

Ordinary Council Meeting

27 February 2019

Minutes



Members of the public who attend Council meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

Agendas and Minutes are available on the City's website www.kwinana.wa.gov.au

Vision Statement

***Kwinana 2030
Rich in spirit, alive with opportunities,
surrounded by nature - it's all here!***

Mission

**Strengthen community spirit, lead
exciting growth, respect the environment
- create great places to live.**



We will do this by -

- providing strong leadership in the community;
- promoting an innovative and integrated approach;
- being accountable and transparent in our actions;
- being efficient and effective with our resources;
- using industry leading methods and technology wherever possible;
- making informed decisions, after considering all available information; and
- providing the best possible customer service.

Values

We will demonstrate and be defined by our core values, which are:

- Lead from where you stand - Leadership is within us all.
- Act with compassion - Show that you care.
- Make it fun - Seize the opportunity to have fun.
- Stand Strong, stand true - Have the courage to do what is right.
- Trust and be trusted - Value the message, value the messenger.
- Why not yes? - Ideas can grow with a yes.

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Present:

MAYOR CAROL ADAMS
 DEPUTY MAYOR P FEASEY
 CR W COOPER
 CR S LEE
 CR S MILLS
 CR M ROWSE
 CR D WOOD

MS J ABBISS	-	Chief Executive Officer
MRS M COOKE	-	Director City Regulation
MS C MIHOVLOVICH	-	Director City Strategy
MRS B POWELL	-	Director City Engagement
MR D ELKINS	-	Director City Infrastructure
MS M BELL	-	Director City Legal
MRS S WILTSHIRE	-	Manager Human Resources
MR T HOSSEN	-	Lawyer
MS A MCKENZIE	-	Council Administration Officer

Members of the Press	0
Members of the Public	0

1 Declaration of Opening:

Presiding Member declared the meeting open at 7:00pm and welcomed Councillors, City Officers and gallery in attendance and read the Welcome.

“IT GIVES ME GREAT PLEASURE TO WELCOME YOU ALL HERE AND BEFORE COMMENCING THE PROCEEDINGS, I WOULD LIKE TO ACKNOWLEDGE THAT WE COME TOGETHER TONIGHT ON THE TRADITIONAL LAND OF THE NOONGAR PEOPLE”

2 Prayer:

Councillor Sandra Lee read the Prayer

“OH LORD WE PRAY FOR GUIDANCE IN OUR MEETING. PLEASE GRANT US WISDOM AND TOLERANCE IN DEBATE THAT WE MAY WORK TO THE BEST INTERESTS OF OUR PEOPLE AND TO THY WILL. AMEN”

3 Apologies/Leave(s) of Absence (previously approved)**Apologies**

Nil

Leave(s) of Absence (previously approved):

Councillor Merv Kearney from 19 February 2019 to 5 March 2019.

4 Public Question Time:

Nil

5 Applications for Leave of Absence:

Nil

6 Declarations of Interest by Members and City Officers:

Mayor Carol Adams declared an impartiality interest in item 17.1, City of Kwinana Enterprise Agreement due to her sister being an employee of the City of Kwinana and the item is in respect to the City's Enterprise Agreement.

7 Community Submissions:

Nil

8 Minutes to be Confirmed:

8.1 Ordinary Meeting of Council held on 13 February 2019:

COUNCIL DECISION

399

MOVED CR S MILLS

SECONDED CR M ROWSE

That the Minutes of the Ordinary Meeting of Council held on 13 February 2019 be confirmed as a true and correct record of the meeting.

**CARRIED
7/0**

9 Referred Standing / Occasional / Management / Committee Meeting Reports:

Nil

10 Petitions:

Nil

11 Notices of Motion:

Nil

12 Reports - Community

Nil

13 Reports - Economic

Nil

14 Reports - Natural Environment

Nil

15 Reports - Built Infrastructure

15.1 Adoption of Local Development Plan (1A), Stage 1 Apsley Estate, Mandogalup West

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

A draft Local Development Plan (LDP) (1A) for Stage 1 Apsley Estate, Mandogalup West, has been received for consideration under the City of Kwinana's Local Planning Scheme No.2 (LPS2) (refer Attachment A for Location Plan). The draft LDP is located on Lot 682 Rowley Road, Mandogalup.

The draft LDP (refer Attachment B) sets out design requirements for the development of the lots indicated within the LDP boundaries. These requirements apply in addition to standard LPS2 and State Planning Policy 3.1 Residential Design Codes of Western Australia (R-Codes) requirements and permit certain variations in order to achieve a desired built form outcome.

Subdivision approval was granted for Lot 682 Rowley Road, Mandogalup (Apsley Estate) by the Western Australian Planning Commission (WAPC) on 22 June 2018 with a condition requiring the preparation of an LDP for the subject lots (plan of approved subdivision as per Attachment C).

The draft LDP is considered against four key local planning policies:

- Local Planning Policy No. 1 – Landscape Feature and Tree Retention (LPP1);
- Local Planning Policy No. 2 – Streetscapes (LPP2);
- Local Planning Policy No. 7 – Uniform Fencing (LPP7); and
- Local Planning Policy No.8 – Designing Out Crime (LPP8).

In respect to LPP1, the City's Environment and Engineering Departments have been liaising with the proponent for some time to identify trees to be retained in this subdivision area. While no existing trees are being retained within this LDP, trees are to be retained as part of other stages (refer to Attachments C – E).

In this respect, it is important to note that the City has previously sought the consideration of the Environmental Protection Authority (EPA) in regards to its level of assessment of the clearing of the Banksia Woodland for development on Lot 682 Rowley Road, Mandogalup as per Council resolution #141 of 24 April 2018. This followed the listing of the Banksia Woodland as a Threatened Ecological Community (TEC) by the Federal Government. The EPA subsequently determined not to formally assess the clearing or, in effect, review previous decision making under the planning legislation. Subsequently, the Western Australian Planning Commission (WAPC) supported the subdivision of the land for development. This draft LDP is a requirement of the subdivision.

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN (1A), STAGE 1 APSLEY ESTATE, MANDOGALUP WEST

LPP2 focuses on improved streetscapes across the City and places emphasis on road design, the provision of new street trees and landscaping as well as built form outcomes. The draft LDP includes relevant built form design provisions relating to garage setbacks, dwelling façade treatment, fencing and the location of street trees. Engineering drawings for Stage 1 have been lodged in conjunction with the draft LDP. The City's Engineering Department has reviewed both documents and is satisfied that these documents comply with the requirements of LPP2.

LPP7 sets out the minimum requirements for uniform fencing for lots that abut certain categories of road. The draft LDP identifies lots that require uniform fencing as per LPP7 along Goldwyer Drive.

LPP8 sets out designing out crime considerations for LDPs. The draft LDP responds to the requirements of LPP8 in that all future dwellings on these lots are required to have habitable rooms addressing both the primary and secondary streets to provide passive surveillance.

All lots within this stage are subject to a Bushfire Management Plan (BMP), and require a Bushfire Attack Level (BAL) assessment and certification at the building permit stage.

The draft LDP (refer Attachment B) has been assessed and supported by City Officers and is recommended for approval.

OFFICER RECOMMENDATION:

That Council approves the Local Development Plan (1A) for Stage 1, Apsley Estate, Mandogalup West (as per Attachment B), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

DISCUSSION:**Land Status**

Local Planning Scheme No 2:

Residential R30

Metropolitan Region Scheme:

Urban

Background

The draft LDP (refer Attachment B) has been specifically required as a condition of the WAPC's subdivision approval for the subject land. This draft LDP sets out design requirements for the development of the lots indicated within the LDP boundaries within the Stage 1 area. These requirements apply in addition to standard LPS2 and R-Codes requirements and will permit certain variations in order to achieve an optimal form of development.

Subdivision approval was granted for Lots 52 and 682 Rowley Road, Mandogalup (Apsley Estate) by the WAPC (WAPC Ref: 155567) on 22 June 2018 with a condition requiring the preparation of an LDP for the subject lots.

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN (1A), STAGE 1 APSLEY ESTATE, MANDOGALUP WEST

Planning Assessment of Draft LDP

Local Planning Policy No. 1 - Landscape Feature and Tree Retention Policy

In respect to LPP1, the City's Environment and Engineering Departments have been liaising with the proponent for some time to identify trees to be retained in this subdivision area. While no existing trees are being retained within this LDP, trees are to be retained as part of other stages.

Due to the levels proposed for the site, the retention of existing trees was restricted and there are minimal trees capable of retention within the streetscapes of the subdivision area. The majority of the trees to be retained are located within the Public Open Space (POS) areas to the east and south of the draft LDP area (refer to Attachment C). Additionally existing trees have been identified for retention within the streetscape adjacent to the POS along Goldwyer Drive (refer Attachments D and E).

It is important to note that the City has previously sought the consideration of the Environmental Protection Authority (EPA) in regards to its level of assessment of the clearing of the Banksia Woodland for development on Lot 682 Rowley Road, Mandogalup as per Council resolution #141 of 24 April 2018. This followed the listing of the Banksia Woodland as a Threatened Ecological Community (TEC) by the Federal Government. The EPA subsequently determined not to formally assess the clearing or, in effect, review previous decision making under the planning legislation. Subsequently, the Western Australian Planning Commission (WAPC) supported the subdivision of the land for development. This draft LDP is a requirement of the subdivision approval.

Local Planning Policy No. 2 - Streetscapes

As discussed, LPP2 focuses on improved streetscapes across the City and places an emphasis on road design, the provision of new street trees and landscaping as well as built form outcomes.

The engineering drawings for Stage 1 of the subdivision have been reviewed and supported by the City's Engineering Department. The engineering drawings comply with LPP2 in terms of road infrastructure, location of footpaths and sufficient road reserve widths to accommodate street trees. As required by LPP2, all proposed new street trees have been identified on the draft LDP to ensure that the tree locations are available to prospective purchasers and builders. In conjunction with the engineering drawings, the draft LDP itself has been reviewed by the City's Engineering Department and is supported.

In respect to building articulation and garage setbacks LPP2 refers to the following;

Dwelling facade treatment

All dwellings to provide an appropriate, high quality design interface with the surrounding streetscape, through the use of at least three of the following architectural design features:

- 1. Articulation in dwelling facade (i.e. varied wall setbacks);*
- 2. A minimum of two building materials, colours and/or finishes (E.g. render, brick, cladding);*
- 3. Major habitable room openings incorporating large windows to provide surveillance;*
- 4. Roof forms that incorporate gables;*
- 5. A balcony, portico, or verandah; or*
- 6. A built in planter box.*

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN (1A), STAGE 1 APSLEY ESTATE, MANDOGALUP WEST

The draft LDP complies with LPP2 as the dwelling facade treatment provision has been incorporated into the LDP for all lots. Compliance with these provisions will ensure that all dwellings constructed within this LDP area will provide the desired design interface with the surrounding streetscape.

Fencing

1. *Cohesive and consistent fencing is to be constructed by the developer along the front boundaries of all of the proposed lots with vehicle access from a rear laneway.*
2. *For all rear-loaded lots, a ground level height difference of between 300mm and 600mm between the front boundary and the street is encouraged.*
3. *Front fences within the primary street setback being visually permeable above 0.9m to a maximum height of 1.2m above natural ground level.*
4. *For secondary street boundaries, fencing shall be visually permeable above 1200mm behind the primary street setback, for a minimum length of 3m behind the truncation with a habitable room addressing the street.*

While the draft LDP does not contain any laneway lots, the provisions for visually permeable fencing for front fences and fencing along the secondary streets located within the front setback, have been included on the draft LDP.

Garages

LPP2 requires that where footpaths adjoin the property boundary, garages be setback a minimum of 4.5m from that boundary. The intent of the setback is to ensure that vehicles parked in the driveway would not obstruct the footpath. The footpaths within the draft LDP area are boundary aligned, and as such, the draft LDP includes a provision requiring a minimum 4.5m garage setback for all lots from the property boundary.

Local Planning Policy No.7 – Uniform Fencing

LPP7 requires that uniform fencing be provided for lots abutting a Primary or Other Regional Road, or any other Category of Road with a 'Neighbourhood Connector A' or higher classification.

Goldwyer Drive is classified as 'Neighbourhood Connector A' under Liveable Neighbourhoods Operational Policy and as such, lots that abut this road are required to have uniform fencing constructed as per LPP7. The draft LDP identifies Lots 205, and 208 as being subject to uniform fencing provisions.

Local Planning Policy No. 8 – Designing Out Crime

LPP8 sets out design guidelines to be implemented during the design and assessment of LDPs. Designing out crime considerations for LDPs should take into account building orientation and surveillance. Most lots contained within the draft LDP area have direct road frontage with the Grouped Housing site having rear access from Horrocks Street. The draft LDP provisions require that all dwellings address the primary and secondary street frontages through the provision of habitable rooms with large windows to provide surveillance. This accords with Council's LPP8.

In addition, all front fences within the primary street setback are required to be visually permeable above 0.9m to a maximum height of 1.2m above the natural ground level. For secondary street boundaries, fencing is required to be visually permeable above 1.2m behind the primary street setback, for a minimum length of 3m behind the truncation. All future dwellings on these lots are required to have habitable rooms addressing both the primary and secondary streets to provide passive surveillance.

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN (1A), STAGE 1 APSLEY ESTATE, MANDOGALUP WEST

Bushfire Management

All lots within this stage of development are subject to a Bushfire Management Plan (BMP) and, as such, have been identified on the draft LDP. A BAL assessment and certification will be required for all lots at the building permit stage.

Conclusion

The draft LDP will be a single point of reference that will provide clarity and certainty to builders, property owners and City Officers. The City has assessed the provisions and requirements of the draft LDP and is supportive on the basis that it is consistent with the Council's relevant Local Planning Policies and similar LDPs approved throughout the City.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering a financial or impartiality interest only, the landowners are Mandogalup Land Development Pty Ltd and Jeffrey and Grete White and the applicant is RobertsDay.

The following strategic and policy based documents were considered in assessing the application;

Legislation

Planning and Development (Local Planning Schemes) Regulations 2015

Schemes

Metropolitan Region Scheme; and
City of Kwinana Local Planning Scheme No. 2.

Local Planning Policies

Local Planning Policy No. 1 – Landscape Feature and Tree Retention;
Local Planning Policy No. 2 – Streetscapes;
Local Planning Policy No. 7 – Uniform Fencing; and
Local Planning Policy No. 8 – Designing Out Crime.

State Government Policies

State Planning Policy No. 3.1 (Residential Design Codes of Western Australia);
State Planning Policy No. 3.7 – Planning in Bushfire Prone Areas; and
Liveable Neighbourhoods Operational Policy.

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications as a result of this application.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications as a result of this application.

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN (1A), STAGE 1 APSLEY ESTATE, MANDOGALUP WEST

ENVIRONMENTAL IMPLICATIONS:

With regard to Environmental implications, the City has previously sought the consideration of the EPA in regard to the level of assessment of the clearing of the Banksia Woodland for development on Lot 682 Rowley Road, Mandogalup.

On 24 April 2018 Council resolved to refer the subdivision application to the EPA for a formal Environmental Impact Assessment under the *Environmental Protection Act 1986* (EP Act) due to concerns of impacts on the Commonwealth listed TEC 'Banksia woodland on the Swan Coastal Plain'.

In response, the Minister for Environment advised that Lot 682 is within the Jandakot Structure Plan Cell 1 area and Urban planning for the area has been undertaken over the past two decades, with the area being rezoned for this purpose through amendments to the Metropolitan Region Scheme (MRS) and the City's Local Planning Scheme.

In 2006, the EPA decided not to formally assess the MRS amendment from 'rural' to 'urban deferred'. In addition, in 2011, the then Office of the Environmental Protection Authority (OEPA), provided advice to the WAPC stating that it had no objection to the 'lifting of urban deferment'. The decision by the EPA not to assess the amendment was based on the consideration that potential environmental impacts could be adequately managed through the statutory planning processes. The OEPA did consider the site-specific environmental factors of Lot 682, at the time of providing advice to the WAPC.

In 2014, the Commonwealth gave approval under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) for the clearing of up to 38.7 hectares of Black Cockatoo foraging and breeding habitat on Lot 682. This approval was subject to various conditions. In 2016, the Commonwealth listed Banksia woodland on the Swan Coastal Plain as a TEC, under the EPBC Act, which follows the EPA's consideration of the Scheme Amendment and the approval given for Lot 682, by the Commonwealth under the EPBC Act.

The Structure Plan for the area identifies that the majority of the Banksia woodland on the lot will be cleared for urban development and this Structure Plan was endorsed by the City of Kwinana in March 2017 and by WAPC in March 2018. This endorsement followed the Commonwealth's decision on the listing of the Banksia woodland on the Swan Coastal Plain as a TEC. The Minister for Environment considered that by endorsing the Structure Plan, the City of Kwinana and WAPC had regard to the advice provided by the EPA in 2006, and the OEPA in 2011, as well as the Commonwealth listing of the Banksia woodland as a TEC.

Given this information, the Minister considered that environmental impacts from the proposal had already been adequately considered by the EPA, WAPC and the Commonwealth and decided not to refer the proposed subdivision to the EPA for formal assessment under the EP Act. Subsequently the subdivision application was supported and approved by the WAPC.

However, it should be noted the City Officers continued to work with the developer to ensure the retention of good quality existing trees within the subdivision area. These trees were identified on site by the City's Environment Department and marked for retention. The draft LDP does not indicate any existing trees to be retained as none were identified for retention within the draft LDP area. However, the draft LDP does identify additional street trees, which will be required for all lots.

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN (1A), STAGE 1 APSLEY ESTATE, MANDOGALUP WEST**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following outcome and objective detailed in the Strategic Community Plan.

Plan	Outcome	Objective
Strategic Community Plan	A well planned City.	4.4 Create diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity.

COMMUNITY ENGAGEMENT:

The draft LDP was prepared by the developer and the lots have not yet been created (and remain in the ownership of the developer). The draft LDP was not advertised as it is not considered to adversely affect any owners or occupiers within the area covered by the plan or an adjoining area. The application is considered to be of low impact and would only affect the current landowners.

PUBLIC HEALTH IMPLICATIONS

The proposal has the potential to contribute to a negative impact on Environmental Quality through loss of an area of TEC Banksia Woodland but will help improve Neighbourhood Amenity through the provision of quiet building design and BAL construction requirements.

RISK IMPLICATIONS:

The risk implications in relation to this proposal are as follows:

Risk Event	Appeal of Council's decision on the draft LDP.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements. Providing inaccurate advice/ information.
Risk Effect/Impact	Reputation Compliance
Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Possible

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN (1A), STAGE 1 APSLEY ESTATE, MANDOGALUP WEST

Rating (before treatment)	Low
Response to risk treatment required/in place	Work instructions in place and checklists used when assessing the application. Consideration of the application within the statutory timeframes. Compliance of the proposal with Local Planning Scheme No.2, R-Codes, Lot 682 and 52 Rowley Road, Mandogalup Local Structure Plan, Bushfire Guidelines and relevant Policies. Liaising with the applicant throughout the application process.
Rating (after treatment)	Low

COUNCIL DECISION

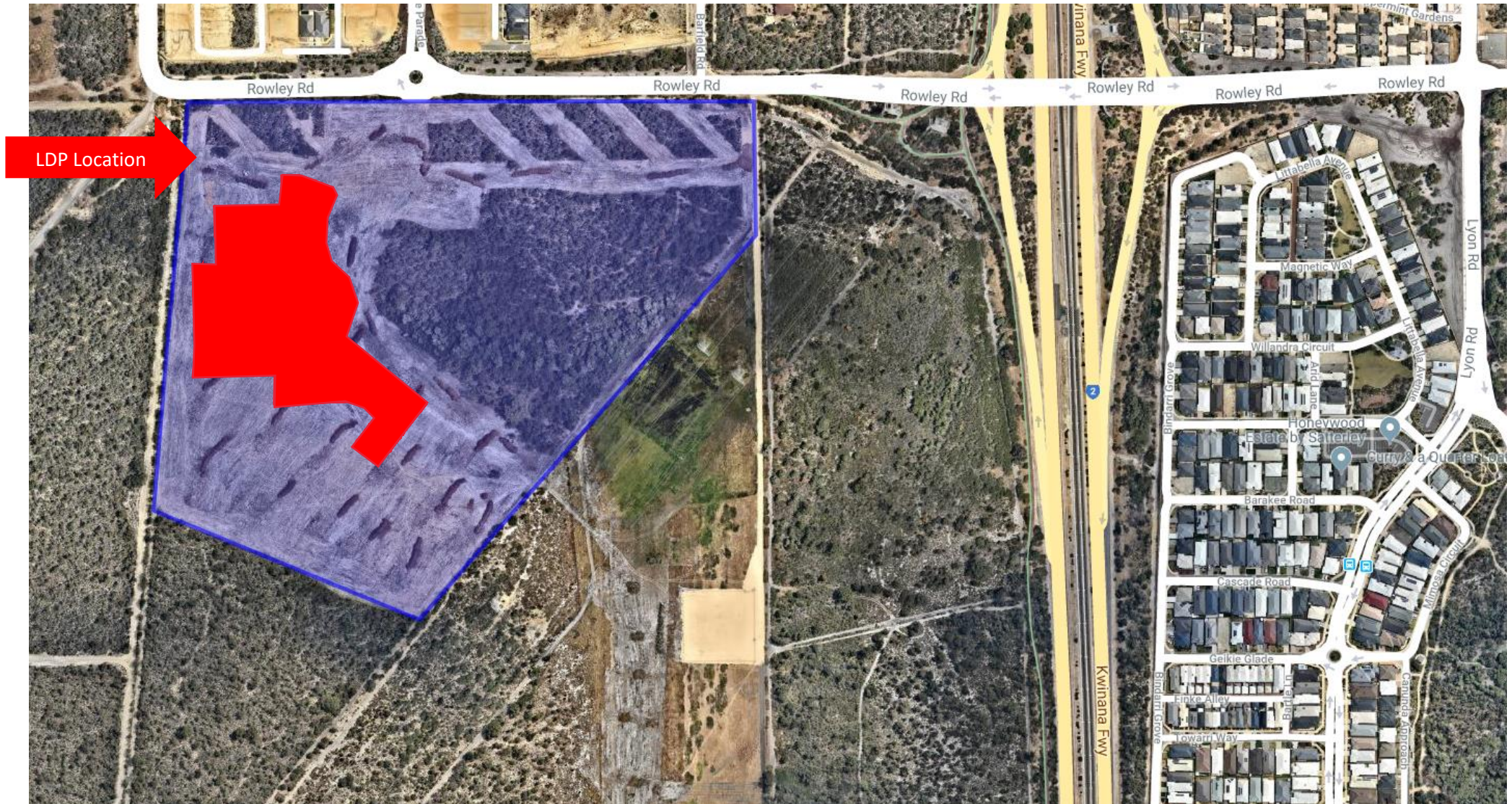
400

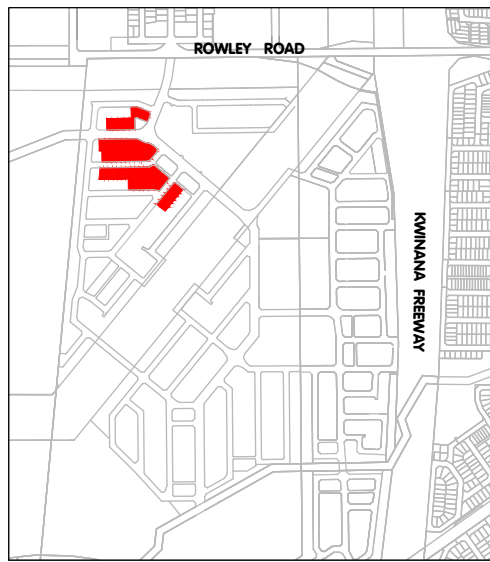
MOVED CR S MILLS**SECONDED CR P FEASEY**

That Council approves the Local Development Plan (1A) for Stage 1, Apsley Estate, Mandogalup West (as per Attachment B), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**CARRIED
5/2**

Attachment A: Location Plan





LEGEND

- SUBJECT LOT
- 240 LOT NUMBER
- GH GROUPED HOUSING
- DX DUPLEX HOUSING
- NO VEHICULAR ACCESS
- PRIMARY STREET DEVELOPMENT FRONTAGE
- - - UNIFORM ESTATE FENCING
- ⊠ DESIGNATED GARAGE LOCATIONS
- 🏠 QUIET HOUSE DESIGN
- ⊙ STREET TREE (APPROX. LOCATION)
- ⊡ SIDE ENTRY PIT
- BAL Rating**
- LOTS SUBJECT TO A BUSHFIRE MANAGEMENT PLAN

LOCAL DEVELOPMENT PLAN PROVISIONS - R30

This Local Development Plan (LDP) is made under the provisions of the City of Kwinana Local Planning Scheme No. 2 (TPS2) and provides variations to the 'Deemed-to-comply' provisions of the Residential Design Codes (R-Codes), TPS2 and Local Planning Policies as shown on the plan and written below. Development Approval is exempt for any Single House that is compliant with the provisions of this LDP, the R-Codes, TPS2, and all relevant Local Planning Policies. The Residential Design Codes do not apply where varied below.

Minor variations to the requirements of this Local Development plan may be approved by the City of Kwinana.

Dwelling Façade Treatment

As per City policy, all dwellings are to provide an appropriate, high quality design interface with the surrounding streetscape, through the use of at least three of the following architectural design features:

- a. Articulation in dwelling facade (i.e. varied wall setbacks);
- b. A minimum of two building materials, colours and/or finishes (E.g. render, brick, cladding);
- c. Major habitable room openings incorporating large windows to provide surveillance;
- d. Roof forms that incorporate gables;
- e. A balcony, portico, or verandah; or
- f. A built-in planter box.

For lots where vehicle access is gained solely from a rear laneway or right-of-way, the ceiling height for rooms located on the front elevation shall be minimum 32 vertical brick courses (2.7m) for single storey dwellings.

Street Setback and Front Fences

3.0m minimum and 5.0m maximum setback to primary street, no average.

Primary and secondary setbacks do not apply to eaves.

1.0m minimum setback to secondary street.

Where a portico, porch, veranda or similar is provided, they may be setback a minimum of 2.0m from the primary street.

Front fences are not permitted within the front setback, except where provided by the developer as uniform estate fencing as designated on this LDP.

Front fences are to be visually permeable above 0.9m, to a maximum height of 1.2m above natural ground level.

For secondary street boundaries, fencing shall be visually permeable above 1.2m behind the primary street setback, for a minimum length of 3.0m behind the truncation, with a habitable room addressing the street.

Uniform estate fencing provided on private lots shall not be modified without written approval from the City of Kwinana, and shall be maintained as visually permeable by landowners where applicable.

Lot Boundary Setback

For all lots, a nil side setback is permissible to one side boundary behind the primary street setback line to a minimum of 4.0 metres from the rear boundary, unless otherwise designated on the LDP or where this boundary is to a secondary street.

For lots with a frontage of 11 metres or less, or where otherwise designated on this LDP, nil setbacks are permitted to both side boundaries simultaneously.

Where nil side setback is permissible but not proposed, side setbacks shall conform to the requirements of the R-codes.

For corner lots, where the major dwelling entry (front door) is orientated toward the secondary street, secondary street setbacks apply. Primary street setbacks apply to the other street, as designated on this LDP.

Open Space and Outdoor Living

For R30 lots, open space may be reduced to 35% of the site area subject to the provision of 24 sqm outdoor living area (OLA) with a minimum dimension of 4m and located behind the front setback area. Minimum 16sqm of the OLA is required to be uncovered.

Garages

Garages are to be set back a minimum of 4.5m from the primary street and are not to be forward of the dwelling alignment. Garages may be aligned with the dwelling provided they do not exceed the garage setback line.

Garages are to be set back 1.5m from the secondary street.

Garages are permitted to have a nil setback to one boundary. The garage nil side setback is not required to be on the same nil side setback boundary as the dwelling.

Where lots have a frontage of 12 metres or less, garages may exceed 50% of the primary lot frontage to a maximum of 60% of the primary lot frontage.

Where garages exceed 50% of the primary lot frontage, they shall comply with the following:

- a) A clear indication of the dwelling entrance.
- b) The dwelling entrance shall be the dominant feature of the facade and shall include a projecting portico or veranda with a minimum depth of 1.5 metres.
- c) Garages are to be set back at least 0.5 metres behind the dwelling alignment.
- d) For any single storey dwelling on a lot with a frontage less than 10 metres in width and where vehicle access is gained solely from the primary street, only a single width garage (including tandem) is permitted.
- e) Double garages are permitted on lots less than 10m wide where dwellings are two storeys and where major openings to habitable rooms are provided on the primary street frontage.
- f) For all lots where a footpath adjoins the boundary, the garage must be setback a minimum 4.5m from that boundary.
- g) All garages shall be enclosed with a door.

Designated garage locations apply to lots identified on this Local Development Plan, referencing the side of the lot to which the garage must be located but do not prescribe boundary walls.

Access to on-site car parking spaces may be provided from either the primary or secondary street orientation unless otherwise designated on the Local Development Plan.

Vehicle Access

Lots affected by a 'No Vehicular Access' provision shall restrict vehicle access on boundaries identified on the map.

Outbuildings

Where sheds and outbuildings do not match the construction materials and colours of the dwelling they are to be screened from public view.

Street Trees

In accordance with the City's Streetscape Policy (LPP2), a minimum of one street tree per lot, and two street trees for corner lots are required.

Street trees are to be generally located as shown on this LDP, subject to detailed landscape design.

Street trees are not to be relocated or removed by landowners.

Bushfire Management

The land subject to this LDP is within a bushfire prone area, as designated by the Department of Fire and Emergency Services. Those lots identified on this LDP as 'being subject to a Bushfire Management Plan' require a Bushfire Attack Level Assessment and certification prior to construction, in accordance with Australian Standard 3959.

Quiet House Design

For lots subject to Quiet House Design Requirements, refer to the Noise Management Plan prepared by Lloyd George Acoustics. Copies can be obtained from the City of Kwinana.

This Local Development Plan has been endorsed by Council under Clause 52(1)(a) of the Deemed Provisions

.....
Coordinator, Statutory Planning Date



CADASTRAL INFORMATION
SOURCE: MNG
YYMMDD: 180704
DWG REF: 96755lots-9999f
PROJECTION: PCG94

AERIAL PHOTOGRAPHY
SOURCE: NA
YYMMDD: NA



SIZE A3 1:1500

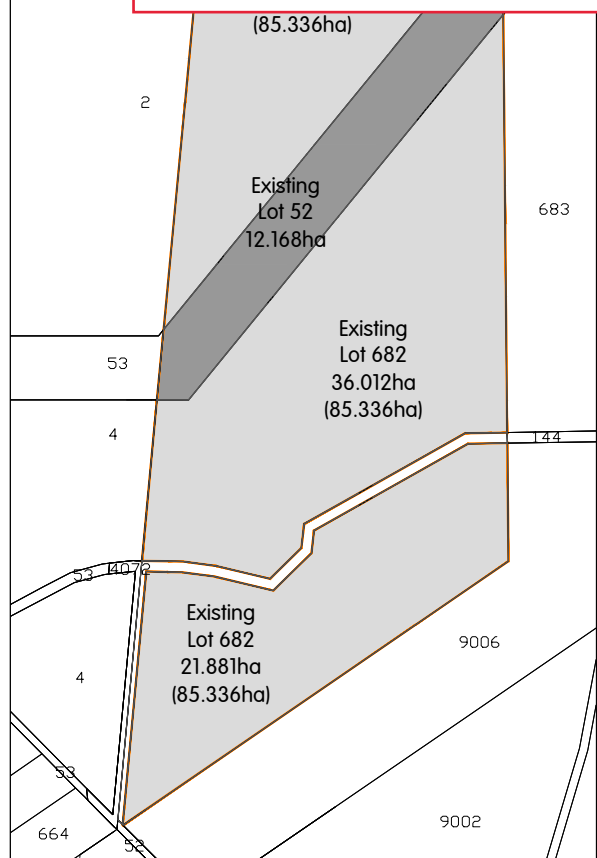


REV	DESCRIPTION	DATE	BY	APP'D
E	UPDATE PROVISIONS	181112	SB	KV
D	UPDATE PROVISIONS	181024	SB	KV
C	UPDATE PROVISIONS	181022	SB	AB/KV
B	UPDATE PROVISIONS	181018	SB	AB
A	BASE PLAN QUBMAN RD1202CD	181010	SB	-
		YYMMDD	DRAWN	APPR'D

LOCAL DEVELOPMENT PLAN (1A)
Apsley Stage 1
City of Kwinana

REF NO. **QUB MAN** DRAW NO. **RD1 204** REV. **E**

Attachment C: Subdivision Plan (Public Open Space Locations)



EXISTING LOTS - LOCATION PLAN

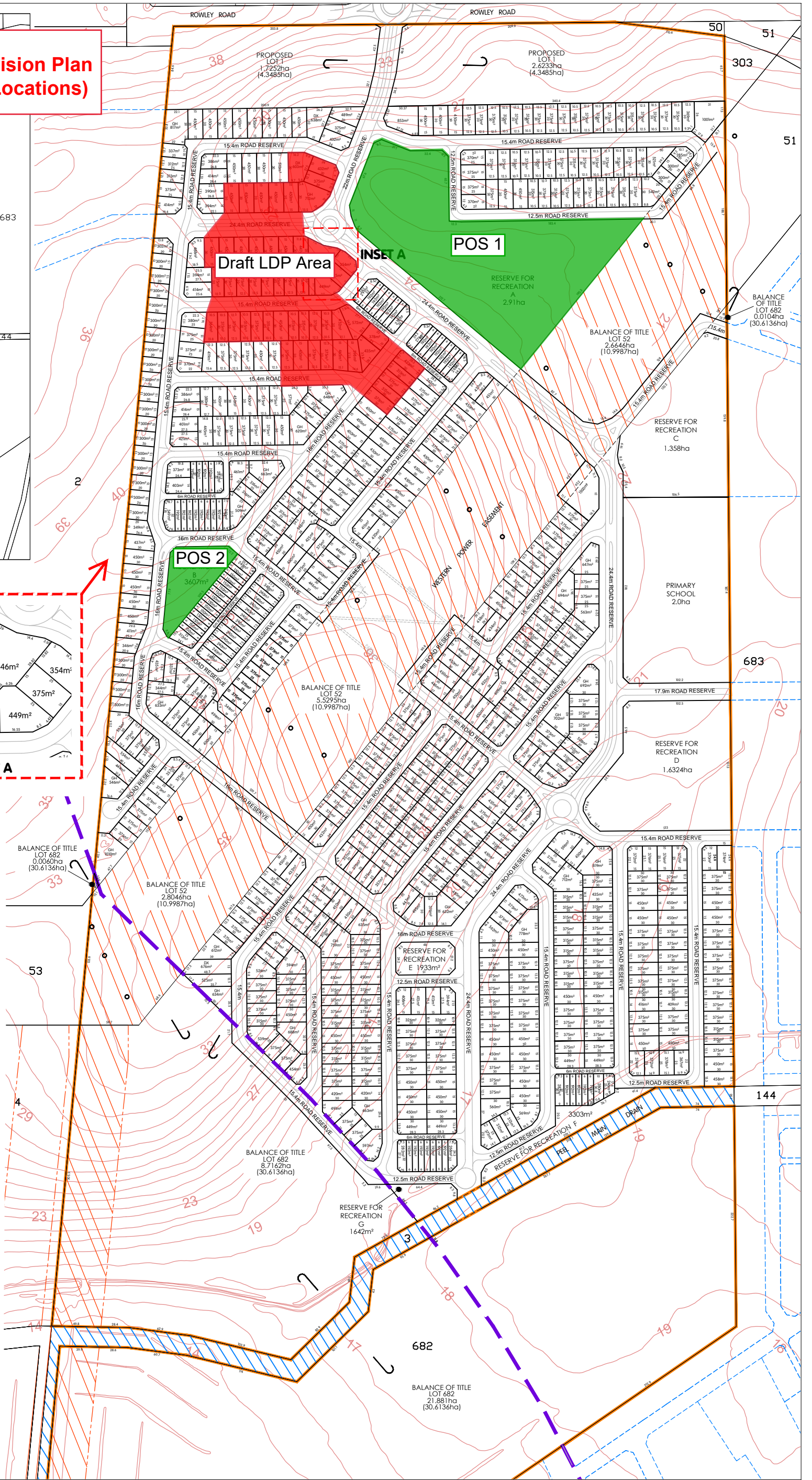
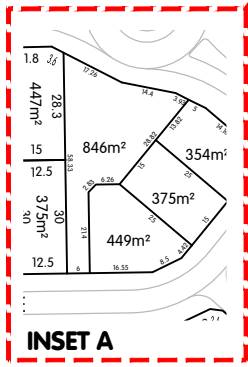
- LEGEND**
- APPLICATION AREA
 - PROPOSED LOT BOUNDARY
 - EXISTING LOT BOUNDARIES
 - - - EXISTING CONTOURS
 - 683 EXISTING LOT NUMBERS
 - LOT BOUNDARIES TO BE REMOVED
 - FUTURE LOT BOUNDARIES
 - o EXISTING WESTERN POWER - POWER POLES
 - EXISTING WESTERN POWER EASEMENT
 - EXISTING PEEL MAIN DRAIN EASEMENT
 - REVISED KWINANA INDUSTRIAL (INCL. AIR QUALITY) BUFFER (AS AT 21.09.2010)

YIELD

Existing Lots	2
Proposed	
Residential Lots	732
Commercial	1
Balance of Title	2
Other	1
Education	1
Total	737

PROPOSED LAND USE/DEVELOPMENT

Zone	Lot Size	No. of Lots
Residential	120m ² - 159m ²	14
Residential	180m ² - 234m ²	37
Residential	235m ² - 319m ²	154
Residential	320m ² - 449m ²	353
Residential	450m ² - 499m ²	123
Residential	500m ² - 549m ²	10
Residential	550m ² - 599m ²	13
Residential	600m ² - 699m ²	17
Residential	700m ² - 799m ²	5
Residential	800m ² - 899m ²	4
Residential	1000m ² - 1499m ²	2
Commercial	1500m ² - 1999m ²	1
Other	2HA - 5HA	1
Education	2HA - 5HA	1
Balance Lot	10HA - 25HA	1
Balance Lot	Over 25HA	1
TOTAL		737



CADASTRAL INFORMATION
 SOURCE: MING
 YYMMDD: 160322
 DWG REF: 987281i-003c
 PROJECTION: PCG94

AERIAL PHOTOGRAPHY
 SOURCE: NA
 YYMMDD: NA



DRAFT

SIZE A3 1:4000

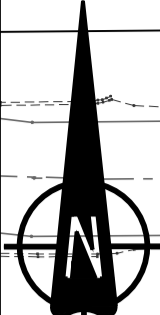


REV	DESCRIPTION	YYMMDD	DRAWN	APPR'D
E	LOT UPDATE	180625	MT	AB
D	STG 1 LOT AMENDMENT	180621	MT	DW
C	RECREATION A REVISED	171019	HH	LI
B	REVISED PMD DESIGN	170808	SB	LI

MANDOGALUP WEST SUBDIVISION PLAN
Lot 52 and 682 Rowley Road, Mandogalup
 City of Kwinana

REF NO.	DRAW NO.	REV.
QUB MAN	RD1 147	E

DISCLAIMER: ISSUED FOR DESIGN INTENT ONLY. ALL AREAS AND DIMENSIONS ARE SUBJECT TO DETAIL DESIGN AND SURVEY



Attachment D: Trees to be Retained in Streetscape

ROWLEY ROAD

TREE TO BE RETAINED
-INCREASE BATTER TO 1 IN 2
WITH 8m CLEARANCE TO
TRUNK AT TOP OF BATTER

TREE TO BE REMOVED
AS AGREED BY COK

TREE TO BE RETAINED
-LOCALLY STEEPEN BATTER TO
1 IN 1, TO BE DETERMINED ON SITE

TREE TO BE RETAINED
-LEVEL IS OK

Tree to be Retained

TREE TO BE REMOVED
-3.0m BELOW ROAD



P:\6027\6027-01-SK05-06.dwg, 6/09/2018 2:16:48 PM, jleath, Digital Spring PDF, p.3, 1.1 - CW Reference

REV	DATE	DRN	CKD	APP	AMENDMENT	REV	DATE	DRN	CKD	APP	AMENDMENT
A	06/09/18	ARH	SM		ISSUED FOR INFORMATION						

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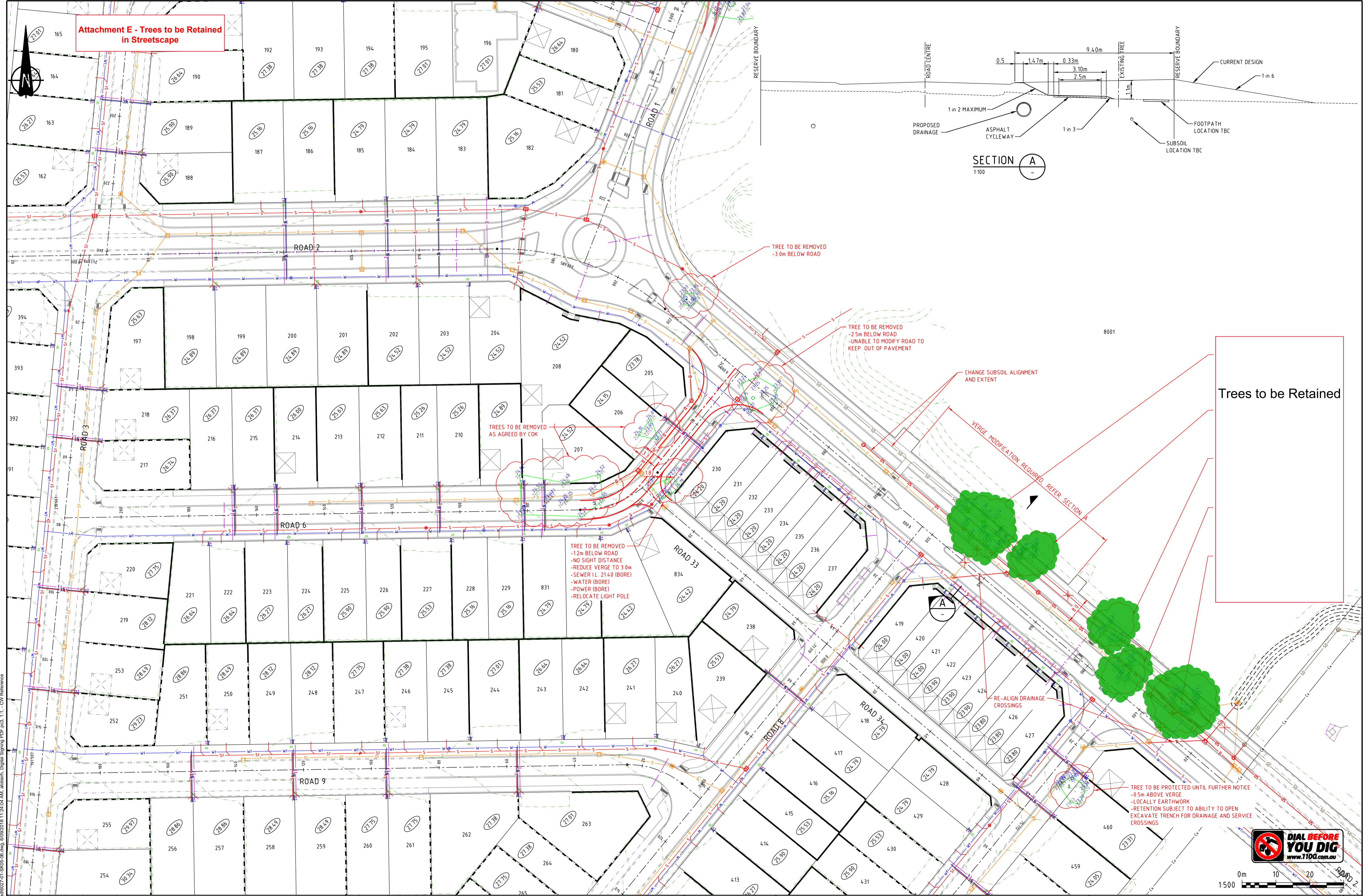
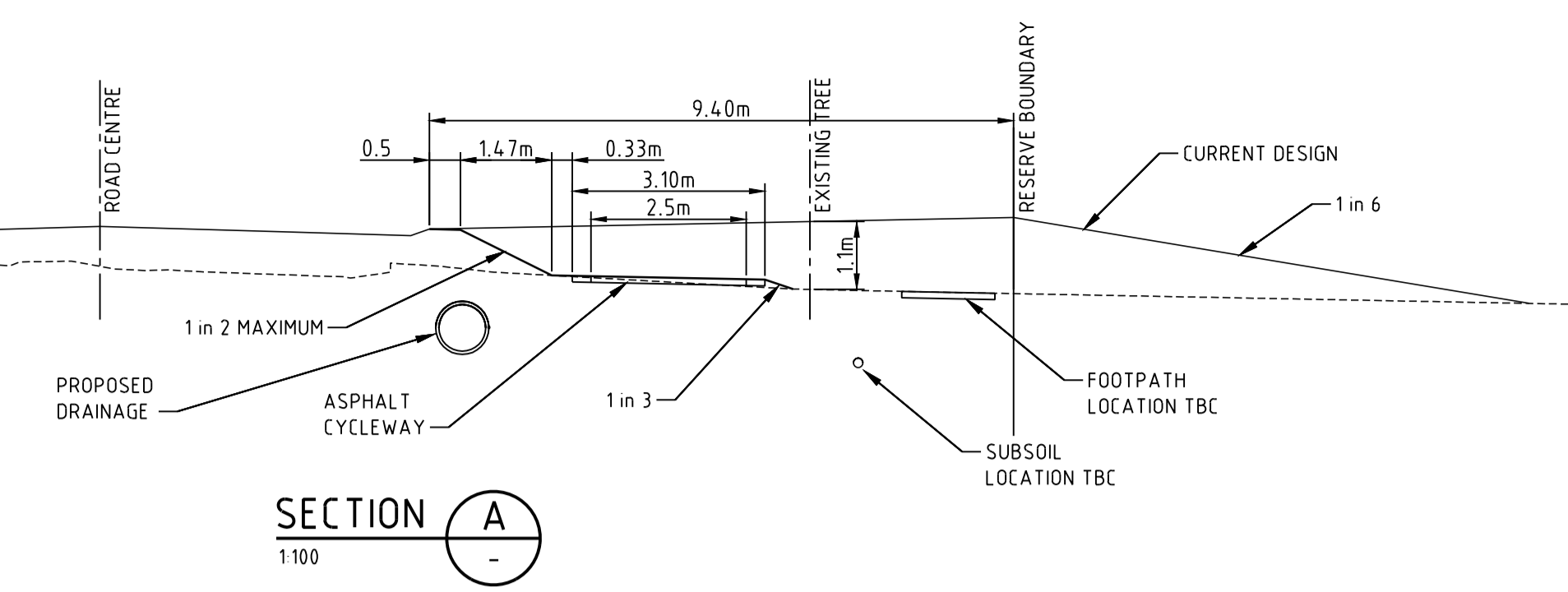
CLIENT QUBE

APPROVED: CHECK PRINT
DESIGNED: ARH
SCALE: 1:500

PROJECT: APSLEY - STAGE 01
TITLE: TREE ASSESSMENT PLAN SHEET 1
WAPC No: 155567
DRAWING No: 6027-01-SK05
REVISION: A

ORIGINAL SIZE: A1

Attachment E - Trees to be Retained in Streetscape



TREE TO BE REMOVED
-3.0m BELOW ROAD

TREE TO BE REMOVED
-2.5m BELOW ROAD
-UNABLE TO MODIFY ROAD TO KEEP OUT OF PAVEMENT

TREES TO BE REMOVED
AS AGREED BY COK

TREE TO BE REMOVED
-1.2m BELOW ROAD
-NO SIGHT DISTANCE
-REDUCE VERGE TO 3.0m
-SEWER I.L. 214.0 (BORE)
-WATER (BORE)
-POWER (BORE)
-RELOCATE LIGHT POLE

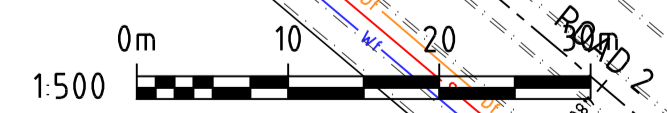
CHANGE SUBSOIL ALIGNMENT
AND EXTENT

VERGE MODIFICATION REQUIRED. REFER SECTION A

Trees to be Retained

RE-ALIGN DRAINAGE CROSSINGS

TREE TO BE PROTECTED UNTIL FURTHER NOTICE
-0.5m ABOVE VERGE
-LOCALLY EARTHWORK
-RETENTION SUBJECT TO ABILITY TO OPEN EXCAVATE TRENCH FOR DRAINAGE AND SERVICE CROSSINGS



P:\6027\6027-01-SK06\6027-01-SK06-06.dwg, 6/09/2018 11:24:04 AM, jalsmith, Digital Signing PDF, p.3, 1:1 - CIV Reference

A	06/09/18	ARH	CM	ISSUED FOR INFORMATION	
REV	DATE	DRN	CKD	APP	AMENDMENT

REV	DATE	DRN	CKD	APP	AMENDMENT
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QUBE

APPROVED: CHECK PRINT
DESIGNED: ARH
SCALE: 1:500

PROJECT: APSLEY - STAGE 01
TITLE: TREE ASSESSMENT PLAN SHEET 2
WAPC No: 155567
DRAWING No: 6027-01-SK06
REVISION: A

ORIGINAL SIZE A1

15.2 Proposed Road Names for Lots 670 and 1338 Bertram Road, Wellard

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Rowe Group, the Consulting Planners for the developer of Lots 670 and 1338 Bertram Road, Wellard, has submitted details of proposed road names for the development of Lots 670 and 1338 Bertram Road, Wellard. The proposed road names are included at Attachment A. The naming theme for the roads in this subdivision is 'Towns and buildings of Old English and Irish Origin'. The information regarding the origin of the proposed road names is contained in Attachment B. Rowe Group are seeking Council endorsement of the proposed road names, for the initial stages of the development, prior to requesting formal approval through the Geographic Names Committee (Committee).

