

# appendices



Elected Members Briefing Session  
6 November 2012

And

Ordinary Meeting of Council  
13 November 2012

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**11.2 PROPOSED REVIEW OF DRAFT SUSTAINABILITY FRAMEWORK,  
DEVELOPMENT OF DECISION-MAKING TOOL AND STAFF TRAINING –  
PROPOSED REQUEST FOR QUOTATION – QTVP/12/08**



## REQUEST FOR QUOTATION

Quotation No. QTVP/12/08  
 Quote for TOWN OF VICTORIA PARK SUSTAINABILITY  
 FRAMEWORK

### LODGEMENT OF QUOTATIONS

<b>Quotations may be hand delivered or posted.</b>	Submissions shall be enclosed in a sealed envelope, endorsed and addressed as follows, and forwarded to reach the Tender Box located in the foyer of the Administration Centre at the address given below by not later than the specified Quotation Deadline: <b>TENDER BOX</b> <b>REQUEST FOR QUOTATION - QTVP/12/08</b> <b>TOWN OF VICTORIA PARK SUSTAINABILITY FRAMEWORK</b> <b>Chief Executive Officer</b> <b>Town of Victoria Park</b> <b>99 Shepperton Road</b> <b>VICTORIA PARK WA 6100</b>	
<b>Quotations submitted by facsimile or electronic mail will not be considered.</b>	<b>Quotation Deadline:</b> Closing Time: 2:00pm (Western Standard Time)  Closing Date: <b>7 December 2012</b>	Interested parties are encouraged to hand deliver documents directly to the Tender Box located at Reception.
<b>Late Quotations will not be considered.</b>	There will be a public opening of all Quotations submitted at the Administration Centre immediately following the deadline. If you wish to be in attendance please assemble at the Tender Box.	Two hard copies and one disk copy of the Quotation are to be submitted.
<b>Contact Person for technical enquiries:</b>	Name: Jutta Kober Telephone: (08) 9311 8174 Email: <a href="mailto:jkober@vicpark.wa.gov.au">jkober@vicpark.wa.gov.au</a>	

### BRIEFING/SITE INSPECTION

<b>A briefing / site inspection will not be required.</b>		
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# REQUEST FOR QUOTE (RFQ)

QUOTATION NO. QTVP/12/08

QUOTE FOR TOWN OF VICTORIA PARK SUSTAINABILITY FRAMEWORK

## PRINCIPAL'S REQUEST

### CONTRACT REQUIREMENTS IN BRIEF

The Town invites submissions from suitably qualified and experienced organizations for the preparation of a sustainability Framework within the Town.

This includes the successful organisation to undertake a review of the Town of Victoria Park Draft Sustainability Framework and prepare an updated Sustainability Framework including a decision making tool for all Council operations and projects and initiatives as well as a training program for elected members and Council staff which incorporates the principles of sustainability into every aspect of Council operations.

A full statement of the services required under the proposed Contract appears in the Specification.

### 1. DEFINITIONS

Below is a summary of some of the important defined terms used in this Request:

<b>Attachments:</b>	The documents you attach as part of your Submission.
<b>Contractor:</b>	Means the person or persons, corporation or corporations whose Response is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations.
<b>Deadline:</b>	The deadline for lodgement of your Submission.
<b>Offer:</b>	Your offer to be selected to supply the Requirements.
<b>Principal:</b>	Town of Victoria Park
<b>Request or RFQ or Request for Quotation:</b>	This document.
<b>Requirements:</b>	The work requested by the Principal.
<b>Selection Criteria:</b>	The criteria used by the Principal in evaluating your Submission.
<b>Specification:</b>	The statement of Requirements that the Principal requests you to provide if selected.
<b>Response:</b>	Completed Offer, response to Selection Criteria and Attachments
<b>Respondent:</b>	Someone who has or intends to submit an Offer to the Principal.

### 2. CONTACT PERSON

Respondent should not rely on any information provided by any person(s) other than the contact person whose contact details are included on the front cover page of this Request.

### 3. PREQUALIFICATION REQUIREMENTS

If there was a prior call for expressions of interest, Respondent must have been successfully shortlisted from the expression of interest stage of the tendering process to be eligible for selection.

**4. BRIEFING/SITE INSPECTION**

The intention to conduct a briefing/site inspection associated with this Quote and the attendance requirements for the meeting are specified on the front cover page of this Request.

**5. EVALUATION PROCESS**

Your Response will be evaluated using information provided in your Submission.

The following evaluation methodology will be used in respect of this Request:

- (a) Submissions are checked for completeness and compliance. Submissions that do not contain all information requested (e.g. completed Offer and Attachments) may be excluded from evaluation.
- (b) Submissions are assessed against the Selection Criteria.
- (c) the most suitable Respondent may be shortlisted and may also be required to clarify the Offer, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Respondent.

A Contract may then be awarded to the Respondent whose Submission is considered the most advantageous to the Principal.

**6. COMPLIANCE AND SELECTION CRITERIA**

The Principal has adopted a best value for money approach to this Request.

The Contract may be awarded to a Respondent who best demonstrates the ability to carry out the work at a competitive price. The submitted prices will be assessed with the following compliance and Selection Criteria to determine the most advantageous outcome to the Principal.

This means that, although price is considered, the Submission containing the lowest price will not necessarily be accepted.

**7. COMPLIANCE CRITERIA**

These criteria relate to the fundamental conditions of the Request and will not be point scored. Each Submission will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of No against any criterion may eliminate the Tender from consideration.

<b>Description of Compliance Criteria</b>	<b>Yes/No</b>
(a) Compliance with the Conditions of Responding contained in this Request.	Yes/No
(b) Compliance with the Special Conditions of Responding of this Request.	Yes/No
(c) Compliance with 12. Insurances	Yes/No
(d) Compliance with 9. Fixed Prices.	Yes/No

**8. SELECTION CRITERIA**

In determining the most advantageous Submission, the Principal will score each Respondent against the Selection Criteria to the extent to which they are relevant to the individual requirements of each Submission.

It is essential that Respondent address each criterion and failure to provide the specified information may result in a Submission being eliminated from the evaluation process.

The Selection Criteria for this Request are as follows:

<b>Description of Selection Criteria</b>	<b>Weighting</b>
<b>Capability/competence of Respondent to perform the work required</b> <ul style="list-style-type: none"> <li>▪ Qualifications, skills and experience of key personnel</li> <li>▪ Plant, equipment and staff resources available</li> <li>▪ Percentage of operational capacity represented by this work</li> <li>▪ Quality systems</li> </ul>	<b>25%</b>
<b>Experience of Respondent in supplying similar goods or completing similar projects</b> <ul style="list-style-type: none"> <li>▪ Relevant industry experience (including public sector), including details of similar work undertaken</li> <li>▪ The Respondent's involvement in these projects, including details of outcomes produced</li> <li>▪ Past record of performance and achievement</li> <li>▪ References from past and present clients</li> <li>▪ Occupational safety and health track record</li> </ul>	<b>25%</b>
<b>Understanding of Requirement</b> <ul style="list-style-type: none"> <li>▪ Level of understanding of Request documents</li> <li>▪ Level of understanding of work required</li> <li>▪ Ability to meet delivery dates in regard to overall work commitments.</li> <li>▪ Warranties offered</li> <li>▪ Added value items offered</li> <li>▪ Special conditions included in Request</li> </ul>	<b>30%</b>
<b>Submitted Price/s</b> <ul style="list-style-type: none"> <li>▪ The price to supply the goods or services in accordance with the Request</li> <li>▪ Rates or prices for variations</li> </ul>	<b>20%</b>
<b>TOTAL</b>	<b>100%</b>

## 9. FIXED PRICES

All prices for goods/services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices quoted must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.'

We are seeking separate prices for the review of the Sustainability and development of the assessment tool (Part 1, except 1.5 of the Specification) on the one hand and the training program (Parts 1.5 and 2 of the Specification) on the other.

## 10. PAYMENT INFORMATION

Unless otherwise provided in the contract all payments shall be made 30 days from the end of the month of receipt of the Contractor's invoice or claim, provided the goods have been accepted by the Officer.

Failure by the Principal to pay the amount payable at the due time will not be grounds to invalidate or avoid the contract.

The Contractor shall not be entitled to any interest or charge for extending credit or allowing time for the payment of the Contract price unless otherwise provided in the contract.

The Contractor shall render a monthly invoice.

All invoices issued under this contract are to be valid Tax Invoices within the terms of the (Goods and Services Tax) 1999 Act. Failure to provide a valid Tax Invoice may result in payments being delayed.

In addition to any requirements for a valid Tax Invoice, all invoices issued under this contract must clearly show:

- The name of the Town of Victoria Park;
- The Purchase Order Number;
- A description of the goods and services supplied for each item listed on the invoice;
- For each item, the quantity and extent of services supplied;
- The price of each item charged and its associated GST;
- The total GST applicable for the invoice and overall invoice total inclusive of GST.

Accounts will be paid 30 days from end of month and are to be submitted to Town of Victoria Park, Locked Bag No. 437. Victoria Park WA 6979.

#### **11. GENERAL CONDITIONS OF CONTRACT**

The General Conditions that apply are the "General Conditions of Contract" attached to this RfQ.

#### **12. INSURANCES**

The Contractor and its subcontractor(s) (if any) will be required to effect and maintain:

- (a) Public liability insurance in the sum of at least \$2.0m. (two million dollars) in respect of any one occurrence.
- (b) Workers Compensation or Personal Accident Insurance cover as required by law (whichever may apply).
- (c) Professional indemnity insurance in the sum of at least \$1.0m. (one million dollars) in respect of any one occurrence.

#### **13. CONDITIONS OF LODGMENT**

##### **SUBMISSION DELIVERY METHOD**

Submissions may be:

- (a) delivered by hand by the Respondent or the Respondent's private agent; or
- (b) sent through the mail to the Chief Executive Officer;
- (c) to the address listed on the front cover page of this Request.

Submission by facsimile or electronic mail will not be considered.

##### **LODGEMENT OF SUBMISSION**

All Submissions shall be entered on the Offer Form.

The Submission shall be lodged by the Deadline as specified on the front cover page of this Request.



The Submission shall be:

- (a) placed in a sealed envelope;
- (b) clearly endorsed with the Request for Quote number and title as shown on the front cover page of this Request.

Respondent must ensure that they provide two signed hard copies and one disk copy of their Submission. One copy is to be bound and marked 'Original'.

#### **LATE SUBMISSIONS**

Submissions received after the Deadline will not be considered for evaluation.

#### **ACCEPTANCE OF SUBMISSIONS**

Unless otherwise stated in this Request, Submissions may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part.

The Principal is not bound to accept the lowest Submission and may reject any or all Submissions.

The Principal may enter into negotiations with a chosen Respondent. Negotiations shall be carried out in good faith.

#### **REJECTION OF SUBMISSION**

A Submission shall be rejected without consideration of its merits in the event that it is not submitted within the time and at the place specified in the Request and may be so rejected if it fails to comply with any other requirements of the Request.

#### **CANVASSING OF COUNCILLORS**

If a Respondent, whether personally or by an agent, canvasses any of the Principal's commissioners or councillors (as the case may be) with a view to influencing the acceptance of any Submission made by it or any other Submission, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Submission from consideration.

#### **IDENTITY OF RESPONDENT**

The identity of the Respondent and the Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 4 of this Request and whose execution appears on the Tender Form in Part 4. Upon acceptance of the Submission, the Respondent shall become the Contractor.

## **SPECIAL CONDITIONS OF RESPONDING**

### **14. SCOPE OF WORKS**

The works involve undertaking a review of the Town of Victoria Park Draft Sustainability Framework and preparation of an updated Sustainability Framework including a decision making tool for all Council operations and projects and initiatives as well as development of a training program for elected members and Council staff which incorporates the principles of sustainability into every aspect of Council operations.

### **15. SPECIFICATION**

Council has prepared a Draft Sustainability Framework with the help of ICLEI. However, the Draft Sustainability Framework was never adopted by Council and implementation has not been progressed.

Council has now prepared a new Plan for the Future, a strategic plan which establishes a new organisational structure and guides the future planning for the Town of Victoria Park. As part of the Plan for the Future six core competencies were identified of which Sustainability is one. All Council staff will be trained in these core competencies. In addition, the completion of the Sustainability Framework is one of the projects identified in the Plan for the Future.

The Draft Sustainability Framework therefore needs to be reviewed and potentially revised to align with the Plan for the Future. In particular, a decision making tool needs to be developed for all Council operations to enable the Sustainability Framework to be implemented across the organisation. This decision making tool needs to be in a format capable to be included in Council Reports. This needs to include development of projects and initiatives across the organisation. A training program for Elected Members and staff needs to accompany implementation of the Sustainability Framework to ensure that Elected Members and staff are well equipped to consider sustainability in their decision making, projects and initiatives.

The specification of this work consists of the following:

The work consists of two parts:

1. Development of Sustainability Framework and Decision-Making Tool:
  - 1.1. Based on the existing Draft Sustainability Framework, create a Sustainability Framework for the organisation having regard to the following:
    - A concise, easy to read and use document; and
    - Integrated with the Town of Victoria Park Plan for the Future 2011 – 2026; and
    - Compatible with the Local Government Act 1995.
  - 1.2. Develop a set of criteria for decision-making and measuring performance across the six Core Competency Areas based on sustainability for all Council operations, Council reports, projects and initiatives. The criteria should be easy to understand, user-friendly and of a format suitable to be included in Council Reports;
  - 1.3. Before completing the document, test the decision making tool with various staff to receive feedback on the processes and tool and then amend the draft tool document as required before finalising;
  - 1.4. Identify an ongoing review process for Council staff to review the success of the implementation of the Sustainability Framework;
  - 1.5. Develop a training program for elected members, senior staff and Council staff generally that will enable them to make decisions based on sustainability criteria.
  - 1.6. Present the draft Sustainability Framework, decision making tool and training program at an Elected Members' Workshop prior to adoption of the Framework by Council;
  - 1.7. Part 1 of the Project is to be completed within 12 weeks of appointment.
2. Training:
  - 2.1. Deliver the training program for elected members, senior staff and Council staff generally developed in accordance with Item 1.5 above. The training

program will need to be delivered after the framework and decision making tool have been adopted by Council;

2.2. Evaluate the training program;

2.3. Part 2 of the project is to be completed within 12 weeks of Council adopting the Framework and decision-making tool by Council.

## **BACKGROUND INFORMATION**

1. Town of Victoria Park Draft Sustainability Framework, Draft 6, 8 December 2009
2. Town of Victoria Park Plan for the Future 2011 – 2026
3. Hope for the Future – The Western Australian State Sustainability Strategy, 2003
4. Western Australian Local Government Association Sustainable Procurement For Local Government
5. Agenda 21, Chapter 28
6. WA Local Government Act 1995, section 1.3(3) and 5.56(1)

## **16. ADDITIONAL RFQ REQUIREMENTS**

### **Consultant Information**

The Consultant must provide the following information as part of the RFQ:

- Nominated key personnel and relevant previous experience in similar projects, their role and time allocation in hours to the project.
- Nominated Project Team Leader to manage this project.
- Detailed methodology for the project, including the proposed training program and proposed review process to be followed by the Town following implementation of the Framework.
- Proposed project timing and milestones.
- Outline of deliverables.

### **Deliverables**

- Project Plan – to outline the steps in the process, milestones and timeframes.
- Sustainability Framework and Decision making tool draft and final reports
- Evaluation Report of the Framework and Decision-Making Tool following testing with staff
- Outline of the proposed training program
- Evaluation Report of the training program
- Proposed review process for Council staff.
- 

All plans/reports supplied by the Consultant shall be in A4 format in Microsoft Office word 2003 and PDF formats. The Consultant shall provide five (5) bound copies of the Draft and Final reports, one unbound copy suitable for photocopying and an electronic copy in both Microsoft Office word 2003 and PDF formats to the Town.

# RESPONDENT'S OFFER

## OFFER FORM

To: The Chief Executive Officer  
Town of Victoria Park  
99 Shepperton Rd  
Victoria Park WA 6100

In response to the Request for Quote – **QUOTE NO. QTVP/12/08 QUOTE FOR TOWN OF VICTORIA PARK SUSTAINABILITY FRAMEWORK** – under and subject to the Conditions of Responding annexed hereto, I/we the undersigned, hereby tender the sum/s included in the Price Schedule attached hereto to complete the works referred to in the Request for Quote.

I/We undertake to perform the work under the Contract in accordance with the following documents –

- This Request for Quote including Specification, Drawings and Special Conditions of Responding, and its associated schedules and Attachments
- General Conditions of Contract attached to this Request and Annexure (if any) which documents I/we have examined, and I/we agree that this Tender shall remain binding on me/us for a minimum period of 3 months from the Deadline or 45 days from the Principal's resolution for determining the Quote, whichever is the later, unless extended on mutual agreement between the Principal and the Respondent in writing, as stated in the Conditions of Responding, and shall not be withdrawn during that period.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Submission irrespective of its outcome.

### DETAILS OF RESPONDENT (Please use BLOCK LETTERS):

NAME OF RESPONDENT:

ADDRESS OF RESPONDENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUSTRALIAN COMPANY NO.

TELEPHONE NO:

(A.C.N.): \_\_\_\_\_

( \_\_\_\_ ) \_\_\_\_\_

AUSTRALIAN BUSINESS NO.

FACSIMILE NO:

(A.B.N.): \_\_\_\_\_

( \_\_\_\_ ) \_\_\_\_\_

RESPONDENT'S REGISTRATION/LICENCE NO:

\_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

NAME OF RESPONDENT'S AUTHORISED SIGNATORY:

\_\_\_\_\_

SIGNATURE OF RESPONDENT'S  
AUTHORISED SIGNATORY:

\_\_\_\_\_

OFFICIAL POSITION HELD:

(i.e. Director, Manager, Secretary, etc.)

