

Ordinary Council Meeting

23 March 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 B THOMPSON
CR D WOOD

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

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1 Declaration of Opening:

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

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

2 Prayer:

Councillor Sandra Lee read the Prayer

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

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

Apologies

Nil

Leave(s) of Absence (previously approved):

Councillor Sheila Mills from 21 March 2016 to 23 March 2016 inclusive.

4 Public Question Time:

Public Question Time commenced at 7:02pm

4.1 Mr Matthew White, Wellard

Mr White raised concerns regarding animal welfare, property compliance and personal safety.

The Mayor advised that the property compliance issues have previously been addressed and are on file and suggested that they be reviewed and revisited. The Mayor further advised that the animal welfare is required to be reported to the RSPCA and the personal safety concerns to the Police.

Public Question Time ceased at 7:14pm

5 Applications for Leave of Absence:

COUNCIL DECISION

133

MOVED CR B THOMPSON

SECONDED CR R ALEXANDER

That Councillor Wendy Cooper be granted a leave of absence from 21 April 2016 to 25 April 2016 inclusive.

**CARRIED
7/0**

6 Declarations of Interest by Members and City Officers:

The Mayor Carol Adams declared a financial interest in item 16.5, Accounts for Payment up to 29 February 2016, due to one of the refund security deposits made to our home builder and subsequently was paid to her.

Councillor Sandra Lee declared an impartiality interest in item 16.1, Proposed Closure of Redundant Portions of Road along Durrant Avenue and Sulphur Road, Bertram – Local Public Notice, due to being a location close to her parent's home.

7 Community Submissions:

7.1 Lorraine Elliott, Lorraine Elliott Planning Services on behalf of Amex Corporation/Armana Holdings owner and developer of Sunrise Estate at Wellard East regarding item 15.1, Consideration to Adopt Draft Local Development Plan (LDP) – Stage 8 – Sunrise Estate – Wellard East Local Structure Plan Area

In terms of the officer's recommendation we strongly oppose the proposed change to the fencing provisions in the LDP where lots adjoin the POS and drainage reserve. The proposed provision in the officer's recommendation states that fencing along side and rear boundaries where the property adjoins public open space or the drainage reserve shall be uniform and solid to 1.2m and visually permeable to 1.8m. It is requested that either the fencing provisions relating to POS and the drainage reserve be removed from the LDP or alternatively the LDP be approved with no changes to the fencing provisions.

7 COMMUNITY SUBMISSIONS CONTINUED

The following points support this request:

- All fencing adjoining the POS and drainage reserve is being constructed by the developer (to ensure high standard and consistency) and the subdivision is far too advanced to make changes to subdivision fencing.
- Stage 8A retaining walls and fencing adjacent to the POS have been approved by the City of Kwinana. See Conditional Approval attached. A building licence has also been granted. Also the fencing elevation plan has been approved by Council (see attached). Also find attached photos of the fencing installed in previous stages. Stage 8A fencing is consistent with this. Please also note that fencing adjacent to POS is already proposed on top of a 3 course retaining wall with 1 coarse plinth. This results in approx. 1.5m of impermeable surface from the perspective of a pedestrian in the POS (ie POS ground level is lower than the lot level).
- The fence around the POS is partially installed. The piers are already in and the balance of the fence will be completed next week.
- Sunrise Stage 8B, which includes fencing along the drainage reserve, has also received final comments back from the City and there is no mention of fencing adjustments. Please also note that the fencing has been measured up and is currently being manufactured as per the current designs (permeable for the full height which is consistent with previous stages, particularly fencing adjacent to the Western Power easement, which was approved by Council as part of a LDP).
- In summary, it is far too late for this LDP which is limited to Stage 8 to start requiring changes to approved fencing. If the officer's recommendation was adopted it would mean that the LDP is in conflict with approved engineering plans and building licence.
- Amex has been very accommodating by making numerous changes to the LDP (in response 2 rounds of Council changes). It has been a very lengthy process (the LDP was lodged on 3rd November, 2015) and to request a further change (when the fencing has already been approved by Council) is not practical
- In terms of future stages (ie. Stage 9 onwards) the owner is open to considering changes to the fencing and accommodating Council's objectives with regard to providing more screening between public and private areas.
- The owner would be strongly opposed to any deferral of the LDP as the subdivision is too advanced – they will be requiring clearances soon (approval of the LDP is a subdivision condition) and the LDP needs to go to DOP/WAPC and lots are going through a selling process and they need an approved LDP so future owners understand Council's requirements for dwelling construction.

8 Minutes to be Confirmed:

8.1 Ordinary Meeting of Council held on 9 March 2016:

COUNCIL DECISION

134

MOVED CR P FEASEY

SECONDED CR S LEE

That the Minutes of the Ordinary Meeting of Council held on 9 March 2016 be confirmed as a true and correct record of the meeting.

**CARRIED
7/0**

9 Referred Standing / Occasional / Management /Committee Meeting:

9.1 Audit Committee Meeting on 14 March 2016:

COUNCIL DECISION

135

MOVED CR S LEE

SECONDED CR B THOMPSON

That the Minutes of the Audit Committee Meeting held on 14 March 2016 be confirmed as a true and correct record of the meeting.

**CARRIED
7/0**

10 Petitions:

Nil

11 Notices of Motion:

Nil

12 Reports – Community

12.1 Adoption of Community Engagement Policy

SUMMARY:

This report seeks a Council resolution on the adoption of the draft Community Engagement Policy (Attachment 1).

The Policy proposes to formalise Council's community engagement activities by:

- (1) aligning with the International Association for Public Participation's Foundations of Public Participation;
- (2) including the use of new media;
- (3) including a matrix that defines the community engagement processes that are essential, optional or not applicable for initiatives by level of impact; and
- (4) integrating with the City's quality and project management systems, strategic and financial planning processes, and Council agenda reports.

OFFICER RECOMMENDATION:

That Council adopt the draft Community Engagement Policy (Attachment 1).

DISCUSSION:

The City's Community Perceptions Survey 2014 identified the community's aspirations for greater involvement in decision making. In response to this a draft Community Engagement Policy has been developed. This policy will supersede the existing Community Consultation Policy. In line with community aspirations and contemporary best practice this draft Policy:

- (1) aligns with the International Association for Public Participation's Foundations of Public Participation;
- (2) includes the use of new media;
- (3) includes a matrix that defines the community engagement processes that are essential, optional or not applicable for initiatives by level of impact; and
- (4) integrates with the City's quality and project management systems, strategic and financial planning processes, and Council agenda reports.

Community participation in decision making has many benefits with the main aim being to encourage members of the community to have meaningful input into the decision-making process. By increasing engagement with the community Council will benefit by having a heightened awareness of community concerns on particular issues and will have greater access to accurate and timely information from the community, all of which can contribute to more sustainable decision-making. These benefits of course apply to the community also, where the community equally learns and gains benefit from being involved in the process.

The benefits of successful community engagement include:

- Community input can improve the quality of policy being developed, making it more practical and relevant.
- Community input can ensure that services are delivered in a more effective and efficient way for particular segments of the community.

12.1 ADOPTION OF COMMUNITY ENGAGEMENT POLICY

- Engaging is a way for Council to check the health of its relationship with the community. Council can explore ways in which it can work more closely on issues of concern to the community.
- Engaging is a way for Council to check its reputation status. Asking the community how the organisation is meeting local needs is a positive or at least informative process.
- Early notice of emerging issues puts Council in a better position to deal with those issues in a proactive way, instead of reacting as the issues arise.
- Good engagement enhances the reputation of Council as open, accountable and willing to listen.
- With purposeful and well-planned engagement there will be opportunities for a diversity of voices to be heard on issues which matter to people.
- Communities can expect Council to meet certain standards of engagement and give feedback on Council's ability to meet those standards.
- Communities are able to identify their priorities for themselves and give that information to Council in a meaningful way.
- There may be more ownership of solutions to current problems or plans for the future so that the community shares in decision-making and has a higher level of responsibility for creating that future.
- Engagement can foster a sense of belonging to community and considerable benefits accrue from working together on behalf of the community.
- Individuals may become empowered and proactive with regard to issues that affect them.

In order to increase community awareness of Council's community engagement activities, it is proposed that all future Council agenda reports include a Community Engagement section in which a statement will be provided addressing the range and level of community engagement that has been, or is proposed to be undertaken for a given initiative where relevant (i.e. the essential processes as prescribed by the Policy, as well as any optional processes).

LEGAL/POLICY IMPLICATIONS:

This report seeks a Council resolution on the adoption of the draft Community Engagement Policy, and therefore has policy implications. In particular, the draft Policy has implications for the City's resident and stakeholder relations, as well as for its quality and project management systems, strategic and financial planning processes, and Council agenda reports.

FINANCIAL/BUDGET IMPLICATIONS:

The draft Community Engagement Policy will have financial implications that will need to be accounted for as part of the annual budget process, as there are costs associated with community engagement processes. However, it is anticipated that the resulting benefits of stronger resident and stakeholder relations, and stronger alignment of service delivery with resident needs and aspirations, will offset costs and contribute to the City's long-term financial sustainability.

12.1 ADOPTION OF COMMUNITY ENGAGEMENT POLICY

ASSET MANAGEMENT IMPLICATIONS:

The draft Community Engagement Policy applies to all Council initiatives, including those relating to asset management. A more comprehensive approach to community engagement will strengthen alignment of asset management with resident and stakeholder needs and aspirations.

ENVIRONMENTAL IMPLICATIONS:

The draft Community Engagement Policy applies to all Council initiatives, including those relating to the environment.

STRATEGIC/SOCIAL IMPLICATIONS:

The City's Community Perceptions Survey 2014 identified the community's aspirations for greater involvement in decision making. The draft Community Engagement Policy addresses those aspirations. Furthermore, it supersedes the existing Community Consultation Policy, and aligns with the following Strategic Community Plan objective and strategy:

- Objective 1.1: Protect and enhance community identity
- Strategy 1.1.1: Through strong civic leadership and active citizenship, retain Kwinana's sense of place and improve perceptions of the area.

RISK IMPLICATIONS:

The City's Community Perceptions Survey 2014 identified the community's aspirations for greater involvement in decision making. The draft Community Engagement Policy addresses these aspirations; and therefore addresses the risk of poor resident and stakeholder relations.

COUNCIL DECISION

136

MOVED CR B THOMPSON

SECONDED CR R ALEXANDER

That Council adopt the draft Community Engagement Policy (Attachment 1).

**CARRIED
7/0**



POLICY

COMMUNITY ENGAGEMENT



COMMUNITY ENGAGEMENT POLICY

The purpose of this policy is to establish guidelines for the City of Kwinana's community engagement processes. It is informed by the International Association of Public Participation's Foundations of Public Participation.

Adopted:	[INSERT DATE OF ADOPTION DD/MM/YYYY]
Last reviewed:	[INSERT DATE OF LAST REVIEW IOF APPLICABLE]
Legal Authority	Local Government Act Section 2.7 – The Role of Council [INSERT OTHER RELEVANT LEGISLATION HERE]

Policy:

1. Core Values for Community Engagement:

- 1.1. Community engagement is based on the belief that those who are affected by a decision have an opportunity to be involved in the decision-making process.
- 1.2. Community engagement includes the promise that the community's contribution will be considered in the decision-making process.
- 1.3. Community engagement promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
- 1.4. Community engagement seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- 1.5. Community engagement seeks input from participants in designing how they participate.
- 1.6. Community engagement provides participants with the information they need to participate in a meaningful way.
- 1.7. Community engagement communicates to participants how their input was considered in the decision-making process.

2. Code of Ethics for Community Engagement:

- 2.1. **Purpose:** We support community engagement as a process to make better decisions that incorporate the interests and concerns of affected stakeholders and meet the needs of the decision-making body.
- 2.2. **Role of Practitioner:** We will enhance the community's participation in the decision-making process in order to assist decision-makers in being responsive to the community's concerns and suggestions.
- 2.3. **Trust:** We will undertake and encourage actions that build trust and credibility for the process and among all the participants.
- 2.4. **Defining the Public's Role:** We will carefully consider and accurately portray the community's role in the decision-making process.
- 2.5. **Openness:** We will encourage the disclosure of relevant information to the

community's understanding and evaluation of a decision.

- 2.6. **Access to the Process:** We will ensure that stakeholders have fair and equal access to the community engagement process and the opportunity to contribute to the decision-making process.
- 2.7. **Respect for Communities:** We will avoid engagement processes that risk polarising the community, and we will attempt to mediate community differences.

3. Community Engagement Matrix:

- 3.1. The Community Engagement Matrix defines the community engagement processes that are (1) essential, (2) optional, or (3) not applicable, for initiatives by level of impact.
- 3.2. The Community Engagement Matrix does not supersede statutory requirements or other Council policies for public notice (including the Advertising 'SA' and Town Planning Scheme Amendment Policy), or apply to emergency situations.
- 3.3. The City will maintain operational procedures for each Community Engagement Matrix process, and integrate them into its quality and project management systems, and strategic and financial planning processes, to ensure they are undertaken in a comprehensive, consistent and robust manner. In addition, all City Council agenda items will include a list of proposed community engagement processes.
- 3.4. The following definitions apply to the Community Engagement Matrix:
 - 3.4.1. **High Impact: All of Kwinana** means an initiative with a high level of real or perceived impact or risk across the whole local government area (LGA). It may include the development or review of a Council strategy, or change to an LGA-wide amenity or service.
 - 3.4.2. **High Impact: Local** means an initiative with a high level of real or perceived impact or risk to one or more suburbs or user groups. It may include a change to a local or niche amenity or service.
 - 3.4.3. **Lower Impact: All of Kwinana** means an initiative with a lower level of real or perceived impact or risk across the whole local government area. It may include a minor change to an LGA-wide amenity or service, such as a minor improvement to an amenity or the rescheduling of an activity.
 - 3.4.4. **Lower Impact: Local** means an initiative with a lower level of real or perceived impact or risk to one or more suburbs or user groups. It may include a minor change to a local or niche service or amenity, such as a minor improvement to an amenity or the rescheduling of an activity.
 - 3.4.5. **World Cafe** means a conversational leadership method created by the World Cafe Community Foundation (see www.theworldcafe.com).

	HIGH IMPACT: ALL OF KWINANA	HIGH IMPACT: LOCAL	LOWER IMPACT: ALL OF KWINANA	LOWER IMPACT: LOCAL
INFORM: To provide the community with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.				
Briefing, public	Optional	Optional	Optional	Optional
Briefing, stakeholders	Essential	Essential	Optional	Optional
Display at site (if applicable)	Essential	Essential	Optional	Optional
Email distribution	Essential	Optional	Optional	Optional
Flyers	Optional	Optional	Optional	Optional
Phone calls, automated	Optional	Optional	Optional	Optional
Phone calls, personal	Optional	Optional	Optional	Optional
Letterbox distribution	Optional	Optional	Optional	Optional
Mail out	Optional	Optional	Optional	Optional
Media release	Essential	Essential	Essential	Optional
Notice in local newspaper	Essential	Essential	Essential	Optional
Notice in newsletter	Essential	Essential	Essential	Optional
Posters	Optional	Optional	Optional	Optional
SMS distribution	Optional	Optional	Optional	Optional
Social media post, paid	Essential	Optional	Optional	Not applicable
Social media post, non-paid	Optional	Optional	Optional	Optional
Website post	Essential	Essential	Essential	Optional
CONSULT: To obtain community feedback on analysis, alternatives and/or decisions.				
Call for submissions	Essential	Essential	Optional	Not applicable
Community art project	Optional	Optional	Optional	Optional
Community event, integration into existing	Optional	Optional	Optional	Optional
Community event, standalone	Optional	Optional	Not applicable	Not applicable
Focus group meetings	Optional	Optional	Optional	Not applicable

Community Engagement Policy

	HIGH IMPACT: ALL OF KWINANA	HIGH IMPACT: LOCAL	LOWER IMPACT: ALL OF KWINANA	LOWER IMPACT: LOCAL
Hotline	Optional	Optional	Not applicable	Not applicable
One-on-one meetings	Optional	Optional	Optional	Optional
Online discussion forum	Optional	Optional	Optional	Optional
Online feedback form	Optional	Optional	Optional	Optional
Phone calls, automated	Optional	Optional	Optional	Not applicable
Phone calls, personal	Optional	Optional	Optional	Not applicable
Public meeting	Optional	Optional	Optional	Not applicable
Stall at high-traffic location	Optional	Optional	Optional	Not applicable
Suggestion box	Optional	Optional	Optional	Optional
INVOLVE: To work directly with the community throughout the process to ensure that community concerns and aspirations are consistently understood and considered.				
Community art project	Optional	Optional	Optional	Optional
Community committees	Optional	Optional	Not applicable	Not applicable
Community forum	Optional	Optional	Optional	Optional
Polling, mail survey	Optional	Optional	Optional	Optional
Polling, online survey	Optional	Optional	Optional	Optional
Polling, phone survey	Optional	Optional	Optional	Optional
Site meeting (if applicable)	Optional	Optional	Optional	Optional
Stakeholder workshops	Optional	Optional	Optional	Optional
COLLABORATE: To partner with the community in each aspect of the decision including the development of alternatives and the identification of the preferred solution.				
Community reference group	Optional	Optional	Not applicable	Not applicable
Community summit	Optional	Optional	Not applicable	Not applicable
Joint advisory committee	Optional	Optional	Not applicable	Not applicable
Specialist panel	Optional	Optional	Not applicable	Not applicable
World Cafe	Optional	Optional	Not applicable	Not applicable

13 Reports – Economic

Nil

14 Reports – Natural Environment

14.1 Natural Areas Management – Setting of Service Levels and Method of Delivery

SUMMARY:

Given the constraints on the City's financial resources, plus the many priorities competing for funding in the City's annual budget process, a review of the management of the City's natural areas has recently been undertaken in order to:

- determine the most cost effective method of service delivery, and
- set appropriate service levels to meet community expectations.

With regard to method of service delivery, the review has clearly shown that there is a point at which it becomes more cost effective to service the City's natural areas through the employment of in-house staff, augmented by contractors during peak weed spraying season, and that that point will vary depending on the service level required.

With regard to setting service levels, Council has three options:

Higher Service Level

Neighbourhood Reserves serviced every three months

District Reserves serviced monthly

Regional Reserves serviced fortnightly

Cost: Increase of \$200,000 from 2015/16 to 2016/17 and rising to \$951,397 in 2020/21

Lower Service Level

Neighbourhood Reserves serviced every four months

District Reserves serviced every six weeks

Regional Reserves serviced every four weeks

Cost: Increase of \$92,000 from 2015/16 to 2016/17 and rising to \$816,346 in 2020/21

Current Service Level

Business as it is currently undertaken making provision for additional contractors each year as reserves are handed over at the rate of \$1,200 per hectare. 2016/17 expected handover of 13.6 hectares = \$16,320, rising to \$259,440 in 2020/21 – this option giving no change to the current level of service.

Because feedback from the community consistently indicates that residents highly value Kwinana's bushland and natural areas and also because monitoring of complaints indicates that the City's current service levels do not meet community expectations, particularly in the newer residential areas, it is recommended that Council give consideration to increasing the service level provided to the City's natural areas to the *Higher Service Level*, as outlined above.

14.1 NATURAL AREAS MANAGEMENT – SETTING OF SERVICE LEVELS AND METHOD OF DELIVERY

OFFICER RECOMMENDATION:

That Council:

1. Increase the service level to the City's natural areas to quarterly servicing of those reserves categorised as requiring low levels of service, monthly servicing to those reserves categorised as requiring medium levels of servicing, and fortnightly servicing to those reserves categorised as requiring higher levels of servicing, as outlined in Table 1 of this report.
2. Change the method of servicing the City's natural area reserves by employing in-house labour, augmented by contract labour when required during peak periods.
3. Include provision of an additional allocation of \$200,000 in the draft 2016/17 budget and draft long term financial plan for the employment of an additional 4 environmental field staff and additional environmental operational costs in order for service levels to be increased to the levels outlined in (1) above.
4. Include provision for the employment of an additional 2 environmental field staff and purchase and fit out of an additional environmental field vehicle in the draft long term financial plan, commencing 2018/19.
5. Vary the 2015/16 natural areas management budget by reducing operating costs by \$164,000 to allow for the employment of 4 environment field staff (\$70,000 salaries increase) and the purchase and fit out of 2 environment field vehicles (\$94,000 capital), as outlined in budget review report within this agenda.
6. Investigate whether Special Area Rates can be raised and applied to offset the cost of increasing the service levels to the natural area reserves.

DISCUSSION:

Given the constraints on the City's financial resources, plus the many priorities competing for funding in the City's annual budget process, a review of the management of the City's natural areas has recently been undertaken in order to:

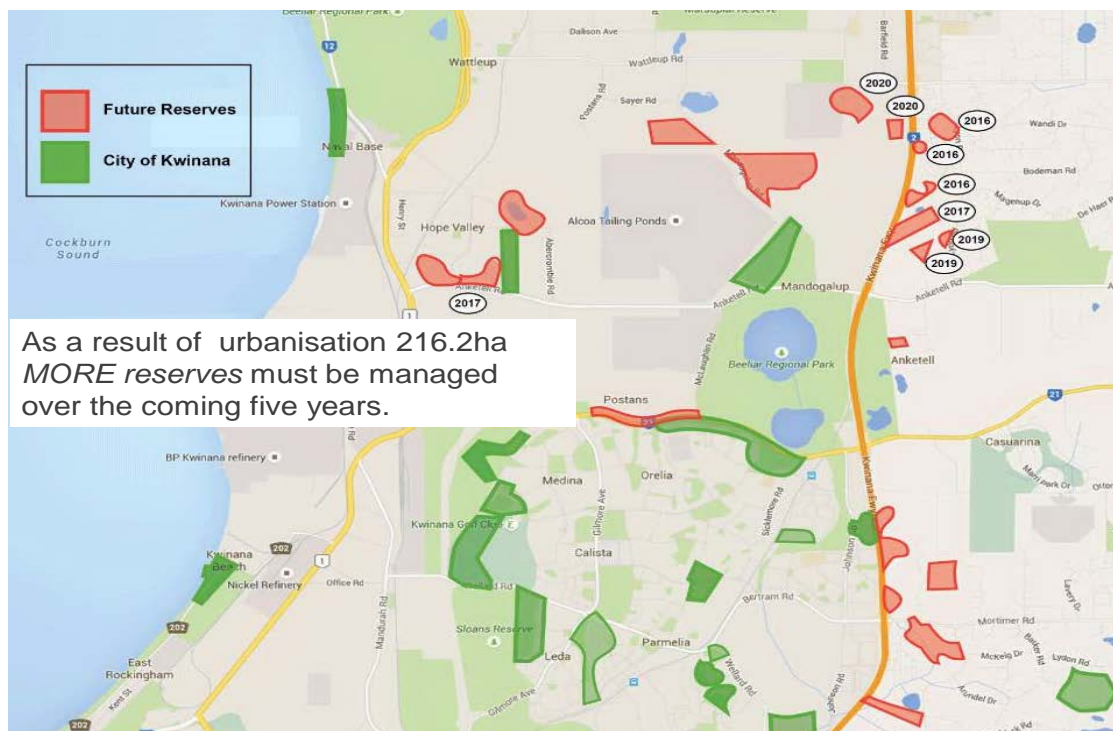
- determine the most cost effective method of service delivery, and
- set appropriate service levels to meet community expectations.

In undertaking this review, the variables that have been considered are quality and effectiveness of service provision outcomes, quantity of areas to be serviced, and efficiency and value for money outcomes.

In part the review has been driven by a recognition that over the next five years there will be a considerable increase in the number of hectares of natural bush/wetland areas that will be handed to the City. The City currently manages 260 hectares and this will increase to almost 500 hectares by 2020/21.

14.1 NATURAL AREAS MANAGEMENT – SETTING OF SERVICE LEVELS AND METHOD OF DELIVERY

The map below shows the areas that will be handed over to the City to manage over the coming years.



Method of Service Delivery

Because of this incremental increase in natural areas that the City will be required to manage over the next five years, it was thought to be important to examine the cost effectiveness of the current method of service delivery, as compared to alternative methods. The current method of management is via the employment of 1 field team (2 staff) augmented by contractors. This method was compared against a varying number of field teams augmented by contractors, and then against the option of all in house field team labour with no use of contractors at all.

The review has proved that efficiency, effectiveness, quality, flexibility and value for money is optimised when a number of in house field teams are employed, augmented by contractors during peak weed spraying season.

In terms of determining the cost of the three service provision options, it was necessary to adopt a service level baseline against which to compare each option. Using a modified version of the City's Standard for the City's Parks Service, the natural area reserves were all allocated a low, medium or high level of service requirement rating, based on their size, condition, frequency of public use and vandalism exposure. The rating was then used to calculate how many hectares of natural areas would need to be serviced on a 4 weekly basis to achieve the desired service level baseline. This service level is considered to be the one that meets community expectations, as expressed through feedback received from the community via surveys, complaints monitoring and anecdotal feedback.

14.1 NATURAL AREAS MANAGEMENT – SETTING OF SERVICE LEVELS AND METHOD OF DELIVERY

Table 1 below shows the number of hectares in each category – low, medium, high, using the modified City Parks Standard as a guide:

Table 1: Higher Service Level hectares to be managed on a 4 weekly cycle.

Type	Service Level	Service Freq.	Ha to be serviced per 4 weeks	New Ha 2015/16	New Ha 2016/17	New Ha 2017/18	New Ha 2018/19	New Ha 2019/20	New Ha 2020/21
N'hood	Low	Quart.	9.75				12.0		
District	Medium	Monthly	113.5			13.0	27.0	15.0	
Regional	High	F'nightly	219.4	20.9	13.6	14.7	34.0	30.0	
Total hectares to be managed per 4 week period			344.7	365.6	379.2	406.9	479.9	524.9	524.9
Total hectares managed annually			260	20.9	13.6	27.7	97	12	45

Table 2 shows how existing reserves under management have been placed into the categories:

Service Level	Reserve Name	Reserve Area Ha
Low = Quarterly	Postans Reserve	1.1
	Hendy Road Reserve	4.9
	Depot Swamp	6.3
	Banksia Road Rifle Range	26.7
	Wellard/Homestead Ridge PAW	0.5
Medium = Monthly	Clementi Road Reserve	33.6
	Golf Course Bushland	36.2
	Thomas Oval	15.7
	Lake Magenup	27.1
	Bertram Sanctuary Reserve	6.8
	Squires Ave Reserve	0.8
	Parmelia Bush forever 67	8.2
	Challenger Beach	3.3
High= fortnightly	Sloan's Cottage Reserve	12.0
	Wildflower Reserve	15.5
	Homestead Ridge Reserves	7.9
	Millar Wellard	19.3
	Belgravia	8.4
	Chalk Hill	0.7
	Henley	25.0
TOTAL		260

The service level baseline that has been used allows for significantly increased service levels from current levels, including increased maintenance rosters for both new and existing reserves, programmed schedule for weed control, firebreak maintenance, weekly vandalism works and reactive maintenance and seasonal works. It also allows for all weed control to be undertaken in-house with the exception of the peak weed control period which would require additional contractor resources.

14.1 NATURAL AREAS MANAGEMENT – SETTING OF SERVICE LEVELS AND METHOD OF DELIVERY

Weed control is the largest component of the environmental management programme and its budget requirements. The City has detailed information on weed density, type and location for each reserve along with the optimal weed control period and treatment. This information has been used to determine what times of the year need the most weed control, with the weed control period peaking in July/August.

Using the baseline Standard outlined in Table 1, ie quarterly servicing of Neighbourhood Reserves, monthly servicing of District Reserves, and fortnightly servicing of Regional Reserves - which averages out at 4 weekly servicing per hectare at 60 minutes per hectare, the following options were examined to determine the most cost effective means of delivering the service. Additional weed spraying during the peak weed control period has been factored into all options:

Option1 – 1 Field Team plus contractors

If the City were to stay with current service provision methodology of 1 in house field team augmented by contractors to meet the Standard of 60 minutes per hectare per 4 weekly period, the cost going into the future to service all existing plus to be handed over reserves would be, as follows:

Option 1: - 1 Field team plus contractors						
Year	2015/16	2016/17	2017/18	2018/19	2019/20	2020/2021
Team Numbers	1	1	1	1	1	1
Total ha to service/ 4 wkly period	344.7	365.6	379.2	406.9	479.9	524.9
Minutes per ha by team	18.36	17.31	16.69	15.55	13.19	12.05
Contractor hours	various	260	274	301.4	374.4	419.4
Team hours	105.5	105.5	105.5	105.5	105.5	105.5
Contractor costs	\$ 327,300.00	\$ 676,260.00	\$ 711,620.00	\$ 783,640.00	\$ 973,440.00	\$ 1,090,440.00
Team cost	\$ 158,838.00	\$ 163,320.00	\$ 167,403.00	\$ 167,487.00	\$ 171,674.18	\$ 175,966.03
Addit. Weed spraying	Included in contractor costs	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 80,000.00	\$ 80,000.00
Operating sundries	Included in contractor costs	\$ 165,000.00	\$ 187,500.00	\$ 188,500.00	\$ 203,000.00	\$ 215,000.00
Other expenses	\$ 20,389.00	\$ 32,389.00	\$ 36,389.00	\$ 36,389.00	\$ 36,389.00	\$ 36,389.00
Total cost	\$ 506,527.00	\$ 1,136,969.00	\$ 1,202,912.00	\$ 1,276,016.00	\$ 1,464,503.18	\$ 1,597,795.03

This option

- Provides insufficient time for the field team to undertake tasks at 18 minutes per hectare.
- Relies on contractors to fill the shortfall to meet the Standard of 60 minutes per hectare. Contractor cost @ \$200/hour.
- Major constraint with this option is contractor availability, plus contractor skill, plus contractor costs limit the tasks that can be undertaken.

14.1 NATURAL AREAS MANAGEMENT – SETTING OF SERVICE LEVELS AND METHOD OF DELIVERY

Option 2 – 2 Field Teams plus contractors

This option would cost:

Option: Two Teams plus contractors						
Team Numbers	1	2	2	2	2	2
Total ha to service/ 4 wkly period	344.7	365.6	379.2	406.9	479.9	524.9
Minutes per ha by team	18.36	38.56	37.18	34.65	29.38	26.86
Contractor hours	various	130.6	144.2	171.9	244.9	289.9
Team hours	105.5	235	235	235	235	235
Contractor costs	\$ 327,300.00	\$ 302,513.58	\$ 352,191.33	\$ 402,307.35	\$ 527,123.39	\$ 696,446.81
Team cost	\$ 158,838.00	\$ 300,510.00	\$ 310,603.00	\$ 316,909.00	\$ 328,660.00	\$ 336,876.00
Addit. Weed spraying	Included in contractor costs	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 80,000.00	\$ 80,000.00
Operating sundries	Included in contractor costs	\$ 165,000.00	\$ 187,500.00	\$ 188,500.00	\$ 203,000.00	\$ 215,000.00
Other expenses	\$ 20,389.00	\$ 32,389.00	\$ 36,389.00	\$ 36,389.00	\$ 36,389.00	\$ 36,389.00
Total cost	\$ 506,527.00	\$ 900,412.58	\$ 986,683.33	\$ 1,044,105.35	\$ 1,175,172.39	\$ 1,364,711.81

This option provides for:

- Contractor costs to meet the 60 minutes/hectare/4 weekly period are decreased but still require significant additional budget. This additional budget requirement increases as more hectares are ceded to the City.
- Better option than 1 Team, cheaper in both the short term and medium term

Option 3 – 4 Field teams (3 in 2016/17 plus 1 in 2018//19) plus contractors

This option would cost:

Option: Three Teams (plus 1) plus contractors						
Team Numbers	1	3	3	4	4	4
Total ha to service 4 wkly/period	344.7	365.6	379.2	406.9	479.9	524.9
Minutes per ha by team	18.36	59.81	57.67	72.84	61.76	56.46
Contractor hours		0	0	0	0	0
Team hours	105.5	364.5	364.5	494	494	494
Contractor costs	\$ 327,300.00	0	0	0	0	0
Team cost	\$ 158,838.00	\$ 437,700.00	\$ 453,887.00	\$ 614,654.00	\$ 637,678.00	\$ 656,397.00
Addit. Weed spraying	Included in contractor costs	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 80,000.00	\$ 80,000.00
Operating other	Included in contractor costs	\$ 165,000.00	\$ 187,500.00	\$ 188,500.00	\$ 203,000.00	\$ 215,000.00
Other expenses	\$ 20,389.00	\$ 32,389.00	\$ 36,389.00	\$ 36,389.00	\$ 36,389.00	\$ 38,389.00
Total cost	\$ 506,527.00	\$ 702,700.00	\$ 741,387.00	\$ 903,154.00	\$ 920,678.00	\$ 951,397.00

14.1 NATURAL AREAS MANAGEMENT – SETTING OF SERVICE LEVELS AND METHOD OF DELIVERY

The features of this option are:

- 2 teams brought on in 2015/16, funded from existing environment budget and authorised through the March 2016 budget review process. This involves the allocation of existing operating costs to salaries and capital to employ 4 field staff and purchase and equip 2 field vehicles.
- The 60 minute Standard per hectare per 4 weekly period can be met using in-house field team labour without needing to augment with additional contract labour, apart from the peak weed control period which would require an additional environmental weed contract for \$100,000 per annum – as factored into all options.

Option 4 - 5 Field teams (4 in 2016/17 plus 1 in 2017/18)

This option would cost:

Option: Four teams (plus 1) plus contractors						
Team Numbers	1	4	5	5	5	5
Total ha to service 4 wkly/period	344.7	365.6	379.2	406.9	479.9	524.9
Minutes per ha by team	18.36	81.07	98.65	91.93	77.95	71.27
Contractor hours		0	0	0	0	0
Team hours	105.5	494	623.5	623.5	623.5	623.5
Operating cost	\$ 327,300.00	\$ -	\$ -	\$ -	\$ -	\$ -
Team cost	\$ 158,838.00	\$ 574,890.00	\$ 737,707.00	\$ 766,720.00	\$ 800,082.00	\$ 824,005.00
Addit. Weed spraying	Included in contractor costs	\$ -	\$ -	\$ -	\$ -	\$ -
operating sundries	Included in contractor costs	\$ 165,000.00	\$ 187,500.00	\$ 188,500.00	\$ 203,000.00	\$ 215,000.00
Other costs	\$ 20,389.00	\$ 32,389.00	\$ 36,389.00	\$ 36,389.00	\$ 36,389.00	\$ 38,389.00
Total cost	\$ 506,527.00	\$ 772,279.00	\$ 961,596.00	\$ 991,609.00	\$ 1,039,471.00	\$ 1,077,394.00

This option provides for:

- the ability for the City to undertake all of its environmental weed control requirements in house, including peak period weed control.
- The ability to service environmental areas is greatly increased outside of peak spraying times for activities such as pruning, path maintenance, rubbish pickups, re-vegetation and regeneration and community work program.
- Reserves in new areas, where the usage rates by residents will be considerably higher, would be serviced on a fortnightly basis, maintaining the quality of the asset.
- Existing reserves would be improved rapidly through weed control and re-vegetation programs.
- There are considerable staff costs associated with this option.

In summary then, using the level of service outlined in Table 1, the above analysis clearly shows that the most cost effective method of delivering the service, at the Standard of 60 minutes per hectare per 4 weekly period is Option 3 i.e. 3 in house teams, going to 4 teams in 2018/19, augmented by contractors in the peak weed spraying season.

14.1 NATURAL AREAS MANAGEMENT – SETTING OF SERVICE LEVELS AND METHOD OF DELIVERY

Service Level options

While the above service level was set modifying the Standard adopted for City Parks and taking into account the size, public usage frequency, vandalism exposure and condition of the reserves, and given that option 3 above would result in a \$200,000 budget increase from 2015/2016 to 2016/17 if that level of service was adopted, a similar exercise was carried out using a lower level of service of:

Table 3: Lower Service Level by areas managed/to be managed on a 4 weekly cycle

Type	Service Level	Service Frequency	Current Ha per 4 weekly cycle	New Ha 2015/16	New Ha 2016/17	New Ha 2017/18	New Ha 2018/19	New Ha 2019/20	New Ha 2020/21
N'hood	Low	4 months	9.0				12		
District	Medium	6 weeks	74.7			13	27	15	
Regional	High	4 weeks	109.7	20.9	13.6	14.7	34	30	
Total hectares to be managed per 4 weekly cycle			193.4	214.3	227.9	255.6	328.6	373.6	373.6
Total hectares to be managed annually			260	20.9	13.6	27.7	97	12	45

Essentially the difference between the two tables is that the Low category goes to 4 monthly servicing instead of quarterly, Medium goes to 6 weekly instead of 4 weekly, and High goes to 4 weeks instead of fortnightly.

The most cost effective service provision option to deliver this level of service, using the same assumptions as the previous example, would be 2 in house teams, going to 3 teams in 2019/20 as the number of hectares handed over to the City increases, as follows:

Option: Two Teams plus 1						
Team Numbers	1	2	2	2	3	3
Monthly Service Area	193.405	214.305	227.905	255.605	328.605	373.605
Minutes Per Hectare	32.72	65.79	61.86	59.89	66.55	58.53
Contractor hours	various			20		
Team hours	105.5	235	235	235	364.5	364.5
Contractor cost	\$ 327,300.00	0	0	\$52,000.00	0	0
Team cost	\$ 158,838.00	\$ 300,510.00	\$ 310,603.00	\$ 316,909.00	\$ 464,649.00	\$ 484,957.00
Addit. Weed spray	Included in contractor costs	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 80,000.00	\$ 80,000.00
Operating sundries	Included in contractor costs	\$ 165,000.00	\$ 187,500.00	\$ 188,500.00	\$ 203,000.00	\$ 215,000.00
Other costs	\$ 20,389.00	\$ 32,389.00	\$ 36,389.00	\$ 36,389.00	\$ 36,389.00	\$ 36,389.00
Total cost	\$ 506,527.00	\$ 597,899.00	\$ 634,492.00	\$ 693,798.00	\$ 784,038.00	\$ 816,346.00

14.1 NATURAL AREAS MANAGEMENT – SETTING OF SERVICE LEVELS AND METHOD OF DELIVERY

Conclusion:

With regard to method of service delivery, the review has clearly shown that there is a point at which it becomes more cost effective to service the City's natural areas through the employment of in-house staff, augmented by contractors during peak weed spraying season, and that that point will vary depending on the service level required.

With regard to service levels, Council has three options:

Higher Service Level

Neighbourhood Reserves serviced every three months

District Reserves serviced monthly

Regional Reserves serviced fortnightly

Cost: Increase of \$200,000 from 2015/16 to 2016/17 and rising to \$951,397 in 2020/21

Lower Service Level

Neighbourhood Reserves serviced every four months

District Reserves serviced every six weeks

Regional Reserves serviced every four weeks

Cost: Increase of \$92,000 from 2015/16 to 2016/17 and rising to \$816,346 in 20120/21

Current Service Level

Business as it is currently undertaken (155 hectares per 4 weekly cycle, at 60 minutes per hectare) making provision for additional contractors each year as reserves are handed over at the rate of \$1,200 per hectare. 2016/17 expected handover of 13.6 hectares = \$16,320, rising to \$259,440 in 2020/21 – this option giving no change to the current level of service.

Feedback from the community has consistently indicated that residents highly value Kwinana's bushland and natural areas. Feedback also received through monitoring of complaints indicates that the City's current service levels do not meet community expectations, particularly in the newer residential areas. Current service levels only allow for maintenance to occur reactively, as complaints are received, or as a result of monthly inspections, and current budget allocation (with no increase) certainly will see maintenance levels decrease as additional areas are ceded to the City over the next five years.

It is therefore recommended that Council give consideration to increasing the service level provided to the City's natural areas to the Higher level as outlined in Table 1. It is further recommended that Council change the current method of service delivery by varying the current 2015/16 budget in order to employ a further 2 field teams (4 staff) and purchase and fit out 2 field vehicles. Under this method and level of service delivery, provision would need to be made for the additional staff and operating costs from 2016/17 onward. Also under this service delivery and service level model, there would be a further requirement to make provision for the employment of an additional field team in 2018/19 and onward, and for the purchase and fit out for a vehicle for that team.

LEGAL/POLICY IMPLICATIONS:

There are no legal or policy implications as a result of this report or its recommendations.

14.1 NATURAL AREAS MANAGEMENT – SETTING OF SERVICE LEVELS AND METHOD OF DELIVERY**FINANCIAL/BUDGET IMPLICATIONS:**

Should Council resolve to increase service levels provided to the City's natural areas to the recommended Higher level, as outlined in Table 1, and change the method of service delivery to employ an additional 2 in-house field teams (4 staff) (\$70,000 to the end of the 2015/16 financial year) plus purchase and fit out 2 vehicles (\$94,000), provision has been to vary the 2015/16 Environment budget allocation in order to accommodate this change in the March 2016 budget review, as presented in the Budget Report Review in this agenda.

Provision would need to be made for the additional staff and operating costs required (\$200,000), from 2016/17 onward. Also under this service delivery and service level model, there would be a further requirement to make provision for the employment of an additional field team from 2018/19 onward, and for the purchase and fit out for a vehicle for that team.

Should Council resolve to increase service levels provided to the City's natural areas to the Lower level, as outlined in Table 3, and change the method of service delivery to employ an additional in-house field team plus purchase and fit out of 1 vehicle, this could be achieved through the budget variation that has been included in the March 2016 budget review, as presented in the Budget Review Report in this agenda.

Again provision would need to be made for the additional 2 staff and operating costs required, from 2016/17 onward.

Should Council resolve to remain with the current model and level of service delivery, then consideration should be given to increasing the budget allocation to the Environment in 2016/17 to accommodate the management of the additional hectares that will be ceded to the City over the next 5 years, current rate being \$1200 per hectare contractor costs.

It is possible that Special Area Levies in new developments could partially offset the increased cost of managing the natural reserves in those areas to a higher service level, and this should be investigated as a matter of priority.

ASSET MANAGEMENT IMPLICATIONS:

In terms of managing the City's natural assets, this report recommends increasing the level of resourcing to service the City's natural areas so that the condition of the reserves improves over time, ultimately reducing the cost to the City and the community, and making the City's reserves more sustainable.

ENVIRONMENTAL IMPLICATIONS:

From an environmental perspective the recommendations of this report will result in reduced incidence of fire and associated community risk, reduced feral animal damage, increased habitat for native species, increased enjoyment of natural areas by residents and visitors, decreased vandalism of the natural areas, intergenerational equity and protection and preservation of the City's natural heritage for future generations.

14.1 NATURAL AREAS MANAGEMENT – SETTING OF SERVICE LEVELS AND METHOD OF DELIVERY

STRATEGIC/SOCIAL IMPLICATIONS:

Feedback from the community has consistently indicated that residents highly value Kwinana's bushland and natural areas, a key community aspiration being to keep Kwinana green and leafy. As a consequence, preservation of the City's natural environment is a key element of the City's Strategic Community Plan – Kwinana 2030 Rich in Spirit, alive with opportunities, **surrounded by nature** – it's all here.

RISK IMPLICATIONS:

Should service levels to the City's natural areas not increase then there is a very real risk that they will degrade beyond a level of recoverability, there will be increased levels of vandalism and damage, and resident satisfaction levels will decrease commensurate with an increase in resident complaints.

