

# Ordinary Council Meeting

28 June 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](http://www.kwinana.wa.gov.au)

## **Vision Statement**

### ***Kwinana 2030***

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

## **Mission**

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



## **We will do this by –**

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

## **Values**

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

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

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## **Present:**

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

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

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 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):**

Deputy Mayor Peter Feasey from 24 June 2017 to 10 July 2017 inclusive.

#### **4 Public Question Time:**

Nil

#### **5 Applications for Leave of Absence:**

Nil

#### **6 Declarations of Interest by Members and City Officers:**

Nil

#### **7 Community Submissions:**

Nil

#### **8 Minutes to be Confirmed:**

##### **8.1 Ordinary Meeting of Council held on 14 June 2017:**

###### **COUNCIL DECISION**

518

**MOVED CR S MILLS**

**SECONDED CR B THOMPSON**

That the Minutes of the Ordinary Meeting of Council held on 14 June 2017 be confirmed as a true and correct record of the meeting.

**CARRIED  
7/0**

#### **9 Referred Standing / Occasional / Management /Committee Meeting:**

##### **9.1 Audit Committee Meeting of Council held on 19 June 2017:**

###### **COUNCIL DECISION**

519

**MOVED CR S LEE**

**SECONDED CR B THOMPSON**

That the Minutes of the Audit Committee Meeting of Council held on 19 June 2017 be confirmed as a true and correct record of the meeting.

**CARRIED  
7/0**

## 10 Petitions:

### 10.1 Received from the Consultative Committee, in support of the Tender for Twights Plumbing Pty Ltd

#### COUNCIL DECISION

520

MOVED CR B THOMPSON

SECONDED CR W COOPER

That the petition shall be received.

CARRIED  
7/0

## 11 Notices of Motion:

Nil

## 12 Reports – Community

Nil

## 13 Reports – Economic

Nil

## 14 Reports – Natural Environment

Nil

## 15 Reports – Built Infrastructure

Nil

## 16 Reports – Civic Leadership

### 16.1 Local Public Notice of Proposed Disposition by way of lease of Lot 434 Thomas Road, Kwinana (Reserve 26572)

#### SUMMARY:

This report seeks Council approval to give local public notice of the proposed disposition by way of lease of Lot 434 Thomas Road, Kwinana (Reserve 26572), between the City of Kwinana and Waste Stream Management Pty Ltd.

After the local public notice period, Council will give consideration to any submissions and formally determine whether the City of Kwinana and Waste Stream Management Pty Ltd enter into a formal lease agreement, for a term of 21 years. A Council report will be prepared for Council to approve the lease and grant the Mayor and Chief Executive Officer authority to execute the lease agreement once the statutory advertising period concludes.

#### OFFICER RECOMMENDATION:

That Council:

1. Give local public notice of the proposed disposition to Waste Stream Management Pty Ltd for Lot 434 Thomas Road, Kwinana (Reserve 26572), in accordance with Section 3.58(3)(a) and (4) of the Local Government Act 1995.
2. Advertise the proposed rent to be \$200,000 per annum.

#### DISCUSSION:

The City of Kwinana engaged Jones Lang LaSalle Advisory Services Pty Ltd to undertake the valuation of Lot 434 Thomas Road, Kwinana. The valuation dated 12 April 2017 determined the proposed rent to be \$200,000 per annum and is detailed in Confidential Attachment A.

Waste Stream Management is a Western Australian provider of waste management and remediation services. It specialises in the recycling and disposal of materials from the civil construction sector and delivers a comprehensive range of associated services and products including:

- Recycling steel and concrete from the construction and demolition industry
- Disposal of non recyclable product to landfill in Kwinana
- Central transfer station in close proximity to Perth CBD
- Treatment of acid sulphate soils
- Licensed asbestos disposal capability
- Mining sand and limestone resources
- Tested and Certified Recycled Sand
- Advisory services – Green Building Council of Australia Green Star compliance
- Products
- Weighbridge filming reporting facility

**16.1 LOCAL PUBLIC NOTICE OF PROPOSED DISPOSITION BY WAY OF LEASE OF LOT 434  
THOMAS ROAD, KWINANA (RESERVE 26572)**

Waste Stream Management is a proud supporter of the Kwinana community. The Company's most recent initiative is the establishment of an academic scholarship program, in collaboration with Murdoch University, for students experiencing financial or other barriers to tertiary education. Waste Stream Management also contributes to local sporting teams and other community programs.

**LEGAL / POLICY IMPLICATIONS:**

**Local Government Act 1995**

**Section 3.58 (3) and (4). Disposing of property**

- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
  - (a) *it gives local public notice of the proposed disposition —*
    - (i) *describing the property concerned; and*
    - (ii) *giving details of the proposed disposition; and*
    - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
  - and*
  - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
  - (a) *the names of all other parties concerned; and*
  - (b) *the consideration to be received by the local government for the disposition; and*
  - (c) *the market value of the disposition —*
    - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
    - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

**FINANCIAL/BUDGET IMPLICATIONS:**

There are financial/budget implications identified as a result of this report.

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

**ASSET MANAGEMENT IMPLICATIONS:**

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



**16.1 LOCAL PUBLIC NOTICE OF PROPOSED DISPOSITION BY WAY OF LEASE OF LOT 434 THOMAS ROAD, KWINANA (RESERVE 26572)**

**ENVIRONMENTAL IMPLICATIONS:**

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

**STRATEGIC/SOCIAL IMPLICATIONS:**

Plan	Objective	Strategy
Corporate Business Plan	6.3 Maximise the value of the City's property assets	6.3.1 Develop the City's Land Asset Management Plan and acquire, manage and dispose of Council land assets on the basis of the adopted recommendations

**RISK IMPLICATIONS:**

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

Risk Event	That Council does not support giving local public notice of the proposed disposition by way of lease of a of Lot 434 Thomas Road, Kwinana (Reserve 26572) in accordance with Section 3.58(3)(a) and (4) of the Local Government Act 1995. Should Council resolve not to give local public notice, as per Section 3.58 of the Local Government Act 1995, the disposition cannot proceed.
Risk Theme	Ineffective management of facilities/venues/events
Risk Effect/Impact	Financial/Reputational
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Almost certain
Rating (before treatment)	High
Risk Treatment in place	Avoid
Response to risk treatment required/in place	This report is in relation to giving local public notice of the proposed disposition of Lot 434 Thomas Road, Kwinana (Reserve 26572).
Rating (after treatment)	Low

16.1 LOCAL PUBLIC NOTICE OF PROPOSED DISPOSITION BY WAY OF LEASE OF LOT 434  
THOMAS ROAD, KWINANA (RESERVE 26572)

**COUNCIL DECISION**

**521**

**MOVED CR D WOOD**

**SECONDED CR S LEE**

**That Council:**

- 1. Give local public notice of the proposed disposition to Waste Stream Management Pty Ltd for Lot 434 Thomas Road, Kwinana (Reserve 26572), in accordance with Section 3.58(3)(a) and (4) of the Local Government Act 1995.**
- 2. Advertise the proposed rent to be \$200,000 per annum.**

**CARRIED  
7/0**

## 16.2 Accounts for Payment up to 31 May 2017

### SUMMARY:

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

### OFFICER RECOMMENDATION:

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

### DISCUSSION:

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

FUND	PAYMENT DETAILS	AMOUNT
Municipal Account	<i>Automatic Payment Deductions</i>	\$ 54,725.30
	<i>Cheque Payments</i> Cheque# 200557 to 200658	\$ 647,763.06
	<i>EFT Payments</i> EFT# 3483 to 3504	\$5,547,244.68
	<i>Payroll Payments</i> 10/05/2017, 24/05/17	\$1,140,881.82
	<b><i>Sub Total Municipal Account</i></b>	<b><i>\$7,390,614.86</i></b>
Trust Account	NIL	\$0
	<b><i>Sub Total Trust Account</i></b>	<b><i>\$0</i></b>
	<b><i>TOTAL PAID</i></b>	<b><i>\$7,390,614.86</i></b>

### LEGAL/POLICY IMPLICATIONS:

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

### FINANCIAL/BUDGET IMPLICATIONS:

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

**16.2 ACCOUNTS FOR PAYMENT UP TO 31 MAY 2017****ASSET MANAGEMENT IMPLICATIONS:**

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

**ENVIRONMENTAL IMPLICATIONS:**

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

**STRATEGIC/SOCIAL IMPLICATIONS:**

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

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

**CARRIED  
7/0**

# Warrant Listing

Warrants between

1/05/2017 to 31/05/2017



TOK [LIVE]

1/06/2017 10:03:41AM

Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
<b>Automatic Deductions</b>					
00021279	02/05/2017	5223	Go Go On-Hold Pty Ltd	On-Hold Message Service - May 2017	\$264.00
050417	01/05/2017	8212	Commonwealth Bank	Credit Card Purchases L Barker - 04/03-04/04	\$1,736.05
050417A	01/05/2017	8212	Commonwealth Bank	Credit Card Purchases S Wiltshire - 04/03-04/04	\$3,950.46
050417B	04/05/2017	8212	Commonwealth Bank	Credit Card Purchases A Dymond - 04/03-04/04	\$3,130.20
050417C	09/05/2017	8212	Commonwealth Bank	Credit Card Purchases B Powell 04/030-04/04	\$689.70
050417D	09/05/2017	8212	Commonwealth Bank	Credit Card Purchases J Abbiss 04/03-04/04	\$7,568.67
050417E	11/05/2017	8212	Commonwealth Bank	Credit Card Purchases C Mihovilovich 04/03-04/04	\$7,361.21
050517	18/05/2017	8212	Commonwealth Bank	Credit Card Purchases L Barker - 05/04-04/05	\$448.64
050517A	25/05/2017	8212	Commonwealth Bank	Credit Card Purchases S Wiltshire - 05/04-04/05	\$4,969.80
050517B	24/05/2017	8212	Commonwealth Bank	Credit Card Purchases E Lawrence 05-04-04/05	\$155.40
050517C	29/05/2017	8212	Commonwealth Bank	Credit card purchases A Dymond - 05/04-04/05	\$2,793.33
170517	18/05/2017	1707	Public Transport Authority of Western Australia	Smarterider recharge to 170517	\$50.00
18	25/05/2017	7690	Wright Express Australia Pty Ltd	Fleet Fuel 31/03/17 - 27/04/17	\$3,383.53
220517	23/05/2017	549	Esanda	Monthly Lease for KWN700 to 010617	\$1,294.70
395491	02/05/2017	2765	Toyota Financial Services	Monthly Lease Fees 1EYT548/1EWZ823	\$1,194.07
402154	30/05/2017	2765	Toyota Financial Services	Monthly Lease Fees 1EYT548/1EWZ823	\$1,194.07
88490702	16/05/2017	727	Ii Net Technologies Pty Ltd	Monthly Internet Charges Snr Citiz to 140617	\$39.95
88579182	02/05/2017	727	Ii Net Technologies Pty Ltd	Monthly Internet Charges Bertram CC to 01/05/17	\$59.95
88886485	15/05/2017	727	Ii Net Technologies Pty Ltd	Monthly Internet Charges Darius to 120617	\$59.95
88886496	15/05/2017	727	Ii Net Technologies Pty Ltd	Monthly Internet Charges Zone to 120617	\$59.95
89311781	29/05/2017	727	Ii Net Technologies Pty Ltd	Monthly Internet Charges Wellard CC to 25/05/17	\$59.95
9738381	25/05/2017	229	BP Australia Pty Ltd	Fleet Fuel 01/04/17 - 30/04/17	\$14,111.75
11487995	02/05/2017	4805	TPG Internet Pty Ltd	Mandogalup Stn Internet to 050617	\$49.99
11489486	02/05/2017	4805	TPG Internet Pty Ltd	Kwinana Sth Station Internet Connection to 05/05/17	\$49.99
11510190	31/05/2017	4805	TPG Internet Pty Ltd	Mandogalup Internet to 05/07/2017	\$49.99
					<b>\$54,725.30</b>
<b>Cheques</b>					
00200557	03/05/2017	8770	AIM Over 50 Archery Group	Silversport membership fees - Trevor Smith	\$150.00
00200558	03/05/2017	5109	Building Commission (Department of Planning)	Building Services for month of April 2017	\$17,882.25
00200559	03/05/2017	1767	Construction Training Fund	CTF for month of April 2017	\$12,817.36
00200560	03/05/2017	1592	Water Corporation of Western Australia	Charges to 28/1/17 11KL - Res Amber Link	\$32.81
00200561	03/05/2017		Jill Sumner	Refund-Patio hire 4/4/2017	\$100.00
00200562	03/05/2017		Myrna Yolande Darcette Heslington 2	Rates Refund	\$214.08
00200563	03/05/2017		Singleton Primary School	KIC Environmental Scholarship	\$300.00
00200564	03/05/2017		John William Potter	Refund of building application-BP2016/28484	\$96.00
00200565	03/05/2017		Builton Corp Pty Ltd C/- Cor Cordis	Refund sec dep-L718 Bidarri Grove	\$1,456.00
00200566	03/05/2017		Builton Corp Pty Ltd C/- Cor Cordis	Refund sec dep-L908 Barakee Road	\$1,456.00
00200567	03/05/2017		Mary Anne Tennent	Refund bond-Patio hire 22/4/17	\$100.00
00200568	03/05/2017		Greg Jackson	Refund bond-Patio hire 23/4/17	\$100.00
00200569	03/05/2017		Elizabeth White	Refund bond-Patio hire 21/4/17	\$100.00
00200570	03/05/2017		Claire Siaus	Refund bond-Patio hire 20/4/17	\$100.00
00200571	03/05/2017		Tamsin Stone	Refund bond-Patio hire 21/4/17	\$100.00
00200572	03/05/2017		Rachel Fiorini	Refund bond-Patio hire 24/4/17	\$100.00
00200573	03/05/2017		Chelsea Pearson	Refund bond-Patio hire 20/4/17	\$100.00
00200574	03/05/2017		Bethany Ham	Refund bond-Patio hire 3/6/2017	\$100.00
00200575	03/05/2017		Clair Stewart	Refund bond-Patio hire 30/4/17	\$100.00
00200576	03/05/2017		Kylie Munro	Refund bond-Patio hire 26/2/17 & 29/4/17	\$100.00
00200577	03/05/2017		Bethany Ham	Refund of cancelled patio booking	\$36.75
00200579	10/05/2017	54	Australian Institute of Building	Tie-Down and Bracing for Houses and Advancements	\$340.00
00200580	10/05/2017	5403	Cedar Woods Wellard Ltd	TABEC recoup of Johnson Road realignment	\$28,576.20

TOK [LIVE]



# Warrant Listing

Warrants between

1/05/2017 to 31/05/2017



TOK [LIVE]

1/06/2017 10:05:16AM  
Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
00200581	10/05/2017	1487	City of Kwinana	O/payment of debtor 3648.02 to debtor 44	\$54.25
00200582	10/05/2017	631	Games World	BP Clubhouse - 2 x sets of Mahjong	\$319.98
00200583	10/05/2017	980	Midway Drycleaners	Darius Wells Library and Resource Centre	\$117.00
00200584	10/05/2017	1592	Water Corporation of Western Austra	Usage to 240417 55KL Rubbish Depot Thom	\$120.29
00200585	10/05/2017	1487	City of Kwinana	BP Unit 34-Rent payment lease liability	\$1,014.00
00200586	10/05/2017		Peter Francis Fitzgerald Borromei W	Rates Refund	\$537.40
00200587	10/05/2017		Nicole Wilton	Refund - withdrawal swimming lessons-Ruby	\$95.60
00200588	10/05/2017		Joanne Hilario	J W Comm Ctre-Overlocker-incorrectly registe	\$9.60
00200589	10/05/2017		Robin Larter	Refund of returned of library items	\$59.20
00200590	10/05/2017		Julie Anne Koenig	Refund bond-Patio hire 7/5/2017	\$100.00
00200591	10/05/2017		Erica Shanhun	Refund bond-Patio hire 06/05/2017	\$100.00
00200592	10/05/2017		Aureen Scott	Refund bond - Patio hiew 7/5/17	\$100.00
00200593	10/05/2017		Renee Young	Refund bond-Patio hire 6/05/2017	\$100.00
00200594	10/05/2017		Commissioner of Police	Security Licence for Hayley Goodwin	\$435.00
00200595	17/05/2017	2659	Department of Health	Pest Management Renewal-A French Licence	\$340.00
00200596	17/05/2017	3254	Filtrex Innovative Wastewater Solut	Refund of unused septic tank permit: A/	\$118.00
00200597	17/05/2017	8800	Rodney Eggert Holm	C/over subsidy rebate-L269 Dusk St, WELL	\$540.00
00200598	17/05/2017	1490	Town Of Kwinana - Pay Cash	Petty cash recoup to 12/5/17 - Library	\$668.00
00200599	17/05/2017	485	Transport Department of	Registration	\$52.20
00200600	17/05/2017	1592	Water Corporation of Western Austra	Usage to 300417 274.20%49 Tucker St-80%1	\$3,243.21
00200601	17/05/2017	1592	Water Corporation of Western Austra	Usage to 190417 61KL Kwinana Senior Citz	\$2,020.67
00200602	17/05/2017		Donald S and Ruth E Johnston C/- Ri	Rates Refund	\$812.06
00200603	17/05/2017		Mr James Allcock	Snr Security Subsidy Scheme-Ref No.201601	\$100.00
00200604	17/05/2017		Ms Gail Dodd	Snr Security Subsidy Scheme-Applicatin No.2	\$100.00
00200605	17/05/2017		Uniting Care West	Refund bond-Hall hire	\$300.00
00200606	17/05/2017		Sharlene Foyle	Refund-cancellation of swimming lessons-E F	\$109.00
00200607	24/05/2017	4694	Architecture Media Pty Ltd	Landscape architecture Aust renewal- N J	\$53.00
00200608	24/05/2017	8823	Rajinder Singh Bhullar	C/over subsidy rebate-L164 Sapphire Chas	\$540.00
00200609	24/05/2017	8826	Hemendra Taraprasad Dave	C/over subsidy rebate-L893 Honeywood Ave	\$360.00
00200610	24/05/2017	3254	Filtrex Innovative Wastewater Solut	Refund-Permit Application to install app	\$118.00
00200611	24/05/2017	7523	Housing Authority	Ref maintenance bond-Cassia Glade	\$32,240.47
00200612	24/05/2017	1592	Water Corporation of Western Austra	Usage to 090517 142.6U Adm-120.9U-Arts-4	\$6,135.12
00200613	24/05/2017	1592	Water Corporation of Western Austra	Usage to 080517 19KL Rhodes Cr Reserve,	\$1,312.73
00200628	24/05/2017		Sharlene Foyle	Refund-candellation of swimming lessons-E F	\$109.00
00200629	24/05/2017		Cassia Glades Housing Authority C/-	Ref bond-Land subdivisoin Cassia Glades	\$504,544.76
00200630	24/05/2017		Gloria Payne	Refund bond-Patio hire 13/5/17	\$100.00
00200631	24/05/2017		Rebekkah Louise Welch	Refund bond-Hall hire 7/5/17	\$1,000.00
00200632	24/05/2017		Meegan Bullock	Refund bond-Hall hire 21/5/17	\$100.00
00200633	24/05/2017		Tammy Woods	Refund bond-Patio hire 20/5/17	\$100.00
00200634	24/05/2017		Ricky Ferns	Refund bond-Patio hire 14/5/17	\$100.00
00200635	24/05/2017		Clare Elizabeth Clarke	Refund bond-Patio hire 21/5/17	\$100.00
00200636	24/05/2017		Vicky Udall	Refund bond-Patio hire 14/5/17	\$100.00
00200637	24/05/2017		Lady Rebecca Goray	Refund bond-Patio hire 20/5/17	\$100.00
00200638	24/05/2017		Kwinana Swimming Club	Refund bond-Hall hire 13/5/17	\$2,000.00
00200639	24/05/2017		Rebekkah Welch	Refund of overcharged alcohol application for	\$34.00
00200640	24/05/2017		BookFound Pty Ltd	4 x coopies of Thomas Peel of Swan River	\$316.00
00200641	25/05/2017	3442	One Path - formerly ING Life Limite	Superannuation-April2017-24	\$5,703.20
00200642	31/05/2017	1487	City of Kwinana	Food licence for Cafe Splash - Recquatic	\$577.00
00200643	31/05/2017	837	Kwinana Heritage Group	2016 & 2017 Medina Heritage Walk Caterin	\$300.00
00200644	31/05/2017	1490	Town Of Kwinana - Pay Cash	Petty cash recoup to 31/5/2017 - Admin	\$346.80
00200645	31/05/2017	1592	Water Corporation of Western Austra	Usage to 170517 73KL Chisham Oval Toilet	\$9,528.18

TOK [LIVE]

# Warrant Listing

Warrants between

1/05/2017 to 31/05/2017



TOK [LIVE]

1/06/2017 10:05:16AM

Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
00200646	31/05/2017	1610	West Australian Young Readers Book	Merchandise for the West Australian Youn	\$88.00
00200647	31/05/2017	1592	Water Corporation of Western Austra	Usage to 090517 1111KL BP 18 Sawyer Rd C	\$4,392.85
00200648	31/05/2017		KM Coffee To You	Coffees for Petscapade event 28/5/2017	\$154.00
00200649	31/05/2017		JFK Construction T/A GJ Gardener Ho	Refund building permit-BP2017/316-19 Hadri	\$59.04
00200650	31/05/2017		Tangent Nominees Pty Ltd T/A New Ge	Refund of electronic verge permit fees	\$328.00
00200651	31/05/2017		William McAlpine	Refund bond-Patio hire 27/5/17	\$100.00
00200652	31/05/2017		Kelly Winfield-Heart	Refund bond-Patio hire 28/5/17	\$100.00
00200653	31/05/2017		Leah Davies	Refund bond-Patio hire 28/5/17	\$100.00
00200654	31/05/2017		Alana Anne Watt	Refund bond - Patio hire 27/5/17	\$100.00
00200655	31/05/2017		Mrs Sherry Hingston	2017 Snr Security Subsidy Scheme	\$100.00
00200656	31/05/2017		Mr Rodger Kortas	2017 Snr Security Subsidy Scheme	\$100.00
00200657	31/05/2017		Ms Rhonda Hall	2017 Snr Security Subsidy Scheme	\$100.00
00200658	31/05/2017		Ms Jennifer Knapton	2017 Snr Security Subsidy Scheme	\$100.00
					<b>\$647,763.06</b>

## EFT

3483.153-01	04/05/2017	153	Australian Taxation Office	Taxation	\$180,628.00
3484.1079-01	03/05/2017	1079	Parmelia Delivery Round	The West Australian newspaper - includin	\$82.70
3484.1130-01	03/05/2017	1130	Port Printing Works	Contact number Magnets - general marketi	\$206.53
3484.1157-01	03/05/2017	1157	Quality Traffic Management Pty Ltd	Traffic Management for Bike Week event (	\$672.38
3484.1187-01	03/05/2017	1187	Red Sand Supplies Pty Ltd	Harlow Place - Cul de sac upgrade - Recy	\$1,724.80
3484.1277-01	03/05/2017	1277	Savage Garden Services	Prune along foot path from Whitebread Wa	\$784.00
3484.1423-01	03/05/2017	1423	Telstra	Usage to 27 March 17 - Mobile whole orga	\$6,420.37
3484.1474-01	03/05/2017	1474	Toll Transport Pty Ltd	Toll delivery service - 6/04/2017	\$158.97
3484.1485-01	03/05/2017	1485	T-Quip	TOP106-7354-01 PLATE-ROLLER LH, TOP9	\$77.05
3484.1528-01	03/05/2017	1528	Twights Plumbing Pty Ltd	BP - villa 8, replace unserviceable gard	\$279.40
3484.1649-01	03/05/2017	1649	Dennis Cleve Wood	Meeting Fees	\$2,905.33
3484.1652-01	03/05/2017	1652	Woolworths Ltd	iTunes gift voucher	\$1,135.37
3484.1689-01	03/05/2017	1689	Sandra Elizabeth Lee	Meeting Fees	\$3,463.60
3484.1812-01	03/05/2017	1812	1st Kwinana Scout Group	Donations	\$800.00
3484.1814-01	03/05/2017	1814	P Rond & Co	Gather bore information - Thomas Rd entr	\$3,712.50
3484.1932-01	03/05/2017	1932	Officeworks Superstores Pty Ltd	Art Materials	\$175.61
3484.2-01	03/05/2017	2	A & G Carpet Cleaning	Cleaning of soft furnishings throughout	\$836.55
3484.2125-01	03/05/2017	2125	Synergy	Usage to 130417 537U Sloan Res-Bore Pum	\$8,311.80
3484.2224-01	03/05/2017	2224	Prestige Catering & Event Hire	Catering 240417 Dinner	\$684.30
3484.2473-01	03/05/2017	2473	Mal Atwell Leisure Group	BP Clubhouse - reclothe 7ft pool table i	\$440.00
3484.248-01	03/05/2017	248	Bunnings Building Supplies	Bedford 900mm White 2 Door Pantry, Bedfo	\$529.06
3484.2492-01	03/05/2017	2492	Yakka Pty Ltd	Casual Staff uniforms Community Centres	\$204.85
3484.264-01	03/05/2017	264	Cabcharge Australia Ltd	Cab Vouchers 27 Mar to 23 apr 17	\$389.98
3484.2931-01	03/05/2017	2931	Ruth Elizabeth Alexander	Meeting Fees	\$2,905.33
3484.2981-01	03/05/2017	2981	Peter Edward Feasey	Meeting Fees	\$4,756.66
3484.30-01	03/05/2017	30	Carol Elizabeth Adams	Mayoral Allowance	\$11,617.50
3484.302-01	03/05/2017	302	Chadson Engineering	1 x DPI 3 x Phenol Red	\$110.00
3484.3105-01	03/05/2017	3105	Poly Pipe Traders	20mm M&F Adaptor	\$172.00
3484.3317-01	03/05/2017	3317	Play Maker Sports	Progress claim 1 - resurfacing tennis co	\$28,600.00
3484.335-01	03/05/2017	335	City of Rockingham	Tip fees to 2/03/2017	\$75,014.41
3484.3452-01	03/05/2017	3452	WA Recycling Service	Verge waste collections - Area 2	\$53,971.15
3484.3607-01	03/05/2017	3607	Hays Specialist Recruitment Pty Ltd	Temp Placement of Yap Fai Wah to WE 16/0	\$5,403.21
3484.3608-01	03/05/2017	3608	Foreshore Rehabilitation & Landscap	Cessford Ave - various fence repairs	\$6,542.80
3484.4003-01	03/05/2017	4003	Infiniti Group	B23PTF - Purell TFX Dispenser - Touch Fr	\$68.75
3484.4105-01	03/05/2017	4105	Ace Rockingham Cinemas	school holiday excursion-13/04/17	\$89.00
3484.4146-01	03/05/2017	4146	Peter Carnley Anglican Community Sc	KIC Enviornmental Scholarship	\$300.00

TOK [LIVE]

# Warrant Listing

Warrants between

1/05/2017 to 31/05/2017



TOK [LIVE]

1/06/2017 10:05:16AM  
Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3484.4550-01	03/05/2017	4550	Bitumen Surfacing	Supply & spray CRS60/170 emulsion - Colc	\$5,266.80
3484.4861-01	03/05/2017	4861	Big W	The order will be x4 Dymples boxes of 4	\$32.00
3484.5143-01	03/05/2017	5143	Wendy Gaye Cooper	ICT Allowance	\$2,905.33
3484.5386-01	03/05/2017	5386	Efficient Homes Australia Pty Ltd	Electrical safety & maint check-Thomas O	\$324.50
3484.5410-01	03/05/2017	5410	Saints Netball Club	Kidsport voucher - M D'Cunha & B Venditt	\$800.00
3484.5958-01	03/05/2017	5958	West Coast Profilers	Sweep Henley Blvd 3/04/17	\$15,380.41
3484.6223-01	03/05/2017	6223	Robert Thompson	ICT Allowance	\$2,905.33
3484.6224-01	03/05/2017	6224	The Grant Finder	Medina Laneway - event assistance - 5.5	\$615.00
3484.6370-01	03/05/2017	6370	Elexacom	APU - unit 28, replace unserviceable smo	\$188.05
3484.6555-01	03/05/2017	6555	Pop Magic	Magician for School Holiday Program Show	\$497.20
3484.664-01	03/05/2017	664	StrataGreen	TerraCottem Universtal 10kg -KIA Tree Pl	\$15,862.00
3484.6767-01	03/05/2017	6767	Success Strikers Netball Club Inc	Kidsport vouchers x 3	\$600.00
3484.69-01	03/05/2017	69	Alinta Gas	Usage to 200417 229U BP Clubhouse	\$41.95
3484.7-01	03/05/2017	7	AAA Windscreens & Tinting	P446, KWN005, Hino 500, Series 1022 Repl	\$352.00
3484.7151-01	03/05/2017	7151	AMNS Designs	Facilitator Assistant for Magic Show SHP	\$135.00
3484.7258-01	03/05/2017	7258	T.J O'Donovan	Activation of Chisham Square 29th April	\$350.00
3484.7384-01	03/05/2017	7384	S J Rural Supplies	2 x Selecta boomless nozzle kits (KIT AT	\$1,004.12
3484.7398-01	03/05/2017	7398	AP Photography	1.5 Hours Photography at Medina Laneway	\$195.00
3484.7405-01	03/05/2017	7405	All Civils WA Pty Ltd	Widening harlow place cul-de-sac earthwo	\$1,663.61
3484.7419-01	03/05/2017	7419	Saints Basketball Club	Kidsport vouchers x 4	\$600.00
3484.7503-01	03/05/2017	7503	Priceless Discount Kwinana	Medina Laneway Opening - supplies for ev	\$49.50
3484.7522-01	03/05/2017	7522	GPS Linemarking	Footy Ground AFL line marking at Orelia	\$2,607.00
3484.7557-01	03/05/2017	7557	Sheila Mills	Meeting Fees	\$2,950.01
3484.7576-01	03/05/2017	7576	Rochelle O'Reilly	Band Performance - PEET Summer Music Se	\$500.00
3484.8104-01	03/05/2017	8104	Vivian Plumbing	Wandi Hall - 11/4/17 removed smashed alu	\$404.80
3484.8224-01	03/05/2017	8224	Axiis Contracting	Contract 611KWN16 Footpaths - Supply and	\$13,976.76
3484.8325-01	03/05/2017	8325	Envirosweep	8/2/17 casual sweeps - Matson St, Dargin	\$574.75
3484.833-01	03/05/2017	833	Kwinana District Tennis Club Inc	Hire fees for month of Feb and Mar 2017	\$2,754.00
3484.8337-01	03/05/2017	8337	Cancer Council WA	SunSmart Centre Membership	\$75.00
3484.8513-01	03/05/2017	8513	Same Page Organisational Developmen	Councillor Workshops - events review	\$2,420.00
3484.855-01	03/05/2017	855	Kwinana Tigers Junior Hockey Club	Community Development Fund-Goalie Kit Up	\$2,250.00
3484.8560-01	03/05/2017	8560	Educated By Nature Pty Ltd	School Holiday Programs April 2017, Scho	\$825.00
3484.8637-01	03/05/2017	8637	GK Creative	Printing of 1000 x slow down bin sticker	\$1,990.00
3484.8756-01	03/05/2017	8756	Ohura Consulting	Consulting regarding industrial relation	\$937.75
3484.8762-01	03/05/2017	8762	Phillip Richen	Refund of double direct debit payment -	\$61.40
3484.8766-01	03/05/2017	8766	360 Physiotherapy	Refund credit - Hydro Pool - not availab	\$56.20
3484.8767-01	03/05/2017	8767	News Limited	Subscription 3/4/2017 to 1/04/2018	\$504.41
3484.8771-01	03/05/2017	8771	Mir Rehan Farid	Refund bond-Hall hire 22/4/17	\$1,000.00
3484.8773-01	03/05/2017	8773	Jean H Peters	Refund bond-Patio hire 23/4/2017	\$100.00
3484.8774-01	03/05/2017	8774	Tiffany McLoughlin	Refund bond-Patio hire 29/4/17	\$100.00
3484.8775-01	03/05/2017	8775	AC Sports	Shuttlecocks for Badminton - Recquatic	\$348.00
3484.8776-01	03/05/2017	8776	Miranda Jane Gooding	Refund of Vac Care fees-change of eligib	\$88.58
3484.903-01	03/05/2017	903	Lo-Go Appointments	Temp- Environ Health Administration Off	\$2,549.45
3484.934-01	03/05/2017	934	Mandogalup Volunteer Fire Brigade	DFES ESL recoup - Jan to Mar 2017	\$919.24
3484.959-01	03/05/2017	959	McLeods Barristers & Solicitors	Legal fees - Matter No: 40404	\$15,016.28
3485.1491-01	04/05/2017	1491	Works Social Club	Payroll Deduction	\$215.00
3485.151-01	04/05/2017	151	Australian Services Union	Payroll Deduction	\$552.91
3485.487-01	04/05/2017	487	Child Support Agency	Payroll Deduction	\$2,586.75
3485.892-01	04/05/2017	892	LGRCEU	Payroll Deduction	\$759.53
3486.7367-01	04/05/2017	7367	ClickSuper Pty Ltd	Superannuation-April2017-03	\$218,679.43
3487.565-01	10/05/2017	565	Bright Futures Family Day Care - Pa	FDC Payroll to 07/05/17	\$100,552.86

