

Ordinary Council Meeting

23 August 2017

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.

TABLE OF CONTENTS

1	Declaration of Opening:.....	4
2	Prayer:.....	4
3	Apologies/Leave(s) of Absence (previously approved).....	4
4	Public Question Time:.....	5
5	Applications for Leave of Absence:.....	5
6	Declarations of Interest by Members and City Officers:.....	5
7	Community Submissions:	5
8	Minutes to be Confirmed:	5
8.1	Ordinary Meeting of Council held on 9 August 2017:	5
9	Referred Standing / Occasional / Management /Committee Meeting:	5
10	Petitions:.....	5
11	Notices of Motion:	5
12	Reports – Community	6
13	Reports – Economic.....	6
14	Reports – Natural Environment.....	6
15	Reports – Built Infrastructure.....	7
15.1	Adoption of Local Development Plan – Albero Estate – Lots 2 & 3 Anketell Road, Anketell North.....	7
16	Reports – Civic Leadership	13
16.1	Monthly Statement of Financial Activity for the Period Ending 30 June 2017	13
16.2	Review of Council Policy – Depreciation and Capitalisation of Assets	18
16.3	Accounts for Payment up to 31 July 2017	21
16.4	Quarterly Strategic Community Plan, Corporate Business Plan and Organisational Risk Report (Quarter 4 – 2016/17)	23
17	Urgent Business.....	26
18	Councillor Reports	26
18.1	Councillor Ruth Alexander	26
18.2	Councillor Wendy Cooper	26
18.3	Councillor Sandra Lee.....	26
18.4	Councillor Bob Thompson	27
18.5	Councillor Dennis Wood	27
19	Response to Previous Questions.....	27
20	Mayoral Announcements (without discussion).....	27
21	Matters Behind Closed Doors	29
21.1	Chief Executive Officer’s Execution of Employment Contract	29
22	Meeting Closure	30

Present:

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

MS J ABBISS	-	Chief Executive Officer
MS M BELL	-	Acting Director City Regulation
MRS B POWELL	-	Director City Engagement
MR P NEILSON	-	Manager Planning and Development
MRS S WILTSHIRE	-	Manager Human Resources
MS A MCKENZIE	-	Council Administration Officer

Members of the Press	0
Members of the Public	0

1 Declaration of Opening:

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

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

2 Prayer:

Councillor Wendy Cooper read the Prayer

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

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

Apologies

Nil

Leave(s) of Absence (previously approved):

Nil

4 Public Question Time:

Nil

5 Applications for Leave of Absence:

Nil

6 Declarations of Interest by Members and City Officers:

Chief Executive Officer, Joanne Abbiss declared a financial interest in item 21.1, Chief Executive Officer's Execution of Employment Contract due to the item dealing with her employment contract.

7 Community Submissions:

Nil

8 Minutes to be Confirmed:

8.1 Ordinary Meeting of Council held on 9 August 2017:

COUNCIL DECISION

569

MOVED CR S LEE

SECONDED CR B THOMPSON

That the Minutes of the Ordinary Meeting of Council held on 9 August 2017 be confirmed as a true and correct record of the meeting.

**CARRIED
8/0**

9 Referred Standing / Occasional / Management /Committee Meeting:

Nil

10 Petitions:

Nil

11 Notices of Motion:

Nil

12 Reports – Community

Nil

13 Reports – Economic

Nil

14 Reports – Natural Environment

Nil

15 Reports – Built Infrastructure

15.1 Adoption of Local Development Plan – Albero Estate – Lots 2 & 3 Anketell Road, Anketell North

SUMMARY:

A draft Local Development Plan (LDP) for Lots 2 & 3 Anketell Road, Anketell (Albero Estate) within the Anketell North Local Structure Plan (LSP) area has been received for consideration under the City of Kwinana's Town Planning Scheme No. 2 (Scheme) (refer to Attachments A, B and C).

The draft LDP (refer Attachments B and C) sets out design requirements for the development of the lots indicated within the LDP boundaries. 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 a desired outcome.

Subdivision approval was granted for Lots 2 & 3 Anketell Road, Anketell by the Western Australian Planning Commission (WAPC) on 22 July 2016 with a condition requiring preparation of an LDP for the subject lots.

Local Planning Policy No. 1 - Tree Retention Policy

This policy was adopted by Council on 28 September 2016. The policy focuses on retention of significant trees and landscape features and location of services.

Prior to subdivision works being undertaken, the proponent is required to submit a Landscape Feature and Tree Retention Plan to the City for approval. This plan was submitted and was approved by the City's Environment Manager following a site inspection confirming the location of trees to be retained. The trees to be retained within the road verge have been shown on the draft LDP as required by LPP No. 1.

Fire Management

The draft LDP 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 (FMP) for this area. The proposed BALs were reviewed by the City's Fire Consultant and are supported.

Local Planning Policy No. 2 – Streetscapes (LPP No. 2)

LPP No. 2 was adopted by Council on 26 April 2017. The Policy focuses on improved streetscape across the City and places emphasis on trees and landscaping and road design.

This policy also requires that all LDPs contain built form design provisions relating to garage setbacks, dwelling façade treatment, room ceiling height, fencing and location of street trees. The draft LDP contains the model provisions that are stipulated in the policy. In respect to built form provisions, the draft LDP is reflective of the adopted LPP No.2 and is considered acceptable.

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 51(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – ALBERO ESTATE – LOTS 2 & 3 ANKETELL ROAD, ANKETELL NORTH

OFFICER RECOMMENDATION

That Council approves the Local Development Plan for Albero Estate, Lots 2 and 3 Anketell Road, Anketell North (as per Attachments B and C), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

DISCUSSION:

Land Status

Metropolitan Region Scheme: Urban
Town Planning Scheme No. 2: Residential R30, R40 & R60

Planning Comment

A LDP is a planning tool which allows certain design requirements, either in addition to or in variance to those stipulated under the Scheme and 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. 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 (Attachments B and C) has been specifically required as a condition of the WAPC's subdivision approval for the subject land. The draft LDP (refer Attachments B and C) sets out design requirements for the development of the lots indicated within the LDP boundaries within the Albero Estate area. These requirements apply in addition to normal Scheme and R-Codes requirements and will permit certain variations in order to achieve an optimal form of development.

Local Planning Policy No. 1 - Tree Retention Policy

Adopted by Council on 28 September 2016, the policy focuses on retention of significant trees and landscape features and location of services.

Prior to subdivision works being undertaken, the proponent is required to submit a Landscape Feature and Tree Retention Plan to the City for approval. This plan was submitted to the City and has been approved by the City's Environment Manager following a site inspection confirming the location of trees to be retained. The trees to be retained within the road verge have been shown on the draft LDP as required by LPP No. 1.

Fire Management

The draft LDP indicates the lots that are subject to specific building design requirements for bushfire in accordance with the BAL ratings as specified in the FMP for this area. The proposed BALs were reviewed by the City's Fire Consultant and are supported.

Noise

The draft LDP also shows lots that are potentially affected by noise emanating from Anketell Road. These lots are subject to specific design requirements in accordance with the approved Noise Management Plan for this area.

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – ALBERO ESTATE – LOTS 2 & 3 ANKETELL ROAD, ANKETELL NORTH

Street Tree Locations

To ensure the locations of retained trees and new street trees is available to prospective purchasers and builders, the policy requires that all retained trees and proposed street tree plantings be shown on the LDP. The retained and proposed street tree locations are shown on the draft LDP.

LPP No. 2 - Streetscapes

As discussed previously in this report, LPP No. 2 was adopted by Council on 26 April 2017. In respect to building articulation and garage setbacks the policy refers to the following;

Dwelling facade treatment

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

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

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

Fencing

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

This LDP area does not contain any laneway lots, therefore cohesive and consistent fencing is not a requirement. However, provisions requiring visually permeable fencing for front fences and a portion of the secondary street have been included on the draft LDP.

Garages

- a) *Garages are not to be forward of the dwelling alignment. Garages may be aligned with the dwelling provided they do not exceed the dwelling setback line.*
- b) *Where lots have a frontage of 12 metres or less, garages may exceed 50% of the primary lot frontage to a maximum of 60% of the primary lot frontage.*

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – ALBERO ESTATE – LOTS 2 & 3 ANKETELL ROAD, ANKETELL NORTH

- c) *Where garages 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.*
 - *Garages are to be set back at least 0.5 metres behind the dwelling alignment.*
- d) *For any single storey dwelling on a lot with a frontage less than 10 metres in width and where vehicle access is gained solely from the primary street, only a single width garage/carport (including tandem) is permitted.*
- e) *Double garages are permitted on lots less than 10m wide where dwellings are two storeys and where major openings to habitable rooms are provided on the primary street frontage.*
- f) *For all lots where a footpath adjoins the boundary, the garage must be setback a minimum 4.5m from that boundary.*

The draft LDP contains the above provisions for garages but the proponent has sought support from Council about achieving the intended 4.5 metre separation from the garage from the footpath via the offset of the footpath from the property boundary at 0.3 metres (m) and 0.5m for two rows of lots respectively (the setback is being achieved for the other lots in the LDP). The subdivision approval for this development was granted on 22 July 2016, prior to the advertising of LPP No.1 and the lots have a depth of 27m instead of a typical 30m deep. The proponent was unaware of the City's requirements and seeks support to meeting the 4.5 metre separation via the offset of the footpath.

In this respect, City Officers primary concern about this request has been the capacity to locate the street tree with sufficient space to achieve a healthy and sustainable street tree into the future. Further, the intent of the 4.5m garage setback is to ensure that vehicles parked in the driveway would not obstruct the footpath. In this instance, given the timing of subdivision approval, that the 4.5m setback will be achieved between the garage and the footpath, and, that the street tree is well protected, it is considered that the intent of the policy can be met and is satisfactory.

Conclusion

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.

The City's Officers have assessed the provisions and requirements of the draft LDP and are supportive on the basis that it is consistent with the City's LPPs No. 1 and 2 and similar LDPs approved throughout the City.

Community Engagement

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

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – ALBERO ESTATE – LOTS 2 & 3 ANKETELL ROAD, ANKETELL NORTH

LEGAL/POLICY IMPLICATIONS:

For the purposes of Councillors considering a declaration of interest, the land owners are Sanctum Holdings Pty Ltd and Turnstone Nominees Pty Ltd and the applicant is Veris Town Planning.

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

- City of Kwinana Town Planning Scheme No.2;
- Anketell North Local Structure Plan;
- State Planning Policy No. 3.1 (*Residential Design Codes of Western Australia*);
- Liveable Neighbourhoods Operational Policy;
- Guidelines for Planning in Bushfire Prone Areas & Appendices 2015; and
- 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 LDP encourages the use of passive solar urban design. Quiet house design provisions are included in the LDP.

STRATEGIC/SOCIAL IMPLICATIONS:

LDPs allow for variations to the Scheme and R-Codes which take into account specific site characteristics and configurations of lots, particularly smaller lots. The use of such a mechanism is common practice, and is encouraged to allow for the most optimal form of urban development to occur. LDPs are only one tool in the suite of those used to create urban places and communities and should be considered in conjunction with other subdivision requirements, social and environmental policy.

It could be argued that the proposal stimulates economic development in the City as the draft LDP results in the residential development in the Albero Estate to progress in a timely manner.

RISK IMPLICATIONS:

Risk Event	Appeal of Council's decision on the draft LDP Amendment.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements Providing inaccurate advice/ information.

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – ALBERO ESTATE – LOTS 2 & 3 ANKETELL ROAD, ANKETELL NORTH

Risk Effect/Impact	Reputation Compliance
Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	<ul style="list-style-type: none"> • Work instructions in place and checklists used when assessing the application. • Consideration of the application within the Statutory timeframes. • Compliance of the proposal with Town Planning Scheme No. 2, R-Codes, Bushfire Guidelines and relevant Policies. • Liaising with the applicant throughout the application process.
Rating (after treatment)	Low

COUNCIL DECISION

570

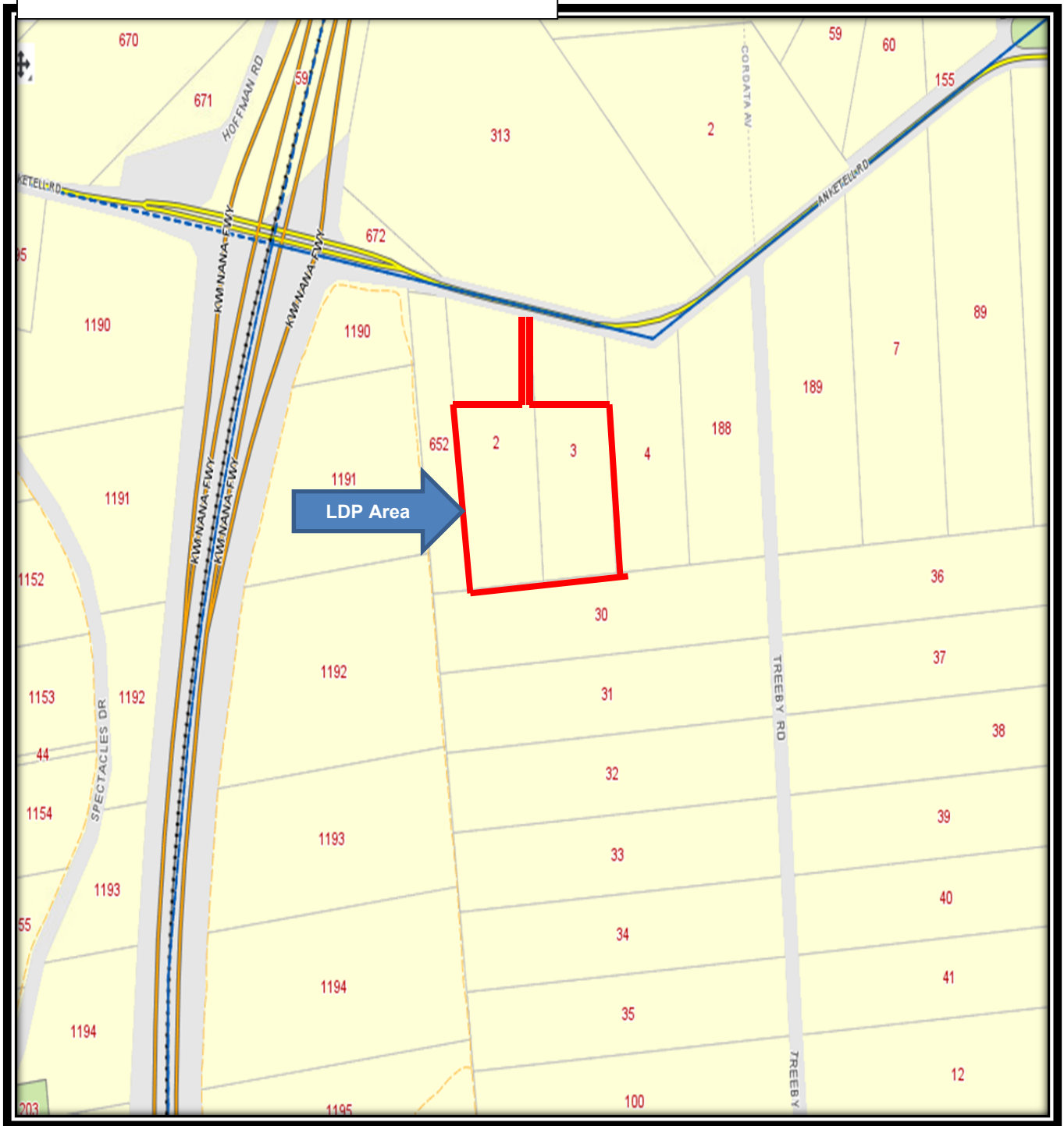
MOVED CR B THOMPSON

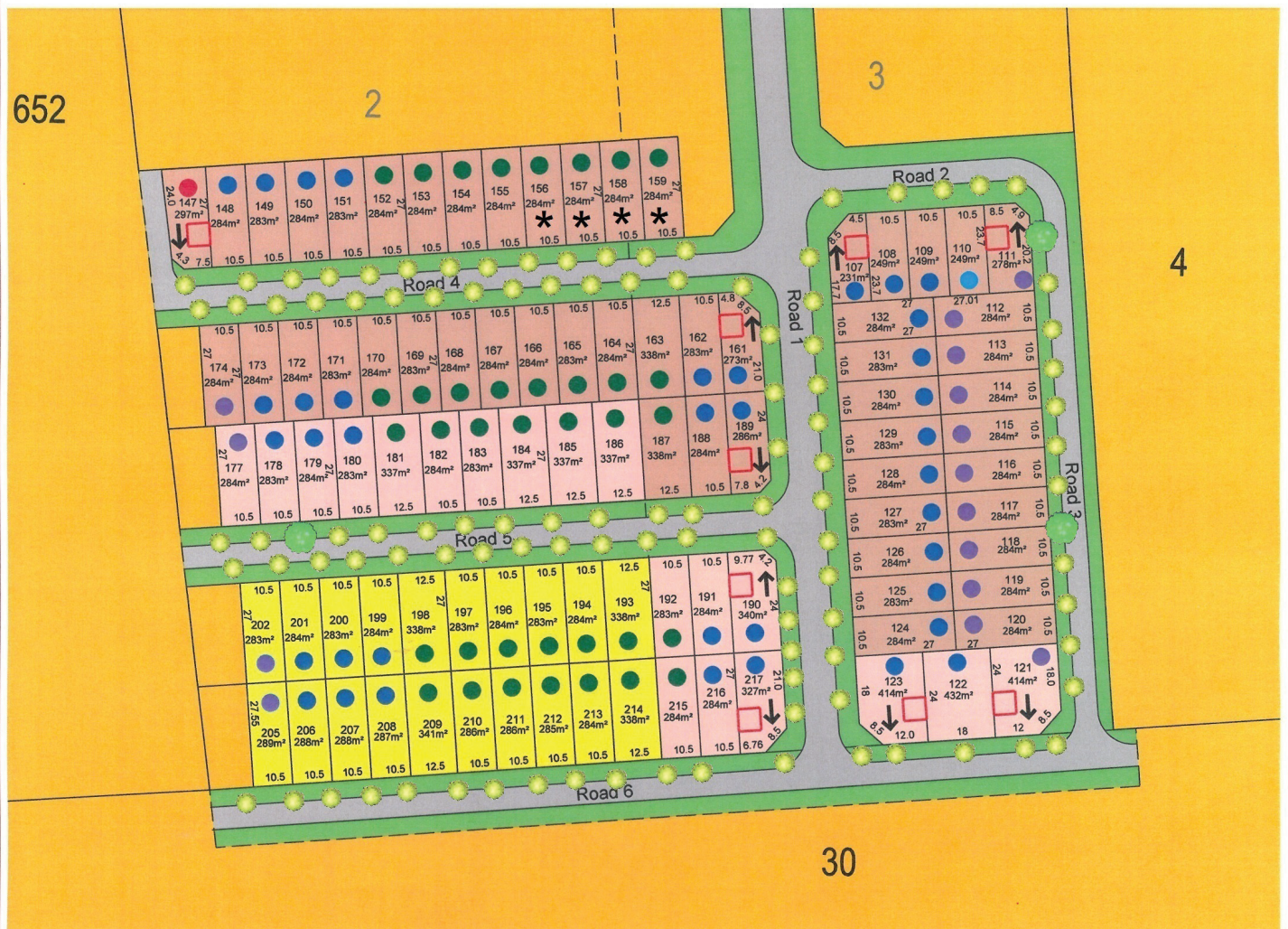
SECONDED CR W COOPER

That Council approves the Local Development Plan for Albero Estate, Lots 2 and 3 Anketell Road, Anketell North (as per Attachments B and C), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

**CARRIED
8/0**

ATTACHMENT A – LOCATION PLAN





LEGEND

- R30
- R40
- R60
- Preferred location of garage
- Primary orientation of dwelling
- BAL assessment at development approval
- BAL-29
- BAL-19
- BAL-12.5
- BAL-Low
- * Lots subject to Noise Attenuation
- Street Tree - new planting
- Street Tree - retained existing tree
(All street trees locations shown are approximate only. Street trees are not to be removed or relocated by landowners)

LOCAL DEVELOPMENT PLAN VARIATIONS TO THE RESIDENTIAL DESIGN CODES

The provisions outlined in this Local Development Plan (LDP) constitute variations to the requirements of the Residential Design Codes (R-Codes) and City of Kwinana Town Planning Scheme No. 2 (TPS 2). The requirements of the R-Codes and TPS 2 shall be satisfied in all other matters. Consultation with neighbouring and/or nearby landowners to achieve a variation to the R-Codes in accordance with the provisions of this LDP will not be required.

Setbacks

- 1 a) A 2.5m minimum and 5m maximum primary street setback applies to all lots with a lot depth less than 28 metres (no average), except for R60 lots.
b) A 2m minimum and 4m maximum primary street setback applies to all lots with a lot depth equal to or less than 24 metres (no average) and for R60 lots.
- 2 Secondary street setback minimum 1.0m.
- 3 For lots with a frontage of 10.5m or less or where otherwise designated on this LDP, nil setbacks are permitted to both side boundaries behind the primary street setback line to a minimum of 4m from the rear boundary for a wall height of 3.5m or less. Where possible, nil setbacks should be positioned on the boundary that maximises solar access to the dwelling.
- 4 For lots with a frontage of more than 10.5m or where otherwise designated on this LDP, a nil setback is permissible to one side boundary behind the primary street setback line to a minimum of 4m from the rear boundary for a wall height of 3.5m or less. Where possible, nil setbacks should be positioned on the boundary that maximises solar access to the dwelling.
- 5 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.
- 6 A porch, balcony, verandah or the equivalent may project not more than 1m into the primary street setback area, provided that the total of such projections does not exceed 50% of the frontage at any level.

Garages

- 7 Minimum primary street setback maybe reduced to 4.0m, provided the garage is in line or behind the dwelling alignment and where a footpath is setback 0.5m or greater from the lot boundary. For Lots 121 - 132 & 205 - 217, where the footpath is 0.3m setback from the lot street boundary, the minimum garage primary street setback is 4.2m, in order to achieve a minimum separation distance of 4.5m from the garage to the footpath.
- 8 Where a lot(s) have a frontage of 12m or less, garages may exceed 50% of the primary lot frontage to a maximum of 60% of the primary lot frontage.
- 9 Where a garage exceeds 50% of the primary lot frontage, it shall comply with the following:
 - a) A clear indication of the dwelling entrance;
 - b) The dwelling entrance shall be the dominant feature of the front elevation and shall include a projecting portico or verandah with a minimum depth of 1.5m; and
 - c) Garages are to be setback at least 0.5m behind the dwelling alignment with the exception of two storey dwellings.
- 10 All garages are to have doors to enclose them.
- 11 Garages are not to be forward of the dwelling alignment. Garages may be aligned with the dwelling subject to a 4m setback being achieved for the garage.
- 12 Garages may be forward of the dwelling alignment to a maximum of 1m for two storey dwellings where the following requirements are met:
 - a) The garage alignment complies with the primary street setback;
 - b) A balcony with a minimum depth of 1.5m is provided to the front façade of the dwelling; and
 - c) A verandah or portico feature is provided to the front façade of the dwelling which extends in front of the garage.

Open Space

- 13 Site cover may be increased to 65% (for lots with depth less than 28m) subject to the provision of 20m² of outdoor living area with a minimum dimension of 4m, two thirds of this area uncovered and located behind the street setback area.
- 14 Site cover may be increased to 70% (for R60 lots and Lots 107-111 and 121-123 inclusive) subject to the provision of 16m² of outdoor living area with a minimum dimension of 4m.

Bushfire Management

- 15 All lots are subject to compliance with the approved Bushfire Management Plan, which shall be read in conjunction with this LDP. Dwellings constructed on lots identified as being within a Bushfire Prone Area or within 100m of any bushland equal or greater than 1 hectare in area, shall be constructed in accordance with the applicable BAL standards as specified under AS3959.
- 16 A proposed reduction to the nominated BAL rating for any development will require a planning application for consideration. The submission is to include the detailed method for determining Bushfire Attack Level Method 2 from AS3959 supporting the lower rating demonstrating compliance with AS3959, WAPC Guidelines for Bushfire Protection Policy.

Fencing

- 17 Front fences within the primary street setback shall be visually permeable above 0.9m to a maximum height of 1.2m above natural ground level.
- 18 For secondary street boundaries, fencing shall be visually permeable above 1.2m behind the primary street setback, for a length of up to 3m behind the truncation with a habitable room addressing the street.

Design Elements

- 19 Dwellings shall provide a high quality design interface with the surrounding streetscape by incorporating at least three of the following architectural design features:
 - (i) Articulation in dwelling façade (i.e. varied wall setbacks);
 - (ii) A minimum of two building materials, colours and/or finishes (e.g. render, brick, cladding);
 - (iii) Major habitable room openings incorporating large windows to provide surveillance;
 - (iv) Roof forms that incorporate gables;
 - (v) A balcony, portico or verandah; or
 - (vi) A built in planter box.

Streetscape

- 20 In accordance with the City's Policy, a minimum of one street per lot and three street trees for corner lots is required. Street trees will be provided by the developer within the road verge, and maintained for a minimum of two years until established. Street trees are to be generally located as shown on this Local Development Plan, subject to detailed landscape design. Street trees are not to be relocated or removed by landowners.

Noise Attenuation

- 21 For Lots 156 - 159 (inclusive), dwelling design is to address Western Australian Planning Commission Statement of Planning Policy 5.4 - Road and Rail Transport Noise and Freight Considerations in Land Use Planning (SPP 5.4) 'Quiet House Design Package' to achieve an acceptable level of noise mitigation.

This Local Development Plan has been approved by Council under the provisions of the City of Kwinana Town Planning Scheme No. 2.

Principal Planner _____ Date _____



16 Reports – Civic Leadership

16.1 Monthly Statement of Financial Activity for the Period Ending 30 June 2017

SUMMARY:

The Monthly Statement of Financial Activity and explanation of material variances for the period ending 30 June 2017 has been prepared for Council acceptance.

OFFICER RECOMMENDATION:

That Council accepts:

1. The Monthly Statements of Financial Activity for the period ending 30 June 2017; and
2. The explanations for material variances for the period ending 30 June 2017.

DISCUSSION:

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

This report is a summary of the financial activities of the City at reporting date. End of financial year processing continues and adjustments are being made to June. The final report is to be presented to Council in November or December once all processing is complete and external auditors have completed their review.

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

Description	Actual	Y-T-D Budget		Variance (%)
Directorate Corporate & Engineering Services Revenue	6,361,658	5,258,833	▲	20.97%
Directorate City Development Revenue	3,802,724	5,030,872	▼	(24.41%)
Directorate City Development Expenditure	(3,386,913)	(3,968,478)	▼	14.65%
Purchase Infrastructure – Land and Buildings	(779,287)	(1,691,129)	▼	53.92%
Purchase Infrastructure – Reserve Development	(1,071,416)	(950,437)	▲	(12.73%)
Purchase Infrastructure – Municipal Roadworks	(349,076)	(499,918)	▼	30.17%

16.1 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 JUNE 2017

Description	Actual	Y-T-D Budget		Variance (%)
Purchase Infrastructure – Car Parks	(97,064)	(225,000)	▼	56.86%
Transfers from Reserves	4,617,723	7,365,018	▼	37.30%

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

Directorate Corporate and Engineering Services Revenue – 20.97%

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

- Engineering Services (*Engineering Services Overheads*) – due to internal allocation of overheads.
- Financial Services (*Finance*) – early receipt of Local Government and General Purpose grants totalling \$782,530 were received in advance of the 2017/18 financial year.
- Ranger and Emergency Services (*Emergency Management*) – receipt of final quarter of FESA government grants that resulted in higher than budgeted income.

Directorate City Development Revenue – (24.41%)

This area shows decreased revenue mainly due to the following areas:

- Planning and Building Services (*Building Control/Approvals*) – Building licence fees for the year were significantly less than budgeted by \$206,795.
- Planning and Building Services (*Developer Contributions Administration*) – Developer contributions for Wellard, Wellard East and Casuarina/Anketell were significantly less than budget as a result of a down turn in the industry.
- Planning and Building Services (*Statutory Planning/Approvals*) – revenue for multiple fee for service activities and reimbursements was less than budget by \$169,454.
- Planning and Building Services (*Strategic Planning*) – State government grant funds received for the Bike Plan for the year were less than had been budgeted.

Directorate City Development Expenditure – 14.65%

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

- Planning and Building Services (*Developer Contributions Administration*) – City contributions required under the Wellard Village Agreement are payable upon request for clearance by Developers, however no applications had been lodged at reporting date.

Purchase Infrastructure – Land and Buildings – 53.92%

Much of the budgeted expenditure at Callistemon Court and Banksia Park Retirement Village is contingent upon units becoming vacant or when repairs are required. Pending the feasibility of the administration building renovations, all administration building projects are on hold. Installation of the Darius Wells solar panels was completed during May and invoices are expected. Projects associated with the Developer Contributions Scheme are multi year projects that will not be complete this financial year. The signage project did not commence this financial year. Planning is underway and detailed design will be complete by July 2017.

16.1 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 JUNE 2017

Purchase Infrastructure – Reserve Development – (12.73%)

Funds were received from Department of Lands for the installation of fencing. This income had not been forecast in the 2016/2017 financial year. The increased expenditure to install the fencing is matched by the additional revenue that has been received and there are no financial implications for Council as it has been fully funded by the funds received by the Department of Lands.

Purchase Infrastructure – Municipal Roadworks – 30.17%

The Johnson and Bertram Road projects were incomplete at 30 June and have been carried forward to be completed in the 17/18 financial year.

Purchase Infrastructure – Car Parks – 56.86%

Construction of the Kwinana Outdoor Youth Space Car Park was due to commence in May however will not be completed in 16/17 and will be carried forward to 17/18 for completion.

Transfers from Reserves – 37.30%

Transfers from Reserves are processed monthly as costs are incurred. End of year processing is underway and transfers will occur as necessary.

Investment activity June 2017

- *Tier 1* – Investment rates available to the City were not favourable therefore no funds were invested in this tier.
- *Tier 2* – Funds were allocated in accordance with the guidelines of the Investment Policy.
- *Tier 3* – Funds were allocated in accordance with the guidelines of the Investment Policy.
- *Tier 4* – Funds were allocated in accordance with the guidelines of the Investment Policy however, subsequent maturities and the City's cash requirements resulted in non-compliance at reporting date. As total portfolio funds invested reduced, the funds invested with the Bananacoast Community Credit Union increased as a percentage of overall portfolio funds to 5.60%. The maximum limit to be invested with a single Tier 4 institution is 5%.

LEGAL/POLICY IMPLICATIONS:

Local Government (Financial Management) Regulations 1996 – Regulation 34

34 .Financial activity statement required each month (Act s. 6.4)

(A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and

16.1 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 JUNE 2017

- (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
 - (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
 - (a) *according to nature and type classification; or*
 - (b) *by program; or*
 - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

FINANCIAL/BUDGET IMPLICATIONS:

Implications to the budgeted closing position for the City has been outlined in the discussion. All material variances have been reported on.

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.

16.1 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 JUNE 2017

STRATEGIC/SOCIAL IMPLICATIONS:

Plan	Objective	Strategy
Corporate Business Plan	6.1 Ensure the financial sustainability of the City of Kwinana into the future.	6.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management systems.

COMMUNITY ENGAGEMENT:

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

RISK IMPLICATIONS:

Risk Event	Inadequate management of the City's provisions, revenues and expenditures.
Risk Theme	Failure to fulfil statutory regulations or compliance Providing inaccurate advice/information
Risk Effect/Impact	Financial Reputation Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Annual adoption of variance tolerances for reporting purposes.
Rating (after treatment)	Low

COUNCIL DECISION

571

MOVED CR S LEE**SECONDED CR D WOOD**

That Council accepts:

- 1. The Monthly Statements of Financial Activity for the period ending 30 June 2017; and**
- 2. The explanations for material variances for the period ending 30 June 2017.**

**CARRIED
8/0**



CITY OF KWINANA

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

TABLE OF CONTENTS

Statement of Financial Activity	2
Income Statement by Program	3
Income Statement by Nature or Type	4
Notes to and Forming Part of the Financial Report	5 to 20

CITY OF KWINANA
RATE SETTING STATEMENT by DIRECTORATE
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

	NOTE	June 2017 Actual \$	June 2017 Y-T-D Budget \$	2016/17 Revised Budget \$	Variance Budget to Actual	
					YTD \$	Y-T-D %
Estimated Surplus/(Deficit) July 1 B/Fwd	7	2,844,089	2,844,089	2,844,089		
Revenues	1					
Directorate City Strategy		691,340	660,395	660,395		
Directorate Corporate & Engineering Services		6,361,658	5,258,833	5,258,833	▲ (1,102,825)	(20.97%)
Directorate City Living		17,323,952	16,851,809	16,851,809		
Directorate City Development		3,802,724	5,030,872	5,030,872	▼ 1,228,148	24.41%
		<u>28,179,674</u>	<u>27,801,909</u>	<u>27,801,909</u>		
Expenses	1					
Directorate City Strategy		(4,469,486)	(4,316,039)	(4,316,039)		
Directorate Corporate & Engineering Services		(29,462,083)	(29,607,254)	(29,607,254)		
Directorate City Living		(27,613,150)	(29,525,891)	(29,525,891)		
Directorate City Development		(3,386,913)	(3,968,478)	(3,968,478)	▼ (581,565)	14.65%
		<u>(64,931,632)</u>	<u>(67,417,662)</u>	<u>(67,417,662)</u>		
NET OPERATING RESULT EXCLUDING RATES		<u>(36,751,958)</u>	<u>(39,615,753)</u>	<u>(39,615,753)</u>		
Adjustments for Cash Budget Requirements:						
Non-Cash Expenditure and Revenue						
(Profit) on Asset Disposals	4	(43,484)	(214,497)	(214,497)		
Loss on Asset Disposals		194,837	20,557	20,557		
Movement in Deferred Pensioner Rates		(10,324)	-	-		
Movement in Employee Leave Provision		-	-	-		
Depreciation on Assets		<u>12,217,370</u>	<u>11,316,975</u>	<u>11,316,975</u>		
		<u>12,358,399</u>	<u>11,123,035</u>	<u>11,123,035</u>		
Capital Revenue						
Grants/Contributions for Development of Assets		3,794,643	4,120,973	4,120,973		
Proceeds from Disposal of Assets	4	<u>443,979</u>	<u>513,013</u>	<u>513,013</u>		
		<u>4,238,622</u>	<u>4,633,986</u>	<u>4,633,986</u>		
Capital Expenditure						
Purchase Furniture and Equipment	3	(106,684)	(130,956)	(130,956)		
Purchase Computing Equipment	3	(513,014)	(584,657)	(584,657)		
Purchase Plant and Machinery	3	(829,672)	(901,656)	(901,656)		
Purchase Transportation Vehicles	3	(523,581)	(600,600)	(600,600)		
Purchase Land and Buildings	3	(779,284)	(1,691,129)	(1,691,129)	▼ (911,845)	53.92%
Purchase Reserve Development	3	(1,071,416)	(950,437)	(950,437)	▲ 120,979	(12.73%)
Purchase Playground Equipment	3	(3,576,951)	(3,761,323)	(3,761,323)		
Purchase Infrastructure - Urban Road Grant	3	(1,155,766)	(1,184,871)	(1,184,871)		
Purchase Infrastructure - Black Spot Grant	3	(24,238)	(22,000)	(22,000)		
Purchase Infrastructure - Roads to Recovery	3	(572,284)	(669,398)	(669,398)		
Purchase Infrastructure - Road Resurfacing	3	(208,392)	(202,000)	(202,000)		
Purchase Infrastructure - Street Lights	3	(15,483)	-	-		
Purchase Infrastructure - Bus Shelters	3	-	-	-		
Purchase Infrastructure - Footpaths	3	(46,947)	(50,000)	(50,000)		
Purchase Infrastructure - Drainage	3	(87,577)	(103,866)	(103,866)		
Purchase Infrastructure - Other Structures	3	(335,338)	(380,000)	(380,000)		
Purchase Infrastructure - Municipal Roadworks	3	(349,076)	(499,918)	(499,918)	▼ (150,842)	30.17%
Purchase Infrastructure - Car Parks	3	(97,064)	(225,000)	(225,000)	▼ (127,936)	56.86%
Purchase of Land held for resale	3	-	-	-		
		<u>(10,292,767)</u>	<u>(11,957,811)</u>	<u>(11,957,811)</u>		
Financing Expenditure & Revenue						
Repayment of Loans Principal	5	(605,457)	(605,151)	(605,151)		
Repayment of Liquidity Advance	5	(2,500,000)	(2,500,000)	(2,500,000)		
Proceeds from New Loan Borrowings	5	2,500,000	2,500,000	2,500,000		
Self-Supporting Loan Principal Revenue	5	37,590	37,590	37,590		
Transfer from Loan Fund for Capital	5	58,370	62,705	62,705		
Transfers to Reserves (Restricted Assets)	6	(5,225,488)	(8,559,239)	(8,559,239)		
Transfers from Reserves (Restricted Assets)	6	<u>4,617,723</u>	<u>7,365,018</u>	<u>7,365,018</u>	▼ 2,747,295	37.30%
		<u>(1,117,262)</u>	<u>(1,699,077)</u>	<u>(1,699,077)</u>		
Estimated Surplus/(Deficit) Year to Date	7	5,654,127	-	-		
Amount Required to be Raised from Rates	8	<u>(34,375,004)</u>	<u>(34,671,531)</u>	<u>(34,671,531)</u>		

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

CITY OF KWINANA
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

	NOTE	June 2017 Actual \$	June 2017 Y-T-D Budget \$	2016/17 Revised Budget \$
Revenues	1			
General Purpose Funding		39,262,522	38,616,888	38,616,888
Governance		384,881	301,895	301,895
Law, Order, Public Safety		436,634	374,851	374,851
Health		202,220	245,832	245,832
Education and Welfare		7,180,744	6,859,614	6,859,614
Community Amenities		9,950,576	10,803,345	10,803,345
Recreation and Culture		2,931,537	2,943,608	2,943,608
Transport		311,016	304,157	304,157
Economic Services		1,325,546	1,494,439	1,494,439
Other Property and Services		525,518	314,314	314,314
		<u>62,511,194</u>	<u>62,258,943</u>	<u>62,258,943</u>
Expenses Excluding Finance Costs	1			
General Purpose Funding		(1,301,051)	(1,546,467)	(1,546,467)
Governance		(5,276,094)	(4,589,184)	(4,589,184)
Law, Order, Public Safety		(2,573,279)	(2,908,943)	(2,908,943)
Health		(1,187,055)	(1,260,741)	(1,260,741)
Education and Welfare		(9,441,231)	(9,515,884)	(9,515,884)
Community Amenities		(8,710,215)	(10,241,688)	(10,241,688)
Recreation & Culture		(16,804,731)	(17,549,654)	(17,549,654)
Transport		(12,541,689)	(12,440,680)	(12,440,680)
Economic Services		(1,863,454)	(2,039,829)	(2,039,829)
Other Property and Services		(3,883,378)	(4,089,438)	(4,089,438)
		<u>(63,582,177)</u>	<u>(66,182,508)</u>	<u>(66,182,508)</u>
Finance Costs	1			
General Purpose Funding		-	-	-
Governance		(62,129)	(63,009)	(63,009)
Law, Order, Public Safety		-	-	-
Health		-	-	-
Education and Welfare		(95,453)	(96,765)	(96,765)
Community Amenities		-	-	-
Recreation & Culture		(852,610)	(877,261)	(877,261)
Transport		(144,426)	(177,562)	(177,562)
Economic Services		-	-	-
Other Property and Services		-	-	-
		<u>(1,154,618)</u>	<u>(1,214,597)</u>	<u>(1,214,597)</u>
		<u>(2,225,601)</u>	<u>(5,138,162)</u>	<u>(5,138,162)</u>
Grants/Contributions for the Development of Assets		3,794,643	4,120,973	4,120,973
Profit on Disposal of Assets	4	43,484	214,497	214,497
(Loss) on Disposal of Assets	4	(194,837)	(20,557)	(20,557)
NET RESULT		<u>1,417,689</u>	<u>(823,249)</u>	<u>(823,249)</u>
Other Comprehensive Income		-	-	-
TOTAL COMPREHENSIVE INCOME		<u>1,417,689</u>	<u>(823,249)</u>	<u>(823,249)</u>

