,500.00
11601	MS J A PERROTT	25/01/2013	-1,500.00	RFND	12 KNUTSFORD ST - FOOTPATH REFUND	1,500.00
11602	MR A R WARMAN	25/01/2013	-1,500.00	RFND	66 STANLEY ST - FOOTPATH REFUND	1,500.00
11603	MVG CONSTRUCTION PTY LTD	25/01/2013	-1,500.00	RFND	56 WARATAH AVE - FOOTPATH REFUND	1,500.00
<b>Total CHEQUE</b>			<b>-45,333.59</b>			
<b>TOTAL PAYMENTS</b>			<b>-45,333.59</b>			

<b>CPS10.13 Compliance Audit Return</b>
---

<b>Committee</b>	12 March 2013
<b>Council</b>	26 March 2013

<b>Applicant</b>	City of Nedlands
<b>Owner</b>	City of Nedlands
<b>Officer</b>	Phoebe Huigens, A/Manager Corporate & Strategy
<b>Director</b>	Michael Cole, Director Corporate & Strategy
<b>Director Signature</b>	
<b>File ref.</b>	ORN/088-05
<b>Previous Item No's</b>	
<b>Disclosure of Interest</b>	No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the <i>Local Government Act (1995)</i> .

### Purpose

The 2012 Compliance Audit Return is required to be adopted by Council prior to submission to the Department of Local Government.

### Recommendation to Committee

#### Council:

1. Adopts the 2012 Compliance Audit Return.

### Strategic Plan

- 5.1 Manage the City's resources in a sustainable and responsible manner.
- 5.6 Ensure compliance with statutory requirements and guidelines.

### Background

Local Governments are required to complete an annual Compliance Audit Return. The attached return for the City of Nedlands is for the period 1 January 2012 to 31 December 2012. It is required to be considered and adopted by Council, and submitted to the Department of Local Government by 31 March 2012.

### Proposal Detail

The 2012 Compliance Audit Return is attached. The City was found to be 100% compliant in all areas.

### Consultation

Required by legislation: Yes  No

Required by City of Nedlands policy: Yes  No

### Legislation

Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996*.

### Budget/financial implications

Budget:

Within current approved budget: Yes  No

Requires further budget consideration: Yes  No

Financial:

NIL

### Risk Management

The annual review of compliance minimises the risk of legislative non-compliance.

### Discussion

The City's 2012 Compliance Audit Return was completed in February after reviewing and assessing:

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

### Conclusion

The City is committed to compliance and operating at best-practice levels in all areas. The completion of the Compliance Audit Return for 2012 demonstrated a perfect level of compliance by the City of Nedlands.

In accordance with Regulation 14 and 15 of the *Local Government (Audit) Regulations 1996* the Compliance Audit Return 2012 must be:

1. Presented to Council;
2. Adopted by Council;
3. Recorded in the minutes of the meeting at which it was adopted; and
4. A certified copy of the return, along with a copy of the minutes recording its adoption, to be submitted to the Department of Local Government by 31 March 2013.

**Attachments**

1. Compliance Audit Return 2012



## Nedlands - Compliance Audit Return 2012

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2012.	N/A		Michael Cole
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2012.	N/A		Michael Cole
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2012.	N/A		Michael Cole
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2012.	N/A		Michael Cole
5	s3.59(5)	Did the Council, during 2012, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Michael Cole

COPY ONLY



<b>Delegation of Power / Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Michael Cole
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Michael Cole
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Michael Cole
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Michael Cole
5	s5.18	Has Council reviewed delegations to its committees in the 2011/2012 financial year.	Yes		Michael Cole
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Michael Cole
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Michael Cole
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Michael Cole
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Michael Cole
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Michael Cole
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Michael Cole
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2011/2012 financial year.	Yes		Michael Cole
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Michael Cole

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



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Michael Cole
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		Michael Cole
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Michael Cole
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2012.	Yes		Michael Cole
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2012.	Yes		Michael Cole
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Michael Cole
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Michael Cole
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Michael Cole
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Michael Cole
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Michael Cole
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Michael Cole
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A		Michael Cole





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

### Disposal of Property

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

### Elections

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

### Finance

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



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Department of Local Government





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

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



<b>Tenders for Providing Goods and Services</b>						
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>	
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Michael Cole	
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A	No multiple contracts entered into.	Michael Cole	
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Michael Cole	
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Michael Cole	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Michael Cole	
6	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Michael Cole	
7	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Michael Cole	
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Michael Cole	
9	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Michael Cole	
10	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Michael Cole	
11	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A	None received after close of EOIs.	Michael Cole	