TOK [LIVE]

# Warrant Listing

Warrants between

1/05/2017 to 31/05/2017



TOK [LIVE]

1/06/2017 10:05:16AM

Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3487.568-01	10/05/2017	568	Bright Futures In Home Care - Payro	IHC Payroll to 07/05/17	\$56,005.99
3488.2853-01	11/05/2017	2853	Maxxia Pty Ltd	Being employee net ITC for period 1/4 to	\$5,071.41
3488.3376-01	11/05/2017	3376	Health Insurance Fund of WA (HIF)	Payroll Deduction	\$1,482.20
3488.3719-01	11/05/2017	3719	Town of Kwinana - Xmas fund	Payroll Deduction	\$7,800.00
3489.1034-01	10/05/2017	1034	North Lake Electrical Pty Ltd	Wellard village - check level probe rela	\$187.00
3489.1072-01	10/05/2017	1072	Paint Industries	0018/4lt Topdek Weathertuff Low Sheen V	\$130.13
3489.1130-01	10/05/2017	1130	Port Printing Works	x500 DL flyers for Pop up events, Chisha	\$344.30
3489.1157-01	10/05/2017	1157	Quality Traffic Management Pty Ltd	Provide Traffic Management-Henly Blvd	\$13,635.88
3489.1178-01	10/05/2017	1178	Holcim (Australia) Pty Ltd	Kwinana beach - 2.0m	\$457.82
3489.1186-01	10/05/2017	1186	Red Dot	Diverse type of craft and gift items, ba	\$69.99
3489.1187-01	10/05/2017	1187	Red Sand Supplies Pty Ltd	Chisham Ave - Concrete Tipping as Reques	\$209.00
3489.1206-01	10/05/2017	1206	Ritz Party Hire	Our Heritage Equipment Hire-Chairs	\$1,100.00
3489.1227-01	10/05/2017	1227	Rockingham Holden	KWN1986 - Colorado - incorrect fuel-remo	\$599.95
3489.1276-01	10/05/2017	1276	Satellite Security Services	Medina Community Facility - Access contr	\$3,491.92
3489.1282-01	10/05/2017	1282	Sealanes (1985) Pty Ltd	TM91732 Gatorade Berry 600ml - Carton of	\$997.80
3489.1313-01	10/05/2017	1313	Daimler Trucks Perth	Community Services Bus KWN2035 - 6 mont	\$1,093.95
3489.134-01	10/05/2017	134	Australia Post	Agency Commission fees for Rates Endiing	\$300.18
3489.1343-01	10/05/2017	1343	Southern Metropolitan Regional Coun	MRF Gate Fees for April 2017	\$23,989.25
3489.1360-01	10/05/2017	1360	Saint John Ambulance Australia (WA)	Provide First Aid Training-Rick Miller 1	\$1,009.05
3489.1444-01	10/05/2017	1444	The Good Guys	Weber Q BBQ LPG - Product Code. 5306002	\$529.90
3489.1455-01	10/05/2017	1455	Returned Services League Of Austral	2 x Wreaths provided for ANZAC Day Servi	\$176.00
3489.1485-01	10/05/2017	1485	T-Quip	131-8319, Tire/Wheel ASM	\$504.40
3489.150-01	10/05/2017	150	Australian Library & Information As	Merchandise for Simultaneous Storytime	\$18.00
3489.1505-01	10/05/2017	1505	Trailer Parts Pty Ltd	A0908A, Wheel - Suit A1060 ALKO 8 X 2 W	\$428.10
3489.1520-01	10/05/2017	1520	Truck & Car Panel & Paint	Holden Colorado KWN1957 - Bracket RHR T	\$314.99
3489.1528-01	10/05/2017	1528	Twights Plumbing Pty Ltd	APU - unit 57, Re-light HWS, after hours	\$2,406.00
3489.1572-01	10/05/2017	1572	Western Australian Local Government	Cert III in Waste Management -Trish Kurs	\$5,067.00
3489.1585-01	10/05/2017	1585	Wandi Progress Association Inc.	Neighbour Day event - GST adjustment	\$200.00
3489.1589-01	10/05/2017	1589	Waste Stream Management Pty Ltd	Monthly tipping fee's - D8 - Class 1 - 3	\$99.00
3489.1614-01	10/05/2017	1614	Westbooks	Shortlisted books for Children's Book we	\$534.63
3489.1646-01	10/05/2017	1646	Witch Cycle Suzuki	P331, KWN1839, 6 MONTH SERVICE AS PE	\$485.10
3489.1652-01	10/05/2017	1652	Woolworths Ltd	Food and Prizes - Kwinana Nightfields Pr	\$1,468.29
3489.188-01	10/05/2017	188	Beaurepaires Tyres Kwinana	570384,GY 205/75R 17.5 RHS II + 124/122M	\$853.92
3489.1960-01	10/05/2017	1960	Frank Konecny Community Centre Inc.	Neighbour Day event - adjustment for GST	\$200.00
3489.1980-01	10/05/2017	1980	Pember Wilson & Eftos	Valuation of a Portion of 1 Brownell Cre	\$2,475.00
3489.2048-01	10/05/2017	2048	Palm Lakes Gardens & Landscape Serv	Remove existing paving, reset level and	\$4,668.00
3489.2097-01	10/05/2017	2097	Beaver Tree Services Aust Pty Ltd	1 x Tuart-Prune as per Arbor report	\$8,239.00
3489.2125-01	10/05/2017	2125	Synergy	Usage to 050417 105335.16U Recquatic	\$27,646.55
3489.2224-01	10/05/2017	2224	Prestige Catering & Event Hire	Catering Lunch 03/05/17	\$5,682.10
3489.2247-01	10/05/2017	2247	Rankine Mosquito Management	Mosquito monitoring for April 2017	\$4,059.00
3489.2363-01	10/05/2017	2363	Ambrose Rent A Car	Rent car for 1 night - 10/04/17	\$70.00
3489.2410-01	10/05/2017	2410	ABCO Products	Order for Abco.	\$182.16
3489.248-01	10/05/2017	248	Bunnings Building Supplies	Emerald park. 6 x 4L linseed oil and 6	\$819.13
3489.2508-01	10/05/2017	2508	Quality Press	DFES T Card - Support Agency - White x 1	\$82.50
3489.2512-01	10/05/2017	2512	Konnect	MRS1000X1 1T SLING, MRS2000X2 SLING	\$277.30
3489.2546-01	10/05/2017	2546	Sigma Chemicals	SODA ASH 25KG, SOD BICA 25KG - Sodium	\$538.40
3489.2646-01	10/05/2017	2646	Neverfail Springwater	Standing /Open Purchase Order for Neverf	\$30.30
3489.2652-01	10/05/2017	2652	Modern Teaching Aids Pty Ltd	Jigsaws for children's collection, Craft	\$1,230.33
3489.2852-01	10/05/2017	2852	Downer EDI Works Pty Ltd	0.48 7mm AC50B 20/04/17, 2.00 7mm gran A	\$454.19
3489.2903-01	10/05/2017	2903	Insight Call Centre Services	Call Monitoring - March 2017 - WALGA Con	\$2,432.45
3489.303-01	10/05/2017	303	Challenge Chemicals Australia	25lt Container Hilite, 25lt Container Sp	\$284.90

TOK [LIVE]



# Warrant Listing

Warrants between

1/05/2017 to 31/05/2017



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1/06/2017 10:05:16AM  
Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3489.3031-01	10/05/2017	3031	Specialised Security Shredding	Specialised Security Shredding - GC Bin	\$20.24
3489.3105-01	10/05/2017	3105	Poly Pipe Traders	RB Valve Boxes, 20mm M&F Adaptor, 50mm	\$1,048.30
3489.3155-01	10/05/2017	3155	PFD Food Services Pty Ltd	Food Stuff for Cafe	\$475.90
3489.3212-01	10/05/2017	3212	Marketforce Pty Ltd	Advertising online with Seek-Enviromenta	\$2,442.11
3489.339-01	10/05/2017	339	Civica Pty Ltd	MSP Monthly Service Fee - License, Suppo	\$31,221.15
3489.3447-01	10/05/2017	3447	Chefmaster Australia	Supply and deliver orange litter bags	\$1,520.40
3489.357-01	10/05/2017	357	BullAnt Security Pty	Cutting of TWIN blanks to suit 5.1 key.	\$532.94
3489.3580-01	10/05/2017	3580	HECS Fire	1 KG ABE POWDER EXTINGUISHER C/W B	\$567.60
3489.358-01	10/05/2017	358	Coastline Mower World	S03, Throttle Cable, Mowmaster	\$37.30
3489.359-01	10/05/2017	359	Coates Hire Operations Pty Ltd	Concrete vibrator (approx. cost)	\$80.18
3489.3607-01	10/05/2017	3607	Hays Specialist Recruitment Pty Ltd	Temp Employ- Kevan Sercombe-City Assist	\$12,016.74
3489.3879-01	10/05/2017	3879	Old MacDonald's Travelling Farms -	Our Heritage Event - Farmyard Display	\$660.00
3489.3977-01	10/05/2017	3977	MRP Osborne Park-General Pest/Termi	General Pest/Termite Division 4307	\$345.00
3489.4003-01	10/05/2017	4003	Infiniti Group	E11L45S - Supreme Ruff White 45lt Bin LI	\$427.18
3489.407-01	10/05/2017	407	Staples Australia	Stationery, Toilet rolls, Hand towels	\$2,007.86
3489.4106-01	10/05/2017	4106	Kennards Hire Rockingham - Generato	Toilet pick up after hours - Sunrise Nei	\$707.10
3489.4112-01	10/05/2017	4112	Cleverpatch Pty Ltd	Craft Supplies	\$204.97
3489.412-01	10/05/2017	412	Courier Australia	Depot Courier charges	\$118.63
3489.413-01	10/05/2017	413	Covs Parts Pty Ltd	2016 - CRC CO Contact Cleaner 350g, 7PK1	\$1,037.26
3489.4166-01	10/05/2017	4166	Alison Dymond	Partial mobile phone reimb-13 Mar to 12	\$50.00
3489.4245-01	10/05/2017	4245	ED Property Services	APU - unit 35, repair to large wall crac	\$539.00
3489.4309-01	10/05/2017	4309	Jones Lang LaSalle (WA) Pty Limited	Updated rental determination for Lot 434	\$220.00
3489.4344-01	10/05/2017	4344	NearMap Pty Ltd	Nearmap Annual License Renewal (Instalme	\$60,500.00
3489.4664-01	10/05/2017	4664	AMPAC Debt Recovery (WA) Pty Ltd	Debt Recovery-Commission & Costs to Apri	\$843.15
3489.4692-01	10/05/2017	4692	Elliotts Irrigation Pty Ltd	Standing order - Iron filer servicing fo	\$2,128.50
3489.4719-01	10/05/2017	4719	Complete Office Supplies Pty Ltd	Plastic clipboards (Children's Book Week	\$316.81
3489.4743-01	10/05/2017	4743	Artcom Fabrication	Duck feeding signs for Abingdon Park (x2	\$11,462.00
3489.483-01	10/05/2017	483	Landgate	GRV Int Vals Metro Shrd & FESA	\$322.58
3489.4861-01	10/05/2017	4861	Big W	15 Litre Bag of Pedigree Vital Protectio	\$71.00
3489.4917-01	10/05/2017	4917	Protective Behaviours WA Incorporat	Refund bond-Hall hire 12/4/2017	\$400.00
3489.499-01	10/05/2017	499	Direct Trades Supply Pty Ltd	200 medium gripples @ 431.82 200 x 1.8	\$1,795.50
3489.50-01	10/05/2017	50	Agriculture & Food Department Of	Livestock Waybill Books, Postage, etc	\$117.87
3489.5279-01	10/05/2017	5279	OCP Sales	1 x TacLite Pro Pant - Black - 38W/32I -	\$227.47
3489.5410-01	10/05/2017	5410	Saints Netball Club	Kidsport voucher x 1 - Shanique Ford	\$200.00
3489.544-01	10/05/2017	544	Environmental Industries Pty Ltd	Adventure Park playground - Progress Cla	\$3,208.57
3489.5443-01	10/05/2017	5443	TELF Products	Merchandise for the Coastcare in the KIA	\$2,690.60
3489.5465-01	10/05/2017	5465	Battlezone Laser Combat	Excursion on 31/01/17 from 10:00am-2:30p	\$720.00
3489.5490-01	10/05/2017	5490	The Language Centre Bookshop	Purchase 4 x language kits plus dictiona	\$969.60
3489.5520-01	10/05/2017	5520	Master Lock Service	A Padlocks x 20, B Padlocks x 20, etc	\$2,590.50
3489.5537-01	10/05/2017	5537	Girl Guides WA Inc	Kidsport voucher x 1 - Emelia Reddick	\$200.00
3489.5548-01	10/05/2017	5548	Fremantle Rugby League Club	Kidsport voucher x 1 - Caleb Rogers	\$150.00
3489.56-01	10/05/2017	56	Aim	Time Management Training-Organising Your	\$1,208.00
3489.5627-01	10/05/2017	5627	Tyrecycle Pty Ltd	April - collection of illegally dumped t	\$638.52
3489.5743-01	10/05/2017	5743	Programmed Maintenance Services Ltd	Monthly Gardening and Lawn Mowing April	\$10,017.52
3489.5750-01	10/05/2017	5750	Kev's Wheelie Kleen	Darius Res Cnt - Rubbish & recycling bin	\$335.50
3489.5823-01	10/05/2017	5823	Accord Security Pty Ltd	Officers for Turning on lights for Summe	\$6,415.97
3489.5872-01	10/05/2017	5872	Kwinana Junior Knights Football clu	Kidsprt vouchers x 16	\$10,797.60
3489.5958-01	10/05/2017	5958	West Coast Profilers	Supply of Profiling & Sweep Colchester R	\$6,025.20
3489.5962-01	10/05/2017	5962	Rockingham PCYC	Kidsport vouchers x 2 - Kiara and Veness	\$440.00
3489.6018-01	10/05/2017	6018	ALSCO Pty Ltd	Yearly Linen Hire	\$101.48
3489.6091-01	10/05/2017	6091	Kilo Holdings Pty Ltd	Darius Wells Lib & Res Cnt monthly plant	\$110.00

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Warrants between

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Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3489.6107-01	10/05/2017	6107	Vivid Promotions	Citizenship Ceremony Gifts 100 Children	\$2,067.85
3489.6289-01	10/05/2017	6289	Clockwork Print	3 x Signage prints with magnetic backs f	\$275.00
3489.6370-01	10/05/2017	6370	Elexacom	replacement amp, labour, etc	\$10,872.04
3489.6371-01	10/05/2017	6371	KDAire Mechanical Services Pty Ltd	Parmelia House- A/C April 2017 Maintena	\$12,843.27
3489.638-01	10/05/2017	638	GHD Consultant Engineers	Progress Invoice for Professional servic	\$2,764.30
3489.6462-01	10/05/2017	6462	Rockingham Coastal Sharks	Kidsport vouchers x 4	\$836.00
3489.6495-01	10/05/2017	6495	Instrument Choice	Traffic counting equipment - Lux measure	\$317.90
3489.6561-01	10/05/2017	6561	Southern Lions Rugby Union Football	Kidsport voucher x 6	\$1,200.00
3489.6567-01	10/05/2017	6567	Poolegrave Signs	1 x 1200mm H X 1000 W anti dumping sign	\$126.50
3489.6581-01	10/05/2017	6581	BOUNCEinc	Excursion on 3 July 2017. \$15.00/child.	\$750.00
3489.6593-01	10/05/2017	6593	Lester Blades Pty Ltd	recruitment consultancy fees for Directo	\$25,300.00
3489.664-01	10/05/2017	664	StrataGreen	SO457 Solo Pressure Sprayer 7Ltr, E40916	\$1,331.96
3489.6747-01	10/05/2017	6747	TC Drainage (WA) Pty Ltd	Walgreen Crescent Drainage Upgrade, as p	\$72,264.17
3489.6749-01	10/05/2017	6749	Australia Post	Postage to Period Ending 30/04/17	\$2,536.26
3489.6840-01	10/05/2017	6840	Wandi Anketell Holdings Pty Ltd	Rates Refund	\$10,257.54
3489.684-01	10/05/2017	684	Hart Sport	Hart Sports Timer 898 - code 46-050, Ha	\$170.40
3489.6860-01	10/05/2017	6860	Advance Scanning Services	Underground Utility Scanning Johnson Roa	\$16,830.00
3489.6988-01	10/05/2017	6988	Game Vault	YOLO Program Kwinana Marketplace, 4 Chi	\$620.00
3489.7042-01	10/05/2017	7042	Quantum Building Services	Department of housing . Remove roof shee	\$4,121.43
3489.7059-01	10/05/2017	7059	Convic Pty Ltd	CONTRACT - 605KWN16 - Kwinana Outdoor	\$381,366.37
3489.7088-01	10/05/2017	7088	Sports Power Kwinana	Banksia Park Clubhouse - new pool balls	\$315.92
3489.7110-01	10/05/2017	7110	Sherrin Rentals Pty Ltd	Hire of smooth drum roller, Delivery, et	\$2,476.09
3489.7133-01	10/05/2017	7133	South Coast Netball Club	Kidsport voucher x 1 - Shayla Davidson	\$200.00
3489.7186-01	10/05/2017	7186	Kwinana Wolves Sports Club	Kidsport voucher x 1 - Terangihaunui Taw	\$1,100.00
3489.7202-01	10/05/2017	7202	Source My Parts Pty Ltd	V14508629 WIPER BLADE, V4824484 LINK	\$238.04
3489.7366-01	10/05/2017	7366	REDIMED Pty Ltd	Pre employment medicals-Darrell MOnteiro	\$319.00
3489.7420-01	10/05/2017	7420	Rockingham Football Sporting & Soci	Kidsport vouchers x 3	\$600.00
3489.7436-01	10/05/2017	7436	Action Glass Pty Ltd	APU - unit 54, supply and install new in	\$891.00
3489.7521-01	10/05/2017	7521	Strategen Environmental Consultants	Strategic Urban Amenity Policy Advice	\$2,887.50
3489.7575-01	10/05/2017	7575	Pickles Auctions	Invoice#26006798 - Sale Fees for items s	\$462.00
3489.7605-01	10/05/2017	7605	Flying Canape	Catering for Citizenship Ceremony 02/05/1	\$1,383.00
3489.762-01	10/05/2017	762	Blackwood & Sons Ltd	Vest Poly H-Back	\$275.53
3489.7625-01	10/05/2017	7625	Flex Industries Pty Ltd	FAULT CODE ACTIVE Engine light - Trave	\$165.00
3489.770-01	10/05/2017	770	Jason Signmakers	Grab rails reflective 600mm	\$825.00
3489.7744-01	10/05/2017	7744	Allsortz Netball Club	Kidsport voucher x 1 - Kaitlyn Cockie	\$200.00
3489.7833-01	10/05/2017	7833	Kwinana Veterinary Hospital Pty Ltd	Cats - Euthanasia - Impound # 536	\$956.00
3489.7834-01	10/05/2017	7834	Integrity Management Solutions Pty	Attain Licence 83 - Invoice INV-0033- Gi	\$12,610.40
3489.7847-01	10/05/2017	7847	Strata Specialists	Quarterly Levies/Reserve Fund Kwinana Tr	\$4,827.00
3489.795-01	10/05/2017	795	K Mart	Sports equipment for Healthy Lifestyles	\$153.50
3489.8001-01	10/05/2017	8001	Diversity Sustainable Development	SIM card hosting for 2X Outpost central	\$396.00
3489.8224-01	10/05/2017	8224	Axiis Contracting	Remove and install new footpath - Intern	\$15,086.17
3489.8325-01	10/05/2017	8325	Envirosweep	Sweeping - Duckpond Road 07/04/17 - Patr	\$242.00
3489.8346-01	10/05/2017	8346	Skateboarding WA	Provision of skateboarding competitions/	\$3,492.50
3489.8436-01	10/05/2017	8436	Peter Boyd	Construction of wooden trolley	\$90.00
3489.8474-01	10/05/2017	8474	Volunteer Task Force	Mowing of lawn at FDC x2 - 27/03	\$96.25
3489.848-01	10/05/2017	848	Kwinana Roller Hockey Club	Kidsport voucher x 1 - Jorden Allan-Cord	\$200.00
3489.8610-01	10/05/2017	8610	John Scarfe	Citizenship ceremony-Hand Crafted Jarrah	\$525.00
3489.8649-01	10/05/2017	8649	Ezy2c GPS Tracking	1 x P-3 GPRS GPS Personal Tracking Devic	\$613.58
3489.8650-01	10/05/2017	8650	Boss Electrical	Install conduit and pre-lay underground	\$7,920.00
3489.8689-01	10/05/2017	8689	Delta T Technologies WA Pty Ltd	Hydro Heat Exchanger servicing-Chemical	\$2,292.40
3489.8702-01	10/05/2017	8702	Shade and Sail Innovations WA	To install a shade sail in FDC garden	\$4,895.00

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Cheque/Ref	Date	Creditor	Payee	Description	Amount
3489.8713-01	10/05/2017	8713	Saferight Pty Ltd	Enter and Work in Confined Spaces includ	\$320.00
3489.8734-01	10/05/2017	8734	A. Richards Pty Ltd	60 X 1L eziwet concentrate, 60 X 10kg bu	\$1,553.20
3489.8735-01	10/05/2017	8735	Craig McAllister Entertainment	quiz night for the social club	\$600.00
3489.8754-01	10/05/2017	8754	Tusif Ahmad	Delivery of papercutting art workshops	\$600.00
3489.8778-01	10/05/2017	8778	Rockingham City & Districts Softball	Kidsport voucher x 1 - Kaitlin Fleming	\$220.00
3489.8779-01	10/05/2017	8779	Cabio Cumbre Futsal Club	Kidsport voucher x 1 - Noah Cheney	\$200.00
3489.8780-01	10/05/2017	8780	Brooke Rigby	Refund of membership- cancellation	\$176.62
3489.8781-01	10/05/2017	8781	Dennis Montellato	Refund bond-Hall hire 11/4/17	\$400.00
3489.8782-01	10/05/2017	8782	Nourished Beginnings	Refund bond-Hall hire 28/4/17	\$300.00
3489.8784-01	10/05/2017	8784	Southern Cross Bush Band	Performance at Our Heritage event 7/5/20	\$750.00
3489.888-01	10/05/2017	888	Les Mills Australia	Lesmills monthly licensing fees Jul 2016	\$435.63
3489.903-01	10/05/2017	903	Lo-Go Appointments	Temporary- EnviroHealth Admini-Shelley F	\$528.26
3489.928-01	10/05/2017	928	Major Motors	8980924821 CASE ASM; SEDIM, 897606318	\$184.92
3489.959-01	10/05/2017	959	McLeods Barristers & Solicitors	Compliance with Aust Standard Fire Hydra	\$2,173.15
3490.565-01	12/05/2017	565	Bright Futures Family Day Care - Pa	FDC Payroll to 07/05/17	\$947.07
3491.565-01	15/05/2017	565	Bright Futures Family Day Care - Pa	FDC Payroll to 07/05/2017	\$445.40
3492.153-01	16/05/2017	153	Australian Taxation Office	Taxation	\$178,806.00
3493.1178-01	17/05/2017	1178	Holcim (Australia) Pty Ltd	Orelia Primary School Bolton Way Orelia	\$1,116.94
3493.1266-01	17/05/2017	1266	Salmat Targeted Media Pty Ltd	distribution of Heritage Day DLs	\$583.00
3493.1276-01	17/05/2017	1276	Satellite Security Services	Zone reception cctv cameras have been re	\$285.00
3493.1277-01	17/05/2017	1277	Savage Garden Services	General Litter Collection along streetsc	\$15,862.90
3493.1313-01	17/05/2017	1313	Daimler Trucks Perth	MK667789 FAN BELT, ML242294 ELEMENT	\$464.74
3493.1423-01	17/05/2017	1423	Telstra	Usage to 210417 Depot Burglar Alarm	\$190.51
3493.1520-01	17/05/2017	1520	Truck & Car Panel & Paint	Excess repairs - 1EZH639	\$500.00
3493.1569-01	17/05/2017	1569	WA Hino Sales & Service	QuoteQ15379 - Purchase of 1x new Hort Tr	\$165,911.29
3493.1652-01	17/05/2017	1652	Woolworths Ltd	Standing Order for Caf�� goods (food, dr	\$143.49
3493.1685-01	17/05/2017	1685	Quickmail	Collation and Distribution - Waste Broch	\$4,839.42
3493.1762-01	17/05/2017	1762	Officeworks BusinessDirect	Stationary Supplies for John Wellard Com	\$96.11
3493.2097-01	17/05/2017	2097	Beaver Tree Services Aust Pty Ltd	Banksia Road Wellard-Vegetation Clearanc	\$4,152.50
3493.2125-01	17/05/2017	2125	Synergy	Usage to 240417 Str Lighting - Str Visio	\$159,910.70
3493.2154-01	17/05/2017	2154	Murdoch University Foundation	Annual donation - City of Kwinana Schola	\$4,000.00
3493.2339-01	17/05/2017	2339	ZircoData Pty Ltd	Monthly Records storage, retrieval and a	\$438.64
3493.2652-01	17/05/2017	2652	Modern Teaching Aids Pty Ltd	Graduated Cylinders Polypropylene	\$75.25
3493.2698-01	17/05/2017	2698	Wilson Security Pty Ltd	BP - Mobile Security Patrol - April 2017	\$1,398.85
3493.270-01	17/05/2017	270	Caltex Australia Petroleum Pty Ltd	Additional unallocated fuel recon - Apri	\$3,807.83
3493.30-01	17/05/2017	30	Carol Elizabeth Adams	Reimb of conference expenses - April 201	\$170.75
3493.3117-01	17/05/2017	3117	Western Power Connections Manager	Reloc of power assets - MP168727 Mortime	\$165,509.00
3493.3155-01	17/05/2017	3155	PFD Food Services Pty Ltd	Standing order for Cafe	\$755.80
3493.3224-01	17/05/2017	3224	Retech Rubber	Repair small & large hole in rubber mat-	\$434.50
3493.3312-01	17/05/2017	3312	Daniels Printing Craftsmen	Heritage DL flyers	\$533.50
3493.3452-01	17/05/2017	3452	WA Recycling Service	Green Waste Verge Collection Area 3	\$63,552.84
3493.3589-01	17/05/2017	3589	Envirocare Systems Pty Ltd	Service Plan - Greeheart Floor waterless	\$267.30
3493.3607-01	17/05/2017	3607	Hays Specialist Recruitment Pty Ltd	Temp Placement of Yap Fai Wah-Finance WE	\$2,251.35
3493.3632-01	17/05/2017	3632	Eclipse Soils Pty Ltd	Brownell Place - tipping G4 waste, inclu	\$44.00
3493.3677-01	17/05/2017	3677	TC Precast Pty Ltd	Spacer ring 94D liner, Gully grate 1050x	\$415.25
3493.3914-01	17/05/2017	3914	Bladon WA Pty Ltd - Advertising &	250 x Pet Waster Bag Dispensers	\$1,020.25
3493.3916-01	17/05/2017	3916	Kwinana Industries Council	KIC Trainee - Bria Andrews F/E 28/4/201	\$705.49
3493.412-01	17/05/2017	412	Courier Australia	Courier charges to 17/2/2017	\$30.05
3493.413-01	17/05/2017	413	Covs Parts Pty Ltd	P551435 - FUEL/WATER SEPARATOR SPIN	\$110.88
3493.4245-01	17/05/2017	4245	ED Property Services	BP - villa 6, removal of kitchen wall cu	\$176.00
3493.4258-01	17/05/2017	4258	Industrial Roadpavers (WA) Pty Ltd	Medina Netball courts resurfacing-Projec	\$37,243.80

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# Warrant Listing

Warrants between

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Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3493.426-01	17/05/2017	426	CSBP	Refund bond-Hall hire 4/04/17	\$300.00
3493.4599-01	17/05/2017	4599	Blue Tang WA Pty Ltd	INV#15956 - Bollard Bulrush East Landsca	\$4,807.00
3493.4743-01	17/05/2017	4743	Artcom Fabrication	Lamppost wraps x22, Lamppost wraps x22,	\$2,952.40
3493.5035-01	17/05/2017	5035	Quell Clean	APU - unit 3, vacate clean	\$660.00
3493.5247-01	17/05/2017	5247	Abraham Pattiselanno	Reimb of Mobile phone cover & decoration	\$34.90
3493.544-01	17/05/2017	544	Environmental Industries Pty Ltd	Kwinana Adventure Playground-Supply Mul	\$2,475.00
3493.5490-01	17/05/2017	5490	The Language Centre Bookshop	YA/JNR selection ESL resources x 13 titl	\$2,059.42
3493.560-01	17/05/2017	560	Goodchild Enterprises	N70ZZ, BOSCH 105D31R-S4	\$310.20
3493.583-01	17/05/2017	583	Flexi Staff Pty Ltd	Shaun Quinn - w/e 7/5/17	\$3,153.85
3493.6157-01	17/05/2017	6157	Frank James Gorman	Reimb of HC & R Licence	\$41.80
3493.6224-01	17/05/2017	6224	The Grant Finder	Facilitate April School Holiday, Facilit	\$495.00
3493.6370-01	17/05/2017	6370	Elexacom	Business Incubator - Preventative mainte	\$11,628.56
3493.6371-01	17/05/2017	6371	KDAire Mechanical Services Pty Ltd	Dog Pound Office -indoor fan barrel cle	\$6,118.77
3493.640-01	17/05/2017	640	Gilden Tree Farm	Plant 30 trees	\$4,500.00
3493.664-01	17/05/2017	664	StrataGreen	2X 20L Glyphosate (510g/L)	\$326.66
3493.6700-01	17/05/2017	6700	Sprayking WA Pty Ltd	April - Chemical weed control of Hardsta	\$11,509.81
3493.6745-01	17/05/2017	6745	Shelford Constructions Pty Ltd	Refund bond-Land Subdivisions VP562	\$3,000.00
3493.684-01	17/05/2017	684	Hart Sport	Code 33-388 - Hart High Climber Set, Bul	\$1,994.00
3493.69-01	17/05/2017	69	Alinta Gas	Usage to 200417 0U Feilman Civic Cnt	\$1,139.35
3493.7-01	17/05/2017	7	AAA Windscreens & Tinting	Supply/instal LHFD to Holden Commodore	\$291.00
3493.7023-01	17/05/2017	7023	Arlene Ricafort Catcatan	Refund bond-Hall hire 3/3/17	\$1,000.00
3493.7415-01	17/05/2017	7415	Hames Sharley Pty Ltd	Planning and Urban Design Studies	\$5,610.00
3493.7521-01	17/05/2017	7521	Strategen Environmental Consultants	Panel Arrangement 160217	\$2,482.70
3493.762-01	17/05/2017	762	Blackwood & Sons Ltd	PART NO: 03515956 - Cleaner hand protect	\$807.66
3493.7765-01	17/05/2017	7765	ArborCarbon Pty Ltd	As per Q0000184 - Post 6 month tree asse	\$1,911.80
3493.7808-01	17/05/2017	7808	EEO Specialists	x2 1/2 day Manager Training Session 1 -	\$4,400.00
3493.7812-01	17/05/2017	7812	Starbucks Flooring	APU - unit 35, replace vinyl to kitchen	\$814.00
3493.8436-01	17/05/2017	8436	Peter Boyd	Repair and refurbishment of coat stand	\$70.00
3493.853-01	17/05/2017	853	Kwinana South Bush Fire Brigade	DFES ESL Recoup - to March 2017	\$2,347.28
3493.8586-01	17/05/2017	8586	Oceania Energy Pty Ltd	Report - Western Trade Coast Initiative-	\$5,500.00
3493.860-01	17/05/2017	860	Kwinana Volunteer Fire & Rescue Ser	Mitigation Burn-Minister for Prisons	\$3,868.33
3493.8691-01	17/05/2017	8691	Warung Ade Indonesian Restaurant	Harmony Week - Food samples - sweets	\$400.50
3493.8791-01	17/05/2017	8791	Thistle Fabrication	Rates Refund	\$2,287.28
3493.8792-01	17/05/2017	8792	Neethu Manoj	Refund bond-Hall hire 6/5/17	\$2,000.00
3493.8793-01	17/05/2017	8793	Ronald Schunselaar	Refund bond- Hall hire 10/04/2017	\$300.00
3493.8794-01	17/05/2017	8794	Pro-Active Strata Management	Refund bond-Hall hire 12/4/2017	\$300.00
3493.8795-01	17/05/2017	8795	Nutrimetics	Refund bond-Hall hire 30/4/17	\$382.05
3493.8796-01	17/05/2017	8796	Tommy George Brogan	C/over subsidy rebate - L1548 Yateley Wa	\$360.00
3493.8797-01	17/05/2017	8797	Ian John Stewart	C/over subsidy rebate-L158 Sapphire Chas	\$360.00
3493.8798-01	17/05/2017	8798	Dallas Raukawa Ngatai	C/over subsidy rebate-L7 Ditton Corner,	\$540.00
3493.8799-01	17/05/2017	8799	Mark Riwini Mokai-Bennett	C/over subsidy rebate-L83 Wattle Rd, WE	\$540.00
3493.8801-01	17/05/2017	8801	Benjamin Kurt Luckens	C/over subsidy rebate-L81 Wattle Rd, WE	\$540.00
3493.8802-01	17/05/2017	8802	Babatunde James Olaleye	C/over subsidy rebate-L632 Citrine Chase	\$540.00
3493.8803-01	17/05/2017	8803	Parminder Singh	C/over subsidy rebate-L239 Sapphire Chas	\$540.00
3493.8804-01	17/05/2017	8804	Simone Bell	Refund cancelled membership	\$262.67
3493.8805-01	17/05/2017	8805	Adriano Luiz Sansigolo	Refund of line marking costs	\$87.60
3493.8807-01	17/05/2017	8807	Carmel Kickett	Sponsorship - for local Aboriginal Softb	\$250.00
3493.959-01	17/05/2017	959	McLeods Barristers & Solicitors	Food Act Matter - Chicken Treat - Matter	\$939.81
3494.153-01	22/05/2017	153	Australian Taxation Office	FBT owed for year ended 31/03/2017	\$7,178.00
3495.727-01	23/05/2017	727	Ii Net Technologies Pty Ltd	Monthly Internet Charges for Jul 2016 to	\$39.95
3496.2853-01	25/05/2017	2853	Maxxia Pty Ltd	Payroll Deduction	\$4,365.86