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

CITY OF KWINANA
STATEMENT OF COMPREHENSIVE INCOME BY NATURE & TYPE
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

	NOTE	June 2017 Actual \$	June 2017 Y-T-D Budget \$	2016/17 Revised Budget \$
Revenues	1			
Rates	8	34,375,004	34,671,531	34,671,531
Operating Grants, Subsidies & Contributions		11,546,395	11,387,624	11,387,624
Reimbursements and Donations		812,632	744,982	744,982
Fines & Penalties		54,063	116,000	116,000
Fees and Charges		11,590,386	11,554,094	11,554,094
Interest Earnings		2,251,634	2,000,000	2,000,000
Income from Property		1,834,743	1,752,512	1,752,512
Other Revenue		46,337	32,200	32,200
		<u>62,511,194</u>	<u>62,258,943</u>	<u>62,258,943</u>
Expenses Excluding Finance Costs	1			
Employee Costs		(25,139,857)	(25,935,175)	(25,935,175)
Materials and Contracts		(22,558,684)	(24,930,613)	(24,930,613)
Utilities Charges (gas, electricity, water, etc)		(2,388,243)	(2,564,418)	(2,564,418)
Leases		(326,003)	(320,935)	(320,935)
Depreciation on Non-current Assets		(12,217,370)	(11,316,975)	(11,316,975)
Insurance Expenses		(539,510)	(573,600)	(573,600)
Other Expenditure		(412,510)	(540,792)	(540,792)
		<u>(63,582,177)</u>	<u>(66,182,508)</u>	<u>(66,182,508)</u>
Finance Costs				
Interest Expenses	5	(1,154,618)	(1,214,597)	(1,214,597)
		<u>(2,225,601)</u>	<u>(5,138,162)</u>	<u>(5,138,162)</u>
Grants/Contributions for the Development of Assets				
Non-operating Grants, Subsidies & Contributions		3,767,669	4,108,973	4,108,973
Non-operating Reimbursements & Donations		26,974	12,000	12,000
		<u>3,794,643</u>	<u>4,120,973</u>	<u>4,120,973</u>
Profit/(Loss) on Disposal of Assets	4			
Profit on Asset Disposals		43,484	214,497	214,497
Loss on Asset Disposals		(194,837)	(20,557)	(20,557)
		<u>(151,353)</u>	<u>193,940</u>	<u>193,940</u>
NET RESULT		<u>1,417,689</u>	<u>(823,249)</u>	<u>(823,249)</u>
Other Comprehensive Income		-	-	-
TOTAL COMPREHENSIVE INCOME		<u>1,417,689</u>	<u>(823,249)</u>	<u>(823,249)</u>

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

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Fixed Assets

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

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Depreciation of Non-Current Assets

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

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

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

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

2. STATEMENT OF OBJECTIVE

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

CITY'S VISION

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

City of Kwinana operations as disclosed in this budget encompass the following service orientated activities/programmes:

GENERAL PURPOSE FUNDING

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

GOVERNANCE

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

EDUCATION AND WELFARE

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

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

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

3. ACQUISITION OF ASSETS

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

<u>By Directorate</u>	June 2017 Actual \$	2016/17 Revised Budget \$
City Strategy		
Furniture & Equipment	-	-
Transportation Vehicles	(38,856)	(39,000)
Land & Buildings	-	-
	(38,856)	(39,000)
Corporate & Engineering Services		
Furniture & Equipment	(6,862)	(7,000)
Computing Equipment	(513,014)	(584,657)
Plant & Equipment	(812,684)	(836,252)
Transportation Vehicles	(159,568)	(168,600)
Land & Buildings	-	-
Reserve Development	(1,071,416)	(950,437)
Playground Equipment	(3,571,966)	(3,641,323)
Urban Road Grant	(1,155,766)	(1,184,871)
Black Spot Grant	(24,238)	(22,000)
Roads to Recovery Grant	(572,284)	(669,398)
Road Resurfacing	(208,392)	(202,000)
Street Lighting	(15,483)	-
Bus Shelter Construction	-	-
Footpath Construction	(46,947)	(50,000)
Other Structures	(335,338)	(380,000)
Drainage Construction	(87,577)	(103,866)
Municipal Roadworks	(349,076)	(499,918)
Carpark Construction	(97,064)	(225,000)
	(9,027,675)	(9,525,322)
City Living		
Furniture & Equipment	(99,822)	(123,956)
Plant & Equipment	(16,988)	(65,404)
Transportation Vehicles	(158,341)	(193,000)
Land & Buildings	(779,284)	(1,691,129)
Playground Equipment	(4,985)	(120,000)
	(1,059,420)	(2,193,489)
City Development		
Plant & Equipment	-	-
Transportation Vehicles	(166,816)	(200,000)
	(166,816)	(200,000)
	(10,292,767)	(11,957,811)

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

3. ACQUISITION OF ASSETS (Continued)

<u>By Class</u>	June 2017 Actual \$	2016/17 Revised Budget \$
Furniture and Equipment	(106,684)	(130,956)
Computing Equipment	(513,014)	(584,657)
Plant and Equipment	(1,353,253)	(1,502,256)
Land and Buildings	(779,284)	(1,691,129)
Infrastructure - Urban Road Grant	(1,155,766)	(1,184,871)
Infrastructure - Black Spot Grant	(24,238)	(22,000)
Infrastructure - Roads to Recovery	(572,284)	(669,398)
Infrastructure - Road Resurfacing	(208,392)	(202,000)
Infrastructure - Street Lights	(15,483)	-
Infrastructure - Bus Shelters	-	-
Infrastructure - Footpaths	(46,947)	(50,000)
Infrastructure - Other Structures	(335,338)	(380,000)
Infrastructure - Municipal Roadworks	(349,076)	(499,918)
Infrastructure - Carpark	(97,064)	(225,000)
Infrastructure - Parks & Ovals	(4,648,367)	(4,711,760)
	<u>(10,292,767)</u>	<u>(11,957,811)</u>

4. DISPOSALS OF ASSETS

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

<u>By Class</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	June Actual \$	June Actual \$	June Actual \$
Furniture and Equipment	(10,808)	-	(10,808)
Plant and Equipment	(540,249)	443,979	(96,270)
Land and Buildings	(44,275)	-	(44,275)
Infrastructure - Parks & Ovals	-	-	-
Land	-	-	-
Other	-	-	-
	<u>(595,332)</u>	<u>443,979</u>	<u>(151,353)</u>

Summary

Profit on Asset Disposals
(Loss) on Asset Disposals

June Actual \$
43,484
(194,837)
<u>(151,353)</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

5. INFORMATION ON BORROWINGS

(a) Loan Repayments

Particulars	Principal 1-Jul-16	Interest Rate	Maturity Date	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
				Jun-17 Actual \$	Jun-17 Actual \$	2016/17 Budget \$	Jun-17 Actual \$	2016/17 Budget \$	Jun-17 Actual \$	2016/17 Budget \$
Governance										
1662 Loan 99 - Administration Office Renovations	925,362	6.25%	25-Jun-25	-	79,376	79,376	845,986	845,986	62,129	63,009
Education & Welfare										
1625 Loan 96 - Youth Specific Space	193,278	7.53%	19-Jun-23	-	21,880	21,880	171,398	171,398	14,979	15,486
1809 Loan 100 -Youth Specific Space	1,521,312	4.67%	25-Jun-28	-	-	-	1,521,312	1,521,312	80,474	81,279
Recreation & Culture										
1622 Loan 94 - Wellard Sports Pavilion	289,483	6.38%	04-May-22	-	41,000	41,000	248,483	248,483	16,800	19,836
1626 Loan 95 - Orelia Oval Pavilion	463,867	7.53%	19-Jun-23	-	52,512	52,512	411,355	411,355	35,950	37,166
1810 Loan 97 - Orelia Oval Pavilion Extension	2,047,558	6.25%	25-Jun-25	-	175,636	175,636	1,871,922	1,871,922	137,473	139,419
1623 Loan 102 - Resource & Knowledge Centre	7,421,567	4.54%	28-Jun-29	-	-	-	7,421,567	7,421,567	383,058	386,856
1897 Loan 103 - Kwinana Golf Club	297,904	4.07%	25-Jun-23	-	37,590	37,590	260,314	260,314	7,896	13,815
1909 Loan 104 - Recquatic Upgrade	3,350,000	4.05%	26-Jun-30	-	-	-	3,350,000	3,350,000	157,650	159,318
1663 Loan 105 - Bertram Community Centre	1,296,840	3.25%	27-Mar-30	-	-	-	1,296,840	1,296,840	51,806	50,851
1959 Loan 106 - Calista Destination Park	1,700,000	3.14%	24-Jun-31	-	90,306	90,000	1,609,694	1,700,000	61,977	70,000
1980 New - Darius Wells Building Solar Panels	-			-	-	-	-	-	-	-
Transport										
1664 Loan 98 - Streetscape Beautification	1,249,239	6.25%	25-Jun-25	-	107,157	107,157	1,142,082	1,142,082	83,874	85,062
1661 Loan 101 - City Centre Road Network**	2,500,000	2.18%	27-Sep-16	-	2,500,000	2,500,000	-	-	-	-
Loan 101 - City Centre Road Network	-	2.47%	27-Sep-21	2,500,000	-	-	2,500,000	2,500,000	60,552	92,500
	23,256,410			2,500,000	3,105,457	3,105,151	22,650,953	22,741,259	1,154,618	1,214,597

Principal Repayments - Debentures	298,392	640,453
Liquidity Advance Repayments	2,500,000	2,500,000
	<u>2,798,392</u>	<u>3,140,453</u>

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

(**) Short Term Facility Loans

All loan repayments were financed by general purpose revenue.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate	Amount Used		Balance Unspent \$
	Actual	Budget						Actual	Budget	
Loan 101 - City Centre Redevelopment	2,500,000	2,500,000	WA Treasury	Debenture	5	101,750	2.47% & 0.7%	2,500,000	2,500,000	-
	2,500,000	2,500,000				101,750		2,500,000	2,500,000	-

The City has a \$12,578,433 Short Term Loan Facility with Western Australian Treasury Corporation (WATC) that expires on 30 June 2017

(c) Unspent Debentures

Particulars	Date Borrowed	Balance 1-Jul-16 \$	Borrowed During Year \$	Expended During Year	Liquidity Repayment \$	Balance 30-Jun-17 \$
Loan 99 - Administration Office Renovations	25-Jun-10	62,705	-	58,370	-	4,335
		62,705	-	58,370	-	4,335

(d) Self Supporting Loan Repayments

Particulars	Principal 1-Jul-16	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Jun-17 Actual \$	2016/17 Budget \$	Jun-17 Actual \$	2016/17 Budget \$	Jun-17 Actual \$	2016/17 Budget \$
Recreation & Culture Loan 103 - Kwinana Golf Club	297,904	-	37,590	37,590	260,314	260,314	9,151	13,815
	297,904	-	37,590	37,590	260,314	260,314	9,151	13,815

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

6. RESERVES

Reserve Accounts Transactions

RESERVE FUND DETAILS	Opening Balance 1 July 2016	Transfers			Movements	Closing Balance 30 June 2017
		To Reserve	Interest	From Reserve		
Aged Persons Units Reserve	528,629	-	14,420	(172,418)	-	370,631
Asset Management Reserve	1,212,394	-	30,515	(549,277)	-	693,632
Asset Replacement Reserve	531,373	-	9,906	(396,630)	-	144,649
Banksia Park Reserve	72,480	-	1,605	(67,845)	-	6,240
CLAG Reserve	246,658	-	7,407	(14,850)	-	239,215
Community Services & Emergency Relief Reserve	25,299	-	760	-	-	26,059
Employee Leave Reserve	4,100,853	-	-	-	-	4,100,853
Family Day Care Reserve	1,423,011	-	42,537	(19,000)	-	1,446,548
Future Community Infrastructure Reserve	2,571,524	-	70,508	(1,073,349)	-	1,568,683
Golf Course Cottage Reserve	26,469	-	795	-	-	27,264
Infrastructure Reserve	119,703	4,915	3,594	-	-	128,212
Rates Strategy Reserve	-	819,692	-	-	-	819,692
Refuse Reserve	8,385,016	-	251,793	-	-	8,636,809
Restricted Grants & Contributions Reserve	2,303,075	-	-	(1,926,296)	-	376,779
Settlement Agreement Reserve	157,743	-	-	-	-	157,743
Workers Compensation Reserve	-	342,176	-	(52,632)	-	289,544
Youth Engagement Reserve	-	270,000	-	-	-	270,000
Un-Restricted Reserves Sub Total	21,704,227	1,436,783	433,840	(4,272,297)	-	19,302,553

RESERVE FUND DETAILS	Opening Balance 1 July 2016	Transfers			Movements	Closing Balance 30 June 2017
		To Reserve	Interest	From Reserve		
DCA 1 - Hard Infrastructure - Bertram	1,483,289	255,259	48,000	(44,094)	-	1,742,454
DCA 11 - Soft Infrastructure - Wellard East	3,647,606	643,108	120,806	(36,944)	-	4,374,576
DCA 12 - Soft Infrastructure - Wellard West	5,779,219	346,166	180,042	(8,082)	-	6,297,345
DCA 13 - Soft Infrastructure - Bertram	286,381	-	8,466	(6,738)	-	288,109
DCA 14 - Soft Infrastructure - Wellard/Leda	406,289	42,356	11,129	(92,682)	-	367,092
DCA 15 - Soft Infrastructure - Townsite	137,457	112,653	4,367	(93,353)	-	161,124
DCA 2 - Hard Infrastructure - Wellard East	1,530,683	386,002	54,596	-	-	1,971,281
DCA 5 - Hard Infrastructure - Wandii	2,846,531	169,019	88,536	-	-	3,104,086
DCA 7 - Hard Infrastructure - Mandogalup (West)	-	8,413	154	-	-	8,567
DCA 9 - Soft Infrastructure - Wandii/Anketell	9,116,394	592,619	283,174	(63,533)	-	9,928,654
Developer Contribution Reserves Sub Total	25,233,849	2,555,595	799,270	(345,426)	-	28,243,288
Reserves Total	46,938,076	3,992,378	1,233,110	(4,617,723)	-	47,545,841

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

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

6. RESERVES

	June Actual \$	2016/17 Budget \$
Cash Backed Reserves		
(a) Aged Persons Units Reserve		
Opening Balance	528,629	528,629
Amount Set Aside / Transfer to Reserve	-	279,314
Interest Applied to Reserve	14,420	9,488
Amount Used / Transfer from Reserve	<u>(172,418)</u>	<u>(210,315)</u>
	<u>370,631</u>	<u>607,116</u>
(b) Asset Management Reserve		
Opening Balance	1,212,394	1,212,394
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	30,515	24,193
Amount Used / Transfer from Reserve	<u>(549,277)</u>	<u>(807,174)</u>
	<u>693,632</u>	<u>429,413</u>
(c) Asset Replacement Reserve		
Opening Balance	531,373	531,374
Amount Set Aside / Transfer to Reserve	-	250,000
Interest Applied to Reserve	9,906	11,767
Amount Used / Transfer from Reserve	<u>(396,630)</u>	<u>(539,200)</u>
	<u>144,649</u>	<u>253,941</u>
(d) Banksia Park DMF Reserve		
Opening Balance	72,480	72,479
Amount Set Aside / Transfer to Reserve	-	110,000
Interest Applied to Reserve	1,605	1,869
Amount Used / Transfer from Reserve	<u>(67,845)</u>	<u>(87,900)</u>
	<u>6,240</u>	<u>96,448</u>
(e) CLAG Reserve		
Opening Balance	246,658	246,658
Amount Set Aside / Transfer to Reserve	-	72,306
Interest Applied to Reserve	7,407	4,593
Amount Used / Transfer from Reserve	<u>(14,850)</u>	<u>(56,620)</u>
	<u>239,215</u>	<u>266,937</u>
(f) Community Services & Emergency Relief Reserve		
Opening Balance	25,299	25,299
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	760	561
Amount Used / Transfer from Reserve	<u>-</u>	<u>-</u>
	<u>26,059</u>	<u>25,860</u>
(g) Employee Leave Reserve		
Opening Balance	4,100,853	4,100,853
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	<u>-</u>	<u>-</u>
	<u>4,100,853</u>	<u>4,100,853</u>
(h) Family Day Care Reserve		
Opening Balance	1,423,011	1,423,011
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	42,537	28,997
Amount Used / Transfer from Reserve	<u>(19,000)</u>	<u>(170,570)</u>
	<u>1,446,548</u>	<u>1,281,438</u>
(i) Future Community Infrastructure Reserve		
Opening Balance	2,571,524	2,571,524
Amount Set Aside / Transfer to Reserve	-	197,396
Interest Applied to Reserve	70,508	33,752
Amount Used / Transfer from Reserve	<u>(1,073,349)</u>	<u>(1,600,449)</u>
	<u>1,568,683</u>	<u>1,202,223</u>
(j) Golf Course Cottage Reserve		
Opening Balance	26,469	26,469
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	795	577
Amount Used / Transfer from Reserve	<u>-</u>	<u>-</u>
	<u>27,264</u>	<u>27,046</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

6. RESERVES

	June Actual \$	2016/17 Budget \$
Cash Backed Reserves		
(k) Infrastructure Reserve		
Opening Balance	119,703	119,703
Amount Set Aside / Transfer to Reserve	4,915	-
Interest Applied to Reserve	3,594	2,586
Amount Used / Transfer from Reserve	-	-
	<u>128,212</u>	<u>122,289</u>
(l) Rates Strategy Reserve		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	819,692	819,692
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	-
	<u>819,692</u>	<u>819,692</u>
(m) Refuse Reserve		
Opening Balance	8,385,016	8,385,016
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	251,793	148,242
Amount Used / Transfer from Reserve	-	(710,119)
	<u>8,636,809</u>	<u>7,823,139</u>
(n) Restricted Grants & Contributions Reserve		
Opening Balance	2,303,075	2,303,075
Amount Set Aside / Transfer to Reserve	-	241,890
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	(1,926,296)	(2,541,363)
	<u>376,779</u>	<u>3,602</u>
(o) Settlement Agreement Reserve		
Opening Balance	157,743	157,743
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	-
	<u>157,743</u>	<u>157,743</u>
(p) Workers Compensation Reserve		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	342,176	342,176
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	(52,632)	(52,632)
	<u>289,544</u>	<u>289,544</u>
(q) Youth Engagement Reserve		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	270,000	270,000
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	-
	<u>270,000</u>	<u>270,000</u>
Un-Restricted Reserves Sub Total	<u>19,302,553</u>	<u>17,777,284</u>
Developer Contributions Reserve - DCA 1 - Hard		
(r) Infrastructure Bertram		
Opening Balance	1,483,289	1,483,289
Amount Set Aside / Transfer to Reserve	255,259	255,259
Interest Applied to Reserve	48,000	27,970
Amount Used / Transfer from Reserve	(44,094)	(54,000)
Movement	-	-
	<u>1,742,454</u>	<u>1,712,518</u>
Developer Contributions Reserve - DCA 2 - Hard		
(s) Infrastructure Wellard		
Opening Balance	-	1,530,683
Amount Set Aside / Transfer to Reserve	-	653,339
Interest Applied to Reserve	-	34,269
Amount Used / Transfer from Reserve	-	-
	<u>-</u>	<u>2,218,291</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

6. RESERVES

	June Actual \$	2016/17 Budget \$
Cash Backed Reserves		
Developer Contributions Reserve - DCA 5 - Hard		
(s) Infrastructure Wandl		
Opening Balance	3,647,606	2,846,531
Amount Set Aside / Transfer to Reserve	643,108	169,019
Interest Applied to Reserve	120,806	58,736
Amount Used / Transfer from Reserve	(36,944)	-
	<u>4,374,576</u>	<u>3,074,286</u>
Developer Contributions Reserve - DCA 7 - Hard		
(u) Infrastructure Mandogalup (West)		
Opening Balance	5,779,219	-
Amount Set Aside / Transfer to Reserve	346,166	8,413
Interest Applied to Reserve	180,042	-
Amount Used / Transfer from Reserve	(8,082)	-
	<u>6,297,345</u>	<u>8,413</u>
Developer Contributions Reserve - DCA 9 -Soft		
(v) Infrastructure Wandl/Anketell		
Opening Balance	406,289	9,116,394
Amount Set Aside / Transfer to Reserve	42,356	585,303
Interest Applied to Reserve	11,129	192,062
Amount Used / Transfer from Reserve	(92,682)	(98,534)
	<u>367,092</u>	<u>9,795,225</u>
Developer Contributions Reserve - DCA 10 -Soft		
(w) Infrastructure Casuarina/Anketell		
Opening Balance	137,457	-
Amount Set Aside / Transfer to Reserve	112,653	234,835
Interest Applied to Reserve	4,367	-
Amount Used / Transfer from Reserve	(93,353)	(15,875)
	<u>161,124</u>	<u>218,960</u>
Developer Contributions Reserve - DCA 11 -Soft		
(x) Infrastructure Wellard East		
Opening Balance	1,530,683	3,647,605
Amount Set Aside / Transfer to Reserve	386,002	1,064,455
Interest Applied to Reserve	54,596	80,796
Amount Used / Transfer from Reserve	-	(77,182)
	<u>1,971,281</u>	<u>4,715,674</u>
Developer Contributions Reserve - DCA 12 -Soft		
Infrastructure Wellard West		
(y) Opening Balance	2,846,531	5,779,218
Amount Set Aside / Transfer to Reserve	169,019	346,166
Interest Applied to Reserve	88,536	122,810
Amount Used / Transfer from Reserve	-	(45,102)
	<u>3,104,086</u>	<u>6,203,092</u>
Developer Contributions Reserve - DCA 13 -Soft		
(z) Infrastructure Bertram		
Opening Balance	-	286,381
Amount Set Aside / Transfer to Reserve	8,413	-
Interest Applied to Reserve	154	6,580
Amount Used / Transfer from Reserve	-	(6,738)
	<u>8,567</u>	<u>286,223</u>
Developer Contributions Reserve - DCA 14 -Soft		
(aa) Infrastructure Wellard/Leda		
Opening Balance	-	406,290
Amount Set Aside / Transfer to Reserve	-	60,118
Interest Applied to Reserve	-	7,270
Amount Used / Transfer from Reserve	-	(132,816)
	<u>-</u>	<u>340,862</u>
Developer Contributions Reserve - DCA 15 -Soft		
(ab) Infrastructure Townsite		
Opening Balance	9,116,394	137,458
Amount Set Aside / Transfer to Reserve	592,619	165,531
Interest Applied to Reserve	283,174	2,882
Amount Used / Transfer from Reserve	(63,533)	(169,017)
	<u>9,928,654</u>	<u>136,854</u>
Developer Contributions Reserves Sub Total	<u>23,868,712</u>	<u>28,710,398</u>
Total Cash Backed Reserves	<u>47,545,841</u>	<u>46,487,682</u>
All of the above reserve accounts are to be supported by money held in financial		

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

6. RESERVES

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

Aged Persons Units Reserve

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

Arts Centre Reserve

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

Asset Management Reserve

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

Asset Replacement Reserve

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

Banksia Park Reserve

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

CLAG Reserve

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

Community Services & Emergency Relief Reserve

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

Employee Leave Reserve

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

Family Day Care Reserve

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

Future Community Infrastructure Reserve

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

Golf Course Cottage Reserve

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

Infrastructure Reserve

This Reserve was established to be used to provide funds to create new City assets or for the major upgrade of City assets to increase the service level provided by the asset

Rates Strategy Reserve

This Reserve was established to provide funds to assist in the future management of the City's rating strategy

Refuse Reserve

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

Restricted Grants & Contributions Reserve

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

Workers Compensation Reserve

This Reserve was established to be used to fund workers compensation costs incurred by the City where the maximum contribution amount for a previous year has been reached and there is a claim which remains open and requires the City to pay costs relating to open claims in the current and future years.

Settlement Agreement Reserve

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

Youth Engagement Reserve

This Reserve was established to provide funds to assist with youth engagement and diversion initiatives

DCA 1 - Hard Infrastructure - Bertram

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

DCA 2 - Hard Infrastructure - Wellard

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

DCA 5 - Hard Infrastructure - Wandí

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

DCA 8 - Soft Infrastructure - Mandogalup

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

DCA 9 - Soft Infrastructure - Wandí/Anketell

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

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

6. RESERVES

DCA 10 - Soft Infrastructure - Casuarina/Anketell

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

DCA 11 - Soft Infrastructure - Wellard East

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

DCA 12 - Soft Infrastructure - Wellard West

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

DCA 13 - Soft Infrastructure - Bertram

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

DCA 14 - Soft Infrastructure - Wellard/Leda

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

DCA 15 - Soft Infrastructure - Townsite

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

7. NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position

	June 2017 Actual \$	Brought Forward 1-Jul \$
CURRENT ASSETS		
Cash - Unrestricted	8,968,242	8,356,933
Cash - Restricted (Reserves)	47,540,926	46,938,076
Cash - Restricted (Unspent Loan Funds)	4,335	62,705
Rates - Current	1,941,731	1,590,578
Sundry Debtors	890,219	1,139,001
GST Receivable	-	554,076
Accrued Receivables	52,107	410,710
Inventories	36,204	26,163
	<u>59,433,764</u>	<u>59,078,242</u>
 LESS: CURRENT LIABILITIES		
Sundry Creditors	(2,550,255)	(4,674,862)
Bonds and Deposit Creditors	(2,811,905)	(3,408,346)
Accrued payables - Current	(872,216)	(1,150,164)
Current Borrowings	(605,457)	(3,105,457)
Provisions - Current	(4,545,806)	(4,545,806)
	<u>(11,385,639)</u>	<u>(16,884,635)</u>
 Net Current Asset Position (Prior to Adjustment)	48,048,125	42,193,607
Less:		
Cash Restricted - (Unspent Loan Funds)	(4,335)	(62,705)
Cash Restricted - (Reserves)	(47,540,926)	(46,938,076)
	<u>(47,545,261)</u>	<u>(47,000,781)</u>
 Add Back:		
Cash Backed Leave Reserve - Current	4,545,806	4,545,806
Current Loan Liability	605,457	3,105,457
	<u>5,151,263</u>	<u>7,651,263</u>
	<u><u>\$ 5,654,127</u></u>	<u><u>\$ 2,844,089</u></u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

8. RATING INFORMATION

<u>RATE TYPE</u>	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Actual Rate Revenue \$	2016/17 Actual Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Total Budget \$
Differential General Rate								
<i>Gross Rental Value (GRV)</i>								
Improved Residential	0.07303	10,615	184,561,500	13,478,527	1,001,070	-	14,479,597	13,899,543
Vacant Residential	0.17974	555	8,674,147	1,559,091	(310,249)	-	1,248,842	1,559,091
Improved Special Residential	0.06385	716	16,868,756	1,077,070	152,077	-	1,229,147	1,077,070
Light Industrial and Commercial	0.09082	146	22,148,306	2,011,509	14,612	-	2,026,121	2,011,509
General Industry and Service Commercial	0.07961	318	33,469,413	2,664,500	120,992	-	2,785,492	2,664,500
Large Scale General Industry and Service Commercial	0.08260	48	52,329,591	4,322,424	(309,697)	-	4,012,727	4,322,424
<i>Improved Value (UV)</i>								
General Industrial	0.02639	3	121,200,000	3,198,468	-	-	3,198,468	3,198,468
Rural	0.00464	187	184,212,000	854,744	(361,238)	-	493,506	854,744
Mining	0.00793	13	27,291,000	216,418	13,923	-	230,341	216,418
Urban/Urban Deferred	0.00612	65	171,510,000	1,049,641	(197,001)	-	852,640	1,049,641
		12,666	822,264,713	30,432,392	124,489	-	30,556,881	30,853,408

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

.. RATING INFORMATION (Continued)

	Minimum \$	Number of Properties	Rateable Value \$	2016/17 Actual Rate Revenue \$	2016/17 Actual Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Total Budget \$
Minimum Payments								
Gross Rental Value (GRV)								
Improved Residential	943	2,679	31,546,688	2,526,297	-	-	2,526,297	2,526,297
Vacant Residential	943	1,220	5,290,264	1,150,460	-	-	1,150,460	1,150,460
Improved Special Residential	943	5	68,260	4,715			4,715	4,715
Light Industrial and Commercial	1226	18	168,008	22,068	-	-	22,068	22,068
General Industry and Service Commercial	1226	37	299,688	45,362	-	-	45,362	45,362
Large Scale General Industry and Service Commercial	1226	0	-	-			-	-
Improved Value (UV)								
General Industrial	1226	0	-	-	-		-	-
Rural	943	11	1,453,000	10,373			10,373	10,373
Mining	1226	1	15,000	1,226	-		1,226	1,226
Urban/Urban Deferred	1226	47	7,786,600	57,622	-	-	57,622	57,622
Sub-Totals		4,018	46,627,508	3,818,123	-	-	3,818,123	3,818,123
							34,375,004	34,671,531
Specified Area Rates							-	-
Totals		16,684	868,892,221	34,250,515	124,489	-	34,375,004	34,671,531

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

The general rates detailed above for the 2016/17 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

9. TRUST FUNDS

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

	Balance 1-Jul-16 \$	Amounts Received \$	Amounts Paid \$	Balance 2016/17 \$
Contiguous Local Authorities Group CLAG	-	200	-	200
	<u>-</u>	<u>200</u>	<u>-</u>	<u>200</u>

City of Kwinana
Statement of Investments
For the Period Ending 30 June 2017



Rating

Compliance Indicators



Tier 1 - AAA rated authorised institutions

Direct Investment Maximum 100%

Per Institution Maximum Limit 45% of Total Portfolio

AAA

-

Tier 1 - June 2017

0%

Indicates the distribution of funds across Tier 1 by percentage

Tier 1 - June 2017

0
Millions

Indicates the distribution of funds across Tier 1 by dollar value

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

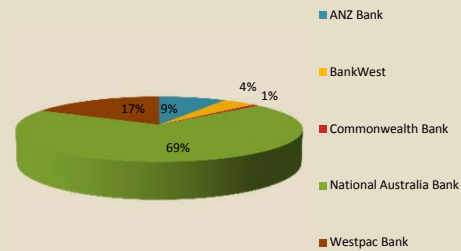
Tier 2 - AA rated issuers that are incorporated in Australia

Direct Investment Maximum 100%

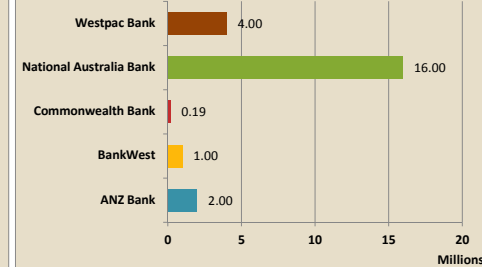
Per Institution Maximum Limit 35% of Total Portfolio

ANZ Bank	AA-	2,001,041.78		3.73%
BankWest	AA-	1,000,000.00		1.87%
Commonwealth Bank	AA-	191,489.89		0.36%
National Australia Bank	AA-	16,000,000.00		29.84%
Westpac Bank	AA-	4,000,000.00		7.46%
		23,192,531.67		43.26%

Tier 2 - June 2017



Tier 2 - June 2017



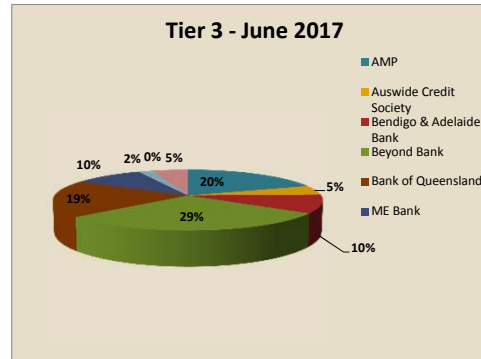
Comment: Funds were allocated in accordance with the guidelines of Investment Policy.

City of Kwinana
Statement of Investments
For the Period Ending 30 June 2017

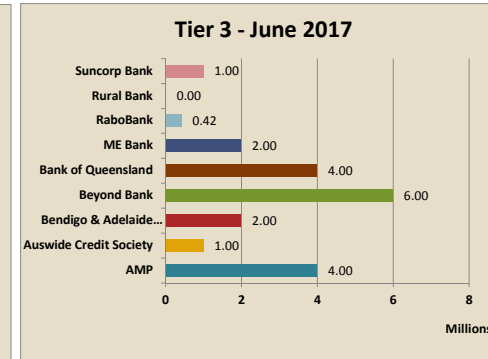


Tier 3 - other investment grade authorised institutions
Direct Investment Maximum 40%
Per Institution Maximum Limit 20% of Total Portfolio

AMP	A+	4,000,165.34	7.46%
Auswide Credit Society	BBB	1,000,000.00	1.87%
Bendigo & Adelaide Bank	A-	2,000,000.00	3.73%
Beyond Bank	BBB+	6,000,000.00	11.19%
Bank of Queensland	A-	4,000,000.00	7.46%
ME Bank	BBB+	2,000,000.00	3.73%
RaboBank	AA-	419,550.99	0.78%
Rural Bank	A-	213.69	0.00%
Suncorp Bank	A+	1,000,000.00	1.87%
		20,419,930.02	38.09%



Indicates the distribution of funds across Tier 3 by percentage

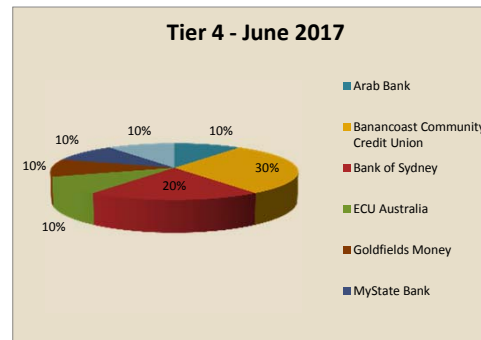


Indicates the distribution of funds across Tier 3 by dollar value

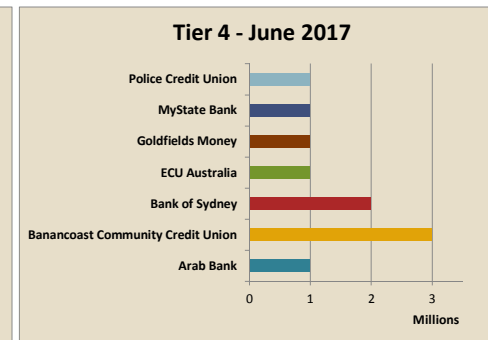
Comment: Funds were allocated in accordance with the guidelines of Investment Policy.

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

Term Deposits			
Arab Bank	BB+	1,000,000.00	1.87%
Banancoast Community Credit Union	UR	3,000,000.00	5.60%
Bank of Sydney	UR	2,000,000.00	3.73%
ECU Australia	UR	1,000,000.00	1.87%
Goldfields Money	UR	1,000,000.00	1.87%
MyState Bank	BBB+	1,000,000.00	1.87%
Police Credit Union	UR	1,000,000.00	1.87%
		10,000,000.00	18.65%



Indicates the distribution of funds across Tier 4 by percentage



Indicates the distribution of funds across Tier 4 by dollar value

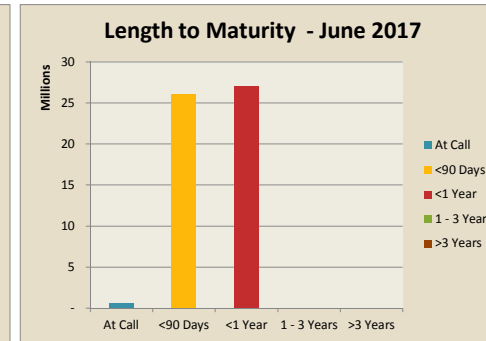
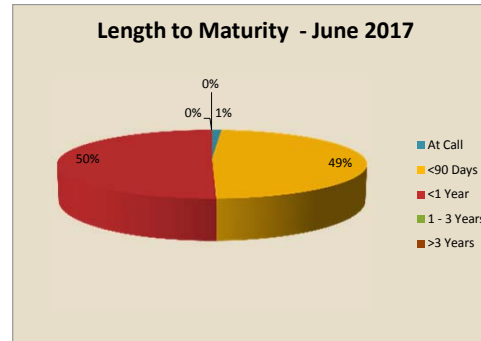
Comment: Funds were allocated in accordance with the guidelines of Investment Policy however, subsequent maturities and the City's cash requirements resulted in a non-compliance at reporting date.

Total Value of Investments **\$ 53,612,461.69**

City of Kwinana
Statement of Investments
For the Period Ending 30 June 2017



At Call	612,461.69		1.14%
<90 Days	26,000,000.00		48.50%
<1 Year	27,000,000.00		50.36%
1 - 3 Years	-		0.00%
>3 Years	-		0.00%
\$	53,612,461.69		100.00%



Portfolio Term to Maturity Limits

At Call investment

Compliance Indicator

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

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

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

2

At Call	<90 Days	<1 Year
\$ 612,461.69 1.14% 	\$ 26,000,000.00 48.50% 	\$ 27,000,000.00 50.36%

Comment: Portfolio compliant with the Policy

Portfolio Credit Framework

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

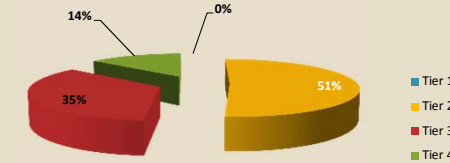
Direct Investment Maximum 100%
Per Institution Maximum Limit 35% of Total Portfolio

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

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

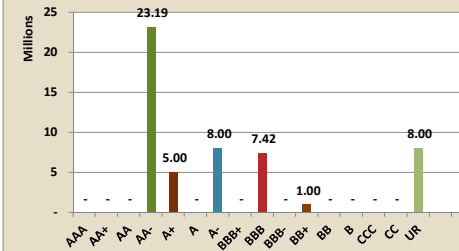
Tier 1	Tier 2	Tier 3	Tier 4
0.00% ✓			
	43.26% ✓		
		38.09% ✓	
			18.65% ✓

Portfolio Credit Framework



Indicates the distribution of funds across the 4 Tiers

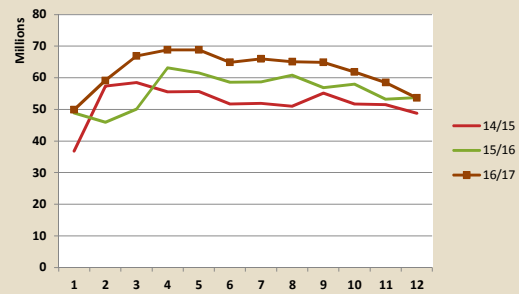
Portfolio Credit Distribution by Rating



Indicates the distribution of funds by credit rating

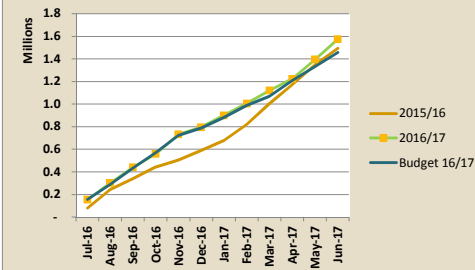
Comment: Portfolio compliant with the Policy

City of Kwinana - Total Investment Portfolio



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

Portfolio Actual Interest Income Comparison (Cumulative)



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

16.2 Review of Council Policy – Depreciation and Capitalisation of Assets

SUMMARY:

A review of the Council Policy – Depreciation and Capitalisation of Assets was undertaken and is recommended for Council endorsement.

OFFICER RECOMMENDATION:

That Council adopt the reviewed and renamed Recognition and Depreciation of Assets Council Policy as detailed in Attachment A.

DISCUSSION:

A copy of the policy as recommended for amendment is detailed in Attachment A with the current policy contained within Attachment B. A summary of changes recommended to the policy is included below:

- A change to the name of the policy from 'Depreciation and Capitalisation of Assets' to 'Recognition and Depreciation of Assets' to better reflect what the policy is outlining.
- The policy statement has been expanded to reflect and explain the current required practice to value the City's assets in accordance with AASB 13 Fair Value Measurement.
- The asset capitalisation thresholds have been reviewed to ensure that the policy effectively balances the administrative work load of recording and maintaining a reliable asset register with the risk and compliance issues attaching to the proper classification of assets.
- The useful lives of each asset category has been reviewed ensuring that the policy is reflecting the most accurate ranges for the lives of the City's assets. The City's assets are depreciated on a straight line basis in line with their expected useful lives.

LEGAL/POLICY IMPLICATIONS:

Section 6.4. of the *Local Government Act 1995* states that a local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Australian Accounting Standard AASB116 – *Property, Plant and Equipment* is applied in accounting for property, plant and equipment except when another Standard requires or permits a different accounting treatment.

Australian Accounting Standard AASB13 – *Fair Value Measurement* defines fair value, sets out in a single standard a framework for measuring fair value and requires disclosures about fair value measurements.

16.2 REVIEW OF COUNCIL POLICY – DEPRECIATION AND CAPITALISATION OF ASSETS**FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial or budget implications in relation to this report, however adopting the new policy may affect depreciation calculations and financial ratios once applied. Depreciation is a non cash expense and does not affect the overall surplus or deficit of the City.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications associated with this report.

ENVIRONMENTAL IMPLICATIONS:

There are no environment implications associated with this report.

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following objectives and strategies detailed in the Strategic Community Plan and/or Corporate Business Plan (D16/3339).

