



Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

MONDAY 16 April 2018

ATTACHMENT TO ITEM CR18.49

**RUISLIP STREET LOADING BAY AMENDMENT
PLAN E 268 18 02**



PANGBOURNE STREET

CROFTS LANE

RUISLIP STREET

PROPOSED
LOADING ZONE
COMMERCIAL VEHICLES
1/2 P
7 AM - 7 PM
MON - SAT
EXCLUDING PUBLIC HOLIDAYS
→

PROPOSED
LOADING ZONE
COMMERCIAL VEHICLES
1/2 P
7 AM - 7 PM
MON - SAT
EXCLUDING PUBLIC HOLIDAYS
←

EXISTING
LOADING ZONE
1/4 P
→

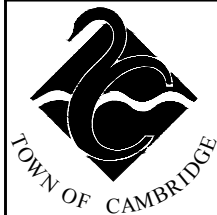
EXISTING
LOADING ZONE
1/4 P
←

APPROVED BY:

DIRECTOR
INFRASTRUCTURE

DATE

TOWN OF CAMBRIDGE



1 BOLD PARK DRIVE, FLOREAT
mail@cambridge.wa.gov.au

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SCALE: 1:250	DATE: APR 2018	DATUM: A.H.D.
DESIGNED: FS	DRAWN: PC	CHECKED: FS
COUNCIL REPORT: TS		
COUNCIL APPROVAL: 00/00/00		
MRWA APP FILE: TES		
MRWA APPROVAL: 00/00/00		

RUISLIP ST
KOH-I-NOOR LOADING BAY

SUBURB: WEMBLEY

FILENAME:

WORKS AND ENGINEERING

DRAWING NUMBER			
E	268	18	02
DEPT	ASSET	YEAR	NUMBER

SHEET: 1 OF 1

REVISION:
ORIGINAL DWG SIZE: A3



Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

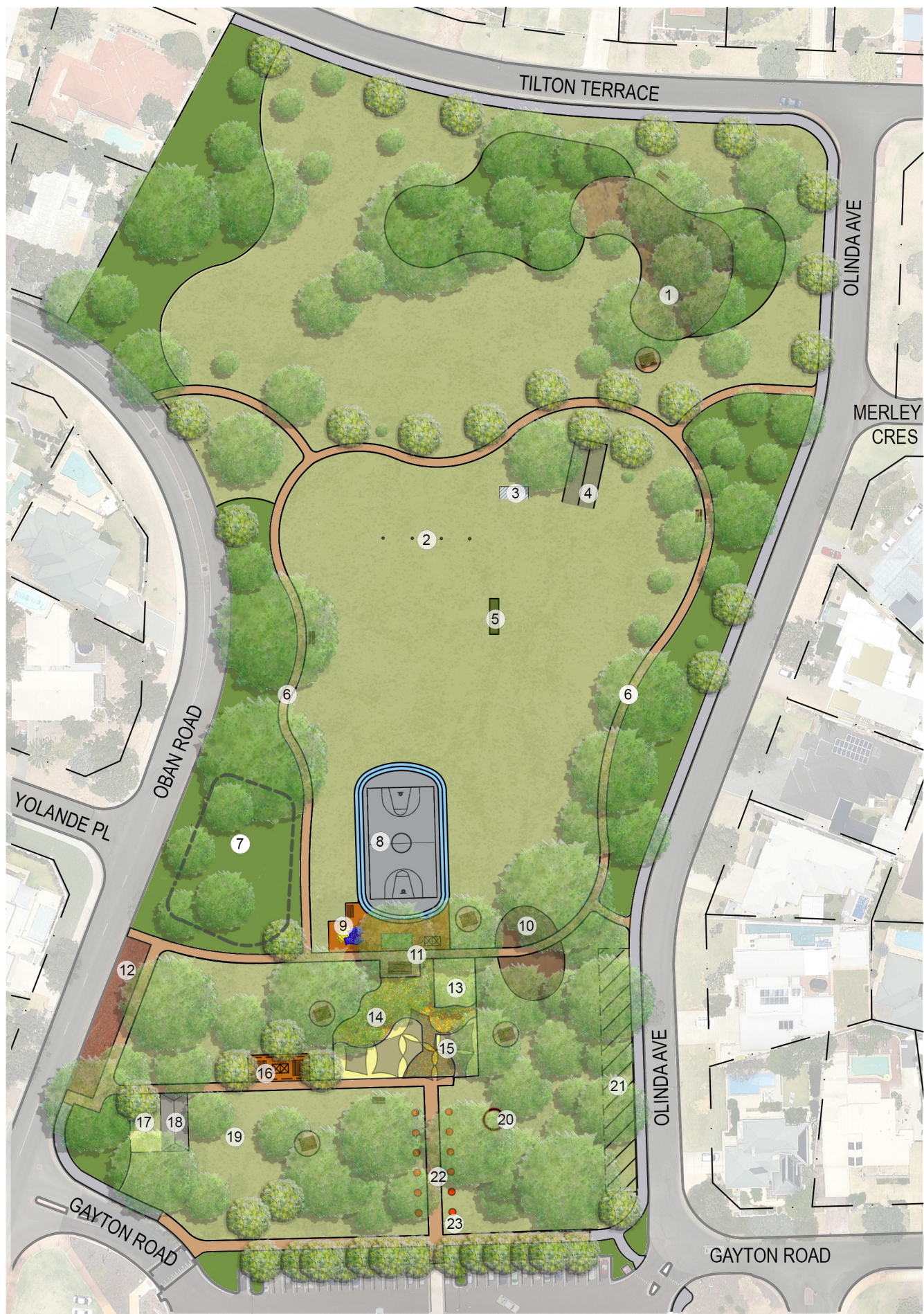
MONDAY 16 April 2018

ATTACHMENT 1 of 3 TO ITEM CR18.51

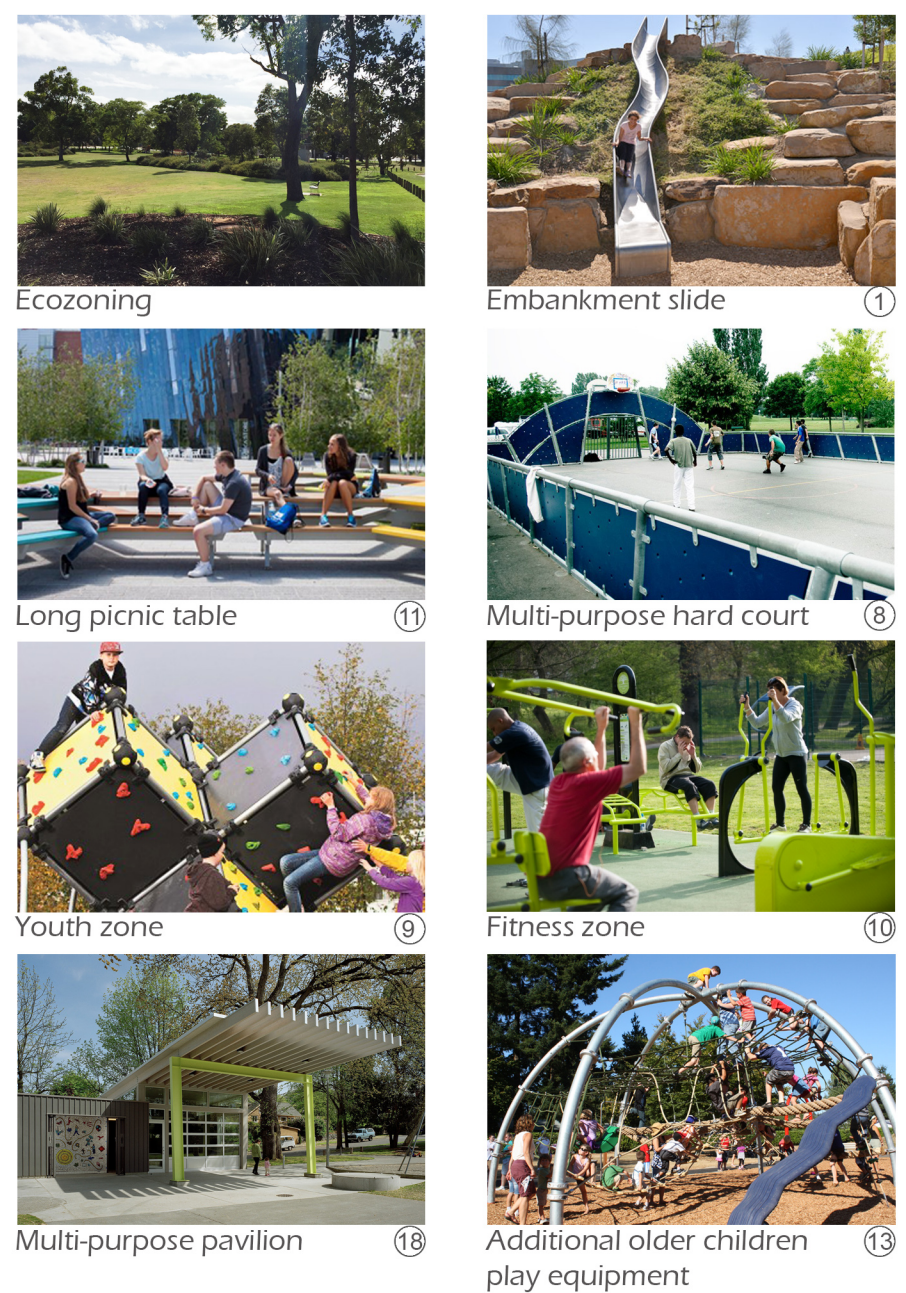
**BEECROFT PARK IMPROVEMENT DRAFT CONCEPT
PLAN - FEBRUARY 2017**

LEGEND

-  TURF
-  LOW ECOZONE PLANTING
-  NATURE BASED PLAY ZONE
-  FITNESS ZONE
-  EXISTING RETAINED FOOTPATH
-  INSITU CONCRETE PATH
-  FEATURE PAVING
-  ACCESSIBLE RUBBER SOFT FALL
-  SAND SOFT FALL
-  PARKING - RED ASPHALT
-  EXISTING TREES RETAINED
-  NEW TREES
-  FURNITURE - PICNIC TABLE/BENCH SEAT



INDICATIVE IMAGES



- ⑭ Additional junior & accessible play elements
- ⑮ Shade sails and existing play units retained
- ⑯ Sheltered BBQ & picnic area with lighting
- ⑰ Dedicated playgroup playground
- ⑱ Demolish existing shed. New multi-purpose pavilion accommodating the Coastal Playgroup (includes accessible public toilets)
- ⑲ Flexible event space
- ⑳ Existing public art retained
- ㉑ Informal 90 degree verge parking (may be paved, pending demonstrated need) 19 - 22 bays
- ㉒ British Empire & Commonwealth Games interpretive heritage features (Beecroft Park is the former site of the Games Village)
- ㉓ Alternate public toilet location

BEECROFT PARK IMPROVEMENT DRAFT CONCEPT PLAN

FEBRUARY 2017  





Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

MONDAY 16 April 2018

ATTACHMENT 2 of 3 TO ITEM CR18.51

**DRAFT CONCEPT PLAN
BEFORE AND AFTER VISUALISATIONS OF THE
PROPOSAL FROM KEY VIEWPOINTS**



Existing

View One – Looking North from
Empire Village Car Park



Indicative Proposed Works



Indicative Extent of Works

View Two – Looking SW from Olinda Avenue



Existing



Indicative Proposed Works



Indicative Extent of Works



Existing

View Three – Looking South from
Tilton Terrace



Indicative Proposed Works



Indicative Extent of Works



Town of
Cambridge


**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

MONDAY 16 April 2018

ATTACHMENT 3 of 3 TO ITEM CR18.51

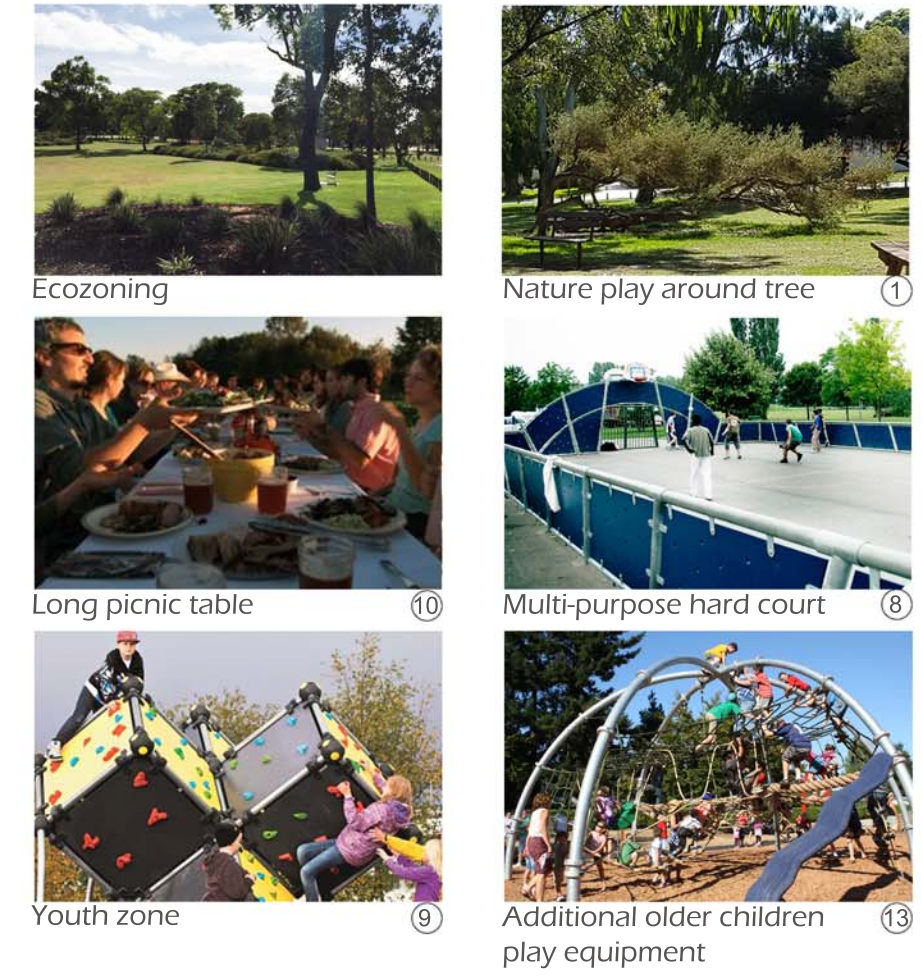
**BEECROFT PARK IMPROVEMENT REVISED
CONCEPT PLAN - APRIL 2018**

LEGEND

-  TURF
-  LOW ECOZONE PLANTING
-  EXISTING RETAINED FOOTPATH
-  PATH / PAVING
-  ACCESSIBLE RUBBER SOFT FALL
-  SAND SOFT FALL
-  EXISTING TREES RETAINED
-  NEW TREES
-  FURNITURE - PICNIC TABLE/BENCH SEAT



INDICATIVE IMAGES



- ① Reduced nature based play zone connected to existing playground and incorporating existing popular climbing tree
- ② Australian Rules goal posts - retained
- ③ Hockey/soccer goal - retained
- ④ Potential pedestrian refuge crossing and traffic calming subject to further investigation
- ⑤ Mini-backyard cricket wicket
- ⑥ Recreational circuit path
- ⑦ Reduced ecozoned areas
- ⑧ Multi-purpose hard court
- ⑨ Youth zone
- ⑩ BBQ area & long table with lighting

- ⑪ Informal parallel parking
- ⑫ Additional junior & accessible play elements
- ⑬ Additional high challenge /older children play equipment
- ⑭ Shade sails and existing play units retained
- ⑮ Existing public art retained
- ⑯ British Empire & Commonwealth Games interpretive heritage features (Beecroft Park is the former site of the Games Village)
- ⑰ Sheltered BBQ and picnic area with lighting
- ⑱ Drinking fountain and dog watering bowl
- ⑲ Double universal cubicle public toilet in footprint of existing gardeners shed
- ⑳ Alternative location for double universal cubicle toilet incorporated into BBQ shelter



Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

MONDAY 16 APRIL 2018

ATTACHMENT TO ITEM CR18.53

**LAKE MONGER RECREATION CLUB POTENTIAL
SITE FOR MEN'S SHED**

Mayor Keri Shannon
Mayor of the Town of Cambridge
P.O. Box 15
Floreat WA 6014
11 April 2018

Thank you for the opportunity for the Cambridge Rotary Club members Jeremy Wood and Max Puddey to meet with you, Councillor Bradley, and Cam Robbins on April 28, 2018 to visit the City Beach and Lake Monger Recreation Club sites for the possible establishment of a Community Shed.

Whilst the Rotary Club of Cambridge still supports its proposal for a community shed at Alderbury Reserve we understand that there may be delays in the consideration and approval processes for this location. Following our visit to the Lake Monger Recreation Club as described above, Rotary is of the opinion that this site presents an ideal location for the establishment of a new Community Shed.

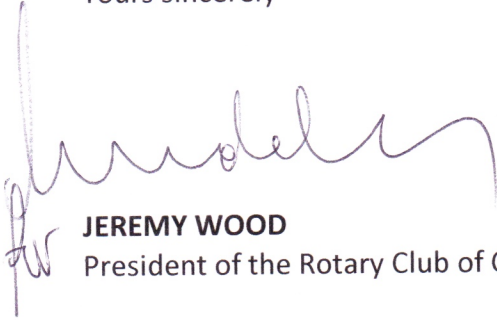
At this stage, this site would be our preferred location for the proposed new Community Shed if built adjacent to the existing Lake Monger Recreation Club as it offers;

- Shed Construction at a lesser cost than the proposed Alderbury Reserve proposal i.e. the shared facilities already exist.
- The opportunity to access these existing facilities i.e.:
 - Meeting room;
 - Toilets;
 - Kitchen;
 - Access to parking; and
- Space to build a Community shed of approximately 400 SqM that would offer:
 - Operating floor space for woodwork, metalwork, paint booth etc. as outlined in our proposal to Council dated 29 May 2017.
 - An office;
 - Tool store;
 - Secure lockable independent access to the Shed; and
 - Storage area.

The basis of proposing a shed size of 400 SqM is outlined in the attached letter sent to David Lanfear as part of our input to the Alderbury Reserve Needs Analysis.

The Rotary Club of Cambridge would welcome the opportunity to present / discuss our Community Shed proposal to the Council and offer the above thoughts for consideration

Yours sincerely

A handwritten signature in purple ink, appearing to read 'J Wood', with a large, sweeping flourish extending to the right.

JEREMY WOOD

President of the Rotary Club of Cambridge



Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

MONDAY 16 APRIL 2018

ATTACHMENT 1 OF 2 TO ITEM CR18.54

SUNDAY OPENING CAMBRIDGE LIBRARY

Library opening hours, Cambridge, Western Suburbs and Vincent

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours
Cambridge	9.00 - 7.00	9.00 - 7.00	9.00 - 7.00	9.00 - 7.00	9.00 - 5.00	9.00 - 5.00	Closed	56
Claremont	9.30 - 5.00	9.30 - 5.00	9.30 - 5.00	9.30 - 7.00	9.30 - 5.00	9.00 - 12.00	Closed	43
Cottesloe	9.00 - 6.00	9.00 - 6.00	9.00 - 6.00	9.00 - 8.00	9.00 - 6.00	9.00 - 4.00	12.00 - 4.00	58
Mt Claremont	9.30 - 7.00	9.30 - 6.00	Closed	9.30 - 6.00	9.30 - 5.00	9.00 - 12.00	Closed	37
Nedlands	9.30 - 6.00	9.30 - 8.00	9.30 - 8.00	9.30 - 8.00	9.30 - 6.00	9.00 - 1.00	1.00 - 5.00	57
Subiaco	9.30 - 5.30	9.30 - 7.00	9.30 - 7.00	9.30 - 7.00	9.30 - 5.30	9.30 - 4.00	2.00 - 5.00	54
Vincent	9.00 - 7.00	9.00 - 7.00	9.00 - 7.00	9.00 - 7.00	9.00 - 5.00	9.00 - 1.00	1.00 - 4.00	55



Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

MONDAY 16 APRIL 2018

ATTACHMENT 1 OF 3 TO ITEM CR18.56

**POLICY REVIEW - COMMUNITY FUNDING
PROGRAMS**

COMMUNITY FUNDING PROGRAMS

POLICY NO: 2.1.15

REVIEW DATE: April 2018

OBJECTIVE

To monitor and control the Council's funding allocations for facilities and services; to ~~sporting, welfare, cultural, musical, educational or other~~ community organisations and individuals within the Town that encourage community and personal development, and foster community services and projects. ~~and to specify the respective terms and conditions of funding.~~

POLICY STATEMENT

~~1. Funding Programs~~

The following funding programs are available from the Town:

- ~~1. Financial Assistance for Facilities~~ Grant
- ~~2. Financial Assistance for Community Organisations~~ Support Grant
- ~~3. Donations to Community Organisations~~
- ~~4. Financial Assistance for Local Schools~~
- ~~5.3.~~ Financial Assistance for Individual Youth Achievement Grant
- ~~6. Financial Assistance for Community Art~~
- ~~7. Financial Assistance for Community Events~~
4. Community Development Grant

~~Financial Assistance for Facilities~~ Grant

The purpose of this funding program is to provide financial assistance to organisations to enhance the provision (or replacement) of sporting/community facilities within the Town such as new facilities, building extensions and/or renovations.

~~Financial Assistance for Community Organisations~~ Support Grant

The purpose of this funding program is to provide financial assistance for either one-off establishment grants or to assist with service provision and/or purchase of fixed or non-fixed equipment. Applicants must be local community organisations that provide support and services to residents of the Town.

~~Donations for Community Organisations~~

~~The purpose of this funding program is to provide financial assistance in the form of a donation to assist local sporting and community organisations to host inter-club competitions or special events.~~

~~Funding will be provided to organisations within the Town hosting non-fixtured inter-club level or higher competitions. Financial assistance will be provided towards catering costs and/or for the purchase of trophies and prizes.~~

~~Applications will need to be submitted a minimum of four weeks prior to the event.~~

~~Financial Assistance for Local Schools~~

~~The purpose of this funding program is to provide financial assistance for programs and initiatives to educational institutions within the Town that benefit the wider community. These may include activities such as community safety initiatives, innovative community arts projects, local history projects and environmental programs.~~

~~*Financial Assistance for Individual Youth Achievement Grant (under 25 years)*~~

~~The purpose of this funding program is to provide financial assistance to individuals under 25 years of age in recognition of excellence in sport, leisure, cultural, humanitarian, charitable and educational pursuits. This program is designed to offer travel assistance to individuals who have been selected to represent their organization interstate or overseas. ~~State or Nation interstate or overseas~~. Travel within Western Australia will be assessed individually and will only be considered where air travel is involved.~~

~~These applications not of a competitive nature will be assessed individually and approval is at the discretion of the Chief Executive Officer.~~

~~*Financial Assistance for Community Art*~~

~~The purpose of this funding program is to extend the range of cultural activities within the Town, support cultural activities relevant to community groups, provide opportunities for professional artists to interact with community groups and to promote access and participation by community groups in cultural activities. These may include non-permanent public art displays, roaming entertainment, cultural workshops, concerts and film festivals.~~

~~*Financial Assistance for Community Events*~~

~~The "Community Events" grant is offered to all local community groups wanting to access funds to run small to medium-sized community events throughout the year attracting 100+ community members. The event must be free of charge to access and be open to the public. An amount of up to \$1,000 would be available per application per financial year to fund such items as:~~

- ~~• equipment hire and consumable equipment~~
- ~~• entertainers~~
- ~~• promotion~~
- ~~• risk management~~
- ~~• traffic management (plans, contactors and equipment)~~
- ~~• electrical and structural compliance requirements (contractors certification)~~
- ~~• additional cleaning services (if requirements are outside of the Town's normal cleaning schedule)~~
- ~~• food and beverages (non-alcoholic)~~

~~Note: See Policy 2.1.19 – Conduct of special events, concerts, parties and large public events for criteria of a community event.~~

~~*Community Development Grant*~~

~~The purpose of this grant is to support community events and programs that enhance social capital and encourage participation in local community life.~~

~~Three levels of funding are available:~~

- ~~1. Large events or projects (attracting 500+ community members) - funding up to \$2,000~~
- ~~2. Medium size events (attracting 100+ community members) - funding up to \$1,000~~
- ~~3. Small community or club events (attracting up to 100 community members) - funding up to \$250~~

The Community Funding Programs will be managed by Administration through each individual funding program and its relevant funding conditions, grant guidelines and selection criteria. Applications under the Community Development Grant for Large Events or Projects, will require endorsement by Council.

2. Request for Financial Assistance Guarantees from Sporting and Community Organisations within the Town

Council may consider written applications from an organisation to act as a guarantor for loans or bank overdraft. Applications should include:

- The purpose of the loan/overdraft
- The amount of the loan/overdraft and its period
- The full financial position of the organisation, including statements of income and expenditure for the past three years(to be confirmed by independent audit, the costs of which are met by the organisation)
- A Business Plan
- A statement as to why the organisation office bearers are unable to act as guarantors in their personal capacity.

Once all the information has been received, a report will then be forwarded to Council for determination.

3. General Funding Conditions

The following conditions will apply to all funding programs mentioned in this policy:

- ~~(a) Applicants must be legally constituted, incorporated bodies and not-for-profit community organisations. In the case of Financial Assistance for Individual Achievement, the applicant must be an individual and for the Financial Assistance for Local Schools, the applicant must be a recognised educational institution within the Town of Cambridge;~~
- ~~(b) Applications must be made by obtaining the relevant application form from the Town and completing it in full prior to submission;~~
- ~~(c) Funding is to be used solely for the specified purpose approved by the Town;~~
- ~~(d) Any part of the funds not used in accordance with the grant conditions must be repaid to the Town unless written approval is obtained;~~
- ~~(e) The total payment provided by the Town includes an amount to cover any liability for GST, if applicable;~~
- ~~(f) Upon notification of a successful funding application, the grant agreement is to be signed and returned to the Town accompanied by a Tax invoice, prior to receipt of funds;~~
- ~~(g) On completion of the project, the applicant must adequately acquit the grant within three months by providing evidence of expenditure or where appropriate, complete the feedback form provided to be eligible for future funding;~~
- ~~(h) Successful applicants must acknowledge the Town in all promotional material and publications relating to the funded project;~~
- ~~(i) The applicant must comply with all Council policies, conditions and local laws relating to the project;~~
- ~~(j) Applications will not be considered where costs are fully reimbursed by another body;~~
- ~~(k) Funds will not be available for projects that commence before approval is given;~~
- ~~(l) If a breach occurs relating to any of these terms and conditions the Town can terminate the funding arrangement at any time and without giving any prior notice;~~
- ~~(m) The amount funded will be dependent on the amount of funds set aside in the Town's annual budget for each funding program and prioritized against other applications (except applications for Financial Assistance for Individual Achievement) and other competing Council priorities and at the Council's discretion;~~
- ~~(n) Funding will not be made available for salary purposes;~~
- ~~(o) Funding will not be available for the development of educational institutions;~~
- ~~(p) All applicants are to provide audited financial statements for the previous three years and current financial position (except applications for Financial Assistance for Individual Achievement);~~

4. Specific Funding Conditions

In addition to the General Funding Conditions, a number of specific conditions are applicable to the following funding programs:

4.1 Financial Assistance for Facilities

- ~~(a) Applications must be made prior to 1 December each year and successful applications will be granted funds in the following financial year;~~
- ~~(b) For financial assistance over \$50,000, applicants must complete a feasibility study and a Business Plan;~~
- ~~(c) Financial assistance will be on a dollar for dollar basis after deducting any other grants from the total project cost;~~
- ~~(d) Financial assistance will only be provided to those organisations whose membership includes representation of at least 40% of Town of Cambridge residents, or the services provided by the group directly benefit a substantial number of Cambridge residents. Determination of this will be at the discretion of Council;~~

- ~~(e) Financial assistance will only be provided for facilities on land owned freehold by the Town or leased to an organisation;~~
- ~~(f) Any major lighting and building works associated with sporting clubs will be coordinated and managed by the Town;~~
- ~~(g) Successful applicants are required to adhere to the various terms and conditions of the Town's Community Leased Premises Policy.~~

~~4.2 Financial Assistance for Local Schools~~

- ~~(a) Local school fetes and ongoing fundraising projects will be considered as a low priority;~~
- ~~(b) Council will not provide financial assistance for the development of school facilities and/or capital works programs;~~
- ~~(c) Council will not provide financial assistance for the purchase of capital equipment, educational tools or equipment associated with core school subjects. It is considered that these should be provided by other parties;~~
- ~~(d) Council will not carry out contractual arrangements made between the school and the Council unless the estimated cost of the project is paid in advance.~~

~~4.3 Financial Assistance for Individual Achievement~~

- ~~(a) The applicant must be a resident of the Town and must be selected to represent Western Australia or Australia;~~
- ~~(b) The Manager Community Development be authorised to approve applications, provided all necessary criteria are met;~~
- ~~(c) Should the applicant fail to attend, approved funds must be promptly returned to the Town;~~
- ~~(d) Applicants may apply for funding up to six months prior to and up to three months after attending.~~

~~4.4 Financial Assistance for Community Art~~

- ~~a. The project must be located within the Town and be free access to the public or of low cost;~~
- ~~b. The project must be of high artistic quality and encourage a high level of public attendance, interest and/or participation;~~
- ~~c. The applicant must be able to demonstrate success in previous projects, particularly in the area of promotion and hold current Public Liability insurance of \$10 million.~~

~~Funding is not available for:-~~

- ~~a. Ongoing expenditure in the form of operating or administrative costs.~~
- ~~b. Capital equipment costs.~~
- ~~c. Applications that benefit personal business aspirations.~~