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3496.3376-01	25/05/2017	3376	Health Insurance Fund of WA (HIF)	Payroll Deduction	\$1,327.80
3496.3719-01	25/05/2017	3719	Town of Kwinana - Xmas fund	Payroll Deduction	\$7,770.00
3497.565-01	24/05/2017	565	Bright Futures Family Day Care - Pa	FDC Payroll to 210517	\$98,877.02
3497.568-01	24/05/2017	568	Bright Futures In Home Care - Payro	IHC Payroll to 21/05/17	\$54,613.13
3498.1046-01	24/05/2017	1046	OCE Australia Ltd	Monthly Charges for ColorWave 550 - Scan	\$212.06
3498.1059-01	24/05/2017	1059	Vodafone Messaging	Alpha Network Access Fee - May 17	\$176.00
3498.1079-01	24/05/2017	1079	Parmelia Delivery Round	The West Australian newspaper - 160417-1	\$62.20
3498.1092-01	24/05/2017	1092	Peerless Jal Pty Ltd	GOS 92 Solvent Graffiti Remover 1 L	\$152.24
3498.1130-01	24/05/2017	1130	Port Printing Works	1000 Kindygyrn End of Term Certificates	\$961.40
3498.1141-01	24/05/2017	1141	Davidson Trahaire Corpsych	Individual Critical Incident Counselling	\$885.50
3498.1157-01	24/05/2017	1157	Quality Traffic Management Pty Ltd	Traffic Management Normal Hrs Brownell	\$5,714.50
3498.1178-01	24/05/2017	1178	Holcim (Australia) Pty Ltd	Concrete 439 Lambeth Circle - 2 cubic me	\$1,906.30
3498.1186-01	24/05/2017	1186	Red Dot	Art & Craft items for July holiday progr	\$185.33
3498.1227-01	24/05/2017	1227	Rockingham Holden	Supply/ fit child seat restraining bolts	\$104.50
3498.1228-01	24/05/2017	1228	Rockingham Mower & Chainsaw Centre	Guard muffler x1, Base, air cleaner, etc	\$154.40
3498.1249-01	24/05/2017	1249	Royal Life Saving Society	Provide First Aid Training - 260417-Grou	\$1,937.50
3498.1265-01	24/05/2017	1265	Sai Global Ltd	Member ship fee - Invoice Number - SAIG1	\$655.60
3498.1276-01	24/05/2017	1276	Satellite Security Services	Replaced SCSO Unit at Darius Wells 06/04	\$1,001.90
3498.1290-01	24/05/2017	1290	Shane McMaster Surveys	Rollings Crescent, Kwinana Beach Service	\$660.00
3498.1313-01	24/05/2017	1313	Daimler Trucks Perth	MK421155 GAUGE UNIT,FUEL TANK	\$135.17
3498.1335-01	24/05/2017	1335	Rockingham Kwinana Chamber of Comme	Sponsorship-2017 Rockingham/Kwinana Busi	\$5,500.00
3498.1360-01	24/05/2017	1360	Saint John Ambulance Australia (WA)	Our Heritage Event First Aid provision	\$429.28
3498.1367-01	24/05/2017	1367	Star Trophies	Trophy for Volunteer of the Year 2017	\$94.95
3498.1370-01	24/05/2017	1370	State Library of Western Australia	Stocktake losses: Adult fiction titles,	\$698.50
3498.1393-01	24/05/2017	1393	Sunny Sign Company Pty Ltd	RS, QSTpX6-WA Quadraped stand 900x600,	\$1,488.85
3498.1423-01	24/05/2017	1423	Telstra	Usage to 280417 Internet Direct Usage	\$4,983.24
3498.1444-01	24/05/2017	1444	The Good Guys	LG Mini System CD 230W (code CM4360)	\$228.00
3498.1485-01	24/05/2017	1485	T-Quip	Switch deck lift, Switch deck lift, etc	\$439.75
3498.1505-01	24/05/2017	1505	Trailer Parts Pty Ltd	A0710 JERRY CAN HOLDER, A0710 JERRY	\$217.54
3498.1512-01	24/05/2017	1512	S & F Treeby	FCO Phone Allowance - Dec 16 to May 17	\$180.00
3498.1520-01	24/05/2017	1520	Truck & Car Panel & Paint	Non Insurance claim quote # 1376 - KWN18	\$356.00
3498.1528-01	24/05/2017	1528	Twights Plumbing Pty Ltd	APU - unit 36, unblock toilet/drain clea	\$16,722.85
3498.1569-01	24/05/2017	1569	WA Hino Sales & Service	HT-9099900224 BLANK KEY, HT-897423702	\$504.30
3498.1572-01	24/05/2017	1572	Western Australian Local Government	Presenting with Confidence Training - 23	\$3,402.00
3498.1595-01	24/05/2017	1595	Wattleup Tractors	O-Rings & Cup Plug	\$27.35
3498.1609-01	24/05/2017	1609	West Australian Newspapers Limited	General Feature - Anzac Day	\$324.60
3498.1629-01	24/05/2017	1629	Weston Road Systems	Henley Boulevard - spotting and set out	\$3,239.50
3498.1652-01	24/05/2017	1652	Woolworths Ltd	Food and Supplies for Moodijt Kulungars,	\$1,400.95
3498.1660-01	24/05/2017	1660	Wurth Australia Pty Ltd	Parts	\$971.76
3498.1669-01	24/05/2017	1669	Zipform Pty Ltd	B-pay view-Hosting and Maintenance (Annu	\$6,820.00
3498.1674-01	24/05/2017	1674	Inkwell Cartridges & Toner	Kyocera 6130 Toner Cartridge Cyan, Kyoce	\$815.00
3498.1718-01	24/05/2017	1718	Qualcon Laboratories Pty Ltd	Ocean street and Westbrook Street Testin	\$8,409.50
3498.1726-01	24/05/2017	1726	Kyocera Document Solutions Australi	Business Incub-HR Photocopy April Readin	\$3,471.01
3498.1762-01	24/05/2017	1762	Officeworks BusinessDirect	Tea and Coffee Supplies for William Bert	\$64.46
3498.1814-01	24/05/2017	1814	P Rond & Co	Chipperton Park - Remove old pump & inst	\$7,012.50
3498.1833-01	24/05/2017	1833	Host Direct	BP Clubhouse - replacement of old dinner	\$1,153.35
3498.19-01	24/05/2017	19	Absolute Painting Services	BP - Villas repair and touch up paint to	\$5,819.00
3498.1935-01	24/05/2017	1935	Ikea	LyriK Awards - Winner Certificate frames	\$218.90
3498.194-01	24/05/2017	194	Benara Nurseries	Supply of 36 trees, As per quote, etc	\$7,366.02
3498.2012-01	24/05/2017	2012	Dell Australia Pty Ltd	1x Kit-Dell Dock 180W (WD15) S&P	\$228.00
3498.2068-01	24/05/2017	2068	Echelon Australia Pty Ltd	City Library OSH security review	\$3,960.00

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# Warrant Listing

Warrants between

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Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3498.2097-01	24/05/2017	2097	Beaver Tree Services Aust Pty Ltd	Quote no: 93639 - 47 Cowcher Way East Me	\$153,330.66
3498.2121-01	24/05/2017	2121	SITA Australia Pty Ltd	WALGA Contract C002/11 - Depot Greenwas	\$541.34
3498.2125-01	24/05/2017	2125	Synergy	Usage to 180417 1402U Tavern Car Park Li	\$27,436.60
3498.218-01	24/05/2017	218	Bob Jane T-Mart	Rego: KWN1983 PL445 / HOLDEN COLORA	\$60.00
3498.2224-01	24/05/2017	2224	Prestige Catering & Event Hire	Councillor Forum Dinner 27 March 2017, D	\$3,146.00
3498.2346-01	24/05/2017	2346	WA Association for Mental Health	4 x Mental Health Training/Workshops - t	\$2,800.00
3498.2351-01	24/05/2017	2351	Records and Information Management	Corporate annual membership renewal-17/1	\$365.00
3498.2410-01	24/05/2017	2410	ABCO Products	BP - bin liners for green wheelie bins,	\$294.04
3498.2429-01	24/05/2017	2429	Forestvale Trees	Supply 90L trees, Supply 90L trees, Supp	\$6,534.00
3498.2460-01	24/05/2017	2460	Allcom Communications	De-Install and Re-Install of Vehicles P	\$1,554.36
3498.248-01	24/05/2017	248	Bunnings Building Supplies	FC Hardifence	\$3,233.66
3498.2492-01	24/05/2017	2492	Yakka Pty Ltd	16/17 Uniform - Sam Sorgiovanni	\$7,102.30
3498.2507-01	24/05/2017	2507	Ixom Operations Pty Ltd	Service Fee-6 x Chlorine 70kg	\$1,103.63
3498.263-01	24/05/2017	263	Central Regional Tafe	Livestock Management and Control Trainin	\$815.65
3498.2646-01	24/05/2017	2646	Neverfail Springwater	Standing /Open Purchase Order for Neverf	\$259.70
3498.2652-01	24/05/2017	2652	Modern Teaching Aids Pty Ltd	Craft Suppliers Bertram After School Kid	\$932.23
3498.275-01	24/05/2017	275	Cannon Hygiene Australia Pty Ltd	Sanitary Service to City of Kwinana	\$1,151.46
3498.282-01	24/05/2017	282	Carramar Coastal Nursery	Plants	\$298.10
3498.2852-01	24/05/2017	2852	Downer EDI Works Pty Ltd	Road Surfacing-Henley Blvd 040417	\$35,275.24
3498.3031-01	24/05/2017	3031	Specialised Security Shredding	Specialised Security Shredding - GC Bin	\$20.24
3498.3105-01	24/05/2017	3105	Poly Pipe Traders	Barb joiner 15mm ID tube	\$5,554.54
3498.3106-01	24/05/2017	3106	Lochness Pty Ltd	Passive and Streetscape Mowing-April 201	\$16,520.08
3498.3117-01	24/05/2017	3117	Western Power Connections Manager	Western Power Contract - Leda Boulevard	\$136,597.00
3498.3130-01	24/05/2017	3130	Craig Treeby	Balance of Cpts phone/internet 16/17	\$560.00
3498.3152-01	24/05/2017	3152	Charles Service Company	Contract Cleaning Services City of Kwin	\$53,499.84
3498.3155-01	24/05/2017	3155	PFD Food Services Pty Ltd	Cafe items - Recquatic	\$647.65
3498.3212-01	24/05/2017	3212	Marketforce Pty Ltd	Amendment 132 Advertising - Public Notic	\$5,173.12
3498.3224-01	24/05/2017	3224	Retech Rubber	Sandringham Park - Repair 3 holes in the	\$451.00
3498.3311-01	24/05/2017	3311	FCT Surface Cleaning	Removal of graffiti Wellard. Two locatio	\$2,970.00
3498.3312-01	24/05/2017	3312	Daniels Printing Craftsmen	Petscapade DL printing	\$605.00
3498.3317-01	24/05/2017	3317	Play Maker Sports	Prepare surfaces, re-coat & re line Tenn	\$29,040.00
3498.335-01	24/05/2017	335	City of Rockingham	Tip fees to 27/04/2017	\$223,486.40
3498.347-01	24/05/2017	347	Cleanaway Pty Ltd	Service Skip Bins at Adventure Park - 3,	\$116,928.38
3498.357-01	24/05/2017	357	BullAnt Security Pty	Cut 2 twin lock keys (1 x 21.4 and 1 x 2	\$1,995.55
3498.358-01	24/05/2017	358	Coastline Mower World	Items as per quotation 1973#5	\$4,692.60
3498.3597-01	24/05/2017	3597	Rosie O Face Painters Extraordinair	Our Heritage Event Activities	\$1,120.00
3498.3607-01	24/05/2017	3607	Hays Specialist Recruitment Pty Ltd	Temp Employ City Asst-Kevan Sercombe WE	\$5,522.56
3498.3677-01	24/05/2017	3677	TC Precast Pty Ltd	2 x 100 spacers, 1 x 150 spacer, 1 x 105	\$274.45
3498.3679-01	24/05/2017	3679	Antonino Scidone	Reimb morning tea - Yaser Al Mafraji	\$98.20
3498.3689-01	24/05/2017	3689	Commercial Aquatics Australia	110 x monofilament socks and O rings for	\$3,492.50
3498.3757-01	24/05/2017	3757	Teamworks Development Australia Pty	Remaining invoice payment for LyriK Lead	\$1,084.00
3498.3914-01	24/05/2017	3914	Bladon WA Pty Ltd - Advertising &	x250 City branded lanyards	\$517.00
3498.3916-01	24/05/2017	3916	Kwinana Industries Council	KIC School Based Trainee-Bria Andrews F	\$499.92
3498.3977-01	24/05/2017	3977	MRP Osborne Park-General Pest/Termi	General Pest/Termite Division 4307	\$5,797.90
3498.4002-01	24/05/2017	4002	Savage Surveying	Set Out Survey Sloan Reserve (Nele)	\$1,207.25
3498.4003-01	24/05/2017	4003	Infiniti Group	Paper tosets and toilet rolls - Recquati	\$404.24
3498.407-01	24/05/2017	407	Staples Australia	Stationery, Toilet rolls, Hand towels,et	\$638.13
3498.4099-01	24/05/2017	4099	J & C Industrial Services	Soccer Goals	\$1,892.00
3498.4106-01	24/05/2017	4106	Kennards Hire Rockingham - Generato	Hire of turf coring machine for KAP lawn	\$134.00
3498.4112-01	24/05/2017	4112	Cleverpatch Pty Ltd	Craft resources for children's activitie	\$837.60
3498.412-01	24/05/2017	412	Courier Australia	Courier Charges-Depot	\$114.82

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Warrants between

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Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3498.4125-01	24/05/2017	4125	LD Total	April - Irrigation Maintenance Works -	\$78,429.10
3498.413-01	24/05/2017	413	Covs Parts Pty Ltd	19955-20DIG - Diggers Demineralised Wate	\$2,817.96
3498.4179-01	24/05/2017	4179	Australian Office Leading Brands	White C3 envelopes	\$1,336.13
3498.4190-01	24/05/2017	4190	AC Cooling Services	APU - unit 54, replace unserviceable Ai	\$2,451.90
3498.4245-01	24/05/2017	4245	ED Property Services	APU - unit 42, repair & paint hole in th	\$4,779.50
3498.4256-01	24/05/2017	4256	Rockingham Skylights	APU - unit 35, repair to skylights, clea	\$225.00
3498.4279-01	24/05/2017	4279	Data #3 Limited	CoreCAL ALNG LicSAPk MVL UserCAL Mid	\$160,734.69
3498.4350-01	24/05/2017	4350	T J Depiazzi & Sons	Supply and Deliver 50m3 of Pinebark Mulc	\$3,160.30
3498.4412-01	24/05/2017	4412	JB Hi-Fi Rockingham	Fujifilm - instax mini	\$320.90
3498.4422-01	24/05/2017	4422	Octagon - BKG Lifts	The Zone - March 2017 - Annual Maintena	\$622.60
3498.4477-01	24/05/2017	4477	Trophy Express	Soccer Trophy	\$144.00
3498.457-01	24/05/2017	457	Porter Consulting Engineers	MRRG inspections and submission	\$4,400.00
3498.4661-01	24/05/2017	4661	Envirolab Services (WA) Pty Ltd	Tests Performed TRH in soil-Illegal Dump	\$2,796.20
3498.4719-01	24/05/2017	4719	Complete Office Supplies Pty Ltd	Recquatic May stationery 2017	\$1,496.43
3498.4790-01	24/05/2017	4790	Spotlight Pty Ltd	Materials for Mothers Day Craft 9th Ma	\$252.12
3498.4800-01	24/05/2017	4800	Web In A Box	Domain Registration and Web Hosting for	\$60.00
3498.483-01	24/05/2017	483	Landgate	UV Interim Values Res Metro Shared	\$1,526.68
3498.4861-01	24/05/2017	4861	Big W	Products for junior programs	\$65.00
3498.4891-01	24/05/2017	4891	Display Me	5 x Ezi Pole Euro Clip Portrait with Whe	\$901.99
3498.4914-01	24/05/2017	4914	Website Weed & Pest (WA) Pty Ltd	Treat white ant nests - Wellard Village	\$731.50
3498.4918-01	24/05/2017	4918	Fairfax Digital Australia & NZ Pty	Tenderlink upload of documents for 619KW	\$385.00
3498.5061-01	24/05/2017	5061	Department of Planning -DAP	JDAP AppLic-DA8924-L503 (2) Berthold St,	\$6,062.00
3498.5147-01	24/05/2017	5147	Perth Audiovisual	Replace Blu Ray player at William Bertra	\$1,016.19
3498.5188-01	24/05/2017	5188	The Lulus Pty Ltd	MC Duties for Our Heritage Event	\$495.00
3498.5254-01	24/05/2017	5254	Bam Creative Pty Ltd	Standard Hosting 010617-310518- Bright F	\$449.00
3498.5259-01	24/05/2017	5259	Buswest	Transport to excursions	\$1,133.00
3498.5266-01	24/05/2017	5266	Debra Evelyn Newell	Refund of Rodney Taylor's membership	\$187.95
3498.540-01	24/05/2017	540	EJ's Mini Excavator	Burlington Street Naval Base - Clean out	\$3,500.00
3498.546-01	24/05/2017	546	Enzed Fremantle	Replace fire hose (FESA standards) - Man	\$202.84
3498.5516-01	24/05/2017	5516	CSIRO Publishing	Purchase 15 titles as selected from on-l	\$296.77
3498.5520-01	24/05/2017	5520	Master Lock Service	Adventure Park-Remove debris from bbq &	\$1,182.45
3498.5530-01	24/05/2017	5530	Nature Play Solutions Pty Ltd	Adventure playground - Preventative shro	\$3,353.51
3498.560-01	24/05/2017	560	Goodchild Enterprises	60038-S4, Battery Bosch Mega Power Plus	\$196.90
3498.5750-01	24/05/2017	5750	Kev's Wheelie Kleen	Administration - Rubbish bin and recycli	\$302.50
3498.5776-01	24/05/2017	5776	Eddie Mouna	Balance of captains Phone/internet 2016/	\$380.00
3498.5823-01	24/05/2017	5823	Accord Security Pty Ltd	1 x Security Officer for Council Meeting	\$175.78
3498.583-01	24/05/2017	583	Flexi Staff Pty Ltd	Brett Tether - Leave Cover - 6/3/17 to 1	\$2,310.75
3498.5859-01	24/05/2017	5859	HK Calibration Technologies Pty Ltd	Calibration of LUX meter (Yaser)	\$192.50
3498.5882-01	24/05/2017	5882	Promotions Only	Promote-1000 conference bags/Relective s	\$2,977.70
3498.5913-01	24/05/2017	5913	Clark Rubber Rockingham	SKU 37072, CLARK RUBBER UTE MATTINC	\$664.90
3498.5937-01	24/05/2017	5937	Duane Mark Fryer	FCO Phone Allowance - Dec 16 to May 17	\$180.00
3498.6000-01	24/05/2017	6000	Scott Printers Pty Ltd	Refer to quote ref - 281654 - Letterhead	\$1,210.00
3498.60-01	24/05/2017	60	Air Liquide	Replacement - Oxygen Medical 440LTR, Del	\$420.32
3498.6007-01	24/05/2017	6007	Adventure 4 x 4 Pty Ltd	HR70202 ADJUSTABLE REESE HITCH & 50	\$258.40
3498.6018-01	24/05/2017	6018	ALSCO Pty Ltd	Linen Hire	\$106.04
3498.6052-01	24/05/2017	6052	Rockingham Suspensions & Springwork	P392, 1EFA503, SPRING RESET REAR, EX	\$1,540.00
3498.6089-01	24/05/2017	6089	Rockingham Avanti Plus	Avanti Plus Bronze Service	\$139.90
3498.6091-01	24/05/2017	6091	Kilo Holdings Pty Ltd	Darius Wells Library and Resource Centre	\$110.00
3498.6107-01	24/05/2017	6107	Vivid Promotions	500 Hi Bounce Balls [LLALL3014] for Kwin	\$1,338.70
3498.614-01	24/05/2017	614	Fridgair Industries	Depot-Delive & Install Ice maker	\$5,357.00
3498.6146-01	24/05/2017	6146	Australian Training Management Pty	Advanced Worksite Traffic Management Ref	\$650.00

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Warrants between

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Cheque/Ref	Date	Creditor	Payee	Description	Amount
3498.6171-01	24/05/2017	6171	Road Specialist Australia Pty Ltd	SP4876, STAUFF CAP ASSEMBLY, KITZ25,	\$389.62
3498.6180-01	24/05/2017	6180	High Pressure Water Technology	Pressure clean the following areas: The	\$2,316.60
3498.6289-01	24/05/2017	6289	Clockwork Print	Double sided vinyl banners 1x2m. two of.	\$1,089.00
3498.6332-01	24/05/2017	6332	Drainflow Services Pty Ltd	Clean Pollutant Traps-various locations	\$20,196.00
3498.6336-01	24/05/2017	6336	Print and Design Online Pty Ltd	Kwinana Recquatic website - design and	\$3,400.00
3498.6370-01	24/05/2017	6370	Elexacom	John Wellard Community Centre: 1. Main	\$11,429.25
3498.6371-01	24/05/2017	6371	KDAire Mechanical Services Pty Ltd	Monthly maintenance - May 17 Kwinana Tra	\$4,504.77
3498.6381-01	24/05/2017	6381	Textile Traders	Fabric for Pin It Made It Term 2	\$146.91
3498.6457-01	24/05/2017	6457	Total Green Recycling	TV's E Waste Recycling - April 2017	\$308.00
3498.6566-01	24/05/2017	6566	Isentia Pty Limited	Media monitoring services for month of A	\$159.11
3498.6571-01	24/05/2017	6571	SPP Consulting (WA) Pty Ltd	Consultancy Services	\$3,918.75
3498.6604-01	24/05/2017	6604	Kaleidoscope Multicultural Arts	Hire Musician for the 20th May pop up in	\$350.00
3498.662-01	24/05/2017	662	Green Skills Inc / Ecojobs	Tree Watering @ \$2.99 for 40Lt per tree	\$10,594.19
3498.6639-01	24/05/2017	6639	Multispares Ltd	Assorted Fittings	\$232.16
3498.664-01	24/05/2017	664	StrataGreen	TerraCottem Universal 10kg for KIA Tree	\$8,210.18
3498.6659-01	24/05/2017	6659	Cadgroup Australia	License Renewals for Autodesk AutoCAD Pr	\$11,671.28
3498.6703-01	24/05/2017	6703	Lucor Pty Ltd	Audit Meeting Dinner - 15 May 2017	\$217.00
3498.6707-01	24/05/2017	6707	Labourforce Impex Personnel Pty Ltd	Casual Labour Hire w/e 26/2/17 - Jamie R	\$1,272.06
3498.6743-01	24/05/2017	6743	Josh Byrne & Associates	Adventure playground extra services	\$5,500.00
3498.682-01	24/05/2017	682	Harmony Software	Transition fee to harmony web for IHC	\$275.00
3498.684-01	24/05/2017	684	Hart Sport	Hopscotch Mat & flat bean bags set 4	\$309.70
3498.6860-01	24/05/2017	6860	Advance Scanning Services	Thomas Oval-Locate & Pot hole underground	\$1,386.00
3498.69-01	24/05/2017	69	Alinta Gas	Usage to 280217 0U Medina Hall	\$6,870.70
3498.693-01	24/05/2017	693	Mark David Heath	FCO phone Allowance - Dec 16 to May 17	\$180.00
3498.7168-01	24/05/2017	7168	Exit Waste	Fiona Harris Pavilion -Clean Greasetrap	\$1,485.00
3498.720-01	24/05/2017	720	Hydramet Pty Ltd	inspect regulator	\$544.50
3498.723-01	24/05/2017	723	Vermeer	Filter Final Fuel, 626275001 (Supersedes	\$301.37
3498.7366-01	24/05/2017	7366	REDIMED Pty Ltd	Pre employment medical - 5/05/2017	\$302.50
3498.7385-01	24/05/2017	7385	What's On 4 Australia	Combo Package Little Ones/school kids12m	\$317.90
3498.7388-01	24/05/2017	7388	Morris Jacobs	Facilitator for term 2 Art Classes and s	\$610.00
3498.7398-01	24/05/2017	7398	AP Photography	1 hour photography at citizenship ceremo	\$150.00
3498.7415-01	24/05/2017	7415	Hames Sharley Pty Ltd	GTA Consultancy Inputs	\$863.50
3498.7436-01	24/05/2017	7436	Action Glass Pty Ltd	APU - unit 62, supply & install new in-c	\$2,443.71
3498.7521-01	24/05/2017	7521	Strategen Environmental Consultants	BAL Review and Site Visit-Mortimer Rd We	\$550.00
3498.7522-01	24/05/2017	7522	GPS Linemarking	Soccer line marking - Thomas Oval, Socce	\$1,083.50
3498.7575-01	24/05/2017	7575	Pickles Auctions	Abandon Vehicle Towing Costs for Load #2	\$99.00
3498.7601-01	24/05/2017	7601	Focus Networks	Attend site for wireless site survey at	\$2,981.00
3498.7605-01	24/05/2017	7605	Flying Canape	Catering - Stakeholder Event 11/05/2017	\$3,149.00
3498.762-01	24/05/2017	762	Blackwood & Sons Ltd	Respiratory, Specs, Gloves-Recquatic	\$1,852.02
3498.7685-01	24/05/2017	7685	Asetts	Refund bond-Hall hire 11-13/4/17	\$300.00
3498.7696-01	24/05/2017	7696	Allied Pumps Pty Ltd	Wandi Pavilion - 12 month service	\$803.44
3498.7731-01	24/05/2017	7731	Herring Storer Acoustics	DW Library & Res Cnt-Chisham Sq Acoustic	\$1,026.08
3498.7765-01	24/05/2017	7765	ArborCarbon Pty Ltd	Onsite tree health and condition-Skate P	\$2,280.30
3498.7858-01	24/05/2017	7858	Datacom systems (WA) Pty Ltd	Monthly Saas Fee Sphere Website - May 20	\$1,870.00
3498.7939-01	24/05/2017	7939	Mackay Urban Design	Profess Serv March-April 2017-Resident S	\$825.00
3498.795-01	24/05/2017	795	K Mart	baskets, photo frame, Jars, household ac	\$149.00
3498.7951-01	24/05/2017	7951	Azera Deidre Saipaia	Lego Club Set up, facilitate program & p	\$112.50
3498.7960-01	24/05/2017	7960	Kerb 2 Kerb Concreting	Replace 18 metres of kerb Barker Court 0	\$1,045.00
3498.806-01	24/05/2017	806	Kearns Garden & Hardware Supplies	APU - supply various hardwares	\$551.08
3498.8108-01	24/05/2017	8108	Cannings Purple	City of Kwinana - Strategy Development C	\$363.00
3498.8125-01	24/05/2017	8125	Xpresso Delight Midland	Coffee Machine 30 March - 27 April 2017	\$440.00

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Warrants between

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Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3498.8133-01	24/05/2017	8133	Glen Flood Group Pty Ltd	Work planning and active management imp	\$5,261.48
3498.8134-01	24/05/2017	8134	Ecospill Pty Ltd	GP10, ABSORBANT MATTS	\$264.00
3498.8224-01	24/05/2017	8224	Axiis Contracting	Installation of 4 footings for solar lig	\$16,608.89
3498.8243-01	24/05/2017	8243	Brackson Construction Pty Ltd	Chalk Hill - Stone Mason - Remove bad s	\$15,907.01
3498.828-01	24/05/2017	828	Koorliny Arts Centre	1st quarter operating subsidy for 2016/1	\$111,983.30
3498.8301-01	24/05/2017	8301	Top Of The Ladder Gutter Cleaning	Margaret Feilman Building - Gutter & pip	\$4,983.00
3498.8306-01	24/05/2017	8306	Nature Calls Portable Toilets	1x Disabled Toilet for Event 070517	\$308.00
3498.8319-01	24/05/2017	8319	Poolwerx Spearwood	Daily water test and balance - Kwinana A	\$1,830.39
3498.8325-01	24/05/2017	8325	Envirosweep	Road Sweeping By Individual Road as per	\$10,209.65
3498.841-01	24/05/2017	841	Kwinana Knights Junior Football Clu	Refund overcharge lighting April - due t	\$156.80
3498.8436-01	24/05/2017	8436	Peter Boyd	Refurbishment of 2 tables for playgroup	\$195.00
3498.8474-01	24/05/2017	8474	Volunteer Task Force	Mowing of lawn & Verge at FDC 100417	\$146.25
3498.8504-01	24/05/2017	8504	DDL S	MCSA: Windows Server 2012-6 February 201	\$6,490.00
3498.851-01	24/05/2017	851	Kwinana Signs & Engraving	Supply Sign...CAUTION! I OFTEN STOP ANI	\$198.00
3498.852-01	24/05/2017	852	Kwinana Smash Repairs	Repairs to 1EXX509	\$857.45
3498.8565-01	24/05/2017	8565	Bluebottle Consulting	Conduct an evaluation of the Community E	\$11,781.00
3498.8595-01	24/05/2017	8595	Purearth	Monthly tipping - Sweeping - 192.77 tonn	\$16,645.70
3498.8623-01	24/05/2017	8623	Irrigation West	Supply and Install new 80mm RRJ mainline	\$18,719.41
3498.8634-01	24/05/2017	8634	KD Cycles	1 x \$300 voucher for major prize winner	\$300.00
3498.8654-01	24/05/2017	8654	Aviation Heritage Museum	Excursion on 11 April 2017. \$5/ child.	\$170.01
3498.867-01	24/05/2017	867	Lamp Replacements	Margaret Fielman Centre - Osram Dulux D	\$474.10
3498.8675-01	24/05/2017	8675	Custom Designer Gates & Fencing	Belvoir Crescent - various fence repairs	\$10,168.00
3498.8687-01	24/05/2017	8687	Meghan Philpott	Dancers performance for Thank A Voluntee	\$300.00
3498.8717-01	24/05/2017	8717	Sara's Patisserie & Bakery	Sandwiches & Cakes for morning tea	\$82.00
3498.8727-01	24/05/2017	8727	Nearly Famous	Band for Annual Thank a Volunteer Event	\$600.00
3498.8770-01	24/05/2017	8770	AIM Over 50 Archery Group	Stall & activities - Our Heritage event	\$200.00
3498.8777-01	24/05/2017	8777	Outdoor Living Direct	Outdoor Furniture William Bertram Commun	\$1,060.17
3498.8788-01	24/05/2017	8788	Nature Play WA	Conference 15/5/2017	\$240.00
3498.8789-01	24/05/2017	8789	The Seedlings Program	Prof dev train-Parenting through Primar	\$1,090.00
3498.8811-01	24/05/2017	8811	SCA Inc Dragon Bay	Stall - Heritage Day	\$50.00
3498.8812-01	24/05/2017	8812	Chen Yao	Refund of cancelled swimming lessons- So	\$68.80
3498.8813-01	24/05/2017	8813	Sudarshinee Ramgoolam-Rawoo	Refund of swimming lessons-Nandika & Rad	\$178.68
3498.8817-01	24/05/2017	8817	Brains and the Beast	Refund bond-hall hire 13/5/17	\$2,000.00
3498.8818-01	24/05/2017	8818	Sienna Properties Pty Ltd	Refund bond-Stage 1A Maintenance bond	\$22,525.60
3498.8819-01	24/05/2017	8819	Deborah Jane Laycock	C/over subsidy rebate-L987 Magnetic Way,	\$540.00
3498.8820-01	24/05/2017	8820	Angelito Muldong Enriquez	C/over subsidy rebate-11 Sawyer Road,CAL	\$420.00
3498.8821-01	24/05/2017	8821	Kelvin John Rudd	C/over subsidy rebate-L1550 Yateley Way,	\$360.00
3498.8822-01	24/05/2017	8822	Jenna Kylie Wann	C/over subsidy rebate-L328 Beauchamp Loo	\$360.00
3498.8824-01	24/05/2017	8824	Robert David Evans	C/over subsidy rebate-L2234 Coomallo Blv	\$360.00
3498.8825-01	24/05/2017	8825	Joshua Leon Gardner	C/over subsidy rebate-L120 Barossa St,WE	\$540.00
3498.8827-01	24/05/2017	8827	Ingrid Yearwood	C/over subsidy rebate-L967 Littabella Av	\$600.00
3498.8828-01	24/05/2017	8828	Lucretia De Koker	Financial Assistance program	\$175.00
3498.8829-01	24/05/2017	8829	Melanie Wiefeler	Refund of membership due to illness	\$150.00
3498.8830-01	24/05/2017	8830	Bianca Thompson	Financial Assistance- Rugby National Cha	\$175.00
3498.905-01	24/05/2017	905	Local Government Professionals	eConnect Subscription 2016/2017	\$1,155.00
3498.928-01	24/05/2017	928	Major Motors	7" LED HEADLIGHT INSERT, 7" LED HEADL	\$568.50
3498.959-01	24/05/2017	959	McLeods Barristers & Solicitors	Upgrade of Millar Road, Wellard East Cel	\$15,057.87
3498.96-01	24/05/2017	96	Apace Aid (Inc)	Plants for 2017 seedling subsidy scheme	\$5,016.00
3498.992-01	24/05/2017	992	Momar Australia Ltd	HURRICANE CLEAN	\$981.20
3499.2374-01	26/05/2017	2374	The Active Network Inc (AUA-NZ) Pty	Class - Maintenance & Support Renewal -	\$2,359.42
3500.565-01	30/05/2017	565	Bright Futures Family Day Care - Pa	FDC Payroll to 21/05/17	\$459.70