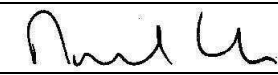


Government of Western Australia  
Department of Local Government

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<b>CPS11.13 Policy and Delegations Review</b>
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<b>Committee</b>	12 March 2013
<b>Council</b>	26 March 2013

<b>Applicant</b>	City of Nedlands
<b>Owner</b>	City of Nedlands
<b>Officer</b>	Phoebe Huigens, A/Manager Corporate & Strategy
<b>Director</b>	Michael Cole, Director Corporate & Strategy
<b>Director Signature</b>	
<b>File ref.</b>	CRS/065
<b>Previous Item No's</b>	NIL
<b>Disclosure of Interest</b>	No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the <i>Local Government Act (1995)</i> .

### Purpose

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

### Committee Recommendation

#### Council:

#### 1. approves the following policies:

- a. Sea Containers
- b. Community Notice Boards in Council Operated Facilities

#### 2. revokes the following policy:

- a. Management of Phytophthora Dieback

#### 3. approves the following delegation:

- a. Council Provided Grants, Subsidies and Donations

### Strategic Plan

- KFA 5: Governance
- 5.1 Manage the City's resources in a sustainable and responsible manner.
  - 5.4 Monitor and review business processes, systems, structure and policies to ensure effective service delivery and organisational performance.
  - 5.6 Ensure compliance with statutory requirements and guidelines.

## Background

Under the Local Government Act (1995) 2.7, one of the roles of Council is to:

*(2b) Determine the local government's policies*

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

The following are parameters as part of the review process, determining how and when reviewed policies will be presented to Committee and then Council:

All outstanding policies presented to Council will be transferred over to the new Council template;

Policies will be discussed by Council at workshops;

Where a number of policies have common themes, these policies will be combined to establish a new policy. The Committee will be asked to recommend the revocation of the old policy and recommend to Council the approval of the new replacement policy; and

Administration may, at times, recommend a policy be revoked with no Council Policy to replace it. This recognises the policy is operational or covered under legislation and/or the responsibility under the Local Government Act 1995, of the Chief Executive Officer – there are no such recommendations in this report.

## Proposal Detail

### Consultation

Required by legislation: Yes  No

Required by City of Nedlands policy: Yes  No

### Legislation

*Local Government Act 1995*

*State Administrative Tribunal Act 2004*

*Swan and Canning Rivers Management Act 2006*

*Western Australian Marine Act 1982*

Local Law Relating to Reserves, Foreshores and Beaches

**Budget/financial implications**

Budget:

Within current approved budget: Yes  No

Requires further budget consideration: Yes  No

Financial:

NIL

**Risk Management**

Risk management processes are built into operational guidelines where appropriate.

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

**Discussion**

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

Policy drafts are attached. Outlined below, is summary information for each policy:

Sea Containers:

This policy was workshopped on Tuesday 5 February. No changes have been made following the workshop, and it is presented here for approval.

Community Notice Boards in Council Operated Facilities:

A “Petitions” policy was drafted and presented at the workshop of 5 February. It was suggested that a broader policy should be developed which addresses community notice boards in general, including the posting of petitions. The draft policy is presented here for approval.

Management of Phytophthora Dieback:

This policy was workshopped on Tuesday 5 February. Elected Members decided that this policy is better suited to be an administrative protocol, and so it is presented here to be revoked. The Street Tree policy may be amended at a later date to include a statement regarding the City’s management of plant pathogens.



**Council Provided Grants, Subsidies and Donations (Delegation):**

The Council Provided Grants, Subsidies and Donations policy was approved by Council at the meeting of 28 August 2012. The supporting delegation was accidentally omitted from the attachments of the report of 28 August 2012, and therefore was not approved. The draft delegation was represented at the workshop of 5 February 2013, and no changes were requested.

Without approving the accompanying delegation, Administration currently has no delegation to approve any community grants, subsidies or donations. By forcing all applications to be presented to council, the time taken to assess these small applications is unnecessarily long. This delegation is now presented for approval.

**Conclusion**

Council policy is continuously reviewed to ensure policies are current and that effective service delivery and organisational performance is maintained, in accordance with the City of Nedlands Strategic Plan.

The Committee is asked to recommend that Council approves the Sea Containers policy and Community Notice Boards in Council Operated Facilities policy, revokes the Management of Phytophthora Dieback policy, and approves the Council Provided Grants, Subsidies and Donations delegation.