COUNCIL DECISION

137

MOVED CR W COOPER

SECONDED CR D WOOD

That Council:

1. **Increase the service level to the City's natural areas to quarterly servicing of those reserves categorised as requiring low levels of service, monthly servicing to those reserves categorised as requiring medium levels of servicing, and fortnightly servicing to those reserves categorised as requiring higher levels of servicing, as outlined in Table 1 of this report.**
2. **Change the method of servicing the City's natural area reserves by employing in-house labour, augmented by contract labour when required during peak periods.**
3. **Include provision of an additional allocation of \$200,000 in the draft 2016/17 budget and draft long term financial plan for the employment of an additional 4 environmental field staff and additional environmental operational costs in order for service levels to be increased to the levels outlined in (1) above.**
4. **Include provision for the employment of an additional 2 environmental field staff and purchase and fit out of an additional environmental field vehicle in the draft long term financial plan, commencing 2018/19.**
5. **Vary the 2015/16 natural areas management budget by reducing operating costs by \$164,000 to allow for the employment of 4 environment field staff (\$70,000 salaries increase) and the purchase and fit out of 2 environment field vehicles (\$94,000 capital), as outlined in budget review report within this agenda.**
6. **Investigate whether Special Area Rates can be raised and applied to offset the cost of increasing the service levels to the natural area reserves.**

**CARRIED
5/2**

15 Reports – Built Infrastructure

15.1 Consideration to Adopt Draft Local Development Plan– Stage 8, Sunrise Estate – Wellard East Local Structure Plan Area

SUMMARY:

A draft Local Development Plan (“LDP”) Stage 8, Sunrise Estate Wellard has been received for consideration under the City of Kwinana’s Town Planning Scheme No. 2 (“Scheme”) (refer Attachments A -C).

The draft LDP sets out design requirements for the development of the lots indicated within the LDP boundaries within the Wellard East Local Structure Plan (LSP) area. These requirements apply in addition to normal Scheme and State Planning Policy No. 3.1 (*Residential Design Codes of Western Australia*) (“R-Codes”) requirements, and will permit certain variations in order to achieve an optimal form of development.

The draft LDP (refer Attachments B and C) has been assessed and 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 Local Development Plan for Stage 8, Sunrise Estate (as per Attachments B and C) in accordance with Clause 6.17.6.1(c) (i) of City of Kwinana’s Town Planning Scheme No. 2. subject to the following amendments:
 - (i) Removal of provisions 17 and 18 and replacing with the provision:

“Fencing along side and rear boundaries where the property adjoins public open space or the drainage reserve shall be uniform and solid to 1.2m and visually permeable to 1.8m”.
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.

DISCUSSION:

Land Status

Town Planning Scheme No 2:	Residential R25 Residential R40
Metropolitan Region Scheme:	‘Urban’ Zone

LDPs are planning tools which allow certain design requirements, either in addition to or in variance to those stipulated under the Scheme and the R-Codes, to be imposed on subsequent development of land. These requirements will often cover aspects including dwelling placement and design, solar orientation, private open space, setbacks, garage placement and design, fencing, store areas and service provision. Requirements vary depending on the type of land and design outcome trying to be achieved.

15.1 CONSIDERATION TO ADOPT DRAFT LOCAL DEVELOPMENT PLAN– STAGE 8, SUNRISE ESTATE – WELLARD EAST LOCAL STRUCTURE PLAN AREA

Most importantly is the LDP's ability to vary Scheme and R-Code provisions, where such variations are needed in achieving the most optimal design outcome. The draft LDP has been prepared in accordance with previously approved LDPs for cottage and traditional style lots within the Wellard East LSP area which are immediately to the north of the subject site.

The draft LDP (Attachments B and C) applies to an area of the development which is situated close to the Kwinana Freeway and has been specifically required as a condition of the Western Australian Planning Commission's (WAPC's) subdivision approval for the subject land. This draft LDP establishes design requirements relating to:

1. Dwelling setbacks;
2. Open space;
3. Built form addressing public open space (POS) and drainage easement. The POS is immediately adjacent Lots 512–516 and Lots 503, 505–511 are alongside the drainage easement;
4. Vehicular access and garages/carports.

The draft LDP also indicates the lots that are subject to specific building design requirements for bushfire in accordance with the Bush Fire Attack Level (BAL) ratings as specified in the Fire Management Plan for this area. The proposed BALs were reviewed by the City's Fire Consultant who concurred with the findings.

The draft LDP also identifies lots potentially affected by noise emanating from the Kwinana Freeway. Noise Insulation Package specifications in accordance with State Planning Policy (SPP) 5.4 are required for those lots identified through noise modelling as being affected by noise. Lots 474 - Lots 481 do not have any noise requirements as the dwellings in these lots will be shielded from potential noise impacts by the dwellings within the surrounding lots as well as the alignment of the road network.

The smallest lot frontage of the LDP is 10m wide and special provisions have been made to allow for these lots to enable construction of double garages.

The LDP requires permeable fencing along the drainage easement and the POS. Lots 512 - Lots 516 interface with an area of POS that will be actively utilised by the public. The fencing is proposed to be permeable above 1.2m in order to provide for the privacy of future residents while enabling passive surveillance of the POS.

Lot 503, and Lot 505 to Lot 511 interface with a drainage reserve, which will eventually become a living stream. It is unlikely that the public will be able to actively access this area, as the majority of the drain reserve will be required to manage the current (and ongoing) surface water flows from the broader catchment.

Therefore, permeable fencing is proposed for the entire 1.8m height in order to facilitate passive surveillance of the drainage reserve, but also to maximise the views and amenity that will be provided by this feature to future residents (this approach is similar to that for the lots adjacent to the Western Power easement in the earlier stages of Sunrise Estate). This being said, this City's Officers are of the opinion that a 1.8m fence which is permeable above 1.2m is more appropriate and will provide screening for storage within the property while providing passive surveillance. This has been reflected in the recommendations to Council.

15.1 CONSIDERATION TO ADOPT DRAFT LOCAL DEVELOPMENT PLAN– STAGE 8, SUNRISE ESTATE – WELLARD EAST LOCAL STRUCTURE PLAN AREA

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. It was important that the LDP adequately address noise and fire impacts as well as addressing the POS and drainage area.

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

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering financial or impartiality interests, the land owner is the Armana Holdings Pty Ltd and the applicant is Lorraine Elliot Planning Services.

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

- City of Kwinana Town Planning Scheme No. 2
- Wellard East Local Structure Plan
- State Planning Policy No. 3.1 (*Residential Design Codes of Western Australia*)
- Liveable Neighbourhoods Operational Policy
- WAPC Planning for Bushfire Protection Guidelines (Edition 2) (2010)
- WAPC Draft Planning for Bushfire Risk Management Policy
- Local planning and other related policies

FINANCIAL/BUDGET IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

The LDPs encourage the use of passive solar urban design.

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

15.1 CONSIDERATION TO ADOPT DRAFT LOCAL DEVELOPMENT PLAN– STAGE 8, SUNRISE ESTATE – WELLARD EAST LOCAL STRUCTURE PLAN AREA

FAILED MOTION

MOVED CR P FEASEY

1. That Council approves the Local Development Plan for Stage 8, Sunrise Estate (as per Attachments B and C) in accordance with Clause 6.17.6.1(c) (i) of City of Kwinana's Town Planning Scheme No. 2. subject to the following amendments:
 - (i) Removal of provisions 17 and 18 and replacing with the provision:

“Fencing along side and rear boundaries where the property adjoins public open space or the drainage reserve shall be uniform and solid to 1.2m and visually permeable to 1.8m”.
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.

LAPSED FOR WANT OF A SECONDER

COUNCIL DECISION

138

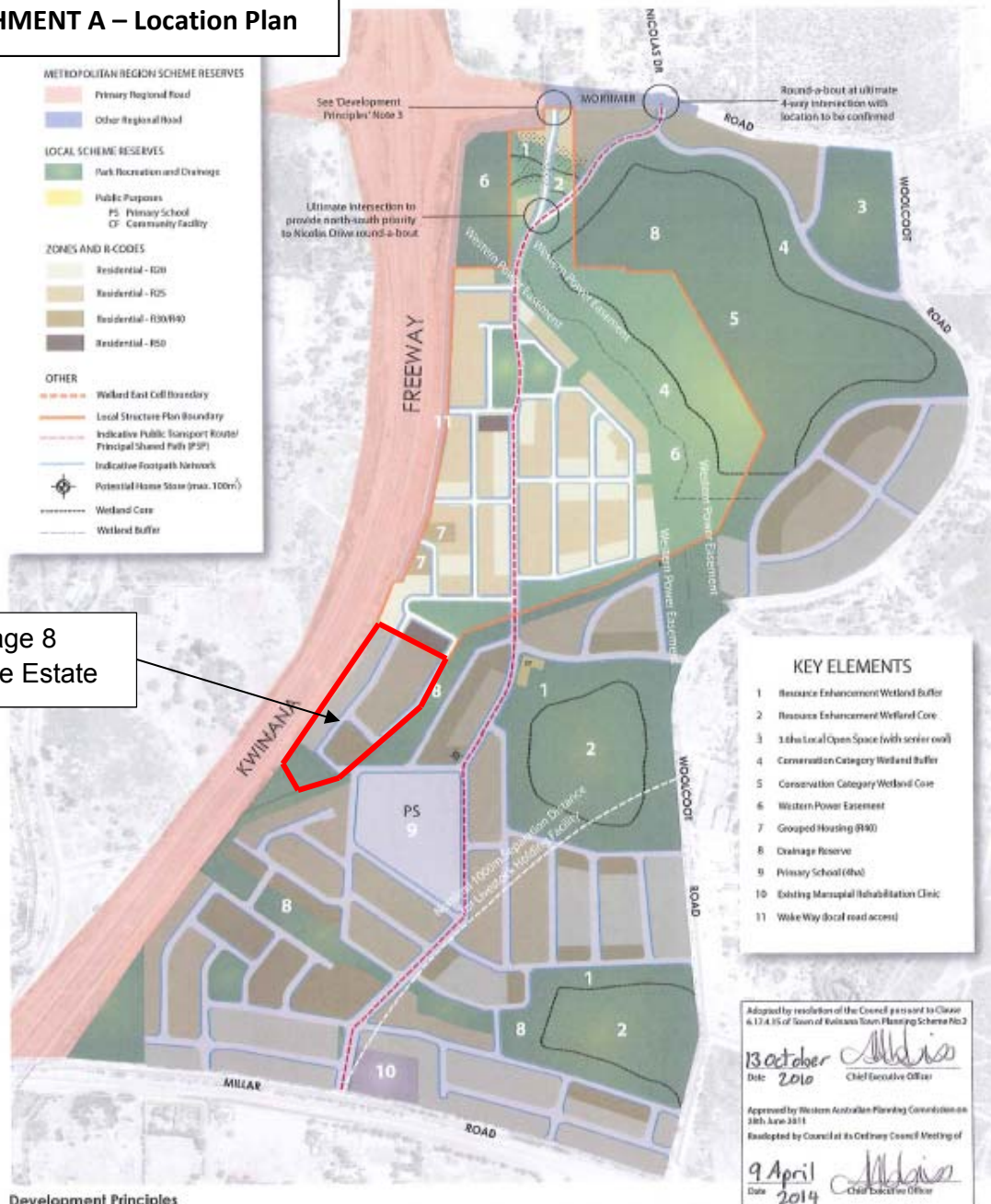
MOVED CR S LEE

SECONDED CR B THOMPSON

1. That Council approves the Local Development Plan for Stage 8, Sunrise Estate (as per Attachments B and C) in accordance with Clause 6.17.6.1(c) (i) of City of Kwinana's Town Planning Scheme No. 2. subject to the following amendments:
 - a. Modification of Provision 17 to read: “Fencing along side and rear boundaries where the property adjoins the drainage reserve shall be uniform and visually permeable from 0.7m above ground level to 1.8m”.

**CARRIED
4/3**

ATTACHMENT A – Location Plan



Stage 8
Sunrise Estate

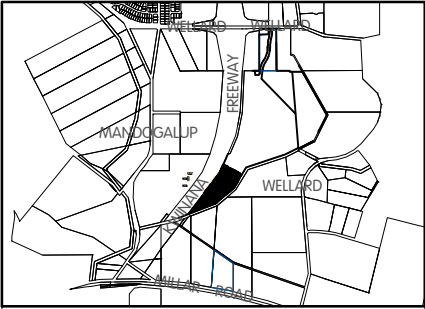


ATTACHMENT B

- LEGEND**
- Residential Density - R25
 - Residential Density - R40
 - No Vehicular Access
 - Primary Street Development Frontage*
 - Designated garage and carport location
 - Easement
 - Outdoor Living Area*
 - Bushfire Hazard
 - Noise Insulation required, refer to Table 1

NOTE: * In accordance with the variations on plan 2

- KEY**
- BAL Rating**
- BAL - 29
 - BAL - 12.5
 - 4.5m Asset Protection Zone
 - 3.5m Asset Protection Zone



LOCATION PLAN

This Local Development Plan has been adopted by Council and signed by the Principal Planner:

Principal Planner
City of Kwinana

Date

LOCAL DEVELOPMENT PLAN PROVISIONS

The following design requirements shall apply in conjunction with the requirements annotated on the plan. The provisions in the Local Development Plan (LDP) comprise additional Residential Design Code "Acceptable Development" provisions.

Unless varied in the LDP, a proposal shall be designed and assessed in accordance with the Residential Design Codes, City of Kwinana Town Planning Scheme No. 2 and/ or local planning policies.

1. R-CODE VARIATIONS		
a) Minimum Open Space		
	R25	35%
	R40	30%

For the purposes of determining open space as defined in the R-Codes, site coverage includes the floor area of all buildings, alfresco and permanent roof covered patio areas and outbuildings.

2. SETBACK PROVISIONS		
	Minimum	Maximum
a) Dwelling		
	- Primary Street	
	R25	3.0m
	R40	2.0m
	- Secondary Street	
	R25	1.0m
	R40	1.0m
	b) Boundary Walls (Parapets)	Refer to point 11.

General Provisions

Garages/Carports

1. Where a lot abuts a rear laneway, vehicle and/or garage access must be from the rear laneway unless otherwise indicated on this LDP.
2. Where lots have a frontage of 12 metres or less, garages/ carports may exceed 50% of the primary lot frontage to a maximum of 60% of the primary lot frontage.
3. All garages and carports are to be setback a minimum of 1.0m behind the front building line (measured from the front most habitable room on the primary street elevation and not the projection of a feature)
4. Where garages and carports exceed 50% of the primary lot frontage, they shall comply with the following:

A clear indication of the dwelling entrance.

The dwelling entrance shall be the dominant feature of the facade, and shall include a projecting portico or veranda with a minimum depth of 1.5 metres.
5. All garages are to have doors to enclose them.
6. Garage/Carport side setback - 2.0m minimum secondary street setback for lots 464 and 468.
7. Garage/Carport rear setback - 0.5 minimum setback (1.0m for lots 469 and 463)

Building Form and Orientation

8. Where lots abut public open space, an outdoor living area is to be provided with a minimum depth of 4 metres abutting the public open space. Courtyards abutting public open space are to be uncovered for a minimum of 3 metres from the boundary of the open space. Courtyards are not required to extend the full extent of the POS boundary.
9. Where lots overlook public open space, dwellings are to be situated so at least one habitable room is oriented towards the public open space in order to provide adequate passive surveillance of that open space.
10. Dwellings are to suitably address all street frontages and areas of public open space through the use of high quality architectural design features.
11. For all lots, a nil side setback is permissible to one side boundary behind the primary street setback line to a minimum of 4 metres from the rear boundary, unless otherwise designated on the LDP or where this boundary is to a secondary street. Where possible, nil setbacks should be positioned on the boundary that maximises solar access to the dwelling. The City of Kwinana may vary the location of the nil setback line where appropriate to achieve specific design outcomes.
12. Garages are permitted to have a nil side setback to one boundary. The garage nil side setback is not required to be on the same nil side setback boundary as the dwelling.
13. For lots with a frontage of 12 metres or less, nil setbacks are permitted to both side boundaries simultaneously.
14. Where a nil side setback is permissible but not proposed, side setbacks shall conform to the requirements of the R-Codes.
15. For corner lots, where the major dwelling entry (front door) is oriented toward the secondary street, secondary street setbacks still apply. Primary street setbacks apply to the other street, as designated on this LDP.

Storage

16. All R40 coded lots shall be provided with a 4m² store, which shall comply with the requirements of Part 5.4.5 of the R Codes.

Fencing

17. Fencing along side and rear boundaries where the property adjoins the drainage reserve shall be uniform and visually permeable above ground level to 1.8m.
18. Fencing along side and rear boundaries where the property adjoins public open space shall be uniform and visually permeable above 1.2m.

Secondary Street Elevation

19. Dwellings shall suitably address the secondary street frontage through the use of major openings and permeable fencing up to a distance of 4.0m as measured from the truncation point closest to the secondary street boundary.

Noise Management

20. For those lots potentially affected by noise emanating from the Kwinana Freeway, dwellings are to be constructed to comply with the relevant 'Deemed to Comply Noise Insulation Package' specified on this LDP, see Table 1. Noise Insulation Package requirements are set out under the Implementation Guidelines for State Planning Policy 5.4 (SPP5.4).
21. The following Noise Insulation Packages apply:

TABLE 1 - QUIET HOUSE DESIGN REQUIREMENTS		
Applicable Lot No.	Noise Insulation Package	
	Ground Floor	Upper Floor
444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462	Package A	Specialist Advice Required
512, 513	Package B	Specialist Advice Required
514, 515, 516	Package C	Specialist Advice Required
469	Package A	Package B
463, 464, 465, 466, 467, 468, 470, 471, 487, 488, 489, 490, 491, ,492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 510, 511	Package A	Package A
472, 473, 482, 483, 484, 485, 486, 503, 504, 505, 506, 507, 508, 509	Package A	Not Applicable

Fire Management

22. Dwellings constructed on lots identified as being at risk of bushfire attack under the approved Bushfire Management Plan and Sunrise Estate Stage 8 BAL Assessment shall be constructed to the appropriate BAL rating in accordance with Australian Standard 3959.
23. This LDP shall be read in conjunction with the approved Bushfire Management Plan.
24. For those lots identified in this LDP as subject to a bushfire attack level (BAL) rating, where a second storey is proposed, reassessment of the BAL rating is required.
25. A proposed change to the nominated BAL rating for any development will require a planning application for consideration. The Applicant will be required to demonstrate a BAL assessment by a suitably qualified expert has been undertaken as part of the building and planning approval process to determine the BAL in accordance with Australian Standard 3959.
26. An Asset Protection Zone is a low fuel area immediately surrounding a building. The Asset Protection Zone can include garden or lawn that is regularly maintained and managed to a low fuel level, pavement areas, driveways, swimming pools and other non-vegetation areas. The building and any structures attached to the building (i.e. patios) should not intrude on the Asset Protection Zone. Other structures such as garden sheds can generally be built within an Asset Protection Zone, however the specific construction standard requirements should be determined in accordance with Australian Standard 3959.

This Local Development Plan has been adopted by Council and signed by the Principal Planner:

Principal Planner
City of Kwinana

Date

15.2 Adoption of Amended Ancillary Dwelling Local Planning Policy

SUMMARY:

Council is requested to consider the adoption of an amended Local Planning Policy (LPP) for ancillary dwellings (granny flats) (Attachment A) within the City of Kwinana.

The revised LPP aims to provide greater clarity and guidance to landowners and City of Kwinana officers on the development of ancillary dwellings within the City. The revised LPP will align with recent changes to the Residential Design Codes of Western Australia (R-Codes) 2013 and provide an updated set of design criteria to ensure a high standard of built form is achieved throughout the City.

Key changes to the policy include:

- Revised definitions;
- Removal of the legal requirement for a Section 70A notification on the property title restricting occupancy;
- Maximum plot ratio area increases;
- Revised building design provisions.

The amended ancillary dwelling LPP was presented at a Councillor Forum held on 2 March 2016. Officers considered feedback from the meeting and have included an additional provision relating to ancillary dwellings that are visible from secondary streets.

It is recommended that Council adopt the revised LPP.

OFFICER RECOMMENDATION:

- A. That Council resolve the amendment to the Ancillary Accommodation Local Planning Policy is a minor amendment;
- B. That Council adopt the amended Ancillary Dwelling Local Planning Policy, as detailed in Attachment A.

DISCUSSION:

In August 2008, Council resolved to adopt the 'Ancillary Accommodation' LPP (Attachment B). The LPP (2008) was generally in line with the requirements of Ancillary Accommodation as outlined in the R-Codes at the time, although a number of provisions (i.e. floor area) were modified to reflect the larger lot sizes of 'Rural' zoned lots. Additional building design requirements were also included in the LPP (2008) to encourage designs consistent with the character and amenity of the area.

On 2 August 2013, the Department of Planning (DoP) gazetted a revised version of the R-Codes. Many of the changes to the R-Codes were minor and do not substantially alter the intent of the previous version of the R-codes. One of the substantive changes, however, relates to the new definition and provisions for Ancillary Accommodation (now referred to as Ancillary Dwellings) which removes the previous restriction requiring occupation to be limited to family members of the main dwelling. The revised R-codes also increased the maximum plot ratio area from 60m² to 70m².

15.2 ADOPTION OF AMENDED ANCILLARY DWELLING LOCAL PLANNING POLICY

Removal of Family Member Provision

The most significant change to the ancillary dwelling requirements in the revised R-Codes is the definition. Previously the definition was:

'Self-contained living accommodation on the same lot as a single house that may be attached or detached from the single house occupied by members of the same family as the occupier of the main dwelling'.

The R-Codes now define an ancillary dwelling as:

'Self-contained dwelling on the same lot as a single house which may be attached to, integrated with or detached from the single house'.

Where in the past the purpose for ancillary dwellings was to ensure large families were able to live together on the same lot with relative autonomy, the definition and application of ancillary dwellings did not provide for accommodation for persons outside the family occupying the main dwelling. The R-code definition and application of ancillary dwellings now provides an opportunity for accommodation for both family and non-family members. This change of definition facilitates an alternative solution of providing affordable housing, and also the potential for an additional investment and income generating opportunity for the landowner.

As such, the revised LPP has been updated to remove legal requirements for the ancillary dwelling to be occupied by family members of the main household in accordance with the revised definition within the R-codes.

Change in Maximum Plot Ratio Area

Previously, the R-codes set the maximum plot ratio area for ancillary dwellings at 60m². This requirement was revised to a plot ratio area of 70m² in the new 2013 R-codes. As the current LPP requires ancillary dwellings to be a maximum of 60m² as per the previous R-Codes, the revised LPP has been modified to reflect the change to a maximum plot ratio area of 70m² for residential zoned properties.

In revising the LPP, officers reviewed a number of other Local Government's Policies for ancillary dwellings within the Metropolitan area. Many of these Policies permit larger plot ratio areas for ancillary dwellings within rural zones. The Shire of Serpentine Jarrahdale permit a maximum floor area of 110m² for lots greater than 5000m², City of Gosnells permit a maximum floor area of 100m² within rural zones, and City of Cockburn permit a maximum floor area of 100m² for both Residential and Rural zones.

The City's current Ancillary Accommodation LPP enables Council to consider ancillary dwellings to a maximum plot ratio area of 80m² on rural zoned properties. Due to the larger lot sizes of rural properties, often with vegetation cover and consequent distances between dwellings, an increase from 80m² to 100m² is considered to have minimal impact on the surrounding area. The policy therefore considers a maximum plot ratio area of 100m² within Rural zones to be appropriate. This plot ratio area is also in line with ancillary dwelling policies of surrounding Local Governments.

Revised Design Requirements

Provisions from the current LPP regarding building design have been retained in the revised LPP. These include provisions relating to building material, and images demonstrating examples of acceptable ancillary dwellings. In order to strengthen the Policy, an additional provision has been added requiring the inclusion of specific architectural features. The revised LPP requires all ancillary dwellings to have articulated building frontages and/or features and a minimum of three of the following architectural features to be provided within the dwelling design:

15.2 ADOPTION OF AMENDED ANCILLARY DWELLING LOCAL PLANNING POLICY

1. Facade comprising of two different building materials or two different colours
2. Minimum 20 degree roof pitch
3. Eaves with a minimum 500mm width
4. A porch, veranda or equivalent to the front of the dwelling with a minimum depth of 1.5m and with a minimum width of 50% of the frontage of the building

This additional provision will promote a higher quality design for the future development of ancillary dwellings.

Councillor Forum

The amended ancillary dwelling LPP was presented at a Councillor Forum held on 2 March 2016. Officers considered feedback from the meeting and have included an additional provision relating to ancillary dwellings that are visible from secondary streets. Where ancillary dwellings are visible from secondary streets they are to incorporate all of the architectural features outlined in the Policy within the dwelling design. Consideration will also be given for landscaping to be established to appropriately screen the dwelling from the street.

Approval Process

An additional provision has also been added to advise landowners that a building permit application is required to be submitted to the City. This addition is included for the purposes of clarity.

Effluent disposal system requirement

On advice from the City's Environmental Health Team, a provision was added regarding effluent disposal requirements for ancillary dwellings where deep sewer connection is not available. The provision advises that where a deep sewer connection is not available, the ancillary dwelling shall be connected to the same effluent disposal system as the main dwelling. Where the dwelling is located within the Peel Harvey Coastal Plain Catchment or Cockburn Sound Catchment, the system is to be a Nutrient Retentive Effluent Disposal System, comply with all Health Act requirements and be in accordance with the State Sewerage Policy. This requirement is already being applied by the City's Environmental Health Team in accordance with State Planning Policy 2.1 Peel Harvey Coastal Plain Catchment, and State Environmental (Cockburn Sound) Policy 2015.

LEGAL/POLICY IMPLICATIONS:

The deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 CI 5 (2) permit the local government to make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

Most of the changes update the Policy to reflect the recent updates to the State Planning Legislation (definition of ancillary dwelling, removal of the need for the ancillary to be occupied by family members, and size of ancillary dwellings in residential zones) with other amendments (size of rural dwellings and additional built form provisions) being voluntary. As such City Officers consider that the amendments are relatively minor and do not need advertising.

FINANCIAL/BUDGET IMPLICATIONS:

There are no significant financial/budget implications associated with the recommended LPP revisions.

15.2 ADOPTION OF AMENDED ANCILLARY DWELLING LOCAL PLANNING POLICY

ENVIRONMENTAL IMPLICATIONS:

There are no significant environmental implications associated with the recommended LPP revisions.

STRATEGIC/SOCIAL IMPLICATIONS:

Ancillary dwellings add to the diversity of housing options available within the City.

RISK IMPLICATIONS:

Council approves development under the Town Planning Scheme to meet its statutory obligations and facilitate proper and orderly planning and development of the municipality, in accordance with the objectives of the Strategic Plan. Development approvals, Scheme amendments, subdivision and structure plans allow land use to change over time, in order to meet Council and State Government policies and practices, community values and provide protection to the environment.

COUNCIL DECISION

139

MOVED CR W COOPER

SECONDED CR B THOMPSON

- A. That Council resolve the amendment to the Ancillary Accommodation Local Planning Policy is a minor amendment;**
- B. That Council adopt the amended Ancillary Dwelling Local Planning Policy, as detailed in Attachment A.**

CARRIED

7/0

AMENDED ANCILLARY DWELLING LOCAL PLANNING POLICY

The intention of this Policy is to provide guidance to Council and the community on the establishment of Ancillary Dwellings (also referred to as 'granny flats') within the City of Kwinana.

Adopted:	27/08/2008 #281
Last reviewed:	28/04/2010 #105 11/07/2012 3163
Legal Authority	Town Planning Scheme No.2, Town Planning Scheme No.3

Policy:

DEFINITIONS

The terms 'ancillary dwelling', 'plot ratio' and 'plot ratio area' have the same meaning as that given in the Residential Design Codes.

Ancillary Dwelling means a *'Self-contained dwelling on the same lot as a single house which may be attached to, integrated with or detached from the single house'*

Plot ratio means: *'the ratio of the gross plot ratio area of buildings on a development site to the area of land in the site boundaries'*.

'Plot ratio area' means *'the gross total area of all floors of buildings on a development site, including the area of any internal walls but not including the areas of any lift shafts, stairs or stair landings common to two or more dwellings, machinery, air conditioning and equipment rooms, space that is wholly below natural ground level, areas used exclusively for the parking of wheeled vehicles at or below natural ground level, storerooms, lobbies, bin storage areas and passageways to bin storage areas or amenities areas common to more than one dwelling, or balconies, eaves, verandahs, courtyards and roof terraces'*

OBJECTIVES

- To provide a set of criteria for the development of ancillary dwellings and ensure its structure conforms with the existing scale and character of the locality;
- To ensure that ancillary dwellings are provided, constructed and located in such a way as to minimise their impact on adjacent properties and provide a high standard of built form.

ACCEPTABLE DEVELOPMENT PROVISIONS

Ancillary Dwellings are only to be considered in association with a single dwelling. The same development standards that apply to a single dwelling are to also apply to the ancillary dwelling, as if it was part of that dwelling.

1. GENERAL CRITERIA

*The following criteria is to apply to **all** ancillary dwelling structures:*

- a) a maximum of one (1) ancillary dwelling on any one Lot;
- b) the ancillary dwelling is to be located to the rear of the existing residence and is to be adequately screened from view from the street;
- c) a minimum of one (1) car parking space is to be provided in addition to those required for the main residence;
- d) where a deep sewer connection is not available, the ancillary dwelling shall be connected to the same effluent disposal system as the main dwelling. Where the dwelling is located within the Peel Harvey Coastal Plain Catchment or Cockburn Sound catchment the system is to be a Nutrient Retentive Effluent Disposal System, comply with all Health Act requirements and be in accordance with the State Sewerage Policy.
- e) ancillary dwellings should not be any further than 20 metres from the primary residence;
- f) The ancillary dwelling is to be self contained including a kitchen, bathroom, toilet and laundry facilities.

The following criteria is to apply to ancillary dwellings within Residential zones only:

- i. the maximum plot ratio area of the structure is not to exceed 70m². This is the total habitable living area only and does not include verandahs, patios, pergolas or the like.
- ii. the lot on which the ancillary dwelling is to be sited is to be no less than 450m² in area;

The following criteria is to apply to ancillary dwellings within Rural zones only:

- i. the plot ratio area of the structure should not exceed 100m². This is the total habitable living area only and does not include verandahs, patios, pergolas or the like.

2. MINIMUM STANDARD OF BUILDING DESIGN

*The following criteria is to apply to **all** ancillary structures:*

- a) Ancillary structures being designed so that it does not have the appearance of a second dwelling on the property from the street.
- b) Ancillary structures being designed so as to have the appearance of a habitable structure and not an outbuilding/shed.
- c) Brick or masonry construction is preferred but not required provided the structure is architecturally designed, is contemporary in style and aesthetically pleasing. Where the dwelling is not of brick or masonry construction, external cladding or render shall be incorporated into the dwelling design.
- d) The finish, materials and colours used in construction of the ancillary

- dwelling is to be visually sympathetic to that of the main dwelling;
- e) Highly reflective colours and materials are not permitted;
 - f) all ancillary dwellings are to have articulated building frontages and/or features
 - g) A minimum of three of the following architectural features shall be incorporated into the ancillary dwelling design:
 - o Facade comprising of two different building materials or two different colours
 - o Minimum 20 degree roof pitch
 - o Eaves with a minimum 500mm width
 - o A porch, veranda or equivalent to the front of the dwelling with a minimum depth of 1.5m and with a minimum width of 50% of the frontage of the building
 - h) Where ancillary dwellings are visible from the secondary street, all of the above architectural features shall be incorporated within the dwelling design. Consideration shall also be made for landscaping to be established to appropriately screen the dwelling from the street.

Second Hand Materials

- i) The use of a second hand dwelling and/or materials is only to be permitted where it can be demonstrated that the building will be in a condition appropriate for their intended use as determined by City of Kwinana officers.
- j) Council will place any conditions on its planning approval it deems appropriate to ensure the ancillary dwelling meets the objectives of this policy and preserves the amenity of the locality. These conditions will include:
 - 1. The external surfaces of the dwelling shall be painted to the City's satisfaction or reclad in materials approved by the City.
 - 2. The construction of verandas and / or alterations to the roof pitch and / or materials to ensure the relocated building is consistent with the design of surrounding buildings

3. APPROVAL PROCESS




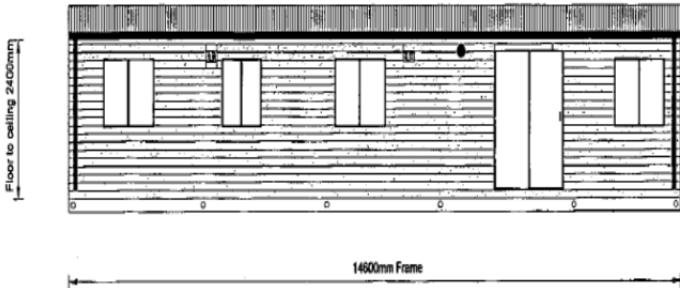

- a) Development of an Ancillary Dwelling requires an Application for Planning Approval which will be assessed against this policy;
- b) Depending on the Zone within which the application is made, the application may require advertising (Note that Ancillary Accommodation is an 'SA' use in the Residential Zone so Council shall not grant development consent unless notice of the application is first given to adjoining owners and decisions shall take into consideration all neighbouring comments);
- c) Approvals may include conditions which protect the visual privacy, urban design and streetscape amenity of the neighbourhood.
- d) A Building Permit application is required to be lodged to the City's Building Services Department.

It is suggested that the applicant contact the City of Kwinana Planning Department prior to making any application for an Ancillary Dwelling to discuss the nature of the development and the approval process.

FURTHER INFORMATION:

- City of Kwinana Town Planning Scheme No. 2
- City of Kwinana Town Planning Scheme No. 3
- Residential Design Codes (2013)
- Planning & Development Act 2005
- Planning & Development (Local Planning Schemes) Regulations 2015
- City of Kwinana Local Planning Policies

Figure 1 Acceptable Standards of Building Design

	<p>Note the veranda and pitched roof. Acceptable.</p> <p>✓</p>
	<p>Note the articulated window feature and pitched roof with features. Acceptable.</p> <p>✓</p>
	<p>Converted sea container: Not acceptable</p> <p>✗</p>
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>FRONT ELEVATION</p>  </div> <div style="text-align: center;"> <p>END ELEVATION</p>  </div> </div> <p>Note the low pitch on the roof combined with the lack of architectural built form such as fenced balcony and verandah. Not acceptable</p> <p>✗</p>	



POLICY

ANCILLARY ACCOMMODATION



ANCILLARY ACCOMMODATION

The intention of this Policy is to provide guidance to Council and the community on the establishment of ancillary accommodation (also referred to as ‘granny flats’) within the City of Kwinana.

Adopted:	27/08/2008 #281
Last reviewed:	28/04/2010 #105 11/07/2012 3163
Legal Authority	Town Planning Scheme No.2

Policy:

DEFINITIONS

For the purpose of this Policy, ancillary accommodation shall be defined as per Town Planning Scheme No. 2 “the Scheme”.

“Self contained living accommodation on the same lot as a single house that may be attached or detached from the Single House occupied by members of the same family as the occupiers of the main dwelling”

The R-Codes states that ancillary accommodation is *“to encourage diversity in accommodation types and to provide a means for extended families to live in proximity but with autonomy”*.

OBJECTIVES

- To provide a set of criteria for the development of ancillary accommodation and ensure its structure conforms with the existing scale and character of the locality;
- To provide flexibility in providing accommodation opportunities to family members within the same lot to meet the needs of local residents ;
- To ensure that ancillary accommodation is provided, constructed and located in such a way as to minimise their impact on adjacent properties and provide a high standard of built form.

BACKGROUND

Over recent times, Council has found that its consideration of applications for ancillary accommodation or granny flats has become increasingly difficult and problematic.

This reflects an increasing public interest in the use of “granny flats” as it allows for extended family living in a period where housing affordability is difficult for many. The public are also seeking cost effective alternatives to the more traditional brick/masonry construction and there is an increasing market for “granny flats” based on ‘kit homes’ due to increasing difficulties in obtaining registered builders to undertake small building projects.

Council has been regularly having to consider these alternatives and this is proving to be difficult to do without clear guidelines and policies and with sometimes contradictory scheme provisions to deal with.

This Policy is to provide guidance to Council and the community on the establishment of ancillary accommodation within the City and should be considered in a complimentary fashion the Town Planning Scheme.

ACCEPTABLE DEVELOPMENT PROVISIONS

Ancillary accommodation shall only be considered in association with a single dwelling. The same development standards that apply to a single dwelling shall also apply to the ancillary accommodation, as if it was part of that dwelling.

1. GENERAL CRITERIA

*The following criteria shall apply to **all** ancillary structures:*

- g) a maximum of one (1) ancillary accommodation unit on any one Lot;
- h) occupant(s) of the ancillary accommodation being members of the family of the occupiers of the main dwelling;
- i) ancillary accommodation is not to be occupied by any more than two (2) persons;
- j) ancillary accommodation is to be located to the rear of the existing residence and is to be adequately screened from view from the street;
- k) a minimum of one (1) car parking space shall be provided in addition to those required for the main residence;
- l) the structure shall be connected to the same effluent disposal system as the main dwelling.
- m) ancillary accommodation should not be any further than 20 metres from the primary residence;

The following criteria shall apply to ancillary accommodation within Residential zones only:

- iii. the maximum plot ratio area of the structure is not to exceed 60m². This is the total habitable living area only and does not include verandahs, patios, pergolas or the like and the need to comply with the R-Codes for the site cover (where applicable);
- iv. the lot on which the accommodation is to be sited is to meet the residential design elements of the R-Codes and be no less than 450m² in area;

The following criteria shall apply to ancillary accommodation within Rural zones only:

- ii. the plot ratio area of the structure should not exceed 60m². This is the total habitable living area only and does not include verandahs, patios, pergolas or the like.
- iii. applications for larger ancillary structures (up to a maximum of 80m²) are to be considered by Council and may be supported subject to the development being accompanied by a letter of justification. Council may approve larger ancillary structures if it is satisfied the location and appearance of the building will not either detract from the area or adversely impact on neighbouring properties.

2. MINIMUM STANDARD OF BUILDING DESIGN

*The following criteria shall apply to **all** ancillary structures:*

- k) Ancillary structures being designed so that it does not have the appearance of a second dwelling on the property from the street.
- l) Ancillary structures being designed so as to have the appearance of a habitable structure and not an outbuilding/shed.

The use of pitched/gabled roofing with verandah and window features, reflective of the main dwelling on the property and consistent with prevailing architectural styles of the surrounding locality. Please note the examples provided on Figure 1.

- m) Brick or masonry construction is preferred but not required provided the structure is architecturally designed, is contemporary in style and aesthetically pleasing. In respect to alternative materials, a preference is for high quality hardiplank cladding and colorbond steel sheeting (fixed horizontally).
- n) The finish, materials and colours used in construction of the ancillary accommodation shall be visually sympathetic to that of the main dwelling;
- o) Highly reflective colours and materials are not permitted;
- p) Transportable/non-permanent structures may be considered as they can be easily removed from the land once the use is no longer required by the landowner. These types of structures will need to be of a high design standard to be compatible with the existing development on the land and the surrounding environment.
- q) The use of second hand material will only be permitted where it can be demonstrated that the materials are in a condition appropriate for their intended use as determined by City of Kwinana officers.

3. APPROVAL PROCESS

- e) Development of Ancillary Accommodation requires an Application for Planning Approval which will be assessed against this policy;
- f) Depending on the Zone within which the application is made, the application may require advertising (Note that Ancillary Accommodation is an 'SA' use in the Residential Zone so Council shall not grant development consent unless notice of the application is first given to adjoining owners and decisions shall take into consideration all neighbouring comments);
- g) Approvals may include conditions which protect the visual privacy, urban design and streetscape amenity of the neighbourhood.

It is suggested that the applicant contact the City of Kwinana Planning Department prior to making any application for Ancillary Accommodation to discuss the nature of the development, the approval process and advertising requirements.

4. LEGAL REQUIREMENTS:

As per Clause 4.1.1 of the Residential Design Codes of Western Australia, the occupier(s) of the ancillary accommodation must be a member of the family of the occupier of the main dwelling.

As such, applicants proposing ancillary accommodation will require that a Notification to be placed on the Certificate of Title (under Section 70A of the Transfer of Land Act) advising owners (and subsequent owners of land) of restrictions that apply to ancillary accommodation. Council will require that this be placed on the Title prior to the issue of a building licence for the ancillary accommodation. All costs associated with the legal agreement being borne by the owner/applicant.

FURTHER INFORMATION:

- Town of Kwinana Town Planning Scheme No. 2
- Town Planning and Development Act 1928
- Residential Design Codes (2002)
- City of Kwinana Local Planning Policies

Figure 1 Acceptable Standards of Building Design

	<p>Note the Balcony / bull nose verandah and pitched roof. Acceptable.</p> <p>✓</p>
	<p>Note the articulated window feature and pitched roof with features. Acceptable.</p> <p>✓</p>
	<p>Note the pitched roof with balcony feature. Acceptable.</p> <p>✓</p>
	<p>While a pitched roof, the lack of architectural built form combined with fibro-cement board finish result in an unacceptable result.</p> <p>✗</p>
	<p>Converted sea container: Not acceptable</p> <p>✗</p>

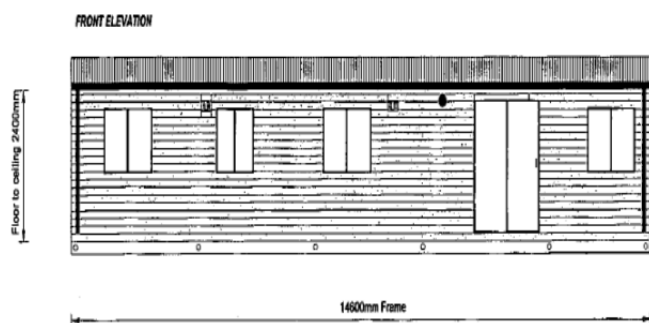
Figure 1 (Cont)



Note the pitched roof, horizontal hardiplank cladding and with balcony feature. Acceptable.



Note the pitched roofing form with balcony feature. Acceptable



Note the low pitch on the roof combined with the lack of architectural built form such as fenced balcony and verandah. Not acceptable



16 Reports – Civic Leadership

Councillor Sandra Lee left the chambers at 7:27pm

16.1 Proposed Closure of Redundant Portions of Road along Durrant Avenue and Sulphur Road, Bertram – Local Public Notice

SUMMARY:

The City was approached by McMullen Nolan Group Pty Ltd (MNG), on behalf of its client, Department of Housing, to initiate a formal application to permanently close redundant portions of the road reserves along Durrant Avenue and Sulphur Road, Bertram, as detailed in Attachment A.

OFFICER RECOMMENDATION:

That Council give local public notice of the proposed closure of redundant portions of the road reserves along Durrant Avenue and Sulphur Road, Bertram, as detailed in Attachment A.

DISCUSSION:

The request is in relation to a future stage of the Bertram development. The redundant portions of the road reserves currently reside in an area earmarked for development and the current road pattern is not conducive with utilizing the land to its potential. Detailed in Attachment B is a sketch indicating a concept of the future subdivision, with the affected roads highlighted in brown.

LEGAL/POLICY IMPLICATIONS:

Land Administration Act 1997

58. Closing roads

- (3) *A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.*

FINANCIAL/BUDGET IMPLICATIONS:

The provision of the Local Public Notice advertisement will cost approximately \$200 and will be funded from the GOVADV account.

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.

16.1 PROPOSED CLOSURE OF REDUNDANT PORTIONS OF ROAD ALONG DURRANT AVENUE AND SULPHUR ROAD, BERTRAM – LOCAL PUBLIC NOTICE

STRATEGIC/SOCIAL IMPLICATIONS:

There are no strategic/social implications as a result of this report.