Geographic Names has granted 'in principle approval' for the use of these road names, via passing preliminary validation on their 'request road name' web page. In addition, a list of alternative road names has also achieved 'in principle approval' so that they can be substituted in the case that any of the primary names are not approved by the Committee.

Council is asked to endorse the lists of proposed and alternative road names.

OFFICER RECOMMENDATION:

That Council endorse the following road names for use within Lots 670 and 1338 Wellard Road, Bertram, as shown in Attachment A.

Proposed Names:	Alternative Names:
Churchyard	Cork
Endsleigh	Corsham
Kinsale	Greenore
Newgrange	Rochestown
Templetown	Shellinghill
Trinity	Wollaton

DISCUSSION:

Before the developer of a subdivision can lodge survey diagrams for clearance, all road names need to be approved and indicated on the plan. The process for naming roads must adhere to the Committee guidelines to ensure no duplication of road names occurs within the surrounding areas.

Geographic Names has granted 'in principle approval' for the use of these road names via passing preliminary validation on Landgate's 'request road name' web page. The naming theme for the roads in this subdivision is 'Towns and buildings of Old English and Irish Origin'. This theme was developed in consultation with property owners in the surrounding area, who have ancestral ties to Old England and Ireland.

15.2 PROPOSED ROAD NAMES FOR LOTS 670 AND 1338 BERTRAM ROAD, WELLARD

Six road names are proposed as alternative road names for use in the event that the any of the proposed names are not approved by the Committee during the formal approval process. The origin information for these road names can be found in Attachment B.

The proposed road names for Lots 670 and 1338 Bertram Road, Wellard, are:

Proposed Names:	Alternative Names:
Churchyard	Cork
Endsleigh	Corsham
Kinsale	Greenore
Newgrange	Rochestown
Templetown	Shellinghill
Trinity	Wollaton

LEGAL/POLICY IMPLICATIONS:

The approval process is in compliance with the Geographic Names Committee Guidelines, and Council Policy – Street Naming.

FINANCIAL/BUDGET IMPLICATIONS:

No financial/budget implications have been identified as a result of this report or recommendation.

ASSET MANAGEMENT IMPLICATIONS:

No asset management implications have been identified as a result of this report or recommendation.

ENVIRONMENTAL IMPLICATIONS:

No environmental implications have been identified as a result of this report or recommendation.

STRATEGIC/SOCIAL IMPLICATIONS:

No strategic/social implications have been identified as a result of this report or recommendation.

COMMUNITY ENGAGEMENT

The proposed road names are for new developments, prior to the establishment of houses. The proposed names have been proposed by the owner of the land through their Consulting Planner. The names have received 'in principle approval' through the Geographic Names' website vetting service. No further consultation is proposed.

15.2 PROPOSED ROAD NAMES FOR LOTS 670 AND 1338 BERTRAM ROAD, WELLARD

PUBLIC HEALTH IMPLICATIONS

No public health implications have been identified as a result of this report or recommendation.

RISK IMPLICATIONS:

Risk Event	The approval of the road names is required for titles to be issued for the lots within the subdivision. Should Council or Geographic Names not approve these road names, clearances may be delayed which will have implications for the developer and the owners of these lots.
Risk Theme	Errors omissions delays
Risk Effect/Impact	Service delivery
Risk Assessment Context	Operational
Consequence	Insignificant
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Work instructions in place for Geographic Names approvals and sufficient information and alternative names for Council approvals.
Rating (after treatment)	Low

COUNCIL DECISION

401

MOVED CR D WOOD**SECONDED CR W COOPER**

That Council endorse the following road names for use within Lots 670 and 1338 Wellard Road, Bertram, as shown in Attachment A.

Proposed Names:	Alternative Names:
Churchyard	Cork
Endsleigh	Corsham
Kinsale	Greenore
Newgrange	Rochestown
Templetown	Shellinghill
Trinity	Wollaton

CARRIED
7/0

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LEGEND

- SUBJECT SITE
- EXISTING LOT NUMBERS
- PROPOSED LOT NUMBERS
- EXISTING BOUNDARIES
- PROPOSED BOUNDARIES
- NEWGRANGE LOOP
- SHELLINGHILL ROAD
- CHURCHYARD DRIVE
- TRINITY PLACE
- KINSALE LANE
- ENDSLEIGH ROAD

Attachment A

ROAD NAMING PLAN
 LOTS 670 AND 1338 BERTRAM ROAD
 WELLARD

THE WEDGE
 WELLARD NORTH

0 50m
 SCALE @ A3: 1:2000
 8894-FIG-06-E

ROWE
 GROUP
 DESIGN

8894-FIG-06-E Wellard Road Naming Plan - DRAWN: ADAM GLASKIN - DATE CREATED: 2019.01.29 - PROJECTION: MGA50 GD494 - CADASTRE: LANDGATE - NITOWAY PLANNING 8000-899884047INGA-CAD - ADAM GLASKIN - 2019.01.29

PROPOSED ROAD NAMES - THE WEDGE, WELLARD

PROPOSED ROAD NAME	SUFFIX	ALREADY USED MORE THAN 5 TIMES IN THE METRO AREA (Y / N)	USED WITHIN 10KM (Y/N)	ORIGIN / MEANING
CHURCHYARD	DRIVE	N	N	In Christian countries a churchyard is a patch of land adjoining or surrounding a church, which is usually owned by the relevant church or local parish itself. In the Scots language this can also be known as a kirkyard. Churchyards can be host to unique and ancient habitats because they may remain significantly unchanged for hundreds of years.
TRINITY	PLACE	N	N	Oldest building in Colchester, which has an Anglo-Saxon tower with an arrow head doorway. Burial place of William Gilbert and madrigal composer John Wilbye. Grade I listed building.
KINSALE	LANE	N	N	Kinsale; Irish:, meaning "Tide Head") is a historic port and fishing town in County Cork, Ireland, which also has significant military history. Located approximately 25 km south of Cork City on the southeast coast near the Old Head of Kinsale, it is located at the mouth of the River Bandon. Its population was 5,281 at the 2016 census. Its population increases during the summer months, when the tourist season is at its peak and the boating fraternity and other tourist visitors arrive in numbers.
ENDSLEIGH	COURT	N	N	Endsleigh Cottage (now "Endsleigh House") is a country house near Milton Abbot, about 6 miles NW of Tavistock, Devon in England. It is a Grade I listed building. The gardens are Grade I listed in the National Register of Historic Parks and Gardens. The house was built in the early 19th century for the Duke of Bedford. Today, it is a hotel. In the medieval period Endsleigh formed part of the estate of the abbots of Tavistock, and had been given to the Church by the Edgcumbe family of Cotehele, Cornwall.
TEMPLETOWN	ROAD	N	N	The meaning of the name Templeton is from the temple town. The origin of the name Templeton is Old English. Templeton is an Old English name that means 'From the temple town'.
NEWGRANGE	LOOP	N	N	Newgrange (Irish: Sí an Bhrú or Brú na Bóinne) is a prehistoric monument in County Meath, Ireland, located 8 kilometres west of Drogheda on the north side of the River Boyne. It was built during the Neolithic period, around 3200 BC, making it older than Stonehenge and the Egyptian pyramids.
ALTERNATIVE ROAD NAME	SUFFIX	ALREADY USED MORE THAN 5 TIMES IN THE METRO AREA (Y / N)	USED WITHIN 10KM (Y/N)	ORIGIN / MEANING
SHELLINGHILL	TBD	N	N	Shellinghill called after the crusading "Knights Templars" fronts one of Louth's most popular but as yet unspoilt stretch of coastline.
ROCHESTOWN	TBD	N	N	Rochestown is a primarily residential area in the suburbs of Cork City, Ireland. Originally a somewhat rural area, housing developments in the 20th and 21st centuries have connected the area to Douglas and nearby suburbs. A trunk road passes through the area, linking Rochestown and other villages in lower Cork Harbour, to Cork City. Rochestown Road also links Douglas village with the N40 South Ring Road.
WOLLATON	TBD	N	N	Wollaton is a suburb and former parish in the western part of Nottingham, England. Wollaton has two Wards in the City of Nottingham (Wollaton East and Lenton Abbey and Wollaton West) with a total population as at the 2011 census of 24,693. It is home to Wollaton Hall with its museum, deer park, lake, walks and golf course.
GREENORE	PLACE	N	N	Greenore (Irish: An Grianfort) is a small town, townland and deep water port on Carlingford Lough in County Louth, Ireland. The population of Greenore and the surrounding rural area (electoral area) was 898 in the 2002 Irish census.
CORK	TBD	N	N	Cork is a city in south-west Ireland, in the province of Munster, which had a population of 125,657 in 2016. Cork was originally a monastic settlement, reputedly founded by Saint Finbarr in the 6th century. Cork achieved an urban character at some point between 915 and 922 when Norseman (Viking) settlers founded a trading port. It has been proposed that, like Dublin, Cork was an important trading centre in the global Scandinavian trade network. The ecclesiastical settlement continued alongside the Viking <i>longphort</i> , with the two developing a type of symbiotic relationship; the Norsemen providing otherwise unobtainable trade goods for the monastery, and perhaps also military aid.
CORSHAM	TBD	N	N	Corsham was historically a centre for agriculture and later, the wool industry, and remains a focus for quarrying Bath Stone. It contains several notable historic buildings, such as the stately home of Corsham Court. During the Second World War and the Cold War, it became a major administrative and manufacturing centre for the Ministry of Defence, with numerous establishments both above ground and in the old quarry tunnels. ^[2] The early 21st century saw growth in Corsham's role in the film industry

16 Reports - Civic Leadership

16.1 Accounts for payment for the month ended 31 January 2019

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The purpose of this report is to present to Council a list of accounts paid under delegated authority for the month ended 31 January 2019, as required by the *Local Government (Financial Management) Regulations 1996*.

OFFICER RECOMMENDATION:

That Council:

1. Accepts the list of accounts, totalling \$5,097,099.65, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 January 2019, as contained within Attachment A.
2. Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 January 2019, as contained within Attachment B.

DISCUSSION:

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the City's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid is to be provided to Council, where such delegation is made.

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within Attachment A.

Payment Type	Amount (\$)
Automatic Payment Deductions	\$ 37,630.14
Cheque Payments - #200941 to 200942	\$ 646.00
EFT Payments - #3810 to 3823	\$ 3,823,585.12
Payroll Payments – 13/01/2019 and 27/01/2019	\$ 1,235,238.39
Total Attachment A	\$ 5,097,099.65

Contained within Attachment B is a detailed transaction listing of credit card expenditure paid for the period ended 31 January 2019. This amount is included within the total payments, listed above.

16.1 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 JANUARY 2019

LEGAL/POLICY IMPLICATIONS:

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

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

- (2) *A list of accounts for approval to be paid is to be prepared each month showing*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction;*
and

 - (b) *the date of the meeting of the council to which the list is to be presented.*

- (3) *A list prepared under subregulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications that have been identified as a result of this report or recommendation

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications that have been identified as a result of this report or recommendation.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications that have been identified as a result of this report or recommendation.

16.1 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 JANUARY 2019

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Business Performance	5.4 Ensure the financial sustainability of the City of Kwinana into the future

COMMUNITY ENGAGEMENT:

There are no community engagement implications that have been identified as a result of this report or recommendation.

PUBLIC HEALTH IMPLICATIONS

There are no implications on any determinants of health as a result of this report.

RISK IMPLICATIONS:

The risk implications in relation to this proposal are as follows:

Risk Event	That Council does not accept the payments.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Reduce – mitigate risk
Response to risk treatment required/in place	Officers provide a full detailed listing of payments made in a timely manner
Rating (after treatment)	Low

16.1 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 JANUARY 2019

COUNCIL DECISION

402

MOVED CR S LEE

SECONDED CR W COOPER

That Council:

- 1. Accepts the list of accounts, totalling \$5,097,099.65, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 January 2019, as contained within Attachment A.**
- 2. Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 January 2019, as contained within Attachment B.**

**CARRIED
7/0**

Cheque Listing
Payments made between
01/01/2019 to 31/01/2019



<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Automatic Deductions								
1711278	22/01/2019	Caltex Australia Petroleum Pty Ltd	5,794.70	INV	22/01/2019	0301711278	Fleet Fuel 011218 to 311218	5,794.70
30119	04/01/2019	Commonwealth Bank	299.52	INV	04/01/2019	030119A	Credit Card City Legal to 030119	299.52
30119	04/01/2019	Commonwealth Bank	357.67	INV	04/01/2019	030119B	Credit Card City Engagement to 030119	357.67
30119	04/01/2019	Commonwealth Bank	151.00	INV	04/01/2019	030119C	Credit Card Executive Assistant to 030119	151.00
30119	04/01/2019	Commonwealth Bank	3,287.69	INV	04/01/2019	030119D	Credit Card City Regulation to 030119	3,287.69
30119	04/01/2019	Commonwealth Bank	222.47	INV	04/01/2019	030119E	Credit Card Functions Officer to 030119	222.47
30119	04/01/2019	Commonwealth Bank	317.52	INV	04/01/2019	030119F	Credit Card Chief Executive Officer to 030119	317.52
30119	04/01/2019	Commonwealth Bank	762.85	INV	04/01/2019	030119G	Credit Card Manager Human Resources to 030119	762.85
30119	04/01/2019	Commonwealth Bank	3,496.08	INV	04/01/2019	030119H	Credit Card Director City Strategy to 030119	3,496.08
6866681	10/01/2019	iinet Technologies Pty Ltd	72.10	INV	10/01/2019	106866681	Monthly Internet Charges Depot	72.10
6978640	11/01/2019	iinet Technologies Pty Ltd	59.95	INV	11/01/2019	106978640	Monthly Internet Charges Zone	59.95
7203728	11/01/2019	iinet Technologies Pty Ltd	79.99	INV	11/01/2019	107203728	Monthly Internet Charges FDC	79.99
7273730	11/01/2019	iinet Technologies Pty Ltd	59.37	INV	11/01/2019	107273730	Monthly Internet Charges Kwinana Village	59.37
10458099	21/01/2019	BP Australia Pty Ltd	17,598.20	INV	21/01/2019	10458099	Fleet Fuel 011218 to 311218	17,598.20
10736276	30/01/2019	iinet Technologies Pty Ltd	79.99	INV	30/01/2019	107362760	Monthly Internet Charges Wellard Centre	79.99
1641904	11/01/2019	Esanda	1,294.70	INV	11/01/2019	LATO01641904A	Monthly Lease Fees KWN700	1,294.70
23387386	08/01/2019	Fines Enforcement Registry	127.00	INV	08/01/2019	23387386	FER Lodgement fee	127.00
23454184	08/01/2019	Fines Enforcement Registry	508.00	INV	08/01/2019	23454184	FER Lodgement fee	508.00
23556917	30/01/2019	Fines Enforcement Registry	381.00	INV	30/01/2019	23556917	FER Lodgement fee	381.00
31839	10/01/2019	Go Go On-Hold Pty Ltd	264.00	INV	10/01/2019	00031839	On-hold Message Service January 18	264.00
38	22/01/2019	Wright Express Australia Pty Ltd	1,122.29	INV	22/01/2019	38	Fleet Fuel 011218 to 311218	1,122.29
643747	30/01/2019	Toyota Financial Services	1,194.07	INV	30/01/2019	643747	Monthly lease fees 1EWZ823 and 1EYT548	1,194.07
94647327	10/01/2019	TPG Internet Pty Ltd	49.99	INV	10/01/2019	1194647327	Kwinana South Station Internet 100119 to 090219	49.99
94648914	10/01/2019	TPG Internet Pty Ltd	49.99	INV	10/01/2019	1194648914	Mandogalup Station Internet 100119 to 090219	49.99
Total Automatic Deductions			37,630.14					

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Cheques								
200941	10/01/2019	City Of Kwinana - Pay Cash	343.30	INV	07/01/2019	04/01/19-Library	Petty cash recoup to 311218 Library	121.00
				INV	07/01/2019	16/12/18-Recq	Petty cash recoup to 161218 Recquatic	58.60
				INV	07/01/2019	18/12/18-Village	Petty cash recoup to 131218 Village	163.70
200942	24/01/2019	City Of Kwinana - Pay Cash	302.70	INV	21/01/2019	18/01/2019-Lib	Petty cash recoup to 140119 Library	19.70
				INV	23/01/2019	23/01/19-Admin	Petty cash recoup to 230119 Admin	283.00
Total Cheques			646.00					
EFT								
3810	02/01/2019	EFT TRANSFER: - 03/01/2019	222,221.35					
3810.151-01		Australian Services Union	695.37	INV	30/12/2018	PY01-14-Aust Ser	Payroll Deduction	181.30
				INV	30/12/2018	PY01-14-Aust Ser	Payroll Deduction	29.97
				INV	02/12/2018	PY01-12-Aust Ser	Payroll Deduction	207.20
				INV	02/12/2018	PY01-12-Aust Ser	Payroll Deduction	47.80
				INV	16/12/2018	PY01-13-Aust Ser	Payroll Deduction	181.30
				INV	16/12/2018	PY01-13-Aust Ser	Payroll Deduction	47.80
3810.153-01		Australian Taxation Office	200,223.00	INV	30/12/2018	PY99-14-Australi	Payroll Deduction PAYG Tax Withheld	5,795.00
				INV	30/12/2018	PY01-14-Australi	Payroll Deduction PAYG Tax Withheld	194,428.00
3810.2853-01		Maxxia Pty Ltd	4,541.79	INV	30/12/2018	PY01-14-Maxxia P	Payroll Deduction	2,123.68
				INV	30/12/2018	PY01-14-Maxxia P	Payroll Deduction	2,418.11
3810.3376-01		Health Insurance Fund of WA (HIF)	1,168.40	INV	30/12/2018	PY01-14-Health I	Payroll Deduction	1,168.40
3810.3719-01		City of Kwinana - Xmas fund	8,520.00	INV	30/12/2018	PY01-14-TOK Chri	Payroll Deduction	8,520.00
3810.487-01		Child Support Agency	3,731.88	INV	02/12/2018	PY01-12-Child Su	Payroll Deduction	1,243.96
				INV	16/12/2018	PY01-13-Child Su	Payroll Deduction	1,243.96
				INV	30/12/2018	PY01-14-Child Su	Payroll Deduction	1,243.96
3810.530-01		Easifleet	2,021.73	INV	02/01/2019	119207	Novated lease for December 2018	2,021.73
3810.892-01		LGRCEU	1,319.18	INV	02/12/2018	PY01-12-LGREC U	Payroll Deduction	451.00
				INV	16/12/2018	PY01-13-LGREC U	Payroll Deduction	451.00
				INV	30/12/2018	PY01-14-LGREC U	Payroll Deduction	417.18
3811	04/01/2019	EFT TRANSFER: - 04/01/2019	118,428.58					
3811.565-01		Bright Futures Family Day Care - Pa	118,428.58	INV	04/01/2019	171218 to 301218	FDC Payroll 171218 to 301218	118,428.58

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3812	04/01/2019	EFT TRANSFER: - 04/01/2019	19,712.51					
3812.568-01		Bright Futures In Home Care - Payro	19,712.51	INV	04/01/2019	171218 to 301218	IHC Payroll 171218 to 301218	19,712.51
3813	04/01/2019	EFT TRANSFER: - 04/01/2019	2,800.00					
3813.568-01		Bright Futures In Home Care - Payro	2,800.00	INV	04/01/2019	171218 to 301218	IHC Payroll 171218 to 301218	2,800.00
3814	10/01/2019	EFT TRANSFER: - 10/01/2019	3,178.86					
3814.565-01		Bright Futures Family Day Care - Pa	3,178.86	INV	10/01/2019	031218 to 161218	FDC Payroll 031218 to 161218	3,178.86
3815	10/01/2019	EFT TRANSFER: - 11/01/2019	1,381,403.23					
3815.10085-01		Games World	159.97	INV	04/01/2019	278532	Board games for Drop-In	159.97
3815.10202-01		Facilities First Australia	29,295.77	INV	04/01/2019	165606	Cleaning of Depot demountables December 18	317.16
				INV	04/01/2019	165607	Cleaning John Wellard Centre December 18	3,500.43
				INV	04/01/2019	165608	Cleaning William Bertram Centre December 18	4,055.70
				INV	04/01/2019	165605	Cleaning Administration December18	21,277.28
				INV	07/01/2019	165762	Upholstery cleaning Darius Wells Creche	66.00
				INV	07/01/2019	165761	Steam cleaning of office chairs Library	79.20
3815.10301-01		Burgess Rawson (WA) Pty Ltd	67.83	INV	04/01/2019	9.2	Rates Refund	67.83
3815.10311-01		Go Doors Pty Ltd	1,585.10	INV	07/01/2019	80345	Service sensor on door Parmelia House	963.60
				INV	09/01/2019	80443	Service pool hall doors Recquatic	187.00
				INV	09/01/2019	80370	Install remote lock The Zone	434.50
3815.10373-01		Green Willows Industrial Cleaning a	500.00	INV	10/01/2019	28	Clubhouse and office cleaning	200.00
				INV	10/01/2019	29	Bathroom cleaning U55 and U44	300.00
3815.1046-01		OCE Australia Ltd	233.79	INV	03/01/2019	1462880	Monthly Charges for ColorWave 550 November 18	233.79
3815.10483-01		Q2 Online	10,032.00	INV	10/01/2019	0119-001	Website Strategy Consultancy services	10,032.00
3815.10530-01		Easy Access Lifts Pty Ltd	6,592.30	INV	07/01/2019	INV-2144	Install disability lift Recquatic 55% Deposit	6,592.30
3815.10573-01		Promapp Pty Ltd	1,823.25	INV	09/01/2019	INV-1962	SaaS monthly subscription December	1,823.25
3815.10577-01		Emerg Solutions Pty Ltd	100.00	INV	09/01/2019	INV-0931	Direct SMS Number annual fee	100.00
3815.1059-01		Vodafone Messaging	176.00	INV	03/01/2019	11210005	Pager Network Access Fee	176.00
3815.10606-01		Beards Security Doors and Awnings	1,680.00	INV	07/01/2019	00009644	Install hinged door Bertram Oval	1,680.00
3815.10716-01		C M Promotions	33.00	INV	08/01/2019	26939	Sunscreen Depot	33.00

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3815.1072-01		Paint Industries	907.50	INV	09/01/2019	59821	Graffiti remover	907.50
3815.10739-01		Rockingham Toyota	43,638.62	INV	08/01/2019	RI21200124	Toyota Hi-Ace KWN2094	43,638.62
3815.10752-01		SAE Solar Airconditioning and Elect	281.27	INV	10/01/2019	685	Replace gas thermostat Callistemon Court	281.27
3815.10756-01		Retech Rubber	357.50	INV	09/01/2019	00002688	Repair soft fall Bullrush Park	357.50
3815.10789-01		Couples for Christ Australia	111.00	INV	09/01/2019	2ndJanuary2019	Refund cancelled room hire 291218	111.00
3815.10799-01		Tasman Kenneth Cooper	1,300.00	INV	07/01/2019	9.4	Rates Refund	1,300.00
3815.10800-01		Lorraine Vera Valli	779.75	INV	07/01/2019	9.4	Rates Refund	779.75
3815.10801-01		Charles John Franklin	50.00	INV	07/01/2019	877066	Refund 360L recycle bin upgrade fee	50.00
3815.10802-01		Safemaster Safety Products Pty Ltd	1,952.50	INV	07/01/2019	00008491	Supply and install safety items at Medina Hall	1,952.50
3815.10803-01		Samantha Tudor	100.00	RFD	08/01/2019	1395496	Refund bond Patio hire 171018	100.00
3815.10804-01		Carey Baptist College	100.00	RFD	08/01/2019	1192361	Refund bond Patio hire 051217	100.00
3815.10805-01		Janine Mulder	100.00	RFD	08/01/2019	1282114	Refund bond Patio hire 110418	100.00
3815.10806-01		Tarnia Palmer	100.00	RFD	08/01/2019	1317218	Refund bond Hall hire 090718	100.00
3815.10807-01		Karen Thomson	100.00	RFD	08/01/2019	1317903	Refund bond Patio hire 160718	100.00
3815.10808-01		Andrea Common	100.00	RFD	08/01/2019	1320814	Refund bond Hall hire 030818	100.00
3815.10809-01		Debbie Wirihana	100.00	RFD	08/01/2019	1337602	Refund bond Patio hire 070918	100.00
3815.10810-01		Vanessa Gissing	100.00	RFD	08/01/2019	1340294	Refund bond Patio hire 251218	100.00
3815.10811-01		Nauneet Chahal	100.00	RFD	08/01/2019	1362435	Refund bond Patio hire 231018	100.00
3815.10812-01		Michael Kelly	100.00	RFD	08/01/2019	1374022	Refund bond Patio hire 271218	100.00
3815.10813-01		Kelly Brady	100.00	RFD	08/01/2019	1374835	Refund bond Hall hire 201218	100.00
3815.10814-01		Yanan Li	100.00	RFD	08/01/2019	1382219	Refund bond Hall hire	100.00
3815.10815-01		Samantha Guisepina Samarelli	100.00	RFD	08/01/2019	1382219	Refund bond Hall hire	100.00
3815.10816-01		Alana Abreu	100.00	RFD	08/01/2019	1382219	Refund bond Hall hire	100.00
3815.10817-01		Paula McGuinness	100.00	RFD	08/01/2019	1387558	Refund bond Hall hire 281118	100.00
3815.10818-01		Jacqueline Waters	100.00	RFD	08/01/2019	1387570	Refund bond Hall hire 291118	100.00
3815.10819-01		Kenneth John Margetts	100.00	RFD	08/01/2019	1318534	Refund bond Patio hire	100.00
3815.10820-01		Talitha Lindley	100.00	RFD	08/01/2019	1388066	Refund bond Patio hire 281218	100.00

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3815.10821-01		Jagpreet Singh	100.00	RFD	08/01/2019	1389775	Refund bond Patio hire 071218	100.00
3815.10822-01		Rockingham John Calvin School	100.00	RFD	08/01/2019	1361900	Refund bond Patio hire 181018	100.00
3815.10823-01		Elizabeth Jane Francisco	2,000.00	RFD	08/01/2019	1395456	Refund bond Hall hire 141218	2,000.00
3815.10824-01		Hilda Blanche Lathrope	1,000.00	RFD	08/01/2019	1374119	Refund bond Hall hire 081118	1,000.00
3815.10825-01		Alexia Horton	100.00	RFD	08/01/2019	1395182	Refund bond Patio hire 131218	100.00
3815.10826-01		Naomi McKeown	100.00	RFD	08/01/2019	1395588	Refund bond Hall hire	100.00
3815.10827-01		Michelle Montgomery	100.00	RFD	08/01/2019	1395588	Refund bond Hall hire 181218	100.00
3815.10828-01		Corrine Tracy Hill	100.00	RFD	09/01/2019	1374022	Refund bond Patio hire 020119	100.00
3815.10829-01		Andrea Crickmore	100.00	RFD	08/01/2019	1382219	Refund bond Hall hire	100.00
3815.10830-01		Kelly Hayward	100.00	RFD	08/01/2019	1348626	Refund bond Hall hire 031018	100.00
3815.10831-01		Dorota Wilson	100.00	RFD	08/01/2019	1382358	Refund bond Patio hire 040118	100.00
3815.10832-01		Hayley Rogers	100.00	RFD	08/01/2019	1389814	Refund bond Patio hire 101218	100.00
3815.10833-01		Samantha Horton	100.00	RFD	08/01/2019	1287372	Refund bond Patio hire 200418	100.00
3815.10834-01		Noreen Kennedy	100.00	RFD	08/01/2019	1371370	Refund bond Patio hire 061118	100.00
3815.10835-01		Chantelle Esslemont	100.00	RFD	08/01/2019	1346188	Refund bond Patio hire 060119	100.00
3815.10836-01		Gisele Hernandez	100.00	RFD	08/01/2019	1374452	Refund bond Hall hire 060119	100.00
3815.10837-01		Francis Robert Geoffrey Rodgers	250.00	INV	08/01/2019	18thDecember18	Senior Security Subsidy Scheme 2018	250.00
3815.10838-01		John William Wicking	250.00	INV	08/01/2019	18thDecember18	Senior Security Subsidy Scheme 2018	250.00
3815.10839-01		John Henry Crouch	250.00	INV	08/01/2019	18thDecember2018	Senior Security Subsidy Scheme 2018	250.00
3815.10840-01		Thomas Leslie Raymond Wirth	185.00	INV	08/01/2019	18thDecember18	Senior Security Subsidy Scheme 2018	185.00
3815.10841-01		Botanic Gardens and Parks Authority	30.00	INV	09/01/2019	8thJanuary2019	Freedom of Information Application fee	30.00
3815.10842-01		Karin Louise Hunt	883.40	INV	09/01/2019	9.1	Rates Refund	883.40
3815.10843-01		Allyssia Halliday	100.00	RFD	09/01/2019	1405301	Refund bond Hall hire 040119	100.00
3815.10844-01		Jennifer Forbes	92.00	INV	09/01/2019	8thJanuary2019	Refund cancelled room hire 160119	92.00
3815.10846-01		Broderick John Brown	250.00	INV	10/01/2019	3rdJanuary19	Senior Security Subsidy	250.00
3815.10847-01		John Russell Ledger	250.00	INV	10/01/2019	7thJanuary19	Senior Security Subsidy	250.00
3815.1142-01		Sonic Health Plus	980.10	INV	10/01/2019	1680948	Pre employment medical 181218	198.00
				INV	10/01/2019	1682019	Pre employment medical 191218	198.00

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				INV	10/01/2019	1679532	Pre employment medical 121218	584.10
3815.1157-01		Quality Traffic Management Pty Ltd	1,449.99	INV	03/01/2019	26188	Traffic management 131018	1,449.99
3815.1178-01		Holcim (Australia) Pty Ltd	376.20	INV	09/01/2019	9406116145	1m3 concrete	376.20
3815.1206-01		Ritz Party Hire	368.00	INV	03/01/2019	1244603559	Hire of Tables and Chairs Wellard Twilight Market	368.00
3815.1276-01		Satellite Security Services	1,049.99	INV	04/01/2019	IV004517	Service security alarm Darius Wells	150.00
				INV	04/01/2019	IV004515	Remove security sensor Darius Wells	240.00
				INV	04/01/2019	IV004507	Install PIR at Adventure Playground	150.00
				INV	04/01/2019	IV004506	Service security alarm Wellard Pavilion	389.99
				INV	09/01/2019	IV004449	Service panel battery Incubator	120.00
3815.1313-01		Daimler Trucks Perth	108.41	INV	07/01/2019	6152785D	Auto Parts	108.41
3815.134-01		Australia Post	377.57	INV	07/01/2019	1008132608	Agency commission for period ending 311218	377.57
3815.1357-01		Sportsworld Of WA	924.55	INV	07/01/2019	136802	Assorted goggles for Proshop	924.55
3815.1360-01		Saint John Ambulance Australia (WA)	277.20	INV	09/01/2019	EHSINV00089735	First Aid service Wellard Twilight Markets	277.20
3815.1423-01		Telstra	13,009.77	INV	09/01/2019	1355246271Dec18	Mobiles/Devices for whole organisation to 261218	10,408.75
				INV	10/01/2019	9385375010Jan19	Usage to 240119 Internet and Data	2,491.62
				INV	08/01/2019	3764775000Dec18	Charges to 210119 Depot Burglar Alarm	19.25
				INV	08/01/2019	10548725500Dec18	Charges to 130119 Feilman building alarm	19.25
				INV	08/01/2019	3752384000Dec18	Charges to 210119 FDC	19.25
				INV	03/01/2019	0335568200Dec18	Usage to 091218 Banksia Park	51.65
3815.1516-01		Trisley's Hydraulic Services Pty Lt	6,213.24	INV	07/01/2019	80203134	Annual maintenance and service	1,256.64
				INV	07/01/2019	80203135	Supply parts for annual service	4,181.10
				INV	09/01/2019	80203139	Bi-monthly service pool water treatment plant	775.50
3815.1530-01		Wormald Australia Pty Ltd	2,819.53	INV	09/01/2019	7869204	Admin Routine Inspection and Testing December 18	993.53
				INV	09/01/2019	7876479	Test on fire extinguishers Fiona Harris Pavilion	396.00
				INV	09/01/2019	7876532	Remove and isolate fire detection equipment	1,265.00
				INV	09/01/2019	7873621	Supply of fire extinguisher Medina Hall	165.00
3815.1561-01		WA Limestone Co	5,436.31	INV	10/01/2019	BY2277-01	Supply of road base	5,436.31

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3815.1569-01		WA Hino Sales & Service	349.66	INV	07/01/2019	244026	Auto Parts	349.66
3815.1589-01		Waste Stream Management Pty Ltd	726.00	INV	10/01/2019	00421703	Concrete tipping December 18	132.00
				INV	08/01/2019	00421589	Tipping Fee Henry Street November 18	594.00
3815.1592-01		Water Corporation of Western Austra	76.17	INV	08/01/2019	9018197324Dec18	24U Water fountain Reserve Lyon Road	58.97
				INV	08/01/2019	9000345691Dec18	7U Waste Stream water	17.20
3815.1614-01		Westbooks	81.14	INV	07/01/2019	302201	Junior books Library	7.39
				INV	07/01/2019	302202	Junior items for Library	31.06
				INV	07/01/2019	302248	Junior items for Library	42.69
3815.1617-01		Australian Medical Supplies	502.80	INV	07/01/2019	75913	Watch Around Water bands	502.80
3815.1623-01		Western Irrigation Pty Ltd	3,223.00	INV	09/01/2019	P41949	Install additional discharge points	3,223.00
3815.1681-01		Catalyse Pty Ltd	11,000.00	INV	08/01/2019	975	50% fees for Community and Wellbeing Scorecards	11,000.00
3815.174-01		Bank Of Ideas	2,200.00	INV	09/01/2019	INV-4005	Fee for facilitation of community leaders forum	2,200.00
3815.1767-01		Construction Training Fund	8,108.58	INV	09/01/2019	December18	CTF Levy for December 2018	8,108.58
3815.1856-01		Cornerstone Legal	2,218.30	INV	10/01/2019	15787	Legal fee Matter No 004797	1,320.00
				INV	07/01/2019	15779	Legal fee Matter No 004670	898.30
3815.19-01		Absolute Painting Services	308.00	INV	07/01/2019	INV-0737	Repair bathroom walls Callistemon Court U55	308.00
3815.2068-01		Echelon Australia Pty Ltd	16,896.00	INV	03/01/2019	156-018057	Public Facilities Security Project	16,896.00
3815.2097-01		Beaver Tree Services Aust Pty Ltd	32,456.64	INV	09/01/2019	68047	Tree watering week ending 211218	3,935.28
				INV	09/01/2019	68048	Tree watering week ending 281218	3,935.28
				INV	10/01/2019	68002	Emergency tree works	1,345.34
				INV	10/01/2019	68001	Emergency clean up works	2,982.14
				INV	10/01/2019	68000	Clearance of drain Marri Park Drive	5,291.62
				INV	10/01/2019	67972	Tree pruning	903.64
				INV	10/01/2019	67973	Service tree canopies	5,022.56
				INV	10/01/2019	67999	Tree removal	1,136.79
				INV	10/01/2019	68061	Tree pruning	3,968.71
				INV	10/01/2019	67962	Tree watering week ending 141218	3,935.28
3815.2121-01		Suez	310,338.13	INV	10/01/2019	164327	Waste recycle bins pick ups November 18	141,219.81
				INV	08/01/2019	29458980	General waste pickup November 18	1,580.04

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				INV	08/01/2019	29411364	Mixed waste collection November 18	167,538.28
3815.2125-01		Synergy	178,941.15	INV	09/01/2019	792417950Jan19	Street Lighting	112,092.40
				INV	08/01/2019	157165580Dec18	194U Thomas Oval Pavilion	154.80
				INV	08/01/2019	023172940Dec18	727U Bertram Park POS	297.10
				INV	08/01/2019	652922630Dec18	185U Model Railway changerooms	152.40
				INV	08/01/2019	412205870Dec18	0U Oakley Hollow	99.50
				INV	08/01/2019	219451580Dec18	272U Bore pump POS Price Parkway	170.40
				INV	08/01/2019	219451200Dec18	344U Bore pump POS Sulphur Road	189.60
				INV	08/01/2019	219451010Dec18	1068U Bore pump POS Millbrook Avenue	382.90
				INV	08/01/2019	224882670Dec18	714U Little Rascals After School Care	293.65
				INV	08/01/2019	766868640Dec18	512U Smirks Cottage	239.70
				INV	08/01/2019	168917550Dec18	3644U Wells Park toilet	673.60
				INV	08/01/2019	882732750Dec18	0U Harrison Way	106.45
				INV	08/01/2019	925767370Dec18	2055U Gilmore Avenue reticulation	433.30
				INV	08/01/2019	285940430Dec18	1220U Rhodes Park	362.75
				INV	08/01/2019	223615720Dec18	973U Banksia Park Clubroom	362.75
				INV	08/01/2019	098975100Dec18	1391U Sandringham Park	383.30
				INV	08/01/2019	312758410Dec18	252U Epidote Park	152.55
				INV	08/01/2019	685078510Dec18	156U Gawler Way	148.10
				INV	08/01/2019	185126570Dec18	174U Borthwick Park reticulation	145.95
				INV	08/01/2019	700373810Dec18	407U Rutherford Park	208.15
				INV	08/01/2019	856518550Jan19	Street decorative lighting	2,543.60
				INV	08/01/2019	179469390Jan19	2146U Bertram Community Centre	557.25
				INV	08/01/2019	256732610Dec18	834U Park at Hoyle Road	320.40
				INV	08/01/2019	272150100Dec18	315U Prince Regent Gate Reserve	230.15
				INV	08/01/2019	566336000Dec18	0U Fire pump	97.80
				INV	08/01/2019	192738060Dec18	0U Flood lights at Price Parkway	104.75
				INV	08/01/2019	845563650Dec18	13U BBQ at Apex Park	106.50
				INV	10/01/2019	884861450Dec18	4977U Callistemon Court	1,471.95
				INV	10/01/2019	277773560Dec18	4265U Banksia Park	1,241.55
				INV	10/01/2019	130957780Dec18	342U Banksia Park and Callistemon Court	159.00
				INV	07/01/2019	198694990Jan19	41989U Admin Art Centre Parmelia House	11,076.95
				INV	08/01/2019	118367820Jan19	4897U New Thomas Oval Pavilion	1,156.70
				INV	08/01/2019	177581220Jan19	83639U Recquatic	20,797.25
				INV	08/01/2019	149872970Jan19	4173U Incubator	1,060.80

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				INV	08/01/2019	135567600Jan19	33598U Darius Library/Res Centre	9,441.85
				INV	08/01/2019	422268910Jan19	4963U Depot	1,397.75
				INV	08/01/2019	114826050Dec18	812U Streetscape bore Kwinana Beach	300.20
				INV	08/01/2019	846031050Dec18	1682U Street lights on The Strand	545.05
				INV	08/01/2019	829280210Dec18	1230U Street lights Chisham Avenue	421.75
				INV	08/01/2019	558638440Dec18	107U Challenger/Bertram entry statement	124.65
				INV	08/01/2019	546496270Dec18	1212U Skottowe Parkway	419.60
				INV	08/01/2019	704953470Dec18	519U Barney Court	236.30
				INV	08/01/2019	516172020Dec18	1553U Pump 1 near Thomas Road	379.55
				INV	08/01/2019	200144210Dec18	191U Sloans caretakers cottage	111.00
				INV	08/01/2019	461218120Dec18	172U Nye Way reticulation	218.55
				INV	08/01/2019	382919470Dec18	252U Medina centre reserve	171.90
				INV	08/01/2019	765774910Dec18	1297U Family Day Care	449.15
				INV	08/01/2019	819683070Dec18	1058U Car park lighting	385.35
				INV	08/01/2019	113658350Dec18	224U Hennessy Park	155.85
				INV	08/01/2019	832505320	2050U Ascot Park	648.45
				INV	08/01/2019	861503150Dec18	3687U Medina oval	662.30
				INV	08/01/2019	526240500Dec18	1071U Pump at Thomas Road	320.15
				INV	08/01/2019	543072120Dec18	996U Pump 2 near Thomas Road	304.90
				INV	08/01/2019	169026580Dec18	2666U Bore sump Johnson Road/Gemstone Parade	809.45
				INV	08/01/2019	187992920Dec18	1091U Bore for reticulation Bertram Road	390.75
				INV	08/01/2019	450583710Dec18	2842U Bertram oval	517.50
				INV	08/01/2019	282690350Dec18	5685U Cas/Well hall and fire station	1,615.35
				INV	08/01/2019	191359550Dec18	1716U Ridley Park	322.65
				INV	08/01/2019	165493420Dec18	222U Smirks Museum	162.30
				INV	08/01/2019	221037310Dec18	1318U Thomas Oval Pavilion	454.85
3815.218-01		Bob Jane T-Mart	2,181.00	INV	07/01/2019	137893	Tyres	288.00
				INV	07/01/2019	137904	Tyres	438.00
				INV	07/01/2019	137905	Puncture repair	30.00
				INV	07/01/2019	137765	Puncture repair	50.00
				INV	07/01/2019	137878	Tyres and alignment	1,375.00
3815.2224-01		Prestige Catering & Event Hire	2,618.35	INV	03/01/2019	00023768	Catering 131218	2,618.35
3815.2339-01		ZircoData Pty Ltd	728.63	INV	07/01/2019	ZDW0052566	Storage and retrieval fees 261118 to 251218	728.63

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3815.237-01		Britel Enterprises Pty Ltd	370.00	INV	09/01/2019	21470	Advertisement in North Parmelia Primary booklet	370.00
3815.2410-01		ABCO Products	644.90	INV	07/01/2019	376553	Cleaning items	644.90
3815.248-01		Bunnings Building Supplies	1,363.19	INV	10/01/2019	2163/01629612	Pool gate latch	319.20
				INV	10/01/2019	2163/01615942	Aluminium panel fence	118.16
				INV	10/01/2019	2163/01615944	Aluminium panel	623.00
				INV	10/01/2019	2163/01317574	Assorted plants and potting mix	147.84
				INV	07/01/2019	2163/01532936	Cleaning items Recquatic	154.99
3815.2492-01		Yakka Pty Ltd	234.60	INV	09/01/2019	11067158	Uniform Library	66.30
				INV	09/01/2019	10937201	Uniforms	168.30
3815.2507-01		Ixom Operations Pty Ltd	1,129.37	INV	09/01/2019	6055441	Supply of chlorine gas Recquatic	988.88
				INV	09/01/2019	6058010	Supply of chlorine gas Recquatic	140.49
3815.2521-01		The Poster Girls	316.25	INV	07/01/2019	10603	Poster delivery for Symphony Spectacular	316.25
3815.2546-01		Sigma Chemicals	613.25	INV	09/01/2019	123782/01	Soda Ash and bicarbonate Recquatic	613.25
3815.2565-01		Ausco Modular Pty Ltd	1,435.50	INV	09/01/2019	7153887	Demountable hire for January 19	1,435.50
3815.264-01		Cabcharge Australia Ltd	6.00	INV	09/01/2019	00989066P1813	Cab charges December 18	6.00
3815.2646-01		Neverfail Springwater	90.60	INV	10/01/2019	584752	Bottled water Admin	90.60
3815.2698-01		Wilson Security Pty Ltd	831.10	INV	10/01/2019	W00232161	Mobile security Callistemon Court December 18	831.10
3815.275-01		Cannon Hygiene Australia Pty Ltd	1,252.74	INV	08/01/2019	96265129	Sanitary unit service January 2019	1,252.74
3815.2852-01		Downer EDI Works Pty Ltd	683.20	INV	07/01/2019	6005977	1 tonne asphalt 041218	125.49
				INV	07/01/2019	6006040	2.02 tonne asphalt 111218	280.24
				INV	07/01/2019	6006009	1.50 tonne asphalt 071218	208.10
				INV	07/01/2019	6006060	.50 tonne asphalt 131218	69.37
3815.3028-01		Wren Oil	1,903.00	INV	07/01/2019	61563	Removal of oily water	1,903.00
3815.3032-01		Celebration Nominees Pty Ltd T/A	288.00	INV	09/01/2019	04Jan2019	Refund verge permit VP2018/96	288.00
3815.3105-01		Poly Pipe Traders	7,953.34	INV	07/01/2019	00095390	Assorted reticulation items	3,775.14
				INV	07/01/2019	00095222	Assorted reticulation items	3,976.73
				INV	09/01/2019	00095388	Parts for reticulation	161.97
				INV	10/01/2019	00094128	Barb joiner	17.60
				INV	10/01/2019	00094227	Reticulation parts	21.90

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3815.3155-01		PFD Food Services Pty Ltd	317.10	INV	09/01/2019	KN526413	Cafe items Recquatic	317.10
3815.3212-01		Marketforce Pty Ltd	10,328.03	INV	09/01/2019	25458	Advertisement 141218	643.35
				INV	10/01/2019	25452	Advertisement 021218 Symphony Spectacular	7,535.00
				INV	10/01/2019	25451	Advertisement 141218	1,025.64
				INV	10/01/2019	25456	Advertisement 071218	404.56
				INV	10/01/2019	25453	Advertisement 301118	294.56
				INV	10/01/2019	25457	Advertisement 141218	239.56
				INV	07/01/2019	24960	Advertisement 231118	185.36
3815.3320-01		Arbor Logic	1,798.50	INV	10/01/2019	00004008	Tree inspection and reports	1,798.50
3815.335-01		City of Rockingham	6,811.70	INV	10/01/2019	102802	Tipping fees to 181218	6,811.70
3815.3387-01		Department of Child Protection & Fa	100.00	RFD	08/01/2019	1382028	Refund bond Patio hire 211118	100.00
3815.339-01		Civica Pty Ltd	8,452.13	INV	21/12/2018	M/LG010608	Licence Support and Maintenance Feb 2019	8,452.13
3815.357-01		BullAnt Security Pty	2,321.40	INV	09/01/2019	10,180,620	Supply of assorted keys for Darius Wells	807.30
				INV	09/01/2019	10,181,274	Supply padlocks	1,289.85
				INV	09/01/2019	10,181,285	Cutting of Keys for "B" Padlock.	111.00
				INV	09/01/2019	10,181,284	Cutting of "C" keys	113.25
3815.358-01		Coastline Mowers	91.00	INV	10/01/2019	19116	Parts	91.00
3815.3596-01		KLMedia Pty Ltd	170.33	INV	09/01/2019	1135152	1 x CD "Dawn"	21.81
				INV	07/01/2019	1135153	Assorted items for Library	148.52
3815.3686-01		KAJ Installations & Services	160.00	INV	10/01/2019	00005038	Service garage door Banksia Park U18	160.00
3815.3965-01		Fulton Hogan Industries Pty Ltd	23,103.30	INV	09/01/2019	12399309RI	Supply 2750m3 emulsion	11,495.00
				INV	09/01/2019	12399307RI	3460m2 emulsion	11,608.30
3815.3977-01		MRP Osborne Park-General Pest/Termi	195.00	INV	09/01/2019	78456	Insect treatment Wells Park & Playground	195.00
3815.407-01		Winc Australia Pty Ltd	155.96	INV	09/01/2019	9026295577	Stationery	7.88
				INV	07/01/2019	9025851679	Supplies for Kwinana South Fire Brigade	148.08
3815.412-01		Courier Australia	54.99	INV	07/01/2019	0358	Courier charges to 051218	41.94
				INV	10/01/2019	0360	Courier charge 181218	13.05
3815.4125-01		LD Total	94,843.75	INV	10/01/2019	96000	Additional Irrigation repair Wellard December 18	3,858.07
				INV	10/01/2019	96075	Supply Pine Bark Mulch December 18	1,650.00
				INV	10/01/2019	96193	Landscape maintenance Belgravia Dec 18	5,023.14

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				INV	10/01/2019	96197	Landscape maintenance Emerald Park Dec 18	5,223.74
				INV	10/01/2019	96203	Landscape maintenance Honeywood December 18	14,790.71
				INV	10/01/2019	96218	Landscape maintenance Sunrise Estate Dec 18	999.58
				INV	10/01/2019	96221	Landscape maintenance Wellard Village Dec 18	28,841.53
				INV	10/01/2019	96223	Landscape maintenance Wellard Glen Dec 18	978.62
				INV	10/01/2019	96225	Landscape maintenance Whistling Grove Dec 18	1,965.14
				INV	10/01/2019	96228	Landscape maintenance Living Edge Dec 18	341.09
				INV	10/01/2019	96230	Landscape maintenance Providence Dec 18	7,002.14
				INV	10/01/2019	96205	Landscape maintenance Honeywood Rise Dec 18	2,533.52
				INV	10/01/2019	96208	Landscape maintenance Latitude 32 Dec 18	2,725.49
				INV	09/01/2019	96074	Monthly applications of Lake Pak	179.96
				INV	09/01/2019	95994	Additional irrigation maintenance December 18	203.68
				INV	09/01/2019	96001	Additional maintenance work December 18	203.86
				INV	09/01/2019	95993	Additional maintenance works December 18	189.04
				INV	09/01/2019	95991	Additional maintenance works December 18	472.71
				INV	09/01/2019	96192	Landscape maintenance Begravia Dec 18	1,118.79
				INV	09/01/2019	96196	Landscape maintenance Emerald Park	1,615.39
				INV	09/01/2019	96202	Landscape maintenance Honeywood	4,475.13
				INV	09/01/2019	96204	Landscape maintenance Honeywood Rise	646.45
				INV	09/01/2019	96217	Landscape maintenance Sunrise Estate	202.86
				INV	09/01/2019	96220	Landscape maintenance Wellard Village	6,703.02
				INV	09/01/2019	96222	Landscape maintenance Wellard Glen	367.22
				INV	09/01/2019	96224	Landscape maintenance Whistling Grove	348.34
				INV	09/01/2019	96227	Landscape maintenance Living Edge	92.73
				INV	09/01/2019	96229	Landscape maintenance Providence	2,091.80
3815.413-01		Covs Parts Pty Ltd	2,431.45	INV	09/01/2019	1650096258	Assorted parts	653.18
				INV	09/01/2019	1650096257	Assorted parts	161.81
				INV	10/01/2019	1650096343	Service kit and disc brake	628.34
				INV	07/01/2019	1650095633	24V led lamp	249.48