TOK [LIVE]

## Warrant Listing



Warrants between  
1/05/2017 to 31/05/2017

TOK [LIVE]

1/06/2017 10:05:16AM  
Minimum Amount: \$0.00

Cheque/Ref	Date	Creditor	Payee	Description	Amount
3500.568-01	30/05/2017	568	Bright Futures In Home Care - Payro	IHC Payroll to 21/05/17	\$897.50
3501.153-01	30/05/2017	153	Australian Taxation Office	Taxation	\$178,332.00
3502.568-01	30/05/2017	568	Bright Futures In Home Care - Payro	IHC Payroll to 21/05/17	\$897.50
3503.7367-01	31/05/2017	7367	ClickSuper Pty Ltd	Superannuation-May2017-03	\$216,509.66
					<b>\$4,996,127.86</b>

## Cancelled Cheques

00200578	03/05/2017		Rhee Taekwon Do - Peel Region	***** CANCELLED *****	\$0.00
00200614	24/05/2017		BookFound Pty Ltd	***** CANCELLED *****	\$0.00
00200615	24/05/2017		Sharlene Foyle	***** CANCELLED *****	\$0.00
00200616	24/05/2017		Cassia Glades Housing Authority (A	***** CANCELLED *****	\$0.00
00200617	24/05/2017		Gloria Payne	***** CANCELLED *****	\$0.00
00200618	24/05/2017		Rebekkah Louise Welch	***** CANCELLED *****	\$0.00
00200619	24/05/2017		Meegan Bullock	***** CANCELLED *****	\$0.00
00200620	24/05/2017		Tammy Woods	***** CANCELLED *****	\$0.00
00200621	24/05/2017		Ricky Ferns	***** CANCELLED *****	\$0.00
00200622	24/05/2017		Clare Elizabeth Clarke	***** CANCELLED *****	\$0.00
00200623	24/05/2017		Vicky Udall	***** CANCELLED *****	\$0.00
00200624	24/05/2017		Lady Rebecca Ivy Goray	***** CANCELLED *****	\$0.00
00200625	24/05/2017		Kwinana Swimming Club	***** CANCELLED *****	\$0.00
00200626	24/05/2017		Rebekka Welch	***** CANCELLED *****	\$0.00
					<b>\$0.00</b>

Total Non Payroll Payments 727 **\$5,698,616.22**

## Payroll

Cheque/Ref	Date	Description	Amount
PY01-23	10/05/2017	Payroll	569,746.87
PY01-24	24/05/2017	Payroll	571,134.95
Total Payroll			1,140,881.82
<b>Grand Total</b>			<b>6,839,498.04</b>

### **16.3 Request to transfer funds into the Restricted Grants and Contributions Reserve for 2016/2017 projects that will not be spent before 30 June 2017**

#### **SUMMARY:**

To amend the 2016/2017 budget to reflect various adjustments to the General Ledger with nil effect to the overall budget as detailed below. It is expected that the list of projects identified in this report will not be completed by 30 June 2017 and the amounts unspent for the projects are being proposed to be transferred into the Restricted Grants and Contributions Reserve fund in order to utilise these funds in the 2017/2018 financial year to complete the projects. Therefore in the 2017/2018 financial year budget these projects will be included and the funding of these projects will be from the Restricted Grants Contributions Reserve. Due to the nature of these variations, they fall outside the annual budget review.

#### **OFFICER RECOMMENDATION:**

That the required budget variations to the Adopted Budget for 2016/2017 as outlined in the report be approved.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

#### **DISCUSSION:**

The following budget items from 2016/2017 are requested to be transferred to the Restricted Grants and Contributions Reserve fund. Council will then be requested as part of the 2017/2018 budget to endorse transfers from the reserve to permit these projects to be completed. A detailed description of why these projects are required to be transferred to the Restricted Grants and Contributions Reserve and were not completed in the 2016/2017 financial year are detailed below:

#### **Projects Funded by Grants and Contributions:**

- 1. Speed Alert Mobile Trailer for Driver Speed Education** - Successful grant funding application to Road Safety Commission (RSC) to purchase a Speed Alert Trailer for driver speed education. Confirmation of grant funding approval received from RSC on 22 May 2017. Full amount of grant funding will be recouped before the end of June 2017. Trailer will be purchased and delivered by September 2017.
- 2. SMCC - KIC Coastcare in the KIA** - The expenses which have grant funding related to them, are for projects that span the growing season. The funds will be used to purchase and install plants at revegetation sites along the Industrial Area Coastline. This also includes stakes, bags, green stock maintenance and weed control.
- 3. BP Coastcare - BP Refinery Grant** - The expenses which have grant funding related to them, are for projects that span the growing season. The funds will be used to purchase and install plants at revegetation sites along the BP Coastline. This also includes stakes, bags, green stock maintenance and weed control.
- 4. SMCC - Degremont (proAlliance)** Adopt a Beach Partnership - The expenses which have grant funding related to them, are for projects that span the growing season. The funds will be used to purchase and install plants at revegetation sites along the Industrial Area Coastline. This also includes stakes, bags, green stock maintenance and weed control.



**16.3 REQUEST TO TRANSFER FUNDS INTO THE RESTRICTED GRANTS AND CONTRIBUTIONS RESERVE FOR 2016/2017 PROJECTS THAT WILL NOT BE SPENT BEFORE 30 JUNE 2017**

5. **SMCC - Challenger Beach Coastal Rehab Project – Alcoa** - The expenses which have grant funding related to them, are for projects that span the growing season. The funds will be used to purchase and install plants at revegetation sites along the Industrial Area Coastline. This also includes stakes, bags, green stock maintenance and weed control.
6. **Perth NRM Support for South Metro Coastcare** - The expenses (remaining funds of \$4,000) which have grant funding related to them, are for projects that span the growing season. The funds will be used to purchase and install plants at revegetation sites along the Industrial Area Coastline. This also includes stakes, bags, green stock maintenance and weed control.
7. **SMCC - Tronox Adopt a Beach Community Project** - The expenses which have grant funding related to them, are for projects that span the growing season. The funds will be used to purchase and install plants at revegetation sites along the Industrial Area Coastline. This also includes stakes, bags, green stock maintenance and weed control.
8. **Fauna Survey and Feral Animal Control in Kwinana Reserves** - the funds are for specific spring monitoring to compliment surveying undertaken at previous times of the year e.g. Summer, Autumn, Winter. The night stalk component of the funding is to be carried out in October, as per the grant agreement, this is the time of year when fauna becomes more active.
9. **Local Projects, Local Jobs Grant funding for reserving/rehabilitating natural bushland** - The City are receiving a grant of \$100,000 from the Minister of Environment for creation of a fund for community groups to apply for funding to plant trees native to the metropolitan area or undertake other projects aimed at preserving or rehabilitating natural bushland as part of the State's Local Projects, Local Jobs program within the City of Kwinana. Funded projects are to be complete by the 20/21 financial year.

**Works not completed in 2016/17:**

10. **Dist B - DCA 13 - Local Sporting Ground with Community Sports Facility Building A – Bertram** - Topography of the oval has posed a number of problems and has resulted in several changes to the location. Consultation with the School/Education Department has also resulted in changes. Request for Tender for design and construction of the facility was issued in March 2017 and has not been completed.
11. **Dist C - DCA14 - Local Sporting Ground with pavilion extension (Wellard/Leda)** - Consultation with sporting clubs have resulted in changes to the proposed design of the storage area. Consultation and working in partnership with external stakeholders has taken a considerable amount of time and the design of the plans was only completed at the start of June 2017.
12. **Calista Oval Destination Park - Adventure Playground** - The need for a larger storage shed was identified following the opening of the facility. The caretakers will use the shed for storing plant and equipment for maintenance purposes. The available funding in the project account will be used to purchase and install a powered maintenance storage shed.
13. **Soft Fall Tester** - Soft fall testers are not readily available in Australia. Officers attempted for six months to contact the only Australian supplier for information and quotations. Failure to purchase a tester will result in contractors being used to test soft fall at \$300 per playground per test. Testing is required at least twice per year or more frequently given the use. The equipment once purchased will pay for itself in the short term.

**16.3 REQUEST TO TRANSFER FUNDS INTO THE RESTRICTED GRANTS AND CONTRIBUTIONS RESERVE FOR 2016/2017 PROJECTS THAT WILL NOT BE SPENT BEFORE 30 JUNE 2017**

- 14. Kwinana Outdoor Youth Space KOYS - Skate Park Capital Expense** - Scope of the project included several rounds of consultation with user groups and City staff/Elected Members during design development, detailed design and construction. Additional time was taken to plan and consult with the community and as a result the project has been delayed around four months.
- 15. Thomas Oval Netball Court Renewal** - CSRFF Grant funding was only announced in December 2016 (this was anticipated to be October 2016). This delayed the project because tendering could not commence until grant funding was secured. However, most works will be completed before the end of June 2017, carry forward amount is minimal.
- 16. Bertram Road Dual Carriageway** - Approval to proceed with the expenditure of funding was not obtained until 21 March 2017. Western Power requires a minimum of six months lead time to complete the works. Western Power has been engaged to undertake the work which is expected to be completed by September 2017.
- 17. Johnson Road realignment roadworks** - The design of the road realignment could not be completed until the Wellard Oval design was completed by the developer. The oval design was completed in April 2017, following which the road design was completed and tendering for construction commenced in May 2017. The road construction contract is expected to be awarded in July/August 2017 and construction works is expected to take around eight weeks to be completed from contract award date.
- 18. Construction of Carpark at the Skate Park** - Project originally planned to be constructed during 2017/2018 according to the Long Term Financial Plan. The project was brought forward using surplus funding in the 2016/2017 capital budget. Construction was scheduled to coincide with the Skate Park construction. The project is expected to be completed in August 2017.
- 19. Kwinana Outdoor Youth Space KOYS - Skate Park Operational Expense - Renewal** - Scope of project included several rounds of consultation with user groups and City staff/Elected Members during design development and completion of detailed design and construction. It is anticipated that as a result of an increase stakeholder planning and consultation this project has been delayed around four months and these funds will need to be carried forward.
- 20. Chisham Oval Ablutions – Demolition** - Additional community consultation was required regarding the demolition of the toilet block. Monitoring of the facility was also required to enable an informed decision to be made. The timeframe for this prevents the toilet block project from being completed prior to the end of the financial year.
- 21. Contribution to Roadworks** – The joint project with the City of Rockingham to increase the turning lanes to Gilmore Avenue and Rockingham Road will not commence until the 2017/2018 financial year.
- 22. Contribution to Emerald Park Playing field** – This is a contribution to Cedar Woods towards a playing field at Emerald Park. We are not expecting to pay this contribution until works have been completed which is anticipated to be around January 2018.
- 23. Vehicle Mounted Tablets** - Required for Occupational Health and Safety purposes and is estimated to result in cost savings over five years. The benefits include decreased risk of Officer injury, legislative compliance and improved technological reliability. Installation of tablets is to occur within three months of award of contract.
- 24. Family Day Care - Playground Equipment and Landscaping behind office and in playground** - Consultation with educators took longer than expected and staff time taken up with other tasks meant a delay in sourcing quotes on work on the new playground equipment.



**16.3 REQUEST TO TRANSFER FUNDS INTO THE RESTRICTED GRANTS AND CONTRIBUTIONS RESERVE FOR 2016/2017 PROJECTS THAT WILL NOT BE SPENT BEFORE 30 JUNE 2017**

25. **Various ICT Equipment** - These funds will go towards antivirus, internet, generator and printing changes. Security testing on our current antivirus system may result in it being insufficient, thus requiring change. A new internet connection may require fibre cabling to be trenched to our offices, in addition to fibre cabling to the Adventure Park for Wi-Fi/CCTV requirements. A backup power generator is a possibility which will require capital funding. Changes to our printing system will result in additional licensing and hardware costs to achieve the central/secure functionality goals. These changes are documented in the Strategic ICT Plan and are unable to be completed in the current financial year due to timing and dependencies of other projects being completed prior to commencing the projects that are required to be carried forward.
26. **Signage - update signage from Town to City** - This allocation had been to upgrade the entry statement walls on the corner of Rockingham Road and Thomas Road. Following consultation with Engineering, the assessments and approvals required will push the project construction into the 2017/2018 financial year.
27. **Fixed Variable Community Notice Board** - Investigation still needs to be carried out as to the location and obtaining all the necessary approvals.
28. **Local Commercial & Activity Centres Strategy** - The timing of the Expression of Interest requires a carry over as the assessment panel has not yet assessed respondents.
29. **Human Resources - Training Staff** – The City has commenced the Performance Management Training, which is a three part training session. Parts one and two have been completed and part three requires to be carried forward as this has been scheduled for the 26 July 2017.
30. **Human Resources - Staff Employment Expenses** – The allocation to be carried forward is as a result of the recruitment of executive positions not being completed by 30 June 2017.
31. **Human Resources – Salaries Contract** - The \$86k project to carry out a Classification Systems review that was raised during EBA negotiations will be required to be carried forward as a result of the scope being finalised in June 2017.
32. **Hazardous Substance Compliance Program** - Stages one and two will be completed prior to the end of the financial year 2016/2017. Stages three and four will be required to be completed in the 2017/18 financial year.
33. **Callistemon Court construction of letterboxes and brickwork** – Letterboxes will not be available until mid July. Project had been delayed due to renewal works that took priority. Letterboxes are required as a safety precaution for residents accessing their mail.
34. **Human Resources – Salaries Contract** - The contract for a functional review of the City Living Directorate is commencing shortly. The consultants will examine all aspects of the Directorate.

**The following budget items require variations to the adopted budget 2016/2017:**

Ref #	LEDGER ACCOUNT	DESCRIPTION	OPERATING BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1&13	800105.1813	Transfer to Reserve	Nil	(41,290)	(41,290)
	600013.1000	Capital Expense	(840,990)	41,290	(799,700)
	<b>Reason:</b>	<b><i>Depot Operating Overheads - transfer of funds to the Restricted Grants and Contributions Reserve for grants and contributions - Item 1 and works not completed - Item 13</i></b>			

**16.3 REQUEST TO TRANSFER FUNDS INTO THE RESTRICTED GRANTS AND CONTRIBUTIONS RESERVE FOR 2016/2017 PROJECTS THAT WILL NOT BE SPENT BEFORE 30 JUNE 2017**

2-9	800016.1813	Transfer to Reserve	Nil	(159,562)	(159,562)
	400567.1600	Operating Expense	(412,218)	59,562	(352,656)
	300130.1600	Operating Revenue	70,689	100,000	170,689
	<b>Reason:</b>	<b>Natural Environment - transfer of funds to the Restricted Grants and Contributions Reserve for grants and contributions - Items 2 – 9.</b>			
10-11, 26	800032.1813	Transfer to Reserve	Nil	(637,100)	(637,100)
	600019.1002	Capital Expense	(1,018,969)	637,100	(381,869)
	<b>Reason:</b>	<b>Recreation &amp; Culture Facility - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed - Items 10,11, and 26.</b>			
12,14-15	800020.1813	Transfer to Reserve	Nil	(64,232)	(64,232)
	600008.1568	Capital Expense	(4,466,403)	64,232	(4,402,171)
	<b>Reason:</b>	<b>Recreation &amp; Cult Grounds - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed - Items 12,14 and 15.</b>			
16-17	800021.1813	Transfer to Reserve	Nil	(572,771)	(572,771)
	600007.1561	Capital Expense	(3,002,868)	572,771	(2,430,097)
	<b>Reason:</b>	<b>Transport Development - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed – Items 16 &amp; 17.</b>			
18	800022.1813	Transfer to Reserve	Nil	(30,000)	(30,000)
	600023.1565	Capital Expense	(255,000)	30,000	(225,000)
	<b>Reason:</b>	<b>Recreation &amp; Culture Development - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed - Item 18.</b>			
19	800106.1813	Transfer to Reserve	Nil	(20,000)	(20,000)
	400490.1985	Operating Expense	(100,000)	20,000	(80,000)
	<b>Reason:</b>	<b>Education &amp; Welfare Facility - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed – Item 19.</b>			
20	800099.1813	Transfer to Reserve	Nil	(15,000)	(15,000)
	400492.1004	Operating Expense	(1,475,736)	15,000	(1,460,736)
	<b>Reason:</b>	<b>Recreation &amp; Culture Facility - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed – Item 20.</b>			
21-22	800031.1813	Transfer to Reserve	Nil	(344,959)	(344,959)
	400461.1976	Operating Expense	(344,959)	344,959	Nil
	<b>Reason:</b>	<b>Infrastructure Management Overheads - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed – Items 21 &amp; 22.</b>			
23	800072.1813	Transfer to Reserve	Nil	(9,091)	(9,091)
	600012.1000	Capital Expense	(96,091)	9,091	(87,000)
	<b>Reason:</b>	<b>Law Order &amp; Public Safety - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed - Item 23.</b>			
24	800058.1813	Transfer to Reserve	Nil	(101,569)	(101,569)
	600005.1568	Capital Expense	(120,000)	101,569	(18,341)
	<b>Reason:</b>	<b>Family Day Care General - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed – Item 24.</b>			
25	800044.1813	Transfer to Reserve	Nil	(90,000)	(90,000)
	600002.1001	Capital Expense	(508,532)	90,000	(418,532)
	<b>Reason:</b>	<b>Computing Infrastructure - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed - Item 25.</b>			
27	800071.1813	Transfer to Reserve	Nil	(70,000)	(70,000)
	600032.1000	Capital Expense	(146,000)	70,000	(76,000)
	<b>Reason:</b>	<b>Community Services Admin - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed – Item 27.</b>			
28	800024.1813	Transfer to Reserve	Nil	(40,000)	(40,000)
	400047.1125	Operating Expense	(80,000)	40,000	(40,000)
	<b>Reason:</b>	<b>Economic Development - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed – Item 28.</b>			

**16.3 REQUEST TO TRANSFER FUNDS INTO THE RESTRICTED GRANTS AND CONTRIBUTIONS RESERVE FOR 2016/2017 PROJECTS THAT WILL NOT BE SPENT BEFORE 30 JUNE 2017**

29-31, 34	800051.1813	Transfer to Reserve	Nil	(179,800)	(179,800)
	400025.1210	Operating Expense	(214,000)	136,000	(78,000)
	400024.1038	Operating Expense	(283,000)	8,800	(274,200)
	400024.1048	Operating Expense	(186,000)	35,000	(151,000)
	<b>Reason:</b>	<b>Human Resources – transfer of funds to the Restricted Grants and Contributions Reserve for works not completed – Items 29-31, 34.</b>			
32	800078.1813	Transfer to Reserve	Nil	(48,000)	(48,000)
	400032.1210	Operating Expense	(50,000)	48,000	(2,000)
	<b>Reason:</b>	<b>Occupational Health &amp; Safety - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed – Item 32.</b>			
33	800107.1813	Transfer to Reserve	Nil	(10,000)	(10,000)
	600067.1002	Capital Expense	(92,085)	10,000	(82,085)
	<b>Reason:</b>	<b>Callistemon Court - transfer of funds to the Restricted Grants and Contributions Reserve for works not completed – Item 33.</b>			

**LEGAL/POLICY IMPLICATIONS:**

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

(b) is authorised in advance by resolution\*

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

\*requires an absolute majority of Council.

**FINANCIAL/BUDGET IMPLICATIONS:**

The financial implications are detailed in this report.

**ASSET MANAGEMENT IMPLICATIONS:**

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

**ENVIRONMENTAL IMPLICATIONS:**

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

**16.3 REQUEST TO TRANSFER FUNDS INTO THE RESTRICTED GRANTS AND CONTRIBUTIONS RESERVE FOR 2016/2017 PROJECTS THAT WILL NOT BE SPENT BEFORE 30 JUNE 2017**

**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.

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:**

Risk Event	The City does not manage it's finances adequately and allows budget expenditure to exceed allocation and the City then finds itself unable to fund it's services that have been approved through the budget process
Risk Theme	Failure to fulfil statutory regulations or compliance Providing inaccurate advice/information
Risk Effect/Impact	Financial Reputation Compliance
Risk Assessment Context	Operational
Consequence	Major
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce (mitigate risk)
Response to risk treatment required/in place	Submit budget variation requests to Council as they arise, identifying financial implications and ensuring there is nil effect on the budget adopted
Rating (after treatment)	Low

**COUNCIL DECISION**

523

**MOVED CR S LEE**

**SECONDED CR B THOMPSON**

**That the required budget variations to the Adopted Budget for 2016/2017 as outlined in the report be approved.**

**CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**7/0**

## **16.4 Proposed Disposition by way of lease of Lot 12 (2) Stidworthy Court, Kwinana City Centre**

### **SUMMARY:**

The lease agreement between the City of Kwinana and Minister for Works for Lot 12 (2) Stidworthy Court expired on 20 April 2017. There are no further options to be exercised and the Minister for Works is required to enter into a new lease with the City of Kwinana.

This report seeks Council approval to authorise the Chief Executive Officer and Mayor to execute the lease agreement, in relation to the proposed disposition by way of lease of Lot 12 (2) Stidworthy Court, Kwinana City Centre, between the City of Kwinana and Minister for Works.

### **OFFICER RECOMMENDATION:**

That Council:

1. Note that the City of Kwinana, in accordance with Regulation 30 of the Local Government (Functions and General) Regulations 1996, is not required to advertise the disposal of Local Government Property by way of lease as the tenant is an agency/department of the State.
2. Authorise the Chief Executive Officer and Mayor to execute the lease agreement and make any modifications where the intent of the agreement does not change, in relation to Lot 12 (2) Stidworthy Court, Kwinana City Centre, between the City of Kwinana and Minister for Works, as detailed in Attachment A.

### **DISCUSSION:**

The lease agreement was for a period of five years that commenced on 21 April 2006 and expired on 20 April 2011. There were two three year options to extend the lease agreement. The second of the two options to extend expired on 20 April 2017. At the time the second option to extend expired, Minister for Works occupancy reverted to a monthly tenancy. City Officers and the Minister for Works have negotiated with regards to the term, rent and review structure of the new lease agreement and as a result, this report seeks Council approval to authorise the Chief Executive Officer and Mayor to execute the lease agreement, in relation to the proposed disposition by way of lease to Minister for Works, as detailed in Attachment A.

The term of the proposed lease is for a period of three years with two options available to extend the lease for one year for each option. The rent proposed for the first year of the lease is \$76,114.35 per annum plus GST. The current use of the premises is the Housing Authority branch office. The valuation of the annual market rent was undertaken by Landgate. The agent acting on behalf of the Minister for Works has been instructed by their client not to disclose the valuation report to the City of Kwinana. City Officers believe the valuation has not been discounted and has been valued as a commercial market rent, following valuations received from City's valuer in relation to other City Centre market rent valuations.

#### 16.4 PROPOSED DISPOSITION BY WAY OF LEASE OF LOT 12 (2) STIDWORTHY COURT, KWINANA CITY CENTRE

##### LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995

##### 3.58. Disposing of property

- (1) In this section — **dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not; **property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
  - (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
 and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
  - (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
  - (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.



**16.4 PROPOSED DISPOSITION BY WAY OF LEASE OF LOT 12 (2) STIDWORTHY COURT, KWINANA CITY CENTRE**

Local Government (Functions and General) Regulations 1996

**30. Dispositions of property excluded from Act s. 3.58**

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*
  - (a) *the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —*
    - (i) *its market value is less than \$5 000; and*
    - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*
  - or*
  - (b) *the land is disposed of to a body, whether incorporated or not —*
    - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
    - (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;*
  - or*
  - (c) *the land is disposed of to —*
    - (i) *the Crown in right of the State or the Commonwealth; or*
    - (ii) *a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
    - (iii) *another local government or a regional local government;*
  - or*
  - (d) *it is the leasing of land to an employee of the local government for use as the employee's residence; or*
  - (e) *it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land;*
  - or*
  - (f) *it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or*
  - (g) *it is the leasing of residential property to a person.*

**FINANCIAL/BUDGET IMPLICATIONS:**

There are financial/budget implications identified as a result of this report.

As at 21 April 2017 the rental income for 2016/2017 was \$75,348.16. If Council approve the Chief Executive Officer and Mayor to execute the lease agreement, the proposed annual rental income for the new lease is \$76,114.35 for the first year.

**ASSET MANAGEMENT IMPLICATIONS:**

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

**16.4 PROPOSED DISPOSITION BY WAY OF LEASE OF LOT 12 (2) STIDWORTHY COURT, KWINANA CITY CENTRE**

**ENVIRONMENTAL IMPLICATIONS:**

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

**STRATEGIC/SOCIAL IMPLICATIONS:**

<b>Plan</b>	<b>Objective</b>	<b>Strategy</b>
Corporate Business Plan	6.3 Maximise the value of the City's property assets	6.3.1 Develop the City's Land Asset Management Plan and acquire, manage and dispose of Council land assets on the basis of the adopted recommendations

**RISK IMPLICATIONS:**

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

Risk Event	That Council does not authorise the Chief Executive Officer and Mayor to sign the lease agreement in relation to Lot 12 (2) Stidworthy Court, Kwinana City Centre, between the City of Kwinana and Minister for Works.
Risk Theme	Ineffective management of facilities/venues/events
Risk Effect/Impact	Financial/Reputational
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Almost certain
Rating (before treatment)	High
Risk Treatment in place	Avoid
Response to risk treatment required/in place	This report is in relation to the Chief Executive Officer and Mayor executing the lease agreement between the City of Kwinana and Minister for Works.
Rating (after treatment)	Low

16.4 PROPOSED DISPOSITION BY WAY OF LEASE OF LOT 12 (2) STIDWORTHY COURT,  
KWINANA CITY CENTRE

**COUNCIL DECISION**

**524**

**MOVED CR D WOOD**

**SECONDED CR W COOPER**

**That Council:**

- 1. Note that the City of Kwinana, in accordance with Regulation 30 of the Local Government (Functions and General) Regulations 1996, is not required to advertise the disposal of Local Government Property by way of lease as the tenant is an agency/department of the State.**
- 2. Authorise the Chief Executive Officer and Mayor to execute the lease agreement and make any modifications where the intent of the agreement does not change, in relation to Lot 12 (2) Stidworthy Court, Kwinana City Centre, between the City of Kwinana and Minister for Works, as detailed in Attachment A.**

**CARRIED  
7/0**

## **LEASE - 2 STIDWORTHY COURT, KWINANA**

Dated

2017

**PARTIES**

**CITY OF KWINANA**  
(Landlord)

**MINISTER FOR WORKS**  
(Tenant)

State Solicitor's Office  
Commercial and Conveyancing  
141 St George's Terrace  
Perth WA 6000  
Telephone : (08) 9264 1888  
Ref: SSO: 1444-17

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## Schedule

Item 1	<b>Landlord</b>  CITY OF KWINANA of PO Box 21, Kwinana, Western Australia 6966
Item 2	<b>Tenant</b>  MINISTER FOR WORKS being a body corporate pursuant to the provisions of the <i>Public Works Act 1902</i> (WA) of care of Optima Centre, 16 Parkland Road, Osborne Park, Western Australia
Item 3	<b>Land</b>  Lot 101 on Deposited Plan 70670 being the whole of the land comprised in Certificate of Title Volume 2786 Folio 108
Item 4	<b>Premises</b>  The building erected on the Land known as 2 Stidworthy Court, Kwinana comprising an area of 390.33 square metres as depicted on the plan annexed hereto
Item 5	<b>Term</b>  The period of 3 years from the Commencement Date to the Expiry Date  Commencement Date: 21 April 2017  Expiry Date: 20 April 2020
Item 6	<b>Option to Extend this Lease</b>  (1) <b>First Option Period:</b>  1 year commencing on 21 April 2020  (2) <b>Second Option Period:</b>  1 year commencing on 21 April 2021  (3) <b>Third Option Period:</b>  Not applicable
Item 7	<b>Rent</b>  \$76,114.35 per annum plus GST (being \$195 per square metre per annum)



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Item 8	<b>Rent Commencement Date</b>
	21 April 2017
Item 9	<b>CPI Review Dates</b>
	21 April 2018 and 21 April 2019
Item 10	<b>Market Review Dates</b>
	21 April 2020 and 21 April 2021
Item 11	<b>Fixed Percentage Review Dates</b>
	Not applicable
Item 12	<b>Outgoings</b>
	Tenant's Share at the Commencement Date: 100%
Item 13	<b>Car Parking Bays</b>
	18 open car bays
Item 14	<b>Additional Provisions</b>
	Not applicable

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**LEASE** made

2017

**BETWEEN:** The party or parties named in item 1 of the Schedule.  
("Landlord")

**AND:** The party named in item 2 of the Schedule.  
("Tenant")

## **AGREEMENT**

### **1. Definitions and Interpretation**

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#### **1.1 Definitions**

In this Lease :

- (1) **"Accounting Year"** means each period of 12 months ending on 30 June in each year disregarding any part of that period falling outside the Term;
- (2) **"Air Conditioning Equipment"** means the plant, chilled water piping, electrical installations, ductwork and diffusers used to heat, cool, circulate and extract air throughout the Building;
- (3) **"Australian Property Institute"** means the Australian Property Institute (Inc.) Western Australian Division;
- (4) **"Authority"** includes any governmental or public authority of any kind;
- (5) **"Building"** means the building in which the Premises are situated including any modifications, extensions or alterations to the Building and the Landlord's Property;
- (6) **"Commencement Date"** means the date specified in Item 5 of the Schedule;
- (7) **"Expiry Date"** means the date specified in Item 5 of the Schedule;
- (8) **"Government Tenant"** includes any corporation or other legal entity owned or controlled by a state or federal Government, and any person, agent, authority or other instrumentality acting for or exercising the power of a state or federal Government;
- (9) **"Insolvency Event"** means the happening of any of the following events in relation to a party:
  - (a) the party is unable to pay all the party's debts as and when they become due and payable or the party has failed to comply with a statutory demand as provided in section 459F of the Corporations Law, or the party is deemed to be unable to pay the party's debts under section 585 of the Corporations Law;

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- (b) a meeting is convened to place the party in voluntary liquidation or to appoint an administrator;
  - (c) an application is made to a court for the party to be wound up;
  - (d) the appointment of a controller (as defined in section 9 of the Corporations Law) of any of the party's assets;
  - (e) the party proposes to enter into or enters into any form of arrangement (formal or informal) with the party's creditors or any of them, including a deed of company arrangement;
  - (f) the party becomes an insolvent under administration, as defined in section 9 of the Corporations Law; or
  - (g) anything else or having a similar effect to the events described happens to a party, including a party who is a natural person.
- (10) **"Land"** means the land described in item 3 of the Schedule;
  - (11) **"Landlord"** includes:
    - (a) in the case of a person, that person's executors, administrators and assigns; and
    - (b) in any other case, the Landlord's successors and assigns;
  - (12) **"Landlord's Property"** means the plant, equipment, fixtures, fittings and any other Landlord's property in the Premises;
  - (13) **"Managing Agent"** means any agent appointed by the Landlord to manage the Premises;
  - (14) **"Official Requirement"** means any requirement, notice, order or direction properly given by any Authority;
  - (15) **"Outgoings"** has the meaning set out in Appendix 1;
  - (16) **"Premises"** means the premises described in item 4 of the Schedule;
  - (17) **"Property Council"** means the Property Council of Australia Limited;
  - (18) **"Rates and Taxes"** includes all rates, taxes, land taxes calculated on the basis that the Land is the only land owned by the Landlord, and other charges of any kind imposed by an Authority in relation to the Land or the Building.
  - (19) **"Rent Commencement Date"** means the date stated in Item 8 of the Schedule;
  - (20) **"Schedule"** means the schedule at the beginning of this Lease;

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- (21) **"Services"** means all gas, electricity, telephone, water, sewerage, fire prevention, ventilation, air conditioning, hydraulic, elevator and security services and all other services or systems provided in the Building or available for the Tenant's use whether provided by the Landlord or any Authority;
- (22) **"Tenant"** includes the Tenant's successors and permitted assigns;
- (23) **"Tenant's Employees"** means each of the Tenant's employees, contractors and agents and those persons over whom the Tenant exercises control at the Premises;
- (24) **"Tenant's Property"** means the property of the Tenant brought into, installed or erected in the Premises (and includes any property acquired from a former occupier of the Premises);
- (25) **"Term"** means the term of this Lease stated in Item 5 of the Schedule;
- (26) **"Valuer"** means a person who:
- (a) is a fellow or an associate, of not less than 5 years standing, of the Australian Property Institute and is practising and registered under the *Land Valuers Licensing Act 1978* at the time of appointment; and
  - (b) has at least 5 years experience in valuing the kind of premises leased by this Lease.