RISK IMPLICATIONS:

Should Council resolve not to give local public notice, as per Section 58 of the Land Administration Act 1997, the closure process cannot proceed.

COUNCIL DECISION

140

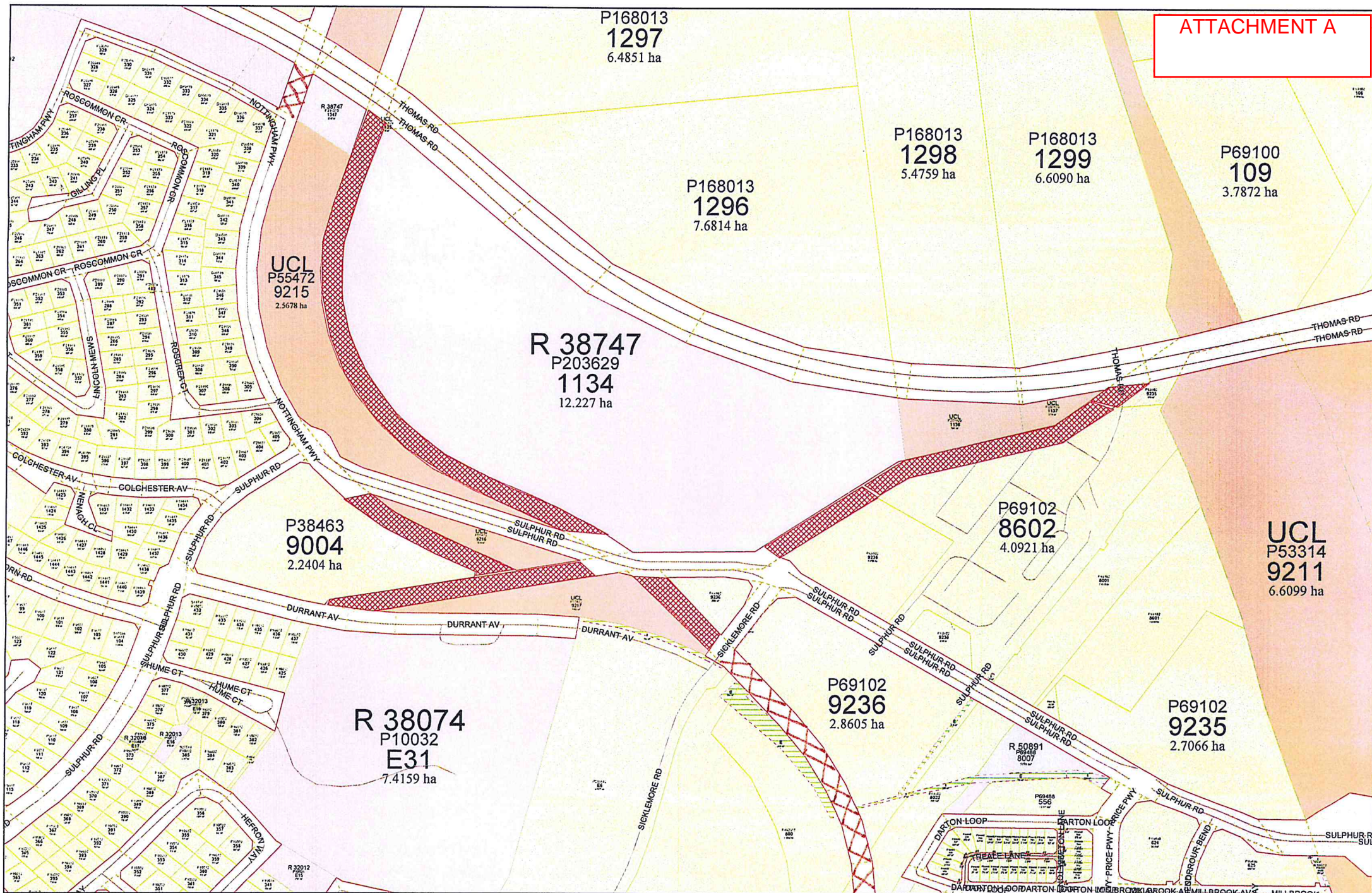
MOVED CR P FEASEY

SECONDED CR R ALEXANDER

That Council give local public notice of the proposed closure of redundant portions of the road reserves along Durrant Avenue and Sulphur Road, Bertram, as detailed in Attachment A.

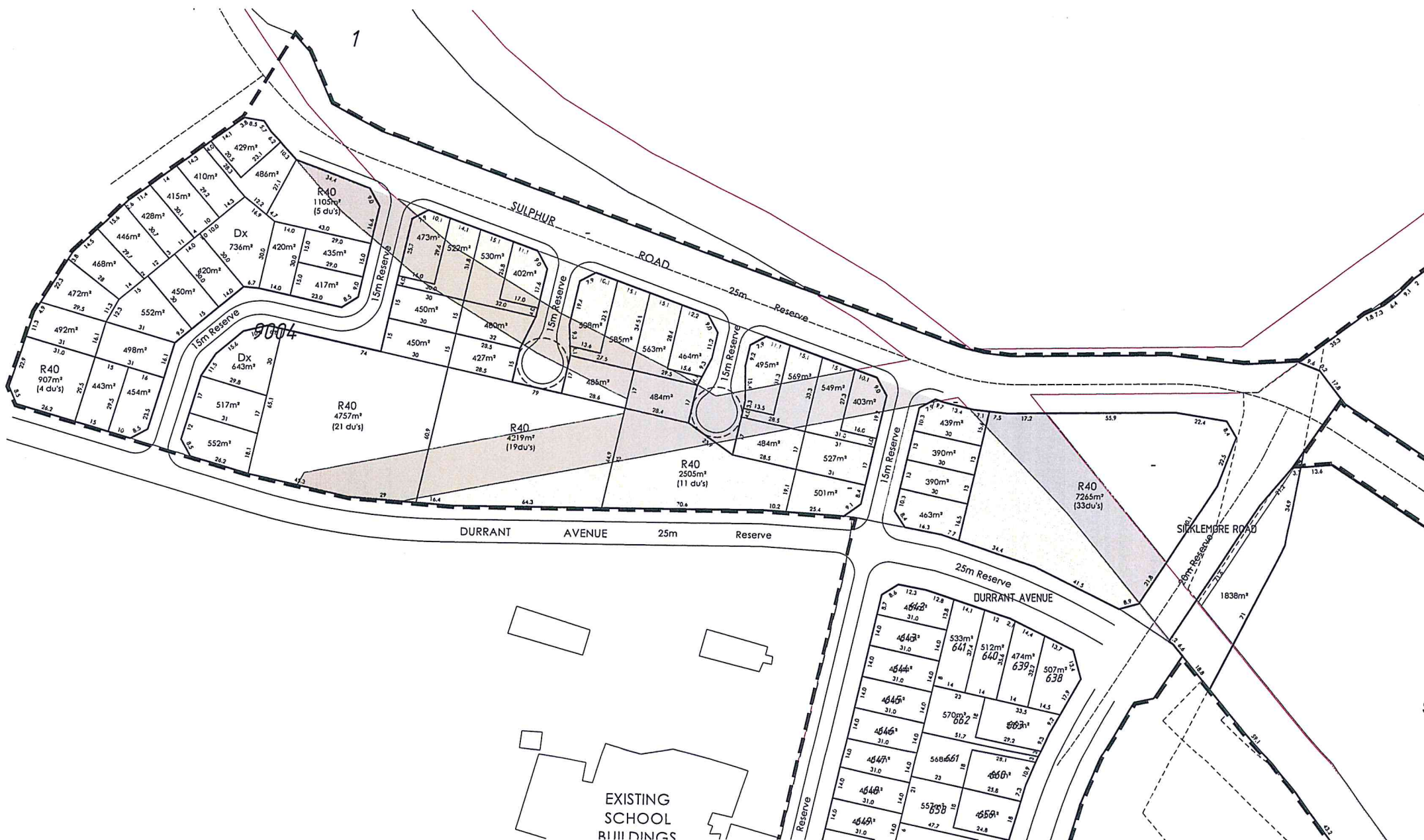
**CARRIED
6/0**

Councillor Sandra Lee returned to the Council Chambers at 7:32pm



Scale : 1:3097 (Geographical)
MGA : SW=389944.7E,6432603.1N Zone 50 / NE=391234.2E,6433617.3N Zone 50
Lat/Long : 115°49'54.669", -32°14'16.206" / 115°50'44.350", -32°13'43.726" H 275mm by W 420mm

Printed : 14:44 Wed 21/Oct/2015
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16.2 Report to Audit Committee – Review of Audit Committee Terms of Reference

SUMMARY:

One of the functions of the Audit Committee includes reviewing the effectiveness of the local government's systems in regard to risk management, internal control and legislative compliance which includes the development of a process to undertake audits.

Council have adopted a Terms of Reference to assist the Audit Committee in providing advice to Council in respect to audits. The Terms of Reference has been reviewed and is included in Attachment A and is recommended for Council endorsement.

AUDIT COMMITTEE RECOMMENDATION:

That the Audit Committee has reviewed the Audit Committee's Terms of Reference and cause the results of that review to be presented to Council with the recommendation that it adopt the amended Audit Committee's Terms of Reference as detailed in Attachment A.

DISCUSSION:

A copy of the Terms of Reference as recommended for amendment is at Attachment A with the current Terms of Reference contained within Attachment B. A summary of changes recommended to the Terms of Reference is included below:

- Minor changes to grammar in line with the City's style guide.
- Inclusion of reference to the delegation of authority to the Committee.
- Reference to the requirement that meetings must be open to the public if a duty has been delegated to the committee.
- Rewording of the Meetings section to give more clarity to the requirements.
- Inclusion of a reference to the quorum requirements.
- Rewording of the meetings schedule to give more flexibility and to reflect that the Local Government Act 1995 requires the local government to meet with the auditor at least once in every year.

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.*

16.2 REPORT TO AUDIT COMMITTEE – REVIEW OF AUDIT COMMITTEE TERMS OF REFERENCE

LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 - REG 16

16. Audit committee, functions of

An audit committee —

- (a) is to provide guidance and assistance to the local government —*
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor;*

FINANCIAL/BUDGET IMPLICATIONS:

There were no financial implications identified as a consequence of this report.

ASSET MANAGEMENT IMPLICATIONS:

There were no asset management implications identified as a consequence of this report.

ENVIRONMENTAL IMPLICATIONS:

There were no environmental implications identified as a consequence of this report.

STRATEGIC/SOCIAL IMPLICATIONS:

The review of the Audit Committee Terms of Reference forms part of the commitment to continuously improve the operations of the City and Council.

RISK IMPLICATIONS:

There were no risk implications identified as a consequence of this report.

COUNCIL DECISION

141

MOVED CR B THOMPSON

SECONDED CR P FEASEY

That the Audit Committee has reviewed the Audit Committee's Terms of Reference and cause the results of that review to be presented to Council with the recommendation that it adopt the amended Audit Committee's Terms of Reference as detailed in Attachment A.

**CARRIED
7/0**

Terms of Reference - Audit Committee

1. History (Regulation 17 Local Government (Audit) Regulations 1996)

The establishment of an Audit Committee in the past has been to provide an independent oversight of the financial position of the local government particularly related to the function of auditing; the scope of an audit and the process used to select and appoint an auditor.

This focus has expanded and an Audit Committee (herein referred to as the "Committee") now operates not only to support the local government in effective financial management but also to provide effective corporate governance through the review of systems and procedures in place relating to risk management, internal control and legislative compliance.

2. Objectives of the Audit Committee

The Committee plays a key role in assisting the City of Kwinana to fulfill its corporate governance responsibilities in managing the affairs of the local government. This includes financial reporting, risk management, compliance requirements, internal and external audits.

The Committee will ensure transparency in the City of Kwinana's financial reporting and will liaise with the Chief Executive Officer to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- a) compliance with laws and regulations as well as use of best practice guidelines relative to auditing, through external financial auditors and internal operational audits;
- b) the provision of an effective means of communication between the external auditor, the Chief Executive Officer and Council.

3. Powers of the Audit Committee

A local government is required to establish an Audit Committee under Section 7.1A of the *Local Government Act 1995*. The Committee is a formally appointed committee of Council and is responsible to that body. All recommendations of the Committee are to be made by a simple majority. Reports and recommendations of the Committee shall be presented to the next ordinary meeting of Council.

The Committee may be delegated certain powers under Part 7 of the *Local Government Act 1995* by Council. The purpose of the Committee is to provide advice and recommendations to Council.

4. Membership and participation

The Committee will consist of five elected members. The members of the Committee must be appointed by absolute majority. All members have full voting rights.

The Chief Executive Officer and employees are not to be members of the Committee, however the Chief Executive Officer is to be given every opportunity to provide expert advice to the committee and should attend every meeting.

The Chief Executive Officer is not permitted to nominate a person to be a member of a Committee or have a person represent him or her as a member of the Committee.

The local government shall provide secretarial and administrative support to the Committee.

If a duty has been delegated by Council to the Committee, meetings are required by Regulation to be open to the public.

5. Meetings

The Committee should meet at times during the year that most effectively coincide with the requirements of legislation for that year and operational activities with a view to providing the necessary reports well before the due dates.

An example of a meeting schedule is provided below:

Date of Audit Committee Meeting	Agenda Items to Audit Committee
2 nd week of March	<ul style="list-style-type: none">• Statutory Compliance Audit return (legislation requires adoption by Council and submission by 31 March)• Annual Budget Review if available (not a requirement for the Audit Committee however the report does need to go to Council therefore it is seen as useful for the Audit Committee)• Investment Policy Review (only required every second year)• When applicable, approval to seek expressions of interest for auditor for the next period.
October / 1 st week of November	<ul style="list-style-type: none">• Review of systems and procedures in place relating to risk management, internal control and legislative requirements (only required every second year)• End of Financial Year Statements• Auditor's report• Accepting Audit• Financial Management Review

Additional meetings may be convened at the discretion of the presiding person.

6. Quorum

A quorum shall consist of at least 50% of the number of offices of committee members, unless a reduction is approved by the local government under s5.15 of the *Local Government Act 1995*.

7. Duties and Responsibilities

The audit committee is to report to Council and provide appropriate advice and recommendations on matters relevant to the Terms of Reference in order to facilitate informed decision-making by Council.

Other duties and responsibilities of the Committee are as follows:

- a) Identify and recommend to Council a list of those matters to be audited (in relation to external and internal audits).

- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include:
 - the objectives of the audit;
 - the scope of the audit; and
 - details of the remuneration and expenses to be paid to the auditor; and the method to be used by the local government to communicate with and supply information to the auditor.
- d) Liaise with the Chief Executive Officer to ensure that the local government does everything in its power to:
 - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - ensure that audits are conducted successfully and expeditiously.
- e) Examine the reports of the auditor and accompanying officer report to:
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action be taken in respect of those matters.
- f) Review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- g) Consider biennially, the report from the Chief Executive Officer on the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management; internal control and legislative compliance.
- h) Undertake a financial management review every 4 years, with the next review required in 2017.

ATTACHMENT B

Terms of Reference - Audit Committee

History (Regulation 17 Local Government (Audit) Regulations 1996)

The establishment of an Audit Committee in the past has been to provide an independent oversight of the financial position of the local government particularly related to the function of auditing; the scope of an audit and the process used to select and appoint an auditor.

This focus has expanded and an Audit Committee now operates not only to support the local government in effective financial management but also to provide effective corporate governance through the review of systems and procedures in place relating to risk management, internal control and legislative compliance.

1. Objectives of the Audit Committee

The Audit Committee plays a key role in assisting an organisation to fulfill its corporate governance responsibilities in managing the affairs of the local government. This includes financial reporting, risk management, compliance requirements, internal and external audits.

The committee will ensure transparency in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- a) compliance with laws and regulations as well as use of best practice guidelines relative to auditing, through external financial auditors and internal operational audits;
- b) the provision of an effective means of communication between the external auditor, the CEO and the Council.

2. Powers of the Audit Committee

A local government is required to establish an Audit Committee under Section 7.1A of the Local Government Act. The committee is a formally appointed committee of Council and is responsible to that body. All decisions of an Audit Committee are to be made by a simple majority. Reports and recommendations of the Audit Committee shall be presented to the next ordinary meeting of the Council.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.

3. Membership

The committee will consist of five elected members. The members of the Audit Committee are to be appointed by absolute majority. All members have full voting rights.

The CEO and employees are not to be members of the committee, however the CEO is to be given every opportunity to provide expert advice to the committee and should attend every meeting.

The CEO is not permitted to nominate a person to be a member of an audit committee or have a person represent him as a member of an audit committee.

The local government shall provide secretarial and administrative support to the committee.

4. Meetings

The committee shall meet at least quarterly.

Additional meetings shall be convened at the discretion of the presiding person.

5. Duties and Responsibilities

The audit committee is to report to Council and provide appropriate advice and recommendations on matters relevant to this Term of Reference in order to facilitate informed decision making by Council.

Other duties and responsibilities of the committee are as follows:

- a) Develop and recommend to Council a list of those matters to be audited (in both the external financial and the internal operational audit)
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include:
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and the method to be used by the local government to communicate with and supply information to the auditor.
- d) Liaise with the CEO to ensure that the local government does everything in its power to:
 - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - ensure that audits are conducted successfully and expeditiously.
- e) Examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action be taken in respect of those matters.
- f) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- g) At least every two calendar years, consider the report from the CEO on the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management; internal control and legislative compliance.

6. Audit Committee Annual Schedule

Date of Audit Committee Meeting	Agenda Items to Audit Committee
17 February 2014	<ul style="list-style-type: none">Statutory Compliance Audit return (legislation requires adoption by Council and submission by 31 March)
10 March 2014	<ul style="list-style-type: none">Annual Budget Review if available (not a requirement for the Audit Committee however the report does need to go to Council therefore it is seen as useful for the Audit Committee)
7 July 2014	<ul style="list-style-type: none">Investment Policy Review (only required every second year)Audit report related to Part 5g)
17 November 2014	<ul style="list-style-type: none">End of Financial Year StatementsAuditor's report

In addition to the above, a Financial Management Review is required to be carried out every 4 years, with the next Review required in 2017.

16.3 Compliance Audit Return 2015

SUMMARY:

The Department of Local Government and Communities has circulated to all Western Australian Local Governments for completion, its annual Compliance Audit Return, covering the review period 1 January 2015 to 31 December 2015. The return is a requirement of the Department of Local Government and Communities and monitors a local government's compliance with the Local Government Act 1995 and its Regulations.

The function of the Audit Committee includes reviewing the effectiveness of the local government's systems in regard to risk management, internal control and legislative compliance which includes the Compliance Audit Return.

The Compliance Audit Return 2015 is included at Attachment A.

AUDIT COMMITTEE RECOMMENDATION:

That the Audit Committee has reviewed the Compliance Audit Return 2015 and cause the results of that review to be presented to Council with the recommendation that it adopt the Compliance Audit Return 2015 as detailed in Attachment A.

DISCUSSION:

Each year Western Australian local governments are required to complete a Compliance Audit Return (CAR) for the Department of Local Government, in accordance with the Local Government Act 1995.

The Department of Local Government has circulated to all Western Australian Local Governments for completion, its annual CAR, covering the review period 1 January 2015 to 31 December 2015. The return is a means of monitoring compliance with the requirements of the Local Government Act 1995 and its Regulations and is statutorily required to be completed and submitted to the Department of Local Government and Communities no later than the 31 March each year.

Regulation 14 of the *Local Government (Audit) Regulations 1996*, requires that the Local Government's Audit Committee review the Compliance Audit Return and report the results of that review to the Council prior to its adoption by Council and submit to the Department of Local Government and Communities by 31 March.

Whilst a 100% Compliance Audit Return is an ideal outcome, the Compliance Audit Return must be considered as a means of internal audit, capable of identifying shortcomings and weaknesses in the system, which can then be improved or modified practices implemented, to resolve these issues.

The Compliance Audit Return is provided electronically through a secure internet portal and the return is divided into a variety of sections, each one dealing with a specific area of the Local Government Act 1995. These sections are then allocated to the relevant officer who 'signs in' electronically on the portal to complete each question.

16.3 COMPLIANCE AUDIT RETURN 2015

Officers are engaged prior to completing the return, at which time they are advised how to use the on line system and how to internally audit their procedures to ensure that compliance is occurring. Where compliance is not occurring, officers are advised that an honest answer is required, so that procedural changes can be made to improve the City's compliance systems.

Once the audit has been completed, the City is required to:

- Present the Compliance Audit Return to the Audit Committee for review;
- Present the Compliance Audit Return to Council;
- Seek Council's adoption of the completed Compliance Audit Return; and
- Return the reviewed, adopted and certified Compliance Audit Return, along with a copy of the Council minutes, to the Department of Local Government and Communities by no later than 31 March 2016.

The particulars of any matters of concern raised by the Audit Committee's review relating to the Return must be recorded in the minutes of this meeting.

Any person who is not satisfied with the manner in which the compliance assessment process has been undertaken by the City or believes there may be a discrepancy in the Return, may bring the particular issue to the attention of the Department.

Council may also refer the completed Compliance Audit Return to its Auditor or other external inspection service for an independent assessment, if it is deemed necessary.

The actual compliance level achieved during the 2015 period was excellent, with one non-compliance out of the 78 areas overall or a total compliance rate of 98.7%.

LEGAL/POLICY IMPLICATIONS:

Section 7.13(1) of the Local Government Act 1995 contains provisions for the making of regulations requiring local governments to undertake an audit of compliance whether of a financial nature or not. The Local Government (Audit) Regulations 1996 make completion and submission of the return mandatory.

Local Government Act 1995

7.13. Regulations as to audits

- (1) *Regulations may make provision -*
 - (aa) *as to the functions of the CEO and the audit committee in relation to audits carried out under this Part and reports made on those audits;*
 - (ab) *as to the functions of audit committees, including the selection and recommendation of an auditor;*
 - (ac) *as to the procedure to be followed in selecting an auditor;*
 - (ad) *as to the contents of the annual report to be prepared by an audit committee;*
 - (ae) *as to monitoring action taken in respect of any matters raised in a report by an auditor;*
 - (a) *with respect to matters to be included in agreements between local governments and auditors;*

16.3 COMPLIANCE AUDIT RETURN 2015

- (b) for notifications and reports to be given in relation to agreements between local governments and auditors, including any variations to, or termination of such agreements;
- (ba) as to the copies of agreements between local governments and auditors being provided to the Department;
- (c) as to the manner in which an application may be made to the Minister for approval as an auditor;
- (d) in relation to approved auditors, for —
 - (i) reviews of, and reports on, the quality of audits conducted;
 - (ii) the withdrawal by the Minister of approval as an auditor;
 - (iii) applications to the State Administrative Tribunal for the review of decisions to withdraw approval;
- (e) for the exercise or performance by auditors of their powers and duties under this Part;
- (f) as to the matters to be addressed by auditors in their reports;
- (g) requiring auditors to provide the Minister with such information as to audits carried out by them under this Part as is prescribed;
- (h) prescribing the circumstances in which an auditor is to be considered to have a conflict of interest and requiring auditors to disclose in their reports such information as to a possible conflict of interest as is prescribed;
- (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
 - (i) of a financial nature or not; or
 - (ii) under this Act or another written law.
- (2) Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.

Local Government (Audit) Regulations 1996**13. Prescribed statutory requirements for which compliance audit needed (Act s7.13(1)(i))**

For the purposes of section 7.13(1)(i) the statutory requirements set forth in the Table to this regulation are prescribed.

Table

Local Government Act 1995		
s. 3.57	s. 3.58(3) and (4)	s. 3.59(2), (4) and (5)
s. 5.16	s. 5.17	s. 5.18
s. 5.36(4)	s. 5.37(2) and (3)	s. 5.42
s. 5.43	s. 5.44(2)	s. 5.45(1)(b)
s. 5.46	s. 5.67	s. 5.68(2)
s. 5.70	s. 5.73	s. 5.75
s. 5.76	s. 5.77	s. 5.88
s. 5.103	s. 5.120	s. 5.121
s. 7.1A	s. 7.1B	s. 7.3
s. 7.6(3)	s. 7.9(1)	s. 7.12A

16.3 COMPLIANCE AUDIT RETURN 2015

Local Government (Administration) Regulations 1996		
r. 18A	r. 18C	r. 18E
r. 18F	r. 18G	r. 19
r. 22	r. 23	r. 28
r. 34B	r. 34C	
Local Government (Audit) Regulations 1996		
r. 7	r. 10	
Local Government (Elections) Regulations 1997		
r. 30G		
Local Government (Functions and General) Regulations 1996		
r. 7	r. 9	r. 10
r. 11A	r. 11	r. 12
r. 14(1), (3) and (5)	r. 15	r. 16
r. 17	r. 18(1) and (4)	r. 19
r. 21	r. 22	r. 23
r. 24	r. 24E	r. 24F
Local Government (Rules of Conduct) Regulations 2007		
r. 11		

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be -
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Compliance audit return, certified copy of etc. to be given to Executive Director

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with -
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- (2) In this regulation -

certified in relation to a compliance audit return means signed by —

 - (a) the mayor or president; and
 - (b) the CEO.

16.3 COMPLIANCE AUDIT RETURN 2015

FINANCIAL/BUDGET IMPLICATIONS:

There were no financial implications identified as a consequence of this report.

ASSET MANAGEMENT IMPLICATIONS:

There were no asset management implications identified as a consequence of this report.

ENVIRONMENTAL IMPLICATIONS:

There were no environmental implications identified as a consequence of this report.

STRATEGIC/SOCIAL IMPLICATIONS:

A critical responsibility is for the organisation to undertake its statutory obligations. The completion of the Compliance Audit Return provides for an annual audit of its compliance functionalities, as well as providing the stimulus for the City's continuous improvement.

RISK IMPLICATIONS:

Non compliance with the requirements of the Local Government Act 1995, Section 7.13(i) and Local Government (Audit) Regulations 1996, Regulations 13 - 15 as well as non-compliance with any relevant legislation puts the City at risk of a Department of Local Government and Communities investigation. Appropriate training, culture and procedures need to be kept in place to ensure that this risk level is kept as low as possible.

COUNCIL DECISION

142

MOVED CR S LEE

SECONDED CR W COOPER

That the Audit Committee has reviewed the Compliance Audit Return 2015 and cause the results of that review to be presented to Council with the recommendation that it adopt the Compliance Audit Return 2015 as detailed in Attachment A.

**CARRIED
7/0**



Kwinana - Compliance Audit Return 2015

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	N/A		Adam Vaughan-Williams
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	N/A		Adam Vaughan-Williams
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	N/A		Adam Vaughan-Williams
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	N/A		Adam Vaughan-Williams
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Adam Vaughan-Williams



Delegation of Power / Duty						
No	Reference	Question	Response	Comments	Respondent	
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Adam Vaughan-Williams	
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Adam Vaughan-Williams	
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Adam Vaughan-Williams	
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Adam Vaughan-Williams	
5	s5.18	Has Council reviewed delegations to its committees in the 2014/2015 financial year.	Yes	Ordinary Meeting of Council 25 February 2015 Council decision #393	Adam Vaughan-Williams	
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Adam Vaughan-Williams	
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Adam Vaughan-Williams	
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Adam Vaughan-Williams	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Adam Vaughan-Williams	
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Adam Vaughan-Williams	
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Adam Vaughan-Williams	
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2014/2015 financial year.	Yes	All delegations have been reviewed, however were not reissued to officers before 30/06/15 as this review has been significant and identified other administrative improvements and training that were required.	Adam Vaughan-Williams	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	No	This is an area of improvement that the review of delegations is addressing and will require training throughout the implementation.	Adam Vaughan-Williams	

Disclosure of Interest						
No	Reference	Question	Response	Comments	Respondent	



No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Adam Vaughan-Williams
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Adam Vaughan-Williams
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Adam Vaughan-Williams
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes	Cr S Mills	Adam Vaughan-Williams
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Adam Vaughan-Williams
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	Yes		Adam Vaughan-Williams
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	Yes		Adam Vaughan-Williams
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Adam Vaughan-Williams
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Adam Vaughan-Williams
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Adam Vaughan-Williams
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Adam Vaughan-Williams
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Adam Vaughan-Williams



No	Reference	Question	Response	Comments	Respondent
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Adam Vaughan-Williams
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Adam Vaughan-Williams
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Adam Vaughan-Williams
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Adam Vaughan-Williams

Disposal of Property

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

Elections

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

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	Ordinary Council Meeting 28/10/2015 - Decision #012	Narelle French



No	Reference	Question	Response	Comments	Respondent
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes	Ordinary Council Meeting 28/10/2015 - Decision #012	Narelle French
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Grant Thornton Australia LTD	Narelle French
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	Audit Committee 16/07/2012 Ordinary Council Meeting 25/07/2012 - Decision #170	Narelle French
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2015 received by the local government within 30 days of completion of the audit.	Yes	Received by Email 03/11/2015	Narelle French
6	s7.9(1)	Was the Auditor's report for 2014/2015 received by the local government by 31 December 2015.	Yes	Received by Email 03/11/2015	Narelle French
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Narelle French
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Narelle French
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Narelle French
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Narelle French
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Narelle French
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Narelle French
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Narelle French



No	Reference	Question	Response	Comments	Respondent
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Narelle French

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A	CEO position not recruited for in the Audit Return period	Sue Wiltshire
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A	No recruitment activity in this Audit Return period	Sue Wiltshire
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A	No recruitment activity in this Audit Return period	Sue Wiltshire
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A	No recruitment activity in this Audit return period	Sue Wiltshire
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A	Nil activity in this Audit Return period	Sue Wiltshire



Official Conduct

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

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Fiona Hodgson
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Fiona Hodgson
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Fiona Hodgson
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Fiona Hodgson



No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Fiona Hodgson
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Fiona Hodgson
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Fiona Hodgson
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Fiona Hodgson
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Fiona Hodgson
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Fiona Hodgson
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A	No Expression of Interest process was conducted in 2015.	Fiona Hodgson
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Fiona Hodgson
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Fiona Hodgson
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Fiona Hodgson
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	The City does not have any panel arrangements in place and no invitation to pre-qualify suppliers for panel arrangements was issued.	Fiona Hodgson
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Fiona Hodgson



No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Fiona Hodgson
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Fiona Hodgson
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Fiona Hodgson
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Fiona Hodgson
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Fiona Hodgson
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Fiona Hodgson
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Fiona Hodgson
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Fiona Hodgson
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Fiona Hodgson



Government of **Western Australia**
Department of **Local Government and Communities**

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Kwinana

Signed CEO, Kwinana

16.4 Request for Quotation 087/15 – Provision of Audit Services

SUMMARY:

The City of Kwinana invited offers from suitably qualified, experienced and registered Auditors via the WALGA Preferred Supplier Program for the provision of external auditing services.

The scope of the auditing services is for the provision of an independent audit opinion of the City of Kwinana's accounts and financial reports for each financial year commencing 1 July 2015 to 30 June 2018.

The Request for Quotation also included optional services as described below and requested a price to provide these services:

- Additional Financial Audit Services
 - Specific Project Audits
 - Developer Contribution End of Year Audit
 - Developer Contribution Cost Approval Schedule
 - Grant Acquittal
- Financial Management Review
- Audit of Systems and Procedures
 - Risk Management
 - Internal Controls
 - Legislative Compliance
- Audit Liaison
- Regular Feedback
- Support and Direction
- Audit Committee Meeting Attendance
- Ad-hoc Audit Services
- Technical Advice

The City reserved the right to obtain quotations from other Auditors for any or all optional additional auditing services and to award the work to the most suitable respondent.

The Request for Quotation was issued to qualified WALGA preferred suppliers via the e-quotes portal on Tuesday, 22 December 2015.

The Quotation deadline was the Wednesday, 6 January 2016 with four submissions received.

16.4 REQUEST FOR QUOTATION 087/15 – PROVISION OF AUDIT SERVICES

OFFICER RECOMMENDATION:

That the Audit Committee recommends to Council to appoint Moore Stephens as its Auditors as outlined in quotation 087/15 Provision of Audit Services as detailed in attachment A.

The contract period is for three years and is to be in accordance with the Service Specific Terms, General Conditions of Contract for Consultants AS 4122-2010, WALGA preferred suppliers arrangement, specifications, their submission (which includes the objectives and scope detailed in Confidential Attachment B) including the following schedule of rates for each financial year covered by the term of the audit appointment:

- \$24,000 excluding GST financial year 2015/2016
- \$24,500 excluding GST financial year 2016/2017
- \$25,000 excluding GST financial year 2017/2018

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

The funds for the Provision of Audit Services have been included in the 2015/2016 Budget in accordance with the Council adopted Budget.

The Request for Quotation was issued to qualified WALGA preferred suppliers via the e-quotes portal on Tuesday, 22 December 2015.

The Quotation deadline was the Wednesday, 6 January 2016 with four submissions received from the following:

- Butler Settineri (Audit) Pty Ltd
- Grant Thornton Audit Pty Ltd
- Moore Stephen
- PKF Audit (WA) Pty Ltd

The evaluation panel, comprising of the Manager Contracts and Procurement, Director Corporate and Engineering Services and the Manager Finance, evaluated the submissions in accordance with the documented compliance and qualitative criterion.

The evaluation panel considered all submissions and the consolidated score recommends the appointment of Moore Stephens for the Provision of Audit Services (the evaluation recommendation report is detailed in confidential Attachment C as it contains “commercial in confidence” information).

LEGAL/POLICY IMPLICATIONS:

Local Government (Functions & General) Regulations 1996.

16.4 REQUEST FOR QUOTATION 087/15 – PROVISION OF AUDIT SERVICES

FINANCIAL/BUDGET IMPLICATIONS:

Budget Item Name:	Annual Auditing Services
Budgeted Amount:	\$25,000 per year
Proposed Cost:	\$24,000 excluding GST financial year 2015/2016 \$24,500 excluding GST financial year 2016/2017 \$25,000 excluding GST financial year 2017/2018

*NOTE: All figures are exclusive of GST

ASSET 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:

This item is relevant to Council's approved Strategic Community Plan 2015 – 2025 "6.1 Ensure the financial sustainability of the City of Kwinana into the future".

RISK IMPLICATIONS:

The Local Government (Financial Management) Regulations 1996 requires Audits and Performance reviews to be independent. Not appointing an independent auditor would be in breach of the Regulations.

COUNCIL DECISION

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MOVED CR W COOPER

SECONDED CR B THOMPSON

That the Audit Committee recommends to Council to appoint Moore Stephens as its Auditors as outlined in quotation 087/15 Provision of Audit Services as detailed in attachment A.

The contract period is for three years and is to be in accordance with the Service Specific Terms, General Conditions of Contract for Consultants AS 4122-2010, WALGA preferred suppliers arrangement, specifications, their submission (which includes the objectives and scope detailed in Confidential Attachment B) including the following schedule of rates for each financial year covered by the term of the audit appointment:

- **\$24,000 excluding GST financial year 2015/2016**
- **\$24,500 excluding GST financial year 2016/2017**
- **\$25,000 excluding GST financial year 2017/2018**

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

7/0



REQUEST FOR QUOTATION

WALGA preferred Supplier

Request for Quotation (RFQ)	<i>Provision of Audit Services</i>
Deadline	<i>4.00pm Wednesday 6 January 2016</i>
<p>Address for Delivery</p> <p>It is the responsibility of the respondent to ensure the response offer is lodged via the WALGA E-quotes portal by the specified deadline.</p>	<p>WALGA E-Quotes Portal</p> <p>Facsimile, Mail, Electronic Mail & Hand Delivered Responses</p> <p>WILL NOT be Accepted</p>
RFQ Number	<i>RFQ 087/15</i>

GENERAL INFORMATION

Contract requirements in brief

This contract is for the provision of audit services.

Submissions must be deemed to have been made on the basis of and to incorporate the General Conditions of Contract for Consultants AS4122-2010 and will constitute part of the Contract (Copies of the General Conditions of Contract for Consultants are available from a Standards Australia Office).

Contact Persons

All communication between the potential Respondent and the Principal prior to the Deadline must be in writing, including notification of any discrepancies, errors or omissions.

A prospective Respondent may submit a written request for clarification on any part of the RFQ documents prior to lodgement of their submission using the [WALGA e-quotes portal](#).

Respondents should not contact any other person or rely on any information provided by any person other than:

Name: Fiona Hodgson
Manager Contracts & Procurement

No requests for information or clarification to the Request for Quotation will be accepted later than 4.00pm Monday 4 January 2016.

SERVICE SPECIFIC TERMS

The following additional terms and conditions will also form part of the Audit Services Contract:

1. Period of Contract

The term of the contract is for the financial years commencing 1 July 2015 through to 30 June 2018.

2. Conditions of Contract

WALGA Preferred Supplier arrangement and the General Conditions of Contract for Consultants AS4122-2010.

3. Payment Terms

Payment for work performed will be made at the applicable rate. Council reserves the right to make any deduction for any failure on behalf of the contractor to provide the specified service or any other thing not executed in accordance with this specification.

All invoices must contain the following detailed information:

- Purchase Order Number
- Accurate statement of the Services provided

The Council will pay each invoice on net thirty days of the date of receipt of the invoice, provided and to the extent that nothing in the invoice is in dispute.

The contractor is responsible for ensuring that a Purchase Order has been issued for all invoices submitted for payment. Failure to include a purchase order number on an invoice is non-compliant and **will** result in the invoice being returned to the contractor to resubmit with the requested information.

4. Price Adjustment

The contract price adjustment is based on the March to March year Consumer Price Index (Perth) published data and will apply on the anniversary of the contract being 1 July 2017.

The price adjustment will be automatically applied by the City of Kwinana.

5. Electronic Funds Transfer (EFT)

The Principal shall pay the contractor by Electronic Funds Transfer (EFT) and the contractor shall provide all the necessary information required to facilitate EFT payment processing. The Principal guarantees the confidentiality and security of all such information provided by the contractor.

6.

Contractor Record Keeping Obligations

The contractor shall maintain and submit records in accordance with the State Records Act 2000.

7. Disability Access and Inclusion Plan

The contractor must, in the provision of services or infrastructure involving the public:

- (a) Implement, unless agreed on a project by project basis by the parties in writing, the Principal's "Disability Access and Inclusion Plan" prepared under the Disability Services Act 1993; and
- (b) Provide a report to the Principal (disability access reporting may be included in traffic management plan if required) regarding the extent to which the Disability Access Inclusion Plan has been implemented.

A report template is included in this document and must be completed by the contractor and submitted to the City by 1st June of each year.

8. Occupational Safety and Health

The **successful** Respondent must agree to comply with the City of Kwinana's Occupational Safety and Health Principles and Practices for Council Contractors and complete and sign the relevant section of the document.

9. Dispute Resolution

In the first instance, the City's Contract Management Services or the Executive Management will negotiate a dispute resolution.

The objective of the relationship between the City of Kwinana and the contractor being an alliance with every effort made to establish and maintain an excellent supportive working relationship.

A dispute that is not resolved in the first instance must follow the process detailed in Clause 32 of the General Conditions of Contract for Consultants AS4122-2010.

10. Local Content/Employment opportunities

The City of Kwinana acknowledges the need to maximise local content/employment opportunities for Kwinana businesses/residents. The City's commitment to this objective is on the basis of it being cost neutral to the project/supply of goods/services.

Contractors are encouraged to meet the City's local content/employment opportunity objective.

1.1 GENERAL INFORMATION

The following table contains the minimum information required by the Client in order to complete the annexure Part A to AS 4122 – 2010 General Conditions of Contract for Consultants

1 The Client (clause 1.1)	The City of Kwinana
2 The address of the Client	City of Kwinana Corner Gilmore Avenue & Sulphur Road KWINANA 6167
3 The Client's representative is:: (Clause 6.1)	Narelle French – Finance Manager
4 Claims for payment (Clause 10.1)	As specified in the relevant Purchase Order.
5 Time to claim payment (Clause 10.3)	Payment will be on completion of the: <ul style="list-style-type: none"> • interim Audit • Final Audit • Additional optional Audits (if applicable)
6 Time for Payment (Clause 10.6)	Net thirty days of the date of receipt of the invoice.
7 Failure to make payment (Clause 10.9)	Reserve Bank interest rate at the date of default.
8 Timeframe for Completion of Services. (Clause 12.1)	As specified in the relevant Purchase Order.
9 Copyright and other intellectual Property Rights:	Alternative 1
10 Moral Rights (Clause 22.1)	Moral Rights Clause 22 Applies
11 Maximum Period for which the City may Suspend the Services (at any one time) (Clause 24.4)	48 Calendar Days
12 Public liability insurance requirement: (Clause 30.2)	\$20,000,000 (ten million dollars)
13 Professional indemnity insurance required: (Clause 30.4)	\$5,000,000 (five million dollars)
14 Professional indemnity insurance must be maintained for a period of:	7 years after the contract expiry date.
15 The law applicable is that of the state of: (Clause 35)	Western Australia

The following clauses have been amended and differ from the corresponding clauses in AS 2124—1992:

1. The following Clauses have been deleted from the General Conditions in AS 4122 - 2010

Clause 21 - Alternative 2

2. The following clauses have been amended to those of AS 4122 - 2010:

Not Applicable

3. The following Clauses have been added to those of AS 4122 - 2010

Service Specific Terms - Clauses 1 – 10 Inclusive

It is the responsibility of the Respondent to ensure they have read and understood AS 4122 – 2010 and Amendments General Conditions of Contract for Consultants. Respondents can obtain copies of AS4122 – 2010 General Conditions of Contract for Consultants from www.saiglobal.com.

FURTHER INFORMATION

Evaluation Process

This is a Request for Quotation (RFQ).

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

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

- (a) responses are checked for completeness and compliance. Responses that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation.
- (b) responses are assessed against the Selection Criteria.
- (c) Contract costs are evaluated, e.g. response price and other relevant whole of life costs are considered.
- (d) the most suitable Respondents may be short listed and may also be required to clarify the submission, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees will also be contacted prior to the selection of the successful Respondent.

A contract may then be awarded to the Respondent, whose offer is considered the most advantageous response to the Principal.

Selection criteria

The Contract may be awarded to a sole Respondent who best demonstrates the ability to provide quality auditing services for the City of Kwinana at a competitive price. The submission prices will be assessed with the following qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

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

This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Respondent that provides all the information requested will be assessed as satisfactory and will, in the first instance, attract an average score. The extent to which the Respondent demonstrates greater or lesser satisfaction of each of these criteria will result in a score greater or less than the average.

In determining the most advantageous Response, the Evaluation Panel will score each response against the qualitative criteria. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

NOTE: It is essential that Respondents address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

A response to a criterion that achieves an aggregated score below the average will be deemed to have failed to demonstrate the Respondent has the capability to provide the goods/services and will be eliminated from further consideration.

Compliance Criteria

These criteria will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Response from consideration.

Compliance Criteria
(a) Conditions of Responding to this Request.
(b) Specification contained in the Request: <ul style="list-style-type: none">• Demonstrated evidence is aligned with the qualitative criteria.
(c) Completion of Offer Form.
(d) Agreeing to comply with the City's Record Keeping Obligations.
(e) Agreeing to comply with the City of Kwinana's Safety & Health Principles & Practices for Contractors.
(f) Agreeing to comply with the City of Kwinana's Disability Access and Inclusion Plan.
(g) Completion of the Price Schedule details.

Qualitative Criteria

Before responding to the following qualitative criteria, Respondents must note the following:

- (a) All information relevant to your answers to each criterion are to be contained within **your Response**;
- (b) Respondents are to assume that the Evaluation Panel has **no** previous knowledge of your organisation, its activities or experience;
- (c) Respondents are to **provide full details** for any claims, statements or examples used to address the qualitative criteria; and
- (d) Respondents are to **address each issue** outlined within a qualitative criterion.