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				INV	07/01/2019	1650095416	Assorted parts	193.31
				INV	08/01/2019	1650095915	Connector	26.58
				INV	08/01/2019	1650095920	Fuel filter	77.99
				INV	08/01/2019	1650095631	Amber globe	237.40
				INV	08/01/2019	1650095787	Fuel filter	63.35
				INV	07/01/2019	1650095139	Oil filters	34.41
				INV	07/01/2019	1650096280	Air filter	105.60
3815.42-01		Adventure World	792.00	INV	07/01/2019	40744	Excursion on 18/12/18 Balance of booking	792.00
3815.4245-01		ED Property Services	1,760.00	INV	07/01/2019	00001183	Replace bifold door handles Banksia Park U37	253.00
				INV	07/01/2019	00001184	Remove and install brick wall Banksia Park	1,430.00
				INV	10/01/2019	0001185	Repair sliding doors Callistemon Court U65	77.00
3815.4256-01		Rockingham Skylights	55.00	INV	10/01/2019	11956	Check skylights Callistemon Court U8	55.00
3815.4279-01		Data #3 Limited	21,225.60	INV	09/01/2019	01787036	Asterisk security testing	21,225.60
3815.4350-01		T J Depiazzi & Sons	3,185.60	INV	10/01/2019	97717	Mulch and delivery	3,185.60
3815.4382-01		Stonehenge Ceramics	3,280.50	INV	10/01/2019	C0791	Service of bathroom floor Callistemon Court U44	2,630.50
				INV	03/01/2019	C0788	Banksia Park U31 Re-grout shower walls and floor	650.00
3815.4452-01		Karina Ann Mustajbegovic	251.59	INV	07/01/2019	18thDec2018	Refund of cancelled swimming lessons	251.59
3815.4664-01		AMPAC Debt Recovery (WA) Pty Ltd	14.19	INV	07/01/2019	52906	Debt recovery fee December 18 Library	14.19
3815.4692-01		Elliotts Irrigation Pty Ltd	1,614.80	INV	10/01/2019	B12323	Service iron filter December 18	490.60
				INV	10/01/2019	B12324	Service iron filter December 18	1,124.20
3815.4719-01		Complete Office Supplies Pty Ltd	359.72	INV	09/01/2019	08016917	Stationery supplies Recquatic	229.22
				INV	09/01/2019	08017517	Stationery supplies Recquatic	30.76
				INV	10/01/2019	07989412	Diary for Depot	7.69
				INV	10/01/2019	08008497	Stationery Depot	92.05
3815.480-01		Department of Transport	40.80	INV	03/01/2019	4107223	Disclosure of Information Fees	40.80
3815.483-01		Landgate	5,454.97	INV	09/01/2019	898618	Land enquiry December18	514.00
				INV	09/01/2019	344956-10001098	UV chargeables Sch NoU2018/7	1,182.45
				INV	09/01/2019	344982-10001098	GRV Chargeable Sch No G2018/25	1,183.37
				INV	04/01/2019	344612-10001098	GRV charegeable Schedule No G2018/24	2,575.15
3815.4861-01		Big W	331.50					

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				INV	07/01/2019	176973	Items for Junior Collection and new Switch Control	176.20
				INV	03/01/2019	176990	Items for School Holiday Program	53.50
				INV	21/12/2018	176983	First aid kits and sunscreen	101.80
3815.4879-01		Champion Music	1,045.00	INV	03/01/2019	INV-0119	Entertainment at Local Organisations Event	1,045.00
3815.4926-01		Aussie Clotheslines	670.00	INV	10/01/2019	12905-1	Replace clothesline Callistemon Court U27	335.00
				INV	10/01/2019	12906-1	Replace clothesline Callistemon Court U59	335.00
3815.4995-01		LGISWA Workers Compensation	225,771.70	INV	07/01/2019	100-133380	Performance based adjustment 300611 to 300612	48,232.80
				INV	07/01/2019	100-133418	Performance based adjustment 300614 to 300615	39,816.70
				INV	07/01/2019	100-133399	Performance based adjustment 300615 to 300616	137,722.20
3815.5071-01		JB HiFi Commercial Division	6,542.96	INV	21/12/2018	001-6748532-94-1	6x Apple iPhone and cases	5,960.96
				INV	09/01/2019	001-6758823-19-1	USB storage	199.50
				INV	09/01/2019	01-6758823-206-1	USB storage	171.00
				INV	09/01/2019	01-6758823-69-1	USB storage and delivery	211.50
3815.5321-01		Animal Pest Management Services	7,910.50	INV	09/01/2019	A-17634	Pest Control	4,055.00
				INV	21/12/2018	A-17626	Pest Control	3,855.50
3815.540-01		EJ's Mini Excavator	660.00	INV	09/01/2019	13445	Repairs to drainage grate	660.00
3815.5520-01		Master Lock Service	454.00	INV	09/01/2019	191218	Replace door lever handle Incubator	239.00
				INV	09/01/2019	00005571	Replace door handle on digital lock Recquatic	215.00
3815.560-01		Goodchild Enterprises	334.40	INV	08/01/2019	538529	Parts	334.40
3815.5619-01		Rynat Industries	153.16	INV	07/01/2019	00029895	Replacement kit for baby change table	153.16
3815.5743-01		Programmed Maintenance Services Ltd	10,017.52	INV	10/01/2019	SINV541337	Garden maintenance November 18 to December 18	10,017.52
3815.5752-01		Perdaman Advanced Energy Pty Ltd	12,948.10	INV	08/01/2019	00000552	Install power system John Wellard Centre Claim 2	12,948.10
3815.5768-01		Findmypast Australasia Ltd	365.00	INV	07/01/2019	A04FTI000000596	Additional seat for FindMyPast subscription	365.00
3815.5823-01		Accord Security Pty Ltd	451.00	INV	09/01/2019	00023137	Cash handling and banking service December 18	451.00
3815.583-01		Flexi Staff Pty Ltd	1,444.91	INV	10/01/2019	204232	Temp staff week ending 161218	1,444.91

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3815.5859-01		HK Calibration Technologies Pty Ltd	192.50	INV	09/01/2019	52912	Calibration of General Tools	192.50
3815.5996-01		CMS Engineering Pty Ltd	6,743.77	INV	08/01/2019	30554	Routine maintenance for November 18	3,093.22
				INV	08/01/2019	30555	Routine maintenance for November 18	1,570.21
				INV	08/01/2019	30556	Routine maintenance for December 18	1,060.64
				INV	07/01/2019	30834	Service air conditioner Admin	242.00
				INV	07/01/2019	30835	Service air conditioner Recquatic	473.00
				INV	07/01/2019	30833	Service air conditioner Incubator	304.70
3815.6007-01		Adventure 4 x 4 Pty Ltd	374.00	INV	07/01/2019	4628#3	Assorted parts	374.00
3815.6018-01		ALSCO Pty Ltd	67.53	INV	04/01/2019	CPER1895842	Linen hire	67.53
3815.6091-01		Plants & Garden Rentals	110.00	INV	07/01/2019	00012847	Planter hire January 2019	110.00
3815.6224-01		The Grant Finder	382.50	INV	04/01/2019	00135	Organise activities for Boredom Busters	135.00
				INV	07/01/2019	00136	Assist with Outdoor Christmas movie event	247.50
3815.6267-01		Woolworths Group Limited	1,467.44	INV	03/01/2019	3351305	Items for staff farewell Darius Wells	105.30
				INV	03/01/2019	3351306	Items for School Holiday Program	23.99
				INV	07/01/2019	32062305	Cafe items Recquatic	157.60
				INV	03/01/2019	32028198	Milk for Admin building	66.90
				INV	03/01/2019	32129195	Items for City Leadership Team Meeting	126.46
				INV	03/01/2019	32001985	Catering for meeting	156.04
				INV	07/01/2019	3351302	Depot morning tea supplies	136.25
				INV	07/01/2019	3351311	Food for School Holiday Program	81.10
				INV	07/01/2019	3351308	Food and items for Zone Christmas Party	109.03
				INV	07/01/2019	3413387	Food for Term 4 Drop-In and Programs	66.99
				INV	07/01/2019	3351307	Food items for Christmas activity	47.20
				INV	21/12/2018	3351303	First aid kits and sunscreen for lolly run teams	90.90
				INV	09/01/2019	3351316	Food for School holiday Program Zone	40.60
				INV	10/01/2019	3351314	Depot morning tea supplies	115.50
				INV	09/01/2019	32356937	Cafe items Recquatic	134.14
				INV	09/01/2019	3351318	Milk for the Zone	2.00
				INV	09/01/2019	3351320	Milk for the Zone	4.00
				INV	10/01/2019	3435126	Pest Control Supplies	3.44
3815.6344-01		Swan Towing Services	346.50	INV	07/01/2019	00215804	Towing fee Depot to Daimler Trucks	346.50
3815.6370-01		Elexacom	4,741.34	INV	09/01/2019	25194	Straighten leaning light pole Chisham Avenue	881.40
				INV	09/01/2019	25191	Electrical service 061218 Medina Oval	515.04

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				INV	09/01/2019	25197	Install electrical lines for NBN installation	467.12
				INV	09/01/2019	25143	Repair pit lid at Skate Park	749.40
				INV	08/01/2019	25148	Service gate Recquatic	318.41
				INV	08/01/2019	25087	Set up Christmas Tree Darius Wells	179.34
				INV	07/01/2019	25187	Service fan switch Banksia Park	576.27
				INV	07/01/2019	25193	Repair ceiling fan Callistemon Court U30	852.12
				INV	07/01/2019	25146	Replaced smoke alarm Callistemon Court U49	202.24
3815.638-01		GHD Consultant Engineers	825.00	INV	09/01/2019	9102202	Development feasibility study Kwinana Beach	825.00
3815.6395-01		Purpose Built Pty Ltd	1,039.50	INV	03/01/2019	INV-170601	Facilitating CoderDojo 030918	1,039.50
3815.6567-01		Poolegrave Signs	4,455.00	INV	04/01/2019	00011592	Install new signage in Admin carpark	4,455.00
3815.6583-01		ALS Library Services Pty Ltd	266.73	INV	09/01/2019	00059401	Assorted Library items	188.01
				INV	07/01/2019	00059610	Library items	78.72
3815.662-01		Green Skills Inc / Ecojobs	6,943.20	INV	09/01/2019	P1205	Casual personnel for November 18	3,161.40
				INV	10/01/2019	P1204	Casual personnel for weed control	3,781.80
3815.664-01		StrataGreen	562.57	INV	09/01/2019	101061	Liquid soil wetter	562.57
3815.665-01		Gregs Glass	440.00	INV	07/01/2019	6518-19	Readjust bi-fold doors Darius Wells	440.00
3815.6700-01		Spraying WA Pty Ltd	12,523.85	INV	10/01/2019	00001657	Treatment of weeds	3,443.42
				INV	10/01/2019	0001658	Treatment of weeds on hardstand	9,080.43
3815.6872-01		Schindler Lifts Australia Pty Ltd	2,409.10	INV	09/01/2019	4678689232	Lift maintenance Margaret Feilman Building	2,409.10
3815.69-01		Alinta Gas	1,013.65	INV	08/01/2019	474997486Dec18	8477U Darius Wells Library/Res Centre	1,013.65
3815.694-01		Heatley Sales Pty Ltd	301.67	INV	07/01/2019	C850133	Safety boot Depot	159.30
				INV	07/01/2019	C851205	Safety boot Depot	142.37
3815.6988-01		Game Vault	510.00	INV	09/01/2019	GV959	Incursion on 170119	510.00
3815.7168-01		Exit Waste	1,138.50	INV	09/01/2019	3411B	Service grease traps	1,138.50
3815.7436-01		Action Glass Pty Ltd	1,152.25	INV	10/01/2019	B20061	Install window winder Banksia Park U25	277.75
				INV	10/01/2019	B20192	Install shower screen Callistemon Court U55	874.50
3815.746-01		Institute Of Public Works Engineeri	308.00	INV	10/01/2019	100750-M1218	WA Division Membership 100750	308.00
3815.7502-01		Redox Pty Ltd	1,170.40	INV	07/01/2019	4483996	1 x pallet of Diatomaceous Earth	1,170.40
3815.7522-01		GPS Linemarking	330.00	INV	07/01/2019	INV-838	Line marking for Symphony Spectacular event	330.00

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3815.7523-01		Housing Authority	1,761.06	INV	04/01/2019	9.3	Rates Refund	860.02
				INV	04/01/2019	9.3	Rates Refund	901.04
3815.7605-01		Flying Canape	3,449.50	INV	04/01/2019	11487	Catering 071218 The Zone	772.00
				INV	04/01/2019	11489	Depot Christmas Afternoon Tea Friday 211218	615.00
				INV	04/01/2019	11488	Mayors Morning Tea 191218	2,062.50
3815.762-01		Blackwood & Sons Ltd	291.04	INV	07/01/2019	KW8003RA	Safety boots Depot	145.52
				INV	10/01/2019	PE6408RO	Safety boots Depot	145.52
3815.7625-01		Flex Industries Pty Ltd	304.64	INV	07/01/2019	60230	Service KWN701P	304.64
3815.770-01		Jason Signmakers	446.60	INV	09/01/2019	192994	Assorted signs for Depot	446.60
3815.7733-01		Clarity Communications	4,444.00	INV	04/01/2019	INV-2958	Digital marketing for Symphony Spectacular	4,444.00
3815.8090-01		John Philip Clark & Janice Lynette	250.00	INV	08/01/2019	18thDecember18	Senior Security Subsidy Scheme 2018	250.00
3815.8099-01		Total Tools Rockingham	281.40	INV	07/01/2019	56769	Belt sander and Makita Bosch battery	281.40
3815.822-01		Kone Elevators Pty Ltd	1,482.76	INV	09/01/2019	193399264	Lift service Jan to Mar 2019 Darius Wells	1,482.76
3815.8224-01		Axiis Contracting	23,911.58	INV	09/01/2019	4175	Install concrete footpath Cowcher Way	22,558.43
				INV	09/01/2019	4176	Construct footpath Sulphur Road	1,353.15
3815.8227-01		Emerald Gardens and Landscaping	594.00	INV	07/01/2019	19thDec2018	Install dinghy in coastal garden	165.00
				INV	04/01/2019	19/12/18	Install concrete grass border	429.00
3815.8319-01		Poolwerx Spearwood	1,975.40	INV	09/01/2019	105304-1	Daily water test and balance Adventure Park	1,975.40
3815.8325-01		Envirosweep	8,433.70	INV	09/01/2019	61271	Carpark sweeping 311218	3,071.20
				INV	09/01/2019	61274	Extra road sweeping 071218	665.50
				INV	09/01/2019	61273	Footpath sweeping 311218	1,897.50
				INV	09/01/2019	61272	Road sweeping 311218	2,799.50
3815.8358-01		Sweets on The Run	500.00	INV	09/01/2019	15788	Ice cream sales 141218 Christmas Party	500.00
3815.843-01		Kwinana Little Athletics Centre	650.00	INV	10/01/2019	KS026662	Kidsport voucher x 5	650.00
3815.8474-01		Volunteer Task Force	192.50	INV	07/01/2019	SI002416	Mowing services at Family Day Care November 18	192.50
3815.853-01		Kwinana South Bush Fire Brigade	4,000.00	INV	09/01/2019	07January2019	Hazard reduction and ecological burns	4,000.00
3815.8623-01		Irrigation West	2,826.01	INV	10/01/2019	IV00000000780	Repairs to main line	2,826.01
3815.8756-01		Ohura Consulting	7,332.88	INV	09/01/2019	475	Facilitation of Enterprise Agreement 2018	1,491.88

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				INV	10/01/2019	476	Position Description Project Stage 2	5,841.00
3815.8818-01		Sienna Properties Pty Ltd	28,242.85	INV	09/01/2019	9.8	Rates Refund	28,242.85
3815.8831-01		Roy Batts Sales	90.20	INV	09/01/2019	RBS4594	Staff keycards	90.20
3815.8899-01		Majestic Plumbing	914.42	INV	08/01/2019	211427	Service drink fountain Kwinana Adventure Park	271.24
				INV	10/01/2019	211428	Plumbing repairs Banksia Park	184.49
				INV	10/01/2019	211507	Various plumbing works Callistemon Court	274.19
				INV	10/01/2019	211469	Plumbing repairs Banksia Park	97.75
				INV	07/01/2019	211383	Investigate water pressure Kwinana Beach	86.75
3815.8979-01		Vocus Communications	1,694.00	INV	09/01/2019	P367542	Monthly internet service January 19	1,694.00
3815.8984-01		Baldivis Transport Pty Ltd	175.00	INV	08/01/2019	00001745	Bulk water supply 291118	175.00
3815.8998-01		McLeods	5,014.45	INV	09/01/2019	106174	Legal fee Matter No 43335	1,668.25
				INV	07/01/2019	105945	Legal fee Matter No 43380	171.60
				INV	10/01/2019	106222	Legal fee Matter No 43335	451.55
				INV	03/01/2019	104857	Legal fee Matter No 39862	228.80
				INV	03/01/2019	105947	Legal fee Matter No 43446	989.45
				INV	03/01/2019	105944	Legal fee Matter No 43148	575.30
				INV	03/01/2019	105946	Legal fee Matter No 43401	689.70
				INV	03/01/2019	105043	Legal fee Matter No 42958	239.80
3815.9013-01		Department of Mines, Industry	8,951.98	INV	09/01/2019	December2018	Building Services Levy December 2018	8,951.98
3815.9019-01		Kearns Garden Supplies	463.35	INV	03/01/2019	3-Nov18	Various hardware Callistemon Court	167.81
				INV	03/01/2019	4-Nov18	Various hardware items Banksia Park	102.55
				INV	10/01/2019	24-Nov18	Assorted hardware items	192.99
3815.903-01		Lo-Go Appointments	6,639.33	INV	07/01/2019	00418444	Temp staff week ending 061018	1,581.53
				INV	03/01/2019	00418442	Temp staff week ending 061018	1,839.20
				INV	04/01/2019	00418811	Temp staff week ending 151218	1,379.40
				INV	10/01/2019	00418847	Temp staff week ending 221218	1,839.20
3815.9042-01		Signarama Rockingham	88.00	INV	08/01/2019	9985	Emergency Exit sign Recquatic	88.00
3815.9074-01		Natsales Advertising Pty Ltd	1,100.00	INV	21/12/2018	00340722	Bin advertising for Australia Day 2019	1,100.00
3815.9081-01		Kwinana Smash Repairs	500.00	INV	07/01/2019	14,897	Insurance excess for repairs KWN2077	500.00
3815.9117-01		Gaye McMath	1,980.00	INV	08/01/2019	6	Audit Committee Member fee 191118	1,980.00

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3815.928-01		Major Motors	841.49	INV	07/01/2019	712662	Auto Parts	767.24
				INV	08/01/2019	711799	Check Air Conditioner 1GJJ940	74.25
3815.9325-01		Manfred Surveys	1,430.00	INV	21/12/2018	01279	Wellard Road dual carriage way project	1,430.00
3815.934-01		Mandogalup Volunteer Fire Brigade	4,400.00	INV	09/01/2019	7thJanuary2019	Hazard reduction and ecological burns	4,400.00
3815.9431-01		Perth Energy	4,592.51	INV	08/01/2019	110109598	1.19U Orelia Sports Pavilion	88.33
				INV	08/01/2019	110109636	.68U Orelia Sports Pavilion	70.58
				INV	08/01/2019	110109690	3.04U New Thomas Oval Pavilion	102.61
				INV	08/01/2019	110109691	312.86U Recquatic	4,311.54
				INV	08/01/2019	603306Dec18	Interest charges 1.5% 6 days	19.45
3815.9432-01		Forms Express Pty Ltd	1,362.82	INV	04/01/2019	219415	Printing and Issuing of Instalment Reminder Notice	1,362.82
3815.9545-01		Cardile International Fireworks Pty	1,760.00	INV	07/01/2019	00002218	Streamer cannons for Symphony Spectacular	1,760.00
3815.9572-01		Aaron Thomas	1,300.00	INV	03/01/2019	105	Open Mic Evening Event 291118	650.00
				INV	03/01/2019	106	Open Mic Evening event 131218	650.00
3815.9590-01		My Media Intelligence Pty Ltd	696.65	INV	10/01/2019	INV-1014	Media Monitoring coverage	696.65
3815.9678-01		Advanced Water Waste Systems Pty Lt	1,372.80	INV	09/01/2019	INV-3304	Supply pump to Adventure Park splashpad	1,372.80
3815.9740-01		Kandie Foster	175.00	INV	09/01/2019	21stDecember2018	Financial assistance Netball Championships	175.00
3815.9749-01		Leanne Evans	100.00	RFD	09/01/2019	1395174	Refund bond Patio hire 030119	100.00
3815.9888-01		Kelly Winfield-Hart	100.00	RFD	08/01/2019	1345939	Refund bond Patio hire 271218	100.00
3815.9940-01		Combined Monitoring Centre Pty Ltd	150.15	INV	09/01/2019	27992	Security alarm monitoring fees Jan to Mar 2019	150.15
3816	16/01/2019	EFT TRANSFER: - 18/01/2019	867,699.09					
3816.10079-01		Compu-Stor	2,457.75	INV	16/01/2019	00251612	Storage boxes and book scanning	1,927.00
				INV	16/01/2019	00252604	Storage boxes and book scanning	514.45
				INV	16/01/2019	00250699	Storage boxes	16.30
3816.10202-01		Facilities First Australia	1,637.38	INV	17/01/2019	165751	Foam cleaning William Bertram Centre	1,194.08
				INV	17/01/2019	165754	Cleaning consumables	443.30
3816.1034-01		North Lake Electrical Pty Ltd	1,541.39	INV	17/01/2019	52780	Emergency repairs on irrigation cubicle	1,147.30
				INV	17/01/2019	52789	Service pump	394.09
3816.1046-01		OCE Australia Ltd	233.79	INV	15/01/2019	1464860	Monthly Charges for ColorWave 550	233.79

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3816.10488-01		Luke Stevenson	2,600.00	INV	17/01/2019	277	Videography for the Symphony Spectacular	2,600.00
3816.10530-01		Easy Access Lifts Pty Ltd	7,553.00	INV	15/01/2019	INV-2153	Works on pool lifts Recquatic	2,159.30
				INV	15/01/2019	INV-2145	Install disability pool lift Recquatic	5,393.70
3816.10557-01		Sunbather WA	2,098.80	INV	15/01/2019	INV-1882	Replacement of solar control unit Recquatic	1,694.00
				INV	15/01/2019	INV-1883	Roof temp sensor and other parts Recquatic	404.80
3816.1059-01		Vodafone Messaging	176.00	INV	15/01/2019	11220809	Pager Network Access fee	176.00
3816.10606-01		Beards Security Doors and Awnings	2,843.00	INV	17/01/2019	00009771	Supply hinged door Depot	788.00
				INV	17/01/2019	00009791	Security screens on windows Margaret Feilman	2,055.00
3816.10640-01		Perth Aquatic, Seed and Ecological	1,650.00	INV	17/01/2019	00003227	Maintenance Management Plan	1,650.00
3816.10645-01		Tredwell Management Services	27,351.50	INV	15/01/2019	00000644	Community Infrastructure Consultation Stage 5 & 6	27,351.50
3816.10649-01		Alex Krsnik	9,525.00	INV	15/01/2019	SQ180014	Roundabout maintenance	3,432.00
				INV	15/01/2019	SQ180001	Slashing service Parmelia	250.00
				INV	15/01/2019	SQ180015	Slashing services at various locations	913.00
				INV	15/01/2019	SQ180018	Streetscape garden maintenance	700.00
				INV	15/01/2019	SQ180013	City Centre Litter Collection December 18	1,560.00
				INV	15/01/2019	SQ180017	City Centre Litter Collection 17 to 31 December 18	2,340.00
				INV	15/01/2019	SQ180016	Slashing and litter pick up Medina shops	330.00
3816.10741-01		Taise Luz Miranda Raumati	100.00	RFD	16/01/2019	1382475	Refund bond Patio hire 080119	100.00
3816.10743-01		Quest Software International Limite	7,992.30	INV	16/01/2019	4700209139	Kace system management	7,992.30
3816.10845-01		Phoria Pty Ltd	5,665.00	INV	15/01/2019	INV-1095	Pro 2 Camera and tripod	5,665.00
3816.10848-01		Danilo Covich	2,875.02	INV	11/01/2019	9.9	Rates Refund	2,875.02
3816.10849-01		Margaret Rodriguez	3,000.00	INV	11/01/2019	9.9	Rates Refund	3,000.00
3816.10851-01		Mismanto Saiman	449.39	INV	11/01/2019	9.9	Rates Refund	449.39
3816.10852-01		Jenny Lake	30.00	INV	15/01/2019	10thJan19	Refund of dog sterilisation	30.00
3816.10853-01		Gerson Alexander Bermudez	94.06	INV	15/01/2019	15thJanuary2018	Reimbursement of fuel KWN1986	94.06
3816.10854-01		Christine Mary McKenny	150.00	INV	15/01/2019	1389788	Dog registration	150.00
3816.10855-01		The Crew	2,860.00	INV	16/01/2019	18thDecembe18	Community Funding program	2,860.00
3816.10856-01		Rebel Nicholas	100.00	RFD	16/01/2019	1382197	Refund bond Hall hire 231118	100.00

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3816.10857-01		Sinead Chidlow	100.00	RFD	16/01/2019	1338269	Refund bond Patio hire 110918	100.00
3816.10858-01		Mii Teuru Bates	2,000.00	RFD	16/01/2019	1374424	Refund bond Hall hire 121118	2,000.00
3816.10859-01		Raji Mukundan	100.00	RFD	16/01/2019	1382358	Refund bond Hall hire 130119	100.00
3816.10860-01		Iryna Tyler	100.00	RFD	16/01/2019	1382365	Refund bond Patio hire 131118	100.00
3816.10861-01		Aleisha Newell	100.00	RFD	16/01/2019	1387976	Refund bond Patio hire 120119	100.00
3816.10862-01		Alesha Rochford	300.00	RFD	16/01/2019	1404945	Refund bond Hall hire 020119	300.00
3816.10863-01		Jessica Smith	100.00	RFD	16/01/2019	1405123	Refund bond Patio hire 030119	100.00
3816.10864-01		Scopeit Education Rockingham CIY. C	200.00	RFD	16/01/2019	1317283	Refund bond Hall hire 100718	200.00
3816.10865-01		Youth Focus	200.00	RFD	16/01/2019	1361973	Refund bond Hall hire 241118	200.00
3816.10866-01		Serenity Scanlan	100.00	RFD	16/01/2019	1411104	Refund bond Patio hire 240119	100.00
3816.10867-01		Charles Noel Kirwan	250.00	INV	17/01/2019	14thJanuary19	Senior Security Subsidy Scheme	250.00
3816.10868-01		James Albert Allcock	250.00	INV	17/01/2019	15thJanuary19	Senior Security Subsidy Scheme	250.00
3816.10869-01		Terry Williams	250.00	INV	17/01/2019	15thJanuary19	Senior Security Subsidy Scheme	250.00
3816.10870-01		Silent Groove	285.00	INV	17/01/2019	2179	Deposit for hire equipment for Open Day	285.00
3816.1130-01		Port Printing Works	254.65	INV	17/01/2019	INV030685	Recquatic Open Day mud maps	86.90
				INV	15/01/2019	INV030315	Youth service brochure	167.75
3816.1142-01		Sonic Health Plus	198.00	INV	17/01/2019	1685286	Pre employment medical 020119	198.00
3816.1157-01		Quality Traffic Management Pty Ltd	9,306.60	INV	16/01/2019	26815	Traffic management 18-191218	1,311.73
				INV	16/01/2019	26806	Traffic management 291118	954.74
				INV	16/01/2019	26814	Traffic management 181218	454.98
				INV	16/01/2019	26809	Traffic management 041218	764.36
				INV	16/01/2019	26804	Traffic management 271118	954.74
				INV	16/01/2019	26805	Traffic management 291118	761.55
				INV	15/01/2019	26803	Traffic management	2,769.05
				INV	14/01/2019	26808	Traffic management	593.58
				INV	14/01/2019	26810	Traffic management	741.87
3816.1168-01		Raeco International Pty Ltd	297.00	INV	15/01/2019	530396	Name labels for Library	297.00
3816.1186-01		Red Dot	44.00	INV	17/01/2019	39470414	Items for Holiday Program Recquatic	44.00
3816.1266-01		Salmat Targeted Media Pty Ltd	786.41	INV	17/01/2019	1000618070	Newsletter delivery Recquatic	786.41

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3816.1276-01		Satellite Security Services	1,162.81	INV	16/01/2019	IV004629	Service power at Depot	445.01
					16/01/2019	IV004573	Replaced CCTV cameras	240.00
					16/01/2019	IV004639	Service key pad in truck shed	477.80
3816.1282-01		Sealanes (1985) Pty Ltd	253.50	INV	15/01/2019	F5684222	Bottled Water for Mandogalup Brigade	253.50
3816.1516-01		Trisley's Hydraulic Services Pty Lt	625.90	INV	15/01/2019	80203142	Install new fan to UV control cabinet	625.90
3816.1536-01		Ulverscroft Large Print Books	116.78	INV	15/01/2019	I124479AU	Audio fiction title Library	116.78
3816.1572-01		Western Australian Local Government	65.00	INV	15/01/2019	I3074440	Future of LG Forum 300119	65.00
3816.1592-01		Water Corporation of Western Austra	26,722.79	INV	17/01/2019	9000356366Dec18	20U Family Day Care	228.08
					17/01/2019	9000334597Jan19	Service charges Feilman Building	302.87
					17/01/2019	9000294409Jan19	18U Leda Hall	317.11
					17/01/2019	9000295305Jan19	35U Leda Reserve	86.00
					17/01/2019	9000340874Jan19	1058U Callistemon Court	4,063.65
					17/01/2019	9000341201Jan19	2016U Banksia Park	6,613.92
					17/01/2019	9000341922Jan19	Service charges Meares Avenue	143.01
					17/01/2019	9000334589Jan19	5U Tafe	1,550.62
					17/01/2019	9012573982Jan19	13U Incubator	292.23
					17/01/2019	9000339427Jan19	319U Victory for Life	914.41
					17/01/2019	9012543409Jan19	208U Admin Art Centre Parmelia House	2,336.38
					17/01/2019	9000342570Jan19	17U Rhodes Park	215.48
					17/01/2019	9000341578Jan19	1217U Recquatic and Zone	6,384.91
					17/01/2019	9000341914Jan19	Service charges 40 Meares Avenue	143.01
17/01/2019	9013156996Jan19	310U Darius Wells Library and Resource Centre	2,145.85					
3816.1707-01		Public Transport Authority of Weste	216.00	INV	15/01/2019	Refund	Refund duplicate payment noise management plan	216.00
3816.1726-01		Kyocera Document Solutions Australi	3,110.33	INV	16/01/2019	2852384687	Copy cost Depot	175.56
					16/01/2019	2852384692	Copy cost Zone upstairs	43.42
					16/01/2019	2852384697	Copy cost Depot	62.44
					16/01/2019	2852384702	Copy cost Admin	428.62
					16/01/2019	2852384688	Copy cost	132.50
					16/01/2019	2852384693	Copy cost Admin Planning	529.01
					16/01/2019	2852384698	Copy cost Recquatic	388.24

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				INV	16/01/2019	2852384703	Copy cost Darius Wells	49.33
				INV	16/01/2019	2852384689	Copy cost Incubator	65.77
				INV	16/01/2019	2852384694	Copy cost GSS	306.68
				INV	16/01/2019	2852384699	Copy cost Darius Wells	38.17
				INV	16/01/2019	2852384704	Copy cost Admin CSO area	49.44
				INV	16/01/2019	2852384690	Copy cost Darius Wells upstairs	312.38
				INV	16/01/2019	2852384695	Copy cost Finance Area	85.37
				INV	16/01/2019	2852384700	Copy cost Admin CSO	36.08
				INV	16/01/2019	2852384705	Copy cost Bertram Centre	24.00
				INV	16/01/2019	2852384691	Copy cost Library	109.97
				INV	16/01/2019	2852384696	Copy cost Family Day Care	68.89
				INV	16/01/2019	2852384701	Copy cost Wellard Centre	68.90
				INV	16/01/2019	2852384706	Copy cost Village	135.56
3816.1762-01		Officeworks BusinessDirect	396.69	INV	16/01/2019	41651336	Stationery for William Bertram	155.71
				INV	15/01/2019	41066069	Supplies for William Bertram	240.98
3816.1830-01		Biffa Bins	550.00	INV	14/01/2019	0859296	Skip bin 171218	550.00
3816.1833-01		Host Direct	1,142.24	INV	17/01/2019	1204248	Items for catering kitchen	1,142.24
3816.188-01		Beaurepaires Tyres Kwinana	1,389.12	INV	17/01/2019	U548351221	Tyres and balance	1,389.12
3816.2048-01		Palm Lakes Gardens & Landscape Serv	220.00	INV	15/01/2019	03/01/2019	Paving service near club house	220.00
3816.2097-01		Beaver Tree Services Aust Pty Ltd	3,935.28	INV	16/01/2019	68124	Verge tree watering week ending 040119	3,935.28
3816.2121-01		Suez	295,138.03	INV	17/01/2019	164368	Commercial recycling December 18	133,971.55
				INV	17/01/2019	29912020	General waste December 18	1,917.30
				INV	17/01/2019	29865358	Mixed waste December 18	157,996.26
				INV	15/01/2019	29874895	Green waste pick up	1,252.92
3816.2125-01		Synergy	15,322.30	INV	14/01/2019	315338160Jan19	129U Callistemon Court	121.10
				INV	14/01/2019	824098750Dec18	904U Thomas Road entry	340.80
				INV	14/01/2019	151880770	327U Car park lighting	238.35
				INV	14/01/2019	254890650Dec18	27U Malden Park BBQ	103.25
				INV	14/01/2019	254890320Dec18	4U Rushbrook Park BBQs	97.15
				INV	14/01/2019	201352990Dec18	772U Newstead Park Smart Meter	271.20
				INV	14/01/2019	126641430Dec18	1049U Lights for Tavern Carpark	355.25
				INV	14/01/2019	544003140Dec18	4780U Wellard Road Verge	281.15
				INV	14/01/2019	473346610Dec18	1348U Wellard Park Smart Meter	346.10

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				INV	17/01/2019	129764890Jan19	7985U Lambeth Park POS	1,670.85
				INV	17/01/2019	958335710Jan19	9114U Orelia Oval	2,013.00
				INV	17/01/2019	144372270Jan19	4663U Thomas Oval Reticulation	636.25
				INV	17/01/2019	921049150Jan19	1666U Medina Hall	552.90
				INV	17/01/2019	258360080Jan19	5740U Adventure Park	1,140.75
				INV	17/01/2019	676621320Jan19	5666U Margaret Feilman	1,612.00
				INV	17/01/2019	127609840Jan19	93U Darius Top Floor	124.30
				INV	17/01/2019	566370150Jan19	4000U Chipperton Park	1,180.60
				INV	17/01/2019	141057240Jan19	14000U The Zone	4,237.30
3816.218-01		Bob Jane T-Mart	1,291.00	INV	16/01/2019	138390	Tyres	798.00
				INV	16/01/2019	138345	2 x tyres and wheel alignment	493.00
3816.2410-01		ABCO Products	561.92	INV	16/01/2019	378525	Tissue dispensers	561.92
3816.2475-01		Xercise Pro	2,555.00	INV	15/01/2019	271218	Annual license fees for xercise pro 2019	2,555.00
3816.248-01		Bunnings Building Supplies	986.37	INV	15/01/2019	2163/01535458	Assorted hardware items	192.24
				INV	16/01/2019	2163/01636446	Painting supplies	83.28
				INV	16/01/2019	2163/01634079	Hardware items for shelving	41.50
				INV	16/01/2019	2163/01635583	Painting items	27.48
				INV	16/01/2019	2163/01535163	Hardware items Depot	248.35
				INV	16/01/2019	2163/01534851	Assorted drill bits	84.94
				INV	16/01/2019	2163/01626700	Light globes	119.16
				INV	16/01/2019	2163/01626702	Aluminium edging The Zone	87.70
				INV	17/01/2019	2163/01153668	Garden hoses	55.20
				INV	17/01/2019	2163/01535023	Assorted hardware parts	46.52
3816.2483-01		Picton Press	1,849.62	INV	14/01/2019	39373	Community Centres brochures Term 1	1,849.62
3816.2507-01		Ixom Operations Pty Ltd	988.88	INV	15/01/2019	6061074	Chlorine gas Recquatic	988.88
3816.2508-01		Quality Press	652.30	INV	15/01/2019	147,082	Various T cards for DFES	652.30
3816.2646-01		Neverfail Springwater	236.86	INV	17/01/2019	638163	Bottled water Admin	37.75
				INV	17/01/2019	556510	Bottled water Admin	93.13
				INV	17/01/2019	557249	Bottled water Admin	105.98
3816.2852-01		Downer EDI Works Pty Ltd	205,778.02	INV	15/01/2019	6006129	Supply of Road Stabilisation	70,548.90
				INV	15/01/2019	6006124	Gilmore Avenue foamed bitumen stabilisation	135,021.02
				INV	14/01/2019	6005849	1.5 tonne asphalt	208.10
3816.302-01		Chadson Engineering	216.15	INV	15/01/2019	A0080689	Pool test tablets	216.15

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3816.3105-01		Poly Pipe Traders	122.50	INV	14/01/2019	00095858	100mm milnes coupling	122.50
3816.3155-01		PFD Food Services Pty Ltd	454.20	INV	15/01/2019	KN631874	Cafe supplies	454.20
3816.3212-01		Marketforce Pty Ltd	957.19	INV	17/01/2019	25454	Advertisement 301118	212.06
				INV	17/01/2019	25455	Advertisement 121218	745.13
3816.3312-01		Daniels Printing Craftsmen	1,474.00	INV	14/01/2019	57566	Printing of Recquatic newsletter	1,474.00
3816.3380-01		Seton Australia	34.54	INV	15/01/2019	9339044785	First Aid Kit	34.54
3816.3423-01		Andrea Harold	260.00	INV	15/01/2019	070119	Reimbursement of mud kitchen for playgroup	260.00
3816.357-01		BullAnt Security Pty	773.47	INV	17/01/2019	10,181,798	Restricted system keys	124.20
				INV	17/01/2019	10,181,848	Restricted system key	31.05
				INV	16/01/2019	10,181,344	Install internal door Incubator	494.02
				INV	16/01/2019	10,181,583	Cut and engrave keys	62.10
				INV	16/01/2019	10,181,725	Keys cut and engrave	62.10
3816.358-01		Coastline Mowers	745.70	INV	17/01/2019	19141#5	Doucher mower blades	58.00
				INV	17/01/2019	18608	Service cylinder mower	331.10
				INV	17/01/2019	18607	Service cylinder mower	356.60
3816.407-01		Winc Australia Pty Ltd	2,571.01	INV	17/01/2019	9026350471	Stationery	773.39
				INV	17/01/2019	9026280482	Stationery	1,636.08
				INV	14/01/2019	9026312399	Stationery	156.00
				INV	15/01/2019	9026336503	Clear tape	5.54
3816.412-01		Courier Australia	13.05	INV	15/01/2019	0356	Courier charges 311018	13.05
3816.4125-01		LD Total	2,263.56	INV	15/01/2019	95992	Maintenance work December 18 Honeywood	1,356.33
				INV	15/01/2019	96002	Maintenance work December 18 Emerald Park	907.23
3816.4245-01		ED Property Services	1,067.00	INV	15/01/2019	00001190	Install bifold door handles Banksia Park U10	253.00
				INV	15/01/2019	00001191	Repair shelf & replace floor tiles Banskia Park U18	484.00
				INV	15/01/2019	00001192	Painting of ceiling Banksia Park U26	330.00
3816.4279-01		Data #3 Limited	862.60	INV	15/01/2019	01773943	DC power adaptor	862.60
3816.434-01		Curtin University	3,950.00	INV	14/01/2019	9565306	Study fees Student ID No 19634346	3,950.00
3816.4790-01		Spotlight Pty Ltd	143.90	INV	16/01/2019	0065020798993	Items for William Bertram Centre	143.90
3816.483-01		Landgate	938.45	INV	14/01/2019	345169-10001098	UV charges Schedule No U2019/1 December 18	654.45

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				INV	15/01/2019	344053-10001098	GRV Schedule No G2018/22 201018 to 021118	284.00
3816.4861-01		Big W	965.90	INV	15/01/2019	176982	Items for Christmas event	198.70
				INV	16/01/2019	176905	Items for Quiz Night	190.55
				INV	16/01/2019	176977	Vacuum Cleaner for William Bertram Centre	189.00
				INV	16/01/2019	176681	Christmas decorations William Bertram Centre	141.00
				INV	15/01/2019	176970	Assorted swim nappies	150.15
				INV	16/01/2019	176904	Supplies for Coco Movie Night	96.50
3816.5035-01		Quell Clean	285.00	INV	14/01/2019	00051287	Vacate cleaning Banksia Park U18	225.00
				INV	14/01/2019	00051298	Bathroom cleaning Banksia Park U37	60.00
3816.5071-01		JB HiFi Commercial Division	433.06	INV	16/01/2019	01-6814378-100-1	Sync cables	285.50
				INV	15/01/2019	01-6807198-100-1	Nano USB microphone	147.56
3816.52-01		Agrizzi Farm Machinery	5,350.00	INV	17/01/2019	00018252	Supply rotaslasher	5,350.00
3816.537-01		Educational Art Supplies Co	61.16	INV	17/01/2019	3461888	Craft supplies for Open Day 2019	61.16
3816.5381-01		Centrecare	1,026.66	INV	17/01/2019	20141	EAP Annual Registration and Management Fee	1,026.66
3816.5453-01		Kirby Swim Equip Pty Ltd	599.50	INV	17/01/2019	INV-0770	Repair kits for pool platform	599.50
3816.5520-01		Master Lock Service	521.00	INV	16/01/2019	00005603	Secure sewer control panel Adventure Park	256.00
				INV	16/01/2019	00005619	Re-key locks on store room Thomas Oval	265.00
3816.5750-01		Kev's Wheelie Kleen	445.50	INV	16/01/2019	3699	Bin cleaning 090119 Darius Wells	236.50
				INV	16/01/2019	3698	Bin cleaning 090119 Admin Building	209.00
3816.5754-01		Talis Consultants Pty Ltd	308.00	INV	17/01/2019	17998	Consultancy services period ending 311218	308.00
3816.5823-01		Accord Security Pty Ltd	13,237.92	INV	17/01/2019	00023075	Security services Darius Wells various	3,032.26
				INV	17/01/2019	00023149	Security services Darius Wells to 060119	4,570.28
				INV	17/01/2019	00023022	Security services Darius Wells to 251118	4,372.58
				INV	17/01/2019	00023150	Security extra hours Darius Wells 241218	1,262.80
3816.5851-01		Homestead Ridge Progress Associatio	3,643.00	INV	15/01/2019	14thJanuary19	Community Event Funding 2019 Family Movie	3,643.00
3816.5940-01		Willem Lodewikus De Klerk	1,000.00	RFD	16/01/2019	1403485	Refund bond Hall hire 120119	1,000.00
3816.5995-01		Zenien Pty Ltd T/as ATFT Astuta Tru	1,298.00	INV	14/01/2019	I5970	Wellard CCTV maintenance	357.50
				INV	14/01/2019	I5967	Replace CCTV wireless link	940.50

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3816.5996-01		CMS Engineering Pty Ltd	8,868.97	INV	16/01/2019	30910	Air conditioner service Administration Building	424.60
				INV	16/01/2019	30908	Air conditioner service Administration Building	532.40
				INV	17/01/2019	30945	Air conditioner service Koorliny Art Centre	253.00
				INV	16/01/2019	30776	Routine maintenance December 18	3,093.22
				INV	16/01/2019	30777	Routine maintenance December 18	1,570.21
				INV	16/01/2019	30778	Routine maintenance December 18	1,060.64
				INV	16/01/2019	30909	Air conditioner service Darius Wells	1,934.90
3816.6000-01		Scott Printers Pty Ltd	1,556.50	INV	17/01/2019	129294	Letterheads	1,556.50
3816.6007-01		Adventure 4 x 4 Pty Ltd	500.00	INV	15/01/2019	4631#6	2 pairs recovery tracks	500.00
3816.6267-01		Woolworths Group Limited	1,608.10	INV	15/01/2019	3351325	Gift cards for Recquatic Open Day	100.00
				INV	15/01/2019	3351326	Food for Neighbour Day grant info session	84.71
				INV	15/01/2019	32434120	Items for Cafe Splash	71.55
				INV	15/01/2019	3351330	Term 1 supplies	176.30
				INV	15/01/2019	32538446	Items for Cafe Splash	80.79
				INV	15/01/2019	32538845	Assorted sundries for the Recquatic Centre	92.30
				INV	14/01/2019	32536984	Items for admin	139.40
				INV	14/01/2019	32457889	Items for admin	97.95
				INV	15/01/2019	3351327	Gift cards	500.00
				INV	17/01/2019	32603767	Items for Admin	152.10
	INV	16/01/2019	3351312	Event supplies	18.00			
	INV	16/01/2019	3351324	Depot morning tea supplies	95.00			
3816.6460-01		Artistralia	495.00	INV	16/01/2019	00010090	Copyright screening of movie	495.00
3816.665-01		Gregs Glass	1,575.00	INV	17/01/2019	6576-19	Reglaze laminated glass	1,575.00
3816.6675-01		Colliers International	3,300.00	INV	17/01/2019	V127515	Updated Valuation Advice	3,300.00
3816.6749-01		Australia Post	5,225.06	INV	14/01/2019	1008140287	Postage for period ending 311218	5,225.06
3816.684-01		Hart Sport	381.50	INV	14/01/2019	10011910	Basketballs and badminton racquets	381.50
3816.7158-01		Growers Agrishop	361.00	INV	15/01/2019	131421	Pesticides	361.00
3816.7436-01		Action Glass Pty Ltd	407.00	INV	15/01/2019	B20406	Install shower screen Callistemon Court U44	407.00
3816.7507-01		WCP Civil Pty Ltd	39,752.41	INV	15/01/2019	20027	Cowcher Way West Resurfacing	39,752.41
3816.7522-01		GPS Linemarking	330.00	INV	15/01/2019	INV-844	Football oval line marking at Medina Oval	330.00
3816.7575-01		Pickles Auctions	1,650.00	INV	14/01/2019	D1000105266	Vehicle towing	121.00

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				INV	17/01/2019	DI000093833	Towing pick up 030119	264.00
				INV	17/01/2019	DI000093834	Towing pick up 111018	374.00
				INV	17/01/2019	DI000093836	Towing pick up 111018	264.00
				INV	17/01/2019	DI000102374	Towing pick up 071218	462.00
				INV	17/01/2019	DI000103906	Towing pick up	165.00
3816.762-01		Blackwood & Sons Ltd	1,036.63	INV	17/01/2019	GS0289RS	Assorted shirts and pants	248.82
				INV	17/01/2019	GS8931RR	Uniform Depot	79.09
				INV	16/01/2019	KW9211RU	Barrier tape	89.54
				INV	16/01/2019	KW2339RU	Earplugs and smoke lenses	619.18
3816.7625-01		Flex Industries Pty Ltd	1,208.37	INV	17/01/2019	60216	Service 1GJJ940	1,208.37
3816.7809-01		Frontline Fire and Rescue Equipment	145.86	INV	14/01/2019	62812	Alloy Female Adaptor	54.45
				INV	14/01/2019	62813	Jerry cans x 10	91.41
3816.7812-01		Starbucks Flooring	1,300.00	INV	14/01/2019	INV-000511	Carpet service Callistemon Court U26	1,300.00
3816.7937-01		Kerb Direct Kerbing Pty Ltd	9,090.01	INV	17/01/2019	7010	Install mountable kerbs	6,569.95
				INV	17/01/2019	7017	Install mountable kerb	2,520.06
3816.795-01		K Mart	38.00	INV	17/01/2019	162959	Assorted items for reward box	38.00
3816.8125-01		Xpresso Delight Midland	440.00	INV	14/01/2019	INV-0166	Coffee Machine service December 18	440.00
3816.8172-01		Ngaru Pou Kapahaka Group	2,000.00	INV	16/01/2019	18thDecember18	Community Funding program	2,000.00
3816.8193-01		Mark One Visual Promotions Pty Ltd	16,280.00	INV	16/01/2019	00018180	Install and dismantle Christmas Tree	16,280.00
3816.8243-01		Brackson Construction Pty Ltd	5,950.01	INV	17/01/2019	00000063	Remove ceiling for repairs	5,950.01
3816.8319-01		Poolwerx Spearwood	2,483.89	INV	15/01/2019	106287-1	Water testing Adventure Park	2,483.89
3816.8442-01		Master Instruments	230.85	INV	16/01/2019	925670	6V alkaline for metrocount	230.85
3816.848-01		Kwinana Roller Hockey Club	875.00	INV	17/01/2019	14thJanuary19	Donation Roller Hockey competition	875.00
3816.867-01		Lamp Replacements	49.50	INV	16/01/2019	IN1018473	Starter code Recquatic	49.50
3816.87-01		Zone Bowling	248.50	INV	17/01/2019	22-190115-0018	Excursion 150119	248.50
3816.888-01		Les Mills Australia	452.22	INV	15/01/2019	968099	Licence fee January 2019	452.22
3816.8884-01		Coffee Works	1,204.06	INV	16/01/2019	2625	Monthly service John Wellard and Bertram Centre	370.48
				INV	16/01/2019	2659	Monthly service for John Wellard and Bertram Centre	370.48

