

Ordinary Council Meeting

27 April 2016

Minutes



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

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

Vision Statement

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

Mission

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



We will do this by –

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

Values

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

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

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Present:

HER WORSHIP MAYOR C ADAMS
DEPUTY MAYOR P FEASEY
CR R ALEXANDER
CR W COOPER
CR S LEE
CR S MILLS
CR B THOMPSON
CR D WOOD

MS J ABBISS	-	Chief Executive Officer
MS C MIHOVILOVICH	-	Acting Director City Strategy
MS M BELL	-	Corporate Lawyer
MR P NEILSON	-	Acting Director City Development
MR C BUDHAN	-	Acting Director City Living
MR E LAWRENCE	-	Director Corporate and Engineering Services
MS A MCKENZIE	-	Council Administration Officer

Members of the Press	1
Members of the Public	0

1 Declaration of Opening:

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

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

2 Prayer:

Deputy Mayor Peter Feasey read the Prayer

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

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

Apologies

Nil

Leave(s) of Absence (previously approved):

Nil

4 Public Question Time:

Nil

5 Applications for Leave of Absence:

COUNCIL DECISION

166

MOVED CR B THOMPSON

SECONDED CR W COOPER

That Councillor Ruth Alexander be granted a leave of absence from 4 July 2016 to 17 July 2016 inclusive.

**CARRIED
8/0**

6 Declarations of Interest by Members and City Officers:

The Chief Executive Officer declared an impartiality interest in item 16.5, Request for quotation 090/16 Depot Services Delivery Analysis and Recommendation Report due to knowing one of the sub consultants who does work from time to time as part of the Glen Flood Group.

7 Community Submissions:

Nil

8 Minutes to be Confirmed:

8.1 Ordinary Meeting of Council held on 13 April 2016:

COUNCIL DECISION

167

MOVED CR S LEE

SECONDED CR B THOMPSON

That the Minutes of the Ordinary Meeting of Council held on 13 April 2016 be confirmed as a true and correct record of the meeting.

**CARRIED
8/0**

9 Referred Standing / Occasional / Management /Committee Meeting:

9.1 Executive Appraisal Committee Meeting held on 18 April 2016:

COUNCIL DECISION

168

MOVED CR P FEASEY

SECONDED CR R ALEXANDER

That the Minutes of the Executive Appraisal Committee Meeting held on 18 April 2016 be confirmed as a true and correct record of the meeting.

**CARRIED
8/0**

10 Petitions:

Nil

11 Notices of Motion:

Nil

12 Reports – Community

Nil

13 Reports – Economic

Nil

14 Reports – Natural Environment

Nil

15 Reports – Built Infrastructure

15.1 Adoption of Amended Local Development Plan No. 4 – Lot 163 Honeywood Avenue – Wandi North Local Structure Plan

SUMMARY:

A request to amend Local Development Plan (LDP) No.4, for Lot 163 Honeywood Avenue, Wandi has been received for the consideration of Council under the City of Kwinana Town Planning Scheme No. 2 (Scheme) (refer Attachments A and B). The LDP for this lot was originally adopted by Council at its Ordinary Meeting held on the 27 October 2010 (refer Attachment C).

The proposed amendment to this LDP was required as a condition of subdivision. The amendment seeks to update the LDP to include the proposed four freehold lots to be created on the lot (WAPC Reference 152498) (refer Attachment D). The new lots have a minimum frontage of 11.3m (with one battle axe lot) and there are no 7.5m wide lots in this subdivision. The amendment will serve to update the lot configuration on the LDP to reflect the conditionally approved subdivision.

The current LDP for the lot was prepared and approved as part of the initial stages of development of the Honeywood Estate, prior to a development layout being known for the subject site (Lot 163). The original LDP was also approved prior to a Fire Management Plan (FMP) being prepared for this lot because there was no requirement for a FMP at that time. The FMP prepared for the site stipulates the Bush Fire Attack Level (BAL) ratings. The proposed BALs and the FMP were reviewed by the City's Fire Consultant who agreed with the findings.

The draft amended LDP includes new provisions relating to built form and these are consistent with the LDPs that have been approved throughout the Honeywood Estate.

City Officers are of the opinion that an amendment to the approved LDP to include the additional lots and additional provisions would provide for consistency in the built form across the estate as the same provisions have been applied to other approved LDPs in the area. It is considered that this will ensure that consistent design provisions and objectives are applied throughout the wider subdivision of the Honeywood Estate.

The amended LDP (refer Attachment B) has been assessed and is supported by City Officers. It is recommended that Council approves the draft LDP in accordance with Clause 6.17.6.1(c)(i) of the Scheme.

OFFICER RECOMMENDATION:

1. That Council approves the amended Local Development Plan No. 4 for Lot 163 Honeywood Avenue, Wandi (as per Attachment B) in accordance with Clause 6.17.6.1(c)(i) of City of Kwinana's Town Planning Scheme No. 2.
2. That within 10 days of the date of this resolution, a copy of this approved Local Development Plan be sent to the Western Australian Planning Commission in accordance with Clause 6.17.6.1(e) of the Scheme.

15.1 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN NO. 4 – LOT 163 HONEYWOOD AVENUE – WANDI NORTH LOCAL STRUCTURE PLAN**DISCUSSION:**Land Status

Metropolitan Region Scheme: 'Urban' Zone
Town Planning Scheme No. 2: Residential R30

The LDP for Lot 163 Honeywood Avenue was originally adopted by Council at its Ordinary Meeting held on the 27 October 2010 (refer Attachment C). A subdivision for the lot (WAPC Reference 152498) was granted conditional approval on 3 November 2015. The approval included a condition requiring the applicable LDP to be amended to include the proposed four freehold lots. The amendment serves to update the lot configuration on the LDP to reflect the conditionally approved subdivision. The new lots have a minimum frontage of 11.3m (with one battle axe lot) and there are no 7.5m wide lots in this subdivision.

The current LDP was prepared and approved as part of the initial stages of development of the Honeywood Estate, prior to a development layout being known for the subject site (Lot 163). The provisions on the proposed draft LDP relating to built form, bulk and location requirements are consistent with the current approved version and similar approved LDPs within the Honeywood Estate.

The original LDP was also approved prior to a FMP being prepared for this lot because there was no requirement for a FMP at that time. The draft LDP indicates the lots that are subject to specific building design requirements for bushfire in accordance with the BAL ratings as specified in the FMP for this area. The proposed BALs and FMP were reviewed by the City's Fire Consultant who agreed with the findings. In this regard, additional provisions have been added stipulating the BAL for the lots and the requirement for any future dwellings to be constructed to the appropriate BAL rating in accordance with Australian Standard (AS) 3959.

It is considered that the LDP will be a single point of reference that will provide clarity and certainty to builders, property owners and City Officers with respect to development on the lots subject to the LDP.

The City of Kwinana's Officers have assessed the provisions and requirements of the amended LDP and are supportive.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering financial or impartiality interests, the land owners are David and Jo-Ann Crocos and the applicant is Rowe Group.

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

- City of Kwinana Town Planning Scheme No. 2
- State Planning Policy No. 3.1 (*Residential Design Codes of Western Australia*)
- State Planning Policy No. 3.7 (*Planning in Bushfire Prone Areas*)
- *Liveable Neighbourhoods Operational Policy*
- *WAPC Planning for Bushfire Protection Guidelines (Edition 2) (2010)*
- Local planning and other related policies

15.1 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN NO. 4 – LOT 163 HONEYWOOD AVENUE – WANDI NORTH LOCAL STRUCTURE PLAN

FINANCIAL/BUDGET IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

LDPs allow for variations to the Scheme and R-Codes which take into account specific site characteristics and configuration of lots, particularly smaller lots. The use of such mechanisms is common practice, and is encouraged to allow for the most optimal form of urban development to occur.

RISK IMPLICATIONS:

Council approves development under its Town Planning Scheme to meet its statutory obligations and facilitate proper and orderly development of the municipality.

The draft amended LDP seeks to include the construction standards required for bushfire protection. It is anticipated that compliance with the stipulated BAL ratings may reduce the impact of bushfires thereby reducing the threat to life, property and the environment.

COUNCIL DECISION

169

MOVED CR R ALEXANDER

SECONDED CR S MILLS

1. That Council approves the amended Local Development Plan No. 4 for Lot 163 Honeywood Avenue, Wandi (as per Attachment B) in accordance with Clause 6.17.6.1(c)(i) of City of Kwinana's Town Planning Scheme No. 2.
2. That within 10 days of the date of this resolution, a copy of this approved Local Development Plan be sent to the Western Australian Planning Commission in accordance with Clause 6.17.6.1(e) of the Scheme.

**CARRIED
8/0**

ATTACHMENT A - LOCATION PLAN






Planning Design



LEGEND









LOCAL SCHEME RESERVES

-  Parks, Recreation and
 Public Purpose
 Primary School

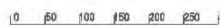
ZONES

- | | |
|---|-------------------|
|  | Residential - R10 |
|  | Residential - R30 |
|  | Residential - R40 |
| | Residential - R60 |

OTHER

-  Neighbourhood Connection
-  Future Bus Route
-  Structure Plan Boundary
-  Wetland Buffer
-  Conservation Category
-  Peel Main Drain Easement
-  Investigation Area for Future Primary School Site.
-  Investigation Area for Future Community Purpose Site Commercial (Local Centre)

**Local Development
Plan Area**



REVISIONS

Rev	Date	Drawn
E	2014.05.06	M. Su
F	2014.05.21	M. W
G	2014.07.11	M. S
H	2014.08.18	K. T





DETAILED AREA PLAN (DAP) 4 - LOT 163, WANDI



LOCAL LOCATION
SCALE 1: 5000

Unless otherwise defined below, all development shall be in accordance with the Town of Kwinana Town Planning Scheme No. 2, the Residential Design Codes, and the Wandí (north) Local Structure Plan.

Unless varied below, the R30 provisions of the Residential Design Codes apply to all lots subject to this Detailed Area Plan.

Setbacks

- » Nil side setbacks are permitted to internal lot boundaries.
- » Front setbacks are to be a minimum of 2 metres and a maximum of 5 metres.
- » Rear and side setbacks to the external lot boundary may be reduced to 1 metre.
- » Garages are to be setback at least 2 metres from the common property to allow for adequate vehicle manoeuvring.

Access / Common Property

- » The common property driveway is to be at least 4 metres wide.

Garages

- » Garage door widths may extend more than 50% of the width of the lot given garage doors do not exceed 6 metres.

Open Space

- » The minimum private open space required for each unit may be reduced to 30%, subject to a 25m² outdoor living area being provided with a minimum dimension of 4 metres.

Solar Orientation

- » Dwelling design and orientation is to maximise opportunities for solar access and responsiveness to climatic conditions.
- » Outdoor living areas shall be located in the northern most or eastern most location to maximise solar passive design.

Dwelling Orientation

- » Dwellings are to address common property and the Primary Street through the use of major openings and windows.

This Detailed Area Plan has been approved by Council under the provisions of the Town of Kwinana Town Planning Scheme No. 2 and the Wandí (north) Local Structure Plan.

Principal Planner: 

Date: 8/11/10

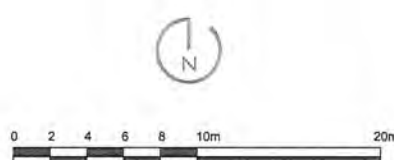
LEGEND

--- SUBJECT SITE



ATTACHMENT C

GREG ROWE | & associates
FOCUSED ON ACHIEVEMENT



Although all care has been taken in the compilation of this document, the Row Group and all parties associated with its preparation disclaim any responsibility for any errors or omissions. The right is reserved to change this document at any time. This document does not constitute an invitation, agreement or contract for any part thereof in any kind. All areas and dimensions are subject to survey.

165

DEPARTMENT OF PLANNING	
DATE	FILE
27/08/2015	152498

172

Planning Design Delivery



LEGEND

- Subject Site
- Contours
- Proposed Lot Numbers
- Existing Lot Numbers
- Existing Boundaries
- Proposed Boundaries
- Water
- Sewer
- Power
- Proposed Dimensions
- Existing Dimensions
- Existing Road Detail

Note: All existing bitumen and landscaping associated with current carpark use to be removed prior to subdivision

0 12.5 Metres

REVISIONS

Rev	Date	Drawn
A	2015.08.03	W. Clements
B	2015.08.25	W. Clements
C	2015.08.26	W. Clements



w: www.rowegroup.com.au
e: info@rowegroup.com.au
p: 08 9221 1991

Date Drawn: 2015.08.03
Job Ref: 8411
Scale: 1:250 @ A3
Client: David Crocos
Designer: R. Cumming
Drawn: W. Clements

Morwell Entrance

Lot 163 (No. 90) Honeywood Avenue
Wand

ATTACHMENT D

Plan of Subdivision

N:\TOWN PLANNING\8000-8999\8411\DRAWING\A-CAD\8411_SUBDIVISION_20150826\SUBDIVISION PLAN.DWG
William Clements
26 August 2015

15.2 Minor amendment to Local Structure Plan Lot 64 Woolcoat Road Wellard (East)

SUMMARY

The City of Kwinana (City) has received a request to consider an amendment to the Local Structure Plan (LSP) for Lot 64 Woolcoat Road, Wellard (East) (subject site). The current LSP for the subject site was approved by the Western Australian Planning Commission (WAPC) on 13 November 2015.

In February 2015, the Department of Parks and Wildlife (DPAW), in consultation with the City's Environmental Department officers, supported a reclassification of a portion of wetland on the subject site from a Conservation Category Wetland (CCW) to Multiple Use Wetland. This reclassification has effectively added 0.33 hectares of land to the LSP area capable of development. The LSP was not amended at the time of the reclassification as the applicant's preference was to progress the LSP to final approval, rather than amend the LSP and various supporting technical documents which would have required reassessment and possible re-advertising which would have delayed the approval.

The proponent has now requested an amendment to the LSP to reflect the shape of this modified wetland area and has updated the various technical documents to support the amendment. The proposed amendment consists of:

- a) An increase in the lot yield of 14 lots, from 188 to 202;
- b) Modifications to the intended lot size diversity to include some 6m wide lot product at subdivision stage, and the introduction of specific design criteria (including mandatory 2 storeys) to be included in an associated Local Development Plan that is applicable to this lot product;
- c) Modifications to the areas of public open space (POS) and associated Landscape Master Plan;
- d) Modifications to the Wetland Management Plan to reflect the reclassified land;
- e) A minor redesign to the road network to reflect the modified wetland boundary and to provide an additional access road to Woolcoat Road; and
- f) Modifications to the drainage design.

The amended LSP was presented to Councillors at a Council Forum held on the 30 March 2016. A matter of particular focus was the 6 metre wide lots with the applicant detailing the type of built form intended on these mandatory 2 storey lots. These are shown on Attachment 8.

The amended LSP has been assessed against the relevant requirements of Liveable Neighbourhoods, the City's Town Planning Scheme and associated policies, and is considered to satisfy these requirements.

Under the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) gazetted in October 2015, the WAPC is the sole determining authority for local structure plans. In accordance with Clause 20 (1) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Regulations the City is required to provide its recommendation to the WAPC for its consideration when determining the application.

It is therefore recommended that Council advise the WAPC that it supports the amended LSP. It is also recommended that the proposed amendments to the LSP be considered 'minor' and as such no advertising of the amended LSP is required.

15.2 MINOR AMENDMENT TO LOCAL STRUCTURE PLAN LOT 64 WOOLCOOT ROAD WELLARD (EAST)**OFFICER RECOMMENDATION**

That Council:-

1. Advise the WAPC that Council supports the amendment to the Local Structure Plan – Lot 64 Woolcoot Road, Wellard (East), subject to the following modifications:
 - a. The Fire Management Plan being revised in accordance with the comments made by the Preplan review document dated 23 February 2016, to the satisfaction of the Chief Executive Officer, City of Kwinana, prior to the approval of the minor amendment to the Local Structure Plan – Lot 64 Woolcoot Road, Wellard (East) by the WAPC.
 - b. Clause 5.2 of Part One of the Local Structure Plan – Lot 64 Woolcoot Road, Wellard (East) being amended to include the following criteria:
 - 'd) *Promotes the interaction of the development with the public realm through the use of the front setback area, visual surveillance from habitable rooms and visually permeable fencing;*
 - e) *Promotes design variety through design features and use of materials;*
 - f) *Mitigates the potentially dominating visual presence of any garage structures;*
 - g) *Promotes visual presence of the dwelling to the street (i.e. gable ends).'*
2. Determine that the proposed structure plan amendment is minor in nature and does not require advertising in accordance with Clause 29(3) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.
3. Forward this Ordinary Council Meeting Report and Council's recommendation to the Western Australian Planning Commission (WAPC) pursuant to Clause 20(1) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

BACKGROUNDLand Status

Metropolitan Region Scheme:
Town Planning Scheme No.2:

Urban Zone
Development Zone

Site Description

The subject site is 11.7ha in size and located in the urban area generally referred to as Wellard East – bounded by Kwinana Freeway, Mortimer Road, Woolcoot Road and Millar Road (refer Attachment 1).

15.2 MINOR AMENDMENT TO LOCAL STRUCTURE PLAN LOT 64 WOOLCOOT ROAD WELLARD (EAST)

Current approved LSP and subdivision approval

On 10 December 2014, Council adopted the Lot 64 Woolcoot Road, Wellard (East) LSP, subject to modifications. The WAPC then assessed the LSP and notified the City on 22 May 2015 that modifications to the LSP were required prior to approval. Council resolved to support these modifications on 8 July 2015.

The proponent undertook the required modifications and the LSP was finally approved by the WAPC on 13 November 2015 (refer Attachment 2 for approved LSP map). The LSP provides for 188 lots with residential densities ranging from R25 to R60. A total of 2.56ha of land is provided as POS (equivalent to 24.4% of the site), with 1.01ha classed as 'restricted' POS as it was located within the 30m buffer area to the CCW, or was used for drainage. 1.55ha (14.8%) of the site was provided as unrestricted POS.

The approved LSP did not propose any lot product less than 7.5m wide, although the approved residential densities of the LSP would enable lot product less than 7.5m wide under the current *State Planning Policy 3.1: Residential Design Codes* (R-Codes) if that was to be pursued by the proponent.

Subdivision approval was granted over the entire subject site on 22 July 2015 (WAPC151454). The applicant is currently seeking clearance for Stage 1 of the subdivision which relates to the north eastern half of the site, and has commenced works relating to Stage 2 of the subdivision on the remainder of the site. However the proponent has recently submitted a revised plan of subdivision to the WAPC for approval to reflect the CCW and POS changes proposed by the amended LSP, and to introduce 6m wide lot product into the R60 coded areas (refer Attachment 3).

Wetland Reclassification

In February 2015, DPAW granted approval to a reclassification of a portion of CCW wetland to be reclassified to Multiple Use. The reclassification corrected a mapping anomaly that occurred during the digitisation of DPAW's original hard copy mapping. DPAW confirmed the anomaly by reviewing historical data and investigating the area in contention. The area was cleared between 1953 and 1965 for stock grazing and is still in a degraded condition, with no wetland adapted vegetation present. The City's Environmental Department was consulted during the reclassification process and is supportive of the outcome, and the consequent modifications to the relevant Wetland Management Plan. Refer to Attachment 4 for DPAW's letter of notification and accompanying information.

DPAW's Multiple Use classification allows for a number of land uses for the land, including public open space and some development depending on the proximity to the core wetland area. The applicant is therefore seeking to amend the adopted LSP to utilise the re-classified land for approximately 2/3 public open space and 1/3 for residential lots and road.

DISCUSSION

The applicant is proposing an amendment to the approved LSP, due to the reclassification of the CCW on the site and the resultant additional land capable of development (refer to Attachment 5 for the amended LSP map and Attachment 6 for the amended LSP documentation). There are five key aspects to the proposed amendment, which are discussed as follows.

15.2 MINOR AMENDMENT TO LOCAL STRUCTURE PLAN LOT 64 WOOLCOOT ROAD WELLARD (EAST)

1. Public Open Space

The amended LSP provides a total of 2.15ha of POS (21.2% of the site) comprising of 0.82ha 'unrestricted' (8.1%) and 1.33ha 'restricted' (13.1%). This represents an overall reduction in the amount of POS provided from 24.8% to 21.2% of the site. This is a reduction of 0.75ha. However the amended LSP complies with the minimum 10% POS requirement of Liveable Neighbourhoods (minimum of 8% unrestricted and 2% restricted).

There is an area of approximately 3,000sqm of consolidated open, unrestricted POS with the remainder of unrestricted POS provided in a linear fashion adjacent to the CCW buffer area. The major change from the current approved POS is that the width of the linear unrestricted POS has been reduced from 20-30m to 10-20m as a result of the reclassified wetland area.

The restricted POS is for revegetation of the land adjacent to the wetland buffer area which will assist the transition from the unrestricted POS to the wetland core CCW area.

The Landscape Master Plan has been modified accordingly and shows pathways, landscaping and tree plantings adjacent to the CCW buffer area.

Overall, the POS provided by the amended LSP is supported as a satisfactory response to the subject site and is compliant with relevant requirements.

2. Drainage Design

The drainage design for the structure plan has been modified in accordance with the Urban Water Management Strategy for Stage 1 of the subdivision. The Peel Sub Drain N2 which runs along the boundary of the site is to be modified to create a living stream. The drain is currently a steep V shaped drain and will be widened to receive storm events larger than 5 year ARI. Drainage within the POS has also been amended to remove on site drainage storage for 5 year ARI events. Drainage will be via overland flow to a bio retention swale alongside the wetland buffer.

3. Lot Yield

The amended LSP provides for an additional 14 lots, from 188 to 202. The amended LSP will achieve 17 dwellings per gross urban hectare, thus exceeding the target density of 15 dwellings per gross urban hectare of Directions 2031.

4. Lot sizes and criteria for a future Local Development Plan

Council may recall the proposal was presented at a Councillor Workshop on 29 March 2016 to discuss built form issues related to the proposed 6 metre wide, R60 density coded lots within the subdivision. As mentioned above, the approved LSP has residential densities ranging from R25 to R60, and the LSP text indicative subdivision plan shows lots of 7.5m frontage width or greater. Council has previously approved an LDP for Stage 1 which includes some 7.5m wide lots with single storey built form. These lots have been sold by the developer and are currently being developed. The proposed amended LSP shows lots within the R60 density coded areas of 6m frontage width, which is consistent with the recently submitted application for subdivision of Stage 2 of the subject site.

15.2 MINOR AMENDMENT TO LOCAL STRUCTURE PLAN LOT 64 WOOLCOOT ROAD WELLARD (EAST)

The City has worked with the proponent to include specific design criteria for the lots with frontages of 10m wide or less in the LSP, which would then be required to be included in a Local Development Plan (LDP) for the applicable lots. Essentially the design requirements will mandate two storey development on lots less than 7.5m wide, as well as appropriate noise attenuation measures, low, permeable front fencing and design criteria. Design criteria are also required to be addressed for lots within frontages between 7.5m and 10m wide.

The recommended wording for the LSP is as follows:

5.2 Local Development Plan(s) are to be prepared for lots with a frontage of less than 7.5m and are to include design criteria that requires:

- a) Two storey development;*
- b) Appropriate noise requirements for quiet house design;*
- c) Fencing within the front setback (including boundary fencing) to be a maximum height of 1.2m, and 50% visually permeable above 600mm;*
- d) Promotes the interaction of the development with the public realm through the use of the front setback area, visual surveillance from habitable rooms and visually permeable fencing;*
- e) Promotes design variety through design features and use of materials;*
- f) Mitigates the potentially dominating visual presence of any garage structures;*
- g) Promotes visual presence of the dwelling to the street (i.e. gable ends).*

5.3 Local Development Plan(s) are to be prepared for lots with a frontage of between 7.5m and 10m and are to include design criteria that requires:

- a) Promotes the interaction of the development with the public realm through the use of the front setback area, visual surveillance from habitable rooms and visually permeable fencing;*
- b) Promotes design variety through design features and use of materials;*
- c) Mitigates the potentially dominating visual presence of any garage structures;*
- d) Promotes visual presence of the dwelling to the street (i.e. gable ends); and*
- e) Includes appropriate noise requirements for quiet house design.*

The above criteria provide a clear statement of the intended built form for the narrower lots within the LSP area. It is noted that the above criteria differs slightly from that provided in Part 1, Clause 5.2 of the LSP (Attachment 6) in that paragraphs (d) to (g) have not been included. It is recommended that these criteria be included as a modification to the LSP.

5. Road Network

The reclassification of the CCW Wetland has enabled the proposed subdivision to be redesigned to bring the road network in the north west corner of the site further west. (see Attachment 9) The road reserve adjacent to the POS has been straightened to enable additional lots to be created. A slight redesign has also occurred to Stage 2 of the subdivision. An additional road access has been created to Woolcoot Road.

15.2 MINOR AMENDMENT TO LOCAL STRUCTURE PLAN LOT 64 WOOLCOOT ROAD WELLARD (EAST)

Overall, the reclassification has enabled the road network of the amended LSP to improve on the original LSP in that an additional direct connection to Woolcoot Road is provided, therefore improving the permeability of the LSP area.

Amendments to supporting technical documents

The proponent has amended the various technical documents to reflect the amended LSP. These documents have been reviewed by the City and are supported. In particular, the Fire Management Plan (FMP) has been reviewed by an external bushfire consultant (Preplan) who advises that minor modifications are necessary but can be easily rectified without being detrimental to the progression of the LSP (refer Attachment 7). It is recommended that these modifications be undertaken by the proponent prior to the approval of the minor amendment to the LSP.

The amended technical documents are:

- Fire Management Plan
- Environmental Assessment Report
- Local Water Management Strategy
- Servicing Report
- Wetland Management Strategy

Determining that the proposed amendment is a 'minor amendment'

The WAPC's draft 'Structure Plan Framework' (August 2015) provide 4 criteria for determining whether an amendment to a LSP is minor (and therefore doesn't require advertising) or otherwise. City Officers have taken the view that the proposed amendment to the LSP should be considered minor, for the following reasons:

1. Does not materially alter the purpose and intent of the LSP

The stated purpose of the approved LSP is to 'facilitate the development of the subject site for residential development.' The amended LSP has not materially altered from this purpose and intent in that the amended LSP is still to facilitate residential development within an established planning framework – i.e. at an appropriate density, with the required POS provided and with natural features catered for or protected.

2. Does not change the intended lot / dwelling yield by more than 10 per cent

The amended LSP will provide an additional 14 lots, from 188 to 202, representing a 7.4% increase in the intended lot yield.

3. Does not adversely impact upon the amenity of adjoining land, restrict the use and development of adjoining land

The amended LSP is not anticipated to pose any adverse impact on the amenity of the adjoining land any more so than the approved LSP. Nor is the amended LSP anticipated to restrict the use and development of adjoining land any different to the approved LSP.

4. Or significantly impact on infrastructure provision or impact upon the environment

No significant impact on infrastructure provision or impact upon the environment is anticipated from the amended LSP.

15.2 MINOR AMENDMENT TO LOCAL STRUCTURE PLAN LOT 64 WOOLCOOT ROAD WELLARD (EAST)

The WAPC has also advised the City that it considers the proposed amendment 'minor'.

For these reasons, it is recommended that Council form the opinion that the proposed amendment to the LSP is 'minor' and that advertising of the amended LSP is not required.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering a declaration of interest, the landowner is the ABN Group and the applicant is Rowe Group.

Acts and Regulations

Planning and Development Act 2005
Environmental Protection Act 1986

Structure Plans

Lot 64 Woolcoot Road, Wellard (East) Local Structure Plan

Schemes

Metropolitan Region Scheme
City of Kwinana Town Planning Scheme No.2

Policies

State Planning Policy No.3.1 (Residential Design Codes of Western Australia)
Liveable Neighbourhoods

FINANCIAL/BUDGET IMPLICATIONS:

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

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

The proposed minor change to the Lot 64 Woolcoot Road LSP is not considered to have any significant impacts on the environment as it is not materially altering the intent of the adopted Structure Plan. DPAW have assessed the request for reclassification of the wetland on site and have supported a reclassification of a degraded portion of wetland to Multiple Use Wetland classification. The City's Environment Department has supported the reclassification and the amended LSP.

STRATEGIC/SOCIAL IMPLICATIONS:

No significant strategic/social implications have been identified by the proposed amended LSP.

15.2 MINOR AMENDMENT TO LOCAL STRUCTURE PLAN LOT 64 WOOLCOOT ROAD WELLARD (EAST)**RISK IMPLICATIONS:**

Council approves development under its Scheme to meet its statutory obligations and provide proper and orderly development of the municipality to accommodate development in accordance with the objectives of Council's Strategic Community Plan. Development approvals, Scheme amendments, subdivision and structure planning allows land use to change over time to meet Council and State Government policies and practices, community values and provide protection to the environment. The modification to the Lot 64 Woolcoot Road LSP will encourage the timely progression of subdivision in this area.

COUNCIL DECISION**170****MOVED CR S LEE****SECONDED CR D WOOD****That Council:**

- 1. Advise the WAPC that Council supports the amendment to the Local Structure Plan – Lot 64 Woolcoot Road, Wellard (East), subject to the following modifications:**
 - a. The Fire Management Plan being revised in accordance with the comments made by the Preplan review document dated 23 February 2016, to the satisfaction of the Chief Executive Officer, City of Kwinana, prior to the approval of the minor amendment to the Local Structure Plan – Lot 64 Woolcoot Road, Wellard (East) by the WAPC.**
 - b. Clause 5.2 of Part One of the Local Structure Plan – Lot 64 Woolcoot Road, Wellard (East) being amended to include the following criteria:**
 - 'd) Promotes the interaction of the development with the public realm through the use of the front setback area, visual surveillance from habitable rooms and visually permeable fencing;***
 - e) Promotes design variety through design features and use of materials;***
 - f) Mitigates the potentially dominating visual presence of any garage structures;***
 - g) Promotes visual presence of the dwelling to the street (i.e. gable ends).'***
- 2. Determine that the proposed structure plan amendment is minor in nature and does not require advertising in accordance with Clause 29(3) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.**
- 3. Forward this Ordinary Council Meeting Report and Council's recommendation to the Western Australian Planning Commission (WAPC) pursuant to Clause 20(1) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.**

**CARRIED
8/0**

Location of Lot 64 Woolcoat Road, Wellard (East) – subject site





- LEGEND
- RESIDENTIAL ZONES
- Residential (R25)
 - Residential (R30)
 - Residential (R40)
 - Residential (R60)
- LOCAL SCHEME RESERVES
- Parks, Recreation and Drainage
- OTHER
- Structure Plan Boundary
 - Conservation Category Wetland Core
 - Wetland Buffer
 - Access Street B
 - Access Street C
 - Western Power Easement
 - Existing Lot Number

0 50 100 Metres

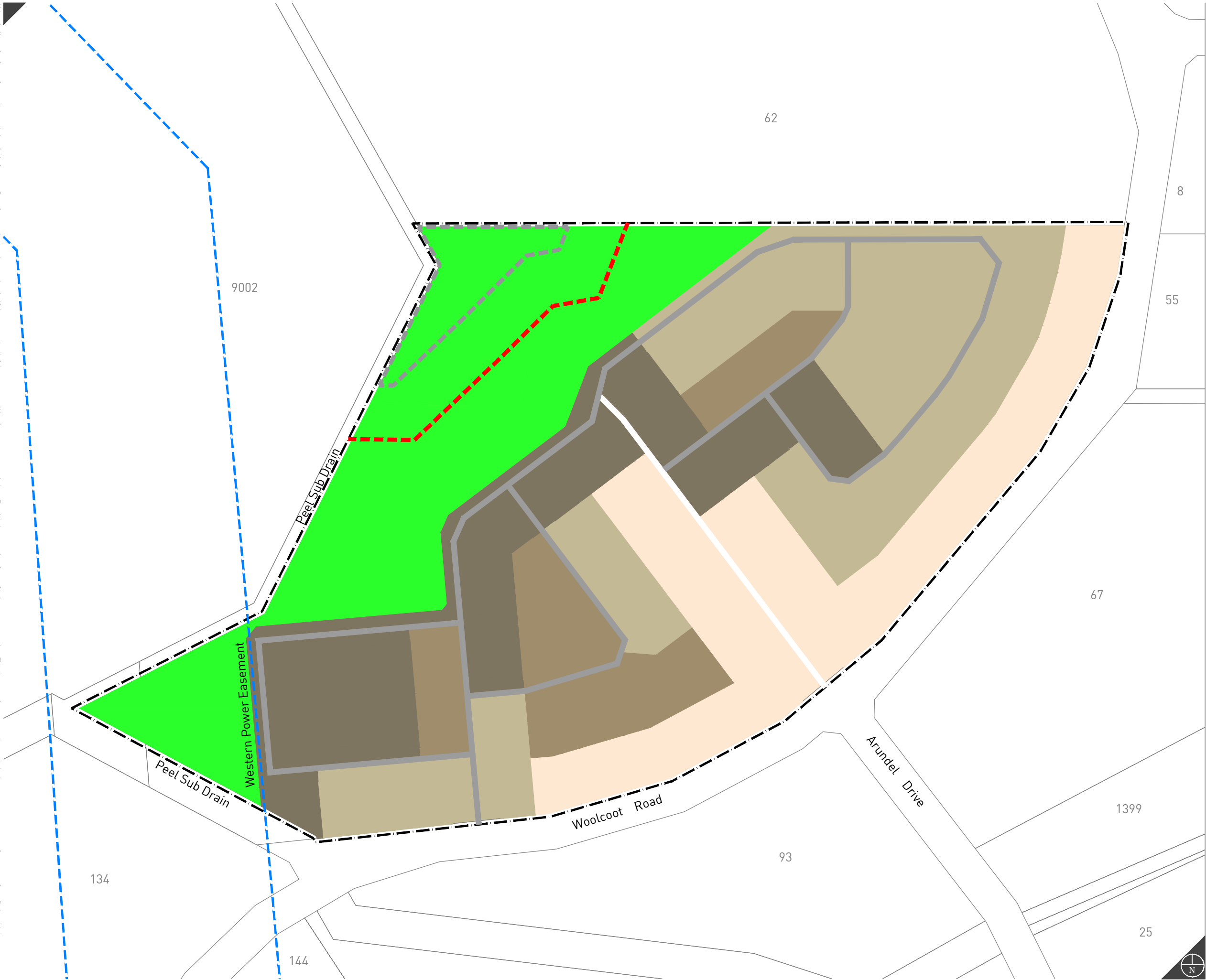
REVISIONS

Rev	Date	Drawn
B	2015.04.30	W. Clements
C	2015.07.28	M. Sullivan
D	2015.07.30	M. Sullivan
E	2015.08.11	W. Clements



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p: 08 9221 1991

Date Drawn: 2015.01.13
Job Ref: 8035
Scale: 1:2000 @ A3
Client: ABN Group
Designer: K. Kyle
Drawn: K. Trenberth
Projection: MGA50 GDA94
Plan ID: 8035-FIG-20-E
Cadastral Supplied by Landgate



Lot 64 Woolcoat Road, Wellard (East) Local Structure Plan

Wellard East



LEGEND

- Subject Site
- Subdivision Boundary
- Existing Lot Numbers
- 98 Proposed Lot Numbers
- Existing Boundaries
- Proposed Boundaries
- Indicative Boundaries
- Existing Contours
- Existing dwellings/structures to be demolished
- Wetland Boundary
- 30m Wetland Buffer
- Public Open Space
- Western Power Easement

Lot Summary

No. of Lots	98
Total Area of Lots	2,698.2ha
Average Area of Lots	275.33m ²
Minimum Lot Area	150.00m ²
Maximum Lot Area	515.08m ²

0 50 100 Metres

REVISIONS

Rev	Date	Drawn
B	2015.12.22	M. Sullivan
C	2016.01.11	M. Sullivan
D	2016.01.12	M. Sullivan
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DEPARTMENT OF PLANNING

DATE: 08/02/2016
 FILE: 153230

Subject to
 WAPC
 Approval
 151454

Subdivision Plan

Lot 64 Woolcoot Rd
 Wellard East



Government of **Western Australia**
Department of **Parks and Wildlife**
Science and Conservation Division

Your ref: LD8845AA
Our ref: 2015/000738-1
Enquiries: Adam Turnbull
Phone: 08 9219 8788
Email: adam.turnbull@dpaw.wa.gov.au

Rachel Halton
360 Environmental
PO Box 14
WEST PERTH WA 6872

Dear Ms Halton

**APPLICATION TO REVIEW THE WETLAND MAPPING DISPLAYED WITHIN THE
GEOMORPHIC WETLANDS SWAN COASTAL PLAIN DATASET**

I refer to your correspondence dated 18 February 2015 requesting the Department of Parks and Wildlife to review the wetland mapping within the Geomorphic Wetlands Swan Coastal Plain dataset (the dataset) for 78 Woolcott Road, Wellard (the site).

The wetland area at the site is currently identified in the dataset as UFIs 12918 (a Conservation management category sumpland) and 12921 (a Multiple Use management category dampland) (Figure 1).

When the digitized dataset is superimposed upon a copy of the original hardcopy mapping it is evident that a mapping anomaly occurred during digitization of the dataset (Figure 2). The distribution of visible surface water on the cleared land in historical imagery supports the validity of the original mapping.

Parks and Wildlife has reviewed all the available information and has accepted the proposed change of management category to Multiple Use for a portion of the wetland area that remains without wetland adapted vegetation (Figure 3).

The wetland area on the property was cleared between 1953 and 1965 for stock grazing (Landgate 2015). Regeneration of native vegetation has been evident in the area of sumpland since 2000 (Landgate 2015). The property is surrounded by native vegetation to the north, low density residential to the east and south, as well as a higher density residential development to the west.

The site is located within the Jandakot consanguineous suite of which approximately 33.6 per cent of sumpland area and 37.9 per cent of dampland area are identified as Conservation category. The site is located within the Bassendean (central and south) vegetation complex of which 27.7 per cent of the pre-European extent is remaining. The area of dampland within the site which has been used for agricultural purposes and left unmanaged has become degraded to the extent that it no longer retains representative aspects of the Jandakot suite, or vegetation of the Bassendean (central and south) complex. Natural regeneration has occurred within the area of sumpland on the site, as such as some of these representative aspects may be retained.

360 Environmental considers the condition of vegetation on the site to range from Degraded to Completely Degraded condition in accordance with the *Bush Forever* vegetation condition scale (Government of Western Australia 2000). 360 Environmental describes the remnant vegetation within the sumpland area as supporting open forest of *Eucalyptus rudis* over *Astartea* sp. and *Kunzea glabrescens* tall open shrubland over open sedgeland and grassy weeds. 360 Environmental has identified the remnant vegetation within the portion incorrectly mapped as sumpland as mostly being completely occupied by weeds except for a small portion to the north which contains *Pteridium esculentum* herbland.

There is a regional ecological linkage nearby, which lies approximately 300m to the southwest of the property boundary. The wetland area that is completely degraded is unlikely to provide any significant linkage role as it does not retain viable habitat.

Outcome

The secondary evaluation criteria within the draft methodology, as applied by 360 Environmental, indicate that the portion of wetland incorrectly mapped as sumpland is commensurate with Multiple Use category. The portion of sumpland within the property is too small to warrant an evaluation separate from the entire area of UFI 12918. As a result of the evaluation of all the available information, the Wetland Section will update the dataset to reflect the original mapping with the boundary of Multiple Use management category UFI 12921 being extended to incorporate the area of degraded dampland (Figure 3).

The dataset will be updated and revised wetland mapping will be available from the WA Atlas (Landgate) when the next version of the dataset is publicly released. Please contact Adam Turnbull on 9219 8788 if you require further information on this matter.

Yours sincerely



Michael Coote
Principal Coordinator
Wetland Section

26 February 2015

Figure 1. UFIs 12918 and 12921 – current wetland mapping.

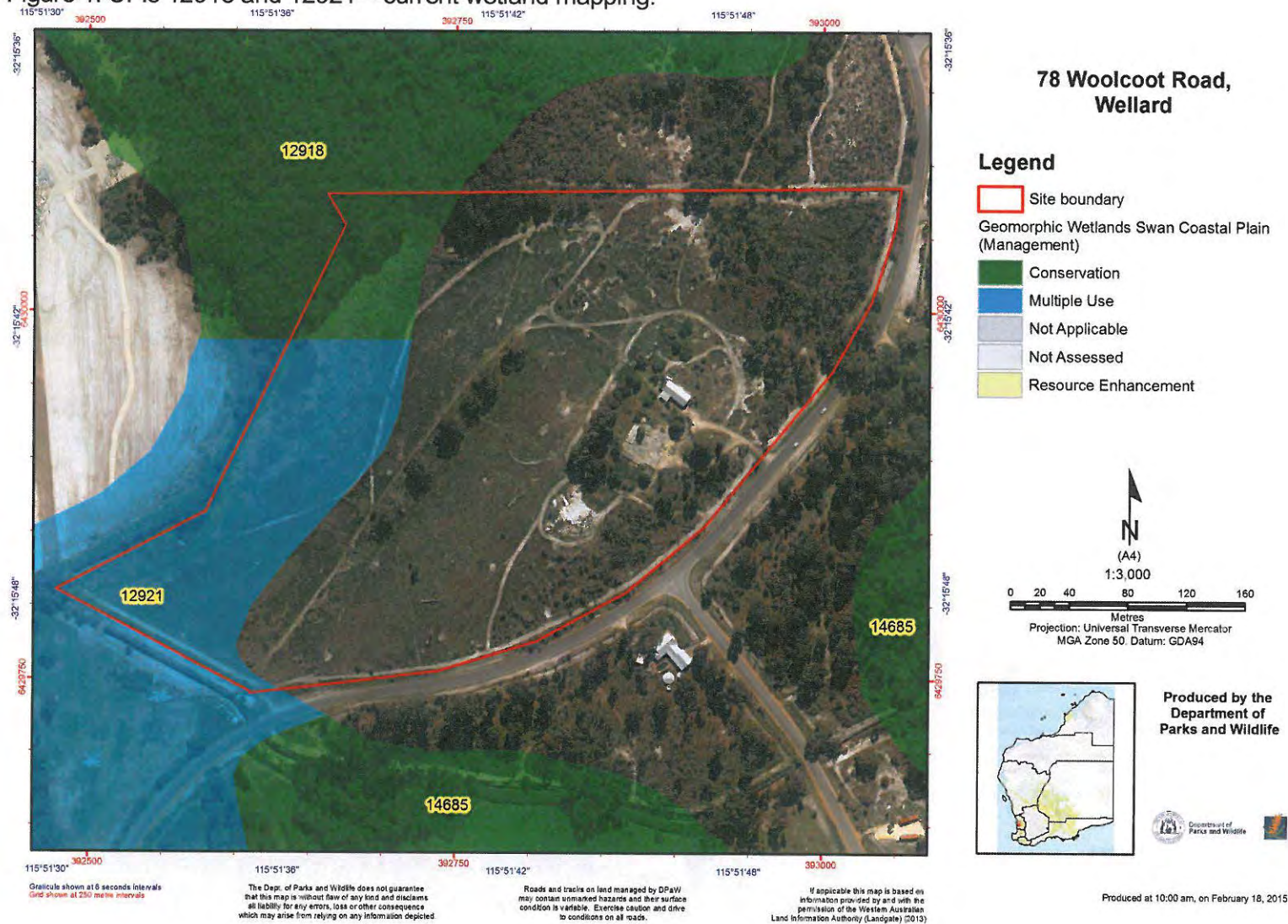


Figure 2. UFls 12918 and 12921 – original wetland mapping.

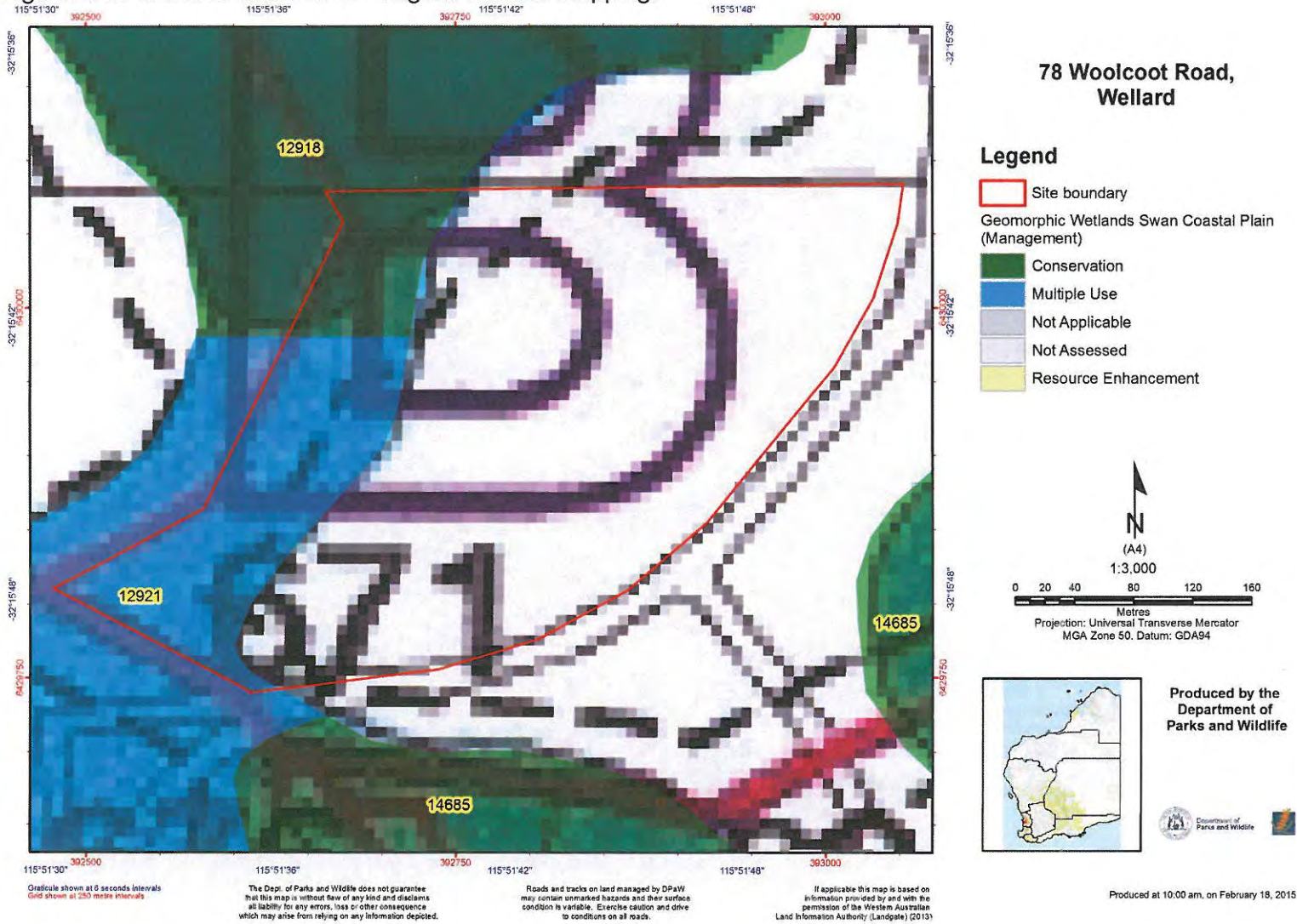
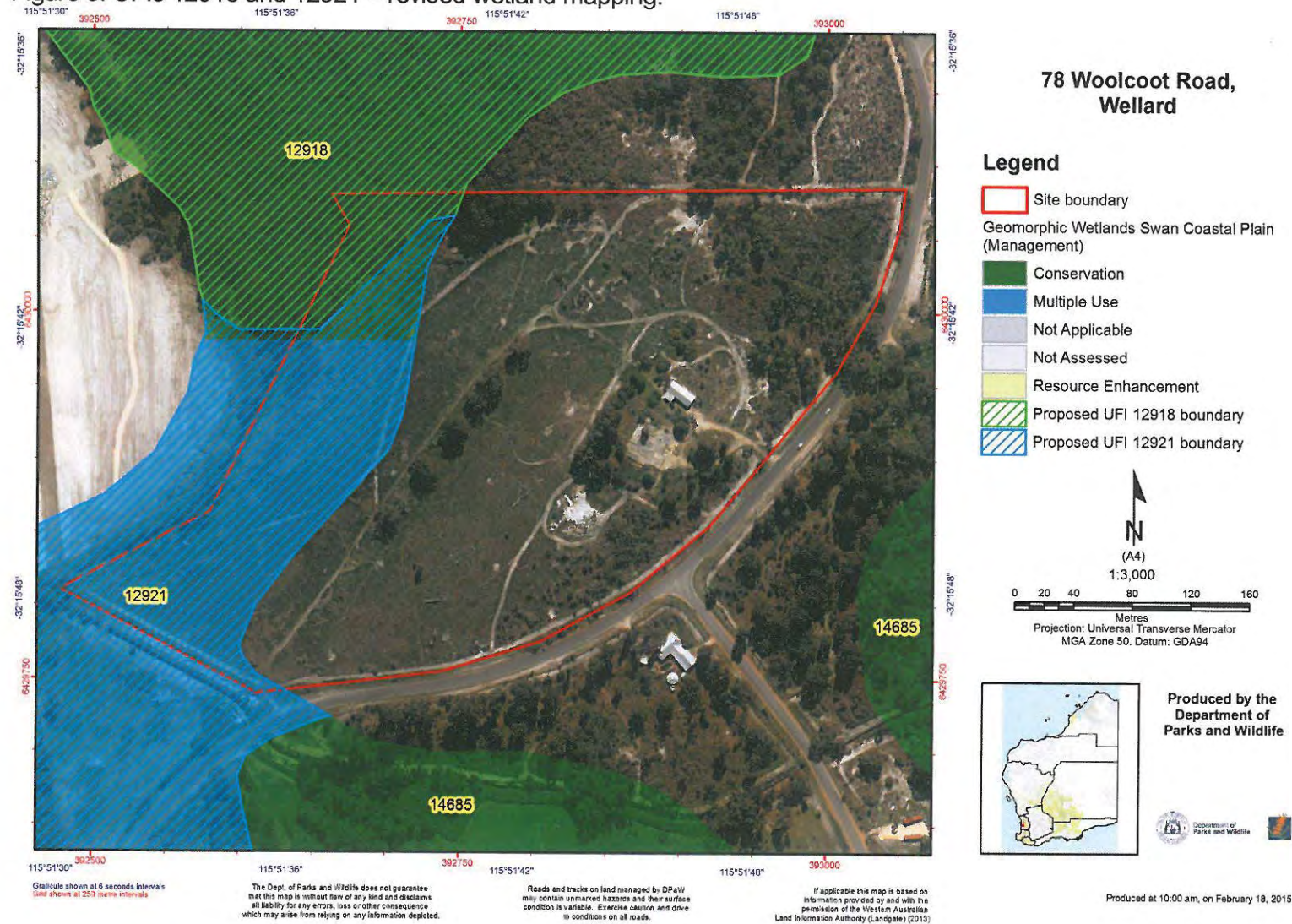


Figure 3. UFI 12918 and 12921 – revised wetland mapping.





LEGEND

RESIDENTIAL ZONES

- Residential (R25)
- Residential (R30)
- Residential (R40)
- Residential (R60)

LOCAL SCHEME RESERVES

- Parks, Recreation and Drainage

OTHER

- Structure Plan Boundary
- Conservation Category Wetland Core
- Wetland Buffer
- Access Street B
- Access Street C
- Laneway
- Western Power Easement
- Existing Lot Number



REVISIONS

Rev	Date	Drawn
H	2015.12.18	M. Sullivan
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Lot 64 Woolcoat Road, Wellard (East) Local Structure Plan

Wellard East
Figure 6



LOCAL STRUCTURE PLAN

LOT 64 WOOLCOOT ROAD,
WELLARD (EAST)



ROWEGROUP

DOCUMENT CONTROL

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Version	File Name	Prepared by	Approved by	Date
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3	8035_15mar02LSP_kk	Rebecca Cummings	Kim Kyle	23/3/15
4	8035_15aug01LSP_kk	Patrick Bryce	Kim Kyle	7/8/15
5.	8035_16feb01LSP_kk	Phala Caddy	Kim Kyle	25/2/16

This report has been authorised by;



Kim Kyle Manager Design



Phala Caddy Planner



Jamie Baxter Quality Control

CONTACT PERTH OFFICE

p 9221 1991 **e** info@rowegroup.com.au **w** rowegroup.com.au **a** 3/369 Newcastle Street, Northbridge 6003

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RECORD OF ENDORSEMENT

This structure plan is prepared under the provisions of the City of Kwinana Local Planning Scheme No.2

IT IS CERTIFIED THAT THIS STRUCTURE PLAN WAS APPROVED BY RESOLUTION OF THE
WESTERN AUSTRALIAN PLANNING COMMISSION ON:

February 2016

Signed for and on behalf of the Western Australian Planning Commission:

an officer of the Commission duly authorised by the Commission pursuant to section 16 of the Planning and Development Act 2005 for that purpose, in the presence of:

Witness

Date

Date of Expiry

TABLE OF AMENDMENTS

Amendment No.	Summary of the Amendment	Amendment Type	Date Approved by the WAPC
1.	Reclassification of wetland core, amendments to public open space and developable area	Minor	





EXECUTIVE SUMMARY

The Local Structure Plan (LSP) addresses an area of 11.7 hectares identified as 'Development Zone' within the 'Wellard (East) Urban Cell', approximately 5 kilometres east of the Kwinana Town Centre. The site is bound by Woolcoot Road to the east, Peel Sub N Drain to the south and west, as well as the 'Sunrise' development to the further west.

The LSP area was transferred to the Urban zone in December, 2009.

The purpose of this LSP is to facilitate the development of the subject site for residential purposes. This LSP is therefore prepared to satisfy the requirements of Town Planning Scheme No.2 to facilitate subdivision and development of the site.

The Wellard East LSP approved in August 2011 provides an indicative framework for the entire cell, however specifically focuses on a consolidated area adjacent to the Kwinana Freeway. Local Structure Planning for the balance of the Wellard East Cell has therefore been progressed incrementally, in sub-precincts. This LSP referred to as the 'Lot 64 Woolcoot Road, Wellard (East) Local Structure Plan' therefore comprises a portion of the balance of the Wellard East area. This area is considered an appropriate sub-precinct being disconnected from the western portion of the Cell by the central Conservation Category Wetland and the Peel Sub Drains.

The preparation of this Local Structure Plan has been undertaken in liaison with the City of Kwinana and government authorities.



Local Structure Plan Summary

Item	Data	Section number referenced in report
Total area covered by the Structure Plan	11.7 hectares	1.2
Area of each land use proposed		
<u>Zones</u>		
Residential	6.48 hectares	3.1
<u>Reserves</u>		
Road Reserve	2.56 hectares	
Park Recreation and Drainage (Inclusion of WP Easement 0.48ha)	2.66 hectares	
Estimated lot yield	191 lots	3.3
Estimated number of dwellings	194 dwellings	3.3
Estimated residential site density		
Dwellings Per Gross Urban hectare	16.5 dwellings	3.3
Dwellings Per Site hectare	29 dwellings	
Estimated population	543 people @2.8 people per household	3.3
Number of high schools	0 high schools	3.6
Number of primary schools	0 primary schools	3.6
Estimated area and % of public open space		
Total Public Open Space	2.66 hectares (13.1%, excluding 1:1 year drainage)	3.2
Unrestricted Public Open Space	0.82 hectares (8.1%)	
Restricted Public Open Space	0.39 hectares (wetland core) 0.85 hectares (wetland buffer) 0.48 hectares (western power easement)	
1:1 yr Drainage Deduction From Net Area	0.05 hectares	
Peel Sub Drain Widening	0.06 hectares	
Composition of Public Open Space:		
Neighbourhood Park	1.66 hectares, 1 park	3.2
Local Parks	0.48 hectares, 1 park	





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9. Indicative Staging Plan

TECHNICAL APPENDICES

Appendix Number	Document Title	Nature of Document	Referral/Approval Agency	Summary of Document Modifications
1.	Certificate of Title			
2.	Environmental Assessment Report	Environmental	DPaW	
3.	DPaW Correspondence	Environmental	DPaW	
4.	Local Water Management Plan	Hydrology	City of Kwinana/ DoW	
5.	Fire Management Plan	Fire	City of Kwinana	
6.	EPR/LFI Hazard Assessment Report	Electrical Voltage	Western Power	
7.	Landscape Master Plan	Landscape Design	City of Kwinana	
8.	Transport Impact Assessment	Traffic Management	City of Kwinana	
9.	Sightline Assessment	Engineering	City of Kwinana	
10.	Servicing Report	Engineering	City of Kwinana	





Part One

STATUTORY SECTION



ROWEGROUP

1. Structure Plan Area

This Structure Plan shall apply to the land contained within the inner edge of the line denoting the Structure Plan boundary on the Structure Plan Map.

2. Operation

This Structure Plan comes into effect on the day it is approved by the Western Australian Planning Commission.

3. Staging

Figure 10 of Part Two depicts indicative staging for the subdivision of the structure plan area.

4. Subdivision and Development Requirements

- a) Residential densities for the structure plan area are the residential densities shown on the Local Structure Plan Map.
- b) Public open space is to be provided in accordance with the Local Structure Plan Map.
- c) Land use permissibility within the structure plan area shall accord with the corresponding land use classification in the City of Kwinana Town Planning Scheme No.2.
- d) This Structure Plan is supported by a Bushfire Management Plan (BMP), *Fire Management Plan – Woolcoot Road Local Structure Plan* (August 2015) as amended. Any land falling within 100 metres of a bushfire hazard identified in the BMP is designated as a Bushfire Prone Area for the purpose of the Building Code of Australia.

- e) Notifications on Title

The Council shall recommend to the Western Australian Planning Commission that a condition be imposed on the grant of subdivision approval for a notification to be placed on the Certificate of Title to suitably respond to the following:

- The Fire Management Plan for lots with a bushfire attack level (BAL) rating of 12.5 or higher.

- f) Management Plans

The Council shall recommend to the Western Australian Planning Commission that a condition be imposed on the grant of subdivision approval to respond to the following as identified by the structure plan:

- The preparation, approval and implementation of a wetland management plan providing for the protection of the adjoining wetland; and
- A mosquito and midge management plan.

5. Local Development Plans

5.1

Local Development Plan(s) are to be prepared for lots with one or more of the following attributes:

- a) Rear-loaded vehicle access;
- b) Having the potential for grouped and/or multiple dwellings;
- c) Frontages of less than 12 metres;
- d) The subject of a notification on title; and
- e) Lots deemed to be affected by a recognised Bush Fire Hazard, as identified under the *Fire Management Plan – Woolcoot Road Local Structure Plan* as amended (August 2015).

5.2

Local Development Plan(s) are to be prepared for lots with a frontage of less than 7.5m and are to include design criteria that requires:

- a) Two storey development;
- b) Appropriate noise requirements for quiet house design; and
- c) Fencing within the front setback (including boundary fencing) to be a maximum height of 1.2m, and 50% visually permeable above 600mm.

5.3

Local Development Plan(s) are to be prepared for lots with a frontage of between 7.5m and 10m and are to include design criteria that requires:

- a) Promotes the interaction of the development with the public realm through the use of the front setback area, visual surveillance from habitable rooms and visually permeable fencing;
- b) Promotes design variety through design features and use of materials;
- c) Mitigates the potentially dominating visual presence of any garage structures;
- d) Promotes visual presence of the dwelling to the street (i.e. gable ends); and
- e) Includes appropriate noise requirements for quiet house design.

6. Other Requirements

a) Development Contribution Arrangements

Under the City of Kwinana Town Planning Scheme No. 2, the following development contribution arrangements apply and/or are contemplated:

- Development Contribution Area 11 for the funding of community infrastructure; and
- Development Contribution Area 2 for 'hard' infrastructure.

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Planning Design Delivery



- LEGEND
- RESIDENTIAL ZONES
- Residential (R25)
 - Residential (R30)
 - Residential (R40)
 - Residential (R60)
- LOCAL SCHEME RESERVES
- Parks, Recreation and Drainage
- OTHER
- Structure Plan Boundary
 - Conservation Category Wetland Core
 - Wetland Buffer
 - Access Street B
 - Access Street C
 - Laneway
 - Western Power Easement
 - Existing Lot Number

0 50 100 Metres

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J	2016.01.12	M. Sullivan
K	2016.02.04	M. Sullivan



w: www.rowegroup.com.au
e: info@rowegroup.com.au
p: 08 9221 1991

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Designer: K. Kyle
Drawn: K. Trenberth
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Lot 64 Woolcoat Road, Wellard (East) Local Structure Plan

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Matt Sullivan 26 February 2016



Part Two

EXPLANATORY SECTION



ROWEGROUP

Planning Background

1.1 Introduction and Purpose

The Local Structure Plan (LPS) has been prepared on behalf of Sienna Properties Pty Ltd (ABN Group) for land located within Wellard East Urban Cell. The purpose of the Lot 64 Woolcoot Road, Wellard East Local Structure Plan (LSP) is to refine the provisions under the district framework and ensure a comprehensive approach to planning and development is undertaken with input from landowners, government agencies and other key stakeholders.

This Part 2 of the Structure Plan provides explanation for the Statutory Part 1 provisions.

1.2 Land Description

1.2.1 Location

The site is located within the south west metropolitan corridor, approximately 37.3km from the Perth CBD.

The site is located 5km east of the Kwinana Town Centre and 15km from Kwinana Beach.

The site is bound by Woolcoot Road on its eastern boundary and the Peel Sub N Drain to its western and southern.

The site is located adjacent to 'Special Rural' to the west of Woolcoot Road and undeveloped land zoned 'Development' zone to its northern, southern and eastern boundaries.

Refer to Figure 1 – Location.

1.2.2 Area and Land Use

The site is approximately 11.7 hectares in size and is characterised as low lying farmland with a vacant residential and associated outbuildings.

The majority of the site comprises degraded paddocks from its previous grazing activity, with a small area within the north western portion of the site retaining remnant vegetation associated with the larger wetland area within the Wellard East Urban Cell.

1.2.3 Legal Description and Ownership

The amendment area comprises of one land parcels, being:

- ▲ Lot 64 on Deposited Plan 202645, Certificate of Title Volume 1895 and Folio 599;

Refer to Appendix 1 for a copy of the Certificates of Title, identifying owners of the site.

Refer to Figure 2 for a copy of the existing site plan.

1.3 Planning Framework

1.3.1 Regional Planning

1.3.1.1 Metropolitan Region Scheme Zoning

The site is currently zoned 'Urban' under the provisions of the Metropolitan Region Scheme (MRS).

Refer Figure 3 – MRS Zoning.

1.3.2 Regional and Sub-Regional Structure Plan

1.3.3 Directions 2031 and Beyond

The Commission's Directions 2031 and Beyond Metropolitan Planning Beyond the Horizon (Directions 2031) provides a spatial framework to guide the detailed planning and delivery of housing, infrastructure and services necessary to accommodate the anticipated population growth of the Metropolitan and Peel regions. The site is located in the south-west sub-region identified as 'Urban Deferred – Undeveloped' under the Outer Metropolitan Perth and Peel Sub-Regional Strategy'.

Since the release of the Sub-Regional Strategy, the Wellard East Urban Cell has been rezoned to 'Urban' under the MRS with development commenced. The LSP is therefore consistent with the identification of the cell for urban development.

1.3.4 Jandakot Structure Plan

The Local Structure Plan is situated within the Jandakot Structure Plan area.

The Jandakot Structure Plan was finalised in August 2007 and provides strategic direction to co-ordinate the development of the region while ensuring environmental, social and economic objectives are met.

Previously, the major constraint to urban development within this corridor was in relation to groundwater and stormwater management. With the preparation of the Jandakot District Water Management Plan (JDWMP) however, these issues have now been resolved and have been accommodated in current planning for the Cell under the Local Structure Plan, and subsequently the Local Water Management Strategy which accompanies this LSP.

The district level requirements of the Jandakot Structure Plan, such as the identification and preservation of natural areas, the allocation of public open space and public purpose areas, road network and hierarchy, the allocation of school sites and the allocation of commercial activity have been further refined through the preparation of the Local Structure Plan and subsequent amendments.

The proposed Local Structure Plan amendment is consistent with the intent and requirements of the Jandakot Structure Plan.

1.3.5 Policies

1.3.5.1 Liveable Neighbourhoods

Liveable Neighbourhoods (LN) is a WAPC operational policy for the design and assessment of structure plans and subdivision for new urban areas, it seeks to create a more vibrant, self sufficient and interactive communities that provide a wide range of residential, employment, recreational and business opportunities within a reasonable catchment.