The Principal will adopt a best value for money approach to this request with assessment undertaken on the following basis and each item weighted as shown:

Qualitative Criteria	Weighting
Company/Auditor Skills and Experience: Provide details of: <ul style="list-style-type: none">a) the nominated Auditor(s) to be allocated to this contract;b) registered company audit number(s).; andc) Auditor(s) experience in completing local government audits.	<30%>

<p>Demonstrated Understanding:</p> <ul style="list-style-type: none"> a) The Auditor is required to include in their application the extent to which the critical matters detailed in the specification will be audited so as to form an opinion on the manner in which they have been maintained. b) an estimate of the time to be spent on the audit 	<p><45%></p>
--	---------------------------

Price Considerations

The weighted price is considered to be crucial to the outcome of this contract. The price is then assessed with quality.

<p>Price:</p> <p>Fees for completing the audit in accordance with the specification</p>	<p><25%></p>
--	---------------------------

2 SPECIFICATION AND SCOPE OF WORK

2.1 CITY OF KWINANA PROFILE

The Administration Centre of the City of Kwinana is located some 40km south of Perth, the State's capital city and is 118sq km in size. It is estimated that the current population of Kwinana will double to 70,000 within the next decade. Kwinana today is a thriving and expanding community, integral to the industry of Western Australia, yet cushioned by natural bush and set on the Indian Ocean coastline; Kwinana is also known for its diverse residential opportunities, and these will be expanded as the State's leading developers provide a wide range of quality residential options.

The Council's 2015/16 Municipal Fund Budget provided for expenditure of \$90 million of which \$34 million will be levied from rates on 16,000 rateable properties.

Various public documents are available and Respondents are invited to take a tour of the City of Kwinana website: <http://www.kwinana.wa.gov.au>

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the City. Auditors are required to address all of the matters outlined in the specification. Auditors who submit an application may be asked to provide further information and/or make a presentation to the audit committee.

2.2 TERM OF AUDIT APPOINTMENT

The term of the contract is for the financial years commencing 1 July 2015 through to 30 June 2018.

2.3 OBJECTIVES OF THE AUDIT

The object of the Audit is to provide an independent audit opinion of the accounts and annual financial reports of the City of Kwinana for each financial year covered by the term of the audit appointment.

The audit for each financial year will cover the financial year from 1st July to 30th June.

The Auditor is to carry out such work as is necessary to form an opinion as to whether:

- (a) The accounts are properly kept; and
- (b) The annual financial report:
 - i. Is prepared in accordance with the financial records; and
 - ii. Represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with the:
 - Australian Accounting Standards;
 - Local Government Act 1995 (as amended);
 - Local Government (Financial Management) Regulations 1996 (as amended);
 - Local Government Administration Regulations 1996 (as amended); and
 - Other mandatory professional reporting requirements.

- (c) The Auditor is required to comply with the requirements of section 7.9 of the Local Government Act 1995 (as amended) and the Local Government (Audit) Regulations 1996 (as amended) and must:
- give an opinion in the audit report on –
 - (a) the financial position of the local government; and
 - (b) the results of the operation of the local government.
 - include in the audit report –
 - (a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
 - (b) any matters indicating non-compliance with financial management or control requirements of the Act, Regulations and any other written law;
 - (c) details of whether information and explanations were obtained by the auditor;
 - (d) a report on the conduct of the audit; and
 - (e) the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions.

2.4 AUDIT METHODOLOGY

- (a) The Auditor is required to comply with the requirements of section 7.9 of the Local Government Act 1995 and the Local Government (Audit) Regulations 1996, except that the City of Kwinana will require the audit report to be supplied by 31 October of each year.
- (b) An audit is to be carried out in accordance with accounting standards adopted from time to time by the Australian Government Auditing and Assurance Standards Board (AuASB);
- (c) The auditor is to provide the local government with a general outline of the methodology used;
- (d) The auditor is to provide the City of Kwinana with a plan for the audit services within thirty (30) working days of the award of Contract, including –
- timing of entrance interview;
 - timing of interim audit visits;
 - final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
 - timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means;
 - the method to be used to communicate with, and provide advice and information to, the local government; and
 - timing of exit interview.

2.5 AUDIT REPORTS

The Auditor is required to produce an audit report as required by section 7.9 of the Local Government Act 1995 and a Management Report, which addresses all of the critical audit areas.

The Management report should bring to the City of Kwinana's attention issues of concern from the critical audit areas, which in the Auditor's opinion did not warrant reference in the formal audit report. If there are no matters to be raised in the Management Report, then that should be stated in the report.

2.6 CRITICAL AUDIT AREAS

The Auditor is required to include in their application the extent to which the critical matters outlined below will be audited so as to form an opinion on the manner in which they have been maintained.

2.6.1 Revenue

- Rates revenue
- Government grants
- User pays revenue
- Profit on sale of non-current assets
- Other income

2.6.2 Expenditure

- Salary and wage costs
- Depreciation
- Materials and contract expenditure
- Loss on sale of non-current assets
- Insurances
- Bad debts
- Other expenditure

2.6.3 Current Assets

- Bank and short term investments
- Receivables and prepayments
- Inventory

2.6.4 Non-Current Assets

- Property, plant, furniture and equipment
- Infrastructure
- Depreciation
- Other receivables

2.6.5 Liabilities (Current & Non-Current)

- Creditors and accruals
- Loan borrowings including new loans raised
- Provision for sick, annual and long service entitlements

2.6.6 Reserve Funds

2.6.7 Contingent Liabilities

2.6.8 Capital Commitments

2.6.9 Accounting Policies and Notes to the Financial Statements

2.6.10 Cash Flow Statement

2.6.11 The financial ratios required by the Local Government (Financial Management) Regulations 1996

2.6.12 Any other Statutory Obligations

2.7 HOURS, FEES AND EXPENDITURE

The Auditor is to provide:

- an estimate of the time to be spent on the audit;
- fees for completing the audit in accordance with this specification;
- nominated auditor(s) and registered company audit number(s); and
- details of experience of the nominated auditors in completing local government audits.

2.8 AUDIT DEADLINE

The City of Kwinana seeks to have its Annual Financial Accounts and Reports completed by 31 October in each year. The Auditor must be able to comply with completion of the audit by this date.

2.9 OPTIONAL ADDITIONAL AUDIT SERVICES

The services detailed in Clauses 1.8.1 to 1.8.3.3 inclusive are optional additional services and a price to provide these services is included in the price schedule; however, the City reserves the right to obtain quotations from other Auditors for the any or all optional additional auditing services and to award the work to the most suitable respondent.

2.9.1 Additional Financial Audit Services

The City of Kwinana receives funding in the form of State and Federal Government grants to cover the operations of a number of projects that are administered by the City. The Audit requirements of this funding require audit certification of a separate financial statement being signed off by an Auditor and the Auditor is required to provide the certifications during the timeframe of the annual audit. Other services currently include, but are not limited to, the audit of the City's Developer Contribution Scheme and the Banksia Park Facility. These audit services are additional to the annual audit service.

2.9.2 Financial Management Review

In accordance with regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 the CEO is to undertake reviews every four years of the appropriateness and effectiveness of the financial management systems and procedures of the local government and report to the local government the results of those reviews.

The City's last Financial Management Review was conducted in November 2013.

2.9.3 Audit of Systems and Procedures

In accordance with regulation 17(1) and (2) of the Local Government (Financial Management) Regulations 1996 the CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –

- (a) Risk management; and
- (b) Internal control; and
- (c) Legislative compliance.

The review may relate to any or all matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.

The City's last audit of Systems and Procedures was conducted in November 2014.

2.9.4 Risk Management

Optional additional auditing services includes a review of the City's risk management systems and programs including:

- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;
- Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;

- potential non-compliance with legislation, regulations and standards and local government's policies;
- important accounting judgements or estimates that prove to be wrong;
- litigation and claims;
- misconduct, fraud and theft;
- significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;
- Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

2.9.5 Internal Control

Internal control is a key component of a sound governance framework.

The City of Kwinana promotes an effective and transparent internal control environment built on the following key areas:

- integrity and ethics;
- policies and delegated authority;
- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and

- human resource management and practices.

Optional additional auditing services include a review of the City's internal control systems and programs including:

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

2.9.6 Legislative Compliance

Optional additional legislative compliance audit services include the following programs:

- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Staying informed about how management is monitoring the effectiveness of its compliance and making recommendations for change as necessary;
- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review management's plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Reviewing whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee;
- Considering the internal auditor's role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements; and
- Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

Fees:

A – SCHEDULE OF RATES-SERVICES

Task – City of Kwinana	Estimated No. of Hours	Unit	Amount
Annual Auditing Services		Per Annum	\$
TOTAL LUMP SUM PRICE (Ex GST)			
TOTAL GST COMPONENT			
TOTAL LUMP SUM PRICE (Incl GST)			

B – SCHEDULE OF RATES-SERVICES – OTHER OPTIONAL ADDITIONAL SERVICES

(The services detailed below are optional requirements and the City reserves the rights to obtain these services from other Auditing Firms)

Line No	Service Description	Unit	Price (ex GST)	GST Component	Price (inc GST)
	Additional Financial Audit Services				
1	(a) Specific Project Audits	Per Hour	\$	\$	\$
	(b) Developer Contribution End of Year Audit	Per Hour	\$	\$	\$
	(c) Developer Contribution Cost Approval Schedule	Per Hour	\$	\$	\$
	(d) Grant Acquittal	Per Hour	\$	\$	\$
2	Financial Management Review	Per Hour	\$	\$	\$
	Audit of Systems and Procedures				
3	(a) Risk Management	Per Hour	\$	\$	\$
	(b) Internal Controls	Per Hour	\$	\$	\$
	(c) Legislative Compliance	Per Hour	\$	\$	\$
4	Audit Liaison	Per Hour	\$	\$	\$
5	Regular Feedback	Per Hour	\$	\$	\$
6	Support and Direction	Per Hour	\$	\$	\$
7	Audit Committee Meeting Attendance	Per Hour	\$	\$	\$
8	Ad-hoc Audit Services	Per Hour	\$	\$	\$
9	Technical Advice	Per Hour	\$	\$	\$

FORMAL INSTRUMENT OF AGREEMENT

THIS Contract is made on the Day of **MONTH, 2016** BETWEEN:

THE CITY OF KWINANA having its office in the State of Western Australia at the corner Gilmore Avenue and Sulphur Road, Kwinana ("the Principal"); and

The Contractor mentioned in the Schedule having its offices at ("the Contractor")

RECITALS

The Principal, in its capacity as the local government under section 2.5 and its subsections of the Local Government Act 1995, desires the performance of the Services and the Contractor has agreed to perform the same upon the terms and conditions set out in this Contract.

IT IS AGREED AS FOLLOWS

1. Definitions and Interpretations

1.1 Definitions

In this Contract words and expression will have the same meanings as are respectively assigned to them in the General Conditions of Contract and in the Specification/Scope of Works hereinafter referred to, except that the term:

"General Conditions of Contract" means General conditions of contract contained herein.

1.2 Construction

- 1.2.1 References to statutes, regulations, ordinances or by-laws include all statutes, regulations, ordinances or by-laws amending, consolidating or replacing them.
- 1.2.2 Where a reference is made to any person, body or authority that reference will, if the person, body or authority has ceased to exist, be deemed to be a reference to the person, body or authority which serves substantially the same objects as that person, body or authority.
- 1.2.3 Where the day or last day for doing anything on which an entitlement is due to arise is a Saturday, Sunday, Public or Bank Holiday in Western Australia, the day or last day for doing the thing or date on which the entitlement arises will, for the purpose of this Contract, be the immediately following day, that is not a Saturday, Sunday or Public or Bank Holiday.

1.3 Consent of Principal

Where the Principal's consent or approval is required the consent or approval **must** not be unreasonably withheld.

2 Constitution of this Contract

The following documents attached hereto (including any alterations made and initialled by both parties) will constitute this Contract, namely the following:

- a) This document including schedule of rates and Annexure Part A and B;
- b) Chief Executive Officer Endorsement;
- c) Successful Letter of acceptance;
- d) Correspondence to the extent it varies any aspect of this Contract;
- e) Special Conditions;
- f) Specification;
- g) General Condition of Contract for Consultants AS4122-2010
- h) Contractor's submission of **Date**;
- i) City of Kwinana Occupational Safety and Health Principles and Practices for Council Contractors; and
- j) City of Kwinana Disability Access & Inclusion Plan.

In construing this Contract and in the event of any inconsistency in these documents, the order of precedence will be from (a) to (j) as set out in this clause.

3 Consideration

In consideration of the satisfactory, timely and complete performance of the Services by the Contractor in accordance with the Contract, the Principal will pay to the Contractor the amount calculated on the basis of the price or such other contract sum as may become payable to the Contractor pursuant to the provisions of the Contract.

4 Contractor's Warranty

The Contractor Warrants that it has significant knowledge and experience in providing the Services and that it has and will continue to have an adequate, skilled, competent and fully trained organisation capable in all aspects of performing the Services.

EXECUTED by both Parties.

Signed by City of Kwinana by its duly authorised Executive

Signature: _____

Name: _____

Title: _____

In the presence of:

Signature: _____

Name: _____

Occupation: _____

Date: _____

Executed by:
(Contractor's Company Name and
ABN)

In accordance with section 127 of the Corporations Act 2001 (Clth)

Signature: _____
Director

Name: _____

In the presence of

Signature: _____
Director /Company Secretary

Name: _____

Date : _____

Attachment A – Offer Form

Offer Form

The Chief Executive Officer
www.tenderlink.com/kwinana
City of Kwinana
PO Box 21, Kwinana WA 6966

I/We (Registered Entity Name) _____
(BLOCK LETTERS)

of _____
(REGISTERED STREET ADDRESS)

ABN/GST Status _____ ACN (if any) _____

E-mail Address: _____

Phone Number: _____ Facsimile Number: _____

Tenderers Registration/Licence No: _____

In response to RFQ 087/15 Provision of Audit Services

I/We agree that I am/We are bound by, and will comply with this Request and it's associated schedules, attachments, all in accordance with the Conditions of Responding.

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

The submitted price is valid up to ninety (90) calendar days from the date of the closing unless extended on mutual agreement between the Principal and the Respondent in writing.

The quotation consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Response.

In accordance with the Request supplied to me/us for the purpose of responding hereby offer the price schedules included in this Request.

Dated this _____ day of _____ 20__

Signature of Director (authorised signatory): _____

Name of Director (authorised signatory) (BLOCK LETTERS): _____

Position: _____

Phone Number: _____ Mobile Number: _____

Authorised signatory postal Address: _____

E-mail Address: _____



***OCCUPATIONAL SAFETY AND HEALTH PRINCIPLES AND
PRACTICES FOR COUNCIL CONTRACTORS***

CITY OF KWINANA

OCCUPATIONAL SAFETY AND HEALTH

PRINCIPLES AND PRACTICES FOR

COUNCIL CONTRACTORS

The Occupational Safety and Health Act 1984 clearly indicates the responsibilities of the principal in a contractual arrangement.

The Occupational Safety and Health Act 1984, Part 3 - General Provisions relating to Safety and Health, includes:

Section 19:

- “(4) For the purpose of this section, where in the course of a trade or business carried on by him, a person (in this section called “the principal”) engages another person (in this section called “the contractor”) to carry out work for the principal:-
- (a) the principal is deemed, in relation to matters over which he has control or, but for an agreement between him and the contractor to the contrary, would have had control, to be the employer of:-
 - i) the contractor; and
 - ii) any person employed or engaged by the contractor to carry out or to assist in carrying out the work;
 - and
 - (b) the persons mentioned in paragraph (a) (i) and (ii) are deemed in relation to those matters, to be employees of the principal.
- (5) Nothing in subsection (4) derogates from-
- (a) the duties of the principal to the contractor; or
 - (b) the duties of the contractor to persons employed or engaged by him.”

An employer who contravenes section (1) or (3) commits an offence.

On the basis of this responsibility, Council as the principal is concerned that the safety standards and procedures carried out by its contractors are adequate.

1. SCOPE:

As a contractor carrying out work for the City of Kwinana you are legally responsible for your own safety and health and the safety and health of any person who may be affected by your actions. You must understand and comply with your obligations under the Occupational Safety and Health Act and associated Regulations, Codes of Practice and the City of Kwinana Occupational Safety and Health policy and procedures.

POLICY

- 1.1 All contractors are expected to comply with their own Occupational Safety and Health Policy and Procedures and the Occupational Safety and Health Policy and Procedures of the City of Kwinana.
- 1.2 This Policy and relevant Procedures to be assessed by an appropriate Officer of the City of Kwinana prior to commencement of work.
- 1.3 Where contractors do not have a formal written policy in place they are encouraged to do so, and must abide by the minimum standard set out by the City of Kwinana; *including the Main Roads WA Traffic Management for Works on Roads Code of Practice and the City of Kwinana's Skin Protection Policy.*
- 1.4 It is the responsibility of the contractor to establish the Occupational Safety and Health requirements for the work to be undertaken.

Where there are 5 or more workers working at a worksite this is deemed to be a Construction Worksite and the contractor will be required to provide a Safe Work Plan as per the National Standard for Construction Work.

City of Kwinana Safety Policy and Procedures are accessible to all contractors through the Supervisor or Project Manager administering the contract.

- 1.5 Safety breaches affecting contractors, their staff, City of Kwinana staff or members of the public, are considered a serious matter.
- 1.6 A non-compliance notification will be issued to the contractor in writing and will be recorded.
- 1.7 A serious breach of Occupational Safety and Health requirements will result in work being stopped until the breach has been rectified.
- 1.8 Contractors will be asked to sign an Occupational Safety and Health Compliance Agreement prior to commencing a contract with the City of Kwinana (see attached).
- 1.9 All contractors and their employees must attend a City of Kwinana Contractor Induction Program prior to commencement of works.

2. PROCEDURES:

- 2.1 If you are an employer you are required to provide a copy of your Safety and Health Policy prior to commencing work for the City of Kwinana and to provide any requested written safe work practices specific to any part of the work or project.
- 2.2 You are required to report to Council's nominated Director, Manager or team leader before commencing work. In some instances Council will issue written permission when intended work

may involve potentially hazardous tasks. We reserve the right to inspect all tools, plant and equipment used on Council premises or workplaces.

2.3 We also require that you report any incidents, accidents, or hazards that you may see while you are on Council premises or workplaces.

2.4 You will ensure that all personnel responsible to you are adequately trained to do their job competently and that they:-

2.4.1 Hold a WA Construction Blue or White Card

2.4.2 Identify hazards, and manage risk by following safe work practices.

2.4.3 Supply and use approved personal protective equipment where required and designated. This equipment will be maintained in a safe operable condition and will comply with relevant Australian Standards.

2.4.4 Supply and use tools and equipment in a safe operable condition that have been tested and tagged where required.

2.4.5 Where using handheld portable electrical equipment, will supply and use a portable RCD that has been tested and tagged in accordance with the requirements of the Occupational Safety and Health Regulations or, alternatively, will draw power from a power supply point that is protected by a RCD.

2.4.6 When working at heights or in other potentially hazardous situations, will provide the; appropriate Authority to work Permit; Job Safety Analysis sheet; and the equipment, in good order, required to complete the tasks safely, e.g. scaffold, barricades, ladders, or fall arrest systems.

When operating any plant, machinery or equipment, hold the appropriate license or certificate and submitted for verification prior to commencement of work.

***I HAVE READ AND UNDERSTAND THE ATTACHED INFORMATION AND
AGREE TO COMPLY WITH THE SAFETY AND HEALTH REQUIREMENTS
LISTED.***

NAME:

TITLE:

COMPANY:

ADDRESS:

.....

TELEPHONE NUMBER: FACSIMILE NUMBER:

DATE:

SIGNATURE OF CONTRACTOR REPRESENTATIVE:

NATURE OF WORK TO BE CARRIED OUT:

.....

.....

SIGNATURE:

(City of Kwinana Representative)

DATE:

Disability Access and Inclusion Plan

2012 - 2017

This Disability Access and Inclusion Plan is available in alternative formats on request.

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BACKGROUND

The City of Kwinana

The City of Kwinana is located in Perth's outer southern suburbs, between 25 and 37 kilometres south of the Perth GPO. The City's current population is approximately 30,000 people with a move to City status to occurring on the 17th of September of 2012.

The population of Kwinana is set to double in the next ten to fifteen years with population growth being fuelled by available land for housing development, affordable housing and increased accessibility to Perth City via the Kwinana Freeway and southern railway with stations at Kwinana and Wellard.

The area is made up of residential, industrial, rural and rural residential areas as well as a major retail and commercial centre in the Kwinana City Centre. The City includes one of Perth's largest employment areas in the Kwinana Industrial Area.

Function, Facilities and Services

The City of Kwinana is responsible for a range of function, facilities and services including:

Services to Property and Environment

- Provision and maintenance of roads, footpaths, cycle ways and dual use paths
- Maintenance of community buildings and facilities for sporting groups
- Maintenance of playing areas and playgrounds, reserves, parks and sports grounds
- Land drainage and development
- Waste management - collection, disposal and recycling
- Street cleaning and litter patrol
- Planting and caring for street trees
- Installation of signs and numbering of buildings and lots

Services to the Community

- Recreation centre and pool, services and programs
- Provision of playing areas and playgrounds, reserves, parks and gardens, sports grounds and facilities for sporting and community groups
- Provision of community centres, halls and pavilions
- Public library
- Information services and the City's website
- Environmental Health Services
- Accommodation for Senior
- The Zone Youth Space
- Youth development and services
- Family Day Care scheme
- Community events and cultural development

- Cultural Centre
- Volunteer Resource Centre
- Community Grants

Regulatory Services

- Planning of roads, subdivisions, City Planning Scheme
- Building investigations, approvals for construction, alterations and additions
- Compliance services for swimming pools and noise pollution
- Ranger services including dog control, parking maintenance/control and bush fire control

General Administration

- Public information service
- Lodging of complaints

People with Disabilities in the City of Kwinana

The Disability Services Commission reports that in 2003 there were 4390 people with a disability living in Kwinana,¹ with a total of 20.6 percent of the Western Australian population with a disability.² Disability Services Commission projected that as the population of Western Australia increases and ages this will be reflected in the number of people with a disability.³

The City of Kwinana has experienced significant growth from the period 2003 to 2012; the City now has over 30,000 residents and is projected to have a population of 40,000 by 2017. It is expected that there will be an increase in the number of people with a disability living in the City as a result of population growth, the aging of our current population and those who take up residency in the City.

Planning for Better Access

The Western Australian Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disabilities have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western Australian Equal Opportunity Act and the Commonwealth Disability Discrimination ACT (DDA), both of which make discrimination on the basis of a person's disability unlawful.

Progress Since 2007

The City of Kwinana is committed to facilitating the inclusion of people with disability through access to its facilities and services. Since the adoption of the first Disability Service Plan (DSP) in 1995 the City has delivered many improvements and achievements to address the

¹ Disability Services Commission, 2003. *Profile of Disability: Perth Statistical Division City of Kwinana*.

² Disability Services Commission, 2003. *Disability in Western Australia*.

³ Disability Services Commission, 2003. *Trends and projections in disability in Western Australia*.

barriers within the community for people with disability. Some examples of these achievements over the 2007- 2012 period are;

Community Events and Celebrations

The City offers a number of events and celebrations to the community every year; each event is planned using the Accessible Events Checklist, with events promoted as being disability accessible with dedicated parking and toilets provided.

Access to buildings and facilities

The City has undertaken a remedial works program to ensure accessibility of City of Kwinana facilities, some of these works have included;

- Parmelia House - installation of an automatic door and upgrade of the toilet to ensure compliance with disability access standards.
- Koorliny Arts Centre - addition of handrails, replacement of paving to the facility to eliminate trip hazards, installation of contrast strips on stair treads and an automatic door to the courtyard.
- Kwinana Senior Citizens Centre - upgrade of the toilet to ensure compliance with disability access standards. Alterations to the disabled toilets to widen the doorway to comply with current regulations, changing the door to the back patio to allow wheelchair/gofer access, hand rails to the steps.

You're Welcome Project

The City of Kwinana is involved in the You're Welcome Project, allowing people with disability, seniors, and carers to find disability accessible community facilities and businesses in Kwinana. To date 94 facilities and locations have been assessed and placed on the acceswa.com.au website. Those businesses that have participated in the program have received a Certificate of Participation from the City to display in their premises.

Disability Access and Inclusion Advisory Group

The City facilitates a Disability Access and Inclusion Advisory Group to provide advice, feedback and assistance on a range of access and inclusion issues in the City. Members of the group include representatives from the City of Kwinana, State Government agencies, local agencies and groups and local community members. The group meets bi-monthly throughout the year.

Companion Card Program

The City participates in the Companion Card Program allowing the person who assists the customer with the Companion Card to have free entry to facilities and programs or to take part in the program in question.

ACCESS AND INCLUSION POLICY STATEMENT

ACCESS AND EQUITY

Policy # 7.6.1

The City of Kwinana aims to maintain and improve the quality of life of its residents by creating an accessible community in which information, services, facilities, programmes, decision-making processes and other activities are open and available to all residents, in an effort to provide equal opportunities, rights and responsibilities, and the equitable distribution of resources according to need.

Adopted: 14/2/1996 #547

Last amended: 27/09/2006 #519 **28/04/2010 #105**

Legal Authority Local Government Act Section 2.7 – The Role of Council

Policy:

The City of Kwinana acknowledges its leadership role in the community by demonstrating its commitment to social justice principles. (Definition of the concepts referred to in this policy are provided in Section 6).

1. Planning and Development:

Supports the inclusion of social justice principles into its strategic plan and all other planning and development processes and activities.

Supports local area needs based planning with reflected community needs and priorities.

Recognises that while some services may be provided for all residents, they may not be equally accessible if they are uniformly designed and delivered. The Council therefore supports an approach which reflects community diversity when planning for social, physical and economic infrastructure.

Recognises the need to plan and develop services in a way which counters racist, ageist, sexist and other discriminatory role stereotyping, e.g. women as carers, the aged and disabled as passive and dependent.

Recognises that certain groups in the community have specific needs and, therefore, may allocate resources according to need to reduce inequalities amongst its residents.

Supports representation of residents, reflecting community diversity in planning and development processes.

2. Participation:

Endeavours to ensure that all residents have equal opportunity to participate in Council activities and decisions that affect their lives including employment opportunities with Council.

Recognises the value of creating opportunities for all residents to participate in

Local Government elections, as voters and candidates, and in all other political processes.

Endeavours to minimise physical, attitudinal, social, economic and institutional barriers that prevent participation by individuals and groups in community life.

3. Information and Communication:

Endeavours to provide information that is accessible to members of the community which is appropriate to the culture, language and ability of residents.

Endeavours to provide information to residents about their rights and mechanisms for addressing grievances and concerns.

Supports the development of guidelines for the use of translating and interpreting services, both internal and external, to assist staff in communicating with residents.

Encourage multi-lingual and other staff to use and develop their communicating skills, in accordance with Council guidelines, to assist Council in its activities.

Endeavours to advertise Council activities in a way that allows all residents, as potential consumers, to know of their existence.

4. Community Relations:

Supports the need to promote harmonious community relations and is committed to the elimination of all forms of racism and other discrimination within its community.

Supports cultural maintenance and development as a way of enhancing personal growth, quality of life and community diversity.

Promotes self-development of its residents by creating and enhancing opportunities for independence, choice and self-determination, aimed at maintaining and improving quality of life.

5. Training and Development:

Support the training of Council representatives in developing skills and knowledge which will improve understanding of the requirements of special needs groups, and enhance service delivery.

Encourages Council representatives at all levels to be aware of community diversity and the subsequent implications for policy information, program design and service delivery.

6. Definitions:

a) Access:

Equal opportunity for all residents to participate in Council activities. This includes access to services, programs, facilities, decision-making processes

and entitlements.

- b) Equity:
Fair and equal distribution of resources (according to need), opportunities and access to decision-making processes.
- c) Participation:
Participation in decision-making about matters affecting people's lives.
- d) Rights:
Relates to the entitlement to justice of all individuals and includes freedom of assembly, speech, beliefs and information.
- e) Community Relations:
Is concerned with how people interact and relate to each other as individuals and as a community.
- f) Culture:
Ideas, beliefs, values, knowledge and experiences which influence the way in which people behave and relate.
- g) Ethnicity:
Refers to a person's racial, cultural, and/or linguistic heritage. It has become practice to refer to someone from a background other than English-speaking, although everyone has an ethnic background of some sort.
- h) Social Justice:
Refers to the right of all people to equality of treatment and opportunity and the removal of barriers preventing access and equity.

Four main principles underpin the concept of Social Justice. These are:

- Access
- Equity
- Participation
- Rights

NOTE: These definitions are based on definitions provided by State and Federal Government Departments and the Western Australian Local Government Association.

DEVELOPMENT OF DISABILITY ACCESS AND INCLUSION PLAN

Community and Stakeholder Engagement

An internal review of previous methods of community and stakeholder engagement and success of these methods was undertaken. It was concluded that the previous workshop/ face to face consultation had not been successful in generating high numbers of participants and therefore a high level of feedback from the community and stakeholders was not received. Typically the workshop or forum method of communication attracted approximately ten people and often this included staff and Councillors.

Discussions were undertaken with members of the Disability Access and Inclusion Working Group and representatives from Disability Services Commission who advised that the ability to attend workshops and face to face consultation for people with disability and their carers was often limited by issues surrounding mobility, access to transport and care of children and people with a disability.

It was decided that the best means of conducting the consultation was to use a survey format; this was provided in paper form and also online and was advertised as being available in alternative formats. Use of this method returned 17 responses via online survey and 3 via paper copy, with a total of twenty surveys returned by the residents of Kwinana.

Paper copies of the survey and information about the online survey was distributed to the following local agencies, requesting both their response and distribution of the surveys to their clients;

- Kwinana Early Years
- The Smith Family
- Medina Aboriginal Cultural Centre
- Kwinana Senior Citizens
- Frank Konecny Community Centre
- Kwinana Home Support Services
- Local Area Coordinator Disability Services Commission
- Koorliny Arts Centre

Paper copies of the survey and information about the online survey was distributed to the following City of Kwinana facilities requesting distribution of the surveys to their customers;

- City of Kwinana Administration Building
- City of Kwinana Library
- Recquatic Centre
- City of Kwinana Family Day Care
- Disability Access and Inclusion Working Group

Additionally the consultation was advertised through a media release to local newspapers, the City of Kwinana website, and the City of Kwinana Facebook page.

The consultation process also involved surveying staff to ascertain their level of awareness of the DAIP, and their level of access and inclusion awareness and training. 76 staff from across the many departments of the City completed the survey.

The review also took into consideration other relevant community consultation that had occurred throughout the five year period, a review of other City of Kwinana Plans and Policies and complaints and feedback that had been received in regards to disability access and inclusion.

The draft Disability Access and Inclusion plan will be provided to the public for a two week period for consideration prior to being presented to Council for adoption.

Access Barriers Identified Through Consultation

The community consultation revealed a number of recurring barriers, including;

- Accessible footpaths free of debris is an ongoing issue
- Additional public transport is needed in Wellard
- Access to bush trails is limited
- The City needs to better promote the services, activities and events available for people with disabilities.

The staff consultation revealed;

- The majority of staff consider they have a low level of understanding of Disability Access and Inclusion issues
- The majority of staff indicated they require more training in this area

Responsibility for Implementing the DAIP

Implementation of the DAIP is the responsibility of all Directorates of the City of Kwinana. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

Communicating the Plan to Staff and People with a Disability

The City is actively seeking comment from people with a disability, residents, staff, the Disability Access and Inclusion Working Group and Councillors in regards to the draft plan. After this period the plan will be submitted for formal adoption by the Council.

The community will be informed via the local newspaper, social media and the City's website that the plan is available for comment and available in alternative formats if required.

Staff will be informed of the revised DAIP and it's location within the City's corporate record keeping system. Information about the DAIP will be provided in training sessions. Strategies will be included in the City's businesses planning software to enable staff to report their achievements.

Monitoring, Reviewing and Evaluating

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended a copy of the amended plan must be lodged with Disability Services Commission. The plan can be updated more frequently if desired.

Each Directorate within the City will be responsible for the implementation of the DAIP and the strategies contained within it, and reporting on their achievements each year.

The Manager Recreation Services will have the responsibility for the review of the DAIP and will collect data from senior staff and provide an annual report for inclusion in the City of Kwinana Annual Report and to the Disability Services Commission. The report will outline what has been achieved under each of the outcome areas during the 12 month period.

An evaluation will occur as part of the five-yearly review of the DAIP. This will be conducted by collating the annual reports from each year and examining the achievements and shortfalls.

Reporting on the DAIP

The Disability Services Act requires the City of Kwinana to report on the implementation of its DAIP in its annual report, outlining:

- Progress towards the desired outcomes of it's DAIP
- Progress of it's agents and contractors towards meeting the six desired outcomes
- The strategies used to inform agents and contractors of it's DAIP

The City of Kwinana is also required to report on progress in the prescribed format to the Disability Services Commission annually.

STRATEGIES TO IMPROVE ACCESS AND INCLUSION

The strategies to improve access and inclusion the City of Kwinana are contained in the following Implementation Plan.

The strategies are itemised as per the six outcomes outlined by the Disability Services Commission that must be included in the DAIP, these are;

1. People with disabilities have the same opportunities as other people to access the services of, and participate in any events organised by the City of Kwinana
2. People with disabilities have the same opportunities as other people to access the buildings and other facilities of the City of Kwinana
3. People with disabilities receive information from the City of Kwinana in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disabilities receive the same level and quality of service from staff of the City of Kwinana as other people receive from the staff of the City of Kwinana
5. People with disabilities have the same opportunities as other people to make complaints to the City of Kwinana
6. People with disabilities have the same opportunities as other people to participate in any public consultation conducted by the City of Kwinana.

Implementation Plan

Outcome 1: People with disabilities have the same opportunities as other people to access the services of, and participate in, any events organised by the City of Kwinana			
Strategy		Who	When
1.1	Develop Links between the DAIP and other Council plans and strategies, including departmental business plans, and implement the DAIP consistently across the organisation in line with the City's Strategic Plan	All Directors and Managers	Ongoing
1.2	Continue to provide a priority bin service for eligible people with a disability	Manager Environment Health Services	Ongoing
1.3	Design City of Kwinana events using the Disability Services Commission 'Creating Accessible Events checklist', and provide a link to the checklist on the City's webpage and Live webpage	Manager Community Development	Ongoing
1.4	Ensure all relevant City of Kwinana events, programs and services are accessible and inclusive of people with disabilities	All Staff	Ongoing
1.5	Continue to ensure the City's library provides products, resources and services for people with disabilities.	City Librarian	Ongoing
1.6	Ensure that tender and contracts documentation includes the City's Disability Access and Inclusion Plan	Manager Contracts & Tenders	Ongoing
1.7	Ensure that contractor requirements are met as per the legislation and that contractors report on their delivery of DAIP objectives and strategies during the course of the contract.	Manager Contracts & Tenders	Ongoing
1.8	Ensure that City of Kwinana staff are aware of the requirements of relevant legislation	All Directors and Managers	Ongoing
1.9	Ensure all programs run are accessible and inclusive	All Managers	Ongoing

Outcome 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of the City of Kwinana			
Strategy		Who	When
2.1	Implement a program of upgrading and rebuilding to ensure all public toilets have a universally accessible toilet	Manager Building Services	Ongoing
2.2	Ensure that all Council owned buildings meet Access Standards	Manager Building Services	Ongoing
2.3	Ensure that ACROD parking meets both the required standards and the needs of people with disabilities	Manager Engineering and Facilities Services	Ongoing
2.4	Ensure all parks and recreational areas are inclusive and accessible	Manager Recreation Services	Ongoing
2.5	Ensure bushland walks and trails are inclusive and accessible	Manager Environmental	Ongoing
2.6	Ensure property developers create accessible public spaces and install accessible equipment including playgrounds in new developments	Manager Planning	Ongoing
2.7	Develop guidelines to assist property developers to achieve outcome 2.6	Manager Planning	Dec 2012
2.8	Ensure that footpaths are accessible, maintained, and kept free of debris and sand	Works Manager	Ongoing
2.9	Ensure buildings, car parks and public spaces are clearly signed	Manager Building Services	Ongoing
2.1	Ensure all Building and Planning applications meet Disability Standards and Legislative requirements	Manager Building Services and Manager Engineering and Facilities Services	Ongoing
2.11	Continue to update You're Welcome information and provide this information via the City's website	Manager Recreation Services	Ongoing
2.12	Develop an accessible playground at Wells Park	Manager Engineering and Facilities Services	Dec 2016
2.13	Provide a beach wheel chair and matting for use by the community at Kwinana Beach	Manager Recreation Services	Sep 2012 ongoing

Outcome 3: People with disabilities receive information from the City of Kwinana in a format that will enable them to access the information as readily as other people are able to access it.			
Strategy		Who	When
3.1	Promote the achievement of DAIP outcomes to the community	Manager Recreation Services	Ongoing
3.2	Ensure all of the City of Kwinana information is available on request in alternative formats, promote this to the community	Manager Information and Customer Services	Ongoing
3.3	Ensure the City of Kwinana website and associated websites and social media pages meet the access and universal design principles listed on the Disability Services Commission Website	Manager of Governance and Marketing	Ongoing
3.4	Develop a register of employees who have skills that may be of assistance in providing customer service to a person with a disability (such as understanding of Auslan)	Manager Organisational Development	2013
3.5	Develop an accessible information work instruction so that all staff are aware of how to access information in alternative formats if required	Manager Information and Customer Services	2013
3.6	Ensure promotion of events, activities and services for people with disability.	All Managers	2013
Outcome 4: People with disabilities receive the same level and quality of service from employees of the City of Kwinana as other people receive.			
Strategy		Who	When
4.1	Provide Access and Inclusion documentation to new employees in their induction pack	Manager Organisational Development	Sep 2012
4.2	Provide Access and Inclusion training in the formal induction process	Manager Organisational Development	Sep 2012
4.3	Provide Access and Inclusion training for all existing staff who have not received training through the induction process	Manager Organisational Development	Dec 2012
4.4	Provide additional training for staff who are identified as requiring more developed or specialist knowledge of Access and Inclusion issues	All Managers	Dec 2012
4.5	Provide Access and Inclusion documentation to new Councillors in their induction pack	Chief Executive Officer	Sep 2012
4.6	Provide Access and Inclusion training for all existing Councillors who have not received training through the induction process	Chief Executive Officer	Dec 2012

Outcome 5: People with disabilities have the same opportunities as other people to make complaints to the City of Kwinana			
Strategy		Who	When
5.1	Ensure the City's grievance and complaints policies are clear, equitable and available in accessible and alternative formats	Manager Information and Customer Services	Ongoing
5.2	Ensure customer service staff are adequately trained so they can facilitate complaints from people with a disability	Manager Information and Customer Services	Ongoing
Outcome 6: People with disabilities have the same opportunities as other people to participate in public consultations conducted by the City of Kwinana			
Strategy		Who	When
6.1	Continue to facilitate the Disability Access and Inclusion Working Group ensuring representation from the community and agencies	Manager Recreation Services	Ongoing
6.2	All community consultations to be accessible and inclusive for everyone	All Managers	Ongoing
6.3	Consult with disability organisations and networks as required	All Managers	Ongoing
6.4	Ensure meetings and forums held as part of community consultations comply with Accessible Events guidelines	All Managers	Ongoing
6.5	Ensure consultation documents are available in accessible formats	All Managers	Ongoing
6.6	Ensure all aspects of Council Meetings are accessible and inclusive	Manager of Governance and Marketing	Ongoing
6.7	Refer any access issues identified through consultations, which are not the responsibility of the City, to relevant parties	All Managers	Ongoing

DAIP Contractor Progress Report

Name of contracted service: _____

Name of contact person: _____

Phone number: _____

Email: _____

Purpose

This reporting sheet assists contractors to identify which outcome areas they are working in. It also serves as a reference for all contractors and their staff about how to provide a more accessible service.

It is noted that not all outcomes will be applicable to the services you provide on behalf of your Public Authority.

On completion, please forward contractor reporting template back to the public authority that you are contracted to by the requested return date.

Actions by Contractors consistent with DAIP outcome areas:

DAIP Outcome	Example of actions (Please mark if appropriate)	
1. People with disability have the same opportunities as other people to access services and events.	Ensured contracting and procurement staff were aware of DAIP responsibilities	<input type="checkbox"/>
	Ensured events organised and / or promoted were accessible for people with disability	<input type="checkbox"/>
	Other actions implemented (please describe):	
	Not applicable	<input type="checkbox"/>
2. People with disability have the same opportunities as other people to access buildings and other facilities	When carrying out work on public buildings or facilities we ensure public access is not obstructed	<input type="checkbox"/>
	Ensured entry and exit ways remain obstruction free	<input type="checkbox"/>
	Ensured the correct signage was displayed when work was being undertaken	<input type="checkbox"/>
	Other actions (please describe):	
	Not applicable	<input type="checkbox"/>
3. People with disability receive information in a format that will enable them to access information as readily as other people are able to access it	Pursue the State Government Guidelines to Information, Services and Facilities to ensure information is delivered in an accessible format.	<input type="checkbox"/>
	Ensured information was made available in alternative formats upon request.	<input type="checkbox"/>
	Reviewed our website to ensure it was accessible.	<input type="checkbox"/>
	Other actions implemented (please describe):	
	Not applicable	<input type="checkbox"/>

4. People with disability receive the same level and quality of service from staff as other people receive.	Improved staff awareness of disability and access issues and improve skills to provide a good service to people with disability.	<input type="checkbox"/>
	Staff was provided with training to assist with customer service.	<input type="checkbox"/>
	Accessibility information is regularly reviewed and readily available to staff.	<input type="checkbox"/>
	Other actions implemented (please describe):	
	Not applicable	<input type="checkbox"/>
5. People with disability have the same opportunities as other people to make complaints .	Accept complaints in a variety of formats such as by telephone, email, written or in person.	<input type="checkbox"/>
	Have grievance mechanism processes available to meet the needs of people with disability.	<input type="checkbox"/>
	Ensured that complaints policy and procedure are accessible for people with disability.	
	Other actions implemented (please describe):	<input type="checkbox"/>
	Not applicable	<input type="checkbox"/>
6. People with disability have the same opportunities as other people to participate in any public consultation .	Making sure the consultation process is held in an accessible venue	<input type="checkbox"/>
	Ensure information is available in alternative formats (if required) including AUSLAN interpreters.	<input type="checkbox"/>
	Other actions implemented (please describe):	
	Not applicable	<input type="checkbox"/>
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.	Providing job related information in alternative formats upon request.	<input type="checkbox"/>
	Holding the interview in an accessible venue.	<input type="checkbox"/>
	Continue to improve the attraction, recruitment and retention of employees with disability.	<input type="checkbox"/>
	Other actions implemented (please describe):	
	Not applicable.	<input type="checkbox"/>

16.5 Accounts for Payment up to 29 February 2016

Mayor Carol Adams left the Council Chambers at 7:35pm, Deputy Mayor Peter Feasey took the position as the Presiding Member.

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 29 February 2016 be noted.

DISCUSSION:

The following list of accounts summarises all cheques and electronic funds transfer (EFT) drawn for the period to 29 February 2016. It is in agreement with the attached List of Accounts.