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

**Attachments**

1. Sea Containers
2. Community Notice Boards in Council Operated Facilities
3. Management of Phytophthora Dieback
4. Council Provided Grants, Subsidies and Donations

## Local Planning Policy: Sea Containers

<b>KFA</b>	KFA 3: Built Environment
<b>Status</b>	Council
<b>Responsible division</b>	Planning & Development Services
<b>Objective</b>	To regulate the use of sea containers within the City of Nedlands to ensure that they do not detract from the amenity of the area

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### Context

In recent years there has been an increased request for the use of sea containers within the City of Nedlands. While they can serve a useful role in some instances, there have been concerns regarding aesthetics, as sea containers have an industrial appearance and are generally not considered appropriate structures within residential areas.

A sea container is deemed development under the *Planning and Development Act 2005* and therefore requires a Planning Approval under Clause 6.1 of City of Nedlands Town Planning Scheme No. 2 (TPS No.2).

As TPS No.2 makes no direct reference to sea containers, this policy has been created to provide guidance for Council and land owners in the use and location of sea containers.

### Statement

#### Temporary Use of Sea Containers

Temporary sea containers that comply with the following **do not** require planning or building permit:

- a) The container is not located within the nature strip (in accordance with the City's 'Thoroughfares Local Law');
- b) it does not exceed 6m in length;
- c) it is utilised for storage only;
- d) it is removed within 14 days of being placed on the lot;
- e) it is in good condition and is not unsightly or in a state of disrepair; and
- f) suitable safety mechanisms are in place to allow emergency exit from the container, to the satisfaction of the Council.

All other temporary sea containers require planning approval and a building permit.

On application to Council, temporary sea containers may be approved if:

- a) it does not exceed 6m in length;
- b) it is utilised for temporary storage of building materials & equipment;
- c) it is located on a lot where a dwelling is under construction;
- d) it is for a maximum period of 12 months, unless granted an extension of time by the Council;
- e) it is only placed on the site after issue of the building permit for the building on the lot;
- f) it is removed within 14 days of the building being completed; and
- g) suitable safety mechanisms are in place to allow emergency exit from the container, to the satisfaction of the Council

### **Permanent use of Sea Containers in Residential & Non-Residential Zones**

#### Residential Zones

1. Permanent use of sea containers *is not* permitted within the Residential Zone;

#### Non-Residential Zones

2. Permanent use of sea containers *may be* permitted within Non-Residential Zones where:
  - a) containers are screened so they cannot be viewed from the road frontage, public spaces and residential properties;
  - b) is located behind the front setback area;
  - c) is used for the purposes of storage only;
  - d) is limited to a maximum of one (1) sea container per property; and
  - e) Setbacks are in accordance with TPS No.2;
  - f) suitable safety mechanisms must be in place to allow emergency exit from the container, to the satisfaction of the Council ;and
  - g) A development application and building permit is applied for and approved by Council.

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#### **Related documentation**

Nil

#### **Related Local Law/legislation**

City of Nedlands Town Planning Scheme No. 2 (TPS No.2)  
Residential Design Codes 2010 (RCodes)

#### **Related delegation**

6A Town Planning Scheme No .2 (TPS2) - Approval and Refusal of Planning Applications

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#### **Issued**

TBC

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<b>Policy title</b>	<b>Community Notice Boards in Council Operated Facilities</b>
<b>KFA</b>	KFA 4 Community Wellbeing KFA 5 Governance
<b>Status</b>	Council
<b>Responsible division</b>	Community & Organisational Development
<b>Objective</b>	To define the use of community notice boards provided in council operated facilities.

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### **Context**

This policy sets the parameters and conditions for the use of community notice boards in council operated facilities which have dedicated space to display community information.

#### Definitions:

Community notice boards – dedicated spaces for the display of community generated notices. This does not include council information notice boards specifically provided to display council information to the community.

Council operated facilities – for the purpose of this policy, the council operated facilities include-

- The City's Administration building
- Nedlands Library
- Mt Claremont Library
- Mt Claremont Community Centre
- Tresillian
- The City's child care centre

### **Statement**

Subject matter of items to be displayed on community notice boards must be of general community interest and benefit. Preference will be given to promoting:

- Local clubs, service clubs, schools and organisations
- Community events and festivals
- Self-help and support groups
- Cultural events
- Public education programmes

The following items will not be displayed:

- Items advertising commercial products and services, or personal monetary gain
- Party political material
- Petitions, or references to petitions, will not be displayed in any council operated facility

The City's Chief Executive Officer will consider requests to display materials on the community notice boards. The City reserves the right to refuse to accept materials considered unsuitable under the guidelines of this policy.