~~5. Selection Criteria~~

~~To successfully prioritise funding applications on a fair and equitable basis the following Selection Criteria and Project Ratings have been developed to assess applications received under the funding programs within this policy (Donations to Community Organisations and Financial Assistance for Individual Achievement exempt).~~

- ~~1. Supports a number of the key priority areas of the Town of Cambridge 2013/2023 Strategic Community Plan;~~
- ~~2. Funding will be based on a dollar-for-dollar contribution (excluding any other grants) from the organisation concerned.~~

- ~~3. (a) Project is a new initiative or innovative idea for one-off establishment of a new community organisation, or purchase of new minor equipment to support the organisation in the provision of services to the community (applicable to Financial Assistance to Community Organisations, Local Schools and Community Art Development Program);~~
- ~~(b) Project will enhance the provision of facilities within the Town such as new facilities, building extensions/renovations, provision or replacement of sporting/community facilities (applicable to Financial Assistance to Community Facilities).~~
- ~~4. The project is sustainable and delivers sustainable benefits for the community.~~
- ~~5. Previous funding received has been satisfactorily acquitted (if applicable).~~
- ~~6. The project meets General Grant Conditions and those specific to their funding program.~~
- ~~7. The application form has been satisfactorily completed.~~

Project Rating

High Recommendation

~~Meets a minimum of 6 of the 7 selection criteria
100% of funds requested are allocated~~

Medium/High Recommendation

~~Meets a minimum of 5 of the 7 selection criteria
75% of funds requested are allocated~~

Medium Recommendation

~~Meets a minimum of 4 of the 7 selection criteria
50% of funds requested are allocated~~

Not Recommended

~~Meets less than 3 of the 7 selection criteria
0% of funds requested are allocated~~

ORIGIN/AUTHORITY

Council Meeting – 26 November 1996
(Previous Policy No. 165)

DATE AMENDED

All policies are reviewed every two years in April. This policy was amended at the following meetings:-

Council Meeting – 28 October 1997
Council Meeting – 25 August 1998
Council Meeting – 22 June 1999
Council Meeting – 24 July 2001
Council Meeting – 23 July 2002
Council Meeting – 28 October 2003
Council Meeting – 20 December 2005
Council Meeting - 22 April 2008
Council Meeting - 27 April 2010
Council Meeting - April 2012
Council Meeting - 27 May 2014
Council Meeting - 28 June 2016



Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

MONDAY 16 APRIL 2018

ATTACHMENT 2 OF 3 TO ITEM CR18.56

**POLICY REVIEW - COMMUNITY FUNDING
PROGRAMS**

**SUMMARY OF COMMUNITY FUNDING PROGRAMS
PROVIDED BY OTHER LOCAL GOVERNMENT AUTHORITIES**

LOCAL GOVERNMENT	FUNDING PROGRAM	DESCRIPTION	FUNDING AMOUNT
CITY OF STIRLING	Cultural Development Fund		
	Level 1: Flagship Events	<p>Events that attract significant attendance numbers and contribute long term social, cultural or economic value to the City of Stirling community.</p> <p>All applications for Flagship Events must be submitted by 1 July for events taking place the following financial year.</p> <p>Generally applicants are notified of the outcome of their application in August.</p>	\$3,000-\$15,000
	Level 2: Community Events	<p>Community events accessible to a wide cross section of the community.</p> <p>Level 2 applications will be received on a year-round basis and must be submitted at least six (6) weeks prior to the event taking place.</p>	\$1,000-\$3,000
	Level 3: Cultural Development Projects and Small Events	<p>Applications for one-off initiatives or projects with a strong arts/cultural development focus.</p> <p>Participant numbers need not be substantial but applicants must demonstrate how their project will benefit the community and the proposed outcomes in terms of cultural development.</p> <p>Level 3 applications will be received on a year-round basis and must be submitted at least six (6) weeks prior to the activity taking place.</p>	Up to \$1,000
	Junior Sports Travel Assistance	Recognition of City of Stirling residents under 18 years of age who have been selected to represent their chosen sport at state or national level*, at an interstate or overseas location	\$100
	Junior Sports Equipment & Youth Participation Grants	<p>Clubs Forever Youth Participation and Junior Sport Equipment Grants are designed to provide financial assistance to clubs and groups located within the City of Stirling. The grants aim to encourage young people to participate in physical activity.</p> <p>The Youth Participation Grant includes structured and non-structured sports and recreational pursuits that promote ongoing involvement in physical activity whereas the Junior Sport Equipment Grants are available for the purchase of durable items of equipment to assist the sporting teams.</p> <p>Clubs / groups must be a registered member of the City's Clubs Forever program to be eligible to apply.</p>	Grants for any one group cannot exceed \$1000 in any one year period

**SUMMARY OF COMMUNITY FUNDING PROGRAMS
PROVIDED BY OTHER LOCAL GOVERNMENT AUTHORITIES**

LOCAL GOVERNMENT	FUNDING PROGRAM	DESCRIPTION	FUNDING AMOUNT
CITY OF SUBIACO	Community Development Grants	<p>The City of Subiaco supports projects and activities that promote wellbeing and a sense of belonging to Subiaco's community by funding not for profit community organisations and groups via the community development grants program.</p> <ul style="list-style-type: none"> • Projects that promote wellbeing and a sense of belonging to Subiaco's community • Projects that are accessible to all community members • Projects with a potential to either impact a large group of the Subiaco community OR make a large impact to a small group of the Subiaco community 	<p>\$5000 is available for not for profit incorporated organisations up to \$1000 for not for profit unincorporated organisations and groups.</p> <p>Not for profit unincorporated organisations and groups can apply for a grant of up to \$5,000 providing they are under the auspices of an incorporated organisation.</p> <p>Funding rounds take place twice per year, in October and April.</p>
	Youth Achievement Grants	<p>Youth Achievement Grants provide young residents aged twelve to twenty-five years with the financial support to actively participate in the community, and aim to assist personal and professional development of young people in the city.</p>	\$100-\$200
Community partnerships	<p>Each year the city partners with a number of organisations to bring cultural events to Subiaco. This funding allows the city to offer positive benefits to the community, add value for residents and develop relationships with the community and community groups.</p> <p>Criteria The City of Subiaco will consider providing financial assistance and/or in kind assistance to events and activities that align with the City's Corporate Business Plan, meet the city's criteria and contribute to the city's vision.</p>	<p>No amount provided. Would be dependent on application</p>	

**SUMMARY OF COMMUNITY FUNDING PROGRAMS
PROVIDED BY OTHER LOCAL GOVERNMENT AUTHORITIES**

LOCAL GOVERNMENT	FUNDING PROGRAM	DESCRIPTION	FUNDING AMOUNT
<p align="center">CITY OF NEDLANDS</p>	<p>Community Grant</p>	<p>The City encourages groups, organisations and individuals to host community events (including street parties) or projects by offering financial support through our Community Grants Fund.</p> <p>The purpose of the Community Grants Fund is to provide small grants for events and projects that contribute to community spirit and help build a more inclusive community in the City of Nedlands. The project to be funded must show a direct benefit to the local community. The fund also aims to support the building of local relationships, networks, community interaction, support and the gathering and socialising of residents within their local communities. All events, except street parties, must be open to the whole community to qualify for funding.</p>	<p>Street parties are eligible for a maximum of \$250 and other events and projects are eligible for up to \$1000.</p>
	<p>Youth Grant</p>	<p>The purpose of the Youth Grants Fund is to recognise and encourage the initiatives local young people aged between 12 and 21 are taking to participate in and contribute to the community. The fund encourages youth participation in a wide range of socially positive activities and supports their artistic, cultural, community, educational, professional, technological, sporting, recreational, personal and or social development.</p> <p>Support from Council will be provided in the form of a small grant, subsidising participation in the eligible project, event or activity.</p>	<p>A maximum of \$250 per applicant</p>

**SUMMARY OF COMMUNITY FUNDING PROGRAMS
PROVIDED BY OTHER LOCAL GOVERNMENT AUTHORITIES**

LOCAL GOVERNMENT	FUNDING PROGRAM	DESCRIPTION	FUNDING AMOUNT
CITY OF VINCENT	Community Support Grant	Community Support Grants aim to support City of Vincent based groups, organisations and individuals to deliver programs and services that address key social issues impacting the local community. Grants are available for programs and services that demonstrate outcomes that will build a strong and resilient community as well as initiatives that ensure the ongoing sustainability of community organisations.	An amount up to \$10,000 may be available for each individual program or service through this funding category.
	Collaborative Grants	Collaborative Grants aim to establish partnerships between the City of Vincent and service delivery agencies that reside and/or operate within our local community in order to effectively respond to a recognised community focus area as determined by Council. This focus area will be reviewed on an annual basis to ensure alignment with Council priorities and community demands.	An amount up to \$85,000 may be available for each individual project, program or service through this funding category.
	Donations	General donations towards not-for-profit organisations and charities located in or servicing the local community will be considered where such assistance supports the delivery of projects, programs or services. The applicant must identify the specific community need or benefit based upon local research or consultation.	Donation requests are assessed and approved by Administration. An amount up to \$500 may be available.
	Cultural Kickstart	Seeding Grants aim to support City of Vincent based groups, organisations and individuals seeking to implement a new, innovative project that will benefit the local community. 'Cultural Kickstart' grants are available for new projects related to cultural development, artistic development, community art projects or events.	Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. A one-off amount up to \$5,000 may be available for each individual project through this funding category.
	Community Innovation	Seeding Grants aim to support City of Vincent based groups, organisations and individuals seeking to implement a new, innovative project that will benefit the local community. 'Community Innovation' grants are available for new projects related to community development, education or recreation.	Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. A one-off amount up to \$5,000 may be available for each individual project through this funding category.



Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

MONDAY 16 APRIL 2018

ATTACHMENT 3 OF 3 TO ITEM CR18.56

**POLICY REVIEW - COMMUNITY FUNDING
PROGRAMS**

Community Development Grant

Overview

The purpose of this grant is to support community events and programs that enhance social capital, encourage participation in local community life and build community spirit.

Three levels of funding are available:

1. Large events or programs (attracting 500+ community members) - funding up to \$2,000
2. Medium events or programs (attracting 100+ community members) - funding up to \$500
3. Small community/club events or programs (attracting up to 100 community members) - funding up to \$250.00

ELIGIBLE PROJECTS

Large and medium events and programs that would be eligible under this grant program would be community festivals, concerts, film festivals, parades, other art and cultural events, activities and programs and would need to address the following:

- Provide evidence to show community need for the project and a considered solution to meeting those needs.
- Be located within the Town and open and accessible to residents.
- Be provided to the community free of charge or low cost (expenses recovery only).
- Have a direct and immediate benefit to the Town of Cambridge community.
- Local schools can apply where their project engages the broader community.
- Fundraising activities will be given a low priority.
- Projects previously funded will be given a low priority unless significant community benefit can be demonstrated.

Small community/club events or programs that would be eligible under the grant program would include inter-club events, season opener and closer events, community open days/membership drives and member workshops. These activities are aimed at assisting to create sustainable clubs and community groups and evidence should be provided as to how this will be achieved within the application.

INELIGIBLE PROJECTS

- Applications for on going expenditure in the form of operating, administrative or capital equipment costs.
- Applications where costs are fully reimbursed by another body.
- Funding will not be made available for salary purposes unless it is for the engagement of a specialist which is integral to the project.

SPECIFIC FUNDING GUIDELINES

- Applicants must be legally constituted, incorporated bodies and not-for-profit community organisations or recognised educational institutions located within the Town of Cambridge.
- Applicants who are individuals or groups that are not incorporated must be auspiced by a legally constituted, incorporated and not-for-profit community organisation, to be able to apply.
- Upon notification of a successful funding application, the grant agreement is to be signed and returned to the Town accompanied by a Tax invoice, prior to receipt of funds.
- Successful applicants must acknowledge the Town in all promotional material and publications relating to the funded project. Promotional material must be approved by the Town prior to publication.
- The amount funded will be dependent on the amount of funds set aside in the Town's annual budget for each funding program and prioritized against other applications and other competing Council priorities.
- Funds will not be made available for projects that commence before approval is given.
- No more than one funding application will be accepted per annum.
- For Large Events (500+ community members) the applicant must demonstrate success in previous projects and hold a minimum of \$10 Million Public Liability Insurance.

GENERAL FUNDING GUIDELINES

- Applications must be made by obtaining the relevant application form from the Town and completing it in full prior to submission.
- Funding is to be used solely for the specified purpose approved by the Town.
- Any part of the funds not used in accordance with the grant conditions must be repaid to the Town unless written approval is obtained.
- The total payment provided by the Town includes an amount to cover any liability for GST, if applicable.
- On completion of the project, the applicant must adequately acquit the grant within three months by providing evidence of expenditure or where appropriate, complete the feedback form provided to be eligible for future funding.
- The applicant must comply with all Council policies, conditions and local laws relating to the project.
- Applications will not be considered where costs are fully reimbursed by another body.
- If a breach occurs relating to any of these terms and conditions the Town can terminate the funding arrangement at any time and without giving any prior notice.

SELECTION CRITERIA

To successfully prioritise funding applications on a fair and equitable basis the following Selection Criteria and Project Ratings have been developed to assess applications received under the Community Funding Programs (Youth Achievement Grant exempt).

Questions provided in the application form for each of the individual funding programs will be designed to assist the applicant in providing the required information necessary to make an assessment against the below criteria.

Criteria	Weighting %
<ul style="list-style-type: none"> • Must address one of the following dependent on funding program: <ul style="list-style-type: none"> ○ <i>Community Development Grant</i> - A new initiative or innovative idea that enhances social capital and encourages participation in local community life. ○ <i>Community Organisations Support Grant</i> - Supports community groups in their service provision to the local community. ○ <i>Facilities Grant</i> - Enhances the provision of facilities within the Town such as new facilities, building extensions/renovations, provision or replacement of sporting/community facilities. 	20%
<ul style="list-style-type: none"> • Supports a number of key priority areas of the Town of Cambridge 2017-2027 Strategic Community Plan namely: <ul style="list-style-type: none"> ▪ A sense of community, pride and belonging ▪ An active, safe and inclusive community 	20%
<ul style="list-style-type: none"> • Organisations that show their commitment to the project, through monetary and/or in-kind support and seek assistance from alternative funding sources where applicable. (eg. State Government, Lotteries Commission, Healthways). 	20%
<ul style="list-style-type: none"> • The project is sustainable and delivers sustainable benefits for the community 	15%
<ul style="list-style-type: none"> • The project meets both the general and specific grant conditions to their funding program 	10%
<ul style="list-style-type: none"> • Previous funding received has been satisfactorily acquitted 	10%
<ul style="list-style-type: none"> • The application form has been satisfactorily completed. 	5%

PROJECT RATING

RECOMMENDATION	ASSESSMENT	FUNDS ALLOCATED OF TOTAL REQUESTED
High	Meets a minimum of 90% of the weighted criteria	100%
Medium	Meets a minimum of 70% of the weighted criteria	75%
Low	Meets a minimum of 50% of the weighted criteria	50%
Not recommended	Meets less than 50% of the weighted criteria	0%

Community Organisations Support Grant

Overview

The Community Organisations Support Grant is to provide financial assistance for either one-off establishment grants or to assist with service provision and/or purchase of fixed or non-fixed equipment. Applicants must be a local community organization (located within the Town's boundaries) that provides support and/or services to residents of the Town.

ELIGIBLE PROJECTS

- Applications providing evidence to show community need for the project and a considered solution to meeting those needs.
- Applications that assist in improving the knowledge, skills and/or experience of its members and volunteers.
- Applications that support the provision of a safe environment for members, visitors, volunteers and the public.
- Applications that assist with the establishment or long term sustainability of clubs.

INELIGIBLE PROJECTS

- Ongoing expenditure in the form of operating or administrative costs. This included consumable equipment eg. cricket balls and tennis balls which should be budgeted for each financial year.
- Capital equipment costs.
- Financial assistance for the development of school facilities and/or capital works programs and educational tools or equipment associated with core school subjects.

SPECIFIC FUNDING GUIDELINES

- Applicants must be legally constituted, incorporated bodies and not-for-profit community organisations.
- Upon notification of a successful funding application, the grant agreement is to be signed and returned to the Town accompanied by a Tax invoice, prior to receipt of funds.
- Successful applicants must acknowledge the Town in all promotional material and publications relating to the funded project. Promotional material must be approved by the Town prior to publication.
- The amount funded will be dependent on the amount of funds set aside in the Town's annual budget for each funding program and prioritized against other applications and other competing Council priorities.
- Funds will not be made available for projects that commence before approval is given.
- No more than one funding application will be accepted per annum.

GENERAL FUNDING GUIDELINES

- Applications must be made by obtaining the relevant application form from the Town and completing it in full prior to submission.
- Funding is to be used solely for the specified purpose approved by the Town.
- Any part of the funds not used in accordance with the grant conditions must be repaid to the Town unless written approval is obtained.
- The total payment provided by the Town includes an amount to cover any liability for GST, if applicable.
- On completion of the project, the applicant must adequately acquit the grant within three months by providing evidence of expenditure or where appropriate, complete the feedback form provided to be eligible for future funding.
- The applicant must comply with all Council policies, conditions and local laws relating to the project.
- If a breach occurs relating to any of these terms and conditions the Town can terminate the funding arrangement at any time and without giving any prior notice.

SELECTION CRITERIA

To successfully prioritise funding applications on a fair and equitable basis the following Selection Criteria and Project Ratings have been developed to assess applications received under the Community Funding Programs (Youth Achievement Grant exempt).

Questions provided in the application form for each of the individual funding programs will be designed to assist the applicant in providing the required information necessary to make an assessment against the below criteria.

Criteria	Weighting %
<ul style="list-style-type: none"> • Must address one of the following dependent on funding program: <ul style="list-style-type: none"> ○ <i>Community Development Grant</i> - A new initiative or innovative idea that enhances social capital and encourages participation in local community life. ○ <i>Community Organisations Support Grant</i> - Supports community groups in their service provision to the local community. ○ <i>Facilities Grant</i> - Enhances the provision of facilities within the Town such as new facilities, building extensions/renovations, provision or replacement of sporting/community facilities. 	20%
<ul style="list-style-type: none"> • Supports a number of key priority areas of the Town of Cambridge 2017-2027 Strategic Community Plan namely: <ul style="list-style-type: none"> ▪ A sense of community, pride and belonging ▪ An active, safe and inclusive community 	20%
<ul style="list-style-type: none"> • Organisations that show their commitment to the project, through monetary and/or in-kind support and seek assistance from alternative funding sources where applicable. (eg. State Government, Lotteries Commission, Healthways). 	20%
<ul style="list-style-type: none"> • The project is sustainable and delivers sustainable benefits for the community 	15%
<ul style="list-style-type: none"> • The project meets both the general and specific grant conditions to their funding program 	10%
<ul style="list-style-type: none"> • Previous funding received has been satisfactorily acquitted 	10%
<ul style="list-style-type: none"> • The application form has been satisfactorily completed. 	5%

PROJECT RATING

RECOMMENDATION	ASSESSMENT	FUNDS ALLOCATED OF TOTAL REQUESTED
High	Meets a minimum of 90% of the weighted criteria	100%
Medium	Meets a minimum of 70% of the weighted criteria	75%
Low	Meets a minimum of 50% of the weighted criteria	50%
Not recommended	Meets less than 50% of the weighted criteria	0%

Youth Achievement Grant

Overview

The Town is pleased to offer financial assistance to individuals under 25 years of age in recognition of excellence in sport, leisure, cultural, humanitarian, charitable and educational pursuits. This program is designed to offer travel assistance to young people who have been selected to represent their organization interstate or overseas. Applicants may be awarded \$100 toward travel expenses for interstate travel or \$500 for overseas travel.

ELIGIBLE APPLICANTS

- Applicants must be Town of Cambridge residents. Proof of residency required with application form.

Applicants must be 25 years of age or under (you must be no older than 25 years of age at the time of departure). A copy of proof of age document is to be provided with the application. This can be either a birth certificate, passport or drivers licence.

- Applicants must be selected to represent their organisation interstate or overseas. Travel within Western Australia will be assessed individually and will only be considered where air travel is involved.
- Applicants who have demonstrated initiative and endeavour in raising funds for themselves will be favourably considered.
- Repeat applicants must have provided feedback form from previous funding to be eligible.

SPECIFIC FUNDING GUIDELINES

- Applicants may apply for funding up to six months prior to and up to three months post the funded event/program.
- Applications will **not** be considered where travel costs are fully reimbursed by another body.
- No more than one application will be received each calendar year from any individual.
- Should the applicant fail to attend the funded event/program, Council funds must be returned promptly.

GENERAL FUNDING GUIDELINES

- Applications must be made by obtaining the relevant application form from the Town and completing it in full prior to submission.
- Funding is to be used solely for the specified purpose approved by the Town.
- Any part of the funds not used in accordance with the grant conditions must be repaid to the Town unless written approval is obtained.
- The total payment provided by the Town includes an amount to cover any liability for GST, if applicable.
- On completion of the project, the applicant must adequately acquit the grant within three months by providing the completed feedback form provided to be eligible for future funding.
- The applicant must comply with all Council policies, conditions and local laws relating to the project
- If a breach occurs relating to any of these terms and conditions the Town can terminate the funding arrangement at any time and without giving any prior notice.

Facilities Grant

Overview

The Community Organisations Facilities Assistance Program is designed to provide financial assistance to organisations to enhance the provision of facilities within the Town. The Facilities Grant includes such projects as new buildings, building extensions/renovations, and provision or replacement of sporting facilities.

ELIGIBLE PROJECTS

- Projects such as new buildings, building extensions/renovations, provision or replacement of sporting facilities.

Sample Projects:

- New Playing surfaces—ovals, courts synthetic surfaces etc.
 - Resurfacing of existing sports surfaces (low priority should be budgeted under Asset Replacement Fund)
 - Floodlighting (new or upgrade)
 - Change rooms and ablutions
 - Storage facilities
 - Clubrooms
- Applications providing evidence to show community need for the project and a considered solution to meeting those needs.

INELIGIBLE PROJECTS

- Projects based outside the Town's boundaries.
- Development of privately owned facilities.
- Facilities considered to be a full State Government responsibility.
- Schools or parents and citizen associations.
- Recurring maintenance or operating costs of existing facilities.
- Non-fixed equipment.
- Projects that do not meet Australian Standards and National Construction Code.
- Projects that have already received funding under this program and are seeking an additional grant to meet cost increases.
- Applications will not be considered where costs are fully reimbursed by another body.

SPECIFIC FUNDING GUIDELINES

- Applicants must be legally constituted, incorporated bodies and not-for-profit community organisations.
- Organisations must confirm their financial commitment to the project and how it will be funded.
- Financial Assistance will be on a dollar for dollar basis after deducting any other grants from the total project cost.
- Applications should include a project budget and a copy of the organisations audited financial statement from the previous two years.
- Organisations are encouraged to apply for assistance from alternative funding sources where applicable. (eg. State Government, Lotteries Commission, Healthways etc).
- Applications must be made prior to 1 December each year or in conjunction with the Department of Local Government, Sporting and Cultural Industries CSRFF (Community Sporting and Recreational Facilities Fund) program.
- For financial assistance over \$50,000, applicants must complete a feasibility study and a Business Plan.
- Financial assistance will be made available to successful applicants in the following financial year or a later nominated financial period. CSRFF Small grants will occasionally be funded in the same financial year dependant on application timing.
- Financial assistance will only be provided to those organisations whose membership includes representation of at least 40% of Town of Cambridge residents, or if the services provided by the group directly benefit a substantial number of Cambridge residents. Determination of this will be at the discretion of Council.
- Financial assistance will only be provided for facilities on land owned freehold by the Town or leased to an organisation.
- Any major lighting and building works associated with sporting clubs will be coordinated and managed by the Town.
- Successful applicants are required to adhere to the various terms and conditions of the Town's Community Facilities Asset Management Policy - 3.1.10.
- Upon notification of a successful funding application, the grant agreement is to be signed and returned to the Town accompanied by a Tax invoice, prior to receipt of funds.
- Successful applicants must acknowledge the Town in all promotional material and publications relating to the funded project. Promotional material must be approved by the Town prior to publication.

GENERAL FUNDING GUIDELINES

- Applications must be made by obtaining the relevant application form from the Town and completing it in full prior to submission.
- Funding is to be used solely for the specified purpose approved by the Town.
- Any part of the funds not used in accordance with the grant conditions must be repaid to the Town unless written approval is obtained.
- The total payment provided by the Town includes an amount to cover any liability for GST, if applicable.
- On completion of the project, the applicant must adequately acquit the grant within three months by providing evidence of expenditure or where appropriate, complete the feedback form provided to be eligible for future funding.
- If a breach occurs relating to any of these terms and conditions the Town can terminate the funding arrangement at any time and without giving any prior notice.
- Organisations must comply with all Council policies, conditions, and Local Laws relating to the project.

SELECTION CRITERIA

To successfully prioritise funding applications on a fair and equitable basis the following Selection Criteria and Project Ratings have been developed to assess applications received under the Community Funding Programs (Youth Achievement Grant exempt).

Questions provided in the application form for each of the individual funding programs will be designed to assist the applicant in providing the required information necessary to make an assessment against the below criteria.

Criteria	Weighting %
<ul style="list-style-type: none"> • Must address one of the following dependent on funding program: <ul style="list-style-type: none"> ○ <i>Community Development Grant</i> - A new initiative or innovative idea that enhances social capital and encourages participation in local community life. ○ <i>Community Organisations Support Grant</i> - Supports community groups in their service provision to the local community. ○ <i>Facilities Grant</i> - Enhances the provision of facilities within the Town such as new facilities, building extensions/renovations, provision or replacement of sporting/community facilities. 	20%
<ul style="list-style-type: none"> • Supports a number of key priority areas of the Town of Cambridge 2017-2027 Strategic Community Plan namely: <ul style="list-style-type: none"> ▪ A sense of community, pride and belonging ▪ An active, safe and inclusive community 	20%
<ul style="list-style-type: none"> • Organisations that show their commitment to the project, through monetary and/or in-kind support and seek assistance from alternative funding sources where applicable. (eg. State Government, Lotteries Commission, Healthways). 	20%
<ul style="list-style-type: none"> • The project is sustainable and delivers sustainable benefits for the community 	15%
<ul style="list-style-type: none"> • The project meets both the general and specific grant conditions to their funding program 	10%
<ul style="list-style-type: none"> • Previous funding received has been satisfactorily acquitted 	10%
<ul style="list-style-type: none"> • The application form has been satisfactorily completed. 	5%

PROJECT RATING

RECOMMENDATION	ASSESSMENT	FUNDS ALLOCATED OF TOTAL REQUESTED
High	Meets a minimum of 90% of the weighted criteria	100%
Medium	Meets a minimum of 70% of the weighted criteria	75%
Low	Meets a minimum of 50% of the weighted criteria	50%
Not recommended	Meets less than 50% of the weighted criteria	0%



Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

MONDAY 16 APRIL 2018

ATTACHMENT 1 OF 2 TO ITEM CR18.57

**COUNCIL POLICY REVIEW - COMMUNITY
DEVELOPMENT**

LIGHTING

POLICY NO: 2.1.17

REVIEW DATE: April 2018

OBJECTIVE

To establish clear guidelines to facilitate the possible installation of lighting at Council facilities, and to confirm discounts on standard oval lighting charges for local not-for-profit sporting organizations located within the boundaries of the Town of Cambridge.

POLICY STATEMENT

External lighting may be installed at Council facilities in accordance with the following principles:

- The organisation leasing the facility will be required to demonstrate that the lighting of the facility will result in a substantial increase in the use of the facility.
- Any request for assistance with the cost of installing additional lights will be considered in accordance with Council policy on ~~capital grants~~ [Financial Assistance for Facilities](#) (Refer Policy No. 2.1.15)
- Any external lighting installed at a Council facility will meet Australian Standards in relation to the acceptable level of spill and the appropriate Lux standards for the particular sport.
- Any external lighting installed at a Council facility will be turned off by 10.30pm.
- Consultation with the local community will be undertaken prior to any development.
- Where lighting is located within a leased area, all operating costs relating to the lighting, including electricity and maintenance will be borne by the Lessee. Appropriate clauses will be entered into the lease to ensure that this responsibility is clear.
- Where lighting is located on Council facilities which are not leased and where usage is managed by the Town, all operating costs relating to the lighting, including electricity and maintenance, will be borne by the Town and recouped through user fees. A 10% discount off the standard oval lighting fee applies to all local not-for-profit organizations that **have not** contributed to the lighting infrastructure; and a 50% discount applies to all local not-for-profit organizations that **have** contributed funds to lighting infrastructure.

The policy on lighting will be implemented in accordance with the following guidelines:

- All applications for lighting will be in writing.
- Each application will include a plan from an appropriately qualified electrical contractor and will show:
 - The location of the lights.
 - The area that will be lit.
 - The area that will be affected by any spill from the lights.
 - An indication of approval of the arrangements from Western Power.
 - The cost of the installation including the cost of installing an appropriate power meter.
 - Lux readings.

- Each application will show how the lessee conducted consultations with residents within the area of the spill and will detail their reaction to the proposal and what action is proposed to deal with any of their concerns.
- Council will ensure that the installation can occur and operate in accordance with all other current Council policies through an inspection of the site and examination of the plan by an appropriately qualified Council officer.
- All operating, maintenance, insurance and other costs will be borne by the applicant organisation.

ORIGIN/AUTHORITY
Council Meeting – 19 December 2000

DATE AMENDED
All policies are reviewed every two years in April. This

policy was amended at the following meetings:-

Council Meeting – 28 October 2003

Council Meeting – 20 December 2005

Council Meeting - 22 April 2008

Council Meeting - 27 April 2010

Council Meeting - 24 April 2012

CONDUCT OF SPECIAL EVENTS, CONCERTS, PARTIES AND LARGE PUBLIC EVENTS

POLICY NO: 2.1.19

REVIEW DATE: April 2018

OBJECTIVE

To provide guidelines and requirements for the staging of special events, concerts, parties and large public events by individuals, groups and organisations in facilities under the Town's control and management including beaches, parks and reserves, sporting clubs and community events facilities.