The aims of LN can be summarised as follows:

- ▲ To promote an environment for safe, efficient and pleasant walking, cycling and driving;
- ▲ To facilitate mixed use urban development which provide a wider range of living, employment and leisure opportunities;
- ▲ To provide for a flexible neighbourhood structure capable of adapting over time as a community changes;
- ▲ To provide for a variety of lot sizes for housing choice and diversity;
- ▲ To provide a comprehensive approach to the design of open space and water management.

The LSP has been prepared in accordance with LN.

1.3.6 Local Planning Framework

1.3.6.1 City of Kwinana Town Planning Scheme No.2

The site is zoned 'Development' under the provisions of the City of Kwinana's Town Planning Scheme No.2 (TPS 2). The preparation of a Local Structure Plan is therefore required to guide future subdivision/ development of the site.

The north western portion of the site is also identified under TPS 2 as a 'Landscape Protection' Area. The objective of the Landscape Protection is to:

'...conserve areas of natural ecological value or landscaping amenity whilst at the same time allowing development as provided in the Zoning Table of the Scheme.'

None of the following may take place unless prior Council has been sought:

- ▲ Clear any trees or other vegetation;
- ▲ Carry out filling, dredging or changes to the contour of the land;
- ▲ Erect any advertising signage;
- ▲ Erect or construct any buildings or outbuildings;
- ▲ Degrade any of the natural wetland system;
- ▲ Detract from the amenity of the locality in any way.

Refer Figure 4 – LPS 2 Zoning.

1.3.6.2 City of Kwinana Eastern Residential Intensification Concept (ERIC)

The City of Kwinana's draft District Structure Plan, referred to as the 'Eastern Residential Intensification Concept' (ERIC) was prepared by the City of Kwinana in 2005 to provide strategic direction and refinement of the future urban areas identified under the Jandakot Structure Plan. Whilst ERIC has yet to be finally adopted by Council, it was used as an informal guide in the preparation of the Local Structure Plan.

The LSP is consistent with the provisions of ERIC which identifies the site for residential development and a local park.



1.3.7 Other Approvals and Decisions

The Wellard East Local Structure Plan was lodged for the area currently referred to as 'Sunrise Estate' to the west of the subject site, abutting the Kwinana Freeway. The LSP was approved in August, 2011.

The LSP was approved for the land only within Sunrise Estate, however also provides an indicative layout for the balance of the Wellard East Cell for noting.

Site Conditions and Constraints

The following provides a summary of the environmental site conditions and constraints, however for further information it is recommended the reader consult the Environmental Assessment Report provided at Appendix 2.

2.1 Biodiversity and Natural Area Assets

A Level 1 Spring Survey was undertaken in November 2013 by 360 Environmental, in accordance with the EPA Guidelines. Two remnant vegetation associations were mapped within the site with vegetation ranging from 'Degraded' to 'Completely Degraded' with the majority of the site (approximately 77%) classified as 'Completely Degraded'.

Three rare and six priority flora are identified by the DER for the general locality, however on the basis of the Level 1 Spring Survey undertaken confirming the degraded nature of the site the lack of native vegetation, with the exception of the wetland species *Cyathochaeta teretifolia*, it is highly unlikely that any conservation significant species would occur on site.

Two wetlands are recorded for the subject site being:

- ▲ UFI 12918: Sumpland Conservation Category Wetland – within the north western portion of the site;
- ▲ UFI 12921: Dampland Multiple Use Wetland – Within the western portion of the site.

The portion of the CCW within the north western corner has been assessed by 360 Environmental and classified as 'Degraded' and 'Completely Degraded'.

2.1.1 Wetland Reclassification

Further to a reclassification request being progressed by the Project Team, DPaW has provided correspondence dated 26th February, 2105 confirming the reclassification and boundary realignment of both UFI 12918 and UFI 12921 (Refer to Attachment 3).


The reclassification reflects a reduction to the area of Conservation management category (UFI 12918) and the extension of the Multiple Use management category (UFI 12921) to encompass a portion of the degraded dampland. As such, the portion of the 'wetland core' within the site is reduced.

Further to the reclassification, subsequent consultation was undertaken with the City and formalised through the approved Wetland Management Plan which identifies an agreed buffer, revegetation area and landscape treatment.

2.1.2 Fauna

A search of the DER database indicates three rare taxa, four priority taxa and eight taxa protected under the international agreement within the general Wellard locality.

The wetland habitat within the LSP area may provide limited habitat for the Curlew Sandpiper, Common Sandpiper, Cattle Egret, Eastern Great Egret, Red-necked Stint, White-bellied Sea Eagle, Wood Sandpiper and Common Greenshank. All of these species are however highly mobile and are not considered to be dependent on the habitat within the LSP area.



The flora survey identified approximately 0.97ha of potential Black Cockatoo foraging and breeding habitat is found on site. The majority of this habitat is however found within the CCW and is therefore proposed to be retained through the design response for the site.

No other habitat values are identified for the site given the predominantly cleared and degraded nature of the site.

2.2 Landform and Soils

The site gently slopes from 18m AHD in the northeast corner of the site as it abuts Woolcott Road to 10m AHD in the northwest corner of the site. The lowest areas of the site coincide with the mapped Conservation Category Wetland (CCW) which extends to the north western corner of the site.

The site falls within two soil sub-units as follows:

- ▲ 212BsW_SWAMP: Wet soils (pale deep sands and peaty sands); and
- ▲ 22Bs_B1: Deep bleached grey sands sometimes with pale yellow B horizon on a weak iron-inorganic hardpan generally at depths greater than two metres.

The site is identified under the Swan Coastal Plain Acid Sulphate Soils Mapping as being classed as moderate to low risk of ASS occurring within 3m of ground level. A small portion of the site associated with the wetland is classed as moderate to high risk of ASS occurring within 3m of ground level.

2.3 Groundwater and Surface Water

360 Environmental commenced a groundwater monitoring in August 2013. Please refer to Appendix 3 for the Local Water Management Strategy for further details.

2.3.1 Groundwater

Groundwater mapping indicates groundwater underlying the LSP area ranges from RL 9.67m AHD to 10.78m AHD and flows in a westerly direction towards the Peel Sub Drain. The drain acts as a control on the groundwater by lowering levels in a localised manner. The seasonal variation in groundwater is up to 1.5m annually.

2.3.2 Surface Water

The LSP area is situated within the catchment for the Peel Main Drain. Two Peel Sub Drains are located adjacent to the western and southern boundaries of the site being, the Peel Sub N Drain and the Peel Sub N2 Drain which dissects the CCW within and to the north of the LSP area, and abuts the western boundary of the site.

It is understood that whilst the Peel Sub Drain network is currently a Water Corporation asset, ownership will be transferred to the City of Kwinana following the urbanisation of the ERIC corridor, specifically the drainage network which is proposed to be upgraded and urbanised as part of residential development.

2.4 Bushfire Hazard

The combination of remnant and proposed revegetation within the site, in addition to a number of vegetated areas surrounding the site, have required consideration of bushfire hazards within the LSP design response. Emerge Associates and Bushfire Safety Consulting has therefore prepared the Fire

Management Plan (FMP) – Woolcoot Road August, 2015 to address fire management requirements for the site.

Refer to Appendix 4 – Fire Management Plan.

Vegetation within and surrounding the site has been classified according to *AS3959 Construction of Buildings in Bushfire-prone Areas* (Standards Australia, 2009). Hazard ratings have been based on different vegetation classifications which inform the FMP response and therefore the LSP layout.

Vegetation that is to be permanently retained surrounding the site will pose permanent bushfire hazard considerations. Conversely, vegetation that is to be cleared for future urban development purposes in the short to medium term will pose only temporary bushfire management considerations for the LSP area. Considerations associated with the classified vegetation within and surrounding the site is outlined in the FMP.

Within the northwest corner and further north of the site, the retention of 'forest' vegetation associated with the Conservation Category Wetland (CCW) and the proposed revegetation will pose an 'Extreme' bushfire hazard. A 20m building protection zone (BPZ) from the edge of the vegetation can be achieved through a combination of 'low threat' vegetation within the POS and adjacent road reserve. With the exception of small areas of woodland and scrub in the adjacent development (Wellard East LSP area) to the west of the site, the majority of this area is currently grassland.


Future development of the LSP area includes retention of existing vegetation and revegetation within the Western Power easement and CCW buffer area. Revegetation will elevate the bushfire hazard from 'Low' to 'Moderate' and 'Extreme' and influence building standards for dwellings. The upgrading of the drain from rural to urban standard which separates the neighbouring lot to the site will result in the removal of vegetation of 'Extreme' bushfire hazard currently in the drain and this may possibly extend to immediately adjacent areas, but in the meantime is considered a temporary hazard and will require BPZ considerations.

To the north of the site areas of scrub and woodland represents an 'Extreme' bushfire hazard. The area closest to the site and outside the CCW buffer is planned for future urban development to include residential lots and road abutting the CCW buffer. While this hazard remains, associated BPZ requirements fronting vegetation to the north can be considered temporary pending the development of the area and the removal or maintenance of the vegetation.

Located to the east and south of Woolcoot Road, 'Rural' zoned land contains areas of woodland vegetation determined as 'Extreme' bushfire hazard, interspersed by small managed grasslands areas. There is no planning context for future urban development and a permanent BPZ requirement will apply which can be achieved within the Woolcoot Road reserve.

The 'Extreme' bushfire hazard to the west, northeast, north, east and south of the site is likely to pose increased Bushfire Attack Levels (BAL) to proposed dwellings within the LSP area. Dwellings within 100m of permanently retained vegetation (west, northeast, north, east and south of the site) will have increased building requirements to meet the increased BAL's. Indicative permanent and temporary BPZ requirements have been incorporated into the LSP (outlined in Appendix 4), however future BAL assessments are recommended (to be included with the LDP provisions) given the temporary nature of some areas of the applicable hazards. The future assessment would determine the specific BAL assessment for all lots currently determined to be 'Bushfire Prone Areas'.

The site will deliver Public Open Space (POS) areas will therefore comprise the retention of the CCW, a CCW buffer and landscaped areas. Retained existing vegetation within the CCW will pose a bushfire



threat. The CCW buffer, a 'low fuel zone' will be revegetated to satisfy the requirement of a 'hazard separation zone' (WAPC et al. 2010) and will require minimal management to maintain low fuel in the long-term. POS areas comprised of turf, paths, parkland trees and activity nodes will be landscaped and maintained as 'managed parkland' and will comply with the definition of 'low threat' vegetation in accordance to AS3959.

2.5 Heritage

A search of the Heritage Council State Register and the Department of Indigenous Affairs Inquiry System did not identify any sites of cultural significance for the LSP area.

No record exists under the City's Municipal Heritage Inventory for the site.

2.6 Western Power Easement

The Lot 64 Woolcoat Road LSP area is adjacent to 330kV powerlines. An investigation into Earth Potential Rise (EPR) and Low Frequency Induction (LFI) related voltage hazards has been conducted.

The EPR LFI Hazard Assessment concludes EPR/LFI hazards have been found to be in compliance with safety standards and limits, therefore no further risk mitigation strategies are necessary.

For further information regarding the EPR/LFI hazard assessment report refer to Appendix 5.

2.7 Context and Other Land Use Constraints

The LSP area has historically been utilised for grazing purposes however currently comprises of disused pasture and is largely cleared with the exception of a storage shed in the eastern portion of the site.

Livestock uses south of Millar Road (within the City of Rockingham) exist, the LSP area is however located outside of the 1000 metre separation distance as per the Environmental Protection Authority's (EPA) *Guidance Statement 3: Separation Distances between Industrial and Sensitive Land Uses* and as such, no notification regarding odour issues is recommended.

Given the LSP areas distance from the Kwinana Freeway and the Mundijong Freight Railway, noise generated from these sources are not considered to impact the development.

Land Use and Subdivision Requirements

The structure plan sets out land use, residential densities, public open space, public and private transport provision, environmental considerations and servicing requirements.

The following describes the proposal set out in the LSP and addresses the relevant elements of LN.

3.1 Land Use

The LSP comprises predominantly residential development (6.48ha), of densities ranging R25 to R60. Two public open space areas are also provided, one of which encompasses and retains the portion of Conservation Category Wetland within the subject site.

Please refer to the Land Use Summary table provided within the Executive Summary of this report.

3.2 Open Space

Under the provisions of LN a range of site responsive urban parkland is required, which appropriately addresses district, neighbourhood and local needs of residents, comprising a mixture of unrestricted and restricted open space.


Within the LSP area, public open space (POS) is predominately provided in one consolidated area, encompassing the portion of CCW within the north western area of the site and the Peel Sub Drain. This POS area therefore performs both a passive and active open space function.

The Peel Sub N Drain abutting the western portion of the site, currently exists as a rural v-drain with a steep batter profile. Under the LSP, the drain is proposed to be urbanised and therefore modified on its eastern boundary to create a living stream. The treatment of the drain will comprise planted slopes utilising native sedges and rushes to assist with nutrient stripping and midge and mosquito control. Boulders may also be utilised to act as minor weirs to control the flow of storm water through the living stream.

The modified sub drain will be unfenced and landscaped in accordance with LN to allow for informal active and passive recreational uses. In the event of large storm events (greater than 1:100), the living stream will convey the event from the site into the arterial drainage network as per the provisions of the Jandakot Regional Water Management Strategy.

As previously discussed, the portion of mapped wetland within the LSP area is heavily degraded, and for the most part represents cleared paddock. The LSP therefore identifies the portion of the wetland which remains relatively intact for retention, with additional re-vegetation proposed within the agreed buffer. This buffer ranges from 30m to 50m and responds to the existing site characteristics. The edge of the buffer will comprise a 3m fire break with conservation fencing to restrict public access from the wetland in accordance with the City's requirements. Planting beyond the conservation fencing will comprise of reticulated native planting and grassed areas. The Department of Parks and Wildlife (DPaW) has advised of its support to the reduced wetland buffer from 50m to 30m.

The Wellard East Cell presents a highly constrained urban area to deliver unrestricted POS, predominantly due to the extensive wetlands and their associated buffer, the Western Power Easements and the Peel Sub Drain network. Unrestricted POS within the LSP area therefore comprises a local and neighbourhood park. The neighbourhood park is associated with the large POS area provided in response to the Peel Sub Drain and the wetland retention area. This will comprise of a



formalised play area and areas of turf. The local park is provided within the Western Power Easement and will comprise path connection through to adjacent (future) residential areas and an open grassed area.

A primary school site is also identified in the southern portion of the Wellard East Cell and whilst the size of the site has yet to be formalised through local structure planning, it is anticipated that the playing fields associated with the primary school will serve formalised sporting activity function (district) for the locality. Large district open space is identified for the Casuarina Cell north of Mortimer Road associated with the High School Site and further north in a formal district playing fields facility. The Public Open Space Schedule has been prepared in accordance with Liveable Neighbourhoods requirements.

Please refer to Figure 5 – Public Open Space Schedule, and Figure 6 – Public Open Space Plan.

The indicative Landscape Master Plan provided at Appendix 5 depicts the proposed uses and layout for the public open space within the amendment area.

3.3 Residential

The LSP achieves an average residential density of 29 dwellings per site hectare and 16.5 dwellings per gross urban hectare. This is consistent with Liveable Neighbourhoods requirements, which stipulates a minimum average of 22 dwellings per site hectare for Greenfields subdivision areas, and Directions 2031 targets of a minimum 15 dwellings per gross urban hectare.

Density has been calculated based on an indicative subdivision plan prepared for the site, yielding approximately 191 lots and 194 dwellings

There is a diversity of lot product across the amendment area, providing for a range of dwelling types and therefore affordability. Where the site configuration permits, the amendment area is likely to deliver the following standard lot typologies:

- ▲ 17 m x 30 m front loaded
- ▲ 15 m x 30 m front loaded
- ▲ 12.5 m x 30m front loaded
- ▲ 10.5 m x 30m front loaded
- ▲ 6m x 25m rear loaded
- ▲ 10m x 30m rear loaded
- ▲ 7.5 m x 30m front and rear loaded
- ▲ 12.5m and 15m x 25m front loaded
- ▲ 12.5m and 15m x 20 m front loaded

3.3.1 Climate Responsive Design

Under Liveable Neighbourhoods lots should be oriented to facilitate the siting of dwellings and private open space to optimise solar access. Despite the configuration of the parent lot, the amendment area achieves relatively good solar access, with approximately half of lots having their long axis within the range N10°W to N30°E or E10°N to E30°S. The balance of sites whilst located outside of the solar

range, are aligned to a North/ South or East/ West orientation to allow for the built form to achieve solar access.

Figure 8 depicts the solar orientation achieved within the LSP area.

3.4 Movement Networks

The following provides a summary of the movement network. For further information it is recommended the reader consult the Transport Assessment Report provided at Appendix 6.

3.4.1 Existing Road Network

Woolcoot Road

Woolcoot Road abuts the LSP area on its eastern boundary.

Woolcoot Road is currently classified as an Access Road in the Main Roads WA Functional Road Hierarchy. It is currently constructed to a rural standard with a 7.0m wide carriageway and a road reserve width of 20m.

Mortimer Road

Mortimer Road is classified as a Regional Distributor road in the Main Roads WA Functional Road Hierarchy. It is currently constructed to a rural standard with a 7.0 metre wide carriageway.

Mortimer Road provides an east-west connection from the Wellard East and Casuarina Cells to the Kwinana Freeway and further west, to the Kwinana Town Centre.

Millar Road

Millar Road is located to the south of the Wellard East Cell and connects through the western side of the Kwinana Freeway.

Millar Road is currently classified as an Access Road in the Main Roads WA Functional Road Hierarchy. It is currently constructed to a rural standard with a 7.0m wide carriageway and a road reserve width of 20m.

3.4.2 Proposed Road Network

Road classifications for the LSP area have been determined on the basis of modelling undertaken by DVC. Road cross-sections are proposed generally in accordance Liveable Neighbourhoods for the relevant corresponding road type.

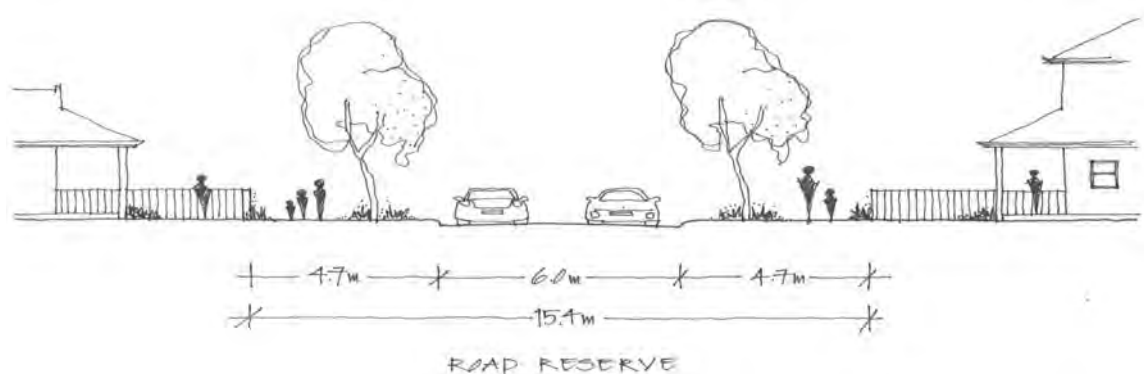
The LSP area primarily consists of Access Street C roads, designed to a 15.4 metre cross-section, with a widened reserve width reflecting an Access Street B section (17.9m) for the main entry off Woolcoot Road.

A widened Access Street C road section of 16.4m is also provided along the northern boundary of the site to accommodate the anticipated level difference between the adjacent neighbouring lot and the finish development levels.

An Access Street D road is proposed along a portion of the site adjacent to public open space, where servicing is only required along one side and therefore a reduced verge width is appropriate. Whilst a reduction in the road reserve width to 13.2m is proposed, sufficient width exists to enable public open space side on street parking.

The following image depicts the typical Access Street C road cross-section for the LSP area.

TYPICAL ACCESS STREET C ROAD CROSS-SECTION



Refer to Figure 9 Movement Network Plan.

The LSP is anticipated to generate approximately 1,530 vehicle movements per day, with projected traffic volumes on Woolcoat Road expected to be 420 (south of site) and 2,200 (north of site) vehicle movements per day. The existing Woolcoat Road reserve (20m) is considered to adequately accommodate the ultimate traffic volume however will be subject to upgrades to an urban standard in accordance with the City's requirements.

Two intersections are proposed from the development to Woolcoat Road, comprising the Access Street B entry road central to the site, aligned with the existing intersection of Arundel Drive and a secondary access within the southern portion of the LSP area. These intersections are proposed as full movement intersections and have been assessed under the Transport Impact Assessment report.

3.4.3 Truncation Variation – Small Lot Product

Under the provisions of LN, Element 2 – Movement Network R55, truncations of 3m x 3m are to generally be provided on corner lots. Notwithstanding, truncations of 6m x 6m have been the traditional standard applied by Local Governments in greenfield areas.


With the introduction of small lot product, the traditional 6m x 6m truncation utilises an excessive proportion of the site. As such, discussions with the City's Technical Services have indicated that reduced truncations of 3m x 3m in accordance with LN may be entertained at subdivision, subject to an assessment of appropriate sightlines in accordance with Austroads Standards.

Appendix 7 includes a generic assessment of varied truncations as they apply to the proposed smaller lot, higher density areas. Further assessment may need to be undertaken at detailed subdivision, should intersections/ truncations proposed deviate from the generic sightline assessment provided.

3.5 Water Management

The Jandakot Drainage Water Management Plan (DoW, 2009) provides the District Framework for urban water management across the ERIC District Structure Plan area, with specific reference to the Peel Main Drain System.

The LWMS in support of this LSP report has been prepared to meet the objectives of the Jandakot Drainage and Water Management Plan as well as Better Urban Water Management (WAPC, 2008) and Department of Water (DoW) guidelines.



Key elements of the stormwater management concept are as follows:

- ▲ Maintain the existing catchments and flow paths to the west of the site through earthworks and alignment of road networks. A large POS area at the downstream side of the site will feature informal drainage infrastructure.
- ▲ Adopt a treatment train approach to water quality management and protection of receiving environments, including infiltration of frequent events close to source, bio-retention areas to strip nutrients and modification of the Peel Sub N2 Drain into a living stream concept.
- ▲ Frequent events (≤ 1 yr ARI Event) infiltrated within lots through the use of soakwells, with runoff from roads infiltrated via a bio-retention system within the POS.
- ▲ Major events will be discharged offsite at near pre-development peak flow rates. Attenuation of discharge offsite to the Peel Sub N2 Drain will be achieved with the use of an informal depression along the eastern boundary of the POS.
- ▲ Modification of the Peel Sub N2 Drain from a deep, V-shaped profile to a living stream concept which provides nutrient stripping capabilities and an amenity to the community with similar hydraulic performance.
- ▲ Importation of fill to ensure at least 1.2m of clearance between lots and maximum groundwater levels.
- ▲ Implementation of 30m buffers around the wetland to provide protection from development impacts.

The LWMS was approved by the DoW in September, 2015.

3.5.1 Groundwater Management

Based on the groundwater monitoring data and analysis there is greater than 1m clearance between the groundwater and the natural surface across the LSP area where development is proposed. No direct measures, including subsoil drainage, lowering of the groundwater or importation of fill, are proposed for managing groundwater.

Although it is not anticipated that subsoil drainage will be utilised, local site conditions or engineering design may result in the requirement for direct measures. Final lot levels and clearance to groundwater will be provided in the UWMP following refinement of the earthwork design.


3.6 Education Facilities

Two school sites are identified under ERIC within proximity to the LSP area, the Wellard East Primary School Site within the southern portion of the Wellard East Cell and the Casuarina High School Site north of Mortimer Road.

As such, the LSP area is appropriately serviced by both primary and high school sites.

3.7 Activity Centres and Employment

ERIC identifies two centres within proximity to the LSP area, the Wellard East Local Centre located centrally to the cell and the Casuarina Neighbourhood Centre located on the northern boundary of Mortimer Road.



The Casuarina Neighbourhood Centre is identified in the City's Draft Local Commercial and Activity Centres Strategy (Draft LCACS) which recently concluded advertising. The Draft LCACS proposes approximately 5000m² of retail NLA for this centre.

The Draft LCACS identifies two potential local centre sites of 800m² retail NLA comprising a central site adjacent to the primary school and an alternate southern location. The Concept Plan for the Wellard East Cell has identified a 'Homestore' of a maximum area of 100m² adjacent to the primary school.

The LSP area is also located within proximity to existing centres within Wellard West and Bertram for local convenience shopping and the Kwinana Town Centre for weekly shopping needs.

3.8 Infrastructure Coordination, Servicing and Staging

The following provides a summary of the infrastructure and servicing for the amendment area, however for further information it is recommended the reader consult the Engineering Services Report provided at Appendix 8.

3.8.1 Water Supply

The Water Corporation has made provision for water supply to the Wellard East Cell in its planning for servicing the south-east corridor. The amendment area is located within the Water Corporation's Medina gravity water supply scheme.

The LSP area may be initially be serviced by an extension of the existing 250mm diameter main within the adjacent Sunrise Estate. Upon commencement of construction an extension of the 250mm diameter main within Mortimer Road via Woolcoot Road may be required.

3.8.2 Sewer

The Water Corporation has made provision for a reticulated sewerage scheme for the Wellard East Cell in its planning for servicing the south-east corridor. The amendment area is located within a sub-catchment of the Water Corporation's Sewerage Catchment denoted '54-042' and is proposed to be serviced by the 'Moonstone Parkway' sewerage pump station west of the Kwinana Freeway.

This system is constructed and operating under the management and maintenance responsibility of the Water Corporation.

3.8.3 Gas and Electricity

All lots within the LSP area will be serviced with underground power, of which the cost of works will be fully developer funded. Electricity connections will be via an extension of existing services within the Honeywood development.

Currently no existing reticulated gas infrastructure exists in the immediate locality. The closest existing main is located within Mortimer Road approximately 1.2km from the site. Should gas be provided as part of the development an extension of this main would be required.

3.8.4 Telecommunications

The LSP area is anticipated to be serviced by the NBN-Co under the 'Fibre to the Home' Scheme. The NBN-Co infrastructure exists in the area and has capacity to service the proposed development.

Headwork charges for Telecommunication service extensions are anticipated.

3.8.5 Development Staging

The LSP area will comprise of an anticipated three stages of development.

Preliminary bulk earthworks will be undertaken for the site in one stage, with civil construction occurring in three separate stages.

An indicative staging plan for the amendment area is provided at Figure 10.

3.9 Developer Contribution Arrangements

The LSP area is situated within the Wellard East Cell for the purposes of Developer Contribution Arrangements, and forms part of Development Contribution Area 11 (DCA 11) for community infrastructure.

DCA 11 was introduced to TPS 2 by way of Scheme Amendment 115 (Gazetted on 19 June, 2012), and is intended to have an operation period of 20 years (2011 to 2031).


The following items are currently listed under TPS 2 as being subject to funding by DCA 11.

DCA 11	Item
Sub-Regional	Community Knowledge and Resource Centre (excluding leasable office space and cafe component)
	Destination Park (Calista)
	Wells Beach Foreshore Upgrade (Park and Boating facility)
District B	Sports Pavilion
	Community Centre
	Youth Centre
	Dry Recreation Centre
	Branch Library
Local	Local Community House/Centre
	Local Sporting Pavilion 2
Admin	Administrative Costs

Notwithstanding the above, the revised *Community Infrastructure Plan 2011-2015* was advertised in November, 2015. This is likely to result in a reduced need for facilities to be provided within the Wellard East Cell.

In addition to DCA 11, a Scheme Amendment (Amendment 100A) was initiated by the City of Kwinana concurrently with Amendment 115 to introduce 'hard' infrastructure items to the Scheme. This amendment has recently been superseded by Amendment 100A. Upon gazettal of Amendment 100A, the Wellard East Cell will also be subject to Development Contribution Area 2 (DCA 2). Amendment 100A is still under review by the City, and is yet to be approved by Council, the WAPC or the Minister. Timing for the Gazettal of Amendment 100A is unknown at this stage.

Whilst the items to be included within DCA 2 are yet to be determined, it is understood the indicative list of items includes the following:

- 
- ▲ Millar Road Upgrade;
 - ▲ Mortimer Road Upgrade;
 - ▲ Public Open Space 10% (this may however be redundant should all landowners provide 10% per LSP area); and
 - ▲ Regional Drainage.

Should the review of both DCA 11 and DCA 2 not be complete prior to subdivision within the LSP area, it is likely a legal agreement will be entered into between the City of Kwinana and the Developer for the payment of interim costs, to be reconciled upon Gazettal of Amendment 100A and any amendments to the existing DCA 11.



FIGURES



ROWE GROUP



LEGEND

--- Subject Site

0 375 Metres

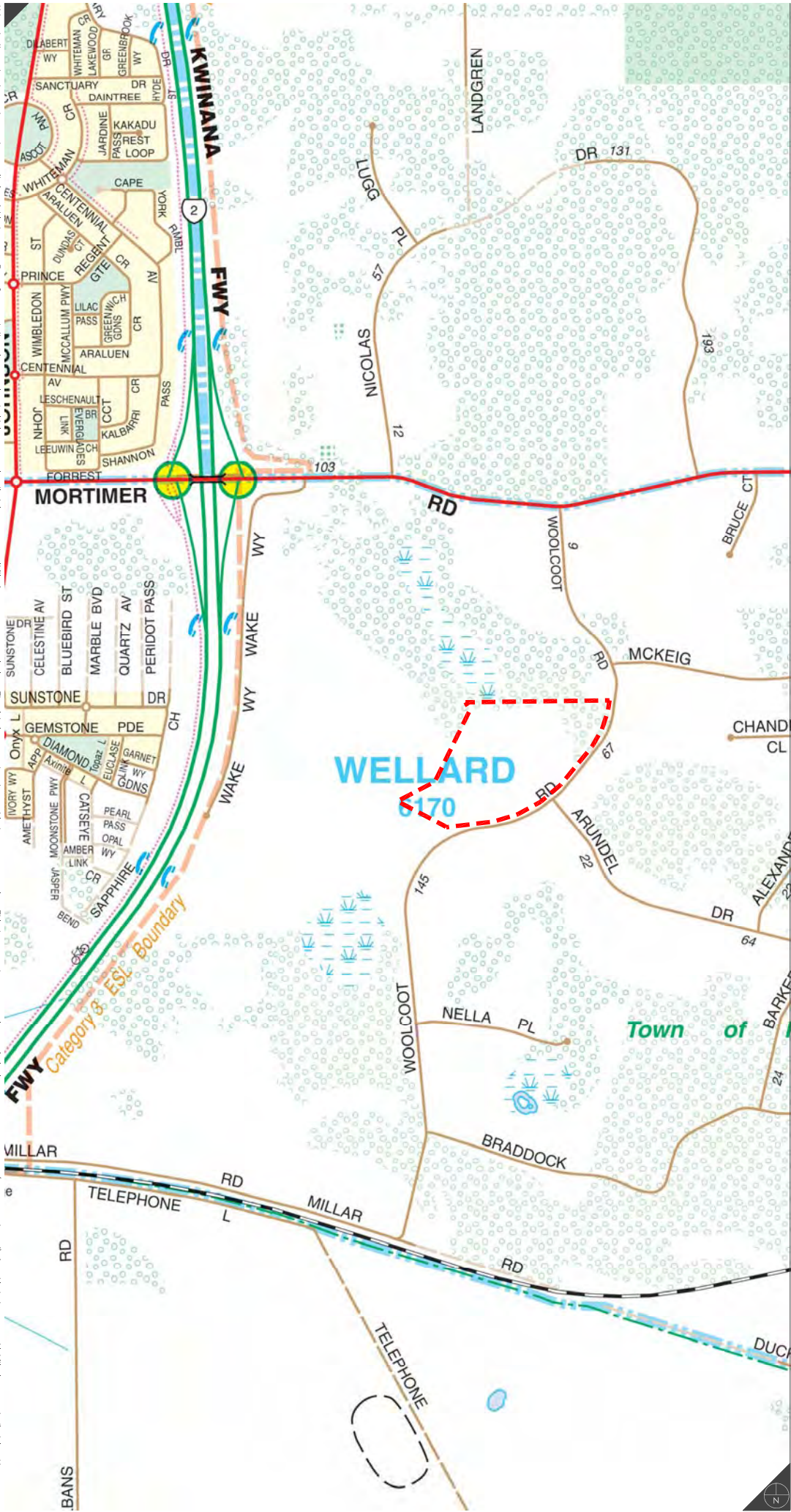
REVISIONS

Rev	Date	Drawn
A	2014.03.19	K, Trenberth



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p: 08 9221 1991

Date Drawn:	2014-03-19
Job Ref:	8035
Scale:	1:15,000 @ A4
Client:	ABN
Designer:	K. Kyle
Drawn:	K. Trenberth
Projection:	MGA50 GDA94
Plan ID:	8035-FIG-02-A
Map supplied by Streetsmart	



Local Location

Lot 64 Woolcoot Road, Wellard East
Figure 1

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LEGEND

- Subject Site
- - - Contours
- 7 Existing Lot Numbers
- Existing Boundaries
- Proposed Boundaries
- Existing Building

0 125 Metres

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Client:	ABN
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Projection:	MGA50 GDA94
Plan ID:	8035-FIG-03-A

Aerial captured and supplied by Nearmap



Site Plan

Lot 64 Woolcoat Road, Wellard East
Figure 2

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LEGEND

--- Subject Site

ZONES

Urban

Urban Deferred

Rural

0 125 Metres

REVISIONS

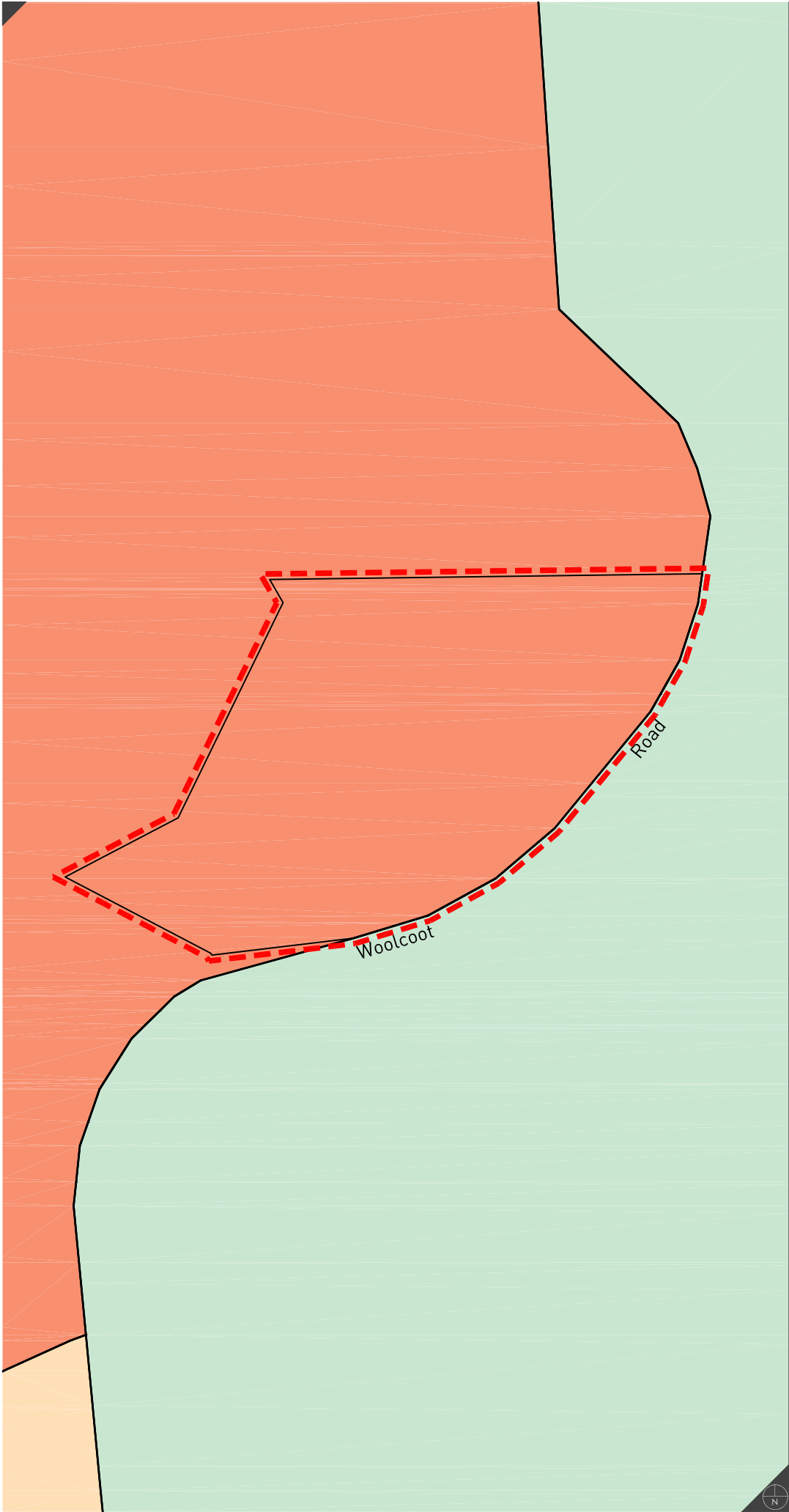
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A	2014.03.19	K, Trenberth

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Scale:	1:5000 @ A4
Client:	ABN
Designer:	K. Kyle
Drawn:	K. Trenberth
Projection:	MGA50 GDA94
Plan ID:	8035-FIG-04-A

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MRS Zoning

Lot 64 Woolcoat Road, Wellard East
Figure 3

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LEGEND

- Subject Site
- LOCAL SCHEME RESERVES**
 - Park Recreation & Drainage
- ZONES**
 - Development
 - Cluster/Commercial Rural Settlement
 - Special Rural
- OTHER**
 - Development Contribution Area (See Scheme Text)
 - ▲▲▲▲ Area of Landscape Protection
 - SR2 Special Rural Area (See Scheme Text)
 - 14 Policy Areas (See Scheme Text)
 - No Zone

0 125 Metres

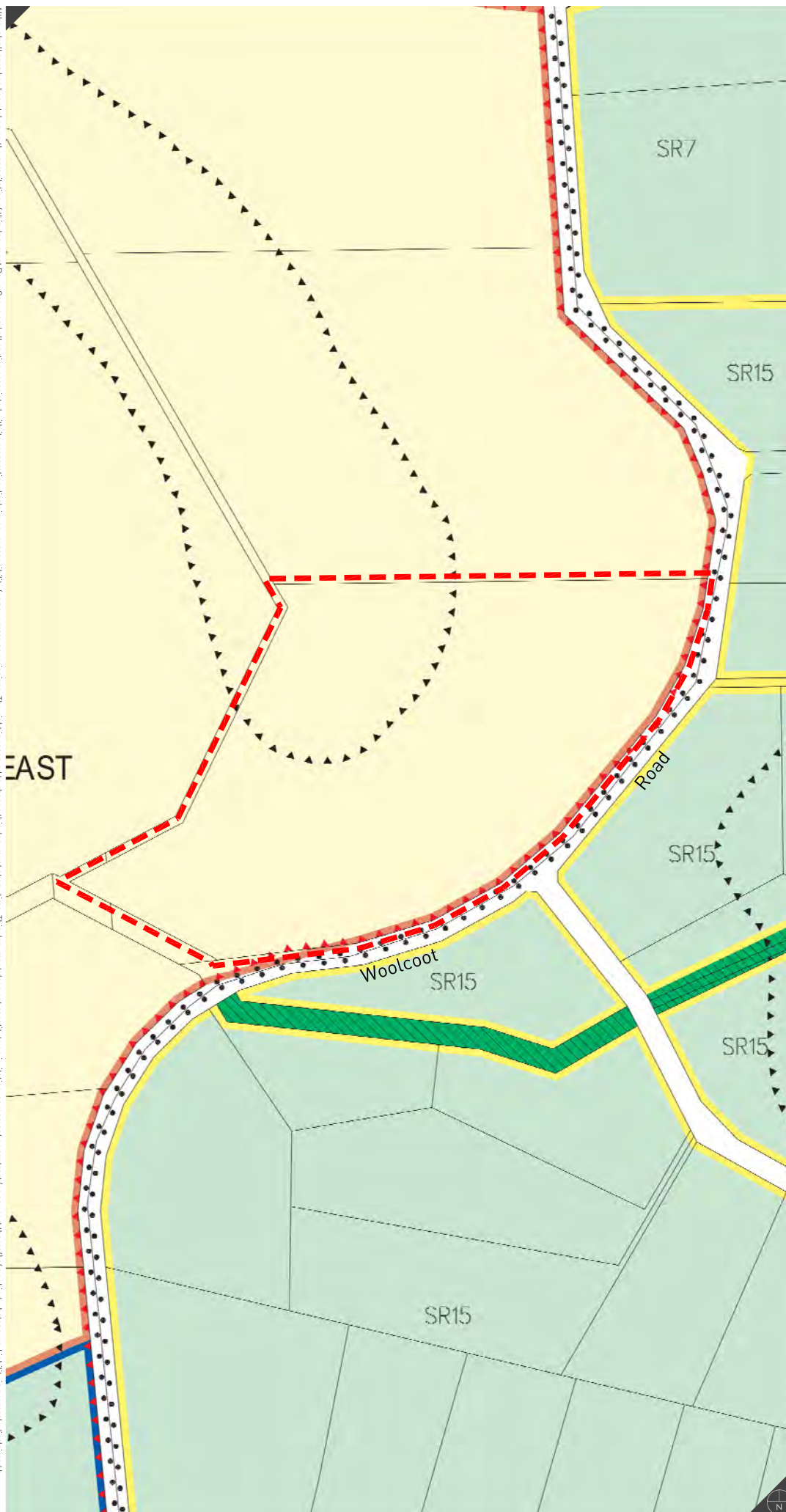
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Rev	Date	Drawn
A	2014.03.19	K. Trenberth



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Date Drawn: 2014-03-19
Job Ref: 8035
Scale: 1:5000 @ A4
Client: ABN
Designer: K. Kyle
Drawn: K. Trenberth
Projection: MGA50 GDA94
Plan ID: 8035-FIG-05-A
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TPS Zoning

Lot 64 Woolcoat Road, Wellard East

Figure 4

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REVISIONS

Rev	Date	Drawn
D	2015.08.14	W. Clements
E	2015.09.18	M. Sullivan
F	2016.01.12	M. Sullivan
G	2016.02.04	M. Sullivan



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Date Drawn:	2014.04.08
Job Ref:	8035
Scale:	NTS @ A4
Client:	ABN Group
Designer:	K. Kyle
Drawn:	M. Winfield
Projection:	N/A
Plan ID:	8035-FIG-12-G

Lot 64 Wellard (East) Local Structure Plan – Public Open Space Schedule			
Site Area (Local Structure Plan boundary)			11.7 ha
Less			
CCW Core	3,926m ²		
Drain Widening	6,10m ²		
Drainage 1:1yr	500m ²		
Total	5,036m²		
Net Site Area			11.19 ha
Deductions			
Nil			
Gross Subdivisible Area			11.2 ha
POS @10%			1.12 ha
Public Open Space Contribution			
May comprise:			
- Min 80% unrestricted POS		0.89 ha	
- Min 20% restricted use POS		0.23 ha	
Total Required POS			1.12 ha
POS Reference Number	Unrestricted POS sites (m²)	Restricted POS sites (m²)	
POS 1 – 17286m ²	8,258	8,528	
POS 2 Western Power Easement – 4820m ²		4,820	
Total	8,258m²	13,348m²	
	(0.82ha)	(1.33ha)	
Restricted POS Surplus		1.1ha	
Revised Unrestricted POS Calculation 8%			
(10.1ha revised Gross Subdivisible Area) – 8,080m ²		8,258m ²	
TOTAL POS PROVIDED:			
	8,258 m²	13,348m²	
	(0.82 ha) 8.1%	(1.33ha) 13.1%	

POS Schedule

N:\TOWN PLANNING\8000-8999\8035\DRAWING\A-CAD\8035_FIG12F_20160112_WELLARD EAST POS SCHEDULE.DWG
Matt Sullivan 26 February 2016

Lot 64 Woolcoat Rd, Wellard East
Figure 5

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Public Open Space

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Matt Sullivan 26 February 2016

Planning Design Delivery



- LEGEND
- Subject Site
 - Existing Lot Numbers
 - Proposed Boundaries
 - POS - Unrestricted (12,922m²)
 - POS - Restricted (8,528m²)
 - Wetland Core
 - 30m Wetland Buffer
 - Peel Sub Drain Widening
 - Western Power Easement

0 50 100 Metres

REVISIONS

Rev	Date	Drawn
F	2015.09.18	M. Sullivan
G	2015.12.15	M. Sullivan
H	2016.01.11	M. Sullivan
I	2016.02.04	M. Sullivan



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Job Ref: 8035
Scale: 1:2000 @ A3
Client: ABN
Designer: K. Kyle
Drawn: K. Trenberth
Projection: MGA50 GDA94
Plan ID: 8035-FIG-08-I

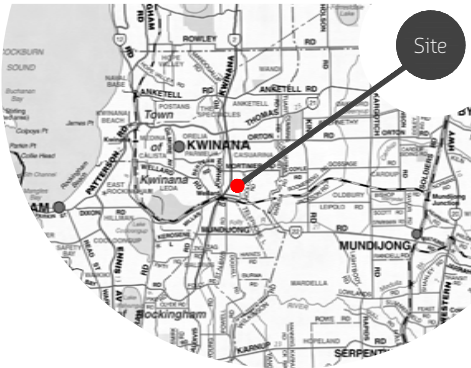
Cadastre Supplied by Landgate

Lot 64 Woolcoat Road, Wellard East
Figure 6

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Planning Design Delivery



LEGEND

- Subject Site
- 0° - 10°
- 10° - 20°
- 20° - 30°



REVISIONS		
Rev	Date	Drawn
A	2014.04.02	M. Winfield
B	2015.04.30	W. Clements
C	2015.08.11	W. Clements
D	2016.02.26	M. Sullivan

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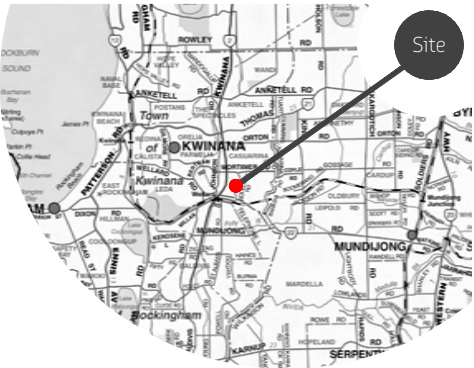
Date Drawn:	2014.04.02
Job Ref:	8035
Scale:	1:2000 @ A3
Client:	ABN Group
Designer:	K. Kyle
Drawn:	M. Winfield
Projection:	MGA50 GDA94
Plan ID:	8035-FIG-10-D

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Solar Orientation Plan

N:\TOWN PLANNING\8000-8999\8035\DRAWING\A-CAD\8035_FIG10D_20160226_WELLARD EAST SOLAR ORIENTATION.DWG
Matt Sullivan 26 February 2016

Lot 64 Woolcoat Rd, Wellard East
Figure 7



LEGEND

- Subject Site
- Existing Lot Numbers
- Proposed Boundaries
- Access Street B
- Access Street C
- Access Street D
- Laneway

0 50 100 Metres

REVISIONS

Rev	Date	Drawn
B	2014.04.07	K. Trenberth
C	2015.04.30	W. Clements
D	2015.08.11	W. Clements
E	2016.02.25	M. Sullivan



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Date Drawn: 2014.03.20
Job Ref: 8035
Scale: 1:2000 @ A3
Client: ABN
Designer: K. Kyle
Drawn: K. Trenberth
Projection: MGA50 GDA94
Plan ID: 8035-FIG-07-E

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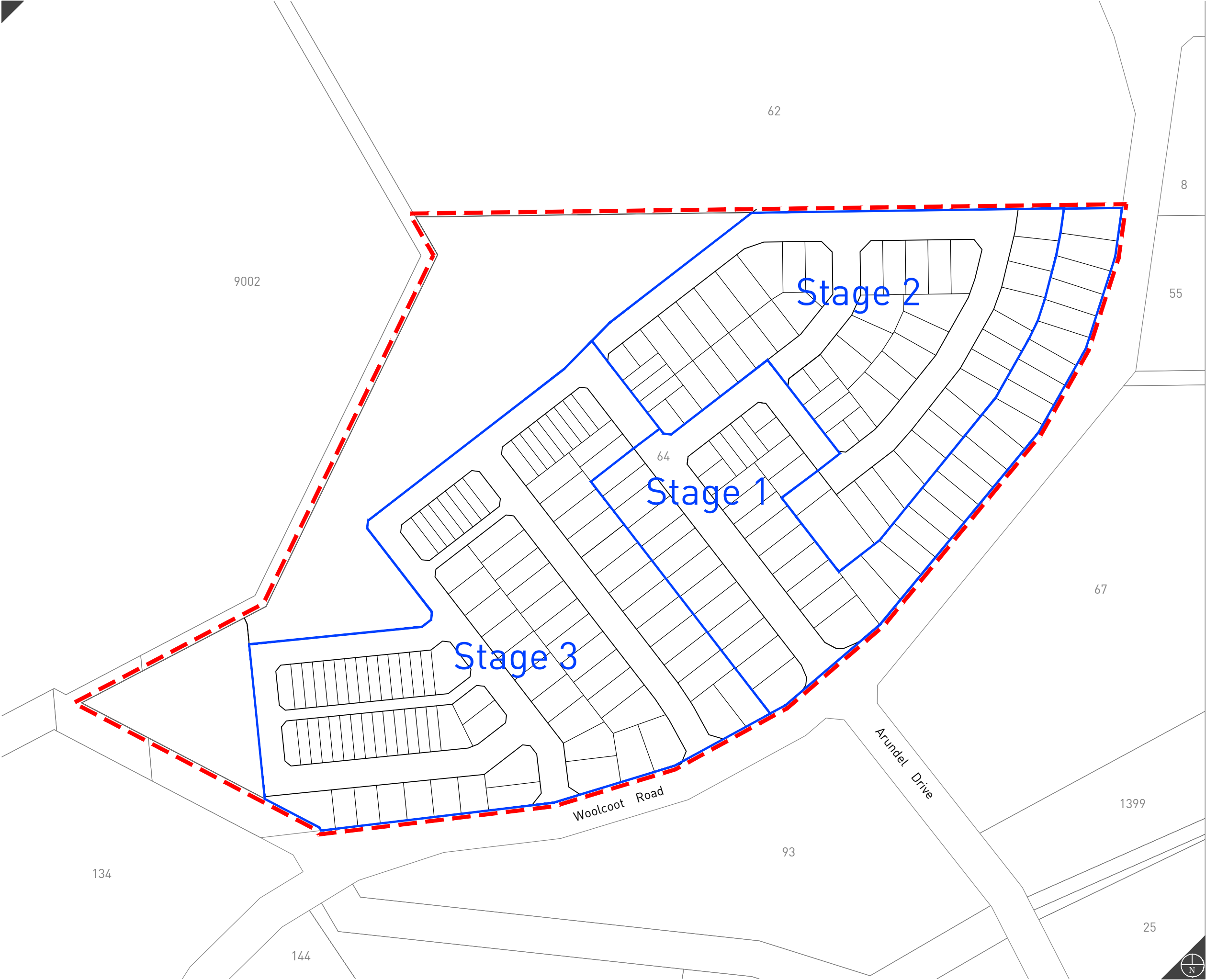


Movement Network

N:\TOWN PLANNING\8000-8999\8035\DRAWING\A-CAD\8035_FIG07E_20160225_WELLARD EAST (MOVEMENT).DWG
Matt Sullivan 26 February 2016

Lot 64 Woolcoat Road, Wellard East
Figure 8

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LEGEND

- Subject Site
- Staging Boundary



REVISIONS		
Rev	Date	Drawn
A	2015.01.13	K. Trenberth
B	2015.02.05	M. Sullivan
C	2015.02.09	M. Sullivan
D	2016.02.25	M. Sullivan

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Job Ref:	8035
Scale:	1:2000 @ A3
Client:	ABN Group
Designer:	K. Kyle
Drawn:	K. Trenberth
Projection:	MGA50 GDA94
Plan ID:	8035-FIG-19-D

Cadastre Supplied by Landgate

Staging Plan

N:\TOWN PLANNING\8000-6999\8035\DRAWING\A-CAD\8035-FIG19D_20160225_WELLARD EAST (STAGING).DWG
Matt Sullivan 26 February 2016

Lot 64 Woolcoat Rd, Wellard East
Figure 9



23 February 2016
City of Kwinana
PO Box 21 Kwinana
WA 6966

Att: Brett Cammell

Dear Brett,

RE: Lot 64 Woolcoot Road, Wellard WA 6167

Please find attached our response to the documentation provided by the City.

This review has been done urgently to meet the city's timelines and is in the spirit of the scope of works as outlined in Job No J108. The report contains information that the City of Kwinana will need to consider separately to that of the content relating to the developers requirements to address.

We will require permission to negotiate with the consultant to determine the alignment of the fire management plan with the standard as outlined in this report.

The city needs to be mindful of the long term consequence of the implementation of fire management plans and the need to undertake future financial, risk, capacity and resource requirements to address the fire management issues now expected by the state and how the city will manage this into the future.

Should you have any further questions please do not hesitate to contact me.

Yours faithfully,

D Gossage

Dave Gossage AFSM
Director
Preplan Pty Ltd



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Location

Report - Final 23 February 2016

Lot 64 Woolcoot Road, Wellard WA 6167

Report assessment framework

The assessment was undertaken in the context of the State Planning commissions, planning for Bush Fire Protection – Edition 2. With this report reflective in context of Appendix 3: Model fire management plan, pages 49 to 54.

The document assessed was provided by the City via Emerge and Bushfire Safety consulting – reference ***“Emerge Fire Management Plan - Lot 64 Woolcoot Rd - August 2015.pdf”***. The headings used to assess are reflective of the model plan in the state planning commission guide as stated above.

The findings are addressed individually below utilising the headings in the plan supplied.

Disclaimer

The information provided in this document is an opinion and can only assist you in the most general way. The measures in this document are considered to be minimum standards and they do not guarantee that a building, property or thing will not be damaged by fire. This document does not replace any statutory requirements or legislation under any relevant state and territory legislation. Preplan Pty Ltd is not liable for any loss resulting from any action taken or not, or reliance made by you on the information or material contained in this document. Before relying on the material, users should carefully make their own assessment as to its accuracy, currency, completeness and relevance for their purposes, and should obtain own independent legal advice relevant to their particular circumstances.

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1. Introduction

These three elements do not seem to have been demonstrated

- What can be achieved by applying this plan.
- The need for each individual land holder to protect his or her property.
- The fact that fire appliances may not be available to protect each dwelling.

The city will need to be mindful of the review requirements as this will have a resource and capability affect in the longer term.

This section is not totally consistent with the intent of the guide.

2. Aim

This section is consistent with the intent of current guide.

3. Objectives

This section is consistent with the intent of current guide.

This section draws attention to the City's ongoing obligations to inform, enforce and undertake prevention activities which has a resource, funding and statutory implication for the city.

4. Description of the Area

4.1 General

This section is consistent with the intent of current guide.

A point of interest in this section is the reference to the existing vegetation being retained? It is not clear whether this will form a part of reserve or regional parks preservation to which the city would have obligations to? This will need to be considered by the city for the future.

4.2 Climate

This section is consistent with the intent of current guide.

4.3 Topography

This section is consistent with the intent of current guide.

4.4 Bush fire fuels

This section is consistent with the intent of current guide.

4.5 Land use

This section is consistent with the intent of current guide.

4.6 Assets

This section is consistent with the intent of current guide.

4.7 Access

This section is consistent with the intent of current guide.

4.8 Water supply

This section is consistent with the intent of current guide. There needs to be a note in reference to the static water supply as a backup for firefighting being located on Woolcoot road approximately 1 kilometer to the south of the estate.

5. Fire Problem (Bush Fire Assessment)

5.1 Bush fire history

This section is consistent with the intent of current guide.

5.2 Bush fire risk

This section is consistent with the intent of current guide.

5.3 Bush fire hazard

This section is consistent with the intent of current guide. We note that on page 12 there is a reference to a temporary hazard on the northern side of the development. There was no supporting documentation in the context of the duration that the risk would be in situ and the city will need to determine the consequence and impact on building design into the future. It would be appropriate that at the time of building construction that there is a revised BAL assessment submitted with the building plans to ensure currency of risk and risk level.

This is further reflected in section 6.4 of the submitted document.

5.4 Bush fire threat

This section is consistent with the intent of current guide.

5.5 Summary of bush fire potential issues

This section is consistent with the intent of current guide.

6. Fire Mitigation Strategies

6.1 Hazard Management

This section is consistent with the intent of current guide. On page 16 it makes reference to water supply for firefighting purposes. There needs to be an inclusion of the static water supply as a water source, per 4.8 above.

Page 18 refers to the need to do a reassessment of the BAL ratings which we support should occur at building construction time. We are of the opinion at this point in time based on the information provided that the lots on the northern section of the development may be able to reduce their individual ratings when the development to the north is completed.

6.2 Bush Fire Risk Management

This section is consistent with the intent of current guide.

There have correctly identified a risk for consideration into the future in regards to landscaping on page 19 of this documentation. Landscaping around dwellings is a major contributing factor to house loss during wild fires and as the whole development would be impacted by ember attack it is important that this notification is understood.

6.3 Future Development

This section is consistent with the intent of current guide.

6.4 Access and Fire breaks

This section is consistent with the intent of current guide.

6.5 Public Education and Community Awareness

This section is consistent with the intent of current guide.

6.6 Fire Safer Areas

This section is consistent with the intent of current guide. The city should include this estate into their local government emergency management arrangements as a consideration. This has been reflected in the plan on page 22.

6.7 Assessment of Fire Management Strategies

This section is consistent with the intent of current guide.

6.8 Implementation of this Fire Management Plan

Developer's Responsibilities

Dot point five (5) under developer's responsibilities, on page 23 is contradictory to the intent of the fire management plan being applied to all properties. All properties in the estate need to comply with all or in some case parts of the FMP. To only have the section 70A notification on lots that have a BAL requirement will imply the other lots do not have a requirement to comply which is not correct. All properties are required to undertake bushfire mitigation and property management to reduce the impact by fire and therefore the section 70A notification must be on all lots.

The city needs to be mindful of the resource, financial and capacity issues associated with the implementation of the plan and the longer term impact on the city.

There are enforcement and compliance matters in this section that the city will have to be mindful of. There are elements that could be incorporated into the city's work schedules.

This section is consistent with the intent of current guide.

Property Owners Responsibilities

In this section, it needs to have the requirement of the property owners to comply with the fire management plan. This is not reflected and needs to be clearly demonstrated.

This section is not consistent with the intent of current guide in its current form.

City of Kwinana Responsibilities.

The city needs to be mindful of the resource, financial and capacity issues associated with the implementation of the plan and the longer term impact on the city.

This section is consistent with the intent of current guide.

7. Appendix

7.1 Maps

Some of the acronyms used throughout the maps in the appendix's do not have a reference or interpretation reference point and they are not in the acronyms section? This needs to be rectified to enable the end user to understand the terminology used.

"Map – Appendix 12 : Building Protection Zone Requirements" – at this point in time the "temporary category" line is inconsistent and reduces down below the 20m buffer required on the northern edge which is not consistent with the risk and cannot be supported in its current form.

"Map – Appendix 13 - AS3959 Construction Considerations - With Temporary Hazard" again there are discrepancies that need to be rectified including in the "key" which reflects a BAL 12 when it should be a 12.5.

"Map – Appendix 14: AS3959 Construction Considerations - Without Temporary Hazard" again there are discrepancies that need to be rectified including in the "key" which reflects a BAL 12 when it should be a 12.5. The BAL shading doesn't seem to match the hazard curve?

This section is not totally consistent with the intent of current guide.

7.2 Works program and responsibilities

There was no works program in this document? Responsibilities were identified.

This section is not totally consistent with the intent of current guide.

7.3 Guidelines, Specifications and Minimum Standards

These were identified throughout the document. There were no details for gates/bollards identified?

This section is consistent with the intent of current guide.

7.4 Glossary

This section is consistent with the intent of current guide.

7.5 References

This section is consistent with the intent of current guide.

Fire Management Plan - Compliance checklist for performance criteria and acceptable solutions.

This section is consistent with the intent of current guide.

Statutory and Policy Framework

This section was included into the plan over and above what is required under the guide. This provides a good insight into the area for understanding by the end user and does not affect the plan in any way.

General Comment

There are a few minor corrections required throughout the document as identified above that will require discussions with the consultant. These matters can be easily rectified and should not be detrimental to the progression of the application.

Contextually the plan, subject to corrections meets the intent of the guide.

The city will need to have a position of the future advice to consultants on the new format required under the town planning scheme as there are starting to be variances to and hybrid versions being submitted.

The city should consider adopting a local planning policy to cover the area of bush fire risk management to which we are happy to assist with.

Report End.

WOOLCOOT ROAD

ABN

LIVING  EDGE
AT WELLARD

Small Lot Product Amenity Issues to Date:

- /// Presentation of built form to the public realm;
- /// Interaction of the built form to the street, garage dominance and habitable rooms to the street; and
- /// Reduced outdoor living areas.

ABN Proposal:

The Living Edge development is intended to showcase new ABN housing typologies which have been developed to respond to the above issues. These housing typologies are focussed on delivering:

- /// Two storey housing product at an affordable price point;
- /// Control streetscape outcomes through the build out of end of street blocks;
- /// Increase outdoor living areas through a smaller building footprint;
- /// Ageing in place, through house design which ultimately allows for ground floor living; and
- /// Encourage cultural change in housing products through alternate building construction and single garaging options.



The approved Woolcoot Road LSP identifies an area of R60 adjacent to public open space. The proposed plan of subdivision is consistent with this coding, however proposed a minor modification to the street block layout.

These locations are identified for the two new housing typologies developed by ABN.



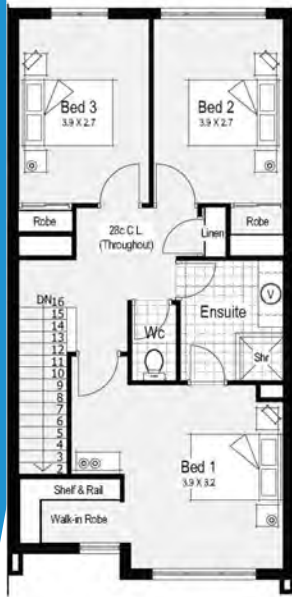
Rear Loaded Terraces

Key Features:

- 6m frontage;
- Two Storey;
- 4 bedrooms 2 bathrooms;
- Large rear outdoor living area/ small site footprint;
- Habitable rooms orientated to the street;
- Ageing in place opportunities – ground floor living; and
- Consistent streetscape outcome with landscaping and front fencing.

6x25 rear loaded middle unit \$229,000, Package \$334,000

6x25 rear loaded end unit \$239,000, Package \$344,000



Upper Level



Ground Level

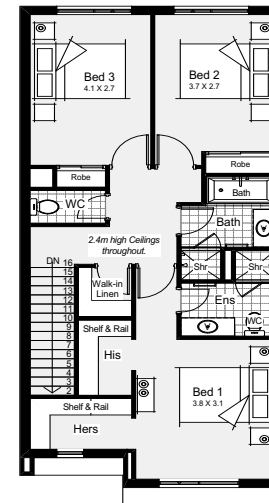
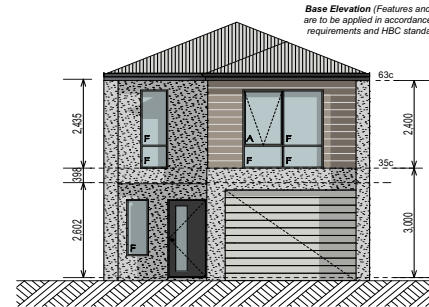
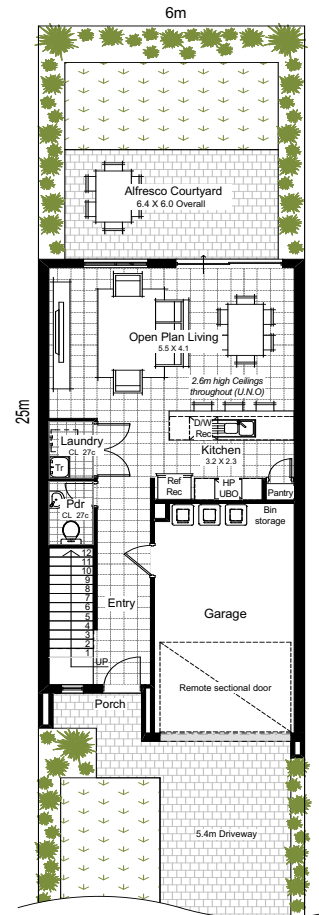


A=N

LIVING/EDGE
AT WELLARD



Brochure plan Ground Floor
1:100



Brochure plan Upper Floor
1:100

Front Loaded Terraces

Key Features:

- 6m frontage;
- Two Storey;
- 3 bedrooms 2 bathrooms;
- Large rear outdoor living area/ small site footprint;
- Single Garage with additional parking in front of garage (minimum 4.5m setback);
- Habitable rooms orientated to the street;
- Consistent streetscape outcome with landscaping and front fencing.
- Developer to provide this as rebate to purchase.