FUND	CHEQUE NO	AMOUNT	TOTAL
MUNICIPAL A/C	Cheque # 18116 to 18200 EFT # 3221 to 3235		
	Creditors Cheques and EFT	\$ 3,532,870.33	
	Non Creditors Cheques	\$ 35,076.18	
	Cancelled Cheques/EFT		
	Payroll 17/0216, 03/02/16, Payroll interim	\$ 1,157,188.44	
TRUST A/C	EFT NO	\$	
TOTAL			<u>\$4,725,134.95</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.

FINANCIAL/BUDGET IMPLICATIONS:

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

16.5 ACCOUNTS FOR PAYMENT UP TO 29 FEBRUARY 2016

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

144

MOVED CR D WOOD

SECONDED CR R ALEXANDER

That the List of Accounts paid for the period ended 29 February 2016 be noted.

CARRIED

7/0

Mayor Carol Adams returned to the Council Chambers at 7:36pm and resumed her position as the Presiding Member.

Warrant Listing

Warrants between

1/02/2016 to 29/02/2016



TOK [LIVE]

Program - ci_ap001 4/03/2016 7:27:27AM
Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
#1707.03	08/02/2016	1707Public Transport Authority of Weste	Smarrider recharge 05/02/16	\$100.00
00018116	03/02/2016	69Alinta Gas	Usage to 210116 0U Feilman Civic Centre	\$12.70
00018117	03/02/2016	6375Ashmy Pty Ltd	Refund sec dep-L143 Morningson Cres	\$2,912.00
00018118	03/02/2016	7772Mariama Sira Balde	C/over subsidy rebate-L446 Dalton Rd, WE	\$540.00
00018119	03/02/2016	3032Celebration Nominees Pty Ltd	Refund sec dep-L206 Crystal Terrace	\$1,456.00
00018120	03/02/2016	1487City of Kwinana	Refund sec deposit-L283 Fairhaven Blvd	\$1,456.00
00018121	03/02/2016	7777Tan Heng Jack	C/over subsidy rebate - L220 Crystal Tce	\$540.00
00018122	03/02/2016	862Kwinana Men's Support Service	Supply 35 Timber Pens	\$455.00
00018123	03/02/2016	6437Simsai Constructions Group Pty Ltd	Refund sec dep-L417 Daybreak Loop	\$1,456.00
00018124	03/02/2016	3390SSB Pty Ltd	Refund sec dep-L725 Tyndale Turn	\$7,280.00
00018125	03/02/2016	1592Water Corporation	Water charges to 20/01/2016 - Res at Par	\$593.58
00018133	05/02/2016	480Department of Transport	6 month registration to 31/7/2016 - KWN1	\$163.30
00018135	10/02/2016	69Alinta Gas	Usage to 210116 505U New Thomas Oval Pa	\$1,064.95
00018136	10/02/2016	5109Building Commission (Department of	Building services levy for month of Janu	\$24,761.90
00018137	10/02/2016	1767Construction Training Fund	CTF levy for month of January 2016	\$29,112.49
00018138	10/02/2016	3359J Corp Pty Ltd	Overpayment of fees-L 805 Tuart Ridge, P	\$138.20
00018139	10/02/2016	4465Medina Residents Group	Neighbour Day Event	\$2,000.00
00018140	10/02/2016	1490Town Of Kwinana - Pay Cash	Petty cash recoup to 29/1/2016-FDC	\$1,025.55
00018141	10/02/2016	4134WA Independant Steel	LENGTH 25MM X 3MM FLAT BAR BLACK, L	\$24.20
00018142	10/02/2016	1592Water Corporation	Usage to Jan16 134KL - Water Fountain	\$1,140.03
00018155	17/02/2016	69Alinta Gas	Usage to 21/1/16 64585U - Recquatic Ctre	\$4,000.45
00018156	17/02/2016	3032Celebration Nominees Pty Ltd	Refund sec dep-L730 Ebrington Road	\$5,824.00
00018157	17/02/2016	5887Edith Cowen University	Lyrik Educational Scholarship 15/16-Jayd	\$800.00
00018158	17/02/2016	3786HALPD Pty Ltd T/A Affordable Living	Refund sec dep-L856 Corton Approach	\$1,456.00
00018159	17/02/2016	1245Rotary Club Of Kwinana Inc.	Neighbourhood Day event 0304/2016	\$1,476.00
00018160	17/02/2016	3390SSB Pty Ltd	Refund sec dep-L581 Morton Avenue	\$2,912.00
00018161	17/02/2016	1592Water Corporation	Usage to 28/1/16 - Wellard Com Ctre	\$1,273.39
00018173	23/02/2016	3442One Path - formerly ING Life Limite	Superannuation-January16-24	\$2,894.14
00018174	23/02/2016	4101IOOF Global One Retirement Solution	Superannuation-January16-29	\$174.56
00018175	23/02/2016	3037Colonial First State Investments Li	Superannuation-January16-18	\$2,046.88
00018176	24/02/2016	4861Big W	Darius Wells - materials for minute to w	\$227.00
00018177	24/02/2016	7207Builton Corp Pty Ltd	Refund sec dep-L140 Idalia Terrace	\$8,736.00
00018179	24/02/2016	3032Celebration Nominees Pty Ltd	Refund sec dep-L2096 Tiliqua Crescent	\$14,560.00
00018180	24/02/2016	332City of Gosnells	Contribution of Long Service Leave entit	\$3,322.45
00018181	24/02/2016	686Harvey Norman	Seagate Hard drive for photo and video s	\$200.00
00018182	24/02/2016	6418Home Group WA Pty Ltd	Refund sec dep-L242 Sapphire Chase	\$1,456.00
00018183	24/02/2016	837Kwinana Heritage Group	Quarterly Payment Jan-Mar 2016	\$2,500.00
00018184	24/02/2016	3390SSB Pty Ltd	Refund sec dep-L931 Littabella Avenue	\$8,736.00
00018185	24/02/2016	1490Town Of Kwinana - Pay Cash	Petty cash recoup to 19/2/2016 - Recquat	\$269.35
00018186	24/02/2016	1592Water Corporation	Water Authority Contract-Cost Sharing Co	\$17,980.82
00018187	24/02/2016	1610West Australian Young Readers Book	Promotional Material for WA Young Reader	\$51.00
1641605A	22/02/2016	549Esanda	Monthly lease fees for KWN700 for 2/2/16-1/3	\$1,294.70
18639241	19/02/2016	4805TPG Internet Pty Ltd	Monthly Internet Mandogalup Station 26/2-25	\$49.99
19089550	25/02/2016	4805TPG Internet Pty Ltd	Monthly Internet Kwinana South Station 3/3-2	\$49.99
240216	24/02/2016	1707Public Transport Authority of Weste	Smarrider recharge to 24/02/16	\$50.00
25/02/16	25/02/2016	568Bright Futures In Home Care - Payro	IHC payroll 15/02/16-28/02/16	\$1,324.00
299786	29/02/2016	2765Toyota Financial Services	Lease fees KWN1765 (15/1-14/2) 1EWZ823 (\$2,771.66
3	22/02/2016	7690Wright Express Australia Pty Ltd	Fleet fuel 01/01/16-31/01/16	\$7,004.97
3221.727-01	01/02/2016	727Li Net Technologies Pty Ltd	Mthly Internet Bertram Community Center	\$59.95
3222.1059-01	03/02/2016	1059Vodafone Messaging	Alpha Network Access fee - Jan 2016	\$316.12
3222.1079-01	03/02/2016	1079Parmelia Delivery Round	"The Australian" newspaper - 50% discoun	\$485.30
3222.115-01	03/02/2016	115Asphalt Surfaces Pty Ltd	Supply of .64 tonne 7mm asphalt	\$117.21
3222.130-01	03/02/2016	130Australasian Performing Rights	Music licence - Recquatic 1/1/16 to 31/3	\$1,676.97
3222.1360-01	03/02/2016	1360Saint John Ambulance Australia (WA)	First Aid Cover Outdoor Movie Nights Nov	\$536.80
3222.1423-01	03/02/2016	1423Telstra	Usage to 21/01/16 - Depot Burglar alarm	\$6,243.30
3222.1481-01	03/02/2016	1481Total Eden Pty Ltd	125mm PVC Cap	\$151.94
3222.1491-01	03/02/2016	1491Works Social Club	G Nairn & F Gorman Celebration Service R	\$125.00
3222.1589-01	03/02/2016	1589Waste Stream Management Pty Ltd	Bobcat - screen - account, class 1	\$5,812.71
3222.1649-01	03/02/2016	1649Dennis Cleve Wood	ICT Allowance	\$2,866.67
3222.1652-01	03/02/2016	1652Woolworths Ltd	Depot morning tea supplies	\$508.67
3222.1689-01	03/02/2016	1689Sandra Elizabeth Lee	ICT Allowance	\$2,866.67
3222.1726-01	03/02/2016	1726Kycocera Document Solutions Australi	FS-C2626MFP to 22/12/15 - D/W Lib & Res	\$3,012.74
3222.1948-01	03/02/2016	1948Alleasing Pty Ltd	Cardio equipment lease from 01/01/16 - 3	\$17,914.06
3222.2097-01	03/02/2016	2097Beaver Tree Services Aust Pty Ltd	Tree prunings - Zone 4	\$51,172.68
3222.2121-01	03/02/2016	2121SITA Australia Pty Ltd	Depot Greenwaste & tipping fees December	\$681.86
3222.2125-01	03/02/2016	2125Synergy	Usage to 210116 195U Challenger Beach	\$73.05
3222.2321-01	03/02/2016	2321Civic Legal	Matter #KLT/C101074-Medina Revitalisatio	\$12,616.52
3222.2674-01	03/02/2016	2674Fire & Safety WA	Embroided badges - Rangers	\$638.00
3222.270-01	03/02/2016	270Caltex Australia Petroleum Pty Ltd	Fuel Account January 2016	\$680.79

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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
3222.2931-01	03/02/2016	2931Ruth Elizabeth Alexander	ICT Allowance	\$2,866.67
3222.2981-01	03/02/2016	2981Peter Edward Feasey	ICT Allowance	\$4,690.63
3222.30-01	03/02/2016	30Carol Elizabeth Adams	Meeting Fees	\$12,386.00
3222.3105-01	03/02/2016	3105Poly Pipe Traders	15mm Ezy elbows, PR115, Side Strip Nozzl	\$63.75
3222.3155-01	03/02/2016	3155PFD Food Services Pty Ltd	Assorted ice creams for Caf�� Splash	\$596.25
3222.3212-01	03/02/2016	3212Marketforce Pty Ltd	Advert Tender 596KWN15 - Construst Moom	\$3,803.32
3222.3356-01	03/02/2016	3356Gemmill Homes Pty Ltd	Refund sec dep-L64 Epidote Vista	\$11,648.00
3222.3357-01	03/02/2016	3357BGC Residential Pty Ltd	Refund sec dep-L711 Honeywood Avenue	\$4,368.00
3222.3359-01	03/02/2016	3359J Corp Pty Ltd	Refund sec dep-L303 Twilight Street	\$4,368.00
3222.3360-01	03/02/2016	3360Blueprint Homes (WA) Pty Ltd	Refund o/payment of verge fees - VP93	\$3,144.00
3222.3389-01	03/02/2016	3389Ross North Group	Refund-o/payment of verge permit fees -	\$12.00
3222.3391-01	03/02/2016	3391Ventura Homes Pty Ltd T/A Aussie Li	Refund o/payment of verge permit - VP 64	\$3,520.00
3222.3392-01	03/02/2016	3392Summit Homes Group	Refund sec dep-L1145 Selsey Lane	\$14,560.00
3222.3607-01	03/02/2016	3607Hays Specialist Recruitment Pty Ltd	Belinda Hill WE24/01/16	\$3,274.19
3222.3674-01	03/02/2016	3674Band & Entertainment Booking Office	Darius Wells - entertainment for the Vol	\$660.00
3222.3859-01	03/02/2016	3859Tina Kathryn Olsen	T Taylor 25 Years Celebration Reimburse	\$151.00
3222.4105-01	03/02/2016	4105Ace Rockingham Cinemas	Movie Passes as Prizes for Outreach sess	\$621.60
3222.4112-01	03/02/2016	4112Cleverpatch Pty Ltd	Materials for Bertram School Holiday Pro	\$242.33
3222.412-01	03/02/2016	412Courier Australia	Courier charges to 17/12/15	\$28.08
3222.4245-01	03/02/2016	4245ED Property Services	BP - villa 56, repairs to rear side fenc	\$1,177.00
3222.4440-01	03/02/2016	4440Brenton Thomas Scambler	Reimb study fees Graduate Diploma in Pro	\$5,350.00
3222.4450-01	03/02/2016	4450Aveling Homes Pty Ltd	Refund sec dep-L775 Mimosa Circuit	\$1,456.00
3222.4664-01	03/02/2016	4664AMPAC Debt Recovery (WA) Pty Ltd	Legal costs for Jan 2016 - Rates	\$614.35
3222.492-01	03/02/2016	492Dianne Stronach	Reimb for Team Building Milestone - FDC	\$203.40
3222.5071-01	03/02/2016	5071JB HiFi Commercial Division	1x iPhone 6S 16GB Silver (Insurance Repl	\$1,139.71
3222.5105-01	03/02/2016	5105Tiffany Nicole Johanson	Reimb of items for Australia Day	\$259.20
3222.5143-01	03/02/2016	5143Wendy Gaye Cooper	ICT Allowance	\$2,866.67
3222.5331-01	03/02/2016	5331Brent James Taylor	Reimb of diesel for KWN2025	\$72.35
3222.5531-01	03/02/2016	5531Rodney John Molyneux	C/over subsidy rebate-L75 Shipwright Ave	\$540.00
3222.5823-01	03/02/2016	5823Accord Security Pty Ltd	Darius Wells Security Services 05/12/15	\$782.10
3222.583-01	03/02/2016	583Flexi Staff Pty Ltd	Temp staff w/e 9/1/2016 - I Pope	\$9,723.39
3222.5919-01	03/02/2016	5919Advanced Pet Care of Australia Pty	Pet food	\$59.70
3222.5982-01	03/02/2016	5982Mahomad Arif Satar	Reimb of items for Community Service	\$271.35
3222.6181-01	03/02/2016	6181Expressions Painters and Decorators	Services carried out at Parmelia House	\$1,540.00
3222.6223-01	03/02/2016	6223Robert Thompson	ICT Allowance	\$2,866.67
3222.6224-01	03/02/2016	6224The Grant Finder	Darius Wells-facilitation of programs te	\$957.50
3222.6395-01	03/02/2016	6395Web for Small Business	Darius Wells-facilitator fees for comput	\$360.00
3222.640-01	03/02/2016	640Gilden Tree Farm	Tree watering - 18 and 25/01/2016	\$2,893.75
3222.6460-01	03/02/2016	6460Artistralia	Darius Wells - purchase of movie licence	\$3,575.00
3222.6675-01	03/02/2016	6675Colliers International	Valuation Advice - DCP Assessment Part A	\$11,000.00
3222.6743-01	03/02/2016	6743Josh Byrne & Associates	Kwinana Adventure Playground work to dat	\$9,936.04
3222.7091-01	03/02/2016	7091Rebecca Lee Newman	Darius Wells Creative Writing Program De	\$405.00
3222.7518-01	03/02/2016	7518Ruby Rainbow	Facilitator for 1 session of Baby rhyme	\$200.00
3222.7526-01	03/02/2016	7526FPA Australia	Course-Bushfire Attack Level Assessor x	\$10,000.00
3222.7557-01	03/02/2016	7557Sheila Mills	ICT Allowance	\$2,893.47
3222.7572-01	03/02/2016	7572Melville Mazda	Mazda CX-5 Maxx Sport AWD	\$40,075.60
3222.7587-01	03/02/2016	7587Subway Bertram	Platters for Young at Heart Event	\$298.85
3222.7745-01	03/02/2016	7745Catia Dolzadelli	Supply of artist services for the creati	\$2,000.00
3222.7756-01	03/02/2016	7756Anglican Community School	Lyrik Educational Scholarship 2015/16-Ha	\$400.00
3222.7758-01	03/02/2016	7758Christopher Michael Duke	Refund sec dep-L839 Ryhill Crescent	\$1,456.00
3222.7759-01	03/02/2016	7759Paul Robert Anthony Vergone	Refund sec dep-L842 Ryhill Crescent	\$1,456.00
3222.7760-01	03/02/2016	7760Nicholas Lee Gleeson	Refund sec dep-L918 Welton Road	\$1,456.00
3222.7761-01	03/02/2016	7761Mitchell Waigana	Refund sec dep-L209 Crystal Terrace	\$1,456.00
3222.7762-01	03/02/2016	7762Innova Builders (WA) Pty Ltd	Refund sec dep-L314 Ringwood Loop	\$1,456.00
3222.7763-01	03/02/2016	7763Dawn Karen Scowen	Rates Refund	\$1,000.00
3222.7764-01	03/02/2016	7764Madman Entertainment Pty Ltd	Film screening fee - That Sugar(HL plan	\$350.00
3222.7766-01	03/02/2016	7766Jervis Francis Fernandes	Refund sec dep-L841 Ryhill Crescent	\$1,456.00
3222.7767-01	03/02/2016	7767Jessica Marie Pacey	C/over subsidy rebate-L2018 Needlewood L	\$360.00
3222.7768-01	03/02/2016	7768Peel Manor House	High Tea - Awards and Recognition 50% D	\$900.00
3222.7769-01	03/02/2016	7769Wilson Urdaneta Vaquen	C/over subsidy rebate-L2026 Needlewood L	\$360.00
3222.7770-01	03/02/2016	7770Manmohan Singh Matharoo	C/over subsidy rebate-L720 Bindarri Grov	\$360.00
3222.7771-01	03/02/2016	7771Sindhu Satish Nair	C/over subsidy rebate-L412 Holystone App	\$540.00
3222.7773-01	03/02/2016	7773Shawn Renwick D'Souza	C/over subsidy rebate-L89 Sapphire Chas	\$1,080.00
3222.7774-01	03/02/2016	7774Richard Henry Harwood	C/over subsidy rebate-L704 Kirkby Circui	\$360.00
3222.7775-01	03/02/2016	7775Tanveer Ahmad Sandhu	C/over subsidy rebate-L407 Daybreak Loop	\$360.00
3222.7776-01	03/02/2016	7776Manpreet Singh Hararr	C/over subsidy rebate-L244 Obsidian Way,	\$540.00
3222.81-01	03/02/2016	81Fesa Direct Brigade Alarm	Wellard Community Centre - Comms fault	\$381.70
3222.853-01	03/02/2016	853Kwinana South Bush Fire Brigade	Donation to brigade for 2015/2016	\$2,951.68
3223.1491-01	03/02/2016	1491Works Social Club	Payroll Deduction	\$260.00

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Warrant Listing



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Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
3223.151-01	03/02/2016	151Australian Services Union	Payroll Deduction	\$717.02
3223.2853-01	03/02/2016	2853Maxxia Pty Ltd	Payroll Deduction	\$7,384.58
3223.3376-01	03/02/2016	3376Health Insurance Fund of WA (HIF)	Payroll Deduction	\$1,836.80
3223.3719-01	03/02/2016	3719Town of Kwinana - Xmas fund	Payroll Deduction	\$6,990.00
3223.487-01	03/02/2016	487Child Support Agency	Payroll Deduction	\$1,583.04
3223.892-01	03/02/2016	892LGRCEU	Payroll Deduction	\$929.43
3224.565-01	03/02/2016	565Bright Futures Family Day Care - Pa	FDC payroll 18/01/16-31/01/16	\$97,943.25
3224.568-01	03/02/2016	568Bright Futures In Home Care - Payro	IHC payroll 18/01/16-31/01/16	\$54,900.98
3225.153-01	08/02/2016	153Australian Taxation Office	Taxation	\$181,979.00
3226.1044-01	10/02/2016	1044Oakford Agricultural & Garden Suppl	Pulse Penetrant and Ken Wet	\$79.86
3226.134-01	10/02/2016	134Australia Post	Agency Commission Fees to 31/01/16	\$572.33
3226.1360-01	10/02/2016	1360Saint John Ambulance Australia (WA)	Darius Wells-first aid services for outd	\$268.40
3226.1423-01	10/02/2016	1423Telstra	Usage to 28/1/2016 - Internet & data	\$2,331.84
3226.1589-01	10/02/2016	1589Waste Stream Management Pty Ltd	Concrete clean and bobcat screen	\$450.95
3226.1600-01	10/02/2016	1600Jeffrey Carl Wegner	Reimb of HC licence renewal	\$41.80
3226.1652-01	10/02/2016	1652Woolworths Ltd	Groceries for Young at Heart Event	\$268.44
3226.2048-01	10/02/2016	2048Palm Lakes Gardens & Landscape Serv	Koorliny Community Arts Centre - Repair	\$770.00
3226.2125-01	10/02/2016	2125Synergy	Usage to 010216 8276.78U Wellard Commun	\$4,517.85
3226.2224-01	10/02/2016	2224Prestige Catering & Event Hire	Supply Morning Tea Wednesday 27 January	\$479.80
3226.2410-01	10/02/2016	2410ABCO Products	Darius Wells Bathroom Supplies 091215	\$3,822.67
3226.3155-01	10/02/2016	3155PFD Food Services Pty Ltd	Assorted products for Cafe Splash	\$182.65
3226.3212-01	10/02/2016	3212Marketforce Pty Ltd	Advertising - New Banking Service Provis	\$1,681.07
3226.3859-01	10/02/2016	3859Tina Kathryn Olsen	Reimb purchase of 90L Westinghouse freez	\$399.00
3226.407-01	10/02/2016	407Staples Australia	Stationery	\$193.77
3226.412-01	10/02/2016	412Courier Australia	Courier charges 22/12/2015	\$7.02
3226.413-01	10/02/2016	413Covs Parts Pty Ltd	Shock-gas magnum	\$509.26
3226.4146-01	10/02/2016	4146Peter Carnley Anglican Community Sc	Lyrik Scholarship 2015/16 Alisia Crew	\$300.00
3226.583-01	10/02/2016	583Flexi Staff Pty Ltd	Temp staff w/e 23/1/16 - I Pope	\$6,052.87
3226.6370-01	10/02/2016	6370Elexacom	Repairs to emergency lighting - D/W Lib	\$7,961.75
3226.6383-01	10/02/2016	6383Alicia Jane McKenzie	Reimbursement of Internet 18/2/16 -18/3/	\$79.90
3226.6527-01	10/02/2016	6527Shawsett Training and Safety	Driver Training - C Artemis & M Smith	\$2,338.00
3226.6576-01	10/02/2016	6576Kylie Ilana Jesus	Summer Camp John Wellard 14/01 & 21/01	\$360.00
3226.6749-01	10/02/2016	6749Australia Post	Postage for period ending 31/1/2016	\$6,343.44
3226.762-01	10/02/2016	762Blackwood & Sons Ltd	1.8 M star pickets	\$261.25
3226.7757-01	10/02/2016	7757Donald Edward Hartman	Rates Refund	\$647.75
3226.7780-01	10/02/2016	7780Moore Stephens (WA) Pty Ltd	Budgeting Workshops 2016-19 Feb 2016	\$1,540.00
3226.7781-01	10/02/2016	7781Phylip Rhys Hanbury	Refund due to incorrect payment coming o	\$37.20
3226.7782-01	10/02/2016	7782Hayden Pearce	Refund for cancelled gym membership	\$131.05
3226.7784-01	10/02/2016	7784Heidi Van Riel	Lyrik Educational Scholarship 2015/16	\$375.00
3226.7786-01	10/02/2016	7786Donna Joyce Oxenham	Refund of swim lessons due to cancellati	\$130.00
3226.7787-01	10/02/2016	7787Linda Tammen	Refund of swimming lessons-charged twice	\$130.00
3226.7788-01	10/02/2016	7788Tina Reid	Refundof Kindygy - Term 1 2016	\$55.80
3226.7789-01	10/02/2016	7789Hardik Lalitbhai Vadher	Refund bond- Hall hire 17/1/2016	\$1,000.00
3226.7790-01	10/02/2016	7790Beryl Jean Munro	Rates Refund	\$1,292.00
3226.806-01	10/02/2016	806Kearns Garden & Hardware Supplies	Assorted hardware items - Nov 15 - Depot	\$105.69
3226.853-01	10/02/2016	853Kwinana South Bush Fire Brigade	Mitigation Burns:	\$1,340.49
3226.860-01	10/02/2016	860Kwinana Volunteer Fire & Rescue Ser	Mitigation Burns:	\$3,971.90
3226.934-01	10/02/2016	934Mandogalup Volunteer Fire Brigade	Mitigation burns-WAPC Sicklemore Rd	\$1,201.87
3227.1059-01	17/02/2016	1059Vodafone Messaging	Alpha Network Access Fee - February 2016	\$650.80
3227.115-01	17/02/2016	115Asphalt Surfaces Pty Ltd	Supply .54 tonne of asphalt	\$98.89
3227.1206-01	17/02/2016	1206Ritz Party Hire	Hire of Chairs and Tables - Voluntenteer	\$214.00
3227.1227-01	17/02/2016	1227Rockingham Holden	Holden Colado - KWN2025	\$73,620.97
3227.1260-01	17/02/2016	1260Sadena Pty Ltd Trading As Kwinana	Euthanasia dogs - Impound #2213	\$760.00
3227.1343-01	17/02/2016	1343Southern Metropolitan Regional Coun	Overcompaction charge for January 2016 a	\$27,208.36
3227.1366-01	17/02/2016	1366Star Communications	BP-U62 supply & install metal cover for	\$220.00
3227.1423-01	17/02/2016	1423Telstra	T311 - Dec15	\$84,577.42
3227.1520-01	17/02/2016	1520Truck & Car Panel & Paint	Excess payment for repairs - 1EJC929	\$995.51
3227.1652-01	17/02/2016	1652Woolworths Ltd	Food items for the Zone's Youth Lounge	\$518.03
3227.1937-01	17/02/2016	1937Coles Myer Ltd - Gift Card Accounti	Gift vouchers-6 x \$200 & 2 x \$295	\$1,804.85
3227.194-01	17/02/2016	194Benara Nurseries	Various plants 14cm for Kelly Park Pavil	\$1,307.67
3227.1960-01	17/02/2016	1960Frank Konecny Community Centre Inc.	Neighbour Day Event	\$2,000.00
3227.1970-01	17/02/2016	1970Early Childhood Australia Inc	Subscription - Everyday learning series	\$65.00
3227.2012-01	17/02/2016	2012Dell Australia Pty Ltd	1x Dell Latitude E7250 (Intel i5 5300U,	\$1,711.60
3227.2021-01	17/02/2016	2021Subway Kwinana	Lyrik Youth Advisory Council Meeting Feb	\$72.10
3227.2024-01	17/02/2016	2024Institute of Public Works Engineeri	01/01/2016 -31/12/2016 Membership - Fion	\$286.00
3227.2097-01	17/02/2016	2097Beaver Tree Services Aust Pty Ltd	Clearance of greenlife	\$19,380.09
3227.2125-01	17/02/2016	2125Synergy	Usage to 24/01/16 - St Lighting	\$156,911.55
3227.2224-01	17/02/2016	2224Prestige Catering & Event Hire	Catering for Forum Dinner 1 February, 20	\$1,596.30
3227.2256-01	17/02/2016	2256GlobalX Information Services Pty Lt	Legal name searches - Jan 16	\$81.62

Warrant Listing



Warrants between
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Program - ci_ap001 4/03/2016 7:28:00AM
Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
3227.2432-01	17/02/2016	2432Lindsay Calyun	Yonga Boys performance - Multicultural	\$600.00
3227.264-01	17/02/2016	264Cabcharge Australia Ltd	Cabcharge - Jan 16	\$6.00
3227.2646-01	17/02/2016	2646Neverfail Springwater	Bottled water acc for admin bldg. 21.12.	\$766.50
3227.2652-01	17/02/2016	2652Modern Teaching Aids Pty Ltd	Craft supplies for playgroup	\$169.57
3227.3031-01	17/02/2016	3031Specialised Security Shredding	GC Bin Exchange	\$10.12
3227.3079-01	17/02/2016	3079Marsh Outdoor Living	Supply and installation of car garages-d	\$2,400.00
3227.3084-01	17/02/2016	3084Outsource Business Support Solution	Onsite consulting - 27/1/2016	\$1,232.00
3227.3212-01	17/02/2016	3212Marketforce Pty Ltd	Advert - 23/12/2016	\$969.74
3227.3307-01	17/02/2016	3307Imagine Kwinana	Neighbour Day Event	\$2,000.00
3227.3357-01	17/02/2016	3357BGC Residential Pty Ltd	Refund sec dep-L552 Morton Avenue	\$1,456.00
3227.3358-01	17/02/2016	3358Homebuyers Centre Pty Ltd	Refund sec dep-L709 Kirkby Circuit	\$2,912.00
3227.3359-01	17/02/2016	3359J Corp Pty Ltd	Refund sec dep-L1148 Selsey Lane	\$7,280.00
3227.3391-01	17/02/2016	3391Ventura Homes Pty Ltd T/A Aussie Li	Refund sec dep-L871 Sowood Street	\$2,912.00
3227.3392-01	17/02/2016	3392Summit Homes Group	Refund sec dep-L1147 Selsey Lane	\$1,456.00
3227.3572-01	17/02/2016	3572Residential Building WA Pty Ltd	Refund sec dep-L1129 Tidworth Grange	\$2,912.00
3227.3607-01	17/02/2016	3607Hays Specialist Recruitment Pty Ltd	Temp staff w/e 7/2/2016 - B Hill	\$2,843.38
3227.4245-01	17/02/2016	4245ED Property Services	BP-31 Bright Rd, repairs to 4 sections o	\$3,729.00
3227.4581-01	17/02/2016	4581J & K Hopkins	Mosman High Back Chair with Adjustable a	\$379.00
3227.4664-01	17/02/2016	4664AMPAC Debt Recovery (WA) Pty Ltd	Commissions and costs for the month of J	\$29.44
3227.5071-01	17/02/2016	5071JB HiFi Commercial Division	1x iPhone 6S, Ipad6 Air, covers	\$4,362.51
3227.5140-01	17/02/2016	5140Classic Hire - Mill Reef Holdings P	Hire of 8 x lighting towers Mandurah Roa	\$2,816.00
3227.5234-01	17/02/2016	5234Kolbe Catholic College	Lyrik Educational Scholarship 15/16 - E	\$675.00
3227.5247-01	17/02/2016	5247Abraham Pattiselanno	Reimb items for meetings - Lyrik Ambasso	\$35.50
3227.5259-01	17/02/2016	5259Buswest	Bus hire - excursions to Adventure World	\$1,457.50
3227.5575-01	17/02/2016	5575Birchleigh Holdings Pty Ltd	Storm Water Drainage Upgrade	\$26,845.35
3227.5670-01	17/02/2016	5670Tracey Jane Gooden	Reimbursement - Marketing/Meeting/Activi	\$144.62
3227.583-01	17/02/2016	583Flexi Staff Pty Ltd	Temp staff w/e 30/01/16 - David Sims	\$5,728.18
3227.6319-01	17/02/2016	6319Meagan Sandra Hodgson	Woolworths - Programs	\$15.78
3227.6334-01	17/02/2016	6334Yew Kay Ho	Refund bond-Road maintenance	\$893.75
3227.6370-01	17/02/2016	6370Elexacom	Kwinana Golf Club - service old switchbo	\$30,884.00
3227.640-01	17/02/2016	640Gilden Tree Farm	February 1st and 8th Feb Tree watering	\$2,893.75
3227.7-01	17/02/2016	7AAA Windscreens & Tinting	Supply & fit windscreen to vehicle - 1DZ	\$265.00
3227.7042-01	17/02/2016	7042Quantum Building Services	Repair leaking ceiling - Recquatic	\$25,385.58
3227.7252-01	17/02/2016	7252Michelle Marie Bell	Contribution to Professional Fees - Lega	\$500.00
3227.7415-01	17/02/2016	7415Hames Sharley Pty Ltd	Review of Town Ctre Master Plan	\$4,468.20
3227.7526-01	17/02/2016	7526FPA Australia	Bushfire Attack Level Assessor Training	\$5,000.00
3227.7792-01	17/02/2016	7792Sri Sam Sri Appecherla	Rates Refund	\$886.13
3227.7796-01	17/02/2016	7796Sara Marie Papp	Rates Refund	\$399.32
3227.7800-01	17/02/2016	7800Erica Jones	Lyrik Educational Scholarship 2015/16-Ti	\$375.00
3227.7801-01	17/02/2016	7801Remya Radhamoniamma	Refund bond-Hall hire 31/01/2016	\$2,000.00
3227.7802-01	17/02/2016	7802People Who Care Inc	Refund bond-Hall hire 31/01/2016	\$300.00
3227.7803-01	17/02/2016	7803Raymond C Loh	Refund bond- Room hire 19/1/2016	\$300.00
3227.7804-01	17/02/2016	7804Li-An Chien	Refund sec dep-L711 Kirkby Circuit	\$1,456.00
3227.7805-01	17/02/2016	7805Brendan James Lackey	Rates Refund	\$842.51
3227.7806-01	17/02/2016	7806Jasmine Catalan	Lyrik educational Scholarship 2015/16	\$465.44
3227.888-01	17/02/2016	888Les Mills Australia	Les mills licencing fees 1-Feb-16 to 29-	\$639.21
3227.959-01	17/02/2016	959McLeods Barristers & Solicitors	Legal Expenses-Lease Outside School Hors	\$4,644.05
3227.985-01	17/02/2016	985Squire Patton Boggs Au	Proceedings commenced by Lehman Brother:	\$3,063.57
3228.3376-01	17/02/2016	3376Health Insurance Fund of WA (HIF)	Payroll Deduction	\$1,836.80
3229.2853-01	17/02/2016	2853Maxxia Pty Ltd	Being employee Net ITC for period 1/1/16	\$7,856.13
3230.3719-01	17/02/2016	3719Town of Kwinana - Xmas fund	Payroll Deduction	\$6,990.00
3231.565-01	17/02/2016	565Bright Futures Family Day Care - Pa	FDC payroll 1/2/16-14/2/16	\$85,432.94
3231.568-01	17/02/2016	568Bright Futures In Home Care - Payro	IHC payroll 1/2/16-14/2/16	\$54,096.60
3232.153-01	22/02/2016	153Australian Taxation Office	Taxation	\$175,317.00
3232.229-01	22/02/2016	229BP Australia Pty Ltd	Fleet fuel 01/01/16-31/01/16	\$14,379.92
3233.1033-01	24/02/2016	1033Nilfisk Pty Ltd	Recquatic - Rental Contract for period 0	\$1,333.20
3233.1044-01	24/02/2016	1044Oakford Agricultural & Garden Suppl	60 medium gripples	\$149.40
3233.1046-01	24/02/2016	1046OCE Australia Ltd	Contract 45528-Photocopier Usage for Dec	\$201.96
3233.1079-01	24/02/2016	1079Parmelia Delivery Round	The West Australian newspaper to 200216	\$46.00
3233.1130-01	24/02/2016	1130Port Printing Works	10 x Off Road Vehicle 50 page triplicate	\$895.47
3233.115-01	24/02/2016	115Asphalt Surfaces Pty Ltd	Ticket 9860. Supply .60t Asphalt	\$767.19
3233.1168-01	24/02/2016	1168Raeco International Pty Ltd	1 X 26290CA - Duraseal Gloss 900mm X 2.5	\$720.71
3233.1187-01	24/02/2016	1187Red Sand Supplies Pty Ltd	Dkt2521 + DK2546 tipping concrete	\$696.85
3233.120-01	24/02/2016	120Susie Q's	APU - unit 1, replace blinds and tracks	\$1,007.00
3233.1206-01	24/02/2016	1206Ritz Party Hire	Infrastructure for Australia Day - Stage	\$4,749.00
3233.1227-01	24/02/2016	1227Rockingham Holden	Supply 1x front heavy duty rubber mats,	\$301.60
3233.1228-01	24/02/2016	1228Rockingham Mower & Chainsaw Centre	710268, Pre Filter, Briggs & Stratton, 7	\$686.80
3233.1245-01	24/02/2016	1245Rotary Club Of Kwinana Inc.	Supply and Deliver Australia Day Breakfa	\$5,482.50
3233.1249-01	24/02/2016	1249Royal Life Saving Society	Lifeguard Requalification-21/2/2016	\$260.00

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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
3233.1266-01	24/02/2016	1266Salmat Targeted Media Pty Ltd	28,177 A5 copies of Kwinana Recquatic Fe	\$3,034.07
3233.1276-01	24/02/2016	1276Satellite Security Services	Recquatic - Invest & Adjust Cameras	\$5,611.61
3233.1277-01	24/02/2016	1277Savage Garden Services	Additional maintenance clean up of stree	\$7,784.00
3233.1313-01	24/02/2016	1313Daimler Trucks Perth	Cushion eng air inta	\$1,480.38
3233.1360-01	24/02/2016	1360Saint John Ambulance Australia (WA)	Darius Wells - first aid services for ou	\$268.40
3233.1367-01	24/02/2016	1367Star Trophies	3 x Perpetuals Engraved	\$23.10
3233.1370-01	24/02/2016	1370State Library of Western Australia	Cost of Lost and Damaged items from 1 Ja	\$2,090.00
3233.1393-01	24/02/2016	1393Sunny Sign Company Pty Ltd	WOODLEY WAY X1, CAROLINE CRESCEN	\$362.50
3233.14-01	24/02/2016	14Flick Anticimex Pty Ltd	Washroom Services - January 2016	\$2,239.14
3233.1420-01	24/02/2016	1420Technifire 2000	Pac bracket,shovel, standpipe	\$263.52
3233.1423-01	24/02/2016	1423Telstra	Usage to 9/2/2016 - BP Club	\$6,173.28
3233.1485-01	24/02/2016	1485T-Quip	Assy drive shaft	\$1,610.25
3233.1500-01	24/02/2016	1500Toyotaways	Pink coolant	\$121.62
3233.1524-01	24/02/2016	1524Turfmaster Facility Management	Supply & Application of Wetting Agent to	\$26,390.10
3233.1528-01	24/02/2016	1528Twights Plumbing Pty Ltd	Mandogalup Fire Station - Water delivery	\$5,077.71
3233.1561-01	24/02/2016	1561WA Limestone Co	Tender-Supply road base, delivered to De	\$3,928.78
3233.1571-01	24/02/2016	1571WA Library Supplies	3 X Wire basket trolleys - 'A' basket	\$1,078.00
3233.1589-01	24/02/2016	1589Waste Stream Management Pty Ltd	Bobcat Screen Concrete Clean Class 1 Tru	\$907.37
3233.1595-01	24/02/2016	1595Wattleup Tractors	Support (Turbo Charger Heat Shield Brack	\$29.45
3233.161-01	24/02/2016	161DORMA Australia Pty Ltd	Parmelia House -Repair Vandalism to fron	\$522.50
3233.1623-01	24/02/2016	1623Western Irrigation Pty Ltd	Calibration of faulty hydrometer at Bort	\$1,012.00
3233.1635-01	24/02/2016	1635WH Locations Services Pty Ltd	Service Locate Gilmore Avenue & Harlow R	\$1,454.75
3233.1652-01	24/02/2016	1652Woolworths Ltd	Goods Purchased-Re Vanessa Boyd	\$362.69
3233.1655-01	24/02/2016	1655Worksense Safety & Workwear Pty Ltd	Steel Blue Argyle zip boots, Cargo pants	\$702.90
3233.1706-01	24/02/2016	1706Mayne Publishing Pty Ltd	Subscriptions	\$77.00
3233.1726-01	24/02/2016	1726Kycocera Document Solutions Australi	Photocopier Reading Jan2016-Records	\$3,901.17
3233.1760-01	24/02/2016	1760Hanson Construction Materials Pty L	Leda Blvd (Cnr Wellard Rd) - 1.4 M3 conc	\$2,127.40
3233.1820-01	24/02/2016	1820Cardno (WA) Pty Ltd	Kwn Saturn Model Update	\$1,320.00
3233.1856-01	24/02/2016	1856Cornerstone Legal	Legal Fees-Licence Contribution Agreeemen	\$1,169.30
3233.188-01	24/02/2016	188Beaurepaires Tyres Kwinana	Puncture Repair-Truck tyre	\$812.92
3233.1888-01	24/02/2016	1888LG Net	Advertising for the position of Marketin	\$165.00
3233.1900-01	24/02/2016	1900Mercury Firesafety Pty Ltd	Repair Branch as Required, Repair Branch	\$280.50
3233.19-01	24/02/2016	19Absolute Painting Services	Repaint kitchen, entry hall etc-Thomas O	\$2,519.00
3233.194-01	24/02/2016	194Benara Nurseries	BP - Plants for garden renewals	\$202.68
3233.1980-01	24/02/2016	1980Pember Wilson & Eftos	Property valuation for Margaret Feilman	\$2,750.00
3233.2022-01	24/02/2016	2022The University of Western Australia	2016 Final Contribution for HAL project	\$2,200.00
3233.2024-01	24/02/2016	2024Institute of Public Works Engineeri	Facilities - Benchmarks-1st Facility 010	\$3,619.00
3233.2097-01	24/02/2016	2097Beaver Tree Services Aust Pty Ltd	49 Chisham Ave - Stump grinding	\$136,234.05
3233.21-01	24/02/2016	21Accidental First Aid Supplies	First Aid supplies for restock of First	\$1,509.57
3233.2121-01	24/02/2016	2121SITA Australia Pty Ltd	Pick up Green WASTE & Tipping	\$736.78
3233.2125-01	24/02/2016	2125Synergy	Usage to 9/2/16 0U - Sloan Caretakers Co	\$22,399.85
3233.2197-01	24/02/2016	2197Lock Joint Australia	Bitumen Fibre Expansion Joint 100mm x 2.	\$543.95
3233.2224-01	24/02/2016	2224Prestige Catering & Event Hire	Healthy Lifestyles Mtg 10.2.16	\$537.50
3233.2247-01	24/02/2016	2247Rankine Mosquito Management	Mosquito Monitoring Program	\$4,059.00
3233.228-01	24/02/2016	228Boya Equipment	Filters	\$464.88
3233.2321-01	24/02/2016	2321Civic Legal	Recovery of Outstanding Rates 129 Orton	\$6,983.47
3233.2339-01	24/02/2016	2339Totally Confidential Records Manage	Monthly storage, Retrieval and associate	\$745.29
3233.2344-01	24/02/2016	2344L & R Pember Contractors	Bus Charter to Adventure World 22/01/16	\$350.00
3233.2351-01	24/02/2016	2351Records and Information Management	Corporate membership - Records-2015-2016	\$182.50
3233.2410-01	24/02/2016	2410ABCO Products	John Wellard Community Centre -Cleaning	\$762.47
3233.2460-01	24/02/2016	2460Allcom Communications	Install Reversing Camera & back up Alarm	\$2,139.35
3233.248-01	24/02/2016	248Bunnings Building Supplies	Multimeter klein tools	\$1,424.35
3233.2483-01	24/02/2016	2483Picton Press	Print and delivery of x500 DL flyers for	\$165.44
3233.2491-01	24/02/2016	2491Pledger Family Trust t/as Pledger	Links Plus	\$170.00
3233.2492-01	24/02/2016	2492Yakka Pty Ltd	Uniforms - M Troeger	\$4,503.40
3233.2507-01	24/02/2016	2507Icom Operations Pty Ltd	70kg Chlorine Gas Bottles	\$1,924.21
3233.2510-01	24/02/2016	2510Digital Mapping Solutions	GIS Consulting/Training	\$11,396.00
3233.2546-01	24/02/2016	2546Sigma Chemicals	SOD BICA 25KG - Sodium Bicarbonate 25Kg	\$380.00
3233.2646-01	24/02/2016	2646Neverfail Springwater	Water supply for Admin Offices 18 Jan 20	\$106.85
3233.2652-01	24/02/2016	2652Modern Teaching Aids Pty Ltd	Craft materials for Day Care	\$541.21
3233.2698-01	24/02/2016	2698Wilson Security Pty Ltd	APU Mobile Security Patrols January 2016	\$1,318.66
3233.2703-01	24/02/2016	2703Tree Watering Services	Watering of Coastcare plants at Alcoa Ch	\$650.00
3233.275-01	24/02/2016	275Cannon Hygiene Australia Pty Ltd	Quarterly invoice from 14/1/2016-Recquat	\$507.89
3233.2903-01	24/02/2016	2903Insight Call Centre Services	After Hours Call Monitoring - December 2	\$655.98
3233.2999-01	24/02/2016	2999Sign a Rama	Muster Point Signs	\$187.00
3233.302-01	24/02/2016	302Chadson Engineering	Tablets-Photo Chlorine	\$183.70
3233.3084-01	24/02/2016	3084Outsource Business Support Solution	Onsite consulting 9/2/2016	\$1,232.00
3233.3105-01	24/02/2016	3105Poly Pipe Traders	Toro - Noz 15ft	\$16,410.21
3233.3106-01	24/02/2016	3106Lochness Pty Ltd	MOwing Maintenance Rockingham/Paterson	\$22,519.84