POLICY STATEMENT

General Procedure For Approval

The following conditions will apply:

- The Town will determine the availability and suitability of the venue sought by the applicant.
- Applications must be submitted in writing to the Chief Executive Officer not less than 8 weeks prior to the staging of a community event and not less than six months prior to the staging of an extraordinary event.
- Full details of the date, time, venue, supporting services, program and anticipated attendance must be supplied.

Category 1 - Community Events

Events that meet the following criteria are considered to be Community Events. These are low impact events that have little or no potential to create concern for residents or the Town. The Chief Executive Officer [or his authorized representative](#) is granted authority to approve events that meet the requirements of this type of event.

Basic Criteria

1. Events with low noise emission and [that](#) comply with the Environment Protection (Noise) Regulations 1997.
2. The event is organised by a community organisation and is sponsored by the Town.
3. The event is an activity such as a wedding and will not be open to the general public. These events will not exceed 500 people or the stated capacity of the venue in accordance with Health (Public Buildings) Regulations 1992 and all premises are vacated by midnight.

In addition, the Chief Executive Officer [or his authorised representative](#) may approve [Category 2](#) events that have been successfully conducted within the past twelve-month period and will be conducted under the same conditions as previously imposed by the Council.

Category 2 - Extraordinary Events

Events that do not meet the basic criteria outlined in Category 1 above are considered to be Extraordinary Events. Category 2 events require Council approval and significant community and inter-agency consultation before being allowed to proceed. This procedure imposes conditions designed to protect the Town and the community in the event of cancellation or mishap during an event.

1. The organisation of the event will comply with:
 - 1.1 "Guidelines for Concerts, events and organised gathering" (2009) Health Department of Western Australia.
 - 1.2 Health (Public Buildings) Regulations 1992.
 - 1.3 Environment Protection (Noise) Regulations 1997.
2. Organisers will enter into a Memorandum of Understanding with the Town which sets out the responsibilities of both parties including financial arrangements, insurance arrangements, risk management, traffic management, cleaning, security, waste disposal, consultation with the community and other agencies.
3. Organisers will be required to pay a bond not less than 14 days prior to the event, at a value to be set by the council, which will be wholly or partly forfeited in the event of:
 - 3.1 Cancellation less than 7 days prior to the event;
 - 3.2 Agreed noise levels and conditions being exceeded;
 - 3.3 Damage to the facility;
 - 3.4 Inadequate cleaning after the event;
 - 3.5 Non-compliance with finish and clean-up times;
 - 3.6 Non-compliance with any terms and conditions set during the approval process or Memorandum of Understanding or requirements of another authority.
4. Organisers will be required to consult with residents, the WA Police and the Health Department or any other relevant authority in order to hear community concerns and provide solutions to anticipated problems to the Town's satisfaction.
5. Organisers will be required to provide appropriate supervision of the event and provide numbers and details of any security personnel to be used and the availability of first aid and emergency services personnel.
6. The Town is to be informed of the potential for any illegal activities to occur including the availability of drugs and measures to be taken to prevent such occurrences.
7. The Town requires evidence of Public Liability Insurance to a value to be determined by the Town's Policy 2.1.43 – Public Liability Insurance Requirements and provided not less than 7 days prior to the event.
8. The Organiser or their agent must be contactable at all times by the Town or Police prior to and during the event.
9. The Town's health and building requirements must be complied with and all relevant certifications obtained prior to the event.
10. The Town will be provided with copies of all promotional material distributed.

11. Details of all proposed catering of food, liquor service and water for the anticipated numbers for the duration of the event must be provided.
12. Organisers will be responsible for arranging a briefing prior to the event and a post event evaluation for Town officers and Police.

Application to Conduct an Extraordinary Event

Applications to conduct a special event, concert, party or large event must be made in writing to the Chief Executive Officer not less than six months prior to the event and contain the following information:

1. The nature of the event
2. Client contact details
3. Justification
4. Number of clients attending the event
5. Client background and reference checks
6. Security details and confirmation of police notification
7. Insurance details
8. Liquor licensing requirements
9. Australian Performing Rights Association application
10. Details of staffing including attendance of Red Cross/ St Johns Ambulance and other emergency services
11. Financial details and proposed fee to the Town for use of the venue
12. Requirements for space and equipment
13. Ticketing arrangements
14. Clean up and rubbish removal details
15. Details of all buildings, structures and equipment to be used
16. Details of any proposed alterations and modifications to the event venue
17. A public safety audit of the site.

The Manager Community Development will be responsible for co-ordinating an integrated report to the Director Community Development who may forward to Council for approval after consultation with the Town's Executive.

The Town will nominate an officer(s) responsible for monitoring compliance with the conditions imposed.

ORIGIN/AUTHORITY

Council Meeting – 19 December 2000

DATE AMENDED

All policies are reviewed every two years in April. This policy was amended at the following meetings:-

Council Meeting – 28 October 2003
Council Meeting – 20 December 2005
Council Meeting - 22 April 2008
Council Meeting - 27 April 2010
Council Meeting - 28 June 2016

HIRE OF SPORTING GROUNDS/RESERVES

POLICY NO: 2.1.21

REVIEW DATE: April 2018

OBJECTIVE

To provide uniform and clear guidelines for the hire and use of the Town's sporting grounds/reserves to seasonal and casual hirers.

POLICY STATEMENT

Sporting grounds/reserves within the Town of Cambridge shall be available for sporting and other uses.

There shall be three categories of sporting ground/ reserve hirers:-

- | Seasonal Hirers ~~ie organised~~ Sporting groups clubs and organisations utilising reserves on an annual basis. First preference is to accommodate local sporting organisations within the Town.
- | Casual Hires ~~ie organised~~ Sporting, social and community groups organisations utilising reserves for a single activity on a specific occasion. Use is restricted on the availability of time.
- | Extraordinary Events ~~ie~~ Community groups and other organisations conducting ~~organised~~ major events/functions/activities of a nature that requires special consideration regarding times and conditions of reserve hire.
(See Policy 2.1.19 - Conduct of Special Events, Concerts, parties and Large Public Events).

Seasonal Hires

The Town's sporting grounds/reserves will be available during the following periods for seasonal hire:

Winter sports:

- Training - First Monday in April to the last Friday in September inclusive.
- Competition - First Saturday in April to the last Sunday in September inclusive.

Summer sports:

- Training: First Monday in October to the last Friday in April inclusive.
- Competition - First Saturday in October to the last Sunday in April inclusive.

Pre-season training reserve booking requests for both seasons will be considered based on availability.

Fees and Charges

Seasonal and casual hirers will be charged in accordance with the Town's Fees and Charges Schedule and non payment will result in potential cancellation of future bookings.

Local not-for-profit sporting organisations located within the boundaries of the Town of Cambridge are provided with a 50% discount off the standard ground senior (over 18 years of age) hire charge for use of the Towns various sporting grounds.

A bond (determined at the time of application according to the Town's Fees and Charges Schedule) is to be lodged as surety against any damage to the venue or non-compliance with the conditions of hire by the approval invoice due date. This amount will be refunded in full within two weeks of the event (casual or seasonal hirer), subject to the Town's satisfaction that there was no damage, additional cleaning or breach of the conditions of hire. Any cost borne by the Town as a result of a booking will be deducted from the bond or should the bond be insufficient, further invoices sent.

In the event that the booking does not conclude on time, hirer's will be charged additional costs in accordance with the Town's fees and charges schedule.

In the event that the Town's reserves are required to be closed (in accordance with the conditions of hire), those groups or individuals scheduled to use a particular reserve during the closure will be informed of alternate locations within the Town. Those affected will not be charged for the use of the reserve whilst it is closed but should they use the alternate location offered by the Town they will be required to pay the endorsed rate for that facility.

Applications

Applications for reserve hire need to be received at the Town a minimum of two weeks prior to the booking date. Seasonal hirer, extraordinary events and more complex bookings may require further notice.

On receipt of the application form, the Town will assess the application and quote the fees and charges. The bookings will then be confirmed in writing including the Conditions of Hire and an invoice will be sent if required.

Conditions of Reserve Hire

Conditions of Reserve Hire on the Town's of sporting grounds/ reserves and associated Facilities are to be adhered to at all times.

The Conditions of Hire include but are not limited to:

- Issue of Keys;
- Ground markings;
- Goal Posts;
- Movable goal posts;
- Noise restrictions; and
- Public Liability Insurance (policy 2.1.24)

Non compliance with the Conditions of Hire will result in forfeiture of bond and future bookings may be refused.

Alcohol Consumption

No person shall consume liquor or alcohol on any reserve without having first obtained the written approval of the Town.

If alcohol is being sold at the function or included in the price of the admittance ticket, an occasional liquor licence is to be obtained by the applicant and forwarded to the Town two weeks prior to the first booking (See Policy 2.1.8).

Lighting

Temporary or portable lights may be permitted on the Town's reserves subject to compliance with Australian Standards on lighting and the Town's approval. Clubs wishing to install permanent lighting for training purposes must apply to Council for approval and are advised of the Council's policy in relation to lighting (see Policy 2.1.17). Installation costs will be the Club's responsibility.

Bushland Reserves - Active sporting use

The use of bushland reserves for active, organised or competitive recreation activities is not permitted. This is to preserve the aesthetic and remnant bushland value now recognised as a requirement of such reserves.

Right to Refuse

Administration has the right to refuse any booking it deems to be unsuitable on the Town's sporting grounds/ reserves.

Groups, Organisations, and Individuals proven to be unsuitable hirers, from past use, for a range of issues, including but not limited to: destruction of property; venue not left in acceptable state; and non-compliance with Conditions of Hire may be refused approval.

Double Bookings

In the event of two or more applications being received for the hire of one venue for the same date and time, the Town will consider the priority of applications through previous historical bookings and whether they are a local organization as to determine which applicant the hiring shall be granted to.

Cancellation of Bookings

Cancellation fees may apply to cancelled bookings in accordance with the Fees and Charges Schedule.

Authorised Representative

The Town's Conditions of Hire are to be enforced at all times during the hire. Any Officer of the Town authorised by the Chief Executive Officer shall at all times during the period of hire have free access to the reserves and will enforce all conditions relating to the hire.

Policy Discretion

The Chief Executive Officer be authorised to make minor variations to the operation of the policy in urgent and special circumstances.

ORIGIN/AUTHORITY

Council Meeting –23 October 2001

DATE AMENDED

All policies are reviewed every two years in April. This policy was amended at the following meetings:-

Council Meeting – 28 October 2003
Council Meeting – 20 December 2005
Council Meeting – 22 August 2006
Council Meeting - 22 April 2008
Council Meeting - 27 April 2010
Council Meeting - 24 April 2012
Council Meeting - 27 May 2014
Council Meeting - 28 June 2016

HIRE OF COMMUNITY FACILITIES

POLICY NO: 2.1.27

REVIEW DATE: April 2018

OBJECTIVE

To provide uniform and clear guidelines for the hire and use of the Wembley Community Centre, Leederville Town Hall, and The Boulevard Centre by hirers.

POLICY STATEMENT

Hire Classification

The rate at which a hirer is charged is determined on their classification. This is based on the status of the group and the nature of the activity to be undertaken.

Locals First

Where the intended use of the facility is to meet or conduct an activity and the hirer is a registered local not for profit organization incorporated under the Associations Act (1979) or a local state school that resides within the Town of Cambridge, then this rate will apply.

Not for Profit Agency

Where the intended use of the facility is to meet or conduct an activity and the hirer is a not-for-profit organisation incorporated under the Associations Act (1979) that does not reside in the Town of Cambridge or a Local Government Authority then this rate will apply.

Government

Where the intended use of the facility is to meet for the purposes of information distribution and the hirer is a State or Federal Government department, then this rate will apply.

~~Commercial~~Standard

Where the intended use of the facility is to meet for the purposes of a private or business function or celebration or for the promotion of goods and/or services and the hirer is an individual, business or company then the ~~commercial~~standard rate will apply.

Extended Bookings

Incentive Program

A day session rate will apply to all centres, this is to provide an incentive for the venue to be used for seminars and training.

Applications

Following a request from a prospective hirer, a tentative booking is made and a quote, application form and package sent, requesting its return within 7 days.

- The application form is to be completed, signed, dated and returned to venue Administration.
- The booking will then be confirmed, outlining the Conditions of Hire and include an invoice as required.
- Relevant Keys and Security codes will not be issued until all bonds, fees and charges are paid, unless the confirmation letter indicates otherwise.

Permanent Hirer Duration

Permanent hirer's will be able to make bookings for 6 months in advance and will be required to apply twice in a financial year.

1. 1 January to 30 June
2. 1 July to 31 December

A monthly quote and application form will be sent to the hirer, to allow the hirer to amend their existing dates and times (subject to availability). A new confirmation letter will be sent for the period, this will also indicate any dates and times that the facility will not be available.

General Booking Issues

Conditions of Hire

Hirers must adhere to the Town's Conditions of Venue Hire and Conditions of Approval. Non compliance will result in forfeiture of bond as specified in Access to Community Facilities Policy.

Fees and Charges

For casual hirers all fees and charges considered by the Town and indicated on the confirmation letter are to be paid within 14 days after the event. The venue administration has the right to demand full payment in advance unless otherwise arranged. Security access codes will not be issued until payment of all bonds has been received.

Setting up

An additional charge will be levied for users of The Boulevard Centre that require furniture to be moved and or equipment set up [\(excluding Hirers under the Locals First and Agency classifications\)](#). This is to ensure that the equipment is set up appropriately and that floor surfaces are not damaged. This charge is to offset staffing fees associated with setup.

Bond

A bond is to be lodged as surety against any damage to the venue, additional cleaning or non-compliance with the conditions of hire prior to the first booking.

Bonds are listed in the Town's fees and charges schedule in accordance with the Access to Community Facilities policy. All bonds are to be held in the form of credit card details.

Any cost borne by the Town as a result of a booking will be deducted from the bond using the customer's Credit Card. Non compliance may result in cancellation of future bookings.

Issuing of Keys

Keys will be issued and are to be signed for on a key issue application form. Credit Card details will be retained as a security bond against issued keys. A \$50.00 key fee will be

charged and deducted from the Credit Card for all keys not returned. Keys will not be given out until a bond has been established.

|

Right to Refuse

The Town has the right to refuse [and cancel](#) any booking by Groups, Organisations, and Individuals proven to be unsuitable hirers, for a range of issues, including but not limited to:

- Destruction of property;
- Venue not left in acceptable state;
- Non-compliance with Conditions of Hire ~~will be refused approval;~~
- [Past events;](#)
- [Withholding information as to the true nature of the event;](#)
- [Potential social disruption; and](#)
- Non payment of hire fees.

Offensive Entertainment

No offensive impersonations or representations of living persons, or anything deemed likely to produce disturbances, riot, or breach of peace, shall be permitted in the Town's Community facilities.

Alcohol Consumption

If alcohol is being sold at the function or is included in the price of the admittance ticket, an occasional liquor licence is to be obtained by the applicant and forwarded to the Town two weeks prior to the first booking.

If alcohol is to be consumed at the premise written approval must be obtained from the Chief Executive Officer or his authorised representative before alcohol can be brought onto the premises.

Copyright

The Hirer shall be responsible for any infringement of copyright in connection with the performance of any musical, literary or dramatic works in any venue.

Public Liability Insurance

Adequate Public Liability Insurance must be held by the hirers, refer to the policy relating to Public Liability Insurance (2.1.24).

Double Bookings

In the event of two or more applications being received for the hire of one venue for the same date and time, Administration may consider priority of applications based on historical bookings to determine which applicant the hiring shall be granted.

Cancellation of Bookings

If a hirer cancels a booking then the relevant fees and charges, outlined in the Town's Fees and Charges Schedule will be applied.

Authorised Representative

The Town's Conditions of Hire are to be enforced at all times during the hire. Any Officer of the Town authorised by the Chief Executive Officer shall at all times during the period of hire have free access to the venue and will enforce all conditions relating to the hire.

Contractors of the Hirer

Any individual, group or organisation hired, contracted or asked by the initial hirer of the venue is to be advised of all conditions of hire. The initial hirer of the venue is responsible for the all contractors and it is suggested that the initial hirer is present at the venue when the contractor arrives. The initial hirer is responsible for the contractor and his or her actions whilst in or on the Town's venues.

Emergency Evacuation Plan

The Emergency Evacuation plan located in the halls are to be read and understood by the hirer prior to the function and in the event of a evacuation, is to be follow as detailed in the plan.

Hirers Equipment

In accordance with the Access to the Town's Community Facilities policy the Town is not obliged to provide storage room for hirers. Hirer's equipment will only be able to be stored if there is room to do so and applicable fees apply. Please refer to Access to Community Facilities Policy (2.1.28)

Additional Equipment

The Halls are equipped with a certain amount of equipment. Any additional equipment is to be provided by the hirer at their expense. Please refer to Access to Community Facilities Policy (2.1.28)

Venue Closed

In the event that the Town is required to close any venue, all the effected hirers would be notified as soon as the problem was identified. Administration would then look to reschedule or move bookings to other facilities. If this is not possible then the fees and charges paid in advance will be refunded in full.

ORIGIN/AUTHORITY
Council Meeting –28 May 2002

DATE AMENDED
All policies are reviewed every two years in April. This policy was amended at the following meetings:
Council Meeting – 28 October 2003
Council Meeting – 20 December 2005
Council Meeting - 22 April 2008
Council Meeting - 24 June 2008
Council Meeting - 27 April 2010
Council Meeting - 24 April 2012
Council Meeting - 27 May 2014

ART AND CULTURE

POLICY NO: 2.1.29

REVIEW DATE: April 2018

OBJECTIVE

To maintain and improve the quality of life for local residents by providing the opportunity and environment for art and cultural activities which foster a strong community identity and pride and will encourage the expression of needs, skills and backgrounds of our diverse community.

POLICY STATEMENT

Quality of life is the overall context of the Art and Culture policy and is addressed in the following statements:

- (i) to ensure that all residents of the Town have access to opportunities to participate in a range of cultural activities;
- (ii) to promote the use of art forms as a tool for community development;
- (iii) to promote and support the existing artistic skills and resources within the Town;
- (iv) to promote an integrated approach to cultural activities across the Town's service areas.

COMMUNITY DEVELOPMENT

Art and cultural activities have a special role in providing the community with opportunities to express a sense of belonging in their own individual groups and the wider community. The Town recognises that:

- understanding and appreciation of the diversity of cultures within our Town can be fostered by program development within specific groups;
- assistance and up to date information provides opportunities and skills for the community to develop self-managed artistic and cultural activities;
- community festivals and exhibitions promote participation and celebration;

Our physical environment both built and natural is the framework for a "sense of place" and community identity. The Town recognises that:

- community pride and aspirations can be reflected by enlisting artistic skills in the design of public spaces;
- consultation with local residents and key groups in the design of public spaces results in community ownership and responsibility for facilities.

RESOURCES AND FACILITIES

The Town provides a range of services and facilities to support artistic and cultural activities within the local community. These include the Bold Park Aquatic Centre, The Boulevard Centre, Cambridge Library, Leederville Town Hall, Quarry Amphitheatre, Wembley Community Centre, Wembley Golf Complex, Youth Centre and the Administration Building. Administration provides

support and information to a variety of groups engaged in artistic and cultural activities. The Town recognises that:

- the development of art and culture in the community requires the support and resources of Council;
- the development of private and commercial cultural enterprises within the Town should be encouraged as a means of providing a great variety of opportunities for local residents.

ART COLLECTION

The Town of Cambridge will endeavour to encourage the purchase, bequest or donation of a visual art collection which reflects the cultural heritage, lifestyle and environment in the Town and Western Australia. The collection of artworks is to be of long-term cultural value to the community and should:

- (i) facilitate the development of art works that truly reflect the cultural heritage of the Town, its people and places;
- (ii) represent significant periods, occasions and urban initiatives in the evolution of the Town and/or Western Australia;
- (iii) enhance the environment and contribute to the culture of the community and community life;
- (iv) support local artists through the purchase of their artwork where applicable;
- (v) reflect the richness and diversity of our cultural heritage expressed through contemporary art forms.

1. Acquisition of Works

- (a) An assessment of both the long-term cultural value and/or investment potential should be made when works are being considered for addition to the collection;
- (b) All recommendations for purchase of art works for the collection are to be referred to the Town's Public Art Committee;

2. Managing the Collection

(a) Conservation

The collection should be well maintained and the annual budget allocation should reflect the conservation requirements of the current collection. The budget allocation to be based on recommendations put forward by Administration.

(b) Housing the Art Collection

- (i) The collection should be housed primarily in the Town's facilities ensuring maximum access and appreciation by the public;
- (ii) The request for the loan and or movement of artworks should be made in writing to the Chief Executive Officer;
- (iii) The location and movement of artworks is to be recorded in the collection database.

3. Documentation

- (a) An art collection database detailing archival documentation of all works, including the name of artist, work title, date of acquisition, date of production, media, technical details, size, preferred viewing specifications, inscriptions etc to be maintained.
- (b) Where works are of a culturally sensitive nature and may not be photographed, care should be taken to provide a detailed written description of the artwork.

4. Budget

- (a) An annual budget should be allocated to acquire, insure, conserve and document works as necessary.
- (b) The budget should reflect the goals and policies of the collection and take into consideration factors such as the cost of acquiring historical artworks.

5. Valuation

- (a) The collection should be valued at least every five years, or as recommended by Administration.
- (b) Valuation to be recorded in the collection database.

6. Insurance

The collection should be adequately insured for artworks on display, in storage, in transit and on loan.

PUBLIC ART

Council Community Facility Developments - refer to applicable clauses in Planning Policy 5.6: Percent for Public Art.

~~**FINANCIAL ASSISTANCE TO COMMUNITY ART**~~

~~The aims of the annual Financial Assistance to Community Art Program are to extend the range of cultural activities within the Town, support cultural activities relevant to community groups, provide opportunities for professional artists to interact with community groups and to promote access and participation by community groups in cultural activities.~~

~~Each year the program is publicly advertised, received applications are assessed and a recommendation put forward to Council.~~

~~See Policy 2.1.15 "Community Grant Programs" for specific details and funding guidelines.~~

ORIGIN/AUTHORITY

Council Meeting – 25 February 2003

DATE AMENDED

All policies are reviewed every two years in April. This policy was amended at the following meetings:

Council Meeting – 28 October 2003
Council Meeting – 20 December 2005
Council Meeting - 22 May 2007
Council Meeting - 22 April 2008
Council Meeting - 27 April 2010
Council Meeting - 27 May 2014
Council Meeting - 28 June 2016

QUARRY AMPHITHEATRE BOOKINGS

POLICY NO: 2.1.31

REVIEW DATE: April 2018

OBJECTIVE

To outline the booking procedure for hirers of the Quarry Amphitheatre.

POLICY STATEMENT

The Quarry Amphitheatre is available for hire by community groups, event promoters and private hirers.

Standard Booking Procedure:

1. Hirer submits a completed 'Application for Hire & Hire Agreement' form. This form outlines the requested date(s), the nature of the event and the Conditions of Hire.
2. Town assesses the availability of the venue and the suitability and strength of the application using the Assessment Criteria.
3. If the application is declined the hirer is advised in writing.
4. If the application is deemed suitable the 'Application for Hire & Hire Agreement' form is counter signed by the Town and returned to the hirer.
5. Regular hirers (users for a least 5 years) are required to provide valid credit card details at the time of application to satisfy the Security Bond requirements. The credit card details held for Security Bond purposes must have an expiry date which falls after the proposed event date.
6. The hirer is required to provide valid credit card details at the time of application, to satisfy the Security Bond requirements. The credit card details held for Security Bond purposes must have an expiry date which falls after the proposed event date.

Availability/ Dates:

The requested date(s) for hire must comply with the following seasonal events calendar.

QA Seasonal Calendar	From	To
<i>Ticketed events priority</i>	1 st November	31 st March
<i>Ticketed and private events</i>	1 st April	31 st October

If the requested dates are unavailable due to a confirmed booking, the application is declined and the hirer is advised in writing.

If the requested dates are available the Town will continue with the booking assessment.

Note: After the initial applications for Ticketed Events have been confirmed, bookings for private events between 1 November and 31 March may be approved, subject to availability.

Mandatory Requirements:

The hirer must comply with the following mandatory requirements:

- Signed and completed 'Application for Hire' form.
- Public Liability Insurance to the Value of \$20,000,000. (*N/A for private events*)
- Current Working With Children Check. (*For hirers working with children under 18 years of age*)

Assessment Criteria:

Each application for hire is assessed against the following criteria:

- Skilled and Proficient Organisational Management
- Effective Ticket Sales Methodology
- Regular and/or Local Hirer
- History of Successful Events at the Quarry Amphitheatre
- Skilled and Proficient Artists
- Suitable Event/ Production Content
- Number of Nights Applied For
- Low Impact on Other Hirers/ Bookings

Seasonal Release for Ticketed Events

Applications for hire for ticketed events can be submitted from 1 ~~October~~ ~~November~~.

The Seasonal Release opens on 1 ~~October~~ ~~November~~ for a period of 2 months, closing on ~~30~~ ~~1~~ ~~November~~ ~~December~~ or the next available business day. Following the closing date all applications received during this period are then assessed and booking offers made within 10 business days.

All applications received after ~~30~~ ~~1~~ ~~November~~ ~~December~~ are assessed on a 'first come first served' basis.

Providing the booking procedure is followed, booking applications for ticketed events submitted by the following hirers will be guaranteed approval of historical dates in recognition of their significance.

- West Australian Ballet: 'Ballet at the Quarry' by the West Australian Ballet is the Quarry Amphitheatre's flagship production and is required to align with the start of the Perth International Arts Festival.
- The Ballet Workshop, directed by Diana Waldron: Diana Waldron and her husband conceived, designed and constructed the Quarry Amphitheatre with volunteer resources in 1987.

Note: The abovementioned hirers are still required to submit an 'Application for Hire & Hire Agreement Form' and provide valid credit card details to satisfy the Security Bond requirements as per the standard booking procedure.

ORIGIN/AUTHORITY

Council Meeting – 26 June 2012

DATE AMENDED

All policies are reviewed every two years in April. This policy was amended at the following meetings:-
Council Meeting - 28 June 2016



Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

MONDAY 16 APRIL 2018

ATTACHMENT 2 OF 2 TO ITEM CR18.57

POLICY REVIEW - COMMUNITY DEVELOPMENT

LIBRARY SERVICE – COLLECTION DEVELOPMENT AND MANAGEMENT

POLICY NO: 2.2.1

REVIEW DATE: **June2016**

OBJECTIVE

To guide the development and management of the Town of Cambridge Library Services resource collection.

1. POLICY STATEMENT

The Town of Cambridge Library Service aims to provide services, resources and facilities to support the cultural, informational, social and recreational needs of the community.

The library service has the following key roles and these will guide the policy:-

- The library is a popular materials resource centre
- The library is an information and lifelong learning centre
- The library is a reading and literacy support centre.

The Library's Collection Development and Management Policy:-

- endorses the Australian Library and Information Association's policy statements;
 - *Statement on free access to information* (adopted 2001, amended 2007, [2015](#)); and
 - *Statement on public library services* (adopted 2004, [amended 2009](#)).
 - [Statement on libraries and literacies \(amended 2006\)](#)

2. GOALS OF THE COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

- To facilitate access to an unbiased source of recorded knowledge and ideas;
- To accept responsibility for providing free access to materials and information, presenting as far as possible, all points of view on current and historical issues, including controversial issues.
- To develop and maintain a collection which reflects community needs and priorities and encourages lifelong learning;
- To adhere to professional values and practices in recognition of national guidelines, standards, policies and statements;
- To conform to Federal and State censorship decisions; and
- To develop a comprehensive collection not influenced by individuals, community groups or organisations making representation for particular materials to be withdrawn from view or loan. Persons making such representations shall be directed to the State Censorship Office of WA for determination.

3. COLLECTION DEVELOPMENT

This policy aims to inform staff and clients of the library's framework for the selection, organisation and scope of the library's collection. It will also reflect the library's goals in terms of creating a balanced collection that meets the informational, social, recreational and cultural needs of our community.

3.1 Holdings

The existing collection exceeds 48,000 items (excluding newspapers). The State Government has primary responsibility for providing library resources to all Western Australian public libraries in accordance with the Library Board Act. This represents approximately 60% of Cambridge Library stock. The balance of the stock is purchased by the Town.

3.2 Budget

Although stock is funded from both State and Local government a holistic approach is taken to acquisitions. An annual profile review of the collection and customer usage trends is undertaken to determine collection priorities and strategically target expenditure through both the SLWA orders and the Town of Cambridge annual budget allocations.

3.3 General principles of selection

Selection criteria applied by qualified staff includes:

- Accuracy of information
- Authoritativeness of the writer and reputation of the publisher
- Impartiality of opinion
- Literary merit
- Timeliness of the data
- Adequate breadth and depth of coverage for each client group
- Appropriateness and relevancy of the subject to the library's users needs
- Importance as a document of the times
- Relationship to existing collection
- Popular demand
- Historical value
- Durability of the item for library usage (binding and paper)
- Cost and availability
- Potential and known demand for the material

3.4 Responsibility for selection

Ultimate responsibility for item selection rests with the Manager Library Services who operates using the Collection Development and Management Policy. Under the direction of the Collections and Resources Librarian, the team of librarians undertake the selection and purchasing of new local stock as well as the exchange of used stock to and from the Library and Information Service of Western Australia.

3.5 Material formats

Materials are purchased in the most appropriate format for library use. Although the majority of the collection is offered in the traditional print format, valuable information is increasingly available in audio-visual and electronic formats.