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				INV	16/01/2019	2691	Weekly service John Wellard and Bertram Centre	463.10
3816.8894-01		Landscape and Maintenance Solutions	22,471.91	INV	17/01/2019	INV-0980	Mowing Services 241218	1,878.58
				INV	15/01/2019	INV-0982	Passive and Streetscape mowing	6,798.15
				INV	15/01/2019	INV-0981	Broadacre mowing of Sportsgrounds December 18	13,795.18
3816.8899-01		Majestic Plumbing	1,326.80	INV	16/01/2019	211570	Unblock toilet Depot	663.32
				INV	16/01/2019	211567	Unblock urinals at Kwinana Beach toilets	119.75
				INV	16/01/2019	211508	Service leaking tap Calista Tennis Club	206.49
				INV	16/01/2019	211468	Service kitchen sink Recquatic	337.24
3816.8984-01		Baldivis Transport Pty Ltd	175.00	INV	16/01/2019	00001754	Bulk water supply 141218	175.00
3816.8998-01		McLeods	4,392.64	INV	17/01/2019	106387	Legal fee Matter No 43534	1,382.15
				INV	17/01/2019	105777	Legal fee Matter No 37239	129.91
				INV	17/01/2019	105775	Legal fee Matter No 105775	212.52
				INV	17/01/2019	106502	Legal fee Matter No106502	287.10
				INV	17/01/2019	106357	Legal fee Matter No 43595	1,265.55
				INV	17/01/2019	106356	Legal fee Matter No 106356	465.30
				INV	17/01/2019	106354	Legal fee Matter No 43448	465.30
				INV	17/01/2019	106489	Legal fee Matter No 36575	184.81
3816.9019-01		Kearns Garden Supplies	65.79	INV	16/01/2019	61	Hardware items for Family Day Care	33.93
				INV	16/01/2019	34	Hardware items	31.86
3816.9030-01		Air Liquide Australia	109.16	INV	14/01/2019	VG8754	Hire of medical oxygen and cylinder fee	109.16
3816.903-01		Lo-Go Appointments	1,979.84	INV	17/01/2019	00418488	Casual Staff w/e 09/11/18	1,979.84
3816.905-01		Local Government Professionals	4,080.00	INV	15/01/2019	10,076	Finance Professionals Conference	1,250.00
				INV	15/01/2019	10,073	Finance Professionals Conference	790.00
				INV	15/01/2019	10,074	Finance Professionals Conference	790.00
				INV	15/01/2019	10,075	Finance Professionals Conference	1,250.00
3816.9074-01		Natsales Advertising Pty Ltd	1,732.50	INV	15/01/2019	00033744	Advertising 011118 Litter Bin Housing	1,732.50
3816.934-01		Mandogalup Volunteer Fire Brigade	687.14	INV	15/01/2019	15thJanuary2019	DFES ESL Recoup October to December 18	687.14
3816.9371-01		Kelly Ann Matthews	100.00	RFD	16/01/2019	1337602	Refund bond Patio hire 070918	100.00
3816.9431-01		Perth Energy	6,923.27	INV	17/01/2019	110107485	87U Feilman Building	190.44
				INV	17/01/2019	110107552	.30U Wellard Pavilion	201.17
				INV	17/01/2019	110107554	3.02U New Thomas Oval Pavilion	113.28

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				INV	17/01/2019	110107555	442.75U Recquatic	6,087.03
				INV	17/01/2019	110107743	2.3U Medina Oval Clubrooms	224.09
				INV	17/01/2019	110108543	0U Medina Oval changerooms	107.26
3816.9488-01		Bright Light Signs Pty Ltd	1,485.00	INV	14/01/2019	00014050	Sign boards for Recquatic Open Day	1,485.00
3816.9604-01		WARVRA	156.00	INV	14/01/2019	08Jan2019	Annual membership for Banksia Park Village	156.00
3816.9892-01		LF Media	2,674.80	INV	17/01/2019	21115	Print and installation of lamppost	2,674.80
3816	22/01/2019	EFT TRANSFER: - 18/01/2019	-241.00				Payment Reversal Creditor #5061	
3816	22/01/2019	EFT TRANSFER: - 18/01/2019	-561.00				Payment Reversal Creditor #3739	
3817	18/01/2019	EFT TRANSFER: - 18/01/2019	216,768.87					
3817.153-01		Australian Taxation Office	202,507.00	INV	13/01/2019	PY01-15-Australi	Payroll Deduction PAYG Tax Withheld	202,507.00
3817.2853-01		Maxxia Pty Ltd	4,423.47	INV	13/01/2019	PY01-15-Maxxia P	Payroll Deduction	1,880.34
				INV	13/01/2019	PY01-15-Maxxia P	Payroll Deduction	2,023.24
				INV	18/01/2019	December18	Being employee Net ITC for period 011218	519.89
3817.3376-01		Health Insurance Fund of WA (HIF)	1,168.40	INV	13/01/2019	PY01-15-Health I	Payroll Deduction	1,168.40
3817.3719-01		City of Kwinana - Xmas fund	8,670.00	INV	13/01/2019	PY01-15-TOK Chri	Payroll Deduction	8,670.00
3818	18/01/2019	EFT TRANSFER: - 18/01/2019	125,733.10					
3818.565-01		Bright Futures Family Day Care - Pa	125,733.10	INV	18/01/2019	311218 to 130119	FDC Payroll 311218 to 130119	125,733.10
3819	18/01/2019	EFT TRANSFER: - 18/01/2019	21,025.91					
3819.568-01		Bright Futures In Home Care - Payro	21,025.91	INV	18/01/2019	311218 to 130119	IHC Payroll 311218 to 130119	21,025.91
3820	18/01/2019	EFT TRANSFER: - 18/01/2019	380,177.98					
3820.10152-01		SuperChoice	380,177.98	INV	31/12/2018	December2018-01	Superannuation-December2018-01	275,878.30
				INV	31/12/2018	December2018-03	Superannuation-December2018-03	6,930.43
				INV	31/12/2018	December2018-06	Superannuation-December2018-06	4,018.06
				INV	31/12/2018	December2018-07	Superannuation-December2018-07	5,189.77
				INV	31/12/2018	December2018-13	Superannuation-December2018-13	2,978.64
				INV	31/12/2018	December2018-14	Superannuation-December2018-14	11,153.16
				INV	31/12/2018	December2018-16	Superannuation-December2018-16	1,643.62
				INV	31/12/2018	December2018-17	Superannuation-December2018-17	16,998.85
				INV	31/12/2018	December2018-18	Superannuation-December2018-18	2,921.21
				INV	31/12/2018	December2018-20	Superannuation-December2018-20	697.14
				INV	31/12/2018	December2018-21	Superannuation-December2018-21	1,310.47
				INV	31/12/2018	December2018-22	Superannuation-December2018-22	495.61

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				INV	31/12/2018	December2018-24	Superannuation-December2018-24	4,060.35
				INV	31/12/2018	December2018-28	Superannuation-December2018-28	115.45
				INV	31/12/2018	December2018-29	Superannuation-December2018-29	1,068.18
				INV	31/12/2018	December2018-30	Superannuation-December2018-30	1,587.82
				INV	31/12/2018	December2018-37	Superannuation-December2018-37	1,800.04
				INV	31/12/2018	December2018-43	Superannuation-December2018-43	378.70
				INV	31/12/2018	December2018-46	Superannuation-December2018-46	3,016.56
				INV	31/12/2018	December2018-48	Superannuation-December2018-48	1,722.87
				INV	31/12/2018	December2018-50	Superannuation-December2018-50	641.25
				INV	31/12/2018	December2018-53	Superannuation-December2018-53	1,129.90
				INV	31/12/2018	December2018-54	Superannuation-December2018-54	1,948.83
				INV	31/12/2018	December2018-55	Superannuation-December2018-55	2,669.35
				INV	31/12/2018	December2018-56	Superannuation-December2018-56	1,771.13
				INV	31/12/2018	December2018-58	Superannuation-December2018-58	704.74
				INV	31/12/2018	December2018-59	Superannuation-December2018-59	3,109.43
				INV	31/12/2018	December2018-60	Superannuation-December2018-60	1,715.74
				INV	31/12/2018	December2018-63	Superannuation-December2018-63	420.74
				INV	31/12/2018	December2018-64	Superannuation-December2018-64	1,114.26
				INV	31/12/2018	December2018-65	Superannuation-December2018-65	932.37
				INV	31/12/2018	December2018-66	Superannuation-December2018-66	674.07
				INV	31/12/2018	December2018-67	Superannuation-December2018-67	1,687.52
				INV	31/12/2018	December2018-72	Superannuation-December2018-72	1,419.21
				INV	31/12/2018	December2018-73	Superannuation-December2018-73	1,846.39
				INV	31/12/2018	December2018-75	Superannuation-December2018-75	188.87
				INV	31/12/2018	December2018-76	Superannuation-December2018-76	320.95
				INV	31/12/2018	December2018-77	Superannuation-December2018-77	737.91
				INV	31/12/2018	December2018-78	Superannuation-December2018-78	820.35
				INV	31/12/2018	December2018-79	Superannuation-December2018-79	1,742.69
				INV	31/12/2018	December2018-80	Superannuation-December2018-80	2,702.37
				INV	31/12/2018	December2018-81	Superannuation-December2018-81	836.10
				INV	31/12/2018	December2018-82	Superannuation-December2018-82	5,698.76
				INV	31/12/2018	December2018-83	Superannuation-December2018-83	611.82
				INV	31/12/2018	December2018-84	Superannuation-December2018-84	241.49
				INV	31/12/2018	December2018-85	Superannuation-December2018-85	526.51

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24/01/2019 EFT TRANSFER: - 24/01/2019

389,019.54

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3822.10015-01		Kleenit Pty Ltd	520.00	INV	21/01/2019	128599	Graffiti removal	520.00
3822.10085-01		Games World	989.83	INV	22/01/2019	281204	Board Game Collection items Library	989.83
3822.10253-01		Office Line	1,474.00	INV	21/01/2019	71087	Table cart	1,474.00
3822.10311-01		Go Doors Pty Ltd	8,525.00	INV	21/01/2019	80644	Install heavy duty automatic door Recquatic	8,525.00
3822.1033-01		Nilfisk Pty Ltd	1,425.16	INV	22/01/2019	PSVI007059	Pad retainer	91.96
				INV	21/01/2019	PRI0001248	Service charge The zone	1,333.20
3822.10373-01		Green Willows Industrial Cleaning a	400.00	INV	22/01/2019	32	BP Clubhouse and office cleaning	200.00
				INV	22/01/2019	31	BP Clubhouse and office cleaning	200.00
3822.10457-01		Abuzar Gharibyar	150.00	INV	21/01/2019	14Dec2018	Photography Services 2018 LyriK Award	150.00
3822.10628-01		Darren Mark Reddall	1,038.74	INV	23/01/2019	11.1	Rates Refund	1,038.74
3822.10630-01		Summers Consulting	3,014.00	INV	21/01/2019	INV-617	Mosquito Monitoring 13 and 14 December	1,507.00
				INV	21/01/2019	INV-616	Mosquito Monitoring 28 and 29 December	1,507.00
3822.10674-01		Eco Acoustics Pty Ltd	1,760.00	INV	22/01/2019	00015177	Sound Monitoring at the Symphony Spectacular 2018	1,760.00
3822.10689-01		Frame Labs	2,750.00	INV	22/01/2019	KWIN001	Deposit Hire of Mechatron ride 090319	2,750.00
3822.10761-01		Peritas Civil Pty Ltd	8,624.00	INV	23/01/2019	PC111575	Wandi South DCP Stage 1-3	8,624.00
3822.1078-01		Parks And Leisure Australia	484.00	INV	21/01/2019	12305	Workshop 130218 x 2 staff	484.00
3822.10866-01		Serenity Scanlan	38.20	INV	22/01/2019	15thJanuary2019	Refund cancelled Patio hire 240119	38.20
3822.10872-01		Rochelle McGinnity	100.00	RFD	22/01/2019	1361973	Refund bond Patio hire 200119	100.00
3822.10873-01		Kristy Clark	100.00	RFD	22/01/2019	1338186	Refund bond Patio hire 100918	100.00
3822.10874-01		Bianca Meek	100.00	RFD	22/01/2019	1347740	Refund bond Hall hire 260918	100.00
3822.10875-01		Candice Blakeney	100.00	RFD	22/01/2019	1370585	Refund bond Patio hire 011118	100.00
3822.10876-01		Jaymee Lockyer	100.00	RFD	22/01/2019	1382219	Refund bond Hall hire	100.00
3822.10877-01		Danika Brown	100.00	RFD	22/01/2019	1382357	Refund bond Patio hire 271118	100.00
3822.10878-01		Sheree Read	100.00	RFD	22/01/2019	1390050	Refund bond Patio hire 121218	100.00
3822.10879-01		Michael Colyer	100.00	RFD	22/01/2019	1397305	Refund bond Patio hire 190119	100.00
3822.10880-01		Maria Usedo	100.00	RFD	22/01/2019	1404945	Refund bond Patio hire 020119	100.00
3822.10881-01		Stephanie Walker	2,000.00	RFD	22/01/2019	1405301	Refund bond Hall hire 040119	2,000.00

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3822.10882-01		Larissa O'Neill	200.00	RFD	22/01/2019	1411104	Refund bond Hall hire 200119	200.00
3822.10883-01		Zoe Russell	100.00	RFD	22/01/2019	1405289	Refund bond Patio hire 200119	100.00
3822.10886-01		Kyra Henderson	50.00	INV	23/01/2019	22ndJanuary19	Lyrik Awards Incentive Round 23	50.00
3822.10887-01		Kirralee Vollmann	50.00	INV	23/01/2019	21stJanuary19	Lyrik Awards Incentive Round 23	50.00
3822.10888-01		Danny William Fisher	250.00	INV	23/01/2019	22ndJanuary2019	Senior Security Subsidy Scheme	250.00
3822.10889-01		Cheryl Lorraine Parker	205.00	INV	23/01/2019	22ndJanuary2019	Senior Security Subsidy Scheme	205.00
3822.10892-01		Chloe Joy Louise Bosveld	50.00	INV	24/01/2019	22ndJanuary2019	Refund 360L recycle bin upgrade fee	50.00
3822.1157-01		Quality Traffic Management Pty Ltd	16,580.19	INV	23/01/2019	26802	Traffic management Cowcher Way	13,867.25
				INV	21/01/2019	26850	Traffic management 100119	713.96
				INV	21/01/2019	26807	Traffic management 4 and 5 December 18	1,047.14
				INV	21/01/2019	26851	Traffic management 11-14 December 18	755.87
				INV	21/01/2019	26852	Traffic management 110119	195.97
3822.1205-01		Ridleys Towing & Transport	516.25	INV	23/01/2019	3339	Bus cleaning November 18	80.00
				INV	23/01/2019	3338	Driver 151118	87.50
				INV	23/01/2019	3344	Driver 011218	112.50
				INV	23/01/2019	3348	Bus cleaning December 18	80.00
				INV	23/01/2019	3347	Driver 131218	62.50
				INV	23/01/2019	3345	Driver 031218	50.00
				INV	23/01/2019	3346	Driver 111218	43.75
3822.1245-01		Rotary Club of Kwinana Inc.	4,900.00	INV	22/01/2019	00000362	Australia Day breakfast	4,900.00
3822.1265-01		Sai Global Ltd	98.08	INV	23/01/2019	SAIG11S-900305	Emergency eyewash and shower equipment	98.08
3822.1276-01		Satellite Security Services	6,567.78	INV	22/01/2019	01910453	Security monitoring 010119 to 300419	6,567.78
3822.1290-01		Shane McMaster Surveys	4,400.00	INV	21/01/2019	Kwin295	Feature survey Gilmore Avenue	4,400.00
3822.1353-01		Spineless Wonders	350.00	INV	21/01/2019	2039	School Holiday Incursion 160119	350.00
3822.140-01		Australian Communications and Media	1,031.00	INV	21/01/2019	501451212	Apparatus Licence Renewal fees	1,031.00
3822.1423-01		Telstra	86.55	INV	22/01/2019	0335568200Jan19	Usage to 090119 Banksia Park	48.05
				INV	23/01/2019	1548725500Jan19	Services to 130219 Alarm at Feilman Building	38.50
3822.1474-01		Toll Transport Pty Ltd	36.86	INV	23/01/2019	1037352	Toll service 160119	36.86
3822.1516-01		Trisley's Hydraulic Services Pty Lt	3,032.37	INV	21/01/2019	90203337	Service parts plus extra labour to replace O-rings	1,018.71
				INV	21/01/2019	80203151	Annual service to spa filter Recquatic	776.16

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				INV	21/01/2019	90203334	Supply parts for chlorine probes	1,237.50
3822.1528-01		Twights Plumbing Pty Ltd	4,207.70	INV	22/01/2019	G0115	Service toilet Callistemon Court U73 221218	352.00
				INV	22/01/2019	G0151	Repair burst pipe Callistemon Court U26	275.00
				INV	22/01/2019	G0131	Service burst pipe Banksia Park U6	3,580.70
3822.1530-01		Wormald Australia Pty Ltd	1,626.03	INV	21/01/2019	7881055	Administration Routine Inspection and Testing	993.53
				INV	23/01/2019	7886300	Service fire panel Recquatic	379.50
				INV	23/01/2019	7887384	Investigate faulty sensor Banksia Park	253.00
3822.1572-01		Western Australian Local Government	3,430.00	INV	23/01/2019	I3074761	Contribution Development in Groundwater project	3,300.00
				INV	22/01/2019	I3074758	Future of LG Forum 300119	65.00
				INV	22/01/2019	I3074757	Future of LG Forum 300119	65.00
3822.1592-01		Water Corporation of Western Austra	1,839.87	INV	23/01/2019	9000323724Jan19	337U Frank Konecny Centre	1,087.61
				INV	23/01/2019	9014051352Jan19	95U Bertram Community Centre	752.26
3822.1609-01		West Australian Newspapers Limited	181.20	INV	21/01/2019	02624567-13/1/19	Newspaper subscription to 130318	181.20
3822.1726-01		Kyocera Document Solutions Australi	176.72	INV	22/01/2019	2811462496	Toner kit	176.72
3822.1826-01		Arteil	1,306.80	INV	24/01/2019	00071001	Office chair Gryphon MK1	1,306.80
3822.19-01		Absolute Painting Services	1,540.00	INV	22/01/2019	INV-0751	Repaint internal walls Callistemon Court U31	1,540.00
3822.1970-01		Early Childhood Australia Inc	65.00	INV	21/01/2019	33320-2019/2020	Subscription Renewal	65.00
3822.2125-01		Synergy	670.75	INV	22/01/2019	169027190Jan19	0U Entry Statement L9500 Johnson Road	60.95
				INV	22/01/2019	169027380Jan19	0U Entry Statement L8002 Johnson Road	102.95
				INV	22/01/2019	141057240Jan19	14110U The Zone	121.55
				INV	23/01/2019	824098750Jan19	955U Thomas Road Entry	385.30
3822.2224-01		Prestige Catering & Event Hire	871.20	INV	23/01/2019	00023851	Catering 210119	436.20
				INV	23/01/2019	00023855	Catering 230119	435.00
3822.2296-01		Perth Region NRM Inc	100.00	INV	21/01/2019	51798	Contribution towards retirement catering	100.00
3822.2410-01		ABCO Products	346.70	INV	21/01/2019	379099	Toilet tissue dispenser	346.70
3822.248-01		Bunnings Building Supplies	1,281.42	INV	22/01/2019	2163/01638311	Hardware items for gutter repairs	95.01
				INV	21/01/2019	2163/01636233	Tools for Reticulation crew	292.98
				INV	21/01/2019	2163/01637659	Potting mix	137.75
				INV	21/01/2019	2163/01637648	20L White Plastic Pail with Lid	145.00
				INV	21/01/2019	2163/01536055	Shade cloth	280.61

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				INV	21/01/2019	2163/01009284	Kinetic tap vandal proof	25.46
				INV	21/01/2019	2163/01009301	Items for School Holiday program	229.76
				INV	21/01/2019	2163/01638805	Guttering supplies	74.85
3822.2483-01		Picton Press	1,981.35	INV	24/01/2019	39528	Tags for bin tagging exercise 2019	1,981.35
3822.2546-01		Sigma Chemicals	3,036.00	INV	21/01/2019	123860/01	Swimming platform and swim mirror	3,036.00
3822.2646-01		Neverfail Springwater	67.95	INV	21/01/2019	638896	Bottled water Admin	67.95
3822.2652-01		Modern Teaching Aids Pty Ltd	814.55	INV	23/01/2019	43561402	Craft items for Darius Wells creche	814.55
3822.2807-01		PLE Computers Pty Ltd	59.00	INV	22/01/2019	SI-1406633	1x Startech External USB	59.00
3822.2852-01		Downer EDI Works Pty Ltd	32,880.48	INV	22/01/2019	6006223	74.70 tonne bitumen	16,937.70
				INV	21/01/2019	6006192	Supply of emulsion	15,790.18
				INV	21/01/2019	6006184	1.10 tonne asphalt	152.60
3822.2903-01		Connect CCS	2,852.85	INV	21/01/2019	00094988	Overcalls fee for December 2018	2,852.85
3822.330-01		City of Cockburn	138.80	INV	23/01/2019	1287	Zone SHP Excursion Cockburn ARC 160119	138.80
3822.335-01		City of Rockingham	428.26	INV	21/01/2019	103005	Tip fees on 191218	428.26
3822.342-01		CJD Equipment Pty Ltd	253.66	INV	21/01/2019	1804674	2 x pumps	253.66
3822.357-01		BullAnt Security Pty	27.50	INV	21/01/2019	10,181,722	Key cut	27.50
3822.3679-01		Antonino Scidone	308.00	INV	24/01/2019	24thJanuary2019	Reimbursement of IPWEA Membership	308.00
3822.3686-01		KAJ Installations & Services	120.00	INV	22/01/2019	00005090	Garage door repairs Callistemon Court	120.00
3822.3739-01		Casuarina Wellard Progress Associat	561.00	INV	15/01/2019	10thJanuary19	Donation for printing of bumper stickers	561.00
3822.3786-01		HALPD Pty Ltd T/A Affordable Living	1,303.32	INV	23/01/2019	Overpayment	Overpayment Inv 52957-15 Fuchsia Rd Kwn Town Cntre	1,303.32
3822.381-01		Community Perspectives	7,590.00	INV	23/01/2019	1724	Preparation of grants application	7,590.00
3822.4057-01		Kelyn Training Services	430.00	INV	21/01/2019	00027622	Basic Worksite Traffic Management course	430.00
3822.407-01		Winc Australia Pty Ltd	995.23	INV	23/01/2019	9026362575	Stationery Family Day Care	307.09
				INV	23/01/2019	9026380435	Stationery	1.05
				INV	23/01/2019	9026380299	Stationery	88.70
				INV	23/01/2019	9026414710	Stationery	156.00
				INV	23/01/2019	9026394629	Stationery Library	192.71
				INV	23/01/2019	9026351755	Stationery	249.68
3822.413-01		Covs Parts Pty Ltd	188.93	INV	21/01/2019	1650098380	Dayco Fan Clutch	188.93

Cheque Listing

Payments made between
01/01/2019 to 31/01/2019



<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
3822.4184-01		Salvatore Sorgiovanni	61.42	INV	23/01/2019	21stJanuary19	Reimburse of IPWEA Membership	61.42
3822.4190-01		AC Cooling Services	176.00	INV	22/01/2019	2890	Service air conditioner Banksia Park U18	176.00
3822.4245-01		ED Property Services	1,826.00	INV	22/01/2019	00001194	Investigate hand basin Banksia Park U57	55.00
				INV	22/01/2019	00001193	Repair front door handle Banksia Park U17	66.00
				INV	22/01/2019	00001196	Repair and paint walls Callistemon Court U44	220.00
				INV	22/01/2019	00001195	Repairs kitchen cupboard Banksia Park U31	44.00
				INV	22/01/2019	00001198	New vanity cabinet Callistemon Court U44	1,320.00
				INV	22/01/2019	00001197	Repair toilet & exhaust fan Callistemon Court U44	121.00
3822.4256-01		Rockingham Skylights	300.00	INV	23/01/2019	11974	Replace ducting to skylight Callistemon Court U23	300.00
3822.4279-01		Data #3 Limited	113,323.04	INV	21/01/2019	01788678	Microsoft software licence	113,323.04
3822.434-01		Curtin University	3,950.00	INV	22/01/2019	9572140	Study fees Student ID No 18869503	3,950.00
3822.4412-01		JB Hi-Fi Rockingham	287.94	INV	22/01/2019	102809735-100	Video Games and DVD's for Junior Collection	287.94
3822.457-01		Porter Consulting Engineers	5,263.50	INV	23/01/2019	00019011	Review Hammond Road extension	3,415.50
				INV	23/01/2019	00019010	Review Hammond Road extension	1,056.00
				INV	23/01/2019	00019008	Cost review of Millar Road for DCA 2	792.00
3822.4719-01		Complete Office Supplies Pty Ltd	135.31	INV	23/01/2019	08052113	Stationery Darius Wells Library	135.31
3822.480-01		Department of Transport	34.00	INV	22/01/2019	4108742	Disclosure of Information Fees	34.00
3822.483-01		Landgate	5,733.47	INV	22/01/2019	64623761	Data capture services	5,662.47
				INV	21/01/2019	345207-10001098	GRV chargeable Schedule G2018/26	71.00
3822.4861-01		Big W	1,108.80	INV	21/01/2019	176996	Dog Food for pound	55.50
				INV	21/01/2019	176993	Console Games for Library	961.00
				INV	23/01/2019	176909	Cat litter for Pound	36.00
				INV	21/01/2019	176903	Prizes for School Holiday Program	56.30
3822.5061-01		Department of Planning -DAP	241.00	INV	15/01/2019	DA8924-2	JDAP Application DAP/17/01215	241.00
3822.5071-01		JB HiFi Commercial Division	7,035.28	INV	23/01/2019	01-6826391-94-1	Apple iphones x 4	1,913.34
				INV	23/01/2019	01-6826391-87-1	Iphone x 2 and phone cases	4,102.29
				INV	23/01/2019	01-6826391-121-1	IPhone and case	1,019.65
3822.5321-01		Animal Pest Management Services	7,931.00	INV	22/01/2019	A-17640	Pest Control	7,931.00
3822.5520-01		Master Lock Service	405.00	INV	23/01/2019	00005641	Replace bathroom door Banksia Park U10	205.00

Cheque Listing

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				INV	22/01/2019	00005662	Repair locks security gate Callistemon Court U14	65.00
				INV	22/01/2019	00005660	Rekey electrical box Callistemon Court U30	135.00
3822.5540-01		Jason Michael De Rosario	312.14	INV	22/01/2019	11.0	Rates Refund	312.14
3822.5645-01		Name Badge World	80.47	INV	21/01/2019	B81007	Name badges	80.47
3822.5743-01		Programmed Maintenance Services Ltd	10,017.52	INV	22/01/2019	SINV543468	Garden and Turf maintenance January 2019	10,017.52
3822.5823-01		Accord Security Pty Ltd	3,764.86	INV	21/01/2019	00023097	Security period ending 231218 Darius Wells	3,471.71
				INV	21/01/2019	00023098	Security 221218 Darius Wells Movie night	293.15
3822.6018-01		ALSCO Pty Ltd	177.38	INV	23/01/2019	CPER1905565	Linen hire for catering	45.30
				INV	23/01/2019	CPER1905432	Linen hire for catering	66.04
				INV	23/01/2019	CPER1904182	Linen hire for catering	66.04
3822.6091-01		Plants & Garden Rentals	110.00	INV	22/01/2019	00012986	Planter hirer February 2019	110.00
3822.6224-01		The Grant Finder	517.50	INV	22/01/2019	00137	Assist with Outdoor Christmas Event 221218	112.50
				INV	23/01/2019	00139	Facilitate with Boredom Busters program	225.00
				INV	21/01/2019	00138	Facilitate workshop for School Holiday program	180.00
3822.6267-01		Woolworths Group Limited	1,259.48	INV	23/01/2019	3351309	Items for Sing for Your Life Community Concert	107.02
				INV	23/01/2019	3532924	Items for Darius Wells	102.95
				INV	23/01/2019	3532903	Food and care packs for Zone	98.90
				INV	23/01/2019	3351345	Food for School Holiday Program Zone	89.37
				INV	23/01/2019	35329165	Catering for author event Library	29.25
				INV	23/01/2019	32766484	Items for Admin	214.09
				INV	23/01/2019	32856815	Items for Admin	107.00
				INV	22/01/2019	3351333	Sanitisers and fresheners for Recquatic Centre	41.00
				INV	22/01/2019	3351344	Items for Recquatic Open Day	196.54
				INV	21/01/2019	3351334	Items for Cafe Splash	52.62
				INV	21/01/2019	3351339	Items for Recquatic	13.05
				INV	21/01/2019	3351338	Stock for Cafe Splash Recquatic	79.48
				INV	21/01/2019	3351328	Treat Yoself school holiday program items	28.43
				INV	21/01/2019	3351336	Milk for the Zone	6.00
				INV	21/01/2019	3351329	Food for School Holiday Program	71.61
				INV	21/01/2019	3351323	Items for Mooditj Family Day Care	22.17

Cheque Listing

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3822.6289-01		Clockwork Print	382.80	INV	21/01/2019	INV-0055933	Recquatic open day banner	382.80
3822.6370-01		Elexacom	10,729.74	INV	22/01/2019	25236	Service oven at Incubator 181218	47.27
				INV	22/01/2019	25229	Service lights Darius Wells 171218	55.37
				INV	23/01/2019	25232	Repairs to lighting Darius Wells creche	1,013.52
				INV	22/01/2019	25228	Service faulty GPO Banksia Park	277.40
				INV	22/01/2019	25227	Replace smoke alarm and light fitting Banksia Park	281.93
				INV	22/01/2019	25233	Replace ceiling fan Callistemon Court U10	655.82
				INV	22/01/2019	25237	Replace fan & cabinet Callistemon Court U55	591.72
				INV	22/01/2019	25234	Swap medicine cabinet Callistemon Court U72	197.87
				INV	22/01/2019	24776	Rewire old garage blocks Callistemon Court	5,033.40
				INV	23/01/2019	25240	Service dryside changerooms Recquatic	1,043.55
				INV	23/01/2019	25231	Service male toilet Recquatic	94.53
				INV	23/01/2019	25266	Install GPO Banksia Park	390.45
				INV	23/01/2019	25268	Relocate Data Point from upstairs kitchen	349.78
				INV	23/01/2019	25273	Replace ceiling light Banksia Park U34	697.13
3822.6700-01		Spraying WA Pty Ltd	15,546.72	INV	21/01/2019	00001663	Chemical weed control of hardstand	12,186.20
				INV	21/01/2019	00001664	Treatment of weeds in streetscape gardens	3,360.52
3822.6834-01		S & L Engineering	758.07	INV	21/01/2019	INV-01659	Inspection of air compressors and pressure vessels	758.07
3822.7240-01		Pirateman Michael Speranza-Atmosphe	330.00	INV	23/01/2019	ATM0342	Circus workshop school holiday program	330.00
3822.7398-01		AP Photography	290.00	INV	23/01/2019	19012019	Recquatic open day photography service	290.00
3822.7575-01		Pickles Auctions	77.00	INV	22/01/2019	D1000106935	Vehicle collection 140119 COK009	77.00
3822.7604-01		Tanya Halliday	98.00	INV	22/01/2019	18thJanuary19	Reimbursement of birth certificates The Zone	98.00
3822.762-01		Blackwood & Sons Ltd	949.25	INV	21/01/2019	KW6659RV	Assorted safety items Depot	949.25
3822.770-01		Jason Signmakers	712.80	INV	21/01/2019	192347	Bushfire brigade stickers	314.60
				INV	21/01/2019	192348	Bushfire brigade stickers Mandogalup	398.20
3822.7809-01		Frontline Fire and Rescue Equipment	94.05	INV	21/01/2019	62877	Jumbo handle lock straps	94.05
3822.7847-01		Strata Specialists	9,654.00	INV	22/01/2019	3421024-04Dec18	Quarterly levies Quarter 2 and 3	4,388.00
				INV	22/01/2019	3421023-041218	Quarterly levies Quarter 2 and 3	5,266.00
3822.7877-01		Anthony Dinah Huia	50.00	INV	22/01/2019	21stJanuary2019	Refund 360L recycle bin upgrade fee	50.00
3822.8119-01		The Smart Security Company P/L	5,189.80	INV	22/01/2019	7187	24 hour monitoring service Banksia Park	5,189.80

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3822.8325-01		Envirosweep	363.00	INV	22/01/2019	61013	Road sweeping 091118	363.00
3822.8474-01		Volunteer Task Force	286.00	INV	23/01/2019	SI002488	Regular mowing services December 18	286.00
3822.8483-01		Headstart International Pty Ltd	19.00	INV	23/01/2019	112332	Coupe wheels axle caps	19.00
3822.8899-01		Majestic Plumbing	2,657.83	INV	22/01/2019	211568	Replaced hose tap Callistemon Court U2	136.25
				INV	22/01/2019	211569	Service kitchen tap Callistemon Court U47	126.35
				INV	23/01/2019	211644	Service shower Adventure Park 070119	357.17
				INV	22/01/2019	211643	New hot water system Banksia Park U65	1,684.32
				INV	22/01/2019	830+60671552	Various plumbing service Callistemon Court U26	250.49
				INV	22/01/2019	211642	Service toilet Banksia Park U20	103.25
3822.8998-01		McLeods	465.30	INV	21/01/2019	106355	Legal fees Matter No 43449	465.30
3822.9019-01		Kearns Garden Supplies	136.62	INV	23/01/2019	53-30/12/18	Hardware items Callistemon Court	63.00
				INV	23/01/2019	54-30/12/2018	Hardware items Banksia Park	73.62
3822.903-01		Lo-Go Appointments	2,492.95	INV	23/01/2019	00418935	Temp staff week ending 120119	2,492.95
3822.9043-01		Ruckus Scooters Pty Ltd	3,150.00	INV	23/01/2019	INV-0029	Edge Skatepark Activation December 2018	2,050.00
				INV	22/01/2019	INV-0031	Edge Skatepark Activation January 2019	1,100.00
3822.9121-01		Rebound Arena	250.00	INV	22/01/2019	13705473-43414	Excursion on 220119 School Holiday Program	250.00
3822.926-01		Main Roads Western Australia	1,256.20	INV	21/01/2019	8008481	Agreement for provision of service Kwinana Beach	1,256.20
3822.9428-01		Sophee Tilbury	50.00	INV	23/01/2019	21stJanuary19	Lyrik Awards Incentive Round 23	50.00
3822.9488-01		Bright Light Signs Pty Ltd	440.00	INV	21/01/2019	00014026	VMS sign for Australia Day 2019	440.00
3822.9494-01		Reece's Event Hire	14,590.97	INV	22/01/2019	36679	Australia Day infrastructure and party hire	14,590.97
3822.9548-01		Will's Bobcat Services	4,279.00	INV	21/01/2019	00003686	Minor Road Upgrade Naval Base	4,279.00
3822.9572-01		Aaron Thomas	650.00	INV	23/01/2019	107	Open Mic Event 170119	650.00
3822.9742-01		Jennifer Meagan Felstead	716.30	INV	23/01/2019	21stJanuary19	Lyrik Educational Scholarship	716.30
3822.9764-01		Datacom Systems (AU) Pty Ltd - WA	1,903.00	INV	23/01/2019	INV0013933	Monthly Saas fee Sphere website January 19	1,903.00
3822.9812-01		Coastal Firebreaks and Slashing	1,872.75	INV	22/01/2019	INV1160	Private Works Slash block to City specifications	1,872.75
3822.9862-01		Jane Lightfoot	250.00	INV	23/01/2019	22ndJanuary2019	Senior Security Subsidy Scheme	250.00

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3823	25/01/2019	EFT TRANSFER: - 25/01/2019	76,218.10					
3823.1621-01		Western Australian Treasury Corpora	76,218.10	INV	25/01/2019	GFEE DEC18	Government Guarantee fee period ending 311218	76,218.10
Total EFT			3,823,585.12					
Payroll								
PY01-15	13/01/2019	Payroll	614,311.66					
PY01-16	27/01/2019	Payroll	620,926.73					
Total Payroll			1,235,238.39					
Grand Total			-5,097,099.65					

Credit Card Transactions

1/01/2019 to 31/01/2019

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
Credit Card Director City Legal to 030119				\$299.52	
4261719	Invoice	030119A	03/01/2019	\$8.18	ASIC Search
4261719	Invoice	030119A	03/01/2019	\$44.91	Badge World
4261719	Invoice	030119A	03/01/2019	\$101.02	Badge World
4261719	Invoice	030119A	03/01/2019	\$118.18	WALGA Local Govt Forum
4261719	GST	030119A	03/01/2019	\$27.23	
Credit Card Director City Engagement to 030119				\$357.67	
4261721	Invoice	030119B	03/01/2019	\$-50.00	Community Engagement milestone celebration
4261721	Invoice	030119B	03/01/2019	\$40.73	Facebook Youth team advertising
4261721	Invoice	030119B	03/01/2019	\$50.00	Community Engagement milestone celebration
4261721	Invoice	030119B	03/01/2019	\$108.45	Community Engagement milestone celebration
4261721	Invoice	030119B	03/01/2019	\$175.97	Community Engagement milestone celebration
4261721	GST	030119B	03/01/2019	\$32.52	
Credit Card Executive Assistant 030119				\$151.00	
4261723	Invoice	030119C	03/01/2019	\$65.50	Lunch meeting Corporate Business System contract
4261723	Invoice	030119C	03/01/2019	\$71.77	Lunch meeting Corporate Business System contract
4261723	GST	030119C	03/01/2019	\$13.73	
Credit Card Director City Regulation to 030119				\$3,287.69	
4261725	Invoice	030119D	03/01/2019	\$-100.00	Refund Milestone Celebration Planning Team
4261725	Invoice	030119D	03/01/2019	\$8.45	Parking
4261725	Invoice	030119D	03/01/2019	\$15.82	City Regulation Managers meeting
4261725	Invoice	030119D	03/01/2019	\$54.55	Coastcare prizes Environment poster competition City Regulation
4261725	Invoice	030119D	03/01/2019	\$79.09	Managers meeting
4261725	Invoice	030119D	03/01/2019	\$272.73	Coastcare prizes Environment poster competition Christmas event
4261725	Invoice	030119D	03/01/2019	\$409.09	Milestone Celebration Planning Team
4261725	Invoice	030119D	03/01/2019	\$2,249.08	Refreshments Christmas function
4261725	GST	030119D	03/01/2019	\$298.88	
Credit Card Functions Officer to 030119				\$222.47	
4261727	Invoice	030119E	03/01/2019	\$3.84	Water Local Organisations set up

Credit Card Transactions

1/01/2019 to 31/01/2019

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
4261727	Invoice	030119E	03/01/2019	\$7.64	Lime Cordial for function
4261727	Invoice	030119E	03/01/2019	\$12.73	Candles/Table decorations
4261727	Invoice	030119E	03/01/2019	\$20.27	Food for Executive Meeting
4261727	Invoice	030119E	03/01/2019	\$50.91	Sparkling wine for function
4261727	Invoice	030119E	03/01/2019	\$106.86	Photo paper Citzenships
4261727	GST	030119E	03/01/2019	\$20.22	
Credit Card Chief Executive Officer to 030119				\$317.52	
4269361	Invoice	030119F	03/01/2019	\$38.65	Parking Westport reference group meeting
4269361	Invoice	030119F	03/01/2019	\$250.00	Rockingham Mazda replacement parts
4269361	GST	030119F	03/01/2019	\$28.87	
Credit Card Manager Human Resources to 030119				\$762.85	
4269363	Invoice	030119G	03/01/2019	\$45.45	Smartrider Auto load
4269363	Invoice	030119G	03/01/2019	\$74.50	Easy Flowers for staff member
4269363	Invoice	030119G	03/01/2019	\$107.32	Linkedin Property Management Officer
4269363	Invoice	030119G	03/01/2019	\$466.23	advertising Australia Post Why Not Yes award
4269363	GST	030119G	03/01/2019	\$69.35	voucher
Credit Card Director City Strategy to 030119				\$3,496.08	
4276235	Invoice	030119H	03/01/2019	\$0.70	International transaction fee Zapier
4276235	Invoice	030119H	03/01/2019	\$1.19	International transaction fee Typeform
4276235	Invoice	030119H	03/01/2019	\$16.62	Facebook advertising
4276235	Invoice	030119H	03/01/2019	\$27.96	Zapier Licence
4276235	Invoice	030119H	03/01/2019	\$36.80	Facebook advertising
4276235	Invoice	030119H	03/01/2019	\$47.62	Typeform Youth programs subscription
4276235	Invoice	030119H	03/01/2019	\$95.76	Facebook advertising
4276235	Invoice	030119H	03/01/2019	\$123.82	Facebook advertsing
4276235	Invoice	030119H	03/01/2019	\$139.08	Facebook advertsing
4276235	Invoice	030119H	03/01/2019	\$160.64	Facebook advertising
4276235	Invoice	030119H	03/01/2019	\$185.27	Burst SSM credit top up
4276235	Invoice	030119H	03/01/2019	\$231.07	Mailchimp email marketing software

Credit Card Transactions

1/01/2019 to 31/01/2019

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
4276235	Invoice	030119H	03/01/2019	\$286.22	Facebook advertising
4276235	Invoice	030119H	03/01/2019	\$369.73	Google Adwords
4276235	Invoice	030119H	03/01/2019	\$487.82	Team milestone City Strategy & Marketing
4276235	Invoice	030119H	03/01/2019	\$517.72	Facebook advertising
4276235	Invoice	030119H	03/01/2019	\$663.78	Facebook advertising
4276235	GST	030119H	03/01/2019	\$104.28	

Grand Total: \$8,894.80

16.2 Request for Council to Approve a Variation to Advertising and Directional Signage in Thoroughfares and on Local Government Property Policy

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Leading into the adoption of the 2018/19 financial year budget, Councillors raised concerns regarding the fee to be charged for a private illuminated sign, to be installed on a City managed road. This concern was raised in response to a complaint by a business owner seeking such a sign.

In response to the concern raised, Officers reviewed the market rate for a constructed and maintained sign, and determined that the City's fee for the illuminated sign was reasonable. However, it was determined that there was confusion regarding the fee, and the business owner was not aware that the fee included the actual cost of the sign.

Following the clarification of the fee, the City received an application for the installation of an illuminated sign at the intersection of Gilmore Avenue and Wellard Road. On receipt of the application, the relevant Officer applied Council's policy, Advertising and Directional Signage in Thoroughfares and on Local Government Property (Signs Policy), and it was determined that the current Council policy was inconsistent with the Schedule of Fees and Charges, in that the Signs Policy requires the applicant to install and maintain the sign. To address this anomaly, it is recommended that Council waive the Signs Policy requirement of the applicant to bear the cost of installation and maintenance for this application, and resolve to request the Chief Executive Officer to review the Signs Policy, to bring the issue to resolution.

OFFICER RECOMMENDATION:

That Council:

1. Authorise the Chief Executive Officer to waive the requirement of Council Policy *Advertising and Directional Signage in Thoroughfares and on Local Government Property* requiring an applicant to bear the cost of installing and maintaining an illuminated street sign, for the proposed illuminated street sign to be installed at the intersection of Gilmore Avenue and Wellard Road, on the condition that the applicant enters into a legal agreement, with the City, requiring the applicant to pay the Illuminated Street Sign fee, contained within the City's 2018/19 Schedule of Fees and Charges; and
2. Request the Chief Executive Officer to review Council Policy *Advertising and Directional Signage in Thoroughfares and on Local Government Property*, with the updated policy noting that the installation of an illuminated street sign is on an all-inclusive basis, where the City provides and maintains the infrastructure, for an annual fee.

16.2 REQUEST FOR COUNCIL TO APPROVE A VARIATION TO ADVERTISING AND DIRECTIONAL SIGNAGE IN THOROUGHFARES AND ON LOCAL GOVERNMENT PROPERTY POLICY**DISCUSSION:**

The City's current and previous Schedule of Fees and Charges include an all-inclusive fee for the provision of illuminated street signs. When the issue of the cost was analysed in early 2018, following a complaint to Councillors, Officers reviewed the wording of the Schedule of Fees and Charges, which states that the fee includes installation and maintenance, and tested the fee against the market to confirm that it was fair and reasonable. However, it was determined that there was confusion regarding the inclusiveness of the fee.

Following the clarification of the fee, an application was received for the installation of an illuminated street sign, at the intersection of Gilmore Avenue and Wellard Road. On assessing the application against the Signs Policy, the relevant Officer discovered that the Signs Policy was inconsistent with the Schedule of Fees and Charges, in that it required the applicant to directly meet the cost of installation and maintenance. As this was the first application received since the new charging regime for illuminated street signs, was introduced several years ago, this was the first time the anomaly had been identified. As noted above, to address this anomaly, in the short term, it is recommended that Council waive the requirement of the Signs Policy for the applicant to meet the installation and maintenance costs. To resolve the ongoing issue, it is recommended that Council request the Chief Executive Officer to review the Signs Policy.

If Council agrees to waive the requirement of the Signs Policy for the applicant to bear the cost of installation and maintenance, the application will be determined on its merits, in accordance with normal application review processes.

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995 section 2.7 (2)(b) states that a role of the Council is to: Determine the local government's policies.

FINANCIAL/BUDGET IMPLICATIONS:

The City would be responsible for the construction and maintenance of the sign, however, these costs are met through the fees paid by the applicant. The current fee, for an illuminated street sign, is \$10,000 per annum.

ASSET MANAGEMENT IMPLICATIONS:

The City would be responsible for the construction and maintenance of the sign, however, these costs are met through the fees paid by the applicant.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications as a result of this report.

16.2 REQUEST FOR COUNCIL TO APPROVE A VARIATION TO ADVERTISING AND DIRECTIONAL SIGNAGE IN THOROUGHFARES AND ON LOCAL GOVERNMENT PROPERTY POLICY**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following objectives detailed in the Strategic Community Plan:

Plan	Outcome	Objective
Strategic Community Plan	A thriving local economy	2.5 Stimulate economic development and encourage diversification

COMMUNITY ENGAGEMENT:

For the purpose of Councillors determining any conflicts of interest, the applicant for the illuminated street sign is Jolene Price from Acres Wellard Developments Pty Ltd and the location of the proposed sign is within the road reserve, at the intersection of Gilmore Avenue and Wellard Road.

There are no community engagement implications as a result of this report.

PUBLIC HEALTH IMPLICATIONS

There are no implications on any determinants of health as a result of this report.

RISK IMPLICATIONS:

The risk implications in relation to this proposal are as follows:

Risk Event	Policy is inconsistent with Council's schedule of fees and charges
Risk Theme	Providing inaccurate advice/ information
Risk Effect/Impact	Reputation
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Amend policy to reflect new position
Rating (after treatment)	Low

16.2 REQUEST FOR COUNCIL TO APPROVE A VARIATION TO ADVERTISING AND DIRECTIONAL SIGNAGE IN THOROUGHFARES AND ON LOCAL GOVERNMENT PROPERTY POLICY

COUNCIL DECISION

403

MOVED CR S MILLS

SECONDED CR D WOOD

That Council:

1. **Authorise the Chief Executive Officer to waive the requirement of Council Policy *Advertising and Directional Signage in Thoroughfares and on Local Government Property* requiring an applicant to bear the cost of installing and maintaining an illuminated street sign, for the proposed illuminated street sign to be installed at the intersection of Gilmore Avenue and Wellard Road, on the condition that the applicant enters into a legal agreement, with the City, requiring the applicant to pay the Illuminated Street Sign fee, contained within the City's 2018/19 Schedule of Fees and Charges; and**
2. **Request the Chief Executive Officer to review Council Policy *Advertising and Directional Signage in Thoroughfares and on Local Government Property*, with the updated policy noting that the installation of an illuminated street sign is on an all-inclusive basis, where the City provides and maintains the infrastructure, for an annual fee.**

**CARRIED
7/0**

16.3 Objection unless Specified Conditions are met – Fireworks Event Notice – Perth Motorplex, Kwinana Beach, Kwinana Motorplex Monster Truck Fireworks Display, Saturday, 9 March 2019

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Application to hold a fireworks display at Perth Motorplex, Kwinana Beach (Attachment A) was received on 29 January 2019 from Cardile International Fireworks Pty Ltd. The fireworks display will support the event “Monster Trucks Unleashed” on Saturday, 9 March 2019, from 8:00pm to 9:30pm, which is within the ‘preferred hours’ specified in the Fireworks Event Notice.

The applicant is seeking acknowledgement from the local government to hold the fireworks display events as part of the requirement under the *Dangerous Goods Safety Act 2004* (the Act) and its subsidiary regulations in order to lodge an application with the Department of Mines, Industry Regulation and Safety (DMIRS) – the approving agency.

The application is referred to Council due to delegated authority matters relating to the Act as advised by the City’s Lawyers and Governance Services.

It is being recommended that the event be objected to unless specified conditions as outlined in Attachment B are met, as per the requirements of *S148(6)(b)* of the Act.

OFFICER RECOMMENDATION:

That Council:

1. Authorise the Chief Executive Officer to sign the Fireworks Event Notice as per confidential Attachment A from Cardile International Fireworks Pty Ltd for the Kwinana Motorplex Monster Truck Fireworks Display on Saturday, 9 March 2019 on behalf of the City of Kwinana (the Local Government) with objection unless specified conditions are met.
2. Authorise the Chief Executive Officer to sign the letter of objection unless specified conditions are met as per Attachment B to Cardile International Fireworks Pty Ltd for the Kwinana Motorplex Monster Truck Fireworks Display on Saturday, 9 March 2019 on behalf of the City of Kwinana (the Local Government).
3. Authorise the Chief Executive Officer to sign the Fireworks Event Notice as per confidential Attachment A, from Cardile International Fireworks Pty Ltd for the Kwinana Motorplex Monster Truck Fireworks Display, on behalf of the City of Kwinana (the Local Government) and the letter of objection unless specified conditions are met as per Attachment B on behalf of the City of Kwinana (the Local Government) where the event is rescheduled to another date and time due to inclement weather.