6x25 front middle unit \$214,800, Package \$319,800

6x25 front end unit \$ 223,300, Package \$328,300



LEGEND

RESIDENTIAL ZONES

- Residential (R25)
- Residential (R30)
- Residential (R40)
- Residential (R60)

LOCAL SCHEME RESERVES

- Parks, Recreation and Drainage

OTHER

- Structure Plan Boundary
- Conservation Category Wetland Core
- LSP 30m Wetland Buffer
- Access Street B
- Access Street C
- Western Power Easement
- 1 Existing Lot Number

0 50 100 Metres

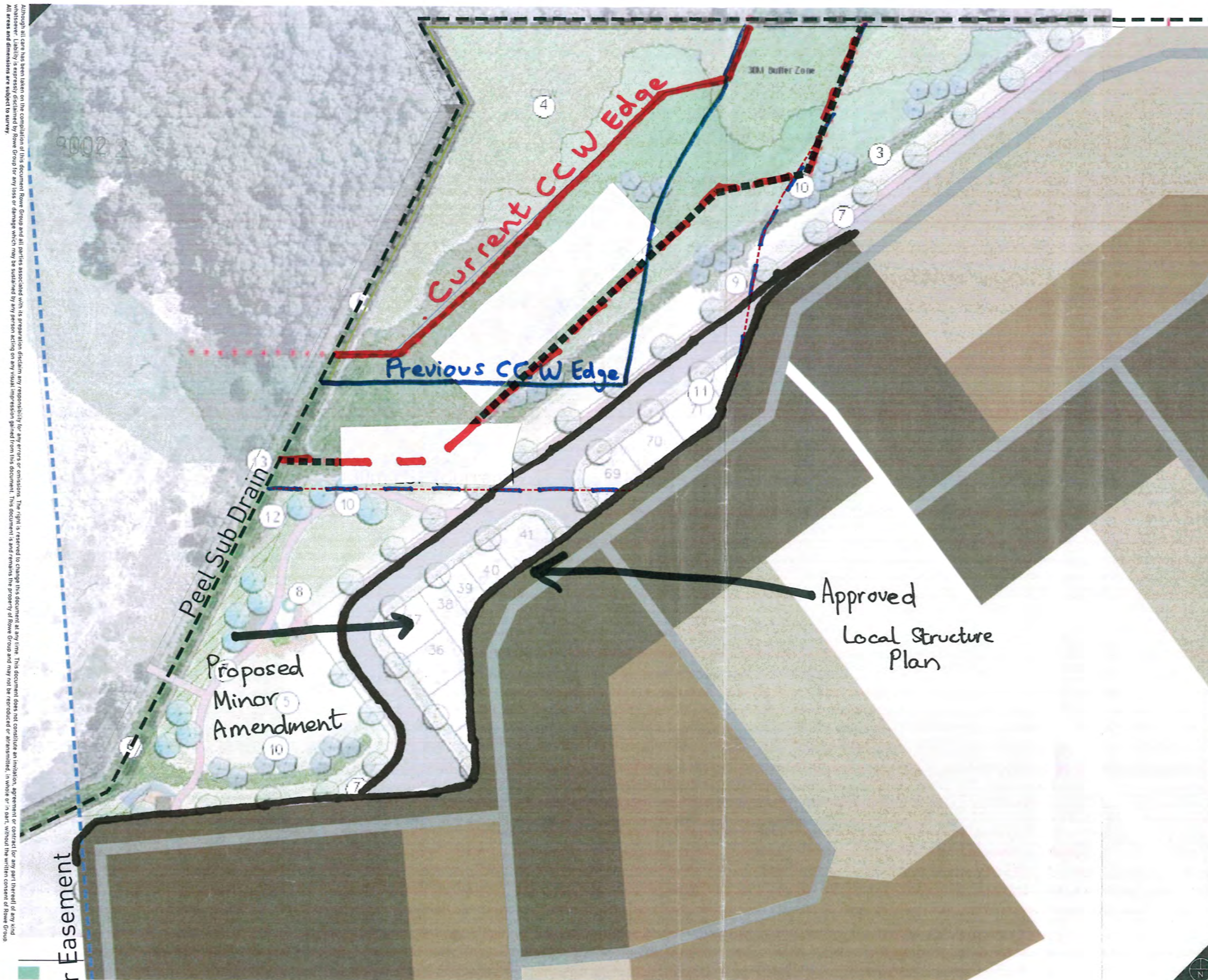
REVISIONS

Rev	Date	Drawn
B	2015.04.30	W. Clements
C	2015.07.28	M. Sullivan
D	2015.07.30	M. Sullivan
E	2015.08.11	W. Clements



w: www.rowegroup.com.au
 e: info@rowegroup.com.au
 p: 08 9221 1991

Date Drawn: 2015.01.13
 Job Ref: 8035
 Scale: 1:2000 @ A3
 Client: ABN Group
 Designer: K. Kyle
 Drawn: K. Trenberth
 Projection: MGA50 GDA94
 Plan ID: 8035-FIG-20-E
 Cadastre Supplied by Landgate



Lot 64 Woolcoat Road, Wellard (East) Local Structure Plan

Wellard East

16 Reports – Civic Leadership

16.1 Write Off of Sundry Debtor – Seafront Scrap Metal & Machinery

SUMMARY:

It is recommended that Council write-off Seafront Scrap Metal & Machinery (Debtor # 2269.07) debt of \$2,025 after confirmation from the liquidators that there was no return to any unsecured class of creditor.

OFFICER RECOMMENDATION:

That Council write off the debt owed by Seafront Scrap Metal & Machinery of \$2,025.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

Seafront Scrap Metal & Machinery were successfully prosecuted by the City for illegal use of land and an invoice was raised on 24/11/11 for the court imposed fine and reimbursement of legal costs.

A repayment agreement was entered into to repay the debt of \$120,150.00 by way of instalments of \$5,006.25 per month. After 20 successful payments, the debtor defaulted claiming financial distress and a new repayment arrangement was entered into for \$3,000.00 per month with a balance of \$20,025.00 remaining.

On 3 June 2015, HLB Mann Judd were appointed liquidators who advise that collection of the final instalment amount from the company's plant and equipment or any potential financial recovery against the director is highly unlikely in view of his financial position. It is anticipated that any dividends received will be paid to priority creditors for unpaid superannuation.

Based on the above, City Officers do not anticipate a return to unsecured creditors.

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995 Section 6.12 Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

The Chief Executive Officer's delegated authority to write off of a debt, not being due to an administrative error, is for debts not exceeding \$1,000 and therefore Council is required to authorise the write off of this debt.

16.1 WRITE OFF OF SUNDRY DEBTOR – SEAFRONT SCRAP METAL & MACHINERY**FINANCIAL/BUDGET IMPLICATIONS:**

Budget Item Name:	400657.1086.80 Statutory Planning – Bad debt write off
Budgeted Amount:	Nil
Expenditure to Date:	Nil
Proposed Cost:	(2,025.00)
Balance:	(2,025.00)

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to this report.

ENVIRONMENTAL IMPLICATIONS:

There are no direct environmental implications related to this report.

STRATEGIC/SOCIAL IMPLICATIONS:

Regularly reviewing debts owed is part of the business improvement the City is undertaking to ensure the Strategic Community Plan can be successfully delivered by adequately managing our resources.

RISK IMPLICATIONS:

There is no risk implications related to this report.

COUNCIL DECISION**171****MOVED CR W COOPER****SECONDED CR S MILLS**

That Council write off the debt owed by Seafront Scrap Metal & Machinery of \$2,025.

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL
8/0

16.2 Budget Variations

SUMMARY:

To amend the 2015/2016 budget to reflect various adjustments to the General Ledger with nil effect to the overall budget as detailed below. Due to the nature of these variations, they fall outside the annual budget review.

OFFICER RECOMMENDATION:

That the required budget variations to the Adopted Budget for 2015/2016 as outlined in the report be approved.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

ITEM #	LEDGER ACCOUNT	DESCRIPTION	OPERATING BUDGET	INCREASE/DECREASE	REVISED BUDGET
1	400013.1123	Operating Expense	(345,000)	(11,000)	(356,000)
	400570.1600	Project Expense	(47,000)	11,000	(36,000)
	Reason:	<i>Marketing and Communications - transfer from identified savings from Community Safety Plan revision not being undertaken this year to Community Public Relations for a promotional video to showcase the City.</i>			
2	400295.1140	Operating Expense	(30,000)	(8,000)	(38,000)
	600004.1001	Capital Expense	(105,200)	8,000	(97,200)
	Reason:	<i>Recquatic Aquatics - transfer from identified savings from Pool Blanket Trolleys due to leasing equipment rather than outright purchase to Recquatic Aquatics equipment repairs and maintenance for the service of chlorination equipment.</i>			

LEGAL/POLICY IMPLICATIONS:

The Local Government Act 1995 Part 6 Division 4 s 6.8 (1) requires the local government not to incur expenditure from its municipal fund for an additional purpose except where the expenditure-

(b) is authorised in advance by resolution*

"additional purpose" means a purpose for which no expenditure estimate is included in the local government's annual budget.

*requires an absolute majority of Council.

FINANCIAL/BUDGET IMPLICATIONS:

Budget Item Name:	Various items as listed above.
Budgeted Amount:	
Expenditure to Date:	
Proposed Cost:	Nil effect.
Balance:	

*NOTE: All figures are exclusive of GST

16.2 BUDGET VARIATIONS

ASSET MANAGEMENT IMPLICATIONS:

The allocation of funds towards the upgrading and renewal of existing City assets in the capital expenditure items is in line with the Asset Management Strategy and will reduce the current asset management gap.

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

Council's Strategic Community Plan for the period 2015 to 2025 provides that Council will ensure the future sustainability of the City of Kwinana through the implementation of sound revenue and expenditure policies, and seeking additional revenue sources.

RISK IMPLICATIONS:

Refer to Legal/Policy comments for risk implications.

COUNCIL DECISION

172

MOVED CR S LEE

SECONDED CR P FEASEY

That the required budget variations to the Adopted Budget for 2015/2016 as outlined in the report be approved.

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL
8/0

16.3 Accounts for Payment up to 31 March 2016

SUMMARY:

This is a List of Accounts paid by the City of Kwinana.

OFFICER RECOMMENDATION:

That the List of Accounts paid for the period ended 31 March 2016 be noted.

DISCUSSION:

The following list of accounts summarises all cheques and electronic funds transfer (EFT) drawn for the period to 31 March 2016. It is in agreement with the attached List of Accounts.

FUND MUNICIPAL A/C	CHEQUE NO	AMOUNT	TOTAL
	Cheque # 18201 to 18296 EFT # 3236 to 3253		
	Creditors Cheques and EFT	\$ 5,738,836.34	
	Non Creditors Cheques	\$ 13,115.54	
	Cancelled Cheques/EFT	\$ 59,052.73	
	Payroll 30/03/16, 16/03/16, 02/03/16 Payroll interim	\$ 1,702,780.52	
TRUST A/C	EFT NO	\$	
TOTAL			<u>\$7,513,785.13</u>

LEGAL/POLICY IMPLICATIONS:

In accordance with Local Government (Financial Management) Regulations 1996, Regulation 13 where the power has been delegated to the Chief Executive Officer (CEO), a list of accounts paid by the CEO is to be prepared and presented to Council each month. The list is to show each payment, payee's name, payment amount and date of payment and sufficient information to identify the transaction.

16.3 ACCOUNTS FOR PAYMENT UP TO 31 MARCH 2016

FINANCIAL/BUDGET IMPLICATIONS:

Various, but understood to be consistent with budget/budget review position and allowable variations therein.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

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

RISK IMPLICATIONS:

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

COUNCIL DECISION

173

MOVED CR D WOOD

SECONDED CR B THOMPSON

That the List of Accounts paid for the period ended 31 March 2016 be noted.

**CARRIED
8/0**

Warrant Listing



Warrants between

1/03/2016 to 31/03/2016

TOK [LIVE]

Program - ci_ap001 1/04/2016 9:21:01AM
 Minimum Amount: \$0.00

Cancelled

Cheque No.	Chq Date	Payee	Description	Amount
00018214	02/03/2016	ZBD Pty Ltd T/As Zazen Building & D	***** CANCELLED *****	\$1,456.00
00018256	23/03/2016	3032Celebration Nominees Pty Ltd	***** CANCELLED *****	\$10,192.00
00018257	23/03/2016	330City of Cockburn	***** CANCELLED *****	\$13,530.00
00018258	23/03/2016	7865CLP Builders Pty Ltd	***** CANCELLED *****	\$2,912.00
00018259	23/03/2016	7864G2 Building Company Pty Ltd	***** CANCELLED *****	\$5,824.00
00018260	23/03/2016	3786HALPD Pty Ltd T/A Affordable Living	***** CANCELLED *****	\$1,456.00
00018261	23/03/2016	6418Home Group WA Pty Ltd	***** CANCELLED *****	\$2,912.00
00018262	23/03/2016	862Kwinana Men's Support Service	***** CANCELLED *****	\$455.00
00018263	23/03/2016	852Kwinana Smash Repairs	***** CANCELLED *****	\$500.00
00018264	23/03/2016	926Main Roads Western Australia	***** CANCELLED *****	\$3,295.53
00018265	23/03/2016	980Midway Drycleaners	***** CANCELLED *****	\$72.00
00018266	23/03/2016	3390SSB Pty Ltd	***** CANCELLED *****	\$1,456.00
00018267	23/03/2016	7872Dmitrijs Stavovojs	***** CANCELLED *****	\$360.00
00018268	23/03/2016	1490Town Of Kwinana - Pay Cash	***** CANCELLED *****	\$1,100.25
00018269	23/03/2016	1984Vital Packaging	***** CANCELLED *****	\$47.09
00018270	23/03/2016	1592Water Corporation	***** CANCELLED *****	\$13,484.86
Total: Cancelled				16 \$59,052.73

Warrant Listing



Warrants between
1/03/2016 to 31/03/2016

TOK [LIVE]

Program - ci_ap001 1/04/2016 9:21:33AM
Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
00018201	02/03/2016	69Alinta Gas	Usage to 170216 53U Orelia Sports Pavili	\$116.50
00018202	02/03/2016	434Curtin University	Payment of study fees- Tyrone Lewis Cann	\$1,174.50
00018203	02/03/2016	3390SSB Pty Ltd	Refund sec dep-L2100 Tiliqua Crescent	\$1,456.00
00018204	02/03/2016	1490Town Of Kwinana - Pay Cash	Petty cash recoup to 25/2/16 - Recquatic	\$596.55
00018206	02/03/2016	1592Water Corporation	Charges to 190216 94KL New Thomas Oval f	\$3,846.14
00018218	02/03/2016	3037Colonial First State Investments Li	Superannuation-February2016-18	\$1,981.02
00018219	02/03/2016	4101IOOF Global One Retirement Solution	Superannuation-February2016-29	\$175.79
00018220	02/03/2016	3442One Path - formerly ING Life Limite	Superannuation-February2016-24	\$3,933.10
00018221	09/03/2016	69Alinta Gas	Usage to 170216 50936U Recquatic	\$3,123.40
00018222	09/03/2016	5410St Vincents Netball Club	Kidsport vouchers x 4	\$800.00
00018223	09/03/2016	1490Town Of Kwinana - Pay Cash	Petty cash recoup to 1/3/16 - Recquatic	\$456.45
00018224	09/03/2016	1592Water Corporation	Water charges to 19/2/2016 1KL-Girl Guid	\$2,748.99
00018225	09/03/2016	7842ZBD Pty Ltd T/As Zazen Building & D	Refund sec dep-L790 Honeywood Avenue, W	\$773.17
00018231	16/03/2016	69Alinta Gas	Usage to 290216 0U Medina Oval Changerc	\$1,061.30
00018232	16/03/2016	5109Building Commission (Department of	Building Services for month of February	\$26,422.56
00018233	16/03/2016	1487City of Kwinana	Fine enforcement RO7659/2015 & 28511/201	\$2,925.00
00018234	16/03/2016	1767Construction Training Fund	CTF levy for February 2016	\$25,836.48
00018235	16/03/2016	852Kwinana Smash Repairs	1EWO611 Holden Stationwagon - Insurance	\$500.00
00018236	16/03/2016	926Main Roads Western Australia	Signage and pavement marking-Anketell Ro	\$31,113.06
00018237	16/03/2016	5410St Vincents Netball Club	Kidsport voucher x 7	\$1,400.00
00018238	16/03/2016	1490Town Of Kwinana - Pay Cash	Petty cash recoup to 11/3/16-Recquatic	\$223.60
00018239	16/03/2016	1592Water Corporation	Usage to 300416 Service Charge18 Darius	\$265.96
00018249	23/03/2016	69Alinta Gas	Usage to 1/3/16 0U - Budden Way	\$146.40
00018250	23/03/2016	6375Ashmy Pty Ltd	Refund sec dep-L117 Mornington Crescent	\$4,368.00
00018251	23/03/2016	54Australian Institute of Building	Non Conforming Products - Rodney Molyneu	\$360.00
00018252	23/03/2016	4861Big W	Vacuum, broom, mop, bucket, brush and sh	\$732.50
00018253	23/03/2016	7793Body Prep Pty Ltd	1 Hour Body Prep boxing at fitness class	\$1,336.50
00018254	23/03/2016	7207Builton Corp Pty Ltd	Refund sec dep-L147 Idaia Terrace	\$1,456.00
00018274	24/03/2016	330City of Cockburn	CSCA Partner Contribution March 2016	\$13,530.00
00018275	24/03/2016	7865CLP Builders Pty Ltd	Refund sec dep-L71B Perham Crescent	\$2,912.00
00018276	24/03/2016	7864G2 Building Company Pty Ltd	Refund sec dep-L99 Dolomite Avenue	\$5,824.00
00018277	24/03/2016	3786HALPD Pty Ltd T/A Affordable Living	Refund sec dep-L145 Mornington Crescent	\$1,456.00
00018278	24/03/2016	6418Home Group WA Pty Ltd	Refund sec dep - L911 Barakee Road	\$2,912.00
00018279	24/03/2016	862Kwinana Men's Support Service	Australia Day Citizenship Ceremony Wood	\$455.00
00018280	24/03/2016	852Kwinana Smash Repairs	Insurance claim# 633502174 excess only	\$500.00
00018281	24/03/2016	926Main Roads Western Australia	Services-Installed signage & pavement ma	\$3,295.53
00018282	24/03/2016	980Midway Drycleaners	Darius Wells Library and Resource Centre	\$72.00
00018283	24/03/2016	3390SSB Pty Ltd	Refund sec dep-L2103 Cordata Avenue	\$1,456.00
00018284	24/03/2016	7872Dmitrijs Stavovojs	C/over subsidy rebae-L143 Mornington Cre	\$360.00
00018285	24/03/2016	1490Town Of Kwinana - Pay Cash	Petty cash recoup to 21/3/16 - Health	\$1,100.25
00018286	24/03/2016	1984Vital Packaging	Foam Cup for Australia Day	\$47.09
00018287	24/03/2016	1592Water Corporation	Charges to 10/3/16-Recquatic & The Zone	\$13,484.86
00018289	24/03/2016	3032Celebration Nominees Pty Ltd	Refund sec dep-L11 dolomite Avenue	\$10,192.00
00018290	30/03/2016	6375Ashmy Pty Ltd	Refund sec dep-L697 Leda Blvd	\$1,456.00
00018291	30/03/2016	7889Nicholas David Brown	C/over subsidy rebate-L294 Ipswich Stree	\$360.00
00018292	30/03/2016	3032Celebration Nominees Pty Ltd	Refund sec dep-L1251 Bellingham Parade	\$1,456.00
00018293	30/03/2016	434Curtin University	Payment of study fees-Rhys Price-ID:1886	\$3,950.00
00018294	30/03/2016	7864G2 Building Company Pty Ltd	Refund sec dep-L314 Ipswich Street	\$7,280.00
00018295	30/03/2016	3390SSB Pty Ltd	Refund sec dep-L879 Corton Approach	\$7,280.00
00018296	30/03/2016	1490Town Of Kwinana - Pay Cash	Petty cash recoup to 21/3/16-Health	\$377.75
1641606A	21/03/2016	549Esanda	Monthly lease fees KWN700 2/3/16-1/4/16	\$1,294.70
180316	18/03/2016	1707Public Transport Authority of Weste	Smarrider recharge to 18/03/16	\$50.00
20631974	21/03/2016	4805TPG Internet Pty Ltd	Monthly Internet Mandogalup Station 26/3-25/	\$49.99
21087577	29/03/2016	4805TPG Internet Pty Ltd	Monthly Internet Kwinana South Station 3/4-2	\$49.99
290216	01/03/2016	179Bankwest Visa	Corporate credit card transactions 30/1/16-29	\$6,837.72
290216A	01/03/2016	179Bankwest Visa	Corporate credit card transactions 30/1/16-29	\$1,231.66
306540	29/03/2016	2765Toyota Financial Services	Monthly lease fees 1EWZ823 & KWN1765 15	\$1,185.68
3236.1277-01	02/03/2016	1277Savage Garden Services	Feb - Maint of streetscape gardens at I	\$13,460.50
3236.1280-01	02/03/2016	1280Scitech Discovery Centre	Science Shows 27/1/16	\$450.00
3236.1357-01	02/03/2016	1357Sportsworld Of WA	Assorted goggles and swimming accessorie	\$807.40
3236.1423-01	02/03/2016	1423Telstra	Usage to 16/2/16 - MV Mandogalup-Hope Va	\$123.38
3236.1520-01	02/03/2016	1520Truck & Car Panel & Paint	Sandblast trailer - 1TLN489	\$3,300.00
3236.1528-01	02/03/2016	1528Twights Plumbing Pty Ltd	Replace hot water system in the Depot Cr	\$950.60
3236.1649-01	02/03/2016	1649Dennis Cleve Wood	Meeting Fees	\$2,866.67
3236.1652-01	02/03/2016	1652Woolworths Ltd	Items for Toddler Town Creche-Darius Wel	\$650.27
3236.1689-01	02/03/2016	1689Sandra Elizabeth Lee	Meeting Fee	\$2,866.67
3236.2048-01	02/03/2016	2048Palm Lakes Gardens & Landscape Serv	Warner Rd/Parmelia Ave RAB-Repairs to br	\$880.00
3236.2125-01	02/03/2016	2125Synergy	Usage to 17/2/2016 4808U - Css/Well Fire	\$28,019.45
3236.2224-01	02/03/2016	2224Prestige Catering & Event Hire	Catering - 17/2/2016	\$2,401.90

Warrant Listing

Warrants between

1/03/2016 to 31/03/2016



TOK [LIVE]

Program - ci_ap001 1/04/2016 9:21:33AM
Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
3236.2903-01	02/03/2016	2903Insight Call Centre Services	Call Monitoring for January 2016 - WALGA	\$741.42
3236.291-01	02/03/2016	291Casuarina Wellard Hall Committee	Neighbourhood Day 3/04/2016	\$2,000.00
3236.2915-01	02/03/2016	2915Rowe & Associates	Preparation of POS Calculation Table and	\$379.50
3236.2931-01	02/03/2016	2931Ruth Elizabeth Alexander	ICT Allowance	\$2,866.67
3236.2981-01	02/03/2016	2981Peter Edward Feasey	Meeting Fees	\$4,690.63
3236.30-01	02/03/2016	30Carol Elizabeth Adams	Meeting Fees	\$11,450.00
3236.3031-01	02/03/2016	3031Specialised Security Shredding	GC Bin exchange	\$10.12
3236.3105-01	02/03/2016	3105Poly Pipe Traders	HF Bermad Solenoid Valve	\$209.35
3236.3357-01	02/03/2016	3357BGC Residential Pty Ltd	Refund sec dep-L385 Sunrise Boulevard	\$1,456.00
3236.3358-01	02/03/2016	3358Homebuyers Centre Pty Ltd	Refund sec dep-L321 Ipswich Street	\$1,456.00
3236.3452-01	02/03/2016	3452WA Recycling Service	Greenwaste collection Area 1	\$11,940.50
3236.3607-01	02/03/2016	3607Hays Specialist Recruitment Pty Ltd	Temp staf w/e 21/2/2016 - B Hill	\$3,101.87
3236.3916-01	02/03/2016	3916Kwinana Industries Council	KIC Based Trainee f/e 19/2/16 - Courtney	\$443.08
3236.4026-01	02/03/2016	4026Red Ink Homes Pty Ltd	Refund sec dep-L819 Honeywood Avenue	\$1,456.00
3236.4112-01	02/03/2016	4112Cleverpatch Pty Ltd	Materials - Diorama Box - for SHP	\$62.04
3236.4245-01	02/03/2016	4245ED Property Services	BP - 31 Bright Rd, repair to leaking roo	\$99.00
3236.4453-01	02/03/2016	4453Carringtons WA	Traffic management 25,27,28/1/16-Ougden	\$4,294.76
3236.4664-01	02/03/2016	4664AMPAC Debt Recovery (WA) Pty Ltd	Legals costs for February 2016-Rates	\$61,584.68
3236.4719-01	02/03/2016	4719Complete Office Supplies Pty Ltd	Stationery - January 16 - The Zone	\$597.77
3236.483-01	02/03/2016	483Landgate	Landgate Title Searches - Jan 16	\$295.20
3236.4853-01	02/03/2016	4853Ashley Thomas Harding	Reimb of Team Milestone - Environmental	\$320.00
3236.5143-01	02/03/2016	5143Wendy Gaye Cooper	Meeting Fees	\$2,866.67
3236.5624-01	02/03/2016	5624Domain Register Pty Ltd	Renewal of bright Futures website domain	\$249.00
3236.5665-01	02/03/2016	5665Fremantle Press	Purchase 8 Titles as listed to the value	\$206.76
3236.5750-01	02/03/2016	5750Kev's Wheelie Kleen	Bin cleaning - William Bertram	\$88.00
3236.583-01	02/03/2016	583Flexi Staff Pty Ltd	Temp staff w/e 13/2/2016-Simon Chant	\$5,786.54
3236.5841-01	02/03/2016	5841Barbagallo Volkswagen	Replace Cracked Sump, Amarok - KWN1893	\$2,820.35
3236.5913-01	02/03/2016	5913Clark Rubber Rockingham	Mats for Hydrotherapy pool	\$499.50
3236.6020-01	02/03/2016	6020Kristen Wendy Metcher	1hr "Internet Safety" staff information	\$90.00
3236.6106-01	02/03/2016	6106Rebecca Reddick	Facilitate, plan & shop for Pin IT progr	\$450.00
3236.6181-01	02/03/2016	6181Expressions Painters and Decorators	Harry McGuigan Park Upgrade: painting of	\$2,024.00
3236.6223-01	02/03/2016	6223Robert Thompson	Meeting Fees	\$2,866.67
3236.6224-01	02/03/2016	6224The Grant Finder	Assist during Movie Night - D/W 16/1/201	\$767.50
3236.6319-01	02/03/2016	6319Meagan Sandra Hodgson	Reimburse of items for Programs	\$31.14
3236.6370-01	02/03/2016	6370Lexacom	One up light in front of S/W wall at Tho	\$937.89
3236.6371-01	02/03/2016	6371KDAire Mechanical Services Pty Ltd	Darius wells . Carrier Chiller CHU-1 F	\$1,811.37
3236.640-01	02/03/2016	640Gilden Tree Farm	Tree watering - 15 & 22 Feb 2016	\$2,893.75
3236.6433-01	02/03/2016	6433Pietro Paul Di Silvio	Reimb of HR licence	\$41.80
3236.6576-01	02/03/2016	6576Kylie Ilana Jesus	Set up, facilitate & Clean up After Scho	\$135.00
3236.6585-01	02/03/2016	6585Baldavis Football Club	Kidsport x 2 - Taj & Nate Mills Atkinso	\$375.00
3236.6707-01	02/03/2016	6707Labourforce Impex Personnel Pty Ltd	Temp staff w/e 21/2/16 - Stephen Larkin	\$1,616.09
3236.6865-01	02/03/2016	6865Allyce Paulsen	Program Assistant William Bertram Com Ct	\$247.50
3236.7043-01	02/03/2016	7043T.J's Gymsports	Kidsport voucher - Jenikia Pietrariu	\$200.00
3236.7054-01	02/03/2016	7054Melanie More	Financial Assistance - Alexander Masibak	\$175.00
3236.7103-01	02/03/2016	7103Antonina Lance	Facilitation of SHP Jan 16-Darius Wells	\$262.50
3236.7240-01	02/03/2016	7240Pirateman Michael Speranza-Atmosphe	Darius Wells-performance and workshop -	\$250.00
3236.746-01	02/03/2016	746Institute Of Public Works Engineeri	IPWEA State Conference - 9 March 2016 to	\$1,850.00
3236.7521-01	02/03/2016	7521Strategen Environmental Consultants	Review and identification of Policy	\$374.00
3236.7557-01	02/03/2016	7557Sheila Mills	ICT Allowance	\$2,889.01
3236.7601-01	02/03/2016	7601Focus Networks	External Audit IT Systems/Report-Balance	\$4,398.90
3236.7622-01	02/03/2016	7622Whitmore Consulting	Completion of Analysis, Report, Evaluati	\$4,950.00
3236.7666-01	02/03/2016	7666Asset Infrastructure Management	RFQ 077/15 Road & Footpath Condition Rat	\$22,006.60
3236.7737-01	02/03/2016	7737Kat Morasutti	Darius Wells - activity facilitation mov	\$288.75
3236.7744-01	02/03/2016	7744Allsortz Netball Club	Kidsport x 8 @ \$200 each	\$1,600.00
3236.7830-01	02/03/2016	7830Damian Throssell	Rates Refund	\$754.47
3236.7838-01	02/03/2016	7838Pimps of Sound	Pimps of Sound performance @ Freakfest	\$500.00
3236.7839-01	02/03/2016	7839P3 Events Pty Ltd	Refund bond-Hall hire 27/2/2016	\$100.00
3236.7840-01	02/03/2016	7840Christopher Charles Calvene	C/over subsidy rebate-L12 Wheelock Road,	\$180.00
3236.854-01	02/03/2016	854Kwinana Swimming Club	Kidsport vouchers x 3	\$600.00
3236.959-01	02/03/2016	959McLeods Barristers & Solicitors	Legal fee- Matter No 37777	\$1,085.76
3237.1491-01	02/03/2016	1491Works Social Club	Payroll Deduction	\$260.00
3237.151-01	02/03/2016	151Australian Services Union	Payroll Deduction	\$742.17
3237.2853-01	02/03/2016	2853Maxxia Pty Ltd	Payroll Deduction	\$7,384.58
3237.3376-01	02/03/2016	3376Health Insurance Fund of WA (HIF)	Payroll Deduction	\$1,836.80
3237.3719-01	02/03/2016	3719Town of Kwinana - Xmas fund	Payroll Deduction	\$6,990.00
3237.487-01	02/03/2016	487Child Support Agency	Payroll Deduction	\$1,610.55
3237.892-01	02/03/2016	892LGRCEU	Payroll Deduction	\$959.42
3238.565-01	02/03/2016	565Bright Futures Family Day Care - Pa	FDC payroll 15/2/16-28/2/16	\$84,575.11
3238.568-01	02/03/2016	568Bright Futures In Home Care - Payro	IHC payroll 15/2/16-28/2/16 File 2	\$52,885.49

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Warrant Listing



Warrants between
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Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
3239.134-01	09/03/2016	134Australia Post	Commission/supply for period ending 29/2	\$1,206.00
3239.1423-01	09/03/2016	1423Telstra	Usage to 16/2/16 - Mandogalup Bushfire B	\$1,061.08
3239.1629-01	09/03/2016	1629Weston Road Systems	Temporary Spotting at Chisham Ave & Tans	\$869.00
3239.1652-01	09/03/2016	1652Woolworths Ltd	Items for Mooditj Kulungars & FDC	\$269.18
3239.1948-01	09/03/2016	1948Alleasing Pty Ltd	Leasing of cardio equipment & printers/c	\$70,672.44
3239.2125-01	09/03/2016	2125Synergy	Usage to 18/2/2016 299U - Gawler Way	\$6,111.05
3239.2224-01	09/03/2016	2224Prestige Catering & Event Hire	Forum Dinner 29 February 2016	\$539.50
3239.2256-01	09/03/2016	2256GlobalX Information Services Pty Lt	Name searches - Env Health & Planning-Fe	\$103.51
3239.2492-01	09/03/2016	2492Yakka Pty Ltd	Uniforms - Rachel Elkins	\$629.48
3239.3155-01	09/03/2016	3155PFD Food Services Pty Ltd	Assorted icecreams for stock - Recquatic	\$384.45
3239.335-01	09/03/2016	335City of Rockingham	Tip fees to 6/1/2016	\$77,824.04
3239.3452-01	09/03/2016	3452WA Recycling Service	Greenwaste collection Area 2	\$18,866.53
3239.3877-01	09/03/2016	3877Schweppes Australia Pty Ltd	Assorted 6 pack of pop top drinks	\$944.53
3239.412-01	09/03/2016	412Courier Australia	Courier charges 22/1/16 to 27/1/16	\$34.60
3239.4125-01	09/03/2016	4125LD Total	February - Irrigation repairs - Belgravi	\$176.42
3239.413-01	09/03/2016	413Covs Parts Pty Ltd	Air filters	\$108.90
3239.4155-01	09/03/2016	4155Short & Sweet Lawnmowing	Lawnmowing 15/ 16	\$810.00
3239.4664-01	09/03/2016	4664AMPAC Debt Recovery (WA) Pty Ltd	Commissions and Costs February 2016	\$1,928.85
3239.5071-01	09/03/2016	5071JB HiFi Commercial Division	2x iPhone 6S 16GB Space Grey (For Engine	\$2,259.92
3239.5523-01	09/03/2016	5523Yelakitj Moort Nyungar Assoc Inc	Welcome to Country - D Rioli	\$300.00
3239.5764-01	09/03/2016	5764Code Group Pty Ltd	Certificate of Design Compliance	\$330.00
3239.5799-01	09/03/2016	5799Warnbro Netball Club	Kidsport vouchers x 3	\$600.00
3239.5823-01	09/03/2016	5823Accord Security Pty Ltd	security from 19/01-24/01 2016	\$7,284.20
3239.583-01	09/03/2016	583Flexi Staff Pty Ltd	Temp staff w/e 20/2/16 - Simon Chant	\$6,345.91
3239.5962-01	09/03/2016	5962Rockingham Pyc	Kidsports vouchers x 2	\$400.00
3239.6106-01	09/03/2016	6106Rebecca Reddick	Facilitate, plan,shopping - Pin IT progr	\$180.00
3239.6383-01	09/03/2016	6383Alicia Jane McKenzie	Internet reimbursement	\$79.90
3239.6499-01	09/03/2016	6499St Christophers Netball Club	Kidsport voucher x 1	\$200.00
3239.6576-01	09/03/2016	6576Kylie Ilana Jesus	Set up, facilitate, pack down After Scho	\$135.00
3239.6688-01	09/03/2016	6688Rockingham Basketball and Recreatio	Kidsport voucher - Brooke Riley	\$200.00
3239.6707-01	09/03/2016	6707Labourforce Impex Personnel Pty Ltd	Administration - Building Assets staff	\$1,245.99
3239.6812-01	09/03/2016	6812Australian Grown	Digitise set up logo for uniforms-FDC	\$577.91
3239.6865-01	09/03/2016	6865Allyce Paulsen	Program Assistant William Bertram Comm C	\$67.50
3239.7186-01	09/03/2016	7186Kwinana Wolves Sports Club	Kidsport vouchers x 5 @ \$200 each	\$1,000.00
3239.7357-01	09/03/2016	7357Mobile Laser Quest	Incursion 07/01/16 Live Laser Gaming	\$429.00
3239.7492-01	09/03/2016	7492Xpresso Delight Perth	Monthly coffee supply and service due 15	\$1,024.87
3239.7620-01	09/03/2016	7620Perth Parkour Inc	Payment for parkour facilitation-term 1	\$1,080.00
3239.7626-01	09/03/2016	7626Hilton Plumbing	Supply and install 5 X 4 star WELS rated	\$11,291.27
3239.7751-01	09/03/2016	7751Adtech Holdings Pty Ltd	iPhone 5 Screen Repair (Insurance: Secur	\$1,420.30
3239.7812-01	09/03/2016	7812Starbucks Flooring	APU-U69 Callistemon Crt Replace carpet &	\$3,076.00
3239.7841-01	09/03/2016	7841Kim Torrent	Rates Refund	\$412.12
3239.7843-01	09/03/2016	7843St Michel Netball Club	Kidsport x 1 - Millicent Western-Trainor	\$200.00
3239.827-01	09/03/2016	827Kwinana Bowling Club Inc	Refund bond-Hall hire 2/02/2016	\$448.91
3239.829-01	09/03/2016	829Kwinana Cricket Club	Nightfields Program Support-Reimbursemen	\$389.18
3239.854-01	09/03/2016	854Kwinana Swimming Club	Community Development fund	\$1,890.00
3239.888-01	09/03/2016	888Les Mills Australia	Les Mills licensing fees March 2016	\$639.21
3240.565-01	09/03/2016	565Bright Futures Family Day Care - Pa	FDC payroll 29/02/16-13/03/16	\$631.41
3241.153-01	10/03/2016	153Australian Taxation Office	Taxation	\$175,549.00
3243.7367-01	03/03/2016	7367ClickSuper Pty Ltd	Superannuation-February2016-03	\$222,911.13
3244.1166-01	16/03/2016	1166RAC Motoring Pty Ltd t/a RAC Busine	Organisational subscription renewal-1EYT	\$1,685.50
3244.1245-01	16/03/2016	1245Rotary Club Of Kwinana Inc.	Difference of incorrectly paid inv# 3787	\$54.60
3244.1277-01	16/03/2016	1277Savage Garden Services	Mulching of newly designed gardens at Wa	\$1,200.00
3244.1343-01	16/03/2016	1343Southern Metropolitan Regional Coun	Mixed Recyclables Gate Fee fr February 2	\$24,005.35
3244.1423-01	16/03/2016	1423Telstra	Usage to 21/2/16 - Depot Direct Line/ala	\$154.59
3244.1520-01	16/03/2016	1520Truck & Car Panel & Paint	Excess only - KWN1894 Volkswagon Ute Rep	\$1,000.00
3244.1589-01	16/03/2016	1589Waste Stream Management Pty Ltd	Class 1 truck account - 31m3, Class 1 tr	\$1,836.84
3244.1652-01	16/03/2016	1652Woolworths Ltd	Darius Wells - biscuits for program - Te	\$162.20
3244.1726-01	16/03/2016	1726Kyocera Document Solutions Australi	Taskalfa 4551CI to 29/2/16 - Depot	\$144.52
3244.1856-01	16/03/2016	1856Cornerstone Legal	Legal advice re: Medina Revitalisation	\$18,043.74
3244.2125-01	16/03/2016	2125Synergy	Usage to 020316 8596U Incubator	\$8,851.60
3244.218-01	16/03/2016	218Bob Jane T-Mart	KWN1894 - Front tyre flat Puncture Repai	\$4,468.00
3244.2224-01	16/03/2016	2224Prestige Catering & Event Hire	New Teachers Afternoon Tea-Monday 29 Fe	\$1,152.85
3244.248-01	16/03/2016	248Bunnings Building Supplies	Darius Wells - 3 x3m marquees x 2, plast	\$377.97
3244.2492-01	16/03/2016	2492Yakka Pty Ltd	Uniform - Chantelle D'Ascenzo	\$394.53
3244.264-01	16/03/2016	264Cabcharge Australia Ltd	cab charge services, no vouchers used -	\$6.00
3244.3031-01	16/03/2016	3031Specialised Security Shredding	GC Bin Exchange x 2	\$20.24
3244.3084-01	16/03/2016	3084Outsource Business Support Solution	Authority support (Finance)- 24/2/2016	\$1,232.00
3244.3212-01	16/03/2016	3212Marketforce Pty Ltd	Advert - 23/1/2016	\$377.39
3244.3452-01	16/03/2016	3452WA Recycling Service	Collection of Green waste Area 3	\$16,086.71

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Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
3244.3607-01	16/03/2016	3607Hays Specialist Recruitment Pty Ltd	Temp staff w/e 28/2/2016 - Belinda Hill	\$3,144.96
3244.3916-01	16/03/2016	3916Kwinana Industries Council	KIC School Based Trainee - S Ashton-W/e	\$332.31
3244.4166-01	16/03/2016	4166Alison Dymond	Mobile Telephone 13/01/16 - 12/02/16	\$50.00
3244.4245-01	16/03/2016	4245ED Property Services	BP - villa 38, Repair to broken laundry	\$1,485.00
3244.4412-01	16/03/2016	4412JB Hi-Fi Rockingham	Display Accessories, Gaming collection N	\$1,077.00
3244.572-01	16/03/2016	572Fire & Emergency Services, Dept of	2015/16 ESL Qtr3 - Optional B Agreement	\$1,261,124.02
3244.5802-01	16/03/2016	5802Practical People Solutions	Learning and Development Darren Armstron	\$1,655.50
3244.583-01	16/03/2016	583Flexi Staff Pty Ltd	Temp staff w/e 26/2/2016 - I Pope	\$3,952.81
3244.6106-01	16/03/2016	6106Rebecca Reddick	Facilitate, plan and shopping for Pin IT	\$180.00
3244.6319-01	16/03/2016	6319Meagan Sandra Hodgson	Reimb of items for John Wellard Ctre pro	\$20.05
3244.640-01	16/03/2016	640Gilden Tree Farm	January - tree watering on 1/2, 8/2, 15/	\$1,146.87
3244.6571-01	16/03/2016	6571SPP Consulting (WA) Pty Ltd	Consultancy Services	\$16,244.00
3244.6576-01	16/03/2016	6576Kylie Ilana Jesus	Set up, facilitate & clean After School	\$135.00
3244.6601-01	16/03/2016	6601Gary John Kay	Reimb of fuel to refill company vehicle-	\$59.36
3244.6616-01	16/03/2016	6616Armadale Soccer Club	Kidsport voucher - Rhys Higginson	\$200.00
3244.6707-01	16/03/2016	6707Labourforce Impex Personnel Pty Ltd	S Larkin Property Services Office w/endi	\$1,616.09
3244.6749-01	16/03/2016	6749Australia Post	Postage to period ending 29/2/2016	\$3,399.69
3244.6767-01	16/03/2016	6767Success Strikers Netball Club Inc	Kidsport voucher-Layla Steele	\$200.00
3244.6825-01	16/03/2016	6825Volleyball WA	Sunset Fiesta Equipment Hire Volleyball	\$134.00
3244.6865-01	16/03/2016	6865Allyce Paulsen	Program Assistant William Bertram Com CT	\$67.50
3244.7039-01	16/03/2016	7039The Village at Wellard Residence	Community Service Neighbour Day breakfas	\$2,000.00
3244.7042-01	16/03/2016	7042Quantum Building Services	Patch ceiling at Wellard Pavilion	\$431.48
3244.7043-01	16/03/2016	7043T.J's Gymsports	Kidsport voucher x 2	\$400.00
3244.7151-01	16/03/2016	7151AMNS Designs	Facilitation of Term 1 afterschool craft	\$225.00
3244.7158-01	16/03/2016	7158Growers Agrishop	2 nozzles to suit turbo 400 spray gun	\$45.03
3244.7186-01	16/03/2016	7186Kwinana Wolves Sports Club	Kidsport vouchers x 13	\$2,600.00
3244.7242-01	16/03/2016	7242Swan View Football Club-Junior/Seni	Kidsport voucher - Andrew Baldwin	\$200.00
3244.7294-01	16/03/2016	7294Tamarra Leanne Sheldon	Financial Assistance Mitch Sheldon	\$175.00
3244.7742-01	16/03/2016	7742CLAN WA INC	Community Development Fund Grant Paymer	\$400.00
3244.7744-01	16/03/2016	7744Allsortz Netball Club	Kidsport x 6	\$1,200.00
3244.7850-01	16/03/2016	7850Scouts Australia (WA Branch)	Kidsport voucher - Duncan Lambert	\$200.00
3244.7851-01	16/03/2016	7851Rockingham City Football Club	Kidsport voucher - Kane Mallett Baxter	\$200.00
3244.7852-01	16/03/2016	7852Bandits Netball Club	Kidsport Applications C and M Overy	\$400.00
3244.7853-01	16/03/2016	7853R & S Pty Ltd	Educator Resource books x 9-Planning for	\$161.64
3244.795-01	16/03/2016	795K Mart	40 noodles \$3 each, and Water toys.	\$120.00
3244.959-01	16/03/2016	959McLeods Barristers & Solicitors	Lot 511 McKeig Drive, Wellard - Unlawful	\$1,511.91
3244.978-01	16/03/2016	978Microcom Pty Ltd trading as MetroCo	Rubber road tube 100mtrs., Figure 8 road	\$924.00
3245.2853-01	16/03/2016	2853Maxxia Pty Ltd	Being employee NET ITC period 1/2/16 to	\$8,158.11
3245.3376-01	16/03/2016	3376Health Insurance Fund of WA (HIF)	Payroll Deduction	\$1,836.80
3245.3719-01	16/03/2016	3719Town of Kwinana - Xmas fund	Payroll Deduction	\$6,990.00
3246.565-01	16/03/2016	565Bright Futures Family Day Care - Pa	FDC payroll 29/2/16-13/3/16	\$87,370.78
3246.568-01	16/03/2016	568Bright Futures In Home Care - Payro	IHC payroll 29/2/16-13/3/16	\$57,780.20
3247.565-01	17/03/2016	565Bright Futures Family Day Care - Pa	FDC payroll 29/2/16-13/3/16	\$287.90
3247.568-01	17/03/2016	568Bright Futures In Home Care - Payro	IHC payroll 29/2/16-13/3/16	\$764.00
3248.153-01	21/03/2016	153Australian Taxation Office	Taxation	\$173,702.00
3249.1022-01	23/03/2016	1022Naval Base Concrete Pty Ltd	1200x1500 soakwell, 1350 base, covers	\$1,254.54
3249.1033-01	23/03/2016	1033Nilfisk Pty Ltd	Recquatic - Rental Contract for period 0	\$1,333.20
3249.1044-01	23/03/2016	1044Oakford Agricultural & Garden Suppl	Nipple & Valve	\$13.20
3249.1046-01	23/03/2016	1046OCE Australia Ltd	Printer ColorWave to 31/1/2016-monthly c	\$403.92
3249.1059-01	23/03/2016	1059Vodafone Messaging	Alpha Network Access fee - Mar 2016	\$333.78
3249.1061-01	23/03/2016	1061Otis Elevator Company Pty Ltd	Margaret Fielman Centre - Quarterly main	\$1,426.36
3249.1071-01	23/03/2016	1071Pagett & Co	BP - Professional services - Amend Villa	\$2,776.40
3249.1072-01	23/03/2016	1072Paint Industries	Eco Green Acid Graffiti Remover 25L	\$1,028.64
3249.1130-01	23/03/2016	1130Port Printing Works	Purchase of business cards for What's On	\$726.00
3249.115-01	23/03/2016	115Asphalt Surfaces Pty Ltd	10mm .70 tonne asphalt	\$991.33
3249.1179-01	23/03/2016	1179Humes	Well liner,gully base,pipe	\$2,704.92
3249.1186-01	23/03/2016	1186Red Dot	Glow sticks for After School Craft	\$5.99
3249.1187-01	23/03/2016	1187Ref Sand Supplies Pty Ltd	Tipping of Concrete from Gilmore , Chish	\$188.65
3249.1192-01	23/03/2016	1192Reface Industries	3 X VMI 2550i Consumables packs, Postage	\$494.25
3249.120-01	23/03/2016	120Susie Q's	APU - units 25,34,42,63,65, repair to b	\$480.00
3249.1227-01	23/03/2016	1227Rockingham Holden	Mirror ASM RR View	\$947.91
3249.1249-01	23/03/2016	1249Royal Life Saving Society	1 x box of blue plain bands \$150 1 x b	\$1,297.50
3249.1266-01	23/03/2016	1266Salamat Targeted Media Pty Ltd	Delivery fee for City Assist brochure an	\$741.04
3249.1276-01	23/03/2016	1276Satellite Security Services	Check admin door 12/2/2016	\$700.80
3249.1277-01	23/03/2016	1277Savage Garden Services	March - General Ltter Collection (591KW	\$16,688.90
3249.1282-01	23/03/2016	1282Sealanes (1985) Pty Ltd	TM91728 Gatorade Orange 600ml box of 12	\$1,016.39
3249.1297-01	23/03/2016	1297Shenton Enterprises Pty Ltd	Repair& maintenance of pool dolphin due	\$792.88
3249.1313-01	23/03/2016	1313Daimler Trucks Perth	MH-ME130968 ELEMENT-OIL FILTER, MH-M	\$1,455.83
3249.1338-01	23/03/2016	1338South West Group	2015/16 Member Council Contributions-SWG	\$23,100.00

Warrant Listing



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Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
3249.1343-01	23/03/2016	1343Southern Metropolitan Regional Coun	Payment for the City of Kwinana contribu	\$13,123.00
3249.1357-01	23/03/2016	1357Sportsworld Of WA	Assorted goggles for children boys & gir	\$1,078.55
3249.1360-01	23/03/2016	1360Saint John Ambulance Australia (WA)	First Aid Services for Australia Day	\$534.86
3249.1393-01	23/03/2016	1393Sunny Sign Company Pty Ltd	Street sign: GAMBLE PLACE	\$1,763.58
3249.14-01	23/03/2016	14Flick Anticimex Pty Ltd	Monthly disposal services - February 201	\$2,239.14
3249.1423-01	23/03/2016	1423Telstra	Usage to 9/3/2016 - BP Club	\$2,421.87
3249.1455-01	23/03/2016	1455Returned Services League Of Austral	Donation to cost of Anzac Day events	\$1,500.00
3249.1504-01	23/03/2016	1504Tradesales	2 x 50X1924E 2 x 50m x 19mm Goodyear Hc	\$5,315.20
3249.1505-01	23/03/2016	1505Trailer Parts Pty Ltd	MrHitch Pintle Hook Adapter, Bolts, Nuts	\$567.38
3249.1520-01	23/03/2016	1520Truck & Car Panel & Paint	Excess only - insurance claim for 1EHQ62	\$1,000.00
3249.1524-01	23/03/2016	1524Turfmaster Facility Management	Thomas Oval - Low Mow and Sweep, Thoma:	\$32,679.68
3249.1528-01	23/03/2016	1528Twights Plumbing Pty Ltd	APU - unit 75, replacefront garden tap-C	\$42,134.79
3249.1561-01	23/03/2016	1561WA Limestone Co	548KWN13 100 ton of 75mm limestone deliv	\$1,450.57
3249.1569-01	23/03/2016	1569WA Hino Sales & Service	HT-S156072190 ELEMENT SET,OIL FILTER	\$1,140.70
3249.1621-01	23/03/2016	1621Western Australian Treasury Corpora	Loan #105 due 29/3/2016-Interest Payment	\$10,536.83
3249.1635-01	23/03/2016	1635WH Locations Services Pty Ltd	HP Gas Spotter - Chisham Ave, Gilmore Av	\$4,411.69
3249.1652-01	23/03/2016	1652Woolworths Ltd	Items for teen group and Ester craft ite	\$787.70
3249.1655-01	23/03/2016	1655Worksense Safety & Workwear Pty Ltd	1 x pair of Steel Blue Arygle Side Zip b	\$398.41
3249.1660-01	23/03/2016	1660Wurth Australia Pty Ltd	071554 071 Tyre inflator - TREINFL-DIGI	\$1,676.40
3249.1674-01	23/03/2016	1674Inkwell Cartridges & Toner	2x TK-320 Toner for Kyocera FS-3900	\$360.00
3249.1696-01	23/03/2016	1696DS Agencies	Semi Bike Stand, HDG Subsurface Fixed &	\$1,353.00
3249.1726-01	23/03/2016	1726Kyocera Document Solutions Australi	Taskalfa 7551CI to 29/2/16 - Administrat	\$6,163.52
3249.1760-01	23/03/2016	1760Hanson Construction Materials Pty L	1.80m3 concrete - mini truck charge-Cali	\$2,245.54
3249.1762-01	23/03/2016	1762Officeworks BusinessDirect	Materials for Bertram after school club	\$83.16
3249.1825-01	23/03/2016	1825Greenacres Turf Group	Supply and delivery of 130m2 Village Gre	\$987.50
3249.1826-01	23/03/2016	1826Arteil	Office chair-Gryphon MK1	\$390.50
3249.188-01	23/03/2016	188Beaurepaires Tyres Kwinana	Wheels, fittings, balance	\$3,087.68
3249.19-01	23/03/2016	19Absolute Painting Services	APU - 69, complete repaint of walls and	\$2,758.00
3249.1937-01	23/03/2016	1937Coles Myer Ltd - Gift Card Accounti	5 x Gift Vouchers	\$1,014.85
3249.1948-01	23/03/2016	1948Alleasing Pty Ltd	Tiger Gym equipment + Torain Electrical	\$1,197.22
3249.1970-01	23/03/2016	1970Early Childhood Australia Inc	Children in Wild nature & Natural Playsc	\$209.85
3249.2012-01	23/03/2016	2012Dell Australia Pty Ltd	1x Dell Latitude E7470 (i5-6200U, 8GB Ra	\$1,996.50
3249.2084-01	23/03/2016	2084Snap Printing Rockingham	Truck A4 NCR Books	\$700.00
3249.2097-01	23/03/2016	2097Beaver Tree Services Aust Pty Ltd	84 Perham Cres - Remove tree & stump gri	\$7,563.74
3249.21-01	23/03/2016	21Accidental First Aid Supplies	Oxygen tank service and parts	\$340.96
3249.2125-01	23/03/2016	2125Synergy	Usage to 2/3/2016 101913.39U - Recreatio	\$172,605.55
3249.214-01	23/03/2016	214Blue Bay Party Hire	3 bowl slushies - Christmas event	\$325.00
3249.2224-01	23/03/2016	2224Prestige Catering & Event Hire	Catering - OCM Dinner 9 March 2016	\$1,726.65
3249.2247-01	23/03/2016	2247Rankine Mosquito Management	Mosquito Monitoring Program for February	\$4,059.00
3249.2321-01	23/03/2016	2321Civic Legal	Medina Revitalisation Project Fees - Inv	\$6,676.00
3249.2339-01	23/03/2016	2339Totally Confidential Records Manage	Retrieval - box/file, storage, courier c	\$563.42
3249.2380-01	23/03/2016	2380Kleenit Pty Ltd	To clean oil stain off road and footpath	\$275.00
3249.2463-01	23/03/2016	2463Battery World	HP Replacement Battery for Probook 6560B	\$125.00
3249.248-01	23/03/2016	248Bunnings Building Supplies	2 X Python Locks (\$100 approx. for both)	\$2,155.46
3249.2483-01	23/03/2016	2483Picton Press	x1,000 copies of the interim rates broch	\$289.65
3249.2507-01	23/03/2016	2507Ixm Operations Pty Ltd	service fee for chlorine cyclinder	\$1,921.48
3249.2508-01	23/03/2016	2508Quality Press	Respirator Filter Stickers Pack of 100 D	\$40.70
3249.2512-01	23/03/2016	2512Kconnect	10-1.25X25M88B, CL8.8 High Tensile Hex H	\$52.54
3249.2546-01	23/03/2016	2546Sigma Chemicals	SOD BICA 25KG - Sodium Bicarbonate 25Kg	\$759.50
3249.2563-01	23/03/2016	2563Tutt Bryant Hire	Hire 3.5 Tonne Excavator, Delivery	\$1,376.93
3249.263-01	23/03/2016	263C Y O'Connor College of Tafe	Course Fees M Allies Law A & B Training	\$1,126.68
3249.2646-01	23/03/2016	2646Neverfail Springwater	Bottled water acc for Main Admin centre	\$799.20
3249.2652-01	23/03/2016	2652Modern Teaching Aids Pty Ltd	Toddler Town Creche Darius Wells - Moder	\$1,575.71
3249.2660-01	23/03/2016	2660PlayRight Australia Pty Ltd	Assorted playground parts-Ascot Park	\$2,779.05
3249.2669-01	23/03/2016	2669Auto One Kwinana	Supply front rubber floor mats-KWN 1953	\$69.95
3249.2674-01	23/03/2016	2674Fire & Safety WA	Scott Promask Full face respirator flit	\$385.00
3249.2698-01	23/03/2016	2698Wilson Security Pty Ltd	APU - Mobile Security Patrols 1/2/16 - 2	\$1,216.69
3249.2703-01	23/03/2016	2703Tree Watering Services	Watering of Coastcare plants at Alcoa Ch	\$650.00
3249.2807-01	23/03/2016	2807PLE Computers Pty Ltd	1x Asus SDRW-08D2S-U Lite external DVD v	\$39.00
3249.281-01	23/03/2016	281Flooring Xtra	Remove and replace vinyl floor in kitche	\$2,268.00
3249.2820-01	23/03/2016	2820AITPM Inc	Corporate Membership fees 2016/17-R Naja	\$662.85
3249.2852-01	23/03/2016	2852Downer EDI Works Pty Ltd	Supply Road Surfacing - Ougden Way	\$119,245.79
3249.2903-01	23/03/2016	2903Insight Call Centre Services	After Hours Call Monitoring - February 2	\$1,663.53
3249.2953-01	23/03/2016	2953Elizabeth Richards School Supplies	Occupations set 2	\$65.89
3249.2960-01	23/03/2016	2960Australian Plant Wholesalers	Various native plants 130mm for Orelia O	\$356.60
3249.303-01	23/03/2016	303Challenge Chemicals Australia	1Ltr - Spray Nozzle, 1Ltr - Bottle, 25Lt	\$192.61
3249.3031-01	23/03/2016	3031Specialised Security Shredding	GC Bin Exchange	\$20.24
3249.304-01	23/03/2016	304Challenger Ford	1 x Supply remote only for Ford Ranger V	\$177.00
3249.3084-01	23/03/2016	3084Outsource Business Support Solution	Authority support - 14/03/2016	\$1,232.00

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Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
3249.3105-01	23/03/2016	3105Poly Pipe Traders	3" High Flow Solenoid Valve	\$613.34
3249.3106-01	23/03/2016	3106Lochness Pty Ltd	Mowing of sportsground - Feb 2016	\$36,343.62
3249.3142-01	23/03/2016	3142Family Day Care WA Inc	Annual membership January - December 201	\$440.00
3249.3152-01	23/03/2016	3152Charles Service Company	Cleaning Services for February 2016	\$54,714.37
3249.3155-01	23/03/2016	3155PFD Food Services Pty Ltd	Items for Cafe Splash	\$728.75
3249.32-01	23/03/2016	32Adcraft Promotional Pty Ltd	3 x Size 49 City Assist branded L/S Cham	\$194.37
3249.3212-01	23/03/2016	3212Marketforce Pty Ltd	Multiple public notices - Notice of Disp	\$17,773.43
3249.3293-01	23/03/2016	3293Signaltech	BP-15 Bright Rd, repair to antenna	\$429.00
3249.3312-01	23/03/2016	3312Daniels Printing Craftsmen	Printing of x500 copies Healthy Lifestyl	\$8,668.00
3249.3338-01	23/03/2016	3338AAA Blinds Port Kennedy	Resize 2 blinds on Incubator Auto Main d	\$228.00
3249.335-01	23/03/2016	335City of Rockingham	Tip fees 25/2/2016	\$143,636.62
3249.3356-01	23/03/2016	3356Gemmill Homes Pty Ltd	Refund sec dep-L184 Mornington Crescent	\$2,912.00
3249.3357-01	23/03/2016	3357BGC Residential Pty Ltd	Refund sec dep-L420 Daybreak Loop	\$5,824.00
3249.3359-01	23/03/2016	3359J Corp Pty Ltd	Refund sec dep-L424 Daybreak Loop	\$7,224.00
3249.3360-01	23/03/2016	3360Blueprint Homes (WA) Pty Ltd	Refund sec dep-L161 Harmany Street	\$2,912.00
3249.339-01	23/03/2016	339Civica Pty Ltd	Monthly Managed Services - Authority - D	\$300,090.31
3249.3391-01	23/03/2016	3391Ventura Homes Pty Ltd T/A Aussie Li	Refund sec dep-L136 Idalia Terrace	\$4,368.00
3249.3392-01	23/03/2016	3392Summit Homes Group	Refund sec dep-L340 Solaris Street	\$8,736.00
3249.3424-01	23/03/2016	3424Dale Alcock Homes Pty Ltd	Refund sec dep-L419 Daybreak Loop	\$1,456.00
3249.3447-01	23/03/2016	3447Chefmaster Australia	Supply and deliver Roadside orange litte	\$1,520.40
3249.3450-01	23/03/2016	3450West Coast Shade	Repairs & Install shade sail - Darius We	\$1,287.00
3249.3452-01	23/03/2016	3452WA Recycling Service	Bulk waste collection - Area 1	\$47,632.01
3249.3456-01	23/03/2016	3456Vision IDZ	HiTi CS card printer accessory & printer	\$135.30
3249.346-01	23/03/2016	346Clean Sweep	Ougden Way Medina - road works sweeps 1/	\$11,819.50
3249.347-01	23/03/2016	347Cleanaway Pty Ltd	Waste collection - February 2016	\$118,872.51
3249.356-01	23/03/2016	356Warnbro Community & Family Centre I	Hire of activity room 2 Monday and Wedne	\$773.10
3249.357-01	23/03/2016	357BullAnt Security Pty	Medina Hall-Separate key for External To	\$1,025.15
3249.3580-01	23/03/2016	3580HECS Fire	Service detector in hydro pool room-Recq	\$4,005.45
3249.358-01	23/03/2016	358Coastline Mower World	Blower Backpack	\$945.00
3249.3589-01	23/03/2016	3589Envirocare Systems Pty Ltd	urinal service	\$264.00
3249.3607-01	23/03/2016	3607Hays Specialist Recruitment Pty Ltd	Temp staff - w/e 13/3/2016 - Belinda Hil	\$5,514.44
3249.3642-01	23/03/2016	3642Hodge Collard Preston Pty Ltd	Additional Construction Period-Recquacti	\$1,608.75
3249.3677-01	23/03/2016	3677TC Precast Pty Ltd	MRWA GT cover 1500x1300x230 with galv M	\$2,519.00
3249.3708-01	23/03/2016	3708Jandakot Earthmoving & Rural Contra	Firebreak Installation - 79 Born Road,	\$726.00
3249.3755-01	23/03/2016	3755Dowsing Concrete	Harry McGuigan Park Upgrade: Installatio	\$1,320.00
3249.3788-01	23/03/2016	3788Bunnings Building Supplies O'Connor	Fiona Harris Pavilion - Plywood and drai	\$159.74
3249.3863-01	23/03/2016	3863Chamber Of Commerce & Industry	Safety Health & Representative Training	\$2,354.00
3249.3877-01	23/03/2016	3877Schweppes Australia Pty Ltd	Supplies for Cafe Splash	\$944.53
3249.3977-01	23/03/2016	3977MRP Osborne Park-General Pest/Termi	General Pest/Termite Division 4307	\$8,494.40
3249.4002-01	23/03/2016	4002Savage Surveying	Set Out Survey Cnr Harlow and Gilmore Ro	\$3,399.00
3249.4003-01	23/03/2016	4003Infiniti Group	Roll towel	\$1,367.63
3249.4033-01	23/03/2016	4033Envision Ware Pty Ltd	3000 rectangular RFID tags, 1000 RFID DV	\$1,782.00
3249.407-01	23/03/2016	407Staples Australia	Stationery - John Wellard Community Cent	\$2,060.55
3249.4077-01	23/03/2016	4077Commarine	5693 Light LED Beacon XL Red, 5694 Light	\$998.00
3249.4106-01	23/03/2016	4106Kennards Hire Rockingham - Generato	Day hire of Turf Cutter with trailer	\$169.85
3249.4112-01	23/03/2016	4112Cleverpatch Pty Ltd	Art & Craft items included disposable ap	\$312.84
3249.412-01	23/03/2016	412Courier Australia	Courier charges to 5/2/2016	\$89.74
3249.4125-01	23/03/2016	4125LD Total	February - Irrigation Maintenance-Honeyw	\$80,058.24
3249.413-01	23/03/2016	413Covs Parts Pty Ltd	Oil filters	\$3,057.61
3249.4176-01	23/03/2016	4176Banyan Creative	Film Tech services, Hire of Popcorn mach	\$3,432.00
3249.4203-01	23/03/2016	4203Ann Margaret Nicholas	Reimb of farewell entitlement - Lynette	\$53.90
3249.4233-01	23/03/2016	4233Wavesound Pty Ltd	Purchase LP titles as listed on on-line	\$2,922.15
3249.4256-01	23/03/2016	4256Rockingham Skylights	APU - unit 6, repair broken diffuser to	\$100.00
3249.4324-01	23/03/2016	4324Frillneck U.T.E Products	Legionaire Hats-Polyester Micromesh-vari	\$255.15
3249.4345-01	23/03/2016	4345Fence Hire WA	Harry McGuigan Park Upgrade	\$385.00
3249.4346-01	23/03/2016	4346Kelly Asphalt Contracting	Supply and Lay Asphalt at Gilmore, Chish	\$2,145.00
3249.4387-01	23/03/2016	4387Kott Gunning	Professional Serv ice regarding contract	\$458.37
3249.4424-01	23/03/2016	4424Natsales Australia Pty Ltd	Three month advertising on bins (Februar	\$1,617.00
3249.4450-01	23/03/2016	4450Aveling Homes Pty Ltd	Refund sec dep-L109 Wallarah Street	\$1,456.00
3249.4453-01	23/03/2016	4453Carringtons WA	Traffic Management for drainage works on	\$44,188.08
3249.4477-01	23/03/2016	4477Trophy Express	Assorted trophies for Mixed Soccer Grand	\$391.50
3249.4550-01	23/03/2016	4550Bitumen Surfacing	Supply and Install Bitumen Emulsion Chi	\$10,428.00
3249.4551-01	23/03/2016	4551Jaycar Pty Ltd	Assorted items-cables,heatshrink,switche	\$171.00
3249.4673-01	23/03/2016	4673PAYPAC Payroll Services Pty Ltd	3 Boxes of Payslips (Laser Self Seal)	\$360.00
3249.4692-01	23/03/2016	4692Elliotts Irrigation Pty Ltd	Service to IRon Filter in Wellard-Februa	\$1,602.70
3249.4719-01	23/03/2016	4719Complete Office Supplies Pty Ltd	Stationery - D/W & Resource Ctre	\$1,786.72
3249.4739-01	23/03/2016	4739Dalwallinu Concrete	Supply & delivery of concrete traffic ba	\$946.00
3249.4743-01	23/03/2016	4743Artcom Fabrication	Supply/install sign@ Darius Wells Librar	\$4,386.80
3249.4790-01	23/03/2016	4790Spotlight Pty Ltd	Items for Pin It Made It - Term 1 2016	\$539.73