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Warrant Listing



Warrants between
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Program - ci_ap001 4/03/2016 7:28:00AM
Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
3233.3144-01	24/02/2016	3144Canon Australia Pty Ltd	2x Black Toner Pearls for OCE Colourwave	\$1,732.15
3233.3152-01	24/02/2016	3152Charles Service Company	Cleaning services - January 2016	\$51,803.79
3233.3155-01	24/02/2016	3155PFD Food Services Pty Ltd	Cafe Splash Order 16/02/16	\$220.20
3233.32-01	24/02/2016	32Adcraft Promotional Pty Ltd	3 x XL City of Kwinana-City Assist Offic	\$3,382.50
3233.3212-01	24/02/2016	3212Marketforce Pty Ltd	INV# 4432 - Landscape and Tree Retention	\$8,902.41
3233.3312-01	24/02/2016	3312Daniels Printing Craftsmen	Wellard Term 1 brochure 2016x500 copies	\$8,032.20
3233.335-01	24/02/2016	335City of Rockingham	Lost Inter-library loan item - Meditati	\$73,744.26
3233.3358-01	24/02/2016	3358Homebuyers Centre Pty Ltd	Refund sec dep-L293 Ipswich Street, WELL	\$11,648.00
3233.3359-01	24/02/2016	3359J Corp Pty Ltd	Refund sec dep-L601 Obsidian Way	\$10,192.00
3233.3391-01	24/02/2016	3391Ventura Homes Pty Ltd T/A Aussie Li	Refund sec dep - L1067 Barakee Road	\$1,456.00
3233.3392-01	24/02/2016	3392Summit Homes Group	Refund sec dep-L225 Mornington Crescent	\$2,912.00
3233.3424-01	24/02/2016	3424Dale Alcock Homes Pty Ltd	Refund sec dep-L178 Elsworth Road	\$4,368.00
3233.346-01	24/02/2016	346Clean Sweep	Small Sweep & Operator-Carparks	\$18,800.10
3233.347-01	24/02/2016	347Cleanaway Pty Ltd	Waste collection - January 2016	\$114,630.31
3233.357-01	24/02/2016	357BullAnt Security Pty	Parmelia House - Cutting of TWIN Blanks	\$383.84
3233.3572-01	24/02/2016	3572Residential Building WA Pty Ltd	Refund sec dep-L324 Duxbury Loop	\$1,456.00
3233.3580-01	24/02/2016	3580HECS Fire	Investigate fault on Fire Indicator Pane	\$764.50
3233.358-01	24/02/2016	358Coastline Mower World	Inspection and Report on Stihl Blower	\$2,503.65
3233.3607-01	24/02/2016	3607Hays Specialist Recruitment Pty Ltd	B Hill w/ending 31/01/16	\$5,643.68
3233.3642-01	24/02/2016	3642Hodge Collard Preston Pty Ltd	Additional Construction	\$3,217.50
3233.3686-01	24/02/2016	3686KAJ Installations & Services	APU - replace existing garage motor with	\$4,169.00
3233.3724-01	24/02/2016	3724Prime Projects Constructions Pty Lt	Refund sec dep-l2020 Needlewood Loop	\$5,824.00
3233.3755-01	24/02/2016	3755Dowsing Concrete	Footpaths - Homestead Drive	\$17,147.36
3233.3805-01	24/02/2016	3805Officeworks Superstores Pty Ltd	Microsoft Sculpt Ergonomic Desktop Combo	\$148.00
3233.3877-01	24/02/2016	3877Schweppes Australia Pty Ltd	Cool Ridge Water 750ml-Cafe Splash	\$150.50
3233.3977-01	24/02/2016	3977MRP Osborne Park-General Pest/Termi	General Pest/Termite Division 4307	\$111.24
3233.3999-01	24/02/2016	3999Wizard Training Solutions	Development and delivery of pilot course	\$8,525.00
3233.4002-01	24/02/2016	4002Savage Surveying	Ougden Wy-As constructed survey of exist	\$6,259.00
3233.4003-01	24/02/2016	4003Infiniti Group	The Depot - No rinse sanitiser, Delivery	\$360.65
3233.4007-01	24/02/2016	4007Digitales	Mango Languages License Renewal (1 Year	\$2,640.00
3233.407-01	24/02/2016	407Staples Australia	Staples storage Clip board Black 8682313	\$333.02
3233.412-01	24/02/2016	412Courier Australia	Courier Charges to 080116	\$41.62
3233.4125-01	24/02/2016	4125LD Total	January - Irrigation repairs for Honeywo	\$67,928.05
3233.413-01	24/02/2016	413Covs Parts Pty Ltd	Connector Kit 2P Green Band - DE-DT2-1,	\$2,594.35
3233.42-01	24/02/2016	42Adventure World	Zone - School Holiday Program - 2015/16	\$567.00
3233.4245-01	24/02/2016	4245ED Property Services	APU 18 Repairs to ceiling and cornice c	\$5,687.00
3233.4246-01	24/02/2016	4246Atom Supply	x6 High Vis Vest and x20 Pro Bloc SPF 30	\$204.79
3233.4251-01	24/02/2016	4251Plunkett Homes (1903) Pty Ltd	Refund sec dep-L422 Daybreak Loop	\$1,456.00
3233.4256-01	24/02/2016	4256Rockingham Skylights	APU - unit 60 & 68, install new skylight	\$1,200.00
3233.4279-01	24/02/2016	4279Data #3 Limited	E12M RNW BE AGT SVR O / P LIC GOV ES	\$1,795.94
3233.4337-01	24/02/2016	4337BEST Consultants Pty Ltd - Building	Koorliny Arts Centre Electrical Consulti	\$1,622.50
3233.4387-01	24/02/2016	4387Kott Gunning	Legal advice- review of Datacom website	\$2,068.00
3233.4422-01	24/02/2016	4422Octagon - BKG Lifts	Comprehensive Main Fiona Harris Pavillio	\$1,110.25
3233.4443-01	24/02/2016	4443Mandurah Duty Free & Camera House	Purchase of memory card and \$10.00 of th	\$37.90
3233.4450-01	24/02/2016	4450Aveling Homes Pty Ltd	Refund sec dep-L952 Littabella Ave	\$1,456.00
3233.4453-01	24/02/2016	4453Carringtons WA	Traffic Management Sulphur Road	\$19,508.70
3233.4527-01	24/02/2016	4527Riot Art and Craft Australia	Jumbo pop sticks and bags for programs	\$67.90
3233.4551-01	24/02/2016	4551Jaycar Pty Ltd	Antenna whip CB	\$33.50
3233.4653-01	24/02/2016	4653Street Hassle Events	Australia Day - PA Hire & Operator	\$3,685.00
3233.4692-01	24/02/2016	4692Elliotts Irrigation Pty Ltd	Wellard Bore 4 - Booster Pump replacemen	\$2,583.90
3233.4719-01	24/02/2016	4719Complete Office Supplies Pty Ltd	Stationery - Depot	\$1,385.01
3233.4743-01	24/02/2016	4743Artcom Fabrication	Australia Day Awards	\$1,804.00
3233.4790-01	24/02/2016	4790Spotlight Pty Ltd	School Holiday Program items for January	\$157.12
3233.483-01	24/02/2016	483Landgate	GRv INT VALS Metro & FESA	\$2,219.95
3233.4856-01	24/02/2016	4856Environmental Health Australia (QLD	AFSA pads x 10 (ten) plus freight	\$370.10
3233.4914-01	24/02/2016	4914Website Weed & Pest (WA) Pty Ltd	Control of White Ceder Moth on Cape Lyla	\$3,570.00
3233.5061-01	24/02/2016	5061Department of Planning -DAP	DAP DA8562 Lot 89 Chisham Ave	\$5,885.00
3233.510-01	24/02/2016	510Downer EDI Engineering Electrical P	Australia Day - Electrical Compliance	\$413.49
3233.5128-01	24/02/2016	5128M P Rogers & Associates Pty Ltd	Specification for Demolition of Kwinana	\$2,508.74
3233.5191-01	24/02/2016	5191Sureguard Security Pty Ltd	Static Guard 8/1/16- 1730 - 2130 Hours	\$651.20
3233.522-01	24/02/2016	522Dymocks Book Sellers	Purchase titles as listed The Life Chan	\$169.15
3233.5241-01	24/02/2016	5241Wheelchair Sports W Assoc Inc	payment for wheelchair basketball coachi	\$770.00
3233.533-01	24/02/2016	533Eclipse Resources	Grass and sand waste for Ougden Way, Med	\$3,811.50
3233.537-01	24/02/2016	537Educational Art Supplies Co	Stickers, Glue Cardex and delivery fee	\$86.10
3233.544-01	24/02/2016	544Environmental Industries Pty Ltd	Works Completed to date Meares Ave	\$334,635.89
3233.546-01	24/02/2016	546Enzed Fluid Connectors	PL347 Bobcat broom Hydraulic Hose 3m plu	\$264.91
3233.5520-01	24/02/2016	5520Master Lock Service	Depot replace broken lock on dog pound	\$463.85
3233.5575-01	24/02/2016	5575Birchleigh Holdings Pty Ltd	Storm water drainage works-release reten	\$661.33
3233.560-01	24/02/2016	560Goodchild Enterprises	Bosch 60038-S4 12V battery for Colorado	\$477.40

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Warrant Listing

Warrants between

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Program - ci_ap001 4/03/2016 7:28:00AM
Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
3233.5627-01	24/02/2016	5627Tyrecycle Pty Ltd	Tyre removal 1 x light truck, 8 x passen	\$69.78
3233.5652-01	24/02/2016	5652Put On A Happy Face	Australia Day - Face Painting	\$760.00
3233.5742-01	24/02/2016	5742In Safe Hands Educators In Safety P	In Safe Hands Child Protection 2016 WA I	\$990.00
3233.5743-01	24/02/2016	5743Programmed Maintenance Services Ltd	Banksia Park Retirement Estate Garden &	\$9,245.61
3233.5750-01	24/02/2016	5750Kev's Wheelie Kleen	Darius Wells library & Resource Cnt-Bin	\$430.00
3233.5789-01	24/02/2016	5789Rural Building Company Pty Ltd	Refund sec dep-L317 Beauchamp Loop	\$1,456.00
3233.5823-01	24/02/2016	5823Accord Security Pty Ltd	Darius Wells-Movie Night security servic	\$1,355.20
3233.583-01	24/02/2016	583Flexi Staff Pty Ltd	Temp staff w/e 6/2/2016 - T Mallett	\$6,535.56
3233.5841-01	24/02/2016	5841Barbagallo Volkswagen	Amarok RH Wing Mirror Glass	\$222.64
3233.5919-01	24/02/2016	5919Advanced Pet Care of Australia Pty	4 bags - Variety Shapes dog & Cat food	\$81.40
3233.5958-01	24/02/2016	5958West Coast Profilers	Ougden Way Medina-Truck & Sweep Out of I	\$11,109.12
3233.598-01	24/02/2016	598Forpark Pty Ltd	Wellard Park - Balance beam bracket	\$2,870.47
3233.60-01	24/02/2016	60Air Liquide	Cylinder rental fees-Recquaitc	\$85.79
3233.6018-01	24/02/2016	6018ALSCO Pty Ltd	Goods and Services as below	\$180.40
3233.6091-01	24/02/2016	6091Kilo Holdings Pty Ltd	Hire of Plants for Darius Wells	\$110.00
3233.6109-01	24/02/2016	6109Enchanted Character Productions	Australia Day - Roving Entertainer. 2 x	\$517.00
3233.614-01	24/02/2016	614Fridgair Industries	The Zone-Repair lights in Freezer in ser	\$1,711.14
3233.6264-01	24/02/2016	6264Lightning Brick Pavers	Install 40m2 of brick paving on Champion	\$3,370.84
3233.6288-01	24/02/2016	6288McCorkell Constructions Pty Ltd	Recquatic upgrade - Claim No.14	\$84,253.21
3233.6313-01	24/02/2016	6313Crockford Nominees Pty Ltd	Goods & Services	\$850.00
3233.6332-01	24/02/2016	6332Drainflow Services Pty Ltd	Gully educting 27/01/16 Werloo Court Led	\$1,540.00
3233.6370-01	24/02/2016	6370Elexacom	Wandi Hall - Lamps stolen from light fit	\$33,491.90
3233.6371-01	24/02/2016	6371KDAire Mechanical Services Pty Ltd	Reprogrammed BMS to AC's in Library	\$27,898.44
3233.6566-01	24/02/2016	6566Isentia Pty Limited	Media monitoring service - retainer - Fe	\$1,414.47
3233.6567-01	24/02/2016	6567Poolegrave Signs	Administration - 4 x directional signs f	\$2,541.00
3233.6576-01	24/02/2016	6576Kylie Ilana Jesus	John Wellard After School Club 11/02/16	\$360.00
3233.664-01	24/02/2016	664Greenway Enterprises	Envirosoak Liquid Soil Wetter 20L	\$416.72
3233.665-01	24/02/2016	665Gregs Glass	APU - unit 72, replace broken window lat	\$150.00
3233.6660-01	24/02/2016	6660Preplan Pty Ltd	INV# 175 - J097 - Review BAL for FMP rat	\$2,910.88
3233.6700-01	24/02/2016	6700Spraying WA Pty Ltd	January - chemical weed control of Hards	\$10,115.39
3233.6707-01	24/02/2016	6707Labourforce Impex Personnel Pty Ltd	Temp staff w/e 14/2/2016 - S Larkin	\$2,812.73
3233.6743-01	24/02/2016	6743Josh Byrne & Associates	Work completed to date on Calista Advent	\$10,525.45
3233.6751-01	24/02/2016	6751Anglicare WA Inc	Accidental Counsellor a Basic Introducti	\$220.00
3233.6784-01	24/02/2016	6784Holding Educational	Children's books supplied-Library	\$156.65
3233.684-01	24/02/2016	684Hart Sport	36 Yellow Training Vest of different siz	\$271.50
3233.6972-01	24/02/2016	6972Go Doors Pty Ltd	Recquatic-Replace battery for front ent	\$813.29
3233.7168-01	24/02/2016	7168Exit Waste	Recquatic-Attend site clean greasetrap	\$251.90
3233.7193-01	24/02/2016	7193Melville City Football Club	Kidsport Application - R Kosovich	\$220.00
3233.720-01	24/02/2016	720Hydramet Pty Ltd	P53774 - Spanner - Chlorine Bottle 1-1/4	\$246.02
3233.7236-01	24/02/2016	7236Wheelers Book Club Ltd	Purchase Ebooks as per on-line order	\$160.64
3233.7366-01	24/02/2016	7366REDIMED Pty Ltd	Medical Assessment-Trevor Jones	\$1,815.00
3233.738-01	24/02/2016	738OCLC (UK) Ltd	Contract Cataloging	\$18.15
3233.7384-01	24/02/2016	7384S J Rural Supplies	1 x 20L 2,4-D (Amicide)	\$160.88
3233.7405-01	24/02/2016	7405All Civils WA Pty Ltd	Warner Road Drainage-Progress Claim	\$20,735.36
3233.7415-01	24/02/2016	7415Hames Sharley Pty Ltd	Professional Services to 31Jan-GTA Proje	\$3,833.50
3233.7419-01	24/02/2016	7419Saints Basketball Club	Kidsport Applications - B Still & T Ange	\$200.00
3233.7436-01	24/02/2016	7436Action Glass Pty Ltd	Family Day Care - Repairs to window	\$5,230.89
3233.746-01	24/02/2016	746Institute Of Public Works Engineeri	IPWEA State Conference 2016 - 11 March 2	\$4,300.00
3233.7507-01	24/02/2016	7507WCP Civil Pty Ltd	Ougden Road Drainage Installation as per	\$29,085.78
3233.7604-01	24/02/2016	7604Tanya Halliday	Reimb od catering for SJ & photo card	\$93.15
3233.7605-01	24/02/2016	7605Flying Canape	Finger Foods for Australia Day Function	\$1,384.00
3233.762-01	24/02/2016	762Blackwood & Sons Ltd	Item number 0411 4228 - NIPPERS PICK UP	\$790.21
3233.7621-01	24/02/2016	7621Espresso Essential WA Pty Ltd	Coffee supplies for auto coffee machine,	\$157.70
3233.7625-01	24/02/2016	7625Flex Industries Pty Ltd	Service of vehicles - KWN704P	\$3,372.32
3233.7665-01	24/02/2016	7665Cherrylicious Life	Incursion on 7 January 2016. Healthy Eat	\$225.17
3233.7671-01	24/02/2016	7671Clean Freaks Mobile Car Detailing	Full inside detail of Ford Ranger KWN190	\$160.00
3233.7689-01	24/02/2016	7689VARIDESK	1 Cube Corner 48tm 1 Pro Plus 36tm 2	\$1,410.00
3233.7693-01	24/02/2016	7693All Type Auto Electrical	Assess aircon unit not blowing cold air	\$198.00
3233.7696-01	24/02/2016	7696Allied Pumps Pty Ltd	Wandi Community Cnt-Replaced Transducer	\$589.60
3233.770-01	24/02/2016	770Jason Signmakers	Federal Black Spot Sign	\$638.00
3233.7733-01	24/02/2016	7733Clarity Communications	Digital Marketing Workshop - 3 February	\$550.00
3233.7735-01	24/02/2016	7735Ricky Arnold and Associates	Review of Koorliny Arts Centre as per RF	\$14,550.00
3233.7746-01	24/02/2016	7746CirQuest Circus School	Incursion on 21/01/16 2 hours circus wor	\$400.00
3233.7747-01	24/02/2016	7747Harbour Software	EasyRev Rate Modelling Application - 201	\$5,383.79
3233.7773-01	24/02/2016	7773Shawn Renwick D'Souza	C/over subsidy rebate-L97 Mornington Cre	\$360.00
3233.7783-01	24/02/2016	7783Leederville Camera House	Sony HDR-CX900 handycam, battery, charge	\$1,953.90
3233.7809-01	24/02/2016	7809Frontline Fire and Rescue Equipment	Standpipe Single head Alloy with BIC	\$475.97
3233.7816-01	24/02/2016	7816Jason Skuse	Refund sec dep - L273 Fairhaven Blvd	\$1,456.00
3233.7817-01	24/02/2016	7817Ramandeep Kaur	C/over subsidy rebate-L805 Ivory Way,WEL	\$1,816.00

TOK [LIVE]

Warrant Listing



Warrants between
1/02/2016 to 29/02/2016

TOK [LIVE]

Program - ci_ap001 4/03/2016 7:28:00AM
Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
3233.7818-01	24/02/2016	7818Barry Christopher Green	C/over subsidy rebate-L2128 Cassowary Ch	\$360.00
3233.7819-01	24/02/2016	7819James David Patterson	C/over subsidy rebate-L2130 Cassowary Ch	\$360.00
3233.7820-01	24/02/2016	7820Travis Ryan Barkla	C/over subsidy rebate-L192 Fairhaven Blv	\$540.00
3233.7821-01	24/02/2016	7821Pillai Shivasankaran	C/over subsidy rebate-L200 Brampton Road	\$540.00
3233.7822-01	24/02/2016	7822Craig Neil Auty	C/over subsidy rebate-L735 Rocky Road,WA	\$540.00
3233.7824-01	24/02/2016	7824Christopher Mark Budhan	Reimb of 4 x subscriptions and parking f	\$164.59
3233.7825-01	24/02/2016	7825Jenny Davey	Refund swim lessons due to relocation	\$130.00
3233.806-01	24/02/2016	806Kearns Garden & Hardware Supplies	APU - various hardware supplies	\$1,294.99
3233.829-01	24/02/2016	829Kwinana Cricket Club	Nightfields Program Support	\$391.11
3233.833-01	24/02/2016	833Kwinana District Tennis Club Inc	Hire fees for month of Dec 15 & Jan 16	\$180.00
3233.848-01	24/02/2016	848Kwinana Roller Hockey Club	School Holiday Program - January 2016 -	\$250.00
3233.851-01	24/02/2016	851Kwinana Signs & Engraving	Amend two x Advanced Notification Projec	\$264.00
3233.905-01	24/02/2016	905Local Government Managers Australia	CDN Spotlight Forum - Collective Impact	\$55.00
3233.928-01	24/02/2016	928Major Motors	Collar and Bearing	\$387.97
3233.959-01	24/02/2016	959McLeods Barristers & Solicitors	INV# 90729 - Prosecution - Hayden Evans-	\$4,837.38
3233.985-01	24/02/2016	985Squire Patton Boggs Au	Proceedings commenced by Lehman Brother:	\$497.48
3233.999-01	24/02/2016	999Mrs Mac's Pty Ltd	Supplies for Cafe	\$251.85
3234.179-01	01/02/2016	179Bankwest Visa	Corporate credit card transations 1/1/16	\$8,168.31
3235.7835-01	29/02/2016	7835The Estate of Wendy Kempthorne	Tenure Sum Re-payment for Villa 29 Banks	\$221,042.04
74466947	15/02/2016	727li Net Technologies Pty Ltd	Monthly Internet Senior Citizens 14/2-14/3/16	\$39.95
74870298	12/02/2016	727li Net Technologies Pty Ltd	Monthly Internet Darius Training 12/2-12/3/16	\$59.95
74870343	12/02/2016	727li Net Technologies Pty Ltd	Monthly Internet Zone Training 12/2-12/3/16	\$59.95
75121635	22/02/2016	727li Net Technologies Pty Ltd	Monthly Internet Kwinana Village 20/2-20/3/16	\$39.95
75305366	25/02/2016	727li Net Technologies Pty Ltd	Internet Wellard Community Centre 25/2-25/3	\$59.95

Total: Creditors 507 \$3,532,870.33

Warrant Listing



Warrants between
1/02/2016 to 29/02/2016

TOK [LIVE]

Program - ci_ap001 4/03/2016 7:28:00AM
Minimum Amount: \$0.00

Non-Creditors

Cheque No.	Chq Date	Payee	Description	Amount
00018126	03/02/2016	Australian Red Cross 110 Goderich S	Refund bond - room hire 12/12/2015	\$1,000.00
00018127	03/02/2016	Sujatha Buruvu	Refund bond - Hall hire 16/1/16	\$1,000.00
00018128	03/02/2016	Nkanyiso Sibindi	Refund sec dep-L493 Coleford Road	\$1,456.00
00018129	03/02/2016	Stuart G Childs & Stacey A Tree	Refund sec dep-L319 Ipswich Street	\$1,500.00
00018130	03/02/2016	SYC Electrical Consulting Pty Ltd	Rates Refund	\$508.75
00018131	03/02/2016	Rotary Club of Mill Point Inc	Contribution Dial a Santa Project	\$100.00
00018132	03/02/2016	Salvacion Lamarez Miceli	Refund bond-Hall hire 9/1/2016	\$1,000.00
00018143	10/02/2016	Graham Cates	Seniors Security Subsidy Scheme App 20150	\$100.00
00018144	10/02/2016	Kenneth Gray	Seniors Security Subsidy Scheme App 20150	\$100.00
00018145	10/02/2016	Pauline Skevington James	Rates Refund	\$5,698.32
00018146	10/02/2016	Ellen J Tofler & Jake S Sinnitt-McK	Rates refund - 46 Littabella Ave, WANDI	\$1,539.76
00018147	10/02/2016	Building Commission of WA Level 1/3	Registration renewal - Adam Salathiel	\$434.00
00018148	10/02/2016	Clif Massey	Rates Refund	\$526.76
00018149	10/02/2016	Minh Le 18 Welbourne Heights	Refund of cancelled membership	\$193.65
00018150	10/02/2016	Karen Laitinen PO Box 10	Refund of over charged group fitness passes	\$66.80
00018151	10/02/2016	David Anthony Riley	Refund bond-Hall hire - December 2015	\$300.00
00018152	10/02/2016	Mary Magdalene Richards	Refund bond-Hall hire 3/2/14-18/12/14	\$300.00
00018162	17/02/2016	Michelle Emma Williams	Rates Refund	\$351.52
00018163	17/02/2016	& Ruby Legaspi Castro Noel Echalar	Rates Refund	\$68.54
00018164	17/02/2016	Judith Anne Devlin	Rates Refund	\$681.41
00018165	17/02/2016	John Chalmers & Sandra Chalmers	Rates Refund	\$292.74
00018166	17/02/2016	Urban Resources PO Box 739	Refund o/payment of Planning Application	\$634.00
00018167	17/02/2016	Mildred Dogello	Lyrik Educational Scholarship 15/16 - M Doge	\$800.00
00018168	17/02/2016	Asetts	Refund bond-hall hire January 2016	\$300.00
00018169	17/02/2016	Kim Vanderstoep	Refund bond-Hall hire26/1/2016	\$1,000.00
00018170	17/02/2016	Arvin Cabug Laurio	Refund bond-Hall hire 14/1/2016	\$300.00
00018171	17/02/2016	Builton Corp Pty Ltd	Refund sec dep-L463 Furness Loop	\$1,456.00
00018172	17/02/2016	Builton Corp Pty Ltd	Refund sec dep-L316 Brantwood Turn	\$1,456.00
00018188	24/02/2016	Chicken Treat PO Box 676	Refund bond - Hall hire 20/9/2015	\$300.00
00018189	24/02/2016	Chicken Treat PO Box 676	Refund bond-Hall hire 6/01/2016	\$300.00
00018190	24/02/2016	Builton Corp Pty Ltd	Refund sec dep-L150 Idalia Terrace	\$1,456.00
00018191	24/02/2016	Builton Corp Pty Ltd	Refund sec dep-L141 Idalia Terrace	\$1,456.00
00018192	24/02/2016	C Sancara Balaji	Refund sec dep-L868 Mimosa Circuit	\$1,456.00
00018193	24/02/2016	Collier Homes Pty Ltd	Refund sec dep-L139 Idalia Terrace	\$1,456.00
00018194	24/02/2016	Collier Homes Pty Ltd	Refund sec dep-L828 Lazuli Rise	\$1,456.00
00018195	24/02/2016	Buildmark Pty Ltd	Refund sec dep-L929 Ryhill Crescent	\$1,456.00
00018196	24/02/2016	Jesus Reigns Ministries Perth	Refund bond-Hall hire 13/2/16	\$1,000.00
00018197	24/02/2016	The Old Apostolic Church (Australia	Refund bond-Hall hire 13/2/16	\$1,000.00
00018198	24/02/2016	Pointform Pty Ltd	Rates Refund	\$261.33
00018199	24/02/2016	S & J Hendren Sharon & Jamie Henden	Refund swim lessons due to new school time:	\$210.60
00018200	24/02/2016	E Clements Emily Clements	Refund swim lessons due to unsuitable times	\$104.00
Total: Non-Creditors				41 \$35,076.18

Grand Total: 548 \$3,567,946.51

Additional Page 10 to include Payroll Payments

260547954	17/02/2016	City of Kwinana	Payroll f/e 17/2/2016	\$573,554.14
258664428	3/02/2016	City of Kwinana	Payroll f/e 3/2/2016	\$583,634.30
Total:Payroll			2	\$1,157,188.44
Total: Creditors, Non Creditors, Cancelled Cheques			548	\$ 3,567,946.51
Grand Total:			550	\$4,725,134.95

17 Urgent Business

COUNCIL DECISION

145

MOVED CR B THOMPSON

SECONDED CR S LEE

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

**CARRIED
6/1**

17.1 Budget Review 2015/2016

SUMMARY:

A review of the 2015/2016 budget has been carried out with special note being made of substantial variations from the adopted budget. These noted items have been included in the attached spreadsheet along with the reason for the variation.

OFFICER RECOMMENDATION:

That Council:

1. Approve the variations to the Adopted Budget as outlined in the attached spreadsheet;
2. Authorise the Chief Executive Officer to amend the budget accordingly;
3. Note that a copy of the report will be forwarded to the Department of Local Government; and

NOTE – AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

A Budget Review 2015/2016 spreadsheet has been attached which provides full details on all the variations to be approved. These are permanent differences to the current operating budget. In outline, there has been no overall effect on rates income. The review shows \$24,428 net from operating being transferred to capital funds for further capital works (net).

17.1 BUDGET REVIEW 2015/2016

Listed below are significant permanent items contained within the budget review:

Department	Account Description		Details of Variances
Operating Income			
Governance	Other Reimbursements	↑	Received \$88,000 additional income from LGIS for member dividend payments and workers compensation credit adjustments.
Rates – Interim	Residential Improved GRV	↑	An increase of \$150,000 is anticipated in interim rates due to growth as more requests for subdivision clearance have been received than had been anticipated in areas such as Wellard Village, Cassia Glades and Honeywood Estate.
Infrastructure Management	Extractive Industries Licence	↑	Additional income of \$53,000 to be received due to collection of overdue fees from Urban Resources for prior years.
Infrastructure Management	Infrastructure Inspection Fee	↑	New fee introduced in 15/16 resulting in an additional \$60,000 of income.
Rates	Instalment & Penalty Interest	↑	An increased number of rate payers on Direct Debit and instalment payment options have resulted in additional instalment income of \$40,000. In addition, increased value of outstanding rates therefore higher income of \$60,000 from penalty interest.
FDC General Subs and Trust	Mainstream CCB Subsidy	na	Additional Child Care benefit claims at Bright Future are more than anticipated resulting in additional revenue of \$500,000 anticipated. Nil effect on rates.
FDC In Home Subs and Trust	Mainstream CCB Subsidy	na	Additional Child Care benefit claims at Bright Future In Home Care are more than anticipated resulting in additional revenue of \$100,000 required. Nil effect on rates.
Recquatic	Various Revenue	↓	There has been an overall reduction of \$130,500 in the Recquatic revenue due to local competitors. This is partly offset by savings in expenditure with an overall result in an additional net loss to council of \$57,500.

17.1 BUDGET REVIEW 2015/2016

Department	Account Description		Details of Variances
Operating Income			
Developer Contributions	Various DCA's	na	Due to overall downturn in development market projected lot clearances are reduced, resulting in reduced income from developer contributions of \$11,716,000. As these funds are transferred to reserves it has a nil effect on rates.
Other Adjustments			
General Financing	Liquidity Loan Repayment	↓	Due to sale of Government Land not being received this financial year, the repayment of \$2.5m City Centre Liquidity Advance debt will not occur.
Surplus Brought Forward	1 July 2015	↑	Balance of \$217,745 from 30 th June 2015 as surplus brought forward.
Surplus Carried Forward	30 June 2016	na	Budget of \$217,745 surplus as at 30 June 2016 as surplus carried forward.
Operating Expenditure			
Governance	Advertising and Promotions	↑	Savings in expenditure of \$60,000 due to local Law review program being reduced , required to undertake a review of two laws per annum
Human Resources	Staff Employment Expenses	↑	Savings in expenditure of \$70,000 as costs associated with the employment of staff is less than budgeted.
Depot Operating	Salaries – Contract	↓	Additional funds of \$83,500 are required for the Depot Service Delivery Analysis Project that was identified as part of the City's transformational program and also to inform the feasibility study for the new Operations centre Project.
General Financing	Settlement Agreement Expenses	↓	Council resolution # 038 (11/02/2015) additional funds of \$86,000 to be allocated to Settlement Agreement Reserve.
General Financing	City Centre Loan Interest	↓	Due to sale of Government Land not being received this financial year, the repayment interest of \$75,000 on the \$2.5m City Centre Liquidity Advance will not be funded from Reserve.

17.1 BUDGET REVIEW 2015/2016

Department	Account Description		Details of Variances
Operating Expenditure			
Infrastructure Management	Salaries	↑	Savings in salaries due to vacancies of \$80,000.
Infrastructure Management	Crossover Rebate Payments	↓	Additional expenditure of \$56,000 required for crossover rebate payments due to change in rebate calculation and take-up.
Infrastructure and Parks Maintenance	Various – Wages Various – Contract Labour	↑	Salaries and wages have been affected by a number of significant vacancies with the Parks and Infrastructure Teams that were not immediately filled resulting in savings of \$260,000. Hiring of staff has now commenced and will continue until all vacancies have been filled. These staff vacancies were filled by contract labour personnel resulting in over expenditure of \$144,500.
Infrastructure Maintenance	Street Lighting	↓	Additional expenditure of \$60,000 forecasted charges expected for Street Lighting Expenses.
Governance - Transfer to Reserve	Asset Management Reserve	↑ ↓	This reserve provides funds for renewal of building and infrastructure projects. As at 30 th June 2016 these reserve funds will have a balance of \$480,000. Additional funds of \$500,000 are required to be transferred to ensure sufficient funds available for budget 16/17 projects.
Facilities Maintenance	Darius Wells Building	↓	Additional expenditure of \$70,000 due to breakdowns and repairs to air cond., zip taps and electrical items at Darius Wells building.
FDC General Subs and Trust	Mainstream CCB Expenses	na	Additional Child Care benefit claims at Bright Future are more than anticipated resulting in additional expenditure of \$500,000 required. Nil effect on rates.
FDC In Home Subs and Trust	Mainstream CCB Expenses	na	Additional Child Care benefit claims at Bright Future In Home Care are more than anticipated resulting in additional expenditure of \$100,000 required. Nil effect on rates.

17.1 BUDGET REVIEW 2015/2016

Department	Account Description		Details of Variances
Operating Expenditure			
Natural Environment	Various Expenditure – Contractors	↑	Savings in contractors of \$159,764 identified to implement change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover salaries and purchase of vehicles and equipment.
Natural Environment	Salaries	↓	Additional \$70,000 in salaries required to change from outsourced to internally delivered management as per NAMS business case. Savings above identified to cover this cost.
Recquatic	Various Expenditure	↓	There has been an overall reduction of \$73,000 in the Recquatic expenditure, with an overall result of an additional net loss to council of \$57,500.
Strategic Planning	Salaries	↑	Savings in salaries due to vacancies and Manager acting as Director of \$98,682. Savings utilised to engage contract labour – see below.
Strategic and Statutory Planning	Salaries – Contract	↓	Hays contract employee required whilst Officer is seconded to Strategic & Statutory Planning totalling \$90,000. Savings in salaries offset these costs.
Capital Expenditure			
Plant and Equipment	Natural Environment - New Plant – Spray Rigs x 2	↓	Additional \$24,000 in equipment required to change from outsourced to internally delivered management as per NAMS business case. Savings above identified to cover this cost.
Transportation Vehicles	Natural Environment - New Vehicle – Utility x 2	↓	Additional \$70,000 in vehicles required to change from outsourced to internally delivered management as per NAMS business case. Savings above identified to cover this cost.

17.1 BUDGET REVIEW 2015/2016

Department	Account Description		Details of Variances
Capital Expenditure			
Recquatic Admin	Recquatic Upgrade	↓	Additional final expenditure of \$96,785 for this project due to a miscalculation between the Builder and the Superintendent of \$63,352 from the beginning of the project that was not picked up until the final payment. Solar pump repairs required before system could be commissioned correctly, staged completion costs due to pool tiling issues preventing commissioning of whole pool & mechanical plant at same time, rectification to damaged tiles (damaged by Centre), and installation of additional handrails (over previous advice).
Facilities Playgrounds	Calista Oval Destination Park	↑	City's contribution towards Destination Park – Calista of \$1,383,017 (Adventure Playground & Skate Park) to be funded from Future Community Infrastructure Reserve as opposed to loan borrowings.
Road Resurfacing	Nunney Rd	↑	Project cancelled due to refusal by PTA to contribute towards costs, extensive relocation of underground services and resident objections, resulting in savings of \$150,000.
Sale of Land	Sale of Lot 904 Chisham Ave	na	Removal of sale of land for \$1m due to market conditions as it is advised that the sale does not proceed. As these funds were to be transferred to reserve it has a nil effect on rates.
Sale of Land	Sale of Lot 294 Moombaki Ave	na	Removal of sale of land for \$300,000 due to market conditions as it is advised that the sale does not proceed. As these funds were to be transferred to reserve it has a nil effect on rates.
Sale of Land	Sale of Lot M796 Medina Ave	na	Removal of sale of land for \$220,000 due to market conditions as it is advised that the sale does not proceed. As these funds were to be transferred to reserve it has a nil effect on rates.

17.1 BUDGET REVIEW 2015/2016

LEGAL/POLICY IMPLICATIONS:

Regulation 33A of the Local Government (Financial Management) Regulations required a Local Government to carry out a review of its budget between 1 January and 31 March each year, report it to Council and then report the outcome of the review to the Department of Local Government.

The Local Government Act 1995 Part 6 Division 4s 6.8(1) required the Local Government not to incur additional 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 estimated is included in the Local Government’s annual budget.

This item is a recommendation to the Audit Committee and therefore does not require an absolute majority. When this item is presented to Council it will then require an absolute majority.

*requires and absolute majority of Council.

FINANCIAL/BUDGET IMPLICATIONS:

Budget Item Name:	Various items as listed on attached spreadsheet
Budgeted Amount:	
Expenditure to Date:	
Proposed Cost:	
Balance:	

*NOTE: All figures are exclusive of GST

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 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.

17.1 BUDGET REVIEW 2015/2016

The attached schedule outlines that a number of amendments to the budget are required in order to address situations that have occurred since its adoption. The explanations in the attachment describe each proposed alteration.

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.