## 1.2 Interpretation

In this Lease :

- (1) a reference to a statute, code or other written law includes State and Federal statutes, codes or other written laws and any regulations and other instruments under them and consolidations, amendments, re-enactments or replacements of any of them occurring at any time before or after the Commencement Date;
- (2) a reference to "law" includes any statute, rule, regulation, proclamation, ordinance or by-law, whether state, federal or otherwise;
- (3) a reference to the termination of this Lease includes the expiry of the Term; and
- (4) a reference to "rent" means the amount stated in Item 7 of the Schedule as varied at any time under this Lease.

## 1.3 Schedule and Appendices

All the provisions in the Schedule at the front of this Lease and in an Appendix at the back of this Lease are incorporated in and form part of this Lease.

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## 1.4 Areas and Measurement

- (1) If any area of the Premises or the Building is to be calculated or measured for the purposes of this Lease, those calculations and measurements must be in accordance with:
  - (a) the relevant method for the measurement of buildings as recommended by the Property Council;
  - (b) if there is no relevant method, the method or criteria which the Landlord and the Tenant agree is the most appropriate; or
  - (c) if the Landlord and the Tenant cannot agree, the method or criteria specified by a Valuer appointed by the President of the Australian Property Institute at the request of either the Landlord or the Tenant. Each party must pay half the costs of the Valuer.
- (2) The Landlord is responsible for calculating or measuring any area for the purposes of this Lease and must pay the costs incurred.
- (3) If any calculation or measurement required in relation to this Lease is not completed within 60 days after the Commencement Date, the Tenant may arrange for it to be done and the reasonable and proper costs incurred by the Tenant must be paid by the Landlord on demand or, if not paid within 30 days after demand, may be set-off against the rent and other money payable under this Lease.

## 2. Term and Holding Over

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### 2.1 Term

The Landlord leases to the Tenant and the Tenant takes a lease of the Premises for the Term commencing on the Commencement Date and terminating on the Expiry Date subject to the provisions of this Lease.

### 2.2 Quiet Enjoyment

If the Tenant complies with the Tenant's obligations under this Lease, the Tenant may use the Premises without interruption or disturbance from the Landlord or any person claiming by, through or under the Landlord.

### 2.3 Holding Over

- (1) If the Tenant continues to occupy the Premises after the Expiry Date or after any extended term without objection by the Landlord (except under a lease arising from the valid exercise of an option to renew) the following provisions apply.
- (2) The Tenant occupies the Premises as a monthly tenant at a total rent equal to 1/12<sup>th</sup> of the aggregate of the rent and other money payable by the Tenant to

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the Landlord under this Lease immediately before the monthly tenancy commenced, payable monthly in advance the first of the monthly payments to be made on the day following the Termination Date.

- (3) As far as applicable, the monthly tenancy otherwise continues on the terms and conditions of this Lease.
- (4) The monthly tenancy may be terminated at any time by either the Landlord or the Tenant giving to the other not less than 1 month's notice ending on any date.

### **3. Rent and Rent Reviews**

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#### **3.1 Rent**

The Tenant must pay the rent to the Landlord by equal monthly instalments in advance. The first instalment must be paid on the Rent Commencement Date. Subsequent instalments must be paid on the first day of each month. If necessary, the first and last instalments will be apportioned on a daily basis.

#### **3.2 Definitions**

In this Lease :

- (1) "**ABS**" means the Australian Bureau of Statistics;
- (2) "**index number**" means the Consumer Price Index (All Groups) for Perth published from time to time by the ABS; if the ABS updates the reference base of the index number, the index number must be appropriately adjusted so as to preserve the intended continuity of calculation by using the appropriate arithmetical factor determined by the ABS;
- (3) "**market rent**" means the current market rental value of the Premises on the relevant review date determined on the basis that the Valuer must:
  - (a) disregard:
    - (i) any goodwill attributable to the Premises by reason of the trade, business or activity carried on by the Tenant and the value of the Tenant's Property;
    - (ii) any rent free period, financial contribution (including a contribution to fit out costs) or other inducement to lease given to the Tenant;
    - (iii) the costs of the Tenant moving to other premises;
    - (iv) the fact that the Tenant currently occupies the Premises;



- 
- (v) any partitions installed by or other alterations made by the Tenant;
  - (vi) any state of disrepair of the Premises if that condition results from any work carried out or not carried out on the Premises by the Tenant or from the Tenant's breach of any provision of this Lease; and
  - (vii) any increase in the value of the Land or the Building as a result of structural alterations or fit out works carried out by or for the Tenant; and
- (b) take into account:
- (i) the provisions of this Lease;
  - (ii) the full term of this Lease, irrespective of any part which has elapsed;
  - (iii) the rent and any other amounts paid or payable by tenants in respect of other premises of a quality, nature, size and location similar to the Premises;
  - (iv) any rent free period, financial contribution (including a contribution to fit out costs) or other inducement to lease given to tenants of other premises similar to the Premises;
  - (v) the use of the Premises permitted by law and the provisions of this Lease; and
  - (vi) the assumption that the Premises are vacant and available for fitting out;
  - (vii) the assumption that the Tenant has observed and performed all the provisions of this Lease; and
  - (viii) otherwise the proper and usual principles adopted by Valuers in Western Australia.
- (4) **"review date"** includes each of the dates (if any) stated in Item 9, Item 10 and Item 11 of the Schedule; and
- (5) **"quarter"** means a 3 month period.

### 3.3 CPI Rent Review

- (1) If Item 9 of the Schedule has been completed by inserting review dates, the rent must be reviewed on the basis in this clause 3.3 with effect from and including each date in Item 9.

- 
- (2) The rent must be reviewed to an amount which is represented by A in the following formula:

$$A = \frac{B}{C} \times D$$

Where

- B = the index number released for the quarter ending immediately prior to the relevant review date;
- C = the index number released for the quarter ending immediately prior to the later of the Commencement Date or the date from when the rent was last reviewed; and
- D = the rent payable immediately prior to the relevant review date.
- (3) If the Consumer Price Index (All Groups) for Perth is suspended or discontinued, the words "**index number**" must mean the price index substituted by the ABS.
- (4) If no price index is substituted, the words "**index number**" must mean an index which the parties agree most closely reflects changes in the cost of living.
- (5) If the parties cannot agree on a substitute index, the president of the Australian Property Institute, at the request of either party, may appoint an expert to determine a substitute index which most closely reflects changes in the cost of living and the words "**index number**" must mean that index.

### 3.4 Market Rent Review

- (1) If Item 10 the Schedule has been completed by inserting review dates, the rent must be reviewed to the market rent determined on the basis in this clause 3.4 with effect from and including each date in Item 10.
- (2) The Landlord must state the amount which the Landlord considers to be the market rent by notice to the Tenant at any time :
- (a) no earlier than 3 months before the relevant review date; and
- (b) no later than 6 months after the relevant review date.

Time is of the essence in respect of the Landlord's notice and a notice given other than within that period has no effect.

- (3) Within 21 days after receiving the Landlord's notice, the Tenant may give the Landlord a notice either agreeing to or disputing the amount stated in the Landlord's notice.

- 
- (4) If the Tenant's notice states that the Tenant agrees to the amount stated in the Landlord's notice, the rent payable from the relevant review date will be the amount in the Landlord's notice.
  - (5) If the Tenant's notice states that the Tenant disputes the amount stated in the Landlord's notice (or if the Tenant does not give a notice in time) the rent payable from the relevant review date will be the market rent determined under clauses 3.5 - 3.8 inclusive.
  - (6) If the Landlord's notice is not given within the time required under clause 3.4(2), the Tenant may by notice to the Landlord require that the rent payable from the relevant review date will be determined under clauses 3.5 - 3.8 inclusive.
  - (7) If neither the Landlord nor the Tenant gives a notice under this clause 3.4, the rent remains unchanged.

### **3.5 Determination of Market Rent**

- (1) The Landlord and the Tenant must in good faith try to agree on the market rent.
- (2) If agreement is not reached within 14 days after the Tenant's notice is given (or if the Tenant has not given a notice in time, within 35 days after the Landlord's notice is given), each party must appoint a Valuer to jointly determine the market rent and must notify the other party of its appointment.
- (3) Unless the Tenant otherwise specifies in the notice of appointment, the Tenant's Valuer is to be the Valuer General for the State of Western Australia.
- (4) The Valuers must make a determination of the market rent as at the relevant review date each acting as an expert and not as an arbitrator.
- (5) If the Valuers cannot agree on the market rent, any issue in dispute between them is to be determined by a third Valuer jointly appointed by the parties, or if they cannot agree on the appointment, nominated by the president of the Australian Property Institute at the request of either party.
- (6) If the Landlord has not appointed a Valuer within 28 days after the Tenant's notice is given, the Tenant's Valuer is to make the determination of the market rent.

### **3.6 Single Valuer**

If the parties agree, they may jointly appoint a single Valuer to determine the market rent, in which case a reference to "Valuers" in this Lease is taken to be a reference to the single Valuer.

### **3.7 Rules Governing Valuer's Determination**

The following rules apply to the determination made by the Valuers:

- 
- (1) the Valuers must make a written determination containing reasons as soon as possible after their appointment (but no sooner than 30 days after their appointment);
  - (2) irrespective of when made, the Valuers' determination is final and binding on the Landlord and the Tenant;
  - (3) the costs of a Valuer appointed solely by one party must be paid by the appointing party. The costs of a jointly appointed Valuer or a third Valuer must be paid by the Landlord and the Tenant in equal shares;
  - (4) any Valuer's costs must be paid within 30 days after the date of the Valuer's invoice. If a party defaults in the payment of any Valuer's costs, the other party may pay the amount owing and recover the amount paid as a debt from the defaulting party. If the defaulting party is the Landlord, the Tenant may set-off the debt against the rent and other money payable under this Lease;
  - (5) a Valuer who accepts appointment may require either party to supply information which the Valuer considers relevant to the determination;
  - (6) any request for information must be complied with promptly in writing by the party to whom it is directed and that party must make a copy of that information available to the other party;
  - (7) either party may supply the Valuers with other information which that party considers relevant and must make a copy of that information available to the other party;
  - (8) information may be provided on a confidential basis and, if so, the party receiving it and the Valuers must treat the information as confidential and must not use that information other than for the purpose of the market rent determination;
  - (9) the Landlord and the Tenant may make written submissions to the Valuers in relation to the market rent within 21 days after the date of appointment of the last Valuer to be appointed;
  - (10) a party making a written submission must at the same time give a copy of it to the other party; and
  - (11) a party may within 7 days after receiving a copy of the other party's written submission, give the Valuers a written response to that submission and must give a copy of the response to the other party.

### **3.8 General**

- (1) The market rent determined under this clause 3 may be lower, the same as or higher than the rent applying immediately before the relevant review date.

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- (2) Until the determination of the reviewed rent has been made, the Tenant must continue to pay rent at the rate payable immediately before the relevant review date.
  - (3) Any variation in rent as the result of review under this clause 3 takes effect from the relevant review date.
  - (4) Within 14 days after the determination of the reviewed rent, the Landlord must refund any overpaid rent or the Tenant must pay any shortfall. The Tenant may set-off the amount of any refund due from the Landlord against the rent and other money payable under this Lease.

### **3.9 Fixed Percentage Review**

- (1) If Item 11 of the Schedule has been completed by inserting review dates and a percentage number, the rent must be reviewed on the basis in this clause 3.9 with effect from and including each date in Item 11.
- (2) On each review date the rent applying immediately before the relevant review date must be increased by the percentage number specified in Item 11 of the Schedule and the increased amount will be the rent applying from and including the relevant review date.

## **4. Outgoings**

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### **4.1 Tenant's Share**

The Tenant must pay the Landlord a proportion of the Outgoings for each Accounting Year.

### **4.2 Estimates**

At the beginning of the first Accounting Year and at least 28 days before the beginning of each subsequent Accounting Year the Landlord must give the Tenant an estimate of the Outgoings and the Tenant's Share of the Outgoings payable for the relevant Accounting Year.

### **4.3 Instalments**

The Tenant must pay the amount of the estimate under the preceding clause by monthly instalments on the same day that rent is payable. The amount of each instalment must be set out in invoices given by the Landlord to the Tenant.

### **4.4 Benefit of Discounts**

If the Landlord obtains the benefit of any discount or other concession in respect of any Outgoings, whether because of early payment or any other reason, only the amount actually paid or payable by the Landlord is to be included in the Outgoings in determining the amount of the Tenant's Share.

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#### **4.5 Fines etc**

Except to the extent caused by the Tenant's failure to pay an amount by the due date under this Lease, the amount of any fine or other penalty, including interest, imposed in relation to any Outgoings is not to be included in the Outgoings in determining the amount of the Tenant's Share.

#### **4.6 Late Inclusion in Outgoings**

Any expenditure by the Landlord may not be included in the Outgoings later than 2 years from the date the expenditure occurred.

### **5. Outgoings Adjustment**

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#### **5.1 Audited Statement**

As soon as reasonably practicable after the end of each Accounting Year (but no later than 6 months after the end of the relevant Accounting Year) the Landlord must:

- (1) notify the Tenant of the actual amount of the Outgoings payable by the Tenant for that Accounting Year; and
- (2) give the Tenant statements (which must be audited, if required by the Tenant) relating to the Outgoings, containing full details of the nature of all Outgoings sufficient to enable the Tenant to verify the Landlord's expenditure on Outgoings.

#### **5.2 Obligation to Pay suspended**

If the Landlord does not comply with the preceding clause, the Tenant's obligation to pay the Outgoings is suspended until the Landlord has complied with it.

#### **5.3 Inspection of Records**

If requested by the Tenant, the Landlord must allow the Tenant to inspect all the Landlord's records relating to the determination and calculation of the Outgoings for the relevant Accounting Year.

#### **5.4 Estimate Less**

If the amount of the Outgoings paid by the Tenant for the relevant Accounting Year based on the Landlord's estimate is less than the amount payable by the Tenant, the Tenant must pay the difference to the Landlord within 14 days after the Landlord requests payment.

#### **5.5 Estimate More**

If the amount of the Outgoings paid by the Tenant is more than the amount payable by the Tenant, the Landlord must give credit to the Tenant for the difference when the next payment of money is due by the Tenant under this Lease. If no further



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payment will become due the Landlord must pay the difference to the Tenant within 28 days after the difference has been calculated.

## **6. Services**

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### **6.1 Charges for Services**

The Tenant must pay by the due date all charges for Services supplied to the Premises, as invoiced by the relevant supplier.

### **6.2 Amount Payable**

If any Services are supplied to the Premises by the Landlord, the Tenant does not have to pay any more for them than the Tenant would have to pay if they were supplied directly by a supplier other than the Landlord (disregarding any GST in relation to those Services).

### **6.3 Electrical Installations**

The Tenant must not :

- (1) make any alterations or additions to the electrical installations or wiring on the Premises without the Landlord's consent, which will not be unreasonably refused or delayed;
- (2) install any electrical equipment which overloads the cables, switchboards or sub-boards through which electricity is conveyed to the Premises; or
- (3) interfere with or obstruct access to the Air Conditioning Equipment or fire alarm or prevention system installed in the Premises.

## **7. Use of the Premises**

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### **7.1 Permitted Use**

The Tenant may only use the Premises for office purposes unless the Landlord consents to another use.

### **7.2 Restrictions on Use**

The Tenant must not:

- (1) carry on any noxious or offensive trade or business on the Premises;
- (2) cause any nuisance to occupiers of adjacent premises;
- (3) interfere with or obstruct the operation of or access to the Services or overload any Service; or

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- (4) use any facilities in or near the Premises or in the Building, including the toilets and drains, for any improper purpose.

## **8. Maintenance and Repair**

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### **8.1 Repair of Premises**

- (1) The Tenant must keep the interior of the Premises in good repair and condition except for fair wear and tear and damage by fire, storm, tempest and any other risk which a prudent owner can and usually does insure against, including damage to plate glass.
- (2) The second exception in clause 8.1(1) does not apply to the extent that insurance money is irrecoverable through the negligent act or default of the Tenant or the Tenant's Employees.
- (3) Nothing in clause 8.1(1) imposes responsibility on the Tenant for any maintenance, replacement, renovation or repair of a structural nature unless required because of:
- (a) the act or default of the Tenant or the Tenant's Employees; or
  - (b) the Tenant's use of the Premises other than as permitted by this Lease.

### **8.2 Cleaning**

The Tenant must keep the Premises clean and tidy.

## **9. Alterations**

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### **9.1 Alterations and Additions**

The Tenant must not without the Landlord's consent, which will not be unreasonably refused or delayed, materially alter or add to the Premises or install any partitions or likely to disturb the efficient operation of the Services in the Premises or install any heavy article like to overload the Premises.

## **10. Legal Obligations**

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### **10.1 Compliance with Laws and Official Requirements**

The Tenant must comply with and observe any law or Official Requirement concerning the Tenant's use or occupation of the Premises or the gender or number of persons in the Premises.

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## **10.2 Structural Alterations**

The Tenant is not required under clause 10.1 to do or pay for structural alterations or additions except those arising from the nature of the Tenant's business.

## **10.3 Maintenance of Exterior**

The Landlord must ensure that the exterior is properly maintained, safely lit and kept in a clean and safe condition at all times

## **11. Intentionally Deleted**

## **12. Management of the Building by Landlord**

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### **12.1 Safety and Security**

The Landlord must comply with any reasonable request of the Tenant which is made for the purpose of ensuring the safety and security of the Premises.

### **12.2 Right to Enter**

The Landlord may after giving at least 2 business days notice to the Tenant (or in an emergency, without notice) enter the Premises to do any one or more of the following things:

- (1) maintain or repair the Building and equipment in the Building ;
- (2) maintain, repair, alter or remove the Services; or
- (3) carry out structural work to the Building (including the Premises) or any other work required by an Authority.

### **12.3 Minimise disruption**

If the Landlord does anything permitted by the preceding clause the Landlord must not disrupt the Tenant's use of the Premises and must promptly make good any damage to the Tenant's Property caused by the Landlord.

## **13. Tenant's Rights in relation to use of Building**

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### **13.1 After Hours Access**

The Tenant may have access to the Premises at all times whether or not during normal business hours, but the Tenant must comply with the Landlord's reasonable requirements relating to safety and security in connection with access outside normal business hours.

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### **13.2 Cabling**

The Tenant may use risers or spaces within the Building provided for the running of computer and other electrical, data and communications cabling for the occupants' use, for the running of that cabling as long as the Tenant ensures that :

- (1) the running of the computer and other electrical, data and communications cables in the Building does not cause irreparable damage to the Building; and
- (2) the Building is secured where the computer and other electrical, data and communications cables are run; and
- (3) the use of the Building for the running of the computer and other cabling is reasonable, having regard to the needs of the other tenants or occupiers.

## **14. Assignment and Subletting**

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### **14.1 Assignment and Subletting Permitted with Consent**

The Tenant may assign this Lease or sublet all or part of the Premises with the Landlord's consent.

### **14.2 Requirements for Assignment**

The Landlord will not refuse its consent to the assignment or unreasonably delay that consent if the Tenant first makes a written application to the Landlord for consent and:

- (1) the Tenant is not in default under this Lease (disregarding a default which has been remedied by the Tenant or waived by the Landlord);
- (2) the Tenant provides evidence that the incoming tenant is a respectable, responsible and solvent person; and
- (3) the Tenant and the incoming tenant sign a deed, in a form prepared or approved by the Landlord, requiring the incoming tenant to comply with the Tenant's obligations under this Lease.

### **14.3 Requirements for Subletting**

The Landlord will not refuse its consent to the subletting or unreasonably delay that consent if the Tenant first makes a written application to the Landlord for consent and :

- (1) the Tenant is not in default under this Lease (disregarding a default which has been remedied by the Tenant or waived by the Landlord); and
- (2) the Tenant provides evidence that the incoming tenant is a respectable, responsible and solvent person.

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#### **14.4 Assignment to Government Tenant**

Clause 14.1 does not apply to an assignment or subletting to any Government Tenant and the Tenant may assign this Lease or sublet the Premises to a Government Tenant at any time without the Landlord's consent, but the Tenant must promptly give the Landlord notice of any assignment to a Government Tenant.

#### **14.5 Exclusion of Property Law Act**

Sections 80 and 82 of the Property Law Act 1969 are excluded.

#### **14.6 Tenant Released**

From the date that the Tenant assigns this Lease, subject to compliance with clause 14.2, the Tenant is released from all its obligations under this Lease.

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### **15. Indemnity**

#### **15.1 Indemnity**

The Tenant is responsible for and indemnifies the Landlord against any liability resulting from:

- (1) any loss of or damage to property or any injury to or death of any person occurring in the Premises or caused by the Tenant wherever occurring; or
- (2) any reasonable action taken by the Landlord to remedy a default by the Tenant.

This indemnity does not apply to the extent that the liability is caused to by the Landlord

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### **16. Carpets**

#### **16.1 Replacement**

Except for damage caused by the Tenant (which must be made good by the Tenant) the Landlord must replace the carpet in the Premises (or any part) with new carpet promptly after it becomes worn out or unsafe for any reason and the Tenant has given the Landlord a notice requiring that the carpet (or any part) be replaced. Any new carpet must not be of a lesser quality than the carpet it replaces. If part of the carpet is replaced it must be in a matching colour.

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### **17. Landlord's Obligations Concerning Premises and Building**

#### **17.1 Suitability of Premises**

The Landlord :

- 
- (1) warrants that at the Commencement Date the Premises are fit for occupation and for the use permitted by this Lease and comply with all laws relating to the Premises; and
  - (2) undertakes that during the Term (subject to the other provisions of this Lease), the Premises will remain fit for occupation and will continue to comply with all laws that were applicable at the Commencement Date.

#### **17.2 Capacity of Electrical Supply**

The Landlord must not reduce the capacity of the electrical supply available to the Premises below the level applying at the Commencement Date.

#### **17.3 Maintenance of the Building**

The Landlord must maintain the Building and the Common Areas in a good, clean and safe condition. Without limitation, the Landlord must properly maintain and repair:

- (1) the roof and structure of the Building and all electrical wires and water and sewerage pipes and drains;
- (2) the exterior surface, coating or fabric of the Building; the surfaces of all core walls, including repainting them when necessary;
- (3) light switches and power points which cease to work;
- (4) all driveways and car parking areas on the Land and all crossovers providing access to the Land.

#### **17.4 Moisture Penetration**

If there is moisture penetration into the Premises which causes the Tenant's use of the Premises to be prevented or interrupted, the Landlord must as soon as practicable (following notice by the Tenant of the moisture penetration) repair and, if necessary, modify the Building to stop the moisture penetration re-occurring.

#### **17.5 Asbestos and Bacteria**

- (1) The Landlord warrants that to the best of the Landlord's knowledge the Premises are at the Commencement Date (and will continue during the Term to be) free of asbestos and any bacteria of a type and in a quantity which may be hazardous or dangerous to health.
- (2) If the Air Conditioning Equipment is of a water cooled or evaporative nature the Landlord must on a regular basis (but at least quarterly) arrange for competent professional scientific testing of the Air Conditioning Equipment to verify compliance with paragraph (1) and must provide the Tenant with a certified copy of the result of each testing.
- (3) If:



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- (a) the Premises contain asbestos; or
  - (b) bacteria of a type and in quantity which is hazardous or dangerous to health are found in the Premises or in the Air Conditioning Equipment serving the Premises,

the Landlord must remove the asbestos or bacteria promptly as required by the Tenant or as directed by any public or local authority.

- (4) If either asbestos or bacteria within the Premises or within any Air Conditioning Equipment serving the Premises causes a declaration by any public or local authority that the Premises are hazardous or dangerous to health and the Landlord does not take immediate steps to remedy the hazard or danger or does not effectively remove it within 1 month after the declaration, the Tenant may terminate this Lease within 4 months after the declaration.
- (5) The Landlord at the cost of the Landlord must repair or reinstate the Premises to the extent that the Premises have been damaged or affected by the removal of any substances or as a result of any other action taken under this clause 17.5.

#### **17.6 Other Hazardous Substances**

If any other noxious, toxic, poisonous or hazardous substance in or forming part of the Premises, the Building or the Landlord's Property is found which is not asbestos or bacteria but which is dangerous to health, the Landlord must eliminate any danger caused by the substance as directed by any public or local authority or otherwise by removal of the substance.

#### **17.7 Environmental Laws**

The Landlord must comply with all Environmental laws.

#### **17.8 Occupational Health**

The Landlord warrants that the Premises conform to and are consistent with all applicable notices and directions of the Department of Occupational Health Safety and Welfare of the Government of Western Australia.

### **18. Landlord's Obligations Concerning Services**

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#### **18.1 Air Conditioning**

The Landlord must use best endeavours to ensure the Air Conditioning Equipment function properly at all times during normal business hours, except when shut down for maintenance or repairs.

#### **18.2 Maintenance of Air Conditioning Equipment**

The Landlord must :

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- (1) clean, maintain and treat the Air Conditioning Equipment and any lifts servicing the Premises :
    - (a) in a proper and adequate manner; and
    - (b) to a suitable working standard and condition; and
  - (2) when asked by the Tenant, provide written information about that cleaning, maintenance and treatment .

### **18.3 Failure of Air Conditioning**

The Tenant is (subject to clause 18.4) entitled to a full day's rent abatement for each day that :

- (1) the Air Conditioning Equipment fails to maintain the air temperature within the Premises between 20.5° and 24.5° Celsius; or
- (2) any of the Services to the Premises fail because of the Landlord's deliberate act or default.

### **18.4 Rent Abatement Conditions**

For the Tenant to become entitled to abatement of rent:

- (1) the Tenant must have given notice to the Landlord of the occurrence of an event mentioned in clause 18.3;
- (2) the failure of the Airconditioning Equipment must have continued for 3 business days after giving of the notice; and
- (3) the failure must not have been caused by the Tenant's act or default.

### **18.5 Tenant's Right to Rectify Air Conditioning and Lifts**

If the Tenant becomes entitled to abatement of rent under clause 18.3, the Tenant may, without affecting that entitlement :

- (1) arrange for the Air Conditioning Equipment to be repaired to normal operating condition; and
- (2) set-off against the rent and other money payable under this Lease the costs incurred by the Tenant in arranging for the repair to be done.

### **18.6 Termination of the Lease**

The Tenant may terminate this Lease if the Air Conditioning Equipment fails to operate for 14 days after the notice under clause 18.4(1) is given and the Landlord has not taken all reasonable steps (details of which must be given to the Tenant on request) to rectify the failure in that time except that the Tenant may not terminate this Lease if :

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- (1) the Landlord has rectified the failure during the 14 days; or
  - (2) the failure was caused by the Tenant's act or default.

## **19. Landlord's General Obligations**

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### **19.1 Insurance**

The Landlord must insure the Building against damage by fire, storm, tempest and usual insurable risks including risk of damage to plate glass and providing for replacement of cracked or broken plate glass.

### **19.2 Rates and Taxes**

The Landlord must by the relevant due date or dates pay all Rates and Taxes and any other outgoings relating to the Land.

### **19.3 Grounds**

If there are lawns, gardens or other landscaped areas on the Land, the Landlord must properly care for and maintain them.

## **20. Default and Termination**

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### **20.1 Tenant's Default**

The Tenant is in default if :

- (1) the Tenant fails to comply with any of the Tenant's obligations under this Lease within 28 days after the Landlord has given the Tenant a notice specifying the default and requiring it to be remedied; or
- (2) an Insolvency Event occurs in relation to the Tenant; or
- (3) the Tenant repudiates this Lease.

### **20.2 Forfeiture of Lease**

Subject to giving any prior demand or notice required by any law if the Tenant is in default in any manner specified in clause 20.1 the Landlord may:

- (1) re-enter and take possession of the Premises and this Lease terminates immediately that occurs; or
- (2) by notice to the Tenant, terminate this Lease on the date of giving the notice or on any later date.

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### 20.3 Interest on Overdue Money

The Tenant must pay interest to the Landlord on any rent or other money due to the Landlord and unpaid for 28 days. Interest is to be computed from (and including) the due date for payment until (but not including) the date of actual payment. The rate of interest is to be 2% per annum above the highest overdraft rate charged by the Commonwealth Bank for overdraft accommodation of amounts not exceeding \$100,000.00 at the date for payment of any money.

### 20.4 Essential Terms and Damages

Every obligation of the Tenant under this Lease:

- (1) to pay money; or
- (2) not to do something without the Landlord's consent; or
- (3) relating to damage to the Premises or to the state of repair or condition of the Premises,

is an essential term of this Lease. (This clause does not prevent other obligations being essential terms).

If the Tenant defaults by not performing or complying with any obligation which is an essential term, the Landlord is entitled to recover damages for losses over the whole Term, including losses caused by the non-payment of money by the Tenant over that period, even if this Lease is terminated by the Landlord as a result of the Tenant's default before the Expiry Date.

This clause is not to be taken as relieving the Landlord of any duty to mitigate losses which is imposed by law.

### 20.5 Insolvency of Landlord

If an Insolvency Event occurs in relation to the Landlord, the Tenant may by notice to the Landlord, terminate this Lease on the date of giving the notice or on any later date.

### 20.6 Tenant may rectify Landlord's Default

If :

- (1) the Tenant becomes entitled to terminate this Lease under any provision of this Lease; or
- (2) the Landlord defaults under this Lease and has not remedied the default or taken reasonable steps to remedy it by 14 days after the Tenant has given the Landlord notice of the default,

the Tenant may (without affecting the Tenant's entitlement to terminate this Lease or any other remedy) itself remedy the default. The Landlord must pay the Tenant's

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costs of remedying the default on demand or those costs may, at the Tenant's election, be set-off against the rent and other money payable by the Tenant under this Lease.