New formats will be considered when local requests and industry trends indicate that a significant portion of the community has the necessary technology to make use of the new format. The following factors must be taken into account when deciding whether to add a new or remove an existing format to the collection:

- availability only in that format;
- whether it is the most appropriate and effective format for the specified type of information
- availability in alternative formats;
- durability of the format;
- cost per item;
- cost and community access to hardware which supports use of the format, and
- the Library's ability to acquire, process and circulate it in the specific format.

3.5.1 Books

The majority of the collection, ~~approximately two-thirds~~, consists of large print and regular print books for durability, popularity and ~~for~~ being the most accepted format.

3.5.2 Periodicals (Magazines) and Newspapers

A selection of popular magazine subscriptions provide up to date information without the financial burden of purchasing books or other formats which are quickly outdated. Online subscriptions are increasing in response to the growing demand for online resources.

The latest issue of any title is not available for loan to allow access by as many library users as possible while it is most in demand.

Back copies of magazines are available for loan for 1 year before being withdrawn from stock.

A range of daily and weekly newspapers is available in hardcopy or online to allow up-to-date information of a local, national and international level.

The periodicals and newspapers budget is separate to the general library materials budget. The budget is reviewed annually to reflect price changes, usage and customer suggestions received throughout the year.

3.5.3 DVD

DVD format is ~~often~~ currently the most suitable format for demonstrating practical subjects or as an alternative to the book format. Cambridge Library expenditure for DVD materials is committed to the development of the DVD format.

~~3.5.4 Music compact discs (CD)~~

~~The collection contains recorded examples of works by major contemporary and past composers and performers, including examples of musical styles from a wide variety of countries and cultures and a comprehensive collection of Australian artists. The junior collection of music gives children access to a variety of styles of music and singing specifically produced for their age group. Junior material may include compilations of songs, music and stories.~~

3.5.5 CD-ROM

~~Information is now readily available on children's CD-ROM, which can then be lent where public lending rights are permitted. Information via this format includes educational games and encyclopaedias.~~

3.5.64 Online Resources

~~Free online resources are becoming increasingly available including Internet research and access to the library catalogue, reference CD-ROMs and EBSCO Host ANZ Reference Centre, Computer School, Transparent languages and a full text online database of newspapers and journal articles. E books, Audio E-books and E-magazines.~~ This collection encompasses resources that require computer access, whether a personal computer or handheld mobile device. Electronic resources may be accessed via the internet or locally.

As the library's information technology capacity expands, the range of information resources available in this format is being developed. There is a separate budget for online resources. ~~E-mail~~ [Email](#) capacity on all public PCs enables communication with government departments such as Centrelink, job applications as well as personal communications.

3.5.75 Jigsaws

A collection of donated jigsaws is available for both adults and children at the library. These range from wooden ones for junior kindergarten level up to 2000 piece jigsaws for adults.

3.5.86 Special Needs

A range of formats cater to the special needs of some clients. Large print, audio and well-illustrated books may assist the sight impaired and those with reading difficulties. DVDs are often suitable for the hearing impaired whilst audio book kits support children, teenagers and adult readers with learning needs. These materials are integrated into the general collection to enable discrete personal selection as well as providing access to all library users.

3.5.97 Miscellaneous

Where compatible with library services, access is provided to miscellaneous loan items ~~such as pedometers, security engraving and e. g.~~ home energy audit kits which support the Town's strategic initiatives and encourage community participation.

4. COLLECTION AREAS

4.1 Electronic Resources

Information available on the Internet ~~and CD-ROM~~ will be made available to members of the public free of charge via public access terminals. Where subscription licences permit, some online databases will be accessible remotely via the library web page. In instances where there is both online and a print copy available, the online copy will be selected.

Consideration will be given to the following issues before selection of online resources: -

- Compatibility with available equipment and/or operating systems;
- Ease of use for library users;
- Price of print format versus electronic format;
- Authority and accuracy of the online information;
- Frequency that information is updated online;
- Anticipated demand by the public;
- Impact on staff for ongoing maintenance;
- Training requirements for staff and public;
- Remote access capability;

- Currency of information; and
- Licence fees and usage restrictions.

The library reserves the right to filter information available on the Internet in accordance with Federal and State censorship decisions, to manage potential risk to the integrity or security of the Town of Cambridge online services or at the discretion of the Manager Library Services (refer also to Policy No 2.2.2 Section 5 Conditions of Use for Electronic Services).

Responsibility for juvenile access to the Internet lies with their parent or guardian, and not with the library. This condition is agreed when registering a child member. (refer also to Policy No 2.2.2 Section 5 Conditions of Use for Electronic Services).

4.2 Adult Non-Fiction

The adult non-fiction section aims to provide a wide range of material (~~audiovisual~~[audio-visual](#), electronic resources, regular and large print) at a general level of interest as a resource for the informational and recreational needs of the community.

An attempt will be made to cover all fields of study; however, the library will not contain textbooks for specific courses in formal education

4.3 Adult Fiction

This collection exists to provide a selection of audio, regular print and large print to cover the recreational needs of library members. In doing so it must cover a wide range of reading preferences and ~~fiction~~ genre. Works of contemporary fiction, graphic novels, and classic works of enduring value are included in this collection.

Public demand will help ~~to~~ determine what is in this collection; ~~and~~ ~~A~~as high profile authors and best sellers are the most widely read items in the library, a large variety of these will be stocked.

4.4 Young Adult

Youth culture is characterized by fast changing, popular trends and the collection should reflect this. The young adult collection exists to provide recreational, educational and developmental works of fiction and non-fiction for ages twelve and above. Materials cover a variety of formats, genre and reading levels. The selection of non-fiction items covers issues of specific interest to teenagers.

The composition of this collection will be drawn from titles published specifically for the young adult market. Material will be selected in response to current trends and interests in order to encourage teenagers to continue reading through to adulthood.

4.5 Children's Books

The library aims to serve the needs of children and young people from birth through to age twelve by developing lively and attractive quality stock that reflects current interests and needs. The coverage of the collection will provide for all reading levels and genres.

The purpose of the junior collection is to:

- Inspire and cultivate a love of books and reading;
- Make available classic literature;
- Provide imaginative literature and attractive illustration that encourages creativity; and
- Offer a wide range of reference and informative material in a variety of formats.

4.5.1 Junior Kindergarten

This section is made up of picture and board books and other formats for children 0 to 6 years of age which are relevant to very young children, i.e. experiences, settings, themes, feelings, situations and characters that are a part of their world. The collection aims to introduce children to reading as an enjoyable and rewarding experience through resources which stimulate language and sensory skills appealing to babies and young children.

4.5.2 Junior Fiction

The Junior Fiction section includes a range of formats for children 6 to 12 years of age. Chapter books make up the majority of this collection and are aimed at children who are reading independently. Picture books that have an appropriate level of sophistication and complexity are also included. The collection attempts to provide for all reading levels and genre and include an Early Reader section for beginner readers. Although high demand items by popular authors will form the majority of this collection, classics will also feature.

The collection allows children to discover and maintain an enjoyment of reading. Titles are provided for all reading levels and abilities including children who are reluctant readers or have reading difficulties. This collection caters for popular reading tastes and reflects ~~latest~~ trends in children's reading.

4.5.3 Junior Non-Fiction

The Junior Non-Fiction collection consists of books, magazines, pamphlets, CD's, ~~CD-ROMS~~, and DVDs. It aims to provide a selection of non-fiction items to cover the informal educational needs of junior members. An attempt will be made to cover, although very briefly in some areas, all fields of study.

The collection supports the local school curricula by providing reference and general information on a wide range of subjects and formats to encourage the development of research skills not limited to the internet. The library does not purchase any textbooks or coursework relating to specific formal educational courses, as this is the responsibility of the educational institution concerned.

4.6 Languages other than English

Language materials are collected to support the needs of members from Non-English speaking backgrounds without strong English language skills or who wish to read in a language other than English.

Items in languages other than English (LOTE) are primarily supplied by SLWA and, to a lesser extent, supplemented by donations. Titles in a specific language are changed at regular intervals as part of SLWA's exchange program and are stocked according to the multi-cultural composition of the community.

In addition, a small collection of material and online resources for learning English or a language other than English is provided in a variety of formats and levels of ability.

4.7 Local Studies

The Town of Cambridge Library Services Local Studies section collects, manages and preserves material relating to the region within the boundaries of the Town of Cambridge. The purpose of the collection is to proactively identify, collect, manage and preserve all materials that reflect the history, development of the culture, society and natural environment of the Town of Cambridge area and its predecessor. The aim is to ensure maximum access to these materials by current and future residents, researchers, historians, elected members and Council staff. The Town actively encourages community participation in the recording of the local history through an oral history program, workshops and support materials such as genealogy and family history.

Before Council records are destroyed or otherwise disposed of, they should be referred to the Manager Library Services who will retain any books, documents or other data which is considered to be of historical value.

4.8 Materials not collected

Due to finite resources rare books and text books are generally not collected by the Town of Cambridge Library Service.

5. COLLECTION MANAGEMENT

5.1 Weeding/disposal

Regular weeding or discard of material from the collection is critical to preserve the collection's currency, viability and condition.

Library materials are removed from the shelves for one or more of the following reasons: -

- The physical condition of the item may be too worn or damaged to permit its repair or rebinding;
- The information it contains may be misleading or factually inaccurate;
- It may be obsolete and superseded by a new edition or by ~~better~~ other books on the subject;
- The item may be insufficiently used and of insufficient value to justify its retention;
- The subject covered by the item may no longer be of current interest or have been of an ephemeral nature when purchased;
- Multiple copies of popular items may be removed when they are no longer in demand

Once the decision to withdraw ~~the~~ an item is taken, local stock items have all library identification marking removed or obliterated and are either discarded or made available for book sales in the library. State Library of Western Australia (SLWA) stock remains the property of the SLWA and is returned to it via the exchange process or discarded where it complies with SLWA discard policy.

5.2 Requests

Requests for items for loan which are not in the Town of Cambridge library system will be satisfied primarily through the state-wide interlibrary loan system managed by the State Library of Western Australia. Should this system not satisfy the request, the Cambridge Library Service will then consider requests on a case by case basis ~~and items for~~ purchased, only where they meet the basic criteria of this policy. ~~Readers~~ Members are also invited to offer suggestions for purchase. These will be considered using the normal selection process.

Whilst it is recognised that such requests show a real need by library users, this in itself is not a guarantee of acquisition of the requested material. Unless a mass need is detected, ~~through the request system~~, all requests will be satisfied through the interlibrary loan system wherever possible.

5.3 Complaints

All requests for a review of a selection decision should be detailed in writing and addressed to the Manager Library Services. Titles of concern will then be reviewed by the senior library management team. If the original decision is still considered to conform to the selection criteria, the title in question will remain on the shelves. If the criticism is considered valid, the title will be withdrawn. In both instances, the customer will be advised of the decision made within a week of receiving the written request/complaint.

5.4 Censorship

The Town of Cambridge Library Service endorses the Australian Library and Information Association 'Statement on Free Access to Information', which is attached in the Appendix.

5.5 Gifts and Donations

The library welcomes donations of library resources from the public.

Donations will be accepted on the following conditions: -

- Any donation becomes the property of the Town of Cambridge unless a specific written agreement is drawn up, signed and filed;

- Donations will be assessed according to the normal materials policy ~~as~~ As to their worth and value to the system;

- Donations may be discarded, sold or given away by the Library ~~if~~ if it is decided that they are unsuitable for inclusion into the collection; and

- Where donations are sold, all monies from such sales are the sole property of the Town of Cambridge ~~is~~;

- The authority to fix prices for materials for sale is delegated to the Chief Executive Officer or nominee ~~is~~;

- The Library Service will not be bound in any way whatsoever to account to donors ~~for~~ for the manner of the disposal of donated materials.

ORIGIN/AUTHORITY

Council Meeting – 26 March 2002

DATE AMENDED

All policies are reviewed every two years in April. This policy was amended at the following meetings: Council Meeting – 28 October 2003

Council Meeting – 20 December 2005

Council Meeting - 22 April 2008

Council Meeting - 27 April 2010

Council Meeting - 24 April 2012

Council Meeting - 27 May 2014

Council Meeting - 28 June 2016

**APPENDIX
AUSTRALIAN LIBRARY AND INFORMATION ASSOCIATION
STATEMENT ON FREE ACCESS TO INFORMATION**

ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle

Freedom can be protected in a democratic society only if ~~its citizens-~~ individuals have unrestricted access to information and ideas

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of ~~citizens~~ individuals. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the ~~individual-~~ personal level, ~~citizens-~~ individuals are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. asserting the equal and equitable rights of ~~citizens-~~ individuals to information regardless of age, citizenship, political belief, physical or mental ability, gender identity heritage, education, income, immigration and asylum seeking status, marital status, origin, race, ~~gender, religion, disability, cultural identity,~~ language, ~~- religion or sexual orientation;~~ ~~socioeconomic status, lifestyle choice, political allegiance or social viewpoint;~~
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that ~~their clients-~~ individuals have access to information from a variety of sources and agencies to meet their needs and that ~~a citizen's-~~ an individual's information needs are met independently of location and an ability to pay;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

References

[Lehmann, V., & Locke, J \(2005\). *Guidelines for Library Services to Prisoners* \(3rd ed.\) \(IFLA Professional Report no. 92\). The Hague: International Federation of Library Associations and Institutions \(IFLA\). Retrieved from http://ifla.org/publications/ifla-professional-reports-92](http://ifla.org/publications/ifla-professional-reports-92)

Release notes

[Adopted 2001, Amended 2007, 2015](#)

[\(Replaced "Free library services to all, freedom to read". Adopted 1971; amended 1979, 1985\)](#)

LIBRARY SERVICES – GENERAL ADMINISTRATION

POLICY NO: 2.2.2

REVIEW DATE: June 2016

OBJECTIVE

To clarify the role, responsibilities and services of the Town of Cambridge library service.

POLICY STATEMENT

1. Membership

In accordance with the Library Board of Western Australia Act 1951 - Library Board (Registered Public Libraries) Regulations 1985, the Town of Cambridge Library and Information Service shall be a free library service, regardless of residential address and no charges shall be made for registration other than levied through the municipal rate.

Temporary membership deposits, [recoup charges for InterLibrary loans](#), recoup charges for lost and damaged stock, and fines for overdue library loans are not classified as charges for services.

Any person is entitled to enrol for membership of the Library Service upon showing satisfactory proof of identity and current address. A drivers licence, pensioner/concession card or utilities tax invoices are all considered acceptable.

Children (under 18 years of age) must have the membership form signed by a parent or guardian. The place of residence shall be taken as the address where the child normally resides.

Any person not able to provide satisfactory proof of identity and residence (e.g. new or temporary residence or visiting family or friends) will be permitted to enrol on payment of a refundable deposit to be determined as part of Council's annual fees and charges. The deposit is refundable upon return of all library materials and cancellation of the membership card, or when the member has established permanent residency. Consideration may be given upon written application to make exemptions to this requirement.

Organisations are eligible for membership. Responsibility for materials borrowed must be undertaken by the most senior individual of the organisation and not an organisational staff position. Organisations will be responsible for updating the membership details should the responsible officer leave that organisation.

On becoming a member of or visiting the Cambridge Library, the member must accept the Conditions of Use of the Library, Conditions for Borrowing Library Resources and Conditions of Use for Electronic Services which are determined by: -

- The Library Board of Western Australia Act 1951;
- Library Board (Registered Public Libraries regulations 1985);
- The Manager Library Services in consultation with the Director Community Development through the development of in-house operational standards

2. Opening Hours

The library will be open to the public with hours determined by Council except in the case of emergency or as authorised by the Chief Executive Officer.

Current opening hours are as follows:

Monday:	9.00 am	- 7.00 pm
Tuesday:	9.00 am	- 7.00 pm
Wednesday:	9.00 am	- 7.00 pm
Thursday:	9.00 am	- 7.00 pm
Friday:	9.00 am	- 5.00 pm
Saturday:	9.00 am	- 5.00 pm

The library is closed on Sundays and all public holidays, as determined by the State Government of Western Australia.

3. Conditions of use of the Library

3.1 Visiting the library

- the member must behave appropriately in the library and in a manner which does not interrupt, disturb or otherwise interfere with the enjoyment of other library customers;
- children under the age of 12 must be closely supervised by a parent or a responsible person 16 years or older whilst in the library;
- bags are to be placed in the lockers provided or may be brought into the public areas with the understanding that they will be checked on the way out by a staff member;
- ~~the member may not consume food and drinks while using library computing equipment;~~
- library visitors may only use mobile telephones in a discretionary manner whilst in the library;
- the member may only bring ~~pets~~ animals into a the library facility when they are recognised as medical aids e.g. ~~guide dogs~~ assistance animals;
- the member must understand that these Conditions of Use may change from time to time and customers will be informed of such changes by a Council Public Notice on display in the Library.

3.2 Exclusion or removal

The library is a public place that is accessible to everyone. Unfortunately, this can include those who choose to behave inappropriately. Therefore, in the interests of public safety and to ensure customers enjoy the facility when they visit, the Manager Library Services or next most senior officer in the building has the authority to exclude or have cause to remove any person , who in their opinion:

- is under the age of 12 years and who is not accompanied by a responsible person 16 years or older;
- is disorderly;
- is guilty of offensive behaviour to staff or another member of the public;
- accesses illegal or pornographic material using the library's computer facilities or Wi-Fi;
- appears intoxicated or under the influence of a prohibited drug whilst in the library;
- any person who is not using the library for the purpose for which is intended;

The Manager Library Services can also suspend admission, the use of membership privileges, inclusive of access to materials and other services provided by the library, to any person who refuses or neglects to comply with the conditions of use outlined in this policy and/or the regulations of the Library Board Act.

Persons who wish to dispute the decision made by the Manager Library Services, or the most senior officer in the building, may appeal against this decision in writing to the Chief Executive Officer.

4. Conditions for Borrowing Library Resources

4.1 Eligibility to borrow library resources

A member must present a current library card whenever borrowing resources from the Library. The member will be unable to borrow items where

- there is an account on the membership card for overdue loans
- fines have reached \$10;
- an account for lost or damaged items is outstanding; or
- there are other penalties in accordance with library policy.

A person who is housebound due to a disability, temporary incapacity or being a carer may be eligible for a home delivery service. Eligibility criteria apply.

4.2 Member responsibilities

- the member must return all items borrowed from the Library on or before the due date or renew the items before they fall due. Renewal of items can be done in person, by telephone, by email or by accessing the library's catalogue online;
- the member must take responsibility for all items borrowed from the Library. Parents/Guardians shall take responsibility for items on all cards issued to their children;
- the member must take responsibility for examining all items prior to borrowing and satisfy themselves that no damage is evident to those items, and bring any such damage to the attention of staff;
- the member will be charged for repairs or replacement of the items which were lost or damaged whilst on loan to the customer;
- the member must not make any changes or repairs to any items as this makes Cambridge Library liable to a charge from the State Library;
- the member must notify the library if a card is lost or stolen. The liability for any items ~~lent~~ borrowed or charges incurred prior to such notification shall be maintained by the person to whom

the card was issued. Lost and damaged cards attract a replacement fee unless a police report can be produced;

- The member must notify the Library in the event the customer changes any contact details;

4.3 Borrowing Privileges

Up to 12 items may be borrowed for 4 weeks. Loan restrictions on various categories may apply.

4.4 Reservations

Library members are able to place up to 12 reservations for items in Cambridge Library on their membership card at any one time. Reservations can be placed in person, by telephone, email to library@cambridge.wa.gov.au or by using the library catalogue in the library or online via www.library.cambridge.wa.gov.au.

If Library members cannot find the item they are looking for on the Cambridge Library catalogue, they may submit a request to get the item from another library in WA.

4.5. Renewals

Items checked out from Cambridge Library must be returned within the borrowing period or renewed. This can be done in person by telephone, via the library website or e-mail.

An item can be renewed once unless it has been requested by another borrower.

4.6 Overdue Fines

An overdue fine of 20 cents per day per item will accrue from the first day after the due date to a maximum charge of \$5 per item. The membership will be suspended when the total charge reaches \$10. The charges are subject to the annual review of the Town of Cambridge Schedule of Fees and Charges. Refunds are not applicable to overdue fines.

4.7 Overdue/damaged accounts

Where an item is damaged, the customer shall receive a tax invoice for such damage. The charge for such damage may include the cost of fully replacing the item (inclusive of GST) if the Town or the State Library of Western Australia deems it to be irreparable. A minimum charge of \$7.50 applies to all invoices (inclusive of GST).

~~Where the item is overdue by two weeks, the customer shall receive a library invoice for the full replacement of the items in addition to any overdue fines accrued. If the item is returned the replacement costs will not apply. Overdue fines will remain. The invoice will become a tax invoice only if the item cannot be returned and thus the account has to be paid.~~

Where an item is overdue by 4 weeks, the customer will be sent a Final Notice invoice letter, stating that a replacement cost of the item, a non-refundable Administration fee, and the maximum overdue fee of \$5.00 will be charged to the customer's membership. If the item is returned, the replacement cost will no longer apply, however all other fees will still be valid and payable.

A member who believes an outstanding loan has been returned may write to the Manager Library Services seeking a three month grace period to enable ongoing borrowing whilst both the member and the library check further for the item. The member remains liable for the item during this period.

Where any tax invoices remain unpaid a customer will be unable to borrow any further library items until such time as the invoices are paid or the items returned in a satisfactory condition. Where any tax invoices remain unpaid for a period of two months, the Town may begin debt collection processes in order to recoup any losses.

The customer will be advised before this occurs. A Debt Collection Administration Fee will apply when the matter is referred to the debt collection agency.

Where a member consistently reaches the stage whereby debt collection is necessary, that member will be suspended from using the library service until the debt is paid or the items returned. A person experiencing difficulties in paying the tax invoice may apply to pay off in instalments. Such a request should be put in writing to the Manager Library Services for consideration.

The Chief Executive Officer reserves the right to waive any or all of the penalties listed in section 4 as authorised under Delegated Authority 5.11 - waiving of fees and charges.

5. Conditions of use for electronic services (Internet and other online services)

5.1 Eligibility to use electronic services

A person must be a Cambridge library member or temporary guest member in order to reserve a booking and use a public computer and online facilities including wireless access to the internet. By accepting the Conditions of Use for Electronic Services when enrolling at Cambridge Library, members agree that they will abide by these conditions whilst using these facilities. Children are only allowed to use computer facilities within the library under parental supervision or that of an alternative accepted Guardian.

5.2 Internet only restricted membership

A traveller unable to provide a Western Australian address is able to become a restricted "PC User" member by providing proof of identity such as a passport but not address. Borrowing privileges do not apply to this membership category.

5.3 Usage restrictions

Members/visitors cannot use computing equipment to:

- download materials or install applications and programs onto the computer's hard drive
- transmit, view, obtain possession, advertise or request the transmission of inappropriate material;
- use their personal software on library computers
- transmit restricted material to a minor.
- Display or make restricted material available to a minor.

Material that is inappropriate includes that which may be considered to be pornographic or illegal.

Members will not be able to download large amounts of material if it restricts other people's use of the library's information technology services including streaming services

Library scheduled use of the equipment takes precedence over individual use at all times.

The library reserves the right to terminate an internet or computer session at any time and to bar the use of library facilities.

5.4 Internet accessibility

Members should understand:-

- that not all sources on the internet provide accurate, complete or current information;
- the need to question the validity of internet information;
- that the library's books, periodicals, audio visual materials etc. provide resources which have been selected in accordance with Policy 2.2.1 Library Service Collection Development and Management and are consequently more authoritative and credible than some internet content;
- internet access is a filtered service to provide some guarantee that inappropriate sites cannot be accessed, however, this cannot ensure complete security as it is the nature of the internet that new sites are constantly being added and the vast nature of the internet itself which prevents comprehensive monitoring.

Members understand that the Town is not responsible for:-

- the content of any online services, including its accuracy, authoritativeness, timeliness or usefulness.
- controlling the availability of information links which often change rapidly and unpredictably; breaks in the service due to technical problems outside its control.

5.5 Member responsibilities

All members using the internet are expected to use this library resource in a responsible and courteous manner and to follow all internet related rules and regulations including, but not limited to, those of the library.

Responsible, courteous use includes:

- recognising that the Internet must be shared, respecting the rights of others and refraining from activity that prevents others from using it;
- not using Internet resources for unauthorised, illegal or ethical purposes;
- respecting intellectual property rights by making only authorised copies of copyrighted, licensed or otherwise controlled software or data residing on the Internet;
- respecting the privacy of others by not misrepresenting oneself as another person;
- not interfering with others use of computer services;
- not attempting to modify or gain access to files, passwords, or information belonging to others by seeking unauthorised access to any computer system, or damaging or altering software components of any network or database;
- not deliberately propagating computer worms or viruses.

6. Stock Selection

The Town of Cambridge stock selection is based on Policy No: 2.2.1 *Cambridge Library Service Collection Development and Management Policy*.

7. Service Programming

The Cambridge Library offers a wide variety of services to its customers. These include Information Technology Services, Youth Services, Adult Reader Services and Local Studies Services. Some of the programs included within these service areas are IT training sessions, book clubs, guest speakers, story time, information workshops, holiday programs, a home ~~deliveries-~~[delivery](#) service [for the housebound](#) and an oral history program.

The majority of these services are provided free of charge in accordance with the partnership agreement between State Government and Local Government. However, if the performer/speaker charges a fee per person, this charge will be passed directly onto the customer.

In instances where a customer fails to attend an event, thus preventing another person from attending, a penalty charge may be applied to that customer's membership card. Charges will be in accordance with the Fees and Charges Schedule adopted by Council each financial year. Membership privileges may be restricted once a maximum of \$10 in penalty charges is outstanding.

8. Community Information Noticeboards, flyers and petitions

The library shall maintain the council Notice board and endeavour to provide appropriate information on community based groups, organisations and events which relate to the Town of Cambridge and encourage lifelong learning and community participation. Material will be displayed if it:

- is of non-commercial nature;
- does not promote a particular religion or political party;
- is not a petition other than that produced by the Town of Cambridge;
- is not handwritten, costs are not displayed and there are no tear-off tabs.

The final decision rests with the Manager Library Services.

Items may be modified for display. As display space is limited, lost pets, private tutoring and other private concerns will not be accepted. The period an item is displayed is at the discretion of Library staff.

9. Meeting Rooms

The Cambridge Library has three meetings rooms; the [Nerida Clifford](#) Social Space, the Silent Study Space and the S.O.L.O Room, which are available for hire from the service desk, by email library@cambridge.wa.gov.au or by telephone.

Use of the rooms attracts a fee in accordance with the Town's Fees and Charges Schedule adopted each financial year by the Town of Cambridge.

It is intended that community members will hire a library room for meetings, voluntary tutoring and workshops that complement the Library's objective to provide learning opportunities for its customers. Use of these rooms will be restricted to library or literacy based activities or where the Boulevard Centre facilities do not meet the needs of the hirer. Therefore, community groups and individuals are able to book a room for the following:

- book launches and promotions;
- learning how to use library resources (Internet);
- professional interest groups that relate to libraries (ALIA, PLWA, etc);
- book clubs;
- private study and volunteer tutoring;
- reader development;
- educational activities with no commercial aspect;

10. Sponsorship

Library stationery, library holiday reading and special programs for children may be commercially sponsored where both the Manager Library Services and the Director Community Development considers appropriate.