\_\_\_\_\_

**11.3 LAND ASSET OPTIMISATION STRATEGY – PROPOSED REQUEST FOR QUOTATION – QTVP/12/09**

## REQUEST FOR QUOTATION

Quotation No. QTVP/12/09  
Quote for TOWN OF VICTORIA PARK  
LAND ASSET OPTIMISATION STRATEGY

### LODGEMENT OF QUOTATIONS

<p><b>Quotations may be hand delivered or posted.</b></p>	<p>Submissions shall be enclosed in a sealed envelope, endorsed and addressed as follows, and forwarded to reach the Tender Box located in the foyer of the Administration Centre at the address given below by not later than the specified Quotation Deadline:</p> <p><b>TENDER BOX</b> <b>REQUEST FOR QUOTATION - QTVP/12/09</b> <b>TOWN OF VICTORIA PARK - LAND ASSET OPTIMISATION STRATEGY</b> <b>Chief Executive Officer</b> <b>Town of Victoria Park</b> <b>99 Shepperton Road</b> <b>VICTORIA PARK WA 6100</b></p>	
<p><b>Quotations submitted by facsimile or electronic mail will not be considered.</b></p>	<p><b>Quotation Deadline:</b> Closing Time: 2:00pm (Western Standard Time)</p> <p>Closing Date: <b>7 December 2012</b></p>	<p>Interested parties are encouraged to hand deliver documents directly to the Tender Box located at Reception.</p>
<p><b>Late Quotations will not be considered.</b></p>	<p>There will be a public opening of all Quotations submitted at the Administration Centre immediately following the deadline. If you wish to be in attendance please assemble at the Tender Box.</p>	<p>Two hard copies and one disk copy of the Quotation are to be submitted.</p>
<p><b>Contact Person for technical enquiries:</b></p>	<p>Name: Rochelle Lavery, Director Future Life &amp; Built Life Programs Telephone: (08) 9311 8158 Email: <a href="mailto:rlavery@vicpark.wa.gov.au">rlavery@vicpark.wa.gov.au</a></p>	

### BRIEFING/SITE INSPECTION

<p><b>A briefing / site inspection will not be required.</b></p>		
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# REQUEST FOR QUOTE (RFQ)

QUOTATION NO. QTVP/12/09

QUOTE FOR TOWN OF VICTORIA PARK  
LAND ASSET OPTIMISATION STRATEGY

## PRINCIPAL'S REQUEST

### CONTRACT REQUIREMENTS IN BRIEF

The Town of Victoria Park (the Town) is seeking the assistance of appropriately qualified consultants to develop a Land Asset Optimisation Strategy (the Strategy).

The Strategy will provide a co-ordinated approach to maximising the benefits from the Town's property and land portfolio and will provide a framework for decisions on short and long term development opportunities.

The primary aim of the project is to establish a proactive and where appropriate 'entrepreneurial' approach to the management of these property and land assets, both freehold and where appropriate reserved land.

The strategy that is developed through this process should aim to both fulfil Council's commercial aspirations and make a contribution to the social and economic development of the Town of Victoria Park.

The Town has prepared a comprehensive data base of its Land Assets that will form the basis of any Expression of Interest received with respect to this Project.

### 1. DEFINITIONS

Below is a summary of some of the important defined terms used in this Request:

<b>Attachments:</b>	The documents you attach as part of your Submission.
<b>Contractor:</b>	Means the person or persons, corporation or corporations whose Response is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations.
<b>Deadline:</b>	The deadline for lodgement of your Submission.
<b>Offer:</b>	Your offer to be selected to supply the Requirements.
<b>Principal:</b>	Town of Victoria Park
<b>Request or RFQ or Request for Quotation:</b>	This document.
<b>Requirements:</b>	The work requested by the Principal.
<b>Selection Criteria:</b>	The criteria used by the Principal in evaluating your Submission.
<b>Specification:</b>	The statement of Requirements that the Principal requests you to provide if selected.
<b>Response:</b>	Completed Offer, response to Selection Criteria and Attachments
<b>Respondent:</b>	Someone who has or intends to submit an Offer to the Principal.

## **2. CONTACT PERSON**

Respondent should not rely on any information provided by any person(s) other than the contact person whose contact details are included on the front cover page of this Request.

## **3. PREQUALIFICATION REQUIREMENTS**

If there was a prior call for expressions of interest, Respondent must have been successfully shortlisted from the expression of interest stage of the tendering process to be eligible for selection.

## **4. BRIEFING/SITE INSPECTION**

The intention to conduct a briefing/site inspection associated with this Quote and the attendance requirements for the meeting are specified on the front cover page of this Request.

## **5. EVALUATION PROCESS**

Your Response will be evaluated using information provided in your Submission.

The following evaluation methodology will be used in respect of this Request:

- (a) Submissions are checked for completeness and compliance. Submissions that do not contain all information requested (e.g. completed Offer and Attachments) may be excluded from evaluation.
- (b) Submissions are assessed against the Selection Criteria.
- (c) the most suitable Respondent may be shortlisted and may also be required to clarify the Offer, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Respondent.

A Contract may then be awarded to the Respondent whose Submission is considered the most advantageous to the Principal.

## **6. COMPLIANCE AND SELECTION CRITERIA**

The Principal has adopted a best value for money approach to this Request.

The Contract may be awarded to a Respondent who best demonstrates the ability to carry out the work at a competitive price. The submitted prices will be assessed with the following compliance and Selection Criteria to determine the most advantageous outcome to the Principal.

This means that, although price is considered, the Submission containing the lowest price will not necessarily be accepted.

## **7. COMPLIANCE CRITERIA**

These criteria relate to the fundamental conditions of the Request and will not be point scored. Each Submission will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of No against any criterion may eliminate the Tender from consideration.



Description of Compliance Criteria	Yes/No
(a) Compliance with the Conditions of Responding contained in this Request.	Yes/No
(b) Compliance with the Special Conditions of Responding of this Request.	Yes/No
(c) Compliance with 12. Insurances	Yes/No
(d) Compliance with 9. Fixed Prices.	Yes/No
(e) Correct completion of the Price Schedule	Yes/No

## 8. SELECTION CRITERIA

In determining the most advantageous Submission, the Principal will score each Respondent against the Selection Criteria to the extent to which they are relevant to the individual requirements of each Submission.

It is essential that Respondent address each criterion and failure to provide the specified information may result in a Submission being eliminated from the evaluation process.

The Selection Criteria for this Request are as follows:

Description of Selection Criteria	Weighting
<p><b>Capability/competence of Respondent to perform the work required</b></p> <ul style="list-style-type: none"> <li>▪ Plant, equipment and staff resources available</li> <li>▪ Percentage of operational capacity represented by this work</li> <li>▪ Quality systems</li> </ul>	10%
<p><b>Experience of Respondent in supplying similar goods or completing similar projects</b></p> <p><i>Company Experience</i>            Demonstrated experience in the required field of expertise and specifically Local Government Property Strategies (in accordance with the Local Government Act &amp; Regulations The Respondent's involvement in these projects, including details of outcomes produced</p> <ul style="list-style-type: none"> <li>▪ Company portfolio to demonstrate experience in the area of expertise required under this brief.</li> </ul> <p><i>Experienced Staff</i>            Experience and qualifications of key staff proposed to perform the Tasks required to fulfil the requirements under this brief.</p> <ul style="list-style-type: none"> <li>▪ Provide curriculum vitae of all nominated and/ key staff members and specifically in demonstrating their experience in the area of expertise under this brief.</li> <li>▪ Past record of performance and achievement.</li> <li>▪ References from past and present clients</li> <li>▪ Occupational safety and health track record</li> </ul>	30%

<p><b>Methodology</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrated understanding of the tasks and outputs required under this brief. Level of understanding of Request documents <ul style="list-style-type: none"> <li>▪ Schedule main project tasks for the study, showing approximate timelines and sequence of events clearly identifying the Elements of the projects as discrete services. Where there are potential interdependencies these should be highlighted.</li> <li>▪ Detail milestone dates in which information will be provided to the Town for periodic review and participation in study.</li> </ul> </li> <li>▪ Ability to meet delivery dates in regard to overall work commitments.</li> <li>▪ Warranties offered</li> <li>▪ Added value items offered</li> <li>▪ Special conditions included in Request</li> </ul>	<b>30%</b>
<p><b>Submitted Price/s</b></p> <ul style="list-style-type: none"> <li>▪ The price to supply the goods or services in accordance with the Request</li> <li>▪ Rates or prices for variations</li> </ul>	<b>30%</b>
<b>TOTAL</b>	<b>100%</b>

**9. FIXED PRICES**

All prices for goods/services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices quoted must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.'

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The Contractor shall not be entitled to any interest or charge for extending credit or allowing time for the payment of the Contract price unless otherwise provided in the contract.

The Contractor shall render a monthly invoice.

All invoices issued under this contract are to be valid Tax Invoices within the terms of the A New Tax System (Goods and Services Tax) 1999 Act. Failure to provide a valid Tax Invoice may result in payments being delayed.

In addition to any requirements for a valid Tax Invoice, all invoices issued under this contract must clearly show:

- The name of the Town of Victoria Park;
- The Purchase Order Number;
- A description of the goods and services supplied for each item listed on the invoice;
- For each item, the quantity and extent of services supplied;
- The price of each item charged and its associated GST;
- The total GST applicable for the invoice and overall invoice total inclusive of GST.

Accounts will be paid 30 days from end of month and are to be submitted to Town of Victoria Park, Locked Bag No. 437. Victoria Park WA 6979.

#### **11. GENERAL CONDITIONS OF CONTRACT**

The General Conditions that apply are the “General Conditions of Contract” attached to this RfQ.

#### **12. INSURANCES**

The Contractor and its subcontractor(s) (if any) will be required to effect and maintain:

- (a) Public liability insurance in the sum of at least \$2.0m. (two million dollars) in respect of any one occurrence.
- (b) Workers Compensation or Personal Accident Insurance cover as required by law (whichever may apply).
- (c) Professional indemnity insurance in the sum of at least \$1.0m. (one million dollars) in respect of any one occurrence.

#### **13. CONDITIONS OF LODGMENT**

##### **SUBMISSION DELIVERY METHOD**

Submissions may be:

- (a) delivered by hand by the Respondent or the Respondent’s private agent; or
- (b) sent through the mail to the Chief Executive Officer;
- (c) to the address listed on the front cover page of this Request.

Submission by facsimile or electronic mail will not be considered.

##### **LODGEMENT OF SUBMISSION**

All Submissions shall be entered on the Offer Form.

The Submission shall be lodged by the Deadline as specified on the front cover page of this Request.

The Submission shall be:

- (a) placed in a sealed envelope;
- (b) clearly endorsed with the Request for Quote number and title as shown on the front cover page of this Request.

Respondent must ensure that they provide two signed hard copies and one disk copy of their Submission. One copy is to be bound and marked ‘Original’.

##### **LATE SUBMISSIONS**

Submissions received after the Deadline will not be considered for evaluation.

### **ACCEPTANCE OF SUBMISSIONS**

Unless otherwise stated in this Request, Submissions may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part.

The Principal is not bound to accept the lowest Submission and may reject any or all Submissions.

The Principal may enter into negotiations with a chosen Respondent. Negotiations shall be carried out in good faith.

### **REJECTION OF SUBMISSION**

A Submission shall be rejected without consideration of its merits in the event that it is not submitted within the time and at the place specified in the Request and may be so rejected if it fails to comply with any other requirements of the Request.

### **CANVASSING OF COUNCILLORS**

If a Respondent, whether personally or by an agent, canvasses any of the Principal's commissioners or councillors (as the case may be) with a view to influencing the acceptance of any Submission made by it or any other Submission, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Submission from consideration.

### **IDENTITY OF RESPONDENT**

The identity of the Respondent and the Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 4 of this Request and whose execution appears on the Tender Form in Part 4. Upon acceptance of the Submission, the Respondent shall become the Contractor.

## **SPECIAL CONDITIONS OF RESPONDING**

### **14. SCOPE OF WORKS**

#### **14.1 PREAMBLE**

The Town of Victoria Park (the Town) is seeking the assistance of appropriately qualified consultants to develop a Land Asset Optimisation Strategy (the Strategy).

The Strategy will provide a co-ordinated approach to maximising the benefits from the Town's property and land portfolio and will provide a framework for decisions on short and long term development opportunities.

The primary aim of the project is to establish a proactive and where appropriate 'entrepreneurial' approach to the management of these property and land assets, both freehold and where appropriate reserved land.

The strategy that is developed through this process should aim to both fulfil Council's commercial aspirations and make a contribution to the social and economic development of the Town of Victoria Park.

The Town has prepared a comprehensive data base of its Land Assets that will form the basis of any Expression of Interest received with respect to this Project.

#### **14.2 PROJECT OBJECTIVES AND TASKS**

The consultant is to submit a proposal that outlines the tasks and steps that they will undertake to complete the following Elements;

### **Element 1 - Review and Develop Land Asset Strategy:**

- Establish a Land Asset Strategy and assessment criteria. The criteria should relate to establishing a programme of action based on priority, timing, ease of 'development' and overall strategic outcomes in line with other Council priorities.
- Review and assess Council's freehold and reserved land, clarifying existing purpose and potential alternative opportunities.
- Develop a prioritised listing of land that has short term, medium term and longer term development potential.
- Based on the above identify highest priority development options and report to Council on an initial action plan.

### **Element 2 – Policy Framework:**

- Establish a guiding policy framework for the consideration of acquisition, management and disposal of property assets.
- Provide advice on governance and decision making for property assets such that Council can establish an appropriate risk framework for investment and income generation.

### **Element 3 - Other**

- Advise on specific land exchange, acquisition and/or or joint venture models for projects with State government and private sector.
- Develop business plans and/or project strategies for specific land parcels as requested by Council.
- 

The consultant is encouraged to provide a proposal that outlines their approach to the issues and opportunities associated with contemporary management of Local Government freehold and reserve land, in light of the aims, objectives and tasks as outlined above.

Consultants are to demonstrate their experience and or knowledge of appropriate provisions of the Local Government Act.

## **15. ADDITIONAL RFQ REQUIREMENTS**

### **Consultant Information**

The Consultant must provide the following information as part of the RFQ:

- Nominated key personnel and relevant previous experience in similar projects, their role and time allocation in hours to the project.
- Nominated Project Team Leader to manage this project.
- Detailed methodology for the project, including the proposed training program and proposed review process to be followed by the Town following implementation of the Framework.
- Proposed project timing and milestones.
- Outline of deliverables.

### **Project Deliverables**

The deliverables for this project will align with the elements of the brief outlined above.

The consultant is required within their submission to provide a project programme that sets out an overall timeframe for delivery of the each element of the brief as discrete parcels of work in terms of price and service offered.

If necessary any interdependencies between the elements should be highlighted. The Town of Victoria Park anticipates that the delivery of the Project will be in the order of Element 1, Element 2, then Element 3, however, Consultants are entitled to offer alternate strategies for the delivery of these Elements if deemed appropriate.

The consultant will be required to present its findings to the Elected Members at an Elected Members Briefing Session prior to finalising the Strategy.

All plans/reports supplied by the Consultant shall be in A4 format in Microsoft Office word 2003 and PDF formats. The Consultant shall provide sixteen (16) bound copies of the Draft and Final reports, one unbound copy suitable for photocopying and an electronic copy in both Microsoft Office word 2003 and PDF formats to the Town.

# RESPONDENT'S OFFER

## OFFER FORM

To: The Chief Executive Officer  
Town of Victoria Park  
99 Shepperton Rd  
Victoria Park WA 6100

In response to the Request for Quote – **QUOTE NO. QTVP/12/09 QUOTE FOR TOWN OF VICTORIA PARK LAND ASSET OPTIMISATION STRATEGY**– under and subject to the Conditions of Responding annexed hereto, I/we the undersigned, hereby tender the sum/s included in the Price Schedule attached hereto to complete the works referred to in the Request for Quote.

I/We undertake to perform the work under the Contract in accordance with the following documents –

- This Request for Quote including Specification, Drawings and Special Conditions of Responding, and its associated schedules and Attachments
- General Conditions of Contract attached to this Request and Annexure (if any) which documents I/we have examined, and I/we agree that this Tender shall remain binding on me/us for a minimum period of 3 months from the Deadline or 45 days from the Principal's resolution for determining the Quote, whichever is the later, unless extended on mutual agreement between the Principal and the Respondent in writing, as stated in the Conditions of Responding, and shall not be withdrawn during that period.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Submission irrespective of its outcome.

### DETAILS OF RESPONDENT (Please use BLOCK LETTERS):

NAME OF RESPONDENT:

ADDRESS OF RESPONDENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUSTRALIAN COMPANY NO.

TELEPHONE NO:

(A.C.N.): \_\_\_\_\_

( \_\_\_\_ ) \_\_\_\_\_

AUSTRALIAN BUSINESS NO.

FACSIMILE NO:

(A.B.N.): \_\_\_\_\_

( \_\_\_\_ ) \_\_\_\_\_

RESPONDENT'S REGISTRATION/LICENCE NO:

\_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

NAME OF RESPONDENT'S AUTHORISED  
SIGNATORY:

\_\_\_\_\_

SIGNATURE OF RESPONDENT'S  
AUTHORISED SIGNATORY:

\_\_\_\_\_

OFFICIAL POSITION HELD:  
(i.e. Director, Manager, Secretary, etc.)