16.3 OBJECTION UNLESS SPECIFIED CONDITIONS ARE MET – FIREWORKS EVENT NOTICE – PERTH MOTORPLEX, KWINANA BEACH, KWINANA MOTORPLEX MONSTER TRUCK FIREWORKS DISPLAY, SATURDAY, 9 MARCH 2019

DISCUSSION:

The Perth Motorplex venue generally holds up to five approved fireworks events each motor racing season between October and April. There have been no reported incidences of impact on spectators or surrounding properties from previously approved fireworks events. The previous fireworks events have been contracted to various licensed fireworks contractors including the current applicant. As such, fireworks displays are considered to be well managed.

The DMIRS prescribed form – Fireworks Event Notice (Attachment A) submitted by the applicant does not seek approval from the local government but an acknowledgement or objection. Part 3 of this form requests an authorised delegate or the Chief Executive Officer of the local government to acknowledge or state an objection to the fireworks event.

Based on legal advice provided by the City's Lawyers McLeods and the City's Governance Services there appears to be no provision within the *Dangerous Goods Safety Act 2004*, subsidiary Regulations or the *Local Government Act 1995* for local government to provide this acknowledgement or objection to the event under delegation. Therefore, a report is prepared to Council for consideration.

The City of Kwinana is objecting to the application in accordance with the explicit terminology of *S148(6)(b)* of the Act to ensure the City's specified conditions are met as part of the City's formal response (Attachment B).

LEGAL/POLICY IMPLICATIONS:

For Councillors considering a financial or impartiality interest only, the proponent is Robert Cardile of Cardile International Fireworks Pty Ltd and WA Sports Centre Trust is the current owner.

Relevant legislation applicable to this item.

The *Dangerous Goods Safety (Explosives) Regulations 2007 S148(2)(c)* states that:

Before the holder of a fireworks contractor licence can apply for a fireworks event permit, the holder must sign a fireworks event notice and give it to the following –

(c) *the local government of the district in which the event will occur;*

The *Dangerous Goods Safety (Explosives) Regulations 2007 S148(6)* states that:

(6) *On receiving a fireworks event notice, a local government may give the holder a written response that –*

(a) *agrees to the proposed event; or*

(b) *objects to it unless certain conditions specified in the response are met; or*

16.3 OBJECTION UNLESS SPECIFIED CONDITIONS ARE MET – FIREWORKS EVENT NOTICE – PERTH MOTORPLEX, KWINANA BEACH, KWINANA MOTORPLEX MONSTER TRUCK FIREWORKS DISPLAY, SATURDAY, 9 MARCH 2019

- (c) *objects to it on the grounds that the local government considers the event -*
- (i) *is not in the public interest; or*
 - (ii) *will cause danger to the public or unintended damage to any property or to the environment.*

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications associated with this report.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications associated with this report.

ENVIRONMENTAL IMPLICATIONS:

The fireworks display is to be conducted in accordance with Safe Use of Outdoor Fireworks in Western Australia Code of Practice.

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan 2017-2022	Regulatory and Legal	6.8 - Provide services and advice to the community and all stakeholders to comply with statutory obligations to achieve a healthy community and environment

COMMUNITY ENGAGEMENT:

Community Engagement was not required for this report.

PUBLIC HEALTH IMPLICATIONS:

The decision to object to the fireworks event notice unless specified conditions are met has the potential to:

- contribute to a negative impact on the following determinants of health and factors–
 - Built Environment – Environmental Quality and Neighbourhood Amenity; and

16.3 OBJECTION UNLESS SPECIFIED CONDITIONS ARE MET – FIREWORKS EVENT NOTICE – PERTH MOTORPLEX, KWINANA BEACH, KWINANA MOTORPLEX MONSTER TRUCK FIREWORKS DISPLAY, SATURDAY, 9 MARCH 2019

- help improve the following determinants of health and factors –
 - Health Behaviours – Participation;
 - Socio-economics – Employment and Community Safety.

RISK IMPLICATIONS:

The risk implications in relation to this proposal are as follows:

Risk Event	Potential harm to persons, environment and property
Risk Theme	Ineffective management of facilities/venues/events
Risk Effect/Impact	Health
Risk Assessment Context	Operational
Consequence	Major
Likelihood	Possible
Rating (before treatment)	High
Risk Treatment in place	Reduce - mitigate risk Prepare Contingency Plans - in the event the risk occurs
Response to risk treatment required/in place	Strict adherence to Fireworks Display Risk Assessment Checklist and Emergency Management Plan submitted by Cardile International Fireworks Pty Ltd as per confidential Attachment A and the Western Australian Outdoor Fireworks Code of Practice shall minimise any risk exposure to operational staff, spectators, properties and environment in general.
Rating (after treatment)	Low

COUNCIL DECISION

404

MOVED CR S LEE

SECONDED CR S MILLS

That Council:

1. **Authorise the Chief Executive Officer to sign the Fireworks Event Notice as per confidential Attachment A from Cardile International Fireworks Pty Ltd for the Kwinana Motorplex Monster Truck Fireworks Display on Saturday, 9 March 2019 on behalf of the City of Kwinana (the Local Government) with objection unless specified conditions are met.**
2. **Authorise the Chief Executive Officer to sign the letter of objection unless specified conditions are met as per Attachment B to Cardile International Fireworks Pty Ltd for the Kwinana Motorplex Monster Truck Fireworks Display on Saturday, 9 March 2019 on behalf of the City of Kwinana (the Local Government).**

16.3 OBJECTION UNLESS SPECIFIED CONDITIONS ARE MET – FIREWORKS EVENT NOTICE – PERTH MOTORPLEX, KWINANA BEACH, KWINANA MOTORPLEX MONSTER TRUCK FIREWORKS DISPLAY, SATURDAY, 9 MARCH 2019

- 3. Authorise the Chief Executive Officer to sign the Fireworks Event Notice as per confidential Attachment A, from Cardile International Fireworks Pty Ltd for the Kwinana Motorplex Monster Truck Fireworks Display, on behalf of the City of Kwinana (the Local Government) and the letter of objection unless specified conditions are met as per Attachment B on behalf of the City of Kwinana (the Local Government) where the event is rescheduled to another date and time due to inclement weather.**

CARRIED

6/1

28 February 2019

Ref. No: 80.2019.60.1

Doc No: D19/6181

Officer: JPG

Cardile International Fireworks Pty Ltd
Attn: Robert Cardile
15 Bushey Road
WEMBLEY DOWNS WA 6019

Dear Robert

**CITY OF KWINANA OBJECTION UNLESS SPECIFIED CONDITIONS ARE MET:
FIREWORKS EVENT NOTICE FOR THE KWINANA MOTORPLEX MONSTER TRUCK
FIREWORKS DISPLAY LOCATED AT PERTH MOTORPLEX (KWINANA BEACH).**

Thank you for your application to display fireworks at Perth Motorplex event 'Kwinana Motorplex Monster Truck Fireworks Display' scheduled for Saturday, 9 March 2019 between the hours of 8:00pm – 9:30pm. Your application has gone before the Ordinary Council Meeting on 27 February 2019 with Council's decision as follows:

As per the requirements of the *Dangerous Goods Safety (Explosives) Regulations 2007* Section 148(6)(b), Council objects to the application for Fireworks Event Notice from Cardile International Fireworks Pty Ltd for the fireworks display event named 'Kwinana Motorplex Monster Truck Fireworks Display' to be held at Perth Motorplex, Kwinana Beach on Saturday, 9 March 2019, unless the following specified conditions are met:

- a. That the fireworks display complies with the Safe Use of Outdoor Fireworks in Western Australia Code of Practice;
- b. That the submitted Fireworks Display Risk Assessment and Emergency Management Plan is strictly adhered to;
- c. That the prescribed separation distances between buildings and patrons are strictly in accordance with the Australian Standard 2187-4-1998 Explosives-Storage, Transport and Use Part 4 Pyrotechnics-Outdoor Displays and shall be adhered to at all times;

- d. That the separation between spectators including the general public be marked off as a “No Entry” area and be properly supervised by personnel to ensure no person is exposed to undue risk and potential harm from projectiles;
- e. That the “Fall Out’ zone is a non contact area and there is no risk of harm from pyrotechnic residue to spectators, general public or temporary and permanent structures and buildings area;
- f. That noise sensitive premises within 500 metres of the event are notified, giving details of date, time and duration seven (7) days prior to the event;
- g. That during the period of fireworks display (8:00pm – 9:30pm) a minimum of 500 litres of water for fire fighting purposes shall be available on site on a mobile fire fighting vehicle;
- h. That a thorough inspection must be conducted at first light the following day to check that no unfired fireworks, hazardous debris or rubbish remain; and
- i. That any verbal or written directions of the Department of Fire and Emergency Services Officer, Police Officer or an Environmental Health Officer are forthwith adhered to in the interests of public health and safety.

Should you require further information on this matter please contact Environmental Health Officer, Jarod Griffiths, on 9439 0286.

Yours sincerely

Joanne Abbiss

CHIEF EXECUTIVE OFFICER

16.4 Tender - 643KWN18 – Provision of Cleaning Services for Nominated Sites

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The City of Kwinana invited Tenders from suitably qualified and experienced contractors for the Provision of Cleaning Services for Nominated Sites.

The Request for Tender was advertised in “The Weekend West” newspaper on Saturday, 20 October 2018. The Tender was also advertised and issued through the City’s e-tendering portal Tenderlink www.tenderlink.com/kwinana .

A mandatory site inspection was held on Wednesday, 31 October 2018 commencing at 1:00 pm with 19 Companies in attendance.

The Tender deadline was 2:00 pm, Tuesday, 13 November 2018 with fourteen (14) submissions received from the following:

- Advance National Services Pty Ltd
- Bellrock Cleaning Services Pty Ltd
- Brigade Facility Management Pty Ltd
- Bright Mark Group Pty Ltd
- Charles Service Company
- Cleandustrial Services Pty Ltd
- Delron Cleaning Pty Ltd
- DK Karrtdijin
- DMC Cleaning
- Iconic Property Services
- M.I. Group Services
- OCE Corporate Cleaning
- Pickwick Cleaning Services
- Wilson Property Services

The history of the previous contract is included within the Confidential Attachment.

OFFICER RECOMMENDATION:

That Council:

1. award the contract for the Provision of Cleaning Services for Nominated Sites to Charles Service Company, in accordance with the City’s special conditions of contract, general conditions of contract, specifications and their submission including the schedule of rates.
2. validate the above contract for a period of 3 years with two (2) twelve (12) month extension options, subject to annual price increases based on the quarterly Consumer Price Index (CPI) (All Groups) (Perth) published immediately prior to the relevant Review Date and the quarterly CPI (All Groups) (Perth) published immediately prior to the contract start date or anniversary of the previous year.

16.4 TENDER - 643KWN18 – PROVISION OF CLEANING SERVICES FOR NOMINATED SITES**DISCUSSION:**

The evaluation panel comprised of:

- a. A Contracts Officer who evaluated the Tenderers' submissions in accordance with the compliance criteria provided in the Request for Tender documentation; and
- b. The Manager Works Depot, Manager Contract Services, Coordinator Technical Operations and Coordinator Building Maintenance, evaluated the Tenderers' submissions in accordance with the qualitative criteria included in the Request for Tender documentation.

The evaluation panel considered all the submissions and their consolidated score and have recommended the appointment of Charles Service Company for the Provision of Cleaning Services for Nominated Sites (the evaluation confidential recommendation report is attached).

LEGAL/POLICY IMPLICATIONS:

Local Government (Functions and General) Regulations 1996 (WA)

Procurement Policy – 2016

Tender Management Policy - 2015

FINANCIAL/BUDGET IMPLICATIONS:

Budget Item Name:	Various Work Orders
Budgeted Amount:	\$558,643.00 per annum excluding GST
Estimated Total Expenditure:	\$556,007.12 per annum excluding GST
Proposed Cost:	As determined by the works program in accordance with the schedule of rates.

*NOTE: All figures are exclusive of GST

ASSET MANAGEMENT IMPLICATIONS:

Effective asset management of the City's building assets includes cleaning of components, fittings and fixtures to the appropriate standards.

ENVIRONMENTAL IMPLICATIONS:

Contract includes waste and recycling removal from inside City facilities and appropriate disposal in the designated bulk bins at each facility. Compliance with chemical and environmental regulations is a contract requirement.

16.4 TENDER - 643KWN18 – PROVISION OF CLEANING SERVICES FOR NOMINATED SITES

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcome and objective detailed in the Strategic Community Plan.

Plan	Outcome	Objective
Strategic Community Plan	A well maintained City	4.5 Actively improve the appearance of public areas and streetscapes throughout the City

COMMUNITY ENGAGEMENT:

Cleaning works enable the provision of clean and attractive facilities for community and employee use, thus assisting in effective community engagement from these facilities.

PUBLIC HEALTH IMPLICATIONS

City facilities are required to be clean and hygienic so as to minimise the spread of illness or disease.

RISK IMPLICATIONS:

The risk implications in relation to this proposal are as follows:

Risk Event	Spread of illness or disease
Risk Theme	Health
Risk Effect/Impact	Biological - Virus, bacteria, micro-organisms
Risk Assessment Context	Health, Reputational, Service Interruption
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Contract specification, monitoring and control
Response to risk treatment required/in place	Routine inspections, recording and reporting of KPI outcomes
Rating (after treatment)	Low

Risk Event	Awarding contract to supplier where quotes exceeded \$150,000 and the City did not go out to tender.
Risk Theme	Failure to fulfil statutory regulations or compliance requirement.
Risk Effect/Impact	Compliance

16.4 TENDER - 643KWN18 – PROVISION OF CLEANING SERVICES FOR NOMINATED SITES

Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Conduct formal tender process
Rating (after treatment)	Low

COUNCIL DECISION

405

MOVED CR W COOPER**SECONDED CR M ROWSE****That Council:**

1. **award the contract for the Provision of Cleaning Services for Nominated Sites to Charles Service Company, in accordance with the City's special conditions of contract, general conditions of contract, specifications and their submission including the schedule of rates.**
2. **validate the above contract for a period of 3 years with two (2) twelve (12) month extension options, subject to annual price increases based on the quarterly Consumer Price Index (CPI) (All Groups) (Perth) published immediately prior to the relevant Review Date and the quarterly CPI (All Groups) (Perth) published immediately prior to the contract start date or anniversary of the previous year.**

CARRIED
7/0

16.5 Services over the Easter and Anzac Day Public Holiday Period 2019 – Community Service Centres

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

In previous years the Community Service Centres have remained open over the Easter period, except for the public holidays of Good Friday and Easter Monday.

It is recommended that the following changes be approved to the Community Service Centres opening hours over the Easter and Anzac Day public holiday period, with staff taking accrued leave entitlements for the working days that are not public holidays, and that Council advertise the closure for this period.

This year the Easter period public holidays fall on Friday 19 April 2019 and Monday 22 April 2019, Anzac Day follows on the 25 April, 2019.

It is recommended that Council approve the following:

- Kwinana Public Library to close for the Easter period from 7pm Thursday 18 April 2019 and reopen at 9am Tuesday 23 April 2019;
- John Wellard Community Centre to close from 4pm Thursday 18 April 2019 and reopen at 9am Tuesday 23 April 2019;
- Kwinana Recquatic to operate with reduced opening hours on Monday, 22 April and Thursday 25 April 2019, opening at 9.00am rather than 5.30am;
- Zone Youth Space to close from 9pm Thursday 18 April 2019 and reopen at 2.30pm Tuesday 23 April 2019.

Note: The Community Centres will only be open for activities where external hirers have booked the facility.

OFFICER RECOMMENDATION:

That Council:

1. Approve the closure of the Kwinana Public Library for the Easter period from 7pm Thursday 18 April 2019, to be reopened at 9am Tuesday 23 April 2019;
2. Approve the closure of the John Wellard Community Centre for the Easter period from 4pm Thursday 18 April 2019, to be reopened at 9am Tuesday 23 April 2019;
3. Approve reduced operating hours for the Kwinana Recquatic on Monday, 22 April and Thursday 25 April 2019, opening at the later time of 9.00am;

16.5 SERVICES OVER THE EASTER AND ANZAC DAY PUBLIC HOLIDAY PERIOD 2019 – COMMUNITY SERVICE CENTRES

4. Approve the closure of the Zone Youth Space for the Easter period from 9pm Thursday 18 April 2019, to be reopened at 2.30pm Tuesday 23 April 2019.

Note 1: The Community Centres will only be open for activities where external hirers have booked the facility.

Note 2: Over the Easter period it will be the responsibility of the Chief Executive Officer to ensure staff coverage is in place in the case of an emergency.

DISCUSSION:

Given the low levels of historic useage and in keeping with the City's commitment to being an Employer of Choice, it is recommended that the Community Service Centres that are normally open on one or both days of the weekend (other than the Recquatic) close over the weekend of the Easter period being, Good Friday to Easter Monday (inclusive). Additionally it has been proposed that the Recquatic, whilst remaining open over the weekend, operate with reduced opening hours on Easter Monday and Anzac Day.

It is not anticipated that customer service will be unduly impacted by the proposed closures, as this period has historically been quiet. Staff would use accrued rostered days off, annual leave, or leave without pay for those days other than the specified public holidays.

Advertising will occur through the local newspapers and social media to inform the community of the times and dates the facilities will be open/closed during these periods as well as information pertaining to the waste collection days changing (if required).

LEGAL/POLICY IMPLICATIONS:

No legal/policy implications have been identified because of this report or recommendation.

FINANCIAL/BUDGET IMPLICATIONS:

Cost of advertising in local papers is allocated within the Marketing Advertising budget.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications associated with this report.

16.5 SERVICES OVER THE EASTER AND ANZAC DAY PUBLIC HOLIDAY PERIOD 2019 – COMMUNITY SERVICE CENTRES

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications associated with this report.

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcomes and objectives detailed in the City's Corporate Business Plan:

Plan	Outcome	Objective
Corporate Business Plan	People and Culture	5.13 Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as an "Employer of Choice" 5.17 Develop programs and processes to encourage and formally recognise good performance

COMMUNITY ENGAGEMENT:

Advertising will occur through the local newspapers and social media to inform the community of the times and dates the facilities will be open/closed during these periods.

PUBLIC HEALTH IMPLICATIONS:

There are no public health implications as a result of this report.

RISK IMPLICATIONS:

The risk implications in relation to this proposal are as follows:

Risk Event	Reduced operating hours and closure of the City's Community Service Centres over the Easter period and Anzac Day public holiday.
Risk Theme	Business and community disruption.
Risk Effect/Impact	Service delivery.
Risk Assessment Context	Operational.
Consequence	Moderate.
Likelihood	Unlikely.
Rating (before treatment)	Moderate.
Risk treatment in place	Reduce, mitigate.
Response to risk treatment required/in place	Advertise the closure/reduced operating hours and ensure that there are contact details available to customers if there is an emergency.
Rating (after treatment)	Low.

16.5 SERVICES OVER THE EASTER AND ANZAC DAY PUBLIC HOLIDAY PERIOD 2019 –
COMMUNITY SERVICE CENTRES

COUNCIL DECISION

406

MOVED CR S MILLS

SECONDED CR S LEE

That Council:

1. **Approve the closure of the Kwinana Public Library for the Easter period from 7pm Thursday 18 April 2019, to be reopened at 9am Tuesday 23 April 2019;**
2. **Approve the closure of the John Wellard Community Centre for the Easter period from 4pm Thursday 18 April 2019, to be reopened at 9am Tuesday 23 April 2019;**
3. **Approve reduced operating hours for the Kwinana Recquatic on Monday, 22 April and Thursday 25 April 2019, opening at the later time of 9.00am;**
4. **Approve the closure of the Zone Youth Space for the Easter period from 9pm Thursday 18 April 2019, to be reopened at 2.30pm Tuesday 23 April 2019.**

Note 1: The Community Centres will only be open for activities where external hirers have booked the facility.

Note 2: Over the Easter period it will be the responsibility of the Chief Executive Officer to ensure staff coverage is in place in the case of an emergency.

**CARRIED
7/0**

17 Urgent Business

COUNCIL DECISION

407

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council deal with the item of urgent business as presented in the Addendum to the Agenda.

**CARRIED
7/0**

17.1 City of Kwinana Enterprise Agreement

DECLARATION OF INTEREST:

Mayor Carol Adams declared an impartiality interest, due to her sister being an employee of the City of Kwinana and the item is in respect to the City's Enterprise Agreement.

SUMMARY:

The City of Kwinana has an Enterprise Agreement (Collective Agreement) covering all employees except employees on a maximum or fixed term contract with negotiated salaries.

The Collective Agreement 2016 had a nominal expiry date of 8 September, 2018 and in accordance with Division 7 of part 2-4 of the *Fair Work Act 2009*, the City commenced the negotiation process on the 25 May 2018 with the parties to the Collective Agreement.

Negotiation with representatives has reached in principle consensus with salary increases of 1.5% or CPI, whichever is the greater, per annum over the next two (2) years. The nominal expiry date of the new Collective Agreement will be 8 September, 2020. The salary increase percentage aligns with the salary increase in the adopted 2018/19 salaries budget and with the projections listed in the City's Long Term Financial Plan. This report is for the Elected Members to authorise the Chief Executive Officer to execute the Enterprise Agreement and make minor variations as directed by the Fair Work Commission.

OFFICER RECOMMENDATION:

That Council:

1. Authorise the Chief Executive Officer to:
 - a) Apply to the Fair Work Commission for approval of the Enterprise Agreement.
 - b) If the Fair Work Commission approves the City of Kwinana Enterprise Agreement as detailed in Attachment A, execute the Enterprise Agreement on behalf of the City of Kwinana.
 - c) Make any technical corrections or minor variations required by the Fair Work Commission.

17.1 CITY OF KWINANNA ENTERPRISE AGREEMENT

2. Authorise the Chief Executive Officer to implement the 1.5% salary increase effective as at 8 September, 2018 when the City of Kwinana Enterprise Agreement is approved by the Fair Work Commission.

DISCUSSION:

Further to the summary provided above, the parties that comprise the Enterprise Agreement are:-

- The City of Kwinana (Employer);
- Employees of the City of Kwinana, excluding employees who are employed under maximum or fixed term contracts with negotiated remuneration packages;
- Western Australian Shire Council, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourses, Public Authorities Water Boards Union (LGRCEU); and
- Australian Municipal Administrative Clerical and Services Union (ASU).

The City engaged the services of an external consultant as the City's Management representative and advisor through the process.

A draft copy of the Enterprise Agreement 2018 has been prepared (Attachment A). An initial vote on the Enterprise Agreement was undertaken in August 2018. The vote was unsuccessful with only approximately 51% of eligible staff voting, the difference between the "No" and "Yes" vote, being eleven votes. The negotiations recommenced in October 2018. The subsequent vote, closed on 22 February 2019 and was successful with 75.77% of eligible staff voting and 91.82% of the votes being "Yes".

The major inclusions to the new Enterprise Agreement include:

1. 1.5% or CPI, whichever is greater, salary increase for each year;
2. Consistent with the *Local Government Industry Award 2010*, the ability for casual employees to request a conversion to permanent employees;
3. "Grandfathering" of the unsociable hours benefit for all current library staff; and
4. Increasing the minimum shift payments for casuals to align with the *Local Government Industry Award 2010*.

LEGAL/POLICY IMPLICATIONS:

In accordance with Division 7 of part 2-4 of the *Fair Work Act 2009* and the *Fair Work Regulations 2009*; it is imperative that the City ensures that the wages and working conditions meet the requirements of both the City and its employees, aligning with the National Employment Standards (NES), the City's adopted 2018/19 salaries budget and the City's Long Term Financial Plan.

FINANCIAL/BUDGET IMPLICATIONS:

The cost associated with the percentage increase to employee's salaries of CPI or 1.5%, whichever is greater, for the next two (2) years has been included in the 2018/19 salaries budget and in the Long Term Financial Plan. There is a cost associated for engaging an external facilitator which has been allowed for in the HR Salaries Contract.

17.1 CITY OF KWINANA ENTERPRISE AGREEMENT**ASSET MANAGEMENT IMPLICATIONS:**

No asset management implications have been identified as a result of this report.

ENVIRONMENTAL IMPLICATIONS:

No environmental implications have been identified as a result of this report.

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Business Performance	5.13.12 Negotiate a new Enterprise Agreement that is consistent with the City's 2018/19 budget and Long Term Financial Plan.

COMMUNITY ENGAGEMENT:

There are no community engagement implications as a result of this report.

PUBLIC HEALTH IMPLICATIONS

There are no implications on any determinants of health as a result of this report.

RISK IMPLICATIONS:

The risk implications in relation to this proposal are as follows:

Risk Event	An Enterprise Agreement provides protection from industrial action. The inability to successfully re-negotiate the Enterprise Agreement has the potential to impact on staff morale and negatively impact on organisational culture.
Risk Theme	Business and community disruption Failure to fulfil statutory regulations or compliance requirements Ineffective employment practices

17.1 CITY OF KWINANA ENTERPRISE AGREEMENT

Risk Effect/Impact	Service Delivery People/Health Financial Reputation Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Rare
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Continue to work/ negotiate with staff to ensure "good faith bargaining" to achieve a successful vote.
Rating (after treatment)	Low

COUNCIL DECISION

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MOVED CR P FEASEY**SECONDED CR S LEE****That Council:**

1. Authorise the Chief Executive Officer to:
 - a) Apply to the Fair Work Commission for approval of the Enterprise Agreement.
 - b) If the Fair Work Commission approves the City of Kwinana Enterprise Agreement as detailed in Attachment A, execute the Enterprise Agreement on behalf of the City of Kwinana.
 - c) Make any technical corrections or minor variations required by the Fair Work Commission.
2. Authorise the Chief Executive Officer to implement the 1.5% salary increase effective as at 8 September, 2018 when the City of Kwinana Enterprise Agreement is approved by the Fair Work Commission.

CARRIED
7/0

City of Kwinana Enterprise Agreement*

2018



**CITY OF KWINANA
ADMINISTRATION**



*An Enterprise Agreement covering all employees except Employee's on maximum or fixed term contracts with negotiated salaries in accordance with clause 2.3.



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2. OPERATION OF AGREEMENT

2.1 Title and Nominal Expiry Date

This Enterprise Agreement shall be known as the City of Kwinana Enterprise Agreement 2018 ("Agreement") and its nominal expiry date will be the 8 September, 2020.

2.2 Variation of Agreement

The parties to this Agreement acknowledge that this Agreement can be varied by consent of the parties in accordance with Division 7 of part 2-4 of the *Fair Work Act 2009*.

2.3 Parties to the Agreement

This Agreement is between:

2.3.1 The City of Kwinana of Gilmore Avenue Kwinana ("Employer"); and

2.3.2 Employees of the City of Kwinana ("Employees"), excluding employees who are employed under maximum term or fixed term contracts with higher negotiated remuneration packages and would be classified at a Level 9 or above under the Local Government Industry Award 2010.

2.4 Coverage and Application of this Agreement

This Agreement covers and applies to:

2.4.1 Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourses, Public Authorities Water Boards Union ("LGRCEU").

2.4.2 Australian Municipal Administration Clerical and Services Union ("ASU").

2.5 Anti-Discrimination

The Parties to this Agreement agree:

2.5.1 that it is their intention to respect and value the diversity of the work force by helping to prevent and eliminate discrimination at their enterprise on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin; and

- 2.5.2 that any dispute concerning these provisions and their operation will be progressed initially under the dispute resolution procedure in this Agreement; and
- 2.5.3 that nothing in these provisions allows any treatment that would otherwise be prohibited by anti-discrimination provisions in applicable Commonwealth, State or Territory legislation; and
- 2.5.4 to practice and promote the principles of equal employment opportunity (EEO) and are committed to the spirit and principles of equal employment opportunity legislation; and
- 2.5.5 that the Employer will develop and implement a regular scheduled program of training on EEO and that attendance at both initial and refresher training is compulsory for all staff.

2.6 Validity of Agreement Following Challenge

If any provision of this Agreement is declared or determined to be illegal or invalid by final determination of any court or tribunal of competent jurisdiction, the validity of the remaining parts, terms or provisions of this Agreement shall not be affected, and the illegal or invalid part, term or provision shall be deemed not to be part of this Agreement.

2.7 Supersession of Previous Industrial Instruments

This Agreement shall supersede all previous enterprise agreements and awards applicable to the Employer.

2.8 External Funding for Family Day Care

The Parties agree that, in the case of Family Day Care, any pay increases, benefits or costs associated with the Agreement will be funded by external funding allocated to Family Day Care and not Municipal funds. Conditions pertaining to redundancy and retraining will apply to Family Day Care regardless of external funding arrangements.

3. OBJECTIVES OF AGREEMENT

3.1 Commitments

The parties to this Agreement and the LGRCEU and ASU are committed to ensuring that the Employer remains an effective and efficient deliverer of services. Accordingly, the following objectives will be pursued:

- 3.1.1 An environment where everyone looks forward to coming to work and providing the highest quality services to the community of the City of Kwinana and internal customers.
- 3.1.2 The attainment of the strategies and objectives as nominated in the relevant business plans, and performance and staff development reviews.
- 3.1.3 The enhancement of the image and profile of the City of Kwinana.
- 3.1.4 The continuation of a viable and effective day labour workforce where it is comparable and competitive.
- 3.1.5 Staff strive for excellence, with quality performers who go the extra yards being recognised for their efforts and given opportunity to achieve their development goals.
- 3.1.6 Good performance and ethical behaviours are the norm.
- 3.1.7 Contemporary management practices are used so that innovation and self-management principles are embraced.
- 3.1.8 Staff focus on continuous improvement so that problems are prevented from occurring in the first place.
- 3.1.9 Maintaining an honest and ethical environment, eliminating all forms of discrimination.

3.2 Intent

The objectives of this Agreement will be achieved through:

- 3.2.1 The continuation of a workplace culture conducive and open to change and matched by a commitment to continuous improvement by all persons in the organisation.
- 3.2.2 All staff actively embracing the attainment of the key performance indicators set.
- 3.2.3 The continuation of a high performance, high trust organisation through a genuine partnership between the Employer, Employees and the community.
- 3.2.4 Cooperation and Flexibility: The introduction of new technologies, the empowerment of Employees, the ongoing development of the team structure and continuous workplace improvement will result in work being organised on a whole of job approach. This may necessitate changes to some existing work practices and the removal of current restrictions, restraints and barriers. Every endeavour will be made to

resolve related issues at the workplace through consultation with Employees (accompanied by their appointed representatives, if that right is exercised) or, where appropriate, via the dispute resolution process contained within this agreement.

3.2.5 Staff committing to active participation/contribution in the organisation's development, particularly through cross-functional teams and working groups.

3.2.6 Ethical Behaviour: The Parties support and encourage an ethical environment that encourages positive behaviours based on the following ethical principles:

- (i) The wellbeing of Employees is to be promoted.
- (ii) Parties are to be treated fairly and not discriminated against.
- (iii) Parties' rights and dignity should be respected.
- (iv) Parties will be honest in all dealings.
- (v) The Parties agree to treat sensitive information in relation to customer service and personnel with discretion.
- (vi) The Parties agree to respect the Employer's intellectual property.
- (vii) Conflicts of interest are to be declared by Employees.
- (viii) Information, resources or equipment are to be used in their intended manner by Employees.

3.2.7 Workplace Development: Any move to alter how work is arranged must support the organisation's vision. The focus must be on satisfying and exceeding our customers' requirements by providing an efficient and effective service. The Employer has different types of business, therefore, workplace specific arrangements will need to be developed which complement the business of a particular workplace. The parties agree that workplace development will be done in regular consultation.

The Parties to this Agreement and the LGRCEU and ASU accept that ongoing technological change is a normal part of the modern workplace.

4. BEST PRACTICE

4.1 Principles

The Parties to this Agreement and the LGRCEU and ASU recognise that the principles of best practice should continue to be implemented in the workplace.

They agree that best practice is a process of achieving exemplary levels of performance through improved techniques and constantly changing and adapting our methods of service delivery to meet new needs:

The Parties agree to the continued implementation of a program of 'Best Practice' based on the following:

- continuous improvement in the productivity, quality and responsiveness of our service delivery;
- use and measurement of data, including financial, as a means of monitoring our organisational performance;
- application of teamwork principles to involve all staff in pursuit of quality improvement;
- ongoing focus on the needs of our customers;
- developing the skills and flexibility of our Employees; and
- active involvement in, and contribution to, functional and cross-functional teams.

4.1.1 Key Performance Indicators

The Parties commit themselves to a process of continuous improvement and acknowledge key performance indicators as a means of measuring what has been achieved and the need for any further improvements.

The primary role of performance indicators is to assist in the delivery of Business Plan Key Result Areas in the interests of customers, the Employer, Employees, and in improving the quality of service.

It is recognised that performance indicators are not an end in themselves but are a means of identifying trends and efficiency against Best Practice benchmarks. They enable the identification of areas where there is potential for further improvement.

The Employer and Employees involved in the ongoing development of benchmarks recognise that the need for performance indicators must be effectively communicated to all Employees. Appropriate communication mechanisms will be maintained through functional team meetings and staff induction processes, and staff planning and development reviews.

4.1.2 Continuous Improvement

The Parties are committed to continuous improvement processes and practices within the Employer's operations. Continuous improvement is a systematic method for improving processes to better meet stakeholder (customer) needs

and expectations. Continuous improvement is constantly adapting by obtaining and using information, and by evaluating changes to make sure they were effective. It requires:

- Good information about the environment from a variety of sources, to evaluate outcomes (what you do) and processes (how you do it);
- The ability to pull people together from different levels and areas to freely discuss the information and issues involved, come up with ideas, evaluate them, choose some and carry them out;
- Systematic ways to measure progress and the outcomes of changes using objective information and measures;

The success of continuous improvement is the responsibility of everyone in the organisation. Continuous improvement requires dedication and a willingness to be guided by objective information sources so that people work together towards a common goal.

4.1.3 Teams

It is recognised that teamwork is a key element of the Employer's philosophy. All parties agree to the ongoing development of teams and that all Employees will participate in both functional teams and cross functional teams.

Functional teams are defined as work teams established from within an Employee's own work area. Cross-functional teams are formed by bringing together Employees from across the organisation in order to plan, implement, monitor and review work processes, projects and specific issues.

The Parties are committed to the ongoing development of work teams as a way of improving individual and group job satisfaction and workplace productivity.

Teams require Employees to be flexible in their willingness and ability to perform a range of duties at various levels of skill and responsibility.

4.2 Best Value

The Employer is seeking to move towards a more commercial style of operation which recognises the nature of the business in which it is engaged and the significant role that earned income plays in its overall financial situation. The Employer believes that the changes in structure and organisation required to facilitate a more commercial operation will benefit the organisation and assist Employees to provide their services to the public.

Every endeavour will be made to improve the performance at the City of Kwinana relative to "Best Practice" benchmarks.

The Parties will work towards determining the most effective and efficient means of using internal and external resources, with proper regard to the

needs, security, training and development and long-term efficiency of Employees within the organisation.

The Parties agree that arbitrary job reductions are not a sound basis upon which improvements to productivity are secured. The Employer agrees that any proposed changes to the permanent workforce will be done in full consultation with relevant staff. The Parties agree that the relevant team will be the forum to discuss and consult on all matters affecting that team, including contracting out.

Where competitive tendering processes that affect outsourcing are proposed in respect of any activity covered by this Agreement, and which relates to internal/external services provided by Employees covered by this Agreement the following principles shall apply:

- Employees shall be provided with relevant training and support in the process relating to tendering, costing, estimating and the documentation that is required to develop a competitive bid.
- Relevant administrative, technical and professional support shall be provided to Employees affected by the tendering process.
- In any tendering process (for a current in-house service), a fair and equitable method of establishing the in-house tender cost will be used. The purpose of this shall be to prevent inappropriate costs, short cuts that reduce quality of service and monopolies being attributed to the in-house bid.
- Prior to any service being put out to tender, the in-house costing will be discussed in detail with any in-house team that is preparing a bid.

4.3 Model Flexibility Term

4.3.1 An Employer and Employee covered by this Agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the agreement if:

4.3.1.1 the agreement deals with one (1) or more of the following matters:

- (i) arrangements about when work is performed;
- (ii) overtime rates;
- (iii) penalty rates;
- (iv) allowances;
- (v) leave loading; and

4.3.1.2 the arrangement meets the genuine needs of the Employer and Employee in relation to one (1) or more of the matters mentioned in paragraph 4.3.1; and

- 4.3.1.3 the arrangement is genuinely agreed to by the Employer and Employee.
- 4.3.2 The Employer must ensure that the terms of the individual flexibility arrangement:
 - 4.3.2.1 are about permitted matters under section 172 of the *Fair Work Act 2009*;
 - 4.3.2.2 are not unlawful terms under section 194 of the *Fair Work Act 2009*; and
 - 4.3.2.3 result in the Employee being better off overall than the Employee would be if no arrangement was made.
- 4.3.3 The Employer must ensure that the individual flexibility arrangement:
 - 4.3.3.1 is in writing; and
 - 4.3.3.2 includes the name of the Employer and Employee; and
 - 4.3.3.3 is signed by the Employer and Employee and if the Employee is under 18 years of age, signed by a parent or guardian of the Employee; and
 - 4.3.3.4 includes details of:
 - (i) the terms of the enterprise agreement that will be varied by the arrangement; and
 - (ii) how the arrangement will vary the effect of the terms; and
 - (iii) how the Employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
 - 4.3.3.5 states the day on which the arrangement commences.
- 4.3.4 The Employer must give the Employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.
- 4.3.5 The Employer or Employee may terminate the individual flexibility arrangement:
 - 4.3.5.1 by giving no more than 28 days written notice to the other party to the arrangement; or
 - 4.3.5.2 if the Employer and Employee agree in writing - at any time.

5. EMPLOYMENT CATEGORIES

Employees may be employed in any of the following categories:

5.1 Permanent Employment

“Permanent” refers to an Employee whose employment is continuous, as evident through a letter of appointment that contains a commencement date with no indication of a termination date. Permanent Employees may be further categorised as Full-time or Part-time.

5.1.1 Full-time Employment

A full-time Employee shall be employed to work an average of 38 ordinary hours per week.

5.1.2 Part-time Employment

5.1.2.1 A part-time Employee who works regularly for an average of less than 38 ordinary hours in any week.

5.1.2.2 Part-time Employees receive payment for salary, annual leave and personal leave on a pro rata basis. By agreement an Employer and Employee may vary the agreed hours of work. In the event that an Employer seeks to vary the agreed hours of work without the consent of the Employee, four (4) weeks’ notice shall be provided.

5.2 Casual Employment

5.2.1 Casual Employees shall be paid a 20% loading in addition to the ordinary hourly rate of pay for the classification of work performed in addition to any other penalty rate payable for ordinary hours of work performed. (The casual loading is paid as compensation for leave as defined in subclause 5.2.2.).

(Applicable formula for hourly penalty rates: Base rate x penalty rate plus casual loading on base rate = hourly rate.

For example, if a causal employees’ ordinary hourly rate of pay is \$20 and they are working overtime at the rate of time and a half they will be paid:

Hourly rate \$20 x 1.5 for penalty rate = \$30 plus the casual loading which is \$20 x 20% casual loading which is \$4. So, in total at time and half rate they will earn \$34 per hour.)

5.2.2 Casual Employees are not entitled to annual leave, public holidays, personal leave and severance pay provided by this Agreement. Casual Employees are entitled to two (2) days unpaid carers leave and two (2)

days unpaid compassionate leave per occasion. Casual Employees may be entitled to Parental Leave in accordance with Clause 12.

- 5.2.3 Casual Employee's ordinary hours of work is defined in clause 6.1.
- 5.2.4 Casual Employees are entitled to Long Service Leave as defined in the *Local Government Long Service Leave Regulations* so long as the requirements of continuous service are met.
- 5.2.5 The minimum shift length of a Casual Employee is one hour. However, should a Casual Employee be rostered to work less than two hours for one continuous shift they will be paid the higher of:
- a. the applicable rate, with casual loading and any applicable penalty rates, under this Agreement; and
 - b. the applicable rate, with casual loading and any applicable penalty rate, for the appropriate classification level under the *Local Government Industry Award 2010* for two hours.
- 5.2.6 Right to request casual conversion
- 5.2.6.1 A person engaged by the Employer as a regular Casual Employee may request that their employment be converted to full-time or part-time employment so long as the following conditions are met.
- 5.2.6.2 A regular Casual Employee is a casual employee who has in the preceding period of 12 months worked a pattern of hours on an ongoing basis which, without significant adjustment, the Employee could continue to perform as a full-time employee or part-time employee under the provisions of this Agreement.
- 5.2.6.3 A regular Casual Employee who has worked equivalent full-time hours over the preceding period of 12 months' casual employment may request to have their employment converted to full-time employment.
- 5.2.6.4 A regular Casual Employee who has worked less than equivalent full-time hours over the preceding period of 12 months' casual employment may request to have their employment converted to part-time employment consistent with the pattern of hours previously worked.
- 5.2.6.5 Any request under this subclause must be in writing and provided to the Employer.
- 5.2.6.6 Where a regular Casual Employee seeks to convert to full-time or part-time employment, the Employer may agree to or refuse the request, but the request may only be refused on reasonable grounds and after there has been consultation with the Employee.
- 5.2.6.7 Reasonable grounds for refusal include that:

- 5.2.6.8 it would require a significant adjustment to the Casual Employee's hours of work in order for the Employee to be engaged as a full-time or part-time employee in accordance with the provisions of this Agreement – that is, the Casual Employee is not truly a regular Casual Employee as defined in clause 5.2.7;
- 5.2.6.9 it is known or reasonably foreseeable that the regular Casual Employee's position will cease to exist within the next 12 months;
- 5.2.6.10 it is known or reasonably foreseeable that the hours of work which the regular Casual Employee is required to perform will be significantly reduced in the next 12 months;
- 5.2.6.11 it is known or reasonably foreseeable that there will be a significant change in the days and/or times at which the Employee's hours of work are required to be performed in the next 12 months which cannot be accommodated within the days and/or hours during which the Employee is available to work; or
- 5.2.6.12 acceptance of the request by the Employer would contravene a merit selection employment requirement contained within any legislation such as the *Local Government Act 1995*.
- 5.2.6.13 For any ground of refusal to be reasonable, it must be based on facts which are known or reasonably foreseeable.
- 5.2.6.14 Where the Employer refuses a regular Casual Employee's request to convert, the Employer must provide the Casual Employee with the Employer's reasons for refusal in writing within 21 days of the request being made. If the Employee does not accept the employer's refusal, this will constitute a dispute that will be dealt with under the dispute resolution procedure in clause 26. Under that procedure, the employee or the employer may refer the matter to the Fair Work Commission if the dispute cannot be resolved at the workplace level.
- 5.2.6.15 Where it is agreed that a Casual Employee will have their employment converted to full-time or part-time employment as provided for in this clause, the Employer and Employee must discuss and record in writing:
- 5.2.6.16 the form of employment to which the Employee will convert – that is, full-time or part-time employment; and
- 5.2.6.17 if it is agreed that the Employee will become a Part-Time Employee, at the time of engagement the Employer and the Part-Time Employee will agree in writing on a regular pattern of work, specifying at least the hours worked each day, which days of the week the Employee will work and where practicable the actual starting and finishing times each day.

5.2.6.18 The conversion will take effect from the start of the next pay cycle following such agreement being reached unless otherwise agreed.

5.2.6.19 Once a Casual Employee has converted to full-time or part-time employment, the Employee may only revert to casual employment with the written agreement of the Employer.

5.2.6.20 A Casual Employee must not be engaged and re-engaged (which includes a refusal to re-engage), or have their hours reduced or varied, in order to avoid any right or obligation under this clause.

5.2.6.21 Nothing in this clause obliges a regular Casual Employee to convert to full-time or part-time employment, nor permits an Employer to require a regular Casual Employee to so convert.

5.2.6.22 Nothing in this clause requires an Employer to increase the hours of a regular Casual Employee seeking conversion to full-time or part-time employment.

5.3 Fixed Term Employees

Fixed term employees are employees employed under a contract of employment for a specified period of time, or for a specified task or for a duration of a season. Whether a person is a fixed term employee shall be evident through a letter of appointment that contains the commencement date and the setting out of the specified period, task or season duration.

A specific project agreement may not have a conclusion date in it. That is because it concludes at the end of a project.

A specified period contract will have a clear finish date indicated in it.

5.4 Probationary Period for Employees

A probationary period of three (3) months will apply at commencement of employment for full time, part time and fixed term employees. At the discretion of the CEO, the probationary period can be extended for up to another two (2) months.

6. HOURS OF WORK

6.1 Ordinary Hours

The ordinary hours of work will be 1976 per annum (inclusive of all categories of leave), resulting in an average of 38 hours per week. The average hours of work can be worked on one of the following basis:

- 76 hours over fourteen consecutive days (aligning with the pay-period);
or

- 152 hours over 28 consecutive days (aligning with two (2) consecutive pay-periods); or
- such further extended cycles as agreed between Employer and Employee/s which produces an average 38 hours per week.

6.2 Seven Day a Week Positions

6.2.1 The ordinary hours of work for the following positions shall be worked up to within a ten (10) hour spread between commencement and completion on any shift Monday to Sunday this shall include an unpaid meal break not exceeding one hour's duration:

- Caretakers/Hall Keepers/Caravan Park Employee; Catering/Hospitality;
- Cleaners;
- Community Services Officers, as defined in this Agreement;
- Garbage, sanitary and sullage services;
- Local Law Enforcement Officers and Community Safety Services; Public Convenience Attendants;
- Street Cleaning Machine Operator;

6.2.2 Recquatic Centre Employees work on any five (5) days of the week Monday to Sunday within a span of ten (10) hours.

6.3 Library Employees

Notwithstanding the provisions of 6.1 hereof, Library Employees may be rostered such that the ordinary hours of duty shall not exceed an average of 38 hours per week, to be worked Monday to noon Saturday inclusive, within a twelve (12) hour spread between commencement and completion of each shift.

6.4 Municipal (Depot) Workers (Not Already Listed In 6.2)

The ordinary hours of work for Municipal employees based at the Employers Work Depot, other than those employees occupying the positions set out in subclause 6.2, shall be an average of 38 hours per week between the hours of 6:00 am and 6:00 pm, Monday to Friday over two consecutive weeks. The ordinary hours of work shall be carried out within a ten (10) hour spread and inclusive of an unpaid meal break.

This subclause does not apply to a Municipal employee who occupies a seven (7) day a week position.

6.5 Local Law Enforcement and Community Safety Services

The Employer utilises a 24-hour seven (7) day a week service (City Assist), therefore the provisions of subclause 6.12 Shift Work will be applied to these positions.

Other Community Safety Officers not required to work shift work (as per subclause 6.12) will be provided for as per subclause 6.2.1.

6.6 Computer Operations/Information Technology Officers

Notwithstanding the provisions of 6.1 hereof: for Employees engaged in Computer Operations ordinary hours shall not exceed an average 38 hours per week to be worked between the hours of 6:00 a.m. and 6:00 p.m., Monday to Friday and 6:00 a.m. to 12 noon Saturday, and within a ten (10) hour spread between commencement and completion of work (including meal breaks), with the provision of an unpaid meal break of not less than 30 minutes within five (5) hours of commencement.

6.7 Administration Employees (Not Already Listed In 6.2)

6.7.1 The ordinary hours of work for administrative positions may be worked on any weekdays (Monday to Friday inclusive) between the hours of 6.00am. and 6:00 pm and within a ten (10) hour spread between commencement and completion of work (including meal breaks).

6.7.2 The spread of hours may be altered by agreement between the Employer and the Employee in accordance with clause 4.3 and kept with the relevant time records.

6.7.3 Administration Employees may be given the opportunity to work ordinary hours outside the specifications in subclause 6.7.1 at base rates without overtime penalties by written agreement between the Employer and the Employee.

6.7.4 Neither the Employer nor an Employee can be forced to reach any agreement pursuant to subclause 6.7.2 and 6.7.3.

6.8 Ordinary Hours for All Other Positions

The ordinary hours of work for all other positions not specifically listed under this clause may be agreed between the Employer and the Employee.

6.9 Alternative Working Arrangements

Notwithstanding the provisions of this clause, the Employer and Employee(s) may agree to an alternative arrangement of how working hours may be worked without the application of penalty rates in accordance with clause 4.3.

6.10 Rostered Day Off

Except where operations are changed to a shift roster (refer subclause 6.12 for definition), as outlined further in this clause, the Parties are committed to maintaining the Rostered Day System but agree that work coverage will continue to be improved through better planning, and re-organising and/or scheduling of Rostered Days. Where it suits the teams, individuals and business needs, flexible working hours are encouraged, and the parties agree to abide by the Employer's RDO Guidelines listed in Appendix C. The Rostered Day System applies to full-time Employees and will be:

6.10.1 A nine (9) day fortnight for Administration Centre and Municipal (Works Depot) Employees, subject to other provisions under this clause;

6.10.2 For Family Day Care, Recquatic Employees and Community Services, 152 hours, *typically* worked over 19 days within two fortnightly pay periods (but otherwise referred to as a "19 day month"), subject to subclause 6.2 "Seven (7) day a week positions" – where such positions listed are based at Family Day Care or Recquatic;

6.10.3 That Library Employees will continue to work rostered hours appropriate to the Library's hours of operation and, where possible and mutually beneficial, schedules will be arranged so that full-time Employees attend the workplace nine (9) days (or less) per fortnight. Library Employees are not considered shift workers unless specifically advised of such in writing.

6.10.4 The Cleaners/caretakers will continue to work rostered hours appropriate to the cleaners/caretaker's hours of operation and, where possible and mutually beneficial shifts will be arranged so that full-time Employees attend the workplace nine (9) days (or less) per fortnight. Cleaners/caretakers are not considered shift workers unless specifically advised of such in writing. The spread of hours to be worked between the hours of 6.00 am to 6.00 pm.