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Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
3249.4808-01	23/03/2016	4808Simply Headsets	1x Jabra Pro 9460 Duo Wireless Headset	\$470.99
3249.483-01	23/03/2016	483Landgate	GRV INT VALS Metro Sch:F2016/2	\$1,440.44
3249.4914-01	23/03/2016	4914Website Weed & Pest (WA) Pty Ltd	Chemical Control Treatment of White Ceda	\$539.00
3249.4918-01	23/03/2016	4918Fairfax Digital Australia & NZ Pty	TenderLink - Supply and deliver of Publ	\$385.00
3249.5023-01	23/03/2016	5023Brett Alexander Hatwell	Reimb of Team Milestone - Library	\$73.20
3249.5033-01	23/03/2016	5033Baileys Fertilisers	Supply and deliver 1 tonne Energy Turf f	\$1,793.00
3249.5035-01	23/03/2016	5035Quell Cleen	BP- carpet cleaning in clubhouse	\$175.00
3249.5191-01	23/03/2016	5191Sureguard Security Pty Ltd	Static Guard required for the Zone Youth	\$651.20
3249.5223-01	23/03/2016	5223Go Go On-Hold Pty Ltd	On-Hold Message Service-1/6/16 to 31/8/1	\$1,104.00
3249.5279-01	23/03/2016	5279OCP Sales	6 radios being repaired and fixed.	\$2,323.29
3249.533-01	23/03/2016	533Eclipse Resources	General Construction Waste from Gilmore,	\$1,114.66
3249.5342-01	23/03/2016	5342Bunnings Building Supplies	Wireless door bell for Pixie Mops Creche	\$63.25
3249.544-01	23/03/2016	544Environmental Industries Pty Ltd	Progress Claim 4	\$491,569.75
3249.5520-01	23/03/2016	5520Master Lock Service	BP-villa 29, replace safety door lock	\$1,708.00
3249.5546-01	23/03/2016	55464 Signs Pty Ltd	Temp Pop up skate park signs	\$352.00
3249.560-01	23/03/2016	560Goodchild Enterprises	N100L-MF 12V BATTERY	\$364.10
3249.56-01	23/03/2016	56Aim	Excel Training-300316-310316- Jessica El	\$420.00
3249.5743-01	23/03/2016	5743Programmed Maintenance Services Ltd	Garden & Turf maintenance-BP & APU	\$9,245.61
3249.5750-01	23/03/2016	5750Kev's Wheelie Kleen	Admin 9 rubbish bin cleaned	\$710.00
3249.5768-01	23/03/2016	5768Brightsolid Online Publishing	1 year subscription to "Find My Past" Wo	\$994.99
3249.5794-01	23/03/2016	5794The Funk Factory	Darius Wells - workshops and performance	\$550.00
3249.5812-01	23/03/2016	5812My Safety Supply	Broad Brim hat with neck flap khaki,, et	\$241.19
3249.5823-01	23/03/2016	5823Accord Security Pty Ltd	Darius Wells - Security services for Mov	\$391.05
3249.583-01	23/03/2016	583Flexi Staff Pty Ltd	Tempt staff w/e 12/3/16 - T Mallett	\$7,563.83
3249.5841-01	23/03/2016	5841Barbagallo Volkswagen	As per Quote ref# 3422 1x White 2015 Ama	\$41,934.80
3249.5952-01	23/03/2016	5952Heather Campbell	Oral history interview with Ilse Mueller	\$839.00
3249.5958-01	23/03/2016	5958West Coast Profilers	Profile 50mm of Road Surface-Chisham Rd	\$16,416.19
3249.5968-01	23/03/2016	5968Seedsticks Pty Ltd	Citizenship Ceremony Seedstick packs fo	\$1,023.00
3249.60-01	23/03/2016	60Air Liquide	cylinder rental period 1/2/16-29/2/16	\$75.07
3249.6018-01	23/03/2016	6018ALSCO Pty Ltd	Weekly Supply of Tea towels & tablecloth	\$279.80
3249.6091-01	23/03/2016	6091Kilo Holdings Pty Ltd	Planter hire - Darius Wells	\$110.00
3249.6107-01	23/03/2016	6107Vivid Promotions	Citizenship Ceremony Childrens Gifts 1	\$4,939.12
3249.6110-01	23/03/2016	6110Castrol Lubricants	AGRI TRANS PLUS, DIESEL OIL 15W/, HP2	\$2,248.37
3249.614-01	23/03/2016	614Fridgair Industries	Admin-Attend to Milk fridge in staff roo	\$182.88
3249.6180-01	23/03/2016	6180High Pressure Water Technology	Pressure clean footpath - recquatic cent	\$1,952.28
3249.6222-01	23/03/2016	6222Scribblebark Design	Harry McGuigan Park Upgrade: Creation of	\$2,500.00
3249.6224-01	23/03/2016	6224The Grant Finder	Darius Wells - facilitation of after sch	\$560.00
3249.6261-01	23/03/2016	6261Rebecca J Flanagan	Rhyme time/Story Time-110216-100316	\$1,000.00
3249.6336-01	23/03/2016	6336Print and Design Online Pty Ltd	Name development, brand concept developm	\$6,050.00
3249.6370-01	23/03/2016	6370Elexacom	Reconnect pump 3 Gilmore Ave adjacent to	\$18,191.02
3249.6371-01	23/03/2016	6371KDAire Mechanical Services Pty Ltd	Monthly maintenance-Medina Hall-Jan 16	\$17,145.92
3249.6377-01	23/03/2016	6377The Glow Studio	Harry McGuigan Park Upgrade: Interpretiv	\$1,100.00
3249.638-01	23/03/2016	638GHD Consultant Engineers	Groundwater smapling & lab analysis-Thom	\$8,240.14
3249.6395-01	23/03/2016	6395Web for Small Business	Darius wells - facilitation of computer	\$337.50
3249.640-01	23/03/2016	640Gilden Tree Farm	Supply/ Planting of 100Lt Mel quinquiner	\$4,741.75
3249.6541-01	23/03/2016	6541Strut Specialists WA	PAIR - RC2 STRUTS	\$55.00
3249.6547-01	23/03/2016	6547Enekosi Si'u	Reimbursement of HR Licencse	\$44.00
3249.6566-01	23/03/2016	6566Isentia Pty Limited	Media monitoring - alerts and coverage -	\$116.61
3249.6567-01	23/03/2016	6567Poolegrave Signs	Gym Signage Gym Rules Sign x 3	\$5,582.50
3249.662-01	23/03/2016	662Josh Byrne & Associates	Control of Acacia longifolia at Lake Mag	\$726.00
3249.6639-01	23/03/2016	6639Multispares Ltd	G07-002 VALVE - QR1 QUICK RELEASE 3/8	\$90.18
3249.664-01	23/03/2016	664Greenway Enterprises	2 x Envirosoak 20 L @ \$175 +GST each (ap	\$378.84
3249.6660-01	23/03/2016	6660Preplan Pty Ltd	Consultancy Srvs-Lot 9 Roberinson Rd Wan	\$3,245.84
3249.6677-01	23/03/2016	6677Mary-Jane Rigby	Financial Assistance-World Ultimate Cham	\$250.00
3249.6700-01	23/03/2016	6700Sprayking WA Pty Ltd	February 16 - Chemical weed control of H	\$9,597.16
3249.6707-01	23/03/2016	6707Labourforce Impex Personnel Pty Ltd	S Larkin w/ended 13/03/16	\$1,245.99
3249.671-01	23/03/2016	671Gym Care	service & Safety check on Gym Equipment-	\$107.25
3249.6735-01	23/03/2016	6735BSI Group ANZ Pty Ltd	Course:Transition & Implementing Changes	\$2,270.00
3249.6743-01	23/03/2016	6743Josh Byrne & Associates	Work Completed to date- Kwn Adventure Pla	\$11,295.45
3249.684-01	23/03/2016	684Hart Sport	2 x strength band sets, 10 x speed ropes	\$440.90
3249.6860-01	23/03/2016	6860Advance Scanning Services	Locating Crew at Djilba View, Pengilly R	\$13,070.20
3249.6865-01	23/03/2016	6865Allyce Paulsen	Program Assistant William Bertram Com Ct	\$67.50
3249.6872-01	23/03/2016	6872Schindler Lifts Australia Pty Ltd	John Wellard Community Centre - Lift Rep	\$1,364.74
3249.6975-01	23/03/2016	69753P Learning Australia Pty Ltd	Reading Eggs Licence Renewal for 2016 -	\$1,200.00
3249.7034-01	23/03/2016	7034Notice Board Systems Pty Ltd	Advertising at Bertram SUPA IGA- half ye	\$587.40
3249.7068-01	23/03/2016	7068Eric Lloyd Smith	Reimb of HR Licence - Final balance paym	\$23.65
3249.7103-01	23/03/2016	7103Antonina Lance	Darius Wells - assistance for facilitati	\$87.50
3249.7112-01	23/03/2016	7112Allan Paul Turner	Reimf - HR licence - Payment 2 of 3 (1 y	\$44.00
3249.7164-01	23/03/2016	7164Anser Technical	Light Construction-Gilmore-Chisham-Harlo	\$42,551.10

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Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
3249.7165-01	23/03/2016	7165Sprayline Spraying Equipment	Freight for spray suit	\$30.80
3249.7168-01	23/03/2016	7168Exit Waste	Darius Wells-Dome Cafe-Clean Greastraps	\$1,039.05
3249.720-01	23/03/2016	720Hydramet Pty Ltd	Supply and installation red strobe light	\$2,264.28
3249.7202-01	23/03/2016	7202Source My Parts Pty Ltd	Assorted parts	\$1,828.61
3249.7366-01	23/03/2016	7366REDIMED Pty Ltd	New Starter Medical Assessment-David Sim	\$1,034.00
3249.7388-01	23/03/2016	7388Morris Jacobs	Darius Wells - facilitation of adult dra	\$285.00
3249.7436-01	23/03/2016	7436Action Glass Pty Ltd	John Wellard Centre-Reglazed broken glas	\$724.03
3249.7492-01	23/03/2016	7492Xpresso Delight Perth	Monthly coffee supply and service Februa	\$484.00
3249.7502-01	23/03/2016	7502Redox Pty Ltd	1x pallet of DE Powder inclusive of frei	\$954.80
3249.7521-01	23/03/2016	7521Strategen Environmental Consultants	Variation to existing contract - Additio	\$561.00
3249.7575-01	23/03/2016	7575Pickles Auctions	Abandoned Vehicles - Selling & towing	\$693.00
3249.7586-01	23/03/2016	7586Critters Up close	Darius Wells-display for mini enviro-Crit	\$500.01
3249.7605-01	23/03/2016	7605Flying Canape	Supply Finger Foods to Ken Jackman Rm 16	\$1,927.00
3249.762-01	23/03/2016	762Blackwood & Sons Ltd	BUCKLES 201 S/S C254 12.70MM (042481C	\$788.09
3249.7625-01	23/03/2016	7625Flex Industries Pty Ltd	5.00 1. OVERHEATING Problem with vehicle	\$2,070.47
3249.7626-01	23/03/2016	7626Hilton Plumbing	Supply/Install Pulse Capable 20mm Sub-me	\$9,535.69
3249.7667-01	23/03/2016	7667Havenesky Ventures	Sewing Basics facilitator 9/2/16 to 1/3/	\$352.00
3249.7669-01	23/03/2016	7669Calibre Consulting	Casuarina District Structure Plan to 29/	\$984.50
3249.7691-01	23/03/2016	7691Hardy Nutrition Dietary Consulting	1 x Master Shop session & 1 x Lunchbox	\$965.73
3249.770-01	23/03/2016	770Jason Signmakers	600 x 600 "Bees Active In This Area" sig	\$1,875.50
3249.7778-01	23/03/2016	7778Frichot & Frichot	Legal Cost for Dog Act 1976 Prosecution	\$3,885.10
3249.7779-01	23/03/2016	7779Kenneth Nathan	RAGE & MAAD training-15 & 16 Feb 2016	\$715.00
3249.7780-01	23/03/2016	7780Moore Stephens (WA) Pty Ltd	2016 FBT Workshop - 18 February 2016 - Y	\$1,320.00
3249.7785-01	23/03/2016	7785Traffic Management Plan Services	Traffic management field guide - Low spe	\$1,320.00
3249.7791-01	23/03/2016	7791Befriend Inc	efriend workshop 24th February at John W	\$330.00
3249.7794-01	23/03/2016	7794Basics Approval Services	Inspect Medina Affordable Housing	\$12,127.50
3249.7795-01	23/03/2016	7795Progressing Priority Projects	Provide report on the Aboriginal Resour	\$1,820.00
3249.7811-01	23/03/2016	7811Lindsay Miles	Hold a stall representing Living Smart-E	\$200.00
3249.7813-01	23/03/2016	7813Clare McFarlane	Artwork - Harry McGuigan Park upgrade	\$2,750.00
3249.7814-01	23/03/2016	7814Kerry's Cake Creations	20 Mud Cake Cupcakes supplied for Lyrik	\$85.00
3249.7826-01	23/03/2016	7826eCertIT Pty Ltd	Subscription to online IT Course-Shane	\$6,597.80
3249.7831-01	23/03/2016	7831Blackroll Australia	6 x Pro rollers, 6 x med rollers, 12 x m	\$1,691.76
3249.7847-01	23/03/2016	7847Strata Specialists	Qtrly Levies/Reserve Fund Kwinana Trade	\$4,826.55
3249.7862-01	23/03/2016	7862Air-Met Scientific Pty Ltd	Meter, Direct soil EC fieldscout	\$1,606.00
3249.7863-01	23/03/2016	7863John Damiani	Financial Assistance-World Ultimate Cham	\$250.00
3249.7866-01	23/03/2016	7866Earle Patrick Arrow	Refund sec dep-L195 Mornington Crescent	\$1,456.00
3249.7867-01	23/03/2016	7867James David Patterson	Refund sec dep-L2130 Cassowary Chase	\$1,500.00
3249.7868-01	23/03/2016	7868Dhaushka Dilini Liyanagamage	Refund bond-Hall hire 20/6/2015	\$200.00
3249.7869-01	23/03/2016	7869Matthew James Peter Franceschini	Refund bond-Hall hire 13/3/16	\$300.00
3249.7870-01	23/03/2016	7870John Doyle	C/over subsidy rebate-L248 Obsidian Way,	\$360.00
3249.7871-01	23/03/2016	7871Jason Mark Walsh	C/over subsidy rebate-L931, Littabella A	\$540.00
3249.7873-01	23/03/2016	7873Rosa Ann Minervini	C/over subsidy rebate-L197 Mornington Cr	\$360.00
3249.7874-01	23/03/2016	7874Benjamin Rhys Archer	C/over subsdy rebate-L2045 Tiliqua Cres,	\$540.00
3249.7875-01	23/03/2016	7875Christopher Eric Gavin	C/over subsidy rebate-L2034 Needlewood L	\$540.00
3249.7876-01	23/03/2016	7876Ismeli Jones Vulatolu Vasukicakau	C/over subsidy rebate-L2019 Needlewood L	\$360.00
3249.7877-01	23/03/2016	7877Anthony Dinah Huia	C/ove subsidy rebate-L2132 Cassowary Cha	\$360.00
3249.7878-01	23/03/2016	7878Brendan Anthony Travers	C/over subsidy rebate-L145 Mornington Cr	\$360.00
3249.7879-01	23/03/2016	7879MBA Residental	C/over subsidy rebate-L411 Nathaniel Way	\$1,200.00
3249.7880-01	23/03/2016	7880Sathia Akter	C/over subsidy rebate-L796 Doniford Way,	\$240.00
3249.806-01	23/03/2016	806Kearns Garden & Hardware Supplies	Sand for sandpits for Community Centre C	\$1,310.99
3249.822-01	23/03/2016	822Kone Elevators Pty Ltd	Depot - Service Fee for period 01/10/201	\$2,576.44
3249.851-01	23/03/2016	851Kwinana Signs & Engraving	4 x signs	\$247.50
3249.867-01	23/03/2016	867Lamp Replacements	D/W Library and Resource Centre - bulbs	\$371.80
3249.959-01	23/03/2016	959McLeods Barristers & Solicitors	INV# 91070 - Delegations enquiry re: Pla	\$27,543.34
3249.978-01	23/03/2016	978Microcom Pty Ltd trading as MetroCo	Purchase Field - Centreline Flap 10 Pack	\$330.00
3249.985-01	23/03/2016	985Squire Patton Boggs Au	Legal fees - Lehman Bro Special Financin	\$1,115.83
3250.1078-01	30/03/2016	1078Parks And Leisure Australia	Parks and Leisure Conference WA - 16 Jun	\$495.00
3250.1206-01	30/03/2016	1206Ritz Party Hire	Sunset Fiesta - Marquee Hire, Tables, Ch	\$1,712.00
3250.1423-01	30/03/2016	1423Telstra	Usage to 13/3/2016-Darius	\$32.60
3250.1589-01	30/03/2016	1589Waste Stream Management Pty Ltd	Bobcat - screen, Bitumen, concrete clean	\$6,414.37
3250.1652-01	30/03/2016	1652Woolworths Ltd	Sunset Fiesta - Swing Dance Workshop	\$381.86
3250.1669-01	30/03/2016	1669Zipform Pty Ltd	2015/16 rates printing requirements - fi	\$3,546.18
3250.1948-01	30/03/2016	1948Alleasing Pty Ltd	Tiger gym equip for period 01/04/16 to 3	\$1,640.90
3250.2012-01	30/03/2016	2012Dell Australia Pty Ltd	Kit - 1 Mngd Comp for Commercial - for k	\$2,475.00
3250.2224-01	30/03/2016	2224Prestige Catering & Event Hire	Mayor's Easter morning tea 24.3.16	\$1,593.00
3250.3084-01	30/03/2016	3084Outsource Business Support Solution	Authority support - 23/3/2016	\$1,232.00
3250.3105-01	30/03/2016	3105Poly Pipe Traders	Reticulation items	\$6,025.58
3250.3357-01	30/03/2016	3357BGC Residential Pty Ltd	Refund sec dep-L240 Irasburg Parade	\$2,912.00
3250.3359-01	30/03/2016	3359J Corp Pty Ltd	Refund sec dep-L1131 Tidworth Blvd	\$1,456.00

Warrant Listing



Warrants between
1/03/2016 to 31/03/2016

TOK [LIVE]

Program - ci_ap001 1/04/2016 9:21:33AM
Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
3250.3391-01	30/03/2016	3391Ventura Homes Pty Ltd T/A Aussie Li	Refund sec dep-L867 Corton Approach	\$13,104.00
3250.3392-01	30/03/2016	3392Summit Homes Group	Refund sec dep-L1146 Selsey Lane	\$4,368.00
3250.3607-01	30/03/2016	3607Hays Specialist Recruitment Pty Ltd	Temp staff w/e 20/3/2016 - B Hill	\$3,231.12
3250.4251-01	30/03/2016	4251Plunkett Homes (1903) Pty Ltd	Refund sec dep-L1126 Tidworth Grange	\$1,456.00
3250.450-01	30/03/2016	450Danny Holdings	Sandringham Park - Repairs of brick walk	\$4,800.00
3250.4591-01	30/03/2016	4591City Street Holdings Pty Ltd	Digitisation of 73 local history documen	\$1,027.40
3250.4664-01	30/03/2016	4664AMPAC Debt Recovery (WA) Pty Ltd	Commissions and costs-Library- December	\$11.02
3250.483-01	30/03/2016	483Landgate	Data Capture Services - Autumn/Spring	\$4,452.25
3250.5247-01	30/03/2016	5247Abraham Pattiselanno	Reimb of items for YAC meetings and excu	\$129.81
3250.5802-01	30/03/2016	5802Practical People Solutions	L&D session two 8/3/16 - L King	\$2,596.00
3250.6106-01	30/03/2016	6106Rebecca Reddick	Facilitate, plan & shopping Pin IT progra	\$180.00
3250.6126-01	30/03/2016	6126Eluma Event Solutions	Sunset Fiesta - Furniture Order	\$1,808.00
3250.6294-01	30/03/2016	6294Monique Eileen Whitty	Overpayment of Uniform	\$25.00
3250.6370-01	30/03/2016	6370Elexacom	Additional Costs for Recquatic Cabling P	\$7,872.14
3250.6576-01	30/03/2016	6576Kylie Ilana Jesus	Set up, facilitate- After School Club-17	\$135.00
3250.6586-01	30/03/2016	6586Peel Riding for the Disabled Associ	Kidsport vouchers x 8	\$1,600.00
3250.671-01	30/03/2016	671Gym Care	Silicon spray, pedal straps for keiser s	\$300.56
3250.6861-01	30/03/2016	6861South Fremantle Womens Football Clu	Kidsport voucher - Sonia Dorizzi	\$200.00
3250.7078-01	30/03/2016	7078Lisa Jane McAleese	Financial Assistance - Austin & Ethan Mc	\$350.00
3250.7366-01	30/03/2016	7366REDIMED Pty Ltd	Pre employment medical - 18/11/2015	\$302.50
3250.7415-01	30/03/2016	7415Hames Sharley Pty Ltd	Town Centre Master Plan review	\$4,469.30
3250.7419-01	30/03/2016	7419Saints Basketball Club	Kidsport vouchers x 2	\$200.00
3250.7669-01	30/03/2016	7669Calibre Consulting	Drafting Services - LPS - January 2016	\$99.00
3250.7744-01	30/03/2016	7744Allsortz Netball Club	Kidsport vouchers x 4	\$800.00
3250.7752-01	30/03/2016	7752Candice Faye Keeble	Reimbt of Team Building Activity-Communi	\$159.00
3250.7808-01	30/03/2016	7808EEO Specialists	2 x EEO Training Sessions 3rd March 2016	\$9,663.50
3250.7869-01	30/03/2016	7869Matthew James Peter Franceschini	Refund of hire fee - 13/03/2016	\$209.55
3250.7882-01	30/03/2016	7882New Water Ways Inc	UNDO Training Session - 31st March 2016	\$198.00
3250.7883-01	30/03/2016	7883Ali Karaerik	C/over subsidy rebate-4/4 Brownell Plce,	\$840.00
3250.7884-01	30/03/2016	7884Kian Peng Chua	C/over subdsdy rebate-L942 Littabella Av	\$360.00
3250.7885-01	30/03/2016	7885Miha Mitchell	Harmony Week - Percussion Log Drummers	\$1,200.00
3250.7886-01	30/03/2016	7886Success Blazers Netball Club	Kidsport vouchers x 2	\$400.00
3250.7887-01	30/03/2016	7887Natalie Clements	Refund of Gold M/bership due to illness	\$333.90
3250.7888-01	30/03/2016	7888Vinu John Varughese	C/over subsidy rebate-L1251 Bellingham P	\$360.00
3250.7890-01	30/03/2016	7890Mayurdan Karnidan Varsada	C/over subsidy rebate-L167 Ellsworth Roa	\$360.00
3250.7891-01	30/03/2016	7891Netana Soul Solomon-Tauhinu	C/over subsidy rebate-L82 Irasburg Parad	\$360.00
3250.7892-01	30/03/2016	7892Fingers Mitchell Cullen	Sunset Fiesta performance-19/3/2016	\$1,900.00
3250.828-01	30/03/2016	828Koorliny Arts Centre	4th quarter operating expenses 2015/16 F	\$111,983.30
3251.2971-01	30/03/2016	2971Local Community Insurance Services	Festival & Fair Public & Products Liabil	\$347.16
3252.2853-01	30/03/2016	2853Maxxia Pty Ltd	Payroll Deduction	\$7,384.58
3252.3376-01	30/03/2016	3376Health Insurance Fund of WA (HIF)	Payroll Deduction	\$1,836.80
3252.3719-01	30/03/2016	3719Town of Kwinana - Xmas fund	Payroll Deduction	\$6,930.00
3253.565-01	30/03/2016	565Bright Futures Family Day Care - Pa	FDC payroll 14/3/16-27/3/16	\$89,801.29
3253.568-01	30/03/2016	568Bright Futures In Home Care - Payro	IHC payroll 14/3/16-27/3/16	\$61,521.70
4	21/03/2016	7690Wright Express Australia Pty Ltd	Puma fleet fuel 1/2/16-29/2/16	\$9,701.07
75399309	14/03/2016	727li Net Technologies Pty Ltd	Monthly Internet Senior Citizens 14/3-14/4/16	\$39.95
75504995	01/03/2016	727li Net Technologies Pty Ltd	Internet Bertram Community Centre 1/3-1/4/16	\$59.95
75802843	14/03/2016	727li Net Technologies Pty Ltd	Monthly Internet Darius Training 12/3-12/4/16	\$59.95
75802877	14/03/2016	727li Net Technologies Pty Ltd	Monthly Internet Zone Training 12/3-12/4/16	\$59.95
76054421	21/03/2016	727li Net Technologies Pty Ltd	Monthly Internet Kwinana Village 20/3-20/4/16	\$39.95
76238614	29/03/2016	727li Net Technologies Pty Ltd	Internet Wellard Community Centre 25/3-25/4	\$59.95
9206032	21/03/2016	229BP Australia Pty Ltd	Fleet fuel 1/2/16-29/2/16	\$13,437.56
9206032A	21/03/2016	229BP Australia Pty Ltd	Fleet fuel 1/2/16-29/2/16 - Part A	\$52.96

Total: Creditors 605 \$5,738,836.34

Warrant Listing



Warrants between
1/03/2016 to 31/03/2016

TOK [LIVE]

Program - ci_ap001 1/04/2016 9:21:33AM
Minimum Amount: \$0.00

Non-Creditors

Cheque No.	Chq Date	Payee	Description	Amount
00018207	02/03/2016	WA Disabled Sports Association	Cancellation Hire Fiona Harris Pavillion Level	\$33.00
00018208	02/03/2016	Kambo's	Washing machine-Simpson SWF12743 7KG	\$570.00
00018209	02/03/2016	Xavier Toby	Author Talk, Tuesday 23/2/216	\$350.00
00018210	02/03/2016	P3 Events	Refund of Event Inspection fee	\$402.00
00018211	02/03/2016	Douglas Edmund Hansen	Refund bond-Animal trap	\$103.00
00018212	02/03/2016	Oluwatoyin Olalekan Sanni	Refund sec dep-L414 Daybreak Loop	\$1,500.00
00018213	02/03/2016	101 Residential Pty Ltd	Refund sec dep-L138 Sapphire Chase	\$1,400.00
00018215	02/03/2016	John Proby	Snr Security Subsidy Scheme-Application 201	\$100.00
00018216	02/03/2016	Rae Porter	Snr Security Subsidy Scheme-Application 201	\$100.00
00018217	02/03/2016	Peter White	Snr Security Subsidy Scheme-Application 201	\$100.00
00018226	09/03/2016	& Elsie Lillian May La-Touche Ivan	Rates Refund	\$536.35
00018227	09/03/2016	Rosemary Raphenon	Rates Refund	\$1,148.55
00018228	09/03/2016	Muriel Rose Robson	Rates Refund	\$294.08
00018229	09/03/2016	Roy Austin	Refund-monies debited out after cancellation	\$34.00
00018230	09/03/2016	Fleetwood Pty Ltd	Refund-o/payment on building permit	\$119.98
00018240	16/03/2016	Janice Margaret & Leslie John MOFFL	Rates Refund	\$832.84
00018241	16/03/2016	Pointform Pty Ltd	Rates Refund	\$1,660.89
00018242	16/03/2016	Louise Middleton	Refund of swim lessons for Adam Phillippee	\$91.00
00018243	16/03/2016	Sumah Brown	Refund swim lessons for Everlee Brown	\$134.90
00018244	16/03/2016	Aimie Johnson 4 Shanklin Court	Refund of fee interior design course-9/3/2016	\$40.00
00018245	16/03/2016	Ellen Viray	Refund of fee for Interior Design course-9/3/16	\$40.00
00018246	16/03/2016	Mary Magdalene Richards	Refund of outstanding credit note on hirers acc	\$32.65
00018271	23/03/2016	ARDP pTY ITD	Rates Refund	\$280.30
00018272	23/03/2016	Essential First Choice Homes Pty Lt	Refund sec dep-L345 Twilight Street	\$1,456.00
00018273	23/03/2016	Senses Australia	Refund bond-Hall hire 8 & 14/12/2015	\$300.00
00018297	30/03/2016	Buildmark Pty Ltd	Refund sec dep-L930 Ryhill Crescent	\$1,456.00

Total: Non-Creditors 26 \$13,115.54

Grand Total: 647 \$5,811,004.61

Additional Page 12 to include Payroll Payments

266142134	30/03/2016 City of Kwinana	Payroll f/e 30/03/16	\$564,824.66
264386002	16/03/2016 City of Kwinana	Payroll f/e 16/03/16	\$567,864.31
262482937	2/03/2016 City of Kwinana	Payroll f/e 02/03/16	\$570,091.55
Total: Payroll		3	\$1,702,780.52
Total: Creditors,Non Creditors, Cancelled Cheques		647	\$ 5,811,004.61
<u>Grand Total:</u>		<u>650</u>	<u>\$7,513,785.13</u>

16.4 Agreement with NBN Co Limited for Streamlined Notification Process for works within the City of Kwinana

SUMMARY:

City of Kwinana Officers have received a request from NBN Co Limited to enter into an agreement to waive the City of Kwinana's right to receive Land Access and Activity Notice (LAAN) for all survey, inspection and maintenance activities (under Divisions 2 and 4 of Schedule 3 of the *Telecommunications Act 1997*) associated with the rollout and subsequent maintenance of the National Broadband Network (NBN) and to reduce the statutory timeframes for the City of Kwinana's objection period and notification of works. City Officers recommend that a modified agreement be endorsed.

OFFICER RECOMMENDATION:

That Council:

1. Endorse the Chief Executive Officer to sign a modified agreement between the City of Kwinana and NBN Co Limited that gives effect to the intent of this report through amendments to Attachment A and specifically to amend Attachment B as follows:
 - Point One – Include two additional contacts to receive correspondence electronically.
 - Point Two – Reinstate the usual statutory timeframes.
 - Point Six - A Land Access and Activity Notice must be received by the City for tree branch trimming or lopping at all times.
 - Termination of the agreement by providing 4 weeks notice in writing.
2. Request NBN Co Limited to attend Council Workshops to outline the design of each stage and the location of the nodes and provide for the City of Kwinana to respond with comments and recommendations within 2 weeks.

DISCUSSION:

The National Broadband Network (NBN) is being rolled out in the City of Kwinana as part of the upgrade of the existing telecommunications network in Western Australia. The City has been requested to enter into an agreement with NBN Co Limited (NBN Co) as detailed in **Attachment A**, as NBN Co believe it will streamline the 'notification of works' processes for instances where the land is owned, occupied or managed by the City of Kwinana and will enable the delivery of NBN more efficiently by minimising administration processes and resources. NBN Co have issued an "NBN Activities – Agreed Streamlined Notification Processes with City of Kwinana" document and is detailed in **Attachment B**.

The *Telecommunications Act 1997* and the *Telecommunications Code of Practice 1997* require NBN Co (or its Delivery Partners) to provide:

1. Written notice to City of Kwinana prior to inspecting or surveying land that is owned, occupied or managed by City of Kwinana.
2. Written notice prior to undertaking works to install or maintain the NBN on such land.

16.4 AGREEMENT WITH NBN CO LIMITED FOR STREAMLINED NOTIFICATION PROCESS FOR WORKS WITHIN THE CITY OF KWINANA

These written notice requirements outlined above can be waived by land owners and occupiers, and if necessary, for alternative notice requirements to be agreed. The right to waive notice requirements and to enter into alternative arrangements are set out in clause 17(5), 18(3) and 19(2) of Schedule 3 to the *Telecommunications Act 1997* and sections 2.2.7, 4.2.8 and 6.28 of the *Telecommunications Code of Practice 1997* and are detailed in the Legal/Policy Implications section of this report.

Such notices are referred to by NBN Co as Land Access and Activity Notices or LAANs and NBN Co are recommending that the City of Kwinana:

1. *Receive any required LAANs and all associated correspondence from NBN Co or its Delivery Partners via a nominated email address rather than via hard copies in the mail.*

City of Kwinana Officer's comment: Agree to receiving correspondence via email. Amend agreement to include that NBN Co or its Delivery Partners send correspondence to:

- admin@kwinana.wa.gov.au (in order for it to be actioned to relevant officer);
- Manager Engineering; and
- Engineering Technical Officer - Projects

2. *Waive Council's right to receive LAANs for all survey, inspection and maintenance activities (under Divisions 2 and 4 of Schedule 3 of the Act) associated with the rollout and subsequent maintenance of the NBN. Given the minor nature of these activities, separate individual notification of such activities on Council land across the municipality is likely to require considerable administrative processing and resources which can be avoided by way of a waiver by Council.*

City of Kwinana Officer's comment: Agree that the City waives its rights to receive LAANs for survey, inspection and maintenance activities. Division 2 and 4 of Schedule 3 of the *Telecommunications Act 1997* refers to the inspection of land and maintenance of facilities. It will not waive the City of Kwinana's right to receive LAANs for installation on the land as per Division 3 of Schedule 3 of the *Telecommunications Act 1997*.

3. *Reduce the usual statutory timeframes for:*
 - a. *notifying Council of proposed installation activities (under Division 3 of Schedule 3 of the Act) for low-impact facilities for the NBN from 10 to 5 business days; and*
 - b. *Council's period to object to such notice from 5 to 2 business days before the NBN activity is proposed to commence.*

City of Kwinana Officer's comment: Disagree with this request. City Officers will require the 10 days to assess the proposed installation activities and proposing to reduce this to five days will place extra pressure on City Officers to try and meet this deadline. The risk of not meeting the five day timeframe could result in the City not assessing the installation activities thoroughly. City Officers will require the usual statutory time frame of five days to object to such a notice to ensure the timeframe is not adding increase pressure to City Officers work schedules.

16.4 AGREEMENT WITH NBN CO LIMITED FOR STREAMLINED NOTIFICATION PROCESS FOR WORKS WITHIN THE CITY OF KWINANA

4. *Waive the right to receive LAANs for survey, inspection, installation and maintenance activities (under Divisions 2, 3 and 4 of Schedule 3 of the Act) undertaken within a road reserve which are required to facilitate efficient customer connections from the road reserve to a premises.*

City of Kwinana Officer's comment: Agree that the City waives its right to receive LAANs for when NBN survey, inspect, install and maintain customer connections to their premises from the existing copper cables within the road reserve.

5. *Waive the right to receive LAANs for survey, inspection, installation and maintenance activities (under Divisions 2, 3 and 4 of Schedule 3 of the Act) undertaken within a road reserve which are required to provide the NBN infrastructure within a New Development estate.*

City of Kwinana Officer's comment: Agree that the City of Kwinana waives the rights to receive LAANs for new development estates. This is current practice now with developers providing the City of Kwinana with engineering drawings of subdivision which includes NBN Co junction boxes, cables and pit locations which is sufficient detail for the purpose of installation.

6. *Waive the right to receive LAANs for minor vegetation works undertaken in the context of survey, inspection, installation and maintenance activities (under Divisions 2, 3 and 4 of Schedule 3 of the Act). Such minor vegetation works include turf removal, ground cover trimming and tree branch trimming/lopping which are unlikely to affect the viability of the vegetation or streetscape. NBN Co understands that Council may wish to receive notification if full tree removal is required. Such notification will be provided via a LAAN.*

City of Kwinana Officer's comment: Agree that the City waives its right to receive LAANs for minor vegetation works of turf removal and ground cover trimmings only for survey, inspection, installation and maintenance activities where it is unlikely to affect the viability of the vegetation or streetscape. A LAAN must be received by the City for tree branch trimming or lopping at all times and this must be reflected in the proposed modified agreement.

Attachment A states that the Council can terminate the agreement by providing 3 months' notice in writing to NBN Co. The City Officers recommend that the termination notice be reduced to four weeks notice and this is reflected in the Officers Recommendation.

LEGAL/POLICY IMPLICATIONS:

Extract from the **Telecommunications Act 1997**

Within - Division 2 - refers to the Inspection of Land

Division 3 - refers to Installation on the Land

Division 4 – refers to Maintenance of Facilities

The original agreement outlined in Attachment A, if countersigned by the City of Kwinana, will constitute **a waiver for the purposes of clauses 17(5), 18(3) and 19(2)** of Schedule 3 of the Act and **an alternative notification arrangement** for the purposes of **sections 2.27, 4.28 and 6.28 of the Code** on the terms set out above.

16.4 AGREEMENT WITH NBN CO LIMITED FOR STREAMLINED NOTIFICATION PROCESS FOR WORKS WITHIN THE CITY OF KWINANA

Schedule 3 of Telecommunications Act 1997

17 Notice to owner of land—general

- (1) Before engaging in an activity under Division 2, 3 or 4 in relation to any land, a carrier must give written notice of its intention to do so to:
 - (a) the owner of the land; and
 - (b) if the land is occupied by a person other than the owner--the occupier.
- (2) The notice must specify the purpose for which the carrier intends to engage in the activity.
- (3) The notice under subclause (1) must contain a statement to the effect that, if a person suffers financial loss or damage in relation to property because of anything done by a carrier in engaging in the activity, compensation may be payable under clause 42.
- (4) The notice must be given at least 10 business days before the carrier begins to engage in the activity.
- (4A) Despite subclause (4), the notice need be given only 2 business days before the carrier begins to engage in an activity authorised by Division 2 (which deals with inspection) that:
 - (a) is not inconsistent with Australia's obligations under a listed international agreement; and
 - (b) could not have an effect described in one or more of subparagraphs 27(7)(a)(ii) to (xii) (inclusive) of this Schedule; and
 - (c) will not have an adverse effect on a streetscape or other landscape; and
 - (d) will not have an impact on a place, area or thing described in paragraph 27(7)(c) or (d) of this Schedule.
- (5) A person may waive the person's right to be given a notice under subclause (1).

18 Notice to owner of land--lopping of trees etc.

- (1) At least 10 business days before engaging in any of the following activities under Division 2, 3 or 4:
 - (a) cutting down or lopping a tree on private land;
 - (b) clearing or removing undergrowth or vegetation on private land; a carrier must give:
 - (c) the owner of the land; and
 - (d) if the land is occupied by a person other than the owner--the occupier; a written notice requesting that the tree be cut down or lopped, or that the undergrowth or vegetation be cleared, as the case may be, in the manner, and within the period, specified in the notice.
- (2) The carrier may only engage in those activities if the request is not complied with.
- (3) A person may waive the person's right to be given a notice under subclause (1).

19 Notice to roads authorities, utilities etc.

- (1) At least 10 business days before engaging in any of the following activities under Division 3 or 4:
 - (a) closing, diverting or narrowing a road or bridge;
 - (b) installing a facility on, over or under a road or bridge;
 - (c) altering the position of a water, sewerage or gas main or pipe;
 - (d) altering the position of an electricity cable or wire; a carrier must give written notice of its intention to do so to the person or authority responsible for the care and management of the road, bridge, main, pipe, cable or wire.
- (2) A person or authority may waive the person's or authority's right to be given a notice under subclause (1).

16.4 AGREEMENT WITH NBN CO LIMITED FOR STREAMLINED NOTIFICATION PROCESS FOR WORKS WITHIN THE CITY OF KWINANA

Telecommunications Code of Practice 1997

2.27 Agreement on alternative notification arrangements

- (1) A carrier may agree in writing with an owner or occupier of land affected by a land entry activity **for alternative notification arrangements.**
- (2) The carrier must comply with an agreement.

4.28 Agreement on alternative notification arrangements

- (1) A carrier may agree in writing with an owner or occupier of land affected by a low-impact facility activity for alternative notification arrangements.
- (2) A carrier may agree in writing with the manager of public land affected by a low-impact facility activity for alternative notification arrangements.
- (3) The carrier must comply with an agreement.
- (4) The carrier must give a copy of an agreement with the manager of public land to the ACA within 30 business days after making the agreement.

6.28 Agreement on alternative notification arrangements

- (1) A carrier may agree in writing with an owner or occupier of land affected by a maintenance activity for alternative notification arrangements.
- (2) The carrier must comply with an agreement.

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial/budget implications identified as a result of this report.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

Council have a formal position that supports the City of Kwinana receiving Fibre to the Premises NBN throughout the district. Due to financial constraints and a change of Policy by the Federal Government the City of Kwinana will receive Fibre to the Node NBN, which will deliver faster speeds than what the City of Kwinana residents currently have, however the speed will be less than what can be delivered if Fibre to the Premises NBN was installed.

RISK IMPLICATIONS:

There are no risk implications identified.

16.4 AGREEMENT WITH NBN CO LIMITED FOR STREAMLINED NOTIFICATION PROCESS FOR WORKS WITHIN THE CITY OF KWINANA

COUNCIL DECISION

174

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council:

- 1. Endorse the Chief Executive Officer to sign a modified agreement between the City of Kwinana and NBN Co Limited that gives effect to the intent of this report through amendments to Attachment A and specifically to amend Attachment B as follows:**
 - Point One – Include two additional contacts to receive correspondence electronically.**
 - Point Two – Reinstate the usual statutory timeframes.**
 - Point Six - A Land Access and Activity Notice must be received by the City for tree branch trimming or lopping at all times.**
 - Termination of the agreement by providing 4 weeks notice in writing.**
- 2. Request NBN Co Limited to attend Council Workshops to outline the design of each stage and the location of the nodes and provide for the City of Kwinana to respond with comments and recommendations within 2 weeks.**

**CARRIED
8/0**

Agreement of City of Kwinana to streamlined notification process

As an authorised delegate for Council, I confirm Council's receipt of the *NBN Activities – Agreed Streamlined Notification Practices with City of Kwinana*.

I hereby authorise on behalf of City of Kwinana the waivers and reductions of statutory notice periods under the Act and the Code as set out in the above letter to allow NBN Co or its Delivery Partners to undertake NBN related activities on land that is owned, occupied or managed by City of Kwinana.

This signed letter constitutes a waiver under clauses 17(5), 18(3) and 19(2) of Schedule 3 of the Act and an alternative notification arrangement for the purposes of sections 2.27, 4.28 and 6.28 of the Code.

For the purposes of email notification of LAANs, Council's nominated email address is:

casey.robertson@kwinana.wa.gov.au

Council may terminate this agreement by providing 3 months' notice in writing to NBN Co. Upon receipt of such notice, NBN Co will take steps to address the issues set out in Council's termination notice to Council's satisfaction and Council may revoke the termination notice at any time before the end of the 3 month notice period and continue with the agreement. NBN Co may terminate this agreement for convenience by providing 3 months' notice in writing.

Other than as set out in this letter, the rights of City of Kwinana and NBN Co under the Act, the Code and otherwise at law, remain unchanged.

To acknowledge the City of Kwinana agreement to this letter, please countersign and return a copy of this letter to Mike Read, NBN Co Regional Stakeholder Engagement Manager.

Signed on behalf of NBN Co Limited ABN 86 136 533 741 by

Signed

Witness

Signatory and witness names/title/contact details

Date

Signed on behalf of City of Kwinana by

Signed

Witness

Signatory and witness names/title/contact details

Date

NBN Activities - Agreed Streamlined Notification Processes with City of Kwinana

Rollout and maintenance of the National Broadband Network in the City of Kwinana Area

Australia's National Broadband Network (NBN) is being rolled out in the City of Kwinana area. This is an upgrade to Australia's existing telecommunications network, designed to provide the infrastructure for affordable high speed internet and telephone access to all Australians.

The purpose of this letter is to seek City of Kwinana agreement to various streamlined notification processes in the case of land that is owned, occupied or managed by Council which will enable the NBN to be delivered more efficiently to your municipality. These streamlined processes have been successfully adopted in other municipalities to minimise administration processes and resources.

As set out below, NBN Co and its contracted Delivery Partners are fully committed to ensuring that as little inconvenience as possible is caused to City of Kwinana, the residents and businesses in your municipality during the roll out and subsequent maintenance of the NBN.

NBN Co's Commitments:

In accordance with our obligations under the *Telecommunications Act 1997* (Cth) (the Act), the *Telecommunications Code of Practice 1997* (the Code) and applicable State and Territory laws, we confirm that NBN Co and its Delivery Partners will take all reasonable steps to:

- ensure that they cause as little detriment and inconvenience and do as little damage as is practicable;
- ensure that the land is restored to a condition similar to that before the activity began;
- act in accordance with good engineering practice;
- protect the safety of persons and property;
- ensure that the activity interferes as little as practicable with:
 - the operation of public utilities;
 - public roads and paths;
 - the movement of traffic; and
 - the use of land.
- protect the environment.

NBN Co and their Delivery Partners will also undertake any necessary reinstatement works in accordance with the requirements of the Act.

For the purposes of continued liaison and information sharing between NBN Co and Council, we invite you to confirm Council's key representative for NBN matters. Key points of contact at both NBN Co and the Delivery Partner will be confirmed to City of Kwinana before the commencement of NBN rollout activities. Among other things, NBN Co will also provide Council with a plan identifying the land in your municipality on which the NBN activities will take place.

Defects liability arrangements are dealt with in the contractual arrangements between NBN Co and its Delivery Partners. City of Kwinana should therefore contact NBN Co in the first instance if issues arise with any completed or reinstatement works. NBN Co will organise contractors at a local level to investigate the issues and work with City of Kwinana to address the issue if necessary.

Land Access and Activity Notices (LAANs):

As you may be aware, the Act and the Code require NBN Co (or its Delivery Partners) to provide written notice to City of Kwinana prior to inspecting or surveying land that is owned, occupied or managed by City of Kwinana. Written notice is also required prior to undertaking works to install or maintain the NBN on such land. Such notices are referred to by NBN Co as Land Access and Activity Notices or LAANs.

In recognition that streamlined procedures are appropriate in certain circumstances, the Act and the Code enable the notice requirements to be waived by land owners and occupiers, and if necessary, for alternative notice requirements to be agreed. The right to waive notice requirements and to enter into alternative arrangement are set out in clause 17(5), 18(3) and 19(2) of Schedule 3 to the Act and sections 2.2.7, 4.2.8 and 6.28 of the Code respectively.

To improve efficiencies for both NBN Co and City of Kwinana and to expedite the delivery and maintenance of NBN services in your municipality, NBN Co seeks the agreement of City of Kwinana to implement the following streamlined notification processes in relation to land that is owned, occupied or managed by Council:

1. to receive any required LAANs and all associated correspondence from NBN Co or its Delivery Partners via a nominated email address rather than via hard copies in the mail.
2. to waive Council's right to receive LAANs for all survey, inspection and maintenance activities (under Divisions 2 and 4 of Schedule 3 of the Act) associated with the rollout and subsequent maintenance of the NBN. Given the minor nature of these activities, separate individual notification of such activities on Council land across the municipality is likely to require considerable administrative processing and resources which can be avoided by way of a waiver by Council.
3. a reduction in the usual statutory timeframes for:
 - a. notifying Council of proposed installation activities (under Division 3 of Schedule 3 of the Act) for low-impact facilities for the NBN from 10 to 5 business days; and
 - b. Council's period to object to such notice from 5 to 2 business days before the NBN activity is proposed to commence.
4. to waive the right to receive LAANs for survey, inspection, installation and maintenance activities (under Divisions 2, 3 and 4 of Schedule 3 of the Act) undertaken within a road reserve which are required to facilitate efficient customer connections from the road reserve to a premises.

5. To waive the right to receive LAANs for survey, inspection, installation and maintenance activities (under Divisions 2, 3 and 4 of Schedule 3 of the Act) undertaken within a road reserve which are required to provide the NBN infrastructure within a New Development estate.
6. to waive the right to receive LAANs for minor vegetation works undertaken in the context of survey, inspection, installation and maintenance activities (under Divisions 2, 3 and 4 of Schedule 3 of the Act). Such minor vegetation works include turf removal, ground cover trimming and tree branch trimming/lopping which are unlikely to affect the viability of the vegetation or streetscape. NBN Co understands that Council may wish to receive notification if full tree removal is required. Such notification will be provided via a LAAN.

We would appreciate City of Kwinana agreeing to the above streamlined processes for the conduct of land access and activities by signing and returning a copy of the attached form. This letter, when countersigned by Council, will constitute a waiver for the purposes of clauses 17(5), 18(3) and 19(2) of Schedule 3 of the Act and an alternative notification arrangement for the purposes of sections 2.27, 4.28 and 6.28 of the Code on the terms set out above.

If City of Kwinana has any questions or would like to discuss this further, please contact Mike Read NBN Co Regional Stakeholder Engagement Manager on 0409 801 163.

16.5 Request for quotation 090/16 Depot Services Delivery Analysis and Recommendation Report

SUMMARY:

The City of Kwinana invited submissions from suitably qualified and experienced Consultants to undertake an analysis of the existing City of Kwinana Operations Depot service delivery model and produce a recommendation report outlining the optimal future model.

The Request for Quotation was issued via email to five Consultants on Tuesday, 19 January 2016.

The request for quotation closed on Monday, 8 February 2016 at 12.00noon with three submissions received.

OFFICER RECOMMENDATION:

That Council award the Request for Quotation 090/16 Depot Services Delivery Analysis and Recommendation Report to GFG for the lump sum \$89,986.00 excluding GST in accordance with the special and general conditions of contract for Consultants AS 4122-2010, specifications and their submission.

DISCUSSION:

The Request for Quotation was issued via email to five Consultants on Tuesday, 19 January 2016.

The request for quotation closed on Monday, 8 February 2016 at 12.00noon with three submissions received from the following;

- AEC Group Ltd
- GFG Consulting
- KPMG

The evaluation panel members consisting of the Manager Contracts and Procurement, Director Corporate and Engineering Services, Manager Works, Senior Technical Officer – Parks and Manager Engineering Services evaluated the submissions in accordance with the document compliance and qualitative criterion (the evaluation recommendation report is under confidential cover as it contains commercial-in-confidence information).

The Chief Executive Officer has declared a conflict of interest and is referring this report to award the contract for the Depot Services Delivery Analysis to Council for consideration and endorsement.

LEGAL/POLICY IMPLICATIONS:

Tender Regulations, Local Government (Functions & General) Regulations 1996.

16.5 REQUEST FOR QUOTATION 090/16 DEPOT SERVICES DELIVERY ANALYSIS AND RECOMMENDATION REPORT**FINANCIAL/BUDGET IMPLICATIONS:**

Budget Item Name:	Depot Services Delivery Analysis and Recommendation Report
Budgeted Amount:	\$90,000 – Approved by Council at Budget Review
Proposed Cost:	\$89,986

*NOTE: All figures are exclusive of GST

ASSET IMPLICATIONS:

The 'Depot Service Delivery Recommendation Report' to be developed under this project will identify opportunities for improvement in current service delivery and outline the optimal future service delivery model for the City's ongoing expansion and new depot facility to ensure the most efficient and effective maintenance of the City's assets managed by the Depot Team is provided.

ENVIRONMENTAL IMPLICATIONS:

The 'Depot Service Delivery Recommendation Report' to be developed under this project will identify opportunities for improvement in current service delivery, including environmental best practice and management of the City's open spaces and streetscapes.

STRATEGIC/SOCIAL IMPLICATIONS:

Community Strategic Plan

Objective 4.5: Actively improve the appearance of public areas and streetscapes throughout the City
4.5.1 - Promote a clean City by ensuring that public areas and streetscapes are developed and maintained to a high standard.

The 'Depot Service Delivery Recommendation Report' to be developed under this project will identify opportunities for improvement in current service delivery and outline the optimal future service delivery model for the City's ongoing expansion and new depot facility to ensure the most efficient and effective maintenance of the City's assets managed by the Depot Team is provided.

RISK IMPLICATIONS:

If the project is not undertaken the City will continue to operate Depot service delivery as presently performed and will not capitalise on independent analysis and identification of opportunities for improvement. Critically, the City will not be capable of informing the future requirements of a new Depot facility to be developed under transformation project PROJ08 New Depot, if this analysis and recommendation report is not undertaken.

16.5 REQUEST FOR QUOTATION 090/16 DEPOT SERVICES DELIVERY ANALYSIS AND RECOMMENDATION REPORT

COUNCIL DECISION

175

MOVED CR S LEE

SECONDED CR R ALEXANDER

That Council award the Request for Quotation 090/16 Depot Services Delivery Analysis and Recommendation Report to GFG for the lump sum \$89,986.00 excluding GST in accordance with the special and general conditions of contract for Consultants AS 4122-2010, specifications and their submission.

**CARRIED
8/0**

16.6 Proposed Road Names for Lot 64 Woolcoot Road, Wellard Subdivision

SUMMARY:

McMullen Nolan Group, surveyors for the developer of Lot 64 Woolcoot Road, Wellard, have forwarded details of the proposed road names as well as alternative road names as indicated in Attachment A. The surveyors are now seeking Council approval of these names. These names are additional to the previous road name approvals due to the recently approved change in the local structure plan.

The proposed road names have been entered into Landgate's "request road name" web page and have all passed preliminary validation. The listed alternative road names will be used as a substitute for any proposed road name that is not approved by the Geographic Names Committee. The naming theme for the roads throughout this subdivision is "Australian Valleys". The origin information for the proposed roads is contained in Attachment B.

OFFICER RECOMMENDATION:

That Council approve the following road names for use within the Lot 64 Woolcoot Road, Wellard development, as shown in Attachment A

- Tweed Lane
- Echo Lane
- Bromley Road (Previously Bromley Crescent)

Alternative Names:

- Falls
- Derwent

DISCUSSION:

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

The Geographic Names Committee has granted in principle approval for the use of these road names via passing preliminary validation on Landgate's "request road name" web page. The naming theme for these roads is "Australian Valleys". Two road names are proposed as alternative road names for use in the event that the proposed names are not approved by the Geographic Names Committee. Origin information for these road names is contained in Attachment B. A suffix change to the existing Bromley Crescent to Bromley Road to suit the changed road layout is also proposed.

The proposed road names for the Lot 64 Woolcoot Road, Wellard development are;

- Tweed Lane
- Echo Lane
- Bromley Road (Previously Bromley Crescent)

16.6 PROPOSED ROAD NAMES FOR LOT 64 WOOLCOOT ROAD, WELLARD SUBDIVISION

Alternative Names:

- Falls
- Derwent

LEGAL/POLICY IMPLICATIONS:

Geographic Names Committee Guidelines.
Council Policy – Street Naming

FINANCIAL/BUDGET IMPLICATIONS:

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

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

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

RISK IMPLICATIONS:

The approval of the road names is required for titles to be issued for the lots within the subdivision. Should Council not approve these road names, clearances will be delayed which will have implications for the developer and the future owners of these lots.

16.6 PROPOSED ROAD NAMES FOR LOT 64 WOOLCOOT ROAD, WELLARD SUBDIVISION

COUNCIL DECISION

176

MOVED CR S MILLS

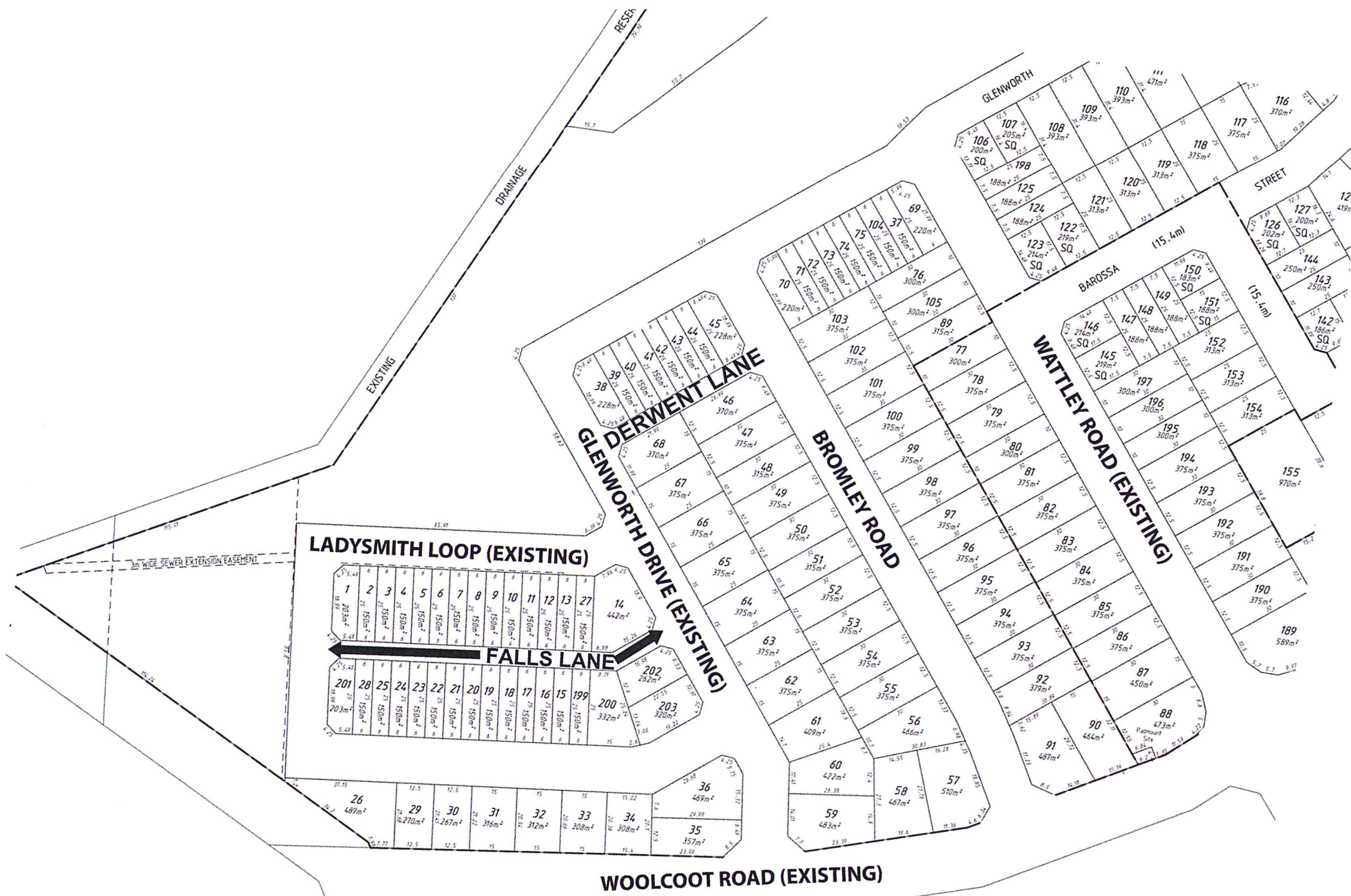
SECONDED CR R ALEXANDER

That Council approve the following road names for use within the Lot 64 Woolcot Road, Wellard development, as shown in Attachment A:

- **Tweed Lane**
- **Echo Lane**
- **Bromley Road (Previously Bromley Crescent)**

**CARRIED
8/0**

NOTE – That the Officers Recommendation has been amended to allow the alternate names to be substituted and approved as the road names.



Proposed Name	Proposed Suffix	Source of info	Background/origin/meaning/justification
Tweed	Lane	http://goaustralia.about.com/library/weekly/bltweed.htm	Tweed Valley is in the Northern Rivers region of tropical New South Wales.
Echo	Lane	Suggested by Therese Hadland. Taken from the Geonoma database.	Echo Valley is near Bunjoon Creek, approximately 180km north of Fitzroy Crossing.

Proposed Backup Name	Source of info	Background/origin/meaning/justification
Falls	Suggested by Therese Hadland. Taken from the Geonoma database.	Falls Pound is a valley situated about 8.1km SW of Strelley Gorge in the Shire of East Pilbara.
Derwent	http://tasmania.com/maps/map-of-derwent-valley/	Wide contrast of scenery, from the various stages of the Derwent River, through rolling farmland which is a major hop producing area, and right into the old growth rainforest for which Tasmania is famous at Mt Field National Park.

16.7 Monthly Statement of Financial Activity for the Period Ending 31 January 2016

SUMMARY:

The Monthly Statement of Financial Activity and explanation of material variances for the period ending 31 January 2016 has been prepared for Council acceptance.

OFFICER RECOMMENDATION:

That Council accepts:

1. The Monthly Statements of Financial Activity for the period ending 31 January 2016; and
2. The explanations for material variances for the period ending 31 January 2016.

DISCUSSION:

Variance percentages between budget estimates to the end of January and actual amounts to the end of January have been presented in the attached Statement of Financial Activity.

The material variances that are required to be reported on are:

Description	Actual	Y-T-D Budget		Variance (%)
Directorate City Strategy Revenue	301,281	151,796	▲	98.48%
Directorate Corporate and Engineering Services Revenue	5,454,840	6,360,210	▼	(14.23%)
Directorate City Development Revenue	2,765,606	9,993,379	▼	(72.33%)
Directorate City Strategy Expenditure	(2,460,940)	(3,084,075)	▼	20.20%
Directorate Corporate and Engineering Services Expenditure	(13,024,886)	(16,182,064)	▼	19.51%
Directorate City Living Expenditure	(14,230,129)	(15,978,144)	▼	10.94%
Directorate City Development Expenditure	(2,000,126)	(2,661,109)	▼	24.84%
Depreciation on Assets	5,589,890	6,742,648	▼	17.10%
Purchase Computing Equipment	(150,052)	(403,900)	▼	62.85%

16.7 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 JANUARY 2016

Description	Actual	Y-T-D Budget		Variance (%)
Purchase Plant and Machinery	(238,202)	(551,526)	▼	56.81%
Purchase Transportation Vehicles	(642,425)	(954,225)	▼	32.68%
Purchase Land and Buildings	(860,645)	(1,451,371)	▼	40.70%
Purchase Reserve Development	(506,476)	(1,022,868)	▼	50.48%
Purchase Playground Equipment	(580,214)	(45,850)	▲	(1,165.46%)
Purchase Infrastructure – Urban Road Grant	(1,664,302)	(2,314,135)	▼	28.08%
Purchase Infrastructure – Black Spot Grant	(1,967,467)	(2,245,458)	▼	12.38%
Purchase Infrastructure – Roads to Recovery	(15,628)	(738,769)	▼	97.88%
Purchase Infrastructure – Road Resurfacing	(726)	(301,825)	▼	99.76%
Purchase Infrastructure – Drainage	(325,489)	(860,457)	▼	62.17%
Purchase Infrastructure – Municipal Roadworks	(459,613)	(564,550)	▼	18.59%
Transfer to Reserves (Restricted Assets)	(2,680,127)	(9,604,606)	▼	72.10%

Note: A negative (%) variance indicates additional expenditure or reduced revenue than budgeted. A positive % variance indicates additional revenue or reduced expenditure than budgeted.