ORIGIN/AUTHORITY

Council Meeting –24 February
2004

DATE AMENDED

All policies are reviewed every two
years in April. This policy was
amended at the following
meetings: Council Meeting – 20
December 2005
Council Meeting - 22 April 2008
Council Meeting - 27 April 2010
Council Meeting - 24 April 2012
Council Meeting - 27 May 2014
Council Meeting - 28 June 2016

Statement on free access to information

ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

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1. asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

Amended 2007, 2015

(Replaced "Free library services to all, freedom to read. Adopted 1971, amended 1979, 1985)

Town of Cambridge Policy Manual



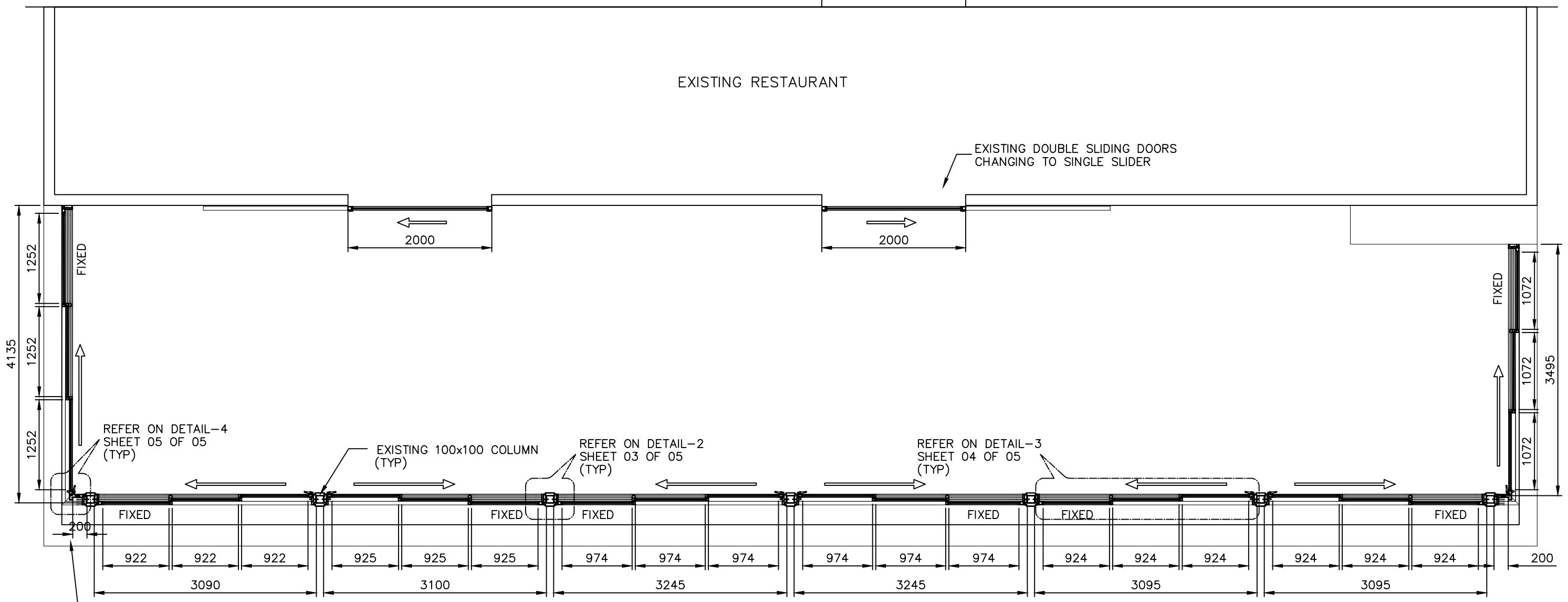
Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

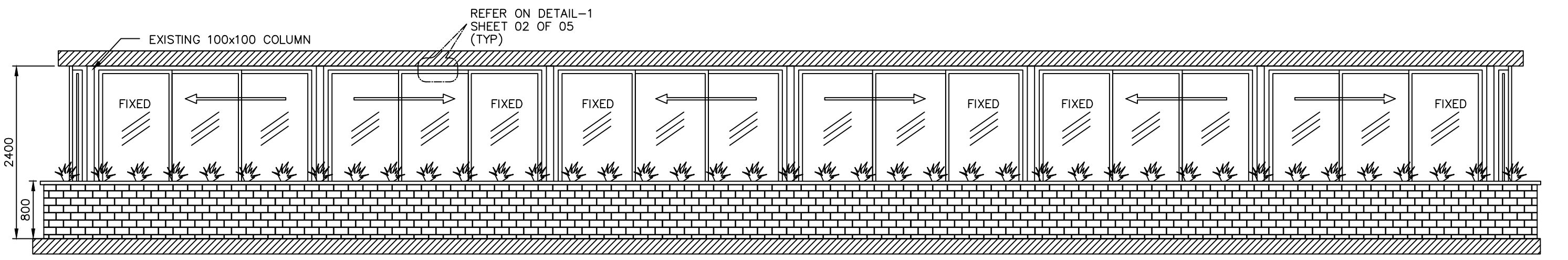
MONDAY 16 APRIL 2018

ATTACHMENT 1 OF 2 TO ITEM CR18.63

**KIANDRA INVESTMENTS T/A RISE PIZZA -
PERMISSION TO INSTALL EXTERNAL WIND AND
RAIN SCREENS**



P L A N



ELEVATION



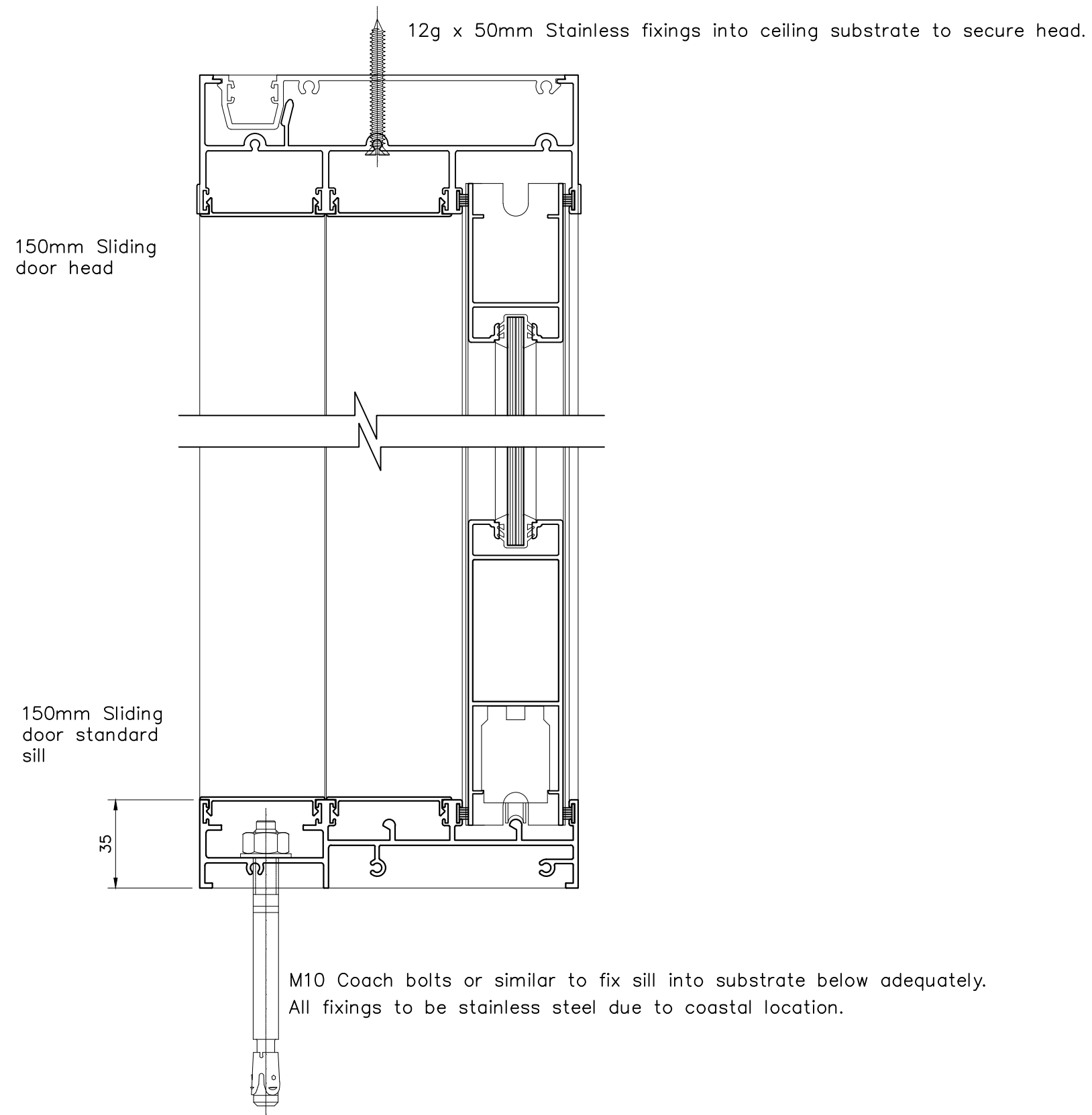
DRAWN:
ALIHASAN
CHECKED:
DATE:
03.21.18

PLAN AND ELEVATION

SHEET 01 OF 05

REV	DATE	DESCRIPTION	SCALE	CAD REFERENCE
			N.T.S	
			DRAWING NO.	
			DWG-D01	

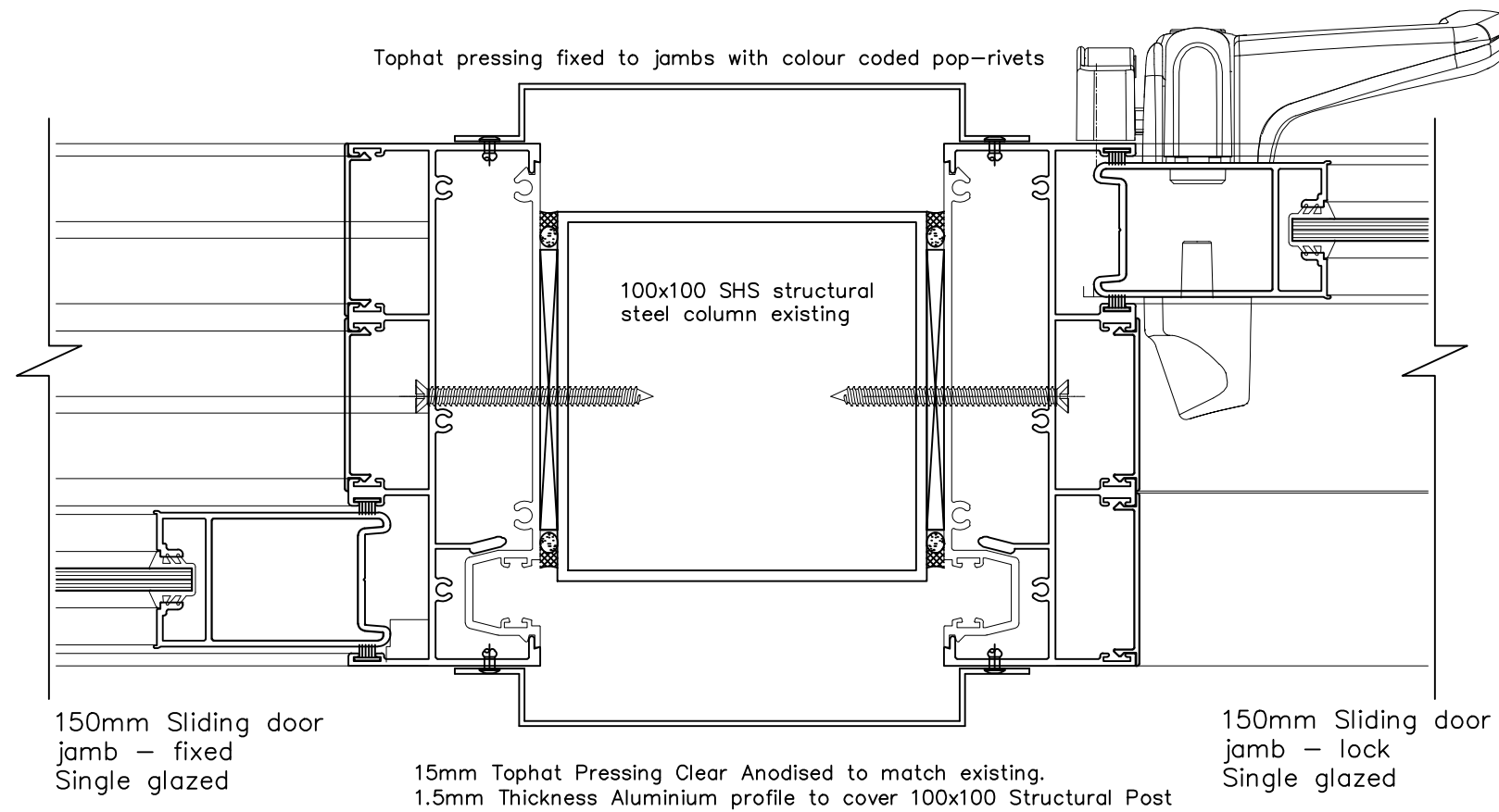
A3 ORIGINAL SIZE



DETAIL-1

REV	DATE	DESCRIPTION	SCALE	CAD REFERENCE
			1:2	
			DRAWING NO.	
			DWG-D01	

type XXF door Surface Lock SINGLE GLAZED (6mm to 10.38mm thick – 6.38 illustrated)



DETAIL-2



DRAWN:
ALIHASAN

CHECKED:

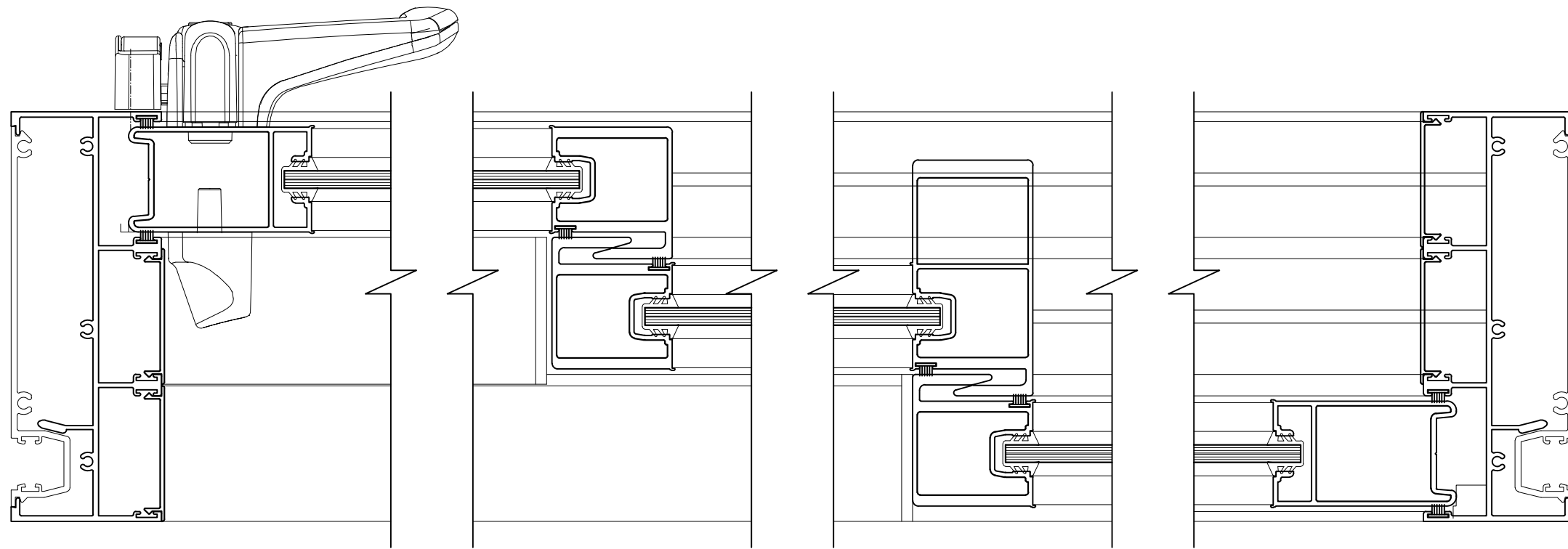
DATE:
03.08.18

SERIES 704 SlideMASTER – 150mm
HORIZONTAL – SINGLE GLAZED
SHEET 03 OF 05

REV	DATE	DESCRIPTION

SCALE 1:2	CAD REFERENCE
DRAWING NO. DWG-D01	

type XXF door Surface Lock SINGLE GLAZED (6mm to 10.38mm thick – 6.38 illustrated)



150mm Sliding door
jamb – lock
Single glazed

150mm Sliding door
meeting stiles – light
Single glazed

150mm Sliding door
meeting stiles – medium
Single glazed

150mm Sliding door
jamb – fixed
Single glazed

DETAIL-3

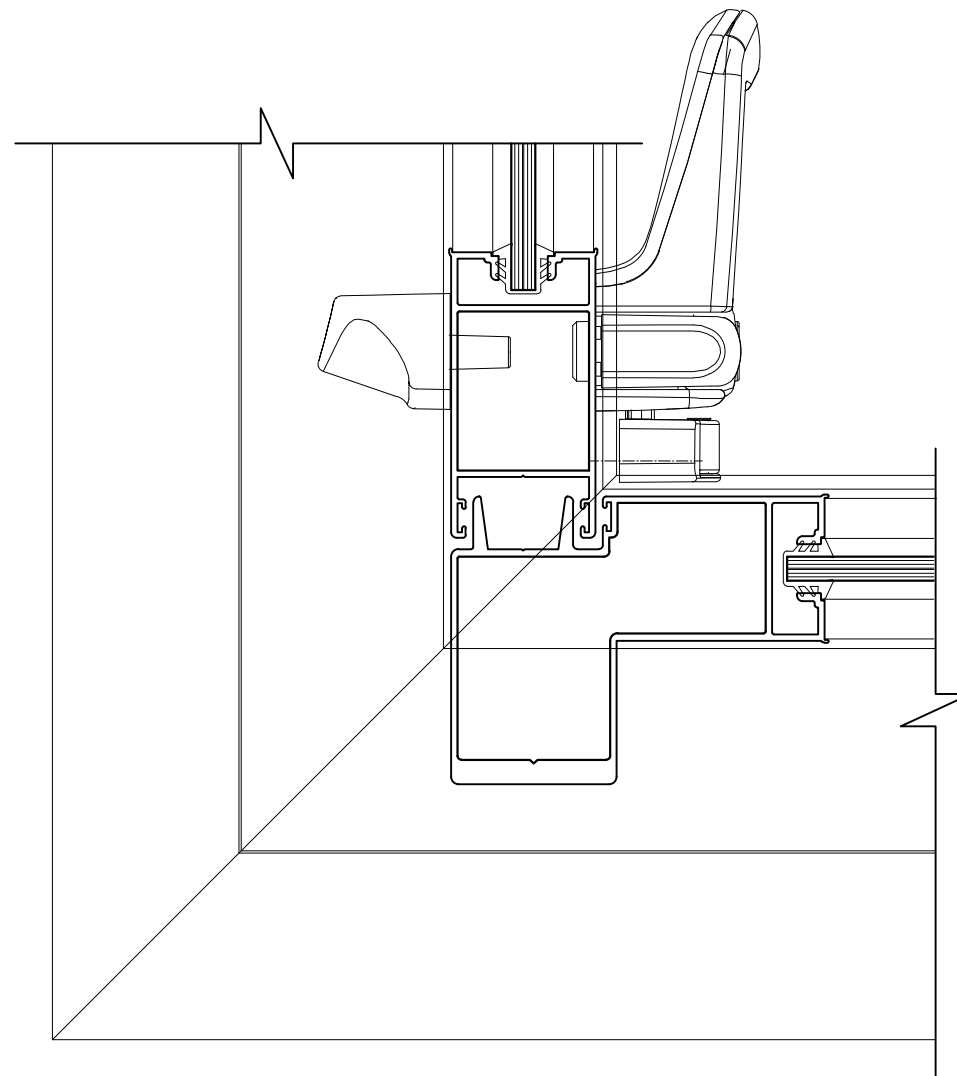


DRAWN:
ALIHASAN
CHECKED:
DATE:
03.08.18

SERIES 704 SlideMASTER – 150mm
HORIZONTAL – SINGLE GLAZED
SHEET 04 OF 05

REV	DATE	DESCRIPTION

SCALE 1:2	CAD REFERENCE
DRAWING NO. DWG-D01	



DETAIL-4

REV	DATE	DESCRIPTION	SCALE	CAD REFERENCE
			1:2	
			DRAWING NO.	
			DWG-D01	



Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

MONDAY 16 APRIL 2018

ATTACHMENT 2 OF 2 TO ITEM CR18.63

**KIANDRA INVESTMENTS T/A RISE PIZZA -
PERMISSION TO INSTALL EXTERNAL WIND AND
RAIN SCREENS**



Meridian Aluminium

4/ 212 Gngangara Rd, Landsdale



Phone: 6558 1800

Fax:

Email:

Quote Title: Rise Pizza - 185 Challenger Parade, City Beach

Quote No: -33- -Ver 79

Job Ref:

Valid Until Date: 11/03/2018

Customer Name:

Contact Details:

Phone:

Fax:

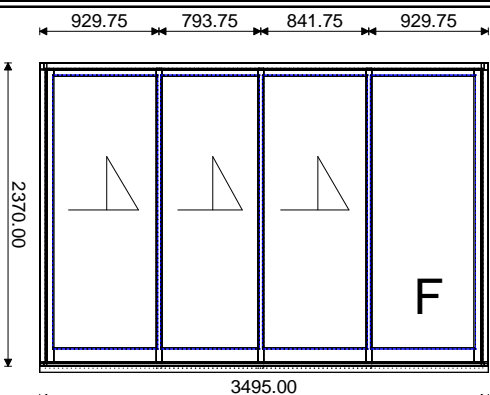
Sales Person:

Phone:

Email:

Quote Comments:

Item No 1.	1	Quantity 1
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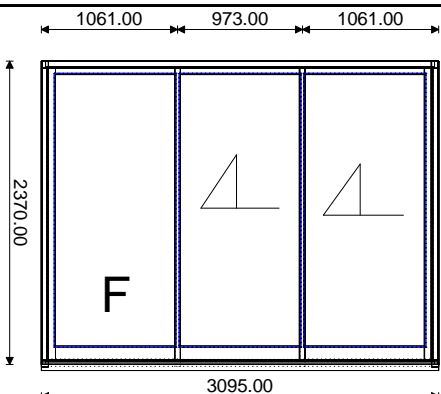
Code: 704-4-200
Framing: 704 SlideMASTER 4 Panel Door 200mm Frame
Dimension: 2,370 mm x 3,495 mm
Hand: XXXF
Finish: AWS Clear Anodised 20um MSI4
Window Glass: NONE
Lowlight Glass: NONE
Door Glass: 6.38mm VLam Clear
Hardware Type: ANDO Dbl Cyl Double Point Lock (93698)
Hardware Colour: Custom Black
Reveals: No Reveals
Screens: No Screen
Trims: NONE (Not Required)
Protection: NONE (Not Required)
Damp Course: NONE (Not Required)

Deflection: 250 **SLS:** 400 pa **ULS:** 1000 pa **Pw:** 150 pa

Item Comments:

Accepted Customer Signature: _____

Item No 2.	2	Quantity 1
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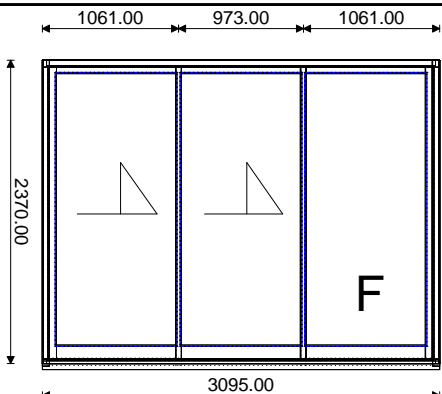
Code: 704-3
Framing: 704 SlideMASTER 3 Panel Door
Dimension: 2,370 mm x 3,095 mm
Hand: FXX (Fixed Slide <- Slide <-)
Finish: AWS Clear Anodised 20um MSI4
Window Glass: NONE
Lowlight Glass: NONE
Door Glass: 6.38mm VLam Clear
Hardware Type: ANDO Dbl Cyl Double Point Lock (93698)
Hardware Colour: Custom Black
Reveals: No Reveals
Screens: No Screen
Trims: NONE (Not Required)
Protection: NONE (Not Required)
Damp Course: NONE (Not Required)

Deflection: 250 **SLS:** 400 pa **ULS:** 1000 pa **Pw:** 150 pa

Item Comments:

Accepted Customer Signature: _____

Item No 3. **3** **Quantity 1**



Code: 704-3
Framing: 704 SlideMASTER 3 Panel Door
Dimension: 2,370 mm x 3,095 mm
Hand: XXF (Slide -> Slide -> Fixed)
Finish: AWS Clear Anodised 20um MSI4
Window Glass: NONE
Lowlight Glass: NONE
Door Glass: 6.38mm VLam Clear
Hardware Type: ANDO Dbl Cyl Double Point Lock (93698)

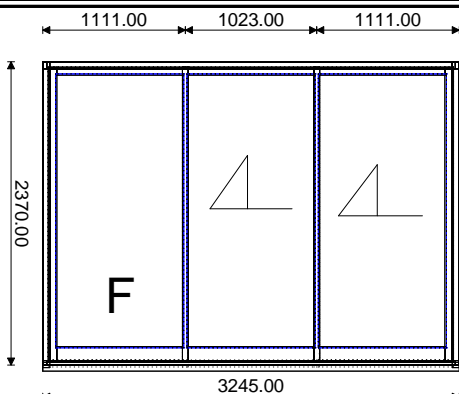
Hardware Colour: Custom Black
Reveals: No Reveals
Screens: No Screen
Trims: NONE (Not Required)
Protection: NONE (Not Required)
Damp Course: NONE (Not Required)

Deflection: 250 **SLS:** 400 pa **ULS:** 1000 pa **Pw:** 150 pa

Item Comments:

Accepted Customer Signature: _____

Item No 4. **4** **Quantity 1**



Code: 704-3
Framing: 704 SlideMASTER 3 Panel Door
Dimension: 2,370 mm x 3,245 mm
Hand: FXX (Fixed Slide <- Slide <-)
Finish: AWS Clear Anodised 20um MSI4
Window Glass: NONE
Lowlight Glass: NONE
Door Glass: 6.38mm VLam Clear
Hardware Type: ANDO Dbl Cyl Double Point Lock (93698)

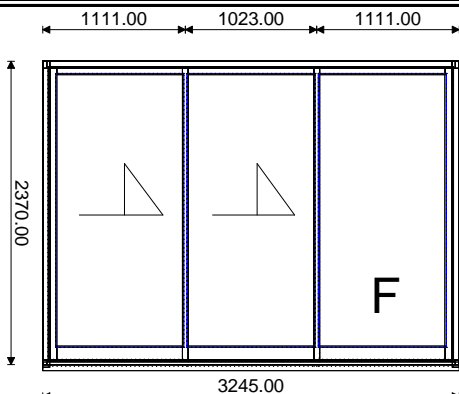
Hardware Colour: Custom Black
Reveals: No Reveals
Screens: No Screen
Trims: NONE (Not Required)
Protection: NONE (Not Required)
Damp Course: NONE (Not Required)

Deflection: 250 **SLS:** 400 pa **ULS:** 1000 pa **Pw:** 150 pa

Item Comments:

Accepted Customer Signature: _____

Item No 5. **5** **Quantity 1**



Code: 704-3
Framing: 704 SlideMASTER 3 Panel Door
Dimension: 2,370 mm x 3,245 mm
Hand: XXF (Slide -> Slide -> Fixed)
Finish: AWS Clear Anodised 20um MSI4
Window Glass: NONE
Lowlight Glass: NONE
Door Glass: 6.38mm VLam Clear
Hardware Type: ANDO Dbl Cyl Double Point Lock (93698)

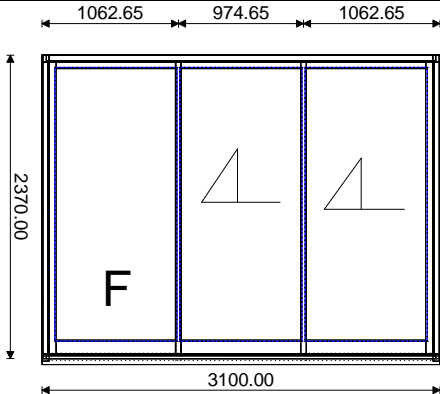
Hardware Colour: Custom Black
Reveals: No Reveals
Screens: No Screen
Trims: NONE (Not Required)
Protection: NONE (Not Required)
Damp Course: NONE (Not Required)

Deflection: 250 **SLS:** 400 pa **ULS:** 1000 pa **Pw:** 150 pa

Item Comments:

Accepted Customer Signature: _____

Item No 6. **6** **Quantity 1**



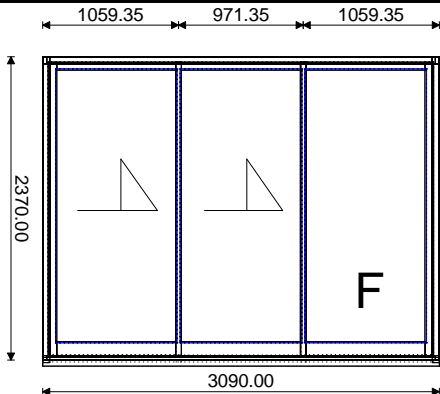
Deflection: 250 SLS: 400 pa ULS: 1000 pa Pw: 150 pa

Item Comments:

Accepted Customer Signature: _____

Code: 704-3
Framing: 704 SlideMASTER 3 Panel Door
Dimension: 2,370 mm x 3,100 mm
Hand: FXX (Fixed Slide <- Slide <-)
Finish: AWS Clear Anodised 20um MSI4
Window Glass: NONE
Lowlight Glass: NONE
Door Glass: 6.38mm VLam Clear
Hardware Type: ANDO Dbl Cyl Double Point Lock (93698)
Hardware Colour: Custom Black
Reveals: No Reveals
Screens: No Screen
Trims: NONE (Not Required)
Protection: NONE (Not Required)
Damp Course: NONE (Not Required)

Item No 7. **7** **Quantity 1**



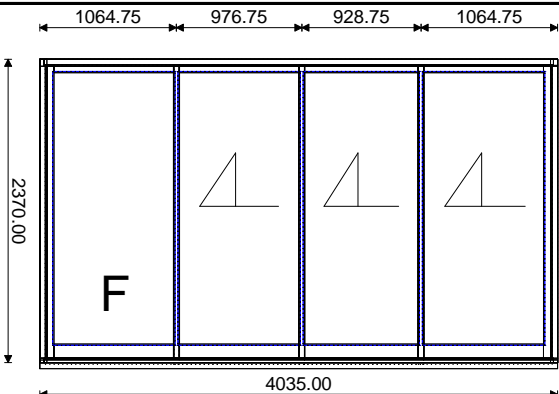
Deflection: 250 SLS: 400 pa ULS: 1000 pa Pw: 150 pa

Item Comments:

Accepted Customer Signature: _____

Code: 704-3
Framing: 704 SlideMASTER 3 Panel Door
Dimension: 2,370 mm x 3,090 mm
Hand: XXF (Slide -> Slide -> Fixed)
Finish: AWS Clear Anodised 20um MSI4
Window Glass: NONE
Lowlight Glass: NONE
Door Glass: 6.38mm VLam Clear
Hardware Type: ANDO Dbl Cyl Double Point Lock (93698)
Hardware Colour: Custom Black
Reveals: No Reveals
Screens: No Screen
Trims: NONE (Not Required)
Protection: NONE (Not Required)
Damp Course: NONE (Not Required)

Item No 8. **8** **Quantity 1**



Deflection: 250 SLS: 400 pa ULS: 1000 pa Pw: 150 pa

Item Comments:

Accepted Customer Signature: _____

Code: 704-4-200
Framing: 704 SlideMASTER 4 Panel Door 200mm Frame
Dimension: 2,370 mm x 4,035 mm
Hand: FXXX
Finish: AWS Clear Anodised 20um MSI4
Window Glass: NONE
Lowlight Glass: NONE
Door Glass: 6.38mm VLam Clear
Hardware Type: ANDO Dbl Cyl Double Point Lock (93698)
Hardware Colour: Custom Black
Reveals: No Reveals
Screens: No Screen
Trims: NONE (Not Required)
Protection: NONE (Not Required)
Damp Course: NONE (Not Required)

QUOTATION

<i>Item No 9.</i>	<i>Glass Install</i>	<i>Quantity 1</i>
<i>Item No 10.</i>	<i>Frame Install</i>	<i>Quantity 1</i>
<i>Item No 11.</i>	<i>Pressings</i>	<i>Quantity 1</i>

Print Name: _____

Customer Signature: _____

Date: _____



Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

MONDAY 16 APRIL 2018

ATTACHMENT TO ITEM CR18.64

PAYMENT OF ACCOUNTS - MARCH 2018

Payments Issued Listing Week Ending 31 March 2018					
Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
054936	29/03/2018	999998	Elite Property Group (WA) Pty Ltd	Refund of rates	\$875.12
054937	29/03/2018	999999	888 Software Pty Ltd	Refund overpayment of infringement	\$80.00
054938	29/03/2018	999999	Dowling Enterprises Pty Ltd	Refund overpayment of infringement	\$80.00
054939	29/03/2018	999999	Feargaill Pty Ltd	Refund overpayment of infringement	\$98.20
054940	29/03/2018	999999	Jack Moir Scott	Individual Achievement Grant - Commur	\$100.00
054941	29/03/2018	999999	Anthony John Andony	Refund overpayment of infringement	\$80.00
054942	29/03/2018	999999	Beau Mettraux	Refund overpayment of infringement	\$80.00
054943	29/03/2018	999999	Graham Twiggs	Refund overpayment of infringement	\$80.00
054944	29/03/2018	999999	Sam Perkusich	Refund overpayment of infringement	\$80.00
054945	29/03/2018	999999	Natalie Walker	Refund overpayment of infringement	\$80.00
054946	29/03/2018	100128	Bold Park Aquatic Centre	Petty cash reimbursement	\$469.45
054947	29/03/2018	101737	Sensis Pty Ltd	Yellow pages advertising Mar 18 - TBC	\$25.41
054948	29/03/2018	100718	Synergy	Power charges various locations Jan - M	\$10,503.45
054949			Void Chq		
054950	29/03/2018	100074	Telstra	Mobile charges Mar/Apr 18 - TBC	\$80.00
054951	29/03/2018	100081	Town Of Cambridge	Petty cash reimbursement - Admin	\$353.25
054952	29/03/2018	100308	Water Corporation	Hydrant standpipe charges Mar 18	\$388.88
054953	29/03/2018	100081	Town Of Cambridge	Petty cash for Citizenship Ceremony - C	\$400.00
054954	29/03/2018	999998	Delvin Labuschaigne	Refund of rates	\$156.84
054955	29/03/2018	999998	Vincent C Cosentino	Refund of rates	\$59.03
054956	29/03/2018	999999	Kirrily A Ridsdill-Smith	Refund animal registration fees	\$150.00
054957	29/03/2018	999999	Patricia M Alessi	Refund animal registration fees	\$150.00
054958	29/03/2018	999998	Relationships Australia	Refund of rates - valuation adjustment	\$12,907.17
054959	29/03/2018	999998	Spine and Limb Foundation	Refund of rates	\$479.69
054960	29/03/2018	999998	Spine and Limb Foundation	Refund of rates	\$479.69
				Sub Total	\$28,236.18

Payments Issued Listing Week Ending 18 March 2018					
Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
054886	12/03/2018	100081	Town Of Cambridge	Petty cash reimbursement - Admin	\$528.90
054887	16/03/2018	999998	Krishna Boddu	Refund of rates - land tax paid to Town in error	\$5,371.85
054888	16/03/2018	999998	Susan A Fallon	Refund of rates	\$118.14
054889	16/03/2018	999998	WE Davies	Refund of rates	\$363.91
054890	16/03/2018	999999	Adnan Arslanovski	Refund overpayment of infringement	\$80.00
054891	16/03/2018	999999	Bailey Eastman	Individual achievement grant - Community Development	\$100.00
054892	16/03/2018	999999	Chruches of Christ In WA Inc	Crossover contribution refund	\$364.80
054893	16/03/2018	999999	Bradley Steven Terrey	Refund overpayment of infringement	\$80.00
054894	16/03/2018	999999	P Jezek	Development application fee refund	\$147.00
054895	16/03/2018	105336	Perth Energy Pty Ltd	Utility charges various locations Jan - Feb 18	\$53,216.71
054896	16/03/2018	100718	Synergy	Streetlighting and power charges various locations Dec 17 - Jan 18	\$65,997.55
054897	16/03/2018	100074	Telstra	Mobile charges various locations Feb 18	\$109.47
054898	16/03/2018	100308	Water Corporation	Service charges/usage various locations Jan - Apr 18	\$8,758.57
054899	16/03/2018	100258	Youth Centre	Petty cash reimbursement	\$77.85
				Sub Total	\$135,314.75

Payments Issued Listing Week Ending 11 March 2018					
Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
054865	8/03/2018	999999	Alicia Jones	Individual Achievement Grant - Community Development	\$100.00
054866	8/03/2018	999999	Blok Projects Pty Ltd	Bond refund 29B Joseph Street West Leederville	\$700.00
054867	8/03/2018	999999	Indiana Hernadi	Individual Achievement Grant - Community Development	\$100.00
054868	8/03/2018	999999	Lloyd Tucker & Lauren Burwood	Refund of building archive search fee	\$60.50
054869	8/03/2018	999999	Manor Home Builders Pty Ltd	Bond refund 39 Newry Street Floreat	\$700.00
054870	8/03/2018	999999	FR Ferdinands	Crossover contribution refund	\$627.00
054871	8/03/2018	999999	MD Morrison	Crossover contribution refund	\$508.80
054872	8/03/2018	999999	PA Seares	Crossover contribution refund	\$1,100.00
054873	8/03/2018	999999	R Rodic	Crossover contribution refund	\$528.00
054874	8/03/2018	999999	Louise J Phelan	Refund animal registration fees	\$150.00
054875	8/03/2018	999999	Protection Engineering Pty Ltd	Refund overpayment of infringement	\$80.00
054876	8/03/2018	999999	Residential Building WA Pty Ltd	Bond refund 12 Alkoomie Terrace City Beach	\$564.00
054877	8/03/2018	999999	The Trustee for Summit Homes Group Trust	Bond refund 121 St Leonards Avenue West Leederville	\$2,500.00
054878	8/03/2018	999999	Urbane Projects Pty Ltd	Bond refund 50 Tranmore Way City Beach	\$5,000.00
054879	8/03/2018	999998	Yasmin Malkowski	Refund of rates	\$987.73
054880	8/03/2018	103142	Line Marking Specialists	Line marking various locations Feb 18	\$682.00
054881	8/03/2018	100718	Synergy	Utility charges Dec 17 - Feb 18 - Jersey Street Jolimont	\$156.05
054882	8/03/2018	100074	Telstra	Mobile and landline charges various locations Feb 18	\$13,785.26
054883	8/03/2018	100081	Town Of Cambridge	Staff farewell gift - Corporate and Strategic	\$200.00
054884	8/03/2018	100308	Water Corporation	Service charges/usage Jan - Feb 18 - Selby Street	\$3,560.88
054885	8/03/2018	001486	Hesta Super Fund	Staff superannuation contribution	\$114.71
				Sub Total	\$32,204.93

Payments Issued Listing Week Ending 4 March 2018

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
054840	2/03/2018	999999	Add A Splash Pools	Bond refund 3 Whitney Crescent Mount Claremont	\$700.00
054841	2/03/2018	999999	Ballet Workshop Inc	Refund overpayment of debtor invoice	\$467.25
054842	2/03/2018	999999	Ballet Workshop Inc	Refund overpayment of debtor invoice	\$1,216.00
054843	2/03/2018	999999	Ignite Youth Perth - Ronan McDinniss	Bond refund use Town facilities	\$750.00
054844	2/03/2018	999999	J Corp Pty Ltd t/as Impressions	Bond refund 208 Harborne Street Wembley	\$1,500.00
054845	2/03/2018	999999	J Luo	Bond refund 208 Harborne Street Wembley	\$700.00
054846	2/03/2018	999999	LN Selden	Bond refund 16 Katrine Street Floreat	\$1,500.00
054847	2/03/2018	999999	Rosalie Primary School	Bond refund use Town facilities	\$750.00
054848	2/03/2018	999999	Scout Entertainment Pty Ltd	Bond refund use Town facilities	\$475.00
054849	2/03/2018	999999	Tuck Construction	Bond refund 123 Grantham Street Floreat	\$700.00
054850	2/03/2018	999999	Twenty Twenty Marketing	Verge bond refund	\$5,000.00
054851	2/03/2018	999999	Wayjo Enterprises Pty Ltd	Bond refund use Town facilities	\$750.00
054852	2/03/2018	001714	City Of Wanneroo	Legal cost reimbursement for Mindarie Regional Council Resour	\$12,794.57
054853	2/03/2018	103142	Line Marking Specialists	Line marking various locations Feb 18	\$1,777.71
054854	2/03/2018	100821	Lions Club of Floreat	2017/2018 Financial Assistance Grant - Community Developmen	\$1,400.00
054855	2/03/2018	101737	Sensis Pty Ltd	Yellow pages advertising Feb 18 - TBC	\$25.41
054856	2/03/2018	100718	Synergy	Utility charges various locations Jan - Feb 18	\$3,971.75
054857			Cancelled Chq		
054858	2/03/2018	101243	Wembley Toy Library	2017/2018 Financial Assistance Grant - Community Developmen	\$1,541.00
054859	2/03/2018	100115	City of Perth Surf Lifesaving Club Inc	2017/2018 Financial Assistance Grant - Community Developmen	\$1,540.00
054860	2/03/2018	100941	Reabold Tennis Club	2017/2018 Financial Assistance Grant - Community Developmen	\$1,540.00
054861	2/03/2018	101059	Wembley Districts Cricket Club	2017/2018 Financial Assistance Grant - Community Developmen	\$1,400.00
054862	2/03/2018	100081	Town Of Cambridge	Staff farewell gift - Development and Sustainability	\$500.00
054863	2/03/2018	100081	Town Of Cambridge	Petty cash reimbursement - Admin	\$530.90
054864	2/03/2018	100081	Town Of Cambridge	Petty cash reimbursement - Library	\$357.30
				Sub Total	\$41,886.89

Payments Issued Listing Week Ending 29 March 2018

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031410	27/03/2018	100017	Scarboro Toyota	Service Town vehicle - WCC	\$2,334.70
E031411	27/03/2018	100018	Schindler Lifts Australia Pty Ltd	Lift maintenance Apr - Jun 18 - WGC, Library	\$3,224.11
E031412	27/03/2018	100041	Speedo Australia P/L	Swim accessories for resale Bold Park Aquatic	\$792.00
E031413	27/03/2018	100044	Bunnings Building Supplies Pty Ltd	Hardware items - Depot	\$109.63
E031414	27/03/2018	100070	Royal Life Saving Society of WA	Swim certificates - Bold Park Aquatic	\$208.80
E031415	27/03/2018	100079	Total Turf	Golf course equipment items - WGC	\$5,449.60
E031416	27/03/2018	100089	Western Australian Local Government Assoc	Various staff training courses	\$4,231.50
E031417	27/03/2018	100105	Westcare Industries	Stationery items - Admin, Library	\$1,005.95
E031418	27/03/2018	100107	Stevlec Electrical Pty Ltd	Electrical/lighting repairs various locations Feb 18	\$7,942.11
E031419	27/03/2018	100169	Quantum 2000	Stationery items - Admin	\$1,502.60
E031420	27/03/2018	100212	Asphaltech Pty Ltd	Supply asphalt - Depot	\$1,367.98
E031421	27/03/2018	100243	Total Packaging	Supply doggy dumpage disposal units - Depot	\$2,132.24
E031422	27/03/2018	100244	Globe Australia Pty Ltd	Fertiliser supplies - WGC	\$5,978.50
E031423	27/03/2018	100274	Hays Specialist Recruitment (Aust) Pty Ltd	Temporary labour hire - Planning	\$436.66
E031424	27/03/2018	100312	Mcleods Barristers & Solicitors	Professional services re: Various Legal Advice	\$6,597.81
E031425	27/03/2018	100314	Winc Australia Pty Limited	Stationery supplies - Depot, Admin, Library	\$1,156.94
E031426	27/03/2018	100323	Sunny Sign Company	Supply street signage	\$1,869.78
E031427	27/03/2018	100372	Perth Frozen Foods P/L	Confectionery for resale Bold Park Aquatic Café	\$837.20
E031428	27/03/2018	100384	Protection Engineering Pty Ltd	Repairs/maintenance fire equipment - Cambridge Scout Hall, Bold Park Aquatic	\$743.90
E031429	27/03/2018	100388	Playright Australia Pty Ltd	Repairs playground equipment Ocean Village Playground	\$2,233.00
E031430	27/03/2018	100391	The Workers Shop	Protective clothing items outside workers	\$119.00
E031431	27/03/2018	100401	Access Brick Paving Company	Repairs to paving Kimberley Street	\$9,000.75
E031432	27/03/2018	100413	James Bennett Pty Ltd	Stock purchases - Library	\$491.50
E031433	27/03/2018	100423	St John Ambulance Australia	First aid services Exposure Festival - Youth Centre	\$346.50
E031434	27/03/2018	100457	Bolinda Publishing Pty Ltd	Stock purchases - Library	\$57.20
E031435	27/03/2018	100476	Access Icon Pty Ltd T/As Cascada Group	Drainage repairs various locations Feb 18	\$2,636.90
E031436	27/03/2018	100489	Turfmaster Facility Management	Mowing contract services various parks and reserves Feb 18	\$19,525.00
E031437	27/03/2018	100693	Moore Stephens	Staff training course - Finance	\$907.50
E031438	27/03/2018	100714	Konica Minolta Business Solutions Australia	Maintenance/copies various locations Feb 18	\$4,990.62
E031439	27/03/2018	100832	Iron Mountain Australia Group Pty Ltd - Reca	Storage financial records Mar 18	\$82.13
E031440	27/03/2018	100833	Stratagreen	Hardware items - WGC	\$384.24
E031441	27/03/2018	100871	C Wood Distributors	Confectionery for resale Bold Park Aquatic Café	\$383.62
E031442	27/03/2018	100881	Darren Wilson	Reimbursement travel expenses re WGC	\$759.30
E031443	27/03/2018	100884	Suez Recycling & Recovery (Perth) Pty Ltd	Waste bin collection contract services Feb 18	\$3,292.43
E031444	27/03/2018	100886	PPCA LTD	Background music licence fees for events/festivals - Community Development	\$2,813.76
E031445	27/03/2018	100952	Western Metropolitan Regional Council Offic	Tipping fees - Depot	\$132.20
E031446	27/03/2018	100956	Flexi Staff Pty Ltd	Temporary labour hire outside workers	\$2,727.10
E031447	27/03/2018	101035	Sprayline Spraying Equipment	Hardware items - Depot	\$279.00
E031448	27/03/2018	101277	Contek Communications	Replacement Telstra pit Kimberley Street	\$2,068.00
E031449	27/03/2018	101305	Stott Hoare	Supply computer equipment - IT	\$328.90
E031450	27/03/2018	101387	L P Doyle T/As Hurricane Hiab & Tilt Tray Se	Transport of equipment items WGC to Cottesloe Golf Club	\$528.00
E031451	27/03/2018	101469	All-Type Engraving	Supply office signage - Library	\$44.00
E031452	27/03/2018	101578	Lock Stock & Farrell Locksmith	Supply keys locks Cambridge Scout Hall, Bold Park Aquatic	\$389.00
E031453	27/03/2018	101738	Downer EDI Works Pty Ltd	Hire of heavy equipment for infrastructure roadworks	\$19,917.26
E031454	27/03/2018	101758	Enigma Business Products	Stationery items - Admin	\$330.00
E031455	27/03/2018	101853	Amcom Telecommunications	IT Communication charges Apr 18	\$8,564.60

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031456	27/03/2018	101922	Steves Kerb Repairs	Construct kerbing Kalinda Drive	\$4,504.50
E031457	27/03/2018	101951	Elliotts Irrigation Pty Ltd	Reticulation parts - Parks	\$6,613.62
E031458	27/03/2018	102315	Kite Kinetics	Entertainment for Baton Relay - Community Development	\$330.00
E031459	27/03/2018	102441	The Hire Guys	Lighting equipment hire "Movies in the Park" - Community Development	\$770.80
E031460	27/03/2018	102472	Toro Australia Pty Ltd	Parts for mowing equipment - WGC	\$57.97
E031461	27/03/2018	102601	Liquor Barons Jolimont	Council refreshments	\$381.44
E031462	27/03/2018	102683	AE Hoskins & Sons	Building maintenance/repairs various locations Feb - Mar 18	\$5,779.99
E031463	27/03/2018	102684	Prosecur Australia Pty Limited	Parking ticket machine cash collections Feb 18 - Rangers	\$4,384.00
E031464	27/03/2018	102822	FPA Australia Pty Ltd	Provisions - Depot	\$3,025.11
E031465	27/03/2018	102991	Holcim (Australia) Pty Ltd	Supply concrete - Depot	\$614.02
E031466	27/03/2018	103070	Natural Area Consulting Management Serv	Weed control Lake Monger	\$2,301.20
E031467	27/03/2018	103130	Dorrington Plumbing & Gas	Plumbing repairs toilet facilities various locations Feb - Mar 18	\$2,885.00
E031468	27/03/2018	103165	Jackson McDonald Lawyers	Professional services re: Sale The Boulevard - S G Wright	\$1,107.87
E031469	27/03/2018	103469	Allpipe Technologies	Locate underground drainage pipes City Beach Park	\$1,017.50
E031470	27/03/2018	103476	Roads 2000 Pty Ltd	Carpark line marking - WCC; Repairs brick paving Warwick Street	\$12,035.21
E031471	27/03/2018	103617	Australian HVAC Services	Air conditioning repairs - Library, Cambridge Bowling Club	\$1,468.50
E031472	27/03/2018	103723	Covs Parts Pty Ltd	Hardware items - WGC	\$1,091.52
E031473	27/03/2018	103857	Active Transport and Tilt Tray Services WA	Towing abandoned vehicle - Rangers	\$143.00
E031474	27/03/2018	104078	Creating Communities Australia Pty Ltd	Consultancy Age Friendly Plan - Senior Services	\$1,584.00
E031475	27/03/2018	104079	Green Skills Inc	Weed control Chipping Park	\$515.90
E031476	27/03/2018	104106	McMullen Nolan Group Pty Ltd	Laser survey South City Beach Kiosk	\$4,235.00
E031477	27/03/2018	104131	Markovich Family Trust T/As Temptations Ca	Catering Admin meetings	\$2,321.85
E031478	27/03/2018	104143	Hutton Street Carpet Court	Replacement floor coverings Leederville Bowling Club	\$1,750.00
E031479	27/03/2018	104149	Dalky Pty Ltd trading as Fuel Creative	Advertising - Senior Services	\$110.00
E031480	27/03/2018	104188	C & T Reticulation	Repairs to reticulation Pangbourne Street	\$330.00
E031481	27/03/2018	104395	System Maintenance	Drainage repairs Floreat Oval Gardeners Shed	\$1,347.39
E031482	27/03/2018	104414	Prudential Investment Services Corp Pty Ltd	Investment services	\$1,028.13
E031483	27/03/2018	104487	Project Airconditioning Pty Ltd	Repairs air conditioning - WGC	\$302.50
E031484	27/03/2018	104612	Aveling Training	On-line staff training course	\$33.00
E031485	27/03/2018	104640	Artref Pty Ltd	Stationery items - Admin	\$1,743.83
E031486	27/03/2018	104678	Access Without Barriers Pty Ltd	Building maintenance repairs - Library	\$7,304.00
E031487	27/03/2018	104689	HenderLee Electrical Contractors Pty Ltd	Supply/install car park lighting Admin grounds	\$18,222.19
E031488	27/03/2018	104772	Quayclean Australia Pty Ltd	Cleaning products - Admin	\$570.68
E031489	27/03/2018	104786	Axiis Contracting Pty Ltd	Construct concrete footpath Alkoomie Terrace	\$5,225.00
E031490	27/03/2018	104788	Pope Electrical	Refrigeration repairs - Admin	\$495.00
E031491	27/03/2018	104798	Enviro Sweep	Car park sweeping Lake Monger Feb 18	\$363.00
E031492	27/03/2018	104812	Shiblon Pty Ltd	Repairs parking ticket machines - Rangers	\$1,015.72
E031493	27/03/2018	104836	EP Draffin Manufacturing Pty Ltd	Supply waste signage	\$1,285.90
E031494	27/03/2018	104865	Ixom Operations Pty Ltd	Supply pool chemicals - Bold Park Aquatic	\$151.77
E031495	27/03/2018	104949	Blue Force Pty Ltd	Mobile security monitoring - Bold Park Aquatic	\$100.10
E031496	27/03/2018	104965	Evolution Traffic Control Pty Ltd	Traffic management services various locations Feb 18	\$6,742.36
E031497	27/03/2018	104978	Hire Intelligence International Limited	Hire of sound equipment Baton Relay - Community Development	\$90.75
E031498	27/03/2018	104999	Blue Zoo	Professional services re: Business Unit Risk Registers	\$4,961.00
E031499	27/03/2018	105011	Hanson Construction Materials Pty Ltd	Supply concrete sand - Depot	\$155.61
E031500	27/03/2018	105021	All Access Australasia	Stock purchases - Library	\$179.94
E031501	27/03/2018	105076	LSVB Legal Pty Ltd T/As LSV Borrello Lawye	St Paul's Anglican Church Parking Rights - Ocean Village Shopping Centre	\$2,255.00
E031502	27/03/2018	105085	Ambrose Estate WA	Catering Admin meetings	\$894.15
E031503	27/03/2018	105111	Enviro Infrastructure Pty Ltd	Repairs to fencing Cambridge Croquet Club	\$460.60

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031504	27/03/2018	105192	Lucid Consulting Engineers (WA) Pty Ltd	Consultancy re: Bold Park Aquatic heating design; Building condition assessment City Beach Tennis Club	\$10,120.00
E031505	27/03/2018	105267	G&M Trust and Kardinya Trust T/As Sea Cor	Hire storage container City Beach Board Riders Club Mar 18	\$93.78
E031506	27/03/2018	105277	Minter Ellison	Professional services re: Ocean Mia Estate dispute	\$4,070.00
E031507	27/03/2018	105294	Threat Protect	Mobile security patrol services various locations Feb 18	\$4,537.50
E031508	27/03/2018	105299	Rivervale IGA	Provisions - Bold Park Aquatic Café	\$812.55
E031509	27/03/2018	105300	The Cookie Barrel	Bakery goods for resale Bold Park Aquatic Café	\$147.00
E031510	27/03/2018	105303	Brownes Foods Operations Pty Limited	Provisions - Bold Park Aquatic Café	\$270.02
E031511	27/03/2018	105312	Williams Tree Pro Services Pty Ltd	Tree removal WGC	\$4,200.00
E031512	27/03/2018	105315	PFD Food Services Pty Ltd	Provisions - Bold Park Aquatic Café	\$205.60
E031513	27/03/2018	105319	S & A Smash Repairs	Vehicle repairs Town vehicle - Planning	\$245.14
E031514	27/03/2018	105329	Australia's detailing group-osborne park	Detailing Town vehicle - Human Resources	\$220.00
E031515	27/03/2018	105331	Pronto - Gourmet Deli	Catering Admin meeting	\$314.75
E031516	27/03/2018	105342	Pavement Management Services Pty Ltd	Road condition assessment - Infrastructure	\$6,600.00
E031517	27/03/2018	105346	Hospitality Venue Management	Staffing services Bold Park Aquatic Café	\$8,714.99
E031518	27/03/2018	105355	Splendid Enterprises Pty Ltd T/As Soils Aint	Supply blue metal - Depot	\$666.00
E031519	27/03/2018	105371	Certa Civil Works Pty Ltd	Construct kerbing Lowanna Way	\$2,144.96
E031520	27/03/2018	105387	Veev Group Pty Ltd	Cloud Transition Feasibility Study	\$5,632.00
E031521	27/03/2018	105401	Insight Electrical Technology Pty Ltd	Electrical/lighting repairs Bold Park Aquatic	\$330.00
E031522	27/03/2018	105418	Emerge Environmental Services Pty Ltd	Sustainability Strategy	\$3,029.95
E031523	27/03/2018	105433	James Hulse - T/As Shiners Window Cleanin	Window cleaning - WGC	\$150.00
E031524	28/03/2018	100252	Perth Patterned Concrete	Stencil concrete Empire Village	\$48,400.00
E031525	29/03/2018	100634	Tonca Earthmoving	Infrastructure earthworks various locations Jan - Feb 18	\$43,157.40
E031526	29/03/2018	100756	Classic Tree Services	Prune/remove trees/branches various locations Feb - Mar 18	\$30,045.40
E031527	29/03/2018	100796	Mindarie Regional Council	Tipping fees Tamala Park	\$17,825.94
E031528	29/03/2018	104870	Lochness Landscape Services	Mowing/garden maintenance contract services various locations Feb - Mar 18	\$43,566.02
				Sub Total	\$481,038.14

Payments Issued Listing Week Ending 23 March 2018

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031300	20/03/2018	102987	Mark Taylor	Production proceeds - Quarry	\$34,013.26
E031301	20/03/2018	100918	Zipform Pty Ltd	Rates 4th Instalments 2017/18	\$4,828.27
E031302	20/03/2018	100007	Australia Post	Postage account Feb 18 - Admin	\$4,808.30
E031303	20/03/2018	100031	BOC Gases Australia Ltd	Supply gas cylinder - WGC	\$110.09
E031304	20/03/2018	100038	Bring Couriers	Courier services Feb 18 - Admin	\$22.66
E031305	20/03/2018	100044	Bunnings Building Supplies Pty Ltd	Hardware items - Depot	\$85.33
E031306	20/03/2018	100078	Total Eden Pty Ltd	Repairs to weather station Admin grounds; Bore p	\$15,701.18
E031307	20/03/2018	100079	Total Turf	Supply golf course equipment items - WGC	\$2,401.52
E031308	20/03/2018	100102	Sigma Chemicals	Repairs to pool equipment - Bold Park Aquatic	\$179.30
E031309	20/03/2018	100107	Stevlec Electrical Pty Ltd	Electrical/lighting repairs various locations Feb 18	\$1,056.66
E031310	20/03/2018	100156	Sunset Coast News Delivery	Supply newspapers Feb 18 - Admin	\$223.60
E031311	20/03/2018	100187	Dickies Tree Service	Chipping branches Admin grounds	\$2,398.00
E031312	20/03/2018	100227	Ellenby Tree Farm	Supply tree varieties - Depot	\$665.50
E031313	20/03/2018	100274	Hays Specialist Recruitment (Aust) Pty Ltd	Temporary labour hire - Planning	\$1,282.68
E031314	20/03/2018	100312	Mcleods Barristers & Solicitors	Professional services re: St John of God Carpark	\$3,271.49
E031315	20/03/2018	100314	Winc Australia Pty Limited	Stationery supplies - Admin, Depot, Library	\$2,168.86
E031316	20/03/2018	100319	Landgate - Midland	Gross rental valuations Feb - Mar 18	\$218.67
E031317	20/03/2018	100338	Mark Hartman	Podiatry services Feb 18 - Senior Services	\$135.00
E031318	20/03/2018	100384	Protection Engineering Pty Ltd	Supply fire safety equipment Lake Monger Gregor	\$375.08
E031319	20/03/2018	100391	The Workers Shop	Protective clothing items outside workers	\$2,224.00
E031320	20/03/2018	100401	Access Brick Paving Company	Paving repairs McCourt Street	\$1,540.00
E031321	20/03/2018	100413	James Bennett Pty Ltd	Stock purchases - Library	\$484.77
E031322	20/03/2018	100423	St John Ambulance Australia	Staff first aid courses - Senior Services; First Aid s	\$951.85
E031323	20/03/2018	100523	Cleansweep (WA) Pty Ltd	Hire road sweeper - City Beach, Wembley	\$2,310.00
E031324	20/03/2018	100633	Coates Hire	Hire of equipment Exposure Festival - Youth Centri	\$681.38
E031325	20/03/2018	100634	Tonca Earthmoving	Infrastructure earth works various locations Jan - F	\$13,633.40
E031326	20/03/2018	100693	Moore Stephens	Staff finance workshop attendance - Finance	\$3,410.00
E031327	20/03/2018	100714	Konica Minolta Business Solutions Aust	Photocopier maintenance/copies various locations	\$81.34
E031328	20/03/2018	100756	Classic Tree Services	Prune/remove trees/branches various locations Fe	\$1,936.55
E031329	20/03/2018	100760	Coca-Cola Amatil (Aust) Pty Ltd	Drinks for resale Bold Park Aquatic Café	\$277.20
E031330	20/03/2018	100783	Leo Heaney Pty Ltd	Hire of truck for street tree watering various locatio	\$15,204.06