## **21. Termination of Term**

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- (1) On termination of this Lease the Tenant must leave the Premises in good repair, order and condition in accordance with this Lease, fair wear and tear excepted.
- (2) The Tenant may remove the Tenant's Property from the Premises at any time before termination of this Lease and must repair any damage to the Premises caused by removal of the Tenant's Property.
- (3) If the Tenant does not remove the Tenant's Property or any part before termination, the Landlord must give the Tenant notice of any Tenant's Property which has not been removed and allow the Tenant access to the Premises for the purpose of removing it within 7 days after the notice is given. If any of the Tenant's Property has not been removed within that time, the Landlord may treat that Tenant's Property as if it has become the Landlord's Property.

## **22. Damage and Destruction**

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### **22.1 Definitions**

In this clause 22 :

- (1) "**abatement notice**" means a notice given under clause 22.2;
- (2) "**reinstatement notice**" means a notice given by the Landlord to the Tenant of the Landlord's intention to carry out the reinstatement works; and
- (3) "**reinstatement works**" means the work necessary to:
  - (a) reinstate the Premises; and
  - (b) make the Premises fit for occupation and use and accessible by the Tenant.

### **22.2 Abatement**

If at any time the Premises are wholly or partly:

- (1) unfit for occupation and use by the Tenant; or
- (2) inaccessible having regard to the nature and location of the Premises and the normal means of access to them;

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as a result of :

- (3) destruction or damage;
- (4) the presence of or the removal of asbestos;
- (5) the existence of bacteria of a type or in a quantity harmful to the health of persons in the Premises; or
- (6) major construction, rebuilding or alteration of the Premises, the Building or any adjoining building owned or partly owned by the Landlord,

then from the date that the Tenant notifies the Landlord of the relevant event the rent and any other money payable by the Tenant are to abate according to the circumstances.

### **22.3 Either Party May Terminate**

If clause 22.2 applies, then at any time after 2 months from the date the abatement notice is given either party may terminate this Lease by notice to the other unless the Landlord has within that period of 2 months :

- (1) given the Tenant a reinstatement notice; and
- (2) diligently started to carry out the reinstatement works.

### **22.4 Tenant May Terminate**

If the Landlord gives a reinstatement notice to the Tenant and does not commence the reinstatement works within a reasonable time, the Tenant may terminate this Lease by giving not less than 1 month's notice to the Landlord and, at the expiration of the notice period, this Lease terminates.

### **22.5 Dispute Resolution**

- (1) Any dispute arising under this clause 22 is to be determined by a properly qualified member of the Australian Property Institute appointed by the president at the request of either the Landlord or the Tenant.
- (2) In making a determination, the appointed member must act as an expert and not as an arbitrator.
- (3) The appointed member must make a written determination containing reasons as soon as possible after appointment, but the member must give each party the opportunity to make written submissions.
- (4) The rent and any other money remains payable without abatement pending the determination. Any necessary adjustment is to be made immediately after the determination is made.
- (5) The cost of the determination must be paid by both parties in equal shares unless otherwise decided by the member.



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## **23. Miscellaneous**

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### **23.1 Notices**

- (1) Any notice by any party under this Lease is valid if signed by any authorised representative or the solicitor of that party.
- (2) Any notice to any party under this Lease is valid if given to a managing agent appointed by that party to manage the Premises.
- (3) Any notice by the Tenant to the Landlord is taken to be properly given if:
  - (a) served personally;
  - (b) sent to any facsimile number used by the Landlord; or
  - (c) forwarded by prepaid post addressed to the Landlord's address.
- (4) Any notice by the Landlord to the Tenant must be given by being sent to :

**Attention:** Director - Government Office Accommodation, Department of Finance, Building Management and Works

**Address:** Locked Bag 44, Cloisters Square, Perth, WA 6850

- (5) All notices sent by post may be addressed to the address stated in this Lease or, if another address is used by the Landlord, to that other address.
- (6) Any notice sent by:
  - (a) post is taken to be given on the 3rd business day after the day it was posted; or
  - (b) facsimile is taken to be given at the time that the notice was transmitted unless the sender's facsimile machine indicates a malfunction in the transmission.

### **23.2 Caveat and Registration**

- (1) The Tenant may lodge a subject to claim caveat in respect of the Premises in relation to the Tenant's interests under this Lease, but must withdraw that caveat after the Tenant has ceased to have any interest in the Premises under this Lease.
- (2) If the Tenant requires, this Lease is to be registered on the title to the Land. The costs of registration must be paid by the Tenant. The Landlord must do everything required of the Landlord to enable this Lease to be registered as soon as reasonably possible after the Commencement Date.

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### 23.3 **Costs and Expenses arising on Default**

A party who is in default must pay to or reimburse the other party on demand the amount of all costs and expenses (including legal costs and expenses) arising as a result of enforcing any right under this Lease including giving a notice under section 81 of the Property Law Act.

### 23.4 **Other Costs and Expenses**

Unless otherwise stated in this Lease, each party will pay its own costs and expenses (including legal costs and expenses) in connection with this Lease or anything done or to be done under this Lease.

### 23.5 **Duties and Fees**

The Tenant must pay or reimburse the Landlord on demand the amount of all stamp duty and fees (but not including fines and penalties not attributable to the Tenant) payable in connection with this Lease.

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## 24. **GST**

### 24.1 **Definitions**

In this Lease:

- (1) “**GST**” has the meaning given in section 195-1 of the GST Act;
- (2) “**GST Act**” means A New Tax System (Goods and Services Tax) Act 1999;
- (3) “**Input Tax Credit**” has the meaning given in section 195-1 of the GST Act;
- (4) “**Primary Payment**” means any payment by the Tenant to the Landlord under this Lease;
- (5) “**Taxable Supply**” has the meaning given in section 195-1 of the GST Act; and
- (6) “**Tax Invoice**” has the meaning given in section 195-1 of the GST Act and in the A New Tax System (Goods and Services Tax) Regulations 1999.

### 24.2 **Payments exclusive of GST**

The amount of all Primary Payments specified in this Lease is exclusive of GST.

### 24.3 **Primary Payment Increased**

If GST is payable by the Landlord in respect of a Primary Payment or any part in connection with a Taxable Supply provided under this Lease:

- (1) the Primary Payment is increased by an amount equal to the applicable GST; and

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- (2) the Tenant must pay the amount of the increase in the same manner and on the same date as the Tenant is required to pay the Primary Payment.

#### 24.4 Adjustment

If the Primary Payment consists (wholly or partly) of the recovery by the Landlord of all or a portion of the Landlord's costs, the Primary Payment is to be reduced by the amount (or corresponding proportion) of the Input Tax Credits available to the Landlord in respect of these costs and then increased by any applicable GST payable under clause 24.2.

#### 24.5 Tax Invoice

If a Primary Payment is to be increased to account for GST under clause 24.2 the Landlord must, by the date on which the increased Primary Payment is to be paid, issue a Tax Invoice to the Lessee. Clause 24.6 applies unless the Landlord warrants that the amounts referred to in any Tax Invoice given to the Tenant are correct.

#### 24.6 Recipient Created Tax Invoices

- (1) This clause 24.6 applies if at any time the Tenant gives the Landlord a notice stating that the Tenant will issue recipient created tax invoices in relation to any Taxable Supply by the Landlord to the Tenant.
- (2) During any period:
- (a) after the Tenant gives a notice under clause 24.6(1) and
  - (b) while the requirements in relation to the giving of recipient created tax invoices under the GST Act are satisfied in relation to this Lease,

the Landlord must not issue a Tax Invoice to the Tenant, but instead the Tenant will issue recipient created tax invoices in relation to any Taxable Supply by the Landlord under this Lease and the Tenant will give the Landlord a copy of each recipient created tax invoice which is issued.

- (3) During any period referred to in the preceding subclause, the Tenant will issue to the Landlord an adjustment note if a Taxable Supply by the Landlord is subject to an adjustment event.
- (4) This clause 24.6 ceases to apply if at any time the requirements in relation to the giving of recipient created tax invoices under the GST Act cease to be satisfied in relation to this Lease.

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### 25. Option to Extend

#### 25.1 First Option Period

If a period is stated in Item 6(1) of the Schedule ("**First Option Period**") the Tenant has the option to extend this Lease for the First Option Period, if the Tenant is not in

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default under this Lease when the option is exercised. This option may be exercised by the Tenant notifying the Landlord in writing that the Tenant wants to extend this Lease for that period at least 3 months before the Expiry Date.

#### **25.2 Second Option Period**

If a period is stated in Item 6(2) of the Schedule ("**Second Option Period**") the Tenant has the option to extend this Lease for the Second Option Period, if the Tenant is not in default under this Lease as extended when the option is exercised. This option may be exercised by the Tenant notifying the Landlord in writing that the Tenant wants to extend this Lease for that period at least 3 months before the last day of the First Option Period; and

#### **25.3 Third Option Period**

If a period is stated in Item 6(3) of the Schedule ("**Third Option Period**") the Tenant has the option to extend this Lease for the Third Option Period, if the Tenant is not in default under this Lease as extended when the option is exercised. This option may be exercised by the Tenant notifying the Landlord in writing that the Tenant wants to extend this Lease for that period at least 3 months before the last day of the Second Option Period.

#### **25.4 Terms and Conditions**

If this Lease is extended under clause 25.1 all the provisions of this Lease continue to apply, except the option in clause 25.1. If this Lease is further extended under clause 25.2 all the provisions of this Lease continue to apply, except the options in clauses 25.1 and 25.2. If this Lease is further extended under clause 25.3, all the provisions of this Lease continue to apply, except the options in clauses 25.1, 25.2 and 25.3.

#### **25.5 Rent during Option Term**

The rent payable by the Tenant from the beginning of any extended term of this Lease is to be the same rent payable immediately before the date of commencement of the extended term unless that date is a rent review date, in which case the rent is to be reviewed with effect from that date in accordance with this Lease, and the rent is subject to further review during the extended term as provided in this Lease.

#### **25.6 Tenant's Right to Terminate**

Notwithstanding anything else in this Lease, if :

- (1) the rent to apply during an option period is to be determined pursuant to a market rent review; and
- (2) the reviewed rent payable from that date has not been determined before the Tenant gave a notice exercising the option to extend this Lease for the relevant term,

then the Tenant has the right to terminate this Lease by giving the Landlord written notice no later than 21 days after the market rent is determined. Such notice must

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specify the date of termination, which may not be earlier than 3 months from the date of the notice or later than 9 months from the date of the notice.

## **26. Car Parking**

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- (1) The Landlord grants to the Tenant, during the Term of this Lease and any renewed or extended term, a licence to :
  - (a) use (on an exclusive basis) the car parking bays (if any) specified in Item 13 of the Schedule ("**Car Bays**") ; and
  - (b) in common with all other persons having the same right, use the driveways, entrances and exits necessary for access to and from the Car Bays.
- (2) No licence fee is payable by the Tenant for the rights granted by the Landlord under this clause 26.
- (3) The Tenant must comply with any reasonable rules made by the Landlord relating to the reasonable use, safety, care and cleanliness of the Car Bays.

## **27. Mortgagee's Consent**

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### **27.1 Landlord to Obtain**

If the Land is at the Commencement Date subject to a mortgage, charge or other encumbrance, then unless this Lease is already binding on the holder of the mortgage, charge or other encumbrance, the Landlord must at the Landlord's cost obtain and give to the Tenant the written consent to this Lease of the holder of the mortgage, charge or other encumbrance.

### **27.2 Failure to Obtain**

If the Landlord has not complied with clause 27.1 within 60 days from the date the Tenant gives the Landlord notice of the non-compliance, the Tenant may terminate this Lease at any time by notice to the Landlord, except that the Tenant may not give that notice of termination at any time after the Landlord has complied with clause 27.1.

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## Appendix 1

### Definition of "Outgoings"

**Outgoings** means the total of all amounts properly and reasonably paid or payable by the Landlord in respect of an Accounting Year in connection with:

- (1) Rates and Taxes;
- (2) premiums and any other costs or expenses relating to any insurance which the Landlord reasonably takes out in connection with the Building;
- (3) the appointment of a managing agent for the management of the Building (except to the extent that the amounts payable to the managing agent exceed 3% of the rent payable under this Lease during the relevant Accounting Year);
- (4) administration and operation of the Building including the auditing of statements relating to the Outgoings;
- (5) cleaning the Premises and keeping them free of waste and vermin and pests, gardening and maintenance of the landscaping of surrounding areas;
- (6) supplying Services to the Building, except Services which are separately metered and charged to the person to whom they are supplied;
- (7) maintaining and repairing the Building and plant and equipment in the Building, including the cost of spare or replacement parts which are needed for maintenance and repair and including the cleaning of exterior windows;
- (8) security and safety for the Building and all persons using the Building, including providing fire protection equipment and all types of alarms;
- (9) cleaning, maintaining and repairing car parking areas, toilets, rest rooms, and similar other public amenities in the Building;

The Outgoings do not include any capital costs (including the replacement of parts, except for minor replacements required in the course of normal maintenance and repair) or any expenditure for structural work.



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**EXECUTED** as a Deed.

**THE COMMON SEAL** of **CITY OF KWINANA** is  
affixed in the presence of:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
(Print Full Name)

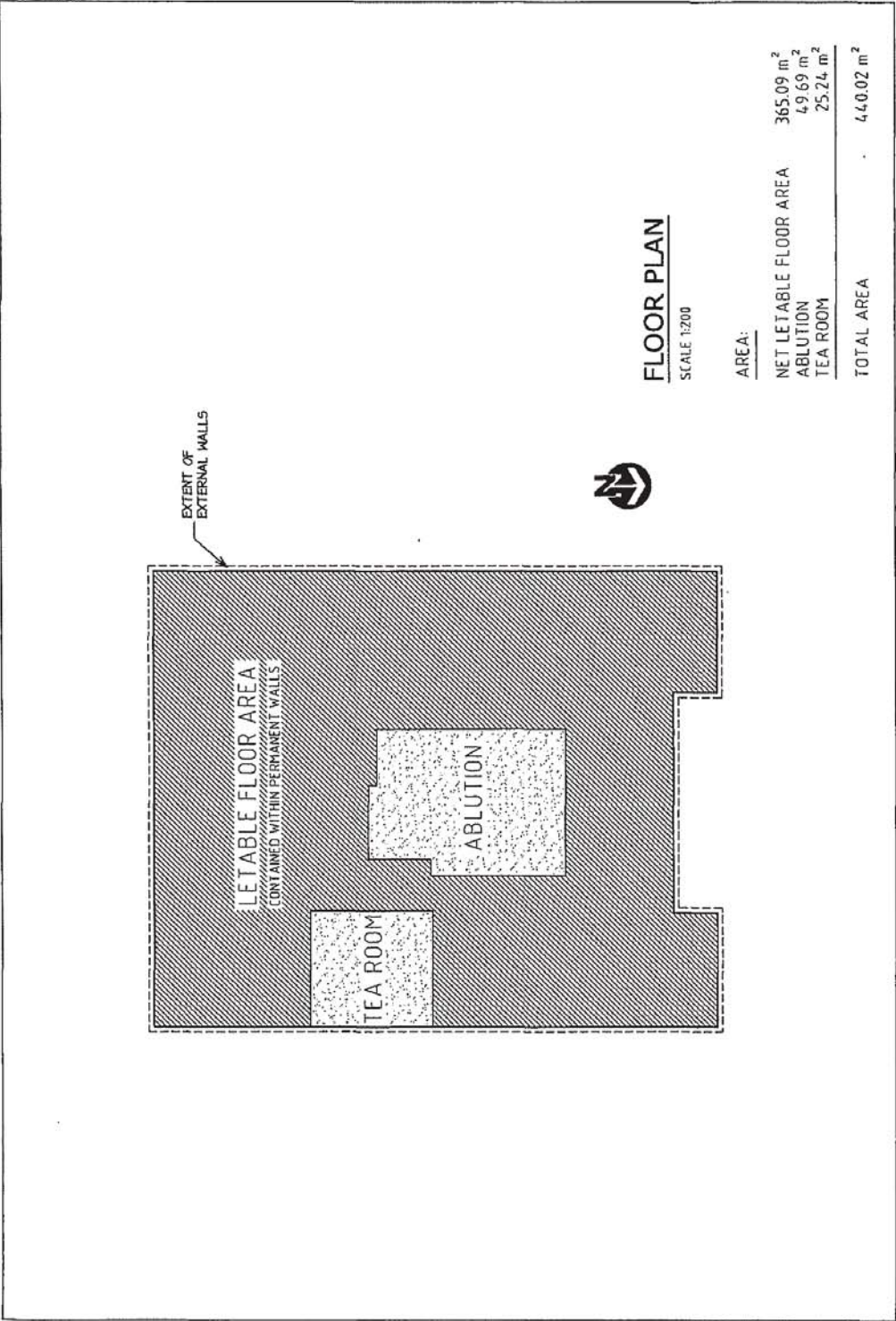
**SIGNED** for and on behalf of the **MINISTER** )  
**FOR WORKS** by **VLAD MRDAK**, A/Director )  
for the time being of the Department of )  
Finance acting under delegated authority )  
pursuant to Section 5A of the **Public Works** )  
**Act 1902** in the presence of )

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness (Block Letters)

\_\_\_\_\_  
Address of Witness (Block Letters)

\_\_\_\_\_  
Occupation of Witness (Block Letters)



## 16.5 “Kwinana 2030” Strategic Community Plan 2017-2027

### SUMMARY:

A major review of the Strategic Community Plan (SCP) has been undertaken. It is recommended that modifications be made to the Strategic Community Plan that was originally adopted by Council in 2013, these changes are detailed in Attachment A. The City has undertaken extensive community engagement to review the Strategic Community Plan. Once adopted the City must give local public notice stating that there have been modifications made to the Strategic Community Plan and that there is a revised Strategic Community Plan available.

### OFFICER RECOMMENDATION:

That Council:

1. Adopt the Strategic Community Plan 2017-2027 as detailed in Attachment A.
2. Give local public notice of the adoption and changes to the Strategic Community Plan.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL REQUIRED.

### DISCUSSION:

On 26 August 2010, the Minister for Local Government introduced regulations which established requirements for the Plan for the Future under the *Local Government Act 1995*. Under these regulations, all local governments in Western Australia are required to have developed and adopted a Strategic Community Plan and a Corporate Business Plan. These two plans combine, to form the City's 'Plan for the Future – Kwinana 2030'.

The Strategic Community Plan outlines the community's long term vision and aspirations for the area, while the Corporate Business Plan details how that vision will be achieved by linking the City's business operations to the community's vision. Both plans were originally created from the outcomes of the Kwinana 2030 community visioning process.

As stated in the Local Government (Administration) Regulations 1996, each local government is to review its Strategic Community Plan once every 4 years. This major review of the Strategic Community Plan as detailed in Attachment A will achieve this requirement. In preparing the major review for this year the City conducted community engagement in the form of a Community Perceptions Survey (online and postal), a stall at community events (held at 5 community events), Community Workshops (8 workshops held in total) and a Strategic Community Plan online survey.

In addition to community engagement, the Strategic Community Plan also draws information from various informing strategies, such as:

- Long Term Financial Plan
- Workforce Plan
- Asset Management Plans
- Various area specific plans and strategies

## 16.5 "KWINANA 2030" STRATEGIC COMMUNITY PLAN 2017-2027

Once adopted, local public notice is required. Printed copies of the Strategic Community Plan will be available in the Kwinana Library, Administration Centre and will also be available on the City's Website.

Reporting on the City's achievement against the vision set out in the Strategic Community Plan will still occur in the Annual Report each year, as will any changes to the Strategic Community Plan. A Performance Report will also be presented to Council each quarter to show the progress made on individual actions that progress the Strategic Community Plan.

**LEGAL/POLICY IMPLICATIONS:**

The Integrated Planning and Reporting Framework is governed by the Local Government (Administration) Regulations 1996 which sets out the minimum requirements for a Strategic Community Plan. The minimum requirements are:

Local Government (Administration) Regulations 1996 Regulation 19C states:

*19C. Strategic community plans, requirements for (Act s. 5.56)*

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —*
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and*
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
  - (c) demographic trends.*
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

## 16.5 "KWINANA 2030" STRATEGIC COMMUNITY PLAN 2017-2027

- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

## 19D. Adoption of plan, public notice of to be given

- (1) *After the adoption of a strategic community plan, or modifications of a strategic community plan, under regulation 19C, the local government is to give local public notice in accordance with subregulation (2).*
- (2) *The local public notice is to contain —*
  - (a) *notification that —*
    - (i) *a strategic community plan for the district has been adopted by the council and is to apply to the district for the period specified in the plan; and*
    - (ii) *details of where and when the plan may be inspected;*
  - or*
  - (b) *where a strategic community plan for the district has been modified —*
    - (i) *notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for the period specified in the plan; and*
    - (ii) *details of where and when the modified plan may be inspected.*

Further to these legislative requirements, the Integrated Planning and Reporting Framework and Guidelines set out the standards to which the Strategic Community Plan will be rated. The three rating categories can be seen in the table below:

Achieving Standard	<p>Achieving Standard is met when:</p> <ul style="list-style-type: none"> <li>• A Council has adopted a Strategic Community Plan that meets all of the regulatory requirements: <ul style="list-style-type: none"> <li>(i) A minimum ten-year timeframe</li> <li>(ii) States community aspirations - vision, outcomes and priorities</li> <li>(iii) Developed or modified through engagement with the community, and this is documented</li> <li>(iv) Has regard to current and future resource capacity, demographic trends and strategic performance measurement</li> <li>(v) Is adopted, or modifications to it are adopted, by an absolute majority of council</li> <li>(vi) is subject to a full review scheduled for 4 years from when it is adopted</li> </ul> </li> <li>• The local government has a community engagement policy or strategy</li> <li>• Community engagement involves at least 500 or 10% of community members, whichever is fewer, and is conducted by at least 2 documented mechanisms</li> </ul> <p>A Strategic Review is undertaken every two years, alternating between a Minor Strategic Review and a Major Strategic Review</p>
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## 16.5 "KWINANA 2030" STRATEGIC COMMUNITY PLAN 2017-2027

Intermediate Standard	<p>Intermediate Standard is met when:</p> <ul style="list-style-type: none"> <li>• The Strategic Community Plan meets the Achieving Standard</li> <li>• The Strategic Community Plan connects most of the activities and services that are delivered by the local government with the community's aspirations - vision, outcomes and priorities</li> <li>• The Strategic Community Plan takes into account a range of relevant external factors, including relevant plans of State and Commonwealth agencies</li> <li>• Community engagement involves more than the minimum number of community members as provided for in the Achieving Standard, is inclusive and uses more than the minimum number of documented mechanisms that apply in the Achieving Standard</li> </ul>
Advanced Standard	<p>Advanced Standard is met when:</p> <ul style="list-style-type: none"> <li>• The Strategic Community Plan meets Achieving and Intermediate Standards</li> <li>• The Strategic Community Plan connects all of the activities and services that are delivered by the local government with the community's aspirations - vision, outcomes and priorities</li> <li>• The Strategic Community Plan demonstrates effectiveness in achieving community objectives</li> </ul>

The Strategic Community Plan as presented to Council will achieve the Intermediate Standard. The City will progress towards the Advanced Standard by taking a focussed approach to linking all of the City's activities and services to the community's vision through a review of Team Business Plans. Future revisions of the Strategic Community Plan will also include performance data in the form of community satisfaction measures (currently listed in the Strategic Community Plan) to highlight the effectiveness of the plan in achieving community objectives. It is envisaged that the City will progress to the Advanced Standard by the next review 30 June 2019.

**FINANCIAL/BUDGET IMPLICATIONS:**

The Strategic Community Plan guides the City's budget for the next 10 years, ensuring that major community aspirations are taken into account through the 5 year Corporate Business Plan and the Long Term Financial Plan.

An amount of \$500 is estimated for the advertising costs of the local public notice.

**ASSET MANAGEMENT IMPLICATIONS:**

Broad asset management implications are identified as a result of this Plan, however no specific asset management implications exist as a result of this recommendation that have not already been identified. By adoption of the Strategic Community Plan the City will commit to the review and implementation the following Asset Management Plans:

- Buildings Asset Management Plan
- Parks and Reserves Asset Management Plan
- Public Open Space Infrastructure Asset Management Plan
- Storm Water Drainage Asset Management Plan
- Public Lighting Asset Management Plan
- Roads and Transport Asset Management Plan



## 16.5 "KWINANA 2030" STRATEGIC COMMUNITY PLAN 2017-2027

**ENVIRONMENTAL IMPLICATIONS:**

Broad environmental implications are identified as a result of this Plan for the Future, however no specific environmental implications exist as a result of this recommendation that have not otherwise been identified. By adoption of the Strategic Community Plan the City will commit to the review and implementation the following Environmental Plans:

- Natural Areas Management Plan
- Local Biodiversity Strategy
- Climate Change Mitigation and Adaptation Plan
- Sustainable Water Management Plan
- Water Conservation Plan

**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.

<b>Plan</b>	<b>Objective</b>	<b>Strategy</b>
Corporate Business Plan	5.1 An active and engaged Local Government, focussed on achieving the community's vision	5.1.1 Ensure that the City's strategic direction, policies, plans, services and programs are aligned with the community's vision
	5.2 Engage in meaningful consultation to understand and prioritise community needs	5.2.1 Undertake community visioning processes to ensure that the Strategic Community Plan is aligned to community aspirations

**COMMUNITY ENGAGEMENT:**

To conduct the major review of the Strategic Community Plan, the City undertook extensive community engagement over the 2016/17 year. The community engagement was designed to further prioritise the community's aspirations as created in the City's Strategic Community Plan in 2013.

## 1. Community Engagement has taken place in the following forms:

- May 2016 - Community Perceptions Survey – Engaging 603 community members
- September-November 2016 - Stall at Community Events – Engaging 156 community members
- September-October 2016 - Community Workshops – Engaging 46 community members
- January 2017 - Online Survey - Engaging 580 community members



## 16.5 "KWINANA 2030" STRATEGIC COMMUNITY PLAN 2017-2027

2. The following community engagement is proposed to take place:

- The City must provide public notice following the adoption of the Strategic Community Plan as a minimum requirement.
- The City will advertise through all media channels the release of the Strategic Community Plan 2017-2027.

**RISK IMPLICATIONS:**

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

Risk Event	The City does not adopt a major review of the Strategic Community Plan within the statutory timeframes.
Risk Theme	Errors omissions delays
Risk Effect/Impact	Compliance
Risk Assessment Context	Strategic
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	The City currently employs an Integrated Planning Officer to oversee the major Strategic Plan Review.
Rating (after treatment)	Low

**COUNCIL DECISION**

525

**MOVED CR D WOOD****SECONDED CR B THOMPSON**

**That Council:**

1. **Adopt the Strategic Community Plan 2017-2027 as detailed in Attachment A, with an amendment to the Community and Economic Profile on page 7 of Attachment A being replaced.**
2. **Give local public notice of the adoption and changes to the Strategic Community Plan.**

**CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**  
7/0

**NOTE – That the Officer Recommendation has been amended to replace the Community and Economic Profile information on page 7 of Attachment A with the 2016 Census data that has recently been released to reflect the most current up to date information.**



# Strategic Community Plan 2017-2027





# Contents

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<b>16</b>	Aspiration 1 – Rich in spirit
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<b>26</b>	Aspiration 4 – It's all here
<b>30</b>	How will we know if the plan is succeeding?



“Kwinana has become a vibrant metropolitan City proud of our rich heritage and cultural diversity. We are now the second fastest growing local government area in Western Australia, boasting state-of-the-art infrastructure and high-quality residential developments, as well as green open spaces and beautiful natural surrounds.”





# Message from the Mayor

**Welcome to the Strategic Community Plan 2017-2027, the guiding document for the City of Kwinana over the next 10 years.**

It is with great pleasure that I present the City's first major revision of the Strategic Community Plan, originally adopted in 2013. To ensure our vision has remained in line with the growing and changing population, we have gone back to the Kwinana community and asked the question: 'where do you see Kwinana in ten years?'. Over 1300 responses were received, helping the City to further prioritise the community aspirations you will see in this Plan: Rich in Spirit; Alive with Opportunities; Surrounded by Nature; It's All Here.



It is an incredible responsibility to plan for the social, environmental and economic future of a whole City, a responsibility that all local governments are required to demonstrate through their Strategic Community Plan. A Council must have the ability to make tough decisions between competing priorities, juggle limited resources, maintain focus on the 'big picture' and act for the good of the whole City. To achieve this complex task a City must have a clear direction.

This is why the Strategic Community Plan is so important. As the City's overarching document it guides everything we do as a Council, ensuring that every step we take is a step toward achieving our community's vision for the future.

**Mayor Carol Adams**



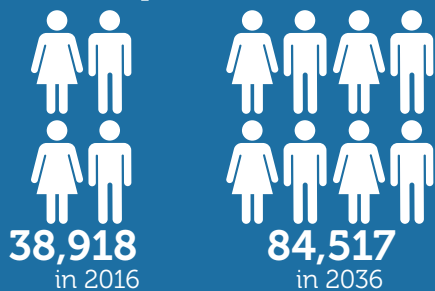
The City of Kwinana is situated in the south west of the Perth Metropolitan Region, approximately 30km from the Perth CBD. It is a unique community, set among extensive native bushland and public open space. The City is currently undergoing rapid growth in population, investment and industrial expansion. Western Australia's premier heavy industry zone, the Kwinana Industrial Area, generates billions each year for the State's economy.





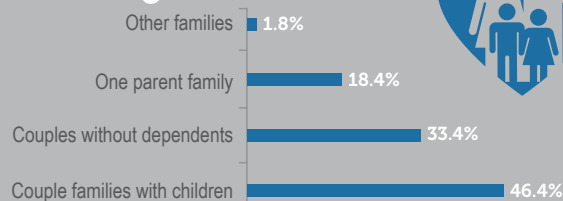
# Community and economic profile

## Population

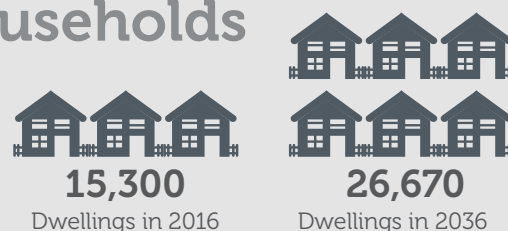


Kwinana is currently the second fastest growing local government area in Western Australia, with the population predicted to double in the next 20 years.

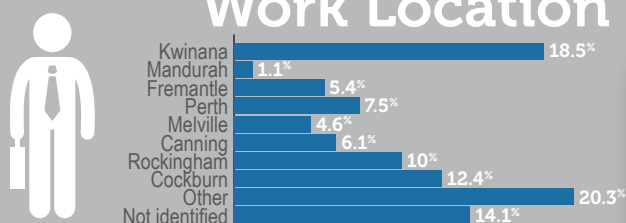
## Family



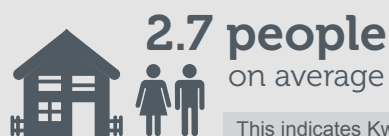
## Households



## Work Location



## Household Size



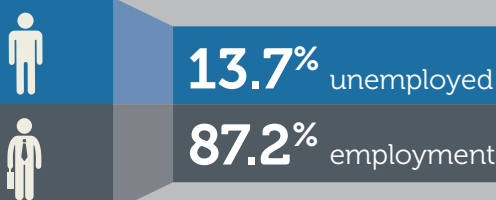
This indicates Kwinana is an ideal choice for young families. This trend is projected to continue into 2030.

## Age (%)

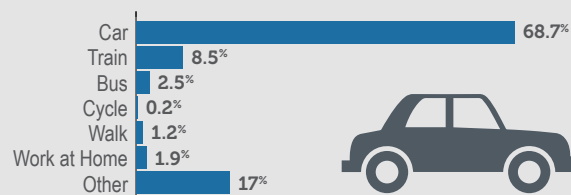


The median age in Kwinana is 32.

## Employment



## Travel to Work



The current mode of travel to work is by car, however a significant section of the resident labour force (51.5%) work within the south west corridor, suggesting the need to retain a strong public transport focus on employment locations within this sector.

## Home Owners



70% of people living in Kwinana own or are purchasing their own home.

## Employment Sector



The dominant work sectors are in manufacturing and construction. Emerging sectors are within education and training, public administration and safety, health care and social assistance.