COUNCIL DECISION

146

MOVED CR S LEE

SECONDED CR B THOMPSON

That Council:

1. **Approve the variations to the Adopted Budget as outlined in the attached spreadsheet;**
2. **Authorise the Chief Executive Officer to amend the budget accordingly;**
3. **Note that a copy of the report will be forwarded to the Department of Local Government; and**

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

6/1



CITY OF KWINANA

BUDGET REVIEW

FOR THE PERIOD ENDED 31 JANUARY 2016

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Statement of Budget Review - By Business Unit

Notes to the Budget Review Report
Closing Funds and Budget Amendments

Budget Review Agenda Item

Council Report - Budget Review Adoption

CITY OF KWINANA
Statement of Budget Review 2015/16
By Business Unit
For the Period Ending 31 January 2016

	Adopted Budget 15/16	Revised Budget 15/16	YTD Actual 15/16	Variance (b) - (a)	Variance %
TOTAL OPERATING REVENUES					
Directorate City Strategy	754,515	388,935	301,281.23	(365,580)	(48.45%)
Directorate Corporate & Engineering Services	38,543,762	38,996,968	36,896,299.68	453,206	1.18%
Directorate City Living	15,002,667	15,584,742	12,471,143.92	582,075	3.88%
Directorate City Development	17,538,093	5,781,273	2,765,605.86	(11,756,820)	(67.04%)
	<u>71,839,037</u>	<u>60,751,918</u>	<u>52,434,330.69</u>	<u>(11,087,119)</u>	
TOTAL OPERATING EXPENSES					
Directorate City Strategy	(4,981,110)	(4,941,873)	(2,460,940.00)	39,237	(0.79%)
Directorate Corporate & Engineering Services	(27,994,790)	(28,532,705)	(13,024,885.95)	(537,915)	1.92%
Directorate City Living	(31,353,784)	(28,219,259)	(14,230,129.38)	3,134,525	(10.00%)
Directorate City Development	(4,486,857)	(4,497,570)	(2,000,125.70)	(10,713)	0.24%
	<u>(68,816,541)</u>	<u>(66,191,407)</u>	<u>(31,716,081.03)</u>	<u>2,625,134</u>	
Transfers to Reserve from Operating	9,244,908	(7,012,314)	(2,680,127.25)	(16,257,222)	
Transfers from Reserve for Operating	(18,293,749)	2,819,799	1,308,800.95	21,113,548	
	<u>(9,048,841)</u>	<u>(4,192,515)</u>	<u>(1,371,326.30)</u>	<u>4,856,326</u>	
CAPITAL INCOME					
Proceeds from Disposal of Assets	1,953,500	464,800	243,026.35	(1,488,700)	(76.21%)
Grants & Contributions	10,353,338	11,048,373	3,051,772.30	695,035	
New Borrowings	5,858,812	1,985,795	6,866.52	(3,873,017)	(66.11%)
Self Supporting Loan Principal	66,272	66,272	36,088.08	-	-
Transfer from Reserve	5,347,869	7,179,306	3,601,880.90	1,831,437	34.25%
	<u>23,579,791</u>	<u>20,744,546</u>	<u>6,939,634.15</u>	<u>(2,835,245)</u>	
CAPITAL EXPENDITURE					
Land Held for Resale					
Furniture & Equipment	(125,200)	(146,735)	(49,925.97)	(21,535)	17.20%
Computing Equipment	(292,400)	(432,900)	(150,052.43)	(140,500)	48.05%
Plant & Equipment	(557,750)	(582,003)	(238,202.07)	(24,253)	4.35%
Transportation Vehicles	(954,225)	(1,059,225)	(642,425.19)	(105,000)	11.00%
Building Construction	(4,545,089)	(2,709,355)	(860,645.09)	1,835,734	(40.39%)
Reserve Development	(1,549,000)	(1,536,934)	(506,476.13)	12,066	(0.78%)
Playground Equipment	(6,390,000)	(6,495,268)	(580,213.62)	(105,268)	1.65%
Urban Road Grant Construction	(1,597,776)	(2,314,135)	(1,664,301.44)	(716,359)	44.83%
Black Spot Grant Construction	(2,145,000)	(2,245,458)	(1,967,467.28)	(100,458)	4.68%
Roads to Recovery Grant Construction	(1,434,491)	(1,159,269)	(15,627.70)	275,222	(19.19%)
Road Resurfacing	(263,000)	(110,916)	(726.15)	152,084	(57.83%)
Street Lighting Construction	(25,000)	(25,000)	(1,200.00)	-	-
Bus Shelter Construction	(20,000)	(20,000)	-	-	-
Footpath Construction	(113,000)	(113,000)	(81,823.16)	-	-
Drainage Construction	(930,000)	(1,102,840)	(325,488.46)	(172,840)	18.58%
Other Infrastructure Development	-	-	(459,613.15)	-	-
Municipal Roadworks Construction	(736,600)	(904,550)	-	(167,950)	22.80%
Carpark Construction	-	-	-	-	-
Land	-	-	-	-	-
Repayment of Debentures	(3,170,482)	(670,482)	(409,376.54)	2,500,000	(78.85%)
Transfer to Reserves	(5,285,864)	(3,765,864)	-	1,520,000	(28.76%)
	<u>(30,134,877)</u>	<u>(25,393,934)</u>	<u>(7,953,564.38)</u>	<u>4,740,943</u>	
Total Operating & Non-Operating	(a) <u>(12,581,431)</u>	<u>(14,281,392)</u>	<u>18,332,993.13</u>	<u>(1,699,961)</u>	
Adjust - Non Cash Items	(b)				
Depreciation	11,558,780	11,558,780	5,589,889.86	-	-
(Profit)/Loss on Sale of Assets	22,651	22,651	(43,169.90)	-	-
Movement in Deferred Pensioner Rates	-	-	23,869.16	-	-
Movement in Employee Leave Provision	-	-	-	-	-
Add Surplus/(Deficit) July 1 b/f	(c) 1,000,000	2,917,706	2,917,705.94	1,917,706	
Less: Surplus/(Deficit) June 30 c/f	(d) -	217,745	26,821,288.19	217,745	
Control = 0	(e) -	-	-	-	

CITY OF KWINANA
Statement of Budget Review 2015/16
Surplus/(Defecit) By Business Unit
For the Period Ending 31 January 2016

Action	Note	Result Adopted Budget	Result revised Budget	Result YTD Actual
This total is the sum of operating revenue, operating expenditure, capital income and capital expenditure, including rates	(a)	(12,581,431)	(14,281,392)	18,332,993.13
Add back all non cash items	(b)	11,581,431	11,581,431	5,570,589.12
Add Surplus/(Deficit) July 1 brought forward	(c)	1,000,000	2,917,706	2,917,705.94
Deduct Surplus/(Deficit) June 30 carried forward	(d)	-	217,745	26,821,288.19
Sum (a), (b) and (c), deduct amount at (d). Total is a control amount which must equal zero (0)	(e)	-	-	-

CITY OF KWINANA
Notes to the Budget Review Report
For the Period Ending 31 January 2016

	Adopted Budget 15/16	Revised Budget 15/16	YTD Actual 15/16
Note 1: Closing Funds			
Closing funds represented by:			
Current Assets			
Cash & Cash Equivalents	54,404,678	54,622,423	59,609,961
Receivables	1,783,709	1,783,709	11,353,984
GST Receivable	-	-	-
Inventories	23,801	23,801	31,798
TOTAL CURRENT ASSETS	56,212,188	56,429,933	70,995,743
Current Liabilities			
Creditors and Accounts Payable	(3,844,629)	(3,844,629)	(463,142)
Provisions	(3,600,077)	(3,600,077)	(3,695,958)
Current Loan Liability	(2,900,000)	(670,482)	(3,170,480)
TOTAL LOAN LIABILITIES	(10,344,706)	(8,115,188)	(7,329,580)
Net Current Assets	(a) 45,867,482	48,314,745	63,666,163
Less: Restricted Reserves Cash	(b) (47,717,026)	(47,717,026)	(39,650,270)
Less: Restricted Creditors	(c) (4,650,533)	(4,650,533)	(3,973,473)
Less: Restricted Loan Funds	-	-	(87,570)
Add: Loan Repayments	(d) 2,900,000	670,482	3,170,480
Add: Cash Backed Leave Reserve	(e) 3,600,077	3,600,077	3,695,958
Closing Funds	(f) -	217,745	26,821,288

Action	Note	Result Adopted Budget	Result Revised Budget	Result YTD Actual
This net current assets total should agree with the statement of financial position in the annual statements or with the budgeted net current assets	(a)	45,867,482	48,314,745	63,666,163
Deduct restricted reserve and restricted municipal (usually unspent grants) amounts	(b)	(47,717,026)	(47,717,026)	(39,650,270)
Deduct restricted unspent grants & unspent loans only if not being used in a future budget year and restricted municipal (restricted creditors) amounts	(c)	(4,650,533)	(4,650,533)	(4,061,043)
Add back loan repayments as they represent a current liability for payments to be made over the next 12 months already reflected as expenditure	(d)	2,900,000	670,482	3,170,480
Add back cash backed leave reserve. This figure must only be the cash backed amount and not the provision amount if that amount is greater. If the provision amount is less than the cash backed amount then only use the provision amount	(e)	3,600,077	3,600,077	3,695,958
Closing Funds	(f)	-	217,745	26,821,288
The budget amendments table should open with the adopted closing fund amount	(g)	-	-	
The amended closing fund amount should be the closing figure in the amended budget column	(h)		217,745	

CITY OF KWINANA BUDGET 2015/16 REVIEW							
ACCOUNT NUMBER	DEPARTMENT	ACCOUNT DESCRIPTION	OPERATING BUDGET NB: + Income - (Expense)	REVENUE VARIATION NB: + Increase - (Reduction)	EXPENSES VARIATION NB: - (Increase) + Reduction	REVISED BUDGET NB: + Income - (Expense)	JUSTIFICATION REASON
OPERATING ITEMS							
Director City Strategy							
400057.1202.60	Corporate Compliance - Op Exp	Quality Assurance Project	(20,000)		5,000	(15,000)	Full budget not required as only one audit conducted instead of the two that were budgeted.
400057.1571.60	Corporate Compliance - Op Exp	Asset Valuations - Fair Value	(30,000)		10,000	(20,000)	Actual expenditure of Fair Value of assets is less due to timing. Invoices received for 30 June 2015 were received earlier than anticipated and therefore could be posted into the last financial year.
400047.1549.60	Economic Development - Op Exp	Sale of Land Expenses	(25,000)		24,795	(205)	No land sales this financial year.
400047.1113.81	Economic Development - Op Exp	Business Incubator Contribution	(10,000)		5,000	(5,000)	Contribution will not be required.
400047.1200.81	Economic Development - Op Exp	Project Development Contribution	(5,000)		5,000	-	Contribution will not be required.
400001.1570.51	Executive Management - Emp Exp Oth	Staff Recognition & Functions	(40,240)		(5,000)	(45,240)	Will require additional funds in case employees reach significant years service from 4 January 2016.
400001.1053.51	Executive Management - Emp Exp Oth	Telephone - Staff Recoups	-		(1,400)	(1,400)	Reimbursement of home internet costs not budgeted.
400002.1125.60	Executive Management - Op Exp	Consultancy	(165,000)		22,500	(142,500)	Additional funds required for MRRG and Black Spot applications (\$15,000) traffic modelling (\$7,500) and a full review of the Arts Centre (\$25,000) however funds for the Jetty report (\$70,000) are no longer required.
300009.1364.22	Governance - Op Rev	Other Reimbursements	-	88,000		88,000	LGIS - 2015 Scheme - Member Dividend Payment and Workers Compensation adjustment upon reconciliation.
400053.1106.60	Governance - Op Exp	Advertising & Promotions	(90,000)		60,000	(30,000)	Local Law review program reduced , required to undertake a review of two laws per annum. Savings also required to offset cost of annual software licence.
400053.1830.60	Governance - Op Exp	Land Administration	(15,000)		(25,000)	(40,000)	Additional funds were required for land valuation expenses in relation to lease agreements
400053.1950.60	Governance - Op Exp	Transformation Expenses	(110,000)		20,000	(90,000)	Savings identified.
300180.1953.30	Gov & Strategic Services - Op Rev	Road Closure Fee		7,500		7,500	Ad hoc receipts therefore an estimation based upon actual to date.
400024.1048.51	Human Resources - Emp Exp Oth	Staff Employment Expenses	(170,000)		70,000	(100,000)	Costs associated with the employment of staff less than budgeted.
400024.1527.51	Human Resources - Emp Exp Oth	Study Allowance	(20,000)		(32,000)	(52,000)	Greater number of employees approved for study allowance than budgeted.
400013.1123.60	Marketing & Communications - Op Exp	Community Public Relations	(343,000)		(2,000)	(345,000)	Additional funds required to undertake signage project.
300190.1421.22	Marketing & Communications - Op Rev	Vehicle Reimbursement	1,560	(1,080)		480	Reduced income Reduced income resulting from changes to the City Vehicles policy that removes the requirement for an employee contribution.
400030.1039.50	Occupational Health & Safety - Emp Exp	Workers Compensation	-		(40,000)	(40,000)	To recognise workers compensation payments.
300003.1423.22	Occupational Health & Safety - Op Rev	Workers Compensation Reimbursement	-	40,000		40,000	To recognise receipt of workers compensation reimbursements.
SUB TOTALS FOR DIRECTOR CITY STRATEGY			(1,041,680)	134,420	116,895	(790,365)	
Director Corporate & Engineering Services							
300111.1371.30	Animal Control - Op Rev	Pound Fees	30,000	(10,000)		20,000	Do not anticipate that we will achieve this budget based upon current information.
300111.1900.30	Animal Control - Op Rev	Cat Registrations	30,000	(10,000)		20,000	Do not anticipate that we will achieve this budget based upon current information.
400254.1133.60	Central Records - Op Exp	Disposal of Records	(6,000)		2,300	(3,700)	Less than budgeted.
400254.1207.60	Central Records - Op Exp	Rent Expense	(12,000)		3,600	(8,400)	Monthly fees less than forecasted.
400236.1600.60	Computing Infrastructure - Proj Exp	Data Processing - Computing Infrastructure **Replaces W11230**	(6,200)		(24,000)	(30,200)	Additional funds have been required to upgrade the corporate connection to fibre soliton as connection was unable to cope with usage.
400236.1600.60	Computing Infrastructure - Proj Exp	Data Processing - Computing Infrastructure **Replaces W11230**	(5,000)		5,000	-	Cabling refits at the Recquatic have negated the requirement for this expenditure.
300121.1421.22	Depot Operating O/head's - Op Rev	Vehicle Reimbursement	2,340	(1,620)		720	Reduced income resulting from changes to the City Vehicles policy that removes the requirement for an employee contribution.
400467.1210.61	Depot Operating O/head's - Op Exp	Salaries - Contract	(15,000)		(83,500)	(98,500)	Additional funds are required for the Depot Service Delivery Analysis Project that was identified as part of the City's transformational program and also to inform the feasibility study for the new Operations centre Project.

ACCOUNT NUMBER	DEPARTMENT	ACCOUNT DESCRIPTION	OPERATING BUDGET	REVENUE VARIATION	EXPENSES VARIATION	REVISED BUDGET	JUSTIFICATION REASON
			NB: + Income - (Expense)	NB: + Increase - (Reduction)	NB: - (Increase) + Reduction	NB: + Income - (Expense)	
300026.1513.30	Financial Services Rates - Op Rev	Rates Direct Debit/Arrangements Admin Fe	12,000	(6,500)		5,500	Ratepayers are electing to use Direct Debit and Instalment payment options rather than variable arrangements that attract a higher administration fee therefore reduced income.
400113.1233.60	Financial Services Rates - Op Exp	Valuations	(30,000)		(40,000)	(70,000)	Increase in number of valuations due to subdivisions and completion of dwellings in the main growth areas being Honeywood Estate, Cassia Glades and Wellard Village.
300022.1928.10	Rates - Interim	Residential Improved GRV	850,000	150,000		1,000,000	Increase in interim rates due to growth as more requests for subdivision clearances have been received than had been anticipated in areas such as Wellard Village, Cassia Glades and Honeywood Estate.
300113.1364.22	Fire & Emergency Mgmt - Op Rev	Other Reimbursements	-	5,636		5,636	Reimbursement of costs for Brigades function.
400503.1153.60	Fire & Emergency Mgmt - Op Exp	Functions & Receptions	(10,000)		(5,636)	(15,636)	Costs greater than budgeted. Offset by reimbursement from Volunteer and Bush Fore Brigades.
400716.1959.70	General Financing - Int Exp	Interest on Adventure Playground Loan#XX	(7,500)		7,500	-	Interest payments on Adventure Playground will not be required this financial year as loan liquidity advance is not anticipated to be drawn until June 2016.
400121.1951.80	General Financing - Fin Exp	Settlement Expenses	(214,042)		(86,000)	(300,042)	Council resolution # 038 (11/02/2015) additional funds to be allocated to Settlement reserve.
800035.1952.07	General Financing - To Res Op	Settlement Agreement Reserve	(64,042)		(86,000)	(150,042)	Council resolution # 038 (11/02/2015) additional funds to be allocated to Settlement reserve.
700082.1952.06	General Financing - From Res Op	Settlement Agreement Reserve	214,042	86,000		300,042	Council resolution # 038 (11/02/2015) additional funds to be allocated to Settlement reserve.
300029.1346.15	General Purpose Grants - Op Rev	Local Govt Assist Grant - Rec	715,273	12,118		727,391	Grant estimated at time of budget, actual income received for 2015/16 will be slightly more
300029.1347.15	General Purpose Grants - Op Rev	Local Govt Assist Grant - Roads	678,127	8,579		686,706	Grant estimated at time of budget, actual income received for 2015/16 will be slightly more
300106.1421.22	Infrastructure Mgmt O/heads - Op Rev	Vehicle Reimbursement	2,340	(1,600)		740	Reduced income resulting from changes to the City Vehicles policy that removes the requirement for an employee contribution.
300106.1364.22	Infrastructure Mgmt O/heads - Op Rev	Other Reimbursements	-	2,545		2,545	Reimbursement of 50% of the cost of installing crossover at Lot 284 Burlington St. Naval Base
300106.1309.30	Infrastructure Mgmt O/heads - Op Rev	Extractive Industries Licence	12,000	53,000		65,000	Additional income due to collection of overdue fees from Urban resources for prior years.
300106.1774.30	Infrastructure Mgmt O/heads - Op Rev	Infrastructure Inspection fee	-	60,000		60,000	New fee introduced in 15/16
400460.1031.50	Infrastructure Mgmt O/heads - Emp Exp	Salaries	(1,565,399)		80,000	(1,485,399)	Savings due to vacancies and relief budget for LSL cover not utilised.
400461.1955.80	Infrastructure Mgmt O/heads - Op Exp	Crossover Rebate Payments	(30,000)		(56,000)	(86,000)	Revised budget due to change in rebate calculation.
300112.1365.25	Law Order & Public Safety - Op Rev	Parking Fines & Penalties	6,000	(2,500)		3,500	Fewer than anticipated contraventions of Parking Laws.
400497.1031.50	Law Order & Public Safety - Emp Exp	Salaries	(974,012)		30,000	(944,012)	Savings in salaries due mainly to vacancies during the year.
400500.1086.80	Law Order & Public Safety - Fin Exp	Bad Debt Write Off	-		(15,431)	(15,431)	The issue of non compliant Litter infringements resulted in the requirement to withdraw the infringements.
400123.1165.75	Office Overheads - Op Exp	Insurance - Councillors & Officers Liabi	(18,173)		3,758	(14,415)	Adjustment for actual Insurance premiums.
400123.1169.75	Office Overheads - Op Exp	Insurance - Machinery B/down/ Motor Veh	-		(3,758)	(3,758)	Adjustment for actual Insurance premiums.
300135.1503.22	Deposit Forfeitures - Op Rev	Footpath Deposit Forfeitures	-	10,000		10,000	Higher than anticipated income has been realised from Footpath forfeitures. This is difficult to estimate due to its ad hoc nature.
400719.1222.60	Purchasing & Procurement - Op Exp	Subscriptions & Publications	(2,000)		1,700	(300)	No longer required under the purchasing and procurement budget.
300024.1331.35	Rates - Operating Revenue	Instalment Interest	200,000	40,000		240,000	Increased number of ratepayers on Direct Debit and Instalment payment options.
300024.1366.35	Rates - Operating Revenue	Penalty Interest	160,000	60,000		220,000	Increased value of outstanding rates therefore higher income from penalty interest.
300024.1358.15	Rates - Operating Revenue	Non Rateable Property	170,000	5,790		175,790	Higher than anticipated income received.
400243.1600.60	Software Applications - Proj Exp	CFWD Included Data Processing - Software Applications **Replaces	(3,000)		(12,200)	(15,200)	Additional Adobe services required for Civica Data Centre upgrade.
400243.1600.60	Software Applications - Proj Exp	CFWD Included Data Processing - Software Applications **Replaces	(9,600)		(20,720)	(30,320)	GIS consultancy has been required to train new GIS Officer. Fully funded by savings in GIS salaries.
400241.1031.50	Software Applications - Emp Exp	Salaries	(328,014)		30,000	(298,014)	Savings due to vacancy will partially offset additional training required for GIS consultancy.
400243.1600.60	Software Applications - Proj Exp	CFWD Included Data Processing - Software Applications **Replaces	(10,000)		10,000	-	Not required as there have been no joint MOU software developments to date through Authority User Groups nor are any expected.
400243.1600.60	Software Applications - Proj Exp	CFWD Included Data Processing - Software Applications **Replaces	(10,000)		(10,000)	(20,000)	Purchase subscription of Attain, a subscription-based software, that you only pay for the licences that you need. Licence subscriptions are always for a 12 month. Attain is an online system for managing statutory forms such as Primary Returns, Annual Returns and Gift Disclosures and a register of delegated authority. It's not just a replacement for the paper-based forms, it provides help and guidance for understanding how to fill out the forms. Offset by savings from within.

ACCOUNT NUMBER	DEPARTMENT	ACCOUNT DESCRIPTION	OPERATING BUDGET	REVENUE VARIATION	EXPENSES VARIATION	REVISED BUDGET	JUSTIFICATION REASON
			NB: + Income - (Expense)	NB: + Increase - (Reduction)	NB: - (Increase) + Reduction	NB: + Income - (Expense)	
400249.1600.60	User Support Services - Proj Exp	Data Processing - User Support **Replaces W11232**	(12,000)		5,000	(7,000)	Less than forecasted requirement for sundry operating equipment.
400249.1600.60	User Support Services - Proj Exp	Data Processing - User Support **Replaces W11232**	(4,800)		3,000	(1,800)	Less than forecasted requirement for equipment repairs.
400247.1031.50	User Support Services - Emp Exp	Salaries	(78,498)		30,000	(48,498)	Savings due to vacancy.
400487.1004.60	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Town Centre	(4,980)		(7,000)	(11,980)	Due to the supply and installation of replacement trees in the City Centre precinct that had not previously been budgeted.
400487.1004.60	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Sunrise Estate	(12,000)		6,000	(6,000)	The Developer was due to have handed over maintenance responsibility to the City which has not occurred to date.
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Medina	-		(3,000)	(3,000)	Staff vacancies within the Parks team were initially filled by contract labour personnel resulting in over expenditure.
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Callista	-		(500)	(500)	
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Parmelia	-		(6,000)	(6,000)	
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Orella	-		(2,000)	(2,000)	
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Leda	-		(2,000)	(2,000)	
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Wellard	-		(500)	(500)	
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Bertram	-		(1,000)	(1,000)	
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Thomas Road	-		(500)	(500)	
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Kwinana Beach	-		(14,000)	(14,000)	
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Naval Base	-		(3,000)	(3,000)	
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Wellard Rd	-		(1,000)	(1,000)	
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Sulphur Rd	-		(3,000)	(3,000)	
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Thomas Rd/ Colchester Ave	-		(1,000)	(1,000)	
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Wellard Rd/ Homestead Ridge	-		(500)	(500)	
400487.1004.61	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Bertram Road	-		(2,000)	(2,000)	
400486.1004.60	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Pimlico Gardens	(15,217)		(5,000)	(20,217)	Additional landscaping works were required that were not originally budgeted.
400486.1004.60	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Sunrise Park	(18,285)		9,000	(9,285)	The Developer was due to have handed over maintenance responsibility to the City which has not occurred to date.
400589.1004.61	Law Order & PS Grounds - Proj Exp	Maintenance - Parks - Casuarina/Wellard Fire Station Reserve	-		(1,500)	(1,500)	Staff vacancies within the Parks team were initially filled by contract labour personnel resulting in over expenditure.
400589.1004.61	Law Order & PS Grounds - Proj Exp	Maintenance - Parks - Mandogalup Fire Station Reserve	-		(1,500)	(1,500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Ridley Park	(300)		(1,000)	(1,300)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Hewison Park	(300)		(1,500)	(1,800)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Gawler Way POS	-		(1,000)	(1,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Peace Park	(300)		(5,000)	(5,300)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Apex / Rotary Park	-		(1,500)	(1,500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Newstead Park	(300)		(2,000)	(2,300)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Dijiiba Reserve	(300)		(1,500)	(1,800)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Barney Park	-		(1,000)	(1,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Skottowe Park	(300)		(2,500)	(2,800)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Bourman Heights POS	-		(1,000)	(1,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Sloan Reserve	-		(500)	(500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Warner Rd Sump	-		(1,500)	(1,500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Gabor Park	-		(1,000)	(1,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Sandringham Park	(300)		(1,000)	(1,300)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Brandon Mews Reserve	-		(1,000)	(1,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Chipperton Park	-		(1,000)	(1,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Rutherford Park	-		(1,000)	(1,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Centennial Park	-		(1,000)	(1,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Lambeth Park	-		(500)	(500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Borthwick Park	-		(1,500)	(1,500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Wandl Reserve	(300)		(3,500)	(3,800)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Wellard Park	(300)		(1,000)	(1,300)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Derbal BMX	-		(1,000)	(1,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Town Centre Park	-		(1,000)	(1,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Wells Park	-		(2,000)	(2,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Sloan POS	-		(500)	(500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Oakfield Park	-		(500)	(500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Challenger Ave Park	-		(500)	(500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Malden Park	-		(500)	(500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Gemstone Park	-		(500)	(500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Rushbrooke Park	-		(500)	(500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Honeywood Park	-		(500)	(500)	
400486.1004.64	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Peace Park	(300)		(5,650)	(5,950)	Insufficient funds allocated at budget.

ACCOUNT NUMBER	DEPARTMENT	ACCOUNT DESCRIPTION	OPERATING BUDGET	REVENUE VARIATION	EXPENSES VARIATION	REVISED BUDGET	JUSTIFICATION REASON
			NB: + Income - (Expense)	NB: + Increase - (Reduction)	NB: - (Increase) + Reduction	NB: + Income - (Expense)	
400486.1004.60	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Thomas Oval	(68,402)		(5,000)	(73,402)	Additional funds required to complete minor works. All major works are now complete.
400486.1004.60	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Calista Oval	(13,889)		(10,000)	(23,889)	Turf renovation and tree pruning works were required that were not originally budgeted.
400486.1004.60	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Bertram Oval	(35,480)		(30,000)	(65,480)	Over budget partially due to urgent turf renovation works at Bertram Oval, partially offset by additional income from DOE.
300110.1004.15	Recreation & Culture Grounds - Proj Rev	Maintenance - Sportsgrounds - Bertram Oval	14,355	10,500		24,855	Additional income to be received for additional renovation works at Bertram Oval.
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Dry Land Reserves - Parmelia	-		(1,000)	(1,000)	Staff vacancies within the Parks team were initially filled by contract labour personnel resulting in over expenditure.
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Dry Land Reserves - Orelia	-		(1,000)	(1,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Thomas Oval	-		(1,500)	(1,500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Orelia Oval	-		(1,500)	(1,500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Chisham Oval	-		(500)	(500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Medina Oval	-		(1,500)	(1,500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Calista Oval	-		(2,500)	(2,500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Rhodes Park	-		(1,000)	(1,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Kelly Park	-		(1,000)	(1,000)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Bertram Oval	-		(500)	(500)	
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Gilmore College Senior Oval	-		(1,000)	(1,000)	Staff vacancies within the Parks team were initially filled by contract labour personnel resulting in over expenditure.
400486.1004.61	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Gilmore College Hockey Square Oval	-		(1,000)	(1,000)	
400487.1004.50	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Town Centre	(69,475)		5,000	(64,475)	
400487.1004.50	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Medina	(54,427)		10,000	(44,427)	
400487.1004.50	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Wellard	(30,735)		5,000	(25,735)	
400487.1004.50	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Gilmore Avenue	(46,743)		5,000	(41,743)	
400487.1004.50	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Thomas Road	(40,021)		5,000	(35,021)	
400487.1004.50	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Patterson Road/Rockingham Road	(234,935)		40,000	(194,935)	
400487.1004.50	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Kwinana Beach	(114,746)		10,000	(104,746)	
400487.1004.50	Transport Grounds - Proj Exp	Maintenance - Streetscapes/Verges - Naval Base	(115,067)		20,000	(95,067)	
400486.1004.50	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Thomas Oval	(44,311)		5,000	(39,311)	Salaries and wages have been affected by a number of significant vacancies with the Parks and Infrastructure Teams that were not immediately filled resulting in savings. Hiring of staff has now commenced and will continue until all vacancies have been filled.
400486.1004.50	Recreation & Culture Grounds - Proj Exp	Maintenance - Sportsgrounds - Medina Oval	(44,246)		5,000	(39,246)	
400480.1004.50	Transport Maintenance - Proj Exp	Maintenance - Roads - Anketell	(25,613)		10,000	(15,613)	
400480.1004.50	Transport Maintenance - Proj Exp	Renewal - Roads - Anketell	(24,461)		10,000	(14,461)	
400480.1004.50	Transport Maintenance - Proj Exp	Maintenance - Roads - Bertram	(16,328)		3,000	(13,328)	
400480.1004.50	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Bertram	(22,412)		4,000	(18,412)	
400480.1004.50	Transport Maintenance - Proj Exp	Maintenance - Drainage - Bertram	(49,241)		10,000	(39,241)	
400480.1004.50	Transport Maintenance - Proj Exp	Maintenance - General - Bertram	(16,328)		3,000	(13,328)	
400480.1004.50	Transport Maintenance - Proj Exp	Maintenance - General - Bertram	(22,412)		5,000	(17,412)	
400480.1004.50	Transport Maintenance - Proj Exp	Renewal - Roads - Bertram	(24,461)		5,000	(19,461)	
400480.1004.50	Transport Maintenance - Proj Exp	Maintenance - Roads - Kwinana Beach	(22,412)		5,000	(17,412)	Due to staff secondment, a contract labour employee has been employed in the Asphalt crew for approximately five months.
400480.1004.50	Transport Maintenance - Proj Exp	Maintenance - Drainage - Kwinana Beach	(24,012)		5,000	(19,012)	
400480.1004.50	Transport Maintenance - Proj Exp	Renewal - Roads - Kwinana Beach	(13,575)		10,000	(3,575)	
400480.1004.50	Transport Maintenance - Proj Exp	Maintenance - Drainage - Medina	(32,017)		5,000	(27,017)	
400480.1004.50	Transport Maintenance - Proj Exp	Maintenance - Drainage - Naval Base	(19,210)		5,000	(14,210)	
400480.1004.50	Transport Maintenance - Proj Exp	Renewal - Footpaths - Orelia	(9,605)		5,000	(4,605)	
400480.1004.50	Transport Maintenance - Proj Exp	Renewal - Drainage - Orelia	(9,477)		5,000	(4,477)	
400480.1004.50	Transport Maintenance - Proj Exp	Maintenance - Drainage - Parmelia	(25,293)		5,000	(20,293)	
400480.1004.50	Transport Maintenance - Proj Exp	Maintenance - Roads - Wellard	(57,630)		20,000	(37,630)	
400480.1004.50	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Wellard	(46,360)		5,000	(41,360)	
400480.1004.50	Transport Maintenance - Proj Exp	Renewal - Drainage - Wellard	(8,004)		5,000	(3,004)	Due to staff secondment, a contract labour employee has been employed in the Asphalt crew for approximately five months.
400486.1004.50	Recreation & Culture Grounds - Proj Exp	Maintenance - Dry Land Reserves - Medina	(21,130)		5,000	(16,130)	
400486.1004.50	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Hewison Park	(28,814)		5,000	(23,814)	
400486.1004.50	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Wandii Reserve	(37,779)		5,000	(32,779)	
400486.1004.50	Recreation & Culture Grounds - Proj Exp	Maintenance - Parks - Wells Park	(43,799)		10,000	(33,799)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Anketell	-		(2,000)	(2,000)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Bertram	-		(2,000)	(2,000)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Calista	-		(500)	(500)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Casuarina	-		(3,500)	(3,500)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Hope Valley	-		(1,500)	(1,500)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Kwinana Beach	-		(2,000)	(2,000)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Leda	-		(3,000)	(3,000)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Mandogalup	-		(500)	(500)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Medina	-		(1,500)	(1,500)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Naval Base	-		(4,000)	(4,000)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Orelia	-		(2,000)	(2,000)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Parmelia	-		(1,000)	(1,000)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Postans	-		(1,500)	(1,500)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - City Centre	-		(3,000)	(3,000)	

ACCOUNT NUMBER	DEPARTMENT	ACCOUNT DESCRIPTION	OPERATING BUDGET	REVENUE VARIATION	EXPENSES VARIATION	REVISED BUDGET	JUSTIFICATION REASON
			NB: + Income - (Expense)	NB: + Increase - (Reduction)	NB: - (Increase) + Reduction	NB: + Income - (Expense)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Wandl	-		(8,000)	(8,000)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Roads - Wellard	-		(4,000)	(4,000)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Bertram	-		(250)	(250)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Leda	-		(250)	(250)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Medina	-		(1,500)	(1,500)	A vacancy in the Concrete Crew resulted in the requirement for a contractor.
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Orelia	-		(1,500)	(1,500)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Wellard	-		(2,500)	(2,500)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - General - Traffic Counter	-		(500)	(500)	
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - General - Casuarina	-		(500)	(500)	A vacancy in the Graffiti Crew resulted in the requirement for a contractor.
400480.1004.61	Transport Maintenance - Proj Exp	Maintenance - General - Parmelia	-		(500)	(500)	
400480.1004.64	Transport Maintenance - Proj Exp	Renewal - Footpaths - Bertram	(1,000)		1,000	-	
400480.1004.64	Transport Maintenance - Proj Exp	Renewal - Footpaths - Calista	(1,700)		1,000	(700)	
400480.1004.64	Transport Maintenance - Proj Exp	Renewal - Footpaths - Medina	(2,000)		2,000	-	Funds were incorrectly budgeted for materials that are being purchased under Maintenance - Footpaths
400480.1004.64	Transport Maintenance - Proj Exp	Renewal - Footpaths - Orelia	(1,200)		1,000	(200)	
400480.1004.64	Transport Maintenance - Proj Exp	Renewal - Footpaths - Parmelia	(1,200)		1,000	(200)	
400480.1004.64	Transport Maintenance - Proj Exp	Renewal - Footpaths - Wellard	(10,000)		9,000	(1,000)	
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Bertram	-		(500)	(500)	
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Calista	-		(4,000)	(4,000)	
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Kwinana Beach	-		(500)	(500)	
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Leda	-		(3,000)	(3,000)	
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Medina	-		(4,000)	(4,000)	Over expenditure due to incorrect allocation of funds to Renewal - Footpaths
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Naval Base	-		(500)	(500)	
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Orelia	-		(3,500)	(3,500)	
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Parmelia	(500)		(4,000)	(4,500)	
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Footpaths - City Centre	(1,000)		(1,500)	(2,500)	
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Footpaths - Wellard	(5,000)		(2,000)	(7,000)	
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Drainage - Bertram	(500)		(1,000)	(1,500)	
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Drainage - Kwinana Beach	-		(2,500)	(2,500)	
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Drainage - Medina	(500)		(1,500)	(2,000)	Insufficient funds allocated at budget.
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Drainage - Orelia	-		(2,500)	(2,500)	
400480.1004.64	Transport Maintenance - Proj Exp	Maintenance - Drainage - City Centre	-		(1,000)	(1,000)	
400480.1004.55	Transport Maintenance - Proj Exp	Maintenance - General - Street Lighting	(1,035,114)		(60,000)	(1,095,114)	Forecasted charges expected to be more than budgeted.
400508.1493.80	Plant Operating Costs	Contract Work	(47,680)		(55,000)	(102,680)	Majority of over expenditure the result of having refurbished the Depot trailers that have now been brought up to standard.
400508.1489.64	Plant Operating Costs	Fuels	(432,300)		55,000	(377,300)	To offset over expenditure necessary to bring Depot equipment up to standard. Savings in fuels due to the lower cost of fuel.
900038.0208.08	Liquidity Advance Repayments	City Centre Redevelopment - Loan# 101	(2,500,000)		2,500,000	-	Due to sale of Government Land not being received this financial year as budgeted, the repayment of \$2.5m City Centre Liquidity Advance will not occur.
700049.1655.06	Governance - From Res Op	Infrastructure Reserve - Town Centre	2,500,000	(2,500,000)		-	Due to sale of Government Land not being received this financial year as budgeted, the transfer from Reserve will not occur.
700082.1655.06	General Financing - From Res Op	Infrastructure Reserve - Town Centre	75,000	(75,000)		-	Due to sale of Government Land not being received this financial year as budgeted, the repayment of interest on City Centre Liquidity Advance will not be funded from Reserve.
800002.1898.07	Governance - To Res Op	Asset Management Reserve	-		(500,000)	(500,000)	Key performance indicator for 30 June 2016 is to increase the Asset Management Reserve by 5% annually.
SUB TOTALS FOR DIRECTOR CORPORATE & ENGINEERING SERVICES			(3,349,829)	(2,103,052)	1,759,463	(3,693,418)	
Director City Living							
400625.1865.60	Banksia Park - Non Op Exp	Insurance Claim Costs	-		(1,000)	(1,000)	Excess on insurance claim not anticipated.
400625.1195.60	Banksia Park - Non Op Exp	Other Expenses	(1,000)		(3,972)	(4,972)	Annual payment of monthly maintenance fees for Banksia Park Villa 34.
300116.1004.40	Recreation & Culture Facility - Proj Rev	Facilities Management - Library & Resource Centre	149,887	6,900		156,787	Rent income from Volunteer Centre budget omitted.
300116.1004.40	Recreation & Culture Facility - Proj Rev	Facilities Management - Orelia Oval Pavillion	10,700	(10,700)		-	
300116.1004.40	Recreation & Culture Facility - Proj Rev	Facilities Management - Orelia Oval Pavillion	-	5,000		5,000	
300117.1004.40	Education & Welfare Facility - Proj Rev	Facilities Management - Kwinana Out of School Care	-	7,200		7,200	
300116.1004.40	Recreation & Culture Facility - Proj Rev	Facilities Management - Wellard Pavillion	6,000	(6,000)		-	
300120.1004.22	Economic Services Facility - Proj Rev	Facilities Management - DEP Building	3,872	16,500		20,372	
300116.1004.40	Recreation & Culture Facility - Proj Rev	Facilities Management - Medina Hall	5,860	20,000		25,860	
300116.1004.40	Recreation & Culture Facility - Proj Rev	Facilities Management - Library & Resource Centre	62,000	6,000		68,000	
300116.1004.40	Recreation & Culture Facility - Proj Rev	Facilities Management - Wellard Community Centre	26,600	10,000		36,600	
300116.1004.40	Recreation & Culture Facility - Proj Rev	Facilities Management - Bertram Community Centre	17,500	35,500		53,000	
300116.1004.22	Recreation & Culture Facility - Proj Rev	Facilities Management - Kwinana Golf Club	-	5,000		5,000	Structural maintenance fees for Kwinana Golf Club.

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			NB: + Income - (Expense)	NB: + Increase - (Reduction)	NB: - (Increase) + Reduction	NB: + Income - (Expense)	
400492.1004.75	Recreation & Culture Facility - Proj Exp	Facilities Management - Kwinana Golf Club	-		(5,000)	(5,000)	Insurance premium for Kwinana Golf Club to be reimbursed.
400492.1004.60	Recreation & Culture Facility - Proj Exp	Facilities Management - Orelia Oval Pavillion	(7,500)		(5,000)	(12,500)	Breakdowns and repairs contribute to higher than anticipated costs.
400492.1004.60	Recreation & Culture Facility - Proj Exp	Facilities Management - Orelia Oval Pavillion	(10,150)		(5,000)	(15,150)	Breakdowns and repairs contribute to higher than anticipated costs.
400493.1004.60	Economic Services Facility - Proj Exp	Facilities Management - Darius	(14,500)		8,000	(6,500)	Building not in use and significant works carried out due to fire damage.
400493.1004.60	Economic Services Facility - Proj Exp	Facilities Management - Darius	(4,500)		4,000	(500)	Building not in use and significant works carried out due to fire damage.
400493.1004.60	Economic Services Facility - Proj Exp	Facilities Management - Darius	(47,500)		40,000	(7,500)	Building not in use and significant works carried out due to fire damage.
400492.1004.60	Recreation & Culture Facility - Proj Exp	Facilities Management - Library & Resource Centre	(22,000)		(70,000)	(92,000)	Breakdowns and repairs to Air Con, zip taps and electrical items contribute to higher than anticipated costs.
400492.1004.60	Recreation & Culture Facility - Proj Exp	Facilities Management - Library & Resource Centre	(66,500)		(30,000)	(96,500)	Cleaning expenses higher than anticipated.
400723.1004.60	Other Structures Budget Only - Proj Exp	Maintenance - Other Structures - Other Structures - Budget Only	(31,500)		25,000	(6,500)	Fewer equipment replacements/repairs required than anticipated. Difficult to determine given that vandalism costs are to exceed \$10,000 in order to lodge an insurance claim.
400723.1004.64	Other Structures Budget Only - Proj Exp	Maintenance - Other Structures - Other Structures - Budget Only	(23,000)		15,000	(8,000)	Fewer equipment replacements/repairs required than anticipated. Difficult to determine given that vandalism costs are to exceed \$10,000 in order to lodge an insurance claim.
400492.1004.60	Recreation & Culture Facility - Proj Exp	Facilities Management - Library	(110,000)		20,000	(90,000)	Expenditure to date less than anticipated for cleaning.
400492.1004.60	Recreation & Culture Facility - Proj Exp	Renewal - Facilities Management - Wellard Pavillion	(30,000)		30,000	-	Wellard Pavillion ceiling joist repairs were resolved negating the requirement to increase expenditure.
400490.1004.55	Education & Welfare Facility - Proj Exp	Facilities Management - Kwinana Out of School Care	-		(1,000)	(1,000)	Water consumption charges for Little Rascals Out of School Care offset by reimbursement.
300117.1004.22	Education & Welfare Facility - Proj Rev	Facilities Management - Kwinana Out of School Care	-	1,000		1,000	Reimbursement of water charges.
400492.1004.55	Recreation & Culture Facility - Proj Exp	Facilities Management - Wellard Community Centre	(15,909)		8,000	(7,909)	Actual water consumption less than anticipated.
400492.1004.55	Recreation & Culture Facility - Proj Exp	Facilities Management - Bertram Community Centre	(13,278)		10,000	(3,278)	Actual water consumption less than anticipated.
400492.1004.55	Recreation & Culture Facility - Proj Exp	Facilities Management - Bertram Community Centre	(9,923)		4,000	(5,923)	Actual electricity charges forecasted to exceed budget.
300134.1600.15	CDO Arts & Culture - Proj Rev	Sunset Fiesta - Event Date 19th March 2016 - PASCAL VEYRADIER	9,000	1,000		10,000	Heathway's funding allocation varied from original budget.
300134.1600.15	CDO Arts & Culture - Proj Rev	Childrens Party - Event Date 27th October 2015 - PASCAL VEYRADIER	2,500	(2,500)		-	Heathway's grant will not be received.
300134.1600.15	CDO Arts & Culture - Proj Rev	PETScapade - Event Date 11th October 2015 - PASCAL VEYRADIER	2,000	(2,000)		-	Heathway's grant will not be received.
300016.1421.22	CDO Recreation & Leisure - Op Rev	Vehicle Reimbursement	1,300	(1,300)		-	Reduced income resulting from changes to the City Vehicles policy that removes the requirement for an employee contribution.
400709.1031.50	Community Centres Admin - Emp Exp	Salaries	(511,636)		20,000	(491,636)	The departure of a full time creche Officer resulted in savings for part of the year and 2 positions on less hours per fortnight than budgeted. Savings are to offset increased casual chreche wages that were utilised to cover this vacancy.
400747.1062.50	Community Centre - Bertram - Emp Exp	Creche Wages	(30,000)		15,000	(15,000)	New service without a dedicated space therefore limited service opportunities.
400747.1957.50	Community Centre - Bertram - Emp Exp	Duty Officer Wages	(4,915)		(10,000)	(14,915)	To address the safety aspect of the Neighbourhood Officer working alone, an additional Officer will be stationed at this Centre using savings from Crèche Wages.
300222.1864.22	Community Centre - Darius Wells - Op Rev	Paid Parental Leave Reimbursement	-	12,000		12,000	Parental leave income relating to a creche Officer that had not been budgeted. This income contributes to offset the increased casual creche wages.
400734.1062.50	Community Centre - Darius Wells - Emp Exp	Creche Wages	(81,000)		(47,000)	(128,000)	This service has been well utilised this year to date, additionally a full time vacancy in the creche that was covered by casual staff has resulted in the budget being exceeded. This is partially offset by savings in salaries and also reimbursement of paid parental leave.
400735.1957.50	Community Centre - Wellard - Emp Exp	Duty Officer Wages	(4,915)		(5,000)	(9,915)	To address the safety aspect of the Neighbourhood Officer working alone, an additional Officer will be stationed at this Centre using savings from Crèche Wages.
300011.1421.22	Community Services Admin - Op Rev	Vehicle Reimbursement	-	400		400	Budget omitted
300109.1421.22	Facilities Management O/heads - Op Rev	Vehicle Reimbursement	2,080	(1,440)		640	Reduced income resulting from changes to the City Vehicles policy that removes the requirement for an employee contribution.
300160.1350.15	FDC General Subs & Trust - Op Rev	Mainstream CCB Subsidy (F)	2,000,000	500,000		2,500,000	Higher than anticipated participation rate
400591.1180.60	FDC General Subs & Trust - Op Exp	Mainstream CCB Expenses	(2,000,000)		(500,000)	(2,500,000)	
300161.1288.15	FDC In Home Subs & Trust - Op Rev	CCB Subsidy (F)	800,000	100,000		900,000	Higher than anticipated participation rate
400592.1180.60	FDC In Home Subs & Trust - Op Exp	Mainstream CCB Expenses	(800,000)		(100,000)	(900,000)	
300161.1519.15	FDC In Home Subs & Trust - Op Rev	Subsidy Other	10,000	10,000		20,000	Higher than anticipated participation rate
400592.1524.60	FDC In Home Subs & Trust - Op Exp	Subsidy Payments - Other	(10,000)		(10,000)	(20,000)	
400655.1195.60	Family Day Care Aboriginal Resource - Op Exp	Other Expenses	-		(2,000)	(2,000)	Budget omitted in error to be offset from consumables.
400655.1126.60	Family Day Care Aboriginal Resource - Op Exp	Consumables	(4,000)		2,000	(2,000)	To offset omitted budget.
300018.1295.30	Library - Op Rev	Computer Printing Fees	10,000	10,000		20,000	Higher than anticipated usage
300018.1421.22	Library - Op Rev	Vehicle Reimbursement	1,560	(1,080)		480	Reduced income resulting from changes to the City Vehicles policy that removes the requirement for an employee contribution.