\_\_\_\_\_





**14.1 SCHEDULE OF ACCOUNTS FOR SEPTEMBER 2012**

All Payments Made From 1-Sep-12 To 30-Sep-12

<u>Payment</u>	<u>Date</u>	<u>Creditor</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
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### Municipal Fund Bank Account

#### Cancelled Payments

##### Non Creditors Cheques

00603310	5-Sep-12	Flourish Home School Group PO BOX 3		***** CANCELLED *****	248.00
00603365	26-Sep-12	Mr M Kouwen		***** CANCELLED *****	825.00
<b>Total Non Creditors Cheques</b>					<b>1,073.00</b>

#### Payments

##### Creditors Cheques

00603300	5-Sep-12	1926.01	Mr J D'Ath	3 Workshops. Author presentations. Child	770.00
00603301	5-Sep-12	672.01	Fines Enforcement Registry	Infringement Registration	26,918.00
00603302	5-Sep-12	95.01	Westnet Pty Ltd	Monthly Charge plus Quarterly Charge. Au	306.33
00603312	12-Sep-12	1423.01	Department of Planning & Infrastruc	TOVP Number Plate	165.00
00603313	12-Sep-12	1935.01	Landscape Magazine	Subscription	27.00
00603314	12-Sep-12	524.01	Le's Family Fresh	Fruit & Vegetables	70.17
00603315	12-Sep-12	1907.01	The Literature Centre	Staff Conference	330.00
00603326	20-Sep-12	413.01	Construction Training Fund	Levy Payments August 2012	12,149.37
00603327	20-Sep-12	1799.01	Department of Commerce	Levy Payments August 2012	15,291.57
00603328	20-Sep-12	524.01	Le's Family Fresh	Fruit & Veg for Kiosk	129.75
00603329	20-Sep-12	1907.01	The Literature Centre	Author Presentation	770.00
00603360	26-Sep-12	1896.01	Jungle Jammin	School Holiday Program	640.00
00603361	26-Sep-12	1948.01	Ms R Robertson	Adult Learning Initiative	350.00
00603362	26-Sep-12	120.01	Sensis Pty Ltd	Business Advertising	530.41
00603363	26-Sep-12	923.01	Victoria Park Hotel	Vouchers	2,384.00
00603364	26-Sep-12	95.01	Westnet Pty Ltd	Internet Charge	4.99
00603376	27-Sep-12	1920.01	Aqua Well Being	Group Fitness Instructor Charges	220.00
00603377	27-Sep-12	1226.01	Department of Communities	Annual Fee	275.00
00603378	27-Sep-12	1889.01	Glass Tinting WA	Maintenance to Glass	4,070.00
00603379	27-Sep-12	1913.01	POS Systems Australaeia Pty Ltd	Equipment Purchase	995.00
00603380	27-Sep-12	1908.01	Squashworld Mirrabooka	5 Wilson Squash Racquets. August 2012 -	259.08
00603381	27-Sep-12	1834.01	Stratton Canvas	Equipment Repair	484.00
00603382	27-Sep-12	1843.01	Swanview Plant Farm	Tree Purchase	93.25
00603383	27-Sep-12	51.02	Australian Super	Superannuation	1,560.55
00603384	27-Sep-12	52.02	Bankers Trust Business Super	Superannuation	201.86
00603385	27-Sep-12	208.02	Bankers Trust Super For Life	Superannuation	307.08
00603386	27-Sep-12	72.02	Bt Lifetime - Personal Super	Superannuation	546.32
00603387	27-Sep-12	54.02	CBUS Super	Superannuation	131.22
00603388	27-Sep-12	1691.02	Cogent Nominees Pty Ltd ACF Spectru	56 - SEP 201	43.57
00603389	27-Sep-12	55.02	CSA Employer Services	Child Support Payments	2,297.47
00603390	27-Sep-12	80.02	Hesta Super Fund	Superannuation	535.13
00603391	27-Sep-12	56.02	Hostplus	Superannuation	85.86
00603392	27-Sep-12	1828.02	IAG & NRMA Superannuation Plan	59 - SEP 201	476.22
00603393	27-Sep-12	60.02	Local Government Racing and Cemetri	Union Fees	116.40
00603394	27-Sep-12	83.02	MAP Super Fund	Superannuation	133.46
00603395	27-Sep-12	1358.02	National Australia Bank Group	Superannuation	343.14
00603396	27-Sep-12	1381.02	Petch Superannuation Fund	Superannuation	476.22
00603397	27-Sep-12	61.02	Qld Lgsuper	Superannuation	361.56
00603398	27-Sep-12	89.02	Rest Superannuation	Superannuation	379.29
00603399	27-Sep-12	492.02	Town of Victoria Park	Payroll Deduction	3,700.52
00603400	27-Sep-12	67.02	Westscheme Superannuation	Superannuation	745.68
00603403	29-Sep-12	152.04	Telstra Corporation Ltd	Telephone	7,551.37
<b>Total Creditors Cheques</b>					<b>87,225.84</b>

##### Creditors EFT Payments

226.1034	5-Sep-12	1034.01	Gott Health	Aqualife/LLC Pump Classes. July 2012	165.00
226.106	5-Sep-12	106.01	Zipform Pty Ltd	Annual Rates Notices. Print/Postage/Base	19,086.39
226.1120	5-Sep-12	1120.01	Coca-Cola Amatil WA	Soft Drink Supplies. August 2012 - LLC	631.02
226.1193	5-Sep-12	1193.01	Clean Tastic Western Australia	Cleaning of Library. July 2012	1,849.87
226.1211	5-Sep-12	1211.01	Brownes Foods Operations	Dairy Products. August 2012 - Aqualife	212.68
226.1256	5-Sep-12	1256.01	Ms J Birmingham	Travel Allowance. 7 Days Melbourne. 8th	525.00
226.1287	5-Sep-12	1287.01	Outsource Business Support Solution	Authority Consultation	9,498.50
226.137	5-Sep-12	137.01	State Library of WA	Lost & Stolen books recovery. July 2012	52.80
226.1376	5-Sep-12	1376.01	JBA Survey	Feature Survey/Set Out. Oats St Train St	7,513.00
226.1387	5-Sep-12	1387.01	Ms R A Lavery	Travel Allowances. 7 Days. 8th Sept - 14	525.00

All Payments Made From 1-Sep-12 To 30-Sep-12

<u>Payment</u>	<u>Date</u>	<u>Creditor</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
226.1453	5-Sep-12	1453.01	Mr G R Eacott	School Holiday Program	150.00
226.1458	5-Sep-12	1458.01	National Australia Bank Ltd	Bank Confirmation - Audit Request	70.00
226.1508	5-Sep-12	1508.01	Mr G J Patrick	Reimbursement	63.64
226.1523	5-Sep-12	1523.01	Robert Hart Architects Pty Ltd	Architechural Services. Aqualife Front D	5,735.13
226.1792	5-Sep-12	1792.01	CDI Group Pty Ltd	Reaplcement of Reception Desk. June 2012	57,432.95
226.1820	5-Sep-12	1820.01	Secure Cash	Petty Cash Reimbursement. Cashier #1	580.10
226.187	5-Sep-12	187.01	Millpoint Veterinary Centre	Desexing and Vaccination. July 2012	230.00
226.1929	5-Sep-12	1929.01	Ms M C Vandermeer	Reimbursement	200.00
226.1930	5-Sep-12	1930.01	Mr A P Johnston	Reimbursement	78.35
226.287	5-Sep-12	287.01	BOC Limited	Co2 Gas for Pool. August 2012 - Aqualife	658.38
226.302	5-Sep-12	302.01	CDM Australia Pty Ltd	Missed Payment. Gst Component.	4.43
226.318	5-Sep-12	318.01	Maxwell Robinson & Phelps	Annual Termite Inspection. 10 Kent Stree	242.00
226.363	5-Sep-12	363.01	Michael Ricci	Building Maintenance	1,115.00
226.373	5-Sep-12	373.01	Placer Management Group	Temp Staff. Marie Tabbakh. W/E 26/08/12	3,282.05
226.378	5-Sep-12	378.01	East Victoria Park Delivery Round	Newspaper Delivery. 13 Aug - 19 Aug 2012	184.56
226.379	5-Sep-12	379.01	Carlisle IGA	Groceries. Council Dinner. July 2012	918.08
226.383	5-Sep-12	383.01	Schweppes Australia Pty Ltd	Assorted Cool Drinks. August 2012 - LLC	942.43
226.410	5-Sep-12	410.01	Perth Frozen Foods Pty Ltd	Assorted Icecreams. August 2012 - Aquali	177.00
226.411	5-Sep-12	411.01	Dunbar Services (WA) Pty Ltd	Canopy & Filter Cleaning. August 2012 -	13.20
226.434	5-Sep-12	434.01	Allied Recruitment	Labour Hire. W/E 08/07/12/ 3 Staff - Dep	8,246.70
226.491	5-Sep-12	491.01	Hays Personal Services	Temp Renew Life. George Herwig. W/E 06/0	13,287.93
226.521	5-Sep-12	521.01	Stuart Jeffery	Step & BodyPump Classes. 22nd July 2012	198.00
226.588	5-Sep-12	588.01	Australian Library & Information As	Membership	120.00
226.617	5-Sep-12	617.01	LO GO Appointments	Temp Ranger. Lisa Manser. W/E 25/08/12	4,634.59
226.631	5-Sep-12	631.01	Custom Built Saunas	Steam Room Repairs. July 2012 - Aqualife	150.00
226.737	5-Sep-12	737.01	Vernon's Bakehouse	Catering.	81.40
227.372	5-Sep-12	372.05	Mr J G Bissett	Travel Allowance. 5 days. 9th Sept - 13t	375.00
227.398	5-Sep-12	398.05	C N Anderson	Child Care Expenses Claim	700.00
228.1187	12-Sep-12	1187.01	Kooya Consultancy	Consultancy	550.00
228.1211	12-Sep-12	1211.01	Brownes Foods Operations	Dairy Products	148.97
228.124	12-Sep-12	124.01	SJR Civil Consulting Pty Ltd	Drafting/Design	3,168.00
228.1287	12-Sep-12	1287.01	Outsource Business Support Solution	Authority Consultancy	7,493.55
228.1372	12-Sep-12	1372.01	Direct Coffee Supplies	Catering Supplies	410.00
228.1400	12-Sep-12	1400.01	Pitney Bowes Software Pty Ltd	Software Licence	27,753.00
228.141	12-Sep-12	141.01	Sunny Sign Company Pty Ltd	Purchase of Street Signs	56.69
228.158	12-Sep-12	158.01	The Lucky Charm Newsagency	Supply of Newspapers	188.05
228.1599	12-Sep-12	1599.01	Tiger Fitness (WA) Pty Ltd	Equipment Repair	134.75
228.1689	12-Sep-12	1689.01	10Fold Pty Ltd	Website Design and Development Stage 2	23,375.00
228.1745	12-Sep-12	1745.01	Lovegrove Turf Services	Grounds Maintenance	6,075.00
228.1792	12-Sep-12	1792.01	CDI Group Pty Ltd	Replacement of Reception Desk	2,784.07
228.1820	12-Sep-12	1820.01	Secure Cash	Petty Cash Reimbursement	258.25
228.1862	12-Sep-12	1862.01	Colliers International	Victoria Park Town Centre. Valuation. Ju	24,200.00
228.252	12-Sep-12	252.01	Les Mills Asia Pacific	Licence Fees	2,073.54
228.277	12-Sep-12	277.01	Bannister Downs Dairy Company	Milk Delivery	288.00
228.279	12-Sep-12	279.01	Caltex Australia Petroleum Pty Ltd	Fuel Costs	20,204.98
228.283	12-Sep-12	283.01	Blackwell & Associates Pty Ltd	Consultancy Fees	1,331.00
228.309	12-Sep-12	309.01	Chubb Fire & Security Pty Ltd	Fire Alarm System Service	858.00
228.312	12-Sep-12	312.01	The Royal Life Saving Society Weste	Staff Training	220.00
228.318	12-Sep-12	318.01	Maxwell Robinson & Phelps	Termite Inspection	394.00
228.363	12-Sep-12	363.01	Michael Ricci	Building Maintenance	2,305.00
228.373	12-Sep-12	373.01	Placer Management Group	Agency Staff	1,676.40
228.378	12-Sep-12	378.01	East Victoria Park Delivery Round	Newspaper Delivery 27/08/12-02/09/12	88.90
228.379	12-Sep-12	379.01	Carlisle IGA	Catering Supplies	356.81
228.382	12-Sep-12	382.01	Max Green Carcraft	Fleet Repairs	1,349.84
228.383	12-Sep-12	383.01	Schweppes Australia Pty Ltd	Beverage Supplies	1,527.10
228.402	12-Sep-12	402.01	Food For Me	Catering	642.50
228.42	12-Sep-12	42.01	West Coast Lunches	Milk Delivery.	27.10
228.434	12-Sep-12	434.01	Allied Recruitment	Agency Staff	3,337.96
228.474	12-Sep-12	474.01	Nextgen Networks Pty Ltd	Internet Services	495.00
228.479	12-Sep-12	479.01	Centre Ford	Purhcase of Vehicle. MNAUMAF80CW133007	36,999.99
228.491	12-Sep-12	491.01	Hays Personal Services	Agency Staff	5,805.75
228.501	12-Sep-12	501.01	Landgate	Land Enquiry	48.00
228.617	12-Sep-12	617.01	LO GO Appointments	Agency Staff	2,037.75
228.618	12-Sep-12	618.01	WA Rangers Association	Staff Conference	470.00
228.624	12-Sep-12	624.01	Icon Office Technology	Equipment Hire & Costs	100.67
228.631	12-Sep-12	631.01	Custom Built Saunas	Equipment Repair	125.00

All Payments Made From 1-Sep-12 To 30-Sep-12

<u>Payment</u>	<u>Date</u>	<u>Creditor</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
228.632	12-Sep-12	632.01	Rankine Mosquito Management	Mosquito Monitoring	4,417.60
228.714	12-Sep-12	714.01	T & C Transport Service	Courier Charges	442.87
228.808	12-Sep-12	808.01	CT Building Maintenance	Building Maintenance	199.65
228.886	12-Sep-12	886.01	Dean Trenowden	Group Fitness Contract Staff	40.00
229.196	14-Sep-12	196.05	Mr V Nairn	Reimbursement. Elected Memeber Expense IT	148.00
229.396	14-Sep-12	396.05	Mr A Vilaca	Elected Members Expense	1,258.20
229.398	14-Sep-12	398.05	C N Anderson	Elected Memeber Reimbursement	200.00
230.1092	21-Sep-12	1092.01	Miss S A Duffield	Reimbursement of Competition Prizes	525.00
230.1120	21-Sep-12	1120.01	Coca-Cola Amatil WA	Goods for Resale.	182.82
230.1171	21-Sep-12	1171.01	Mr A Kyron	Travel Allowance. Conference.	225.00
230.1211	21-Sep-12	1211.01	Brownes Foods Operations	Staff Amenities	170.16
230.1282	21-Sep-12	1282.01	Allpoints Bathroom Services	Repair Roof Leak at Kensington PCYC. Aug	3,679.53
230.1287	21-Sep-12	1287.01	Outsource Business Support Solution	Authority Consultancy	3,723.50
230.138	21-Sep-12	138.01	St John Ambulance Australia (WA) In	Staff Training	156.00
230.1401	21-Sep-12	1401.01	VIP Home Services	Cleaning	170.00
230.1512	21-Sep-12	1512.01	Ms M S Zanello	Reimbursement of costs	42.94
230.1820	21-Sep-12	1820.01	Secure Cash	Petty Cash Reimbursement. Aqualife	509.90
230.1910	21-Sep-12	1910.01	Classical Staircases	50 % Deposit to Vandalism Doors & Moulde	7,040.00
230.1939	21-Sep-12	1939.01	TenderLink.com	Tenderlink Setup Service	2,750.00
230.1940	21-Sep-12	1940.01	Australia & New Zealand Banking Gro	Treasury Audit Certificate	70.00
230.263	21-Sep-12	263.01	Fire & Emergency Services Authority	2012/13 ESL Quarter 1	1,338,071.10
230.273	21-Sep-12	273.01	Australia Post	Postage Charges.	3,290.80
230.287	21-Sep-12	287.01	BOC Limited	Co2 Gas Provisions	677.13
230.319	21-Sep-12	319.01	McLeods & Co	Matter No 30624 Legal Aid	13,152.46
230.333	21-Sep-12	333.01	Boral Construction Materials Group	Materials for Road Repair	294.07
230.351	21-Sep-12	351.01	Fuji Xerox Australia Pty Ltd	Equipment Hire & Costs	70.18
230.363	21-Sep-12	363.01	Michael Ricci	Building Maintenance	45.00
230.373	21-Sep-12	373.01	Placer Management Group	Agency Staff	12,510.74
230.376	21-Sep-12	376.01	Corporate Express Australia P/L	Staff Amenities	223.32
230.378	21-Sep-12	378.01	East Victoria Park Delivery Round	Newspaper Delivery	110.06
230.379	21-Sep-12	379.01	Carlisle IGA	Groceries	143.25
230.383	21-Sep-12	383.01	Schweppes Australia Pty Ltd	Stock for Resale	1,147.46
230.384	21-Sep-12	384.01	Bonissimo	Coffee Stocks. Cafe	841.98
230.402	21-Sep-12	402.01	Food For Me	Catering	532.00
230.410	21-Sep-12	410.01	Perth Frozen Foods Pty Ltd	Food Items for Resale	216.05
230.434	21-Sep-12	434.01	Allied Recruitment	Agency Staff x 3	3,259.42
230.442	21-Sep-12	442.01	MacDonald Johnston	Vehicle Service	1,029.61
230.471	21-Sep-12	471.01	Greenco Electrical & Communication	Building Maintenance	2,538.80
230.491	21-Sep-12	491.01	Hays Personal Services	Agency Staff	13,191.16
230.501	21-Sep-12	501.01	Landgate	Gross Rental Valuations Sched No G2012/1	549.22
230.600	21-Sep-12	600.01	Message4U Pty Ltd	SMS Message Service	144.54
230.617	21-Sep-12	617.01	LO GO Appointments	Agency Staff	1,672.00
231.98000	25-Sep-12	98000.02	Australian Taxation Office	Payroll Deduction	211,062.00
232.1032	26-Sep-12	1032.01	Ms D F Wilson	Reimbursement	63.68
232.1174	26-Sep-12	1174.01	Sparks Refrigeration and	Final Payment. Air Handling Unit Install	14,530.00
232.1282	26-Sep-12	1282.01	Allpoints Bathroom Services	Building Maintenance - Plumbing	4,449.50
232.1287	26-Sep-12	1287.01	Outsource Business Support Solution	Authority Consulty	3,844.50
232.1369	26-Sep-12	1369.01	Miss N Byrne	Reimbursement	70.70
232.145	26-Sep-12	145.01	Taborda Contracting Pty Ltd	Traffic Control	584.85
232.1658	26-Sep-12	1658.01	Programmed Maintenance Services Ltd	Building Maintenance	7,480.00
232.1820	26-Sep-12	1820.01	Secure Cash	Petty Cash Reimbursement. Library	485.15
232.1951	26-Sep-12	1951.01	Mr R Bruno	Conference Costs	516.70
232.210	26-Sep-12	210.01	Indoor Gardens Pty Ltd	Service & Hire of Plants. August 2012 -	170.90
232.353	26-Sep-12	353.01	Burswood News	Newspaper Delivery	146.88
232.363	26-Sep-12	363.01	Michael Ricci	Building Maintenance	1,730.00
232.371	26-Sep-12	371.01	Frazzcon Enterprises	Street Signs	6,660.74
232.402	26-Sep-12	402.01	Food For Me	Catering	130.00
232.433	26-Sep-12	433.01	IPWEA Limited	Staff Conference	155.00
232.617	26-Sep-12	617.01	LO GO Appointments	Agency Staff	2,090.00
232.708	26-Sep-12	708.01	Department of Transport	Vehicle Ownership Search Service	1,261.70
232.828	26-Sep-12	828.01	Western Australia Treasury Corporat	Loan 2 Depot Land - Repayment	62,651.90
233.10	27-Sep-12	10.01	Acme Communicare Pty Ltd	5 Update Software to Nokia Mobiles. Augu	100.00
233.1060	27-Sep-12	1060.01	Portner Press Pty Ltd	Employment Law Update 5	97.00
233.1065	27-Sep-12	1065.01	Coates Hire Operations Pty Limited	Hire of Equipment	186.01
233.1068	27-Sep-12	1068.01	Signs Plus	Staff Name Badges	319.00
233.1091	27-Sep-12	1091.01	Industrial Cleaning Equipment	Equipment Repair	222.20