Plan	Objective	Strategy
Corporate Business Plan	6.1 Ensure the financial sustainability of the City of Kwinana into the future	6.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management system

COMMUNITY ENGAGEMENT:

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

RISK IMPLICATIONS:

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

Risk Event	Council fails to review and adopt the policy.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely

16.2 REVIEW OF COUNCIL POLICY – DEPRECIATION AND CAPITALISATION OF ASSETS

Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Annual review of the policy and controls.
Rating (after treatment)	Low

COUNCIL DECISION

572

MOVED CR B THOMPSON**SECONDED CR R ALEXANDER**

That Council adopt the reviewed and renamed Recognition and Depreciation of Assets Council Policy as detailed in Attachment A.

**CARRIED
8/0**

Council Policy

Recognition and Depreciation of Assets



Council Policy

Recognition and Depreciation of Assets Policy

D17/51034

1. **Title**
Recognition and Depreciation of Assets Policy

2. **Purpose**
The City owns, creates, purchases and manages assets and must ensure that effective and accountable systems are in place to safeguard the City's resources. This includes the development of appropriate systems to record the location and value of fixed assets acquired or constructed by the City. Fundamental considerations in the effective management of fixed assets are the determination of what constitutes a fixed asset, at what threshold value they should be capitalised and how depreciation is to be treated.

3. **Scope**
This policy applies to all fixed assets owned, purchased, created and managed by the City.

4. **Definitions**

"Fair value" is defined in AASB 13 as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

"Carrying amount" is defined in AASB 116 as the amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.

"Cost" is defined in AASB 116 as the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire an asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised.

"Depreciable amount" is defined in AASB 116 as the cost of an asset, or other amount substituted for cost, less its residual value.

"Depreciation" is defined in AASB 116 as the systematic allocation of the depreciable amount of an asset over its useful life.

"Property, plant and equipment" is defined in AASB 116 as tangible items that:

- (a) are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes; and
- (b) are expected to be used during more than one period.

"Residual value of an asset" is defined in AASB 116 as the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

"Useful life of an asset" is defined in AASB 116 as:

- (a) the period over which an asset is expected to be available for use by an entity; or
- (b) the number of production or similar units expected to be obtained from the asset by an entity.

5. Policy Statement

In accordance with Australian Accounting Standards and the Local Government Act 1995, the City values all assets using the fair value model, triennially.

Fair value is considered to be the best estimate of the price reasonably obtainable in the market at the date of the valuation. It is the most advantageous price reasonably obtainable by the seller and by the buyer.

In determining fair value, there is a presumption that the entity disposing of the asset is a going concern and has no aim to liquidate assets or materially alter the scale of its operations. It is also assumed that the asset is exchanged after an adequate period of marketing to obtain its most advantageous price.

A principal test in determining fair value is whether there is an active and liquid market for the asset. Where a quoted market price in such a market is available, that price represents the best evidence of the asset's fair value.

Fair value is also determined in reference to an asset's highest and best use, which results in the highest value.

AASB 116 provides that the fair value of land and buildings is usually determined from market based evidence and appraisal by professionally qualified valuers, however there is no statutory requirement to use valuers. The fair value of plant and equipment is usually the market value of items as determined by appraisal. Where there is no market-based evidence of fair value because of the specialised nature of property, plant and equipment (and the item is rarely sold), fair value may need to be estimated using an income or a depreciated replacement cost approach. AASB 13 notes that fair value is a market-based measurement and not an entity-specific measurement. While market information might be available for some assets and liabilities, market information may not be available for others. Hence another valuation technique may be required. The valuation techniques are:

1. Market approach - valuation technique that uses prices and other relevant information generated by market transactions involving identical or comparable (similar) assets, liabilities or group of assets and liabilities.
2. Cost approach - the amount that would be required currently to replace the service capacity of an asset (also referred to as 'current replacement cost').
3. Income approach - involves converting future amounts (cash flows or income and expense) to a single current (discounted) amount.
4. Depreciated replacement cost - the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

All new assets are measured initially at their cost of acquisition. Where an asset is acquired at no cost, the cost of the acquisition is deemed to be the asset's fair value.

The cost of acquisition is defined as including the initial estimate of the costs of dismantling and removing the asset and restoring the site on which it is located. When an asset is valued at fair value all assets of that class must be valued using

the same method.

Some assets that are “specialised” in nature, market evidence might not be available to guide fair value measurement. Such specialised assets may include infrastructure, land under infrastructure, specialised plant such as that used in waste and recycling facilities, sewerage plants, and historical or cultural assets. AASB 116 recognises the specialised nature of some assets and, as previously mentioned, provides for an income or depreciated replacement cost approach to be used to determine fair value. Note: Land and buildings are separate classes of assets and need to be valued separately.

Revaluation

If a class of assets is valued at fair value, the carrying amount of those assets in the financial statements should not materially differ from the fair value of the assets at the date of reporting. Where a non-current asset is measured at fair value AASB 116 states:

“After recognition as an asset, an item of property, plant and equipment whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations shall be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting period.”

A process of rolling revaluation by asset class is adopted, providing all assets in a class are valued within the same financial year and before the reporting date. AASB 116 provides significant commentary and guidance on how to deal with an increase or decrease in an asset’s carrying amount and depreciation of an asset on revaluation as well as how these should be treated in accounting records and financial reports.

AASB 116 also provides that if an item of property, plant and equipment is revalued, the entire class of property, plant and equipment to which that asset belongs shall be revalued.

The City adopted a phased-in approach over three years with full implementation of fair value by 30 June 2015. The City elected to revalue plant and equipment, land and buildings and infrastructure assets in alternative years. The following timeframe was applied:

Financial Year	Asset Group / Resources
2012/13	Plant and Equipment
2013/14	Land and Buildings (including specialized and non specialized buildings valued at component level)
2014/15	Infrastructure and all other assets (including intangible, historical and cultural assets, library books, art collections, etc.)
Triennially ongoing	All asset classes are revalued on a three-yearly cycle so that plant and equipment was revalued again in 2016 and will be again by 30 June 2019, and so on, land and buildings in 2017 and will be again by 30 June 2020, and so on.

As part of preparing the statutory financial statements, expenditures incurred by the City must be classified as either being ‘operational in nature’ or being such that they result in the creation of a ‘fixed asset’ (capital in nature). The manner in which expenditure is classified has a major impact on results disclosed in the Operating Statement and on the financial position disclosed in the City’s Statement of Financial

Position. Those items which are 'capitalised' must be depreciated over their useful life, which is determined according to the particular asset class to which that item belongs. Items that are 'expensed' rather than capitalised are to be included as operating expenditure at the time of incurring the cost.

The nature of the expenditure must be carefully considered to determine whether it creates a new fixed asset or whether it constitutes a repair or maintenance. Reference to relevant professional accounting standards and practice statements provide guidance in this regard.

It is important to effectively balance the administrative workload of recording and maintaining a reliable Asset Register with the risk and compliance issues attaching to the proper classification of capital expenditure. To permit this, expenditure to acquire or enhance an asset should be capitalised if the expenditure is above the following thresholds and meets the definition of an asset:

Asset Group	Threshold Amount
Land	\$1
Artworks	\$5,000
Buildings	\$5,000
Furniture and Equipment	\$5,000
Plant and Equipment	\$5,000
Motor Vehicles	\$5,000
Roads	\$1
Drainage	\$1
Footpaths	\$1
Parks and Reserves	\$1

Non-infrastructure assets are capitalised progressively throughout the year, at the time of acquisition or commissioning ready for use. Infrastructure assets are capitalised only at the conclusion of the financial year after the close off of accounts or at the time during the financial year that it can be determined that all expenditure relating to that item has been completed for the year.

Depreciation will commence from the date of acquisition or in respect of internally constructed assets, when the asset is first brought into use or held ready for use. Depreciation is recognised on a straight-line basis, using rates which are reviewed each year.

An addition or extension, which becomes an integral part of an existing asset, should be depreciated over the remaining useful life of that asset. An addition or extension, which remains a separate identity and will be capable of being used after the existing asset is disposed of, should be capitalised and depreciated independently.

Assets will be depreciated in accordance with the following schedule of useful lives:

Land	Not Depreciated
Buildings (including structural components, internal fit-out, mechanical services, security, fire systems, and other building structures)	2 - 100 years
Plant & Equipment	
Motor Vehicles	3 - 10 years
Other Plant & Equipment	3 - 20 years
Furniture & Equipment	
Computer & Audio Visual Equipment	2 - 7 years
Office Furniture & Equipment	3 - 15 years

Other Furniture & Equipment	5 - 15 years
Art Works	Not Depreciated
Infrastructure – Roads (including pavement, subgrade, surface, kerbs and barriers)	0 - 100 years
Infrastructure – Footpaths	40 - 80 years
Infrastructure – Drainage (including pits, pipes, chambers and culverts)	80 years
Infrastructure – Car Parks	5 - 20 years
Infrastructure – Bus Shelters	20 - 25 years
Infrastructure – Street Lights	15 - 30 years
Infrastructure – Parks & Reserves (including playground equipment, shade structures, irrigation assets, park furniture and BBQ's, fencing, lighting, public art and other park and reserve structures)	10 - 50 years

6. Financial/Budget Implications

There are no direct financial or budget implications associated with this policy; however the importance of safe guarding the City's resources and maximising returns is addressed within this policy.

7. Asset Management Implications

There are no asset management implications associated with this Policy.

8. Environmental Implications

There are no environmental implications associated with this Policy.

9. Strategic/Social Implications

This proposal will support the achievement of the following objectives and strategies detailed in the Strategic Community Plan and/or Corporate Business Plan (D16/3339).

Plan	Objective	Strategy
Corporate Business Plan	6.1 Ensure the financial sustainability of the City of Kwinana into the future	6.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management system

10. Occupational Safety and Health Implications

There are no OSH implications associated with this Policy.

11. References

Name of Policy	Recognition and Depreciation of Assets Policy
Date of Adoption and resolution No	25/11/1987 #446
Review dates and resolution No #	25/11/2009 #033 28/04/2010 #105 11/07/2012 #163 08/04/2015 #428 XX/XX/2017
New review date	XXXX 2018
Legal Authority	Local Government Act 1995 Local Government (Financial Management) Regulations1996

	Australian Accounting Standards
Directorate	City Strategy
Department	Finance
Related documents	

Note: Changes to References may be made without the need to take the Policy to Council for review.



POLICY

DEPRECIATION AND CAPITALISATION OF ASSETS



DEPRECIATION AND CAPITALISATION OF ASSETS

To formalise Council's Policy with respect to depreciation and capitalisation of fixed and infrastructure assets.

Items of a cost less than the capitalisation threshold are to be fully expensed in the year of the acquisition.

Adopted:	25/11/1987 #446
Last reviewed:	25/11/2009 #033 28/04/2010 #105 11/07/2012 #163 08/04/2015 #428
Legal Authority	Local Government Act 1995 Section 2.7 – Role of Council

Definitions:

In accordance with the "Western Australian Local Government Accounting Manual", an "Asset", by definition, to be:

"An Asset is considered to be a resource controlled by the local government as a result of past events and from which future economic benefits are expected to flow to the local government."

Non Current Assets – Includes Land, Buildings, Plant and Equipment and Furniture and Equipment purchases over the Capitalisation Threshold values.

Infrastructure Assets – Includes roads, footpaths, drainage, crossovers, car parks, bus shelters, street lights, parks and ovals, and other purchases over the Capitalisation Threshold value.

Capitalisation Threshold – This is the minimum threshold amount for the recognition of a Non Current Asset and Infrastructure Asset to be taken up onto the Asset Register.

Asset Register – A record of asset information considered worthy of separate identification including inventory, historical, financial, condition, construction, technical and financial.

Useful Life – The period over which a depreciable asset is expected to be used.

Policy:

1. Refer to Table 1 for the depreciation rates for the various Asset Classes.

DEPRECIATION AND CAPITALISATION OF ASSETS

That council depreciate fixed assets at the following rates –

Table 1

ASSET CLASS	ASSET DESCRIPTION	USEFUL LIFE IN YEARS	DEPN RATE
Land	Land	Nil	0%
	Vested Land	Nil	0%
	Other Vested Land	Nil	0%
Buildings	Fencing	20 to 50	5% to 2%
	Building Structure	40 to 60	2.5% to 1.67%
	Air conditioning	10 to 30	10% to 3.33%
	Soft Furnishings	10	10%
	Fixtures	10	10%
	Other	10 to 30	10% to 3.33%
	Alarms	3 to 10	33.33% to 10%
Plant & Equipment	Vehicles	5 to 10	20% to 10%
	Major Plant	5 to 10	20% to 10%
	Minor Plant & Equipment	3 to 10	33.33% to 10%
Furniture & Equipment	Computing Equipment	2 to 7	50% to 14.29%
	Office Furniture	7 to 13	14.29% to 7.69%
	Office Equipment	3 to 10	33.33% to 10%
	Audio Visual Equipment	3 to 10	33.33% to 10%
	Specialised Equipment	7 to 13	14.29% to 7.69%
	White Goods	7 to 13	14.29% to 7.69%
	Art Works	Nil	0%
Infrastructure - Roads		50	2%
Infrastructure - Footpaths		50	2%
Infrastructure - Drainage	Drainage	75	1.33%
	Sewerage	75	1.33%
Infrastructure - Crossovers		50	2%
Infrastructure - Car Parks		20 to 40	5% to 2.5%
Infrastructure - Bus Shelters		20	5%
Infrastructure - Street Lights	Street Lights	30	3.33%
	Other Lights	30	3.33%
Infrastructure – Parks & Ovals	Playground Equipment	5 to 15	20% to 6.67%
	Bores/Pumps/Irrigation	8 to 20	12.5% to 5%
	BBQ's	10 to 20	10% to 5%
	Streetscapes	20 to 50	5% to 2%
	Landscape Surrounds	10 to 50	10% to 2%
	Sportsgrounds - Reticulated	15 to 25	6.67% to 4%
	Public Open Space Not Reticulated	20 to 50	5% to 2%
Infrastructure - Other Structures	Jetties	20 to 40	5% to 2.5%
	Other Structures	20 to 50	5% to 2%
	Tennis Courts	30 to 50	3.33% to 2%

These figures are for accounting purposes only

2. Capitalisation Thresholds for Non Current Assets by asset class are as follows:

• Land	Nil
• Buildings	\$2,000
• Plant and Equipment	\$500
• Furniture and Equipment	\$500
• Infrastructure – Roads	\$5000
• Infrastructure – Footpaths	\$5000
• Infrastructure – Drainage/Sewerage	\$5000
• Infrastructure – Crossovers	\$5000
• Infrastructure - Car Parks	\$5000
• Infrastructure – Bus Shelters	\$5000
• Infrastructure – Street Lights	\$5000
• Infrastructure – Parks & Ovals	\$5000
• Infrastructure – Other Structures	\$5000

Purchases below the capitalisation threshold are to be expensed in the year of purchase.

16.3 Accounts for Payment up to 31 July 2017

SUMMARY:

This is the List of Accounts paid by the City of Kwinana for the period ended 31 July 2017.

OFFICER RECOMMENDATION:

That the List of Accounts paid for the period ended 31 July 2017 be noted.

DISCUSSION:

The following list of accounts summarises all cheques and electronic funds transfer (EFT) drawn for the period 31 July 2017. It is in agreement with the attached List of Accounts.

PAYMENT DETAILS	AMOUNT
<i>Automatic Payment Deductions</i>	\$ 38,615.67
<i>Cheque Payments</i> Cheque# 200703 to 200748	\$ 202,102.81
<i>EFT Payments</i> EFT# 3521 to 3535	\$4,909,531.10
<i>Payroll Payments</i> 05/07/2017, 19/07/2017	\$1,234,921.44
TOTAL PAID	\$6,385,171.02

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.

ASSET MANAGEMENT IMPLICATIONS:

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

16.3 ACCOUNTS FOR PAYMENT UP TO 31 JULY 2017**ENVIRONMENTAL IMPLICATIONS:**

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

STRATEGIC/SOCIAL IMPLICATIONS:

Plan	Objective	Strategy
Corporate Business Plan	6.1 Ensure the financial sustainability of the City of Kwinana into the future.	6.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management systems.

COMMUNITY ENGAGEMENT:

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

RISK IMPLICATIONS:

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

COUNCIL DECISION**573****MOVED CR B THOMPSON****SECONDED CR S LEE**

That the amended attachment for the List of Accounts paid for the period ended 31 July 2017 be noted.

CARRIED
8/0

NOTE – That the Officer Recommendation has been amended to replace the List of Accounts attachment to correct the wording of Elected Member monthly payments that includes the ICT allowance and sitting fees. The changes do not make change any of the values but better reflects the nature of that payment type.

Warrant Listing

Warrants between

1/07/2017 to 31/07/2017



TOK [LIVE]

1/08/2017 11:16:48AM

Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
Automatic Deductions					
030717	19/07/2017	727	li Net Technologies Pty Ltd	Internet Charges for Bertram CCX to 01/08/17	\$59.95
050717	13/07/2017	1707	Public Transport Authority of Weste	Smartrider auto top up 5/7/17	\$50.00
050717A	20/07/2017	8212	Commonwealth Bank	Credit Card Purchases S Wiltshire 03/04-04/0	\$5,237.20
050717B	20/07/2017	8212	Commonwealth Bank	Credit Card Purchases B Powell to 04/07/17	\$697.41
050717C	20/07/2017	8212	Commonwealth Bank	Credit card purchases F Hodgson to 04/07/17	\$121.60
050717D	20/07/2017	8212	Commonwealth Bank	Credit Card Purchases A Dymond to 04/07/17	\$19.90
050717E	20/07/2017	8212	Commonwealth Bank	Credit Card Purchases J Abbiss to 04/07/17	\$86.94
050717F	20/07/2017	8212	Commonwealth Bank	Credit Card Purchases C Mihovilovich to 05/07/17	\$7,447.73
050717G	20/07/2017	8212	Commonwealth Bank	Credit Card Purchases L Barker to 04/07/17	\$3,628.15
050717H	20/07/2017	8212	Commonwealth Bank	Credit Card Purchases E Lawrence to 04/07/17	\$295.85
120717	19/07/2017	727	li Net Technologies Pty Ltd	Internet Charges Zone to 12/08/17	\$59.95
140717	19/07/2017	727	li Net Technologies Pty Ltd	Internet Charges Senior Citz to 14/08/17	\$39.95
15341232	19/07/2017	4805	TPG Internet Pty Ltd	Kwinana South Station Internet Connection Ju	\$49.99
170717	18/07/2017	1707	Public Transport Authority of Weste	Smart rider auto reload 17/07/17	\$50.00
20	31/07/2017	7690	Wright Express Australia Pty Ltd	Fleet Fuel June 2017	\$4,337.54
200717	31/07/2017	549	Esanda	July 2017 Lease Fees for KWN700	\$1,294.70
22346	17/07/2017	5223	Go Go On-Hold Pty Ltd	On-hold Message Service - City Assist - 1 Jul	\$264.00
90998985	27/07/2017	727	li Net Technologies Pty Ltd	Monthly Internet Charges Village ti 200817	\$39.95
91168313	27/07/2017	727	li Net Technologies Pty Ltd	Monthly Internet Charges Wellard CC to 2508	\$59.95
9800604	31/07/2017	229	BP Australia Pty Ltd	Fleet Fuel June 2017	\$14,774.91
					\$38,615.67
Cheques					
00200703	05/07/2017	1490	City Of Kwinana - Pay Cash	Petty cash recoup to 30/6/17-FDC	\$439.80
00200704	05/07/2017	980	Midway Drycleaners	Dry cleaning of 3 bean bag covers.	\$66.00
00200705	05/07/2017	267	Schweppes Pty Ltd	Assorted drinks and juices for cafe	\$464.13
00200706	05/07/2017	1592	Water Corporation of Western Austra	Usage to 300617 157KL Kwinana Senior Cit	\$1,979.86
00200707	05/07/2017		Sze Ki Lee	Refund bond - Patio hire 03/06/2017	\$100.00
00200708	05/07/2017		Housing Authority 3rd Floor, 99 Pla	Rates Refund	\$53.48
00200709	05/07/2017		Wellard Community Church	Community Development Grant-Arts Festival	\$2,600.00
00200710	05/07/2017		Mark Lindday Hadden	Refund fo fees-BAC2017/27	\$219.30
00200711	05/07/2017		Bianca Castro	Harmony Week - Performance	\$100.00
00200712	05/07/2017		Adriana Gordan	Harmony Week - Performance	\$100.00
00200713	05/07/2017	3442	One Path - formerly ING Life Limite	Superannuation-June2017-24	\$5,379.81
00200714	12/07/2017	5109	Building Commission (Department of	BSL Remittance Levy for June 2017	\$16,869.03
00200715	12/07/2017	1490	City Of Kwinana - Pay Cash	Petty cash recoup to 30/6/17 - Village	\$20.75
00200716	12/07/2017	1767	Construction Training Fund	CTF Remittance Levy for month of June 20	\$20,597.74
00200717	12/07/2017	1592	Water Corporation of Western Austra	Usage tp 300617 10KL Calista Boy Scout H	\$3,208.17
00200718	12/07/2017	1767	Construction Training Fund	BCITF - Kwinana Outdoor Youth Space-C693	\$3,108.82
00200719	12/07/2017	1592	Water Corporation of Western Austra	Usage to 300617 OKL Old St Johns Ambulan	\$1,498.03
00200720	12/07/2017		Mary Elizabeth Lee	Expenses for Exhibition Opening	\$181.89
00200721	12/07/2017		Katherine Ann Hanson	Refund sec dep-Patio hire 9/7/2017	\$100.00
00200722	12/07/2017		Tracy Campbell	Refund bond-Patio hire 30/6/17	\$100.00
00200723	19/07/2017	6375	Ashmy Pty Ltd	C/over subsidy rebate-L26 Sedano Cres. W	\$540.00
00200724	19/07/2017	1487	City of Kwinana	Settlement of U23 Banksia Park-William C	\$1,835.20
00200725	19/07/2017	1490	City Of Kwinana - Pay Cash	Petty cash recoup to 13/7/17 - Library	\$117.90
00200726	19/07/2017	2052	Kwinana District Football Club	Hire of bus Sunday June 25 & 26 for Naid	\$400.00
00200727	19/07/2017	837	Kwinana Heritage Group	Heritage management fees 1st quarter-Jul	\$2,500.00
00200728	19/07/2017	485	Transport Department of	Registration	\$36,909.55
00200729	19/07/2017	1592	Water Corporation of Western Austra	Usage to 100717 3964KL Porter Gdns-Sloan	\$1,154.44
00200730	19/07/2017		Hayley Lynne Lucas	Part refund of dog registration	\$150.00

TOK [LIVE]

Warrant Listing

Warrants between

1/07/2017 to 31/07/2017



TOK [LIVE]

1/08/2017 11:17:49AM
Minimum Amount: \$0.00

Cheque/Ref	Date	Payee	Description	Amount
00200731	19/07/2017	Aaron Johnson	Lyrik Awards - Round 22 Performance fee	\$50.00
00200732	19/07/2017	Dijana Visekruna	Refund of dog registration	\$150.00
00200733	19/07/2017	Kerry Anne De Klerk	Refund bond-Patio hire 15/7/2017	\$100.00
00200734	19/07/2017	Jane Bondar	Refund bond-Patio hire 16/7/2017	\$100.00
00200735	26/07/2017	1490 City Of Kwinana - Pay Cash	Petty cash recoup to 26/7/2017	\$109.80
00200736	26/07/2017	2543 City of Whittlesea	Annual NGAA Membership Fee 2017/2018	\$13,200.00
00200737	26/07/2017	479 Education and Care Regulatory Unit	Child Care Service Annual Fee-Recquatic	\$700.00
00200738	26/07/2017	3266 Jardine Lloyd Thompson Pty Ltd	Insurance 2017/2018-Combined Liability p	\$57,651.90
00200739	26/07/2017	3570 Kelmscott Senior High School	Group farm visits 18.7.2017 19.7.2017 20	\$450.00
00200740	26/07/2017	8948 Evelyn King	Seniors Security Subsidy Scheme-2017/201	\$100.00
00200741	26/07/2017	8951 Miyuki Nishida	Refund of program participant-Luke Nishi	\$60.00
00200742	26/07/2017	8949 Brenda Mary Singleton	Seniors Security Subsidy Scheme 2017/201	\$100.00
00200743	26/07/2017	1592 Water Corporation of Western Austra	Service Charges 010717-310817 Showrms 4t	\$4,421.34
00200744	26/07/2017	8952 Timothy Paul Webb	Refund of CTF fee - 33 Levington Retreat	\$54.00
00200745	26/07/2017	1592 Water Corporation of Western Austra	Usage to 110717 926KL APU Aged Home	\$10,170.00
00200746	26/07/2017	Meryl Styants Ministries	Refund bond-Hall hire 13/6/2017	\$200.00
00200747	26/07/2017	1592 Water Corporation of Western Austra	Usage to 120717 1249.20kl Recq & 138.80k	\$8,985.42
00200748	31/07/2017	3442 One Path - formerly ING Life Limite	Superannuation-July2017-24	\$4,706.45
				\$202,102.81

EFT

3521.1491-01	05/07/2017	1491 Works Social Club	Payroll Deduction	\$210.00
3521.151-01	05/07/2017	151 Australian Services Union	Payroll Deduction	\$552.90
3521.2853-01	05/07/2017	2853 Maxxia Pty Ltd	Payroll Deduction	\$4,750.27
3521.3376-01	05/07/2017	3376 Health Insurance Fund of WA (HIF)	Payroll Deduction	\$1,433.35
3521.3719-01	05/07/2017	3719 City of Kwinana - Xmas fund	Payroll Deduction	\$7,830.00
3521.487-01	05/07/2017	487 Child Support Agency	Payroll Deduction	\$2,390.30
3521.892-01	05/07/2017	892 LGRCEU	Payroll Deduction	\$759.53
3522.1034-01	05/07/2017	1034 North Lake Electrical Pty Ltd	Wellard Pump 3 - Investigate starter fau	\$374.44
3522.1059-01	05/07/2017	1059 Vodafone Messaging	Alpha network access fee	\$176.00
3522.1130-01	05/07/2017	1130 Port Printing Works	Reprint of Term 3 brochure - x1,000	\$201.30
3522.1141-01	05/07/2017	1141 Davidson Trahaire Corpsych	Onsite Support - 17/5/2017	\$2,277.00
3522.1157-01	05/07/2017	1157 Quality Traffic Management Pty Ltd	Traffic management - Anketell Rd	\$2,909.23
3522.1178-01	05/07/2017	1178 Holcim (Australia) Pty Ltd	1 Yateley Way Wellard - 0.4 M3 concrete	\$256.52
3522.1206-01	05/07/2017	1206 Ritz Party Hire	Naidoc 2017 opening event: Equipment hir	\$235.00
3522.1227-01	05/07/2017	1227 Rockingham Holden	P407, KWN1949, COOLANT LEAK ENGINE	\$51,960.39
3522.1266-01	05/07/2017	1266 Salmat Targeted Media Pty Ltd	Kwinana Recquatic delivery of Term 3 New	\$1,329.94
3522.1276-01	05/07/2017	1276 Satellite Security Services	Sloan Cottage - Guard advised battery no	\$4,440.57
3522.1290-01	05/07/2017	1290 Shane McMaster Surveys	Feature Survey Walgreen Crescent Footpat	\$1,100.00
3522.1393-01	05/07/2017	1393 Sunny Sign Company Pty Ltd	As per quote: 306347 - SPEED LIMIT SIGN	\$936.98
3522.1409-01	05/07/2017	1409 Symonds Low-Loaders	TRANSPORT OF VOLVO L35 FEL FROM WORKS DE	\$891.00
3522.1485-01	05/07/2017	1485 T-Quip	Bolt-carriage	\$874.10
3522.1528-01	05/07/2017	1528 Twights Plumbing Pty Ltd	APU - unit 63, repair to faulty HWS, con	\$7,413.30
3522.1569-01	05/07/2017	1569 WA Hino Sales & Service	HT-S156072190 ELEMENT SET,OIL FILTER, HT	\$982.40
3522.1572-01	05/07/2017	1572 Western Australian Local Government	Course-Managing Contracts in Local Govt	\$743.00
3522.1614-01	05/07/2017	1614 Westbooks	Shortlisted books for Children's Book we	\$82.81
3522.1629-01	05/07/2017	1629 Weston Road Systems	Spotting at Christmas Ave	\$990.00
3522.1649-01	05/07/2017	1649 Dennis Cleve Wood	Meeting Fees - June 2017	\$2,905.33
3522.1652-01	05/07/2017	1652 Woolworths Ltd	Milk,tea,coffee, biscuits - Depot	\$2,286.82
3522.1674-01	05/07/2017	1674 Inkwell Cartridges & Toner	1x P6026cdn Black Toner, 1x P6026cdn Yel	\$767.00
3522.1689-01	05/07/2017	1689 Sandra Elizabeth Lee	Meeting Fees - June 2017	\$2,905.33
3522.1707-01	05/07/2017	1707 Public Transport Authority of Weste	Supply and installation of JSE Bus shelt	\$18,886.68

TOK [LIVE]

Warrant Listing

Warrants between

1/07/2017 to 31/07/2017



TOK [LIVE]

1/08/2017 11:17:49AM
Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3522.1726-01	05/07/2017	1726	Kyocera Document Solutions Australi	Admin (Finance) - TASKalfa 7550CI - S/N:	\$7,957.79
3522.1757-01	05/07/2017	1757	BBQ Galore Rockingham	Kit Euro Wicker 7pc & Timber Furniture O	\$868.95
3522.1814-01	05/07/2017	1814	P Rond & Co	Bertram Oval - Redevelop Bore as per Ten	\$11,891.00
3522.1833-01	05/07/2017	1833	Host Direct	Crockery and cutlery replacements for th	\$314.38
3522.1898-01	05/07/2017	1898	Eastern Press Pty Ltd	500 Child personal details 500 Enrolmen	\$163.00
3522.19-01	05/07/2017	19	Absolute Painting Services	APU - unit 15, complete repaint	\$3,245.00
3522.1917-01	05/07/2017	1917	Australian Native Nurseries Group	"rocket pots" 23L \$80 each 10x 23L AI	\$3,660.00
3522.1948-01	05/07/2017	1948	Alleasing Pty Ltd	4xQuarterly Payments 2017/2018-Contract	\$19,500.61
3522.1980-01	05/07/2017	1980	Pember Wilson & Eftos	Property valuation-Pace Rd,Medina Ave,Na	\$3,850.00
3522.2097-01	05/07/2017	2097	Beaver Tree Services Aust Pty Ltd	Prune fence line-Row between Blay PI & B	\$3,198.87
3522.2125-01	05/07/2017	2125	Synergy	Usage to 190617 229U Newstead Park Smart	\$9,838.40
3522.218-01	05/07/2017	218	Bob Jane T-Mart	BST 245/70R16 - Mechanics Ute KWN1954	\$687.00
3522.2224-01	05/07/2017	2224	Prestige Catering & Event Hire	Catering 290617-Dinner	\$356.40
3522.2247-01	05/07/2017	2247	Rankine Mosquito Management	Mosquito monitoring for June 2017	\$2,029.50
3522.2310-01	05/07/2017	2310	Dieback Treatment Service	Phytophthora treatment in Honeywood Rese	\$9,600.00
3522.2429-01	05/07/2017	2429	Forestvale Trees	Angophora costata 90Lt, Corymbia calophy	\$8,910.00
3522.2432-01	05/07/2017	2432	Lindsay Calyun	Welcome to Country and Smoking Ceremony	\$1,300.00
3522.2462-01	05/07/2017	2462	Environmental Health Australia	Skin Pen W/shop-27/06-Gladys Nyashan &	\$150.00
3522.247-01	05/07/2017	247	Bullet Sign Shop	Advertising sign - Installation and Remo	\$379.50
3522.248-01	05/07/2017	248	Bunnings Building Supplies	1 x 3M Safety Paint Project Respirator	\$1,958.48
3522.2613-01	05/07/2017	2613	Toys R Us	Various toys for the Toy Library collect	\$663.75
3522.2652-01	05/07/2017	2652	Modern Teaching Aids Pty Ltd	Assorted items for Recquatic	\$4,420.87
3522.2659-01	05/07/2017	2659	Department of Health	Licence 5807 renewal - David Riley Pest	\$170.00
3522.2669-01	05/07/2017	2669	Auto One Kwinana	Cleaning and Maintenance staff - Anti Fo	\$39.98
3522.2678-01	05/07/2017	2678	Natural Area Holdings Pty Ltd t/as	Plants for the Coastcare program. 1000 S	\$2,189.00
3522.2852-01	05/07/2017	2852	Downer EDI Works Pty Ltd	7mm GRAN AC50B Asphalt - 2.12 tonne	\$4,569.91
3522.2893-01	05/07/2017	2893	PM Spray On Paving	Spray on concrete stencils surfacing.	\$4,290.00
3522.2931-01	05/07/2017	2931	Ruth Elizabeth Alexander	Meeting Fees - June 2017	\$2,905.33
3522.2981-01	05/07/2017	2981	Peter Edward Feasey	Deputy Mayoral Allowance - June 2017	\$4,756.66
3522.30-01	05/07/2017	30	Carol Elizabeth Adams	Mayoral Allowance - June 2017	\$11,617.50
3522.3036-01	05/07/2017	3036	Freestyle Now	Pop up Skate Event	\$1,430.00
3522.3069-01	05/07/2017	3069	Sandrehlyn Trust t/a Sifting Sands	Maintenance level cleans to the followin	\$15,648.73
3522.3105-01	05/07/2017	3105	Poly Pipe Traders	50mm Gate Valve	\$86.86
3522.3152-01	05/07/2017	3152	Charles Service Company	May 17Cleaning of CoKwn Buildings & Publ	\$24,853.29
3522.3162-01	05/07/2017	3162	Doreen Nelson	Welcome to Country fees - NAIDOC 2017	\$300.00
3522.339-01	05/07/2017	339	Civica Pty Ltd	MSP Monthly Fee - License, Support & Mai	\$31,221.15
3522.3452-01	05/07/2017	3452	WA Recycling Service	Green waste collection Area 1	\$74,707.56
3522.349-01	05/07/2017	349	Clever Designs	Screen printing Kwinana Recquatic Logo	\$455.00
3522.3580-01	05/07/2017	3580	HECS Fire	Service/Inspect Fire Extinguishers - May	\$14,899.50
3522.358-01	05/07/2017	358	Coastline Mower World	STHIL Hand-Held Petrol Drill BT 45 (\$79	\$1,640.10
3522.3607-01	05/07/2017	3607	Hays Specialist Recruitment Pty Ltd	Temp staff w/e 25/6/17 - Fai Wah Yap	\$2,251.35
3522.3608-01	05/07/2017	3608	Foreshore Rehabilitation & Landscap	Medina Kwinana Netball Court addition	\$8,827.50
3522.3677-01	05/07/2017	3677	TC Precast Pty Ltd	Universal side entry pit frame & Pit lid	\$3,740.00
3522.3804-01	05/07/2017	3804	Manfred Surveys	Survey - Wandi Hall Carpark Upgrade (Sho	\$2,695.00
3522.3805-01	05/07/2017	3805	Officeworks Superstores Pty Ltd	3M DH630 Compact 14" In Line Document Ho	\$650.95
3522.3914-01	05/07/2017	3914	Bladon WA Pty Ltd - Advertising &	Light Blue Max Lanyard with metal clip w	\$1,515.80
3522.3916-01	05/07/2017	3916	Kwinana Industries Council	KIC School Based Trainee-Carly Gshwendtn	\$624.90
3522.3919-01	05/07/2017	3919	Playmaster Pty Ltd	Supply Single wave slide-Burkett Tce Pla	\$1,534.50
3522.407-01	05/07/2017	407	Staples Australia	Admin - Stationery Back Order	\$3,060.49
3522.4077-01	05/07/2017	4077	Commmarine	In reference to Quote# 00010778 Remove 3	\$2,860.00
3522.412-01	05/07/2017	412	Courier Australia	Courier Charges 160617 from Depot	\$13.75

TOK [LIVE]

Warrant Listing

Warrants between

1/07/2017 to 31/07/2017



TOK [LIVE]

1/08/2017 11:17:49AM
Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3522.4125-01	05/07/2017	4125	LD Total	June-Additional Irrigation repairs-Honey	\$127,027.85
3522.413-01	05/07/2017	413	Covs Parts Pty Ltd	TEC2831-20 - CLAMPS DOUBLE EAR- 28-31MM,	\$197.28
3522.4166-01	05/07/2017	4166	Alison Dymond	Reimb of Mobile telephone 13/5/2017 to 1	\$50.00
3522.4245-01	05/07/2017	4245	ED Property Services	APU - garage unit 7, repair to damaged d	\$462.00
3522.4246-01	05/07/2017	4246	Atom Supply	Caustic resistant boots - x2	\$161.57
3522.4258-01	05/07/2017	4258	Industrial Roadpavers (WA) Pty Ltd	Medina Netball Courts resurfacing	\$62,208.85
3522.4279-01	05/07/2017	4279	Data #3 Limited	Airwatch Blue Management Suite	\$31,469.68
3522.4350-01	05/07/2017	4350	T J Depiazzi & Sons	Supply and Deliver 2m3 of Pinebark Mulch	\$3,370.95
3522.4412-01	05/07/2017	4412	JB Hi-Fi Rockingham	Various PS4, Xbox One, Wii U, Switch gam	\$2,319.60
3522.4483-01	05/07/2017	4483	Global Spill Control	SCAR220 - Aerosol Storage Cage - Metal -	\$2,191.20
3522.453-01	05/07/2017	453	David Gray & Co Pty Ltd	2L Envy - Frost Tolerant spray for Lake	\$48.62
3522.4653-01	05/07/2017	4653	Street Hassle Events	Naidoc 2017 - 26 june Naidoc opening eve	\$1,200.08
3522.4719-01	05/07/2017	4719	Complete Office Supplies Pty Ltd	A4 80GSM COLOUR COPY PAPER BLUE, A4 80GS	\$776.36
3522.4749-01	05/07/2017	4749	Greensense Pty Ltd	Final Instalment of Submetering Project	\$4,675.00
3522.4758-01	05/07/2017	4758	Boffins Bookshop Pty Ltd	1 x Perth Plants A Field Guide to the Bu	\$634.31
3522.4861-01	05/07/2017	4861	Big W	prizes for the quiz night	\$377.50
3522.4891-01	05/07/2017	4891	Display Me	Kwinana Recquatic lobby pamphlet display	\$537.89
3522.499-01	05/07/2017	499	Direct Trades Supply Pty Ltd	1. 10 x bags (cont 20) gripples @ \$ 45.4	\$920.00
3522.504-01	05/07/2017	504	Domino's Pizza - Kwinana Market Pla	Catering for Pop up Skate Event	\$355.30
3522.5143-01	05/07/2017	5143	Wendy Gaye Cooper	Meeting Fees - June 2017	\$2,905.33
3522.5443-01	05/07/2017	5443	TELF Products	250 x Blue Detroit Tote Bags with artwor	\$833.25
3522.546-01	05/07/2017	546	Enzed Fremantle	1AUF291, MANDOGALUP 4.4, REPLACE FIRE HO	\$122.84
3522.5520-01	05/07/2017	5520	Master Lock Service	APU 12 - repair front security door lock	\$453.00
3522.5750-01	05/07/2017	5750	Kev's Wheelie Kleen	Administration - Rubbish bins cleaning-2	\$445.50
3522.5800-01	05/07/2017	5800	Western Australian Council of Socia	Emerging Issues Forum-3 April 2017	\$120.00
3522.5823-01	05/07/2017	5823	Accord Security Pty Ltd	Security Services 14/06/17	\$4,746.06
3522.583-01	05/07/2017	583	Flexi Staff Pty Ltd	Shaun Quinn w/e 24/06/17-Temp Employ Dep	\$1,415.59
3522.598-01	05/07/2017	598	Forpark Australia Pty Ltd	Installation of equipment - Sloans Reser	\$30,900.10
3522.5995-01	05/07/2017	5995	Zenien Pty Ltd T/as ATFT Astuta Tru	CCTV Systems Consulting/Installation - 0	\$93.50
3522.6000-01	05/07/2017	6000	Scott Printers Pty Ltd	Design of residents welcome pack	\$2,795.10
3522.6107-01	05/07/2017	6107	Vivid Promotions	250 x Work Out Microfibre Towels for Kwi	\$3,042.60
3522.6223-01	05/07/2017	6223	Robert Thompson	Meeting Fees - June 2017	\$2,905.33
3522.6336-01	05/07/2017	6336	Print and Design Online Pty Ltd	Updating Indian Ocean Gateway website wi	\$55.00
3522.6370-01	05/07/2017	6370	Elexacom	Assess all electrical submeters and circ	\$13,578.79
3522.6371-01	05/07/2017	6371	KDAire Mechanical Services Pty Ltd	Recquatic - Annual service 28/6/2017	\$15,152.27
3522.638-01	05/07/2017	638	GHD Consultant Engineers	Peace Park Site Remediation and Validati	\$26,220.70
3522.6386-01	05/07/2017	6386	Friends of The Spectacles	Naidoc 2017: Spectacles Event-Meyal Kada	\$1,800.00
3522.6395-01	05/07/2017	6395	Web for Small Business	IT Programs Term 2 2017	\$445.50
3522.6510-01	05/07/2017	6510	South Beach Eco Trust	Delivery of one 2hr "Food Preserving" W	\$600.00
3522.6593-01	05/07/2017	6593	Lester Blades Pty Ltd	Recruitment consultancy fees for Bruce M	\$12,100.00
3522.6615-01	05/07/2017	6615	Andre Georgieff	Naidoc 2017: Setup art exhibition suppor	\$250.00
3522.662-01	05/07/2017	662	Green Skills Inc / Ecojobs	Kwn industrial area tree planting-Hire P	\$60,823.47
3522.664-01	05/07/2017	664	StrataGreen	1 x 20 L Envy Anti-transpirant @ \$366.9	\$1,204.25
3522.6675-01	05/07/2017	6675	Colliers International	Additional Works - DCP Assessment -Revis	\$7,150.00
3522.6858-01	05/07/2017	6858	South West Corridor Development	City of Kwinana Contribution to South We	\$5,500.00
3522.69-01	05/07/2017	69	Alinta Gas	Usage to 220617 301U Banksia Park Club	\$126.95
3522.6972-01	05/07/2017	6972	Go Doors Pty Ltd	Depart of Hsg - Install new internal cur	\$709.50
3522.6988-01	05/07/2017	6988	Game Vault	Game Vault - 5th and 12th July (2.30 - 4	\$1,240.00
3522.7059-01	05/07/2017	7059	Convic Pty Ltd	605KWN16 - Skatepark GPO's for CCTV & Ca	\$633,757.15
3522.7202-01	05/07/2017	7202	Source My Parts Pty Ltd	V12724304 REPAIR KIT - STEERING	\$818.27
3522.7366-01	05/07/2017	7366	REDiMED Pty Ltd	Pre employment medical - 16/6/17	\$159.50