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031331	20/03/2018	100871	C Wood Distributors	Confectionery for resale Bold Park Aquatic Café	\$388.85
E031332	20/03/2018	100956	Flexi Staff Pty Ltd	Temporary labour hire outside workers	\$3,017.88
E031333	20/03/2018	101360	Instant Products	Supply relocatable toilet facilities Dodd Street with	\$1,277.63
E031334	20/03/2018	101410	Choice	Stock purchase - Library	\$143.70
E031335	20/03/2018	101499	Torkan Packaging	Waste disposal bags - WGC	\$916.30
E031336	20/03/2018	101602	Subaru Osborne Park	Parts for Town vehicle - Planning	\$39.18
E031337	20/03/2018	101662	Cardno (WA) Pty Ltd	Professional services re: Cambridge Bike Plan	\$4,950.00
E031338	20/03/2018	101730	LO-GO Appointments	Temporary labour hire - Rangers	\$2,618.55
E031339	20/03/2018	101759	Stihl Shop - CSP Group	Hardware items - WGC	\$181.00
E031340	20/03/2018	102437	OCLC (UK) Ltd	Annual licence fee 2018/19 - Library	\$4,679.83
E031341	20/03/2018	102447	Integrated Distribution Pty Ltd	Hardware items - Depot	\$79.99
E031342	20/03/2018	102455	Have A Go News - Concept Media (WA)	Advertising - Bold Park Aquatic	\$480.15
E031343	20/03/2018	102472	Toro Australia Pty Ltd	Parts for mowing equipment - WGC	\$892.37
E031344	20/03/2018	102556	Advam Pty Ltd	Credit card transaction fees parking ticket machine	\$2,602.69
E031345	20/03/2018	102640	Animal Pest Management Services	Rabbit control coastal dunes	\$3,795.00
E031346	20/03/2018	102683	AE Hoskins & Sons	Building maintenance/repairs various locations Feb	\$2,235.87
E031347	20/03/2018	102822	FPA Australia Pty Ltd	Consumables - Depot	\$397.90
E031348	20/03/2018	102883	Country Club International Pty Ltd	Supply microbes - WGC	\$993.30
E031349	20/03/2018	102991	Holcim (Australia) Pty Ltd	Supply concrete - Depot	\$399.30
E031350	20/03/2018	103130	Dorrington Plumbing & Gas	Plumbing repairs - WCC	\$147.40
E031351	20/03/2018	103227	Xpanse Pty Ltd	Software Warranty and Preventative maintenance	\$14,858.80
E031352	20/03/2018	103384	Ad Astra Drycleaning	Council dry cleaning Feb 18	\$950.25
E031353	20/03/2018	103407	Excalibur Printing Pty Ltd	Merchandise for "Bike Week" - Travel Smart	\$543.40
E031354	20/03/2018	103825	Department of Planning - DAP Application	Development Application fee Brookdale Street, Flc	\$4,548.00
E031355	20/03/2018	103834	Zambezi Plumbing and Gas	Plumbing repairs Alderbury Reserve	\$198.00
E031356	20/03/2018	103939	Smoke and Mirrors Audio Visual	Hire of sound equipment Exposure Festival - Youth	\$5,023.50
E031357	20/03/2018	104006	Massey's Herd Milk Supply	Provisions - Depot	\$208.20
E031358	20/03/2018	104051	Vorgee Pty Ltd	Swim accessories for resale Bold Park Aquatic	\$1,754.48
E031359	20/03/2018	104188	C & T Reticulation	Repairs to reticulation West Coast Highway	\$1,815.00
E031360	20/03/2018	104245	Home Chef - Stellalpina Investments P/	Home delivered meals - Senior Services	\$382.84
E031361	20/03/2018	104373	Elite Graphix	Stationery items - Library, Admin	\$94.99
E031362	20/03/2018	104487	Project Airconditioning Pty Ltd	Repairs to air conditioning Cambridge Bowling Clu	\$1,012.00

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031363	20/03/2018	104515	Michael J Norman	Facilitate Bike Workshop Cambridge Street Festival	\$280.00
E031364	20/03/2018	104612	Aveling Training	On-line staff training courses	\$2,068.00
E031365	20/03/2018	104630	Days Newsagency	Supply newspapers Mar 18 - Senior Services	\$35.20
E031366	20/03/2018	104636	Flexirent Capital Ltd	Coffee machine rental Mar 18 - Library	\$251.91
E031367	20/03/2018	104731	Safety & Rescue Equipment	Installation safety equipment - Quarry	\$544.50
E031368	20/03/2018	104748	Wembley Supa IGA	Provisions - Youth Centre	\$79.73
E031369	20/03/2018	104772	Quayclean Australia Pty Ltd	Repairs to flooring TBC; Contract cleaning service	\$12,903.07
E031370	20/03/2018	104900	Blue Heeler Trading	Supply staff uniforms - Bold Park Aquatic	\$22.00
E031371	20/03/2018	104928	Safety World	First aid supplies - Depot	\$1,089.98
E031372	20/03/2018	104953	Gilmour & Jooste Electrical	Electrical repairs - Depot	\$364.86
E031373	20/03/2018	104965	Evolution Traffic Control Pty Ltd	Traffic management services various locations Feb	\$8,475.50
E031374	20/03/2018	105021	All Access Australasia	Stock purchases - Library	\$473.05
E031375	20/03/2018	105111	Enviro Infrastructure Pty Ltd	Repairs to fencing Cambridge Croquet Club	\$527.87
E031376	20/03/2018	105143	Localise Pty Limited	Major Strategic Review In-house support	\$3,333.00
E031377	20/03/2018	105199	The Forever Project	Equipment items Cambridge Street Festival	\$2,751.10
E031378	20/03/2018	105205	Way Funky Company Pty Ltd	Swim accessories for resale Bold Park Aquatic	\$154.64
E031379	20/03/2018	105279	Zerоз Pty Ltd	Catering supplies - Bold Park Aquatic	\$629.55
E031380	20/03/2018	105280	Jotoc Pty Ltd T/As Turfcare NSW Pty Ltd	Fertiliser supplies - WGC	\$828.00
E031381	20/03/2018	105294	Threat Protect	Mobile security patrol services - Admin, South City	\$836.00
E031382	20/03/2018	105300	The Cookie Barrel	Bakery goods for resale Bold Park Aquatic Café	\$95.21
E031383	20/03/2018	105301	Quality Oil Filters	Cleaning deep fryer - Bold Park Aquatic	\$227.00
E031384	20/03/2018	105302	Taldara Industries Pty Ltd	Catering supplies - Bold Park Aquatic	\$184.59
E031385	20/03/2018	105303	Brownes Foods Operations Pty Limited	Provisions - Bold Park Aquatic Café	\$192.08
E031386	20/03/2018	105309	Minbari Pty Ltd T/As Wembley Autocare	Service Town vehicle - Rangers	\$331.00
E031387	20/03/2018	105311	Cakes West Pty Ltd T/As Danish Patiss	Bakery goods for resale Bold Park Aquatic Café	\$77.64
E031388	20/03/2018	105315	PFD Food Services Pty Ltd	Provisions - Bold Park Aquatic Café	\$399.80
E031389	20/03/2018	105319	S & A Smash Repairs	Motor vehicle insurance excess repairs Town vehicle	\$500.00
E031390	20/03/2018	105331	Pronto - Gourmet Deli	Catering Admin meeting	\$289.90
E031391	20/03/2018	105332	JEL Communications	TBC web-site build	\$6,200.00
E031392	20/03/2018	105382	Absolute Trail Planning	Trail Plan and Strategy for walking trails TOC	\$1,500.00
E031393	20/03/2018	105393	Imagesource Digital Solutions	Printing services - Admin	\$231.00
E031394	20/03/2018	105411	Flick Anticimex Pty Ltd T/As The Pest G	Pest control services - Bold Park Aquatic	\$330.00

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031395	20/03/2018	105412	Green Workz Pty Ltd	Golf course equipment items - WGC	\$2,640.00
E031396	20/03/2018	105423	Arthouse Central	Hire of equipment Exposure Festival - Youth Centre	\$528.00
E031397	20/03/2018	105426	Donaldson Plumbing	Plumbing works The Boulevard Shopping Centre	\$3,773.00
E031398			Cancelled EFT		
E031399	21/03/2018	105089	Living Works Education (Australia) Pty L	Training kit - Youth Centre	\$613.85
E031400	21/03/2018	105143	Localise Pty Limited	Strategic Community Plan Review; Workforce Plan	\$24,873.20
E031401	22/03/2018	105201	Parkland Mazda	Supply replacement Town vehicle - Depot	\$35,270.79
E031402	22/03/2018	105371	Certa Civil Works Pty Ltd	Infrastructure verge works various locations Feb 18	\$65,363.75
E031403	22/03/2018	100241	Department of Fire and Emergency Services	Quarter 3 ESL for 2017/18	\$1,485,575.10
E031404	22/03/2018	100108	Deputy Commissioner of Taxation	PAYG (05/03/2018 to 18/03/2018) Refer Pay 1030	
E031405	23/03/2018	105439	Freeze Frame Opera Inc	Production proceeds - Quarry	\$40,302.18
E031406	23/03/2018	100474	Techsand	Install concrete footpath various locations Feb 18	\$31,563.98
E031407	23/03/2018	100763	Surf Life Saving of WA	Lifeguard contract services Jan 18	\$34,711.14
E031408	23/03/2018	100796	Mindarie Regional Council	Tipping fees Tamala Park	\$22,348.26
E031409	23/03/2018	104264	ADT Security	Supply/install security equipment - Depot	\$45,231.90
				Sub Total	\$2,017,307.68

Payments Issued Listing Week Ending 13 March 2018					
Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031216	13/03/2018	100796	Mindarie Regional Council	Tipping fees Tamala Park	\$22,417.56
E031217	13/03/2018	103369	Seamless (Aust) Pty Ltd	Annual subscription renewal - IT	\$44,000.00
E031218	13/03/2018	104772	Quayclean Australia Pty Ltd	Cleaning contract services various locations F	\$48,031.36
E031219	13/03/2018	100006	Australasian Performing Right	Background music licence fees 2017/2018 - C	\$362.16
E031220	13/03/2018	100010	Jason Signmakers	Supply/install signage South City Beach Kiosk	\$999.90
E031221	13/03/2018	100031	BOC Gases Australia Ltd	Supply gas cylinders - Depot, Bold Park Aquat	\$41.44
E031222	13/03/2018	100044	Bunnings Building Supplies Pty Ltd	Hardware items - WGC, Admin, Depot	\$579.93
E031223	13/03/2018	100079	Total Turf	Fertiliser supplies - WGC	\$2,115.30
E031224	13/03/2018	100105	Westcare Industries	Stationery items - Admin	\$253.50
E031225	13/03/2018	100107	Stevlec Electrical Pty Ltd	Electrical/lighting repairs - Admin, Perry Lakes	\$367.79
E031226	13/03/2018	100179	Floreat Forum Newsagency	Supply newspapers/magazines Feb 18 - Libra	\$458.36
E031227	13/03/2018	100187	Dickies Tree Service	Chipping of branches Admin grounds	\$1,386.00
E031228	13/03/2018	100244	Globe Australia Pty Ltd	Fertiliser and herbicide supplies - WGC	\$6,642.90
E031229	13/03/2018	100263	IPWEA-WA	Professional membership fees - Infrastructure	\$302.50
E031230	13/03/2018	100274	Hays Specialist Recruitment (Aust) Pty Lt	Temporary labour hire - Rangers	\$818.73
E031231	13/03/2018	100312	Mcleods Barristers & Solicitors	Professional services re: Various Legal Advice	\$18,755.83
E031232	13/03/2018	100314	Winc Australia Pty Limited	Stationery items - Admin, TBC	\$843.17
E031233	13/03/2018	100319	Landgate - Midland	Land enquiry - Compliance	\$25.30
E031234	13/03/2018	100324	Elite Pool Covers Pty Ltd	Repairs to pool blanket - Bold Park Aquatic	\$825.00
E031235	13/03/2018	100337	Bee Advice	Remove wasp nest Perry Lakes Estate	\$150.00
E031236	13/03/2018	100372	Perth Frozen Foods P/L	Confectionery for resale Bold Park Aquatic Ca	\$360.70
E031237	13/03/2018	100391	The Workers Shop	Protective clothing items outside workers	\$412.00
E031238	13/03/2018	100413	James Bennett Pty Ltd	Stock purchases - Library	\$1,178.02
E031239	13/03/2018	100474	Techsand	Repairs concrete footpath Keane Street	\$605.00
E031240	13/03/2018	100490	Konnect -Coventry Fasteners (#129007)	Hardware items - WGC	\$72.84
E031241	13/03/2018	100497	Armaguard	Banking collection services Feb 18 - WCC	\$126.82
E031242	13/03/2018	100714	Konica Minolta Business Solutions Austr	Photocopier maintenance/copies Jan 18 - Adn	\$719.97
E031243	13/03/2018	100756	Classic Tree Services	Prune/remove trees/branches various location	\$7,742.09
E031244	13/03/2018	100783	Leo Heaney Pty Ltd	Hire of truck for street tree watering various lo	\$18,060.36
E031245	13/03/2018	100942	Award Irrigation Pty Ltd	Locate underground services City Beach	\$1,149.50
E031246	13/03/2018	100956	Flexi Staff Pty Ltd	Temporary labour hire outside workers	\$3,566.81

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031247	13/03/2018	101104	Rain Bird Australia Pty Ltd	User support plan renewal - Parks	\$3,413.30
E031248	13/03/2018	101578	Lock Stock & Farrell Locksmith	Supply keys/locks - Admin	\$101.00
E031249	13/03/2018	101629	Bannister Downs Dairy Company	Provisions - Admin	\$94.40
E031250	13/03/2018	101639	Docushred	Supply security bins Feb 18 - Admin, Senior S	\$119.90
E031251	13/03/2018	101730	LO-GO Appointments	Temporary labour hire - Rangers	\$3,980.20
E031252	13/03/2018	101922	Steves Kerb Repairs	Construct kerbing - Depot	\$605.00
E031253	13/03/2018	101950	Fuel Distributors of WA Pty Ltd	Fuel supplies - WGC	\$4,135.94
E031254	13/03/2018	101951	Elliotts Irrigation Pty Ltd	Reticulation repairs - Parks	\$1,503.70
E031255	13/03/2018	102269	Horizons West Bus and Coachlines	TOC Summer bus charter Feb 18	\$863.50
E031256	13/03/2018	102441	The Hire Guys	Hire of equipment "Movies in the Park" - Comr	\$610.40
E031257	13/03/2018	102447	Integrated Distribution Pty Ltd	Hardware items - Depot	\$1,652.96
E031258	13/03/2018	102472	Toro Australia Pty Ltd	Parts for mowing equipment - WGC	\$176.37
E031259	13/03/2018	102601	Liquor Barons Jolimont	Council refreshments	\$689.84
E031260	13/03/2018	102683	AE Hoskins & Sons	Building maintenance/repairs various locations	\$8,980.74
E031261	13/03/2018	102883	Country Club International Pty Ltd	Supply parts for mowing equipment - WGC	\$484.00
E031262	13/03/2018	103130	Dorrington Plumbing & Gas	Plumbing repairs City Beach Tennis Club, City	\$947.10
E031263	13/03/2018	103518	Osborne Park Volkswagen	Service Town vehicle - Infrastructure	\$454.00
E031264	13/03/2018	103541	Zenith Interiors Pty Ltd	Supply office furniture - Bold Park Aquatic	\$4,224.00
E031265	13/03/2018	103628	Sunny Industrial Brushware Pty Ltd	Mowing equipment - Depot	\$438.90
E031266	13/03/2018	103723	Covs Parts Pty Ltd	Hardware items - WGC	\$65.84
E031267	13/03/2018	103810	EOS Electrical	Electrical repairs lights for Christmas Tree Lak	\$1,320.00
E031268	13/03/2018	103834	Zambezi Plumbing and Gas	Plumbing repairs Sydney Cheek Pavilion, Flor	\$1,772.36
E031269	13/03/2018	103857	Active Transport and Tilt Tray Services W	Towing abandoned vehicle - Rangers	\$143.00
E031270	13/03/2018	104131	Markovich Family Trust T/As Temptations	Catering Admin meetings Feb 18	\$2,617.15
E031271	13/03/2018	104155	Australia Post - counter transactions	Transaction fees Feb 18 - Rates	\$523.37
E031272	13/03/2018	104395	System Maintenance	Grease trap pump-out City Beach Commercia	\$2,565.75
E031273	13/03/2018	104400	Osborne Park Mazda	Service Town vehicles - Depot	\$231.00
E031274	13/03/2018	104404	Initial Hygiene	Hygiene services various locations Mar - May	\$7,672.75
E031275	13/03/2018	104435	Eye In The Sky Productions	Aerial photo Quarry	\$156.62
E031276	13/03/2018	104465	Mclnerney Ford	Parts for Town vehicle - Community Developm	\$183.00
E031277	13/03/2018	104678	Access Without Barriers Pty Ltd	Repairs/maintenance Grantham Park toilets a	\$5,773.90
E031278	13/03/2018	104748	Wembley Supa IGA	Provisions - Senior Services	\$1,473.65
E031279	13/03/2018	104895	Gutter Vac Perth	Gutter cleaning City Beach Surf Life Saving Cl	\$330.00

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031280	13/03/2018	104953	Gilmour & Jooste Electrical	Repairs to lighting - Bold Park Aquatic	\$483.00
E031281	13/03/2018	104965	Evolution Traffic Control Pty Ltd	Traffic management various locations Feb 18	\$7,541.26
E031282	13/03/2018	104993	WA Pump Control Systems Pty Ltd	Repairs to bore pumps - WGC	\$462.00
E031283	13/03/2018	105021	All Access Australasia	Stock purchases - Library	\$505.67
E031284	13/03/2018	105106	Taylor Burrell Barnett	Local Planning Strategy	\$10,681.00
E031285	13/03/2018	105111	Enviro Infrastructure Pty Ltd	Painting repairs - WCC	\$1,084.88
E031286	13/03/2018	105300	The Cookie Barrel	Bakery goods for resale Bold Park Aquatic Ca	\$204.56
E031287	13/03/2018	105301	Quality Oil Filters	Cleaning deep fryer - Bold Park Aquatic Café	\$227.00
E031288	13/03/2018	105303	Brownes Foods Operations Pty Limited	Dairy goods for resale Bold Park Aquatic Café	\$102.64
E031289	13/03/2018	105315	PFD Food Services Pty Ltd	Provisions - Bold Park Aquatic Café	\$209.40
E031290	13/03/2018	105355	Splendid Enterprises Pty Ltd T/As Soils A	Supply limestone - Depot	\$157.50
E031291	13/03/2018	105399	Mediavation	Production corporate video - TBC	\$1,800.00
E031292	13/03/2018	105402	Integrity Sampling (WA)	Staff training courses - Bold Park Aquatic	\$550.00
E031293	13/03/2018	105406	Lawn Doctor	Supply turf - WGC	\$5,400.00
E031294	13/03/2018	105411	Flick Anticimex Pty Ltd T/As The Pest Gu	Pest control service various locations Feb 18	\$1,050.50
E031295	13/03/2018	105424	Practical People Solutions	Staff training - Senior Services	\$792.00
E031296	13/03/2018	105427	Award Signs	Signage for TOC Summer bus	\$4,070.00
E031297	13/03/2018	105431	Richard Treanor	Reimbursement stationery items	\$117.42
E031298	14/03/2018	104993	WA Pump Control Systems Pty Ltd	Upgrade bore pumps - WGC	\$3,725.70
E031299	14/03/2018	100962	Construction Industry Training Fund	Building levies Feb 18	\$13,978.64
				Sub Total	\$294,817.65

Payments Issued Listing Week Ending 9 March 2018

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031122	7/03/2018	105024	The Trustee for EQUIPSUPER	Defined Benefit Super (22/01/2018 to 18/02/2018) Refer Pay 1025	
E031123	7/03/2018	100763	Surf Life Saving of WA	Lifeguard contract services Feb 18	\$34,711.14
E031124	7/03/2018	100796	Mindarie Regional Council	Tipping fees Tamala Park	\$27,389.34
E031125	7/03/2018	100044	Bunnings Building Supplies Pty Ltd	Hardware items - Quarry, Depot	\$336.48
E031126	7/03/2018	100078	Total Eden Pty Ltd	Repairs to weather station Admin grounds	\$6,818.35
E031127	7/03/2018	100102	Sigma Chemicals	Supply pool chemicals - Bold Park Aquatic	\$1,078.00
E031128	7/03/2018	100105	Westcare Industries	Stationery items - Library	\$250.80
E031129	7/03/2018	100107	Stevlec Electrical Pty Ltd	Electrical/lighting repairs Feb 18 - Depot	\$1,427.58
E031130	7/03/2018	100129	Statewide Cleaning Supplies Pty Ltd	Cleaning products - Bold Park Aquatic	\$535.41
E031131	7/03/2018	100202	Insight CCS Pty Ltd	After hours message services Jan 18 - Rangers	\$578.16
E031132	7/03/2018	100244	Globe Australia Pty Ltd	Fertiliser supplies - WGC	\$3,861.00
E031133	7/03/2018	100274	Hays Specialist Recruitment (Aust) Pty Ltd	Temporary labour hire - Planning	\$1,282.68
E031134	7/03/2018	100314	Winc Australia Pty Limited	Stationery items - Library, Senior Services	\$523.25
E031135	7/03/2018	100337	Bee Advice	Remove wasp nest Perry Lakes Reserve	\$150.00
E031136	7/03/2018	100372	Perth Frozen Foods P/L	Confectionery for resale Bold Park Aquatic Café	\$75.10
E031137	7/03/2018	100391	The Workers Shop	Protective clothing items outside workers	\$66.00
E031138	7/03/2018	100413	James Bennett Pty Ltd	Stock purchases - Library	\$328.57
E031139	7/03/2018	100420	Don Allen Electronics	Hire of lighting equipment - Quarry	\$264.00
E031140	7/03/2018	100451	Landmark Exteria	Hardware supplies - Depot	\$2,449.70
E031141	7/03/2018	100474	Techsand	Replace concrete footpaths various locations Feb 18	\$17,390.01
E031142	7/03/2018	100497	Armaguard	Banking collection services Feb 18 - Admin, Bold Park Aquatic	\$1,014.56
E031143	7/03/2018	100523	Cleansweep (WA) Pty Ltd	Car park sweeping - Quarry	\$577.50
E031144	7/03/2018	100635	Ponies For Any Occasion	Entertainment Australia Day Event - Community Development	\$1,485.00
E031145	7/03/2018	100756	Classic Tree Services	Prune/remove trees/branches various locations Feb 18	\$5,208.50
E031146	7/03/2018	100760	Coca-Cola Amatil (Aust) Pty Ltd	Drinks for resale Bold Park Aquatic Café	\$162.80
E031147	7/03/2018	100785	Bucher Municipal	Repairs to roadsweeper - Depot	\$2,738.84
E031148	7/03/2018	100849	LIWA Aquatics Leisure Institute of Western A	Staff training course - Bold Park Aquatic	\$120.00
E031149	7/03/2018	100871	C Wood Distributors	Provisions - Bold Park Aquatic Café	\$457.60
E031150	7/03/2018	100893	Australia Day Council of WA	Merchandise Australia Day Event - Community Development	\$469.50
E031151	7/03/2018	100897	Dell Australia Pty Ltd	Computer hardware - IT	\$683.10
E031152	7/03/2018	100918	Zipform Pty Ltd	SMS reminders third rates instalments	\$376.14
E031153	7/03/2018	100956	Flexi Staff Pty Ltd	Temporary labour hire outside workers	\$2,686.05
E031154	7/03/2018	101167	Calamunnda Camels Pty Ltd	Entertainment Australia Day Event - Community Development	\$3,265.00
E031155	7/03/2018	101260	Corporate Health Professionals	Pre-employment medical assessments	\$1,402.50
E031156	7/03/2018	101277	Contek Communications	Repairs to telecommunications pit Northwood Street	\$1,217.05
E031157	7/03/2018	101343	PBF Australia	Corporate membership renewal - Human Resources	\$5,945.00
E031158	7/03/2018	101344	Miracle Recreation Equipment	Repairs to playground equipment Wembley Sports Park	\$330.00

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031159	7/03/2018	101578	Lock Stock & Farrell Locksmith	Supply keys - Admin	\$70.00
E031160	7/03/2018	101629	Bannister Downs Dairy Company	Provisions - Admin	\$86.40
E031161	7/03/2018	101665	Maxwell Robinson & Phelps	Pest control treatment - TBC	\$235.00
E031162	7/03/2018	101730	LO-GO Appointments	Temporary labour hire - Rangers	\$12,424.16
E031163	7/03/2018	101951	Elliotts Irrigation Pty Ltd	Bore maintenance various locations Jan 18	\$332.20
E031164	7/03/2018	102447	Integrated Distribution Pty Ltd	Protective clothing items outside workers	\$645.71
E031165	7/03/2018	102472	Toro Australia Pty Ltd	Parts for mowing equipment - WGC	\$190.48
E031166	7/03/2018	102683	AE Hoskins & Sons	Building maintenance/repairs various locations Feb 18	\$1,562.43
E031167	7/03/2018	102853	Department of Transport - Perth	Vehicle owner searches Jan 18 - Rangers	\$1,380.20
E031168	7/03/2018	102883	Country Club International Pty Ltd	Repairs to golf equipment - WGC	\$256.85
E031169	7/03/2018	103070	Natural Area Consulting Management Services	Weed control Lake Monger	\$3,927.00
E031170	7/03/2018	103089	Ford and Doonan - Osborne Park	Installation air conditioning unit Leederville Bowling Club	\$8,995.00
E031171	7/03/2018	103130	Dorrington Plumbing & Gas	Plumbing repairs various locations Feb 18	\$2,114.90
E031172	7/03/2018	103169	Interactcard	Staff identification cards - Human Resource	\$264.00
E031173	7/03/2018	103322	Artistralia	Licence fee "Movies in the Park" - Community Development	\$715.00
E031174	7/03/2018	103690	W.A. Rewind Co	Repairs to mowing equipment - WGC	\$697.40
E031175	7/03/2018	103723	Covs Parts Pty Ltd	Hardware items - WGC	\$210.11
E031176	7/03/2018	103810	EOS Electrical	Electrical repairs Lake Monger Christmas Tree lights	\$495.00
E031177	7/03/2018	103834	Zambezi Plumbing and Gas	Plumbing repairs toilet facilities Jersey Street	\$78.78
E031178	7/03/2018	104006	Massey's Herd Milk Supply	Provisions - Depot	\$206.50
E031179	7/03/2018	104051	Vorgee Pty Ltd	Swim accessories for resale Bold Park Aquatic	\$4,580.93
E031180	7/03/2018	104079	Green Skills Inc	Weed control Templetonia Reserve, Chipping Park, Quarry	\$2,465.10
E031181	7/03/2018	104131	Markovich Family Trust T/As Temptations Ca	Catering Admin meetings Feb 18	\$1,598.47
E031182	7/03/2018	104143	Hutton Street Carpet Court	Repairs to flooring - TBC	\$1,770.00
E031183	7/03/2018	104492	Marketforce Pty Ltd	Marketforce advertising Jan 18	\$2,759.68
E031184	7/03/2018	104638	Spider Waste Collection Services Pty Ltd	Roadside waste mattress collections Nov 17 - Feb 18	\$3,009.60
E031185	7/03/2018	104678	Access Without Barriers Pty Ltd	Building maintenance/repairs various locations Feb 18	\$2,632.30
E031186	7/03/2018	104729	Clockwork Print	Stationery printing - Community Development	\$351.45
E031187	7/03/2018	104731	Safety & Rescue Equipment	Repairs to safety equipment - Quarry	\$1,155.00
E031188	7/03/2018	104840	West Coast Shade Pty Ltd	Shade sail repairs Bent Park and Ocean Village Park Playgrou	\$2,409.00
E031189	7/03/2018	104852	Varidesk LLC	Supply office furniture - Admin	\$550.00
E031190	7/03/2018	104858	Paramount Business Supplies Pty Ltd	Repairs to office equipment - Admin	\$165.00
E031191	7/03/2018	104965	Evolution Traffic Control Pty Ltd	Traffic management services various locations Feb 18	\$9,659.21
E031192	7/03/2018	104966	Amgrow Australia Pty Limited - Nuturf	Fertiliser supplies - WGC	\$1,713.80
E031193	7/03/2018	104976	Intelife Group	Cleaning BBQ equipment City Beach, Floreat Beach	\$314.60
E031194	7/03/2018	105040	Moharich and More Pty Ltd	Professional services re: Town Planning Scheme	\$2,772.00
E031195	7/03/2018	105104	Westwind Surveying	Surveying services The Boulevard	\$5,277.20
E031196	7/03/2018	105121	Total Aqua - Mandurah	Repairs water filter - Admin	\$848.00
E031197	7/03/2018	105198	Perth Pro Garage Doors	Repairs to roller door storage shed - WGC	\$1,419.00

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031198	7/03/2018	105279	Zerorz Pty Ltd	Catering supplies - Bold Park Aquatic Café	\$2,705.55
E031199	7/03/2018	105294	Threat Protect	Mobile security patrol services - WGC	\$121.00
E031200	7/03/2018	105300	The Cookie Barrel	Bakery goods for resale Bold Park Aquatic Café	\$173.25
E031201	7/03/2018	105301	Quality Oil Filters	Cleaning deep fryer equipment - Bold Park Aquatic Café	\$227.00
E031202	7/03/2018	105303	Brownes Foods Operations Pty Limited	Provisions - Bold Park Aquatic Café	\$273.89
E031203	7/03/2018	105315	PFD Food Services Pty Ltd	Provisions - Bold Park Aquatic Café	\$215.05
E031204	7/03/2018	105336	Perth Energy Pty Ltd	Utility supplies Nov 17 - Feb 18 - WCC	\$363.85
E031205	7/03/2018	105358	Workwear Group Pty Ltd	Supply corporate staff uniforms	\$52.70
E031206	7/03/2018	105376	Lantern Architecture	Architect works Floreat Beach Café	\$10,246.50
E031207	7/03/2018	105393	Imagesource Digital Solutions	Draft bicycle network plan - Infrastructure	\$557.70
E031208	7/03/2018	105408	Woodvale Fish & Lily Farm	Supply gold fish for Mini-Golf water feature - WGC	\$500.00
E031209	7/03/2018	105411	Flick Anticimex Pty Ltd T/As The Pest Guys (Pest control treatments various locations Feb 18	\$907.50
E031210	7/03/2018	105412	Green Workz Pty Ltd	Golf course equipment - WGC	\$1,100.00
E031211	7/03/2018	105421	Philip Griffiths Architects	Professional heritage architect services Holyrood Street	\$825.00
E031212	7/03/2018	105428	RJ & CM Maddams T/As Southwest Riverstor	Supply river stones - WGC	\$6,750.00
E031213	8/03/2018	104437	The Pamphleteers	Letter box delivery re: Pedestrian and Traffic Management City	\$330.00
E031214	8/03/2018	100108	Deputy Commissioner of Taxation	PAYG (19/02/2018 to 04/03/2018) Refer Pay 1028	
E031215	9/03/2018	104993	WA Pump Control Systems Pty Ltd	Upgrade to bore pump - WGC	\$3,725.70
				Sub Total	\$237,066.86