6.11 Breaks

The following shall apply regarding entitlement to breaks during working hours:

6.11.1 An employee will not be required to work more than five (5) hours without receiving an unpaid meal break of at least 30 minutes.

- 6.11.2 An Employee and the Employer may enter into an alternative arrangement to subclause 6.11.1 by mutual agreement.
- 6.11.3 In the case of unforeseen circumstances, the meal break may be delayed and taken as soon as practicable, subject to the observance of appropriate health and safety standards.
- 6.11.4 Employees shall be entitled to a paid rest period of ten (10) minutes in the third hour following the commencement of work. The rest period of ten (10) minutes shall be arranged and taken to suit the convenience of the Employer.

6.12 Shift Work

- 6.12.1 The Employer may work any section or sections of the workforce on shifts but before doing so, activate the provisions of Clause 17 - Consulting Procedure, including advising employees, in writing, of the intended starting and finishing of ordinary working hours of the respective shifts.
- 6.12.2 The ordinary hours of an Employee on shift work shall not exceed 38 hours per week, or an average of 38 hours over a two pay period (i.e. a four (4) week work cycle).
- 6.12.3 Where a shift commences at or after 11:00 p.m. on any day, the whole of that shift shall be deemed, for the purposes of this Agreement, to have been worked on the following day.
- 6.12.4 A shift Employee, when on afternoon or night shift, shall be paid for such shift 15% more than his/her ordinary rate prescribed by this Agreement (instead of the overtime penalties otherwise prescribed by this Agreement).
- 6.12.5 Except as provided under 6.12.9, all work performed on a rostered shift, when the majority portion of such shift falls on a Saturday, Sunday or a holiday, shall be paid for as follows:

Saturday	at the rate of time and one half.
Sunday	at the rate of time and three quarters.
Holidays	at the rate of double time and one half.
- 6.12.6 A continuous shift Employee who is not required to work on a public holiday which falls on his/her normal day off shall be allowed a day's leave with pay to be added to annual leave or taken at some other time if the Employee so agrees. A continuous shift Employee may agree to the cashing out of this entitlement.
- 6.12.7 A shift work roster shall be prominently displayed at the place of work in a position accessible to the Employees concerned. Employees shall be

provided with at least 72 hours' notice of any change in roster provided a lesser period can be agreed between the Employer and Employee.

6.12.8 For the purpose of this clause the following definitions shall apply:

Day shift	means any shift starting at or after 6.00am and finishing at or before 6:00pm.
Afternoon shift	means any shift finishing after 6:00pm and commencing at or before midnight.
Night shift	means any shift finishing after midnight and commencing before 6.00am.

6.12.9 Notwithstanding the provisions of this clause, "Shift Work" where the first night shift in any week commences on Monday night, the night shift commencing on Friday and finishing not later than 6.00am on Saturday of that week, shall be deemed to have been worked in ordinary working hours.

6.13 Casual Hours

The service of a casual Employee shall be terminated by one (1) hours' notice given by either the Employer or Employee, or by payment of one (1) hours' wage in lieu of notice.

7. SALARY

7.1 Pay Scales

The 2018 Employee salaries shall be based on the scales listed in appendix E.

7.2 Incremental Progression (Local Government Officers and Municipal Depot Workers Only)

At the conclusion of each twelve (12) month period of service (excluding extended periods of time off work for leave or other reasons as described at 7.2.7) following appointment to their position, or entry into a classification level, Employees shall be eligible for incremental progression in accordance with the following criteria:

- 7.2.1 The Employee has given satisfactory service over the preceding twelve (12) months; AND
- 7.2.2 The Employee has acquired and is required by the Employer to utilise enhanced skills within the ambit of the level definition for his/her position or other skills where agreed at the staff development/performance review, and this has been certified in writing following, and as part of, the assessment process.

- 7.2.3 Movement to a higher level or classification shall only occur by way of promotion or reclassification.
- 7.2.4 Paragraph 7.2.1 is interpreted as meaning both technical/position performance and conduct that is consistent with all of the organisation's Staff Values, as listed in Appendix G.
- 7.2.5 In cases where the review is delayed the anniversary date shall not be changed and the increase, if any, will be paid retrospectively to the anniversary date.
- 7.2.6 The Employee may use the dispute resolution process contained within this Agreement where s/he believes the criteria outlined in this subclause "Incremental Progression" were not applied correctly.
- 7.2.7 If an Employee has had extended periods of time off work for leave or other reasons, whether paid or unpaid, their assessment for incremental progression shall be delayed by the period of leave. 'Extended periods of time' in this context means longer than the equivalent of eight (8) weeks off work in one or multiple instances except when it was long service leave.
If the leave is at the direction of the Employer this sub-clause will not apply.

7.3 Classification System, New Classification System & Reclassification of Positions

- 7.3.1 Positions will be classified in accordance with the level definitions provided for in this Agreement.
- 7.3.2 Job descriptions shall be used as the primary source of classifying positions. The position shall be evaluated and considered against the classification definitions in Appendices A,B and I.
- 7.3.3 Movement to a higher level or classification shall only occur by way of promotion or reclassification.
- 7.3.4 The Employee may make a written request for a position reclassification. Provided that where there are deemed to be exceptional circumstances an application may be lodged at any time. Should an Employee be successful in his/her position being reclassified, the date of effect shall be the date of lodgement of the application with the Human Resources Team.
- 7.3.5 The grounds for which a request for review may be made are, having regard to the classification definitions as specified in the Appendices A, B & I as follows:

- 7.3.5.1 significant and identifiable changes in the nature and work value of the duties performed;
 - 7.3.5.2 significant increases in responsibilities; and
 - 7.3.5.3 significant change in the skills, knowledge and experience required to undertake the duties.
- 7.3.6 The Employee may use the dispute resolution process contained within this Agreement where s/he believes the assessment of the reclassification request was not correct.
- 7.3.7 The parties to this Agreement agree to work towards the establishment of a new classification system with the intent that implementation may be voted upon in the next Agreement. A consultative committee is to be established to assist in progressing the classification system.

7.4 Annual Increases

The following increases shall be applied to all adult rates effective from the commencement of the pay period in which the 8th September falls. These are detailed in the table

- From approval of the Agreement – A salary increase of 1.5% or Consumer Price Index (CPI) increase (calculated as described in Appendix E), whichever is the greatest, backdated to 8 September 2018;
- 2019 – From the commencement of the pay period in which the 8th September 2019 falls, a salary increase of 1.5% or Consumer Price Index (CPI) increase, whichever is the greatest, calculated as described in Appendix E.

The rates of pay that will be applicable to the Employees covered by this Agreement are contained in Appendix E of this Agreement.

7.5 Junior Employees

Junior Employees are to be paid the following percentage of the appropriate salary level per week:

Age	%
Age	% of Minimum weekly rate
Under 17 years	55
17 years	65
18 years	75
19 years	85
20 years	Full adult rate

7.6 Local Government Officer Traineeships

Local Government Trainees employed under the Traineeship system shall be paid in accordance with either Skill Level A or B. Pay rates are listed in Appendix E.

7.6.1 Skill Level A Categories

Advanced Engineering Traineeship Level 3
Community Cultural Development Traineeship
Engineering Technician Traineeship
Home and Community Care
Information Technology - all streams
Library Aide (Education)
Local Government (ATS and CST)
Municipal Administration Local Government Office Library Assistant
(Local Government)
Office Admin. APS (all States)
Office Admin. Traineeship Certificate II
Office Clerical CST (all States)
Office Systems: Software Support

7.6.2 Skill Level B Categories

Advanced Engineering Traineeship Level 1 (AQF2)
Advanced Engineering Traineeship Level 2
Local Government Child Care
Municipal and General Waste Management

Retail Waste Management

7.7 Municipal Apprenticeships

Municipal Apprentices are to be paid a salary per week is expressed as a percentage of the total minimum rate of pay for classification Municipal Level 4A:

4-year term	%
First year	42
Second year	55
Third year	75
Fourth year	88
3-1/2 year term	%
First six months	42
Next year	55
Following year	75
Final year	88
3 year term	%
First year	55
Second year	75
Third year	88

7.8 Cadetships

Professional cadetships may be offered from time to time, where an Employee, or prospective Employee, is pursuing a career in a profession utilised by the Employer. An Employee employed as a cadet may be paid a salary between Local Government Officers Level 2 and the Level that would normally be assigned to a graduate professional position in the same field. The decision to assign a level within these bounds rests with the Employer and will be based upon the cadet's performance and academic progress.

7.9 Salary Packaging

Employees may, by written agreement with the Employer, enter into a salary packaging arrangement. Any arrangement must comply with relevant taxation laws and the Employer will not be liable for additional tax, penalties or other costs payable or which may become payable by the Employee.

8. SUPERANNUATION CONTRIBUTIONS

8.1 Choice of Fund

The Employer will provide superannuation contributions of the Employee's salary, in accordance with the Superannuation Guarantee Administration Act 1992 and the Superannuation Guarantee Charge Act 1992 (SGC).

8.1.1 Payments made by the Employer in excess of the amount prescribed in Superannuation Guarantee Administration Act 1992 and the Superannuation Guarantee Charge Act 1992 (SGC) (as varied from time to time) will be in accordance with Clause 8.2 of this Agreement.

8.1.2 Employees shall have freedom of choice over the complying fund that their superannuation contributions are paid to, providing this choice is not changed more regularly than annually.

8.1.3 The default fund shall be WA Super.

8.2 Additional Contributions

The Employer has a desire to assist Employees with their future financial security and will match Employee superannuation contributions as set out in the following table, at any time where the SGC component is also required:

Employee % Contribution	Employer % Contribution
1%	1%
2%	2%
3%	3%
4%	4%
5%	5%
6%	6%

8.2.1 At the request of the Employee, the Employer will allow the Employee to make both salary sacrifice and post-tax contributions through the payroll and may from time to time vary the amount of the Employee's contributions towards superannuation by way of salary sacrifice and any variation will result in an altered cash component being paid. Where a salary sacrifice arrangement is in place, the salary for the calculation of contribution shall be based on the amount prior to the arrangement commencing, subject to taxation regulations.

8.2.2 The Superannuation Guarantee Contribution component (as defined in the *Superannuation Guarantee Administration Act 1992* and the

Superannuation Guarantee Charge Act 1992) is additional to the above provisions and will be adjusted according to legislative requirement.

9. RELIEVING AND HIGHER DUTIES

If an Employee is engaged temporarily in duties of a classification higher than their own, he/she will be paid the higher classification rate according to the following conditions:

9.1 Municipal (Depot) Employees

9.1.1 Where an Employee performs any duty for which a wage higher than that of his/her own grade is fixed by this Agreement, for less than one hour in any one day, he/she shall receive for the time so worked the wages specified for each higher grade duty.

9.1.2 Where an Employee performs any duty for which a wage higher than that of his/her own grade is fixed by the Agreement, for more than one hour in any one day, he/she shall receive for that day the wages specified for such higher grade duty.

9.2 Local Government Officers & Recquatic Workers

9.2.1 An Employee who is directed to perform the duties applicable to a higher graded position for a continuous period of not less than five (5) working days and satisfactorily carries out the duties and responsibilities applicable at the time the relief is performed, shall be paid the minimum salary of the higher graded position during the whole time of performing such duties. Where the higher grade position is a negotiated salary, the "minimum" salary for the purposes of this subclause shall be defined as 80% of the negotiated salary.

9.2.2 If an Employee is directed to perform the duties applicable to the higher graded position on any subsequent occasion within twelve (12) months, the Employee shall only have to perform those duties for one working day or more in order to become entitled to the minimum salary of the higher graded position.

9.2.3 An Employee who is required to carry out part only of the duties of the higher position shall be paid at a rate as agreed between the Employee and the Employer.

9.2.4 Where an Employee, whilst acting in a higher classification position and in receipt of higher classification pay commences annual or personal leave, the Employee shall receive any payment to which he is entitled pursuant to this Agreement at the higher classification rate if the Employee has been engaged on the higher duties continuously for three

(3) calendar months or more immediately preceding the taking of annual or personal leave or public holidays.

9.2.5 When an Employee, whilst acting in a higher classification position and in receipt of any higher classification pay pursuant to this clause, performs such higher classification work outside his/her ordinary working hours, he/she shall receive any overtime payment to which he/she is entitled pursuant to this Agreement, based on the higher classification rate.

10. ANNUAL & CULTURAL LEAVE

10.1 Rate of Accrual & Cashing Out of Annual Leave

An Employee's entitlement to paid annual leave accrues progressively during a year of service according to the Employee's ordinary hours of work and accumulates from year to year.

10.1.1 By agreement between the Employer and an Employee, the Employee may request in writing up to 76 hours of annual leave per annum be cashed out (pro rata for part-time Employees) providing the Employee retains a minimum balance of four (4) weeks' leave. Cashing out of leave will only be granted under exceptional circumstances, at the discretion of the relevant Director. When annual leave is cashed out in accordance with this subclause, the normal entitlements applied to superannuation will be adhered to.

10.2 Annual Leave Payment, Leave Loading and Payment Of

A loading of 17.5% will apply to the Employee when taking annual leave accrued under subclause 10.1.

10.2.1 Payment of leave loading in advance of taking annual leave can be applied for with the provision that the leave equals or exceeds a period of two (2) weeks.

10.2.2 Annual leave will be paid in the usual payment cycle. The Employee may request when they are taking longer than the equivalent of two (2) weeks annual leave payment in advance.

10.3 Timing of Annual Leave

Annual leave shall be taken at such a time mutually convenient to the Employer and the Employee and in accordance with relevant guidelines as provided by the Employer from time to time.

10.4 Continuation of Additional Week's Leave

Environmental Health Officers appointed on or before the 31st December 2008 and in receipt of an additional week's leave (excluding leave loading) shall not lose that entitlement for the remainder of their appointment in gazetted Health Officer Positions, unless individually bargained-out subsequent to the approval of this Agreement.

10.5 Annual Leave Entitlements for Shift Worker

As per the National Employment Standards in the *Fair Work Act 2009* (section 87 (1)(b)(ii), Employees who are defined as shift workers will be entitled to 5 (five) weeks of paid annual leave.

10.6 Christmas Close-Down

The Employer may require annual leave to be taken during a Christmas close-down.

10.7 Public Holidays During Annual Leave

If any prescribed holiday falls within an Employee's period of annual leave and is observed on a day which in the case of that Employee would have been an ordinary working day, there shall be added to that period one (1) day, being an ordinary working day, for each such holiday observed.

10.8 Cultural Leave

Employees covered by this Agreement, who practice spiritual and/or religious beliefs, shall be afforded a reasonable opportunity by his or her Employer to follow and practice the requirements of that culture or spiritual or religious belief. Where this involves time away from work, arrangements will be made for the Employee concerned to take annual leave or accumulated rostered days off for the purpose, if leave is not otherwise provided under this Agreement. Alternatively, the Employer and the Employee concerned may agree to time off without pay, with the approval of the relevant Director. Time off without pay for this purpose will be treated in the same way as any other approved leave without pay (i.e. will be considered effective service). Provided that an Employer may require reasonable evidence of the legitimate need for the Employee to be allowed the required time off from work.

10.9 Exemption for Casual Employees

This clause (Clause 10), "Annual and Cultural Leave" shall not apply to Casual Employees.

11. PERSONAL/CARER'S LEAVE AND COMPASSIONATE LEAVE

11.1 Purpose of Personal Leave

An Employee may take paid personal/carer's leave if the leave is taken:

11.1.1 because the employee is not fit for work because of a personal illness or injury affecting the employee; or

11.1.2 to provide care or support to a member of the employee's immediate family, or a member of the employee's household who requires care or support because of a personal illness or injury affecting that member of the immediate family or the employee's household; or

11.1.3 because of bereavement on the death of an immediate family or household member (See "Compassionate leave").

11.2 Accrual & Entitlement to Personal Carer's Leave

Length of time worked for the Employer	Personal leave (hours)
On commencement and 2 nd and 3 rd year of continuous service	76 hours
On commencement of 4 th year of continuous service	91.2 hours

The above entitlement to personal and carer's leave shall be pro-rata for part time employees.

11.3 Carer's Leave

The Employee is entitled to use accrued personal leave entitlements to care for members of his or her immediate family or household who are sick and require care and support. This entitlement is subject to the Employee being responsible for the care and support of the person concerned.

11.3.1 In normal circumstances an Employee shall not take carer's leave under this clause where another person has taken leave to care for the same person.

11.3.2 The entitlement to carer's leave is subject to the person taking the leave being either a member of the Employee's immediate family or a member of the Employee's household.

11.3.3 The term "immediate family" is defined in Appendix D.

11.4 Additional (Unpaid) Carer's Leave

Where an Employee has exhausted all accumulated personal leave entitlements, the Employee is entitled to take unpaid carer's leave to care for members of their immediate family or household who are sick and require care and support or who require care due to an unexpected emergency. The Employer and Employee shall agree on the quantum of unpaid leave to be taken. In the absence of agreement, the Employee is entitled to take up to two (2) days per occasion provided that the requirements of 11.3 and 11.7 are met.

11.5 Compassionate Leave

Additional to the accrual entitlements provided in subclause 11.2, the Employee is entitled to take up to two (2) days' paid bereavement/compassionate leave on any occasion on which a member of the Employee's immediate family or household dies or becomes seriously ill posing a threat to life.

Immediate Family is defined in Appendix D.

11.5.1 The entitlement to compassionate leave is subject to the person taking the leave being either a member of the Employee's immediate family or a member of the Employee's household.

11.5.2 A part-time Employee is entitled to the same benefit as a full-time Employee as expressed in this subclause excepting that the entitlement shall only apply where the part-time Employee would normally be working on the day(s) of absence when on bereavement/compassionate leave.

11.5.3 Paid compassionate leave counts as service for all purposes, and may be taken in one continuous period, or separate days, as agreed between the Employer and Employee.

11.5.4 An Employee will be entitled to an additional two (2) days leave without loss of pay on each death of a member of the Employee's immediate family where that death occurs outside Australia. The Employee must produce satisfactory evidence of the death to be eligible for this entitlement.

11.6 Additional Paid & Unpaid Compassionate Leave

11.6.1 Additional to the provisions of subclause 11.5, the Employee is entitled to use up to three (3) days (per occasion) from his/her paid personal leave balance accrued in accordance with sub clause 11.2.

11.6.2 In addition to the entitlement to paid compassionate leave, an Employee will be entitled to up to five (5) days unpaid bereavement/compassionate

leave in respect of the death of a member of the Employee's immediate family or household.

11.7 Substantiation for Personal & (Including Compassionate) Leave

The Employee must, if required by the Employer, establish by production of a medical/death certificate or statutory declaration the need for personal leave.

11.8 Exemption from Personal (Including Compassionate) Leave Entitlements

The provisions of this clause with respect to payment do not apply where an Employee is receiving workers' compensation payments.

11.9 Illness and Injury During Periods of Annual Leave

Where an Employee suffers personal ill health or injury during the time when he/she is absent on annual leave, the Employee may apply for and the Employer shall grant paid personal leave in place of paid annual leave.

11.9.1 Despite clause 11.7, where an Employee applies for paid personal leave in place of paid annual leave, the Employee must produce a certificate from a registered medical practitioner attesting to the Employee's illness or injury.

11.9.2 The provisions of this subclause only to apply where the illness or confinement would have normally prevented the Employee from attending work, had he/she not otherwise been on annual leave.

11.9.3 Payment for replaced annual leave shall be at the rate of salary applicable at the time the leave is subsequently taken provided that the annual leave loading prescribed in clause 10 - Annual & Cultural Leave, shall be deemed to have been paid with respect to the replaced annual leave.

11.10 Cash-out of Personal Leave on Termination After 10 Years

Upon termination, an Employee who has served continuously with the Employer for a period of ten (10) years will be paid 50% of the Employee's accrued personal leave.

It is not the intention of the scheme to encourage "sick" Employees to attend work. Employees who are ill are encouraged to see their medical practitioner and if required not to attend the workplace.

12. PARENTAL LEAVE

Employees will be eligible to apply for parental leave.

12.1 Types of Parental Leave

Parental Leave encompasses Maternity Leave, Paternity Leave and Adoption Leave, and is available to all full and part-time Employees who have been employed for a (twelve) 12 month period or more before the commencement of the leave.

12.1.1 Maternity Leave is available to an Employee giving birth to a child.

12.1.2 Parental Leave is available to an Employee that is the spouse/partner of a person giving birth to a child.

12.1.3 Adoption Leave is available to an Employee adopting a child.

12.2 Paid/Unpaid, and Accrual Entitlements

Except where otherwise provided under this subclause, parental leave is unpaid (including Public Holidays), and is available for a period of up to 104 weeks in one unbroken period. Personal leave is not available, and no leave entitlements accrue during the period of unpaid Parental Leave.

12.2.1 The following paid parental leave is provided:

- 6 (six) weeks maternity leave for the birth mother, to be taken in one continuous block from the commencement of the parental leave period; or.
- 4 (four) weeks primary care giver leave will be available to an Employee who is eligible for parental leave and who becomes the primary care giver within the first six weeks following the birth of the child because the birth mother is incapable of being the primary caregiver. Paid leave is subject to production of a statutory declaration or medical certificate; or.
- 4 (four) weeks adoption leave will be available to a primary care giver eligible for parental leave at the time of adoption of a child. Adoption leave applies only to the adoption of children under five (5) years of age, and does not apply where the Employee adopts, or takes custody of a child who has previously lived with him/her; or.
- 1 (one) week's supportive parent leave will be available to all Employees eligible for parental leave and who will support the birth mother and/or assume a secondary role in caring for the child upon the child's birth; or if a child is stillborn.

12.2.2 Part-time Employees are eligible for paid parental leave paid on a pro-rata basis of the average weekly hours for the preceding twelve (12) months.

12.2.3 Long Term Casual Employees may also be eligible for unpaid parental leave as per National Employment Standards (NES).

12.2.4 The Employee may take any other forms of paid leave to which they are entitled, such as annual or long service leave, in substitution for some or all of this 104 week period. The maximum entitlement to Paternity Leave is reduced by any maternity leave taken by the Employee's spouse/partner/co-parent. Paternity Leave cannot normally be taken while the Employee's spouse/partner/co-parent is on maternity leave, with the exception of the one (1) week in which the birth of the child occurs, or an unbroken period of up to three (3) weeks at the time of the placement of the adopted child.

12.2.5 An Employee who is entitled to paid parental leave has the option of taking the leave on full pay or half pay. Where the half-pay option is taken up, it will effectively be the same as if the Employee reduced their normal working hours by 50% for a period of twelve (12) weeks (i.e. annual leave and other applicable accruals will be pro-rata).

12.2.6 Continuity of service is not broken while an Employee is on parental leave. However, the time taken for unpaid parental leave is not counted as service for the purposes of calculating leave entitlements and increments based on years of service. All existing entitlements accrue during the period of paid leave but not during the period of unpaid leave.

12.2.7 An Employee may not proceed on a second or subsequent period of paid parental leave until they have served twelve (12) months effective continuous service from the date of re-commencement of duty following a previous period of Parental Leave.

12.3 Employee to Provide Notice

An Employee must provide 10 (ten) weeks' notice to the Employer in advance of the expected date of commencement of parental leave. An Employee will not be in breach of this clause if the failure to give the required notice period is because of the birth occurring earlier than the presumed date. In the case of adoption, the Employer will allow a reasonable amount of flexibility for the Employee to vary the anticipated commencement date, and the Employee will not be in breach of this clause if the relevant adoption agency provides notification of adoption procedures earlier than previously indicated by that agency. If the adoption commences later than originally anticipated, the Employer shall allow the Employee to delay the commencement of leave, provided a relief Employee has not already been appointed for the Employee's substantive position.

The application and notice for parental leave must be in writing and specify the following:

12.3.1 in the case of maternity leave:

- the expected date of birth (included in a certificate from a registered medical practitioner stating that the Employee is pregnant);
- the date on which the Employee proposes to commence maternity leave and the period of leave to be taken - at least four (4) weeks;
- a statutory declaration stating particulars of any period of paternity leave sought or taken by his/her spouse/partner/co-parent and that for the period of maternity leave he/she will not engage in any conduct inconsistent with her contract of employment;
- where an Employee continues to work within the six (6) week period immediately prior to the expected date of birth, or where the Employee elects to return to work within six (6) weeks after the birth of the child, the Employer may require the Employee to provide a medical certificate stating that she is fit to work on her normal duties.

12.3.2 in the case of paternity leave:

- a certificate from a registered medical practitioner which names his/her spouse, states that she is pregnant and the expected date of birth, or states the date on which the birth took place; and
- written notification of the dates on which he/she proposes to start and finish the period of paternity leave; and
- except in relation to leave taken simultaneously with the child's mother under clauses 12.2.1 and 12.2.4 a statutory declaration stating:
- he/she will take that period of paternity leave to become the primary care-giver of a child;
- particulars of any period of maternity leave sought or taken by the mother of his child; and
- that for the period of paternity leave he will not engage in any conduct inconsistent with his contract of employment.

12.3.3 in the case of adoption leave:

- where required by the Employer, confirmation from the appropriate government authority of the placement; and
- written notification of the dates on which he/she proposes to start and finish the period of adoption leave; and
- a statutory declaration stating:
 - the Employee is seeking adoption leave to become the primary caregiver of the child;
 - particulars of any period of adoption leave sought or taken by the Employee's spouse/partner/co-parent; and

- that for the period of adoption leave the Employee will not engage in any conduct inconsistent with their contract of employment.

12.4 Transfer to a Safe Job

12.4.1 Where an Employee is pregnant and, in the opinion of a registered medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the Employee make it inadvisable for the Employee to continue at her present work, the Employee will, if the Employer deems it practicable, be transferred to a safe job at the rate and on the conditions attaching to the Employee's original job until the commencement of maternity leave.

12.4.2 If the transfer to a safe job is not practicable, the Employee is entitled to paid no safe job leave.

12.4.3 If the transfer to a safe job is not practicable and the expected date of the birth of the Employee's child is within six (6) weeks, the Employee may elect, or the Employer may require the Employee, to commence parental leave.

12.5 Returning to Work After a Period of Parental Leave

12.5.1 An Employee will notify of their intention to return to work after a period of parental leave at least four (4) weeks prior to the expiration of the leave.

12.5.2 Employees returning from periods of Parental Leave are entitled to the same position held by them immediately before going on leave, or if this position is no longer available, a position as nearly comparable in status and salary to that of their former position.

12.5.3 An Employee returning from parental leave, and providing the minimum required notice of return, may request the Employer to allow the Employee to return on a part-time basis until the child reaches school age, to assist the Employee in reconciling work and parental responsibilities. The Employer shall consider the request having regard to the Employee's circumstances and, provided the request is genuinely based on the Employee's parental responsibilities.

12.6 Special Maternity Leave

12.6.1 Where the pregnancy of an Employee terminates after 28 weeks and the Employee has not commenced maternity leave, the Employee may take unpaid special maternity leave of such period as a registered medical

practitioner certifies as necessary. Alternatively, the Employee may take paid personal leave if she has sufficient credits.

12.6.2 Where an Employee is suffering from an illness not related to the direct consequences of the birth an Employee may be entitled to paid personal leave in lieu of, or in addition to, special maternity leave.

12.6.3 Where an Employee not then on maternity leave suffers illness related to her pregnancy, she may take any paid sick leave to which she is then entitled, and such further unpaid special maternity leave as a registered medical practitioner certifies as necessary before her return to work. The aggregate of paid sick leave, special maternity leave and parental leave, including parental leave taken by a spouse, may not exceed 104 weeks.

12.7 Employee Not to Engage in Paid Employment

Employees on parental leave may not engage in any other paid employment without prior approval from the Chief Executive Officer.

13. COMMUNITY SERVICE LEAVE

Community Service Leave is provided for in the National Employment Standards (NES).

14. PUBLIC HOLIDAYS

14.1 Gazetted Public Holidays

The Employee shall be entitled to the Western Australian gazetted public holidays in accordance with state legislation.

14.1.1 On Easter Tuesday and the working day after the New Year's Day holiday each year, an Employee who is scheduled to work those days or is on paid leave shall become entitled to a day's paid absence in lieu for each of the two (2) days.

14.2 Public Holidays & Annual Leave

Public holidays are not absorbed against annual leave taken but represent an additional day.

15. OVERTIME, TIME IN LIEU & PENALTY RATES

Overtime shall mean all work performed in excess of the ordinary hours on any day, or outside the spread/span of ordinary hours on any day, or in excess of the ordinary weekly (average) hours. Except as provided elsewhere in this Agreement, this clause shall apply.

15.1 Times for Which Penalties May Be Applied

15.1.1 Except where clause 6 of this Agreement provides otherwise, overtime will be paid at the rate of time and a half for the first two (2) hours, double time thereafter, and shall be calculated on a daily basis.

15.1.2 All overtime worked after noon on Saturday and all time worked on Sunday shall be paid for at the rate of double time.

15.1.3 All time worked on a gazetted public holiday shall be paid for at the rate of double time and a half.

15.2 Recall

If the Employee is recalled to work overtime after leaving work, they shall be paid a minimum of three (3) hours at overtime rates.

15.2.1 if a recall occurs, time reasonably spent in getting to and from work shall be counted as time worked.

15.2.2 The Employee will not be required to work the full three (3) hours if they finish the work in a shorter time.

15.2.3 When the Employee is called out for duty more than once within the initial three-(3) hour call out period, then they shall not be entitled to any further payment for time worked within that period of three hours.

15.2.4 When the overtime work extends beyond the minimum period of three (3) hours, payment shall be made for the actual time worked at overtime rates.

15.3 Time In lieu

By agreement, the Employee may take accrued overtime as time in lieu, at the applicable penalty rate.

15.4 Ten-Hour Break Between Shifts

When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that an Employee has at least ten (10) consecutive hours off duty between the work of successive days.

15.4.1 An Employee (other than a casual Employee) who works so much overtime between the termination of their ordinary work on one day and the commencement of their ordinary work on the next day that he/she has not had at least ten (10) consecutive hours off duty between those times shall, subject to this paragraph be released after completion of such overtime until they have had ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

15.4.2 If, on the instructions of the Employer, such an Employee resumes or continues work without having had such ten (10) consecutive hours off duty, they shall be paid at double rates until they are released from duty for such period and they shall then be entitled to be absent until they have had ten (10) consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

15.5 Approval to Work Overtime

Overtime must be approved, and the Employee shall work a reasonable amount of overtime, when requested, in accordance with AppendixH. No overtime shall be worked without the approval of the appropriate authorised Employee unless the urgency of the work is such that the approval cannot be gained until after the work is performed.

15.6 Exempted Employees

This clause "Overtime, Time In lieu & Penalty Rates" with the exception of subclause 15.10 does not apply to Employees receiving an annual salary equal to or above Local Government Officers Level 7 step 2.

15.7 Allowance In lieu of Overtime Penalties

The Employee and Employer may enter into a written mutual agreement in respect of the payment of an allowance in lieu of overtime penalties.

15.8 Prevailing Clause

Provided that, where any inconsistency arises between this clause (clause 15) and clause 6, clause 6 shall prevail.

15.9 Postponement of Meal Times for Municipal (Depot) Employees

When a Municipal Employee is required for duty during their usual meal time, and their meal time is thereby postponed for more than half an hour, they shall be paid at overtime rates until they get their meal time.

15.10 Additional (“Unsociable Hours”) Rates for Ordinary Hours of Work

15.10.1 Library Employees

15.10.1.1 Library Employees who are existing employees of the City immediately prior to the date this Agreement is made and were previously covered by the City of Kwinana Enterprise Agreement 2016 and are rostered to perform at least one ordinary hour of work between 6 pm through to 6 am weekdays, or up to midday on Saturdays, they shall receive an additional 10% loading for all ordinary hours worked for that pay period.

15.10.1.2 For all new library employees, engaged after the date this Agreement is approved by the Fair Work Commission and are rostered to perform at least one (1) ordinary hour of work between 6 pm through to 6 am weekdays, or up to midday on Saturdays, they shall receive an additional 10% loading for the ordinary hours worked on that shift only.

For clarification purposes an existing employee can only be moved to a new employee if they break continuous service as defined by clause 22 of the *Fair Work Act 2009*. The only exclusion being that of a casual employee as described below.

For clarification purposes for this clause a break of longer than 12 consecutive weeks without a shift will constitute a break in service for a casual employee.

15.10.2 Except as hereinafter provided, Employees specified in 15.10.3 below or are otherwise included via specific reference to this paragraph elsewhere within this Agreement, who perform ordinary hours of work between the hours of 6:00 p.m. and 6.00 a.m., Monday to Friday inclusive, shall be paid an additional loading of 15% for each hour so worked or part thereof. Where an Employee has made alternative arrangements in accordance with subclauses 6.8 and 6.9 the provisions of this subclause shall not apply.

15.10.3 Except as hereafter provided, Employees specified in 15.10.3 or are otherwise included via specific reference to this paragraph elsewhere within this Agreement, who perform ordinary hours of work on a weekend, shall be paid an additional loading of 25% for each such hour performed on a Saturday and an additional loading of 50% for each hour worked on a Sunday.

- Subclause 15.10.2 and 15.10.3 shall apply to Local Law Enforcement Officers and Community Safety Services, Recreation Clerical Staff, Data Input Operators/Supervisors, IT/Computer Operators and System Support Officers, Cleaners; and Public-Convenience Attendants.

(Note: That at the time of this former Agreement the City's Law Enforcement Service operated as a 24 hour 7 day operation and falls in the provision of Shift Work. (Refer subclause 6:12) Therefore, this subclause does not apply).

15.10.4 Caretakers shall be paid an additional 25% loading for all ordinary hours worked after midnight and before 5.00 a.m., Monday to Friday and 50% loading for ordinary hours performed on a Saturday or Sunday.

15.10.5 Law Enforcement Officers who agree to work ordinary hours over more than five (5) consecutive days shall be paid a loading of 15% on all ordinary hours.

(Note: That at the time of the former Agreement the City's Law Enforcement Service operated as a 24 hour 7 day operation and falls in the provision of Shift Work. (Refer subclause 6:12) Therefore, this subclause does not apply).

15.10.6 Where two (2) or more additional rates under this Agreement would apply (i.e. and it is not already expressly stated which rate will prevail) the Employee shall receive only the higher of the rates.

16. CONSULTATIVE COMMITTEE

16.1 Establishment and Committee

A Consultative Committee shall remain in place for the effective life of this Agreement.

16.2 Terms of Reference

16.2.1 The purpose of the Consultative Committee is to monitor and review the progress of this Agreement, from time to time.

16.2.2 The scope of the Consultative Committee is to:

- represent Employees and bring to the attention of the Employer matters relating to the progress and operation of the Agreement, if and when any part of the Agreement is in dispute collectively; and
- assist the Employer with the implementation particularly where an Employee or group of Employees is allegedly not complying with his/her/their obligations under the Agreement.

Issues which relate to one work group, group of individuals or an individual will be dealt with at work group level through the normal operational procedures, before the assistance of the Consultative Committee may be called upon, if the Employer deems this to be necessary, and the Consultative Committee will not be involved in disputes involving only one Employee.

The Consultative Committee is not a decision-making group. It is a discussion and recommendation forum for all parties to this Agreement in the event of a collective dispute. The Consultative Committee operates by consensus and if a satisfactory resolution is not obtained, the matter will then be addressed through the dispute resolution procedures.

16.2.3 The Consultative Committee's approach is - the 3 C's:

- Constructive - offering suggestions, not just problems or demands
- Co-operative - we are all on one team;
- Casual and conversational - not formal.

16.2.4 Representation on the Consultative Committee shall consist of:

- A representative from each directorate or as agreed between the Employees and Employer.

16.2.5 The Team shall consist initially of those elected to the Enterprise Agreement Negotiation Team. Election of Employee Consultative Committees' representatives shall occur by secret ballot, using a simple preferential system. Proxies for each Employee representative will be the nominee who receives the second highest number of votes for their respective positions following the distribution of preferences. Where election occurs uncontested, the elected representative will be allowed to choose his/her proxy without further election processes.

16.2.6 Term of appointment to the Consultative Committee for Employee representatives will be the life of this Agreement.

- 16.2.7 Where a vacancy occurs for an Employee representative, an election will be called, and a secret ballot conducted to fill the vacancy for the remainder of the term.
- 16.2.8 Consultative Committee meetings require a quorum of at least one (1) Employer representative plus the Employee representatives relevant to the issue at hand to be present.
- 16.2.9 Minutes will be taken of each meeting and made available to all staff.
- 16.2.10 Meetings will be scheduled as required, and at least once per financial year, ideally in the first month of each financial year.

17. CONSULTATION PROCEDURE

The City will use the Model Consultation Term from the *Fair Work Regulations 2009* -

Schedule 2.3—Model Consultation Term

Model Consultation Term

- (1) This term applies if the Employer:
- (a) has made a definite decision to introduce a major change to production, program, organisation, structure or technology in relation to its enterprise that is likely to have a significant effect on the Employees; or
 - (b) proposes to introduce a change to the regular roster or ordinary hours of work of Employees.

Major change

- (2) For a major change referred to in paragraph (1)(a):
- (a) the Employer must notify the relevant Employees of the decision to introduce the major change; and
 - (b) subclauses (3) to (9) apply.
- (3) The relevant Employees may appoint a representative for the purposes of the procedures in this term.
- (4) If:
- (a) a relevant Employee appoints, or relevant Employees appoint, a representative for the purposes of consultation; and

- (b) the Employee or Employees advise the Employer of the identity of the representative.

the Employer must recognise the representative.

- (5) As soon as practicable after making its decision, the Employer must:
 - (a) discuss with the relevant Employees:
 - (i) the introduction of the change; and
 - (ii) the effect the change is likely to have on the Employees; and
 - (iii) measures the Employer is taking to avert or mitigate the adverse effect of the change on the Employees; and
 - (c) for the purposes of the discussion—provide, in writing, to the relevant Employees:
 - (i) all relevant information about the change including the nature of the change proposed; and
 - (ii) information about the expected effects of the change on the Employees; and
 - (iii) any other matters likely to affect the Employees.
- (6) However, the Employer is not required to disclose confidential or commercially sensitive information to the relevant Employees.
- (7) The Employer must give prompt and genuine consideration to matters raised about the major change by the relevant Employees.
- (8) If a term in this Agreement provides for a major change to production, program, organisation, structure or technology in relation to the enterprise of the Employer, the requirements set out in paragraph (2)(a) and subclauses (3) and (5) are taken not to apply.
- (9) In this term, a major change is likely to have a significant effect on Employees if it results in:
 - (a) the termination of the employment of Employees; or
 - (b) major change to the composition, operation or size of the Employer's workforce or to the skills required of Employees; or
 - (c) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or

- (d) the alteration of hours of work; or
- (e) the need to retrain Employees; or
- (f) the need to relocate Employees to another workplace; or
- (g) the restructuring of jobs.

Change to regular roster or ordinary hours of work

(10) For a change referred to in paragraph (1)(b):

- (a) the Employer must notify the relevant Employees of the proposed change; and
- (b) subclauses (11) to (15) apply.

(11) The relevant Employees may appoint a representative for the purposes of the procedures in this term.

If:

- (a) a relevant Employee appoints, or relevant Employees appoint, a representative for the purposes of consultation; and
- (b) the Employee or Employees advise the Employer of the identity of the representative;

the Employer must recognise the representative.

(12) As soon as practicable after proposing to introduce the change, the Employer must:

- (a) discuss with the relevant Employees the introduction of the change; and
- (b) for the purposes of the discussion—provide to the relevant Employees:
 - (i) all relevant information about the change, including the nature of the change; and
 - (ii) information about what the Employer reasonably believes will be the effects of the change on the Employees; and
 - (iii) information about any other matters that the Employer reasonably believes are likely to affect the Employees; and

- (c) invite the relevant Employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).
- (13) However, the Employer is not required to disclose confidential or commercially sensitive information to the relevant Employees.
- (14) The Employer must give prompt and genuine consideration to matters raised about
- (15) The change by the relevant Employees.
- (16) In this term:

Relevant Employees means the Employees who may be affected by a change referred to in subclause (1).

18. ALLOWANCES & REIMBURSEMENTS

All dollar rates for allowances and reimbursements allowable under this Agreement are listed in Appendix F.

18.1 First Aid Allowance

An Employee who is appointed by the Employer to render first aid and who is a current holder of proper first aid qualifications, shall be paid an allowance for each completed fortnightly pay period. Procedures for First Aid Officers will be in accordance with the Employer's policy.

18.2 Meal Allowance During Overtime

18.2.1 Subject to the provisions of 18.2.3, an Employee required to work overtime for more than two (2) hours shall be paid for a "first meal" and, if owing to the amount of overtime worked, a second or subsequent meal is required they shall be paid for a "subsequent meal" for each meal so required. Where payable, payment shall be made at the rate specified in Appendix F. This shall not apply where meals are provided by the Employer at the Employer's cost.

18.2.2 The provisions of 18.2.1 do not apply in respect of any period of overtime for which the Employee has been notified on the previous day or earlier that they will be required.

18.2.3 If an Employee to whom 18.2.2 applies has, as a consequence of the notification referred to in that paragraph, provided themselves with a meal or meals and is not required to work overtime or is required to work

less overtime than the period notified, they shall be paid, for each meal provided and not required, the appropriate amount prescribed in 18.2.1.

18.2.4 The Meal Allowance provided under this subclause "Meal Allowance During Overtime" is only payable where the overtime required of an Employee immediately follows a period of ordinary hours and is conditional upon the Employee actually taking an unpaid break of between 30-60 minutes in which to consume the meal.

18.3 Travel Allowance

18.3.1 An Employee required to work overtime which commences or finishes at a time when their normal means of private or public transport is not available at the time shall be reimbursed the cost of a taxi fare, as follows:

- a) from the Employee's home to place of employment and/or
- b) from the place of employment to the Employee's home.

18.3.2 This provision shall also apply to an Employee who is detained at work and who is not in receipt of overtime payments, however, this provision shall not apply where transport is provided by the Employer or at the Employer's expense.

18.4 Reimbursement for Private Vehicle Mileage

18.4.1 The Employer shall reimburse all reasonable travelling expenses incurred where an Employee is requested and authorised to use their own motor vehicle in the course of their duties at the rate specified in Appendix F.

18.4.2 Where an Employee is required to report for work at a location other than their normal location, travelling expenses shall be paid for the distance that the journey exceeds the distance the Employee normally travels to and from work.

18.4.3 An Employee who is required by the Employer to use their four-wheel drive vehicle because of the nature of the terrain to be traversed and/or weather conditions shall be paid an allowance in addition to the allowance prescribed in 18.4.1. The amount of such allowance shall be fixed by agreement between the Employer and the Employee in the light of the particular circumstances calling for the use of a four-wheel drive vehicle.

18.4.4 An Employee who is required by the Employer to use their own trailer for the purpose of carrying material, other than the Employee's own tools,

for the Employer, shall be paid an allowance in addition to the rates prescribed in 18.4.1 and 18.4.3. The amount of such an allowance shall be fixed by agreement between the Employer and Employee in the light of the particular circumstances in which the trailer is used.

18.5 On Call/Emergency-Recall Arrangements

18.5.1 On-Call Arrangements:

- a) For teams that require an On-Call Arrangement they will maintain a roster cycle for call-outs.
- b) Rostered staff will record all call-outs as per the Employer's outlined processes.
- c) On-call arrangements and on-call payments will apply to employees who receive an annual salary equal to or above level 7 step 2.
- d) Attendance at call-outs is to be in accordance with Employer policy in effect at the time.

18.5.2 On-Call Allowance:

- a) The Employer agrees to the payment of the allowance listed in Appendix F, per hour for on-call periods, and to be paid at the completion of each rostered period. The allowance will be paid regardless of any call-outs, and will cover the following periods;
 - Monday to Friday 6.00pm to 7.00am
 - Saturday, Sunday 5.00pm to 8.00am
 - Public Holidays 8.00am to 5.00pm
- b) There will be three (3) hours' pay for each call-out. Where an Employee is called out for duty more than once within the period of three (3) hours from the start of the initial call-out for duty, the Employee shall not be entitled to any further payments for time worked within that period of three (3) hours.
- c) Where the overtime worked extends beyond the minimum period of three hours, payment shall be made for the actual time worked at overtime rates.

18.6 Damage to Clothing and/or Spectacles (Municipal Works Depot Employees Only)

When the Employer requires an Employee to wear protective clothing, such protective clothing will be provided and replaced when damaged. Protective clothing may include personal clothing used for inclement weather.

The Employer will reimburse the Employee for spectacles, contact lenses and hearing aid which may be damaged as a result of carrying out the normal course of an Employee's work.

Provided that such damage is not in any way caused by the Employee's own act or neglect, and that appropriate precautions were taken to prevent the damage from occurring.

The Employer shall maintain a policy which provides further detail with regards to Personal Protective Equipment.

19. TRAINING AND DEVELOPMENT

The Parties recognise the need for a more highly skilled, flexible and adaptive workforce in order to bring about our desired improvements. The training principles will be to:

- ensure the continuous development of skills;
- develop an organisation that provides people with development opportunities;
- establish a culture of well-defined behaviours supported by training and development tools;
- provide opportunities for job rotation to enhance career prospects for all Employees.

19.1 Multi-skilling

The Parties are committed to the concept of multi-skilling where there may be significant benefits to both the Employee and the Employer. It is recognised that multi-skilling will lead to a higher level of customer service which will have a positive impact on the performance of the organisation. It is recognised that Employees will be paid appropriately for work undertaken at a higher level than prescribed in the job description.

19.2 Training Evaluation and Conference Reports

Following completion of a training course, attendees must complete an evaluation form provided and return to Human Resources within one (1) week of completion of the course. Delegates attending seminars and/or conferences are required to submit to their relevant Directors a summary report of the content of the seminar/conference within the timeframe specified by the Employer's policy. The Employee must also submit a copy of seminar/conference reports to Human Resources for inclusion on his/her file.

The Employer shall maintain a policy that relates to training and conferences and the requirements for evaluation.

19.3 Engagement of Indigenous Persons

The Employer will provide appropriate cultural training that recognises the diversity of the workforce and shall include recognition of indigenous beliefs and culture.

20. ADDITIONAL BENEFITS

20.1 Study Leave

The Employer shall maintain a Study Leave Policy which provides further detail with regard to study leave and reimbursements for study fees.

20.2 Employee Well-Being

The Employer recognises the importance of taking a holistic approach to Employees' well-being which includes their physical and emotional health. Healthy staff are better able to cope with the demands of the workplace.

20.2.1 Physical well-being:

Physically fit staff are less likely to become ill, take sick leave, become injured and if unwell, recover more quickly.

- The Employer provides access to a healthy lifestyles program which assesses individual physical health. Free use of the Employer's Recquatic Centre is also encouraged to provide staff with support to improve physical fitness (refer to Employer's policy for terms and conditions).
- The Employer is also developing a healthy lifestyles program which may involve other organised activities for Employees which encourage appropriate management of diet, weight, smoking and any other similar behaviour which can impact adversely on health and well-being.
- With due regard to the nature of the employment of an individual, Employees on request, may be provided with tetanus, flu, and hepatitis injections, or any other relevant immunisation as required to prevent illness and loss of work time.

20.2.2 Emotional Well-Being:

Emotional well-being and resilience are equally important components of overall well-being.

- The Employer recognises that personal issues can impact on an Employee's ability to carry out their duties in the work place and provides access to a free, confidential counselling service to assist Employees experiencing personal or work related problems.
- In addition, the Employer recognises that issues in the workplace can contribute to an Employee's emotional well-being. Discriminatory practices including bullying and harassment are not tolerated. The Employer is committed to ensuring that it takes all reasonable steps to ensure that inter-personal relationships are managed professionally and that all Employees and customers understand what their rights and obligations are in terms of their behaviour towards others. The Employer will maintain a policy to reflect this.
- The Employer recognises that workplace change can create uncertainty and anxiety and commits to using as consultative a process as possible through the various team meetings and cross-functional groups for major change initiatives.
- The Parties are committed to ensuring that appropriate and confidential assistance is readily available to all Employees as outlined in the Employer's Employee Assistance Guideline.
- The Employer is not responsible for providing therapeutic services but will assist by providing information and the details of advisory services, where practicable, for dealing with major life issues such as gambling, substance abuse addictions, or other life issues. The Employer will consider what policy and/or processes other than access to the EAP it may adopt via the consultative process in situations where staff members are confronting serious personal issues which are affecting their work performances.
- It is emphasised that the Employer is not a therapeutic environment and does not wish to intervene in the private and personal lives of staff without their consent.

20.3 Work-Family Balance

20.3.1 Flexible Work Practices:

The Employer will provide flexible work practices as per the National Employment Standards (NES).

20.3.2 Children's Holiday Programs Provided at Cost:

To support working families, all non-casual staff are entitled to use the children's holiday programs provided by the Employer's Recquatic Centre at cost. Usage is otherwise in accordance with the Centre's rules and Employer's policy.

20.4 Emergency/Short Leave

The flexibility shall exist to allow Employees the right by mutual agreement and subject to notice and advice to take short or emergency leave out of existing annual leave and accumulated day off entitlements. Such leave shall include the following:

- additional compassionate leave to the entitlements otherwise granted under this Agreement;
- house transfer and relocation;
- emergency situations;
- employees experiencing domestic violence; or
- other specified purposes as agreed between the Employee and the Employer in the moment.

20.5 Annual Leave Option Policy 48/52

A 48/52 leave option is available, based on the principle of Employees being able to justify to their Director's and CEO satisfaction that their absence to operations will not detrimentally affected their business unit. If they make the request it will be in addition to the normal four (4) week annual leave in a year and receive 48 weeks' salary, which would be averaged and payable over 52 weeks. Procedures for taking up this option shall be in accordance with the Employer's 48/52 Leave Policy.

20.6 Deferred Salary Policy

An Employee who agrees to work for four (4) years at 80% of their normal salary will be entitled to a year of paid leave at that rate, without it being considered as a break in service, as specified in the Employer's Deferred Salary Policy.