TOK [LIVE]

Warrant Listing

Warrants between

1/07/2017 to 31/07/2017



TOK [LIVE]

1/08/2017 11:17:49AM
Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3522.7384-01	05/07/2017	7384	S J Rural Supplies	100 stay pins 10 mm x 300, galv @ 1.45 e	\$145.00
3522.7398-01	05/07/2017	7398	AP Photography	Event photography services at Indoor Pop	\$195.00
3522.7436-01	05/07/2017	7436	Action Glass Pty Ltd	APU - unit 75, supply & Install new Show	\$1,257.30
3522.7544-01	05/07/2017	7544	Mantrac Pty Ltd	Mobilisation/Demobilisation-Sloans Reser	\$3,278.00
3522.7557-01	05/07/2017	7557	Sheila Mills	Meeting Fees - June 2017	\$2,967.88
3522.7601-01	05/07/2017	7601	Focus Networks	Final Payment-Install Amin Console iin v	\$10,216.80
3522.7604-01	05/07/2017	7604	Tanya Halliday	Reimburse of items for Girls Group	\$27.85
3522.7605-01	05/07/2017	7605	Flying Canape	Catering-Leaving Event 30617	\$994.00
3522.762-01	05/07/2017	762	Blackwood & Sons Ltd	03230722 VEST X-BACK TAIL WH MVE018 T Y	\$34.43
3522.7625-01	05/07/2017	7625	Flex Industries Pty Ltd	Emergency repairs required for Community	\$1,292.50
3522.7689-01	05/07/2017	7689	VARIDESK	1 x DUAL MONITOR ARM 180Â°	\$1,050.00
3522.7999-01	05/07/2017	7999	R&D Knowledge Services Pty Ltd	Annual Intranet Support and Maint-010717	\$8,470.00
3522.806-01	05/07/2017	806	Kearns Garden & Hardware Supplies	Our Heritage Event Supplies for KCS	\$150.00
3522.8157-01	05/07/2017	8157	Anytime Fitness Kwinana	Silversport membership fees	\$160.00
3522.8224-01	05/07/2017	8224	Axiis Contracting	Contract 611KWN16 Footpaths - Supply and	\$47,044.84
3522.8227-01	05/07/2017	8227	Emerald Gardens and Landscaping	Weed control at the KIC Coastcare Site.	\$5,720.00
3522.827-01	05/07/2017	827	Kwinana Bowling Club Inc	SilverSport membership - Carolyn Gorman	\$197.50
3522.8302-01	05/07/2017	8302	Chris Kershaw Photography	3 hrs photography at NAIDOC opening	\$660.00
3522.8325-01	05/07/2017	8325	Envirosweep	Sweeping of Walgreen Crescent - 16/6/17	\$786.50
3522.833-01	05/07/2017	833	Kwinana District Tennis Club Inc	June hire fees	\$215.00
3522.8377-01	05/07/2017	8377	Kara Melissa Desmond	C/over subsidy rebate-L 1006 Littabella	\$360.00
3522.8402-01	05/07/2017	8402	Prime Movers	Silversport membership fees adjustment	\$330.00
3522.8474-01	05/07/2017	8474	Volunteer Task Force	Mowing of lawn at Family Day Care	\$96.25
3522.851-01	05/07/2017	851	Kwinana Signs & Engraving	No standing signs	\$115.50
3522.8541-01	05/07/2017	8541	MSC Fabrication	Chalk Hill - install handrails	\$12,651.21
3522.8610-01	05/07/2017	8610	John Scarfe	Citizenship ceremony-Handcrafted Pens	\$525.00
3522.8631-01	05/07/2017	8631	Imagination Play Pty Ltd	Area 2 Supply & Installation of outdoor	\$8,202.27
3522.8649-01	05/07/2017	8649	Ezy2c GPS Tracking	Supply Product code Z-4 GPS Tracking Dev	\$7,566.90
3522.8785-01	05/07/2017	8785	Heady Enterprises	Delivery of two "Living Green" Workshops	\$2,360.00
3522.8790-01	05/07/2017	8790	Cathy Kirkup	Delivery of Workshop on Keeping Backyard	\$300.00
3522.8833-01	05/07/2017	8833	KPI Retail Services	Mystery Shopper service for Kwinana Recq	\$401.50
3522.8843-01	05/07/2017	8843	Solar Bins Australia Pty Ltd	Big Belly 5 Solar Compactor with Foot Pe	\$20,999.00
3522.8847-01	05/07/2017	8847	Moddex Group	Assistrail 16m	\$4,490.86
3522.8852-01	05/07/2017	8852	Eco Eats Catering	Catering for Living Green Workshop 24th	\$100.55
3522.8876-01	05/07/2017	8876	Sexual Health Quarters	Nuts and Bolts Training -Thomas Wood 150	\$300.00
3522.8883-01	05/07/2017	8883	Strike X Services	Naidoc 2017 Preparation of Documentaries	\$275.00
3522.8888-01	05/07/2017	8888	Nga Toki Pounamu	Naidoc 2017 : Fees for group performanc	\$500.00
3522.8895-01	05/07/2017	8895	Kings Road Construction Pty Ltd	Refund DA8970 that was lodged in error	\$433.29
3522.8897-01	05/07/2017	8897	Lauren Copping	Refund - cancellation of gym membership	\$63.15
3522.8898-01	05/07/2017	8898	Rebekah Hilary Stella Paraskevas	Refund of annual Equine Registration	\$90.00
3522.8902-01	05/07/2017	8902	The Unusual Pet Vets	Snrs Morning Tea presentation- Dr James	\$300.00
3522.8903-01	05/07/2017	8903	Novi Clarke	Refund of cancellation of boot camp	\$158.00
3522.8904-01	05/07/2017	8904	Hackett Foundation, Development &	Payment of staff casual dress donations	\$997.24
3522.8905-01	05/07/2017	8905	Kelli Anne Hayward	Reimb of Chartered Accountants annual su	\$500.00
3522.903-01	05/07/2017	903	Lo-Go Appointments	Temp Staff - Envir Health-Shelley Fediga	\$10,823.34
3522.905-01	05/07/2017	905	Local Government Professionals	Payment for mentoring program	\$500.00
3522.971-01	05/07/2017	971	Men Of The Trees Nursery	Native seedlings for Honeywood Planting	\$11,694.45
3523.565-01	10/07/2017	565	Bright Futures Family Day Care - Pa	FDC Payroll to 020717	\$104,719.45
3523.568-01	10/07/2017	568	Bright Futures In Home Care - Payro	IHC Payroll to 020717	\$47,846.35
3524.8909-01	11/07/2017	8909	Alicia Lovell	Refund patio bond - 17/6/2017	\$100.00
3525.153-01	12/07/2017	153	Australian Taxation Office	Taxation	\$246,309.00

TOK [LIVE]

Page 5 of 13

Warrant Listing

Warrants between

1/07/2017 to 31/07/2017



TOK [LIVE]

1/08/2017 11:17:49AM

Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3526.1044-01	12/07/2017	1044	Oakford Agricultural & Garden Suppl	Works Depot - Gardening supplies	\$79.88
3526.1079-01	12/07/2017	1079	Parmelia Delivery Round	The West Australian newspaper - includin	\$47.20
3526.1157-01	12/07/2017	1157	Quality Traffic Management Pty Ltd	Provide Traffic Management - Chisham Ave	\$6,698.18
3526.1178-01	12/07/2017	1178	Holcim (Australia) Pty Ltd	Cnr Gilmore & Challenger Ave City Centre	\$693.00
3526.1186-01	12/07/2017	1186	Red Dot	Recycle Bins for Community Centre	\$445.00
3526.1187-01	12/07/2017	1187	Red Sand Supplies Pty Ltd	Tipping concrete for Walgreen Crescent p	\$378.40
3526.1227-01	12/07/2017	1227	Rockingham Holden	94771600, PEDAL RUBBER	\$31.68
3526.1272-01	12/07/2017	1272	Sanity Music Stores Pty Limited	Purchase DVD's for development of collec	\$728.28
3526.1276-01	12/07/2017	1276	Satellite Security Services	Installation of Security Commander 2.3 f	\$8,685.60
3526.130-01	12/07/2017	130	Australasian Performing Rights	Fitness centre background music 1/7/17 -	\$1,926.71
3526.134-01	12/07/2017	134	Australia Post	City of Kwinana agency commission fees f	\$222.15
3526.1343-01	12/07/2017	1343	Southern Metropolitan Regional Coun	Production of 16,000 2017/2018 Recycling	\$5,346.74
3526.1369-01	12/07/2017	1369	Premier & Cabinet Department of	Publication in the Government Gazette -	\$201.60
3526.1393-01	12/07/2017	1393	Sunny Sign Company Pty Ltd	SANCTUARY DRIVE X1, DALRYMPLE DRIV	\$222.75
3526.1423-01	12/07/2017	1423	Telstra	Usage to 16/04/2017 - Corporate Account	\$76,200.18
3526.1463-01	12/07/2017	1463	Thomson Reuters (Professional)	E-Recruitment Solutions BigRedSky 20 Jul	\$30,189.37
3526.1528-01	12/07/2017	1528	Twights Plumbing Pty Ltd	APU - unit 75, disconnection/reconnectio	\$10,761.73
3526.1561-01	12/07/2017	1561	WA Limestone Co	Lawn Sand - Approx 56 ton - 2 semi's	\$780.45
3526.1569-01	12/07/2017	1569	WA Hino Sales & Service	HT-15613E0080 OIL FILTER N04C, HT-2330	\$366.93
3526.1585-01	12/07/2017	1585	Wandi Progress Association Inc.	Added payment for Community Project	\$500.00
3526.1589-01	12/07/2017	1589	Waste Stream Management Pty Ltd	Tipping fee's - D8 concrete - 4.00m3, Ti	\$132.00
3526.1614-01	12/07/2017	1614	Westbooks	Purchase 16 titles as selected from Webs	\$158.57
3526.1621-01	12/07/2017	1621	Western Australian Treasury Corpora	Accrued guarantee fee to 30/6/2017	\$77,681.58
3526.1652-01	12/07/2017	1652	Woolworths Ltd	Food and Supplies for FDC	\$1,135.35
3526.1681-01	12/07/2017	1681	Catalyse Pty Ltd	To conduct a Community (Library User and	\$7,227.15
3526.1762-01	12/07/2017	1762	Officeworks BusinessDirect	Stylus 48mm x 66m Packaging Tape Securit	\$12.53
3526.1830-01	12/07/2017	1830	Biffa Bins	APU - Car park at 45 Chilcott Street - b	\$310.00
3526.188-01	12/07/2017	188	Beaurepaires Tyres Kwinana	U548347162, P477, KWN2044, Tire Inspecti	\$249.96
3526.19-01	12/07/2017	19	Absolute Painting Services	APU - unit 59, repair & touch up cracks	\$2,772.00
3526.2012-01	12/07/2017	2012	Dell Australia Pty Ltd	4x Dell Legacy Adaptor LD17	\$7,179.57
3526.2024-01	12/07/2017	2024	Institute of Public Works Engineeri	IPWEA Fleet Subscription 01/07/2017-30/0	\$1,320.00
3526.2097-01	12/07/2017	2097	Beaver Tree Services Aust Pty Ltd	Job No 44912 - 38 Cockman Way Orelia - L	\$1,006.89
3526.2121-01	12/07/2017	2121	SITA Australia Pty Ltd	WALGA Contract C002/11 - Depot Greenwas	\$1,240.21
3526.2125-01	12/07/2017	2125	Synergy	Usage to 200617 43U Medina Ctre Reserve	\$7,968.05
3526.2224-01	12/07/2017	2224	Prestige Catering & Event Hire	Supply morning tea 280617 - Darius Well	\$5,542.35
3526.2256-01	12/07/2017	2256	GlobalX Information Services Pty Lt	INF#PSI0064103 - Legal Name Searches - L	\$147.51
3526.248-01	12/07/2017	248	Bunnings Building Supplies	Ryobi one plus drill and impact driver k	\$764.75
3526.2546-01	12/07/2017	2546	Sigma Chemicals	1 x 14 bags of DE & 45 Litres Calcium H	\$866.71
3526.2646-01	12/07/2017	2646	Neverfail Springwater	Water bottled - Admin	\$30.30
3526.2678-01	12/07/2017	2678	Natural Area Holdings Pty Ltd t/as	Provision of Specialist plants	\$70,378.00
3526.2698-01	12/07/2017	2698	Wilson Security Pty Ltd	BP - Mobile Security Patrol - June 2017	\$1,296.88
3526.2852-01	12/07/2017	2852	Downer EDI Works Pty Ltd	7mm Gran AC50B asphalt - 0.74 tonnes - d	\$135.52
3526.3031-01	12/07/2017	3031	Specialised Security Shredding	Specialised Security Shredding - GC Bin	\$20.24
3526.3087-01	12/07/2017	3087	Troy Benjamin Morley	Reimb of fuel - KWN1958	\$224.40
3526.3105-01	12/07/2017	3105	Poly Pipe Traders	80mm x 6mtr PVC pipe	\$106.94
3526.3106-01	12/07/2017	3106	Lochness Pty Ltd	Broadacre mowing of Sportsgrounds - June	\$20,328.31
3526.3117-01	12/07/2017	3117	Western Power Connections Manager	Street Lights-MP169602 3 Perriam CI, PAR	\$3,795.00
3526.3152-01	12/07/2017	3152	Charles Service Company	Challenger Beach Toilets - Cleaning prov	\$4,115.38
3526.3212-01	12/07/2017	3212	Marketforce Pty Ltd	Advert Lineage-Local Govt Tenders	\$5,778.89
3526.3224-01	12/07/2017	3224	Retech Rubber	Sloans Reserve - 71m2 @ 80mm of cracker	\$14,674.00
3526.3359-01	12/07/2017	3359	J Corp Pty Ltd	Ref building permit fees-L361 Aquinnah W	\$239.65

TOK [LIVE]

Warrant Listing

Warrants between

1/07/2017 to 31/07/2017



TOK [LIVE]

1/08/2017 11:17:49AM

Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3526.339-01	12/07/2017	339	Civica Pty Ltd	Consultation & Expenses - Vanessa Meyer	\$2,678.50
3526.347-01	12/07/2017	347	Cleanaway Pty Ltd	Servicing of bins - Adventure Park June	\$728.20
3526.3580-01	12/07/2017	3580	HECS Fire	BP-C/house, investigate burnt smell from	\$1,078.00
3526.358-01	12/07/2017	358	Coastline Mower World	BP 50% share of outdoor pathway vac, APU	\$3,328.85
3526.359-01	12/07/2017	359	Coates Hire Operations Pty Ltd	Hire of Variable Message Board Senior fo	\$608.96
3526.3607-01	12/07/2017	3607	Hays Specialist Recruitment Pty Ltd	Temp staff w/e 14/5/17 - Kevan Sercombe	\$13,793.13
3526.3760-01	12/07/2017	3760	Buick Holdings	Supply and Install reversing buzzer to K	\$49,654.82
3526.3900-01	12/07/2017	3900	Rockingham Books	Purchase of books for development of col	\$900.00
3526.3902-01	12/07/2017	3902	Frogmat Landscape Construction	Sloan's Reserve - Landscape Constructio	\$19,738.40
3526.3920-01	12/07/2017	3920	Sports Master Athletic Internationa	grid roller, lacrosse ball, MMA boxing g	\$1,289.65
3526.3999-01	12/07/2017	3999	Wizard Training Solutions	Prep & Facilitate Mediation 260617	\$1,100.00
3526.4002-01	12/07/2017	4002	Savage Surveying	Survey set out path for Walgreen Crescen	\$649.00
3526.407-01	12/07/2017	407	Staples Australia	Stationery-D/W Library and Res Centre Ju	\$2,316.52
3526.412-01	12/07/2017	412	Courier Australia	Courier charges to 26/6/17	\$13.75
3526.413-01	12/07/2017	413	Covs Parts Pty Ltd	Assorted filters	\$322.07
3526.4350-01	12/07/2017	4350	T J Depiazzi & Sons	Supply and Deliver 50m3 of Pinebark Mulc	\$3,160.30
3526.4412-01	12/07/2017	4412	JB Hi-Fi Rockingham	Various Nintendo Switch Games	\$602.00
3526.4497-01	12/07/2017	4497	Faunatech Ausbat Pty Ltd	10X Reconyx Security Box Housing for Cam	\$1,021.90
3526.4719-01	12/07/2017	4719	Complete Office Supplies Pty Ltd	EPSON WORKFORCE DS-530	\$6,913.45
3526.4743-01	12/07/2017	4743	Artcom Fabrication	Heritage art Exhibition: Printing of Ex	\$4,130.50
3526.483-01	12/07/2017	483	Landgate	Mining tenements Sch No.M2017/3-16/6/17	\$280.10
3526.4861-01	12/07/2017	4861	Big W	Seeds and plants for July holiday progra	\$1,276.00
3526.4918-01	12/07/2017	4918	Fairfax Digital Australia & NZ Pty	634KWN17- Tenderlink upload of documents	\$577.50
3526.5035-01	12/07/2017	5035	Quell Cleen	APU - unit 75, vacate clean	\$235.00
3526.504-01	12/07/2017	504	Domino's Pizza - Kwinana Market Pla	Catering LyrIK Award Ceremony Rnd22-Var	\$405.72
3526.5071-01	12/07/2017	5071	JB HiFi Commercial Division	2x Microsoft Xbox One S 1TB Console, 6x	\$5,773.00
3526.5105-01	12/07/2017	5105	Tiffany Nicole Johanson	Refund bond-Patio hire 24/6/17	\$100.00
3526.5279-01	12/07/2017	5279	OCP Sales	Repairs - Radio Unit at Reception - Recq	\$324.94
3526.5288-01	12/07/2017	5288	West Oz Wildlife	Incursion on 13/07/17 - School Holiday P	\$396.00
3526.5439-01	12/07/2017	5439	Redfish Technologies Pty Ltd	2x Epson 1795F Projectors + Freight Ship	\$3,553.00
3526.544-01	12/07/2017	544	Environmental Industries Pty Ltd	Contribution toward the replacement of P	\$16,783.29
3526.5743-01	12/07/2017	5743	Programmed Maintenance Services Ltd	APU - 2 x extra staff for additional pru	\$11,515.72
3526.5823-01	12/07/2017	5823	Accord Security Pty Ltd	1 x Security Officer at Medina Hall 26/6	\$2,636.70
3526.583-01	12/07/2017	583	Flexi Staff Pty Ltd	Temp staff w/e 1/07/17 - Shaun Quinn	\$353.90
3526.5841-01	12/07/2017	5841	Barbagallo Volkswagen	KWN2061 City Assist Fleet remove all fu	\$750.00
3526.5858-01	12/07/2017	5858	Vizcom Technologies	DW Lib & Res Cnt-Set up set top boxes &	\$1,267.97
3526.5958-01	12/07/2017	5958	West Coast Profilers	Profile 0-50mm - 501-1000m2, etc	\$8,821.89
3526.6000-01	12/07/2017	6000	Scott Printers Pty Ltd	Print and delivery of x300 procurement f	\$7,126.00
3526.6018-01	12/07/2017	6018	ALSCO Pty Ltd	Years linen supply for OCM, forum dinner	\$114.17
3526.6032-01	12/07/2017	6032	Isubscribe	61 Magazine Subscriptions as per quote #	\$5,269.89
3526.6091-01	12/07/2017	6091	Kilo Holdings Pty Ltd	DW Library and Res Centre - Planter	\$110.00
3526.6332-01	12/07/2017	6332	Drainflow Services Pty Ltd	Gully educting Medina 27-30/6/2017	\$4,125.00
3526.6336-01	12/07/2017	6336	Print and Design Online Pty Ltd	IOG website updates	\$660.00
3526.6370-01	12/07/2017	6370	Elexacom	APU - replace brokenbollard light Unit 6	\$57,792.15
3526.6371-01	12/07/2017	6371	KDAire Mechanical Services Pty Ltd	Administration-Test & Adjust A/Con tempe	\$656.70
3526.662-01	12/07/2017	662	Green Skills Inc / Ecojobs	Staff -Additional Tree Watering 14/6/17	\$9,736.24
3526.664-01	12/07/2017	664	StrataGreen	Terra Cottum for the Coastcare program.	\$2,036.40
3526.6700-01	12/07/2017	6700	Spraying WA Pty Ltd	June - Chemical weed control of Hardstan	\$11,585.64
3526.6741-01	12/07/2017	6741	3E Consulting Engineers Pty Ltd	Design Consultancy-Medina Netball Courts	\$3,080.00
3526.6749-01	12/07/2017	6749	Australia Post	Postage to period ending 30/6/2017	\$4,265.28
3526.6834-01	12/07/2017	6834	S & L Engineering	Annual service of air compressor	\$443.98

TOK [LIVE]

Warrant Listing

Warrants between

1/07/2017 to 31/07/2017



TOK [LIVE]

1/08/2017 11:17:49AM

Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3526.7034-01	12/07/2017	7034	Notice Board Systems Pty Ltd	Advertising at Bertram SUPA IGA	\$587.40
3526.7042-01	12/07/2017	7042	Quantum Building Services	Margaret Feilman Centre - Inspect and re	\$1,092.03
3526.7045-01	12/07/2017	7045	Casey Lee Mihovilovich	Reimb Chartered Accountant Subscription-	\$500.00
3526.7128-01	12/07/2017	7128	Pro Crack Seal	Kwinana Beach Road - Supply & Apply blac	\$9,350.00
3526.7151-01	12/07/2017	7151	AMNS Designs	Facilitation - Mother's Day Craft - Term	\$1,620.00
3526.720-01	12/07/2017	720	Hydramet Pty Ltd	Supply and Installation of new S10k inje	\$11,346.89
3526.72-01	12/07/2017	72	All Lines & Signs	Piano Line Marking for Speed Plateau and	\$880.00
3526.7252-01	12/07/2017	7252	Michelle Marie Bell	Reimb - Practicing Certificate fee 2017	\$500.00
3526.7366-01	12/07/2017	7366	REDIMED Pty Ltd	Pre employment medical - 28/6/17	\$159.50
3526.7398-01	12/07/2017	7398	AP Photography	Event photography at Lyrik Awards Ceremo	\$330.00
3526.7401-01	12/07/2017	7401	As Clean As A Whistle	APU - unit 15, vacate clean	\$220.00
3526.7575-01	12/07/2017	7575	Pickles Auctions	Call Out Fee for Late Cancellation	\$77.00
3526.7605-01	12/07/2017	7605	Flying Canape	Catering forLyriks Event 29 June 2017 T	\$753.00
3526.762-01	12/07/2017	762	Blackwood & Sons Ltd	1 x 5 in 1 jacket, small, yellow/navy 1	\$1,922.05
3526.7625-01	12/07/2017	7625	Flex Industries Pty Ltd	P155,KWN701P / LT1, ANNUAL POST SEAS	\$2,211.03
3526.7682-01	12/07/2017	7682	Adam James Prestage	Reimb of Study Fees-PRJM6010 Project & P	\$2,800.00
3526.7689-01	12/07/2017	7689	VARIDESK	13 x Proplus 36 Varidesks	\$8,640.75
3526.7731-01	12/07/2017	7731	Herring Storer Acoustics	Noise Modelling - Koorliny Arts Centre &	\$4,840.00
3526.7797-01	12/07/2017	7797	Active 24HR Fitness	Silversport membership fees	\$100.00
3526.7833-01	12/07/2017	7833	Kwinana Veterinary Hospital Pty Ltd	Cat - Euthanase - Impound # 565	\$773.00
3526.806-01	12/07/2017	806	Kearns Garden & Hardware Supplies	APU - purchase of hardware, June 2017	\$453.94
3526.8078-01	12/07/2017	8078	Parmelia Hilton Perth	Deposit-City of Kwinana Bush Fire Brigad	\$8,000.00
3526.8119-01	12/07/2017	8119	The Smart Security Company P/L	Back up battery for duress system	\$33.00
3526.8133-01	12/07/2017	8133	Glen Flood Group Pty Ltd	Work planning and active management trai	\$17,391.70
3526.8215-01	12/07/2017	8215	Bungaree Primary School	Bus hire for Coastcare excursion 23 June	\$319.00
3526.8319-01	12/07/2017	8319	Poolwerx Spearwood	Daily water test and balance - Adventure	\$1,635.15
3526.8322-01	12/07/2017	8322	Anita McFadyen	Facilitator Crochet for Yarn Bombing Pro	\$1,668.00
3526.8325-01	12/07/2017	8325	Envirosweep	Car Park Sweeping as per tender JUne 201	\$5,645.20
3526.8595-01	12/07/2017	8595	Purearth	Collection & disposal of road sweeping	\$9,432.88
3526.8649-01	12/07/2017	8649	Ezy2c GPS Tracking	Supply Product code Z-4 GPS Tracking Dev	\$5,964.64
3526.8683-01	12/07/2017	8683	Compac Marketing Australia	Manufacture & installation of Adventure	\$9,167.78
3526.8717-01	12/07/2017	8717	Sara's Patisserie & Bakery	Morning Tea Seniors Group 2/6/17	\$64.50
3526.8756-01	12/07/2017	8756	Ohura Consulting	Consulting regarding industrial relation	\$1,121.89
3526.8783-01	12/07/2017	8783	GCG Health Safety & Hygiene	Chemalert update and assessments-Stage 2	\$15,956.16
3526.8833-01	12/07/2017	8833	KPI Retail Services	Kwinana Recquatic Mystery Shopper Survey	\$401.50
3526.8853-01	12/07/2017	8853	Fluid Lines Creative Design & Marke	Promotional bags with Paint Kwinana Read	\$2,200.00
3526.8855-01	12/07/2017	8855	Sigil Consulting	Community Engagement - Facilitation of b	\$550.00
3526.8873-01	12/07/2017	8873	Source Separation Systems P/L	Compost A Pooch commercial roll x 2 80	\$147.76
3526.8875-01	12/07/2017	8875	Dennis Jetta	Naidoc 2017: Storyteller Fees-Voices of	\$150.00
3526.8885-01	12/07/2017	8885	Precision Landscape Construction	Laterite stone pitching to match existin	\$11,440.00
3526.8886-01	12/07/2017	8886	Pop and Swirl	Popcorn machine hire for Plastic Free Ju	\$160.00
3526.8892-01	12/07/2017	8892	Community Engagement Training Austr	Engaging Beyond - New Approaches to Comr	\$4,785.00
3526.8893-01	12/07/2017	8893	IBR Conferences	Web 3.0-Investigating the Future of Soci	\$4,389.00
3526.8906-01	12/07/2017	8906	Burst SMS	Platform credit	\$3,350.00
3526.8908-01	12/07/2017	8908	Carolyn Jurgens	Financial Assistance - Netball competitit	\$100.00
3526.8910-01	12/07/2017	8910	Josephine Ford	Refund bond-Patio hire 25/6/17	\$100.00
3526.8911-01	12/07/2017	8911	Kristina Gough	Refund bond-Patio hire 17/6/17	\$100.00
3526.8912-01	12/07/2017	8912	Annette Drummond	Refund bond-Patio hire 8/7/17	\$100.00
3526.8913-01	12/07/2017	8913	Lisa Pitman	Refund bond-Patio hire 9/7/2017	\$100.00
3526.8914-01	12/07/2017	8914	Angelo Cabatingan Alicabo	Refund bond - Patio hire8/7/17	\$1,000.00
3526.8915-01	12/07/2017	8915	Cindy Snyman	Refund bond-Patio hire 8/7/17	\$100.00

TOK [LIVE]

Page 8 of 13

Warrant Listing

Warrants between

1/07/2017 to 31/07/2017



TOK [LIVE]

1/08/2017 11:17:49AM
Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3526.8916-01	12/07/2017	8916	Lloyd Galang Caneta	C/over subsidy rebate-L775 Windell St, P	\$540.00
3526.8917-01	12/07/2017	8917	Alice Chikava	Refund bond -Hall hire 17/6/17	\$1,000.00
3526.8918-01	12/07/2017	8918	Charntel Vaka	Refund bond-Patio hire 30/6/17	\$100.00
3526.8919-01	12/07/2017	8919	Shane Goodman	Refund bond-Patio hire 30/6/17	\$100.00
3526.926-01	12/07/2017	926	Main Roads Western Australia	Agreement for the Provision of Services	\$9,475.84
3526.934-01	12/07/2017	934	Mandogalup Volunteer Fire Brigade	Logistics and Catering for Training 24/6	\$240.00
3526.959-01	12/07/2017	959	McLeods Barristers & Solicitors	Legal Matters-OSH Care-Budden Way Medin.	\$8,265.95
3526.96-01	12/07/2017	96	Apac Aid (Inc)	Seedlings for Community Planting 2017-He	\$10,271.71
3527.8924-01	17/07/2017	8924	The Estate of William Campbell	Tenure Sum Re-payment-Villa 23	\$206,828.96
3528.727-01	19/07/2017	727	Ii Net Technologies Pty Ltd	Monthly Internet Charges for Jul 2017 to	\$59.95
3529.2853-01	19/07/2017	2853	Maxxia Pty Ltd	Being employee NET ITC period 1/6 to 30/	\$5,765.23
3529.3376-01	19/07/2017	3376	Health Insurance Fund of WA (HIF)	Payroll Deduction	\$1,259.65
3529.3719-01	19/07/2017	3719	City of Kwinana - Xmas fund	Payroll Deduction	\$7,770.00
3530.565-01	20/07/2017	565	Bright Futures Family Day Care - Pa	FDC Payroll to 16/07/17	\$111,829.27
3530.568-01	20/07/2017	568	Bright Futures In Home Care - Payro	IHC Payroll to 16/07/17	\$36,884.70
3531.1046-01	19/07/2017	1046	OCE Australia Ltd	Mthly Charges for ColorWave 550 Scanner	\$212.06
3531.1059-01	19/07/2017	1059	Vodafone Messaging	Alpha Network Access Fee July 17	\$199.23
3531.1157-01	19/07/2017	1157	Quality Traffic Management Pty Ltd	Lane closure Gilmore Avenue for pram ram	\$1,623.60
3531.1227-01	19/07/2017	1227	Rockingham Holden	KWN1953 - Investigate vibration issue -	\$121.00
3531.1277-01	19/07/2017	1277	Savage Garden Services	General Litter-street/scapes & verge - J	\$15,332.90
3531.1280-01	19/07/2017	1280	Scitech Discovery Centre	DIY Kit for Weird Wacky Science for Kids	\$512.00
3531.1343-01	19/07/2017	1343	Southern Metropolitan Regional Coun	D15/30235 Legal agreement-MRF Gate Fees	\$24,320.52
3531.1423-01	19/07/2017	1423	Telstra	Usage to 270617 Kwinana South MOBILE	\$8,367.09
3531.1474-01	19/07/2017	1474	Toll Transport Pty Ltd	Courier 23/06/17	\$307.15
3531.150-01	19/07/2017	150	Australian Library & Information As	Advertising vacancy for Youth Services O	\$595.00
3531.1528-01	19/07/2017	1528	Twights Plumbing Pty Ltd	Fielman Cnt- Repairs Kitchn Hot water ta	\$405.10
3531.1572-01	19/07/2017	1572	Western Australian Local Government	WALGA ER Subscription 2017/ 2018	\$17,238.03
3531.1614-01	19/07/2017	1614	Westbooks	Two titles for Library	\$36.92
3531.1652-01	19/07/2017	1652	Woolworths Ltd	Standing Purchase Order for Woolies - Ad	\$703.99
3531.1726-01	19/07/2017	1726	Kyocera Document Solutions Australi	Labour Call-Out Fee for Recquatic Fishbo	\$176.00
3531.1826-01	19/07/2017	1826	Arteil	Arteil Sapphire Wide Heavy Duty, High Ba	\$811.80
3531.1983-01	19/07/2017	1983	Conservation Volunteers Australia	CVA project for Alcoa Challenger Beach i	\$1,650.00
3531.2125-01	19/07/2017	2125	Synergy	Usage to 060717 6884U Orelia Oval	\$121,188.55
3531.2224-01	19/07/2017	2224	Prestige Catering & Event Hire	Catering 050717 - Dinner	\$352.60
3531.2339-01	19/07/2017	2339	ZircoData Pty Ltd	June 17 Offsite Storage & Retrieval Cost	\$899.40
3531.2410-01	19/07/2017	2410	ABCO Products	Administration - Puregiene Superior Com	\$6,818.00
3531.248-01	19/07/2017	248	Bunnings Building Supplies	Margaret Fielman Centre - Insect spray,	\$278.30
3531.2492-01	19/07/2017	2492	Yakka Pty Ltd	Uniform for Meagan Hodgson, 4 x shirt/bl	\$508.30
3531.263-01	19/07/2017	263	Central Regional Tafe	Fire Control Officers Workshop 160817-Pa	\$285.73
3531.2960-01	19/07/2017	2960	Australian Plant Wholesalers	Eremophila glabra 'Kalbarri Carpet', Con	\$1,144.00
3531.2979-01	19/07/2017	2979	Moloney Asset Management Systems	Moloney Software maintenance and upgrade	\$440.00
3531.2999-01	19/07/2017	2999	Sign a Rama	Healthy Lifestyles Bali Flag Banners	\$1,559.61
3531.30-01	19/07/2017	30	Carol Elizabeth Adams	Reimb of travel expenses - June 2017	\$236.57
3531.3031-01	19/07/2017	3031	Specialised Security Shredding	Specialised Security Shedding GC Bin Exc	\$20.24
3531.3105-01	19/07/2017	3105	Poly Pipe Traders	PVC reduced coupling	\$10.50
3531.3224-01	19/07/2017	3224	Retech Rubber	Burkett Pk- Repair Terracotta CSBR soft	\$412.50
3531.335-01	19/07/2017	335	City of Rockingham	Tip fees 96/2017	\$982.71
3531.3352-01	19/07/2017	3352	Sparkles	Magic & Balloon workshow - SHP 14/7/17	\$275.00
3531.3447-01	19/07/2017	3447	Chefmaster Australia	Supply and deliver orange litter bags-De	\$1,773.80
3531.347-01	19/07/2017	347	Cleanaway Pty Ltd	Contract RFQ 079 15 Recycling Services f	\$115,721.52
3531.3580-01	19/07/2017	3580	HECS Fire	Orelia Oval Pav - Monthly Testing - Fire	\$3,454.00

TOK [LIVE]

Warrant Listing

Warrants between

1/07/2017 to 31/07/2017



TOK [LIVE]

1/08/2017 11:17:49AM
Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3531.3601-01	19/07/2017	3601	Family Day Care Australia	Membership subscription 1.8.2017/ 31.7.2	\$159.90
3531.3686-01	19/07/2017	3686	KAJ Installations & Services	APU - supply and program a new master re	\$434.00
3531.3739-01	19/07/2017	3739	Casuarina Wellard Progress Associat	Payment of funds for Community Project	\$5,000.00
3531.3878-01	19/07/2017	3878	Risk Managment Technologies Pty Ltd	ChemAlert System Annual License Renewal	\$4,035.90
3531.3914-01	19/07/2017	3914	Bladon WA Pty Ltd - Advertising &	Purchase of LyriK promotional merchandis	\$957.00
3531.3916-01	19/07/2017	3916	Kwinana Industries Council	Trainee - Bria Andrews f/e 7/07/2017	\$249.96
3531.407-01	19/07/2017	407	Staples Australia	Vamp Sofa by Business Interiors 2.5 Seat	\$8,161.66
3531.4279-01	19/07/2017	4279	Data #3 Limited	2x Days of Support for Dell Network Tech	\$9,285.76
3531.4382-01	19/07/2017	4382	Stonehenge Ceramics	BP - villa 44, Repair to leaking shower,	\$675.00
3531.457-01	19/07/2017	457	Porter Consulting Engineers	DCA6 Preparation of Hammond Road Extens	\$18,260.00
3531.4719-01	19/07/2017	4719	Complete Office Supplies Pty Ltd	Stationery - Recquatic	\$256.85
3531.4790-01	19/07/2017	4790	Spotlight Pty Ltd	Crochet Needles and Yarn for Crochet Cla	\$266.97
3531.4800-01	19/07/2017	4800	Web In A Box	Mirror Package for voicesofkwinana.com	\$60.00
3531.483-01	19/07/2017	483	Landgate	In accordance with the LG Act 1995-GRV I	\$838.02
3531.4861-01	19/07/2017	4861	Big W	Kettle for KAP	\$20.00
3531.4862-01	19/07/2017	4862	About Fun Entertainment	Drippy Dragon performance by About Fun	\$352.00
3531.5247-01	19/07/2017	5247	Abraham Pattiselanno	Reimb of items for Lyrik and various mee	\$117.55
3531.5259-01	19/07/2017	5259	Buswest	Bus hiring for July Vacation Care Progra	\$594.00
3531.5308-01	19/07/2017	5308	Einsteins Top Secret Science	Einsteins Top Secret Science - Crime Sce	\$300.00
3531.5546-01	19/07/2017	5546	4 Signs Pty Ltd	Supply and Install body artwork and deca	\$2,700.50
3531.583-01	19/07/2017	583	Flexi Staff Pty Ltd	Temp staff - Shaun Quinn w/e 09/07/17	\$1,458.64
3531.6370-01	19/07/2017	6370	Elexacom	Admin - Repair rear carpark lights not w	\$1,670.49
3531.6371-01	19/07/2017	6371	KDAire Mechanical Services Pty Ltd	Dog Pound Office -May Airconditioning Ma	\$779.63
3531.7151-01	19/07/2017	7151	AMNS Designs	Facilitator SHPWilliam Bertram 4/7/17	\$135.00
3531.720-01	19/07/2017	720	Hydramet Pty Ltd	Repairs to Spa Ratemeter	\$1,072.80
3531.7275-01	19/07/2017	7275	A2B Electrical	Sloan's Reserve Supply of labour and mat	\$6,930.00
3531.7589-01	19/07/2017	7589	360 Environmental Pty Ltd	Provision of Fauna Survey for State NRM	\$2,151.59
3531.762-01	19/07/2017	762	Blackwood & Sons Ltd	Wmn Tradie Boots & Safety Shoes	\$753.21
3531.7731-01	19/07/2017	7731	Herring Storer Acoustics	Extra re-work Acoustic Consultancy	\$726.00
3531.7833-01	19/07/2017	7833	Kwinana Veterinary Hospital Pty Ltd	XL Heavy Duty Animal Bags	\$126.00
3531.8002-01	19/07/2017	8002	Dial Before You Dig WA Ltd	Dial before you dig membership fees for	\$110.00
3531.8127-01	19/07/2017	8127	Renee Chapple	Financial Assistance-Sharni & Makayla Ch	\$350.00
3531.8176-01	19/07/2017	8176	IZRA	LyriK awards - Round 22 - Keynote Presen	\$400.00
3531.8224-01	19/07/2017	8224	Axiis Contracting	Contract 611KWN16-Lay 100mm concrete cr	\$1,763.30
3531.828-01	19/07/2017	828	Koorliny Arts Centre	LyriK Awards - Round 22 - Hire of theatr	\$1,232.00
3531.8325-01	19/07/2017	8325	Envirosweep	Sweeping of Elmore Place & Christmas Ave	\$3,691.60
3531.835-01	19/07/2017	835	Kwinana Golf Club Inc	Silversport Membership Fees	\$60.00
3531.8584-01	19/07/2017	8584	Paula-Ruth Tasani	Lyrick Awards Round 22 - Music Performan	\$50.00
3531.8769-01	19/07/2017	8769	Chipmunks Port Kennedy	Excursion on 11/07/17 to Chipmunks Port	\$583.10
3531.8809-01	19/07/2017	8809	Running Wild Fitness	11 th July School Holiday Program Fitne	\$250.00
3531.8832-01	19/07/2017	8832	Playworks	RoboLab Session for School Holidays Wedn	\$440.00
3531.8839-01	19/07/2017	8839	Chantel Rootman	C/over subsidy rebate-L513 Bellingham Pd	\$540.00
3531.888-01	19/07/2017	888	Les Mills Australia	Monthly license fee July 2017	\$435.63
3531.8884-01	19/07/2017	8884	Coffee Works	Coffee,Chia,Sugar,Soup,Cups,Stirers,Supp	\$11,341.66
3531.8892-01	19/07/2017	8892	Community Engagement Training Austr	Engaging Beyond: New Approaches to Comr	\$1,895.00
3531.8925-01	19/07/2017	8925	Gina Marie Cuffe	Financial Assistance - Ava Cuffe-Hodges	\$175.00
3531.8926-01	19/07/2017	8926	Arumugam Rajarethinam	C/over Subsidy rebate-L42 Kangaroo Ave,	\$540.00
3531.8927-01	19/07/2017	8927	Subhashini Senthil Kumar	C/over subsidy rebate-L2257 Cassowary Ch	\$360.00
3531.8928-01	19/07/2017	8928	Mary-Anne Lily Skitmore	C/over subsidy rebate-L161 Morwell Ent.	\$360.00
3531.8929-01	19/07/2017	8929	Wassim Ghaly	C/over subsidy rebate-L167 Obsidian Way,	\$360.00
3531.8930-01	19/07/2017	8930	Jade Ann Mather	C/over subsidy rebate-L504 Jamison Gove,	\$540.00