All Payments Made From 1-Sep-12 To 30-Sep-12

<u>Payment</u>	<u>Date</u>	<u>Creditor</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
233.11	27-Sep-12	11.01	Active Transport & Tilt Tray Serv	Towing Services	462.00
233.112	27-Sep-12	112.01	Icon-Septech Pty Ltd	2 Side Entry Lid/Frame. August 2012 - Ad	618.37
233.1139	27-Sep-12	1139.01	Acromat	2 x Snap Lock Basketball Rings. August 2	572.00
233.1145	27-Sep-12	1145.01	E & M J Rosher Pty Ltd	Assorted Parts. August 2012 - Depot	309.60
233.116	27-Sep-12	116.01	Scitech Discovery Centre	School Holiday Program	150.00
233.1164	27-Sep-12	1164.01	Eastern Metropolitan Regional Counc	Consultancy. Env Officer Brendan Nock. W	6,437.20
233.1187	27-Sep-12	1187.01	Kooya Consultancy	Citizenship Ceremony. 30th July 2012	550.00
233.1198	27-Sep-12	1198.01	Complete Hire & Sales Pty Ltd	Hire of Equipment - Transportables	7,072.65
233.122	27-Sep-12	122.01	Sign A Rama Burswood	3 Rectangle Banners printed with Carry B	891.00
233.1223	27-Sep-12	1223.01	Matt Devlin	Lifestyle Photoshoot. Pancho's Restaurant	707.50
233.123	27-Sep-12	123.01	Simmons Electrical	Electrical Repairs. August 2012 - LLC	3,045.69
233.1234	27-Sep-12	1234.01	Shawmac Pty Ltd	Advice for SAT Appeal. 232 Orrong Road.	8,778.00
233.124	27-Sep-12	124.01	SJR Civil Consulting Pty Ltd	Road Safety Investigation & Audit	3,168.00
233.1289	27-Sep-12	1289.01	EMP Industrial Australasia Pty Ltd	20 x Yoga Mats. August 2012 - LLC	387.97
233.129	27-Sep-12	129.01	Snap Burswood	20 Witness Complaint Books. August 2012	835.68
233.13	27-Sep-12	13.01	Australian Institute of Management	Employee Training	470.00
233.1303	27-Sep-12	1303.01	Aecom Australia Pty Ltd	Professional Fee's	5,038.00
233.133	27-Sep-12	133.01	Southern Metropolitan Regional Coun	Green Waste Disposal	14,142.24
233.1340	27-Sep-12	1340.01	Lock Stock & Farrell Locksmith	Repairs to lock. RSL Gurney Building. Au	863.30
233.136	27-Sep-12	136.01	Sportsworld of WA	Goggles & Accessories. August 2012 - Aqu	2,864.30
233.1360	27-Sep-12	1360.01	Kevrek (Australia) Pty Ltd	Equipment Service & Repair	473.17
233.1361	27-Sep-12	1361.01	Hope Valley Nursery	40 x 6 packs annuals. August 2012 - Depo	282.70
233.137	27-Sep-12	137.01	State Library of WA	Service Van Deliveries. July 2012-July 2	2,182.20
233.1372	27-Sep-12	1372.01	Direct Coffee Supplies	Coffee Machine Supplies. August 2012 - A	1,490.00
233.138	27-Sep-12	138.01	St John Ambulance Australia (WA) In	Senior First Aid - Booragoon. Lindsay Ba	355.00
233.139	27-Sep-12	139.01	Stonetradars Pty Ltd	Maintenance Supplies	272.50
233.1394	27-Sep-12	1394.01	Powdersafe Pty Ltd	Training. Sue Guikers. Best Practice Gu	440.00
233.141	27-Sep-12	141.01	Sunny Sign Company Pty Ltd	Parking/Street Plates. August 2012 - Dep	8,522.60
233.1411	27-Sep-12	1411.01	EnvisionWare Pty Ltd	Library Annual Maintenance. Envisionware	1,155.12
233.1420	27-Sep-12	1420.01	GBC Australia	Equipment Repair	825.00
233.1447	27-Sep-12	1447.01	Blue Force Pty Ltd	Security Monitoring. July 2012 - LLC	1,188.00
233.1448	27-Sep-12	1448.01	AMC Commercial Cleaning (WA) Pty Lt	Cleaning Services. August 2012 - Admin	3,789.24
233.146	27-Sep-12	146.01	Tactile Indicators (Perth) Pty Ltd	Tactile Treatment	480.00
233.1495	27-Sep-12	1495.01	Eaton & Passarelli Pty Ltd	Consultancy	5,097.13
233.1503	27-Sep-12	1503.01	CCM Cleaning Services	Amenities Cleaning	10,774.27
233.154	27-Sep-12	154.01	Telford Industries	Pool Chemicals. August 2012 - Aqualife	363.26
233.1550	27-Sep-12	1550.01	Lasso Productions	Video Production	2,392.50
233.156	27-Sep-12	156.01	The Pressure King	Graffiti Removal	412.50
233.157	27-Sep-12	157.01	The Smart Security Company	Security Maintenance. Carlisle pre Prima	1,185.25
233.160	27-Sep-12	160.01	Timothy Harvey Graphic Design	Graphic Design	902.00
233.1640	27-Sep-12	1640.01	EmbroidMe Joondalup	Vic for Life Shirts. August 2012 - LLC	85.64
233.165	27-Sep-12	165.01	Total Waste Disposal Pty Ltd	Rubbish Collection	1,380.00
233.1653	27-Sep-12	1653.01	Urban & Rural Perspectives	Surveying Services	4,241.22
233.1658	27-Sep-12	1658.01	Programmed Maintenance Services Ltd	Painting of Foyer Toilets. August 2012 -	15,116.31
233.171	27-Sep-12	171.01	Trisley Hydraulics Services	Equipment Repair and Service	4,801.17
233.174	27-Sep-12	174.01	Tyres 4 U Pty Ltd	Vehicle Tyres	3,627.69
233.1740	27-Sep-12	1740.01	Sage Consulting Engineers	Engineering Consultancy	4,125.00
233.1775	27-Sep-12	1775.01	Coffey Projects (Australia) Pty Lim	Business Case Consultancy	27,937.80
233.1776	27-Sep-12	1776.01	Wood & Grieve Engineers Ltd	Consultancy Services	1,056.00
233.1811	27-Sep-12	1811.01	All Flags	Change A Frames. August 2012 - Library	247.50
233.1817	27-Sep-12	1817.01	Mobile Mouse	Staff Training	1,675.00
233.1840	27-Sep-12	1840.01	ArjoHuntleigh	Purchase of Equipment	2,343.00
233.1857	27-Sep-12	1857.01	Perth Expohire & Furniture Group	Transport Install Blackboards Etc. Augus	1,072.50
233.1862	27-Sep-12	1862.01	Colliers International	Consultancy - Town Centre	6,820.00
233.1866	27-Sep-12	1866.01	Austraffic	Consultancy Survey	1,089.00
233.1869	27-Sep-12	1869.01	The BBQ Man	Cleaning	1,017.50
233.1871	27-Sep-12	1871.01	Brenterprises WA Pty Ltd	Root Grinding at Road Reserves. August 2	3,910.50
233.189	27-Sep-12	189.01	Mindarie Regional Council	Tip Fees - Processable. August 2012 - De	162,921.78
233.1894	27-Sep-12	1894.01	VisiMax Safety	AHZSCAN Microchip Reader. August 2012 -	455.00
233.1897	27-Sep-12	1897.01	Worley Parsons	IMNS Project Consultancy	39,806.32
233.19	27-Sep-12	19.01	All Suburbs Glass & Glazing	Repair Broken Window @ RSL Gurney VC Bui	264.00
233.1900	27-Sep-12	1900.01	Techwest Solutions Pty Ltd	2 Aeromic head sets. August 2012 - Aqual	1,221.00
233.1901	27-Sep-12	1901.01	National Food Service Equipment Pty	Jet Spray for Admin Function Room Kitche	869.00
233.1904	27-Sep-12	1904.01	Mackay Urbanedesign	Professional Fee's	550.00
233.1906	27-Sep-12	1906.01	Genuiune Carpet Cleaning	Carpet Cleaning. August 2012 - Aqualife	350.00
233.1909	27-Sep-12	1909.01	Parking & Traffic Consultants Pty L	Review of Parking Management Plan. Augus	3,190.00

All Payments Made From 1-Sep-12 To 30-Sep-12

<u>Payment</u>	<u>Date</u>	<u>Creditor</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
233.1912	27-Sep-12	1912.01	Taylor Burrell Barnett	Burswood Station East Materplan TVP11/08	8,327.00
233.1914	27-Sep-12	1914.01	All About Asbestos Removal Perth	Removal of Asbestos from Ceiling. August	280.50
233.1919	27-Sep-12	1919.01	Centurion Temporary Fencing	Equipment Hire	275.00
233.1921	27-Sep-12	1921.01	Shops for Shops	Glass Shelving & Hanging Hooks. August 2	104.86
233.20	27-Sep-12	20.01	Allmark & Associates Pty Ltd	Coucillor Name Badges. August 2012 - CEO	143.00
233.206	27-Sep-12	206.01	Otis Elevator Company Pty Ltd	Elevator Maintenance. Octoner - December	1,997.47
233.207	27-Sep-12	207.01	Oven Sparkle Pty Ltd	BBQ Clean. July 2012 - Various locations	484.00
233.209	27-Sep-12	209.01	Imarda Australia Pty Ltd	Smartrack GPS Tracking Units. August 201	3,146.00
233.21	27-Sep-12	21.01	Volkswagen Commercial Centre	45,000km Service & Brake Repair. Rego# 1	1,558.55
233.210	27-Sep-12	210.01	Indoor Gardens Pty Ltd	Additional Pot Installed. August 2012 -	931.43
233.226	27-Sep-12	226.01	Cristal JBE Office Choice	A4 Copy & Laser Paper x 105. August 2012	889.36
233.227	27-Sep-12	227.01	Jim's Fencing North Perth	Fence Repairs. 93 Goddard Street. August	460.00
233.229	27-Sep-12	229.01	John Hughes	30.000km Service. Rego #114VPK. August 2	2,479.28
233.23	27-Sep-12	23.01	Allerding & Associates	Services for SAT Appeak. 232 Orrong Road	3,407.50
233.230	27-Sep-12	230.01	Johns Building Supplies Pty Ltd	Drill Bit & Masonbolts. Bus Shelter Augu	235.70
233.241	27-Sep-12	241.01	Kool-Line Electrical & Refrigeratio	Electrical Works	11,994.38
233.242	27-Sep-12	242.01	KRS Contracting	Greenwaste Rubbish Collection	74,203.37
233.246	27-Sep-12	246.01	Landmark Operations Limited	Envinromental Management Supplies	642.40
233.248	27-Sep-12	248.01	Lasertronics	Printer Supplies. August 2012 - Library	1,005.13
233.251	27-Sep-12	251.01	Leisure Institute of Wa Aquatic Inc	2 Liwa Aquatice Conference & Acreditatio	1,170.00
233.261	27-Sep-12	261.01	Local Health Authorities Analytical	Food Samples. Analytical Services. Augus	7,456.93
233.27	27-Sep-12	27.01	All Earth Group Pty Ltd	Green Waste Disposal. 6-14 August 2012 -	3,240.73
233.276	27-Sep-12	276.01	Rubek Automatic Control Doors	Servicing of Auto Doors	229.35
233.280	27-Sep-12	280.01	Beaver Tree Services	Tree Pruning & Maintenance	28,055.50
233.281	27-Sep-12	281.01	Benara Nurseries	4 x 90LT Prunus x bliireana. August 2012	704.00
233.284	27-Sep-12	284.01	J Blackwoods & Sons Pty Ltd	Staff Uniform/Protective Clothing	455.13
233.286	27-Sep-12	286.01	Bob Jane T-Mart Victoria Park	Tyres. Rego #1VPK. August 2012 - Depot	1,252.00
233.29	27-Sep-12	29.01	WA Local Government Association (WA	2012 Walga Convention. Coucillors & CEO	4,683.50
233.290	27-Sep-12	290.01	Bunnings Building Supplies Pty Ltd	Minor Equipment for Repairs. August 2012	838.34
233.291	27-Sep-12	291.01	Burgtec Australasia Pty Ltd	2 Chair Repairs. August 2012 - Admin	55.00
233.292	27-Sep-12	292.01	Burke Air	Preventative Maintenance. August 2012 -	4,647.17
233.302	27-Sep-12	302.01	CDM Australia Pty Ltd	Copy Cost. Renew Life. August 2012	58.83
233.304	27-Sep-12	304.01	Chadson Engineering Pty Ltd	4 Water Test Tablets. August 2012 - Heal	228.80
233.305	27-Sep-12	305.01	Charter Plumbing & Gas	Maintenance/Repairs. MacMillan Toilets.	649.00
233.309	27-Sep-12	309.01	Chubb Fire & Security Pty Ltd	Security Services	3,122.08
233.315	27-Sep-12	315.01	Hot Cotton - Kewdale	Embroidery. T-shirts. City to Surf. Augu	145.96
233.317	27-Sep-12	317.01	Marlbroh Bingo Enterprises	Bingo Products & Gaming Levy. August 201	6,170.10
233.318	27-Sep-12	318.01	Maxwell Robinson & Phelps	Pest Control. August 2012 - LLC	5,299.00
233.324	27-Sep-12	324.01	Stamp-It Rubber Stamps	Assorted Stamps. August 2012 - Admin	222.82
233.327	27-Sep-12	327.01	Community Newspapers Group Ltd	Advertisement	4,473.10
233.330	27-Sep-12	330.01	Jason Signmakers	Printing	341.00
233.333	27-Sep-12	333.01	Boral Construction Materials Group	Asphalt & Emulsion for Road Repairs. Aug	897.72
233.344	27-Sep-12	344.01	Acure Technology Pty Ltd	Internet Services	313.50
233.346	27-Sep-12	346.01	Della's Group Pty Ltd	Admin Envelope & Letterheads. August 20	10,746.25
233.350	27-Sep-12	350.01	Recall Information Management Pty L	Storage Management	1,095.30
233.351	27-Sep-12	351.01	Fuji Xerox Australia Pty Ltd	Photocopier Lease Charges. August 2012 -	4,196.27
233.352	27-Sep-12	352.01	ABnote Australia	ID Cards etc. August 2012 - Rangers	26.79
233.357	27-Sep-12	357.01	Mirage Photogaphics Laboratory Pty	4 x A1 Health Club Promo. August 2012	645.00
233.364	27-Sep-12	364.01	Holcim (Australia) Pty Ltd	Grano for Footpath Repairs. August 2012	707.08
233.369	27-Sep-12	369.01	City of Perth	Building/Development Archive Retrievals.	1,027.44
233.375	27-Sep-12	375.01	Welshpool Central Waste	Disposal of Road Sweepings. August 2012	6,622.00
233.376	27-Sep-12	376.01	Corporate Express Australia P/L	Stationary. August 2012 - Library	261.82
233.377	27-Sep-12	377.01	Examiner Newspapers (WA)	Advert. LPP Streetscape Draft. August 20	588.00
233.38	27-Sep-12	38.01	Water Dynamics	Maintenance Equipment Purchase	91.01
233.391	27-Sep-12	391.01	Tricrest Investments Pty Ltd	Construction. TVP/12/01	218,391.38
233.4	27-Sep-12	4.01	AAC Wristbands Australia Pty Ltd	Wristbands. August 2012 - Aqualife	616.50
233.401	27-Sep-12	401.01	Perth Cricket Club Inc	Grounds Maintenance	10,791.67
233.405	27-Sep-12	405.01	Centropak Australia	Packaging. August 2012 - LLC	595.73
233.408	27-Sep-12	408.01	The Distributors Perth	Assorted Confectionary. August 2012 - Aq	1,172.05
233.409	27-Sep-12	409.01	Bidvest (WA) Pty Ltd	Assorted Frozen Foods. August 2012 - Aqu	5,373.12
233.411	27-Sep-12	411.01	Dunbar Services (WA) Pty Ltd	Canopy & Filter Cleaning	429.00
233.417	27-Sep-12	417.01	Frucor Beverages (Australia) Pty Lt	Water & Protein Drinks. August 2012 - Aq	250.95
233.426	27-Sep-12	426.01	Daytone Printing Pty Ltd	Printing	916.19
233.427	27-Sep-12	427.01	Database Consultants Australia	Stylus Pens/Belt Clips. August 2012 - Ra	272.80
233.429	27-Sep-12	429.01	Bin Bath Australia Pty Ltd	Cleaning	320.10
233.433	27-Sep-12	433.01	IPWEA Limited	Plant & Vehicle Management Manual	363.00