Directorate City Strategy – 98.48%

This area shows increased income mainly due to the following areas:

- Governance (*Governance and Compliance*) – This area shows an increase in revenue mainly due to receipt of credit adjustment and dividend payment from LGIS. This unbudgeted income will be addressed as part of budget review.

Directorate Corporate and Engineering Services Revenue – (14.23%)

This area shows reduced income mainly due to the following areas:

- Financial Services (*Finance*) – Lower investment rates available to Council have resulted in less interest on Municipal Fund investments than forecasted to date.
- Engineering Services (*Infrastructure Development*) – The timing of Urban Road, Black Spot and Roads to Recovery grant revenue has resulted in a timing variance.

16.7 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 JANUARY 2016

Directorate City Development Revenue – (72.33%)

This area shows reduced income mainly due to the following areas:

- a. Planning and Building Services (*Developer Contributions Administration*) – Developer Contributions towards the Hard and Soft Infrastructure in the Wandi, Bertram and Anketell areas were less than had been projected to date. This relates to:
 - DCA1 where it was forecasted that stages II and III of a Private Estate would commence however stage II occurred earlier than expected in late 2014/15 and Stage III is now expected to be cleared in Feb/March 2016. It is further expected that the delay in gazettal of Amendment 132 will affect this budget forecast.
 - DCA 5 Honeywood Rise where it was anticipated that 67 lots (Stage 3) and 53 lots (Stage 4) would be cleared in the first half of FY 15/16. These clearances have not occurred.
 - DCA 9 Honeywood Rise where it was anticipated that 67 lots (Stage 3) and 53 lots (Stage 4) would be cleared in the first half of FY 15/16. These clearances have not occurred.
 - DCA11 Initial estimates included Sunrise Estate Stage 8 (61 lots) as well as Wellard Glen Private Estate Stage 2 clearances in the first half of FY 15/16. These clearances have not occurred.
 - DCA13 – the Draft Community Infrastructure Plan 2015 for population/dwelling projections for 15/16 informed this budget. The plan estimates about 25 dwellings per quarter; however little development has occurred in this DCA to date.

Director City Strategy Expenditure – 20.20%

This area shows reduced expenditure mainly due to the following areas:

- a. Economic Development (*Development Initiatives*) – Recruitment of the new Economic Development Officer is not due to occur until the third quarter resulting in a timing variance.
- b. Executive Office (*Marketing and Communications*) – expenditure in relation to the new Corporate Website had been forecasted to occur in previous months however this project has been delayed due to the Indian Ocean Gateway proposal.
- c. Governance (*Governance and Compliance*) – expenditure in relation to the Transformation project is yet to be approved until project documentation is complete.
- d. Human Resource Management (*Human Resources*) – expenditure is less than budgeted in employee expenditure due to less advertising required due to vacant positions being put on hold. In addition, staff training expenditure has been less than predicted.

Director Corporate and Engineering Expenditure – 19.51%

This area shows reduced expenditure mainly due to the following;

- a. ICT (*Software Applications*) – Monthly Managed Services invoices had not been processed due to queries with the service. Payment has since been made in the month of March, resulting in a timing variance.

Director City Living Expenditure – 10.94%

This area shows reduced expenditure mainly due to the following;

- a. Environmental Health Services (*Waste Management*) – purchase orders have been raised in the system; services on-going and costs expected. Variance is also due to budgeting costs evenly over 12 month period and delays in receiving invoices, timing variance.

16.7 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 JANUARY 2016

- b. Facilities Management (*Building Services*) – Costs associated with facilities maintenance are lower than had been anticipated however purchase orders are in the system; works on going and costs expected.

Director City Development Expenditure – 24.84%

This area shows reduced expenditure mainly due to the following areas:

- a. Planning and Building Services (*Developer Contributions Administration*) – Consultants are either yet to be engaged in relation to Hard Infrastructure or invoices are yet to be received in relation to general Developer Contribution projects.
- b. Planning and Building Services (*Statutory Planning/Approvals*) – The temporary secondment of an Officer to Community Emergency Services has resulted in a variance.
- c. Planning and Building Services (*Strategic Planning*) – Recruitment for the vacant position will not commence until the new Organisational Structure is finalised resulting in savings in salaries, this is partially offset to date by increased costs associated with contract salaries. In addition, consultants are yet to be engaged to finalise the Local Planning Strategy and undertake related planning studies.

Depreciation on Assets – 17.10%

Nil effect on rates as non-cash. Depreciation less than budgeted due to depreciation processing in system is at 31 December 2015, resulting in a timing variance.

Purchase Computing Equipment – 62.85%

Re-cabling of the Recquatic centre had been delayed pending receipt of an updated quote. Purchase orders have now been raised and works scheduled. Purchase of software to enable online bookings of the City's facilities will be delayed until all project documentation is complete.

Purchase Plant and Machinery – 56.81%

Purchase of Depot 4.5T Drainage Truck was budgeted to commence in December however will go to request for quote at the end of January 2016. Evaluation is anticipated to take up to 4 weeks at which time funds will be committed.

Purchase Transportation Vehicles – 32.68%

Purchase orders have been raised for all remaining vehicles and deliveries are scheduled over the coming months.

Purchase Land and Buildings – 40.70%

Delayed adoption of the annual budget made it necessary to reschedule a number of projects. The contract for the Koorliny Arts Centre Emergency systems renewal and upgrades was awarded in October and works have commenced. The project is expected to be complete in late January subject to centre availability. Re-roofing of the Rotary Building is now scheduled to commence in February/March 2016. Aged Persons projects are due to be completed in January 2016. The final contract for the CCTV project is yet to be drawn up however installation and commissioning is forecasted to occur mid January 2016 with invoices to follow.

16.7 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 JANUARY 2016

Purchase Reserve Development – 50.48%

Delayed adoption of the annual budget contributed to postponements for all projects. Works on carried forward projects, Hennessy and Skottowe Parks were further delayed by the tender process however are now substantially complete and invoices are expected. The M^cGuigan Park upgrade was initially delayed by the contractor and availability of equipment, works are now due to be complete at the end of February 2016. The discovery of asbestos at Kwinana Beach Road delayed the streetscape beautification project. Completion will now occur in April/May when the weather is more conducive to the planting of tube stock. Tender process timeframes also resulted in the delayed award of contract for the Meares Avenue upgrade. Intermittent attendance by the irrigation contractor at the site to undertake Irrigation works, has caused further delays and completion is now expected in late January early February 2016. Bore replacements are hard to predict however scheduled replacements are now expected to occur after the summer season. The City Centre irrigation system was designed without the need to replace the iron filtration unit and is therefore now complete.

Purchase Playground Equipment – (1165.46%)

Works on the Calista Oval Destination Adventure Playground have commenced with purchase orders in the system. Initial works involved the demolition of buildings at Calista Oval.

Purchase Infrastructure – Urban Road Grant – 28.08%

Sulphur Road/Meares Ave works were programmed to commence in late October however design work resulted in the revised commencement and expected completion to be December.

The design of Mandurah Road works has resulted in a revised commencement in the New Year. Guard rails are to be installed on the newly constructed Gilmore Avenue dual carriageway that had not been anticipated as being necessary. Works are now complete and awaiting final invoice.

Structure plans submitted by land owners adjoining the Bertram Road dual carriageway project for subdivision have resulted in the deferment of the project possibly until 2017/18.

Infrastructure – Black Spot Grant – 12.38%

Anketell roadworks are significantly progressed and works are ongoing. Costs are expected over the next 2 to 3 months. The contract has been issued for commencement of the Chisham, Gilmore and Harlow project with forecasted completion to be March 2016.

Infrastructure – Roads to Recovery – 97.88%

Delayed adoption of the annual budget made it necessary to reschedule a number of projects. Ougden Way is due to be complete in February 2016.

Infrastructure – Road Resurfacing – 99.76%

Delayed adoption of the annual budget made it necessary to reschedule a number of projects.

Infrastructure – Drainage – 62.17%

Mandurah Road drainage works were incomplete due to the contractor being in liquidation. A replacement contractor was engaged and works are substantially complete. Invoices are expected during the next month.

16.7 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 JANUARY 2016

Infrastructure – Municipal Roadworks – 18.59%

Roadwork's scheduled for Nunney Road Orelia will no longer be going ahead. This has been addressed in Budget Review 2015/2016.

Transfers to Reserves – 72.10%

Transfers to Reserves are processed monthly as funds are received.

Investment activity January 2016

- *Tier 1* – Investment rates available to the City were not favourable therefore no funds were invested in this tier.
- *Tier 2* – Funds were allocated in accordance with the guidelines of the Investment Policy.
- *Tier 3* – Funds were allocated in accordance with the guidelines of the Investment Policy.
- *Tier 4* – Funds were allocated in accordance with the guidelines of the Investment Policy.

LEGAL/POLICY IMPLICATIONS:

Local Government (Financial Management) Regulations – Clause 34.

FINANCIAL/BUDGET IMPLICATIONS:

As outlined in the 'Discussion' and 'Risk' sections.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

Continuous monitoring and review ensures the future sustainability of the City through the implementation of sound revenue and expenditure policies, and seeking additional revenue sources.

RISK IMPLICATIONS:

The report is provided to highlight 'over' and 'under' provisions, revenues and expenditures. Monitoring the City's financials enables the City to suitably manage these financial risks by allowing for suitable responsible adjustments to be proposed if necessary. No such adjustments are considered to be required at this point in time.

16.7 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 JANUARY 2016

COUNCIL DECISION

177

MOVED CR R ALEXANDER

SECONDED CR S MILLS

That Council accepts:

- 1. The Monthly Statements of Financial Activity for the period ending 31 January 2016; and**
- 2. The explanations for material variances for the period ending 31 January 2016.**

**CARRIED
8/0**



CITY OF KWINANA

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

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CITY OF KWINANA
RATE SETTING STATEMENT by DIRECTORATE
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	NOTE	January 2016		2015/2016 Revised Budget \$	Variance Budget to Actual	
		Actual \$	Y-T-D Budget \$		YTD \$	Y-T-D %
Revenues	1					
Directorate City Strategy		301,281	151,796	3,712,212	▲ (149,485)	(98.48%)
Directorate Corporate & Engineering Services		5,454,840	6,360,210	11,739,239	▼ 905,370	14.23%
Directorate City Living		13,266,895	12,373,995	15,877,171		
Directorate City Development		2,765,606	9,993,379	17,538,093	▼ 7,227,773	72.33%
		<u>21,788,622</u>	<u>28,879,380</u>	<u>48,866,715</u>		
Expenses	1					
Directorate City Strategy		(2,460,940)	(3,084,075)	(5,058,768)	▼ (623,135)	20.20%
Directorate Corporate & Engineering Services		(13,024,886)	(16,182,064)	(28,378,168)	▼ (3,157,178)	19.51%
Directorate City Living		(14,230,129)	(15,978,144)	(27,748,218)	▼ (1,748,015)	10.94%
Directorate City Development		(2,000,126)	(2,661,109)	(4,659,209)	▼ (660,983)	24.84%
		<u>(31,716,081)</u>	<u>(37,905,392)</u>	<u>(65,844,363)</u>		
NET OPERATING RESULT EXCLUDING RATES		<u>(9,927,459)</u>	<u>(9,026,012)</u>	<u>(16,977,648)</u>		
Adjustments for Cash Budget Requirements:						
Non-Cash Expenditure and Revenue						
(Profit)/Loss on Asset Disposals	4	(43,170)	(32,664)	22,651		
Depreciation on Assets		5,589,890	6,742,648	11,558,780	▼ 1,152,758	17.10%
Movement in Deferred Pensioner Rates		23,869	-	-		
Movement in Employee Leave Provision		-	-	-		
Capital Expenditure						
Purchase Furniture and Equipment	3	(49,926)	(142,735)	(146,735)		
Purchase Computing Equipment	3	(150,052)	(403,900)	(441,900)	▼ (253,848)	62.85%
Purchase Plant and Machinery	3	(238,202)	(551,526)	(561,750)	▼ (313,324)	56.81%
Purchase Transportation Vehicles	3	(642,425)	(954,225)	(954,225)	▼ (311,800)	32.68%
Purchase Land and Buildings	3	(860,645)	(1,451,371)	(2,566,205)	▼ (590,726)	40.70%
Purchase Reserve Development	3	(506,476)	(1,022,868)	(1,579,018)	▼ (516,392)	50.48%
Purchase Playground Equipment	3	(580,214)	(45,850)	(6,461,268)	▲ 534,364	(1,165.46%)
Purchase Infrastructure - Urban Road Grant	3	(1,664,302)	(2,314,135)	(2,314,135)	▼ (649,833)	28.08%
Purchase Infrastructure - Black Spot Grant	3	(1,967,467)	(2,245,458)	(2,245,458)	▼ (277,991)	12.38%
Purchase Infrastructure - Roads to Recovery	3	(15,628)	(738,769)	(1,159,269)	▼ (723,141)	97.88%
Purchase Infrastructure - Road Resurfacing	3	(726)	(301,825)	(301,825)	▼ (301,099)	99.76%
Purchase Infrastructure - Street Lights	3	(1,200)	(25,000)	(25,000)		
Purchase Infrastructure - Bus Shelters	3	-	-	(20,000)		
Purchase Infrastructure - Footpaths	3	(81,823)	(113,000)	(113,000)		
Purchase Infrastructure - Drainage	3	(325,489)	(860,457)	(1,092,957)	▼ (534,968)	62.17%
Purchase Infrastructure - Other Structures	3	-	-	-		
Purchase Infrastructure - Municipal Roadworks	3	(459,613)	(564,550)	(904,550)	▼ (104,937)	18.59%
Purchase Infrastructure - Car Parks	3	-	-	-		
		<u>(7,544,188)</u>	<u>(11,735,669)</u>	<u>(20,887,295)</u>		
Capital Revenue						
Proceeds from Disposal of Assets	4	243,026	278,700	1,956,800		
		<u>243,026</u>	<u>278,700</u>	<u>1,956,800</u>		
Financing Expenditure & Revenue						
Repayment of Loans Principal	5	(409,376)	(409,377)	(670,482)		
Repayment of Liquidity Advance	5	-	-	(2,500,000)		
Self-Supporting Loan Principal Revenue	5	36,088	35,904	66,272		
Proceeds from New Loan Borrowings	5	-	-	3,274,377		
Transfer from Loan Fund for Capital	5	6,866	-	94,435		
Transfers to Reserves (Restricted Assets)	6	(2,680,127)	(9,604,606)	(23,643,655)	▼ (6,924,479)	72.10%
Transfers from Reserves (Restricted Assets)	6	4,910,682	5,127,519	11,366,111		
		<u>2,230,555</u>	<u>(4,477,087)</u>	<u>(12,277,544)</u>		
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	7	2,917,706	2,699,961	2,699,961		
LESS Estimated Surplus/(Deficit) Year to Date	7	26,821,288	17,491,097	-		
Amount Required to be Raised from Rates	8	<u>(33,697,481)</u>	<u>(33,414,693)</u>	<u>(33,639,693)</u>		

This statement is to be read in conjunction with the accompanying notes.

CITY OF KWINANA
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	NOTE	January 2016 Actual \$	January 2016 Y-T-D Budget \$	2015/2016 Revised Budget \$
Revenues	1			
General Purpose Funding		36,144,742	35,651,366	37,465,082
Governance		164,895	33,990	35,971
Law, Order, Public Safety		304,496	313,922	439,128
Health		77,382	181,460	239,815
Education and Welfare		3,973,314	3,108,287	5,315,501
Community Amenities		8,999,447	16,012,180	23,350,846
Recreation and Culture		1,577,140	1,680,869	2,764,369
Transport		161,972	194,878	272,867
Economic Services		785,578	713,416	1,220,044
Other Property and Services		195,584	130,132	235,140
		<u>52,384,550</u>	<u>58,020,500</u>	<u>71,338,763</u>
Expenses Excluding Finance Costs	1			
General Purpose Funding		(708,022)	(882,039)	(1,652,948)
Governance		(2,972,789)	(3,614,495)	(5,617,767)
Law, Order, Public Safety		(1,131,590)	(1,331,986)	(2,402,509)
Health		(569,808)	(712,223)	(1,209,851)
Education and Welfare		(5,128,562)	(4,508,469)	(7,655,761)
Community Amenities		(4,398,516)	(6,535,274)	(11,630,450)
Recreation & Culture		(8,572,681)	(9,897,485)	(16,961,791)
Transport		(4,678,648)	(6,673,964)	(11,771,132)
Economic Services		(751,249)	(953,396)	(1,754,233)
Other Property and Services		(2,254,717)	(2,187,096)	(3,886,574)
		<u>(31,166,582)</u>	<u>(37,296,427)</u>	<u>(64,543,016)</u>
		21,217,968	20,724,073	6,795,747
Finance Costs	1			
Governance		(33,780)	(34,561)	(67,973)
Education and Welfare		(47,929)	(49,380)	(98,385)
Recreation & Culture		(405,267)	(413,680)	(830,099)
Transport		(55,117)	(87,160)	(169,766)
Economic Services		(1,526)	(2,336)	(2,336)
		<u>(543,619)</u>	<u>(587,117)</u>	<u>(1,168,559)</u>
Grants/Contributions for the Development of Assets				
Governance		3,129	-	-
Law, Order, Public Safety		135,000	150,000	150,000
Recreation and Culture		395,619	427,631	3,166,305
Transport		2,244,225	3,380,996	4,023,072
Economic Services		273,799	260,434	3,718,131
		<u>3,051,772</u>	<u>4,219,061</u>	<u>11,057,508</u>
Profit/(Loss) on Disposal of Assets	4			
Profit on Disposal				
Governance		-	4,379	4,379
Law, Order, Public Safety		-	3,664	3,664
Health		7,877	6,552	6,552
Community Amenities		468	1,893	1,893
Recreation and Culture		-	1,417	1,417
Transport		17,273	17,000	17,000
Economic Services		4,444	3,125	53,125
Other Property and Services		19,719	16,482	22,107
		<u>49,781</u>	<u>54,512</u>	<u>110,137</u>
(Loss) on Disposal				
Governance		(3,236)	(12,913)	(12,913)
Law, Order, Public Safety		-	(4,554)	(4,554)
Community Amenities		(3,375)	(4,381)	(4,381)
Economic Services		-	-	(110,940)
		<u>(6,611)</u>	<u>(21,848)</u>	<u>(132,788)</u>
NET RESULT		<u>23,769,291</u>	<u>24,388,681</u>	<u>16,662,045</u>
Other Comprehensive Income		-	-	-
TOTAL COMPREHENSIVE INCOME		<u>23,769,291</u>	<u>24,388,681</u>	<u>16,662,045</u>

This statement is to be read in conjunction with the accompanying notes.

CITY OF KWINANA
STATEMENT OF COMPREHENSIVE INCOME BY NATURE & TYPE
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	NOTE	January 2016 Actual \$	January 2016 Y-T-D Budget \$	2015/2016 Revised Budget \$
Revenues	1			
Rates	8	33,697,481	33,414,693	33,639,693
Operating Grants, Subsidies & Contributions		6,574,675	12,532,846	22,132,801
Reimbursements and Donations		455,246	287,543	463,609
Fines & Penalties		110,554	116,412	198,000
Fees and Charges		9,379,314	9,508,113	11,435,604
Interest Earnings		1,129,955	1,224,551	1,858,409
Income from Property		948,548	854,710	1,514,505
Other Revenue		88,777	81,632	96,142
		<u>52,384,550</u>	<u>58,020,500</u>	<u>71,338,763</u>
Expenses Excluding Finance Costs	1			
Employee Costs		(13,390,565)	(14,692,973)	(25,201,395)
Materials and Contracts		(9,871,617)	(13,620,126)	(23,553,851)
Utilities Charges (gas, electricity, water, etc)		(1,294,210)	(1,254,436)	(2,224,757)
Leases		(121,095)	(200,060)	(342,951)
Depreciation on Non-current Assets		(5,589,890)	(6,742,648)	(11,558,780)
Insurance Expenses		(524,862)	(471,697)	(536,187)
Other Expenditure		(374,343)	(314,487)	(1,125,095)
		<u>(31,166,582)</u>	<u>(37,296,427)</u>	<u>(64,543,016)</u>
Finance Costs				
Interest Expenses	5	(543,619)	(587,117)	(1,168,559)
		<u>20,674,349</u>	<u>20,136,956</u>	<u>5,627,188</u>
Grants/Contributions for the Development of Assets				
Non-operating Grants, Subsidies & Contributions		2,774,844	3,958,627	10,797,074
Non-operating Reimbursements & Donations		276,928	260,434	260,434
		<u>3,051,772</u>	<u>4,219,061</u>	<u>11,057,508</u>
Profit/(Loss) on Disposal of Assets	4			
Profit on Asset Disposals		49,781	54,512	110,137
Loss on Asset Disposals		(6,611)	(21,848)	(132,788)
		<u>43,170</u>	<u>32,664</u>	<u>(22,651)</u>
NET RESULT		<u>23,769,291</u>	<u>24,388,681</u>	<u>16,662,045</u>
Other Comprehensive Income		-	-	-
TOTAL COMPREHENSIVE INCOME		<u>23,769,291</u>	<u>24,388,681</u>	<u>16,662,045</u>

This statement is to be read in conjunction with the accompanying notes.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

The budget has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

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

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

All monies held in the Trust Fund are excluded from the financial statement, but a separate statement of those monies appears at Note 9 to this budget.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Fixed Assets

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation or amortisation and any accumulated impairment balances.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

ASSET CLASS	ASSET DESCRIPTION	Economic Life	Depreciation Rate
Land	Land	Nil	
	Vested Land	Nil	
	Other Vested Land	Nil	
Buildings	Fencing	20 to 50	5% to 2%
	Building Structure	40 to 60	2.5% to 1.67%
	Air conditioning	10 to 30	10% to 3.33%
	Soft Furnishings	10	0.10%
	Fixtures	10	0.10%
	Other	10 to 30	10% to 3.33%
Plant & Equipment	Alarms	3 to 10	33.33% to 10%
	Vehicles	5 to 10	20% to 10%
	Major Plant	5 to 10	20% to 10%
	Minor Plant & Equipment	3 to 10	33.33% to 10%
Furniture & Equipment	Computing Equipment	2 to 7	50% to 14.29%
	Office Furniture	7 to 13	14.29% to 7.69%
	Office Equipment	3 to 10	33.33% to 10%
	Audio Visual Equipment	3 to 10	33.33% to 10%
	Specialised Equipment	7 to 13	14.29% to 7.69%
	White Goods	7 to 13	14.29% to 7.69%
	Art Works	Nil	
Infrastructure - Roads		50	0.02%
Infrastructure - Footpaths		50	0.02%
Infrastructure - Drainage	Drainage	75	0.0133%
	Sewerage	75	0.0133%
Infrastructure - Crossovers		50	0.02%
Infrastructure - Car Parks		20 to 40	5% to 2.5%
Infrastructure - Bus Shelters		20	0.05%
Infrastructure - Street Lights	Street Lights	30	0.0333%
	Other Lights	30	0.0333%
Infrastructure - Parks & Ovals	Playground Equipment	5 to 15	20% to 6.67%
	Bores/Pumps/Irrigation	8 to 20	12.5% to 5%
	BBQ's	10 to 20	10% to 5%
	Streetscapes	20 to 50	5% to 2%
	Landscape Surrounds	10 to 50	10% to 2%
	Sportsgrounds - Reticulated	15 to 25	6.67% to 4%
	Public Open Space Not Reticulated	20 to 50	5% to 2%
Infrastructure - Other Structures	Jetties	20 to 40	5% to 2.5%
	Other Structures	20 to 50	5% to 2%
	Tennis Courts	30 to 50	3.33% to 2%

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

2. STATEMENT OF OBJECTIVE

In order to discharge its responsibilities to the community, the City has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the City's Vision, and for each of its broad activities/programmes.

CITY'S VISION

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

Council operations as disclosed in this budget encompass the following service orientated activities/programmes:

GENERAL PURPOSE FUNDING

Rates Income and Expenditure, Grants Commission and Pensioner Deferred Rates interest and interest on Investments. Principal and Interest payments on borrowings.

GOVERNANCE

Members of Council and Governance (includes Audit and other costs associated with reporting to council). Administration, Financial and Computing Services are included.

LAW, ORDER, PUBLIC SAFETY

Supervision of various local laws, fire prevention and animal control.

HEALTH

Prevention and treatment of human illness, including inspection of premises/food control, immunisation and child health services.

EDUCATION AND WELFARE

Provision, management and support of services for families, children and the aged and disabled within the community; including pre-school playgroups, day and after school care, assistance to schools, senior citizens support groups, meals on wheels provision and Aged Persons Units and Resident Funded Units.

COMMUNITY AMENITIES

City planning and development, rubbish collection services, stormwater drainage, the provision of public conveniences, bus shelters, roadside furniture and litter control.

RECREATION AND CULTURE

Provision of facilities and support for organisations concerned with leisure time activities and sport, support for the performing and creative arts and the preservation of the national estate. This includes maintenance of halls, aquatic centre, recreation and community centres, parks, gardens, sports grounds and the operation of Libraries.

TRANSPORT

Construction, maintenance and cleaning of streets, roads, bridges, drainage works, footpaths, parking facilities, traffic signs and the City depot, including plant purchase and maintenance.

ECONOMIC SERVICES

Rural services and pest control and the implementation of building controls.

OTHER PROPERTY & SERVICES

Private works, public works overheads, council plant operations, materials, salaries and wages. With the exception of private works, the above activities listed are mainly summaries of costs that are allocated to all works and services undertaken by the council.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

3. ACQUISITION OF ASSETS

The following assets are budgeted to be acquired during the period under review:

By Directorate

	January 2016 Actual \$	2015/16 Revised Budget \$
City Strategy		
Transportation Vehicles	(117,295)	(132,000)
Furniture & Equipment	(2,227)	-
Land & Buildings	-	-
	(119,522)	(132,000)
Corporate & Engineering Services		
Furniture & Equipment	(29,628)	(38,025)
Computing Equipment	(150,052)	(441,900)
Plant & Equipment	(190,251)	(500,250)
Transportation Vehicles	(211,898)	(458,500)
Land & Buildings	(770,651)	(1,780,783)
Reserve Development	(506,476)	(1,579,018)
Playground Equipment	(580,214)	(6,441,268)
Urban Road Grant	(1,664,302)	(2,314,135)
Black Spot Grant	(1,967,467)	(2,245,458)
Roads to Recovery Grant	(15,628)	(1,159,269)
Road Resurfacing	(726)	(301,825)
Street Lighting	(1,200)	(25,000)
Bus Shelter Construction	-	(20,000)
Footpath Construction	(81,823)	(113,000)
Drainage Construction	(325,489)	(1,092,957)
Municipal Roadworks	(459,613)	(904,550)
	(6,955,418)	(19,415,938)
City Living		
Furniture & Equipment	(18,071)	(108,710)
Plant & Equipment	(47,951)	(61,500)
Transportation Vehicles	(243,791)	(293,725)
Land & Buildings	(89,994)	(785,422)
Playground Equipment	-	(20,000)
	(399,807)	(1,269,357)
City Development		
Transportation Vehicles	(69,441)	(70,000)
	(69,441)	(70,000)
	<u>(7,544,188)</u>	<u>(20,887,295)</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

3. ACQUISITION OF ASSETS (Continued)

<u>By Class</u>	January 2016 Actual \$	2015/16 Revised Budget \$
Furniture and Equipment	(49,926)	(146,735)
Computing Equipment	(150,052)	(441,900)
Plant and Equipment	(238,202)	(561,750)
Transportation Vehicles	(642,425)	(954,225)
Land and Buildings	(860,645)	(2,566,205)
Reserve Development	(506,476)	(1,579,018)
Playground Equipment	(580,214)	(6,461,268)
Infrastructure - Urban Road Grant	(1,664,302)	(2,314,135)
Infrastructure - Black Spot Grant	(1,967,467)	(2,245,458)
Infrastructure - Roads to Recovery	(15,628)	(1,159,269)
Infrastructure - Road Resurfacing	(726)	(301,825)
Infrastructure - Street Lights	(1,200)	(25,000)
Infrastructure - Bus Shelters	-	(20,000)
Infrastructure - Footpaths	(81,823)	(113,000)
Infrastructure - Drainage	(325,489)	(1,092,957)
Infrastructure - Municipal Roadworks	(459,613)	(904,550)
	<u>(7,544,188)</u>	<u>(20,887,295)</u>

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review;

<u>By Class</u>	Net Book Value January Actual \$	Sale Proceeds January Actual \$	Profit(Loss) January Actual \$
Furniture and Equipment	(3,300)	3,300	-
Plant and Equipment	(17,394)	17,394	-
Transportation Vehicles	(179,162)	222,332	43,170
Buildings	-	-	-
Reserve Development	-	-	-
Land	-	-	-
Other	-	-	-
	<u>(199,856)</u>	<u>243,026</u>	<u>43,170</u>

Summary

	January Actual \$
Profit on Asset Disposals	49,781
(Loss) on Asset Disposals	(6,611)
	<u>43,170</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

5. INFORMATION ON BORROWINGS

(a) Loan Repayments

Particulars	Principal 1-Jul-15	Interest Rate	Maturity Date	New Loans Jan-16 Actual \$	Principal Repayments		Principal Outstanding		Interest Repayments	
					Jan-16 Actual \$	2015/16 Budget \$	Jan-16 Actual \$	2015/16 Budget \$	Jan-16 Actual \$	2015/16 Budget \$
Governance										
Loan 99 - Administration Office Renovations	1,000,000	6.25%	25-Jun-25	-	36,745	74,638	963,255	925,362	33,780	67,973
Education & Welfare										
Loan 96 - Youth Specific Space	213,599	7.53%	19-Jun-23	-	9,973	20,321	203,626	193,278	8,232	17,107
Loan 100 - Youth Specific Space	1,521,312	4.67%	25-Jun-28	-	-	-	1,521,312	1,521,312	39,697	81,278
Recreation & Culture										
Loan 90 - Kwinana Bowling Club*	29,996	6.42%	30-Apr-16	-	14,761	29,996	15,235	-	715	1,576
Loan 94 - Wellard Sports Pavilion	327,987	6.38%	04-May-22	-	18,950	38,505	309,037	289,482	8,303	22,449
Loan 95 - Orelia Oval Pavilion	512,637	7.53%	19-Jun-23	-	23,934	48,770	488,703	463,867	19,757	41,055
Loan 97 - Orelia Oval Pavilion Extension	2,212,711	6.25%	25-Jun-25	-	81,305	165,153	2,131,406	2,047,558	74,746	150,404
Loan 102 - Resource & Knowledge Centre	7,421,567	4.54%	28-Jun-29	-	-	-	7,421,567	7,421,567	188,962	386,856
Loan 103 - Kwinana Golf Club	334,010	4.07%	25-Jun-23	-	17,871	36,106	316,139	297,904	7,734	15,409
Loan 104 - Recquatic Upgrade	3,350,000	4.05%	26-Jun-30	-	-	-	3,350,000	3,350,000	79,659	154,000
Loan 105 - Bertram Community Centre	1,296,840	3.25%	27-Mar-30	-	-	-	1,296,840	1,296,840	25,391	50,850
New - Calista Destination Park	-	-	-	-	-	-	-	3,083,017	-	7,500
New - Darius Wells Building Solar Panels	-	-	-	-	-	-	-	191,360	-	-
Transport										
Loan 92 - Sulphur Rd Bridge	87,880	5.94%	19-Oct-15	-	87,880	87,880	-	-	1,962	3,003
Loan 98 - Streetscape Beautification	1,350,000	6.25%	25-Jun-25	-	49,606	100,762	1,300,394	1,249,238	45,603	91,763
Loan 101 - City Centre Road Network**	2,500,000	2.33%	24-Jun-16	-	-	2,500,000	2,500,000	-	7,552	75,000
Economic Services										
Loan 93 - DOE Building	68,351	5.94%	18-Oct-15	-	68,351	68,351	-	-	1,526	2,336
	22,226,890			-	409,376	3,170,482	21,817,514	22,330,785	543,619	1,168,559

Principal Repayments - Debentures	409,376	670,482
Liquidity Advance Repayments	-	2,500,000
	<u>409,376</u>	<u>3,170,482</u>

(*) Self Supporting loan financed by payments from third parties

(**) Short Term Facility Loans

All loan repayments were financed by general purpose revenue.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate	Amount Used		Balance Unspent \$
	Actual	Budget						Actual	Budget	
Calista Destination Park	-	3,083,017	WA Treasury	Debenture	15	144,902	4.0% & 0.7%	-	3,083,017	-
Darius Wells Building Solar Panels	-	191,360	WA Treasury	Debenture	15	8,994	4.0% & 0.7%	-	191,360	-
	-	3,274,377				153,896		-	3,274,377	-

(c) Unspent Debentures

Particulars	Date Borrowed	Balance 1-Jul-15 \$	Borrowed During Year \$	Expended During Year	Liquidity Repayment \$	Balance 31-Jan-16 \$
Loan 99 - Administration Office Renovations	25-Jun-10	94,436	-	6,866		87,570
		94,436	-	6,866	-	87,570

(d) Self Supporting Loan Repayments

Particulars	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Jan-16 Actual \$	2015/16 Budget \$	Jan-16 Actual \$	2015/16 Budget \$	Jan-16 Actual \$	2015/16 Budget \$
Recreation & Culture								
Loan 90 - Kwinana Bowling Club	30,166	-	14,841	30,166	15,325	-	656	1,483
Loan 103 - Kwinana Golf Club	334,010	-	21,247	36,106	312,763	297,904	7,060	13,455
	364,176	-	36,088	66,272	328,088	297,904	7,716	14,938

CITY OF KWINANA
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FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

6. RESERVES

Reserve Accounts Transactions

RESERVE FUND DETAILS	Opening Balance 1 July 2015	Transfers			Closing Balance 31 January 2016
		To Reserve	Interest	From Reserve	
Aged Persons Units Reserve	404,358	-	5,087	(32,468)	376,977
Asset Management Reserve	1,277,498	-	18,201	(135,463)	1,160,236
Asset Replacement Reserve	457,328	-	5,645	(165,201)	297,772
Banksia Park Reserve	173,273	-	2,247	(75,314)	100,206
Carried Forward Projects Reserve	4,065,475	-	-	(4,065,475)	-
CLAG Reserve	180,211	-	2,445	-	182,656
Community Services & Emergency Relief Reserve	24,542	-	350	-	24,892
Employee Leave Reserve	3,695,958	-	-	-	3,695,958
Family Day Care Reserve	1,282,200	-	17,878	-	1,300,078
Future Community Infrastructure Reserve	2,215,240	321,116	32,879	-	2,569,235
Golf Course Cottage Reserve	25,677	-	366	-	26,043
Infrastructure Reserve	167,558	-	2,367	(55,371)	114,554
Refuse Reserve	6,351,966	-	88,498	(19,590)	6,420,874
Settlement Agreement Reserve	150,000	64,042	-	-	214,042
Un-Restricted Reserves Sub Total	20,471,284	385,158	175,963	(4,548,882)	16,483,523

RESERVE FUND DETAILS	Opening Balance 1 July 2015	Transfers			Closing Balance 31 January 2016
		To Reserve	Interest	From Reserve	
DCA 1 - Hard Infrastructure - Bertram	1,758,122	-	25,088	-	1,783,210
DCA 2 - Hard Infrastructure - Wellard East	816,633	452,196	16,737	-	1,285,566
DCA 5 - Hard Infrastructure - Wandii	2,634,885	-	37,599	-	2,672,484
DCA 8 - Soft Infrastructure - Mandogalup	-	-	-	-	-
DCA 9 - Soft Infrastructure - Wandii/Anketell	8,422,111	40,237	120,650	(1,169)	8,581,829
DCA 10 - Soft Infrastructure - Casuarina/Anketell	-	-	-	-	-
DCA 11 - Soft Infrastructure - Wellard East	2,513,635	657,892	43,016	(18,928)	3,195,615
DCA 12 - Soft Infrastructure - Wellard West	4,651,447	209,493	67,343	(10,846)	4,917,437
DCA 13 - Soft Infrastructure - Bertram	260,897	4,766	3,751	(1,333)	268,081
DCA 14 - Soft Infrastructure - Wellard/Leda	268,434	281,460	4,387	(217,763)	336,518
DCA 15 - Soft Infrastructure - Townsite	83,377	152,886	1,505	(111,761)	126,007
Developer Contribution Reserves Sub Total	21,409,541	1,798,930	320,076	(361,800)	23,166,747
Reserves Total	41,880,825	2,184,088	496,039	(4,910,682)	39,650,270

All of the above reserve accounts are to be supported by money held in financial institutions.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

6. RESERVES

	January Actual \$	2015/16 Budget \$
Cash/Investment Backed Reserves		
(a) Aged Persons Units Reserve		
Opening Balance	404,358	404,358
Amount Set Aside / Transfer to Reserve	-	287,984
Interest Applied to Reserve	5,087	8,997
Amount Used / Transfer from Reserve	(32,468)	(275,315)
	<u>376,977</u>	<u>426,024</u>
(b) Asset Management Reserve		
Opening Balance	1,277,498	1,277,498
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	18,201	20,692
Amount Used / Transfer from Reserve	(135,463)	(817,377)
	<u>1,160,236</u>	<u>480,813</u>
(c) Asset Replacement Reserve		
Opening Balance	457,328	457,328
Amount Set Aside / Transfer to Reserve	-	250,000
Interest Applied to Reserve	5,645	7,308
Amount Used / Transfer from Reserve	(165,201)	(434,900)
	<u>297,772</u>	<u>279,736</u>
(d) Banksia Park DMF Reserve		
Opening Balance	173,273	173,273
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	2,247	2,705
Amount Used / Transfer from Reserve	(75,314)	(126,047)
	<u>100,206</u>	<u>49,931</u>
(e) Carried Forward Projects Reserve		
Opening Balance	4,065,475	4,065,475
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	(4,065,475)	(4,065,475)
	<u>-</u>	<u>-</u>
(f) CLAG Reserve		
Opening Balance	180,211	180,211
Amount Set Aside / Transfer to Reserve	-	48,450
Interest Applied to Reserve	2,445	4,176
Amount Used / Transfer from Reserve	-	(56,620)
	<u>182,656</u>	<u>176,217</u>
(g) Community Services & Emergency Relief Reserve		
Opening Balance	24,542	24,542
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	350	664
Amount Used / Transfer from Reserve	-	-
	<u>24,892</u>	<u>25,206</u>
(h) Employee Leave Reserve		
Opening Balance	3,695,958	3,695,958
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	-
	<u>3,695,958</u>	<u>3,695,958</u>
(i) Family Day Care Reserve		
Opening Balance	1,282,200	1,282,200
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	17,878	26,674
Amount Used / Transfer from Reserve	-	(563,000)
	<u>1,300,078</u>	<u>745,874</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

6. RESERVES

	January Actual \$	2015/16 Budget \$
Cash/Investment Backed Reserves		
(j) Future Community Infrastructure Reserve		
Opening Balance	2,215,240	2,215,240
Amount Set Aside / Transfer to Reserve	321,116	815,716
Interest Applied to Reserve	32,879	62,898
Amount Used / Transfer from Reserve	-	-
	<u>2,569,235</u>	<u>3,093,854</u>
(k) Golf Course Cottage Reserve		
Opening Balance	25,677	25,677
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	366	262
Amount Used / Transfer from Reserve	-	-
	<u>26,043</u>	<u>25,939</u>
(l) Infrastructure Reserve		
Opening Balance	167,558	167,558
Amount Set Aside / Transfer to Reserve	-	5,285,864
Interest Applied to Reserve	2,367	11,848
Amount Used / Transfer from Reserve	(55,371)	(2,650,343)
	<u>114,554</u>	<u>2,814,927</u>
(m) Refuse Reserve		
Opening Balance	6,351,966	6,351,966
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	88,498	139,221
Amount Used / Transfer from Reserve	(19,590)	(685,533)
	<u>6,420,874</u>	<u>5,805,654</u>
(n) Settlement Agreement Reserve		
Opening Balance	150,000	150,000
Amount Set Aside / Transfer to Reserve	64,042	64,042
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	(214,042)
	<u>214,042</u>	<u>-</u>
Un-Restricted Reserves Sub Total	<u>16,483,523</u>	<u>17,620,133</u>
Developer Contributions Reserve - DCA 1 - Hard		
(o) Infrastructure Bertram		
Opening Balance	1,758,122	1,758,122
Amount Set Aside / Transfer to Reserve	-	1,321,737
Interest Applied to Reserve	25,088	39,885
Amount Used / Transfer from Reserve	-	(308,167)
	<u>1,783,210</u>	<u>2,811,577</u>
Developer Contributions Reserve - DCA 2 - Hard		
(p) Infrastructure Wellard		
Opening Balance	816,633	816,633
Amount Set Aside / Transfer to Reserve	452,196	1,788,421
Interest Applied to Reserve	16,737	22,298
Amount Used / Transfer from Reserve	-	-
	<u>1,285,566</u>	<u>2,627,352</u>
Developer Contributions Reserve - DCA 5 - Hard		
(q) Infrastructure Wandi		
Opening Balance	2,634,885	2,634,885
Amount Set Aside / Transfer to Reserve	-	2,422,620
Interest Applied to Reserve	37,599	2,187
Amount Used / Transfer from Reserve	-	-
	<u>2,672,484</u>	<u>5,059,692</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

6. RESERVES

Cash/Investment Backed Reserves	January Actual \$	2015/16 Budget \$
Developer Contributions Reserve - DCA 8 -Soft		
(r) Infrastructure Mandogalup		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	-	2,739,088
Interest Applied to Reserve	-	(97,492)
Amount Used / Transfer from Reserve	-	-
	<u>-</u>	<u>2,641,596</u>
Developer Contributions Reserve - DCA 9 -Soft		
(s) Infrastructure Wandii/Anketell		
Opening Balance	8,422,111	8,422,111
Amount Set Aside / Transfer to Reserve	40,237	1,340,314
Interest Applied to Reserve	120,650	189,773
Amount Used / Transfer from Reserve	(1,169)	(96,339)
	<u>8,581,829</u>	<u>9,855,859</u>
Developer Contributions Reserve - DCA 10 -Soft		
(t) Infrastructure Casuarina/Anketell		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	-	710
Amount Used / Transfer from Reserve	-	-
	<u>-</u>	<u>710</u>
Developer Contributions Reserve - DCA 11 -Soft		
(u) Infrastructure Wellard East		
Opening Balance	2,513,635	2,513,635
Amount Set Aside / Transfer to Reserve	657,892	3,952,278
Interest Applied to Reserve	43,016	75,035
Amount Used / Transfer from Reserve	(18,928)	(166,390)
	<u>3,195,615</u>	<u>6,374,558</u>
Developer Contributions Reserve - DCA 12 -Soft		
(v) Infrastructure Wellard West		
Opening Balance	4,651,447	4,651,447
Amount Set Aside / Transfer to Reserve	209,493	1,309,184
Interest Applied to Reserve	67,343	157,233
Amount Used / Transfer from Reserve	(10,846)	(67,217)
	<u>4,917,437</u>	<u>6,050,647</u>
Developer Contributions Reserve - DCA 13 -Soft		
(w) Infrastructure Bertram		
Opening Balance	260,897	260,897
Amount Set Aside / Transfer to Reserve	4,766	480,481
Interest Applied to Reserve	3,751	18,715
Amount Used / Transfer from Reserve	(1,333)	(147,617)
	<u>268,081</u>	<u>612,476</u>
Developer Contributions Reserve - DCA 14 -Soft		
(x) Infrastructure Wellard/Leda		
Opening Balance	268,434	268,434
Amount Set Aside / Transfer to Reserve	281,460	506,716
Interest Applied to Reserve	4,387	6,595
Amount Used / Transfer from Reserve	(217,763)	(430,352)
	<u>336,518</u>	<u>351,393</u>
Developer Contributions Reserve - DCA 15 -Soft		
(y) Infrastructure Townsite		
Opening Balance	83,377	83,377
Amount Set Aside / Transfer to Reserve	152,886	230,760
Interest Applied to Reserve	1,505	2,124
Amount Used / Transfer from Reserve	(111,761)	(163,886)
	<u>126,007</u>	<u>152,375</u>
Developer Contributions Reserves Sub Total	<u>23,166,747</u>	<u>36,538,235</u>
Total Cash/Investment Backed Reserves	<u>39,650,270</u>	<u>54,158,368</u>

All of the above reserve accounts are to be supported by money held in financial institutions.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

6. RESERVES

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Aged Persons Units Reserve

This Reserve has been established to provide funds for the capital acquisition and maintenance of the Aged Persons Units, Callistemon Court

Arts Centre Reserve

This Reserve was established to cover any increases in the cost of operations and maintenance for the Kwinana Arts Centre

Asset Management Reserve

This Reserve is utilised to provide funds for renewal projects for the City's building and infrastructure assets.

Asset Replacement Reserve

This Reserve is utilised to replace existing fleet, plant and other City assets

Banksia Park Reserve

This Reserve has been established to provide funds for the capital acquisition and maintenance of the Banksia Park Retirement Village

Carried Forward Projects Reserve

The Reserve is utilised to restrict funds required to complete projects from prior financial years

CLAG Reserve

This Reserve has been established to provide funds for the prevention and education of Mosquito management.

Community Services & Emergency Relief Reserve

This Reserve is established to provide funding to alleviate the effect of any disaster within the City of Kwinana boundaries and to provide funds to

Employee Leave Reserve

This Reserve is established for the purpose of ensuring that adequate funds are available to finance employee leave entitlements

Family Day Care Reserve

This Reserve provides for the capital acquisitions and maintenance of this facility

Future Community Infrastructure Reserve

This Reserve is established to accumulate the City's contributions for the capital funding of future community infrastructure in accordance with Town Planning Scheme #2

Golf Course Cottage Reserve

This Reserve was established to provide funds for the maintenance of this building

Infrastructure Reserve

This Reserve was established to provide funds to create new City assets

Refuse Reserve

This Reserve was established to provide funds for the costs and subsidy of Waste Management in the City

Settlement Agreement Reserve

This Reserve was established to provide funds to account for future negotiated settlement agreement payments.

DCA 1 - Hard Infrastructure - Bertram

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 1 - Hard Infrastructure Bertram

DCA 2 - Hard Infrastructure - Wellard

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 2 - Hard Infrastructure Wellard

DCA 5 - Hard Infrastructure - Wandí

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 5 - Hard Infrastructure Wandí

DCA 8 - Soft Infrastructure - Mandogalup

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 8 - Soft Infrastructure Mandogalup

DCA 9 - Soft Infrastructure - Wandí/Anketell

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 9 - Soft Infrastructure Wandí/Anketell

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6. RESERVES

DCA 10 - Soft Infrastructure - Casuarina/Anketell

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 10 - Soft Infrastructure Casuarina/Anketell

DCA 11 - Soft Infrastructure - Wellard East

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 11 - Soft Infrastructure Wellard East

DCA 12 - Soft Infrastructure - Wellard West

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 12 - Soft Infrastructure Wellard West

DCA 13 - Soft Infrastructure - Bertram

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 13 - Soft Infrastructure Bertram

DCA 14 - Soft Infrastructure - Wellard/Leda

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 14 - Soft Infrastructure Wellard/Leda

DCA 15 - Soft Infrastructure - Townsite

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 15 - Soft Infrastructure Townsite

7. NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position

	January 2016 Actual \$	Brought Forward 1-Jul \$
CURRENT ASSETS		
Cash - Unrestricted	15,898,648	6,397,721
Cash - Restricted (Reserves)	39,650,270	41,880,825
Cash - Restricted (Unspent Loan Funds)	87,570	94,436
Cash - Restricted (Restricted Creditors)	3,973,473	5,628,468
Rates - Current	10,649,416	1,429,979
Sundry Debtors	704,568	508,044
GST Receivable	-	531,719
Accrued Receivables	-	676,467
Inventories	31,798	20,926
	<u>70,995,743</u>	<u>57,168,585</u>
LESS: CURRENT LIABILITIES		
Sundry Creditors	(463,142)	(5,019,833)
Accrued payables - Current	-	(1,627,317)
Current Borrowings	(3,170,480)	(3,170,480)
Provisions - Current	(4,101,552)	(4,101,552)
	<u>(7,735,174)</u>	<u>(13,919,182)</u>
Net Current Asset Position (Prior to Adjustment)	63,260,569	43,249,403
Less:		
Cash Restricted - (Unspent Loan Funds)	(87,570)	(94,436)
Cash Restricted - (Restricted Creditors)	(3,973,473)	(5,628,468)
Cash Restricted - (Reserves)	(39,650,270)	(41,880,825)
	<u>(43,711,313)</u>	<u>(47,603,729)</u>
Add Back:		
Cash Backed Leave Reserve - Current	4,101,552	4,101,552
Current Loan Liability	3,170,480	3,170,480
	<u>7,272,032</u>	<u>7,272,032</u>
	<u>\$ 26,821,288</u>	<u>\$ 2,917,706</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

8. RATING INFORMATION

RATE TYPE		Rate in \$	Number of Properties	Rateable Value \$	2015/16 Actual Rate Revenue \$	2015/16 Actual Interim Rates \$	2015/16 Back Rates \$	2015/16 Total Revenue \$	2015/16 Total Budget \$
Differential General Rate									
<i>Gross Rental Value (GRV)</i>									
1928	Improved Residential	0.07090	9,505	164,440,828	11,658,854	779,371	-	12,438,225	12,508,855
1929	Vacant Residential	0.17450	582	8,342,505	1,455,767	411,814	-	1,867,581	1,455,767
1933	Improved Special Rural	0.06199	712	16,742,680	1,037,879	7,049	-	1,044,928	1,037,879
1966	Light Industrial and Commercial	0.08817	151	22,840,315	2,013,831	(35,791)	-	1,978,040	2,013,831
1967	General Industry and Service Commercial	0.07510	311	33,179,469	2,491,778	20,865	-	2,512,643	2,491,778
1968	Large Scale General Industry and Service Commercial	0.07792	47	50,218,935	3,913,059	164,462	-	4,077,521	3,913,059
<i>Improved Value (UV)</i>									
1969	General Industrial	0.03464	3	121,200,000	4,198,368	-	-	4,198,368	4,198,368
1970	Rural	0.00450	188	182,787,000	822,542	(30,471)	-	792,071	822,542
1971	Mining	0.00770	13	27,291,000	210,141	11,562	-	221,703	210,141
1972	Urban/Urban Deferred	0.00594	294	229,856,000	1,365,345	(421,072)	-	944,273	1,365,345
			11,806	856,898,732	29,167,564	907,789	-	30,075,353	30,017,565

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY

.. RATING INFORMATION (Continued)

	Minimum \$	Number of Properties	Rateable Value \$	2015/16 Actual Rate Revenue \$	2015/16 Actual Interim Rates \$	2015/16 Back Rates \$	2015/16 Total Revenue \$	2015/16 Total Budget \$
Minimum Payments								
Gross Rental Value (GRV)								
1928 Improved Residential	916	2,655	31,262,248	2,431,980	-	-	2,431,980	2,431,980
1929 Vacant Residential	916	1,117	5,038,102	1,023,172	-	-	1,023,172	1,023,172
1933 Improved Special Rural	916	5	68,260	4,580	-	-	4,580	4,580
1966 Light Industrial and Commercial	1190	19	168,058	22,610	-	-	22,610	22,610
1967 General Industry and Service Commercial	1190	36	287,043	42,840	-	-	42,840	42,840
1968 Large Scale General Industry and Service Commercial	1190	0	-	-	-	-	-	-
Improved Value (UV)								
1969 General Industrial	1190	0	-	-	-	-	-	-
1970 Rural	916	11	1,453,000	10,076	-	-	10,076	10,076
1971 Mining	1190	1	15,000	1,190	-	-	1,190	1,190
1972 Urban/Urban Deferred	1190	72	13,589,600	85,680	-	-	85,680	85,680
Sub-Totals		3,916	51,881,311	3,622,128	-	-	3,622,128	3,622,128
							33,697,481	33,639,693
Specified Area Rates								
							-	-
Totals		15,722	908,780,043	32,789,692	907,789	-	33,697,481	33,639,693

The City of Kwinana raises rates on all land within its boundaries, except exempt land, using a combination of dual rating and differential rating. Generally land within the urban area is rated at Gross Rental Value (GRV) and land within the rural area being rated with Unimproved Valuations (UV). Certain Town Planning zonings have attracted different rates so as to achieve greater equity within the urban and rural sectors.

The general rates detailed above for the 2015/16 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

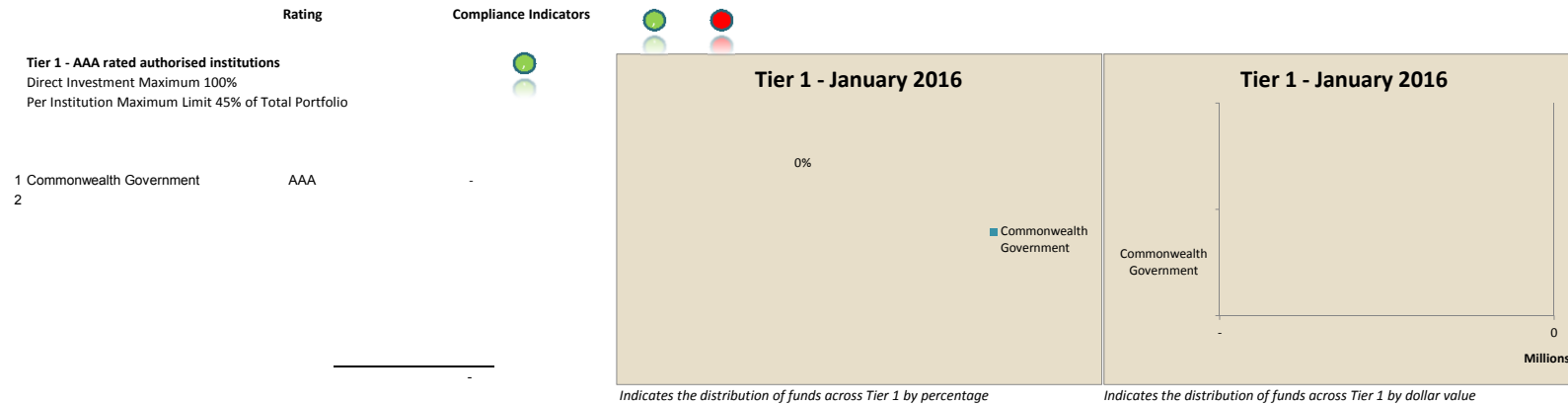
CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

9. TRUST FUNDS

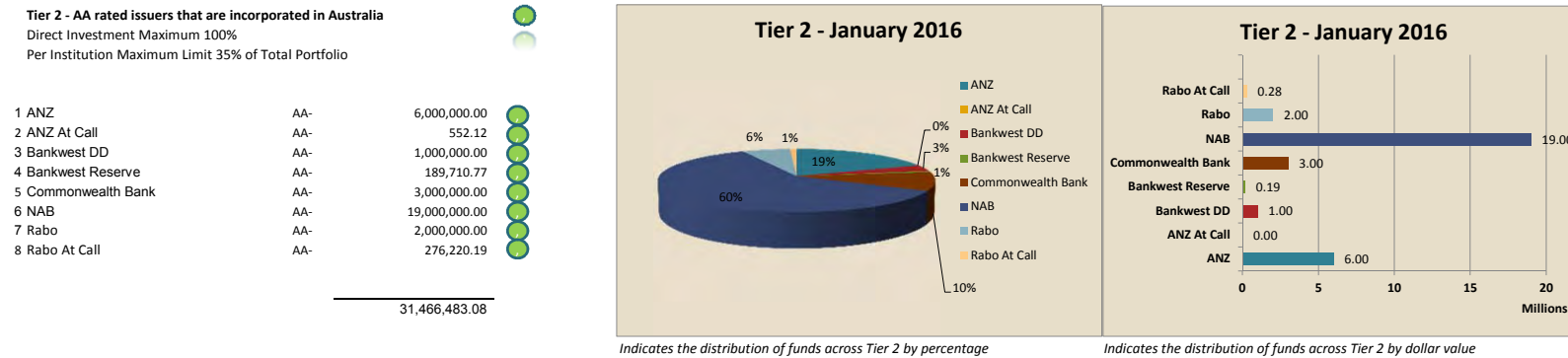
Funds held at balance date over which the Municipality has no control and which are not included in this financial statements are as follows:

	Balance 1-Jul-15 \$	Amounts Received \$	Amounts Paid \$	Balance 2015/16 \$
Apex - Kwinana Carols by Candlelight	1,403	-	(1,403)	-
Kwinana Basketball Courts	1,813	-	(1,813)	-
	<u>3,216</u>	<u>-</u>	<u>(3,216)</u>	<u>-</u>

City of Kwinana
Statement of Investments
For the Period Ending 31 January 2016



Comment: Tier 1 rates available to the City were not favourable and therefore no funds were invested in this tier.



Comment: Funds were allocated in accordance with the guidelines of Investment Policy.

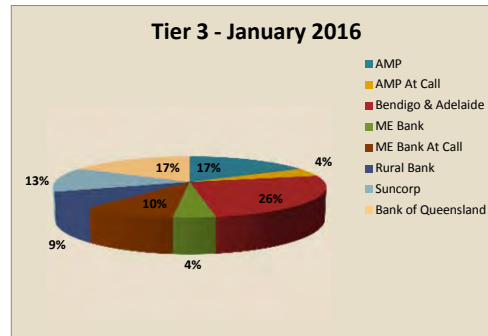
City of Kwinana
Statement of Investments
For the Period Ending 31 January 2016



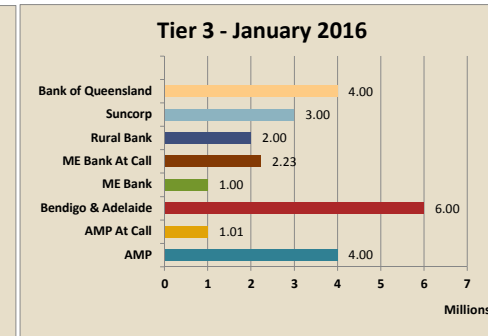
Tier 3 - other investment grade authorised institutions
Direct Investment Maximum 40%
Per Institution Maximum Limit 20% of Total Portfolio

1 AMP	A+	4,000,000.00	
2 AMP At Call	A+	1,010,746.25	
3 Bendigo & Adelaide	A-	6,000,000.00	
4 ME Bank	BBB	1,000,000.00	
5 ME Bank At Call	BBB	2,233,544.13	
6 Rural Bank	A-	2,000,000.00	
7 Suncorp	A+	3,000,000.00	
8 Bank of Queensland	A-	4,000,000.00	

23,244,290.38



Indicates the distribution of funds across Tier 3 by percentage



Indicates the distribution of funds across Tier 3 by dollar value

Comment: Funds were allocated in accordance with the guidelines of Investment Policy.

Tier 4 - other compliant authorised institutions
Direct Investment Maximum 30%
Per Institution Maximum Limit 5% of Total Portfolio

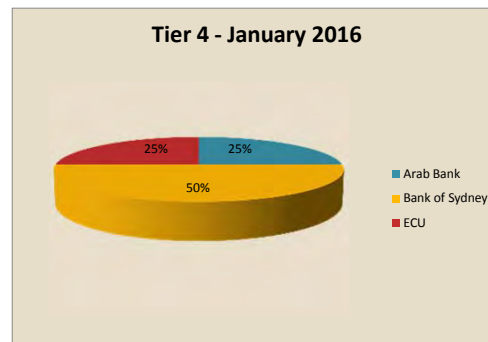
Term Deposits			
1 Arab Bank	BB+	1,000,000.00	
2 Bank of Sydney	UR	2,000,000.00	
3 ECU	UR	1,000,000.00	

FRNs -

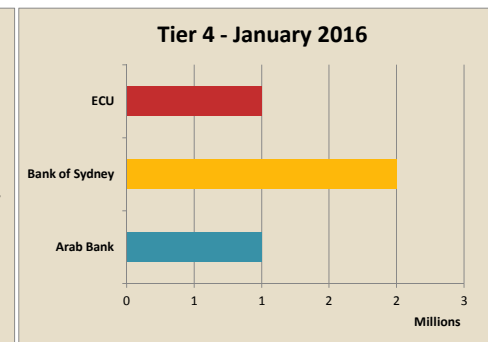
CDOs -
MA S6-7 (Parkes IA'AAA') NR
MA S6-7 (Parkes IIA'AAA') NR

4,000,000.00

\$ 58,710,773.46



Indicates the distribution of funds across Tier 4 by percentage



Indicates the distribution of funds across Tier 4 by dollar value

Comment: Funds were allocated in accordance with the guidelines of Investment Policy.

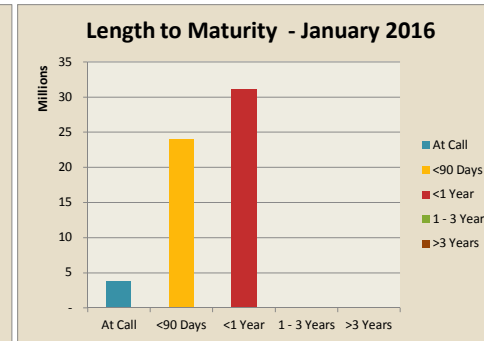
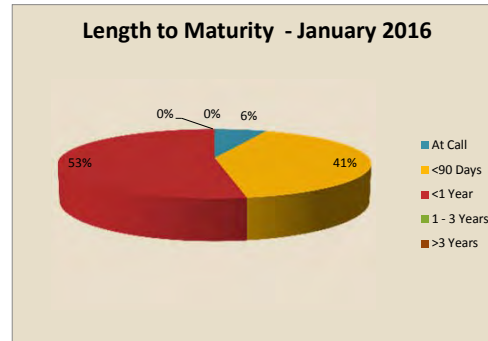
Legend

FRNs Floating Rate Notes
CDOs Collateralised Debt Obligations

City of Kwinana
Statement of Investments
For the Period Ending 31 January 2016



At Call	3,710,773.46	●
<90 Days	24,000,000.00	●
<1 Year	31,000,000.00	●
1 - 3 Years	-	●
>3 Years	-	●
\$	58,710,773.46	



Portfolio Term to Maturity Limits

At Call investment

Compliance Indicator

Funds invested for 90 days or less
100% (with 10% minimum) of Total Portfolio
Compliance Indicator

Funds invested for between 90 days and up to 1 year
100% (with 40% minimum) of Total Portfolio
Compliance Indicator

Funds invested for between 1 and 3 years
60% (Bonds Only) of Total Portfolio
Compliance Indicator

Funds invested for greater than 3 years
0% of Total Portfolio
Compliance Indicator

At Call	<90 Days	<1 Year	1-3 Years	>3 Years
\$ 3,710,773.46 6.32% ✓				
	\$ 24,000,000.00 40.88% ✓			
		\$ 31,000,000.00 52.80% ✓		
			\$ - 0.00% ✓	
				\$ - 0.00% ✓

Comment: Portfolio compliant with the Policy

Portfolio Credit Framework

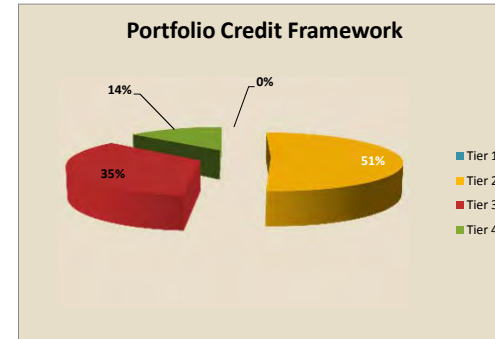
Direct Investment Maximum 100%
Per Institution Maximum Limit 45% of Total Portfolio

Direct Investment Maximum 100%
Per Institution Maximum Limit 35% of Total Portfolio

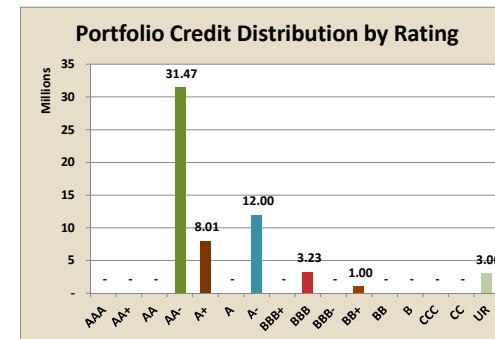
Direct Investment Maximum 40%
Per Institution Maximum Limit 20% of Total Portfolio

Direct Investment Maximum 30%
Per Institution Maximum Limit 5% of Total Portfolio

Tier 1	Tier 2	Tier 3	Tier 4
0.00% ✓			
	53.60% ✓		
		39.59% ✓	
			6.81% ✓

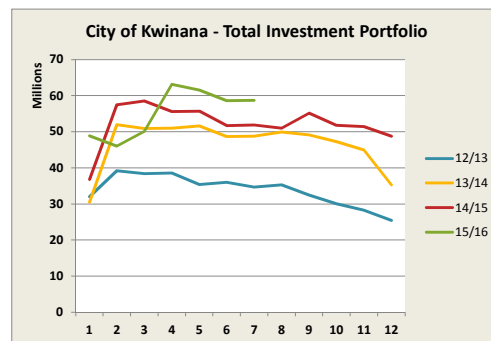


Indicates the distribution of funds across the 4 Tiers

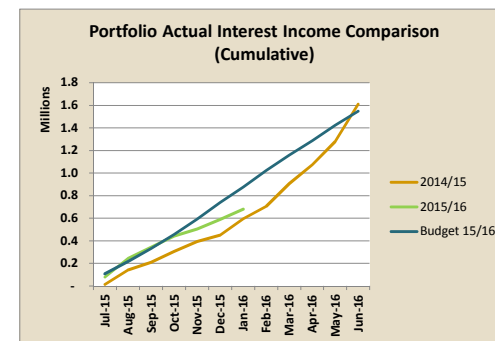


Indicates the distribution of funds by credit rating

Comment: Portfolio compliant with the Policy



Indicates the total amount invested at the report date compared to prior years



Indicates the amount of interest earned on investments for the period to report date

16.8 Monthly Statement of Financial Activity for the Period Ending 29 February 2016

SUMMARY:

The Monthly Statement of Financial Activity and explanation of material variances for the period ending 29 February 2016 has been prepared for Council acceptance.