TOK [LIVE]

Warrant Listing

Warrants between

1/07/2017 to 31/07/2017



TOK [LIVE]

1/08/2017 11:17:49AM
Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3531.8931-01	19/07/2017	8931	Geoff Groenewold	C/over subdsdy rebate-L505 Jamison Grove	\$540.00
3531.8932-01	19/07/2017	8932	Adam John Howard	C/over subsidy rebate-L530 Capertree Vis	\$540.00
3531.8933-01	19/07/2017	8933	Connor James Dodd	C/over subsidy rebate-L359 Aquinnah Way,	\$360.00
3531.8934-01	19/07/2017	8934	Juanita Vlok	C/over subsidy rebate-L2073 Cassowary Ch	\$540.00
3531.8935-01	19/07/2017	8935	Adrian John Cooper	C/over subsidy rebate-L1162 Tidworth Grg	\$540.00
3531.8936-01	19/07/2017	8936	Olumide Kitan Babalola	C/ove subsidy rebate-L993 Willandra P/Wa	\$360.00
3531.8937-01	19/07/2017	8937	Adrianus Willibrordus Michael Schuu	C/over subsidy rebate-L232 Dent Crt,OREL	\$720.00
3531.8938-01	19/07/2017	8938	Kent Beckmand	C/over subsidy rebate-L439 Shanon Pass,	\$540.00
3531.8939-01	19/07/2017	8939	J J Hawkins & Co Pty Ltd	Refund bond-Plannng Advert	\$250.00
3531.8940-01	19/07/2017	8940	Christopher Ivor Eggleton	Refund bond-Demolition 1 Shipwright Ave	\$1,456.00
3531.8941-01	19/07/2017	8941	Olivia Lois Del Signore	Refund bond-Hall hire 30/06/2017	\$100.00
3531.8942-01	19/07/2017	8942	Rochelle Tobillo	Refund bond-Hall hire 21/5/17	\$1,000.00
3531.8943-01	19/07/2017	8943	Jake Hatch	Lyrik Awards Round 22 - Performance fee	\$50.00
3531.903-01	19/07/2017	903	Lo-Go Appointments	Temp Staff - Envir Health-Shelley Fediga	\$1,543.81
3531.934-01	19/07/2017	934	Mandogalup Volunteer Fire Brigade	Donation of Brigade for 2016/2017	\$2,416.05
3531.959-01	19/07/2017	959	McLeods Barristers & Solicitors	Matter #41083	\$3,873.97
3531.96-01	19/07/2017	96	Apace Aid (Inc)	Additional Kwinana-provenance Burchardia	\$5,573.70
3532.565-01	20/07/2017	565	Bright Futures Family Day Care - Pa	FDC Payroll to 16/07/17	\$385.20
3532.568-01	20/07/2017	568	Bright Futures In Home Care - Payro	IHC Payroll to 16/07/17	\$95.00
3533.1002-01	26/07/2017	1002	LGIS Insurance Broking	2017/2018 Insurance Renewal - Contingenc	\$178,756.55
3533.1072-01	26/07/2017	1072	Paint Industries	Topdeck Eco Green - 25L, Topdeck Eco Gre	\$453.75
3533.1157-01	26/07/2017	1157	Quality Traffic Management Pty Ltd	Traffic Mgmt - Lane closure Gilmore Ave	\$374.00
3533.1178-01	26/07/2017	1178	Holcim (Australia) Pty Ltd	Cnr Mornington Cr & Honeywood Ave Wandi	\$256.52
3533.120-01	26/07/2017	120	Curtain Gallery	BP - villa 23, repair to blinds	\$80.00
3533.1249-01	26/07/2017	1249	Royal Life Saving Society	Provide First Aid Training-200717- 9 Att	\$1,250.00
3533.1276-01	26/07/2017	1276	Satellite Security Services	Senior Citz- Replace sensors afte recent	\$2,359.00
3533.130-01	26/07/2017	130	Australasian Performing Rights	APRA Licensing fees - 1/07/2017 to 30/09	\$225.39
3533.1330-01	26/07/2017	1330	Sound Business Equipment	A4 Laminating pouches Blue parchment A4	\$83.85
3533.1360-01	26/07/2017	1360	Saint John Ambulance Australia (WA)	CPR Refresher - 3 July 2017 - Kate Smoga	\$209.00
3533.1393-01	26/07/2017	1393	Sunny Sign Company Pty Ltd	TD1 Bracket C/W Bolt & washers powder co	\$814.00
3533.1423-01	26/07/2017	1423	Telstra	Usage to 090717 Banksia Park Retirement	\$140.93
3533.1589-01	26/07/2017	1589	Waste Stream Management Pty Ltd	Monthly tipping - July 2017 - Class 1 Ge	\$825.00
3533.1614-01	26/07/2017	1614	Westbooks	Books for Local stock	\$25.88
3533.1649-01	26/07/2017	1649	Dennis Cleve Wood	Meeting Fees - July 2017	\$2,905.34
3533.1652-01	26/07/2017	1652	Woolworths Ltd	Purchase of food items for Drop in	\$1,266.34
3533.1689-01	26/07/2017	1689	Sandra Elizabeth Lee	Meeting Fees - July 2017	\$2,905.34
3533.1726-01	26/07/2017	1726	Kyocera Document Solutions Australi	Bertram Community Centre - TASKalfa 4551	\$5,381.03
3533.1820-01	26/07/2017	1820	Cardno (WA) Pty Ltd	Workshop Discussion-Professional Service	\$2,750.00
3533.19-01	26/07/2017	19	Absolute Painting Services	BP - villa 23, touch up paint in small	\$275.00
3533.2021-01	26/07/2017	2021	Subway Kwinana	Kwinana YAC Team Building Event: Caterin	\$107.25
3533.2125-01	26/07/2017	2125	Synergy	Usage to 050717 7530U Depot	\$27,301.25
3533.2224-01	26/07/2017	2224	Prestige Catering & Event Hire	Catering for 14 Dinners 240717	\$1,092.50
3533.2303-01	26/07/2017	2303	NetRegistry Pty Ltd	Plus cPanel Hosting for www.livekwinana.	\$135.98
3533.2321-01	26/07/2017	2321	Civic Legal	2017 Audit fees - letter to auditor	\$264.00
3533.248-01	26/07/2017	248	Bunnings Building Supplies	Lockable poolsafe latch	\$842.51
3533.2507-01	26/07/2017	2507	Ixom Operations Pty Ltd	3 x 70kg Gas cylinder bottles	\$942.68
3533.2546-01	26/07/2017	2546	Sigma Chemicals	2 mirrors for the baby lessons.	\$287.50
3533.2586-01	26/07/2017	2586	Peet Southern JV Pty Ltd	Incorrect calc Developer Contr'n-2 lots	\$1,366.31
3533.263-01	26/07/2017	263	Central Regional Tafe	Dog & Cat Management & Control Training	\$2,916.62
3533.270-01	26/07/2017	270	Caltex Australia Petroleum Pty Ltd	Caltex Fuel card - July 2017	\$5,674.82
3533.275-01	26/07/2017	275	Cannon Hygiene Australia Pty Ltd	Kwinana - Sanitary Services - July 2017	\$1,151.46

TOK [LIVE]

Warrant Listing

Warrants between

1/07/2017 to 31/07/2017



TOK [LIVE]

1/08/2017 11:17:49AM

Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3533.2931-01	26/07/2017	2931	Ruth Elizabeth Alexander	Meeting Fees - July 2017	\$2,905.34
3533.2981-01	26/07/2017	2981	Peter Edward Feasey	Deputy Mayoral Allowance - July 2017	\$4,756.67
3533.30-01	26/07/2017	30	Carol Elizabeth Adams	Mayoral Allowance - July 2017	\$11,617.50
3533.3152-01	26/07/2017	3152	Charles Service Company	Bertram Comm Cnt- Steam cleaning soft f	\$2,016.58
3533.3155-01	26/07/2017	3155	PFD Food Services Pty Ltd	Caf�� Supplies - WE130717	\$844.40
3533.3450-01	26/07/2017	3450	West Coast Shade	Adventure Playground - Taking down of s	\$6,545.00
3533.356-01	26/07/2017	356	Warnbro Community & Family Centre I	Hire of room for term 3 170717-311017	\$881.00
3533.3804-01	26/07/2017	3804	Manfred Surveys	Medina netball courts survey (Jeremy), B	\$2,860.00
3533.3859-01	26/07/2017	3859	Tina Kathryn Olsen	Reimbof fuel for concrete truck as Calte	\$127.22
3533.3877-01	26/07/2017	3877	Schweppes Australia Pty Ltd	Schweppes Drinks-Cafe Splash	\$219.78
3533.3977-01	26/07/2017	3977	MRP Osborne Park-General Pest/Termi	General Pest/Termite Division 4307	\$195.00
3533.3999-01	26/07/2017	3999	Wizard Training Solutions	A Proactive Approach to Dealing with Dif	\$3,093.20
3533.4007-01	26/07/2017	4007	Digitales	12 month subscription to Road to IELTS G	\$770.00
3533.4106-01	26/07/2017	4106	Kennards Hire Rockingham - Generato	4" chipper @ \$185 per day hire for 2	\$370.00
3533.4245-01	26/07/2017	4245	ED Property Services	BP - villa 6, repair to water damaged wa	\$1,375.00
3533.4279-01	26/07/2017	4279	Data #3 Limited	PATCHLEAD DUPLX OM3/OM4 AQUA LC-CONN 1 L	\$64.23
3533.434-01	26/07/2017	434	Curtin University	Study fees - Tyrone Cannon, Student ID:1	\$1,324.00
3533.4412-01	26/07/2017	4412	JB Hi-Fi Rockingham	Flashing lights - ZoneDisco	\$86.00
3533.4477-01	26/07/2017	4477	Trophy Express	Additional Trophies for Netball	\$148.50
3533.4719-01	26/07/2017	4719	Complete Office Supplies Pty Ltd	Recquatic June - July stationery supplie	\$499.10
3533.4800-01	26/07/2017	4800	Web In A Box	DNS Package for noongar.org as per Invoi	\$60.00
3533.483-01	26/07/2017	483	Landgate	UV Interim Valuation Services U2017/5	\$3,032.70
3533.4861-01	26/07/2017	4861	Big W	Packet of hooks for shelving	\$111.00
3533.4995-01	26/07/2017	4995	LGISWA	2017/2018 Insurance Renewal - LGIS Workc	\$344,786.59
3533.504-01	26/07/2017	504	Domino's Pizza - Kwinana Market Pla	Kwinana YAC Team Building event: Caterin	\$145.93
3533.5071-01	26/07/2017	5071	JB HiFi Commercial Division	30x Griffin Survivor Journey Case for iP	\$827.40
3533.5143-01	26/07/2017	5143	Wendy Gaye Cooper	Meeting Fees - July 2017	\$2,905.34
3533.5520-01	26/07/2017	5520	Master Lock Service	DW Lib & Res Cnt- Replace Astra Indicato	\$1,309.00
3533.5530-01	26/07/2017	5530	Nature Play Solutions Pty Ltd	Messy Mud Incursion Professional Develop	\$488.40
3533.5743-01	26/07/2017	5743	Programmed Maintenance Services Ltd	Monthly Gardening and Lawn Mowing July 1	\$10,017.52
3533.5823-01	26/07/2017	5823	Accord Security Pty Ltd	Security guard-D/W Library period ending	\$2,790.51
3533.583-01	26/07/2017	583	Flexi Staff Pty Ltd	Temp Depot Employ - Shaun Quinn WE 15071	\$1,458.64
3533.6018-01	26/07/2017	6018	ALSCO Pty Ltd	Years linen supply for OCM, forum dinner	\$214.45
3533.6091-01	26/07/2017	6091	Plants & Garden Rentals	Darius Wells Lib & Res Cnt- Desktop plan	\$110.00
3533.6223-01	26/07/2017	6223	Robert Thompson	Meeting Fees - July 2017	\$2,905.34
3533.6370-01	26/07/2017	6370	Elexacom	Darius Wells Lib & Res Cnt-Repair lights	\$733.44
3533.6371-01	26/07/2017	6371	KDAire Mechanical Services Pty Ltd	DW Lib & Res Cnt-Bridge in the gap-rotar	\$9,961.73
3533.6486-01	26/07/2017	6486	Lotus Folding Walls & Doors P/L	Darius Wells Lib & Res Cnt-Repair foldin	\$203.50
3533.6567-01	26/07/2017	6567	Poolegrave Signs	Upgrade Fees and Charges Board located a	\$242.00
3533.6571-01	26/07/2017	6571	SPP Consulting (WA) Pty Ltd	Consultancy Services	\$13,887.50
3533.6678-01	26/07/2017	6678	Angela Maria Jakob	Reimb of Working With Children Check	\$84.00
3533.6700-01	26/07/2017	6700	Sprayking WA Pty Ltd	July - chemical weed control of Hardstan	\$14,315.61
3533.6885-01	26/07/2017	6885	Forward Learning Pty Ltd (World Boo	12mth subscription Early World of Learn	\$2,145.00
3533.69-01	26/07/2017	69	Alinta Gas	Usage to 220617 10287U 40% DW 60%Library	\$11,620.15
3533.7042-01	26/07/2017	7042	Quantum Building Services	Margaret Fielman Centre - Water test	\$675.40
3533.7088-01	26/07/2017	7088	Sports Power Kwinana	6 x \$50 gift vouchers for Gilmore Boys w	\$300.00
3533.7168-01	26/07/2017	7168	Exit Waste	Darius Wells Lib & Res Cnt- Dome Clean G	\$869.00
3533.7254-01	26/07/2017	7254	Austral Pool Solutions	Dive blocks	\$10,817.75
3533.7388-01	26/07/2017	7388	Morris Jacobs	Children's Art Class Facilitation for Ju	\$252.50
3533.7557-01	26/07/2017	7557	Sheila Mills	Meeting Fees - July 2017	\$2,905.34
3533.762-01	26/07/2017	762	Blackwood & Sons Ltd	Blundestone boots - Part No 01066112 in	\$342.10

TOK [LIVE]

Warrant Listing

Warrants between

1/07/2017 to 31/07/2017



TOK [LIVE]

1/08/2017 11:17:49AM
Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3533.7858-01	26/07/2017	7858	Datacom systems (WA) Pty Ltd	Monthly SAAS Fee Sphere Website - July 2	\$1,870.00
3533.795-01	26/07/2017	795	K Mart	Bubble machine x 2 Farm animals	\$95.00
3533.8088-01	26/07/2017	8088	GTA Consultants (WA) Pty Ltd	Cycling and Walking Network Plan-Fees en	\$17,875.00
3533.8290-01	26/07/2017	8290	Leda Education Support Centre	Refund bond-Hall hire 13/6/2017	\$300.00
3533.8438-01	26/07/2017	8438	GISSA International	GISSA A-SPEC, R-SPEC AND O-SPEC Sub:	\$2,747.72
3533.8624-01	26/07/2017	8624	Aquatic Services WA Pty Ltd	Supply & installation of new Ebara Stain	\$1,122.00
3533.8714-01	26/07/2017	8714	Warwick McKim Carter	Reimbursement of PIA membership fee	\$500.00
3533.8920-01	26/07/2017	8920	The Rigging Shed	HSC-MHR6810CR swaging tool, hand x 1 @:	\$489.50
3533.8944-01	26/07/2017	8944	Justin John Clarke	C/over subsidy rebate-L703 Kirkby Cct, W	\$360.00
3533.8947-01	26/07/2017	8947	Julie Swaney	Refund-cancellaton of Patio hire 29/7/17	\$137.80
3533.8950-01	26/07/2017	8950	Rebecca Louise Bartlett	Financial Assistance - Georgia Bartlett	\$175.00
3533.8953-01	26/07/2017	8953	Mary Salvacion Yanson Bonifacio	Refund bond-Hall hire 10/7/17	\$1,000.00
3533.8954-01	26/07/2017	8954	David Failla	Refund bond-Hall hire 6/7/2017	\$300.00
3533.8955-01	26/07/2017	8955	The Bethanie Group Inc	Refund bond-Hall hire	\$300.00
3533.8956-01	26/07/2017	8956	Rufina Adela Diaz	Refund APU security bond	\$470.00
3533.8957-01	26/07/2017	8957	Christine Carbone	Refund APU security bond	\$470.00
3533.8958-01	26/07/2017	8958	Bertram Punjabi Club Inc	Refund bond-Hall hire 15/7/17	\$1,000.00
3533.8959-01	26/07/2017	8959	AJ Nannies Pty Ltd	Refund bond-Hall hire 01/07/2017	\$400.00
3533.8960-01	26/07/2017	8960	George Bates	Refund bond-Hall hire 10/7/17	\$2,000.00
3533.8961-01	26/07/2017	8961	Julia Piggott	Refund bond-Hall hire 22/7/17	\$100.00
3533.8962-01	26/07/2017	8962	Rockingham Peel Homeschool Group	Refund bond-Hall hire 20/6/2017	\$2,000.00
3533.903-01	26/07/2017	903	Lo-Go Appointments	Bradley Miller - Recq Cnt TempCoordinato	\$8,531.85
3533.905-01	26/07/2017	905	Local Government Professionals	Finance Professionals Network Day Regist	\$97.00
3533.978-01	26/07/2017	978	Microcom Pty Ltd trading as MetroCo	Tube vent plugs. Pack of 10	\$34.10
3534.153-01	27/07/2017	153	Australian Taxation Office	Taxation	\$181,768.00
3534.568-01	27/07/2017	568	Bright Futures In Home Care - Payro	IHC Payroll to 16/07/17	\$2,419.50
3535.7367-01	31/07/2017	7367	ClickSuper Pty Ltd	Superannuation-July2017-03	\$219,149.29
					\$4,909,531.10

Total Non Payroll Payments 634 **\$5,150,249.58**

Payroll

Cheque/Ref	Date	Description	Amount
PY01-01	5/07/2017	Payroll	659,937.21
PY01-02	19/07/2017	Payroll	574,984.23
Total Payroll			1,234,921.44
Grand Total			6,385,171.02

16.4 Quarterly Strategic Community Plan, Corporate Business Plan and Organisational Risk Report (Quarter 4 – 2016/17)

SUMMARY:

Council have endorsed a Plan for the Future made up of a Strategic Community Plan and a Corporate Business Plan. Actions have been developed for each of these plans in order to achieve the aspirations of the community.

Council have endorsed a Risk Management Policy to manage identified risks that could impact the City if they were not managed and evaluated appropriately. A Risk Register has been developed to identify risk treatments and provide a status for each risk. Every quarter Council will receive a report detailing the progress against the adopted actions within the Strategic Community Plan and Corporate Business Plan as well as the Risk Register.

OFFICER RECOMMENDATION:

That Council note:

1. The Quarterly Strategic Community Plan and Corporate Business Plan Report detailed in Attachment A.
2. The City of Kwinana Risk Report detailed in Attachment B.

DISCUSSION:

The *Integrated Planning and Reporting – Framework and Guidelines* recommend implementing quarterly reporting to support Council to better monitor performance against community aspirations and respond to changing priorities. This Quarterly Strategic Community Plan and Corporate Business Plan Report is provided to Council each quarter. There are some actions in the Quarterly Strategic Community Plan and Corporate Business Plan report that have been completed and do not have a comment associated with them for this quarter. This is due to the action being completed and a comment being provided in a previous quarter.

The Quarterly Organisational Risk Report is provided to Council each quarter. The City accepts the taking of calculated risks, the use of innovative approaches and the development of new opportunities to improve service delivery and achieve its objectives provided that the risks are properly identified, evaluated and managed.

LEGAL/POLICY IMPLICATIONS:

The *Integrated Planning and Reporting Advisory Standard* sets out the standards and regulatory requirements that a Local Government should work towards achieving. The *Integrated Planning and Reporting - Framework and Guidelines* have been created by the Department of Local Government to provide further information that will assist local governments to address regulatory requirements.

16.4 QUARTERLY STRATEGIC COMMUNITY PLAN, CORPORATE BUSINESS PLAN AND ORGANISATIONAL RISK REPORT (QUARTER 4 – 2016/17)

Integrated Planning and Reporting - Framework and Guidelines

Section 4.1 In Practice – Reporting indicates that:

The description of “Reporting” in Integrated Planning and Reporting is to “Report on the progress of delivering the Corporate Business Plan and how this relates to achieving priorities in the Strategic Community Plan. The recommendation to introduce a quarterly reporting process is then detailed under “Supporting Processes” and is shown below.

Supporting Processes

- Quarterly reporting process against the current year of the Corporate Business Plan to monitor performance and respond to changing priorities.

FINANCIAL/BUDGET IMPLICATIONS:

The actions that have been identified in this report have been costed and included in the budget.

ASSET MANAGEMENT IMPLICATIONS:

The actions that have been identified in this report achieve the “Asset Management” objectives and strategies listed in the Corporate Business Plan and also the “It’s All Here” aspiration, objectives and strategies in the Strategic Community Plan.

ENVIRONMENTAL IMPLICATIONS:

The environmental implications of the actions that have been identified in this report have been considered.

STRATEGIC/SOCIAL IMPLICATIONS:

This report will support the achievement of the following objectives and strategies detailed in the Strategic Community Plan and/or Corporate Business Plan (D16/3339).

Plan	Objective	Strategy
Corporate Business Plan	5.1 An active and engaged Local Government, focussed on achieving the community’s vision.	5.1.3 Develop, implement and review communication and marketing strategies to aid the achievement of objectives, ensure the community are informed and engaged.

COMMUNITY ENGAGEMENT:

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

16.4 QUARTERLY STRATEGIC COMMUNITY PLAN, CORPORATE BUSINESS PLAN AND ORGANISATIONAL RISK REPORT (QUARTER 4 – 2016/17)

RISK IMPLICATIONS:

It is the City's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management) in the management of all risks that may affect the City. The types of risks include the City's customers, people, assets, functions, objectives, operations or members of the public. Risk Management will form part of the strategic, operational, project and business unit management responsibilities and where possible, be incorporated within the City's Integrated Planning Framework.

The City will monitor and review individual risks and identify issues and trends that may arise from time to time.

However, the risk implications specifically related to this proposal are as follows:

Risk Event	This report is not supplied on a quarterly basis.
Risk Theme	Providing inaccurate advice/ information
Risk Effect/Impact	Reputation
Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	The information contained in the report resides within the City's Corporate Planning Software. This information is easily obtainable and a report can be generated by any City Officer.
Rating (after treatment)	Low

COUNCIL DECISION

574

MOVED CR W COOPER

SECONDED CR B THOMPSON

That Council note:

- 1. The Quarterly Strategic Community Plan and Corporate Business Plan Report detailed in Attachment A.**
- 2. The City of Kwinana Risk Report detailed in Attachment B.**

**CARRIED
8/0**

Quarterly Performance Report

Quarter 4 (April – June) – 2016/17

1 Strategic Community Plan 2015-2025

01 Rich in Spirit	92
01.1 Protect and enhance community identity	100
01.2 Inspire and strengthen community spirit	96
01.3 Facilitate improved community safety and reduced crime levels	79
01.4 All sections of the community are supported by the provision of relevant community and human services	89
01.5 Actively work with the community to build local capacity	100
01.6 Increase the prevalence of volunteering in Kwinana	100
01.7 Develop and celebrate arts and culture in Kwinana	83
01.8 Respect and promote Kwinana's unique heritage	100
01.9 Improve levels of disability access and inclusion throughout the community	100

Executive Comments

Director City Strategy - Three Citizenship Ceremonies were held in this quarter and the new citizens received a photo of themselves holding the certificate as well as a welcome letter from the Mayor. The City signage revitalisation project saw the replacement of directional fingerboard signs throughout the Kwinana City Centre, Medina and Leda. A new 'What's On' events website is nearing completion and will improve the way the latest events and programs are communicated. The 'What's On' e-newsletter has seen positive results and the number of views has increased from previous years. The Spirit of Kwinana newsletter is now available electronically and this quarter it included a range of initiatives including the Street Tree Program, Bike and Walk Plan consultations and Adopt a Verge Program.

Director City Engagement - Particular highlights for the period included the Annual LYRiK Youth Awards which showcased the positive contributions many of Kwinana's young people make to the community. 38 young people were nominated for the awards which cover categories of Achievement, Inspiration, Leadership, Respect, Mateship and Teamwork. In the spirit of mateship 16 young people volunteered on the night to ensure their peers could be recognised by the community. Art exhibitions in the community promoting community harmony and celebrating diversity – the Memories of Place exhibition which featured the stories of the Walley and Corker families and Gentle Road, and the NAIDOC Week exhibition featuring works by local Aboriginal artists. The thank you dance held at Medina Hall acknowledged the very valuable work that the many volunteers in Kwinana undertake every day. Community events enjoyed by many in the community including PETscapade, Our Heritage and NAIDOC Week celebrations – the Our Heritage and NAIDOC Week celebrations aligning with national weeks of celebration. Work has commenced on developing a formal Reconciliation Action Plan for the City with workshops being held with Elected Members and members of the Aboriginal community to elicit the issues and develop strategies to further the reconciliation activities that are already in place. A comprehensive review of the community events programme was completed with a new, exciting direction emerging for City wide events, and a new local events funding programme being created to enable local community groups to host events in their local communities. A wide range of other community events, programmes and activities have also occurred including activities for young people, healthy lifestyles programmes, environmental education programmes, term programmes in the community centres, parks play activities, club development training sessions and arts programmes.

Director City Infrastructure - Additional CCTV cameras will be installed in the newly built Kwinana Outdoor Youth Space to monitor and better control and report anti social activities in the area. Disability access improvements have been addressed in all completed civil infrastructure capital projects, where required. Salvaged piles from Kwinana Jetty have been recycled and used in the newly built Kwinana Outdoor Youth Space as artwork.

Director City Regulation - The City's planning and development teams continue to plan towards a strong sense of community and neighbourhood across the City. The implementation of Council's Urban Amenity Strategy and Streetscape Policy focuses on retaining the unique heritage of older Kwinana with its leafy, tree lined streets and the City is focused on revitalising the City's older local centres.

1 Strategic Community Plan 2015-2025

02 Alive with Opportunities	69
02.1 Residents have access to a large and varied range of job opportunities that are available locally	50
02.2 The community has a choice of quality public and private facilities to meet their education and training needs throughout their life time	100
02.3 The City Centre is home to a thriving range of specialty shops, restaurant and family entertainment venues and an active night-life while neighbourhood centres are revitalised	80
02.4 The Western Trade Coast Industrial Precinct is developed in a timely and coordinated manner with maximum leverage being gained from investments in new infrastructure	67
02.5 Stimulate economic development and encourage diversification	13
02.6 Provide a best practice development approval system that attracts and retains business investment in the area	88

Executive Comments

Director City Strategy - The Medina Laneway Project officially opened on 1 April 2017. The feedback from the community has been positive and the laneway includes street furniture and a number of vibrant murals. The State Government has committed \$20 million to the planning of a port in Kwinana as part of their election commitment. The City continues to engage with the relevant stakeholders to indicate the City's interest in being involved in the planning process. The Council has approved a Local Commercial and Activity Centre Improvement Grant Funding program that provides financial incentives to eligible business owners to make improvements to their area. The City received 17 applications over the eligible areas of Medina, Calista, Orelia and Parmelia.

Director City Regulation - Working closely with the Economic Development team, the City's planners are progressing employment and economic development studies to guide land use planning to meet the employment and business needs of the community into the future and as part of its ongoing liaison with State Government and Landcorp (particularly for Latitude 32). Another key focus is master planning for the future of the Kwinana Town Centre to ensure its growth meets the City's Local Commercial and Activity Centres Strategy promoting an exciting and vibrant place for the community.

1 Strategic Community Plan 2015-2025

03 Surrounded by Nature	91
03.1 Improve conservation of biodiversity and protection of native vegetation.	81
03.2 Ensure high levels of environmental protection are achieved in new developments.	91
03.3 Educate and promote improved environmental land management.	83
03.4 Promote the use of renewable energy within the City of Kwinana and reduce energy use where possible.	100
03.5 Encourage and exercise best practice water management	100
03.6 Understand the impacts of climate change and take a risk management approach to addressing these effects in future planning.	100

Executive Comments

Director City Engagement - Implementation of the Natural Areas Management Plan continues with the weed control programme in our natural areas. Fencing of the areas continues with a 3.1km section of Millar Rd being fenced including installation of boom gates north of Millar Road. This was a co-operative project between State Government agencies and rail asset managers. Homestead Ridge access control chicanes have also been completed. The recently adopted Local Planning Policy No. 1: Landscape Feature and Tree Retention Policy is being applied to new developments. A Living Smart programme and other workshops on living sustainably was rolled out in the Wandi community and was very well received by residents. The photovoltaic installation to the Darius Wells Library and Resource Centre was successfully completed. Verge and kerbside waste collection contracts have been secured for the immediate future.

1 Strategic Community Plan 2015-2025

04 It's All Here!	86
04.1 Residents are provided with a range of multifunctional community places and accessible recreation facilities.	79
04.2 The community has easy access to well-equipped, quality parks and public open spaces	87
04.3 Ensure the Kwinana community is well serviced by government and non-government services.	100
04.4 Create diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity.	70
04.5 Actively improve the appearance of public areas and streetscapes throughout the City.	90
04.6 To provide a safe and efficient integrated network of roads, footpaths and cycle routes supported by a good public transport system	99

Executive Comments

Director City Infrastructure - Construction of the new Kwinana Outdoor Youth Space is nearing completion. The project is planned to be completed by the end of July 2017. Upgrade works to Medina Netball Courts including installation of new fencing and refurbishment of the courts have been completed. There has been upgrade works to Sloan's Reserve including construction of car parking, installation of playground and exercise equipment, picnic facilities and construction of new footpaths. Tree planting along Johnson Rd in Bertram and several areas in Kwinana Industrial Area has been completed. All planned and funded capital civil infrastructure projects including road, drainage and footpath projects as per 2016/17 budget have been completed.

Director City Engagement - Bertram Oval amenities block and Wellard Oval extension have been planned and documentation is in place, ready for tender in 2017/18 financial year. Feasibility Study on provision of further infrastructure at Wells Park has gone to market for quote. Activation activities at the pop up skate park have occurred on a weekly basis and have been very well received by local young people.

Director City Regulation - The adoption of the Urban Amenity Strategy and Streetscape Policy by Council in April 2017 firmly focuses on the promotion of high levels of amenity and the improvement of public areas and streetscapes. The policy's implementation is ongoing and now applying to new development. The City's 'Bike and Walk' plan with its focus pedestrian movement across the City is progressing well with community input being received over the past quarter which will form part of the draft plan.

2 Corporate Business Plan 2016-2021

05 Civic Leadership	87
05.1 An active and engaged Local Government, focussed on achieving the community's vision.	88
05.2 Engage in meaningful consultation to understand and prioritise community needs	83

Executive Comments

Director City Strategy - Council endorsed the 2017-2027 Strategic Community Plan at its 28 June 2017 Ordinary Council Meeting. The Strategic Community Plan was developed from extensive community consultation over the last 12 months. In May 2017, a stakeholder event was held thanking volunteers from local residents associations. 37 members attended including the Citizen of the Year and two City of Kwinana Freeman's. The local law review is currently progressing with City Officers reviewing existing local laws whilst considering the Model Local Laws and making changes where required. It is expected that over the next 6 months the local laws will be presented to Council for approval. The City of Kwinana received transition status for the ISO9001:2015 standard (quality management).

06 Financing	74
06.1 Ensure the financial sustainability of the City of Kwinana into the future	62
06.2 Increase the level of Federal, State and Corporate funding	100
06.3 Maximise the value of the City's property assets	67
06.4 Build productive relationships	100
06.5 Apply best practice principles and processes to maximise efficiencies and quality.	82

Executive Comments

Director City Strategy - The Budget was drafted and was scheduled for Council adoption at its 5 July 2017 Special Council Meeting. The GRV and UV revaluation for all rate categories occurred during the quarter and all new valuations were entered into the system. Council appointed the independent audit committee member at its 28 June 2017 Ordinary Council Meeting which will assist the Committee in implementing the internal audit function into the organisation.

2 Corporate Business Plan 2016-2021

07 Workforce Planning	85
07.1 Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as an “Employer of Choice”	73
07.2 Develop and implement training and development programs/activities that meet current and future skills and competency needs	100
07.3 Promote and continually reinforce a culture where all employees understand and support the vision and purpose of the organisation.	100
07.4 Establish a performance appraisal system that links individual and team behaviour with strategic direction	100
07.5 Develop programs and processes to encourage and formally recognise good performance	100
07.6 Ensure well developed systems are in place to manage the capacity of the HR Team to service employees	100
Executive Comments No significant comments for this quarter.	
08 Asset Management	73
08.1 Minimise the life cycle costs of assets.	73
Executive Comments Director City Infrastructure - Formation of a new centralised asset management team is in progress. The centralised asset management model will result in improved efficiencies in asset management services.	

2 Corporate Business Plan 2016-2021

09 Community Services	84
09.1 Waste	83
09.2 Rangers	100
09.3 Emergency Services	72
09.4 Library	100
09.5 Customer Service	65
09.6 Family Day Care	98

Executive Comments

Director City Strategy - Online lodgements of both building and planning development applications were completed during the quarter.

Director City Engagement - A comprehensive waste minimisation education programme has been developed involving all sectors of the community, including tours of the SMRC Materials Recovery Facility for school groups. The library has implemented a number of initiatives such as Finding My Ancestry genealogy sessions, Scan the Clan sessions which assist members of the public to scan their photographs, hosting Mathletics students from local primary schools, holding storytime sessions, and Children's Book Week activities. Bright Futures Family Day Care continues to provide services that are compliant with the National Quality Framework.

2 Corporate Business Plan 2016-2021

10 Regulatory Services	75
10.1 Planning	65
10.2 Building Services	69
10.3 Environmental Health	94

Executive Comments

Director City Engagement - All scheduled inspections for the Environmental Health team have been completed.

Director City Regulation - The City's planning and building teams continue to provide and strive for the highest levels of customer service for development applications, building approvals, subdivision and customer enquiries. This includes a number of Joint Development Assessment Applications. City Officers have also represented the City at the State Administrative Tribunal in relation to planning and building approvals in compliance with local laws and the town planning scheme are properly addressed as part of development.

11 Essential Services	81
11.1 Contracts and Tenders	75
11.3 Information and Communication Technology	81
11.4 Records	92

Executive Comments

Director City Strategy - The development of an OSH supplier software system is nearing completion. Over the next 6 months it should be implemented and training for suppliers will occur. The Contracts and Procurement business unit have centralised the request for formal quotations and will provide this service to City Officers going forward. The City upgraded its Record Keeping System in April 2017 and provided the relevant training to staff. The City is working on delivering the actions identified in the IT Strategic Plan. Some of these actions include the upgrade of IT equipment at Community Centres and the Village, purchase of IT equipment to operate in house and the upgrade of IT equipment in meeting rooms and personal devices.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.1.1 Through strong civic leadership and active citizenship, retain Kwinana's sense of place and improve perceptions of the area					
1.1.1.02 Deliver an annual program of civic events including Citizenship Ceremonies, community stakeholder functions, official openings and business events	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	28/07/2017 - Citizenship ceremonies were held at the Darius Wells on 2 May, 6 June and 27 June. These events welcomed 98 new citizens. Rhys Whitby was in attendance at two of these events to welcome the new citizens to Kwinana. A photographer was hired to take formal shots of the Mayor and the new citizens holding their certificates after they took the pledge. This was then bound in a City of Kwinana folder and then sent out to the new citizens with a welcome letter from the Mayor. Some of the shots were also included in the local newspaper.
1.1.1.03 Deliver the Lyrik program, Youth Advisory Council and Junior Council to build active citizenship in young people	4.8 Youth Services	01/07/2016	30/06/2017	100	06/07/2017 - The Leadership Youth and Respect in Kwinana (LYRIK) program delivered the annual Youth Awards event on 30 June at Koorliny Arts Centre. This year, 38 youth award nominations were received with over 150 people attending the ceremony. 16 young people from the Kwinana community were involved in the delivery of the event as volunteers.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.1.04 Produce a number of exhibitions that celebrate and express Kwinana's distinctive local identity	4.3 Community Development	01/07/2016	30/06/2017	100	28/07/2017 - Exhibitions held during the quarter were: - White Ribbon (January/Feb 2016): art installation to raise awareness about Domestic Violence. - Harmony Exhibition (March 2016) artist Giti Shariff titled "I am in love all my Life". - ANZAC Answering the Call (April to June 2016): in commemoration of the Centenary of ANZAC. - Albert Windie Art Exhibition 2016: part of NAIDOC celebrations, the art exhibitions showcase local Aboriginal and Torres Strait Islander artists. - Kwinana Christian School Students Art Exhibition (September 2016). - Diane Newton (local artist) Art Exhibition (October 2016). - Vanessa Leibenberg (local artist) art exhibition (December 2016/January 2017). - Tusif Ahmad (local artist) Art Exhibition (March/April 2017). - Harmony Exhibition: Memories of a Place Exhibition (May 2017). - Albert Windie and Edith Woods Art Exhibition (June 2017/current).
1.1.1.05 Develop a series of visual themes which reflect the local identity of Kwinana for use in an integrated City wide signage system	4.3 Community Development	01/07/2016	30/06/2017	100	28/07/2017 - A signage style guide is currently being developed which will establish a consistent approach to the visual themes used on signage across the City. A permanent art mural was researched, developed and implemented at Skottowe Park, Parmelia by engaging a local artist to create artwork that reflects the local identity of the area and builds a sense of place.
1.1.1.06 Ensure design and installation of entry statements to Kwinana express the City's unique local identity - include entries by sea, road, train, foot and cycle	2.2 Marketing and Communications	01/07/2016	30/06/2019	95	26/06/2017 - Stage 2 of the signage revitalisation has been successfully completed this quarter as scheduled. This primarily saw the replacement of directional fingerboard signs throughout several suburbs including Kwinana Town Centre, Medina and Leda.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.1.07 Conduct the Thank a Volunteer Celebrations, Community and Australia Day awards to recognise achievements of the local community	4.2 Community Centres	01/07/2016	30/06/2017	100	28/07/2017 - Thank a Volunteer Dance was held on Friday 12 May at the Medina Hall with 48 people in attendance. The event was well received by the attendees. For many it was a great opportunity to network and share what their organisation does.
1.1.1.08 Investigate and if feasible, implement installation of Christmas Decorations for the City	4.2 Community Centres	01/07/2016	30/06/2017	100	12/07/2017 - This action is complete.
1.1.1.09 Implement the Community Engagement Strategy	4.3 Community Development	01/07/2016	30/06/2017	100	10/07/2017 - The community engagement policy and strategy was developed and adopted by Council. Training sessions were held with staff on implementing the engagement framework and it has been applied across the organisation when undertaking community consultation and engagement activities.
1.1.1.10 Communicate and promote events held by the City	2.2 Marketing and Communications	01/07/2016	30/06/2017	100	<p>26/06/2017 - Event Marketing Plans have been successfully executed for the PETScapade, Our Heritage Celebration, NAIDOC Week and several other smaller events.</p> <p>The new 'What's On' events website is nearing completion and will bolster the City's ability to communicate the latest programs and events.</p> <p>Released earlier this year, the 'What's On' e-newsletter has seen positive results, with above average open and click rates among the thousands of people already subscribed.</p>
1.1.1.12 Introduce an annual program of Council Meetings that are conducted at various locations to encourage greater participation in the community	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	29/06/2017 - This program was introduced and will not continue next year.
1.1.1.13 Investigate and if feasible conduct City of Kwinana open days for the community	4.3 Community Development	01/07/2016	30/06/2017	100	28/07/2017 - Two open days for sport and recreation clubs were organised during the year. These days were hosted at the Kwinana Marketplace (winter based clubs) and Kwinana Recquatic (summer based clubs).