All materials for display must be handed to a staff member either:

- At the specific location the material is intended to be displayed, or
- If it is to be displayed in more than one facility, multiple copies can be given to the one centre, to be forwarded to other designated facilities.

As a general rule, materials will be displayed for one month maximum. Materials will be clearly dated upon receipt to manage the display time frames. City staff will remove items from display according to these time frames and the items will be recycled.

Due to limited space on community notice boards, priority will be given to local material. Items which are not considered local will be displayed when space allows.

Items up to A4 size are preferred, A3 size will be considered if space is available.

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**Related documentation**

Nil

**Related Local Law/legislation**

Nil

**Related delegation**

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**Issued**

Date approved by Council

**Amendments**

Dates amendments approved by Council

## 5.5 Management Of Phytophthora Dieback

<b>Purpose</b>	To provide management guidelines and practices that minimise the risk of introducing or spreading Phytophthora Dieback within the City of Nedlands.
<b>Policy</b>	Council will introduce the City of Nedlands Phytophthora Dieback Management Plan. Also an amount of \$10,000 be allocated for the provision of training for staff and implementation of a testing regime for Phytophthora Dieback control in the 2009/10 budget.
<b>Related Procedure</b>	5.5 Management of Phytophthora Dieback
<b>Procedure Amendment Authority Level</b>	Council
<b>Related Law/Legislation</b>	Local N/A
<b>Adopted/Amended</b>	10 March 2009 (Report D18.09)
<b>Review History</b>	

# **COUNCIL PROVIDED GRANTS, SUBSIDIES AND DONATIONS**

## **1. Requests for Financial Assistance**

### **Delegate**

Chief Executive Officer

### **Delegated Authority**

The Chief Executive Officer is authorised to refuse all requests for donations that do not meet the requirements of the Council's new policy, Council Provided Grants, Subsidies and Donations, unless the Mayor or a Councillor requests that the matter be considered by Council, or if the Chief Executive Officer believes the request has some merit worthy of further Council consideration.

The Chief Executive Officer may exercise his/her discretion in relation to the Lord Mayor's Disaster Relief Fund referred to him/her under the Council Provided Grants, Subsidies and Donations Policy, and decide if a submission should be placed before Council. Any subsidy or donation by the City to the Lord Mayor's Disaster Relief/Fund can only be made as a result of a decision of Council.

Any other request for funds from Council over \$5,000 will be presented to Council for a decision.

### **Further Delegation**

Nil

### **Legislation**

Local Government Act

### **Duration**

Indefinite

### **Record**

Central Records

Cheque Copy held in Strong Room

### **Date originally adopted/amended**

22 June 1999 – C69.99

26 November 2002 (Report C94.02)

### **Review history - no changes**

14 November 2000 – (Report C140.00)

23 October 2001 (Report C101.01)

25 November 2003 (Report C74.03)

23 November 2004 (Report C65.04)

24 June 2008 (Report CP27.08)

30 June 2009 (Report CP29.09)

22 June 2010 (Report CP19.10)  
24 May 2011 (Report CP20.11)  
22 May 2012 (CEO Report)

## **2. Community Grants**

### **Delegate**

Chief Executive Officer

### **Delegated authority**

The Chief Executive Officer has delegated authority to approve grant applications for Community Grants, to a maximum of \$5,000 under the Council Provided Grants, Subsidies and Donations Policy.

### **Further delegation**

Director Community and Organisational Development  
Manager Community Development

### **Legislation**

Local Government Act 1995

### **Duration**

Indefinite

### **Record**

Central Records  
Register of Delegated Authorities

### **Date originally adopted/amended**

26 October 2010 (Report CM25.10)

### **Review history - no changes**

24 May 2011 (Report CP20.11)  
22 May 2012 (CEO Report)

## **3. Sponsorship of Youth Initiatives**

### **Delegate**

Chief Executive Officer

### **Delegated authority**

The Chief Executive Officer has delegated authority to approve grant applications for Sponsorship of Youth Initiatives under the Council Provided Grants, Subsidies and Donations Policy.

### **Further delegation**

Director Community and Organisational Development  
Manager Community Development



**Legislation**

Local Government Act 1995

**Duration**

Indefinite

**Record**

Central Records

Register of Delegated Authorities

**Date originally adopted/amended**

22 February 2005 (Report C12.05)

24 June 2008 (Report CP27.08)

30 June 2009 (Report CP29.09)

**Review history - no changes**

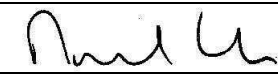
22 June 2010 (Report CP19.10)

24 May 2011 (Report CP20.11)

22 May 2012 (CEO Report)

<b>CPS12.13 Appointment of Auditor</b>
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<b>Committee</b>	12 March 2013
<b>Council</b>	26 March 2013

<b>Applicant</b>	City of Nedlands
<b>Owner</b>	City of Nedlands
<b>Officer</b>	Rajah Senathirajah – Manager Finance
<b>Director</b>	Michael Cole, Director Corporate & Strategy
<b>Director Signature</b>	
<b>File ref.</b>	FIN/008-24
<b>Previous Item No's</b>	NIL
<b>Disclosure of Interest</b>	No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the <i>Local Government Act (1995)</i> .