20.7 Long Service Leave

20.7.1 Unless stated in this subclause, long service leave will be paid in accordance with the Local Government (Long Service Leave) Regulations.

20.7.2 Where an Employee has completed at least seven (7) years continuous service but has not become entitled to any period of long service leave, the Employee may elect to take pro rata long service

leave on the basis of one and three-tenths weeks leave for each year of continuous service that he/she has completed.

20.7.3 If an Employee elects to take pro rata long service leave under subclause 20.7.2, their accrued entitlement after ten (10) years will be reduced by the amount of leave taken.

20.7.4 Part-Time Employees;

20.7.4.1 Where an Employee, at the time the long service falls due, is working part-time, but previously (within the ten (10) year long service leave accrual period) worked full time *for the Employer*, the Employee will be paid an amount which reflects their average hours worked per week during the portion of qualifying service that was worked with the Employer.

a) The amount that the Employee will be paid will be the Employee's current rate multiplied by the average hours per week employed during the previous qualifying period that was served with the Employer.

b) Where the long service leave is deferred beyond six (6) months from the leave falling due, the Employee will be paid according to the deferred long service leave procedure.

20.7.4.2 This subclause shall only apply to Long Service Leave *taken* (i.e. not cashed out, either by deed of compromise or upon termination) in accordance with the Employer's Policies on leave management and while serving with the Employer.

20.7.5 Casual employees are entitled to Long Service Leave in accordance with this clause and the *Local Government (Long Service Leave) Regulations*.

20.8 Uniforms

The Employer acknowledges the extent to which corporate uniformity can impress on customer perceptions and will encourage staff to wear uniforms by providing generous annual subsidies for purchase of uniforms, and free provision where the uniform is compulsory. Procedures for uniforms will be in accordance with the Employer's Uniform Policy.

20.9 Make-Up Time

The Employer recognises the importance of maintaining family-friendly practices and allows for the following flexibility in order to support Employees with family responsibilities.

20.9.1 An Employee, other than an Employee on shift work, may elect, with the consent of the Employer, to work make-up time, under which the Employee takes time off ordinary hours, and works those hours at a later time, during the spread of ordinary hours provided in the Agreement.

20.9.2 An Employee on shift work may elect, with the consent of their Employer, to work make-up time under which the Employee takes ordinary time off ordinary hours and works those hours at a later time, at the shift work rate which would have been applicable to the hours taken off.

20.9.3 The Employee will make up the time within the existing pay period and where not possible within the following pay period as mutually agreed with the Employer.

20.9.4 The provisions of this subclause are subject to the Employer's right to maintain the continuity of its services.

20.10 Use of GPS Technology

20.10.1 The City uses GPS Technology in accordance with the *Surveillance Devices Act 1998 (WA)* and the City's policy. Any changes will only be made after consultation with affected employees.

21. ORGANISATIONAL POLICIES AND PROCEDURES

The Employer shall ensure that all policies and procedures are communicated in writing to Employees. The Employees shall familiarise themselves with and abide by all of the Employer's lawful rules, regulations and policies as may be current from time to time.

22. OCCUPATIONAL SAFETY AND HEALTH

A safe working environment will impact positively on morale and ultimately on the organisation's performance. The Parties recognise the legislative requirements as set out in the Occupational Safety and Health Act 1984 and Regulations. The Parties are therefore committed to ensuring the provision of a healthy and safe work environment for all Employees and to promoting the well-being of all Employees.

22.1 Inclement Weather – Municipal (Depot) Employees

An Employee shall be entitled to payment of wages and allowances for any loss through inclement weather as defined below:

22.1.1 "Inclement weather" shall mean the existence of rain or abnormal climatic conditions (whether they be those of hail, snow, cold, high wind, severe smoke or dust storm, extreme of high temperature or the like or any combination thereof) by virtue of which it is either not reasonable or not safe for workers exposed thereto to continue working whilst the same prevail.

22.1.2 For the purposes of this clause weather shall not be regarded as inclement unless it is mutually agreed between manager, supervisor and Employees concerned.

22.1.3 Except as provided in subclauses 22.1.4 hereof, no Employee shall be required to work exposed to inclement weather conditions. For the purposes of this subclause, an Employee operating machinery fitted with a functional weatherproof cab shall not be deemed to be exposed to inclement weather.

22.1.4 Completion of "bitumen/concrete pours" and emergency work:

- a) Except as provided in this subclause an Employee shall not be required to work in the rain.
- b) Employees shall not be required to start a pour in inclement weather.
- c) Where a pour has been commenced prior to the commencement of a period of inclement weather Employees may be required to complete such pour to a practical stage and for such work shall be paid at the rate of double time calculated to the next hour, and in the case of wet weather shall be provided with adequate wet weather gear.

If the Employee's clothes become wet as a result of working in the rain during a pour he/she shall, unless he/she has a change of dry working clothes available, be allowed to go home, change and return to work without loss of pay.

- d) The provisions of paragraph (c) hereof shall also apply in the case of emergency work where the workers concerned, and their manager/supervisor agree that the work is of an emergency nature and can start and/or proceed.

22.1.5 The conditions described in 22.1.1 shall not be considered as inclement where they are the result of normal fire-fighting responsibilities.

23. PERFORMANCE REVIEW/MANAGEMENT

23.1 Purpose and Timing

A confidential staff development/performance review shall be conducted on an annual basis for each Employee and without limiting the scope it is intended to identify:

23.1.1 the new or enhanced skills required by the Employer, if any, together with proposed competency levels required where appropriate;

23.1.2 any development and expansion anticipated by the Employer for the Employee in their classified position both in the short term and the longer term;

23.1.3 the current training needs to be undertaken to meet individual Employer objectives in both the short and long term and to enable an Employee to meet the standards of their existing classified position;

23.1.4 career development;

23.1.5 the performance objectives required;

23.1.6 current performance.

23.2 Addressing Performance Issues

At any time, if the Employer is concerned about the work performance of the Employee, the Employer shall meet with the Employee and tell the Employee about their concerns. The Employer shall advise the Employee of the standard of work or behaviour that is required, and the Employer should discuss ways and methods to improve the Employee's work and conduct.

The Employer shall maintain a policy relating to Employee performance.

23.2.1 The Employer may give to the Employee some information about appropriate organisations who can offer assistance, training, counselling or dispute resolution to help the Employee improve their work performance.

23.2.2 The Employer and Employee will have a discussion after which a reasonable time period will be set for the Employee to reach an acceptable work performance or conduct. The Employee should be warned that their employment will be ended if acceptable performance levels or appropriate behaviour are not reached.

23.2.3 The Employer shall discuss with the Employee during the set period whether there has been any improvement by the Employee and, if necessary, to further warn the Employee that their employment will end if that improvement is not reached.

23.2.4 The meetings and warnings given to the Employee will be put in writing, dated, and signed by both the Employer and the Employee.

23.2.5 If the Employee cannot achieve an acceptable performance or behaviour within the period set, the Employee may be dismissed from employment with appropriate notice or payment instead of notice.

23.3 Compliance with Organisational Policies

Employees accept that it is a normal obligation of their employment to abide by the organisation's lawful and reasonable policies in place from time to time and agree to comply with such, except where this agreement prevails.

24. TERMINATION OF EMPLOYMENT

24.1 Notice Provisions

The Employer may end the employment of the Employee by giving them notice. The Employee must give equivalent notice should they wish to resign. The Employer may require a greater notice period for particular roles should the Employee wish to resign, if this is the situation this will be indicated in their employment contract. The amount of notice required to be given as a minimum by the Employer and Employee is based upon the period of continuous employment as follows:

Period of continuous service	Period of notice
1 year or less	1 week
Over 1 year and up to the completion of 3 years	2 weeks
Over 3 years and up to the completion of 5 years	3 weeks
Over 5 years of completed service	4 weeks

24.1.1 Where the Employer gives notice to the Employee under this subclause, and the Employee is over 45 years old and has completed at least 2 years' continuous service with the Employer, the notice period shall be increased by one week.

24.1.2 Casual Employees will be terminated in accordance with clause 6.13.

24.2 Payment by Employer In Lieu of Notice

The Employer may, instead of giving notice, pay the Employee wages equivalent to the required period of notice. The required amount of payment in lieu of notice must equal or exceed the total of all amounts that, if the Employee's employment had continued until the end of the required period of notice, the Employer would have become liable to pay to the Employee because of the employment continuing during that period. That total must be calculated on the basis of:

24.2.1 the Employee's ordinary hours of work (even if not standard hours); and

24.2.2 the amounts ordinarily payable to the Employee in respect of those hours, including (for example) allowances, loading and penalties; and

24.2.3 any other amounts payable under the Employee's contract of employment.

24.3 Payment by Employee In Lieu of Notice

If an Employee fails to give the notice specified in subclause 24.1 the Employer has the right to withhold monies due to the Employee to a maximum amount equal to the amount the Employee would have received under subclause 24.2.

24.4 Termination During Probation Period

During a probationary period, either the Employer or the Employee may terminate the employment relationship with the giving of one (1) weeks' notice, or payment in lieu of one (1) week's salary.

24.5 Termination Without Notice

- a) The provisions of this Clause shall not affect the right of the Employer to dismiss an Employee summarily (without notice) for serious misconduct.
- b) Serious misconduct is conduct defined in accordance with the Fair Work Regulations 2009.

24.5.1 The type of conduct by the Employee that may allow an Employer to end their employment without notice, after a consideration of the circumstances, includes:

- (i) being under the influence of alcohol or drugs at work;
- (ii) stealing, fraud, assault or other criminal behaviour;

- (iii) sexual harassment and other offensive or harassing behaviour, where substantiated;
- (iv) conduct that causes serious and imminent risk to:
 - health and safety to self, public, or co-workers; or
 - the reputation, viability or profitability of the employer's business;
- (v) refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment; and
- (vi) not carrying out the Employee's duty, where such behaviour results in an untenable situation for the Employer.

24.6 Suspension Pending Investigation

- (a) The Employer may suspend an Employee from duty where it considers it necessary to investigate a matter. The Employee shall be advised, in writing, of such a suspension pending investigation pursuant to this subclause.
- (b) Pending the outcome of any such investigation, the Employee shall be paid and accrue any leave entitlement if he/she was at work,
- (c) For a maximum period of six (6) months from the date of suspension from duty.

24.7 Time Off for Job-Search During Notice Period

Where an Employer has given notice of termination to an Employee, an Employee shall be allowed up to one (1) days' time off without loss of pay for the purpose of seeking other employment. The time off shall be taken at times that are convenient to the Employee after consultation with the Employer.

24.8 Payment after Termination of Employment

When the employment of an Employee ceases for any reason the Employer will pay the Employee no later than 7 days after the day on which the Employee's employment terminates:

- (i) the Employee's wages under this Agreement for any complete or incomplete pay period up to the end of the day of termination; and
- (ii) all other amounts that are due to the employee under their contract of employment and the NES.

25. REDUNDANCY, REDEPLOYMENT & RETRAINING

25.1 Definition

Redundancy occurs when the Employer no longer requires the job done by the Employee, to be done by anyone, and that decision leads to the termination of the employment of the Employee.

25.2 Policy/Approach to Redeployment

The Parties agree to the ongoing review of the Employer's comprehensive Policy on Redundancy, Redeployment and Retraining. The intent of redeployment is to find an alternative position which maintains the Employee's self-worth and requires at least a similar level of skills to the Employee's original position. If the Employee's skills, knowledge and experience require further development the Parties are committed to providing the necessary opportunities, resources and training.

25.3 Redundancy Provisions

25.3.1 The intent of this provision is not to have redundancies occur during the life of this Agreement. If a situation occurs where there are surplus positions as a result of, but not limited to restructuring, changes to legislation or the evolution of work teams, management will discuss with the parties the best possible way of managing the process. This could include redeployment and retraining as outlined in the Employer's current policy.

However, if:

- (a) an Employee's position is made redundant; and
- (b) there are no suitable redeployment positions; and
- (c) the Employer and Employee have undertaken the consultation process,

then the Employee will be offered the provisions set out in Clause 25.3.2.

25.3.2 In the case where an Employee's position is made redundant and that Employee is offered a redundancy the following provisions will apply:

- (a) Pay in lieu of notice:
 - Four (4) weeks' notice or pay in lieu of notice;

- Plus, an additional one (1) week if the Employee is over 45 years of age.

(b) Severance payment:

- Three (3) week's pay per completed year of service unless they have worked between one (1) and two (2) years in which case they will receive four (4) weeks of severance;
- Plus, an additional:
 - 2 week's pay if over 45 years of age
 - 3 week's pay if over 50 years of age
 - 4 week's pay if over 55 years of age
 Capped at 65 weeks

(c) A cap of sixty five (65) weeks equivalent salary (severance) payment will apply to all redundancies under this clause. The cap does not include superannuation and leave payments.

(d) 'Week's pay' means the ordinary time rate of pay for the Employee Concerned.

25.3.3 In the case where an Employee's position is made redundant and that Employee is redeployed to an alternative position with a lower classification then the Employee's classification and conditions will be preserved for twenty four (24) months from the date of redeployment. In the case where a vehicle was provided as a condition of employment, the Employer reserves the right to provide a comparable fleet vehicle in accordance with the Employer's Fleet Vehicle Policy, excluding specialist's vehicles. This clause is to apply provided that the Employee is willing to utilise the full range of skills required at that level and participate fully in any retraining or redeployment programs.

25.4 Employee Leaving During Notice Period

An Employee given notice of termination in circumstances of redundancy may terminate their employment during the period of notice set out in clause 24 – Termination of Employment. In this circumstance the Employee will be entitled to receive the benefits and payments they would have received under this clause had they remained with the Employer until the expiry of the notice but will not be entitled to payment in lieu of notice.

25.5 Alternative Employment

25.5.1 Where an Employee is entitled to the Redundancy provisions in subclause 25.3 of the Agreement and the Employer obtains other acceptable alternative employment, the Employer can make an application to the FWC to vary the redundancy provisions, so the amount is reduced to another amount or to nil.

25.5.2 This provision does not apply in circumstances involving transmission of business.

25.6 Job Search Entitlement

25.6.1 During the period of notice of termination given by the Employer in accordance with subclause 24.1, an Employee shall be allowed up to one (1) days' time off without loss of pay during each week of notice for the purpose of seeking other employment.

25.6.2 If the Employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the Employee shall, at the request of the Employer, be required to produce proof of attendance at an interview or they shall not receive payment for the time absent. For this purpose, a statutory declaration will be sufficient.

25.6.3 The job search entitlements under this subclause apply in lieu of the provisions of subclause 24.7.

25.6.4 This provision does not apply in circumstances involving transmission of business.

25.7 Employees Exempted

This clause does not apply to:

- Employees terminated as a consequence of serious misconduct that justifies dismissal without notice;
- Probationary Employees;
- Apprentices;
- Trainees;
- Employees engaged for a specific period of time or for a specified task or tasks; or
- Casual Employees.

25.8 Employment Security

25.8.1 The Parties recognise there may be fundamental changes in the way work is organised which will result in improvements in productivity and service to the customer.

25.8.2 The Employer is committed to providing employment security to its Employees, but also believes employment security lies within each Employee in the value they add to the organisation.

25.8.3 If an employee's substantive position is abolished, the Employee, from the date of abolition of the position, shall have their salary and conditions preserved for a period of two (2) years, unless the person is promoted to the position which has a higher level of pay or the person voluntarily moves to a lower classified position than their substantive position, in which case the salary and conditions will commence from the date commencing in the lower classified position.

Where an Employee retains their salary and conditions for a period of two (2) years, as set out in subclause 25.8.3, at the end of the two (2) years, the employee shall be paid the salary and attract the conditions of the position he or she occupies.

26. DISPUTES RESOLUTION PROCEDURE

Any dispute arising under this Agreement, or in relation to an Employee's employment, or a group of Employees, shall be dealt with according to the following procedures.

26.1 Questions, Disputes or Difficulties Arising During the Effect of this Agreement

The following procedures shall apply in connection with questions, disputes or difficulties arising under this agreement or about any other matter pertaining to the employment relationship between Employees and the Employer.

26.1.1 Where a question, dispute or difficulty arises there will be discussions between the person/persons involved and/or their immediate supervisor within 48 hours.

26.1.2 Where a question, dispute or difficulty arises which cannot be resolved by the immediate supervisor it shall be referred to the Manager for further discussion within 48 hours.

26.1.3 If these discussions do not result in a settlement, the question, dispute or difficulty shall be referred to the Director for further discussion within 48 hours.

26.1.4 If these discussions do not result in settlement, the question, dispute or difficulty will be referred to the CEO. Discussions at this level will take place within five (5) working days.

26.1.5 Parties may agree to a greater time period for discussion in the steps outlined under subclause 24.1.

26.2 Terms to be Recorded

The terms of any agreed settlement should be jointly recorded.

26.3 Representation

26.3.1 Nothing in this procedure shall be read so as to exclude a representative from representing an Employee.

26.3.2 Nothing in this clause shall limit the right of Employees to seek advice from/or be represented by their chosen representative.

26.4 Referral to the External Jurisdiction or Authority

Any question, dispute or difficulty arising under this Agreement, or in relation to an Employee's employment, or a group of Employees, that is not settled after following the procedure set out under this clause, may be referred to the Appropriate Jurisdiction or Authority (e.g. Fair Work Commission) for resolution through conciliation and/or arbitration.

27. LOCAL GOVERNMENT ELECTIONS

27.1 Scope of this Clause

Persons engaged by the Employer on duties associated with the conducting of a ballot of Electors shall be subject to the provisions of this clause in lieu of all other provisions contained in this Agreement.

27.2 Salaries Applicable

The salary applicable to each classification shall be in accordance with subclause 7.1, as far as it applies to Local Government Officer pay rates.

27.2.1 Polling Clerk

Level 3 Step 1

27.2.2 Presiding Officer

1-3 Polling Clerks Level 4 Step 1

4 or more Polling Clerks Level 4 Step 3

27.2.3 Deputy Returning Officer

Level 6 Step 1

27.2.4 Returning Officer

Level 8 Step 1

27.3 Calculation of Payment

The rates prescribed herein shall be calculated by dividing the appropriate salary by 1976, the result being paid on account of each hour's work authorised by the Returning Officer. Provided that payment shall be limited to hours of work performed on Polling Day and the days immediately following where those days are not ordinary working days for the person concerned.

27.4 Use of Private Vehicle

Where an Employee is required to use his/her own motor vehicle in the course of his/her duties, the Employee shall be paid in accordance with subclause 18.4 of this Agreement.

27.5 Penalty Rates

The rate prescribed in subclause 27.2 hereof shall be subjected to a penalty of 50% on account of all disabilities or incidental expenses which may be incurred where work is required to be performed on a Saturday, Sunday or Public holiday.

28. SIGNATORIES TO AGREEMENT

This Enterprise Agreement made under the *Fair Work Act 2009*, between:

Signatures:

For the Employer:

Name in full (printed):

Date:

Position:

Witnessed by:

Witness name in full (printed):

Date:

Witness address:

For the Employees:

Name in full (printed):

Date:

Position:

Witnessed by:

Witness name in full (printed):

Date:

Witness address:

And the Employees, represented by
Australian Services Union ("ASU")
102 East Parade,
East Perth WA 6004

Signature:

Name in full (printed):

Date:

Witnessed by:

Date:

Witness name in full (printed):

Witness Address:

Western Australian Shire Employers, Municipal Roads Boards, Health Boards,
Parks, Cemeteries and Racecourses, Public Authorities Water Boards Union
("LGRCEU")
102 Charles Street,
West Perth WA 6005

Signature:

Name in full (printed):

Date:

Witnessed by:

Date:

Witness name in full (printed):

Witness Address:

APPENDIX A – LOCAL GOVERNMENT CLASSIFICATION LEVELS

A.1 Local Government Level 1

A.1(a) Characteristics of the level

- This level is an introductory level for Employees with no previous experience in the position to be filled.
- At this level, Employees work under close direction and undertake routine activities that require the practical application of basic skills and techniques in a support role.
- General features at this level consist of performing clearly defined activities. Employees' duties at this level will be closely monitored with instruction and assistance always available.
- Freedom to act is limited by standards and procedures.
- Positions at this level will involve Employees in extensive on the job training including familiarisation with the goals and objectives of the work section.
- Age from fifteen to twenty and to include any special circumstances.
- The entry point for adults with minimal skills or knowledge in Local Government or minimal relevant experience will be Level 1.
- Supervision of other staff is not a feature at this level.

A.1(b) Requirements of the Job

Some or all of the following are needed to perform work at this level.

Skills, knowledge, experience, qualifications and/or training:

- developing knowledge of the position policy and practices;
- no formal qualifications required at this level;
- it is desirable that Employees are studying for an appropriate certificate;
- basic numeracy, written and verbal communication skills; and
- at this level, Employers are expected to offer substantial on the job training.

A.1(c) Responsibilities

To contribute to the operational objectives of the work area a position at this level may include some of the following inputs or those of a similar value:

- undertake routine activities;
 - become familiar with established practices and procedures;
- learn basic interpersonal skills.

A.1(d) Organisational relationships

- works under direct supervision.

A.1(e) Extent of authority

- work outcomes are closely monitored;
- freedom to act limited by work practices relevant to the area, and to specific instructions;
- assistance readily available when problems arise;
- no scope for interpretation.

A.2 Local Government Level 2

A.2(a) Characteristics of the Level

- At this level, Employees work under close direction and undertake routine activities that require the practical application of basic skills and techniques.
- General features at this level consist of performing clearly defined activities with outcomes being readily attainable and clearly defined. Employees' duties at this level will be closely monitored with instruction and assistance being readily available.
- Freedom to act is limited by standards and procedures. However, with experience, Employees at this level may have sufficient freedom to exercise judgement in the planning of their own work within those confines.
- Positions initially at this level will involve Employees in extensive on the job training including familiarisation with the goals and objectives of the work section.
- Employees will be responsible for the timeliness of their work and required to use basic numeracy, written and verbal communication skills.
- Supervision of other staff is not a feature at this level.

A.2(b) Requirements of the Job

Some or all of the following are needed to perform work at this level.

Skills, knowledge, experience, qualifications and/or training:

- developing knowledge of the section/department function and operation;
- adequate knowledge of work practices and policies of the relevant work area;
- basic knowledge of procedures and equipment relevant to the work area;

- basic numeracy, written and verbal communication skills relevant to the work area;
- no formal qualifications required at this level;
- at this level, Employers are expected to offer continuing on the job training;
- it is desirable that Employees are studying for an appropriate certificate or undertaking either internal or external training.

A.2(c) Responsibilities

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- undertake routine activities of a support nature;
- undertake straightforward operation of equipment relevant to department/section;
- provide routine information to other departments and public;
- apply established practices and procedures;
- perform general duties.

A.2(d) Organisational relationships

- works under direct supervision.

A.2(e) Extent of authority

- work outcomes are regularly monitored;
- freedom to act limited by standards and procedures;
- solutions to problems found in established procedures and instructions, assistance readily available.

A.3 Local Government Level 3

A.3(a) Characteristics of the Level

- At this level, Employees work under regular direction within clearly defined guidelines and undertake a range of activities requiring the application of acquired skills and knowledge.
- General features at this level consist of performing functions that are defined by established routines, methods, standards and procedures with limited scope to exercise initiative in applying work practices and procedures. Assistance will be readily available. Employees may be responsible for a minor function and/or may contribute specific knowledge and/or specific skills to the work of the Employer. In addition, Employees may be required to assist Senior Employees with specific projects.
- Employees will be expected to have an understanding of work procedures relevant to their work area and may provide assistance to lower Classified

Employees concerning established procedures. In addition, Employees at this level may be required to assist in establishing procedures to meet the objectives of a minor function.

- Employees will be responsible for managing time, planning and organising their own work and may be required to oversight and/or guide the work of a limited number of lower Classified Employees.
- Employees at this level could be required to resolve minor work procedural issues in the relevant work area within established constraints.
- Level 3 Step 4 is the appointment level for any graduate with a relevant three year degree who is required to undertake work related to that qualification.

A.3(b) Requirements of the Job

Some or all of the following are needed to perform work at this level.

Skills, knowledge, experience, qualifications and/or training:

- developing skills in oral, written and interpersonal communication with clients and other members of the public;
- knowledge of established work practices and procedures relevant to the work area;
- knowledge of policies, regulations and statutory requirements relating to the work area;
- understanding of clear but complex rules;
- application of techniques relevant to the work area;
- no formal qualifications required; or
- appropriate post-trade certificate relevant to the work area; or
- entry point for three year degree/Associate Diploma/appropriate certificate without experience; or
- will have attained through previous appointments or service an equivalent level of expertise and experience to undertake the range of activities required; or
- appropriate on the job training and relevant experience.

A.3(c) Responsibilities

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- undertake a range of activities requiring the application of established work procedures and may exercise limited initiative and/or judgement within clearly established procedures and/or guidelines;
- achieve outcomes that are clearly defined;
- operate general workplace equipment, initiate corrective action at an elementary level;

- operate and be conversant with relevant workplace equipment and utilise the functions of those systems and be proficient in their use;
- provide support requiring the exercise of sound judgement, initiative, confidentiality and sensitivity in the performance of work;
- perform tasks of a sensitive nature including the provision of more than routine information, the receiving and accounting for monies and assistance to client/ratepayers;
- provide para professional support to qualified Employees;
- oversight the work of unqualified staff and/or take charge of a minor function within the Employer;
- undertake routine inspectorial duties involving the enforcement of general by-laws/regulations, assist senior Employees with special projects;
- exercise operational responsibility for a single purpose complex;
- perform tasks requiring knowledge of established work practices and procedures relevant to the work area;
- where prime responsibility is to supervise outside Employees:
- plan and coordinate the activities of Employees within a single works function of Local Government;
- supervise the day-to-day operation of a minor works project;
- responsible for a minor works project/programme;
- where prime responsibility lies in a technical field:
- apply established practices and procedures in the conduct of a range of technical activities including the fields of construction, engineering, survey and horticulture;
- responsible for a minor project.

A.3(d) Organisational relationships

- where relevant, supervise minor works programmes/projects;
- works under regular supervision;
- oversee and guide a limited number of lower classified Employees.

A.3(e) Extent of authority

- work outcomes monitored;
- freedom to act within established guidelines;
- solutions to problems may require the exercise of limited judgement, with guidance to be found in procedures, precedents, guidelines. Assistance available when problems occur.

A.4 Local Government Level 4

A.4(a) Characteristics of the level

- At this level Employees work under general direction in the application of procedures, methods and guidelines which are well established. However, graduates initially appointed at this level will be under the direct supervision of a senior Employee.
- General features of this level involve solving problems of limited difficulty using knowledge, judgement and work organisational skills acquired through qualifications and/or previous work experience. Assistance is available from senior Employees. Employees may receive instruction on the broader aspects of the work. In addition, Employees may provide assistance to lower classified Employees.
- Positions at this level allow Employees the scope for exercising initiatives in the application of established work procedures.
- At this level Employees may be required to supervise. Employees with supervisory responsibilities may undertake some complex operational work and may undertake planning and coordination of activities within the work area.
- Employees will be responsible for managing and planning their own work and that of subordinate staff and may be required to deal with formal disciplinary issues within the work area.
- Supervisors should have a basic knowledge of the principles of human resource management and be able to assist subordinate staff with on-the-job training.
- It is desirable that three (3) year degree holders shall progress to this level after the completion of twelve months service at the top of Level 3, after obtaining relevant experience and a satisfactory degree of competence. This is the appointment level for any graduate with a relevant four year degree who is required to undertake work related to that qualification.
- Employees with certificate qualifications relevant to the work area may be promoted to this level once they have obtained the appropriate certificate and have had relevant satisfactory service and undertake work related to the responsibilities under this level.

A.4(b) Requirements of the Job

Skills, knowledge, experience, qualifications and/or training:

- thorough knowledge of work activities performed within the work area;
- sound knowledge of procedural/operational methods of the work area;
- may utilise professional, specialised or technical knowledge;
- working knowledge of statutory requirements relevant to the work area;
- ability to apply computing concepts;
- entry level for four (4) year degree in the relevant discipline; or

- entry level for three (3) year degree plus Graduate Diploma in the relevant discipline; or
- Associate Diploma with experience; or
- Three (3) year degree plus one (1) year professional experience in the relevant discipline; or
- appropriate certificate with relevant experience; or
- attained through previous appointments, service and/or study an equivalent level of expertise and experience to undertake the range of activities required.

A.4(c) Responsibilities

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- undertake responsibility for various activities in a specialised area and/or components of the works programme;
- exercise responsibility for a function within the work area;
- assist in a range of functions and/or contribute to interpretation of matters for which there are no clearly established practices and procedures although such activity would not be the sole responsibility of the Employee;
- supervise the work of other para professional staff;
- regularly undertake general inspections to enforce compliance with various Acts, Regulations, Local Laws and Policies;
- advise landholders/local authorities/government Employees on eradication/control techniques and measures and inform them of their obligations under the relevant legislation;
- provide advice on requirements for compliance with the relevant Acts, Codes, Regulations, Standards, Local Laws and Local Government policies, undertake inspections;
- undertake minor development assessment duties;
- exercise operational responsibility for a multi-purpose complex;
- coordinate elementary community service programmes or a single programme at a more complex level;
- plan and coordinate elementary community based projects/programmes;
- perform moderately complex functions including social planning, demographic analysis, survey design and analysis;
- provide support requiring a high degree of judgement, initiative, confidentiality and sensitivity in the performance of work;
- proficient in the operation of equipment to enable modification or correction of and/or the identification of operational problems;
- where prime responsibility lies in a professional field, Employees at this level would undertake at least some of the following:
 - undertake some minor phase of a broad or more complex assignment;
 - provide assistance to senior Employees;
 - perform duties of a specialised nature;

- where the prime responsibility is to supervise the work of outside Employees, supervision may extend to several elements of the work:
- plan and coordinate minor works;
- exercise responsibility for a number of minor works and determine objectives for the functions under their control;
- where the prime responsibility lies in a technical field, Employees at this level:
- perform moderately complex functions in various fields including construction, engineering surveying and horticulture;
- assist and review work done by subordinate Employees.

A.4(d) Organisational Relationships

- Graduates work under direct supervision;
- Works under general supervision;
- Supervision of other Employees;
- Operate as a member of a professional team.

A.4(e) Extent of Authority

- May set outcome/objectives for specific projects;
- Graduates receive instructions on the broader aspects of the work;
- Freedom to act within defined established practices;
- Problems can usually be solved by reference to procedures, documented methods and instructions. Assistance is available when problems occur.

A.5 Local Government Level 5

A.5(a) Characteristics of the Level

- At this level, Employees work under general direction in functions that require the application of skills and knowledge appropriate to the work. Guidelines and work procedures are generally established.
- General features at this level require the application of knowledge and skills which are gained through qualifications and/or previous experience in the discipline. Employees will be expected to contribute knowledge in establishing procedures in the appropriate work related field. In addition, Employees at this level may be required to supervise various functions within a work area or activities of a complex nature.
- Positions may involve a range of work functions that could contain a substantial component of supervision or require Employees to provide specialist expertise/advice in their relevant discipline.
- Work at this level requires a sound knowledge of programme, activity, operational policy or service aspects of the work performed within a function or a number of work areas.

- Employees require skills in managing time, setting priorities, planning and organising own work and that of subordinate staff, where supervision is a component of the position, to achieve specific objectives.
- Employees will be expected to set outcomes and further develop work methods where general work procedures are not defined.

A.5(b) Requirements of the Job

Some/or all of the following are needed to perform work at this level.

Skills, knowledge, experience, qualifications and/or training:

- knowledge of statutory requirements relevant to work area;
- knowledge of section procedures, policies and activities;
- sound discipline knowledge gained through previous experience, training or education;
- knowledge of the role of departments within the Employer and/or service functions;
- specialists require an understanding of the underlying principles in the relevant disciplines;
- relevant four year degree with two (2) years relevant experience or three year degree with three (3) years of relevant experience; or
- Associate Diploma with relevant experience; or
- lesser formal qualifications with substantial years of relevant experience; or
- attained through previous appointments, service and/or study an equivalent level of expertise and experience to undertake the range of activities required.

A.5(c) Responsibilities

- To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:
- Undertake activities that may require the Employee to exercise judgement and/or contribute critical knowledge and skills where procedures are not clearly defined;
- Exercise responsibility for various functions within the work area;
- Identification of specific or desired performance outcomes;
- Contribute to interpretation and administration of matters for which there are no clearly established procedures;
- Provide support of a complex nature to senior Employees;
- Ensure plans, permits, applications comply with appropriate legislation;
- Manage a multi-purpose complex;
- Undertake a wide range of activities associated with programme, activity or service delivery;

- Where the prime responsibility lies in a professional field, Employees at this level, would undertake at least some of the following:
- Liaise with other professionals at a technical level;
- Discuss techniques, procedures and/or results with clients on straight forward matters;
- Lead a team within a discipline related project and/or a works programme;
- Provide a reference, research, and/or technical information service including the facility to understand and develop technologically based systems;
- Carry out a variety of activities requiring initiative and judgement in the selection and application of established principles, techniques and methods;
- Perform a range of planning functions exercising knowledge of statutory and legal requirements;
- Assist senior Employees with the planning and coordination of a community programme of a complex nature;
- Undertake duties in the relevant disciplines utilising knowledge of procedures and statutory requirements relevant to the work area;
- Where the prime responsibility is to supervise the work of outside Employees, Employees at this level:
- Exercise responsibility for work groups including the completion of work assignments, standards of work quality and/or compliance with regulations, codes and specifications;
- Assist senior Employees with the establishment of work programmes of a complex nature;
- Responsible for part of the works programme budget;
- Where the prime responsibility lies in a technical field, Employees at this level:
- Undertake projects which impact on the sections and/or departments programmes;
- Carry out a variety of activities in the field of technical operation requiring initiative and judgement in the selection and application of established principles, techniques and methods.

A.5(d) Organisational Relationships

- Works under general direction;
- Supervises subordinate staff/contractors or works in a specialised field.

A.5(e) Extent of Authority

- Required to set outcomes within defined constraints;
- Provides specialist technical professional advice;
- Freedom to act governed by clear objectives and/or budget constraints;
- Solutions to problems generally found in precedents, guidelines or instructions. Assistance usually available.

A.6 Local Government Level 6

A.6(a) Characteristics of the Level

- At this level Employees are subject to general direction from senior Employees. Employees undertake a range of functions requiring the application of a high level of knowledge and skills to achieve results in line with departmental and/or the Employer's goals.
- Employees adhere to established work practices. However, they may be required to exercise initiative and judgement where practices and direction are not clearly defined.
- General features at this level indicate the involvement in establishing sectional/departmental programmes and procedures. Positions will include a range of work functions and may involve the supervision of a section or in the case of small Employers a department. Work may span more than one discipline. In addition, Employees at this level may be required to assist in the preparation of or prepare the departmental budget. Employees at this level will be required to provide expert advice to lower classified Employees.
- Positions at this level demand the application of knowledge that is gained through qualifications and/or previous experience in the discipline. In addition, Employees will be required to set priorities and monitor workflows in their area of responsibility (may include establishing work programmes in small Employers).
- Employees are required to set project priorities, plan and organise their own work and that of subordinate staff and establish the most appropriate operational methods for the section/department. In addition, interpersonal skills are required to gain the cooperation of clients and staff.
- Employees responsible for projects and/or functions will be required to establish outcomes to achieve departmental/Employer goals. Specialists may be required to provide multi-disciplinary advice.

A.6(b) Requirements of the Job

Some or all of the following are needed to perform work at this level.

Skills, knowledge, experience, qualifications and/or training:

- knowledge of departmental programmes, policies and activities;
- sound discipline knowledge gained through experience;
- sound knowledge of the role of the Employer's structure and service;
- relevant degree with relevant experience; or
- Associate Diploma with substantial experience; or
- fewer formal qualifications with specialised skills sufficient to perform at this level; or
- attained through previous appointments, service and/or study an equivalent level of experience and expertise to undertake the range of activities required.

A.6(c) Responsibilities

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- responsible for a range of functions within the section and/or department requiring a high level of knowledge and skills;
- undertake responsibility for a moderately complex project;
- undertake a minor phase of a broader or more complex professional assignment;
- assist with the preparation or prepare departmental or section budgets;
- set priorities and monitor workflow in areas of responsibility;
- provide expert advice to lower classified Employees;
- exercise judgement and initiative where procedures not clearly defined;
- operate as a specialist Employee in the relevant discipline where decisions made and taken rest with the Employee with no reference to a senior Employee;
- plan, coordinate and administer the operation of a multi-purpose complex including financial management and reporting;
- undertake analysis/design for the development and maintenance of projects and/or undertake programming in specialist areas: may exercise responsibility for a specialised area of the Employer's operation;
- understanding all areas of equipment operation to enable the provision of advice and assistance when non-standard procedures/processes are required;
- undertake publicity assignments within the framework of the Employer's publicity and promotions programme. Such assignments would be of limited scope and complexity but would involve the coordination of facets of the total programme including media liaison, design and layout of publications/displays and editing;
- where the prime responsibility lies in a professional field, Employees at this level, would undertake at least some of the following:
 - under general direction undertake tasks of a specialised and/or detailed nature;
 - provide reports on progress of project activities including recommendations;
 - exercise professional judgement within prescribed areas that may include supervision of the function;
 - carry out planning studies for particular projects including aspects of design, formulation of policy, implementation procedures and presentation;
 - exercise a high level of interpersonal skills in dealing with the public and other organisations;
 - plan, develop and operate a community service programme of a moderately complex nature;
 - exercise responsibilities for various functions within a work area including compliance with regulations, codes and procedures;

- where prime responsibility is to supervise outside Employees, Employees at this level:
- exercise operational responsibility for works programmes;
- exercise judgement and initiative where procedures not clearly defined;
- establish work programmes in small Employer;
- where prime responsibility lies in a technical field:
- leads teams on moderately complex technical projects;
- exercise significant initiative and judgement in the selection and application of established principles, techniques;
- supervise the work of other staff;
- provide reports to management and/or recommendations on technical suitability of equipment procedures, processes and results.

A.6(d) Organisational Relationships

- Works under general direction;
- Supervise other Employees.

A.6(e) Extent of Authority

- Exercise a degree of autonomy;
- Control projects and/or programmes;
- Set outcomes for subordinates;
- Establish priorities and monitor workflow in areas of responsibility;
- Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.

A.7 Local Government Level 7

A.7(a) Characteristics of the Level

- At this level, Employees operate under limited direction from senior Employee(s) and undertake a range of functions for which operational policies, practices and guidelines may need to be developed.
- General features at this level allow Employees the scope to influence the operational activities of the section, department and/or Employer. Employees at this level will be expected to contribute to the management of the section and/or department, assist/prepare budgets, establish procedures and work practices. In addition, Employees at this level will be required to provide expert advice to lower classified Employees.
- Positions at this level may be required to have responsibility for decision making in their particular work area and the provision of expert advice. Employees will be required to provide consultation and assistance relevant to the work section and/or department. Employees will be

required to set outcomes for the work area for which they are responsible so as to achieve the objectives of the department and/or Employer.

- Employees may exercise managerial responsibility for a work area, a large work programme, and work independently as specialists or may be a senior member of a single discipline project team. Or provide specialist support to a range of programmes/activities.
- Impact of activities undertaken or achievement of stated outcomes/objectives for the work area may identify positions at this level.
- Managing time is essential so outcomes can be achieved. A high level of interpersonal skills is required to resolve organisational issues, negotiate contracts, develop and motivate subordinate staff. Understand and implement effective human resource management practices.

A.7(b) Requirements of the Job

Some or all of the following are needed to perform work at this level.

Skills, knowledge, experience, qualifications and/or training:

- discipline/specialist skills and/or supervision/management abilities exercised within a multi-disciplinary or major single function operation;
- discipline knowledge gained through experience, training or education;
- appreciation of the long term goals of the organisation;
- detailed knowledge of programme activities and work practices relevant to the work area;
- knowledge of organisation structures or functions;
- comprehensive knowledge of the Employer's policies relevant to the section/department;
- comprehensive knowledge of statutory requirements relevant to the discipline;
- Degree with substantial experience; or
- Associate Diploma with substantial experience; or
- lesser formal qualifications with a combination of experience, expertise and competence sufficient to perform the duties required at this level.

A.7(c) Responsibilities

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- undertake significant projects and/or functions involving the use of analytical skills;
- provide advice on matters of complexity within the work area and/or discipline;
- undertake a range of duties within the work area, including problem definition, planning and the exercise of judgement;

- provide advice on policy matters and contribute to their development;
- negotiate on matters of significance within the section and/or department, with other bodies and/or members of the public;
- control and coordinate a work area within budgetary constraints;
- exercise a degree of autonomy, within budgetary constraints, in establishing the operation of the work area;
- undertake duties that involve more than one discipline;
- provide a consultancy service for a range of activities;
- where prime responsibility lies in a professional field an Employee at this level, would undertake at least some of the following:
 - provide support to a range of activities or programmes;
 - control and coordinate projects;
 - contribute to the development of new procedures and methodology;
 - provide expert advice/assistance relevant to the discipline;
 - supervise/manage the operation of a work area;
 - supervise on occasions other professional staff within the discipline;
 - provide consultancy services for a range of activities;
- where prime responsibility is to supervise outside staff, Employees at this level:
 - control and coordinate the works programme within budgetary constraints;
 - supervise large outside work force and/or contractors;
 - exercise a degree of autonomy, within budgetary constraints, in establishing works programmes;
- where the prime responsibility is in a technical field, Employees at this level:
 - undertake duties that involve more than one discipline;
 - contribute to the development of new techniques and methodology;
 - provide a consultancy service for a range of activities.

A.7(d) Organisational Relationships

- Works under limited direction;
- Supervision of staff;
- Supervision of Employees and/or contractors.

A.7(e) Extent of Authority

- May manage a work area;
- Exercise a degree of autonomy (advice available on complex or unusual matters);
- Manage significant projects and/or functions and/or works programmes.

A.8 Local Government Level 8

A.8(a) Characteristics of the Level

- At this level, Employees operate under limited direction and exercise managerial responsibility for various functions within the department and/or Employer or operate as a specialist, a member of a specialised professional team, or independently.
- General features at this level require Employees' involvement in establishing operational procedures which impact on activities undertaken and outcomes achieved by the Employer and/or activities undertaken by sections of the community served by the Employer. Employees will also be required to monitor policies and activities within the work area.
- Employees are involved in the formation/establishment of programmes, the procedures and work practices within the department and will be required to provide assistance to other Employees, sections and/or departments.
- Positions at this level will demand responsibility for decision making and the provision of expert advice to other areas of the Employer. Employees would be expected to undertake the control and coordination of a section, department and/or significant work area. Employees require a good understanding of the long-term goals of the Employer.
- In addition, positions at this level may be identified by the level of responsibility for decision making, the exercise of judgement and delegated authority and the provision of expert advice.
- The management of staff is normally a feature at this level and Employees are responsible for a significant work area. Employees are required to set outcomes in relation to their section and/or function and may be required to negotiate matters on behalf of the work area.

A.8(b) Requirements of the Job

Some or all of the following are needed to perform work at this level.

Skills, knowledge, experience, qualifications and/or training:

- comprehensive knowledge of the Employer's policies and procedures;
- application of a high level of discipline knowledge;
- qualifications are generally beyond those normally acquired through tertiary education alone, typically acquired through completion of higher education qualifications to degree level and extensive relevant experience; or
- lesser formal qualifications with acquisition of considerable skills and extensive relevant experience to an equivalent standard; or
- a combination of experience, expertise and competence sufficient to perform the duties required at this level.

A.8(c) Responsibilities

- To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:
- Undertake managerial or specialised functions under a wide range of conditions To achieve results in line with divisional/corporate goals;
- Exercise managerial control, involving the planning, direction, control and evaluation of operations that include providing analysis and interpretation for either a major single discipline or multi discipline operation;
- Develop work practices and procedures for various projects;
- Establish work area outcomes;
- Prepare budget submissions for senior Employees and/or the Employer;
- Develop and implement significant operational procedures;
- Review operations to determine their effectiveness;
- Develop appropriate methodology and apply proven techniques in providing specialised services;
- Where prime responsibility lies in a professional field Employees at this level, would undertake at least some of the following:
- Control and coordinate projects within an organisation in accordance with corporate goals;
- Provide advice on policy matters and contribute to its development;
- Provide a consultancy service to a wide range of clients;
- Functions may involve complex professional problem solving;
- Where prime responsibility is to supervise outside staff, Employees at this level:
- Develop and implement significant works programmes;
- Review operations to determine their effectiveness;
- Where prime responsibility is in a technical field, Employees at this level:
- Develop appropriate methodology and apply proven techniques in providing specialised technical services;
- Exercise significant levels of initiative in the accomplishment of technical objectives.

A.8(d) Organisational Relationships

- Works under limited direction;
- Normally supervises other Employees and establish and monitor work outcomes.

A.8(e) Extent of Authority

- Manage work area of the Employer or works programmes;
- Has significant delegated authority;
- Decisions and actions taken at this level may have significant effect on programme/projects/work areas being managed.

A.9 Local Government Level 9

A.9(a) Characteristics of the Level

- At this level, Employees are subject to broad direction from senior Employees and exercise managerial responsibility for a department/Employer's relevant activity. In addition, Employees may operate as a senior specialist providing multi-functional advice to either various departments or directly to the Employer.
- General features of this level require the Employees' involvement in the initiation and formulation of extensive projects/programmes that impact on the Employer's goals and objectives. Employees are involved in the identification of current and future options and the development of strategies to achieve desired outcomes.
- Additional features include providing financial, specialised, technical, professional and/or administrative advice on policy matters within the department and/or the Employer.
- In addition, Employees will be required to develop and implement techniques, work practices and procedures in all facets of the work area to achieve corporate goals.
- Employees at this level require a high level of proficiency in the application of theoretical or scientific approaches in the search of optimal solutions to new problems and opportunities that may be outside of the original field of specialisation.
- Positions at this level will demand responsibility for decision making within the constraints of divisional/corporate policy and require the Employee to provide advice and support to other areas of the Employer. Employees at this level will have significant impact upon the Employer's policies and programmes and will be required to provide initiative, the ability to formulate, implement, monitor and evaluate projects and/or programmes.
- Positions at this level may be identified by the significant independence of action within the constraints of departmental or corporate policy.

A.9(b) Requirements of the Job

Some or all of the following are needed to perform work at this level.

Skills, knowledge, experience, qualifications and/or training:

- detailed knowledge of the Employer's policy, programmes, procedures and practices;
- high level of discipline knowledge;
- detailed knowledge of statutory requirements;
- qualifications are generally beyond those normally acquired through a degree course and experience in the field of specialist expertise. (Could be acquired through further formal qualifications in field of expertise or in management); or

- lesser formal qualifications together with the acquisition of considerable skills, extensive and diverse experience relative to an equivalent standard; or
- a combination of experience, expertise and competence sufficient to perform the duties of the position.

A.9(c) Responsibilities

- To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:
- Undertake work of significant scope and/or complexity. Major portion of the work requires initiative;
- Undertake duties of innovative, novel and/or critical nature with little or no professional direction;
- Undertake functions across a range of administrative, specialist or operational areas which include specific programmes/activities, management of service delivery and the provision of high level advice;
- Provide specialist advice on policy matters and contribute to the development/review of policies;
- Manage extensive projects/programmes in accordance with departmental/corporate goals. This may require the development, implementation and evaluation of those goals;
- Administer complex policy and programme matters;
- Offer consultancy service;
- Evaluate and develop/revise methodology techniques and/or the application of a high level of analytical skills in the attainment and satisfying of the Employer's objectives;
- Where the prime responsibility is in a professional field Employees at this level, would undertake at least some of the following:
 - Contribute to the development of operational policy;
 - Assess and review the standards and work of other professional personnel/external consultants;
 - Initiate and formulate departmental/Employer programmes;
 - Implement the Employer's objectives within corporate goals;
 - Develop and recommend on-going plans and programmes for department/Employer;
 - Ensure the outcome of work of significant scope and/or complexity;
- Where prime responsibility is in the supervision of outside Employees, Employees at this level:
 - Establish, control and organise ongoing plans and programmes for department/Employer;
 - Administer complex policy and works programme matters;
- Where prime responsibility lies in the technical field, Employees at this level:
 - Conduct technical support programmes and sub-programmes within the framework of the Employer's operating programme;
 - Offer consultancy service;

- Ongoing evaluation and the development/revision of methodology/techniques and/or the application of a high level of analytical skills in the attainment and satisfying of technical objectives.

A.9(d) Organisational Relationships

- Works under broad direction.

A.9(e) Extent of Authority

- Manage a work area of the Employer at a higher level of ability;
- Authority to implement and initiate change in area of responsibility within organisational goals and constraints;
- Exercise control of organisational elements, accountable for the quality, effectiveness, cost and timeliness of programmes/projects under their control;
- Solutions to problems require analytical approach and elements of development and creativity within the scope of divisional/corporate policies. Methods, procedures and processes are less well defined, and Employees are expected to contribute to their development and adaptation.

APPENDIX B – MUNICIPAL CLASSIFICATION LEVELS

B.1 Municipal Employee Level 1

B.1.1 Qualifications, Training and Experience

- An Employee at this level will need to undertake industry induction and training which may include information on the industry, organisations, conditions of employment, skill formation and career path opportunities, planning and layout of work, documentation procedures, occupational health and safety, equal opportunity and performance appraisal incorporating quality control and assurance.
- No previous work experience is required at this level.
- “C” Class Licence may be required.

B.1.2 Specialist Knowledge of Skills

B.1.2(a) General

Indicative but not exclusive of the skills required of an Employee at this level are:

- Use of a limited range of hand tools.
- Drive a light vehicle.

B.1.2(b) Communication Skills

- Basic oral and written literacy and numeracy skills to enable liaison with immediate work group.

B.1.2(c) Complexity/Multi-Skilling

- Tasks are simple and non-complex.

B.1.3 Responsibility and Accountability

- Works under direct supervision.
- Responsible for the quality and completion of their own work subject to detailed direction.
- Responsible for care of tools and equipment in their use.