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<u>Payment</u>	<u>Date</u>	<u>Creditor</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
233.438	27-Sep-12	438.01	Bibby Financial Services Aust Pty L	Parking Signs. August 2012 - Depot	2,955.70
233.44	27-Sep-12	44.01	Western Resource Recovery Pty Ltd	Great Trap & Waste Removal. August 2012	152.90
233.443	27-Sep-12	443.01	Capital Cranes & Hoists	Crane Service & Scissor Hire. August 201	682.39
233.446	27-Sep-12	446.01	Mey Equipment	Plant Equipment and Repairs	125.00
233.448	27-Sep-12	448.01	Perth Pressure Jet Services Trust	Educt/Pressure Clean. August 2012 - Vari	4,743.20
233.453	27-Sep-12	453.01	Gronbek Security	Supply Padlocks & Keys. August 2012 - Ad	933.12
233.456	27-Sep-12	456.01	GLG GreenLife Group Pty Ltd	Grounds Maintenance. August 2012	2,287.00
233.457	27-Sep-12	457.01	Lochness Pty Ltd	Turf Mowing and Maintenance. August 2012	16,145.25
233.458	27-Sep-12	458.01	Print Smart On Line Pty Ltd	1000 Swim School Newsletters. August 201	736.69
233.459	27-Sep-12	459.01	Wacker Neuson Pty Ltd	Pointed Tool Bit & Chisel Bit. August 20	599.73
233.46	27-Sep-12	46.01	Westbooks	Book Vouchers for Childrens Book Week. A	225.00
233.461	27-Sep-12	461.01	Global Elcrotech	Security Installations	3,481.61
233.466	27-Sep-12	466.01	Civica Pty Ltd	Configuration Activation	19,813.20
233.471	27-Sep-12	471.01	Greenco Electrical & Communication	Electrical Works	6,864.00
233.475	27-Sep-12	475.01	Parkland Mazda	Fleet Vehicle Service	510.00
233.478	27-Sep-12	478.01	CSP Industries Pty Ltd	Pole Saw Repairs and Service. August 201	568.75
233.483	27-Sep-12	483.01	Cleanaway	Domestic & Commercial Waste Services	173,198.02
233.484	27-Sep-12	484.01	Ergolink	Office Equipment	557.72
233.488	27-Sep-12	488.01	Jacksons Drawing Supplies Pty Ltd	20 Display Easels for Ed Millen Display.	2,776.40
233.497	27-Sep-12	497.01	Discus Digital Print	Aqualife/LLC Signage. August 2012	224.40
233.501	27-Sep-12	501.01	Landgate	Gross Rental Valuations. Sched No G2012/	772.09
233.504	27-Sep-12	504.01	Allcom Communications	Equipment Repair	489.50
233.511	27-Sep-12	511.01	City Subaru	Replace Headlight. Rego# 110VPK August 2	436.15
233.512	27-Sep-12	512.01	Callaghan Security Services	Security Patrol	261.89
233.528	27-Sep-12	528.01	Value Tissue	Toilet Tissue & Bathroom Supplies. Augus	937.20
233.529	27-Sep-12	529.01	UN Plumbing	Plumbing Repairs/Blockages. August 2012	1,050.50
233.533	27-Sep-12	533.01	Total Digital Solutions	Printing	10,057.29
233.549	27-Sep-12	549.01	Saferoads Pty Ltd	Construction	6,296.40
233.550	27-Sep-12	550.01	Trailer Parts Pty Ltd	Assorted Brake Parts. August 2012 - Depo	364.38
233.552	27-Sep-12	552.01	MPIA	Equipment Install	220.00
233.563	27-Sep-12	563.01	City of South Perth	Annual Rent. Dog Pound, South Perth. Aug	7,697.80
233.568	27-Sep-12	568.01	Westrac Pty Ltd	Vehicle Servicing/Repair	2,766.38
233.583	27-Sep-12	583.01	A2Z Cleaning and Property Maintenan	Cleaning Services	1,575.00
233.614	27-Sep-12	614.01	Domus Nursery	Landscaping Purchases	390.06
233.616	27-Sep-12	616.01	Hart Sport	Sporting Equipment	316.00
233.618	27-Sep-12	618.01	WA Rangers Association	Rangers Conference. Alise Murray. August	470.00
233.648	27-Sep-12	648.01	Hosemasters International Pty Ltd	Replace H/Draulic Hoses on Sweeper. Augu	551.82
233.650	27-Sep-12	650.01	Cardiactive Pty Ltd	Pre Employment Medial Harry Howard. Augu	170.50
233.651	27-Sep-12	651.01	Safety & Rescue Equipment	Comprehensive Height Safety Audit	550.00
233.657	27-Sep-12	657.01	Octagon-BKG Lifts	Service & Repair	313.50
233.674	27-Sep-12	674.01	Keynote Conferences Waste & Recycle	Conference Registration	3,720.00
233.676	27-Sep-12	676.01	Idesco	Good Gym Guide. August 2012 - Aqualife	1,980.00
233.680	27-Sep-12	680.01	Planning Institute of Australia WA	State Conference. Leigh Parker & Doreen	1,150.00
233.681	27-Sep-12	681.01	Complete Enviro Solutions	Assorted Stock for unimals. August 2012	682.00
233.685	27-Sep-12	685.01	Dymocks Bookshop	Book Stock	578.97
233.694	27-Sep-12	694.01	Griffiths Architects Pty Ltd	Professional Fee's	983.13
233.7	27-Sep-12	7.01	Accredit Building Surveying &	Building Surveying	1,045.00
233.708	27-Sep-12	708.01	Department of Transport	Ownership Searches & Certificates. Augus	1,612.30
233.722	27-Sep-12	722.01	Repeat Plastics (WA)	Supply Bollard. MOD5 & Freight. August 2	952.60
233.723	27-Sep-12	723.01	Data # 3 Limited	7 Desktop Licences. August 2012 - IT	5,555.24
233.726	27-Sep-12	726.01	Bullivants Pty Ltd	Minor Equipment Rpairs. August 2012 - De	131.12
233.745	27-Sep-12	745.01	Local Chambers of Commerce & Indust	Annual Subscription	770.00
233.746	27-Sep-12	746.01	Quick Corporate Australia	2 x Ploy Bags and Tea Bags. August 2012	3,790.37
233.758	27-Sep-12	758.01	Shopper Anonymous	Mystery Shopping Reports	398.20
233.774	27-Sep-12	774.01	Skye Group Pty Ltd	Goods for Resale	979.00
233.778	27-Sep-12	778.01	Ellenby Tree Farm Pty Ltd	Plants and Transport Charge. August 2012	1,100.00
233.787	27-Sep-12	787.01	Elite Office Supplies	20 Fellows Monitor Stands. August 2012 -	990.00
233.795	27-Sep-12	795.01	Digital Mapping Solutions	Quantum GIS Training. Paul Vayler. Augus	2,794.00
233.8	27-Sep-12	8.01	Accidental First Aid Supplies	7 First Aid Kits for Vehicles. Kit Blue.	510.95
233.808	27-Sep-12	808.01	CT Building Maintenance	Ceiling Replacement in Ladies Change Roo	993.08
233.820	27-Sep-12	820.01	Perth Novelty Company	Balloons for teddy bears picnic. August	887.45
233.851	27-Sep-12	851.01	Harvey Norman - Cannington	4 Olympus TG-320 Cameras for Health Dept	2,050.00
233.872	27-Sep-12	872.01	Animal Care Equipment & Services	Dangerous Dog Collars & Leashes. August	750.50
233.874	27-Sep-12	874.01	Garland Cycleworks	Equipment Supplies	150.00
233.898	27-Sep-12	898.01	The Tyre Doctor	Purchase of Tyres	132.00
233.9	27-Sep-12	9.01	ACMV Design Consultants	Design Review Consultancy. August 2012	577.50

All Payments Made From 1-Sep-12 To 30-Sep-12

<u>Payment</u>	<u>Date</u>	<u>Creditor</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
233.914	27-Sep-12	914.01	Pink Hygene Solutions	Admin.Toilet Rolls & Paper Towel. August	3,876.01
233.924	27-Sep-12	924.01	WA Library Supplies	Spine Labels. August 2012 - Library	95.00
233.931	27-Sep-12	931.01	Total Eden Pty Ltd	Armarda Pro 700 Locator. August 2012 - D	1,551.89
233.972	27-Sep-12	972.01	Welshpool Wash	Car Detail. 1DYU977 August 2012 - Depot	360.00
233.98	27-Sep-12	98.01	Wormald	Fire Alarm System Repair	283.80
233.99	27-Sep-12	99.01	Work Clobber	Staff Uniforms	889.80
234.1730	28-Sep-12	1730.02	Cain Family Superannuation Fund	57 - SEP 201	1,900.08
234.1756	28-Sep-12	1756.02	Prime Super	58 - SEP 201	672.44
234.1902	28-Sep-12	1902.02	Shah Superannuation Fund	60 - SEP 201	157.46
234.50	28-Sep-12	50.02	Australian Service Union	Union Fees	45.80
234.58	28-Sep-12	58.02	WA Local Government Superannuation	Superannuation	123,802.24
234.59	28-Sep-12	59.02	Town of Victoria Park - Lotto Club	Lotto Club Payments	236.00
234.63	28-Sep-12	63.02	Town of Victoria Park - Staff Socia	Social Club Payments	697.50
234.69	28-Sep-12	69.02	Australian Government Employees	Superannuation	393.90
235.57	28-Sep-12	57.02	City of Perth Superannuation Plan	Superannuation	5,215.80
<b>Total Creditors EFT Payments</b>					<b>3,349,559.21</b>

### Non Creditors Cheques

00603303	5-Sep-12		Curtin University Rugby PO BOX 1483	Kidsport Donation	60.00
00603304	5-Sep-12		Siew Lim 3C Memorial Avenue	Security Incentive Scheme. 3C Memorial Avenue	35.00
00603305	5-Sep-12		Carolyn Ellis 22 Temple Street	Security Incentive Scheme. 22 Temple Street	70.00
00603306	5-Sep-12		Abbey Beach Resort Busselton 595 Bu	3 nights & Breakfast. Sandra Sceresini.	507.00
00603307	5-Sep-12		Andrew McGrath 18A Gresham Street	Security Incentive Scheme Rebate 18A Gresham	140.00
00603308	5-Sep-12		Jessie Mack 59 Esperance Street	Security Incentive Scheme. 59 Esperance St	110.00
00603309	5-Sep-12		Shire of Broome PO BOX 44	LSL Claim - Sally Eaton	221.35
00603311	5-Sep-12		Claire Nolan 51B Mackie Street	Refund. Incorrect Amount Paid	270.00
00603316	12-Sep-12		Mr Christopher Duschka 40B Cookham	Library Item Previously Returned. Refund	11.00
00603317	12-Sep-12		Ms Sherie Stacey 72 Sussex Street	Library Item Previously Paid For. Refund	7.70
00603318	12-Sep-12		Ms Emma Mathews 50 Beaconsfield Str	Library Item Previously Paid For. Refund	5.50
00603319	12-Sep-12		Jodie Marie Edwards 182 Thelma Stre	Library Item Previously Paid For. Refund	17.60
00603320	12-Sep-12		James Tyndall 224 South Road	Refund of Unused Membership	378.80
00603321	12-Sep-12		Jon Webster 100 Cargill Street	Refund - Crossover Contribution. 142 Hubert St	400.00
00603322	12-Sep-12		Tee Tee Chua 25 Duff Road	Planning App Fee Refund. 13 McMillan St	70.00
00603323	12-Sep-12		Mr Anthony Da Costa 110 Hillview Te	Crossover Contribution - 110 Hill View Tce	400.00
00603324	12-Sep-12		Joe McDowell 8/25 Melville Parade	Planning Ap Fee Refund. 12 Hill View Terrace	1,440.00
00603325	12-Sep-12		Nathan Dixon 46 Temple Street	Refund for membership cancellation	204.65
00603330	20-Sep-12		Mr I F Parsons	Refund of Bond	5,485.50
00603331	20-Sep-12		Prestigious Property Development	Refund of Bond	6,807.00
00603332	20-Sep-12		Mrs C Grupillo	Refund of Bond	850.00
00603333	20-Sep-12		Programmed Maintenance Services Ltd	Refund of Bond	300.00
00603334	20-Sep-12		Ursula Frayne Catholic College	Return of Bond	300.00
00603335	20-Sep-12		Victoria Park Rovers Junior Footbal	Return of Bond	50.00
00603336	20-Sep-12		Mr P Parker	Return of Bond	300.00
00603337	20-Sep-12		Western Australian Planning Commiss	Application Fee for Subdivision. McCallum Park	1,603.00
00603338	20-Sep-12		Lynette Robinson 9/21 Leonard Stree	Security Incentive Scheme. 9/21 Leonard St	70.00
00603339	20-Sep-12		Thomas Ciantar 43B Kitchener Avenue	Donation ( Individual ) Thomas Ciantar	200.00
00603340	20-Sep-12		Gary & Linda Sugget 45 Lichfield St	Security Incentive Scheme 45 Lichfield St	200.00
00603341	20-Sep-12		Cheryl Pottier PO BOX 2034	Security Incentive Scheme. 156A Star Street	200.00
00603342	20-Sep-12		Jude Clayton 165A Berwick Street	Security Incentive Scheme 165A Berwick St	70.00
00603343	20-Sep-12		G D Worthington	Overpayment Refund	659.88
00603344	20-Sep-12		RH Taylor C/- Vicki Philipoff SettI	Overpayment Refund	604.90
00603345	20-Sep-12		Ms J O'Donoghue C/- National Convey	Overpayment Refund	486.46
00603346	20-Sep-12		H A Zuromskis C/- Cally's Conveyanc	Overpayment Refund	516.91
00603347	20-Sep-12		Mrs W Crofts C/- Vicki Philipoff Se	Overpayment Refund	549.90
00603348	20-Sep-12		Mrs P J Ward	Overpayment Refund	571.90
00603349	20-Sep-12		AB & KD Rigby C/- Effective Legal P	Overpayment Refund	296.95
00603350	20-Sep-12		Mr G C Farrell	Overpayment Refund	615.89
00603351	20-Sep-12		Mr A L Ward C/- Advantage Settlemen	Overpayment Refund	527.91
00603352	20-Sep-12		Ms C A King	Overpayment Refund	648.89
00603353	20-Sep-12		Ms P A Greene	Overpayment Refund	285.95
00603354	20-Sep-12		Mr E M Browne	Overpayment Refund	313.38
00603355	20-Sep-12		Mr A C Hudson & Mrs C F Hudson	Overpayment Refund	670.88
00603356	20-Sep-12		Mrs M J Burling & Mr S R Burling C	Overpayment Refund	412.42
00603357	20-Sep-12		Ms B Schrugin	Overpayment Refund	637.89
00603358	20-Sep-12		CR & LH Stewart C/- Strand Conveyan	Overpayment Refund	574.76
00603359	20-Sep-12		Mr B A Easterling & Mrs M J Easter	Overpayment Refund	337.15
00603366	26-Sep-12		Ms M Creek	Return of Bond	250.00



All Payments Made From 1-Sep-12 To 30-Sep-12

<u>Payment</u>	<u>Date</u>	<u>Creditor</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
00603367	26-Sep-12		Ms S Springhetti	Return of Bond	200.00
00603368	26-Sep-12		South Perth Junior Football Club PO	Kidsport Donation	145.00
00603369	26-Sep-12		Carlisle Cricket Club 14 Appleton S	Kidsport Donation	200.00
00603370	26-Sep-12		Weiguo Sun 2/22 Tuckett Street	Security Incentive Scheme. 2/22 Tuckett Street	140.00
00603371	26-Sep-12		Amanda Fell 97A Oats Street	Security Incentive Scheme. 97A Oats St	200.00
00603372	26-Sep-12		Henrica Heijboer 92 Swansea Street	Security Incentive Scheme. 92 Swansea St	70.00
00603373	26-Sep-12		Jennifer Robinson 134 Devenish Stre	Security Incentive Scheme 134 Devenish	200.00
00603374	26-Sep-12		James and Giselle Howard 11 Beesley	Refund - Crossover Contribution. 11A Beesley	400.00
00603375	26-Sep-12		Millen Primary School P & C	Return of bond	300.00
00603401	28-Sep-12		Joseph Cheong 21D Gerard Street	Refund of overpaid Archive Fee. Replacment Chq	30.00
00603402	28-Sep-12		HBLN PO BOX 1893	Community Donation	248.00
<b>Total Non Creditors Cheques</b>					<b>31,879.12</b>

**Payroll**

PY01-06	9-Sep-12		Municipal Fund Bank Account	Payroll	397,156.43
PY01-07	23-Sep-12		Municipal Fund Bank Account	Payroll	383,901.89
PY99-06	9-Sep-12		Municipal Fund Bank Account	Payroll	3,971.09
<b>Total Payroll</b>					<b>785,029.41</b>

**Total Payments From Municipal Fund Bank Account 4,254,766.58**

**4,254,766.58**

**Cheques Cancelled between 1-Sep-12 and 30-Sep-12 that were raised in a prior period**

<u>Cheque</u>	<u>Payee</u>	<u>Raised</u>	<u>Value</u>	<u>Cancelled</u>
<b>Municipal Fund Bank Account</b>				
00603235	Joseph Cheong 21B Gerard Street	8-Aug-12	-30.00	28-Sep-12
00603273	Noah McGrath 18A Gresham Street	29-Aug-12	-140.00	4-Sep-12
			<b>-170.00</b>	
			<b>-170.00</b>	

**14.2 FINANCIAL STATEMENTS AND BUDGET VARIATIONS FOR THE MONTH  
ENDING SEPTEMBER 2012**



## ***Financial Activity Statement Report***

*For the month ended 30 September 2012*



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## Statement of Financial Activity Variances

### Material Variances Defined

For the purposes of reporting the material variances in the Statement of Financial Activity (by Business Unit) (as contained in this document), the following indicators, as resolved, have been applied –

#### Revenues (Operating and Non-Operating)

Business Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment will be provided.

#### Expenses (Operating, Capital and Non-Operating)

Business Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment will be provided.

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

For the purposes of explaining each variance, a multi-part approach has been taken. The parts are –

1. Period Variation – Relates specifically to the value of the variance between the Budget and Actual figures for the period being reviewed.
2. Primary Reason – Explains the primary reasons for the period variance. As the review is aimed at a higher level analysis, only major contributing factors are reported.
3. Budget Impact – Forecasts the likely \$ impact on the year end surplus or deficit position. It is important to note that values in this part are indicative only at the time of reporting, for circumstances may subsequently change.

## Material Variances Explained

As shown in the in the Statement of Financial Activity (contained within this document), the following variances have been identified -

### Revenue

#### Community Life

- **CLP Administration**

- The period variation is up on the period budget by \$55,530.
- The variation results from an unanticipated grant that related to the previous financial year.
- As there was no budget allocated to this grant in the current financial year the impact would be a positive \$55,530.