### Purpose

The purpose of this report is for the Audit & Risk Committee to make a recommendation to Council for the appointment of the City's Auditor for the years 2012/13 to 2014/15.

### Audit and Risk Committee Recommendation to Committee

**Council in accordance with the provisions of Section 7.3 of the Local Government Act 1995, appoints Macri Partners as the City's independent auditor for the years 2012/13 to 2014/15.**

### Executive Summary

The Local Government Act 1995 Section 7.3 requires every local government to appoint a suitably qualified person, on the recommendation of its audit committee, to be its auditor. An auditor is eligible for re-appointment at the end of his term.

The term of the City's auditor expired with the completion of the audit of the 2011/12 Annual Financial Statements and related acquittals. The auditor, Macri Partners, is willing to be re-appointed for a further 3 years and has submitted a quotation for the services.

Macri Partners is one of the audit firms in WALGA's Preferred Supplier Panel for audit services. The City is thus not required to obtain other quotes if it is to appoint Macri Partners as its auditor for the years 2012/13 to 2014/15.

### **Background**

The Local Government Act 1995 Section 7.3 requires every local government to appoint a suitably qualified person, on the recommendation of its audit committee, to be its auditor. Section 7.6 of the same act states that the term of office of a local government auditor is not to exceed 5 financial years, but an auditor is eligible for re-appointment.

To be appointed as a local government auditor, a person has to be a registered company auditor.

In 2009 the City of Nedlands joined with all other WESROC Councils in a joint tender exercise for audit services for the financial years 2009/10 to 2011/12. The tender responses were to be for each individual local government.

Macri Partners participated in the tender exercise. While it's overall score was not the highest, the price submitted for the City was lower than that quoted by the firm with the highest score.

The Audit & Risk Committee, at its meeting on 9 November 2009, noted that Macri Partners has been the City's auditor since 2004 and had a proven record in local government auditing, with some 20 local government clients.

The Council, at its meeting on 15 December 2009, accepted the recommendations of the Audit & Risk Committee and appointed Macri Partners as the City's auditor for a term of 3 years. The term has now expired.

### **Discussion**

Macri Partners is agreeable to continue as the City's auditor, and has submitted a quotation for the services for the financial years 2012/13 to 2014/15. The quoted price for the audit services for 2012/13 is \$17,000 and is considered to be reasonable. This is only \$1,200 more than for 2011/12. Macri Partners has stated that it is able to maintain the prices at very competitive levels due to their very good understanding of local government systems in general and specifically the City's operations and accounting structure.

The Local Government (Function and General) Regulations 1996 state that a local government is exempt from the need to tender for services and goods if these are obtained through WALGA purchasing services.

Macri Partners is one of WALGA's preferred suppliers for the provision of audit services. The City is thus not required to obtain other quotations if it re-appoints Macri Partners.

### **Strategic Plan**

#### KFA 5: Governance

- 5.4 Monitor and review business processes, systems, structure and policies to ensure effective service delivery and organisational performance.
- 5.9 Identify, manage and seek to minimise risk.

### **Conclusion**

In view of the professional manner in which Macri Partners has carried out the independent audits of the City's financial statements in the past, the knowledge of the City's systems and processes possessed by the senior staff of the firm, and the reasonable quote for the services, it is recommended that Macri Partners be appointed as the City's independent auditor for the 2012/13 to 2014/15 financial years.

### **Proposal Detail**

It is proposed to appoint Macri Partners as the City's auditor for a further 3 years, ending 2014/15.

### **Consultation**

Required by legislation: Yes  No

Required by City of Nedlands policy: Yes  No

Not applicable.

### **Legislation**

*Sections 7.2-7.8 of the Local Government Act 1995* deal with the appointment of auditors by local governments.

*Section 3.57 of the Local Government Act 1995 and section 11 of the Local Government (Functions and General) Regulations* deal with the need for tenders when procuring services or goods.

**Budget/Financial Implications**

Funding for the audit is included in the annual budget.

**Attachments**

Nil.