# About the Plan

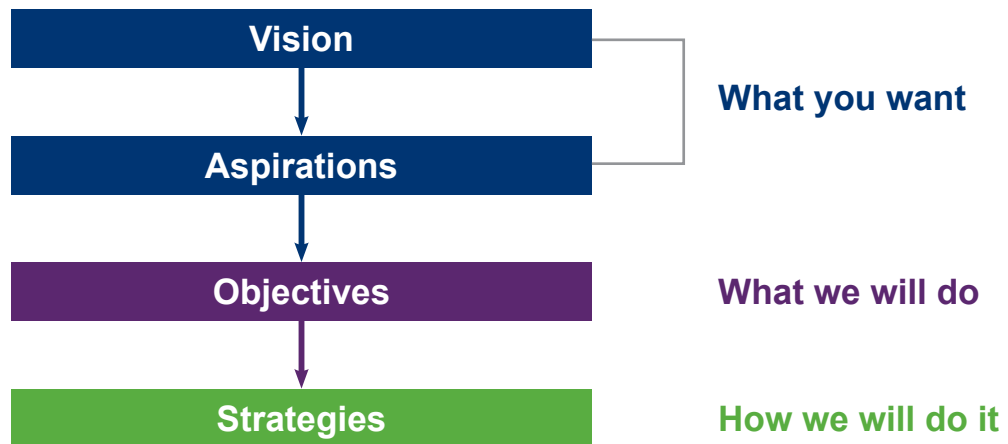
**The Strategic Community Plan sets out the long term vision and aspirations of the Kwinana community over the next 10 years. It is a strategic roadmap of where the community want to go and how we are going to get there. To reflect the community's changing aspirations, a minor review of the Strategic Community Plan is undertaken every two years and a major review every four years.**

This overarching Plan, along with the City's Corporate Business Plan, guides all the work the City undertakes. The Strategic Community Plan outlines what the community's long term vision is for the area, while the Corporate Business Plan details how that vision will be achieved. Both plans have been significantly influenced by the outcomes of previous visioning consultation and have been reviewed against the City of Kwinana's Long Term Financial Plan and other adopted strategies.

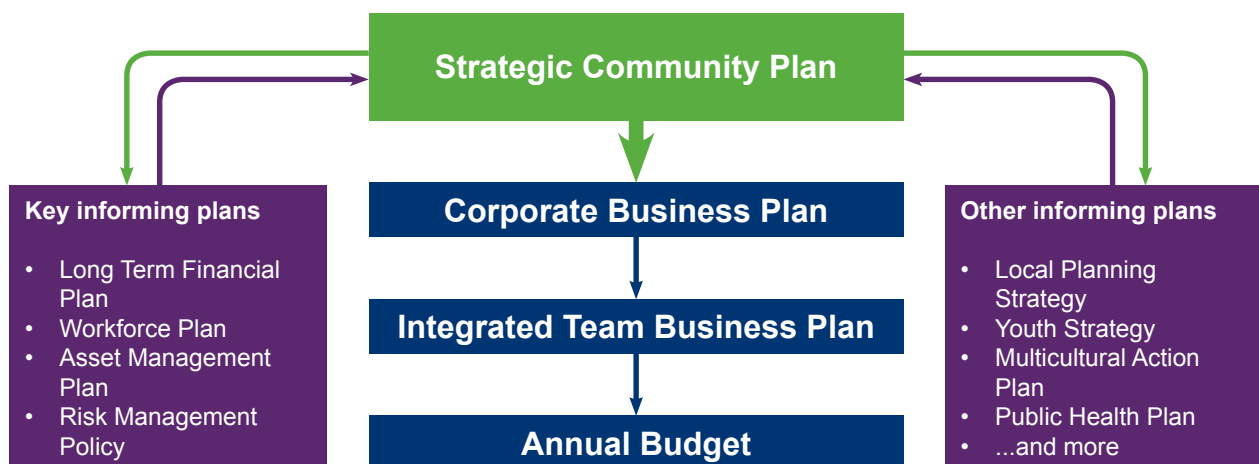




# The structure of the Strategic Community Plan



# Our integrated planning framework



**The Local Government Act (1995) requires all local governments in Western Australia to adopt a Strategic Community Plan and Corporate Business Plan. The above diagram shows how the Strategic Community Plan is applied at the City of Kwinana.**

The objective of the Department of Local Government's approach to Integrated Planning and Reporting is to create a process of continuous improvement. It is anticipated that over time, local governments will progress to an advanced level in their planning and integration. To aid the process of continuous improvement and alignment with community aspirations, the Strategic Community Plan and Corporate Business Plan is periodically reviewed and the City's performance is regularly monitored and reported.

The City of Kwinana does not exist in isolation and is influenced positively and negatively by broader planning policies and regional, national and global trends. It is therefore important that the outcomes we are working towards as a community, align with those for the region and the State. The Strategic Community Plan reflects relevant State and regional plans and demonstrates how the City as a community (represented by Council) will work to address these at a local level.





# Community visioning

To conduct the first major review of the Strategic Community Plan, the City undertook extensive community engagement over 2016/17. The community engagement was designed to further prioritise the community's aspirations as created in the City's first Strategic Community Plan in 2013. The following consultation was undertaken:

- |                               |   |
|-------------------------------|---|
| 1. May 2016                   | Community Perceptions Survey – Engaging 603 community members |
| 2. September to November 2016 | Presence at Community Events – Engaging 156 community members |
| 3. September to October 2016  | Community Workshops – Engaging 46 community members           |
| 4. January 2017               | Online Survey - Engaging 580 community members                |





# How decisions are made

The Elected Members and the City have established a strong governance structure, delivering effective decision-making processes and delegations to enable the organisation to operate effectively and efficiently. This is supported by a strong policy and procedures framework and complaint handling procedure.





The Council meets on the second and fourth Wednesday of each month (except December and January).

The City does not use extensive standing committees, instead firmly believing that it has a responsibility to respond quickly and professionally to development requests and community requirements, in preference to unnecessarily delaying important projects.

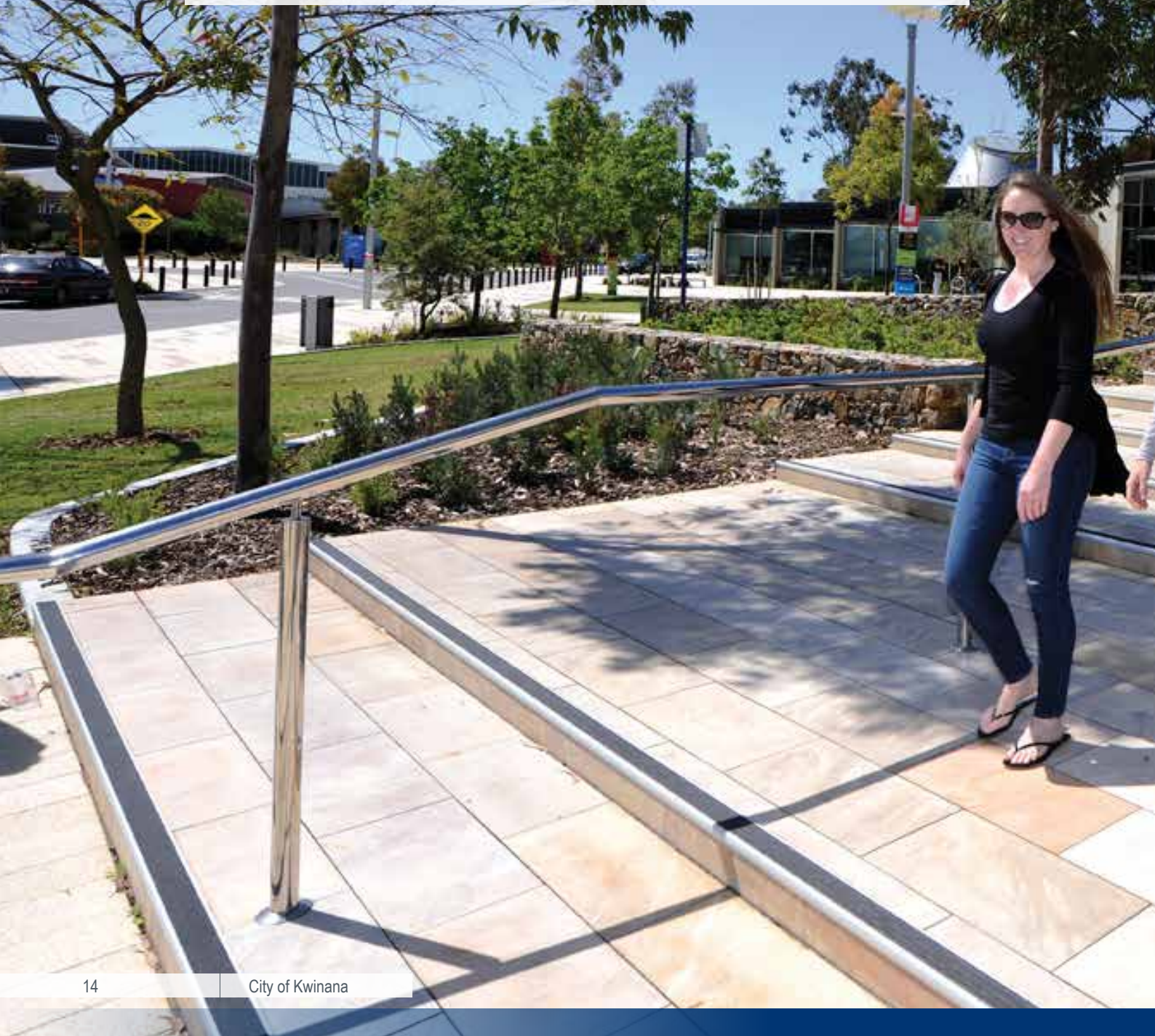




# Our vision for the future

*Rich in spirit, alive with  
opportunities, surrounded by  
nature - It's all here*

The vision statement succinctly represents the community's aspirations for the future and is derived directly from the community visioning priorities. It is about where the Kwinana community want to be in the year 2030 and captures the essence of what it will be like to live in Kwinana at that time.









## Aspiration 1

# Rich in spirit Community

**Kwinana 2030 will be a place where the strong community spirit that has historically existed continues to thrive and develop.**

The City will be alive with an assortment of community events that encourage civic participation and celebrate our cultural diversity. There will be abundant activities for families, youth and seniors as well as support programs for the vulnerable, and accessibility for all.

A range of multi-purpose community and recreation facilities will be activated by services and programs that meet community needs and provide a home to a variety of sustainable community and sporting groups. The strong sense of community and connection to place will be further strengthened by a network of volunteers and community leaders working to deliver Kwinana 2030, as well as through the promotion of the area's arts, culture and heritage.

The spirit of Kwinana will have been preserved despite the challenges and changes brought about by its population growth. In fact, it is this unique community spirit that has been the driving force behind changing perceptions of the area and is one of the major attractions for the ever-increasing number of people choosing to make Kwinana their home. Residents enjoy a high level of community safety, especially with regard to emergency services, as well as low crime levels, with hoon driving and off road vehicle use being well controlled.



## A unique identity

### Objective

**1.1** Develop and strengthen community identity to create a sense of belonging

### Strategies

- Place Plans for City areas
- Cultural Plan
- Multicultural Action Plan
- Reconciliation Action Plan
- Youth Strategy

### Measures

- Increase in % of community satisfied with the City's character and identity
- Increase in % of community satisfied with cultural diversity and racial harmony

## A City alive with activity

### Objective

**1.2** Inspire and strengthen community spirit through community activities and events

### Strategies

- Reconciliation Action Plan
- Community Development Team Business Plan
- Events Strategy
- Multicultural Action Plan
- Governance and Civic Services Team Business Plan

### Measures

- Increase in % of community satisfied with festivals, events and cultural activities

## A safe and welcoming place

### Objective

**1.3** Facilitate improved community safety and reduced crime levels

### Strategies

- Community Security Strategy
- Community Safety Plan
- Healthy Lifestyles Plan
- Youth Strategy

### Measures

- Increase in % of community satisfied with safety and security



## Services for an active community

Objective	Strategies	Measures
<b>1.4</b> A healthy and active community with services for everyone's needs	<ul style="list-style-type: none"> <li>• Healthy Lifestyles Plan</li> <li>• Parks for People Strategy</li> <li>• Children and Families Strategy</li> <li>• Active Ageing Strategy</li> <li>• Activate the City's Community Centres and Public Spaces</li> <li>• Youth Strategy</li> <li>• Multicultural Action Plan</li> <li>• Reconciliation Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in % of positive health and wellbeing indicators</li> <li>• Increase in % of community satisfied with opportunities to take part in physical activity</li> <li>• Increase in % of community satisfied with services and facilities for youth</li> <li>• Increase in % of community satisfied with services and facilities for families</li> <li>• Increase in % of community satisfied with services, facilities and care for seniors</li> <li>• Increase in % of community satisfied with health and wellbeing services</li> <li>• Increase in % of community satisfied with access to mental health information and support</li> <li>• Increase in % of community satisfied with library and information services</li> </ul>

## Strong community leaders

Objective	Strategies	Measures
<b>1.6</b> Actively work with the community to build local capacity	<ul style="list-style-type: none"> <li>• Club Development Plan</li> <li>• Community Development Fund</li> <li>• Place Based Events Fund</li> <li>• Healthy Lifestyles Plan</li> <li>• Youth Strategy</li> <li>• Multicultural Action Plan</li> <li>• Reconciliation Action Plan</li> <li>• Children and Families Strategy</li> <li>• City Centre Vibrancy Strategy</li> <li>• Community Safety Plan</li> <li>• Cultural Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in % of community satisfied with access to community grants and funding</li> <li>• Increase in % of people who feel they belong in their community</li> </ul>





## A community who help each other

### Objective

**1.7** Increase the prevalence of volunteering in Kwinana

### Strategies

- Active Citizenship Strategy

### Measures

- Increase in % of community satisfied with volunteer support and recognition

## A vibrant arts culture

### Objective

**1.8** Develop and celebrate arts in Kwinana

### Strategies

- Public Art Strategy
- Economic Development Team Business Plan
- Multicultural Action Plan
- Reconciliation Action Plan
- Cultural Plan

### Measures

- Increase in % of community satisfied with festivals, events and cultural activities

## A sense of place and heritage

### Objective

**1.9** Respect and promote Kwinana's unique heritage

### Strategies

- Cultural Plan

### Measures

- Increase in % of community satisfied with how local history is preserved and promoted

## Accessibility for everyone

### Objective

**1.10** Improve levels of disability access and inclusion throughout the community

### Strategies

- Disability Access and Inclusion Plan

### Measures

- Increase in % of community satisfied with access to services and facilities for people with disabilities



## Aspiration 2

# Alive with opportunities

## Economy

**In 2030 the City of Kwinana will be a place that is alive with opportunities. The continued prosperity of the local industrial, retail and business community will provide a wide range of employment options for residents.**

The Kwinana Industrial Area, still a powerhouse of the State's economy with its great transport network and attractive streetscapes, is now complemented in 2030 by the development of Latitude32 which is well underway. An efficient and affordable development approval system, integrated across government, generates increased private sector investment and is aligned with the City's economic development and activity centres strategies.

New port and freight infrastructure has been leveraged to create further diversification of business in the area and priority projects that act as stimuli to the local economy have been facilitated.

Day or night, the City Centre is bustling with specialty shops, restaurants and family entertainment venues. Residents of all ages have access to lifelong learning opportunities with plenty of high quality public and private educational institutions and a greater variety of tertiary courses and apprentice training opportunities.





## Varied job opportunities

<b>Objective</b> <b>2.1</b> Residents have access to ample job opportunities locally	<b>Strategies</b> <ul style="list-style-type: none"> <li>• Economic Development Action Plan</li> <li>• Workforce Plan</li> <li>• Indian Ocean Gateway Project</li> <li>• Multicultural Action Plan</li> <li>• Reconciliation Action Plan</li> </ul>	<b>Measures</b> <ul style="list-style-type: none"> <li>• Increase in % of community satisfied with job creation</li> </ul>
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## Quality education for all ages

<b>Objective</b> <b>2.2</b> The community has a choice of quality public and private facilities to meet their education and training needs throughout their life time	<b>Strategies</b> <ul style="list-style-type: none"> <li>• District Structure Plans</li> <li>• Lifelong Learning Strategy</li> <li>• Multicultural Action Plan</li> <li>• Local Planning Strategy</li> </ul>	<b>Measures</b> <ul style="list-style-type: none"> <li>• Increase in % of community satisfied with education and training opportunities</li> <li>• Increase in % of community satisfied with local primary schools</li> <li>• Increase in % of community satisfied with local high schools</li> </ul>
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## A bustling retail scene

<b>Objective</b> <b>2.3</b> 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	<b>Strategies</b> <ul style="list-style-type: none"> <li>• City Centre Master Plan</li> <li>• Land Asset Retention and Disposal Strategy</li> <li>• Local Commercial and Activity Centres Strategy</li> <li>• City Centre Vibrancy Strategy</li> </ul>	<b>Measures</b> <ul style="list-style-type: none"> <li>• Increase in % of community satisfied with how the City Centre is being developed</li> <li>• Increase in % of community satisfied with access to goods and services in the local area</li> <li>• Increase in % of community satisfied with cafes and restaurants in the local area</li> </ul>
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## A powerhouse industrial area

### Objective

**2.4** The Western Trade Coast Precinct is developed with maximum leverage being gained from investments in new infrastructure

### Strategies

- Local Planning Strategy
- Integrated Transport Strategy
- Indian Ocean Gateway Project

### Measures

- Increase in % of community satisfied with the City's industrial area

## A thriving local economy

### Objective

**2.5** Stimulate economic development and encourage diversification

### Strategies

- Economic Development Action Plan
- Public Health Plan

### Measures

- Increase in % of community satisfied with economic development





## Innovative approval system

### Objective

**2.6** Provide a best practice development approval system that attracts and retains business investment in the area

### Strategies

- IT Strategic Plan

### Measures

- Increase in % of community satisfied with planning and building approvals



### Aspiration 3

## Surrounded by nature

### Environment

**In 2030 the City of Kwinana is still physically surrounded by nature.**

This is largely thanks to the foresight and talent of WA's first female town planner, Margaret Fielman, who designed the original town of Kwinana in the 1950's with a significant natural buffer to the industrial area. The attractive wide tree-scaped streets, abundant public open spaces and native vegetation are also testament to her skill in landscape design.

This unique history of sensitively integrating environmental and land use planning has continued as the City has successfully minimised loss of remnant vegetation and natural systems in new developments, while still accommodating its share of Perth's population growth and expansion of the State's economy. A practical, affordable and sustainable balance has been achieved between protection and development. The rich biodiversity of the area has been conserved through the identification and preservation of significant natural areas as well as with the active participation of residents in a range of environmental activities. A system of well managed reserves, protected from illegal use and linked by a coordinated walk trails network makes Kwinana the 'People's Park' of the southern corridor.

A robust suite of policies that address environmental management and climate change are administered by well-trained professionals at the City, achieving integration with residential areas, preservation of health and amenity, and peak environmental performance and compliance. Energy and water conservation has long been a focus of the City's operations and the impacts and risks climate change presents are incorporated into operational plans, policies and development assessments.





## A beautiful natural environment

Objective	Strategies	Measures
<b>3.1</b> Improve conservation of biodiversity and protection of native vegetation <b>3.2</b> Achieve high levels of environmental protection in new developments <b>3.3</b> Educate and promote improved environmental land management	<ul style="list-style-type: none"> <li>Local Biodiversity Strategy</li> <li>Natural Areas Management Plan</li> <li>Perth Natural Resource Management Swan Region Strategy</li> <li>Tree Retention Policy</li> <li>Emergency Services Team Business Plan</li> <li>Environmental Education Strategy</li> <li>Local Planning Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Increase in % of community satisfied with conservation and environmental management</li> <li>Increase in % of community satisfied with animal and pest control</li> </ul>

## An energy efficient City

Objective	Strategies	Measures
<b>3.4</b> Promote the use of renewable energy within the City of Kwinana and reduce energy use where possible	<ul style="list-style-type: none"> <li>Revolving Energy Fund</li> <li>Climate Change Mitigation and Adaptation Plan</li> </ul>	<ul style="list-style-type: none"> <li>Increase in % of community satisfied with effort to promote and adopt sustainable practices</li> </ul>

## A water-wise City

Objective	Strategies	Measures
<b>3.5</b> Encourage and exercise best practice water management	<ul style="list-style-type: none"> <li>Sustainable Water Management Plan</li> <li>Groundwater Operating Strategy</li> <li>Water Conservation Plan</li> <li>Works Depot Team Business Plan</li> </ul>	<ul style="list-style-type: none"> <li>Increase in % of community satisfied with the City's water usage practices</li> </ul>

## A City adapted to climate change

Objective	Strategies	Measures
<b>3.6</b> Understand the impacts of climate change and take a risk management approach to addressing these effects in future planning	<ul style="list-style-type: none"> <li>Emergency Services Team Business Plan</li> <li>Climate Change Mitigation and Adaptation Plan</li> <li>Local Planning Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Increase in % of community satisfied with effort to mitigate climate change</li> </ul>



## Aspiration 4

# It's all here

## Infrastructure

**Kwinana 2030 will see an increasing number of new community and recreation facilities, as well as significant refurbishment of current amenities.**

These community spaces have been well planned to meet community needs and have been constructed to match population growth. They have enabled the provision of more services and activities for youth, families and seniors and have sustainable maintenance and running costs.

The whole community has access to a variety of quality parks and public areas throughout the City that have an exciting range of playground and exercise equipment. The area enjoys a wide range of government services, with particularly high standards of policing and public transport. A variety of medical services are available locally to help support a healthy lifestyle and allow residents to age in place. The City's land use planning continues to enable a diverse range of lifestyle options and mix of densities, from semi-rural properties through to City Centre apartment living.

There is a sustainable balance of industrial, commercial and residential developments supported by vibrant activity centres with great parking and public transport. There is not only affordable housing but affordable living. The excellent transport network continues to expand with a focus on improved road safety and design, street lighting, footpaths and cycle routes. A range of utilities are provided across the district including extensive mobile coverage and high-speed broadband access. The significant levels of community pride are reflected in well maintained private properties, beautiful streetscapes and public areas.



## Great public places

<b>Objective</b> <b>4.1</b> Residents are provided with a range of multifunctional community places and accessible recreation facilities	<b>Strategies</b> <ul style="list-style-type: none"> <li>Community Infrastructure Plan</li> <li>Building Assets Management Plan</li> </ul>	<b>Measures</b> <ul style="list-style-type: none"> <li>Increase in % of community satisfied with community centres and facilities</li> <li>Increase in % of community satisfied with sport and recreation facilities</li> </ul>
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## Well-kept green spaces

<b>Objective</b> <b>4.2</b> The community has easy access to well equipped, quality parks and public open spaces	<b>Strategies</b> <ul style="list-style-type: none"> <li>Community Infrastructure Plan</li> <li>Community Development Team Business Plan</li> <li>Parks for People Strategy</li> <li>Parks and Reserves Asset Management Plan</li> <li>Public Open Space Infrastructure Asset Management Plan</li> <li>Works Depot Team Business Plan</li> <li>Healthy Lifestyles Plan</li> <li>Public Art Strategy</li> </ul>	<b>Measures</b> <ul style="list-style-type: none"> <li>Increase in % of community satisfied with playgrounds, parks and reserves</li> </ul>
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## A well serviced City

<b>Objective</b> <b>4.3</b> Ensure the Kwinana community is well serviced by government and non-government services	<b>Strategies</b> <ul style="list-style-type: none"> <li>Strategic Waste Management Plan</li> <li>Environmental Health Team Business Plan</li> <li>Healthy Lifestyles Plan</li> <li>Youth Strategy</li> <li>Children and Families Strategy</li> </ul>	<b>Measures</b> <ul style="list-style-type: none"> <li>Increase in % of community satisfied with street lighting</li> <li>Increase in % of community satisfied with waste service collections</li> <li>Increase in % of community satisfied with management of food, health, noise and pollution issues</li> </ul>
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## A well planned City

Objective	Strategies	Measures
<b>4.4</b> Create diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity	<ul style="list-style-type: none"> <li>Local Planning Strategy</li> <li>Public Open Space Policy</li> <li>Parking Strategy</li> <li>Local Housing Strategy</li> <li>Town Planning Scheme</li> <li>Environmental Health Team Business Plan</li> <li>Place Plans for City areas</li> </ul>	<ul style="list-style-type: none"> <li>Increase in % of community satisfied with access to housing that meets their needs</li> </ul>

## A well maintained City

Objective	Strategies	Measures
<b>4.5</b> Actively improve the appearance of public areas and streetscapes throughout the City	<ul style="list-style-type: none"> <li>Works Depot Team Business Plan</li> <li>Engineering Team Business Plan</li> <li>Stormwater Drainage Asset Management Plan</li> <li>Landscape Strategy</li> <li>Public Lighting Asset Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>Increase in % of community satisfied with road maintenance</li> <li>Increase in % of community satisfied with streetscapes</li> </ul>

## A connected transport network

Objective	Strategies	Measures
<b>4.6</b> Provide a safe and efficient integrated network of roads, footpaths and cycle routes supported by a good public transport system	<ul style="list-style-type: none"> <li>Local Planning Strategy</li> <li>Transport Strategy</li> <li>Roads and Transport Asset Management Plan</li> <li>Works Depot Team Business Plan</li> <li>Engineering Team Business Plan</li> <li>Bike and Walk Plan</li> </ul>	<ul style="list-style-type: none"> <li>Increase in % of community satisfied with traffic management on local roads</li> <li>Increase in % of community satisfied with footpaths and cycleways</li> <li>Increase in % of community satisfied with access to public transport</li> </ul>











## How will we know if the plan is succeeding?

The City, in conjunction with the community, will review this plan once every two years using results gained from a bi-annual community perceptions survey. This will give life to the measures listed in this plan and provide an indication of the City's progress towards achieving the community's vision. In addition to the survey, the City will undertake the following reporting processes to keep the community informed:

- Quarterly Performance Report to Council
- Integrated Planning Progress Report in the Annual Report
- Regular updates via the City's media channels





#### **ADMINISTRATION**

Cnr Gilmore Ave and Sulphur Rd,  
Kwinana WA 6167  
PO Box 21, Kwinana WA 6966

Hours Mon-Fri 8am-5pm  
(Cashier hours 8am-4pm)

Telephone 08 9439 0200

[admin@kwinana.wa.gov.au](mailto:admin@kwinana.wa.gov.au)

[www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au)

## 16.6 Budget Variations

### SUMMARY:

To amend the 2016/2017 budget to reflect various adjustments to the General Ledger with nil effect to the overall budget as detailed below. Due to the nature of these variations, they fall outside the annual budget review.

### OFFICER RECOMMENDATION:

That Council approves the required budget variations to the Adopted Budget for 2016/2017 as outlined in the report.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

### DISCUSSION:

ITEM #	LEDGER ACCOUNT	DESCRIPTION	OPERATING BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	400261.1210	Operating Expense	Nil	(9,446)	(9,446)
	400293.1031	Employee Expense	(207,980)	9,446	(198,534)
	<b>Reason:</b>	<b><i>Recquatic Admin - transfer of identified savings in salaries to salaries contract for a contractor to fill the Centre Coordinator role.</i></b>			
2	600015.1001	Capital Expense	(16,945)	(8,000)	(24,945)
	400567.1600	Operating Expense	(412,218)	3,200	(409,018)
	400123.1154	Operating Expense	(28,856)	3,000	(25,856)
	400098.1220	Operating Expense	(4,326)	1,800	(2,526)
	<b>Reason:</b>	<b><i>Governance Facility - transfer of identified savings in Natural Environment feral control program and various stationery to capital for the purchase of ergonomic equipment that is considered an asset.</i></b>			

### LEGAL/POLICY IMPLICATIONS:

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

(b) is authorised in advance by resolution\*

“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

\*requires an absolute majority of Council.

### FINANCIAL/BUDGET IMPLICATIONS:

The financial implications are detailed in this report.

**16.6 BUDGET VARIATIONS****ASSET MANAGEMENT IMPLICATIONS:**

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

**ENVIRONMENTAL IMPLICATIONS:**

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

**STRATEGIC/SOCIAL IMPLICATIONS:**

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

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:**

Risk Event	The City does not manage it's finances adequately and allows budget expenditure to exceed allocation and the City then finds itself unable to fund it's services that have been approved through the budget process
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 risk)
Response to risk treatment required/in place	Submit budget variation requests to Council as they arise, identifying financial implications and ensuring there is nil effect on the budget adopted
Rating (after treatment)	Low

16.6 BUDGET VARIATIONS

**COUNCIL DECISION**

**526**

**MOVED CR W COOPER**

**SECONDED CR S LEE**

**That Council approves the required budget variations to the Adopted Budget for 2016/2017 as outlined in the report.**

**CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL  
7/0**



## **16.7 Financial Management Review**

### **SUMMARY:**

In accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996, the Chief Executive Officer (CEO) engaged Moore Stephens (WA) Pty Ltd to carry out a review of the appropriateness and effectiveness of the City of Kwinana's financial management systems and procedures. Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 requires the CEO to undertake reviews of the appropriateness and effectiveness of the financial management systems procedures at least once every four financial years and present the report to Council.

The City of Kwinana has recognised that to ensure there is continuous improvement in its operations and its delivery of services, that scrutiny and transparency of its procedures is conducted in an open and accepting manner. The City will use the findings identified in this report as a benchmark for future Financial Management Review's to ensure there is improvement in the way the City appropriately and effectively manage its financial system procedures.

The Financial Management Review is included at Attachment A.

### **OFFICER RECOMMENDATION:**

That the Audit Committee receive and endorse the Financial Management Review as detailed in Attachment A.

### **AUDIT COMMITTEE RECOMMENDATION:**

That Council receive and endorse the Financial Management Review as detailed in Attachment A.

### **DISCUSSION:**

A Financial Management Review is designed to provide the CEO with confidence that the City of Kwinana's financial management systems are appropriate and effective. The financial management systems and procedures that were tested and reviewed include:

- Bank reconciliation and petty cash
- Trust funds
- Receipts and receivables
- Rates
- Fees and Charges
- Purchases, payments and payables (including purchase orders)
- Payroll
- Credit card purchases
- Fixed assets
- Cost and administration overhead allocations
- Minutes and meetings
- Budget
- Financial reports
- Plan for the future
- Registers (including annual and primary returns)
- Delegations

## 16.7 FINANCIAL MANAGEMENT REVIEW

- Audit committee
- Insurance
- Storage of documents/record keeping
- General compliance and other matters

Of the above systems and procedure the following findings were identified that require the City of Kwinana's attention:

### 1. Trust Funds

Summary of finding: *Inconsistency noted between account ledger treatment and financial reporting disclosure of footpaths, kerbside and landscaping deposits.*

*The City regularly received deposits relating to footpaths, kerbside and landscaping. These deposits had always been maintained in the municipal account and disclosed as creditors (being resources within the City's control) in the City's annual financial report.*

*Our review of the City's trust records, however, noted these deposits have been treated and included as part of the trust funds, which is inconsistent with the disclosure in the financial report.*

*Auditor Comment: In order to resolve and eliminate the current inconsistency between treatment of these deposits in the City's accounting system and their disclosure in the financial report, the City should seek legal interpretation with respect to the substance of the relevant transactions that give rise to these deposits. If these deposits are not considered to be trust then the City's accounting system should be updated accordingly. If they are considered to be trust then they should be maintained in a trust bank account in accordance with Financial Management Regulation 8(1)(b) and disclosed in the financial report as such.*

*Officer's comment: The City has requested legal advice in relation to the treatment of performance based payments. Once the response has been received, internal practices will be reviewed to ensure the accounting treatment is in accordance with accounting standards.*

### 2. Receipts and receivables

Summary of finding: *No evidence of daily receipting reconciliations being independently reviewed.*

*Daily receipting reconciliations at the City's front counter did not have the evidence of being independently reviewed at the end of the day.*

*Auditor Comment: To help ensure daily receipts have been correctly processed at the front counter, the daily receipting reconciliations should be reviewed by a staff member independent of preparation. The independent reviewer should sign and date the reconciliation as evidence of review.*

*Officer's comment: The Finance Officer who reconciles the daily bank transactions is now signing the daily receipting reconciliations that are received from the Customer Service Officers and work instructions have been updated to incorporate this additional step.*

## 16.7 FINANCIAL MANAGEMENT REVIEW

3. Purchases, payments and payables
- a) Summary of finding: *Changes to supplier details are not adequately segregated*

*Our review of the processing of payments by Electronic Funds Transfer (EFT) revealed the controls over the loading of EFT payments and changing of supplier banking details are not adequately segregated.*

*Auditor Comment: To maintain the integrity of the EFT payments system, each step in the process should be reviewed by a person independent of preparation. This independent review should be evidenced accordingly.*

*Officer's comment: A new procedure has been implemented to ensure that the EFT file that is generated is saved into a folder that can be viewed only by the Officer and may be modified (if necessary) by Senior Finance Officers only.*

- b) Summary of finding: *Change to supplier details are not formally requested on a supplier letterhead before changes are made. Current procedures accept email confirmation as sufficient written evidence.*

*Auditor Comment: The process of verifying any changes to system details should be documented and provided to officers. A formal written request to change details should be asked for on supplier letterhead before any changes are made.*

*The above should be supported with training/direction to remind staff of the need to be ever vigilant, to exercise a level of scepticism for all requests and, most importantly, to raise a concern if there is any doubt about the veracity of a request for change.*

*Officer's comment: A new procedure has been documented and implemented to ensure that any change to supplier details is formally requested to be provided on supplier letterhead prior to any changes being made.*

- c) Summary of finding: *The system audit trail report for changes made to supplier details, including bank details, is reviewed by a senior staff member at month end instead of every payment run.*

*Auditor Comment: To help ensure all changes to supplier details in the system are correct and hence all payments are bona fide, the system's audit trail report showing all changes made to the system should be printed and reviewed by a senior staff member independent of processing prior to the processing of each payment run.*

*This independent review should seek to confirm the integrity of the changes/details in the system against appropriate authorisations and should be evidenced accordingly.*

*Officer's comment: A new process has been included in each creditor payment run whereby the audit trail report is generated and reviewed by the Financial Accountant as part of approving the list of creditors for payment.*

## 16.7 FINANCIAL MANAGEMENT REVIEW

- d) Summary of finding: *Purchase orders did not precede the supplier invoices.*

*In four instances, purchase orders were raised after the supplier tax invoices were received.*

Auditor Comment: *All authorised officers to be “reminded” of the need to ensure purchase orders are raised with purchase value recorded prior to the time of authorising works/services or ordering goods. This will help to ensure goods/services have been appropriately ordered and authorised, and also helps to ensure budget responsibility.*

Officer's comment: A new process has been included in each payment run whereby any purchase orders that are raised after the invoice date are reminded of their obligation in accordance with the Procurement Council Policy. There are some instances whereby the City Officer has good reason on why the invoice was raised before the purchase order and the explanation should be noted by the City Officer on the purchase order. Further training will be undertaken with City Officers who repeatedly raise purchase orders after the invoice date.