#### Future Life / Built Life

- **Building**

- The period variation is up on the period budget by \$35,136.
- The variation results from an earlier than anticipated invoicing of Swimming Pool Inspections.
- The inspections invoiced are as per Budget expectations and there is no likely \$ impact on the year end position as a result.

### Operating Expense

#### Business Life

- **Corporate Funds**

- The period variation is down on the period budget by \$105,595.
- The variation results from accrued interest expenses accounted for in the 2011-2012 financial year.
- The accruals are an accounting requirement and will gradually be costed to for this current financial year. There is no likely \$ impact on the year end position as a result.

- **ICT Services**

- The period variation is down on the period budget by \$70,651.
- The variation results from a reduced dependency on consultants following the appointment of the Manager – Information and Communications Technology.
- It is too early to determine if this will impact on the year end position.

- **Regulatory Services**

- The period variation is down on the period budget by \$86,993.

- The variation results from a combination of delays in the appointing of personnel in this area as well as delays in the programs they are being employed to undertake.
- It is too early to determine if this will impact on the year end position

#### Future Life / Built Life

- **Strategic Planning**

- The period variation is down on the period budget by \$179,471.
- The variation results from delays in the commencement of a variety of studies / consultancy work. The works are still programmed to occur.
- The programmed studies / consultancies are still to occur, as such there is no likely \$ impact on the year end position as a result.

#### Renew Life

- **Asset Management**

- The period variation is up on the period budget by \$637,796.
- The variation results from earlier than anticipated works on the Underground Power project.
- The works, which are conducted by a third-party, are billed to the Town upon completion of certain milestones, the timing of which the Town has little control over. It is unlikely that there will be a \$ impact on the year end position as a result.

- **Parks**

- The period variation is down on the period budget by \$489,675.
- The variation results in delays in the receipt of invoices from contractors primarily relating to street tree maintenance.
- The works are in accordance with the programs as budgeted, as such there is no likely \$ impact on the year end position as a result.

#### **Non-Operating Revenue**

There are no reportable material variances.

#### **Non-Operating Expense**

There are no reportable material variances.

#### **Proposed Budget Amendments**

There are no proposed budget amendments for the period.



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## Accounting Notes

### Significant Accounting Policies

The significant accounting policies that have been adopted in the preparation of this document are:

#### (a) Basis of Preparation

The document has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations.

The document has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### (b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this document.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

#### (c) 2011-2012 Actual Balances

Balances shown in this document as 2011-2012 Actual are subject to final adjustments.

#### (d) Rounding Off Figures

All figures shown in this document, other than a rate in the dollar, are rounded to the nearest dollar.

#### (e) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

#### (f) Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

#### (g) Goods and Services Tax

Revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated inclusive of applicable GST. The net amount of GST recoverable from, or payable to, the ATO is included with receivables on payables in the statement of financial position. Cash flows are presented on a Gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**(h) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown as short term borrowings in current liabilities.

**(i) Trade and Other Receivables**

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(j) Inventories**General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Revenue arising from the sale of property is recognised as at the time of signing an unconditional contract of sale. Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(k) Fixed Assets**

Each class of fixed asset is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost, or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the period in which they are incurred.

### Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes, where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity; all other decreases are recognised in profit or loss. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

### Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government. Council has elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset. In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4 (2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

### Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use. Depreciation is recognised on a straight-line basis, using rates that are reviewed each reporting period. Major depreciation periods are:

Buildings	40 years
Furniture and Equipment	5 – 10 years
Plant and Machinery	2 – 10 years
Sealed Roads	- Clearing and Earthworks - Construction and Road Base - Original Surface / Major Resurface
	Not depreciated 5 – 80 years 5 – 80 years
Drainage	5 – 80 years

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Pathways	5 – 80 years
Parks and Reserves	5 – 80 years

Asset residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

#### Capitalisation Threshold

Expenditure on items of equipment under \$2,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

### **(I) Financial Instruments**

#### Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted). Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

#### Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or cost. Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- a. the amount in which the financial asset or financial liability is measured at initial recognition;
- b. less principal repayments;
- c. plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
- d. less any reduction for impairment.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

#### Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

#### Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

#### Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current. They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

#### Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain, or loss, pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other financial assets are classified as non-current.

#### Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

#### Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen.

Impairment losses are recognised in profit or loss. Any cumulative decline in fair value is reclassified to profit or loss at this point.

#### Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

#### **(m) Impairment**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116).

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting the Annual Budget, it was not possible to estimate the amount of impairment losses (if any) as at 30 June 2013.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Annual Budget.

#### **(n) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

#### **(o) Employee Benefits**

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

**(p) Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(q) Provisions**

Provisions are recognised when:

- a. The Council has a present legal or constructive obligation as a result of past events;
- b. for which it is probable that an outflow of economic benefits will result; and
- c. that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**(r) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on the Council's intentions to release for sale.

**(s) Comparative Figures**

Where required, comparative figures have been adjusted to conform to changes in presentation for the current reporting period.

**(t) Budget Comparative Figures**

Unless otherwise stated, the Budget comparative figures shown in this Budget document relate to the original Budget estimate for the relevant item of disclosure.

## Business Unit Definitions

The Town operations, as disclosed in this report, encompass the following service-oriented Business Units –

### **Chief Executive Office**

#### Chief Executive Office

The Chief Executive Office area includes the responsibility for core organisational services, leadership and strategic direction of the Town.

#### Communications

The Communications area supports project teams within the organisation on issues relating to community engagement, marketing, media relations and branding. The area also develops and manages materials relating to the image and reputation of the Town.

#### Governance

Governance deals with the values, policies and procedures the Council and staff members adopt to provide ethical, transparent and accountable local government.

#### Human Resources and Organisational Development

The Human Resources and Organisational Development area coordinates all aspects of Human Resources including workforce planning, recruitment, selection and payroll. In addition it is responsible for change management initiatives and the coordination of business planning and performance management. It also manages the coordination of Occupational Safety and Health responsibilities.

### **Business Life Program**

#### Business Life Program (BLP) Administration

This Business Unit includes the administration of the Director of the Business Life Program, including specialist programs and projects relating to the Business Life Program.

#### Budgeting

The Budgeting area includes the administration of non-cash expenditure and revenue associated with local government accounting requirements, including profit and loss and depreciation.

#### Business Development

Business Development is an externally focussed Business Unit concentrating on the development of the local economy, in conjunction with local businesses, as well as the generation of revenue from funding sources outside of the District.



### Corporate Funds

The Corporate Funds area includes loans, reserve funds, restricted funds, rate revenue and corporate grant funding.

### Customer Relations

The Customer Relations team aims to provide a consistent high level of customer service that is professional and friendly. The focus is to simplify processes and make interaction with the Town easy.

### Finance

The Finance area includes the administration and operation of all corporate finance related matters, including cash receipting, billing, and investment of funds, payment of creditors, and the corporate finance systems.

### Information and Communication Technology (ICT) Services

The ICT Services area includes the provision, operation and maintenance of the corporate computer systems, including software management, hardware management, printing and consumables, telephones and communications networks, and also includes the provision and maintenance of the Corporate Records System.

### Regulatory Services

Regulatory Services combines the Environmental Health, Rangers and Parking areas. The Environmental Health area includes the administration, inspection and operations of programs concerned with the general health of the community and includes the provision of immunisation programs, inspection and licencing of food premises and conducting preventative service programs. The Rangers and Parking area includes the administration and operation of fire prevention services, animal control, enforcement of local laws and vehicle impoundment.

## **Community Life Program**

### Community Life Program (CLP) Administration

This Business Unit includes the administration of the Director of the Community Life Program, including specialist programs and projects relating to the Community Life Program.

### Active Life

Active Life aims to improve the community's wellbeing through the provision of health related community based programs and activities.

### Aqualife

Aqualife aims to improve the community's wellbeing by increasing participation rates in physical activity and leisure interest activities at the Town's Aquatic Facilities. A wide range of program options are offered, which include Learn to Swim programs, recreational swimming, organised swimming and health and fitness services.

### Lifelong Learning

The Lifelong Learning area provides local history and library services to engage the community with opportunities to explore ideas, interact with others, discover the Town's history and become lifelong learners.

### Neighbourhood Enrichment

The Neighbourhood Enrichment area aims to foster the enrichment of people, place and participation through community and cultural engagement.

### Sporting Life

Sporting Life aims to increase participation in physical activity and improve the community's wellbeing by providing contemporary facilities, organised sport and community programs.

## **Future Life and Built Life Programs**

### Future Life and Built Life Program (FLBLP) Administration

This Business Unit includes the administration of the Director of the Future Life and Built Life Programs, including specialist programs and projects relating to the Future Life and Built Life Programs.

#### *Future Life Program*

### Strategic Planning

The Strategic Planning Business Unit includes both Strategic Planning and Strategic Asset Planning. Strategic Planning aims to provide an integrated comprehensive direction for the future development of the Town. Strategic Asset Planning aims to optimise the sustainable use of the Town's assets.

### Strategic Projects

Strategic Projects aims to implement projects to achieve the desired future character of the Town.

## *Built Life Program*

### Building

Building aims to ensure buildings are safe, liveable, accessible and sustainable, and meet statutory requirements.

### Urban Planning

Urban Planning seeks to enhance our unique character by promoting the development of a high quality built environment and liveable, vibrant streetscapes.

## **Renew Life Program**

### Renew Life Program (RLP) Administration

This Business Unit includes the administration of the Director of the Renew Life Program, including specialist programs and projects relating to the Renew Life Program.

### Asset Management

Asset Management aims to effectively manage, maintain and renew the Town's assets.

### Fleet Management

Fleet Management aims to improve and provide fleet and plant management services that are delivered to a standard that meets community expectations and contributes to a vibrant lifestyle within the Town.

### Parks

The Parks area aims to ensure the parks and natural areas are provided to the best standard, and that the Town's streetscapes are safe, clean and attractive.

### Street Improvement

The Street Improvement area manages the Town's public assets to a standard that creates the foundation for vibrancy and a quality lifestyle.

### Street Operations

Street Operations provides the maintenance and construction services related to street infrastructure and the delivery of waste services.

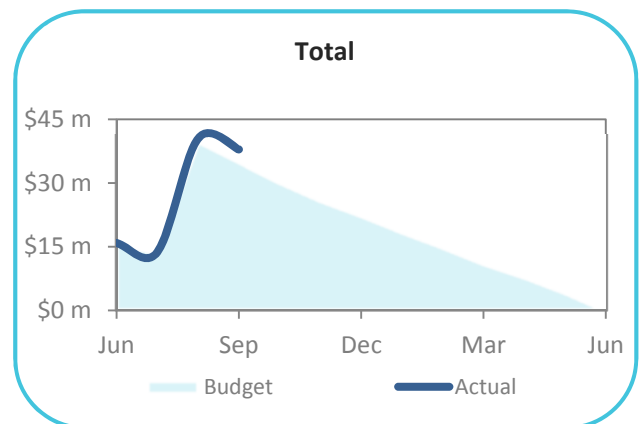
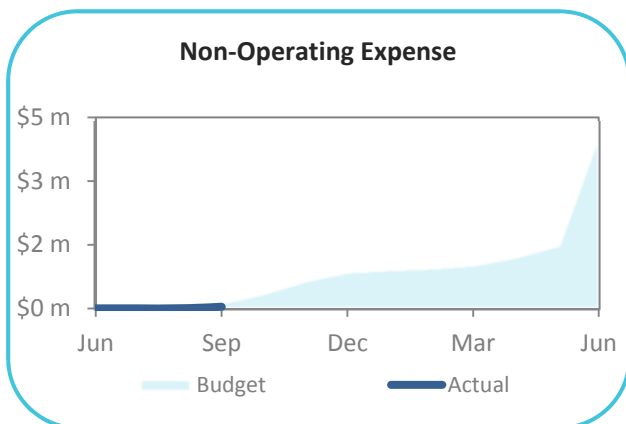
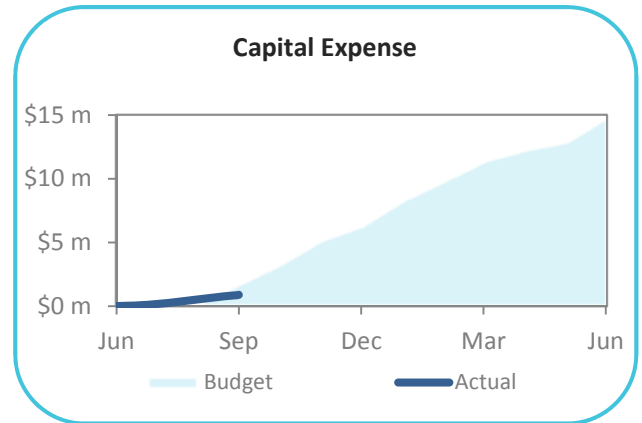
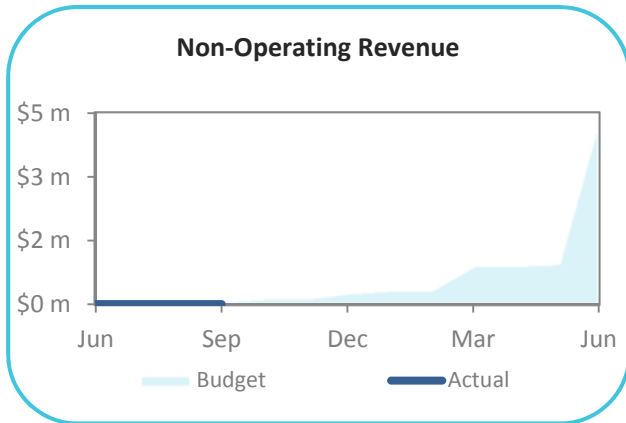
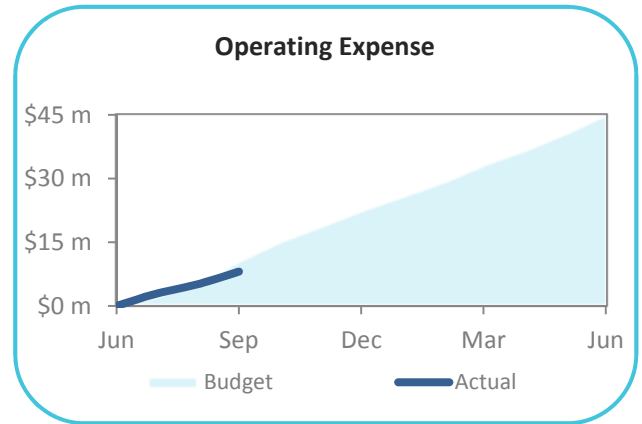
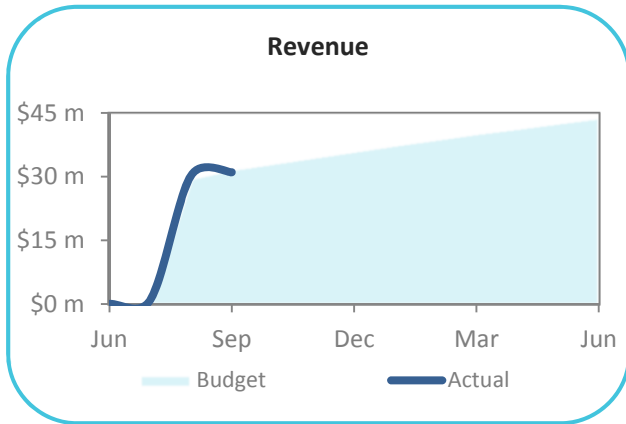
Particulars	\$	Material Variance	%	30 September 2012		
				Revised Budget	Year-to-Date Budget	Year-to-Date Actual
	\$			\$	\$	\$
<b>Revenue</b>						
<b>Chief Executive Office</b>				<b>1,000</b>	<b>249</b>	<b>2,511</b>
Chief Executive Office				0	0	920
Communications				0	0	436
Governance				0	0	945
Human Resources				1,000	249	209
<b>Business Life</b>				<b>31,911,073</b>	<b>28,957,121</b>	<b>28,939,601</b>
BLP Administration				410,646	3,414	371
Budgeting				8,972	2,241	0
Business Development				0	0	0
Corporate Funds				30,082,573	28,469,383	28,465,637
Customer Relations				0	0	0
Finance				423,761	105,897	93,466
ICT Services				0	0	241
Regulatory Services				985,121	376,186	379,886
<b>Community Life</b>				<b>6,025,021</b>	<b>1,258,262</b>	<b>1,293,322</b>
CLP Administration	55,530	▲		0	0	55,530
Active Life				22,500	5,622	0
Aqualife				3,477,222	732,882	750,766
Lifelong Learning				279,800	29,924	8,721
Neighbourhood Enrichment				214,755	53,682	33,901
Sporting Life				2,030,744	436,152	444,403
<b>Future Life / Built Life</b>				<b>637,550</b>	<b>159,330</b>	<b>195,982</b>
FLBLP Administration				50,000	12,495	125
Building	35,136	▲	56%	252,500	63,102	98,238
Strategic Planning				0	0	137
Strategic Projects				0	0	0
Urban Planning				335,050	83,733	97,481
<b>Renew Life</b>				<b>5,668,525</b>	<b>516,564</b>	<b>556,894</b>
RLP Administration				0	0	861
Asset Management				3,014,735	53,381	43,569
Fleet Management				0	0	5,171
Parks				53,629	13,401	34,191
Street Improvement				0	0	1,467
Street Operations				2,600,161	449,782	471,635
<b>Total Revenue</b>				<b>44,243,169</b>	<b>30,891,526</b>	<b>30,988,309</b>