OFFICER RECOMMENDATION:

That Council accepts:

1. The Monthly Statements of Financial Activity for the period ending 29 February 2016; and
2. The explanations for material variances for the period ending 29 February 2016.

DISCUSSION:

Variance percentages between budget estimates to the end of February and actual amounts to the end of February have been presented in the attached Statement of Financial Activity.

The material variances that are required to be reported on are:

Description	Actual	Y-T-D Budget		Variance (%)
Directorate City Strategy Revenue	334,483	162,339	▲	106.04%
Directorate City Development Revenue	3,521,936	10,550,170	▼	(66.62%)
Directorate City Strategy Expenditure	(2,728,763)	(3,574,007)	▼	23.65%
Directorate Corporate and Engineering Services Expenditure	(14,192,000)	(18,228,840)	▼	22.15%
Directorate City Living Expenditure	(16,042,320)	(18,198,977)	▼	11.85%
Directorate City Development Expenditure	(2,231,730)	(3,023,726)	▼	26.19%
Depreciation on Assets	5,589,890	7,705,878	▼	27.46%
Purchase Computing Equipment	(181,539)	(405,900)	▼	55.27%

16.8 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 29 FEBRUARY 2016

Description	Actual	Y-T-D Budget		Variance (%)
Purchase Plant and Machinery	(243,034)	(551,526)	▼	55.97%
Purchase Transportation Vehicles	(745,259)	(954,225)	▼	21.90%
Purchase Land and Buildings	(981,193)	(1,526,122)	▼	35.71%
Purchase Reserve Development	(515,436)	(1,035,868)	▼	50.24%
Purchase Playground Equipment	(900,066)	(45,850)	▲	(1,863.07%)
Purchase Infrastructure – Urban Road Grant	(1,729,492)	(2,314,135)	▼	25.26%
Purchase Infrastructure – Black Spot Grant	(1,972,571)	(2,245,458)	▼	12.15%
Purchase Infrastructure – Roads to Recovery	(123,039)	(949,019)	▼	87.04%
Purchase Infrastructure – Road Resurfacing	(908)	(301,825)	▼	99.70%
Purchase Infrastructure – Drainage	(369,185)	(1,037,957)	▼	64.43%
Purchase Infrastructure – Municipal Roadworks	(492,182)	(734,550)	▼	33.00%
Transfer to Reserves (Restricted Assets)	(3,433,989)	(10,109,858)	▼	66.03%

Note: A negative (%) variance indicates additional expenditure or reduced revenue than budgeted. A positive % variance indicates additional revenue or reduced expenditure than budgeted.

Directorate City Strategy Revenue – 106.04%

This area shows increased income mainly due to the following areas:

- a. Governance (*Governance and Compliance*) – This area shows an increase in revenue mainly due to receipt of credit adjustment and dividend payment from LGIS. This unbudgeted income will be addressed as part of budget review.

Directorate City Development Revenue – (66.62%)

This area shows reduced income mainly due to the following areas:

- b. Planning and Building Services (*Developer Contributions Administration*) – Developer Contributions towards the Hard and Soft Infrastructure in the Wandi, Bertram & Anketell areas were less than had been projected to date. This relates to:
 - DCA1 where it was forecasted that stages II and III of a Private Estate would commence however stage II occurred earlier than expected in late 2014/15 and Stage III is now expected to be cleared in Feb/March 2016. It is further expected that the delay in gazettal of Amendment 132 will affect this budget forecast.
 - DCA 5 Honeywood Rise where it was anticipated that 67 lots (Stage 3) and 53 lots (Stage 4) would be cleared in the first half of FY 15/16. These clearances have not occurred.

16.8 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 29 FEBRUARY 2016

- DCA 9 Honeywood Rise where it was anticipated that 67 lots (Stage 3) and 53 lots (Stage 4) would be cleared in the first half of FY 15/16. These clearances have not occurred.
- DCA11 Initial estimates included Sunrise Estate Stage 8 (61 lots) as well as Wellard Glen Private Estate Stage 2 clearances in the first half of FY 15/16. These clearances have yet to occur.
- DCA13 – the Draft Community Infrastructure Plan 2015 for population/dwelling projections for 15/16 informed this budget. The plan estimates about 25 dwellings per quarter; however little development has occurred in this DCA to date.

Director City Strategy Expenditure – 23.65%

This area shows reduced expenditure mainly due to the following areas:

- a. Economic Development (*Development Initiatives*) – Recruitment of the new Economic Development Officer is not due to occur until the third quarter resulting in a timing variance.
- b. Executive Office (*Marketing and Communications*) – expenditure in relation to the new Corporate Website had been forecasted to occur in previous months however this project has been delayed due to the Indian Ocean Gateway proposal.
- c. Governance (*Governance and Compliance*) – expenditure in relation to the Transformation project is yet to be approved until project documentation is complete.
- d. Human Resource Management (*Human Resources*) – expenditure is less than budgeted in employee expenditure due to less advertising required due to vacant positions being put on hold. In addition, staff training expenditure has been less than predicted.

Director Corporate and Engineering Expenditure – 22.15%

This area shows reduced expenditure mainly due to the following;

- a. ICT (*Software Applications*) – the monthly Managed Services invoices had not been processed due to queries with the service. Payment has since been made in the month of March, resulting in a timing variance.

Director City Living Expenditure – 11.85%

This area shows reduced expenditure mainly due to the following;

- a. Environmental Health Services (*Waste Management*) – purchase orders have been raised in the system; services on-going and costs expected. Variance is also due to budgeting costs evenly over 12 month period and delays in receiving invoices, timing variance.

Director City Development Expenditure – 26.19%

This area shows reduced expenditure mainly due to the following areas:

- a. Planning and Building Services (*Developer Contributions Administration*) – Consultants are either yet to be engaged in relation to Hard Infrastructure or invoices are yet to be received in relation to general Developer Contribution projects.
- b. Planning and Building Services (*Strategic Planning*) – Recruitment for the vacant position will not commence until the new Organisational Structure is finalised resulting in savings in salaries, this is partially offset to date by increased costs associated with contract salaries. In addition, consultants are yet to be engaged to finalise the Local Planning Strategy and undertake related planning studies.

16.8 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 29 FEBRUARY 2016Depreciation on Assets – 27.46%

Nil effect on rates as non-cash item. Depreciation less than budgeted due to depreciation processing in system is at 31 December 2015, resulting in a timing variance.

Purchase Computing Equipment – 55.27%

Re-cabling of the Recquatic centre had been delayed pending receipt of an updated quote. Purchase orders have now been raised and works scheduled. Purchase of software to enable online bookings of the City's facilities will be delayed until all project documentation is complete.

Purchase Plant and Machinery – 55.97%

Purchase of Depot 4.5T Drainage Truck was budgeted to commence in December however will go to request for quote at the end of February 2016. Evaluation is anticipated to take up to 4 weeks at which time funds will be committed.

Purchase Transportation Vehicles – 21.90%

Purchase orders have been raised for all remaining vehicles and deliveries are scheduled over the coming months.

Purchase Land and Buildings – 35.71%

Delayed adoption of the annual budget made it necessary to reschedule a number of projects. The contract for the Koorliny Arts Centre Emergency systems renewal and upgrades was awarded in October and works have commenced. The project is expected to be complete in late February subject to centre availability. Re-roofing of the Rotary Building is now scheduled to commence in February/March 2016. Aged Persons projects are due to be completed in February 2016. The final contract for the CCTV project is yet to be drawn up however installation and commissioning is forecasted to occur mid February 2016.

Purchase Reserve Development – 50.24%

Delayed adoption of the annual budget contributed to postponements for all projects. Works on carried forward projects, Hennessy and Skottowe Parks were further delayed by the tender process however are now substantially complete and invoices are expected. The M^cGuigan Park upgrade was initially delayed by the contractor and availability of equipment, works are now due to be complete at the end of February 2016. The discovery of asbestos at Kwinana Beach Road delayed the streetscape beautification project. Completion will now occur in April/May when the weather is more conducive to the planting of tube stock. Tender process timeframes also resulted in the delayed award of contract for the Meares Avenue upgrade. Intermittent attendance by the irrigation contractor at the site to undertake irrigation works has caused further delays and completion is now expected in late February early February 2016. Bore replacements are hard to predict however scheduled replacements are now expected to occur after the summer season. The City Centre irrigation system was designed without the need to replace the iron filtration unit and is therefore now complete.

Purchase Playground Equipment – (1,863.07%)

Works on the Calista Oval Destination Adventure Playground have commenced with purchase orders in the system. Initial works involved the demolition of buildings at Calista Oval.

Purchase Infrastructure – Urban Road Grant – 25.26%

Sulphur Road/Meares Ave works were programmed to commence in late October however design work resulted in the revised commencement and expected completion to be December.

16.8 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 29 FEBRUARY 2016

The design of Mandurah Road works has resulted in a revised commencement in the New Year. Guard rails are to be installed on the newly constructed Gilmore Avenue dual carriageway that had not been anticipated as being necessary. Works are now complete and awaiting final invoice.

Structure plans submitted by land owners adjoining the Bertram Road dual carriageway project for subdivision have resulted in the deferment of the project possibly until 2017/18.

Infrastructure – Black Spot Grant – 12.15%

Anketell roadworks are significantly progressed and works are ongoing. Costs are expected over the next 2 to 3 months. The contract has been issued for commencement of the Chisham, Gilmore and Harlow project with forecasted completion to be March 2016.

Infrastructure – Roads to Recovery – 87.04%

Delayed adoption of the annual budget made it necessary to reschedule a number of projects. Ougden Way is due to be complete in February 2016.

Infrastructure – Road Resurfacing – 99.70%

Delayed adoption of the annual budget made it necessary to reschedule a number of projects.

Infrastructure – Drainage – 64.43%

Mandurah Road drainage works were incomplete due to the contractor being in liquidation. A replacement contractor was engaged and works are substantially complete. Invoices are expected during the next month.

Infrastructure – Municipal Roadwork's – 33.00%

Roadwork's scheduled for Nunney Road, Orelia will no longer be going ahead. This has been addressed in Budget Review 2015/2016.

Transfers to Reserves – 66.03%

Transfers to Reserves are processed monthly as funds are received.

Investment activity February 2016

- *Tier 1* – Investment rates available to the City were not favourable therefore no funds were invested in this tier.
- *Tier 2* – Funds were allocated in accordance with the guidelines of the Investment Policy.
- *Tier 3* – Funds were allocated in accordance with the guidelines of the Investment Policy.
- *Tier 4* – Funds were allocated in accordance with the guidelines of the Investment Policy.

Investment in Tier 3 institutions for the month slightly exceeded the maximum allowable amount as a result of maturities during the month. This will be rectified as soon as is practicable.

LEGAL/POLICY IMPLICATIONS:

Local Government (Financial Management) Regulations – Clause 34.

16.8 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 29 FEBRUARY 2016

FINANCIAL/BUDGET IMPLICATIONS:

As outlined in the 'Discussion' and 'Risk' sections.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

Continuous monitoring and review ensures the future sustainability of the City through the implementation of sound revenue and expenditure policies, and seeking additional revenue sources.

RISK IMPLICATIONS:

The report is provided to highlight 'over' and 'under' provisions, revenues and expenditures. Monitoring the City's financials enables the City to suitably manage these financial risks by allowing for suitable responsible adjustments to be proposed if necessary. No such adjustments are considered to be required at this point in time.

COUNCIL DECISION

178

MOVED CR S LEE

SECONDED CR B THOMPSON

That Council accepts:

1. **The Monthly Statements of Financial Activity for the period ending 29 February 2016; and**
2. **The explanations for material variances for the period ending 29 February 2016.**

**CARRIED
8/0**



CITY OF KWINANA

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

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Statement of Financial Activity	2
Income Statement by Program	3
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Notes to and Forming Part of the Financial Report	5 to 20

CITY OF KWINANA
RATE SETTING STATEMENT by DIRECTORATE
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

	NOTE	February		2015/2016 Revised Budget \$	Variance Budget to Actual	
		2016 Actual \$	2016 Y-T-D Budget \$		YTD \$	Y-T-D %
Revenues	1					
Directorate City Strategy		334,483	162,339	3,712,212	▲	(172,144) (106.04%)
Directorate Corporate & Engineering Services		7,060,128	6,904,393	11,739,239		
Directorate City Living		14,125,987	13,071,596	15,877,171		
Directorate City Development		3,521,936	10,550,170	17,538,093	▼	7,028,234 66.62%
		<u>25,042,534</u>	<u>30,688,498</u>	<u>48,866,715</u>		
Expenses	1					
Directorate City Strategy		(2,728,763)	(3,574,007)	(5,058,768)	▼	(845,244) 23.65%
Directorate Corporate & Engineering Services		(14,192,000)	(18,228,840)	(28,378,168)	▼	(4,036,840) 22.15%
Directorate City Living		(16,042,320)	(18,198,977)	(27,745,018)	▼	(2,156,657) 11.85%
Directorate City Development		(2,231,730)	(3,023,726)	(4,659,209)	▼	(791,996) 26.19%
		<u>(35,194,813)</u>	<u>(43,025,550)</u>	<u>(65,841,163)</u>		
NET OPERATING RESULT EXCLUDING RATES		<u>(10,152,279)</u>	<u>(12,337,052)</u>	<u>(16,974,448)</u>		
Adjustments for Cash Budget Requirements:						
Non-Cash Expenditure and Revenue						
(Profit)/Loss on Asset Disposals	4	(43,170)	(32,664)	22,651		
Depreciation on Assets		5,589,890	7,705,878	11,558,780	▼	2,115,988 27.46%
Movement in Deferred Pensioner Rates		23,869	-	-		
Movement in Employee Leave Provision		-	-	-		
Capital Expenditure						
Purchase Furniture and Equipment	3	(52,277)	(143,735)	(149,935)		
Purchase Computing Equipment	3	(181,539)	(405,900)	(441,900)	▼	(224,361) 55.27%
Purchase Plant and Machinery	3	(243,034)	(551,970)	(561,750)	▼	(308,936) 55.97%
Purchase Transportation Vehicles	3	(745,259)	(954,225)	(954,225)	▼	(208,966) 21.90%
Purchase Land and Buildings	3	(981,193)	(1,526,122)	(2,566,205)	▼	(544,929) 35.71%
Purchase Reserve Development	3	(515,436)	(1,035,868)	(1,559,018)	▼	(520,432) 50.24%
Purchase Playground Equipment	3	(900,066)	(45,850)	(6,461,268)	▲	854,216 (1,863.07%)
Purchase Infrastructure - Urban Road Grant	3	(1,729,492)	(2,314,135)	(2,314,135)	▼	(584,643) 25.26%
Purchase Infrastructure - Black Spot Grant	3	(1,972,571)	(2,245,458)	(2,245,458)	▼	(272,887) 12.15%
Purchase Infrastructure - Roads to Recovery	3	(123,039)	(949,019)	(1,159,269)	▼	(825,980) 87.04%
Purchase Infrastructure - Road Resurfacing	3	(908)	(301,825)	(301,825)	▼	(300,917) 99.70%
Purchase Infrastructure - Street Lights	3	(1,200)	(25,000)	(25,000)		
Purchase Infrastructure - Bus Shelters	3	-	(20,000)	(20,000)		
Purchase Infrastructure - Footpaths	3	(95,377)	(113,000)	(113,000)		
Purchase Infrastructure - Drainage	3	(369,185)	(1,037,957)	(1,092,957)	▼	(668,772) 64.43%
Purchase Infrastructure - Other Structures	3	-	-	-		
Purchase Infrastructure - Municipal Roadworks	3	(492,182)	(734,550)	(924,550)	▼	(242,368) 33.00%
Purchase Infrastructure - Car Parks	3	-	-	-		
		<u>(8,402,758)</u>	<u>(12,404,614)</u>	<u>(20,890,495)</u>		
Capital Revenue						
Proceeds from Disposal of Assets	4	<u>267,625</u>	<u>278,700</u>	<u>1,956,800</u>		
		267,625	278,700	1,956,800		
Financing Expenditure & Revenue						
Repayment of Loans Principal	5	(409,377)	(409,377)	(670,482)		
Repayment of Liquidity Advance	5	-	-	(2,500,000)		
Self-Supporting Loan Principal Revenue	5	39,127	-	66,272		
Proceeds from New Loan Borrowings	5	-	-	3,274,377		
Transfer from Loan Fund for Capital	5	6,865	38,913	94,435		
Transfers to Reserves (Restricted Assets)	6	(3,433,987)	(10,109,858)	(23,643,655)	▼	(6,675,871) 66.03%
Transfers from Reserves (Restricted Assets)	6	<u>5,064,382</u>	<u>5,197,270</u>	<u>11,366,111</u>		
		1,630,395	(4,912,588)	(12,277,544)		
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	7	2,917,706	2,699,961	2,699,961		
LESS Estimated Surplus/(Deficit) Year to Date	7	25,251,269	14,066,850	-		
Amount Required to be Raised from Rates	8	<u>(33,783,376)</u>	<u>(33,439,693)</u>	<u>(33,639,693)</u>		

This statement is to be read in conjunction with the accompanying notes.

CITY OF KWINANA
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

	NOTE	February 2016 Actual \$	February 2016 Y-T-D Budget \$	2015/2016 Revised Budget \$
Revenues	1			
General Purpose Funding		36,814,079	36,180,880	37,465,082
Governance		176,301	34,387	35,971
Law, Order, Public Safety		343,789	332,310	439,128
Health		89,820	196,549	239,815
Education and Welfare		4,524,647	3,552,476	5,315,501
Community Amenities		9,779,030	16,534,310	23,350,846
Recreation and Culture		1,813,277	1,876,163	2,764,369
Transport		162,397	194,878	272,867
Economic Services		890,016	803,970	1,220,044
Other Property and Services		273,369	148,695	235,140
		<u>54,866,725</u>	<u>59,854,618</u>	<u>71,338,763</u>
Expenses Excluding Finance Costs	1			
General Purpose Funding		(781,225)	(997,903)	(1,652,948)
Governance		(3,329,216)	(4,101,450)	(5,617,767)
Law, Order, Public Safety		(1,306,530)	(1,541,062)	(2,402,509)
Health		(641,136)	(809,420)	(1,209,851)
Education and Welfare		(5,766,622)	(5,119,814)	(7,655,761)
Community Amenities		(4,841,502)	(7,402,981)	(11,630,450)
Recreation & Culture		(9,482,066)	(11,321,757)	(16,958,591)
Transport		(5,175,167)	(7,579,254)	(11,771,132)
Economic Services		(847,792)	(1,094,387)	(1,754,233)
Other Property and Services		(2,473,327)	(2,448,557)	(3,886,574)
		<u>(34,644,583)</u>	<u>(42,416,585)</u>	<u>(64,539,816)</u>
		20,222,142	17,438,033	6,798,947
Finance Costs	1			
Governance		(33,780)	(34,561)	(67,973)
Education and Welfare		(47,929)	(49,380)	(98,385)
Recreation & Culture		(405,267)	(413,680)	(830,099)
Transport		(55,117)	(87,160)	(169,766)
Economic Services		(1,526)	(2,336)	(2,336)
		<u>(543,619)</u>	<u>(587,117)</u>	<u>(1,168,559)</u>
Grants/Contributions for the Development of Assets				
Governance		7,826	-	-
Law, Order, Public Safety		135,000	150,000	150,000
Recreation and Culture		395,619	427,631	3,166,305
Transport		3,097,160	3,380,996	4,023,072
Economic Services		273,799	260,434	3,718,131
		<u>3,909,404</u>	<u>4,219,061</u>	<u>11,057,508</u>
Profit/(Loss) on Disposal of Assets	4			
Profit on Disposal				
Governance		-	4,379	4,379
Law, Order, Public Safety		-	3,664	3,664
Health		7,877	6,552	6,552
Community Amenities		468	1,893	1,893
Recreation and Culture		-	1,417	1,417
Transport		17,273	17,000	17,000
Economic Services		4,444	3,125	53,125
Other Property and Services		19,719	16,482	22,107
		<u>49,781</u>	<u>54,512</u>	<u>110,137</u>
(Loss) on Disposal				
Governance		(3,236)	(12,913)	(12,913)
Law, Order, Public Safety		-	(4,554)	(4,554)
Community Amenities		(3,375)	(4,381)	(4,381)
Economic Services		-	-	(110,940)
		<u>(6,611)</u>	<u>(21,848)</u>	<u>(132,788)</u>
NET RESULT		<u>23,631,097</u>	<u>21,102,641</u>	<u>16,665,245</u>
Other Comprehensive Income		-	-	-
TOTAL COMPREHENSIVE INCOME		<u>23,631,097</u>	<u>21,102,641</u>	<u>16,665,245</u>

This statement is to be read in conjunction with the accompanying notes.

CITY OF KWINANA
STATEMENT OF COMPREHENSIVE INCOME BY NATURE & TYPE
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

	NOTE	February 2016 Actual \$	February 2016 Y-T-D Budget \$	2015/2016 Revised Budget \$
Revenues	1			
Rates	8	33,783,376	33,439,693	33,639,693
Operating Grants, Subsidies & Contributions		8,067,166	13,611,053	22,132,801
Reimbursements and Donations		620,439	337,996	463,609
Fines & Penalties		117,084	133,828	198,000
Fees and Charges		9,831,475	9,893,586	11,435,604
Interest Earnings		1,291,971	1,351,344	1,858,409
Income from Property		1,062,517	1,001,016	1,514,505
Other Revenue		92,697	86,102	96,142
		<u>54,866,725</u>	<u>59,854,618</u>	<u>71,338,763</u>
Expenses Excluding Finance Costs	1			
Employee Costs		(15,183,422)	(16,640,426)	(25,201,395)
Materials and Contracts		(11,345,467)	(15,556,684)	(23,550,651)
Utilities Charges (gas, electricity, water, etc)		(1,468,506)	(1,431,559)	(2,224,757)
Leases		(141,261)	(228,640)	(342,951)
Depreciation on Non-current Assets		(5,589,890)	(7,705,878)	(11,558,780)
Insurance Expenses		(524,862)	(484,660)	(536,187)
Other Expenditure		(391,175)	(368,738)	(1,125,095)
		<u>(34,644,583)</u>	<u>(42,416,585)</u>	<u>(64,539,816)</u>
Finance Costs				
Interest Expenses	5	(543,619)	(587,117)	(1,168,559)
		<u>19,678,523</u>	<u>16,850,916</u>	<u>5,630,388</u>
Grants/Contributions for the Development of Assets				
Non-operating Grants, Subsidies & Contributions		3,627,779	3,958,627	10,797,074
Non-operating Reimbursements & Donations		281,625	260,434	260,434
		<u>3,909,404</u>	<u>4,219,061</u>	<u>11,057,508</u>
Profit/(Loss) on Disposal of Assets	4			
Profit on Asset Disposals		49,781	54,512	110,137
Loss on Asset Disposals		(6,611)	(21,848)	(132,788)
		<u>43,170</u>	<u>32,664</u>	<u>(22,651)</u>
NET RESULT		<u>23,631,097</u>	<u>21,102,641</u>	<u>16,665,245</u>
Other Comprehensive Income		-	-	-
TOTAL COMPREHENSIVE INCOME		<u>23,631,097</u>	<u>21,102,641</u>	<u>16,665,245</u>

This statement is to be read in conjunction with the accompanying notes.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

The budget has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

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

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

All monies held in the Trust Fund are excluded from the financial statement, but a separate statement of those monies appears at Note 9 to this budget.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Fixed Assets

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation or amortisation and any accumulated impairment balances.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

ASSET CLASS	ASSET DESCRIPTION	Economic Life	Depreciation Rate
Land	Land	Nil	
	Vested Land	Nil	
	Other Vested Land	Nil	
Buildings	Fencing	20 to 50	5% to 2%
	Building Structure	40 to 60	2.5% to 1.67%
	Air conditioning	10 to 30	10% to 3.33%
	Soft Furnishings	10	0.10%
	Fixtures	10	0.10%
	Other	10 to 30	10% to 3.33%
	Alarms	3 to 10	33.33% to 10%
Plant & Equipment	Vehicles	5 to 10	20% to 10%
	Major Plant	5 to 10	20% to 10%
	Minor Plant & Equipment	3 to 10	33.33% to 10%
Furniture & Equipment	Computing Equipment	2 to 7	50% to 14.29%
	Office Furniture	7 to 13	14.29% to 7.69%
	Office Equipment	3 to 10	33.33% to 10%
	Audio Visual Equipment	3 to 10	33.33% to 10%
	Specialised Equipment	7 to 13	14.29% to 7.69%
	White Goods	7 to 13	14.29% to 7.69%
	Art Works	Nil	
Infrastructure - Roads		50	0.02%
Infrastructure - Footpaths		50	0.02%
Infrastructure - Drainage	Drainage	75	0.0133%
	Sewerage	75	0.0133%
Infrastructure - Crossovers		50	0.02%
Infrastructure - Car Parks		20 to 40	5% to 2.5%
Infrastructure - Bus Shelters		20	0.05%
Infrastructure - Street Lights	Street Lights	30	0.0333%
	Other Lights	30	0.0333%
Infrastructure – Parks & Ovals	Playground Equipment	5 to 15	20% to 6.67%
	Bores/Pumps/Irrigation	8 to 20	12.5% to 5%
	BBQ's	10 to 20	10% to 5%
	Streetscapes	20 to 50	5% to 2%
	Landscape Surrounds	10 to 50	10% to 2%
	Sportsgrounds - Reticulated	15 to 25	6.67% to 4%
	Public Open Space Not Reticul	20 to 50	5% to 2%
Infrastructure - Other Structures	Jetties	20 to 40	5% to 2.5%
	Other Structures	20 to 50	5% to 2%
	Tennis Courts	30 to 50	3.33% to 2%

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

2. STATEMENT OF OBJECTIVE

In order to discharge its responsibilities to the community, the City has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the City's Vision, and for each of its broad activities/programs.

CITY'S VISION

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

Council operations as disclosed in this budget encompass the following service orientated activities/programmes:

GENERAL PURPOSE FUNDING

Rates Income and Expenditure, Grants Commission and Pensioner Deferred Rates interest and interest on Investments. Principal and Interest payments on borrowing's.

GOVERNANCE

Members of Council and Governance (includes Audit and other costs associated with reporting to council). Administration, Financial and Computing Services are included.

LAW, ORDER, PUBLIC SAFETY

Supervision of various local laws, fire prevention and animal control.

HEALTH

Prevention and treatment of human illness, including inspection of premises/food control, immunisation and child health services.

EDUCATION AND WELFARE

Provision, management and support of services for families, children and the aged and disabled within the community; including pre-school playgroups, day and after school care, assistance to schools, senior citizens support groups, meals on wheels provision and Aged Persons Units and Resident Funded Units.

COMMUNITY AMENITIES

City planning and development, rubbish collection services, stormwater drainage, the provision of public conveniences, bus shelters, roadside furniture and litter control.

RECREATION AND CULTURE

Provision of facilities and support for organisations concerned with leisure time activities and sport, support for the performing and creative arts and the preservation of the national estate. This includes maintenance of halls, aquatic centre, recreation and community centres, parks, gardens, sports grounds and the operation of Libraries.

TRANSPORT

Construction, maintenance and cleaning of streets, roads, bridges, drainage works, footpaths, parking facilities, traffic signs and the City depot, including plant purchase and maintenance.

ECONOMIC SERVICES

Rural services and pest control and the implementation of building controls.

OTHER PROPERTY & SERVICES

Private works, public works overheads, council plant operations, materials, salaries and wages. With the exception of private works, the above activities listed are mainly summaries of costs that are allocated to all works and services undertaken by the council.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

3. ACQUISITION OF ASSETS

The following assets are budgeted to be acquired during the period under review:

<u>By Directorate</u>	February 2016 Actual \$	2015/16 Revised Budget \$
City Strategy		
Furniture & Equipment	(4,003)	-
Transportation Vehicles	(117,295)	(132,000)
Land & Buildings	-	-
	(121,298)	(132,000)
Corporate & Engineering Services		
Furniture & Equipment	(18,490)	(21,335)
Computing Equipment	(181,539)	(441,900)
Plant & Equipment	(190,251)	(500,250)
Transportation Vehicles	(284,056)	(458,500)
Land & Buildings	-	-
Reserve Development	(515,436)	(1,559,018)
Playground Equipment	(900,066)	(6,441,268)
Urban Road Grant	(1,729,492)	(2,314,135)
Black Spot Grant	(1,972,571)	(2,245,458)
Roads to Recovery Grant	(123,039)	(1,159,269)
Road Resurfacing	(908)	(301,825)
Street Lighting	(1,200)	(25,000)
Bus Shelter Construction	-	(20,000)
Footpath Construction	(95,377)	(113,000)
Drainage Construction	(369,185)	(1,092,957)
Municipal Roadworks	(492,182)	(924,550)
	(6,873,792)	(17,618,465)
City Living		
Furniture & Equipment	(29,784)	(128,600)
Plant & Equipment	(52,783)	(61,500)
Transportation Vehicles	(274,466)	(293,725)
Land & Buildings	(981,193)	(2,566,205)
Playground Equipment	-	(20,000)
	(1,338,226)	(3,070,030)
City Development		
Transportation Vehicles	(69,442)	(70,000)
	(69,442)	(70,000)
	(8,402,758)	(20,890,495)

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

3. ACQUISITION OF ASSETS (Continued)

<u>By Class</u>	February 2016 Actual \$	2015/16 Revised Budget \$
Furniture and Equipment	(52,277)	(149,935)
Computing Equipment	(181,539)	(441,900)
Plant and Equipment	(243,034)	(561,750)
Transportation Vehicles	(745,259)	(954,225)
Land and Buildings	(981,193)	(2,566,205)
Reserve Development	(515,436)	(1,559,018)
Playground Equipment	(900,066)	(6,461,268)
Infrastructure - Urban Road Grant	(1,729,492)	(2,314,135)
Infrastructure - Black Spot Grant	(1,972,571)	(2,245,458)
Infrastructure - Roads to Recovery	(123,039)	(1,159,269)
Infrastructure - Road Resurfacing	(908)	(301,825)
Infrastructure - Street Lights	(1,200)	(25,000)
Infrastructure - Bus Shelters	-	(20,000)
Infrastructure - Footpaths	(95,377)	(113,000)
Infrastructure - Drainage	(369,185)	(1,092,957)
Infrastructure - Municipal Roadworks	(492,182)	(924,550)
	<u>(8,402,758)</u>	<u>(20,890,495)</u>

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review

<u>By Class</u>	Net Book Value February Actual \$	Sale Proceeds February Actual \$	Profit(Loss) February Actual \$
Furniture and Equipment	(3,300)	3,300	-
Plant and Equipment	-	17,394	17,394
Transportation Vehicles	(221,155)	246,931	25,776
Buildings	-	-	-
Reserve Development	-	-	-
Land	-	-	-
Other	-	-	-
	<u>(224,455)</u>	<u>267,625</u>	<u>43,170</u>

Summary

	February Actual \$
Profit on Asset Disposals	49,781
(Loss) on Asset Disposals	(6,611)
	<u>43,170</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

5. INFORMATION ON BORROWINGS

(a) Loan Repayments

Particulars	Principal 1-Jul-15	Interest Rate	Maturity Date	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
				Feb-16 Actual \$	Feb-16 Actual \$	2015/16 Budget \$	Feb-16 Actual \$	2015/16 Budget \$	Feb-16 Actual \$	2015/16 Budget \$
Goverance										
Loan 99 - Administration Office Renovations	1,000,000	6.25%	25-Jun-25	-	36,745	74,638	963,255	925,362	33,780	67,973
New - Administration Office Upgrade & Expansion	-			-	-	-	-	2,240,000	-	-
Education & Welfare										
Loan 96 - Youth Specific Space	213,599	7.53%	19-Jun-23	-	9,973	20,321	203,626	193,278	8,232	17,107
Loan 100 -Youth Specific Space	1,521,312	4.67%	25-Jun-28	-	-	-	1,521,312	1,521,312	39,697	81,278
Recreation & Culture										
Loan 90 - Kwinana Bowling Club*	29,996	6.42%	30-Apr-16	-	14,761	29,996	15,235	-	715	1,576
Loan 94 - Wellard Sports Pavilion	327,987	6.38%	04-May-22	-	18,950	38,505	309,037	289,482	8,303	22,449
Loan 95 - Orelia Oval Pavilion	512,637	7.53%	19-Jun-23	-	23,934	48,770	488,703	463,867	19,757	41,055
Loan 97 - Orelia Oval Pavilion Extension	2,212,711	6.25%	25-Jun-25	-	81,306	165,153	2,131,405	2,047,558	74,746	150,404
Loan 102 - Resource & Knowledge Centre	7,421,567	4.54%	28-Jun-29	-	-	-	7,421,567	7,421,567	188,962	386,856
Loan 103 - Kwinana Golf Club	334,010	4.07%	25-Jun-23	-	17,871	36,106	316,139	297,904	7,734	15,409
Loan 104 - Recquatic Upgrade	3,350,000	4.05%	26-Jun-30	-	-	-	3,350,000	3,350,000	79,659	154,000
Loan 105 - Bertram Community Centre	1,296,840	3.25%	27-Mar-30	-	-	-	1,296,840	1,296,840	25,391	50,850
New - Calista Destination Park	-			-	-	-	-	3,083,017	-	7,500
New - Darius Wells Building Solar Panels	-			-	-	-	-	191,360	-	-
Transport										
Loan 92 - Sulphur Rd Bridge	87,880	5.94%	19-Oct-15	-	87,880	87,880	-	-	1,962	3,003
Loan 98 - Streetscape Beautification	1,350,000	6.25%	25-Jun-25	-	49,606	100,762	1,300,394	1,249,238	45,603	91,763
Loan 101 - City Centre Road Network**	2,500,000	2.33%	24-Jun-16	-	-	2,500,000	2,500,000	-	7,552	75,000
Economic Services										
Loan 93 - DOE Building	68,351	5.94%	18-Oct-15	-	68,351	68,351	-	-	1,526	2,336
	22,226,890			-	409,377	3,170,482	21,817,513	24,570,785	543,619	1,168,559

Principal Repayments - Debentures	409,377	670,482
Liquidity Advance Repayments	-	2,500,000
	<u>409,377</u>	<u>3,170,482</u>

(*) Self Supporting loan financed by payments from third parties

(**) Short Term Facility Loans

All loan repayments were financed by general purpose revenue.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate	Amount Used		Balance Unspent \$
	Actual	Budget						Actual	Budget	
Calista Destination Park	-	3,083,017	WA Treasury	Debenture	15	144,902	4.0% & 0.7%	-	3,083,017	-
Darius Wells Building Solar Panels	-	191,360	WA Treasury	Debenture	15	8,994	4.0% & 0.7%	-	191,360	-
	-	3,274,377				153,896		-	3,274,377	-

(c) Unspent Debentures

Particulars	Date Borrowed	Balance 1-Jul-15 \$	Borrowed During Year \$	Expended During Year	Liquidity Repayment \$	Balance 31-Jan-16 \$
Loan 99 - Administration Office Renovations	25-Jun-10	94,435	-	6,865		87,570
		94,435	-	6,865	-	87,570

(d) Self Supporting Loan Repayments

Particulars	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Feb-16 Actual \$	2015/16 Budget \$	Feb-16 Actual \$	2015/16 Budget \$	Feb-16 Actual \$	2015/16 Budget \$
Recreation & Culture								
Loan 90 - Kwinana Bowling Club	30,166	-	14,841	30,166	15,325	-	-	1,483
Loan 103 - Kwinana Golf Club	334,010	-	24,286	36,106	309,724	297,904	-	14,880
	364,176	-	39,127	66,272	325,049	297,904	-	16,363

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

6. RESERVES

Reserve Accounts Transactions

RESERVE FUND DETAILS	Opening Balance 1 July 2015	Transfers			Closing Balance 29 February 2016
		To Reserve	Interest	From Reserve	
Aged Persons Units Reserve	404,358	-	6,089	(47,764)	362,683
Asset Management Reserve	1,277,498	-	21,289	(171,971)	1,126,816
Asset Replacement Reserve	457,328	-	6,437	(165,201)	298,564
Banksia Park Reserve	173,273	-	2,514	(78,267)	97,520
Carried Forward Projects Reserve	4,065,475	-	-	(4,065,475)	-
CLAG Reserve	180,211	-	2,931	-	183,142
Community Services & Emergency Relief Reserve	24,542	-	416	-	24,958
Employee Leave Reserve	3,695,958	-	-	-	3,695,958
Family Day Care Reserve	1,282,200	-	21,338	-	1,303,538
Future Community Infrastructure Reserve	2,215,240	282,708	39,716	-	2,537,664
Golf Course Cottage Reserve	25,677	-	436	-	26,113
Infrastructure Reserve	167,558	-	2,672	(55,371)	114,859
Refuse Reserve	6,351,966	-	105,584	(19,590)	6,437,960
Settlement Agreement Reserve	150,000	64,042	-	-	214,042
Un-Restricted Reserves Sub Total	20,471,284	346,750	209,422	(4,603,639)	16,423,817

RESERVE FUND DETAILS	Opening Balance 1 July 2015	Transfers			Closing Balance 29 February 2016
		To Reserve	Interest	From Reserve	
DCA 1 - Hard Infrastructure - Bertram	1,758,122	-	29,834	-	1,787,956
DCA 2 - Hard Infrastructure - Wellard East	816,633	650,552	20,158	-	1,487,343
DCA 5 - Hard Infrastructure - Wandí	2,634,885	-	44,711	-	2,679,596
DCA 8 - Soft Infrastructure - Mandogalup	-	-	-	-	-
DCA 9 - Soft Infrastructure - Wandí/Anketell	8,422,111	41,458	143,487	(1,205)	8,605,851
DCA 10 - Soft Infrastructure - Casuarina/Anketell	-	-	-	-	-
DCA 11 - Soft Infrastructure - Wellard East	2,513,635	1,027,495	51,520	(29,562)	3,563,088
DCA 12 - Soft Infrastructure - Wellard West	4,651,447	209,493	80,429	(10,846)	4,930,523
DCA 13 - Soft Infrastructure - Bertram	260,897	23,829	4,464	(6,663)	282,527
DCA 14 - Soft Infrastructure - Wellard/Leda	268,434	359,339	5,282	(278,017)	355,038
DCA 15 - Soft Infrastructure - Townsite	83,377	183,923	1,841	(134,450)	134,691
Developer Contribution Reserves Sub Total	21,409,541	2,496,089	381,726	(460,743)	23,826,613
Reserves Total	41,880,825	2,842,839	591,148	(5,064,382)	40,250,430

All of the above reserve accounts are to be supported by money held in financial institutions.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

6. RESERVES

	February Actual \$	2015/16 Budget \$
Cash/Investment Backed Reserves		
(a) Aged Persons Units Reserve		
Opening Balance	404,358	404,358
Amount Set Aside / Transfer to Reserve	-	287,984
Interest Applied to Reserve	6,089	8,997
Amount Used / Transfer from Reserve	(47,764)	(275,315)
	<u>362,683</u>	<u>426,024</u>
(b) Asset Management Reserve		
Opening Balance	1,277,498	1,277,498
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	21,289	20,692
Amount Used / Transfer from Reserve	(171,971)	(817,377)
	<u>1,126,816</u>	<u>480,813</u>
(c) Asset Replacement Reserve		
Opening Balance	457,328	457,328
Amount Set Aside / Transfer to Reserve	-	250,000
Interest Applied to Reserve	6,437	7,308
Amount Used / Transfer from Reserve	(165,201)	(434,900)
	<u>298,564</u>	<u>279,736</u>
(d) Banksia Park DMF Reserve		
Opening Balance	173,273	173,273
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	2,514	2,705
Amount Used / Transfer from Reserve	(78,267)	(126,047)
	<u>97,520</u>	<u>49,931</u>
(e) Carried Forward Projects Reserve		
Opening Balance	4,065,475	4,065,475
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	(4,065,475)	(4,065,474)
	<u>-</u>	<u>1</u>
(f) CLAG Reserve		
Opening Balance	180,211	180,211
Amount Set Aside / Transfer to Reserve	-	48,450
Interest Applied to Reserve	2,931	4,176
Amount Used / Transfer from Reserve	-	(56,620)
	<u>183,142</u>	<u>176,217</u>
(g) Community Services & Emergency Relief Reserve		
Opening Balance	24,542	24,542
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	416	664
Amount Used / Transfer from Reserve	-	-
	<u>24,958</u>	<u>25,206</u>
(h) Employee Leave Reserve		
Opening Balance	3,695,958	3,695,958
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	-
	<u>3,695,958</u>	<u>3,695,958</u>
(i) Family Day Care Reserve		
Opening Balance	1,282,200	1,282,200
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	21,338	26,674
Amount Used / Transfer from Reserve	-	(563,000)
	<u>1,303,538</u>	<u>745,874</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

6. RESERVES

	February Actual \$	2015/16 Budget \$
Cash/Investment Backed Reserves		
(j) Future Community Infrastructure Reserve		
Opening Balance	2,215,240	2,215,240
Amount Set Aside / Transfer to Reserve	282,708	815,716
Interest Applied to Reserve	39,716	62,898
Amount Used / Transfer from Reserve	-	-
	<u>2,537,664</u>	<u>3,093,854</u>
(k) Golf Course Cottage Reserve		
Opening Balance	25,677	25,677
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	436	262
Amount Used / Transfer from Reserve	-	-
	<u>26,113</u>	<u>25,939</u>
(l) Infrastructure Reserve		
Opening Balance	167,558	167,558
Amount Set Aside / Transfer to Reserve	-	5,285,864
Interest Applied to Reserve	2,672	11,848
Amount Used / Transfer from Reserve	(55,371)	(2,650,343)
	<u>114,859</u>	<u>2,814,927</u>
(m) Refuse Reserve		
Opening Balance	6,351,966	6,351,966
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	105,584	139,221
Amount Used / Transfer from Reserve	(19,590)	(685,533)
	<u>6,437,960</u>	<u>5,805,654</u>
(n) Settlement Agreement Reserve		
Opening Balance	150,000	150,000
Amount Set Aside / Transfer to Reserve	64,042	-
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	(150,000)
	<u>214,042</u>	<u>-</u>
Un-Restricted Reserves Sub Total	<u>16,423,817</u>	<u>17,620,134</u>
Developer Contributions Reserve - DCA 1 - Hard		
(o) Infrastructure Bertram		
Opening Balance	1,758,122	1,758,122
Amount Set Aside / Transfer to Reserve	-	1,321,737
Interest Applied to Reserve	29,834	39,885
Amount Used / Transfer from Reserve	-	(308,167)
	<u>1,787,956</u>	<u>2,811,577</u>
Developer Contributions Reserve - DCA 2 - Hard		
(p) Infrastructure Wellard		
Opening Balance	816,633	816,633
Amount Set Aside / Transfer to Reserve	650,552	1,788,421
Interest Applied to Reserve	20,158	22,298
Amount Used / Transfer from Reserve	-	-
	<u>1,487,343</u>	<u>2,627,352</u>
Developer Contributions Reserve - DCA 5 - Hard		
(q) Infrastructure Wandii		
Opening Balance	2,634,885	2,634,885
Amount Set Aside / Transfer to Reserve	-	2,422,620
Interest Applied to Reserve	44,711	2,187
Amount Used / Transfer from Reserve	-	-
	<u>2,679,596</u>	<u>5,059,692</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

6. RESERVES

Cash/Investment Backed Reserves	February Actual \$	2015/16 Budget \$
Developer Contributions Reserve - DCA 8 -Soft		
(r) Infrastructure Mandogalup		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	-	2,739,088
Interest Applied to Reserve	-	(97,492)
Amount Used / Transfer from Reserve	-	-
	<u>-</u>	<u>2,641,596</u>
Developer Contributions Reserve - DCA 9 -Soft		
(s) Infrastructure Wandii/Anketell		
Opening Balance	8,422,111	8,422,111
Amount Set Aside / Transfer to Reserve	41,458	1,340,314
Interest Applied to Reserve	143,487	189,773
Amount Used / Transfer from Reserve	(1,205)	(96,339)
	<u>8,605,851</u>	<u>9,855,859</u>
Developer Contributions Reserve - DCA 10 -Soft		
(t) Infrastructure Casuarina/Anketell		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	-	710
Amount Used / Transfer from Reserve	-	-
	<u>-</u>	<u>710</u>
Developer Contributions Reserve - DCA 11 -Soft		
(u) Infrastructure Wellard East		
Opening Balance	2,513,635	2,513,635
Amount Set Aside / Transfer to Reserve	1,027,495	3,952,278
Interest Applied to Reserve	51,520	75,035
Amount Used / Transfer from Reserve	(29,562)	(166,390)
	<u>3,563,088</u>	<u>6,374,558</u>
Developer Contributions Reserve - DCA 12 -Soft		
(v) Infrastructure Wellard West		
Opening Balance	4,651,447	4,651,447
Amount Set Aside / Transfer to Reserve	209,493	1,309,184
Interest Applied to Reserve	80,429	157,233
Amount Used / Transfer from Reserve	(10,846)	(67,217)
	<u>4,930,523</u>	<u>6,050,647</u>
Developer Contributions Reserve - DCA 13 -Soft		
(w) Infrastructure Bertram		
Opening Balance	260,897	260,897
Amount Set Aside / Transfer to Reserve	23,829	480,481
Interest Applied to Reserve	4,464	18,715
Amount Used / Transfer from Reserve	(6,663)	(147,617)
	<u>282,527</u>	<u>612,476</u>
Developer Contributions Reserve - DCA 14 -Soft		
(x) Infrastructure Wellard/Leda		
Opening Balance	268,434	268,434
Amount Set Aside / Transfer to Reserve	359,339	506,716
Interest Applied to Reserve	5,282	6,595
Amount Used / Transfer from Reserve	(278,017)	(430,352)
	<u>355,038</u>	<u>351,393</u>
Developer Contributions Reserve - DCA 15 -Soft		
(y) Infrastructure Townsite		
Opening Balance	83,377	83,377
Amount Set Aside / Transfer to Reserve	183,923	230,760
Interest Applied to Reserve	1,841	2,124
Amount Used / Transfer from Reserve	(134,450)	(163,886)
	<u>134,691</u>	<u>152,375</u>
Developer Contributions Reserves Sub Total	<u>23,826,613</u>	<u>36,538,235</u>
Total Cash/Investment Backed Reserves	<u>40,250,430</u>	<u>54,158,369</u>

All of the above reserve accounts are to be supported by money held in financial institutions.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

6. RESERVES

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Aged Persons Units Reserve

This Reserve has been established to provide funds for the capital acquisition and maintenance of the Aged Persons Units, Callistemon Court

Arts Centre Reserve

This Reserve was established to cover any increases in the cost of operations and maintenance for the Kwinana Arts Centre

Asset Management Reserve

This Reserve is utilised to provide funds for renewal projects for the City's building and infrastructure assets.

Asset Replacement Reserve

This Reserve is utilised to replace existing fleet, plant and other City assets

Banksia Park Reserve

This Reserve has been established to provide funds for the capital acquisition and maintenance of the Banksia Park Retirement Village

Carried Forward Projects Reserve

The Reserve is utilised to restrict funds required to complete projects from prior financial years

CLAG Reserve

This Reserve has been established to provide funds for the prevention and education of Mosquito management.

Community Services & Emergency Relief Reserve

This Reserve is established to provide funding to alleviate the effect of any disaster within the City of Kwinana boundaries and to provide funds to

Employee Leave Reserve

This Reserve is established for the purpose of ensuring that adequate funds are available to finance employee leave entitlements

Family Day Care Reserve

This Reserve provides for the capital acquisitions and maintenance of this facility

Future Community Infrastructure Reserve

This Reserve is established to accumulate the City's contributions for the capital funding of future community infrastructure in accordance with Town Planning Scheme #2

Golf Course Cottage Reserve

This Reserve was established to provide funds for the maintenance of this building

Infrastructure Reserve

This Reserve was established to provide funds to create new City assets

Refuse Reserve

This Reserve was established to provide funds for the costs and subsidy of Waste Management in the City

Settlement Agreement Reserve

This Reserve was established to provide funds to account for future negotiated settlement agreement payments.

DCA 1 - Hard Infrastructure - Bertram

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 1 - Hard Infrastructure Bertram

DCA 2 - Hard Infrastructure - Wellard

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 2 - Hard Infrastructure Wellard

DCA 5 - Hard Infrastructure - Wandí

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 5 - Hard Infrastructure Wandí

DCA 8 - Soft Infrastructure - Mandogalup

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 8 - Soft Infrastructure Mandogalup

DCA 9 - Soft Infrastructure - Wandí/Anketell

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 9 - Soft Infrastructure Wandí/Anketell

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

6. RESERVES

DCA 10 - Soft Infrastructure - Casuarina/Anketell

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 10 - Soft Infrastructure Casuarina/Anketell

DCA 11 - Soft Infrastructure - Wellard East

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 11 - Soft Infrastructure Wellard East

DCA 12 - Soft Infrastructure - Wellard West

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 12 - Soft Infrastructure Wellard West

DCA 13 - Soft Infrastructure - Bertram

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 13 - Soft Infrastructure Bertram

DCA 14 - Soft Infrastructure - Wellard/Leda

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 14 - Soft Infrastructure Wellard/Leda

DCA 15 - Soft Infrastructure - Townsite

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 15 - Soft Infrastructure Townsite

7. NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position

	February 2016 Actual \$	Brought Forward 1-Jul \$
CURRENT ASSETS		
Cash - Unrestricted	18,721,617	6,397,721
Cash - Restricted (Reserves)	40,250,433	41,880,825
Cash - Restricted (Unspent Loan Funds)	87,570	94,436
Cash - Restricted (Restricted Creditors)	3,839,535	5,628,468
Rates - Current	6,531,716	1,429,979
Sundry Debtors	647,198	508,044
GST Receivable	-	531,719
Accrued Receivables	-	676,467
Inventories	44,708	20,926
	<u>70,122,777</u>	<u>57,168,585</u>
LESS: CURRENT LIABILITIES		
Sundry Creditors	(693,973)	(5,019,833)
Accrued payables - Current	-	(1,627,317)
Current Borrowings	(3,170,480)	(3,170,480)
Provisions - Current	<u>(4,101,552)</u>	<u>(4,101,552)</u>
	(7,966,005)	(13,919,182)
Net Current Asset Position (Prior to Adjustment)	62,156,772	43,249,403
Less:		
Cash Restricted - (Unspent Loan Funds)	(87,570)	(94,436)
Cash Restricted - (Restricted Creditors)	(3,839,535)	(5,628,468)
Cash Restricted - (Reserves)	<u>(40,250,430)</u>	<u>(41,880,825)</u>
	(44,177,535)	(47,603,729)
Add Back:		
Cash Backed Leave Reserve - Current	4,101,552	4,101,552
Current Loan Liability	<u>3,170,480</u>	<u>3,170,480</u>
	7,272,032	7,272,032
	<u><u>\$ 25,251,269</u></u>	<u><u>\$ 2,917,706</u></u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

8. RATING INFORMATION

<u>RATE TYPE</u>	Rate in \$	Number of Properties	Rateable Value \$	2015/16 Actual Rate Revenue \$	2015/16 Actual Interim Rates \$	2015/16 Back Rates \$	2015/16 Total Revenue \$	2015/16 Total Budget \$
Differential General Rate								
<i>Gross Rental Value (GRV)</i>								
Improved Residential	0.07090	9,505	164,440,828	11,658,854	871,043	-	12,529,897	12,508,855
Vacant Residential	0.17450	582	8,342,505	1,455,767	408,076	-	1,863,843	1,455,767
Improved Special Rural	0.06199	712	16,742,680	1,037,879	7,171	-	1,045,050	1,037,879
Light Industrial and Commercial	0.08817	151	22,840,315	2,013,831	(35,791)	-	1,978,040	2,013,831
General Industry and Service Commercial	0.07510	311	33,179,469	2,491,778	20,866	-	2,512,644	2,491,778
Large Scale General Industry and Service Commercial	0.07792	47	50,218,935	3,913,059	164,462	-	4,077,521	3,913,059
<i>Improved Value (UV)</i>								
General Industrial	0.03464	3	121,200,000	4,198,368	-	-	4,198,368	4,198,368
Rural	0.00450	188	182,787,000	822,542	(30,757)	-	791,785	822,542
Mining	0.00770	13	27,291,000	210,141	10,876	-	221,017	210,141
Urban/Urban Deferred	0.00594	294	229,856,000	1,365,345	(422,262)	-	943,083	1,365,345
		11,806	856,898,732	29,167,564	993,684	-	30,161,248	30,017,565

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY

.. RATING INFORMATION (Continued)

	Minimum \$	Number of Properties	Rateable Value \$	2015/16 Actual Rate Revenue \$	2015/16 Actual Interim Rates \$	2015/16 Back Rates \$	2015/16 Total Revenue \$	2015/16 Total Budget \$
Minimum Payments								
Gross Rental Value (GRV)								
Improved Residential	916	2,655	31,262,248	2,431,980	-	-	2,431,980	2,431,980
Vacant Residential	916	1,117	5,038,102	1,023,172	-	-	1,023,172	1,023,172
Improved Special Rural	916	5	68,260	4,580	-	-	4,580	4,580
Light Industrial and Commercial	1190	19	168,058	22,610	-	-	22,610	22,610
General Industry and Service Commercial	1190	36	287,043	42,840	-	-	42,840	42,840
Large Scale General Industry and Service Commercial	1190	0	-	-	-	-	-	-
Improved Value (UV)								
General Industrial	1190	0	-	-	-	-	-	-
Rural	916	11	1,453,000	10,076	-	-	10,076	10,076
Mining	1190	1	15,000	1,190	-	-	1,190	1,190
Urban/Urban Deferred	1190	72	13,589,600	85,680	-	-	85,680	85,680
Sub-Totals		3,916	51,881,311	3,622,128	-	-	3,622,128	3,622,128
							33,783,376	33,639,693
Specified Area Rates							-	-
Totals		15,722	908,780,043	32,789,692	993,684	-	33,783,376	33,639,693

The City of Kwinana raises rates on all land within its boundaries, except exempt land, using a combination of dual rating and differential rating. Generally land within the urban area is rated at Gross Rental Value (GRV) and land within the rural area being rated with Unimproved Valuations (UV). Certain Town Planning zonings have attracted different rates so as to achieve greater equity within the urban and rural sectors.

The general rates detailed above for the 2015/16 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

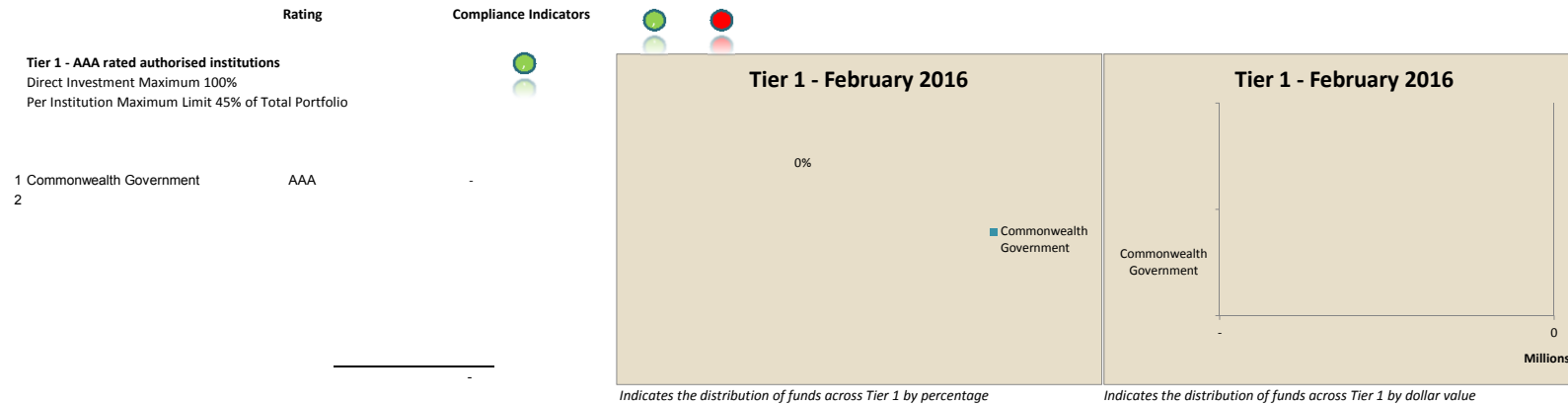
CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016

9. TRUST FUNDS

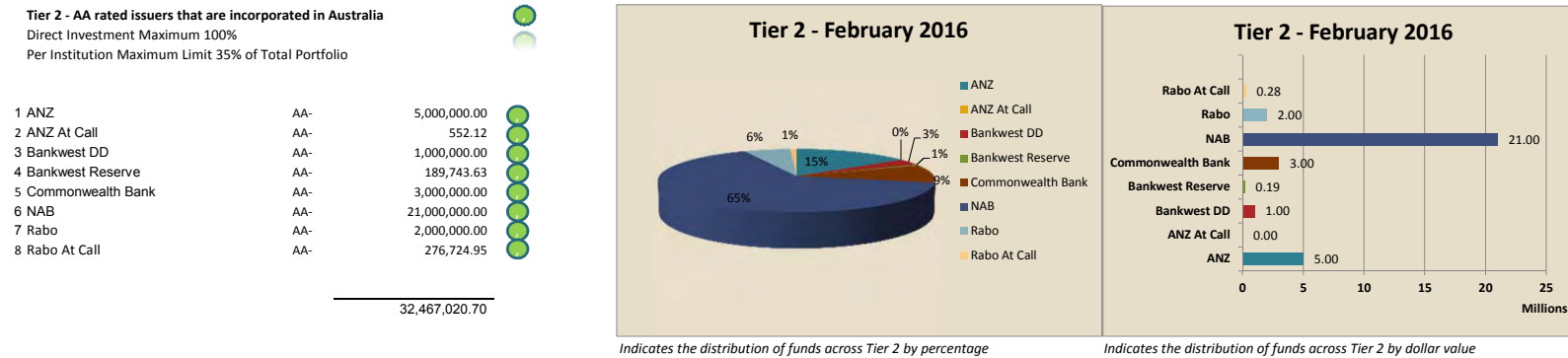
Funds held at balance date over which the Municipality has no control and which are not included in this financial statements are as follows:

	Balance 1-Jul-15 \$	Amounts Received \$	Amounts Paid \$	Balance 2015/16 \$
Apex - Kwinana Carols by Candlelight	1,403	-	(1,403)	-
Kwinana Basketball Courts	1,813	-	(1,813)	-
	<u>3,216</u>	<u>-</u>	<u>(3,216)</u>	<u>-</u>

**City of Kwinana
Statement of Investments
For the Period Ending 29 February 2016**



Comment: Tier 1 rates available to the City were not favourable and therefore no funds were invested in this tier.



Comment: Funds were allocated in accordance with the guidelines of Investment Policy.

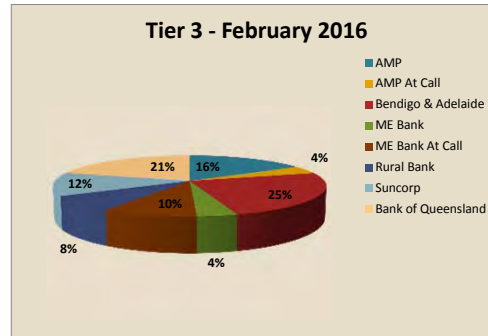
City of Kwinana
Statement of Investments
For the Period Ending 29 February 2016



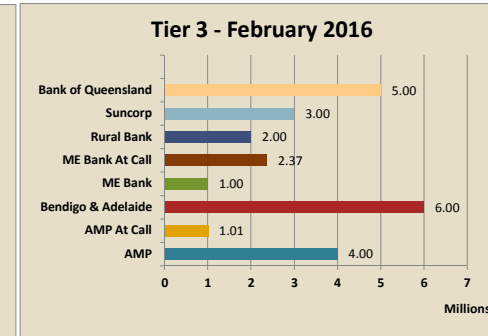
Tier 3 - other investment grade authorised institutions
Direct Investment Maximum 40%
Per Institution Maximum Limit 20% of Total Portfolio

1 AMP	A+	4,000,000.00	
2 AMP At Call	A+	1,012,935.28	
3 Bendigo & Adelaide	A-	6,000,000.00	
4 ME Bank	BBB	1,000,000.00	
5 ME Bank At Call	BBB	2,370,617.23	
6 Rural Bank	A-	2,000,000.00	
7 Suncorp	A+	3,000,000.00	
8 Bank of Queensland	A-	5,000,000.00	

24,383,552.51



Indicates the distribution of funds across Tier 3 by percentage



Indicates the distribution of funds across Tier 3 by dollar value

Comment: Funds were allocated in accordance with the guidelines of Investment Policy.

Tier 4 - other compliant authorised institutions
Direct Investment Maximum 30%
Per Institution Maximum Limit 5% of Total Portfolio

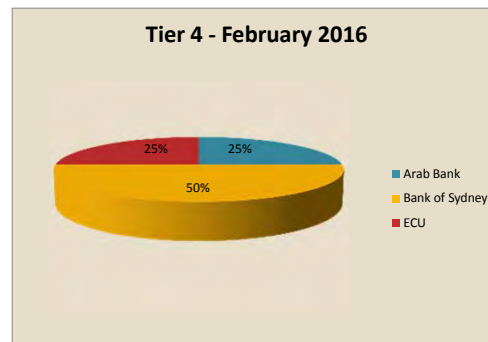
Term Deposits			
1 Arab Bank	BB+	1,000,000.00	
2 Bank of Sydney	UR	2,000,000.00	
3 ECU	UR	1,000,000.00	

FRNs -

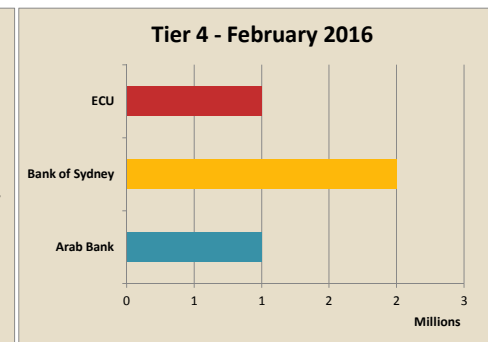
CDOs -
MA S6-7 (Parkes IA'AAA') NR
MA S6-7 (Parkes IIA'AAA') NR

4,000,000.00

\$ 60,850,573.21



Indicates the distribution of funds across Tier 4 by percentage



Indicates the distribution of funds across Tier 4 by dollar value

Comment: Funds were allocated in accordance with the guidelines of Investment Policy.