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400104.1124.60	Library - Op Exp	Computer Services	(33,830)		9,400	(24,430)	Partially due to the duplication of budget allocations between the Library and ICT and as a result of the inclusion of RFIDs by the State Library on stock received by the City Library that would otherwise have been required to be provided in house.
300144.1600.15	#N/A	Other Waste Projects - Garage Sale Trail 2016	5,000	(5,000)		-	Income paid directly to Garage Sale as opposed to the City therefore no funds will be received.
400434.1600.60	Mainstream Waste - Proj Exp	Other Waste Projects - Garage Sale Trail 2016	(16,221)		5,000	(11,221)	To offset reduced income from grants.
400567.1600.60	Natural Environment - Proj Exp	Natural Environment - Bushcare Program **Replaces W11271***	(1,000)		550	(450)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Natural Environment - Bushcare Program **Replaces W11271***	(1,500)		450	(1,050)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Natural Environment - Bushcare Program **Replaces W11271***	(1,000)		(450)	(1,450)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Natural Environment - Bushcare Program **Replaces W11271***	(12,000)		8,700	(3,300)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Natural Environment - Bushcare Program **Replaces W11271***	(5,000)		5,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Natural Environment - Bushland Reserves Grass Weed Control Program	(162,000)		63,676	(98,324)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Natural Environment - Feral Control Program **Replaces W11154**	(15,000)		13,000	(2,000)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Natural Environment - Reserve Firebreak Maintenance **Replaces	(7,500)		(2,256)	(9,756)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Natural Environment - Great Garden/Energy Efficiency Workshop	(1,000)		1,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Belgravia - ASH HARDING **Replaces W11158**	(1,000)		1,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Belgravia - ASH HARDING **Replaces W11158**	(1,000)		1,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Bertram Sanctuary - ASH HARDING **Replaces	(2,000)		2,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Chalk Hill - ASH HARDING **Replaces W11160**	(2,000)		1,300	(700)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Challenger Beach - ASH HARDING **Replaces W11161**	(1,000)		1,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Challenger Beach - ASH HARDING **Replaces W11161**	(1,000)		1,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Cfwd Included Bushland Reserve - Clementi Rd Bush Forever Site - ASH	(2,000)		2,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Cfwd Included Bushland Reserve - Clementi Rd Bush Forever Site - ASH	(15,000)		930	(14,070)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Cfwd Included Bushland Reserve - Clementi Rd Bush Forever Site - ASH	(4,000)		3,014	(986)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Depot Swamp - ASH HARDING **Replaces W11163**	(3,000)		3,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Kwinana Beach Foreshore - ASH HARDING **Replaces W11164**	(1,000)		1,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Kwinana Beach Foreshore - ASH HARDING **Replaces W11164**	(1,000)		1,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Golf Course Bushland - ASH HARDING **Replaces	(1,500)		1,500	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Golf Course Bushland - ASH HARDING **Replaces	(4,000)		4,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Homestead Ridge 3 x Reserves - ASH HARDING	(2,500)		975	(1,525)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Homestead Ridge 3 x Reserves - ASH HARDING	(2,000)		95	(1,905)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Lake Magenup - ASH HARDING **Replaces W11167**	(3,000)		3,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Lake Magenup - ASH HARDING **Replaces W11167**	(5,000)		5,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Millar Rd Bush Forever Site - ASH HARDING	(2,500)		2,500	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.

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400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Millar Rd Bush Forever Site - ASH HARDING	(2,500)		1,725	(775)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Millar Rd Bush Forever Site - ASH HARDING	(2,500)		2,500	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Rifle Range - ASH HARDING **Replaces W10784**	(2,000)		2,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Rifle Range - ASH HARDING **Replaces W10784**	(2,000)		2,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Sloans Reserve - ASH HARDING **Replaces W11170**	(1,000)		1,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Parmelia Bush Forever 2 x Sites - ASH HARDING	(2,500)		2,500	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Thomas Oval Bush Forever Site - ASH HARDING	(3,500)		465	(3,035)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Thomas Oval Bush Forever Site - ASH HARDING	(2,000)		2,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Wildflower Reserve - ASH HARDING **Replaces	(3,000)		2,285	(715)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Wildflower Reserve - ASH HARDING **Replaces	(3,500)		2,725	(775)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Henley Reserve - ASH HARDING **Replaces W11174**	(2,500)		2,500	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Postans Reserve - ASH HARDING *New	(1,500)		1,500	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Postans Reserve - ASH HARDING *New	(2,500)		1,904	(596)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Postans Reserve - ASH HARDING *New	(1,500)		1,500	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Kwinana Beach (seagulls) - ASH	(1,200)		1,200	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Kwinana Beach (seagulls) - ASH	(3,000)		2,120	(880)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Bushland Reserve - Kwinana Beach (seagulls) - ASH	(1,000)		1,000	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Natural Environment - Squires Avenue Reserve	(2,000)		1,994	(6)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Natural Environment - POS 23 Wellard Village	(900)		900	-	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400567.1600.60	Natural Environment - Proj Exp	Natural Environment - POS 23 Wellard Village	(2,500)		962	(1,538)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400438.1031.50	Natural Environment - Emp Exp	Salaries	(397,528)		(70,000)	(467,528)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
400437.1140.60	Noise & Other Nuisances - Op Exp	Equipment Repairs & Maintenance	(3,250)		2,000	(1,250)	Calibration of equipment less than anticipated costs due to purchase of new equipment
400436.1857.60	Pest Control - Op Exp	Mosquito Management Expenses	(56,620)		20,000	(36,620)	Less than anticipated costs to date.
700035.1895.06	Pest Control - From Res Op	CLAG Reserve	56,620	(20,000)		36,620	Reduce transfer to recognise reduced expenditure.
300097.1421.22	Public Health - Op Rev	Vehicle Reimbursement	3,900	(3,010)		890	Reduced income resulting from changes to the City Vehicles policy that removes the requirement for an employee contribution.
300097.1340.22	Public Health - Op Rev	Legal Expenses Reimbursement	24,000	(16,000)		8,000	Fewer prosecutions that budgeted therefore will not achieve income.
400424.1210.61	Public Health - Op Exp	Salaries - Contract	(25,000)		5,000	(20,000)	Full budget not required.
300085.1432.30	Recquatic Dry Programs - Op Rev Recq	Badminton Senior	2,900	3,000		5,900	Projected to June 2016 based upon first half of year.
300085.1433.30	Recquatic Dry Programs - Op Rev Recq	Basket Shots	11,500	10,500		22,000	Projected to June 2016 based upon first half of year.
300085.1460.30	Recquatic Dry Programs - Op Rev Recq	Junior Programs	13,400	(10,000)		3,400	Two new programs were to have commenced however will not do so prior to 30 June 2016.
300086.1441.30	Recquatic Health & Fitness - Op Rev Recq	Casual Admissions	50,000	(25,000)		25,000	The opening of 3 gyms within the area and ongoing membership promotions have impacted on income.
300086.1442.30	Recquatic Health & Fitness - Op Rev Recq	Corporate Membership	10,000	(10,000)		-	Revision of the Corporate Package is on hold due to an overall review of membership packages.
300086.1454.30	Recquatic Health & Fitness - Op Rev Recq	Group Fitness - Casual	50,000	(20,000)		30,000	Program area impacted by new local competition. A new program timetable is currently underway.
300086.1467.30	Recquatic Health & Fitness - Op Rev Recq	Personal Training	45,000	(33,000)		12,000	Competing with freelance trainers in open space across the City. Personal training is currently being restructured for next financial year to make it financially viable.
400272.1031.50	Recquatic Health & Fitness - Emp Exp	Salaries	(135,405)		30,000	(105,405)	Savings due to vacancies - used in part for Casual Gym Instructors.
400274.1065.50	Recquatic Health & Fitness - Emp Exp Recq	Gym Instructor Wages	(62,000)		(23,000)	(85,000)	Casual wages are over budget to date due to two permanent position vacancies. Fully off set by savings in Gym Instructor Wages.
400274.1074.50	Recquatic Health & Fitness - Emp Exp Recq	Personal Training Wages	(25,000)		15,000	(10,000)	Less than anticipated participation resulted in savings.

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300090.1478.30	Recquatic Swim School - Op Rev Recq	Sponsorship	10,000	(10,000)		-	Initial funding application for a new program was unsuccessful; the program commenced without and then did not comply with the 'New Program' requirement for subsequent funding applications.
300090.1522.30	Recquatic Swim School - Op Rev Recq	SNAPAR Program	5,760	(5,760)		-	Income now recognised in Swimming lessons.
300090.1480.30	Recquatic Swim School - Op Rev Recq	Swimming Lessons	428,680	5,760		434,440	Income previously recognised separately.
400300.1081.50	Recquatic Swim School - Emp Exp Recq	Swim Lessons Wages	(207,735)		(35,000)	(242,735)	Increased demand for classes has resulted in higher expenditure. Income is also higher than anticipated.
400260.1076.50	Recquatic Admin - Emp Exp Recq	Reception Wages	(42,120)		(50,000)	(92,120)	Vacant permanent positions have resulted in higher wages which is fully offset by salaries.
400258.1031.50	Recquatic Admin - Emp Exp	Salaries	(463,544)		50,000	(413,544)	Savings due to vacancies - offset with increase in Casual Reception wages.
400261.1106.60	Recquatic Admin - Op Exp	Advertising & Promotions	(70,000)		15,000	(55,000)	Funds to be transferred to undertake new signage project at the Recquatic Centre.
400261.1124.60	Recquatic Admin - Op Exp	Computer Services	(5,000)		5,000	-	Budget included for annual WIFI fee however this is yet to be installed
400262.1253.60	Recquatic Admin - Op Exp Recq	Special Event Expenses	(12,000)		(20,000)	(32,000)	Additional funds were required for consultants.
400263.1600.60	Recquatic Admin - Proj Exp	**COMPLETE** CFWD Included Our Village - Activities for families	(2,000)		1,000	(1,000)	Project complete and acquitted, will not receive additional grant funds
300152.1600.15	Recquatic Admin - Proj Rev	**COMPLETE** CFWD Included Our Village - Activities for families	3,000	(1,000)		2,000	Project complete and acquitted, will not receive additional grant funds
400293.1031.50	Recquatic Aquatics - Emp Exp	Salaries	(205,438)		100,000	(105,438)	Savings due to vacancies.
400294.1063.50	Recquatic Aquatics - Emp Exp Recq	Duty Manager Wages	(40,000)		(80,000)	(120,000)	Cover has been required to assist with the vacant Duty Manager positions which is partially offset by salaries.
400293.1031.50	Recquatic Aquatics - Emp Exp	Salaries	(205,438)		100,000	(105,438)	Savings due to vacancies.
400295.1140.60	Recquatic Aquatics - Op Exp	Equipment Repairs & Maintenance	(25,000)		(5,000)	(30,000)	Increased costs due to the new filtration system and refurbishment. Being a new system, this was difficult to predict.
400296.1245.60	Recquatic Aquatics - Op Exp Recq	Chemicals	(20,000)		(15,000)	(35,000)	The initial pool budget for this area took new plant design into consideration however the pools have been busier than anticipated therefore additional chemicals required.
300087.1440.30	Recquatic Cafe - Op Rev Recq	Cafe Income	65,000	(35,000)		30,000	Café not as busy as predicted
400290.1126.60	Recquatic Cafe - Op Exp	Consumables	(15,450)		(15,000)	(30,450)	Being the first year open after the refurbishment the costs are much higher than expected. Looking at ways to address this.
400303.1062.50	Recquatic Creche - Emp Exp Recq	Creche Wages	(112,684)		(9,000)	(121,684)	Higher than anticipated due to permanent vacancy in salaried officers however offset by savings in salaries.
400604.1031.50	Recquatic Creche - Emp Exp	Salaries	(16,597)		9,000	(7,597)	Permanent position vacant not yet recruited pending decision on creche operations. Savings to offset increased expenditure for creche casual wages.
400097.1860.50	Youth Centre - Emp Exp	Casual Wages	(128,000)		(30,000)	(158,000)	Additional casual hours required due to high number of young people using the drop in service.
400097.1031.50	Youth Centre - Emp Exp	Salaries	(407,403)		(40,000)	(447,403)	Additional funds required due to budget for two part time Engagement Officers adopted as 19 hours per fortnight when actually 38 hours per fortnight.
400097.1035.50	Youth Centre - Emp Exp	Superannuation	(43,747)		(3,800)	(47,547)	Costs associated with increased salaries.
400098.1797.60	Youth Centre - Op Exp	Security Patrols	(6,000)		(6,000)	(12,000)	Security hours have reduced however rates have increased.
400101.1086.80	Youth Centre - Fin Exp	Bad Debt Write Off	-		(6,433)	(6,433)	Write off of debtor that entered into liquidation Council Resolution # 590 (14/10/2016)
300129.1600.15	Youth Centre - Proj Rev	CFWD Included Freak Fest - VIKKI BARLOW **Replaces W11182**	2,500	(2,500)		-	Budgeted sponsorship relates to income that was actually received in 2014/15 that was rebudgeted in error.
300129.1600.15	Youth Centre - Proj Rev	Cfwd Included Kwinana Youth Incentives Program - LYRIK - VIKKI	5,000	(5,000)		-	Contribution is not to be received.
400099.1600.60	Youth Centre - Proj Exp	Cfwd Included Kwinana Youth Incentives Program - LYRIK - VIKKI	(7,811)		5,000	(2,811)	To offset reduced income from contributions.
SUB TOTALS FOR DIRECTOR CITY LIVING			(3,035,028)	539,470	(471,041)	(2,966,599)	
Director City Development							
300105.1421.22	Building Control/Approvals - Op Rev	Vehicle Reimbursement	1,040	(720)		320	Reduced income resulting from changes to the City Vehicles policy that removes the requirement for an employee contribution.
300105.1340.22	Building Control/Approvals - Op Rev	Legal Expenses Reimbursement	15,000	(15,000)		-	No income forecasted as no current cases pending.
400455.1047.51	Building Control/Approvals - Emp Exp Oth	Protective Clothing	(3,500)		1,750	(1,750)	Staff had existing PPE which is now exhausted and is to be replaced however costs will be less than anticipated.
400454.1031.50	Building Control/Approvals - Emp Exp	Salaries	(527,503)		10,000	(517,503)	Savings in salaries due to Admin Officer reduced hours and salaries relief not requiring full amount budgeted.
300211.1836.15	Developer Contributions Administration - Op Rev	DCA 1 - Hard Infrastructure - Bertram	1,321,737	(1,107,548)		214,189	
300211.1837.15	Developer Contributions Administration - Op Rev	DCA 2 - Hard Infrastructure - Wellard	1,788,421	(788,698)		999,723	
300211.1840.15	Developer Contributions Administration - Op Rev	DCA 5 - Hard Infrastructure - Wandl	2,422,620	(2,422,620)		-	
300211.1843.15	Developer Contributions Administration - Op Rev	DCA 8 - Soft Infrastructure - Mandogalup	2,739,088	(2,739,088)		-	
300211.1844.15	Developer Contributions Administration - Op Rev	DCA 9 - Soft Infra - Wandl / Anketell	1,340,314	(1,281,783)		58,531	
300211.1846.15	Developer Contributions Administration - Op Rev	DCA 11 - Soft Infra - Wellard East	3,952,278	(2,407,341)		1,544,937	
300211.1847.15	Developer Contributions Administration - Op Rev	DCA 12 - Soft Infra - Wellard West	1,309,184	(631,413)		677,771	

ACCOUNT NUMBER	DEPARTMENT	ACCOUNT DESCRIPTION	OPERATING BUDGET	REVENUE VARIATION	EXPENSES VARIATION	REVISED BUDGET	JUSTIFICATION REASON
			NB: + Income - (Expense)	NB: + Increase - (Reduction)	NB: - (Increase) + Reduction	NB: + Income - (Expense)	
300211.1848.15	Developer Contributions Administration - Op Rev	DCA 13 - Soft Infrastructure - Bertram	480,481	(337,509)		142,972	Due to overall downturn in development market projected lot clearances are reduced , resulting in reduced income from developer contributions
800075.1836.07	Developer Contributions Administration - To Res Op	DCA 1 - Hard Infrastructure - Bertram	(1,321,737)		1,107,548	(214,189)	
800075.1837.07	Developer Contributions Administration - To Res Op	DCA 2 - Hard Infrastructure - Wellard	(1,788,421)		788,698	(999,723)	
800075.1840.07	Developer Contributions Administration - To Res Op	DCA 5- Hard Infrastructure - Wandl	(2,422,620)		2,422,620	-	
800075.1843.07	Developer Contributions Administration - To Res Op	DCA 8 - Soft Infrastructure - Mandogalup	(2,739,088)		2,739,088	-	
800075.1844.07	Developer Contributions Administration - To Res Op	DCA 9 - Soft Infra - Wandl / Anketell	(1,340,314)		1,281,783	(58,531)	
800075.1846.07	Developer Contributions Administration - To Res Op	DCA 11 - Soft Infra - Wellard East	(3,952,278)		2,407,341	(1,544,937)	
800075.1847.07	Developer Contributions Administration - To Res Op	DCA 12 - Soft Infra - Wellard West	(1,309,184)		631,413	(677,771)	
800075.1848.07	Developer Contributions Administration - To Res Op	DCA 13 - Soft Infrastructure - Bertram	(480,481)		337,509	(142,972)	
400661.1600.60	Developer Contributions Administration - Proj Exp	CFWD DCA 1 - Hard Infrastructure - Bertam (Amendment 132) **Replaces	(295,707)		63,707	(232,000)	Completed work has realised savings against budget.
300104.1274.22	Statutory Planning/Approvals - Op Rev	Advertising Reimbursements	4,000	(2,000)		2,000	Reimbursement invoices will be raised once all costs have been received.
300104.1421.22	Statutory Planning/Approvals - Op Rev	Vehicle Reimbursement	3,900	(3,100)		800	Reduced income resulting from changes to the City Vehicles policy that removes the requirement for an employee contribution.
300104.1408.25	Statutory Planning/Approvals - Op Rev	TP & Dev Act Fines & Penalties	100,000	(20,000)		80,000	Fewer prosecutions than anticipated albeit majority of income expected.
400449.1031.50	Statutory Planning/Approvals - Emp Exp	Salaries	(697,671)		25,000	(672,671)	Savings due to internal secondment.
400451.1210.61	Statutory Planning/Approvals - Op Exp	Salaries - Contract	-		(72,000)	(72,000)	Hays contract employee required whilst Officer is seconded to Strategic Planning. Savings in salaries offset these costs.
400451.1177.60	Statutory Planning/Approvals - Op Exp	Legal Expenses	(80,000)		10,000	(70,000)	Costs less than budgeted for remaining SAT and legal proceedings.
400445.1210.61	Strategic Planning - Op Exp	Salaries - Contract	(15,000)		(18,000)	(33,000)	Hays contract employee required whilst Officer is seconded to Strategic Planning. Savings in salaries offset these costs.
400444.1031.50	Strategic Planning - Emp Exp	Salaries	(350,657)		98,682	(251,975)	Savings due to vacancy and Manager acting as Director for 2015/16 year therefore allocated to Executive Management.
400445.1228.60	Strategic Planning - Op Exp	Town Planning Scheme 3	(7,500)		2,500	(5,000)	Costs of Consultancy less than anticipated.
400445.1229.60	Strategic Planning - Op Exp	Town Planning Scheme/Local Planning Stra	(140,000)		40,000	(100,000)	Less consultancy funding required than anticipated.
700049.1965.06	Governance - From Res Op	DCA 8 - Soft Infrastructure - Mandogalup	42,710	(42,710)		-	Reduced income resulting from developer contributions results in less funds received for completed projects
700049.1918.06	Governance - From Res Op	DCA 9 - Soft Infra - Wandl/Anketell	23,226	(22,559)		667	
700049.1920.06	Governance - From Res Op	DCA 11 - Soft Infra - Wellard East	68,904	(41,960)		26,944	
700049.1921.06	Governance - From Res Op	DCA 12 - Soft Infra - Wellard West	41,033	(19,807)		21,226	
700049.1923.06	Governance - From Res Op	DCA 14 - Soft Infra - Wellard/Leda	360,306	(88,441)		271,865	
800002.1917.07	Governance - To Res Op	Future Community Infrastructure Reserve	(815,716)		215,477	(600,239)	Reduce transfer to Futrue Community Infrastructure Reserve due to less funds from completed projects
700109.1918.06	Developer Contributions Admin - From Res Op	DCA 9 - Soft Infra - Wandl/Anketell	26,806	(26,433)		373	Reduced income resulting from developer contributions results in less funds received for administration revenue
700109.1920.06	Developer Contributions Admin - From Res Op	DCA 11 - Soft Infra - Wellard East	79,045	(27,299)		51,746	
700109.1921.06	Developer Contributions Admin - From Res Op	DCA 12 - Soft Infra - Wellard West	26,184	(12,881)		13,303	
700109.1922.06	Developer Contributions Admin - From Res Op	DCA 13 - Soft Infrastructure - Bertram	9,610	(5,933)		3,677	
SUB TOTALS FOR DIRECTOR CITY DEVELOPMENT			(2,131,490)	(12,044,843)	12,093,116	(2,083,217)	
Other Adjustments							
900024.0178.08	Surplus Brought Forward 1 July	Surplus Brought Forward 1 July	2,699,961	217,745	-	2,917,706	Balance from 30 June 2015 surplus brought forward.
900025.0179.08	Surplus Carried Forward 30 June	Surplus Carried Forward 30 June	-		(217,745)	(217,745)	Budget for a surplus balance as at 30 June 16 - funds can be allocated by Council
SUB TOTALS FOR OTHER ADJUSTMENTS			2,699,961	217,745	(217,745)	2,699,961	
SUMMARY OPERATING BUDGET TOTALS			\$ (6,858,066)	\$ (13,256,260)	\$ 13,280,688	\$ (6,833,638)	
			(6,858,066)	(13,256,260)	13,280,688	(6,833,638)	

ACCOUNT NUMBER	DEPARTMENT	ACCOUNT DESCRIPTION	OPERATING BUDGET	REVENUE VARIATION	EXPENSES VARIATION	REVISED BUDGET	JUSTIFICATION REASON
			NB: + Income - (Expense)	NB: + Increase - (Reduction)	NB: - (Increase) + Reduction	NB: + Income - (Expense)	
CAPITAL ITEMS							
Computing Equipment							
600002.1001.60	Computing Infrastructure - Cap Proj Exp	Computing Equipment - Computing Infrastructure	(196,900)		11,500	(185,400)	Current <i>Self Check</i> computers need to be replaced as they are out of warranty and no longer supported. Operating on Windows XP and cannot be further customised. In excess of 30% of the library's loans are processed through these computers. In addition, an additional Amlib user licence is required for a new <i>Stand Up</i> workstation.
600003.1001.60	Software Applications - Cap Proj Exp	Microsoft Licensing True Up - SHANE BERESFORD	(100,000)		(24,500)	(124,500)	Microsoft audit resulted in necessary upgrade of the Microsoft Office platform that had not been anticipated thereby exceeding budget.
700010.1813.06	Software Applications - From Res Cap	Microsoft Licensing True Up - SHANE BERESFORD	-	22,000		22,000	Additional costs partially offset by transfer from Reserve from savings achieved on Recquatic Cabling project.
600002.1001.60	Computing Infrastructure - Cap Proj Exp	CFWD Recquatic Cabling - SHANE BERESFORD **Replaces W11030**	(50,000)		22,000	(28,000)	Refit of Recquatic cabling now complete resulting savings.
700002.1813.06	Computing Infrastructure -From Res Cap	CFWD Recquatic Cabling - SHANE BERESFORD **Replaces W11030**	50,000	(22,000)		28,000	Savings achieved therefore reduce transfer from Reserve.
SUB TOTALS FOR COMPUTING EQUIPMENT			(296,900)	-	9,000	(287,900)	
Plant & Equipment							
600056.1000.60	Natural Environment - Cap Proj Exp	Natural Environment - Razorback CMX227 All-Terrain Mower - RICK MILLER	(24,500)		3,747	(20,753)	Cost of purchase less than had been budgeted.
600056.1000.60	Natural Environment - Cap Proj Exp	Plant & Equipment - Natural Environment	(61,500)		(12,000)	(73,500)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
600056.1000.60	Natural Environment - Cap Proj Exp	Plant & Equipment - Natural Environment	(61,500)		(12,000)	(73,500)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
SUB TOTALS FOR PLANT & EQUIPMENT			(147,500)	-	(20,253)	(167,753)	
Transportation Vehicles							
600005.1000.60	FDC - General	Capital Purchase	-		(35,000)	(35,000)	This was removed from the annual budget and not replaced
500019.1488.05	Family Day Care General - Asset Sale	Asset Sale -	-	28,000		28,000	Sale of KWN1911
700023.1009.06	FDC - General	Transfer from Reserve	-	7,000		7,000	Self funded centre
600056.1000.60	Natural Environment - Cap Proj Exp	Transportation Vehicles -	-		(35,000)	(35,000)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
600056.1000.60	Natural Environment - Cap Proj Exp	Transportation Vehicles -	-		(35,000)	(35,000)	Change from outsourced to internally delivered management as per NAMS business case. Savings identified to cover purchase.
SUB TOTALS FOR TRANSPORTATION VEHICLES			-	35,000	(105,000)	(70,000)	
Building Construction							
600004.1002.60	Recquatic Admin - Cap Proj Exp	***CLOSED***CFWD Recquatic Upgrade - Plant and Mechanical Room - Air	(46,852)		(96,785)	(143,637)	A miscalculation between the Builder and the Superintendent of \$63,352 from the beginning of the project that was not picked up until the final payment. Solar pump repairs required before system could be commissioned correctly, staged completion costs due to pool tiling issues preventing commissioning of whole pool & mechanical plant at same time, rectification to damaged tiles (damaged by Centre), and installation of additional handrails (over previous advice).
600015.1002.60	Governance Facility - Cap Proj Exp	CFWD Administration Building - Upgrade Signage from Town to City -	(25,000)		2,000	(23,000)	Savings on project to be transferred to operating towards signage project.
600004.1002.60	Recquatic Admin - Cap Proj Exp	Building Construction - Recquatic - Admin	(46,852)		(15,000)	(61,852)	Requirement for new entry signage to Recquatic Centre identified. Savings transferred from operating to offset costs.
600005.1002.60	Family Day Care General - Cap Proj Exp	Building Construction - FDC - General	(543,000)		(20,000)	(563,000)	Construction of garden and retaining wall.
700023.1009.06	Family Day Care General - From Res Cap	Family Day Care Reserve	563,000	20,000		583,000	Construction of garden and retaining wall funded from FDC reserve
300147.1002.16	Recreation & Culture Facility - Cap Proj Rev	CFWD - Construction of Wandl Community Centre - BARBARA POWELL	25,000	(25,000)		-	In kind contribution therefore Council will not receive income.
600020.1002.60	Economic Services Facility - Cap Proj Exp	CFWD Property Insurance Claim PR0002960 - Margaret Feilman Building	(268,684)		(13,365)	(282,049)	Additional expenditure for fire vandalism damage to Margaret Feilman Centre.
300150.1002.23	Economic Services Facility - Cap Proj Rev	CFWD Property Insurance Claim PR0002960 - Margaret Feilman Building	260,434	13,365		273,799	Reimbursement through insurers for additional costs of works to Margaret Feilman Centre.
SUB TOTALS FOR BUILDING CONSTRUCTION			(81,954)	8,365	(143,150)	(216,739)	

ACCOUNT NUMBER	DEPARTMENT	ACCOUNT DESCRIPTION	OPERATING BUDGET	REVENUE VARIATION	EXPENSES VARIATION	REVISED BUDGET	JUSTIFICATION REASON
			NB: + Income - (Expense)	NB: + Increase - (Reduction)	NB: - (Increase) + Reduction	NB: + Income - (Expense)	
Reserve Development							
600009.1568.60	Transport Grounds - Cap Proj Exp	City Centre Irrigation System - Iron Filtration Unit & Turf	(132,000)		42,084	(89,916)	Significant savings were achieved through an alternate water source within the City Centre thus avoiding the necessity for an Iron Filtration System as previously proposed.
SUB-TOTALS FOR RESERVE DEVELOPMENT			(132,000)	-	42,084	(89,916)	
Playground Equipment							
750007.1614.04	Recreation & Culture Grounds - From Loan	CFWD Included Calista Oval Destination Park - Adventure Playground -	2,283,017	(583,017)		1,700,000	City's contribution towards Destination Park - Calista (Adventure Playground & Skate Park) to be funded from Future Community Infrastructure Reserve as opposed to loan borrowings.
750007.1614.04	Recreation & Culture Grounds - From Loan	Kwinana Outdoor Youth Space KOYS - Skate Park - VIKKI BARLOW/ANN	800,000	(800,000)		-	City's contribution towards Destination Park - Calista (Adventure Playground & Skate Park) to be funded from Future Community Infrastructure Reserve as opposed to loan borrowings.
700019.1917.06	Recreation & Culture Grounds - From Res Cap	Transfer from Reserve -	-	583,017		583,017	City's contribution towards Destination Park - Calista (Adventure Playground & Skate Park) to be funded from Future Community Infrastructure Reserve as opposed to loan borrowings.
700019.1917.06	Recreation & Culture Grounds - From Res Cap	Transfer from Reserve -	-	800,000		800,000	City's contribution towards Destination Park - Calista (Adventure Playground & Skate Park) to be funded from Future Community Infrastructure Reserve as opposed to loan borrowings.
300142.1003.16	Recreation & Cult Grounds - Cap Proj Rev	CFWD Included Calista Oval Destination Park - Adventure Playground -	-	2,500		2,500	Additional contribution received towards Adventure Playground
600008.1568.60	Recreation & Cult Grounds - Cap Proj Exp	CFWD Included Calista Oval Destination Park - Adventure Playground -	(4,825,418)		(34,000)	(4,859,418)	To recognise additional contribution received towards Adventure Playground construction. Additional works are required for investigation, testing and treatment of trees in Calista Oval to improve the declining health of the trees. This work was not part of the Adventure Playground contract and was only recently identified as urgent works. Also, the existing underground power cable to the skate park is located where the playground and splash pad is proposed to be built which will need the power cable to be removed. In order to relocate the cable to a new alignment outside the Adventure Playground area, additional funds are required to supply and lay new electric cable. This work needs to be done now, in advance of new skate park construction, to prevent re-excavation of the oval once the new reticulation mains are installed. The new reticulation lines will be installed in the oval prior to start of Skate park construction.
700019.1813.06	Recreation & Culture Grounds - From Res Cap	Transfer from Reserve -	-	31,026		31,026	Transfer from carried forward reserve for Adventure Playground
SUB-TOTALS FOR PLAYGROUND EQUIPMENT			(1,742,401)	33,526	(34,000)	(1,742,875)	
Road Resurfacing							
600007.1561.60	Transport Development - Cap Proj Exp	**COMPLETE** Extension of Donaldson Rd to connect with Leath Road,	(450,000)		40,909	(409,091)	Budget assumed GST exclusive however was inclusive.
700022.1813.06	Transport Development - From Res Cap	**COMPLETE** Extension of Donaldson Rd to connect with Leath Road,	450,000	(40,909)		409,091	Savings achieved therefore reduce transfer from Reserve.
600007.1561.60	Transport Development - Cap Proj Exp	**CLOSED** Nunney Road, Orelia - PATRICK ROSE	(150,000)		150,000	-	Project cancelled due to refusal by PTA to contribute towards costs, extensive relocation of underground services and resident objections.
SUB TOTALS FOR ROAD RESURFACING ROADWORKS			(150,000)	(40,909)	190,909	-	
Drainage Construction							
600007.1563.60	Transport Development - Cap Proj Exp	**COMPLETE** Macedonia St, Naval Base - Henry St to Rockingham Rd -	(26,250)		(15,000)	(41,250)	Due to higher cost of after hours and weekend rates to maintain access to business and new tender rates for Asphalt supply.
600007.1563.60	Transport Development - Cap Proj Exp	**COMPLETE** Macedonia St, Naval Base - Henry St to Rockingham Rd -	(13,780)		(3,638)	(17,418)	Due to higher cost of after hours and weekend rates to maintain access to business and new tender rates for Asphalt supply.
700022.1813.06	Transport Development - From Res Cap	**COMPLETE** Macedonia St, Naval Base - Henry St to Rockingham Rd -	135,000	18,638			Savings achieved on Spinner Lane project to offset additional costs of Macedonia works.
600007.1563.60	Transport Development - Cap Proj Exp	**COMPLETE** CFWD Spinner Lane drainage improvement, Wellard -	(44,584)		8,755	(35,829)	Savings due to change in scope of works.
700022.1813.06	Transport Development - From Res Cap	**COMPLETE** CFWD Spinner Lane drainage improvement, Wellard -	44,584	(8,755)		35,829	Savings achieved therefore reduce transfer from Reserve.

ACCOUNT NUMBER	DEPARTMENT	ACCOUNT DESCRIPTION	OPERATING BUDGET	REVENUE VARIATION	EXPENSES VARIATION	REVISED BUDGET	JUSTIFICATION REASON
			NB: + Income - (Expense)	NB: + Increase - (Reduction)	NB: - (Increase) + Reduction	NB: + Income - (Expense)	
SUB-TOTALS FOR DRAINAGE CONSTRUCTION			94,970	9,883	(9,883)	(58,668)	
Sale of Assets							
500012.1582.05	Economic Development - Asset Sale	CFWD Sale of Lot 904 Chisham Ave (Office Site) **Replaces W11142**	1,000,000	(1,000,000)		-	Remove due to market conditions as it is advised that the sale does not proceed.
800007.1655.07	Economic Development - To Res Cap	CFWD Sale of Lot 904 Chisham Ave (Office Site) **Replaces W11142**	(1,000,000)		1,000,000	-	Remove due to market conditions as it is advised that the sale does not proceed.
500012.1582.05	Economic Development - Asset Sale	CFWD Sale of Land - Lot 294 Moombaki Ave, Bertram **Replaces W11144**	300,000	(300,000)		-	Remove due to market conditions as it is advised that the sale does not proceed.
800007.1005.07	Economic Development - To Res Cap	CFWD Sale of Land - Lot 294 Moombaki Ave, Bertram **Replaces W11144**	(300,000)		300,000	-	Remove due to market conditions as it is advised that the sale does not proceed.
500012.1582.05	Economic Development - Asset Sale	Sale of Lot M796 (156) Medina Avenue, Medina	220,000	(220,000)		-	Remove due to market conditions as it is advised that the sale does not proceed.
800007.1005.07	Economic Development - To Res Cap	Sale of Lot M796 (156) Medina Avenue, Medina	(220,000)		220,000	-	Remove due to market conditions as it is advised that the sale does not proceed.
SUB-TOTALS FOR SALE OF ASSETS			-	(1,520,000)	1,520,000	-	
SUMMARY CAPITAL BUDGET TOTALS			\$ (2,455,785)	\$ (1,474,135)	\$ 1,449,707	\$ (2,633,851)	
			(2,455,785)	(1,474,135)	1,449,707	(2,633,851)	
TOTAL BUDGET VARIATION			\$ (9,313,851)	\$ (14,730,395)	\$ 14,730,395	\$ (9,467,489)	
NET VARIATION					\$ -		

17.2 Amendment to Council Appointment of Officers – Local Government to Officers 2016

SUMMARY:

A local government is authorised to exercise powers and duties under various Acts and Regulations, whereby they must appoint particular officers to carry out the duties of the local government. These appointments are reflected in the 'Council Appointment of Officers - Local Government to Officers 2016'.

At its 10 February 2016 meeting, Council resolved to appoint Officers as Environmental Health Officers to undertake functions of the Health Act, its Regulations and ancillary legislation enacted under the Health Act 1911 including the City's Health and other Local Laws, as detailed in the Attachment A.

The City has employed a new Environmental Health Officer, Mr Ron Boucher, for a three week period commencing 21 March 2016, to undertake inspections of equestrian properties and he requires appointment as an environmental health officer by Council.

It is recommended that the current Council Appointment of Officers – Local Government to Officers be amended as listed below with the inclusion of Mr Ron Boucher as detailed in the Attachment A:

1.2 Health Act 1911 – Appointment of environmental health officers

OFFICER RECOMMENDATION:

That Council amend the Appointment of Officers – Local Government to Officers 2016 to include Mr Ron Boucher as an environmental health officer until 30 April 2016 as detailed in Attachment A.

NOTE – AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

Sections 27(1) of the Health Act 1911 allows a local government to appoint certain officers including environmental health officers. The Register titled Council Appointment of Officers – Local Government to Officers 2016 details the Acts and Regulations that require Council to make a direct appointment to a person or class of persons.

The City has employed an additional officer, Mr Ron Boucher for a period of 3 weeks commencing 21 March 2016 to undertake inspections of equine properties as permitted by Section 27(2) of the Health Act 2011 and the City's Health (Keeping of Horses and Equine Premises) Local Law 1997 (local law).

To undertake these inspections, the local law requires the inspections to be undertaken by an environmental health officer appointed by Council. It is recommended that Mr Ron Boucher be appointed for this purpose.

17.2 AMENDMENT TO COUNCIL APPOINTMENT OF OFFICERS – LOCAL GOVERNMENT TO OFFICERS 2016

As required by section 28(1) of the Health Act 1911, the appointment of environmental health officers is then dependent on the approval of the Executive Director, Public Health.

LEGAL/POLICY IMPLICATIONS:

Health Act 1911

27. Officers of local government

(1) Every local government may, and when required by the Executive Director, Public Health shall, appoint a medical practitioner as medical officer of health, and also such environmental health officers and analysts as may be deemed necessary by the Executive Director, Public Health.

(2) Such medical officer of health, environmental health officers, and analysts shall perform such duties as the local government from time to time directs, and also such as are specially prescribed by any order addressed by the Executive Director, Public Health to the local government.

28. Appointments to be approved

(1) Every appointment by a local government of a medical officer of health, environmental health officer, or analyst shall be subject to the approval of the Executive Director, Public Health who may require satisfactory proof of competency to be supplied, and may give his approval absolutely or with any modification or condition as to the period of appointment or otherwise.

FINANCIAL/BUDGET IMPLICATIONS:

There are no direct financial implications related to this report.

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:

The role of Council is to ensure that the Council's delegations are aligned with the key goals and aspirations as set out in our Plan for the Future.

RISK IMPLICATIONS:

There are no risk implications related to this report.

17.2 AMENDMENT TO COUNCIL APPOINTMENT OF OFFICERS – LOCAL GOVERNMENT TO OFFICERS 2016

COUNCIL DECISION

147

MOVED CR D WOOD

SECONDED CR R ALEXANDER

That Council amend the Appointment of Officers – Local Government to Officers 2016 to include Mr Ron Boucher as an environmental health officer until 30 April 2016 as detailed in Attachment A.

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL
7/0

ATTACHMENT A

1.2 Health Act 1911 - Appointment of environmental health officers		
Function to be performed:	To appoint Environmental Health Officers of the local government	
Power to appoint:	Health Act 1911 s27 (1)	Officers of Local Government
Date of Appointment:	25 February 2015 August 2015 September 2015 10 February 2016	D15/8364[v2] Resolution 535 Resolution 570 D16/1305
Appointment of:	Peter McKenzie Christopher Tanner Vicky Chui Gladys Nyashanu Jarod Griffiths Louis DeKlerk Ron Boucher	Manager Environmental Health Services Coordinator Environmental Health and Waste Services Coordinator Environmental Health (Health and Food Safety) Environmental Health Officer Environmental Health Officer Environmental Health Officer Environmental Health Officer (until 30 April 2016)
Special Requirements:	Health Act 1911 s28 (1)	Appointments to be approved by Executive Director Public Health

18 Councillor Reports

18.1 Deputy Mayor Peter Feasey

Deputy Mayor Peter Feasey reminded all in attendance that Neighbour Day is coming up.

18.2 Councillor Ruth Alexander

Councillor Ruth Alexander reported that she had attended the City of Kwinana Sunset Fiesta and that it was a very pleasant evening.

18.3 Councillor Sandra Lee

Councillor Sandra Lee reported that she had attended the City of Kwinana Citizenship Ceremony which had been a very nice occasion.

Councillor Lee advised that she had attended the Senate Enquiry and passed her congratulations onto the Mayor, Chief Executive Officer and City Officers that had been involved.

18.4 Councillor Dennis Wood

Councillor Dennis Wood reported that he had attended the opening of an Art Exhibition which was interesting.

Councillor Wood advised that he attended the Point Peron Restoration Group Gala Dinner and that it had been very interesting.

Councillor Wood advised that he had attended the City of Kwinana Citizenship Ceremony which had been a very nice occasion.

Councillor Wood reported that he had attended the Senate Enquiry.

19 Response to Previous Questions

19.1 Mr Kevin Desmond, Medina

Questions taken on notice at the Ordinary Council Meeting held on 10 February 2016.

Question 5

How much has Phoenix Energy paid in rates so far?

Response

The Mayor took the question on notice.

19 RESPONSE TO PREVIOUS QUESTIONS CONTINUED

Further response from the City of Kwinana

Under section 5.91(m) of the Local Government Act 1995 the member of the public may attend the office of a local government during office hours to inspect free of charge the rates record of the property in question.

Question 6

What will Phoenix Energy's yearly rates bill amount to using 2015/2016 figures?

Response

The Mayor confirmed that Phoenix Energy are paying rates on premises currently in the industrial area. The Mayor took the question on notice.

Further response from the City of Kwinana

Until such time as Landgate complete their valuation, which will need to be after construction is complete, the City could not provide an estimate of the rates that would be due to be paid by Phoenix Energy.

Question 8

How much does it cost to promote on Facebook?

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer said she believed it would be a minimal amount and took the question on notice.

Further response from the City of Kwinana

The Indian Ocean Gateway was launched in August 2015. Since this time the following paid Facebook advertising has occurred:

Date range	Cost	Results
20 Aug 2015 to 23 Aug 2015	\$1,000	<ul style="list-style-type: none"> 99,765 people reached 2,739 direct engagements
24 Aug 2015 to 26 Aug 2015	\$200	<ul style="list-style-type: none"> 30,821 people reached 977 direct engagements

Facebook advertising is based on a CPM calculation (cost per thousand impressions). A budget is pre-determined based on the desired reach.

Question 11

How many Federal and State Politician's have you conferred with?

Response

The Mayor said that a list would have to be prepared and the question was taken on notice.

Further response from the City of Kwinana

As of the date of this answer 26 Federal and State Politicians and/or their advisors have been briefed on the proposal.

20 Mayoral Announcements (without discussion)

Mayor Carol Adams reported that she had attended the Point Peron Restoration Group Gala Dinner and passed on her congratulations to Hon. Phil Edman on the event.

The Mayor advised that she had attended the City of Kwinana Citizenship Ceremony and that it is always an enjoyable event.

The Mayor mentioned that she had attended the City of Kwinana Sunset Fiesta and passed on her congratulations to the Community Services Team on a really great event.

The Mayor reported that she had attended the Public Hearing in the City of Kwinana which was part of the Perth Freight Link Senate Enquiry. The Mayor advised that an enormous amount of work was done preparing for the event and our case was put strongly to the Senate.

The Mayor wished all in attendance a happy and safe Easter.

21 Matters Behind Closed Doors

COUNCIL DECISION

148

MOVED CR B THOMPSON

SECONDED CR W COOPER

That Council move Behind Closed Doors.

CARRIED
7/0

The Gallery and Press left the Council Chambers at 7:49pm

21.1 **Potential Amendments to the Metropolitan Region Scheme and Local Town Planning Scheme for Pin Numbers 11177729, 11932278, 11177659, 11932281 and 11932282**

COUNCIL DECISION

149

MOVED CR P FEASEY

SECONDED CR S LEE

That Council adopts Option B as detailed in this Council Report.

CARRIED
7/0

21.2 Strategic Environmental Assessment of the Perth and Peel Green Growth Plan for 3.5 million by the Commonwealth and Western Australian Governments

COUNCIL DECISION

150

MOVED CR P FEASEY

SECONDED CR W COOPER

The Council endorses the City's 'Submission A' for its referral to the Department of Premier and Cabinet on the strategic environmental assessment of the *Perth and Peel Green Growth Plan for 3.5 million*.

**CARRIED
7/0**

COUNCIL DECISION

151

MOVED CR S LEE

SECONDED CR B THOMPSON

That Council return from Behind Closed Doors.

**CARRIED
7/0**

The Council Chambers reopened at 7:56pm

22 Meeting Closure

The Mayor declared the Meeting closed 7:57pm.

Chairperson:

13 April 2016