Particulars	\$	Material Variance		30 September 2012		
				Revised Budget	Year-to-Date Budget	Year-to-Date Actual
			%	\$	\$	\$
<b>Operating Expense</b>						
<b>Chief Executive Office</b>				<b>(2,107,025)</b>	<b>(533,598)</b>	<b>(521,513)</b>
Chief Executive Office				(639,537)	(164,273)	(177,106)
Communications				(531,648)	(94,759)	(91,642)
Governance				(271,467)	(139,081)	(128,134)
Human Resources				(664,373)	(135,485)	(124,630)
<b>Business Life</b>				<b>(10,366,550)</b>	<b>(1,556,467)</b>	<b>(1,230,659)</b>
BLP Administration				(1,047,773)	(196,443)	(189,411)
Budgeting				(3,843,014)	(20,369)	0
Business Development				(261,956)	(66,773)	(57,847)
Corporate Funds	105,595	▼	290%	(758,806)	(36,459)	69,136
Customer Relations				(465,882)	(118,693)	(101,570)
Finance				(1,156,751)	(395,356)	(386,236)
ICT Services	70,651	▼	28%	(993,952)	(252,448)	(181,797)
Regulatory Services	86,993	▼	19%	(1,838,416)	(469,926)	(382,933)
<b>Community Life</b>				<b>(9,466,699)</b>	<b>(1,761,893)</b>	<b>(1,664,480)</b>
CLP Administration				(710,406)	(136,929)	(119,852)
Active Life				(77,073)	(19,603)	(9,783)
Aqualife				(3,396,642)	(731,268)	(717,749)
Lifelong Learning				(1,481,257)	(257,390)	(239,520)
Neighbourhood Enrichment				(1,520,565)	(165,568)	(145,524)
Sporting Life				(2,280,756)	(451,135)	(432,051)
<b>Future Life / Built Life</b>				<b>(3,177,536)</b>	<b>(731,492)</b>	<b>(494,790)</b>
FLBLP Administration				(610,655)	(106,916)	(82,046)
Building				(707,190)	(151,478)	(128,538)
Strategic Planning	179,471	▼	84%	(848,207)	(214,157)	(34,686)
Strategic Projects				(77,000)	(19,245)	0
Urban Planning				(934,484)	(239,696)	(249,519)
<b>Renew Life</b>				<b>(20,305,710)</b>	<b>(3,994,001)</b>	<b>(4,138,117)</b>
RLP Administration				(584,343)	(150,459)	(148,049)
Asset Management	637,796	▲	52%	(5,382,263)	(1,218,036)	(1,855,832)
Fleet Management				170,635	(77,493)	(85,518)
Parks	489,675	▼	47%	(4,231,135)	(1,038,648)	(548,973)
Street Improvement				(1,779,491)	(271,827)	(259,614)
Street Operations				(8,499,113)	(1,237,538)	(1,240,132)
<b>Total Operating Expense</b>				<b>(45,423,520)</b>	<b>(8,577,451)</b>	<b>(8,049,559)</b>

Particulars	Material Variance		30 September 2012		
			Revised Budget	Year-to-Date Budget	Year-to-Date Actual
	\$	%	\$	\$	\$
<b>Capital Expense</b>					
<b>Chief Executive Office</b>			<b>(85,700)</b>	<b>0</b>	<b>(24,063)</b>
Communications			(85,700)	0	(24,063)
<b>Business Life</b>			<b>(949,600)</b>	<b>(30,800)</b>	<b>(213)</b>
ICT Services			(910,100)	(18,300)	0
Regulatory Services			(39,500)	(12,500)	(213)
<b>Community Life</b>			<b>(1,717,600)</b>	<b>(85,000)</b>	<b>(48,171)</b>
CLP Administration			(1,250,000)	0	0
Aqualife			(135,000)	(64,000)	(47,908)
Lifelong Learning			(245,600)	(9,000)	(36)
Neighbourhood Enrichment			(13,000)	(10,000)	0
Sporting Life			(74,000)	(2,000)	(226)
<b>Renew Life</b>			<b>(12,195,100)</b>	<b>(851,700)</b>	<b>(806,116)</b>
Asset Management			(2,745,900)	(458,800)	(435,141)
Fleet Management			(1,660,100)	(207,400)	(209,810)
Parks			(1,331,800)	(85,200)	(66,660)
Street Operations			(6,457,300)	(100,300)	(94,505)
<b>Total Capital Expense</b>			<b>(14,948,000)</b>	<b>(967,500)</b>	<b>(878,563)</b>

Particulars	Material Variance	30 September 2012		
		Revised Budget	Year-to-Date Budget	Year-to-Date Actual
\$	%	\$	\$	\$
<b>Non-Operating Revenue</b>				
<b>Business Life</b>		<b>3,553,031</b>	<b>0</b>	<b>0</b>
Corporate Funds		3,553,031	0	0
<b>Renew Life</b>		<b>999,319</b>	<b>0</b>	<b>0</b>
Fleet Management		999,319	0	0
<b>Total Non-Operating Revenue</b>		<b>4,552,350</b>	<b>0</b>	<b>0</b>
<b>Non-Operating Expense</b>				
<b>Business Life</b>		<b>(4,265,186)</b>	<b>(42,876)</b>	<b>(38,016)</b>
Corporate Funds		(4,265,186)	(42,876)	(38,016)
<b>Total Non-Operating Expense</b>		<b>(4,265,186)</b>	<b>(42,876)</b>	<b>(38,016)</b>
<b>Non-Cash Items Adjustments</b>				
Profit and Loss		351,742	87,900	0
Depreciation		3,811,800	952,569	0
<b>Total Non-Cash Items Adjustments</b>		<b>4,163,542</b>	<b>1,040,469</b>	<b>0</b>
<b>Suspense Items Yet To Be Applied</b>		<b>0</b>	<b>0</b>	<b>745,843</b>
<b>Opening Surplus / (Deficit)</b>		<b>11,677,645</b>	<b>11,677,645</b>	<b>11,677,645</b>
<b>Closing Surplus / (Deficit)</b>		<b>0</b>	<b>34,021,813</b>	<b>34,445,659</b>

Graphical Representation





Particulars	Brought Forward 1 July \$	2012-2013 Revised Budget \$	Year To Date Actual \$
<b>Current Assets</b>			
Cash - Unrestricted	16,639,812	3,450,000	25,309,339
Cash - Reserves / Restricted	5,657,407	5,218,589	5,657,407
Receivables and Accruals	1,590,544	500,000	16,716,047
Inventories	48,948	50,000	48,948
	<b>23,936,711</b>	<b>9,218,589</b>	<b>47,731,741</b>
<b>Less Current Liabilities</b>			
Payables and Provisions	(6,601,659)	(4,000,000)	(7,628,675)
	<b>(6,601,659)</b>	<b>(4,000,000)</b>	<b>(7,628,675)</b>
<b>Net Current Asset Position</b>	<b>17,335,052</b>	<b>5,218,589</b>	<b>40,103,066</b>
<b>Less</b>			
Cash - Reserves / Restricted	(5,657,407)	(5,218,589)	(5,657,407)
<b>Estimated Surplus / (Deficiency) Carried Forward</b>	<b>11,677,645</b>	<b>0</b>	<b>34,445,659</b>

**Cash and Investments Analysis**

		Amount Invested \$	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings \$	Percentage of Portfolio
<b>Cash - Unrestricted</b>							
<b>Bankwest</b>	<b>A1+</b>	<b>2,945,095</b>				<b>25,021</b>	<b>10%</b>
4055134		1,814,566	4.50	62	29 Oct 12	13,870	
4055134		1,130,529	4.80	75	28 Nov 12	11,150	
<b>CBA</b>	<b>A1</b>	<b>13,162,385</b>				<b>0</b>	<b>43%</b>
At Call		13,162,385	0.00	0	31 Jul 12	0	
<b>ME Bank</b>	<b>A2</b>	<b>1,105,947</b>				<b>9,090</b>	<b>4%</b>
644792426		1,105,947	5.00	60	12 Oct 12	9,090	
<b>ING Bank</b>	<b>A1</b>	<b>1,040,847</b>				<b>8,228</b>	<b>3%</b>
108518		1,040,847	4.73	61	12 Nov 12	8,228	
<b>IMB</b>	<b>A2</b>	<b>1,055,064</b>				<b>12,487</b>	<b>3%</b>
36664		1,055,064	4.80	90	18 Dec 12	12,487	
<b>NAB</b>	<b>A2</b>	<b>2,000,000</b>				<b>14,774</b>	<b>6%</b>
14-253-7903		2,000,000	4.42	61	05 Dec 12	14,774	
<b>ANZ Bank</b>	<b>A1</b>	<b>2,000,000</b>				<b>23,585</b>	<b>6%</b>
		2,000,000	4.73	91	17 Dec 12	23,585	
<b>Westpac</b>	<b>A2</b>	<b>2,000,000</b>				<b>21,633</b>	<b>6%</b>
036037 39864		2,000,000	4.70	84	20 Dec 12	21,633	
<b>Total Cash - Unrestricted</b>		<b>25,309,339</b>				<b>114,818</b>	<b>82%</b>
<b>Cash - Restricted</b>							
<b>IMB</b>	<b>A1</b>	<b>719,045</b>				<b>8,963</b>	<b>2%</b>
36193		719,045	5.00	91	23 Oct 12	8,963	
<b>CBA</b>	<b>A1</b>	<b>903,886</b>				<b>0</b>	<b>3%</b>
At Call		903,886	0.00	0	30 Sep 12	0	
<b>ANZ Bank</b>	<b>A1+</b>	<b>3,011,756</b>				<b>68,173</b>	<b>10%</b>
11-00025		3,011,756	4.86	170	13 Aug 12	68,173	
<b>Bankwest</b>	<b>A1+</b>	<b>525,202</b>				<b>11,298</b>	<b>2%</b>
4066341		525,202	5.20	151	02 Oct 12	11,298	
<b>Westpac</b>	<b>A1+</b>	<b>497,518</b>				<b>11,219</b>	<b>2%</b>
39-4503		497,518	5.31	155	10 Jan 13	11,219	
<b>Total Cash - Restricted</b>		<b>5,657,407</b>				<b>199,307</b>	<b>18%</b>
<b>Total</b>		<b>30,966,746</b>				<b>247,689</b>	<b>100%</b>

Cash and Investments Analysis

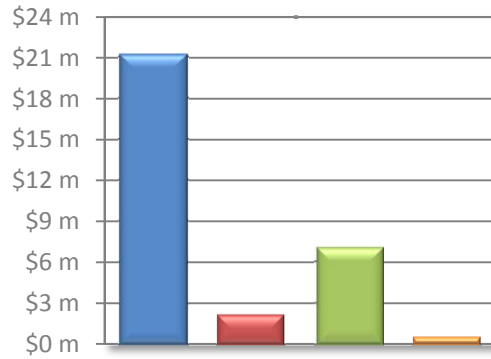
Portfolio Diversity

Institution	%
CBA	45
ANZ Bank	16
Bankwest	11
Westpac	8
NAB	6
IMB	6
ME Bank	4
ING Bank	3
	100

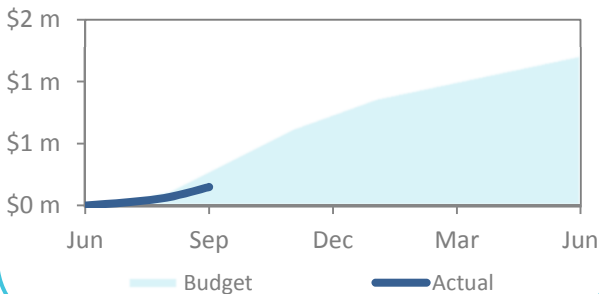


Investment Maturity Timing

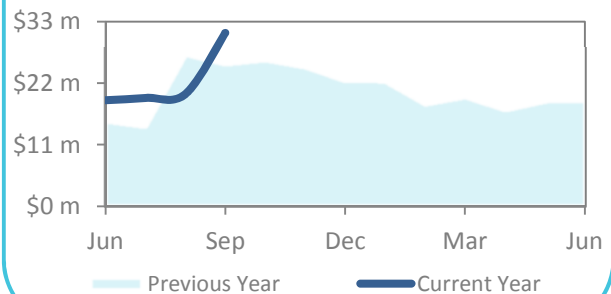
Maturity	\$
Up to 30 days	21,242,787
31 - 60 days	2,171,376
61 - 90 days	7,055,064
90+ days	497,518
	30,966,746



Interest Earnings

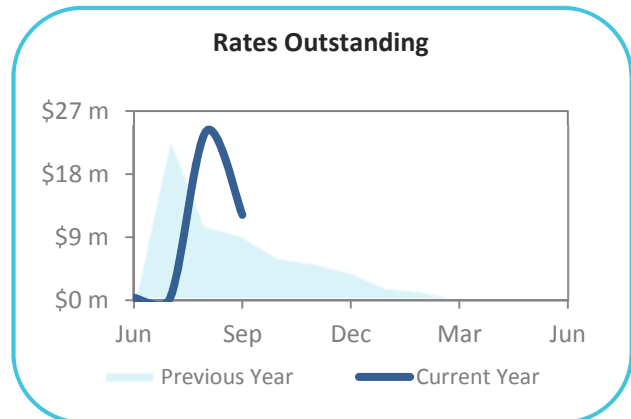


Total Cash Holdings

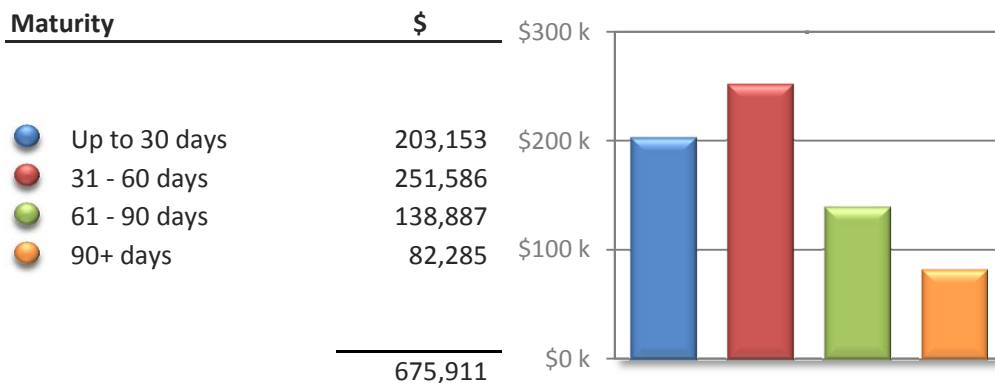


**Rates Outstanding (Not Including Deferrals or Associated Fees and Charges)**

	<b>Total</b>
Balance from Previous Year	307,038
Rates Levied - Initial	28,347,554
Rates Levied - Interims	0
<b>Total Rates Collectable</b>	<b>28,654,592</b>
Current Rates Collected To Date	13,549,966
<b>Current Rates Outstanding</b>	<b>15,104,626</b>
<b>% Rates Outstanding</b>	<b>52.7%</b>


**Sundry Debtors**

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	99,425	44,425	11,000	44,000	0
Property Rent	(5,484)	(10,008)	850		3,674
Aqualife Fees	27,070	8,952	121	(98)	18,095
Leisurelife Fees	36,999	19,390	4,585	1,432	11,592
Community Life Fees	59,831	47,412	(423)	5,992	6,850
Health Fees	31,366	7,226	22,845		1,295
Other Fees and Charges	18,405	16,511	0	1,895	0
Long Service Leave From Councils	2,366	1,388		489	489
GST Receivable	405,932	67,857	212,608	85,177	40,290
<b>Total Sundry Debtors</b>	<b>675,910</b>	<b>203,153</b>	<b>251,586</b>	<b>138,887</b>	<b>82,285</b>

**Sundry Debtor Aged Analysis**


**Grants and Contributions**

Details		Original	Revised	Receipt Status	
		Budget	Budget	Invoiced	Remaining
		\$	\$		
Access Inclusion / Seniors	Federal Government	500	500	0	500
BLP Administration	Federal Government	410,646	410,646	0	410,646
Club Development	Sport and Recreation	22,500	22,500	0	22,500
Corporate Funds	Federal Assistance	492,340	492,340	0	492,340
	Local Roads	245,140	245,140	0	245,140
Creative Arts	Sponsorship	5,000	5,000	10,500	0
Cultural Engagement	State Government	1,000	1,000	0	1,000
Engineering	Federal Black Spot	175,000	175,000	0	175,000
	Main Roads Direct	54,000	54,000	1,000	53,000
	Main Roads Black Spot	113,399	113,399	0	113,399
	Transport Authority	0	0	18,182	0
	Regional Road Group	1,731,762	1,731,762	0	1,731,762
Events and Volunteers	Lotterywest	20,000	20,000	0	20,000
	Burswood Park	32,000	32,000	0	32,000
	Music by Moonlight	20,000	20,000	0	20,000
	Sponsorship	3,000	3,000	5,423	0
Families and Youth	State Government	1,000	1,000	0	1,000
	Sport and Recreation	20,000	20,000	0	20,000
FLBLP Administration	Federal Government	50,000	50,000	0	50,000
Lifelong Learning	Book Council	500	500	600	0
	Federal Government	251,700	251,700	0	251,700
Rangers	City of Perth	7,850	7,850	0	7,850
Recreational Swimming	Sport and Recreation	3,000	3,000	0	3,000
Safer Neighbourhoods	Office of Crime Prevention	2,000	2,000	0	2,000
<b>Total Cash Deposits</b>		<b>3,662,337</b>	<b>3,662,337</b>	<b>35,705</b>	<b>3,652,837</b>

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## Reserve Funds Descriptions

The purposes for which funds have been set aside by Council, in Reserve Funds, are outlined below -

### Alternative Transport Modes

*To be used to assist fund projects that are associated with alternative modes of transport.*

### Building Improvement

*To provide funds to assist with acquisition, construction, upgrading or replacement of buildings in the Town.*

### Community Art

*To provide funds to assist with the purchase and placement of art for the Council and Community.*

### Drainage Improvement

*To provide funds to assist with the provision, upgrade, replacement or general improvement of drainage.*

### Edward Millen Reserve

*To be used to assist in improving and / or maintaining the Edward Millen Site, including the associated grounds.*

### Future Fund

*To assist in funding projects and property purchases that diversify Council's revenue streams.*

### Harold Hawthorne - Carlisle Memorial

*To assist in the replacement of major appliances / equipment and any structural repairs to these facilities.*

### Hubert Street Car Park Improvement

*To be used to assist in the upgrading of the Hubert Street Car Park facility.*

### Information Technology

*To be used to assist in the purchase, upgrade or replacement of computer software or hardware.*

### Infrastructure Improvement

*To assist in the provision, upgrade, replacement or improvement of infrastructure within road reserves.*

### Land Acquisition - Road Widening

*To be used to assist in the purchase of property and / or land required for the extension or widening of roads.*

### Lathlain Park Study

*To be used to assist in the future investigation of alternative uses for Lathlain Park.*

### Leisure Facilities

*To be used to assist in the upgrade and development of Aqualife and Leisurelife, including major plant items.*