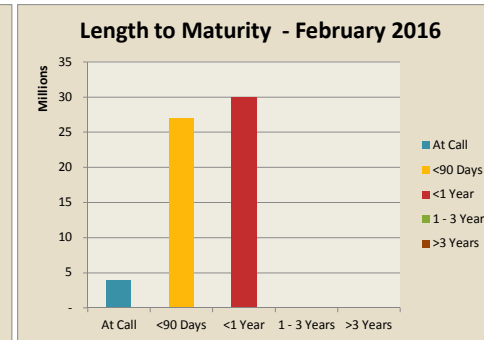
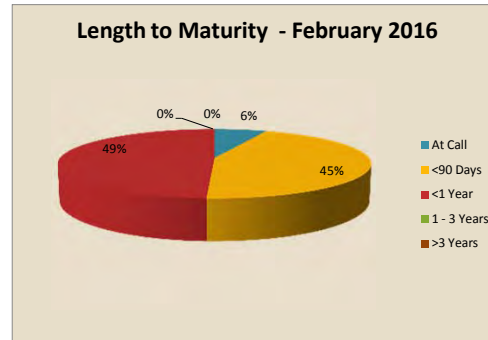
Legend

FRNs Floating Rate Notes
CDOs Collateralised Debt Obligations

City of Kwinana
Statement of Investments
For the Period Ending 29 February 2016



At Call	3,850,573.21	●
<90 Days	27,000,000.00	●
<1 Year	30,000,000.00	●
1 - 3 Years	-	●
>3 Years	-	●
\$	60,850,573.21	



Portfolio Term to Maturity Limits

At Call investment

Compliance Indicator

Funds invested for 90 days or less

100% (with 10% minimum) of Total Portfolio

Compliance Indicator

Funds invested for between 90 days and up to 1 year

100% (with 40% minimum) of Total Portfolio

Compliance Indicator

Funds invested for between 1 and 3 years

60% (Bonds Only) of Total Portfolio

Compliance Indicator

Funds invested for greater than 3 years

0% of Total Portfolio

Compliance Indicator

At Call	<90 Days	<1 Year	1-3 Years	>3 Years
\$ 3,850,573.21 6.33% ✓	\$ 27,000,000.00 44.37% ✓	\$ 30,000,000.00 49.30% ✓	\$ - 0.00% ✓	\$ - 0.00% ✓

Comment: Portfolio compliant with the Policy

Portfolio Credit Framework

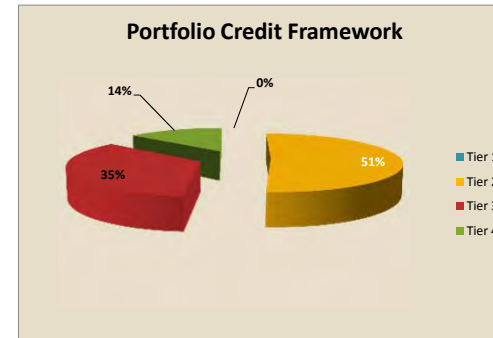
Direct Investment Maximum 100%
Per Institution Maximum Limit 45% of Total Portfolio

Direct Investment Maximum 100%
Per Institution Maximum Limit 35% of Total Portfolio

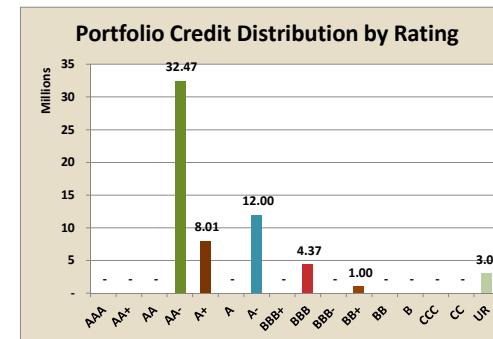
Direct Investment Maximum 40%
Per Institution Maximum Limit 20% of Total Portfolio

Direct Investment Maximum 30%
Per Institution Maximum Limit 5% of Total Portfolio

Tier 1	Tier 2	Tier 3	Tier 4
0.00% ✓			
	53.36% ✓		
		40.07% ✗	
			6.57% ✓

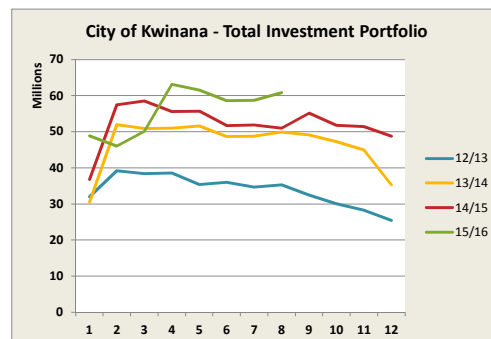


Indicates the distribution of funds across the 4 Tiers

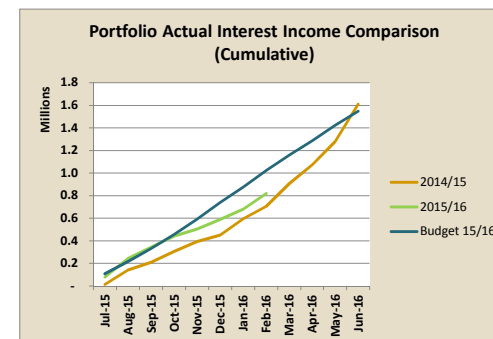


Indicates the distribution of funds by credit rating

Comment: Portfolio compliant with the Policy



Indicates the total amount invested at the report date compared to prior years



Indicates the amount of interest earned on investments for the period to report date

16.9 Review of Code of Conduct

SUMMARY:

Recent legislated amendments to the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the *Local Government (Rules of Conduct) Regulations 2007* have necessitated changes to be made to the City's Code of Conduct. In particular the changes relate to new requirements for the disclosure of gifts and contributions to travel. It is proposed to remove the current gifts section of the Code of Conduct and replace with the gift information that is required to be included in a local government's Code of Conduct in accordance with the relevant legislation. The Code of Conduct has been amended at Attachment A and is recommended for Council endorsement.

OFFICER RECOMMENDATION:

That Council adopt the amended Code of Conduct included in Attachment A.

DISCUSSION:

A copy of the Code of Conduct recommended for adoption is at Attachment A and the current Code of Conduct is included in Attachment B.

A copy of the Department of Local Government and Communities Circular No 04-2016 which summarises the changes to the legislation affecting the Code of Conduct is included within Attachment C. A summary of recommended changes to the Code of Conduct has been included below.

Policy recommended for amendment

- **Code of Conduct**
The amendment to the current code of conduct includes the deletion of clauses 4.2 to 4.6 and replacement with a new section 4.2 – Regulatory requirements. A summary of the changes to the legislation that necessitated the amendment to the Code of Conduct, as detailed within the Department of Local Government and Communities Circular No 04-2016 include:
- As of 4 March 2016, the Act requires relevant persons who accept a gift worth more than \$200 to disclose this gift, in writing, to the chief executive officer (CEO) within 10 days of receipt. This replaces the previous process of disclosing these in the annual return. All contributions to travel over \$200 must also be disclosed as do multiple gifts or contributions from the same donor where the total value is over \$200.
- Section 5.78(1) of the Local Government Act 1995 is amended to remove the need to disclose gifts and contributions to travel under sections 5.82 and 5.83 in the annual return.
- Sections 5.82 and 5.83 of the Local Government Act 1995 are amended. From 4 March 2016, these sections require relevant persons to declare gifts and contributions to travel, in writing, to the CEO within 10 days of receipt, rather than on an annual basis. This includes multiple gifts made within a year by the same person, the aggregate value of which reach the prescribed amount of \$200.
- A new section 5.89A of the Local Government Act 1995 requires the CEO to keep a register of gifts and contributions to travel in the form prescribed.

16.9 REVIEW OF CODE OF CONDUCT

- Section 9.25(1) of the Local Government Act 1995 is amended to provide that there is no time limit for bringing a prosecution against a person who has not disclosed gifts or contributions to travel.
- Parts 4 and 5 have been deleted from Form 3 (annual return) as there is no longer a requirement to disclose gifts and contributions to travel in the annual return.
- Form 4 – New Form 4 is the register the CEO is to keep which is established under section 5.89A of the Act.

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

5.103. Codes of conduct

- (1) *Every local government is to prepare or adopt a code of conduct to be observed by council members, committee members and employees.*
- (3) *Regulations may prescribe codes of conduct or the content of, and matters in relation to, codes of conduct and any code of conduct or provision of a code of conduct applying to a local government under subsection (1) is of effect only to the extent to which it is not inconsistent with regulations.*

5.104. Other regulations about conduct of council members

- (1) *Regulations may prescribe rules, to be known as the rules of conduct for council members, that council members are required to observe.*
- (6) *The rules of conduct do not limit what a code of conduct under section 5.103 may contain.*

FINANCIAL/BUDGET IMPLICATIONS:

There are no direct financial implications for this report.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to this report.

16.9 REVIEW OF CODE OF CONDUCT

ENVIRONMENTAL IMPLICATIONS:

There are no direct environmental implications related to this report.

STRATEGIC/SOCIAL IMPLICATIONS:

The role of Council is to ensure that the Council's Policies are aligned with the key goals and aspirations as set out in our Plan for the Future.

RISK IMPLICATIONS:

Setting Policy positions that guide the operations of the City will play a valuable role in reducing risk to levels acceptable to Council.

COUNCIL DECISION

179

MOVED CR W COOPER

SECONDED CR B THOMPSON

That Council adopt the amended Code of Conduct included in Attachment A, with the amendment to page 13 of the Code of Conduct regarding numbering sequence.

**CARRIED
8/0**

Note – That the Officer Recommendation has been amended to include corrections to be made to the numbering sequence on page 13 of the Code of Conduct due to being incorrect.



CODE OF CONDUCT

LAST REVIEWED 16/12/2015 #083



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CODE OF CONDUCT

1. INTRODUCTION

1.1 *Preamble*

The Council of the City of Kwinana is the elected body responsible for the leadership of the City in the best interest of its residents. Council is committed to providing open, responsive and accountable government. It must do that in accordance with the applicable legislation.

The *Local Government Act 1995* confers considerable power on Council. As a result of this, elected members, committee members and employees must actively seek to achieve and retain public trust if they are to deserve the responsibilities entrusted to them.

1.2 *Requirement for a Code of Conduct and its application*

- (i) The *Local Government Act 1995* requires every Council to adopt a Code of Conduct to be observed by elected members, committee members and employees.
- (ii) Elected members, committee members and employees of the City must comply with the applicable provisions of the City's Code of Conduct.
- (ii) The Code of Conduct applies to all elected members committee members and employees of the City of Kwinana.
- (iv) It is a requirement of this Code that elected members observe the Local Government (*Rules of Conduct*) Regulations 2007 and the general principles referred to in Regulation 3(1).

Footnote:

Regulation 3(1) of the Local Government (Rules of Conduct) Regulations 2007 provides as follows:

- (a) act with reasonable care and diligence; and
 - (b) act with honesty and integrity; and
 - (c) act lawfully; and
 - (d) avoid damage to the reputation of the local government; and
 - (e) be open and accountable to the public; and
 - (f) base decisions on relevant and factually correct information; and
 - (g) treat others with respect and fairness; and
 - (h) not be impaired by mind affecting substances.
- (v) This Code comes into operation when it is adopted by Council.

1.3 Definitions

In this Code, unless the text requires otherwise;

Act means the *Local Government Act 1995*;

Chief Executive Officer means the Chief Executive Officer of the City;

Committee means a committee established by Council under the Act;

committee member has the meaning as defined in section 5.9(1) of the Local Government Act 1995 and includes 'other person', i.e., is not an Elected member or an employee

Council means the Council of the City;

elected member means a person who holds the office of Mayor or Councillor on the Council;

employee means a person employed by the City;

local law means any local law adopted by Council;

City means City of Kwinana;

Regulations means any regulations made under the *Local Government Act 1995*;

Rules of Conduct Regulations means the *Local Government (Rules of Conduct) Regulations 2007*.

1.4 Purpose of the Code of Conduct

- (i) The Code of Conduct provides elected members, committee members and employees of the City of Kwinana with clear guidelines for the standard of professional conduct and behaviour expected of them in carrying out their functions and responsibilities. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability. It encourages a commitment to ethical and professional behaviour and outlines principles on which individual and collective local government responsibilities may be based.

The Code of Conduct is complementary to the principles adopted in the Local Government Act 1995, Regulations and local laws which incorporate four fundamental aims:

- (1) better decision making by local governments;
- (2) greater community participation in the decisions and affairs of local governments;

- (3) greater accountability of local government to their communities; and
- (4) more efficient and effective local government.
- (ii) The Code of Conduct has been developed to assist elected members, committee members and employees to;
 - understand the standard of conduct that is expected of them;
 - enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of due care and diligence; and
 - act in ways that enhance public confidence in the integrity of local government.

1.5 **Key principles**

This Code of Conduct is based on the following key principles:

1.5.1 **Integrity**

Elected members, committee members and employees must not place themselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence them in the performance of their duties.

1.5.2 **Leadership**

Elected members, committee members and employees have a duty to promote and support the key principles of by leading by example and to maintain and strengthen the public's trust and confidence in the integrity of the City. (*This means promoting public duty to others in the City and community, by their own ethical behaviour*).

1.5.3 **Selflessness**

Elected members, committee members and employees have a duty to make decisions solely in the public interest (*this means making decisions because they benefit the public, not because they benefit the decision maker*). Elected members, committee members and employees must not act in order to gain financial or other benefits for themselves, their family, friends or business interests.

1.5.4 **Objectivity**

Elected members, committee members and employees must make decisions solely on merit and in accordance with their statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. (*This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of the City resources; considering only relevant matters*).

1.5.5 Accountability

Elected members, committee members and employees are accountable to the public for their decisions and actions and must consider issues on their merits, taking into account the views of others (*This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails*).

1.5.6 Openness

Elected members, committee members and employees have a duty to be as open as possible about their decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. (*This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly*).

1.5.7 Honesty

Elected members, committee members and employees have a duty to act honestly. They must declare any private interests relating to their public duties and take steps to resolve any conflicts arising in such a way that protects the public interest (This means obeying the law; adhering to Council Policies and City of Kwinana procedures; observing the Code of Conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred).

1.5.8 Respect

Elected members, committee members and employees must treat others with respect at all times. (*This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play within local government decision making*).

This standard requires that they treat other people as individuals with rights to be honoured and defended, and also to assist these people to claim their rights if they are unable to do it for themselves. The City encourages honest relationships by being truthful and sincere when dealing with others.

1.5.9 Justice

Elected members, committee members and employees must treat people fairly, without discrimination, and with rules that apply equally to all. (*This means they must ensure that opportunities and social benefits are shared equally among individuals, including equitable outcomes for disadvantaged people. They must uphold the laws of the City of Kwinana and comply with relevant State and Federal legislation*).

1.5.10 Beneficence

Elected members, committee members and employees must do for others what they would like done for themselves – that they do good, and not harm, to others. They must be aware that the strong have a duty of care to the weak, dependant and vulnerable and to uphold the rights of those who are unable to do so. They shall contribute to the well-being of individuals and society by exercising due diligence and duty of care to others.

1.6 *Role of Council, Mayor, Elected members and the Chief Executive Officer*

The role of Council, Mayor, elected members and Chief Executive Officer is prescribed by the *Local Government Act 1995*.

As an elected leader of the community, the Mayor shall demonstrate the highest level of civic conscience, impartiality and personal conduct.

An elected member's primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the local government. This will be the focus of the elected member's public life.

An elected member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling their various roles, elected member's activities will focus on;

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the City's finances;
- ensuring that appropriate mechanisms are in place to enable the prompt management of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level; and
- being aware of the statutory obligations imposed on elected members and on local governments.

2. GENERAL CONDUCT OBLIGATIONS

2.1 *General conduct*

- (i) Elected members, committee members and employees must avoid behaviour and conduct that:
 - contravenes the *Local Government Act 1995*, associated regulations and the City's relevant administrative requirements;
 - is improper or unethical;
 - is an abuse of power or otherwise amounts to misconduct;
 - causes, compromises or involves creating or escalating any avoidable risks within property owned by the City, (including vehicles) that compromise the health, well being or safety of any members of the City or public. Potential risks or hazards to employees or public are to be reported according to existing procedures.
 - causes, compromises or involves intimidation, harassment, or verbal, physical or psychological abuse.
 - causes, compromises or involves discrimination, disadvantage or adverse treatment in relation to employment; or
 - causes, compromises or involves prejudice in the provision of a service to the community.
 - causes property belonging to another, (including City owned property) to be removed or taken without consent.
- (ii) Elected members, committee members and employees will respect the title of elected office, referring to the Mayor and elected members and committee members by their formal title whilst in the public arena, and thereafter as circumstances dictate.
- (iii) as part of their representative role elected members and employees are often asked to represent the City on external organisations. It is important that elected members and employees apply the following:
 - Clearly understand the basis of their appointment;
 - Provide regular reports on the activities of the organisation; and
 - Always represent the decision/views of the City, whether the person agrees with the decision/view or not.
- (iv) Elected members, committee members and employees will promote courtesy, trust and respect in an environment that is free from bullying.

2.2 *Honesty and integrity*

Elected members, committee members and employees will:

- (i) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (ii) bring to the notice of the Chief Executive Officer any suspected dishonesty on the part of any elected members, committee members or employee.

Any presumed dishonesty on the part of the Chief Executive Officer is to be brought to the attention of the Mayor, and any suspected dishonesty on the part of the Mayor is to be brought to the attention of the Chief Executive Officer;

- (iii) be frank and honest in their official dealing with each other; and
- (iv) treat all members of the community honestly and fairly.

2.3 *Fairness and equity*

Elected members, committee members and employees

- (i) have an obligation to consider issues consistently, promptly and fairly. This involves dealing with matters in accordance with established procedures, in a non-discriminatory manner.
- (ii) must take all relevant facts known to them, or that they should be reasonably aware of, into consideration and have regard to the particular merits of each case. They must not take irrelevant matters or circumstances into consideration when making decisions.
- (iii) Elected members, committee members and employees will ensure that the Council has its own proposals, for entrepreneurial activities, impartially and properly assessed, consistent with the scope and standard of the normal assessment applied to outside parties requiring Council approval (including subdivisions, development, buildings and tenders).

2.4 *Improper and undue influence*

Elected members, committee members and employees must not take advantage of:

- (i) their position to improperly influence other City officials in the performance of their public or professional duties to secure a private benefit for themselves or for somebody else; and
- (ii) or seek to take advantage of, their status or position with, or functions performed for the City, in order to obtain unauthorised or unfair benefit for themselves or for any other person or body.

2.5 Personal behaviour

Elected members, committee members and employees shall:

- (i) perform their duties impartially and in the best interest of the City uninfluenced by fear or favour;
- (ii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the City and the community;
- (iii) subject to section 8, when dealing with any person or organisation who has, or may have, dealings with the City, or any ratepayers or residents, explain whether they are representing the City, or whether they are acting on an individual basis. If acting as an individual, elected members, committee members and employees cannot speak on behalf of the City or offer Council's support for a position;
- (iv) not make any allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment;
- (v) ensure that any comments they make when acting in an official capacity are pertinent to the business of the local government and are not made maliciously or without regard as to whether they represent the truth;
- (vi) always act in accordance with their obligation of fidelity to the City;
- (vii) refrain from carrying out their official duties or responsibilities whilst affected by alcohol, illicit drugs or mind affecting substances;
- (viii) act at all times when representing the City (which includes while wearing City branded clothing) in a manner that will not adversely reflect on Council or bring the City of Kwinana into disrepute;
- (ix) whilst conducting City business, adhere at all times to a standard of dress and personal hygiene which is neat, responsible and consistent with community expectations and normal business practices; and
- (x) not denigrate or cast aspersions on a elected members', committee members' or employee's commitment, contribution or competence.

2.6 Performance of duties

Employees

- (i) While on duty, employees will give their whole time and attention to the local government's business and ensure that their work is carried out efficiently, economically and effectively in accordance with their position description responsibilities and duties, Council Policies and corporate objectives, and that their standard of work reflects favourably both on them and on the City;
- (ii) Employees shall demonstrate loyalty and commit to the unconditional acceptance and support of all Council decisions and lawful instructions from the Chief Executive Officer;

- (iii) Employees shall at all times ensure that their standard of work and conduct reflects favourably both on them and the City, and is in accordance with the City's Customer Service Charter and Customer Service Standards;
- (iv) Employees will comply with the Local Government (Functions and General) Regulations 1996 in respect to tenders for goods and services in any instance where they are involved in any manner with tendering for a City contract;
- (v) Employees shall comply with neat and responsible dress standards whilst at work and shall acknowledge that management reserves the right to raise the issue of dress with individual employees;
- (vi) Employees are encouraged to develop networks with the local government industry, to encourage and assist their peers and promote goodwill between local governments; and
- (vii) Employees are expected to question, review and revise work practices and procedures to account for the organisation's statutory compliance. Regardless of 'instruction', statutory requirements are the principal power.

Elected members

- (i) Will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits;
- (ii) Be as informed as much as possible about the functions of Council and be familiar with all agenda reports and associated documents, prior to the meeting at which the items will be considered;
- (iii) Attend all meetings of Council, -committees, forums, working and advisory groups, to which they are appointed, unless they have previously been granted leave of absence by resolution of Council, or for reasons of illness or offers an apology for being unavailable for other reasons. In the event of a delegate being unable to attend any committee or Council responsibility, they shall inform the deputy delegate in time to attend; and
- (iv) Acknowledge there is an expectation that elected members will remain until the completion of Council meetings, committees, forums, working and advisory group meetings unless there is an overriding valid reason for leaving.

Committee members

- (i) Will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits;
- (ii) Be as informed as much as possible about the functions of the committee of which they are part, and be familiar with all agenda reports and associated documents, prior to the meeting at which the items will be considered;

- (iii) Attend all meetings of the committee, to which they are appointed, unless for reasons of illness or offers an apology for being unavailable for other reasons. In the event of a committee member being unable to attend any committee meeting, they shall endeavour to inform the City prior to the scheduled meeting time; and
- (iv) Acknowledge there is an expectation that committee members will remain until the completion of the committee meeting unless there is an overriding valid reason for leaving.

2.6.1 Compliance with lawful orders

Elected members, committee members and employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer. In the case of elected members the matter can be taken up with the Chief Executive Officer and/or the Mayor if the circumstances require it.

However this must not be seen to prevent elected members, committee members or employees in a private capacity from lobbying to change the policies of the local government.

2.6.2 Administration and management

- (i) Elected members and employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.
- (ii) Elected members and employees shall at all times be mindful of their responsibility to maintain full and accurate records in the performance of their duties.
- (iii) In particular, employees shall ensure that file notes are drafted and placed on record immediately, or as soon as practicable, following discussions on issues of substance. Such issues shall include matters impacting on Council or the City and matters affecting public interest.

2.7 Harassment and discrimination

- (i) Elected members, committee members and employees must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination, on the grounds of sex, pregnancy, age, race (including their colour, nationality, descent, ethnic or religious background), political affiliation, marital status, disability, homosexuality or transgender.
- (ii) The City will ensure compliance with the principles and provisions of the Equal Opportunity Act 1984 (WA). This commitment extends to ensuring that recruitment and selection, promotion and advancement will be solely on the basis of equity and fairness and that appointment will be based on merit.

- (iii) All people have a right to work in an environment that is free from sexual harassment. Sexual harassment will not be tolerated in the City of Kwinana. Any elected members or employee found to be committing sexual harassment will be subject to discipline and/or termination proceedings.

2.8 Development decisions

- (i) Elected members have a duty to ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly. Elected members must avoid impropriety and must also avoid any occasion for reasonable suspicion and any appearance or improper conduct.
- (ii) In determining development applications, it is essential that elected members are highly conscious of the potential for even the slightest impropriety to lead to reasonable suspicion of misconduct. This means elected members must ensure that no action, statement or communication between themselves and applicants or objectors conveys any suggestion of willingness to provide concessions or preferential treatment.

2.9 Lobbying

2.9.1 Introduction

“Lobbying” is used to cover those types of communication between local government elected members and the community such as representations to elected members by special interest groups, by individuals with a direct interest in a council decision and by advocates acting on behalf of others.

Lobbying is common in local government. The most common form occurs when a group or individual makes direct contact with elected members in an attempt to influence a Council decision.

Appropriate lobbying of elected members is considered normal. In many cases lobbying is part of the democratic process and is an acceptable feature of the relationship between citizens and their elected representatives.

2.9.2 Inappropriate lobbying

It is in the public interest that lobbying is fair and does not undermine public confidence in impartial decision-making. Lobbying is a two-way process between elected members and lobbyists.

Elected members should take care that their duty to consider issues fairly and properly is not compromised by participating in lobbying practices that are outside the bounds of appropriate or lawful behaviour.

It is not possible to define every type of activity that could constitute inappropriate or unlawful lobbying. Generally, however, inappropriate or unlawful conduct on the part of someone lobbying an elected member usually involves an attempt to obtain preferential consideration or treatment based on factors other than the merits of the matter.

Examples include:

- (i) accepting undisclosed payments or benefits while making a decision that affects the gift giver's interests;
- (ii) accepting a political donation in return for the favourable exercise of discretion during decision making;
- (iii) granting access to a particular individual or group while *unreasonably* denying similar access requested by another party;
- (iv) fettering discretion by giving undertakings to an interested party prior to considering all the information relevant to a decision;
- (v) acting in a manner that exceeds the role of an elected member as defined in section 2.8, 2.9 or 2.10 of the Local Government Act 1995;
- (vi) disclosing confidential information while being lobbied; and
- (vii) being unduly influenced by factors that are irrelevant to the merits of the matter under consideration.

2.9.3 Transparency

Elected members should exercise judgement when deciding whether to be involved in private meetings with people seeking to influence a Council decision. Suspicions of inappropriate lobbying can occur when lobbying is not open to public scrutiny. Regardless of whether such suspicions are justified, they still have the potential to undermine public confidence in Council decision-making and adversely affect an elected member's reputation.

Transparency is the means of governing accountability and perceptions of fairness in lobbying processes. There are a number of ways elected members can help ensure transparency whilst being lobbied. These include:

- documenting meetings with proponents;
- generally conducting meetings in official locations, such as City premises;
- having other people present during meetings;
- inviting applicants who have approached them for a meeting to discuss significant developments, to write to the City seeking a meeting with all elected members and employees;
- providing copies of information presented during lobbying meetings to City employees for consideration and assessment (if

required), distribution to other elected members and filing as part of the City records;

- asking people who have requested a meeting to put their arguments in writing; and
- making a declaration at a Council meeting about lobbying activities they have been engaged in that are not part of Council's formal processes.

2.9.4 Tendering

The lobbying of elected members by tenderers about the outcome of a tender process is not permissible.

(Reference; clause 2.9 Independent Commission Against Corruption – Lobbying Local Government Councillors” – August 2006.)

3. CONFLICT OF INTERESTS

3.1 Conflict of interest

- (i) Elected members, committee members and employees will ensure that there is no actual or perceived conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (ii) Employees will notify the City's Human Resources Department of any secondary employment and will not engage in private work with or for any person or body with an interest in a proposed or current business dealing with the local government, without first making disclosure to the Chief Executive Officer, or in the case of the Chief Executive Officer, to the Mayor. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance or duties must be scrupulously avoided.
- (iii) Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

- (iv) Employees who exercise a recruitment, regulatory, inspectorial or other discretionary function must make disclosure before dealing with closely associated persons, close relatives or close friends and, whenever possible, or in doubt, should disqualify themselves from dealing with those persons. This disclosure must be made in writing to their Director and/or Chief Executive Officer. In the case of the Chief Executive Officer, disclosure to the Mayor is required.

- (v) Elected members, committee members and employees need to consider any close personal or private interests that may conflict, or be perceived to conflict with their public duty.
- (vi) It is almost inevitable elected members, committee members and employees will have a conflict of interest at some point. These conflicts of interest must be recognised and dealt with accordingly to avoid any conflict or perceived conflict of interest, particularly when decision making is required.

3.2 Financial interest

Elected members and employees will adopt the principles of financial interest as contained within the *Local Government Act 1995*. (Sections 5.59 to 5.90. Subdivision 2, Division 6.)

3.3 Disclosure of interest

Elected members and employees will adopt the principles of disclosure of interest (impartiality) as contained within the Local Government (Administration) Regulations 1996 - Regulation 34C.

- (i) In addition to disclosure of financial interests, elected members and employees, including persons under a contract for services-
 - Attending a Council or committee Meeting; or
 - Giving advice to an elected member, Council or Committee meeting;

are required to disclose any interest they have in a matter to be discussed at the meeting that could give rise to a reasonable belief that the impartiality of the person having the interest would be affected.
- (ii) Where an interest must be disclosed under (i) above, the disclosure is to be made at the meeting immediately before the matter is discussed or in a written note given to the Chief Executive Officer before the meeting, and is to be recorded in the minutes of the meeting.
- (iii) The disclosure of an interest in (i) above does not affect the ability of the elected member or employee to discuss or vote on the matter.

This is not limited to, but may include, situations where Council decisions affect the person's close relatives (not already defined as a "closely associated" financial interest), a close friend or a sporting or community association of which the person is a committee member or office bearer.

3.4 Disclosure of election campaign donations

In the interests of uncompromised decision making, the City of Kwinana requires all electoral candidates to comply with the *Local Government Act 1995* and its associated regulations in disclosing electoral donations. A candidate is to disclose information about any electoral related gift with a

value of \$200 or more that may be received within the six month period prior to the relevant election day.

- (i) A “gift” includes a gift of money, a gift which is non-monetary but of value, a gift in kind or an inadequate financial consideration or the receipt of a discount (where the difference or the discount is more than \$200 worth), financial or other contribution to travel, the provision of a service for no consideration or for inadequate consideration, and a firm promise or agreement to give a gift at some future time.

A gift does not include a gift by will; a gift by a relative; a gift that the candidate would have received notwithstanding his or her candidature; or the provision of volunteer labour.

- (ii) The disclosure of a gift is to be made to the Chief Executive Officer in the manner prescribed by Regulation and in doing so identify specified information.
- (iii) Details about each gift are to be disclosed on the prescribed form and submitted within three days of receiving the gift. Information to be supplied includes the name of the candidate, the name and address of the donor, the date the gift was promised or received, the value of the gift and a description of the gift.
- (iv) The disclosure period commences six months prior to the relevant election and finishes three days after the election day for unsuccessful candidates and on the start day for financial interest returns for successful candidates.
- (v) The Chief Executive Officer is to establish and maintain an Electoral Gift Register. Disclosure forms are to be placed in the Electoral Gift Register upon receipt by the Chief Executive Officer in a manner that clearly identifies and distinguishes the candidates. The Electoral Gift Register is to be kept available for public inspection.
- (vi) In accordance with the Local Government (Elections) Regulations 1999, a maximum penalty of \$5,000 may be imposed on a candidate who fails to comply with the disclosure requirements.

4. PERSONAL BENEFIT

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant legislation.

4.1 Definitions

In this Code, unless the contrary appears;

“activity involving a local government discretion” means an activity –

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

“**gift**” has the meaning given to that term in section 5.82(4) of the Act:

any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel.

except that it does not include -

- (a) a gift from a relative as defined in section 5.74(1) or the Act; or
- (b) a gift that must be disclosed under regulation 30B of the *Local Government (Elections) Regulations 1997*; or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training.

“**notifiable gift**” in relation to a person who is an elected member or Employee, means –

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of two or more gifts given to the elected member or employee by the same person within a period of six months that are in total worth between \$50 and \$300.

“**prohibited gift**” in relation to a person who is an elected member or Employee, means -

- (a) a gift worth \$300 or more; or
- (b) a gift that is one of two or more gifts given to the or employee by the same person within a period of six months that are in total worth \$300 or more.

4.2 Regulatory requirements

In accordance with regulation 34B(2) of the Local Government (Administration) Regulations 1996 a person who is an employee refrain from accepting a **prohibited gift** from a person who —

- (a) is undertaking or seeking to undertake an **activity involving a local government discretion**; or
- (b) it is reasonable to believe is intending to undertake an activity involving local government discretion.

In accordance with regulation 34B(3) of the Local Government (Administration) Regulations 1996 a person who is an employee and who accepts a **notifiable gift** from a person who —

- (a) is undertaking or seeking to undertake an **activity involving a local government discretion**; or

- (b) it is reasonable to believe is intending to undertake an **activity involving a local government discretion**, notify the CEO, in accordance with regulation 34B(4) of the Local Government (Administration) Regulations 1996 and within 10 days of accepting the **gift**, of the acceptance.

In accordance with regulation 34B(4) of the Local Government (Administration) Regulations 1996 notification of the acceptance of a **notifiable gift** be in writing and include —

- (a) the name of the person who gave the **gift**; and
- (b) the date on which the **gift** was accepted; and
- (c) a description, and the estimated value, of the **gift**; and
- (d) the nature of the relationship between the person who is an employee and the person who gave the **gift**; and
- (e) if the **gift** is a **notifiable gift** under paragraph (b) of the definition of **notifiable gift** in regulation 34B(1) of the Local Government (Administration) Regulations 1996 (whether or not it is also a **notifiable gift** under paragraph (a) of that definition) —
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance,

of each other **gift** accepted within the 6 month period.

In accordance with regulation 34B(5) of the Local Government (Administration) Regulations 1996 the CEO maintain a register of **notifiable gifts** and record in it details of notifications given to comply with a requirements outlined in the Local Government (Administration) Regulations 1996

Interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

In accordance with regulation 34C(2) of the Local Government (Administration) Regulations 1996 it is a requirement that a person who is an employee and who has an **interest** in any matter to be discussed at a council or committee meeting attended by the person disclose the nature of the interest —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

In accordance with regulation 34C(3) of the Local Government (Administration) Regulations 1996 it is a requirement that a person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person disclose the nature of any interest the person has in the matter —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the time the advice is given.

A direct or indirect financial interest or proximity interest must be maintained in a separate register in accordance with section 5.60 of the Local Government Act 1995.

In accordance with regulation 34C(5) of the Local Government (Administration) Regulations 1996 a person is excused from a requirement made under subregulation (2) or (3) to disclose the nature of an **interest** if —

- (a) the person's failure to disclose occurs because the person did not know he or she had an **interest** in the matter; or
- (b) the person's failure to disclose occurs because the person did not know the matter in which he or she had an **interest** would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

To comply with a requirement made under regulation 34C(2) or (3) of the Local Government (Administration) Regulations 1996, a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting then —

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

If —

- (a) to comply with a requirement made under regulation 34C(2) of the Local Government (Administration) Regulations 1996, the nature of a person's **interest** in a matter is disclosed at a meeting; or
- (b) a disclosure is made as described in regulation 34C(5)(b) of the Local Government (Administration) Regulations 1996 at a meeting; or
- (c) to comply with a requirement made under regulation 34C(6)(b) of the Local Government (Administration) Regulations 1996, a notice disclosing the nature of a person's **interest** in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

5. WORKING RELATIONSHIPS

5.1 *Working relationships between elected members and employees*

- (i) Elected members will work as part of the Council team with the Chief Executive Officer and employees. That teamwork will only occur if elected members and employees have a mutual respect and co-operate with each other to achieve Council's corporate goals and implement the Council's strategies. To achieve that position elected members need to:
 - (a) accept that their role is a leadership, not a management or an administrative one;

- (b) acknowledge that they have no capacity to individually direct employees to carry out particular functions;
 - (c) refrain from publicly criticising employees (including whether in a Council meeting or via the media) in a way that casts aspersions on their professional reputation, character, ability, integrity, competence or credibility; and
 - (d) ensure that no restrictions or undue influence is placed on the ability of employees to give professional advice to Council.
- (ii) At the same time, Employees will recognise that elected members views and opinions often reflect valid community viewpoints that should be considered in conjunction with professional opinion. Employees will therefore make every effort to assist elected members in the performance of their role, and to achieve the satisfactory resolution of issues that they may raise in the performance of their official role.
- (iii) Elected members have the right to raise various issues and requests with the Chief Executive Officer, in accordance with the Council's Policy/protocols which include:
 - (a) The Mayor and elected members are to refer their requests to the Chief Executive Officer, or if appropriate, the relevant Director.
 - (b) Requests/complaints are to be forwarded (in writing) direct to the Council Administration Officer for entering into the Register of elected member's Requests.
 - (c) Elected member requests will be actioned within ten working days and a written response will be provided to the elected member advising of the action taken.
 - (d) Where an elected member Request requires a diversion of considerable employee resources (eg more than one days research) or where the matter has not been included in the City's current budget, the Chief Executive Officer or relevant Director will discuss the request with the elected member.
- (iv) The Chief Executive Officer is responsible to Council for the performance and direction of all employees and delegates/contractors and the use of resources, in the day-to-day management of the City.
- (v) Elected members and employees should endeavour to resolve serious conflict through initial discussion facilitated by either the Mayor or the Chief Executive Officer. In any case involving the Mayor and Chief Executive Officer, by the Deputy Mayor or other appropriate person, jointly agreed by both.
- (vi) Employees have an obligation to:
 - Give their attention to the business of the City while on duty;
 - Ensure that their work is carried out efficiently, economically and effectively;
 - Carry out lawful directions given by any person having authority to give such directions; and

- Give effect to the lawful policies, decisions and practices of Council, whether or not the employee agrees with or approves of them.

5.2 *Inappropriate interactions*

- (i) The following interactions are inappropriate and therefore elected members shall not approach employees:
 - (a) other than the Chief Executive Officer or Directors for information on sensitive or controversial matters; or
 - (b) other than where authorised by the Chief Executive Officer, outside the employee's place of work, or outside hours of work to discuss council business;
- (ii) Elected members must:
 - (a) refrain from directing City employees other than by way of a Council or committee resolution;
 - (b) refrain from, in any public or private forum, directing or influencing, or attempting to direct or influence, any other employee of the City or a delegate of Council in the exercise of the functions of the employee or delegate;
 - (c) refrain from contacting an employee unless in accordance with procedures governing the interaction of elected members and employees that have been authorised by the Chief Executive Officer;
 - (d) not contact or issue instructions to any of the City's contractors or tenderers, including the City's legal advisors;
 - (e) not be overbearing or threatening to employees;
 - (f) not direct or pressure (or attempt to) employees in the performance of their work, or recommendations they should make;
 - (g) not approach employee organisations; for example unions and associations; in relation to employee matters that relate to individual Employees rather than broader industrial policy issues;
 - (h) not attend on-site inspection meetings with lawyers and/or consultants engaged by the City associated with current or proposed legal proceedings (other than those where approval has been granted to participate).
- (iii) Employees shall not:
 - (a) approach elected members directly on individual employee matters;
 - (b) refuse to give information which is available to other elected members to a particular elected member because of the Employee or elected member's political views;
 - (c) provide ad hoc advice to elected members (i.e. other than where it is procedural or of a minor nature) without recording or

documenting the interaction as they would if the advice was provided to a member of the community;

- (d) meet with developers alone and outside standard office hours to discuss development applications or proposals, unless properly authorised to do so.

5.3 *Dealings with elected members and employees*

- (i) All commercial/business dealings (including the awarding of contracts) with the City by elected members and employees (and their closely associated persons) shall at all times be open, transparent and accountable.
- (ii) All elected members and employees (and their closely associated persons) wishing to carry out any business activities with the City shall only do so in strict accordance with the Council Policy and procedures.

5.4 *Land dealings and personal development applications*

- (i) Elected members and employees will lodge written notice with the Chief Executive Officer, or in the case of the Chief Executive Officer, to the Mayor, describing an intention to undertake a dealing in land within the City or which may otherwise be in conflict with Council's functions (other than purchasing their principal place of residence, or a site for such a purpose).
- (ii) Elected members who have lodged a development application with the City shall only discuss the matter with employees at formal meetings, made in relation to the development application.

6. DEALINGS WITH CITY RESOURCES

6.1 *Use of local government resources*

Elected members, committee members and employees will:

- (i) be honest in their use of the local government's resources and shall not misuse them or permit the misuse (or the appearance of misuse) by any other person or body;
- (ii) use the local government resources entrusted to them effectively, economically and lawfully in the course of their duties;
- (iii) not use the local government's facilities, materials, funds, equipment or resources (including the services of employees) for private purposes (other than in the case of employees, when supplied as part of a contract of employment), unless properly authorised to do so, and

appropriate payments are made (as determined by the Chief Executive Officer);

- (iv) use City resources ethically, effectively, efficiently and carefully in the course of their public or professional duties, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate;
- (v) be scrupulous in the use of City property, including intellectual property, official services and facilities and should not permit their misuse by any other person or body;
- (vi) avoid any action or situation which could create the impression that City property, official services or public facilities are being improperly used for your own or any other person or body's private benefit or gain;
- (vii) not convert any property of the City to their own use unless properly authorised; and
- (viii) not use the City's computer or telecommunications resources to excess or to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

6.2 Travelling and sustenance expenses

Elected members and employees will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the local government in accordance with local government policy and the provision of the *Local Government Act 1995*.

Elected members and employees shall be diligent in ensuring that the expenses claimed in accordance with Council policy relate to their functions as an elected member or employee, and are appropriately acquitted.

6.3 Use of City property for election purposes

The interest of an elected member in their re-election is considered to be a personal interest and as such under no circumstances is any reimbursement to be made in connection with costs incurred.

Equipment, consumables, facilities, entitlements, travel expenses, services or anything (including City logo and letterhead) associated with the City in any way is only to be used in performing the Civic functions of an elected member and are not to be used in any way in association with campaigning for re-election as an elected member.

7. ACCESS TO INFORMATION

7.1 Access to information

- (i) In accordance with the *Local Government Act 1995*, elected members are to be given access to all information for them to properly perform their functions and comply with their responsibilities as elected members.
- (ii) Elected members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.
- (iii) The City must provide access to the documents available under section 5.92 of the *Local Government Act 1995* to all members of the public, and to elected members. The City must also provide elected members with information sufficient to enable them to carry out their civic functions.
- (iv) Elected members and committee members who have a personal (as distinct from a civic) interest in a document of the City have the same rights of access as any member of the public.
- (v) Employees have an obligation to provide full and timely information to elected members about matters that they are dealing with, in accordance with City procedures.
- (vi) Elected members and committee members have an obligation to properly examine all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter.

7.2 Use and security of information

Elected members, committee members and employees:

- (i) will not use confidential information to gain improper advantage for themselves or for any other person or body, or in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation;
- (ii) must only access information needed for official business;
- (iii) must protect confidential information;
- (iv) must not use confidential information for personal purposes or for any non-official purpose;
- (v) must only release confidential information if they have authority to do so; and
- (vi) must only use confidential information for the purpose it is intended to be used.

7.3 Request for information – personal interest

An elected member or employee

- (i) making an enquiry on a matter being considered by the City's administration or Council in which that elected member or employee has a personal/financial interest shall seek the information only from the Chief Executive Officer and that when required by the Chief Executive, the request shall be in writing; and
- (ii) must not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or for any other person.

7.4 Refusal of access to documents

The Chief Executive Officer must act in deciding whether a document sought by elected members should be made available under section 5.92 of the *Local Government Act 1995* or because it is relevant to the performance of the elected member or committee member's civic duty. The Chief Executive Officer must state the reasons for the decision if access is refused.

8. COMMUNICATION AND PUBLIC RELATIONS

8.1 Communication

- (i) Employees shall promptly respond to written, electronic and verbal enquiries in accordance with the City's Customer Service Charter and Customer Service Standards.
- (ii) Unless on approved leave of absence or unavailable for other reasons, elected members shall respond to all written, electronic and verbal enquiries as soon as practicable.

An adequate response includes a request to the Council Administration Officer who will delegate to the relevant City's employee for comment, response and action directly to the enquirer.

- (iii) All aspects of communication by elected members and employees (including verbal, written or personal), involving the City's activities should reflect the status and objectives of Council. Communications should be accurate, polite and professional.

8.2 Mayor to speak on behalf of Council

In accordance with the Local Government Act 1995, the spokespersons for Council is the Mayor and with the Mayor's authorisation, the Chief Executive Officer, either of whom may make a statement on behalf of Council and the City.

The Mayor or Chief Executive Officer will only express the view or position of Council, where Council has formally determined a view or position. Where Council has not determined the matter or has no clear view/position, the

Mayor or Chief Executive Officer may express a personal view, providing they clearly preface such remarks as being their own personal view and not those of Council.

8.3 Corporate obligations

As representatives of the community, elected members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of Council. In doing so elected members should acknowledge that:

- (a) as a member of Council there is respect for the decision making processes of Council, which are based on a decision of the majority of Council;
- (b) information relating to decisions of Council on approvals, permits and so on ought to be communicated in an official capacity by a designated employee of the City;
- (c) information concerning adopted policies, procedures and decisions of Council is conveyed accurately; and
- (d) information of a confidential nature shall not be communicated until it is no longer treated as confidential.

8.4 Expression of personal views

Elected members and employees are free to make their own personal position known about any matter, which is pertinent to the business of the City, including Council decisions, provided that it cannot be construed to be a statement on behalf of Council.

- (a) Elected members and employees will refrain from making personal statements to the media without clearly prefacing such remarks that they are personal views and not those of Council;
- (b) Elected members and employees will not adversely reflect on a Council decision; and
- (c) This shall not prejudice an individual member's right to express a personal opinion on issues of public interest.

8.5 Comment during public consultation period

- (i) Elected members, committee members and employees:
 - (a) will refrain from making public comment expressing a personal opinion or prejudice a matter whilst the matter is being advertised for public comment and/or is yet to be considered and determined by Council;
 - (b) will clearly preface any of their remarks as being their own personal views and not those of Council or possibly be construed to be on behalf of Council; and

- (c) will encourage members of the public to make a submission to the City.
- (ii) The Mayor and/or Chief Executive Officer may take appropriate action (including issuing a statement to the media) to correct any misinformation or erroneous information which is in the public arena.

8.6 Defamation

Elected members should acknowledge that:

- (a) Comments by elected members at meetings of Council and/or committees, forums, working or advisory groups of the City are not covered from defamation action by absolute privilege.
- (b) Elected members should ensure that comments made are pertinent to the business of local government and they are not made maliciously or without due regard to whether they represent the truth.

9 IMPLEMENTATION, REVIEW AND COMPLIANCE

9.1 Implementation and review

- (a) The original Code of Conduct for the City of Kwinana was first adopted on 28 November 1990 and reviewed and is amended as required by the *Local Government Act 1995*.
- (b) Council will review the Code of Conduct after each ordinary election (i.e. every two years) and any amendments to the Code of Conduct will be subsequently communicated to elected members, committee members, employees and the community.

9.2 Matters not dealt with by this Code

(i) Rules of Conduct Regulations

Elected members are required to observe the rules of conduct prescribed in the Local Government (Rules of Conduct) Regulations 2007 (and those rules do not form part of this Code), namely –

- *General principles to guide the behaviour of council members;*
- *Contravention of certain local laws;*
- *Use of information;*
- *Securing personal advantage or disadvantaging others;*
- *Misuse of local government resources;*
- *Prohibition against involvement in administration;*
- *Relations with local government employees;*
- *Disclosure of interest; and*
- *Gifts.*

(ii) ***The Act***

Certain conduct and actions by elected members, committee members and employees may constitute offences under the Local Government Act 1995 and may not be dealt with by this Code of Conduct.

9.3 Adherence to the Code

- (i) Elected members are required to make a declaration to comply with Council's Code of Conduct upon being sworn in.
- (ii) All employees, on induction, are required to make a declaration to comply with Council's Code of Conduct.
- (iii) Any elected member, committee members or employee having concerns with regard to an actual, perceived, potential, intended or unintended breach of either the specific provisions or the spirit of the Code of Conduct, or any provisions of the Local Government Act 1995, Regulations or local laws, should discuss those concerns with the Chief Executive Officer where such matters relate to elected members, committee members or employees, or the Mayor in the case of matters involving the Chief Executive Officer.
- (iv) In all matters, the subject of the complaint shall be treated in the strictest confidence until such time as an appropriate investigation has been undertaken.
- (v) Any actions taken as a result of a breach will be made in accordance with the provisions of any applicable legislative requirement and the City's responsibilities as an employer.
- (vi) Serious and/or repeated breaches of the Code of Conduct will be reported to the Council or appropriate authority or relevant person for consideration and appropriate action, where necessary.

9.4 Dealing with complaints and allegations

- (i) If a person has any complaint concerning the performance, ability, character or integrity of any elected members, committee members or employee, or of any act or omission of an elected member, committee member or employee, he or she shall make the complaint in the prescribed form and notify the Chief Executive Officer or the Mayor, if the complaint is in relation to the Chief Executive Officer.
- (ii) Any serious complaint or one which alleges misconduct or corruption must be verified by a Statutory Declaration, as prescribed by the *Oaths, Affidavits and Statutory Declarations Act 2005*.
- (iii) The complaint must be given in confidence and shall;
 - (a) identify the complainant and the person against whom the complaint is made;
 - (b) set out the details of the complaint, alleged breach of the Code of Conduct and/or legislation; and

- (c) be in writing, or in the prescribed form and preferably verified by a Statutory Declaration, as prescribed by the *Oaths, Affidavits and Statutory Declarations Act 2005*.
- (iv) Any person who has lodged a complaint, or any elected members, committee members or employee, against whom a complaint has been made, must keep confidential the complaint, until the complaint has been determined or finalised.
- (v) Employees:
 - (a) Any complaint about an employee (other than a complaint about the Chief Executive Officer) shall be reported to and dealt with administratively by the Chief Executive Officer.
 - (b) Any complaint about the Chief Executive Officer shall be addressed to the Mayor, and will be dealt with by Council.
- (vi) Elected members and committee members:
 - (a) Any complaint about an elected member or committee member shall be reported to the Chief Executive Officer.

9.5 Procedure for dealing with complaints and allegations

All complaints and allegations will;

- (i) be treated as confidential and will ensure that the principles of “natural justice” and “procedural fairness” are followed at all times;
- (ii) for employees, be dealt with in accordance with any City policies and/or procedures; and
- (iii) for elected members and committee members, be dealt with in accordance with the Act, and Regulations or where applicable any City policies and/or procedures.

9.6 Protection of persons reporting unacceptable or illegal behaviour

The Chief Executive Officer is to ensure that elected members, committee members and employees who report unacceptable or illegal behaviour of elected members or employees (that is, whistleblowers) are not in any way disadvantaged or victimised because of their actions. The Chief Executive Officer’s action is limited to matters for which he/she has responsibility and/or jurisdiction to act.

9.7 Corruption, Crime and Misconduct Act 2003

Elected members, committee members and employees must be aware of the Corruption, Crime and Misconduct Act 2003 which requires the Principal Officer of an organisation (ie: the Chief Executive Officer) to report possible misconduct or corruption to the Commission.

Victimisation

A person must not —

- (a) threaten to prejudice the safety or career of any person;
- or
- (b) intimidate or harass, or threaten to intimidate or harass, any person; or
- (c) do an act that is, or is likely to be, to the detriment of any person,

because the person mentioned in paragraph (a), (b) or (c), or someone else, gave evidence to, or helped, the Commission, the Public Sector Commissioner or the Parliamentary Inspector in the performance of functions under this Act.

Definitions

The Corruption and Crime Commission has produced the following information:

“Misconduct” essentially occurs if a public officer (which includes local government elected members, committee members and employees):

- corruptly acts or corruptly fails to act in the performance of the functions of the public officer’s office or employment; or
- corruptly takes advantage of the public officer’s office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or
- whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years’ imprisonment;

or

A public officer engages in conduct that:

- adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
- constitutes or involves the performance of his or her functions in a manner that is not honest or impartial; or
- constitutes or involves a breach of the trust placed in the public officer by reason of his or her office or employment as a public officer; or
- involves the misuse of information or material that the public officer has acquired in connection with his or her functions as a public officer,

whether the misuse is for the benefit of the public officer or the benefit or detriment of another person,

AND constitutes or could constitute:

- a disciplinary offence providing reasonable grounds for the termination of a person's office or employment as a public service officer under the Public Sector Management Act 1994 (whether or not the public officer to whom the allegation relates is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).

What Does Corruptly Mean?

The term is not defined under the Act. Corruption usually involves calculated, often continuing, covert and wrongful exercise of public duty or function. The Criminal Code also provides guidance by defining the offence of corruption at section 83, in the following terms:

“Corruption

Any public officer who, without lawful authority or a reasonable excuse —

(a) acts upon any knowledge or information obtained by reason of his office or employment; or

(b) acts in any matter, in the performance or discharge of the functions of his office or employment, in relation to which he has, directly or indirectly, any pecuniary interest; or

(c) acts corruptly in the performance or discharge of the functions of his office or employment,

so as to gain a benefit, whether pecuniary or otherwise, for any person, or so as to cause a detriment, whether pecuniary or otherwise, to any person, is guilty of a crime”

REFERENCES AND FURTHER READING

Independent Commission Against Corruption – *“Lobbying Local Government Councillors”* August 2006.

Department of Local Government (NSW) *“The model Code of Conduct for Local Government in NSW”* March 2013.

Department of Local Government and Regional Development *“Council Members Relationship with Developers”* Operational Guidelines No 12 – April 2006.

Public Sector Commission Conduct Guide

WALGA Model Code of Conduct

Public Sector Management Act 1994



CODE OF CONDUCT

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CODE OF CONDUCT

1. INTRODUCTION

1.1 *Preamble*

The Council of the City of Kwinana is the elected body responsible for the leadership of the City in the best interest of its residents. Council is committed to providing open, responsive and accountable government. It must do that in accordance with the applicable legislation.

The *Local Government Act 1995* confers considerable power on Council. As a result of this, elected members, committee members and employees must actively seek to achieve and retain public trust if they are to deserve the responsibilities entrusted to them.

1.2 *Requirement for a Code of Conduct and its application*

- (i) The *Local Government Act 1995* requires every Council to adopt a Code of Conduct to be observed by elected members, committee members and employees.
- (ii) Elected members, committee members and employees of the City must comply with the applicable provisions of the City's Code of Conduct.
- (ii) The Code of Conduct applies to all elected members committee members and employees of the City of Kwinana.
- (iv) It is a requirement of this Code that elected members observe the Local Government (*Rules of Conduct*) Regulations 2007 and the general principles referred to in Regulation 3(1).

Footnote:

Regulation 3(1) of the Local Government (Rules of Conduct) Regulations 2007 provides as follows:

- (a) act with reasonable care and diligence; and
 - (b) act with honesty and integrity; and
 - (c) act lawfully; and
 - (d) avoid damage to the reputation of the local government; and
 - (e) be open and accountable to the public; and
 - (f) base decisions on relevant and factually correct information; and
 - (g) treat others with respect and fairness; and
 - (h) not be impaired by mind affecting substances.
- (v) This Code comes into operation when it is adopted by Council.

1.3 Definitions

In this Code, unless the text requires otherwise;

Act means the *Local Government Act 1995*;

Chief Executive Officer means the Chief Executive Officer of the City;

Committee means a committee established by Council under the Act;

committee member has the meaning as defined in section 5.9(1) of the Local Government Act 1995 and includes 'other person', i.e., is not an Elected member or an employee

Council means the Council of the City;

elected member means a person who holds the office of Mayor or Councillor on the Council;

employee means a person employed by the City;

local law means any local law adopted by Council;

City means City of Kwinana;

Regulations means any regulations made under the *Local Government Act 1995*;

Rules of Conduct Regulations means the *Local Government (Rules of Conduct) Regulations 2007*.

1.4 Purpose of the Code of Conduct

- (i) The Code of Conduct provides elected members, committee members and employees of the City of Kwinana with clear guidelines for the standard of professional conduct and behaviour expected of them in carrying out their functions and responsibilities. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability. It encourages a commitment to ethical and professional behaviour and outlines principles on which individual and collective local government responsibilities may be based.

The Code of Conduct is complementary to the principles adopted in the Local Government Act 1995, Regulations and local laws which incorporate four fundamental aims:

- (1) better decision making by local governments;
- (2) greater community participation in the decisions and affairs of local governments;

- (3) greater accountability of local government to their communities; and
- (4) more efficient and effective local government.
- (ii) The Code of Conduct has been developed to assist elected members, committee members and employees to;
 - understand the standard of conduct that is expected of them;
 - enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of due care and diligence; and
 - act in ways that enhance public confidence in the integrity of local government.

1.5 **Key principles**

This Code of Conduct is based on the following key principles:

1.5.1 **Integrity**

Elected members, committee members and employees must not place themselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence them in the performance of their duties.

1.5.2 **Leadership**

Elected members, committee members and employees have a duty to promote and support the key principles of by leading by example and to maintain and strengthen the public's trust and confidence in the integrity of the City. (*This means promoting public duty to others in the City and community, by their own ethical behaviour*).

1.5.3 **Selflessness**

Elected members, committee members and employees have a duty to make decisions solely in the public interest (*this means making decisions because they benefit the public, not because they benefit the decision maker*). Elected members, committee members and employees must not act in order to gain financial or other benefits for themselves, their family, friends or business interests.

1.5.4 **Objectivity**

Elected members, committee members and employees must make decisions solely on merit and in accordance with their statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. (*This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of the City resources; considering only relevant matters*).

1.5.5 Accountability

Elected members, committee members and employees are accountable to the public for their decisions and actions and must consider issues on their merits, taking into account the views of others (*This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails*).

1.5.6 Openness

Elected members, committee members and employees have a duty to be as open as possible about their decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. (*This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly*).

1.5.7 Honesty

Elected members, committee members and employees have a duty to act honestly. They must declare any private interests relating to their public duties and take steps to resolve any conflicts arising in such a way that protects the public interest (This means obeying the law; adhering to Council Policies and City of Kwinana procedures; observing the Code of Conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred).

1.5.8 Respect

Elected members, committee members and employees must treat others with respect at all times. (*This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play within local government decision making*).

This standard requires that they treat other people as individuals with rights to be honoured and defended, and also to assist these people to claim their rights if they are unable to do it for themselves. The City encourages honest relationships by being truthful and sincere when dealing with others.

1.5.9 Justice

Elected members, committee members and employees must treat people fairly, without discrimination, and with rules that apply equally to all. (*This means they must ensure that opportunities and social benefits are shared equally among individuals, including equitable outcomes for disadvantaged people. They must uphold the laws of the City of Kwinana and comply with relevant State and Federal legislation*).

1.5.10 Beneficence

Elected members, committee members and employees must do for others what they would like done for themselves – that they do good, and not harm, to others. They must be aware that the strong have a duty of care to the weak, dependant and vulnerable and to uphold the rights of those who are unable to do so. They shall contribute to the well-being of individuals and society by exercising due diligence and duty of care to others.

1.6 *Role of Council, Mayor, Elected members and the Chief Executive Officer*

The role of Council, Mayor, elected members and Chief Executive Officer is prescribed by the *Local Government Act 1995*.

As an elected leader of the community, the Mayor shall demonstrate the highest level of civic conscience, impartiality and personal conduct.

An elected member's primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the local government. This will be the focus of the elected member's public life.

An elected member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling their various roles, elected member's activities will focus on;

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the City's finances;
- ensuring that appropriate mechanisms are in place to enable the prompt management of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level; and
- being aware of the statutory obligations imposed on elected members and on local governments.

2. GENERAL CONDUCT OBLIGATIONS

2.1 *General conduct*

- (i) Elected members, committee members and employees must avoid behaviour and conduct that:
 - contravenes the *Local Government Act 1995*, associated regulations and the City's relevant administrative requirements;
 - is improper or unethical;
 - is an abuse of power or otherwise amounts to misconduct;
 - causes, compromises or involves creating or escalating any avoidable risks within property owned by the City, (including vehicles) that compromise the health, well being or safety of any members of the City or public. Potential risks or hazards to employees or public are to be reported according to existing procedures.
 - causes, compromises or involves intimidation, harassment, or verbal, physical or psychological abuse.
 - causes, compromises or involves discrimination, disadvantage or adverse treatment in relation to employment; or
 - causes, compromises or involves prejudice in the provision of a service to the community.
 - causes property belonging to another, (including City owned property) to be removed or taken without consent.
- (ii) Elected members, committee members and employees will respect the title of elected office, referring to the Mayor and elected members and committee members by their formal title whilst in the public arena, and thereafter as circumstances dictate.
- (iii) as part of their representative role elected members and employees are often asked to represent the City on external organisations. It is important that elected members and employees apply the following:
 - Clearly understand the basis of their appointment;
 - Provide regular reports on the activities of the organisation; and
 - Always represent the decision/views of the City, whether the person agrees with the decision/view or not.
- (iv) Elected members, committee members and employees will promote courtesy, trust and respect in an environment that is free from bullying.

2.2 *Honesty and integrity*

Elected members, committee members and employees will:

- (i) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (ii) bring to the notice of the Chief Executive Officer any suspected dishonesty on the part of any elected members, committee members or employee.

Any presumed dishonesty on the part of the Chief Executive Officer is to be brought to the attention of the Mayor, and any suspected dishonesty on the part of the Mayor is to be brought to the attention of the Chief Executive Officer;

- (iii) be frank and honest in their official dealing with each other; and
- (iv) treat all members of the community honestly and fairly.

2.3 *Fairness and equity*

Elected members, committee members and employees

- (i) have an obligation to consider issues consistently, promptly and fairly. This involves dealing with matters in accordance with established procedures, in a non-discriminatory manner.
- (ii) must take all relevant facts known to them, or that they should be reasonably aware of, into consideration and have regard to the particular merits of each case. They must not take irrelevant matters or circumstances into consideration when making decisions.
- (iii) Elected members, committee members and employees will ensure that the Council has its own proposals, for entrepreneurial activities, impartially and properly assessed, consistent with the scope and standard of the normal assessment applied to outside parties requiring Council approval (including subdivisions, development, buildings and tenders).

2.4 *Improper and undue influence*

Elected members, committee members and employees must not take advantage of:

- (i) their position to improperly influence other City officials in the performance of their public or professional duties to secure a private benefit for themselves or for somebody else; and
- (ii) or seek to take advantage of, their status or position with, or functions performed for the City, in order to obtain unauthorised or unfair benefit for themselves or for any other person or body.

2.5 Personal behaviour

Elected members, committee members and employees shall:

- (i) perform their duties impartially and in the best interest of the City uninfluenced by fear or favour;
- (ii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the City and the community;
- (iii) subject to section 8, when dealing with any person or organisation who has, or may have, dealings with the City, or any ratepayers or residents, explain whether they are representing the City, or whether they are acting on an individual basis. If acting as an individual, elected members, committee members and employees cannot speak on behalf of the City or offer Council's support for a position;
- (iv) not make any allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment;
- (v) ensure that any comments they make when acting in an official capacity are pertinent to the business of the local government and are not made maliciously or without regard as to whether they represent the truth;
- (vi) always act in accordance with their obligation of fidelity to the City;
- (vii) refrain from carrying out their official duties or responsibilities whilst affected by alcohol, illicit drugs or mind affecting substances;
- (viii) act at all times when representing the City (which includes while wearing City branded clothing) in a manner that will not adversely reflect on Council or bring the City of Kwinana into disrepute;
- (ix) whilst conducting City business, adhere at all times to a standard of dress and personal hygiene which is neat, responsible and consistent with community expectations and normal business practices; and
- (x) not denigrate or cast aspersions on a elected members', committee members' or employee's commitment, contribution or competence.

2.6 Performance of duties

Employees

- (i) While on duty, employees will give their whole time and attention to the local government's business and ensure that their work is carried out efficiently, economically and effectively in accordance with their position description responsibilities and duties, Council Policies and corporate objectives, and that their standard of work reflects favourably both on them and on the City;
- (ii) Employees shall demonstrate loyalty and commit to the unconditional acceptance and support of all Council decisions and lawful instructions from the Chief Executive Officer;

- (iii) Employees shall at all times ensure that their standard of work and conduct reflects favourably both on them and the City, and is in accordance with the City's Customer Service Charter and Customer Service Standards;
- (iv) Employees will comply with the Local Government (Functions and General) Regulations 1996 in respect to tenders for goods and services in any instance where they are involved in any manner with tendering for a City contract;
- (v) Employees shall comply with neat and responsible dress standards whilst at work and shall acknowledge that management reserves the right to raise the issue of dress with individual employees;
- (vi) Employees are encouraged to develop networks with the local government industry, to encourage and assist their peers and promote goodwill between local governments; and
- (vii) Employees are expected to question, review and revise work practices and procedures to account for the organisation's statutory compliance. Regardless of 'instruction', statutory requirements are the principal power.