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.1.2 Produce communications that celebrate the spirit of Kwinana					
1.1.2.1 Produce the 'Spirit of Kwinana' and other marketing materials to highlight positive aspects of Kwinana and celebrate community spirit	2.2 Marketing and Communications	01/07/2016	30/06/2017	100	<p>26/06/2017 - The Spirit of Kwinana community newsletter has been produced for the last quarter. In addition, the Marketing team developed promotional campaigns for a range of initiatives, including Street Tree Program, Bike and Walk Plan Consultation, Living Green Program, LyriK Awards, Adopt a Verge Program as well as the Kwinana Outdoor Youth Space and a myriad of smaller initiatives.</p> <p>The recently introduced 'Spirit' e-newsletter continued to be well received, exceeding industry benchmarks for open and click-through rates.</p>
1.1.2.2 Develop a communications plan for The Adventure Park	2.2 Marketing and Communications	01/07/2016	30/06/2017	100	<p>26/06/2017 - The Kwinana Adventure Park Communications Plan was successfully implemented in 2016/17. A strategic marketing approach has been applied to this facility to ensure smart allocation of advertising spend. Strategic timing of advertising campaigns has resulted in enormous organic (unpaid) reach.</p>
1.1.2.3 Develop an annual Calendar of events including the City of Kwinana and Local Community Group events	4.3 Community Development	01/07/2016	30/06/2017	100	<p>10/07/2017 - Two calendars have been developed, one lists all events organised by the City and known events organised by community groups, the other lists all programmes conducted by the City.</p>

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.2.1 Support and provide a range of cultural and community development activities and events that recognise Kwinana's cultural identity, encourage civic participation, strengthen capacity					
1.2.1.1 Deliver City of Kwinana events in line with state and national weeks of significance	4.3 Community Development	01/07/2016	30/06/2017	100	<p>28/07/2017 - Events occurring during the quarter were:</p> <ul style="list-style-type: none"> - Ongoing work with community groups occurs to deliver place and city wide events during weeks of significance, including ANZAC Day with the RSL. - NAIDOC 2016/2017: Developed, programmed and delivered very successful NAIDOC events in partnership with local Aboriginal community, service providers, organisations and schools with high attendance in a diverse and engaging program and experiences including cultural tours to the city's natural assets, art exhibitions, screening of documentaries, sporting events, the NAIDOC Ball and the little Peeps Ball. - National Heritage Week 2017 celebrations included an art exhibition: Memories of a Place: Reflections on Gentle Road and the Our Heritage event at Sloans Cottage. - National Harmony Week 2016/2017 celebrations included an art exhibition with artists from diverse cultural backgrounds ("I am In Love All My Life" and "Symphony of Papercuts"), a Harmony Week multicultural event and a session including a Multicultural Youth Panel at the Zone Youth Space. - Neighbour Day events are held throughout the City, organised by community groups with funding from the City. - National Children's Book Week 2016 included an art exhibition together with Children's book publication. - National Youth Week included a range of events and activities delivered throughout the week and featured the launch of the Youth Strategy 2017 – 2020. - Australia Day celebrations included a citizenship ceremony, awards presentation and entertainment at Calista Oval. - Children's Week was celebrated at the Children's Party held at Ridley Green in Medina. - Seniors Week included a number of events at the Library and at the community centres.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.1.2 Facilitate local service providers and community groups to provide cultural and community activities in Kwinana and participate in City of Kwinana activities and events	4.3 Community Development	01/07/2016	30/06/2017	100	<p>28/07/2017 - All teams of the City Engagement directorate work collaboratively with the community on a range of programmes, events and activities, examples include:</p> <ul style="list-style-type: none"> - Healthy Lifestyles: Sporting club working groups at Thomas Oval, Orelia Oval and Wellard Oval, recreational groups at Wandi Community Centre, cross functional health teams within the City of Kwinana as well as external health agency working groups. - The Library hosts a range of sessions such as seniors morning teas, children's book readings, community information sessions such as "Conversations in the Community" in conjunction with Red Cross. - NAIDOC Week, Youth Week and Children's Party are collaborative celebrations involving multiple community agencies and organisations. - Neighbour Day Events are organised by community groups throughout the City with funding from the City. - Community engagement and networking events are organised by the City on a quarterly basis, usually with a guest speaker(s) and attended by 25 - 40 groups.
1.2.1.3 Develop a signage strategy	2.2 Marketing and Communications	01/07/2016	30/06/2017	70	<p>26/06/2017 - The signage style guide continues to be developed in conjunction with stage 2 of signage revitalisation program. Engagement with Engineering and Community Development teams has continued to ensure the signage style guide meets all legislative standards. Due to time constraints, the completion of the Signage Style Guide is now expected late 2017.</p>

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.1.4 Coordinate and promote the Live! Kwinana events series	4.3 Community Development	01/07/2016	30/06/2017	100	10/07/2017 - Use of the "Live" brand was discontinued, however, promotion of the City's events and programmes has been undertaken throughout the year. Marketing plans for all events were developed including the use of social media and visual pole wrap arounds throughout the City Centre.
1.2.1.5 Develop and implement a Reconciliation Action Plan and Cultural Diversity Strategy	4.3 Community Development	01/07/2016	30/06/2017	100	<p>28/07/2017 - Significant community consultation was undertaken to develop a Multicultural Action Plan which has been adopted by Council and includes the formation of a Multicultural Action Group which meets bi-monthly.</p> <p>Two community meetings were held with members of the Aboriginal community to commence the process to develop a Reconciliation Action Plan. The process is ongoing and development of the plan will progress into 2017/18.</p>
1.2.1.6 Provide Neighbour Day grants to local community groups and deliver a program of Neighbour Day events to celebrate neighbourhood unity	4.2 Community Centres	01/07/2016	30/06/2017	100	<p>28/07/2017 - Feedback surveys have been entered into survey monkey from 2017 events. Of the 87 people surveyed 91% rated the Kwinana Neighbour Day events program as either Excellent or Very Good.</p> <p>Of 87 people surveyed, 77 responded positively when asked "What did you like about Neighbour Day?", comments included: Talking to people I've never met before. The sense of cohesion and support present in the community. A relaxed friendly environment that is inclusive and open to all. Community get together was a great way to meet other local residents. Community joining together.</p>

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.1.7 Introduce new and improve existing events (Movie Nights, Food, Music, Seniors, Entertainment, Free Kids Sports, Out of hours activities)	4.3 Community Development	01/07/2016	30/06/2017	100	<p>28/07/2017 - Work towards this action occurred in the form of:</p> <ul style="list-style-type: none"> - A comprehensive review of community events for 2017/18 was undertaken resulting in 5 key City wide events being identified. They are: Youth Festival, new "Big" City Concert, Lolly Run, Australia Day and the new Children's Festival. In addition community groups will have access to funding to conduct local community events with support from the City. - A range of new local events were also developed including a Skate Events Series featuring clinics and competitions to develop young people's skills in BMX riding, scooter riding and skating. Events were held at the Pop Up Skate Park facility, Orelia and at the Zone Youth Space (indoor multi sport court) predominately on Saturdays and Sundays and during the school holidays. - Local activation events were held throughout summer at the Wellard Train Station and in Chisham Square (including movie nights and music nights). - Children's holiday activities at the community centres. - Nightfields sporting programme series was also held during the quarter.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.3.1 Implement the City of Kwinana Community Safety Plan in partnership with the community					
1.3.1.1 Review Community Safety programs and resourcing requirements to prepare a sustainable City of Kwinana Community Safety Plan 2015-2019	4.3 Community Development	01/07/2016	30/06/2017	50	06/07/2017 - Work on the Community Safety Plan is still underway with literature reviews and recent survey responses being reviewed to provide direction and clarity for the new plan.
1.3.1.2 Work in partnership with Police and Office of Crime Prevention to raise awareness of community safety issues and initiatives	4.3 Community Development	01/07/2016	30/06/2017	100	<p>28/07/2017 - A community safety information stand was held at the Marketplace on Saturday 10 June with 3 local Police officers also in attendance. The event was successful in engaging the local community and providing an opportunity for people to ask questions of both the police and council.</p> <p>A community safety workshop was held at the Darius Wells on Tuesday 20 June in the evening. Approximately 50 community members attended to listen to Senior Sargent Paul Trimble give a presentation on how to make you home, belongings and person more secure and less of a target to thieves. The City provided information and distributed simple but effective home and personal security devices like fake security cameras and personal alarms. Feedback from the evening was overwhelmingly positive.</p>
1.3.1.3 Facilitate Community Groups to provide community safety initiatives and programs	4.3 Community Development	01/07/2016	30/06/2017	100	28/07/2017 - Information regarding neighbourhood watch has been offered to all progress associations. Additional resources are available to community groups on request.
1.3.1.4 Implement Crime Prevention through Environmental Design principles in land use planning projects and development approvals	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	09/05/2017 - This action is implemented and assessed as part of each Development Application.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.1.5 Advocate to the Department of Education and the Minister for Police to reinstate the School Based Community Policing Program at Gilmore College and an education/skills program for troubled youth.	4.3 Community Development	01/07/2016	30/06/2017	100	<p>28/07/2017 - Three meetings of the Youth Diversion and Support Services Network Group were hosted during the period. The group aims to work with community support services, local businesses, police and City of Kwinana services to implement strategies to support the community and increase perceptions of safety.</p> <p>Two meetings of the City Accord were also held and two community information sessions on community safety were also hosted.</p>
1.3.1.6 Encourage and facilitate the Neighbourhood Watch	4.3 Community Development	01/07/2016	30/06/2017	100	<p>28/07/2017 - Materials promoting the new Neighbourhood Watch Program were received from the head office and disseminated to community groups to distribute at Neighbour Day events. Materials were also made available to the public at community safety stands at the Marketplace and the workshop at the Darius Wells.</p> <p>Get to know your neighbour cut out cards were also included as the back page of the latest edition of the Spirit, delivered to all households in Kwinana.</p>

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.3.2 Create and implement a Community Security Strategy					
1.3.2.1 Undertake scheduled inspections of street lights including car park lighting as per Depot Works Program	1.3 Depot	01/07/2016	30/06/2017	100	28/07/2017 - Street Light Inspections have been completed with all faults reported.
1.3.2.2 Develop a Community Security Strategy, incorporating CCTV	3.3 Essential Services	01/07/2016	30/06/2017	20	28/07/2017 - The Community Security Strategy will be finalised in the 17/18 financial year.
1.3.2.3 Implement the Community Security Strategy	3.3 Essential Services	01/07/2016	30/06/2017	0	11/07/2017 - The Community Security Strategy will be finalised in the 17/18 financial year.
1.3.2.4 Increase out of hours activities in Youth and Community Centres	4.8 Youth Services	01/07/2016	30/06/2017	100	<p>28/07/2017 - A social youth group has commenced operating at the Wellard Community Centre weekly after school hours from June 2017.</p> <p>Sunday programming for the Skate Park Events Series was implemented during the period. Four Sunday events were held at the Pop Up Skate Park, Orelia. The attendance was good and parents provided positive feedback to staff at the event.</p>
1.3.2.5 Improve integration of programs run by community groups and the Darius Wells	4.2 Community Centres	01/07/2016	30/06/2017	100	<p>28/07/2017 - An un-supervised social art group commenced with success in term 2, the group is supported by City Staff with intention to be self sufficient in the future.</p> <p>City staff also assisted the Befriend Network to establish a new social knitting group in the Darius Wells Community Lounge.</p>

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.4.1 Develop and implement a range of strategies in order to ensure that well-being and support programs are provided for the community					
1.4.1.2 Implement the Community Engagement Strategy	4.3 Community Development	01/07/2016	30/06/2017	100	10/07/2017 - The community engagement policy and strategy was developed and adopted by Council. Training sessions were held with staff on implementing the engagement framework and it has been applied across the organisation when undertaking community consultation and engagement activities.
1.4.1.3 Deliver the Community Engagement Program	4.8 Youth Services	01/07/2016	30/06/2017	100	06/07/2017 - The Community Engagement Program provides referral support for Kwinana community members aiming to link them with relevant services, increase awareness of social issues and promote available services and community support services. The program continued during the period with 14 people supported. During the period the community engagement team conducted 12 community outreach sessions at various locations including the Darius Wells Resource Centre, McDonalds and Market Place, Adventure Park and Wellard Shopping Precinct.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.1.4 Support service providers and agencies operating within the City to work collaboratively wherever possible	4.3 Community Development	01/07/2016	30/06/2017	100	<p>28/07/2017 - Over the last quarter and during the year there were many projects in which the City was working collaboratively with agencies including the Harry McGuigan Park launch, Neighbour Day, Access and Inclusion Working Group, working with local schools, Ngala, KEYS and Connecting Communities for Kids.</p> <p>The City facilitates and/or co chairs a range of groups comprised of services providers and other agencies in the youth and community support services sector such as the Youth Diversion and Support Services Group, Youth Stakeholders Committee, Kwinana / Rockingham Action for Today's Youth (KRAFTY) network, Kwinana Early Years Network and the Kwinana Health Services Network.</p>
1.4.1.6 Recquatic and Zone to collaborate and implement a range of activities to encourage young people to utilise both facilities	4.7 Recquatic	01/07/2016	30/06/2017	70	28/07/2017 - The Beatball Program is held at the Recquatic in conjunction with the Zone staff and other relevant agencies.
1.4.1.7 Develop Place Plans to increase the level of service to the community.	4.2 Community Centres	01/07/2016	30/06/2017	100	11/07/2017 - The inaugural Place Plans for the five identified Local Places are currently in draft stage.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.4.2 Community facilities and public spaces are enlivened by a variety of activities and programs for all ages					
1.4.2.1 Engage local residents in activities provided in their neighbourhood parks, ovals and walk trails	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	28/07/2017 - Activities in neighbourhood parks were conducted under the Parks Play program. The Kwinana Loop Trail has been audited to identify areas of improvement. An action plan has been developed for implementation in 2017/2018. Activation will be centred initially around local sporting clubs.
1.4.2.2 Activate the Zone Youth Space through the provision of appropriate activities, programs and services to meet the needs of young people, parents, agencies and the community	4.8 Youth Services	01/07/2016	30/06/2017	100	28/07/2017 - The Zone Youth Space continued to provide a range of youth programs and a daily Drop In service targeting young people of 12 - 18 years. The Drop In service attracts an average of 25 young people per day. During the period four core programs were delivered which focus on teaching young people to successfully manage emotions, develop life skills i.e. cooking and computing, and building social connections. The space continued to be hired by four external agencies including Disability Service Providers. A partnership with the South Metropolitan TAFE continues with the delivery of an alternative education program which runs three days per week. A series of special events were held at the Zone including a Pop Up Skate Event, Dance Party and Members Only events. The Zone is activated 6 days of the week.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.2.3 Activate the Darius Wells Library and Resource Centre through the provision of appropriate activities, programs and services to meet the needs of tenants, agencies, hirers and the community	4.2 Community Centres	01/07/2016	30/06/2017	100	<p>28/07/2017 - Activation of the Darius Wells Library and Resources Centre has occurred in the form of:</p> <ul style="list-style-type: none"> - 2 programs were held during the April school holidays with approximately 30 children attending each program. - Regular after school programs are still very popular with children and families. - Monday Boredom Busters has 100% participation. - Tuesday Homework Club has 100% participation. - Adult Art Class are full on a Tuesday, with the group forming a social art class on Thursday morning. - The Social network group is increasing in size about 16 - 20 people each week, a volunteer helps facilitate this program.
1.4.2.4 Activate the John Wellard Community Centre including provision of appropriate activities, programs and services to meet the needs of agencies, hirers and the community	4.2 Community Centres	01/07/2016	30/06/2017	100	<p>28/07/2017 - Two April School Holiday programs were held with good attendance. These were Nature Play Activities and Nature Cubby.</p>
1.4.2.5 Activate the William Bertram Community Centre including provision of appropriate activities, programs and services to meet the needs of tenants, agencies, hirers and the community	4.2 Community Centres	01/07/2016	30/06/2017	100	<p>28/07/2017 - New activation elements put into place this quarter included the crochet yarn bombing community project, purchase of outdoor furniture and purchase of a coin operated coffee vending machine.</p>
1.4.2.6 Activate the City Centre through the provision of inclusive activities and events in Chisham Square	4.2 Community Centres	01/07/2016	30/06/2017	100	<p>28/07/2017 - Saturday Morning POP UPS in the Square, started on the 29th April to 24 June. There were approximately 30 participants each week. Wednesday afternoon Chisham Square games continued each week during school term with children and their families joining in a range of games and fun activities.</p>

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.2.7 Provide a range of Youth programs at various venues throughout the City	4.8 Youth Services	01/07/2016	30/06/2017	100	28/07/2017 - Five Youth Outreach Live Outdoors (YOLO) programs were delivered at the McDonalds Car Park location at the Kwinana Marketplace. Nine youth programs were delivered at the Pop Skate Park in Orelia. Six Nightfield sessions were delivered at the Orelia Oval and seven Beatball sessions delivered at the Recquatic Centre.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.4.3 Develop relationships and partnerships with other organisations to ensure the delivery of a diverse range of services and programs for Kwinana					
1.4.3.1 Proactively seek to attract agencies not represented in Kwinana to deliver services to the community from a location within the City	4.3 Community Development	01/07/2016	30/06/2017	100	<p>28/07/2017 - The City partnered with local homelessness services to attract the Fremantle Street Doctor to Kwinana along with Orange Sky (a mobile laundry service).</p> <p>It was also identified that a mobile Drug and Alcohol intervention service was a priority to assist those who do not access services via mainstream avenues. As a consequence the City successfully attracted the Hope Street Van which provides alcohol and drug referral support to youth aged 15 – 24 years.</p>
1.4.3.2 Continue to co-chair the Kwinana Early Years Network	4.3 Community Development	01/07/2016	30/06/2017	100	<p>28/07/2017 - Kwinana Early Years Network meetings continued on a monthly basis during the year. The City continues to provide chair support and contribute to the planning and development of the network agenda.</p>

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.3.4 Implement an annual healthy lifestyles program to increase the number of outdoor Physical Activities	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	<p>28/07/2017 - The Healthy Lifestyles program continues with activation programs such as:</p> <ul style="list-style-type: none"> - Parks Play. - The new augmented reality program Magical Park at Rhodes Park. - Support of sporting clubs to organise sporting activity, training and competition. - Support of a series of walking groups and events (Heart Foundation walking group, Spectacles walk group). - Planning for new installation of outdoor exercise equipment in Wandi. - Planning for installation of shade sails over playground equipment in Bertram, - Upgrade to sporting infrastructure such as tennis club courts in Calista and netball courts in Medina. - Support of Kwinana events focussed on physical activity such as Petscapade, - Upgrades to parks playgrounds such as Hewison Park. - Support of personal trainers to increase physical activity,
01.4.4 Implement the Age Friendly Community Strategy in order to ensure both the City and its service providers meet the needs of older persons					
1.4.4.1 Create an Active Ageing Strategy that reflects the needs of older people in the community, which then leads to the implementation of an Active Ageing working group	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	50	<p>28/07/2017 - Operationally there has been a great deal of activity with the implementation of the SilverSport program provided by the Department of Sport and Recreation. This is a funding program to assist seniors within Kwinana with up to \$200 to assist in getting our seniors active. This program was a trial and has concluded on 30 June with no plans for its continuance at this stage. The program resulted in financial support being provided to almost 400 residents with over 40% of which were not active in the past 12 months.</p>

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.4.5 Implement the City of Kwinana's Healthy Lifestyle Plan encouraging community engagement with healthy lifestyle opportunities					
1.4.5.1 Implement the City of Kwinana's Healthy Lifestyle Plan	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	<p>28/07/2017 - The City continues to implement the Healthy Lifestyles Plan progressing the following:</p> <p>The Healthy Lifestyles team is addressing healthy behaviours by conducting mental health workshops and cooking education. As well as activating open spaces and trails through events that are inclusive. Healthy Lifestyles continues to deliver programs such as SeniorSational and Women's programs in collaboration with the Recquatic Centre. The Club Development Officer has delivered a workshop with local clubs to work on improving the healthy food options in club canteens. The City has also commenced work towards a Cycling and Walking Network Plan.</p>
1.4.5.2 Facilitate sustainable and accessible community health programs at the Recquatic with the assistance of various supporting agencies	4.7 Recquatic	01/07/2016	30/06/2017	80	12/07/2017 - This action is ongoing.
1.4.5.3 Implement a structured Corporate Health package	4.7 Recquatic	01/07/2016	17/06/2025	50	12/07/2017 - This action is ongoing.
1.4.5.4 Finalise the Public Open Space Policy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	0	04/07/2017 - This action has been deferred and work will commence in the 17/18 financial year.
1.4.5.6 Implement and annually review the City's Public Health Plan	3.5 Environmental Health	01/07/2016	30/06/2017	100	<p>31/07/2017 - A waste education officer has been employed to improve recycling and waste minimisation throughout the City. Internal and School waste education programs have commenced with tours of recycling facilities and presentations at local schools and public events.</p>

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.5.1 Develop community capacity, encourage self-management of shared use facilities and enable access to funding opportunities in order to assist the sustainability of community					
1.5.1.1 Deliver the Community Development Fund in two funding rounds per annum	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	<p>31/07/2017 - A recent review has seen a change in makeup of the fund with additional partners formalised to see the program funding base expand whilst maintaining the intent of the funding program for local community organisations to deliver local community events.</p> <p>Advertising will soon commence for the new round. A new selection panel will be formed to assess applications. An updated acquittal process has been developed.</p>
1.5.1.2 Implement the Club Development Plan	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	<p>31/07/2017 - The Club Development Officer delivers the Club Development Plan. This plan sees support, education, financial assistance and advocacy to all the City's sporting clubs. Regular meetings are held with clubs hosted at their particular sporting venue. Support is provided with marketing initiatives by providing access to the City's resources. Capacity building is the focus of the plan to encourage greater ability for Clubs to grow and deliver its services.</p>
1.5.1.3 Encourage shared use arrangements with Clubs	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	<p>31/07/2017 - There is currently a range of shared use agreements that are formally signed between the City and local school groups. Within that agreement is the permission to and understanding of our local sporting clubs to access the parks and ovals under this agreement noting any specific conditions such as access times, booking procedure etc.</p> <p>At a practical level the Club Development Officer continues to work with Clubs who share facilities - these include the clubs at Fiona Harris and Thomas Kelly Pavilion.</p>

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.1.4 Continue to facilitate forums which connect individuals and groups and build community networks	4.3 Community Development	01/07/2016	30/06/2017	100	<p>31/07/2017 - The City supports three club development working groups, as well as the recreation groups at Wandi.</p> <p>Forums are held in the health area including the Access and Inclusion Working Group, the Cross Functional Health Working Group and the external Kwinana Health Action Group.</p> <p>Networking sessions to connect community groups are held quarterly with between 25 - 40 people attending the sessions.</p> <p>The Kwinana Youth Advisory Council is a collective of young people aged 12 – 24 that meet fortnightly at the Zone Youth Space.</p> <p>The Kwinana Early Years Network connects agencies and groups working with the early years age group and Kwinana Rockingham Action For Today's Youth (KRAFTY) does the same for those working with young people.</p>

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.1.5 Continue to support emerging community groups with information, resources and development opportunities	4.3 Community Development	01/07/2016	30/06/2017	100	<p>31/07/2017 - Emerging sporting, recreation, community and residents groups are supported by the City, for example</p> <ul style="list-style-type: none"> - The Volunteer Centre provided workshops for not for profit groups, including workshops on the Associations Act and insurance for community groups. The Volunteer Centre also organised and supported St John Ambulance Community Transport to provide education and showcase the range of volunteering opportunities they have for community members. The Centre has been instrumental in supporting BeFriend, a new community group to emerge in Kwinana. Befriend is also supported by the 3 community centres, Bertram, Wellard, Darius and the Befriend Coordinator works from the Volunteer Centre one day per week. -The 'newly formed' Kwinana Men's Shed has received additional support by way of recruiting specifically skilled volunteers and a venue for them to conduct their meetings. - Support was provided for local community groups to run events for Neighbour Day in March 2017, including event management, provision of information and resources in the form of events toolkit and assistance with filling in the appropriate paperwork. Liaison occurs with groups in regards to funding, budgets, marketing, and events support in the lead up to and on the day of the event.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.6.1 Encourage the attraction and retention of volunteers in the community through the provision of information and support, linking volunteers with community groups and agencies					
1.6.1.1 Provide support initiatives and programs to volunteers through the Volunteer Centre	4.2 Community Centres	01/07/2016	30/06/2017	100	31/07/2017 - There were 56 new volunteer referrals for the month of April. An Insurance Workshop was held for not for profit groups. Presented by Andrew Greig from Local Community Insurance Services. There were 17 attendees and positive feedback was received.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.6.1.2 Recognise and support volunteer and community groups through awards and functions	4.3 Community Development	01/07/2016	30/06/2017	100	<p>31/07/2017 - Work towards this action over the last quarter occurred in the form of:</p> <ul style="list-style-type: none"> - "Thank a Volunteer" Day was held on International Volunteers Day, 5th Dec 2016. Local volunteers were invited to an afternoon tea held in the Darius Wells Library & Resource Centre. Volunteers participated in a short filmed interview in which they spoke about their motivation to volunteer, how volunteering makes them feel, and what they think are the benefits to the recipients of their volunteering. - The City of Kwinana's main volunteer event for 2017, to recognise the hard work and dedication of volunteers for their important contribution to the community, was held on 12th May at the Medina Hall. This event was a Social Dance with entertainment. - The Volunteer Centre worked in partnership with LYRIK to promote the event to volunteers and actively source young volunteers to support the LYRIK Awards event. - The Kwinana Volunteer Centre assists residents to find volunteer positions. From 1 July 2016 to 30 June 2017 there were 934 volunteer referrals, with 684 volunteers visiting the Volunteer Centre in person. The centre assists residents in finding some socially unpaid activities, to give participants a sense of worth, and opportunity to contribute something meaningful to the community. The Club Development Officer has rewarded volunteers through a recognition program providing equipment and marketing opportunities (e.g. marquees, banners, podiums) in acknowledgement of volunteer involvement. - The Club Development Officer supports volunteers through hosting regular meetings at a series of shared use facilities. The Club Development Officer and Community Development Officer Recreation work

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

[illegible]

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.7.1 Implement the City of Kwinana's Cultural Plan in order to build the capacity of local artists, encourage awards and exhibitions, facilitate the installation of public art					
1.7.1.1 Develop, run and support arts programs, activities and exhibitions in Kwinana	4.3 Community Development	01/07/2016	30/06/2017	100	<p>31/07/2017 - Work towards this action has occurred in the form of:</p> <ul style="list-style-type: none"> - A series of site specific public and community art projects were researched, developed and delivered for the Medina Harry McGuigan Park as part of the Medina Revitalisation Project (October 2016). - Kwinana Adventure Playground (KAP) - site specific sculptural artworks were researched, developed and delivered. This community art project won the State Award under a community art project category in the Parks & Leisure Australia Awards. <p>The following exhibitions were hosted:</p> <ul style="list-style-type: none"> - Kwinana Christian School Students Art Exhibition (September 2016). - Diane Newton (local artist) Art Exhibition (October 2016). - Vanessa Leibenberg (local artist) Art Exhibition (December 2016/January 2017). - Tusif Ahmad (local artist) Art Exhibition (March/April 2017). - Harmony Exhibition: Memories of a Place Exhibition (May 2017). - Albert Windie and Edith Woods Art Exhibition (June 2017/current).

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.7.1.2 Present a Local Planning Policy for public art contributions to be mandatory	3.1.2 Strategic Planning	01/07/2016	30/06/2017	50	31/07/2017 - Draft Policy completed and will be presented to Council in 2017/18.
01.7.2 Ensure the City of Kwinana's Cultural Plan incorporates the support and provision of a range of cultural development initiatives that enhance Kwinana's cultural identity and diversity					
1.7.2.1 Review the Cultural Plan 2015-2019	4.3 Community Development	01/07/2016	30/06/2017	100	10/07/2017 - The review is in progress and the action will be completed in 2017/18.
01.8.1 Ensure that Kwinana's cultural heritage is suitably respected, interpreted and shared with the community in a variety of formats					
1.8.1.1 In partnership with the Kwinana Heritage Group provide historical, curatorial and educational activities through the Smirk Cottage and Sloan Cottage heritage sites	4.3 Community Development	01/07/2016	30/06/2017	100	31/07/2017 - A number of heritage activities have occurred, for example, Our Heritage Day at Sloan's Cottage and the Medina Heritage Walk.
1.8.1.3 Further develop the Local History Collection at the Darius Wells Library and Resource Centre, including an Aboriginal Resource Section	4.6 Library	01/07/2016	30/06/2017	100	07/07/2017 - The Local History collection has been extensively reviewed and rebranded in keeping with the "Voices of Kwinana" theme developed for the Local History blog. This review also included the weeding out of unnecessary or duplicate materials, digitising images, and renaming digitised image files.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.9.1 Implement Disability Access initiatives in order to ensure best practice standards of all new and existing facilities and services					
1.9.1.1 Review the Disability Access and Inclusion Plan	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	31/07/2017 - The 2016/2017 City of Kwinana Disability Access and Inclusion Plan report will be provided to the Disability Services Commission prior to the 30 June 2017 deadline.
1.9.1.2 Implement the Disability Access and Inclusion Plan	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	31/07/2017 - The City continues to implement the Disability Access and Inclusion Plan within Kwinana. Issues of access and inclusion are included in a recent review of event management. The City has addressed an access issue with installation of pedestrian access walkway from the City medical area through to the city centre shopping precinct. The City's Access and Inclusion Working Group continues to meet on a bi monthly basis to address local issues, to network and collaborate.
1.9.1.3 Ensure Disability Access and Inclusion Plan compliance with respect to City projects	1.1 Engineering	01/07/2016	30/06/2017	100	31/07/2017 - Disability Access and Inclusion Plan requirements have been applied when required.
02.1.1 Through use of strategic partnerships, identify and attract investment in key employment generating initiatives in order to create shifts in job markets to meet future needs					
2.1.1.1 Implement the Economic Development Strategy	2.4 Economic Development	01/07/2016	30/06/2017	25	31/07/2017 - The Economic Development Strategy will be replaced by a an Economic Development Action Plan. Once completed this will be included in the Corporate Business Plan.
2.1.1.2 Identify opportunities for building the economy, through land use planning, employment generators and business incubators (including entertainment and restaurant businesses)	2.4 Economic Development	01/07/2016	30/06/2017	25	10/07/2017 - The City will undertake an Employment and Economic Development Study which identifies opportunities for employment generation via land use planning.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
02.2.1 Lobby the State Government to improve the standard of existing schools and ensure the timely construction of new schools as well as work with private schools, university, TAFE					
2.2.1.1 Lobby Federal, State and other Education Providers to enhance education as part of land use planning	5.2 Elected Members	01/07/2016	30/06/2017	100	12/07/2017 - This action is ongoing and occurs when needed.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
02.2.2 Develop partnerships that support people to participate in education, training or employment opportunities that result in sustainable work opportunities.					
2.2.2.1 Work with employment, education and training providers to ensure Kwinana residents have access to learning opportunities that result in them becoming competitive in the employment market	4.3 Community Development	01/07/2016	30/06/2017	100	<p>31/07/2017 - The City has undertaken the following actions over the last quarter:</p> <ul style="list-style-type: none"> - Partnered with Aboriginal Artists, Red Cross and registered training provider Bridging the Gap to deliver life skills and employment readiness workshops to young people as part of the Adventure Park Public Art Project. A group of Aboriginal Youth worked with artists to develop art skills and attended employment readiness workshops at the Zone Youth Space. - Partnered with the South West Business Support Network and the City of Rockingham to commence planning for a regional Youth Employment and Careers Event called Shaping Your Future – Careers Expo to be held in October 2017. The event aims to connect job seekers with employers, employment services and training pathways. The event will target young people 15 – 24 years with a focus on those neither in employment, education or training. - Partnered with South Metropolitan TAFE to deliver an Alternative Education Program during Semester 1 at the Zone Youth Space targeting young people 15 and over who are not attending school or other education institution. The course aims to provide students with a pathway into further study at TAFE and to provide students with necessary life skills to apply for jobs and prepare for interviews. Personal goal setting is a focus of the course. - Commenced discussions with Business Foundations to undertake a Youth Entrepreneur program in Kwinana during August / September 2017. The program aims to build the entrepreneurial skills of young people not in education, employment or training via an intensive training program, to start their own business.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
02.3.1 Actively promote opportunities for retail and commercial investment in the City Centre in accordance with the adopted City Centre Master Plan, Town Planning Scheme No 3					
2.3.1.1 Identify and promote commercial opportunities for development projects in the City Centre	2.4 Economic Development	01/07/2016	30/06/2017	100	31/07/2017 - The City has completed a preliminary assessment of various sites for a potential cinema.
2.3.3.1 Implement the City Centre Master Plan	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	31/07/2017 - This action is implemented as part of Development Application assessment and approvals.
02.3.4 Revitalise and develop neighbourhood centres so they are economically viable and the best design outcomes for the community are achieved					
2.3.4.1 Finalise the Land Asset Retention and Disposal Strategy	2.4 Economic Development	01/07/2016	30/06/2017	50	31/07/2017 - This strategy is currently in the initial stages of review.
2.3.4.2 Complete the Medina Town Centre Revitalisation Project	2.4 Economic Development	01/07/2016	30/06/2017	50	31/07/2017 - The Medina Laneway project is complete. The laneway was officially opened 1 April 2017. Feedback from the community has been very positive.
2.3.4.4 Implement Place Plans for City areas	5.1 Executive	01/07/2016	30/06/2017	100	31/07/2017 - Place plans are currently being developed for each of the 5 places. The 5 places are: - Kwinana Central District - Mortimer District - Bollard Bullrush District - Anketell District - Kwinana Industrial Area

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
02.4.1 Actively work with partners to facilitate the coordinated development and improvement of the Kwinana Industrial Area and the prompt development of Latitude 32					
2.4.1.1 Work with Landcorp and the Western Australian Planning Commission to provide assistance and facilitate timely and effective decision making for the prompt development of Latitude 32 and the KI	3.1.2 Strategic Planning	01/07/2016	30/06/2017	100	30/03/2017 - City Officers attend regular meetings with Landcorp and the Department of Planning for Latitude 32 matters.
2.4.1.2 Examine opportunities for coordinated progress of the Western Trade Coast Area including proceeding with the Indian Ocean Gateway	5.1 Executive	01/07/2016	30/06/2017	80	04/07/2017 - Labor has committed \$20 million to the planning of a port in Kwinana as part of their election commitments. The City has engaged with relevant stakeholders to indicate interest in being involved in the planning process and Officers attend stakeholder meetings in relation to the Western Trade Coast Area land development.
02.4.2 Lobby for the upgrade, early design and construction of the Western Trade Coast transport network					
2.4.2.2 Complete business case for Council to lobby for the feasibility and detailed design of the Fremantle to Rockingham controlled access highway	2.4 Economic Development	01/07/2016	30/06/2018	0	12/07/2017 - This action has been deferred until the 17/18 financial year.
2.4.2.4 Secure funding for the design of Gilmore Avenue to extend to connect with Abercrombie Road	2.4 Economic Development	01/07/2016	30/06/2017	75	12/07/2017 - This action is ongoing.
02.4.3 Promote the development of new port and intermodal facilities to stimulate further industrial and bulk goods investment, business activity and employment opportunities					
2.4.3.1 Engage with relevant stakeholders including the Fremantle Port Authority to promote Kwinana's interest in port developments in the district	5.1 Executive	01/07/2016	30/06/2017	80	31/07/2017 - The Mayor and CEO engaged with relevant stakeholders over the past quarter