4. Payroll

- a) Summary of finding: *Changes to master files details were not adequately supervised.*

*Changes to employees' details (in particular banking details) in the system were not adequately supervised.*

Auditor Comment: *To help ensure changes to employee details in the system are bona fide and properly authorised, a senior staff member independent of processing should review a system generated audit trail report showing all changes made to the system on a regular basis. The timing of this review should coincide with the City's pay run to help ensure all pays are bona fide. This independent review should seek to confirm the integrity of the changes/details in the system against appropriate authorisations and should be evidenced accordingly.*

Officers Comment: A new process has been included in payroll processing whereby a system generated audit trail report showing changes made to the system during that period are reviewed by the Manager Human Resources. In addition, a specific report identifying duplicate banking details has been developed and is also used as part of this new process.

- b) Summary of finding: *Payroll summary report were not independently reviewed.*

Auditor Comment: *To help ensure all pays are bona fide and all salaries and wages are correctly calculated, the payroll summary report should be reviewed by a senior staff member independent of preparation.*

*The independent review should seek to confirm the accuracy of the payroll calculations against authorised timesheets and pay rates, and should be evidenced accordingly.*

Officer's comment: A new process has been included in payroll processing whereby the Manager Human Resources reviews the payroll summary report and is part of the checking process to compare hours, entitlements, allowances, deductions and pay rates of employees.



## 16.7 FINANCIAL MANAGEMENT REVIEW

- c) Summary of finding: *Monthly payroll reconciliations were not being performed.*

*Auditor Comment: To help ensure all pays are bona fide and all salaries and wages are completely and correctly posted into the general ledger, salaries and wages should be reconciled every pay run to the payroll summary report and documented for review by a senior staff member independent of preparation.*

*The independent review should seek to confirm the accuracy of the reconciliation and should be evidenced accordingly.*

*Officer's comment: A new process has been introduced that includes reconciling payroll module totals (from the payroll summary report) with the general payroll suspense account ledger total and this is signed off by the Manager Human Resources.*

5. Fixed Assets

*Summary of finding: Fixed asset reconciliations have not been performed since October 2016.*

*The fixed asset register has not been updated and reconciled to the fixed asset general ledger control accounts since October 2016.*

*Auditor Comment: To help ensure fixed assets are completely and correctly posted to the general ledger, the corresponding general ledger control accounts should be reconciled regularly to the fixed assets register. These reconciliations should be signed and dated by the preparer thereof and should be independently reviewed. To help ensure an efficient year end audit, the fixed assets reconciliation should be brought up to date by 30 June 2017.*

*Officer's comment: The City Officers are in the process of entering in all fixed assets into the system. It is expected by 30 June 2017 the fixed assets register will be up to date and all assets entered.*

6. Registers

*Summary of finding: Three employees' annual return has not been properly completed*

*Three designated employees incorrectly completed section 2(a) "Source of income" of this annual return with "Nil".*

*Auditor Comment: To help ensure compliance with Department of Local Government and Regional Development Circular no. 18-2005, all sections should be completed properly. Whilst we note the information disclosed on the return is the responsibility of the Council member or designated employee, guidance on how returns are to be completed should be provided in addition to the forms and consideration should be given to an appropriate member of staff reviewing the contents of forms submitted prior to issuing a letter of acknowledgement.*

*Officer's comment: The source of income in the annual return will be a point of emphasis when the request to complete an annual return for designated officers is sent.*

**16.7 FINANCIAL MANAGEMENT REVIEW****LEGAL/POLICY IMPLICATIONS:*****Local Government (Financial Management) Regulations 1996*****5. CEO's duties as to financial management**

- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
  - (a) *for the proper collection of all money owing to the local government; and*
  - (b) *for the safe custody and security of all money collected or held by the local government; and*
  - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
  - (d) *to ensure proper accounting for municipal or trust —*
    - (i) *revenue received or receivable; and*
    - (ii) *expenses paid or payable; and*
    - (iii) *assets and liabilities;**and*
  - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
  - (f) *for the maintenance of payroll, stock control and costing records; and*
  - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*
  - (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
  - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
  - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.*

**FINANCIAL/BUDGET IMPLICATIONS:**

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

**ASSET MANAGEMENT IMPLICATIONS:**

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

**ENVIRONMENTAL IMPLICATIONS:**

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

## 16.7 FINANCIAL MANAGEMENT REVIEW

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following objectives and strategies detailed in the Corporate Business Plan:

<b>Plan</b>	<b>Objective</b>	<b>Strategy</b>
Corporate Business Plan 2016 - 2021	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:**

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

<b>Risk Event</b>	Non compliance with the requirements of the Local Government (Financial Management) Regulations 1996
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Ensure that the Financial Management Review is completed every four years.
Rating (after treatment)	Low

16.7 FINANCIAL MANAGEMENT REVIEW

**COUNCIL DECISION**

**527**

**MOVED CR S LEE**

**SECONDED CR S MILLS**

**That Council receive and endorse the Financial Management Review as detailed in Attachment A.**

**CARRIED  
7/0**



**MOORE STEPHENS**

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9 May 2017

Ms J Abbis  
Chief Executive Officer  
City of Kwinana  
PO Box 21  
KWINANA WA 6167

Dear Joanne

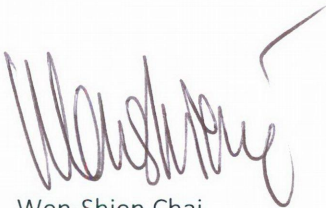
**FINANCIAL MANAGEMENT REVIEW**

We have completed the Financial Management Review for the City of Kwinana for the period 1 July 2016 to 28 February 2017.

For your convenience, we have provided one bound and one unbound copy.

Should you have any queries, please contact us.

Yours sincerely



Wen-Shien Chai  
Partner  
[Moore Stephens](#)

CITY OF KWINANA  
16 MAY 2017  
Officer: \_\_\_\_\_  
No: \_\_\_\_\_



## Financial Management Review

**City of Kwinana**

**May 2017**



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## Disclaimer

The objective of this review as outlined in greater detail in Part 2.0 of this report as presented, is to assist the Chief Executive Officer of the City of Kwinana discharge responsibilities in respect to Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996 (as amended)*.

It has been prepared by Moore Stephens (WA) Pty Ltd for this sole purpose.

It is not intended to be used by any other individual or organisation.

Confidential – this document and the information contained in it are confidential and should not be used or disclosed in any way without our prior consent.

Moore Stephens (WA) Pty Ltd carries on business separately and independently from other Moore Stephens member firms around Australia and worldwide.

Services provided under this engagement are provided by Moore Stephens (WA) Pty Ltd and not by any other independent Moore Stephens member firm. No other independent Moore Stephens member has any liability for services provided by other members.

## 1.0 Independent Reviewer's Report to the Chief Executive Officer (CEO) of the City of Kwinana

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At the request of the CEO, Moore Stephens (WA) Pty Ltd was engaged to conduct a limited assurance review of the appropriateness and effectiveness of the City of Kwinana's financial management systems and procedures. The objective of the review is to assist the CEO discharge responsibilities in respect to Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996 (as amended)*. The review was conducted for the period 1 July 2016 to 28 February 2017.

### CEO's Responsibility for Maintaining and Reviewing Financial Management Systems and Procedures

The CEO is responsible for implementing policies, procedures and controls which are designed to ensure the effective and efficient management of the City's resources. In accordance with Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996 (as amended)*, the CEO is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures. At least once in every four financial years the CEO is to report the results of those reviews to Council.

### Our Responsibility

Our responsibility is to provide a report expressing limited assurance, designed to enhance the confidence of the CEO to assist reporting on the appropriateness and effectiveness of the financial management systems as required by Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996 (as amended)*. We conducted our engagement in accordance with Australian Standard on Assurance Engagements ASAE 3500 Performance Engagements issued by the Australian Auditing and Assurance Standards Board and the Audit Guidelines, in order to state whether, based on the procedures performed, anything has come to our attention that causes us to believe that the City's financial management systems have not been operating effectively. Our engagement provides limited assurance as defined in ASAE 3500.

Our procedures were agreed to with the CEO in our engagement letter dated 5 April 2016.

### Limitations of Use

This report is made solely to the CEO of the City of Kwinana for the purpose of reporting under Local Government (Financial Management) Regulation 5(2)(c). We disclaim any assumption of responsibility for any reliance on this report to any person other than the CEO of the City of Kwinana, or for any purpose other than that for which it was prepared. We disclaim all liability to any other party for all costs, loss, damages, and liability that the other party might suffer or incur arising from or relating to or in any way connected with the contents of our report, the provision of our report to the other party, or the reliance on our report by the other party.



## 1.0 Independent Reviewer's Report to the Chief Executive Officer (CEO) of the City of Kwinana

### Inherent Limitations

A limited assurance engagement is substantially less in scope than a reasonable assurance engagement conducted in accordance with ASAE 3500 and consequently does not allow us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we will not express an opinion providing reasonable assurance.

We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and its responsibility to prevent and detect irregularities, including fraud. Accordingly, readers of our reports should not rely on the report to identify all potential instances of non-compliance which may occur.

Any projection of the evaluation of the level of compliance to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with management procedures may deteriorate.

### Independence

In conducting our engagement, we have complied with the independence requirements of the Australian professional accounting bodies.

### Conclusion

Based on our work described in this report (which is not an audit), nothing has come to our attention to indicate the City of Kwinana has not established and maintained, in all material respects, appropriate and effective financial management systems and procedures during the period covered by our review being 1 July 2016 to 28 February 2017.

For those aspects of the City of Kwinana's Financial Management systems and procedures which were assessed as having opportunities for improvement, our findings are summarised as Part 3.0 of this report and detailed observations and comments are located at Part 4.0 of this report.



WEN-SHIEN CHAI  
DIRECTOR



MOORE STEPHENS (WA) PTY LTD  
CHARTERED ACCOUNTANTS

Date: 8 May 2017  
Perth, WA

## 2.0 Objective, Scope and Overview of Findings

### Objective

The objective of our engagement as outlined in our engagement letter dated 5 April 2016 is as follows:

To provide a report expressing limited assurance designed to enhance the confidence of the intended user (in this instance the CEO) in the performance of the control environment of the financial management system of the City of Kwinana (administered by City staff being the Responsible Party) for which the intended user (CEO) is ultimately responsible in accordance with the Act and Regulations.

It includes the performance of assurance procedures designed to test the financial management system and report to the CEO on the appropriateness and effectiveness of the control environment within, as required by Local Government (Financial Management) Regulation 5(2)(c).

We trust this report will assist in the ongoing review and improvement of the City's financial management practices and procedures.

### Scope

As agreed our examination covered the period 1 July 2016 to 28 February 2017. To this end we examined the following financial systems and procedures of the City:-

- Bank Reconciliations and Petty Cash
- Trust Funds
- Receipts and Receivables
- Rates
- Fees and Charges
- Purchases, Payments and Payables (Including Purchase Orders)
- Payroll
- Credit Card Procedures
- Fixed Assets (Including Acquisition and Disposal of Property)
- Cost and Administration Overhead Allocations
- Minutes and Meetings
- Budget
- Financial Reports
- Plan for the Future
- Registers (Including Annual and Primary Returns)
- Delegations
- Audit Committee
- Insurance
- Storage of Documents/Record Keeping
- General Compliance and Other Matters

We did not necessarily examine compliance with provisions of the Act or Regulations, which were not financial in nature. That is, Parts 2, 4, 8 and 9 of the Act, some provisions of Parts 3 and 5 as well as most regulations (apart from the Financial Management Regulations), which did not impact on the areas examined above.

### Overview of Findings

As referred to in Part 1.0 of this report, a summary of our findings and detailed observations may be found in Parts 3.0 and 4.0 on the following pages.

Addressing the issues highlighted will help to ensure the controls and procedures established are not compromised in the future and the integrity of the financial management system is maintained.



## 3.0 Summary of Findings

The following is a brief summary of the key matters noted for improvement together with our assessment of the level of risk in relation to each item:

FINDINGS	REF	PAGE	NATURE	RATING
<b>TRUST FUNDS</b>	<b>4.2</b>	<b>8</b>		
Inconsistency noted between account ledger treatment and financial reporting disclosure of footpaths, kerbside and landscaping deposits.			C	Significant
<b>RECEIPTS AND RECEIVABLES</b>	<b>4.3</b>	<b>9</b>		
No evidence of daily receipting reconciliations being independently reviewed.			S	Moderate
<b>PURCHASES, PAYMENTS AND PAYABLES (INCLUDING PURCHASE ORDERS)</b>	<b>4.6</b>	<b>9</b>		
Changes to supplier details:				
- not adequately segregated			S	Significant
- lack appropriate level of evidence			S	Significant
Audit trail for changes to master file details only reviewed monthly, instead of at every payment run.			S	Significant
Purchase orders did not precede the supplier invoices.			S	Moderate
<b>PAYROLL</b>	<b>4.8</b>	<b>11</b>		
Changes to master files details were not adequately supervised.			S	Significant
Payroll summary report are not independently reviewed.			S	Significant
Payroll reconciliations were not performed.			S	Moderate
<b>FIXED ASSETS</b>	<b>4.9</b>	<b>12</b>		
Fixed asset reconciliations have not been performed since October 2016.			S	Moderate
<b>REGISTERS (INCLUDING ANNUAL &amp; PRIMARY RETURNS)</b>	<b>4.15</b>	<b>13</b>		
Three employees' annual return has not been properly completed.			C	Minor

Please Note: The rating assessment as detailed above is our assessment based on the circumstances surrounding the procedures performed. They are intended to be read in the context of our rating assessment to the organisation as a whole. They are provided solely to assist you understand the nature of the matters raised and to prioritise any remedial action.

### Key:

#### Nature:

S	Systems and Procedures
C	Compliance Matter

#### Rating Assessment:

Significant	Issue represents a weakness which will/may have an adverse affect on the ability to achieve business objectives. Requires immediate management action.
Moderate	Issue represents a weakness which may become more serious if not addressed. Requires management action within a reasonable time period.
Minor	Issue represents an opportunity for improvement. Management should consider cost benefit analysis within a reasonable time period.



## 4.0 Areas Examined with Detailed Observations and Comments

### 4.1 Bank Reconciliations and Petty Cash

#### Bank Reconciliations

An examination of bank reconciliations and procedures for the period under review noted they are up to date as well as being prepared regularly and promptly for all bank accounts.

#### Petty Cash

We also examined the petty cash system and procedures and concluded these were being properly controlled and maintained.

### 4.2 Trust Funds

Trust funds held by the City were examined to determine proper accountability in the City's financial management system and compliance with regulatory requirements.

Our observation and testing of eight receipts and eight payments, randomly selected, confirmed that trust funds are adequately controlled and all statutory requirements were satisfactorily met, except for the following:

- The City regularly received deposits relating to footpaths, kerbside and landscaping. These deposits had always been maintained in the municipal account and disclosed as creditors (being resources within the City's control) in the City's annual financial report.

Our review of the City's trust records, however, noted these deposits have been treated and included as part of the trust funds, which is inconsistent with the disclosure in the financial report.

**Comment: In order to resolve and eliminate the current inconsistency between treatment of these deposits in the City's accounting system and their disclosure in the financial report, the City should seek legal interpretation with respect to the substance of the relevant transactions that give rise to these deposits.**

**If these deposits are not considered to be trust then the City's accounting system should be updated accordingly.**

**If they are considered to be trust then they should be maintained in a trust bank account in accordance with Financial Management Regulation 8(1)(b) and disclosed in the financial report as such.**

### 4.3 Receipts and Receivables

Detailed testing of sixteen receipts, judgmentally selected, was performed. This included tracing to individual receipt detail, bank deposits, general ledger and review of the end-of-day receipting procedures to ensure banking and allocation/posting were correctly performed. The receivables system including raising of invoices was also reviewed with limited testing in respect to allocation/posting.

Overall testing was completed satisfactorily. Controls and procedures over receipts and receivables are considered to be operating effectively and are appropriate for the City's current scope of operations except for the following matter being assessed as having opportunity for improvement:

## 4.0 Areas Examined with Detailed Observations and Comments (continued)

### 4.3 Receipts and Receivables (continued)

- Daily receipting reconciliations at the City's front counter did not have the evidence of being independently reviewed at the end of the day.

**Comment:** To help ensure daily receipts have been correctly processed at the front counter, the daily receipting reconciliations should be reviewed by a staff member independent of preparation. The independent reviewer should sign and date the reconciliation as evidence of review.

### 4.4 Rates

The City's rating procedures were examined to determine if they were adequate in ensuring rates were being imposed or raised correctly. This also included inspection of the rate record, rate notices, instalment notices, valuation reconciliations and general ledger.

We randomly selected and tested eight annual rate notices and eight interim rate notices for the period under review. This included:

- sighting the notices;
- re-performing the calculations;
- ascertaining whether the valuations applied agree to Landgate's valuation roll/report and rates per dollar imposed are as adopted budget;
- ensuring the rate system is properly updated; and
- checking proper posting to the general ledger.

From testing, we concluded the rate system and records are being properly maintained, rates are correctly imposed as well as accurately posted to general ledger.

### 4.5 Fees and Charges

Fees and Charges imposed at the time of budget adoption were found to be in accordance with legislative requirements.

### 4.6 Purchases, Payments and Payables (Including Purchase Orders)

Sixteen payment transactions were judgmentally selected and tested to determine whether purchases were authorised/budgeted and payments were supported, certified/ authorised and correctly allocated. The City's purchases, payments and payables system was also examined to determine if adequate controls were in place in ensuring liabilities are properly recorded and payments are properly controlled.

We are aware of many recent incidents of payment scams/frauds within the local government industry. As a consequence of this activity, we have had a specific focus on the controls around the changes to supplier details within the EFT payment system.

In general, controls and procedures over purchases, payments and payables are operating effectively and are appropriate for the City's current scope of operations, with the following matters being noted and raised for your consideration:



## 4.0 Areas Examined with Detailed Observations and Comments (continued)

### 4.6 Purchase, Payments and Payables (Including Purchase Orders) (continued)

- Our review of the processing of payments by Electronic Funds Transfer (EFT) revealed the controls over the loading of EFT payments and changing of supplier banking details are not adequately segregated.

**Comment:** To maintain the integrity of the EFT payments system, each step in the process should be reviewed by a person independent of preparation. This independent review should be evidenced accordingly.

- Change to supplier details are not formally requested on a supplier letterhead before changes are made. Current procedures accept email confirmation as sufficient written evidence.

**Comment:**

- The process of verifying any changes to system details should be documented and provided to officers.
- A formal written request to change details should be asked for on supplier letterhead before any changes are made.

The above should be supported with training/direction to remind staff of the need to be ever vigilant, to exercise a level of scepticism for all requests and, most importantly, to raise a concern if there is any doubt about the veracity of a request for change.

- The system audit trail report for changes made to supplier details, including bank details, is reviewed by a senior staff member at month end instead of every payment run.

**Comment:** To help ensure all changes to supplier details in the system are correct and hence all payments are bona fide, the system's audit trail report showing all changes made to the system should be printed and reviewed by a senior staff member independent of processing prior to the processing of each payment run.

This independent review should seek to confirm the integrity of the changes/details in the system against appropriate authorisations and should be evidenced accordingly.

- In four instances, purchase orders were raised after the supplier tax invoices were received.

**Comment:** All authorised officers to be "reminded" of the need to ensure purchase orders are raised with purchase value recorded prior to the time of authorising works/services or ordering goods. This will help to ensure goods/services have been appropriately ordered and authorised, and also helps to ensure budget responsibility.



## 4.0 Areas Examined with Detailed Observations and Comments (continued)

### 4.7 Credit Card Procedures

A review of the City's credit card procedures was performed to determine if adequate controls were in place.

Eight credit cards are currently in use. We randomly selected five monthly credit card statements during the period for testing to determine whether the transactions are legitimate and usual in the context of the City's operations. This included:

- sighting tax invoices;
- ascertaining whether the transaction is for bona fide City business; and
- determining whether transactions are in line with the City's policy.

Overall testing was completed satisfactorily. Controls and procedures over credit card transactions are considered to be operating effectively and are appropriate for the City's current scope of operations.

### 4.8 Payroll

A random sample of sixteen individual employees was selected from four randomly selected pay runs and detailed testing of each employee's pay was performed to help ensure:

- the employee existed;
- the correct rate of pay was used;
- non-statutory deduction authorities are on hand;
- time sheets were properly completed and authorised;
- hours worked were properly authorised; and
- allocations were reasonable and correctly posted.

We also tested the first pay of seven new employees and the last pay of four terminated employees (randomly selected).

The City's payroll system was also reviewed to determine if adequate controls were in place to help ensure wages and salaries are properly processed and payments are properly controlled.

The system described to us and its supporting controls were found to be operating effectively, except for the following matters:

- Changes to employees' details (in particular banking details) in the system were not adequately supervised.

**Comment:** To help ensure changes to employee details in the system are bona fide and properly authorised, a senior staff member independent of processing should review a system generated audit trail report showing all changes made to the system on a regular basis. The timing of this review should coincide with the City's pay run to help ensure all pays are bona fide. This independent review should seek to confirm the integrity of the changes/details in the system against appropriate authorisations and should be evidenced accordingly.

## 4.0 Areas Examined with Detailed Observations and Comments (continued)

### 4.8 Payroll (continued)

- Payroll summary reports were not independently reviewed.

**Comment:** To help ensure all pays are bona fide and all salaries and wages are correctly calculated, the payroll summary report should be reviewed by a senior staff member independent of preparation.

The independent review should seek to confirm the accuracy of the payroll calculations against authorised timesheets and pay rates, and should be evidenced accordingly.

- Monthly payroll reconciliations were not being performed.

**Comment:** To help ensure all pays are bona fide and all salaries and wages are completely and correctly posted into the general ledger, salaries and wages should be reconciled every pay run to the payroll summary report and documented for review by a senior staff member independent of preparation.

The independent review should seek to confirm the accuracy of the reconciliation and should be evidenced accordingly.

### 4.9 Fixed Assets (Including Acquisition and Disposal of Property)

The fixed assets system including controls over acquisition and disposal of assets, updating of the fixed assets register, depreciation of fixed assets and reconciliation of the fixed assets register to the general ledger was examined.

Eight asset additions and eight asset disposals were randomly selected and testing performed to ensure:

- the tax invoices existed;
- correct posting to the general ledger;
- fixed assets register was promptly updated; and
- classification of assets was correct.

We concluded fixed assets are properly accounted for and supporting controls are operating effectively, except for the following matter:

- The fixed asset register has not been updated and reconciled to the fixed asset general ledger control accounts since October 2016.

**Comment:** To help ensure fixed assets are completely and correctly posted to the general ledger, the corresponding general ledger control accounts should be reconciled regularly to the fixed assets register. These reconciliations should be signed and dated by the preparer thereof and should be independently reviewed.

To help ensure an efficient year end audit, the fixed assets reconciliation should be brought up to date by 30 June 2017.



## **4.0 Areas Examined with Detailed Observations and Comments (continued)**

### **4.10 Costs and Administration Overhead Allocation**

The City's cost and administration allocation system was examined to determine if indirect costs have been properly reallocated to various jobs/programs. This included review of the allocation basis or rates used to ensure they are appropriate and regularly reviewed.

Our review noted the system is being maintained properly.

### **4.11 Minutes and Meetings**

Council and committee meeting minutes were reviewed to ensure compliance with procedures and protocols.

The procedures and protocols surrounding meetings and the quality of minutes were found to be of a satisfactory standard and in accordance with legislative requirements.

### **4.12 Budget**

The 2016/17 budget document and documents surrounding budget adoption were reviewed to ensure compliance with regulatory requirements.

All statutory requirements were satisfactorily met and the budget was of satisfactory form and content.

### **4.13 Financial Reports**

The following reports were reviewed for compliance with legislative requirements:

- Annual Report;
- Annual Financial Report; and
- Monthly Financial Reports.

All were found to be of a satisfactory standard and in compliance with legislative requirements.

### **4.14 Plan for the Future**

The Strategic Community Plan and Corporate Business Plan together comprise the Plan for the Future.

The City's current Strategic Community Plan (2015-2025) and Corporate Business Plan (2016-2021) were adopted in August 2015 and July 2016 respectively. From examination they appeared to meet all statutory requirements.

## 4.0 Areas Examined with Detailed Observations and Comments (continued)

### 4.15 Registers (Including Annual & Primary Returns)

#### Financial Interest Register

The register was examined to ensure compliance with regulatory requirements.

Our review noted the register was deemed to be satisfactorily maintained and appropriate for the City's needs, except for the following:

- Three designated employee incorrectly completed section 2(a) "Source of income" of this annual return with "Nil".

**Comment:** To help ensure compliance with Department of Local Government and Regional Development Circular no. 18-2005, all sections should be completed properly. Whilst we note the information disclosed on the return is the responsibility of the Council member or designated employee, guidance on how returns are to be completed should be provided in addition to the forms and consideration should be given to an appropriate member of staff reviewing the contents of forms submitted prior to issuing a letter of acknowledgement.

#### Tender Register

The tender register was reviewed for completeness and compliance.

We noted the register deemed to be satisfactorily maintained and appropriate for the City's needs.

### 4.16 Delegations

The delegations register was reviewed for completeness and compliance and deemed to be satisfactorily maintained and appropriate for the City's needs.

### 4.17 Audit Committee

The City's establishment of its audit committee and the constituted membership was examined by us and found to be in compliance with the requirements of the Act.

### 4.18 Insurance

Discussions with staff and review of policy documents revealed policies are current. Evidence also exists to suggest an annual review of insurance risks occurs.

### 4.19 Storage of Documents/Record Keeping

A detailed and fully indexed register and filing system is in place and appears to be complete and operating effectively.

### 4.20 General Compliance and Other Matters

#### Investments

Internal control procedures and restrictions over investments are properly maintained and complied with the Local Government (Financial Management) Regulation 19C.

#### IT General Environment

Whilst reviewing the adequacy of the City's IT general environment, we noted that the controls are operating effectively.



## 5.0 Reminders

### Fixed Assets

- Revaluation of the Land and Building class of assets should be performed as at 30 June 2017.  
Management advised the valuations will be undertaken by an external valuer in accordance with AASB 13.
- Depreciation for roads - We stress the need for an assessment of Remaining Useful Life (RUL) to be performed on individual road components, along with a detailed assessment of road conditions by 30 June 2018.

### Other

- The Fringe Benefit Tax Return had not yet been lodged at the time of our visit. Due date for lodgment is 21 May 2017.
- The Delegations register is required to be reviewed once in each financial year. At the time of our visit, it had not been reviewed for the current financial year.

To avoid a compliance breach, the register will require review prior to 30 June 2017.

## **17 Urgent Business**

Nil

## **18 Councillor Reports**

### **18.1 Councillor Ruth Alexander**

Councillor Ruth Alexander reported that she had attended the Founders Day Service at the Peter Carnley Anglican School which was a lovely occasion.

Councillor Alexander advised that she had attended the Frank Konecny Centre Fellowship and said that she feels it is a success story in terms of community centres run by the community.

Councillor Alexander mentioned that she had attended the NAIDOC Week Launch at Medina Hall which was a lovely occasion and held at a great venue.

### **18.2 Councillor Wendy Cooper**

Councillor Wendy Cooper reported that she had a great deal of pleasure accepting the three awards The Adventure Park received on behalf of the City.

Councillor Cooper advised that she had attended the City of Kwinana Citizenship Ceremony which was a pleasant evening.

### **18.3 Councillor Sandra Lee**

Councillor Sandra Lee reported that she had attended Frank Konecny Community Centre Fellowship.

Councillor Lee advised that she had attended the City of Kwinana Citizenship Ceremony and that 29 new Australians were welcomed.

Councillor Lee mentioned that she had attended the Kwinana Industries Council 2017 iCareer Project Presentation and that it had been tremendous to see how excited everyone was, what they have achieved and the support that they are given.

Councillor Lee stated that it was great news that The Adventure Park received three awards.

Councillor Lee wished the Director of Corporate and Engineering Services the best of luck for his future.

### **18.4 Councillor Dennis Wood**

Councillor Dennis Wood reported that he had attended NAIDOC Week Launch which he enjoyed.

Councillor Wood advised that he had attended the City of Kwinana Citizenship Ceremony which was good.

## 18 COUNCILLOR REPORTS CONTINUED

Councillor Wood mentioned that he had attended the KIC 2017 iCareer Project Presentation and said that KIC do a wonderful job.

## 19 Response to Previous Questions

Nil

## 20 Mayoral Announcements (without discussion)

Mayor Carol Adams reported that she had attended the following Indian Ocean Gateway (IOG) Briefings -

- Acting Deputy Director and Representatives from the Department of Premier and Cabinet
- Minister Rita Saffioti and her Senior Policy Officer
- Attended Fremantle Outer Harbour Discussion Series No. 1
- Local Government Planners Association Breakfast (guest speaker with CEO)

The Mayor advised that she had attended the Kwinana Volunteer Fire and Rescue Service Annual Dinner.

The Mayor mentioned that she had attended Peter Carnley Anglican School where she discussed her role as Mayor with Year 3 students.

The Mayor advised that she had attended the Frank Konecny Centre Fellowship to thank volunteers and staff.

The Mayor mentioned that she had attended the NAIDOC Week opening at Medina Hall.

The Mayor reported that she had attended the City of Kwinana Citizenship ceremony and welcomed new Australians.

The Mayor advised that she had attended the Kwinana Industries Council 2017 iCareer Project Presentation.

The Mayor made significant mention of the City of Kwinana Adventure Park and three awards that it recently received, being:

- Playspace of the Year
- Park of the Year
- Community Program of the Year

The Mayor reported upcoming meetings of note are:

- IOG – DG of Transport Mr Richard Sellers
- Lyrik Award Ceremony
- Shire of Serpentine Jarrahdale Councillor Briefing on IOG
- WALGA State Council Meeting
- Special Council Meeting at the City of Kwinana to adopt our 2017/18 budget

*20 MAYORAL ANNOUNCEMENTS (WITHOUT DISCUSSION)*

The Mayor advised that is the City's Director of Corporate and Engineering Services, Errol Lawrence final Council Meeting at the City of Kwinana. The Mayor wished Mr Lawrence well in his future endeavours at the City of Colac in the south west of Melbourne. The Mayor thanked Mr Lawrence for his dedication and service to the Kwinana community over the past 12 years, which he has been with the City and for the strength and leadership he has shown, especially during the Local Government Reform era.



## 21 Matters Behind Closed Doors

### COUNCIL DECISION

528

MOVED CR W COOPER

SECONDED CR B THOMPSON

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

CARRIED  
7/0

*The Council Chamber doors were closed at 7:26pm*

### 21.1 Appointment of Independent Audit Committee Member

#### COUNCIL DECISION

529

MOVED CR S LEE

SECONDED CR B THOMPSON

That Council appoint Applicant A as an independent Audit Committee member with a contract term expiring 20 October 2017 and remunerated \$1,800 per meeting.

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL  
7/0

#### COUNCIL DECISION

530

MOVED CR W COOPER

SECONDED CR B THOMPSON

That Council return from Behind Closed Doors.

CARRIED  
7/0

*The Council Chamber doors were reopened at 7:30pm*

## **22 Meeting Closure**

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