Payments Issued Listing Week Ending 2 March 2018

Payment Number	Payment Date	Payee Code	Name/Reference	Description	Payment Amount
E031111	2/03/2018	100884	Suez Recycling & Recovery (Perth) Pty Ltd	Waste bin collection contract services Jan 18	\$183,251.71
E031112	2/03/2018	104465	McInerney Ford	Supply replacement Town vehicle - Depot	\$30,211.20
E031113	2/03/2018	100756	Classic Tree Services	Prune/remove trees/branches various locations Jan 18	\$36,857.43
E031114	2/03/2018	100796	Mindarie Regional Council	Tipping fees Tamala Park	\$38,184.31
E031115	2/03/2018	102269	Horizons West Bus and Coachlines	TOC Summer bus Jan 18	\$26,768.50
E031116	2/03/2018	100034	Australian Service Union	Monthly Deductions (22/01/2018 to 18/02/2018)Refer Pay 1026	
E031117	2/03/2018	100073	Child Support Agency	Monthly Deductions (22/01/2018 to 18/02/2018)Refer Pay 1026	
E031118	2/03/2018	100233	LGRCEU	Monthly Deductions (22/01/2018 to 18/02/2018)Refer Pay 1026	
E031119	2/03/2018	100344	Town of Cambridge Social Club	Monthly Deductions (22/01/2018 to 18/02/2018)Refer Pay 1026	
E031120	2/03/2018	103476	Roads 2000 Pty Ltd	Infrastructure roadworks Warwick Street	\$20,110.31
E031121	2/03/2018	103816	Department of Commerce, Building Commi	Building services levies Nov 17	\$19,012.21
				Sub Total	\$354,395.67

WGC EFTS ISSUED LISTING PERIOD March 2018

EFT Number	Name/Reference	Descriptions	Amount
EP000290	Richard Brain	Professional Services	\$934.23
EP000290	McNiel, Courtney	Professional Services	\$1,835.73
EP000290	Campbell George	Professional Services	\$747.88
EP000290	Brad Parker	Professional Services	\$1,755.82
EP000290	Armaguard	Pro Shop - Service	\$1,096.77
EP000290	Andrew G Thomas	Professional Services	\$2,227.00
EP000290	Simon Smith	Professional Services	\$182.00
EP000290	Meerkat Balls	Pro Shop - Merchandise	\$150.00
	Payment Total:		\$8,929.43
EP000291	2 The Tee Golf Agencies	Pro Shop - Merchandise	\$429.00
EP000291	Adidas Golf	Pro Shop - Merchandise	\$9,041.75
EP000291	Amer Sports Australia Pty Ltd	Pro Shop - Merchandise	\$5,206.93
EP000291	Andrew G Thomas	Professional Services	\$3,058.75
EP000291	Brad Parker	Professional Services	\$1,649.80
EP000291	Clarie Elvidge Golf	Professional Services	\$2,546.80
EP000291	Golf Imports	Pro Shop - Merchandise	\$988.57
EP000291	Winc (Staples Australia Pty Ltd)	Printing & Stationery	\$603.61
EP000291	Walkinshaw Sports Pty Ltd	Pro Shop - Merchandise	\$15.00
EP000291	Walkerden Golf	Pro Shop - Merchandise	\$128.48
EP000291	Srixon Sports Australasia	Pro Shop - Merchandise	\$3,772.70
EP000291	Richard Brain	Professional Services	\$1,446.74
EP000291	Puma Australia Pty Ltd	Pro Shop - Merchandise	\$11,781.60
EP000291	Paul Criddle Teaching	Professional Services	\$546.56
EP000291	Motorised Golf International	Pro Shop - Merchandise	\$1,567.50
EP000291	Campbell George	Professional Services	\$794.76
EP000291	Meerkat Balls	Pro Shop - Merchandise	\$579.00
	Payment Total:		\$44,157.55
EP000292	Ambrose Estate	Catering, cleaning, internet	\$7,861.32
EP000292	Dynacast Golf Factory Pty Ltd	Spare Parts	\$697.13
EP000292	D.S.J Enterprises	Pro Shop - Merchandise	\$120.17
EP000292	Cutter and Buck	Pro Shop - Merchandise	\$1,136.26
EP000292	Clublinks Pty Ltd	Professional Services	\$4,171.90
EP000292	Clublinks Management Pty Ltd	Professional Services	\$467.50
EP000292	Callaway Golf South Pacific Pty Ltd	Pro Shop - Merchandise	\$8,058.41
EP000292	American Golf Supplies (Ping)	Pro Shop - Merchandise	\$19,177.08
EP000292	Acushnet Australia Pty Ltd	Pro Shop - Merchandise	\$3,785.42
EP000292	Peter Wright Golf Agencies	Pro Shop - Merchandise	\$1,818.52
EP000292	Quick 18 Golf Business Group Pty Ltd	Pro Shop - Support	\$929.50
EP000292	Redbox Agencies Pty Ltd	Pro Shop - Merchandise	\$216.98
EP000292	Sporte Leisure	Pro Shop - Merchandise	\$437.58
EP000292	Luxottica Australia Pty Ltd	Pro Shop - Merchandise	\$100.39
	Payment Total:		\$48,978.16
EP000293	Brad Parker	Professional Services	\$1,937.95
EP000293	Adidas Golf	Pro Shop - Merchandise	\$6,244.24
EP000293	Andrew G Thomas	Professional Services	\$2,408.11
EP000293	Avenel of Melbourne Wholesale Pty Ltd	Pro Shop - Merchandise	\$362.93
EP000293	Callaway Golf South Pacific Pty Ltd	Pro Shop - Merchandise	\$7,696.18
EP000293	Campbell George	Professional Services	\$529.25
EP000293	Eighteen Eves	Pro Shop - Merchandise	\$233.75

WGC EFTS ISSUED LISTING PERIOD March 2018

EFT Number	Name/Reference	Descriptions	Amount
EP000293	Factotum Industries	Electrical repairs	\$110.00
EP000293	Fuel Creative Marketing Pty Ltd	Professional Services	\$4,268.00
EP000293	Golf WA	Awards night tickets	\$680.00
EP000293	Phonographic Performance Company	music licence	\$84.38
EP000293	Puma Australia Pty Ltd	Pro Shop - Merchandise	\$11,411.44
EP000293	Safety World	Repairs & Maintenance	\$540.26
EP000293	Sage Wage Easy	Professional Services	\$818.90
EP000293	Srixon Sports Australasia	Pro Shop - Merchandise	\$1,738.12
EP000293	Walkinshaw Sports Pty Ltd	Pro Shop - Merchandise	\$798.60
EP000293	Winc (Staples Australia Pty Ltd)	Printing & Stationery	\$193.82
EP000293	Acushnet Australia Pty Ltd	Pro Shop - Merchandise	\$9,266.66

Payment Total:

\$49,322.59

EP000294	Peter Wright Golf Agencies	Pro Shop - Merchandise	\$491.99
EP000294	Ben Percival Trading As Golf Performa	Professional Services	\$1,157.00
EP000294	Callaway Golf South Pacific Pty Ltd	Pro Shop - Merchandise	\$6,682.14
EP000294	Ambrose Estate	Catering, cleaning, internet	\$8,013.72
EP000294	Dynacast Golf Factory Pty Ltd	Spare Parts	\$2,680.21
EP000294	Embroidery WA	Marketing & Advertising	\$1,271.44
EP000294	Golf Car Rentals P/L	Golf Cart Expenses	\$2,552.00
EP000294	Luxtottica Australia Pty Ltd	Pro Shop - Merchandise	\$2,829.34
EP000294	Redbox Agencies Pty Ltd	Pro Shop - Merchandise	\$366.96
EP000294	Simon Smith	Professional Services	\$803.05
EP000294	Walkerden Golf	Pro Shop - Merchandise	\$1,129.92
EP000294	Golf Imports	Pro Shop - Merchandise	\$1,406.31
EP000294	Andrew G Thomas	Professional Services	\$3,979.59
EP000294	American Golf Supplies (Ping)	Pro Shop - Merchandise	\$7,390.53
EP000294	Walkinshaw Sports Pty Ltd	Pro Shop - Merchandise	\$2,445.98

Payment Total:

\$43,200.18

EP000295	Brad Parker	Professional Services	\$1,980.21
EP000295	Campbell George	Professional Services	\$457.36
EP000295	Richard Brain	Professional Services	\$1,164.67
EP000295	Paul Criddle Teaching	Professional Services	\$1,084.82

Payment Total:

\$4,687.06

EP000296	Mark Patriarca	Professional Services	\$2,611.42
EP000296	Meerkat Balls	Pro Shop - Merchandise	\$180.00
EP000296	Mizuno Corporation Australia	Pro Shop - Merchandise	\$1,299.64
EP000296	Paul Criddle Teaching	Professional Services	\$593.34
EP000296	Sporte Leisure	Pro Shop - Merchandise	\$1,203.84
EP000296	Puma Australia Pty Ltd	Pro Shop - Merchandise	\$7,509.13
EP000296	Walkinshaw Sports Pty Ltd	Pro Shop - Merchandise	\$1,996.44
EP000296	Luxtottica Australia Pty Ltd	Pro Shop - Merchandise	\$7,127.23
EP000296	Peter Wright Golf Agencies	Pro Shop - Merchandise	\$370.39
EP000296	Golf Imports	Pro Shop - Merchandise	\$968.71
EP000296	Your Business Supplies	Pro Shop - Support	\$2,088.00
EP000296	D.S.J Enterprises	Pro Shop - Merchandise	\$57.47
EP000296	Cutter and Buck	Pro Shop - Merchandise	\$671.00
EP000296	Campbell George	Professional Services	\$394.53
EP000296	Callaway Golf South Pacific Pty Ltd	Pro Shop - Merchandise	\$2,555.67
EP000296	Brad Parker	Professional Services	\$1,811.00

WGC EFTS ISSUED LISTING PERIOD March 2018

EFT Number	Name/Reference	Descriptions	Amount
EP000296	Andrew G Thomas	Professional Services	\$2,683.29
EP000296	Winc (Staples Australia Pty Ltd)	Printing & Stationery	\$109.88
EP000296	Dynacast Golf Factory Pty Ltd	Spare Parts	\$3,068.67
EP000296	Ambrose Estate	Catering, cleaning, internet	\$1,096.60
EP000296	Adidas Golf	Pro Shop - Merchandise	\$3,354.79
EP000296	Acushnet Australia Pty Ltd	Pro Shop - Merchandise	\$5,562.98
EP000296	Amer Sports Australia Pty Ltd	Pro Shop - Merchandise	\$1,641.93

Payment Total: **\$48,955.95**

Grand Total: **\$248,230.92**

PAYMENT ISSUED LISTING PERIOD ENDING 31 March 2018

EFT Number	EFT Date	Name/Reference	Description	EFT Amount
<u>Investments Listing</u>				
INV01020	06-Mar-18	Suncorp	Investment of Reserve Fund for 6 Months (Rollover)	1,000,000.00
INV01021	06-Mar-18	NAB	Investment of Reserve Fund for 4 Months (Rollover)	2,510,549.32
INV01022	13-Mar-18	Bankwest	Investment of Reserve Fund for 5 Months (Rollover)	2,047,868.49
INV01023	13-Mar-18	NAB	Investment of Reserve Fund for 4 Months (Rollover)	2,047,640.07
INV01024	20-Mar-18	ANZ	Investment of Endowment Fund for 4 Months (Rollover)	1,000,000.00
INV01025	20-Mar-18	ANZ	Investment of Reserve Fund for 4 Months (Rollover)	1,000,000.00
INV01026	27-Mar-18	NAB	Investment of Municipal Fund for 5.5 Months (Rollover)	1,000,000.00
INV01027	27-Mar-18	NAB	Investment of Reserve Fund for 5.5 Months (Rollover)	1,000,000.00
			Subtotal:	\$ 11,606,057.88
<u>Supplier Direct Bank Debit Listing</u>				
Sup431	01-Mar-18	Commonwealth Bank	Wembley Golf Course Irrigation Loan	\$ 17,664.67
Sup432	01-Mar-18	Commonwealth Bank	Acquisition 39 Southport Street West Leederville Loan	\$ 3,295.42
Sup433	05-Mar-18	Commonwealth Bank	Mayor & Councillors Allowances for March 2018	\$ 24,891.24
Sup434	05-Mar-18	Commonwealth Bank	Matercard Payments February 2018	\$ 2,941.47
Sup435	21-Mar-18	Commonwealth Bank	Fuel February 2018	\$ 16,802.57
			Subtotal:	\$ 65,595.37
<u>Payroll EFTs Issued Listing</u>				
1024	6/03/2018	Click Super	Direct Debit Super (22/01/2018 to 18/02/2018)	\$ 162,118.06
1025	6/03/2018	Equip Super	Defined Benefit Super (22/01/2018 to 18/02/2018)	\$ 8,499.57
1026	2/03/2018	Deductions	Monthly Deductions (22/01/2018 to 18/02/2018)	\$ 2,468.74
1027	6/03/2018	Net Wages	Net Pay (19/02/18 - 04/03/18)	\$ 459,414.09
1028	8/03/2018	ATO	PAYG (19/02/2018 to 04/03/2018)	\$ 141,533.00
1029	20/03/2018	Net Wages	Net Pay (05/03/18 - 18/03/18)	\$ 460,400.67
1030	22/03/2018	ATO	PAYG (05/03/2018 to 18/03/2018)	\$ 141,059.00
1031	22/03/2018	Amy Ng	Returned Pay Resent	\$ 908.80
			Subtotal:	\$ 1,376,401.93
			Total	\$ 13,048,055.18



Town of
Cambridge

**COMMUNITY AND RESOURCES
COMMITTEE MEETING**

MONDAY 16 APRIL 2018

ATTACHMENT TO ITEM CR18.65

INVESTMENT SCHEDULE - MARCH 2018

TOWN OF CAMBRIDGE
CONSOLIDATED INVESTMENTS
For the month of Mar 2018

Investments	Ending Balance 28 February 2018	Ending Balance 31 March 2018	Monthly Income
Direct Investments	\$76,940,476.73	\$75,427,095.24	\$163,930.19
	<u>\$76,940,476.73</u>	<u>\$75,427,095.24</u>	<u>\$163,930.19</u>
Council's Accounts	Ending Balance 28 February 2018	Ending Balance 31 March 2018	Monthly Income
Municipal	\$21,632,571.74	\$17,105,284.55	\$40,878.61
Reserves	\$47,018,374.21	\$49,032,279.91	\$104,214.35
Endowment Lands	\$6,290,000.00	\$7,290,000.00	\$14,515.19
Trust	\$1,999,530.78	\$1,999,530.78	\$4,322.04
	<u>\$76,940,476.73</u>	<u>\$75,427,095.24</u>	<u>\$163,930.19</u>

Sorted by Account

Cambridge Municipal Account	28-Feb-18	31-Mar-18	Monthly Transactions		Monthly Income	Fin YTD Income	Monthly Performance (actual)	Monthly Performance * (annualised)	Direct Investment Purchase Price
			Deposits	Redemptions					
Bankwest TD due 11 Jul 17					\$0.00	\$717.15			
Bankwest TD due 25 Jul 17					\$0.00	\$1,709.59			
Bankwest TD due 8 Aug 17					\$0.00	\$2,740.66			
Bankwest TD due 22 Aug 17					\$0.00	\$1,778.68			
Suncorp TD due 5 Sep 17					\$0.00	\$4,758.97			
Bankwest TD due 12 Sep 17					\$0.00	\$2,281.65			
Bankwest TD due 19 Sep 17					\$0.00	\$5,369.86			
Suncorp TD due 3 Oct 17					\$0.00	\$6,847.45			
NAB TD due 17 Oct 17					\$0.00	\$7,394.54			
Bankwest TD due 31 Oct 17					\$0.00	\$6,514.52			
Bankwest TD due 21 Nov 17					\$0.00	\$2,998.26			
Bankwest TD due 12 Dec 17 m					\$0.00	\$3,242.11			
Bankwest TD due 9 Jan 18					\$0.00	\$6,246.58			
Bankwest TD due 23 Jan 18					\$0.00	\$8,503.52			
Bankwest TD due 23 Jan 18 ii					\$0.00	\$4,602.74			
Bankwest TD due 20 Feb 18					\$0.00	\$14,383.56			
Bankwest TD due 27 Feb 18					\$0.00	\$10,410.96			
Suncorp TD due 6 Mar 18	\$1,027,287.19			\$1,027,287.19	\$351.81	\$10,835.77			
NAB TD due 6 Mar 18	\$1,000,000.00				\$349.32	\$10,549.32			
Suncorp TD due 20 Mar 18 m	\$1,500,000.00			\$1,500,000.00	\$1,991.10	\$19,806.16			
NAB TD due 27 Mar 18	\$2,000,000.00			\$2,000,000.00	\$3,661.37	\$25,347.95			
Suncorp TD due 3 Apr 18	\$1,025,375.27	\$1,025,375.27			\$2,133.62	\$14,315.92		2.45%	
Suncorp TD due 10 Apr 18	\$1,000,000.00	\$1,000,000.00			\$2,165.75	\$12,365.75		2.55%	
Bankwest TD due 17 Apr 18	\$1,500,000.00	\$1,500,000.00			\$3,121.23	\$17,217.12		2.45%	
NAB TD due 24 Apr 18	\$1,029,138.73	\$1,029,138.73			\$2,202.64	\$11,794.78		2.52%	
NAB TD due 1 May 18	\$1,500,000.00	\$1,500,000.00			\$3,248.63	\$17,919.86		2.55%	
Bankwest TD due 1 May 18	\$1,017,484.38	\$1,017,484.38			\$2,117.20	\$10,381.13		2.45%	
Bankwest TD due 8 May 18 m	\$2,504,602.74	\$2,504,602.74			\$5,317.99	\$11,665.27		2.50%	
Suncorp TD due 15 May 18	\$1,500,000.00	\$1,500,000.00			\$3,248.63	\$17,919.86		2.55%	
Bankwest TD due 22 May 18	\$514,742.92	\$514,742.92			\$1,071.09	\$4,526.21		2.45%	
Bankwest TD due 29 May 18	\$1,000,000.00	\$1,000,000.00			\$2,123.29	\$4,657.53		2.50%	
Bankwest TD due 12 Jun 18 m	\$1,013,940.51	\$1,013,940.51			\$2,152.89	\$4,722.46		2.50%	
Suncorp TD due 26 Jun 18	\$1,000,000.00	\$1,000,000.00			\$2,123.29	\$10,410.96		2.50%	
Bankwest TD due 2 Jul 18	\$1,500,000.00	\$1,500,000.00			\$3,146.71	\$4,466.30		2.47%	
NAB TD due 11 Sep 18		\$1,000,000.00	\$1,000,000.00		\$352.05	\$352.05		2.57%	
Total Muni Account	\$21,632,571.74	\$17,105,284.55	\$1,000,000.00	\$5,527,287.19	\$40,878.61	\$299,755.21			
Cambridge Reserve									
Emerald Series 2006-1	\$600,491.41	\$600,491.41			\$1,129.66	\$10,226.17		2.22%	\$1,000,000.00
NAB TD due 4 Jul 17					\$0.00	\$448.77			
Suncorp TD due 4 Jul 17					\$0.00	\$233.12			
Suncorp TD due 11 Jul 17					\$0.00	\$718.72			
Suncorp TD due 25 Jul 17					\$0.00	\$3,629.59			
Bankwest TD due 1 Aug 17					\$0.00	\$4,445.18			
NAB TD due 15 Aug 17					\$0.00	\$1,401.84			
NAB TD due 10 Aug 17					\$0.00	-\$1,747.95			
Bankwest TD due 29 Aug 17 r					\$0.00	\$4,202.74			
Bankwest TD due 5 Sep 17					\$0.00	\$11,075.34			
Bankwest TD due 12 Sep 17 r					\$0.00	\$10,400.00			
Suncorp TD due 26 Sep 17					\$0.00	\$13,157.26			
NAB TD due 3 Oct 17					\$0.00	\$6,772.68			
NAB TD due 3 Oct 17 ii					\$0.00	\$15,709.59			
NAB TD due 10 Oct 17					\$0.00	\$14,389.04			

Suncorp TD due 10 Oct 17				\$0.00	\$6,115.54	
Suncorp TD due 24 Oct 17				\$0.00	\$17,391.78	
Bankwest TD due 7 Nov 17				\$0.00	\$18,378.08	
NAB TD due 21 Nov 17				\$0.00	\$21,783.01	
ANZ TD due 28 Nov 17				\$0.00	\$15,649.32	
Bankwest TD due 28 Nov 17				\$0.00	\$11,460.27	
NAB TD due 28 Nov 17				\$0.00	\$12,094.25	
Suncorp TD due 5 Dec 17				\$0.00	\$22,367.12	
Bankwest TD due 5 Dec 17				\$0.00	\$8,854.23	
NAB TD due 5 Dec 17				\$0.00	\$6,232.88	
Bankwest TD due 12 Dec 17				\$0.00	\$12,098.40	
ANZ TD due 19 Dec 18				\$0.00	\$9,746.30	
Suncorp TD due 2 Jan 18				\$0.00	\$12,831.00	
NAB TD due 2 Jan 18				\$0.00	\$12,620.30	
Suncorp TD due 16 Jan 18				\$0.00	\$28,350.68	
Bankwest TD due 30 Jan 18				\$0.00	\$10,237.11	
Suncorp TD due 6 Feb 18				\$0.00	\$31,342.47	
NAB TD due 20 Feb 18				\$0.00	\$34,522.28	
Bankwest TD due 6 Mar 18	\$1,520,097.38		\$1,520,097.38	\$510.17	\$9,285.09	
NAB TD due 13 Mar 18	\$2,025,928.77		\$2,025,928.77	\$1,691.79	\$21,711.30	
Bankwest TD due 13 Mar 18	\$2,000,000.00		\$2,000,000.00	\$1,709.59	\$36,328.77	
Suncorp TD due 20 Mar 18	\$2,046,126.03		\$2,046,126.03	\$2,662.77	\$24,525.48	
NAB TD due 3 Apr 18	\$2,000,000.00	\$2,000,000.00		\$4,416.44	\$39,035.62	2.60%
NAB TD due 10 Apr 18	\$2,000,000.00	\$2,000,000.00		\$4,416.44	\$39,035.62	2.60%
Suncorp TD due 17 Apr 18	\$1,028,171.62	\$1,028,171.62		\$2,226.77	\$12,426.79	2.55%
Bankwest TD due 8 May 18	\$1,500,000.00	\$1,500,000.00		\$3,121.23	\$12,988.36	2.45%
NAB TD due 8 May 18	\$1,500,000.00	\$1,500,000.00		\$3,121.23	\$5,336.30	2.45%
Suncorp TD due 22 May 18	\$2,050,360.55	\$2,050,360.55		\$4,440.58	\$22,775.85	2.55%
NAB TD due 29 May 18	\$2,054,990.69	\$2,054,990.69		\$4,363.34	\$18,438.62	2.50%
NAB TD due 29 May 18 ii	\$2,012,094.25	\$2,012,094.25		\$4,272.25	\$17,089.02	2.50%
Bankwest TD due 29 May 18 i	\$510,410.96	\$510,410.96		\$1,062.07	\$1,130.60	2.45%
Bankwest TD due 12 Jun 18 r	\$1,500,000.00	\$1,500,000.00		\$3,248.63	\$9,326.71	2.55%
NAB TD due 19 Jun 18	\$3,578,006.66	\$3,578,006.66		\$7,445.19	\$9,606.70	2.45%
Suncorp TD due 26 Jun 18 r	\$2,033,621.92	\$2,033,621.92		\$4,507.95	\$17,013.89	2.61%
Suncorp TD due 10 Jul 18	\$2,042,597.26	\$2,042,597.26		\$4,337.02	\$7,554.81	2.50%
NAB TD due 17 Jul 18		\$2,510,549.32	\$2,510,549.32	\$4,506.61	\$4,506.61	2.52%
Bankwest TD due 24 Jul 18	\$1,514,383.56	\$1,514,383.56		\$3,215.47	\$4,149.00	2.50%
NAB TD due 31 Jul 18		\$2,047,640.07	\$2,047,640.07	\$2,718.03	\$2,718.03	2.55%
Bankwest TD due 7 Aug 18	\$2,029,632.88	\$2,029,632.88		\$4,309.49	\$20,157.31	2.50%
Bankwest TD due 14 Aug 18		\$2,047,868.49	\$2,047,868.49	\$2,665.03	\$2,665.03	2.50%
ANZ TD due 21 Aug 18		\$1,000,000.00	\$1,000,000.00	\$841.64	\$841.64	2.56%
Bankwest TD due 28 Aug 18	\$2,011,460.27	\$2,011,460.27		\$4,356.33	\$17,425.31	2.55%
Suncorp TD due 4 Sep 18		\$1,000,000.00	\$1,000,000.00	\$1,823.56	\$1,823.56	2.56%
NAB TD due 11 Sep 18 r		\$1,000,000.00	\$1,000,000.00	\$352.05	\$352.05	2.57%
AMP TD due 10 Oct 18	\$4,800,000.00	\$4,800,000.00		\$10,599.45	\$59,151.78	2.60%
Westpac TD due 20 Nov 18	\$660,000.00	\$660,000.00		\$1,412.58	\$5,878.16	2.52%
Westpac TD due 27 Nov 18	\$2,000,000.00	\$2,000,000.00		\$4,280.55	\$17,122.19	2.52%
Westpac TD due 15 Jan 19	\$2,000,000.00	\$2,000,000.00		\$4,450.41	\$10,767.12	2.62%
Total Reserve Account	\$47,018,374.21	\$49,032,279.91	\$9,606,057.88	\$7,592,152.18	\$104,214.35	\$838,304.45
Cambridge Endowment Account						
Bankwest TD due 8 Aug 17 e				\$0.00	\$5,185.84	
Suncorp TD due 17 Apr 18 e	\$3,290,000.00	\$3,290,000.00		\$7,125.33	\$40,683.33	2.55%
ANZ TD due 21 Aug 18 e		\$1,000,000.00	\$1,000,000.00	\$841.64	\$841.64	2.56%
Westpac TD due 8 Oct 18	\$3,000,000.00	\$3,000,000.00		\$6,548.22	\$37,388.22	2.57%
Total Endowment Account	\$6,290,000.00	\$7,290,000.00	\$1,000,000.00		\$14,515.19	\$84,099.04
Cambridge Trust Account						
Suncorp TD due 30 Jan 18				\$0.00	\$28,827.95	
Bankwest TD due 5 Jun 18	\$99,530.78	\$99,530.78		\$207.11	\$1,830.55	2.45%
Bankwest TD due 29 Jun 18	\$1,900,000.00	\$1,900,000.00		\$4,114.93	\$8,097.12	2.55%
	\$1,999,530.78	\$1,999,530.78		\$4,322.04	\$38,755.62	
Total Portfolio	\$76,940,476.73	\$75,427,095.24	\$11,606,057.88	\$13,119,439.37	\$163,930.19	\$1,260,914.32
						UBS Bank Bill Index
						1.64%

* Performance figures for the FRN are average coupon annualised

Sorted by Investment

	28-Feb-18 Face Value	31-Mar-18 Face Value	Monthly Transactions		Monthly Income	Fin YTD Income	Monthly Performance (actual)	Monthly Average Coupon (annualised)	Direct Investment Purchase Price
			Deposits	Redemptions					
Emerald Series 2006-1	\$600,491.41	\$600,491.41			\$1,129.66	\$10,226.17		2.22%	\$1,000,000.00
AMP TD	\$4,800,000.00	\$4,800,000.00			\$10,599.45	\$59,151.78		2.60%	
ANZ TD		\$2,000,000.00	\$2,000,000.00		\$1,683.29	\$27,078.90		2.56%	
Bank of Western Australia	\$23,636,286.38	\$22,164,057.49	\$2,047,868.49	\$3,520,097.38	\$47,570.47	\$348,856.91		2.50%	
NAB TD	\$20,700,159.10	\$22,232,419.72	\$6,558,189.39	\$5,025,928.77	\$47,117.39	\$355,415.04		2.52%	
Suncorp TD	\$19,543,539.84	\$15,970,126.62	\$1,000,000.00	\$4,573,413.22	\$39,138.18	\$389,029.81		2.54%	
Westpac TD	\$7,660,000.00	\$7,660,000.00			\$16,691.76	\$71,155.69		2.57%	
	<u>\$76,940,476.73</u>	<u>\$75,427,095.24</u>	<u>\$11,606,057.88</u>	<u>\$13,119,439.37</u>	<u>\$163,930.19</u>	<u>\$1,260,914.32</u>			
Total Portfolio	\$76,940,476.73	\$75,427,095.24	\$11,606,057.88	\$13,119,439.37	\$163,930.19	\$1,260,914.32			
Accrual Interest		\$575,487.81						UBS Bank Bill Index	
Total as per General ledger		\$76,002,583.05						1.64%	