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
02.5.1 Develop and implement an Economic Development Strategy that identifies priority projects to act as stimuli to the local economy					
2.5.1.1 Implement the Economic Development Strategy	2.4 Economic Development	01/07/2016	30/06/2017	25	31/07/2017 - The Economic Development Strategy will be replaced by an Economic Development Action Plan. Once completed this will be included in the Corporate Business Plan.
2.5.1.2 Assess and review the current Industrial Development Strategy and Policies for the Kwinana Industrial Area against the current economic profile and situation	3.1.2 Strategic Planning	01/07/2016	30/06/2017	0	31/07/2017 - Initial planning for this action will occur in the 17/18 financial year.
02.6.1 Pursue an approval system that is integrated across the City of Kwinana to ensure planning, building and environmental health applications are processed in a timely manner to reduce costs					
2.6.1.1 Encourage registration of home occupation business and offer assistance to businesses with growth and development	2.4 Economic Development	01/07/2016	30/06/2017	75	31/07/2017 - The City has developed a "Local Commercial and Activity Centre Improvement Grant Funding" incentive which was released via an Expression of Interest. The City received 17 applications spread evenly through the four eligible areas of Medina, Calista, Orelia and Parmelia.
2.6.1.3 Assess planning and approval processes for Development Applications and revise system to encourage and retain business investment in the City	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	31/07/2017 - This action is implemented as part of Development Application assessment and approvals.
03.1.1 Develop and implement a Local Biodiversity Strategy for the City of Kwinana to preserve strategically important natural areas.					
3.1.1.1 Include the City's Local Biodiversity Plan in Planning Guidelines for Biodiversity Conservation	3.1.2 Strategic Planning	01/07/2016	30/06/2017	20	31/07/2017 - A draft policy has been prepared and will be reviewed upon greater clarification of the State Government led Green Growth Plan as well as the recent Commonwealth listing of Banksia Woodlands as a Threatened Ecological Community. This project has been deferred and will be completed during the 2017/18 year.
3.1.1.2 Work towards Lake Magenup Rehabilitation	3.4 Environment	01/07/2016	30/06/2017	100	31/07/2017 - Yearly revegetation is complete for June. Trials are underway to investigate weed control.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
03.1.2 Investigate long term strategies for protection of the 'Kwinana Industrial Buffer'.					
3.1.2.1 Continue supporting Council to lobby for the legislative protection of the Kwinana Industrial Buffer	3.1.2 Strategic Planning	01/07/2016	30/06/2017	30	31/07/2017 - This action is ongoing.
03.1.3 Continue to implement the Natural Areas Management Plan and participate in the South Metropolitan Coastcare Program in order to improve conservation outcomes.					
3.1.3.1 Implement the Natural Areas Management Plan for the City of Kwinana managed natural areas (e.g. bushland, wetlands)	3.4 Environment	01/07/2016	30/06/2017	100	31/07/2017 - The weed control program has been initiated, although hampered by lack of rainfall. The weed control program has utilised mechanical control options for pepper control in Sloan's reserve.
3.1.3.2 Continue to secure the South Metropolitan Coastcare Program	3.4 Environment	01/07/2016	30/06/2017	100	31/07/2017 - This action is complete for this financial year.
03.1.4 Build community and City capacity to assist in managing coastal and bushland reserves.					
3.1.4.1 Develop and encourage volunteer participation in Coastal and Bushland Reserves care programs	3.4 Environment	01/07/2016	30/06/2017	100	31/07/2017 - Community volunteering numbers are steady. A proposed new group at Leda Nature Reserve is working with the City and the Department of Parks and Wildlife.
3.1.4.2 Maintain, improve and create new relationships with outside professional, commercial and volunteer organisations to improve work efficiency	3.4 Environment	01/07/2016	30/06/2017	100	31/07/2017 - There is ongoing engagement with State Government Departments concerning illegal dumping, access control and offroad vehicle control.
03.1.5 Encourage a multi-agency response to the protection of natural bushland from inappropriate and unauthorised use.					
3.1.5.1 Bushland reserves fences installed or upgraded to reduce illegal rubbish dumping	3.4 Environment	01/07/2016	30/06/2017	100	31/07/2017 - A cooperative project between State agencies and rail asset managers has finalised a 3.1 kilometre section of fence along Millar Road. Homestead Ridge access control chicanes are also now complete.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
03.2.1 Ensure that development approvals result in best practice environmental outcomes.					
3.2.1.1 Advocate for, and improve environmental standards for the wellbeing of the community by developing good working relationships with stakeholders	3.4 Environment	01/07/2016	30/06/2017	100	31/07/2017 - Local Planning Policy No.1 - Protection of Trees and Landscape Features on Development Sites is complete and is being applied to new developments.
3.2.1.2 Increase Aboriginal consultation before clearing land	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	09/05/2017 - Development application processes are closely monitored on an ongoing basis to ensure an effective and efficient approval / assessment system is in place.
03.2.2 Review and amend the City of Kwinana's Town Planning Scheme and land use planning policies to provide the statutory power.					
3.2.2.1 Engage with universities to improve research (targeted monitoring programs, vulnerability study to identify trigger points) and knowledge	3.4 Environment	01/07/2016	30/06/2017	100	04/04/2017 - Urban Amenity Policy development and subsequent strategies, particularly with regards to street trees, are being developed.
3.2.2.2 Incorporate the Biodiversity Strategy into the Town Planning Scheme and Local Planning Strategy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	30	04/07/2017 - Recommendations of the Local Biodiversity Plan will be considered in the context of the Local Planning Strategy. Further work is to be undertaken as the Local Planning Strategy and informing strategies are progressed over the next 12-24 months.
3.2.2.3 Ensure that dust management plans are provided by applicants where necessary and that waste minimisation and energy use are encouraged to be addressed within development applications	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	31/07/2017 - This action is undertaken as part of the subdivision and development application processes.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
03.2.3 Ensure, where practicable, retention of remnant vegetation and natural systems within new residential subdivisions.					
3.2.3.1 Ensure retention, where practicable, of remnant vegetation and encourage the retention of trees and other flora within new residential subdivisions above the 10% minimum required	3.4 Environment	01/07/2016	30/06/2017	100	31/07/2017 - Green Growth Plan will be released in 17/18.
3.2.3.2 Implement Preservation strategies (e.g. collecting seeds) as part of the Natural Areas Management Plan	3.4 Environment	01/07/2016	30/06/2017	100	01/05/2017 - This action is ongoing.
3.2.3.3 Prepare a Planning Policy which focuses on the retention of trees	3.1.2 Strategic Planning	01/07/2016	30/06/2017	100	31/07/2017 - Local Planning Policy No. 1 - Landscape Feature and Tree Retention was adopted by Council on 28 September 2016. This action is now complete.
03.3.1 Liaise with Government agencies to improve management of Crown lands and reserves in the City of Kwinana, particularly with regard to fire prevention and mitigation activities.					
3.3.1.1 Implement the Emergency Services Business Plan	3.3 Essential Services	01/07/2016	30/06/2017	30	31/07/2017 - The Emergency Services Business Plan is being reviewed with Department of Fire & Emergency Services.
03.3.2 Develop nature-based awareness raising projects and activities, including expansion of the Walking Trails Network and co-ordinate bush care programs with local schools.					
3.3.2.1 Coordinate a Bushcare Schools Program as part of the Natural Areas Management Plan	3.4 Environment	01/07/2016	30/06/2017	100	01/05/2017 - Additional programs are being developed for the Wandi area.
3.3.2.2 Coordinate a Guided Bushwalk/Nightstalk program as part of the Natural Areas Management Plan	3.4 Environment	01/07/2016	30/06/2017	100	01/05/2017 - Completed with full participation.
3.3.2.3 Provide free street tree mulch to residents	3.4 Environment	01/07/2016	30/06/2017	100	31/07/2017 - The mulch giveaway was successful. The City is currently planning for the 2017 mulch giveaway.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
03.4.1 Continue retrofitting energy inefficient City of Kwinana assets through the City's Revolving Energy Fund and ensure new buildings are designed to be energy efficient.					
3.4.1.1 Retrofit City buildings with updated codes and actively engage in the design process of new council buildings to ensure energy efficiency is maximised	3.4 Environment	01/07/2016	30/06/2017	100	29/06/2017 - Photovoltaic system installation at the Darius Wells is complete. Final commissioning will be in FY 17/18.
03.5.1 Implement the City of Kwinana Water Conservation Plan, the Peel and Cockburn Catchment Regional Water Program and adopt Water Sensitive Urban Design Technical Guidelines.					
3.5.1.1 Implement the Depot Team actions within the Sustainable Water Management Plan	1.3 Depot	01/07/2016	30/06/2017	100	30/06/2017 - all meters have been read and recorded
3.5.1.3 Develop and implement an educting program for the cleaning of side entry pits, GPTs and bubble up pits	1.3 Depot	01/07/2016	30/06/2017	100	07/07/2017 - This action has been completed
3.5.1.4 Implement the schedule/program for the inspection and maintenance of sumps and compensating basins	1.3 Depot	01/07/2016	30/06/2017	100	05/07/2017 - All drainage sumps have been inspected and defects identified will be prioritised for completion
3.5.1.5 Ensure the City complies with IPEWA subdivision guidelines for stormwater retention	1.1 Engineering	01/07/2016	30/06/2017	100	12/07/2017 - Storm water retention standards have been incorporated into development guidelines.
3.5.1.6 Implement the Water Conservation Plan	3.4 Environment	01/07/2016	30/06/2017	100	29/06/2017 - City of Kwinana received Gold Waterwise Council Recognition 04/04/2017 - Monitoring of water meter flow rates, volumes and times continues, leak detection has become very easy and rapid saving water and money.
3.5.1.7 Ensure that mosquito management plans are provided where necessary as part of drainage and water management planning	3.5 Environmental Health	01/07/2016	30/06/2017	100	12/07/2017 - This action is ongoing.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
03.6.1 Implement, where practicable, the recommendations of the Southern Metropolitan Regional Council “Climate Change Risk Assessment Report (2009)”.					
3.6.1.1 Ensure the future bushland reserves that are acquired are of sufficient size and quality to be resilient to bushfires	3.3 Essential Services	01/07/2016	30/06/2017	100	31/07/2017 - There have been no new acquisitions this quarter.
3.6.1.2 Ensure that strategic land use planning incorporates emergency risk management.	3.3 Essential Services	01/07/2016	30/06/2017	100	31/07/2017 - This action is ongoing.
3.6.1.3 Develop, implement and periodically update Urban Bushfire Fire Plans for all High Priority City of Kwinana Bushland Reserves	3.3 Essential Services	01/07/2016	30/06/2017	100	11/07/2017 - Urban Bushfire Plans are updated as required.
3.6.1.5 Implement the Strategic Waste Management Plan	3.5 Environmental Health	01/07/2016	30/06/2017	100	31/07/2017 - This action is ongoing.
3.6.1.6 Implement the Climate Change Adaptation and Mitigation Strategy	3.4 Environment	01/07/2016	30/06/2017	100	31/07/2017 - A review of the Climate Change Adaptation and Mitigation Strategy has commenced. Solar power systems are being investigated for 9 buildings.
03.6.2 Adopt and implement, where required, any State and Federal government policies related to climate change.					
3.6.2.1 Ensure that coastal developments are assessed against the most current version of State Planning Policy 2.6 and any associated guidelines and position statements	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	31/07/2017 - This action is undertaken as part of the subdivision and development application processes.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.1.1 Implement the City of Kwinana's Community Infrastructure Plan that identifies the location, nature and anticipated construction date of new community and recreation facilities.					
4.1.1.01 Annually review the Community Infrastructure Plan to ensure it remains relevant and responsive to new communities and where appropriate involves consultation with all sectors of the community	4.3 Community Development	01/07/2016	30/06/2017	100	31/07/2017 - The Community Infrastructure Plan has been reviewed and community consultation has occurred on two projects prior to implementation: - Bertram Oval amenities block. - Wellard Pavilion store room extension.
4.1.1.02 Ensure Developer Contribution Schemes are aligned with the Community Infrastructure Plan	3.1.2 Strategic Planning	01/07/2016	30/06/2017	70	31/07/2017 - An amendment to align the Community Infrastructure Plan has been advertised and a report is being prepared for Council consideration.
4.1.1.04 Work collaboratively with other South Western Metro Local Governments to plan for regional level sporting and recreation infrastructure	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	01/08/2017 - City of Kwinana works with the City of Rockingham, City of Mandurah and City of Cockburn on a range of issues. Recently these parties came together to address a tennis facility audit. Club Development Officers regularly work together to present workshops and seminars.
4.1.1.05 Reach a formal agreement with public and private education providers for shared use of facilities in accordance with the Community Infrastructure Plan	4.3 Community Development	01/07/2016	30/06/2017	100	17/07/2017 - Discussion is continuing with Department of Education on broad shared use agreements for all future school/ community facilities. Shared use agreements for Wellard and Honeywood Primary Schools are also progressing.
4.1.1.06 Conduct a feasibility study to include future dog parks in the Community Infrastructure Plan	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	01/08/2017 - Healthy Lifestyles is working in collaboration with the City's planners to address the provision of dog parks.
4.1.1.07 Conduct a feasibility study for the construction of a Community Garden	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	01/08/2017 - Honeywood Residents Group has responsibility for this project with its partnership with Satterley. Satterley have provided land and the City has offered access to the Community Development Fund for funding options for the project. The responsibility for its initiation rests with the Residents Group.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.1.1.08 Conduct a feasibility study for the upgrade of Wells Beach Foreshore	4.3 Community Development	01/07/2016	30/06/2018	100	01/08/2017 - The brief has been completed and is out to market for quotes for the feasibility study to be undertaken.
4.1.1.19 Design and construct Stage 2 of the Wells Beach Foreshore Upgrade (Park and Boating Facility)	1.1 Engineering	01/07/2016	30/06/2018	25	31/07/2017 - This action is currently awaiting the outcome of a Community Needs Assessment.
4.1.1.26 Design and construct a Local Sporting Ground with a Community Sports Building in Bertram	4.3 Community Development	01/07/2016	30/06/2018	100	31/07/2017 - The building has been designed and selected. The project is currently awaiting presentation to the market for construction tender.
4.1.1.27 Design and construct a Local Sporting Ground with a Community Sports Building in Bertram	1.2 Building Assets	01/07/2016	30/06/2017	65	31/07/2017 - Request for design and construction to be advertised in July 2017.
4.1.1.29 Design and construct a Local Sporting Ground with Pavilion Extension for Wellard / Leda	4.3 Community Development	01/07/2016	30/06/2018	100	01/08/2017 - The building has been designed and selected. The project is currently awaiting presentation to the market for construction.
4.1.1.30 Design and construct a Local Sporting Ground with Pavilion Extension for Wellard / Leda	1.2 Building Assets	01/07/2016	30/06/2017	65	01/08/2017 - The quotation process is complete, design documents are to be completed by the end of July 2017.
4.1.1.31 Design and construct a Local Sporting Ground with a Community Sports Building in Wellard / Leda	1.2 Building Assets	01/07/2016	30/06/2017	0	01/08/2017 - A recent review of the Community Infrastructure Plan has re-evaluated the need for this facility and moved to the 24/25 financial year.
4.1.1.36 Design and construct Stage 1 of the Civic Administration Building Upgrade	2.1 Governance and Civic Services	01/07/2016	30/06/2017	10	01/08/2017 - City Officers have prepared a business case that explores the options available to Council that will assist in deciding the future of the Administration and Council building. The business case will be provided to Council at the time of the review of the Long Term Financial Plan as the decision has long term implications and the whole of life costs must be included in any decision.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.1.2 Continue to improve the standard, and maximise the utility, of existing community and recreation infrastructure through implementation of maintenance and refurbishment programs.					
4.1.2.1 Encourage the refurbishment of existing Council buildings to address energy, water and waste minimisation	3.4 Environment	01/07/2016	30/06/2017	100	01/08/2017 - Real time monitoring of 5 energy monitoring points at the Recquatic has been completed. Awaiting final Western Power approvals for the Darius Wells solar panels which are due to be switched by the 3rd of July. Ongoing leak logging was conducted over this quarter. 2 leaks were identified at the Darius Wells Building and Medina Oval saving approx \$6,500 worth of water. A Green Building Policy aimed at new and renovated Council buildings has also been drafted.
4.1.2.2 Upgrade the Thomas Oval netball courts	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	01/08/2017 - Stage 1 of the project will be complete by 30 June 2017. This includes new base playing surface, new colour playing surface, new posts and new fencing.
4.1.2.3 Maintain, implement and review refurbishment programs to improve sporting facilities in Kwinana	1.2 Building Assets	01/07/2016	30/06/2017	100	29/06/2017 - All refurbishment projects are undertaken in accordance with the Long Term Financial Plan, Community Infrastructure Plan and Asset Management Plans.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.2.1 In accordance with regulatory standards and the Community Infrastructure Plan, provide active recreation opportunities and develop public open space and infrastructure in new developments.					
4.2.1.1 Implement the City's public open space development standards to ensure best practice standards are implemented and ongoing maintenance costs are minimised	1.1 Engineering	01/07/2016	30/06/2017	100	01/08/2017 - This action is ongoing. No significant updates have occurred over the last quarter.
4.2.1.2 Construct the City of Kwinana Adventure Playground	1.1 Engineering	01/07/2016	30/06/2017	100	01/05/2017 - This project has been completed.
4.2.1.3 Activate The Adventure Playground	4.3 Community Development	01/07/2016	30/06/2017	100	06/07/2017 - The Kwinana Adventure Park is operating above expectations and no additional activation has been required.
4.2.1.4 Construct the Skate Park	1.1 Engineering	01/07/2016	30/06/2017	30	01/05/2017 - The design is 100% completed. Construction commenced 4 April and is estimated to be completed by mid August 2017.
4.2.1.5 Activate the Skate Park	4.8 Youth Services	01/07/2016	30/06/2017	50	01/08/2017 - The Pop Up Skate Park was installed at Hansford Place Orelia to assist with meeting needs of local young people while the new Outdoor Youth Space is constructed at Calista Oval. The new facility is planned for completion in August 2017. The focus of skate park activation has been on the Pop Up facility in Orelia. A total of nine sessions were held at the park accommodating all levels and user types including skate boards, BMX bikes and scooter users.
4.2.1.7 Continue to plan for walk trail connection and promotion	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	01/08/2017 - There are two walk trails being developed. They are: - Kwinana Walk Trail - Tramway Trail
4.2.1.8 Conduct a feasibility study for the provision of a Camping area in parkland	3.4 Environment	01/07/2016	30/06/2017	80	01/08/2017 - Community and Stakeholder Consultation is required to establish need for this facility.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.2.2 Implement the City's Parks for People Plan to provide the community with functional, accessible and practical open parks and play spaces for a diverse range of users.					
4.2.2.1 Implement the various Parks and Streetscapes maintenance schedules as set out in the Depot Works Program to ensure a proactive approach to maintenance	1.3 Depot	01/07/2016	30/06/2017	100	01/08/2017 - All maintenance works to the parks and streetscapes have been completed and to the required standards.
4.2.2.2 Implement the Parks Inspection and Continuous Improvement System	1.3 Depot	01/07/2016	30/06/2017	100	01/08/2017 - All inspections and reports for 2016/17 are complete.
4.2.2.3 Ensure parks have adequate facilities to meet community needs	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	01/08/2017 - A review of the Parks for People Strategy has been completed.
4.2.2.4 Continue to activate Kwinana Beach	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	01/08/2017 - This action occurs when required.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.3.1 Lobby for the provision of Federal and State government services to Kwinana, including an increased police presence and improvements to the frequency and routes for public transport.					
4.3.1.1 Identify gaps, monitor service levels and advocate to Government to ensure the community is adequately serviced by government agencies	4.3 Community Development	01/07/2016	30/06/2017	100	<p>01/08/2017 - Progress highlights for this action over the last quarter are:</p> <ul style="list-style-type: none"> - A key focus of the Youth Strategy 2017 – 2020 is sector collaboration and capacity building which involves continuous review of service provision in Kwinana. An agency network group meets on a quarterly basis to review the progress of the strategy and assess and identify gaps in service provision. The network group met twice during the period. - The Kwinana Early Years Network, Communities for Children committee, and Connecting Communities for Kids initiative continue to operate in Kwinana with a focus on service provision for the early years (age 0 – 8) and families. There is a significant focus on early years with numerous child development and family support programs being delivered in Kwinana by experienced and accredited providers. - The Multicultural Action Plan has a number of strategies that involve advocacy to government on a number of issues including education and employment.
4.3.1.2 Ensure that local issues like improvements to public transport, police services and other government services are highlighted to the State Government whenever practical	5.2 Elected Members	01/07/2016	30/06/2017	100	11/07/2017 - This action is ongoing.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.3.2 Liaise with health service providers to identify community needs and ensure that planning for the City takes account of the need.					
4.3.2.1 Explore Active Transport initiatives	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	01/08/2017 - The City has initiated work towards a Cycling and Walking Network Plan. Currently seeking community input through a range of mediums including web based feedback tool called CrowdSpot.
4.3.2.2 Implement and annually review the City's Public Health Plan	3.5 Environmental Health	01/07/2016	30/06/2017	100	12/07/2017 - This action is ongoing.
4.3.2.3 Lobby for increased local health services in the City	5.2 Elected Members	01/07/2016	30/06/2017	100	11/07/2017 - The City now has a generous quota of health services (doctors, dentists, physiotherapists and chiropractors). The City will continue to lobby if specialist service opportunities are present.
04.3.3 Support partnerships with service providers and the community to provide health and lifestyle education.					
4.3.3.1 Meet regularly as a partner for various health projects linked to the local Aboriginal community	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	01/08/2017 - There is regular meeting attendance as part of the Nightfields program. Support was also provided to NAIDOC week. Support of project specific events event such as Harry McGuigan Park renewal continues as needed.
4.3.3.2 Continue to facilitate the Kwinana Health Action Group	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	100	01/08/2017 - This action is ongoing.
04.3.4 Advocate for improvements to the provision of underground power, broadband and mobile coverage across the community.					
4.3.4.1 Continue to lobby providers for improved telecommunication services and facilities in Kwinana, keep abreast of opportunities to influence planning (action name continued in software)	5.2 Elected Members	01/07/2016	30/06/2017	100	11/07/2017 - The NBN rollout is now underway in Kwinana.
4.3.4.2 Lobby for the enhancement of power services to underground power	5.2 Elected Members	01/07/2016	30/06/2017	100	11/07/2017 - New developments now have underground power.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.4.1 Undertake a review the City's Local Planning Strategy, Town Planning Scheme and sub-strategies to ensure that all development is sustainable.					
4.4.1.1 Review the Local Planning Strategy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	50	01/08/2017 - The draft Local Planning Strategy was advertised for 'pre-consultation' during 2015. All documents are being reviewed and a plan developed for completion of the strategy.
04.4.2 Encourage and promote the design of places of activity and enjoyment.					
4.4.2.1 Review the Liveable Neighbourhood Framework.	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	01/08/2017 - This action is undertaken as part of the subdivision and development application processes.
04.4.3 Develop and implement a Parking Strategy for the City that specifically addresses the City Centre and train station precincts.					
4.4.3.1 Prepare a Parking Strategy that considers parking needs and provision at key activity centres with the City Centre as a key priority	3.1.2 Strategic Planning	01/07/2016	30/06/2017	10	01/08/2017 - Preliminary work on parking in the City Centre has been undertaken, however this project as a whole has been deferred until the 2017/18 financial year.
04.4.4 Seek to provide a variety of housing choices in the City as part of the development of the Local Planning Strategy.					
4.4.4.1 Implement the Local Housing Strategy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	0	01/08/2017 - This action has been deferred and work will commence in the 2017/18 financial year.
4.4.4.3 Encourage Department of Housing/Landcorp to develop vacant government owned land	2.4 Economic Development	01/07/2016	30/06/2017	100	10/07/2017 - Economic Development has received preliminary approval from the Department of Local Government of a grant in the amount of \$100,000 towards further improvements behind the Pace Road Shops in Medina. The City also has a meeting scheduled with the Housing Authority to discuss the property in Medina
4.4.4.4 Manage and maintain City of Kwinana Aged Persons Accommodation	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	12/07/2017 - The City continues to maintain its Aged Care Facilities.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.4.6 Ensure that an appropriate density of development is achieved that accommodates projected population growth and is balanced against community expectations.					
4.4.6.1 Conduct consultation as part of the preparation of the Local Planning Strategy to review the community views regarding appropriate densities of development	3.1.2 Strategic Planning	01/07/2016	30/06/2017	25	01/08/2017 - Development of the Local Planning Strategy and Scheme will occur over the next 12-24 months. Council has been briefed on the proposed works schedule.
04.4.7 Take a proactive and strategic approach to planning for significant infrastructure needed for the future such as major road networks, waste disposal/recycling facilities.					
4.4.7.3 Implement the State Waste Plan and develop a strategic direction for the future of waste services in the City of Kwinana	3.5 Environmental Health	01/07/2016	30/06/2017	80	12/07/2017 - Awaiting the adoption of the Strategic Waste Management Plan before implementation.
04.4.8 Ensure that the City has significant input on planning and strategic growth decisions at the Regional and State level.					
4.4.8.1 Provide advice and comments on Regional and Strategic issue papers in relation to the social impacts of a changing community such as FIFO work and multicultural immigration	4.3 Community Development	01/07/2016	30/06/2017	100	10/07/2017 - Advocacy occurs as the need arises, for example, in response to the State Governments change in approach to the funding of Family Centres, issues surrounding homelessness, implementation of the National Disability Insurance Scheme and youth unemployment.
4.4.8.2 Make detailed submissions to State Government Planning Strategies and engage with the Department of Planning or other Government Authorities to promote the City's interests	3.1.2 Strategic Planning	01/07/2016	30/06/2017	100	04/07/2017 - City officers are continuing to monitor Strategic State Government Plans and Policies and provide comment when applicable.
04.4.9 Engage with developers on infrastructure and sustainability issues.					
4.4.9.1 Regularly engage with developers to communicate the City's priorities as part of new development	3.1.2 Strategic Planning	01/07/2016	30/06/2017	100	01/08/2017 - Recurring and one-off meetings with developers are held as a matter of course by City Officers.
04.5.1 Promote a clean City by ensuring that public areas and streetscapes are developed and maintained to a high standard.					
4.5.1.1 Remove rubbish from the City as part of the parks and reserves maintenance programs	1.3 Depot	01/07/2016	30/06/2017	100	11/07/2017 - All scheduled litter collection has been completed for this quarter
4.6.1.6 Implement a routine traffic survey program to identify locations throughout the City where routine traffic surveys will be carried out on a scheduled basis	1.1 Engineering	01/07/2016	30/06/2017	100	01/08/2017 - The traffic survey program has been implemented as planned.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.5.2 Develop and implement a Landscape and Streetscape Strategy.					
4.5.2.1 Review every two years the existing landscape maintenance agreements held with Main Roads Western Australia.	1.3 Depot	01/07/2016	30/06/2017	100	01/08/2017 - The agreements have been reviewed with no changes identified.
4.5.2.2 Develop a business case and proposal for a street tree database describing the species, size, age, location (GIS).	1.3 Depot	01/07/2016	30/06/2017	20	01/08/2017 - A decision on a database for street trees will be outlined within the Tree Management Strategy currently being developed by the Environmental Transformation working group.
4.5.2.3 Implement the actions of the Landscaping Strategy for the City of Kwinana	1.1 Engineering	01/07/2016	30/06/2017	100	29/06/2017 - All tree planting is complete. Street trees were planted along Johnson Road, Bertram and Thorpe Way, Butcher Street, Donaldson Road and Yeates Road in the Kwinana Industrial Area.
04.5.3 Implement the strategies outlined in the City of Kwinana's Graffiti Management Plan.					
4.5.3.1 Monitor and administer the Mobile Graffiti Reporting System	1.3 Depot	01/07/2016	30/06/2017	100	01/08/2017 - All data is now being uploaded to the WA Police website on a regular basis.
04.5.4 Encourage the maintenance of verges and enforce the upkeep of private properties to reflect a high level of community pride in the area.					
4.5.4.1 Actively apply the City's local laws related to the maintenance and upkeep of private properties to prevent nuisance	3.5 Environmental Health	01/07/2016	30/06/2017	100	12/07/2017 - This action is ongoing.
04.5.5 Develop and implement urban design guidelines to achieve a good standard of built form in the City.					
4.5.5.2 Complete the Residential Development Policy and Guidelines	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	01/08/2017 - The Residential Streetscape Policy was adopted by Council in April.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.6.1 Construct and maintain a safe system of roads that will account for future traffic volumes with an emphasis on improved design of intersections and traffic calming.					
4.6.1.1 Implement an inspection of rural road verges for encroaching vegetation and update annual pruning program	1.3 Depot	01/07/2016	30/06/2017	100	01/08/2017 - All verges have been inspected and future works have been included in next years budget.
4.6.1.2 Develop and implement a Road Shouldering Program	1.3 Depot	01/07/2016	30/06/2017	100	01/08/2017 - The road shouldering schedule has been completed.
4.6.1.3 Implement an annual inspection of high priority roads and identify any maintenance tasks	1.3 Depot	01/07/2016	30/06/2017	100	07/07/2017 - This action has been completed.
4.6.1.4 Implement the Depot Annual Maintenance Works Program	1.3 Depot	01/07/2016	30/06/2017	90	01/08/2017 - All major maintenance works were implemented as per the annual program with the exception of the following contactor programs being partly undertaken: - Road crack sealing - Footpath pressure cleaning - Street light repairs - Road shouldering
4.6.1.5 Implement the 10 year road resurfacing and road rehabilitation programs	1.1 Engineering	01/07/2016	30/06/2017	100	06/06/2017 - Resurfacing projects have been designed and constructed in accordance with the 10 year program where funding has been made available.
04.6.2 Construct and maintain a network of footpaths and cycle routes that enable residents to get where they need to go safely and easily.					
4.6.2.1 Coordinate the repairs of high priority defects identified from the 2015 footpath audit	1.3 Depot	01/07/2016	30/06/2017	100	01/08/2017 - High priority defects have been inspected and required repairs completed.
4.6.2.2 Implement the footpath, trails and cycleways forward works program	1.1 Engineering	01/07/2016	30/06/2017	100	01/08/2017 - The works program has been implemented as planned.

1 Strategic Community Plan 2015-2025 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.6.3 Advocate for continuous improvement of the State's public transport networks with increased frequency of bus services throughout the City and increased parking capacity at the train station.					
4.6.3.1 Carry out annual inspection of Bus Shelters and identify any maintenance tasks	1.3 Depot	01/07/2016	30/06/2017	100	01/08/2017 - The annual inspection of bus shelters has been completed with identified defects prioritised for repair.
4.6.3.2 Coordinate installation of Bus shelters/Facilities in conjunction with Public Transport Authority	1.1 Engineering	01/07/2016	30/06/2017	100	01/08/2017 - 3 shelters have been installed and completed in Honeywood, an additional shelter has been identified to be upgraded in the Skate Park location.
4.6.3.3 Lobby for the continual improvement of public transport in the City	5.2 Elected Members	01/07/2016	30/06/2017	100	12/07/2017 - This action is ongoing and occurs when needed.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
05.1.1 Ensure that the City's strategic direction, policies, plans, services and programs are aligned with the community's vision.					
5.1.1.1 Undertake biennial review of the City's Strategic Community Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	29/06/2017 - The Strategic Community Plan 2017-2027 was adopted by Council on 28/06/2017.
5.1.1.2 Undertake a full review of the City's Corporate Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	50	29/06/2017 - The Corporate Business Plan review is expected to be completed in late 2017.
5.1.1.3 Ensure the Corporate Plan and Strategic Community Plan are integrated into the Long Term Financial Plan, Workforce Plan and Asset Management Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	29/06/2017 - The most recent Corporate Business Plan is reflective of the City's Long Term Financial Plan and Workforce Plan. The Asset Management Plans are currently being worked on to increase their integration into the Plan for the Future.
5.1.1.4 Demonstrate achievements against the City's Plan for the Future in the Annual Report	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	01/08/2017 - The Annual Report for the 2015/2016 financial year was endorsed by Council in December 2016 and achievements were documented. The Annual Report for the 2016/2017 financial year is anticipated to be presented to Council in December 2017.
5.1.1.5 Conduct a biennial Community Perception Survey and utilise the results to inform the regular review of the Corporate Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	29/06/2017 - The community perception survey was completed last financial year, the results are being used to inform future planning at the City.
5.1.1.6 Complete the Strategy Integration Project	2.1 Governance and Civic Services	01/07/2016	30/06/2017	50	12/07/2017 - Initial mapping has taken place and a register has been created to indicate key relationships between strategically important documents. The project group is currently working through the register.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
05.1.2 Councillors enthusiastically represent the community, participate in activities and events, advocate the community's vision, encourage stakeholder involvement.					
5.1.2.1 Host key stakeholder functions throughout the year	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	01/08/2017 - A stakeholder function was held on the 11 May 2017. This event was to thank local volunteers from the local residents associations groups for all of their hard work in the local community. This event was attended by 37 members of the local associations, the citizen of the year and two freeman of the City. It was hosted by the Mayor and Councillors.
5.1.2.2 Develop relationships and work with both sides of Government, minority parties and relevant government agencies	5.2 Elected Members	01/07/2016	30/06/2017	100	12/07/2017 - Briefings to stakeholders in relation to the Indian Ocean Gateway are ongoing.
5.1.2.3 Facilitate Council Meetings in alternate locations to encourage community attendance	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	29/06/2017 - This action has been completed and will not continue in 2017/18.
05.1.3 Develop, implement and review communication and marketing strategies to aid the achievement of objectives, ensure the community are informed and engaged.					
5.1.3.2 Establish a Community Communications Plan and review biennially	2.2 Marketing and Communications	01/07/2016	30/06/2017	100	26/06/2017 - The Community Communications Strategy has been modified to reflect a change in organisational focus and has been renamed the Communications Action Plan. Many of the actions deriving from this plan are now underway or budgeted and planned for 2017/18.
05.1.4 Pursue continual improvement in Council facilities and services.					
5.1.4.1 Implement the findings of the Depot operations review	5.1 Executive	01/07/2016	30/06/2018	50	12/07/2017 - Implementation will commence later in 2017.
5.1.4.2 Create and implement a Local Law Renewal Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2018	50	01/08/2017 - The review of local laws is progressing well with two being reviewed, three completed and another three in final preparation for an elected members forum.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
05.1.5 Actively participate in regional planning, partnerships and projects in order to deliver better outcomes for the Kwinana community.					
5.1.5.1 Continue to support the South West Group and the National Growth Areas Alliance	5.1 Executive	01/07/2016	30/06/2017	100	29/06/2017 - The City has continued to support the South West Group in its lobbying program, briefing key political parties in the lead up to the March State election and in continuing research, workshop and conference activities. The City remains a member of the National Growth Areas Alliance.
05.1.6 Retain Quality Accreditation and participate in relevant benchmarking opportunities.					
5.1.6.1 Review ISO 9001 accreditation and consider the Business Excellence Framework	2.3 Human Resources	01/07/2016	30/06/2017	100	01/07/2017 - The City achieved transition status for the ISO 9001:2015 standard during the audit in May. The certification audit for the ISO 9001:2015 has been scheduled for September 2017.
5.1.6.2 Complete a compliance audit return each year	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	29/06/2017 - The compliance audit for 2016 was completed as required by 31 March 2017.
05.1.7 Lead the City through the organisation wide Transformation Program.					
5.1.7.1 Implement the Transformation Program	5.1 Executive	01/07/2016	30/06/2017	100	29/06/2017 - Multiple projects are currently underway and the content of the Transformation Program Blueprint has been reviewed and endorsed by the Transformation Team and is awaiting formatting. Projects have also been added to the City's corporate planning software to enable highlight reports to the Transformation Team.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
05.2.1 Undertake community visioning processes to ensure that the Strategic Community Plan is aligned to community aspirations.					
5.2.1.1 Undertake community visioning processes to formulate the new strategic community plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	<p>12/07/2017 - This action is complete.</p> <p>The City undertook the following to complete the community visioning process required in the review of the Strategic Community Plan:</p> <ul style="list-style-type: none"> - Online Survey - Visioning Workshops - Visioning Stall at community events and markets
05.2.2 Develop strong relationships with stakeholders and encourage open feedback on priority areas for the City of Kwinana.					
5.2.2.1 Undertake community consultation before significant new services are implemented	5.1 Executive	01/07/2016	30/06/2017	100	<p>29/06/2017 - The new Community Engagement Policy has been developed and adopted by Council and a work procedure has been developed to assist with the implementation across the organisation. This is now being rolled out across the organisation and is being embedded into documents such as the Council report template and is required to be considered in all projects.</p>
05.2.3 Conduct an annual review of the City's Corporate Plan					
5.2.3.1 Oversee the annual review of the City's Corporate Plan and provide direction to staff on Council's areas of priority	2.1 Governance and Civic Services	01/07/2016	30/06/2017	50	<p>29/06/2017 - The Corporate Business Plan review is expected to be adopted in late 2017.</p>
06.1.1 Develop, implement and continuously review the City's Long Term Financial Plan.					
6.1.1.3 Prepare the Annual Budget for adoption	2.7 Finance	01/07/2016	30/06/2017	100	<p>01/08/2017 - The budget is ready for adoption and will be presented at the Special Council Meeting held 5 July 2017.</p>
6.1.1.4 Ensure that the City of Kwinana articulates its debt strategy within the Long Term Financial Plan	2.7 Finance	01/07/2016	30/06/2017	100	<p>05/07/2017 - The Long Term Financial Plan 2016 - 2035 has been adopted by Council on 28 September 2016.</p>

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
06.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management systems.					
6.1.2.1 Continue to ensure Fair Value Accounting in liaison with the Department of Local Government and in AASB13.	2.7 Finance	01/07/2016	30/06/2017	25	05/07/2017 - The City has engaged valuers to provide a fair value valuation for Land and Building assets as required for 2016/17 financial statements.
6.1.2.3 Undertake Financial Management Review of the appropriateness and effectiveness of the financial management systems and procedures in accordance with Local Government (Financial Management) Reg	2.7 Finance	01/07/2016	30/06/2017	100	01/08/2017 - The final audit report was received and presented to Council at the Ordinary Council Meeting held on 28 June 2017.
6.1.2.4 Distribute debtor invoices electronically to improve processing and customer service	2.7 Finance	01/07/2016	30/06/2017	50	01/08/2017 - Email functionality is now available within the module however testing to date has been unsuccessful and is still ongoing.
06.1.3 Ensure 'value for money' in purchasing and tendering.					
6.1.3.1 Create a Procurement Strategy	2.8 Contracts and Procurement	01/07/2016	30/06/2017	20	01/08/2017 - The Organisational Procurement Strategy is in the development stage and will consider other procurement initiatives.
06.1.4 Monitor the City's rating system to ensure it is responsive to the cost of living and provides flexibility and fairness for all.					
6.1.4.1 Implement new software to automate the fortnightly and weekly direct debit payment options	2.7 Finance	01/07/2016	30/06/2017	90	29/06/2017 - This action is ongoing and will be reviewed for implementation in 2017/18.
6.1.4.2 Review the process to change the method of rating for residential land use properties within current rating of UV to GRV	2.7 Finance	01/07/2016	30/06/2017	50	29/06/2017 - This action is ongoing and will be reviewed for implementation in 2017/18.
6.1.4.3 Commence investigation of properties with a commercial or industrial land use within current rating of UV	2.7 Finance	01/07/2016	30/06/2017	50	29/06/2017 - This action is ongoing and will be reviewed for implementation in 2017/18.
6.1.4.4 Conduct a land use audit for the City of Kwinana	2.7 Finance	01/07/2016	30/06/2018	0	29/06/2017 - This action is awaiting completion of the land data project and will be reviewed for implementation in 2017/18.
06.1.5 Maximise external funding of infrastructure projects.					
6.1.5.1 Make applications to funding bodies to maximise external funding for the City's projects	5.1 Executive	01/07/2016	30/06/2017	100	12/07/2017 - This is an ongoing action.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
06.2.1 Lobby to increase the level of State, Federal and Corporate funds for projects of local and regional significance to assist with sustainable infrastructure and program development in the City.					
6.2.1.1 Continue to develop State and Federal Governments partnerships to facilitate local services and projects	5.1 Executive	01/07/2016	30/06/2017	100	<p>01/08/2017 - The City continues to work closely with a number of government departments in delivering programs, seeking grant funding, assisting local sporting and recreation clubs.</p> <p>The City works with the Department of Local Government and Communities in delivering a local parks project, with the WA Health Department in monitoring the health status of residents of the City and with other local authorities in collaboration with the Department of Parks and Wildlife in respect to the trails program.</p> <p>The City liaises with the Disability Services Commission in relation to the National Disability Insurance Scheme and actions around the Disability Access and Inclusion Plan.</p> <p>Funding partnerships have been established with Department of Sport and Recreation and Lotterywest to undertake the development of a new Outdoor Youth Space at Calista Oval.</p> <p>The City works closely with the Department of Child Protection on youth homelessness funding issues.</p> <p>Relationships also exist with both spheres of government with regard to the delivery of children's programmes - Bright Futures Children's Service and holiday programmes.</p>