Elected members

- (i) Will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits;
- (ii) Be as informed as much as possible about the functions of Council and be familiar with all agenda reports and associated documents, prior to the meeting at which the items will be considered;
- (iii) Attend all meetings of Council, -committees, forums, working and advisory groups, to which they are appointed, unless they have previously been granted leave of absence by resolution of Council, or for reasons of illness or offers an apology for being unavailable for other reasons. In the event of a delegate being unable to attend any committee or Council responsibility, they shall inform the deputy delegate in time to attend; and
- (iv) Acknowledge there is an expectation that elected members will remain until the completion of Council meetings, committees, forums, working and advisory group meetings unless there is an overriding valid reason for leaving.

Committee members

- (i) Will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits;
- (ii) Be as informed as much as possible about the functions of the committee of which they are part, and be familiar with all agenda reports and associated documents, prior to the meeting at which the items will be considered;

- (iii) Attend all meetings of the committee, to which they are appointed, unless for reasons of illness or offers an apology for being unavailable for other reasons. In the event of a committee member being unable to attend any committee meeting, they shall endeavour to inform the City prior to the scheduled meeting time; and
- (iv) Acknowledge there is an expectation that committee members will remain until the completion of the committee meeting unless there is an overriding valid reason for leaving.

2.6.1 Compliance with lawful orders

Elected members, committee members and employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer. In the case of elected members the matter can be taken up with the Chief Executive Officer and/or the Mayor if the circumstances require it.

However this must not be seen to prevent elected members, committee members or employees in a private capacity from lobbying to change the policies of the local government.

2.6.5 Administration and management

- (i) Elected members and employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.
- (ii) Elected members and employees shall at all times be mindful of their responsibility to maintain full and accurate records in the performance of their duties.
- (iii) In particular, employees shall ensure that file notes are drafted and placed on record immediately, or as soon as practicable, following discussions on issues of substance. Such issues shall include matters impacting on Council or the City and matters affecting public interest.

2.7 Harassment and discrimination

- (i) Elected members, committee members and employees must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination, on the grounds of sex, pregnancy, age, race (including their colour, nationality, descent, ethnic or religious background), political affiliation, marital status, disability, homosexuality or transgender.
- (ii) The City will ensure compliance with the principles and provisions of the Equal Opportunity Act 1984 (WA). This commitment extends to ensuring that recruitment and selection, promotion and advancement will be solely on the basis of equity and fairness and that appointment will be based on merit.

- (iii) All people have a right to work in an environment that is free from sexual harassment. Sexual harassment will not be tolerated in the City of Kwinana. Any elected members or employee found to be committing sexual harassment will be subject to discipline and/or termination proceedings.

2.8 Development decisions

- (i) Elected members have a duty to ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly. Elected members must avoid impropriety and must also avoid any occasion for reasonable suspicion and any appearance or improper conduct.
- (ii) In determining development applications, it is essential that elected members are highly conscious of the potential for even the slightest impropriety to lead to reasonable suspicion of misconduct. This means elected members must ensure that no action, statement or communication between themselves and applicants or objectors conveys any suggestion of willingness to provide concessions or preferential treatment.

2.9 Lobbying

2.9.1 Introduction

“Lobbying” is used to cover those types of communication between local government elected members and the community such as representations to elected members by special interest groups, by individuals with a direct interest in a council decision and by advocates acting on behalf of others.

Lobbying is common in local government. The most common form occurs when a group or individual makes direct contact with elected members in an attempt to influence a Council decision.

Appropriate lobbying of elected members is considered normal. In many cases lobbying is part of the democratic process and is an acceptable feature of the relationship between citizens and their elected representatives.

2.9.2 Inappropriate lobbying

It is in the public interest that lobbying is fair and does not undermine public confidence in impartial decision-making. Lobbying is a two-way process between elected members and lobbyists.

Elected members should take care that their duty to consider issues fairly and properly is not compromised by participating in lobbying practices that are outside the bounds of appropriate or lawful behaviour.

It is not possible to define every type of activity that could constitute inappropriate or unlawful lobbying. Generally, however, inappropriate or unlawful conduct on the part of someone lobbying an elected member usually involves an attempt to obtain preferential consideration or treatment based on factors other than the merits of the matter.

Examples include:

- (i) accepting undisclosed payments or benefits while making a decision that affects the gift giver's interests;
- (ii) accepting a political donation in return for the favourable exercise of discretion during decision making;
- (iii) granting access to a particular individual or group while *unreasonably* denying similar access requested by another party;
- (iv) fettering discretion by giving undertakings to an interested party prior to considering all the information relevant to a decision;
- (v) acting in a manner that exceeds the role of an elected member as defined in section 2.8, 2.9 or 2.10 of the Local Government Act 1995;
- (vi) disclosing confidential information while being lobbied; and
- (vii) being unduly influenced by factors that are irrelevant to the merits of the matter under consideration.

2.9.3 Transparency

Elected members should exercise judgement when deciding whether to be involved in private meetings with people seeking to influence a Council decision. Suspicions of inappropriate lobbying can occur when lobbying is not open to public scrutiny. Regardless of whether such suspicions are justified, they still have the potential to undermine public confidence in Council decision-making and adversely affect an elected member's reputation.

Transparency is the means of governing accountability and perceptions of fairness in lobbying processes. There are a number of ways elected members can help ensure transparency whilst being lobbied. These include:

- documenting meetings with proponents;
- generally conducting meetings in official locations, such as City premises;
- having other people present during meetings;
- inviting applicants who have approached them for a meeting to discuss significant developments, to write to the City seeking a meeting with all elected members and employees;
- providing copies of information presented during lobbying meetings to City employees for consideration and assessment (if

required), distribution to other elected members and filing as part of the City records;

- asking people who have requested a meeting to put their arguments in writing; and
- making a declaration at a Council meeting about lobbying activities they have been engaged in that are not part of Council's formal processes.

2.9.4 Tendering

The lobbying of elected members by tenderers about the outcome of a tender process is not permissible.

(Reference; clause 2.9 Independent Commission Against Corruption – Lobbying Local Government Councillors” – August 2006.)

3. CONFLICT OF INTERESTS

3.1 Conflict of interest

- (i) Elected members, committee members and employees will ensure that there is no actual or perceived conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (ii) Employees will notify the City's Human Resources Department of any secondary employment and will not engage in private work with or for any person or body with an interest in a proposed or current business dealing with the local government, without first making disclosure to the Chief Executive Officer, or in the case of the Chief Executive Officer, to the Mayor. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance or duties must be scrupulously avoided.
- (iii) Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

- (iv) Employees who exercise a recruitment, regulatory, inspectorial or other discretionary function must make disclosure before dealing with closely associated persons, close relatives or close friends and, whenever possible, or in doubt, should disqualify themselves from dealing with those persons. This disclosure must be made in writing to their Director and/or Chief Executive Officer. In the case of the Chief Executive Officer, disclosure to the Mayor is required.

- (v) Elected members, committee members and employees need to consider any close personal or private interests that may conflict, or be perceived to conflict with their public duty.
- (vi) It is almost inevitable elected members, committee members and employees will have a conflict of interest at some point. These conflicts of interest must be recognised and dealt with accordingly to avoid any conflict or perceived conflict of interest, particularly when decision making is required.

3.2 Financial interest

Elected members and employees will adopt the principles of financial interest as contained within the *Local Government Act 1995*. (Sections 5.59 to 5.90. Subdivision 2, Division 6.)

3.3 Disclosure of interest

Elected members and employees will adopt the principles of disclosure of interest (impartiality) as contained within the Local Government (Administration) Regulations 1996 - Regulation 34C.

- (i) In addition to disclosure of financial interests, elected members and employees, including persons under a contract for services-
 - Attending a Council or committee Meeting; or
 - Giving advice to an elected member, Council or Committee meeting;

are required to disclose any interest they have in a matter to be discussed at the meeting that could give rise to a reasonable belief that the impartiality of the person having the interest would be affected.
- (ii) Where an interest must be disclosed under (i) above, the disclosure is to be made at the meeting immediately before the matter is discussed or in a written note given to the Chief Executive Officer before the meeting, and is to be recorded in the minutes of the meeting.
- (iii) The disclosure of an interest in (i) above does not affect the ability of the elected member or employee to discuss or vote on the matter.

This is not limited to, but may include, situations where Council decisions affect the person's close relatives (not already defined as a "closely associated" financial interest), a close friend or a sporting or community association of which the person is a committee member or office bearer.

3.4 Disclosure of election campaign donations

In the interests of uncompromised decision making, the City of Kwinana requires all electoral candidates to comply with the *Local Government Act 1995* and its associated regulations in disclosing electoral donations. A candidate is to disclose information about any electoral related gift with a

value of \$200 or more that may be received within the six month period prior to the relevant election day.

- (i) A “gift” includes a gift of money, a gift which is non-monetary but of value, a gift in kind or an inadequate financial consideration or the receipt of a discount (where the difference or the discount is more than \$200 worth), financial or other contribution to travel, the provision of a service for no consideration or for inadequate consideration, and a firm promise or agreement to give a gift at some future time.

A gift does not include a gift by will; a gift by a relative; a gift that the candidate would have received notwithstanding his or her candidature; or the provision of volunteer labour.

- (ii) The disclosure of a gift is to be made to the Chief Executive Officer in the manner prescribed by Regulation and in doing so identify specified information.
- (iii) Details about each gift are to be disclosed on the prescribed form and submitted within three days of receiving the gift. Information to be supplied includes the name of the candidate, the name and address of the donor, the date the gift was promised or received, the value of the gift and a description of the gift.
- (iv) The disclosure period commences six months prior to the relevant election and finishes three days after the election day for unsuccessful candidates and on the start day for financial interest returns for successful candidates.
- (v) The Chief Executive Officer is to establish and maintain an Electoral Gift Register. Disclosure forms are to be placed in the Electoral Gift Register upon receipt by the Chief Executive Officer in a manner that clearly identifies and distinguishes the candidates. The Electoral Gift Register is to be kept available for public inspection.
- (vi) In accordance with the Local Government (Elections) Regulations 1999, a maximum penalty of \$5,000 may be imposed on a candidate who fails to comply with the disclosure requirements.

4. PERSONAL BENEFIT

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant legislation.

4.1 Definitions

In this Code, unless the contrary appears;

“**activity involving a local government discretion**” means an activity –

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

“**gift**” has the meaning given to that term in section 5.82(4) of the Act:

any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel.

except that it does not include -

- (a) a gift from a relative as defined in section 5.74(1) or the Act; or
- (b) a gift that must be disclosed under regulation 30B of the *Local Government (Elections) Regulations 1997*; or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training.

“**notifiable gift**” in relation to a person who is an elected member or Employee, means –

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of two or more gifts given to the elected member or employee by the same person within a period of six months that are in total worth between \$50 and \$300.

“**prohibited gift**” in relation to a person who is an elected member or Employee, means -

- (a) a gift worth \$300 or more; or
- (b) a gift that is one of two or more gifts given to the or employee by the same person within a period of six months that are in total worth \$300 or more.

4.2 Regulatory requirements

In accordance with regulation 34B(2) of the Local Government (Administration) Regulations 1996 a person who is an employee refrain from accepting a **prohibited gift** from a person who —

- (a) is undertaking or seeking to undertake an **activity involving a local government discretion**; or
- (b) it is reasonable to believe is intending to undertake an activity involving local government discretion.

In accordance with regulation 34B(3) of the Local Government (Administration) Regulations 1996 a person who is an employee and who accepts a **notifiable gift** from a person who —

- (a) is undertaking or seeking to undertake an **activity involving a local government discretion**; or

- (b) it is reasonable to believe is intending to undertake an **activity involving a local government discretion**, notify the CEO, in accordance with regulation 34B(4) of the Local Government (Administration) Regulations 1996 and within 10 days of accepting the **gift**, of the acceptance.

In accordance with regulation 34B(4) of the Local Government (Administration) Regulations 1996 notification of the acceptance of a **notifiable gift** be in writing and include —

- (a) the name of the person who gave the **gift**; and
- (b) the date on which the **gift** was accepted; and
- (c) a description, and the estimated value, of the **gift**; and
- (d) the nature of the relationship between the person who is an employee and the person who gave the **gift**; and
- (e) if the **gift** is a **notifiable gift** under paragraph (b) of the definition of **notifiable gift** in regulation 34B(1) of the Local Government (Administration) Regulations 1996 (whether or not it is also a **notifiable gift** under paragraph (a) of that definition) —
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance,

of each other **gift** accepted within the 6 month period.

In accordance with regulation 34B(5) of the Local Government (Administration) Regulations 1996 the CEO maintain a register of **notifiable gifts** and record in it details of notifications given to comply with a requirements outlined in the Local Government (Administration) Regulations 1996

Interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

In accordance with regulation 34C(2) of the Local Government (Administration) Regulations 1996 it is a requirement that a person who is an employee and who has an **interest** in any matter to be discussed at a council or committee meeting attended by the person disclose the nature of the interest —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

In accordance with regulation 34C(3) of the Local Government (Administration) Regulations 1996 it is a requirement that a person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person disclose the nature of any interest the person has in the matter —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the time the advice is given.

A direct or indirect financial interest or proximity interest must be maintained in a separate register in accordance with section 5.60 of the Local Government Act 1995.

In accordance with regulation 34C(5) of the Local Government (Administration) Regulations 1996 a person is excused from a requirement made under subregulation (2) or (3) to disclose the nature of an **interest** if —

- (a) the person's failure to disclose occurs because the person did not know he or she had an **interest** in the matter; or
- (b) the person's failure to disclose occurs because the person did not know the matter in which he or she had an **interest** would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

To comply with a requirement made under regulation 34C(2) or (3) of the Local Government (Administration) Regulations 1996, a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting then —

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

If —

- (a) to comply with a requirement made under regulation 34C(2) of the Local Government (Administration) Regulations 1996, the nature of a person's **interest** in a matter is disclosed at a meeting; or
- (b) a disclosure is made as described in regulation 34C(5)(b) of the Local Government (Administration) Regulations 1996 at a meeting; or
- (c) to comply with a requirement made under regulation 34C(6)(b) of the Local Government (Administration) Regulations 1996, a notice disclosing the nature of a person's **interest** in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

~~4.2 Gifts and benefits~~

- ~~(i) Elected members and employees must not:~~
 - ~~• Seek or accept a bribe or other improper inducement.~~
 - ~~• By virtue of their position acquire a personal profit or advantage (other than a notifiable or hospitality gift that is permissible under this code).~~
- ~~(ii) Elected members and employees must not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence them to:~~
 - ~~• act in a particular way (including making a particular decision)~~
 - ~~• fail to act in a particular circumstance~~

- ~~• otherwise deviate from the proper exercise of their official duties.~~
- ~~(iii) No elected member or employee may use any influence in relation to their position to offer an unfair advantage to anyone entering a City competition.~~
- ~~(iv) All gifts of an alcoholic nature (with the exception of 4.6 Hospitality Gifts) received by elected members or employees, must be declared and recorded in the gifts register. At the discretion of the Mayor if received by elected members and at the discretion of the Chief Executive Officer if received by employees, these gifts may be passed on to the City for the use and benefit of the City.~~

~~4.3 Acceptance of gifts~~

- ~~(i) Elected members and employees must never accept an offer of money, regardless of the amount.~~
- ~~(ii) Elected members and employees shall not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward, donation, inducement or benefit for themselves or for any other person or body, relating to their status with the Council, or their performance of any duties or work which touches or concerns the Council.~~
- ~~(iii) Elected members or employees may accept acts of moderate hospitality from community related events or events related to the performance of their duties for the City. If applicable, these acts of hospitality must be promptly recorded in the relevant gifts register, kept by the City.~~

~~4.4 Prohibited gifts~~

- ~~— An elected member or employee must not accept a prohibited gift from a person—~~
- ~~— (a) who is undertaking or seeking to undertake; or~~
- ~~— (b) who it is reasonable to believe is intending to undertake;~~
- ~~— an activity involving a local government discretion.~~

~~4.5 Notifiable gifts~~

- ~~(i) An elected member or employee who accepts a notifiable gift from a person—~~
- ~~— (a) who is undertaking or seeking to undertake; or~~
- ~~— (b) who it is reasonable to believe is intending to undertake;~~
- ~~an activity involving a local government discretion must, within ten days of accepting the gift, notify the Chief Executive Officer of the acceptance in accordance with sub clause (ii).~~

- ~~(ii) Notification of the acceptance of a notifiable gift is to be in writing and is to include—~~
 - ~~(a) the name of the person who gave the gift;~~
 - ~~(b) the date on which the gift was accepted;~~
 - ~~(c) a description, and the estimated value, of the gift;~~
 - ~~(d) the nature of the relationship between the person who is the elected member or employee and the person who gave the gift; and~~
 - ~~(e) if the gift is a notifiable gift under paragraph (b) or of the definition of “notifiable gift” in this section (whether or not it is also a notifiable gift under paragraph (a) of that definition)—~~
 - ~~• a description; and~~
 - ~~• the estimated value; and~~
 - ~~• the date of acceptance;~~
- ~~(iii) The Chief Executive Officer must maintain a register of gifts in which details of notices received are recorded.~~

~~4.6 Hospitality gifts~~

- ~~(i) A “hospitality gift” is a gift (or a combination of gifts in any one annual return period) with a value of less than \$50 and these are not required to be recorded in the City’s gift’s register. These gifts are not limited to, but may include items such as:~~
 - ~~• Trinket gifts of an insignificant nature.~~
 - ~~• Minor items of apparel (eg ties, scarves, cuff links, tie pins).~~
 - ~~• Minor items of promotional nature (eg coasters, diaries, mouse pads, mugs, pens, pencils).~~
 - ~~• Provision of flowers, food, or beverages.~~
 - ~~• Free or subsidised meals, of a modest nature, and/or beverages that have been arranged primarily for, or in connection with, the discussion of official business.~~
 - ~~• Free meals, of a modest nature, and/or beverages provided to persons who formally represent the City at work related events such as training, education sessions, workshops.~~
 - ~~• Refreshments, of a modest nature, provided at conferences.~~
 - ~~• Invitations to appropriate out of hours “cocktail parties” or social functions organised by groups, such as, council committees and community organisations, or invitations by commercial stakeholders at industry based events attended by numerous government representatives.~~
- ~~(ii) Where an elected member’s or employee’s spouse is invited to attend an official function that is related to the City, with the elected member or employee, the partner may accept “notifiable gifts” or moderate acts of hospitality.~~

- ~~(iii) — The acceptance of “notifiable gifts” and/or moderate acts of hospitality by a particular elected member or employee from a person(s) or organisation on a frequent basis shall not be permitted.~~
- ~~(iv) — No company, organisation or individual with a proprietary or beneficial interest may pay or contribute to any expenses which the City has incurred associated with the inspection, evaluation or trial of any goods or services that the City is considering purchasing from them.~~
- ~~(v) — Where a gift(s) of a civic nature exceeds \$300 and is received from a visiting dignitary as part of a civic/ceremonial protocols and/or customs, they can only be accepted on behalf of the City and shall become the property of the City.~~

~~This section does not apply to gifts received from a relative (as defined in section 5.74(1) of the Local Government Act 1995) or an electoral gift (to which other disclosure provisions apply).~~

5. WORKING RELATIONSHIPS

5.1 *Working relationships between elected members and employees*

- (i) Elected members will work as part of the Council team with the Chief Executive Officer and employees. That teamwork will only occur if elected members and employees have a mutual respect and co-operate with each other to achieve Council’s corporate goals and implement the Council’s strategies. To achieve that position elected members need to:
 - (a) accept that their role is a leadership, not a management or an administrative one;
 - (b) acknowledge that they have no capacity to individually direct employees to carry out particular functions;
 - (c) refrain from publicly criticising employees (including whether in a Council meeting or via the media) in a way that casts aspersions on their professional reputation, character, ability, integrity, competence or credibility; and
 - (d) ensure that no restrictions or undue influence is placed on the ability of employees to give professional advice to Council.
- (ii) At the same time, Employees will recognise that elected members views and opinions often reflect valid community viewpoints that should be considered in conjunction with professional opinion. Employees will therefore make every effort to assist elected members in the performance of their role, and to achieve the satisfactory resolution of issues that they may raise in the performance of their official role.
- (iii) Elected members have the right to raise various issues and requests with the Chief Executive Officer, in accordance with the Council’s Policy/protocols which include:

- (a) The Mayor and elected members are to refer their requests to the Chief Executive Officer, or if appropriate, the relevant Director.
- (b) Requests/complaints are to be forwarded (in writing) direct to the Council Administration Officer for entering into the Register of elected member's Requests.
- (c) Elected member requests will be actioned within ten working days and a written response will be provided to the elected member advising of the action taken.
- (d) Where an elected member Request requires a diversion of considerable employee resources (eg more than one days research) or where the matter has not been included in the City's current budget, the Chief Executive Officer or relevant Director will discuss the request with the elected member.
- (iv) The Chief Executive Officer is responsible to Council for the performance and direction of all employees and delegates/contractors and the use of resources, in the day-to-day management of the City.
- (v) Elected members and employees should endeavour to resolve serious conflict through initial discussion facilitated by either the Mayor or the Chief Executive Officer. In any case involving the Mayor and Chief Executive Officer, by the Deputy Mayor or other appropriate person, jointly agreed by both.
- (vi) Employees have an obligation to:
 - Give their attention to the business of the City while on duty;
 - Ensure that their work is carried out efficiently, economically and effectively;
 - Carry out lawful directions given by any person having authority to give such directions; and
 - Give effect to the lawful policies, decisions and practices of Council, whether or not the employee agrees with or approves of them.

5.2 *Inappropriate interactions*

- (i) The following interactions are inappropriate and therefore elected members shall not approach employees:
 - (a) other than the Chief Executive Officer or Directors for information on sensitive or controversial matters; or
 - (b) other than where authorised by the Chief Executive Officer, outside the employee's place of work, or outside hours of work to discuss council business;
- (ii) Elected members must:
 - (a) refrain from directing City employees other than by way of a Council or committee resolution;
 - (b) refrain from, in any public or private forum, directing or influencing, or attempting to direct or influence, any other

- employee of the City or a delegate of Council in the exercise of the functions of the employee or delegate;
- (c) refrain from contacting an employee unless in accordance with procedures governing the interaction of elected members and employees that have been authorised by the Chief Executive Officer;
 - (d) not contact or issue instructions to any of the City's contractors or tenderers, including the City's legal advisors;
 - (e) not be overbearing or threatening to employees;
 - (f) not direct or pressure (or attempt to) employees in the performance of their work, or recommendations they should make;
 - (g) not approach employee organisations; for example unions and associations; in relation to employee matters that relate to individual Employees rather than broader industrial policy issues;
 - (h) not attend on-site inspection meetings with lawyers and/or consultants engaged by the City associated with current or proposed legal proceedings (other than those where approval has been granted to participate).
- (iii) Employees shall not:
- (a) approach elected members directly on individual employee matters;
 - (b) refuse to give information which is available to other elected members to a particular elected member because of the Employee or elected member's political views;
 - (c) provide ad hoc advice to elected members (i.e. other than where it is procedural or of a minor nature) without recording or documenting the interaction as they would if the advice was provided to a member of the community;
 - (d) meet with developers alone and outside standard office hours to discuss development applications or proposals, unless properly authorised to do so.

5.3 Dealings with elected members and employees

- (i) All commercial/business dealings (including the awarding of contracts) with the City by elected members and employees (and their closely associated persons) shall at all times be open, transparent and accountable.
- (ii) All elected members and employees (and their closely associated persons) wishing to carry out any business activities with the City shall only do so in strict accordance with the Council Policy and procedures.

5.4 Land dealings and personal development applications

- (i) Elected members and employees will lodge written notice with the Chief Executive Officer, or in the case of the Chief Executive Officer, to the Mayor, describing an intention to undertake a dealing in land within the City or which may otherwise be in conflict with Council's functions (other than purchasing their principal place of residence, or a site for such a purpose).
- (ii) Elected members who have lodged a development application with the City shall only discuss the matter with employees at formal meetings, made in relation to the development application.

6. DEALINGS WITH CITY RESOURCES

6.1 *Use of local government resources*

Elected members, committee members and employees will:

- (i) be honest in their use of the local government's resources and shall not misuse them or permit the misuse (or the appearance of misuse) by any other person or body;
- (ii) use the local government resources entrusted to them effectively, economically and lawfully in the course of their duties;
- (iii) not use the local government's facilities, materials, funds, equipment or resources (including the services of employees) for private purposes (other than in the case of employees, when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer);
- (iv) use City resources ethically, effectively, efficiently and carefully in the course of their public or professional duties, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate;
- (v) be scrupulous in the use of City property, including intellectual property, official services and facilities and should not permit their misuse by any other person or body;
- (vi) avoid any action or situation which could create the impression that City property, official services or public facilities are being improperly used for your own or any other person or body's private benefit or gain;
- (vii) not convert any property of the City to their own use unless properly authorised; and
- (viii) not use the City's computer or telecommunications resources to excess or to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

6.2 Travelling and sustenance expenses

Elected members and employees will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the local government in accordance with local government policy and the provision of the *Local Government Act 1995*.

Elected members and employees shall be diligent in ensuring that the expenses claimed in accordance with Council policy relate to their functions as an elected member or employee, and are appropriately acquitted.

6.3 Use of City property for election purposes

The interest of an elected member in their re-election is considered to be a personal interest and as such under no circumstances is any reimbursement to be made in connection with costs incurred.

Equipment, consumables, facilities, entitlements, travel expenses, services or anything (including City logo and letterhead) associated with the City in any way is only to be used in performing the Civic functions of an elected member and are not to be used in any way in association with campaigning for re-election as an elected member.

7. ACCESS TO INFORMATION

7.1 Access to information

- (i) In accordance with the *Local Government Act 1995*, elected members are to be given access to all information for them to properly perform their functions and comply with their responsibilities as elected members.
- (ii) Elected members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.
- (iii) The City must provide access to the documents available under section 5.92 of the *Local Government Act 1995* to all members of the public, and to elected members. The City must also provide elected members with information sufficient to enable them to carry out their civic functions.
- (iv) Elected members and committee members who have a personal (as distinct from a civic) interest in a document of the City have the same rights of access as any member of the public.
- (v) Employees have an obligation to provide full and timely information to elected members about matters that they are dealing with, in accordance with City procedures.

- (vi) Elected members and committee members have an obligation to properly examine all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter.

7.2 Use and security of information

Elected members, committee members and employees:

- (i) will not use confidential information to gain improper advantage for themselves or for any other person or body, or in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation;
- (ii) must only access information needed for official business;
- (iii) must protect confidential information;
- (iv) must not use confidential information for personal purposes or for any non-official purpose;
- (v) must only release confidential information if they have authority to do so; and
- (vi) must only use confidential information for the purpose it is intended to be used.

7.3 Request for information – personal interest

An elected member or employee

- (i) making an enquiry on a matter being considered by the City's administration or Council in which that elected member or employee has a personal/financial interest shall seek the information only from the Chief Executive Officer and that when required by the Chief Executive, the request shall be in writing; and
- (ii) must not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or for any other person.

7.4 Refusal of access to documents

The Chief Executive Officer must act in deciding whether a document sought by elected members should be made available under section 5.92 of the *Local Government Act 1995* or because it is relevant to the performance of the elected member or committee member's civic duty. The Chief Executive Officer must state the reasons for the decision if access is refused.

8. COMMUNICATION AND PUBLIC RELATIONS

8.1 Communication

- (i) Employees shall promptly respond to written, electronic and verbal enquiries in accordance with the City's Customer Service Charter and Customer Service Standards.
- (ii) Unless on approved leave of absence or unavailable for other reasons, elected members shall respond to all written, electronic and verbal enquiries as soon as practicable.

An adequate response includes a request to the Council Administration Officer who will delegate to the relevant City's employee for comment, response and action directly to the enquirer.
- (iii) All aspects of communication by elected members and employees (including verbal, written or personal), involving the City's activities should reflect the status and objectives of Council. Communications should be accurate, polite and professional.

8.2 Mayor to speak on behalf of Council

In accordance with the Local Government Act 1995, the spokespersons for Council is the Mayor and with the Mayor's authorisation, the Chief Executive Officer, either of whom may make a statement on behalf of Council and the City.

The Mayor or Chief Executive Officer will only express the view or position of Council, where Council has formally determined a view or position. Where Council has not determined the matter or has no clear view/position, the Mayor or Chief Executive Officer may express a personal view, providing they clearly preface such remarks as being their own personal view and not those of Council.

8.3 Corporate obligations

As representatives of the community, elected members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of Council. In doing so elected members should acknowledge that:

- (a) as a member of Council there is respect for the decision making processes of Council, which are based on a decision of the majority of Council;
- (b) information relating to decisions of Council on approvals, permits and so on ought to be communicated in an official capacity by a designated employee of the City;
- (c) information concerning adopted policies, procedures and decisions of Council is conveyed accurately; and
- (d) information of a confidential nature shall not be communicated until it is no longer treated as confidential.

8.4 Expression of personal views

Elected members and employees are free to make their own personal position known about any matter, which is pertinent to the business of the City, including Council decisions, provided that it cannot be construed to be a statement on behalf of Council.

- (a) Elected members and employees will refrain from making personal statements to the media without clearly prefacing such remarks that they are personal views and not those of Council;
- (b) Elected members and employees will not adversely reflect on a Council decision; and
- (c) This shall not prejudice an individual member's right to express a personal opinion on issues of public interest.

8.5 Comment during public consultation period

- (i) Elected members, committee members and employees:
 - (a) will refrain from making public comment expressing a personal opinion or prejudice a matter whilst the matter is being advertised for public comment and/or is yet to be considered and determined by Council;
 - (b) will clearly preface any of their remarks as being their own personal views and not those of Council or possibly be construed to be on behalf of Council; and
 - (c) will encourage members of the public to make a submission to the City.
- (ii) The Mayor and/or Chief Executive Officer may take appropriate action (including issuing a statement to the media) to correct any misinformation or erroneous information which is in the public arena.

8.6 Defamation

Elected members should acknowledge that:

- (a) Comments by elected members at meetings of Council and/or committees, forums, working or advisory groups of the City are not covered from defamation action by absolute privilege.
- (b) Elected members should ensure that comments made are pertinent to the business of local government and they are not made maliciously or without due regard to whether they represent the truth.

9 IMPLEMENTATION, REVIEW AND COMPLIANCE

9.1 **Implementation and review**

- (a) The original Code of Conduct for the City of Kwinana was first adopted on 28 November 1990 and reviewed and is amended as required by the *Local Government Act 1995*.
- (b) Council will review the Code of Conduct after each ordinary election (i.e. every two years) and any amendments to the Code of Conduct will be subsequently communicated to elected members, committee members, employees and the community.

9.2 **Matters not dealt with by this Code**

(i) ***Rules of Conduct Regulations***

Elected members are required to observe the rules of conduct prescribed in the Local Government (Rules of Conduct) Regulations 2007 (and those rules do not form part of this Code), namely –

- *General principles to guide the behaviour of council members;*
- *Contravention of certain local laws;*
- *Use of information;*
- *Securing personal advantage or disadvantaging others;*
- *Misuse of local government resources;*
- *Prohibition against involvement in administration;*
- *Relations with local government employees;*
- *Disclosure of interest; and*
- *Gifts.*

(ii) ***The Act***

Certain conduct and actions by elected members, committee members and employees may constitute offences under the Local Government Act 1995 and may not be not dealt with by this Code of Conduct.

9.3 **Adherence to the Code**

- (i) Elected members are required to make a declaration to comply with Council's Code of Conduct upon being sworn in.
- (ii) All employees, on induction, are required to make a declaration to comply with Council's Code of Conduct.
- (iii) Any elected member, committee members or employee having concerns with regard to an actual, perceived, potential, intended or unintended breach of either the specific provisions or the spirit of the Code of Conduct, or any provisions of the Local Government Act 1995, Regulations or local laws, should discuss those concerns with the Chief Executive Officer where such matters relate to elected members, committee members or employees, or the Mayor in the case of matters involving the Chief Executive Officer.

- (iv) In all matters, the subject of the complaint shall be treated in the strictest confidence until such time as an appropriate investigation has been undertaken.
- (v) Any actions taken as a result of a breach will be made in accordance with the provisions of any applicable legislative requirement and the City's responsibilities as an employer.
- (vi) Serious and/or repeated breaches of the Code of Conduct will be reported to the Council or appropriate authority or relevant person for consideration and appropriate action, where necessary.

9.4 Dealing with complaints and allegations

- (i) If a person has any complaint concerning the performance, ability, character or integrity of any elected members, committee members or employee, or of any act or omission of an elected member, committee member or employee, he or she shall make the complaint in the prescribed form and notify the Chief Executive Officer or the Mayor, if the complaint is in relation to the Chief Executive Officer.
- (ii) Any serious complaint or one which alleges misconduct or corruption must be verified by a Statutory Declaration, as prescribed by the *Oaths, Affidavits and Statutory Declarations Act 2005*.
- (iii) The complaint must be given in confidence and shall;
 - (a) identify the complainant and the person against whom the complaint is made;
 - (b) set out the details of the complaint, alleged breach of the Code of Conduct and/or legislation; and
 - (c) be in writing, or in the prescribed form and preferably verified by a Statutory Declaration, as prescribed by the *Oaths, Affidavits and Statutory Declarations Act 2005*.
- (iv) Any person who has lodged a complaint, or any elected members, committee members or employee, against whom a complaint has been made, must keep confidential the complaint, until the complaint has been determined or finalised.
- (v) Employees:
 - (a) Any complaint about an employee (other than a complaint about the Chief Executive Officer) shall be reported to and dealt with administratively by the Chief Executive Officer.
 - (b) Any complaint about the Chief Executive Officer shall be addressed to the Mayor, and will be dealt with by Council.
- (vi) Elected members and committee members:
 - (a) Any complaint about an elected member or committee member shall be reported to the Chief Executive Officer.

9.5 Procedure for dealing with complaints and allegations

All complaints and allegations will;

- (i) be treated as confidential and will ensure that the principles of “natural justice” and “procedural fairness” are followed at all times;
- (ii) for employees, be dealt with in accordance with any City policies and/or procedures; and
- (iii) for elected members and committee members, be dealt with in accordance with the Act, and Regulations or where applicable any City policies and/or procedures.

9.6 *Protection of persons reporting unacceptable or illegal behaviour*

The Chief Executive Officer is to ensure that elected members, committee members and employees who report unacceptable or illegal behaviour of elected members or employees (that is, whistleblowers) are not in any way disadvantaged or victimised because of their actions. The Chief Executive Officer’s action is limited to matters for which he/she has responsibility and/or jurisdiction to act.

9.7 *Corruption, Crime and Misconduct Act 2003*

Elected members, committee members and employees must be aware of the Corruption, Crime and Misconduct Act 2003 which requires the Principal Officer of an organisation (ie: the Chief Executive Officer) to report possible misconduct or corruption to the Commission.

Victimisation

A person must not —

- (a) threaten to prejudice the safety or career of any person;
- or
- (b) intimidate or harass, or threaten to intimidate or harass, any person; or
- (c) do an act that is, or is likely to be, to the detriment of any person,

because the person mentioned in paragraph (a), (b) or (c), or someone else, gave evidence to, or helped, the Commission, the Public Sector Commissioner or the Parliamentary Inspector in the performance of functions under this Act.

Definitions

The Corruption and Crime Commission has produced the following information:

“Misconduct” essentially occurs if a public officer (which includes local government elected members, committee members and employees):

- corruptly acts or corruptly fails to act in the performance of the functions of the public officer’s office or employment; or
- corruptly takes advantage of the public officer’s office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or
- whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years’ imprisonment;

or

A public officer engages in conduct that:

- adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
- constitutes or involves the performance of his or her functions in a manner that is not honest or impartial; or
- constitutes or involves a breach of the trust placed in the public officer by reason of his or her office or employment as a public officer; or
- involves the misuse of information or material that the public officer has acquired in connection with his or her functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person,

AND constitutes or could constitute:

- a disciplinary offence providing reasonable grounds for the termination of a person’s office or employment as a public service officer under the Public Sector Management Act 1994 (whether or not the public officer to whom the allegation relates is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).

What Does Corruptly Mean?

The term is not defined under the Act. Corruption usually involves calculated, often continuing, covert and wrongful exercise of public duty or function. The Criminal Code also provides guidance by defining the offence of corruption at section 83, in the following terms:

“Corruption

Any public officer who, without lawful authority or a reasonable excuse —

(a) acts upon any knowledge or information obtained by reason of his office or employment; or

(b) acts in any matter, in the performance or discharge of the functions of his office or employment, in relation to which he has, directly or indirectly, any pecuniary interest; or

(c) acts corruptly in the performance or discharge of the functions of his office or employment,

so as to gain a benefit, whether pecuniary or otherwise, for any person, or so as to cause a detriment, whether pecuniary or otherwise, to any person, is guilty of a crime”

REFERENCES AND FURTHER READING

Independent Commission Against Corruption – *“Lobbying Local Government Councillors”* August 2006.

Department of Local Government (NSW) *“The model Code of Conduct for Local Government in NSW”* March 2013.

Department of Local Government and Regional Development *“Council Members Relationship with Developers”* Operational Guidelines No 12 – April 2006.

Public Sector Commission Conduct Guide

WALGA Model Code of Conduct

Public Sector Management Act 1994



Our Ref: 2693-15; E1604774

TO ALL LOCAL GOVERNMENTS

CIRCULAR N^o 04-2016

NEW REQUIREMENTS FOR DISCLOSURE OF GIFTS AND CONTRIBUTIONS TO TRAVEL AND REMOTE ATTENDANCE AT COUNCIL MEETINGS

The *City of Perth Act 2016* received Royal Assent on 3 March 2016 and amends the gift and contributions to travel provisions within the *Local Government Act 1995* (the Act). Associated amendments have also been made to the following:

- The *Local Government (Administration) Regulations 1996*, and
- The *Local Government (Rules of Conduct) Regulations 2007*.

This circular should be distributed to elected members and designated employees of your local government as the amendments impact on them.

The Department of Local Government and Communities will be releasing a special edition of the Governance Bulletin containing various scenarios to assist with the identification and declaration of gifts.

Summary

As of 4 March 2016, the Act requires **relevant persons** who accept a gift worth more than \$200 to disclose this gift, in writing, to the chief executive officer (CEO) within 10 days of receipt. This replaces the previous process of disclosing these in the annual return. All contributions to travel over \$200 must also be disclosed as do multiple gifts or contributions from the same donor where the total value is over \$200.

The threshold for disclosures remains the same as do the other disclosures required under the Act for the annual return.

A relevant person is defined under section 5.74 of the Act as a person who is a council member or a designated employee which includes:

- mayors
- presidents
- council members
- the CEO
- employees with delegated powers and duties under Part 5, Division 4 of the Act
- employees who are members of committees comprising elected members and employees, and
- other employees nominated by the local government to be designated employees.

Details of the major amendments are outlined below.

Local Government Act 1995 amendments

New disclosure requirements

Section 5.78(1) is amended to remove the need to disclose gifts and contributions to travel under sections 5.82 and 5.83 in the annual return.

Sections 5.82 and 5.83 are amended – From 4 March 2016, these sections require relevant persons to declare gifts and contributions to travel, in writing, to the CEO within 10 days of receipt, rather than on an annual basis. This includes multiple gifts made within a year by the same person, the aggregate value of which reach the prescribed amount of \$200.

The disclosure for a gift must include:

- a description of the gift
- the name and address of the person who made the gift
- the date on which the gift was received
- the estimated value of the gift at the time it was made, and
- the nature of the relationship between the relevant person and the person who made the gift.

For contributions to travel, the disclosure must include:

- a description of the contribution
- the name and address of the person who made the contribution
- the date on which the contribution was received
- the estimated value of the contribution at the time it was made
- the nature of the relationship between the relevant person and the person who made the contribution
- a description of the travel, and
- the date of travel.

Register of gifts and contributions to travel

A new section 5.89A requires the CEO to keep a register of gifts and contributions to travel in the form prescribed (see Form 4 attached).

The CEO is required to make the register available for public inspection and to publish it on the local government's official website.

If the person ceases to be a relevant person, the CEO is to remove from the register all records relating to that person. These records, however, must be retained for at least five years and made available for public inspection.

Offences

New section 5.89B makes it an offence if a person does not comply with sections 5.82 and 5.83 in relation to the disclosure of gifts and contributions to travel.

Section 5.89 is amended making it an offence for the person to give false or misleading information or to provide information which is likely to deceive in relation to the disclosure of gifts and contributions to travel.

The penalty for each offence is a fine of \$10,000 or imprisonment for two years.

Section 9.25(1) is amended to provide that there is no time limit for bringing a prosecution against a person who has not disclosed gifts or contributions to travel.

Local Government (Rules of Conduct) Regulations 2007 amendments

Transitional provisions for council members

Regulations 14 and 15 require council members to disclose gifts and contributions to travel received between 1 July 2015 and 3 March 2016 within 28 days from 4 March 2016 (that is, by 31 March). This disclosure is necessary as these will no longer form part of the annual return. The disclosure needs to be in writing and to the CEO.

Regulations 14(7) and 15(7) require the CEO to maintain the register of gifts and contributions to travel received by council members during the transitional period.

Local Government (Administration) Regulations 1996 amendments

Transitional provisions for designated employees

Regulations 34F and 34G require designated employees to disclose gifts and contributions to travel received between 1 July 2015 and 3 March 2016 within 28 days from 4 March 2016. This disclosure is necessary as these will no longer form part of the annual return. The disclosure needs to be in writing and to the CEO.

Regulation 34F(7) and 34G(7) require the CEO to maintain the register of gifts and contributions to travel received by designated employees during the transitional period.

Forms

Form 3 – Parts 4 and 5 have been deleted from Form 3 (annual return) as there is no longer a requirement to disclose gifts and contributions to travel in the annual return.

Form 4 – New Form 4 is the register the CEO is to keep which is established under section 5.89A of the Act. A copy of this form is attached.

Remote attendance at council meetings

Regulation 14A amended to enable a person with a disability to attend a meeting with fewer restrictions. 'Disability' has the same meaning as in section 3 of the *Disability Services Act 1993*.

- 1) The words 'other than a person with a disability' are inserted in regulation 14A(2) which effectively means that this class of persons will no longer be required to be physically present for at least half of the council meetings.
- 2) The existing definition of 'suitable place' is amended, allowing council to approve a place to be suitable in relation to a person with a disability without the restriction that it must be within a townsite and more than 150 kilometres from the place of the meeting.

Closely associated persons

Regulation 20 is amended to correct a drafting error. The effect is that a person that receives legal or financial professional services from an elected member or supplies those services to an elected member is a closely associated person for the purposes of section 5.62 of the Act. The elected member must disclose this if a matter comes before council in which the person has a direct or indirect interest or a proximity interest. This regulation gives effect to a recommendation by the Panel Inquiry into the City of Cockburn.

For queries relating to the legislative changes, contact the Local Government Advisory Hotline on 1300 762 511.



Jennifer Mathews
DIRECTOR GENERAL

3 March 2016

Form 4

Local Government Act 1995

Local Government (Administration) Regulations 1996

REGISTER OF GIFTS AND CONTRIBUTIONS TO TRAVEL

1. Gifts

Section 5.82 of the *Local Government Act 1995*

Name of relevant person making disclosure	Description of gift	Name of person who made gift	Address of person who made gift	Date gift was received	Estimated value of gift at time it was made	Nature of relationship between relevant person and person who made gift

2. Contributions to travel

Section 5.83 of the *Local Government Act 1995*

Name of relevant person making disclosure	Description of contribution	Name of person who made contribution	Address of person who made contribution	Date contribution was received	Estimated value of contribution at time it was made	Nature of relationship between relevant person and person who made contribution	Description of travel	Date of travel

Visit the DLGC website for a Word version of [Form 4](#).

16.10 Changes to Method of Valuation used for Rating Purposes

SUMMARY:

Under section 6.28 of the *Local Government Act 1995*, the City of Kwinana is required to review and make recommendations to the Minister for Local Government, as to the method of valuation to be used for rating purposes.

This report seeks Council endorsement to seek Ministerial approval for the basis of rating for various rural properties (Attachment A) to be changed from unimproved value (UV) to gross rental value (GRV).

OFFICER RECOMMENDATION:

That Council apply to the Minister for Local Government for a determination pursuant to Section 6.28 (1) of the *Local Government Act 1995*, to change the basis of rates for properties detailed in Attachment A from unimproved value (UV) to gross rental value (GRV) as the predominant use of the land of these properties have been determined to be residential or non-rural.

DISCUSSION:

The City of Kwinana has made a commitment in its adopted Corporate Business Plan to review the method of valuation applied to residential / lifestyle properties with unimproved valuations. (Action 6.1.4.2 – “*Review the process to change method of rating for residential land use properties within current rating of UV to GRV*”).

With growth and change in land uses within the City’s rural areas, equitable rating has been an ongoing focus, particularly with properties that are rated using the property’s unimproved value (UV) but are essentially residential properties in a rural area.

Operational Guidelines developed by the Department of Local Government and Communities identify a number of guiding principles for local government to consider when developing or assessing their rating structures, these include;

- objectivity;
- fairness and equity;
- consistency;
- transparency; and
- administrative efficiency.

As part of this review, improved residential / lifestyle properties that are currently valued using the unimproved value method were assessed and the majority are proposed to change to GRV. If it is ascertained that the property is used predominantly for rural purpose and the activities are allowed under the relevant Town Planning Scheme, the property will remain on UV.

City Officers have undertaken both desktop reviews and consultation with affected landowners in determining which properties are being recommended to have the rating valuation method changed from UV to GRV.

16.10 CHANGES TO METHOD OF VALUATION USED FOR RATING PURPOSES

In determining which properties to apply these changes to the methods outlined in *Local Government Operational Guidelines Number 02 – March 2012 Changing Methods of Valuation of Land* were used.

A complete listing of affected properties is included in Attachment A. A detailed list providing the name(s) of the ratepayer(s) for each property has been provided as a confidential attachment (Attachment C) to Councillors.

Consultation

A Councillor workshop was held on 21 December 2015 where an information paper was presented outlining the City's requirements pursuant to Section 6.28 of the *Local Government Act 1995*. Councillors were also presented with a list of the 119 proposed properties and financial implications for each rate account. Councillors agreed to proceed with the UV to GRV review with the expectation that the date of implementation be 1 July 2016.

Land Use Declaration forms were sent to all affected landowners with a covering letter explaining the process along with a copy of Section 6.28 of the *Local Government Act 1995* and a two page Frequently Asked Questions sheet in January 2016. Property owners were given 21 days to return the form, although forms were actually accepted for much longer.

After the forms were sent out, questions from landowners were answered by City of Kwinana staff in person and on the phone.

Of the 119 forms sent, the following responses were received:

- a) 59 - No Land Use Declaration was returned. (This is the overall figure as at 18 April 2016).
- b) 40 - Answered 'No' to the property being used for Rural Purposes
- c) 6 - Answered 'Yes' to the property being used for Rural Purposes, 'No' to earning their livelihood from those rural activities
- d) 14 - Answered 'Yes' to Rural Use, Predominant Rural Use and Livelihood.

Responses on returned forms were recorded on a spreadsheet, detailing whether respondents considered their property usage to be Non-Rural, Rural or Predominantly Rural Usage.

Based on the response to the questions on the Land Use Declaration Forms and officer assessment of the property, a second letter was sent to all property owners informing them whether or not a recommendation was being made to change their valuation method to GRV. Property owners were given 21 days to object to this recommendation. Letters were sent on 23 March 2016, with submissions accepted until 15 April 2016.

One written submission was received and was assessed by Officers, which is summarised in the attached Schedule of Submissions (Attachment B).

During the review process, City staff liaised with senior officers at the Department of Local Government in order to check an appropriate process has been undertaken and to clarify the Department's requirements for the process to be completed correctly.

16.10 CHANGES TO METHOD OF VALUATION USED FOR RATING PURPOSES

Based on the desktop assessment of each property and responses received on the Land Use Declaration Forms it is proposed to change the method of rating for 100 properties.

The following table illustrates the properties that are proposed to change method of valuation to GRV or remain on UV based on the responses provided on the Land Use Declaration Forms and desktop assessment:

Response - Land Use Declaration Form	Change to GRV	Remain on UV	Total
No Land Use Declaration was returned	55	4	59
Answered 'No' to the property being used for Rural Purposes	37	3	40
Answered 'Yes' to the property being used for Rural Purposes, 'No' to earning their livelihood from those rural activities	6	-	6
Answered 'Yes' to Rural Use, Predominant Rural Use and Livelihood.	2	12	14
	100	19	119

A detailed assessment of each property and reasons why change in method of valuation is recommended or not is contained in confidential Attachment C.

LEGAL/POLICY IMPLICATIONS:

Local government rating is regulated through Sections 6.28 to 6.82 of the *Local Government Act 1995*. All land within a local government district is rateable land with the exceptions specified in Section 6.26 of the Act.

Section 6.28 of the *Local Government Act 1995* requires the Minister to determine the method of valuation of land to be used by a local government as the basis for a rate and publish a notice of the determination in the Government Gazette.

In determining the method of valuation to be used by a local government, the Minister is to have regard to the principle that the basis for a rate on any land is to be either: -

- a) Where the land is used predominantly for rural purposes, the unimproved value (UV) of the land; and
- b) Where the land is used predominantly for non-rural purposes, the gross rental value (GRV) of the land.

The '*Local Government Operational Guidelines, Number 02 – March 2012. Changing Methods of Valuation of Land*' was used throughout this process.

Each local government has a role in ensuring that the rating principles of the *Local Government Act 1995* are correctly applied to rateable land within their district.

FINANCIAL/BUDGET IMPLICATIONS:

The change in basis of rating to gross rental value may decrease 2016/17 rates revenue by approximately (\$178,400) (based on 2015/16 data). This reduction will be absorbed by increases based on more current rates modelling and is not expected to have a negative impact on the City's Long Term Financial Plan. The project is not about increasing rates revenue; rather it's about creating a fair and equitable rating system for all ratepayers. There are no costs associated with the request to the Minister, however, costs will be incurred to advertise in the Government Gazette and may also be incurred when valuations are received from Landgate.

16.10 CHANGES TO METHOD OF VALUATION USED FOR RATING PURPOSES

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

Rates are a simple and effective way of paying for the delivery of vital community services and infrastructure, such as roads, footpaths, park and gardens to name a few. Council has an obligation to provide a fair and equitable rating system.

RISK IMPLICATIONS:

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

COUNCIL DECISION

180

MOVED CR R ALEXANDER

SECONDED CR D WOOD

That Council apply to the Minister for Local Government for a determination pursuant to Section 6.28 (1) of the *Local Government Act* 1995, to change the basis of rates for properties detailed in Attachment A from unimproved value (UV) to gross rental value (GRV) as the predominant use of the land of these properties have been determined to be residential or non-rural.

**CARRIED
8/0**

ATTACHMENT A

Property Address	Title Details
788 Anketell Road ANKETELL WA 6167	Lot 2 on Diagram 29799
31 Battersby Road ANKETELL WA 6167	Lot 5 on Diagram 29799
838 Anketell Road ANKETELL WA 6167	Lot 6 on Diagram 29799
80 Battersby Road ANKETELL WA 6167	Lot 13 on Plan 8098
96 Battersby Road ANKETELL WA 6167	Lot 201 on Diagram 97064
87 Battersby Road ANKETELL WA 6167	Lot 17 on Plan 8098
79 Battersby Road ANKETELL WA 6167	Lot 18 on Plan 8098
71 Battersby Road ANKETELL WA 6167	Lot 19 on Plan 8098
61 Battersby Road ANKETELL WA 6167	Lot 20 on Plan 8098
43 Battersby Road ANKETELL WA 6167	Lot 22 on Plan 8098
42 Battersby Road ANKETELL WA 6167	Lot 23 on Plan 8098
90 Battersby Road ANKETELL WA 6167	Lot 26 on Plan 8098
19 Born Road CASUARINA WA 6167	Lot 2 on Plan 10772
27 Born Road CASUARINA WA 6167	Lot 3 on Plan 10772
91 Born Road CASUARINA WA 6167	Lot 9 on Plan 10772
101 Born Road CASUARINA WA 6167	Lot 10 on Plan 10772
102 Born Road CASUARINA WA 6167	Lot 11 on Plan 10772
80 Born Road CASUARINA WA 6167	Lot 13 on Plan 10772
60 Born Road CASUARINA WA 6167	Lot 15 on Plan 10772
46 Born Road CASUARINA WA 6167	Lot 16 on Plan 10772
22 Born Road CASUARINA WA 6167	Lot 18 on Plan 10772
20 Born Road CASUARINA WA 6167	Lot 19 on Plan 10772
6 Born Road CASUARINA WA 6167	Lot 20 on Plan 10772
664 Anketell Road ANKETELL WA 6167	Lot 2 on Plan 4746
28 Treeby Road ANKETELL WA 6167	Lot 188 on Plan 25096
442 Johnson Road WELLARD WA 6170	Lot 1 on Diagram 65344
74 Landgren Road CASUARINA WA 6167	Lot 40 on Plan 8390
347 Mandogalup Road HOPE VALLEY WA 6165	Lot 6 on Diagram 44903
311 Mandogalup Road HOPE VALLEY WA 6165	Lot 502 on Diagram 61498
297 Mandogalup Road HOPE VALLEY WA 6165	Lot 503 on Diagram 61498
289 Mandogalup Road HOPE VALLEY WA 6165	Lot 504 on Diagram 61498
452 Johnson Road WELLARD WA 6170	Lot 2 on Diagram 65344
200 Mortimer Road WELLARD WA 6170	Lot 3 on Diagram 45392
110 Mortimer Road WELLARD WA 6170	Lot 28 on Diagram 65245
233 Mortimer Road CASUARINA WA 6167	Lot 163 on Diagram 65214
5 Norkett Road MANDOGALUP WA 6167	Lot 4 on Diagram 72542
33 Norkett Road MANDOGALUP WA 6167	Lot 22 on Diagram 96433
51 Norkett Road MANDOGALUP WA 6167	Lot 3 on Diagram 54292
158 Orton Road CASUARINA WA 6167	Lot 30 on Plan 8390
96 Orton Road CASUARINA WA 6167	Lot 46 on Plan 8390
92 Orton Road CASUARINA WA 6167	Lot 47 on Plan 8390
60 Orton Road CASUARINA WA 6167	Lot 49 on Plan 8390
56 Orton Road CASUARINA WA 6167	Lot 50 on Plan 8390
85 Orton Road CASUARINA WA 6167	Lot 23 on Plan 8390
131 Orton Road CASUARINA WA 6167	Lot 26 on Plan 8390
151 Orton Road CASUARINA WA 6167	Part Lot 28 on Plan 8390
161 Orton Road CASUARINA WA 6167	Lot 29 on Plan 8390
137 Orton Road CASUARINA WA 6167	Lot 88 on Plan 41586

Property Address	Title Details
31 Postans Road HOPE VALLEY WA 6165	Lot 93 on Plan 8259
63 Sayer Road HOPE VALLEY WA 6165	Lot 101 on Plan 8259
1048 Thomas Road CASUARINA WA 6167	Lot 52 on Diagram 33354
74 Treeby Road ANKETELL WA 6167	Lot 34 on Diagram 32446
49 Treeby Road ANKETELL WA 6167	Lot 37 on Diagram 32446
83 Treeby Road ANKETELL WA 6167	Lot 41 on Diagram 32446
134 Woolcoot Road WELLARD WA 6170	Lot 61 on Diagram 91072
73 Orton Road CASUARINA WA 6167	Lot 2 on Diagram 86317
448 Johnson Road WELLARD WA 6170	Lot 10 on Diagram 65115
24 McDowell Lane THE SPECTACLES WA 6167	Lot 53 on Plan 37834
28 McDowell Lane THE SPECTACLES WA 6167	Lot 52 on Plan 37835
17 Ashley Road HOPE VALLEY WA 6165	Lot 801 on Plan 54936
202 Bertram Road WELLARD WA 6170	Lot 500 on Plan 70999
24 Tamblyn Place WELLARD WA 6170	Lot 503 on Plan 70999
1060 Thomas Road CASUARINA WA 6167	Lot 511 on Plan 65883
1056 Thomas Road CASUARINA WA 6167	Lot 512 on Plan 65883
231 Spectacles Drive THE SPECTACLES WA 6167	Lot 50 on Diagram 89508
802 Anketell Road ANKETELL WA 6167	Lot 3 on Diagram 29799
18 Ashley Road HOPE VALLEY WA 6165	Lot 129 on Diagram 93195
52 Battersby Road ANKETELL WA 6167	Lot 10 on Plan 8098
62 Battersby Road ANKETELL WA 6167	Lot 24 on Plan 8098
150 Bertram Road WELLARD WA 6170	Lot 670 on Plan 66358
7 Born Road CASUARINA WA 6167	Lot 164 on Diagram 65214
59 Born Road CASUARINA WA 6167	Lot 6 on Plan 10772
79 Born Road CASUARINA WA 6167	Lot 8 on Plan 10772
92 Born Road CASUARINA WA 6167	Lot 12 on Plan 10772
34 Born Road CASUARINA WA 6167	Lot 17 on Plan 10772
339 Mandogalup Road HOPE VALLEY WA 6165	Lot 7 on Diagram 44903
325 Mandogalup Road HOPE VALLEY WA 6165	Lot 500 on Diagram 61498
317 Mandogalup Road HOPE VALLEY WA 6165	Lot 501 on Diagram 61498
318 Mandogalup Road MANDOGALUP WA 6167	Lot 1 Diagram 31942
90 Mandogalup Road MANDOGALUP WA 6167	Part Lot 665 on Plan 202618
16 Mandogalup Road MANDOGALUP WA 6167	Lot 1 on Diagram 36910
188 Mortimer Road WELLARD WA 6170	Lot 1 on Diagram 45392
46 Orton Road CASUARINA WA 6167	Lot 1 on Plan 45805
95 Postans Road HOPE VALLEY WA 6165	Lot 20 Diagram 55706
1100 Rockingham Road HOPE VALLEY WA 6165	Part Lot 394 on Plan 249767
9 Lussky Road HOPE VALLEY WA 6165	Lot 2 on Diagram 13582
52 Sayer Road HOPE VALLEY WA 6165	Lot 97 on Plan 8259
45 Sayer Road HOPE VALLEY WA 6165	Lot 99 on Plan 8259
51 Sayer Road HOPE VALLEY WA 6165	Lot 100 on Plan 8259
36 Sayer Road HOPE VALLEY WA 6165	Lot 3 on Diagram 44904
33 Sayer Road HOPE VALLEY WA 6165	Strata Lot 1 on Strata Plan 4578
31 Sayer Road HOPE VALLEY WA 6165	Strata Lot 2 on Strata Plan 4578
1039 Thomas Road ANKETELL WA 6167	Part Lot 23 on Diagram 30916
1051 Thomas Road ANKETELL WA 6167	Part Lot 24 on Diagram 30916
879 Thomas Road ANKETELL WA 6167	Lot 6 on Diagram 30777
885 Thomas Road ANKETELL WA 6167	Lot 7 on Diagram 30777
931 Thomas Road ANKETELL WA 6167	Lot 501 on Plan 40222
38 Tamblyn Place WELLARD WA 6170	Lot 504 on Plan 70999
314 Johnson Road BERTRAM WA 6167	Lot 505 on Plan 70999
336 Johnson Road WELLARD WA 6170	Lot 507 on Plan 76139

ATTACHMENT B - SCHEDULE OF SUBMISSIONS - CHANGES TO METHOD OF VALUATION USED FOR RATING PURPOSES

Assess #	Land Area (m²)	Land Use Declaration Form	Objection	Usage	Substantial Developments	Zoning	Comments	Recommendation
7443	20,000	Owner indicated "No" to rural purposes on form	"I can't see any positive from changing Rural to Gross Rental Value only that the rates go up but that's only a positive for the Council. So unless you can tell me a positive for me, I will object to this recommendation."	Residential	Dwellings and outbuildings	Rural A	Desktop review showed no significant rural activities; property has a dwelling. Therefore land can NOT be deemed predominately rural use.	Change to GRV

17 Urgent Business

Nil

18 Councillor Reports

18.1 Councillor Ruth Alexander

Councillor Ruth Alexander reported that she had attended the Joint Development Assessment Panel (JDAP) meeting and that it was good to see the approval granted to the new development at the Market Place Shopping Centre which include Coles.

18.2 Councillor Sandra Lee

Councillor Sandra Lee reported that she had attended the Australian and New Zealand Army Corps (ANZAC) dawn and morning services and that it had been a great turn out particularly at the dawn service.

18.3 Councillor Bob Thompson

Councillor Bob Thompson reported that he had attended the Gilmore College ANZAC Ceremony and that it had been a lovely assembly and really moving.

18.4 Councillor Dennis Wood

Councillor Dennis Wood reported that he had attended the JDAP.

Councillor Wood mentioned that he had attended the ANZAC Dawn Service and that it had been the most successful day with high attendance by the public.

19 Response to Previous Questions

Nil

20 Mayoral Announcements (without discussion)

Mayor Carol Adams reported that she had attended a book launch for "The Life Left Behind" and that the author is Gilmore College English Teacher, Edith Copeman. The Mayor explained that the book is based on mental illness experiences that Miss Copeman has seen in the past.

20 MAYORAL ANNOUNCEMENTS (WITHOUT DISCUSSION)

The Mayor advised that the new Port proposal was presented to Alana McTiernan whom she believes was quite amazed at the depth of work the City of Kwinana has gone to. Briefings were also held with the Opposition Leader Mark McGowan, Deputy Opposition Leader Roger Cook, Shadow Minister for Planning, Transport, Infrastructure, Finance Rita Saffioti and the Shadow Minister for State Development, Energy, Mines and Petroleum, Ports Bill Johnston on the Port Proposal and the Mayor further advised that Mr McGowan in particular had been quite impressed with the level of work the City of Kwinana has gone to on behalf of its community.

The Mayor mentioned that she had attended the ANZAC Dawn and morning services and that she had laid two wreaths, one on behalf of the City of Kwinana and one on behalf of the community. The Mayor stated that the numbers were high with attendance and passed on her thanks to the Kwinana Rotary Club for the gun fire breakfast and to the Returned and Services League (RSL) for all the work that went into the event. The Mayor said that it had been a really nice community day.

21 Matters Behind Closed Doors

COUNCIL DECISION

181

MOVED CR B THOMPSON

SECONDED CR W COOPER

That in accordance with Sections 5.23(2)(b) and 5.23(2)(d) of the Local Government Act 1995, Council move behind closed doors to allow discussion of the Matters Behind Closed Doors items.

CARRIED
8/0

The press exited the Council Chambers at 7:26pm

21.1 Legal agreements to facilitate Subdivision Clearance for final Stage 6 of Emerald Park Estate – Lot 9004 Johnson Road, Wellard

COUNCIL DECISION

182

MOVED CR D WOOD

SECONDED CR P FEASEY

That Council:

1. Authorise the Mayor and Chief Executive Officer (CEO) to execute the 'Agreement for Bonding of Outstanding POS Works, Emerald Park' and delegate authority to the CEO to make any minor amendment to the Agreement if necessary to finalise the matter (Attachment A).
2. Authorise the Mayor and CEO to execute the 'Cost Contribution Agreement for Emerald Park' and delegate authority to the CEO to make any minor amendment to the Agreement if necessary to finalise the matter (Attachment B).
3. Following satisfaction of any condition precedent and execution of the two agreements referred to in Parts 1 and 2, authorise the CEO to advise the Western Australian Planning Commission that Conditions 17, 24 and 25 of Subdivision Approval 148623 for Lot 9004 Johnson Road, Wellard, has been satisfied for Stage 6 of the subdivision.

CARRIED
8/0

21.2 Legal instructions and Council Update on Matter Number NSD 656 of 2013

COUNCIL DECISION

183

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council authorises the CEO on behalf of the City of Kwinana, a Group Member in the Proceedings, to execute the Deed of Covenant in the form contained in Attachment A and any other documents required in reaching a settlement that is in line with the settlement sum detailed in Attachment A.

**CARRIED
8/0**

21.3 Write Off of Sundry Debtor – Debtor Number 3395.03

COUNCIL DECISION

184

MOVED CR P FEASEY

SECONDED CR S MILLS

That Council adopt Option A as detailed in the discussion section of this report.

**CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL
8/0**

COUNCIL DECISION

185

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council return from Behind Closed Doors.

**CARRIED
8/0**

The Council Chambers reopened at 7:28pm

22 Meeting Closure

The Mayor declared the Meeting closed 7:29pm.