B.1.4 Decision Making and Problem Solving

- Judgement is limited as work is repetitive and generally coordinated by others.

- Work is clearly defined and of a routine and basic nature with established procedures, guidance and close supervision.
- Required to exercise basic judgement relating to own work and personal safety as required by relevant legislation and Employer safety procedures.

B.2 Municipal Employee Level 2

B.2.1 Qualifications, Training and Experience

An Employee at this level will have satisfactorily completed the requirements of level 1 and will be undertaking structured and/or on-the-job training (including appropriate safety training) or possess appropriate and relevant equivalent experience in some or all of the following areas:

- Basic construction and/or maintenance, i.e., basic concreting and/or basic bitumen handling.
- Safe operation and user maintenance of minor plant.
- Safe operation and user maintenance of light vehicles.
- Selected hand tools.
- Parks maintenance.
- Basic stores work.
- Two-way radio operation.
- "C" Class licence may be required.
- Certificate of competency in minor plant operation may be required.
- Basic labouring skills.

B.2.2 Specialist Knowledge of Skills

B.2.2(a) General

Indicative but not exclusive of the skills required of an Employee at this level are:

- Plant operation skills:
 - Use of a variety of selected hand tools and use of minor plant and equipment requiring basic operation rather than technical skills.
 - Operator's skills level low some experience preferred.
 - Single function equipment.
 - Operator machine maintenance low complexity.
 - Minimal dimensional control on works required other than pre-set by plant.

Examples: Small/large rollers (sub-grade), ride-on mowers, chipper/mulcher, mowers, brush cutters, brick cutters, jack hammers, small concrete cutters.

- Drive vehicles requiring “C” class licence.
- General gardening including parks and grounds maintenance and minor repair to reticulation systems.
- Basic store work, including:
 - Receiving, despatching, distributing, sorting, checking, packing.
 - Basic inventory control of documenting and recording of goods, materials and components.
 - Basic keyboard skills where required.
 - Concrete and bitumen work.
 - Sound knowledge of the Employer’s safety policy requirements as they relate to the job being undertaken.

B.2.2(b) *Communication*

- Basic oral and written literacy and numeracy skills to enable liaison with work groups and communication with members of the public.

B.2.2(c) *Complexity/Multi-Skilling*

- Tasks are of limited complexity.

B.2.3 Responsibility and Accountability

- Works under routine (general) supervision either individually or in a team environment.
- Responsible for the quality and completion of their own work subject to routine direction.
- Responsible for materials, tools, equipment and minor plant in their use.

B.2.4 Decision Making and Problem Solving

- Problems at this level may require limited personal judgement. Work procedures are already well established. The individual must apply existing known techniques to the work with decision making being within existing routines, procedures and practices.
- Required to make operational decisions relating to personal safety and work as required by relevant legislation and Employer safety procedures.

B.3 Municipal Employee Level 3

B.3.1 Qualifications, Training and Experience

An Employee at this level will have satisfactorily completed structured and/or on-the-job training (including appropriate safety training) or possess appropriate and relevant experience in some or all of the following areas:

- Intermediate construction and/or maintenance, i.e., intermediate concreting and/or bitumen, formwork and pipe laying.
- Safe operation and user maintenance of minor to medium mechanical plant.
- Safe operation and user maintenance of medium vehicles.
- Specialised hand tools and other equipment.
- Basic horticulture and/or nursery.
- Stores work and inventory control.
- Basic supervision.
- “C” and “LR” class licence may be required.
- Plant certificate(s) may be required.
- May be required to hold appropriate Life Saving Certificate, including Resuscitation and First Aid.
- Appropriate Western Power safety accreditation may be required.

B.3.2 Specialist Knowledge of Skills

B.3.2(a) General

Indicative but not exclusive of the skills required of an Employee at this level are:

Plant operation skills:

- Use of specialised hand tools and minor plant.
- Operator skill low to medium experience required.
- Single function equipment.
- Operator machine maintenance and set up low to medium complexity.
- Basic dimensional control on works other than pre-set by plant.

Examples: Loader (yard) (borrow pit), chipper, roller (base course), cherry picker (unconfined working space), tractors and mounted equipment.

- Drive vehicles up to two (2) axles.
- Use of measuring instruments and tools.

- Basic horticultural and nursery skills, including gardening, tree pruning, grafting, propagating, potting, planting and other duties.
- Store work, including:
 - Inventory and store control.
 - Licensed operation of appropriate materials, handling equipment.
 - Intermediate keyboard skills and computer operation.
- Prepare concrete, bitumen and pipe laying to line and grade from plans, drawings, and instructions, including form work, levelling, screed, render and finish.
- Basic supervisory skills.
- Sound knowledge of the Employer's safety policy requirements as they relate to the job being undertaken.

B.3.2(b) *Communication*

- Oral and written literacy and numeracy skills to provide information and advice to other Employees, higher level staff and members of the public.

B.3.2(c) *Complexity/Multi-Skilling*

- Broader range of activities with variation restricted to the area of operation with a limited complexity subject to training and/or experience.

B.3.3 Responsibility and Accountability

- Works under routine (general) supervision either individually or in a team environment on a range of projects.
- Responsible for the quality and completion of their own work subject to routine direction.
- Responsible for materials, tools, equipment, vehicles, and plant in their use.
- Responsible for quality control/assurance procedures, including recognising quality deviation/faults.
- May be responsible for the supervision and limited guidance of a small work group.

B.3.4 Decision Making and Problem Solving

- Problems at this level are generally of a routine nature, requiring experience and a degree of personal judgement based on previous experiences and set guidelines. Solutions are readily available with problems being of limited difficulty.

- Required to make technical and operational decisions relating to personal safety and work, and safety of other Employees and the public.

B.4 Municipal Employee Level 4

B.4.1 Qualifications, Training and Experience

Training (including appropriate safety training) or possess appropriate and relevant equivalent experience and achieved a good working knowledge of the technical requirements of the job to be undertaken in some or all of the following areas:

- Advanced construction and/or maintenance, i.e., advanced concreting and/or bitumen finishing work, pipe laying, and material sampling, testing and compaction techniques.
- Safe operation and user maintenance of mechanical plant.
- Safe operation and user maintenance of heavy vehicles.
- Precision tools and instruments.
- Reticulation.
- Intermediate horticulture and nursery, may include assistance in turf preparation.
- Materials and equipment estimating.
- Progress towards Supervisory Certificate (level 1) and/or relevant experience.
- “B”, “LR” or “MR” class licence may be required.
- Plant certificate(s) may be required.
- Appropriate Western Power safety accreditation may be required.
- Licence in explosives handling may be required.

B.4.2 Specialist Knowledge of Skills

B.4.2(a) General

Indicative but not exclusive of the skills required of an Employee at this level are:

Plant Operation Skills:

- Operator skill level medium-high with significant experience.
- Multi-function equipment.
- Operator machine maintenance and set up medium to high complexity.
- Dimensional control working to existing levels or moderate degree of accuracy to design levels.

Examples: Hiab, loader (box out), grader (box out) (maintenance), excavator (box out), street sweeper, gang mower (sports turf), cherry picker (confined working space).

- Drive vehicles three axles or greater.
- Use and interpretation of precision measuring instruments and tools.
- Intermediate horticultural and nursery, including assistance in turf preparation and maintenance, tree pruning and landscaping.
- Plan reading, single dimensional.
- Advanced concrete work - major concrete works, reinforced structural from plans and drawings without pre-set levels.
- Developed supervisory skills.
- Basic understanding of quality control techniques.
- Installation, repair and maintenance of reticulation systems (including controllers) and modification and additions to existing systems including low voltage electrical work.
- Sound knowledge of the Employer's safety policy requirements as they relate to the job being undertaken and the effect on the public.
- Handling and use of explosives.

B.4.2(b) *Communication*

- Oral and written literacy and numeracy skills to provide information and advice to other Employees, higher level staff, clients, suppliers, and members of the public.

B.4.2(c) *Complexity/Multi-Skilling*

- Broader range of activities with variation restricted to the area of operation with a high level of complexity subject to training and/or experience.

B.4.3 Responsibility and Accountability

- Works under limited supervision either individually or in a team environment and may be on a range of projects.
- Responsible for quality and standard of work performed, including work of other Employees.
- Responsible for providing Employees under their supervision with on-the-job training and guidance.
- Responsible for materials, tools, equipment, vehicles and plant in the Employee's use and used by others under their supervision.
- Responsible for quality control/assurance procedures, including recognising and correcting quality deviations and/or faults.

- May be responsible for the supervision and limited guidance of a small work group.

B.4.4 Decision Making and Problem Solving

- Problems at this level require Employees to use some originality in approach with solutions usually attributable to application of previously encountered solutions or experience.
- Required to make technical and operational decisions relating to personal work and safety and safety of the public.
- May be required to make technical and operational decisions relating to the work and safety of others.

B.5 Municipal Employee Level 4A

B.5.1 Qualifications, Training and Experience

- An Employee at this level will have completed the requirements of a Trade Certificate level qualification or possess appropriate and relevant equivalent experience.

B.5.2 Specialist Knowledge of Skills

B.5.2(a) General

- An Employee is required to exercise the skills and knowledge of the relevant trade or experience.

B.5.2(b) Communication

- Exercises good interpersonal and communication skills.

B.5.2(c) Complexity/Multi-Skilling

- Performs non-trade tasks within the Employee's skill, competence and training.

B.5.3 Responsibility and Accountability

- Performs work under the limited supervision either individually or in a team environment.
- Responsible for assuring the quality of their own work.
- Assists in the provision of on-the-job training to a limited degree.
- Understands and applies quality control techniques.

B.5.4 Decision Making and Problem Solving

- Exercises discretion within the scope of this level.
- Performs work which while primarily involving the skills of the Employee's trade or experience is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training.

B.6 Municipal Employee Level 5

B.6.1 Qualifications, Training and Experience

An Employee at this level will have completed the requirements of level 4 and will have satisfactorily completed structured training (including appropriate safety training) or level 4A and possess appropriate and relevant equivalent experience to one or more of the following levels:

- Safe operation and user maintenance of specialist plant and/or heavy vehicles.
- Advanced reticulation.
- Advanced or specialist horticulture and nursery, including turf preparation and management.
- Materials, equipment and cost estimating, and job cost recording.
- Completed Supervisory Certificate (level 1) and/or relevant equivalent experience.
- Experienced Trade Certificate or equivalent.
- "B", "LR" or "MR" class licence may be required with extensive experience.
- Plant certificate(s) may be required.

B.6.2 Specialist Knowledge of Skills

B.6.2(a) General

Indicative but not exclusive of the skills required of an Employee at this level are:

Plant operation skills:

- Operator skill level medium-high with significant experience.
- Multi-function equipment.
- Operator machine maintenance and set up medium to high complexity.
- Dimensional control of work requiring a high degree of accuracy with respect to design levels.

Examples: Excavator and grader (final trim).

- Advanced or specialist horticultural, turf and/or nursery skills.
- Technical skills in plan reading including horizontal and vertical dimensions.
- Sound supervisory, guidance and training skills.
- Understand and applies quality control techniques.
- Install, repair and maintain major reticulation systems, including electrical work. Pump and bore installation, repair and maintenance.
- Good working knowledge of the organisation, operations and general procedures which impact upon their work.
- Sound knowledge of the Employer's safety policy requirements as they relate to the job being performed and the effect on the public.

B.6.2(b) *Communication*

- Developed oral and written literacy and numeracy skills to provide information and advice to other Employees, higher level staff, clients, suppliers, and members of the public.
- May be required to prepare basic written correspondence and/or prepare standard format reports.

B.6.2(c) *Complexity/Multi-Skilling*

- Broader range of activities with variation restricted to the area of operation with a high level of complexity subject to training and/or experience.
- Capable of undertaking a range of specific tasks of a complex nature.

B.6.3 Responsibility and Accountability

- Works unsupervised and is subject to limited direction.
- Responsible for quality and standard of work performed, including work of other Employees.
- Responsible for achieving and maintaining high technical quality without direction.
- Responsible for providing Employees under their supervision with on-the-job training and guidance.
- Responsible for materials, tools, equipment, vehicles and plant in the Employee's use and used by others under their supervision.
- Responsible for quality control/assurance procedures, including recognising and correcting quality deviations and/or faults.
- Responsible for productivity and efficiency of work groups supervised.

B.6.4 Decision Making and Problem Solving

- Problems at this level are frequently of a complex or technical nature, with solutions not necessarily related to previous direct experience and therefore requires some initiative and personal judgement. If required, guidance and assistance is usually available.
- May be required to make planning, technical and operational decisions relating to the work and safety of other Employees and safety of the public.

B.7 Municipal Employee Level 6

B.7.1 Qualifications, Training and Experience

Employees at this level will have satisfactorily completed the requirements of level 5 and have as a minimum, a trade certificate or equivalent or possess appropriate and relevant equivalent experience and will, in addition:

- Safe operation and user maintenance of a range of different vehicles and/or plant, has extensive experience in their operation at an advanced level.
- Advanced or specialist horticulture and nursery, including turf preparation and management with extensive experience in a wide range of areas.
- Materials, equipment and cost estimating. Job cost and budgetary control.
- Completed Supervisory Certificate (level 2) and has relevant experience.
- Have commenced and partially completed an appropriate post trade certificate.
- “B”, “LR” or “MR” class licence may be required with extensive experience.
- Plant certificate(s) may be required.

B.7.2 Specialist Knowledge of Skills

B.7.2(a) General

Indicative but not exclusive of the skills required of an Employee at this level are:

- Operation of a range of vehicles and/or specialised plant requiring advanced skills and operation to rigid specifications.
- A wide range of advanced and/or specialist horticultural, turf and/or nursery skills.
- Advanced technical skills in materials performance and compaction and plan reading including horizontal and vertical dimensions and establishing sections for materials estimating.

- Sound supervisory, training and basic human resources management and Employee relations skills.
- Detailed knowledge and understanding of quality control techniques and their application.
- Detailed knowledge of the organisation, operation and general procedures.
- Sound knowledge of the Employer's safety policy requirements as they relate to the job being performed and the effect on the public.

B.7.2(b) *Communication*

- Developed oral and written literacy and numeracy skills to negotiate with other Employees, higher level staff, clients, suppliers and members of the public.
- May be required to prepare written correspondence and reports.

B.7.2(c) *Complexity/Multi-Skilling*

- Broader range of activities with variation restricted to the area of operation with a high level of complexity subject to training and/or experience.
- Capable of undertaking a range of specific tasks of a complex nature.

B.7.3 Responsibility and Accountability

- Works without direct supervision.
- Responsible for quality and standard of work performed, including productivity and safety.
- Responsible for providing Employees under their supervision with on-the-job training and guidance.
- Responsible for ensuring personnel practices are applied.
- Responsible for materials, tools, equipment, vehicles and plant in the Employee's use and used by others under their supervision.
- Responsible for quality control/assurance procedures, including recognising and correcting quality deviations and/or faults.
- Responsible for productivity and efficiency of work groups supervised.
- Responsible for negotiation with clients, suppliers and members of the public.

B.7.4 Decision Making and Problem Solving

- Problems at this level are frequently of a complex or technical nature with solutions not necessarily related to previous direct experience and therefore requires initiative, personal judgement and discretion.

- Exercise high precision trade skills using various materials and/or specialised techniques.

B.8 Municipal Employee Level C5 – Advanced Engineering Tradesperson (Automotive Mechanic)

B.8.1 Qualifications, Training and Experience

An Employee at this level will be either:

- an Advanced Engineering Tradesperson (Automotive) - Level II; or
- Advanced Engineering Tradesperson (Mechanical) - Level II,

who has completed (including appropriate on-the-job training):

- an Advanced Certificate; or
- 15 modules of an Associate Diploma; or
- equivalent accredited training,

and, where practical, the modules should be identified in the Enterprise Training Programme.

- * The Advanced Certificates and Associate Diplomas noted in this definition do not equate to existing TAFE qualifications of the same name and possession of such qualifications does not of itself justify classification of an Employee at this level.

B.8.2 Specialist Knowledge of Skills, Responsibility and Accountability

An Advanced Engineering Tradesperson works above and beyond a Tradesperson and to the level of the Employee's training:

- (1) Provides technical guidance or advice within the scope of this level.
- (2) Prepares reports of a technical nature on specific tasks or assignments as directed, or within the scope of discretion at this level.
- (3) Has an over-all knowledge and understanding of the operating principle of the systems and equipment on which the Tradesperson is required to carry out the task.
- (4) Assists in the provision of on-the-job training in conjunction with supervisors and trainers.

The following are indicative of the tasks an Employee at this level may perform, subject to the Employee having the appropriate Trade and Post Trade Training to enable the particular tasks to be performed:

- Through a systems approach is able to exercise high level diagnostic skills on complex forms of machinery, equipment and instruments which utilise some combination of electrical, electronic, mechanical or fluid power principles.
- Sets up, commissions, maintains and operates sophisticated maintenance, production and test equipment and/or systems involving the application of computer operating skills at a higher level than Municipal Employee Level 6.
- Works on various forms of machinery and equipment electronically controlled by complex digital and/or analogue control systems using integrated circuitry.

Works on complex electronics or instruments or communications equipment or control systems which utilise electronic principles and electronic circuitry containing complex analogue and/or digital control systems using integrated circuitry.

APPENDIX C - GUIDELINES FOR ROSTERED DAYS OFF

CITY OF KWINANA ROSTERED DAY OFF (RDO)

GUIDELINES

- C.1. The normal working day(s) in each fortnight designated to be a rostered day off in respect of those Employees who have taken the option to work a nine (9) day fortnight or nineteen (19) day month (as defined within the Enterprise Agreement), will be known as the rostered day off ("RDO") - based on a neutral cost to Employer.
- C.2. Managers, in consultation with their teams, will determine which day will be the RDO for each Employee within that team. In determining such day(s), or part days teams will take into account the matters referred to in clause C.7. Any part day will be completed in that pay period.
- C.3. Teams in considering RDOs will take into account the effect it is likely to have on performance, Employees and/or the public before making a decision.
- C.4. An RDO will be regarded in the same way as a Saturday or Sunday in the event of Employee illness. If you are sick on your RDO, you cannot accrue that day as an RDO.
- C.5. RDOs are not accumulated during periods of long service leave. Long service leave will be taken on the basis that there are ten (10) normal working days in a fortnight.
- C.6. *As sick and annual leave days are paid at 8.43 hours (i.e. 8 Hours & 26 Minutes) for a 9 day arrangement and 8.02 hours (i.e. 8 hours & 1 minute) for a 19 day arrangement, RDO time is accrued when an Employee is on sick or annual leave.***
- C.7. With the exception of agreements made under clause C.7.1 and C.7.2 of these guidelines an RDO will be taken by entitled Employees within the pay period/s in which it was accumulated. An RDO cannot be accumulated outside of the pay period without the prior agreement of the Manager.

C.7.1 By Employer Request

Arrangement may be made, by the giving of 48 hours' notice for deferment of a rostered day off to meet operational needs. In such circumstances Employees may be able by mutual agreement to choose one of the following options with regard to a deferred rostered day off –

- i. taking the deferred day at the next mutually convenient time
- ii. taking the day as an additional day's pay in the period in which the rostered day off was due to be taken; or

- iii. deferring the taking of the rostered day(s) off until the taking of annual leave at which time the day(s) may be taken as additional paid time off or as wages. Such arrangements as set out in C.7.1 (i. ii. and iii.) may also be followed by where a rostered day off falls due on a Public Holiday.

C.7.2 By Employee Request

Employees will be entitled to accrue up to five (5) RDOs, four (4) of which will be used by those Employees who will not be rostered to work over the Christmas/New Year period. The remaining day will be taken with their annual leave. For those Employees who work over the Christmas/New Year period, their accrued RDOs (maximum of five (5) per year) will be taken with their annual leave.

A roster shall be drawn up to meet operational needs over the Christmas/New Year period. In the first instance volunteers will be asked for and in the second instance, a request will be made by the Employer to cover certain skilled position requirements. The roster will be released by 1 November, of each year and swaps of personnel will be allowed by mutual agreement so long as the Employee skill requirements are met.

Roster disputes will be covered through the normal management channels. The roster of Employees will be on a rotating basis.

- C.8. An Employee will understand, accept and agree that he or she will not undertake higher duties and/or overtime as a result of another Employee being on an RDO.
- C.9. The Employer reserves the right to pay out accrued RDO's exceeding the equivalent of six (6) days so that the balance is reduced to five (5) days when the Employee is unable to reduce their balance down after consultation. If this happens the Employee will also provide a plan to their manager on how they will further reduce the balance down under five (5) days.

APPENDIX D - DEFINITIONS

D.1 GENERAL DEFINITIONS

D.1.1 Commission or FWC shall mean the *Fair Work Commission*.

D.1.2 Commissioner means a Commissioner appointed under the *Fair Work Commission*.

D.1.3 Community Services Officer (Welfare and Ancillary Services) shall mean a person engaged by a respondent whose role is to encourage, promote or conduct community pursuits and whose aim is the maintenance or improvement of general social and living standards with regard to family support, services, income, welfare, employment, education, health, housing, children's, youth, aged and domiciliary services, or who is primarily concerned with the social and living standards in the community and shall include an Assistant Community Services Officer.

D.1.4 Community Services Officer (Recreation) shall mean a person engaged by a respondent whose role is to initiate, coordinate, encourage, promote or conduct recreational activities within a community and shall include an assistant in relation to such functions and recreation centre and swimming pool staff. Provided that this definition does not include a person employed in a clerical capacity, for example Cashier/Receptionist, in a Recreation/Aquatic Centre.

D.1.5 Community Services Officer (Arts, Theatre and Museum) shall mean a person engaged by a respondent whose role is to raise the community's awareness of existing programmes, exhibitions, events, groups and organisations relative to arts and to encourage a positive and continuing interest in the arts within a community. An Employee may be a Theatre Manager who is responsible for the supervision of Theatre workers and coordination and promotion of activities of the Theatre, or a Museum Supervisor who is responsible for the overall supervision, care and maintenance of an Employer's Museum.

D.1.6 Law Enforcement Officer shall mean an Employee employed to patrol, within the geographical confines of a Local Authority, for the purpose of watching, protecting or inspecting all property belonging to the Local Authority and/or to enforce one or more of the Authority's By-Laws or any Acts of Parliament which that Authority is empowered to enforce.

D.1.7 Supervisory Officer shall mean an Employee appointed to supervise and control a section (or sections) of the Employer's Depot work force and may be required to participate in the preparation of budgets and estimates.

D.1.8 An Aboriginal Person is a person who identifies as such and furthermore is regarded as an Aboriginal person by members of his or her community.

D.1.9 Headquarters shall mean and include a permanent place wherein are stored or kept, plant equipment and materials or a place where vehicles are parked.

D.1.10 Horticulture Tradesperson shall mean an Employee who has successfully completed a recognised apprenticeship in the Gardening or Landscape Gardening or Turf Management or Nurseryperson branches of the Horticulture Trade, and who produces proof satisfactory to the Employer of such qualification, or who has by other means achieved a standard of knowledge equivalent thereto and is appointed in writing as such by the Employer.

D.1.11 Horticultural Tradesperson/Curator means an Employee who is in charge or has care and control over a park, garden, botanical garden, tennis court ground, cricket ground, golf course or other sporting ground or any other ground or similar area, but who does not directly supervise other Employees other than apprentices in training or to supervise Employees as a leading hand and who does not perform the normal duties of a caretaker.

D.1.12 Service wherever appearing in this Agreement shall, besides actual working service, include time for which the Employee is entitled to claim sick pay or time spent on holidays or annual leave as prescribed by this Agreement or other relevant legislation (e.g. Workers' Compensation Act). Any other time in respect of which an Employee is absent (including unauthorised leave) from work shall not count as service but this does not mean that such other absence will necessarily break continuity of service.

D.1.13 Week shall mean the maximum 38 averaged ordinary hours, or such lesser period of average ordinary hours generally worked by an Employee under his/her contract of employment in a seven day period.

D.1.14 Local Government Officer shall mean any Employee, excluding Municipal Employees and Recreation Employees, employed under this Agreement and in accordance with the classifications listed in Appendix A.

D.1.15 Municipal Employee shall mean Employees below supervisor level engaged in the works (Depot) operational services including but not limited to parks and infrastructure maintenance; construction; garbage; sanitary and sillage services in accordance with the classifications listed in Appendix B.

D.1.16 Shift Work shall mean that arrangement specifically referred to as such in writing to a given Employee and routinely requiring a repeating roster of ordinary hours in which distinct shifts are identifiable and consistent from one day to the next.

D.1.17 Continuous Shift Work shall mean shift work as defined in D.1.16 but rostered so as to provide a continuous 24-hour, seven-days per week production or service at a constant level. Employees may be rostered on a rotational basis so that they are not constrained to one shift permanently.

D.1.18 Immediate Family includes:

- a) a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; or

b) a child (including ex-nuptial), parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee.

A spouse or de facto partner includes those employees in same sex relationships.

D.1.19 Administration Employees, where not specified otherwise (and in particular, under clause 6 and this Appendix of this Agreement), shall include:

- Employees appointed to positions classified under “Local Government Officer” criteria listed in Appendix A, and;
- Employees who work in the Employer’s main administration building; or Employees who work at one of the other locations covered by this Agreement and whose position description includes basic administrative support as more than 50 % of its primary responsibilities.

NB: Where this definition and any other definition or clause conflict, the other definition or clause shall prevail.

D.1.20 Recquatic Worker, shall mean any Employee employed under this Agreement in accordance with the classifications listed in Appendix I.

D.1.21 NES shall mean the National Employment Standards.

D.1.22 Continuous Service shall mean the definition contained within the *Fair Work Act 2009*.

APPENDIX E – SALARY/WAGE SCALES
City of Kwinana Enterprise Agreement 2018
Local Government Officer Effective August 2018

Local Government Officer Rates

Level	From approval of Agreement backdated to 8 September 2018	2019/2020
LEVEL 1 U/16 years	29,207.92	29,646.04
16 years	34,518.12	35,035.89
17 years	37,173.48	37,731.08
18 years	42,483.68	43,120.93
19 years	45,140.10	45,817.20
ADULT	53,104.60	53,901.17
LEVEL 2 1	55,198.91	56,026.89
2	56,355.32	57,200.65
3	58,317.15	59,191.91
4	60,301.68	61,206.20
LEVEL 3 1	62,260.34	63,194.25
2	63,401.98	64,353.00
3	64,543.61	65,511.76
4	66,158.15	67,150.52
LEVEL 4 1	67,985.92	69,005.71
2	69,260.56	70,299.46
3	70,348.88	71,404.11
4	72,005.12	73,085.19
LEVEL 5 1	74,057.73	75,168.60
2	75,271.14	76,400.21
3	76,453.94	77,600.75
4	78,149.76	79,322.01
LEVEL 6 1	79,404.87	80,595.94
2	81,756.22	82,982.56
3	83,363.37	84,613.82

	4	85,230.20	86,508.65
LEVEL 7	1	87,075.92	88,382.05
	2	89,144.36	90,481.53
	3	90,849.69	92,212.43
	4	92,068.38	93,449.40
LEVEL 8	1	94,257.69	95,671.56
	2	95,963.54	97,402.99
	3	97,667.28	99,132.29
	4	99,371.55	100,862.12
LEVEL 9	1	102,762.13	104,303.56
	2	104,639.52	106,209.11
	3	106,846.25	108,448.94
	4	109,048.76	110,684.49

**Recquatic Worker Junior Rates Effective August 2018
City of Kwinana Enterprise Agreement 2018**

Kwinana Recquatic Rates

Level	From approval of Agreement backdated to 8 September	2019/2020
LEVEL 1 U/16		
years	22,892.27	23,235.65
16 years	27,053.97	27,459.78
17 years	29,135.62	29,572.65
18 years	33,298.37	33,797.85
19 years	35,378.96	35,909.65
LEVEL 2 U/16		
years	26,175.19	26,567.81
16 years	30,935.41	31,399.44
17 years	33,315.26	33,814.99
18 years	38,073.91	38,645.02
19 years	40,454.81	41,061.64
LEVEL 3 U/16		
years	27,470.93	27,883.00
16 years	32,464.98	32,951.95
17 years	34,962.53	35,486.97
18 years	39,956.57	40,555.92
19 years	42,454.12	43,090.93
Recquatic Worker Adult Rates		
LEVEL 1	41,622.31	42,246.64
LEVEL 2	47,592.25	48,306.14
LEVEL 3	49,946.77	50,695.97
LEVEL 4	53,103.54	53,900.09
LEVEL 5	56,261.90	57,105.83
LEVEL 6	62,892.65	63,836.04
LEVEL 7	71,762.85	72,839.30
LEVEL 8/1	83,733.36	84,989.36
LEVEL 8/2	95,673.78	97,108.88

**Works Depot Rates Effective August 2018
City of Kwinana Enterprise Agreement 2018**

Works Depot Pay Rate

Level	From approval of Agreement backdated to 8 September	2019/2020
Under 16	29,031.64	29,467.11
16 Years	34,311.22	34,825.89
17 Years	36,949.69	37,503.94
18 Years	42,228.75	42,862.18
19 Years	44,867.75	45,540.77
Level 1 38hrs	52,785.28	53,577.06
Above 38hrs Level 1	53,791.79	54,598.67
L1/2	54,253.62	55,067.42
L1/3	54,714.39	55,535.10
Level 2/1	55,176.21	56,003.86
L2/2	55,596.34	56,430.29
L2/3	56,013.30	56,853.50
Level 3/1	56,432.38	57,278.86
L3/2	56,652.47	57,502.26
L3/3	56,872.56	57,725.65
Level 4/1	57,312.22	58,171.90
L4/2	57,565.03	58,428.51
L4/3	57,816.80	58,684.05
L4/4	58,067.50	58,938.51
Level 4A/1	58,319.79	59,194.59
L4A/2	58,476.55	59,353.69
L4A/3	58,633.30	59,512.80
L4A/4	58,790.06	59,671.91
Level 5/1	58,946.82	59,831.02

L5/2	59,415.50	60,306.73
L5/3	59,883.66	60,781.92
L5/4	60,352.35	61,257.63
L6/1	60,820.51	61,732.81
L6/2	61,276.52	62,195.67
L6/3	61,732.02	62,658.00
L6/4	62,188.04	63,120.86
Mechanic Level C5/1	64,275.48	65,239.62
LC5/2	64,731.50	65,702.48
LC5/3	65,186.99	66,164.80
LC5/4	65,643.01	66,627.66

Please note rates include Industrial Allowance for levels 1-6, Environmental Allowances for levels 1-6 and Includes Tool Allowance for level C5

APPENDIX F – ALLOWANCE & REIMBURSEMENT SCALES – EFFECTIVE 2018

SEPTEMBER 2018

F.1 On-Call Allowance

For the purposes of subclause 18.5, the Employer agrees to the payment of \$3.02996 per hour for on-call periods, and to be paid at the completion of each rostered period. The allowance will be paid regardless of any call-outs.

This allowance shall be increased annually (as at the beginning of the financial year), by the Consumer Price Index, all groups for Perth, for the 12 months to the March quarter prior to each increase calculated as the average of the latest four quarters over the average of the preceding four quarters.

F.2 Meal Allowances During Overtime

For the purposes of, and subject to the provisions of, subclause 18.2.3, an Employee required to work overtime for more than two hours shall be paid a “first meal” \$11.486629 for a meal and, if owing to the amount of overtime worked, a second or subsequent meal is required he/she shall be paid “subsequent meal” \$7.45 for each meal so required. This shall not apply where meals are provided by the Employer at the Employer’s cost.

This allowance shall be increased annually (as at the beginning of the financial year), by the Consumer Price Index, all groups for Perth, for the 12 months to the March quarter prior to each increase calculated as the average of the latest four quarters over the average of the preceding four quarters.

F.3 Reimbursement for Private Vehicle Mileage

The rates specified below are expressed as cents per completed kilometre.

Engine displacement (in cubic centimetres)			
Over 2600cc c/km	1600 – 2600cc c/km & Rotary Engines	1600cc and under c/km	Motor cycle c/km
\$0.77	\$0.76	\$0.65	\$0.3005

** The ATO does not provide a rate for Motor Cycle’s, so this has been increased by CPI.

This allowance shall be increased annually (as at the beginning of the financial year), in accordance with the ATO mileage deduction rates in place in on 30 June prior to each salary increase.

F.4 Appointed First Aider Allowance

An Employee who is appointed in writing by the Employer to be First Aiders will be paid an allowance of \$21.7014 for each completed pay period that s/he remains so appointed (excluding periods of leave). Pro rata for Part-time Employees.

This allowance shall be increased annually (as at the beginning of the financial year), by the Consumer Price Index, all groups for Perth, for the twelve (12) months to the March quarter prior to each increase calculated as the average of the latest four quarters over the average of the preceding four quarters.

APPENDIX G – ORGANISATIONAL STAFF VALUES

Our organisation is committed to and actively pursues the continued development of a culture that truly reflects the vision of the organisation. This will be achieved through encapsulating the staff values as the foundation of the way we go about business.

The Employer's Staff Values being:

Lead from where you stand: Leadership is within us all

Act with compassion: Show that you care

Make it fun: Seize the opportunity to have fun

Stand strong, stand true: Have the courage to do what is right

Trust and be trusted: Value the message, value the messenger

Why not yes?: Ideas can grow with a yes!

APPENDIX H – SECTION 62 FROM THE FAIR WORK ACT (2009)

The following excerpt from the *Fair Work Act 2009* (i.e. section 62, paragraph 3) is provided for the convenience of Employees and is current as at July 2018. Employees are reminded that legislation may be amended from time to time and should refer to the Act directly for issues that rely upon this section of the Act. The Act can be found easily on the internet, or by enquiring of the Human Resources Team.

Reasonable additional hours

- (3) In determining whether additional hours are reasonable or unreasonable for the purposes of subsections (1) and (2), the following must be taken into account:
- (a) any risk to employee health and safety from working the additional hours;
 - (b) the employee's personal circumstances, including family responsibilities;
 - (c) the needs of the workplace or enterprise in which the employee is employed;
 - (d) whether the employee is entitled to receive overtime payments, penalty rates or other compensation for, or a level of remuneration that reflects an expectation of, working additional hours;
 - (e) any notice given by the employer of any request or requirement to work the additional hours;
 - (f) any notice given by the employee of his or her intention to refuse to work the additional hours;
 - (g) the usual patterns of work in the industry, or the part of an industry, in which the employee works;
 - (h) the nature of the employee's role, and the employee's level of responsibility;
 - (i) whether the additional hours are in accordance with averaging terms included under section 63 in a modern award or enterprise agreement that applies to the employee, or with an averaging arrangement agreed to by the employer and employee under section 64; and
 - (j) any other relevant matter.

Note: An Employee and an Employer may agree that the Employee may take breaks during any additional hours worked by the Employee.

APPENDIX I – RECQUATIC WORKER CLASSIFICATIONS / POSITIONS

Employees at the Recquatic centre shall be classified into either *Local Government Officer* or *Recquatic Worker* scales. Appendix A provides the classifications for *Local Government Officers*, while this Appendix (I) provides the scales for *Recquatic Workers*.

I.1 Recquatic Worker Level 1

An Employee at Level 1 will have the following skills and experience, where relevant to the position:

- No previous work experience is required at this level.
- Minimal education (i.e. completion of year-10 required).
- An unrestricted 'C' (Car) manual class Driver's Licence may be required.
- Basic oral and written literacy and numeracy skills to enable liaison with immediate work group.
- Tasks are simple and non-complex.
- Works under direct supervision.
- Responsible for the quality and completion of their own work subject to detailed direction.
- Judgement is limited, as work is repetitive and generally coordinated by others.
- Work is clearly defined and of a routine and basic nature with established procedures, guidance and close supervision.
- Required to exercise basic judgement relating to own work and personal safety as required by relevant legislation and the Employer safety procedures.
- This level may be typically used for new Employees for entry level positions/Employees while assessing their skill level.
- Positions in existence at the time this Agreement was lodged, and in this classification level included: - Birthday Party Coordinator (Adult).

I.2 Recquatic Worker Level 2

An Employee at Level 2 will have the following skills and experience where relevant to the position:

- An Employee at this level will have satisfactorily completed the requirements of Level 1 and will be undertaking structured and / or on-the-job training (including appropriate safety training) or possess appropriate and relevant equivalent experience.
- Employee must be literate and capable of simple arithmetic.
- An unrestricted 'C' (Car) manual class Driver's Licence may be required.
- To be able to use a variety of selected minor plant and equipment using basic operation rather than technical skills.
- Intermediate keyboard skills and computer operation.
- Hold appropriate certificates such as RLSS Bronze Medallion, RLSS Pool Lifeguard

- Certificate, Current Apply First Aid Certificate.
- Cash handling skills.
- Basic keyboard and computing skills where required.
- Sound knowledge of the Employer safety policy requirements in relation to the jobs undertaken.
- Basic oral and written literacy and numeracy skills to enable liaison with work groups and communication with members of the public.
- Works under routine (general) supervision either individually or in a team environment.
- Responsible for the quality and completion of their own work subject to routine direction.
- Problems at this level may require limited personal judgement.
- Work procedures are already well established. The individual must apply existing known techniques to the work with decision-making being within existing routines, procedures and practices.
- Required to make operational decisions relating to own safety and work as required by relevant legislation and the Employer safety procedures.
- Positions in existence at the time this Agreement was lodged, and in this classification level included:
 - Gymnastics Coach
 - Kindygyrn Instructor Adult
 - Netball Jnr Adult Umpire
 - Netball Snr Badged Experienced Umpire
 - Netball Snr Unbadged /Experienced Umpire
 - Soccer Snr Umpire
 - Volleyball Umpire – Adult
 - Basketball Jnr Adult Umpire
 - Basketball Jnr Adult Umpire
 - Crèche Attendant Unqualified (Adult)

I.3 Recquatic Worker Level 3

An Employee at Level 3 will have the skills detailed in Level 2 along with the following skills and experience:

- Sound knowledge of the Employer safety policy requirements as they relate to the job being undertaken.
- Oral and written literacy and numeracy skills to provide information and advice to other Employees, higher level staff and members of the public.
- Broader range of activities with variation restricted to the area of operation with limited complexity subject to training and/or experience.
- Works under routine (general) supervision either individually or in a team environment on a range of projects.
- Responsible for the quality and completion of their own work subject to routine direction.
- Responsible for quality control/assurance procedures, including to recognise quality deviation/faults.
- May be responsible for the supervision and limited guidance of a small work group.

- Problems at this level are generally of a routine nature, requiring experience and a degree of personal judgement based on previous experiences and set guidelines. Solutions are readily available with problems being of limited difficulty.
- Required to make technical and operational decisions relating to own safety and work, and safety of other Employees and the public.
- Positions in existence at the time this Agreement was lodged, and in this classification level included:
 - Aquatic Training Course Instructor (e.g. Bronze)
 - Holiday Program (Adult) Kiosk Attendant

I.4 Recquatic Worker Level 4

An Employee at Level 4 will have the skills detailed in Level 3 along with the following skills and experience:

- An Employee at this level will possess appropriate and relevant equivalent experience and achieved a good working knowledge of the technical requirements of the job to be undertaken.
- Relevant instructors/coach's qualifications.
- An unrestricted 'C' (Car) manual class Driver's Licence may be required.
- Sound knowledge of the Employer safety policy requirements as they relate to the job being undertaken and the effect on the public.
- Oral and written literacy and numeracy skills to provide information and advice to other Employees, higher level staff, clients, suppliers, and members of the public.
- Works under general supervision either individually or in a team environment and may be on a range of projects.
- Responsible for quality and standard of work performed, including work of other Employees.
- Responsible for quality control/assurance procedures, including to recognise and correct quality deviations and/or faults.
- Problems at this level require Employees to use some originality in approach with solutions usually attributable to application of previously encountered solutions or experience.
- Required to make technical and operational decisions relating to own work and safety and safety of the public.
- May be required to make technical and operational decisions relating to the work and safety of others.
- Positions in existence at the time this Agreement was lodged, and in this classification level included:
 - Basketball Jnr/Snr Sports Director (*previously Jnr Co-ordinator*)
 - Netball Jnr/Snr Sports Director (*previously Jnr Coordinator*)
 - Soccer Jnr/Snr Sports Director (*previously Jnr Co-ordinator*)
 - Swim Instructor
 - Gym Instructor

I.5 Recquatic Worker Level 5

An Employee at Level 5 will have the skills detailed in Level 4 along with the following skills and experience:

- An unrestricted 'C' (Car) manual class Driver's Licence may be required with extensive experience.
- Sound supervisory, guidance and training skills.
- Good working knowledge of the Employer organisation, operations and general procedures which impact upon their work.
- Highly developed oral and written literacy and numeracy skills to provide information and advice to other Employees, higher level staff, clients, suppliers, and members of the public.
- May be required to prepare basic written correspondence and/or prepare standard format reports.
- Capable of undertaking a range of specific tasks of a complex nature.
- Works unsupervised and is subject to limited direction.
- Responsible for quality and standard of work performed, including work of other Employees.
- Responsible for achieving and maintaining high technical quality without direction.
- Responsible for providing Employees under their supervision with on-the-job training and guidance.
- Undertake quality control/assurance procedures, including to recognise and correct quality deviations and/or faults.
- Responsible for productivity and efficiency of work groups supervised.
- Positions in existence at the time this Agreement was lodged, and in this classification level included:
 - Crèche Attendant Qualified (Adult)
 - Facility Assistant
 - Pool Attendant (Ordinary)

I.6 Recquatic Worker Level 6

An Employee at Level 6 will have the skills detailed in Level 5 along with the following skills and experience:

- Materials, equipment and cost estimating, job cost and budgetary control.
- Completed relevant qualification and has relevant experience.
- An unrestricted 'C' (Car) manual class Driver's Licence may be required with extensive experience.
- Knowledge and understanding of quality control techniques and their application.
- Detailed knowledge of the Employer organisation, operation and general procedures.
- Sound knowledge of the Employer safety policy requirements as they relate to the job being performed and the effect on the public.

- Works without direct supervision.
- Responsible for quality and standard of work performed, including productivity and safety.
- Responsible for providing Employees under their supervision with on-the-job training and guidance.
- Responsible for productivity and efficiency of work groups supervised.
- Problems at this level are frequently of a complex or technical nature with solutions not necessarily related to previous direct experience and therefore require initiative, personal Judgement and discretion.
- Positions in existence at the time this Agreement was lodged, and in this classification level included:
 - Holiday Program Team Leader;
 - Personal Training.

I.7 Recquatic Worker Level 7

An Employee at Level 7 will have the skills detailed in Level 6 along with the following skills and experience:

- An unrestricted 'C' (Car) manual class Driver's Licence may be required with extensive experience.
- Detailed knowledge of the Employer organisation, operation and general procedures.
- Sound knowledge of the Employer safety policy requirements as they relate to the job being performed and the effect on the public.
- Works under general direction.
- Responsible for quality and standard of work performed, including productivity and safety.
- Responsible for supervising subordinate staff
- Responsible for productivity and efficiency of work groups supervised
- Required knowledge of programs, activities, operational policy
- Positions in existence at the time this Agreement was lodged, and in this classification level included:
 - Aquatic Training Course Examiner
 - Tai Chi Instructor

I.8 Recquatic Worker Level 8

This level provides for specialist positions, which fall outside the prescribed levels 1-7. The job titles listed in the table below include, but are not limited to, the classifications for each of the levels listed.

- Positions in existence at the time this Agreement was lodged, and in this classification level included:
 - Aerobics Instructor

- Aqua Instructor (Incl AquaFlow)
 - Yoga Instructor
 - Pilates Instructor
- Positions in this classification with 2+ (two plus) years of experience shall be progressed to the second step of the Level.

18 Councillor Reports

18.1 Deputy Mayor Peter Feasey

Deputy Mayor Peter Feasey reported that he had attended the Kwinana Senior Citizens Meeting and further reported that they were delighted that the City has a budget to do some maintenance at their building.

The Deputy Mayor advised that the lights at Medina Oval are to be switched on tonight, which is good news for the Senior Football Club.

18.2 Councillor Wendy Cooper

Councillor Wendy Cooper reported that she had attended the Southern Metropolitan Regional Council (SMRC) Stakeholders Meeting.

Councillor Cooper advised that she had attended the Kwinana Industries Council (KIC) School Based Training, which was really interesting to see that the year has started well.

Councillor Cooper mentioned that she had attended the 2019 KIC Metals and Engineering School Based Trainee Program Welcome Event.

Councillor Cooper reported that she had attended the Calista Board Meeting, and that they were very excited to announce that they have been accepted as part of the Western Australian Centre of Excellence, one of five schools that will be specialising in the explicit teaching of literacy.

Councillor Cooper advised that she had attended the Lolly Run Debrief and Thank You Function which was very pleasant.

18.3 Councillor Sandra Lee

Councillor Sandra Lee reported that she had attended the Lolly Run Debrief and Thank You Function.

18.4 Councillor Matthew Rowse

Councillor Matthew Rowse reported that he had attended the 2019 KIC Metals and Engineering School Based Trainee Program Welcome Event which was a wonderful event and he passed on his congratulations to the children. Councillor Rowse also passed on his congratulations to the KIC, Gilmore College and Rotary for the wonderful program.

18 COUNCILLOR REPORTS

18.5 Councillor Dennis Wood

Councillor Dennis Wood reported that he had attended a Returned and Services League (RSL) Meeting.

Councillor Wood advised that he had attended an event at the City of Cockburn for companies wanting to receive information regarding gaining contracts with the State government, which was quite interesting and received a high attendance.

19 Response to Previous Questions

Nil

20 Mayoral Announcements (without discussion)

Mayor Carol Adams reported that she had attended the Joint Commissioning Committee (Communities for Children) Meeting and explained that the new Chairperson Mr Ian Moore of the Smith Family was formally introduced to the committee.

The Mayor advised that she and the Chief Executive Officer (CEO) met Mr Jack Pleiter, the Federal Liberal Candidate for the Seat of Brand.

The Mayor mentioned that she had attended the Special State Council Meeting of the WA Local Government Association where Mr Nick Sloan was unanimously appointed as the new WALGA CEO to replace Ricky Burgess whom has retired after 20 years at the helm.

The Mayor reported that she had attended the Citizens Advice Bureau Branch Meeting and explained that there is a new solicitor in attendance one day per month.

The Mayor advised that she had attended the 2019 KIC Metals and Engineering School Based Trainee Program Welcome Event where 13 Year 11 students were presented with their portfolios, certificates, caps and work equipment (tool box and welding helmets), courtesy of Kwinana Facilities and Crushing Services and Tronox.

The Mayor mentioned that she had attended the Meet and Greet event with the new Kwinana Police OIC, Senior Sergeant Anthony Thompson, who takes over from Inspector Rob Read.

The Mayor reported that she attended the business premises of Mr Anit Mishra Ji, the Consulate General of India; where an event was held to commemorate the 170 years of SIKH History in Western Australia.

The Mayor advised that on Monday evening she had attended the Rotary Club of Kwinana, where they celebrated the 114th Birthday of Rotary International. The Mayor passed on her congratulations to Mrs Betty White who was awarded the prestigious Paul Harris Fellow award for her services in a voluntary capacity to Kwinana for over 40 years.

20 MAYORAL ANNOUNCEMENTS (WITHOUT DISCUSSION)

The Mayor mentioned that she had attended the Australia Gold Reagent (AGR Cyanide) celebration of the 30 year joint venture between Coogee Chemicals, CSBP and AGR Cyanide.

The Mayor reported that she and the CEO attended the bi-monthly meeting of the South West Group Mayor and CEO's forum at the Town of East Fremantle.

The Mayor advised that she had attended the Lolly Run Debrief and Thank You Function, and presented a few statistics:

- This was the 64th year of the Kwinana Christmas Lolly Run
- 120 volunteers bagged 65,000 individual lollies
- There were 17 different crews in an array of colourfully decorated utes, fire trucks and even a Santa riding a sidecar motorcycle who visited every street in Kwinana.

The Mayor mentioned that there is a long weekend coming up, and wished all in attendance an enjoyable break.

21 Matters Behind Closed Doors

COUNCIL DECISION

409

MOVED CR P FEASEY

SECONDED CR W COOPER

That in accordance with Sections 5.23(2)(c) of the *Local Government Act 1995*, Council move behind closed doors to allow discussion of the Matters Behind Closed Doors items.

CARRIED

7/0

The gallery exited and the Council Chambers doors were closed at 7:40pm.

21.1 Request For Quote 132/18 – Corporate Business System

COUNCIL DECISION

410

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council:

1. Award the contract for 132/18 – Corporate Business System, to TechnologyOne Limited, for a period of seven (7) years, for a Contract Price of \$1,942,815 for seven years subscription and an estimated \$987,815 for implementation (adjusted on actual cost incurred) in accordance with WALGA's ICT Services Member Contract and WALGA's Members Contract Conditions for the Supply of Goods and/or Services (as invoked and incorporated into the ICT Services Member Contract), as amended and agreed between the City and TechnologyOne Limited, the specifications and TechnologyOne Limited's submission including the schedule of rates for a Software Subscription (on premises), as detailed in Attachment B. Contract price is subject to annual price increases based on the quarterly Consumer Price Index (CPI) (All Groups) (Perth) published immediately prior to the relevant Review Date and the quarterly CPI (All Groups) (Perth) published immediately prior to the contract start date or anniversary of the previous year.
2. Validates the above contract is for a period of seven years from date of Letter of Award.
3. Authorise the Chief Executive Officer to request amendments to the Goods and/or Services Member Contract Conditions for the Supply of Goods and Services and WA Local Government Association ICT Services Member Contract that does not alter the intent of the contract.

CARRIED

7/0

21 MATTERS BEHIND CLOSED DOORS

COUNCIL DECISION

411

MOVED CR W COOPER

SECONDED CR P FEASEY

That Council return from Behind Closed Doors.

**CARRIED
7/0**

The Council Chambers doors were reopened at 7:47pm.

22 Meeting Closure

The Mayor declared the meeting closed at 7:48pm.

Chairperson: _____

13 March 2019