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
06.3.1 Develop the City's Land Asset Management Plan and acquire, manage and dispose of Council land assets on the basis of the adopted recommendations.					
6.3.1.1 Finalise the Land Asset Retention and Disposal Strategy	2.4 Economic Development	01/07/2016	30/06/2017	50	01/08/2017 - City staff have been attempting to identify opportunities for land-use planning on an ongoing basis.
6.3.1.2 Implement the Land Asset Retention and Disposal Strategy	2.4 Economic Development	01/07/2016	30/06/2017	50	01/08/2017 - City staff have been attempting to identify opportunities for land-use planning on an ongoing basis.
06.3.2 Review lease systems and property management processes.					
6.3.2.1 Annually review the lease management Policy and procedures	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	12/07/2017 - The lease policies and procedures have been reviewed during the financial year.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
06.4.1 Continue to manage and develop good working relationships with stakeholders to achieve improved and beneficial outcomes for the community.					
6.4.1.1 Continue to pursue mutually beneficial corporate sponsorship opportunities and grant funding opportunities	5.1 Executive	01/07/2016	30/06/2017	100	<p>01/08/2017 - Work towards this action over the last quarter has occurred in the form of:</p> <ul style="list-style-type: none"> - The City secured 2 grants during the 2016/2017 financial year. The Department of Local Government and Communities \$1000 for Thank a Volunteer Day 5th Dec 2016, and Volunteering WA/Lotterywest National Volunteer Week Grants Program for Thank A Volunteer Week 2017 - \$1000. - The City was successful in obtaining grant funding for a series of projects including salary support for the Club Development Officer position, KidSport, SilverSport, and the Sport and Recreation Education Seminar Series. - Funding of \$1320 was secured towards fees for authors and illustrators from the Children's Book Council of Western Australia for Children's Book Week, which takes place in August 2017. - Grants and sponsorship sourced for City wide events through corporate sponsors include Healthway, Lotterywest, Alcoa, CSBP, Fremantle Ports, KIC and PEET Ltd. - Funding from the Office of Prime Minister and Cabinet and BHP was secured for the NAIDOC 2017 events. - Sponsorship agreements with Mitsui, Coogee Chemicals and Alcoa are in place to support the annual Youth Festival event and the Leadership Youth Respect in Kwinana (LYRIK) program.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.4.1.2 Continue to engage with stakeholders to encourage economic development in Kwinana	2.4 Economic Development	01/07/2016	30/06/2017	100	01/08/2017 - The City and the Rockingham/Kwinana Chamber of Commerce worked together to host a Business Breakfast at the Darius Wells on 14 February 2017 to promote the outer harbour.
06.4.2 Maximise efficiencies by actively promoting resource sharing with Local Governments.					
6.4.2.1 Continue to actively seek resource sharing opportunities with the other organisations	5.1 Executive	01/07/2016	30/06/2017	100	29/06/2017 - Resource sharing opportunities in the areas of Emergency Services, Environment, Community Development and Environmental Health are continuing.
06.5.1 Ensure internal organisational policies and procedures are aligned to the achievement of the community and corporate vision.					
6.5.1.1 Ensure that reports to Council require consideration of the implications for the Strategic Community Plan and Corporate Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	29/06/2017 - All Council Reports include consideration of implications for the Strategic Community Plan and Corporate Business Plan.
6.5.1.2 Ensure all actions of the Plan for the Future are included in the Long Term Financial Plan and annual budgets	2.7 Finance	01/07/2016	30/06/2017	100	05/07/2017 - The Long Term Financial Plan 2016 - 2035 has been adopted by Council on 28 September 2016.
6.5.1.3 Engineering design cost estimates to be revised and updated annually	1.1 Engineering	01/07/2016	30/06/2017	100	06/06/2017 - Design cost estimates have been revised as planned.
6.5.1.4 Conduct a financial systems review to improve efficiencies and ensure the automation of financial reporting	2.7 Finance	01/07/2016	30/06/2017	10	05/07/2017 - New Finance Manager was appointed at the end of June. Review to occur in the coming months.
6.5.1.5 Review the establishment of an internal audit services for consideration by Council for inclusion in the City's Workforce Plan and Long Term Financial Plan	5.1 Executive	01/07/2016	30/06/2017	100	04/07/2017 - Council endorsed the advertising of an independent audit committee member. The selection panel undertook interviews of the shortlist of applicants and identified the preferred candidate. Council appointed the independent audit committee member at the 28 June Ordinary Council Meeting.
07.1.1 Workforce Planning					
7.1.1.1 Review and implement the Workforce Plan on an annual basis ensuring outcomes are included into the Long Term Financial Plan	2.3 Human Resources	01/07/2016	30/06/2017	99	01/07/2017 - The draft Workforce Plan 2017 - 2022 has been prepared. The plan is awaiting final review.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
07.1.2 Retention of current staff					
7.1.2.1 Implement the Retention Strategy	2.3 Human Resources	01/07/2016	30/06/2017	50	01/07/2017 - The Retention Strategy is currently being reviewed. The highest priority actions from the strategy will be included in the Workforce Plan and an action plan to deliver these priorities will be developed.
7.1.2.3 Explore promoting greater work flexibility for all employees	2.3 Human Resources	01/07/2016	30/06/2017	50	01/07/2017 - Exploring greater work flexibility forms part of the Retention Strategy which is currently being reviewed.
07.1.3 Attraction, selection recruitment of future staff					
7.1.3.1 Continue to monitor market trends in remuneration and conditions and offer packages that are competitive for negotiated salary positions	2.3 Human Resources	01/07/2016	30/06/2017	100	01/07/2017 - This is ongoing with the HR team collating data on a weekly basis.
07.1.4 Feedback Systems					
7.1.4.1 Measure employee satisfaction through employee surveys and incorporate results into supporting strategies and plans	2.3 Human Resources	01/07/2016	30/06/2017	60	01/08/2017 - The City's Staff Values Action Plan is currently in draft form awaiting final confirmation.
7.1.4.2 Review and improve employee exit processes to ensure major issues are identified and used to facilitate improvements within the organisation	2.3 Human Resources	01/07/2016	30/06/2017	100	01/08/2017 - Staff who have resigned from the City undertake an exit interview with a staff member from HR. The reasons for departure are captured and statistical data is prepared and included in the Workforce Plan. Actions to address the reasons for departure will be recorded in the action plan taken from the Retention Strategy.
07.1.5 Safe Work					
7.1.5.1 Maintain and improve OSH policies and procedures	2.3 Human Resources	01/07/2016	30/06/2017	25	01/08/2017 - A range of new guidelines and improvements are in progress.
7.1.5.2 Continue to implement an ongoing monitoring and treatment program for any City assets that may contain asbestos	1.2 Building Assets	01/07/2016	30/06/2017	100	01/08/2017 - Asbestos treatment is being carried out in accordance with the Asbestos Management Plan and Long Term Financial Plan.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
07.2.1 A workforce that meets current and future skills need					
7.2.1.1 On an annual basis conduct a Training Needs Analysis (TNA)	2.3 Human Resources	01/07/2016	30/06/2017	100	29/06/2017 - The Training Needs Assessment has been completed along with the Corporate Training Plan and 50% of Departmental Training Plans have been completed.
07.2.2 Succession Planning					
7.2.2.1 Prepare individual career development plans for staff and implement career succession plans	2.3 Human Resources	01/07/2016	30/06/2017	100	29/06/2017 - As tasked 50% of departments have had a training plan implemented, which caters for individuals at all levels.
07.3.1 Culture Appreciation & Staff Values.					
7.3.1.1 Continue to embed the organisational values that drive the development of the desired organisational culture needed to implement the Transformation Program	5.1 Executive	01/07/2016	30/06/2017	100	29/06/2017 - A second round of "Living Our Values" workshops was held and a report prepared for the Executive with recommendations for action provided.
07.4.1 Integrated Performance Management					
7.4.1.1 Review and update staff appraisals to link Strategic and Corporate Actions and KPIs with individual work plans and performance	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	01/08/2017 - This will be achieved through the Team Business Planning process. When assigning actions to staff, Managers will consider the actions highlighted in performance reviews.
07.5.2 Innovative Management					
7.5.2.1 Actively promote programs within the current reward and recognition guidelines	2.3 Human Resources	01/07/2016	30/06/2017	100	01/07/2017 - HR are exploring many avenues or opportunities to promote the Celebration and Recognition policy and working very closely with the Marketing department to include information of the staff intranet (The Hub). This is ongoing.
07.6.1 Systems development					
7.6.1.1 Develop the eLearning component of Civica	2.3 Human Resources	01/07/2016	30/06/2018	100	01/07/2017 - HR are currently exploring other e-Learning systems in conjunction with IT's re-assessment of the City's current systems.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
08.1.1 Improve the long term sustainability of City of Kwinana plant, facilities and infrastructure through detailed planning and design prior to construction.					
8.1.1.1 Conduct an analysis of the appropriate software system for the recording of plant and fleet servicing and repairs history	1.3 Depot	01/07/2016	30/06/2017	20	01/08/2017 - In liaison with neighbouring local authorities as to the Fleet, Plant and Machinery software they have acquired.
8.1.1.2 Annually review the 20 Year Civil Works Program	1.1 Engineering	01/07/2016	30/06/2017	5	01/08/2017 - An in depth review of the works program will be undertaken following the appointment of an Infrastructure Asset Management Technical Officer. This task is anticipated to be completed during the first half of 2017/18 financial year.
8.1.1.3 Ensure energy, water and waste minimisation strategies are considered when planning, designing and constructing new City buildings	3.4 Environment	01/07/2016	30/06/2017	100	01/08/2017 - Solar power systems and water metering are being added systematically. The policy is being tested regarding new facility sustainability inclusions (Green Building Policy).
08.1.2 In the City's Long Term Financial Plan account for the cost of construction, operation, maintenance and refurbishment of the City's assets, plant purchases and replacements.					
8.1.2.1 Implement Asset Management Plans for all of the City's Civil Infrastructure	1.1 Engineering	01/07/2016	30/06/2017	30	01/08/2017 - This task will be completed following the appointment of Asset Management team staff. This is anticipated early in the 2017-18 financial year.
8.1.2.2 Review Asset Management Plans for all of the City's Civil Infrastructure	1.1 Engineering	01/07/2016	30/06/2017	100	01/05/2017 - Review of Asset Management Plans for all of the civil infrastructure asset categories was completed in February 2017.
8.1.2.3 Review the Depot plant for maximum utilisation in consultation with the Finance Team	1.3 Depot	01/07/2016	30/06/2017	100	06/07/2017 - Budgeted Plant Hours - 35,900 Actual Plant Hours - 32,933 Year to Date Variance - 5.5%
8.1.2.4 Review and update the 20 Year Depot Long Term Financial Plan prior to the Capital Budget process	2.4 Economic Development	01/07/2016	30/06/2017	0	10/07/2017 - To be reviewed in late 2017 to inform 2018/19 budget development.
8.1.2.5 Review and update the Depot 10 Year replacement program for plant and equipment prior to the Capital Budget process	1.3 Depot	01/07/2016	30/06/2017	100	12/07/2017 - Pending the amended acquisition categories to the HR vehicle Policy approval by Executive Team.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
08.1.3 Review and continue to implement the Asset Management Strategy.					
8.1.3.1 Implement the actions set out within the Parks and Reserves Asset Management Plan	1.3 Depot	01/07/2016	30/06/2017	100	01/08/2017 - Actions in this plan for 2016/17 are complete.
8.1.3.2 Implement GIS mapping for Public Health services	3.5 Environmental Health	01/07/2016	30/06/2017	100	01/08/2017 - The attachment of waste and recycling layers to GIS is complete.
8.1.3.3 Develop a business case and proposal for a street tree database describing the species, size, age, location (GIS).	1.3 Depot	01/07/2016	30/06/2017	50	01/08/2017 - The Depot Service Delivery Analysis Recommendation Report provides supporting evidence towards the business case for tree management software, which is being investigated under the Tree Management Strategy Project under the Environment Transformation Stream.
8.1.3.4 Review and update the Parks and Reserves Asset Management Plan annually	1.3 Depot	01/07/2016	30/06/2017	100	01/08/2017 - The Parks and Reserves Asset Management Plan 2016 has been reviewed for this financial year.
8.1.3.5 Implement GIS mapping for drainage, bores, street lighting, footpaths, roads & bus shelters	1.1 Engineering	01/07/2016	30/06/2018	5	01/08/2017 - Task to be completed following appointment of Asset Management team staff, anticipated early 2017-18 financial year.
8.1.3.6 Establish, implement and engage service and maintenance schedules at the Recquatic to comply with WA Health Department regulations and equipment compliance	4.7 Recquatic	01/07/2016	30/06/2017	100	07/07/2017 - A Request for quote went out to market in June. The time frame for going out to the market has closed. Evaluations will take place the first week of July and the contract awarded.
08.1.4 Ensure land developments and associated infrastructure are designed and constructed in accordance with the City's specifications.					
8.1.4.1 Develop Landscape Construction Specifications for Developer Guidelines	1.1 Engineering	01/07/2016	30/06/2017	100	29/06/2017 - This action is ongoing. No significant updates have occurred over the last quarter.
8.1.4.2 Engineering standards and specifications will be reviewed and updated as changes and new information becomes available from Australian Standards and other relevant authorities	1.1 Engineering	01/07/2016	30/06/2017	100	01/08/2017 - Changes have been incorporated into City Standard drawings by June 2017.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
08.1.5 Optimise the use of Council owned buildings through good site selection for new facilities, ensuring facility design and fit out meets community needs.					
8.1.5.1 Lead the regular review of the Community Infrastructure Plan, ensure active engagement with the community regarding facility design and program development	4.3 Community Development	01/07/2016	30/06/2017	100	01/08/2017 - The Community Infrastructure Plan has been reviewed and community consultation has occurred on two projects prior to implementation: - Bertram Oval amenities block. - Wellard Pavilion store room extension.
08.1.6 Oversee the asset management and maintenance of Council buildings.					
8.1.6.1 Maintain and implement the Asset Management Plan for City buildings	1.2 Building Assets	01/07/2016	30/06/2017	100	01/08/2017 - The Asset Management Plan for Buildings has been reviewed for this financial year.
09.1.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse.					
9.1.1.1 Implement the recommendations of the Southern Metropolitan Regional Council's Strategic Waste Management Plan 2015-2020	3.5 Environmental Health	01/07/2016	30/06/2017	50	01/08/2017 - State Waste Plan goals have been included in the City's draft Strategic Waste Management Plan.
9.1.1.2 Implement the Garage Sale Trail program	3.5 Environmental Health	01/07/2016	30/06/2017	100	12/07/2017 - 46 residents registered with Garage Sale Trail on 22 Oct 2016.
9.1.1.3 Complete the Waste project from the Transformation Program	3.5 Environmental Health	01/07/2016	30/06/2017	100	12/07/2017 - This action is ongoing.
09.2.1 Provide Ranger Services in line with stakeholder expectations to ensure a safer community					
9.2.1.1 Ensure City Assist implement the requirements of the Off Road Vehicle Act in partnership with the police and neighbouring local government City Assist	3.3 Essential Services	01/07/2016	30/06/2017	100	11/07/2017 - This action is ongoing.
9.2.1.2 Review and improve City Assist operating systems	3.3 Essential Services	01/07/2016	30/06/2017	100	11/07/2017 - Improvements for City Assist operating systems have been included in the ICT Strategic Plan.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
09.3.1 Provide Emergency Services in line with stakeholder expectations to ensure a safer community					
9.3.1.1 Ensure Local Emergency Management Plans are reviewed and maintained	3.3 Essential Services	01/07/2016	30/06/2017	100	11/07/2017 - This action has been completed.
9.3.1.2 Investigate the necessity and legislative requirements of the Community Services and Emergency Relief Reserve	3.3 Essential Services	01/07/2016	30/06/2017	20	11/07/2017 - Only the work completed in the Business Continuity Plan and the Local Emergency Management Arrangements have been addressed.
9.3.1.3 Map and rate bushfire hazards	3.3 Essential Services	01/07/2016	30/06/2017	40	01/08/2017 - The City is working with Department of Fire & Emergency Services and we are working with Department of Fire and Emergency Services Mitigation Branch to implement the States Bush Fire Hazard Mapping into City of Kwinana processes. This means one system will be used by the State and City of Kwinana to map all bush fire hazards.
9.3.1.4 Update and maintain the City's firebreak plans in conjunction with Fire Management Plans	3.3 Essential Services	01/07/2016	30/06/2017	80	11/07/2017 - No updates to this action have occurred over the last quarter due to current season.
9.3.1.5 Identify, develop and review suitable programs for the Kwinana community addressing such areas as AWARE, Bushfire Ready Action Groups, smoke alarms, programmed fuel reduction burning, fire per	3.3 Essential Services	01/07/2016	30/06/2017	90	01/08/2017 - The Volunteer Bush Fire Brigades held summer safety/prevention stalls at Community Street Meets with Career and Volunteer Fire & Rescue .These locations were at Wellard (Homestead Ridge), Windsor Hills (Orelia), Wandi and the Kwinana Fair.
9.3.1.6 Assist in the preparation of plans and procedures for managing hazards on unallocated Crown Land/unmanaged Reserves	3.3 Essential Services	01/07/2016	30/06/2017	100	11/07/2017 - Fuel load assessments have been completed with Department of Fire and Emergency Services (DFES) in contribution to the plans and procedures.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
09.4.1 Use the latest technology and partner with other agencies to provide quality services, collections and programmes that meet the needs of the community.					
9.4.1.1 Further develop and implement the Library Local History Plan	4.6 Library	01/07/2016	30/06/2017	100	01/08/2017 - The City has implemented a number of initiatives in keeping with the goals of the Local History Plan. Some examples of this include Find My Ancestry genealogy sessions, Scan the Clan sessions assisting the public with scanning their photographs and creating a more formalised arrangement for the use of local history volunteers to carry out continued research in this area. The Voices of Kwinana blog was moved to a locally hosted setup, to allow for greater flexibility and customisation in making digital resources available.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
9.4.1.2 Further develop and implement the Library Youth Services Strategic Plan and the provision of literacy and youth programs	4.6 Library	01/07/2016	30/06/2017	100	<p>01/08/2017 - The City has held the following programs over the quarter:</p> <p>1 visit to Medina Primary School for Mathletics, 1 excursion by Mathletics students from Medina and Bertram to the library. Reading Eggs has successfully been incorporated into the Homework Club.</p> <p>Childrens Book Week: Schools have booked into the sessions. Bus services for classes requiring transport to be provided have been organised.</p> <p>Storytime: 22 Sessions. 466 Participants Toddlertime: 11 Sessions. 214 Participants Rhymetime: 11 Sessions. 118 Participants Toy Library: 92 members used the Toy library. 218 toys borrowed 48 members (average per month during the quarter)</p> <p>Your Tutor Service: 48 tutorials. Homework Club: Unknown for this quarter. Teen Club: 11 Sessions. 101 Participants Parenting Group: 1 session. 2 sessions cancelled. 3 parents attended.</p>
9.4.1.3 Further develop and implement the Library E-Services Strategic Plan	4.6 Library	01/07/2016	30/06/2017	100	<p>01/08/2017 - A large-format keyboard was purchased for assisting those with difficulty seeing the characters on regular keyboards. The E-services Librarian also provided support for changing the local history blog over to a local hosting arrangement.</p>
9.4.1.4 Review and implement the Library Collection Development Guidelines	4.6 Library	01/07/2016	30/06/2017	100	<p>01/08/2017 - A desktop review has been completed.</p>
9.4.1.5 Further develop and implement the Library Adult Services Plan and the provision of literacy and lifelong learning programs and potential grant funding	4.6 Library	01/07/2016	30/06/2017	100	<p>12/07/2017 - This action is ongoing.</p>

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
09.5.1 Champion a positive work culture that leads, values and supports its people and to develop a strong team culture within the organisation to provide dynamic.					
9.5.1.1 Review the Customer Service Charter	2.6 Customer Services	01/07/2016	30/06/2017	100	01/08/2017 - This action will commence later in 2017.
9.5.1.3 Review the CRM system to ensure better reporting	2.6 Customer Services	01/07/2016	30/06/2017	50	01/08/2017 - A CRM Health check was completed as part of the Authority Renewal project.
9.5.1.4 Advance the use of new technology such as online lodgement of planning and building applications (eServices)	2.6 Customer Services	01/07/2016	30/06/2018	100	31/05/2017 - Lodgment of both building and planning applications are complete.
9.5.1.5 Enable eServices for dog and cat registrations.	2.6 Customer Services	01/07/2016	30/06/2017	100	01/08/2017 - Animal Registration renewals are complete. New registrations are currently being tested and issues are being managed.
9.5.1.6 Create a Knowledge Base to enable City Officers to provide a higher level of customer service to the community	2.6 Customer Services	01/07/2016	30/06/2017	20	31/05/2017 - Index and prioritisation of required fact sheets has begun.
9.5.1.6 Implement Call Centre Technology to improve customer service within the City	2.6 Customer Services	01/07/2016	30/06/2017	20	01/08/2017 - A premium call centre package is online, this action will progress further in 2017/18.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
09.6.1 Engage, support, resource and inspire educators to work collaboratively with families to ensure each child reaches their full potential.					
9.6.1.1 Achieve a National Quality Framework (NQF) compliance for Family Day Care	4.9 Family Day Care	01/07/2016	30/06/2017	100	01/08/2017 - The Family Day Care continues to provide services that are compliant with the National Quality Framework.
9.6.1.3 Provide services to support access to FDC for Aboriginal parents	4.9 Family Day Care	01/07/2016	30/06/2017	100	01/08/2017 - This service is running extremely well with many aboriginal families accessing the service with excellent results.
9.6.1.4 Monitor the new funding model for the FDC Service and examine the most cost effective provision of corporate services	4.9 Family Day Care	01/07/2016	30/06/2017	100	01/08/2017 - The current structure is working well and the fees will remain the same for another financial year with predictions to be that the fee may rise in the 2018/19 financial year.
9.6.1.5 Review service policies with input from educators, staff and families	4.9 Family Day Care	01/07/2016	30/06/2017	95	01/08/2017 - Service policies and procedures have been highlighted as a high priority and a plan will be put in place to have this done before the end of 2017.
9.6.1.6 Review all the systems and processes used to provide in-home care	4.9 Family Day Care	01/07/2016	30/06/2017	95	01/08/2017 - The policies and procedures for In-home Care are currently being reviewed.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
10.1.1 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City.					
10.1.1.2 Review infrastructure costs for DCA's	3.1.2 Strategic Planning	01/07/2016	30/06/2017	75	01/08/2017 - Community infrastructure costs were reviewed in 2015 and preparation is underway for 2017 review. Standard infrastructure costs for DCA1 is approximately 90% complete. Standard infrastructure costs for DCAs 2-7 is approximately 90% complete.
10.1.1.3 Undertake regular reviews of the City's Developer Contribution Schemes in accordance with State Planning Policy 3.6 and the City's Scheme	3.1.2 Strategic Planning	01/07/2016	30/06/2017	75	04/07/2017 - All of the City's Developer Contribution Plans are under review at present through Amendments 100A, 132A and 145 to Town Planning Scheme No. 2. These amendments are in various stages of completion.
10.1.1.4 Complete the review of the Local Planning Strategy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	25	01/08/2017 - The informing studies are to be completed during 2017/18 and the Local Planning Strategy during 2018/19.
10.1.1.5 Complete the Land Data Project	3.1.1 Statutory Planning	01/07/2016	30/06/2017	75	01/08/2017 - The project team is to finalise appropriate land data and attributes at next team meeting.
10.1.1.6 Review the Residential Development Guidelines	3.1.1 Statutory Planning	01/07/2016	30/06/2017	75	01/08/2017 - A review of documentation is currently being undertaken.
10.2.1 Deliver high quality services to internal and external customers in the assessment of applications and inspection of buildings.					
10.2.1.1 Ensure Building Compliance across the City	3.2 Building Services	01/07/2016	30/06/2017	100	01/08/2017 - This action is ongoing.
10.2.1.2 Review and ensure efficient Building processes	3.2 Building Services	01/07/2016	30/06/2017	100	01/08/2017 - Online submissions are now available to make the process more efficient.
10.2.1.3 Complete a desktop review of City Buildings for function and use	3.2 Building Services	01/07/2016	30/06/2017	0	01/08/2017 - This action has been deferred until 2017/18.
10.2.1.4 Review existing City Buildings and incidental structures for compliance	3.2 Building Services	01/07/2016	30/06/2017	75	01/08/2017 - This action is ongoing.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
10.3.1 Provide services and advice to the community and all stakeholders to comply with statutory obligations to achieve a healthy community and environment.					
10.3.1.1 Review processes in place to guarantee health compliance at all events annually	3.5 Environmental Health	01/07/2016	30/06/2017	100	01/08/2017 - This action is ongoing and occurs as needed.
10.3.1.2 Carry out all scheduled inspections	3.5 Environmental Health	01/07/2016	30/06/2017	100	01/08/2017 - All scheduled inspections for the quarter have been completed.
10.3.1.3 Review the City of Kwinana health policies and procedures as a result of the introduction of the Public Health Plan and any associated delegations or authorisations	3.5 Environmental Health	01/07/2016	30/06/2017	100	01/08/2017 - This action is complete.
10.3.1.4 Prepare a Risk and Hazard Management Plan that considers the City's asbestos risk program, known contaminated sites, exclusion zones, rapid response and safety	3.5 Environmental Health	01/07/2016	30/06/2018	75	12/07/2017 - A draft Contaminated Sites Strategic Plan has been completed, further review is required before reporting to Council.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
11.1.1 Lead the development and management of the City's contractual arrangements.					
11.1.1.1 Implement a software system for Local Suppliers	2.8 Contracts and Procurement	01/07/2016	30/06/2017	30	01/08/2017 - Supplier and system option investigation is ongoing with the aim to implement a system within the 2017/18 financial year.
11.1.1.2 Implement the centralised procurement function	2.8 Contracts and Procurement	01/07/2016	30/06/2017	100	01/08/2017 - This action was completed in June 2016, Request for Formal Quotations are centralised to the Contracts and Procurement Team. Operational leasing arrangements and consultancy engagement is also centralised to the Contracts and Procurement Team.
11.1.1.3 Implement and monitor a service level agreement to ensure a timely tender process	2.8 Contracts and Procurement	01/07/2016	30/06/2017	100	01/08/2017 - Monitoring of tender critical dates is reviewed and discussed at monthly team meetings. Delays communicated to stakeholders.
11.1.1.4 Provide training and workshops to increase the level of active contract management by staff	2.8 Contracts and Procurement	01/07/2016	30/06/2017	100	01/08/2017 - Ongoing Contract Management training will be provided by both internal staff members and external training providers as required.
11.2.1.1 Create a Procurement Strategy	2.8 Contracts and Procurement	01/07/2016	30/06/2017	20	01/08/2017 - The Organisational Procurement Strategy is in the development stage and will consider other procurement initiatives.
11.2.1.2 Provide training and continuously develop the Online Requisition enhancement throughout the whole organisation	2.8 Contracts and Procurement	01/07/2016	30/06/2017	100	01/08/2017 - New staff training and refresher training is provided on an ongoing basis. The re-launch of the updated purchasing procedures will facilitate a whole of organisation refresher training program.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
11.3.1 Working in close partnership with suppliers, enable better utilisation of computer technology and systems to optimise operational efficiency and business value.					
11.3.1.1 Review ICT customer service and conduct a customer survey annually	2.9 ICT	01/07/2016	30/06/2017	0	01/08/2017 - A survey will be done 1-2 months after systems have been migrated from the City's external provider to on-premise. The City expects to have systems back on-premise around September.
11.3.1.2 Increase business value from the 'Authority' system by maintaining staff knowledge of the system and enhancements	2.9 ICT	01/07/2016	30/06/2017	100	01/08/2017 - The City is currently updating Authority templates.
11.3.1.3 Improve the Geographical Information System (GIS)	2.9 ICT	01/07/2016	30/06/2017	100	01/08/2017 - This action is ongoing.
11.3.1.4 Utilise ICT equipment to improve Mobile Computing and Work from Home options	2.9 ICT	01/07/2016	30/06/2017	100	01/08/2017 - The City has upgraded its mobile computing hardware.
11.3.1.5 Investigate opportunities for improved internal and external customer service arising from advances in technology, social media, mobility and cloud computing	2.9 ICT	01/07/2016	30/06/2017	100	01/08/2017 - Opportunities for improvement have been identified in the IT Strategic Plan.
11.3.1.6 Complete a 3 year IT Strategy that will facilitate achievement of the Transformation Program and an IT Disaster Recovery Plan for inclusion in the Long Term Financial Plan	2.9 ICT	01/07/2016	30/06/2017	100	01/08/2017 - This action is complete.
11.3.1.7 Develop the new helpdesk system	2.9 ICT	01/07/2016	30/06/2017	100	01/08/2017 - Further development occurs as part of tasks and job requests.
11.3.1.8 Complete the Authority Renewal project.	2.9 ICT	01/07/2016	30/06/2017	50	01/08/2017 - This action has been deferred.

2 Corporate Business Plan 2016-2021 - Period 1/04/2017 to 30/06/2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
11.4.1 To provide a modern, compliant, secure and accessible records management service and facilitate staff training in records systems, processes and responsibilities.					
11.4.1.1 Develop the TRIM document management system, promote its use throughout the organisation and integrate it with the City's other systems	2.5 Records	01/07/2016	30/06/2017	75	01/08/2017 - The upgrade of the City's records management system was implemented in April 2017. Initial training was delivered and is being complimented by on going team specific training.
11.4.1.2 Review the Recordkeeping Plan.	2.5 Records	01/07/2016	30/06/2017	100	01/08/2017 - The Recordkeeping Plan has been granted a five year approval which expires in 2021.
11.4.1.4 Ensure Business Continuity and Disaster Recovery Plans / Procedures remain current to comply with relevant legislation	2.5 Records	01/07/2016	30/06/2017	100	01/08/2017 - These plans are reviewed and approved by the State Records Commission in conjunction with the Recordkeeping Plan Review. Any variables occurring in the interim are reported to the State Records Commission.

City Risk Register



Risk Themes	Risk Event/ Description	Risk Effect/ Impact	Risk Assessment Context	Consequence	Likelihood	Rating (before treatment)	Risk treatments in place	Rating (after treatment)	Risk treatments required/Response	Risk owner	Risk Status	Comments
Misconduct	Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority.	Reputation	Operational	Moderate	Possible	Moderate	Reduce - mitigate risk	Low	Public Interest Disclosure (PID) Process Review	Manager Human Resources	Open	The City's process relating to the compliance to Public Interest Disclosure has been reviewed. The City's appointed Public Interest Disclosure Officers have undertaken the appropriate training through the Public Sector Commission.
Business and community disruption	Failure to adequately prepare and respond to events that cause disruption to the local	Reputation	Operational	Moderate	Unlikely	Moderate	Reduce - mitigate risk	Moderate	Investigate ability to enforce actions on land owned by Government Agencies	Manager Essential Services	Open	This action is awaiting the commencement of the new Manager of Essential Services.
Inadequate environmental management	Inadequate prevention, identification, enforcement and management of environmental issues.	Environment	Operational	Major	Possible	Moderate	Reduce - mitigate risk	Low	Confirm contractual obligations of parties to ensure landfill operations and Development Application approval conditions are covered.	Director City Strategy	Open	Landfill operator is required to ensure operations are in accordance with State Government agencies and Development Application approval conditions.
									Develop Contaminated Sites Management Plan	Manager Environment		The Peace Park Site Remediation Validation Report has been completed, the Millar Road Site Investigation Report has also been completed.
Errors omissions delays	Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".	Service Delivery	Operational	Moderate	Possible	Moderate	Reduce - mitigate risk	Moderate	Review Integrated Planning Documents	Integrated Planning and Special Projects Officer	Open	The Strategic Community Plan 2017-2027 was adopted by Council on 28/06/2017, the Corporate Business Plan is expected to be adopted by late 2017.
									Review current Tender Process	Manager Procurement and Tenders		A number of tender process review recommendations have been implemented with the remainder to be completed in 2017/18.
External theft and fraud	Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic)	People/Health	Project	Minor	Likely	Moderate	Reduce - mitigate risk	Low	Improve Security around the City	Manager Essential Services	Open	Wellard CCTV is with currently awaiting the award of tender.
Inadequate safety and security practices	Non-compliance with the Occupation Safety and Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors.	People/Health	Operational	Major	Likely	High	Reduce - mitigate risk	Moderate	Review Working Alone procedures for staff (Working Group created) Review outcomes from LGIS Safety Audit Review and implement relevant actions	Health, Safety and Injury Management Officer	Open	The Working Alone guideline developed and actions from it are in progress. Actions are in progress to deliver on the safety audit improvements.
Failure to fulfil statutory regulations or compliance requirements	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal and public domain) to reflect changes.	Compliance	Operational	Major	Unlikely	Moderate	Reduce - mitigate risk	Low	Compliance Project (calendar integration)	Director City Strategy	Open	The Governance team are working through the integration project and are testing Governance processes and implementing changes as required before the project is rolled out to other teams.
									Review the process for document reviews (internal control)	Director City Strategy		Internal control is an organisation wide responsibility. Governance and Quality Management Systems cross functional team have put in place processes for document reviews
Providing inaccurate advice/ information	Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.	Compliance	Operational	Major	Unlikely	Moderate	Reduce - mitigate risk	Low	Review 'Work Instruction' requirements from a front counter perspective and identify any gaps	Customer Service Coordinator	Open	Customer Services work instructions are updated regularly and gaps identified as per the Quality Management System.
									Implement the 'Knowledge Base' Project	Customer Service Coordinator		This action is progressing as part of the Transformation Program PROJ61 (June 2018). Template, FAQ/Fact Sheets in Content are now being worked through.
Ineffective employment practices	Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives.	People/Health	Operational	Moderate	Unlikely	Moderate	Reduce - mitigate risk	Low	Performance Development Framework Project	Manager Human Resources	Open	This task has been completed and the associated processes have been implemented. Senior staff are currently undertaking a 3 stage training program to develop their skills in this area. The training is being conducted by an external provider who is tailoring the training to the City's policies and procedures.
									Review funding requirements for future training (Training Needs Assessment)	Coordinator Training		The Training Needs Assessment is now completed and Staff Development Reviews have been reviewed and collated.
									Review Staff Development Review Design for outside workers	Manager Human Resources		The Staff Development Review form for the Depot workers has been updated to reflect appropriate skills and competencies necessary to undertake their roles.
Failure of IT or systems and infrastructure	Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked	Service Delivery	Project	Moderate	Likely	High	Reduce - mitigate risk	Moderate	Develop specific Key Indicators for IT system performance measurement (dependent on managed services with Civica)	ICT Coordinator	Open	The IT Strategic Plan has been adopted and actions from this plan will influence future system KPIs.
									Provide Executive Team with update on Business Technology projects	Manager ICT and Customer Service		Updates on IT Projects has been provided at the previous quarterly celebration (first quarter 2017) to all staff. Further updates were provided at the Transformation Team meeting in June 2017. IT are working with Marketing and Communications to develop a communication strategy appropriate for each project.

Inadequate engagement practices	Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so	Service Delivery	Operational	Moderate	Possible	Moderate	Reduce - mitigate risk	Low	Develop Community Engagement Strategy (inc. Legislative Requirements)	Director City Engagement	Open	The Community Engagement Strategy has been adopted by Council. Provisions of the policy and strategy have been rolled out to each of the City's teams, 2 training sessions have been held with staff with regard to following the work instruction and using the template.
									Review existing Style Guide.	Manager Marketing and Communication		The initial planning and review stages are underway for this project. This includes a thorough inventory and assessment of existing branding elements.
									Review Customer Service Charter	Coordinator Customer Service		This action will progress further in the next financial year.
									Develop an annual Calendar of events including City of Kwinana and Local Community Group events	Director City Engagement		The content of the City's annual calendar of events currently being reviewed. Annual listing of events has been developed and planning/marketing of events process has been streamlined.
Inadequate Document Management Processes	Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. Issues - Workflow Management (TRIM) - Decision is made by individuals not centralised; track the storing of emails; searches thru TRIM can identify and return sensitive data: Nomenclature on TRIM documents.	Service Delivery	Operational	Minor	Likely	Moderate	Reduce - mitigate risk	Low	Provide records training, support and cyclic monthly audits.	Coordinator Records	Open	The Records team continue to provide comprehensive one on one induction training, follow up training after one week and an elearning module.
									Review current report for overdue records and determine whether further controls are required	Coordinator Records		Overdue reports are created and distributed at fortnightly intervals. The Records team are utilising the superior reporting capabilities of the upgraded records management system to update the design.
									Review current document management process for planning / building / health approvals (statutory timeframe requirements) for efficiency.	Coordinator Records		This action is continuing and changes are implemented as required by legislation.
									Investigate above issues and provide a response to Executive Team on outcomes and recommendations	Coordinator Records		The Records team produces fortnightly reports to inform Executive of overdue actions.
Inadequate supplier/contract management	Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management and monitoring processes.	Service Delivery	Operational	Minor	Unlikely	Low	Reduce - mitigate risk	Low	Implement a Tenders / Contracts Module within the City's software system	Manager Procurement and Contracts	Open	A review of the tender/contracts module within the City's software system is not being implemented at this stage.
									Review current process for the recording / tracking of contractor performance	Manager Procurement and Contracts		Purchasing procedures have been updated to include officer responsibilities for managing and recording supplier performance. Contractor management will be included in the scope of work for any request for supplier software options.
	Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal.	Service Delivery	Operational	Major	Unlikely	Moderate	Reduce - mitigate risk	Low	Implement Strategic Asset Module	Facilities Manager	Open	Currently exploring Asset Management programs for the most suitable option to meet the Asset Management requirements of the City.
									Ensure the alignment of infrastructure assists between Financial and other Asset Management Systems	Manager Engineering Services		More work required to be done to better align the Long Term Financial Plan with Asset Management systems. This work will be done during an in depth review of forward works planning for capital projects and refining the information in the Long Term Financial Plan.
									Review the Capital project Funding process (two elements - funding/ongoing maintenance and Performance Manager scope)	Director City Infrastructure		The 2017/18 budget has been adopted and the review of the Long Term Financial Plan will address any updates that are identified.
Ineffective management of facilities/venues/events	Failure to effectively manage the day to day operations of facilities, venues and / or events.	Service Delivery	Operational	Moderate		Low	Reduce - mitigate risk	Low	Update Risk Management Plan component of Event applications	Health, Safety and Injury Management Officer	Open	Meetings to improve risk management plans are in progress.
									Select and Implement a replacement for CLASS and AMLIB	Coordinator ICT		A provider has been selected for the replacement of CLASS.
									Review the internal process (engagement) for Event Notifications	Director City Engagement		Internal process for planning and marketing of events and programmes has been reviewed, simplified and streamlined.
Inadequate project/change management	Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes.	Service Delivery	Operational	Major	Possible	High	Reduce - mitigate risk	Moderate	No action required at this stage, due to implementation of current Performance Management process. Review Control Adequacy in 4 months	Risk Management Officer	Open	Current controls of managing projects include using Performance Management software to track status and progress of projects.

17 Urgent Business

Nil

18 Councillor Reports

18.1 Councillor Ruth Alexander

Councillor Ruth Alexander urged everyone to go and see Ruthless, the musical at the Koorliny Art Centre as it is an excellent show.

18.2 Councillor Wendy Cooper

Councillor Wendy Cooper reported that she attended the Rockingham Peel Hospital Advisory Committee Meeting.

Councillor Cooper advised that Community First is going through significant change by merging with other entities. Councillor Cooper further advised that she is excited to hear the big announcement about the new name.

Councillor Cooper mentioned that she attended the City of Kwinana Sporting Groups Stakeholder Function and that it had been lovely.

Councillor Cooper reported that she attended the Southern Metropolitan Regional Council (SMRC) Stakeholders Updates and added that they are gearing up to doing the container scheme and the three bin system which was interesting.

Councillor Cooper advised that she attended the Seniors Morning Tea held at the City of Kwinana Library where the City of Kwinana Sustainability Officer presented on the pros and cons of solar panels.

18.3 Councillor Sandra Lee

Councillor Sandra Lee reported that she had attended the Mosaic 25th Anniversary evening that had been an enjoyable occasion.

Councillor Lee advised that she had attended the City of Kwinana Sporting Groups Stakeholder Function and passed on her congratulations to the Junior and Senior Sports Award recipients.

Councillor Lee mentioned that she had attended the South West Reference Group Meeting.

18 COUNCILLOR REPORTS

18.4 Councillor Bob Thompson

Councillor Bob Thompson reported that he had attended the Kwinana Citizens Advice Bureau Meeting and Annual General Meeting and stated that they are a small group providing a valuable service to our community.

Councillor Thompson advised that he had attended the We Are One Homelessness Awareness Concert in Medina and that it had been very interesting.

18.5 Councillor Dennis Wood

Councillor Dennis Wood reported that he attended the Kwinana Industries Council (KIC) ISCIENCE event and that it had been good to see young children interested in that.

Councillor Wood advised that he attended the City of Kwinana Sporting Groups Stakeholder Function and that he had enjoyed it.

Councillor Wood mentioned that he attended Returned Services League (RSL) Meetings.

Councillor Wood reported that he attended the Seniors Morning Tea which was good and interesting.

19 Response to Previous Questions

Nil

20 Mayoral Announcements (without discussion)

Mayor Carol Adams reported that she had attended the Book launch of “My home, My Place” which is collaboration between the Orelia Primary School students and the City of Kwinana Library Staff. The Mayor further reported that it is a wonderful book based on multiculturalism and that although we may have been born in other parts of the world, in Kwinana it is our home and our place.

20 MAYORAL ANNOUNCEMENTS (WITHOUT DISCUSSION)

The Mayor advised that she had attended the following Indian Ocean Gateway (IOG) Meetings:

- Marine & Civil
- City of Swan
- Outer Harbour Workshop #3 – speakers from Rotterdam Port and Tony Brun the Chief Operations Manager at the Perth Airport
- Minister Paul Papalia (Tourism and Defence)

The Mayor mentioned that she attended the Outside the Frame Art Awards at the City of Armadale.

The Mayor reported that she attended the We are One Homelessness Awareness Concert.

The Mayor advised that she had been on a tour of the City Pound Facility with Councillor Leeanne Smith, City of Cockburn and explained that Councillor Smith has been looking at the need to have uniformity across the sector. The Mayor stated that whilst our facilities are aging, she was impressed with the cleanliness and the care shown by the City Officers of animals in our care.

The Mayor mentioned that she had attended the Returned Services League (RSL) Vietnam Veteran's Day Memorial and that she had laid a wreath on behalf of the City.

The Mayor reported that she had attended the City of Kwinana Sporting Groups Stakeholder Function which included the Junior and Senior Sports Awards announcements and she passed on her congratulations to both Ethan McAleese and Shane Haebick.

The Mayor advised that she attended the Medina Residents Group Annual General Meeting (AGM).

The Mayor mentioned that she attended the Kwinana Citizen's Advice Bureau inaugural AGM and passed on her congratulations to Councillor Bob Thompson for being elected as Secretary for a further 12 months and announced that she was nominated Chairperson for a further 12 months. The Mayor further mentioned that the Kwinana Citizen's Advice Bureau has six volunteers and one Solicitor every Thursday afternoon.

21 Matters Behind Closed Doors

COUNCIL DECISION

575

MOVED CR P FEASEY

SECONDED CR W COOPER

That in accordance with Sections 5.23(2)(a) of the Local Government Act 1995, Council move behind closed doors to allow discussion of the Matters Behind Closed Doors items.

CARRIED
8/0

All City of Kwinana City Officers exited the Council Chambers at 7:26pm with the exception of the Manager Human Resources

21.1 Chief Executive Officer's Execution of Employment Contract

COUNCIL DECISION

576

MOVED CR W COOPER

SECONDED CR B THOMPSON

That Council authorise the Mayor to execute the Chief Executive Officer's employment contract as detailed in Attachment A.

CARRIED
8/0

COUNCIL DECISION

577

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council return from Behind Closed Doors.

CARRIED
8/0

The Council Chambers doors were reopened at 7:30pm.

22 Meeting Closure

The Mayor declared the meeting closed at 7:31pm.