### Lt Col Christian Garden Competition

*To be used to provide funds to assist in conducting future Spring Garden Competitions.*

### Reserve Funds Descriptions

#### Mayor Emergency Relief

*To be used to provide financial assistance to areas within Western Australia subjected to natural disaster.*

#### Peninsula Infrastructure

*To assist in the replacement of infrastructure and maintenance to public areas in the Burswood Peninsula area.*

#### Plant and Machinery

*To be used to assist in the acquisition and replacement of the Town's Plant and Machinery.*

#### Public Open Space Development

*To assist in the acquisition and development of land for additional and existing public open space.*

#### Right-Of-Way Construction

*To assist in the provision and construction of sealed right-of-ways throughout the Town.*

#### Underground Power

*To assist in the funding of projects and landscaping associated with the installation of underground power.*

#### Waste Management

*To assist in the funding of waste management and waste minimisation initiatives.*

#### Westminster Parking

*To be used to assist in the conversion of the sump in Westminster Street, near Albany Highway, into parking.*

**Reserve Funds Transactions**

	<b>Annual Opening Balance \$</b>	<b>Transfer to Reserve \$</b>	<b>Transfer from Reserve \$</b>	<b>30 September 2012 Balance Actual \$</b>	<b>Balance Budget \$</b>	<b>Annual Revised Budget \$</b>
Alternative Transport	0	0	0	0	71,859	430
Building Improvement	57,412	0	0	57,412	58,537	90,158
Community Art	405,978	0	0	405,978	409,728	647,958
Drainage Improvement	10,945	0	0	10,945	11,125	13,547
Edward Millen Reserve	969,879	0	0	969,879	990,759	1,172,188
Future Fund	0	0	0	0	0	556,743
Harold Hawthorn - Carlisle	4,355	0	0	4,355	4,355	12,450
Hubert Street Car Park	137,354	0	0	137,354	140,054	154,483
Information Technology	73,982	0	0	73,982	76,082	91,871
Infrastructure Improvement	33,956	0	0	33,956	34,106	36,055
Land Acquisition - Roads	146,419	0	0	146,419	148,609	161,865
Lathlain Park Study	86,889	0	0	86,889	88,599	97,846
Leisure Facilities	184,231	0	0	184,231	187,831	210,162
Lt Col Christian Garden	27,026	0	0	27,026	27,551	30,395
Mayor Emergency Relief	1,653	0	0	1,653	1,683	1,855
Peninsula Infrastructure	12,527	0	0	12,527	13,307	140,833
Plant and Machinery	40,211	0	0	40,211	40,991	70,813
Public Open Space	191,471	0	0	191,471	194,321	140,725
Right-Of-Way Construction	26,708	0	0	26,708	26,843	28,483
Underground Power	3,055,827	0	0	3,055,827	3,081,027	1,023,632
Waste Management	0	0	0	0	0	511,750
Westminster Parking	190,584	0	0	190,584	194,304	24,347
	<b>5,657,407</b>	<b>0</b>	<b>0</b>	<b>5,657,407</b>	<b>5,801,671</b>	<b>5,218,589</b>



## Capital Items

The following pages summarise the progress of the Capital Items.

For the purposes of these pages, the following indicators have been used -

### Item Timing

This relates to how the item is tracking time-wise and is displayed using the following indicators -

<input checked="" type="checkbox"/>	Behind
<input type="checkbox"/>	On-Track
<input checked="" type="checkbox"/>	In-Front

### Budget Status

This relates to how the item is costing against the Revised Budget and is displayed using the following indicators -

<input checked="" type="checkbox"/>	Over budget
<input type="checkbox"/>	On budget
<input checked="" type="checkbox"/>	Under budget

### Completion Stage

This relates to where the item is currently, in terms of completion, and is displayed using the following indicators -

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Not commenced
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Commenced
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Half-way completed
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Nearing completion
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Completed

### Capital Items

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Buildings</b>				<b>4,213,400</b>	<b>475,525</b>
<b>Aqualife</b>				<b>100,000</b>	<b>45,377</b>
<b>Aqualife Centre</b>					
Air Handling Unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■ ■ ■ ■ ■	60,000	45,377
Café Flooring	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	6,000	0
Function Room and Gym Painting	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	15,000	0
Office Window Tinting	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	4,000	0
Re-Tiling of Pools	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	15,000	0
<b>Asset Management</b>				<b>2,740,900</b>	<b>430,148</b>
<b>Council Administration</b>					
Compactus and Archival Modification	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	70,000	0
Customer Service Counter Upgrade	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	204,000	1,555
Main Switchboard Upgrade	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	173,200	960
Minutes Room Shelving	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	2,500	0
Public Noticeboard Awning	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	2,000	0
<b>Council Depot</b>					
Facility Upgrade	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	910,000	274,535
<b>Digital Hub (Former TAB)</b>					
Building Refurbishment Works (NBN)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	88,100	121,148
Building Refurbishment Works	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	230,900	13,142
<b>East Victoria Park RSL</b>					
Building Extensions	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	35,800	0
<b>Edward Millen</b>					
Facility Upgrade	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	157,800	10,484
<b>Facilities To Be Determined</b>					
Renewal Works Allowance	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	20,800	6,800
Office Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	45,000	0
Renewal Works Allowance	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	670,700	0
<b>Harold Hawthorne Senior Centre</b>					
Toilets Renewal	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	20,800	0

### Capital Items

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Higgins Park Clubrooms</b>					
Building Extensions and Storage	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	39,900	1,524
<b>Kensington PCYC</b>					
Ceiling Replacement	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	17,400	0
<b>Liddell Dental Clinic</b>					
Outdoor Area Construction	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	52,000	0
<b>CLP Administration</b>				<b>1,250,000</b>	<b>0</b>
<b>Multi-Purpose Sports</b>					
Facility Concept and Design	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	1,250,000	0
<b>Lifelong Learning</b>				<b>51,500</b>	<b>0</b>
<b>Library</b>					
Carport Construction	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	15,000	0
Replace Carpet	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	36,500	0
<b>Sporting Life</b>				<b>71,000</b>	<b>0</b>
<b>Leisurelife Centre</b>					
Alarm System	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	71,000	0

**Capital Items**

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Plant / Machinery</b>				<b>1,847,600</b>	<b>209,810</b>
<b>Aqualife</b>				<b>20,000</b>	<b>0</b>
<b>Aqualife Centre</b>					
Plant Room Pump Replacement	☐	☐	■☐☐☐	20,000	0
<b>Fleet Management</b>				<b>1,660,100</b>	<b>209,810</b>
<b>Light Fleet</b>					
Asset Management - 182-VPk	☐	☐	■☐☐☐	23,000	0
BLP Administration - 101-VPk	☐	☐	■☐☐☐	46,000	0
BLP Administration - New	☐	☐	■☐☐☐	33,000	0
Building - 104-VPk	☐	☐	■☐☐☐	30,500	0
Chief Executive Office - 0-VPk	☐	☐	■☐☐☐	54,000	0
FLBLP Administration - 102-VPk	☐	☐	■☐☐☐	46,000	0
Human Resources - 174-VPk	☐	☐	■■☐☐	33,000	0
Parks - 148-VPk	☐	☐	■☐☐☐	33,000	0
Parks - 184-VPk	☐	☐	■☐☐☐	30,500	0
Regulatory Services - 115-VPk	☐	☐	■☐☐☐	23,000	0
Regulatory Services - 122-VPk	☐	☐	■☐☐☐	39,000	0
Regulatory Services - 127-VPk	☐	☐	■☐☐☐	39,000	0
Regulatory Services - 163-VPk	☐	☐	■☐☐☐	23,000	0
Strategic Planning - 180-VPk	☐	☐	■☐☐☐	30,500	0
Street Operations - 111-VPk	☐	☐	■☐☐☐	33,000	0
Street Operations - 117-VPk	☐	☐	■☐☐☐	30,500	0
Street Operations - 135-VPk	☐	☐	■☐☐☐	33,000	0
Street Operations - 141-VPk	☐	☐	■☐☐☐	39,000	0
Street Operations - 144-VPk	☐	☐	■☐☐☐	39,000	0
Street Operations - 185-VPk	☐	☐	■☐☐☐	33,000	0
Urban Planning - 105-VPk	☐	☐	■☐☐☐	33,000	0
Urban Planning - 169-VPk	☐	☐	■☐☐☐	23,000	0
Urban Planning - 173-VPk	☐	☐	■☐☐☐	23,000	0
<b>Major Plant</b>					
Light Truck - 130-VPk	☐	☐	■■■■	50,000	33,660
Light Truck - 161-VPk	☐	☐	■■■☐	77,200	0
Loader Backhoe - 140-VPk	☐	☐	■■■■	177,400	176,150
Skid Steer - 170-VPk	☐	☐	■☐☐☐	80,000	0
Sweeper - 136-VPk	☐	☐	■☐☐☐	160,000	0
Sweeper - 162-VPk	☐	☐	■☐☐☐	345,500	0

**Capital Items**

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Parks</b>				<b>8,100</b>	<b>0</b>
<b>Minor Plant</b>					
Blower	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	500	0
Blower	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	500	0
Blower	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	500	0
Blower	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	500	0
Blower	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	500	0
Blower	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	500	0
Blower	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	500	0
Mower / Slasher	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	1,400	0
Saw	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	1,200	0
Trimmer / Cutter	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	1,000	0
Trimmer / Cutter	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	1,000	0
<b>Street Operations</b>				<b>159,400</b>	<b>0</b>
<b>Minor Plant</b>					
Cleaner	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	3,200	0
Compactor Plate	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	1,400	0
Compactor Plate	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	1,500	0
Custom Made Trailer - 154-VPk	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	35,000	0
Saw	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	1,300	0
Saw	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	1,200	0
<b>Waste Bins</b>					
24 Litre Waste / Recycling Bins	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	115,800	0

**Capital Items**

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Furniture / Equipment</b>				<b>1,265,400</b>	<b>32,063</b>
<b>Aqualife</b>				<b>15,000</b>	<b>0</b>
<b>Aqualife Centre</b>					
Shade Sails for Playground	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	15,000	0
<b>Asset Management</b>				<b>5,000</b>	<b>4,994</b>
<b>Council Administration</b>					
Replacement Dishwasher	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	5,000	4,994
<b>Communications</b>				<b>85,700</b>	<b>24,063</b>
<b>Information Technology</b>					
Website Development	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	85,700	24,063
<b>ICT Services</b>				<b>910,100</b>	<b>0</b>
<b>Information Technology</b>					
Agendas and Minutes Software	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	46,000	0
Authority e-Services Software	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	37,800	0
Computer Systems - New	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	34,300	0
Computer Systems - Renewal	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	133,300	0
Corporate Systems Annual Payment	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	105,200	0
Corporate Systems Upgrade / Expansion	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	81,300	0
Customer Service Contact Software	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	50,000	0
Customer Service Knowledge Base	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	15,000	0
Legacy System Migration	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	36,000	0
NBN e-Records Software / Integration	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	208,900	0
NBN Online Applications Software	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	76,700	0
NBN Video Conferencing and GIS	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	30,600	0
Remote Access Project	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	55,000	0

**Capital Items**

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Lifelong Learning</b>				<b>194,100</b>	<b>36</b>
<b>History</b>					
Written History of the Town	☐	☐	■ ■ ☐ ☐	69,400	36
<b>Information Technology</b>					
Digital Hub NBN Equipment	☐	☐	■ ■ ☐ ☐	83,300	0
Digital Hub NBN Furniture	☐	☐	■ ■ ☐ ☐	26,700	0
Digital Hub NBN Infrastructure	☐	☐	■ ■ ☐ ☐	7,700	0
<b>Shelving</b>					
Bookshelves with Lockable Glass Doors	☐	☐	■ ☐ ☐ ☐	7,000	0
<b>Neighbourhood Enrichment</b>				<b>13,000</b>	<b>0</b>
<b>Public Art</b>					
Public Art Project 7	☐	☐	■ ☐ ☐ ☐	10,000	0
Victoria Park Art Award Purchases	☐	☐	■ ☐ ☐ ☐	3,000	0
<b>Regulatory Services</b>				<b>39,500</b>	<b>213</b>
<b>Information Technology</b>					
Portable Systems and Communications	☐	☐	■ ☐ ☐ ☐	39,500	213
<b>Sporting Life</b>				<b>3,000</b>	<b>2,757</b>
<b>Leisurelife Centre</b>					
Reception Seating and Wall Signage	☐	☐	■ ☐ ☐ ☐	3,000	2,757

**Capital Items**

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Roads</b>				<b>3,804,300</b>	<b>15,463</b>
<b>Street Operations</b>				<b>3,804,300</b>	<b>15,463</b>
<b>Road Improvements</b>					
Berwick Street / Hillview Terrace Mods	☐	☐	■☐☐☐	581,900	5,640
Bishopsgate Street Traffic Calming	☐	☐	■☐☐☐	109,900	0
Cohn Street / Harris Street Islands	☐	☐	■☐☐☐	83,700	0
Colombo Street / Hordern Street Islands	☐	☐	■☐☐☐	66,600	0
Devenish Street / Sussex Street Intersect	☐	☐	■■☐☐	70,100	0
Forward Street / Swansea Street Intersec	☐	☐	■☐☐☐	562,300	0
Hayman Road / Kent Street Pre Deflects	☐	☐	■☐☐☐	628,300	0
Manchester Street / Hordern Street Inter	☐	☐	■■☐☐	200,900	5,853
Mint Street / Carnarvon Street Kerbs	☐	☐	■☐☐☐	19,700	0
<b>Road Resurfacing and Modification</b>					
Albany Highway - McMillan / Rathay	☐	☐	■☐☐☐	335,900	0
Archer Street - Beatty / Bishopsgate	☐	☐	■☐☐☐	170,500	0
Bank Street - Mint / Oats	☐	☐	■☐☐☐	340,200	0
Bolton Avenue - Northbound	☐	☐	■☐☐☐	102,100	0
Bolton Avenue - Southbound	☐	☐	■☐☐☐	92,700	0
Devenish Street - Basinghall / Kent	☐	☐	■☐☐☐	125,600	0
Hubert Street - Somerset / Dane	☐	☐	■☐☐☐	313,900	3,970
<b>Pathways</b>				<b>917,600</b>	<b>5,724</b>
<b>Street Operations</b>				<b>917,600</b>	<b>5,724</b>
<b>New Pathways</b>					
Charles Patterson Reserve Dual Use	☐	☐	■☐☐☐	372,800	0
Hillview Terrace Pathway	☐	☐	■☐☐☐	125,000	0
Jarrah Road Bicycle Lanes and Medians	☐	☐	■☐☐☐	289,000	5,724
New Works Allowance	☐	☐	■☐☐☐	130,800	0



**Capital Items**

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Drainage</b>				<b>708,100</b>	<b>2,880</b>
<b>Street Operations</b>				<b>708,100</b>	<b>2,880</b>
<b>Drainage Renewal</b>					
Asphalt Resurfacing Drainage Works	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	187,700	0
Bishopsgate Street Low Point	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	157,000	0
McMillan Street Regrading Works	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	56,300	2,880
<b>New Drainage</b>					
Albany Highway and Oats Street	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	33,600	0
Berwick Street and Whittlesford Street	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	73,500	0
Oswald Street and Hordern Street	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	26,300	0
Right-Of-Way 146A Planet Street	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	52,500	0
Tuam Street	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	26,300	0
Various Masterplan Works	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	94,900	0
<b>Other Assets</b>				<b>559,400</b>	<b>70,438</b>
<b>Street Operations</b>				<b>559,400</b>	<b>70,438</b>
<b>Street Furniture</b>					
Drinking Fountains Hawthorne Reserve	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	7,800	0
New Bus Shelters	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	67,400	0
Christmas Decorations and Lighting	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	186,900	45,405
Street Furniture and Decorative Lighting	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	52,400	0
Renewal of Seats	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	19,400	0
Retaining Walls Memorial Park	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	15,200	0
Upgrading of Signage	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	23,000	4,720
<b>Street Signs and Lighting</b>					
New Street Lighting	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	107,600	0
Upgrading of Street Signs	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	27,500	6,638
<b>Carparks and Right-Of-Ways</b>					
Upgrade Right-Of-Way 78	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	17,400	13,675
Westminster Sump Car Park Widening	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	17,400	0
Universal Access	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	17,400	0

**Capital Items**

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Parks</b>				<b>1,323,700</b>	<b>66,660</b>
<b>Parks</b>				<b>1,323,700</b>	<b>66,660</b>
<b>Play Equipment and Shade Sails</b>					
Carlisle Reserve Replace Shade Sails	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	19,400	0
McCallum Park Exercise Equipment	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	80,000	0
Read Park Shade Sails	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	25,900	0
<b>Park Fencing and Lighting</b>					
McCallum Park / Taylor Reserve Bollards	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	79,100	0
Parnham Reserve Lighting Tower	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	38,900	0
Raphael Park Lighting Renewal	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	58,100	0
Raphael Park Lighting Upgrade	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	58,100	0
Read Park Bollards Upgrade	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	10,100	0
<b>Park Improvements</b>					
Active Reserves Hydrozoning	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	34,300	0
Hawthorne Reserve Pathways	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	29,200	0
Kensington-Hillview Bushland Enhance	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	17,500	0
Lathlain Park Precinct Masterplan	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	343,600	43,814
Taylor Reserve Crossovers	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	6,500	0
<b>Playing Surfaces</b>					
Fletcher Park Practice Nets	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ □	7,800	0
Harold Rossiter Practice Nets	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ □	7,800	0
Raphael Park Practice Nets	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ □	7,100	0
<b>Reticulation Systems</b>					
Central Reticulation Control System	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	8,400	2,844
John MacMillan Park Upgrade	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	19,000	0
McCallum Park Reticulation	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	159,700	0
Carlisle Reserve / Harold Rossiter Bores	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	55,000	0
<b>Street Trees and Landscaping</b>					
George Street Revegetation	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	55,000	0
Tree Plan 2012-2013	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	33,000	20,002
Shepperton Road Entry Statement	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	151,400	0
Albany Highway Entry Statement	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	18,800	0

**Budget Amendments - Summary**

Pursuant to Section 6.8 of the *Local Government Act 1995* the following Budget Amendments have occurred -

*There have been no Budget Amendments to 30 September 2012.*

